





MACKENZIE COUNTY

REGULAR COUNCIL MEETING

JUNE 06, 2023
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, June 6, 2023
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the May 31, 2023 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Out of Scope Contracts (<i>FOIP Sections 23, 24 and 27</i>)	
		b) Town of High Level Annexation Application (<i>FOIP Section 21 and 23</i>)	
		c)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
DELEGATIONS	7.	a) None	
GENERAL REPORTS:	8.	a) Director Reports for May 2023	19
		b)	
AGRICULTURE SERVICES:	9.	a) None	
COMMUNITY SERVICES:	10.	a) None	

FINANCE:	11.	a)	Borrowing Bylaw 1299-23 – PLS 140031 – South of High Level Lands	31
		b)		
PROJECTS & INFRASTRUCTURE:	12.	a)	None	
OPERATIONS:	13.	a)	None	
UTILITIES:	14.	a)	None	
PLANNING & DEVELOPMENT:	15.	a)	Bylaw 1297-23 Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”	35
		b)	Bylaw 1298-23 Land Use Bylaw Amendment to Rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”	43
		c)		
ADMINISTRATION	16.	a)	Rescind Motion 21-05-442	51
		b)	Policy HR006 - Hiring	53
		c)	Mackenzie Report – Newspaper Advertising and Readership Agreement	61
		d)	RCMP Presence During Emergencies (verbal)	
		e)		
		f)		
COMMITTEE OF THE WHOLE ITEMS:	17.	a)	None	
COUNCIL COMMITTEE REPORTS:	18.	a)	Council Committee Reports (verbal)	
		b)		
INFORMATION / CORRESPONDENCE:	19.	a)	Information/Correspondence	65
NOTICE OF MOTION:	20.	a)		
NEXT MEETING	21.	a)	Special Council Meeting	

DATES:

June 16, 2023
2:00 p.m.
Fort Vermilion Council Chambers

- b) Committee of the Whole Meeting
June 27, 2023
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

- 22. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 6, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Minutes of the May 31, 2023 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the May 31, 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 May 31, 2023 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, May 31, 2023
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor (virtual left at 12:11 p.m. and rejoined the meeting at 12:48 p.m.)
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (left at 10:55 a.m.)
Darrell Derksen	Councillor (left at 1:42 p.m.)
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor

REGRETS:

ADMINISTRATION:

Caitlin Smith	Director of Planning and Agriculture/Acting CAO
Willie Schmidt	Fleet Maintenance Manager
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Jannelle Veenstra	Finance Controller
Landon Driedger	Agricultural Fieldman

ALSO PRESENT: Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on May 31, 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 23-05-458 MOVED by Councillor Braun

That the agenda be adopted with the following additions:

- 4. f) Mitigation (*FOIP Section 25*)
- 8. a) Flood Mitigation Contracts

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the May 9, 2023 Regular Council Meeting

MOTION 23-05-459

MOVED by Councillor Wardley

That the minutes of the May 9, 2023 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Business Arising out of the Minutes

None.

**GENERAL
REPORTS:**

8. a) Flood Mitigation Contracts (ADDITION)

MOTION 23-05-460
Requires Unanimous

MOVED by Councillor Cardinal

That a Special Council Meeting be scheduled for June 16, 2023 at 2:00 p.m. for the awarding of the Flood Mitigation Contracts.

CARRIED UNANIMOUSLY

MOTION 23-05-461
Requires Unanimous

MOVED by Councillor Wardley

That the Flood Recovery Steering Committee be authorized to open and review the Flood Mitigation Contracts and make recommendations to Council at the Special Council Meeting on June 16, 2023.

CARRIED UNANIMOUSLY

CLOSED MEETING:

4. Closed Meeting

MOTION 23-05-462

MOVED by Councillor Wardley

That Council move into a closed meeting at 10:11 a.m. to discuss the following:

- 4.a) 100A Street Update
- 4.b) Vacant Lot Purchase 10105-100 Ave – Budget Amendment
- 4.c) PLS 140031 – South of High Level Lands – Public Land Sale
- 4.d) 2023 Bursary Applications
- 4.e) Out of Scope Staff Overtime Compensation – Gull Lake Fire (HWF 042)

CARRIED

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

- All Councillors Present
- Caitlin Smith, Director of Planning and Agriculture/Acting CAO
- Willie Schmidt, Fleet Maintenance Manager
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Janelle Veenstra, Finance Controller joined the meeting at 10:34 a.m., Councillor Cardinal left the meeting at 10:55 a.m.

MOTION 23-05-463

MOVED by Councillor Peters

That Council move out of a closed meeting at 11:02 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:14 a.m.

CLOSED MEETING:

4. a) 100A Street Update

MOTION 23-05-464

MOVED by Councillor Smith

That the 100A Street Update be received for information.

CARRIED

CLOSED MEETING:

4. b) Vacant Lot Purchase 10105-100 Ave – Budget Amendment

MOTION 23-05-465 **MOVED** by Councillor Braun

That the Capital Budget be amended by \$310,000 for the 10165-100 Avenue for purchase project, with \$50,000 in funding coming from the Emergency Services Reserve, and \$260,000 in funding coming from the General Capital Reserve.

CARRIED

CLOSED MEETING: **4. c) PLS 140031 – South of High Level Lands – Public Land Sale**

MOTION 23-05-466 **MOVED** by Councillor Wardley
Requires 2/3

That the 2023 Capital Budget be amended to include PLS 140031 – South of High Level Lands Project with \$1,313,858 with funding coming from a 10 year borrowing debenture.

CARRIED

MOTION 23-05-467 **MOVED** by Councillor Derksen

That administration sign an offer to purchase and start negotiations with Alberta Transportation for PLS 140031 – South of High Level Lands.

CARRIED

Councillor Bateman declared herself in conflict and left the meeting at 11:16 a.m.

CLOSED MEETING: **4. d) 2023 Bursary Applications**

MOTION 23-05-468 **MOVED** by Councillor Driedger

That Council awards 11 bursary recipients as discussed for the total amount of \$24,000, and that administration re-advertise the bursary program with an extension date of June 30, 2023, and present any new applicants to Council for review and consideration.

CARRIED

Councillor Bateman rejoined the meeting at 11:17 a.m.

MOTION 23-05-469 **MOVED** by Councillor Wardley

That administration research the possibility of partnering with Northern Alberta Development Council (NADC) in regards to a matching bursary program.

CARRIED

CLOSED MEETING: **4. e) Out of Scope Staff Overtime Compensation – Gull Lake Fire (HWF 042)**

MOTION 23-05-470 **MOVED** by Councillor Smith

That out-of-scope employees be authorized to receive overtime compensation for May 6th and 7th for the 2023 Gull Lake HWF-042 Fire.

CARRIED

TENDERS: **5. a) None**

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

DELEGATIONS: **7. a) None**

PLANNING & DEVELOPMENT: **15. a) Bylaw 1296-23 to Repeal Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M (Blumenort) (HANDOUT)**

MOTION 23-05-471 **MOVED** By Councillor Peters

That first reading be given to Bylaw 1296-23 to repeal Bylaw 1280-23 LUB Amendment to Rezone Agricultural “A” to Rural Industrial General “RIG”.

CARRIED

AGRICULTURE SERVICES: **9. a) Budget Amendment - Agricultural Service Board 2020-2024 Grant Increase**

MOTION 23-05-472 **MOVED** by Councillor Wardley
 Requires 2/3

That the 2023 Agricultural Operating Budget be amended by \$42,340, with funding coming from Agricultural Service Board amending Grant Agreement.

CARRIED

AGRICULTURE SERVICES:

9. b) Roadside Spraying Contract – Increase Request

MOTION 23-05-473
Requires 2/3

MOVED by Councillor Peters

That the Roadside Spraying Contract be increased by \$3,307 with funding coming from the 2023 Operating Budget.

CARRIED

COMMUNITY SERVICES:

10. a) None

FINANCE:

11. a) Financial Reports – January 1 – April 30, 2023

MOTION 23-05-474

MOVED by Councillor Wardley

That the financial reports for January to April 30, 2023 be received for information.

CARRIED

FINANCE:

11. b) Appointment of Auditors

MOTION 23-05-475

MOVED by Councillor Wardley

That Wilde and Company Chartered Accountants be appointed as the County’s auditors for the 2023-2026 term.

CARRIED

FINANCE:

11. c) Councillor Expense Claims

MOTION 23-05-476
Requires 2/3

MOVED by Councillor Wardley

That the Council operating funds from the Federation of Canadian Municipalities budget in the amount of \$19,440 be reallocated to the following:

Economic Developers Association	\$10,500
Mackenzie Frontier Association Tradeshows	\$ 6,940
Community Planning Association of Alberta	\$ 2,000

CARRIED

MOTION 23-05-477 **MOVED** by Councillor Braun

That the expense claims which include honorariums and mileage for attendance at the Tradeshows on behalf of the Mackenzie Frontier Tourism Association be approved.

CARRIED

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

MOTION 23-05-478 **MOVED** by Councillor Driedger

That the Member at Large Expense Claims for April and May 2023 be received for information.

CARRIED

**PROJECTS &
INFRASTRUCTURE:** **12. a) Budget Amendment - Asphalt Paving 105 Avenue**

MOTION 23-05-479 **MOVED** by Councillor Driedger
Requires 2/3

That the 2023 Capital Project Budget be amended to include the Asphalt Paving 105 Avenue Project in the amount of \$52,944, with \$9,763 coming from Local Improvement Tax, and \$43,181 from Road Reserve.

CARRIED

OPERATIONS: **13. a) Capital Project - AWD 160M Graders X3 (2021)
Auction**

MOTION 23-05-480 **MOVED** by Councillor Wardley
Requires 2/3

That administration proceed with the auction on June 6, 2023 as discussed and include an online bidding option.

CARRIED

Reeve Knelsen recessed the meeting at 12:10 p.m., Councillor Bateman left the meeting at 12:11 p.m. and Reeve Knelsen reconvened the meeting at 12:43 p.m.
Councillor Bateman rejoined the meeting at 12:48 p.m.

UTILITIES:

14. a) None

COMMITTEE OF THE WHOLE ITEMS:

17. a) Business Arising out of Committee of the Whole

None.

COUNCIL COMMITTEE REPORTS:

18. a) Council Committee Reports (verbal)

MOTION 23-05-481

MOVED by Councillor Smith

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

CARRIED

CLOSED MEETING:

4. Closed Meeting

MOTION 23-05-482
Requires Unanimous

MOVED by Councillor Peters

That Council move into a closed meeting at 1:17 p.m. to discuss the following:

- 4.f) Mitigation (*FOIP Section 25*) (*ADDITION*)

CARRIED UNANIMOUSLY

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

- All Councillors Present excluding Councillor Cardinal
- Caitlin Smith, Director of Planning and Agriculture/Acting CAO
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Caitlin Smith, Director of Planning and Agriculture/Acting CAO and Louise Flooren, Manager of Legislative & Support Services/Recording Secretary left the meeting at 1:28 p.m.
Councillor Derksen left the meeting at 1:42 p.m.

MOTION 23-05-483
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 1:52 p.m.

CARRIED UNANIMOUSLY

**COUNCIL
COMMITTEE
REPORTS:**

18. b) Municipal Planning Commission Meeting Minutes

MOTION 23-05-484

MOVED by Deputy Reeve Sarapuk

That the approved Municipal Planning Commission meeting minutes of April 20, 2023 and the unapproved Municipal Planning Commission meeting minutes of May 11, 2023 be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

19. a) Information/Correspondence

MOTION 23-05-485

MOVED by Councillor Wardley

That the correspondence previously sent to Minister Nixon in regards to Alberta Works be sent to the newly appointed Minister of Seniors, Community and Social Services once the Premier assembles the new cabinet.

CARRIED

NOTICE OF MOTION:

20. a) None

**NEXT MEETING
DATES:**

21. a) Next Meeting Dates

Regular Council Meeting
June 6, 2023
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
June 27, 2023
10:00 a.m.

Fort Vermilion Council Chambers

ADJOURNMENT: **22. a) Adjournment**

MOTION 23-05-486 **MOVED** by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 2:06 p.m.

CARRIED

These minutes will be presented for approval at the June 6, 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:	June 6, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Director Reports for May, 2023

BACKGROUND / PROPOSAL:

The Director reports for May 2023 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Director reports for May, 2023 be received for information.

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

Monthly Report to the CAO

For the month of May, 2023

From: Don Roberts,
Director of Community Services

Program/Activity/Project	Comments
Fort Vermilion Residential Waste Pickup	<p>Program is scheduled to started 1st June</p> <p>Administration has received a multitude of complains regarding the program. There are residents that do not want pickup. In contrast, there are a considerable amount of people that are looking forward to the service. .</p>
Fish Ponds	<p>Summer 2023</p> <p><u>88 Connector</u> Administration met with two representatives of the Mighty Peace Fish and Game Association. They asked for funding support. Administration informed: Develop the project. Determine what they want. Determine a Budget and Funding source. Request 50/50 funding from Mackenzie County during budget deliberation.</p> <p><u>Twin Pond / Mara Pond</u> Aeration and Fish are expected to be in place by June 30</p>
Janelle's Park	<p>Summer 2023</p> <p>"Janelle's Park' sign is expected to be sent in to print shop by May 31st. Once finalized, Grande Opining and sign unveiling ceremony will take place. Scheduled for end of June – mid July. Administration is exploring grant funding opportunities and will be working with the nonprofit.</p>
La Crete Airport Shop	<p>Summer 2023</p> <p>Ground work is expected to be completed end May- first of June. Deadline for all contractor quotes were due, May 31. Contractor awarding is expected first week of June.</p>
AFRRCS	<p>The Fire Department new Radio communication system is expected to be in place by th e end of June. All GOA applicable documentation is completed.</p>

MONTHLY REPORT TO THE CAO

For the Month Ending May 2023

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Budget Development	Ongoing	2023 Budget development complete. In the process of completing budget book for presentation to Council & ratepayers Continue to investigate funding sources, and opportunities for the County
Provincial Grant Reporting CCBF/MSI...	Complete	Statement of Funding Expenditures for 2022 accepted MSI.
Accounts Payable	Ongoing	Electronic Funds Transfer tested and set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by May 31st completed.
Accounts Receivable	Ongoing	Invoices sent for all services up to and including May. Collection calls for outstanding accounts ongoing.
Taxation	Ongoing	Tax Notices completed and mailed May 15 th . Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed Land titles turn around is 8 weeks
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements Monthly billing and collections Ebiling module update complete Advertised ebilling via social media and website Update Fort Vermilion Hamlet residents utility account for waste bin purchase
Mitigation	Ongoing	Meet with multiple residents, admin. re plot plans etc.. Enter into agreements for relocation Communicate with various GOA agencies Review contracts Communicate with legal for resident agreements

<p>Disaster Recovery Program</p> <p><i>2020 Peace River Ice Jam / Overland Flood</i></p> <p>2021 Sever Storm Overland Flooding</p> <p>2022 Rapid Snowmelt – Overland flooding</p>	<p>Ongoing</p>	<p>Continue to complete projects, and gather documentation in preparation of submission to DRP once project complete. All projects to be completed by December 18, 2023</p> <p>Reviewing Chateh road flooding damages and requirements for repair</p> <p>Application approved Provide list of effected areas by project Submit locations repaired and complete On going documentation gathering for projects yet to be completed.</p>
<p>Supply staff to High Level Office every Tuesdays. Assist departments with budget reporting, and questions. Continue to investigate franchise fee collection, and 2023 grant funding sources and opportunities for the County.</p>		

Monthly Report to the CAO

For the month of May, 2023

From: Caitlin Smith,
Director of Planning and Agriculture

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q4 2023	O2 has been given direction to make changes as discussed with Council. Administration is actively working towards finishing the future lands map for the MDP and to have a Public Hearing in August. Council input is appreciated and is necessary in order to finalize this document.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q2 2023	Administration is creating a scope of work for the RFP.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q2 2023	Administration is working with the remaining landowners to get offers to purchase signed.

Personnel Update:

The Development Officer position has been filled. The Environmental Planner has given her parental leave notice and this position is also advertised. The Temporary Planning Assistant position is now vacant and will also be advertised.

With the forthcoming vacancies, duties have been split throughout the department and myself while positions are being filled. All staff are cross trained to take on additional tasks. Once filled there will be a training period and I will continue to be the lead for all multi-lot subdivisions this summer.

Other Comments:

May has been an extremely busy month for development; we have received and processed 110 Development Permits and 29 subdivision applications. This is an increase from last year this time which was about 80 Development Permits and 20 subdivisions. Administration constantly relay calls and inquiries regarding all forms of development.

Administration is working on several disposition applications, renewals, and ensuring that all our lease agreements are up to date. This includes starting First Nation Consultation for certain sites. We are proceeding as directed. At this time there are 6 TCL applications submitted and all other disposition requests are waiting for FNC.

For the South of High Level lands; we are proceeding as directed. The North of Zama lands FNC has received adequacy; we are awaiting next steps to proceed.

We have successfully received a disposition for the 88 connector pond and we are working with the Fort Vermilion Grazing Association with surveying the new road for access.

I have had several meetings with developers this past month regarding multi-lot subdivisions. Most developers are interested in doing small phases of work in La Crete to keep costs at a minimum. We are planning to host our final Developer Ad Hoc meeting in June before school is out.

We are supporting a third party utility provider with their planned infrastructure upgrades.

Administration has reached out to M.D. of Opportunity regarding their lease lands. There are 110.6ha seeded in Red Earth with additional acres to be made available and in Wabasca there are 230ha seeded with additional acres to be made available. Their application rates will be \$30/acre with a \$150 application fee. At this time, the municipality is not ready for applications but they will be in 2024 and Mackenzie County is at the top of the list for applicants.

The Ag department has been seeding ditches, dealing with beaver concerns, and starting the weed control program. The team has hired one seasonal weed inspector for white zone.

MONTHLY REPORT TO THE CAO

For the Month of May 2023

From: John Zacharias
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/23	Maintenance programs have started in Fort Vermilion and LA Crete. Sewer Flushing is being done first.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/22	Looking at using a new insulated pipe we found with option to put heat trace along it for these last few locations. Had conversation with contractor to do work in June.
Potable Water Supply North of the Peace River	Dec/23	With new grant funds available, I will be looking at possibilities of grant applications. Had meeting with AE on this idea.
Waterline Blue Hills	Dec/23	Going to look into getting grant funding options on this project as well. Had initial meeting with AE on this idea.
Diversion License Review	May/24	Have licenses approved for the truckfills and the TDL for Norbord line. Working with AE to get that a permanent license on Norbord line.
La Crete Future Water Supply Concept	Dec/23	Have started Phase 1 of this project with AE. Supplying them with data to compile a report on future water source for La Crete. Waiting on the follow up meeting once data is analyzed.
LC – Well #4	June/23	Project has been waiting on electrical supplies. Mechanical to be installed May 8 th and the electrical end of May.
LC – North Sanitary Trunk Sewer	Dec/23	Have been in meetings with HELIX and Byron on project. Project on hold as per Council motion. Design almost complete.

ZA- Distribution Pump House Upgrades	Jun/23	Another slow moving project but almost complete. Waiting on a PLC card to arrive.
ZA- Lift Station Upgrades	Dec/23	Will apply for grant funding in a future year as per council motion.

Personal Update:

We all had an exciting start to the month of May with the fires in the area along with our local one on the 6th. Was glad to be able to help with things in the ECC for this event.

This month was a slow frustrating one as many projects were put aside because of the forest fires in the province. Some of the rain down south did get us back to things at the end of May with some companies going back to normal operating.

We did a site visit for a subdivision final inspection. Have reviewed many other permits so I assume things are going well in our County.

I did start reviewing drawings for the proposed Telus project in our County and was part of a startup meeting on May 30th.

Enjoyed being a part of the La Crete Airport renaming event. We flipped many burgers for a big turnout. Great event for sure for a deserving man.

Personnel Update:

We were happy to fill the summer staff positions this month in our locations. Look forward to having a productive summer with these students helping us with our maintenance programs.

Will be giving our Zama operator a good well deserved vacation in June and will be covering the operations there with a rotation of operators from our other facilities. We will be glad for the extra hands we have hired recently to help out.

Respectfully submitted,

John Zacharias
 Director of Utilities
 Mackenzie County

REPORT TO THE CAO

For May 2023

From: Louise Flooren, Manager of Legislative & Support Services

Council

- Preparing for various meetings of Council, correspondence, conferences, etc.

Appeal Boards

- None at the time, the deadline for Assessment Appeals is July 24, 2023.

Bylaws/Policies/Reports/Publications:

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

Communications:

- The Communication Coordinator position has been transferred to the Projects Coordinator position and the transition will be completed in June of 2023. Tasks including regularly scheduled postings for website, social media and newspaper articles will be transferred to the administrative assistant once the position has been filled. Departments now have access to create/author their advertisements for future postings.
- Wearing apparel program has ended and the orders have been placed.
- Coordinator has worked on the Annual Report and will have a draft ready for Council at the end of June.
- Departments are now able to create their own advertisements for social media, newspaper etc.

Human Resources/Records/IT

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- HR has been very productive over the last month filling vacant positions and completing multiple interviews and orientations including seasonal staff. A total of 21 orientations were completed in the month of May.
- 840 Land Files have been uploaded to Docushare.
- 6 boxes of backlog have been digitally scanned and filed in May.
- IT has been very busy with maintenance and connections. Various help and support for zoom meetings, Docushare & Folder Permissions, connection issues and providing IT assistance to employees on a daily basis, Diamond/GP Update and esend support for Finance.
- IT attended the Municipal Information Systems Association (MISA) Conference in May, new items discussed included security for municipalities, cost saving alternatives in technological streams. Our municipality is currently understaffed with respect to security, projects and industry best practices.
- IT has prepared outdated electronic items to add to the auction in June.

- IT working on the La Crete Xerox D125 replacement and possible HP775 replacement.

Other:

- Welcome to Amanda Braun to the Seasonal Administrative Assistant position for Legislative & Support Services.
- Welcome to Madison Driedger to the Administrative Assistant position for Legislative & Support Services in La Crete.
- I would like to thank Hannah Friesen for the being an asset to our department as the Administrative Assistant for Legislative & Support Services and I wish her the best in her future endeavours.
- Training and Assisting the Human Resources Coordinator.
- I assisted with the Gull Lake Wildfire at the beginning of May.
- Worked on improving our emergency preparedness documents, kits and updating our Emergency Contact Directory.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 6, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Borrowing Bylaw 1299-23 – PLS 140031 – South of High Level Lands

BACKGROUND / PROPOSAL:

At the May 31, 2023 Regular Council Meeting the following motion was made:

MOTION 23-05-466
Requires 2/3

MOVED by Councillor Wardley

That the 2023 Capital Budget be amended to Include PLS 140031 – South of High Level Lands Project with \$1,313,858 with funding coming from debenture borrowing.

CARRIED

As the project is anticipated to begin in the coming months, and the next application deadline is July 29, 2023, this report is seeking the first reading of the required borrowing bylaw.

OPTIONS & BENEFITS:

In accordance with the *Municipal Government Act* (MGA) and the requirements of the Alberta Capital Finance Authority, specific processes must be undertaken to ensure that the municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations. This report summarizes the general requirements that must be met.

The municipality must comply with Section 258 of the MGA since the proposed borrowing exceeds five (5) years. The proposed bylaw is attached to this report. At this time administration is only seeking first reading of the bylaw since public notification must be undertaken prior to second reading. Administration would report back to Council once the public notification has been completed.

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

The attached bylaw details all requirements under the MGA. Generally, the rate details in the bylaw are presented at higher than expected borrowing rates to account for potential rate up turns prior to actual borrowing dates. The Alberta Capital Finance Authorities current 10-year rate is 4.48%, Administration will seek out the best market rate available at the time the funds are needed.

COSTS & SOURCE OF FUNDING:

The 2023 and future years Operating Budgets will provide for the interest and repayment of the borrowed amount. The estimated costs for borrowing would be approximately \$164,448.46 in 2024

Although this will require new borrowing, overall, the total financing costs of the municipality has declined due to other borrowings being fully repaid in 2021 and 2022. The municipality will also continue to be significantly below the borrowing limits established by Alberta Municipal Affairs.

SUSTAINABILITY PLAN:

This project will assist in future anticipated development.

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1299-23 being the borrowing bylaw for PLS 140031 – South of High Level Lands.

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

BYLAW NO. 1299-23
BEING A BYLAW OF THE
MACKENZIE COUNTY
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$1,313,858, for the purpose of financing the purchasing of land south of High Level for future industrial development along the rail line known as “PLS 140031-South of High Lands Project”

WHEREAS, the Council of the County has decided to issue a bylaw pursuant to the Municipal Government Act, R.S.A. 2000 c.M-26, Section 258 to authorize the financing of the purchase of land south of High Level along the rail line as approved by Council in capital expenditures; and

WHEREAS, plans and specifications have been prepared and the total cost of the project is estimated to be \$1,313,858; and

WHEREAS, in order to complete the project, it will be necessary for the County to borrow the sum of \$1,313,858 for a period not to exceed TEN (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, the estimated lifetime of the project financed under this bylaw is equal to, or in excess of FIFTEEN (15) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2022 is \$11,363,671 and no part of the principal or interest is in arrears; and

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of purchasing land south of High Level for future industrial development along the rail line for the sum of **One Million and Three Hundred Thirteen Thousand and Eight Hundred Fifty Eight Dollars (\$1,313,858)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.

2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this bylaw, namely the purchase of land south of High Level for future industrial development along the rail line.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FIVE (5%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

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

PUBLICLY ADVERTISED on the ____ day of _____, 2023

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

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

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 6, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1297-23 Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1.”

Mackenzie County notified the developer that his unauthorized cabins on his property needed to either be moved off or be brought into compliance. In order to bring the development into compliance, he was required to submit a rezoning application.

The landowner has brought forth a plan to rezone approximately 1.2 acres of his 2.13 acre lot from “H-CR” to “REC 1”. The other portion of the lot will remain Hamlet Country Residential “HCR.”

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

This item was taken to the Municipal Planning Commission on May 25, 2023 where the following motion was made:

MPC 23-05-085 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-23 being a Land Use Bylaw Amendment to Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” subject to public hearing input.

CARRIED

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

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1297-23 being a Land Use Bylaw Amendment to rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential "H-CR" to Recreation 1 "REC 1", subject to public hearing input.

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

BYLAW NO. 1297-23
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 of Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” to accommodate a recreational use.

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

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

Part of Plan 032 5939, Block 1, Lot 4

Within Mackenzie County, be from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” as outlined in Schedule “A” hereto attached.

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

PUBLIC HEARING held this ____ day of _____, 2023.

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

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

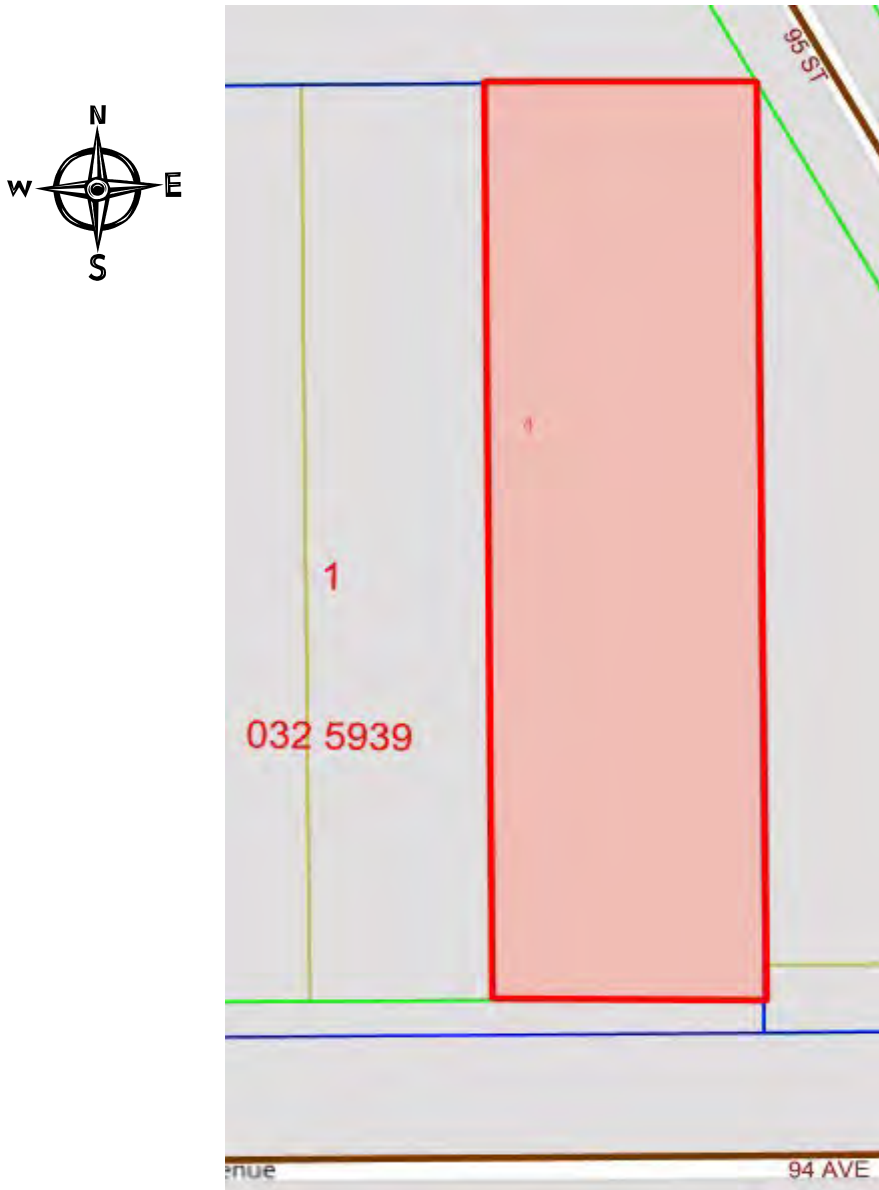
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1297-23

SCHEDULE "A"

1. That the land use designation of the following property known as Part of Plan 032 5939, Block 1, Lot 4 within Mackenzie County, be rezoned:



FROM: Hamlet Country Residential "H-CR"

TO: Recreation 1 "REC 1"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Complete only if different from Applicant

Name Of Applicant		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Name of Registered Owner <i>George & Caroline Zacharias</i>
--

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
						<i>0325939</i>	<i>1</i>	<i>4</i>

Civic Address: _____

@ 1.3 acres

Land Use Classification Amendment Proposed:

From: *HCR* To: *Res 1*

Reasons Supporting Proposed Amendment:

<i>to accommodate cabins on the property.</i>

I have enclosed the required application fee of: *850.89* Receipt No.: *294291*

_____ Date

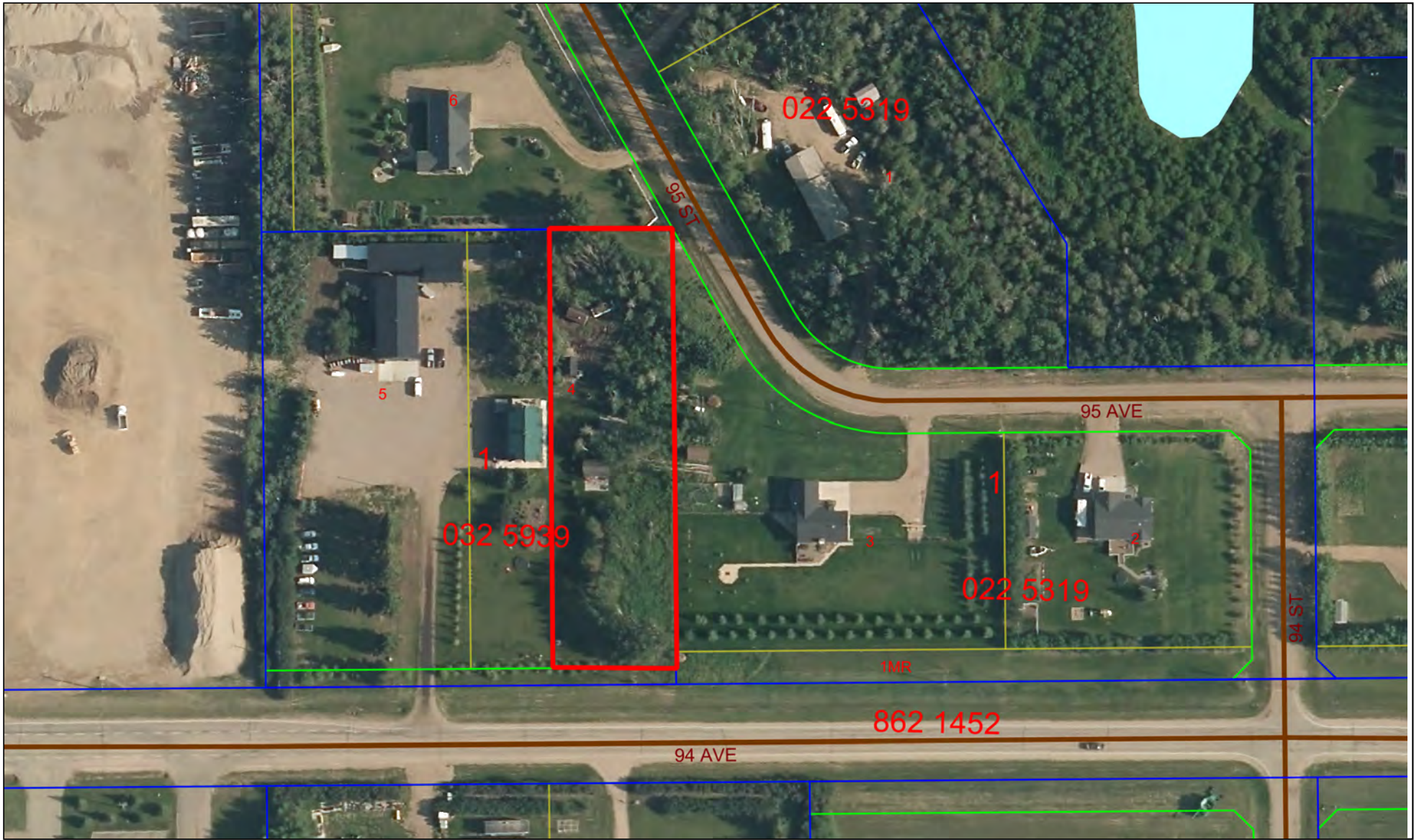
May 23, 2023
Date

Registered Owner Signature

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.

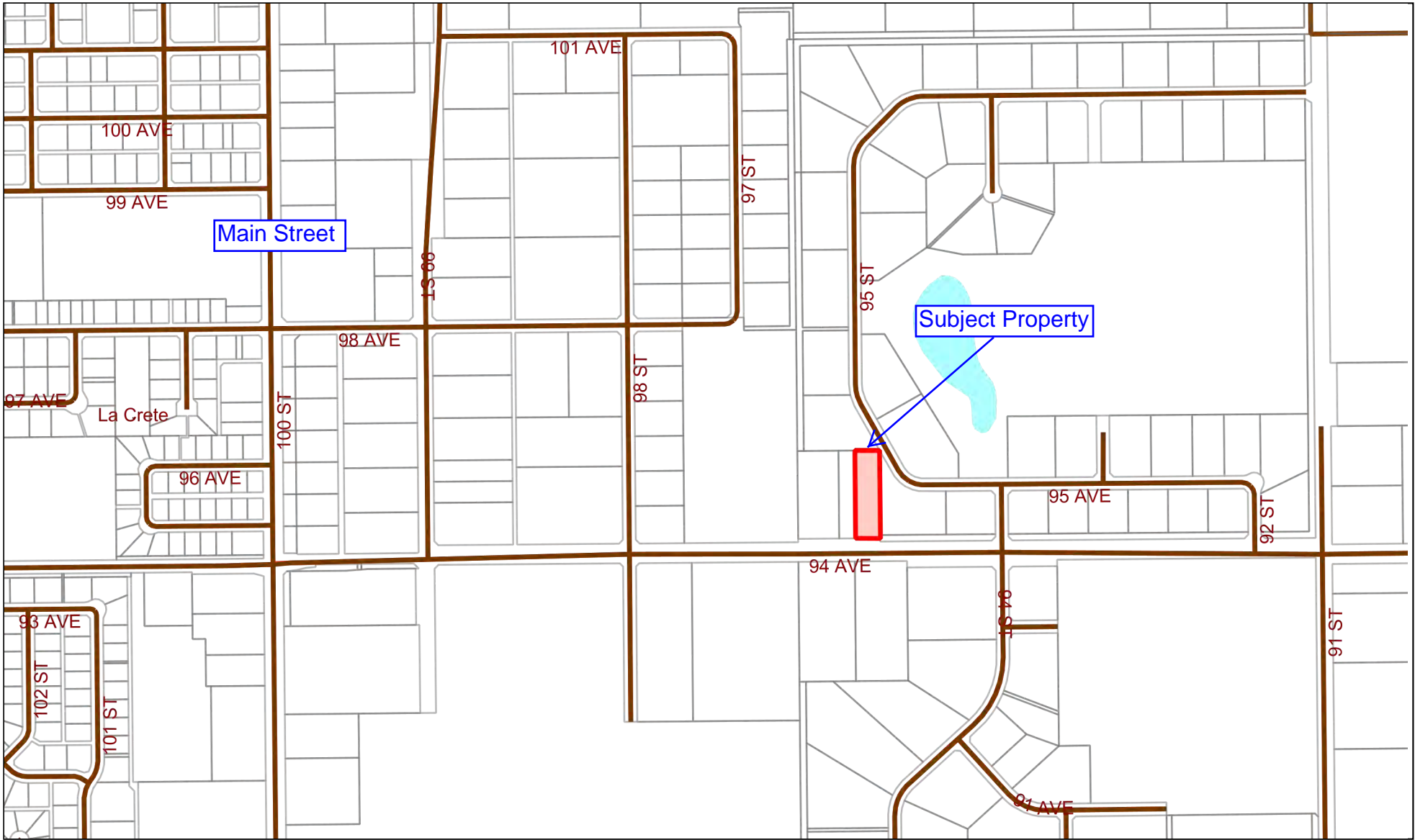





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Scale 1: 8,554



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 6, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1298-23 Land Use Bylaw Amendment to Rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”.

The reason for the rezoning is the developer feels that the lot is too small for a commercial use and therefore would like to designate the lot to a residential use as the building is being used as a residence.

Currently, the “Trappers Shack” is on the property. This lot was designated as a provincial historic resource. However in 2022, the order under the Historic Resources Act was lifted.

This item was taken to the Municipal Planning Commission on May 25, 2023 where the following motion was made:

MPC 23-05-084 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to refuse Bylaw 12xx-23 being a Land Use Bylaw Amendment to Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”, subject to public hearing input.

CARRIED

The Municipal Planning Committee recommended refusal because they felt that this lot should remain commercial, since that is the intention of the downtown area of Fort Vermilion.

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

According to the Land Use Bylaw 1066-17:

The purpose of the Fort Vermilion Commercial Centre “FV-CC” district is to cluster complementary community commercial developments along the HAMLET of Fort Vermilion’s Main Street (50th Street) in order to create an engaging pedestrian friendly public realm.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1298-23 being a Land Use Bylaw Amendment to rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”, subject to public hearing input.

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

BYLAW NO. 1298-23

**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 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1” to accommodate a residential use.

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 922 0928, Block 6, Lot 39

Within Mackenzie County, be from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1” 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.

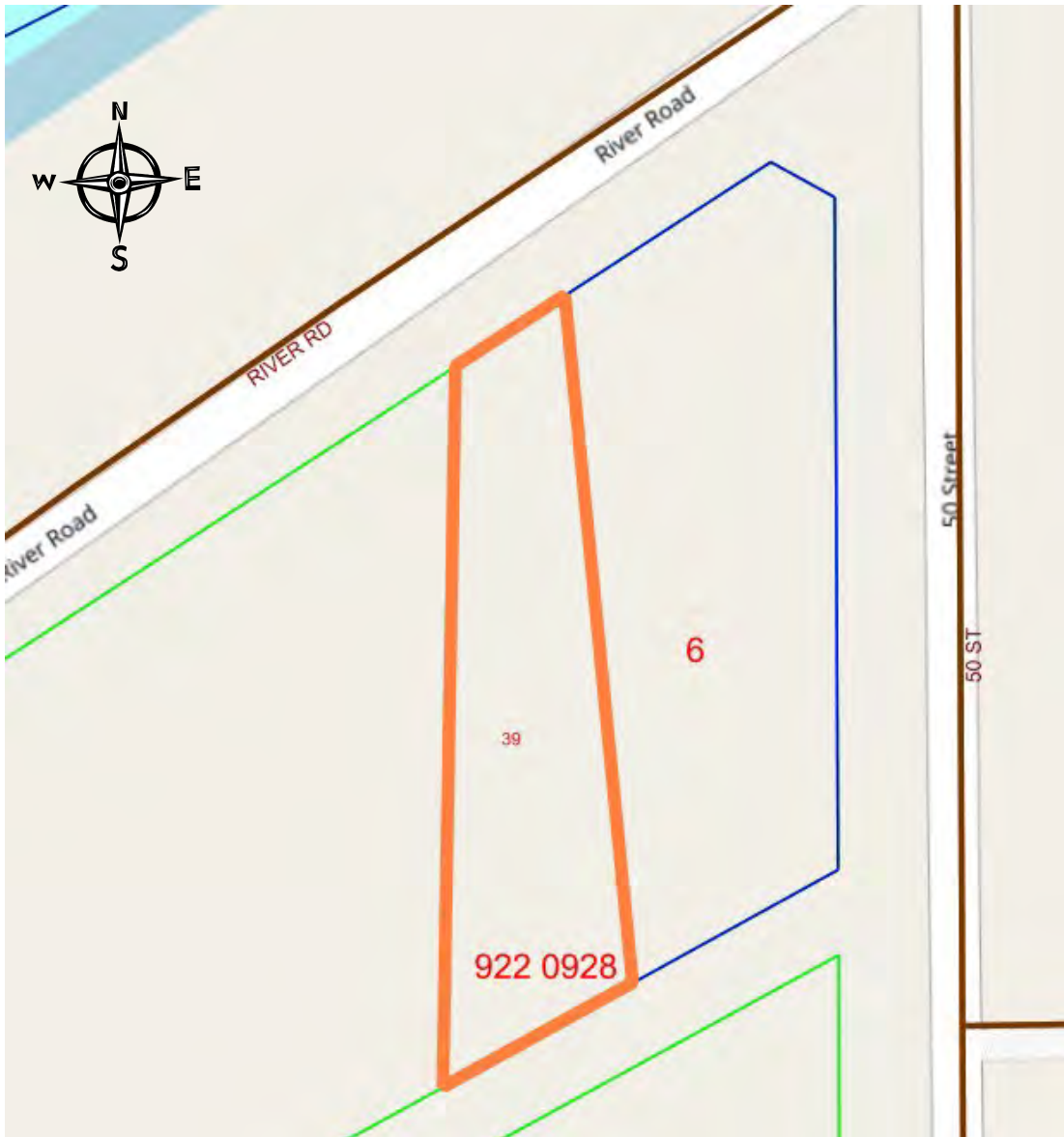
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1298-23

SCHEDULE “A”

1. That the land use designation of the following property known as Plan 922 0928, Block 6, Lot 39 in Fort Vermilion within Mackenzie County, be rezoned:



FROM: Fort Vermilion Commercial Centre “FV-CC”

TO: Hamlet Residential 1 “H-R1”

Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant
RAY TOEWS / RORY W CURRIE

Complete only if different from Applicant

Name of Registered Owner
SAMMIE

Address:

City/Town

Postal Code Phone Cell

Owner Email

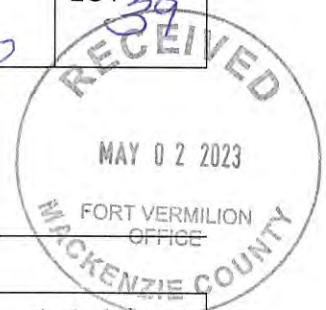
Legal Description of the Land Affected by the Proposed Amendment: All or Part of:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
						<u>9220928</u>	<u>6</u>	<u>39</u>

Civic Address: 5003 RIVER ROAD

Land Use Classification Amendment Proposed:

From: FU-CC To: HR-1



Reasons Supporting Proposed Amendment:

PROPERTY HAS BEEN CONVERTED TO RESIDENTIAL
HISTORIC PROPERTY NOT SUITED FOR COMMERCIAL
LOT IS TOO SMALL FOR COMMERCIAL

I have enclosed the required application fee of: 846.81 Receipt No.: 2936834 294123

1 MAY 23
Date

1 MAY 23
Date

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

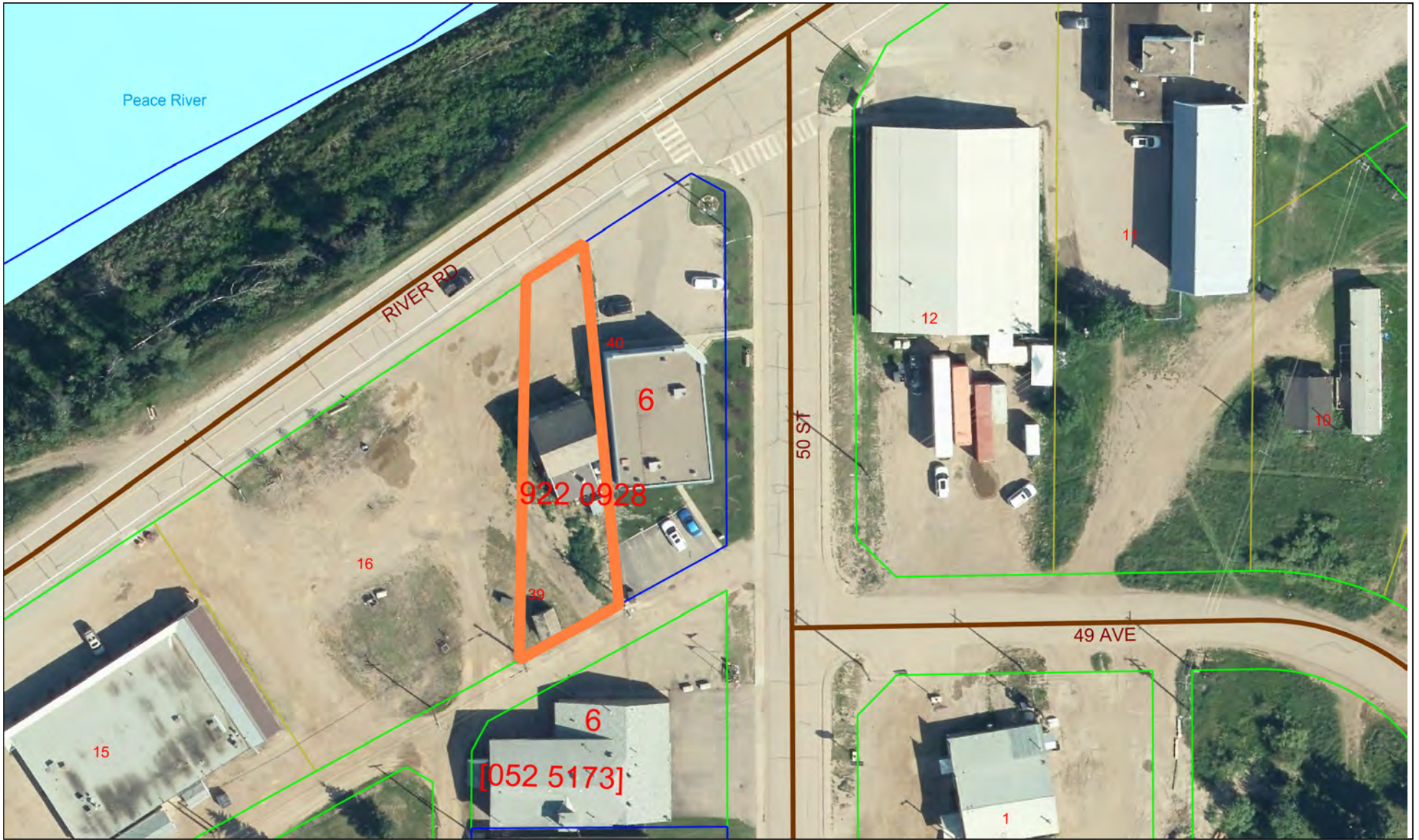
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Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermilion, AB T0H 1N0



Mackenzie County

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

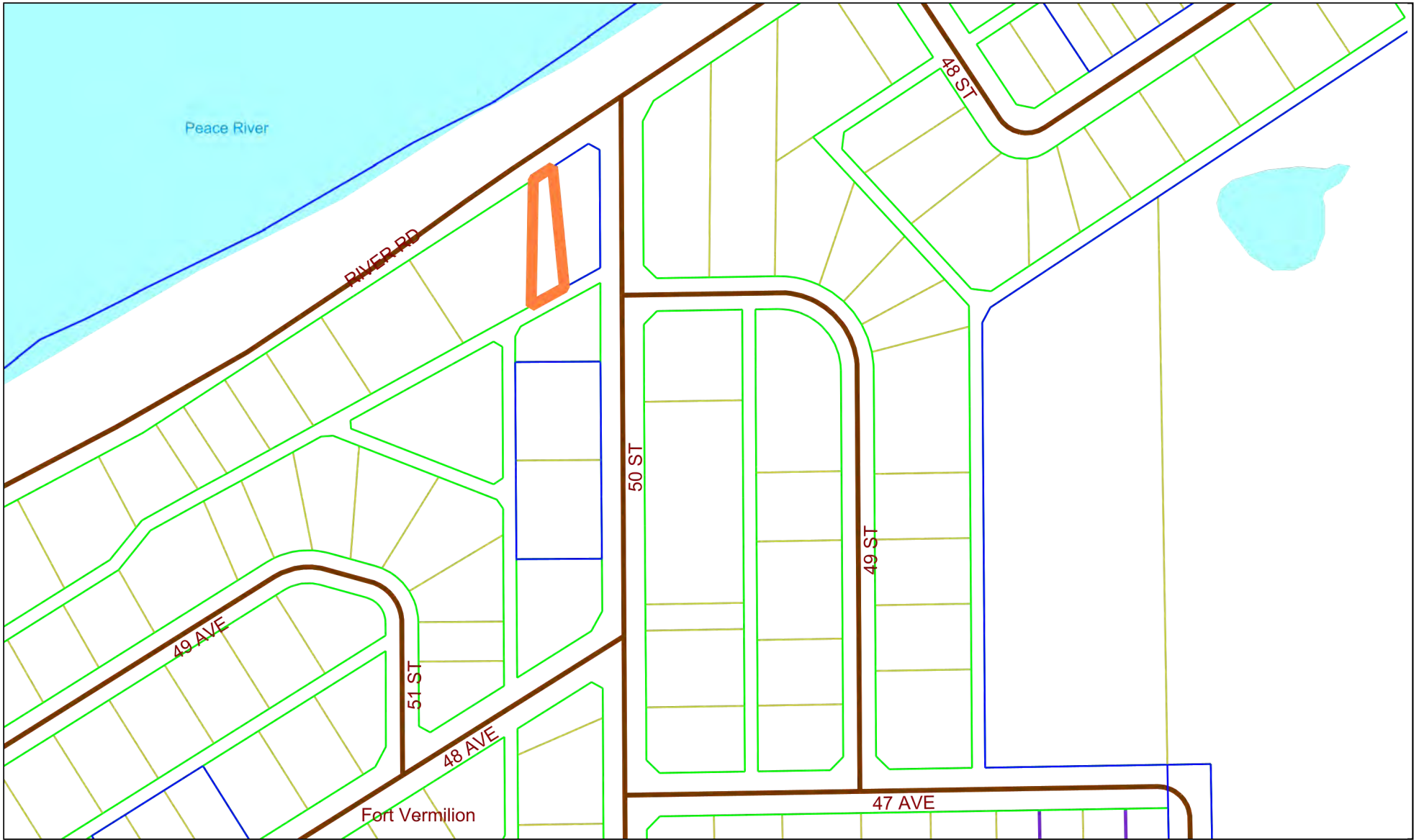


Scale 1: 855



10 yd 
 10 m 

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Scale 1: 2,566



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 31, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Rescind Motion 21-05-442

BACKGROUND / PROPOSAL:

At the May 9, 2023 Regular Council Meeting the following motion was made to amend FIN003 Auditors Policy:

MOTION 23-05-434 **MOVED** by Councillor Braun

That Policy FIN003 Auditors be amended as presented.

CARRIED

On May 26, 2021, FIN003 Auditors Policy was amended with the same change in the term from three year to four year with the following motion:

MOTION 21-05-442 **MOVED** by Councillor Bateman

That Policy FIN003 Auditors be approved as presented.

CARRIED

Administration is recommending that council rescind the motion made in 2021 due to an administrative error in regards to duplication. Administration is recommending that motion 21-05-442 be rescinded as it states that it is to be approved as presented and not “amended as presented”. FIN003 Auditors was approved on October 14, 1998. Policy review is currently being completed to ensure that administrative errors do not occur in the future.

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The amended FIN003 Auditors Policy from 2023 will be available on Mackenzie County's website.

POLICY REFERENCES:

FIN003 Auditors

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Council motion 21-05-442 be rescinded.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 6, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Policy HR006 – Hiring

BACKGROUND / PROPOSAL:

Mackenzie County currently has Policy ADM046 Hiring which was approved July 25, 2007. Administration has been updating policies to current standards and practices. In April of 2023 the Alberta Union of Provincial Employees (AUPE) Collective Agreement was ratified and added summer/seasonal staff to the Collective Article 2.01 (n).

Summer/seasonal staff were previously recognized in the ADM046 – Hiring Policy.

OPTIONS & BENEFITS:

HR006 Hiring will allow clarity for the addition of above noted positions.

COSTS & SOURCE OF FUNDING:

As per current operating budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

All policies are shared on Mackenzie County’s website for public information.

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

POLICY REFERENCES:

Collective Agreement – Local 118 Chapter 008

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM046 Hiring Policy be rescinded.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That Policy HR006 Hiring be approved as presented.

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

Mackenzie County

Title	Hiring Policy	Policy No:	ADM046
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Legislation Reference	MGA, Part 5, Division 6 and Part 6
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Purpose

Mackenzie County believes it is necessary to have a policy in place to govern and regulate hiring procedures, including the hiring of relatives of Members of Council, Committees and Municipal Employees, and the provision of opportunities for students participating in work experience and registered apprenticeship programmes (R.A.P.).

Policy Statement and Guidelines

Mackenzie County is an equal employment opportunity employer committed to hiring practices that will provide the municipality with the best combination of training, experience and cost.

The municipality supports and practices a policy of non-discrimination in all human resource practices related to recruitment, hiring, compensation, training, transfers or promotions, benefits and all other terms of employment, and to student participation in work experience and R.A.P. programmes. We support the intent of all related federal and provincial legislation regarding non-discrimination related to race, religion, gender, sexual orientation, age, handicap, colour or national origin.

Guidelines:

1. All union positions must be posted internally for 10 calendar days. External advertising (i.e. local papers, professional organizations, and the County website) can be concurrent with internal posting. External advertising should be for a period of at least two weeks.
2. Human Resources (further referred to as "HR") will be responsible for all job postings with input from the appropriate party i.e. Department Supervisors/Directors/CAO/Council.
3. All resumes and application forms are to be submitted to HR.
4. All resumes and applications will be reviewed by HR, a Director or Manager and one member of the department and a short-list will be made.
5. HR, a Director or Manager and one member of the department shall conduct interviews and hire for all unionized position. In accordance with the AUPE Collective Agreement, Article 10.01, if all qualifications are the same, preference

may be given to present Employees over external applicants.

6. Council shall conduct interviews and hire for the position of Chief Administrative Officer. HR may assist as required.
7. The Chief Administrative Officer shall conduct interviews and hire for all Executive positions. HR may assist as required.
8. Compensation for unionized positions at initial hiring will be at Level 1 unless deemed otherwise by the CAO.
9. Compensation for seasonal or summer staff shall be established as follows:
 - Seasonal or summer staff will be hired for a period of less than 4 months;
 - Preference will be given to applicants with a valid driver's license;
 - During the hiring process, preference will be given to the university/college students;
 - The pay grid for all Seasonal Staff is as follows:
 - 1st year – GML rate, 1st step on pay grid, less \$2.00
 - 2nd year – GML rate, 1st step less \$1.00
 - 3rd year – GML rate, equal to 1st step
 - 4th year – GML rate, 2nd step on pay grid
10. R.A.P. students will earn the prevailing minimum wage rate, as set by the Government of Alberta.
11. A student with specialized training for specific municipal services (e.g. Co-Op Student) may be hired at a pay grid as recommended by a Director and approved by the CAO.
12. Work experience students will not earn salaries or wages.

(GML – General Maintenance Labourer hourly rate as established by the Collective Agreement)

Employment of Family Members

Family member means an Employee's, R.A.P. or Work Experience Student's spouse (including common-in-law spouse), parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them. Article 2(g) of the AUPE Collective Agreement.

- (a) The County will not show preference nor will it discriminate either in favour for or against any relatives of employees, elected representatives or appointed representatives who wish to apply for employment.

- (b) Any member of the hiring team will declare a familial relationship as defined under the definition of Family Members as soon as he/she becomes aware that a relative has applied for the position. He/she will exclude him/herself from the selection process. Another individual will be selected to fill the vacancy.
- (c) A familial relationship that has been reported will have no bearing on the hiring decision as long as they will not be reporting directly to a family member.
- (d) Recommendations are permissible, under no circumstances shall employees, elected or appointed representatives' place any undue pressure or interference in the selection process.

Reporting Relationship

A person shall not hire or directly supervise one of their relatives. A direct reporting relationship is one where an employee has responsibility for and authority over another employee to assign and schedule duties and conduct performance evaluations.

Any familial direct reporting relationships that may exist at the time this policy is adopted by Council and those which come into being by means other than initial hiring will be allowed to continue. However, in the event that a direct reporting relationship between relatives is the result of a personal decision (e.g. marriage) or job change, every effort will be made to transfer one of the affected employees, to a comparable position within the organization.

	Date	Resolution Number
Approved	25-Jul-07	07-07-683
Amended	23-Apr-08	08-04-282
Amended	28-Apr-10	10-04-316
Amended	15-Mar-12	12-03-188
Amended	19-Nov-13	13-11-839
Amended	10-Mar-15	15-03-187

Mackenzie County

Title	Hiring	Policy No:	HR006 ADM046
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Legislation Reference	MGA, Part 5, Division 6 and Part 6
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Purpose

Mackenzie County believes it is necessary to have a policy in place to govern and regulate hiring procedures, including the hiring of relatives of Members of Council, Committees and Municipal Employees, and the provision of opportunities for students participating in work experience and registered apprenticeship programmes (R.A.P.).

Policy Statement and Guidelines

Mackenzie County is an equal employment opportunity employer committed to hiring practices that will provide the municipality with the best combination of training, experience and cost.

The municipality supports and practices a policy of non-discrimination in all human resource practices related to recruitment, hiring, compensation, training, transfers or promotions, benefits and all other terms of employment, and to student participation in work experience and R.A.P. programmes. We support the intent of all related federal and provincial legislation regarding non-discrimination related to race, religion, gender, sexual orientation, age, handicap, colour or national origin.

Guidelines:

- All union positions must be posted internally for 10 calendar days. External advertising (i.e. local papers, professional organizations, and the County website) can be concurrent with internal posting. External advertising should be for a period of at least two weeks.
- Human Resources (further referred to as “HR”) will be responsible for all job postings with input from the appropriate party i.e. Department Supervisors/**Managers**/Directors/CAO/Council.
- All resumes and application forms are to be submitted to HR.
- All resumes and applications will be reviewed by HR, a Director, Manager or **Supervisor** and one member of the department and a short-list will be made.
- HR, a Director, ~~or~~ Manager **or Supervisor** and one member of the department

shall conduct interviews and hire for all unionized position. In accordance with the AUPE Collective Agreement, Article 10.01 (b), Vacancies will be awarded to the applicant who scores the highest in the following criteria: qualifications, job-related skills, training, knowledge, years of service with the Employer, and other relevant attributes. Where applicants are both internal and external, preference will be given to present Employees over external applicants. ~~if all qualifications are the same, preference may be given to present Employees over external applicants.~~

- Council shall conduct interviews and hire for the position of Chief Administrative Officer. HR may assist as required.
 - The Chief Administrative Officer shall conduct interviews and hire for all Executive positions. HR may assist as required.
 - Compensation for unionized positions at initial hiring will be at Level 1 unless deemed otherwise by the CAO.
 - ~~Compensation for~~ The seasonal or summer staff hiring process will be based on the following: ~~shall be established as follows:~~
 - Is hired for a period of up to six (6) months for a specific job; as per the AUPE Collective Agreement Article 2.01 (n); (i) ~~Seasonal or summer staff will be hired for a period of less than 4 months;~~
 - Preference will be given to applicants with a valid driver's license;
 - During the hiring process, preference will be given to the university/college students;
 - ~~The pay grid for all Seasonal Staff is as follows:~~
 - ~~1st year – GML rate, 1st step on pay grid, less \$2.00~~
 - ~~2nd year – GML rate, 1st step less \$1.00~~
 - ~~3rd year – GML rate, equal to 1st step~~
 - ~~4th year – GML rate, 2nd step on pay grid~~
- ~~(GML – General Maintenance Labourer hourly rate as established by the Collective Agreement)~~
- R.A.P. students will earn the prevailing minimum wage rate, as set by the Government of Alberta.
 - A student with specialized training for specific municipal services (e.g. Co-Op Student) may be hired at a pay grid as recommended by a Director/Manager and approved by the CAO.
 - Work experience students will not earn salaries or wages.

Employment of Family Members

Family member means an Employee's, R.A.P. or Work Experience Student's spouse (including common-in-law spouse), parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them. Article 2(hg) of the AUPE Collective Agreement.

- (a) The County will not show preference nor will it discriminate either in favour for or against any relatives of employees, elected representatives or appointed representatives who wish to apply for employment.
- (b) Any member of the hiring team will declare a familial relationship as defined under the definition of Family Members as soon as he/she becomes aware that a relative has applied for the position. He/she will exclude him/herself from the selection process. Another individual will be selected to fill the vacancy.
- (c) A familial relationship that has been reported will have no bearing on the hiring decision as long as they will not be reporting directly to a family member.
- (d) Recommendations are permissible, under no circumstances shall employees, elected or appointed representatives' place any undue pressure or interference in the selection process.

Reporting Relationship

A person shall not hire or directly supervise one of their relatives. A direct reporting relationship is one where an employee has responsibility for and authority over another employee to assign and schedule duties and conduct performance evaluations.

Any familial direct reporting relationships that may exist at the time this policy is adopted by Council and those which come into being by means other than initial hiring will be allowed to continue. However, in the event that a direct reporting relationship between relatives is the result of a personal decision (e.g. marriage) or job change, every effort will be made to transfer one of the affected employees, to a comparable position within the organization.

	Date	Resolution Number
Approved	25-Jul-07	07-07-683
Amended	23-Apr-08	08-04-282
Amended	28-Apr-10	10-04-316
Amended	15-Mar-12	12-03-188
Amended	19-Nov-13	13-11-839
Amended	10-Mar-15	15-03-187

Proposal 1:

Two year agreement in the amount of \$58,000 plus GST with a negotiation period of 6 months prior to the end of the contract.

Proposal 3:

Two year agreement in the amount of \$65,000 plus GST which would include every post office box in Fort Vermilion, Buffalo Head Prairie and Zama, excluding La Crete and continue to send newspapers to 900 ratepayers who are currently receiving this option.

Council recently abolished the communication coordinator position, there is minimal capacity to do our own advertising going forward. Should Council decide to pursue our own advertising we would need to create an advertising bylaw. Administration has reached out to legal in regards to an advertising bylaw and doing it all internal. The legal opinion is that if Council is satisfied that all affected parties will receive appropriate notification then we are able to do our own advertising. Now there have been incidents in other municipalities where residents felt that this sort of advertising is not sufficient.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That Administration sign a contract/agreement with Mackenzie Report in the amount of \$58,000/year, beginning July of 2023 for a 24 month term.

Author: L. Flooren Reviewed by: C. Smith CAO: _____

MACKENZIE REPORT INC.

"Bringing News to Alberta's Northwest."

April 17, 2023

TO: Mackenzie County Council

RE: Newspaper Advertising and Readership Agreement

Further to our communication in June 2022, regarding the current Newspaper Advertising and Readership Agreement, we are writing to see if a new agreement can be signed to continue on past the July 2023 deadline of the existing agreement.

Based on discussions in 2022, it seems that two options are the most desirable out of the four proposed.

PROPOSAL ONE: Status Quo

To continue on the same path as the previous contracts, with the same number of newspapers being mailed and one full page per week going to the County, we would require \$58,000 per year. Due to future uncertainty and the County's unwillingness to include built-in increases to help us cover future higher costs, we recommend having a two year agreement at \$58,000 per year (\$38,400 for postage and \$19,200 for printing and distribution), with a negotiating period of 6 months before the end of the contract to determine if the County wishes to renew and to factor in a new rate, if required, to cover increased expenses.

PROPOSAL THREE: Expanded Readership without La Crete

We could send a newspaper to each and every post office box in Fort Vermilion, Buffalo Head Prairie and Zama at the lower unaddressed bulk mail rate of \$0.20 and continue to send newspapers addressed to roughly 900 ratepayers who have released their information under the current contract. Canada Post currently charges \$0.68 cents for every addressed newspaper in La Crete. Based on 48 publishing weeks in a contract year, the total Canada Post cost will be \$40,588.80 and our printing and post production cost will be \$24,000 per year. The contract fee for the County for Proposal Three would be \$65,000 per year based on a two year agreement.

These rates cover our Canada Post fees and printing and distribution costs only. There is no profit for the publishing company and nothing to go toward our news gathering expenses. It is our still our hope to draw more advertising from other sources based on the higher circulation numbers; as a rule the more people reading the paper, the more revenue we can chase after in advertising. Unfortunately, due to poor economic times, floods, wildfires and a pandemic over the past 5 years, we still haven't realized much extra revenue from advertising. However, we are optimistic that better times are ahead of us.

www.mrnews.ca

Group of weekly
newspapers...



echo@mrnews.ca
P.O. Box 1018
High Level, Alberta
T0H 1Z0
Tel: (780) 926-2000
Fax: (780) 926-2001



MZBPadvertise@mrnews.ca
P.O. Box 1018
High Level, Alberta
T0H 1Z0
TOLL FREE: 1-877-926-2099
Fax: (780) 926-2001

We want to update the County on our plan to sell our head office property and printing equipment. We are still focused on that plan. We officially listed the building February 22, 2023 but have not found a buyer as of the writing of this letter. Once we do find a buyer, we will have the newspapers printed in colour at a facility in the greater Edmonton area and shipped up to post offices in the Mackenzie Region. Although our printing costs will increase, we are hoping to increase advertising revenue by charging extra for colour ads.

If we have a new contract in place once we go to colour printing, there will be no change in the contract price. Plus, Mackenzie County's weekly advertisement will be printed in full colour at no extra charge.

In closing, we thank Mackenzie County for supporting local community news through our current agreement and any extra advertising throughout each year. As we say to many, "advertising pays for news" and without advertising revenue we couldn't report on events in La Crete, Fort Vermilion, Zama, Buffalo Head Prairie or any other parts of the County. We also need to point out that by supporting The Echo-Pioneer, the County is helping to preserve a detailed record of local history on the pages of the newspaper.

Objective, detailed and accurate local news is only available via The Echo-Pioneer. Many newspapers throughout Canada and the United States have already shutdown due to significant losses of advertising revenue. Mackenzie County is playing an important role in preserving local news and the recording of local history!

**Tom Mihaly, Publisher
Mackenzie Report Inc.**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 6, 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
- Minister of Transport - 2023-05-29 - Highway 686 Response
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of May 31, 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	Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. PLS180027 FNC received adequacy Next steps
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Have received TDL for the Norbord line. Permanent License in progress.
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	Remaining landowners have submitted a request to be presented at 2023-05-31 Council Meeting
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	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 received to be discussed at 2023-05-31 Council meeting
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed	Byron/Caitlin	August 2023

Motion	Action Required	Action By	Status
	and a recommendation be made to bring back an updated draft for review to a future Council meeting.		
March 23, 2022 Committee of the Whole Meeting			
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	Looking for grant funding. 2024 Budget deliberations
April 27, 2022 Regular Council Meeting			
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	Community Services Review 2023-05-04
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	Awaiting signed agreement
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Don	Awaiting signed agreement
June 22, 2022 Regular Council Meeting			
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Byron	In Progress
June 23, 2022 Committee of the Whole Meeting			
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085 In Progress
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	Caitlin/Louise	Emailed Letter to Mackenzie Report

Motion	Action Required	Action By	Status
	advertising contract with Mackenzie Report past the expiry of 2023.		
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			
22-10-755	That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Operating and Capital Budget as approved by Council.	Jen	In Progress
November 1, 2022 Budget Council Meeting			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
November 2, 2022 Budget Council Meeting			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron/Don	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 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 County items will be added to advertising and sold as a separate auction the same day.
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 Waiting for Approval
January 25, 2023 Regular Council Meeting			

Motion	Action Required	Action By	Status
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
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	In Progress
February 7, 2023 Regular Council Meeting			
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.	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
March 7, 2023 Regular Council Meeting			
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	In Progress
April 4, 2023 Regular Council Meeting			
23-04-326	That the 27 th Baseline Road Reconstruction be negotiated as discussed.	Andy	Terms of Contract Agreed and presented to Council at the 2023-04-26 Meeting.
23-04-336	That administration work with Tallahassee Exploration Inc. on agreements.	Jen	In Progress
23-04-338	That the Water Well at Jubilee Park Project be renamed the Water Line Extension – Jubilee Park.	Don	Project to be completed Summer 2023 Finance - COMPLETE
23-04-340	That Mackenzie County supports the renaming ceremony of the La Crete Airport up to a maximum of \$10,000.	Byron	In Progress
April 26, 2023 Regular Council Meeting			
23-04-380	That administration look at an alternative solution for the installation system of an enclosed heating system at the Fort Vermilion Recreation Center.	Don	In Progress
23-04-396	That administration be authorized to enter into a contract with Northern Road Builders Ltd. as discussed for the TWP RD 1050 (27 baseline) capital project.	Andy	Contracts waiting for Signature.
23-04-407	That the 2023 One Time Projects budget be amended to include the Outdoor Recreation and	Byron/Jen	Finance - COMPLETE

Motion	Action Required	Action By	Status												
	Tourism Plan Project, in the amount of \$114,100 with funding of \$55,800 coming from the Northern and Regional Economic Development (NRED) Program, \$58,300 from Mackenzie County, and an in-kind donation of \$2,500 noted from each of the following: <ul style="list-style-type: none"> - Mackenzie Frontier Tourism Association, - La Crete Polar Cats Snowmobile Club, - Regional Economic Development Agency of Northwest Alberta. 														
23-04-416	That funds of \$30,000 from the 2023 Capital Project Machesis Lake Campground be reallocated to a new 2023 One Time Project creating recreational fishing opportunities at the Mackenzie Applied Research Association and the Tompkins Twin ponds.	Jen/Don	Finance – COMPLETE In Progress												
May 9, 2023 Regular Council Meeting															
23-05-424	That administration advertise the following lots for sale at reserve bid for public auction: <ul style="list-style-type: none"> • Plan 222 1510, Block 15, Lot 15 • Plan 222 1510, Block 15, Lot 19 • Plan 222 1510, Block 15, Lot 20 	Caitlin	In Progress												
23-05-425	That all maps and non relevant information be removed from the Annexation Application and be brought back to a future council meeting.	Byron	In Progress												
23-05-426	That administration be authorized to negotiate with the lot purchase as discussed.	Byron	In Progress												
23-05-427	That the Out of Scope Contracts be TABLED to a future Council meeting.	Byron	In Progress												
23-05-430	That the County accepts the following submissions for the Spring Hamlet Clean-up Campaign: <table border="1" data-bbox="321 1234 950 1390"> <thead> <tr> <th>Non-Profit Organization</th> <th>Amount</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Zama Fire Department</td> <td>\$700.00</td> <td>Zama Hamlet</td> </tr> <tr> <td>La Crete Minor Hockey Association</td> <td>\$4,500.00</td> <td>La Crete Hamlet</td> </tr> <tr> <td>Fort Vermilion Rodeo Committee</td> <td>\$4,000.00</td> <td>Fort Vermilion Hamlet</td> </tr> </tbody> </table>	Non-Profit Organization	Amount	Area	Zama Fire Department	\$700.00	Zama Hamlet	La Crete Minor Hockey Association	\$4,500.00	La Crete Hamlet	Fort Vermilion Rodeo Committee	\$4,000.00	Fort Vermilion Hamlet	Don	2023-05-27 – FV 2023-05-24-25 – LC 2023-05-27 – Zama
Non-Profit Organization	Amount	Area													
Zama Fire Department	\$700.00	Zama Hamlet													
La Crete Minor Hockey Association	\$4,500.00	La Crete Hamlet													
Fort Vermilion Rodeo Committee	\$4,000.00	Fort Vermilion Hamlet													
23-05-452	That administration proceed as directed with the Municipal Development Plan Updates.	Caitlin	In Progress												
May 31, 2023 Regular Council Meeting															
23-05-460	That a Special Council Meeting be scheduled for June 16, 2023 at 2:00 p.m. for the awarding of the Flood Mitigation Contracts.	Louise	Advertised												
23-05-461	That the Flood Recovery Steering Committee be authorized to open and review the Flood Mitigation Contracts and make recommendations to Council at the Special Council Meeting on June 16, 2023.	Louise/Jen													

Motion	Action Required	Action By	Status								
23-05-465	That the Capital Budget be amended by \$310,000 for the 10165-100 Avenue for purchase project, with \$50,000 in funding coming from the Emergency Services Reserve, and \$260,000 in funding coming from the General Capital Reserve.	Byron									
23-05-466	That the 2023 Capital Budget be amended to Include PLS 140031 – South of High Level Lands Project with \$1,313,858 with funding coming from debenture borrowing.	Caitlin/Jen									
23-05-467	That administration sign an offer to purchase and start negotiations with Alberta Transportation for PLS 140031 – South of High Level Lands.	Caitlin									
23-05-468	That Council awards 11 bursary recipients as discussed for the total amount of \$24,000, and that administration re-advertise the bursary program with an extension date of June 30, 2023, and present any new applicants to Council for review and consideration.	Jen									
23-05-469	That administration research the possibility of partnering with Northern Alberta Development Council (NADC) in regards to a matching bursary program.	Jen									
23-05-470	That out-of-scope employees be authorized to receive overtime compensation for May 6th and 7th for the 2023 Gull Lake HWF-042 Fire.	Jen									
23-05-471	That first reading be given to Bylaw 1296-23 to repeal Bylaw 1280-23 LUB Amendment to Rezone Agricultural “A” to Rural Industrial General “RIG”.	Caitlin									
23-05-472	That the 2023 Agricultural Operating Budget be amended by \$42,340, with funding coming from Agricultural Service Board amending Grant Agreement.	Caitlin/Jen									
23-05-473	That the Roadside Spraying Contract be increased by \$3,307 with funding coming from the 2023 Operating Budget.	Caitlin/Jen									
23-05-475	That Wilde and Company Chartered Accountants be appointed as the County’s auditors for the 2023-2026 term.	Jen									
23-05-476	That the Council operating funds from the Federation of Canadian Municipalities budget in the amount of \$19,440 be reallocated to the following: <table border="1" data-bbox="316 1789 950 1902"> <tbody> <tr> <td>Economic Developers Association</td> <td>\$10,500</td> </tr> <tr> <td>Mackenzie Frontier Association</td> <td>\$ 6,940</td> </tr> <tr> <td>Tradeshows</td> <td></td> </tr> <tr> <td>Community Planning Association of Alberta</td> <td>\$ 2,000</td> </tr> </tbody> </table>	Economic Developers Association	\$10,500	Mackenzie Frontier Association	\$ 6,940	Tradeshows		Community Planning Association of Alberta	\$ 2,000	Louise/Jen	COMPLETE
Economic Developers Association	\$10,500										
Mackenzie Frontier Association	\$ 6,940										
Tradeshows											
Community Planning Association of Alberta	\$ 2,000										

Motion	Action Required	Action By	Status
23-05-477	That the expense claims which include honorariums and mileage for attendance at the Tradeshows on behalf of the Mackenzie Frontier Tourism Association be approved.	Louise	COMPLETE
23-05-479	That the 2023 Capital Project Budget be amended to include the Asphalt Paving 105 Avenue Project in the amount of \$52,944, with \$9,763 coming from Local Improvement Tax, and \$43,181 from Road Reserve.	Byron/Jen	
23-05-480	That administration proceed with the auction on June 6, 2023 as discussed and include an online bidding option.	Willie	
23-05-485	That the correspondence previously sent to Minister Nixon in regards to Alberta Works be sent to the newly appointed Minister of Seniors, Community and Social Services once the Premier assembles the new cabinet.	Louise	

From: [Minister of Transport / Ministre des Transports \(TC\)](#)
To: [Louise Flooren](#)
Cc: dominic.leblanc@parl.gc.ca; arnold.viersen@parl.gc.ca; transportation.minister@gov.ab.ca; Peace.River@assembly.ab.ca; Lesser.SlaveLake@assembly.ab.ca
Subject: Regarding the Highway 686 – New Alignment from Peerless Lake to Fort McMurray Project
Date: May 29, 2023 9:30:58 AM

May 29, 2023

Josh Knelsen
Reeve
Mackenzie County

c/o Louise Flooren
Manager of Legislative and Support Services
lflooren@mackenziecounty.com

Good day:

Thank you for your recent correspondence informing me of your support for the Highway 686 – New Alignment from Peerless Lake to Fort McMurray Project submitted by Alberta Transportation under the National Trade Corridors Fund's (NTCF's) Increasing the Fluidity of Canada's Supply Chains call for proposals. Please accept my apology for the delay in replying.

I appreciate your bringing to my attention how this project will greatly improve the overall transportation network in Northern Alberta and reduce the travel time between Peace Region and Fort McMurray by at least two hours.

As you are aware, the NTCF is a merit-based program that helps infrastructure owners and users invest in critical assets that support economic activity and the movement of goods and people in Canada. On June 21, 2022, Transport Canada received Alberta Transportation's proposal.

On December 23, 2022, I made the first round of funding decisions under this call for proposals. Successful applicants have been notified of my decisions.

Given that this call was oversubscribed, not all projects can be funded. However, I expect to make additional funding decisions for project proposals submitted under this call in the coming weeks. Transport Canada will notify all applicants, in writing, of any new federal funding decisions once they have been confirmed.

Thank you again for writing.

Sincerely,



The Honourable Omar Alhabra, P.C., M.P.
Minister of Transport

c.c. The Honourable Dominic LeBlanc, P.C., M.P.
Minister of Intergovernmental Affairs, Infrastructure and Communities

Arnold Viersen, M.P.
Peace River–Westlock

The Honourable Devin Dreeshen, E.C.A.
Minister of Transportation and Economic Corridors
Government of Alberta

Dan Williams, M.L.A.
Peace River
Government of Alberta

Pat Rehn, M.L.A.
Lesser Slave Lake
Government of Alberta