





MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**FEBRUARY 07, 2023
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 25, 2023 Regular Council Meeting	7
		b) 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) Review of Proposal Call Documents: Township Road 1102 and Range Road 154 (<i>FOIP Sections 23, 24, 25 and 27</i>)	
		b) CAO Report – (<i>FOIP Sections 16, 17, 23 and 24</i>)	
		c) Union Negotiations (<i>FOIP Sections 23, 24 and 27</i>)	
		d) Zama Land Expansion (<i>FOIP Sections 21 and 23</i>)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) None	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1270-22 – Land Use Bylaw Amendment to amend the regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter	23

		b)	Bylaw 1275-23 Land Use Bylaw Amendment to Rezone Plan 882 1512, Lot OT from La Crete Main Street "LC-MS" to La Crete Heavy Industrial "LC-HI"	31
		c)	Bylaw 1276-23 Land Use Bylaw Amendment to Rezone Plan 852 0927, Lot OT from La Crete Main Street "LC-MS" to La Crete Heavy Industrial "LC-HI"	41
DELEGATIONS	7.	a)	None	
GENERAL REPORTS:	8.	a)	Mitigation Conditional Grant Agreement – Interest Revenue	51
		b)		
		c)		
AGRICULTURE SERVICES:	9.	a)	Bylaw 1271-22 Wild Boar Update	53
		b)	Draft Agricultural Land Leases – Request for Proposals	59
		c)	Draft Roadside Mowing Tender 2023-2025	69
		d)		
COMMUNITY SERVICES:	10.	a)	Appointment of Fire Chief and Deputy Fire Chief – All Departments	87
		b)	Mackenzie Aquatic Society Request for Grant Support	115
		c)		
FINANCE:	11.	a)	Policy FIN011 Accounts Receivable/Utility Collections - Amendment	153
		b)	Customer #241859 – Finance Charge Write Off Request	159
		c)	2022 Uncollectible Taxes	169
		d)	2022 Uncollectible Utility and Accounts Receivable Accounts	175
		e)	Disaster Recovery Program – 2021 Update	179

January Report

		f)		
PROJECTS & INFRASTRUCTURE:	12.	a)	None	
		b)		
OPERATIONS:	13.	a)	None	
		b)		
UTILITIES:	14.	a)	Policy UT006 Municipal Rural Water Servicing & Policy UT004 Utility Collections	183
		b)		
PLANNING & DEVELOPMENT:	15.	a)	Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M from Agricultural "A" to Rural Industrial General "RIG"	199
		b)	Consideration for New Zoning District for Rural Residential Acreages from Agricultural "A" Land	209
		c)	Speed Limit Reduction and Restricted Use of Engine Retardant Brakes on Township Road 1052	211
		d)	Policy FIN035 Municipal Land Sales	217
		e)		
ADMINISTRATION	16.	a)	Queen's Platinum Jubilee Medal Presentation	225
		b)	La Crete Health Committee – Request for Letter of Support	227
		c)		
COMMITTEE OF THE WHOLE ITEMS:	17.	a)	Business Arising out of Committee of the Whole	
		b)		
COUNCIL COMMITTEE REPORTS:	18.	a)	Council Committee Reports (verbal)	
		b)		
		c)		

- d)
- INFORMATION / CORRESPONDENCE:** 19. a) Information/Correspondence 229
- NOTICE OF MOTION:** 20. a)
- NEXT MEETING DATES:** 21. a) Regular Council Meeting
February 28, 2023
10:00 a.m.
Fort Vermilion Council
- b)
- ADJOURNMENT:** 22. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	James Thackray, Chief Administrative Officer
Title:	Minutes of the January 25, 2023 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 25, 2023 Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, January 25, 2023
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (left the meeting at 3:50 p.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor (virtual - left the meeting at 3:18 p.m.)
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor

REGRETS:

ADMINISTRATION:

James Thackray	Chief Administrative Officer
Byron Peters	Director of Projects and Infrastructure
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services
Caitlin Smith	Director of Planning and Agriculture
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Landon Driedger	Agricultural Fieldman

ALSO PRESENT: Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on January 25, 2023 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 23-01-047 MOVED by Councillor Cardinal

That the agenda be adopted with the following additions:

- 4. d) Town of High Level – Annexation
- 7. a) Lyle Duperron & Owen Sabiston
- 8. b) Street Lights
- 15.a) Bantam Lumberjacks Fundraiser

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the January 10, 2023 Regular Council Meeting

MOTION 23-01-048

MOVED by Deputy Reeve Sarapuk

That the minutes of the January 10, 2023 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Minutes of the January 11, 2023 Budget Council Meeting

MOTION 23-01-049

MOVED by Councillor Wardley

That the minutes of the January 11, 2023 Budget Council Meeting be adopted as presented.

CARRIED

DELEGATIONS:

7. a) Lyle Duperron and Owen Sabiston (ADDITION)

MOTION 23-01-050
Requires Unanimous

MOVED by Councillor Bateman

That the Agricultural Service Board review the possibilities of a bylaw prohibiting the transference of horses from the Chateh area unless they have been Coggins tested.

CARRIED UNANIMOUSLY

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

MOTION 23-01-051
Requires Unanimous

MOVED by Councillor Cardinal

That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit.

CARRIED UNANIMOUSLY

TENDERS:

5. a) Zama City Vegetation Management Project

MOTION 23-01-052

MOVED by Deputy Reeve Sarapuk

That the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 – Envelope 1 be opened.

CARRIED

Bidder	Qualifying Documents
Northern Road Builders	All required documents included.
Outback Ventures	All required documents included.

MOTION 23-01-053

MOVED by Councillor Wardley

That the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 Tenders – Envelope 2 be opened for qualified bidders.

CARRIED

Bidder	Cost Schedule A	Cost Schedule B
Northern Road Builders	\$63,100.00	\$232,900.00
Outback Ventures	\$61,838.00	\$103,640.50

MOTION 23-01-054

MOVED by Councillor Wardley

That administration reviews the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 Tenders and bring back to Council later in the meeting for awarding.

CARRIED

CLOSED MEETING:

4. a) CLOSED MEETING

MOTION 23-01-055

MOVED by Councillor Driedger

That Council move into a closed meeting at 11:24 a.m. to discuss the following:

- 4.a) Legal – Development Matters (*FOIP Sections 23, 24 and 27*)
- 4.c) Town of High Level – Agreements (*FOIP Sections 21 and 23*)

CARRIED

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

- All Councillors Present
- James Thackray, Chief Administrative Officer
- Byron Peters, Director of Projects and Infrastructure
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- Caitlin Smith, Director of Planning and Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary
- Landon Driedger, Agricultural Fieldman

MOTION 23-01-056 **MOVED** by Councillor Derksen

That Council move out of a closed meeting at 12:09 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 12:09 p.m. and reconvened the meeting at 12:56 p.m.

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

MOTION 23-01-057 **MOVED** by Deputy Reeve Sarapuk

That Council move into a closed meeting at 1:00 p.m. to discuss the following:

- 4.b) CAO Report (*FOIP Sections 16, 17, 23 and 24*)
- 4.d) Town of High Level – Annexation (*FOIP Sections 21 & 23*)

CARRIED

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

- All Councillors Present
- James Thackray, Chief Administrative Officer
- Byron Peters, Director of Projects and Infrastructure
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- Caitlin Smith, Director of Planning and Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary
- Landon Driedger, Agricultural Fieldman

Administration left the meeting at 1:13 p.m. excluding James Thackray, Chief Administrative Officer.

MOTION 23-01-058 **MOVED** by Councillor Peters

That Council move out of a closed meeting at 2:15 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 2:15 p.m. and reconvened the meeting at 2:25 p.m.

CLOSED MEETING: **4. a) Legal – Development Matters**

MOTION 23-01-059 **MOVED** by Councillor Smith

That the Legal-Development Matter discussion be received for information.

CARRIED

CLOSED MEETING: **4. c) Town of High Level - Agreements**

MOTION 23-01-060 **MOVED** by Councillor Bateman

That the Town of High Level – Agreements be TABLED to February 28, 2023 Regular Council meeting.

CARRIED

CLOSED MEETING: **4. d) Town of High Level – Annexation (ADDITION)**

MOTION 23-01-061 **MOVED** by Councillor Wardley

Requires Unanimous

That the Town of High Level – Annexation be TABLED for clarification.

CARRIED UNANIMOUSLY

CLOSED MEETING: 4. b) CAO Report

MOTION 23-01-062 MOVED by Deputy Reeve Sarapuk

That the CAO Report be received for information.

CARRIED

TENDERS: 5. a) Zama City Vegetation Management Project

MOTION 23-01-063 MOVED by Councillor Bateman
Requires 2/3

That the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 contract be awarded to the highest scoring qualified bidder Outback Ventures, while staying within budget.

CARRIED

Northern Road Builders

Evaluation Criteria <i>(Weight x Score = Total Points)</i>	Evaluation Criteria Schedule A & B	Schedule A		Schedule B	
		Score	Total	Score	Total
Local Contractor	10%	10	10%	10	10%
Experience with other Vegetation Management Programs	10%	8	8%	8	8%
Experience with Vegetation Management Programs in and around the Hamlet of Zama City	20%	5	10%	5	10%
Proposal Cost	60%	9	54%	5	30%
Total	100%		82%		58%

Outback Ventures

Evaluation Criteria (<i>Weight x Score = Total Points</i>)	Evaluation Criteria Schedule A & B	Schedule A		Schedule B	
	Weight	Score	Total	Score	Total
Local Contractor	10%	10	10%	10	10%
Experience with other Vegetation Management Programs	10%	9	9%	9	9%
Experience with Vegetation Management Programs in and around the Hamlet of Zama City	20%	20	20%	9	18%
Proposal Cost	60%	10	60%	9	54%
Total	100%		99%		91%

PUBLIC HEARINGS: 6. a) None

GENERAL REPORTS: 8. a) Flood Recovery Steering Committee Report and Terms of Reference

MOTION 23-01-064 MOVED by Deputy Reeve Sarapuk

That the Flood Recovery Steering Committee report be received for information.

CARRIED

MOTION 23-01-065 MOVED by Councillor Smith

That the Flood Recovery Steering Committee Terms of Reference be approved as presented.

CARRIED

GENERAL REPORTS: 8. b) Street Lights (ADDITION)

MOTION 23-01-066 MOVED by Councillor Bateman

Requires Unanimous

That administration research street lighting options and bring back to a Flood Recovery Steering Committee meeting.

CARRIED UNANIMOUSLY

**AGRICULTURE
SERVICES:**

9. a) None

**COMMUNITY
SERVICES:**

10. a) Camp Reservations Canada

MOTION 23-01-067

MOVED by Councillor Derksen

That administration use Camp Reservations Canada for the campground online booking program.

CARRIED

**COMMUNITY
SERVICES:**

10. b) Dog Control

MOTION 23-01-068

MOVED by Councillor Peters

That administration purchase up to 6 live dog traps to address dogs running at large in the hamlets.

CARRIED

Councillor Braun left the meeting virtually at 3:18 p.m.

FINANCE:

11. a) Bylaw 1261-22 – Local Improvement Tax, 101 Avenue Asphalt

MOTION 23-01-069

MOVED by Councillor Wardley

That the second reading be given to Bylaw 1261-22, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay on 101 Avenue from 98th Street to 97th Street for; Plan 062 6286, Block 23, Lot 10; Plan 062 6286, Block 23, Lot 9; Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.

CARRIED

MOTION 23-01-070

MOVED by Councillor Peters

That the third reading be given to Bylaw 1261-22, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay on 101 Avenue from 98th Street to 97th Street for; Plan 062 6286,

Block 23, Lot 10; Plan 062 6286; Block 23, Lot 9; Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.

CARRIED

FINANCE: **11. b) Disaster Recovery Program – 2020 Update January Report**

MOTION 23-01-071 **MOVED** by Councillor Driedger

That the 2020 Disaster Recovery Program January 2023 updated report be received for information.

CARRIED

FINANCE: **11. c) 2022 Overland Flood – Ratepayer Invoices**

MOTION 23-01-072 **MOVED** by Councillor Bateman

That a letter be written to Mr. G. Friesen, stating that the County does not reimburse or invoices direct for natural disasters, and that once the Disaster Recovery Program communicates the approval/denial of the 2022 Overland Flood application, they will be notified.

CARRIED

OPERATIONS: **12. a) None**

UTILITIES: **13. a) None**

PLANNING & DEVELOPMENT: **14. a) Bylaw 1279-23 Land Use Bylaw Amendment to amend the minimum lot size regulation in the Hamlet Country Residential “H-CR” district in the Land Use Bylaw Section 9.16.3**

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

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

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. b) Development Statistics Report – January to December
2022**

MOTION 23-01-074

MOVED by Deputy Reeve Sarapuk

That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.

CARRIED

Reeve Knelsen recessed the meeting at 3:38 p.m., Deputy Reeve Sarapuk left the meeting at 3:50 p.m. and Reeve Knelsen reconvened the meeting at 3:54 p.m.

ADMINISTRATION:

15. a) Bantam Lumberjacks Fundraiser (ADDITION)

MOTION 23-01-075
Requires Unanimous

MOVED by Councillor Bateman

That Mackenzie County sponsors \$1,500 to advertise in the U15 Lumberjacks Provincials booklet.

CARRIED UNANIMOUSLY

**COMMITTEE OF THE
WHOLE MEETING:**

**16. a) Business Arising out of Committee of the Whole
Meeting Minutes**

MOTION 23-01-076

MOVED by Councillor Wardley

That the Alberta Games Survey be amended and recirculated.

CARRIED

MOTION 23-01-077

MOVED by Councillor Wardley

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

CARRIED

MOTION 23-01-078

MOVED by Councillor Bateman

That administration release an additional 15% of the 2023 Operating Grant to the Fort Vermilion Recreation Board.

CARRIED

MOTION 23-01-079 **MOVED** by Councillor Smith

That a letter be written to the Fort Vermilion Recreation Board regarding grant reporting requirements including budget parameters and a meeting with the Board.

CARRIED

MOTION 23-01-080 **MOVED** by Councillor Bateman
Requires 2/3

That first reading be given to Bylaw 1277-23, being the Fee Schedule Bylaw for Mackenzie County as amended.

CARRIED

MOTION 23-01-081 **MOVED** by Councillor Peters
Requires 2/3

That second reading be given to Bylaw 1277-23, being the Fee Schedule Bylaw for Mackenzie County as amended.

CARRIED

MOTION 23-01-082 **MOVED** by Councillor Bateman
Requires Unanimous

That consideration be given to go to third reading of Bylaw 1277-23, being the Fee Schedule Bylaw for Mackenzie County as amended.

CARRIED UNANIMOUSLY

MOTION 23-01-083 **MOVED** by Councillor Driedger
Requires 2/3

That third reading be given to Bylaw 1277-23, being the Fee Schedule Bylaw for Mackenzie County as amended.

CARRIED

MOTION 23-01-084 **MOVED** by Councillor Wardley

That administration release the remaining 50% of the Non-Profits 2023 Operating Budget.

CARRIED

MOTION 23-01-085

MOVED by Councillor Derksen

That policy ADM060 – Social Media be approved as presented.

CARRIED

MOTION 23-01-086

MOVED by Councillor Smith

That policy RESV025 – Fort Vermilion Fire Hall Reserve be approved as presented.

CARRIED

MOTION 23-01-087

MOVED by Councillor Wardley

That the 2023 Capital Budget for the Fort Vermilion Fire Hall Roof Project be suspended.

CARRIED

MOTION 23-01-088

MOVED by Councillor Peters

That policy RESV026 – La Crete & Area Fire Hall Reserve be approved as presented.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

17. a) Council Committee Report (verbal)

MOTION 23-01-089

MOVED by Councillor Wardley

That the Council Committee Reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

17. b) Municipal Planning Commission Meeting Minutes

MOTION 23-01-090

MOVED by Councillor Bateman

That the unapproved Municipal Planning Commission meeting minutes of January 12, 2023 be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

18. a) Information/Correspondence

MOTION 23-01-091

MOVED by Councillor Driedger

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

Regular Council Meeting
February 7, 2023
10:00 a.m.
Fort Vermilion Council Chambers

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

ADJOURNMENT:

21. a) Adjournment

MOTION 23-01-092

MOVED by Councillor Derksen

That the Council meeting be adjourned at 4:35 p.m.

CARRIED

These minutes will be presented for approval at the February 7, 2023 Regular Council Meeting.

Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Public Hearing Bylaw 1270-22 – Land Use Bylaw Amendment to Amend the Regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter

BACKGROUND / PROPOSAL:

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

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

8.59 Tarp Shelters in hamlet

- 8.59.1 A TARP SHELTER shall be considered a TEMPORARY structure for cold storage purposes only, if it is a principal use, and may be considered a permanent use if accessory to a principal use.
- 8.59.2 An application for a DEVELOPMENT PERMIT for a TARP SHELTER shall specify a timeline for construction of a permanent building.
- ~~8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER shall be for a two (2) year period with the option for renewal for a maximum of four (4) years.~~
- 8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER in hamlet shall be for a one (1) year period with the option for annual renewal subject to fees as indicated in the Mackenzie County Fee Schedule Bylaw.

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

All applications shall include photos of the structure.

The current definition of Tarp Shelter in Section 2 of the Land Use Bylaw is as follows:

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

The proposed definition of Tarp Shelter is as follows:

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

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

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

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

MPC 22-10-165 **MOVED** by William Wieler

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

CARRIED

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

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

MOTION 22-11-805 **MOVED** by Councillor Wardley

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

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

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the Planning & Development Department.

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw revision.

COMMUNICATION:

The bylaw amendment has been advertised as per MGA requirements.

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

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

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

BYLAW NO. 1270-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO AMEND AND ADD TO SECTION 8.59 TARP SHELTER REGULATIONS & TO
AMEND SECTION 2.3 DEFINITION OF TARP SHELTER OF THE LAND USE BYLAW
1066-17

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by amending and adding to the regulations of Tarp Shelters to Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter of the Land Use Bylaw.

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

8.59 Tarp Shelters in hamlet

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

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

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

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

All applications shall include photos of the structure.

Section 2 Interpretation

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

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

READ a first time this 15th day of November, 2022.

PUBLIC HEARING held this ____ day of _____, 2023.

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

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

Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1270-22

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	PUBLIC HEARING Bylaw 1275-23 Land Use Bylaw Amendment to Rezone Plan 882 1512, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”

BACKGROUND / PROPOSAL:

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

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

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

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

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

MOTION 23-01-030 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1275-23 being a Land Use Bylaw Amendment to rezone Plan 882 1512, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”, subject to public hearing input.

CARRIED

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

OPTIONS & BENEFITS:

Options are to pass, defeat or table second and third reading.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters.

SUSTAINABILITY PLAN:

Goal E23 Mackenzie County’s business communities can provide local products and services to meet consumer demand.

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1275-23 being a Land Use Bylaw Amendment to rezone Plan 882 1512, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI” in order to amalgamate with the adjacent lot.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1275-23 being a Land Use Bylaw Amendment to rezone Plan 882 1512, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI” in order to amalgamate with the adjacent lot.

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

BYLAW NO. 1275-23
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone Plan 882 1512, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”.

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

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

Plan 882 1512, Lot OT

Within Mackenzie County, be rezoned from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI” to as outlined in Schedule “A” hereto attached.

READ a first time this 10th day of January, 2023.

PUBLIC HEARING held this ____ day of _____, 2023.

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

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

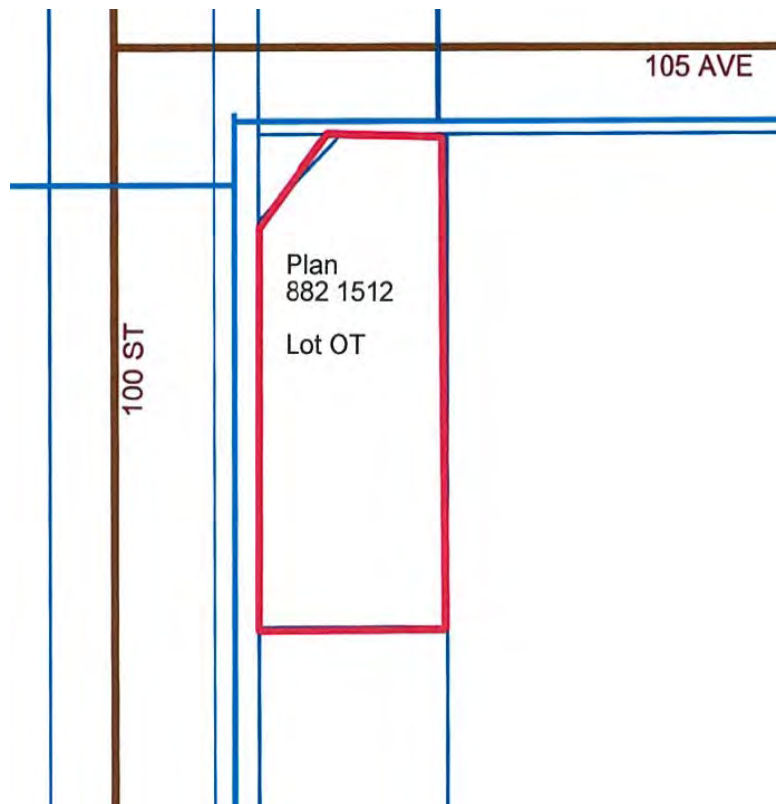
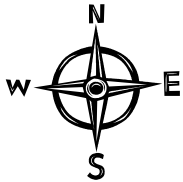
Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

BYLAW No. 1275-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 882 1512, Lot OT within Mackenzie County, be rezoned:



FROM: La Crete Main Street "LC-MS"

TO: La Crete Heavy Industrial "LC-HI"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <i>Mackenzie County</i>		
Address: <i>Box 640</i>		
City/Town <i>Fort Vermilion</i>		
Postal Code <i>T0H 1N0</i>	Phone <i>780 927-3718</i>	Cell
Applicant Email		

Complete only if different from Applicant

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

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
<i>NW</i>	<i>10</i>	<i>106</i>	<i>15</i>	<i>5</i>		<i>8821512</i>	<i>/</i>	<i>07</i>

Civic Address: _____

Land Use Classification Amendment Proposed:

From: *LC-MS* To: *LC-HI*

Reasons Supporting Proposed Amendment:

Selling lot to adjacent land owner; rezoning to same

I have enclosed the required application fee of: *N/A* Receipt No.: _____

[Signature]
Applicant Signature

December 9/22
Date

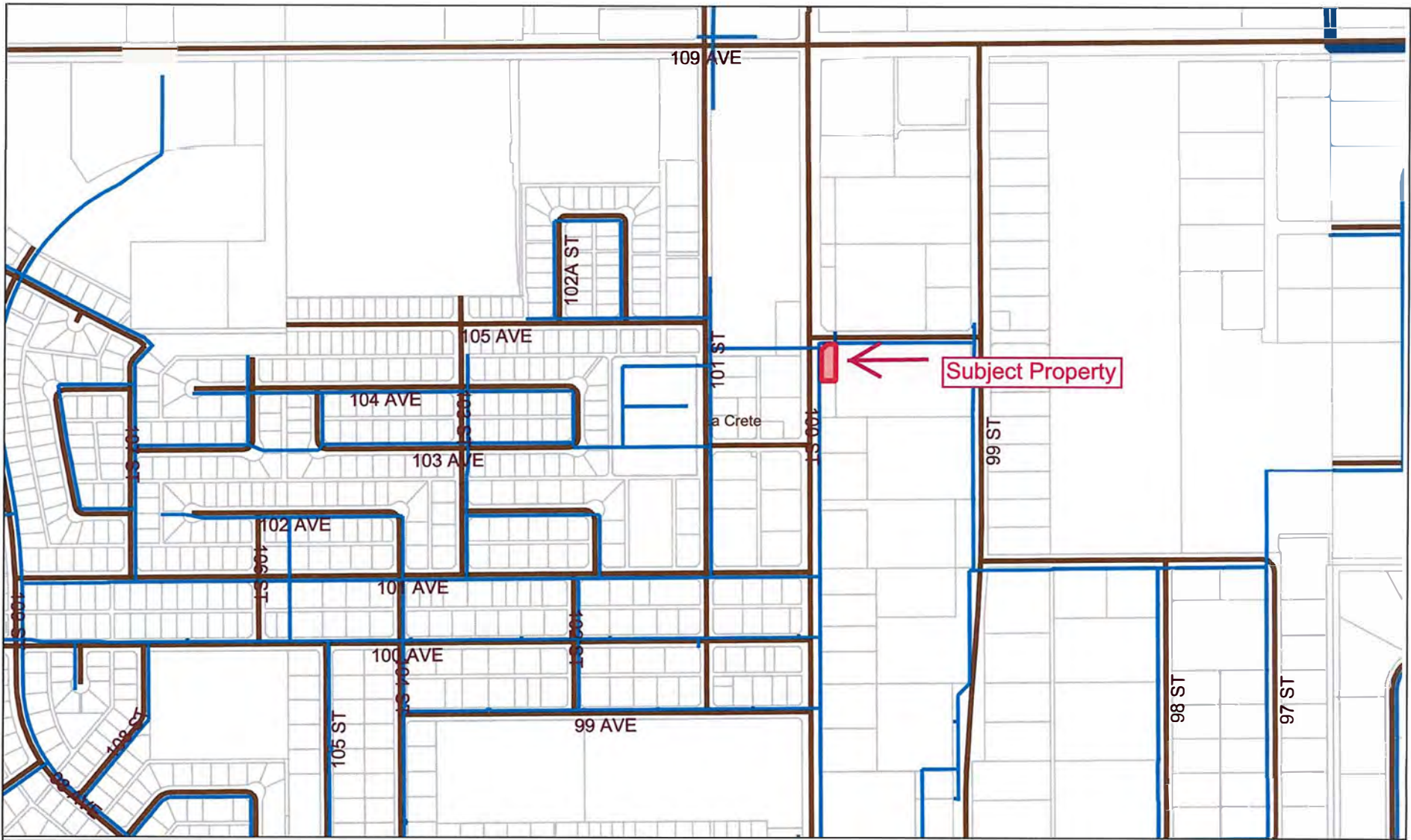
Registered Owner Signature

Date

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

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









Scale 1: 8,554

100 yd

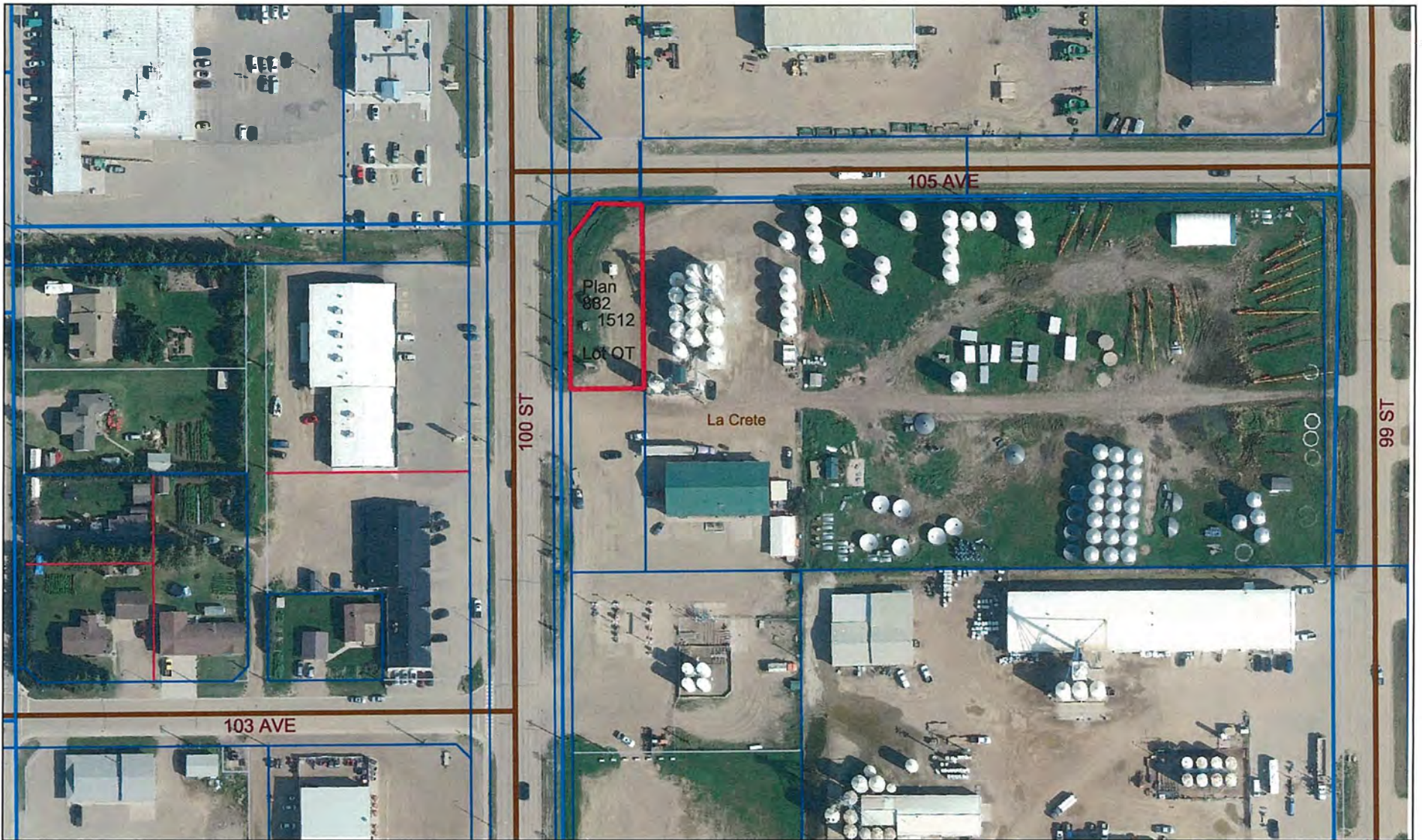


100 m

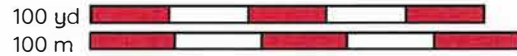


The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.

Mackenzie County Bylaw 1275-23 Plan 882 1512, Lot OT



Scale 1: 1,711



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.

Mackenzie County Bylaw 1275-23 Plan 882 1512, Lot OT

Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1275-23

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	PUBLIC HEARING Bylaw 1276-23 Land Use Bylaw Amendment to Rezone Plan 852 0927, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”

BACKGROUND / PROPOSAL:

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

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

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

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

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

MOTION 23-01-031 **MOVED** by Councillor Braun

That first reading be given to Bylaw 1276-23 being a Land Use Bylaw Amendment to rezone Plan 852 0927, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”, subject to public hearing input.

CARRIED

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

OPTIONS & BENEFITS:

Options are to pass, defeat or table second and third reading.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters.

SUSTAINABILITY PLAN:

Goal E23 Mackenzie County’s business communities can provide local products and services to meet consumer demand.

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1276-23 being a Land Use Bylaw Amendment to rezone Plan 852 0927, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI” in order to amalgamate with the adjacent lot.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1276-23 being a Land Use Bylaw Amendment to rezone Plan 852 0927, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI” in order to amalgamate with the adjacent lot.

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

BYLAW NO. 1276-23
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone Plan 852 0927, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”.

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

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

Plan 852 0927, Lot OT

Within Mackenzie County, be rezoned from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI” to as outlined in Schedule “A” hereto attached.

READ a first time this 10th day of January, 2023.

PUBLIC HEARING held this ____ day of _____, 2023.

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

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

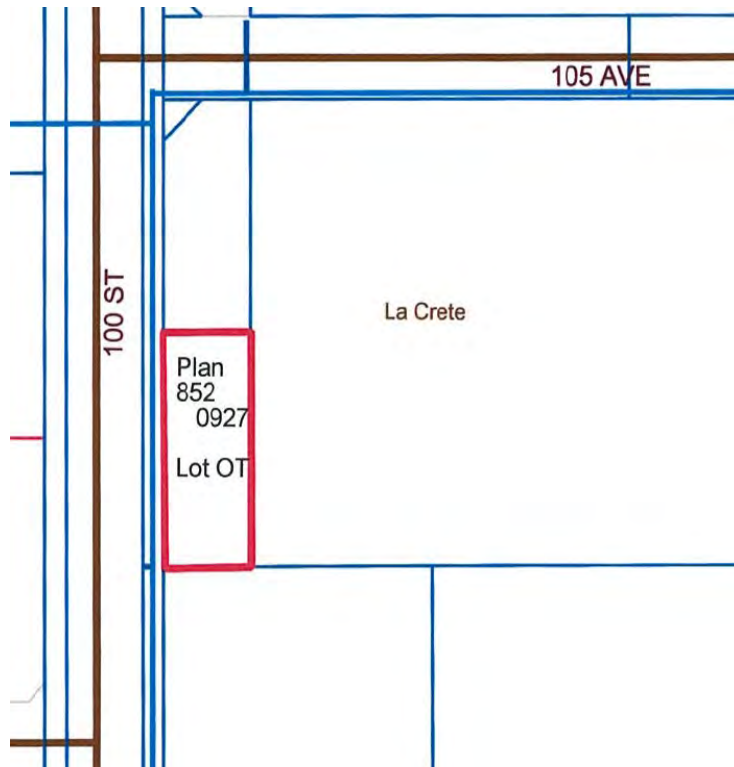
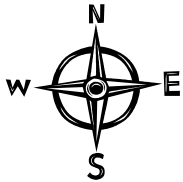
Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

BYLAW No. 1276-23

SCHEDULE “A”

1. That the land use designation of the following property known as Plan 852 0927, Lot OT within Mackenzie County, be rezoned:



FROM: La Crete Main Street “LC-MS”

TO: La Crete Heavy Industrial “LC-HI”

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <i>Mackenzie County</i>		
Address: <i>Box 640</i>		
City/Town <i>Fort Vermilion</i>		
Postal Code <i>T0H 1N0</i>	Phone <i>AB</i>	Cell
Applicant Email		

Complete only if different from Applicant

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

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
<i>NW</i>	<i>10</i>	<i>106</i>	<i>15</i>	<i>5</i>		<i>852927</i>	<i>/</i>	<i>07</i>

Civic Address: _____

Land Use Classification Amendment Proposed:

From: *LC-MS* To: *LC-HI*

Reasons Supporting Proposed Amendment:

Selling lot to adjacent land owner; rezoning to same

I have enclosed the required application fee of: *N/A* Receipt No.: _____

[Signature]
Applicant Signature

December 9/22
Date

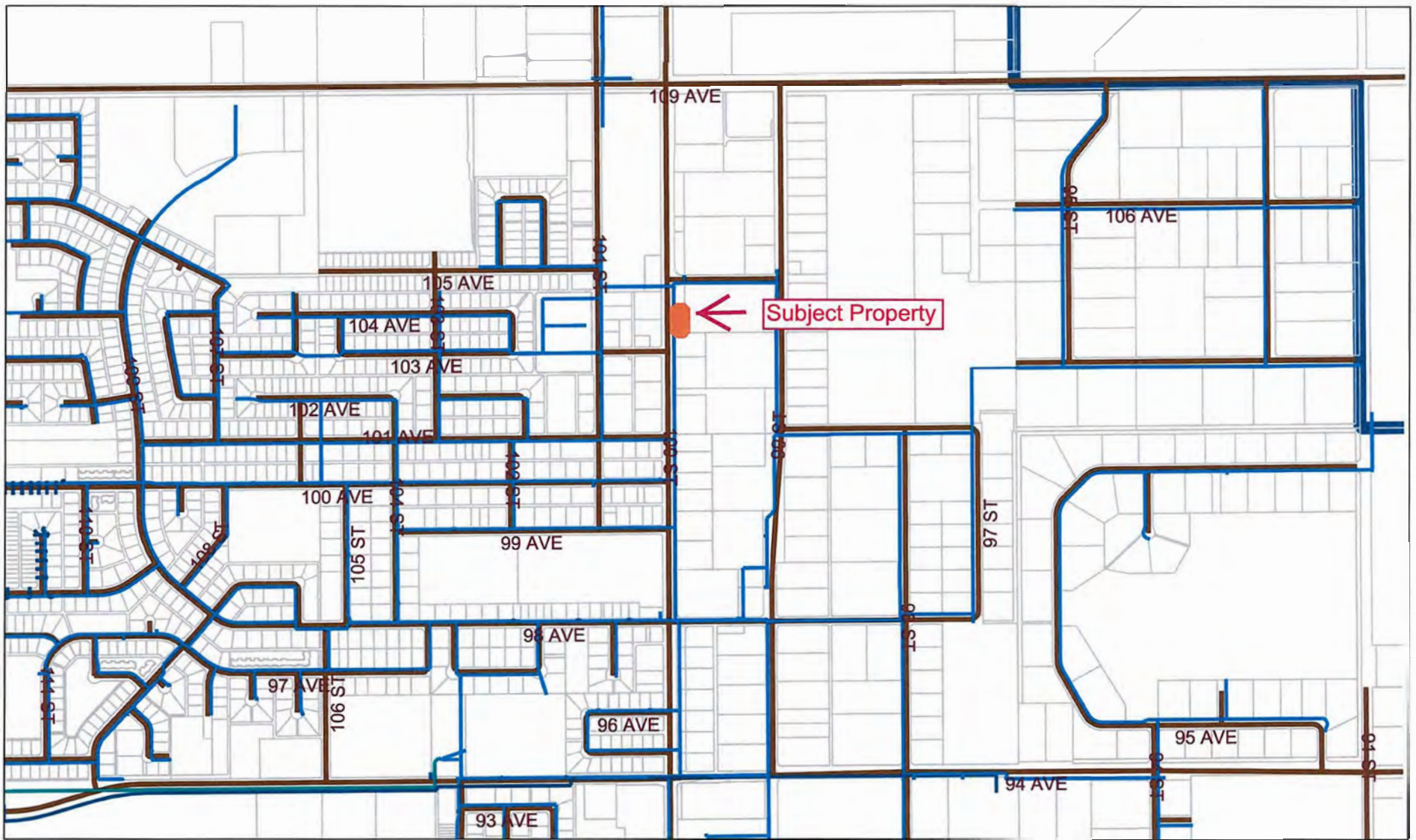
Registered Owner Signature

Date

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

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



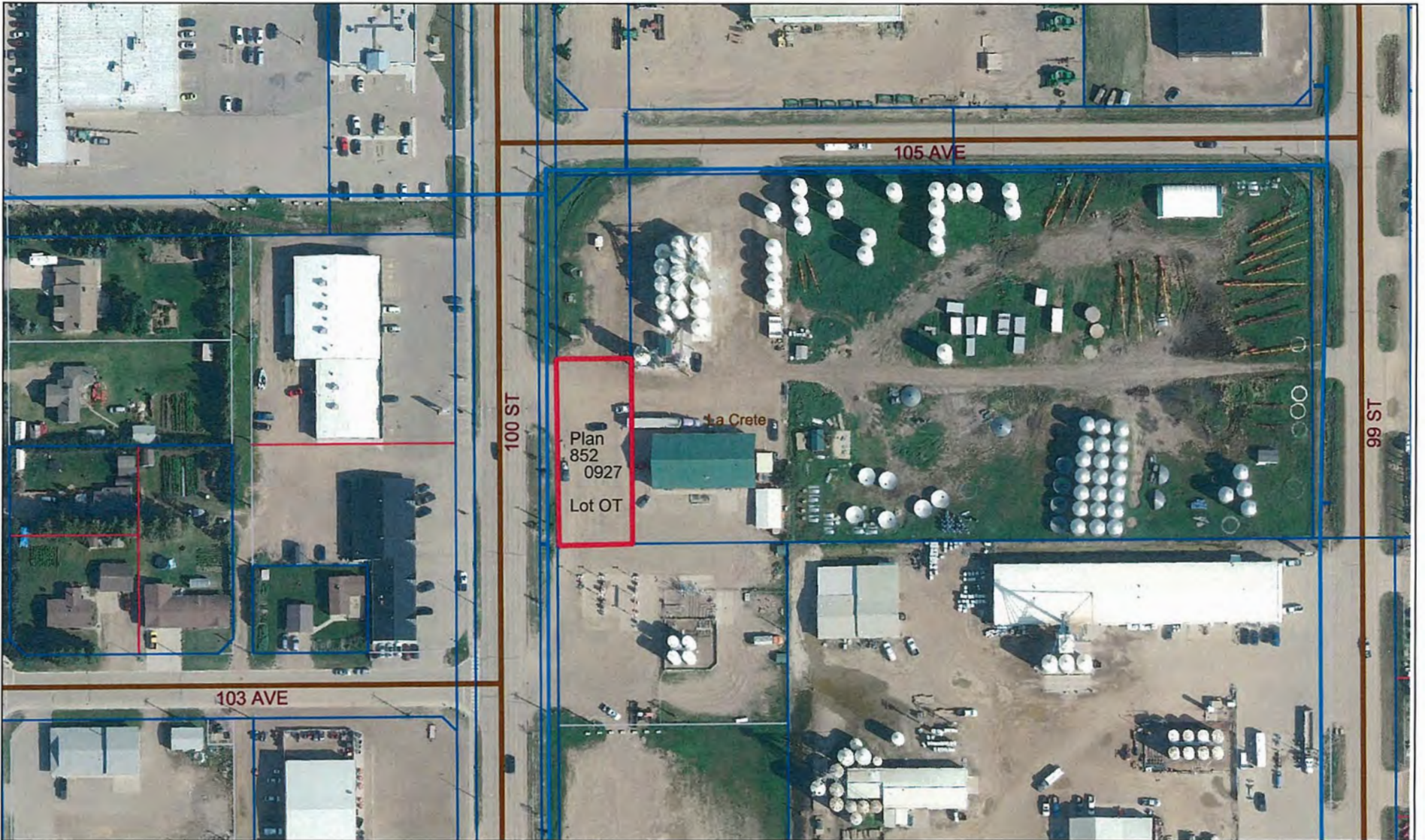



 Scale 1: 12,831



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.

Mackenzie County Bylaw 1276-23 Plan 852 0927, Lot OT




 Scale 1: 1,711



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.

Mackenzie County Bylaw 1276-23 Plan 852 0927, Lot OT

Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1276-23

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Conditional Grant Agreement – Interest Revenue

BACKGROUND / PROPOSAL:

As part of the conditional grant agreement for the Fort Vermilion flood mitigation, 90% of the grant funds was received as an advance towards costs incurred. Expenses incurred to offset this advance are applied against these funds, and interest is calculated on the balance. Interest earned from funds received by a Provincial Grant are normally incorporated into available funds through these grants.

Administration also sold an item from tis program through public auction, and would like to record these funds to the project.

The conditional grant interest was calculated at \$64,170 for the fourth quarter of 2022, and the auction sale of \$11. Administration is requesting that the 2022 Capital Budget for the FV – Flood Mitigation project be amended to include these funds.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 allocated interest for the balance of advance funds

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1271-22 Wild Boar Bylaw

BACKGROUND / PROPOSAL:

Bylaw 1271-22 Wild Board Bylaw was presented to Council on December 13, 2022 where it passed first and second reading. Council directed administration to add a clause to the bylaw stating that wild boar producers must tag each animal with Canadian Cattle Identification Agency Tag.

The bylaw has been updated and is being presented for third and final reading.

OPTIONS & BENEFITS:

Options are to pass, defeat, or table the bylaw.

COSTS & SOURCE OF FUNDING

N/R

SUSTAINABILITY PLAN

N/R

COMMUNICATION / PUBLIC PARTICIPATION:

If approved this will need to be advertised.

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

POLICY REFERENCES:

Alberta Agriculture Pest Act Pest and Nuisance Control Regulation.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: _____ Reviewed by: _____ CAO: _____

BYLAW NO. 1271-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO PROVIDE FOR THE REGULATION OF WILD BOARS WITHIN THE
BOUNDARIES OF MACKENZIE COUNTY

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto, Council may pass a bylaw to regulate Prohibited Animals;

WHEREAS, the Council of Mackenzie County deems it necessary to regulate the introduction of Wild Boars (*sus scrofa*), for any purpose, intended or otherwise in Mackenzie County to provide the safety, cleanliness and environmental protections for the County and its residents.

NOW THEREFORE, the Council of Mackenzie County, in the Province of Alberta, does hereby enact as follows:

1. CITATION

This bylaw may be cited as the Mackenzie County Wild Boar Bylaw.

2. DEFINITIONS

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

- a) Act – means the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto.
- b) Bylaw Enforcement Officer – means;
 - 1. a Bylaw Enforcement Officer appointed by the council under the authority of the Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto; or
 - 2. a Designated officer;
- c) Council - means the Council of Mackenzie County.
- d) Designated Officer - means a designated officer as defined in the Municipal Government Act.

- e) Order – means an order issued by a Bylaw Enforcement Officer or a Designated Officer under Section 545 of the Act, as applicable.
- f) Owner – means; the case of land, any person who is registered under the Land Titles Act as the owner of the land, or is listed on the County’s role as such; or in the case of property other than land, any person who is in lawful possession or control of the property.
- g) Regulated Animals – means those animals that are regulated within Mackenzie County and are listed as follows: **Wild Boar** (sus scrofa).

3. GENERAL RESTRICTIONS

- a) Existing Wild Boar farms at the time of enactment of this bylaw will be identified and exempt from Section 3.(b) of this Bylaw.
- b) All Wild Boar farms shall be registered with the Alberta Inspection and Investigation Section and Mackenzie County.
- c) Wild Boar farms established after the enactment of this bylaw shall not have more than one hundred (100) breeding sows and no more than five (5) boars.
 - I. Any animals above said limits must be removed from the County or euthanized within seven (7) days of receiving an order from a Bylaw Officer or Designated Officer.
 - II. The cost or removal will be at the sole responsibility of the Owner.
- d) All Wild Boars must be tagged with Canadian Cattle Identification Agency (CCIA) Tags
- e) Wild Boar farms must comply with the Province of Alberta’s confinement regulations and will be inspected annually by the Alberta Inspection and Investigation Section or the Agricultural Fieldman to ensure compliance.
- f) A limit of no more that five (5) Wild Boar farms may be in operation simultaneously within Mackenzie County at any given time.
- g) Any Wild Boar sighted outside of containment will be considered at large and shall be euthanized.

4. OFFENCES AND PENALTIES

Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to a specified penalty as outlined in Schedule “A” – Specified Penalties.

This Bylaw shall come into force and effect upon the date of passing of the third and final reading.

READ a first time this day of , 2023.

READ a second time this day of , 2023.

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

Joshua Knelsen
Reeve

James Thackray
Chief Administrative Officer

SCHEDULE "A"

BYLAW No. 1271-22

Specified Penalties

<u>Offence</u>	<u>Penalty</u>
Keeping or harboring any Regulated Animals	\$500
First Offence	\$1000
Second Offence	\$2000
Third or subsequent Offence	\$5000



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning and Development
Title:	Draft Agricultural Land Leases – Request for Proposals

BACKGROUND / PROPOSAL:

The Agricultural Land Leases for the hay land at Buffalo Head Truck Fill Station and the cropland at the Fidler Pit expired in 2022. There are also two other locations that administration was directed to seek proposals for:

- La Crete Lagoon, approximately 16 acres of brome.
- Eek Land, approximately 21 acres of alfalfa. Administration is recommending a year to year lease on this property as it would be developed based on Phase 4 of the mitigation program.

The Agricultural Service Board met on November 18, 2022 and made the following motion.

6.b) *Agricultural Land Leases*

MOTION ASB 22-11-050 **MOVED** by Reeve Knelsen

That the Fidler Land, Buffalo Head Truckfill Station, La Crete Lagoon and Eek Land be put out for tender in 2023.

CARRIED

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

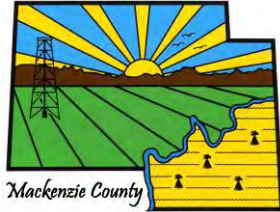
POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration move forward with the advertising Request for Proposals for the Fitler, Eek, La Crete Lagoon, and Buffalo Head Truck fill station land leases.

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



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

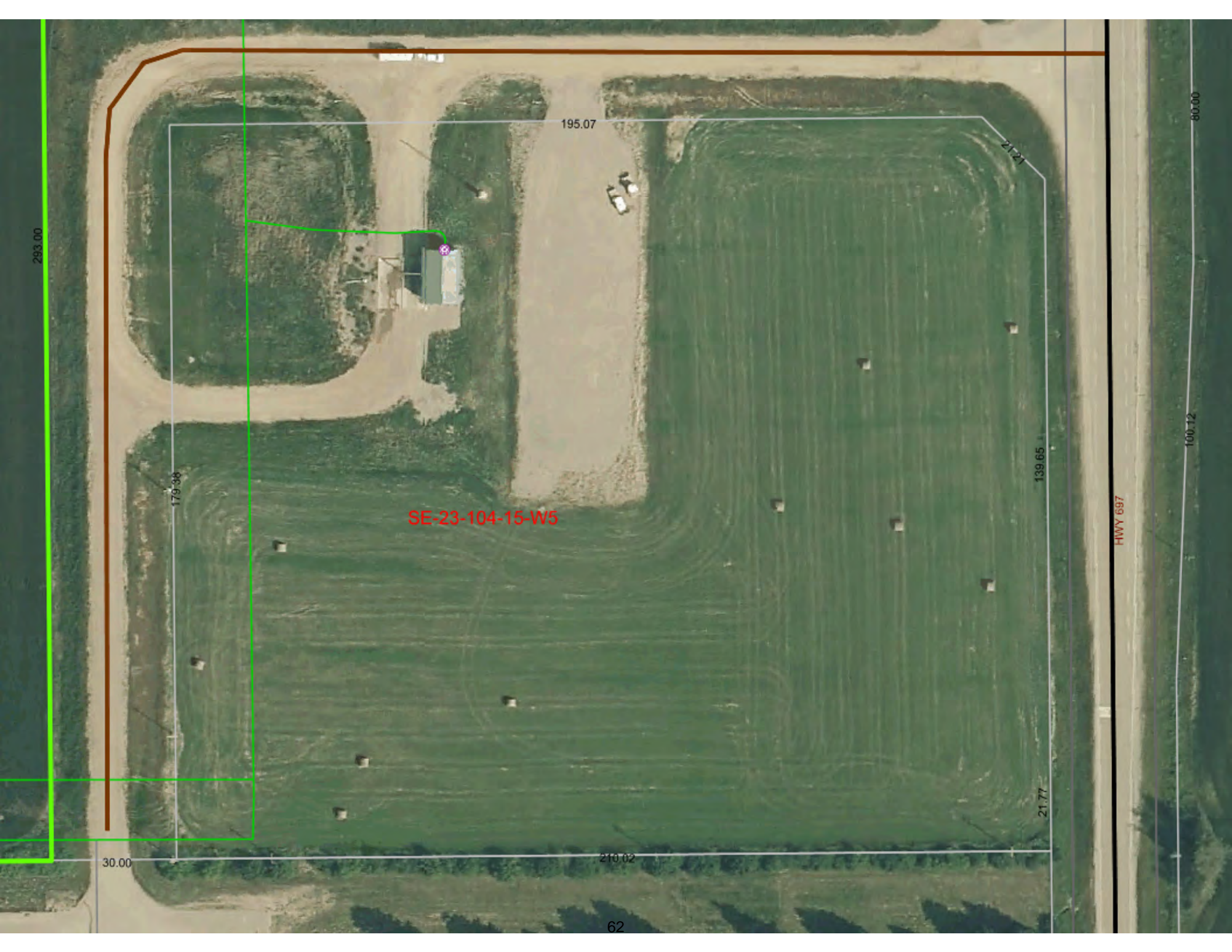
Agricultural Lease Proposal Bid for Hay Land Rental Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station) Approximately 6.5 Acres of Brome/Alfalfa Mix

I/we, _____, hereby bid the amount of \$_____/year
for Plan 1020707; Block 1; Lot 2.

1. The land owned by the County is rented on an 'as is where is' basis for the years/seasons of 2023, 2024, & 2025.
2. 2023 payment is due upon signing of contract; payments for 2024 and 2025 are due April 1 of each year.
3. The land rental shall be for the sole purpose of producing livestock feed (hay).
4. Deadline for Proposal Submission: **March 6, 2023 4:30 P.M.**
5. Proposals will be opened at March 7, 2023 Council Meeting.
6. Sealed proposal must be submitted to:

Mackenzie County
Proposals for Hay Rental Land at Buffalo Head Truck Fill Station
4511-46 Ave
Fort Vermilion, AB T0H 1N0
Attention: Caitlin Smith, Director of Planning & Agriculture

Name: _____
Address: _____
City: _____
Postal Code: _____
Phone: _____
Date _____
Signature _____



293.00

195.07

21.21

179.36

SE-23-104-15-W5

139.65

21.77

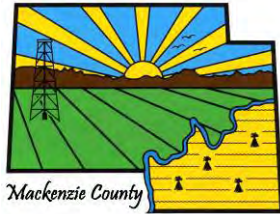
30.00

210.02

HWY 697

100.12

80.00



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

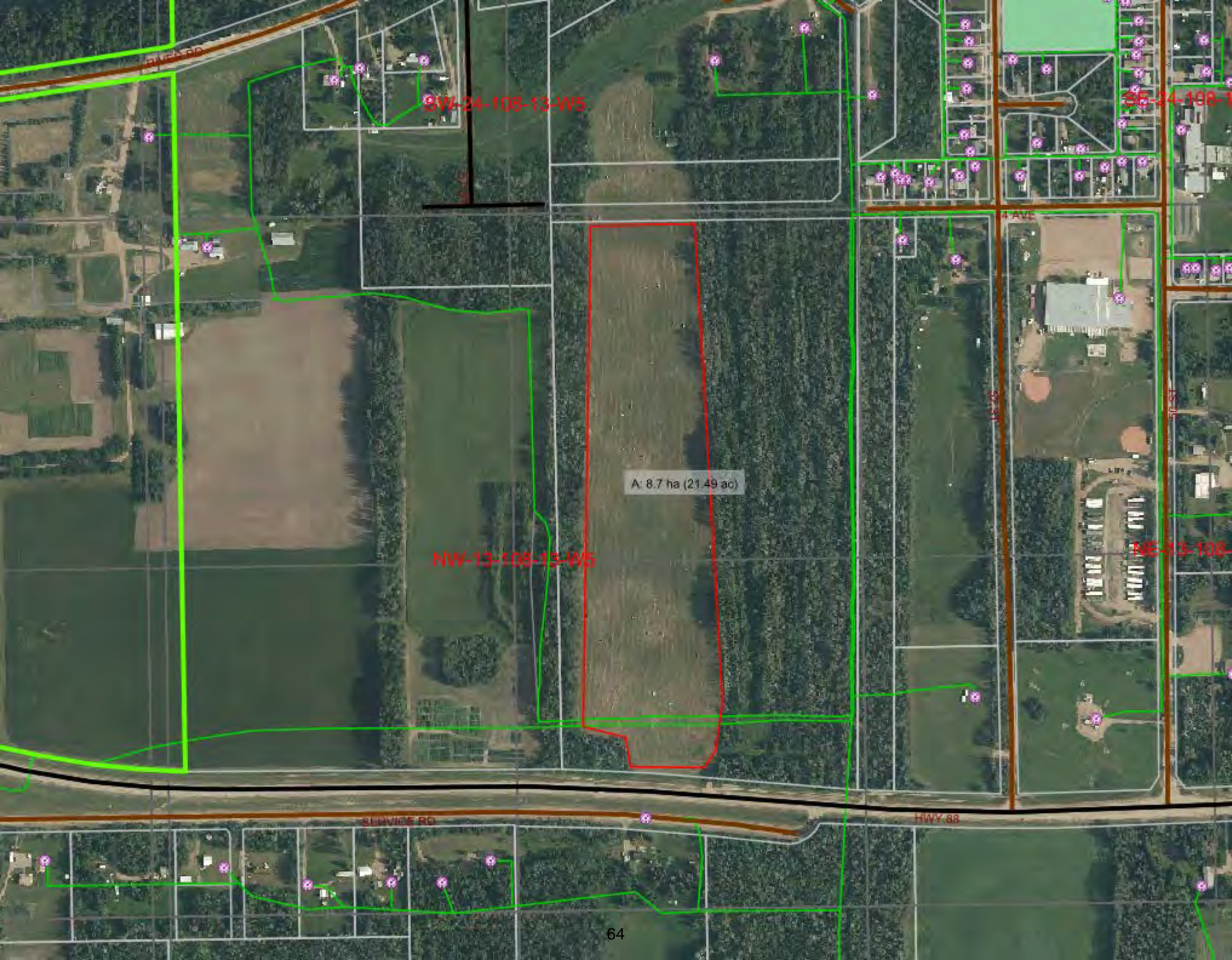
Agricultural Lease Proposal Bid for Hay Land Rental Lot1; Block 13; Plan 2122750 In Fort Vermilion Approximately 21 Acres of Alfalfa

I/we, _____, hereby bid the amount of \$_____/year
for Lot;1; Block 13; Plan 2122750.

1. The land owned by the County is rented on an 'as is where is' basis for the years/seasons of 2023, 2024, & 2025.
2. The land rental shall be for the sole purpose of producing livestock feed (hay).
3. 2023 payment is due upon signing of contract; payments for 2024 and 2025 are due April 1 of each year.
4. Deadline for Proposal Submission: **March 6, 2023 4:30 P.M.**
5. Proposals will be opened at the March 7, 2023 Council Meeting.
6. Sealed proposal must be submitted to:

Mackenzie County
Proposals for Hay Rental Land In Fort Vermilion
4511-46 Ave
Fort Vermilion, AB T0H 1N0
Attention: Caitlin Smith, Director of Planning & Agriculture

Name: _____
Address: _____
City: _____
Postal Code: _____
Phone: _____
Date _____
Signature _____



SW-24-108-13-W5

SE-24-108-13-W5

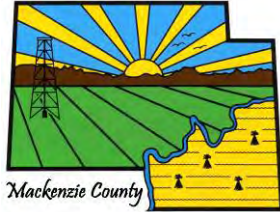
A: 8.7 ha (21.49 ac)

NW-13-108-15-W5

NE-13-108-15-W5

SHIRAZ RD

HWY 88



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

Agricultural Land Lease Proposal Bid for Section 8-110-15-W5M Approximately 239 Acres

I/we, _____, hereby bid the amount of \$_____/acre
for section 8-110-15-W5M.

1. The land owned by the County is rented on an 'as is where is' basis for the years/seasons of 2023, 2024, 2025.
2. The land must be farmed conventionally and be kept clear of all noxious and prohibited noxious weeds.
3. 2023 payment is due upon signing of contract; payments for 2024 and 2025 are due April 1 of each year.
4. The land rental is for the sole purpose of agricultural crop production and does not include any resource extraction or changes to the surface watercourses.
5. Deadline for Proposal Submission: **March 6, 2023 4:30 p.m.**
6. Proposals will be opened at the March 7, 2023 Council meeting.
7. Sealed proposal must be submitted to:

Mackenzie County
 Agricultural Land Lease for Section 8-110-15-WM
 4511-46 Ave
 Fort Vermilion, AB T0H 1N0
 Attention: Caitlin Smith, Director of Planning & Agriculture

Name: _____
 Address: _____
 City: _____
 Postal Code: _____
 Phone: _____
 Signature: _____

SE-18-110-15-W5

SW-17-110-15-W5

SE-17-110-15-W5

NE-7-110-15-W5

NW-9-110-15-W5

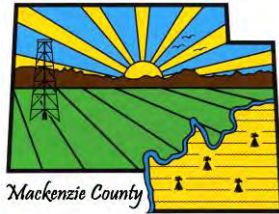
NE-8-110-15-W5

SE-7-110-15-W5

SW-8-110-15-W5

SE-8-110-15-W5

RGE RD 144



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

Agricultural Lease Proposal Bid for Hay Land Rental NW 14-106-15-W5M (La Crete Lagoon) Approximately 16 Acres of Brome

I/we, _____, hereby bid the amount of \$_____/year
for NW 14-106-15-W5M.

1. The land owned by the County is rented on an 'as is where is' basis for the years/seasons of 2023, 2024, & 2025.
2. The land rental shall be for the sole purpose of producing livestock feed (hay).
3. 2023 payment is due upon signing of contract; payments for 2024 and 2025 are due April 1 of each year.
4. Deadline for Proposal Submission: **March 6, 2023 4:30 P.M.**
5. Proposals will be opened at the March 7, 2023 Council Meeting.
6. Sealed proposal must be submitted to:

Mackenzie County
Proposals for Hay Rental Land
4511-46 Ave
Fort Vermilion, AB T0H 1N0
Attention: Caitlin Smith, Director of Planning & Agriculture

Name: _____
Address: _____
City: _____
Postal Code: _____
Phone: _____
Signature _____

SE-23-106-15-W5

SW-23-106-15-W5

SE-23-106-15-W5

NE-15-106-15-W5

NW-14-106-15-W5

NE-14-106-15-W5

SE-15-106-15-W5

SW-14-106-15-W5

SE-14-106-15-W5



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning and Development
Title:	Draft Roadside Mowing Tender 2023-2025

BACKGROUND / PROPOSAL:

The Roadside mowing contracts expired in 2022. Administration is seeking approval to move forward with the tendering process to obtain new contracts.

The roadside mowing is broken down into four separate geographical areas and contracts are awarded as such. The width of the mowing is rotated each year. All County owned roads north of the Peace River will be mowed the full width of the ditch in 2023, and all County owned roads south of the Peace River will receive 1 pass with the mower.

The draft Roadside Mowing Tender was presented to the Agricultural Service Board on January 27, 2023.

6.c) Draft Roadside Mowing Tender

MOTION ASB 23-01-006 **MOVED** by Reeve Knelsen

That a recommendation be made to Council to move forward with tendering the Roadside Mowing for a three year contract plus a 1 year option.

CARRIED

The km counts for each area on the draft tender are not quite accurate as new roads have been built since previous tender. Once the GIS position has been filled, new km counts and maps will be updated in the tender.

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

OPTIONS & BENEFITS:

Mowing roadside ditches help reduce the spread of noxious weeds and larger vegetation creeping into the road allowance. Mowing also helps with traffic safety creating better lines of site

COSTS & SOURCE OF FUNDING:

\$260,763 has been budgeted for 2023. The amount is based off previous contract with an additional 15% added to accommodate rising fuel costs and newly constructed roads.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Invitation to Tender

Roadside Mowing
Work

MACKENZIE COUNTY



INVITATION TO TENDER WITH RESPECT TO THE:

**ROADSIDE MOWING WORK
(the “RSM Work”)**

INSTRUCTIONS TO PROPONENTS

1.0 INTRODUCTION

1.1 Purpose of Tender

- 1.1.1 **Mackenzie County** seeks tenders from interested parties for the following:

Roadside Mowing Work

Tenders are to include a list of certifications, experience on similar projects and a general description as to how the Proponent will handle the County’s needs. It is the Proponent’s responsibility to identify any inability to meet the requirements specified in this Tender.

- 1.1.2 **Mackenzie County (the “County”)** is the sole and legal proponent for the RSM Work contract.
- 1.1.3 If the County receives a tender acceptable to it, the County will select one (1) or more parties who submitted a tender (the “Proponents”) with whom the County, in its sole and unfettered discretion, may negotiate regarding the terms of a contract (the “Contract”) to perform the RSM Work.

1.2 Submission of Tender

- 1.2.1 Proponents shall submit their Tender in an envelope marked “Request for Tender for **Mackenzie County Road Side Mowing Work**” (the “Tenders”) on or before 4:30 p.m. (Mountain Standard Time) on March 6, 2023 (the “Tender Closing Time”) to:

**Mackenzie County
Attention: Landon Driedger, Agricultural Fieldman
P.O. Box 640, 4511- 46 Avenue
Fort Vermilion, AB T0H 1N0**

No faxed or electronically submitted Tenders will be accepted by the County.

- 1.2.2 Tenders will be opened following the Tender Closing Time. No Tender(s) submitted after the Tender Closing Time will be accepted.
- 1.2.3 Each Proponent may submit only one Tender. Collusion between Proponents will be sufficient cause for the affected tender(s) to be rejected outright by the County without further consideration.

- 1.2.4 Any inquiries respecting this Tender should be directed to:

Landon Driedger
ldriedger@mackenziecounty.com
 (780) 927-3718

- 1.2.5 Each Proponent shall designate within 5 days of the receipt of this Tender, and no later than 7 calendar days prior to the Tender Closing Time of this Tender, one (1) person to whom any additional information, as may be deemed relevant to this Tender by the County, may be communicated. The name and contact information is to be communicated to the County's designated contact person indicated in paragraph 1.2.4 above noted.
- 1.2.6 The County is under no obligation to respond to any inquiry submitted to it in respect of this Tender.
- 1.2.7 If the County, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed to all Proponents who have requested a copy of this Tender and completed the acknowledgment form. Such written response(s) will be issued in the form of an addendum to this Tender, and will be deemed to be part of this Tender.

1.3 **General Conditions Applicable to this Tender**

1.3.1 **Appendices and Addenda**

The appendices to this Tender and any subsequent addenda are incorporated into and form part of this Tender. The information and data contained in any appendices and any subsequent addenda may form the basis upon which a contract engagement will be entered into the Contract will be entered with the County.

1.3.2 **Disclaimer of Liability and Indemnity**

By submitting a Tender, a Proponent agrees:

- 1.3.2.1 to be responsible for conducting its own due diligence on data and information upon which its Tender is based;
- 1.3.2.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 1.3.2.3 that it has gathered all information necessary to perform all of its obligations under its Tender;
- 1.3.2.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Tender and for independently verifying and informing itself with respect to any terms or conditions that may affect its Tender;

- 1.3.2.5 to hold harmless the County, its elected officials, officers, employees, agents, advisors or partnering entities in this undertaking, and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the Tender process;
- 1.3.2.6 that it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents, advisors, and partnering entities in this undertaking on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.3.2.7 that the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Tender, or for any presentations or interviews related to the Tender, or due to the County's acceptance or non-acceptance of a Tender; and
- 1.3.2.8 to waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Proponent for the Contract whom the County deems, in its sole and unfettered discretion, to have submitted the Tender most beneficial to the County and acknowledges that the County may negotiate and contract with any Proponent it desires.

1.4 **Discretion of the County**

Notwithstanding any other provision of this tender to the contrary, the provisions in this Section 1.4 prevail, govern and override all other parts of this tender. The County is not bound to accept any tender. At any time prior to execution of the Contract, the County may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the RSM Work or proceed with the RSM Work on different terms. All of this may be done with no compensation to the Proponents or any other party.

The County reserves the right, in its sole and unfettered discretion, to:

- 1.4.1 utilize any ideas or information contained in any of the Tenders for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the RSM Work, and the scope of the RSM Work;

- 1.4.3 waive any formality, informality or technicality in any tender, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 receive, consider, and/or accept any tender, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced tender, or not accept any Tender, all without giving reasons;
- 1.4.5 determine whether any tender meets the submission requirements of this tender; and
- 1.4.6 negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.4.7 negotiate with any and all Proponents, regardless of whether or not the Proponent has a Tender that does not fully comply, either in a material or non-material way with the submission requirements for the Tender or any requirements contained within this Tender.

1.5 **Selection**

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the County.

1.6 **Disqualification**

The failure to comply with any aspect of this Tender (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by the County, including disqualification from the Tender process, suspension from the Tender process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Tender reinstated.

1.7 **Representations and Warranties**

- 1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this Tender.
- 1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this Tender.
- 1.7.3 No implied obligation of any kind by, or on behalf of, the County shall arise from anything contained in this Tender, and the express representations and warranties contained in this Tender, and made by the County, are and shall be the only representations and warranties that apply.

- 1.7.4 Information referenced in this Tender, or otherwise made available by the County or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the County, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the Tender. All other data is provided for informational purposes only.

2.0 DESCRIPTION OF THE WORK TO BE PERFORMED Please refer to Schedule “A

2.1 Control of Weeds and Pest

- 2.1.1 The Contractor shall ensure that all materials and equipment are clean and free of weeds, weed seeds and pests.
- 2.1.2 The Contractor shall clean and disinfect all equipment, vehicles, tools, footwear and other items with a 2% active ingredients chloride solution prior to entering and leaving the site.
- 2.1.3 The Contractor shall provide a plan indicating how and where equipment will be cleaned a minimum of two weeks prior to the commencement of work. No separate or additional payment will be made for control of weeds and pests, but will be considered incidental to the work.

2.2 Control of Clubroot

- 2.2.1 Clubroot, caused by *Plasmodiophora brassicae*, is a serious disease of cruciferous crops (i.e. mustards, canola, etc.) Which can result in reduced to severe yield losses. Clubroot was declared a pest under Alberta’s Agricultural Pests Act in April 2007. Enforcement of the Act is the responsibility of the Agricultural Service Board located in each Municipality.
- 2.2.2 The contractor shall carry out his operations in accordance with the following Provisions and Best Management Practices outlined in the Alberta Clubroot Management Plan which is available on-line at the following location:

[http://www1.agric.gov.ab.ca/\\$Department/deptdocs.nsf/all/agdex11519](http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/agdex11519)

3.0 TENDER REQUIREMENTS

The County reserves the right, to reject any Tender that does not include the requirements.

3.1 Description of the Tender

- 3.1.1 Tenders shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 3.1.2 Tenders shall include a description of any agents or employees that the Proponent expects to involve in the performance of the RSM Work. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.3 Prices for the RSM Work shall be inserted by the Proponent in the form attached hereto as **Schedule "C"** and the form shall be submitted in **Envelope 2** by the Proponent at the time of the submission of its Tender.

3.2 Execution of the Tender

Tenders shall be properly executed in full compliance with the following:

- 3.2.1 Tenders and the pricing form attached as **Schedule "C"**, must be signed by the representative for the Proponent;
- 3.2.2 if the Tender is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3 if the Tender is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Tender shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 if the Tender is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5 if the Tender is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

4.0 MANDATORY SUBMISSION REQUIREMENTS

4.1 Documents to be Submitted with the Tender

At the time of the submission of its tender the Proponent shall include the following documents in the provided envelope marked **ENVELOPE 1. If the proponents fail to include all mandatory documents listed in section 4.1 and 4.2 in said envelope, the Proposal will not be accepted.**

4.1.1 Proof of Proponent's Workers Compensation account in good standing at the time of Tender submission;

4.2 Insurance to be carried by Successful Proponent

At the time of the submission of its Tender, the Proponent shall provide evidence of insurance coverage as follows:

4.2.1 standard automobile, bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;

4.2.2 a comprehensive general liability insurance policy providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:

4.2.2.1 non-owned automobiles;

4.2.2.2 independent subcontractors;

4.2.2.3 contractual liability including this Agreement.

4.2.3 Proponent's Compensation coverage for all employees, if any, engaged by the RSM Work in accordance with the laws of the Province of Alberta;

4.2.4 Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than **TWO MILLION (\$2,000,000.00) DOLLARS** per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this Tender, except for errors and omissions coverage (if required), to name the County and any other party designated by the County as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County. The Proponent shall, upon the request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

5.0 Other

5.1 Period Open for Consideration

The Tenders received shall remain irrevocable for a period of sixty (60) days following the Tender Closing Date in order to allow for the County to undertake the evaluation of the Tenders received and to undertake the negotiations as provided for herein.

5.2 Information Disclosure and Confidentiality

All documents submitted to the County will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Tenders are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Tenders can be kept confidential under FOIP.

5.3 Independent Determination

A Tender will not be considered by the County if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

5.4 Documents

All documents submitted by a Proponent shall become the property of the County upon being presented, submitted, or forwarded to the County. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this Tender, then their content and the media they are contained in shall also become the property of the County upon their being presented, submitted or forwarded to the County.

5.5 Other Conditions

The Proponent is fully responsible for obtaining all information required for the preparation of its Tender. The County is not responsible for undertaking any investigations to assist the Proponent.

5.6 Law and Forum of Tender

The law to be applied in respect of this Tender shall be the law of the Province of Alberta and all civil actions commenced in relation to this Tender shall be adjudicated by the Courts of the Province of Alberta. By submitting a Tender, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

Schedule “A”

**Request for Tenders
Mackenzie County – Roadside
Mowing Work**

PROJECT OVERVIEW

AND

DESCRIPTION OF WORK

Mackenzie County – Roadside Mowing Work

1. The tender is for mowing the roadside ditches in the area designated on the full width of the right of way, or a single 15 ft width pass each side of the road, or as designated by the Agricultural Fieldman. This will include sight triangles on full width areas and some places beyond the road allowances. The Contractor is also responsible for cutting grass/brush around all signposts on full width coverage areas only.
2. **2023:** Full width pass on all County roads north of the Peace River, single pass (15ft) on all County roads south of the Peace River.

2024: Full Width pass on all County roads south of the Peace River, single pass (15ft) on all County roads north of the Peace River.

2025: Full width pass on all County roads north of the Peace River, single pass (15ft) on all County roads south of the Peace River.

2026: (option year): Full Width pass on all County roads south of the Peace River, single pass (15ft) on all County roads north of the Peace River.
3. The Contractor will not be expected to mow areas already mowed by adjacent landowners, specific areas where adjacent landowners have requested no mowing (hay or shelterbelts, and newly constructed roadsides where the grass has not yet established); mowing not to include any of Highways 35, 58, 88, or 697.
4. The Mowing will be done so as no debris is deposited on the road top. The Mowing height shall not exceed 150 mm (6"). All trees up to 25 mm (1") in diameter must be mowed. Contractor shall not leave un-mowed and unsightly strips.
5. Any damage to signs, guide posts, and culverts will be repaired by the County and billed to the Contractor. The County will be charging contractors \$300.00 for sign repair or replacement. Any damage to Telus property will be repaired by Telus and invoiced by the County to the Contractor responsible for the damage.
6. The Contractor's personnel must be of legal age (eighteen), possess a valid driver's license and be properly trained to operate heavy equipment.
7. The Contractor is expected to provide, maintain, and pay for all materials, tools, machinery and equipment necessary for the performance of the Contract.
8. This Tender is for a three year contract: 2023, 2024, and 2025, with a one year option to extend at County's discretion in 2026. The Contractor will have the right to terminate upon completion in 2024.
9. It is expected that the commencement of work will be July 11th of each year with the completion date of August 15th for the each year of the contract.
10. The Contractor must be COR or SECOR certified as per Mackenzie County's Purchasing Authority Directive and Tendering Policy.

11. The successful Contractor will be expected to sign a Contract with Mackenzie County.

Schedule “B”

Mackenzie County – Roadside Mowing Work

Boundaries and Maps

Mowing Boundaries

High Level/Zama: Includes Zama Access, Zama lagoon & air strip, Assumption Bypass & Watt Tower Access. Boundary is the West side of Rge. Rd. 15-5.

Rocky Lane/Fort Vermilion: Boundaries are the East side of Rge. Rd. 15-5 and the North side Blumenort Road (Twp Rd 108-0).

La Crete/88 Connector: Boundaries are the South Side of Twp. Rd. 108-0 and the North Twp. Rd. 105-0.

Buffalo Head/Blue hills/Tompkins: North boundary is the South side of Twp. Rd. 105-0 includes Buffalo Head Tower Access and Wadlin Lake Access.

Schedule “C”

**Mackenzie County – Roadside
Mowing Work**

PRICING FORM

PRICING FORM

**REQUEST FOR TENDERS:
MACKENZIE COUNTY – ROADSIDE MOWING WORK**

We, _____
(Company)

of _____
(Business Address)

having examined the Tender Documents as issued by: Mackenzie County (the “County”), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the Tender Documents for the Tender Sum as follows:

AREA	2023	2024	2025	2026 Option year at County's Discretion	Total
High Level/Zama 1222 KM of Roadside Ditch					
Rocky Lane/Ft. Vermilion 1142 KM of Roadside Ditch					
La Crete/88 Connector 1264 KM of Roadside Ditch					
Buffalo Head/Blue Hills/Tompkins 834 KM of Roadside Ditch					

in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date and except as may be otherwise provided in the Tender Documents.

Declarations:

We hereby acknowledge and declare that:

- (a) we propose to perform the Work as set out in our Tender;
- (b) no person, firm or corporation other than the undersigned has any interest in this Tender or in the proposed Work for which this Tender is made;
- (c) we hereby acknowledge and confirm that County has the right to accept any Tender or

to reject any or all Tenders in accordance with the Instructions to Proponents;

- (d) this Tender is open to acceptance for a period of sixty (60) days from the date of tender Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: _____
(Name)

_____ *(Street Address or Postal Box Number)*

_____ *(City, Province & Postal Code)*

_____ *(Phone number)*

Signature: _____

Name & Title: _____
(Please Print or Type)

Witness: _____

Dated at _____ this _____ day of _____, 20_____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Appointment of Fire Chief and Deputy Fire Chief – All Departments

BACKGROUND / PROPOSAL:

The Fire Departments held elections on the following dates:

Zama Fire Department	January 26 th , 2023
Fort Vermilion Fire Department	January 30 th , 2023
La Crete Fire Department	January 30 th , 2023

Members of the Fire Departments made the following recommendations:

Zama Fire Department

- That Shawn Hiltz be appointed as the Zama Fire Chief for a further 2-year term.
- That Roxanne Tarr be appointed as the Zama Deputy Fire Chief for a 2-year term.

Fort Vermilion Fire Department

- That Neil Simpson be appointed as the Fort Vermilion Fire Chief for a further 2-year term.
- That Frank Fehr be appointed as the Fort Vermilion Deputy Fire Chief for a 2-year term.

La Crete Fire Department

- That Peter Wiebe be appointed as the La Crete Fire Chief for a further 2-year term.
- That Philip Krahn be appointed as the La Crete Deputy Fire Chief for a 2-year term.

A copy of the meeting minutes are attached.

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

OPTIONS & BENEFITS:

That Council supports the Fire Departments recommendation.

COSTS & SOURCE OF FUNDING:

Operational budget. No impact.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Letter to appointed members.

POLICY REFERENCES:

Bylaw 985-15 Fire Services

5.3 The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two-year term.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

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

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

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 5

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 6

Simple Majority Requires 2/3 Requires Unanimous

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

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

BYLAW NO. 985-15

**BEING A BYLAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF CONTINUING TO PROVIDE
FIRE SERVICES WITHIN MACKENZIE COUNTY**

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

WHEREAS the municipal Council of Mackenzie County has been accredited by the Safety Codes Council in its respective municipality; and

WHEREAS, the Council of Mackenzie County, wishes to continue providing fire services within Mackenzie County and to provide for efficient operation of such fire services;

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

SECTION 1 NAME OF BYLAW

1.1. This Bylaw may be cited as the "Fire Services Bylaw".

SECTION 2 INTERPRETATION

2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to Fire Services in the Municipality, the provisions of this bylaw shall apply.

SECTION 3 DEFINITIONS

3.1 In this Bylaw:

- (a) "Acceptable Fire Pit" means an outside receptacle that meets the following specifications:
 - i. a minimum of 3 metre clearance, measured from the nearest fire pit edge, is maintained from buildings, property lines, or other combustible material;
 - ii. the fire pit height does not exceed 0.6 metre when measured from the surrounding grade to the top of the pit opening;

- iii. the fire pit opening does not exceed 1 metre in width or diameter when measured between the widest points or outside edges;
 - iv. the fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
 - v. which fire is set for the purpose of cooking, obtaining warmth or recreation; and
 - vi. such fire may not be fueled with Prohibited Debris.
- (b) "Accepted" means acceptable to the Fire Chief.
- (c) "Accredited" means accredited by the Safety Codes Council in the fire discipline under the authority of the Safety Codes Act.
- (d) "Apparatus" means any vehicle provided with machinery, devices, Equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (e) "Basic Response" means the provision of Fire Apparatus with firefighters in response to fires as outlined in the current Standard Operating Guidelines (SOG).
- (f) "Bylaw Officer" means a Bylaw Enforcement Officer appointed under section 555(1) of the Municipal Government Act, R.S.A. 2000, c. M-26 and in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.
- (g) "Council" means the Council of Mackenzie County.
- (h) "CAO" means that person appointed to the position and title of Chief Administrative Officer by the municipal Council of Mackenzie County and includes any person appointed by the Chief Administrative Officer to act as his/her appointee.
- (i) "Dangerous Goods" means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations.
- (j) "Deputy Chief" means the person appointed by Council as second in command of either Fort Vermilion, La Crete, or Zama fire districts.
- (k) "Emergency Unit" means any vehicle operated for emergency purposes by the Fire Service whether on land, water or by air.

- (l) "Equipment" means any tools, devices or material used by the Fire Service to combat an incident or other emergency.
- (m) "False Alarm" means any fire alarm that is set out needlessly, through willful or accidental, human or mechanical error, and to which the Fire Service responds.
- (n) "Fire Chief" means the person appointed by Council as head of either Zama, Fort Vermilion or La Crete fire districts.
- (o) "Fire Ground Commander" means the highest ranking member on the scene of a fire, rescue, Incident, or emergency.
- (p) "Fire Permit" is the written authority for burning in the Hamlets of the Municipality issued pursuant to this bylaw.
- (q) "Fire Permit Application" is the application form for burning in the Hamlets of the Municipality pursuant to this bylaw.
- (r) "Fire Protection" means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising, and any other response to an Incident authorized by Council to respond to from time to time.
- (s) "Fire Service" means Fire Services as established and organized for the Municipality pursuant to the provisions of this Bylaw consisting of, among other things, all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, training, maintenance and administration of the Fire Service, including all fire stations.
- (t) "Fire Works" means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subsection 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.8 of the Alberta Fire Code;
- (u) "Hamlet" shall mean the area within the Hamlet boundaries of Fort Vermilion, La Crete or Zama as declared by bylaw.
- (v) "He" shall mean either person of the male or female gender.
- (w) "Highway" has the same meaning as defined in the *Highway Traffic Act* of Alberta.

- (x) "Incident" means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property to which the Fire Service may respond.
- (y) "Incinerator Fire" means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size not larger than 7 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, which fire is set for the purpose of burning refuse, excepting plastic products.
- (z) "Member" means any person who is a duly appointed Member of the Fire Service including persons whom the Fire Ground Commander or his designate appoints as Members at the scene of an Incident.
- (aa) "MGA" means Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto.
- (bb) "Municipality" means Mackenzie County.
- (cc) "Open Fire" shall mean any Fire which is not an Incinerator Fire, Pit Fire, Public Park Site Fire and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.
- (dd) "Peace Officer" means a Bylaw Enforcement Officer, a Special constable, a Municipal Police Officer, a member of the Royal Canadian Mounted Police, or any other person appointed by Council to enforce the provisions of this Bylaw.
- (ee) "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food in the out-of-doors.
- (ff) "Prohibited Debris" means any material that when burned, will result in the release to atmosphere dense smoke or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but not be limited to materials described as:
 - i. animal cadavers;
 - ii. animal manure;
 - iii. chemicals and chemical containers;
 - iv. combustible material in automobile bodies;
 - v. combustible material in automobiles;
 - vi. household refuse;

- vii. non-wooden material;
 - viii. paints and painting materials;
 - ix. pathological waste;
 - x. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
 - xi. tires;
 - xii. toxic substances;
 - xiii. used oil; or
 - xiv. wood or wood products containing substances for the purpose of preserving wood.
- (gg) "Public Park Site Fire" means a fire on land owned or leased by the Municipality or its agents for recreational purposes and is confined to a non-combustible container supplied by the Municipality, as approved by a Fire Member, or a portable appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane.
- (hh) "Running Fire" means a fire burning without being under the proper control of any person.
- (ii) "Safety Codes Officer" means any member certified by the Safety Codes Council of Alberta as a Safety Codes Officer for the Fire Discipline and given a Designation of Powers pursuant to the Safety Codes Act.
- (jj) "SOG" means Standard Operating Guidelines.
- (kk) "Structure Fire" means a fire confined to and within any building, structure, machine, vehicle, or contents thereof and which will or may cause the destruction of or damage to the said building, structure, machine, vehicle, or the contents thereof or surrounding area, but excluding an incinerator fire.
- (ll) "Support Activities" means those tasks that are conducted in support of Members and which are not carried out in a hazardous area and do not require specialized training or protective clothing.
- (mm) "Violation Ticket" means a ticket or similar document issued by the Municipality pursuant to the Municipal Government Act, Municipal Government Act, R.S.A. 2000, c. M-26.

SECTION 4 JURISDICTION

- 4.1 The Municipality may be divided into Fire Service areas with fire departments so located as deemed necessary by Council for the proper control and prevention of fires and other emergencies.
- 4.2 The Council may enter into a contract for the provision of Fire Services from another municipality.
- 4.3 The limits of the jurisdiction of the Fire Chief, and the officers and Members of the Fire Service will extend to the area and boundaries of the Municipality, and no part of the Apparatus shall be used beyond the limits of the Municipality without the express authorization of a written contract or agreement providing for the supply of Fire Services outside the municipal boundaries, unless permission has been granted by the CAO or designate.

SECTION 5 ORGANIZATION AND ADMINISTRATION

- 5.1 For purposes of administering this Bylaw, the Chief Administrative Officer (CAO) of the County may delegate the powers under this Bylaw to an employee(s) of the County.
- 5.2 The Fire Service for the Municipality shall consist of the CAO, Fire Chiefs, Members, Buildings, Apparatus, and Equipment as deemed necessary by Council to safeguard the safety, health and welfare of people and protect people and property.
- 5.3 The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two year term.
- 5.4 The Fire Chief shall be responsible to and report on a regular basis to the CAO.
- 5.5 The Fire Service shall comply with any and all policies established by Council pertaining to the Fire Service.
- 5.6 The Fire Service shall be equipped with apparatus and equipment as approved within the annual operating and capital budgets as approved by Council.

SECTION 6 FIRE SERVICE

- 6.1 The Council does hereby establish a Fire Service, for the purpose of:

- (a) preventing and extinguishing fires;
- (b) investigating the cause of fires in accordance with the Quality Management Plan approved by the Safety Codes Council;
- (c) preserving life and property and protecting persons and property from injury or destruction by fire;
- (d) providing rescue services and medical emergency response;
- (e) preventing, combating and controlling incidents;
- (f) carrying out fire inspections and investigations in accordance with the Quality Management Plan approved by the Safety Codes Council;
- (g) entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
- (h) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property;
- (i) enforcing the provisions of the Safety Codes Act and its regulations; and
- (j) other services as directed by Council.

6.2 The priority of goals in the suppression of fire shall be as follows:

- (a) Preservation of human life shall be the primary responsibility during fires and other emergencies.
- (b) Limit the spread of the fire,
- (c) Extinguish the fire,
- (d) Minimize property damage from fire-related hazards.

SECTION 9 THE FIRE CHIEF

9.1 The Fire Chief has responsibility over the Fire Service subject to the direction of and collaboration with the CAO.

9.2 The Fire Chief shall prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Service including but not limited to:

- (a) the use, care and protection of Fire Service property;
 - (b) the appointment, recruitment, conduct, discipline, duties, and responsibilities of the Members;
 - (c) the efficient operation of the Fire Service;
 - (d) ongoing training requirements
 - (e) ensuring only trained persons are engaged in applicable fire suppression duties.
- 9.3 Regulations, rules or policies, made pursuant to subsection 9.2 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 9.4 The Fire Chief shall develop and propose changes to existing Standard Operating Guidelines as required.
- 9.5 The Standard Operating Guidelines do not come into force until the CAO has accepted them.

SECTION 10 STANDARDS APPLYING TO ALL MEMBERS

- 10.1 All members of the Fire Services located throughout the Municipality, by way of Standard Operating Guidelines, shall be kept informed of, and comply with, expectations for attendance, punctuality; duty performance; compliance with laws, rule, regulations, and procedures; and professional behavior that contribute to the maintenance of a positive work environment.
- 10.2 Any changes to the Standard Operating Guidelines must be relayed to all members of the fire service.

SECTION 11 PROHIBITIONS

- 11.1 No person shall:
- (a) enter the boundaries or limits of an area prescribed unless he/she has been authorized to enter by the Fire Ground Commander.
 - (b) impede, obstruct or hinder a member of the Fire Service or other person assisting or acting under the direction of the Fire Ground Commander.

- (c) falsely represent himself as a Fire Service member, or wear or display any Fire Service badge, cap, button, insignia or other paraphernalia for the purpose of false representation.
- (d) obstruct or otherwise interfere with access roads or streets or other approaches to any incident, fire alarm, fire hydrant, cistern or body of water designated for firefighting purpose or any connections provided to a fire main, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- (e) light a Pit Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
- (f) light a Pit Fire when the weather conditions are conducive to creating a Running Fire;
- (g) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
- (h) deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;
- (i) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring;
- (j) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
- (k) interfere with the operation of any of the Fire Service equipment or apparatus required to extinguish fires or preserve life or property;
- (l) damage or destroy the Fire Service property;
- (m) engage in Open Fire burning in the Hamlets of the Municipality.

SECTION 12 FIRE PERMIT

- 12.1 This section is only applicable within the Hamlet boundaries located within the Municipality.
- 12.2 No person shall ignite, fuel, supervise, maintain or permit any type of fire upon land owned or occupied by him or under his control within the Hamlets of the Municipality, unless:

- (a) the fire has been set by the Fire Service for the purpose of training its members,
 - (b) the fire is a Public Park Site fire, which has an approved permit for all fire pits, or
 - (c) the fire has otherwise been authorized by the Fire Service and the Province.
- 12.3 When a fire is lit under the circumstances described in subsection 12.2 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- (a) extinguish the fire immediately; or
 - (b) where he is unable to extinguish the fire immediately, report the fire to the Fire Service.
- 12.5 Any person wishing to obtain a Fire Permit for a Fire Pit must complete a Fire Permit Application with the Municipality
- 12.6 Upon receipt of a proper completed Fire Permit Application with the Municipality the Fire Chief or Deputy Fire Chief will inspect the site, and may, in his discretion:
- (a) grant a Fire Permit upon such terms and conditions as the Fire Service deems appropriate, or
 - (b) refuse to grant a Fire Permit.
- 12.7 A Fire Permit shall not be transferable.
- 12.10 The Fire Chief may, terminate, suspend or cancel a Fire Permit if the conditions surrounding the original issuance change.
- 12.11 Each application for a Fire Permit must contain the following information:
- (a) the name and address of the applicant;
 - (b) the legal and civic description of the land on which the applicant proposes to set a fire;
 - (c) the type and description of Fire Pit construction proposed to be used;
 - (d) the signature of the applicant;

(e) the signature of the property owner or authorized agent of the owner.

12.12 No person shall provide false, incomplete or misleading information to the Municipality or to the Fire Service on or with respect to the Fire Permit Application.

SECTION 13 CONTROL OF FIRE HAZARDS

13.1 This section is only applicable within Hamlet boundaries of the Municipality.

13.2 If Council finds within the Hamlet boundaries on privately owned land or occupied public land conditions that in its opinion constitutes a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.

13.3 When Council finds that the order it made pursuant to subsection 13.2 has not been carried out, it may enter on the land with any equipment and any persons it considers necessary and may perform the work required to eliminate or reduce the fire hazard.

13.4 The Owner or the person in control of the land on which work was performed pursuant to subsection 13.2 shall on demand reimburse the Municipality for the cost of the work performed. In default of payment the Municipality may place a lien for the amount against the land and improvements on it.

SECTION 14 REQUIREMENT TO REPORT

14.1 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Service particulars of the fires which are satisfactory to the Fire Chief and the CAO.

14.2 The owner or his authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report to the Fire Service particulars of the release which are satisfactory to the Fire Chief and the CAO.

SECTION 15 RECOVERY OF COSTS

15.1 Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or Incident within or outside the Municipality for the purpose of preserving life or property from injury, destruction by fire or other Incident within or outside the Municipality, including any such action taken by the Fire Service on a False Alarm, the Municipality shall, in respect of any costs incurred by the Municipality in taking such action, charge any costs incurred by the Municipality:

- (a) to the vehicle owners involved in the incident;
- (b) the owner of the land or in possession where the Incident occurred; or
- (c) the owner of property where the person in possession and control of property which is the situate of the Incident if not located on privately owned land.
- (d) Emergency response units responding to an incident but not utilized to rectify the emergency shall not be charged, subject to the minimum charge as identified in agreements in place with Alberta Transportation, and Environment and Sustainable Resource Development (ESRD).

15.2 Where the Fire Services has provided services for the purpose of, but not be limited to:

- (a) occupant load determination,
- (b) fire inspections,
- (c) fire investigations, and
- (d) fire permits,

the Municipality shall, in respect of costs incurred by providing the service, charge such fees as set out in the Fee Schedule Bylaw.

15.3 The schedule of costs and fees to be charged by the Municipality for services rendered pursuant to this Bylaw shall be set out in the Fee Schedule Bylaw.

- (a) The fees and charges set out in the Fee Schedule Bylaw may be amended by Council as determined from time to time when deemed necessary.

15.4 In respect of the costs or fees described in subsections 15.1, 15.2 and 15.3.

- (a) the Municipality shall recover such cost or fee as a debt due and owing to the Municipality; or
- (b) in the case of action taken by the Fire Service in respect to land within the Municipality, where the cost or fee is not paid upon demand by the Municipality, then in default of payment, such cost or fee shall be charged against the land as taxes due and owing in respect of that land, or
- (c) in the case of action taken by the Fire Service in respect to Incidents involving motor vehicles the municipality shall take any collection action it deems necessary if the amount levied by the municipality is not paid within sixty (60) days.

SECTION 16 FEE RATES FOR FIRE SERVICES

16.1 Fees pursuant to this Bylaw shall be paid in accordance with the Mackenzie County Fee Schedule Bylaw.

SECTION 17 OFFENCES AND PENALTIES

17.1 Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.

17.2 A Peace Officer who finds a person violating or who has reasonable and probable grounds to believe that a person has violated any provisions of this Bylaw may give a written notice of intention to prosecute, in the form of a Part Two Provincial Violation Ticket, setting forth the date, time, and place of the offence, briefly indicating the nature of the offence.

17.3 The Court convicting a person of a violation of this Bylaw may order that in default of payment of a fine imposed on such conviction, the defendant shall be imprisoned for a period of not more than six months.

SECTION 18 VIOLATION TICKET

18.1 A Peace Officer may issue a Violation Ticket as specified in the Mackenzie County Fee Schedule Bylaw.

SECTION 19 SEVERABILITY

19.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded severable from the rest of the bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

SECTION 20 REPEAL

20.1 This bylaw shall repeal Bylaw 811-11.

20.2 This bylaw comes into force at the beginning of the day of third and final reading thereof.

First Reading given on the 25th day of February, 2015.

Second Reading given on the 25th day of February, 2015.

Third Reading and Assent given on the 25th day of February, 2015.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
Fort Vermilion Fire Department Election
Meeting**

**January 30, 2023
07:30 PM**

**Fort Vermilion Fire Hall
Fort Vermilion, Alberta
MINUTES**

PRESENT:

Neil Simpson

Michael Schartner (Mike)

Larry Schartner

Jorden Schartner

Blaine Isaac (Theodore)

Chance Ward

David Peters

Craig Toews

Clay Schartner

Serena Schartner

ADMINISTRATION:

Don Roberts

CALL TO ORDER:

1. a) Call to Order

Neil Simpson called the meeting to order at 1921hr.

**ELECTION OF FIRE
CHIEF & DEPUTY FIRE
CHIEF**

2. a) Election of Fire Chief

Neil Simpson called for nominations for the position of Fire Chief for the Fort Vermilion Fire Department

First call
Nominated Neil Simpson
Accepted

Second call:
Nominated Mike Schartner
Accepted

Third call:
Nominated

Neil Simpson was voted in as as Fire Chief for the Fort Vermilion Fire Department

b) Election of Deputy Fire Chief

First call
Nominated Frank Fehr
Accepted

Second Call call
Nominated Mike Schartner
Accepted

Third call
Nominated Jordan Schartner
Accepted

Frank Fehr was voted in as as Deputy Fire Chief for the Fort Vermilion Fire Department

Meeting adjourned at 1938hrs
These minutes will be presented to Council for approval on
February 7th, 2023

MACKENZIE COUNTY
La Crete Fire Department Election Meeting

January 30, 2023
07:30 PM

La Crete Fire Hall
La Crete, Alberta

MINUTES

PRESENT:

13 Peter Wiebe
147 Philip Krahn
142 Sam Peters
163 Ernest Schellen.
189 Frank Friesen
136 Jake Teichroeb
173 Trevor Peters
175 Frank Teichroeb
190 Philip Friesen
200 Martha Neufeld
106 Charles Wieler
132 Jerry Grant
146 Stephen Braun
153 David Peters
169 Tena Thiessen
191 Peter Teichroeb
192 Tony Wolfe
203 Corny Klassen
205 Charla Unruh
206 Frank Martens
207 Shane Kroeker
209 Chad Martin
210 Rebecca Kroeker
211 Luke Bergen
212 Herman Wiebe

ADMINISTRATION:

Don Roberts

CALL TO ORDER: 1. a) Call to Order

Don Roberts called the meeting to order at 7:30 P.M.

AGENDA: 2. a) Adoption of Agenda

MOTION MOVED by Ernest Schellenberg

That the agenda be approved as presented:

CARRIED

VOTING PROCEDURE 3. a) Voting Procedure

Don Roberts explained the voting procedure

ELECTION OF FIRE CHIEF & DEPUTY FIRE CHIEF 4. a) Election of Fire Chief

Don Roberts called for nominations for the position of Fire Chief for the La Crete Fire Department

First call: Philip Krahn
Nominated: Peter Wiebe
Accepted

Second call:
Nominated

Third call: Frank Friesen
Nominated Philip Krahn
Accepted

MOTION

MOVED by Corny Klassen

That nominations cease for the position of Fire Chief

CARRIED

Peter Wiebe was Voted in as Fire Chief for the La Crete Fire Department

4.b.i) Election of Deputy Fire Chief

Don Roberts called for nominations for the position of Deputy Fire Chief for the La Crete Fire Department

First call: Jerry Grant
Nominated: Philip Krahn
Accepted

Second call: Tony Wolfe
Nominated: Frank Friesen
Declined

Third Call: Tena Thiessen
Nominated: Anthony Wolfe
Accepted

MOTION

MOVED by Trevor Peters

That nominations cease for the position of Deputy Fire Chief

CARRIED

4.b.ii) Nominee Question Period

Question 1 – What is your vision for your role in the next 2 years as deputy chief as well as the vision for the department for the next 2 years?

Question 2 – How do foresee your working relationship with the chief and the other officer pertaining to the delegation of responsibilities up and down the chain of command?

MOTION

Question 3 – What can the membership expect for time commitment in this new position?

Moved by Ernest Schellenberg
To cease nominee question period
CARRIED

Philip Krahn was Voted in as Deputy Fire Chief

Meeting adjourned at 08:20 PM

These minutes will be presented to Council for approval on Febuary 77, 2023

**MACKENZIE COUNTY
Zama Fire Department Election Meeting**

**January 26, 2023
07:00 PM**

**Zama Cornerstone Building
 Zama, Alberta**

MINUTES

PRESENT:

Shawn Hiltz
Roxanne Tarr
David Hiltz
Thomas Crowfoot
Jeremy Terry

ADMINISTRATION:

Krista Hiltz

CALL TO ORDER: 1. a) Call to Order

Krista Hiltz called the meeting to order at 7:01 P.M.

AGENDA: 2. a) Adoption of Agenda

MOTION MOVED by Roxanne Tarr

That the agenda be approved as presented:

CARRIED

VOTING PROCEDURE 3. a) Voting Procedure

MOTION MOVED by David Hiltz

ELECTION OF FIRE CHIEF & DEPUTY FIRE CHIEF 4. a) Election of FireChief

Krista Hiltz called for nominations for the position of Fire Chief for the Zama Fire Department

First call: David Hiltz
Nominated Shawn Hiltz
Accepted or Declined: Accepted

Second call:
Nominated
Accepted or Declined

Third call:
Nominated
Accepted or Declined

MOTION MOVED by Roxanne Tarr

That nominations cease for the position of Fire Chief

CARRIED

Shawn Hiltz was Acclaimed as Fire Chief for the Zama Fire Department

4.b.i) Election of Deputy Fire Chief

Shawn Hiltz called for nominations for the position of Deputy Fire Chief for the Zama Fire Department

First call: Thomas Crowfoot

Nominated: Roxanne Tarr
Accepted or declined: Accepted

Second call:
Accepted or Declined:
Nominated:

Third Call:
Accepted or Declined:
Nominated:

MOVED by David Hiltz

MOTION

That nominations cease for the position of Deputy Fire Chief

CARRIED

Roxanne Tarr was Acclaimed as Deputy Fire Chief

Meeting adjourned at 7:10 PM
These minutes will be presented to Council for approval on

MOTION



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Mackenzie Aquatic Society Request for Grant Support

BACKGROUND / PROPOSAL:

The Mackenzie Aquatic Society has been working for many years towards the construction of an improved wellness centre in La Crete. They highlighted their progress and continued goals to Council on November 16th, 2022 during a budget meeting (a copy of their presentation from November 16th is attached). The projected cost of the entire phase 2 of the project is estimated at \$24.8 Million.

The Green & Inclusive Community Building program recently opened their application intake, with a submission deadline of **February 28th**.

What kinds of buildings can be newly constructed?

Eligible new buildings construction projects must be facilities that are accessible to the public and that provide a community service. They include the following:

- Community, culture and recreation facilities (e.g. community centres; libraries, public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors' activity centres)
- Indigenous health and social infrastructure facilities (e.g. community health centres, long-term care facilities/elders' lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

All new building projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

Project funding is available of up to \$25 Million per project - Both new construction and extensive renovations are eligible, with the following funding streams:

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

Total Eligible Project Cost	General Program (up to % max from Program)	In the territories and for Indigenous* communities (up to % max from Program**)
Retrofits up to \$9,999,999	80%	100%
Retrofits costs \$10,000,000 +	60%	100%
New builds up to first \$9,999,999 of costs	60%	100%
New build costs \$10,000,000 +	50%	100%

The maximum amount permitted from all Government of Canada sources is 100% of eligible costs.

The maximum amount permitted from Canadian governments combined (including municipal, provincial and territorial) is 100% of eligible costs.

As noted above, funding opportunities can be stacked up to 100% of the eligible costs.

The Society reached out to Administration requesting that this opportunity be considered.

At the November 16th, 2022 Council Budget Meeting the following motions were made:

MOTION 22-11-823 **MOVED** by Councillor Driedger

That Mackenzie County provide a letter of support to the La Crete Recreation Board and/or the Mackenzie Aquatic Society to assist with the Mackenzie Wellness Centre grant funding applications.

CARRIED

MOTION 22-11-824 **MOVED** by Councillor Peters

That Mackenzie County write a letter to the Fort Vermilion School Division to request a land transfer for \$1.00 for the La Crete Mackenzie Wellness Centre Project.

CARRIED

Prior to this, on June 27th, 2018, Council passed the following motions:

Author: B Peters Reviewed by: _____ CAO: _____

COMMUNITY SERVICES:

11. a) Mackenzie County Wellness Centre Society – Letter of Support

MOTION 18-06-471

MOVED by Councillor Bateman

That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.

CARRIED

MOTION 18-06-472
Requires 2/3

MOVED by Councillor Driedger

That Mackenzie County apply to the Investing in Canada Grant Program for the La Crete Wellness Centre and that the County commit to funding up to a maximum of \$5M with funding by means of a borrowing bylaw, subject to approval of grant funding.

CARRIED

In 2019 the Society provided additional information to Council, and again in 2020 and in 2021. Administration feels that the Society has met the obligations of Motion 18-06-471, to provide additional operating cost projections to Council for review.

To date no borrowing bylaw has been approved for this proposed project. Administration has a draft borrowing bylaw for Council's consideration, should the direction be given to proceed with borrowing funds for the project.

Administration still needs to confirm whether the application can be directly from the La Crete Recreation Board and/or the Mackenzie Aquatic Society, or if it has to come from the County. Either way, it is recommended that the Society complete the majority of the work for the grant application.

Along with the grant application request from the Mackenzie Aquatic Society, administration received a letter from the La Crete Recreation Board requesting donations be accepted in their name towards this project, and Charitable Donation receipts be issued. (Attached)

OPTIONS & BENEFITS:

The Green & Inclusive Community Building program provides an opportunity for a new community facility to be 60 & 50% funded by the federal government. This may still require a substantial commitment from the County and the local community, but it makes the project feasible. Project funding of up to \$25 Million is available – 50% contribution for the first \$10 Million, 60% contribution for additional funds over \$10 Million. Both new construction and extensive renovations are eligible, but at different funding streams

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

The general options are as identified below. Various tweaks to the presented options could also be considered.

Option 1:

To support the Society with a grant application, and to commit \$5 Million in municipal funding towards a portion of the funding required to complete the project.

Option 2:

To support the Society with a grant application, with no commitment of municipal funding towards funding requirement, although this would contradict the intent of standing motion 18-06-472.

Option 3:

To support the Society with a grant application, and to commit \$___ Million in municipal funding towards a portion of the funding required to complete the project (council would have the option to contribute funds towards the project).

Option 4:

To support the Society with a grant application for a reduced project scope, and to commit \$5 Million in municipal funding towards a portion of the funding required to complete the project

COSTS & SOURCE OF FUNDING:

Total project cost for Phase 2 is estimated at \$24.8 Million. Split 50/50, this means that each the grant and the community/county would need to contribute \$12.4 Million.

The source of municipal funding would be borrowing/debenture. Previous council motions imply a commitment of \$5 Million towards the project.

Additional operating costs would be incurred if the facility is constructed.

As per the Municipal Government Act (MGA) Part 10, Division 5 – Special Tax, and specifically Section 382, 383, 384, a Special Tax Bylaw may be implemented to raise revenue to pay for a specific service identified (382(1) (l) a recreational service tax), and must be passed yearly.

SUSTAINABILITY PLAN:

Community engagement to provide services supporting health and wellness.

COMMUNICATION / PUBLIC PARTICIPATION:

With the Mackenzie Aquatic Society and La Crete Recreation Board as required.

As per the MGA Section 251, 257, and 258, any borrowing bylaw over 5 years is required to be advertised, and would be advertised as per MGA requirements through standard County practices.

Author: B Peters Reviewed by: _____ CAO: _____

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County support the Mackenzie Aquatic Society proceeding with a grant application to the Green & Inclusive Community Building program for a community wellness centre in La Crete, and to commit \$ [redacted] Million in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That Administration bring a borrowing bylaw for the Mackenzie Wellness Centre to the next council meeting for Council's consideration.

Author: B Peters Reviewed by: _____ CAO: _____

La Crete Recreation Society
Box 29
La Crete, AB
T0H 2H0

To whom it may concern:

The La Crete Recreation Board supports the construction and operations of a Wellness Center under our society. The La Crete Recreation Board requests that all fundraising efforts and donations provided to the La Crete Recreation Society towards the Wellness Center be provided with a charitable donation receipt with all funds received being held by Mackenzie County until the construction of the Wellness Center.

The La Crete Recreation Society will also be working with Mackenzie Aquatics through committees and fundraising efforts to ensure this is a successful project to benefit the Mackenzie County region.

The La Crete Recreation Society will pay invoices for the project only as the fundraising and donations are received. La Crete Recreation Society will not take on debts incurred for the project if the costs are larger than the funding is received.

Sincerely,

Joe Driedger
LCRS President



December 21, 2022

Mackenzie Wellness Centre Project Update

Nov 16, 2022



Phase 1 Update

- \$6.7 million spent by local businesses for Second Ice Surface (NO public funds were included in this)



Phase 2



Wellness Centre Components

- Field house with three indoor basketball courts
- Upper Level Walking/Running track
- Multipurpose and professional office space
- Aquatics facility with lane and leisure areas
- Indoor playground area
- Food service

Field House



-Real Wood Floor!
-Source of revenue

Estimated Capital Cost

\$24.8 million* for Phase 2 - Wellness Centre

*Potential 5-10% increase due to inflation

Regional Economic Benefits

- Increase investment in the region
- Attract Professional Services that are currently not available in our region
- Create Employment, current and future
- Recreation and Wellness - Huge benefit for Physio and Occupational Therapy
- Rehabilitation of workplace injuries
- Showcasing the region through major events such as Arctic Winter Games, Summer Games, Indigenous Events
- Province is aware of the project and its link to the future Jr. High School in La Crete, The La Crete Jr. High School is 3rd on the priority list on the FVSD Capital Plan

What are we asking for?

- Borrowing Bylaw

- Letter of Support

Green and Inclusive Community Buildings

Applicant Guide

Version Date: December 2022



What is the objective of the Green and Inclusive Community Buildings Program?

The Green and Inclusive Community Buildings (GICB) Program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. At the same time, the Program helps to stimulate the economy while creating good job opportunities and aligning to the goals of Canada's strengthened climate plan.

The Program advances the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings.

How does the Program work?

The Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the GICB Program. The Program support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada.

Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The Program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability and location of these spaces – along with the services that they sustain – play a meaningful role in fostering inclusion in society and combating systemic inequities.

How does this Program fit in with Canada's fight against climate change?

The GICB Program is part of Canada's strengthened climate plan, which was introduced in December 2020 as the Healthy Environment and a Healthy Economy. The Program supports the first pillar of the plan by improving the places where Canadians live and gather – which will cut pollution, make life more affordable and create thousands of jobs in construction.

Funding through this Program will build and adapt community buildings to reduce carbon emissions, advance best practices to implement GHG mitigation measures, foster awareness and alignment to green building standards nationally and internationally, and encourage best practices in building design for climate change resilience. Investments in the repair and construction of community buildings will generate employment and community development opportunities, helping communities to recover from the economic impacts of COVID-19.

Who can apply to the GICB Program?

Funding under the GICB Program is provided directly by Infrastructure Canada to recipients at the local community level.

Eligible applicants include:

- A municipal or regional government established by or under provincial or territorial statute
- A provincial or territorial government
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
 - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy, such as water management, economic development or tourism agencies)
 - A provincial or territorial organization that delivers municipal services (e.g. community health services)
 - Any other form of local governance that exists outside of the municipality description (e.g. local service districts)
- Federally or provincially incorporated not-for-profit organizations and registered charities
- Indigenous recipients
 - Indigenous Governing Body, including the following:
 - A band council within the meaning of section 2 of the [Indian Act](#)
 - A First Nation, Inuit or Metis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation
 - A First Nation, Inuit or Metis government that is established by or under legislation whether federal or provincial that incorporates a governance structure
 - A federally or provincially incorporated not-for-profit organization whose primary mandate is to serve Indigenous peoples (e.g. Friendship centres, aboriginal women's associations)
 - Not-for-profit Indigenous development corporations

Ineligible applicants include, but are not limited to:

- Commercial and for-profit organizations
- Individuals and private citizens
- Federal entities, including federal Crown corporations

To be considered eligible for funding, applicants must demonstrate that they have the required authority to undertake the project on the building/asset or land.

Please Note:

- The **Primary Contact** must be directly affiliated with the applicant organization and duly authorized to submit an application.
- The **Secondary Contact** may be a third party engaged to support in the completion of an application (as applicable).

What kinds of projects are eligible for funding?

The GICB Program funds two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below "[Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings.](#)"
- **The construction of new community buildings.** New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section below "[New builds - Applying for funding for the construction of new community buildings.](#)"

To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.

Types of projects and funding streams

The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

Continuous intake stream for small and medium **retrofit projects** across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.

Scheduled competitive intake for **large retrofits** and **new buildings** across Canada.

- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.
- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.

* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

A minimum of \$150 million will be allocated on a distinctions-basis to Indigenous projects being led by and for Indigenous populations and communities. Indigenous applicants are encouraged to apply for projects of all types and sizes.

How do I apply?

Applications will be accepted **until February 28, 2023 at 15:00 (Eastern Time)** through Infrastructure Canada's online and accessible application portal. Applicants who are unable to apply through the portal are asked to reach out to the GICB Program team at gicbp-pbcvi@infcc.gc.ca

Eligible applicants must submit a separate application for each project they wish to have considered for funding.

In case of multiple applications from a single applicant, applicants must provide ranking information regarding the priority of each project.

Continuous intake stream

Applicants with **small and medium retrofit projects** to existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 are accepted on a continuous basis **until February 28, 2023 at 15:00 (ET)**.

The selection of projects for funding is based on eligibility criteria and the achievement of a minimum merit threshold as well as the availability of funding. For more details on eligibility and merit criteria for the continuous intake stream, please see "[How will my application for retrofit funding be evaluated?](#)"

Scheduled intake stream

Applications for **large retrofit projects** to existing community buildings or **new community building projects** with total eligible costs ranging from \$3 million to \$25 million* are accepted through a scheduled, competitive intake process **until February 28, 2023 at 15:00 (ET)**.

* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

The selection of projects for funding is based on eligibility criteria and the competitive evaluation of all applications using merit criteria. For more details on eligibility and merit criteria for the scheduled intake stream, please see "[How will my application for retrofit funding be evaluated?](#)" and "[How will my application for funding for a new building project be evaluated?](#)"

How is the size of my project determined?

The size of a project is based on total eligible costs. This figure is lower than total project costs because certain expenses will not be reimbursed by Infrastructure Canada (e.g., land, lease of building, staff salaries, maintenance and operations, etc.)

*Please refer to the sections **What costs are eligible?** and **What costs are ineligible?** to determine the federal contribution for your project and the balance of funds your organization will need to secure for your project.*

*The maximum federal contribution amount approved is described in the section entitled **How much of my costs will this program cover?** Any cost increases or overruns for the project will be the responsibility of funding recipients.*

What are the minimum requirements for buildings?

The following are required for projects of all types, sizes and streams:

- The building/asset must be a non-commercial community-oriented structure or space that provides open, available, and publicly-accessible community services.
- The building/asset must be located in an area with underserved populations experiencing higher needs and be the site of the publicly-accessible programming and/or activities that demonstrably serve these populations.
- The building/asset must be an eligible asset type.
- At least two-thirds of the building/asset's floor space must be used for publicly open and accessible services. Please see section below on [Mixed-Use Buildings](#).
- The applicant must have authority over the building/asset either as the owner or have secured an agreement with the asset owner for a minimum of 6 years, to carry out the project. (**Note:** Asset ownership will be confirmed for all approved projects through the provision of a signed proof of ownership, a declaration or written authority that the applicant has permission from the owner to undertake the project.)
- Applicants must award contracts in a way that is fair, transparent and competitive. If you have or are planning to award non-competitive contracts (sole source) as part of your project, you must receive authorization from the Government of Canada for these costs to be deemed eligible for federal reimbursement. See section below on [Non-competitive Procurement \(Sole Sourcing\)](#).
- The project must be implemented no earlier than April 1st, 2021, and completed no later than March 31st, 2026.
- Applications for completed projects will not be considered for funding.
- The applicant must submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software (retrofits only).
- The project must not lead to an increase in the building's operational GHG emissions (retrofits only).
- Applicants for new construction projects must demonstrate that a climate risk assessment was conducted and mitigation measures are identified for the project. For retrofit projects, applicants must demonstrate that climate data was examined to identify the risks and associated mitigation measures for the project.
- The applicant must commit to securing the necessary capital to proceed if approved for federal funding.
- The applicant must attest to the manner in which the project conforms to relevant building and construction laws and regulations. This includes the completion (or planned completion) of an environmental assessment, as well as public and Indigenous consultation as may be required by federal and provincial/territorial governments.
- The applicant must attest to the manner in which the project aligns with building standards and codes that apply to the jurisdiction of the existing building and, as applicable, those set out in the section entitled "[What are the required construction standards for new buildings?](#)"
- All new build project applicants must attest that the project will, at a minimum, meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.

What are the specific application requirements?

Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings

What kinds of buildings can be retrofitted?

The GICB Program provides funding towards retrofits, repairs, and upgrades to the space of a community building that is accessible to the public and provides a community service.

The expansion or addition of 30% or greater of an existing building's footprint* is considered a new build project. Projects involving the demolition of over 30% of an existing building's footprint are also considered new build projects. Projects involving the demolition and/or rebuilding of under 30% of an existing building's floor space and reconstruct/renovate/rebuild up to 30% of the building's baseline footprint are considered retrofit projects.

* A building's footprint provides the outline of a building drawn along the exterior walls, with a description of the exact size, shape, and location of its foundation. Floorspace is the surface area of the floor(s) in a building.

The following community buildings/assets are eligible for retrofit projects:

- Community, culture and recreation facilities (e.g. community centres, public sports and recreation facilities; cultural buildings; libraries; child and youth centres; community adult learning centres; seniors activity centres)
- Community health and wellness facilities (e.g. food safety and security, community food storage facilities, greenhouses and food banks; community health centres; addictions and mental health centres; rehabilitation centres, etc.)
- Indigenous health and social infrastructure facilities (e.g. short-term medical recovery facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

What kinds of buildings cannot be retrofitted?

The following types of buildings cannot be funded under the GICB Program:

- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

What types of retrofit measures are eligible?

Eligible retrofits must include **green** retrofit measures, and, where applicable, must include measures that increase the overall **accessibility and/or safety** of the building.

Green retrofit measures and requirements

Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes.

In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption. Projects with greater energy efficiency improvements will receive a higher score and are more likely to be selected for funding.

Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the building's baseline will receive a higher score.

Examples of retrofit measures could include:

- Sealing with caulking or spray foam
- Adding insulation
- Upgrading lighting systems
- Replacing window glazing
- Updating low-flow faucets with sensors and automatic shut-offs
- Installing sub-metering
- HVAC upgrades
- Implementation of new operating mechanisms such as:
 - An energy management system
 - Building automation system
 - Sensors
 - Control equipment
 - Metering equipment
- Related communication systems to support above renovations

Other examples of retrofits can include but are not limited to:

- Significant reconfigurations to the interior for the purpose of energy savings
- Roof replacement
- Climate resilience retrofits
- Adding or rearranging windows to increase interior sunlight
- Renewable energy retrofits
- Solar PV array
- Wind turbines
- Geothermal exchange systems

Applicants are encouraged to consider including retrofit measures that will increase the resilience of the building to climate change impacts. For example, projects located in a high wind area might consider using wind resistant material or design, and projects located in areas with high risks of flooding may consider flood-resilience design elements.

While resiliency measures and improvements are not required for a project, applicants must demonstrate that they have considered future potential climate impacts on their project, and the current resilience of the asset to those potential impacts.

Accessibility and/or safety retrofit measures and requirements

Retrofit measures that increase an eligible building's accessibility and/or safety are eligible for funding under the GICB Program, as long as the project **also** meets the green retrofit measures criteria (e.g., ambitious energy efficiency improvements).

Please consider the [definitions](#) of "disability" and "barriers" per the [Accessible Canada Act](#) (2019) in your application.

- **Barrier:** means anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.
- **Disability:** means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

Accessibility measures within retrofits or renovations can include, but are not limited to the following:

- Wheelchair ramps for accessibility
- Visual fire safety devices
- Firm, slip resistant floor finishes, with no glare or busy patterns
- Widened doorways
- Washroom renovations for wheelchair access
- Automated doorways
- Tactile walking surface indicators
- Installing screen readers
- Assistive listening and communication enhancement technologies
- Constructing a universally designed space
- Smooth, ground level entrances without stairs
- Surface textures that require low force to traverse on level, less than 5 pounds force per 120 pounds rolling force
- Single-hand operation with closed fist for operable components including fire alarm pull stations
- Auditory output redundant with information on visual displays
- Visual output redundant with information in auditory output
- Choice of language on speech output
- Ramp access in swimming pools
- Instruction that presents material both orally and visually
- Labels in large print and/or braille on equipment control buttons

Retrofit projects that intend to include improved accessibility measures are encouraged to meet the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.

What kinds of retrofit measures are ineligible?

The following measures and activities are **ineligible** under the GICB Program:

- Electricity and/or energy production, transmission, and distribution
 - Electricity production for sale on the market(except in jurisdictions that require energy to be sold back to the grid)
 - Transmission and distribution infrastructure (district energy)
- Low-emission fuels
 - Fuel transportation infrastructure
 - Production of low emissions fuels for sale on the market
- Research, Development and Demonstration (RD&D)
 - Any RD&D projects aimed at demonstrating the effectiveness of a product or technology used as part of the project must conclude prior to the application. Any concurrent RD&D activities cannot be included in the project scope and costs. Exceptions may be given to certain technologies at the discretion of INFC.

How will my application for retrofit funding be evaluated?

Continuous and Scheduled intake (Small/medium retrofits & Large retrofits)

- Small/Medium retrofit projects with total eligible project costs between \$100,000 and \$2,999,999 are evaluated on a continuous basis, with projects needing to meet or exceed a minimum merit score threshold in order to be granted funding.
- Large retrofit projects with total eligible project costs between \$3,000,000 and \$25,000,000 are evaluated on a competitive basis, with projects being scored and ranked against one another.

Retrofit projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

Located in and demonstrate the ability to serve one or more communities with high needs:

Projects that provide greater benefits to high need communities will receive a higher score.

Increased accessibility: Projects that increase accessibility and projects that commit to including accessibility elements that meet the highest standards for accessibility will receive a higher score.

GHG Reductions: Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the buildings baseline will receive a higher score.

Energy Savings: Projects that will achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption, as calculated with the RETScreen Expert software, will receive a higher score.

Climate resiliency and adoption of best practices: Projects that demonstrate strong climate resiliency considerations and measures will receive a higher score. Applicants must consult climate data to identify climate risks relevant to their project/building location. Projects that provide clear, reasonable and accurate detail for why climate resiliency is already addressed/ not within the scope of the project will not be subject to this criterion and will be assessed relative to other project merits.

Confidence in delivery/risk: Applicants who can demonstrate strong project risk identification and propose practical_mitigation measures will receive a higher score. Other factors considered under this criterion include: outcomes of community consultation(s) undertaken, permits identified/obtained, phase of the project's design.

New builds - Applying for funding for the construction of new community buildings

The construction of new community buildings is eligible under the GICB Program in cases where construction will fill a missing or distinct gap in a service requirement of high needs communities where critical community infrastructure is lacking.

What kinds of buildings can be newly constructed?

Eligible new buildings construction projects must be facilities that are accessible to the public and that provide a community service. They include the following:

- Community, culture and recreation facilities (e.g. community centres; libraries, public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors' activity centres)
- Indigenous health and social infrastructure facilities (e.g. community health centres, long-term care facilities/elders' lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

All new building projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

What types of new buildings are ineligible?

The following types of buildings cannot be funded under the GICB Program:

- Community health and wellness facilities (e.g. Community health centres, community greenhouses, etc.) except Indigenous facilities specified as eligible.
- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

What are the required construction standards for new buildings?

On June 21, 2022 the Canada Green Building Council (CAGBC) introduced the latest version (v3) of its Zero Carbon Building (ZCB) Design Standard. In accordance with the requirements set by the CAGBC, all buildings in Canada seeking the ZCB-Design Standard certification must register and certify the design of their building under the new ZCB-Design Standard v3.

All applications for New Build projects under the GICB Program's second scheduled intake will be required to meet the ZCB-Design Standard v3. Exceptions to this requirement will be granted if a project was registered with the CAGBC's ZCB-Design Standard v2 prior to the September 29, 2022 deadline for version 2.

New construction projects will be required to meet the minimum standards below.

Built to be net-zero carbon

- A net-zero carbon building means a highly energy efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets in an amount sufficient to offset the annual carbon emissions associated with building materials and operation without the need for a transition plan.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 without the need for a net-zero carbon transition plan is required. The attestation letter is intended to provide the required level of assurance that the project will be able to obtain ZCB-Design V3 certification.

OR

Built to be net-zero-carbon-ready

- A net-zero-carbon-ready building is one that has been designed and built to a level of performance such that in accordance with a transition plan it will, i.e. with the addition of solar panels or other renewable energy technologies, achieve net-zero performance in carbon emissions.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 with a transition plan is required. The transition plan for achieving net-zero-carbon performance is also required as part of the application.

OR

Be exempt from net-zero-carbon and net-zero-carbon-ready and built to the highest standard

- Applicants from remote and/or Northern communities, (including all communities in the territories and typically [climate Zone 8](#) - communities with more than 7000 Heating Degree Days, as identified in the 2017 National Energy Code of Canada for Buildings) may seek an exemption to the net-zero requirement for new builds if the project is in a location where standards cannot be met due to geographical or logistical constraints.
- In cases where an applicant is seeking an exemption, their new building must be built to a 'high efficiency standard,' that will allow the building's energy performance to exceed the [2017 National Energy Code of Canada for Buildings](#), or the provincial or territorial code (where the project site is located), whichever code is the higher standard.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the building is designed to exceed the energy performance of the 2017 National Energy Code of Canada for Buildings (or the newest energy code published) or the provincial or territorial code (where the project site is located), whichever code is the higher standard, is required. The specific design measures being implemented for the building are also required as part of the application.

What other criteria does my new building project need to meet?

Climate resiliency

To be eligible for funding, new building projects must demonstrate they have conducted a climate risk assessment and identify measures mitigating all medium and high risks. The data sources used in the risk assessment must be cited, and explanations provided for identified climate risks.

For instance, new buildings in areas prone to flooding or wildfires, should take into account the effects these events can have on the building and should include resiliency measures in their building's design to mitigate the risks that these events will pose to the building and to the community.

How will my application for funding for a new building project be evaluated?

All new build projects will be evaluated on a competitive basis, with projects being scored and ranked against one another.

New build projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

Located in and demonstrates the ability to serve one or more communities with high needs: Projects that provide greater benefits to high needs communities will receive a higher score.

Accessibility. All new build projects must meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) – or relevant provincial or territorial building codes, or municipal by-laws.

Zero carbon design standard: Projects that are designed to meet net-zero carbon performance without the need for a transition plan will receive a higher score. Applicants may seek an exemption from this requirement, however the project will receive a lower score.

Climate resiliency and best practices adoption: Projects that demonstrate strong climate resiliency considerations and mitigation measures will be scored higher. Applicants that consult and cite climate data sources to identify climate risks relevant to their building/location will receive a higher score.

Confidence in delivery/risk: Projects that demonstrate a strong risk assessment and mitigation measures will receive a higher score. Factors considered under this criterion include the amount of information provided in the budget, outcomes of any community consultation(s) undertaken, whether permits have been identified/obtained, and the internal capacity to manage and deliver the project.

Additional Information

How much of my costs will this program cover?

The GICB Program will provide funding up to the following limits of total eligible project costs.

Table 1: Project cost share, by project type and size		
Total Eligible Project Cost	General program (up to % max from program)	In the territories and for Indigenous communities* (up to % max from program)
Retrofits up to \$9,999,999	80%	100%
Retrofits costs \$10,000,000 +	60%	100%
New builds up to first \$9,999,999 of costs	60%	100%
New build costs \$10,000,000 +	50%	100%

*All Indigenous eligible recipients as defined in the terms and conditions of this program are eligible for up to 100% federal stacking.

The maximum amount permitted from all Government of Canada sources is 100% of eligible costs.

The maximum amount permitted from Canadian governments combined (including municipal, provincial and territorial) is 100% of eligible costs.

Note:

- **Applicants are responsible for considering Inflation when deciding on project costs for projects.**
- The application of the maximum level of funding provided by the program towards eligible costs will be implemented on a marginal dollar value basis whereby the total eligible project costs up to the first \$9,999,999 will have the higher maximum % funding rate applied and for every dollar above \$10,000,000 the lower % rate applied. For example: a retrofit project with \$12,000,000 in eligible costs would be provided a maximum of $\$9,999,999 \times .80 + \$2,000,001 \times .60 = (\$7,999,999.20) + (\$1,200,000.60) = \$9,199,999.80$ in funding from GICB towards eligible costs.

Special Consideration: Applicants are responsible for considering Government of Canada funding program eligibility criteria and funding limits as project costs cannot necessarily be stacked or duplicated across multiple programs.

If you have applied for, or have received funding from any other Infrastructure Canada program, you are advised to email us at gicbp-pbcvi@infcc.gc.ca.

When will I know if my project has been selected for funding?

Applicants are able to track the status of their application using the online application portal. Once a decision has been made on project funding, Infrastructure Canada will notify successful and unsuccessful applicants of the outcome of the process. If a project is approved for funding, Infrastructure Canada will contact the project's primary contact and indicate next steps for moving forward with a funding agreement. This notification does not necessarily guarantee that federal funding will be provided. Funding may be subject to certain conditions, such as the completion of an environmental impact assessment, regulatory authorizations/permits, or consultations with Indigenous Peoples.

How will I receive funding – as a grant or as a contribution?

Funding amounts are determined based on an assessment of the recipient's planned activities and budget submission, previous financial performance and the capacity of the recipient to achieve results.

The type of funding received (grant or contribution) is determined based on the type of project and the amount of funds being requested.

In general, funding is provided as a grant for small retrofit projects seeking \$100,000 to \$249,999. In some cases, retrofit projects under \$250,000 may be funded through contribution agreements.

Funding is provided as a contribution for all projects above \$250,000.

What is the maximum amount payable under this program?

The maximum amount allocated to any **retrofit** project under this program is \$250,000 in grant funding and \$25 million in contribution funding.

Larger retrofits and new build projects (above \$25 million in total eligible costs) may also be considered in cases where the federal investment can be effectively delivered by March 31, 2026, either to complete the project or bring the project to a next phase of funding for completion where the investments are secured.

What costs are eligible?

Eligible costs are those considered by Infrastructure Canada to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for both grant funding and contribution funding under the GICB Program are as follows:

- costs that are incurred between April 1, 2021, and March 31, 2026
- costs to build, renovate, expand or improve fixed capital assets and community buildings
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the renovation, expansion or improvement work or new builds of eligible infrastructure, including planning and energy audit costs
- costs of environmental assessments, monitoring and follow up activities as required by the *Impact Assessment Act* or equivalent legislation

- costs associated with a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage
- costs for the purpose of Indigenous consultation/engagement activities
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by the Government of Canada
- salaries, wages and other incremental costs (i.e. materials or equipment) of the recipient provided that:
 - the recipient confirms and substantiates that it is not economically feasible to tender a contract
 - the costs are incurred and directly in respect to the work that would have been subject of the contract, and
 - costs are approved in advance and are included (in a contribution agreement)

Applicable to Indigenous and not-for-profit recipients only:

- legal fees (excluding those related to litigation) up to the amount specifically identified within contribution agreement.

What costs are ineligible?

Ineligible costs include:

- project costs incurred prior to April 1, 2021, or after March 31, 2026
- services or work that is normally provided by the recipient or a related party
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Expenditures
- in-kind contributions (goods or services)
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- cost of leasing of equipment by the recipient except for as indicated in eligible costs above
- legal fees (except as specifically indicated as eligible for Indigenous, non-government and not-for-profit recipients)
- purchase or lease of real property (land or building), or any interest therein, and related costs
- collateral on mortgage financing and payment of interest charges
- structural renovations not specific to the project
- costs related to marketing activities and business promotion
- costs for activities intended to directly influence/lobby governments
- travel costs for recipients (except costs that are necessary for the successful implementation of the project)
- operations and maintenance costs, and
- other costs not specifically related for the project.

How will I be reimbursed for eligible project costs?

Contributions

Eligible project costs can be reimbursed to the recipient if a contribution agreement is signed by Infrastructure Canada and the recipient, and once all application payment conditions have been met.

Under a contribution agreement, costs must first be incurred by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of the federal contribution.

Grants

Funding will be provided at the signature of the grant agreement between INFC and the recipient. Infrastructure Canada reserves the right to hold back a portion of grant funding to be released once all reporting conditions have been met.

RETScreen® software requirements

About RETScreen®

Developed by Natural Resources Canada (NRCAN), the software is free to download and works as a comprehensive 'decision support tool' for energy efficiency, renewable energy and cogeneration project feasibility analysis, as well as ongoing energy performance analysis.

A completed RETScreen® Assessment provides an overview of a building's current or baseline energy consumption, fuel consumption, energy cost savings, GHG emissions reductions, and the financial viability and risk analysis of a proposed project.

All retrofit projects applying for funding under the GICB Program **are required to** submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software.

Applicants are required to enter information regarding their building and project into RETScreen® including: site location, building characteristics, current or baseline energy consumption, proposed measures, project costs, etc.

Please consult [Using RETScreen for your GICB application with Infrastructure Canada](#) to complete your draft RETScreen. Applicants are encouraged to consult Natural Resources Canada at RETScreen@nrcan-rncan.gc.ca for advice and clarification prior to submitting their RETScreen Assessment.

New build projects may create a RETScreen profile for their building(s) as well, but it is **not required**.

For more information, please visit the [RETScreen Capacity Building Page](#).

Non-competitive Procurement (Sole Sourcing)

Are non-competitive procurement processes (“sole-source” contracts) allowed?

All contracts must be awarded in a way that is fair, transparent and competitive. When non-competitive contracts are necessary for the implementation of a project, Infrastructure Canada's approval of the contract as an eligible expenditure is required before the signature of the contract.

The Minister of Intergovernmental Affairs, Infrastructure and Communities may approve projects involving non-competitive contracts that:

- have an estimated value below \$40,000 for construction or goods contracts, or \$100,000 for service contracts; or
- are with a public sector entity; or
- can only be performed by one person or entity; or
- are with an Indigenous organization and or governing body and there is a benefit to an Indigenous community.

If you are seeking a non-competitive procurement process outside of the Minister's delegation cited above, Infrastructure Canada will need to seek approval from the Treasury Board of Canada (TB). Obtaining Treasury Board approval is a lengthy and resource intensive process that may take several months and will require a strong rationale for the non-competitive procurement process as well as more complex and in-depth information requirements.

Mixed Use Buildings

Community buildings often serve multiple purposes and can include uses that are not eligible as stand alone buildings. For example, a community centre could include a portion of its space for a daycare, or a building could also provide some offices for administrative use but also include a majority of the space for a community hall. As noted above, at least two-thirds of the building or asset's floor space must be used for publicly open and accessible services in order to be eligible. This permits some flexibility in determining eligibility of mixed use buildings.

Note that the amount of funding requested may be adjusted to account for the amount of space that is used for publicly open and accessible services. Furthermore, some types of buildings remain ineligible (e.g., hospitals, police, fire, paramedic/ambulatory stations, schools and post-secondary facilities).

Environmental assessments

An Environmental Assessment ensures that project impacts are carefully reviewed before a federal department or agency recommends whether a proposed project may proceed. Depending on where the project is located and the potential for adverse effects, an environmental impact assessment may be required prior to undertaking construction activities.

Applicants are responsible for providing information to determine whether their project may require an impact assessment under the federal [Impact Assessment Act \(IAA\)](#), or an environmental assessment under Modern Treaties or Northern Regimes.

If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the Impact Assessment

Agency of Canada's (IAAC's) [website](#) for the basics of federal IA requirements. Under the IAA, projects may be designated (s.8) or may be subject to requirements if they are on federal lands (s.82). **EA requirements must be met for a project to proceed.**

Duty to consult

The Government of Canada may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Indigenous or treaty rights. These rights include, but are not limited to, the right to hunt, fish, and practice traditional activities and ceremonies. Infrastructure Canada will assess potential impacts of projects on these constitutionally protected Indigenous and treaty rights to ensure that those affected are properly notified, consulted and, where required, accommodated.

While the duty to consult is an obligation that rests with the Crown, the Government of Canada will expect funding recipients under the GICB program to carry out certain procedural aspects of consultation on a proposed project, where appropriate (e.g. providing notification letters to, and organizing consultation sessions with, Indigenous communities that will be affected by the proposed project).

Reporting and audit requirements

All recipients of grant funding and contribution funding must provide reports to Infrastructure Canada. The terms of reporting requirements will be set out in project funding agreements. These may include any of the following: annual and final reports, status and progress updates, financial reports and evaluation reports. Annual and final reports will include, at minimum, information regarding the implementation progress of the retrofit or new building project and details of project funding and their management.

Recipients undertaking projects with total eligible project costs of \$10,000,000 and above will be required to report on Community Employment Benefits (CEB) to provide public reporting on the employment and procurement opportunities achieved with a range of target groups (e.g., apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, recent immigrants, small-sized, medium-sized and social enterprises) as detailed in the [CEB General Guidance](#). The framework for CEB has been designed to encourage recipients to consider measures to increase access for specified groups to employment through their projects while ensuring compliance with all trade obligations. Recipients with projects below this threshold are also invited to report on these targets, but are not required to do so.

Reports on progress toward climate-focused objectives can be created through the RETScreen Expert software by inputting the building's new energy consumption information into the building's profile. At minimum, the report should include the building's net energy savings and net GHG emission reductions. Exact requirements regarding eligibility to hire an external third party to conduct reporting on behalf of the recipient(s) will be included in the contribution agreements with recipients. Infrastructure Canada will monitor approved projects to ensure that funds are used in accordance with the terms and conditions of the grant or contribution agreement.

Recipients may be required to conduct and submit one audit over the course of the contribution agreement, carried out by an independent third party. Infrastructure Canada will reserve the right to review and audit recipients as deemed necessary.

Endorsement

In order for Infrastructure Canada to provide funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution must be received before a grant or contribution agreement can be executed.

Disposal of assets

If at any time within six (6) years from the date of completion of the project, the recipient of project funding under the GICB Program sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset funded, in whole or in part, with the financial assistance contributed under the terms of the program, the recipient will have the responsibility to inform Infrastructure Canada and the recipient may be required, at Infrastructure Canada's discretion, to repay the federal government contribution in full or in part. Grant agreements and contribution agreements will include clauses on the disposal of asset period.

Privacy and Confidentiality

The information provided by an applicant in their application and under any other form will be used by the Government of Canada for the review, evaluation and selection of applications under the Green and Inclusive Community Buildings Program, that is administered and managed by Infrastructure Canada, and/or for confirming past federal funding sought by the applicant.

Federal government institutions are bound by the requirements of the [Access to Information Act](#) and the [Privacy Act](#), as well as the [Library and Archives Canada Act](#). These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

Applicants should note that Infrastructure Canada may consult and share the information provided in applications with other federal government institutions or other organizations for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. Infrastructure Canada may also use and disclose the information to external experts (e.g., scientific, technical, financial, marketing, or commercialization), hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting Infrastructure Canada with project review and evaluation and/or determining eligibility under other federal government programs.

In submitting an application, applicants are consenting to such uses, sharing and disclosures of the information for the purposes described above. Applicants are invited to clearly identify in their application the provision of any information that contains trade secrets, is confidential or that if disclosed, could reasonably be expected to result in material financial loss or gain to, or to prejudice the competitive position of, a third party, or, to interfere with contractual or other negotiations of a third party, as outlined in section 20 of the *Access to Information Act*. Once a funding agreement is signed, the name of the successful applicant, location, date of approval, the funding amount, and the project description may be proactively disclosed to the public.

Any questions?

If you have any questions about the Green and Inclusive Community Buildings Program that were not answered by this guide, please contact the GICB Program team at gicbp-pbcvi@infcc.gc.ca.

Version date: December 2022



Mackenzie County

REQUEST FOR DECISION

Meeting:	Finance Committee Meeting
Meeting Date:	February 7, 2023
Presented By:	Jennifer Batt, Finance Controller
Title:	Policy FIN011 Accounts Receivable/Utility Collections - Amendment

BACKGROUND / PROPOSAL:

Finance Policies are reviewed to ensure the policies are as per current practices, and to identify amendments that may be required. Administration has reviewed Policy FIN011 - Accounts Receivable/Utility Collections, and are recommending some changes to the policy.

Attached is the amended Policy for review

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County

Title	ACCOUNTS RECEIVABLE / UTILITY COLLECTION	Policy No.	FIN011
--------------	---	-------------------	---------------

Legislation Reference	Municipal Government Act, Section 208 1 (g)
------------------------------	--

Purpose To promote and encourage the timely payment of all receivable accounts, and to pursue delinquent accounts in a prudent and diligent manner.

POLICY STATEMENT AND GUIDELINES

OBJECTIVES

To provide policy guidance for the collection of payments for all receivable accounts including water, sewer, waste collection services, fire services, and any other fees as per the Fee Schedule Bylaw.

To impose a consistent and effective method of collection action for ratepayers who fail to pay their utility and receivable accounts.

All accounts with a balance outstanding after 30 days will be subject to a penalty of 2% per month.

PROCEDURE

Accounts Receivable

On a weekly basis, receivable invoices shall be generated. The Accounts Receivable clerk shall take every step to ensure that these billings are accurate.

The Accounts Receivable clerk shall ensure that the invoice is as per the Fee Schedule Bylaw, and approved by designated signing officers.

All invoices generated that have 3rd party charges shall include the back up for the charges stated.

Uncollectable balances may be transferred to an applicable tax roll if allowable under the MGA or may be referred to a collection agency for collection of the outstanding balance.

After administration has exhausted all reasonable collection efforts, administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00

- i) in excess of 365 days,
- ii) for those accounts that cannot be transferred to taxes.

A list of all accounts written off shall be presented to the Finance Committee of the Whole at the first meeting following such write-offs.

Utility Accounts

On a monthly basis, utility invoices shall be generated. The Utilities clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff and/or requests from the customers, shall be reflected in the billings. Upon receipt of a disconnection notice and/or a new connection from a customer, the Utilities/Accounts Receivable clerk shall make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment in conjunction with the monthly billing.

At the close of each month and with the reconciliation of the utility subledger, as directed by the Finance Controller (FC), the Utilities clerk shall review the aged analysis report and identify those accounts that have a balance owing from the statement date of the invoice and proceed as follows:

Metered Users

Arrears period	Action
Over 30 days outstanding from invoice due date	Send a past due first notice advising customer of his/hers outstanding balance.
Over 45 days outstanding from invoice date	Send a past due second notice within the first week of a month advising that if the account is not paid in full by the last date of the month (by 60th day outstanding), all utilities may be disconnected or discontinued.
Over 60 days outstanding from invoice due date	Advise FC of the balance outstanding of over 60 days. Prepare and send a registered past due final notice within the first week of a month signed by FC allowing 14 calendar days to pay. Send a Door Tag request to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.

	<p>After 60 days outstanding, the account deposit shall be applied against the utility account for payment. A new deposit as per the Fee Schedule Bylaw shall be required prior to reconnecting once account is paid in full.</p>
<p>Over 74 days outstanding from invoice due date</p>	<p>A list outlining all accounts with a balance outstanding over 74 days shall, along with completed Disconnection Authorization Forms for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer. Outstanding amounts for accounts in arrears over 104 days may be transferred to taxes at the approval of the CAO.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p>
<p>Over 90 days outstanding from due date</p>	<p>Uncollectable balances to be transferred to an applicable tax roll as authorized through the Utility Account Move in Form signed by the landowner, or may be referred to a collection agency for collection of the outstanding balance.</p>
<p>Over 365 days outstanding from invoice due date</p>	<p>After administration has exhausted all reasonable collection efforts, administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00</p> <ul style="list-style-type: none"> iii) in excess of 365 days, iv) for those accounts that cannot be transferred to taxes. <p>A list of all accounts written off shall be presented to the Finance Committee of the Whole at the first meeting following such write-offs.</p>

*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

Utility deposits may be transferable.

Utility deposits received, shall be returned to renters that have been in good standing for a period of one year, or the balance remaining upon cancellation of utilities by the customer.

Cardlock Users

All water cards accounts with the outstanding balance past 60 (sixty) days shall be deactivated.

After 60 days outstanding, the deposit will be applied against the water card account for payment, and will require a new deposit as per the Fee Schedule Bylaw, prior to reconnecting once account is paid in full.

No card shall be reconnected until a payment in full is received and a deposit amount paid.

Reconnections

No reconnection or resumption of service shall be made until a payment for the full outstanding amount is made plus deposit and the applicable reconnection fee as established by the County's Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

Utilities clerk shall complete and submit a Reconnect Authorization to the applicable Water Treatment Plant to the attention of a Utilities Officer.

Administrative Responsibilities

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2011-11-08	11-11-908
Amended	2013-01-15	13-01-032
Amended	2014-10-14	14-10-676
Amended	2015-08-11	15-08-546
Amended	2018-01-09	18-01-030
Amended	2019-05-07	19-05-304
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Customer #241859 - Finance Charge Write off Request

BACKGROUND / PROPOSAL:

In late 2021, the customer #241859 requested that the County add the non-profit society as an additionally named insured to their policy in order to operate in the 2022 year.

Administration requested a quote for fees, which was submitted to the society in January 2022 for approval of costs prior to bringing to Council for approval to add the society.

In late April 2022 as invoice for additional services was received from insurance, and invoice #35196 was sent to the society for payment.

As a permit was required invoice #35798 in the amount of \$208 was emailed to the society and remains outstanding.

The society has brought forth a request for Council to appeal for a reversal of finance charges on their insurance invoice #35196, in the amount of \$13,583.64, dated May 25, 2022. The society made a payment for original invoice amount on December 7, 2022.

When the invoice was received by the society, they did not have the funds to pay the invoice until the 2022 winter season when they were open for business. Finance charges were accrued as per policy FIN011 for all outstanding invoices in the amount of \$1,366.67.

Please see attached letter, invoice, receipt and statement for reference.

OPTIONS & BENEFITS:

Option 1:

To deny the request to write off finance charges for customer #241859.

Author: S Gibson **Reviewed by:** B Peters/J Batt **CAO:** _____

Option 2:

To write off finance charges for customer #241859 in the amount of \$1,366.67.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

FIN011 - Accounts Receivable / Utility Collection

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

OPTIONS & BENEFITS:

Option 1:

To deny the request to write off finance charges for customer #241859.

Option 2:

To write off finance charges for customer #241859 in the amount of \$1,366.67.

Author: S Gibson **Reviewed by:** B Peters/J Batt **CAO:** _____

INVOICE

Customer

MACKENZIE SKI HILL SOCIETY
BOX 2981

LA CRETE AB

T0H 2H0

Date: 5/25/2022

ID: 241859

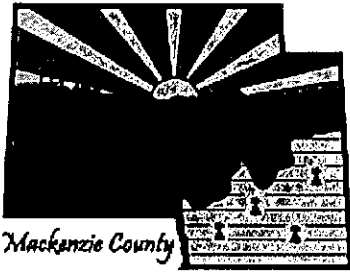
Due Date: 6/24/2022

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Quantity	Description	Unit Price	Total
1.00	LIABILITY GENESIS/GAI 2012/22	\$12,614.00	\$12,614.00
1.00	PROPERTY/ EQUIPMENT RSLE2215/6-22	\$363.00	\$363.00
1.00	BOND & CRIME 8261-2082	\$211.00	\$211.00
1.00	ADMINISTRATION (3%)	\$395.64	\$395.64

Subtotal	\$13,583.64
Tax	\$0.00
Total	\$13,583.64

PAYMENT DUE UPON RECEIPT - PAYABLE TO MACKENZIE COUNTY



Mackenzie County

P.O. Box 640
 Fort Vermilion, Alberta T0H 1N0
 Phone: (780) 927-3718 Fax: (780) 927-4266
 E-Mail: office@mackenziecounty.com

OFFICIAL RECEIPT

289952

Customer & Comments:

MACKENZIE SKI HILL SOCIETY
 BOX 2981

Date: Dec 7, 2022
 Initials: HF

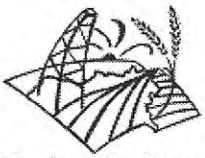
LA CRETE, AB T0H 2H0
 CANADA

Receipt Type	Roll/Account	Description	Outstanding Amount	Quantity	Receipt Amount
Receivable	241859	MACKENZIE SKI HILL S	\$15,154.15	0	\$13,583.64

Cheque Number: 87

----- PAYMENT SUMMARY -----

Tax Amount:	\$0.00
Receipt Total:	\$13,583.64
Cash Received:	\$0.00
Credit Card:	\$0.00
Cheque:	\$13,583.64
Other:	\$0.00
	\$13,583.64



Mackenzie County
 P.O. Box 640 Fort Vermilion, AB
 T0H 1N0
 Phone (780) 927-3718
 Fax (780) 927-4266

INVOICE #: IVC00000000035798

Mackenzie County

INVOICE

Customer

MACKENZIE SKI HILL SOCIETY
 BOX 2981

LA CRETE AB T0H 2H0

Date: 9/14/2022
 ID: 241859
 Due Date: 10/14/2022

^PLEASE RETURN THIS PORTION WITH YOUR PAYMENT^



Mackenzie County
 P.O. Box 640 Fort Vermilion, AB
 T0H 1N0
 Phone (780) 927-3718
 Fax (780) 927-4266

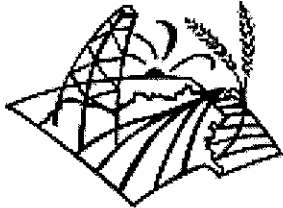
Mackenzie County

Quantity	Description	Unit Price	Total
1.00	SEWAGE PERMIT 030-S-SC-22, HOLDING TANK	\$200.00	\$200.00
1.00	SAFETY CODE FEE	\$8.00	\$8.00

E-MAILED
 09/14/22

Subtotal	\$208.00
Tax	\$0.00
Total	\$208.00

**PAYMENT DUE UPON RECEIPT - PAYABLE TO MACKENZIE COUNTY
 PLEASE INCLUDE TOP PORTION WITH PAYMENT**



STATEMENT

Mackenzie County

P.O. Box 640

Mackenzie County Fort Vermilion, AB T0H 1N0

MACKENZIE SKI HILL SOCIETY
 BOX 2981
 LA CRETE AB T0H 2H0

Date:	2022-07-31
Account:	241859

Amount Paid:	
--------------	--

^Please return this portion with your payment^

Mackenzie County 2022-07-31

Document No.	Date	Code	Description	Amount	Running Balance
IVC0000000035196	2022-05-25	SLS	IVC0000000035196	\$13,583.64	\$13,583.64
FCHRG000000008689	2022-07-31	FIN	July 2022 Finance Charge	\$271.67	\$13,855.31
				Amount Due:	\$13,855.31

Current	31 - 60 Days	61 - 90 Days	91 and Over
\$271.67	\$0.00	\$13,583.64	\$0.00

Mackenzie County
 Box 640
 Fort Vermilion, AB
 T0H 1N0

MACKENZIE SKI HILL SOCIETY
 BOX 2981
 LA CRETE AB T0H 2H0



STATEMENT

Mackenzie County

P.O. Box 640

Mackenzie County Fort Vermilion, AB T0H 1N0

Date:	12/31/2022
Account:	241859

Amount Paid:

MACKENZIE SKI HILL SOCIETY
 BOX 2981
 LA CRETE AB T0H 2H0

^Please return this portion with your payment^

Mackenzie County 12/31/2022

Document No.	Date	Code	Description	Amount	Running Balance
FCHRG000000008689	7/31/2022	FIN	July 2022 Finance Charge	\$271.67	\$271.67
FCHRG000000008738	8/31/2022	FIN	Aug. 2022 Finance Charge	\$271.67	\$543.34
IVC00000000035798	9/14/2022	SLS	IVC00000000035798	\$208.00	\$751.34
FCHRG000000008783	9/30/2022	FIN	Sep. 2022 Finance Charge	\$271.67	\$1,023.01
FCHRG000000008822	10/31/2022	FIN	Oct. 2022 Finance Charge	\$271.67	\$1,294.68
FCHRG000000008857	11/30/2022	FIN	Nov. 2022 Finance Charge	\$275.83	\$1,570.51
IVC00000000036220	12/30/2022	SLS	IVC00000000036220	\$21,883.38	\$23,453.89
FCHRG000000008888	12/31/2022	FIN	Dec. 2022 Finance Charge	\$4.16	\$23,458.05
				Amount Due:	\$23,458.05

Current	31 - 60 Days	61 - 90 Days	91 and Over
\$21,887.54	\$275.83	\$271.67	\$1,023.01

Mackenzie County
 Box 640
 Fort Vermilion, AB
 T0H 1N0

MACKENZIE SKI HILL SOCIETY
BOX 2981
LA CRETE AB T0H 2H0



Mackenzie Ski Hill Society
Box 2981
La Crete, AB T0H 2H0

January 18, 2023

Mackenzie County Council
Attn: Jennifer Batt
Box 640
Fort Vermilion, AB T0H 1N0

RE: REQUEST TO WAIVE FEES ON OUTSTANDING INVOICE

On behalf of the Mackenzie Ski Hill Society, I am requesting that Mackenzie County waive all interest fees on the current outstanding balance due from the Society to the County.

The Society was invoiced \$13,583.64 in May of 2022 for the cost of insurance. The Society paid this amount to the County in December of 2022.

In September of 2022 a \$208.00 permit fee was charged to the Society. However, rather than receive a separate invoice highlighting the new charge it was added to the statement showing the interest penalties that had accrued from May to December. This additional expense was missed by the Society on the Statement.

On December 30th, 2022 the Society received an invoice of \$21,883.38 for insurance for 2023. The Society is now in a position to pay all invoices from the County, however we request that the interest charges in the amount of \$1630.02 be waived.

We appreciate your consideration of our request. Should you have any further questions, please feel free to contact myself at 780-841-9025.

Sincerely,

A handwritten signature in blue ink, appearing to be "Mike Wieler", written over a white background.

For Mike Wieler, Vice-Chairperson
Mackenzie Ski Hill Society



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	2022 Uncollectible Taxes

BACKGROUND / PROPOSAL:

As part of the yearend reconciliation, administration reviews and identifies tax rolls that are deemed uncollectable. Administration continues promote tax payment options to residents, and continues to undertake a full tax roll review. Administration is recommending the following tax rolls be written off due to being inactive rolls, and the inability to collect due to them being lease properties:

Roll #	Roll Type	Uncollectable Taxes	Notes
076253	Lease	\$32,069.57	Steen River - Inactive as of 2022
098520	Linear - Cable	\$63,969.90	Inactive as of 2020
410958	Lease	\$4,636.12	Inactive as of 2020
410959	Lease	\$9,009.35	Inactive as of 2020
410962	Lease	\$4,636.12	Inactive as of 2020
410963	Lease	\$9,009.35	Inactive as of 2020
410964	Lease	\$4,631.44	Inactive as of 2020
410965	Lease	\$4,631.44	Inactive as of 2020

The following tax roll was for a building only, which has since burnt, and the owner has moved and not able to make contact to collect:

313842	Parkside	\$1,493.58	Trailer burnt down - 2018 to 2021 taxes - New trailer and owners in 2023
--------	----------	------------	--

Attached is Schedule "A" listing all tax rolls with balances that administration is requesting to be written off for the 2022 year totally \$134,086.87.

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

FIN009 – Payment, Refund and Cancellation of Taxes

RECOMMENDED ACTION:

MOTION 1

Simple Majority Requires 2/3 Requires Unanimous

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

Author: J Batt Reviewed by: _____ CAO: _____

Mackenzie County

Title	PAYMENT, REFUND AND CANCELLATION OF TAXES	Policy No:	FIN009
--------------	--	-------------------	---------------

Legislation Reference	Municipal Government Act, Part 10
------------------------------	--

Purpose

To provide for the payment and the refund, cancellation, reduction or deferment of taxes and arrears on taxes.

Policy Statement and Guidelines

All tax notices are deemed to have been received 7 days after the tax notices were sent. (Section 337)

A tax payment that is sent by mail is deemed to have been received on the date post marked on the envelope. (Section 341)

All taxes and arrears of taxes are payable at the rates and times set out annually by bylaw. (Section 344)

Receipts shall be issued for all tax payments. If tax payments are made in bulk, one (1) receipt shall be issued to the bulk payer for all tax payments covered by the same cheque. (Section 342)

The Municipal Government Act does not prescribe to Electronic Funds Transfer (EFT) processes. As such, the County will follow standard business practices and accept EFTs upon the date in which the funds are received in Mackenzie County's bank account.

Post dated cheques shall be accepted in payment of taxes and held by the municipality. On the date payable indicated on the cheque, the cheque shall be deposited and a receipt issued. Acceptance of a post dated cheque does not affect the due date for payment of taxes.

The Chief Administrative Officer or designate shall authorize the cancellation, refund or reduction of taxes that have been determined and verified to have been levied and/or collected in error.

All other requests for refunds, cancellations, reductions or deferral of taxes shall be referred to Council for consideration and decision.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2018-04-10	18-04-291
Amended	2019-03-12	19-03-178
Amended		

Schedule "A"
Uncollectable Taxes

Roll #	Roll Type	Uncollectable Taxes	Notes
076253	Lease	\$32,069.57	Steen River - Inactive as of 2022
098520	Linear - Cable	\$63,969.90	Inactive as of 2020
410958	Lease	\$4,636.12	Inactive as of 2020
410959	Lease	\$9,009.35	Inactive as of 2020
410962	Lease	\$4,636.12	Inactive as of 2020
410963	Lease	\$9,009.35	Inactive as of 2020
410964	Lease	\$4,631.44	Inactive as of 2020
410965	Lease	\$4,631.44	Inactive as of 2020
313842	Parkside	\$1,493.58	Trailer burnt down - 2018 to 2021 taxes - New trailer and owners in 2023
		\$134,086.87	Total Uncollectable



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	2022 Uncollectible Utility and Accounts Receivable Accounts

BACKGROUND / PROPOSAL:

As part of the yearend reconciliation, administration reviews and identifies accounts that are deemed uncollectable. A majority of this list is from previous years, and no write offs were undertaken to date in 2022. Administration has exhausted all reasonable collection efforts, with outstanding amounts no longer collectable.

Due to administration offering payment options, and working with residents in arrears, there are no utilities to be written off at this time.

Attached is Schedule #1 which lists accounts receivable amounts of \$39,092.26 that administration is requesting to be written off.

Attached is Schedule #2 which lists an accounts receivable amount of \$12,228.79 which administration is requesting be transferred to tax roll #074943.

As per the Municipal Government Act Section:

553(1) A council may add the following amounts to the tax roll of a parcel of land:

- (g) if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel, unpaid costs and expenses for extinguishing fires on the parcel;

Attached is Schedule #2 which lists an accounts receivable amount of \$12,228.79 which administration is requesting be transferred to tax roll #074943.

Author: J Batt Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2022 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

FIN011 – Accounts Receivable/Utility Collections

RECOMMENDED ACTION:

MOTION 1

Simple Majority Requires 2/3 Requires Unanimous

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

MOTION 2

Simple Majority Requires 2/3 Requires Unanimous

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

Author: J Batt Reviewed by: _____ CAO: _____

SCHEDULE #1

Customer ID	Amount	Penalties	TOTAL	INVOICE YEAR	EXPLANATION
010410	\$700.00		\$700.00	2020	FIRE INVOICE, NO TAX ROLL
010631	\$1,500.00		\$1,500.00	2021	BURSARY NON-COMPLIANCE (RETURNED MAIL), MOVED OUT OF COUNTY
006463	\$551.25	\$185.94	\$737.19	2018, 2019	AIRPORT PARKING, MOVED OUT OF COUNTY
006907	\$393.75	\$78.80	\$472.55	2019	AIRPORT PARKING, MOVED OUT OF COUNTY
007736	238.96	62.14	\$301.10	2020	OUTSTANDING RENT TEMP HOUSING - 2020 Flood
008960	314.52	81.77	\$396.29	2020	OUTSTANDING RENT TEMP HOUSING - 2020 Flood
010499	341.18		\$341.18	2020	OUTSTANDING RENT TEMP HOUSING - 2020 Flood
010494	429.14	104.3	\$533.44	2020-2021	OUTSTANDING RENT TEMP HOUSING, ELECTRICITY - 2020 Flood
006477	363.64	86.1	\$449.74	2020-2021	OUTSTANDING ELECTRICITY TEMP HOUSING - 2020 Flood
237672	\$25,148.24	-	\$25,148.24	2015-2016-2017, 2020	INVOICE ERROR
005345	\$1,142.76	-	\$1,142.76	2013-2014	INVOICE ERROR
010130	\$483.00	\$92.82	\$575.82	2020-2021	SNOWPLOW X9
000240	\$441.00	\$9.66	\$450.66	2021-2021	SNOW PLOW X9
009090	3,511.50	2,831.79	6,343.29	2015, 2018	FIRE INVOICE - PROPERTY SOLD
TOTAL			\$39,092.26		

SCHEDULE #2

Customer ID	Invoice	Finance Charges	Outstanding		Notes
005166	10,068.75	2,160.04	\$ 12,228.79	2021	FIRE INVOICE - HOUSE FIRE
TOTAL			\$ 12,228.79		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Disaster Recovery Program – 2021 Update January Report

BACKGROUND / PROPOSAL:

Administration has submitted 1 project from the 2021 Overland Flood under the Disaster Recovery Program, and have received the attached approval for services.

As per the Disaster Assistance Guidelines, any claims after 2021 have a cost share portion of 10% of approved costs for municipalities, residents and businesses.

As the road repairs have not been completed for the Chateh road, so further applications have been submitted for this event.

Project #	Project Name	Municipal Claim	Eligible Expense	Difference +/-	Note
1	Emergency Operations	\$9,506.80	\$8,556.12	-\$956.80	10% cost share as per D.A.G.
TOTAL		\$9,506.80	\$8,556.12	-\$956.80	

Administration will continue to update Council when submissions are made for this project, and summary reports received.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Disaster Recovery Program

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

January 31, 2023

Ms. Jennifer Batt, Director of Finance
Mackenzie County
4511 – 46 Avenue
Fort Vermillion, AB T0H 1N0

Dear Ms.Batt:

RE: 2021 Mackenzie County Overland Flooding Event (June)

I am writing to advise that the Disaster Recovery Program has received your request for \$9,506.80. A payment summary and a listing of eligible costs are enclosed.

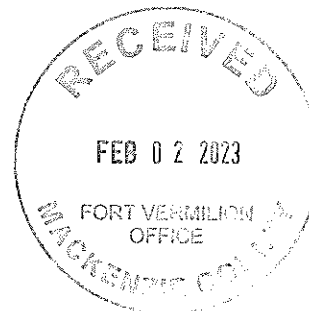
Project Number	Project Description	Amount Submitted	Amount Eligible
1	Emergency Operations	\$9,506.80	\$9,506.80
Cost sharing - 10% Community Funded			-\$950.68
Total Payment			\$8,556.12

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette Howard at 780-217-5492 or by email at joyette.howard@gov.ab.ca.

Sincerely,



Rick Melnychuk,
Manager, Community Recovery Services
Alberta Emergency Management Agency





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	John Zacharias, Director of Utilities
Title:	Policy UT006 Municipal Rural Water Servicing & Policy UT004 Utility Connections

BACKGROUND / PROPOSAL:

At the January 24, 2023 Committee of the Whole Meeting, Council passed the following motion:

MOTION COW-23-01-19 **MOVED** by Councillor Smith

That the Municipal Rural Water Servicing Policy be TABLED to the next Committee of the Whole Meeting.

CARRIED

Administration is recommending that Policy UT006 Municipal Rural Water Servicing and Policy UT004 Utility Connections be amended. Currently, water meters are required to be installed in a metering chamber for any Rural Waterline connections. Administration recommends that the Director of Utilities or Designate may determine by a case by case basis if a meter chamber is required for a connection.

If a meter chamber is not required for a connection, the water meter will be installed inside the private dwelling. The County will recommend that the Customer also install a water tank for storage.

Past discussions of Policy UT006 Municipal Rural Water Servicing, have brought up concerns on the cost to connect to the Rural Waterline. Mackenzie County currently charges an \$8,000.00 Rural Water Tie-in fee, along with \$3,000.00 for a meter chamber and parts. If a meter chamber is not required for a connection, the Customer who formerly would be required to pay \$3,000.00, will now pay for the cost of just the CC, which is approximately \$350.00.

Author: J. Schmidt **Reviewed by:** J. Zacharias **CAO:** _____

OPTIONS & BENEFITS:

These amendments would allow Mackenzie County to save on operating costs and employee time, the meter chamber may not be a necessary component that has the potential to break down.

In addition, it will promote more Customers to connect to the Rural Waterline, by making it more affordable.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy UT006 Municipal Rural Water Servicing

Policy UT004 Utility Connections

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That Policy UT004 Utility Connections be amended as presented.

Author: J. Schmidt Reviewed by: J. Zacharias CAO: _____

Mackenzie County

Title	Municipal Rural Water Servicing – Endeavor to Assist Policy	Policy No.	UT006
--------------	--	-------------------	--------------

Legislation Reference	Municipal Government Act
------------------------------	---------------------------------

Purpose:

Mackenzie County owns and operates multiple municipal water systems: Hamlet of Fort Vermilion, Hamlet of La Crete and Hamlet of Zama. Property owners residing or having a property outside of hamlet boundaries are desirous of gaining access to the municipal water systems. Mackenzie County desires to provide potable water to Mackenzie County rural ratepayers based on an acceptable financial arrangement that ensures all costs associated with the municipal water system improvements are reasonable and accounted for.

POLICY STATEMENT

This policy is designed to set forth a process that addresses the needs for the County's water distribution system future extensions within the County's rural communities.

Mackenzie County's rural water services to be delivered echoing the Water for Life goals:

- a) Safe, secure drinking water;
- b) Achieving healthy aquatic ecosystems;
- c) Reliable quality water supplies for a sustainable economy.

Mackenzie County will make their best efforts to encourage information sharing within the County's rural communities.

Through this Policy, the County's primary objective is to:

- promote expansion of the rural water distribution system through installation of new Lateral and Service Waterlines within service areas if feasible to do so and;
- to provide rural property owners with several Endeavor to Assist initiatives that may promote the expansion of the water distribution system.

DEFINITIONS

Connection – connection of the parcel of land to the County's water distribution system.

Connection Fee – a rural water tie in fee of \$8,000 paid to Mackenzie County as per the Fee Schedule Bylaw which is required when connecting to the County's water distribution system.

Customer – owner of the parcel of land connecting to the County's water distribution system.

Customer's Total Fees – total amount, as described within Part C – Financial Schedule of the Agreement, owed by the rural property owner for connecting to the County's water distribution system. The Fee includes the Deposit, Connection & the Rural Servicing Fees.

Deposit – is the amount of \$1,000 that is submitted to the County as part of the initial rural ratepayer's expression of interest which will all be applied to the rural property owner's Rural Servicing Fee; or the amount of \$2,000 paid to the County for rural ratepayers that did not submit a deposit before the September 30th deadline 50% of which will be applied to the rural property owner's Rural Servicing Fee with the other 50% being extra payment to Mackenzie County.

Lands – means the physical land that is located within the private property side as it relates to the County's servicing of potable water to the County's rural Customers.

Lateral Waterlines – are waterlines that extend from the County's Trunk Waterlines forming part of the County's water distribution network.

Project – to include all works and costs associated with the installation of Lateral Waterlines and Service Waterlines up to the property line.

Project Completion – is the time period that is associated with all improvements of the Project have been completed to the County's satisfaction.

Rural Servicing Fee – Customer's fee as set out in the Rural Potable Water Servicing Agreement which includes the Customer's portion of costs for construction of the Lateral Waterline; servicing from the Lateral Waterline up to the owner's property line; including the curb stop and if required the meter chamber, as determined in Policy UT004 Utility Connections.

Service Waterlines – is a potable waterline connected to the County's water distribution system that services the rural property owners up to the private property line.

Trunk Waterlines – are the County's main waterline feeders distributing water from the County's water treatment plants through to the County's water distribution system.

GUIDELINE

1. Trunk Waterlines

Mackenzie County shall undertake construction of the Trunk Waterlines in the phases as described in this policy. The County will seek provincial and/or federal financial assistance to fund the Trunk Waterline improvements. The remaining amount may be funded through the general municipal tax and/or reserves, and the financial contributions generated from individual rural ratepayer's Rural Servicing Fees. A long term debenture may also be obtained subject to the County's policy and the regulated debt borrowing limit as established by the Municipal Government Act (MGA).

The routes of the main trunk waterlines will be subject to County Council formal approval for each of the following phases in consultations with municipal engineers and with an endeavor to achieve the most cost effective outcome:

- Phase I - From Hamlet of Fort Vermilion to Hamlet of La Crete
- Phase II - From Hamlet of La Crete - South (La Crete Saw Mill)
- Phase III - From Town of High Level – South (Ainsworth OSB Plant)
- Phase IV - From Hamlet of Fort Vermilion to Boyer
- Phase V - From Boyer to the Town of High Level
- Phase VI - From La Crete South Extension to Blue Hills

It is preferred that all municipal water lines, including Trunk and Lateral Waterlines, be constructed within the existing road allowances to avoid the need to obtain additional right-of-way or easements. Other options may be considered subject to the appropriate legal mechanism that shall be established in securing County's access to the waterlines during construction and subsequently for routine repair and maintenance; these must be registered against the applicable properties in Alberta Land Titles. No financial compensation shall be provided by the County to a property owner due to a utility right-of-way easement.

Construction of each Phase is subject to available budget as approved by Council on an annual basis.

2. Water Distribution System

The County Council will consider expanding its rural water distribution system on an annual basis, while guided in their decision-making by the following:

- a) budgetary consideration for that year;
- b) average cost per service for the service areas with the highest public demand;
- c) water distribution system capacity and;
- d) public demand from a service area.

3. Lateral Waterline Improvements

In order to encourage continuing expansion of the County's water distribution system within servicing areas, rural customers will be permitted to connect a Lateral Waterline extension to the County's Trunk Waterline system within this policy's guideline subject to Council's approval.

4. Customer's Water Service

The county rural water servicing will be limited to the trickle fill water distribution system. Trickle fill water distribution is a low-pressure system that continuously fills a water holding tank based on a preset amount of water the customer uses and is controlled by a float valve.

A rural connection will typically include the following:

- low pressure trickle, that continuously fills a water holding tank;
- a flow valve with a restricted flow of 1 gal/min (4.54 l/min) for residential & 2 gal/min for commercial;
- a water holding tank and pump are required for all service connections;
- the Customer shall be responsible for the supply and installation costs of a suitable holding tank (2- day supply is typically recommended), a pump and connections to the service pipe and building pipe network;

5. Program Advertised

The County will:

- solicit on encouraging public from service areas to submit expressions of interest with a September 30th deadline for responses;
- advise that consideration to construct will be in the subsequent year on receiving expression of interests;
- advise the public on the existence of the County's Rural Water Servicing Policy and the criteria required for Council to approve of a Project;
- advise that expression of interests to be presented to Council, must include the Deposit Fee from each of the property owners expressing their commitment on proceeding with the Project;
- advise the residents of the requirement that the County's Rural Potable Water Servicing Agreement must be executed prior to the County proceeding with the Project;
- present all received expressions of interest to Council received prior to the September 30th deadline and annual budget deliberations.

6. Program Approval Steps

The following list includes an example of key deadline dates that will assure the success of a Project moving forward in a timely manner:

January 15, 20XX	County advertises the program soliciting expressions of interest from the public.
September 30, 20XX	Submissions of interests and \$1,000 Deposits from residents of service areas are received by County. Rural ratepayers that wish to connect after the submission of interest deadline but no later than Project Completion will pay the deposit of \$2000. Those that live adjacent to the waterline but wish to connect after Project Completion will pay the full \$8000 connection fee plus Rural Servicing Fee.
October 31, 20XX	CAO presentation of the submissions of interests from service area residents for Council's consideration to proceed or deny the expansion of the water distribution system Project.
December 31, 20XX	Council approves the budget to proceed with the Project to expand the County's water distribution system to service the area considered by Council.
January 30, 20XX	Engineering firm authorized to proceed with the engineering design, estimates and project management.
March 1, 20XX	Preliminary engineering estimates provided.
March 31, 20XX	CAO presentation of engineering estimate for Council's consideration on Endeavor to Assist initiatives that may be considered for the Project.
May 1, 20XX	Rural ratepayers that have demonstrated their expression of interest are presented with the Rural Potable Water Servicing Agreement and will be required to complete all financial arrangements with the County by May 31 st .
May 31, 20XX	Rural ratepayers are to complete the execution of the Rural Potable Water Servicing Agreement. Those that are executing the Agreement and have not paid the \$1,000 Deposit, will now be required to pay \$2,000 as a non-refundable Deposit Fee.

June 30, 20XX	CAO presentation to Council for decision to proceed with Project with respect to the number of residents completing their requirement on signing of the Rural Potable Water Servicing Agreement.
July 15, 20XX	Call for Tenders.
August 15, 20XX	Subject to Council approval, Contractor is awarded the Contract to proceed with construction.
October 31, 20XX	Construction complete, and water system improvements commissioned.
December 31, 20XX	Project Final Report submitted.

7. Public Interest & Commitment

Public Request – The residents within a service area that display at least 70% of the rural property owners are committed to connect to the County’s water distribution system will be a serious contender for approval. The residents in the service area expressing their interest will be required to:

- a) Pay the Deposit and submission of interest to the County by September 30 deadline that includes the following:
- b) Grants to the County a blanket easement, if required, confirming the property owner will sign a formal easement agreement in favor of Mackenzie County for granting the County the right to:
 - i. provide for all construction needs in installation of the water servicing improvement &:
 - ii. where appropriate, provide the County with access for operations and maintenance purposes;
- c) Acknowledged that non-payment of the Rural Servicing Fee or future water servicing/consumption fees will result in transfer of the unpaid amounts to the property’s tax roll.

Agreement Term, this agreement shall continue to apply except to the extent that it is inconsistent with Mackenzie County utility bylaws, in which case the applicable bylaw provision shall prevail. This agreement shall terminate, and the Deposit be returned to the Customer following September 30th of the year that is two years following the execution of this agreement by the Customer and the County, if Mackenzie County has not commenced construction of the expansion of the water distribution system to the service area in which the Lands are located and which will provide potable water service to the Lands.

Fees to Connect - subject to Council approving of servicing areas, each rural ratepayer connecting to the County’s water distribution system will be required to pay Fees as levied in accordance with the Rural Potable Water Servicing Agreement.

Lateral Oversizing – Lateral Waterlines that are installed as part of the Project will have a minimum size of 50 millimeters (2 inches) in diameter with the cost of the Lateral Waterline forming part of the Customer Total Fee. The County, subject to Council approval, may contribute for oversizing to address the potential of future growth.

8. Construction within Easements

Preference is to construct the water distribution system on road rights-of-way however in some cases; easements may be required when crossing private properties;

No water lines will be constructed unless an easement, when required, is signed and registered against a property where the construction is to take place. Preference is to have blanket easements in place whenever possible. Blanket easement is done by description and is for a defined area of a property parcel;

Following a two-year warranty/maintenance period, the rural customer /landowner will be responsible for all maintenance costs of Land affected by the installation of the Lateral Waterline improvements;

Compensation for crops damaged will be accounted for under the Contractor's Project costs at a rate as per *Policy PW035 Crop Damage Compensation*.

9. Administrative Responsibilities

The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

FEES

1. Rural Customer's Servicing Fee

The Rural Servicing Fee covers all Project costs associated with the Lateral Waterline and the following rural customer's Service Waterline improvements:

- Customer's Service Waterline from the County's water distribution system service connection up to and including;
- ~~The curb-stop and metering chamber located in proximity of the property line;~~
- Located in proximity of the property line, the curb-stop and if required the meter chamber, as determined in Policy UT004 Utility Connections;

Customers will be responsible for all costs associated with installation of the portion of Service Waterline located on private property. Customers will have the option of utilizing the County's Project Contractor to install the Service Waterline from the curb-stop or the metering chamber if required, to the private dwelling. County will include

within the Project Contract Schedule, a provisional item that will carry the Service Waterline construction costs of the Customer's private property portion. The arrangement for this option will be solely between the Contractor and property owner.

The Customer is responsible for all maintenance costs of the water Service Waterline portion located on private property.

2. Fees to Connect

The Connection Fee, in accordance with the County's Fee Schedule Bylaw, will be required prior to the connection to the County's water distribution system:

3. Usage Fee for Services

All Customers connected to the County's water distribution system shall be required to pay monthly water consumption fees as established in the County's Fee Schedule Bylaw.

4. Financial Arrangements

Financial arrangements for the construction of the Lateral and customer Service Waterlines will be required to ensure that all costs associated with the improvements are accounted for. The financial arrangements will require Council approval prior to proceeding with the construction of the waterline improvements.

ENDEAVOR TO ASSIST

Under this policy, Council may approve several costs saving initiatives that will favor rural property owners interested in connecting to the County's water distribution system. The following are examples of cost reduction initiatives that the County may consider for individual Projects:

1. Fee Reduction

Connection Fee, as per the County's Fee Schedule bylaw, charges \$8,000 to each new Customer to connect to the County's water distribution system. Council will endeavor to assist by charging a "one-time" fee of \$8,000 to be equally shared by the Customers that wish to connect to the water distribution system during the Project. Following the Project Completion, ratepayers interested in connecting to the County's water distribution system, will be required to apply for a Connection individually pay the full amount of the \$8,000 Connection Fee pursuant to the County's Fee Schedule Bylaw.

2. Engineering Costs

The County will fund the Project engineering and/or surveying costs dependent on budget.

3. Financial Arrangement Initiatives

Property owners will have the option of fully paying upfront or arranging private financing for their financial obligations to the project. The County will offer payment options with competitive rates leveraged through the Alberta Financing Authority and recovered similar to outstanding taxes that have been registered on the property. As long as the loan is not in default no additional interest penalties would accrue.

The following are financial initiatives that could be considered by Council for approval:

a) Lateral Oversizing

To ensure that water capacity is available for future growth, the County may fund the oversizing of Lateral Waterlines. Subject to Council approval, the County will establish an Endeavor to Assist financial arrangement that will impose a charge for future Customers connecting into the oversized Lateral Waterline. This will provide future Customers the assurance on the availability of adequate water capacity and will provide the County with an approved financial process to recover the funds invested into the Lateral Watermain oversizing.

b) Servicing Costs Financed

Customer, subject to Council approval, may request the County's assistance on providing financial arrangements to account for the Rural Servicing Fee costs. Financial arrangements will be performed on a per project case basis that will be led by the County's Finance Department. Some financing options could include:

i. Local Improvement Plan

The Local Improvement Plan is specifically an option that County residents, under the Municipal Government Act (MGA), have the legal right to petition Council requesting the County to proceed with the expansion of the water distribution system. The residents will have control on this initiative and are required to follow the rules as set out within the MGA.

ii. Improvement Plan Bylaw

A bylaw be adopted that would outline the project area and land locations of the interested Customers taking part in the program. Similar to the local improvement plan, but this only applies to those interested in connecting. The Bylaw will address future connections and Customer's Total Fees within the Project area.

c) Connection Deferral

The policy's guideline for a servicing area with at least 70% of the property owners committing to proceed with the program will be a consideration for approval. Each benefitting property owner will share equally in all costs of the construction of the Lateral and Service Waterline improvements. If a service area is approved to proceed without 100% commitment, the customers that connect prior to completion of the Installation of the water improvements will fund 100% of the Project. All rural property owners deferring their Connections to a date that follows the Project Completion, will be required to pay the total \$8000 Connection Fee in addition to the Rural Servicing Fee payable to the County prior to connecting to the County's water distribution system

	Date	Resolution Number
Approved	2014-01-14	14-01-034
Amended	2016-09-28	16-09-680
Amended	2018-09-24	18-09-714

Mackenzie County

Title	Utility Connections	Policy No.	UT004
--------------	----------------------------	-------------------	--------------

Legislation Reference	Municipal Government Act, Section 33
------------------------------	---

Purpose:

To ensure the connections of all utilities within Mackenzie County are completed to County standards, and to ensure that all inspections are completed uniformly and consistently.

Policy Statement and Guidelines

Mackenzie County shall have full control of all connections to Municipal Utilities in order to ensure proper connections are completed, to preserve the integrity of existing utilities, to ensure that all costs are administered properly and to ensure proper billing for new connections.

Interpretation

For the purpose of this document the following definitions shall apply:

- a) **“Code”** means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County’s Engineering Guidelines and/or General Municipal Improvement Standards. If a conflict exists between portions of these documents, the document with the most strict applicable portion shall govern.
- b) **“Feasible Connection Location”** means that the Registered Owner’s property and desired service location are immediately adjacent to the existing rural waterline. The waterline must be currently in use, and/or be feasible for the County to activate the rural waterline for use. In order to activate the waterline for use there shall be, on average, two (2) service connections per mile of waterline. This requirement will vary depending on the consumers anticipated water usage.
- c) **“Fees”** all fees within this policy refer to the County’s Fee Schedule Bylaw; the fees are subject to change from time to time and without prior notice.
- d) **“Municipal Utility”** means the County water system, sanitary sewer system and storm sewer system.

Requirements

- 1.1. All connections to Municipal Utilities must be completed in accordance with all Codes, Municipal, Provincial and/or Federal regulations.
- 1.2. Prior to commencing construction for any utility connection the appropriate form must be completed and must subsequently be approved by the County.
 - 1.2.1. A copy of the Utility Account Move In form, must be completed in order to ensure that the billing information for water and sewer service to a property is correct. This form shall be completed every time a dwelling or occupied building is constructed and every time the tenant or owner of a serviced property changes.
 - a) Accounts that have been disconnected, due to non-payment of the utility bill, also require a Utility Account Move In form to be completed before water will be restored to the property.
 - 1.2.2. A copy of the Utility Account Move Out form must be completed in order to ensure that consumer billing information is terminated appropriately. This form must be completed and submitted to the County in order to terminate utility service to your property.
 - a) Utility Account Move In form cannot be completed for a property with an existing dwelling until a Utility Account Move Out form has been processed for that property.
 - 1.2.3. A copy of the Application for Water & Sewer Installation form must be completed prior to connecting any private water and/or sewer service to a municipal utility. The County will evaluate the application and evaluate the data provided to the standards and procedures as determined by the Code and all applicable bylaws. Where the application meets the requirements, approval shall be granted to the consumer to proceed with connecting the water and/or sewer service to the municipal utility.
 - a) The County has full authority to deny any application that does not meet the Code, Municipal Development Plan, Area Structure Plans, applicable bylaws and/or other related standards and guidelines.

Rural Waterline Connections

2.1. For applicants that wish to connect to the Rural Waterline, the County shall first determine if the proposed service location is located in a Feasible Connection Location.

2.1.1. If the proposed service location meets requirements and the application is subsequently approved, the connection fee, as per the Fee Schedule bylaw, must be paid in full before the County will install the service.

2.2. ~~The water meter shall be installed in a meter lift on County property, at the nearest property line. If the driveway is adjacent to the rural water line, the meter lift and the CC will typically be placed alongside the driveway, on or near the property line. If the driveway is not adjacent to the rural water line, the County shall decide the best location for the meter lift and CC.~~

The water meter shall be installed in a meter chamber when deemed necessary by the Director of Utilities or designate. If necessary, the water meter and meter chamber shall be installed on County property, at the nearest property line. If a meter chamber is not necessary, the water meter shall be installed inside the dwelling or occupied building. The County shall decide the best location for the service connection and water meter.

2.3. If a consumer desires a water service in a location where a lateral line would need to be installed in order to provide the water service, Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist would come into effect.

Standards

3.1 When installing, revising or repairing any water or sewer service all work must be completed to the satisfaction of the County. County staff shall complete an inspection for every connection to a municipal utility.

3.2 All construction and installations must comply with the existing Codes, the Land Use Bylaw, and with any/all applicable Area Structure Plans and/or Municipal Development Plans.

	Date	Resolution Number
Approved	2012-02-13	12-02-102
Amended	2015-08-11	15-08-545
Amended	2018-10-09	18-10-756



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M from Agricultural "A" to Rural Industrial General "RIG"

BACKGROUND / PROPOSAL:

Administration is requesting to rezone Part of NW 24-107-14-W5M from Agricultural "A" to Rural Industrial General "RIG" The area to be rezoned is approximately 40 acres of a total 57.97 acre property.

Currently there is a residence and workshop/garage on the portion that is not included in the rezoning request area.

The reason for the rezoning is that the land owner would like to subdivide this 40 acre piece for the purpose of selling the land. The potential buyer would like to relocate his metal salvage business to this location, which is a permitted use in Rural Industrial General.

Currently this quarter section has one (1) other 80 acre piece that is zoned agricultural and one (1) 20 acre piece that has already been rezoned to Rural Industrial General.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters.

SUSTAINABILITY PLAN:

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

Goal E23 Mackenzie County’s business communities can provide local products and services to meet consumer demand.

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

BYLAW NO. 1280-23
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone Part of NW 24-107-14-W5M from Agricultural “A” to Rural Industrial General “RIG”.

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

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

Part of NW 24-107-14-W5M

Within Mackenzie County, be rezoned from Agricultural “A” to Rural Industrial General “RIG” to as outlined in Schedule “A” hereto attached.

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

PUBLIC HEARING held this ____ day of _____, 2023.

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

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

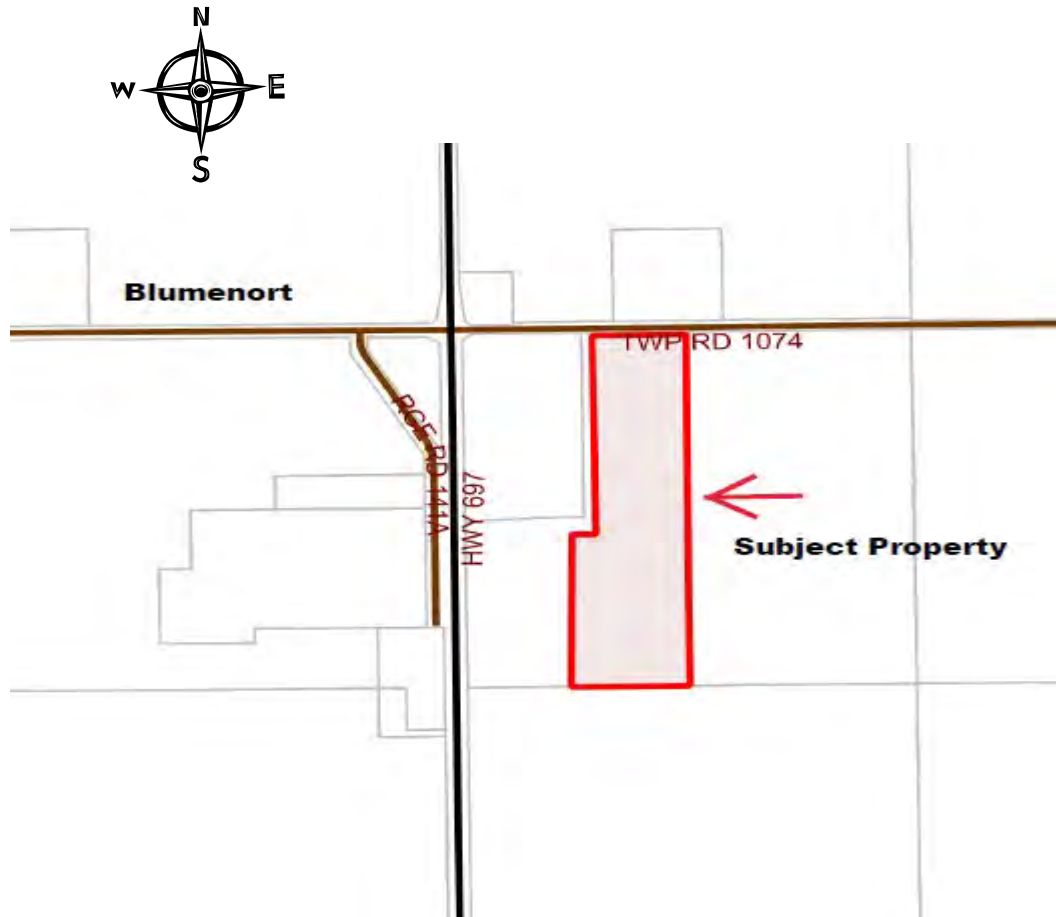
Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

BYLAW No. 1280-23

SCHEDULE "A"

1. That the land use designation of the following property known as Part of NW 24-107-14-W5M within Mackenzie County, be rezoned:



FROM: Agricultural "A"

TO: Rural Industrial General "RIG"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <i>Backroad Enterprise Ltd.</i>		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner <i>Daniel Schmitt</i>		
Address:		
City/Town		
Postal Code	Phone	Cell
Owner Email		

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NW	24	107	14	5				

Civic Address: _____

Land Use Classification Amendment Proposed:

From: AG To: RIG

Reasons Supporting Proposed Amendment:

see attached page.

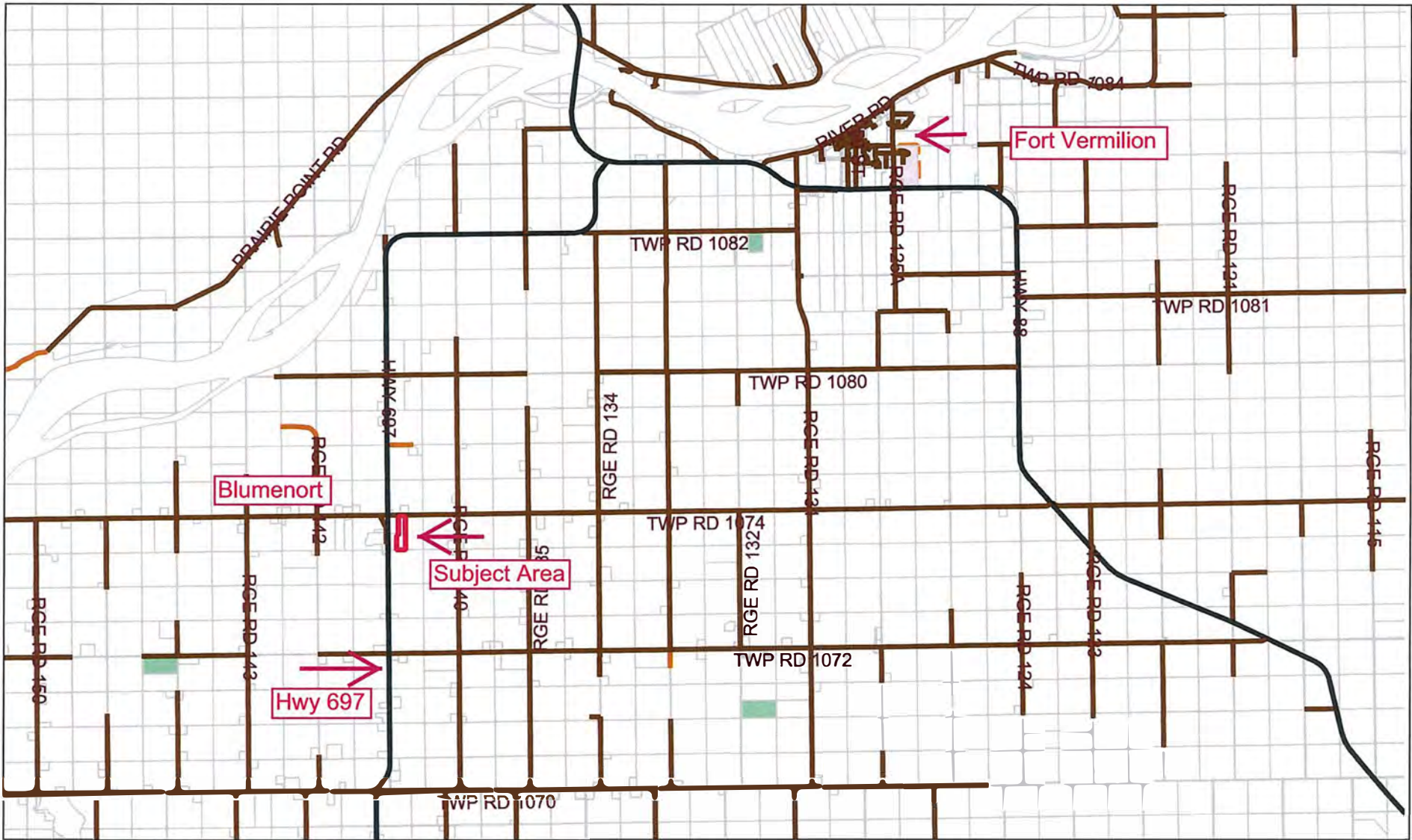
I have enclosed the required application fee of: \$ 723.34 Receipt No.: 291043


Applicant Signature	JAN 30 2023
	Date
Registered Owner Signature	<i>John 28/23</i>
	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



Scale 1: 128,311

5 Mi

5 Km



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.

Mackenzie County Bylaw 1280-23 Part of NW 24-107-14-W5M







Scale 1: 8,554

100 yd



100 m



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.

Purpose for rezoning:

Backroad Enterprise Ltd. is looking for a commercial lot for their business operations. Backroad Enterprise Ltd. is in the business of recycling ferrous metal (i.e. household appliances, automotive vehicles, agricultural & commercial equipment, etc.) and non-ferrous metal (i.e. copper, brass, aluminum, stainless steel). The commercial lot would serve as its central location for weighing, sorting, and preparing shipments for delivery. The company has planned on building a commercial shop and to set up a commercial truck weigh scale to aid their recycling operations and to more visibly establish their corporate presence among the community.

Reasons Supporting Proposed Amendment:

There are numerous reasons to support rezoning the quarter section in question. The first reason is that Mackenzie County would benefit by generating commercial property tax revenues from the proposed lot. Additionally, Mackenzie County would benefit by being able to exchange their ferrous and non-ferrous metals located at their transfer stations for cash payments upon delivery. Local residents and businesses would also benefit by being able to accurately assess the value of their ferrous and non-ferrous goods on the company's digital weigh scale and receive payment upon delivery. Another reason supporting the proposed amendment is that necessary utilities such as 3-phase power, natural gas, and town water are all within close proximity of the commercial lot and could easily be brought onto the property. Lastly, the proposed commercial lot has natural windrows consisting of mature trees along its west and south boundaries that will obstruct public visibility of the recycling operations for motorists heading northbound or southbound along highway 697.

Contact:

For further information, please contact Peter Wiens, Vice President of Backroad Enterprise at 780-841-8583.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Consideration for New Zoning District for Rural Residential Acreages from Agricultural “A” Land

BACKGROUND / PROPOSAL:

Administration has received a request to research the possibility of creating a new zoning district as an addition to Agricultural “A” district. Acreages that would be subdivided out of a full quarter section would no longer be zoned Agricultural “A”, they would be considered a new district. This district would not allow for farm shops or grain bins or other farm uses. These acreages would then be taxed accordingly.

The reason for this request is that the idea for primarily agricultural uses such as grain bins and farm shops should remain on property more suited for agricultural operations. There is concern with the increase of heavy traffic to sites with grain bins and that they are a nuisance to neighbours.

The Planning Department looked at different municipalities in Alberta to see options of how this could be implemented. After research, a comparable example could not be found.

OPTIONS & BENEFITS:

Motion 1:

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

Motion 2:

That consideration of a new agricultural zoning district be received for information.

COSTS & SOURCE OF FUNDING:

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

N/A

SUSTAINABILITY PLAN:

Goal N3 Optimal Use is made of County farm land

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

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Speed Limit Reduction and Restricted Use of Engine Retardant Brakes on Township Road 1052

BACKGROUND / PROPOSAL:

At the December 8, 2022 Municipal Planning Commission meeting, Development Permit 262-DP-22 was approved for Simply Grain and their established facility located at 105163 Range Road 152, which is part of NW 11-105-15-W5M.

During the public hearing, many adjacent landowners expressed concerns regarding the amount of traffic that was created by this seed cleaning plant, as well the speed and noise of these large trucks and tractor trailers travelling along Township Road 1052 on the way to Range Road 152.

The current speed limit on this road is 80km per hour and the use of engine retardant brakes (jake brakes) is permitted.

The Municipal Planning Commission made this recommendation on December 8, 2022 where the following motion was made:

MPC 22-12-192 MOVED by Andrew O'Rourke

That MPC recommends to Council for a reduction in the speed limit along TWP RD 1052 from 80 km/hr to 40 km/hr and to prohibit the use of jake brakes used by the commercial/farm trucks.

CARRIED

According to Bylaw 1229-21 School Zones and Other Speed Zones; Section 12 f). states:

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

Notwithstanding clause 12. a) that the speed limits may be reduced where determined by the Chief Administrative Officer or designate.

Administration felt that Council should be part of the discussion and to give direction. There is currently no restriction on the use of engine retardant brakes in rural areas.

OPTIONS & BENEFITS:

Benefits to changing the speed limit and adding the restrictions would address the concerns of the adjacent landowners, while allowing the facility to remain operational.

Motion 1:

That the speed limit along Township Road 1052 be reduced from 80km to 40km.

Motion 2:

That the use of engine retardant brakes be prohibited along Township Road 1052.

Motion 3:

Receive for information.

COSTS & SOURCE OF FUNDING:

Cost of signage will need to be covered through the 2023 Operational Budget.

SUSTAINABILITY PLAN:

N/A.

COMMUNICATION / PUBLIC PARTICIPATION:

Signage will need to be placed along the road.

POLICY REFERENCES:

N/R

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

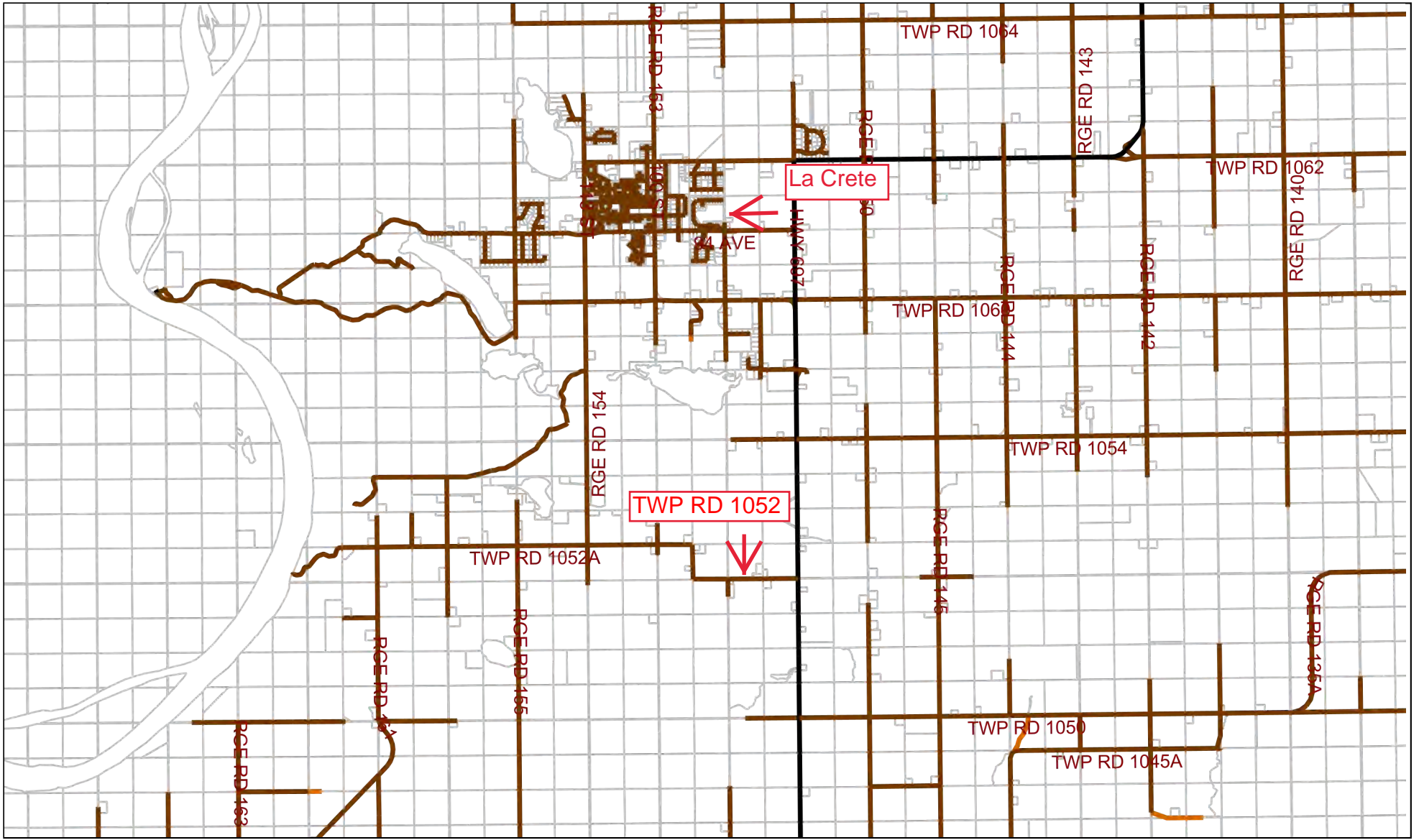
That the speed limit along Township Road 1052 be reduced from 80km to 40km.

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

Motion 2:

That the use of engine retardant brakes be prohibited along Township Road 1052.

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



Scale 1: 128,311



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.



Scale 1: 12,831



The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy FIN035 Municipal Land Sales

BACKGROUND / PROPOSAL:

Mackenzie County is in the process of selling County owned lots along 100A Street in La Crete. These lots are being offered to the adjacent landowners to purchase first before going to public auction.

During the December 13, 2022 Council meeting the following motion was made:

MOTION 22-12-891 **MOVED** by Councillor Derksen

That administration develops a land sale policy and proceed as discussed to address concerns for 100A Street.

CARRIED

Administration reviewed policy FIN017 and FIN019, along with the land sale policies of other municipalities.

OPTIONS & BENEFITS:

Options are to pass, defeat, or table this new policy.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

FIN017 Reserve Bid and Conditions of Sale
FIN019 Lot Sale Arrangements with Realtors

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

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

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

**Mackenzie
County**

Title	Municipal Land Sale Policy	Policy No:	FIN035
--------------	-----------------------------------	-------------------	---------------

Legislation Reference	Municipal Government Act, Section 70
------------------------------	---

Purpose

The purpose of this policy is to administer a fair and consistent formal process in the disposition of municipal owned land, and in doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

1. Definitions

The following definitions shall apply within this policy:

- 1.1 **Appraisal** - means an official valuation of property by an authorized person.
- 1.2 **Direct Sales** - means the sale of municipal lands that has been initiated by the public.
- 1.3 **Land** - includes all properties whether vacant land or land containing buildings.
- 1.4 **Municipality** - means the Municipal Corporation of Mackenzie County.
- 1.5 **Public Sales** - means the sale of lands that the Municipality is actively trying to dispose of not related to tax recovery.

2. Policy

- 2.1 The disposal of municipal lands will be considered in the context of the overall policies of the municipality, including the Municipal Development Plan, Land Use Bylaw, and Municipal Development Plan.
- 2.2 The sale of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring the land. All matters related to the disposal of Municipal property shall meet the following requirements of the Municipal Government Act:
 - a) Municipal Government Act. Part 3. Division 8 - Limits of Municipal Powers,

- Division of Lands - Section 70
- b) Municipal Government Act, Part 16 - Requirements for Advertising - Section 606

3. General Rules

3.1 The disposal of lands may take place through three separate methods:

- Public sale of land includes land that the Municipality knowingly and actively wants to sell;
- Direct sales include lands that are not actively advertised and that are initiated through the public;
- Public Auction includes lands that have been defaulted through non-payment of outstanding taxes. The Municipality shall proceed through the following process once it is prepared to sell its municipal lands.

4. Public Sales

Reference will be made to statutory documents including the Land Use Bylaw and Municipal Development Plan prior to consideration of, and advertising the sale of municipal property.

The Chief Administrative Officer, or designate, shall have an appraisal done on the subject property to assist in establishing a market value.

Each Parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the certificate of title.

Administration may authorize the assessor appointed by the municipality to assess the parcel at fair market value and adopt that assessment figure as the reserve bid for that parcel.

Administration may authorize a licensed appraiser to appraise the parcel and adopt that appraisal figure as the reserve bid for that parcel.

The Chief Administrative Officer, or designate, shall have prepared an information package(s) on the subject land(s) that includes the following:

- a) A brief description of the subject land(s) (including the location, minimum sale price, zoning and any other relevant information)
- b) Copy of the title and plan
- c) Copy of relevant Zoning guidelines and Development Permit guidelines, if applicable
- d) Copy of any covenants registered on the property.
- e) Written land purchase request that is to be completed by the

prospective purchaser.

The local newspaper, Mackenzie County website and Mackenzie County Facebook page will be utilized to list Municipal owned lands that are being offered up for sale to the public.

The notice must include a description of the land or improvements, the nature and terms of the proposed disposition, and the process by which the land and/or improvements may be acquired.

The Chief Administrative Officer may utilize a Request for Proposal process to solicit interest for purchase of Municipal land for the purposes of sale and development of such land.

The Chief Administrative Officer may choose to market Municipal properties through local real estate companies as per Policy No. FIN019 Lot Sale Arrangements with Realtors.

Upon receiving a written land purchase request the Chief Administrative Officer shall review any proposals received and prepare a report for Council.

All decisions on the disposal of municipally owned lands shall be made by Council.

The Chief Administrative Officer, or designate, shall provide a letter to the applicants informing them of the decision of Council.

Time period for land purchase processes shall take place within a 90 day time period.

5. Direct Sales

All inquiries made with regards to the purchase of municipally owned property shall be directed to the Chief Administrative Officer.

The Chief Administrative Officer shall prepare a report for Council which will include a written land purchase request.

The Chief Administrative Officer shall include in the report information on the subject land(s) that includes the following:

- a) A brief description of the subject land(s) (including the location, minimum sale price, zoning and any other relevant information)
- b) Copy of the title and plan
- c) Copy of relevant Zoning guidelines and Development Permit guidelines, if applicable
- d) Copy of any covenants registered on the property.
- e) Written land purchase request that is to be completed by the

prospective purchaser.

Council will determine how they wish to proceed based on the terms of the offer. The applicant shall be notified once Council has considered the terms of the offer.

An opportunity may be afforded the applicant to make a presentation at the delegation session of a regularly scheduled Council meeting regarding his/her interest in the municipal lands.

If Council elects to sell the lands or improvements, the Chief Administrative Officer, or designate, shall have an appraisal done on the subject property to assist in establishing the fair market value price. Appraisal costs will be the responsibility of the purchaser.

Should Council agree with the price, the Chief Administrative Officer may be directed to proceed with the sale process.

A notice will be placed in the local newspaper, Mackenzie County website and Mackenzie County Facebook page for two consecutive weeks advising of the intended sale of the property.

During the two week advertising period residents will be provided the opportunity to appeal the sale of land. Appeals must be in writing and identify the reason for the appeal. The appeal will be heard by Mackenzie County Council.

The successful purchaser must satisfy themselves as to any additional geotechnical or environmental investigative works that may be required. The Municipality will grant access to the site to conduct these investigations and any and all cost shall be the responsibility of the purchaser.

The Chief Administrative Officer, or designate shall complete the sale agreement process upon satisfaction of matters related to conditions.

6. Terms

The following conditions shall apply to all sales:

Terms: Cash, Certified Cheque, Electronic Fund Transfer (EFT) or Money Order.

Deposit: 10% of the bid amount (not to be less than \$1,000) of which \$1,000 will be non-refundable to the successful bidder at time of the sale.

Balance: To be paid to Mackenzie County within 30 (thirty) calendar days of the date of the auction.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	James Thackray, Chief Administrative Officer
Title:	Queen’s Platinum Jubilee Medal Presentation

BACKGROUND / PROPOSAL:

In a rare act of commemoration in the life of the Province of Alberta, a new commemorative medal has been created to mark the 70th anniversary of Her late Majesty Queen Elizabeth II’s accession to the throne as Queen of Canada. The Queen Elizabeth II’s Platinum Jubilee Medal (Alberta) is a tangible way for Alberta to honour Her Late Majesty’s service to Canada and showcase Albertans that have made a significant contribution to the life of their communities or province.

The medal will be awarded to 7,000 Albertans in recognition of significant contributions to the province and communities. The intent is to ensure recognition across the broadest examples of significant service represented to inspire service above self. Unlike other continuous medal programmes such as the emergency services Exemplary Service Medals which are awarded to deserving recipients for long service (Police, Fire, EMS, Peace Officers, Coast Guard, & Corrections), jubilee or coronation medals occur rarely. There have been only five created in the past 70 years and they are only awarded for no more than one year. The medal programme then closes permanently. That translates to about one medal awarded every 14 years over the reign of Her late Majesty. Given there are over 4 million Albertans, this is not a common honour.

The Lieutenant Governor of Alberta is hereby conferring the Queen Elizabeth II Platinum Jubilee Medal (Alberta) on the following employees of Mackenzie County:

- **Jenn Batt**
- **Byron Peters**
- **Don Roberts**
- **Caitlin Smith**
- **John Zacharias**

in recognition of your valuable contribution to the province.

Author: J. Thackray **Reviewed by:** L. Flooren **CAO:** J. Thackray

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

The medals shall be presented by the Reeve on behalf of the Lieutenant Governor.

Author: J. Thackray Reviewed by: L. Flooren CAO: J. Thackray



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	La Crete Health Committee – Request for Letter of Support

BACKGROUND / PROPOSAL:

The La Crete Health Committee is requesting a letter of support for the nomination of a local physician to the Rural Health Professions Action Plan (RhPAP) Rhapsody Rural Physician Award.

The RhPAP Rhapsody Rural Physician Award was established in 2002, this award recognizes the contributions of rural physicians, especially those unsung heroes, who provide Alberta rural communities with outstanding patient care, and make notable contributions to medical practice and to their communities.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

Strategy E19.4 – Work together with the provincial government to ensure residents have access to doctors and other medical resources for non-urgent medical needs.

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 7, 2023
Presented By:	James Thackray, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- Minister of Transportation & Economic Corridors – Meeting Request
- Minister of Public Safety and Emergency Services – Meeting Request
- Minister of Municipal Affairs – Meeting Request
- Minister of Forestry, Parks and Tourism – Meeting Request
- Minister of Environment and Protected Area – Meeting Request
- Minister of Agriculture & Irrigation – Meeting Request
- Minister of Agriculture & Irrigation – Governments Next Policy Framework
- Minister of Agriculture & Irrigation – Restriction on Prescribing & Dispensing Veterinary Medicine
- FCSS- 2023 Funding Request Grant
- Fort Vermilion Recreation Society – 2023 Funding Grant Request
- Alberta Health Services –EMS/811 Shared Response
- Arnold Viersen, MP –Community Services Recovery Fund
- Alberta Justice & Solicitor General Bulletin – Changes to Class 1, 4 and 6 Licensing

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of January 11, 2023

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners. Impacted by 2020 flood.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Caitlin	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. PLS180027 FNC in progress
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Working on getting a permanent license for the Norbord Waterline.
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
July 15, 2020 Regular Council Meeting			
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP Drafting ASP RFP
November 25, 2020 Regular Council Meeting			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	Working on draft offsite levy bylaw. Ad Hoc Development Committee

Motion	Action Required	Action By	Status
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED AD Hoc Committee
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Ongoing Awaiting Land Titles
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	In Progress
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
November 30, 2021 Regular Council Meeting			
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Louise/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development Bring to Developers AD- HOC for discussion. In Progress
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval. PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	FNC COMPLETE Received approval for appraisal and survey COW 22-06-073 The TCL Leases that are in the process are as follows: DML170039 FV Bridge campground REC2621 FV Rodeo grounds REC030012 LA Ferry campground REC090007 & 100003 Hutch Lake campground REC880027 Wadlin Lake campground

Motion	Action Required	Action By	Status
February 16, 2022 Regular Council Meeting			
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	Started Data Gathering Refer to Motion 22-08-569
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	Council Meeting 2023-02-07
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Caitlin/Landon	In Progress
March 23, 2022 Committee of the Whole Meeting			
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.	Byron	Potential Fall Capital Project Fall of 2023 Motion – 22-06-482
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron	Discussion held with Grazing Reserve President in regards to grant applications. Refer to Motion 22-07-517 Letter Drafted
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	In Progress Working with Community Services Committee
April 27, 2022 Regular Council Meeting			
22-04-317	That administration develop a culvert maintenance program.	Byron/Don	Infrastructure Workshop October 17 – 18
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	In Progress Working with the RCMP
May 25, 2022 Regular Council Meeting			
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	Byron	On going Refer to Motion 22-09-632 Thefts cannot be proven. Gate has been repaired at Tompkins Pit
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	Pending Delivery Date April 2023
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	Pending Delivery Date April 2023

Motion	Action Required	Action By	Status
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	RCMP presentation made to COW 2023-01-24
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Don	RCMP presentation made to COW 2023-01-24
June 22, 2022 Regular Council Meeting			
22-06-457	That Mackenzie County supports sustainable agriculture and requests Alberta Environment and Parks to establish a minimum percentage of trees to remain on each quarter section sold as well as treed quarters within each township during the next phase of Provincial land sales.	Caitlin/Byron	Discussed with Minister at RMA Drafted Letter COMPLETE
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	James	In Progress
June 23, 2022 Committee of the Whole Meeting			
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085 In Progress
July 13, 2022 Regular Council Meeting			
22-07-496	That administration work with the developer to purchase land adequate for relocation.	Byron	Waiting on Land Titles
22-07-507	That administration bring back options for Commercial Business incentive Options.	Byron	In Progress Presented as part of the 2023 Budget
22-07-513	That Mackenzie County is unsure at this time whether or not to continue with the subscription and advertising contract with Mackenzie Report past the expiry of 2023.	Caitlin/Louise	Emailed Letter to Mackenzie Report
22-07-523	That the Range Road 15-5 contract be awarded to the highest scoring, qualified bidder while staying within budget.	Byron	Project substantially Complete
August 17, 2022 Regular Council Meeting			
22-08-556	That administration proceed with cost sharing discussions for the 101 Street/109 Avenue intersection improvement with La Crete Co-op, and begin planning for the relocation and changes to utilities to accommodate an intersection upgrade and bring project forward to the 2023 Budget deliberations.	Byron	2023 Budget Discussion

Motion	Action Required	Action By	Status
August 30, 2022 Special Council Meeting			
22-08-590	That the Range Road 154 within TWP 108-15 Tender be retendered in 2023.	Michael	Confirm project scope during 2023 Budget discussions
22-08-591	That the Heliport Road from Range Road 18-4 to Range Road 19-0 Tender be retendered in 2023.	Michael	Confirm project scope during 2023 Budget discussions
22-08-592	That the 27th Baseline (TWP RD 1050) Tender be retendered in 2023.	Michael	Plan to retender in February 2023
September 26, 2022 Regular Council Meeting			
22-09-631	That the Little Red River Cree Nation (LRRCN) – Additions to Reserve (ATR) be TABLED to the November 15, 2022 Regular Council Meeting.	James	
22-09-632	That administration continue to investigate the missing gravel and take appropriate legal action.	Byron	Refer to Motion 22-05-391
22-09-641	That administration request a culvert be installed under Highway 35 North to allow the water to flow under it, before spring thaw 2023.	Byron/Don	AT Surveying Area
October 26, 2022 Budget Council Meeting			
22-10-750	That Council direct administration to develop revenue strategies for non-property tax based funding including, but not limited to, fees, charges and full cost recovery service models for consideration.	James	
22-10-751	That administration incorporate the 2022 One Time Carry Forward Projects in the Draft 2023 Operating Budget as discussed.	Jen	In progress
22-10-755	That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Operating and Capital Budget as approved by Council.	Jen	In Progress
November 1, 2022 Budget Council Meeting			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
November 2, 2022 Budget Council Meeting			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron/Don	
November 15, 2022 Regular Council Meeting			
22-11-785	That Mackenzie County sell the lots for value established by assessment combined with all associated costs excluding the land transfer fees and lot consolidation.	Caitlin	In progress Refer to Motion 21-10-969 Letters have been sent

Motion	Action Required	Action By	Status
22-11-788	That a letter be sent to the Minister of Agriculture and Irrigation to share ideas on the Next Policy Framework.	Caitlin/Landon	COMPLETE
November 16, 2022 Budget Council Meeting			
22-11-826	That the Bylaw 1246-21 Fee Schedule be amended to charge \$10.00/day per vehicle for day use at all campgrounds.	Don/Louise	COW 2023-02-24 COMPLETE
22-11-829	That the Policy UT006 Municipal Rural Water Servicing Endeavour to Assist and related information be brought back to a future Council Meeting.	John	COW 2023-01-24 COMPLETE
November 29, 2022 Regular Council Meeting			
22-11-840	That the Name That Neighbourhood Contest be TABLED.	Jen	In Progress
22-11-847	That a letter be sent to the Minister of Agriculture and Irrigation to advocate for lesser large animal medication restrictions and to support the Veterinary Medical Education Opportunities.	Caitlin/Landon	COMPLETE
December 6-7, 2022 Budget Council Meeting			
22-12-873	That administration incorporate the 2022 Capital Carry Forward Projects in the Draft 2023 Budget as amended.	Jen	In Progress
December 13, 2022 Regular Council Meeting			
22-12-891	That administration develops a land sale policy and proceed as discussed to address concerns for 100A Street.	Caitlin	Council 2023-02-07
22-12-900	That the Flood Plain sale of assets be publically advertised for April 2023.	Jen	In Progress
22-12-904	That administration apply for the fish pond lease, formally MLL/DML000070 and continue to work with the Mighty Peace Fish and Game Association to rehabilitate the site.	Don	In Progress
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	In Progress
22-12-919	That the Tri-Council Letter be sent to Minister Nixon regarding The Lodge Assistance Program (LAP) Grant.	James	
22-12-920	That the Business Incentive – Draft Bylaw be TABLED to the next Committee of the Whole Meeting.	Byron	In Progress
22-12-929	That Mackenzie County send a letter to the Boreal Housing Foundation stating that any requests of	James	

Motion	Action Required	Action By	Status
	changes to the Ministerial Orders be approved by the three requisitioning bodies before it is sent to the Minister.		
January 10, 2023 Regular Council Meeting			
23-01-009	That the Tender Documents for the 2023 Road Re-Graveling Program and the 27th Baseline Road Reconstruction Project be authorized for issuance subject to the amendments requested by Council.	Michael	
23-01-010	That a letter be sent to Alberta Transportation highlighting the willingness of Mackenzie County and the community benefits of a collaboration between Mackenzie County, Alberta Conservation Association and Alberta Transportation for the Highway 697 roundabout future project.	Michael/Byron	
23-01-012	That Mackenzie County invoices Alberta Health Services for all the 2022 Medical Co-Response calls and that Alberta Municipalities and Rural Municipalities of Alberta be carbon copied.	Don	In Progress
23-01-015	That administration contact the Town of High Level and request assistance for animal control in the hamlets.	Don	COMPLETE
23-01-017	That Bylaw 1277-23 being the Fee Schedule Bylaw for Mackenzie County be amended as discussed and brought back to the next Regular Council Meeting.	Jen/Don	COMPLETE
23-01-023	That the 2022 Capital Project Budgets be amended by \$6,991 for the Zama Campground – Major Improvements, \$9,169 for the Zama Cabin Utilities, and \$522 for the Zama Park Shelter Windows with all funding coming from the Zama Recreation Society fundraising.	Jen	
23-01-028	That administration look into the Power Pole issue as discussed.	Michael/Byron	
23-01-032	That Mackenzie County provide a letter of support to the Regional Economic Development Initiative for Northwest Alberta supporting their Northern and Regional Economic Development (NRED) grant application.	Byron	
23-01-033	That Mackenzie County apply for the Northern and Regional Economic Development (NRED) grant, with a focus on an economic investment strategy and action plan and a tourism development plan.	Byron	
23-01-034	That the 2023 One Time Project be amended by \$200,000, with 50% of the funding coming from the Northern and Regional Economic Development (NRED) grant and 50% of the funding coming from the General Operating Reserve, subject to receiving the grant funding.	Jen	In Progress

Motion	Action Required	Action By	Status
23-01-035	That the following Councillors be authorized to attend the Federation of Canadian Municipalities (FCM) Conference on May 25 - 28, 2023 in Toronto, Ontario: 1. Reeve Knelsen 2. Councillor Braun 3. Councillor Cardinal 4. Councillor Derksen 5. Councillor Wardley	Louise	
January 24, 2023 Committee of the Whole Meeting			
COW-23-01-11	That the Action List Review be TABLED to the next Committee of the Whole Meeting.	Louise	COW Meeting 2023-03-28
COW-23-01-19	That the Municipal Rural Water Servicing Policy be TABLED to the next Committee of the Whole Meeting.	John	COW Meeting 2023-03-28
January 25, 2023 Regular Council Meeting			
23-01-050	That the Agricultural Service Board review the possibilities of a bylaw prohibiting the transference of horses from the Chateh area unless they have been Coggins tested.	Caitlin	In Progress
23-01-051	That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit.	Caitlin	Taken to ASB on Jan 27. In progress
23-01-060	That the Town of High Level – Agreements be TABLED to February 28, 2023 Regular Council meeting.	Byron	
23-01-065	That the Flood Recovery Steering Committee Terms of Reference be approved as presented.	Louise	COMPLETE
23-01-066	That administration research street lighting options and bring back to a Flood Recovery Steering Committee meeting.	Byron	
23-01-067	That administration use Camp Reservations Canada for the campground online booking program.	Don	In Progress
23-01-068	That administration purchase up to 6 live dog traps to address dogs running at large in the hamlets.	Don	
23-01-070	That the third reading be given to Bylaw 1261-22, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay on 101 Avenue from 98th Street to 97th Street for; Plan 062 6286, Block 23, Lot 10; Plan 062 6286; Block 23, Lot 9; Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.	Louise	Awaiting signature for completion
23-01-072	That a letter be written to Mr. G. Friesen, stating that the County does not reimburse or invoices direct for natural disasters, and that once the Disaster	Jen	COMPLETE

Motion	Action Required	Action By	Status
	Recovery Program communicates the approval/denial of the 2022 Overland Flood application, they will be notified.		
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	In Progress
23-01-075	That Mackenzie County sponsors \$1,500 to advertise in the U15 Lumberjacks Provincials booklet.	Louise	In Progress
23-01-076	That the Alberta Games Survey be amended and recirculated.	Byron	COMPLETE
23-01-077	That administration highlight value added verbiage to the Business Incentive Draft Bylaw.	Byron	
23-01-078	That administration release an additional 15% of the 2023 Operating Grant to the Fort Vermilion Recreation Board.	Jen	COMPLETE
23-01-079	That a letter be written to the Fort Vermilion Recreation Board regarding grant reporting requirements including budget parameters and a meeting with the Board.	Jen	COMPLETE
23-01-083	That third reading be given to Bylaw 1277-23, being the Fee Schedule Bylaw for Mackenzie County as amended.	Louise	COMPLETE
23-01-084	That administration release the remaining 50% of the Non-Profits 2023 Operating Budget.	Jen	COMPLETE
23-01-085	That policy ADM060 – Social Media be approved as presented.	Louise	COMPLETE
23-01-086	That policy RESV25 – Fort Vermilion Fire Hall Reserve be approved as presented.	Louise	COMPLETE
23-01-087	That the 2023 Capital Budget for the Fort Vermilion Fire Hall Roof Project be suspended.	Jen	COMPLETE
23-01-088	That policy RESV26 – La Crete & Area Fire Hall Reserve be approved as presented.	Louise	COMPLETE



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

February 3, 2023

Email: transportation.minister@gov.a.ca

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

Dear Minister:

RE: MEETING REQUEST

Mackenzie County Council wishes meet with Minister Dreeshen to discuss bridges and bridge funding, east/west connectivity in Northern Alberta, and a few small projects as detailed below.

First, we thank you for the corridor work that the ministry has accomplished, including the progress that has been made on the high and wide load corridor and bridge improvements. These improvements will benefit the region's residents, visitors and strengthen economic viability.

Many bridges in the region currently have weight restrictions. The economic impact of these weight restrictions resonates with the industries and businesses that utilize them daily for their commodities and services. Allowing full winter weights on the bridges within the region would be another step forward in improvements.

The region is eager to see the Tompkins Bridge construction commence. Of course, much of the progress goes unseen with consultations, planning and design. Mackenzie County would like to offer our support to expediate the process, in any way we can. With the understanding that a project of this size does take years to complete, we would also like to discuss options to address some of the issues that could arise with operating the Tompkins Ferry until the bridge has been constructed and is ready to open.

These improvements, and the importance of developing the east/west connectivity in Northern Alberta, have the potential to enhance our regional development and inter-regional trade opportunities in Canada, along with improving access for Canadian goods to alternative markets.

Mackenzie County would like to collaborate with Alberta Transportation and the Alberta Conservation Association on a community project, that may benefit all parties including the residents of the area. The County has been approached to create and stock a community fish pond.

With the proposed construction of the Highway 697 and TWP RD 1062 Roundabout, the need for borrow material could be supplied from Crown land that is Northwest of the construction site. The dirt removal from the borrow pit could be excavated in such a way as to create the dimensions recommended by the Alberta Conservation Association for a fish pond. Repurposing this area may reduce the environmental footprint compared to building a pond further away from the community and disturbing new ground or waterway.

In order to facilitate a meeting, we are willing to travel to a location of the Ministers choosing. As a note, Mackenzie County administration and councilors will be attending the Growing the North Conference in Grande Prairie during February 22 and 23.

Thank you for your time and consideration in these matters. We look forward to scheduling a suitable time at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Sincerely,



Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Mackenzie County Council
James Thackray, Chief Administrative Officer
Byron Peters, Deputy Chief Administrative Officer



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

February 3, 2023

Email: PSES.minister@gov.ab.ca

The Honourable Mike Ellis
Minister of Public Safety and Emergency Services
Office of the Minister
Public Safety and Emergency Services
130 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MEETING REQUEST

Mackenzie County Council wishes meet with Minister Ellis to discuss additional funding options for the flood mitigation program currently underway in our County.

The cost of goods and services have escalated over the last few years and continue to do so. A shortage of labor and goods, and supply chain issues have impacted the cost of rebuilding Fort Vermilion after the 2020 Flood. Our projections indicate that the current funding that we have received from the province to complete the mitigation work will not be sufficient to complete the intended scope of relocation.

We are willing to travel to a location of the Ministers choosing to discuss these items. As a note, Mackenzie County administration and Councillors will be attending the Growing the North Conference in Grande Prairie during February 22 and 23.

Thank you for your time and consideration in these matters. We look forward to scheduling a suitable time at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Minister of Public Service and Emergency Services

Page 2

February 3, 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with a large initial "J" and "K".

Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Mackenzie County Council
James Thackray, Chief Administrative Officer
Byron Peters, Deputy Chief Administrative Officer



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

February 3, 2023

Email: minister.municipalaffairs@gov.ab.ca

The Honourable Rebecca Schulz
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
320 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MEETING REQUEST

Mackenzie County Council requests to meet with Minister Schulz to discuss our Specialized Municipality status.

We would like to continue our discussion from the 2022 fall RMA Convention in regards to our Specialized Municipality status and suggestions on amending the details of our special conditions. Furthermore, we are seeking specific direction on how to proceed with obtaining an Order in Council to amend various aspects of our specialized status.

We are willing to travel to a location of the Ministers choosing to discuss these items. As a note, Mackenzie County administration and Councillors will be attending the Growing the North Conference in Grande Prairie during February 22 and 23. Whatever the location, we will make sure to bring you some Summer Borscht!

Thank you for your time and consideration on this matter. We look forward to scheduling a suitable time at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Minister of Municipal Affairs
Page 2
February 3, 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen". The signature is fluid and cursive, with a large initial "J" and "K".

Joshua Knelsen,
Reeve

c: Dan Williams, MLA Peace River
Mackenzie County Council
James Thackray, Chief Administrative Officer
Byron Peters, Deputy Chief Administrative Officer



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

February 3, 2023

Email: fpt.minister@gov.ab.ca

The Honourable Todd Loewen
Minister of Forestry, Parks and Tourism
Office of the Minister
Forestry, Parks and Tourism
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MEETING REQUEST

Mackenzie County Council wishes to meet with Minister Loewen to discuss a few related topics. As detailed in this letter, we are requesting approval for recreation dispositions within Caribou Mountains Wildland Provincial Park, continued support for crownland recreation improvements, and a reconsideration of timber damage fees for historical disturbances.

Mackenzie County has always been rich in history with diverse populations and many vibrant cultures. Our region is known for its vast natural beauty made up of rivers and streams, forests, and hills which offer a variety of cultural and recreational uses that are valued by our local communities. However, residents are limited in exploring recreationally because there are many remote areas, such as lakes, that are not easily accessible.

Mackenzie County has been working closely with Alberta's Ministry of Forestry, Parks and Tourism to explore the process of making these areas more accessible to the public. Existing dispositions held by oilfield companies, and existing cutlines make up many of the trails used to access local lakes that are popular for ice fishing and snowmobiling during the winter months. However, due to the naturally rugged terrain, these trails are only suitable for very experienced snowmobilers. Mackenzie County would like to acquire and maintain these trails so that all residents are able to enjoy these natural recreational areas during the winter months. Mackenzie County has actively begun the process to acquire the necessary dispositions for these trails and access to these lakes. We ask for your continued support on this work.

In addition to creating new recreational opportunities in our region, Mackenzie County would like to enhance our existing recreational facilities such as our campgrounds. Our administrative staff have been drafting Campground Development Plans for each of our campgrounds. We have also been working on better housekeeping of our dispositions for these campgrounds. Our Hutch Lake campground currently has two dispositions side by side that together make up the campground (REC090007 and REC100003), and we have been working closely with your department to combine these two dispositions into one.

For more than a decade, Mackenzie County has been working with multiple Government of Alberta Ministries to amalgamate two dispositions at the Fort Vermilion Bridge Campground (PML960001 and DML 170039). To our knowledge this amalgamation is a more tedious process since the PML is under the Parks Division and the DML is under the Public Lands Division of the Government of Alberta (GoA). Through all of our communications, this amalgamation is supported by the GoA but requires an Order in Council to finalize the work completed by all parties. We have department approval to operate these two dispositions as one, but we still request that the Order in Council be prioritized.

In all, acquiring dispositions and completing disposition amendments and renewals involves substantial red tape, time, approvals, lengthy consultation processes with stakeholders such as First Nations, and not to mention the accompanied costs of surveying, timber damage charges, annual rent, and other miscellaneous expenses that arise. Mackenzie County understands the importance of application processes, associated fees, and conducting consultation, however, we have suggestions on how to reduce time and costs to acquire these dispositions. Of particular concern is the cost of timber damages when obtaining dispositions for historical trails and recreation sites.

Outdoor tourism and recreation in our municipality is a priority for many of our residents and our goal is to improve the outdoor adventure opportunities for both our residents and tourists. Ensuring that you and your ministry understand this local priority is important because of the competing interests on the landscape.

Mackenzie County is willing to travel to a location of the Ministers choosing, although we would be honoured if the Minister (and his staff) were to travel up North where we can show him the areas we are discussing, and possibly take him on a snowmobile and ice fishing excursion. As a note, Mackenzie County administration and Councillors will be attending the Growing the North Conference in Grande Prairie during February 22 and 23.

Minister of Forestry, Parks and Tourism

Page 3

February 3, 2023

Thank you for your time and consideration in these matters. We look forward to scheduling a suitable time at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen".

Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Mackenzie County Council
James Thackray, Chief Administrative Officer
Byron Peters, Deputy Chief Administrative Officer



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

February 3, 2023

Email: aep.minister@gov.ab.ca

The Honourable Sonya Savage
Minister of Environment and Protected Areas
Office of the Minister
Environment and Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MEETING REQUEST

Mackenzie County Council wishes to meet with Minister Savage to discuss water license requirements, agricultural land expansion, and recreational access to crown lands.

With the pressure to expand the agricultural land base growing every year in the region, working towards converting a portion of Alberta's Green Zone to White Zone is a foremost goal of Mackenzie County. We identify this as one of the first steps in facilitating additional land sales and/or agricultural lease allocations. We anticipate a multi-year process to facilitate this work, but it is important that it starts soon. We have discussed the possibility of a working group with other Ministers, and also ask for your support on this endeavor.

Another high priority is access to Crown land for recreational use. We are making significant progress in formally obtaining dispositions and creating plans, and we want to ensure that both you and your staff understand the importance of recreational access to crown lands to our residents.

Mackenzie County has been expanding its water truckfill infrastructure to bring potable water to our residents that reside outside of the hamlet boundaries of Fort Vermilion and La Crete. These truckfill locations are distribution points from which residents can load water and transport it to their residences. The water at these truckfill sites are being

February 3, 2023

supplied from the same watershed as the hamlets but are required to have separate water diversion licenses.

Previously, Alberta Environment and Parks has suggested that the province historically had issues with landowners sharing private water well diversions with adjacent landowners, not on the same lands. However in this case the water diversion license is in the name of the municipality, serving rural residents. From our vantage point, there seems to be an inconsistency in the application of water diversion license regulations across the province. Mackenzie County would like to discuss the inconsistent answers and direction that we have received while trying to obtain the requisite approvals.

In order to facilitate a meeting, we are willing to travel to a location of the Ministers choosing. As a note, Mackenzie County administration and Councillors will be attending the Growing the North Conference in Grande Prairie during February 22 and 23.

Thank you for your time and consideration in these matters. We look forward to scheduling a suitable time at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Sincerely,



Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Mackenzie County Council
James Thackray, Chief Administrative Officer
Byron Peters, Deputy Chief Administrative Officer



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

February 3, 2023

Email: AGRIC.Minister@gov.ab.ca

The Honourable Nate Horner, M.L.A.
Minister of Agriculture and Irrigation
Office of the Minister
Agriculture and Irrigation
131 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MEETING REQUEST

Mackenzie County Council wishes to meet with Minister Horner to discuss grazing leases and grazing reserves, agricultural land expansion, and large animal veterinary services.

Mackenzie County is appreciative and thankful for the progress that has been accomplished since our last correspondence with the Minister.

In our region there is still a need for more grazing leases on a large scale, and we would like to discuss possible solutions moving forward to mitigate this long-standing problem. The approval to expand the Fort Vermilion Provincial Grazing Reserve will alleviate some of the backlog. To proceed with this next step the County would like to explore the option of development grants to fund the expansion. As mentioned in the previous letter, we are confident that significant additions to both the grazing reserve and grazing leases can be accomplished within our municipality.

Agricultural land expansion continues to be a top priority for Mackenzie County and its residents. With the region's quickly growing population, the need for more agricultural land continues to grow. Residents have been forced to farm on available land at great distances from where they reside, in places like Carcajou and Deadwood. Many farming families stay within the region to work as multi-generational farmers. Mackenzie County

is interested in beginning with a process to convert some of Alberta's Green Zone areas within our region to White Zone.

Also, much of Canada has seen a veterinarian shortage, however; rural and remote locations are affected more than urban centers. There are two veterinarians in our region that work with large animals, one in Fort Vermilion and this clinic covers a large and sometimes remote area. The other clinic is in High Level and the husband and wife team also travel throughout Northern Alberta and the Northwest Territories to deliver veterinary care to the residents there. This takes them from their practice north of High Level a couple of weeks every few months.

Otherwise the next available large animal veterinarian is in Manning, and depending on where your farm or ranch is located this could be quite a distance. According to Statistics Canada, 2016 Census of Agriculture, there are 15,049 cows and calves within Mackenzie County. These veterinarians also provide services for the residents' pet and equine population.

As current veterinarians grow closer to retirement or burn out, it is pertinent to find ways of attracting new Veterinarian(s) and/or Registered Veterinarian Technicians to clinics in our region.

In order to facilitate a meeting, we are willing to travel to a location of the Ministers choosing. As a note, Mackenzie County administration and Councilors will be attending the Growing the North Conference in Grande Prairie during February 22 and 23.

Thank you for your time and consideration in these matters. We look forward to scheduling a suitable time at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Sincerely,



Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Mackenzie County Council
James Thackray, Chief Administrative Officer



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

February 2, 2023

The Honourable Nate Horner, M.L.A
Minister of Agriculture and Irrigation
Members of Executive Council
Executive Branch
131 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

**RE: THE GOVERNMENT OF CANADA'S NEXT POLICY FRAMEWORK
REPRESENTATION**

Mackenzie County Council is currently pursuing representation at the Next Policy Framework as it is currently being developed by the federal government. Mackenzie County has reached out directly to the program coordinator and we have been directed to contact our provincial Minister of Agriculture and Irrigation.

The Next Policy Framework (NPF) is a five-year (2023–2028) investment by federal, provincial and territorial governments to strengthen and grow Canada's agriculture and agri-food sector. The NPF is a pivotal funding package that will serve as the foundation for programming for agriculture.

The NPF is still in its developmental stages and is reviewing stakeholder feedback on the policies and programs that will underpin the Framework.

Mackenzie County would like to provide municipal specific engagement as our municipality is advocating and encouraging agriculture-based investment. Mackenzie County is the northern most agricultural zone in Canada with 19 hours of growing in the summer. These advantages make for some of the best grain-based crops worldwide.

We believe that Rural Municipalities of Alberta (RMA) should be considered a stakeholder in this engagement. This would give all rural municipalities

Minister of Agriculture and Irrigation

Page 2

February 2, 2023

throughout our beautiful province the ability to share specific ideas, challenges, and opportunities for diversification for their region.

Representation from both Mackenzie County and the Rural Municipalities of Alberta (RMA) would provide valuable stakeholder information.

Should you have any further questions please contact our Chief Administrative Officer James Thackray at (780) 927-3718 or by email to

jthackray@mackenziecounty.com

Yours sincerely,

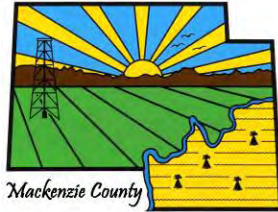
A handwritten signature in black ink, appearing to read "Josh Knelsen".

Josh Knelsen

Reeve

Mackenzie County

c: Dan Williams, MLA Peace River
Rural Municipalities of Alberta (RMA)
Mackenzie County Council



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

February 2, 2023

The Honourable Nate Horner
Minister of Agriculture and Irrigation
Members of Executive Council
Executive Branch
131 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

**RE: RESTRICTIONS ON PRESCRIBING AND DISPENSING VETERINARY
MEDICINE AND LARGE ANIMAL VET SHORTAGES**

In 2019, new drug establishment license requirements took effect. These new requirements made a significant impact on livestock producers. Prior to 2019, livestock producers could purchase antibiotics such as penicillin from their local farm and ranch supply stores. Now, producers must visit their veterinarian to have the animal assessed before medications can be prescribed. Certain medical conditions such as foot rot are very easy for experienced livestock producers to determine treatment. A trip to the veterinarian puts extra cost on the producer. Having access of certain medications can save the producer valuable time and expenses.

We are also experiencing shortages of large animal veterinarians. This is a growing concern not only Mackenzie County but also province wide. As experienced large animal vets retire, and significant percentages of new vets choose larger urban centers to work primarily with small animals, it is important to ensure new veterinary students entering the education system replace and ideally increase the number of large animal vets.

Rural students, in particular, are at a disadvantage when considering entrance requirements, as they may not have access to the courses required for pre-requisites. However, we believe rural students have a great advantage in terms of rural experience which is not recognized by the post-secondary schools. A student who has grown up on a family farm will most likely have significant

Minister of Agriculture and Irrigation

Page 2

February 2, 2023

passion, understanding, experience, and exposure to large animal livestock. Currently, there is no acknowledgement of this by veterinary schools.

Mackenzie County is asking for veterinary schools to recognize this valuable hands-on experience and allow rural students to gain credit toward their eligibility requirements. If we don't encourage and enable rural students to pursue veterinary medicine the situation we are faced with regarding the lack of large animal veterinarians will not improve.

Should you have any further questions please contact our Chief Administrative Officer James Thackray at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Yours sincerely,



Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Rural Municipalities of Alberta (RMA)
Mackenzie County Council



Mackenzie County

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

January 30, 2023

Monica Smith, Chair
Fort Vermilion Family and Community Support Services (FCSS)
P.O. Box 637
Fort Vermilion, Alberta
T0H 1N0

Dear Ms. Smith:

Re: 2023 Funding Grant Request

Mackenzie County Council is aware that the board is working with the Council task force to review your outcomes and return on investment, and will not be releasing any further funds until submitted.

Once the outcomes submitted have been reviewed, Council would like to schedule a meeting with the board to discuss future funding options going forward.

If you have any questions, please contact me at (780) 927-3718.

Yours truly,

Jennifer Batt
Director of Finance



Mackenzie County

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

January 30, 2023

Steven Simpson, Chair
Fort Vermilion Recreation Society
P.O. Box 115
Fort Vermilion, AB
T0H 1N0

Dear Mr. Simpson:

Re: 2023 Funding Grant Request

Thank you for meeting with Council during the Committee of the Whole January 24th, 2023. Mackenzie County Council discussed, and reviewed the Fort Vermilion Recreation Society's request for an operating and capital grant in 2023, and request that a new budget be presented with the following parameters:

- *Full review of fees for services;*
- *5-10% of total expenditures for miscellaneous expenses;*
- *10-20% of total expenditures for program expenses;*
- *10-15% of total expenditures for building repairs & maintenance;*
- *40-55% of total expenditures for staffing directly linked to hours of operation, and programming.*

Council would like to schedule a meeting with the whole board during the Committee of the Whole meeting March 28th to review and discuss your updated 2023 grant application. Included with this application, Council also requests the Board provide a plan to increase revenues, and all future programming being considered.

Please email me your updated budget by March 21st, 2023 to ensure distribution prior to the meeting. Along with the updated grant application, Council is requesting your 2021 & 2022 Financial Statements.

To ensure your current operational requirements are met leading up to the meeting, Council has approved releasing another 15% of the 2023 operating budget. A cheque for 15% of the 2023 approved budget operating grant is enclosed.

If you have any questions, please contact me at (780) 927-3718.

Yours truly,



Jennifer Batt
Director of Finance

cc: Mackenzie County Council

Encl.

From: [Byron Peters](#)
To: [Louise Flooren](#)
Subject: FW: EMS/811 Shared Response
Date: February 2, 2023 2:39:26 PM
Attachments: [image001.png](#)

FYI

Byron Peters
Mackenzie County
Main: 780.928.3983
Cell: 780.821.3278

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: February 2, 2023 1:54 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: EMS/811 Shared Response



EMS/811 Shared Response

Dear Stakeholders

Alberta Health and Alberta Health Services [announced today](#) a new EMS/811 Shared Response that is already helping patients get the care they need and reducing unnecessary ambulance responses.

This new collaboration between EMS and Health Link 811 allows for the transfer of EMS callers who EMS assesses as low-acuity – or, not experiencing a medical emergency that requires an ambulance – to Health Link 811 nurses for further triage, assessment and care. If at any point it is determined an ambulance is required, one will be dispatched.

Many EMS callers are seeking help, advice or guidance and don't know where to turn so they call 911 even though they do not need an EMS response. Evidence to-date also demonstrates that some callers looking for ambulance transport have needs that are better met outside the emergency department. Some callers, for example, call 911 when they are experiencing sleeplessness, constipation or earaches.

Allowing these callers to be connected with Health Link 811's Registered Nurses will provide better support for patients while allowing ambulances to remain in the community to respond to life-threatening emergencies. This results in faster emergency response times and better flow through the health system: two of AHS' four key priorities.

In the first two weeks of Shared Response, approximately 6 per cent of EMS calls have been transferred to 811. In consultation with other jurisdictions in Canada that have also implemented similar call triaging, up to 20 per cent of EMS calls are transferred to a nursing line, over time. If AHS realizes a 20 per cent call transfer rate as the work continues between EMS and 811, EMS could be freed up from responding to approximately 40,000 low acuity calls each year.

Both EMS Emergency Communications Officers and Health Link's RNs use industry best practice protocol and advice models to assess patients and their care needs. This ensures consistency and safe, patient-focused clinical options.

In addition to Shared Response, AHS is also issuing a Request for Expressions of Interest and Qualification (RFEIOQ) for transporting patients who do not require emergency care, between care facilities.

By contracting third party partners to transport patients requiring care, between care facilities, patients receive the supports they need, while EMS ambulances are freed up to respond to emergencies.

These actions are all a part of AHS' four priorities:

- ? Improving EMS response times.
- ? Decreasing emergency department wait times.
- ? Reducing wait times for surgeries.
- ? Improving patient flow throughout the healthcare system.

AHS is taking action on all four priorities. Specific to AHS EMS, we are also adding new resources and aggressively working to recruit and retain EMS staff. We have stopped the automatic dispatch of ambulances to non-injury collisions and are fast-tracking ambulance transfers at emergency departments by moving less urgent patients to hospital waiting areas. In addition, paramedics are now able to assess, treat and refer patients if they do not require transport to hospital, and new guidelines are getting patients who do end up in the hospital, home faster after discharge.

Visit ahs.ca/ems to learn more about the work that AHS is doing to ensure sustainable high-quality emergency medical services are available for all Albertans.

We are making fast, effective improvements that are focused on improving patient flow – from the moment a call is made to EMS, to the arrival of an ambulance and

the subsequent care of a patient in the emergency department and broader health care environment.

These extraordinary efforts are all part of a collective, organization-wide effort to build a high-quality health care system. And we could not do that without the help of our valuable community partners.

Thank you for your contribution to building healthy Albertans, healthy communities, together.

Sincerely,

Mauro Chies

Interim AHS President and CEO



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

Louise Flooren

From: Viersen, Arnold - M.P. <Arnold.Viersen@parl.gc.ca>
Sent: January 31, 2023 1:08 PM
Subject: Community Services Recovery Fund

Good afternoon,

The past few years have been challenging for charities and not-for-profit organizations. I want to share with you an opportunity for funding that will enable community service organizations to invest in modernizing and adapting their own organizational capacity under one of the three Project Focus Areas:

1. Investing in People
2. Investing in Systems and Processes
3. Investing in Program and Service Innovation and Redesign

Only organizations who fall under these three categories will be considered:

1. Non-profit organizations
2. Indigenous governing bodies
3. Charities/other qualified recipients

To be eligible, organizations must also:

1. Be in Canada
2. Be in **good standing** with their applicable regulatory body
3. Have a **governance structure** with at least three people
4. Have internal **accountability measures**
5. Have a **bank account** and financial management system
6. Provide services to communities in Canada in one or more of the **community service areas**: arts and culture, development and housing, education and research, environment, health, law, advocacy and politics, philanthropic intermediaries and voluntarism promotion, social services, sports and recreation, or faith-based.

To find out more about how to apply, you can visit <https://communityservicesrecoveryfund.ca/>

Please note that the deadline to apply is February 21, 2023, 5:00pm PT.

Thank you for your service to our communities.

Sincerely,



Arnold Viersen, MP

Peace River—Westlock

Ottawa office: 613-996-1783

Constituency office: 780-305-0340

www.mparnold.ca

Confidentiality Warning: Message and attachments are for use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system.

BULLETIN

02-2023

January 30, 2023

To all Authorized Employers:

Re: Changes to Class 1, 4 and 6 Licensing

The purpose of this bulletin is to provide information about recent changes to Class 1, 4 and 6 driver licensing effective February 1, 2023.

Alberta Transportation has provided the attachment for your information. Questions about these changes are encouraged to contact Licensing Standards at licensingimprovements@gov.ab.ca.

Thank you.

Sincerely,

Sean Bonneteau, CD
Director
Law Enforcement Standards and Audits

Attachment

TO All Enforcement Agencies in Alberta

DATE Feb 1, 2023

SUBJECT CHANGES TO CLASS 1, 4 AND 6 LICENSING

The purpose of this bulletin is to provide information about recent changes to Class 1, 4 and 6 driver licensing.

Class 1 Automatic Transmission

Effective February 1 2023, Albertans will have the option to complete their Class 1 commercial road test in an automatic transmission vehicle. Prior to this change, drivers had to take the road test in a manual transmission vehicle.

- If a driver completes the road test in a vehicle with an automatic transmission, their Class 1 driver's licence will have a condition code R restricting the driver to only operating Class 1 automatic commercial vehicles.
- The condition code does not restrict the driver from operating other classes of vehicle that have a manual transmission.
- The condition code can be removed if the driver passes a second condensed Class 1 road test in a manual transmission vehicle.
- Drivers who complete their road test in a manual transmission vehicle will not have a restriction on their licence and can operate either automatic or manual transmission commercial vehicles.
- All other licensing requirements for Class 1 drivers remain the same.
- Existing Class 1 drivers will not be impacted.

Class 4 Commercial Road Tests

Effective February 1 2023, Albertans will not be required to take a road test to obtain a Class 4 licence. They must still complete a knowledge test, vision screening, and driver medical to obtain their licence. Existing Class 4 drivers will not be impacted.

Class 6 Three-Wheeled Vehicles

Effective February 1, 2023, Albertans who choose to complete their Class 6 road test on a three-wheeled vehicle will receive condition code V on their licence.

- Condition code V would be added to a driver's licence when a test is taken on a three-wheeled motorcycle, no matter the reason for taking the test on this specific vehicle.

- Condition code B may also still be added to a driver's licence if an individual has a special condition on their licence. For example, if a Reviewing Officer determines an individual with a medical condition can only drive three-wheeled motorcycles, condition code B would be added to the driver's licence.
- Drivers who have existing 3-wheeled motorcycle text (Code B) on their driver's licence will be converted to the new Code V. Code V will automatically appear on the front of their driver's licence card in place of the existing text when they next renew their driver's licence.

Individuals who have questions about changes are encouraged to contact MELT and Licensing Standards at licensingimprovements@gov.ab.ca .