





MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**MARCH 29, 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**

**Wednesday, March 29, 2023
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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| CALL TO ORDER: | 1. a) Call to Order | |
| AGENDA: | 2. a) Adoption of Agenda | |
| ADOPTION OF PREVIOUS MINUTES: | 3. a) Minutes of the March 7, 2023 Regular Council Meeting | 7 |
| | b) Business Arising out of the Minutes | |
| | c) | |
| CLOSED MEETING: | <i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i> | |
| | 4. a) Organizational Chart (<i>FOIP Section 17</i>) | |
| | b) Legal (<i>FOIP Sections 23, 24, 25 and 27</i>) | |
| | c) | |
| TENDERS: | Tender openings are scheduled for 11:00 a.m. | |
| | 5. a) Roadside Mowing Tender | 27 |
| | b) Agricultural Land Lease – Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station) | 31 |
| | c) Agricultural Land Lease – NW 14-106-15-W5M (La Crete Lagoon) | 33 |
| | d) Crack Filling Request for Proposal | 35 |
| | e) Line Painting Request for Proposals | 37 |
| | f) Machesis Lake Campground Caretaker | 39 |

| | | | |
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| | | g) Wadlin Lake Campground Caretaker | 41 |
| PUBLIC HEARINGS: | | Public Hearings are scheduled for 1:00 p.m. | |
| | 6. | a) Land Use Bylaw Amendment to Rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A” | 43 |
| DELEGATIONS | 7. | a) Alberta Wildfire (11:45 a.m.) | 55 |
| | | b) Ray Toews – Renaming of the La Crete Airport (1:15 p.m.- zoom) | 57 |
| GENERAL REPORTS: | 8. | a) General Report (Standing Item) | |
| | | b) | |
| AGRICULTURE SERVICES: | 9. | a) Veterinary Services Incorporated Subsidy Increase | 59 |
| | | b) | |
| | | c) | |
| COMMUNITY SERVICES: | 10. | a) Appointment of Deputy Fire Chief – La Crete Fire Department | 63 |
| | | b) | |
| | | c) | |
| FINANCE: | 11. | a) Fort Vermilion Seniors Center – Funding Request | 65 |
| | | b) Disaster Recovery Program – 2022 Overland Flood Application Approval | 69 |
| | | c) Disaster Recovery Program – 2020 Update March Report | 73 |
| | | d) Councillor Expense Claims | 77 |
| | | e) Members at Large Expense Claims | 79 |
| | | f) | |
| | | g) | |
| PROJECTS & | 12. | a) 2023 One Time Project Budget Amendment – | 81 |

INFRASTRUCTURE:

Recreational Dispositions

b)

c)

OPERATIONS:

- | | | | |
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| 13. | a) | Amendment of Dust Control Policy PW009 | 85 |
| | b) | Proposal Awarding - Range Road 154 from TWP 1084 to TWP 1090 | 91 |
| | c) | Proposal Awarding - Township Road 1102 From Range Road 184 to Range Road 190 | 95 |
| | d) | Lambert Point Road Ditch Repair | 99 |
| | e) | | |

UTILITIES:

- | | | | |
|-----|----|--|--|
| 14. | a) | | |
| | b) | | |

PLANNING & DEVELOPMENT:

- | | | | |
|-----|----|--|-----|
| 15. | a) | Bylaw 1284-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A "H-R1A" to Institutional "I" | 101 |
| | b) | Bylaw 1285-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A "H-R1A" to Institutional "I" | 109 |
| | c) | Bylaw 1286-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A "H-R1A" to Institutional "I" | 117 |
| | d) | Bylaw 1287-23 Land Use Bylaw Amendment to Rezone Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B "H-R1B" to Institutional "I" | 125 |
| | e) | Bylaw 1289-23 Land Use Bylaw Amendment to Rezone Part of SE 10-106-15-W5M from Recreational 1 "REC1" to Hamlet Country Residential "H-CR". | 133 |
| | f) | Bylaw 1290-23 Land Use Bylaw Amendment to Rezone Part of SE 10-106-15-W5M from Recreational 1 "REC1" to Hamlet Country Residential "H-CR". | 143 |

| | | | | |
|--------------------------------------|-----|----|--|-----|
| | | g) | | |
| | | h) | | |
| ADMINISTRATION | 16. | a) | | |
| | | b) | | |
| | | c) | | |
| COMMITTEE OF THE WHOLE ITEMS: | 17. | a) | Business Arising out of Committee of the Whole | |
| | | b) | Amend Policy FIN026 Tangible Capital Assets Accounting | 153 |
| | | c) | | |
| COUNCIL COMMITTEE REPORTS: | 18. | a) | Council Committee Reports (verbal) | |
| | | b) | Municipal Planning Commission Meeting Minutes | 163 |
| | | c) | | |
| | | d) | | |
| INFORMATION / CORRESPONDENCE: | 19. | a) | Information/Correspondence | 173 |
| NOTICE OF MOTION: | 20. | a) | | |
| NEXT MEETING DATES: | 21. | a) | | |
| | | b) | | |
| ADJOURNMENT: | 22. | a) | Adjournment | |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Byron Peters, Interim Chief Administrative Officer |
| Title: | Minutes of the March 7, 2023 Regular Council Meeting |

BACKGROUND / PROPOSAL:

Minutes of the March 7, 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: L. Flooren **Reviewed by:** L. Flooren **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 7, 2023 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

- PRESENT:** Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Cameron Cardinal Councillor
Darrell Derksen Councillor
Ernest Peters Councillor (left the meeting at 12:06 p.m.)
Garrell Smith Councillor
Lisa Wardley Councillor (virtual – left the meeting at 12:06 p.m. and rejoined the meeting virtually at 1:03 p.m. and left the meeting at 2:36 p.m.)
- REGRETS:** David Driedger Councillor
- ADMINISTRATION:** Byron Peters Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Don Roberts Director of Community Services
Jennifer Batt Director of Finance
Caitlin Smith Director of Planning and Agriculture
Michael Stamhuis Interim Director of Operations
Louise Flooren Manager of Legislative & Support Services/ Recording Secretary
- ALSO PRESENT:** Members of the Public
Chris Biggs and Kayedon Wilcox - Alberta Environment and Protected Areas

Minutes of the Regular Council Meeting for Mackenzie County held on March 7, 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 23-03-208 **MOVED** by Councillor Braun

That the agenda be adopted with the following additions:

- 7. b) B. Hinson Contracting
- 10.c) Bylaw 1166-20 -Dog Control

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the February 28, 2023 Regular Council Meeting

MOTION 23-03-209 **MOVED** by Councillor Peters

That the minutes of the February 28, 2023 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Business Arising out of the Minutes

None

DELEGATIONS:

7. b) B. Hinson Contracting (ADDITION)

MOTION 23-03-210
Requires Unanimous

MOVED by Councillor Braun

That the B. Hinson Contracting discussion be received for information.

CARRIED UNANIMOUSLY

CLOSED MEETING:

4. Closed Meeting

MOTION 23-03-211 **MOVED** by Councillor Derksen

That Council move into a closed meeting at 10:17 a.m. to discuss the following:

- 4.a) 2023 Line Painting Program Request for Proposals Review (FOIP Sections 23, 24, 25 and 27)
- 4.b) 2023 Crack Filling Program Request for Proposals Review (FOIP Sections 23, 24, 25 and 27)

CARRIED

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

- All Councillors Present
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Michael Stamhuis, Interim Director of Operations
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

MOTION 23-03-212

MOVED by Councillor Derksen

That Council move out of a closed meeting at 10:54 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 10:54 a.m. and reconvened the meeting at 11:02 a.m.

TENDERS:

5. a) Roadside Mowing

MOTION 23-03-213

MOVED by Councillor Derksen

That the Roadside Mowing Tenders be TABLED to later in the meeting.

CARRIED

TENDERS:

5. b) Agricultural Land Lease – NORTHVER 09 (Anderson Pit)

None.

TENDERS:

5. c) Agricultural Land Lease – Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station)

None.

TENDERS:

5. d) Agricultural Land Lease – Plan 2122750; Block 13; Lot 1 in Fort Vermilion (Eek Land)

Councillor Smith declared himself in conflict of interest and left the meeting at 11:18 a.m.

MOTION 23-03-214 **MOVED** by Councillor Peters

That the Agricultural Land Lease for Plan 2122750; Block 13; Lot 1 in Fort Vermilion (Eek Land) Request for Proposals be opened.

CARRIED

| Bidder | Cost |
|--------------------|---------------------|
| Christopher Bartel | \$2,256.00 – 1 year |
| Cole Smith | \$2,550.00 – 1 year |

MOTION 23-03-215 **MOVED** by Councillor Bateman

That the Agricultural Land Lease for Plan 2122750; Block 13; Lot 1 in Fort Vermilion (Eek Land) be awarded to the highest bidder.

CARRIED

Councillor Smith returned to the meeting at 11:21 a.m.

TENDERS: **5. e) Agricultural Land Lease – Section 8-110-15-W5M (Fitler Pit)**

MOTION 23-03-216 **MOVED** by Councillor Peters

That the Agricultural Land Lease for Section 8-110-15-W5M (Fitler Pit) Request for Proposal be opened.

CARRIED

| Bidder | Cost |
|----------------|------------------------|
| Ernie Driedger | \$80.00/acre – 3 years |

MOTION 23-03-217 **MOVED** by Councillor Cardinal

That the Agricultural Land Lease for Section 8-110-15-W5M (Fitler Pit) be awarded to the highest bidder.

CARRIED

TENDERS: 5. f) **Agricultural Land Lease – NW 14-106-15-W5M (La Crete Lagoon)**

None.

MOTION 23-03-218 **MOVED** by Councillor Derksen

That the following Agricultural Land Lease Tenders be re-advertised:

- NORTHVER 09 (Anderson Pit)
- Plan 1020707, Block 1; Lot 2 (Buffalo Head Truck Fill Station)
- NW 14-106-15-W5M (La Crete Lagoon)

CARRIED

TENDERS: 5. g) **Range Road 154 From Township Road 1084 to Township Road 1090**

MOTION 23-03-219 **MOVED** by Deputy Reeve Sarapuk

That the Proposals for Range Road 154 From Township Road 1084 to Township Road 1090 – Envelope #1 be opened.

CARRIED

| Bidder | Qualifying Documents |
|------------------------|----------------------------------|
| Boss Bridgeworks | All required documents included. |
| Northern Road Builders | All required documents included. |

MOTION 23-03-220 **MOVED** by Deputy Reeve Sarapuk

That the Proposals for Range Road 154 from Township Road 1084 to Township Road 1090 - Envelope #2 be opened for the qualified proponents.

CARRIED

| Bidder | Qualifying Documents |
|------------------------|----------------------------------|
| Boss Bridgeworks | All required documents included. |
| Northern Road Builders | All required documents included. |

MOTION 23-03-221 **MOVED** by Councillor Braun

That Administration review the qualified Proposals for Range Road 154 from Township Road 1084 to Township Road 1090 and report back to Council at the March 9, 2023 Special Council Meeting.

CARRIED

TENDERS: **5. h) Township Road 1102 From Range Road 184 to Range Road 190**

MOTION 23-03-222 **MOVED** by Councillor Wardley

That the Proposals for Township Road 1102 From Range Road 184 to Range Road 190 – Envelope #1 be opened.

CARRIED

| Bidder | Qualifying Documents |
|------------------------|----------------------------------|
| Boss Bridgeworks | All required documents included. |
| Northern Road Builders | All required documents included. |

MOTION 23-03-223 **MOVED** by Deputy Reeve Sarapuk

That the Proposals for Township Road 1102 from Range Road 184 to Range Road 190 - Envelope #2 be opened for the qualified proponents.

CARRIED

| Bidder | Qualifying Documents |
|------------------------|----------------------------------|
| Boss Bridgeworks | All required documents included. |
| Northern Road Builders | All required documents included. |

MOTION 23-03-224 **MOVED** by Councillor Smith

That Administration review the qualified Proposals for Township Road 1102 from Range Road 184 to Range Road 190 and report back to Council at the March 9, 2023 Special Council Meeting.

CARRIED

CLOSED MEETING: 4. Closed Meeting

MOTION 23-03-225 MOVED by Councillor Peters

That Council move into a closed meeting at 11:41 a.m. to discuss the following:

- 4.a) 2023 Line Painting Program Request for Proposals Review *(FOIP Sections 23, 24, 25 and 27)*
- 4.b) 2023 Crack Filling Program Request for Proposals Review *(FOIP Sections 23, 24, 25 and 27)*

CARRIED

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

- All Councillors Present
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Michael Stamhuis, Interim Director of Operations
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

MOTION 23-03-226 MOVED by Councillor Smith

That Council move out of a closed meeting at 12:03 p.m.

CARRIED

CLOSED MEETING: 4. a) 2023 Line Painting Program Request for Proposals Review

MOTION 23-03-227 MOVED by Councillor Braun

That the 2023 Line Painting Program Request for Proposals be authorized for issuance in accordance with the documents as amended.

CARRIED

CLOSED MEETING: 4. b) 2023 Crack Filling Program Request for Proposals Review

MOTION 23-03-228 **MOVED** by Councillor Braun

That the 2023 Crack Filling Program Request for Proposals be authorized for issuance in accordance with the documents as amended.

CARRIED

Reeve Knelsen recessed the meeting at 12:05 p.m., Councillor Peters and Councillor Wardley left the meeting at 12:06 p.m. and Reeve Knelsen reconvened the meeting at 12:45 p.m.

TENDERS: 5. a) Roadside Mowing

MOTION 23-03-229 **MOVED** by Councillor Bateman

That the Roadside Mowing Tender – Envelope #1 be opened.

CARRIED

| Bidder | Qualifying Documents |
|---------------|----------------------------------|
| William Wolfe | All required documents included. |

MOTION 23-03-230 **MOVED** by Councillor Braun

That the Roadside Mowing Tender - Envelope #2 be opened for the qualified bidder.

CARRIED

MOTION 23-03-231 **MOVED** by Councillor Bateman

That the Roadside Mowing Tender be returned to the unqualified bidder.

CARRIED

MOTION 23-03-232 **MOVED** by Councillor Derksen

That the Roadside Mowing Tender be re-advertised.

CARRIED

Councillor Wardley rejoined the meeting at 1:03 p.m.

PUBLIC HEARINGS: 6. 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”

Reeve Knelsen called the public hearing for Bylaw 1280-23 to order at 1:03 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1280-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed. Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M from Agricultural “A” to Rural Industrial General “RIG”

Caitlin Smith, Director of Planning & Agriculture presented the following:

Administration has received a request 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 salvage yard 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.

The proposed Bylaw was presented for first reading by Council on February 7, 2023 where the following motion was made:

MOTION 23-02-132 **MOVED** by Councillor Wardley

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.

CARRIED

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1280-23.

- *The neighbouring residences have had no complaints? We did not receive any complaints.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1280-23. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1280-23. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1280-23 at 1:05 p.m.

MOTION 23-03-233 **MOVED** by Councillor Braun

That second 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" to accommodate a salvage yard.

CARRIED

MOTION 23-03-234 **MOVED** by Councillor Cardinal

That third 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" to accommodate a salvage yard.

CARRIED

COMMUNITY SERVICES:

10. a) Campground Caretakers – Request for Proposal Review

MOTION 23-03-235

MOVED by Councillor Braun

That Administration move forward with Request for Proposals for Campground Caretakers to operate Machesis Lake and Wadlin Lake for the 2023 season.

CARRIED

GENERAL REPORTS:

8. a) Mitigation (Standing Item)

MOTION 23-03-236

MOVED by Councillor Cardinal

That the Mitigation discussion be received for information.

CARRIED

DELEGATIONS:

7. a) Alberta Environment and Protected Areas – Fish and Wildlife Stewardship

MOTION 23-03-237

MOVED by Councillor Bateman

That the Alberta Environment and Protected Areas – Fish and Wildlife Stewardship presentation be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 2:36 p.m., Councillor Wardley left the meeting at 2:36 p.m. and Reeve Knelsen reconvened the meeting at 2:56 p.m.

CLOSED MEETING:

4. a) Closed Meeting

MOTION 23-03-238

MOVED by Councillor Bateman

That Council move into a closed meeting at 2:56 p.m. to discuss the following:

4.c) CAO Report (*FOIP Sections 16, 17, 23, and 24*)

4.d) Inter Municipal Agreement (*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 excluding Councillor Driedger, Councillor Peters and Councillor Wardley
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Jennifer Batt, Director of Finance
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Jennifer Batt, Director of Finance and Louise Flooren, Manager of Legislative & Support Services/Recording Secretary left the closed meeting at 3:27 p.m.

MOTION 23-03-239

MOVED by Councillor Bateman

That Council move out of a closed meeting at 4:16 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 4:16 p.m. and reconvened the meeting at 4:23 p.m.

CLOSED MEETING: 4. c) CAO Report

MOTION 23-03-240 **MOVED** by Councillor Cardinal

That the CAO Report be received for information.

CARRIED

CLOSED MEETING: 4. d) Inter Municipal Agreement

MOTION 23-03-241 **MOVED** by Councillor Bateman

That the North Service Area Water Supply Agreement be approved as presented.

CARRIED

**AGRICULTURE
SERVICES:**

9. a) Amendment to ASB021 Weed Control Policy

MOTION 23-03-242

MOVED by Councillor Bateman

That ASB021 Weed Control Policy be approved as presented.

CARRIED

**COMMUNITY
SERVICES:**

10. b) Pheasant Release Program

MOTION 23-03-243

MOVED by Councillor Bateman

That administration continues to develop the Mackenzie County Pheasant Release Program with the assistance of other Stakeholders/Sponsors and bring back findings prior to the 2024 budget deliberations.

CARRIED

**COMMUNITY
SERVICES:**

10. c) Bylaw 1166-20 -Dog Control (ADDITION)

MOTION 23-03-244
Requires Unanimous

MOVED by Councillor Cardinal

That the Bylaw 1166-20 Dog Control be received for information.

CARRIED UNANIMOUSLY

FINANCE:

11. a) Bylaw 1282 – 23 To Amend the Mackenzie County Fee Schedule Bylaw

MOTION 23-03-245

MOVED by Councillor Braun

That first reading be given to Bylaw 1282-23 being a Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED

MOTION 23-03-246

MOVED by Councillor Derksen

That second reading be given to Bylaw 1282-23 being a Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED

MOTION 23-03-247
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That consideration be given to go to third and final reading of Bylaw 1282-23 being a Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED UNANIMOUSLY

MOTION 23-03-248

MOVED by Councillor Cardinal

That third and final reading be given to Bylaw 1282-23 being a Fee Schedule Bylaw amendment for Mackenzie County as amended.

CARRIED

FINANCE:

11. b) Blue Hills Road 2022 Capital Budget Amendment - Gravel

MOTION 23-03-249
Requires 2/3

MOVED by Councillor Bateman

That the 2022 Capital Budget for the Blue Hills - Road Rebuild and Section Repairs project be amended by \$40,911 with funding coming from the Road Reserve.

CARRIED

MOTION 23-03-250
Requires 2/3

MOVED by Councillor Smith

That administration investigate options to secure County owned and leased gravel pits, and provide an update at a future Committee of the Whole meeting.

CARRIED

**PROJECTS &
INFRASTRUCTURE:**

12. a) Bylaw 1288-23 Business Incentive

MOTION 23-03-251

MOVED by Councillor Braun

That the first reading be given to Bylaw 1288-23 Mackenzie County Business Incentive Bylaw.

CARRIED

MOTION 23-03-252 **MOVED** by Councillor Smith

That the second reading be given to Bylaw 1288-23 Mackenzie County Business Incentive Bylaw.

CARRIED

MOTION 23-03-253 **MOVED** by Councillor Cardinal
Requires Unanimous

That consideration be given to go to the third reading of Bylaw 1288-23 being the Mackenzie County Business Incentive Bylaw, at this meeting.

CARRIED UNANIMOUSLY

MOTION 23-03-254 **MOVED** by Councillor Cardinal

That the third and final reading be given to Bylaw 1288-23 being the Mackenzie county Business Incentive Bylaw.

CARRIED

OPERATIONS: **13. a) Review of Options for 27th Baseline Road Project**

MOTION 23-03-255 **MOVED** by Councillor Bateman

That the 27th Baseline Road Reconstruction Tender be rejected as all proponents were not within budget.

CARRIED

UTILITIES: **14. a) None**

**PLANNING &
DEVELOPMENT:** **15. a) None**

ADMINISTRATION: **16. a) County of Northern Lights – News Release**

MOTION 23-03-256 **MOVED** by Councillor Bateman

That the County of Northern Lights – News Release discussion be received for information.

CARRIED

ADMINISTRATION: 16. b) High Level Agricultural Society – 53rd Annual High Level Rodeo Sponsorship Request

MOTION 23-03-257 **MOVED** by Councillor Cardinal

That Mackenzie County sponsor the High Level Agricultural Society's 53rd Annual High Level Rodeo in the amount of \$2,180.

CARRIED

ADMINISTRATION: 16. c) Procurement Process

MOTION 23-03-258 **MOVED** by Deputy Reeve Sarapuk

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as discussed.

CARRIED

ADMINISTRATION: 16. d) Change in Council Meeting Dates

MOTION 23-03-259 **MOVED** by Councillor Braun

That the following changes and additions for Council meetings be authorized:

- May 24, 2023 – Regular Council Meeting change to May 31, 2023
- March 15, 2023 – Capital Plan Workshop
- March 16, 2023 – Committee of the Whole Meeting and a Mackenzie County Emergency Advisory Committee

CARRIED

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

MOTION 23-03-260 **MOVED** by Councillor Bateman

That the Waste Collection Program rates for Fort Vermilion in Bylaw 1277-23 Fee Schedule be deferred until the program is implemented.

CARRIED

MOTION 23-03-261 **MOVED** by Councillor Cardinal

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

CARRIED

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

MOTION 23-03-262 **MOVED** by Councillor Braun

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

CARRIED

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

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

Committee of the Whole Meeting
March 16, 2023
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
March 28, 2023
10:00 a.m.
Fort Vermilion Council Chambers

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

ADJOURNMENT: **22. a) Adjournment**

MOTION 23-03-263 **MOVED** by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 5:43 p.m.

CARRIED

These minutes will be presented for approval at the March 29, 2023 Regular Council Meeting.

Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | TENDERS Roadside Mowing |

BACKGROUND / PROPOSAL:

The Roadside Mowing Tenders were re advertised due to all bid submissions being disqualified at the March 7, 2023 Regular Council Meeting.

As the Roadside mowing contracts expired in 2022, administration and the Agricultural Service Board prepared and advertised an Invitation to Tender for the 2023 to 2025 Roadside Mowing, with a one year option. The contractor have the opportunity to bid on 4 different geographical areas.

Administration reached out to La Prairie to inquire if it would be financially beneficial for Mackenzie County to have La Prairie mow some of our more remote roads directly off Provincial Highways such as Zama Access road, Wadlin Lake road, and the Chateh Bypass road.

La Prairie does not do their mowing in house, but rather higher a third party contractor. . If La Prairie was to add our roads to their mowing contract, they stated that it would likely cost us more than having our contactors mow these remote roads. La Prairie has already to committed to mowing so many hectares this year, that they would not be able to commit to taking on more. Also, La Prairie mows later in the fall, where as we like to mow mid summer (after the sprayers have gone through) for better weed control.

The Tender submission deadline was March 28, 2023 at 4:30 PM.

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

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

COSTS & SOURCE OF FUNDING:

2023 Operating Budget.

Previous mowing contracts were as follows;

| | 2019 | 2020 | 2021 | 2022 |
|----------------------|-------------|-------------|-------------|-------------|
| High Level/Zama | \$102, 250 | \$46,000 | \$104,250 | \$43,500 |
| Rocky Lane/Fort V. | \$63,000 | \$38,500 | \$63,250 | \$35,000 |
| LaCrete/88 Connector | \$29,000 | \$69,000 | \$29,000 | \$66,300 |
| Blue Hills/Tompkins | \$32,500 | \$70,000 | \$36,000 | \$75,202 |

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Roadside Mowing Tenders – Envelope #1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Roadside Mowing Tenders be returned to the senders without opening Envelope #2.

Motion 3:

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

Simple Majority Requires 2/3 Requires Unanimous

That the Roadside Mowing Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That administration review the Roadside Mowing Tenders and bring back findings later in the meeting.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Roadside Mowing contract be awarded to the lowest bidder(s) while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | TENDER Agricultural Land Lease – Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station) |

BACKGROUND / PROPOSAL:

Request for Proposals were advertised for an Agricultural Land Lease on Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station)

This property is approximately 6.5 acres of Brome/Alfalfa mixed hay land put out for a 3 year lease.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The Agricultural Land Leases Request for Proposal was advertised in the local newspaper and social media.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Land Lease for Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station) Request for Proposals be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Land Lease for Plan 1020707; Block 1; Lot 2 (Buffalo Head Truck Fill Station) be awarded to the highest bidder.

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | TENDER Agricultural Land Lease – NW 14-106-15-W5M (La Crete Lagoon) |

BACKGROUND / PROPOSAL:

Request for Proposals were advertised for an Agricultural Land Lease NW 14-106-15-WM (La Crete Lagoon)

This property is approximately 16 acres of Brome hay land put out for a 3 year lease.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

The Agricultural Land Leases Request for Proposal was advertised in the local newspaper and social medial.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Land Lease for NW 14-106-15-W5M (La Crete Lagoon) Request for Proposals be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Land Lease for NW 14-106-15-W5M (La Crete Lagoon) be awarded to the highest bidder.

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Michael Stamhuis, Interim Director of Operations |
| Title: | Review of Proposals – Crack Filling 2023 |

BACKGROUND / PROPOSAL:

Administration prepared and advertised the “Request for Proposal – Crack Filling 2023”. Proposals were received up to March 28, 2023 and are scheduled for opening and review at the March 29, 2023 regular meeting of Council.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2023 Operating Budget.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

All Proponents would be notified and the selected proponent will be offered a contract in accordance with the Proposal Call.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

Author: M. Stamhuis **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Michael Stamhuis, Interim Director of Operations |
| Title: | Review of Proposals – Line Painting 2023 |

BACKGROUND / PROPOSAL:

Administration prepared and advertised the “Request for Proposal – Line Painting 2023”. Proposals were received up to March 28, 2023 and are scheduled for opening and review at the March 29, 2023 regular meeting of Council.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2023 Operating Budget.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

All Proponents would be notified and the selected proponent will be offered a contract in accordance with the Proposal Call.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

Author: M Stamhuis **Reviewed by** _____ **CAO** _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Don Roberts, Director of Community Services |
| Title: | TENDER Machesis Lake Campground Caretaker |

BACKGROUND / PROPOSAL:

March 7th Council made the following

Motion 23-03-235

That Administration move forward with Request for Proposals for Campground Caretakers to operate Machesis Lake and Wadlin Lake for the 2023 season.

Machesis Lake Campground Caretaker was advertised and tender submissions were due at the Fort Vermilion County office, March 28, 2023 at 4:30 p.m.

OPTIONS & BENEFITS:

Proposals will be evaluated on the following criteria:

| Evaluation Criteria | Weight | Score |
|--|-------------|-------|
| Equipment | 15% | |
| Experience | 15% | |
| Additional services offered to the public | 20% | |
| Proposal Cost | 50% | |
| TOTAL | 100% | |

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Don Roberts, Director of Community Services |
| Title: | TENDER Wadlin Lake Campground Caretaker |

BACKGROUND / PROPOSAL:

March 7th Council made the following

Motion 23-03-235

That Administration move forward with Request for Proposals for Campground Caretakers to operate Machesis Lake and Wadlin Lake for the 2023 season.

Wadlin Lake Campground Caretaker was advertised and tender submissions were due at the Fort Vermilion County office, March 28, 2023 at 4:30 p.m.

OPTIONS & BENEFITS:

Proposals will be evaluated on the following criteria:

| Evaluation Criteria | Weight | Score |
|--|-------------|-------|
| Equipment | 15% | |
| Experience | 15% | |
| Additional services offered to the public | 20% | |
| Proposal Cost | 50% | |
| TOTAL | 100% | |

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

COSTS & SOURCE OF FUNDING:

2023 Operating Budget

SUSTAINABILITY PLAN:

Strategy C1.2:

Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves, • identify opportunities for increased usage, increased revenues and decreased costs, • ensure optimal use of funds;
- identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

COMMUNICATION/PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That Wadlin Lake Campground Caretaker Tenders – Envelope 1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That the Communities Services Committee reviews the Wadlin Lake Campground Caretaker Tenders and provide a recommendation to Council for awarding at a future Council meeting.

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | PUBLIC HEARING Land Use Bylaw Amendment to Rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A” |

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”. This lot is 9.09 acres and is located in rural High Level.

The land owner purchased the lot in 2013 with the belief that it was zoned Agricultural “A” and recently discovered that it had been rezoned to Rural Country Residential 1 “RCR1” in 1997.

The land owner wishes to rezone back to Agricultural “A” as she would like have livestock on the property that is more than what is permitted within the Rural Country Residential 1 “RCR1” zoning.

Currently this lot contains a large cabin/dwelling and a dug out.

The remainder of the quarter section consists of 9 acres zoned Agricultural with a residential yard site, 68 acres zoned Forestry that is vacant and 58 acres zoned Rural Country Residential 1 that is also vacant.

This rezoning meets the current regulations in the Land Use Bylaw.

Proposed Bylaw 1281-22 was presented to the Municipal Planning Commission on February 9, 2023 where the following motion was made:

MPC 23-02-019

MOVED by Andrew O'Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-23 being a Land Use Bylaw

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

Amendment to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, subject to public hearing input.

CARRIED

The proposed Bylaw was presented for first reading by Council on February 28, 2023 where the following motion was made:

MOTION 23-02-188 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1281-23 being a Land Use Bylaw Amendment to rezone Plan 972 3735; Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Costs consisted of advertising the Public Hearing and adjacent landowner letters which were borne by the applicant.

SUSTAINABILITY PLAN:

Goal N3 Optimal use is made of Country 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:

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

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1281-23 being a Land Use Bylaw Amendment to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, in order to accommodate additional livestock.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1281-23 being a Land Use Bylaw Amendment to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, in order to accommodate additional livestock.

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

BYLAW NO. 1281-23
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 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”.

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:

Plan 972 3735, Lot 2

Within Mackenzie County, be rezoned from Rural Country Residential 1 “RCR 1” to Agricultural “A” as outlined in Schedule “A” hereto attached.

READ a first time this 28th day of February, 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.

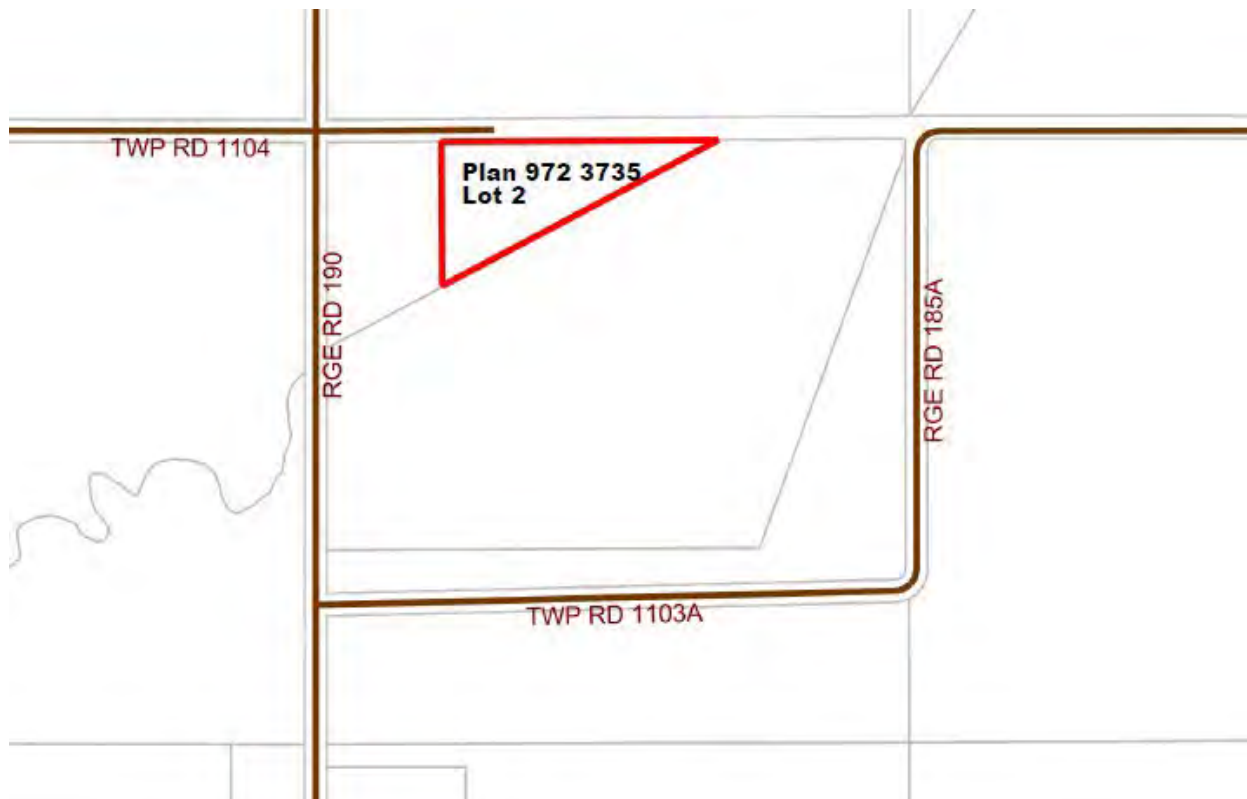
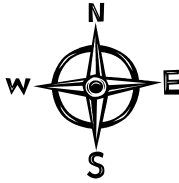
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1281-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 972 3735, Lot 2 within Mackenzie County, be rezoned:



FROM: Rural Country Residential 1 "RCR1"
TO: Agricultural "A"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Complete only if different from Applicant

| | | |
|--|-------|------|
| Name Of Applicant <u>Eva Krahn - Richmond</u> | | |
| Address: | | |
| City/Town | | |
| Postal Code | Phone | Cell |
| | | |
| Applicant Email | | |

| | | |
|---|-------|------|
| Name of Registered Owner <u>Same</u> | | |
| 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 | 19 | 110 | 18 | 5 | | 9723735 | — | 2 |

Civic Address: 18569 TWP RD 1104

Land Use Classification Amendment Proposed:

From: Rural Country Residential "RCR1" To: Agricultural "A"

Reasons Supporting Proposed Amendment:

When we purchased the property we looked on the mo website on zoning, and again just looked 4 days ago, it has always said that its agricultural, however now looking through files came across that it a CRI property, wanting to switch to what we thought we purchased.

I have enclosed the required application fee of: 854.96 Receipt No.: 291216

Applicant Signature

Jan 31, 2023
Date

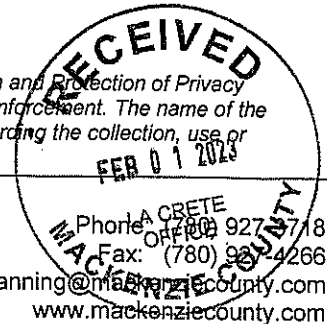
Registered Owner Signature

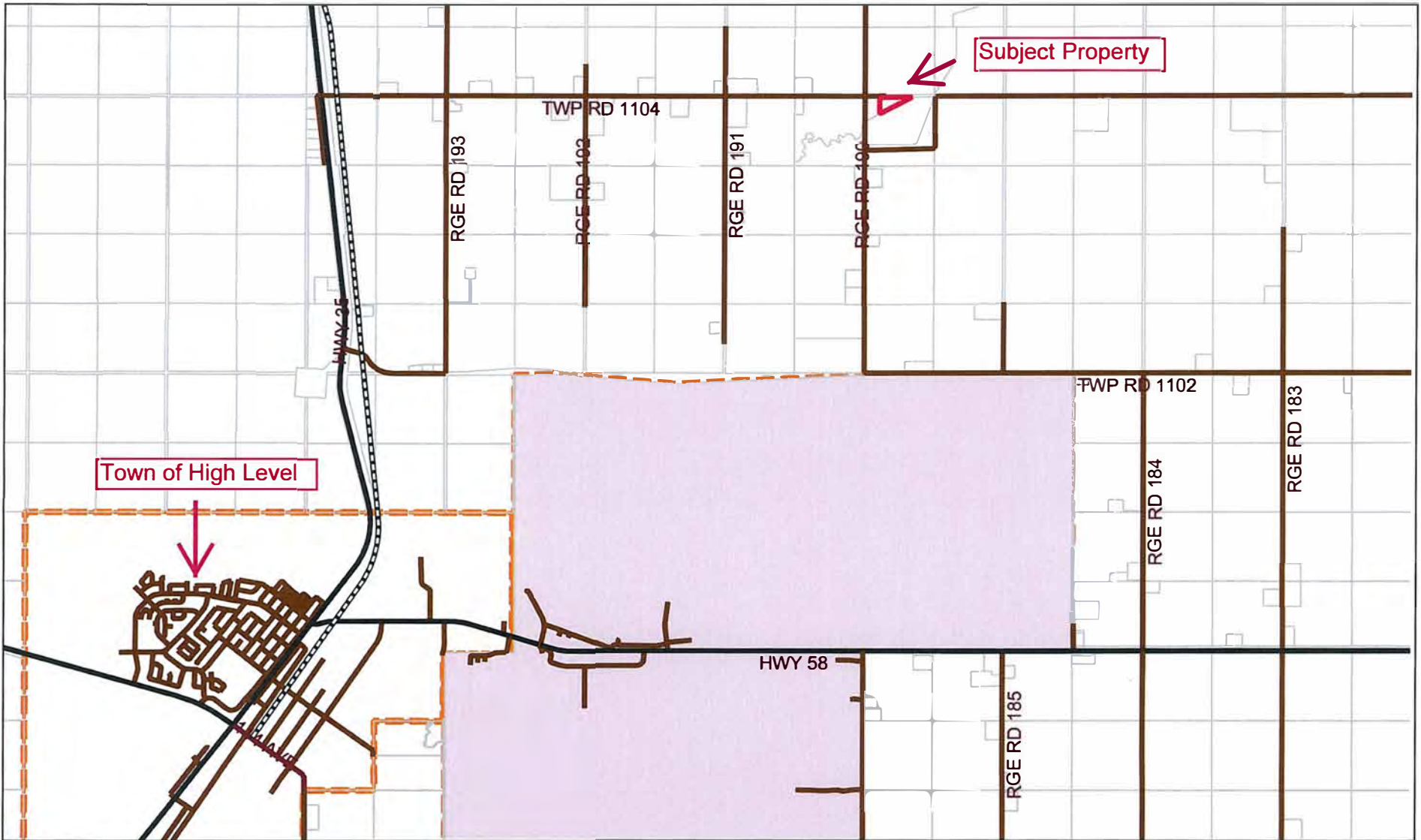
Date

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.

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



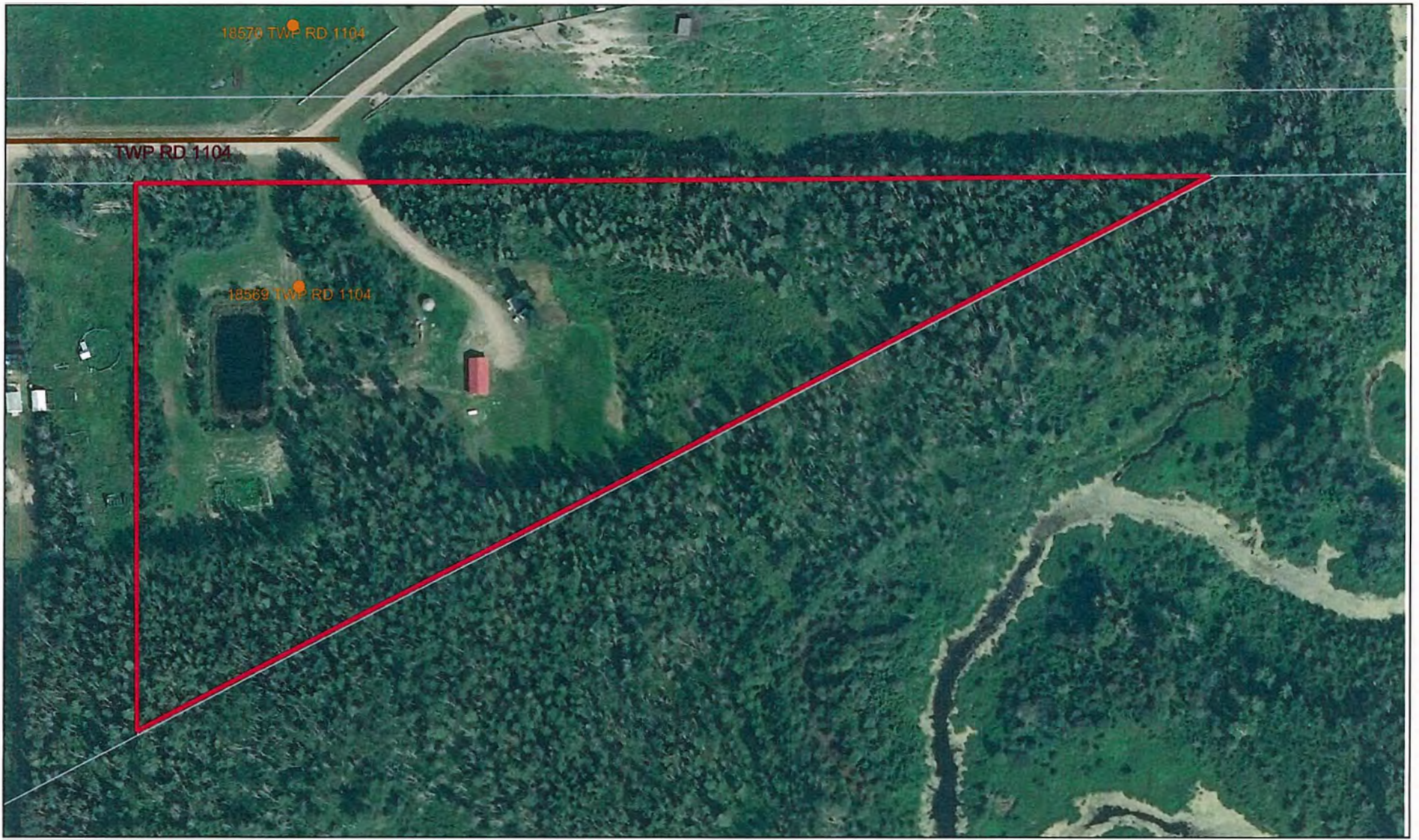


Scale 1: 64,514

1 Mi
1 Km



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Scale 1: 1,935



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Mackenzie County

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

BYLAW 1281-23

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: | March 29, 2022 |
| Presented By: | Byron Peters, Interim Chief Administration Officer |
| Title: | DELEGATION Alberta Wildfire – Kevin Hunt, Wildfire Prevention Officer (11:45 a.m.) |

BACKGROUND / PROPOSAL:

Alberta Forestry will be presenting their spring presentation and discussions for the upcoming wildfire season.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Presentation from Alberta Forestry be received for information.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2022 |
| Presented By: | Byron Peters, Interim Chief Administration Officer |
| Title: | DELEGATION Ray Toews – Renaming of the La Crete Airport (1:15 p.m..) |

BACKGROUND / PROPOSAL:

Ray Toews will be joining the meeting via zoom to discuss renaming the La Crete Airport.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Renaming of the La Crete Airport discussion be received for information.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Landon Driedger, Agricultural Fieldman |
| Title: | Veterinary Services Incorporated Subsidy Increase |

BACKGROUND / PROPOSAL:

Mackenzie County participates in the Veterinary Services Incorporated (VSI) Program. This is a Provincial subsidy program that subsidizes approved agricultural livestock veterinary procedures at a rate of 50%. Mackenzie County subsidizes large animal producers by contributing funds to the VSI program. The participating veterinarians invoices the livestock producer 50% of the approved procedure cost, and then invoices the VSI program for the remaining 50%.

Mackenzie County has always provided 50/50 percent support to the VSI program. This level of support is decided at the Annual General Meeting that Mackenzie County’s VSI representative attends. However, there are different levels of support that could be provided going forward. Some municipalities choose to have 60% livestock producer and 40% municipal support or install caps on certain procedures to reduce cost.

The 2023 budget for the VSI program is \$65,000. The contracted amount for 2023 is \$73,400, this amount also includes a \$1,400 deficit from 2022. The VSI Board of Directors approved a 3% increase in the fees for 2023 and also a 10% contingency. This, along with an increase in livestock producers in Mackenzie County has led to a financial shortfall of \$8,400.

OPTIONS & BENEFITS:

Participating in the VSI program assists Mackenzie County’s livestock producers with veterinary costs.

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

These additional funds will prevent an interruption in the VSI program in 2023.

COMMUNICATION:

Invoice is attached.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2023 operating budget be amended by \$8,400 for the Veterinary Services Incorporated program with funding coming from the General Operating Reserve.

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

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 137

FAIRVIEW AB T0H 1L0

PH 780-835-5440

vsiservices16@gmail.com

January 28, 2023

Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

INVOICE

| | | |
|----------------------------|----|------------------------|
| 2023 VSI Requisition | \$ | 72,000.00 |
| Plus Deficit Dec. 31, 2022 | | <u>1,400.00</u> |
| Balance Owing | | 73,400.00 |

Note: The VSI Board of Directors approved a 3.0% increase in fees for 2023, after realigning the 2022 VSI schedule with that of the 2022 ABVMA fee schedule. They also recommended that the 2022 requisition should include a 10% contingency to help ensure that participating jurisdictions don't have to deal with additional requests for funds after their budgets have been finalized.

As a result of these two decisions your 2023 requisition is 18.0% higher than your total claims for 2022 plus an estimated amount for net administrative costs based on these costs for 2022. Your requisition has been rounded to the nearest \$500.00 and your equity balance has been rounded to the nearest \$100.

Although this requisition is not due until March 31st it would be very helpful if payment could be received by the end of February

Thank you,

Yours sincerely

Rik Vandekerkhove DVM
Manager

Cc: Grant Smith
Colleen Sarapuk



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29th, 2023 |
| Presented By: | Don Roberts, Director of Community Services |
| Title: | Appointment of Deputy Fire Chief – La Crete Fire Department |

BACKGROUND / PROPOSAL:

In January the La Crete Fire department held elections for the position of Chief and Deputy Chief and made recommendations to Council.

Council made the following:

MOTION 23-02-123 That Philip Krahn be appointed as the La Crete Deputy Fire Chief for a 2-year term, effective February 7, 2023.

On March 20th Administration received a letter from Deputy Chief Philip Krahn expressing his immediate resignation from the Fire Department. He expressed "...the best decision for myself and my family at this time"

Administration set an election date for March 27th at the La Crete fire hall and will be bringing the recommendation to Council.

(Handout)

OPTIONS & BENEFITS:

That Council supports the Fire Departments recommendation.

COSTS & SOURCE OF FUNDING:

Operational budget. No impact.

SUSTAINABILITY PLAN:

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

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:

Simple Majority Requires 2/3 Requires Unanimous

That _____ be appointed as the La Crete Deputy Fire Chief for a 2-year term, effective March 29th, 2023

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Jennifer Batt, Director of Finance |
| Title: | Fort Vermilion Seniors Center – Funding Request |

BACKGROUND / PROPOSAL:

Administration received a capital request from the Fort Vermilion Seniors Center during budget deliberations in October of 2019 for the 2020 budget year. The request was for \$12,000 to install/fix the flooring in the Seniors Centre, located in the Fort Vermilion Board of Trade Building, for which a quote was provided with the 2020 Grant Application Package that was submitted to administration.

No grant application was received from the Fort Vermilion Seniors Center for the 2021, or 2022 budget years, however an operating grant was granted in the 2021 operating year but not the 2022 operating year at budget time.

In May of 2022, administration received an email from the senior’s center requesting to meet with Council to discuss their oversight on submitting a 2022 grant application, which resulted in the below motion.

MOTION 22-06-423 MOVED by Councillor Cardinal

That the 2022 Operating Budget be amended to include \$6000 for the Fort Vermilion Seniors Club with funding coming from the Grants to Other Organizations Reserve.

CARRIED

On March 10, 2023, administration received a letter (attached) from the Fort Vermilion Seniors Center stating that the 2020 capital project that they received \$12,000 in funding from the County had a final billing of \$22,000 which resulted in the seniors center obtaining a loan to pay off the remaining balance. The Seniors Club states that they do not have the necessary funds to repay the loan and is requesting assistance from the County to pay the cost overage.

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

OPTIONS & BENEFITS:

Option #1

Recommend that the Fort Vermilion Senior Center undertake fundraising to assist in funding the shortfall.

Option #2

Recommend that the Fort Vermilion Senior Center approach the property owner to assist in the upgrade expense.

Option #3

Recommend that the Fort Vermilion Senior Center do a combination of Option #1 & #2 as the County is not able to assist in additional funding.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate Council decision to Fort Vermilion Seniors Center Chair.

POLICY REFERENCES:

FIN013 Community Organization Funding

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Option #1

That Council recommends that the Fort Vermilion Senior Center undertake fundraising to assist in funding the shortfall.

Option #2

That Council recommends that the Fort Vermilion Senior Center approach the property owner to assist in the upgrade expense.

Option #3

That Council recommends that the Fort Vermilion Senior Center do a combination of fundraising & approaching the property owner to assist in funding the upgrade expense as the County is not able to assist in additional funding.

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

Centre

Fort Vermilion Seniors
4801 River Road
Fort Vermilion, Alberta
T0H 1N0

March 7, 2023

Mackenzie County
Box 640
Fort Vermilion, Alberta T0H 1N0

To : Whom it May Concern

RE: Board of Trade Building

The County granted the Fort Vermilion Seniors \$12,000 in 2020 to fund the repair the Board of Trade building floor. The final billing was almost \$22, 000. The Fort Vermilion Seniors paid the \$12, 000 and obtained a loan for \$9,950 to settle the account. The Fort Vermilion Seniors do not have the necessary funds to repay the above noted loan. Would the County consider an additional grant to cover the shortfall of nearly \$10, 000.

Sincerely,



G. A. Tuews

Treasurer

RECEIVED

MAR 10 2023

FORT VERMILION
OFFICE
MACKENZIE COUNTY



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2022 |
| Presented By: | Jennifer Batt, Director of Finance |
| Title: | Disaster Recovery Program - 2022 Overland Flood Application Approval |

BACKGROUND / PROPOSAL:

Disaster Recovery Program

As reported to Council at previous Council meetings, administration submitted a claim in 2022 for overland flooding due to rapid snow melt starting in late April. This application was under review, and administration is pleased to report that on March 22 , 2022 a letter was received stating that the application and nature of event was accepted.

There remains a question as of this report which administration has requested clarification and amendment on the start date of May 9th, 2022, as Mackenzie County opened the application for April 26th.

As the Chateh road also flooded in 2021 & 2022, administration will continue to work with the Disaster Recovery Program Coordinator on approved repairs, claims required.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Public Safety and Emergency Services - Alberta Emergency Management Agency
 Cost recovery to pre-flood condition

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

Notifying residents that applications under the Disaster Recovery Program are now being accepted for the 2022 overland flood, via social media, newspaper, and if suitable in person.

Applications can be posted on the County's website.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Disaster Recovery Program - 2022 Overland Flood approval report be received for information.

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



ALBERTA

PUBLIC SAFETY AND EMERGENCY SERVICES

Office of the Minister
MLA, Calgary-West

AR 53073

March 21, 2023

Josh Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

Thank you for your May 11, 2022 application requesting Disaster Recovery Program financial assistance for the overland flooding that occurred on May 9, 2022. I am pleased to inform you that Mackenzie County has been approved for a Disaster Recovery Program.

Changes to Disaster Recovery Programs that were announced in 2021 will apply. This includes a 90:10 cost-share formula for municipal and private sector applicants (homeowners and small businesses), along with a cap of \$500,000 and a one-time limit for homeowner applications.

Please note that only those losses and damages for which insurance was not readily and reasonably available at the time of the event are eligible for financial assistance. This includes funding for eligible emergency operations and infrastructure expenditures. Claims for cost submissions, project lists, and other documentation, will be accepted for a period of up to three years after program approval.

A case manager from the Recovery Branch of the Alberta Emergency Management Agency will contact representatives of Mackenzie County to assist with program delivery. Should you require further information regarding your approval for financial assistance, please contact Brenda Fioretti, Director of Community Recovery Services, at 780 718-5101 or via email at brenda.fioretti@gov.ab.ca.

Sincerely,

Honourable Mike Ellis, ECA
Minister

cc: Honourable Rebecca Schulz, Minister Municipal Affairs
Dan Williams, MLA, Peace River

404 Legislature Building, Edmonton, Alberta T5K 2B6, Canada Telephone 780-415-9550
404 Legislature Building, Edmonton, Alberta T5K 2B6, Canada Telephone 780-415-9550
Unit 234, 333 Aspen Glen Landing SW, Calgary, AB T3H 0N6, Canada Telephone 403-216-5439 Fax 403-216-5441
Unit 234, 333 Aspen Glen Landing SW, Calgary, Alberta T3H 0N6, Canada Telephone 403-216-5439 Fax 403-216-5441



ALBERTA

PSES 1-2023

MINISTERIAL ORDER

I, **MICHAEL G. ELLIS**, Minister of Public Safety and Emergency Services for the Province of Alberta, pursuant to section 4 of the Disaster Recovery Regulation, make the order in response to the extraordinary losses and emergency response costs that have resulted from overland flooding triggered by extraordinary snowmelt and severe weather in Mackenzie County and the Paddle Prairie Métis Settlement on May 9, 2022, being the 2022 Northwestern Alberta Floods Disaster Recovery Program.

DATED at the City of Edmonton, in the Province of Alberta, this
17 day of *March*, 2023.

A handwritten signature in black ink, appearing to read "Michael G. Ellis".

**MINISTER OF PUBLIC SAFETY AND EMERGENCY SERVICES
OF THE PROVINCE OF ALBERTA**



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Jennifer Batt, Director of Finance |
| Title: | Disaster Recovery Program – 2020 Update March Report |

BACKGROUND / PROPOSAL:

Administration has submitted 13 projects from the 2020 Overland Flood under the Disaster Recovery Program.

Administration has received 1 additional project funding approval letters (Project 1.4 attached), and 2 projects are currently under review.

| Project # | Project Name | Municipal Claim | Eligible Expense | Difference +/- | Note |
|------------------|--|------------------------|-------------------------|-----------------------|--|
| 1 | Emergency Operations | \$790,530.83 | \$788,444.17 | -\$2,086.66 | 50/50 shared expense on tangible items |
| 1.2 | Temporary Housing | \$1,344,022.03 | \$1,344,022.03 | \$0.00 | N/A |
| 1.3 | Communications | \$230,771.94 | \$230,771.94 | \$0.00 | N/A |
| 4 | Buttertown Road Repair | \$145,000 | \$123,000 | -\$22,000.00 | Additional culverts added to road repair, and access |
| 6 | Beaver Ranch Road | \$406,240.93 | \$406,240.93 | \$0.00 | N/A |
| 9 | Hamlet Ditch Debris removal and Cleaning | \$29,013.98 | \$29,013.98 | \$0.00 | N/A |
| 12 | Atlas Well at La Crete | \$12,164.25 | \$12,164.25 | \$0.00 | N/A |
| 13 | Incremental Staffing | \$127,582.37 | \$127,308.37 | -\$274.00 | Hour calculation |

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

| | | | | | |
|--------------|---|-----------------------|-----------------------|---------------------|---------------|
| 14 | Recovery Contracts | \$198,051.00 | \$198,051.00 | \$0.00 | N/A |
| 24 | Site Preparation and Remediation (Interim Housing) | \$555,395.49 | \$553,446.13 | -\$1,949.36 | Utility costs |
| 1.4 | Engineering, Surveying & Assessment | \$163,240.57 | \$163,240.57 | \$0.00 | N/A |
| TOTAL | | \$4,002,013.39 | \$3,975,703.37 | -\$26,310.02 | |

Administration will continue to update Council when additional Payment Summary reports are received.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Disaster Recovery Program

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2020 Disaster Recovery Program March 2023 update report be received for information.

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

January 31, 2023

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



Dear Jennifer:

**RE: 2020 Northern Alberta Spring Flooding Disaster Recovery Program
- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$163,250.57. As you have a remaining advance of **\$1,187,537.20**, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

| Project Number | Project Description | Amount Submitted | Amount Eligible |
|----------------|---|---------------------|---------------------|
| 1.4 | Engineering, Surveying and Assessment Reports | \$163,240.57 | \$163,240.57 |
| Total | | \$163,250.57 | \$163,250.57 |

| | |
|--|-----------------------|
| Outstanding Advance | \$1,187,537.20 |
| Advance Outstanding after current reconciliation | \$1,024,296.63 |
| Total Payment Forthcoming | 0.00 |

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

Attachments



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Louise Flooren, Manager of Legislative and Support Services |
| Title: | Councillor Expense Claims |

BACKGROUND / PROPOSAL:

Councillor Honorarium and Expense Claims are reviewed by Council on a monthly basis.

A copy of the following Councillor Honorarium and Expense Claims will be presented at the meeting:

- February – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1272-22 Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Councillor Expense Claims for February 2023 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Louise Flooren, Manager of Legislative and Support Services |
| Title: | Members at Large Expense Claims |

BACKGROUND / PROPOSAL:

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Members at Large Expense Claims will be presented at the meeting:

| Name | Board/Committee | Month |
|------------------------|--------------------------------------|-----------------------|
| Anthony Peters | Municipal Planning Commission | February |
| Joseph Peters | Municipal Planning Commission | February |
| Andrew O'Rourke | Municipal Planning Commission | February |
| Erik Carter | Municipal Planning Commission | February/March |
| Tim Driedger | Municipal Planning Commission | February/March |

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Operating Budget.

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1272-22- Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Member at Large Expense Claims for February 2023 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Byron Peters, Interim Chief Administrative Officer |
| Title: | 2023 One Time Project Budget Amendment –Recreational Dispositions |

BACKGROUND / PROPOSAL:

Administration has been given direction to proceed with acquiring formal Dispositions necessary for additional recreational areas around Mackenzie County (all on Crown land). This project will include multiple formal disposition applications for both snowmobile trails and day use areas. There are many components to these applications, therefore to accomplish this work, the County will be required to work with many different agencies.

Any new proposed-disposition requires the following (but is not limited to):

- Sketch or Survey Plans for the proposed site or access road/trail
- Obtain consents for overlapping or nearby dispositions where necessary
- For shared road-use of existing roads, may be expected to secure road use agreements with other disposition holders, with the option to potentially take some of these roads over
- Complete Indigenous consultation as directed by the Aboriginal Consultation Office as per guidelines and policy

OPTIONS & BENEFITS:

Acquiring these dispositions will secure access to Crown lands and offer more recreational opportunities for the residents of Mackenzie County.

COSTS & SOURCE OF FUNDING:

Expenses may include surveying, legal, consultants' fees and Alberta's Forestry, Parks, and Tourism charges for digital integrated mapping and in some cases timber damages.

Author: S Gibson **Reviewed by:** R. Wolfe/J Batt **CAO:** B Peters

Digital Integrated Disposition mapping program fees are \$125.00 per new application and \$50.00 per amendment or renewal plan.

Other costs that may occur, but not limited to, are:

- Wildlife surveys or sweeps - costs vary depending on factors such as scale of the survey or sweep, location and geography of location and time of year they are conducted. Example cost: Atlas Well was quoted from \$2,500 to \$2,800 for a small-scale sweep for April.
- Historical resources applications
- Other environmental assessments such as watercourse crossings or vegetation

Current expenditures for surveying and land agent consultation for this project are in excess of \$20,000. The invoices received to date are for individual sketch plans for eight (8) proposed sites, and cost of hiring a lands agent to obtain agreements with oil & gas companies for shared use of their existing road dispositions. Invoices for the sketch plans for the snowmobile trails on cutlines have not yet been received (expecting 5 individual sketches).

With the amount of unknown costs that may occur, there is the probability that another budget amendment will be required for the 2023 budget.

SUSTAINABILITY PLAN:

Goal C3 Enhance the existing campgrounds in Mackenzie County.

Strategy C3.1 Work with stakeholders to enhance and expand recreational opportunities.

Strategy E8.2 Investigate the County's ability to acquire the LOCs and to operate the road as a public use road.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 One Time Project Budget be amended by \$125,000 to include Recreational Dispositions, with funding coming from the General Operating Reserve.

Author: S Gibson **Reviewed by:** R. Wolfe/J Batt **CAO:** B Peters

Form B - Capital Budget Template: Non-Growth Related Projects

MACKENZIE COUNTY
CAPITAL PROJECT JUSTIFICATION SHEET
2019 TO 2028 CAPITAL FORECAST

NEW PROJECT

CARRY OVER PROJECT

PROJECT Recreational Dispositions

| | | | | | |
|------------|----------------|-----------|------|----------------------------|-----------|
| DEPARTMENT | Administration | PROJECT # | | CHANGE OF LEVEL OF SERVICE | No change |
| LOCATION | | PRIORITY | High | NEW OR REPLACEMENT ASSET | New asset |
| | | # | | EXPECTED LIFE OF ASSET | |

| | |
|------------------|--|
| DESCRIPTION | Acquiring Formal Dispositions for areas within Mackenzie County for recreational purposes. |
| NEED FOR PROJECT | To expand recreational use for the the public to access. |
| ADDITIONAL INFO | |

| ANNUAL IMPACT ON CURRENT OPERATING BUDGET FOR MAINTENANCE AND OPERATIONS | | | PRIORITY CRITERIA | | | | | |
|--|----------|----------|---------------------------|-------------------------------------|---------------------------------|-------------------------------------|--------------------------------|-------------------------------------|
| | 1st Year | 2nd Year | | | | | | |
| LABOUR | | | MANDATED BY LAW | <input type="checkbox"/> | SOCIAL BENEFIT / COMMUNITY NEED | <input checked="" type="checkbox"/> | ASSET MANAGEMENT | <input type="checkbox"/> |
| PURCHASED MATERIALS | | | PREVIOUSLY COMMITTED | <input type="checkbox"/> | HIGH EXTERNAL FUNDING | <input type="checkbox"/> | COORDINATION WITH OTHER AGENCY | <input checked="" type="checkbox"/> |
| PURCHASED SERVICES | | | HEALTH & SAFETY | <input type="checkbox"/> | GROWTH RELATED | <input type="checkbox"/> | ENVIRONMENTAL ISSUES | <input type="checkbox"/> |
| TRSF TO RES / RES FUND | | | FUTURE STRATEGIC PLANNING | <input checked="" type="checkbox"/> | | | | |
| OTHER | | | | | | | | |
| TOTAL OPERATING COST | - | - | | | | | | |
| FINANCING COST | | | | | | | | |
| TOTAL COST | - | - | | | | | | |
| REVENUE | | | | | | | | |
| NET COST | - | - | | | | | | |

| ESTIMATED CAPITAL COST | Previous Years | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Total |
|----------------------------|----------------|---------|------|------|------|------|------|------|------|------|------|---------|
| Predevelopment Costs | - | 125,000 | - | - | - | - | - | - | - | - | - | 125,000 |
| Architect/Engineering Fees | - | - | - | - | - | - | - | - | - | - | - | - |
| Construction | - | - | - | - | - | - | - | - | - | - | - | - |
| Equipment/Furniture | - | - | - | - | - | - | - | - | - | - | - | - |
| Land | - | - | - | - | - | - | - | - | - | - | - | - |
| Contingency/Miscellaneous | - | - | - | - | - | - | - | - | - | - | - | - |
| | - | 125,000 | - | - | - | - | - | - | - | - | - | 125,000 |
| PROPOSED FINANCING | Previous Years | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Total |
| Off-Site Levies | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Tax Levy | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt | - | - | - | - | - | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - | - | - | - | - | - |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Michael Stamhuis, Interim, Director of Operations |
| Title: | Amendment of Dust Control Policy PW009 |

BACKGROUND / PROPOSAL:

Administration has reviewed and amended the policy to update definitions and clarify standards and procedures for this policy.

OPTIONS & BENEFITS:

Copies of the policies are attached for review/approval.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Updated Policies are available on the County website for review.

POLICY REFERENCES:

PW009 Dust Control

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That Dust Control PW009 be amended as presented.

Author: M Wiebe Reviewed by: _____ CAO: _____

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

Mackenzie County

| | | | |
|-------|--------------|------------|-------|
| Title | Dust Control | Policy No: | PW009 |
|-------|--------------|------------|-------|

| | |
|-----------------------|--------------------------------------|
| Legislation Reference | Municipal Government Act, Section 18 |
|-----------------------|--------------------------------------|

| |
|--|
| Purpose |
| To establish the procedures and standards for dust control on municipal roads. |

POLICY STATEMENT AND GUIDELINES

1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

“Senior Citizen Residence” – is a residence where one primary resident is over the age of 65 and is currently residing.

“Applicant” – is the person applying for the Dust Control service, whether the service is for a regular or senior application.

“Dust Control Agents” – are either oil and/or calcium.

“High Traffic Roads” – are those gravel surfaced roads which are through roads or have a minimum of 4 residences that travel past the applicants Applicant’s property, who live within 100 meters from the roadway.

“Proof of Senior Citizen Status” – means providing two pieces of current identification (ID) establishing the age of the applicant or resident receiving the service, as age 65 or older; with one piece of ID being picture identification.

“Property Owners” – are those private residents that own property in the County that is fronted by a municipal road and currently reside when the service is being provided.

“Provincial Highway Standards” – means any public road owned by the Province of Alberta and built to their provincial standards.

“Rural Cemeteries” – are cemeteries that are located outside of the hamlet’s boundaries.

“Secondary Location of Service” – means a second application of Dust

Control completed by the same Applicant and /or Property Owner, for the same land location, at full recovery cost as dictated by the Fee Schedule Bylaw.

“Self-Application” – is when an Applicant or Property Owner applies Dust Control products themselves with no assistance from the County.

2. Dust Control:

- a) The municipality may apply Dust Control at their own cost on an annual basis, provided there is funding in the budget, in the following areas:
 - i) 1 passing zone every 30 km and at major intersections along County roads built to provincial highway standards.
 - ii) Areas where the County identifies a safety concern. i.e. County haul roads, rural intersections.
 - iii) Rural Cemeteries.
- b) The municipality shall consider extending their Dust Control service on municipal roads to Property Owners at a fee established by the Fee Schedule Bylaw on a first come, first serve basis. The length of the Dust Control application shall be a maximum of 200 linear meters for any applicant and/or Property Owner.
- c) If a Secondary Location of Service is requested, a second application will need to be completed and the full cost recovery fee as dictated in the Fee Schedule Bylaw must be paid, regardless if first application was completed under Senior Citizen Status.
- d) Proof of Senior Citizen Status is required by the County. Two pieces of identification documents are required and must be current and have an expiry date. At least one piece of identification is required to be picture ID. If proof of Senior Citizen Status cannot be provided at the time of the application, the Applicant or Property Owner will be required to pay the regular rate with no exception.
- e) Rural commercial/industrial ventures must apply ~~dust-control~~ Dust Control, at their own cost, to problem areas as determined by the municipality. Non-compliance of this policy shall result in the area being serviced by the municipality on a full cost recovery basis.

3. Type of Dust Control Application

- a) Unless approved otherwise, the municipality's ~~dust control agents~~ Dust Control Agents shall be applied once in late spring. The application rate shall be as determined by the municipality.
- b) The municipality shall consider the impact on the environment and the financial resources available when it chooses ~~dust control agents~~ Dust Control Agents. Dust ~~control agents~~ Control Agents must be approved by the appropriate government agency and be used in accordance with any relevant regulations and specifications.
- c) The municipality may authorize petroleum companies to spread oily by-products on municipal roads provided that:
 - (i) the petroleum company has authorization from Alberta Environmental Protection, and other appropriate government agencies,
 - (ii) the application can be coordinated with municipal road maintenance programs, and
 - (iii) the application will not negatively impact the road.
- d) The municipality may authorize private residents to apply ~~dust control~~ Dust Control on municipal roads adjacent to their property, as outlined in the application forms.
- e) Property Owners who wish to apply their own oil Dust Control are required to apply each year.

4. Advertising and Application Process

- a) ~~A notice in the local newspaper~~ Advertising shall occur annually in December and shall advise the ratepayers of this policy, its costs, and the procedure to have a dust control product applied on a road.
- b) Application forms will be accepted from January 1 to April 1 annually. Late applications may be accepted depending on inventory and budget limitations.
- c) After April 1 annually, ratepayers may purchase ~~dust control product~~ Calcium from the municipality, subject to availability, at full cost recovery for ~~self-Self-application~~ Application. ~~Dust control~~ Dust Control product fees are based on the fee established by the Fee

Schedule Bylaw.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 2000-09-05 | 00-489 |
| Amended | 2002-05-07 | 02-314 |
| Amended | 2003-06-12 | 03-387 |
| Amended | 2003-12-02 | 03-588 |
| Amended | 2005-05-25 | 05-285 |
| Amended | 2007-05-08 | 07-426 |
| Amended | 2012-02-13 | 12-02-093 |
| Amended | 2012-06-12 | 12-06-397 |
| Amended | 2015-07-29 | 15-07-507 |
| Amended | 2017-05-09 | 17-05-342 |
| Amended | 2021-02-09 | 21-02-113 |
| Amended | | |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Michael Stamhuis, Interim Director of Operations |
| Title: | Proposal Awarding – Range Road 154 from TWP 1084 to TWP 1090 |

BACKGROUND / PROPOSAL:

Proposals for the Road Improvement Project titled “Range Road 154 from TWP Road 1084 to TWP Road 1090 were opened at the Regular Council meeting of March 7, 2023.

Proposals were received from Boss Bridgeworks Inc. and from Northern Road Builders LP respectively.

Both proposals included the documentation required in the two-envelope process. The following is a description of the evaluation process:

1. Documentation

Both proposals included all of the Envelope 1 documentation required, the insurance coverage details of both proposals were checked against the proposal request requirements.

Northern Road Builders coverage fully met each of the coverage requirements in the Request for Proposals. The Environmental Liability coverage in Boss Bridgeworks proposal is \$1,000,000 rather than the \$2,000,000 designated. Boss Bridgeworks insurance coverage met or exceeded coverage requirements in all other respects.

Given the nature of the project this variation is not considered to be consequential.

2. Ability and Availability to Complete the Work

Both proponents completed all documentation requested and therefore received the maximum mark under these criteria – 100% each.

Author: M. Stamhuis **Reviewed by:** _____ **CAO:** _____

3. Company Experience

Boss Bridgeworks listed two projects with the County. A review with staff indicates that they satisfactorily completed both projects without significant issues. No other projects were listed.

Northern Road Builders listed six projects, three with Mackenzie County and three larger projects with Yellowhead County. They also included a six-page corporate profile that listed senior staff, corporate methodologies and philosophies and project references. A staff review of experience with Northern Road Builders yielded positive comments.

Based on the submissions provided, Boss Bridgeworks were rated at 60% (fully satisfactory) and Northern Road Builders were rated at 90% (exceptional).

4. Supervisor's Experience

Boss Bridgeworks provided the names of two supervisors and indicated that they had worked on the projects listed in their corporate experience table. Left unknown is which roles they had in these projects or how many years of experience each has.

Northern Road Builders provided a single name and indicated that he had 20+ years of experience as a supervisor on similar projects, including five listed projects for Mackenzie County.

Based on the submission, Boss Bridgeworks marginally meets the requirements of this criteria and were rated at 50%. Northern Road Builders proposal exceeds all of the requirements of this criteria and are rated at 80%.

5. Equipment and Equipment Materials Rates

Both proponents provided equipment lists and rates that were very competitive. Northern Road Builders provided an extensive list of all their equipment, which would likely offer more choice in assigning the appropriate pieces to the projects. Boss Bridgeworks have provided their equipment rates without any fuel surcharge.

At the time of proposal submission, the retail rate for diesel fuel was \$160.4 per litre in Fort Vermilion. Should this price increase to more than \$200.5 per litre, Northern Road Builders' equipment rates would increase by about 11%.

Northern Road Builders have provided labour rates that are substantially lower than those of Boss Bridgeworks.

Given these factors, along with low probability of implementation of the fuel surcharge, Boss Bridgeworks have been rated at 70% for their Equipment and a further 70% for their Equipment and Materials Rates. Northern Road Builders have been rated at 80% for both criteria.

Author: M. Stamhuis Reviewed by: _____ CAO: _____

Neither proposal has provided a price for gravel supply, instead relying on the County's source from the Fidler Pit.

RATING SUMMARY:

The rating Summary Sheets are as follows. Boss Bridgeworks have received a total rating of 67 points and Northern Road Builders have been rated at 80 points.

Range Road 154 - Boss Bridgeworks Inc.

| Evaluation Criteria | Mark (%) | Points Available | Subtotal |
|---|-----------------|-------------------------|-----------------|
| Ability and Availability to Complete the Work | 100 | 10 | 10 |
| Company Experience | 60 | 20 | 12 |
| Supervisor's Experience | 50 | 20 | 10 |
| Equipment | 70 | 20 | 14 |
| Equipment and Materials Rate | 70 | 30 | 21 |
| Total Points Available | 100% | 100 | 67 |

Range Road 154 - Northern Road Builders LP

| Evaluation Criteria | Mark (%) | Points Available | Subtotal |
|---|-----------------|-------------------------|-----------------|
| Ability and Availability to Complete the Work | 100 | 10 | 10 |
| Company Experience | 90 | 20 | 10 |
| Supervisor's Experience | 80 | 20 | 12 |
| Equipment | 80 | 20 | 16 |
| Equipment and Materials Rate | 80 | 30 | 24 |
| Total Points Available | 100% | 100 | 80 |

Author: M. Stamhuis Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

The options for this proposal call are as follows:

- Do not proceed with the project
- Award the project to Boss Bridgeworks
- Award the project to Northern Road Builders

COSTS & SOURCE OF FUNDING:

2023 Capital Project budget of \$350,000, including all engineering if required. Supply of gravel from Fittler Pit will be included in this budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Both Proponents would be notified of the outcome of the Proposal Request based on Council’s decision.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Range Road 154 from TWP Road 1084 to TWP Road 1090 project be awarded to the highest scoring proponent while remaining in budget.

Author: M. Stamhuis Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Michael Stamhuis, Interim Director of Operations |
| Title: | Proposal Awarding - Township Road 1102 From Range Road 184 to Range Road 190 |

BACKGROUND / PROPOSAL:

Proposals for the Road Improvement Project title “Township Road 1102 from Range Road 184 to Range Road 190” were opened at the Regular Council Meeting of March 7, 2023.

Two proposals were received for this project from Boss Bridgeworks Inc. and Northern Road Builders LP respectively.

Both proposals included the documentation required in the two-envelope process. The following is a description of the evaluation process:

1. Documentation

Both proposals included all of the Envelope 1 documentation required, the insurance coverage details of both proposals were checked against the proposal request requirements.

Northern Road Builders coverage fully met each of the coverage requirements in the Request for Proposals. The Environmental Liability coverage in Boss Bridgeworks proposal is \$1,000,000 rather than the \$2,000,000 designated. Boss Bridgeworks insurance coverage met or exceeded coverage requirements in all other respects. Given the nature of the project this variation is not considered to be consequential.

2. Ability and Availability to Complete the Work

Both proponents completed all documentation requested and therefore received the maximum mark under these criteria – 100% each.

Author: P Pohl **Reviewed by:** _____ **CAO:** _____

3. Company Experience

Boss Bridgeworks listed two projects with the County. A review with staff indicates that they satisfactorily completed both projects without significant issues. No other projects were listed.

Northern Road Builders listed six projects, three with Mackenzie County and three larger projects with Yellowhead County. They also included a six-page corporate profile that listed senior staff, corporate methodologies and philosophies and project references. A staff review of experience with Northern Road Builders yielded positive comments.

Based on the submissions provided, Boss Bridgeworks were rated at 60% (fully satisfactory) and Northern Road Builders were rated at 90% (exceptional).

4. Supervisor's Experience

Boss Bridgeworks provided the names of two supervisors and indicated that they had worked on the projects listed in their corporate experience table. Left unknown is which roles they had in these projects or how many years of experience each has.

Northern Road Builders provided a single name and indicated that he had 20+ years of experience as a supervisor on similar projects, including five listed projects for Mackenzie County.

Based on the submission, Boss Bridgeworks marginally meets the requirements of this criteria and were rated at 50%. Northern Road Builders proposal exceeds all of the requirements of this criteria and are rated at 80%.

5. Equipment and Equipment Materials Rates

Both proponents provided equipment lists and rates that were very competitive. Northern Road Builders provided an extensive list of all their equipment, which would likely offer more choice in assigning the appropriate pieces to the projects. Boss Bridgeworks have provided their equipment rates without any fuel surcharge.

At the time of proposal submission, the retail rate for diesel fuel was \$160.4 per litre in Fort Vermilion. Should this price increase to more than \$200.5 per litre, Northern Road Builders' equipment rates would increase by about 11%.

Northern Road Builders have provided labour rates that are substantially lower than those of Boss Bridgeworks.

Given these factors, along with low probability of implementation of the fuel surcharge, Boss Bridgeworks have been rated at 70% for their Equipment and a

Author: P Pohl **Reviewed by:** _____ **CAO:** _____

further 70% for their Equipment and Materials Rates. Northern Road Builders have been rated at 80% for both criteria.

Neither proposal has provided a price for gravel supply, instead relying on the County's source from the Fidler Pit.

RATING SUMMARY:

The rating Summary Sheets are attached. Boss Bridgeworks have received a total rating of 67 points and Northern Road Builders have been rated at 80 points.

Township Road 1102 - Boss Bridgeworks Inc.

| Evaluation Criteria | Mark (%) | Points Available | Subtotal |
|---|-----------------|-------------------------|-----------------|
| Ability and Availability to Complete the Work | 100 | 10 | 10 |
| Company Experience | 60 | 20 | 12 |
| Supervisor's Experience | 50 | 20 | 10 |
| Equipment | 70 | 20 | 14 |
| Equipment and Materials Rate | 70 | 30 | 21 |
| Total Points Available | 100% | 100 | 67 |

Township Road 1102 - Northern Road Builders LP

| Evaluation Criteria | Mark (%) | Points Available | Subtotal |
|---|-----------------|-------------------------|-----------------|
| Ability and Availability to Complete the Work | 100 | 10 | 10 |
| Company Experience | 90 | 20 | 10 |
| Supervisor's Experience | 80 | 20 | 12 |
| Equipment | 80 | 20 | 16 |
| Equipment and Materials Rate | 80 | 30 | 24 |
| Total Points Available | 100% | 100 | 80 |

OPTIONS & BENEFITS:

The options for this Proposal Call are as follows:

- Do not award to either proponent.
- Award the project to Boss Bridgeworks.
- Award the project to Northern Road Builders.

COSTS & SOURCE OF FUNDING:

2023 Capital Project - \$250,000.

A total of \$232,700 remains in this budget after initial engineering fees.

If the gravel is to be supplied from Fidler Pit, this expense would be funded from this budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

Both proponents would be notified of the outcome of the Proposal Request based on Council’s decision.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Township Road 1102 from Range Road 184 to Range Road 190 project be awarded to highest scoring proponent while staying within budget.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council |
| Meeting Date: | March 29, 2023 |
| Presented By: | Michael Stamhuis, Interim Director of Operations |
| Title: | Lambert Point Road Ditch Repair |

BACKGROUND / PROPOSAL:

Council has requested that Administration look into the stabilization of a utility pole on Lambert Point Road. The pole was destabilized by erosion of the adjacent ditch and culvert intake. It was deemed imperative to undertake corrective action prior to this spring runoff season.

To undertake repairs, we need to replace the soil in the ditch and around the culvert entrance. The soil would be protected with a layer of rip-rap. This work can't be done properly under frozen conditions even though the protection needs to be in place prior to the melt. The solution is to place the rip rap now to protect the utility pole and arrest the erosion. The rip rap would be removed after the runoff in the ditch has dissipated. The soil would be placed and then the rip rap reused by placing it over the compacted soil layer.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

We have received a quote of \$22,000 from a third party for the work.

We may be able to save some funds by providing and hauling Rip Rap from the Anderson Pit and by sourcing our own surplus soils. We will continue to pursue this option and select it if the saving is significant. The funding would come from either the Operating Budget for Road Repairs, or may be able to be funded by the recently approved 2022 Overland Flood Disaster Recovery Program.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | Bylaw 1284-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A “H-R1A” to Institutional “I” |

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A “H-R1A” to Institutional “I”.

The purpose of the rezoning is allow for future lot consolidation and expansion of the Heimstaed Lodge.

Currently there is a small shed on the property.

The rezoning application was presented to the Municipal Planning Commission on March 9, 2023 where the following motion was made:

MPC 23-03-035 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1284-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A “H-R1A” to Institutional “I”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to give first reading, defeat first reading or table for more information.

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

Goal E19 That the quality of and access to health services offered in the county is comparable to or exceeds those of other rural health regions in the province.

Strategy E19.1 Ensure Optimal use of existing facilities and resources.

Strategy E19.3 Work towards the provision of Continuing Care and Health Services in each of the communities in the region by working with the applicable local and provincial agencies mandated to provide these services in the region.

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.

Strategy E19.5 Work with the province to provide additional services in the region to improve access to emergency care, dental, vision, chiropractic etc. services.

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 1284-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A "H-R1A" to Institutional "I", subject to public hearing input.

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

BYLAW NO. 1284-23

**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 952 3371, Block 11, Lot 16 from Hamlet Residential 1A “H-R1A” to Institutional “I”.

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:

Plan 952 3371, Block 11, Lot 16

Within Mackenzie County, be rezoned from Hamlet Residential 1A “H-R1A” to Institutional “I” 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.

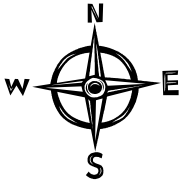
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1284-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 952 3371, Block 11, Lot 16 within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1A "H-R1A"

TO: Institutional "I"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

| | | |
|---|-------|------|
| NAME OF APPLICANT La Crete Municipal Nursing Association | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE (RES.) | PHONE | BUS. |

| | | |
|--------------------------|--------------|------|
| NAME OF REGISTERED OWNER | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE | PHONE (RES.) | BUS. |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| QTR./LS. | SEC. | TWP. | RANGE | M. | OR | PLAN | BLK | LOT |
|----------|------|------|-------|----|----|----------|-----|-----|
| | | | | | | P952337I | BII | I6 |

10602 99 AVE

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Residential H-R1A TO: Institutional I

REASONS SUPPORTING PROPOSED AMENDMENT:

This lot was previously residential and purchased by LCMNA for purpose of future expansion to Heimstaed Lodge. The lot is already bordered by the long term care facility, medical clinic and the Heimstaed Lodge. The future hospital location will also be in the near vicinity. This lot in combination with 5 other lots, will be used for the expansion of more space for the Heimstaed Lodge. The detailed plans of the expansion is still not completed.

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.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 759.68 RECEIPT NO. 291815

APPLICANT SIGNATURE _____ DATE February 20, 2023

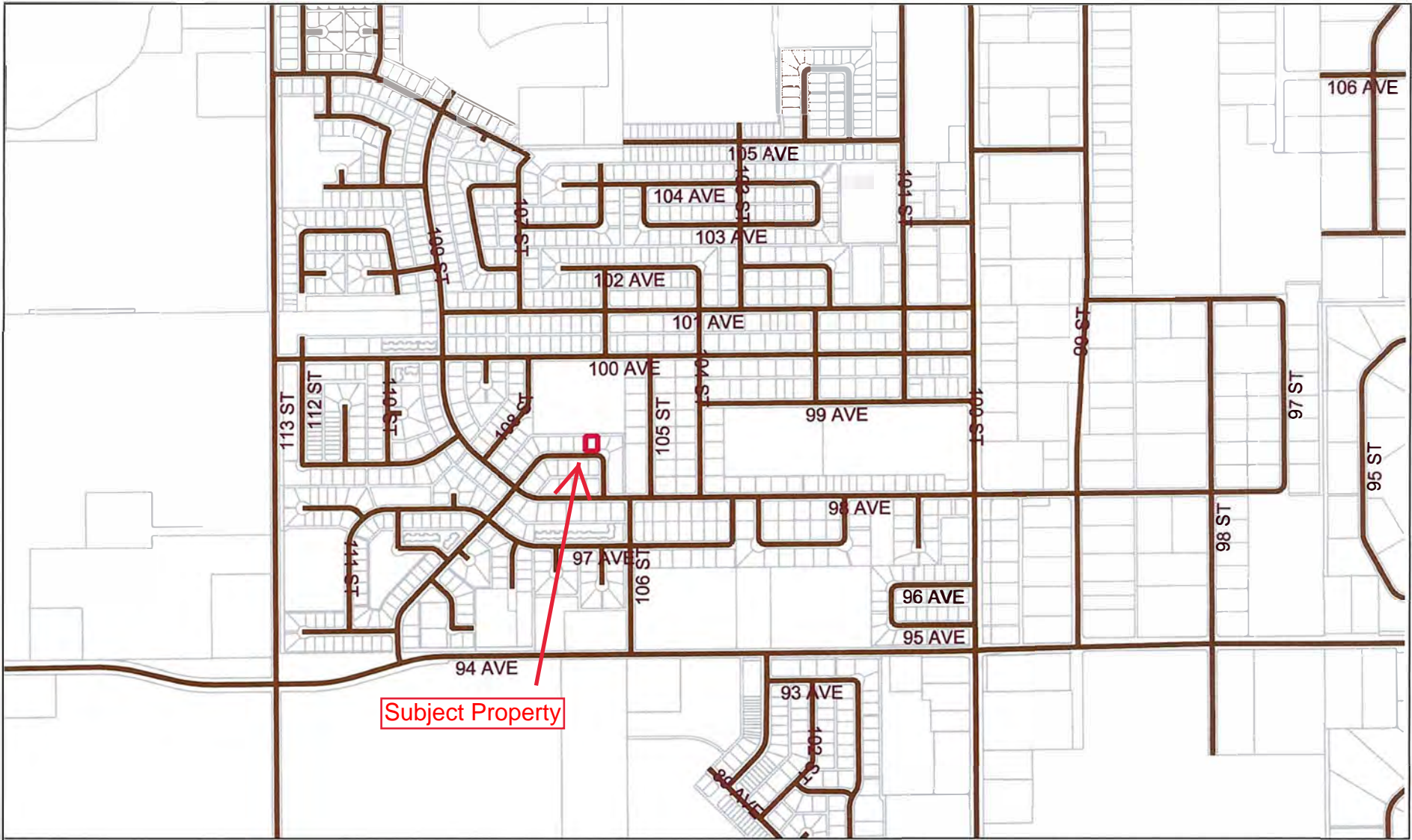
NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER SIGNATURE _____ DATE February 21, 2023

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



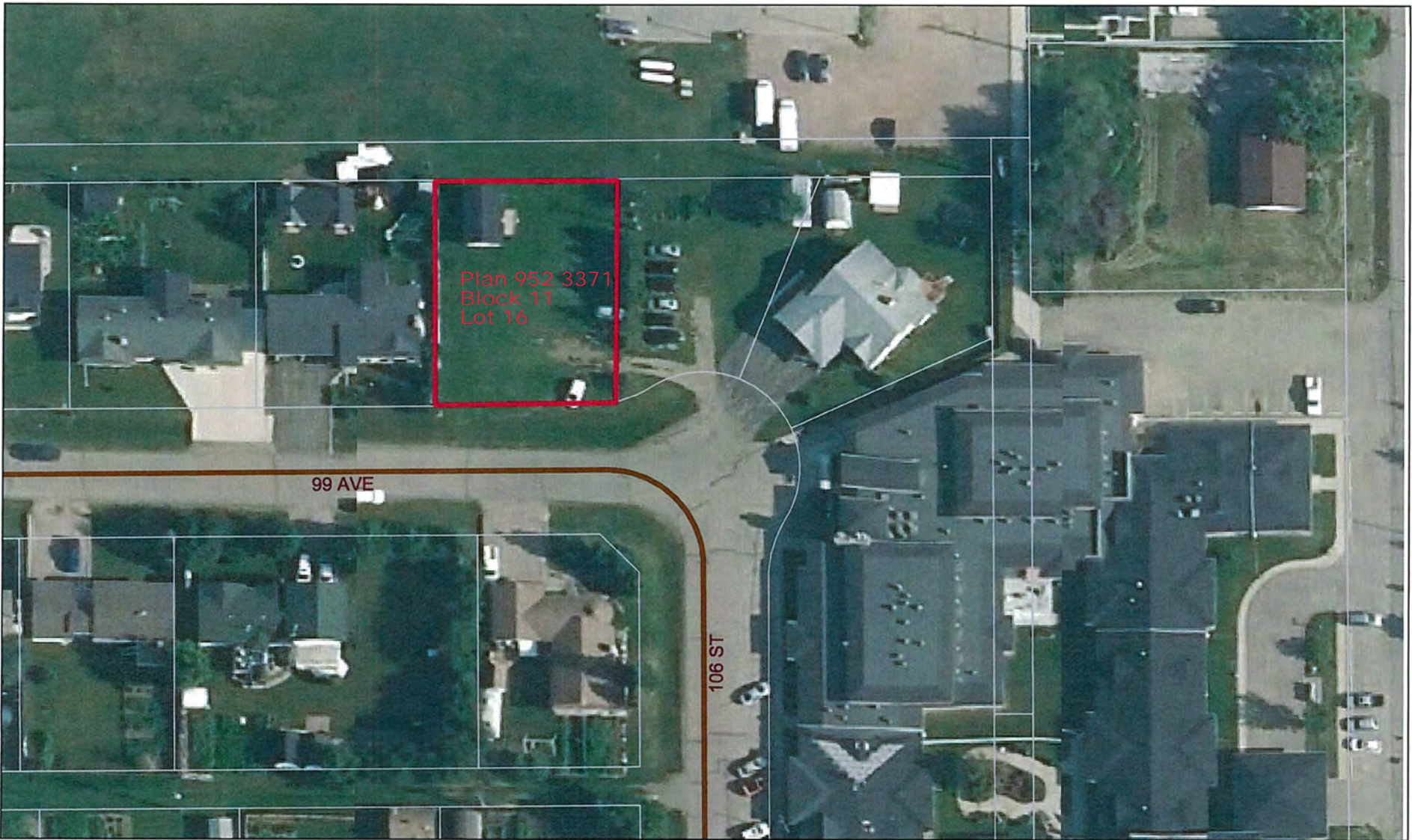
Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com



Scale 1: 12,831



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Mackenzie County



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Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Municipal Planning Commission Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | Bylaw 1285-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A “H-R1A” to Institutional “I” |

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A “H-R1A” to Institutional “I”.

The reason for the rezoning is allow for future lot consolidation and expansion of the Heimstaed Lodge.

Currently the lot is empty.

The rezoning application was presented to the Municipal Planning Commission on March 9, 2023 where the following motion was made:

MPC 23-03-036 *MOVED* by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1285-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A “H-R1A” to Institutional “I”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to give first reading, defeat first reading or table for more information.

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

Goal E19 That the quality of and access to health services offered in the county is comparable to or exceeds those of other rural health regions in the province.

Strategy E19.1 Ensure Optimal use of existing facilities and resources.

Strategy E19.3 Work towards the provision of Continuing Care and Health Services in each of the communities in the region by working with the applicable local and provincial agencies mandated to provide these services in the region.

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.

Strategy E19.5 Work with the province to provide additional services in the region to improve access to emergency care, dental, vision, chiropractic etc. services.

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 1285-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A "H-R1A" to Institutional "I", subject to public hearing input.

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

BYLAW NO. 1285-23

**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 952 3371, Block 11, Lot 15 from Hamlet Residential 1A “H-R1A” to Institutional “I”.

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:

Plan 952 3371, Block 11, Lot 15

Within Mackenzie County, be rezoned from Hamlet Residential 1A “H-R1A” to Institutional “I” 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.

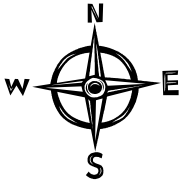
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1285-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 952 3371, Block 11, Lot 15 within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1A "H-R1A"
TO: Institutional "I"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

| | | |
|---|-------|------|
| NAME OF APPLICANT La Crete Municipal Nursing Association | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE (RES.) | PHONE | BUS. |

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

| | | |
|--------------------------|--------------|------|
| NAME OF REGISTERED OWNER | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE | PHONE (RES.) | BUS. |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| | | | | | | | | |
|----------|------|------|-------|----|----|----------|-----|-----|
| QTR./LS. | SEC. | TWP. | RANGE | M. | OR | PLAN | BLK | LOT |
| | | | | | | P952337I | BII | 15 |

9820 106 St.

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Residential H-R2A TO: Institutional I

REASONS SUPPORTING PROPOSED AMENDMENT:

This lot was previously residential and purchased by LCMNA for purpose of future expansion to Heimstaed Lodge. The lot is already bordered by the long term care facility, medical clinic and the Heimstaed Lodge. The future hospital location will also be in the near vicinity. This lot in combination with 5 other lots, will be used for the expansion of more space for the Heimstaed Lodge. The detailed plans of the expansion is still not completed.

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.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 759.68

RECEIPT NO. 291815

APPLICANT SIGNATURE

DATE

February 20, 2023

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER SIGNATURE

DATE

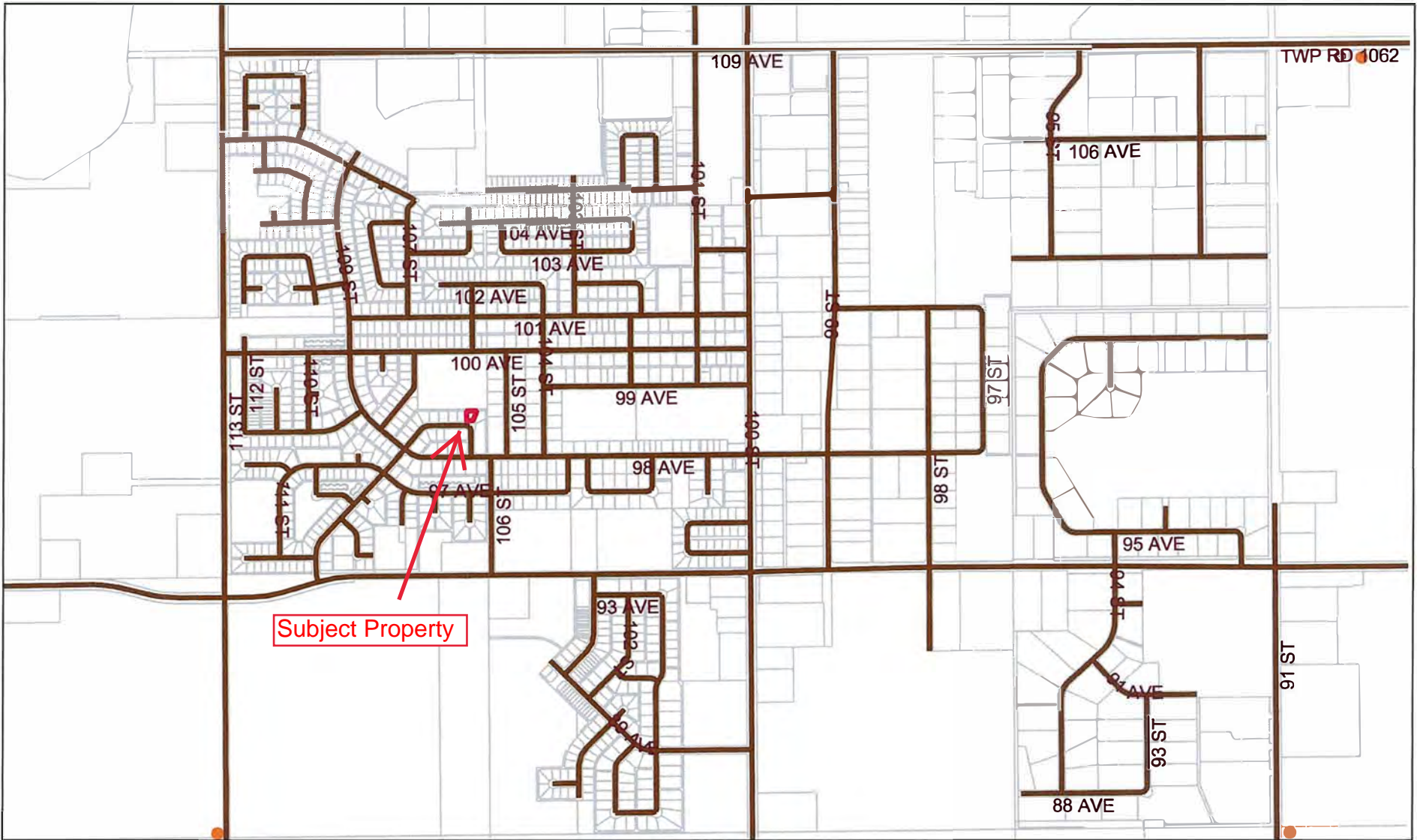
February 26, 2023

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



Mackenzie County

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



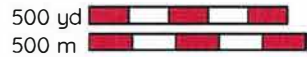
Subject Property



Mackenzie County



Scale 1: 17,108



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Mackenzie County

Scale 1: 855

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Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | Bylaw 1286-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A “H-R1A” to Institutional “I” |

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A “H-R1A” to Institutional “I”.

The reason for the rezoning is allow for future lot consolidation and expansion of the Heimstaed Lodge.

Currently the lot contains a residential home used for staff, but will be removed from the property prior to the Heimstaed Lodge expansion.

The rezoning application was presented to the Municipal Planning Commission on March 9, 2023 where the following motion was made:

MPC 23-03-037 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1286-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A “H-R1A” to Institutional “I”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to give first reading, defeat first reading or table for more information.

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

Goal E19 That the quality of and access to health services offered in the county is comparable to or exceeds those of other rural health regions in the province.

Strategy E19.1 Ensure Optimal use of existing facilities and resources.

Strategy E19.3 Work towards the provision of Continuing Care and Health Services in each of the communities in the region by working with the applicable local and provincial agencies mandated to provide these services in the region.

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.

Strategy E19.5 Work with the province to provide additional services in the region to improve access to emergency care, dental, vision, chiropractic etc. services.

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 1286-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A "H-R1A" to Institutional "I", subject to public hearing input.

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

BYLAW NO. 1286-23

**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 952 3371, Block 11, Lot 14 from Hamlet Residential 1A “H-R1A” to Institutional “I”.

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:

Plan 952 3371, Block 11, Lot 14

Within Mackenzie County, be rezoned from Hamlet Residential 1A “H-R1A” to Institutional “I” 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.

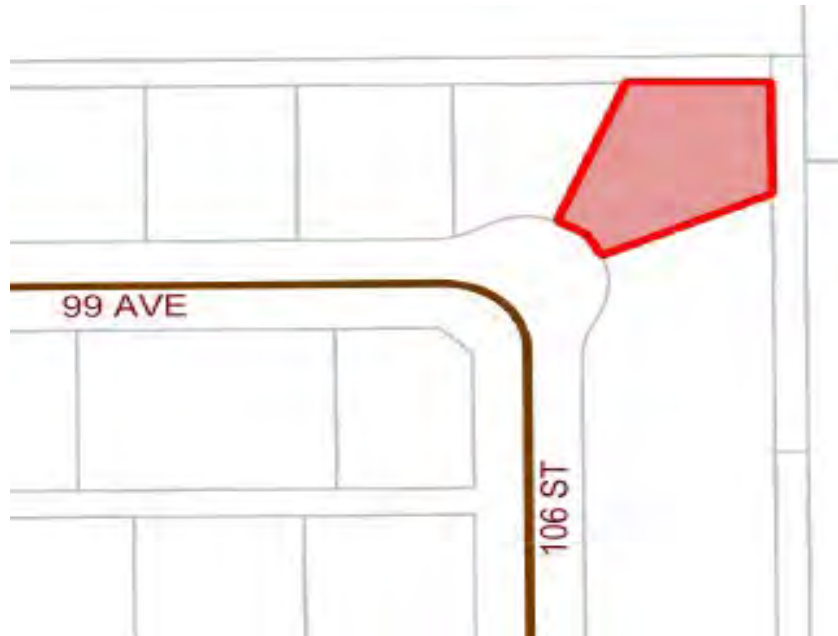
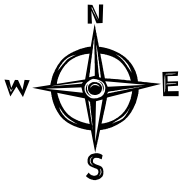
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1286-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 952 3371, Block 11, Lot 14 within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1A "H-R1A"

TO: Institutional "I"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

| | | |
|---|-------|------|
| NAME OF APPLICANT La Crete Municipal Nursing Association | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE (RES.) | PHONE | BUS. |

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

| | | |
|--------------------------|--------------|------|
| NAME OF REGISTERED OWNER | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE | PHONE (RES.) | BUS. |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| QTR./LS. | SEC. | TWP. | RANGE | M. | OR | PLAN | BLK | LOT |
|----------|------|------|-------|----|----|----------|-----|-----|
| | | | | | | P952337I | B11 | I4 |

9817 106 St.

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Residential H-R1A TO: Institutional I

REASONS SUPPORTING PROPOSED AMENDMENT:

This lot is currently residential with a house and purchased by LCMNA for purpose of future expansion to Heimstaed Lodge. The house is being used by the Heimstaed to house clients that are dependent on the lodge services for support. The lot is bordered by the long term care facility, medical clinic and the Heimstaed Lodge. The future hospital location will also be in the near vicinity.

This lot in combination with 5 other lots, will be used for the expansion of more space for the Heimstaed Lodge. The detailed plans of the expansion is still not completed.

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.

WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 759.68

RECEIPT NO. 291815

APPLICANT SIGNATURE

DATE

February 20, 2023

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER SIGNATURE

DATE

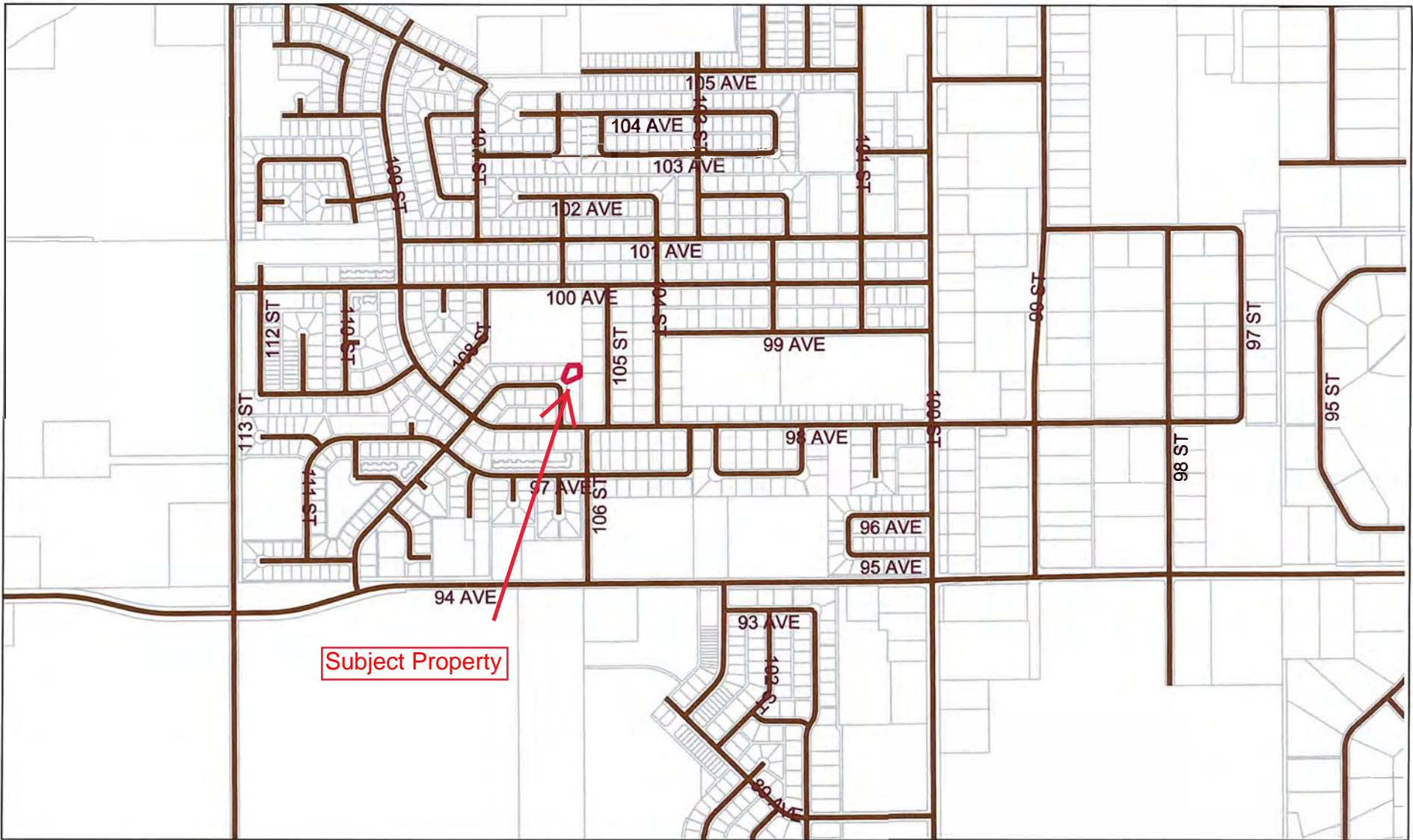
February 21, 2023

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



Mackenzie County

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



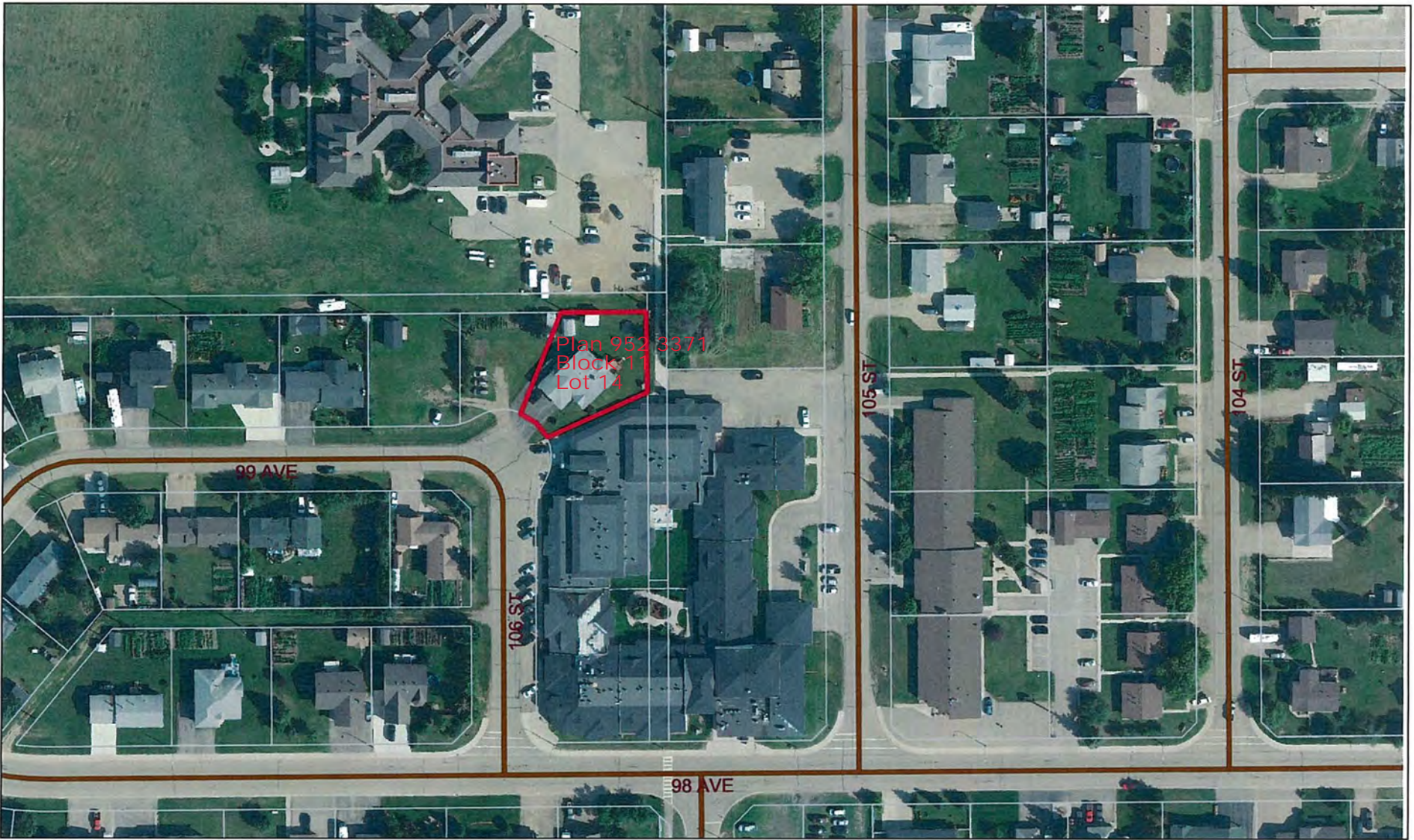
Mackenzie County



Scale 1: 12,831



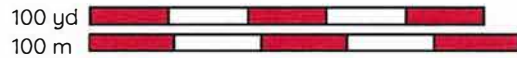
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Mackenzie County



Scale 1: 1,711



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Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Director of Planning & Agriculture |
| Title: | Bylaw 1287-23 Land Use Bylaw Amendment to Rezone Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B “H-R1B” to Institutional “I” |

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B “H-R1B” to Institutional “I”.

The reason for the rezoning is allow for future lot consolidation and expansion of the Heimstaed Lodge.

Currently the lot is empty.

The rezoning application was presented to the Municipal Planning Commission on March 9, 2023 where the following motion was made:

MPC 23-03-038 *MOVED* by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1287-23 being a Land Use Bylaw Amendment to rezone Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B “H-R1B” to Institutional “I”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to give first reading, defeat first reading or table for more information.

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

Goal E19 That the quality of and access to health services offered in the county is comparable to or exceeds those of other rural health regions in the province.

Strategy E19.1 Ensure Optimal use of existing facilities and resources.

Strategy E19.3 Work towards the provision of Continuing Care and Health Services in each of the communities in the region by working with the applicable local and provincial agencies mandated to provide these services in the region.

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.

Strategy E19.5 Work with the province to provide additional services in the region to improve access to emergency care, dental, vision, chiropractic etc. services.

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 1287-23 being a Land Use Bylaw Amendment to rezone Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B "H-R1B" to Institutional "I", subject to public hearing input.

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

BYLAW NO. 1287-23

**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 752 1580, Block 11, Lot 5 from Hamlet Residential 1B “H-R1B” to Institutional “I”.

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:

Plan 752 1580, Block 11, Lot 5

Within Mackenzie County, be rezoned from Hamlet Residential 1B “H-R1B” to Institutional “I” 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.

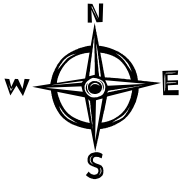
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1287-23

SCHEDULE “A”

1. That the land use designation of the following property known as Plan 752 1580, Block 11, Lot 5 within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1B “H-R1B”

TO: Institutional “I”

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

| | | |
|---|-------|------|
| NAME OF APPLICANT La Crete Municipal Nursing Association | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE (RES.) | PHONE | BUS. |

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

| | | |
|--------------------------|--------------|------|
| NAME OF REGISTERED OWNER | | |
| ADDRESS | | |
| CITY/TOWN | | |
| POSTAL CODE | PHONE (RES.) | BUS. |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| | | | | | | | | |
|----------|------|------|-------|----|----|----------|-----|-----|
| QTR./LS. | SEC. | TWP. | RANGE | M. | OR | PLAN | BLK | LOT |
| | | | | | | P7521580 | BII | L05 |

9814 105 st.

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Residential H-R1B TO: Institutional I

REASONS SUPPORTING PROPOSED AMENDMENT:

This lot was previously residential and purchased by LCMNA for purpose of future expansion to Heimstaed Lodge. The lot is already bordered by the long term care facility, medical clinic and the Heimstaed Lodge. The future hospital location will also be in the near vicinity. This lot in combination with 5 other lots, will be used for the expansion of more space for the Heimstaed Lodge. The detailed plans of the expansion is still not completed.

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I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 759.68

RECEIPT NO. 291815

APPLICANT SIGNATURE

DATE

February 20, 2023

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER SIGNATURE

DATE

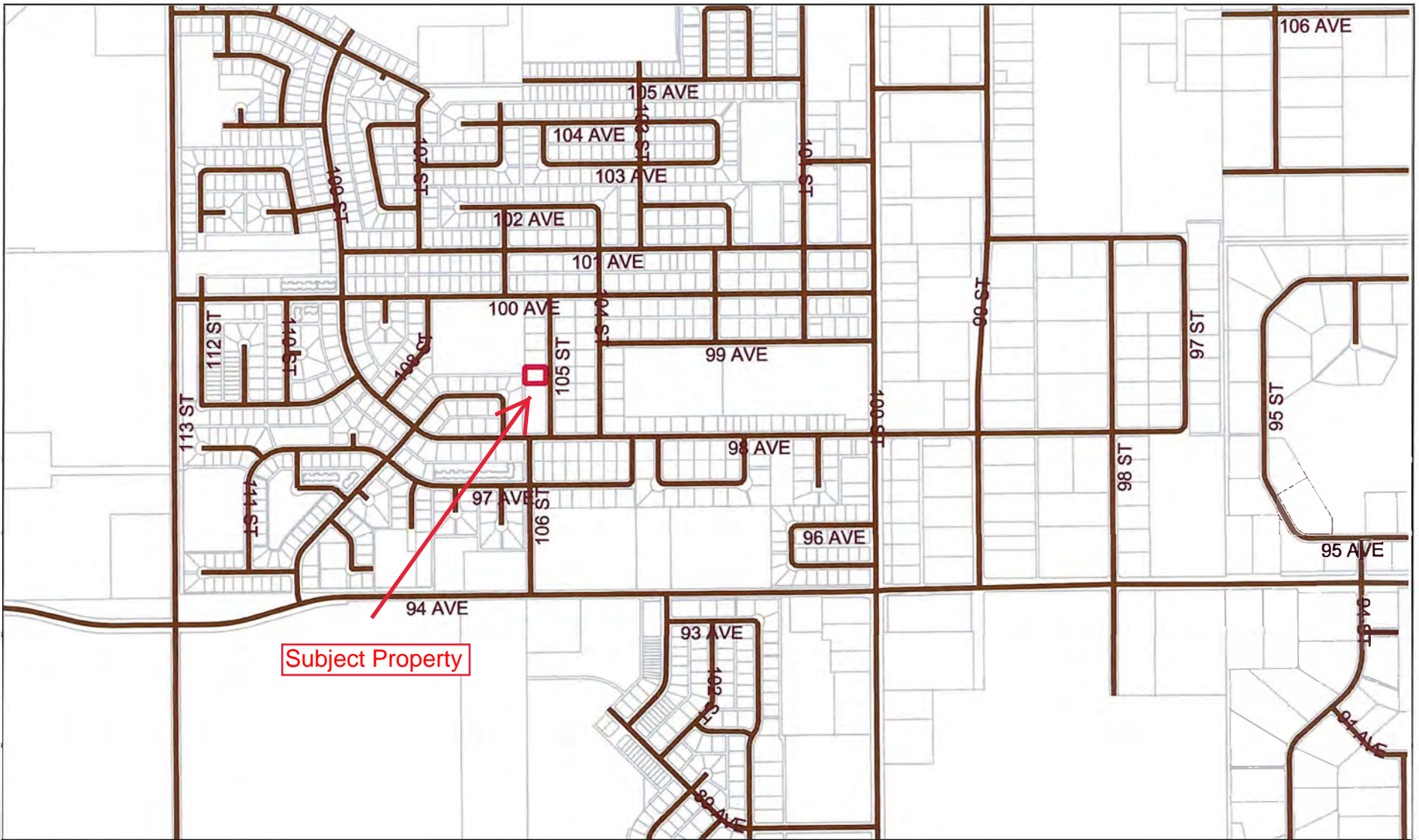
February 21, 2023

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



Mackenzie County

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



Subject Property



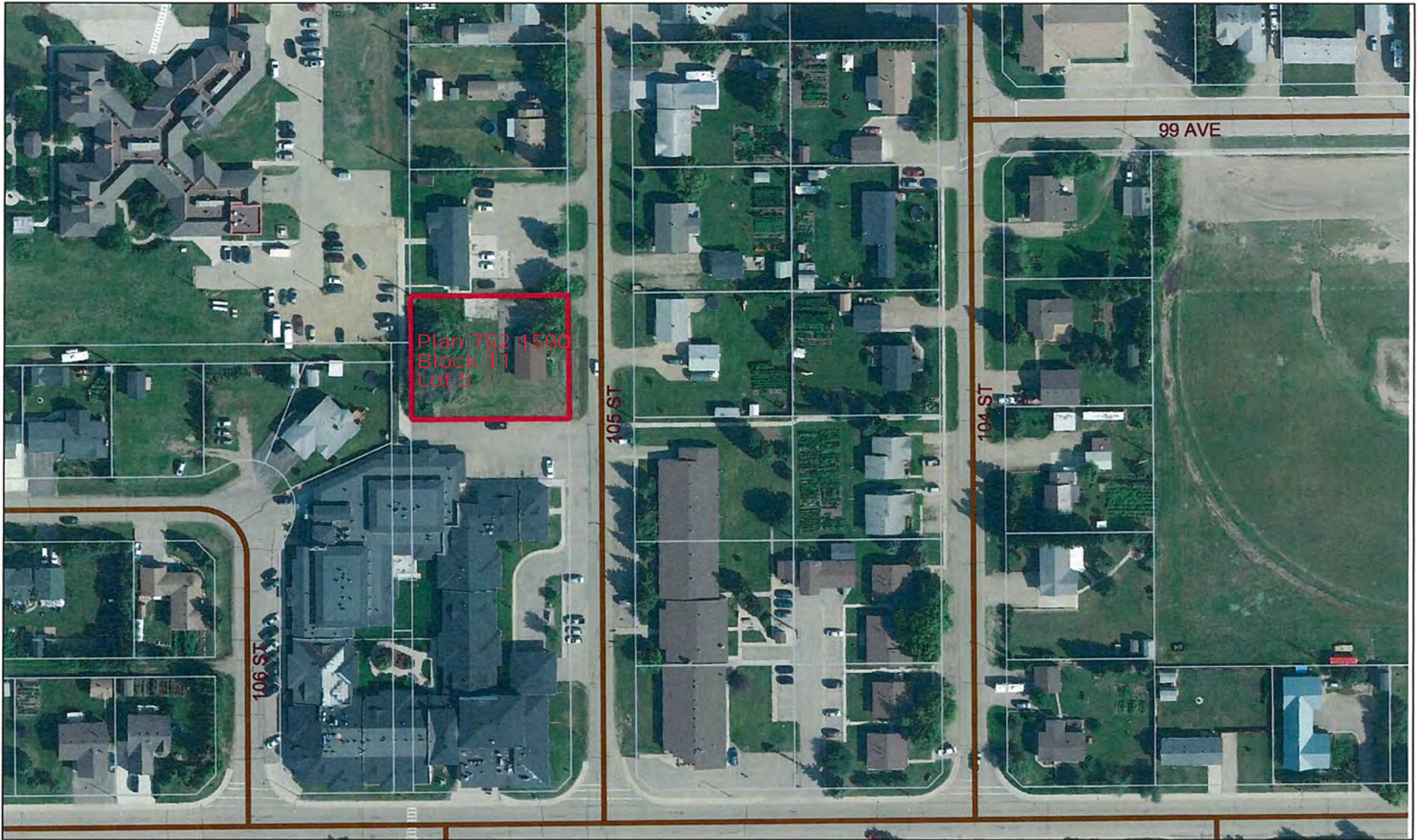
Mackenzie County



Scale 1: 12,831



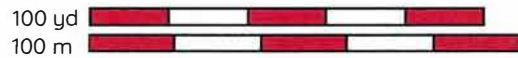
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Options are to give first reading, defeat first reading or table for more information.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

N/A

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 1289-23 being a Land Use Bylaw Amendment to rezone Part of SE 10-106-15-W5M, subject to public hearing input.

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

BYLAW NO. 1289-23
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 SE 10-106-15-W5M from Recreation 1 “REC1” to Hamlet Country Residential “H-CR”.

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 SE 10-106-15-W5M

Within Mackenzie County, be rezoned from Recreation 1 “REC1” to Hamlet Country Residential “H-CR” 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.

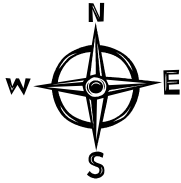
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1289-23

SCHEDULE "A"

1. That the land use designation of the following property known as Part of SE 10-106-15-W5M within Mackenzie County, be rezoned:



FROM: Recreation 1 "REC1"

TO: Hamlet Country Residential "H-CR"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

| | | |
|---|-------|------|
| Name Of Applicant Select Developments Inc. | | |
| Address: | | |
| City/Town | | |
| Postal Code | Phone | Cell |
| Applicant Email | | |

Complete only if different from Applicant

| | | |
|--------------------------|-------|------|
| Name of Registered Owner | | |
| Address: | | |
| City/Town | | |
| Postal Code | Phone | Cell |
| Owner Email | | |

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

| | | | | | | | | |
|----------|------|------|-------|----|----|------|-----|-----|
| QTR./LS. | SEC. | TWP. | RANGE | M. | or | PLAN | BLK | LOT |
| SE | 10 | 106 | 15 | 5 | | | | |

Civic Address: _____

Land Use Classification Amendment Proposed:

From: Recreation 1 "REC1" To: Hamlet Country Residential "H-CR"

Reasons Supporting Proposed Amendment:

Approved subdivision 52-SUB-22 has a condition of approval for proposed Lots 22 and 23 to be rezoned from REC1 to HCR.

I have enclosed the required application fee of: \$ 794.49 Receipt No.: 292092

Applicant Signature _____

Mar 8 / 2023
Date

Registered Owner Signature _____

Mar 8 / 2023
Date

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

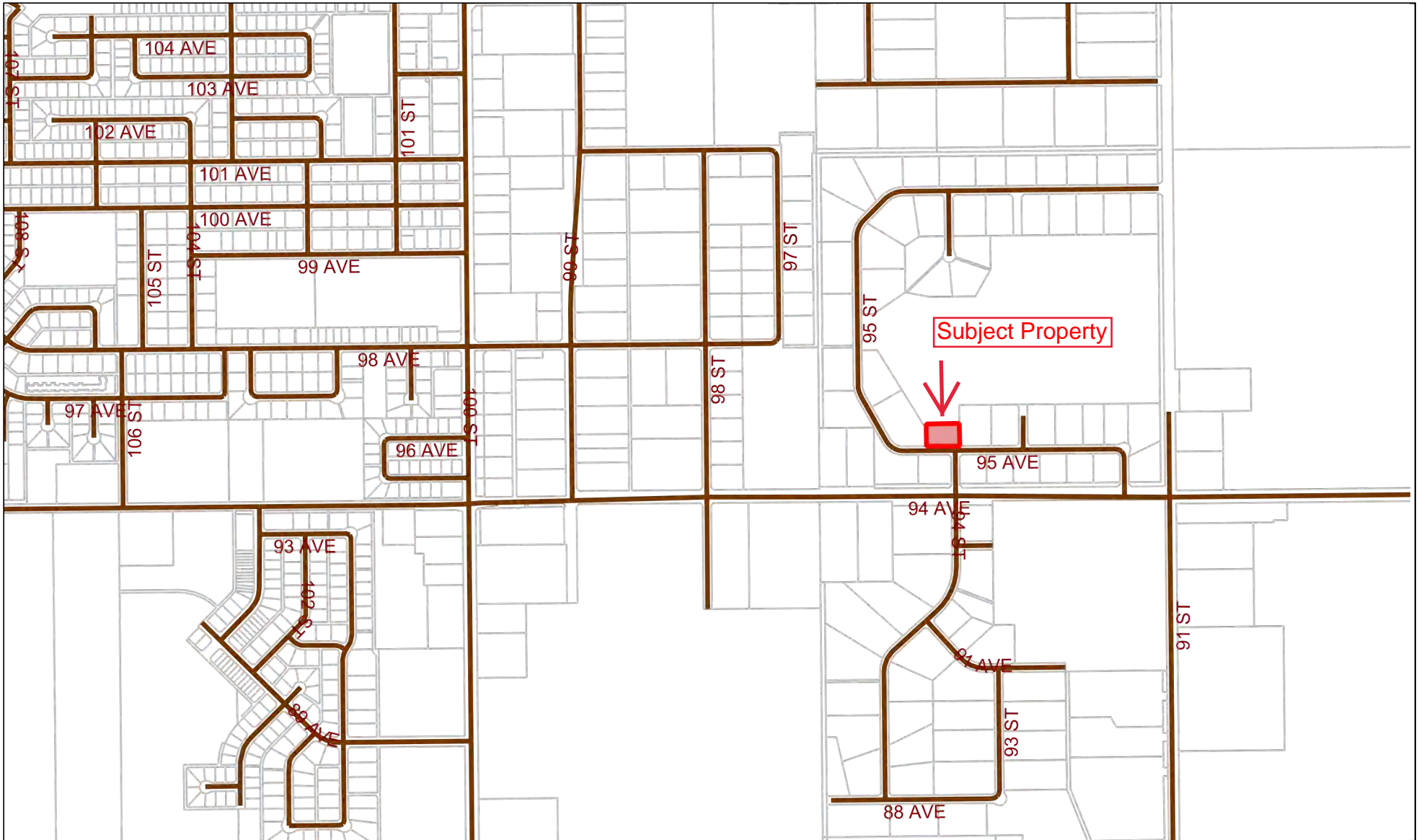
The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of the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

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



Mackenzie County

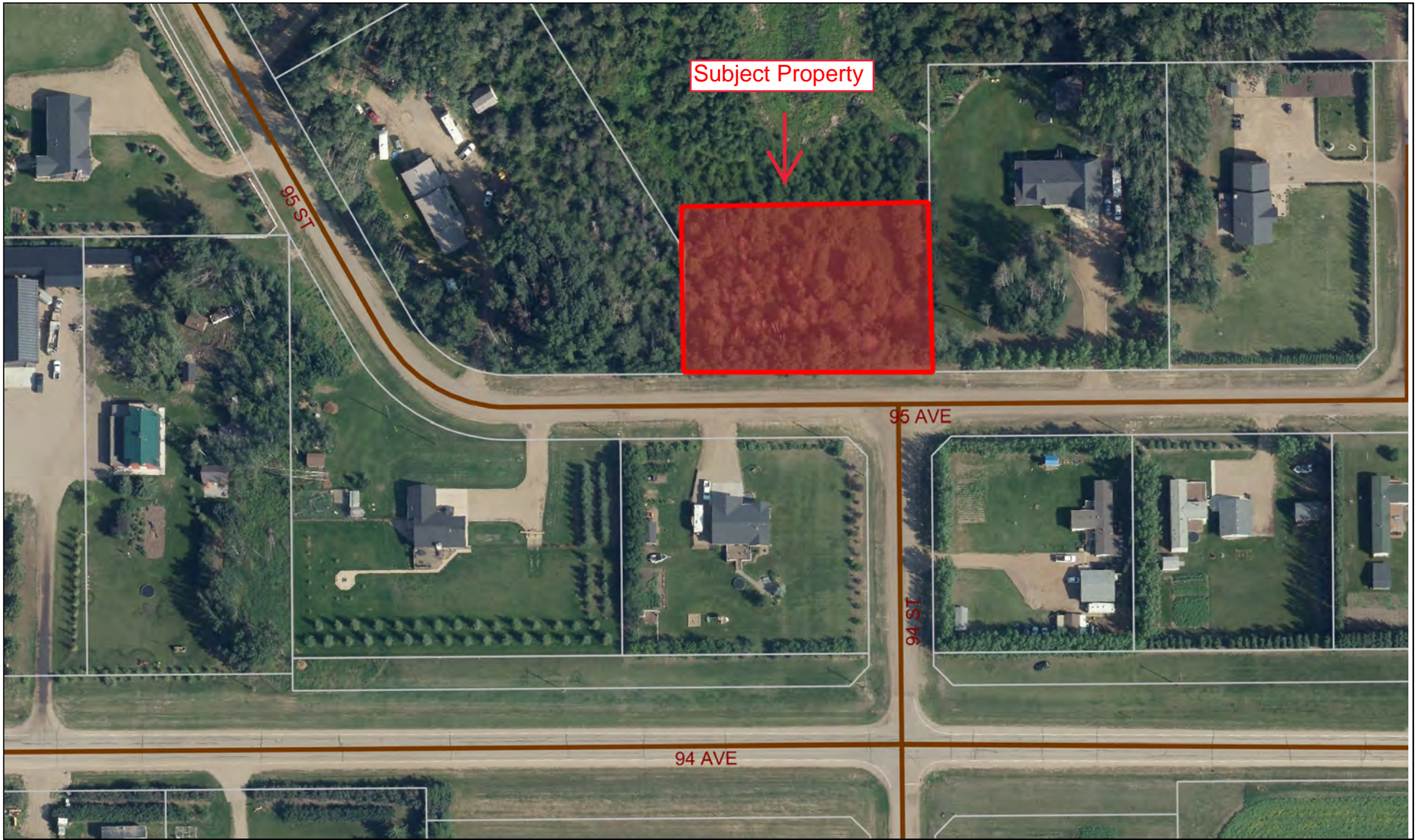
Phone: (780) 927-3718
Fax: (780) 927-4266
Email: planning@mackenziecounty.com
www.mackenziecounty.com



Scale 1: 12,831



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Subject Property



95 ST

95 AVE

94 ST

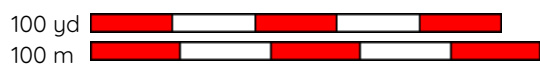
94 AVE



Mackenzie County



Scale 1: 1,711



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PLAN SHOWING PROPOSED
SUBDIVISION
 OF
S.E. 1/4 SEC.10 TWP.106 RGE.15 W.5 M.
 MACKENZIE COUNTY
 ALBERTA
 SCALE 1:2000

SUBDIVISION AUTHORITY
 Mackenzie County

OWNERS
 Select Developments Inc.

LEGEND
 Area to be registered shown outlined thus and contains 8.220 ha.
 Lots designated PUL are Public Utility Lots
 Lots designated MR are Municipal Reserve Lots.
 Lots designated ER are Environmental Reserve Lots.
 Distances are in meters and decimals thereof
 Distances on curves are arc distances

NOTES
 Proposed Subdivision contains 6 Lots, 1 ER Lot and 1 PUL.
 Boundaries are based on existing Land Title Office records and are subject to change upon legal survey
 Land is currently zoned H-CR District and will remain as such.
 The aerial photo is from 2012.

ABBREVIATIONS

| | | | |
|-------------------------------------|---|--|--|
| E. ha. M. N. R. Rge. | East hectare meridian North Radius range | R/W S. Sec. Twp. URW W. | right of way South section township utility right of way West |
|-------------------------------------|---|--|--|

The Proposed Subdivision:

| | | |
|---|--------------------------|--------------------------|
| - is within 1 km of a highway (#097) | Yes | No |
| - is within 1.5km of a sour gas facility | <input type="checkbox"/> | <input type="checkbox"/> |
| - contains an abandoned oil and gas well | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within 300m of an operating wastewater treatment plant | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within 450m of an operational landfill | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within 300m of the disposal area an operational or non-operational landfill | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within 450m of an operational or non-operational hazardous waste management facility | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within 300m of an operational waste storage site | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within 300m of a livestock feeding lot | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within a potential flood plain | <input type="checkbox"/> | <input type="checkbox"/> |
| - is within or adjacent to land identified in the Historical Resources Act | <input type="checkbox"/> | <input type="checkbox"/> |

SCALE: 1:2000

FILE No.: 5106-121

DWG.: 5106-121-PSUB-PH2

DRAWN BY: HLR CHECKED BY: VL

#202, 10514-67th Ave.
 Grande Prairie, AB
 T5V 0K6

HELIX
 Surveys Ltd.

P: 780.532.5731
 F: 780.532.5824

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 which will be borne by the applicant.

SUSTAINABILITY PLAN:

N/A

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 1290-23 being a Land Use Bylaw Amendment to rezone Part of SE 10-106-15-W5M, subject to public hearing input.

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

BYLAW NO. 1290-23
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 SE 10-106-15-W5M from Recreation 1 “REC1” to Hamlet Country Residential “H-CR”.

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 SE 10-106-15-W5M

Within Mackenzie County, be rezoned from Recreation 1 “REC1” to Hamlet Country Residential “H-CR” 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.

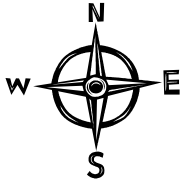
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1290-23

SCHEDULE "A"

1. That the land use designation of the following property known as Part of SE 10-106-15-W5M within Mackenzie County, be rezoned:



FROM: Recreation 1 "REC1"

TO: Hamlet Country Residential "H-CR"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

| | | |
|---|-------|------|
| Name Of Applicant Select Developments Inc. | | |
| Address: | | |
| City/Town | | |
| Postal Code | Phone | Cell |
| Applicant Email | | |

Complete only if different from Applicant

| | | |
|--------------------------|-------|------|
| Name of Registered Owner | | |
| Address: | | |
| City/Town | | |
| Postal Code | Phone | Cell |
| Owner Email | | |

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

| | | | | | | | | |
|----------|------|------|-------|----|----|------|-----|-----|
| QTR./LS. | SEC. | TWP. | RANGE | M. | or | PLAN | BLK | LOT |
| SE | 10 | 106 | 15 | 5 | | | | |

Civic Address: _____

Land Use Classification Amendment Proposed:

From: Recreation 1 "REC1" To: Hamlet Country Residential "H-CR"

Reasons Supporting Proposed Amendment:

| |
|--|
| Approved subdivision 52-SUB-22 has a condition of approval for proposed Lots 22 and 23 to be rezoned from REC1 to HCR. |
|--|

I have enclosed the required application fee of: \$ 794.49 Receipt No.: 292092

Applicant Signature _____

Mar 8 / 2023
Date

Registered Owner Signature _____

Mar 8 / 2023
Date

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

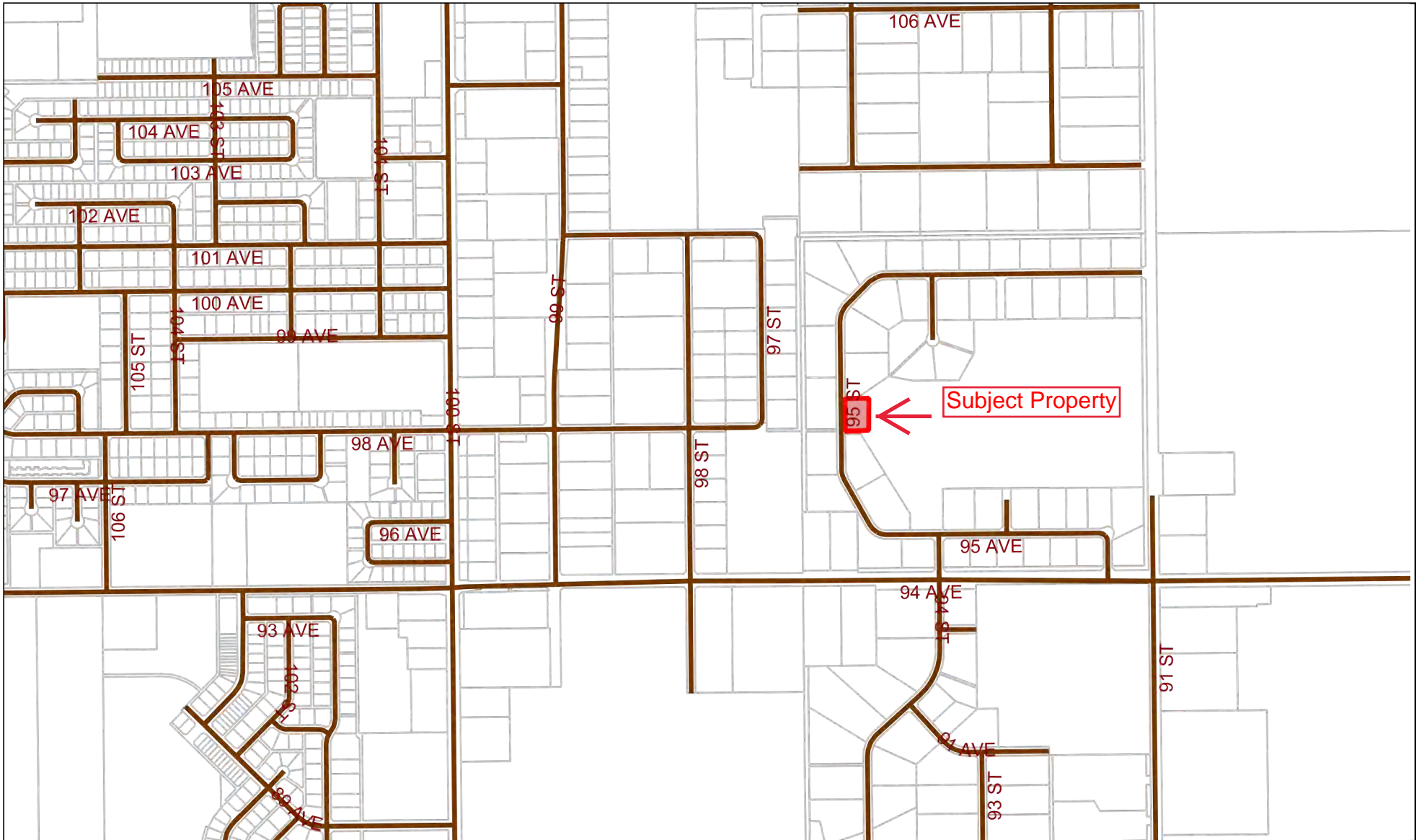
The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of the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

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



Mackenzie County

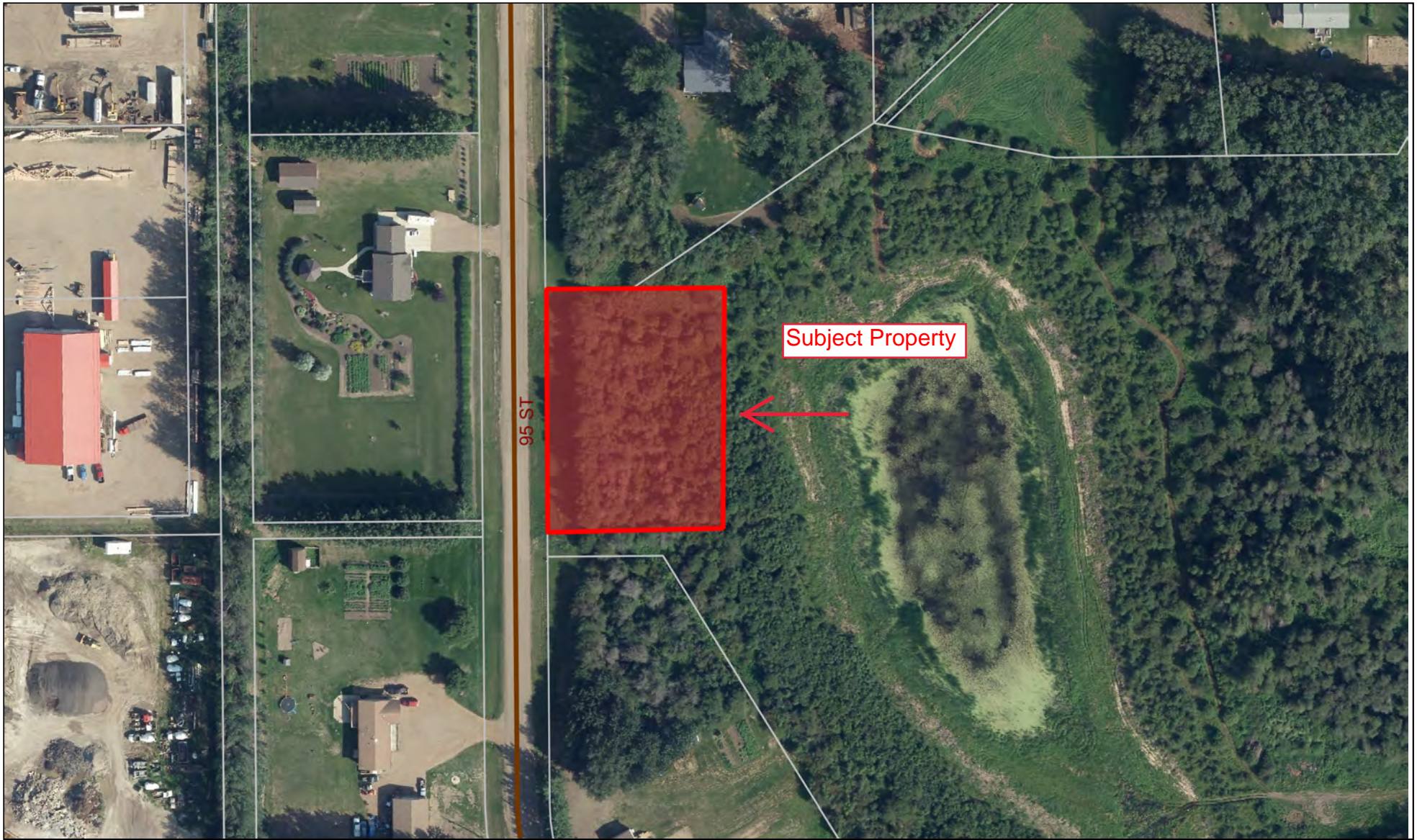
Phone: (780) 927-3718
Fax: (780) 927-4266
Email: planning@mackenziecounty.com
www.mackenziecounty.com




 Scale 1: 12,831



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Scale 1: 1,711



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PLAN SHOWING PROPOSED
SUBDIVISION
OF
S.E.1/4 SEC.10 TWP.106 RGE.15 W.5 M.

MACKENZIE COUNTY
ALBERTA

SCALE
1:2000
0 20 40 60 80 100

| | |
|---|------------------------------------|
| SUBDIVISION AUTHORITY Mackenzie County | OWNERS Select Developments Inc. |
|---|------------------------------------|

LEGEND

Area to be registered shown outlined thus and contains 8.220 ha.
 Lots designated PUL are Public Utility Lots
 Lots designated MR are Municipal Reserve Lots.
 Lots designated ER are Environmental Reserve Lots.
 Distances are in meters and decimals thereof
 Distances on curves are arc distances

NOTES

Proposed Subdivision contains 6 Lots, 1 ER Lot and 1 PUL.
 Boundaries are based on existing Land Title Office records and are subject to change upon legal survey
 Land is currently zoned H-CR District and will remain as such.
 The aerial photo is from 2012.

ABBREVIATIONS

| | | | |
|------|----------|------|----------------------|
| E | East | R/W | right of way |
| ha. | hectare | S | South |
| M. | meridian | Sec. | section |
| N. | North | Twp. | township |
| R | Radius | URW | utility right of way |
| Rge. | range | W. | West |

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----|----|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| The Proposed Subdivision. - is within 15km of a highway (#697) - is within 1.5km of a sour gas facility - contains an abandoned oil and gas well - is within 300m of an operating wastewater treatment plant - is within 450m of an operational landfill - is within 300m of the disposal area an operational or non-operational landfill - is within 450m of an operational or non-operational hazardous waste management facility - is within 300m of an operational waste storage site - is within 300m of a livestock feeding lot - is within a potential flood plain - is within or adjacent to land identified in the Historical Resources Act | <table border="1"> <tr><td>Yes</td><td>No</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | No | | | | | | | | | | | | | | | | | | | | | | |
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| | |
|------------------------------|--|
| SCALE: 1:2000 | #202, 10514-67th Ave. Grande Prairie, AB T9W 0K6 |
| FILE No.: 5106-121 | |
| DWG.: 5106-121-PSUB-PH2 | |
| DRAWN BY: HLR CHECKED BY: VL | P: 780.532.5731 F: 780.532.5824 |

HELIX
Surveys Ltd.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Jennifer Batt, Finance Controller |
| Title: | Amend Policy FIN026 Tangible Capital Assets Accounting |

BACKGROUND / PROPOSAL:

Finance Policies are reviewed to ensure the policies are as per current practices, and to identify amendments that may be required. During the annual audit administration identified a need to amend FIN026 Tangible Capital Assets Accounting, and are recommending some changes to the policy.

The Policy was reviewed at the March 16th Committee of the Whole, where a recommendation was made to Council that Policy FIN026 Tangible Capital Assets Accounting be amended as presented.

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:

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

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN026 Tangible Capital Assets Accounting be amended as presented.

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

Mackenzie County

| | | | |
|---------------|---|-------------------|---------------|
| Title: | Tangible Capital Assets Accounting | Policy No: | FIN026 |
|---------------|---|-------------------|---------------|

| | |
|-------------------------------|---|
| Legislation Reference: | Municipal Government Act, section 276(1) |
|-------------------------------|---|

Purpose

To provide guidance for the accounting for tangible capital assets.

Contents:

-
1. Regulatory Framework
 2. Asset Classes
 3. Capitalization Criteria
 4. Valuation
 5. Depreciation
 6. Acquisition, Transfer, and Disposal of Assets
 7. Other Policies Associated with Accounting For TCAs
-

Attachments:

1. NEW TCA ASSET FORM
2. ASSET TRANSFER REQUEST FORM
3. ASSET DISPOSAL REQUEST FORM

1. Regulatory Framework

The County uses the following standards and guidance, to account for Tangible Capital Assets (TCA):

- Mandatory:**
1. *Public Sector Accounting Board (PSAB) 3150, 2007 & as revised / amended from time to time by the Canadian Institute of Chartered Accountants (CICA).*
 2. Other CICA standards that relate to asset accounting.

- Guidelines:**
1. *Tangible Capital Assets Implementation Toolkit, 2008, Alberta Municipal Affairs.*
 2. *Guidelines on Valuations of Tangible Capital Assets for PSAB 3150, 2008, Alberta Municipal Affairs.*

2. Asset Classes

The County uses the following asset classification. This means that the County will use this classification for:

- filing documentation about assets;
- recording values in the accounting system.

| Nr. | Class Title | Definition |
|------------|---|--|
| 1 | Vehicles | <i>What is included (and what not), is described in the following three documents:</i> PSAB 3150 & TCA Implementation Toolkit (2008) & Guidelines on Valuations of TCA (2008) (this document deals specifically with the engineered structures) |
| 2 | Machines & Equipment (incl. graders) | |
| 3 | Buildings | |
| 4 | Recreation Boards | |
| 5 | Traffic Lights | |
| 6 | Bridges | |
| 7 | Street Lights | |
| 8 | Lands | |
| 9 | Engineered Structures: Roads | |
| 10 | Engineered Structures: Roads Related Drainage | |
| 11 | Engineered Structures: Water Treatment System | |
| 12 | Engineered Structures: Water Distribution System | |
| 13 | Engineered Structures: Wastewater System | |
| 14 | Engineered Structures: Wastewater Collection System | |
| 15 | Land Improvements | |

3. Capitalization Criteria

According to PSAB 3150, Tangible capital assets are non-financial assets having physical substance that:

- are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for sale in the ordinary course of operations.

Assets that (a) meet the definition of a TCA, and (b) meet the municipality's capitalization threshold (minimum dollar amount), will be capitalized as assets (put on the balance sheet), and will be subsequently depreciated over its useful life as determined at the time of the purchase.

Assets that do not meet these criteria will be treated as expenses in the year of acquisition.

The capitalization thresholds of the municipality's assets are:

| Nr. | Class Title | Threshold / Criteria |
|-----|--|---|
| 1 | Vehicles | \$5,000 |
| 2 | Machines & Equipment (including graders) | \$5,000 |
| 3 | Buildings | \$5,000 |
| 4 | Recreation Boards | Depends on class (e.g.: vehicles \$5,000) |
| 5 | Traffic Lights | \$5,000 Note: Traffic lights can be considered 'group assets'. CICA defines group assets as follows: "They have a unit value below the capitalization threshold, but have a material value as a group. They are homogeneous in terms of their physical characteristics, use, and expected useful life." |
| 6 | Bridges | For acquisitions: \$5,000 For subsequent 'significant repairs', expenses over \$5,000 are capitalized (assumption is that these expenses are needed for the normal operation of the bridges and/or ensure that the originally planned service time can be reached). |
| 7 | Street Lights | \$5,000 |
| 8 | Lands | For new acquisitions: \$0 (always recorded & capitalized). Note: Only lands that have been titled to the County will be recorded as TCA asset. The County will also record recent land purchases that are in the process of being titled to the County. Untitled lands under roads are valued at \$1. |
| 9 | Roads | Engineered structures: \$5,000 |
| 10 | Roads Related Drainage | |
| 11 | Water Treatment System | |
| 12 | Water Distribution System | |
| 13 | Wastewater System | |
| 14 | Wastewater Collection System | |
| 15 | Land Improvements | \$5,000 |

Special situation 1: purchase of multiple below-threshold assets, on one invoice

If a purchase is made of multiple small assets (each below the threshold) at the same time, then the total purchase price on the invoice will not be capitalized. The reason is that it does not concern one asset, but multiple unrelated small assets that each falls below the capitalization threshold. Example: purchasing three computers at \$2,000 each totals \$6,000. This will not be capitalized because there are three unrelated assets, each of which does not meet the threshold criteria for capitalization.

Special situation 2: one large asset, with a number of components

Significant Individual components of an asset that were acquired as part of a (one) capital asset, where the individual values are less than the threshold, are capitalized as part of the capital assets. However, the aggregated value should still exceed the capitalization threshold.

Significant individual components, of which the individual value exceeds the capitalization threshold, will be depreciated individually over the useful life of that particular component. The useful life of a component will be limited to the useful life of the larger asset should the component's use be dependant on that of the larger asset. Example: payments for a water treatment plant can well include various 'significant individual components' that require different depreciation schedules, for example machinery, building, pipes etc.

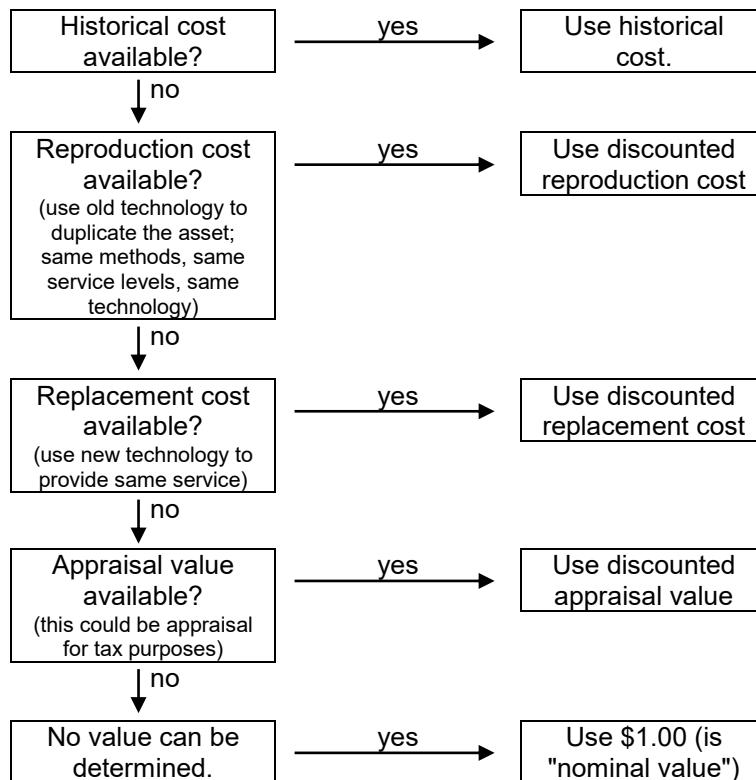
4. Valuation

4.1 General Rule: historical cost

A TCA is valued at historical 'cost'. This includes all expenditures directly attributable to bringing the asset to the location and working condition for its intended use. The cost includes the estimated cost of dismantling and removing the asset including site restoration.

4.2 Initial Valuation: Other Methods when Historical Cost is Not Available

For implementing TCA accounting in the 2009 Financial Statements, the historical cost may not be available. In that case, other valuation methods will be used. The County uses the following decision tree in those cases:



Adapted from: The OMBI Municipal Guide to Accounting for Tangible Capital Assets Version January 2, 2007.

4.3 Initial Valuation for Pre-1995 Assets

For assets that date from before January 1, 1995, the assets are treated as 'contributed assets' as required under PSAB 3150. These assets are valued at the estimated "fair value" on January 1, 1995. These estimates are obtained through one of the following values (on, or as close to January 1, 1995 as possible), and deflating back to January 1, 1995:

- market value, and where that is not available:
- reproduction cost, and where that is not available:
- replacement cost, and where that is not available:
- appraisal value, and where that is not available:
- nominal value of \$1

5. Depreciation

A TCA is depreciated on a systematic basis over its useful life. Each part of a TCA with an individual cost that meets the capitalization threshold is depreciated separately.

- Depreciation starts in the calendar year in which the asset is purchased or put to use.
- Depreciation is calculated on a straight-line basis (the linear method).
- Depreciation is limited to its expected residual value, which will be reassessed on an annual basis.
- The depreciation is charged to the departments that use the assets.
- Depreciation is not calculated in the year of disposal.

Guidelines for the useful life, in years:

| | |
|----------------------------------|---|
| 1. Vehicles | 10 years (25 years for fire trucks) |
| 2. Equipment | 5 to 15, depending on the type of equipment (see TCA Guideline for specification) |
| 3. Buildings | 10 - 50 (25 for portable buildings like trailers) |
| 4. Recreation Boards | depends on the type of asset |
| 5. Traffic Lights | 30 |
| 6. Bridges | up to 50 years (used remaining life estimates from Alberta Transportation used) |
| 7. Street Lights | 25 |
| 8. Lands | not applicable |
| 9. Roads | 10 to 30, depending on the type of road |
| 10. Roads Related Drainage | 50 |
| 11. Water Treatment System | 45 |
| 12. Water Distribution System | 75 |
| 13. Wastewater Treatment System | 45 |
| 14. Wastewater Collection System | 75 |
| 15. Land Improvement | 15 to 45, depending on the types of land improvement |

6. Acquisition, Transfer, and Disposal of Assets

Finance needs to be kept informed about new assets, transfers, and disposals, in order to keep the TCA registry up to date:

Acquisitions: Have to comply with the County's Purchasing Policy (~~FIN021~~). When assets are purchased, the **Manager/Director/Budget—Holder responsible for the budget** must fill in a "New TCA Asset" form and send that (with supporting purchase documentation) to the Finance Department. The Finance Department will also use other sources to identify new additions (Council minutes, weekly payments, title searches etc.). The Finance Department will add the asset to the registry if the acquisition meets the TCA criteria.

Transfers: The departments that transfer out the assets shall complete and submit the Asset Transfer Request Form to Chief Administrative

Officer or Designate for approval. Chief Administrative Officer or Designate shall be responsible for approving the transfers of an asset. A copy of the approved "Asset Transfer Request Form" shall be submitted to the County's Finance Controller and the Manager/Director of the receiving department. The Finance Department will make the necessary adjustments to the TCA registry to reflect the transfers.

Disposals: All asset disposals shall be according to ~~FIN029~~ with the Asset Disposal Policy.

Relationship with Insurance

The departments that acquire or dispose TCA assets shall send a copy of the New TCA Asset Form or approved Asset Disposal Request Form to the ~~Director of Corporate Services~~ Insurance clerk for addition or removal from the insurance Policy.

7. Other Policies Associated With Accounting For TCAs

| | | |
|--|---|--|
| FIN021 | Account Code Structure | Defines the structure (classification) of the County's accounting system. |
| FIN025 | Purchasing Policy | Provides rules for who can make purchases and what procedures are to be followed. |
| FIN029 | Asset Disposal Policy | Provides a framework and guidance for the disposal of county's assets. |
| ADM001 to ADM003 | Vehicle usage, maintenance, and replacement policies | Provides guidance for vehicle usage, maintenance and replacement. |

| | Date | Resolution Number |
|-----------------|------------|-------------------|
| Approved | 2008-01-30 | 08-01-056 |
| Amended | 2009-12-08 | 09-12-1083 |
| Amended | 2011-11-30 | 11-11-946 |
| Amended | 2017-03-14 | 17-03-183 |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Caitlin Smith, Manager of Planning & Development |
| Title: | Municipal Planning Commission Meeting Minutes |

BACKGROUND / PROPOSAL:

The unapproved minutes of the March 9, 2023 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: K Driedger **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of March 9, 2023 be received for information.

Author: K Driedger **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, March 9, 2023 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Tim Driedger Vice Chair, MPC Member
David Driedger Councillor, MPC Member (virtual)
Jacquie Bateman Councillor, MPC Member
Andrew O'Rourke MPC Member

ADMINISTRATION: Caitlin Smith Director of Planning and Agriculture
Madison Dyck Development Officer
Jackie Roberts Development Officer
Lynda Washkevich Development Officer
Kristyn Driedger Administrative Assistant/Recording Secretary

MEMBERS OF THE PUBLIC: Martin Harder

MOTION 1. **CALL TO ORDER**

Erick Carter called the meeting to order at 10:05 a.m.

2. **ADOPTION OF AGENDA**

MPC 23-03-031 MOVED by Andrew O'Rourke

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) Adoption of Minutes

MPC 23-03-032 MOVED by Tim Driedger

That the minutes of the March 9, 2023 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

6. SUBDIVISIONS

- a) 03-SUB-23 852886 Alberta Ltd. (West Haven Estates)
REVISION - Urban Multi-lot, 8.3 acres (29 residential lots)
in "H-R1", "H-R2", "MHS" NE-9-106-15-W5M (La Crete)
(Phase 1)**

MPC 23-03-033 MOVED by Tim Driedger

That Subdivision Application 03-SUB-23 in the name of 852886 Alberta Ltd. on NE-9-106-15-W5M be APPROVED with the following conditions:

1. This approval is for Phase 1 (29 residential lots), 8.3 acres (3.34 hectares) each in size.
2. The applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot;
 - e) Provision of 6 meter PUL on the east side of the development area;
 - f) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County;

The developer shall provide the municipality with an engineered site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- g) Provision of urban standard internal roads, sidewalks, and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and Urban Development Standards Policy DEV001, at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- h) Provision of street lighting with underground wiring, design and location as required by the County;
- i) Engineered signage package;
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
- k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;
- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- n) Any outstanding property taxes shall be paid in full prior to

registration of title;

o) Provision of off-site levies as required by the County as follows (subject to Council approval);

i) Lift Station #4 Levy (Bylaw 223/00) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage.

The levy is calculated at \$1,342 per hectare. 3.34 hectares at \$1,342 equals **\$4,482.28**

ii) Hamlet Off-Site Levy (Bylaw 319/02) imposed for the construction and maintenance of off-site municipal services.

The levy is calculated at \$1,000.00 per lot. Twenty nine (29) lots at \$1,000 per lot equals **\$29,000.00**.

iii) Gravity Sewer Main Levies (Bylaw 338/02) are charged for the northwest area of the Hamlet of La Crete for the purpose of recovering a portion of the costs for new or expanded facilities for the treatment, movement, or disposal of sanitary sewage.

The levy is calculated at \$4,111.23 per hectare. 3.34 hectares at \$4,111.23 equals **\$13,731.51**

iv) La Crete North Storm Water Management (Bylaw 1222-21) shall be imposed for the purpose of paying for the capital costs of new storm water management facilities in the Hamlet of La Crete and surrounding lands;

The levy is calculated at \$10,810.00 per hectare. 3.34 hectares at \$10,810.00 equals **\$36,105.40**.

Total Levies = \$83,319.19

p) Provision of municipal reserve in the form of land or money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is as assigned by Municipal Reserve Policy DEV005 is \$15,000.00 per acre. Previously deferred reserve equals 7.8 acres. The total applicable municipal reserve equals **1.831 acres of land or equivalent money in lieu**. 1.831 acres plus **7.8 acres (deferred reserve)** equals 9.631 acres. 9.631 acres times

\$15,000.00 equals **\$144,465.00**;

- q) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a);
- r) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

5. DEVELOPMENT

- a) **125-DP-22 Dan & Sandra Harder – REVISION
Manufactured Home – Mobile Addition in “HCR”
Plan 052 0560, Block 4, Lot 9 (9006 93 Street)
(Isaac Dyck Subdivision) (La Crete)**

MPC 23-03-034 **MOVED** by Jacquie Bateman

That Development Permit 125-DP-22 REVISION on Plan 052 0560, Block 4, Lot 9 in the name of Dan & Sandra Harder be APPROVED with the following conditions:

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

1. Minimum building setbacks:
 - a) 15.2 meters (50 feet) front yard facing 93 Street;
 - b) 15.2 meters (50 feet) exterior side yard facing 91 Avenue
 - c) 4.6 meters (15 feet) interior side yard;
 - d) 7.6 meters (25 feet) rear yard; from the property lines.
2. The Manufactured Home – Mobile Addition shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes.

Failure to do so shall render this permit Null and Void.

3. The Addition shall be constructed and finished with similar construction materials as the existing Building to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. The exterior of the existing Building and Addition shall be similar in appearance and color;
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
5. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
6. All basement or below grade developments shall have an operational sump pump.
7. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.
8. No accessory building erected/or moved onto the site shall be used as a dwelling.
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.
12. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of - new access or changing location of existing access, complete - Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developer's expense.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and

County Bylaws and resolutions relating to the development of the lands.

CARRIED

7. MISCELLANEOUS ITEMS

- a) Bylaw 1284-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A “H-R1A” to Institutional “I”**

MPC 23-03-035 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1284-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 16 from Hamlet Residential 1A “H-R1A” to Institutional “I”, subject to public hearing input.

CARRIED

- b) Bylaw 1285-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A “H-R1A” to Institutional “I”**

MPC 23-03-036 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1285-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 15 from Hamlet Residential 1A “H-R1A” to Institutional “I”, subject to public hearing input.

CARRIED

- c) Bylaw 1286-23 Land Use Bylaw Amendment to Rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A “H-R1A” to Institutional “I”**

MPC 23-03-037 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1286-23 being a Land Use Bylaw Amendment to rezone Plan 952 3371, Block 11, Lot 14 from Hamlet Residential 1A “H-R1A” to Institutional “I”, subject to public hearing input.

CARRIED

**d) Bylaw 1287-23 Land Use Bylaw Amendment to Rezone
Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B
“H-R1B” to Institutional “I”**

MPC 23-03-038 MOVED by Andrew O'Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 1287-23 being a Land Use Bylaw Amendment to rezone Plan 752 1580, Block 11, Lot 5 from Hamlet Residential 1B “H-R1B” to Institutional “I”, subject to public hearing input.

CARRIED

8. CLOSED MEETING

a) None

9. MEETING DATES

- ❖ Thursday, March 23rd, 2023 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, April 6th, 2023 @ 10:00 a.m. in La Crete
- ❖ Thursday, April 20th, 2023 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, May 11th, 2023 @ 10:00 a.m. in La Crete
- ❖ Thursday, May 25th, 2023 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 23-03-039 MOVED by Andrew O'Rourke

That the Municipal Planning Commission Meeting be adjourned at 10:22 a.m.

CARRIED

These minutes were adopted this 23rd day of March, 2023.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 29, 2023 |
| Presented By: | Byron Peters, Interim Chief Administrative Officer |
| Title: | Information/Correspondence |

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2023-02-15 Highway 686 From Peerless Lake to Fort McMurry
- 2023-03-06 –TOHL –CN Railway Maintenance
- Unpaid Oil & Gas Tax Survey Member Briefing
- 2021 Municipal Red Tape Reduction Report
- 2023-03-14 Electronic Vehicle Association of Alberta – EV Charging Letter
- 2023-02-01 Fort Vermilion Recreation Board Meeting Minutes
- 2023-03-14 Fort Vermilion Recreation Board Special Meeting Minutes
- 2023-01-17 Upper Hay Forests Public Advisory Committee Meeting Minutes
- 2023-02-15 REDI Meeting Minutes

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

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

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

Mackenzie County Action List as of March 16, 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 submitted for adequacy |
| 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 | 4 lots sold; remaining have not decided their options. |
| 21-10-697 | That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant. | Caitlin | In Progress |
| December 14, 2021 Regular Council Meeting | | | |
| 21-12-854 | That Policy DEV001 & DEV007 be brought back to Council for review. | Caitlin | 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 | 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 PLS140031 Appraisal and survey in progress. |
| 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 | | | |

| Motion | Action Required | Action By | Status |
|--|--|----------------|---|
| 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 | COW Meeting March 28, 2023 |
| COW-22-03-022 | That Policy ASB021 – Weed Control Policy be TABLED for further information. | Caitlin/Landon | COMPLETE |
| 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 |
| 22-03-222 | 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 |
| 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 | | | |
| 22-06-465 | That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract | Byron | In Progress |

| Motion | Action Required | Action By | Status |
|--|---|----------------|---|
| | Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting. | | |
| 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 |
| 22-07-513 | 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 |
| 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 | In Progress |
| August 30, 2022 Special Council Meeting | | | |
| 22-08-590 | That the Range Road 154 within TWP 108-15 Tender be retendered in 2023. | Michael | RFD re award submitted for March 29, 2023 Council Agenda |
| September 26, 2022 Regular Council Meeting | | | |
| 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. | Byron | |
| 22-10-751 | That administration incorporate the 2022 One Time Carry Forward Projects in the Draft 2023 Operating Budget as discussed. | Jen | COMPLETE |
| 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 |

| Motion | Action Required | Action By | Status |
|--|--|---------------|---|
| 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 | In Progress |
| 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 |
| November 29, 2022 Regular Council Meeting | | | |
| 22-11-840 | That the Name That Neighbourhood Contest be TABLED. | Jen | In Progress |
| 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 | COMPLETE |
| December 13, 2022 Regular Council Meeting | | | |
| 22-12-900 | That the Flood Plain sale of assets be publically advertised for April 2023. | Jen | Silverstar Auction booked for June 13-15 online auction |
| 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 Plan is submitted |
| 22-12-919 | That the Tri-Council Letter be sent to Minister Nixon regarding The Lodge Assistance Program (LAP) Grant. | Byron | |
| January 10, 2023 Regular Council Meeting | | | |
| 23-01-028 | That administration look into the Power Pole issue as discussed. | Michael/Byron | Estimate Received, seeking out revised costs |
| 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 | Jen | Waiting for grant approval |

| Motion | Action Required | Action By | Status |
|---|--|---------------|---|
| | the General Operating Reserve, subject to receiving the grant funding. | | |
| January 24, 2023 Committee of the Whole Meeting | | | |
| 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 | Landon to provide verbal update. |
| 23-01-051 | That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit. | Caitlin | Being brought back to next ASB meeting |
| 23-01-067 | That administration use Camp Reservations Canada for the campground online booking program. | Don | In Progress |
| 23-01-074 | That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions. | Caitlin | Update the MR Policy to reflect road widening option |
| February 7, 2023 Regular Council Meeting | | | |
| 23-02-105 | That Mackenzie County proceeds with a grant application to the Green & Inclusive Community Building program for the Mackenzie Community Recreation Center in La Crete. | Byron/Don/Jen | COMPLETE |
| 23-02-106 | That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project. | Byron/Don/Jen | Awaiting grant approval and funding allocation |
| 23-02-133 | That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages. | Caitlin | In Progress |
| 23-02-138 | That Mackenzie County initiate an application for the Forest Capital of Canada 2024: Call for Proposals. | Byron | In Progress |
| February 28, 2023 Regular Council Meeting | | | |
| 23-02-149 | That Mackenzie County proceed with the development of a Municipally Controlled Corporation. | Byron/Caitlin | In Progress |
| March 7, 2023 Regular Council Meeting | | | |
| 23-03-215 | That the Agricultural Land Lease for Plan 2122750; Block 13; Lot 1 in Fort Vermilion (Eek Land) be awarded to the highest bidder. | Caitlin | COMPLETE |
| 23-03-217 | That the Agricultural Land Lease for Section 8-110-15-W5M (Fidler Pit) be awarded to the highest bidder. | Caitlin | COMPLETE |

| Motion | Action Required | Action By | Status |
|---------------------------------------|---|-----------|--|
| 23-03-218 | That the following Agricultural Land Lease Tenders be re-advertised: <ul style="list-style-type: none"> NORTHVER 09 (Anderson Pit) Plan 1020707, Block 1; Lot 2 (Buffalo Head Truck Fill Station) NW 14-106-15-W5M (La Crete Lagoon) | Caitlin | COMPLETE |
| 23-03-221 | That Administration review the qualified Proposals for Range Road 154 from Township Road 1084 to Township Road 1090 and report back to Council at the March 9, 2023 Special Council Meeting. | Michael | RFD re Award submitted for March 30, 2023 Regular Council Meeting |
| 23-03-224 | That Administration review the qualified Proposals for Township Road 1102 from Range Road 184 to Range Road 190 and report back to Council at the March 9, 2023 Special Council Meeting. | Michael | RFD re Award submitted for March 30, 2023 Regular Council Meeting |
| 23-03-227 | That the 2023 Line Painting Program Request for Proposals be authorized for issuance in accordance with the documents as amended. | Michael | Projects out for Proposal Call-Submission Deadline – March 29, 2023 |
| 23-03-228 | That the 2023 Crack Filling Program Request for Proposals be authorized for issuance in accordance with the documents as amended. | Michael | |
| 23-03-231 | That the Roadside Mowing Tender be returned to the unqualified bidder. | Caitlin | COMPLETE |
| 23-03-232 | That the Roadside Mowing Tender be re-advertised. | Caitlin | COMPLETE |
| 23-03-235 | That Administration move forward with Request for Proposals for Campground Caretakers to operate Machesis Lake and Wadlin Lake for the 2023 season. | Don | |
| 23-03-250 | That administration investigate options to secure County owned and leased gravel pits, and provide an update at a future Committee of the Whole meeting. | Byron | |
| 23-03-260 | That the Waste Collection Program rates for Fort Vermilion in Bylaw 1277-23 Fee Schedule be deferred until the program is implemented. | Jen/Don | COMPLETE |
| March 16, 2023 Council Meeting | | | |
| COW 23-03-30 | That a recommendation be made to Council that Policy FIN026 Tangible Capital Assets Accounting be amended as presented. | Jen | Regular Council Meeting 2023-03-29 |



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 15, 2023

The Honourable Dominic LeBlanc
Minister of Intergovernmental Affairs,
Infrastructure and Communities
Email: dominic.leblanc@parl.gc.ca

The Honourable Omar Alghabra
Minister of Transport
Email: omar.alghabra@parl.gc.ca

RE: HIGHWAY 686 FROM PEERLESS LAKE TO FORT MCMURRAY

Mackenzie County is in support of Alberta Transportation's submission for funding from the federal government to construct a new Highway 686 corridor linking Peerless Lake and Fort McMurray. We acknowledge that should the project be successful; Alberta Transportation commits to undertake a full environment assessment of the area and complete consultation with indigenous communities in the areas of the project to ensure input.

This new link will greatly improve the overall transportation network in northern Alberta and provide an alternate means of access/egress to/from the Fort McMurray area, a critical consideration in light of events that, from time-to-time, have closed the only access route (Highway 63) into the area. It will also provide a direct route between Peace Region and Fort McMurray reducing travel time by at least two hours. This would be a positive benefit for the economy, goods and services, workers, service providers, and area residents. Portions of this connector are already there and only approximately 200 km of road needs to be built to make this a reality. This connector will greatly increase the safety of everyone traveling these roads, as it will take the congestion away from the only route into Fort McMurray. It will also improve access between the northern provinces, through the northern parts of Saskatchewan and Alberta, and over to British Columbia.

We ask you to please support this application for funding from the provincial government to build the new corridor.

Page 2
February 15, 2023

If you have any questions please feel free to contact me at 780-926-7405 or Byron Peters, Interim Chief Administrative Officer at 780-927-3718 or via email at bpeters@mackenziecounty.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen".

Josh Knelsen
Reeve
Mackenzie County

cc: Arnold Viersen, MP Peace River – Westlock
Devin Dreeshen, Minister of Transportation and Economic Corridors
Dan Williams, MLA for Peace River
Pat Rehn, MLA for Lesser Slave Lake
Paul McLaughlin, President, Rural Municipalities of Alberta
Danny Jung, Infrastructure Manager, Alberta Transportation
Chase Milligen, Regional Director, Alberta Transportation – Peace Region



Town of High Level
10511 – 103 Street
High Level, AB T0H 1Z0
Canada

Telephone: 780-926-2201
Facsimile: 780-926-2899
town@highlevel.ca
www.highlevel.ca

March 6, 2023

Canadian National Railways
935 de La Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

Attn: Tracy Robinson, CEO

At a recent meeting the Council for the Town of High Level discussed concerns with the maintenance of the Mackenzie Northern Railway.

The normal flow of water appears to be impeded along the railway, especially in times of high water flow during spring runoff or heavy rainfall. This is especially concerning where the railway passes through the Town of High Level. Visual observation along the Mackenzie Northern Railway indicates the water is hampered due to fully or partially closed culverts in the railbed.

The Town of High Level appreciates the service Canadian National provides with the rail service in northwest Alberta. We also appreciate the assistance you have provided during flooding along the railway, but we feel a comprehensive program of maintenance along the railway is required to mitigate flooding during future high water flow events.

High Level Town Council is requesting Canadian National Railways implement a maintenance plan for the Mackenzie Northern Railway that facilitates the unimpeded flow of water through the railbed with a focus on where the railway passes through populated areas. If Canadian National is in the process of implementing a maintenance program that would address our concerns, we would appreciate if you could share that with the Town.

Thank you for considering our request. We look forward to hearing from you.

Kindest Regards,

Crystal McAteer, Mayor

cc: Town of High Level Council
James Thompson VP Western Region, Canadian National
Town of Rainbow Lake
Mackenzie County



UNPAID OIL & GAS TAX SURVEY

Member Briefing

In early 2023, the RMA requested that all members complete a survey providing an update on their unpaid oil and gas tax burden as of December 31, 2022. The survey builds on previous member input on this issue from 2022, 2021, 2020, and 2019.

This briefing provides an overview of survey results, and what these trends mean for rural municipalities using the most up to date data provided by all RMA members. The data collected is accurate as of December 31, 2022.

Survey Response Rate

All of the RMA's 69 member municipalities responded to the survey. This **100% response rate** speaks to the importance of this issue across the province and the accuracy of the final data collected.

Survey Results

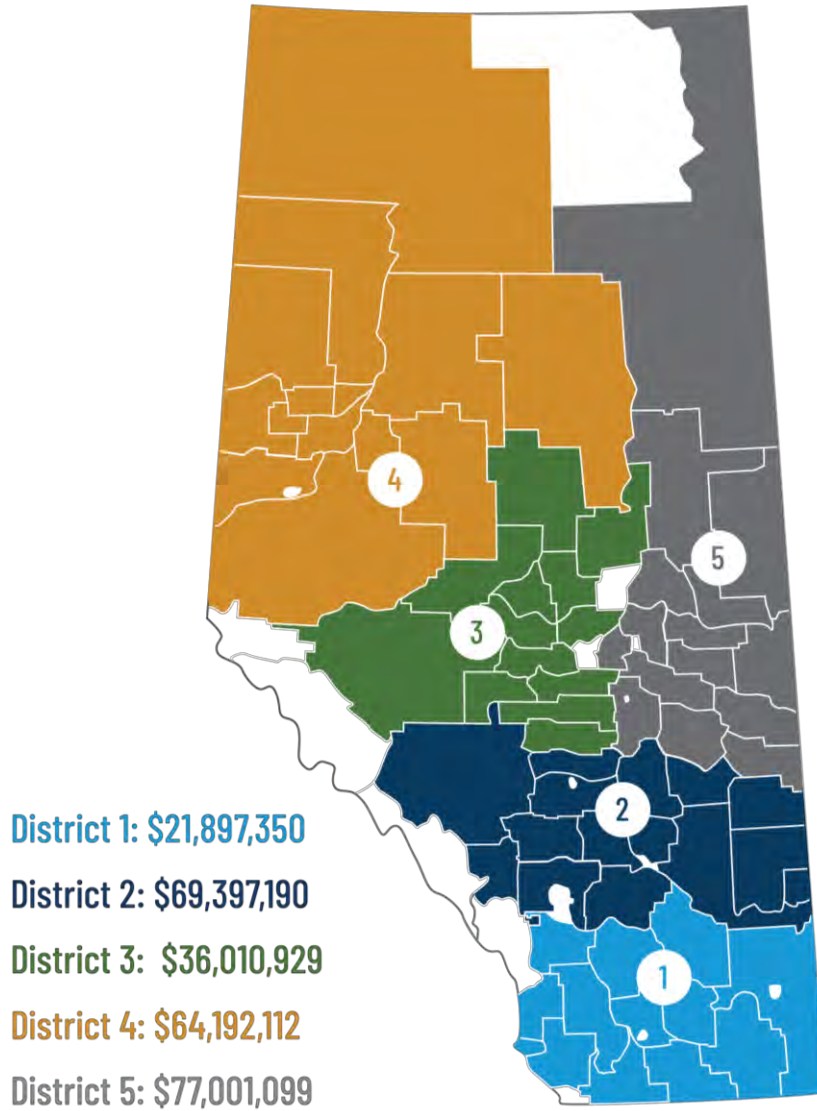
- ♦ Rural municipalities are currently facing an overall unpaid oil and gas property tax burden of **\$268.5 million**.
- ♦ This represents a **6.1% increase** from the overall amount in the RMA's 2022 member survey, a **9.6% increase** from the RMA's 2021 member survey, a **55.2% increase** from the RMA's 2020 member survey, and a **231.5% increase** from the RMA's 2019 member survey.
- ♦ The average RMA member is facing an unpaid tax burden of **\$3,891,285** from the oil and gas industry.
- ♦ Seven municipalities have unpaid tax burdens **above \$10 million** from the oil and gas industry.
- ♦ Two municipalities have no unpaid tax burden from the oil and gas industry, and an additional seven municipalities have an unpaid tax burden **below \$100,000**.
- ♦ Municipalities have written off nearly **\$132 million in unpaid taxes** since 2015. This means that municipalities consider these taxes uncollectible, and they will never recover this lost revenue.
- ♦ Still-operating companies are responsible for **41% of unpaid taxes** from the oil and gas industry.
- ♦ RMA members have tax repayment agreements in place with industry for an **additional \$45 million in unpaid taxes**. This amount is **not** reflected in the \$268.5 million overall unpaid property tax burden.

Key Analysis

- ♦ The problem is **getting worse**: 2022 saw the highest single year rate of current unpaid taxes.
- ♦ The problem is **province-wide**: Every RMA district is facing at least \$21 million in unpaid taxes.
- ♦ The problem is **driven by choice, not desperation**: As the oil and gas industry booms and new well drilling rates skyrocket, some companies continue to ignore their tax responsibilities and government continues to ignore enforcement options.
- ♦ The problem is **solvable**: 41% of unpaid taxes are owed by companies that continue to operate and simply choose not to pay taxes. Government could take action to compel these companies to pay taxes but has chosen not to do so.

Unpaid Oil and Gas Property Taxes by District

Unlike some issues, which only impact municipalities in some regions of the province, the issue of unpaid taxes from the oil and gas industry is truly provincewide, as shown below:

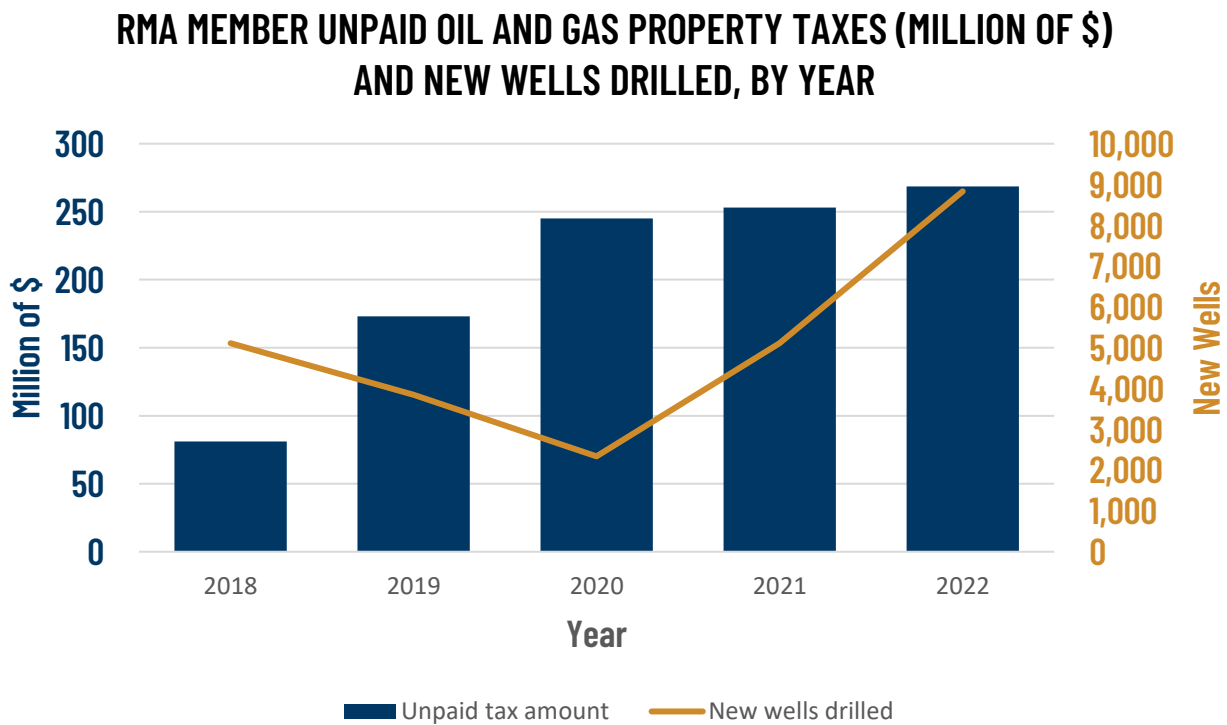


Unpaid Oil and Gas Property Taxes by the Numbers

While the overall amount of \$268.5 million in outstanding oil and gas property taxes is alarming on its own, digging into the survey data is even more compelling. The data below tells some other important stories about this ongoing crisis for rural municipalities and the lack of effort on the part of industry and the Government of Alberta to address it.

As the industry continues to experience a boom period, the tax payment problem is ignored

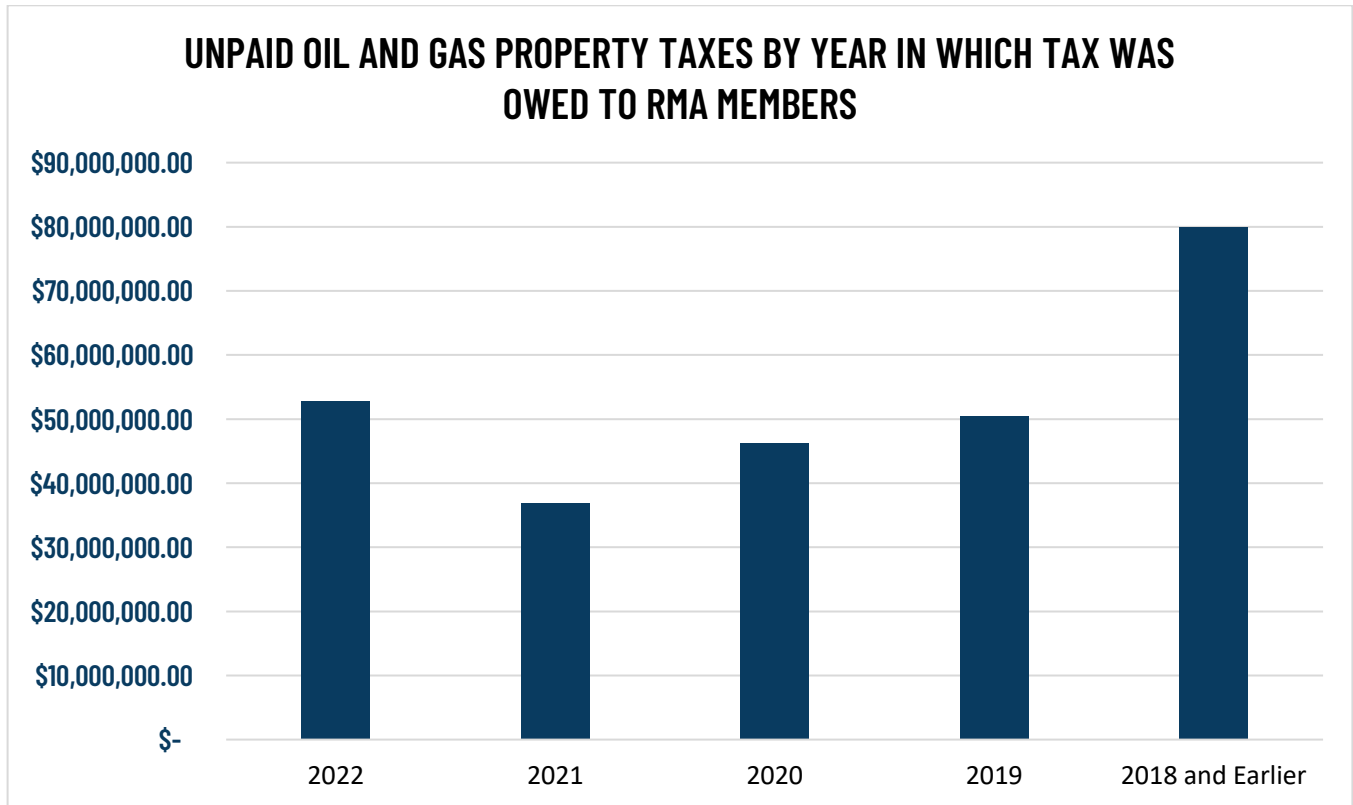
While the increase in unpaid taxes from 2021 to 2022 and again from 2022 to 2023 was more modest than growth in previous years, comparing that to broader growth in the industry tells a different story, as the chart below shows:



From 2018 to 2020, the rate of unpaid taxes tended to grow at an inverse rate to the number of new wells drilled in the province; as unpaid taxes increased, new wells decreased. This suggested that perhaps the unpaid tax issue was linked to the industry’s general struggles. However, this connection has disappeared. Even as new well drills increased by 277.8% from 2020 to 2022, unpaid taxes continue to increase. **Clearly industry and government are prioritizing continued industry growth without the matching accountability.**

The oil and gas industry continues to pile new mountains of unpaid taxes onto the backs of rural municipalities

Industry and government have argued that, while the issue of unpaid taxes is concerning, most of the tax debts are several years old and the actions taken by the province have solved the issue moving forward. The RMA’s member survey data shows a very different reality, one in which **oil and gas companies continue to ignore their obligations**. The chart below shows the current unpaid tax amounts incurred by municipalities each year:

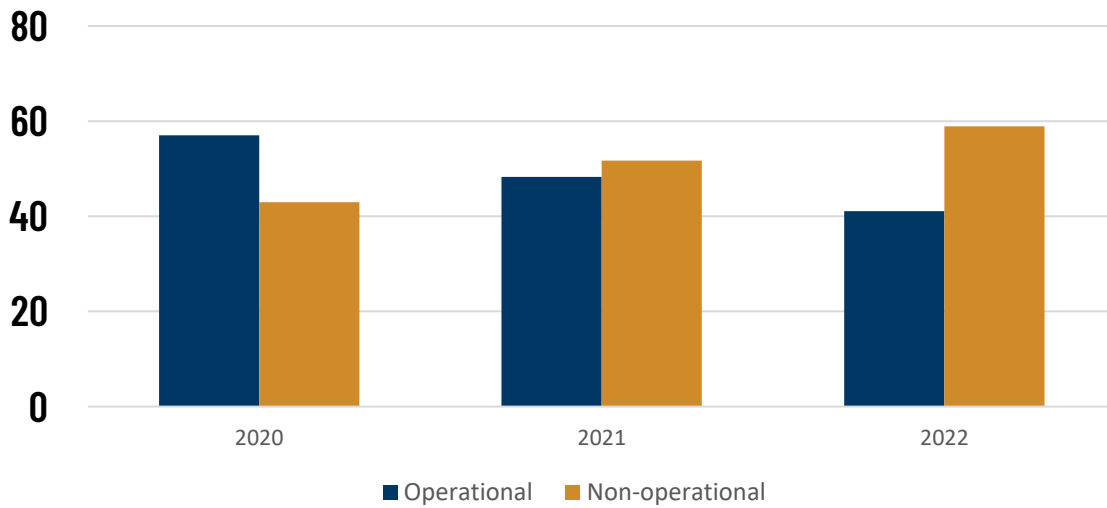


Despite the industry’s economic success in 2022, the Government of Alberta’s introduction of the special lien, and the ability of the AER to consider unpaid taxes in its risk assessments, unpaid tax numbers continue to rise, suggesting that this is an active issue and not only linked to legacy or written-off taxes from several years ago. Some companies continue to operate while they are either unwilling or unable to pay taxes.

As new unpaid taxes are being incurred at a higher rate, the portion of taxes owed by non-operational companies is also gradually increasing

The RMA’s survey asked members to indicate the portion of unpaid taxes owed by companies that continue to operate and those that are now non-operational, usually due to insolvency. These results also show an interesting trend:

PORTION OF UNPAID TAXES OWED BY OPERATIONAL AND NON-OPERATIONAL COMPANIES, 2020 to 2022 TAX YEARS



The table above shows the portion of unpaid taxes owed by companies that are currently operational and non-operational. The number of non-operational companies that owe property taxes continues to rise. Due to recent legal decisions, and in particular the *Redwater* decision, municipalities face major challenges recovering taxes owed from non-operational companies. **While non-operational does not mean taxes are unrecoverable, it does reduce the range of tools available and likelihood of success.** It is imperative that the government act quickly in better enforcing tax payments from operational companies while these companies still have the means to address their growing unpaid property tax debt.

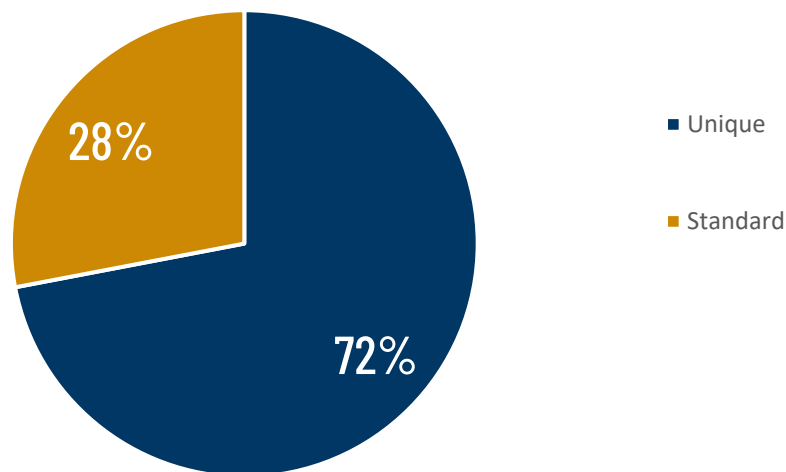
Have Repayment Agreements Been Effective?

In December 2022, Municipal Affairs expressed interest to the RMA in learning more about tax repayment agreements in place between oil and gas companies and municipalities, including how they are implemented, enforced, and their effectiveness in actually collecting on tax arrears. To address these questions, the RMA distributed a second survey with the assistance of the Alberta Rural Municipal Administrators Association (ARMAA) to gather more detailed information on how agreements were structured and to what extent they helped recover unpaid oil and gas taxes. RMA also asked a general question about repayment agreements in the main member survey.

The member survey results indicated that 16 municipalities have agreements in place and 53 do not. It was made clear in the survey that the agreements do not ensure repayment once in place as there are limited enforcement mechanisms available.

Further, the number of agreements in place is quite low considering the amount of taxes outstanding; this suggests that most companies that are not paying taxes either avoid payment willingly and are not interested in negotiating an agreement, or they are in such a poor financial situation that a payment agreement would not be adhered to. In other words, there are only a small number of companies that want to pay taxes but are unable to do so within legislated deadlines. In these few cases, repayment agreements can be a potential option, but their wider use will continue to be limited. In the survey specific to payment agreements, it was demonstrated that many municipalities are willing to develop agreements with unique terms to better accommodate companies facing financial challenges, as the chart below shows:

TYPE OF REPAYMENT AGREEMENTS AMONG RESPONDENTS INDICATED THEY HAVE AN ACTIVE AGREEMENT IN PLACE



Although payment agreements can be useful for both parties, without meaningful consequences to enforce payment of taxes more broadly, they are likely to never be a widely effective tool. Payment agreements are not the solution to this issue and therefore should not be looked at as an expected option for companies unwilling to pay taxes by the deadline unless a stronger enforcement backstop is implemented.

Cumulative Effects of Unpaid Taxes on Municipal Revenue



While the survey results are alarming in isolation, they become even more concerning when considered in combination with other recent provincial policy changes that have weakened the ability of municipalities to levy and collect property taxes from the oil and gas industry.

The RMA sees industry and municipalities as partners in driving economic development, and without access to a fair and consistent revenue source, rural municipalities will, quite simply, be unable to continue to build and maintain the infrastructure that the industry relies on. Some examples of other policy decisions include the following:

Well-Drilling Equipment Tax

Following the 2020 assessment model review, the Government of Alberta implemented several measures intended to provide relief to industry as an alternative to implementing massive changes to the assessment model that would seriously harm municipal viability. Among these measures was the elimination of the Well-Drilling Equipment Tax (WDET). The WDET was intended to provide support to rural municipalities to offset sudden costs associated with new drilling and the increased use of municipal infrastructure by drilling rigs and other industrial equipment. Eliminating it was intended to stimulate new drilling activity during a time of low commodity prices.

In 2019, rural municipalities collected approximately \$23 million in WDET revenue. In 2020, this was suddenly no longer available. As commodity prices and drilling have increased dramatically since 2020, rural municipal infrastructure is being impacted like never before and municipalities have no revenue source available to offset new costs.

Tax Holiday on New Oil Wells

At the same time that it eliminated the WDET, the Government of Alberta implemented a three-year property tax holiday for newly drilled oil wells. This holiday exempts new wells and pipelines from taxation until the 2025 tax year. Although this holiday was introduced to help mitigate the effects of 2020's economic downturn on the

oil and gas industry and promote growth, it is no longer necessary as the industry is in a boom phase with record profits and high levels of new drilling.

There has been no indication that this holiday will be eliminated after 2024, despite the Government of Alberta's knowledge of delinquent companies and high commodity prices.

Centralization of Industrial Property Assessment

Over the past several years, the Government of Alberta has gradually transitioned responsibility for assessing designated industrial properties (pipelines, wells, etc.) from individual municipalities to the provincial assessor's office. While this transition was intended to improve the consistency of assessment across the province, the process has taken much longer than expected and the Government of Alberta has been challenged in building the expertise, capacity, and processes needed to properly assess the massive amount of designated industrial properties spread across rural Alberta.

This lack of capacity has resulted in a lower quality of assessment in municipalities that have been centralized (some municipalities have not yet been transitioned to the centralized model and still conduct assessment using municipal or contracted staff). For example, centralized assessors are highly reliant on industry self-reporting, and due to work constraints for provincial staff, access a much lower portion of properties to visually confirm or audit self-reporting. While quantifying the exact impacts of centralization is extremely difficult as the technical assessment data is not publicly available, there is no doubt that in many cases, centralization has resulted in a reduction in the assessed value of properties due to self-reporting and an increasing reliance on standardized rather than site-specific assessments. In other words, while municipal assessors historically inspect a large portion of individual properties, the proportion inspected under a centralized system is much less, leading to lower assessments, lower taxes paid by industrial property owners, and lost tax revenue for municipalities.

Seeking Solutions

The survey results indicate that unpaid taxes owed by the oil and gas industry to municipalities continue to rise, even as oil prices recently reached historic highs, new well drills increase significantly, and the province's overall economic outlook improves each day. This survey has the most up-to-date data from all 69 member municipalities, which is an indication of the importance of this issue to rural Alberta. At this point, the Government of Alberta is out of excuses as to why it cannot hold industry accountable to meet the same property tax payment expectations **as every other residential and commercial taxpayer in the province.**

Rural municipalities are critical to supporting the oil and gas industry. They provide the infrastructure needed to dig new wells, build pipelines, and maintain existing assets. Increased industry activity intensifies strain on municipal infrastructure, requiring new roads and bridges to provide access to development opportunities. Despite this, each rural municipality faces an average of close to \$4 million in outstanding taxes from the oil and gas industry, **which is being subsidized by other taxpayers in the municipality in the form of increased tax rates or reduced service levels.**

While the Government of Alberta has previously assumed that oil and gas companies did not pay property taxes because they lacked the ability to do so, what the economic recovery has shown is that the issue is less a lack of ability and more a lack of interest. While most oil and gas companies are excellent corporate citizens that operate accountably, those that continue to ignore their property tax obligations either don't care about meeting their obligations or are so poorly regulated that they continue to struggle even in the current economic environment.

In the recent budget, the province generated a significant surplus due to royalties and other revenue largely linked to the oil and gas industry. Despite this, the province continues to download more responsibilities onto municipalities and refuses to take meaningful action towards the recovery of the \$268 million of taxes owed to municipalities. **Rural municipalities continue to get the "short end of the stick," while both the province and industry grow their wealth.** The Government of Alberta has shown a willingness to use public royalty funds to subsidize industry responsibilities (as R-Star demonstrates). It is highly concerning that the government refuses to require industry to operate accountably and in the public interest but is happy to use public funds to "incentivize" them to meet their legislative requirements.

The AER's mandate is to regulate the safe and responsible development of the oil and gas industry. Despite this, **the AER has ignored the impact of unpaid taxes on municipalities and the broader public interest.** Further, as the industry and province have emphasized the adoption of environmental, social, and governance (ESG) principles into their mandates and actions, they continue to ignore actions by industry that contradict good social and governance principles. The AER has the power and tools to solve this issue and uphold the public interest, but have continually refused to act.

Unpaid surface leases are also an ongoing issue. The current process for addressing surface lease disputes through the Land and Property Rights Tribunal (LPRT) is unfair to rural landowners who do not possess the same resources and means as the companies who desire the leases, which has allowed some companies to ignore private landowners. Landowners often do not have access to legal teams or are unfamiliar with the process set out by the LPRT. Although surface rights and leases are not part of the municipal scope, the impact on individual landowners contributes to the overall issue created by oil and gas companies. The RMA does not have the ability to gather data about the extent of unpaid surface leases but has heard from members and other stakeholders that it is also a widespread issue.

The RMA will continue advocating to the Government of Alberta to direct the AER to implement solutions to this issue, including the following:

- ◆ Rather than relying on industry to self-report on property tax payment, develop a mechanism to allow municipalities to regularly submit property tax payment information to the AER, and to easily share concerns related to companies not paying taxes.
- ◆ Update Directive 067 to specifically include full payment of all municipal taxes owed by a company as a requirement of any licence approval or transfer.
- ◆ Do not allow the transfer of ownership of a specific asset if there are any outstanding taxes attached to the asset.
- ◆ Update Directive 088 to specifically identify non-payment of municipal taxes as a factor in determining a company's licensee capability assessment (LCA).
- ◆ Create a provincial fund to fully compensate municipalities for unpaid oil and gas taxes from recent years that are now uncollectable due to company assets having already been liquidated.
- ◆ Require the AER to report on its collection and use of unpaid tax information on an annual basis.

Make Unpaid Oil and Gas Taxes a Local Election Issue

As the provincial election approaches, there are many opportunities to elevate this issue. Members are encouraged to use the data that they have gathered for the purpose of completing this survey to inform their local MLAs of the seriousness of the issue.

As the RMA and its members have learned through our collective efforts during the assessment model review process in 2020, local advocacy works, and in many cases, MLAs may not be aware of an issue that is mainly being addressed at the provincial level until they learn of it from their constituent municipalities. With the upcoming election, this is an excellent opportunity for members to advocate directly with candidates and ensure that they are aware of the issue at hand.

Although the RMA is not providing members with any templates or specific guides on local advocacy on this issue, several documents have been developed which specifically reference the issue of unpaid oil and gas taxes in rural municipalities.

Below is a condensed summary of the issue that may be helpful for local advocacy approaches.

What is the issue?

According to a 2023 RMA member survey, rural municipalities were owed \$268 million in unpaid property taxes from the oil and gas industry as of the end of 2022. Unlike residential and commercial properties, where both unpaid tax enforcement and recovery mechanisms are straightforward and municipal authority is clear, loopholes in provincial legislation related to taxation of the oil and gas industry and related properties mean that municipalities have struggled to determine if and how they can recover taxes. Various legal cases in recent years have increased this challenge. This complexity allows some oil and gas companies to simply choose not to pay their property taxes and face no consequences. It is important to note that most companies are good corporate citizens and pay taxes reliably, but the small number that do not are causing major challenges for rural municipalities.

Why is this important to Albertans?

Albertans rely on their local municipality to provide many of the services they use daily. When one taxpayer does not pay their share, municipalities are left in the position to either reduce service levels or increase taxes on other sectors. By allowing oil and gas companies to operate while not paying their property taxes, the burden of funding these services is shifted to other taxpayers. To this point, the Government of Alberta has taken some steps to address the issue, but none have been successful as non-payment continues in rural municipalities across Alberta.

What can you do to support rural Alberta on this issue?

We recommend reaching out to your local rural municipalities to learn from them directly what impact unpaid taxes from the oil and gas sector have had on their operations and sustainability. The lack of tools to secure payment is also a legislative issue. If elected, you'll be able to advocate for reform, and we ask you consider enabling legislation to ensure municipalities can recover unpaid taxes from all ratepayers.

Key Messages

Members are encouraged to reference the RMA's [Municipal Taxation and Assessment Position Statements](#) for messaging on this issue. In addition to this and the RMA's press release, consider customizing some of the messages below:

- ◆ Municipalities across the province rely on property taxes to fund the services and infrastructure that the oil and gas industry utilizes daily. Our municipality manages _____ kilometres of roads and _____ bridges. Without consistent payment of property taxes, we may have no choice but to reduce service levels or close some roads and bridges.
- ◆ Municipalities have no choice but to recover every dollar not paid in property taxes by the oil and gas industry from other property taxpayers in the form of increased tax rates or reduced service levels. In our municipality, we would be forced to raise the residential property tax by _____ and the non-residential property tax rate by _____ to recover lost oil and gas tax revenues without reducing service levels.
- ◆ Municipalities are required to collect education property taxes, which they then forward to the Government of Alberta to contribute to Alberta's education system. Municipalities must forward a set amount based on property assessment regardless of whether they are able to actually collect taxes. Our municipality has forwarded \$_____ in education property taxes to the province that we were unable to collect from oil and gas companies in 2022 [or any year range for which data is available].
- ◆ In cases when oil and gas companies approach us to inform us of their challenges in paying property taxes, we are often willing to work with them on flexible payment agreements. We currently have payment agreements with _____ companies. [OPTIONAL – describe terms of agreements].
- ◆ Our municipality recognizes the challenges facing the oil and gas industry and has a long history of partnering with companies operating in the area to grow the rural economy. We are willing to work with struggling companies on solutions but cannot move forward constructively when some oil and gas companies are willing to shift their tax commitments to other property owners.

2021 Municipal Red Tape Reduction Report



Alberta 

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Background and Objectives

On June 29, 2020, the government announced Alberta's economic recovery plan. The Municipal Stimulus Program (MSP), developed and administered by Municipal Affairs, provided about \$500 million to municipal authorities, Metis settlements, and the town site of Redwood Meadows for capital infrastructure. The program's goals were to:

- sustain and create local jobs;
- enhance provincial competitiveness and enhance productivity;
- position communities to participate in future economic growth; and
- reduce municipal red tape to promote job-creating private sector investment.

Municipalities were required to submit an annual red-tape reduction (RTR) report in 2020 and 2021 as one of the conditions for accessing program funding. This report identifies progress made by municipalities in 2021 in the following areas:

- making it easier to start a new business;
- streamlining processes and shortening timelines for development and subdivision approvals; and
- attracting new investment and/or tourism.

Municipal Affairs did not evaluate the specific effectiveness of municipal RTR actions. However, this report demonstrates the commitment of municipalities to reducing red tape in 2021.

In general, this report indicates concrete steps and actions taken by municipalities to build on their 2020 red tape reduction efforts to attract new investments and tourism in their communities. These actions align with steps taken by the province to reduce red tape and shows a shared commitment to enhance business and tourism, furthering Alberta's economic recovery.

Results from 2020 municipal RTR reports can be found at <https://open.alberta.ca/publications/municipal-red-tape-reduction-report>.

Overview

Municipalities across Alberta made significant progress reducing red tape in both 2020 and 2021. Many of these initiatives were started before the Municipal Stimulus Program was introduced, showing that many municipalities were already considering the impact of red tape on their residents and business owners. Concrete steps taken in 2021 included streamlining internal processes; cleaning up redundant or counterintuitive policies, procedures, and regulations; and making considerable efforts to improve the services provided by municipalities. These efforts will continue to drive economic growth and make Alberta the best place in Canada in which to live, work, and invest.

The RTR reporting form provided some examples of the actions municipalities could take to reduce red tape. Municipalities equally had the freedom to carry out other actions depending on their local circumstances. This form collected information on RTR activities taken in 2021.

Municipal Affairs had received 322 of the required 324 RTR reports¹ at the time this report was prepared. This represented a wide range of municipalities in Alberta as shown in Table 1.

¹ Fourteen municipalities and Metis Settlements chose not to participate in the Municipal Stimulus Program. Three municipalities that submitted RTR reports for 2020 dissolved in 2021, and therefore did not submit RTR reports.

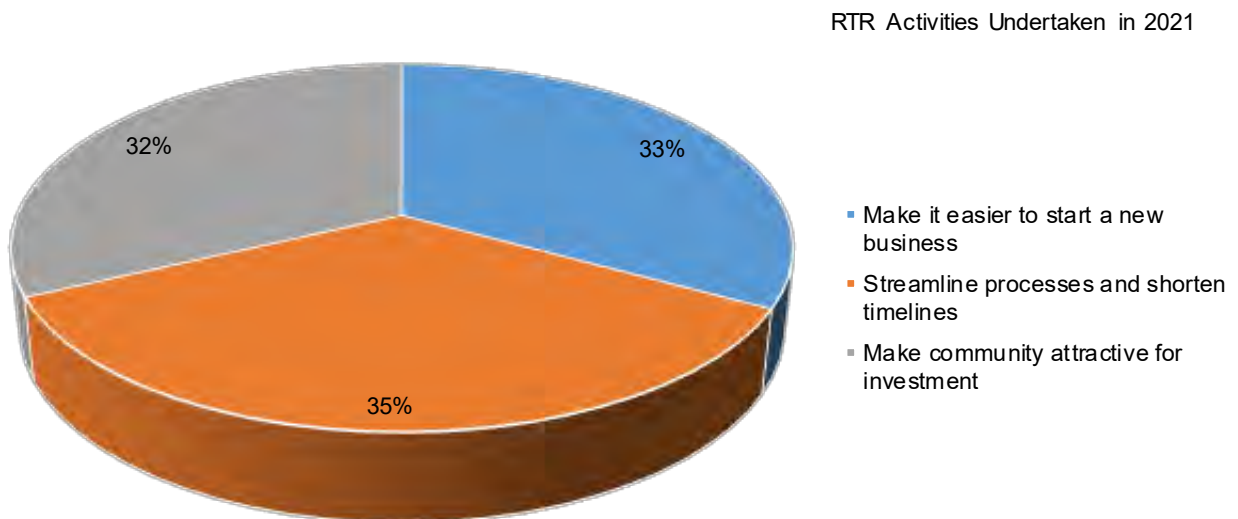
Table 1. The number of reports received by Municipal Affair by the 2022 reporting deadline, by municipality type.

| Municipality Type | Number of Responses |
|--|---------------------|
| Cities | 19 |
| Towns | 106 |
| Rural Municipalities | 60 |
| Villages | 78 |
| Summer Villages | 43 |
| Metis Settlements | 5 |
| Others (Improvement Districts, Special Areas Board, and Townsite of Redwood Meadows) | 11 |

2021 Activity Alignment with Red Tape Reduction Objectives

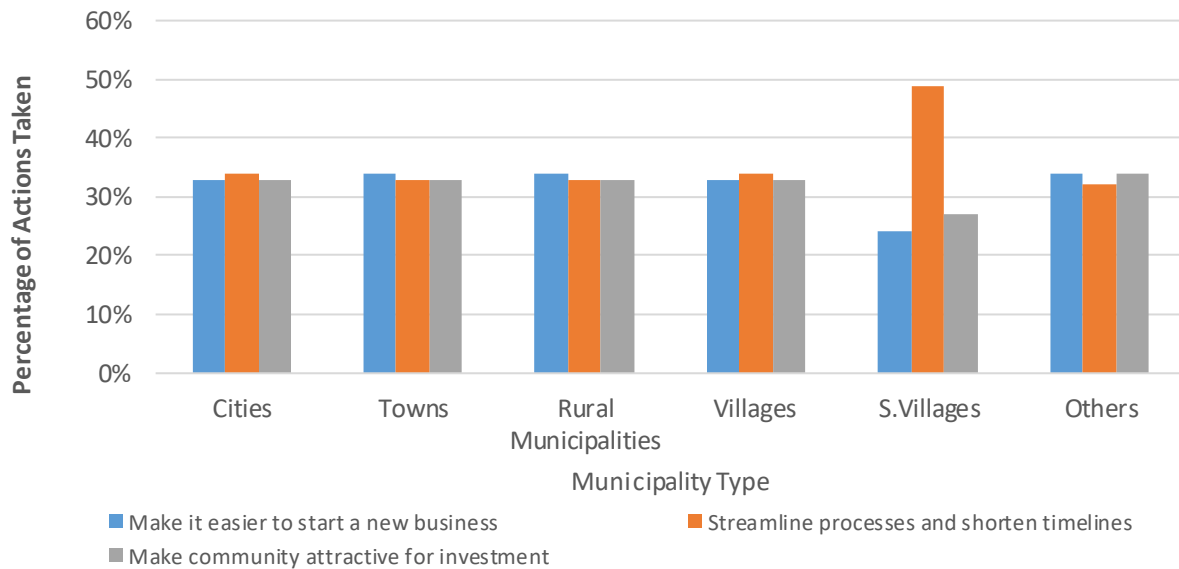
Distribution of RTR Activities into the Three RTR Objectives

Figure 1. Shows the distribution of RTR actions taken by municipalities in 2021 based on the three RTR objectives. The data shows that 33 per cent of RTR actions taken by municipalities were to make it easier to start a new business, and 35 per cent sought to streamline and shorten timelines for development and subdivision permit approvals. Thirty-two per cent of actions were associated with attracting new investment and/or tourism.



Distribution of RTR Activities by RTR Objective and Municipality Type

Figure 2. Reveals how each municipality type participated in RTR activities in alignment with the three RTR objectives. This data suggests that all municipality types allocated their activities evenly across the three objectives, with the exception of summer villages, which focused more effort on streamlining and shortening timelines for development and subdivision permit approvals.

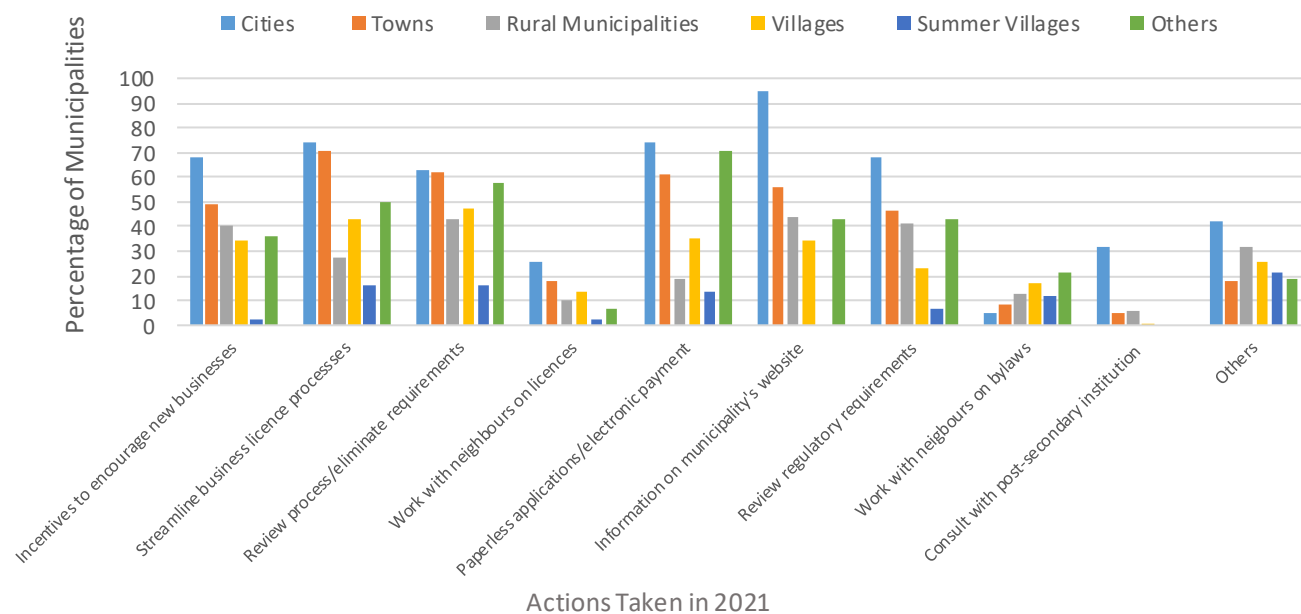


2021 Red Tape Reduction Objectives and Activities by Municipality Type

Alberta has a great diversity of municipalities, and each has different opportunities for reducing red tape. The following analysis provides insight into the influence of municipality type on various RTR objectives and activities carried out in 2021. Municipalities could undertake multiple red tape reduction activities in accordance with their needs and circumstances.

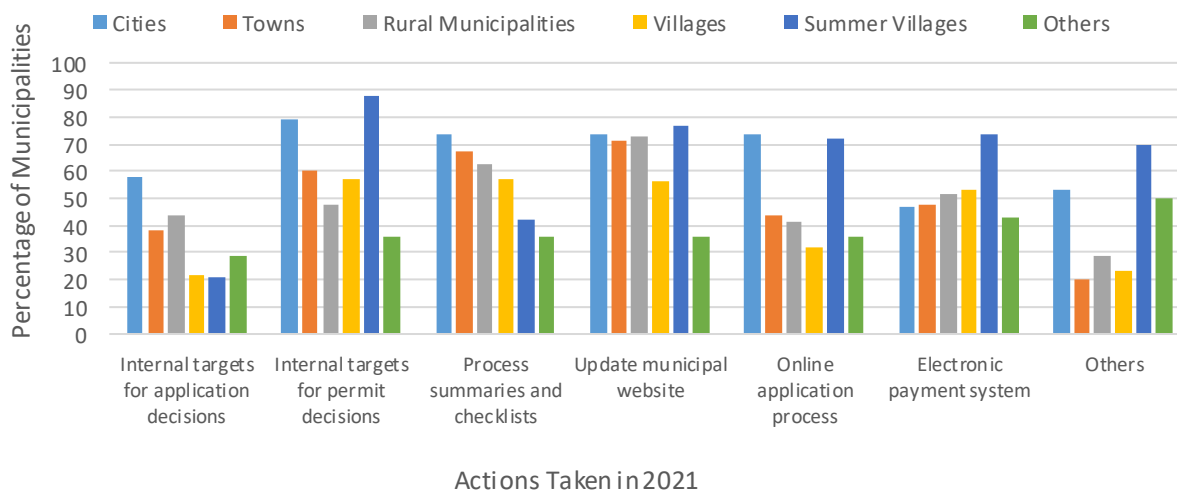
Objective 1: Starting a business

Figure 3. Represents the percentage of municipalities (classified by municipality type) that undertook RTR activities in 2021 aimed at making it easier to start up new businesses. As in 2020, cities had the largest percentage of participation in activities related to starting a business, while summer villages had the lowest percentage. For the majority of these activities, the percentage of participation in a given activity decreased by municipality size, where cities had the highest percentage of participation followed by rural municipalities, towns, villages, and summer villages.



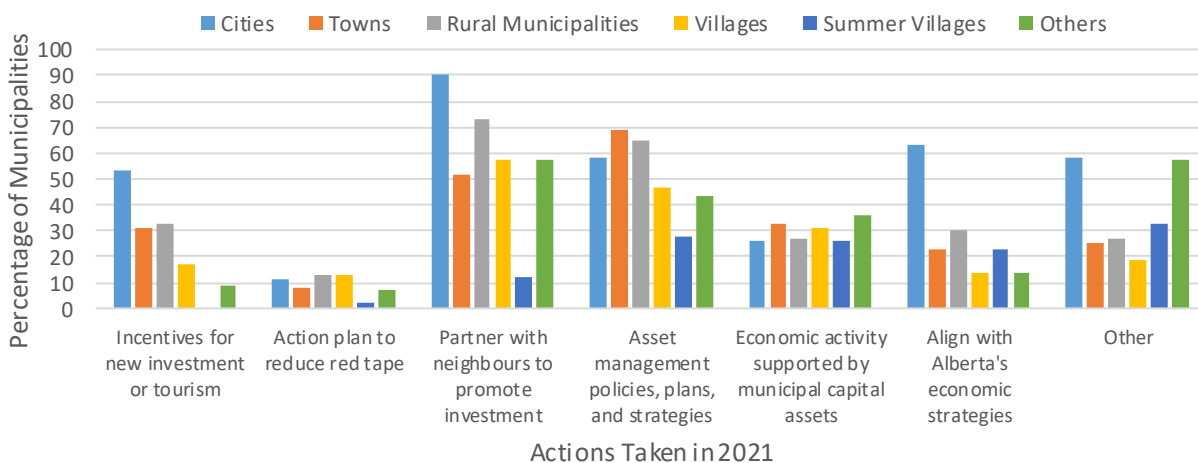
Objective 2: Streamline processes and shorten timelines for development/subdivision permit approvals

Figure 4. States the percentage of municipalities (classified by municipality type) that undertook RTR activities in 2021, focused on streamlining processes and shortening timelines for development and permit approvals. This data shows that a higher percentage of summer villages than other types of municipalities took part in activities to streamline processes and shorten timelines for permit approvals.



Objective 3: Attract new investment and/or tourism

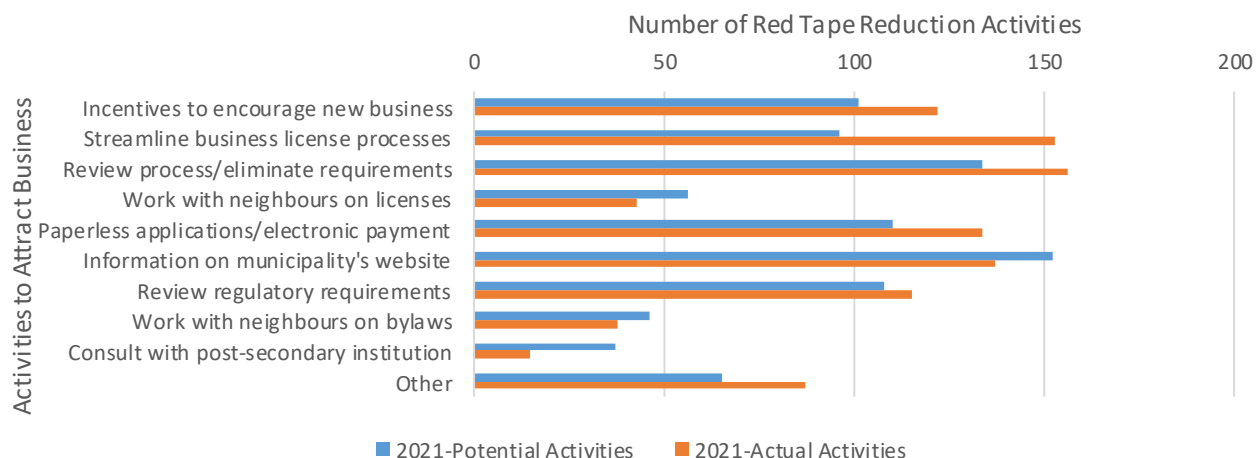
Figure 5. Displays the percentage of municipalities (classified by municipality type) that undertook RTR activities in 2021, focused on making their municipality a more attractive destination for new investment and/or tourism. On average, more cities than other types of municipalities undertook activities to attract new investment or tourism.



Comparison of Potential and Actual RTR Actions in 2021

The next few figures compare activities that municipalities indicated they expected to do in 2021² (potential activities) versus which activities they truly did in 2021 (actual activities) to reduce red tape across the three objectives: make it easier to start a new business; streamline processes and shortening timelines for development and subdivision approvals; and attract new investment and/or tourism. Overall, municipalities completed more activities to reduce red tape than they had originally planned to complete in 2021. In 2020, municipalities estimated that they would start or complete 2,577 activities in 2021; at the time of this report municipalities had started or completed 2,834 activities in 2021.

Figure 6. Comparison of potential and actual activities to attract new business



² As reported on 2020 RTR reports.

Figure 7. Comparison of potential and actual activities to streamline processes

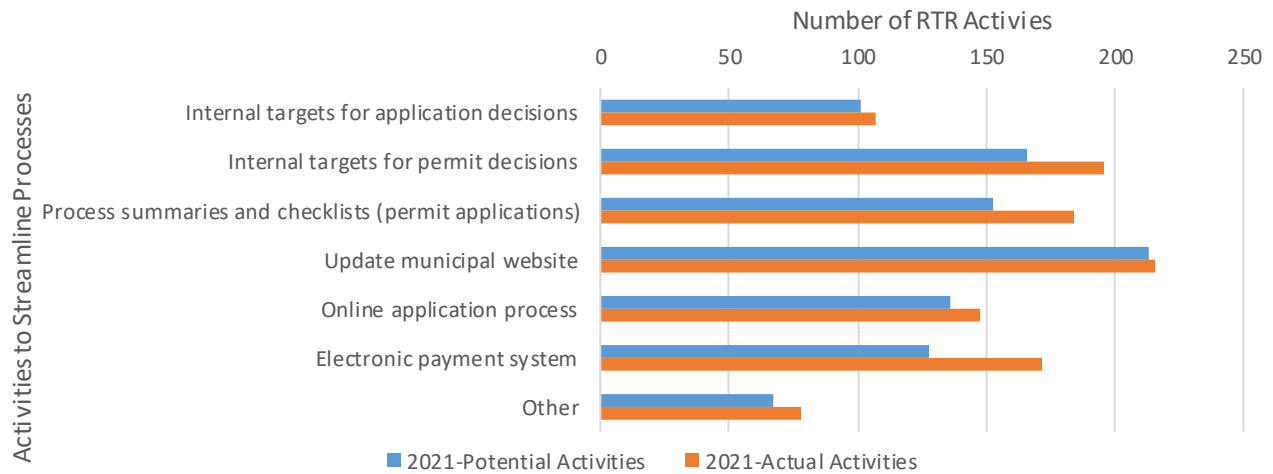
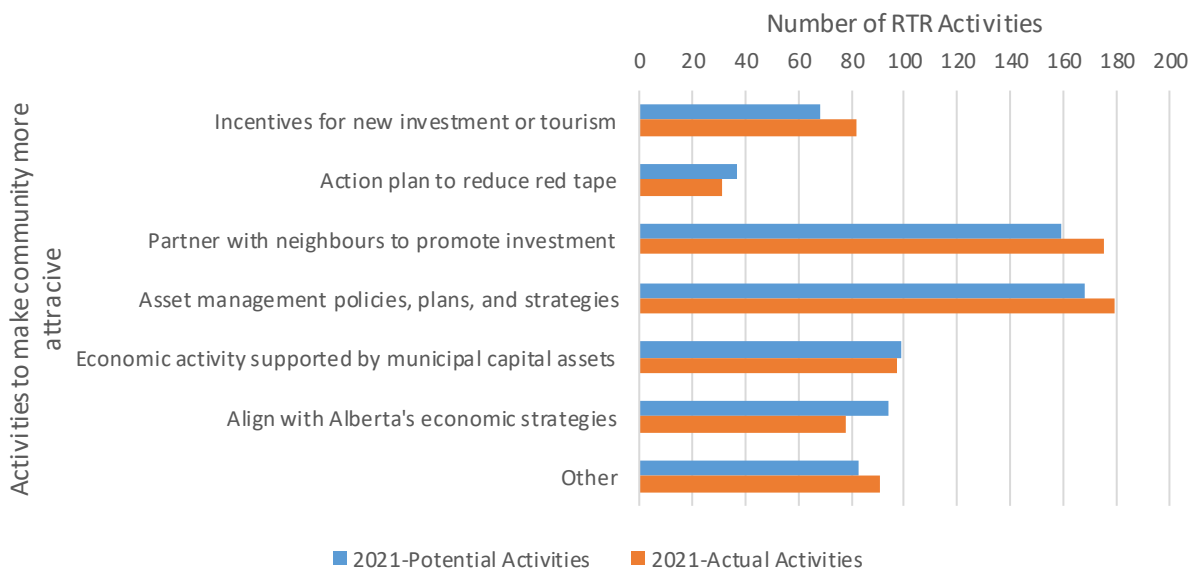


Figure 8. Comparison of potential and actual activities to make community more attractive for investment and/or tourism



Comparing RTR Actions Taken in 2020 with Actions Taken in 2021

Figure 9. Characterizes the number of actions taken by municipalities in 2020 versus 2021 for the three RTR objectives. Municipalities undertook 2,144 activities in 2020 and 2,834 activities in 2021 to achieve the three RTR objectives. The greater number of activities in 2021 was anticipated, as in 2020 municipalities were required only to indicate what they had planned for 2021, whereas in 2021 they were required to report on actions actually taken. However, the number of activities carried out in 2020 suggests that reducing red tape was on the minds of municipalities prior to the MSP.

A higher number of executed activities in 2021 may be attributable to increased RTR awareness and guidance provided by the RTR reporting template, reflection on the 2020 RTR report, and/or other limiting factors that may have prevented RTR activity in 2020, such as the limited timeframe given to implement these initiatives.

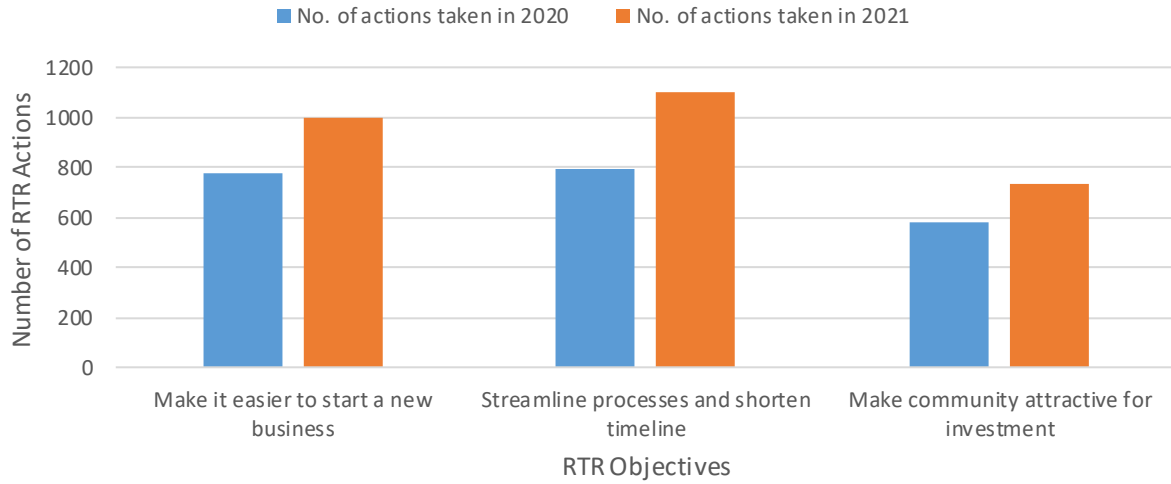
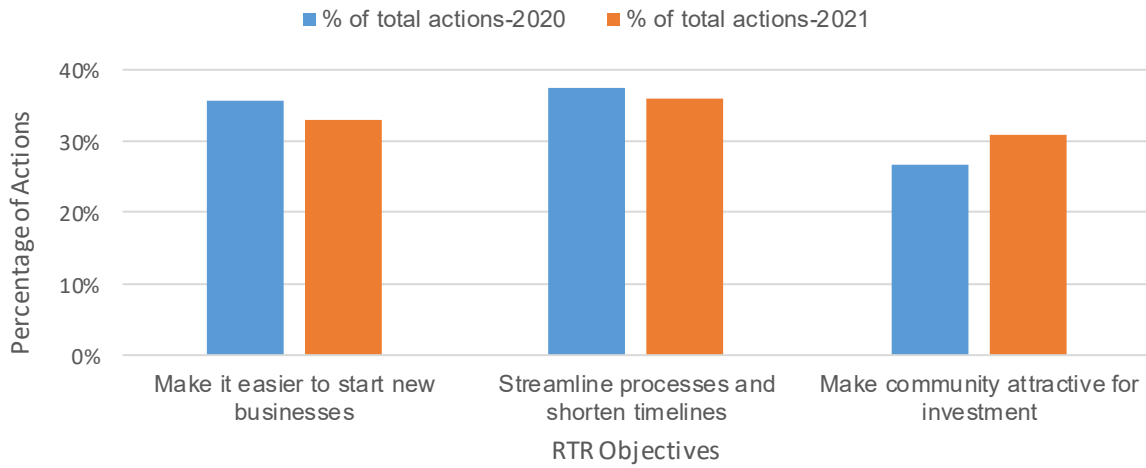


Figure 10. Shows the percentage distribution of RTR activities undertaken by municipalities in 2020 and 2021 based on the three RTR objectives. This detail shows streamlining processes and shortening timelines were primary concerns of municipalities in 2020 and 2021.



Objective 1: Starting a Business

In 2021, there was a 13 per cent increase in activities that helped streamline business license processes compared to similar actions taken in 2020. Streamlining business license processes was the most prevalent among municipalities' efforts to reduce red tape in the area of starting a new business.

Municipalities also focused on communication-based activities to reduce red tape. Compared to 2020, there was a substantial increase in the following areas:

- provision of information via municipal websites on starting new businesses (12 per cent increase);
- implementation of paperless applications and electronic payments (9 per cent increase); and
- establishment of incentives to encourage new businesses (8 per cent increase)

The municipal focus on digital migration trends and electronic forms of communication was likely in response to the ongoing adaptations needed to respond to the COVID-19 pandemic and will likely continue in the future.

Consulting with post-secondary institutions included activities such as exploring ways to support youth in business and to help local university graduates develop new business opportunities.

Activities included in the "Other" category include municipal amalgamation, development of favourable taxation methods, land sales, and new initiatives such as partnering with industries on strategic projects.

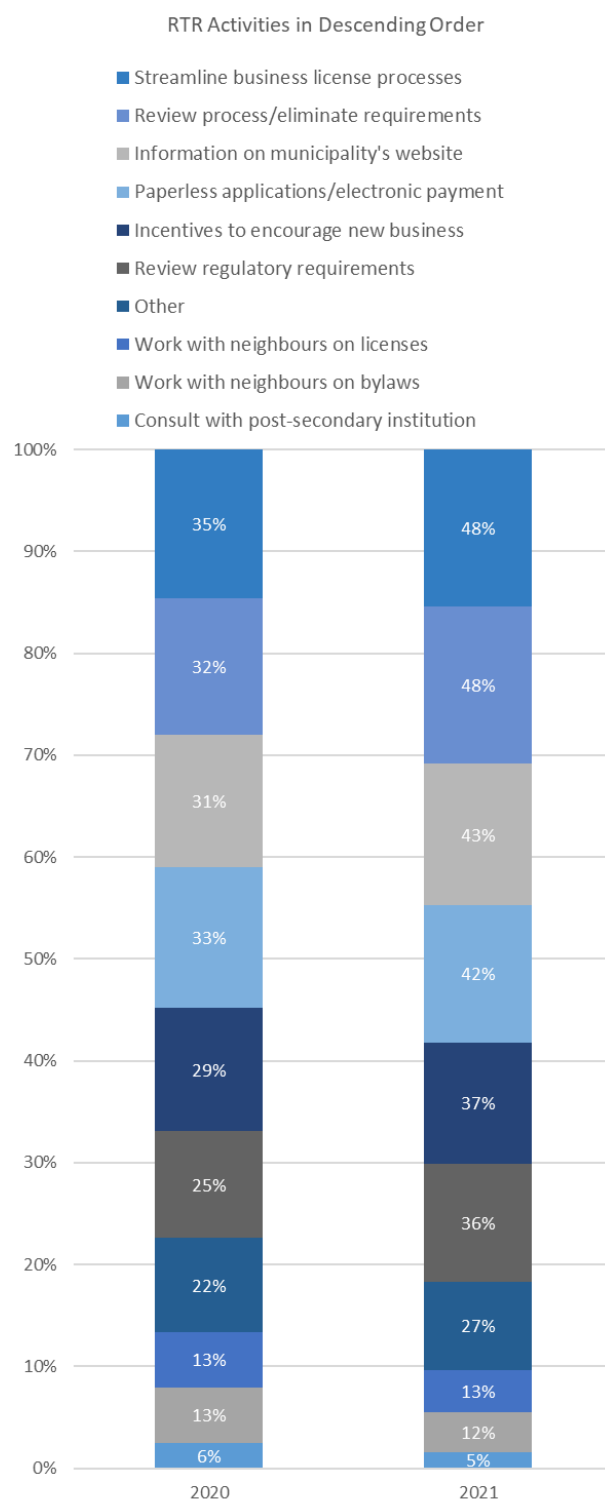


Figure 11: Comparison of actions taken in 2020 and 2021 to reduce red tape by making it easier to start a business.

Objective 2: Streamline Processes and Shorten Timelines for Development/Subdivision Permit Approvals

As with the first objective, communication-related work (e.g., updating municipal websites) saw the largest year-over-year activity, with municipalities undertaking more activities in 2021 than 2020. The increase is likely due to digital migration trends and electronic forms of communication expedited by the pandemic, and will likely continue into the future.

Other notable differences between 2020 and 2021 include:

- updated municipal websites (24 per cent increase);
- establishment of internal targets for permit decisions (18 per cent increase),
- implementation of process summaries and checklists (20 per cent increase); and
- establishment of electronic payment systems in municipalities (19 per cent increase)

In addition, every type of action saw increases in activity. Some of the largest increases from 2020 to 2021 include: the development of process summaries and checklists (20 per cent increase in activity) and the implementation of electronic payment systems (19 per cent increase in activity).

Activities in "Others" include advocating for changes to provincial regulations, municipal amalgamation, property rezoning, personnel recruitment, and staff training.

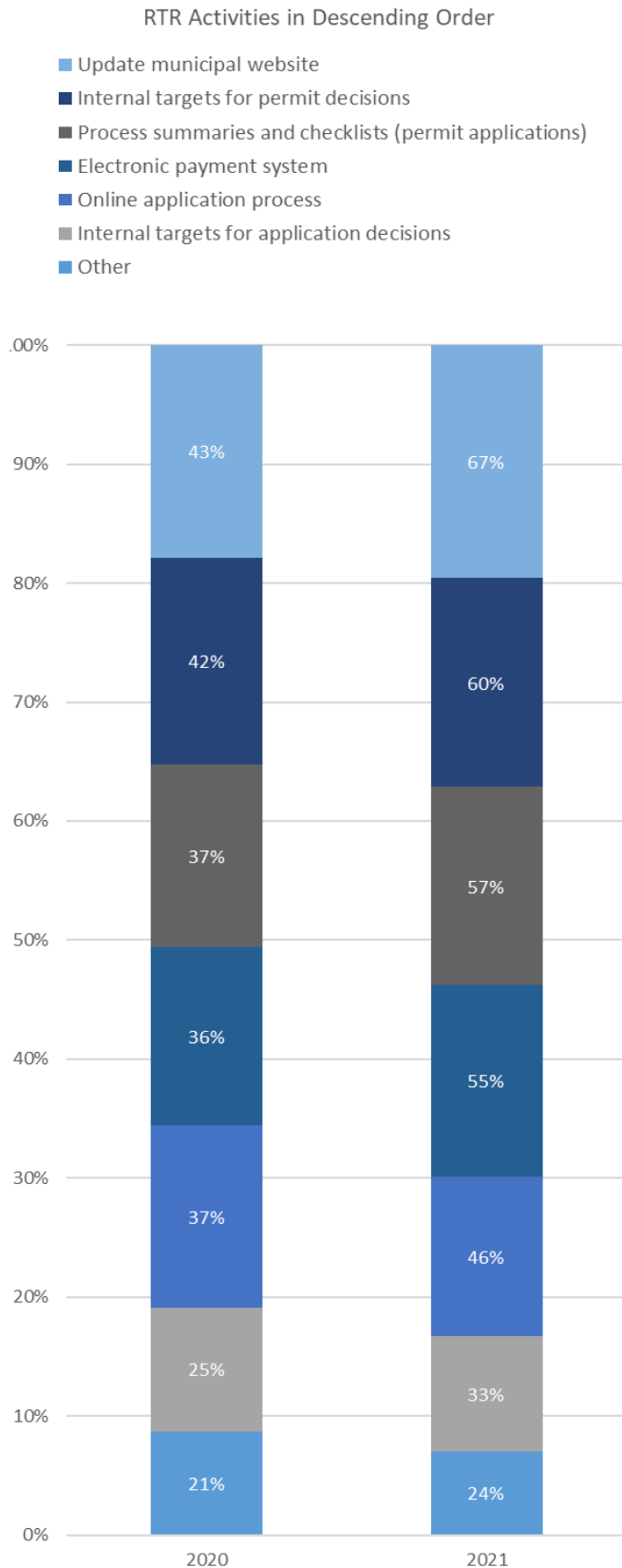


Figure 12 Comparison of actions taken in 2020 and 2021 to reduce red tape by streamlining processes and shortening timelines for development and subdivision permit approvals.

Objective 3: Attract New Investment and/or Tourism

In 2021, municipalities increased all types of activities to attract new investment and/or tourism to their communities. Some of the largest increases from 2020 to 2021 include:

- implementation of asset management policies, plans, and strategies (12 per cent increase);
- establishment of partnerships with neighbouring municipalities and communities to promote investment (11 per cent increase); and
- alignment of municipalities with Alberta's economic strategies (10 per cent increase)

Activities in "Other" include, launching or implementing new initiatives, pandemic recovery planning/frameworks, and enhancing municipal cleanliness.

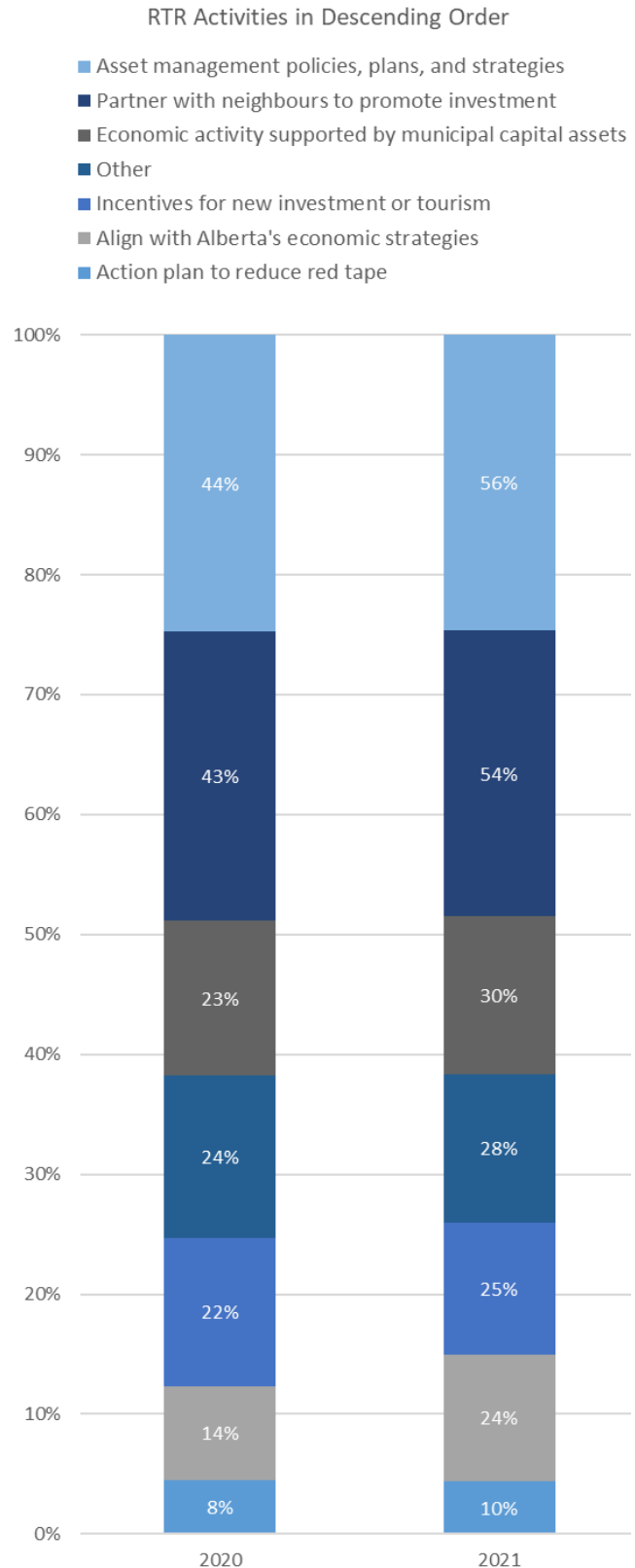


Figure 13: Comparison of actions taken in 2020 and 2021 to reduce red tape by attracting new investment and/or tourism to municipalities

Municipal Stories Behind the Numbers

As the previous section shows, municipalities across Alberta worked hard to reduce red tape in a number of areas in 2021. The following section focuses on how Alberta's two largest cities and other municipalities met the objectives of RTR in 2021. From making it easier to start a business, to streamlining processes and timelines, to attracting new investment and tourism, municipalities across the province showed that RTR is not dependent on a municipality's size or geographical location, but on its level of commitment.

The Cities of Calgary and Edmonton - Large Urban Municipalities

As the province's two largest cities, it is unsurprising that the cities of Calgary and Edmonton were already investigating and acting on the reduction of municipal red tape. They initiated and continued a number of similar RTR activities in 2021, intended to make it easier to start businesses, streamline processes and timelines, and attract new investment. The success of these measures to reduce red tape is reflected in the Canada Home Builders' Association's *2022 Municipal Benchmark Study*, which found that out of 21 cities studied, Edmonton ranked number one and Calgary ranked number three for speed of approvals and lower costs for development permits.³

Key areas of focus for both cities included:

- waiver of full or partial business related fees in 2021 due to COVID-19;
- direct assistance programs for new and existing businesses to support economic growth;
- reduced administrative barriers for businesses interacting with city departments and the website;
- investments in technology to eliminate redundant processes and applications; and
- removal of restrictive bylaw requirements, such as parking stall requirements for new businesses.

The City of Calgary

Making it easier to start a new business, encouraging new business start-ups

The City of Calgary engaged in several activities in 2021 to support business and innovation. Calgary City Council approved the Innovation through Procurement initiative in late 2020, which contributed to Calgary's economic resilience in 2021. This initiative increased business and procurement opportunities for start-ups and small and medium-sized business with innovative ideas or technology by having the city as their first customer. The initiative also assisted students to establish new businesses after graduation through the city implementing consultation with post-secondary institutions on problem-based procurement strategies and solutions.

Calgary continued the Benefit Driven Procurement program in 2021, which was designed to reduce barriers and facilitate access to city contracts for small and medium-sized businesses, in addition to supporting non-profit organizations. The program has moved from a pilot project to an approved policy by Calgary City Council.

In May 2021, the City of Calgary's Business Web Hub went live. The digital initiative created an online, one-stop shop for businesses with all business-related information in one user-friendly place, such as resources and support for anyone interested in starting a new business or with questions related to licensing, zoning, or financial supports. By late January 2022, the Business Hub had received 258,196 page views. The majority of visitors came through an organic web search, and represent an almost equal mix of new and returning visitors.

Streamlining processes and shortening timelines, enhancing permit approval processes

The City of Calgary's Change of Use and Renovation Exemption Area Pilot streamlined approvals in three areas in the city by removing the requirement for development permits for some changes of use and for exterior renovations to existing commercial buildings until January 31, 2022, and, in the Centre City area, until July 1, 2023.

The city redesigned the decision-making process for complex development applications, widening the breadth and consolidating the functions of staff to allow the focus to be on planning outcomes rather than process management.

Effective July 2021, exemptions for exterior alterations and additions less than 1,000 square metres in size are provided on a temporary basis until July 2023, with ongoing review to evaluate success. Also effective July 2021,

³https://www.chba.ca/CHBA/Housing_in_Canada/The_Government_Role/Municipal_Benchmarking.aspx?utm_source=western%20investor&utm_campaign=western%20investor%3A%20outbound&utm_medium=referral

exemptions for change of use Development Permits are permanent, providing ongoing time and cost savings to the City of Calgary, building owners and businesses. Most notably, the exemption for change of use applications reduced total customer permitting timelines by 910 days from January to October 2021.

An online one-stop shop for customers enables them to access all permit related information in a user-friendly way. The city worked directly with industry stakeholders to update the website with information and links that would benefit them most in a smooth application process. Calgary now accepts and processes all development applications completely online with no need to print or submit paper documents, streamlining and simplifying the application process for customers.

Making the municipality a more attractive destination for new investment and/or tourism, providing modern and affordable services

Calgary's Greater Downtown Plan (the Plan) was approved, which focuses on building a downtown that is a bustling centre of commerce and a 24/7 destination. The Plan is supported by a \$200 million initial investment focused on areas that start to lower office vacancy, improve downtown vibrancy, and support the development of thriving neighbourhoods that attract residents, visitors, and talent for downtown's businesses.

The city supported more than 200 businesses through ShopHERE, a project made possible through funding from Western Economic Diversification (now Prairies Economic Development Canada). It allowed the city to partner with local organizations to bring businesses online. The Business and Local Economy team is also working with the provincial government through BusinessLink for a grant that will allow the city to launch a Digital Service Squad to work with local businesses to address their digital business needs.

The Solutions for Achieving Value and Excellence (SAVE) program was created to help deliver modern and affordable services within the city's mandate. It identified base budget savings of \$26 million in 2021 and \$53 million in 2022. This total of \$79 million in savings exceeds the program's original financial target of \$75 million, enabling additional investments to support and enhance Calgary's competitiveness in 2022 and beyond. This includes strategic investments in housing, transportation, parks, climate action, and public safety, which will help create and sustain economic opportunities in Calgary.

The City of Edmonton

Making it easier to start a new business, improving business support services

The City of Edmonton engaged in several activities in 2021 to support businesses, economic recovery, and innovation. The city approved a new Business License Bylaw that removes unnecessary barriers for businesses, enhances service efficiency, supports faster licensing decisions when new types of businesses emerge, and improves alignment with regulatory partners. Implementation of the new bylaw includes reducing the frequency of business license renewal timelines with a two-year term option; simplifying the fee structure and removing additional fees where a business fits into multiple categories; expanding live data capture to meet real-time demand and decrease timelines to license issuance and inquiries; and updating the website and online application and payment options for business licenses.

In 2021, the city also expanded the Digital Mainstreet initiative that was first launched in 2020 to provide digital marketing consulting services to businesses looking to increase and optimize their online presence. In its first year, the program helped over 706 businesses, with 276 operated by individuals within marginalized groups. The program's digital marketing consulting service has employed 15 students and intends to employ 40 students through the University of Alberta. With an improved online presence, businesses can create new revenue opportunities to support resiliency during the pandemic and beyond.

The City of Edmonton has also been instrumental in providing financial support to the local business community in the greater Edmonton area. Originally established in 2020, the Edmonton Economic Recovery Grant supported 1,562 businesses in 2021 with \$1,590,000 in funding distributed to enable Edmonton businesses to navigate the ongoing pandemic. The grant (now known as the Edmonton Economic Action Plan Grant) provided timely financial support for local businesses to respond to local economic conditions and to partner with other organizations as they develop programs and projects aimed at supporting local business.

Streamlining processes and shortening timelines, collaborating with city-building partners

The City of Edmonton continued to collaborate with the development industry and carry out innovative work to help reduce timelines and regulations, and enhance development and building services. In 2021, the city prototyped and refined selective conditional releases of permit conditions to shorten the timelines between a development permit and a building permit. This change saves four to eight weeks in overall project timelines, as it allows servicing work to proceed in parallel with early phase construction.

Also in 2021, the city started the Zoning Bylaw Renewal Initiative, which is a multi-year comprehensive overhaul and review of the city's current Zoning Bylaw. One of the goals of the initiative is to streamline and simplify Zoning Bylaw regulations and associated services and processes.

The city significantly improved business license processes through digital services, providing businesses with convenient access to apply and renew licenses. The city also introduced automatic permit review for simple deck applications that can be issued in as little as one day. Over 750 permits annually will benefit from the one-day service, compared to a timeline of three to six weeks. The new process provides quicker, more consistent timelines for permits, especially during peak times.

Making the municipality a more attractive destination for new investment and/or tourism, partnering for investment and tourism

The City of Edmonton established itself as a lead partner in the newly formed Collaborative Economic Development (CED) initiative. This initiative fosters collaboration among 13 municipalities in the Edmonton Metropolitan Region with the shared goal of making it easier for new business investment, while supporting COVID-19 recovery, by creating new, high-value jobs and building a strong economic future for the region. In addition, the CED recognizes the need to reduce red tape at all regulatory levels and each of the municipalities involved in the initiative have made concrete steps towards the reduction of red tape in their respective communities.

In 2021, the city created the Advancing Edmonton's Downtown Vibrancy Strategy that outlines a series of concrete steps and actions the city can take to promote vibrancy, create economic opportunities, support marginalized communities and ensure the safety of all those living, working in, and visiting downtown. Also in 2021, the city established the Edmonton Economic Incentive Construction Grant that incentivized and stimulated high-impact private construction projects in the Centre City area that began construction in that year.

Working Towards the Objectives: A Regional Overview

This section provides an overview of red tape reduction activities across five geographical zones in the province. These zones are adapted from the Local Government Administration Association of Alberta and are divided into the following sections:

- Zone 1: South
- Zone 2: South Central
- Zone 3: North Central
- Zone 4: Northwest
- Zone 5: Northeast

Across the majority of the geographical zones (Zones 1, 2, 3, and 4), the red tape reduction objective that most municipalities demonstrated progress on was the objective to streamline processes and shorten timelines, and collaborate with city-building partners. In Zone 5, the red tape reduction objective that most municipalities demonstrated progress on was the objective to make it easier to start a new business, and improve business support services.



Zone 1: South



In 2021, municipalities in Zone 1 made significant progress in reducing red tape in the three key objective areas, across all 58 municipalities in the region.

Approximately 530 activities helped to reduce red tape in Zone 1:

- 196 activities were undertaken to make it easier to start a new business, and improve business support services;
- 203 actions were taken to streamline processes and shorten timelines; and
- 131 activities were carried out to make the municipalities more attractive destinations for new investment and/or tourism, and collaborative efforts taken to partner for investment and tourism.

The examples below highlight some of the activities municipalities in Zone 1 took to reduce red tape in 2021.

Community Highlights

City of Brooks

The City of Brooks took several steps to assist residents and businesses with financial pressures during the COVID-19 pandemic. In 2021, the city worked with ratepayers to facilitate the resolution of costs incurred in utility arrears without causing a disruption in service or placing hardship on the ratepayers themselves. In addition to this initiative, the city paused Business Revitalization Zone taxes and supplementary property tax billing to help facilitate the economic recovery of businesses and residents impacted by the COVID-19 pandemic, as well as to encourage new growth in the business sector.

The city also waived fees for business licensing for city and county businesses. In 2020, the city had 853 business license renewals and 91 new business license applications. Of these 944 businesses, 869 are no longer required to pay annual business license fees. An annual renewal form is distributed by email to all active businesses, which can be returned digitally or in person at the discretion of the business owner.

In 2020 and 2021, the city waived Development Permit fees. With the waiving of fees, the city saw the number of applications increase from 105 in 2019 to 128 in 2020 and 127 in 2021.

Municipal District of Taber

The Municipal District of Taber developed and advanced asset management policies, plans and strategies. Throughout 2021, the municipality collected data on wastewater, roadworks, and overland drainage infrastructure. The project scope was expanded to include tracking of all municipal vehicles and equipment (including municipal owned fleet and emergency vehicles) to better manage municipal assets. Future targets will be created by the municipality once all municipal vehicles and equipment are updated and benchmarks can be identified.

The Municipal District of Taber has also embarked on a re-draft of the municipality's Land-Use Bylaw. Some of the objectives are focused on obtaining relevant feedback and needs from the business community as well as streamlining even further the existing permitting process for permitted and discretionary land uses.

The Municipal District recently established a voluntary (no-cost) business directory on its website with the goal and intention of showcasing the existing businesses within the municipality as well as providing the businesses with additional exposure as the municipality is part of the Alberta Municipal Data Sharing partnership. This partnership includes enhanced mapping/GPS applications for potential consumers.

Town of Nanton

In 2021, the Town of Nanton implemented the Non-Residential Property Assessment Sub-Classes Bylaw, which allowed small businesses to qualify for a small reduction in their property taxes. Further, this bylaw incentivizes property owners of non-residential property classified as vacant to avoid taxation increases through planned development projects and occupancies. The town encouraged mixed-use development, including some additional commercial growth and mixed-use residential development. Additionally, the town has consulted with its community and stakeholders on a new Area Structure Plan and Off-site Levy Bylaw.

The town took steps to reduce the time to issue development permit decisions and streamline the processes. The number of permits issued in 2021 was 60 compared to 46 in 2020. On average, it took 6.0 days to issue a permit once the development authority deemed the application complete, which was a slight improvement from 6.4 days in 2020.

Zone 2: South Central



All 81 municipalities in Zone 2 made significant progress in reducing red tape under the three objectives. Approximately 717 activities were taken to reduce red tape in Zone 2:

- 257 activities were undertaken to make it easier to start a new business, and improve business support services;
- 259 actions were undertaken to streamline processes and shorten timelines; and
- 201 activities were carried out to make the municipalities more attractive destinations for new investment and/or tourism, and collaborative efforts taken to partner for investment and tourism.

The examples below highlight some of the activities municipalities in Zone 2 took to reduce red tape in 2021.

Community Highlights

Rocky View County

In 2021, Rocky View County continued designing, configuring, and testing its online portal. Similar to online banking, the portal will provide a convenient and easy way for citizens, contractors, and professionals to manage their permitting and inspection needs online. Users will be able to register and create a user profile to apply for permits and upload submittal items digitally, request meetings and building/sub trade inspections, pay fees, view public information, and more online. County staff will be able to review and approve permit applications and submission items digitally, book meetings and inspections, and process fee payments. The portal will reduce red tape by eliminating the need for hard copy paper applications and the need for clients to attend the county hall in person for applications and payments.

Town of Olds

The Town of Olds formed two teams to identify, assess, and address local investment opportunities as well as identify barriers to investment readiness. The Technical Readiness Team ensures cooperation between town departments, while the Development Investment Readiness Technical Team is a collaboration of external agency advisors and the

TRT. Both teams seek to apply LEAN principles to find streamlined solutions to investment issues. Automated and online tools support these collaborations and maximize efficiencies.

To make it easier to find licence and permit requirements, the town created sections of the website called “I need a licence for...” and “I need a permit for...”. Application packages were created by putting all necessary application forms into a single file for the user to download and fill. The town also converted all old PDF files into fillable PDF files, making it even easier to apply for permits and licences.

Village of Cremona

The Village of Cremona has been working to improve access to digital infrastructure, complete beautification efforts to attract tourism and investment, and improve community safety. The village is currently reviewing its Municipal Land-Use Bylaw, seeking ways to simplify and expedite the application/approval process, as well as identify future steps to reduce red tape, which will be included in a new strategic plan.

Zone 3: North Central



The 77 municipalities in Zone 3 undertook approximately 673 activities to greatly reduce red tape in 2021, related to each of the three objectives:

- 219 actions were taken to make it easier to start a new business, and improve business support services;
- 306 activities were carried out to streamline processes and shorten timelines, in addition to collaborative efforts with city-building partners; and
- 148 activities were undertaken to make the municipalities more attractive destinations for new investment and/or tourism, and collaborative efforts taken to partner for investment and tourism.

The examples below highlight some of the activities municipalities in Zone 3 took to reduce red tape in 2021.

Community Highlights

Sturgeon County

In 2021, Sturgeon County made significant progress to streamline processes and improve service delivery, and over 30 initiatives were actioned. One of the most notable achievements was the introduction of the Heartland Incentive Program (HIP) in 2021. The HIP provides targeted incentives to major investors looking to develop new business or expand their business within the Sturgeon County portion of Alberta's Industrial Heartland. The program won international awards and has already received multiple applications. Other examples include a redesigned website that will provide residents, business owners, and prospective investors with a more efficient access point for services and resources, and new business incubation supports through a new Business Innovation Centre at the Villeneuve Airport.

Going forward, the county is exploring further actions the municipality can take to develop a culture of innovation that promotes effective and efficient service delivery and process improvement. As part of this initiative, the County is prioritizing relationship building with local Indigenous communities including Alexander First Nation, the Michel Calihoo Band, and others to reconcile the past and to collaborate on future socioeconomic opportunities together.

Summer Village of Nakamun Park

The Summer Village of Nakamun Park began the process of updating its Land-Use Bylaw including provisions for major and minor home based and commercial operations, which will foster collaborative discussions between different stakeholders in Nakamun Park to promote manageable growth for the municipality.

The summer village's development officer service has streamlined application forms and processes, and a new municipal web page provides information on the development permit process for applicants. All planning documents are also available on the website.

The summer village partners with several regional initiatives to promote growth and encourage business and enterprise development in the area, including the Highway 43 Economic Development initiative "Shop43", which provides a platform for businesses to engage their markets; library and recreation boards; land and lake quality initiatives; and policing and high-speed internet action committees.

Town of Drayton Valley

The Town of Drayton Valley began 2021 by streamlining approval processes and eliminating several regulations that served no benefit to the town, its residents, or businesses. Examples include eliminating the requirement to obtain a Development Permit for a number of activities including fences that comply with height and simple safety regulations, current vacant space in a previously approved commercial plaza/shopping centre, and roof-mounted solar panels.

The town passed a new Land-Use Bylaw in January 2021, and intends to review and update development policies to streamline the approval process for subdivisions and Land-Use Bylaw amendments, building on the good work done with the new Land-Use Bylaw.

Drayton Valley continued executing its asset management policy, which began in 2020, by continuing to implement asset management software.

Zone 4: Northwest



In 2021, municipalities in Zone 4 made steps to greatly reduce red tape in the three objective areas. The 37 municipalities in the region undertook approximately 333 red tape reduction activities:

- 117 actions were taken to make it easier to start a new business, and improve business support services;
- 123 activities were carried out to streamline processes and shorten timelines; and
- 93 activities were undertaken to make the municipalities more attractive destinations for new investment and/or tourism, and collaborative efforts taken to partner for investment and tourism.

The examples below highlight some of the activities municipalities in Zone 4 took to reduce red tape in 2021.

Community Highlights

Big Lakes County

In 2021, Big Lakes County identified several ways to streamline processes and shorten timelines for development and permit approvals, including reverting “first parcel” subdivisions to the development office rather than to the Municipal Planning Commission, developing new target timelines for development permit and subdivision application approvals, and amending the county’s General Servicing Standards Policy to save developers time and money.

The county’s Public Works Department implemented the option to submit quotations for some procurement bids in digital format by email; previously these quotations were only accepted in printed format. For those wanting to provide hard copy quotations, Big Lakes County expanded the number of delivery locations for printed submissions. Since the County is large, this makes delivery of printed quotations more convenient and easier to manage. Overall, these changes have made the process more accessible.

East Prairie Metis Settlement

In 2021, East Prairie Metis Settlement partnered with various companies to foster and sustain economic development opportunities within the Settlement. East Prairie Metis Settlement also revitalized its subdivision and development application processes and procedures to be more accessible, efficient, and effective. Going forward, the East Prairie Metis Settlement is working on installing digital infrastructure in the community.

Village of Girouxville

The Village of Girouxville has developed and launched a geographic information system (GIS) on its website that gives residents, business owners, and prospective investors access to interactive land-use maps and municipal maps. GIS connects and simplifies access to municipal information in one centralized database regarding infrastructure, development, and systems.

The village also presented sessions and provided information to local post-secondary institutions on how to establish new businesses after graduation. Sessions included what trades are in demand in the region, and the benefits of rural living.

The village is implementing policies, plans, and strategies to ensure infrastructure supports long-term economic growth. This initiative includes looking at the village's Airport Master Plan, which collects data about current assets at the airport. This data will be integrated into the GIS system and will provide important and valuable information for agricultural use, healthcare transportation, recreational flying, and tourism.

Zone 5: Northeast

In 2021, municipalities in Zone 5 significantly reduced red tape in the three key objective areas. Approximately 581 activities were taken to reduce red tape by the 69 municipalities in the region:



- 211 actions were taken to make it easier to start a new business, and improve business support services;
- 210 activities were carried out to streamline processes and shorten timelines, in addition to collaborative efforts with city-building partners; and
- 160 activities were undertaken to make the municipalities more attractive destinations for new investment and/or tourism, and collaborative efforts taken to partner for investment and tourism.

The examples below highlight some of the activities municipalities in Zone 5 took to reduce red tape in 2021.

Community Highlights

City of Cold Lake

The City of Cold Lake undertook a comprehensive review of its Business Licence Bylaw with the intent to streamline its business licensing process. The review was done in partnership with the Cold Lake Regional Chamber of Commerce to ensure that the city's new bylaw supported a positive business climate. The city hosted a non-statutory public hearing seeking feedback from a broader audience. As part of this process, the city conducted a review of its business licence fees to ensure reasonableness and competitiveness with other municipalities. The outcome was a new business license bylaw supported by the business community. It is anticipated that these changes should result in less processing time for business licenses and increased community satisfaction with the process.

Elizabeth Metis Settlement

Elizabeth Metis Settlement partnered with local businesses in the nearest municipality to secure economic opportunities for members of the Metis Settlement. The partnership increased economic prospects in the community and attracted investors interested in working with Elizabeth Metis Settlement. The Elizabeth Metis Settlement also developed a process to obtain faster approvals from Council; as a result the turnaround time for business process approvals became weekly versus biweekly.

Elk Point

The Town of Elk Point updated its website to clearly communicate the permit and subdivision, as well as land-use, processes to facilitate easier access to prospective business and development pursuits in the community. The town also began developing a "one-stop shop" application for existing and new businesses to apply online via the town website.

The town introduced an incentive that reduced business licensing fees by 50 per cent if purchased within January of the given year. Over 70 per cent of the businesses in the community have taken advantage of the incentive.

Municipal Priorities that Continued in 2021

No new themes emerged when considering specific RTR actions taken by municipalities in 2021. As in 2020, communities concentrated efforts on increasing their online presence, improving processes and procedures, removing barriers to economic growth, and building resilient partnerships.

Process and Procedure Improvements

Municipalities focused on internal processes and procedures in 2021 to reduce operational and administrative timelines, increase the speed of economic development, and improve the experiences of residents and businesses. Process and procedure improvements in 2021 included:

- improvements in staff reporting, departmental reorganizations, and training;
- development of internal processes that ensure processing by legislated timeframes;
- conversion of paper documentation to electronic forms of storage, which saves space and time, and improves access to historical records; and
- outsourcing development work to regional services commissions to streamline municipal operations and focus on other areas important to the community.

Examples

The **Town of Canmore** has developed and implemented a new online system that is accessible to both the business community and interested stakeholders. This system includes upgrades that will allow applicants to submit and receive information on planning inquiries online; access templates for Subdivision Servicing Agreements and Development Agreements; and retrieve historical land file information. These upgrades will result in faster response times for applications and provide easier access to important business planning information. It also serves as an archive so that staff can see what guidance or advice an inquirer has received in the past in order to ensure consistent responses for inquirers and minimize duplication of work. The town is also collecting monthly reporting on planning inquiry response times to measure the efficiency of the system in helping applicants plan for permit applications.

The **Town of Bassano** has been actively working to improve its "open for business" motto by streamlining development permit and business license processes and adopting a concierge service to support investment in the community. The designated development authority engages with external stakeholders where applicable to assist developers in the permit process and to bring parties together to address and solve any development challenges before a permit is submitted (e.g., fire inspector, utility service providers, building inspectors, etc.). Most recently, a developer received all permits and licenses within 21 days to retrofit a commercial building to a cannabis production facility. In the past, this process has taken eight to 14 months. Online development tools are available on the municipal website in print and fillable forms. Investors can easily refer to the website for clear and concise information as they investigate any development plans in Bassano.

Brazeau County completed a review of all 19 Area Structure Plans to determine if these statutory plans are still relevant and whether they assist with the development or if some revisions are required. In addition, the county has kept a record of statutory document inconsistencies, errors, and issues that have emerged from the review. The county plans to address these inconsistencies and align the statutory documents to reduce red tape and improve processes. In 2021, Brazeau County implemented a policy to outline the referral process for different types of permits and development. This resulted in a reduction in timelines and a triaged process that increases staff capacity and allows stakeholders to receive more accurate service when referrals go to some provincial agencies and to all adjacent municipalities.

Increased Online Presence and Website Development

Most likely in response to the ongoing nature of the COVID-19 pandemic, municipalities continued to focus their efforts on website development to increase functionality, reduce timelines, attract investment, and improve the user experience. Website development activities in 2021 included:

- continued shift to electronic forms for commercial development, permit applications, and business licenses;
- increased use of electronic forms of payment for residents and businesses;
- marketing and promotional improvements to attract new residents, commercial entities, and tourism;
- step-by-step guides to assist citizens accessing municipal administration and services, and commercial entities looking to start a business; and
- increased use of software, and digital transformation of land-use bylaws, regulations, and geospatial information.

Examples

The **Summer Village of Argentia Beach** made improvements to the municipal website making it more intuitive and user friendly for residents and business owners to navigate. The website also has the capabilities to process online payments and accept online applications. The summer village is in the process of streamlining applications so they are more user-friendly and effective in conveying important information to decision makers. The summer village has also started the process of developing and updating an online archive of applications since April 2021, to reduce red tape and paper consumption in the summer village.

The **City of Red Deer** made significant progress on developing and implementing online initiatives to reduce red tape in 2021 through initiatives such as developing an online customer service portal, an online taxi license process, and an online approval process for subdivisions. The online customer service portal will allow staff, citizens, and customers to report their experiences with municipal processes, identify municipal red tape, and identify any other processes or services that may require review and improvement. Moving the taxi license process online provides ease of use and enhanced clarity of process for Red Deer's local taxi/ride-for-hire industry. The City of Red Deer's Business License Bylaw application process information/guide has also been moved online to aid applicants through the process. Throughout 2021, a significant amount of work was dedicated to preparing the E-Plans and E-Apply project for launch in February 2022. This project makes Building Permit and Development Permit applications, process information, and payment options available online, along with other resources and information for applicants. The city plans to incorporate subdivision applications into this online system in 2022/23.

Leduc County partnered with its neighbours to create a business registry which is now available through the county website. In 2021, the county developed and launched a new website to make it easier to navigate resources, and apply for permits. Through this website, new forms were created to streamline the process of online applications to make the process of applying easier and to reduce barriers with obtaining development and building permits. Leduc County continues to improve the website content related to subdivisions and development, to ensure a more user-friendly layout and experience.

Removing Administrative Barriers

From municipal planning and development improvements, to forms and applications, municipalities looked to simplify complicated materials and remove barriers to attract investment in their communities going forward. Improvements to this area in 2021 include:

- removing redundant clauses within land-use bylaws;
- improving the user experience and accessibility (online); and
- reducing or eliminating business license requirements.

Examples

The **City of St. Albert** became one of the first municipalities in Alberta to adopt development bonds as a form of security from developers to reduce red tape to development, and to provide alternative options to developers to alleviate the fiscal challenges being experienced as a result of the COVID-19 pandemic. In addition to alleviating these challenges the city improved its processing times for applications. Development permits took an average of approximately six days per application in 2021.

The **Town of Trochu** reduced administrative barriers by developing and implementing a general development permit checklist to include with applications that will reduce confusion and make the application process more efficient and seamless for both stakeholders and town staff. Currently, the town is in the process of creating similar checklists for other permit documents they provide, like home occupations, demolitions, and permit appeals.

The **Village of Alberta Beach** established a program called "Free Food Truck Fridays" where mobile vendors and food trucks can access Gazebo Park and the boat launch site on Fridays throughout the year at no charge to sell their goods to community members. The intent of this program is to encourage new business and reduce administrative barriers for existing businesses looking to grow in Alberta Beach.

Building Strategic Partnerships

A number of municipalities took steps in 2021 to build or strengthen partnerships to generate valuable economic benefits and opportunities for residents. These partnerships will continue to improve communities and regions across Alberta after the pandemic is over. Activity in this area in 2021 focused on:

- public and private partnerships to support local and regional economies;
- partnerships to support local business and respond to municipal and regional priorities; and
- partnerships that attract tourism and market municipalities as an attractive destination for investment.

Examples

The **Town of Onoway** continues to partner with neighbouring municipalities in economic partnership groups. The current partnership that Onoway is involved in is the "Partners in Progress" group which also includes Lac Ste. Anne County, the Town of Mayerthorpe and the Village of Alberta Beach. The Partners in Progress group works to provide virtual and on-the-ground business support from certified economic development professionals to the region's local business owners. In addition, the partnership supports entrepreneurs and works with existing businesses to identify and overcome barriers to success. Another initiative of the partnership is to increase access to broadband and move more local and regional businesses into e-commerce forums. The partners will work with local businesses to enhance their presence on the website www.shopthecounty.ca, ensuring rural Alberta communities can thrive.

Lacombe County and the City of Lacombe worked with Lacombe Regional Tourism to establish a mobile tourism operation. Instead of a traditional storefront style program where visitors were required to seek out assistance, Lacombe Regional Tourism proposed to take the message to area visitors and beyond. They have now secured a van that they use to visit regional farmer's markets and events, promoting the area and its amenities directly to those in attendance.

The **County of Forty Mile** partnered with five private sector partners to establish fibre optic internet connectivity. This partnership allowed the community to increase its digital infrastructure to connect residents, business owners, and prospective investors. Most notably this partnership directly impacted business in the community by supplying internet connectivity to two proposed business subdivision locations, one new business, and two existing businesses. The County of Forty Mile also established partnerships with neighbouring municipalities and Medicine Hat College to support economic development and attract new business and tourism to the area.

Conclusion

Municipalities across Alberta continued to take significant steps to reduce red tape in both 2020 and 2021. In many cases, these initiatives were started before the Municipal Stimulus Program was introduced, indicating that many municipalities recognize the importance of reducing red tape. Communities all across the province moved swiftly to address challenges brought on by the pandemic and current economic realities. Going forward, many municipalities have made significant commitments to plan and continue the work to reduce red tape in their communities beyond the scope of this final report.

In 2021, municipalities took concrete steps to remove barriers to investment by making it easier to start a business, reducing the burden on those wishing to invest in their communities. They built economic partnerships with neighbouring communities to pool resources, streamline their operations, and create a better climate for people and businesses to invest in their region. Municipalities streamlined their internal processes; cleaned up redundant or counterintuitive policies, procedures, and regulations; and made considerable efforts to improve the services they provide to the public and businesses. While many of these activities were accelerated by the onset and ongoing presence of the pandemic, municipalities will need to continue to reduce red tape, further realizing value by saving time, money, and other resources.



Contact: info@albertaev.ca
More information: www.albertaev.ca

Tuesday, March 14, 2023

planning@mackenziecounty.com
Dear Hamlet of Fort Vermilion,

On behalf of the Electric Vehicle Association of Alberta (EVAA), I am writing to express our sincere appreciation for your commitment to sustainability and environmental preservation by installing electric vehicle (EV) chargers in your local municipality. Your forward-thinking approach is truly commendable and has not gone unnoticed.

As an EV advocacy group, we are thrilled to see the installation of these charging stations in your community. The availability of charging infrastructure is a crucial factor in adopting electric vehicles, and your efforts will undoubtedly encourage more people to switch to cleaner transportation options.

By installing EV chargers, you are helping reduce greenhouse gas emissions and air pollution and contributing to our planet's overall well-being. Your dedication to sustainability is an inspiration to us all, and it is heartening to see that you are taking steps to ensure a cleaner future for generations to come.

We understand that installing EV chargers is not always an easy decision, but your commitment to sustainability demonstrates your willingness to take bold steps toward a cleaner future. Your efforts will go a long way in promoting the adoption of electric vehicles and reducing our dependence on fossil fuels.

Once again, thank you for your leadership and commitment to a sustainable future. Your efforts are truly making a difference and are helping to create a cleaner and healthier environment for all of us.

Sincerely,

Angie Thomas
Electric Vehicle Association of Alberta (EVAA)



Fort Vermilion Recreation Board

Special meeting Minutes

March 14, 2023

1. **Call to Order:** Steven Simpson calls the meeting to order at 6:08pm
2. **In Attendance:**
 - a. Steven Simpson, Wendy Nanooch, Darren Nanooch, Cameron Cardinal, Leah Lizotte **Members:** Louise Smith, Ilene Lizotte. **Staff:** Chris Saovurd, Judy Quewzance
3. **Approval of the Agenda:**
 - a. Steven Simpson adds "Director Appointments" to the Agenda. Darren Nanooch moves to approve the agenda as amended.
4. **Review and approval of March 7 minutes:**
 - a. Cameron Cardinal moves approval of the minutes as presented.
5. **Director Appointments:**
 - a. Cameron Cardinal moves to appoint Louise as a director on the board. None opposed, none abstain. Carried.
 - b. Leah Lizotte moves to appoint Ilene Lizotte as director on the board. None opposed, none abstain. Carried.
6. **Budget:**
 - a. Steven Simpson presents a budget that aligns with county % expectations (save for salary) as noted in their letter of January 30th. Discussion of budget lines and monetary allotments.
 - b. Cameron Cardinal moves to go in Camera at 7:52pm - staff are excused. Judy Quewzance visits in Camera session from 8:05 - 8:10pm.
 - c. Leah Lizotte moves out of Camera at 8:45pm.
 - d. Cameron Cardinal moves to submit a letter to staff regarding restructuring of positions and wage reductions.
7. **Rental Rates:** Discussion regarding rental fee rates and implementation of new rental policies.
 - a. **Hall:**
 - i. Individuals more than 4 hours - increase by \$50 to \$150
 - ii. Socials, weddings, large events - increase by \$50 to \$450
 - b. **Ice**
 - i. Adult rental. Increase by \$20 to \$100/ hr
 - c. **Fitness Centre**
 - i. Month pass - increase by \$10 to \$40
 - ii. 6 month membership - increase by \$40 to \$200
 - iii. Year membership - increase by \$100 to \$400.
 - d. **Curling ice:**
 - i. \$25/ sheet/ hr
 - e. **Curling Lounge**
 - i. NO Change
 - f. **Ball diamonds.**
 - i. \$200/ Tournament + \$50 damage deposit.



Fort Vermilion Recreation Board

Special meeting Minutes

March 14, 2023

8. Future Programming Considerations

- a. Ball hockey in the summer
- b. More developed Pond Hockey.
- c. Further Develop dance class - hosting scheduled family Dances.
- d. UFC nights in the Curling lounge
- e. Volleyball League.

9. Meeting with Mackenzie County

- a. Planned for March 28. Steven will inform the rest once a specific time is given.

10. Next Meeting Date

- a. April 4, 2023 7:00pm

11. Adjournment

- a. Meeting adjourned at 10:03pm

UPPER HAY FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

*Tuesday, January 17th, 2023, 5:00 pm,
Council Chambers, Town of High Level Office
Virtual Microsoft Teams Meeting at 5:30PM*

PRESENT:

| | |
|---|---|
| Alaura Wardley (Mackenzie Frontier Tourist Association) | Kelly Whiffen (Member of the Public) |
| Amber Clarke (Northern Lights Forest Education Society) | Kevin Hunt (Forestry, Parks and Tourism) |
| Boyd Langford (Town of High Level) | Lisa Wardley (Mackenzie County/NWSAR) |
| Cameron Cardinal (Mackenzie County / Naatsii) | Luc Detwiler (West Fraser) |
| Curtis Cole (Tolko) | Melanie Plantinga (Public Advisory Committee Coordinator) |
| John Thurston (Hungry Bend Sandhills Wilderness Society / Northern Lights Forest Education Society) | Nic Genier (Netaskinan) |
| Kayla Wardley (Mackenzie Frontier Tourist Association/Town of High Level Tourism) | Stephanie Grocholski (Forestry, Parks and Tourism) |
| | Terry Batt (Alberta Trappers Association) |
| | Wade Cable |

VIRTUAL ATTENDEES:

| | |
|---|---|
| Aaron Doepel (LaCrete Sawmills) | Jon Goertzen (Crestview/ Evergreen/Powerwood) |
| Ashley Hazlett (Tolko) | Pat Cool (West Fraser) |
| Don Werner (Town of Rainbow Lake) | Ryan Spooner (Silvacom) |
| Erik Peterson (Silvacom) | Sander Duffhues (Alberta Professional Outfitters Society) |
| Gale Hayday (Northern Lights Forest Education Society/Hungry Bend Sandhills Wilderness Society) | Tanja Schramm (ShagoAskee) |
| Hayley Gavin (Landuse/Planning for Town of High Level) | Trevor Lafreniere (Tolko) |

1. WELCOME

- a. Traditional Territory acknowledgement.
- b. Introductions

2. CONCERNS AND RESPONSE TABLE REVIEW

Additional comments -

I –4 – ShagowAskee concern about bison.

What are the mitigation strategies? Is data about the Hay Zama herd relevant? There is regular logging in the Hay Zama area and that herd is increasing. They have higher calf recruitment during logging years. More grass is leading to healthier animals going into the winter.

According to ShagowAskee trappers some of the older stands in the region are critical habitat for the bison at other times of the year. There are protected travelling paths and they forage for lichen in the older stands. There are only 9 animals in the herd and logging may create hunting access to the animals. The herd is genetically unique and disease free. There is concern that logging operations may push them from their habitat toward the diseased bison in the park.

3. SATISFACTION SURVEY

Survey will be discussed at a future meeting. The survey is closed.

4. PRESENTATION

**Alberta Professional Outfitters Society (APOS)– Sander Duffhues
Presentation saved in Dropbox.**

APOS manages the allocations on waterfall privileges and outfitter permitting . They have a code of ethics for both Outfitters and Guides. Outfitters are expected to follow through on commitments to clients. They must know the regulations and be respectful of everyone.

Allocations are reviewed periodically and may be taken away, depending on the situation. An allocation can only be used by one hunter for one animal. A waterfowl

privilege does not limit the number of hunters. The number of waterfowl taken is based on daily and possession limits set by the government.

Outfitters have a vested interest in wildlife stewardship. They make their living from wildlife. Healthy populations of older age class animals is their management goal.

While trappers and outfitters are often compared, they are quite different. Trappers have a disposition in the field and have different rights than outfitters. Outfitters have an allocation to hunt the animals within their WMU.

Outfitters often return to the same areas year after year. These are areas that they know; they know the available game, campsite locations and potential hazards. Because they are familiar with the area, they can give the client a safe, positive experience. It is difficult to relocate if other users are working in the area (EG Oilfield/timber harvest). Scouting in new areas takes time. Bear baits and tree stands may be damaged by forestry activities.

Forestry Influences- There are advantages and disadvantages of forestry activity to outfitters. Forestry roads may allow easier access for outfitters. But roads may also allow more predators to move into an area, impacting populations of animals. Forestry harvesting may also influence populations and disturb habitat.

John Thruston is a former teacher and has experience with outfitters. How do you determine the population of animals in your area? Does someone walk through an area/ do you go to the Alberta government for population numbers? It depends on the species. Surveys and population calculations are done for some species by the government. Local knowledge and experience may be considered.

Each hunter has a limit. An allocation is usually for one animal. Some WMU's do have double allocations (eg. 2 bears instead of one). Allocations are given out by the government. Outfitter – buys or lease allocations. Up to 10% of harvest is designated for users from outside of Alberta (Outfitter clients). Alberta residents have 90% or more.

John has a concern about bear/animal carcasses left after hunt. Are there rules about how carcasses are disposed of? Fish and Wildlife would be able to answer that question.

If the public sees something unethical, how do they report it to APOS? APOS complaints process is more for clients. If regulation is broken – not APOS’s jurisdiction, it is Fish and Wildlife. However, APOS would like to know if their members are behaving disrespectfully.

How can other users be warned about bear baits on the landscape? There must be signs, with phone number of outfitter.

Is there a notification process for outfitters, are they listed as stakeholders? APOS has lists of outfitters with allocations in WMU’s. If APOS knows about activity they can inform outfitters. Those outfitters who think that they will be affected can contact the companies.

Is there a local outfitter who could come to PAC meetings on behalf of APOS? That is something APOS might like to have in the future.

Comment – APOS has a good website. Stewardship and Community. Classroom education kits.

Is every outfitter in Alberta a member of APOS? Yes, it is a requirement.

Are all the outfitters that have WMU’s up here residents of the north? Are some outfitters also trappers? Some are local, some are not. Some outfitters are also trappers.

Residents of Alberta cannot use an allocation for a hunt. Outfitters may only take clients from outside of the province. Residents were allowed to use allocations during the COVID travel restrictions, there has been a request made to extend this allowance. It must be approved and put into regulation by the government.

Why are there four outfitters with waterfowl privileges per WMU? Sander thinks that this number was determined by Fish and Wildlife, not APOS. The number may be influenced by federal restrictions. Cameron comments that the number of outfitters has decreased. Some of the smaller guys have been squeezed out by bigger players.

Hayley Gavin – her understanding if is that allocations – are/were only for non-residents as a means of drawing money from out of province. John – bear hunting – under regulations it is only mandatory to take hide, not carcass.

5. INDUSTRY UPDATES

Nothing new to report. The companies are looking at creating a standardized template for more consistent reporting.

Melanie has set up a Facebook page, an Instagram account and a Twitter account for the Upper Hay Regional Forests Public Advisory Committee. Suggestion that PAC have Pineridge Chippers hashtag site. Ask if PAC can repost content from Pineridge, Chris Kennedy.

6. ROUND TABLE DISCUSSION

John heard of a study being done by UBC. They have trail cams set up in old cutblocks. They are trying to see how much and what type of wildlife is returning after harvest. Has anything like that been done up here? There is no research being done up here on this specifically.

NWSAR have set up some trail cams. They are on their third year of this project. Alberta Trappers Association is doing something similar with forest companies in Slave Lake. This is a marten study in cutblocks and buffers.

There was a wolverine study in recent years. In Rainbow Lake there was some information gathered about the wolverines using top piles and debris pile for habitat.

Lisa Wardley – On January 10th there was a meeting with Alberta Transportation and issues in the area were discussed.

The highway 697 bridge, is fixed, capable of full winter loads.

Negus creek – in process of installing now. They are at full load capacity, two lane traffic. Landscaping will be done in the spring.

Wabasca/Boyer bridges on highway 88. They have started realignment of powerline, in preparation for replacement. Both bridges will be replaced in 2024.

Hay and Steen River bridges – 2025 replacement.

Mackenzie County – is applying for funding for a regional tourism plan. The lack of tourism plan was evident during the subregional caribou plans.

Alberta Conservation Association (ACA) has been approached about doing a pheasant release program in the north. The county is hoping to build up to have releases at multiple sites in area, at the beginning of September, to align with goose hunt. They currently have host families for 3,000 birds. If they aren't shot will they survive? 1% survival to next season, they are not an invasive species.

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ACA may also set up additional fish ponds in the area. They will be in area to test 2 ponds for suitable fish habitat.

Tolko received a letter from the Town about the use of jake brakes within town limits. Tolko is in contact with their software developer to have reports generated from the GEO tab data when the brakes are used in town.

Mackenzie Frontier Tourist Association - Winter in the Frontier brochure is being printed. They received grant funding for that. Some companies are including MFTA brochures in their hiring packages. Let MFTA know if there is something your recruits are asking for they may have what they are looking for. Perhaps The Village would be interested in partnering.

Forest Education Society – introduces new employee Amber Clarke.

Alberta Wildfire is recruiting seasonal support staff application deadline is end of January. On Alberta Jobs website.

There will be a Junior Forest Rangers program in High Level.

7. **MEETING ADJOURNED** – 7:40pm

8. **NEXT MEETING** – March 21st, 2023

INFORMATION SENT:

| | |
|---|---|
| Aaron Deslauriers (Mercer) | Jordan Maskell (Echo Pioneer) |
| Andrew O'Rourke (REDI) | Justin Gaudet (Paddle Prairie Metis Settlement) |
| Bernie Doerksen (LaCrete Polar Cats) | Ken Graham (NDeh Ltd. Partnership) |
| Bernie Meneen (Tallcree First Nation) | Larry Neufeld (La Crete & Area Chamber of Commerce) |
| Brent Holick (LaCrete Polar Cats) | Lisa |
| Carol Ridsdale (Alberta Metis Association) | Lori Christian (Paddle Prairie Metis Settlement) |
| Crystal McAteer (Town of High Level) | Lornie Tallcree (ShagoAskee) |
| Dan Fletcher (Town of Rainbow Lake) | Mike Cardinal (Tallcree First Nation) |
| Dan Williams (Legislative Assembly of Alberta) | Nortrak |
| Dustin Thacker (Beaver First Nation) | Peerless Trout First Nation |
| Ften | Paul Ebert (Forestry, Parks and Tourism) |
| Floyd Auger (Alberta Treaty 8 Trappers Association) | Paul Smith (Town of Rainbow Lake) |
| Fred Didzena (Dene Tha) | Robert Mills (Forestry Contractor) |
| Fred Radersma (West Fraser) | Ross Hinter (Alberta Trappers Association) |
| Geoffrey Buekert (Watt Mountain Wanderers) | Sander Duffhues (Alberta Professional Outfitters Society) |
| Harvey Ahnassay (Member of the Public) | Sugu Thuraisamy (ShagoAskee) |
| Harvey Sewpagaham (LRRCN) | Sylvester Auger (ShagoAskee) |
| High Level Chamber of Commerce | Tammy Beulieu (Alberta Treaty 8 Trappers Association) |
| Ira Auger (Alberta Treaty 8 Trappers Association) | Timberbound Construction |
| Johnson Alook (ShagowAskee) | Treetech Construction |

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Board Meeting
REDI Northwest Alberta
Approved Minutes
Video Conference Call - Zoom
February 15, 2023
6:00 REDI Meeting

MEETING MINUTES

REDI Board Members Present

Lisa Wardley, Chair, Mackenzie County
Michelle Farris, Vice-Chair, Town of Rainbow Lake
Crystal McAteer, Secretary / Treasurer, Town of High Level
Boyd Langford, Town of High Level
Justin Gaudet, Paddle Prairie Metis Settlement
Don Werner, Town of Rainbow Lake
Josh Knelsen, Mackenzie County
Ray Toews, Fort Vermilion Board of Trade
Mike Osborn, Community Futures Northwest Alberta
Jasmine Light, Northern Lakes College
Larry Neufeld, La Crete Chamber of Commerce
Ryan Matthew Luengo, High Level Chamber of Commerce

REDI Board Members Absent

Greg McIvor, Zama Chamber Committee

Staff & Guests

Hayley Gavin, Director of Planning & Development, Town of High Level
Andrew O'Rourke, REDI Manager

1. CALL TO ORDER

Chair Lisa Wardley called the meeting to order at 6:04 pm and declared quorum.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

Moved by Michelle Farris

That REDI accepts the agenda as presented.

Carried

3. MINUTES OF THE JANUARY 18, 2023, MEETING

Motion:

Moved by Boyd Langford

The Minutes of January 18, 2023, REDI Meeting be adopted as amended.

Carried

4. YEAR-TO-DATE FINANCIAL REPORT JANUARY 31, 2023

Mackenzie County's membership fees are now reflected in the 2023 financials. A breakdown of 'Management Contracts' year to date of \$27,000, which included invoices from Long Sleeve Productions, Municipal Exports and Adrian Wolfe.

Motion:

Moved by Larry Neufeld

That the year-to-date January 31, 2023, Financial report be accepted as presented.

Carried

5. Managers & Chairs Report

Manager Report

The REDI manager submitted the NRED Grant application to Jobs, Economy, and Northern Development, along with financial quotes and letters of support. The MoveUp Magazine published our article on forestry-related business cases with quotes from board member Thomas Simpson. The Manager had to resubmit the JEND grant funding application with additional details from our 2023-2024 operational plan, which has now been signed off. A startup meeting took place for our site selection project with contractor Adrian Wolfe and phone calls with Jordan Maskell & Journey Wiebe for our CanExport video production. Global Affairs Canada requested site locations for a Copper EV facility, and the manager evaluated our sites and determined we did not meet selection requirements.

Motion:

Moved by Josh Knelsen

That the Manager's verbal report be accepted as presented.

Carried

6. NEW BUSINESS

i. Community Rail Advocacy Alliance

The Chair put forward this request as it came up at zone meetings. A conversation was had about REDI becoming a voting member to increase the representation of voting members from Northwest Alberta. The CRAA is bringing together municipalities, industries, associations, and regions, to bring a united voice to government and the rail industry; they are calling for action to be taken to ensure our rail system gets back on track. Existing REDA members include PREDA & CAEP, industry representatives include, Alberta Forest Products Association and CAP.

Motion:

Moved by: Mike Osborn

That REDI purchases a voting membership at \$2,000 for Community Rail Advocacy Alliance.

Carried

ii. CanExport Video Content

Small Business Marketing

To promote future opportunities and business cases, REDI would like first to highlight successful processing businesses within our region. The video series would be specific to companies that process raw natural resources into commercial products. 1. Early Dawn Flour Mill 2. Cold Press Canola Crushing Plant 3. Mackenzie Oat Processing Plant 4. Evergreen Sawmill / or Crestview Mill 5. Sunnybrook Sausages / or Prairie Packers. 5. High Level Coffee Roasters 5. Boyer Truss 6. Paddle Prairie – Water filtration 7. Sunscape Gardens.

Community Futures put forward a request in the meeting to partner on this project with additional funding of \$3,000 to create two additional videos for a total project budget of \$9,000. The Community Futures commitment would be before March 31, 2023.

The REDI manager is to return to the next meeting with a set of criteria for company selection. Did the business start here? with minimum investment dollars etc. This will assist board members in selecting businesses from across the region.

iii. City Viz / Townfolio / Local Intel

The 3-year contract with Townfolio is due to expire at the end of March 2023. The REDI manager has received presentations from both of Townfolio competitors City Viz and Local Intel. REDI is yet to receive a quotation to renew the contract with Townfolio.

REDI manager will bring back all three proposals for the board to decide at the next meeting.

7. OLD BUSINESS

i. Paul Salvatore Business Cases – Peat Harvesting & Brine Minerals

The peat industry will grow from \$6.8B to \$10.5B by 2027. The business case looks at getting a land lease of 500 acres and releasing \$5m in potential value. Equipment costs were \$250k to \$500k for tillers, harvesting vacuums, screening, and packaging.

Volt Lithium has been taking samples from the entire field from Cenovus in Rainbow Lake; they took a semi-load of produced water to Vancouver for testing and received 93% lithium recovery; articles were in News Wire & Financial Post. REDI manager to update lithium business cases with new findings from Volt Lithium articles. [Global News Wire – Volt Lithium](#)
[Financial Post – Volt Lithium](#)

ii. Investment Showcase

The CCEC would be interested in partnering with REDI to bring up a prominent keynote speaker in spring 2024. REDI will start planning the event in October 2023 and bring back a proposal with possible grant funding through the NRED program. The REDI manager and contractor Paul Salvatore to create a webinar zoom video recording speaking to business cases.

Motion: **Moved by Mike Osborn**
That REDI postpones the REDI Investment Showcase until Spring 2024.
Carried

iii. Digital Service Squad

REDI will apply for an extension for the DSS program through the Business Link from April 01, 2023, to September 31, 2024. There is \$14k in the existing DSS budget to hire a summer student for four months. REDI will start marketing the job posting in March.

iv. Economic Corridors Update

Prime Example of the elected officials wanting to move at the speed of light and the bureaucrats keeping their feet solidly in the concrete. It has taken three weeks to onboard with the GOA and sign privacy agreements allowing them to release corridor recommendations. However, REDI Chair Lisa Wardley did attend two U of C - School of Public Policy seminars, 1. Similarities of northern Canada with northern Australia. 2. Workgroup between Alberta & NWT transportation champions.

v. CanExport Site Selection

REDI has successfully hired Adrian +Wolfe to undertake the site selection and community profile project. Startup meetings with Mackenzie County and the Town of High Level have kicked off, with several community sites nominated for the process. The REDI manager has also touched base with Paddle Prairie, and it will go to the council for discussion. Board members can make recommendations on the sites within their communities. For example, the Zama site presented at the REDI board meeting will require changing as local input is needed.

vi. Manager Contract Negotiations (In-Camera)

REDI board went In-Camera at 7:55 pm to discuss the management contract. The REDI board returned to the board meeting at 8:05 pm.

Motion:

Moved by Michelle Farris

That REDI Executive members propose a new three-year contract to A & W Ventures Ltd, with the offer discussed within the in-camera discussions.

Carried

8. ROUNDTABLE

Josh Knelsen - I had a good meeting with deputy premier Neudorf and covenant health today regarding the birthing facility and ensuring that needs will be met.

Ryan Matthew Luengo – I'm an observer, as this is my first meeting. Barney is unable to attend but excited about attending in person at the March meeting.

Jasmine Light – Higher enrolment at the college, a lot going on with the mobile trades trailer in High Level, with pre-employment carpentry and welding taking place, which is also an agreement with Fort Vermilion School Division. I'm primarily up in the region this week to talk to businesses and industry about the free safety training we can deliver. I'm also speaking to industry about customizable training, such as leadership training, and making safety videos in local languages.

Justin Gaudet – Paddle Prairie is looking at agricultural business ideas, hoping to get help from Business Alberta. The video created by REDI in 2019 with Justin speaking to a Tribal Centre is still an idea PPMS is looking at with a feasibility study and business plan.

Larry Neufeld – Working on over 400 invoices of membership renewals. The trade show is completely sold out again on the 28 and 29 of April. The chamber AGM is on March 17 at the Heritage Centre with a keynote from Allan Hunsberger.

Mike Osborn – Getting busier and phone calls and enquires at Community Futures. There is a High Level Chamber board meeting tomorrow (February 16) with the Chamber board and the

Town of High Level. I am looking forward to hearing the REDI manager's presentation at Growing the North in Grande Prairie next week.

Don Werner – Volt Lithium article, which has been forwarded to the REDI manager to be sent out to all board members.

Hayley Gavin – The TOHL has hired a new planning and development officer starting at the end of February. The Town will also be hiring a seasonal bylaw enforcement officer. Still working on annexation and wanted to get it submitted by the end of February, but it will likely be the beginning of March. The asset management grant is wrapping up with FCM and some weeklong workshops.

Crystal McAteer – They are starting to get ready for Frostival, which will start on February 19 with a free glow swim with hotdogs at the parking lot at the pool, then a glow skate is planned. On the 25, there will be activities at the centennial park, with an ice bar and dance at the tennis courts. Mackenzie House met with Minister Jeremy Nixon, He was here to announce \$3.5m assistance for renovations, so Mackenzie House can provide assisted living. The Regimental ball is on February 25.

Lisa Wardley – MFTA is booking tradeshow, Dawsons Creeks Sportsman Show, Peace River, Manning, Yellow Knife and Fort Smith this year. MFTA is also having a membership drive with 280 mailouts.

Growing the North is next week; I'm on a panel with six other municipal leaders from across the North. RMA zones meeting last week. Looking at turning it into a two-day session with economic development opportunities and getting zone members out to explore the region.

9. ADJOURNMENT & NEXT MEETING

The next REDI meeting will take place on March 15, 2023, at 6:00 pm.

Motion:

That the REDI meeting be adjourned at 8:08 pm.

Carried

Moved by Michelle Farris

Lisa Wardley Chair

REDI Manager