





MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**JANUARY 09, 2024
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, January 9, 2024
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
		b) Oath of Office – Councillor Ward 9 (High Level Rural)	7
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the December 12, 2023 Regular Council Meeting	11
		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) Request for Proposals – Fuel Supply & Services (<i>FOIP Section 25</i>)	
		b) Request for Proposals Review - Tourism Master Plan (<i>FOIP Section 25</i>)	
		c) CAO Report (<i>FOIP Sections 16, 17, 23 and 24</i>)	
	d)		
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
DELEGATIONS	7.	a) La Crete & Area Chamber of Commerce – Request for Letter of Support (11:45 a.m.)	23
		b) Alberta Transportation – Patrick L’Abbe (1:00	25

p.m. via zoom)

		c)		
GENERAL REPORTS:	8.	a)	Director & Manager Reports for December 2023	27
		b)		
		c)		
AGRICULTURE SERVICES:	9.	a)	None	
COMMUNITY SERVICES:	10.	a)	Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding – Budget Amendment	41
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		b)	Budget Amendment – Northwest Species at Risk	47
		c)	Bylaw 1319-24 Fee Schedule Bylaw Amendment	49
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		e)		
		f)		
PROJECTS & INFRASTRUCTURE:	12.	a)	None	
OPERATIONS:	13.	a)	Asset Disposal – Graders x 3 (2023 Capital Projects)	57
		b)		
UTILITIES:	14.	a)	None	
PLANNING & DEVELOPMENT:	15.	a)	Bylaw 1318-23 Land Use Bylaw Amendment to Rezone Part of Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 “RCR1” to Direct Control 2 “DC2”	59
		b)	2023 Off-Site Levy Report	67
		c)	Development Statistics Report – January to December 2023	71

		d)		
		e)		
ADMINISTRATION	16.	a)	Meetings with Ministers – Rural Municipalities of Alberta (RMA) 2024 Spring Convention	79
		b)	Rescind Policy ADM033 Personal Vehicle Allowance	83
		c)		
COMMITTEE OF THE WHOLE ITEMS:	17.	a)	None	
COUNCIL COMMITTEE REPORTS:	18.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	89
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		d)		
INFORMATION / CORRESPONDENCE:	19.	a)	Information/Correspondence	97
NOTICE OF MOTION:	20.	a)		
NEXT MEETING DATES:	21.	a)	Committee of the Whole Meeting January 30, 2024 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting January 31, 2024 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	22.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Oath of Office – Councillor Ward 9 (High Level Rural)

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

As a result of the By-Election for Ward 9 (High Level Rural) held on December 13, 2023, the newly acclaimed Councillor is required to take the attached oath of office.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

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 Oath of Office was administered to Councillor Morris by Don Roberts, Commissioner for Oaths.

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

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

Swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of COUNCILLOR for Mackenzie County.

So help me God.

SWORN before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
9th day of January, 2024.)
)
)
)
)
)
)

Councillor

A Commissioner for Oaths/Notary
Public in and for the Province of Alberta

Witness

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

Solemnly affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of COUNCILLOR for Mackenzie County.

AFFIRMED before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
9th day of January, 2024.)
)
)
)
)
)
)
)

Councillor

A Commissioner for Oaths/Notary
Public in and for the Province of Alberta

Witness



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the December 12, 2023 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 12, 2023 Regular Council Meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

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

That the minutes of the December 12, 2023 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, December 12, 2023
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (virtual)
Dale Wiebe	Councillor

REGRETS:

ADMINISTRATION:

Darrell Derksen	Chief Administrative Officer
Byron Peters	Deputy Chief Administrative Officer/Director of Projects and Infrastructure
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Andy Banman	Director of Operations
John Zacharias	Director of Utilities
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary

ALSO PRESENT:

Member of the Public
Royal Canadian Mounted Police (RCMP) – Steve Butt, S/Sgt &
Ryan Jurgens, Sgt

Minutes of the Regular Council Meeting for Mackenzie County held on December 12, 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 23-12-991 **MOVED** by Councillor Driedger

That the agenda be adopted with the following additions:

- 16. b) Economic Developers Alberta (EDA) – Resilience & Recovery Workshop for Communities
- 4. d) Maintenance (*FOIP Sections 23 and 24*)

CARRIED

ADOPTION OF PREVIOUS MINUTES:

3. a) Minutes of the November 21-22, 2023 Budget Council Meeting

MOTION 23-12-992

MOVED by Councillor Peters

That the minutes of the November 21-22, 2023 Budget Council Meeting be adopted as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES:

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

MOTION 23-12-993

MOVED by Councillor Driedger

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

CARRIED

ADOPTION OF PREVIOUS MINUTES:

3. b) Business Arising out of the Minutes

None.

CLOSED MEETING:

4. a) Closed Meeting

MOTION 23-12-994

MOVED by Councillor Wiebe

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

- 4.a) CAO Report (*FOIP Section 16, 17, 23 and 24*)
- 4.b) Request for Proposal – Fuel Supply and Services (*FOIP Section 25*)
- 4.c) Mitigation (*FOIP Sections 21 and 23*)

4.d) Maintenance (*FOIP Sections 23 and 24*)

CARRIED

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

- All Councillors Present
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer/
Director of Projects and Infrastructure
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Andy Banman, Director of Operations
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support
Services/ Recording Secretary

Andy Banman, Director of Operations left the meeting at 10:50 a.m. and rejoined the meeting at 11:12 a.m.

Byron Peters, Deputy Chief Administrative Officer/ Director of Projects and Infrastructure, Don Roberts, Director of Community Services, Jennifer Batt, Director of Finance, Andy Banman, Director of Operations, John Zacharias, Director of Utilities and Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary left the meeting at 11:36 a.m.

MOTION 23-12-995 **MOVED** by Councillor Cardinal

That Council move out of a closed meeting at 12:00 p.m.

CARRIED

DELEGATIONS: 7. a) **Royal Canadian Mounted Police (RCMP)**

Reeve Knelsen recessed the meeting at 12:28 p.m. and reconvened the meeting at 1:06 p.m.

MOTION 23-12-996 **MOVED** by Councillor Smith

That the Royal Canadian Mounted Police (RCMP) presentation be received for information.

CARRIED

CLOSED MEETING: 4. a) CAO Report

MOTION 23-12-997 MOVED by Councillor Braun

That the CAO report be received for information.

CARRIED

CLOSED MEETING: 4. b) Request for Proposal – Fuel Supply and Services

MOTION 23-12-998 MOVED by Councillor Wiebe

That the Fuel Supply & Services Request for Proposal be brought back to a future Council meeting.

CARRIED

CLOSED MEETING: 4.c) Mitigation

MOTION 23-12-999 MOVED by Councillor Driedger

That the Mitigation Construction and budget update – December report be received for information.

CARRIED

CLOSED MEETING: 4.d) Maintenance (ADDITION)

MOTION 23-12-1000 MOVED by Councillor Peters
Requires Unanimous

That the Maintenance discussion be received for information.

CARRIED UNANIMOUSLY

TENDERS: 5. a) None

PUBLIC HEARINGS: 6. a) None

GENERAL REPORTS: 8. a) Director & Manager Reports for November 2023

MOTION 23-12-1001 MOVED by Councillor Cardinal

That the Director & Manager reports for November 2023 be received for information.

CARRIED

**AGRICULTURE
SERVICES:**

9. a) None

**COMMUNITY
SERVICES:**

10. a) None

FINANCE:

**11. a) Bylaw 1316-23 Honorariums and Related Expense
Reimbursement for Councillors and Approved
Committee Members**

MOTION 23-12-1002

MOVED by Councillor Cardinal

That third and final reading be given to Bylaw 1316-23 -
Honorariums and Related Expense Reimbursement for
Councillors and Approved Committee Members.

CARRIED

FINANCE:

11. b) 2024 Budget (HANDOUT)

MOTION 23-12-1003

MOVED by Councillor Braun

That the minutes of the December 6-7, 2023 Budget Council
Meeting be adopted as presented.

CARRIED

MOTION 23-12-1004
Requires 2/3

MOVED by Councillor Wardley

That the 2024 Operating Budget be amended to include
Tracking Sheet changes item #12 and #13 as presented.

CARRIED

MOTION 23-12-1005
Requires 2/3

MOVED by Councillor Smith

That the 2024 Capital Budget with funding sources be approved
as presented.

CARRIED

Reeve Knelsen recessed the meeting at 2:18 p.m. and reconvened the meeting at 2:34 p.m.

FINANCE: 11. c) Councillor Expense Claims

MOTION 23-12-1006 MOVED by Councillor Cardinal

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

CARRIED

FINANCE: 11. d) Members at Large Expense Claims

MOTION 23-12-1007 MOVED by Councillor Wardley

That the Member at Large Expense Claim for November 2023 be received for information.

CARRIED

FINANCE: 11. e) Cheque Registers – November 13 – December 8, 2023

MOTION 23-12-1008 MOVED by Deputy Reeve Sarapuk

That the October - November 2023 Online/Direct Debit payments, and the cheque registers and EFT's from November 13, 2023 – December 8, 2023, be received for information.

CARRIED

PROJECTS & INFRASTRUCTURE: 12. a) Promoting Local Homebased Businesses

MOTION 23-12-1009 MOVED by Councillor Peters

That the Promoting Local Homebased Businesses discussion be received for information.

CARRIED

OPERATIONS: 13. a) None

UTILITIES: 14. a) None

**PLANNING &
DEVELOPMENT:**

15. a) None

ADMINISTRATION:

16. a) Rural Municipalities of Alberta (RMA) Nomination for Safety Codes Council

MOTION 23-12-1010

MOVED by Councillor Cardinal

That Mackenzie County Council nominates Byron Peters as a nominee for the Rural Municipalities of Alberta (RMA) consideration for appointment to the Safety Codes Council, first priority for the Building Sub-Council, second priority for the Sewage Sub-Council.

CARRIED

ADMINISTRATION:

16. b) Economic Developers Alberta (EDA) – Resilience & Recovery Workshop for Communities (ADDITION)

MOTION 23-12-1011
Requires Unanimous

MOVED by Councillor Wiebe

That the following Councillors be authorized to attend the Economic Developers Alberta (EDA) – Resilience & Recovery Workshop for Communities in Grande Prairie, Alberta on February 23, 2024:

1. Councillor Cardinal
2. Councillor Driedger

CARRIED UNANIMOUSLY

**COMMITTEE OF THE
WHOLE ITEMS:**

17. a) None

**COUNCIL
COMMITTEE
REPORTS:**

18. a) Council Committee Reports (verbal)

MOTION 23-12-1012

MOVED by Councillor Wardley

That any Councillors not attending the Provincial Agricultural Service Board (ASB) Conference in Lethbridge, Alberta be authorized to attend the Growing the North Conference in Grande Prairie, Alberta on February 20-22, 2024.

CARRIED

MOTION 23-12-1013 **MOVED** by Councillor Braun

That all Councillors be authorized to attend a meeting with Alberta Transportation on January 11, 2024.

CARRIED

MOTION 23-12-1014 **MOVED** by Councillor Peters

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

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

18. b) Flood Recovery Steering Committee Meeting Minutes

MOTION 23-12-1015 **MOVED** by Councillor Wiebe

That the unapproved minutes of the December 1, 2023 Flood Recovery Steering Committee meeting be received for information.

CARRIED

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

MOTION 23-12-1016 **MOVED** by Councillor Wardley

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**

Regular Council Meeting
January 9, 2024

10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
January 30, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 22. a) Adjournment

MOTION 23-12-1017 MOVED by Councillor Smith

That the Council meeting be adjourned at 3:38 p.m.

CARRIED

These minutes will be presented for approval at the January 9, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	La Crete & Area Chamber of Commerce – Request for Letter of Support

BACKGROUND / PROPOSAL:

See the attached email from the La Crete & Area Chamber of Commerce requesting a support letter for their Small Community Opportunity Program grant application.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

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

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

Louise Flooren

Subject: FW: Municipal Council Resolution Letter for Digital Billboard Project

From: admin@lacretechamber.com <admin@lacretechamber.com>

Sent: December 29, 2023 5:27 PM

To: CAO <CAO@mackenziecounty.com>

Subject: Municipal Council Resolution Letter for Digital Billboard Project

Good afternoon Darrell,

We hope you had a wonderful Christmas and are enjoying the coming of a new year.

We received a forwarded email Dec. 19 from Susan Siemens (La Crete Ag Society) who received it from Peter F. Braun.

We are requested to be added to your next Council Meeting Agenda for January 9th, as we require a Municipal Council Resolution Letter for our Digital Billboard Project (Provincial Grant: Small Community Opportunity Program).

We only heard about this grant a few weeks ago and the deadline is January 10th.

The concept of the sign is that the Chamber is seeking to own and manage a digital billboard (we are hoping it will be approved to be located on LCPS property near the main street intersection and potentially utilize their Wi-Fi...in concept this has been briefly discussed with Mike McMann who said it is a good possibility in exchange for free advertising of their events/activities).

We are hoping to receive support letters (and possible support funding) from La Crete Support Services, La Crete Recreation Society and The Agricultural Society as we would likely be utilizing this sign to promote many of their activities as well.

We seek to promote La Crete & Area's Economic Development and Shop Local Campaigns. We also anticipate the potential of selling Advertising spots to local businesses as a revenue stream.

Please feel free to reach out if you have any questions that would help clarify this community project.

Thanks in advance for your time and attention to this request.

Make the most in every season.

Larry Neufeld

Manager

La Crete & Area Chamber of Commerce

Mobile: 780.285.4409

Office: 780.928.2278

10013 - 101 Avenue

Box 1088

La Crete, AB, T0H 2H0

www.LaCreteChamber.com



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Alberta Transportation - Patrick L'Abbe

BACKGROUND / PROPOSAL:

Patrick L'Abbe, Acting Bridge Manager from Alberta Transportation will be reviewing the 2024 Bridge projects within Mackenzie County.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Alberta Transportation – 2024 Bridge Review be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Director and Manager Reports for December, 2023

BACKGROUND / PROPOSAL:

The Director and Manager reports for December 2023 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Director and Manager reports for December, 2023 be received for information.

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

Monthly Report to Council

For the month of December, 2023

From: Byron Peters,

Deputy CAO & Director of Projects & Infrastructure

Council Priorities

Program/Activity/Project	Timeline	Comments
Recreation Dispositions	2024	Survey and applications originally completed, need to amend a couple applications based on AFP feedback. FNC proceeding at various stages and speeds.
Offsite Levies/Municipal Infrastructure	Q1 2024	Presented a recommendation for infrastructure fee sharing structure, administration working on drafting a new bylaw for Council's consideration. Cannot find any current grants to help offset costs.
Reclamation Projects (gravel and other old dispositions)		FVSD only party interested in Atlas disposition for training use. Crews have started some cleanup at Atlas, developing more comprehensive plan for other locations.
Asset Management	Ongoing	Continue to slowly add and define assets. Will be rolling out a revised concern form process internally, which should (if all goes well) tie into future processes to keep updating assets and better tracking of works completed.

Projects, Programs & Activities

Program/Activity/Project	Timeline	Comments
Economic Development	2023/24	All large scale work being completed through/with REDI. Applied for SCOP & NRED grants.
Outdoor Rec & Tourism Strategy	Q1 2024 - RFP	Received NRED grant to develop Outdoor Tourism & Rec Strategy. Ph. 1 of this project is complete. Defining scope for phase 2 and planning for RFP in early 2024.
La Crete Stormwater Master Plan	Q2 2024	Project awarded to MPE Engineering. Project has started with a high level review of data. Project mostly paused until spring

		when they can collect more data and confirm flow data.
Gravel – Crushing, prospecting, approvals		Gravel is a complex asset to manage. Continue to make headway on lease extensions and mining approvals.
LC North Sanitary	Engineering Q4 2023	Design effectively complete. Construction anticipated to begin in 2024.
LC Intersection Improvements	Q1 2024	Road works complete. Traffic light base installation complete, the rest expected in February.
LC East Waterline	Q2 2024	MPE engaged for the design. Will be developing draft levies, ROW agreements, etc. Planning for spring construction.

Personnel Update:

No changes or updates in the Projects & Infrastructure side of the office.

Other Comments:

Ongoing follow up from discussions had at RMA in November. Seems like some of our proposals and ideas have landed with Ministers, now it's the follow up work to ensure that initiatives move forward.

Has been a busy month with regular and council budget meetings & budget prep. Consultation for the various projects is quite time consuming, but there was a formal consultation pause during the Christmas break.

High Level Annexation preliminary hearing was held, several follow up items required in the next several weeks as this progresses. Town submission was due on December 15th, our response is due on January 19th, Town's rebuttal is due February 2nd. February 20th is the next hearing date.

Forestry Capital of Canada planning work is well underway. I can take very little credit for the progress – there's a passionate group at the helm and some members are really running with it. The first activities are planned for January 12, 13 & 14 around the region.

I enjoyed the Christmas break, got some work done in my home and spent a bunch of time with family and friends, and on the rink.

MONTHLY REPORT TO THE CAO

For the Month Ending December 2023

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Budget	Ongoing	Budget updates completed as per Council motions. Continue to investigate funding sources, and opportunities for the County
2024 Budget	Complete	<p>2024 budget request reviewed with all Directors, and CAO.</p> <p>2023 Capital and One Time Carry Forward requested projects presented to Council Nov 21-22.</p> <p>2024 NPO Grant Applications presented to Council Nov 21-22.</p> <p>2024 Capital projects and 5 year and Future plans presented to Council Nov 21-22</p> <p>5 new reserve policies created for housing facilities in Fort Vermilion & Zama, along with reserves policies for both the Fort Vermilion & La Crete Libraries, as well as a Tompkins Improvement Area reserve.</p> <p>Incorporate 2024 Mill Rate/Minimum amendments into 2024 Budget.</p> <p>Update Budget once final assessments received for 2024 Tax Rate Bylaw.</p>
Provincial Grant Reporting CCBF/MSI...	Complete	MSI & CCBF 2023 Applications approved. Applications requires amending due to funding. Awaiting approval
Accounts Payable	Ongoing	Electronic Funds Transfer set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by December 31 st completed.
Accounts Receivable	Ongoing	Invoices sent for all services up to and including December 30 th 2023. Awaiting some year end invoicing.

Taxation	Ongoing	Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed Review and additional communication with Tax forfeiture properties notified for auction
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements Monthly billing and collections Continue Advertising e-billing via social media and website
Mitigation	Ongoing	Enter into agreements for relocation Communicate with various GOA agencies Review / update contracts Communicate with legal for resident agreements Awaiting subdivision of Phase 2/3, Amending agreements required
Disaster Recovery Program <i>2020 Peace River Ice Jam / Overland Flood</i> 2021 Sever Storm Overland Flooding 2022 Rapid Snowmelt – Overland flooding 2023 Wildfires claim 2023 NWT Wildfire claim	Ongoing	Extension granted. All projects to be completed by December 18, 2024. 1 project remains open. Submitted final documents to DRP in December. CLOSING Submitted expenses to date to DRP in December along w map etc. Outstanding 1 bridge for DRP approval Approved. Submitted claim in December Submission requirements received. Submitted claim in December.
Supply staff to High Level Office every Tuesday. Assist departments with budget reporting, Request for Decisions, and inquiries.		

MONTHLY REPORT TO THE CAO
For the month of December, 2023

From: Andy Banman
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	<ul style="list-style-type: none"> - JHSC - Job Hazard & Communication Assessment form revamp to present at upcoming meeting - Regravel 2024 preparation - Rural driveway clearing program - Inventory - Year End submissions
Airport Maintenance/Operations	Ongoing	<ul style="list-style-type: none"> - Regular maintenance as required - Airport Parking Fees - Regular clearing of runway and lights, and deicing - Fertilizer in place
Bridges	Ongoing	<ul style="list-style-type: none"> - BF 72702 bridge deck replacement complete - BF 81124 Culvert Bridge Repair Complete
Road Repair/Gravel/Spot Gravel	Ongoing	<ul style="list-style-type: none"> - Zama Road - Winter road prep - Awaiting Stockpile Report from WSP
Training/Education	Ongoing	

Capital Projects

Projects	Timeline	Comments
Endeavor to Assist – New Roads	Ongoing	
30m ROW – Various Locations	Ongoing	
Rebuild TWP RD 1044 (1 mile) (2021)	Complete	
Washout & Culvert Upgrades (2021)	Ongoing	
TWP RD 1050 (27 TH Baseline RD) 2 Miles (2022)	Complete	
Zama Pavement Repair (2022)	Complete	<ul style="list-style-type: none"> - With maintenance to be done in the future.

RR 154 IN 108-15 (2022)	Complete	-Forestry Inspection to be done this week
Rebuild Heliport RD – 2 Miles – TWP 1102 (2022)	Complete	
Machesis Lake – Rebuild and Section Repairs (2022)	Complete	
Rebuild Fox Lake RD – 2 Miles – spot repair (2022)	Complete	
Rebuild RR 155 (2022)	Complete	
TWP 1092 – Repack, Gravel, Oil (2023)	Complete	
Buffalo Head Prairie/Blue Hills Road Rebuild (2023)	Complete	
Angle RD HL South – Rebuild (2023)	Complete	-Forestry Inspection to be done this week
Lambert Point Intersection TWP 1085 & RR 122 (2023)	Complete	
Culvert Erosion Repair TWP 1090 – RR 150 (2023)	Complete	

Personnel Update:

Vacant Positions; <ul style="list-style-type: none"> - Public Works Supervisor (North)

Other Comments:

<ul style="list-style-type: none"> - TFA for Atlas Pit Reclamation is approved - Snow Flag Sales to date: 42
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Monthly Report to the CAO

For the month of December, 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	The revised MDP is available online. Public Hearing is advertised for January 31, 2024.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q1 2024	Administration is creating a scope of work for the RFP.
100A Street Land Sale	Q2 2023	COMPLETE All agreements are in place and applicable land transfers are registered.

Personnel Update:

No updates.

Other Comments:

Administration has signed the Offer to Purchase for the South of High Level lands and we are working with the province on transfer documents. There is a pause on crown land sales.

The North of Zama lands FNC has received adequacy; we are awaiting next steps to proceed. We have been in contact with the province and they are currently working on the appraisal. Administration has sent the new land sale info from Zama.

There is one outstanding TCL for Machesis Lake, AFP is unsure whether this will be applied as it is considered a Provincial park.

FNC on the Wadlin Lake Campground Development Plan and the snowmobile trails are still ongoing. The route to Margaret, Eva, and Pitchimi lakes is done FNC and sent for adequacy review.

Administration has completed all the transfers and road use agreements for the LOC trails excluding 2, this should be complete by Spring 2024.

The 2023 development season has been a busy one and we are expecting another busy year for multi-lot subdivisions. There have been several enquiries regarding multi-lots (Manufactured Home built type) and multi-family construction. There are two developers that are ready to start the development process for Spring construction.

Administration is preparing for the Land Use Bylaw update and we have put together initial comments and new land use ideas that have been discussed over the past two years and we hope to have a draft ready for review in early March. I anticipate that this new bylaw will look quite different in comparison to the existing as housing and overall development needs have changed since 2017. We are hoping to account for diversification of industrial development and ensuring that there are designated areas to see this type of growth and opportunity.

The department is updating the General Municipal Improvement Standards in conjunction with Projects and Infrastructure, Operations, and Utilities. It is expected to be presented in Spring.

The department is updating the Airport Development Plans for La Crete and Fort Vermilion. There have been enquiries for additional lease lots in La Crete (3 large lots remaining), this will be something we need to consider on where best to add lots and potentially invest into another taxiway for hangar access.

We are continuing to support TELUS with their fibre installation and getting project updates to address any outstanding/ongoing concerns.

The Ag department is working towards updating the ASB Business Plan. The department is going through policy review and updates for 2024. We have received several requests for information from local farmers interested in doing their own irrigation systems on private lands. The Ag team has submitted their application for the Small Community Opportunity Program in the hopes of gaining additional funds for developing a framework for irrigation development in the County.

MARA will be hosting a livestock information event on January 15, 2024.

REPORT TO THE CAO

December, 2023

From: Landon Driedger, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	June-July 2023	Roadside Spraying will commence June 12 th . Ditches south of the river to Airport road will be sprayed this year. The do not spray registration deadline is May 31 st . The main miscommunication from Organic farmers was that if they register a field once and have signs up that they should be exempt from spraying yearly. I attended the Organic conference this April to reiterate that we refresh our spray maps yearly and only the fields registered that spring will be exempt. I also reminded producers that this is a optional program for the county, not mandatory.
Weed Inspection	2023	Weed inspection season has come to an end for the season. Scentsless Chamomile has been abundant this year and over 30 letters were sent to landowners as well as countless phone calls. A lot of work went into updating our munisite program with all the weed infestations. Multiple spot spray locations were completed in County right of ways, ditches and gravel pits.
Ag Land Development Proposals	2023	Four land parcels were tendered for bid this spring: Fitler pit SW 239 acres awarded to Ernie Driedger. Eek land 22 acres awarded to Cole Smith. La Crete Lagoon 12 acres awarded to Jake Reimer Buffalo Head fill station received no bids and working on an agreement with Peace Country Gleaners for next summer.
MARA Cattle Producer Seminar	January 15, 2024	Speakers will include Alberta Beef Producers, Local Ranchers, and specialist.

MARA Irrigation Seminar	October 26, 2023	Put on by Mackenzie Applied Research and sponsored by Mackenzie County. Speakers included Local irrigator's, Alberta Agriculture and Irrigation and Alberta Irrigation Districts Association. Very well received by the public.
Seed Cleaning Plant Inspections	Winter 2023	Frontier Seed Cleaning Plant will be inspected after upgrades have been completed. The High Level Plant was inspected on November 28 and got 82%.
Shelterbelt Program	June, 2023	4,400 trees ordered so far. Deadline to order is December 31. Supplier is Woodmere Nursery in Fairview.
VSI Program & Veterinary Subsidy	2023	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate. Council extended the Vet Subsidy for a period of two years.
Water Pumping Program	June, 2023	There have been 24 rentals this year. 18 since September.
Roadside Mowing	2023	Roadside mowing is complete for the year, and no complaints or damages have been reported.
Erosion Control/Repair	2023	250 kg of grass has been seeded on new roads and drainage ditches. With the crops off, Andy and myself have been working together to complete remaining drainage and erosion projects.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

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Other Comments:

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REPORT TO THE CAO

For December 2023

From: Louise Flooren, Manager of Legislative & Support Services

Council

- Preparing for various meetings of Council, correspondence, conferences, etc.
- By-Election completed for Ward 9 High Level Rural on December 13, 2023.

Appeal Boards

- All documents completed for hearings.

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, including working documents will bring policies to the next Committee of the Whole Meeting.

Communications:

- Departments have been creating their own ads and we are still working on few adjustments for the process.
- Administrative Assistant is working on the Communications plan and updated required areas and looking for new ways to communicate to ratepayers on social media platforms.
- Administrative Assistant working on schedules for advertisements (ie annual advertisements, magazines, seasonal items)
- Front Desk Coverage during the holidays as well

Human Resources/Records/IT

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- Three (3) vacant positions were advertised in December.
- 1 orientation completed and 5 performance evaluations.
- Records Management was able to review 11 boxes of backlog which are now prepared for annual destruction.
- HR is working on multiple policies and they will be brought to a future Committee of the Whole meeting.
- Multiple DocuShare maintenance items (ie. adding employees, contractor accessibility check, removing employees). Troubleshooting multiple issues with the Xerox printer in Fort Vermilion and worked with LRT and Xerox on fixes and adjustments. There is still a few minor problems
- Council Chamber Microphones were budgeted for an annual \$5,000 fee but the Software Maintenance Agreement was changed and there would have been a forced upgrade for \$10,540, we will continue to use the Microphones as is and forgo the software upgrade.

- Laptop prepped by IT assistant for the Fort Vermilion Seniors and handed off to Finance for delivery.
- New GIS computer received in December and installed.
- Munisight assistance including tech support.
- Security Cameras – batteries are not reliable during the winter season and solar power is not keeping up with the charging needs of most units.
- Security camera checks for Waste Transfer Stations.
- Completed exiting tasks for 3 departing employees.
- Central Square/Diamond year end items reviewed with Finance
- General support for staff, laptop issues, connectivity and server maintenance.

Other:

- Lana Nanooch, Temporary Administrative Assistant for Records completed her term position. Thank you Lana for the support you provided in the Records Management department
- Norma Croy resigned from her Administrative Assistant position in Fort Vermilion in December. Thank you Norma for your many years of service with Mackenzie County and I wish you the very best in your future endeavours.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9th, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding – Budget Amendment

BACKGROUND / PROPOSAL:

In September 2023, Council made the following motion;

23-09-690

That Council supports the submission of the Forest Resource Improvement Association of Alberta (FRIAA) grant funding proposal for Mackenzie County Wildfire Mitigation plans.

Administration has received approval of the grant and requires a 2024 budget amendment.

OPTIONS & BENEFITS:

Option 1

Approve the 2024 One time project budget amendment.

Option 2

Receive for information

COSTS & SOURCE OF FUNDING:

\$80,000 - 2024 budget One Time Project.

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2024 One Time Budget be amended by \$80,000 for the FRIAA –Wildfire Mitigation Plans project, with funding coming from the Forest Resource Improvement Association of Alberta grant.

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



December 15, 2023

Sent by email only to: droberts@mackenziecounty.com; dderksen@mackenziecounty.com

Dear Don,

**RE: FRIAA FireSmart Program
FFP-23-79
Mackenzie County Wildfire Mitigation Plan**

We are pleased to inform you that the FRIAA FireSmart Review Committee has approved your project proposal under the FRIAA FireSmart Program and have attached the Project Grant Agreement for your review and execution.

Important information is detailed in Schedule A including timelines, reporting deliverables and project-specific outcomes.

Enclosed is the Project Grant Agreement requiring a signature from the Representative authorized to commit Mackenzie County (the Recipient) to the terms and conditions herein. Return the signed copy to admin@friaa.ab.ca.

We look forward to working with you on this project. If you have any questions, feel free to contact myself at 780-401-7079 or Sherry Norton at 780-733-8620.

Sincerely,

Forest Resource Improvement
Association of Alberta (FRIAA)

Per: Jinhan Xie



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented by	Jennifer Batt – Director of Finance
Title:	Budget Amendment - 2023 Mackenzie Agricultural Fair & Tradeshow

BACKGROUND / PROPOSAL:

The 2023 Mackenzie Agricultural Fair & Tradeshow is hosted by the Mackenzie Agricultural Research Association, and a local group of committee volunteers which fundraise by sponsorship for the event.

Administration has confirmed receiving additional sponsorships of \$6,145 which will need to be reflected in the budget.

The updated budget identified for 2023 is \$63,684, where \$18,539 is funding from the General Operating Reserve allocated from surpluses in previous years Agricultural Fairs, and a total of \$45,145 was received in 2023 from sponsors. The 2023 Agricultural Fair had expenses totaling \$58,670 leaving \$5,014 in the General Operating Reserve for future years Agricultural Fair events.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Sponsorship - Donations

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 One Time project budget be amended by \$6,145 for the 2023 Mackenzie Agricultural Fair & Tradeshow, with funding coming from sponsorships.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented by	Jennifer Batt – Director of Finance
Title:	Budget Amendment – Northwest Species at Risk

BACKGROUND / PROPOSAL:

The purpose of the Northwest Species at Risk Committee is to collectively provide and share information, ideas and resources relating to the continued and future prosperity of Northwest Alberta. Instill effective regional adaptive management and transparency, which allows all stakeholders to play a vital role in shaping our collective future. Develop tangible solutions founded upon an evidence-based approach, to ensure a balance of smart economic growth, a sustained quality of life, and an enhanced natural environment for all of our businesses, communities and wildlife.

In August Council was presented with a request to enter into a Memorandum of Understanding to administer the finances on behalf of the Northwest Species at Risk Committee.

Administration has received some documentation, and funds in the amount of \$426,285 from the previous finance administrator and are requesting a budget amendment. Administration will continue to work with the Committee to obtain the balance of the documentation required.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Sponsorship - Donations

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 One Time project budget be amended by \$426,285 for the Northwest Species at Risk project, with funding coming from Other Sources.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Bylaw 1319-24 Fee Schedule Bylaw Amendment

BACKGROUND / PROPOSAL:

PARKS:

During Budget deliberations, Council requested that a Seasonal Vehicle fee be including in the fee Schedule Bylaw in the amount of \$75 per vehicle.

A Monthly campsite fee of \$200 is also being recommended for Hutch and Wadlin Lake.

The proposed amendment is attached for review.

PLANNING AND DEVELOPMENT:

Planning & Development Administration has received concerns from ratepayers in regards to the cost for renewal of Tarp Shelters in the hamlet of La Crete. This issue was discussed at the December 13, 2023 Municipal Planning Commission meeting. These were the main discussion points that were brought up:

- The fees need to be reasonable and fair, the landowners are already paying taxes on their main building, a tarp shelter should just be an accessory to the main building.
- It takes time to process time extensions, so there should be a cost for annual renewal, but the fees are much too high.
- The initial application fee is good.
-

The following motion was made at the meeting:

MPC 23-12-177 MOVED by Peter Braun

That the Municipal Planning Commission recommend to council to

Author: L. Flooren **Reviewed by:** J. Batt **CAO:** D.Derksen

amend the Fee Schedule Bylaw to remove the current fees for Tarp Shelter/Temporary Use – Renewal per annum and replace them with a fee of \$250.00.

CARRIED

The proposed amendment is attached for review.

PUBLIC WORKS:

Calcium Dust Control for Self-Application has increased in pricing, and administration is requesting the price be updated to reflect this increase from 0.32/litre to 0.45/litre.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

1277-23 Fee Schedule Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1319-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1319-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Author: L. Flooren **Reviewed by:** J. Batt **CAO:** D.Derksen

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1319-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1319-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Author: L. Flooren **Reviewed by:** J. Batt **CAO:** D.Derksen

BYLAW NO. 1319-24
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY FEE SCHEDULE BYLAW

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw, and

WHEREAS, Mackenzie County has adopted a Fee Schedule Bylaw 1277-23, and

WHEREAS, Mackenzie County has deemed it desirable to amend portions of the Mackenzie County Fee Schedule Bylaw.

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

1. That the Mackenzie County Fee Schedule Bylaw; - AMENDED as follows:

PARKS

Section 1: General Park Fees

Day Use	Overnight	Weekly	Shelter Rent	Seasonal or Monthly Camping Stalls	Marina Dock Rental	Glamping
Wadlin Lake						
\$10.00/day \$75.00/Season per vehicle	\$25	\$150	\$50/day for shelter rental	N/A Identified sites \$200/Month	\$8/day with camping stall; \$10/day without camping stall	N/A
Machesis Lake						
\$10.00/day \$75.00/Season per vehicle	\$25	\$150	\$50/day for shelter rental	Identified sites \$200/Month	N/A	\$50/Day

Machesis Lake Equine Campground						
\$5/horse	\$25 plus \$5 per horse	\$150 plus \$5 per horse	N/A	N/A	N/A	N/A
Hutch Lake						
\$10.00/day \$75.00/Season per vehicle	\$25	\$150	\$50/day for shelter rental	N/A Identified sites \$200/Month	\$8/day with camping stall; \$10/day without camping stall	N/A
Tourangeau Lake						
No Charge	N/A	N/A	N/A	N/A	N/A	N/A
Fort Vermilion Bridge Campsite						
No Charge	N/A	N/A	N/A	N/A	N/A	N/A

Note: Administration fees may apply for online campground bookings.

PLANNING & DEVELOPMENT

Item	Amount	GST
Tarp Shelter/ Temporary Use – Renewal per annum	\$250.00 Under 1,500 sq. ft – \$2,500 1,501-2,500 sq. ft – \$5,000 2,501-3,500 sq.ft – \$7,500 3,501-5,000 sq.ft – \$10,000 5,001-7,500 sq. ft – \$15,000 7,501-10,000 sq. ft – \$20,000 Over 10,000 sq. ft – \$25,000	Applicable

PUBLIC WORKS

Dust Control Purchased for Self-Application	\$0.32/litre \$0.45/litre	Applicable
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2. This Bylaw shall come into force and effect upon receiving third reading.

3. This Bylaw amends Bylaw 1277-23 Fee Schedule Bylaw.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this 9th day of January, 2024.

READ a second time this 9th day of January, 2024.

READ a third time and finally passed this 9th day of January, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Councillor Expense Claims

BACKGROUND / PROPOSAL:

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

A copy of the following councillor Honorariums and Expense Claims will be presented at the meeting:

- December – All Councillors

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2023 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1272-22 Honorariums and Expense Reimbursement Bylaw

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Willie Schmidt, Fleet Maintenance Manager
Title:	Asset Disposal – Graders (2023) X3 Capital Project

BACKGROUND / PROPOSAL:

In the 2023 approved Capital Project - three new graders were approved, these units will be delivered February 1st, 2024. The three units to be replaced will need to be disposed as per the Asset Disposal Policy FIN029.

Units to be disposed:

2019 160M AWD Cat Motor Graders complete with snowing, ripper and fenders.

Unit #2149 – Serial Number CAT0160MJN9K01047. Meter hours 7193.

Unit #2150 – Serial Number CAT0160MLN9K01068. Meter hours 7540.

Unit #2151 – Serial Number CAT0160MCN9K01065. Meter hours 6017.

- Meter hours were taken on January 3, 2024.
- Estimated current market value approximately \$330,000 – \$350,000 for each grader.

Administration is seeking a direction from Council on method of asset disposal.

Previously we sold a 140M Cat Grader at a Richie Bros. Auction in October of 2023 for \$235,000. Cost to sell is 10% plus delivery, totaling \$27,000. This was after an attempt to sell at a private auction.

Each of these three units had an original guaranteed buy back amount of \$235,000.

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

OPTIONS & BENEFITS:

Option 1: JPH consignment sale. Cost will be 5% of sale (negotiable).

Option 2: Finning guaranteed buy back sale. Revised buy back price will be available via handout at Council meeting.

Option 3: Finning consignment sale. Cost to consign will be available via handout at Council meeting.

Option 4: Public Auction. Cost is approximately 10% of sale plus freight (unknown).

COSTS & SOURCE OF FUNDING:

MSI funding - \$1,221,108.

Vehicle and equipment reserve - \$882,651.

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

FIN029 Asset Disposal Policy.

AMD003 Vehicle and Equipment Replacement Policy.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the three 2019 160M AWD Cat Motor Graders be disposed of for the highest possible net proceeds and following options be maximized.

Option 1: JPH consignment sale. Cost will be 5% of sale (negotiable).

Option 2: Finning guaranteed buy back sale. Revised buy back price will be available via handout at Council meeting.

Option 3: Finning consignment sale. Cost to consign will be available via handout at Council meeting.

Option 4: Public Auction. Cost is approximately 10% of sale plus freight (unknown).

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1318-23 Land Use Bylaw Amendment to Rezone Part of Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 “RCR1” to Direct Control 2 “DC2”

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 “RCR1” to Direct Control 2 “DC2” in order to accommodate a Retail-General Use (Outdoor/Work Wear Apparel & Gun and Ammunition Sales Store). The amount of land to be rezoned is approximately .50 acres.

The applicant would use his existing driveway for the store.

The Rural Country Residential 1 “RCR1” zoning district doesn’t allow for a retail business. The updated Land Use Bylaw 1066-17 had removed retail uses from rural districts to encourage these businesses to remain in hamlet.

The only option for the developer is submit an application to rezone to Direct Control 2. If the rezoning is approved by Council, the developer would need to submit a development permit for a Retail Use. The request would come back to the Municipal Planning Commission for approval, since all development permit applications in the “DC2” district have to be approved by the MPC. The applicant would also need provincial approval to sell firearms and ammunition.

9.15 Direct Control 2 (DC2)

Purpose

The purpose of the Direct Control 2 (DC2) district is to allow the Municipal Planning Commission to exercise specific direction and control over the use and development of land and buildings in particular areas of the COUNTY.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D.Derksen

This item was taken to the Municipal Planning Commission on December 13, 2023 where the following motion was made:

MPC 23-12-176 *MOVED by Stephanie Grocholski*

That the Municipal Planning Commission recommend to Council to REFUSE Bylaw 13xx-23 being a Land Use Bylaw Amendment to Rezone Part of Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 "RCR1" to Direct Control 2 "DC2".

CARRIED

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.

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 rezoning notification sign on the subject property as per LUB requirements.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Land Use Bylaw Amendment to Rezone Part of Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 "RCR1" to Direct Control 2 "DC2", to accommodate a Retail - General Use, subject to public hearing input.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D.Derksen

BYLAW NO. 1318-23
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 Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 “RCR1” to Direct Control 2 “DC2” to accommodate a Retail 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 042 4702, Block 1, Lot 7

Within Mackenzie County, be rezoned from Rural Country Residential 1 “RCR1” to Direct Control 2 “DC2” as outlined in Schedule “A” hereto attached.

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

PUBLIC HEARING held this ____ day of _____, 2024.

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

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

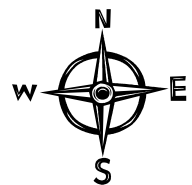
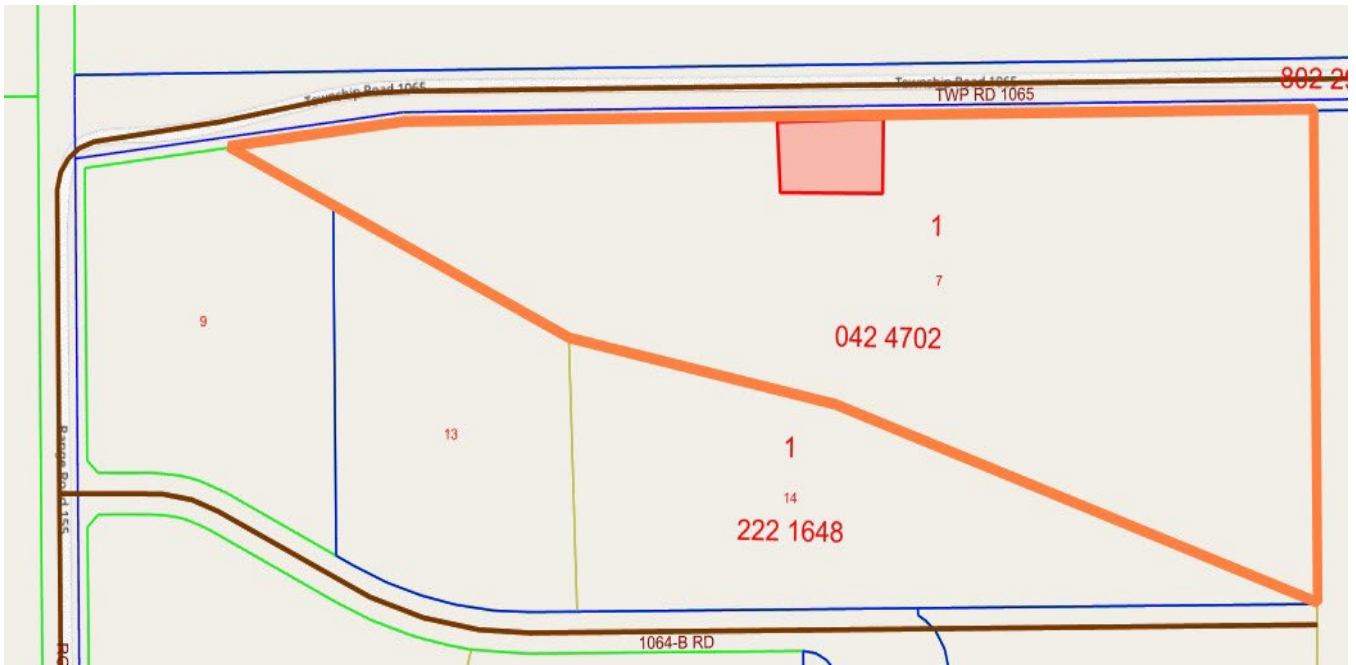
Josh Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

BYLAW No. 1318-23

SCHEDULE “A”

1. That the land use designation of the following property known as Part of Plan 042 4702, Block 1, Lot 7 within Mackenzie County, be rezoned:



FROM: Rural Country Residential 1 “RCR1”

TO: Direct Control 2 “DC2”

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant
Robert Braun

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
						<i>0424702</i>	<i>1</i>	<i>7</i>

Civic Address: *15457 Twp Rd 1065*

Land Use Classification Amendment Proposed:

From: *RCR1* To: *DC2*

Reasons Supporting Proposed Amendment:

*Set up a store sporting goods/hunting gear/work gear
Guns/ammunition*

I have enclosed the required application fee of: *\$861.07* Receipt No.: *302744*

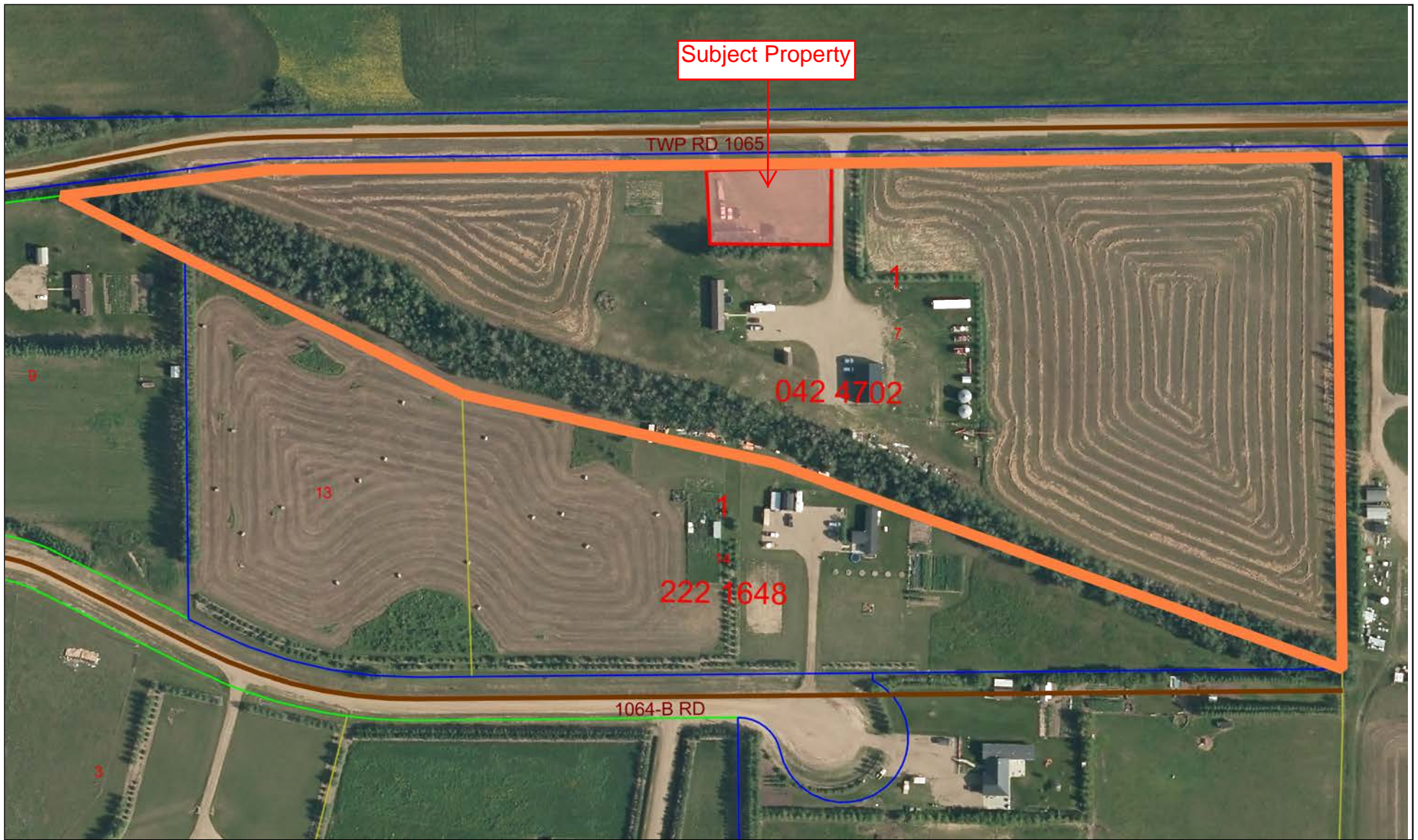
_____ *DEC 7 2023*
Date

_____ *DEC 7 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.





Subject Property

TWP RD. 1065

042 4702

222 1648

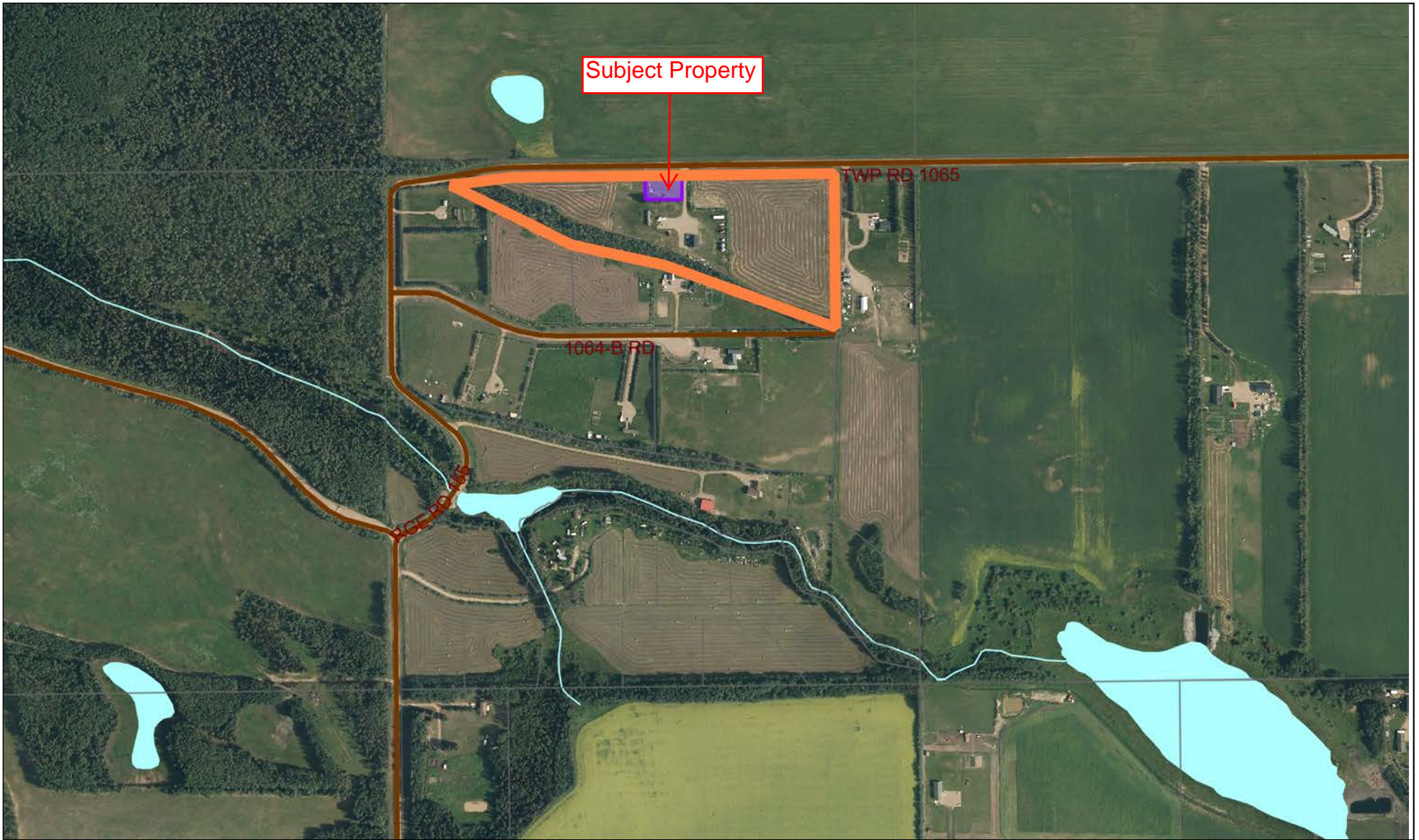
1064-B RD



Scale 1: 2,566





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Scale 1: 8,554



100 yd 
100 m 

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	2023 Off-Site Levy Annual Report

BACKGROUND / PROPOSAL:

The Municipal Government Act (MGA) Section 648.4 requires that municipalities *provide full and open disclosure of all off-site levy costs and payments and, on an annual basis, make a report on the off-site levy publicly available.*

The requirements of the annual report under Section 648.4(2) of the MGA, include:

- (a) the details of all off-site levies received by each contributor for each type of facility and infrastructure within each benefitting area,
- (b) the uses for each type of facility and infrastructure within each benefitting area for each capital project, and
- (c) the balances retained for each type of facility and infrastructure within each benefitting area.

Administration has provided an Off-Site Levy Annual Report for the 2023 calendar year.

Administration is also in the process of collecting all data to provide a Summary Report for all Off-Site Levies to date.

OPTIONS & BENEFITS:

To accept the 2023 Off-Site Levy Annual Report for Information.

COSTS & SOURCE OF FUNDING:

Costs collected through Off-Site Levy Fees are to be applied to the appropriate capital project budget.

Author: K Tan **Reviewed by:** C Smith **CAO:** D.Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

The report will be made publicly available on the County Website.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 Off Site Levy Annual Report be received for information.

Author: K Tan **Reviewed by:** C Smith **CAO:** D.Derksen

2023 Off-Site Levy Annual Report

Overview/Background

Off-Site Levies Fees are established by Council to recoup costs of infrastructure upgrades or improvements as a method of subsidizing those costs for future development. Without Off-Site Levies, the full burden of the infrastructure improvements would fall on the developer when they trigger such improvements.

Mackenzie County current has eleven (11) off-site levy bylaws in place including one (1) transportation levy in rural La Crete, one (1) general in-Hamlet levy, and nine (9) levies in La Crete. The general purpose of each levy is as follows:

Bylaw 223/00 is a Main Sewage Lift Station levy established for the replacement of the main lift station in La Crete at 105 Avenue and 99 Street and associated trunk sewer and forcemain.

Bylaw 319/02 is an Off-Site Levy established for all Hamlets to offset the increased burden on services, imposed as the intensity of lots increases with further subdivision and development.

Bylaw 338/02 is a levy established for the Gravity Sewer Main Extension to service portions of the north half of 9-106-15-W5M and the south half of 16-106-15-W5M in the Hamlet of La Crete.

Bylaw 440/04 is established for the Provision of Water and Sewer Service to section 10-106-15-W5M and NE 3-106-15-W5M in the Hamlet of La Crete.

Bylaw 474/04 is imposed for the construction of Sewage Lift Station Number 5 and associated trunk sewer and forcemain at 91 Avenue and 100 Street in the Hamlet of La Crete.

Bylaw 651/07 is imposed for the expansion of Sanitary Sewer Facilities and Lift Station Installation for the industrial areas within the west half of Section 10-106-15-W5M in the Hamlet of La Crete.

Bylaw 739-09 is a levy established for the Sanitary Sewer Trunk Main Installation south of 94 Avenue in the Hamlet of La Crete.

Bylaw 763-10 is established for the Installation of Sanitary Sewer Lift Station to service NE 10-106-15-W5M and the west half of section 11-106-15-W5M in the Hamlet of La Crete.

Bylaw 780-10 is Mackenzie County's only Transportation Levy, established for the Construction and Upgrade of Range Road 152 to provide access to SW 35-105-15-W5M, south of the Hamlet of La Crete.

Bylaw 1222-21 is the La Crete North Storm Pond Off-Site Levy, established for the construction of storm water management facilities to mediate drainage issues in the Hamlet of La Crete.

Bylaw 1225-21 is the La Crete North Sanitary Off-Site Levy, established for the expansion of sanitary sewer servicing north and west for the Hamlet of La Crete.

Off-Site Levy Fees can be charged based on development area or number of lots created, depending on what is deemed most appropriate at the time of implementation of the Bylaw. The County's off-site levy charges by bylaw are summarized in Table 1.

Bylaw	Project Cost	Cost to be Recouped*	Fee Levied	Unit
223/00	\$797,566.00	\$139,575.00	\$1,342.00	per ha
319/02	not listed	not listed	\$1,000.00	per lot
338/02	\$524,440.40	\$524,440.40	\$4,111.23	per ha
440/04	\$562,437.00	\$562,437.00	Residential \$2,653.93 Industrial \$1,421.40	per lot
474/04	not listed	not listed	Residential \$1,185.00 Industrial \$616.00	per ha
651/07	\$190,740.93	\$190,740.93	\$1,644.32	per acre
739-09	\$420,400.00	\$420,400.00	\$2,088.00	per acre
763-10	\$375,240.00	\$375,240.00	\$1,682.69	per acre
780-10	\$120,000.00	\$70,000.00	\$377.34	per acre
1222-21	\$2,353,200.00	\$2,353,200.00	\$10,810.00	per ha
1225-21	\$13,787,000.00	\$13,787,000.00	Low Pressure \$2,940.00 Gravity \$15,900.00	per ha
Totals	\$19,131,024.33	\$18,423,033.33		

Table 1: Off-Site Levy Charge Summary *Costs have not been adjusted for inflation nor have additional costs such as those associated with borrowing funds been considered.

2023 Contributions

The 2023 year saw the start of new subdivision projects and \$105,242.77 was collected toward five (5) Off-Site Levy Bylaws.

File No.	Developer Name	223-00	319/02	338-02	440/04	1222-21
52-SUB-22	Good Brothers Countryside Residential Phase 2				\$15,923.58	
52-SUB-22	Good Brothers Countryside Residential Phase 2		\$6,000.00			
03-SUB-23	West Haven Estates	\$4,482.28	\$29,000.00	\$13,731.51		\$36,105.40

Table 2: 2023 Off-Site Levy Contributions by File



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Development Statistics Report – January to December 2023

BACKGROUND / PROPOSAL:

The following are the total number of issued permits for each year from January 1st to December 31st.

Approved Development Permit Applications (Annual)

- 2019 Development Permits 232 permits (construction value \$34,538,496.00)
- 2020 Development Permits *392 permits (construction value \$70,574,441.00)
- 2021 Development Permits *300 permits (construction value \$70,086,683.00)
- 2022 Development Permits 263 permits (construction value \$78,968,804.00)
- 2023 Development Permits 279 permits (construction value \$56,826,915.00)

**107 permits due to the FV Flood Recovery in 2020*

** 18 permits due to the FV Flood Recovery in 2021*

Issued Building Permits (Annual)

- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)
- 2021 Building Permits 215 permits (value \$61,411,419.48)

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D.Derksen

- 2022 Building Permits 172 permits (value \$37,923,806.00)
- 2023 Building Permits 205 permits (value \$53,410,344.00)

**These numbers include all development that required a building permit.*

New Subdivision Applications (Annual)

- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 62 applications
- 2023 subdivisions 50 applications

Total amount of **acres** subdivided in 2023 is **742.50 acres**

- **Total Rural:** 708.31 acres
 - *Vacant land: 638.04 acres*
 - *Existing yard sites: 70.27 acres*
- **Total Urban:** 34.19 acres
 - *Fort Vermilion: 24.84 acres*
 - *La Crete: 9.35 acres*

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D.Derksen

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to December 2023 be received for information.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D.Derksen

Total Approved Development Permits by Year

Type of Development	2019	*2020	*2021	2022	2023
Residential	180	319	231	187	211
Industrial & Commercial	34	45	40	55	58
Other	18	28	30	21	10
Total	232	392	301	263	279

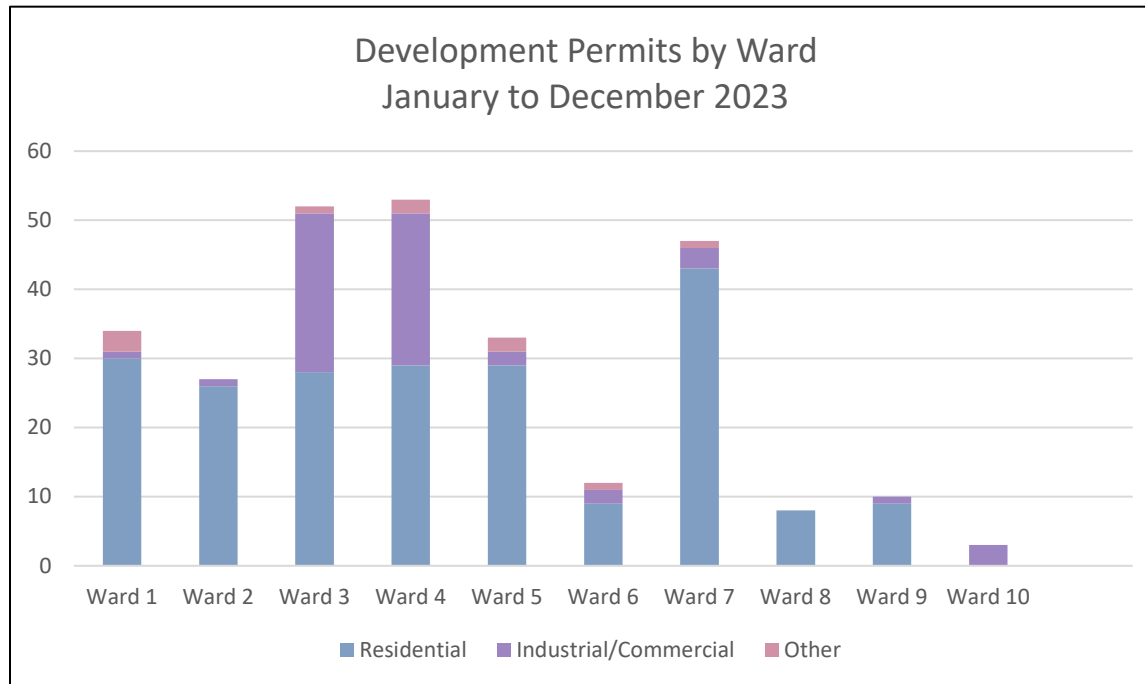
**107 permits due to the FV Flood Recovery in 2020*

** 18 permits due to the FV Flood Recovery in 2021*



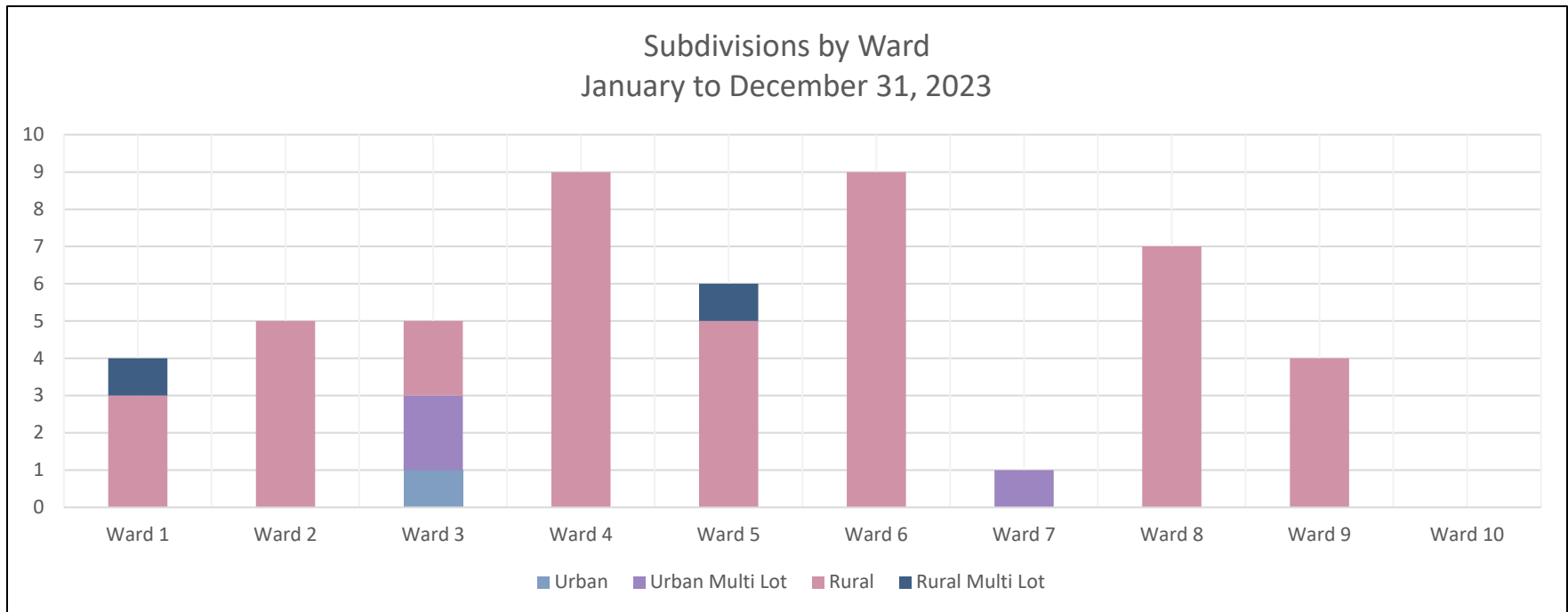
Approved Development Permits by Ward
January to December 2023

Type of Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Residential	30	26	28	29	29	9	43	8	9	0	211
Industrial & Commercial	1	1	23	22	2	2	3	0	1	3	58
Other	3	0	1	2	2	1	1	0	0	0	10
Total	34	27	52	53	33	12	47	8	10	3	279



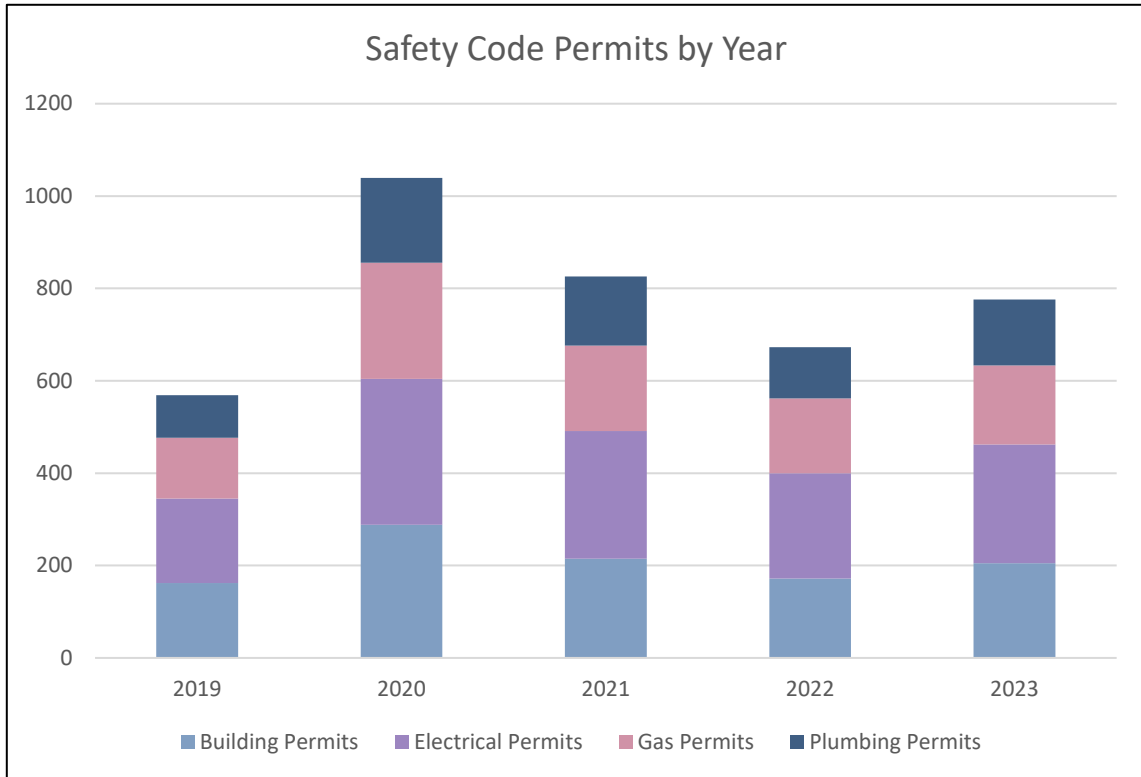
Subdivision Applications by Ward
January to December 31, 2023.

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	1	0	0	0	0	0	0	0	1
Urban Multi Lot	0	0	2	0	0	0	1	0	0	0	3
Rural	3	5	2	9	5	9	0	7	4	0	44
Rural Multi Lot	1	0	0	0	1	0	0	0	0	0	2
Total	4	5	5	9	6	9	1	7	4	0	50



Total Issued Safety Code Permits by Year

Type of Safety Codes	2019	2020	2021	2022	2023
Building	162	288	215	172	205
Electrical	183	316	276	228	257
Gas	132	252	185	162	171
Plumbing	92	183	150	111	143
Total	569	1039	826	673	776



Residential Building Permits						
	2023	2022	2021	2020	2019	2018
Single Family (1)	40	45	61	54	31	40
Multi Family (2)	6	20	17	23	23	8
Manufactured Homes(3)	38	58	61	60	45	41
Total Housing Units	111	123	139	137	99	89
Other(4)	36	38	39			
Mitigation	41					
Building Permit Project Values						
Residential	\$22,098,873	\$27,324,000	\$30,866,623	\$24,955,000	\$17,063,260	\$16,473,000
Commercial/Industrial	\$10,478,000 (38)	\$7,736,436	\$17,176,395	\$5,960,890	\$3,155,600	\$5,656,765
Institutional	\$16,215,948 (6)	\$770,570	\$11,190,000	\$1,065,000	\$584,000	\$765,000
Other	\$2,219,523	\$2,092,800	\$2,178,400			
Mitigation	\$2,398,000					
Total Permit Project Value	\$53,410,344	\$37,923,806	\$61,411,419	\$22,865,960	\$18,663,160	\$22,394,765
	(1) Includes detached homes and semi-detached homes (duplex)					
	(2) Includes secondary suits, apartments, and other multi family.					
	(3) Manufactured Homes (mobile homes)					
	(4) Additions, garages, personal shops etc.					



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Meetings with Ministers – Rural Municipalities of Alberta (RMA) 2024 Spring Convention

BACKGROUND / PROPOSAL:

RMA's spring convention in March is soon approaching, prompting administration to plan meeting requests for several ministries. However, decisions regarding the Ministries to meet, discussion topics, and attendees must be finalized beforehand for these requests to be sent prior to the convention.

During the 2023 RMA fall convention members of Council met with the following ministries:

- Minister of Education
- Minister of Environment and Protected Areas
- Minister of Forestry and Parks
- Minister of Indigenous Relations
- Minister of Mental Health and Addiction
- Minister of Seniors, Community and Social Services
- Minister of Transportation and Economic Corridors.

The Minister Meeting Follow Up letters are attached to the information/correspondence section of the agenda package.

OPTIONS & BENEFITS:

Administration recommends that Council consider limiting the number to topics to a few priority items as well as a limited delegation team to attend the meeting.

COSTS & SOURCE OF FUNDING:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following priority topics be discussed at the Minister meetings during the Rural Municipalities of Alberta (RMA) spring convention in March 2024 in Edmonton.

Minister of Agriculture & Irrigation	Minister of Education
<ul style="list-style-type: none">••• Attendees:	<ul style="list-style-type: none">••• Attendees:
Minister of Forestry and Parks	Minister of Health
<ul style="list-style-type: none">••• Attendees:	<ul style="list-style-type: none">••• Attendees:
Minister of Indigenous Relations	Minister of Municipal Affairs
<ul style="list-style-type: none">••• Attendees:	<ul style="list-style-type: none">••• Attendees:

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

Minister of Seniors, Community and Social Services	Minister of Transportation and Economic Corridors
<ul style="list-style-type: none"> • • • Attendees:	<ul style="list-style-type: none"> • • • Attendees:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	RESCIND - Policy ADM033 Personal Vehicle Allowance

BACKGROUND / PROPOSAL:

Administration continues to review Policies to ensure Councils intent is reflected in each Policy. Administration has identified that Policy ADM033 Personal Vehicle Allowance is a Policy that is no longer required, as there are currently no employees that have either requested, or have signed agreements under this Policy.

Administration is requesting that Policy ADM033 Personal Vehicle Allowance be rescinded.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That Policy ADM033 Personal Vehicle Allowance be rescinded.

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

Mackenzie County

Title	PERSONAL VEHICLE ALLOWANCE	Policy No.	ADM033
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Legislature Reference	Municipal Government Act, Section 5
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PURPOSE

To reimburse employees for the use of their personal vehicle for municipal use.

POLICY STATEMENT

Based upon the completion of a Vehicle Costing Analysis, it was determined that it would benefit the municipality to allow Managers, Directors, and the Chief Administrative Officer (CAO) with a minimum of one-year employment with Mackenzie County the option of using their personal vehicles for municipal business.

Related Policies: ADM001, ADM002, ADM032

GUIDELINES

1. Employees shall submit their written request to use their personal vehicle for municipal use, to the Chief Administrative Officer (CAO). The request should include proposed vehicle type, year, and condition along with estimated annual kilometers.
2. Only when a vehicle has been budgeted to be replaced can the employee request to use their personal vehicle for municipal use.
3. The Committee of the Whole shall review requests and authorize the CAO to enter into agreements with employees to use their personal vehicle for municipal use by using the following guidelines:
 - a) vehicle is legally insured and registered, deemed safe to operate and maintained as such;
 - b) vehicle type required;
 - c) reimburse the employee in accordance with Canada Revenue Agency (CRA) reasonable per kilometer allowance.
 - d) bi-weekly rates paid to authorized employees shall be determined using the employee's previous year's estimated annual kilometers.
 - e) If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.

- f) If the employee incurs less kilometres than the pre-determined estimated kilometres the employee shall be dropped to the actual kilometres and the difference shall be taken off of the determined following years estimated kilometres to reconcile what the employee actually should have been paid or reimburse Mackenzie County in full for the difference.
 - g) A recalculation of the actual kilometers driven shall be done at a minimum frequency of every six-months with an adjustment to the pre-approved bi-weekly rate according to 2 e) or f).
4. The employee shall provide the municipality with a business use insurance policy with the following minimum requirements:
 - a) \$2,000,000 Public Liability and Disability
5. The municipality shall ensure the Mackenzie County insurance policy includes “non-owned automobile insurance” for employees using another employee’s personal vehicle for municipal use.
6. The employee will be responsible for documenting kilometers daily and submitting them monthly to the finance department.
7. Personal vehicles may be reimbursed for travel between work and home and shall be a taxable benefit as per CRA guidelines.
8. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
9. The CAO shall enter into agreements with the designated employees for the use of their personal vehicle for municipal use as approved by the Committee of the Whole.
10. The agreement shall be deemed continuous until such time as one or both parties agree to terminate said agreement. If both parties agree to terminate, then a termination date shall be established with which both parties agree to. A minimum of three (3) year’s notice shall be given when only one of either party should decide to terminate the agreement.
11. The agreement shall be terminated immediately should the employee’s employment end with Mackenzie County or if the employee takes a leave of absence.
12. Any employee who is found to be in violation of this policy will be subject to corrective action, including immediate termination of this agreement, possible termination of employment, legal action, and criminal liability.

	Date	Resolution Number
Approved	2001-12-05	01-657
Amended	2004-03-09	04-144
Amended	2011-03-08	11-03-224
Amended	2014-05-13	14-05-351
Reinstated	2018-04-10	18-04-279
Amended	2018-06-12	18-06-426
Amended	2022-01-11	21-01-023

RESCIND

Schedule "A"

Personal Vehicle Allowance Agreement

I certify that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

I further certify that I have receive a copy of this Policy.

Name

Position

Signature

Date

RESCIND



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of December 13, 2023 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of December 13, 2023 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Wednesday, December 13, 2023 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member (Virtual)
Andrew O'Rourke Vice Chair, MPC Member
Stephanie Grocholski MPC Member
David Driedger Councillor, MPC Member
Peter Braun Councillor, MPC Member

ADMINISTRATION: Byron Peters Deputy CAO
Lynda Washkevich Development Officer
Laura Braun Administrative Assistant/Recording Secretary

MOTION 1. CALL TO ORDER

Andrew O'Rourke called the meeting to order at 10:01 a.m.

2. ADOPTION OF AGENDA

MPC 23-12-170 MOVED by Peter Braun

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 23-12-171 MOVED by David Driedger

That the minutes of the November 16, 2023 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- a) 155-DP-19 Raymond Scoular
Temporary/Portable Unit (12'x30')(Existing)(Time
Extension) in "Z-MU"
Plan 882 1687, Block 8, Lot 12 (983 Pine Avenue)(Zama)**

MPC 23-12-172 MOVED by David Driedger

That a time extension for 155-DP-19 on Plan 882 1687, Block 8, Lot 12 in the name of Raymond Scoular be granted to expire on December 20, 2027.

CARRIED

- b) 279-DP-23 Suzi Q Knittery & Quilts
Sign in "LC-MS"
In the vicinity of 109th Avenue & 97th Street (La Crete)**

MPC 23-12-173 MOVED by Peter Braun

That Development Permit 279-DP-23 in the name of Suzy Q Knittery & Quilts 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. Permit expires December 20, 2024 should the Sign need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.;
2. The sign shall be located a minimum of: 20 meters from regulatory signs and 1.5 m (5.0 ft.) from the curb/sidewalk;
3. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority;
4. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk;
5. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,

- c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight;
 - e. Not break the sight triangle regulations.
6. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
 7. Wiring and conduits of the sign must be concealed from view;
 8. The sign shall not unduly interfere with the amenities of the LAND USE DISTRICT and/or ROAD/HIGHWAY Corridor in which they are located and/or adjacent to;
 9. The quality, aesthetic character and finishing of SIGN construction shall be to the satisfaction of the Development Authority;
 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. 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

- c) 283-DP-23 1849008 AB Ltd./Tuck-It-Away Secure Storage Sign in "URW"
In the vicinity of 109th Avenue & 97th Street (La Crete)**

MPC 23-12-174 MOVED by Stephanie Grocholski

That Development Permit 283-DP-23 in the name of 1849008 AB Ltd./Tuck-It-Away Secure Storage 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. Permit expires December 20, 2024 should the sign need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.;

2. The sign shall be located a minimum of: 20 meters from regulatory signs, and not less than 23 feet from the north edge of 109th Avenue (Twp. Rd 1062).
3. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority.;
4. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.;
5. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.;
 - e. Not break the sight triangle regulations.
6. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed, including mowing around the sign site to a meter in diameter.;
7. Wiring and conduits of the sign must be concealed from view.;
8. The sign shall not unduly interfere with the amenities of the LAND USE DISTRICT and/or ROAD/HIGHWAY Corridor in which they are located and/or adjacent to.;
9. The quality, aesthetic character and finishing of SIGN construction shall be to the satisfaction of the Development Authority.
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 neighbouring properties.;
12. 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

6. SUBDIVISION

**a) 52-SUB-23 Edwin Doerksen
5 Acre Boundary Adjustment in "A"
Plan 232 0099, Block 1, Lot 1 (Part of SE-28-107-13-W5M)**

MPC 23-12-175 MOVED by Erick Carter

That the boundary adjustment application in the name of Edwin Doerksen of Plan 232 0099, Block 1, Lot 1 be APPROVED with the following conditions:

1. This approval is for a boundary adjustment for an additional 5 Acres (2.02 ha) to increase the lot to 10 Acres 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,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) Provision of an access to the subdivision in accordance with Mackenzie County standards at the developer's expense,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,

- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS

- a) **13xx-23 Land Use Bylaw Amendment
Rezone Part of Plan 042 4702, Block 1, Lot 7
From Rural Country Residential 1 "RCR1" to Direct
Control 2 "DC2"**

MPC 23-12-176 MOVED by Stephanie Grocholski

That the Municipal Planning Commission recommend to Council to REFUSE Bylaw 13xx-23 being a Land Use Bylaw Amendment to Rezone Part of Plan 042 4702, Block 1, Lot 7 from Rural Country Residential 1 "RCR1" to Direct Control 2 "DC2".

CARRIED

- b) **Tarp Shelter Fees & Regulations**

MPC 23-12-177 MOVED by Peter Braun

That the Municipal Planning Commission recommend to Council to amend the Fee Schedule Bylaw to remove the current fees for Tarp Shelter/Temporary Use – Renewal per annum and replace them with an annual fee of \$250.00.

CARRIED

8. **CLOSED MEETING**

a) None

9. **MEETING DATES**

- ❖ Wednesday, January 10, 2024 @ 10:00 a.m. in La Crete
- ❖ Wednesday, January 24, 2024 @ 10:00 a.m. in Fort Vermilion
- ❖ Wednesday, February 7, 2024 @ 10:00 a.m. in La Crete

10. **ADJOURNMENT**

MPC 23-12-178 **MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:50 a.m.

CARRIED

These minutes were adopted this 10th day of January, 2024.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2023-12-08 Minister of Forestry and Parks - Wildfire Ready - FRIAA Community Fireguard Initiative
- 2023-12-15 Minister of Municipal Affairs - Local Government Fiscal Framework (LGFF) Program Launch Letter
- 2023-12-20 Minister of Environment and Protected Areas - Letter to Elected Municipal Leaders
- 2023-12-22 Minister of Municipal Affairs - Oil and Gas Property Tax Incentives
- 2023-12-12 Minister of Education - Minister Meeting Follow Up
- 2023-12-12 Minister of Environment and Protected Areas - Minister Meeting Follow Up
- 2023-12-12 Minister of Forestry and Parks - Minister Meeting Follow Up
- 2023-12-12 Minister of Indigenous Relations - Minister Meeting Follow Up
- 2023-12-12 Minister of Mental Health & Addiction - Minister Meeting Follow Up
- 2023-12-12 Minister of Seniors, Community and Social Services - Minister Meeting Follow Up
- 2023-12-12 Minister of Transportation and Economic Corridors - Minister Meeting Follow Up
- 2023-12-19 Statement from Minister Horner - Fuel Tax Relief
- 2023-12-18 City of Yellowknife - Letter from Mayor Alty regarding 2023 Wildfires
- 2024-01-03 ABmunis webinar on the LGFF Capital allocation formula – January 18, 2024

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of December 12, 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	PLS180027 FNC received adequacy Next steps send additional land sale info in area.
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL expires May 2024. Permanent license contingent on TOHL raw water study.
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
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
October 12, 2021 Budget 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	Caitlin	COMPLETE

Motion	Action Required	Action By	Status
	with all associated costs being borne by the applicant.		
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 Signed Offer to purchase PLS140031
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	COMPLETE
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	Committee of the Whole Meeting 2024-01-30
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
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	2024 Budget deliberations Ongoing
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 -	Byron	In Progress

Motion	Action Required	Action By	Status
	Cost Implications be brought back to a future Council meeting for amendments.		
December 13, 2022 Regular Council Meeting			
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	Public Input to be reviewed by Community Services Committee
January 25, 2023 Regular Council Meeting			
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	Bring to COW January 2024
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
April 26, 2023 Regular Council Meeting			
23-04-407	That the 2023 One Time Projects budget be amended to include the Outdoor Recreation and 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. 	Byron/Jen	Finance – COMPLETE Projects & Infrastructure – Developing RFP
23-05-469	That administration research the possibility of partnering with Northern Alberta Development Council (NADC) in regards to a matching bursary program.	Jen	NADC Contacted. New Bursary with criteria required. Request partnership by Nov 2023 for 2024. Reviewed Work with new FVSD Programs
July 12, 2023 Regular Council Meeting			
23-07-574	That Mackenzie County agree to the transfer of ownership of the Fort Vermilion Library building and property and that administration work with Mackenzie County Library Board and the Fort Vermilion Library Society with the transfer.	Byron	Land Transfer documents sent to the lawyers
August 16, 2023 Regular Council Meeting			

Motion	Action Required	Action By	Status
23-08-648	That administration research gravel pit options for future crushing.	Byron	In Progress
23-08-650	That administration proceed with the Wadlin Lake Campground Pickleball Court with funds coming from Municipal Reserve and amend the 2023 Capital Budget not to exceed \$55,000.	Don	Project will be completed Spring 2024 Ground Work Completed. Concrete is Complete
23-08-654	That administration enter into an agreement with the Coalition for Far Northwest Alberta Brighter Futures Society to provide the services for the Family and Community Support Services Fort Vermilion Program.	Jen	Letter Sent
September 6, 2023 Regular Council Meeting			
23-09-676	That administration enter in an amended tax agreement schedule with Tallahassee Exploration Inc. as discussed.	Jen	See Motion 23-04-336 Sent to Tallahassee for signature Orphan Well Notice Nov 30/23
October 11, 2023 Regular Council Meeting			
23-10-741	That Mackenzie County collaborate with the Fort Vermilion School Division for the purchase and installation of a disability playground in the hamlet of La Crete.	Don	Waiting Purchase Spring 2024
23-10-755	That Council accepts the resignation of Councillor Bateman with regret and that a By-election be held for the Councillor vacancy in Ward 9 as follows: <ul style="list-style-type: none"> Nomination Day – November 15, 2023 Advance Vote – December 8, 2023 Election Day – December 13, 2023 	Louise	COMPLETE
October 24, 2023 Organizational Council Meeting			
23-10-805	That the Mackenzie Region Bison Committee be established and brought back to a future Council Meeting.	Don	In Progress
23-10-820	That Policy ADM050 Council/Administration Protocol – council self-evaluation tool be brought back to a future council meeting.	Darrell	Researching
October 25, 2023 Regular Council Meeting			
23-10-833	That the Joint Use and Planning Agreement with Fort Vermilion School Division No. 52 be TABLED to a future Council meeting.	Caitlin	In Progress
23-10-837	That the Development Setbacks be TABLED to a future Council meeting.	Caitlin	In Progress
23-10-838	That administration make amendments as discussed and proceed with advertising the Municipal Development Plan for Public Hearing.	Caitlin	Advertised for January 31, 2024

Motion	Action Required	Action By	Status
23-10-844	That administration proceeds with the planning and design of the Waterline East of La Crete Project from Northpoint Business Park east to Range Road 150 by amending the 2023 One Time Project Budget by \$50,000 for engineering with funding coming from the Water/Sewer Infrastructure Reserve.	Byron/Jen	Finance COMPLETE Projects & Infrastructure – Project design underway
23-10-845	That the Waterline East of La Crete Project be considered during the 2024 Capital Budget deliberations which include the funding model for the levies and development charges.	Byron/Jen	2024 Budget Deliberations Included in 2024 Capital Budget 50/50 cost share
October 31, 2023 Budget Council Meeting			
23-10-868	That Bylaw 1272-22 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members be TABLED to a future Budget Council meeting for Council and Committee funding review.	Darrell	COMPLETE
November 14, 2023 Regular Council Meeting			
23-11-878	That the following tax rolls be advertised for development and future consideration of sale at market value: <ul style="list-style-type: none"> • Tax Roll #082769 • Tax Roll #082770 • Tax Roll #082773 • Tax Roll #082443 • Tax Roll #230088 	Jen	Market Value obtained Communications drafting
23-11-880	That administration enter into negotiations with the RCMP for the lease of administrative and operational space located at the La Crete Sub-Office building.	Don	Offer is submitted
23-11-881	That administration proceed with a Northern and Regional Economic Development (NRED) grant application for Tourism Infrastructure, with a focus on both streetscape and campground improvements.	Byron	COMPLETE
23-11-882	That administration proceed with a Small Community Opportunity Program (SCOP) grant application focusing on growing our agriculture capacity, with a focus on irrigation planning and policy development.	Byron	Due January 10, 2024, working with the Ag department
23-11-883	That administration research options for the In-House Weekly Newsletter and bring back to a future Council meeting.	Darrell	Bringing to the Regular Council Meeting on 2024-01-31

Motion	Action Required	Action By	Status
23-11-889	That the Agricultural Service Board reviews the moratorium on road allowances and bring back recommendations to a future Council meeting.	Caitlin/Landon	ASB to provide recommendation
23-11-895	That administration research the options for hamlet signage.	Caitlin	In Progress
23-11-896	That the Municipal Reserve designation be removed from Plan 052 0560, Block 05, Lot 04MR, Hamlet of La Crete and that it be advertised for Public Hearing.	Caitlin	Advertised for January 2024
November 21-22, 2023 Budget Council Meeting			
23-11-923	That administration incorporates the requested 2023 One Time Carry Forward projects in the Draft 2024 Operating budget.	Jen	Year end transaction
23-11-924	That administration incorporates the requested 2023 Capital Carry Forward projects in the Draft 2024 budget as amended.	Jen	Year end transaction
23-11-926	That the Waste Collection information be brought to a future Committee of the Whole Meeting for further discussion.	Don	Bringing to Committee of the Whole 2024-01-30
November 28, 2023 Regular Council Meeting			
23-11-947	That administration proceed with drafting a bylaw for Council's consideration regarding development levies, fees and incentives as discussed and bring back to a future council meeting.	Byron/Caitlin	In Progress
23-11-953	That Mackenzie County proceed with the Northwest Species at Risk (NWSAR) transfer from the Town of High Level.	Darrell/Jen	Further communication required with the Town of High Level Received December 22, 2023 COMPLETE
December 6-7, 2023 Budget Council Meeting			
23-12-962	That the Directive for compensating out of scope staff be accepted as amended.	Darrell	COMPLETE
23-12-963	That administration present a Request for Proposal for Fuel Supply, and Services at the December 12, 2023 Council meeting.	Darrell	COMPLETE
23-12-969	That third and final reading be given to Bylaw 1315-23 - Remunerating Volunteer Fire Fighters as amended.	Don/Louise	COMPLETE
23-12-970	That Policy ADM052 Electronic Access and Acceptable Use Policy be amended as discussed.	Don/Louise	COMPLETE
23-12-971	That the 2024 Non-Profit Organization grant applications be approved as included in the 2024	Jen	COMPLETE

Motion	Action Required	Action By	Status
	Draft Operating Budget and included as Tracking Sheet Change #3.		
23-12-972	That the Draft 2024 Operating Budget be amended to include Tracking Sheet changes item #4 - #6 as presented.	Jen	COMPLETE
23-12-973	That the 2024 Operating Budget be amended by \$850,000 to include Tracking Sheet change #7 for Bad Debt expense anticipated due to The Orphan Well Association Order.	Jen	COMPLETE
23-12-974	That the 2024 Operating Budget be amended by \$10,000 to include Tracking Sheet change item #8 for Engineering Services – Projects & Infrastructure.	Jen	COMPLETE
23-12-975	That the Draft 2024 Operating Budget be amended to include Tracking Sheet change item #9 for Employee Training.	Jen	COMPLETE
23-12-981	That the December 7, 2023 Organizational Chart be amended as discussed.	Darrell/Louise	COMPLETE
23-12-985	That the December 7, 2023 Organizational Chart budget impact tracking sheet change #10 be brought back to the December 12, 2023 Regular Council Meeting.	Jen	COMPLETE
23-12-986	That the 2024 Operating Budget be approved and presented at the December 12, 2023 Regular Council Meeting.	Jen	COMPLETE
23-12-988	That the funding request from Mackenzie Applied Research Association for the seeder be denied.	Jen	
23-12-989	That administration bring forward funding options for the final 2024 Capital Projects to the next Regular Council Meeting for review.	Jen	COMPLETE 2023-12-12
December 12, 2023 Regular Council Meeting			
23-12-998	That the Fuel Supply & Services Request for Proposal be brought back to a future Council meeting.	Darrell/Jen	Bringing to Regular Council Meeting on 2024-01-09
23-12-1002	That third and final reading be given to Bylaw 1316-23 - Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.	Louise	COMPLETE
23-12-1004	That the 2024 Operating Budget be amended to include Tracking Sheet changes item #12 and #13 as presented.	Jen	COMPLETE

Motion	Action Required	Action By	Status
23-12-1005	That the 2024 Capital Budget with funding sources be approved as presented.	Jen	COMPLETE
23-12-1010	That Mackenzie County Council nominates Byron Peters as a nominee for the Rural Municipalities of Alberta (RMA) consideration for appointment to the Safety Codes Council, first priority for the Building Sub-Council, second priority for the Sewage Sub-Council.	Byron	In Progress
23-12-1011	That the following Councillors be authorized to attend the Economic Developers Alberta (EDA) – Resilience & Recovery Workshop for Communities in Grande Prairie, Alberta on February 23, 2024: <ul style="list-style-type: none"> 1. Councillor Cardinal 2. Councillor Driedger 	Louise	COMPLETE
23-12-1012	That any Councillors not attending the Provincial Agricultural Service Board (ASB) Conference in Lethbridge, Alberta be authorized to attend the Growing the North Conference in Grande Prairie, Alberta on February 20-22, 2024.	Louise	COMPLETE
23-10-1013	That all Councillors be authorized to attend a meeting with Alberta Transportation on January 11, 2024.	Louise	Delegation at 2023-01-09 Regular Council Meeting COMPLETE



ALBERTA

Forestry and Parks

*Office of the Minister
MLA, Central Peace - Notley*

DEC - 8 2023

AR-17579

Josh Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion AB T0H1N0

Dear Reeve Knelsen:

As Minister of Forestry and Parks, I am reaching out to inform you of what the province is doing to better prepare communities to be wildfire ready. The past fire season has highlighted the potential threat to Alberta communities, and rest assured my department is working hard on new programs to promote community wildfire resilience in Alberta.

The Forest Resource Association of Alberta's (FRIAA) Community Fireguard initiative that will provide financial supports to at-risk-communities wanting to construct a community fireguard and better prepare themselves in the event a wildfire threatens their livelihood.

Fireguards are an important tactic used in wildfire suppression. In some cases, community fireguards can be designed to support livestock grazing operations as a tool for maintaining long-term vegetation management and fireguard effectiveness.

Based on some analysis completed by my department, the flammable fuel around some of your communities is of concern. I encourage you to consider this opportunity and stay tuned for the full program announcement with more details to come. If you require further information, please contact Terry Jessiman, Forest Area Manager, Forestry and Parks, in High Level at 780-926-5412 or terry.jessiman@gov.ab.ca.

Sincerely,

Todd Loewen
Minister

cc: Dan Lux, Assistant Deputy Minister, Forestry Division, Forestry and Parks



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

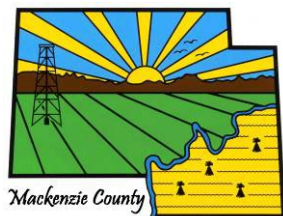
Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta



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

December 12, 2023

Email: education.minister@gov.ab.ca

The Honourable Demetrios Nicolaidis
Minister of Education
228 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 8, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

It has been an obvious trend that youth based agriculture and forestry understanding has been steadily declining through urbanization. Alberta's proposed new K-6 curriculum does not identify any agriculture or any other land based industry, as a key theme in any of the focus areas. It is imperative that youth are shown through fieldtrips and hands on learning the importance of agriculture and forestry industry. We thank you for enabling the collegiate program with the Fort Vermilion School Division and ask for your continued support. We encourage this model to be put in place in urban centers as well.

Our communities, especially La Crete, are rapidly growing and the expansions of schools will be required. We encourage the Minister to be generous when Fort Vermilion School Division requests more capital improvements.

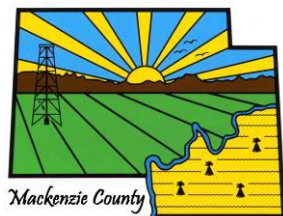
Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with a large initial "J" and "K".

Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



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

December 12, 2023

Email: aep.minister@gov.ab.ca

The Honourable Rebecca Schulz
Minister of Environment and Protected Areas
204 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 6, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

UCP Party policies indicate a goal of converting 500,000 acres of crown lands to agricultural lands, and we have seen little progress on this item. Mackenzie County has a strong desire to see continued expansion of our local agriculture land base in order to grow and maintain a diversified economy. Mackenzie County recommends that an internal GOA Task Force be created. This task force would need to have regular communication with Mackenzie County as we understand the desired outcome and have a host of ideas on how to achieve this. We encourage you to work the Minister of Forestry and Parks to get this task force off the ground.

The effects that Site C dam is having on the Peace River is becoming more apparent. Our area relies heavily on the Peace River to provide an ice bridge in the winter and run a ferry in the summer to maintain traffic accommodations on highway 697. Water levels as well as the temperature of the water greatly affects this crucial transportation network. While the construction of the bridge at Tompkins Landing is still years away, we ask that you work with Alberta Transportation to extend the approach for the ferry on the west side of the Peace River to minimize the time the Ferry is out of service.

Lastly, we ask the Ministry continue to prioritize development of regional and sub-regional plans, and also focus on regulation development and red tape reduction.

Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with a prominent initial "J" and "K".

Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



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

December 12, 2023

Email: fp.minister@gov.ab.ca

The Honourable Todd Loewen
Minister of Forestry and Parks
323 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 8, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

UCP Party policies indicate a goal of converting 500,000 acres of crown lands to agricultural lands, and we have seen little progress on this item. Mackenzie County has a strong desire to see continued expansion of our local agriculture land base in order to grow and maintain a diversified economy. Mackenzie County recommends that an internal GOA Task Force be created. This task force would need to have regular communication with Mackenzie County as we understand the desired outcome and have a host of ideas on how to achieve this. We have followed up with department staff and look forward to a response soon.

The concept of Fire Grazing was passed along to FRIAA and is undergoing their review. It is expected that this will require an FNC and will need to work with the forestry companies as these areas would be removed from the allowable cut. We would like to thank you for creating funding for this program.

Acquiring access to crown lands continues to be challenging. Communication between Forestry staff, Mackenzie County and Indigenous Consultation Office is nearly constant, yet communication breakdowns are frequent. We encourage the Minister to continue working on improving the process and accessibility.

Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

Minister of Forestry and Parks

Page 2

December 12, 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen". The signature is fluid and cursive, with the first name "Joshua" and last name "Knelsen" clearly distinguishable.

Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



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

December 12, 2023

Email: ir.ministeroffice@gov.ab.ca

The Honourable Rick Wilson
Minister of Indigenous Relations
104 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 7, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

Gaining access to crown lands remains a persistent challenge. Despite nearly constant communication efforts among Forestry staff, Mackenzie County, and the Indigenous Consultation Office, breakdowns in communication occur frequently.

Streamlining the procedures for any land-related activities including the construction of the Tompkins Bridge would bring about significant enhancements, facilitating ratepayers in their utilization of resources within Mackenzie County. This, in turn, could stimulate economic growth, reduce the dependence on provincial grant funds, and create opportunities for the youth in our region not only to survive and thrive but also to prevent them from being compelled to relocate from the region entirely.

We ask that the process continues to be reformed to ensue consistent criteria across the board and allowance for municipal access projects. If there is anything further you can share with us on meeting the requirements for First Nations to consult with municipalities proposing significant projects, we would greatly appreciate it.

Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen". The signature is fluid and cursive, with a prominent loop at the end.

Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



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

December 12, 2023

Email: mha.minister@gov.ab.ca

The Honourable Dan Williams
Minister of Mental Health and Addiction
130 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 8, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

We were pleased to hear of the restructuring of Covenant Health and Alberta Health Services, we look forward to what we anticipate to be an improved health care system in Alberta.

As the La Crete community continues to grow, the urgency to begin construction on the La Crete Medical Facility becomes more apparent. The addition of the surgical suite to the facility is appreciated and will help serve and take care of our residents.

Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

Sincerely,

Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



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

December 12, 2023

Email: SCSS.minister@gov.ab.ca

The Honourable Jason Nixon
Minister of Seniors, Community and Social Services
227 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 7, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

We recognize the pressing need for a sustainable funding model to sustain the operation of the Heimstead Lodge in La Crete. The lodge is currently operating at full capacity and is the sole provider of this specialized care in the region. It's worth noting that the lodge is not presently receiving any deficit funding. We strongly encourage the minister to collaborate with the La Crete Municipal Nursing Association (LCMNA) to establish a funding model that adequately supports the clients benefiting from the services provided by this organization.

Mackenzie House was originally intended as a senior's facility where residents could transition from independent living (SL4D). Unfortunately, due to design issues, extensive renovations were necessary before continuing care residents could be accommodated, leaving only independent seniors to occupy half of the facility.

Mackenzie County Council believes it's unreasonable to expect municipal taxpayers to bear the financial burden caused by factors beyond Boreal Housing's control, including actions by provincial departments and other organizations. We understand that Boreal Housing Foundation Board has requested a grant to cover the expenses incurred due to these persistent delays, and we support the request that Boreal made.

Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

Minister of Seniors, Community and Social Services

Page 2

December 12, 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with the first name "Josh" and last name "Knelsen" clearly distinguishable.

Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



Mackenzie County

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P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
office@mackenziecounty.com

December 12, 2023

Email: transportation.minister@gov.ab.ca

The Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors
127 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

Thank you for taking the time to meet with representatives from Mackenzie County on November 9, 2023 at the Fall RMA convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

It is crucial for us to assess our approach to project completion, especially since we have 70 bridge files, the majority of which require attention. With only one project funded last year, it is evident that most of our bridges may deteriorate before we can address them. We believe it's imperative to reevaluate our bridge maintenance and replacement strategies while securing adequate funding to optimize the utilization of available resources. We would like to see an engineered template to convert bridges to culverts for a more cost effective method of maintaining our infrastructure.

The effects that Site C dam is having on the Peace River is becoming more apparent. Our area relies heavily on the Peace River to provide an ice bridge in the winter and run a ferry in the summer to maintain traffic accommodations on highway 697. Water levels as well as the temperature of the water greatly affects this crucial transportation network. We ask that you work with British Columbia's Minister of Water, Land and Resource Stewardship in maintain water levels in the Peace River to ensure the operation of the Tompkins ferry and ice crossing.

Again, thank you for your time, and if you would like to discuss these matters further please contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen at dderksen@mackenziecounty.com.

December 12, 2023

Sincerely,

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Joshua Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council

Fuel tax relief: Statement from Minister Horner

President of Treasury Board and Minister of Finance Nate Horner issued the following statement on Alberta’s fuel tax relief program:

On this page:

- [Related information](#)

“On Jan. 1, 2023, Alberta’s government paused the collection of the provincial fuel tax on gasoline and diesel for six months to help keep life affordable. We later extended the pause to the end of 2023 and committed to providing relief after that when oil prices are high.

“The provincial oil price-based fuel tax relief program will be reinstated on Jan. 1, which means Albertans will continue to save money at the pumps. The program sets fuel tax rates quarterly based on the average price of West Texas Intermediate (WTI), with a rule limiting rate increases to a maximum of nine cents per litre each quarter.

“As a result, Albertans will continue to save four cents per litre on gas and diesel in the first three months of 2024, with the fuel tax applied at a reduced rate of nine cents per litre. After that, Albertans will save some or all of the provincial fuel tax when WTI prices average \$80 per barrel or higher in each quarterly review period.

“Alberta’s fuel tax is a predictable source of provincial revenue, helping to offset the volatility of other revenue sources. As a stable component of Alberta’s revenue mix,

the fuel tax helps fund programs and services Albertans rely on while maintaining our significant tax advantage. The fuel tax relief program ensures we're able to maintain strength in Alberta's finances while continuing to support Albertans and Alberta businesses.

“We will provide another update before the next quarter ends on March 31, 2024.”

Related information

- [Affordability Action Plan](#)

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CITY OF YELLOWKNIFE
OFFICE OF THE MAYOR

December 18, 2023

Reeve Knelsen and Council
Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0
EMAIL: josh@mackenziecounty.com

Dear Reeve Knelsen and Council,

RE: 2023 Wildfires

On behalf of the City of Yellowknife and all our residents, I want to express our deepest and heartfelt appreciation for everything Zama City, Hutch Lake, Wadlin Lake, Machesis Lake and Fort Vermilion did for our community and our evacuees during our time of need this past summer. We are so incredibly fortunate to have such good neighbours and friends and there are no words that can adequately express our gratitude.

2023 has proven to be an extraordinary year for wildfires around the world but especially here in Canada, and particularly in the Northwest Territories. Starting in May 2023, Yellowknife was a reception centre for evacuated residents of Hay River, K'at'l'odeeche First Nation, Wekweeti and Behchokò who were required to leave their communities due to the threat of wildfire. In August 2023, an unprecedented complex of wildfires surrounding Yellowknife threatened our community, requiring an emergency response and ultimately, the full evacuation of the entire community.

When our residents left Yellowknife, mostly to unknown destinations for an unspecified period of time with no idea if their homes or community would be left when they returned, they were anxious and unsettled. Without a second thought, you prepared to welcome Yellowknifers, to provide care, compassion and warm hospitality in the face of overwhelming stress. Since returning, Yellowknifers have shared so many stories of kindness and connection that made this challenging time so much more bearable for them and their families, thanks to your community.

I hope your community does not experience the trauma and upheaval that Yellowknife did during the 2023 wildfire season, but should it ever be the case, we will step up to help you in whatever manner we can. You have demonstrated what friendship and compassion look like and from the bottom of our hearts, Yellowknife thanks you.

Sincerely,

A handwritten signature in blue ink that reads "Ratty".

Rebecca Alty
Mayor of Yellowknife

DM#751990v10



From: [Tyler Gandam](#)
Subject: Invitation to ABmunis webinar on the LGFF Capital allocation formula – January 18 at 4:30pm
Date: January 3, 2024 3:21:29 PM

Dear Mayors, Councillors, and CAOs:

On December 15, 2023, the Government of Alberta announced the Local Government Fiscal Framework (LGFF) Capital allocation formula for the non-charter municipalities. Alberta Municipalities (ABmunis) has analyzed how the new formula works, the new program rules, and how the transition to LGFF Capital will impact member municipalities in 2024 and into the future.

To share our analysis, ABmunis' Board of Directors will be hosting a series of webinars with our Regular Members.

We are inviting municipal elected officials, CAOs, and senior finance staff from Alberta's towns, villages, and specialized municipalities to attend a webinar on Thursday, January 18, 2024 at 4:30 – 6:00 p.m. [Register now](#).

We hope you join us for the webinar and look forward to answering your questions.

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Regional Drainage System Discussion

Location – TBD

9am- 3pm.

1. Welcome address: Reeve Albert Poetker
2. Introductions
3. Purpose of the meeting: Background to general issues identified - Reeve Poetker
4. Roundtable discussion:

5. Lunch (12pm – 12:45pm) : Catered by George & Georgina (anticipating about 100 people)
6. Discuss common issues & concerns that were heard earlier in the day.
7. Discussion about how best to move forward:
 - A. Develop an Ad-Hoc committee to move this issue forward or have it become part of a NAEL subcommittee, or Zone 4 RMA? If so, consider terms of reference.
 - Develop an inventory of drainage systems throughout the north, Identify the predominant issues & what provincial department is responsible. IE. Transportation, Environment, or Municipal Affairs.
 - Share areas of success in developing solutions with provincial depts. (If any).
 - B. Develop an initial communication letter to the province outlining issues and invite them to be part of a solution.
 - Send the letter to participating members for Council ratification and submission to the province.
8. Other agenda items
 - Next Meeting/location?
 -

Adjourn: 3pm.