





MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**NOVEMBER 27, 2024
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, November 27, 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 November 18, 2024 Regular Council Meeting	7
		b) Minutes of the November 19, 2024 Budget Council Meeting	19
		c) Business Arising out of the Minutes	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Wop May Airport (Fort Vermilion) – Agriculture Lease Agreement (<i>FOIP Sections 23, 24 25 and 27</i>)	
		b) CAO Report (<i>FOIP Sections 16, 17, 23 and 24</i>)	
		c)	
		d)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
DELEGATIONS:	7.	a) Expedition Management Consulting Ltd. (11:30 a.m.- Zoom)	27
GENERAL REPORTS:	8.	a) None	
		b)	

AGRICULTURE SERVICES:	9.	a)	None	
		b)		
COMMUNITY SERVICES:	10.	a)	Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding	141
		b)		
		c)		
FINANCE:	11.	a)	Financial Reports – January – October 2024	145
		b)		
		c)		
OPERATIONS:	12.	a)	Approve New Policies PW045 Rural Road and Access Construction and ASB023 Surface Water Management	179
		b)	Bylaw 1356-24 Unauthorized Use of Municipal Land in Road Allowances	189
		c)		
		d)		
UTILITIES:	13.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1353-24 Establishment of a Municipal Planning Commission	195
		b)	Bylaw 1355-24 Partial Plan Cancellation and Lot Consolidation of Plan 842 0527, Block 01, Lots 13, 14 and 15 (Hamlet of Fort Vermilion)	203
		c)	2024-25 Small Community Opportunity Grant Application – Mackenzie Agriculture	211
		d)	Request to Use Solar and Geothermal for Development in Hamlet	257
		e)		

		f)		
ADMINISTRATION:	15.	a)	Community Rail Advocacy Alliance – 2025 Membership	279
		b)	2025 NWT Association of Communities (NWTAC) Annual General Meeting	283
		c)	Municipal Ward Boundary and Governance Review – Engagement Findings	287
		d)		
		e)		
COMMITTEE OF THE WHOLE ITEMS:	16.	a)	Business Arising out of Committee of the Whole	
		b)		
COUNCIL COMMITTEE REPORTS:	17.	a)	Council Committee Reports (verbal)	
		b)		
		c)		
INFORMATION / CORRESPONDENCE:	18.	a)	Information/Correspondence	291
NOTICE OF MOTION:	19.	a)	None	
NEXT MEETING DATES:	20.	a)	Regular Council Meeting December 10, 2024 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Budget Council Meeting December 11, 2024 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	21.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the November 18, 2024 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 18, 2024 Regular Council Meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 18, 2024 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, November 18, 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 |
| Eileen Morris | Councillor |
| Ernest Peters | Councillor |
| Lisa Wardley | Councillor |
| Dale Wiebe | Councillor (virtual, left the meeting at 12:56 p.m.) |
- REGRETS:**
- | | |
|---------------|------------|
| Garrell Smith | Councillor |
|---------------|------------|
- ADMINISTRATION:**
- | | |
|-----------------|---|
| Darrell Derksen | Chief Administrative Officer |
| Don Roberts | Director of Community Services |
| Jennifer Batt | Director of Finance |
| Andy Banman | Director of Operations |
| John Zacharias | Director of Utilities |
| Louise Flooren | Manager of Legislative & Support Services/
Recording Secretary |

ALSO PRESENT:

Minutes of the Regular Council Meeting for Mackenzie County held on November 18, 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 24-11-793 MOVED by Councillor Braun

That the agenda be approved with the following additions:

- 11. g) Assessment Revenue
- 12. a) Road Maintenance

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the October 22, 2024 Organizational Meeting

MOTION 24-11-794

MOVED by Councillor Morris

That the minutes of the October 22, 2024 Organizational Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Minutes of the October 23, 2024 Regular Council Meeting

MOTION 24-11-795

MOVED by Councillor Braun

That the minutes of the October 23, 2024 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. c) Minutes of the October 30, 2024 Budget Council Meeting

MOTION 24-11-796

MOVED by Councillor Wardley

That the minutes of the October 30, 2024 Budget Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. d) Business Arising out of the Minutes

None.

CLOSED MEETING:

4. a) Closed Meeting

MOTION 24-11-797

MOVED by Councillor Morris

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

- 4.a) Long Run Exploration (*FOIP Section 25*)
- 4.b) Legal (*FOIP Sections 16 and 17*)
- 4.c) CAO Report (*FOIP Sections 16, 17, 23 and 24*)

CARRIED

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

- All Councillors Present excluding Councillor Smith
- Darrell Derksen, Chief Administrative Officer
- Jennifer Batt, Director of Finance
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Jennifer Batt, Director of Finance and Louise Flooren, Manager of Legislative & Support Services/Recording Secretary left the meeting at 10:10 a.m.

John Zacharias, Director of Utilities left the meeting at 10:20 a.m.

MOTION 24-11-798 **MOVED** by Councillor Morris

That Council move out of a closed meeting at 10:45 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 10:45 a.m. and reconvened the meeting at 10:53 a.m.

CLOSED MEETING: **4. a) Long Run Exploration**

MOTION 24-11-799 **MOVED** by Councillor Braun

That the Long Run Exploration discussion be received for information.

CARRIED

CLOSED MEETING: **4. b) Legal**

MOTION 24-11-800 **MOVED** by Councillor Morris

That the Legal discussion be received for information.

CARRIED

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

MOTION 24-11-801 **MOVED** by Councillor Driedger

That the CAO Report be received for information.

CARRIED

TENDERS: **5. a) None**

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

DELEGATIONS: **7. a) None**

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

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

**COMMUNITY
SERVICES:** **10. a) ADM051 Facility Rental Policy- Amendment**

MOTION 24-11-802 **MOVED** by Councillor Wardley

That ADM051 Facility Rental Policy be amended as discussed.

CARRIED

**COMMUNITY
SERVICES:** **10. b) Golf Carts On Municipal Roads - Pilot Project**

MOTION 24-11-803 **MOVED** by Councillor Driedger

That administration research registration procedures and develop a Golf Cart Bylaw and bring it back to a future council meeting.

CARRIED

FINANCE: 11. a) Bylaw 1354-24 Fee Schedule Bylaw Amendment

MOTION 24-11-804 **MOVED** by Councillor Wardley
Requires 2/3

That first reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED

MOTION 24-11-805 **MOVED** by Councillor Morris
Requires 2/3

That second reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED

MOTION 24-11-806 **MOVED** by Councillor Braun
Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED UNANIMOUSLY

MOTION 24-11-807 **MOVED** by Councillor Morris
Requires 2/3

That third and final reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED

FINANCE: 11. b) Local Growth and Sustainability Grant

MOTION 24-11-808 **MOVED** by Councillor Braun

That Motion 24-10-787 be rescinded.

CARRIED

MOTION 24-11-809 **MOVED** by Councillor Wardley

That administration applies for the Rebuild RGE RD 20-0 S of HWY 35 (.5 mile) – Angle Road Capital project under the Local Growth and Sustainability Grant.

CARRIED

FINANCE: 11. c) 2024 Mackenzie Agricultural Fair & Tradeshow Surplus

MOTION 24-11-810 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That \$19,622 be allocated to the General Operating Reserve to assist with future years Mackenzie Agricultural Fair & Tradeshow events.

CARRIED

FINANCE: 11. d) Cheque Registers – August 12 – November 8, 2024

MOTION 24-11-811 **MOVED** by Deputy Reeve Sarapuk

That the August - October 2024 Online/Direct Debit payments, and the cheque registers and EFT's from August 12 – November 8, 2024 be received for information.

CARRIED

FINANCE: 11. e) Councillor Expense Claims

MOTION 24-11-812 **MOVED** by Councillor Braun

That the Councillor Expense Claims for October 2024 be received for information.

CARRIED

FINANCE: 11. f) Members at Large Expense Claims

MOTION 24-11-813 **MOVED** by Councillor Wardley

That the Member at Large Expense Claims for October 2024 be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 11:57 a.m. and reconvened the meeting at 12:35 p.m.

FINANCE:

11. g) Assessment Revenue (ADDITION)

MOTION 24-11-814
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That the Assessment Revenue be received for information.

CARRIED UNANIMOUSLY

OPERATIONS:

12. a) Road Maintenance (ADDITION)

MOTION 24-11-815
Requires Unanimous

MOVED by Councillor Morris

That the Road Maintenance discussion be received for information.

CARRIED UNANIMOUSLY

UTILITIES:

13. a) Fort Vermilion Raw Water Reservoir Upgrade Grant Application

MOTION 24-11-816
Requires 2/3

MOVED by Councillor Peters

That Mackenzie County apply for a grant through Alberta Transportation and Economic Corridors for the Alberta Municipal Water/Wastewater Partnership to upgrade the Fort Vermilion raw water reservoirs.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) None

ADMINISTRATION:

15. a) Maskwa Medical Center Request

MOTION 24-11-817

MOVED by Councillor Wardley

That a letter of support be provided to Maskwa Medical Center outlining our support for the facility without financial commitment.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 16. a) None

COUNCIL COMMITTEE REPORTS:

17. a) Council Committee Reports (Verbal)

Councillor Wiebe left the meeting virtually at 12:56 p.m.

MOTION 24-11-818

MOVED by Councillor Morris

That a letter outlining the importance of supporting our local brick & mortar registration offices be sent to our local registry offices.

CARRIED

MOTION 24-11-819

MOVED by Councillor Cardinal

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

CARRIED

COUNCIL COMMITTEE REPORTS:

17. b) Municipal Planning Commission Meeting Minutes

MOTION 24-11-820

MOVED by Councillor Braun

That the approved Municipal Planning Commission meeting minutes of October 17, 2024, and the unapproved Municipal Planning Commission meeting minutes of November 7, 2024 be received for information.

CARRIED

INFORMATION/ CORRESPONDENCE:

18. a) Information/Correspondence

MOTION 24-11-821

MOVED by Councillor Morris

That a response letter be written to Rural Municipalities of Alberta (RMA) Member Municipalities regarding concerns with current Federation of Canadian Municipalities (FCM) representation for western provinces.

CARRIED

MOTION 24-11-822 **MOVED** by Councillor Morris

That all of Council be authorized to attend a Water Availability Engagement (Inter Basin Transfer) session.

CARRIED

MOTION 24-11-823 **MOVED** by Councillor Wardley

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

CARRIED

NOTICE OF MOTION: **19. a) None**

NEXT MEETING DATES: **20. a) Next Meeting Dates**

Budget Council Meeting
November 19, 2024
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
November 27, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **21. a) Adjournment**

MOTION 24-11-824 **MOVED** by Councillor Morris

That the Council meeting be adjourned at 1:52 p.m.

CARRIED

These minutes will be presented for approval at the November 27, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the November 19, 2024 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 19, 2024 Budget Council Meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 19, 2024 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**Tuesday, November 19, 2024
10:00 a.m.**

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

PRESENT: Joshua Knelsen Reeve
Walter Sarapuk Deputy Reeve (arrived at 11:47 a.m.)
Peter F. Braun Councillor
Cameron Cardinal Councillor (left the meeting at 1:00 p.m.)
David Driedger Councillor
Eileen Morris Councillor (left the meeting at 3:30 p.m.)
Ernest Peters Councillor
Lisa Wardley Councillor
Dale Wiebe Councillor

REGRETS: Garrell Smith Councillor

ADMINISTRATION: Darrell Derksen Chief Administrative Officer
Don Roberts Director of Community Services
Jennifer Batt Director of Finance
Andy Banman Director of Operations
John Zacharias Director of Utilities
Willie Schmidt Fleet Maintenance Manager
Louise Flooren Manager of Legislative & Support Services/
Recording Secretary
Landon Driedger Agricultural Fieldman

ALSO PRESENT:

Minutes of the Budget Council Meeting for Mackenzie County held on November 19, 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 24-11-825 MOVED by Councillor Driedger

That the agenda be approved as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) None

CLOSED MEETING:

4. a) None

TENDERS:

5. a) None

PUBLIC HEARINGS:

6. a) None

DELEGATIONS:

7. a) None

**GENERAL
REPORTS:**

8. a) None

**AGRICULTURE
SERVICES:**

9. a) None

**COMMUNITY
SERVICES:**

10. a) None

FINANCE:

11. a) Additional 2025 One Time Projects for Review

MOTION 24-11-826
Requires 2/3

MOVED by Councillor Braun

That administration incorporates the additional 2025 One Time projects:

- Fort Vermilion Shop Floor Repair - \$12,000
- Well #4 Cleaning - \$85,000

into the Draft 2025 Operating budget with funding coming from the 2025 taxation levy as Tracking Sheet Change #4.

CARRIED

FINANCE:

11. b) Review 2024 One Time Projects – Carry Forwards

MOTION 24-11-827
Requires 2/3

MOVED by Councillor Wardley

That the 2024 One Time project requiring additional funds to complete projects in 2025 have their budgets amended as follows:

- Fishing Opportunities (MARA, Tompkins Twin Pond)
(2023) –\$25,000

with funding coming from the Municipal Reserve as Tracking
Sheet Change #5.

CARRIED

MOTION 24-11-828

Requires 2/3

MOVED by Councillor Morris

That administration incorporates the requested 2024 One Time
Carry Forward projects in the Draft 2025 Operating budget.

CARRIED

FINANCE:

11. c) 2025 Non-Profit Organization Grant Applications

Reeve Knelsen recessed the meeting at 11:35 a.m., Deputy
Reeve Sarapuk joined the meeting at 11:47 a.m., Reeve
Knelsen reconvened the meeting at 11:56 a.m.

Reeve Knelsen recessed the meeting at 12:27 p.m., Councillor
Cardinal left the meeting at 1:00 p.m. and Reeve Knelsen
reconvened the meeting at 1:01 p.m.

MOTION 24-11-829

MOVED by Councillor Driedger

That a support letter be provided to the La Crete & Area
Chamber of Commerce for their Small Community Opportunity
Program Grant Application.

CARRIED

MOTION 24-11-830

Requires 2/3

MOVED by Councillor Braun

That the 2025 Non-Profit Organization grant applications be
approved as discussed, and incorporated into the 2025 Draft
Operating Budget as Tracking Sheet Change #6.

CARRIED

Reeve Knelsen recessed the meeting at 2:07 p.m. and
reconvened the meeting at 2:22 p.m.

FINANCE:

11. d) Draft 2025 Operating Budget

MOTION 24-11-831
Requires 2/3

MOVED by Councillor Wardley

That the 2025 Draft Operating Budget be approved with Tracking Sheet Change #3 as presented.

CARRIED

FINANCE:

11. e) Review 2024 Capital Projects – Carry Forwards

Reeve Knelsen recessed the meeting at 2:59 p.m. and reconvened the meeting at 3:15 p.m.

Councillor Morris left the meeting at 3:30 p.m.

MOTION 24-11-832
Requires 2/3

MOVED by Councillor Wiebe

That the 2024 One Time Projects requiring additional funding to compete projects in 2025 have their budgets amended as follows:

- Wadlin Lake Campground \$50,000;
- Hutch Lake Campground \$50,000 with funding for both coming from the Parks and Recreation Reserve;
- Hamlet Park Development \$25,000 with funding coming from other Sources;
- La Crete Walking Trail 109 ave & 113 Street - \$20,000 with funding coming from the General Capital Reserve;
- Fort Vermilion – Frozen Water Services Repair (River Road) (2015) - \$15,000 with funding coming from the Water Sewer Infrastructure Reserve.

CARRIED

MOTION 24-11-833
Requires 2/3

MOVED by Councillor Driedger

That administration incorporates the requested 2024 Capital Carry Forward projects in the Draft 2025 budget as amended.

CARRIED

FINANCE:

11. f) 2025 Capital Projects

MOTION 24-11-834

MOVED by Deputy Reeve Sarapuk

That the 2025 Capital Projects be brought back to the December 11, 2024 Budget Council meeting for consideration.

CARRIED

OPERATIONS: 12. a) None

UTILITIES: 13. a) None

**PLANNING &
DEVELOPMENT:** 14. a) None

ADMINISTRATION: 15. a) None

**COMMITTEE OF THE
WHOLE ITEMS:** 16. a) None

**COUNCIL
COMMITTEE
REPORTS:** 17. a) None

**INFORMATION/
CORRESPONDENCE:** 18. a) None

NOTICE OF MOTION: 19. a) None

**NEXT MEETING
DATES:** 20. a) **Next Meeting Dates**

Regular Council Meeting
November 27, 2024
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
December 10, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) **Adjournment**

MOTION 24-11-835 **MOVED** by Councillor Braun

That the Council meeting be adjourned at 3:37 p.m.

CARRIED

These minutes will be presented for approval at the November 27, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Don Roberts, Director Community Services
Title:	DELEGATION Expedition Management Consultants – Mackenzie County Outdoor Recreation and Tourism Plan

BACKGROUND / PROPOSAL:

Justin Rousseau of Expedition Management Consultants, will be presenting a draft plan for the Mackenzie County Outdoor Recreation & Tourism Plan.

Please see attached Schedule “A” of the RFP, which outlines the project objectives, scope and deliverables.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion

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

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

1. **Project Objectives, Scope and Deliverables**

Developing a recreation and tourism plan will allow the County to provide more and better tourism opportunities within the region. By working with the project partners and the communities these opportunities can be developed, integrated and marketed in order to create an outdoor tourism destination in the region.

Creating a comprehensive outdoor recreation and tourism plan will enable the County, project partners, and other entrepreneurs to take the next steps in the development of the assets within the region. This will increase the quality of life for local residents while simultaneously creating business, investment and employment opportunities in the tourism sector.

The Mackenzie County Tourism and Recreation Opportunity Assessment identified seven potential opportunity clusters and included recommendations for next steps. This project will build off of the work completed in the assessment.

Engagement with elected officials, tourism operators, local DMO (Mackenzie Frontier Tourism Association) and the general public is expected to be a component of the project. Elements of engagement may be completed remotely/online, but a face-to-face element is expected.

This Outdoor Recreation & Tourism Plan will be completed by identifying/confirming all assets, creating the required strategy to focus on the areas where the County has a competitive advantage, and begin the development of these opportunities.

- development of these opportunities means the creation of a destination development plan, identifying potential partnerships/interested operators, marketing advice, etc. and does not include permitting or construction related activities.

Nearly every opportunity is situated on crown land, and the provincial government requires robust plans and assessments before projects are allowed to proceed (eg. a 'project' includes a groomed snowmobile trail). This means that while these plans are being developed for the County and potential project partners, the provincial government needs to be considered a project partner and is part of the target audience for the final deliverable.

Once the overall plans are completed, destination development plans are required for each individual opportunity. This project also aims to identify several types of opportunities for immediate development, with template development plans created for each development type.

The project will also identify a handful of priority projects where development can be initiated quickly, and detailed development plans for each of those

specific opportunities will be created.

It is anticipated that this project will create a series of deliverables, either as one overall document with supporting appendixes, or as several complementary but separate documents. Expected deliverables include:

1. Identify priority opportunities and identify lands/locations most suitable for these opportunities
2. Identify strategic actions and investments needed to develop tourism clusters
3. Public engagement summary/what we heard report
4. A preliminary destination development plan for each of the clusters
5. A detailed destination development plan for one or two of the destinations identified as a top priority
 - a. These plans need to include strategic next steps, and also serve as a preliminary version of a business plan (full financial analysis is not expected, but informed financial summaries and some direction on key points that need answers and suggestions on where to look for that type of info)
 - b. These plans are to be developed in such a way that they work as a template for the County and/or entrepreneurs to further inform these plans and create additional plans for other opportunities
6. Preliminary marketing guidance is to be developed
 - a. This content is to provide direction and recommendations for tourism marketing, focused on the identified clusters and opportunities



Hiking with a Canoe
Photo Credit: Travel Alberta

Mackenzie County Outdoor Recreation and Tourism Plan

Draft: November 6th, 2024



expedition
MANAGEMENT CONSULTING

November 6, 2024

Caitlin Smith
Director of Planning and Agriculture
Mackenzie County
4511-46 Ave
Box 640 AB
Fort Vermilion, Alberta, T0H 1N0

Dear Ms. Smith

Please find enclosed the draft Mackenzie County Outdoor Recreation and Tourism Plan. We look forward to reviewing this report with you and collecting your feedback.

If you have any questions or require clarification on the attached report, please feel free to contact me at 780-266-7888.

Sincerely,



Justin Rousseau, Managing Director
Expedition Management Consulting Ltd.



Photo Credit: Mackenzie County

Photo Credit: Mackenzie County



Table of Contents

- Executive Summary3
- 1 Project Overview10
- 2 Destination Analysis14
- 3 Community Engagement Results29
- 4 Vision, Strategy, and Goals32
- 5 Outdoor Recreation and Tourism Opportunities38
- 6 Roles in Implementation43
- 7 Conclusion48
- Appendices50
 - Appendix A – Land Use Planning Document Review51
 - Appendix B – Expanded Engagement Results.....55
 - Appendix C – Implementation Plan61
 - Appendix D – Opportunity Assessment Criteria72
 - Appendix E – Development Plans74
 - Appendix F – Case Studies.....82
 - Appendix G – Grant Programs85
 - Appendix H – References88

Executive Summary



Photo Credit: La Crete Chamber of Commerce

Community Overview

Mackenzie County is a remote region located in the northwest corner of Alberta. It covers over 80,000 square kilometers. It is home to several communities including Fort Vermilion, La Crete, Zama City, recognized rural areas such as Buffalo Head Hills, Blumenort, Rocky Lane and the Hutch Lake cottage area. It contains numerous lakes, rivers, wetlands, unique landforms, campgrounds, trail systems and parks. This diverse area and its amenities make it an appealing destination for year-round outdoor recreation and tourism. The municipality recognizes the tourism potential of the area and is committed to providing its residents with recreational opportunities. It is for these reasons that Mackenzie County has created an Outdoor Recreation and Tourism Plan.

Project Purpose

This Plan provides the County with strategic direction and focus regarding the development of outdoor recreation and tourism opportunities. The plan will help to guide future actions and investments by the municipality and its tourism partners. It will also support long-term and sustainable growth in tourism and outdoor recreation infrastructure and opportunities.

Community Engagement

As an input toward the Outdoor Recreation and Tourism Plan, residents, County Council, tourism industry stakeholders and regional partners were engaged through a variety of activities, including a survey, facilitated workshops, in-person community engagement and one-on-one interviews.

Current State

A high-level analysis of Mackenzie County’s strengths, weaknesses, opportunities, and threats as they relate to outdoor recreation and tourism was completed by the consultant team to support the plan. The key findings from this analysis are below.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Abundance of natural attractions and outdoor recreation opportunities. • Access to the Peace River. • Excellent fishing opportunities. • Quiet and remote area. • Rich history and successful cultural facilities, including the Mennonite Heritage Village, Fort Vermilion Heritage Centre and the Old Bay House. 	<ul style="list-style-type: none"> • Limited supply of accommodation options for visitors. • Need for access to remote areas and lakes. • Need for designated recreational areas. • Need for more market ready tourism experiences. • Challenge to prioritize funding to build and maintain recreation assets.
Opportunities	Threats
<ul style="list-style-type: none"> • Leveraging tourism and outdoor recreation assets to benefit residents and visitors. • Supporting established tourism operators and encourage new operators. • Enhancing local tourism. • Improving signage and directions to key attractions. • Attracting visitors travelling to/from the Northwest Territories. 	<ul style="list-style-type: none"> • Balancing the needs of residents with the needs of visitors. • Environmental threats including natural disasters (e.g. wildfires and floods). • Competition for visitors from other destinations that offer tourism and outdoor recreation opportunities. • Increasing costs to operate tourism businesses (including high cost of insurance).



Photo Credit: Expedition Management Consulting Ltd.

Tourism Product Opportunities

Eight high-potential outdoor recreation and tourism product development opportunities were identified for the County as described next. Each of these opportunities can leverage the County's many natural assets and improve access to them.

1. Unique Wilderness Accommodations

Unique wilderness accommodations offer special getaway experiences that provide enhanced opportunities for connecting with nature. Developing these in the County would help to fill a gap in accommodation options, provide opportunities for visitors to experience wilderness areas and related activities, and respond to increasing market demand for high-end glamping stays.

2. Destination Campgrounds

Destination campgrounds offer campsites that feature enhanced on-site recreational opportunities and programming that offer visitors a place to stay and things to do, transforming a campground into a destination. More of them in the County would help to meet a growing demand for fully serviced campground facilities, provide new outdoor recreational opportunities, and leverage existing successful destination campgrounds.

3. Trail Development and Water Access

Well developed trail systems can offer exceptional outdoor experiences to both residents and visitors. Development of new trails in the County is supported by high demand for trails for all-season use and the abundance of natural assets in the region. Trails, boat launches, access roads and water-side campgrounds can provide access to lakes and rivers, further enhancing recreational opportunities.

4. Outdoor and Backcountry Equipment Rentals

Many outdoor recreation opportunities in remote and backcountry areas require specialized equipment. Rental businesses would cater to the needs of visitors wishing to explore the County's outdoor opportunities by providing equipment that supports their desired activities.

5. Fly-in Fishing Resorts

The County is home to many lakes and excellent fishing opportunities. Many of them are not accessible by land. Developing fly-in fishing resorts would improve access and cater to the significant market for fishing tourism.

6. Wilderness Education Training

Given the remoteness of many areas of the County, and the demand and potential for varied outdoor recreational experiences within them, there is opportunity for businesses or organizations to deliver courses that help tour operators, residents and visitors safely access and enjoy the backcountry.

7. Guided Adventure Tours

Guided tours offer organized outdoor experiences to visitors and include outdoor recreational activities like outfitting, ATVing, snowmobiling, paddling trips, hiking, and horseback riding. New operators would strengthen local offerings, as would new infrastructure to support activities.

8. Culture and Heritage Tourism

Fort Vermilion, Buttertown, and the La Crete Mennonite Heritage Centre are examples of existing assets in Mackenzie County that could be leveraged to attract more visitors and enhance visitor experiences through immersion in local heritage and culture.

Vision for the Future

The following vision with supporting outcome statements has been developed to guide the Outdoor Recreation and Tourism Plan.

10 Year Vision Statement

By 2034, Mackenzie County residents will benefit from a growing tourism industry through increased access to outdoor recreation, enhanced stewardship of the land and new economic opportunities.

Outcome Statements

- The region will see increased investment in new outdoor recreation and tourism ventures.
- There will be more ways for people to enjoy the great outdoors.
- Access to the land and to water for recreational and tourism purposes will be enhanced.
- More visitors and residents will be experiencing the area's outdoor offerings in ways that are sustainable and responsible.
- Greater local buy-in and promotion of outdoor recreation and tourism, and wide recognition that they are key drivers of economic, social, and environmental benefits for communities in Mackenzie County.

Strategy for Tourism Development

It is recommended that Mackenzie County employ a product development strategy as its strategic focus over the next 10 years. This strategy entails developing new tourism products (i.e. experiences) for existing markets. A product development focus is supported by an abundant outdoor recreation asset base to build from, a need for formalized experiences, and visitors and residents who are highly engaged by the product offering.

Target Markets

Considering available visitor and resident data, and taking into account what inspires people to participate in outdoor recreation in Mackenzie County, the following target markets have been identified for the plan.

Primary Target Markets:



1. Visitors from across Alberta who are seeking true outdoor recreation experiences in wilderness settings.



2. Residents of Mackenzie County and their visiting friends and relatives who want to enjoy nature and deepen their connections to the land.



3. Regional residents and visitors travelling to and from the Northwest Territories.

Secondary Target Market:



Visitors from across Canada who are seeking to immerse themselves in nature through outdoor experiences.

Goals

Three overarching goals have been developed to guide the plan.



1. ORGANIZATIONAL DEVELOPMENT

Goal: Build stakeholder capacity to grow the visitor economy and implement the Mackenzie County Outdoor Recreation and Tourism Plan.



2. PRODUCT DEVELOPMENT

Goal: Expand the County's outdoor recreation and tourism offerings by developing new attractions, visitor experiences, and amenities.



3. MARKETING

Goal: Encourage travellers to visit and explore Mackenzie County by promoting the region's tourism offerings to target markets.

Roles in Implementation

The Outdoor Recreation and Tourism Plan describes how stakeholders can come together to collaboratively action the plan. It is envisioned that a variety of local, regional, and provincial partners will contribute toward implementation, including Mackenzie County, businesses and entrepreneurs, community champions, the Mackenzie Frontier Tourist Association, local organizations, and other orders of government. It will be important to engage individuals who are champions of tourism, collaboratively minded, and stand to gain by building the visitor and outdoor recreation economy in Mackenzie County.



Photo Credit: Wikimedia

Action Plan

The action plan contains priority initiatives and detailed action items under each of the plan's three goals. Performance measures are included, in addition to funding and support programs to assist with implementation.

Top 10 Action Items

The following actions have been identified as the top priorities of the plan. They are listed in a recommended order of priority.

1. Engage with partners to encourage coordination, collaboration, and cooperation when implementing the plan. This could include the Community Services Committee, Chambers of Commerce, Agricultural Societies, Recreation Boards, Mackenzie Frontier Tourist Association, Regional Economic Development Initiative Association for Northwest Alberta, tourism operators, campground caretakers, and other applicable partners.
2. Work with partner organizations to host an Outdoor Recreation and Tourism Forum.
3. Utilize the Development Plans (see Appendix E) to support the development of unique wilderness accommodations and destination campgrounds across the County.
4. Work with existing organizations, such as the Rocky Lane Agricultural Society, La Crete Polar Cats Snowmobile Club, and Watt Mountain Wanderers Snowmobile Club, to secure long term access to trail areas and to further develop existing infrastructure and amenities.
5. Improve trailhead amenities, signage and directions to existing trail access points.
6. Work with tourism operators to help them access Travel Alberta's Tourism Investment Program for Product Development and other development grant opportunities.
7. Lobby the Provincial government to secure enhanced access to outdoor recreation and tourism assets.
8. Encourage participation in tourism experience and package development training offered by Travel Alberta and Community Futures.
9. Work with the MFTA to enhance tourism websites, align branding and support the implementation of other actions in this plan.
10. Develop a Tourism Emergency Communications Plan.

Conclusion

The Mackenzie County Outdoor Recreation and Tourism Plan provides strategic direction and actions that will advance the County toward its 10 year vision and desired outcomes. The region has an abundance of natural and wilderness areas, and a solid base of outdoor recreation and tourism amenities, all of which provide a foundation to build on and opportunities for growth. Quick win actions identified in the plan provide opportunities for positive short term change and real improvements for outdoor recreation and tourism. These will help to build momentum for long term implementation and return on investment that will benefit residents and visitors alike.

1

Project Overview





Trail Riding Near the Peace River

Introduction

Outdoor recreation activities are abundant in Mackenzie County and contribute to an increased quality of life for residents. The many year-round offerings also lend themselves well to tourism, especially when they are paired with the County's rich history and heritage. Mackenzie County is committed to providing its residents with high-quality and accessible outdoor recreation opportunities, while also exploring tourism opportunities. This plan will assist the County and its tourism partners by providing strategic direction and focus regarding the development of outdoor recreation and tourism in Mackenzie County.

“

“Camping with family and friends at the Ferry Campground and Wadlin Lake has been a great blessing.”

– Survey Respondent

Process

The Mackenzie County Outdoor Recreation and Tourism Plan process has five, interconnected phases. This report represents the main deliverable for Phase 4 – Draft Plan. The Draft Plan will be reviewed with Mackenzie County Council and staff to collect feedback that will be utilized in preparing the Final Plan.



Project Team

The project committee was established to oversee the study and provide input and feedback at key junctures. The plan was developed by the consultant team.

Project Team	
Organization	Representatives
Project Committee (Mackenzie County)	Caitlin Smith – Director of Planning and Agriculture Don Roberts – Director of Community Services Sheila Gibson – Administrative Officer
Consultant Team (Expedition Management Consulting Ltd.)	Justin Rousseau – Managing Director Maxwell Harrison – Senior Associate Cassandra Gilmore – Associate Lisa Larson – Consultant Breanna Hives – Graphic Designer

Photo Credit: PeakVisor



Overview of Research

This report was informed by a variety of primary and secondary research. Primary research was gathered through a public survey, digital input workshops with various stakeholders, in-person community engagement, in-person site tour, and one-on-one interviews. Secondary research was gathered from local, regional, provincial, and national data sources, information requests of the Client, and a review of relevant literature.

1. Surveys Administered

- a. Community Survey (113 responses)

2. Meetings Conducted:

- a. Project Steering Committee Meetings
Dates: February 26, March 15, April 5, April 25, July 18, and July 31, 2024
- b. Community Input Workshops
Dates: May 7 and May 9, 2024
- c. Council Input Workshop
Date: April 23, 2024
- d. In-person Tour and Trade Show
Dates: April 26 to April 28, 2024

3. Stakeholders Engaged (through workshops and/or interviews):

The following stakeholder groups chose to participate in the engagement process.

- 1. Mackenzie Frontier Tourist Association
- 2. Fort Vermilion Heritage Centre
- 3. La Crete Agricultural Society
- 4. La Crete Polar Cats Snowmobile Club
- 5. Mennonite Heritage Village
- 6. Rocky Lane Agricultural Society
- 7. Zama Recreation Society
- 8. N'deh Limited Partnership
- 9. Government of Alberta (Forestry and Parks)

4. Documents Reviewed

- a. Strategies, plans, and other documents from Mackenzie County.
- b. Reports, statistics, surveys, and planning documents.
- c. Research and plans from provincial and national sources.



Photo Credit: Mackenzie County

2

Destination Analysis



Located in the northwest corner of Alberta, Mackenzie County is Canada's largest county at just over 80,000 square kilometers in size. The County was incorporated relatively recently in 1995; however, the area is among the oldest settled places in the province. The Dene and Cree were the first people to inhabit the area. This was followed by Europeans drawn to participate in the fur trade starting in the late 1700s. Since that time, people have flocked to Mackenzie County to contribute to the agricultural, forestry, energy, and tourism industries which drive the local economy.¹

Community Analysis

Mackenzie County's three hamlets are Fort Vermilion, La Crete, and Zama City, and it encompasses the communities of High Level and Rainbow Lake. These communities are described next.

Hamlet of Fort Vermilion

Fort Vermilion is a hamlet located approximately 78 km southeast of High Level. It was established at its current location on the southern bank of the Peace River as a fur trading post for the North West Company between 1828 and 1831.² The Old Bay House is the only remaining structural element of the post. The original fort, at a different location on the Peace River, was established in 1788. The name Vermilion apparently comes from the red ochre deposits along the riverbanks in that area. Members of the Beaver First Nation were the first to inhabit the area. People from other First Nations and Métis people came to live there also.³ Today Fort Vermilion is a riverside community with potential and opportunities to grow and flourish as a tourist destination.



Photo Credits (top-bottom): Travel Alberta, Fort Vermilion

Hamlet of La Crete

The Hamlet of La Crete, at the north base of the beautiful Buffalo Head Hills, is surrounded by forests, lakes and lush farmland. The area boasts unlimited opportunities for adventure such as water sports, hunting, camping, fishing and snowmobiling. The La Crete Mennonite Heritage Village features many historical buildings from the original townsite.⁴ The ferry is one of only six in Alberta.⁵ It crosses the Peace at Tompkins Landing in all its roaring splendor and peaceful serenity. La Crete has a rich history dating back to 1918, which has embedded strong cultural ties into the lives of its inhabitants.⁶ The possibilities for tourism growth in and around the community are immense, including in agritourism.

Hamlet of Zama City

Zama City is a tiny hamlet in the far north of Mackenzie County. It was established in the late 1960's as a resource community. It is surrounded by boreal forest and is within the Bistcho Lake Caribou Range. Community amenities are in abundance. The main tourism feature is a fully serviced campground, with glamping and year round cabin stay options, fish pond, and swimming area.⁷ The vision by the community for this facility is a northern event center that can partner with the community hall with commercial kitchen to host family, community and corporate events. An interesting fact, the Zama City Library is the most northern library in the province. The wild Hay-Zama bison herd also is home in this part of the County, and it is normal to see bison within and surrounding the community. The prime location of Zama City makes it a perfect base for the exploration of the surrounding boreal forest, access to nearby lakes, and the Hay-Zama Wildland Park.

Hamlet of La Crete



Hamlet of Zama City



Photo Credits: Mackenzie Frontier Tourist Association

Town of High Level

High Level is located centrally in Mackenzie County. The town offers a variety of activities for residents and visitors throughout the year. In winter, visitors can skate along the skate path at Jubilee Park or make use of the indoor and outdoor arenas. The town also features a curling club, aquatic centre, and golf and country club. Outdoor enthusiasts appreciate the nearby trails, which are ideal for snowmobiling and hiking. High Level's northern location is ideal for those seeking a base from which to go out and enjoy hunting, camping, fishing, and experiencing the northern lights. The town is also home to the Mackenzie Crossroads Museum and Visitor Centre, where visitors can learn about the community's history and culture.⁸

Town of Rainbow Lake

Rainbow Lake is located west of High Level and offers a variety of amenities and recreational opportunities for residents and visitors. The town's Multi-Use Facility includes a community hall, public library, health and fitness club, curling sheets, and an ice arena.⁹ 45km south of the community is Rainbow Lake Provincial Recreation Area, where visitors can enjoy camping, boating, fishing, and canoeing on the lake.¹⁰ Residents and visitors also enjoy the cross-country ski trails and snowmobile trails available in the area. Throughout the year, Rainbow Lake hosts several community events, including a winter carnival, Easter Egg-stravaganza, the annual Father's Day Fish Derby, Christmas tree lighting, and various sports tournaments.¹¹

“

“Camping at Rainbow Lake is always a favourite. They have a nice sandy beach and a separate dock for boats/fishing and a kid friendly swimming area.”

– Survey Respondent



Town of High Level



Town of Rainbow Lake

Photo Credits: RED1

Demographics

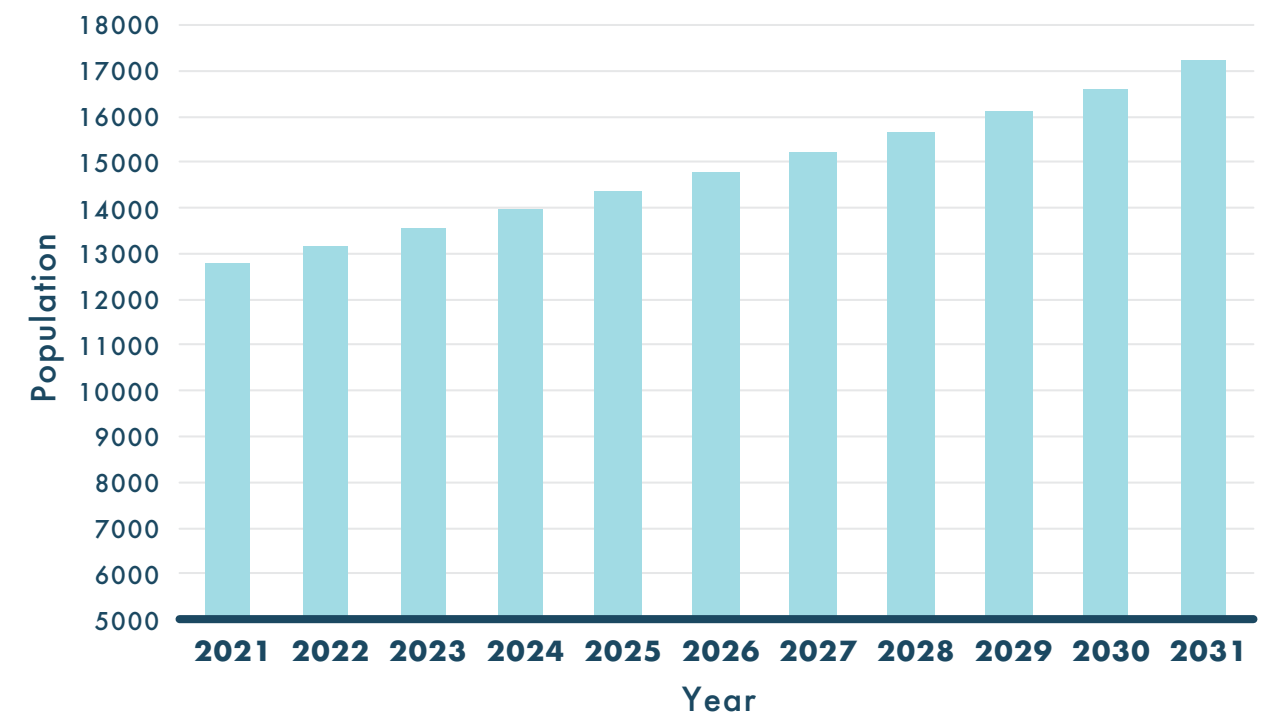
The total population of Mackenzie County was estimated to be 14,380 in 2024. There was an increase of 14% between 2018 and 2024.¹² The rate of growth is slightly higher than the provincial growth rate of 13% over the same period.¹³ According to Mackenzie County’s Municipal Development Plan from 2021, the population of Mackenzie County will rise to 17,237 by 2031 (see Figure 1).¹⁴

In 2024, children aged 0 to 14 represented 34% of the total population, the working age population (15-64) represented 53%, and the senior population (65 and over) represented 7%. The cultural origin of County residents is varied and includes European, Russian, Mennonite, Latin American, Indigenous and others. The number of newcomers from outside Canada is increasing. Newcomer places of birth are varied also, with people from Mexico, Haiti, elsewhere in the Americas, Asia, and Europe choosing to call the County home.¹⁵

The majority of residents in the County live in single-detached houses (77%) and there are 3,515 occupied private dwellings.¹⁶ Household size is varied, with 16% of the population living in single person households, 33% living in households of two people, 15% living in households of three and 15% living in households of four. Thirty eight percent of households include five people or more. The median after-tax income of households was \$82,000 in 2020, which was an increase of 3% from 2015.

Despite differences in ages, income, cultural background, and household size, County residents all share a love of where they have chosen to live, work and play.

Figure 1. Projected Population Growth in Mackenzie County



Tourism and Outdoor Recreation Asset Analysis

Several strengths, gaps, and opportunity clusters in Mackenzie County's tourism and outdoor recreation offering were identified during the Tourism and Recreation Opportunity Assessment. These were identified as a result of an asset inventory process, engagement process, and planning review.¹⁷ A summary of the strengths and gaps is provided next. Please see the previous report under separate cover for an expanded discussion.

Strengths

- Abundant Natural Areas
- Attractive Waterways
- Excellent Fishing Opportunities
- Strong Outdoor Recreation Offerings
- Interesting Culture and Heritage

Gaps

- Need For More Designated Recreational Areas
- Limited Support Amenities
- Limited Access
- Few Accommodation Options
- Need For More Market Ready Tourism Experiences



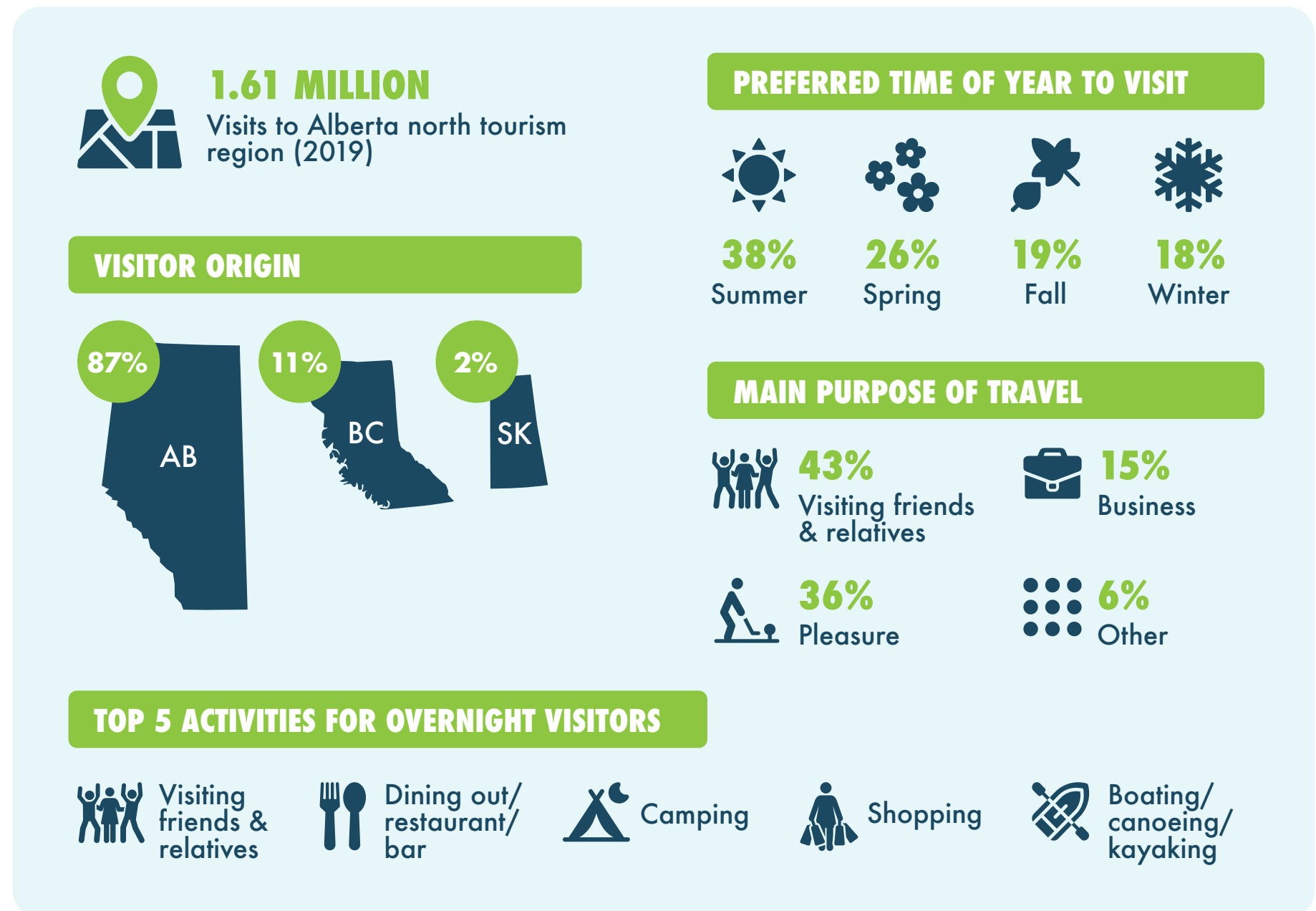
Photo Credit (top - bottom, left to right): Mackenzie County, La Crete Heritage Centre, Fort Vermilion, Mackenzie County

Visitor Analysis

The following describes existing and potential new visitor markets for Mackenzie County.

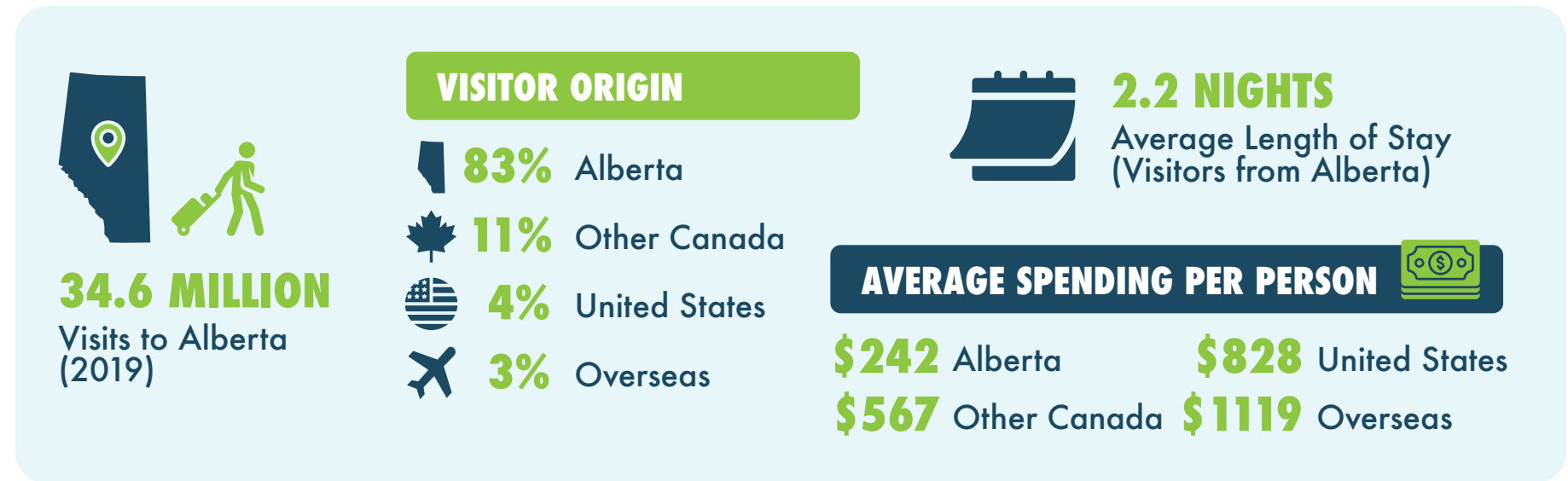
Domestic Tourism in Alberta North Tourism Region (2019)

In 2019, 1.61 million visits were made to destinations in the Alberta north tourism region. Visitors primarily came from Alberta (87%), British Columbia (11%), and Saskatchewan (2%). Visitors preferred to visit during the summer months (38%), followed by spring (26%), fall (19%), and winter (18%). The top five activities for overnight visitors included visiting friends/relatives, dining out/restaurant/bar, camping, shopping, and boating/canoeing/kayaking. In terms of the main purpose of travel, visiting friends and relatives was the most common (43%), followed by pleasure (36%), business (15%), and other (6%).¹⁸



Visitation to Alberta (2019)

In 2019, 34.6 million visits were made to Alberta. Visitors primarily came from within Alberta (83%), other parts of Canada (11%), United States (4%), and overseas (3%). The average length of stay of overnight visitors that came from within Alberta was 2.2 nights. Average spending per person per visit for visitors that came from within Alberta was \$242. For visitors from other parts of Canada it was \$567.¹⁹



Visiting Friends and Relatives

Traveling to visit family and friends is a significant driver of travel to Mackenzie County. In fact, “Visiting Friends and Relatives (VFR) represents a considerable share of all tourism in Alberta”.²⁰ The VFR market accounts for 43% of all in-province trips by Albertans, and VFR is the main reason for more than half of Canadians traveling to Alberta from other provinces.



Photo Credit: Mackenzie County

Marketing Analysis

The following describes the current state of tourism-related marketing in Mackenzie County and identifies broader marketing initiatives that the County could seek to leverage.

Mackenzie Frontier Tourist Association

The Mackenzie Frontier Tourist Association (MFTA) is a not-for-profit organization that works to support and grow tourism in northwest Alberta. Their mission to “Promote the Frontier” is accomplished by promoting the region through various channels such as their website, social media, trade shows and marketing initiatives with partners. For example, MFTA has partnered with Mighty Peace Tourism to produce both online and print versions of the Great Northern Circle Tour. MFTA also collaborates with MoveUp Magazine and distributes brochures across Alberta, British Columbia, and the Northwest Territories.

The MFTA website advertises a range of tourism opportunities, featuring activities such as touring, camping, wildlife viewing, winter, golfing, history, and day trips. Visitors can also download brochures like the Campgrounds Brochure, Stay in the Frontier, Wildlife in the Frontier, Winter in the Frontier, and the Fort Vermilion Historical Guide. Their website also provides detailed one-page features on various communities and activities including Fort Vermilion, High Level, La Crete, Zama City, geocaching, golfing, food, museums, and snowmobiling.

Businesses and organizations are encouraged to become members of MFTA so that they can better leverage the organization’s services. These include full listings on the MFTA website, inclusion in the printed Business Directory, MFTA publications, social media promotions, and a quarterly feature in MoveUp Magazine. Additional benefits include access to Travel Alberta sponsored programs and free distribution of member brochures at Visitor Information Centres, trade shows, and through information requests. Members also receive regional news and updates on tourism related events.²¹

Mackenzie County

Mackenzie County supports the work of the MFTA and manages its own marketing initiatives. The County’s website provides information on local campgrounds, including amenities, locations, and rates, along with a community events calendar and a list of the County’s day-use parks. Visitors can also find details about historic sites such as the Old Bay House, Trapper’s Shack, the Bourassa/ St. Germain House, Buttertown, St. Louis Church, and the La Crete Mennonite Heritage Village. Additionally, their website offers links to resources like the Mackenzie Frontier Tourist Association, Fort Vermilion Heritage Centre, La Crete Heritage Centre, and Zama City. Mackenzie County also engages the community through its social media platforms.

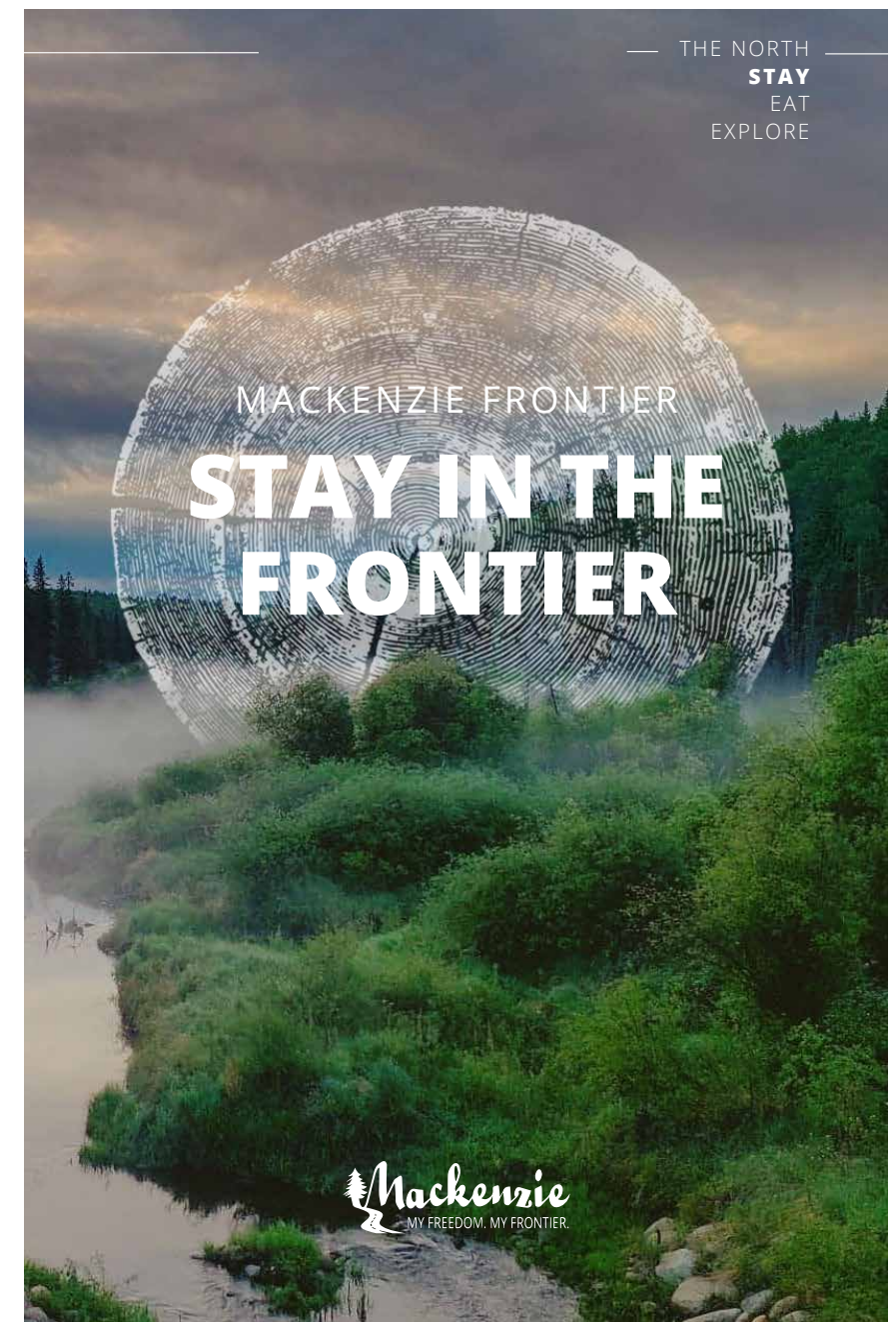


Photo Credit: Mackenzie Frontier

Travel Alberta’s High Value Travellers

Travel Alberta has identified two types of High Value Travellers that the organization targets. High value travellers tend to spend more per visit, deliver the highest return on investment, and contribute to the province’s economic growth. Travel Alberta defined these categories based on a combination of psychographic, demographic, and socioeconomic data. The type that is most relevant to Mackenzie County is Curious Adventurers.²²



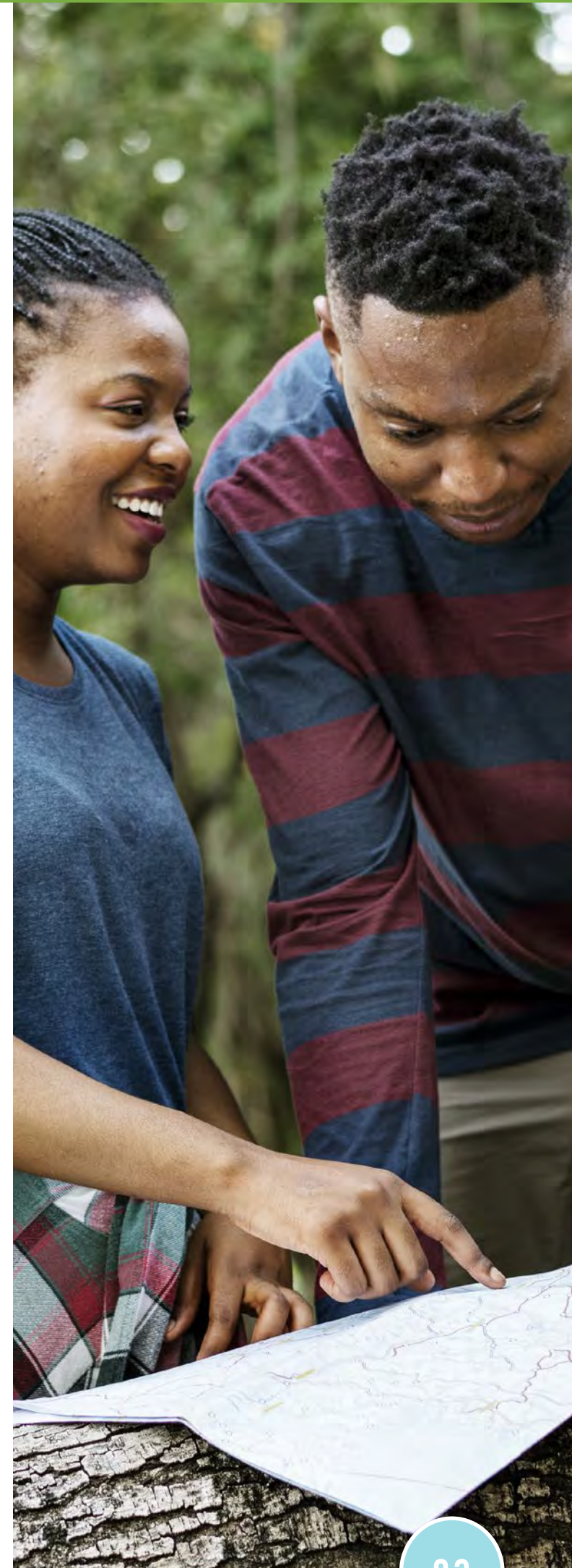
CURIOUS ADVENTURERS

Curious Adventurers are primarily between the ages of 40-55. They are defined by their passion for exploring new destinations, spontaneity, and being open-minded. They are thoughtful planners, driven by adventure and discovery. Curious Adventurers enjoy the planning process; however, they approach it with flexibility. They also seek authentic interactions with locals to guide their experiences.²³ Their personal interests that align with Mackenzie County’s tourism offerings include birdwatching, camping, hiking, motorcycles and ATVs, motorized watercrafts, museums, and RVing.

Mackenzie County could seek to align their marketing efforts with Travel Alberta’s Curious Adventurers travellers where appropriate to enable greater leverage on marketing dollars.

Personal Interests

-  Birdwatching
-  Camping
-  Hiking
-  Motorcycles & ATVs
-  Motorized Watercrafts
-  Museums
-  RVing



Northern Sky Corridor

Destination Canada's newly established Northern Sky Corridor is intended to connect northern Alberta and the Northwest Territories. The Northern Sky Corridor will celebrate the region's rich cultural heritage, art, and experiences amongst expansive natural beauty. In this corridor, demand for experiences currently exceeds supply. Through Destination Canada's program, development here will "identify product gaps, explore transportation partnerships, and identify infrastructure needs to support the creation of new itineraries".²⁴

Land Use Planning Analysis

County representatives identified land access as a key barrier perceived as limiting recreational opportunities for residents and visitors in the County. There are few municipally or provincially designated zones that explicitly support outdoor recreation and access such as public land use zones, public recreation zones, and provincial parks. Transportation infrastructure, such as roads and trails, is also limited to facilitate access to natural areas. For example, there is no vehicle access into the Caribou Mountains Wildland Park, the adjoining Wood Buffalo National Park, or the Hay-Zama Wildland Park.

For these reasons, existing land use plans and regulations, as well as potential future land use planning initiatives, were analyzed to determine opportunities and barriers related to access to recreational lands. During the engagement process, local stakeholders reported challenges working through the Provincial land planning bureaucracy and with securing permission to access and develop certain areas in the County, particularly those adjacent or close to water bodies. For an expanded discussion on the Land Use Planning Document Review, please see Appendix A.²⁵



Photo Credit: Travel Alberta

Trends Analysis

Trends impacting the tourism and outdoor recreation sector were reviewed to inform the planning process. The most relevant trends for Mackenzie County are provided next.

Tourism Trends



Experiences vs Material Goods

Today's visitors are seeking experiential tourism products that connect them to the people and places they visit. One of the biggest recent shifts in consumer behaviour has been the prioritization of experiences over material goods. According to a 2015 study published in Forbes magazine, 78% of people between the ages of 25-40 prefer to spend money on an experience over a material possession.²⁶



Community Alignment

The most effective destinations have the support of government officials and area residents who believe that the visitor economy positively impacts their community and elevates their overall quality of life. When government, businesses and residents agree on the value of the visitor economy, then it is much easier to build support for new initiatives that will grow tourism.²⁷



Localism

Visitors want to experience local life when travelling and are embracing unique, locally crafted, more sustainable, and higher quality products made at the host destination with local ingredients. Some of these products include farm to table offerings, craft beer, and events that show off authentic community values and spirit.²⁸



Digital Travellers

Technological changes are having a significant impact on traditional marketing channels. Marketing is becoming more sophisticated with more targeted advertising and engaging promotion through digital channels (e.g. websites, social media, search engines, etc.).²⁹ Destinations need to keep up with these shifts if they want to compete.



Increase in Remote Work Opportunities

There has been an increase in remote work opportunities since the COVID-19 pandemic. This opens up opportunities for rural communities to attract new residents with the capability to work from anywhere. Known as "lone eagles", these people live in large cities, but many are moving to small towns and rural areas in search for a better quality of life.³⁰



Cultural Tourism

Over the last decade, cultural tourism has emerged as a growing trend. This form of tourism immerses visitors in local heritage and culture, connecting them to the places they visit and leaving them educated and inspired.

Outdoor Recreation Trends



Utilizing Crown Lands for Outdoor Recreation

Albertans are increasingly utilizing Crown lands for outdoor recreation activities. In 2019/2020, it was estimated that Albertans took over 13.4 million outdoor recreation trips to Crown lands, with 78% being day trips and 22% involving overnight stays. It was also estimated that they spent \$2.3 billion on Crown land outdoor recreation trips annually. These visitors often spend money in gateway communities on items such as equipment, gasoline, food and beverage, accommodation, supplies, guiding services, and repairs.³¹



Increase Use of Trails

According to the National Léger Survey, 40% of Canadians have increased their trail usage since 2020. Furthermore, 77% of Canadians believe it is important for governments to invest in the development and upkeep of recreational trails.³²



Increase in Independent Participation in Life Sports

Participation in independent, life sport activities have been increasing and is a trend across the recreation sector. Life sport activities include things like biking, swimming, walking, hiking, and other pursuits that are non-competitive, fun, and individualised.³³



Increased Focus on Natural Playground Environments and Youth Recreation Opportunities

“Nature play” areas incorporate natural elements to enhance the play environment and complement traditional play structures. Providing recreational opportunities and community spaces specifically for youth are critical to the positive youth development and engagement in the community.³⁴



Increase in Flexible, Unstructured Activities

Nearly all households in Alberta have participated in some form of informal activities. The most popular activities among adults are walking, bicycling, and jogging/running.³⁵ In order to accommodate this trend, recreation providers are developing more flexible opportunities for participation by providing flexible day-use areas and developing trails for biking, cycling, walking and jogging.

Crown Land Outdoor Recreation Economy Trends in Alberta

Access to public lands and designated areas is critical for outdoor recreation and tourism. The findings of a 2021 report on the Crown land outdoor recreation economy in Alberta underscores this. The study found that of all outdoor recreation trips by Albertans, 33.0% occur on public lands, 36.3% occur in provincial parks and protected areas, and 30.7% occur in national parks. It also found that access to Crown lands is unequal across the province with respect to support for outdoor pursuits. Only 3.5% of Crown land recreation trips in Alberta occur in the Upper and Lower Peace. In comparison, 61.1% occur in the South Saskatchewan and 23% occur in the North Saskatchewan. Overall, Albertan outdoor recreation consumers generate \$2.3 billion in trip-related expenditures (fuel, food & beverage, rentals, fees, accommodation, etc.) and \$376 million in equipment and accessory expenditures (gear, equipment, apparel, vehicle purchases, etc.) each year.³⁶ There is opportunity for operators and businesses in Mackenzie County to capture more of this spending in the future. Enhanced access to public lands will be required to make it happen.

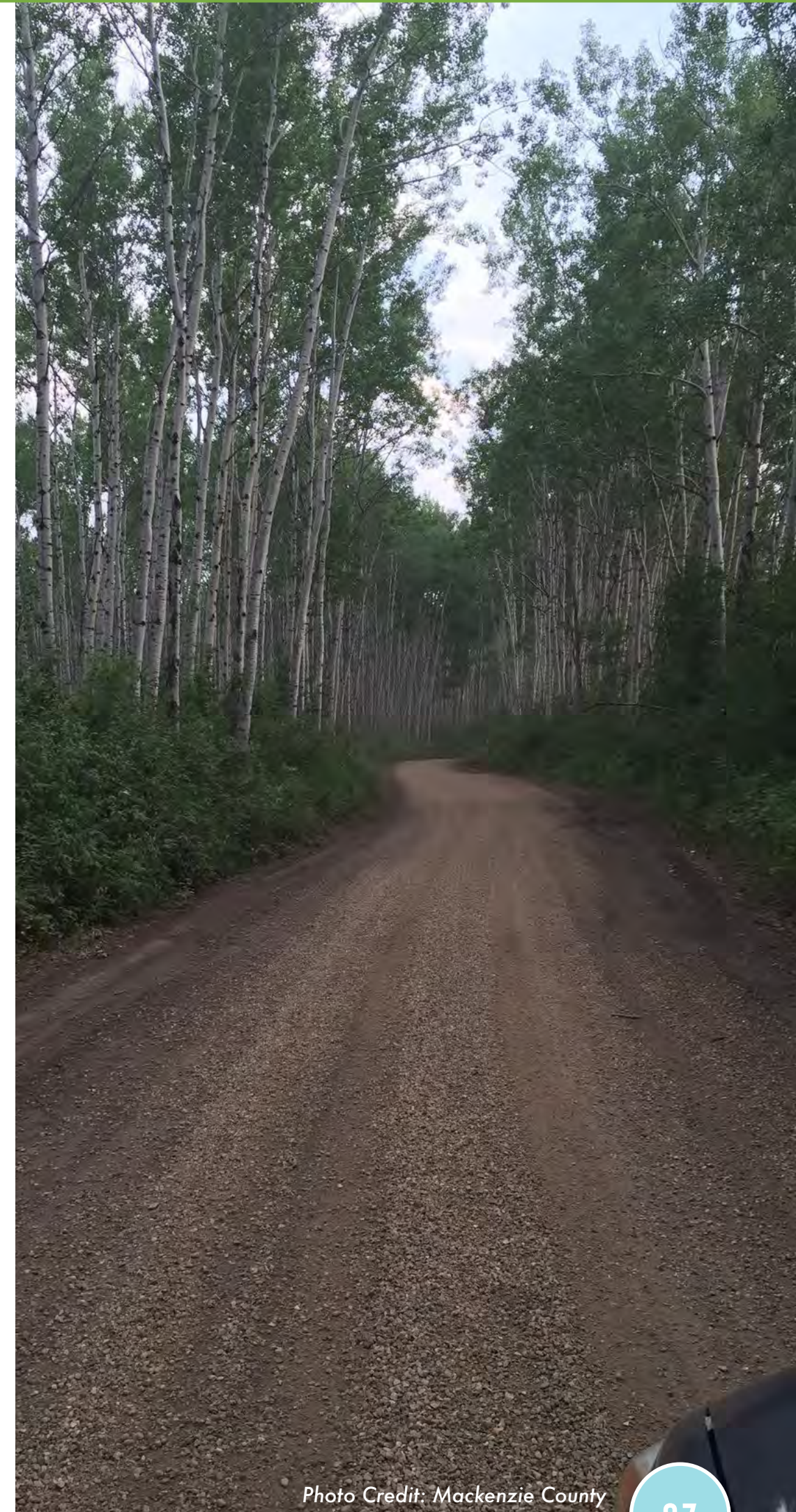


Photo Credit: Mackenzie County

Photo Credit: Expedition Management Consulting Ltd.

SWOT/Situational Analysis

A high-level analysis of Mackenzie County’s strengths, weaknesses, opportunities, and threats (SWOT) as they relate to outdoor recreation and tourism was completed by the consultant team to support the plan. The key findings from the analysis are provided next.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Abundance of natural attractions and outdoor recreation opportunities. • Access to the Peace River. • Excellent fishing opportunities. • Quiet and remote area. • Rich history and successful cultural facilities, including the Mennonite Heritage Village, Fort Vermilion Heritage Centre and the Old Bay House. 	<ul style="list-style-type: none"> • Limited supply of accommodation options for visitors. • Need for access to remote areas and lakes. • Need for designated recreational areas. • Need for more market ready tourism experiences. • Challenge to prioritize funding to build and maintain recreation assets.
Opportunities	Threats
<ul style="list-style-type: none"> • Leveraging tourism and outdoor recreation assets to benefit residents and visitors. • Supporting established tourism operators and encourage new operators. • Enhancing local tourism. • Improving signage and directions to key attractions. • Attracting visitors travelling to/from the Northwest Territories. 	<ul style="list-style-type: none"> • Balancing the needs of residents with the needs of visitors. • Environmental threats including natural disasters (e.g. wildfires and floods). • Competition for visitors from other destinations that offer tourism and outdoor recreation opportunities. • Increasing costs to operate tourism businesses (including high cost of insurance).



3

Community Engagement Results



Photo Credit: Expedition Management Consulting Ltd.

Summary of Engagement Process

Input from residents, stakeholders, and County Council was gathered from April 15th to May 10th, 2024. In total, the engagement process produced 221 touchpoints. Figure 2 provides a breakdown of engagement touchpoints by activity.

Figure 2. Summary of Engagement Touchpoints

Engagement Activity	Total Engagement
Public Survey	113 responses
Digital Community Input Workshops	3 participants
Council Input Workshop	7 participants
Mackenzie Frontier Tourist Association Board Interviews	5 participants
In-Person Community Engagement	76 participants
Interviews	8 completed
Digital Interactive Mapping	9 responses
Total	221 Touchpoints

Key Findings

The following provides a summary of the key findings from the engagement process. To view the expanded engagement results, please see Appendix B.



94%
 "strongly agreed" or "agreed" that participating in outdoor recreation opportunities in Mackenzie County is important to their quality of life



TOP OUTDOOR TOURISM ASSETS IN MACKENZIE COUNTY

- Peace and Boyer Rivers
- Campgrounds
- Variety of lakes, trails, & hunting opportunities
- County's unique location



NEW OR IMPROVED FACILITIES MOST NEEDED

- Trail systems for non-mechanized uses
- Accommodations
- Boat launches and docks
- Trail systems for mechanized uses



DEVELOPMENT OPPORTUNITIES FOR OUTDOOR RECREATION ACTIVITIES AND PROGRAMS

- Trails
- Campsites and camping opportunities
- Enhanced accessibility



BARRIERS TO PARTICIPATION

- Lack of facilities
- Lack of access to areas where activities could happen
- Not interested in available activities
- Distance to activities

4

**Vision,
Strategy,
and Goals**





Photo Credit: Trent Schlamp

This section puts forward a vision for the future, a strategic focus, target markets, and goals for development.

Our Path Forward

The Government of Alberta is committed to growing Alberta's visitor economy to \$25 billion in annual expenditures by 2035. Travel Alberta is currently working with communities to reach that goal. Currently, 60% of visitation and 75% of tourism expenditures occur in popular tourism destinations, such as Banff, Lake Louise, Canmore, Jasper, Calgary, and Edmonton. These destinations are at or nearing capacity, especially the mountain parks. Therefore, it will be necessary to expand tourism into untapped areas of the province.

With appropriate investment in outdoor recreation assets, Mackenzie County can play a role in growing Alberta's tourism industry. However, of critical importance will be ensuring the needs of residents are at the forefront of future outdoor recreation development. Residents are passionate about the land. For many, it is a central reason why they chose Mackenzie County to be their home. Mackenzie County and its partners have an opportunity to chart a course that will invite visitors to share in the beauty of the region while ensuring strong stewardship of the land and advocating for local needs.

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Mackenzie County can play a role in growing Alberta's tourism industry. However, of critical importance will be ensuring the needs of residents are at the forefront of future outdoor recreation development.

Vision

The following vision with supporting outcomes statements has been developed to guide the plan.

10 Year Vision Statement

By 2034, Mackenzie County residents will benefit from a growing tourism industry through increased access to outdoor recreation, enhanced stewardship of the land and new economic opportunities.

Outcomes Statements

- The region will see increased investment in new outdoor recreation and tourism ventures.
- There will be more ways for people to enjoy the great outdoors.
- Access to the land and to water for recreational and tourism purposes will be enhanced.
- More visitors and residents will be experiencing the area's outdoor offerings in ways that are sustainable and responsible.
- Greater local buy-in and promotion of outdoor recreation and tourism, and wide recognition that they are key drivers of economic, social, and environmental benefits for communities in Mackenzie County.

Strategy

It is recommended that Mackenzie County employ a product development strategy as its strategic focus over the next 10 years. This strategy entails developing new tourism products (i.e. experiences) for existing markets. A product development focus is supported by an abundant outdoor recreation asset base to build from, a need for formalized experiences, and visitors and residents who are highly engaged by the product offering. Through this strategy, tourism stakeholders will work together to build the region's outdoor recreation and tourism asset base, fill existing gaps, and leverage new opportunities for growth.

Target Markets

Considering available visitor and resident data, and taking into account what inspires people to participate in outdoor recreation in Mackenzie County, the following target markets have been identified for the plan.

Primary Target Markets:



1. Visitors from across Alberta who are seeking true outdoor recreation experiences in wilderness settings.



2. Residents of Mackenzie County and their visiting friends and relatives who want to enjoy nature and deepen their connections to the land.



3. Regional residents and visitors travelling to and from the Northwest Territories.

Secondary Target Market:



Visitors from across Canada who are seeking to immerse themselves in nature through outdoor experiences.



Photo Credit: Mackenzie County

Goals

Three overarching goals have been developed to guide the plan. Key short-term action items have been included under each goal in this section. See Section 6 for a description of roles in implementation and Appendix C for the full implementation plan.



1. ORGANIZATIONAL DEVELOPMENT

Goal: *Build stakeholder capacity to grow the visitor economy and implement the Mackenzie County Outdoor Recreation and Tourism Plan.*

The first step toward outdoor recreation and tourism development will be to bring stakeholders together and gain support for implementation. Investments and capacity building initiatives from multiple partners will be needed to action the plan.

Key Actions:

- Engage with partners to encourage coordination, collaboration, and cooperation when implementing the plan. This could include the Community Services Committee, Chambers of Commerce, Agricultural Societies, Recreation Boards, MFTA, Regional Economic Development Initiative Association for Northwest Alberta (REDI), tourism operators, campground caretakers, and other applicable partners.
- Work with partner organizations to host an Outdoor Recreation and Tourism Forum.



2. PRODUCT DEVELOPMENT

Goal: *Expand the County's outdoor recreation and tourism offerings by developing new attractions, visitor experiences, and amenities.*

More outdoor recreation and tourism offerings are needed to attract more visitors to Mackenzie County. The following high potential development opportunities can be used as a starting point for experience providers to develop their own product offerings. These opportunities are described in more detail in Section 5.

- | | |
|--|----------------------------------|
| 1. Unique Wilderness Accommodations | 5. Fly-in Fishing Resorts |
| 2. Destination Campgrounds | 6. Wilderness Education Training |
| 3. Trail and Water Access Development | 7. Guided Adventure Tours |
| 4. Outdoor and Backcountry Equipment Rentals | 8. Culture and Heritage Tourism |

Key Actions:

- Utilize the Development Plans to support the development of unique wilderness accommodations and destination campgrounds across the County.
- Work with existing organizations, such as the Rocky Lane Agricultural Society, La Crete Polar Cats Snowmobile Club, and Watt Mountain Wanderers Snowmobile Club, to secure long term access to trail areas and to further develop existing infrastructure and amenities.
- Improve trailhead amenities, signage and directions to existing trail access points.
- Work with tourism operators to help them access Travel Alberta's Tourism Investment Program for Product Development and other development grant opportunities.
- Lobby the Provincial government to secure enhanced access to outdoor recreation and tourism assets. Conduct research and create well-supported documents that will strengthen lobbying efforts.

Photo Credit: Mackenzie County





3. MARKETING

Goal: Encourage travellers to visit and explore Mackenzie County by promoting the region's tourism offerings to target markets.

To become a well known destination for outdoor recreation and tourism, tourism stakeholders should expand their marketing and leverage available channels and support programs. This will serve to build awareness of Mackenzie County's offerings and increase participation from both residents and visitors.

Key Actions:

- Organize tourism experience and package development training by Travel Alberta and Community Futures to be delivered to new tourism operators.
- Work with the MFTA to enhance tourism websites, align branding and support the implementation of other actions in this plan.
- Develop a Tourism Emergency Communications Plan.



Photo Credit: Mackenzie County

5

Outdoor Recreation and Tourism Opportunities



In order to support the product development strategy, several high potential opportunities for outdoor recreation and tourism development in Mackenzie County were identified through the opportunity assessment process. Descriptions of the opportunities are provided next. Please see Appendix D for the criteria that was used to evaluate opportunities. As a whole, these opportunities build on the County's many existing natural assets including abundant lakes and rivers, unique landforms, remote wilderness areas, and the northern lights. Instead of building something entirely new to the community, they leverage existing strengths. In this way they can support enhanced outdoor recreation and tourism products and experiences that are unique to the area while minimizing development risks and costs. The private sector will play an important role in realizing these opportunities. While there are actions the County can take to support them, it is not expected that the County would be responsible for funding and developing them.

1. Unique Wilderness Accommodations

Unique wilderness accommodations offer special getaway experiences that provide enhanced opportunities for connecting with nature. Developing these in the County would help to fill a gap in accommodation options, provide opportunities for visitors to experience wilderness areas and related activities, view the northern lights, and respond to increasing market demand for high-end glamping stays. Such accommodations could be developed in multiple areas throughout the County, with potential forms including rustic or serviced canvas tents, yurts, and star-gazing domes. More permanent or fully serviced structures may be appropriate in some areas, in particular on private lands. Future cabins at Hutch Lake, as considered in the management plan for the area, are one such example. Stays there and elsewhere in the County could be paired with outdoor recreational experiences unique to the region such as fishing and hiking tours, and snowmobile and northern lights viewing adventures. Online platforms could help new operators start up their businesses (e.g. Airbnb, VRBO, etc.), and empower residents to provide accommodation for visitors and generate additional income. A development plan for unique wilderness accommodations is included in Appendix E. Case studies of successful unique wilderness accommodations in Alberta are included in Appendix F.



Photo Credit: KOA Camping

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“Unique accommodations are a key attraction for travellers seeking an immersive nature experience in Alberta. From lakeside cabins with fishing and boating access to log cabins surrounded by wildflowers, these retreats offer a perfect blend of adventure and tranquility, allowing guests to disconnect from daily life while enjoying modern comforts.”

Source: Travel Alberta

2. Destination Campgrounds

Destination campgrounds offer campsites that feature enhanced on-site recreational opportunities and programming such as swimming areas, boat access and fishing, green spaces, adventure parks, picnic areas, walking paths, dark sky viewing platforms, organized events, and more. By combining these amenities they offer visitors a place to stay and things to do, transforming a campground into a destination. They frequently include tent sites for those content with more rustic accommodations as well as RV sites for those who may prefer more comforts of home. They may also provide key visitor services such as a small store for food and camping essentials, water and power at some or all sites, washroom and laundry facilities, sani-dumps, and wi-fi. Increasing the number and diversity of destination campgrounds in the County would respond to growing demand for fully serviced campground facilities, provide new outdoor recreational opportunities, and leverage existing successful destination campgrounds. Offerings at Zama Community Park and Campground and at the La Crete Ferry Campground could be expanded or replicated elsewhere, including at other existing campgrounds such as Wadlin Lake, Fort Vermilion Bridge, Machesis Lake and Hutch Lake. Water access makes such locations particularly attractive for destination campgrounds and the County's 10 year Capital Plan supports additional infrastructure and amenities at these sites. A development plan for a destination campground is included in Appendix E. Case studies of successful destination campgrounds in Alberta are included in Appendix F.



3. Trail and Water Access Development

A well developed and interesting trail system can be an anchor attraction for visitors, as can a well-developed system of water access points. Recreational trails provide views, access to natural attractions, and supporting infrastructure such as directional and interpretive signage, and formal staging areas with parking and washroom facilities. Water access points provide formal places for users to safely access swimming, boating and fishing opportunities, with related infrastructure such as roads, trails and boat launches supporting use of these points. Development of new trails and new water access points in the County is supported by high demand for land and water-based recreation from visitors and residents, for both summer and winter use. It is also supported by the presence of existing and well-loved trails, local associations that build and maintain them, and an abundance of natural assets to showcase such as the County's numerous lakes, rivers and natural attractions. These include the Peace River, Bistcho Lake, Vermilion Chutes, Hungry Bend Sandhills, Buffalo Head Lookout Point, and the High Level hot pot. In the long term, a trail along the Peace River connecting Fort Vermilion to the La Crete area would provide a recreational connection between key natural and cultural destinations in the County. There are opportunities for both summer and winter season access, for trails to loop around lakes or run beside rivers, and to provide access to remote locations for complementary recreational activities such as ice fishing.



Photo Credits (top-bottom): Snow Valley, Mackenzie County

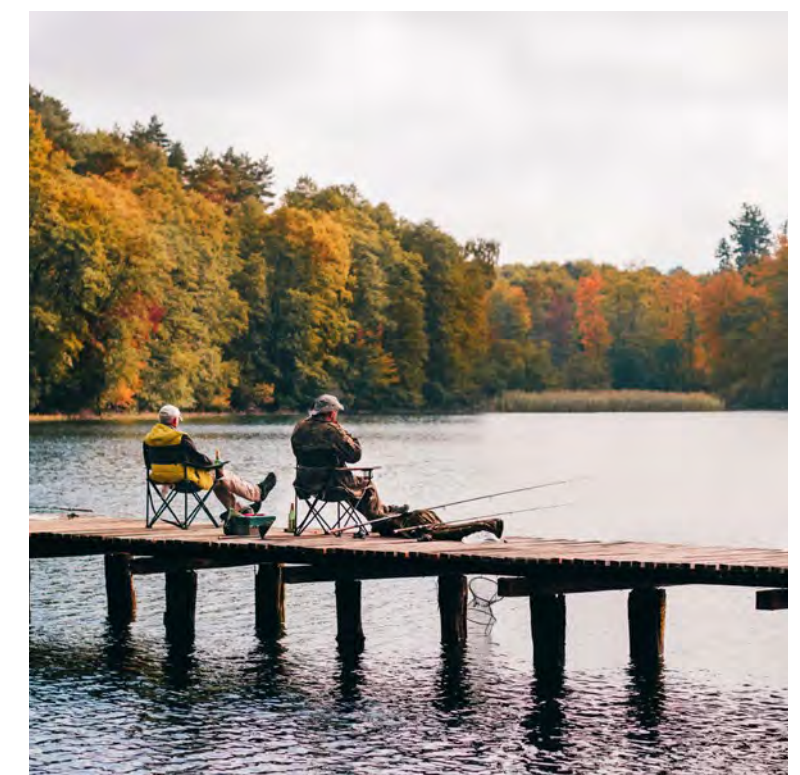
4. Outdoor and Backcountry Equipment Rentals

Many outdoor recreation opportunities in remote and backcountry areas require specialized equipment and a means for visitors to transport them to their destinations. Not all visitors who want to experience the outdoors in the County will own their own equipment or be able to bring it with them. Rental businesses could cater to the needs of such guests by providing equipment so that their customers can enjoy the areas in the County that they came to see. Desirable equipment for the diverse areas of the County and its varied recreational opportunities include motorized vehicles (e.g. ATVs, UTVs, dirt bikes, snowmobiles, motor/jet boats), non-motorized equipment (e.g. canoes, rafts, kayaks, paddleboards, cross-country skis), and safety gear (e.g. emergency transponders, radios, medical kits). This opportunity supports the promotion and expansion of County businesses. Potential operators include existing businesses that specialize in the sale and/or maintenance of these types of equipment, existing rental businesses, existing tour operators interested in diversifying their offerings, and entrepreneurs looking to enter the outdoor recreation business.



5. Fly-in Fishing Resorts

The County has many lakes with excellent fishing opportunities. It is possible to fish for several species including arctic grayling, lake whitefish, northern pike, rainbow trout, and walleye. Fishing in the region is a year-round affair, with ice fishing established as a popular recreational activity in the winter months. Many of the best fishing lakes are not accessible by land. Developing fly-in fishing resorts would improve access and cater to the significant market for fishing tourism. There is a long history of and precedents for successful fly-in fishing operations in Mackenzie County. Developing fly-in fishing resorts in the County would help to access the proven market for fly-in fishing operations in Canada's north. Accommodations and fishing could be paired with diversified experiences such as dark sky/aurora viewing, wildlife photography, adventure tourism, ecotourism, and more. Improving access to fishing resorts, for example through the construction of more all season roads to key fishing areas such as Bistcho Lake, could help to increase visitor numbers, reduce maintenance and access costs for operators, and improve the viability of fishing resort businesses.



6. Wilderness Education Training

Given the remoteness of many areas of the County, and the demand and potential for varied outdoor recreational experiences within them, there is opportunity for private sector or non-profit operators to deliver wilderness education training courses and programming. These could cover backcountry access and safety, wilderness survival and first aid. Trainings could be introductory courses for beginners, intermediate courses for experienced individuals looking to gain new skills, or advanced courses to train the trainer or tourism operators (i.e. how to guide). The County could potentially support operators and programmers by identifying or providing space for them to operate out of County campgrounds or other facilities. It is not envisioned that the County would be a direct provider of wilderness education training.



7. Guided Adventure Tours

Guided adventure tours offer organized outdoor experiences to visitors. They include outdoor recreational activities like outfitting, ATVing, snowmobiling, paddling trips, hiking, northern lights viewing and horseback riding. Through these tours participants can experience places that they might not otherwise have the opportunity to visit and partake in activities they might not otherwise get the chance to. Adventure tours can bring guests out onto the water and land, and can include stops at and programming related to naturally, culturally and historically significant areas. Guides provide interpretation and hospitality, local knowledge, logistics support and safety. Available market research indicates that visitors are very interested in small group-based activities where they are immersed in experiences related to nature and feel like active participants.^{37,38} There is some adventure guiding already happening in the County, including formal and informal activities by local organizations, community associations, businesses, and residents. New operators would further strengthen local offerings, as would new infrastructure to support activities (e.g. river and lake access, boat launches and access points). Guided tour operators could also provide equipment rentals and wilderness education training.



8. Culture and Heritage Tourism

Cultural tourism assets include things like historic sites and interpretive centres, art galleries and exhibitions, museums, cultural centres, historic forts, historic driving routes and walking trails, culture and heritage themed tours, events, festivals, and culturally inspired services such as accommodation and food options. Fort Vermilion, Buttertown, and the La Crete Mennonite Heritage Centre are examples of strong assets in Mackenzie County that immerse people in local heritage and culture. They could be further enhanced and leveraged to attract more visitors and enhance visitor experiences. Considerations for enhancements could include improved signage, additional partnerships to market and celebrate these facilities, and planning for tourism opportunities as part of future development activities in their vicinities (such as in the floodplain rebuilding project in Fort Vermilion).



Photo Credits (top-bottom): Happiest Outdoors, Mackenzie County, Expedition Management Consulting Ltd.

6

Roles in Implementation





Photo Credit: Trent Schlamp

The following describes how stakeholders can come together to action the plan and outlines potential roles for partners in implementation. A discussion on provincial and federal grant programs to support implementation of the plan is provided in Appendix G. It is expected that the private sector will take the lead in terms of investment into new products, and that Mackenzie County and the Province will support them by investing in supporting public infrastructure.

Potential Partner Roles

Implementation of this plan will require the cultivation of partnerships to collaboratively accomplish initiatives. The following identifies key partners for the plan and describes potential roles for them.

Organization	Potential Role(s)
Mackenzie County	<ul style="list-style-type: none"> The County will play a role in coordinating initiatives and working with partners to implement the plan.
Community Services Committee	<ul style="list-style-type: none"> The Terms of Reference for the Community Services Committee is aligned with many of the implementation actions of this plan. The Committee could participate in implementation activities.
Mackenzie Frontier Tourist Association	<ul style="list-style-type: none"> The MFTA could be an active participant in advancing the plan, including strengthening relationships with regional tourism partners, connecting entrepreneurs to available resources, and leveraging its marketing channels.
Tourism Operators	<ul style="list-style-type: none"> Tourism operators are businesses and organizations that provide services and experiences for visitors. Examples include tour companies, accommodation providers, and attractions. New and existing operators will play a key role in growing outdoor recreation and tourism in Mackenzie County through the development and delivery of high-quality services and experiences. They should be actively engaged in implementing the plan.
Businesses and Entrepreneurs	<ul style="list-style-type: none"> The private sector provides many front-line services to visitors, such as food and beverage, entertainment, and transportation. New and existing businesses will play a key role in growing outdoor recreation and tourism in Mackenzie County through the provision of new and enhanced tourist support services. Businesses should be actively engaged in implementing the plan.
Chambers of Commerce and Boards of Trade	<ul style="list-style-type: none"> These non-profit organizations support local economic development, help to attract new businesses, assist entrepreneurs, and promote and communicate a region's offerings. The La Crete and Area Chamber of Commerce and the Fort Vermilion and Area Board of Trade operate in Mackenzie County. These organizations could contribute to implementing numerous actions in this plan, particularly those related to attracting and supporting new tourism operators.

Organization	Potential Role(s)
Regional Economic Development Initiative Association for Northwest Alberta	<ul style="list-style-type: none"> • REDI’s mission is to ‘promote, support and enhance economic growth and diversification in northwest Alberta through regional cooperation and partnerships’. Tourism is one of REDI’s focus areas. • REDI could support implementation of the plan through its activities and website, including promotions and marketing, investment attraction, existing partnership with the MFTA and regional relationship building (in particular into the Northwest Territories).
Local Recreation Boards, Organizations and Agricultural Societies	<ul style="list-style-type: none"> • These local organizations provide much needed support to outdoor recreation and tourism in the County such as trail maintenance, facility and campground operations, and event delivery. They include the Watt Mountain Wanderers Snowmobile Club and La Crete Polar Cats Snowmobile Club, Zama Recreation Society, La Crete Ferry Campground Society, La Crete Agricultural Society, and the Rocky Lane Agricultural Society. • They should be actively engaged in implementing the plan. Their efforts could lead to the development of new tourism products such as new trails and destinations, and their involvement can also help to ensure that tourism develops in a way that supports recreational access for residents.
Volunteers and Residents	<ul style="list-style-type: none"> • Dedicated community champions can be inspired to help implement the plan and generate buy-in within the many unique communities in the County. There is the potential to include residents in Task Force activities.
Travel Alberta	<ul style="list-style-type: none"> • Travel Alberta provides funding for the development and marketing of tourism initiatives through its Tourism Investment Program. The organization also provides research on visitor markets, helpful resources to support tourism development, and reviews business plan components of Tourism and Commercial Recreation Lease applications to Alberta Forestry and Parks. Travel Alberta should be engaged as an active partner in implementation of the plan.
Community Futures Northwest Alberta	<ul style="list-style-type: none"> • A non-profit organization that offers free business planning and coaching within the region. They can help to support new tourism and outdoor recreation operators in the County and help existing operators diversify their offerings. Their services also include business loans and business training programs.

Organization	Potential Role(s)
Neighbouring Destination Marketing Organizations	<ul style="list-style-type: none"> • There are other DMOs, governments and related entities in the region to begin to partner with or continue to partner with to support tourism development. This could lead to experience and itinerary packaging, collaborative marketing, and product development, in particular for the Deh Cho Route which connects Northern Alberta to the Northwest Territories and Northern British Columbia. • Potential partners include Mighty Peace Tourism (existing partners) and Northwest Territories Tourism (potential new partner).
Alberta Forestry and Parks	<ul style="list-style-type: none"> • Forestry and Parks is responsible for preserving and managing public lands and provincial parks. They are an important partner in securing access to public land in the County.
Destination Canada	<ul style="list-style-type: none"> • Destination Canada helps the Canadian tourism industry reach targeted markets. It offers intelligence, tools and resources to do so. Under its Tourism Corridor Strategy Program it is working with stakeholders to develop the Northern Sky Corridor which includes Alberta and the Northwest Territories. This work should be leveraged to support tourism in Mackenzie County.

7

Conclusion





Peace River
Photo Credit: Travel Alberta

The Mackenzie County Outdoor Recreation and Tourism Plan provides strategic direction and actions that will advance the County toward its 10 year vision and desired outcomes. The region has an abundance of natural and wilderness areas, and a solid base of outdoor recreation and tourism amenities, all of which provide a foundation to build on and opportunities for growth. Quick win actions identified in the plan provide opportunities for positive short term change and real improvements for outdoor recreation and tourism. These will help to build momentum for long term implementation and return on investment that will benefit residents and visitors alike.

Appendices

Appendix A – Land Use Planning Document Review

Applicable Plans and Legislation	Opportunities and Barriers	Supporting Context and Notes
<p>Mackenzie County Municipal Development Plan</p>	<p>Opportunity: The MDP lays the groundwork for other municipal plans and strategies to address tourism and access to recreational land.</p>	<p>The MDP directs the development of a Regional Tourism Plan, including direction to collaborate with partners and to identify core areas of focus for tourism.</p> <p>It also recommends the creation of an Open Space Plan to identify recreational amenities and sites.</p>
	<p>Opportunity: The MDP supports public access to and expanded use of Crown lands.</p>	<p>The MDP directs the County to “Facilitate public access to Crown land areas where deemed suitable, desirable, and economically feasible for Provincial funding and support”.</p>
	<p>Barrier: There is no definition or criteria for appropriate, suitable, or desirable use of Crown lands.</p>	<p>While the MDP refers to use of and access to Crown land, it does not define what are appropriate, suitable, desirable, or economically feasible uses. Defining these will strengthen planning and advocacy efforts.</p>
<p>Mackenzie County Community Sustainability Plan</p>	<p>Opportunity: The plan recognizes the importance of the natural environment to the tourism sector and directs the designation of a specific area as a ‘zero development area’ for nature tourism purposes.</p>	<p>This plan lays the groundwork for the designation of an area for nature tourism purposes.</p>
	<p>Opportunity: Directs the consideration of designation of a wilderness area northeast of Fort Vermilion.</p>	<p>Reference to this specific area within the region will support further steps to designate a natural area for recreational and tourism access. The plan also directs the development of a socio-economic impact assessment prior to designation.</p>

Applicable Plans and Legislation	Opportunities and Barriers	Supporting Context and Notes
<p>Mackenzie County Land Use Bylaw (2024)</p>	<p>Opportunity: Zoning allows for recreational and tourism uses within the County in multiple zones.</p> <hr/> <p>Barrier: Zoning Bylaw does not specifically include building/structural forms and mix of uses that may be required for non-traditional forms of accommodations and destinations.</p>	<p>The Land Use Bylaw facilitates instead of prohibits recreational and tourism uses, including those accessed through Crown land or water bodies.</p> <p>Changes to the Land Use Bylaw may be required to allow new types of accommodation and new recreation and tourist destinations within the County.</p>
<p>Forest Management Plan for Forest Management Unit 26</p>	<p>Opportunity: Existence of a forest management plan provides opportunity for collaboration with other stakeholders on recreational access to lands within the unit.</p> <hr/> <p>Barrier: Does not address access to land for recreation within the forest management unit.</p>	<p>FMU26 includes a significant amount of land in the County. The plan notes that opportunities for outdoor recreation in the forest management area are well known to community members but does not outline any means to support or improve access. Unlike timber quotas, FMAs require the harvesting company to be more involved in long-term planning of the forest, public consultation, and ongoing stakeholder collaboration.</p>
<p>Bistcho Subregional Plan</p>	<p>Opportunity: Potential exists to enhance access to lands for recreational use in future management plans for the sub-region, and to inventory tourism and commercial recreation opportunities in the sub-region through related processes.</p> <hr/> <p>Barrier: Directs development of a recreation management plan that will identify proposed recreation management areas. No progress has yet been made to develop one.</p>	<p>Sub-regional plans support caribou recovery while considering a broad range of interests and land-use activities. The plan recognizes that existing tourism operators on public lands have formal dispositions enabled through the tourism and commercial recreation lease process. In addition, the plan supports new and expanded tourism development. Sub-regional plans are enabled through the <i>Alberta Land Stewardship Act</i>.</p>

Applicable Plans and Legislation	Opportunities and Barriers	Supporting Context and Notes
Chinchaga Subregional Plan	Barrier: This plan is not yet prepared.	A planning task force has finished its work and a draft is expected, though the Province has not provided a timeline for this. The plan will apply to caribou range lands in the southwest of the County.
Alberta Land Use Framework	Barrier: No plan has yet been developed for the Lower Peace River Region. This contributes to ambiguity around land use.	The County is situated within the Lower Peace River planning region. Regional plans outline a vision and goals for large areas of the province. Regional plans in other regions have resulted in the identification of new public land use zones and recreation areas. Regional parks plans will be developed for each of the seven <i>Land-use Framework</i> planning regions in Alberta. Priority sites requiring specific plans are identified during development of regional plans.
Public Lands Act and Public Lands Administration Regulation	<p>Opportunity: Enables land dispositions for recreational developments, recreational trails, and tourism and commercial development, including leases of up to 60 years.</p> <hr/> <p>Barrier: Provincial approval is required for any development on Crown land within the County.</p> <hr/> <p>Barrier: Without a formal disposition temporary access permits are required for access to Crown land, and these permits expire after 14 days.</p>	The Act directs use and management of Crown lands in the province, and provides for dispositions (permits, licenses, leases) for access to, and activity on, public lands. Under the Public Lands Administration Regulation (table a1) ³⁹ , dispositions are possible for commercial, municipal, and non-profit recreational developments, recreational trails, and tourism and commercial development (including accommodations, resorts, viewpoints, day use areas, recreation areas, recreational campgrounds, etc.). Temporary access permits are required for group activities, instructional and guided activities, on vacant public land that are for a commercial purpose, or for a recreational activity that may cause loss or damage to vacant public land, or will occupy the land for longer than 14 days. As an example, snowmobiling clubs in the County must get access permits for organized club activities that take place on public lands.
<i>Trails Act</i> ⁴⁰	Opportunity: Allows for identification and designation of motorized and non-motorized trails on public land, and appointment of trail managers, including municipalities and recreational organizations.	The Act provides a formal system to identify and manage trails on public land (i.e. those administered under the Public Land Act), including trail networks. Several snowmobile, hiking and cross country ski trail systems exist in the County. Designation could improve access, trail management, network expansion, and improvements such as trail shelters, signs, and parking.

Applicable Plans and Legislation	Opportunities and Barriers	Supporting Context and Notes
<p>Federal Woodland Caribou Recovery Strategy</p>	<p>Opportunity: Requires range plans, the development of which (along with subsidiary plans) can address access and recreation.</p> <hr/> <p>Barrier: The Province has not yet completed the range plan. This contributes to ambiguity around land use.</p> <p>Barrier: Requires protection of critical woodland caribou habitat, which may limit access to land for recreation and tourism in caribou ranges.</p>	<p>Requires range plans to be completed by provinces and territories within three to five years of the posting of the final Recovery Strategy (October 2017). Range plans will demonstrate how provinces and territories will protect the species' critical habitat under their jurisdiction.⁴¹ The main purpose of a range plan is to outline how range-specific land and/or resource activities will be managed over space and time to ensure that critical habitat for boreal caribou is protected from destruction. According to the <i>Report on the Progress of Recovery Strategy Implementation for the Woodland Caribou (Rangifer tarandus caribou), Boreal population in Canada for the Period 2012 to 2017</i>, Alberta had made a commitment to complete a provincial range plan by 2017.</p>
<p>Alberta/Canada Woodland Caribou Agreement</p>	<p>Opportunity: Planning for range lands can incorporate considerations for tourism and recreation and direct development of subsidiary plans to guide these.</p> <hr/> <p>Barrier: Requires the Government of Alberta to take action to protect caribou habitat, which may result in limitation on access to critical range lands.</p>	<p>Under this agreement Alberta is required to achieve and maintain a minimum of 65 percent undisturbed caribou.</p>
<p>Canada Species At Risk Act (SARA)</p>	<p>Potential barrier: The Province may be less likely to issue permits for recreational activities in areas of critical habitat for listed species such as woodland caribou.</p>	<p>Section 11 of the federal Species at Risk Act enables a federal minister to enter into an agreement "with any government in Canada, organization, or person to benefit a species at risk or enhance its survival in the wild." It also allows the federal government to take actions to protect caribou if it determines that caribou and their habitat are not protected by provincial plans and actions.</p>

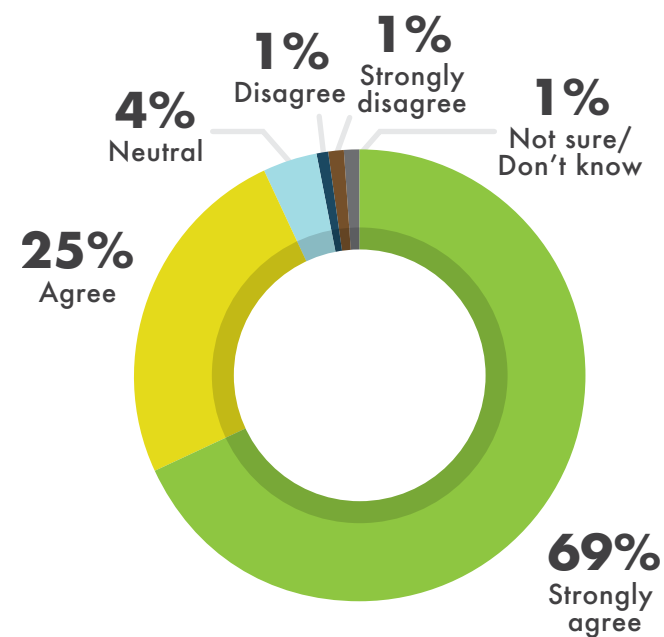
Appendix B – Expanded Engagement Results

Community Survey

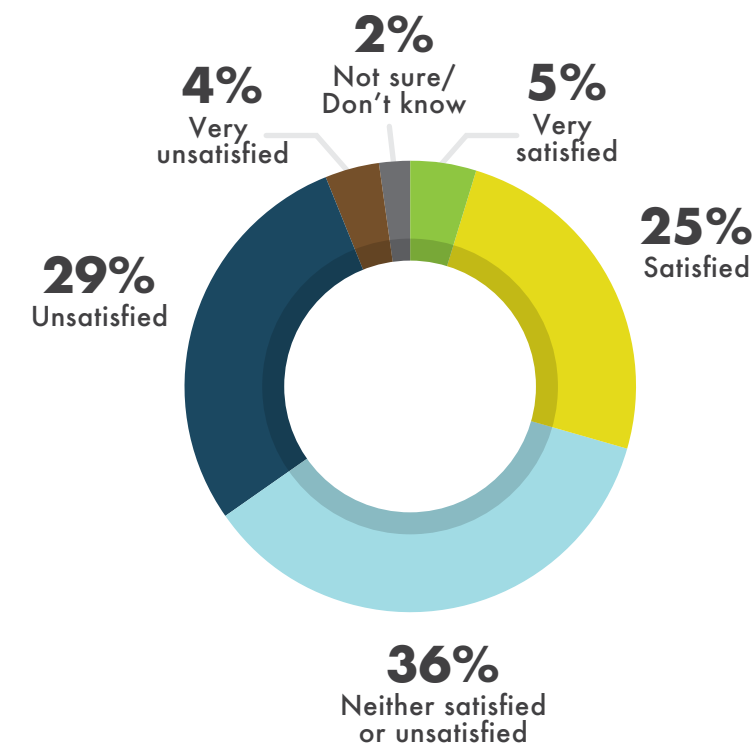
A survey collected input from residents and stakeholders from April 15 to May 10, 2024. In total, 113 responses were received. 69% of respondents indicated they reside in La Crete, 20% said they reside in Fort Vermilion, 7% said they reside in an unincorporated community in Mackenzie County, 3% said they reside in High Level, and 1% reside in Rainbow Lake. 57% of responses identified as male, 39% identified as female, 3% preferred not to say, and 1% preferred to self identify. Respondents were primarily between the ages of 30-39 (37%), 40-49 (29%), 50-59 (12%), and 20-29 (11%).



Please rate your level of agreement with the following statement:
 Participating in outdoor recreation opportunities in Mackenzie County is important to my quality of life.

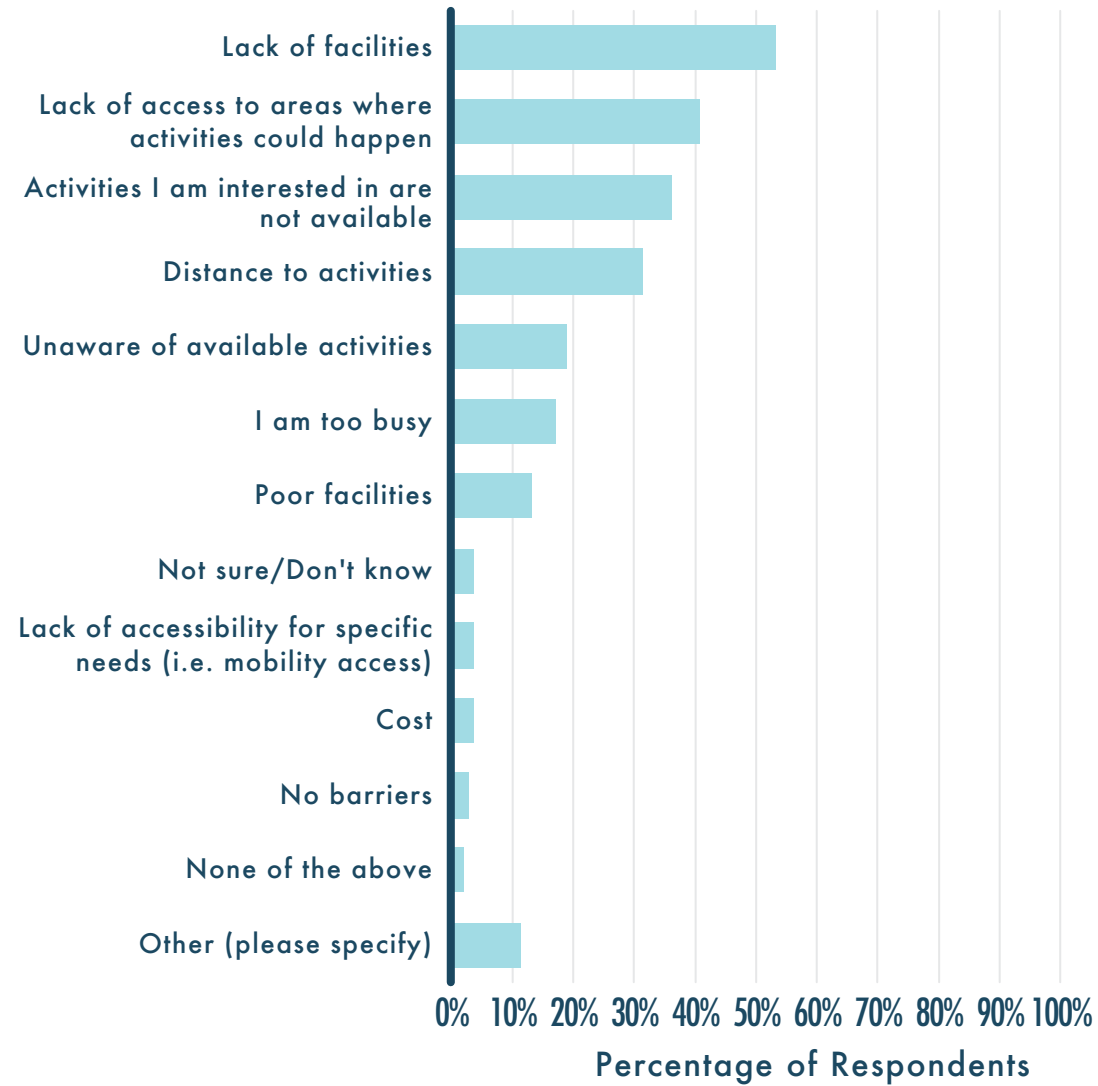


Please rate your level of satisfaction with outdoor recreation opportunities in Mackenzie County.





What, if anything, prevents you from participating in outdoor recreation activities in Mackenzie County more often? Please select all that apply.



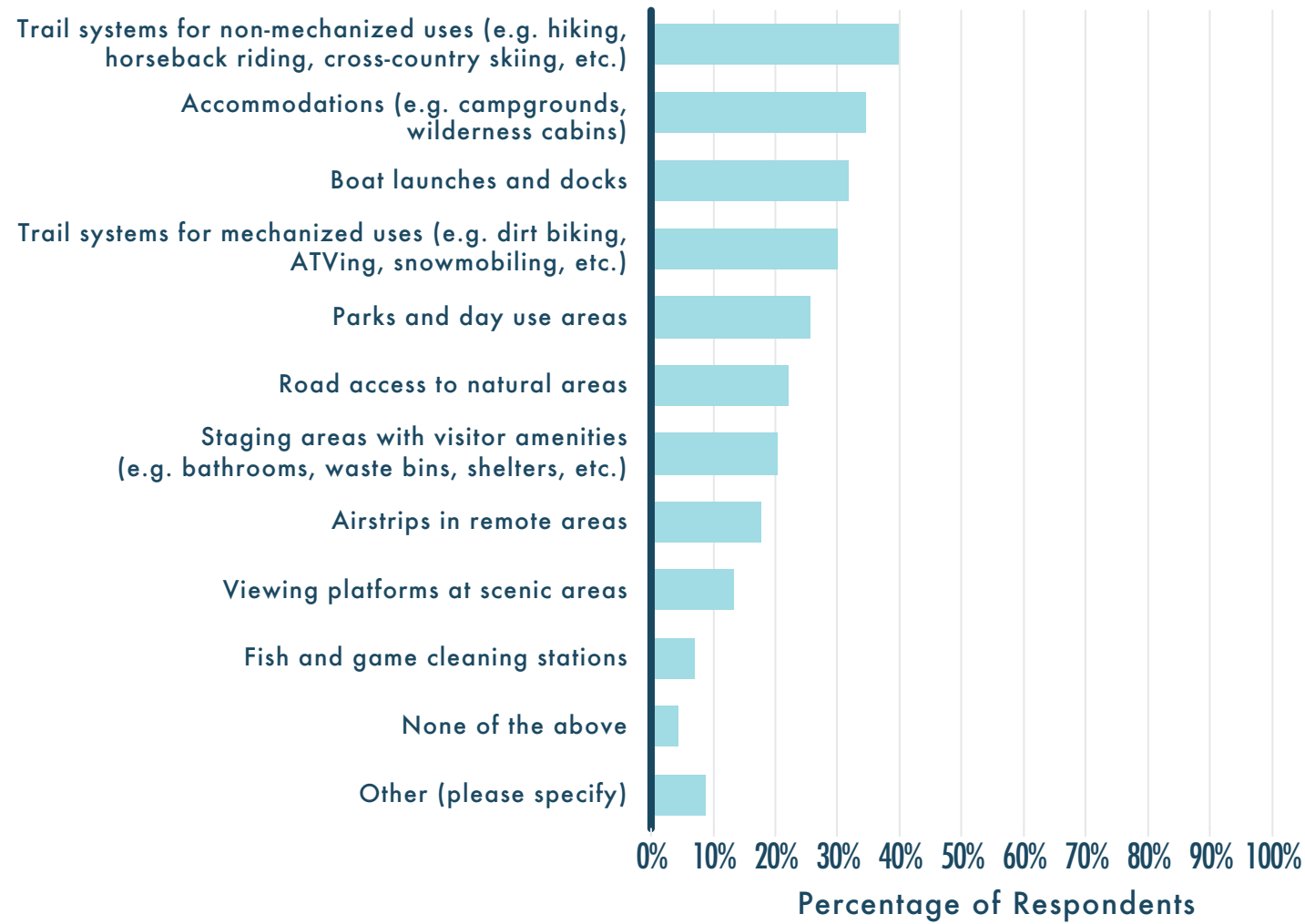
Do you have any specific ideas for outdoor recreation activities or programs that could be developed (or further developed) in Mackenzie County for the benefit of residents? If so, please share your thoughts below. Please be as descriptive as possible.

Respondents identified the following most often:

- Developing more trails for the purpose of hiking, snowmobiling, mountain biking, walking, and biking.
- Indoor and outdoor swimming pool.
- Developing more campsites. Specific locations include Atlas, closer to La Crete, and near the Blue Boyer Bridge.
- Enhancing accessibility to fishing areas, lakes, and the Peace River.
- Upgrading and improving Jakes Lake picnic area, Fort Bridge Campsite, and local fishponds.
- Enhancing access to lakes for fishing.
- More rental options for equipment such as canoes and kayaks.
- Increasing the number of programs such as archery, baseball, and community gardening.
- More events such as winter festivals and music festivals.



What, if any, new or improved facilities are most needed in Mackenzie County to support outdoor recreation for residents? Please select up to three options.



We would like to better understand what makes Mackenzie County a unique place to live and visit. In your opinion, what makes the County a special destination?

Respondents identified the following most often:

- Appreciation of the wilderness and wildlife.
- Its remote location and quiet communities.
- The County’s natural beauty and landscape.
- Friendly community.
- Having access to the Peace River.
- Northern location and northern lights.
- Rich history.
- Large, forested areas.
- Opportunities for outdoor activities such as hunting, fishing, and boating.



Please list what you consider to be the top five outdoor tourism assets in Mackenzie County (outdoor tourism assets include, but are not limited to, natural attractions, lake, trails, parks, campgrounds, etc.).

Respondents identified the following most often:

- Various rivers including the Peace River and Boyer River.
- Campgrounds.
- Lakes including Bistcho Lake, Jakes Lake, Margaret Lake, Wadlin Lake, Hutch Lake, and other remote lakes.
- Trail development including walking trails, trails at the Rocky Lane Agricultural Society, etc.
- Hunting opportunities.
- Parks including Caribou Mountains Park, Wood Buffalo National Park, and Jubilee Park.
- Indoor facilities including arenas and Agricultural Society Hall.



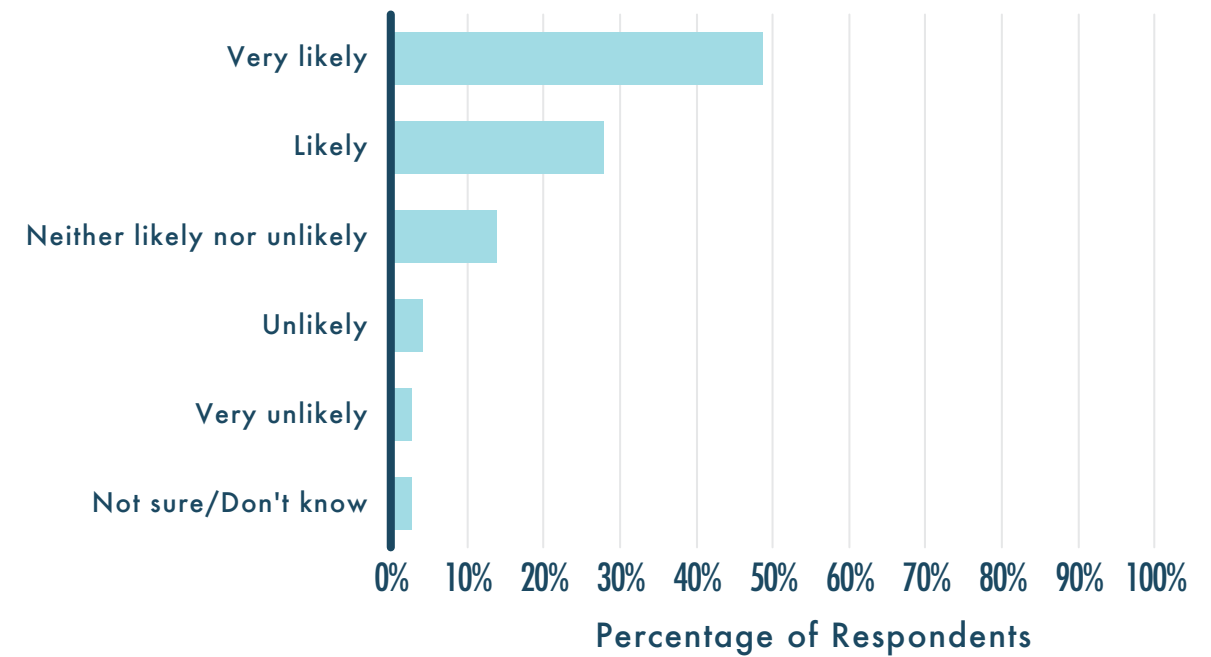
Do you have any specific ideas for outdoor tourism attractions, experiences, or other assets that could be developed (or further developed) in Mackenzie County to increase visitation? If so, please share your thoughts below. Please be as descriptive as possible.

Respondents identified the following most often:

- More trail development for the purposes of biking, hiking, snowmobiling, and ATViing. Enhancing the number of marked and seasonal trails.
- More campsites and amenities.
- Developing new facilities including batting cages, recreation centre, and water park.
- Opportunities for guided tours (e.g. boating, canoe, wilderness, etc.).
- Enhancing access to lakes.
- More accommodation options such as cabins and lodges.
- Developing proper boat launches.
- Developing a beach area at Jakes Lake.
- Upgrading DA Thomas Park.
- Programming such as horse camps, wellness programs, etc.



How likely are you to invite your friends and/or family to visit Mackenzie County and participate in outdoor activities within the next 2 years?



Please provide any additional comments that you think should be taken into consideration during development of the Outdoor Recreation and Tourism Plan.

Respondents identified the following most often:

- Developing new facilities such as batting cages, swimming pool, and recreation centre.
- Developing trails and facilities to support trails.
- Encouraging community events such as a community clean up.
- Careful consideration when planning for tourism.
- The County has lots to offer for tourism.
- Enhancing access to natural lakes and the river.
- Improving signage.
- Engagement with the public and local First Nations.

Digital Input Workshops

Two digital input workshops were hosted on May 7 and May 9, 2024. 3 participants attended the workshops. The following summarizes the input received.



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

-
- Enhancing access to remote lakes including Margaret Lake and Wadlin Lake.
 - Developing more opportunities to enhance use of the Peace River.
 - Providing more fishing opportunities for the community.
 - Opportunity to build off what the County currently offers.
 - Improving outdoor facilities (e.g., boat launches).
 - Improving signage in the County.
 - Enhancing marketing and promotions of tourism opportunities.
 - Opportunity for tourism packages.
 - Lack of interest to pay for outdoor recreation activities.
 - Lack of access to lakes.
 - Lack of resources to expand snowmobile trails.
 - High insurance costs for tourism operators.



As a result of implementing the Plan, what will be different about outdoor recreation and tourism in Mackenzie County in 5 years? 10 years?

-
- Opportunity for more local tourism.
 - Ensuring there is a balance in terms of tourism.
 - More resources for visitors including guides and tours.
 - More potential for accessing new areas/lakes/places.
 - Lack of cabin access.
 - More support from the County for tourism startups (e.g., supporting insurance costs).



What can you and/or your business or organization do to help outdoor recreation and tourism in Mackenzie County?

-
- Continuing to maintain trails.
 - Supporting small businesses with business plan development.
 - Local knowledge and promotion of the area.

Trade Show

A member of the consultant team travelled to Mackenzie County to collect in-person input at the La Crete Trade Show on April 26 and 27. 76 people provided input. The following summarizes the input received.

Outdoor Activity Needs	Barriers
<ul style="list-style-type: none"> • More trails including hiking/walking trails, bike trails, quad trails, and horseback riding trails. • More campsites and enhanced campsite availability. • Power/shower options at La Crete Ferry Campground. • Boat hook ups at campsites. • Opportunities to camp with horses. • Enhancement of Jake’s Lake (cleaning the lake and beautifying the day-use area). • Enhancing access to lakes. • More opportunities for recreational fishing. • Stocking lakes with more fish. • Outdoor pool. • Mini-golf course. • More accommodations such as cabins. • More rental options available. • Boat launches ready to go earlier in the season. • More activities including sports, disc golf, and activities for youth. • Facilities including a bike park, skatepark, indoor golf, more parks, dog park, and beach areas. • Turn the old Boyer Bridge into a walking trail. 	<ul style="list-style-type: none"> • Lack of fishing opportunities. • Gravel roads are challenging to access certain places. • Cost. • Lack of time. • Consider location of mechanized trails (ensuring they aren’t near private property). • Lack of knowledge. • Distance.

Digital Interactive Map

A digital interactive mapping tool was made available to the public from April 15 to May 10, 2024, to collect location-based input. Participants were able to drag and drop markers on the map and had the opportunity to provide input at specific locations. The following summarizes the input received.

- All weather road to Bistcho Lake.
- All weather road access to Vermilion Chutes.
- Walking trail around Jakes Lake.
- Boat launch at Ferry Campground.
- Redevelop Fort Vermilion Bridge Campground.
- Restock Wadlin Lake with fish.
- Ensuring the road is well maintained into Wadlin Lake campground.
- Blue-green algae at Hutch Lake is a barrier to camping and accessing watersport activities.

Council Input

A Council Input Workshop was hosted on April 23, 2024. Seven councillors attended the workshop. The following summarizes the input received.

- Challenges identified include land access to provincial lands and lack of funding to build recreation areas and maintain them.
- Lack of accommodations in the region, including Fort Vermilion in particular.
- Lack of willingness to share culture with visitors.
- Opportunities for enhanced snowmobile access.
- Opportunity to build partnerships with non-profit organizations.
- Potential for long term funding agreements with the Province.
- Enhanced access to remote lakes (e.g., Bistcho Lake).
- Enhanced operational and capital funding for outdoor pursuits.
- Explore ways to make securing approvals easier and more efficient.

Appendix C – Implementation Plan

The implementation plan is divided into the following sub-sections for organizational purposes.

Organizational Development.....	62
Product Development.....	63
Marketing Development.....	67

Each action item has been assigned a suggested priority rating, estimated cost, and anticipated timeline for implementation.

Cost Criteria

Low Cost (L)	Less than \$10,000
Medium Cost (M)	\$10,000 - \$50,000
High Cost (H)	More than \$50,000

Implementation Timeline

Short Term (S)	Less than 2 years
Medium Term (M)	2 – 5 years
Long Term (L)	More than 5 years

Quick Wins



A blue star indicates that an action item is a “Quick Win.” Quick wins are actions that can be implemented within a year or two, have a high probability of success and have a relatively low cost.

Future Planning, Evaluation, and Reporting

A key component of the success of this plan will be evaluation of its initiatives. The implementation plan should be reviewed bi-annually, at which time priorities should be re-evaluated and a discussion of any variances should occur in reference to key performance indicators (KPI’s). If new projects are added (or old projects removed) as the plan progresses, this should be done by weighing the relative priority of all projects in the plan. The implementation plan should be updated on a yearly basis; therefore, the third quarter evaluation period will set the stage for the updated version of the plan. In the fourth quarter, the updated plan should be formalized, and a draft approved by the end of the year.

Implementation Considerations

The implementation plan identifies several initiatives and action items. Attempting to complete all of them concurrently will stretch the resources and limit the focus of stakeholders as they implement the broader plan. Therefore, it is recommended that implementation begins with the highest priority items. Should the County desire to expedite implementation of the plan, it could do so by allocating more human and/or financial resources. This could involve reallocating existing resources, adding new resources, leveraging grant funding, or securing contract staff with expertise in tourism development.

1. Organizational Development

Priority Initiatives		Action Items	Priority/Cost	Timeline
A. Organize for Tourism Development	1.A.1 ★	Engage with partners to encourage coordination, collaboration, and cooperation when implementing the plan. This could include the Community Services Committee, Chambers of Commerce, Agricultural Societies, Recreation Boards, MFTA, REDI, tourism operators, campground caretakers, and other applicable partners.	H/L	S
B. Allocate Resources for Outdoor Recreation and Tourism Development	1.B.1	Assess the County's capacity to implement relevant components of the plan and consider reallocating existing resources, adding new resources, leveraging grant funding, or securing contract staff to expedite implementation. See Appendix G for a list of applicable grant programs that could be accessed to support development.	H/variable	S
C. Collaborate with Key Partners	1.C.1 ★	Work with partner organizations to host an Outdoor Recreation and Tourism Forum. It is envisioned that the Forum would be a highly engaging event that would serve as a rallying point for tourism stakeholders from all areas of the County. The event could be hosted at an existing tourism operator to further showcase what the region has to offer. Consider hosting Forums annually to report on successes, describe upcoming initiatives, increase communication and collaboration, and energize stakeholders.	H/M	S
	1.C.2	Meet with Mighty Peace Tourism and Northwest Territories Tourism to inform them of the plan and identify areas for collaboration in marketing and experience/product development.	M/L	S
D. Measure Performance	1.D.1	Utilize the attached performance metrics and other measures as appropriate to measure performance on an annual basis.	M/L	Ongoing

2. Product Development


Priority Initiatives	Action Items	Priority/Cost	Timeline
A. Support the Development of Unique Wilderness Accommodations	2.A.1 Use the Development Plan for this priority initiative to support the development of UWAs across the County. (See Appendix E).	H/L	S
	2.A.2 Review existing regulations to ensure UWAs are permitted where desired across the County.	H/L	S
	2.A.3 Continue working with the Province to secure land/lease permissions for potential operators and to identify potential public lands where such operations are most desirable and feasible.	H/L	Ongoing
	2.A.4 Host an event to inform potential operators and investors about the potential of unique wilderness accommodations and generate interest in them.	H/M	S
	2.A.5 Approach established tourism operators to promote the idea and build community support.	H/L	S
	2.A.6 Work with MFTA and other local organizations to develop business supports for operators (e.g. startup guides).	H/L	S
B. Encourage the Development of Destination Campgrounds	2.B.1 Use the Development Plan for this priority initiative to support the development of destination campgrounds across the County. (See Appendix E).	H/L	S
	2.B.2 Review regulations to ensure new destination campgrounds are permitted where desired across the County.	H/L	S
	2.B.3 Inventory and assess existing campgrounds in the County and identify strong candidates for development into destination campgrounds.	H/L	S
	2.B.4 Work with the Province to identify locations for potential future destination campgrounds based on access to adjacent public lands for outdoor recreational opportunities.	H/L	S
	2.B.5 Work with private businesses who may be interested in developing and operating a destination campground on their own properties or on public lands and help guide them through municipal and/or provincial disposition and development processes.	M/L	S
	2.B.6 Work with MFTA and other local organizations (such as Community Futures Northwest Alberta) to develop supports for potential non-profit or for-profit destination campground providers.	M/L	M

Priority Initiatives	Action Items	Priority/Cost	Timeline	
C. Develop New Trails and New Water Access	2.C.1	Develop a trail and water access master plan to guide the development of new trails, new trail systems and greater access to lakes and rivers across the County, including enhancements (such as warming huts) to existing trails and water access points to improve the visitor experience.	H/M	S
	2.C.2	Work with existing organizations, such as the Rocky Lane Agricultural Society, La Crete Polar Cats Snowmobile Club, and Watt Mountain Wanderers Snowmobile Club, to secure long term access to trail areas and to further develop existing infrastructure and amenities.	H/M-H	S
	2.C.3	Improve trailhead amenities, signage and directions to existing trail access points.	H/M	S
	2.C.4	Identify new water access sites and infrastructure needs in priority areas, such as boat launches, roads, and trails.	M/M	S
	2.C.5	Identify land access and infrastructure needed to support expanded fishing opportunities on regional lakes and rivers. This may include storage areas for ice fishing huts, boat launches and docks, and new all-weather access roads.	M/M	S
	2.C.6	Develop a trail map and provide it to visitors in digital and hard copy formats.	M/L	S
	2.C.7	Support the efforts of tourism stakeholders to acquire Tourism and Commercial Recreation Leases and other approvals as necessary from the Province to support recreation and tourism activities on Crown lands and in provincial parks.	M/L	Ongoing
	2.C.8	Improve access to the Vermilion Chutes for visitors on the water and off, in addition to developing supporting amenities.	L/H	L
	2.C.9	Work with communities and property owners along the Peace River, including near the Vermilion Chutes, to provide access and to develop more formal paddling routes through the region, including accommodation, boat launches, and related infrastructure.	L/H	L
D. Support Outdoor and Backcountry Equipment Rentals	2.D.1	Work with Community Futures Northwest Alberta to support new operators and to encourage existing business to expand into this field.	M/L	M
	2.D.2	Identify desirable locations across the County for rental businesses.	L/L	M
	2.D.3	Develop an investment prospectus for these types of businesses.	L/L	M

Priority Initiatives	Action Items	Priority/Cost	Timeline
E. Pursue the Development of Fly-in Fishing Resorts	2.E.1 Study the feasibility of an all-seasons road to Bistcho Lake.	M/M	M
	2.E.2 Identify potential locations for new fly-in fishing resorts, working with the Province and other partners as required.	M/L	M
F. Support Wilderness Training Opportunities	2.F.1 Work with local stakeholders to identify potential operators or operator training opportunities.	M/L	M
	2.F.2 Support businesses and organizations in providing training opportunities by identifying potential locations and facilities across the County.	M/L	S
G. Support the Creation of Guided Adventure Tours	2.G.1 Assist operators with navigating public land access approvals.	H/M	Ongoing
	2.G.2 Identify prime locations in the County for different types of guided tours to assist potential operators in developing business plans and securing land use approvals.	M/L	S
	2.G.3 Investigate the potential expansion of existing recreational and staging areas with an emphasis on access to unique natural features and landscape elements.	M/L-H	S-M
	2.G.4 Work with the Province to identify, and designate, where desirable, more formal recreational areas that will support nature-based tourism and recreational opportunities for residents and visitors.	M/L	M
	2.G.5 Work with partners to attract established tour operators from outside the County.	M/L	M
H. Enhance Culture and Heritage Tourism Opportunities	2.H.1 Support tourism operators in the creation of cultural tourism experiences that leverage existing assets around Fort Vermilion and throughout the County.	L/L	L
	2.H.2 Work with the Mackenzie Frontier Tourist Association to develop and promote unique events and festivals that draw tourists to the County and encourage those passing through to extend their stay.	L/M	L
I. Expand and Enhance Tourism Offerings in the County	2.I.1 Organize tourism experience and package development training by Travel Alberta and Community Futures to be delivered to new tourism operators. Consider offering training workshops on an annual basis and collaborating with partners to increase participation and share associated costs.	H/L-M	S

Priority Initiatives	Action Items	Priority/Cost	Timeline
	2.I.2 ★ Work with tourism operators to help them access Travel Alberta's Tourism Investment Program for Product Development and other development grant opportunities.	H/L-H	Ongoing
	2.I.3 ★ In the short to medium term, focus product development efforts on tourism offerings that are close to being visitor and/or market ready. This will help to quickly expand the product base in the region.	H/L	Ongoing
J. Strengthen Land Use Planning and Access	2.J.1 Lobby the Provincial government for the development of a regional land use plan for the Lower Peace Region.	H/L	S
	2.J.2 Work with other rural counties to lobby the Province for more streamlined leasing processes for municipalities and non-profits.	M/L	M
	2.J.3 Continue to participate in sub-regional planning task forces, and the development of subsidiary plans.	M/L	Ongoing
	2.J.4 Create documents that can be used by partners to lobby the Province for approval of proposed outdoor recreation developments and access to Crown lands. Documents should include appropriate justification, relevant data and background information.	H/L	S
	2.J.5 Research investments by the Province in outdoor recreation and tourism assets in Mackenzie County, and compare these to provincial investments in other regions of Alberta.	M/L	S
K. Support Visiting Friends and Relatives Tourism Products	2.K.1 Develop a Tourism Ambassador Program and recruit residents to join the program who are passionate about showcasing their community's outdoor recreation opportunities to visitors.	L/L	S-M
	2.K.2 Provide resources, training, and other supports to encourage residents to host VFR (e.g. trip planning tools, ambassador programs, VFR packages, how-to-host tip sheets, opportunities to experience available tourism activities etc.).	L/L	M
	2.K.3 Encourage tourism experience providers to offer host incentives, such as discounts when residents bring visitors with them.	L/variable	Ongoing

3. Marketing

Priority Initiatives	Action Items	Priority/Cost	Timeline
A. Expand Marketing of Mackenzie County's Tourism Offerings	3.A.1  Continue to support the MFTA and its marketing efforts.	H/L	S
	3.A.2 Collaborate with Travel Alberta to fully leverage available marketing programs, funds and supports for the County, partners and tourism operators.	H/L	S
	3.A.3 Provide tourism marketing training to existing and potential new operators. Consider offering training workshops on an annual basis and collaborating with partners to increase participation and share associated costs. Focus should be put toward digital marketing training to respond to the needs of operators and visitors (e.g. social media, website design, e-commerce).	H/variable	Ongoing
	3.A.4  Encourage tourism operators to develop marketing plans for their experiential offerings.	H/L	Ongoing
	3.A.5 Engage with Destination Canada to explore opportunities to align with and leverage the Northern Sky Tourism Corridor initiative.	H/L	Ongoing
	3.A.6 Encourage partners, existing operators and new tourism entrepreneurs to build their marketing skills through the micro-learning opportunities on Travel Alberta's E-Learning Portal and its eLearningU platform.	H/L	Ongoing
	3.A.7  Ensure the use of social media and digital platforms in tourism promotions. For example, ensure the region's visitor and market ready tourism products are listed on Travel Alberta's ATIS platform and other relevant consumer-facing tourism websites.	M/L	M
	3.A.8 Plan familiarization tours with media outlets, travel influencers, potential partners, and the travel trade industry to showcase the region's high quality and market ready tourism experiences.	L/variable	M-L
	3.A.9 In partnership with MFTA, send delegations of tourism champions to important tourism conferences and trade shows to capitalize on emerging opportunities, build capacity and drive visitation to the County.	L/L	Ongoing

Priority Initiatives		Action Items	Priority/Cost	Timeline
B. Understand the Visitor	3.B.1	Conduct research to better understand existing and potential future visitor markets (e.g. visitor surveys, PRIZM analysis, data collection, etc.).	H/L	Ongoing
	★			
	3.B.2	Develop and maintain target market profiles for the region's best customers. Share these with tourism operators to help inform their product development and marketing efforts.	L/L	Ongoing
C. Tourism Branding	3.C.1	Communicate Mackenzie County's tourism brand to tourism operators and stakeholders and encourage them to align with the positioning.	M/L	S
	3.C.2	Work with the MFTA to enhance tourism websites, align branding and support the implementation of other actions in this plan.	M/M	S
	3.C.3	Work to ensure consistent implementation of the brand throughout all tourism marketing activities and materials.	M/L	Ongoing
D. Educate Communities in the Region on the Benefits of Tourism	3.D.1	On an annual basis, formally share "good news" stories related to tourism with communities in the County (e.g. new business openings, business success stories, positive economic, social, and environmental impacts of tourism, etc.).	M/L	Ongoing
E. Plan for Communication During Emergencies	3.E.1	Develop a Tourism Emergency Communications Plan. The plan should provide direction on how tourism marketing will be adjusted and/or leveraged to respond to, and recover from, emergencies that can increase or decrease visitation, such as wildfires.	M/L	M

Top 10 Action Items

The following actions have been identified as the top priorities of the plan. They are listed in a recommended order of priority.

1. Engage with partners to encourage coordination, collaboration, and cooperation when implementing the plan. This could include the Community Services Committee, Chambers of Commerce, Agricultural Societies, Recreation Boards, MFTA, REDI, tourism operators, campground caretakers, and other applicable partners.
2. Work with partner organizations to host an Outdoor Recreation and Tourism Forum.
3. Utilize the Development Plans (see Appendix E) to support the development of unique wilderness accommodations and destination campgrounds across the County.
4. Work with existing organizations, such as the Rocky Lane Agricultural Society, La Crete Polar Cats Snowmobile Club, and Watt Mountain Wanderers Snowmobile Club, to secure long term access to trail areas and to further develop existing infrastructure and amenities.
5. Improve trailhead amenities, signage and directions to existing trail access points.
6. Work with tourism operators to help them access Travel Alberta's Tourism Investment Program for Product Development and other development grant opportunities.
7. Lobby the Provincial government to secure enhanced access to outdoor recreation and tourism assets.
8. Encourage participation in tourism experience and package development training offered by Travel Alberta and Community Futures.
9. Work with the MFTA to enhance tourism websites, align branding and support the implementation of other actions in this plan.
10. Develop a Tourism Emergency Communications Plan.

Performance Evaluation Framework

22 key performance indicators (KPI's) have been developed to help evaluate implementation of the plan. It is suggested that the KPI's be measured on an annual basis. Baseline figures will need to be established for KPI's that are not currently tracked.

Desired Outcomes	KPI	Measurement Tool
1. The region will see increased investment in new outdoor recreation and tourism ventures.	1.1 5% annual growth in number of overnight stays in the County each year.	Accommodation data, operator survey
	1.2 5% annual growth in new tourism businesses and associated increase in municipal business tax revenue.	Tourism asset inventory, municipal budget
	1.3 5% annual growth in operational revenue for tourism operators and accommodation businesses.	Operator survey
	1.4 5% annual growth in investment in new outdoor recreation and tourism ventures.	Operator survey, annual reports
2. There will be more ways for people to enjoy the great outdoors.	2.1 5% annual growth in experiential tourism programming for visitors on a County-wide basis.	Tourism marketing, Tourism asset inventory
	2.2 5% annual growth in outdoor recreational opportunities for residents on a County-wide basis.	Recreation asset inventory
3. Access to the land and to water for recreational and tourism purposes will be enhanced.	3.1 Annual increase in the number of Tourism and Commercial Recreation Leases held in the County.	Provincial reporting
	3.2 Annual increase in the number of approvals for recreation and tourism activities on Crown lands and in provincial parks (e.g. access and guiding permits, approvals for recreation operations plans, licenses of occupation for trails, and other relevant leases/dispositions).	Provincial reporting
	3.3 New infrastructure is developed to support access to the land and water (e.g. new trails, new staging areas, new access roads, new signage, new boat launches).	Recreation asset inventory, capital plans
	3.4 5% annual increase in number of development permits issued by the County for outdoor recreation and tourism development.	Annual reports

Desired Outcomes	KPI	Measurement Tool
4. More visitors and residents will be experiencing the area's outdoor offerings in ways that are sustainable and responsible.	4.1 5% annual growth in digital engagement with visitors seeking tourism experiences.	Website metrics
	4.2 5% annual growth in new tourism product awareness by visitors.	Visitor survey
	4.3 5% annual growth in visitors and residents participating in sanctioned or approved outdoor experiences.	Participation stats, surveys
	4.4 Increased awareness of sustainable and responsible outdoor practices.	Surveys
	4.5 5% annual growth in visitors and residents accessing recreational activities through formal amenities and systems.	Surveys
	4.6 5% annual growth in the construction of amenities that are purpose built for a particular use (e.g. trails, staging areas, boat launches).	Annual reports
	4.7 5% annual growth in trail maintenance activities.	Annual reports
5. It will be widely recognized that outdoor recreation and tourism are key drivers of economic, social, and environmental benefits for communities in Mackenzie County.	5.1 85% great rating for tourism operators (by year 5).	Visitor survey
	5.2 85% great rating of overall experience in the County (by year 5).	Visitor survey
	5.3 Achieve a Net Promoter Score of 50 (by year 5).	Visitor survey
	5.4 20% increase in number of return visitors (by year 5).	Visitor survey
	5.5 Strong support for outdoor recreation and tourism offerings in the community.	Resident survey

Appendix D – Opportunity Assessment Criteria

Criteria	Description
1. Availability and Market Readiness of the Opportunity	<ul style="list-style-type: none"> The opportunity is currently available in the County or could be developed with limited investment. The extent to which the opportunity is visitor ready, market ready or export ready.
2. Human Resource Requirements	<ul style="list-style-type: none"> Development of the opportunity will not put un-due stress on existing human resources. The operator of the opportunity has a strong organizational structure that can support growth (i.e. leadership, business infrastructure, experience, management capacity).
3. Partner and Community Buy-In	<ul style="list-style-type: none"> The opportunity demonstrates commitment from a wide variety of partners (public and/or private). The community is open to sharing the opportunity with visitors.
4. Unique and Authentic	<ul style="list-style-type: none"> Promotes an authentic experience that highlights what is unique and valuable about the County. Product differentiates itself from the competition. The opportunity provides experiential product.
5. Market Demand	<ul style="list-style-type: none"> The opportunity reaches identified target markets. The opportunity demonstrates market demand through relevant indicators (e.g. visitation statistics, gap analysis, expressed demand, survey data, population projections, trends, etc.). Limited competition exists relative to market demand (by geography, season, product offering, etc.). Development of the opportunity will attract day-trippers. Development of the opportunity will attract over-nighters.
6. Market Reach	<ul style="list-style-type: none"> The opportunity has the potential to be promoted year-round to leverage the brand of the community. The opportunity has the potential to attract the attention of the media.
7. Return on Investment	<ul style="list-style-type: none"> The opportunity will produce a high return on investment.
8. Strategic Alignment	<ul style="list-style-type: none"> Development of the opportunity aligns with the strategic intent and organizational strategy of stakeholders.
9. Community Impact	<ul style="list-style-type: none"> The opportunity fosters the culture, health and development of the community by enhancing community spirit.

Criteria	Description
10. Ability to Generate New Product	<ul style="list-style-type: none"> The opportunity has potential to develop new and complementary product on an annual basis.
11. Growth Potential	<ul style="list-style-type: none"> The opportunity has potential to achieve year over year growth in revenue, product and visitation.
12. Environmental Impact	<ul style="list-style-type: none"> The opportunity has minimal environmental impacts. Further development of the opportunity would have minimal environmental impacts.
13. Physical Infrastructure Requirements	<ul style="list-style-type: none"> The community has the physical infrastructure in place to support development (e.g. roads, public facilities, accommodations, etc.).
14. Logistics	<ul style="list-style-type: none"> The opportunity has a sound logistical plan that will help ensure the execution of high-quality experiences for visitors.
15. Evaluation and Performance	<ul style="list-style-type: none"> The opportunity can be clearly evaluated and have its performance measured.

Appendix E – Development Plans

These plans are tools that can be used to support the development of new Unique Wilderness Accommodations and Destination Campgrounds in Mackenzie County. They outline their respective experiential offerings, market insights, target markets and target operators. The plans also identify operational and start up considerations to help potential operators understand and move ahead with developing these facilities in the County.

1. Unique Wilderness Accommodations

Experiential Offering

Unique wilderness accommodations will bring visitors into diverse areas of the County that they would not otherwise be able to access. They will offer special getaway experiences that provide opportunities for connecting with nature. Accommodations could include rustic or serviced canvas tents, yurts, and star-gazing domes. There is also potential for more permanent structures and full servicing on private lands, as well as sites designed to accommodate RVs outside of a traditional campground setting. Stays could be paired with unique seasonal outdoor recreational experiences such as fishing and hiking tours in summer, and snowmobile and northern lights viewing adventures in winter.



Photo Credits (L-R): Hipcamp, airbnb

Market Insights

- The number of campers in Canada that stay in cabins or glamping accommodation has more than doubled since 2014. There is an overall downward trend in tent usage.⁴²
- In a 2024 study Canadian campers indicated a desire to embrace the escapism offered by outdoor experiences, with 54% of those surveyed noting that they wanted to slow down and enjoy the moment and simply enjoy their experiences.⁴³
- Nature-based tourist activities have a special place in the hearts of Canadian residents, with natural attractions being their primary trip anchor.⁴⁴
- In 2023, the global glamping market size was estimated at USD 3.15 billion. Between 2024 and 2030 it is expected to grow at a compound annual growth rate of 8.7%.⁴⁵

Target Operators

Unique Wilderness Accommodations are well suited to private operators on private lands. They provide the opportunity for entrepreneurs to use existing land and infrastructure assets in new ways, and to diversify their incomes in alignment with their personal knowledge, interests and abilities.

2. Destination Campgrounds

Experiential Offering

Destination campgrounds offer campsites and on-site recreational opportunities such as swimming areas, boat access and fishing, green spaces, adventure parks, picnic areas, walking paths, dark sky viewing platforms and more. By combining these amenities they offer visitors both places to stay and things to do, transforming a campground into a destination. They frequently include tent sites for those content with more rustic accommodations as well as RV sites for those who may prefer more comforts of home. They may also provide key visitor services such as a small store for food and camping essentials, water and power at some or all sites, washroom facilities, sani-dumps, wi-fi, and laundry facilities. Destination campgrounds are attractions in and of themselves and can also serve as sites from which to explore other regional tourist attractions. There are successful destination campgrounds in Mackenzie County already, including the Zama Community Park and Campground and the La Crete Ferry Campground.



Zama Community Park and Campground
Photo Credit: Mackenzie Frontier

Market Insights

- More and more campers in the US and Canada desire access to everyday comforts on their trips, and prefer campgrounds that offer full service amenities.
- RV rentals have increased, even as RV ownership has dropped off somewhat after a COVID-19 induced ownership surge.
- In North America in 2023, eight in 10 campers integrated at least some of their camping trips with stays to visit family or friends.⁴⁶
- Many travellers are choosing nearby getaways for long weekends.⁴⁷

Target Operators

Destination Campgrounds are well suited to public and non-profit operators on public lands. This is because their land, infrastructure and financing needs can be higher than what private operators on private lands may be able to provide. For these reasons they are also well suited to being developed at existing campground locations, where access to land and some services are already in place.

Steps for Developing Unique Wilderness Accommodations and Destination Campgrounds

Business Planning

Business planning is a critical step towards making a Unique Wilderness Accommodation or Destination Campground business a reality. Begin by following the steps and answering the questions below. They will help you to write a business plan. These steps are flexible enough to be used by a variety of potential tourism operators. The Government of Alberta's archived *Tourism Business Start Up Workbook* is a good resource for more detailed exploration of key considerations. See also the business plan template that follows.⁴⁸

Question 1: Why do you want to start a tourism business? To diversify your income? To change careers? To grow an existing business? To pursue your recreational interests through your job? To introduce visitors to your region? List your top three reasons.

Question 2: What do you want your business to be? Do you want to only provide accommodations? Are you interested in offering additional services and experiences like tours? How do you want to interact with guests? What size of business do you want to be?

Question 3: What experience are you selling? What form(s) of accommodation will you provide? During what seasons will they be available? What experiences and services will you offer in addition to accommodation? Where will your experience take place and what activities will it include?

Site Selection Criteria and Considerations

Criteria	Considerations
Site Capacity	Ability of the site to accommodate required infrastructure (size of the site, size and number of accommodation options, level of servicing provided)
Site Accessibility	Ease of access, including location on a reliable road (summer or winter access, whether guests can access with a regular vehicle), distance from main transportation corridors and tourist hotspots, feasibility of securing access through Crown lands if required
Site Characteristics	Wilderness setting (visually removed from developed areas such as hamlets, highways, commercial and industrial areas) and proximity to recreational amenities to provide packaged experiences or ability to offer/develop amenities on the site (trails, water access, star-gazing platforms, wildlife viewing areas, etc.) (proximity to complementary recreational areas)
Site Availability	Confirmation of whether the site can be used for accommodations (e.g. zoning and applicable regulations) and whether it would be available for lease/occupancy for this use if it is on public land
Site Synergies	Opportunities for partnerships with other local tourism service providers (e.g. food services, tour operators)
Operations and Revenue Generation	Operational efficiencies (e.g. existing servicing and infrastructure), feasibility of servicing, potential for diversified revenue streams

Question 4: Why will people buy your experience? What is your pitch? What makes it unique? What tourism need does it fill?

Question 5: Who will buy your experience? Who is your principal target customer? What are their needs and interests? What trends and seasonal patterns do you need to be aware of as an accommodation and/or experience provider?

Question 6: Who are your competitors? What other operators in the region exist and what services do they provide? How will you be different? How might you work with them?

Question 7: What is your competitive advantage? What can you and only you provide to guests? (Unique location? Immersive experiences? Personalized services? Deep knowledge about the area?)

Question 8: How is your experience sold? How will you make sales/confirm accommodation and experience bookings? Consider direct sales through online booking platforms (e.g. Airbnb, VRBO, Hipcamp, Campspot, and Harvest Host).

Question 9: How are you going to promote your business to customers? Consider multiple tools such as a business website and social media accounts, marketing collateral like brochures and posters, using the Alberta Tourism Information Service (ATIS), relationships with regional destination marketing organizations, user-generated content, and familiarization tours for travel influencers and potential partners.

Question 10: How will your business operate? Will you be the owner/operator? How will you earn revenue (e.g. accommodation fees, tour fees, add on services such as food and/or transportation)? Who will deliver experiences? Where and when? What on-site facilities are required? What equipment do you need? What human resources/staffing do you need? Do you need special permissions, permits, or approvals to deliver your experience?

Ensure to consult municipal and provincial bylaws and regulations. If you plan to operate/develop on public (Crown) land, you will need approvals from the Government of Alberta. Consult the Director’s Guide to Leases for Tourism and Recreation Purposes to understand the process to secure access to Crown land for accommodations and tourism and commercial recreation.

Question 11: What is the operating budget of your business? What are your main expenses? How much revenue will your business need to be profitable?

Revenue	Projection for Year 1
Accommodation charges	\$
Experience fees	\$
Sale of products	\$
Total Revenue	\$
Expenses	
Salaries & benefits	\$
Advertising and promotions	\$
Insurance	\$
Supplies/Materials	\$
Utilities	\$
Repairs/Maintenance	\$
Rent/Rentals	\$
Professional fees	\$
Service charges	\$
Total Expenses	\$

Question 12: What are your startup costs? What needs to be in place before you can begin operating?

Potential Start Up Costs	Amount
Land	
Servicing (e.g. power, water, sewer/septic)	
Accommodation structures (e.g. tents, cabins, campsites, stargazing domes)	
Furniture/Fixtures (e.g. beds, chairs, tables, lights, signs)	
Outbuildings/Accessory buildings (e.g. washrooms, laundry, covered gathering areas, storage sheds)	
Amenities (e.g. walking paths, viewing platforms, swimming areas, activity areas, signage)	
Access infrastructure (e.g. roads, driveways, paths)	
Vehicles	
Site design	
Business license	
Permit fees	
Training	

Question 13: How will you finance your business? How will you pay for your start up costs and cover ongoing expenses? Will you require financing (loans, grants, investors?) and where will you access it?

Question 14: How will you know you are successful? Are you generating a profit? Is your business resonating with visitors? Have you established a competitive advantage?

Business Plan Template

The following template can be used to help you organize your business plan. It is based on the Government of Alberta's archived *Tourism Business Start Up Workbook*.

Business Plan Section	Contents
Letter of Transmittal	<ul style="list-style-type: none"> • Introduce your business plan to the reader • Outline the major features that may be of interest
Title Page	<ul style="list-style-type: none"> • Provide identifying information about you and your proposed business. • Name, address and contact numbers for the business as well as key company contacts
Table of Contents	<ul style="list-style-type: none"> • A list of the major headings and subheadings contained in your plan
Executive Summary and Fact Sheet	<ul style="list-style-type: none"> • A 1-2 page summary of the important points in your plan • May be the most important part of your business plan • Your fact sheet summarizes the basic information that relates to the venture
Company and Industry	<ul style="list-style-type: none"> • History and current situation of your company • Goals and objectives for the business • Principal characteristics and trends in the industry
Product and Service Offering	<ul style="list-style-type: none"> • Detailed description of your product or service • Outline stage of development and proprietary position
Market Analysis	<ul style="list-style-type: none"> • Describe the profile of your principal target customer • Indicate current market size, trends and seasonal patterns • Assess the nature of your competition • Estimate your expected sales and market share
Your Marketing Plan	<ul style="list-style-type: none"> • Detail the marketing strategy you plan to use • Describe your marketing plan with respect to your sales strategy, advertising and promotion plans, pricing policy, and channels of distribution

Business Plan Section	Contents
Your Development Plan	<ul style="list-style-type: none"> • Outline the development status of your product and what is still required to get it to a market-ready state • Are there regulatory, testing, or other requirements that still have to be met?
Your Production/Operations Plan	<ul style="list-style-type: none"> • Outline the operating side of your business • Describe your location, kind of facilities, space requirements, capital equipment needs, and labour requirements
Your Management Team	<ul style="list-style-type: none"> • Identify your key management people, their responsibilities, and their qualifications • Indicate the principal shareholders of the business, principal advisors, and the members of your board of directors
Your Implementation Schedule	<ul style="list-style-type: none"> • Present an overall schedule indicating what needs to be done to launch your business and the timing required to bring it about • Discuss the major problems and risks that you will have to deal with
Your Financial Plan	<ul style="list-style-type: none"> • Indicate the type and amount of financing you are looking for and how the funds will be used • Outline your proposed terms of investment, the potential return to the investor, and what benefit is being provided • Provide an overview of the current financial structure of your business • Prepare realistic financial projections that reflect the effect of the financing; include: <ul style="list-style-type: none"> - Cash flow forecasts - Pro forma profit and loss statements - Proforma balance sheet - Break-even analysis - Startup costs - Personal net-worth statement
Appendices	<ul style="list-style-type: none"> • Supporting material for your plan including: <ul style="list-style-type: none"> - Detailed resumes of the management team - Product literature and photographs - Names of possible customers and suppliers - Consulting reports and market surveys - Copies of legal documents - Publicity material - Letters of reference

Appendix F – Case Studies

Case Studies

Peace River Cabins and Outdoors

Peace River Cabins and Outdoors is situated approximately 32 km from the Town of Peace River, Alberta. The privately-owned getaway operates from April to October. The property features three distinct cabins, the St. Germain Full Service Cabin, the Jackson Full Service Cabin, and the JB Early Rustic Cabin. Additionally, there is an authentic Teepee available.

The cabins are located along the banks of the Peace River, surrounded by natural scenery. Visitors can enjoy various amenities including a spacious covered deck, a barbeque, a fire pit, and access to power and potable water. Wi-Fi is available and an optional wood-fired hot tub can be rented. The Teepee is equipped with cots, and campfire cooking utensils are provided.

For groups, Peace River Cabins and Outdoors offers additional amenities such as catering services and canoe, kayak, and shuttle rentals. There is also the opportunity for guided adventures. With advance notice, guests can experience a guided canoe, kayak or raft trip or explore the area on a guided hike. Vacation packages are also available. For example, they offer a 5-night active cabin vacation that includes a mix of outdoor and cultural activities. Vacation highlights include:⁴⁹

- Cocktail reception during the first night.
- Two guided canoe or kayak day trips.
- Lunches are included.
- ½ day visit to a provincial interpretive centre.
- Two local museum visits.
- Optional bird watching, farm tour or scenic ultralight flight.



Photo Credits: Peace River Canada

Boundary RV Park

Boundary RV Park is located along the banks of the Tay River, just east of the Rocky Mountains in David Thompson Country. This privately owned establishment welcomes visitors from May through October and is surrounded by Crown land, offering a variety of outdoor activities such as trail riding, hiking, fishing, and swimming.

The park provides a range of accommodations, including unique Geo Domes and rustic cabins. The three themed Geo Domes offer a glamping experience with their spherical structures crafted from metal or wooden frames, covered in weather resistant fabric. For those who prefer a more traditional stay, the park also offers three rustic cabins, glamping tent rentals, an enchanting tree house, as well as both serviced and non-serviced campsites. Some of the Geo Domes and cabins are equipped with propane, wood, or pellet heating. All visitors have access to a modern wash house and a pay shower with flush toilets.⁵⁰



Photo Credits: Travel Alberta

Elk Island Retreat

Elk Island Retreat is located in Fort Saskatchewan, Alberta, and spans across a 60-acre parcel of privately owned land. Open from March to November, this getaway offers a diverse range of accommodations including three cabins, four geodomes, two yurts, and 36 full-service RV sites.

For group gatherings, Elk Island Retreat offers a unique event space perfect for weddings, family reunions, workshops, retreats, or special events. The event area is equipped with large tents, a stage, tables, and chairs. Additional event services include a venue-wide sound system, dedicated bartender, selection of lawn games, and an on-site coordinator.

Guests have access to a variety of on-site amenities including sustainable shower and laundry facilities, outdoor washrooms, water refilling station, Wi-Fi, and cooking shelters. For those who don't have their own gear, the retreat offers rental options such as bedding, cooking utensils, mattresses, and cots.

Elk Island Retreat also offers unique experiences to enhance guests' stays. The REN Massage and Wellness service brings massages directly to your accommodation. Guests can also purchase a "Bits and Bites" luxury picnic. For outdoor enthusiasts, the nearby Lake Sloughise trail offers opportunities for hiking and exploring nature.⁵¹



Elk Island Retreat Event Space



Photo Credits: Elk Island Retreat

Appendix G – Grant Programs

The following describes some of the provincial and federal grant programs available to support outdoor recreation and tourism development.

Provincial Funding

The Government of Alberta invests funds in provincial, regional, and local initiatives through various programs as described in Figure 4. There are programs open to private businesses, municipalities, and non-profits such as destination organizations, industry associations and economic development organizations.

Figure 4. Provincial Funding Programs

Organization	Program/Stream	Eligible Organizations/Activities	Available Funding
Travel Alberta	Tourism Investment Program/ <i>Product Development Fund</i>	<ul style="list-style-type: none"> Alberta-based tourism operators (including startups), Indigenous organizations, not-for-profit organizations, and municipalities Tourism assets and/or infrastructure, and promotional support 	\$75,000 to \$500,000, minimum 25% matching contribution from project owner
Travel Alberta	Tourism Investment Program/ <i>Rural Development and Promotion Fund</i>	<ul style="list-style-type: none"> Alberta-based destination organizations, not-for-profit organizations, municipalities, chambers of commerce, and industry associations Product and experience development, and promotional support 	\$50,000 to \$150,000
Travel Alberta	Tourism Investment Program/ <i>Events & Festivals Fund</i>	<ul style="list-style-type: none"> Alberta-based businesses, associations, and communities Events lasting two or more days that charge admission and target overnight visitation 	\$20,000 to \$150,000, minimum 25% matching contribution from project owner

Organization	Program/Stream	Eligible Organizations/Activities	Available Funding
Government of Alberta	<i>Northern and Regional Economic Development (NRED)</i>	<ul style="list-style-type: none"> Incorporated non-profit organizations that have an economic development mandate, municipalities Initiatives that support economic development including planning and feasibility studies, training or events, marketing and investment promotion, business retention and expansion 	\$10,000 to \$300,000
Government of Alberta	Community Facility Enhancement Program (<i>small/large</i>)	<ul style="list-style-type: none"> Registered non-profits Projects to upgrade, expand, purchase or build arts, cultural, heritage, recreational, sport or other related public-use community facilities 	\$125,000/year (small) \$1,000,000/year (large)
Government of Alberta	Community Initiatives Program (<i>program based stream</i>)	<ul style="list-style-type: none"> Registered non-profit Community events such as festivals, theatre productions, films, exhibits, symposiums, workshops 	\$75,000 (project based)
Government of Alberta	<i>Heritage Awareness Grants</i>	<ul style="list-style-type: none"> Business, First Nation, individual, municipality, Métis Settlement, non-profit organization, school K-12, post-secondary institution Delivery of interpretive and public engagement projects that preserve, interpret and promote appreciation of Alberta's history 	\$25,000 maximum
Government of Alberta	<i>Historic Resource Conservation Grants</i>	<ul style="list-style-type: none"> Broad eligibility including individuals, registered organizations and non-profits, corporations and Conservation work on historic resources and places, and associated studies and professional services 	\$50,000 to \$100,000

Organization	Program/Stream	Eligible Organizations/Activities	Available Funding
Government of Alberta	<i>Workforce Partnership Grants</i>	<ul style="list-style-type: none"> Broad eligibility including businesses, non-profits, economic development organizations, community action groups, and municipalities Workforce attraction and retention activities, and labour market partnerships 	No maximum
Government of Alberta	<i>Small Community Opportunity Program</i>	<ul style="list-style-type: none"> Small communities, Indigenous communities, and Métis Settlements Projects that support rural business and entrepreneurship, labour force and skills development, marketing and promoting rural tourism, rural economic development capacity building 	\$20,000 to \$100,000
Government of Alberta	<i>Alberta Culture Days Grant</i>	<ul style="list-style-type: none"> Registered non-profits Alberta Culture Days activities, events and promotions that engage public participation and inspire future involvement 	\$10,000 maximum

Federal Funding

The Government of Canada invests in programs that could be leveraged to support outdoor recreation and tourism development, including:

- *PrairiesCan Tourism Growth Program*
- *PrairiesCan Community Economic Development and Diversification (CEDD) in the Prairie provinces*

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Mackenzie County Outdoor Recreation and Tourism Plan

Draft Plan Presentation by:

Expedition Management Consulting Ltd.

November 2024

121



Mackenzie
County

expedition
MANAGEMENT CONSULTING

Agenda

1. Draft Plan Presentation
2. Feedback Opportunity
3. Next Steps



Project Deliverable

This project will: Develop an Outdoor Recreation and Tourism Plan that will identify resident and visitor needs and provide direction toward development opportunities in the County.



Project Process



1

**Project
Startup**



2

**Community
Engagement
and
Destination
Assessment**



3

Analysis



4

**Draft
Plan**



5

**Final
Plan**

Level of Community Engagement

The level of community engagement was “Involve”.



Source: IAP2 International Foundation. (2014).

- The engagement goal was to work directly with the public to ensure that their concerns and aspirations are considered.
- We ensured that public input was directly reflected in the report.
- Final decision making responsibility rests with County Council.

Community Engagement Activities

- Public Survey
- Digital Community Input Workshops
- Council Input Workshop
- Trade Show Booth
- Digital Interactive Mapping
- Interviews
- In total, the engagement process produced 221 touchpoints with the community.



Other Inputs

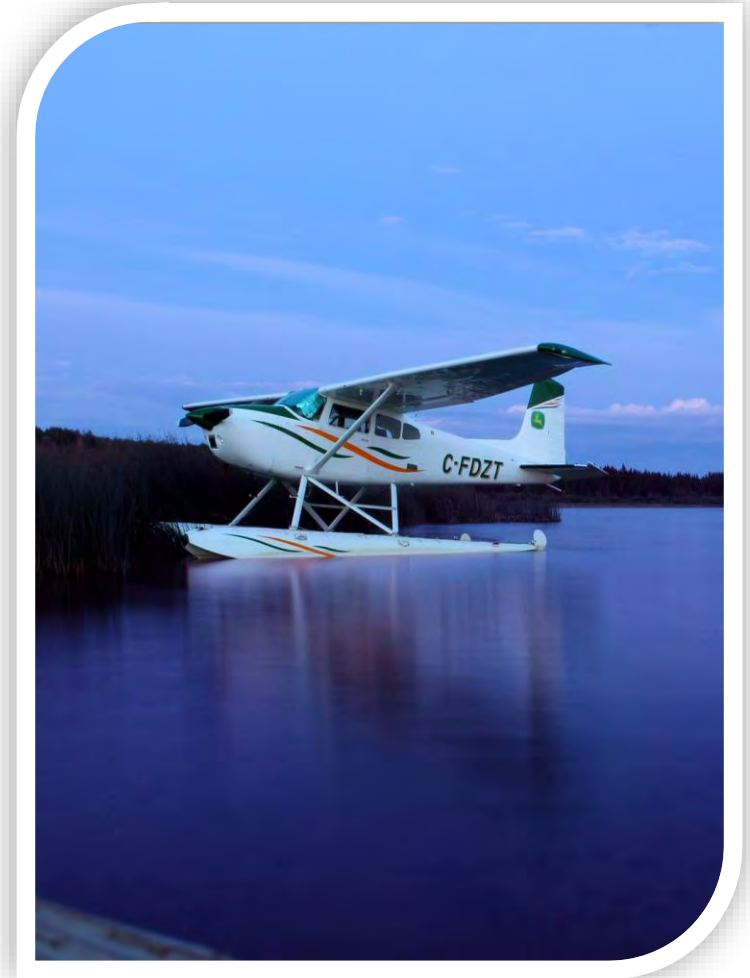
- Community Analysis
- Asset Analysis
- Visitor Analysis
- Marketing Analysis
- Land Use Planning Analysis
- Trends Analysis
- SWOT Analysis
- Vision, Strategy, Goals
- Opportunity Assessment
- Destination Development Plans
- Implementation Planning



Current State

Strengths:

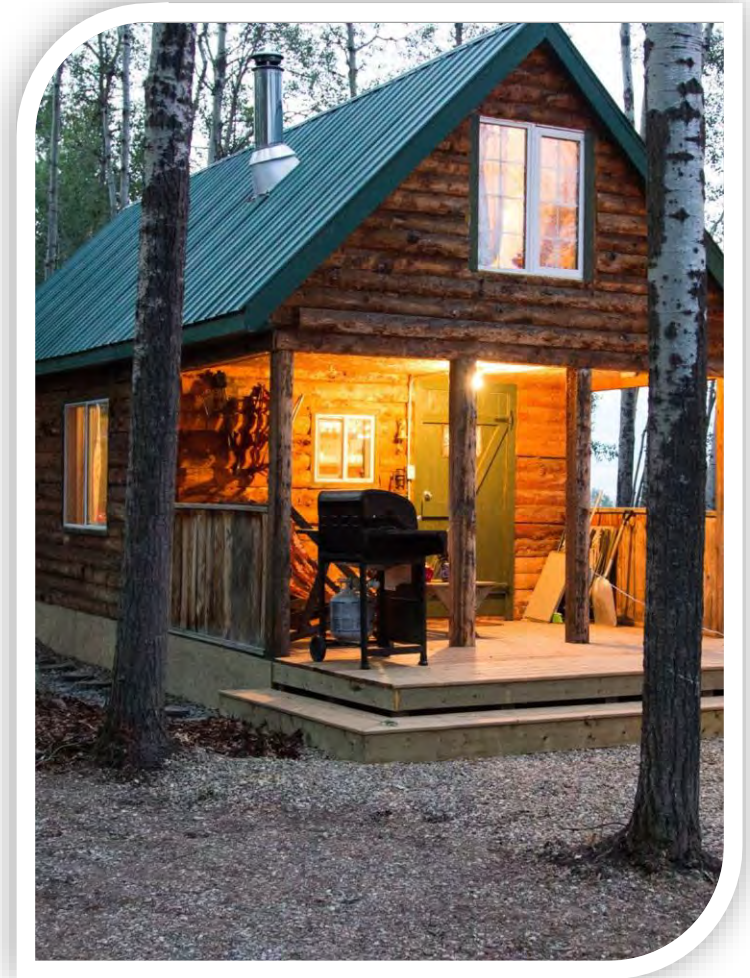
- Abundance of natural attractions and outdoor recreation opportunities.
- Access to the Peace River.
- Fishing opportunities.
- Quiet and remote area.
- Rich history and successful cultural facilities.



Current State

Challenges:

- Limited supply of accommodation options.
- Need for access to remote areas and lakes.
- Need for designated recreational areas.
- Need for more market ready tourism experiences.
- Funding to build and maintain assets.



Vision

By 2034, Mackenzie County residents will benefit from a growing tourism industry through increased access to outdoor recreation, enhanced stewardship of the land and new economic opportunities.



Goals

Three overarching goals have been developed to guide the plan.



1. ORGANIZATIONAL DEVELOPMENT

Goal: *Build stakeholder capacity to grow the visitor economy and implement the Mackenzie County Outdoor Recreation and Tourism Plan.*



2. PRODUCT DEVELOPMENT

Goal: *Expand the County's outdoor recreation and tourism offerings by developing new attractions, visitor experiences, and amenities.*



3. MARKETING

Goal: *Encourage travellers to visit and explore Mackenzie County by promoting the region's tourism offerings to target markets.*

Tourism Product Opportunities

1. Unique Wilderness Accommodations
2. Destination Campgrounds
3. Trail and Water Access Development
4. Outdoor and Backcountry Equipment Rentals
5. Fly-in Fishing Resorts
6. Wilderness Education Training
7. Guided Adventure Tours
8. Culture and Heritage Tourism



Implementation Plan

The plan identifies actions to pursue over the next 10 years.

Categories include:

1. Organizational Development
2. Product Development
3. Marketing

The report contains helpful tools and templates that can support development.

The intention of the plan is to build on the County's strengths.

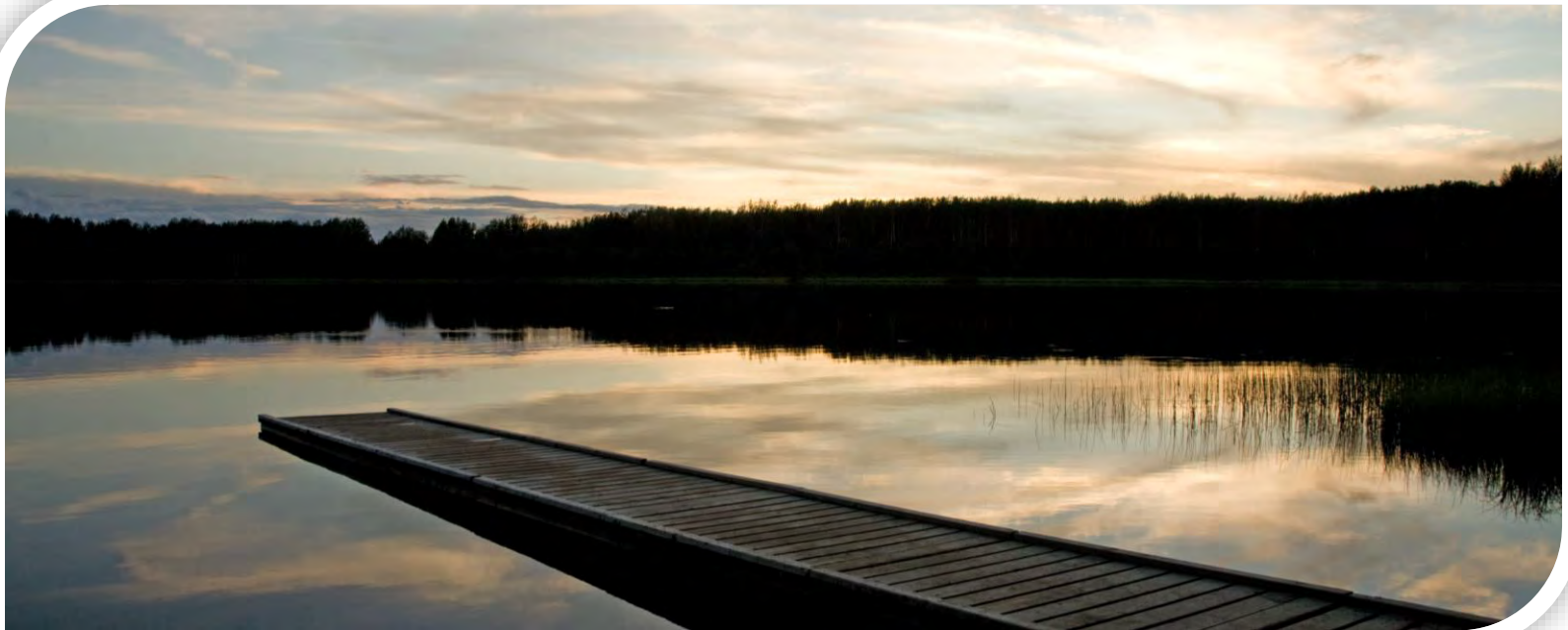


Top 10 Actions

1. Engage with partners to encourage coordination, collaboration, and cooperation when implementing the plan.
2. Work with partners to host a Tourism Forum.
3. Utilize the Development Plans to support new developments.
4. Work with local organizations to secure long term access to trail areas.
5. Improve trailhead amenities, signage and directions to existing trail access points.
6. Work with tourism operators to help them access Travel Alberta tourism grants.
7. Lobby the Province to secure enhanced access to outdoor recreation and tourism assets.
8. Encourage participation in training offered by Travel Alberta and Community Futures.
9. Work with MFTA to enhance tourism websites, align branding, and support implementation.
10. Develop a Tourism Emergency Communications Plan.

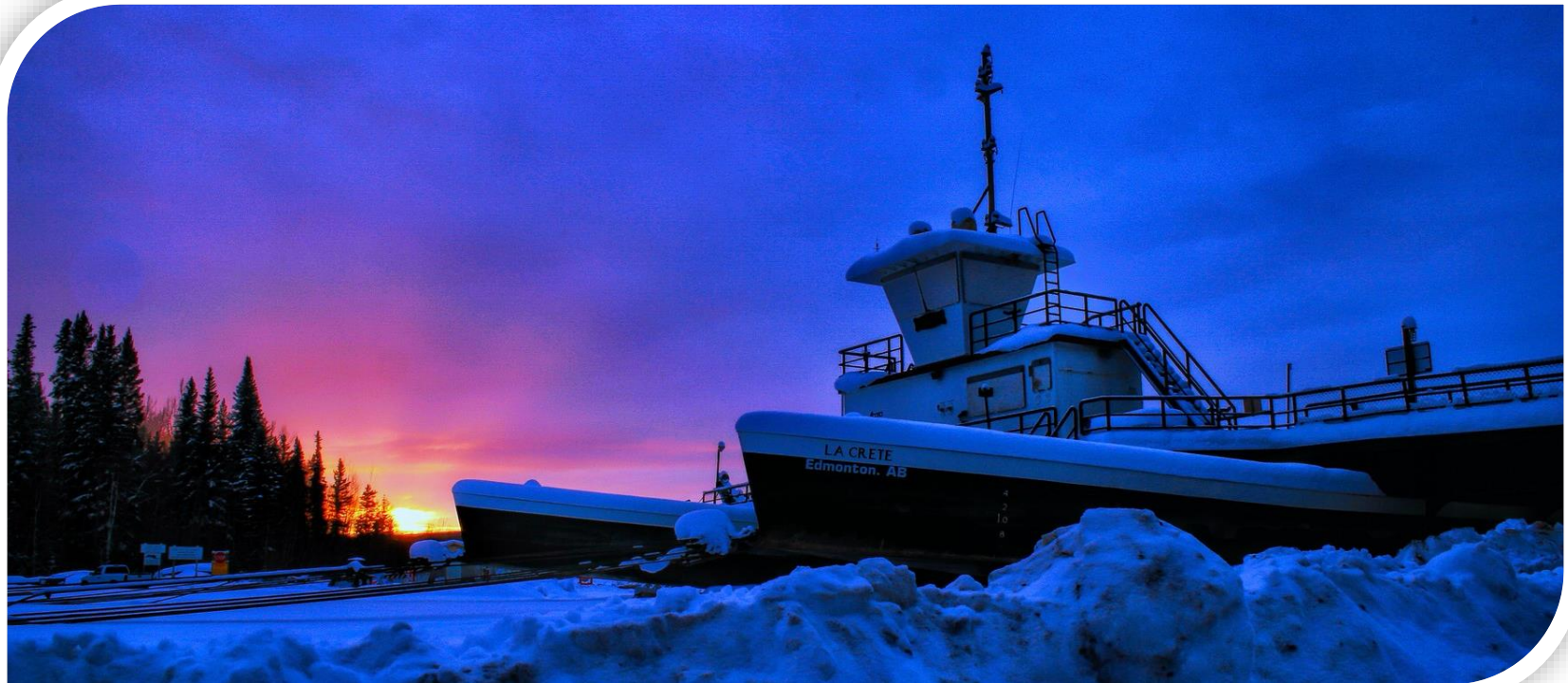
Conclusion

- The Draft Plan puts forward a strategic direction and detailed actions that will guide Mackenzie County toward its vision.
- Successful implementation will take enhanced investment and collaborative efforts on the part of the communities, residents, and partner organizations.



Next Steps

- Collect Council's feedback on the Draft Report.
- Develop the Final Report.



Questions?

Presentation by:

Expedition Management Consulting Ltd.

expedition
MANAGEMENT CONSULTING



Questions for Council

1. What are your thoughts on the priorities described in the Draft Plan?

Questions for Council

2. Is there anything else that should be considered as we move forward in developing the Final Plan?

Thank You

Contact: info@expeditionconsulting.ca
www.expeditionconsulting.ca

expedition
MANAGEMENT CONSULTING



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27th, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding

BACKGROUND / PROPOSAL:

During Mackenzie County’s Emergency Management Committee meeting it was requested that a Fire Sprinkler Plan and a Shelter in Place plan be developed for Zama City. Administration was made aware of possible funding through FRIAA and presented this information to Council.

MOTION 24-09-616

That Council supports the submission of the Forest Resource Improvement Association of Alberta (FRIAA) grant funding proposal for Mackenzie County FRIAA FireSmart – (Non-Vegetation Management Disciplines) for the development of a Zama City Sprinkler Plan and Shelter in Place Plan.

CARRIED

The proposal for the Zama City Sprinkler Plan was not approved by the FRIAA Review Committee. (See Attached)

OPTIONS & BENEFITS:

Option 1

Receive for information.

COSTS & SOURCE OF FUNDING:

Grant Funding Requested – \$20,000

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That the Unsuccessful letter regarding Forest Resource Improvement Association of Alberta (FRIAA) grant funding for the development of a Zama City Sprinkler Plan be received for information.

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

Forest Resource Improvement
Association of Alberta (FRIAA)
Box 11094, Main Post Office
Edmonton AB T5J 3K4



Tel.: (780) 429-5873
Fax: (780) 429-4026

November 14, 2024

Sent by email only to: droberts@mackenziecounty.com

RE: FRIAA FireSmart Program, FRIAA-FFP (NON-VEG) June 2024 Proposals

Dear Don,

The FRIAA FireSmart Review Committee has completed its review of all responses to the Request for Proposals published on June 24, 2024. Unfortunately, your Proposal for the Zama City Sprinkler Plan was not approved by the Review Committee. The following comments outline the feedback from the Review Committee regarding your Proposal:

1. Funding was extremely competitive in this RFP.
2. FRIAA has attached some guidance from the former Office of the Fire Commissioner.
3. Contact Wes Nimco at 780-689-9073 or wes.nimco@friaa.ab.ca (FRIAA Field Representative) to discuss developing this project further for a future submission.

If you have any questions, please contact Sherry Norton at 780-733-8620 or sherry.norton@mnp.ca after November 20, 2024.

Thank you for your interest in the FRIAA FireSmart Program.

Sincerely,

Forest Resource Improvement
Association of Alberta (FRIAA)

per: Sherry Norton



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports – January – October 2024

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy, which the January – October, 2024 reports are attached for review.

OPTIONS & BENEFITS:

Council shall receive the following reports quarterly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – October 31st, 2024)
- A report of funds invested in term deposits and other securities
 - (January – October 31st, 2024)
- Project progress reports including expenditures to budget until October 31st, 2024.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN010 – Financial Reports

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for January to October 2024 be received for information.

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

Mackenzie County
Summary of All Units January - October 2024

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
100-Municipal Taxes	\$28,655,317	\$28,915,828	(\$260,511)
101-Lodge Requisition	\$486,502	\$491,950	(\$5,448)
102-School Requisition	\$6,728,698	\$6,737,234	(\$8,536)
103-Designated Ind. Property	\$74,951	\$76,589	(\$1,638)
124-Frontage	\$38,713	\$26,155	\$12,558
261-Ice Bridge	\$135,000	\$145,000	(\$10,000)
420-Sales of goods and services	\$1,083,116	\$1,117,286	(\$34,170)
421-Sale of water - metered	\$4,078,995	\$3,243,802	\$835,193
422-Sale of water - bulk	\$1,014,844	\$953,497	\$61,347
424-Sale of land	\$10,000		\$10,000
510-Penalties on taxes	\$250,000	\$313,496	(\$63,496)
511-Penalties of AR and utilities	\$32,000	\$27,758	\$4,242
520-Licenses and permits	\$54,000	\$80,625	(\$26,625)
521-Offsite levy	\$20,000	\$42,968	(\$22,968)
522-Municipal reserve revenue	\$50,000	\$74,772	(\$24,772)
526-Safety code permits	\$350,000	\$280,527	\$69,473
525-Subdivision fees	\$125,000	\$75,145	\$49,855
530-Fines	\$15,000	\$6,888	\$8,112
531-Safety code fees	\$12,000	\$11,084	\$916
550-Interest revenue	\$1,350,000	\$1,351,780	(\$1,780)
551-Market value changes		\$122,491	(\$122,491)
560-Rental and lease revenue	\$201,660	\$184,924	\$16,736
570-Insurance proceeds			\$0
597-Other revenue	\$25,000	\$22,055	\$2,945
598-Community aggregate levy	\$85,000		\$85,000
630-Sale of non-TCA equipment	\$500		\$500
840-Provincial grants	\$1,270,577	\$980,221	\$290,356
909-Other Sources -Grants	\$534,337	\$75,295	\$459,042
930-Contribution from Operating Reserves	\$1,792,632		\$1,792,632
940-Contribution from Capital Reserves	\$1,111,745		\$1,111,745
TOTAL REVENUE	\$49,585,587	\$45,357,365	\$4,228,222
Excluding Requisitions	\$42,295,436	\$38,051,593	\$4,243,843

Mackenzie County
Summary of All Units January - October 2024

	2024	2024 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING EXPENSES			
110-Wages and salaries	\$7,632,984	\$5,251,084	\$2,381,900
132-Benefits	\$1,660,483	\$1,254,356	\$406,127
136-WCB contributions	\$87,632	\$65,993	\$21,639
142-Recruiting	\$15,000		\$15,000
150-Isolation cost	\$43,200	\$37,798	\$5,402
151-Honoraria	\$728,415	\$481,895	\$246,520
211-Travel and subsistence	\$417,546	\$216,817	\$200,729
212-Promotional expense	\$72,000	\$23,482	\$48,518
214-Memberships & conference fees	\$164,433	\$120,605	\$43,828
215-Freight	\$122,450	\$69,999	\$52,451
216-Postage	\$52,000	\$41,506	\$10,494
217-Telephone	\$104,858	\$89,144	\$15,714
221-Advertising	\$99,775	\$71,247	\$28,528
223-Subscriptions and publications	\$13,020	\$9,283	\$3,737
231-Audit fee	\$120,000	\$108,000	\$12,000
232-Legal fee	\$285,000	\$219,987	\$65,013
233-Engineering consulting	\$227,000	\$110,430	\$116,570
235-Professional fee	\$239,700	\$247,165	(\$7,465)
236-Police Funding Model	\$851,567	\$177,723	\$673,844
239-Training and education	\$90,445	\$29,393	\$61,052
242-Computer programming	\$376,653	\$296,456	\$80,197
243-Waste Management	\$462,864	\$384,206	\$78,658
251-Repair & maintenance - bridges	\$159,500	\$16,387	\$143,113
252-Repair & maintenance - buildings	\$176,140	\$156,105	\$20,035
253-Repair & maintenance - equipment	\$429,370	\$315,873	\$113,497
255-Repair & maintenance - vehicles	\$117,300	\$54,679	\$62,621
258-Contracted Services	\$723,213	\$576,205	\$147,008
259-Repair & maintenance - structural	\$1,869,100	\$1,188,857	\$680,243
260-Roadside Mowing & Spraying	\$468,444	\$359,069	\$109,375
261-Ice bridge construction	\$127,000	\$129,204	(\$2,204)
262-Rental - building and land	\$70,400	\$49,573	\$20,828
263-Rental - vehicle and equipment	\$50,288	\$43,034	\$7,254
266-Communications	\$169,937	\$106,063	\$63,874
271-Licenses and permits	\$25,200	\$11,589	\$13,611
272-Damage claims			\$0
274-Insurance	\$641,892	\$493,545	\$148,347
342-Assessor fees	\$237,000	\$157,707	\$79,293
290-Election cost	\$3,000		\$3,000
511-Goods and supplies	\$1,241,734	\$936,556	\$305,178
515-Lab Testing	\$55,500	\$34,228	\$21,272
521-Fuel and oil	\$1,125,687	\$705,025	\$420,662
531-Chemicals and salt	\$445,300	\$356,622	\$88,678
530-Oil Dust Control	\$100,000	\$107,013	(\$7,013)
532-Calcium Dust Control	\$193,000	\$69,123	\$123,877
533-Grader blades	\$150,000	\$13,841	\$136,159
534-Gravel (apply; supply and apply)	\$2,548,000	\$1,757,889	\$790,111
535-Gravel reclamation cost	\$370,000	\$268,326	\$101,674
994-Change in Inventory	(\$612,489)		(\$612,489)
543-Natural gas	\$182,564	\$81,841	\$100,723
544-Electrical power	\$797,533	\$619,313	\$178,220
550-Carbon Tax	\$240,000	\$181,483	\$58,517
710-Grants to local governments	\$2,250,000	\$2,250,000	\$0
735-Grants to other organizations	\$2,505,221	\$2,307,604	\$197,617
747-School requisition	\$6,728,698	\$4,585,806	\$2,142,892
750-Lodge requisition	\$486,502	\$486,502	\$0
760-Designated Ind. Property	\$74,951	\$74,951	\$0
762 - Contributed to Capital	\$15,500		\$15,500
763/764-Contributed to Reserve	\$5,347,805		\$5,347,805

Mackenzie County
Summary of All Units January - October 2024

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
810-Interest and service charges	\$22,360	\$27,513	(\$5,153)
831-Interest - long term debt	\$368,759	\$201,557	\$167,202
832-Principle - Long term debt	\$1,318,015	\$996,080	\$321,935
921-Bad Debt/922-Tax Cancellation/Writeoff	\$1,855,000	\$192,745	\$1,662,255
Non-TCA projects	\$2,641,138	\$959,059	\$1,682,079
DRP Expenses		\$4,960	
TOTAL EXPENSES	\$49,585,587	\$30,182,496	\$19,403,092
Excluding Requisitions	\$42,295,436	\$25,035,237	\$17,260,199

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
100-Municipal Taxes	\$28,655,317	\$28,915,828	(\$260,511)
101-Lodge Requisition	\$486,502	\$491,950	(\$5,448)
102-School Requisition	\$6,728,698	\$6,737,234	(\$8,536)
103-Designated Ind. Property	\$74,951	\$76,589	(\$1,638)
TOTAL REVENUE	\$35,945,468	\$36,221,601	(\$276,133)
Excluding Requisitions	\$28,655,317	\$28,915,828	(\$260,511)

	2024	2024 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
OPERATING EXPENSES			
132-Benefits	\$100,359	\$77,103	\$23,256
136-WCB contributions	\$6,041	\$5,001	\$1,040
151-Honoraria	\$625,915	\$387,524	\$238,391
211-Travel and subsistence	\$281,473	\$147,440	\$134,033
214-Memberships & conference fees	\$84,400	\$77,588	\$6,812
216-Postage		\$0	\$0
217-Telephone	\$7,700	\$5,428	\$2,272
221-Advertising	\$1,000	\$0	\$1,000
235-Professional fee	\$8,000	\$0	\$8,000
239-Training and education	\$2,800	\$690	\$2,110
266-Communications	\$15,615	\$11,022	\$4,593
274-Insurance	\$2,194	\$1,828	\$366
290-Election cost	\$3,000	\$0	\$3,000
511-Goods and supplies	\$9,700	\$7,662	\$2,038
DRP Expenses			
TOTAL EXPENSES	\$1,148,197	\$721,287	\$426,910

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$39,500	\$42,827	(\$3,327)
510-Penalties on taxes	\$250,000	\$313,496	(\$63,496)
511-Penalties of AR and utilities	\$20,000	\$10,028	\$9,972
550-Interest revenue	\$1,350,000	\$1,351,780	(\$1,780)
551-Market value changes		\$122,491	(\$122,491)
560-Rental and lease revenue	\$68,400	\$61,674	\$6,726
597-Other revenue	\$25,000	\$21,280	\$3,720
598-Community aggregate levy	\$85,000	\$0	\$85,000
630-Sale of non-TCA equipment	\$500	\$0	\$500
840-Provincial grants	\$409,000	\$141,565	\$267,435
909-Other Sources -Grants	\$451,538	\$6,276	\$445,262
930-Contribution from Operating Reserves	\$865,596	\$0	\$865,596
TOTAL REVENUE	\$3,564,534	\$2,071,412	\$1,493,122

OPERATING EXPENSES			
110-Wages and salaries	\$2,090,250	\$1,482,254	\$607,996
132-Benefits	\$438,110	\$323,468	\$114,642
136-WCB contributions	\$20,367	\$16,126	\$4,241
142-Recruiting	\$15,000		\$15,000
150-Isolation cost	\$14,400	\$22,080	(\$7,680)
211-Travel and subsistence	\$44,968	\$27,026	\$17,942
212-Promotional expense	\$27,000	\$8,224	\$18,776
214-Memberships & conference fees	\$33,838	\$17,375	\$16,463
215-Freight	\$9,500	\$5,097	\$4,403
216-Postage	\$24,600	\$27,793	(\$3,193)
217-Telephone	\$45,030	\$41,736	\$3,295
221-Advertising	\$68,500	\$61,026	\$7,474
223-Subscriptions and publications	\$6,020	\$4,341	\$1,679
231-Audit fee	\$120,000	\$108,000	\$12,000
232-Legal fee	\$275,000	\$212,642	\$62,358
233-Engineering consulting	\$10,000	\$7,458	\$2,542
235-Professional fee	\$85,000	\$90,137	(\$5,137)
239-Training and education	\$11,315	\$3,558	\$7,758
242-Computer programming	\$272,993	\$200,771	\$72,222
243-Waste Management	\$8,800	\$8,072	\$728
252-Repair & maintenance - buildings	\$61,700	\$52,173	\$9,527
253-Repair & maintenance - equipment	\$12,120	\$5,322	\$6,798
255-Repair & maintenance - vehicles	\$8,000	\$2,888	\$5,112
258-Contracted Services	\$40,000	\$20,467	\$19,533
259-Repair & maintenance - structural		\$407	(\$407)
263-Rental - vehicle and equipment	\$9,388	\$7,427	\$1,961
266-Communications	\$51,880	\$39,347	\$12,533
271-Licenses and permits	\$100	\$0	\$100
274-Insurance	\$107,899	\$82,718	\$25,181
342-Assessor fees	\$237,000	\$157,707	\$79,293
511-Goods and supplies	\$103,750	\$79,232	\$24,518
521-Fuel and oil	\$33,948	\$25,081	\$8,867
543-Natural gas	\$28,207	\$20,505	\$7,702
544-Electrical power	\$98,059	\$78,862	\$19,197
710-Grants to local governments	\$2,250,000	\$2,250,000	\$0
763/764-Contributed to Reserve	\$135,000	\$0	\$135,000
810-Interest and service charges	\$21,000	\$26,360	(\$5,360)
831-Interest - long term debt	\$66,608	\$46,696	\$19,912
832-Principle - Long term debt	\$103,309	\$103,309	\$0
921-Bad Debt/922-Tax Cancellation/Writeoff	\$1,850,000	\$192,745	\$1,657,255
Non-TCA projects	\$1,510,504	\$477,222	\$1,028,322

	2024	2024 Actual	\$ Variance
	Budget	Total	(Remaining)
DRP Expenses		\$4,960	
TOTAL EXPENSES	\$10,349,163	\$6,340,609	\$4,008,554

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$156,000	\$299,866	(\$143,866)
840-Provincial grants		\$0	\$0
909-Other Sources -Grants	\$13,030		\$13,030
930-Contribution from Operating Reserves	\$23,000		\$23,000
TOTAL REVENUE	\$192,030	\$299,866	(\$107,836)

OPERATING EXPENSES			
110-Wages and salaries	\$46,694	\$29,633	\$17,061
132-Benefits	\$8,327	\$7,618	\$709
136-WCB contributions	\$523	\$373	\$150
151-Honoraria	\$102,500	\$94,371	\$8,129
211-Travel and subsistence	\$11,800	\$12,296	(\$496)
212-Promotional expense	\$3,000		\$3,000
214-Memberships & conference fees	\$3,630	\$100	\$3,530
215-Freight	\$3,000	\$789	\$2,211
217-Telephone	\$11,240	\$11,002	\$238
221-Advertising	\$2,000	\$156	\$1,844
239-Training and education	\$36,180	\$2,592	\$33,588
252-Repair & maintenance - buildings	\$11,500	\$16,919	(\$5,419)
253-Repair & maintenance - equipment	\$42,000	\$14,255	\$27,745
255-Repair & maintenance - vehicles	\$12,000	\$1,762	\$10,238
258-Contracted Services	\$8,500	\$0	\$8,500
259-Repair & maintenance - structural	\$1,500	\$0	\$1,500
263-Rental - vehicle and equipment	\$27,000	\$34,365	(\$7,365)
266-Communications	\$76,512	\$40,764	\$35,748
271-Licenses and permits	\$4,000	\$0	\$4,000
272-Damage claims			\$0
274-Insurance	\$48,388	\$39,807	\$8,581
511-Goods and supplies	\$113,984	\$48,213	\$65,771
521-Fuel and oil	\$30,932	\$15,092	\$15,840
543-Natural gas	\$19,664	\$7,913	\$11,751
544-Electrical power	\$18,773	\$14,240	\$4,533
762 - Contributed to Capital	\$15,500		\$15,500
763/764-Contributed to Reserve	\$100,000	\$0	\$100,000
Non-TCA projects	\$23,000	\$22,990	\$10
DRP Expenses			
TOTAL EXPENSES	\$782,147	\$415,251	\$366,896

Mackenzie County
25-Ambulance/Municipal Emergency

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
560-Rental and lease revenue	\$40,500	\$33,750	\$6,750
TOTAL REVENUE	\$40,500	\$33,750	\$6,750
OPERATING EXPENSES			
252-Repair & maintenance - buildings	\$7,000	\$6,991	\$9
274-Insurance	\$3,000	\$2,879	\$121
DRP Expenses			
TOTAL EXPENSES	\$10,000	\$9,870	\$130

Mackenzie County
26-Enforcement Services

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
520-Licenses and permits		\$0	\$0
530-Fines	\$15,000	\$6,888	\$8,112
560-Rental and lease revenue	\$13,827	\$26,403	(\$12,576)
TOTAL REVENUE	\$28,827	\$33,291	(\$4,464)

OPERATING EXPENSES			
110-Wages and salaries	\$15,565	\$9,878	\$5,687
132-Benefits	\$2,776	\$2,097	\$679
136-WCB contributions	\$174	\$124	\$50
211-Travel and subsistence	\$2,000	\$902	\$1,098
214-Memberships & conference fees			\$0
215-Freight			\$0
217-Telephone		\$40	(\$40)
221-Advertising	\$2,000		\$2,000
223-Subscriptions and publications	\$3,500	\$2,894	\$606
235-Professional fee	\$2,000	\$340	\$1,660
236-Police Funding Model	\$851,567	\$177,723	\$673,844
239-Training and education	\$8,000	\$2,880	\$5,120
252-Repair & maintenance - buildings	\$12,050	\$7,445	\$4,605
258-Contracted Services	\$10,000	\$8,902	\$1,098
266-Communications	\$500	\$0	\$500
274-Insurance	\$6,625	\$4,624	\$2,001
511-Goods and supplies	\$1,000	\$644	\$356
521-Fuel and oil	\$2,416	\$127	\$2,289
DRP Expenses			
TOTAL EXPENSES	\$920,173	\$218,618	\$701,555

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
124-Frontage	\$30,872	\$18,315	\$12,557
261-Ice Bridge	\$135,000	\$145,000	(\$10,000)
420-Sales of goods and services	\$257,036	\$191,718	\$65,318
520-Licenses and permits	\$4,000	\$4,485	(\$485)
840-Provincial grants	\$242,524	\$242,524	\$0
930-Contribution from Operating Reserves	\$370,000	\$0	\$370,000
940-Contribution from Capital Reserves	\$1,034,000		\$1,034,000
TOTAL REVENUE	\$2,073,432	\$602,042	\$1,471,390

OPERATING EXPENSES			
110-Wages and salaries	\$3,224,345	\$2,209,617	\$1,014,728
132-Benefits	\$665,050	\$497,549	\$167,501
136-WCB contributions	\$35,098	\$25,764	\$9,334
150-Isolation cost	\$14,400	\$7,410	\$6,990
211-Travel and subsistence	\$23,430	\$11,823	\$11,607
214-Memberships & conference fees	\$11,250	\$2,240	\$9,010
215-Freight	\$18,500	\$9,294	\$9,206
217-Telephone	\$19,908	\$13,938	\$5,970
221-Advertising	\$4,000		\$4,000
223-Subscriptions and publications	\$3,200	\$1,848	\$1,352
233-Engineering consulting	\$90,000	\$55,797	\$34,203
235-Professional fee	\$10,000	\$0	\$10,000
239-Training and education	\$12,750	\$14,688	(\$1,938)
251-Repair & maintenance - bridges	\$159,500	\$16,387	\$143,113
252-Repair & maintenance - buildings	\$28,190	\$44,883	(\$16,693)
253-Repair & maintenance - equipment	\$206,000	\$161,727	\$44,273
255-Repair & maintenance - vehicles	\$60,000	\$28,880	\$31,120
258-Contracted Services	\$189,861	\$118,655	\$71,206
259-Repair & maintenance - structural	\$1,201,050	\$589,849	\$611,201
261-Ice bridge construction	\$127,000	\$129,204	(\$2,204)
262-Rental - building and land	\$7,200	\$2,850	\$4,350
263-Rental - vehicle and equipment		\$304	(\$304)
266-Communications	\$15,500	\$8,850	\$6,650
271-Licenses and permits	\$3,225	\$76	\$3,149
274-Insurance	\$194,220	\$146,206	\$48,014
511-Goods and supplies	\$557,600	\$447,656	\$109,944
521-Fuel and oil	\$936,322	\$458,599	\$477,723
531-Chemicals and salt	\$145,000	\$132,530	\$12,470
530-Oil Dust Control	\$100,000	\$107,013	(\$7,013)
532-Calcium Dust Control	\$193,000	\$69,123	\$123,877
533-Grader blades	\$150,000	\$13,841	\$136,159
534-Gravel (apply; supply and apply)	\$2,548,000	\$1,757,889	\$790,111
535-Gravel reclamation cost	\$370,000	\$268,326	\$101,674
994-Change in Inventory	(\$612,489)	\$0	(\$612,489)
543-Natural gas	\$18,369	\$7,641	\$10,728
544-Electrical power	\$327,851	\$250,016	\$77,835
550-Carbon Tax	\$240,000	\$181,483	\$58,517
763/764-Contributed to Reserve	\$2,658,456	\$0	\$2,658,456
831-Interest - long term debt	\$289,504	\$145,520	\$143,984
832-Principle - Long term debt	\$970,253	\$656,925	\$313,328
Non-TCA projects	\$184,000	\$137,510	\$46,490
DRP Expenses			
TOTAL EXPENSES	\$15,399,543	\$8,731,914	\$6,667,629

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$32,500	\$25,159	\$7,341
560-Rental and lease revenue	\$44,630	\$19,387	\$25,244
930-Contribution from Operating Reserves	\$11,799	\$0	\$11,799
TOTAL REVENUE	\$88,929	\$44,546	\$44,383

OPERATING EXPENSES			
110-Wages and salaries	\$36,201		\$36,201
132-Benefits	\$7,119		\$7,119
136-WCB contributions	\$405	\$289	\$116
211-Travel and subsistence	\$1,300	\$1,146	\$154
214-Memberships & conference fees	\$3,000	\$3,682	(\$682)
215-Freight	\$500	\$0	\$500
223-Subscriptions and publications	\$300	\$200	\$100
235-Professional fee	\$38,000	\$40,624	(\$2,624)
239-Training and education	\$3,200		\$3,200
252-Repair & maintenance - buildings	\$5,000	\$858	\$4,142
253-Repair & maintenance - equipment	\$30,000	\$9,957	\$20,043
255-Repair & maintenance - vehicles	\$3,300		\$3,300
259-Repair & maintenance - structural	\$25,200	\$21,932	\$3,268
262-Rental - building and land	\$60,000	\$45,000	\$15,000
266-Communications	\$2,720	\$561	\$2,159
271-Licenses and permits	\$725	\$0	\$725
274-Insurance	\$7,316	\$5,539	\$1,777
511-Goods and supplies	\$1,000	\$2,796	(\$1,796)
521-Fuel and oil	\$1,125	\$1,042	\$83
531-Chemicals and salt	\$34,000	\$8,149	\$25,851
543-Natural gas	\$15,818	\$4,379	\$11,439
544-Electrical power	\$35,934	\$32,177	\$3,757
Non-TCA projects	\$11,799	\$5,858	\$5,941
DRP Expenses			
TOTAL EXPENSES	\$323,962	\$184,189	\$139,773

Mackenzie County
41-Water Services

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
124-Frontage	\$2,540	\$2,540	\$0
420-Sales of goods and services	\$69,000	\$59,272	\$9,728
421-Sale of water - metered	\$2,875,382	\$2,205,688	\$669,694
422-Sale of water - bulk	\$1,006,744	\$941,673	\$65,071
511-Penalties of AR and utilities	\$12,000	\$17,730	(\$5,730)
521-Offsite levy	\$20,000	\$42,968	(\$22,968)
597-Other revenue		\$775	(\$775)
930-Contribution from Operating Reserves	\$147,936	\$0	\$147,936
940-Contribution from Capital Reserves	\$51,245	\$0	\$51,245
TOTAL REVENUE	\$4,184,847	\$3,270,646	\$914,201

OPERATING EXPENSES			
110-Wages and salaries	\$699,154	\$443,170	\$255,984
132-Benefits	\$128,728	\$88,710	\$40,018
136-WCB contributions	\$7,927	\$5,587	\$2,340
150-Isolation cost	\$8,640	\$4,985	\$3,655
211-Travel and subsistence	\$39,600	\$11,846	\$27,754
214-Memberships & conference fees	\$3,020	\$996	\$2,024
215-Freight	\$84,100	\$51,694	\$32,406
216-Postage	\$21,500	\$10,750	\$10,750
217-Telephone	\$18,000	\$12,844	\$5,156
221-Advertising	\$500		\$500
233-Engineering consulting	\$51,000	\$8,125	\$42,875
239-Training and education	\$10,000	\$2,426	\$7,574
242-Computer programming	\$20,320	\$25,290	(\$4,970)
252-Repair & maintenance - buildings	\$25,050	\$19,884	\$5,166
253-Repair & maintenance - equipment	\$88,900	\$108,939	(\$20,039)
255-Repair & maintenance - vehicles	\$14,000	\$14,705	(\$705)
258-Contracted Services	\$29,400	\$30,382	(\$982)
259-Repair & maintenance - structural	\$89,100	\$110,686	(\$21,586)
262-Rental - building and land	\$3,200	\$1,723	\$1,478
263-Rental - vehicle and equipment	\$1,500	\$487	\$1,013
266-Communications	\$3,150	\$1,257	\$1,893
271-Licenses and permits	\$950	\$65	\$885
274-Insurance	\$124,943	\$111,992	\$12,951
511-Goods and supplies	\$328,400	\$290,730	\$37,670
515-Lab Testing	\$50,000	\$33,459	\$16,541
521-Fuel and oil	\$71,224	\$25,550	\$45,674
531-Chemicals and salt	\$140,300	\$94,568	\$45,732
543-Natural gas	\$94,582	\$37,493	\$57,089
544-Electrical power	\$266,418	\$210,006	\$56,412
763/764-Contributed to Reserve	\$1,330,227	\$0	\$1,330,227
831-Interest - long term debt	\$6,860	\$7,092	(\$232)
832-Principle - Long term debt	\$219,973	\$217,550	\$2,423
921-Bad Debt/922-Tax Cancellation/Writeoff	\$5,000		\$5,000
Non-TCA projects	\$199,181	\$49,953	\$149,228
DRP Expenses			
TOTAL EXPENSES	\$4,184,847	\$2,032,942	\$2,151,905

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
124-Frontage	\$5,301	\$5,301	\$0
420-Sales of goods and services	\$0	\$600	(\$600)
421-Sale of water - metered	\$1,203,613	\$1,038,114	\$165,499
422-Sale of water - bulk	\$8,100	\$11,825	(\$3,725)
TOTAL REVENUE	\$1,217,014	\$1,055,839	\$161,175

OPERATING EXPENSES			
110-Wages and salaries	\$408,638	\$271,357	\$137,281
132-Benefits	\$81,174	\$58,938	\$22,236
136-WCB contributions	\$4,641	\$3,265	\$1,376
150-Isolation cost	\$5,760	\$3,323	\$2,437
215-Freight	\$4,250	\$1,289	\$2,961
233-Engineering consulting	\$6,000	\$450	\$5,550
252-Repair & maintenance - buildings	\$1,750	\$0	\$1,750
253-Repair & maintenance - equipment	\$13,600	\$4,709	\$8,891
259-Repair & maintenance - structural	\$159,350	\$131,737	\$27,614
263-Rental - vehicle and equipment	\$3,000	\$0	\$3,000
274-Insurance	\$12,904	\$9,060	\$3,844
511-Goods and supplies	\$10,500	\$84	\$10,416
515-Lab Testing	\$5,500	\$769	\$4,731
531-Chemicals and salt	\$36,000	\$31,608	\$4,393
543-Natural gas	\$5,164	\$3,883	\$1,281
544-Electrical power	\$34,394	\$19,663	\$14,731
763/764-Contributed to Reserve	\$394,122	\$0	\$394,122
831-Interest - long term debt	\$5,787	\$2,250	\$3,537
832-Principle - Long term debt	\$24,480	\$18,297	\$6,183
Non-TCA projects		\$0	\$0
DRP Expenses			
TOTAL EXPENSES	\$1,217,014	\$560,681	\$656,333

Mackenzie County
43-Solid Waste Disposal

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$439,520	\$367,443	\$72,077
TOTAL REVENUE	\$439,520	\$367,443	\$72,077
OPERATING EXPENSES			
110-Wages and salaries	\$60,064	\$28,591	\$31,473
132-Benefits	\$11,271	\$6,289	\$4,982
136-WCB contributions	\$673	\$480	\$193
221-Advertising	\$2,000		\$2,000
243-Waste Management	\$454,064	\$376,135	\$77,929
252-Repair & maintenance - buildings	\$5,400	\$1,470	\$3,930
253-Repair & maintenance - equipment	\$12,750	\$262	\$12,488
258-Contracted Services	\$137,752	\$102,224	\$35,528
259-Repair & maintenance - structural	\$27,100	\$1,400	\$25,700
271-Licenses and permits	\$200	\$0	\$200
274-Insurance	\$5,663	\$5,269	\$394
511-Goods and supplies	\$2,100	\$378	\$1,722
521-Fuel and oil	\$13,985	\$2,654	\$11,331
544-Electrical power	\$13,919	\$12,609	\$1,310
810-Interest and service charges	\$1,360	\$1,152	\$208
Non-TCA projects		\$0	\$0
DRP Expenses			
TOTAL EXPENSES	\$748,301	\$538,914	\$209,387

Mackenzie County
51-Family Community Services

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
840-Provincial grants	\$312,123	\$419,885	(\$107,762)
TOTAL REVENUE	\$312,123	\$419,885	(\$107,762)
OPERATING EXPENSES			
274-Insurance	\$48	\$361	(\$313)
735-Grants to other organizations	\$845,504	\$796,268	\$49,236
763/764-Contributed to Reserve	\$20,000	\$0	\$20,000
DRP Expenses			
TOTAL EXPENSES	\$865,552	\$796,630	\$68,922

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$23,000	\$40,330	(\$17,330)
424-Sale of land	\$10,000		\$10,000
520-Licenses and permits	\$50,000	\$76,140	(\$26,140)
522-Municipal reserve revenue	\$50,000	\$74,772	(\$24,772)
526-Safety code permits	\$350,000	\$280,527	\$69,473
525-Subdivision fees	\$125,000	\$75,145	\$49,855
531-Safety code fees	\$12,000	\$11,084	\$916
840-Provincial grants	\$43,550	\$0	\$43,550
930-Contribution from Operating Reserves	\$337,787	\$0	\$337,787
TOTAL REVENUE	\$1,001,337	\$557,997	\$443,340

OPERATING EXPENSES			
110-Wages and salaries	\$653,233	\$482,318	\$170,915
132-Benefits	\$149,336	\$129,577	\$19,759
136-WCB contributions	\$7,316	\$5,220	\$2,096
211-Travel and subsistence	\$6,000	\$1,523	\$4,477
214-Memberships & conference fees	\$4,500	\$3,479	\$1,021
215-Freight	\$1,500	\$1,566	(\$66)
216-Postage	\$5,900	\$2,964	\$2,936
217-Telephone	\$960	\$880	\$80
221-Advertising	\$4,500	\$1,071	\$3,429
232-Legal fee	\$10,000	\$3,649	\$6,351
233-Engineering consulting	\$30,000	\$37,350	(\$7,350)
235-Professional fee	\$25,000	\$41,543	(\$16,543)
239-Training and education	\$5,150	\$1,790	\$3,360
242-Computer programming	\$74,340	\$61,823	\$12,517
258-Contracted Services	\$210,000	\$218,307	(\$8,307)
263-Rental - vehicle and equipment	\$5,400	\$450	\$4,950
266-Communications		\$840	(\$840)
271-Licenses and permits	\$12,000	\$11,049	\$951
274-Insurance	\$5,395	\$3,403	\$1,992
511-Goods and supplies	\$20,500	\$23,616	(\$3,116)
521-Fuel and oil	\$9,022	\$1,312	\$7,710
763/764-Contributed to Reserve	\$50,000		\$50,000
Non-TCA projects	\$431,337	\$178,287	\$253,050
DRP Expenses			
TOTAL EXPENSES	\$1,721,389	\$1,212,015	\$509,374

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$9,000	\$23,693	(\$14,693)
560-Rental and lease revenue	\$34,303	\$43,712	(\$9,409)
840-Provincial grants	\$263,380	\$176,247	\$87,133
909-Other Sources -Grants	\$64,769	\$69,019	(\$4,250)
930-Contribution from Operating Reserves	\$36,514	\$0	\$36,514
TOTAL REVENUE	\$407,966	\$312,671	\$95,295

OPERATING EXPENSES			
110-Wages and salaries	\$284,482	\$204,825	\$79,657
132-Benefits	\$51,827	\$43,778	\$8,049
136-WCB contributions	\$3,186	\$2,273	\$913
211-Travel and subsistence	\$5,575	\$2,149	\$3,426
212-Promotional expense	\$2,000	\$1,738	\$262
214-Memberships & conference fees	\$1,575	\$770	\$805
217-Telephone	\$1,020	\$1,939	(\$919)
221-Advertising	\$2,500	\$130	\$2,370
233-Engineering consulting	\$20,000	\$1,250	\$18,750
235-Professional fee	\$71,600	\$74,521	(\$2,921)
239-Training and education	\$1,050	\$770	\$280
242-Computer programming	\$9,000	\$8,571	\$429
252-Repair & maintenance - buildings	\$500		\$500
253-Repair & maintenance - equipment	\$5,000	\$43	\$4,957
255-Repair & maintenance - vehicles	\$8,000	\$4,376	\$3,624
259-Repair & maintenance - structural	\$276,500	\$272,816	\$3,684
260-Roadside Mowing & Spraying	\$468,444	\$359,069	\$109,375
263-Rental - vehicle and equipment	\$4,000	\$0	\$4,000
274-Insurance	\$18,855	\$11,276	\$7,579
511-Goods and supplies	\$59,900	\$21,304	\$38,596
521-Fuel and oil	\$24,223	\$6,741	\$17,482
531-Chemicals and salt	\$90,000	\$89,768	\$232
735-Grants to other organizations	\$145,000	\$150,301	(\$5,301)
763/764-Contributed to Reserve	\$500,000	\$0	\$500,000
Non-TCA projects	\$188,416	\$49,838	\$138,578
DRP Expenses			
TOTAL EXPENSES	\$2,242,653	\$1,308,247	\$934,406

Mackenzie County
71-Recreation Department

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
909-Other Sources -Grants	\$5,000		\$5,000
940-Contribution from Capital Reserves	\$6,500	\$0	\$6,500
TOTAL REVENUE	\$11,500	\$0	\$11,500
OPERATING EXPENSES			
274-Insurance	\$93,835	\$62,186	\$31,649
543-Natural gas		(\$593)	\$593
735-Grants to other organizations	\$1,255,275	\$1,107,391	\$147,884
763/764-Contributed to Reserve	\$110,000	\$0	\$110,000
Non-TCA projects	\$52,901	\$26,779	\$26,122
DRP Expenses			
TOTAL EXPENSES	\$1,512,011	\$1,195,763	\$316,248

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$57,560	\$66,378	(\$8,818)
TOTAL REVENUE	\$57,560	\$66,378	(\$8,818)
OPERATING EXPENSES			
110-Wages and salaries	\$114,358	\$89,442	\$24,916
132-Benefits	\$16,406	\$19,229	(\$2,823)
136-WCB contributions	\$1,281	\$914	\$367
211-Travel and subsistence	\$1,400	\$666	\$734
214-Memberships & conference fees	\$1,720	\$0	\$1,720
215-Freight	\$1,100	\$269	\$831
217-Telephone	\$1,000	\$1,337	(\$337)
221-Advertising	\$2,000	\$89	\$1,911
233-Engineering consulting	\$20,000	\$0	\$20,000
235-Professional fee	\$100		\$100
252-Repair & maintenance - buildings	\$8,000	\$282	\$7,718
253-Repair & maintenance - equipment	\$19,000	\$10,659	\$8,341
255-Repair & maintenance - vehicles	\$12,000	\$2,067	\$9,933
258-Contracted Services	\$97,700	\$77,268	\$20,432
259-Repair & maintenance - structural	\$89,300	\$60,031	\$29,269
266-Communications	\$4,060	\$3,422	\$638
271-Licenses and permits	\$4,000	\$400	\$3,600
274-Insurance	\$2,985	\$2,755	\$230
511-Goods and supplies	\$33,300	\$14,239	\$19,061
521-Fuel and oil	\$2,490	\$1,483	\$1,007
543-Natural gas	\$760	\$619	\$141
544-Electrical power	\$2,185	\$1,740	\$445
763/764-Contributed to Reserve	\$50,000	\$0	\$50,000
Non-TCA projects	\$20,000	\$10,623	\$9,377
DRP Expenses			
TOTAL EXPENSES	\$505,145	\$297,533	\$207,612

	2024	2024 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
OPERATING EXPENSES			
212-Promotional expense	\$40,000	\$13,520	\$26,480
214-Memberships & conference fees	\$17,500	\$14,375	\$3,125
221-Advertising	\$10,775	\$8,775	\$2,000
DRP Expenses			
TOTAL EXPENSES	\$68,275	\$36,670	\$31,605

	2024 Budget	2024 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
940-Contribution from Capital Reserves	\$20,000		\$20,000
TOTAL REVENUE	\$20,000	\$0	\$20,000
Excluding Requisitions	\$20,000	\$0	\$20,000
OPERATING EXPENSES			
232-Legal fee		\$3,697	(\$3,697)
252-Repair & maintenance - buildings	\$10,000	\$5,200	\$4,800
274-Insurance	\$7,622	\$3,643	\$3,979
735-Grants to other organizations	\$259,442	\$253,643	\$5,799
Non-TCA projects	\$20,000		\$20,000
DRP Expenses			
TOTAL EXPENSES	\$297,064	\$266,182	\$30,882

MACKENZIE COUNTY
2024 ONE TIME Projects

As of
Oct 31, 2024

Project Description	TOTAL PROJECT BUDGET	2024 BUDGET	TOTAL COSTS	2024 COSTS	2024 REMAINING BUDGET
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Director of Community Services

(12) - Administration Department

FRIAA- Wildfire Mitigation Plan (2024)	80,000	80,000	75,000	75,000	5,000
FRIAA - CFP-24-19 (2024)	49,000	49,000	-	-	49,000
<i>Total department 12</i>	129,000	129,000	75,000	75,000	54,000

(23) - Fire Department

FV - Extractor Washer (2024)	11,500	11,500	11,495	11,495	5
LC - Extractor Washer (2024)	11,500	11,500	11,495	11,495	5
<i>Total department 23</i>	23,000	23,000	22,990	22,990	10

(43) - Solid Waste Disposal

<i>Total department 43</i>	-	-	-	-	-
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(61) - Planning & Development Department

Outdoor Recreation and Tourism Plan (2023)	114,100	89,600	81,743	57,243	32,357
<i>Total department 61</i>	114,100	89,600	81,743	57,243	32,357

(71) - Recreation

FV - Splash Park maintenance/upgrades (2024)	10,000	10,000	-	-	10,000
LC - Brine & Glycol Filters on new ice plant (2024)	7,457	7,457	7,457	7,457	-
LC - Brine Pump VFD supply & Install (2024)	6,944	6,944	6,944	6,944	-
ZA - Fish Pond Project (2024)	22,000	22,000	6,208	6,208	15,792
LC - Raymond Knlesen Ice Rink Repairs (2024)	6,500	6,500	6,171	6,171	329
<i>Total department 71</i>	52,901	52,901	26,779	26,779	26,122

(72) - Parks

FV Fishing Opportunities (MARA, Tompkins Twin Ponds) (2023)	50,060	20,000	40,682	10,623	9,378
<i>Total department 72</i>	50,060	20,000	40,682	10,623	9,378

Director of Finance

(12) - Administration

Forest Capital of Canada (2023)	291,000	290,000	150,956	149,956	140,044
Northwest Species at Risk (2023)	443,535	441,538	65,351	63,355	378,184
Asset Retirement Obligation (2024)	250,000	250,000	-	-	250,000
<i>Total department 12</i>	984,535	981,538	216,307	213,310	768,228

Director of Planning & Development

(12) - Administration Department

Recreational Dispositions (2023)	125,000	59,966	83,433	18,399	41,567
2024 Mackenzie County Census	220,000	220,000	150,447	150,447	69,553
Housing Needs Assessment (2024)	120,000	120,000	20,066	20,066	99,934
<i>Total department 12</i>	465,000	399,966	253,946	188,912	211,054

(61) - Planning & Development Department

Municipal Development Plan	355,000	54,118	322,744	21,862	32,256
LC - Atlas Landing Dispositions (2022)	45,000	17,292	31,292	3,584	13,708
La Crete Area Structure Plan (2022)	150,000	150,000	-	-	150,000
<i>Total department 61</i>	550,000	221,410	354,036	25,446	195,964

Agricultural Fieldman

(63) - Agricultural Services Department

Irrigation District Feasibility Study	96,814	96,814	95	95	96,719
2024 Mackzie County Agricultural Fair & Tradeshow	71,283	71,283	45,048	45,048	26,235
Municipal Irrigation Data Collection (2024)	20,319	20,319	4,695	4,695	15,624
<i>Total department 63</i>	188,416	188,416	49,838	49,838	138,578

Director of Operations

(32) - Transportation Department

Additional Regraveling & Grading Zama Access Road (2024)	184,000	184,000	137,510	137,510	46,490
<i>Total department 32</i>	184,000	184,000	137,510	137,510	46,490

(33) - Airport

Airport Master Plan (CF 2016)	90,000	11,799	84,058	5,858	5,942
<i>Total department 33</i>	90,000	11,799	84,058	5,858	5,942

Director of Utilities

(41) - Water

LC - La Crete Future Water Supply Concept (2018)	200,000	139,160	103,430	42,590	96,570
Water Diversion License Review	65,000	18,775	53,587	7,363	11,413
<i>Total department 41</i>	265,000	157,935	157,017	49,953	107,983

(61) - Planning & Development Department

LC - Storm Water Plan (2022)	151,000	120,327	126,271	95,598	24,729
<i>Total department 61</i>	151,000	120,327	126,271	95,598	24,729

Manager of Legislative & Support Services

(74) - Library

LC Library - Building Extension Engineering	20,000	20,000	-	-	20,000
<i>Total department 74</i>	20,000	20,000	-	-	20,000

TOTAL 2024 ONE TIME Projects	3,267,012	2,599,893	1,626,177	959,059	1,640,835
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2023 Contingent on Grant Funding	NO BUDGET AVAILABLE UNTIL APPROVED BY COUNCIL				
Bridge Maintenance (7 bridges)	250,000				
2023 Contingent on Grant Funding- Total	250,000	-	-	-	0

MACKENZIE COUNTY

2024 TCA Projects

As of
Oct 31, 2024

Project Description	TOTAL PROJECT BUDGET	2024 BUDGET	TOTAL COSTS	2024 COSTS	2024 REMAINING BUDGET
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Director of Community Services

(71) - Recreation

FV - Outdoor Rink Repairs (2020)	14,000	14,000	-	-	14,000
LC - Northern Lights Recreation Center New Arena (2021)	6,564,788	45,991	6,518,797	-	45,991
FV - Main lobby epoxy floor (2022)	8,400	8,400	-	-	8,400
FV - Roof leak exploration and repair (2022)	15,000	8,813	6,187	-	8,813
FV - Generator Hook up (2024)	75,000	75,000	26,816	26,816	48,184
LC - Generator Hook up (2024)	52,500	52,500	33,542	33,542	18,958
LC - Brine Pump on old ice plant (2024)	14,751	14,751	14,751	14,751	-
LC - Old ice plant compressor overhaul (2024)	14,485	14,485	-	-	14,485
LC - Re-route plumbing on old ice plant (2024)	15,000	15,000	15,000	15,000	-
ZA - Laundry Facility (2024)	12,590	12,590	12,591	12,591	(1)
ZA - Park/Campground Beautification (2024)	65,000	65,000	33,237	33,237	31,763
Olympia Motor Overhaul (2024)	6,230	6,230	5,933	5,933	297
Hot Water Tank (2024)	9,450	9,450	9,000	9,000	450
LC - Multipurpose room reno into 3 dressing rooms (50/50) (2024)	65,000	65,000	65,150	65,150	(150)
LC - Electric Scissor Lift (50/50) (2024)	25,000	25,000	25,000	25,000	-
LC - Jaws of Life - Spreader	15,500	15,500	-	-	15,500
<i>Total department 71</i>	6,972,694	447,709	6,766,004	241,020	206,689

(72) - Parks & Playgrounds Department

FV - Streetscape (2017)	175,000	124,641	69,205	18,846	105,795
Streetscape - La Crete (2020)	46,000	25,291	46,000	25,291	0
New Hamlet Park - 112 St. LC (2021)	38,000	8,685	31,290	1,975	6,710
FV - Streetscape Second dock project (2021)	25,394	7,284	23,337	5,226	2,057
Wadlin Lake Campground - Major Improvements (2022)	63,000	26,604	49,301	12,905	13,699
Hutch Lake Campground - Major Improvements (2022)	162,000	48,698	123,865	10,563	38,135
Bridge Campground - Major Improvements (2022)	100,000	100,000	11,232	11,232	88,768
Hamlet Park Development (2022+2024)	135,000	133,000	90,992	88,992	44,008
Janelles Park Development (2023)	50,000	50,000	50,000	50,000	-
Wadlin Lake Campground - Pickleball (2023)	55,000	11,929	66,297	23,225	(11,297)
La Crete Walking Trail 109 ave to 113 street (2023)	64,000	40,771	23,229	-	40,771
Machesis Lake Campground Improvements (2023+2024)	80,000	80,000	15,469	15,469	64,531
Zama Campground - Major Improvements (2024)	25,000	25,000	-	-	25,000
Boat Launch Projects (2024)	60,000	60,000	-	-	60,000
<i>Total department 72</i>	1,078,394	741,902	600,217	263,725	478,177

Director of Finance

(12) - Administration

FV - Flood Mitigation (2021)	16,106,953	1,250,909	15,967,189	1,111,145	139,764
FV-Interim Housing Project (2022)	500,000	193,639	404,585	98,225	95,415
<i>Total department 12</i>	16,606,953	1,444,548	16,371,775	1,209,370	235,178

Director of Planning & Development

(12) - Administration

LC - 100 Street Plan (2020)	65,000	28,375	37,976	1,351	27,024
Land Purchase - South of High Level Lands PLS140031 (2022/2023)	1,338,858	1,325,020	23,021	9,183	1,315,837
Total department 12	1,403,858	1,353,395	60,997	10,534	1,342,861

Agricultural Fieldman

(63) - Agriculture

Rebuild TWP RD 109-0 E from RGE RD 15-5 to RGE RD 15-1 (5 miles) (2024)	250,000	250,000	-	-	250,000
Total department 63	250,000	250,000	-	-	250,000

Director of Operations

(32) - Transportation Department

Gravel Reserve (CF 2014)	150,000	17,714	141,265	8,979	8,735
OR01 New Road Infrastructure Endeavour to Assist (2020)	1,871,537	500,000	1,563,849	192,312	307,688
30 m Right of way for road widening - various locations (2021)	200,000	99,943	103,492	3,435	96,508
Washout & Culvert Upgrades (2021)	852,000	118,984	806,368	73,352	45,632
BF 78209 NW 17 105 14 W5M - Teepee Creek (2022)	600,000	572,331	42,071	14,402	557,929
98 street/98 avenue Asphalt (2023)	900,000	900,000	-	-	900,000
113 Street Asphalt - North Rgd RD 154/155 - ENGINEERING ONLY (2023)	50,000	50,000	-	-	50,000
109 Ave traffic lights (2023)	467,275	238,129	466,527	237,381	748
Bridge File 76278 Engineering (2023)	850,000	850,000	-	-	850,000
Bridge File 81336 Engineering (2023)	40,000	40,000	-	-	40,000
Bridge Maintenance (2023)	627,600	514,825	459,937	347,162	167,663
LC - 101 St/109 Ave Intersection Upgrade (2023)	235,000	6,463	229,231	693	5,769
LC- Crosswalk 100st/94 ave (2023)	80,000	22,751	83,519	26,271	(3,519)
Rebuild RGE RD 20-0 S of HWY 35 (.5 mile) - Angle Road (2024)	418,000	418,000	332,131	332,131	85,869
91 street intersection upgrade (2024)	250,000	250,000	9,371	9,371	240,629
Rebuild TWP RD 110-4 from RGE RD 19-3 to 19-0 (3 miles) Heliport (2024)	550,000	550,000	146,873	146,873	403,127
94 Ave W of 113 Street Pavement - ENGINEERING/LAND (2024)	300,000	300,000	100,302	100,302	199,698
109 ave & 113 Street Pavement - ENGINEERING/LAND (2024)	120,000	120,000	118,656	118,656	1,344
RR 150 Road (Hwy 697 - Twp 1064) - ENGINEERING ONLY (2024)	50,000	50,000	-	-	50,000
Rebuild TWP RD 108-1 E of HWY 88 (2 miles) - (600m in 2024, balance in future years) (2024)	250,000	250,000	139,085	139,085	110,915
Zama Access Culvert Replacement (2024)	90,000	90,000	110,125	110,125	(20,125)
TWP RD 105-5 (Sawmill Road) (2024)	350,000	350,000	168,313	168,313	181,687
Total department 32	9,301,412	6,309,140	5,021,116	2,028,845	4,280,296

(33) - Airports

FV -Airport - Lighting Upgrade (2022)	260,000	41,922	218,078	-	41,922
Total department 33	260,000	41,922	218,078	-	41,922

Director of Utilities

(41) - Water Treatment & Distribution Department

LC - Well Number 4 (2016)	1,348,966	412,852	1,085,857	149,744	263,109
FV - Frozen Water Services Repairs (River Road) (2015)	280,700	16,607	272,965	8,873	7,735
Blue Hills Water Distribution (2024)	200,000	200,000	-	-	200,000
FV Truckfill Backup Generator (2024)	185,350	185,350	-	-	185,350
Waterline East of La Crete (2024)	1,242,773	1,234,018	1,168,379	1,159,624	74,394
Regional PLC & SCADA Upgrades (2024)	576,000	576,000	58,572	58,572	517,428
Total department 41	3,833,789	2,624,828	2,585,773	1,376,812	1,248,016

(42) - Sewer Disposal Department

LC - North Storm-Pond A (2021)	1,520,000	103,032	1,483,230	66,262	36,770
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FV - Sewer Upgrades (2022)	1,226,000	585,733	675,267	35,000	550,733
LC-North Sanitary Trunk Sewer (2021+2024)	11,900,000	11,690,433	5,325,455	5,115,888	6,574,545
Total department 42	14,646,000	12,379,198	7,483,952	5,217,150	7,162,048

Manager of Fleet Maintenance

(12) - Administration

ZA - Backup Generator - office (2024)	50,000	50,000	47,582	47,582	2,418
Fuel Tanks (2024)	200,000	200,000	119,784	119,784	80,216
Total department 12	250,000	250,000	167,366	167,366	82,634

(23) - Fire Department

LC - Squad Overland Truck (2024)	100,000	100,000	91,662	91,662	8,338
LC - Jaws of Life (2024)	13,504	13,504	13,504	13,504	0
Emergency Management Equipment (2024)	200,000	200,000	195,885	195,885	4,115
Total department 23	313,504	313,504	301,051	301,051	12,453

(32) - Transportation Department

AWD 160M Graders X3 (2023)	2,103,759	2,103,759	2,103,759	2,103,759	-
LC - Attachment -Rotary Mower (2024)	55,000	55,000	-	-	55,000
Replacement Trucks x 3 (2024)	198,000	198,000	189,098	189,098	8,902
Graders x 2 (2024)	1,420,000	1,420,000	1,421,704	1,421,704	(1,704)
FV - Plow/Sander Truck (2024)	115,000	115,000	101,307	101,307	13,693
LC - Wheel loader (2024)	440,000	440,000	414,231	414,231	25,769
LC - Gravel Trailer (Wagon) (2024)	40,000	40,000	-	-	40,000
Zero Turn Mower (2024)	16,900	16,900	16,883	16,883	17
Total department 32	4,388,659	4,388,659	4,246,983	4,246,983	141,676

TOTAL 2024 APPROVED Capital Projects	59,305,263	30,544,806	43,823,313	15,062,855	15,481,950
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Contingent on Grant or 50/50 Funding	NO BUDGET AVAILABLE UNTIL APPROVED BY COUNCIL				
ZC - Access Pave (PH V) (CF 2014)	6,000,000	-	-	-	-
ZA - Sewage Forcemain (2018)	1,085,000	-	-	-	-
FV - New Hockey Boards and Glass with Protective Netting (2023)	199,500	-	-	-	-
FV - Fitness Centre Expansion (2023)	99,000	-	-	-	-
FV - Baseball Netting (2023)	75,000	-	-	-	-
2023 and previous Contingent on Grant Funding- Total	7,458,500	-	-	-	-

2024 Contingent @ 50/50 funding	NO BUDGET AVAILABLE UNTIL APPROVED BY COUNCIL				
Eleske Road Soft Spot Repair RGE RD 16-2 S of HWY 58 (2 miles)	83,750	-	-	-	-
Bridge File 75060	500,000	-	-	-	-
Bridge File 81336	250,000	-	-	-	-
LC - Skate Park	100,000	-	-	-	-
FV - Bleachers (50/50)	32,640	-	-	-	-
	1,752,390	-	-	-	-



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Andy Banman, Director of Operations Landon Driedger, Agricultural Fieldman
Title:	Approve New Policies PW045 Rural Road and Access Construction and ASB023 Surface Water Management

BACKGROUND / PROPOSAL:

Administration is proposing two new policies to rescind and replace policy PW039 Rural Road Access Construction and Surface Water Management. Policy PW039 is quite convoluted addressing an exorbitant amount of information rendering it difficult to process and adhere to.

Administration has separated the road construction information and the surface water information to create two policies which are easier to execute. These policies are still relevant to each other but require the separation.

Bylaw 1356-24 will be presented at this Regular Council Meeting, regulating unauthorized use of municipal land in road allowances.

OPTIONS & BENEFITS:

A copy of the new policies are attached for approval.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The new policies will be posted on the County website.

POLICY REFERENCES:

N/A

Author: S Wheeler **Reviewed by:** A Banman/L Driedger **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW039 Rural Road Access Construction and Surface Water Management be rescinded.

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW045 Rural Road and Access Construction be approved as presented.

Simple Majority Requires 2/3 Requires Unanimous

That Policy ASB023 Surface Water Management be approved as presented.

Author: S Wheeler **Reviewed by:** A Banman/L Driedger **CAO:** _____

Mackenzie County

Title	Rural Road and Access Construction	Policy No.	PW045
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Legislation Reference	Municipal Government Act, Sections 18 and 141. Public Highways Development Act, Sections 39, 41 and 43.
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Purpose

To provide a safe, efficient and effective road network recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads and access to private property.

DEFINITIONS

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

AFP – the Province of Alberta Forestry and Parks.

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road and/or access, including alterations of existing accesses.

GMIS – General Municipal Improvement Standards, intended to serve as minimum standards that are to be followed by Mackenzie County, Developers, Engineering Consultants, Contractors and others during all aspects of Municipal Improvements installations, including design, preparation and submission of plans and drawings, and construction operations.

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

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

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

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

Policy Statement and Guidelines

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

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

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

Road Construction

The procedure for constructing a road is outlined below:

1. Applications in the form of a Road Allowance Use Agreement must be completed and signed in conjunction with the Road Construction form and submitted to Mackenzie County.
2. AFP has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify AFP and seek their approval to proceed with the proposed clearing.
3. Application forms for Road Construction must include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
4. It shall be the Applicants sole responsibility to negotiate cost sharing arrangements with other benefitting landowners and the County shall not provide assistance with respect to this matter.
5. The Applicant shall arrange and pay for all utility locates within the area of the road construction and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.

6. Mackenzie County shall communicate with the Applicant concerning the construction of the road. The Director of Operations or delegate will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications.
7. All costs relating to the construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:
 - provision of survey to delineate the property boundaries;
 - review and recommendation of surface water;
 - supply of culvert materials, geotextile materials, and erosion control;
 - installation of culverts that exceed 600mm in diameter or where the twinning of any 600mm culvert or greater is required;
 - finishing road surface in preparation for gravel after final inspection;
 - supply and application of surface gravel.
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. Applications for Road Construction in road allowances will be accepted by Mackenzie County any time throughout the year.
10. New road construction commencing after October 15, will not be inspected for final acceptance until the following July. Road construction is encouraged to occur between May 15 and October 15. Exceptions are at the discretion of the Director of Operations.
11. Construction of the road shall be completed by October 15 the following calendar year. Two, one year extensions, for a total of three years for road construction may be granted for construction completion. Exceptions are at the discretion of the Director of Operations.
12. If the road requirement is due to a new subdivision proposal, the Operations Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
13. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.

Access Construction (Approach/Driveway)

The procedure for constructing an access is outlined below:

1. Application forms for Access Construction must be submitted when an approach / driveway to a section of land is required ie: rural quarter section, river lot, subdivided section, in hamlet lot, etc. The construction, reconstruction or alteration of any access will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. Although, once the ground is snow covered and/or frozen, initial and final inspections will not be completed until spring.
2. The Applicant shall be solely responsible for all costs associated with the construction **and/or alteration of all accesses**.
3. For accesses to Hamlet General, applicants shall obtain approval from the Planning & Development department. Planning & Development shall confer with the Operations and Utilities departments prior to approval.
4. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
5. Unless otherwise approved by Mackenzie County all accesses shall meet the standards **outlined in the GMIS** and be constructed in accordance with Mackenzie County specifications.
6. During County paving projects, accesses on Rural roads shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less
7. During County paving projects on Hamlet roads the County shall provide a 0.15m of paved apron extending from the edge of the shoulder to the property line. However, if the access has been previously paved, the County shall pave the apron to tie in the existing pavement, or property line whichever is less.
8. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
9. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
10. For accesses to Rural areas, administration may approve two accesses to a titled property. Any additional accesses will be brought to Council for consideration.

Where deemed applicable and beneficial, a shared access to agricultural lands will be encouraged.

11. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
12. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
13. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County’s municipal servicing infrastructure.
14. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.

	Date	Resolution Number
Approved	2024-11-27	24-11-
Amended		

Mackenzie County

Title	Surface Water Management Policy	Policy No.	ASB023
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Legislation Reference	
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Purpose

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

DEFINITIONS

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

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

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

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

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

Temporary Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or

is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

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

AAI – the Province of Alberta Agriculture and Irrigation.

AEP – the Province of Alberta Environment and Parks.

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

Major Agricultural Surface Water Management Channel – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of ~~majority~~ 75% of benefiting landowners.

SURFACE WATER MANAGEMENT

Guidelines

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Surface Water Management Application Form, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the ~~Surface Water Management Basin Committee~~ Agricultural Service Board for consideration and the applicant shall be provided with an initial response within ~~3-60~~ days of receiving the application.
2. Applications shall be submitted in the form contained in the form and may be required to include a survey plan showing:
 - approximate location of legal property boundaries;
 - the area to be drained by the proposed agricultural surface water management channel;
 - the alignment of the proposed agricultural surface water management channel;
 - the existing ground elevations;
 - the proposed design elevations;
 - a typical cross-section of the proposed surface water management channel; and,
 - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
 - Plan for topsoil

- Erosion control on drops and around culverts
3. In order to avoid potential conflicts, the applicant must obtain consent and signatures of all adjacent and affected landowners.
 4. For permanent and temporary agricultural surface water management channels discharging into a ditch adjacent in a undeveloped road allowance, the County's licensed ditch, or requiring a ditch to be constructed within an undeveloped road allowance, the Applicant may be required to submit an application to AEP, along with the survey plan, for approval and may be required to submit a copy of said AEP application and their approval to the County prior to their application being considered further.
 - ~~5. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to AEP, along with the survey plan, for approval and shall submit a copy of said AEP application and their approval to the County prior to their application being considered further.~~
 6. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed. Top soil shall be stripped, reapplied into ditch bottom after ditch construction and an approved grass seed be applied. All excess dirt shall be stockpiled on road allowance.
 7. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement with Mackenzie County.
 - ~~8. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.~~
 9. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.

10. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
11. ~~Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel or fixing erosion created by unapproved channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.~~

Mackenzie County Endeavour to Assist

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

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;
2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Andy Banman, Director of Operations
Title:	Bylaw 1356-24 Unauthorized Use of Municipal Land in Road Allowances

BACKGROUND / PROPOSAL:

New policies, ASB023 Surface Water Management and PW045 Rural Road and Access Construction require a bylaw to regulate the unauthorized use of County property.

The new Bylaw is attached for approval.

Additionally, if this Bylaw is approved/accepted, the fees associated with the Bylaw will appear at a later date in the Fee Schedule Bylaw.

Fees for unauthorized use of County property will be as follows:

- ROW Repairs – Cost Recovery ie: Erosion
- Equipment Rates – Cost Recovery
- Tree Clearing - \$5,000.

OPTIONS & BENEFITS:

Set a precedent for unauthorized use of County property in the form of fees.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy ASB023 Surface Water Management

Author: S Wheeler **Reviewed by:** A Banman **CAO:** D. Derksen

Policy PW045 Rural Road and Access Construction

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1356-24 being the Unauthorized Use of Municipal Land in Road Allowances for Mackenzie County.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1356-24 being the Unauthorized Use of Municipal Land in Road Allowances for Mackenzie County.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1356-24 being the Unauthorized Use of Municipal Land in Road Allowances for Mackenzie County.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1356-24 being the Unauthorized Use of Municipal Land in Road Allowances for Mackenzie County.

Author: S Wheeler **Reviewed by:** A Banman **CAO:** D. Derksen

**BYLAW NO. 1356-24
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF REGULATING UNAUTHORIZED USE OF
MUNICIPAL LAND IN ROAD ALLOWANCES**

WHEREAS pursuant to section 7(a) of the *Municipal Government Act*, R.S.A 200 c.M-26 as amended, (hereinafter referred to “the ACT”) a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

WHEREAS pursuant to the *Act*, a Council may pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public;

WHEREAS pursuant to the *Act*, a municipality has the direction, control and management of all roads within the municipality;

WHEREAS pursuant to the *Act*, a municipality may grant rights, exclusive or otherwise, with respect to its land, including land under the direction, control and management of the municipality;

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

1 SECTION – SHORT TITLE

1.1 This bylaw may be cited as the Mackenzie County “Unauthorized Use of County Property Bylaw”.

2 SECTION – PURPOSE

2.1 The purpose of this bylaw is to regulate the use of Municipal Lands and access to highways from private land and to authorize the issuance of permits for the temporary occupation or use or access to Municipal Land, including an undeveloped road allowance.

3 SECTION – DEFINITIONS

3.1 In this Bylaw, unless context otherwise requires:

- a) “Act”, means the *Municipal Government Act*, R.S.A 2000 c.M-26 as amended or repealed and replaced from time to time.
- b) “Council”, means the Council of Mackenzie County, duly assembled and acting as such.
- c) “County”, means Mackenzie County.
- d) “County Property”, means:
 - i. any property developed or used by the County as a public park, sports field, playground or recreational area;
 - ii. any undeveloped reserve land designated as reserve;
 - iii. municipal right-of-way, including highways, roads, roadways, boulevards, sidewalks, walkways, road allowances, streets, lanes, bridges, titled right-of-way, undeveloped road right-of-way, public space, water bodies, public utility lots, storm water management facilities, dry ponds;
 - iv. any property developed or designated by the County as a pathway or walking trail
 - v. any property owned and/or titled to the County, including those lands which have been developed with a building, structure or parking lot.
- e) “Order”, means an Order issued under this Bylaw in accordance with the Act.
- f) “Owner”, means a person who controls the property under consideration, holds themselves out as the person having the powers and authority of ownership or who at the relevant time exercises the powers and authority of ownership, and includes:
 - i. the person registered on title at the Land Titles Office;
 - ii. the person who is recorded as the owner of the property on the assessment roll of the County;
 - iii. a person who has purchased or otherwise acquired the property and has not become the registered owner thereof and
 - iv. a person who is the occupant of the property under a lease, license, permit or other agreement.
- g) “Person”, includes one or more individuals, partnerships, bodies corporate, unincorporated organizations, governments, government agencies, trustees, executors, administrators or other legal representatives, other than the County or its legal representatives.
- h) “Private Property”, means land owned by a person, group, corporation or other entity, not a government body.
- i) “Property”, means any lands, buildings, structures or premises or any personal property located thereupon, within the municipal boundaries of the County.
- j) “Unauthorized Use, means use of County Property, through the construction, storing, landscaping, erecting, placing or removal of anything on, in, under or over County Property, without the written approval of the County. Examples of Unauthorized Use include but are not limited to:

- i. landscaping, including the addition and/or removal of vegetation or any use that interferes with vegetation growth;
- ii. drainage facilities such as pipes, ditches or detention ponds;
- iii. digging, cutting, excavating or filling.

4 SECTION – AUTHORIZATIONS

- 4.1 The Director of Operations or Designate is authorized to issue a *Road Allowance Use Agreement* for the purpose of constructing a road and constructing an access.
- 4.2 The Director of Operations is authorized to impose any conditions or requirements on a *Road Allowance Use Agreement* he considers necessary and appropriate.
- 4.3 Should an application for a *Road Allowance Use Agreement* or *Surface Water Management Application* be refused or a *Road Construction Application* or *Access Construction Application* be deemed incomplete or inadequate by the County in its sole discretion, the applicant, and /or owner shall be responsible for the removal of the approach, culvert, debris, ditching, on or with in a municipal road allowance and the remediation of the municipal road allowance.
- 4.4 The issuance of a *Road Allowance Use Agreement* and *Surface Water Management Application* shall not relieve the applicant of any obligation to obtain any required development permit, ie: Local Timber Permit or license for any proposed use, or otherwise relieve the applicant of its obligation to comply with all County Bylaws or other laws.

5 SECTION – ENFORCEMENT

- 5.1 An Owner commits an offence under this Bylaw if that Owner participates in the following unauthorized uses:
 - a) the placement of a gate, parking area, walkway, patio, deck, fence, shed, residence, recreational vehicle, or other vehicle or structure;
 - b) landscaping;
 - c) the placement of drainage facilities such as pipes, catch basins, ditched, sumps, swales, on-site sewage disposal, detention ponds and ancillary structures;
 - d) the placement or storage building materials, stockpiles, vehicles, or other chattels in connection with the development of a structure on or off the municipal land.
- 5.2 Persons constructing permanent or temporary agricultural surface water channels without the approval of the County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel or fixing erosion created by the unapproved channel.

6 SECTION – FEES

6.1 Fees pertaining to any unauthorized use of municipal land in road allowance are established in the Fee Schedule Bylaw.

READ a first time this _____ day of _____, 2024

READ a second time this _____ day of _____, 2024.

READ a third time and finally passed this _____ day of _____, 2024.

Joshua Knelsen

Reeve

Darrell Derksen

Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Caitlin Smith, Director of Planning and Development
Title:	Bylaw 1353-24 Establishment of a Municipal Planning Commission

BACKGROUND / PROPOSAL:

Administration received a request by Council to review and update Bylaw 563-06 Establishment of a Municipal Planning Commission otherwise known as the Subdivision and Development Authorities Bylaw.

Administration has also confirmed that all Municipal Government Act section references are now accurate and up to date.

This bylaw (please see attached) is a reflection of those changes.

OPTIONS & BENEFITS:

Options are to recommend approval, not recommend approval or table for more information.

Options are to make the following motions:

Motion 1:

That first reading be given to Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

Motion 2:

That second reading be given to Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

Motion 3:

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

That third reading be considered for Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

Motion 4:

That third reading be given to Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

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 first reading be given to Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be considered for Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1353-24 to repeal and replace Bylaw 563-06 Establishment of a Municipal Planning Commission.

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

BYLAW NO. 1353-24

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

FOR THE ESTABLISHMENT OF A MUNICIPAL PLANNING COMMISSION

WHEREAS, under the provisions of the Municipal Government Act MGA Revised Statutes of Alberta 2000, being Chapter M-26 and amendments thereto, to provide for the establishment of a Subdivision Authority, a Development Authority and Municipal Planning Commission for Mackenzie County.

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

TITLE:

1. This bylaw may be cited as the **Subdivision and Development Authorities Bylaw**.

DEFINITIONS:

2. In this bylaw, unless the context otherwise requires:

“CAO” means the Chief Administrative Officer of Mackenzie County appointed by Council under Bylaw 1303-23;

“Council”, means the Council of Mackenzie County, duly assembled and acting as such;

“Land Use Bylaw” means the Current Land Use Bylaw and amendments thereto;

“Member” means a member of the Municipal Planning Commission appointed pursuant to this Bylaw;

“MGA” means the Municipal Government Act **MGA**, Revised Statutes of Alberta, 2000, C. M-26 and amendments thereto;

“MPC” means the Municipal Planning Commission as established by this Bylaw;

“Pecuniary Interest” shall have the meaning as set out in Division 6 of Part 5 of the MGA as applied and adapted in the context of this Bylaw;

“Public Member” means a person who is not a member of Council and who otherwise qualifies as an elector in Mackenzie County;

PART 1 – Subdivision Authority

Establishment

3. The Subdivision Authority for Mackenzie County is the Municipal Planning Commission for all applications for subdivision approval.

Powers and Duties

4. The Subdivision Authority has those powers and duties as set out in the MGA and any regulation thereunder.

Administration

5. The signing authority for all subdivision related matters is the CAO or delegate. ~~Chair of the Municipal Planning Commission or delegate.~~
6. When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications from that approved by the Subdivision Authority provided:
 - a. there is no increase to the number of parcels;
 - b. municipal, school or environmental reserves are not compromised;
 - c. municipal roads and standards are not compromised;
 - d. changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the MGA.

Part 2 – Development Authority

7. The Development Authority for Mackenzie County is:
 - a. The CAO or delegate, for an application for development approval which is a permitted use under the Land Use Bylaw and which complies with the requirements and regulations set out in the Land Use Bylaw.
 - b. The Municipal Planning Commission established under this Bylaw, when the application for development permit is:
 - i. A discretionary use under the Land Use Bylaw; or
 - ii. A permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw.

8. Notwithstanding Section 7, the CAO or delegate may forward any application for development approval to the Municipal Planning Commission for a decision.

Powers and Duties

9. The Development Authority has those powers and duties as set out in the MGA, the Land Use Bylaw and this Bylaw, and any regulations made thereunder.

Part 3 – Municipal Planning Commission

Establishment

10. The Municipal Planning Commission is hereby established.

Membership and Term

11. The MPC ~~Commission~~ shall consist of two (2) members of Council and three (3) Members at Large. ~~all of the members of Council.~~
12. A member of the MPC ~~Commission~~ shall not include:
 - a. a member of the Subdivision and Development Appeal Board.
13. Each member of the MPC ~~Commission~~ shall be appointed annually in conjunction with the Organizational Meeting.
14. If a member misses three (3) consecutive meetings without the authorization of the MPC ~~Commission~~, the person is disqualified and the position becomes vacant.
15. The Chairperson and Vice-Chair of the MPC ~~Commission~~ shall be appointed from among the members of the MPC ~~Commission~~.

Procedure

16. A quorum of the MPC ~~Commission~~ shall consist of a majority of the members.
17. In the absence or inability of the Chairperson to preside at an MPC meeting, the Vice-Chair shall preside; in the event or absence of both the Chair and Vice-Chair to preside at a meeting of the MPC ~~Commission~~, the members present in constituting a quorum shall elect one of its members to act ~~MGA~~ as Chairperson at that meeting.

18. The Chief Administrative Officer or delegate shall serve as Secretary to the Board, and shall:
 - a. not have a vote;
 - b. notify all members of meetings of the Commission;
 - c. notify the public pursuant to Section 195 of the MGA;
 - d. prepare and maintain a file of written minutes of the business transacted at all meetings of the Commission;
 - e. record decisions of the Commission and issue the decision and/or permit forthwith to all parties affected;
 - f. be authorized to sign on behalf of the MPC ~~Commission~~ any order, decision, approval, notice or other thing made, given or issued by the MPC ~~Commission~~;
 - g. undertake other duties as the MPC ~~Commission~~ may require in the conduct of its business.

19. In the event of a tie vote, any motion of the MPC ~~Commission~~ shall be deemed defeated.

Functions and Duties

20. The Municipal Planning Commission has the following functions and duties:
 - a. upon request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in Mackenzie County.
 - b. to serve as a Subdivision Authority pursuant to Part 17 of the MGA and of this bylaw; and
 - c. to serve as a Development Authority pursuant to Part 17 of the MGA and of this bylaw.

21. The Municipal Planning Commission shall hold meetings monthly or as required, and undertake such actions as are necessary to fulfill the powers and duties of the MPC ~~Commission~~.

22. Applications for subdivision approval shall be considered by the MPC ~~Commission~~ and either approved, with or without conditions, or refused in accordance with the MGA Part 17 and any regulations made thereunder.

23. Development permit applications referred to the MPC ~~Commission~~ shall be considered and either approved, with or without conditions, or refused in accordance with the Land Use Bylaw and the MGA Part 17 and any regulations made thereunder.

24. A decision of the Municipal Planning Commission is not considered final until notification of the decision is given in writing.

25. If a member has a pecuniary interest in the matter before the MPC ~~Commission~~, the member shall:
- a. disclose the general nature of the pecuniary interest to the MPC ~~Commission~~ prior to the MPC ~~Commission's~~ consideration of the matter;
 - b. abstain from discussion and disposition on the matter; and
 - c. leave the room in which the meeting is taking place until discussion and disposition of the matter is completed.

26. The abstention of the member and the disclosure of the member's interest shall be recorded in the minutes.

~~27. Notwithstanding Section 19(f) of this bylaw, any order, decision or approval made, given or issued by the Commission may be signed by the Chairperson or Vice Chair of the Commission.~~

~~27~~28. Bylaw No. 563/06 is hereby repealed and replaced.

READ a first time this ___ day of November, 2024.

READ a second time this ___ day of November, 2024.

READ a third time and finally passed this ___ day of November, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Caitlin Smith, Director of Planning & Development
Title:	Bylaw 1355-24 Partial Plan Cancellation and Lot Consolidation of Plan 842 0527, Block 01, Lots 13, 14 and 15 (Hamlet of Fort Vermilion).

BACKGROUND / PROPOSAL:

Administration has received an application for a partial plan cancellation and lot consolidation of Plan 842 0527, Block 01, Lots 13, 14, and 15 in the Hamlet of Fort Vermilion to create one whole lot and a single tax bill. Currently there is one dwelling on lot 14 while lots 13 and 15 are empty.

The consolidated lot will be approximately 0.30 Acres (0.12 ha).

The applicant resides within the Floodplain area in Fort Vermilion.

The applicant has been made aware that no new construction and/or improvements will take place and no permits will be issued within this area.

Policy DEV011 – Floodplain Development Restrictions states:

DEVELOPMENT APPROVAL

- 1. No new construction and/or improvements will be permitted for properties within the Floodplain.*
- 2. No permits will be issued for a rebuild within the Floodplain.*
- 3. Applications to develop interim housing within the Floodplain shall be considered as new construction and permits will therefore not be issued.*

SUBDIVISION AND ZONING CHANGES

Due to the uncertainty of future development within the Floodplain, the County discourages property owners from applying for and proceeding with subdivision and re-zoning applications for properties within the Floodplain.

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

Changing the use or ownership of a property within the Floodplain may impact eligibility for recovery assistance and must be carefully considered by the applicant.

OPTIONS & BENEFITS:

Options are to recommend approval, not recommend approval or table for more information.

COSTS & SOURCE OF FUNDING:

Current 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.

POLICY REFERENCES:

DEV011 – Floodplain Development Restrictions

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1355-24 being a partial plan cancellation and lot consolidation of Plan 842 0527, Block 01, Lots 13, 14, and 15 in the Hamlet of Fort Vermilion to create one lot, subject to public hearing input.

Author: J Wiebe Reviewed by: C Smith CAO: _____

BYLAW NO. 1355-24
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A PARTIAL PLAN CANCELLATION AND
CONSOLIDATION
IN ACCORDANCE
WITH SECTION 658 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule “A” hereto attached, be subject to cancellation, and

WHEREAS, Council of Mackenzie County has determined that Plan 842 0527, Block 01, Lots 13, 14 and 15 be consolidated; and

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

1. That Subdivision Plan 842 0527, Block 01, Lots 13, 14 and 15 as outlined in Schedule “A” hereto attached, are hereby cancelled in full and shall be consolidated as Lot 25.

READ a first time this _____ day of _____, 2024.

PUBLIC HEARING held this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time and finally passed this _____ day of _____, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

BYLAW No. 1355-24

SCHEDULE "A"



Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <u>Gary + Colleen Badger</u>

Complete only if different from Applicant

Name of Registered Owner		
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
						842 0527	1	13,14,15.

Civic Address: 4904 47 Street

Land Use Classification Amendment Proposed:

From: _____ To: _____

Reasons Supporting Proposed Amendment:

<u>consolidation of three lots into one title, to reduce tax fees.</u>
--

I have enclosed the required application fee of: 852.92 Receipt No.: 314429

Date Oct 29 2024

Registered Owner Signature

Date

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

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

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



Mackenzie County

Phone: (780) 927-3718
Fax: (780) 927-4266
Email: planning@mackenziecounty.com
www.mackenziecounty.com



Subject Property



Scale 1: 901

10 yd
10 m

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Mackenzie County - Bylaw 13XX-24 Lot Consolidation Plan 842-0527, Block 01, Lots 13, 14, 15

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Mackenzie County

Scale 1: 2,500

100 yd
100 m

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Mackenzie County - Bylaw 13XX-24 Lot Consolidation Plan 842-0527, Block 01, Lots 13, 14, 15

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Legend

- Roads
 - Roads Names
 - Railway
- Indian Reserves
- County Boundary
- Rural Addresses
- Cadastre
- Crown/Leased Land
- Hamlet Boundaries
- AMP Road Inventory
- Roads Classes
- Dimensions



Scale 1: 1,016

10 yd

10 m

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Caitlin Smith, Director of Planning and Development
Title:	2024-25 Small Community Opportunity Grant Application – Mackenzie Agriculture

BACKGROUND / PROPOSAL:

The Manager of the Regional Economic Development Initiative (REDI) has identified and presented two (2) projects for Mackenzie County to apply for through the Small Community Opportunity Grant (SCOP) as managing partner and the Northern and Regional Economic Development Program Grant (NRED) to applied for by REDI.

Marketing Agriculture and Value-added food processors in Northwest Alberta

*Mackenzie County apply for SCOP
REDI apply for NRED*

Phase 1 – Small Community Opportunity Program (2025)

Development of brand and marketing materials to update and refresh Mackenzie Agriculture. Mackenzie County would retain all materials but use REDI as project manager.

Phase 2 - Northern and Regional Economic Development Program (2025-2028)

- Create branding and packaging for local food producers
- Ten business cases for food products using agricultural ingredients from Northern Alberta
- Funding for two feasibility studies for value-added food products
- Work with local food producers on branding and packaging
- Local Food Retailers – Display Stands
- Assist Value-added food businesses in accessing new markets,
- Partners on 'Team Alberta' Stand at Future of Agriculture and Future of Food Expo in San Francisco in 2025-2027
- Create an Online Presence and platform for value-added food producers
- Video production will be created to display agriculture in Northern Alberta, and eight short sixty second each video will be developed for local producers.

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

This initiative will focus on innovative food product packaging designs that uniquely highlight the region's agricultural attributes, fostering a stronger brand identity that can attract both local and international markets.

Creating a solid marketing identity is crucial for establishing a robust foundation for agricultural commodities and value-added food products. A well-crafted brand identity enhances the visibility and appeal of locally produced foods, making them more attractive to both local and international markets.

By collaborating closely with existing producers, the initiative can highlight and preserve traditional agricultural strengths while providing a launchpad for innovative, new value-added products. This dual approach diversifies the product offerings and fosters a resilient and dynamic agricultural sector that adapts to market trends and consumer demands. This reassures us that our strong marketing identity will drive significant economic growth, elevate the region's profile, and ensure the long-term sustainability of the agricultural industry, providing a sense of reassurance about the future.

The rebrand would be similar to the branding of the *Peace Country* but for our region.

The deadline for the SCOP grant application submission is December 20, 2024 and the deadline for the NRED grant application submission is December 6, 2024.

OPTIONS & BENEFITS:

Council can approve, defeat, or TABLE the following motions or receive for information:

Motion 1:

That Mackenzie County Council direct administration to apply to the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update.

Motion 2:

That Mackenzie County Council support the application for the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update as the Managing Partner.

Motion 3:

That Mackenzie County send a letter of support to the Regional Economic Development Initiative (REDI) for the 2024-25 Northern and Regional Economic Development Program Grant.

COSTS & SOURCE OF FUNDING:

Small Community Opportunities Program (SCOP) (Eligible to \$100,000)

- Budget of \$100,000 (project only)
- Grant amount \$90,000

Author: C Smith Reviewed by: _____ CAO: D. Derksen

- 10% Matching Funds \$10,000 (Mackenzie County)
- Cost to retain REDI as project manager - \$20,000 (additional cost)
- One-year time frame

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to collaborate with REDI on the SCOP project.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County Council direct administration to apply to the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County Council support the application for the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update as the Managing Partner.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County send a letter of support to the Regional Economic Development Initiative (REDI) for the 2024-25 Northern and Regional Economic Development Program Grant.

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

Small Community Opportunity Program

2024-25 Application Guidelines



Alberta 

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Small Community Opportunity Program: 2024-25 Application Guidelines | Alberta Agriculture and Irrigation

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Contents

Background	4
Overview	4
Timelines	5
Eligibility	5
Eligible Applicants.....	5
Eligible Projects.....	5
Ineligible Projects.....	6
Examples of Eligible Projects.....	6
Funding	8
Eligible Project Costs.....	8
Ineligible Project Costs.....	8
Matching Funds.....	9
Funding Limitations.....	10
How to Apply	10
Required Documents.....	10
Applying Online.....	11
Protecting Privacy.....	11
After You Apply	11
Review Process.....	11
Project Assessment Matrix	12
After Recipients Are Selected	13
Reporting.....	13
Contact Information	13
Appendix 1 – Glossary	14
Appendix 2 – Other Government of Alberta Funding Sources	16

Small Community Opportunity Program

2024-25 Application Guidelines

Indigenous and small communities are vital to rural Alberta and our province's long-term economic prosperity. The Small Community Opportunity Program recognizes the challenges and unique opportunities these communities face. Through grant funding, it enables Indigenous and small communities, and the non-profit organizations that support them to complete local projects that have a measurable impact driving innovation and growth in rural areas.

Background

Alberta is taking a whole-government approach to economic development in the province, especially in rural areas. Actions are related to business supports, job creation, healthcare, broadband and infrastructure investment with the goal of a thriving rural Alberta. In 2021 and 2022, the Alberta government held conversations with rural Albertans and Indigenous communities on rural economic development. These insights informed the [Economic Development in Rural Alberta Plan](#) (the Plan) as well as key strategies to address the unique challenges these communities face.

The Plan is founded on guiding principles that promote innovation, diversification and sustainable economic growth and development in rural and Indigenous communities. Through five strategic directions and measurable actions, the Plan is helping ensure these communities have economic opportunities where they live. The five strategic directions include:

1. Economic development-enabling infrastructure: Identify and improve economic development enabling infrastructure to support investment and growth in rural Alberta.
2. Rural business supports and entrepreneurship: Advance entrepreneurship capacity and a culture of innovation across rural Alberta.
3. Support for labour force and skills development: Enable skills development in rural communities to enhance workforce capacity today and for the future.
4. Marketing and promoting rural tourism: Enhance rural Alberta's reputation and capacity as a diverse tourism destination.
5. Rural economic development capacity building: Enhance rural economic development through regional and targeted capacity building.

By establishing the Small Community Opportunity Program, the Alberta government is taking action to address strategic directions 2, 3, 4 and 5. Alberta's [Northern and Regional Economic Development Program](#) supports strategic directions 1 and 5. It provides funding for projects that are regionally-focused or support non-capital investments to assess the feasibility of, or maintain economic development enabling infrastructure.

Overview

The Small Community Opportunity Program (the Program) provides grants between \$20,000 and \$100,000 for Indigenous and small communities, and non-profits they work with, to build capacity in agriculture, local economic development and small business supports. The program is designed to bridge funding gaps and support capacity building projects from planning to implementation. Communities that meet the rural characteristics described in the Plan may work independently or together, and non-profit organizations may collaborate with them. Through local projects, these communities will tackle challenges and tap into opportunities to achieve sustainable growth and diversification in rural Alberta.

Applicants are encouraged to review these Guidelines and refer to the Glossary for the terms and definitions that are used. (Appendix 1)

Timelines

Dates	Activity
September 24, 2024	Application intake opens
December 20, 2024	Application intake closes
March 2025	Funding decisions

Eligibility

Eligible Applicants

Indigenous communities, Metis Settlements and small municipalities may apply for the Program if they meet the characteristics of rural communities described in the Plan, which indicates they:

- have a population less than 20,000,
- have a limited geographic proximity (approximately 100 km or further) to population centres with more than 25,000 people that could provide employment and services,
- may be remote or have in them, or around them, a significant amount of nature, natural resources, agricultural land and wilderness areas, and
- have a workforce largely focused on primary economic activity, including oil and gas, agriculture and forestry.

Eligible rural communities may work together or independently on local projects, or they may collaborate with non-profit organizations. Applicants who choose to work together to achieve project success must demonstrate that the project identifies and benefits a single location. The Program may use discretion to determine whether a project is deemed local or regional. See page 14 of the guidelines for a further definition of 'local'.

Non-profit organizations that collaborate on a project must be:

- a Non-Profit Entity incorporated under Part 9 of the Companies Act (Alberta) or the Canada Not-for-profit Corporations Act with an economic development mandate. (A federally incorporated non-profit must partner with a provincially registered non-profit.)
- a legal non-profit entity located in Alberta that is owned and controlled by an Indigenous community that has at least 51 per cent ownership. Agricultural societies are also eligible to apply. For the purposes of this Program, an "agricultural society" means:
 - an agricultural society organized under the Agricultural Societies Act (Alberta) or under The Agricultural Societies Ordinance, ONWT 1903 c17, or any earlier ordinance relating to agricultural societies, or
 - an organization designated in the Agricultural Societies Regulation as a society for purposes of the Agricultural Societies Act (Alberta).

Applicants that previously received SCOP funding are eligible to apply to the Program with another distinct project or a project that builds on the previous project while meeting the grant eligibility and sustainability requirements. The Program will not fund projects deemed to create long-term funding dependency on the Government of Alberta.

Eligible Projects

For a project to be eligible it must align with one or more of these strategic directions in the Plan:

- Rural business supports and entrepreneurship
- Support for labour force and skills development
- Marketing and promoting rural tourism
- Rural economic development capacity building.

In addition, the project must address one or more of these priority areas:

- Entrepreneurship and mentorship
- Skills development
- Small business supports
- Partnerships, interconnectivity and collaboration.

Projects must be completed within two years from the date the grant agreement between the Government of Alberta and the recipient is signed. Grant recipients must ensure their project will be sustainable beyond the two-year funding and have a measurable impact supporting, improving or enhancing one or more of the following:

- Rural and Indigenous communities
- Local economic development
- The agriculture sector.

Ineligible Projects

Projects will not be eligible for grants through the Program if they:

- focus on regional economic development
- support economic development enabling infrastructure.

Funding may be available for these types of projects through Alberta’s [Northern and Regional Economic Development Program](#).

Examples of Eligible Projects

The following examples illustrate projects that would be eligible for the Program. The list is not exhaustive and should not limit other potential projects that applicants may be considering. For guidance on a project idea, contact agi.ruraleconomicdevelopment@gov.ab.ca.

Entrepreneurship and Mentorship: Projects that advance entrepreneurship capacity and a culture of innovation across rural Alberta.

Project Type	Description	Example Projects
Capacity Building	Projects that build entrepreneurship capacity to support economic development in rural and Indigenous communities	<ul style="list-style-type: none"> o Entrepreneurship training modules, sessions o Mentorship programs o Collaborative partnerships to support entrepreneurship training and leadership development o Projects supporting innovation. For example: housing initiatives supporting rural immigrants, youth retention, etc. o Projects supporting agriculture. For example: agri literacy, youth attraction to the sector, mentoring and coaching, agritourism, etc.

Skills Development: Projects that enable skills development in rural communities to increase workforce capacity today and for the future.

Project Type	Description	Example Projects
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Skills Development Training	Projects that increase workforce capacity through leadership and skills development to enable rural, Indigenous and/or agricultural businesses to grow existing markets or access new markets	<ul style="list-style-type: none"> ○ Skills training ○ Training/workshops in innovation ○ Employment partnerships ○ Economic Development Officer training ○ Mentorship training programs ○ Collaborative partnerships to support training and leadership development ○ Occupational and safety training ○ Sector based training ○ Employee training ○ Youth training
Initiatives	Activities that build awareness of in-demand skills within the agriculture sector, rural and Indigenous communities	<ul style="list-style-type: none"> ○ Partnerships between rural businesses and organizations to host career fairs that create awareness of in-demand skills ○ Collaborations to create online awareness campaigns that create awareness of in-demand skills ○ Partnerships and collaborations that increase awareness and information about in-demand skills in agriculture

Small Business Supports: Local projects for communities to support rural small businesses in building capacity to alleviate challenges and access economic opportunities.

Project Type	Description	Example Projects
Small Business Training	Projects that provide information and training to help small rural, Indigenous and/or agriculture businesses start up and grow	<ul style="list-style-type: none"> ○ Seminars or workshops for business management ○ Leadership development ○ Human resource development ○ Business tax law training
Networking	Projects that increase networking relationships	<ul style="list-style-type: none"> ○ Events to bring multiple business owners, suppliers and financial institutions together ○ Webinars for continued networking
Economic Development Supports	Projects that hire and support economic development officers in building small business capacity and managing projects	<ul style="list-style-type: none"> ○ Training sessions/workshops for economic development officers ○ Projects led by economic development officers to train and promote activities to small businesses ○ Projects led by economic development officers to increase networks among small business owners

Partnerships, Interconnectivity and Collaborations: Local projects that build capacity and enhance rural economic development through targeted partnerships and collaborations.

Project Type	Description	Example Projects
Strategic Planning	Local projects that develop a strategy to grow the local visitor economy or local agricultural activity and sustainability	<ul style="list-style-type: none"> ○ Partnership to access community attraction ○ Impact studies for Trade Corridor development ○ Community planning
Capacity Building	Local projects that foster a collaborative rural ecosystem by demonstrating	<ul style="list-style-type: none"> ○ Cultural awareness activities

	partnerships and collaboration between businesses, communities and/or municipalities	<ul style="list-style-type: none"> ○ Promotional activities to create awareness of community resources ○ Projects that promote resource-sharing
Enhancing Communication Capabilities	Local projects to enhance communication among rural communities, Indigenous communities and organizations, and non-profit organizations	<ul style="list-style-type: none"> ○ Community/multi-community activities to connect and collaborate ○ Information sharing venues online and/or in-person ○ Community job exchange placements ○ Initiatives to promote membership in rural economic development organizations
Marketing and Promoting Rural Tourism	Local projects that enhance rural Alberta's reputation and capacity as a diverse tourism destination	<ul style="list-style-type: none"> ○ Agritourism

Funding

Applicants may apply for up to 90 per cent of their total eligible project costs, up to a maximum of \$100,000 and a minimum of \$20,000. Applicants are responsible for funding a minimum of 10 per cent of their total eligible project costs, or more if the total project exceeds \$100,000 and the applicant has requested the maximum grant amount permitted. See page 10 for examples.

Eligible Project Costs

Project costs that are eligible for the grant include:

- Skills development training
- Training equipment and supplies
- Salary expenses for new contract staff to deliver a project
- Equipment and supplies to deliver the project (computers, software, office supplies, etc.)
- Eligible travel costs for hotel, meals and mileage based on Government of Alberta [Travel, meal and hospitality expenses policy](#)
- Promotion and marketing activities related to the project
- Project administration up to 10 per cent of the total eligible project costs. See page 14 for a definition.
- Any other expense the Government of Alberta deems eligible under the Program.

Ineligible Project Costs

Project costs that are not eligible for the grant include:

- Capital infrastructure including capital assets such as a new building, machinery and technological equipment
- High school or post-secondary education to receive a diploma or degree
- Health and wellness programs
- Faith-based or political activities
- Alcohol and entertainment
- Gifts, gift cards, contests, prizes, awards, trophies and plaques
- Contingency and miscellaneous costs
- Salary expenses for existing staff
- Legal and accounting fees, federal goods and services tax (GST) and insurance

- Membership fees
- Sponsorships
- Land acquisition
- Projects that may duplicate existing economic development initiatives in the community or region that is applying for funding
- Non-arm's length transactions (e.g., payments to an affiliated organization, payments to directors/board members or their families)
- Debt reduction or interest expenses
- Lobbying or advocacy activities
- Expenses to prepare funding applications or hold committee planning meetings
- Fundraising and similar activities not related directly to the project
- Retroactive funding for costs incurred prior to submitting the Grant application
- Expenses incurred to form a new community or regional economic development organization
- Permits
- Any other cost the Government of Alberta deems ineligible under the Program.

The project must commence when the grant is distributed and be completed within two years. Large projects may receive funding installments, with the majority of the grant provided at the onset.

Matching Funds

Applicants may cover their portion of eligible project costs by matching funds from their organization with monetary payments or grants from one or more of the following:

- Municipal government
- Federal government
- For-profit enterprises, non-profit organizations and post-secondary institutions
- Private sector programs, such as corporate social responsibility initiatives.

When the application is submitted, applicants must provide evidence that all matching funds (including their own) have been received, approved, or confirmed. Applicants must include a letter from each organization that:

- Is on the appropriate letterhead
- Confirms the funding has already been secured and received, or that it is committed and approved
- Is signed by a leader with the authority to commit funds for the organization (i.e., finance officer, director or equivalent).

Please note: The Program will not accept in-kind contributions.

Matching Fund Examples

Example 1

Non Profit Organization applicant pursuing a \$120,000 project:

- Application submitted for a \$90,000 grant (the maximum grant request permitted)

Applicant must contribute \$30,000 in matching funds (more than 10 per cent of the project's value as the total project has exceeded \$100,000 and the applicant has requested the maximum grant amount permitted.) \$90,000

Cash contribution from applicant	\$15,000
Cash contribution from municipal partner	\$15,000
Total	\$120,000

Example 2

Municipality applicant pursuing a \$50,000 project:

<ul style="list-style-type: none"> Application submitted for a \$45,000 grant (90 per cent of the project's value) 	
<ul style="list-style-type: none"> Applicant must contribute \$5,000 in matching funds (10 per cent of the project's value) 	\$45,000
Cash contribution from applicant	\$2,500
Cash contribution from Federal government	\$2,500
Total Project Value	\$50,000

Funding Limitations

Small Community Opportunity Program grant recipients cannot receive any other funding for their project or related activities from the Government of Alberta or its agencies. Appendix 2 provides examples of these funding programs. This means recipients cannot 'stack' or receive multiple funding sources from the Government of Alberta or its agencies for a single project.

In addition, recipients cannot use Program funding for projects or activities that are contrary to applicable legislation or regulations. However, once the Program-funded work is complete, new activities may be supported by other funding sources from Government of Alberta or its agencies. For example, if the grant was used to develop a strategy, the activities to implement the strategy may be eligible for funding from another funding program offered by the Government of Alberta or its agencies. As well, the Program will not accept in-kind contributions.

How to Apply

Applicants can apply online until **11:59 p.m. (MST), December 20, 2024**. Before starting the application process, applicants are encouraged to review this entire guide and have supporting documents on hand. Depending on the project and applicant, some or all of the required documents listed below may be needed to complete the online questionnaire. Applicants may be asked to send the required documents to the Program to finalize their application, or before/after the signing of the grant agreement. Providing supplemental information and documentation that gives insight into the scope and viability of the project is seen as an asset.

Required Documents

- A complete budget signed by a board treasurer, financial officer or similar representative and substantiated by one or more of the following:
 - quotes
 - estimates
 - historical information
 - other relevant evidence demonstrating how the requested amount was calculated.

- The most recent audited or unaudited financial statements.
- A Municipal Council Resolution signed by authorized representatives.
- A Metis Settlement Council Resolution signed by authorized representatives of the organization.
- A Band Council Resolution with signatures from a quorum of council that authorize the project, when the applicant is a First Nation.
- Letters or documents confirming matching funds have been received or approved.
- A letter or documents from a provincial or federal regulator confirming regulatory approval has been provided if the project requires regulatory approval.
- A list of the board of directors, executive committee and/or decision-making body for each organization partnering in the application, including the individual's names, position/title, daytime phone numbers and email address.
- A letter of support signed by the local municipality for a non-profit organization and the project it will deliver with grant funding.
- Letters of partnership or a partnership agreement signed by all partners that are collaborating on the project, indicating their specific financial contributions, if applicable.

Applying Online

When beginning the online application process, applicants will create an account to access a questionnaire. Having an account allows applicants to log in and complete the questionnaire whenever it is convenient. Applicants can apply online until **11:59 p.m. (MST), December 20, 2024**, at alberta.ca/small-community-opportunity-program.

Protecting Privacy

When completing the Program Application, the Government of Alberta will collect personal information in accordance with section 33(c) of the Freedom of Information and Protection of Information and Protection of Privacy Act (the FOIP Act) (RSA 2000, C.F-25) and it will be protected under Part 2 of the Act. Any personal information that is provided in the Program Application Form and associated attachments will be used for the purpose of assessing applications made to the Program. The information collected in the Program Application Form and associated attachments will also be used to report on the success of each applicant's project, and information from all applicants will be used in aggregate to report on the success of the Grant. Should you require further information about collection, use and disclosure of personal information, please direct your questions or inquiries to the Manager, Alberta Agriculture and Irrigation by telephone at 310-FARM, by email at agi.ruraleconomicdevelopment@gov.ab.ca

After You Apply

Review Process

All application submissions go through a multi-stage review process, starting with an administrative screening to check for completeness and eligibility based on the guidelines in this document. Applicants are responsible for ensuring their application is complete and submitted prior to 11:59 (MST), December 20, 2024.

All eligible applications will be evaluated by a Program selection committee which will be comprised of representatives from the Government of Alberta and its agencies who are not administrating the Program. Committee members bring multidisciplinary expertise to the review process and are chosen based on their:

- Area of expertise
- Sector knowledge
- Economic development knowledge
- Investment and capital attraction knowledge
- Senior leadership experience.

The selection committee will evaluate all application submissions using the Project Assessment Matrix below. As the Program has limited funding, not all eligible applicants will be awarded a grant. All applicants will be notified about the status of their submission by email.

Project Assessment Matrix

Category	Criteria	Weight
Project Description / Opportunity	<p>Anticipated Outcomes</p> <p>There is evidence the project:</p> <ul style="list-style-type: none"> o addresses and supports the priorities and needs of the community and/or the industry sector, including the agriculture sector o has support from one or more communities o includes ways to grow and/or diversify the economy o creates or retains jobs during the project and/or after completion o develops and sustains partnerships and collaborations with industry, communities, First Nations and Métis communities and organizations and rural areas 	20
Alignment with Capacity Building Priorities and the Plan Strategic Directions	<p>Strategic Fit</p> <p>There is evidence the project:</p> <ul style="list-style-type: none"> o identifies tangible and measurable economic benefits o demonstrates alignment with a least one of the following priority areas: <ul style="list-style-type: none"> - entrepreneurship and mentorship - skills development - small business supports - partnerships, interconnectivity and collaboration 	20
Economic Impact	<p>Project Reach</p> <p>There is evidence the project:</p> <ul style="list-style-type: none"> o has a measurable outcome to increase the economic capacity of one or more rural or Indigenous communities (based on the 'rural' definition in the Plan) o identifies ways to create economic impact in the community or communities 	20
Budget	<p>Costs and Funding Sources</p> <p>The application submission provides:</p> <ul style="list-style-type: none"> o a completed budget with descriptions and justifications for eligible costs that will be incurred throughout the project o line-item costing o evidence the applicant's funding and any matching funds are received or approved o evidence there are no matching funds for the project or related activities from any other funding programs offered by the Government of Alberta or its agencies (Appendix 2) 	10
Management	<p>Management and Implementation Strategy</p> <p>The application submission provides:</p> <ul style="list-style-type: none"> o sound project management methodology, including milestones and critical success factors o risk identification and mitigation strategies o an implementation approach and timeline 	10
Sustainability	<p>Sustainability Measures</p> <p>There is evidence the application submission:</p> <ul style="list-style-type: none"> o clearly outlines how the project will be financially sustainable beyond the grant period o does not create a funding dependency on the Government of Alberta 	10

	<ul style="list-style-type: none"> o identifies what the expected economic impact of the project will be after the grant period and how it will be achieved 	
Agriculture Related	Agriculture Sector <ul style="list-style-type: none"> o The application supports the development of the agriculture sector in a meaningful and measurable way. 	10

After Recipients Are Selected

Successful applicants will be emailed a Grant Agreement that outlines the funding terms and conditions. It must be completed and signed by the recipient organization's authorized representative, then returned to the Government of Alberta by the deadline indicated in the email. Once received, a government representative will sign the agreement and a grant cheque will be sent to the recipient.

Grant recipients are encouraged to acknowledge the Government of Alberta as a project funder in announcement and promotional communications, such as news releases, social media posts, websites, newsletters, presentations, etc. Before making public announcements or promoting the funded project, contact the Program for guidance on recognizing the Government of Alberta and opportunities to collaborate and build public awareness.

Reporting

The Grant Agreement outlines the reporting requirements and schedule. Recipients must regularly report on the project's financial status and outcomes achieved. If the project scope or deliverables change after the Grant Agreement is in place, the recipient must contact the Program. Both parties must agree to amend the Grant Agreement to accommodate the changes.

Contact Information

Grant applicants and recipients can connect with the Alberta Small Community Opportunity Program by emailing agi.ruraleconomicdevelopment@gov.ab.ca.

Appendix 1 – Glossary

Term	Definition
90/10 Rule	A funding guideline for the Program, whereby where the applicant provides a minimum of 10 per cent of the Eligible Project Costs, and the grant provides 90 per cent to a maximum of \$90,000. If the total project exceeds \$100,000, the applicant will be required to contribute more than 10 per cent to cover the remaining costs.
Administration Costs	<p>Costs that are incurred for day-to-day operations and administration to support delivery of the project. Examples include costs such as office equipment and supplies. Existing staff are not considered administration costs and are ineligible expenses.</p> <p>Administration costs are capped at 10 per cent of the total eligible project costs.</p>
Eligible Project Cost	A cost for a project that is eligible for Program funding, as listed in the Guidelines.
Grant	Funding from the Program that is granted to a successful applicant.
Grant Agreement	<p>The legal agreement that commits a successful Rural Economic Development Capacity Building Grant applicant to the terms and conditions of the Program, including the terms under which the Grant will be paid.</p> <p>Successful applicants will receive a standardized agreement that they must sign and return within the timelines specified. Once the Government of Alberta representative has approved and signed an applicant's agreement, funding will be paid to the applicant.</p>
Local	Local refers to an area that is a neighborhood, business district, small town, or other similar area. There is normally a generally recognized name or description for this area.
Metis Settlement	A "settlement" as defined in the <i>Metis Settlements Act</i> .
Moderate Metropolitan Influence Zones	This category includes Census Subdivisions (CSD) in provinces where at least 5 per cent but less than 30 per cent of the CSDs resident employed labour force commute to work in any census metropolitan area or census agglomeration. It excludes CSDs with fewer than 40 persons in their resident employed labour force (Statistics Canada).
Municipality	<p>As listed on Municipal Affairs Municipal Profiles, including:</p> <ul style="list-style-type: none"> o Alberta incorporated municipalities recognized under the <i>Municipal Government Act</i> and <ul style="list-style-type: none"> - Cities - Towns - Villages - Municipal Districts - Counties - Summer Villages - Specialized Municipalities o Alberta Improvement Districts recognized under the <i>Municipal Government Act</i> o Alberta Special Areas as defined in the <i>Special Areas Act</i> <p>And Alberta Regional Services Commissions as defined in the <i>Municipal Government Act</i></p> <ul style="list-style-type: none"> o Controlled Corporations, as defined in the <i>Municipal Government Act</i>, with an economic development mandate.
Non-Profit Entities	Federally or provincially incorporated non-profit organizations that have been actively operating for a minimum of one year and are in good standing with required regulatory filings.
Outcome	The impacts or consequences from the products or services produced, which address the question: What has been achieved by the project?

Outcome Indicators	Specific data that tracks project success and describes observable, measurable characteristics or changes that represent the achievement. Measurement activities could include administering a follow-up procedure or knowledge test with a learner or client to determine improvement resulting from direct instruction, conducting a survey or focus group to get feedback from a targeted group. A good example of an outcome indicator: The number and percentage of learners who complete the program and increase their score by 10 or more points on pre- and post-questionnaire. A poor example: The number of learners attending the program. This is an 'output' (total number of clients) rather than an outcome indicator as it does not describe the impact the program had on the learners.
Partner	Is a collaborating organization that will have an integral role in the completion of the project.
Program	The Small Community Opportunity Program.
Regional	Regional refers to a large territory that encompasses more than one local area, has distinct characteristics and is generally recognized as a region.
Rural	<p>During engagement sessions that informed the Economic Development in Rural Alberta Plan, participants suggested the most common characteristics of rural communities include:</p> <ul style="list-style-type: none"> o a population of less than 20,000 people o limited geographic proximity to population centres over 25,000 that could provide employment and services o communities may be remote or have in them, or around them, a significant amount of nature, natural resources, agricultural land, and wilderness areas, and o a workforce largely focused on primary economic activity, including oil and gas, agriculture and forestry.

Appendix 2 – Other Government of Alberta Funding Sources

The Government of Alberta and its agencies administer a number of funding programs that support economic development projects. When applying for the Program, applicants cannot use the following programs as matching funds. This list is not exhaustive and there may be other sources not identified below. Applicants are reminded to disclose all the funding sources that have been received or approved when the application is submitted.

Program Name	Administered By
Aboriginal Business Investment Fund	Alberta Indigenous Relations
Alberta Broadband Fund in Partnership with the Universal	Alberta Technology and Innovation in partnership with the Government of Canada
Alberta Community Partnership	Alberta Municipal Affairs
Capacity Grant Program	Alberta Indigenous Opportunities Corporation
First Nations Development Fund	Alberta Indigenous Relations
Indigenous Reconciliation Initiative – Economic Stream	Alberta Indigenous Relations
Indigenous Tourism Alberta Micro Fund	Indigenous Tourism Alberta
Municipal Sustainability Initiative	Alberta Municipal Affairs
Northern and Regional Economic Development Program (NRED)	Alberta Jobs, Economy and Trade
Strategic Transportation Infrastructure Program (STIP)	Alberta Transportation and Economic Corridors
Travel Alberta - Product Development Fund	Travel Alberta
Workforce Partnership Grants	Alberta Jobs, Economy and Trade
Heritage Awareness Grants	Alberta Arts, Culture and Status of Women



Northern and Regional Economic Development Program

Program Guidelines – 2024/2025

Northern and Regional Economic Development Program Guidelines | Jobs, Economy and Trade

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Contents

Changes for 2024/2025	1
Shift in Program Priorities	1
Elimination of Program Streams	1
Project Types	1
Extended Application Period	1
Extended Project Duration	2
Revised Funding Limits	2
Background	2
A Glossary of Terms and Definitions is provided in Appendix	
1.Program Overview	2
Program Summary	2
Timelines	3
Eligibility	3
Eligible Applicants	3
Funding	4
How Grant Amounts Are Calculated	4
Funding Ratio	4
Matching Funding.....	4
Funding Limitations	5
Eligible Project Costs	5
Ineligible Project Costs	6
Project Budget	7
Areas of Funding and Examples of Eligible Projects	8
Project Assessment	11
How to Apply	12
Alberta.ca Account	12
Online Application Portal.....	12
Required Documentation	13
Submission Deadline	14
Application Review Process	14

Grant Agreement	14
Freedom of Information and Protection of Privacy Act.....	14
Contact Information.....	15
Appendix 1 – Glossary of Terms and Definitions	16
Appendix 2 – Regions	18
Appendix 3 – NRED Program Matching Funding Examples	19
Appendix 4 – Other Sources of Government of Alberta Funding	20
Small Community Opportunity Program (SCOP).....	20
Alberta Community Partnership (ACP)	20
Strategic Transportation Infrastructure Program (STIP)	20
Aboriginal Business Investment Fund (ABIF)	20
Alberta Export Expansion Program (AEEP).....	20
Alberta Indigenous Opportunities Corporation (AIOC)	20
Workforce Partnership Grants.....	20

Changes for 2024/2025

The Government of Alberta remains committed to supporting sustainable economic growth and diversification through the Northern and Regional Economic Development (NRED) Program. The 2024/2025 intake introduces several key changes aimed at enhancing the program's impact and streamlining the application process to better serve regional needs, including encouraging collaboration among stakeholders.

Shift in Program Priorities

NRED Program priorities have been redefined to focus on increasing the appeal of regions to private investors, supporting essential planning and feasibility studies, and bolstering local and regional businesses. These strategic shifts aim to drive sustainable economic growth by creating a more attractive environment for investment, laying the groundwork for future development projects, and ensuring that existing businesses can thrive and expand. The new program priorities are as follows:

- Increase investment readiness and regional attractiveness for private investment.
- Support planning and feasibility studies that lead to economic development enabling investments that boost regional growth.
- Support local and regional business and industry, including business retention and expansion.

Elimination of Program Streams

To simplify the application process, all applications will now be submitted through a single stream rather than two separate streams (previously the Regional Development stream and Northern Development and Indigenous stream). Projects and their potential impact will be compared and assessed based on project type (e.g., planning and feasibility studies, training and events, marketing and investment/regional promotion, business retention and expansion). Scoring applications based on project type will ensure that similar projects with similar scopes and impacts will be compared to one another.

Project Types

Applicants must indicate which project type their application falls under:

- Planning/Feasibility Studies
- Training or Events
- Marketing and Investment/Regional Promotion
- Business Expansion and Support Projects
- Other Projects

Extended Application Period

The application intake window for the NRED Program has been lengthened for the 2024/2025 intake. The application period will be open September 16, 2024, to December 6, 2024. This expansion provides additional time for applicants to prepare, find suitable collaborators and submit their applications.

Extended Project Duration

The maximum project length has increased from two years to three years. This increase enables applicants to plan and execute more complex initiatives.

Revised Funding Limits

Maximum and minimum grant amounts have changed. The minimum grant amount has shifted from \$20,000 to \$10,000, and the maximum grant amount has shifted from \$200,000 to \$300,000. Adjusting the minimum and maximum grant amounts allows applicants to consider a wider range of projects, from smaller initiatives to larger, more ambitious undertakings.

Background

Alberta is a resilient and diverse economic destination of choice, with talent and potential throughout all its regions. The Government of Alberta works with regions across the province to pursue common goals of economic diversification, job creation and financial well-being.

Recognizing that not all regions of Alberta have the same challenges, priorities, or access to the resources needed to accelerate economic development, Jobs, Economy and Trade (JET) provides funding for stakeholder-driven projects through the Northern and Regional Economic Development (NRED) Program. These projects enhance economic conditions and leverage regional resources to build capacity for sustainable economic development and diversification across Alberta.

NRED encourages economic development stakeholders to work together and offers an opportunity for communities and organizations to collaborate to identify and allocate resources to promising areas of regional economic development. The program is open to eligible applicants from across Alberta.

A Glossary of Terms and Definitions is provided in Appendix 1.

Program Overview

Program Summary

Eligible applicants may submit proposals that either promote regional economic prosperity or those that lay the foundation for continued economic prosperity into the future. As such, the NRED Program will support projects in all stages, from planning and readiness to implementation of previous strategies and plans.

For a project to be eligible, it must support economic development and have a clear path to achieving tangible and impactful results in one or more of the following program priorities:

- Increase investment readiness and regional attractiveness for private investment.
- Support planning and feasibility studies that lead to economic development enabling investments that boost regional growth.
- Support local and regional business and industry, including retention and expansion.

Eligible projects must not take more than three years to complete. Successful applicants will receive their funds once the grant is approved so that projects can commence immediately.

Project Types:

- Planning/Feasibility Studies: This includes market analyses, feasibility studies for new ventures and other planning activities that lay the groundwork for future development projects.
- Training or Events: Projects that focus on enhancing skills and capacity through conferences, webinars, or other training events.
- Marketing and Investment/Regional Promotion: Initiatives aimed at attracting investments, promoting the region, and improving its appeal to private investors through targeted marketing campaigns and strategies.
- Business Retention and Expansion Support: Projects that support the retention and expansion of local businesses, including initiatives that provide direct support to businesses to help them scale and become more competitive.
- Other: Projects that align with program priorities but do not fit into the above categories. These include innovative initiatives, pilot projects, research and development, and unique approaches that support investment readiness, economic development and business supports.

Timelines

Dates	Activity
September 16, 2024	Application Intake Opens
December 6, 2024	Application Intake Closes
December 2024 to January 2025	Application Review and Scoring
February and March 2025	Decisions and Funding

Eligibility

Eligible Applicants

Entities eligible to apply to the NRED Program include the following, which are further defined in Appendix 1:

- **Incorporated Non-Profits** with an economic development mandate, that have been operating for a minimum of one year and are in good standing with any provincial or federal filing requirements,
- **Municipalities,**
- **Indigenous Communities** (First Nations or Métis Settlements).

Applications from project-based collaborations are permitted provided the application is submitted by an eligible entity (listed above). This entity will be considered the “lead” and, if successful, will enter an agreement with JET on behalf of their organization and their collaborator(s).

The program is competitive, with a maximum available funding of \$3 million for this intake. Grant amounts range from \$10,000 to \$300,000, and projects must demonstrate secured or committed matching funding at the time of the application. It is expected that a combination of small and large grants will be funded.

Funding

In Budget 2024, the Government of Alberta committed a maximum of \$3 million for NRED in 2024/2025.

How Grant Amounts Are Calculated

NRED Grant Amounts are calculated using the applicable funding ratio and the total eligible project costs:

$$\text{Total Eligible Project Costs} \times \text{Funding Ratio} = \text{Grant Amount (subject to program minimum and maximum), rounded to the nearest \$100.}$$

The applicant is responsible for the remainder of the funding for their project.

Funding Ratio

- For Indigenous applicants*:
 - NRED will provide successful applicants up to 75% of total eligible project costs.
 - Total eligible project costs must be a minimum of \$13,333 (after eligibility assessment by the program)
 - Applicants must be able to match the funding requested at a minimum of 25% of the total eligible project cost.

*For an applicant to be considered Indigenous, the lead organization must either be a First Nation, a Métis Settlement, or an Indigenous-serving organization (meeting the definition of incorporated non-profit noted in the Eligible Applicants section).

- For all other applicants:
 - NRED will provide successful applicants up to 50% of total eligible project costs.
 - Total eligible project costs must be a minimum of \$20,000 (after eligibility assessment by the program).
 - Applicants must be able to match the funding requested at a minimum of 50% of the total eligible project cost.

Approved applicants are eligible to receive between \$10,000 and \$300,000 in NRED funding to support total eligible project costs. There is no maximum amount for the total project cost; however, NRED's support will not exceed \$300,000 per project.

To be eligible for funding, all projects that require regulatory approval (provincial or federal) must have those approvals in place prior to application.

Matching Funding

Matching funding is the portion of the total eligible project costs for which applicants (and their funding partners) are responsible:

$$\text{Total Eligible Project Costs} - \text{Grant Amount} = \text{Matching Funding}$$

All matching funding must be fully secured (i.e., received) or committed (i.e., approved) at the time of application. If funds have been committed, funding must be received before the end of the project or through a claim submitted at the end of the project. For additional details on these terms, please refer to the definitions in Appendix 1.

Accepted sources of matching funding for all applicants include:

- An applicant's internal funds;
- Funding from funding partners that may include for-profit enterprises, non-profit entities and post-secondary institutions;
- Donations from non-government entities;
- In-kind contributions:
 - Limited to 20% of the total eligible project costs, with a cap of \$15,000 (whichever is less),
 - In-kind contributions are subject to Program review and acceptance at the Program's discretion and may be adjusted if the applicant's valuation is deemed to be higher than market value;
- Funds from another level of government that is not provincial:
- Government of Canada;
- Municipal government that is not the applicant.

Applicants must provide evidence that all matching funds are either committed or secured at the time of application. Evidence should be provided for each source of funding (including the applicant's) and may include letters from the organizations that are providing the funds confirming that the funds are committed, secured (e.g., notice of approval or other award/funding notification), or equivalent. Letters should be provided on appropriate letterhead and signed by a person with the authority to commit funds or resources for the organization (Director or equivalent).

Funding Limitations

"Stacking" of funding from the Government of Alberta or its agencies (i.e., using multiple sources of Government of Alberta or agency funding for a single project) is not permitted.

More specifically, NRED funded projects and their activities must not receive any other funding through the Government of Alberta or Government of Alberta's agencies. Appendix 4 provides examples of other programs that applicants should be aware of. Applications will be reviewed by a committee composed of representatives from across the Government of Alberta and its agencies to ensure that there is no overlap.

If a project that was previously funded by NRED has not yet been completed and not all reporting requirements met, a subsequent follow-up project will not be eligible for NRED funding (e.g., project phases).

NRED will not fund projects that are contrary to any applicable legislation or regulation (for example, a project proposing to develop infrastructure on protected environmental land, contravening environmental protection regulations).

Eligible Project Costs

Eligible Project Costs are those that an applicant will be required to incur to ensure the successful completion of the project and are not listed as ineligible project costs.

Additionally, Eligible Project Costs are subject to the following restrictions:

- **Travel Expenses:** Allowable travel expenses within Alberta are capped at 10% of total Eligible Project Costs.
 - Eligible travel expenses include airfare (economy, with checked luggage and carry-on), intercity bus fares (economy), standard accommodation, mileage reimbursement, and rental vehicle charges for a non-luxury vehicle and fuel.
 - Travel expenses exceeding this limit are considered Ineligible Project Costs.

- Meal Costs While Attending Workshops, Seminars, and Events: Allowable costs for meals during workshops, seminars, or similar events are capped at 2.5 per cent of total eligible project costs. Meal expenses exceeding this limit are considered Ineligible Project Costs.
- The establishment and staffing of a new Economic Development Officer (EDO) role or equivalent is only eligible for NRED funding under certain conditions. Specifically, where the EDO role supports a project currently seeking NRED funding. In such cases, NRED could cover:
 - remuneration for the position for the entire duration of the project, up to a maximum of three years.
 - costs associated to the recruitment process, such as advertising or a recruitment firm, but not including the applicant's own human resources staff costs.
- NRED does not cover:
 - funding an existing EDO position in the organization.
 - recruitment costs to fill an existing but vacant EDO position.
- The NRED grant allocation for establishing and staffing a new Economic Development Officer (EDO) position is capped at \$12,500. While the total costs for the EDO position may exceed \$25,000, the contribution from NRED will only be provided at 50% and will be limited to a maximum of \$12,500. Note: only the portion of the EDO role that supports the NRED-funded project is eligible for NRED funding.

Ineligible Project Costs

Ineligible Project Costs are expenses that do not directly support the project or fall into a category that is not supported by the program. The following categories of expenses are ineligible:

- capital costs;
- core education, health and wellness and advancement of specific faith or political based activities;
- hospitality and entertainment costs (food, alcohol), aside from food and non-alcoholic beverages expenses allowed as an eligible project cost;
- gifts, gift cards, contests, prizes, awards, trophies, plaques, competition purses;
- contingency and miscellaneous costs;
- salary expenses for existing staff or proposed staff hires (existing salaries for can only be considered as an in-kind contribution);
- recruitment costs for staff;
- legal and accounting fees, federal Goods and Service Tax (GST), insurance;
- membership fees;
- sponsorship;
- re-granting;
- land acquisition;
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding;
- non-arm's length transactions (payments to an affiliated organization, payments to Directors/Board Members or their families);
- debt reduction or interest expenses;
- lobbying or advocacy activities;
- expenses related to preparation of funding applications;
- fundraising and similar activities not directly related to the project;
- retroactive funding for costs that have already been incurred prior to application submission;
- permits and licenses;
- operating costs;
- travel expenses or meal expenses that exceed the amount allowed under eligible project costs.

Please note: Only non-capital costs, as defined by Alberta Municipal Affairs, Generally Accepted Accounting Principles (GAAP), or tax classifications from the Canada Revenue Agency, are eligible. Capital costs, including large investments like infrastructure or major equipment, are not eligible.

Project Budget

A comprehensive project budget is required to apply for NRED funding. The budget will be used to determine the grant amount under consideration and ensure the financial feasibility and accountability of the proposed project. Below are the key components and requirements for the project budget:

Detailed Cost Breakdown

- **Direct Costs:** Clearly itemize all direct costs associated with the project. This includes expenses such as materials, labor, travel and other costs directly tied to project execution.
- **Indirect Costs:** List any indirect costs that are necessary for the project but not directly tied to a specific task. Examples include administrative expenses and overhead.
- **Ineligible Costs:** Ensure that no ineligible costs are included in the budget. Refer to the “Ineligible Project Costs” section for guidance.

Funding Sources and Matching Funds

- **NRED Funding Request:** Specify the amount of funding requested from NRED.
- **Matching Funds:** Identify and provide evidence of matching funds. This includes contributions from the applicant, partner organizations, other grants, and in-kind contributions. Ensure that matching funds are secured or committed at the time of application.
- **Funding Ratio:** For Indigenous applicants, NRED will provide up to 75% of total eligible project costs. For all other applicants, NRED will provide up to 50% of total eligible project costs.

Supporting Documentation

- **Quotes and Estimates:** Provide quotes, estimates, or historical data to substantiate the costs listed in the budget.
- **Letters of Commitment:** Include letters from collaborators or funding sources confirming their financial contributions.
- **In-Kind Contributions:** If in-kind contributions are included, provide a detailed valuation and evidence of these contributions.

Budget Template

- Applicants must use the provided budget template available on the online application portal. This ensures consistency and completeness in budget submissions.
- The template includes sections for direct costs, indirect costs, and funding sources and requires detailed explanations for each budget item.

Cost Categories

- **Personnel Costs:** Include salaries, wages and benefits for personnel directly involved in the project. Note that salaries for existing staff can only be used as in-kind contributions.
- **Travel Expenses:** Allowable travel expenses within Alberta are capped at 10% of total eligible project costs.
- **Workshop and Seminar Costs:** Costs for meals during workshops, seminars, or similar events are capped at 2.5% of total eligible project costs.

Budget Justification

Provide a narrative justification for each budget item, explaining why the expense is necessary for the project and how it was calculated; highlight any cost-saving measures or efficiencies that will be implemented.

Review and Approval of the Project Budget

The submitted budget will undergo a thorough review to ensure all costs are reasonable, necessary and directly related to the project.

By ensuring a detailed and accurate project budget, applicants can demonstrate the financial viability of their projects and enhance their chances of being approved for NRED funding. The budget should reflect a clear and realistic financial plan that supports the successful implementation and completion of the project.

Areas of Funding and Examples of Eligible Projects

For a project to be eligible for NRED Program funding, the application must clearly demonstrate how the project will achieve a measurable impact in supporting local and regional economic growth. Eligible projects must align with one or more of the following three program priorities and one or more of the different project types:

Increase Investment Readiness and Regional Attractiveness for Private Investment

A) *Planning/Feasibility Studies:*

Project Type	Description	Example Projects
Planning/Feasibility Studies	Projects that assess the potential for new investment opportunities and evaluate the feasibility.	<ul style="list-style-type: none"> Conducting market surveys and data analysis to identify potential sectors for investment Assessing regional competitive advantages and market gaps Feasibility studies for establishing new industrial parks or commercial zones Evaluating the viability of public-private partnership projects

B) *Marketing and Investment/Regional Promotion:*

Project Type	Description	Example Projects
Marketing and Investment/Regional Promotion	Projects that develop and implement strategies to attract private investment to the region.	<ul style="list-style-type: none"> Developing investment attraction strategies for specific sectors, or industry sectors Creating a regional investment profile aligning with provincial and federal priorities Updating a website, and developing other marketing materials and campaigns to showcase investment opportunities Organizing investment summits and trade shows to attract potential investors

C) *Training or Events:*

Project Type	Description	Example Projects
Training or Events	Projects that build the capacity of local and regional entities to attract and manage private investments.	<ul style="list-style-type: none"> • Training economic development officers in investment attraction best practices • Workshops for local and regional businesses on how to engage with potential investors • Creating resource toolkits and guides for local governments that support investment attraction without establishing new positions directly

D) *Other Projects:*

Project Type	Description	Example Projects
Other Projects	Projects that do not fit into the defined categories but contribute to investment readiness and regional attractiveness	<ul style="list-style-type: none"> • Research and development projects that lay the groundwork for future investments • Initiatives that enhance the region's ability to attract and retain private investment

Support Planning and Feasibility Studies that Lead to Economic Development Enabling Investments that Boost Regional Growth.

A) *Planning/Feasibility Studies:*

Project Type	Description	Example Projects
Planning/Feasibility Studies	Projects that assess the potential for new investment opportunities and evaluate the feasibility of proposed economic development projects	<ul style="list-style-type: none"> • Feasibility studies for establishing new business parks • Assessing the viability of development projects • Environmental impact assessments for industrial projects

B) *Training or Events:*

Project Type	Description	Example Projects
Training or Events	Projects that build the capacity of local and regional entities and provide training programs to support economic development initiatives.	<ul style="list-style-type: none"> • Hosting conferences and seminars on economic development strategies • Organizing training sessions for local and regional business owners and entrepreneurs • Conducting regional conferences to share best practices and innovations

C) *Other Projects:*

Project Type	Description	Example Projects
Other Projects	Projects that do not fit into the defined categories but contribute to economic development enabling investments	<ul style="list-style-type: none"> • Initiatives that test innovative approaches to planning and feasibility • Research projects that provide new insights into economic growth strategies

Support Local and Regional Business and Industry, including Business Retention and Expansion

A) *Business Retention and Expansion Projects:*

Project Type	Description	Example Projects
Business Retention and Expansion Projects	Projects that support the growth and expansion of local or regional businesses, including initiatives that provide direct support to businesses.	<ul style="list-style-type: none"> • Business retention and expansion surveys to identify barriers to growth • Feasibility studies for expanding community-led or non-profit business initiatives • Developing targeted support programs for at-risk businesses • Creating business attraction and retention strategies

B) *Training or Events:*

Project Type	Description	Example Projects
Training or Events	Projects that enhance the skills and capabilities of the local workforce and business owners to support business retention and expansion.	<ul style="list-style-type: none"> • Sector specific training programs and certifications that focus on niche areas not covered by existing government programs, such as advanced technology applications in specific industries • Workshops on business management and leadership that is tailored to the unique needs of regional businesses, focusing on local economic conditions and specific challenges not addressed by general government programs

C) *Other Projects:*

Project Type	Description	Example Projects
Other Projects	Projects that do not fit into the defined categories but contribute to local and regional business retention and expansion.	<ul style="list-style-type: none"> • Research projects aimed at understanding and overcoming barriers to business growth • Innovative business support initiatives that address unique regional challenges

Project Assessment

The following criteria will be used to assess all applications:

Category	Criteria	Maximum Points
Project Description / Collaboration / Opportunity	<p>Anticipated Outcomes:</p> <ul style="list-style-type: none"> The project is clearly defined. The project will grow and/or diversify the economy and addresses and supports the regional economic development priorities and needs of the community, region and/or industry sector. There is evidence of community/regional support for the project. There is evidence of direct/indirect positive economic impact during the project, and/or evidence of economic impact after project completion. Outline if the project builds on an earlier economic development project completed by the applicant (e.g., project is a subsequent phase, implementation of recommendations from a study) or if the project is part of a broader strategy for development of a region or area. If applicable, describe subsequent work or next steps for implementation that will follow completion of this project. <p>Collaboration:</p> <ul style="list-style-type: none"> Project includes or considers collaboration with industry and/or across regions/communities, e.g., projects that demonstrate formal joint applications or collaborations between public, private and non-profit sectors to broaden the impact of projects. Collaborative projects are strongly encouraged and should detail the roles and contributions of each collaborator. Evidence of collaboration, such as letters of support or agreements from collaborators, should be included in the application. 	40
Alignment with NRED Priorities	<p>Strategic Fit:</p> <ul style="list-style-type: none"> The project aligns with the Program's priorities, and evidence is provided for positive economic impacts to a community, region and/or industry sector. The project identifies tangible and measurable economic benefits. The project demonstrates alignment with at least one of the following priority areas: <ul style="list-style-type: none"> Increase investment readiness and regional attractiveness for private investment. Support planning and feasibility studies that lead to economic development enabling investments that boost regional growth. Support local and regional business and industry, including retention and expansion. 	20
Anticipated Project Impact	<p>Reach of the Project:</p> <ul style="list-style-type: none"> The project's scope is: <ul style="list-style-type: none"> Local: Business Improvement Areas, a specific district or neighbourhood, a small town, village, hamlet, or similar place; Regional: A large municipality (e.g., a city) or a project that significantly impacts a municipal district or multiple smaller communities within a region; Cross-regional: Impact across two to four municipalities; Provincial: Impact across five or more municipalities. <p>(See the Glossary of Terms and Definitions for additional information)</p> <p>Economic Impact of the Project:</p> <ul style="list-style-type: none"> Provide details of the potential direct and/or indirect economic impact that would result from successful completion of the project. Depending on the project type, this could include anticipated investment dollars, business growth, GDP growth and/or direct and indirect job creation anticipated. Include the methodology used to calculate the metrics that demonstrate the projected economic impact of the project. <p>Economic Development Potential:</p> <ul style="list-style-type: none"> Articulate how the project will advance economic development within the community, region or province, the opportunities that will be created, and how that impact will be measured. 	10
Budget (Complete the template available on the Online Application Portal)	<p>Costs:</p> <ul style="list-style-type: none"> Provide a complete description and justification of costs across eligible categories over the life of the project. <p>Contributors:</p> <ul style="list-style-type: none"> Provide evidence of all confirmed or secured collaborator contributions (including the applicants) Clearly identify if the project is leveraging co-funding opportunities with other orders of government, industry or non for profits. 	15

Category	Criteria	Maximum Points
Management and Measurement (Complete the template available on the Online Application Portal)	<p>Management and Implementation Strategy:</p> <ul style="list-style-type: none"> • Demonstrate a sound methodology to manage and deliver the project, including the identification of milestones and critical success factors, as well as resource allocation, team qualifications, project management tools, and previous experience with similar projects. • Demonstrate the mechanisms to be deployed and describe the timeframe required to successfully deliver the project. • Identify risks and methods of mitigation to ensure the project is completed during the timeframe proposed. <p>Performance Measurement Strategy:</p> <ul style="list-style-type: none"> • Provide performance indicators and rationale to support the targets. 	15
TOTAL		100

How to Apply

Applications must be submitted via the Program’s online application portal. Applicants are encouraged to access the portal early and, if required, create the necessary account credentials to submit their proposals on or before the deadline.

The online application portal has been designed and tested to work properly in the current versions of the following browsers:

- Google Chrome
- Microsoft Edge

Using other browsers is not recommended, as users may experience errors that prevent proper completion of the application.

If you have any questions or issues, please contact the program team. Additionally, refer to the Application Companion Guide for detailed instructions on the application process.

For broader economic development support, our Regional Economic Development Specialists (REDS) provide advisory services, economic information, pathfinding support, and tools and resources. More information can be found on their contact page, <https://www.alberta.ca/regional-economic-development-resources#contact>. REDS are available to provide information, coaching and advice on how to strengthen applications.

Alberta.ca Account

A basic Alberta.ca Account, used across the Government of Alberta to authenticate online users, will be required to access the portal. If you do not have an Alberta.ca Account, you will be required to create one using the link provided on the application portal. Applicants are encouraged to do this early in the process to allow sufficient time to resolve any unforeseen issues.

Once registered for a Alberta.ca Account, applicants are required to log into the portal to complete the applicant profile. Information such as the applicant’s legal name and contact details will need to be completed.

If you have any questions about creating a basic Alberta.ca Account, please visit this [website](#).

Online Application Portal

After logging in to the online application portal using your Alberta.ca Account credentials, you will be required to complete the application form, which will collect information about your organization, key contacts, and specifics

regarding the project. Blank templates for the Budget and the Management and Measurement documents, required as part of the application, are available within the portal for downloading. Once you have downloaded and completed these documents offline, you will need to upload the completed version, along with any other documents you are providing with your application when prompted.

PLEASE NOTE

As you navigate through the online application portal and complete information regarding your project, you will notice there is a line that requests you to **Select the region that best fits your project's location**.

This will help the program track statistics across Alberta, so the program can continue providing support that is responsive to the unique and evolving economic conditions in each area of our province.

You can refer to Appendix 2 to assist you in determining the region that best fits your project's location.

Required Documentation

In addition to the completion of the application form via the Program's online application portal, the following documents must also accompany the applicant's proposal and be uploaded through the portal:

- Completed Management & Measurement Template (available for download on the online application portal).
- Completed Budget Template (available for download on the online application portal).
- Letters or documents confirming matching funding has been secured or committed. Applications are ineligible without proof, in writing, that matching funding is in place and must be provided for each allocation of matching funds.
- Confirmation of in-kind contribution(s) (if it is included in the matching funds and is in the project's budget). Confirmation should be provided in writing and include the name of the organization providing the contribution, the type of contribution and value of the contribution.
- Quotes to support the proposed budget. All listed budget items must be supported/substantiated with quotes, estimates, historical information, or other relevant evidence demonstrating how the requested amount was calculated.
- Letters of support or other documents that confirm the project is supported by impacted communities.
- For an applicant that is a First Nation, a Band Council Resolution that authorizes the project.
- If funding/incentives to hire new economic development staff is included in the project and budget, the job description(s) including responsibilities of the position(s), term, and salary/wage are required.
- If the project requires regulatory approval (provincial or federal), evidence that the appropriate approval has been provided (i.e., the approval is in place at the time of application).

Submission Deadline

Applications must be submitted via the NRED Program online application portal no later than:

11:59 p.m. (MST) on December 6, 2024

(Determined from the timestamp of the application as recorded in the online application portal).

Application Review Process

Applications will be evaluated through a competitive process in alignment with the Program's criteria (see Project Assessment on pages 12 and 13 for details).

Upon submission, applications will undergo a multi-stage review process, beginning with an administrative screening of the application, which will check for completeness and eligibility under the Program Guidelines. Within the portal, the application status will remain as submitted until a final decision has been reached for all applications.

All validated applications will be reviewed by members of the Government of Alberta and/or Government of Alberta agencies who are not connected to an entity that would be eligible to apply to the Program. Panel members are chosen based on their area of expertise, senior leadership, knowledge of economic development, sector knowledge, knowledge of investment and capital attraction and for their collective ability to bring multidisciplinary expertise to the review process. This review process will be used to ensure that there is no overlap in funding of the proposed activities.

The NRED Program is competitive with a maximum amount of funding available. Meeting all the requirements for the NRED Program does not guarantee that the application will be successful and receive funding. Ineligible and unsuccessful applications will be advised of final program decisions.

Grant Agreement

Successful applicants will be provided a grant agreement for their project. The grant agreement must be signed and returned by the recipient before the deadline communicated by the program staff when the grant agreement is supplied. The grant agreement will outline the terms and conditions of support and must be signed by both parties (the recipient organization's representative and JET's representative) prior to the release of any payment. As a part of this agreement, recipients will be required to regularly report on the financial status of projects and on the outcomes achieved. The reporting schedule and requirements will be outlined in the grant agreement. Any significant variations in project scope or other requirements of the contract must be agreed to by both parties.

Freedom of Information and Protection of Privacy Act

The personal information collected through the designated online application portal for the Northern and Regional Economic Development (NRED) Program, is for the purpose of assessing the application being made to the program, to report on aggregated program statistics, and if successful, used to report on the success of each application individually and in aggregate and for compliance purposes related to the terms and conditions of the grant funding. If an opportunity is identified by the NRED Program staff, this information may additionally be shared with other Government of Alberta ministries, to determine if there is a potential to receive funding through another Government of Alberta ministry. This collection is authorized by section 33 (c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the NRED Program Administrator at 1-833-538-6733, by email at NRED.program@gov.ab.ca, or by mail at Jobs, Economy and Trade, c/o NRED Program Administrator, 8th Floor, Commerce Place, 10155 – 102 Street NW, Edmonton, AB T5J 4G8.

Contact Information

All correspondence regarding NRED, including questions, should be sent by email to:

NRED.program@gov.ab.ca

The NRED Program is also available by phone:

1-833-JET-NRED (1-833-538-6733)

Appendix 1 – Glossary of Terms and Definitions

Term	Definition
Business Improvement District	A Business Improvement District (BID) is a designated area where local businesses collaborate to manage improvements and promote economic development, enhancing the area's attractiveness and supporting local businesses.
Capital Costs	Costs which are typically large investments such as infrastructure or major equipment. Applicants should follow the regulations and standards that apply to their organization, which may include guidelines from Alberta Municipal Affairs for municipalities, the Generally Accepted Accounting Principles (GAAP) in Canada, or tax classifications from the Canada Revenue Agency. Capital costs are not eligible for support under the NRED Program.
Community	A community is a group of people, organizations, and/or municipalities that share common economic development interests and goals. This collective focuses on collaborative efforts to enhance economic growth and prosperity within their area.
Confirmed Funding	Funding provided from a source other than the NRED Program that the applicant will receive upon the fulfilment of a certain deliverable or at a certain point in time established by the funder. All matching funds must be committed or secured at the time of application.
Cross-regional	Cross-regional refers to an area that is comprised of two to four geographic areas, typically a municipality, but can include Indigenous communities, or an Urban Service Area of a Specialized Municipality, as defined by Alberta Municipal Affairs.
Grant Agreement	The legal agreement that commits a successful NRED Program applicant to the terms and conditions of the Program. Successful applicants will be provided with a standardized agreement, which they must sign and return within the timelines specified. Once JET has approved and signed an applicant's agreement, funding will be paid to the applicant.
Indigenous Communities	Indigenous communities are made up of the following: <ul style="list-style-type: none"> • Métis Settlements established under the <i>Metis Settlements Act</i>, • First Nations located in Alberta and recognized under the Federal <i>Indian Act</i> and listed on Crown-Indigenous Relations and Northern Affairs Canada's webpage and their associated Tribal Councils.
In-Kind Contributions	Valuation of a donation of time, materials or goods by companies or organizations, including use of space that supports the delivery of the project. All in-kind contributions must be fair market value.
JET	Alberta Jobs, Economy and Trade
Lead Applicant	The lead applicant is the primary contact for project-based partnerships and is the eligible entity that applies to the NRED Program for funding. If successful, the lead applicant enters into the grant agreement with JET, is responsible for the completion of the project, and will be required to regularly report on the financial status of projects and on the outcomes achieved.
Local	Local refers to an area that is a neighbourhood, business district, small town, or other similar area. There is normally a generally recognized name or description for this area.
Municipalities	As listed on the Alberta Municipal Affairs Municipal Profiles webpage, and specifically include: <ul style="list-style-type: none"> • Alberta incorporated municipalities recognized under the <i>Municipal Government Act</i>: <ul style="list-style-type: none"> - Cities, - Towns, - Villages, - Municipal Districts, - Summer Villages, - Specialized Municipalities, • Alberta Improvement Districts recognized under the <i>Municipal Government Act</i>, • Alberta Special Areas recognized under the <i>Municipal Government Act</i>, • Alberta Regional Services Commissions recognized under the <i>Municipal Government Act</i>. • Alberta Municipally Controlled Corporations recognized under the <i>Municipally Controlled Corporations Regulation</i> that has an economic development mandate.
Non-Profit Entities	Organizations, associations, or societies, with the primary purpose of economic development that are: <ul style="list-style-type: none"> • Alberta incorporated, or • Federally incorporated, who must partner with a provincially (Alberta) registered eligible entity and undertake an Alberta-based project. <p>Entities must have been actively operating for a minimum of one year and be in good standing with required filings.</p>
NRED Program	Northern and Regional Economic Development (NRED) Program.
Provincial	Provincial refers to an area that benefits anywhere from five or more regions to the entire province of Alberta.

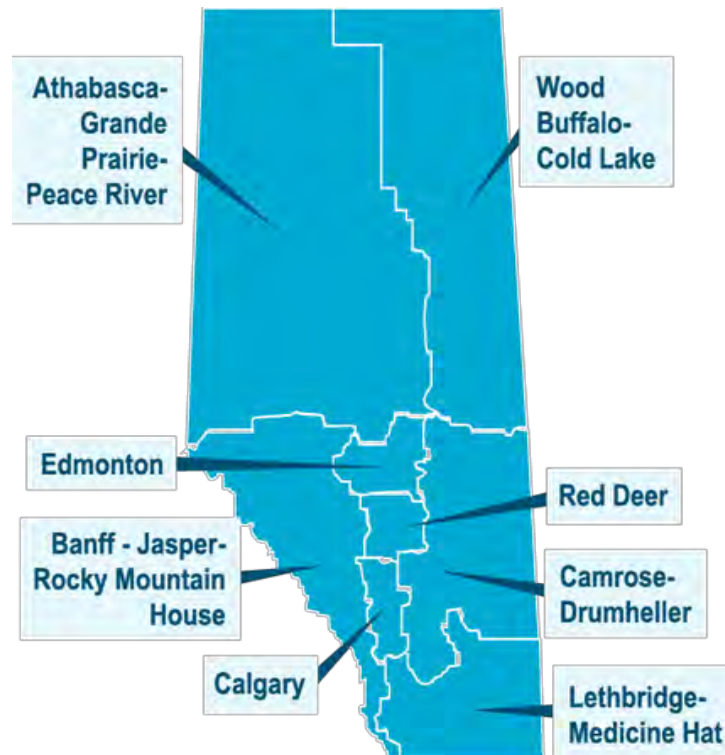
Term	Definition
Region/Regional	<p><i>For the Project Assessment scoring:</i> Regional refers to a larger area such as a large municipality (e.g., a city) or a project that significantly impacts a municipal district or multiple smaller communities within a region.</p> <p><i>For the Online Application Portal:</i> When prompted to “Select the region that best fits your project’s location”, region refers to one of the eight regions used for reporting and statistical purposes by NRED and is outlined in Appendix 2.</p>
Regional Business	A regional business operates across multiple localities within a defined geographic region, supporting economic growth, job creation, and community prosperity.
Secured Funding	Funding provided towards the project from a source other than the NRED Program, for which the applicant has met all conditions, or which has already physically received.
Urban Service Area of a Specialized Municipality	An Urban Service Area of a Specialized Municipality is a designated zone within a larger municipality that provides urban-level services and infrastructure, similar to cities or towns.

Appendix 2 – Regions

There are eight economic regions in Alberta, which are defined by Statistics Canada in their Standard Geographical Classification. NRED will use these regions to aggregate and analyze program data for purposes that include administration of the program or to provide statistical information needed to inform future program development.

Please select the appropriate region for your project. You can determine if a specific location is in a particular region by clicking on the following links and viewing the list provided:

- [Lethbridge—Medicine Hat](#)
- [Camrose—Drumheller](#)
- [Calgary](#)
- [Banff—Jasper—Rocky Mountain House](#)
- [Red Deer](#)
- [Edmonton](#)
- [Athabasca—Grande Prairie—Peace River](#)
- [Wood Buffalo—Cold Lake](#)



Appendix 3 – NRED Program Matching Funding Examples

Example 1: First Nation applicant that is pursuing a \$100,000 project assuming all costs are eligible (i.e., total eligible project costs are \$100,000)

- Application applied for an NRED grant of \$75,000 (75% of the project’s value)
- Applicant must have secured or confirmed Matching Funds of \$25,000 (25% of the project’s value)

NRED Program Grant Request	\$75,000
Cash Contribution from Applicant	\$20,000
In-Kind Contribution from Applicant	\$1,000
Cash Contribution from Municipality Partner	\$4,000
Total Project Value	\$100,000

Example 2: Municipal applicant that is pursuing a \$50,000 project assuming all costs are eligible (i.e., total eligible project costs are \$50,000):

- Application applied for an NRED grant of \$25,000 (50% of the project’s value)
- Applicant must have secured or confirmed matching funds of \$25,000 (50% of the project’s value)

NRED Program Grant Request	\$25,000
Cash Contribution from Applicant	\$20,000
In-Kind Contribution from Applicant	\$1,000
Cash Contribution from Municipality Partner	\$4,000
Total Project Value	\$50,000

Example 3: Municipal applicant that is pursuing a \$100,000 project assuming all costs are eligible and federal grant funding is included (i.e., total eligible project costs are \$100,000):

- Application applied for an NRED grant of \$50,000 (50% of the project’s value)
- Applicant must have secured or confirmed matching funds of \$50,000, including the federal grant funding (50% of the project’s value)

NRED Program Grant Request	\$50,000
Cash Contribution from Applicant	\$36,000
Federal Grant Funding	\$10,000
Cash Contribution from Municipality Partner	\$4,000
Total Project Value	\$100,000

Appendix 4 – Other Sources of Government of Alberta Funding

The following is a list of Government of Alberta sources of funding that may be applicable to economic development projects. It is provided for convenience but should not be considered an exhaustive list. If you do not meet all the eligibility criteria to apply for funding from NRED, another Government of Alberta funding program may be appropriate. You are responsible for contacting these ministries directly for any enquiries related to these programs. JET does not refer any applications made to NRED that do not meet NRED's eligibility criteria.

Applicants are reminded that all received or approved sources of funding, regardless of the source, must be disclosed.

Small Community Opportunity Program (SCOP)

Administered by Alberta Agriculture and Irrigation, the Small Community Opportunity Program (SCOP) provides grants to tackle challenges and tap into opportunities in rural areas. Indigenous and small communities, as well as non-profit groups they work with may support projects between \$20,000 and \$100,000. By building capacity in the agriculture industry and small business, these rural communities will grow their economic footprint.

[Small Community Opportunity Program | Alberta.ca](#)

Alberta Community Partnership (ACP)

Administered by Alberta Municipal Affairs, the Alberta Community Partnership (ACP) is a program designed to improve the viability and long-term sustainability of municipalities. The program is focused on projects that result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives. This can include new or enhanced regional emergency management frameworks, regional plans for emergency preparedness or disaster mitigation, and regional growth plans. ACP also includes a component to support internships for Administrators, Finance Officers and Land-Use Planners.

[Alberta Community Partnership | Alberta.ca](#)

Strategic Transportation Infrastructure Program (STIP)

Administered by Transportation and Economic Corridors, the Strategic Transportation Infrastructure Program (STIP) provides financial assistance to rural and smaller urban municipalities for developing and maintaining key transportation infrastructure. STIP supports municipalities as they complete projects that improve accessibility and the movement of goods to market, increase opportunities for economic growth and enhance safety and efficiency while extending the life of key transportation infrastructure.

[Strategic Transportation Infrastructure Program \(STIP\) | Alberta.ca](#)

Aboriginal Business Investment Fund (ABIF)

Administered by Alberta Indigenous Relations, the Aboriginal Business Investment Fund (ABIF) can partially or completely fund capital costs for Indigenous community-owned economic development projects. Projects like these improve social and economic outcomes for Indigenous Peoples and their communities.

[Aboriginal Business Investment Fund | Alberta.ca](#)

Alberta Export Expansion Program (AEEP)

The Alberta Export Expansion Program (AEEP) supports Alberta's small- and medium-sized enterprises (SMEs), industry associations, Indigenous organizations, economic development organizations and other non-profit organizations promoting Alberta exports through international travel to formal trade events. AEEP is designed to highlight Alberta's export opportunities on the global stage and support Alberta businesses to diversify into new international markets.

[Alberta Export Expansion Program | Alberta.ca](#)

Alberta Indigenous Opportunities Corporation (AIOC)

A Crown Corporation of the Government of Alberta, the Alberta Indigenous Opportunities Corporation (AIOC) exists to help Indigenous Nations and groups across our province transform ideas and innovation into action. AIOC supports Indigenous investment in natural resources, agriculture, telecommunication and transportation projects, using up to \$3 billion in loan guarantees to help make it easier to access capital, improve lending terms and make financing more affordable. AIOC aims to create economic prosperity and strengthen communities – here and now and for future generations.

[Alberta Indigenous Opportunities Corporation - Alberta Indigenous Opportunities Corporation \(theaioc.com\)](#)

Workforce Partnership Grants

Workforce Partnership grants provide funding to organizations such as employers, industry and sector associations, regional organizations and Indigenous organizations to support labour market adjustment strategies and workforce development, including initiatives to attract and retain workers through partnerships.

The Workforce Partnership Grants consists of two programs:

- Labour Market Partnerships is intended to assist industry, communities and Indigenous organizations with common labour market needs to identify, develop and support projects that enhance workplace development and labour market adjustment strategies. Effective collaboration among partners can improve their capacity to deal with workforce demands, such as improving the balance between labour supply and demand, implementing labour force adjustments, and supporting economic growth on a regional and/or provincial level.
- Workforce Attraction and Retention Partnerships is intended to assist employers, employer and industry associations to take timely and direct action to attract and retain workers. Effective partnerships will help improve and address skill and labour shortages, address workforce issues and build on activities that benefit the broader labour market.
[Workforce Partnership Grants | Alberta.ca](#)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Caitlin Smith, Director of Planning and Development
Title:	Request to use Solar and Geothermal for Development in Hamlet

BACKGROUND / PROPOSAL:

Administration has received a request from a developer to use solar panels solely for energy (power) and geothermal (solely) to heat their buildings on their lot in the hamlet of Fort Vermilion.

This is being brought forward as a request as it is a requirement in Policy DEV001 Urban Development Standards that all in hamlet development must tie into the existing natural gas line.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility provider’s current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

This is the first request of this kind in the County.

OPTIONS & BENEFITS:

Council may pass, defeat or TABLE the motion.

COSTS & SOURCE OF FUNDING:

N/R

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

COMMUNICATION / PUBLIC PARTICIPATION:

Administration will respond to the developer.

POLICY REFERENCES:

DEV001 Urban Development Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous


That Council approve the developer request to use Geothermal Energy in hamlet.

Author: C Smith Reviewed by: _____ CAO: D. Derksen

← Rosenburger Multi fa... Design 1 / System design

Simulate system Size 37.77kW Production 42,410kWh Savings

No unsaved changes




Production Bill savings

Production

Panels	Annual energy	Energy offset
83	42,410 kWh	— %

Monthly production (kWh)



Month	Production (kWh)
Jan	1,000
Feb	1,800
Mar	3,800
Apr	5,200
May	5,800
Jun	5,500
Jul	5,800
Aug	4,800
Sep	4,200
Oct	2,200
Nov	1,500
Dec	1,000

Energy usage New system production

LIDAR shading is disabled

Advanced



IQ8 and IQ8+ Microinverters

Our newest IQ8 Microinverters are the industry's first microgrid-forming, software-defined microinverters with split-phase power conversion capability to convert DC power to AC power efficiently. The brain of the semiconductor-based microinverter is our proprietary application-specific integrated circuit (ASIC), which enables the microinverter to operate in grid-tied or off-grid modes. This chip is built using advanced 55-nm technology with high-speed digital logic and has superfast response times to changing loads and grid events, alleviating constraints on battery sizing for home energy systems.



Part of the Enphase Energy System, IQ8 Series Microinverters integrate with the IQ Battery, IQ Gateway, and the Enphase App monitoring and analysis software.



Connect PV modules quickly and easily to IQ8 Series Microinverters using the included Q-DCC-2 adapter cable with plug-and-play MC4 connectors.



IQ8 Series Microinverters redefine reliability standards with more than one million cumulative hours of power-on testing, enabling an industry-leading limited warranty of up to 25 years.



IQ8 Series Microinverters are UL Listed as PV rapid shutdown equipment and conform with various regulations, when installed according to the manufacturer's instructions.

Easy to install

- Lightweight and compact with plug-and-play connectors
- Power line communication (PLC) between components
- Faster installation with simple two-wire cabling

High productivity and reliability

- Produce power even when the grid is down*
- More than one million cumulative hours of testing
- Class II double-insulated enclosure
- Optimized for the latest high-powered PV modules

Microgrid-forming

- Compliant with the latest advanced grid support**
- Remote automatic updates for the latest grid requirements
- Configurable to support a wide range of grid profiles
- Meets CA Rule 21 (UL 1741-SA) and IEEE 1547:2018 (UL 1741-SB)

NOTE:

- IQ8 Microinverters cannot be mixed with previous generations of Enphase microinverters (IQ7 Series, IQ6 Series, and so on) in the same system.
- IQ Microinverters ship with default settings that meet North America's IEEE 1547 interconnection standard requirements. Region-specific adjustments may be requested by an Authority Having Jurisdiction (AHJ) or utility representative according to the IEEE 1547 interconnection standard. An IQ Gateway is required to make these changes during installation.

*Meets UL 1741 only when installed with IQ System Controller 2 or 3.

**IQ8 and IQ8+ support split-phase, 240 V installations only.

IQ8 and IQ8+ Microinverters

INPUT DATA (DC)	UNITS	IQ8-60-2-US	IQ8PLUS-72-2-US
Commonly used module pairings ¹	W	235-350	235-440
Module compatibility	–	To meet compatibility, PV modules must be within maximum input DC voltage and maximum module I_{sc} listed below. Module compatibility can be checked at https://enphase.com/installers/microinverters/calculator .	
MPPT voltage range	V	27-37	27-45
Operating range	V	16-48	16-58
Minimum/Maximum start voltage	V	22/48	22/58
Maximum input DC voltage	V	50	60
Maximum continuous input DC current	A	10	12
Maximum input DC short-circuit current	A		25
Maximum module (I_{sc})	A		20
Oversoltage class DC port	–		II
DC port backfeed current	mA		0
PV array configuration	–	Ungrounded array; no additional DC side protection required; AC side protection requires maximum 20 A per branch circuit.	
OUTPUT DATA (AC)	UNITS	IQ8-60-2-US	IQ8PLUS-72-2-US
Peak output power	VA	245	300
Maximum continuous output power	VA	240	290
Nominal grid voltage (L-L)	V	240, split-phase (L-L), 180°	
Minimum and Maximum grid voltage ²	V	211-264	
Maximum continuous output current	A	1.0	1.21
Nominal frequency	Hz	60	
Extended frequency range	Hz	47-68	
AC short-circuit fault current over three cycles	Arms	2	
Maximum units per 20 A (L-L) branch circuit ³	–	16	13
Total harmonic distortion	%	<5	
Oversoltage class AC port	–	III	
AC port backfeed current	mA	30	
Power factor setting	–	1.0	
Grid-tied power factor (adjustable)	–	0.85 leading ... 0.85 lagging	
Peak efficiency	%	97.7	
CEC weighted efficiency	%	97	
Nighttime power consumption	mW	23	25
MECHANICAL DATA			
Ambient temperature range		-40°C to 60°C (-40°F to 140°F)	
Relative humidity range		4% to 100% (condensing)	
DC connector type		MC4	
Dimensions (H × W × D)		212 mm (8.3 in) × 175 mm (6.9 in) × 30.2 mm (1.2 in)	
Weight		1.08 kg (2.38 lbs)	
Cooling		Natural convection—no fans	
Approved for wet locations		Yes	
Pollution degree		PD3	
Enclosure		Class II double-insulated, corrosion-resistant polymeric enclosure	
Environmental category/UV exposure rating		NEMA Type 6/Outdoor	

(1) No enforced DC/AC ratio.

(2) Nominal voltage range can be extended beyond nominal if required by the utility.

(3) Limits may vary. Refer to local requirements to define the number of microinverters per branch in your area.

COMPLIANCE

Certifications

CA Rule 21 (UL 1741-SA), UL 62109-1, IEEE 1547:2018 (UL 1741-SB), FCC Part 15 Class B, ICES-0003 Class B, CAN/CSA-C22.2 NO. 107.1-01.
This product is UL Listed as PV rapid shutdown equipment and conforms with NEC 2014, NEC 2017, NEC 2020, and NEC 2023 section 690.12 and C22.1-2018 Rule 64-218 rapid shutdown of PV Systems, for AC and DC conductors, when installed according to the manufacturer's instructions.

Revision history

REVISION	DATE	DESCRIPTION
DSH-00207-3.0	February 2024	Updated the information about IEEE 1547 interconnection standard requirements.
DSH-00207-2.0	October 2023	Included NEC 2023 specification in the “Compliance” section.
DSH-00207-1.0	September 2023	Updated module compatibility specification.

Hi-MO 5m

(G2)

LR5-54HPB 400~420M

- Suitable for distributed projects
- Advanced module technology delivers superior module efficiency
 - M10 Gallium-doped Wafer
 - Integrated Segmented Ribbons
 - 9-busbar Half-cut Cell
- Excellent outdoor power generation performance
- Aesthetic appearance with all black module design



25-year Warranty for Materials and Processing



25-year Warranty for Extra Linear Power Output

Complete System and Product Certifications

IEC 61215, IEC 61730, UL 61730

ISO9001:2015: ISO Quality Management System

ISO14001: 2015: ISO Environment Management System

ISO45001: 2018: Occupational Health and Safety

IEC62941: Guideline for module design qualification and type approval

LONGI



21.5%
MAX MODULE
EFFICIENCY

0~3%
POWER
TOLERANCE

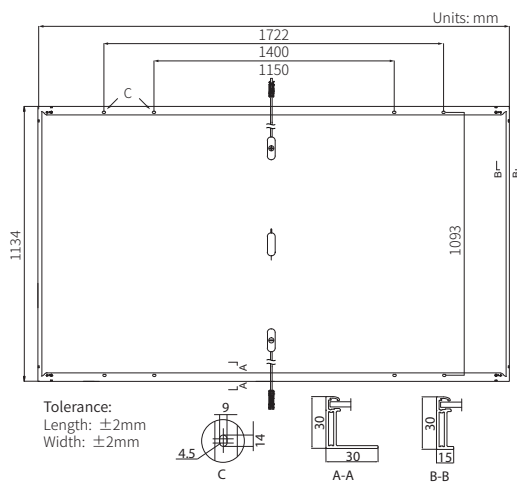
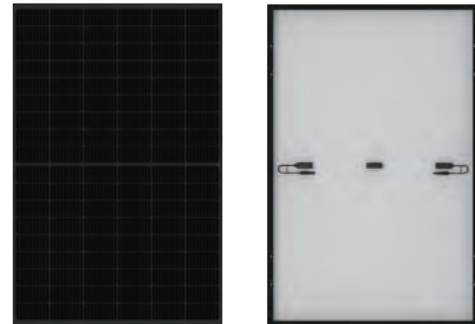
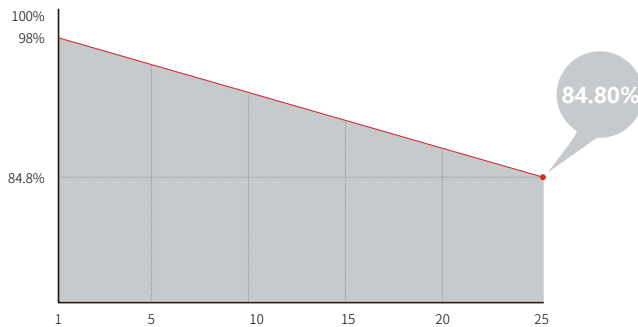
<2%
FIRST YEAR
POWER DEGRADATION

0.55%
YEAR 2-25
POWER DEGRADATION

HALF-CELL
Lower operating temperature

Additional Value

25-Year Power Warranty



Mechanical Parameters

Cell Orientation	108 (6×18)
Junction Box	IP68
Output Cable	4mm ² , ±1200mm length can be customized
Glass	Single glass, 3.2mm coated tempered glass
Frame	Anodized aluminum alloy frame
Weight	20.8kg
Dimension	1722×1134×30mm
Packaging	36pcs per pallet / 216pcs per 20' GP / 936pcs or 864pcs(Only for USA) per 40' HC

Electrical Characteristics

STC : AM1.5 1000W/m² 25°C NOCT : AM1.5 800W/m² 20°C 1m/s Test uncertainty for Pmax: ±3%

Module Type	LR5-54HPB-400M		LR5-54HPB-405M		LR5-54HPB-410M		LR5-54HPB-415M		LR5-54HPB-420M	
	STC	NOCT	STC	NOCT	STC	NOCT	STC	NOCT	STC	NOCT
Maximum Power (Pmax/W)	400	299.0	405	302.7	410	306.5	415	310.2	420	313.9
Open Circuit Voltage (Voc/V)	36.90	34.70	37.15	34.93	37.40	35.17	37.65	35.40	37.89	35.63
Short Circuit Current (Isc/A)	13.72	11.09	13.78	11.14	13.84	11.19	13.91	11.24	13.97	11.30
Voltage at Maximum Power (Vmp/V)	30.94	28.74	31.18	28.96	31.42	29.19	31.66	29.41	31.90	29.63
Current at Maximum Power (Imp/A)	12.93	10.40	12.99	10.45	13.05	10.50	13.11	10.55	13.17	10.59
Module Efficiency(%)	20.5		20.7		21.0		21.3		21.5	

Operating Parameters

Operational Temperature	-40°C ~ +85°C
Power Output Tolerance	0 ~ 3%
Voc and Isc Tolerance	±3%
Maximum System Voltage	DC1000V (IEC/UL)
Maximum Series Fuse Rating	25A
Nominal Operating Cell Temperature	45±2°C
Protection Class	Class II
Fire Rating	UL type 1 or 2 IEC Class C

Mechanical Loading

Front Side Maximum Static Loading	5400Pa
Rear Side Maximum Static Loading	2400Pa
Hailstone Test	25mm Hailstone at the speed of 23m/s

Temperature Ratings (STC)

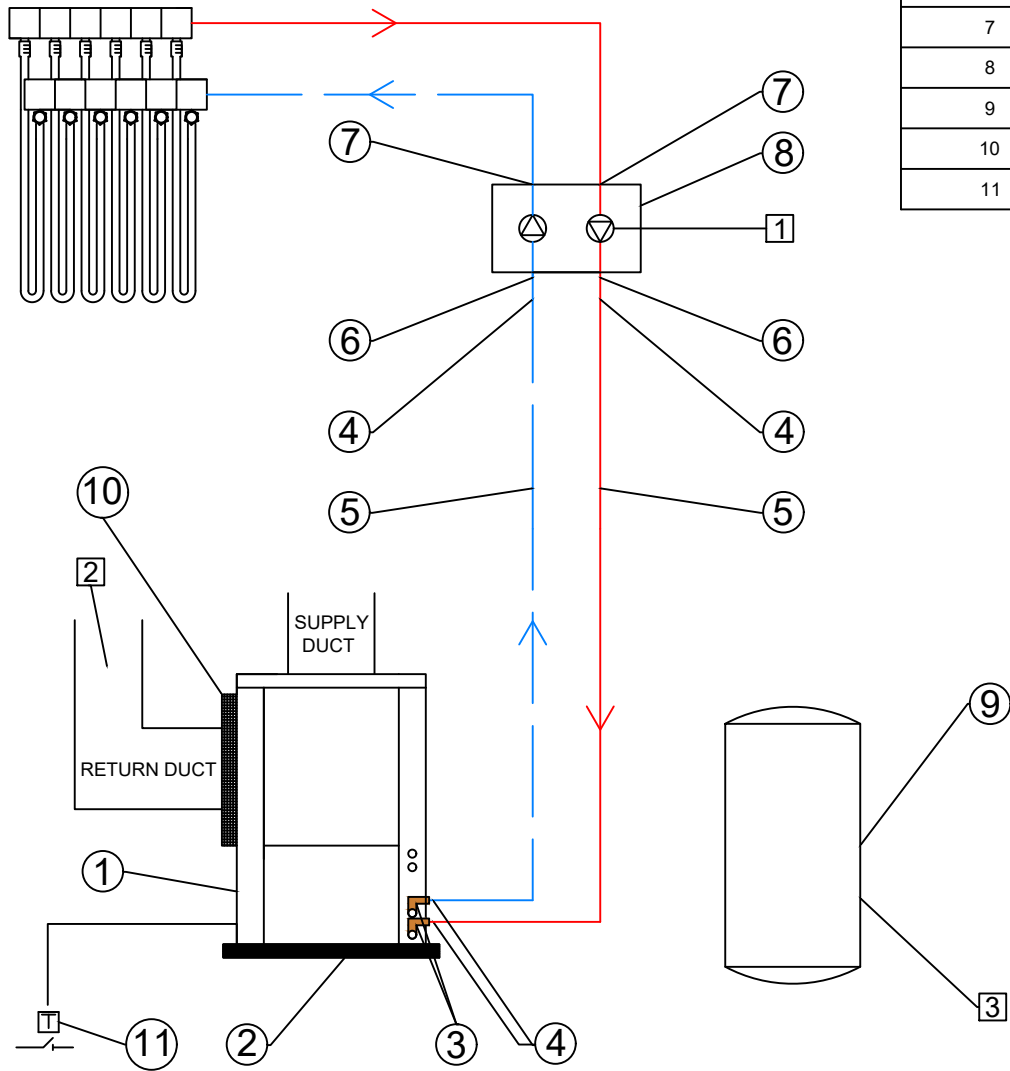
Temperature Coefficient of Isc	+0.050%/°C
Temperature Coefficient of Voc	-0.265%/°C
Temperature Coefficient of Pmax	-0.340%/°C



Premium G Work Package



GROUND LOOP



PART #	QTY	DESCRIPTION
1	1	Premium G Forced Air Heat Pump
2	1	Premium Rubber Sound Vibration Pad
3	1	Bronze Elbow 1" MPT x 1" Insert, Tapped 1/4" w/ 2 P/T Plugs (BME44PT-2)
4	4	1 1/4" Marine Hose Clamp (HSCLAMP5)
5	Field Length	Rubber Connection Hose 1" ID x 1' Long - 300 PSI W.P. (PSRH4-1)
6	1	Composite 1 1/4" x 1" Double O-Ring By Insert (GL4INS-CB)
7	1	Flo-Link x 1 1/4" HDPE Fusion Connection (Comes w/ Flow Center)
8	2	Flo-Link Flow Center w/ Grundfos 3 Speed Pump(s) (FC1-3SP/FC2-3SP)
9	1	Rheem Air Source DHW Tank
10	1	Electrostatic Filter For Heat Pump
11	1	3H, 2C Thermostat

NOTES

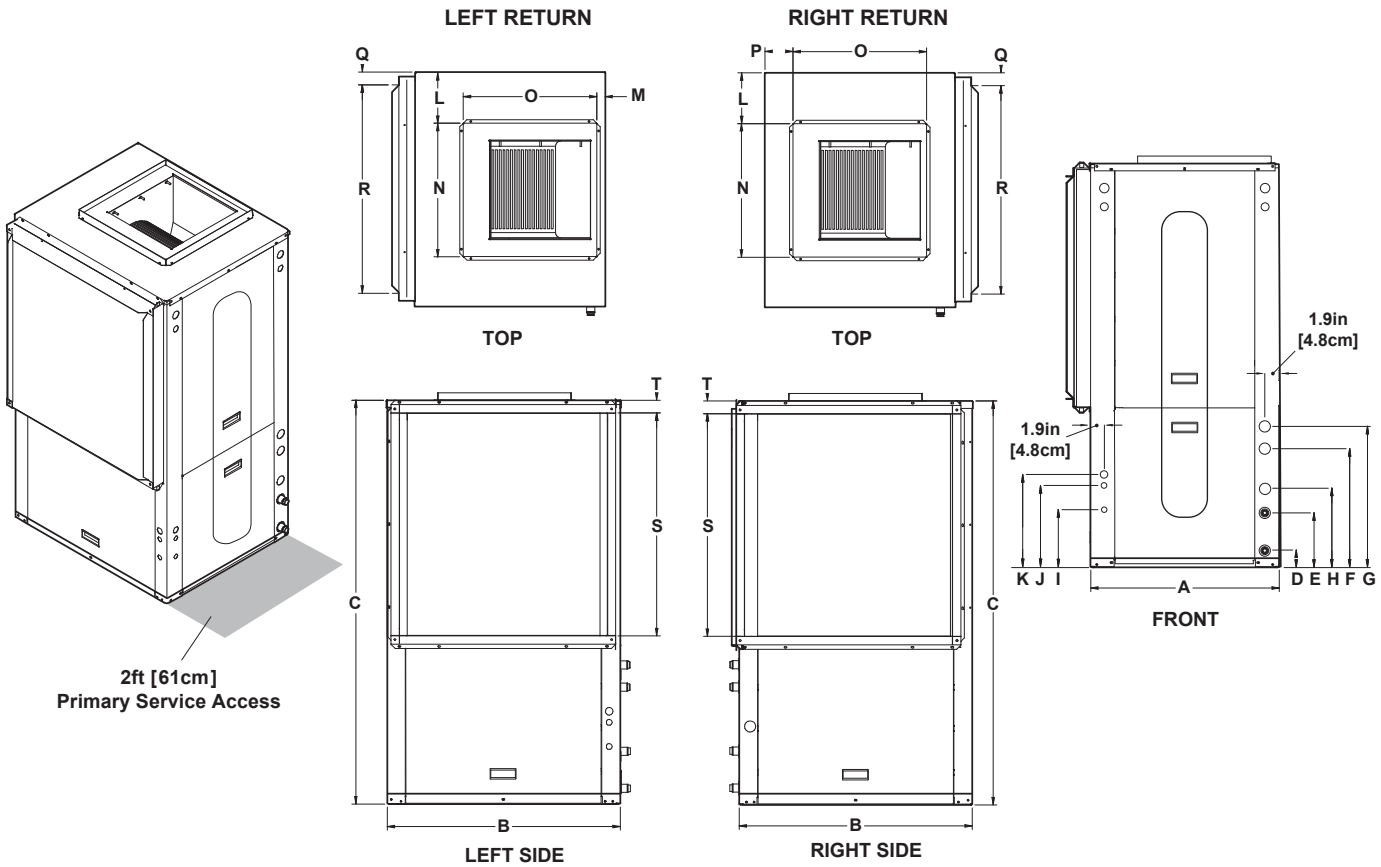
- 1 Dual Pump Flo-Link Flow Center Required For Units 4 Ton and Above
- 2 Units Available In Both Right and Left Return
- 3 See Venting Requirements in Spec Manual
- 4 Parts 3,6 and 7 Come In Sets of 2



Premium G Flow Diagram

Vertical Dimensional Data

Top Air Discharge



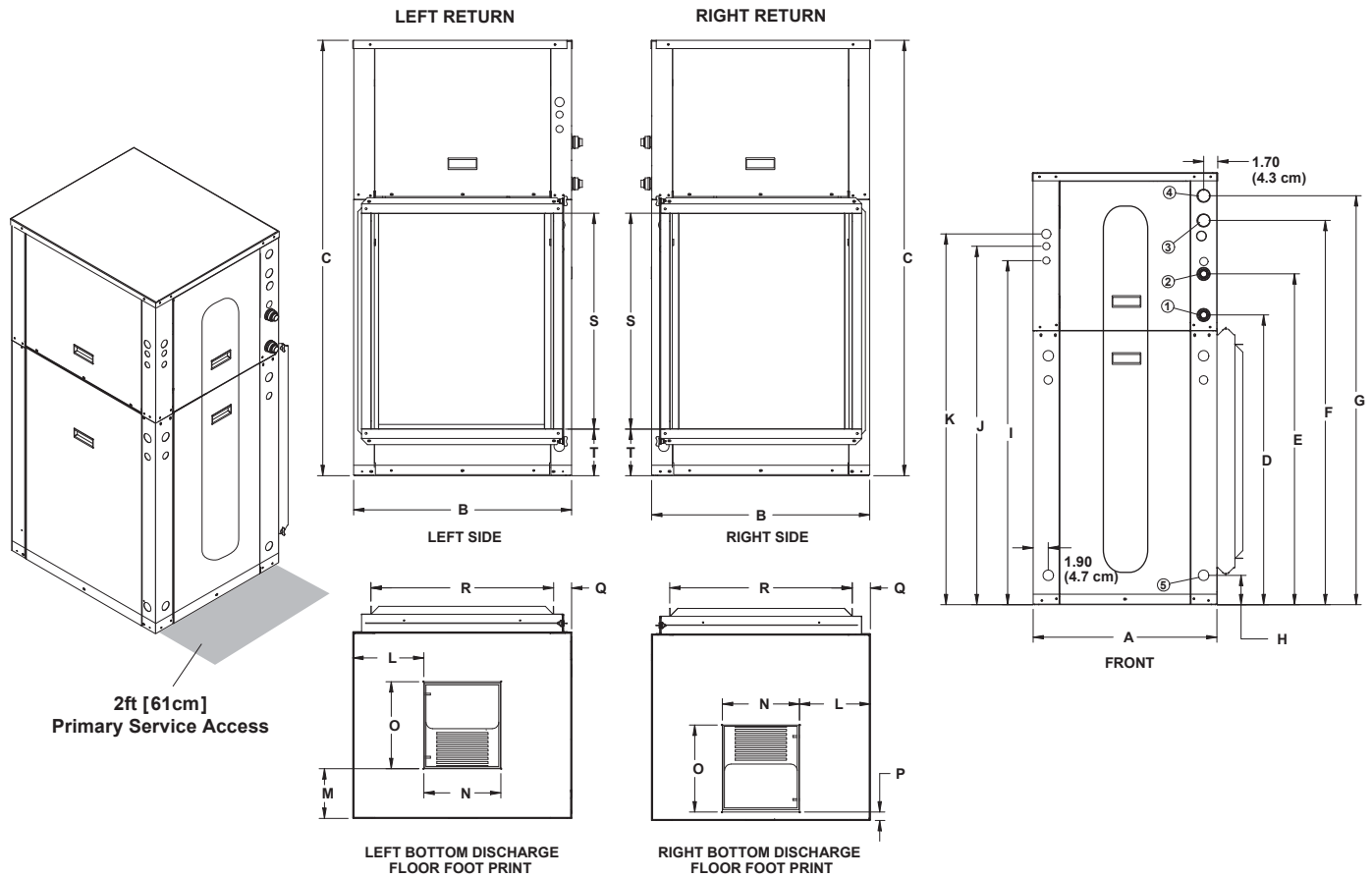
Vertical Top Flow Model	Overall Cabinet			Water Connections							Electrical Connections			Discharge Connection duct flange installed (±0.10 in)					Return Connection using std deluxe filter rack (±0.10 in)				
	A	B	C	D	E	F	G	H	Loop Water FPT	HWG FPT	I 3/4 in. cond	J 1/2 in. cond	K 1/2 in. cond	L	M	N	O	P	Q	R	S	T	
	Width	Depth	Height	Loop In	Loop Out	HWG In	HWG Out	Condensate			Power Supply	Ext Pump	Low Voltage			Supply Width	Supply Depth			Return Depth	Return Height		
012	in.	22.2	22.5	34.5	2.3	5.3	11.9	14.9	8.6	1 in.	1 in.	6.9	9.4	11.7	6.1	3.7	10.0	10.0	0.7	2.4	18.1	14.2	1.7
	cm.	56.4	57.2	87.6	5.9	13.5	30.2	37.8	21.8	Swivel	Swivel	17.5	23.9	29.7	15.5	9.4	25.4	25.4	1.8	6.1	46.0	36.1	4.3
018	in.	22.5	26.5	39.4	2.3	5.3	13.4	16.4	9.6	1 in.	1 in.	6.9	9.4	11.7	6.3	0.7	14.0	14.0	2.7	2.3	22.0	18.0	2.0
	cm.	57.2	67.3	100.1	5.8	13.5	34.0	41.7	24.4	Swivel	Swivel	17.5	23.9	29.7	16.0	1.8	35.6	35.6	6.9	5.8	55.9	45.7	5.1
022-030	in.	22.5	26.5	48.5	2.0	7.0	13.5	16.5	10.2	1 in.	1 in.	9.5	12.1	14.3	6.1	0.8	14.0	14.0	4.4	1.7	22.2	26.0	1.7
	cm.	57.2	67.3	123.2	5.1	17.8	34.3	41.9	25.9	Swivel	Swivel	24.1	30.7	36.3	15.5	2.0	35.6	35.6	11.2	4.3	56.4	66.0	4.3
036-038	in.	25.6	31.6	50.4	2.3	7.3	15.9	18.9	10.6	1 in.	1 in.	9.5	12.1	14.3	6.9	1.1	18.0	18.0	3.8	1.7	28.1	26.0	1.7
	cm.	65.0	80.3	128.0	5.8	18.5	40.4	48.0	26.9	Swivel	Swivel	24.1	30.7	36.3	17.5	2.8	45.7	45.7	9.7	4.3	71.4	66.0	4.3
042-049	in.	25.6	31.6	54.4	2.3	7.3	15.9	18.9	10.6	1 in.	1 in.	9.5	12.1	14.3	6.9	1.1	18.0	18.0	3.8	1.7	28.1	30.0	1.7
	cm.	65.0	80.3	138.2	5.8	18.5	40.4	48.0	26.9	Swivel	Swivel	24.1	30.7	36.3	17.5	2.8	45.7	45.7	9.7	4.3	71.4	76.2	4.3
060-072	in.	25.6	31.6	58.4	2.3	7.3	15.9	18.9	10.6	1 in.	1 in.	9.5	12.1	14.3	6.9	1.1	18.0	18.0	3.8	1.7	28.1	34.0	1.7
	cm.	65.0	80.3	148.3	5.8	18.5	40.4	48.0	26.9	Swivel	Swivel	24.1	30.7	36.3	17.5	2.8	45.7	45.7	9.7	4.3	71.4	86.4	4.3

Condensate is 3/4 in. PVC female glue socket and is switchable from side to front
 Unit shipped with deluxe 2 in. (field adjustable to 1 in.) duct collar/filter rack extending from unit 3.25 in. and is suitable for duct connection.
 Discharge flange is field installed and extends 1 in. [25.4 mm] from cabinet
 Decorative molding and/or water connections extend 1.2 in. [30.5 mm] beyond front of cabinet.
 Models 012 and 018 do not include decorative molding on front of cabinet.

7/11/13

Vertical Dimensional Data cont.

Bottom Air Discharge

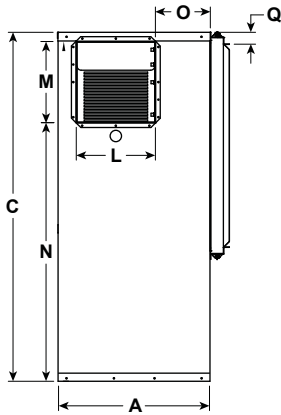
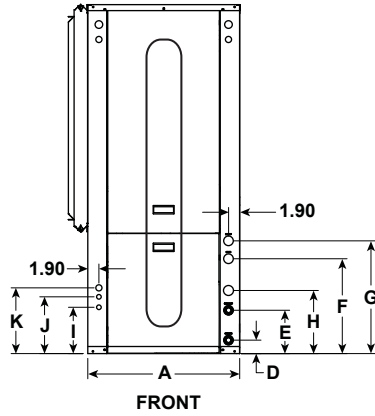
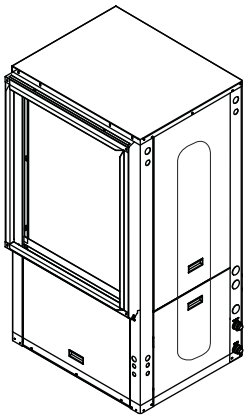


Bottom Flow Models	Overall Cabinet			Water Connections							Electrical Knockouts			Discharge Connection duct flange installed (±0.10 in)					Return Connection using std deluxe filter rack (±0.10 in)				
				1	2	3	4	5			I 3/4 in. cond	J 1/2 in. cond	K 1/2 in. cond										
	A Width	B Depth	C Height	D In	E Out	F HWG In	G HWG Out	H Con- densate	Loop Water FPT	HWG FPT	Power Supply	Ext Pump	Low Voltage	L	M	N Supply Width	O Supply Depth	P	Q	R Return Depth	S Return Height	T	
022-	in.	22.5	26.5	52.5	35.3	40.2	46.7	49.7	3.6	1 in.	1 in.	41.9	43.6	45.1	8.6	6.0	9.3	10.5	1.0	2.2	22.2	26.0	5.6
030	cm.	57.2	67.3	133.4	89.7	102.1	118.6	126.2	9.1	Swivel	Swivel	106.4	110.7	114.6	21.8	15.2	23.6	26.7	2.5	5.6	56.4	66.0	14.2
036-	in.	25.5	31.5	62.5	43.4	48.4	57.0	60.0	3.6	1 in.	1 in.	48.9	50.8	52.2	9.1	4.8	13.4	13.6	1.5	1.8	28.1	34.0	5.6
072	cm.	64.8	80.0	158.8	110.2	122.9	144.8	152.4	9.1	Swivel	Swivel	124.2	129.0	132.6	23.1	12.2	34.0	34.5	3.8	4.6	71.4	86.4	14.2

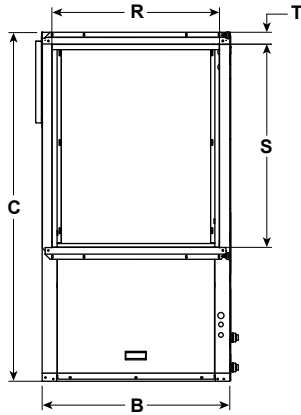
Condensate is 3/4 in. PVC female glue socket and is switchable from side to front
 Vertical bottom flow unit shipped with deluxe 2 in. (field adjustable to 1 in.) duct collar/filter rack extending from unit 3.25 in. and is suitable for duct connection.
 Decorative molding and/or water connections extend 1.2 in. (30.5mm) beyond front of cabinet. 7/11/13

Vertical Dimensional Data cont.

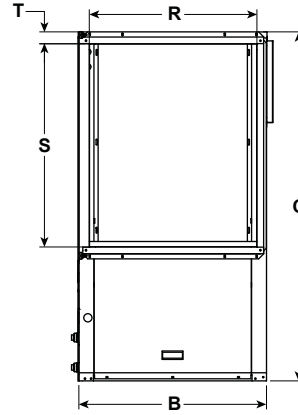
Rear Air Discharge



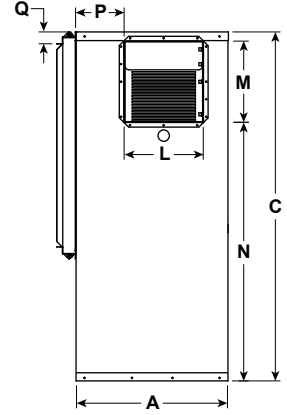
**REAR VIEW
LEFT RETURN**



**SIDE VIEW
LEFT RETURN**



**SIDE VIEW
RIGHT RETURN**



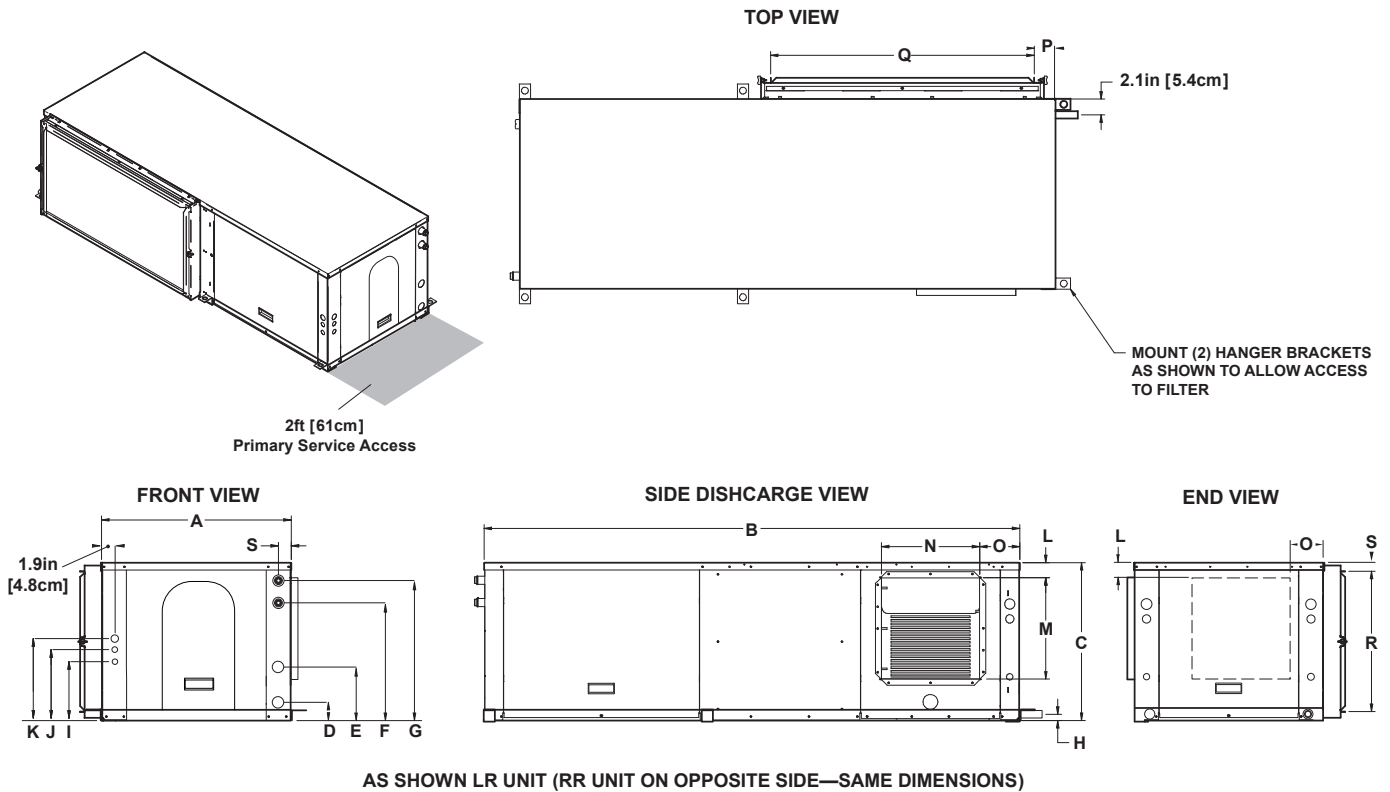
**REAR VIEW
RIGHT RETURN**

Vertical Rear Discharge Models	Overall Cabinet			Water Connections							Electrical Connections			Discharge Connection duct flange installed (±0.10 in)					Return Connection using std deluxe filter rack (±0.10 in)				
	A	B	C	D	E	F	G	H	Loop Water FPT	HWG FPT	I	J	K	L	M	N	O	P	Q	R	S	T	
	Width	Depth	Height	Loop In	Loop Out	HWG In	HWG Out	Condensate			3/4 in. cond Power Supply	1/2 in. cond Ext Pump	1/2 in. cond Low Voltage										Supply Width
042-	in.	25.6	31.6	54.4	2.3	7.3	15.9	18.9	10.6	1"	1 in.	9.5	12.1	14.3	13.3	13.6	39.4	9.1	8.1	1.7	28.1	30.0	1.7
049	cm.	65.0	80.3	138.2	5.8	18.5	40.4	48.0	26.9	Swivel	Swivel	24.1	30.7	36.3	33.8	34.5	100.1	23.1	20.6	4.3	71.4	76.2	4.3
060-	in.	25.6	31.6	58.4	2.3	7.3	15.9	18.9	10.6	1"	1 in.	9.5	12.1	14.3	13.3	13.6	43.4	9.1	8.1	1.7	28.1	34.0	1.7
072	cm.	65.0	80.3	148.3	5.8	18.5	40.4	48.0	26.9	Swivel	Swivel	24.1	30.7	36.3	33.8	34.5	110.2	23.1	20.6	4.3	71.4	86.4	4.3

Condensate is 3/4 in. PVC female glue socket and is switchable from side to front
 Unit shipped with deluxe 2 in. (field adjustable to 1 in.) duct collar/filter rack extending from unit 3.25 in. and is suitable for duct connection.
 Discharge flange is field installed and extends 1 in. [25.4mm] from cabinet
 Decorative molding and/or water connections extend 1.2 in. [30.5mm] beyond front of cabinet.

7/11/13

Horizontal Dimensional Data



Horizontal Model	Overall Cabinet			Water Connections							Electrical Connections			Discharge Connection duct flange installed (± 0.10 in)				Return Connection using std deluxe filter rack (± 0.10 in)				
	A	B	C	D	E	F	G	H	Loop Water FPT	HWG FPT	I 3/4 in. cond Power Supply	J 1/2 in. cond Ext Pump	K 1/2 in. cond Low Voltage	L	M	N	O	P	Q	R	S	
	Width	Depth	Height	In	Out	HWG In	HWG Out	Condensate						Supply Height	Supply Depth			Return Depth	Return Height			
012	in.	22.5	44.0	17.3	2.3	5.3	11.9	14.9	8.0	1 in.	1 in.	6.9	9.5	11.7	4.1	7.3	9.7	5.8	1.7	17.8	14.6	1.4
	cm.	57.2	111.8	43.9	5.8	13.5	30.2	37.8	20.3	Swivel	Swivel	17.5	24.1	29.7	10.4	18.5	24.6	14.7	4.3	45.2	37.1	3.6
018	in.	22.5	53.0	19.3	2.3	5.3	13.8	16.8	8.0	1 in.	1 in.	6.9	9.5	11.7	1.8	10.5	9.5	8.2	2.2	21.8	16.5	1.5
	cm.	57.2	134.6	49.0	5.8	13.5	35.1	42.7	20.3	Swivel	Swivel	17.5	24.1	29.7	4.6	26.7	24.1	20.8	5.6	55.4	41.9	3.8
022-030	in.	22.5	63.0	19.3	2.0	7.0	13.5	16.5	0.8	1 in.	1 in.	9.5	12.1	14.3	2.3	10.5	9.4	5.8	2.8	30.5	16.9	1.3
	cm.	57.2	160.0	49.0	5.1	17.8	34.3	41.9	2.0	Swivel	Swivel	24.1	30.7	36.3	5.8	26.7	23.9	14.7	7.1	77.5	42.9	3.3
036-038	in.	25.6	72.0	21.3	2.3	7.3	15.9	18.9	0.8	1 in.	1 in.	9.5	12.1	14.3	SEE	13.6	13.2	SEE	2.8	35.5	18.9	1.3
	cm.	65.0	182.9	54.1	5.8	18.5	40.4	48.0	2.0	Swivel	Swivel	24.1	30.7	36.3	CHART	34.5	33.5	CHART	7.1	90.2	48.0	3.3
042-049	in.	25.6	77.0	21.3	2.3	7.3	15.9	18.9	0.8	1 in.	1 in.	9.5	12.1	14.3	SEE	13.6	13.2	SEE	2.8	40.4	18.9	1.3
	cm.	65.0	195.6	54.1	5.8	18.5	40.4	48.0	2.0	Swivel	Swivel	24.1	30.7	36.3	CHART	34.5	33.5	CHART	7.1	102.6	48.0	3.3
060-072	in.	25.6	82.0	21.3	2.3	7.3	15.9	18.9	0.8	1 in.	1 in.	9.5	12.1	14.3	SEE	13.6	13.2	SEE	2.8	45.4	18.9	1.3
	cm.	65.0	208.3	54.1	5.8	18.5	40.4	48.0	2.0	Swivel	Swivel	24.1	30.7	36.3	CHART	34.5	33.5	CHART	7.1	115.3	48.0	3.3

Condensate is 3/4 in. PVC female glue socket and is switchable from side to front
 Unit shipped with deluxe 2 in. (field adjustable to 1 in.) duct collar/filter rack extending from unit 3.25 in. and is suitable for duct connection.
 Discharge flange is field installed and extends 1 in. [25.4mm] from cabinet
 Decorative molding and/or water connections extend 1.2 in. [30.5mm] beyond front of cabinet.
 Models 012 and 018 do not include decorative molding on front of cabinet.

7/11/13

Units Not Shown Above		L	O
Right Return End Discharge	in	2.8	4.6
	cm	7.1	11.8
Right Return Side Discharge	in	4.9	6.9
	cm	12.4	17.5
Left Return End Discharge	in	4.9	7.6
	cm	12.4	19.4
Left Return Side Discharge	in	2.8	6.9
	cm	7.1	17.5

Physical Data

Single Speed

Model		SINGLE SPEED								
		012	018	022	030	036	042	048	060	070
Compressor (1 each)		Rotary			Scroll					
Factory Charge R410a, oz [kg] (Aluminum tube and fin air coil)	Vertical	36 [1.02]	42 [1.19]	56 [1.58]	64 [1.81]	82 [2.32]	84 [2.38]	92 [2.60]	112 [3.17]	134 [3.79]
Factory Charge R410a, oz [kg] (Aluminum tube and fin air coil)	Horizontal	36 [1.02]	48 [1.36]	54 [1.53]	64 [1.81]	76 [2.15]	84 [2.38]	92 [2.60]	88 [2.49]	110 [3.11]
Factory Charge R410a, oz [kg] (Copper tube/Aluminum fin air coil)	Vertical	42 [1.19]	40 [1.13]	62 [1.76]	80 [2.26]	84 [2.38]	92 [2.60]	100 [2.83]	120 [3.40]	150 [4.25]
Factory Charge R410a, oz [kg] (Copper tube/Aluminum fin air coil)	Horizontal	42 [1.19]	40 [1.13]	60 [1.70]	80 [2.26]	84 [2.38]	92 [2.60]	100 [2.83]	120 [3.40]	122 [3.46]
Blower Motor & Blower										
Blower Motor Type/Speeds	VS ECM	n/a	Variable Speed ECM							
	5-Spd ECM	n/a	n/a	5 Speed ECM						
	PSC	PSC - 4 Speeds	PSC - 3 Speeds							
Blower Motor- hp [W]	VS ECM	n/a	1/2 [373]	1/2 [373]	1/2 [373]	1/2 [373]	1/2 [373]	1/2 [373]	1 [746]	1 [746]
	5-Spd ECM	n/a	n/a	1/2 [373]	1/2 [373]	1/2 [373]	1 [746]	1 [746]	1 [746]	1 [746]
	PSC	1/10 [75]	1/6 [134]	1/5 [149]	1/3 [249]	1/2 [373]	1/2 [373]	1/2 [373]	1 [746]	1 [746]
High Static Blower Motor - hp [W]	VS ECM	n/a	n/a	n/a	n/a	1 [746]	1 [746]	1 [746]	n/a	n/a
	PSC	n/a	n/a	1/ [249]	1/3 [249]	1/2 [373]	3/4 [560]	3/4 [560]	n/a	n/a
Blower Wheel Size (Dia x W), in. [mm]	VS ECM & 5-Spd ECM	n/a	9 x 7 [229 x 178]	9 x 7 [229 x 178]	9 x 7 [229 x 178]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]
	PSC	6 x 8 [152 x 203]	9 x 7 [229 x 178]	9 x 7 [229 x 178]	9 x 7 [229 x 178]	10 x 10 [254 x 254]	10 x 10 [254 x 254]	10 x 10 [254 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]
High Static Blower Wheel Size (Dia x W), in. [mm]	VS ECM	n/a	n/a	n/a	n/a	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	n/a	n/a
	PSC	n/a	n/a	9 x 7 [229 x 178]	9 x 7 [229 x 178]	10 x 10 [254 x 254]	10 x 10 [254 x 254]	10 x 10 [254 x 254]	n/a	n/a
Coax and Water Piping										
Water Connections Size - Swivel - in [mm]		1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]
HWG Connection Size - Female Sweat I.D. - in [mm]		n/a	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]
Coax & Piping Water Volume - gal [l]		0.35 [1.3]	0.40 [1.5]	0.7 [2.6]	1.0 [3.8]	1.3 [4.9]	1.3 [4.9]	1.6 [6.1]	1.6 [6.1]	2.3 [8.7]
Vertical										
Air Coil Dimensions (H x W), in. [mm]		16 x 16 [406 x 406]	19 x 20 [483 x 508]	24 x 20 [610 x 542]	28 x 20 [711 x 542]	28 x 25 [711 x 635]	32 x 25 [813 x 635]	32 x 25 [813 x 635]	36 x 25 [914 x 635]	36 x 25 [914 x 635]
Air Coil Total Face Area, ft2 [m2]		1.8 [0.167]	2.6 [0.242]	3.3 [0.310]	3.9 [0.362]	4.9 [0.451]	5.6 [0.570]	5.6 [0.570]	6.3 [0.641]	6.3 [0.641]
Air Coil Tube Size, in [mm]		3/8 [9.5]	5/16 [7.9]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]
Air Coil Number of rows		3	3	3	3	3	3	3	4	4
Filter Standard - 2" [51mm]		16 x 20	20 x 24	28 x 24	28 x 24	28 x 30	32 x 30	32 x 30	36 x 30	36 x 30
Pleated MERV11 Throwaway, in [mm]		[406 x 508]	[508 x 610]	[712 x 610]	[712 x 610]	[712 x 762]	[813 x 762]	[813 x 762]	[914 x 762]	[914 x 762]
Weight - Operating, lb [kg]		165 [75]	200 [91]	293 [133]	308 [140]	353 [160]	368 [167]	408 [185]	443 [201]	468 [212]
Weight - Packaged, lb [kg]		185 [84]	220 [100]	313 [142]	328 [149]	373 [169]	388 [176]	428 [194]	463 [210]	488 [221]
Horizontal										
Air Coil Dimensions (H x W), in. [mm]		16 x 16 [406 x 406]	18 x 21 [457 x 533]	18 x 27 [457 x 686]	18 x 30 [457 x 762]	20 x 35 [508 x 889]	20 x 40 [508 x 1016]	20 x 40 [508 x 1016]	20 x 45 [508 x 1143]	20 x 45 [508 x 1143]
Air Coil Total Face Area, ft2 [m2]		1.8 [0.167]	2.6 [0.242]	3.4 [0.316]	3.9 [0.362]	4.9 [0.451]	5.6 [0.570]	5.6 [0.570]	6.3 [0.641]	6.3 [0.641]
Air Coil Tube Size, in [mm]		3/8 [9.5]	5/16 [7.9]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]
Air Coil Number of rows		3	3	3	3	3	3	3	3	3
Filter Standard - 2" [51mm] Pleated MERV11 Throwaway, in [mm]		1 - 16 x 20 [406 x 508]	1 - 18 x 24 [457 x 610]	1 - 18 x 32 [457 x 813]	1 - 18 x 32 [457 x 813]	1 - 20 x 37 [686 x 940]	1 - 20 x 20 [508 x 508] 1 - 20 x 22 [508 x 559]	1 - 20 x 20 [508 x 508] 1 - 20 x 22 [508 x 559]	1 - 20 x 25 [508 x 635] 1 - 20 x 22 [508 x 559]	1 - 20 x 25 [508 x 635] 1 - 20 x 22 [508 x 559]
Weight - Operating, lb [kg]		165 [75]	200 [91]	300 [136]	315 [143]	368 [167]	403 [183]	418 [190]	453 [205]	478 [217]
Weight - Packaged, lb [kg]		185 [84]	220 [100]	320 [145]	335 [152]	388 [176]	423 [192]	438 [199]	473 [215]	498 [226]

7/15/15

Aluminum Air Coil Implementation

Models: 012, 018, 022, 026, and 030; Vintage 'H' as of September 1st, 2015
 Models: 036, 038, 042, 048, and 049; Vintage 'H' as of November 1st, 2015
 Models: 060, 064, 070, and 072; Vintage 'H' as of January 1st, 2016
 *Uncoated and AlumiSeal option only available for units with aluminum air coils
 Vintages prior to 'H' have copper tube/aluminum fin e-coated coils

Physical Data cont.

Dual Capacity

Model			DUAL CAPACITY				
			026	038	049	064	072
Compressor (1 each)			Copeland UltraTech, Dual Capacity Scroll				
Factory Charge R410a, oz [kg]	(Aluminum tube and fin air coil)	Vertical	56 [1.58]	70 [1.98]	93 [2.63]	112 [3.17]	130 [3.68]
Factory Charge R410a, oz [kg]	(Aluminum tube and fin air coil)	Horizontal	58 [1.64]	76 [2.15]	93 [2.63]	112 [3.17]	136 [3.85]
Factory Charge R410a, oz [kg]	(Copper tube / Aluminum fin air coil)	Vertical	60 [1.70]	82 [2.32]	93 [2.63]	128 [3.63]	138 [3.91]
Factory Charge R410a, oz [kg]	(Copper tube / Aluminum fin air coil)	Horizontal	60 [1.70]	82 [2.32]	93 [2.63]	128 [3.63]	138 [3.91]
ECM Blower Motor & Blower							
Blower Motor Type/Speeds	VS ECM	Variable Speed ECM					
	5-Spd ECM	5 Speed ECM					
Blower Motor- hp [W]	VS ECM	1/2 [373]	1/2 [373]	1/2 [373]	1 [746]	1 [746]	
	5-Spd ECM	1/2 [373]	1/2 [373]	1 [746]	1 [746]	1 [746]	
High Static Blower Motor - hp [W]	VS ECM	n/a	1 [746]	1 [746]	n/a	n/a	
Blower Wheel Size (Dia x W), in. [mm]	VS ECM	9 x 7 [229 x 178]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	
	5-Spd ECM	9 x 7 [229 x 178]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	11 x 10 [279 x 254]	
High Static Blower Wheel Size - [Dia. x W], in. [mm]	VS ECM	n/a	11 x 10 [279 x 254]	11 x 10 [279 x 254]	n/a	n/a	
Coax and Water Piping							
Water Connections Size - Swivel - in [mm]			1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]	1" [25.4]
HWG Connection Size - Female Sweat I.D. - in [mm]			1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]	1/2" [12.7]
Coax & Piping Water Volume - gal [l]			0.7 [2.6]	1.3 [4.9]	1.6 [6.1]	1.6 [6.1]	2.3 [8.7]
Vertical							
Air Coil Dimensions (H x W), in. [mm]			24 x 20 [610 x 542]	28 x 25 [711 x 635]	32 x 25 [813 x 635]	36 x 25 [914 x 635]	36 x 25 [914 x 635]
Air Coil Total Face Area, ft2 [m2]			3.3 [0.310]	4.9 [0.451]	5.6 [0.570]	6.3 [0.641]	6.3 [0.641]
Air Coil Tube Size, in [mm]			3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]
Air Coil Number of rows			3	3	3	4	4
Filter Standard - 2" [51mm] Pleated MERV11 Throwaway, in [mm]			28 x 24 [712 x 610]	28 x 30 [712 x 762]	32 x 30 [813 x 762]	36 x 30 [914 x 762]	36 x 30 [914 x 762]
Weight - Operating, lb [kg]			293 [133]	358 [162]	408 [185]	453 [205]	468 [212]
Weight - Packaged, lb [kg]			313 [142]	378 [172]	428 [194]	473 [215]	488 [221]
Horizontal							
Air Coil Dimensions (H x W), in. [mm]			18 x 27 [457 x 686]	20 x 35 [508 x 889]	20 x 40 [508 x 1016]	20 x 45 [508 x 1143]	20 x 45 [508 x 1143]
Air Coil Total Face Area, ft2 [m2]			3.4 [0.316]	4.9 [0.451]	5.6 [0.570]	6.3 [0.641]	6.3 [0.641]
Air Coil Tube Size, in [mm]			3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]	3/8 [9.5]
Air Coil Number of rows			3	3	3	4	4
Filter Standard - 2" [51mm] Pleated MERV11 Throwaway, in [mm]			1 - 18 x 32 [457 x 813]	1 - 20 x 37 [686 x 940]	1 - 20 x 20 [508 x 508] 1 - 20 x 22 [508 x 559]	1 - 20 x 25 [508 x 635] 1 - 20 x 22 [508 x 559]	1 - 20 x 25 [508 x 635] 1 - 20 x 22 [508 x 559]
Weight - Operating, lb [kg]			300 [136]	368 [167]	418 [190]	463 [210]	480 [218]
Weight - Packaged, lb [kg]			320 [145]	388 [176]	438 [199]	483 [219]	500 [227]

7/15/2015

Aluminum Air Coil Implementation

Models: 012, 018, 022, 026, and 030; Vintage 'H' as of September 1st, 2015
 Models: 036, 038, 042, 048, and 049; Vintage 'H' as of November 1st, 2015
 Models: 060, 064, 070, and 072; Vintage 'H' as of January 1st, 2016
 *Uncoated and AlumiSeal option only available for units with aluminum air coils
 Vintages prior to 'H' have copper tube/aluminum fin e-coated coils

Dual Capacity Unit with Variable Speed ECM Motor Electrical Data

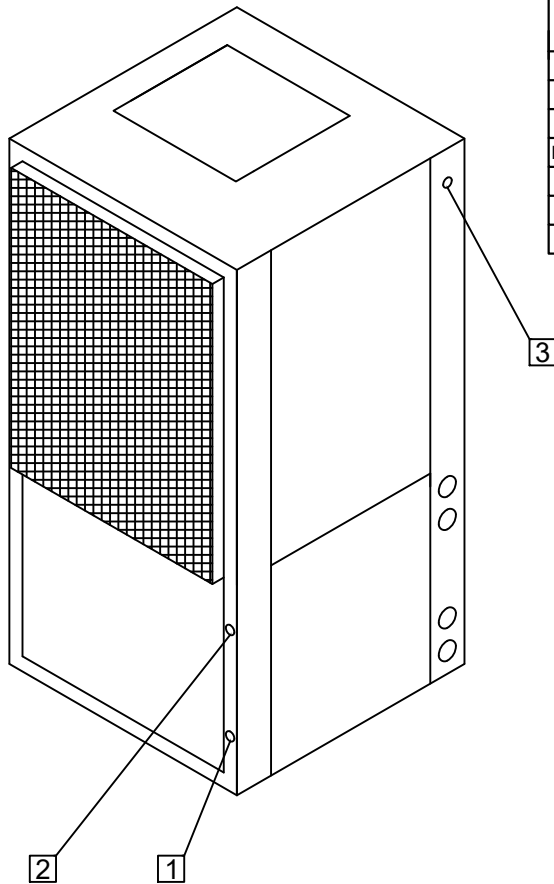
Model	Rated Voltage	Voltage Min/Max	Compressor				HWG Pump FLA	Ext Loop FLA	Blower Motor FLA	Total Unit FLA	Min Circ Amp	Max Fuse/HACR
			MCC	RLA	LRA	LRA**						
026	208-230/60/1	187/253	18.2	11.6	58.3	21.0	0.4	5.4	4.0	21.4	24.4	35
038	208-230/60/1	187/253	23.8	15.2	83.0	30.0	0.4	5.4	4.0	25.0	28.8	40
038*	208-230/60/1	187/253	23.8	15.2	83.0	30.0	0.4	5.4	7.0	28.0	31.8	50
049	208-230/60/1	187/253	33.0	21.1	104.0	37.0	0.4	5.4	4.0	30.9	36.2	50
049*	208-230/60/1	187/253	33.0	21.1	104.0	37.0	0.4	5.4	7.0	33.9	39.2	60
064	208-230/60/1	187/253	42.3	27.1	152.9	54.0	0.4	5.4	7.0	39.9	46.6	70
072	208-230/60/1	187/253	46.3	29.6	179.2	63.0	0.4	5.4	7.0	42.4	49.8	70

* With optional 1 hp variable speed ECM motor

** With optional IntelliStart

Auxillary Heating Electrical Data

Model	kW		Stages	Btu/h		Min cfm	Model Size Compatibility								
	208V	230V		208V	230V		012	018	022	026-030	036-042	048-072			
EAS(H)4A	2.9	3.8	1	9,700	12,900	250	●								
EAM(H)5A	3.6	4.8	1	12,300	16,300	450		●	●	●					
EAM(H)8A	5.7	7.6	2	19,400	25,900	550		●	●	●					
EAM(H)10A	7.2	9.6	2	24,600	32,700	650				●					
EAL(H)10A	7.2	9.6	2	24,600	32,700	1100						●	●		
EAL(H)15A	10.8	14.4	3	36,900	49,100	1250						●	●		
EAL(H)20A	14.4	19.2	4	49,200	65,500	1500								●	



Model	Supply Circuit	Heater Amps		Min Circuit Amp		Fuse (CAN)		CKT BRK	
		208V	240V	208V	240V	208V	240V	208V	240V
EAS(H)4A	Single	13.7	15.8	17.9	20.5	20	20	20	20
EAM(H)5A	Single	17.3	20.0	26.7	30.0	30	30	30	30
EAM(H)8A	Single	27.5	31.7	39.3	44.6	40	45	40	45
EAM(H)10A	Single	34.7	40.0	48.3	55.0	50	60	50	60
EAL(H)10A	Single	34.7	40.0	53.3	60.0	60	60	60	60
EAL(H)15A	Single	52.0	60.0	75.0	85.0	80	90	70	100
	L1/L2	34.7	40.0	53.3	60.0	60	60	60	60
	L3/L4	17.3	20.0	21.7	25.0	25	25	20	30
EAL(H)20A	Single	69.3	80.0	96.7	110.0	100	110	100	100
	L1/L2	34.7	40.0	53.3	60.0	60	60	60	60
	L3/L4	34.7	40.0	43.3	50.0	45	50	40	50

NOTES

- 1 Low Voltage To Thermostat
- 2 Unit Power
- 3 Auxillary Heater Knockout

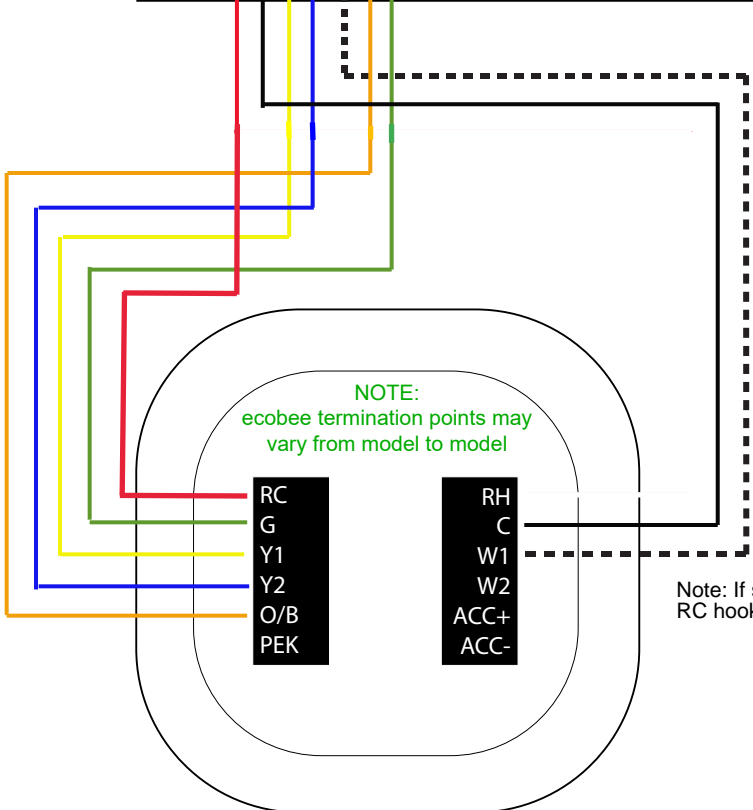
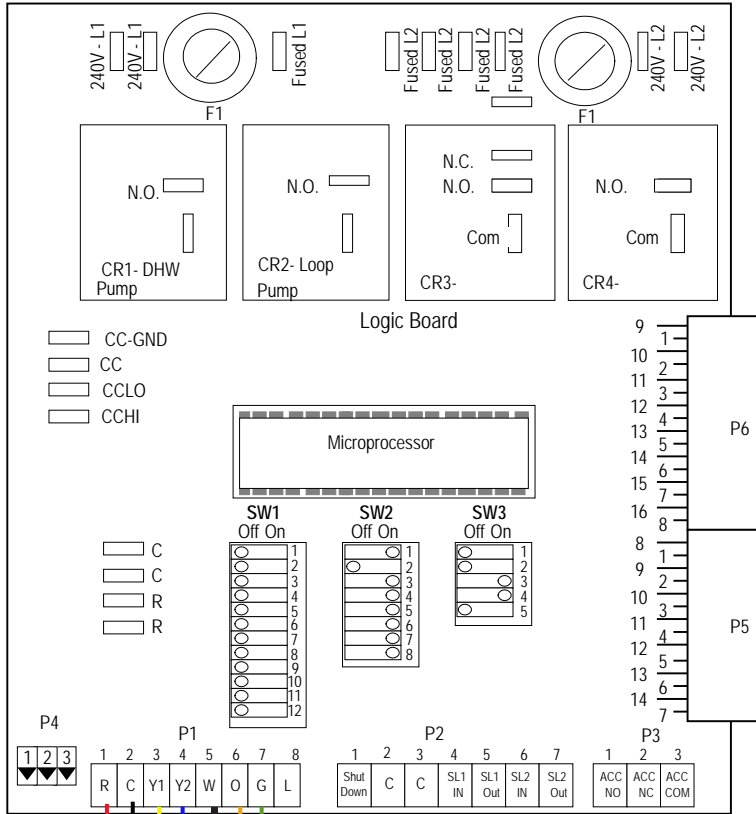


Premium G Electrical Data

SHEET 1 OF 1

GEO SMART ENERGY

ecobee4, **ecobee5**, **ecobee6** PRO Premium G, Q and eco Y - Wiring Schematic



NOTE:
ecobee termination points may vary from model to model

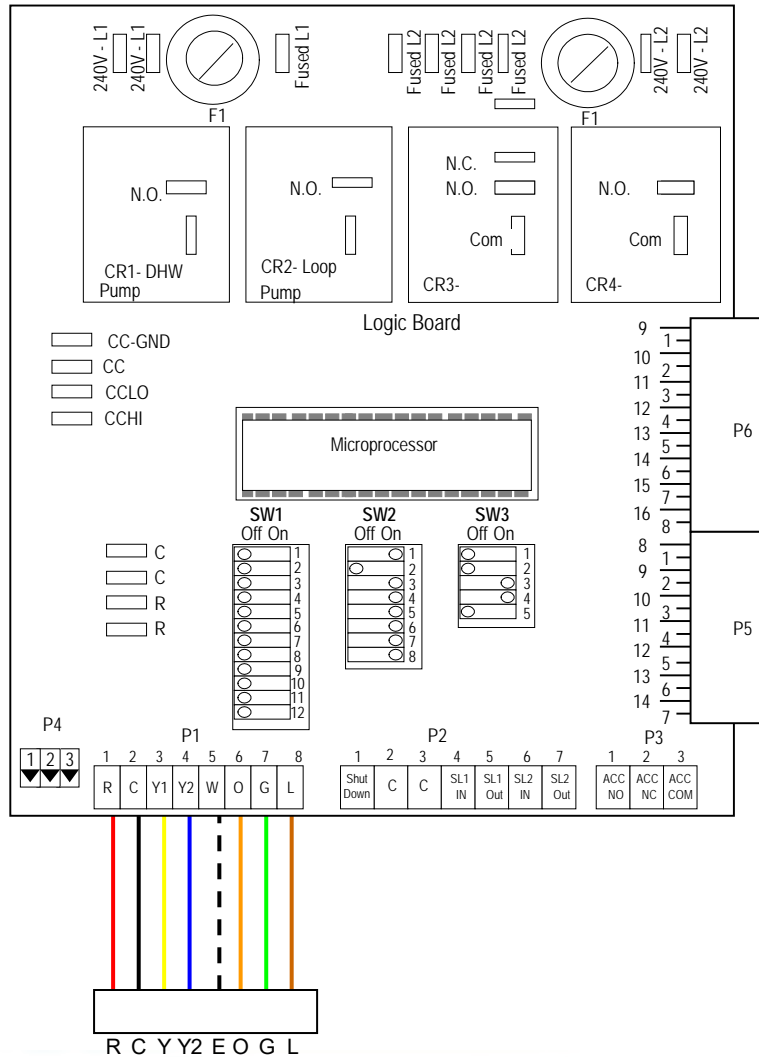
Note: If system is only used for heating RC hookup can be moved to RH



Notes: Always verify GeoSmart model specific dip switch settings using schematic provided on inside lower front panel of unit. Be sure to enable reverse staging option during ecobee configuration.

GEO SMART ENERGY

PTP32H03-W (Honeywell VisionPRO) Premium G, Q and eco Y - Wiring Schematic

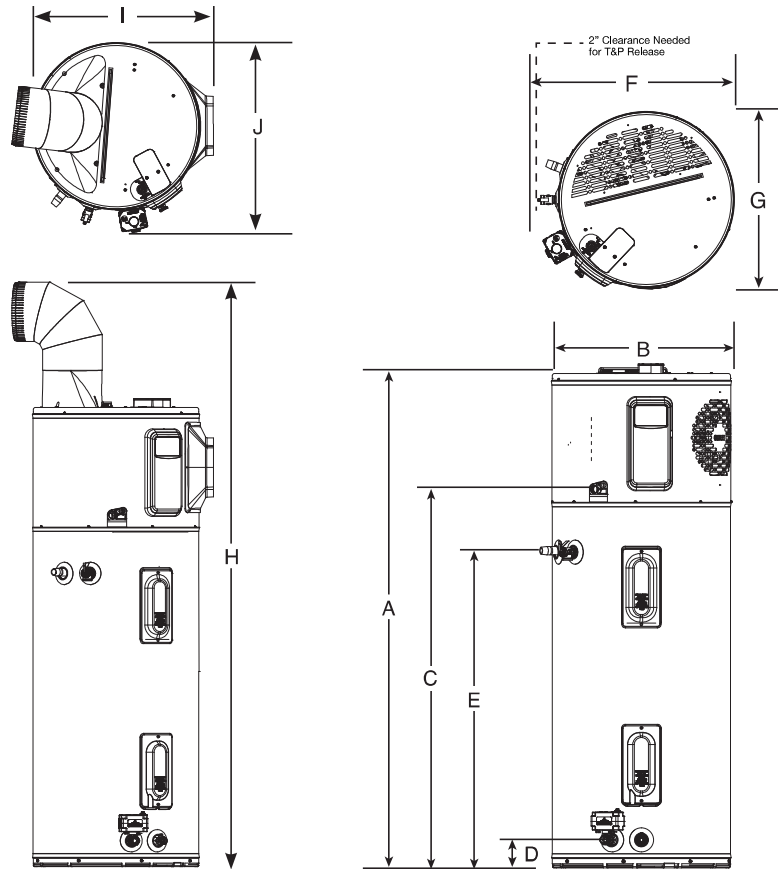


Note: Always verify model specific dip switch settings using schematic provided on inside lower front panel of unit.

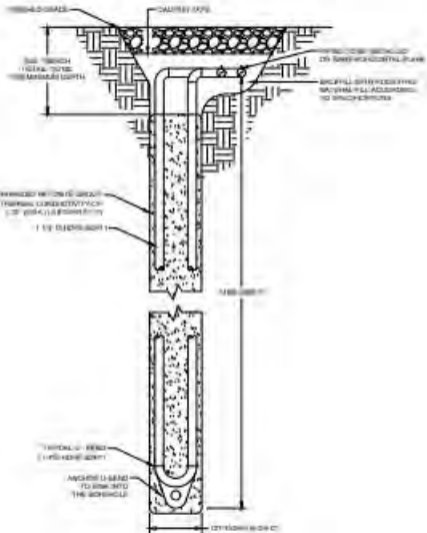
Professional Prestige® ProTerra Hybrid Specifications

DESCRIPTION						ENERGY INFO		FEATURES						SHIPPING WEIGHTS	
NOMINAL US GALLON CAPACITY	RATED US GALLON CAPACITY	IMP. GALS CAPACITY	MODEL NUMBER	MODEL VARIANT	ELECTRIC BREAKER SIZE	UNIFORM ENERGY FACTOR (UEF)	COMPRESSOR BTU/H	SOUND LEVEL (dBA)	UEF FIRST HR. RATING G.P.H.	RECOVERY IN G.P.H 90° F RISE	ELEMENT WATTAGE	TOTAL UNIT WATTAGE	MAX AMPS	UNIT WT. (LBS.)	APPROX. SHIP WT. (LBS.)
ProTerra with LeakGuard and LeakSense															
40	36	33	CPROPH40 T2 RH375-SO	701345	30	3.75	4,200	49	60	26	4,500	5,000	21	157	174
50	45	42	CPROPH50 T2 RH375-SO	701354	30	3.75	4,200	49	67	27	4,500	5,000	21	178	218
65	59	54	CPROPH65 T2 RH375-SO	701363	30	3.85	4,200	49	75	27	4,500	5,000	21	225	262
80	72	67	CPROPH80 T2 RH375-SO	701355	30	4.00	4,200	49	87	27	4,500	5,000	21	244	281
ProTerra 30 Amp without LeakGuard (no LeakSense)															
40	36	33	CPROPH40 T2 RH375-30	701361	30	3.75	4,200	49	60	27	4,500	5,000	21	157	174
50	45	42	CPROPH50 T2 RH375-30	701369	30	3.75	4,200	49	67	27	4,500	5,000	21	178	218
65	59	54	CPROPH65 T2 RH375-30	701370	30	3.85	4,200	49	75	27	4,500	5,000	21	225	262
80	72	67	CPROPH80 T2 RH375-30	701372	30	4.00	4,200	49	87	27	4,500	5,000	21	244	281
ProTerra 15 Amp without LeakGuard (no LeakSense)															
40	36	33	CPROPH40 T2 RH375-15	701350	15	3.45	4,200	49	46	16	2,250	2,750	12	157	174
50	45	42	CPROPH50 T2 RH375-15	701358	15	3.75	4,200	49	52	16	2,250	2,750	12	178	218
65	59	54	CPROPH65 T2 RH375-15	701349	15	3.55	4,200	49	54	16	2,250	2,750	12	225	262
80	72	67	CPROPH80 T2 RH375-15	701356	15	3.70	4,200	49	67	16	2,250	2,750	12	244	281

Notes: LeakSense is included with all LeakGuard models.
 Models without LeakGuard do not include the LeakSense option installed.
 To add the LeakSense option, please order Kit # SP21111.



DESCRIPTION				DIMENSIONS (SHOWN IN INCHES)									
NOMINAL US GALLON CAPACITY	RATED US GALLON CAPACITY	IMP. GALS CAPACITY	MODEL NUMBER	A	B	C	D	E	F	G	H	I	J
40	36	33	CPROPH40	62-5/16	20-1/4	47	3-5/8	39-5/8	23-3/8	20-1/2	78-7/8	22-3/8	23-1/4
50	45	42	CPROPH50	61-3/4	22-1/4	47	3-5/8	39-5/8	25-3/8	22-1/2	78-5/8	24-3/8	25-9/16
65	59	54	CPROPH65	64-3/16	24-1/4	49	3-7/8	42-3/8	27-1/2	24-5/8	81-1/8	26-1/2	27-3/8
80	72	67	CPROPH80	74-3/16	24-1/4	59	3-7/8	42-3/8	27-1/2	24-5/8	91	26-1/2	27-3/8





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Community Rail Advocacy Alliance – 2025 Membership

BACKGROUND / PROPOSAL:

The Community Rail Advocacy Alliance (CRAA) is asking for continued support for the 2025 year.

Please see the letter attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Community Rail Advocacy Alliance 2025 Membership be renewed in the amount of \$2,000.

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



November 18, 2024

Dear Reeve Knelsen,

Thank you for your continued support of the Community Rail Advocacy Alliance (CRAA). As we approach 2025, we invite you to remain a supporting member for another impactful year.

Since our founding in 2023, we have built significant momentum in bringing rail conversations into the spotlight. Over the past several months, CRAA has demonstrated the value of our unified approach to the rail dialogue. We held meetings with federally elected officials in both the Liberal and Conservative parties, met with civil servants and policy advisors within the Government of Canada, sought input from think tanks and influential stakeholders, participated in extensive media relations in provincial and national markets, and perhaps most importantly, remained engaged with CN to advance our priorities.

This summer, the rail labour dispute intensified in late August, impacting our communities and industries. Labour action ignited a national conversation about the resiliency and the value of having a reliable national transportation network to get goods and services to key markets. Because of our ongoing advocacy, CRAA became a key player in the rail dialogue.

We also recently engaged in a conversation regarding the growth of CRAA. Our executive continues to have conversations with municipalities and communities in Northern Alberta that struggle with sufficient rail service. However, we heard that maintaining the focus and priorities of existing membership and region is essential. With that, we assure you that any growth with CRAA is pragmatic and aligned with our current work.

Looking forward to 2025, our top priority is to keep engaging with federal decision-makers and key stakeholders, including CN, to raise and achieve our goals. This includes enhanced communication, data sharing with CN and other partners, and permanent legislative changes to the Labour Code to prevent disruptions in our essential rail supply chains. We envision accomplishing these goals with your help. With a federal election possibly happening at any time, CRAA will continue to push our priorities to become discussion points during campaigning. We have laid a strong foundation; now is the time to act.

We ask for your community's support as we continue our critical mission. Once again, CRAA membership dues have been set at \$2,000, ensuring activities through the end of the 2025 calendar year. Supporting communities will have their logo displayed on the CRAA website, receive updates on our work, and be invited to send a representative to major meetings, including those with CN. To renew your membership, please email Brock at bmulligan@albertaforestproducts.ca.

Sincerely,
The Community Rail Advocacy Alliance Executive

Jackie Clayton
Mayor, Grande Prairie
jclayton@cityofgp.com

Crystal McAteer
Mayor, High Level
cmcateer@highlevel.ca

Tom Pickard
Mayor, Whitecourt
tompickard@whitecourt.ca

Carolyn Kolebaba
Councillor, Northern Sunrise County
ckolebaba@northernsunrise.net

Terry Ungarian
Reeve, County of Northern Lights
ungariant@countyofnorthernlights.com

Brock Mulligan
Senior Vice President, Alberta Forest
Products Association
bmulligan@albertaforestproducts.ca

Shannon Sereda
Director, Government Relations, Policy &
Markets, Alberta Grains
ssereda@albertagrains.com





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	2025 NWT Association of Communities (NWTAC) Annual General Meeting

BACKGROUND / PROPOSAL:

The NWTAC Annual General Meeting (AGM) will be held February 26 – March 1, 2025 in Yellowknife, Northwest Territories. The draft Agenda at a Glance is attached.

The AGM provides an ideal opportunity to meet and engage with leadership and key partners of community governments from across the territory. Representatives from community governments (Mayors/Chiefs, Councillors, and Senior Administrative Officers) from across the NWT will be in attendance, so it is a great opportunity to network and make connections.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2025 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be authorized to attend the NWT Association of Communities Annual General Meeting from February 26, 2025 – March 1, 2025 in Yellowknife, Northwest Territories.

- 1.
- 2.
- 3.

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



NWTAC Annual General Meeting 2025 AGENDA-AT-A-GLANCE

Wednesday February 26	
9 am to 5 pm	Mayor & Chief's Bootcamp (Mayors & Chiefs only)
Thursday February 27	
8:30 – 9 am	Registration
9am – 3 pm	Elected Officials Training – MACA Sponsorship
3:30 – 5 pm	AGM
6 – 9 pm	Opening Reception & Auction - Sponsor - Northern Communities Insurance Program
Friday February 28	
9 am – 12 noon	Interactive Sessions
12 noon – 1 pm	Luncheon – Sponsor - Aurora Group
1 – 5 pm	AGM
Saturday March 1	
9:00 – 11 am	Interactive Sessions
11 am – 12 noon	AGM
12 noon – 1 pm	Luncheon & Healthy Living Fair – Sponsor – Health & Social Services
1:30 – 3:00	Key Note Speaker
3:30 – 5:00 pm	Cabinet Session
6 pm	Closing Banquet & Awards – Sponsor - NT Power Corporation

This agenda is provided for guidance only and may change right up to the conference. A more detailed agenda will be issued roughly 2 weeks before the start date.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Municipal Ward Boundary and Governance Review – Engagement Findings

BACKGROUND / PROPOSAL:

The open houses, virtual open house, and survey concluded on November 20, 2024. A summary of the engagement findings will be shared with Council electronically when received and will be presented as a handout at the meeting.

As per the Minister of Municipal Affairs letter received on October 16, 2024 (attached) the summary of public engagement findings, in addition to a council resolution indicating how the county would like to move forward would need to be sent prior to December 1, 2024.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Open Houses were held November 12-13, 2024, Online Open House and Surveys were available online November 6-20, 2024. Engagement Findings will be made available on the Mackenzie County Website for the public to view.

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Ward Boundary and Governance Review – Engagement Findings be received for information.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

Council to provide direction by motion to be forwarded to Municipal Affairs.

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



ALBERTA
MUNICIPAL AFFAIRS

AR116198

October 16, 2024

*Office of the Minister
MLA, Calgary-Hays*

Reeve Joshua Knelsen
Mackenzie County
PO Box 640, 4511 - 46 Avenue
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen and Council:

I am writing to follow up on our meeting of August 6, 2024, where we discussed potential changes to the ward boundaries and council structure of Mackenzie County. Thank you again for taking time to meet and share your perspectives.

After carefully considering our conversation and the options available, I remain committed to my position that municipal restructuring is best initiated at the local level. Since our meeting, my office has received significant correspondence from county residents, business owners, and neighbouring municipalities expressing concerns with the possible impacts of restructuring. Before making a decision of this magnitude, I feel it is essential for the county to hear from these stakeholders and I believe Mackenzie County remains best positioned to engage with the public and your urban municipal neighbours as required by the *Municipal Government Act*.

To ensure council's plan is informed by robust local conversations, the municipality should engage with stakeholders on the various options available as discussed at our August 6, 2024, meeting. The options to be consulted upon should include changing the municipality's status, the electoral ward boundaries, the number of councillors and could include the changes as recommended in the third-party review completed earlier this year, or other options the county is interested to consult on. This engagement should include fulsome opportunities for stakeholders to provide input, ask questions, and contribute to the county's plan for the future.

I expect that council develop a consultation plan and provide me with a summary of public engagement findings, in addition to a council resolution indicating how the county would like to move forward before December 1, 2024. Upon receiving this information, I will consider the county's proposal and the affect it may have on the region.

I look forward to receiving the public engagement summary and council resolution.

Sincerely,

Ric McIver
Minister

cc: Honourable Dan Williams, MLA, Peace River
Brandy Cox, Deputy Minister, Municipal Affairs
Darrell Derksen, Chief Administrative Officer, Mackenzie County
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs

320 Legislature Building, P.O. Box 977 Avenue, Edmonton, Alberta T5K 2B0 Canada Telephone (780) 427-5744 Fax (780) 422-9990



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 27, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2024-10-24 Minister of Public Safety and Emergency Services – Response to 2024-09-16 Letter
- 2024-11-21 Minister of Forestry and Parks – Public Land Sale Process Inquiry
- 2024-11-16 Northern Alberta Elected Leaders (NAEL) – Concerns on AFSC Closure
- 2024-11-20 La Crete & Area Chamber of Commerce – Small Community Opportunity Program (SCOP) Grant Application
- 2024-10-17 La Crete Recreation Society Meeting Minutes
- 2024-10-16 Regional Economic Development Initiative Meeting Minutes

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of November 19, 2024

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Caitlin/Jen	In progress. Meeting with landowners. Impacted by 2020 flood.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Caitlin	PLS180027 Expecting an answer week of November 4
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL expires 2025-04-30. Meeting with ToHL and they are going to start the regional water study.
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: Signed Offer to purchase PLS140031 Survey is now being reviewed by Director of Surveys for approval for PLS140031 Capital Budget Request
November 2, 2022 Budget Council Meeting			

Motion	Action Required	Action By	Status
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.	Andy	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	FPT Requesting updated mapping. GIS Mapping Completed To be completed fall of 2024 Waiting Post Construction Follow Up
February 7, 2023 Regular Council Meeting			
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.	Darrell/Don/Jen	Reapplying for the Grant
August 16, 2023 Regular Council Meeting			
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	Working with organization on agreements
October 25, 2023 Regular Council Meeting			
23-10-833	That the Joint Use and Planning Agreement with Fort Vermilion School Division No. 52 be TABLED to a future Council meeting.	Caitlin	In Progress 2025 Deadline
February 13, 2024 Regular Council Meeting			
24-02-097	That the PLS Application Process proceed as directed.	Darrell/Caitlin/ Landon	See Motion 24-10-683
May 22, 2024 Regular Council Meeting			
24-05-427	That Council grant the Municipal Planning Commission special variance authority of 40% for the Heimstaed Lodge Development Permit upon application.	Caitlin	Awaiting Development permit application.
June 26, 2024 Regular Council Meeting			
24-06-489	That Council approve the request for street improvements along 99th Avenue and 106th Street at the cost of the developer.	Caitlin	Working with Developer
24-06-491	That administration work with La Crete Co-op to accommodate right of way parking along 101 Street and La Crete Co-op will be responsible for clearing the snow.	Caitlin	In Progress
24-06-499	That administration continue to work with Northern Road Builders contract negotiations on the North	John	Project Review Ongoing

Motion	Action Required	Action By	Status
	Trunk Sanitary Sewer Contract #2 – Lift Station Project.		
24-06-518	That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be brought to a future Council meeting with amendments as discussed.	John	Being brought back to council this winter
July 17, 2024 Regular Council Meeting			
24-07-554	That Mackenzie County collaborate with Mackenzie Frontier Tourism Association and other organizations through the Community Services Committee to provide input for the Peace River Boat Guide.	Council	
September 10, 2024 Regular Council Meeting			
24-09-603	That administration advertise Part of SW 7-109-19W5M for sale.	Caitlin	Awaiting appraisal
24-09-611	That third reading be given to Bylaw 1345-24 being a Partial Plan Cancellation and Lot Consolidation of Plan 962 4275, Block 04, Lots 13-17, to accommodate the consolidation of these lots into one title.	Caitlin/Louise	Sent to Land titles for registration
24-09-633	That administration present at a future Council meeting, all purchasing policies effected by the Tender and Request for Proposal template for review and possible amendment.	Darrell	In Progress
24-09-635	That motor graders Unit 2152 and Unit 2153 be disposed of by Option 3 - Ritchie Bros.	Willie	Unit 2152 disposed in September, received more than minimum amount. Unit 2153 will be disposed of in October.
September 23, 2024 Regular Council Meeting			
24-09-651	That the Sale of County Property be TABLED to January 2025.	Darrell	
24-09-655	That the Fort Vermilion School Division and Mackenzie County enter into an Agreement for the development of the Mackenzie Community Recreation Centre.	Don/Darrell	In Progress
24-09-656	That administration work with community partners and bring back estimates for initial phases of engineering on the Mackenzie Community Recreation Centre.	Don/Darrell	In Progress
24-09-662	That third reading be given to Bylaw 1244-21 being the Land Use Bylaw to be adopted as amended.	Caitlin/Louise	Awaiting amendments to maps
24-09-666	That Range Road 15-5 ditch work be completed prior to winter.	Andy	Work commenced 2024-10-14

Motion	Action Required	Action By	Status
24-09-668	That Mackenzie County partner with Northern Lights Forest Education Society on informational signage for our campgrounds for a maximum of \$5,000 with funding coming from the 2024 Operating Budget.	Don	In Progress
24-09-676	That the 2024 Capital Budget be amended by \$60,000 with funding coming from the Municipal Reserve for the boat launch projects.	Don/Jen	Estimates for Transportation and Installation received materials ordered. Finance – COMPLETE Waiting for River to go down.
October 16, 2024 Regular Council Meeting			
24-10-683	That Mackenzie County Council requests a meeting with all affected ministries affecting land sales and the red tape increases with it.	Caitlin	Letters Drafted
24-10-684	That Council accept the offer to purchase and proceed with the sale of Plan 052 0560, Block 05, Lot 04.	Caitlin	Offer signed, in progress
24-10-693	That the Minimum Building Setbacks – National Building Code Standard be brought back to a future council meeting.	Caitlin	In Progress
24-10-696	That first reading be given to Bylaw 1349-24 being a Partial Road Closure Bylaw to close 1438 meters of Range Road 16-1 located between SE-24-107-16-W5M/NE-13-107-16-W5M and SW-19-107-15-W5M/NW-18-107-15-W5M, for aggregate extraction.	Caitlin	Sent to AT
24-10-699	That Council donate the portion of the road closure at market value to the La Crete Municipal Nursing Association for consolidation into the adjacent lot.	Caitlin	Notified Landowner
24-10-702	That Mackenzie County engage ISL Engineering to create a robust public engagement plan that includes all communities and areas, residents, ratepayers and urban municipal neighbours (Town of High Level and the Town of Rainbow Lake) to present and review the information surrounding the three (3) defeated motions of council (Motions 24-07-535, 24-10-700 and 24-10-701) and the recommendation for Municipal Affairs prepared by Transitional Solutions Inc. and bring it back to Council for approval.	Darrell/Caitlin	Public Consultation to start November 6-20 and Open Houses for Nov 12 -13
October 22, 2024 Organizational Council Meeting			
24-10-731	That Bylaw 563-06 the Establishment of a Municipal Planning Commission be brought back to a future council meeting with amendments.	Caitlin	Regular Council Meeting 2024-11-18

Motion	Action Required	Action By	Status
24-10-750	That administration bring back information and the Terms of Reference to consider reinstating the Finance Committee.	Jen	
October 23, 2024 Regular Council Meeting			
24-10-761	That the current agreement between Frontier Veterinary Services Ltd. and Mackenzie County be renewed for a period of two years.	Landon	
24-10-763	That Council agrees with the appraised value for Plan 792 1881, Block 18, Lot 01 and direct administration to proceed with the offer to purchase.	Caitlin	Being advertised, offer to be signed
24-10-764	That administration proceed with renting out space formally used by the Fort Vermilion Community Support Services in the Fort Vermilion Library building located at 5103 River Road and bring back the 1277-23 Fee Schedule Bylaw to a future Council Meeting.	Don	Advertisement is out Bylaw being presented at the 2024-11-13 Council Meeting
24-10-773	That current and future requests to alter and/or extend accesses will be denied on the Southside of 105th Avenue in Hamlet of La Crete due to surface water drainage issues in the area.	Andy/Caitlin	In Progress
24-10-774	That administration bring back Bylaw 1229-21 School Zones and Other Speed Zones to reflect the signs on 94th Avenue within the Hamlet of La Crete and bring back recommendations to add lunch hours to all school zones.	Andy	
October 30, 2024 Budget Council Meeting			
24-10-787	That administration work with MPA Engineering and proceed with applying for a \$6 million bridge replacement project over 3 years under the Local Growth and Sustainability Grant.	Andy	
November 18, 2024 Regular Council Meeting			
24-11-802	That ADM051 Facility Rental Policy be amended as discussed.	Don/Louise	COMPLETE
24-11-803	That administration research registration procedures and develop a Golf Cart Bylaw and bring it back to a future council meeting.	Don	
24-11-807	That third and final reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County as amended.	Jen/Louise	Awaiting Signatures
24-11-808	That Motion 24-10-787 be rescinded.	Louise	
24-11-809	That administration applies for the Rebuild RGE RD 20-0 S of HWY 35 (.5 mile) – Angle Road	Jen	

Motion	Action Required	Action By	Status
	Capital project under the Local Growth and Sustainability Grant.		
24-11-810	That \$19,622 be allocated to the General Operating Reserve to assist with future years Mackenzie Agricultural Fair & Tradeshow events.	Jen	
24-11-816	That Mackenzie County apply for a grant through Alberta Transportation and Economic Corridors for the Alberta Municipal Water/Wastewater Partnership to upgrade the Fort Vermilion raw water reservoirs.	John	
24-11-817	That a letter of support be provided to Maskwa Medical Center outlining our support for the facility without financial commitment.	Darrell	
24-11-818	That a letter outlining the importance of supporting our local brick & mortar registration offices be sent to our local registry offices.	Darrell	
24-11-821	That a response letter be written to Rural Municipalities of Alberta (RMA) Member Municipalities regarding concerns with current Federation of Canadian Municipalities (FCM) representation for western provinces.	Darrell	
November 19, 2024 Budget Council Meeting			
24-11-826	That administration incorporates the additional 2025 One Time projects: - Fort Vermilion Shop Floor Repair - \$12,000 - Well #4 Cleaning - \$85,000 into the Draft 2025 Operating budget with funding coming from the 2025 taxation levy as Tracking Sheet Change #4.	Jen	
24-11-827	That the 2024 One Time project requiring additional funds to complete projects in 2025 have their budgets amended as follows: Fishing Opportunities (MARA, Tompkins Twin Pond) (2023) -\$25,000 with funding coming from the Municipal Reserve as Tracking Sheet Change #5.	Jen	
24-11-828	That administration incorporates the requested 2024 One Time Carry Forward projects in the Draft 2025 Operating budget.	Jen	
24-11-829	That a support letter be provided to the La Crete & Area Chamber of Commerce for their Small Community Opportunity Program Grant Application.	Louise	
24-11-830	That the 2025 Non-Profit Organization grant applications be approved as discussed, and	Jen	

Motion	Action Required	Action By	Status
	incorporated into the 2025 Draft Operating Budget as Tracking Sheet Change #6.		
24-11-831	That the 2025 Draft Operating Budget be approved with Tracking Sheet Change #3 as presented.	Jen	
24-11-832	<p>That the 2024 One Time Projects requiring additional funding to compete projects in 2024 have their budgets amended as follows:</p> <ul style="list-style-type: none"> •Wadlin Lake Campground \$50,000; •Hutch Lake Campground \$50,000 with funding for both coming from the Parks and Recreation Reserve; •Hamlet Park Development \$25,000 with funding coming from other Sources; •La Crete Walking Trail 109 ave & 113 Street - \$20,000 with funding coming from the General Capital Reserve; •Fort Vermilion – Frozen Water Services Repair (River Road) (2015) - \$15,000 with funding coming from the Water Sewer Infrastructure Reserve. 	Jen	
24-11-833	That administration incorporates the requested 2024 Capital Carry Forward projects in the Draft 2025 budget as amended.	Jen	
24-11-834	That the 2025 Capital Projects be brought back to the December 11, 2024 Budget Council meeting for consideration.	Jen	



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

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

AR 29742

October 24, 2024

Mr. Joshua Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0
josh@mackenziecounty.com

Dear Mr. Knelsen:

Thank you for your letter of September 16, 2024, regarding issues your county is facing with neighbourhood relocation efforts from the 2020 floods. I am pleased to respond.

I appreciate your patience as we review Mackenzie County's proposal for additional funding under the 2020 Northern Alberta Flood Mitigation Conditional Grant Agreement for the ongoing relocation of residents of Fort Vermilion and surrounding areas. Ministry staff expect to complete their review and provide a response in the coming weeks.

The grant referenced in your letter to support the relocation of Boreal residents on behalf of the province is administered by the Ministry of Seniors, Community and Social Services. As such, I have forwarded your request to my colleague, Honourable Jason Nixon, Minister of Seniors, Community and Social Services, for his review and consideration.

Your efforts in ensuring the safety of your residents are commendable. Thank you again for writing.

Sincerely,

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

cc: Honourable Jason Nixon, Minister of Seniors, Community and Social Services
Honourable Dan Williams, MLA, Peace River



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

November 21, 2024

Email: fp.minister@gov.ab.ca

The Honourable Todd Loewen
Minister of Forestry and Parks
323 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MACKENZIE COUNTY– PUBLIC LAND SALE PROCESS INQUIRY

Mackenzie County is writing to you today to inquire about the process for Public Land Sales.

Mackenzie County has an interest in applying to purchase public land. In the past, Mackenzie County has purchased public land using the outdated procedure. This was far more accommodating to municipalities attempting to acquire public land inside their boundaries. Mackenzie County was recently notified of certain modifications to the process for public land sales.

Any application for a purchase is, as far as we understand, just a request. This implies that Mackenzie County would be responsible for paying for wildlife research, mapping, application costs, and so on, with no assurance that the lands that are requested for will be secured, as they may be authorized for auction sale.

After the parcel's eligibility for sale is has been confirmed, prospective bidders from throughout Canada will be able to participate in the online auction.

According to the information we were given, Alberta Forestry and Parks is prioritizing sales to local governments. This declaration concerns Mackenzie County as we evaluate the procedure internally. If Alberta Forestry and Parks is prioritizing municipalities regarding purchasing public lands, why are the municipalities obliged to pay financially in order for other parties to be the potential successful bidder. Especially land that impacts Mackenzie County.

When it comes to acquiring public land located within its boundaries, shouldn't Mackenzie County have the exclusive right of priority to purchase without being in competition with bidders not found within Mackenzie County?

Mackenzie County finds it incomprehensible that the public land acquisition procedure is carried out in this manner. We are formally asking for further information about how and why the method was developed in this manner.

We hope you can see how opening up an auction of public land inside Mackenzie County's boundaries to the rest of Canada would have a significant impact on Mackenzie County.

Thank you for your time and consideration in this matter. We look forward to further communication with you at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen, at (780) 927-3718 or by email to cao@mackenziecounty.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen".

Joshua Knelsen
Reeve

c. Mackenzie County Council

Louise Flooren

Subject: FW: Attention Jim Rennie MDSR 133 - AFSC Office Closure
Attachments: Letter. Signed. From The Municipal District of Spirit River No.133 to AFSC - Agriculture Financial Services Corporation RE AFSC position in Spirit River.pdf; RMA - Attn Tom Burton - AFSC Office Closure SR1.doc; Letter Template RE Reduction of AFSC Full-time Position.doc; Letter from MD Spirit River No.133 to AFSC - Alberta Financial Services Corporation Closure in Spirit River - Pdf.pdf; Dreeshen Letter AFSC Apr 8.doc; Scanned from a Xerox Multifunction Printer.pdf; Scanned from a Xerox Multifunction Printer.pdf

From: Northern Alberta Elected Leaders <northernalbertaelectedleaders@gmail.com>

Date: November 16, 2024 at 1:23:28 PM MST

To: Northern Alberta Elected Leaders <northernalbertaelectedleaders@gmail.com>

Subject: Fwd: FW: Attention Jim Rennie MDSR 133 - AFSC Office Closure

Hello NAEL Members,
At our Nov. 8th meeting, NAEL was asked to share this information with all of its members.
Thanks
Jim Rennie
NAEL

----- Forwarded message -----

From: **Shirley Hayden** <shayden@mdspiritriver.ab.ca>

Date: Thu, Nov 14, 2024 at 9:20 AM

Subject: FW: Attention Jim Rennie MDSR 133 - AFSC Office Closure

To: NorthernAlbertaElectedLeaders@gmail.com <NorthernAlbertaElectedLeaders@gmail.com>

Cc: Dan Dibbelt <ddibbelt@mdspiritriver.ab.ca>

Good morning,

Councillor Nick vanRootselaar , for the Municipal District of Spirit River No.133, requested administration

forward documentation regarding the reduced hours for the AFSC position at the Spirit River office.

Administration has consistently been rallying support for the position to remain a full time position the Spirit River area.

The area has seen a loss in services over the past few years and the MD feels it is imperative the community come together and show

its support to keep this vital service in our area.

I have attached letters that have been forwarded to the minister in 2021 and as of current to Darryl Kay, CEO of AFSC.

I included letter from surrounding municipalities as well

Thank you and have a great day

Shirley

Shirley Hayden,

Executive Assistant to CAO Dan Dibbelt,

The Municipal District of Spirit River No.133

--

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

REQUEST FOR DECISION



Meeting: Regular Council Meeting
Meeting Date: March 23, 2021
Presented By: Cary Merritt, Chief Administrative Officer
Title: Alberta Financial Services Corporation (AFSC) Closure in Spirit River

STRATEGIC ALIGNMENT:



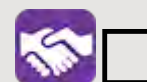
Governance & Leadership



Municipal Services & Infrastructure



Environmental Stewardship



Community Development

BACKGROUND / PROPOSAL:

The Alberta Financial Services Corporation (AFSC) office in Spirit River is slated to close on May 1, 2021. The MD of Spirit River has written the attached letter to the Honourable Minister of Agriculture and Forestry Devin Dreesen proposing the office be relocated to the MD of Spirit River No. 133 office building at no cost to the Government of Alberta.

The MD would cover all expenses, as the AFSC is a valuable service to the ratepayers and it is essential to keep government offices and government employees in our communities.

The MD of Spirit River No. 133 has requested the Council of Saddle Hills County to support the proposal.

OPTIONS & BENEFITS:

Council may wish to write a letter to the Honourable Minister of Agriculture and Forestry Devin Dreesen supporting the relocation of the Alberta Financial Services Corporation (AFSC) office in Spirit River to an office within the MD of Spirit River No. 133 administration building or direct Administration accordingly.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDATION:

That Administration write a letter to the Honourable Minister of Agriculture and Forestry Devin Dreeshen supporting the relocation of the Alberta Financial Services Corporation (AFSC) office in Spirit River to an office within the MD of Spirit River No. 133 administration building.

APPROVAL(S):

Tracy Lapping, Legislative Officer

Approved - 19 Mar 2021

Cary Merritt, Chief Administrative Officer

Approved - 19 Mar 2021

ATTACHMENTS:

[Dreeshen AFSC](#)



Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriver.ab.ca

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

Dreeshen, Devin, Honourable

Minister of Agriculture and Forestry
Office of the Minister
Agriculture and Forestry
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

March 19, 2021

RE: AFSC Spirit River

Honourable Minister Dreeshen,

The Municipal District of Spirit River understands the financial constraints the Government of Alberta is facing in light of the pandemic and economic issues. We also understand the need to show fiscal restraint which at times will impact levels of service.

The Municipal District sees the need to maintain the Spirit River AFSC office and would like to offer the Government the opportunity to relocate their Spirit River office and staff to the Municipal District of Spirit River Administration office at no cost to the government.

The AFSC employee would be provided a furnished independent office. The MD would be responsible for all utility costs including internet, photocopying and office cleaning. Additionally, the AFSC employee would be in a government work environment with other employees addressing any work alone concerns the government may have with their existing location.

Our proposal would be more cost efficient than relocating the Spirit River employee to another location as the GOA would continue to incur office costs.

We also understand that there are concerns with attracting employees to fill this position in rural Alberta, a similar task as it is in Falher or Grimshaw or Fairview. The MD would work with our local financial institutions and Northern Lakes College to ensure qualified staff are available. Further we would offer space in our one-page weekly ad and on our Facebook and webpage to promote and support AFSC programs and job postings.

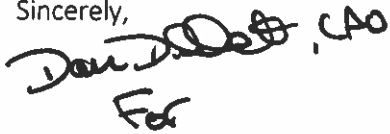
The Spirit River region is an agricultural hub in Alberta as identified by the attached agricultural statistics. We have three major elevators in our region, two of which are moving forward with expansions. Additionally, a third elevator is going through the development process right now.

The MD believes that by taking a lead in working with the provincial government we can provide cost effective and taxpayer friendly solutions. We trust you will agree.

Should you have any questions on our proposal please do not hesitate to contact our CAO, Dan Dobbelt at 780-864-3500. We are happy to discuss any other provisions that may be required to make this work.

We look forward to your earliest response.

Sincerely,

Handwritten signature of Dan Dobbelt, CAO. The signature is written in black ink and includes the name "Dan Dobbelt" followed by "CAO" and a stylized flourish.

Tony Van Rootselaar, Reeve

CC: Premier Jason Kenney
Minister Travis Toews
Minister Doug Schweitzer
Minister Prasad Panda
MLA Grant Hunter
MLA Todd Loewen
MLA Tracy Allard

Municipal District of Spirit River, No. 133

Attachment



Northwest Alberta 2016 Agricultural Land Inventory – Crops (Acres)

	Wheat	Oats	Barley	Mixed Grains	Corn	Rye	Canola	Dry Field Peas	Alfalfa and Mixes	Tame Hay	Forage Seeds
Canada	23,436,513	3,159,687	6,696,068	509,698	4,563,248	411,189	20,606,778	4,291,872	9,276,755	4,851,167	408,023
Alberta	7,008,542	822,185	3,413,856	242,206	241,151	67,215	6,165,746	1,909,491	3,056,701	1,161,521	164,070
NW-AB	948,882	192,481	263,288	15,670	5,690	6,094	1,293,166	432,825	459,467	204,012	91,277
N. Sunrise	55,349	2,521	5,648	450	0	0	71,533	15,431	9,867	7,373	3,102
Big Lakes	29,340	6,603	8,617	x	265	821	38,843	6,925	27,583	32,814	5,276
Clear Hills	46,722	21,311	20,883	2,940	x	340	43,061	63,360	46,918	19,441	5,315
N. Lights	92,300	14,006	31,541	x	195	x	109,552	x	45,851	17,885	4,468
Mackenzie	68,991	52,983	24,231	2,649	1,089	x	118,761	50,299	33,505	9,273	x
Greenview	57,714	20,410	17,914	653	820	x	79,474	13,496	49,491	32,822	17,881
County GP	109,731	23,207	73,873	1,900	214	975	156,661	42,233	123,235	39,224	17,363
Smoky River	194,602	3,734	16,940	0	580	x	259,729	48,672	7,689	4,336	6,784
Birch Hills	82,982	3,557	25,842	x	x	0	149,018	41,159	17,053	3,081	700
Spirit River	32,390	5,046	7,492	x	0	x	45,252	30,525	5,812	3,765	901
Saddle Hills	81,914	23,632	17,269	1,340	480	250	78,833	48,325	55,547	19,165	15,622
Fairview	66,825	6,341	7,440	854	x	x	99,265	21,561	17,149	5,027	6,434
Peace	22,505	4,324	3,559	615	169	x	35,335	22,253	8,061	5,596	2,780



Northwest Alberta – Deliveries to Primary Elevators

2017-18

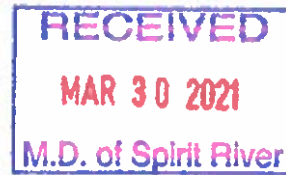
Metric Tonnes

Production Delivery Point / Crop	Wheat	Oat	Barley	Canola	Peas
Production	1,162,200	197,700	265,900	1,296,900	399,400
NAMPA	131.9	-	3.1	166.8	14.8
RYCROFT	234.1	-	23.8	402.0	133.9
HIGH LEVEL	56.7	-	3.7	56.2	21.5
SMOKY RIVER	139.0	0.1	13.6	160.2	40.3
SEXSMITH	166.5	-	64.0	134.8	63.3
MCLENNAN	151.8	-	-	132.0	20.0
FALHER	34.7	-	-	-	23.7
GRIMSHAW	108.9	-	50.4	173.1	73.5
Total Delivered	1,023,700	100	158,700	1,225,000	391,100
% Delivered	88%	<1%	60%	94%	98%



Thursday, March 25, 2021

The Honourable Devin Dreeshan
Minister of Agriculture & Forestry
229 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6



Honourable Minister Dreeshan,

Saddle Hills County is aware of the many financial challenges facing all levels of government and we appreciate the Ministry's attempts to be fiscally prudent in its operations at this time.

The announced closure of the Spirit River office of the Agricultural Financial Services Corporation has been brought to our attention, alongside the incentives proposed by the MD of Spirit River #133 to relocate the office to their administration building, and provide cost efficient, and taxpayer friendly, solutions to avoid the loss of this important institution in the area.

The Central Peace Region, including Spirit River, is an agricultural hub in Alberta, attracting major corporations to build and develop in the area. There are currently two major grain elevators in the region, with expansions planned, and an additional elevator in development.

Saddle Hills County would like to offer our support to the MD's initiative and ask you to consider re-evaluating your decision, as this will have a detrimental effect for producers in this vast and important agricultural region of Alberta.

Sincerely

Reeve Alvin Hubert

cc. Municipal District of Spirit River #133
Saddle Hills County Council

Junction of Highway 49 and Highway 725, RR 1, Spirit River, Alberta, Canada, T0H 3G0
Phone: 780-864-3760 | Fax: 780-864-3904 | Toll Free: 1-888-864-3760



Honourable Devin Dreeshen
Minister of Agriculture and Forestry

Agriculture and Forestry
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

March 24, 2021

RE: AFSC Spirit River

On behalf of Birch Hills County Council, I am contacting you about Agriculture Financial Services Corporation's (AFSC) decision to close the Spirit River branch office. Our Council understands the decision was made to ensure fiscal responsibility and best use of taxpayer dollars. Our Council appreciates AFSC's efforts to undertake consultation with existing clients to discuss service needs and preferences.

By sharing this letter, we hope to demonstrate the closure of the Spirit River branch office will achieve the opposite of your intended outcome. The Town of Spirit River is uniquely situated as a service hub for AFSC clients who call the Central Peace home. The Municipal District of Spirit River, Saddle Hills County and Birch Hills County are home to large scale agriculture. The Spirit River branch office provides a conveniently located destination to access services without having to travel out of region. Travel, as you are well aware, is both a time consuming and finance consuming endeavour. Having an office in Spirit River provides convenient access to services, tailored supports and fiscally sound service provision. The Spirit River office, despite its small size, directly supports activity worth many millions of dollars. Moving the office location acts as impediment to business and adds additional 'red tape' to the access of services.

Our Council recognizes the need to find fiscal efficiencies. We too are experiencing challenges brought on by COVID-19 and the ongoing economic downturn. The Municipal District of Spirit River's offer stands out as a way to preserve the Spirit River branch office while achieving fiscal responsibility. Our Council encourages you to accept their offer of office space. The continued presence of AFSC in the Town of Spirit River would speak to the collaboration between your corporation, municipalities and the agriculture community. We believe the Municipal District of Spirit River's offer addresses the issue of fiscal responsibility and demonstrates a best practice in the use of taxpayer dollars.

Decisions of this scale are difficult. We acknowledge the challenges in determining the best course of action for AFSC operations and AFSC clients. However, the Municipal District of Spirit River has demonstrated that AFSC's goal can be accomplished without closing the Spirit River branch office. We strongly encourage you to revisit your decision. Thank you for your time and consideration.

Sincerely,

/2



Gerald Manzulenko, Reeve

**CC: Premier Jason Kenney
Minister Travis Toews
Minister Doug Schweitzer
Minister Prasad Panda
MLA Grant Hunter
MLA Todd Loewen
MLA Tracy Allard
Municipal District of Spirit River Council
Saddle Hills County Council
Town of Spirit River Council
Village of Rycroft Council
Birch Hills County Council**



Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriver.ab.ca

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

The Honourable Devin Dreeshen
Minister of Agriculture and Forestry
Office of the Minister
Agriculture and Forestry
229 Legislature Building
10800 – 97 Avenue
Edmonton , Alberta
T5K 2B6

April 8 , 2021

RE: AFSC Spirit River

Honourable Minister Dreeshen,

I am writing to you as a follow up to our March 19 letter offering space for the Spirit River AFSC office. It has been three weeks and we have received no response or acknowledgement of our offer.

As stated in the March 19, 2021 letter the Municipal District along with our surrounding municipalities and our producers see the need to maintain the Spirit River AFSC office and would like to offer the Government the opportunity to relocate their Spirit River office and staff to the Municipal District of Spirit River Administrative office at no cost to the government.

The AFSC employee would be provided a furnished independent office. The MD would be responsible for all utility cost including internet, photocopying and office cleaning. Additionally, the AFSC employee would be in a government work environment with other employees addressing any work alone concerns the government may have with their existing location.

Our proposal would be more cost efficient than relocating the Spirit River employees to another location as the GOA would continue to incur office costs.

The Spirit River region is in an agricultural hub in Alberta as identified by the attached agricultural statistics. We have four major elevators in our region, two of which are moving forward with expansions. Additionally, a third elevator is going through the development process right now.

The MD believes that by taking a lead in working with the provincial government we can provide cost effective and taxpayer friendly solutions.

Honourable Devin Dreeshen
April 8, 2021
Page 2

The Municipal District is however, quite concerned by the complete lack of response from AFSC or the Ministry of Agriculture. It is crucial that the provincial government better engage with municipal governments. Municipal governments deserve to be respected and should be seen as partners in providing services to Alberta ratepayers. The MD believes municipal government needs to be engaged in government office closure so we can explore ways we can assist the government with cost effective solutions.

I also wish to note that we have also emailed AFSC requesting a video conference with their board and our area reeves and mayors to further discuss this option, but to-date have not received a response.

Should you have any questions on our proposal please do not hesitate to contact our CAO, Dan Dibbelt at 780- 864- 3500. We are happy to discuss any other provisions that may be required to make this work.

We look forward to a response to our letters by April 14th, 2021. Failing to hear back, we will take further action.

Sincerely,

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

CC: Premier Jason Kenney
Minister Travis Toews
Minister Doug Schweitzer
Minister Prasad Panda
MLA Grant Hunter
MLA Todd Loewen
MLA Tracy Allard
RMA



Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriver.ab.ca

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

April 8, 2021

Rural Municipalities Association
2510 Sparrow Drive
Nisku, Alberta T9E 8N5

ATTENTION: Tom Burton, Director District 4

Dear Mr. Burton:

RE: AFSC Spirit River Office Closure

Further to our telephone conversation regarding our concern for lack of response to the offer by the Municipal District of Spirit River to provide office space for the AFSC Spirit River office rather than see it close, please find the following information referencing the matters discussed, namely:

1. Copy of March 19, 2021 Email and letter to Minister Dreeshen, including agriculture production statistics;
2. Copy of March 19, 2021 Email to MLA Todd Loewen, including letter to Minister Dreeshen;
3. Copy of March 19, 2021 Email to Premier Jason Kenney; Minister Toews; Minister Schweitzer; Minister Panda; MLA Allard forwarding copy of letter to Minister Dreeshen;
4. Copy of March 19, 2021 Email to Central Peace Signal (Newspaper) including Minister Dreeshen letter;
5. Copy of March 19, 2020 Email to Birch Hills County; Saddle Hills County; Town or Spirit River and Village of Rycroft including Minister Dreeshen letter;
6. Copy of letter from Birch Hills County to Minister Dreeshen (supporting MD Initiative);
7. Copy of letter from Saddle Hills County to Minister Dreeshen (supporting MD Initiative);
8. Copy of letter from Town of Spirit River to Minister Dreeshen (supporting MD Initiative).

As discussed, the MD feels this is a win-win for the citizens of our region and for the Province as there is no cost to them. We are prepared to take this issue further into the public's eye, especially if we do not get any type of response by April 14th, 2021.

We are asking that you bring this issue to the attention of the RMA Board of Directors and enlighten them on where we stand on this matter.

Sincerely,

Tony Van Rootselaar
Reeve



Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriver.ab.ca

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

November 1st, 2024

Darryl Kay
Chief Executive Officer, Agriculture Financial Services Corporation (AFSC)
4910 52nd Street
Camrose, AB
T4V 2V4

Dear Mr. Kay:

RE: AFSC Position in Spirit River Reduced from Full-time to One Day a Week

The Municipal District of Spirit River No. 133 finds AFSC's decision to reduce the full-time position in Spirit River to one day a week completely unacceptable. Not only does the MD provide a rent free, utility fee free, secure building with a healthy staff environment and access to all MD equipment at no cost to AFSC, this area also has the second most insured acres in the province. Falher ranks first, with five full-time staff members. Spirit River is ranked second with only one full-time position. Spirit River and area is truly an agricultural hub, which is easily identifiable by agricultural statistics (attached).

The MD of Spirit River has consistently worked with the provincial government to ensure that cost efficient solutions are in place, as the MD can understand and appreciate financial constraints. The cost-effective solution the MD provided to keep the AFSC position in Spirit River has been successful for the past 3 years and there is no reason why it could not continue. Northern Alberta has to constantly fight for the same funding and resources as the Central and Southern parts of the province. Too often resources are taken away or reduced in rural Northern Alberta communities, with the hope that it will be accepted without any push back. The MD of Spirit River has and will continue to advocate to maintain and expand services in the region.

Therefore, the MD of Spirit River, with support from the region's producers and municipalities, requests AFSC to please reconsider this detrimental decision and carefully evaluate the negative impacts this decision will have for the region. We ask AFSC to show support for rural Northern Alberta and maintain the full-time position in Spirit River. This service is invaluable to producers across the region, and it is unacceptable that they will now receive a major reduction in the quality and availability of services. Our producers, who contribute greatly to ensure the vibrancy of our communities, deserve better.

I would appreciate the opportunity to meet with you and AFSC to discuss this further.

Sincerely,

Tony Van Rootselaar
Reeve

CC: Premier Danielle Smith
Minister RJ Sigurdson

Northwest Alberta - 2021 Principal Crops (ACRES)							
	ACRES 2021	Total Crop Acres	Barley	Canola	Dry Field Peas	Oats	Wheat
	Canada	92,905,737	8,322,139	22,270,249	3,854,728	3,711,811	23,262,197
	Alberta	25,623,213	3,950,591	6,685,992	1,471,231	883,962	6,917,911
	NW – AB	4,063,683	515,975	1,339,260	344,670	226,785	807,791
DIV 17		1,565,493	225,941	478,867	129,941	121,618	260,043
	N. Sunrise	188,820	29,656	83,029	7,337	5,277	37,330
	Big Lakes	147,699	9,491	32,819	NA	8,311	23,597
	Lesser Slave	73,267	NA	23,883	NA	3,784	21,737
	Clear Hills	311,525	48,684	69,142	28,777	27,195	44,050
	N. Lights	352,791	50,444	114,506	30,542	15,177	77,782
	Mackenzie	491,391	84,961	155,488	58,405	61,874	55,547
DIV 18	Greenview	269,737	27,576	57,017	13,709	17,124	51,054
DIV 19		2,228,453	262,458	803,376	201,020	88,043	496,694
	County G.P.	558,063	78,092	164,676	28,268	24,642	92,001
	Smoky River	577,573	44,588	241,574	67,132	16,686	177,604
	Birch Hills	305,041	54,132	125,448	30,540	7,692	61,863
	Spirit River	152,123	17,445	52,530	15,854	7,144	34,333
	Saddle Hills	317,182	33,459	84,463	35,852	19,474	66,784
	Fairview	191,787	17,785	93,164	10,154	4,901	46,796
	Peace MID	126,684	16,957	41,521	13,220	7,504	17,313

Northwest Alberta - Principal Crop Production (Metric Tonnes)					
	2017	2018	2019	2020	2021
Barley	265,900	492,300	458,400	538,300	514,409
Canola	1,297,300	1,198,800	905,800	752,600	895,979
Dry Field Peas	399,400	415,000	379,500	261,000	214,773
Oats	197,700	226,900	161,400	218,400	159,249
Wheat	1,162,100	1,452,400	1,152,600	1,072,300	724,372

Source: Statistics Canada - Estimated areas, yield, production Table: 32-10-0359-01

Highlight: Barley production in Northwest Alberta has almost doubled in the last five years.

Northwest Alberta - 2021 Producer Deliveries to Primary Elevators (Metric Tonnes)						
	Barley	Canola	Peas	Oat	Wheat	
NW Alberta Production	514,409	895,979	214,773	159,249	724,372	
Delivery Point / Crop						
NAMPA	20,874	99,333	9,474	4,573	82,763	
RYCROFT	82,611	307,885	65,856	69,349	283,185	
HIGH LEVEL	68,932	73,446	16,729	0	53,684	
SMOKY RIVER	20,602	56,494	17,232	6,807	116,000	
SEXSMITH	65,938	116,518	20,358	4,248	124,518	
MCLENNAN	0	83,964	12,345	943	105,536	
FALHER	0	0	16,994	0	14,243	
GRIMSHAW	50,128	90,115	38,331	19,103	109,069	
Total Delivered	309,085	827,755	197,319	105,023	888,998	
% Delivered Production / Delivered	60%	92%	92%	66%	123%	

Source: Canadian Grain Commission

Note: Wheat includes last year remaining



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

Small Community Opportunity Program
agi.ruraleconomicdevelopment@gov.ab.ca

November 20, 2024

**RE: LA CRETE & AREA CHAMBER OF COMMERCE – SMALL
COMMUNITY OPPORTUNITY(SCOP) GRANT APPLICATION**

It is my pleasure, on behalf of the Mackenzie County Council, to write a letter of support for the La Crete & Area Chamber of Commerce Small Community Opportunity Program (SCOP) Grant Application to fund an economic development position focused on agricultural irrigation within our region.

This will assist our region in advancing sustainable agricultural practices, enhancing economic opportunities and supporting the long term prosperity of our agricultural communities. By focusing on the development of an irrigation district, this role will address a significant need for infrastructure that can optimize water use and improve the resilience of our agricultural sector. Furthermore, by offering support directly to individual producers, this position ensures that resources and expertise are accessible to those who need them most, empowering farmers to adopt efficient irrigation practices and enhance their productivity.

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

Sincerely,

Josh Knelsen
Reeve
Mackenzie County

c. Mackenzie County Council

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
October 17, 2024**

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

Present: Joe Driedger, President
Philip Krahn, Vice-President
Shawn Wieler, BHP Rep
Peter F Braun, County Rep
Lukas Peters, Senior Hockey Rep
Henry Goertzen, Blumenort Rep
John Zacharias, Blue Hills Rep
George Fehr, Director
Lyndell Friesen, Shinny Rep
Jonathan Klassen, Arena Manager
Corrina Doerksen, Secretary/Bookkeeper
Ed Wiebe, Recreation Coordinator

Missing: Mike Schellenberg
Duffy Driedger
Jim Neudorf

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

Approval of Agenda

Peter F Braun moves to accept the agenda as presented.

CARRIED

Recreation Coordinator Report- Ed Wiebe

1. Recreation Coordinator Report by Ed Wiebe

Financials:

- 1: Financials were presented by Corrina Doerksen.

Shawn Wieler moves to accept the September 2024 Financial Report.

CARRIED

Approval of Previous Meeting's Minutes

George Fehr moves to accept the September 12, 2024 regular meeting minutes as presented.

CARRIED

Henry Goertzen moves to accept the 2024 AGM meeting minutes.

CARRIED

John Zacharias moves to accept the 2024 Organizational meeting minutes.

CARRIED

Business from Previous Minutes

Review of Action Sheet

Peter F Braun made a motion to form a subgroup of Joe Driedger, Philip Krahn and Shawn Wieler for the Recreation Coordinator Review.

CARRIED

Managers Report – Jonathan Klassen

1. Managers Report presented by Jonathan Klassen

Philip Krahn moves to accept the September 2024 Managers Report.

CARRIED

New Business:

- 9.1 Tint Windows in RK Lobby

Jonathan Klassen received a quote of \$1500.00 to tint the RK front windows.

Peter F Braun made a motion to tint the windows before next season.

CARRIED

Lyndell Friesen moves to go in camera at 6:25 p.m.

Henry Goertzen moves to go out of camera at 6:42 p.m.

Shawn Wieler moves for the meeting to be adjourned at 6:43 p.m.

Next Meeting will be **November 14, 2024 at 6:00 pm**

ACTION SHEET

Following October 17, 2024 Meeting

Action:		Assigned:	Date to be Completed:	Status:
1.	Lumber Barons Agreement	LCRS	June 2025	Complete
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 th	
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	
7.	Annual Recreation Coordinator Review	Subcommittee	Annually in October	



**Board Meeting
REDI Northwest Alberta
In-person & zoom video communication
APPROVED MINUTES
October 16, 2024
6:00 pm REDI Meeting**

REDI Board Members Present

Lisa Wardley, Chair, Mackenzie County
Boyd Langford, Vice Chair, Town of High Level
Julie Melville, Secretary/Treasurer, Town of Rainbow Lake
Crystal McAteer, Town of High Level
Don Werner, Town of Rainbow Lake
Larry Neufeld, La Crete Chamber of Commerce
Ray Toews, Fort Vermilion Board of Trade

REDI Board Members Absent

Mike Osborn, Community Futures Northwest Alberta
Ryan Matthew Luengo, High Level Chamber of Commerce
Jasmine Light, Northern Lakes College
Justin Gaudet, Paddle Prairie Metis Settlement
Josh Knelsen, Mackenzie County
Greg McIvor, Zama Chamber Committee

Staff & Guests

Andrew O'Rourke, REDI Manager
Alok Sahai, EDO, Town of High Level
Wendy Muise – Ground Floor Labs
Al Toews – Fort Vermilion

1. CALL TO ORDER

Vice Chair Langford called the meeting to order and declared quorum at 6:05 pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That the agenda be accepted as presented.

Moved by Crystal McAteer

Carried

3. MINUTES OF THE SEPTEMBER 11, 2024, MEETING.

Motion:

The Minutes of the September 11, 2024, REDI Meeting be accepted as presented.

Moved by Ray Toews

Carried

4. YEAR TO DATE FINANCIAL REPORT SEPTEMBER 30, 2024

Motion:

Moved by Julie Melville

That the month ending September 30, 2024, financial report be accepted as presented.

Carried

5. MANAGERS REPORT

Mondelez International has awarded Organic Alberta USD 298,000 to create a project that will assist organic producers in retaining their organic acres, which are vital to the supply chain for ingredients for their products. Attended the High Level Chamber of Commerce, Connect to Elevate on Oct 04, and presented for 20 minutes about REDI and Community Futures Projects. In September, as part of the Community Futures Conference, I got to tour Symtec at Red Deer College, where new innovative products are developed with the latest 3D printers. Entrepreneurs from our region can receive a 24-hour voucher to work with materials and design experts. Worked with Municipal Experts Inc. to put the final finishing touches on the remaining ten business cases, paid their final invoice, posted new business cases online, and ordered marketing materials to promote. I attended the Jobs Economy and Trade session on the NRED 2024 Grant intake requirement online session and the Alberta Agriculture and Irrigation session on the small community opportunity grant program.

Motion:

Moved by Ray Toews

That the REDI Manager's verbal report be received for information.

Carried

6. PRESENTATION

i. Wendy Muise – Ground Floor Labs,

Reporting on project progress for geothermal & clean energy economic & business cases project. In the proposal, there were five phases to the project; as of October 2024, Phase 1 – Research and stakeholder engagement, is 85% complete. Phase 2 – Sector analysis and market demand assessment is 75% complete. Phase 3 Marketing plan development is 70% complete. The build, iteration & finalization stages are starting now, with the March 31, 2025, deadline. Out of the eleven business cases, five have been drafted to date. The marketing material is underway and will be submitted and ready for review at the next board meeting. The additional six business cases require more up-to-date data, so we are waiting for it to be released for this current year. Business cases will have the most up-to-date data available when they are published in March.

6. NEW BUSINESS

i. Yolo Nomads – Yearly subscription

A presentation of the promotional material that Yolo Nomads have created for the REDI region, along with a breakdown of the yearly cost of USD \$3,450 = CAD \$4,662

Motion:

Moved by Lisa Wardley

That REDI received the presentation for information.

CARRIED

ii. 2025-2027 NRED Grant Proposal

One of REDI’s priorities is to support our agricultural and value-added food producers within the region. Starting with outdated ‘Mackenzie Agriculture’ data and promotional material. REDI can apply for grant funding to build an entirely new foundation to support our agriculture and food producers, along with rebranding, packaging, and marketing—a discussion about REDI approaching Mackenzie County to take on the existing Mackenzie Agriculture material.

Motion: **Moved by Crystal McAteer**
That REDI applies to Jobs, the Economy, and Trade for a 2025-2027 NRED Grant with a total project value of \$150,000. The project will involve rebranding, marketing, and packaging agriculture and value-added food products.

CARRIED

Motion: **Moved by Crystal McAteer**
That REDI applies to Alberta Agriculture and Irrigation for a 2025 one-year Alberta Small Community Opportunity Program grant for a total project value of \$100,000. The project will involve rebranding, marketing, and packaging agriculture and value-added food products.

CARRIED

iii. Future of Food Summit

Motion **Moved by Lisa Wardley**
That REDI partners with the group assembled and led by Grande Prairie, which includes Invest Alberta and the Leduc food processing development center, for the March 2025 ‘Team Alberta’ display booth at the Future of Food Summit and authorizes the REDI Manager to attend.

CARRIED

iv. MoveUp Magazine – February 2025 Article

Motion: **Moved by Don Werner**
That REDI writes an article focusing on two new business cases: Selling food produce to NWT and Yukon and Pet Food Manufacturing.

CARRIED

v. CRAA – Information Request

The CRAA team has arranged a meeting with CN’s senior leadership team on November 4, 2024. A request was sent out to collect industry stories and data to highlight the state of rail in our communities by October 21. CRAA Executive Crystal McAteer and one of our northwest Alberta local representatives have already been talking with the local industry and gathering the required information, which includes talking with NWT operators. REDI will not overlap the incredible work already undertaken.

vi. REDI Letter to the Premier of Alberta

The letter sent by REDI to the Honorable Premier Danielle Smith on October 8, 2024, requesting a REDA Chairs and Managers meeting was presented as part of the meeting package. The letter highlights the two-decade relationship between GOA and REDI and signifies the achievements of REDI. On October 15, a response e-mail from the Premier's office indicated that the letter had been forwarded to Minister Matt Jones, Jobs Economy, and Trade.

7. OLD BUSINESS

i. NRED Business Case Complete

A final review of the second five business cases, including the Selling Food Products to NWT opportunity, Animal Foods, Burnt Wood, Fence Posts, and Forest Micro Industries. These business cases are now complete and are posted on the website. The REDI manager finalized the project in September and developed marketing material to start promotion.

ii. NRED – Business Case Printing

Vector Printing in High Level quoted \$21.49 per copy for 50 copies, a total of \$1074.50 + GST. After discussion, it was decided that the REDI manager would return to the November meeting with alternative quotes for 250 copies and 500 copies of a published gloss magazine-style.

iii. NRED - Draft Videos

Draft 60-second promotional videos for three local companies that produce products within the region were presented for review. Prairie Packers, Northern Truss and Peace Potato Gowers. Board members provided feedback, and edits will be undertaken.

iv. NRED – Feasibility Study Update

Through the 2023 NRED grant, REDI can partner with an entrepreneur to develop another feasibility study in 2024 and into 2025, with a \$10,000 contribution from NRED and a project completion date of May 11, 2025. The intent was for REDI to assist financially with a local entrepreneur who wanted to build upon a specific business case. We will continue to create a campaign to market our business cases locally. But there is a seven-month deadline for spending the funds. A discussion was had: if no entrepreneur comes forward with a proposal, could REDI match the \$10,000 and pick a feasibility study that we think holds the most promise and economic benefit for our region?

v. REDI Manager Nov / Dec Schedule

The REDI Manager provided the board with a two-month work schedule calendar for November and December, indicating working days for REDI and CFNWA and highlighting vacation days between Nov 7 - 15 and Dec 23 – 31.

8. ADDITIONAL INFORMATION

- i. Alberta Highway 686 Extension to Fort McMurray
- ii. Prince Rupert Port - \$79 million in Federal Funding
- iii. MoveUp Magazine – November Issue – Investment Tours

9. ROUND TABLE

Ray Toews—Boreal Housing has now finished moving vulnerable houses out of the flood zone.

Don Werner—Rainbow Lake had a busy turnaround during September / October. The big camp that supported the five-year Cenovus turnaround is being dismantled and moved out. Another 90-man camp, which will be in Rainbow for a year, has workers drilling; last I heard, four new wells were drilled, and a fifth well was starting.

Larry Neufeld – Getting Ready for Moonlight Madness's local Christmas shopping spree and trying to find a speaker for our AGM and awards dinner, typically in February or March and gearing up for our first-ever double trade show, a new agricultural trade show on the last week in April, and the traditional retail trade show might bump over to the first weekend in May. The chamber board met with local RCMP to get a handle on local crime, especially for businesses, where businesses have stolen tools, and even our brand-new digital sign had vandalism.

Crystal McAteer – There was a very successful night market with many vendors and well over a thousand people in attendance. The High Level pool is not operational and requires maintenance, with a new boiler and sand filtration required. The lagoon also required desludging this year. A new Japanese restaurant has opened in town. The grand opening of the collegiate school will take place on October 25.

Boyd Langford – The proposed hotel at the Hwy 58 & 35 junction, which could start construction this fall, has changed from a 100-bed to a 150-bed development permit application. The midnight madness Christmas shopping is Nov 29. The McDonalds was supposed to have broken ground last May and opened in Oct, but we have not seen anything yet.

10. ADJOURNMENT & NEXT MEETING

The next REDI meeting will be our Organizational Meeting on November 20, 2024.

Motion:
That the REDI meeting be adjourned at 8:20 p.m.
Carried

Moved by Larry Neufeld

Boyd Langford, Vice Chair

REDI Manager