




MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**FEBRUARY 13, 2024**  
**10:00 AM**

FORT VERMILION  
COUNCIL CHAMBERS

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

 4511-46 Avenue, Fort Vermilion

 [office@mackenziecounty.com](mailto:office@mackenziecounty.com)



**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING  
TUESDAY, FEBRUARY 13, 2024  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a)	Call to Order	
<b>AGENDA:</b>	2.	a)	Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a)	Minutes of the January 31, 2024 Regular Council Meeting	7
		b)	Business Arising out of the Minutes	
		c)		
<b>CLOSED MEETING:</b>			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
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		b)	Budget Amendment – Legal Fees ( <i>FOIP Section 25</i> )	
		c)	CAO Report ( <i>FOIP Sections 16, 17, 23 and 24</i> )	
		d)		
		e)		
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<b>COMMITTEE OF THE WHOLE ITEMS:</b>	17.	a)	None	
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<b>NEXT MEETING DATES:</b>	21.	a)	Regular Council Meeting February 28, 2024 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting March 12, 2024 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	22.	a)	Adjournment	



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the January 31, 2024 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the January 31, 2024 Regular Council Meeting are attached.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

## **POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the January 31, 2024 Regular Council Meeting be adopted as presented.



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, January 31, 2024  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (left the meeting at 11:35 a.m. and rejoined the meeting at 1:05 p.m.)
David Driedger	Councillor
Eileen Morris	Councillor (joined via teleconference at 10:44 a.m. and left the meeting at 12:28 p.m., rejoined via teleconference at 12:51 p.m. and left the meeting at 1:21 p.m., rejoined the meeting at 1:30 p.m. and left the meeting at 2:55 p.m.)
Ernest Peters	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Dale Wiebe	Councillor

**REGRETS:**

<b>ADMINISTRATION:</b> 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
Caitlin Smith	Director of Planning and Agriculture
Willie Schmidt	Fleet Maintenance Manager
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary

**ALSO PRESENT:** Grade 6 Students, Ridgeview School  
Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on January 31, 2024 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

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

**AGENDA: 2. a) Adoption of Agenda**

**MOTION 24-01-032 MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted with the following changes:

- 4. b) Personnel (*FOIP Sections 23, 24, 25 and 27*) (*ADDITION*)
- 5. b) Request for Proposals (RFP) Opening – Fuel Supply & Services (*DELETION*)

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the January 9, 2024 Regular Council Meeting**

**MOTION 24-01-033 MOVED** by Councillor Peters

That the minutes of the January 9, 2024 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. b) Business Arising out of the Minutes**

None.

**PLANNING & DEVELOPMENT: 15. a) Bylaw 1320-24 Land Use Bylaw Amendment to Rezone Part of SE-16-106-15-W5M from La Crete Light Industrial “LC-LI” to Manufactured Home Subdivision “MHS”**

**MOTION 24-01-034 MOVED** by Councillor Peters

That first reading be given to Bylaw 1320-24 being a Land Use Bylaw Amendment to rezone Part of SE-16-106-15-W5M from La Crete Light Industrial “LC-LI” to Manufactured Home Subdivision “MHS”, to accommodate the development of a subdivision, subject to public hearing input.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**15. b) Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural “A” to Rural Industrial Light “RIL”**

**MOTION 24-01-035**

**MOVED** by Councillor Wardley

That first reading be given to the Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural “A” to Rural Industrial Light “RIL”, subject to public hearing input.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**15. c) Bylaw 1322-24 Land Use Bylaw Amendment to reduce the minimum width regulation of a lot in the Manufactured Home Subdivision “MHS” district in the Land Use Bylaw, Section 9.23.3**

**MOTION 24-01-036**

**MOVED** by Councillor Braun

That first reading be given to the Bylaw 1322-24 Land Use Bylaw Amendment to reduce the minimum width regulation of a lot in the Manufactured Home Subdivision “MHS” district in the Land Use Bylaw, Section 9.23.3, subject to public hearing input.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**15. d) Bylaw 1323-24 Land Use Bylaw Amendment to Rezone Part of NW-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Manufactured Home Subdivision “MHS”**

**MOTION 24-01-037**

**MOVED** by Councillor Peters

That first reading be given to Bylaw 1323-24 being a Land Use Bylaw Amendment to rezone Part of NW-9-106-15-W5M Hamlet Residential “H-R1A” to Manufactured Home Subdivision “MHS”, subject to public hearing input.

**CARRIED**

**ADMINISTRATION:**

**16. a) Rental Housing Request – Fort Vermilion**

**MOTION 24-01-038**      **MOVED** by Councillor Wardley

That administration enters into a rental agreement for the County house in Fort Vermilion of \$2,000.00 per month on a one (1) year lease, to assist with the doctor housing request.

**CARRIED**

**ADMINISTRATION:**      **16. b) Member at Large Vacant Positions**

**MOTION 24-01-039**      **MOVED** by Councillor Wardley

That Mackenzie County edit and re-advertise for the Subdivision & Development Appeal Board & Assessment Review Board Member at Large positions and contact the Mackenzie County Library Board regarding vacant positions.

**CARRIED**

**DELEGATIONS:**      **7. a) Ridgeview School – Grade 6 Students**

Councillor Morris joined the meeting via teleconference at 10:44 a.m.

**MOTION 24-01-040**      **MOVED** by Councillor Peters

The Ridgeview Grade 6 class elected Samaria Doerksen as their Junior Reeve prior to attending the Regular Council Meeting.

The grade 6 students were given an opportunity to present questions to Council, these included:

- *Which Councillor represents the largest number of people?*
- *Why hasn't the hospital been started yet?*
- *How much money does our County bring in a year in taxes?*
- *Why isn't La Crete a town yet?*
- *Which Councillor has been here the longest?*
- *Who is responsible for the website?*
- *Which Councillor has the largest area to represent?*
- *What is it like to run to be a Councillor, are elections hard or fun?*
- *How can we get an indoor public basketball facility?*

- *With La Crete's big population why does it only have one Councillor?*
- *Who of the Council is planning to run in the next election?*
- *How much is budgeted a year for snowplowing?*

**CARRIED**

Reeve Knelsen recessed the meeting at 11:13 a.m. and reconvened the meeting at 11:35 a.m. Councillor Cardinal left the meeting at 11:35 a.m.

**TENDERS:**

**5. a) Request for Proposals (RFP) Opening – Mackenzie County Outdoor Recreation & Tourism Plan**

**MOTION 24-01-041**

**MOVED** by Councillor Peters

That the proposals received for the Mackenzie County Outdoor Recreation & Tourism Plan be opened.

**CARRIED**

<b>Proponent Name</b>	<b>Qualifying Documents</b>
O2 Planning & Design	All required documents included.
Setsail Interactive	All required documents included.
Expedition Management Consulting	All required documents included.

**MOTION 24-01-042**

**MOVED** by Councillor Wardley

That administration score the eligible proposals for the Mackenzie County Outdoor Recreation & Tourism Plan and provide a detailed report and recommendation for awarding at the February 13, 2024, Regular Council Meeting.

**CARRIED**

**FINANCE:**

**11. b) Budget Amendment – AWD 160M Graders X 3 (2023) Project**

**MOTION 24-01-043**

Requires 2/3

**MOVED** by Councillor Smith

That the 2023 Capital Budget for the AWD 160M Graders X 3 (2023) Project be amended to reflect funding sources of Municipal Sustainability Initiative grant of \$1,183,759, and Other Source (Finning Canada) - \$920,000.

**CARRIED**

**GENERAL  
REPORTS:**

8. a) None

**AGRICULTURE  
SERVICES:**

9. a) None

**COMMUNITY  
SERVICES:**

10. a) Policy COM001 Parks Caretaker Bonus - Rescind

**MOTION 24-01-044**

**MOVED** by Councillor Wardley

That Policy COM001 Parks Caretaker Bonus be rescinded.

**CARRIED**

**FINANCE:**

11. c) Self-Generated Revenue Rentals

**MOTION 24-01-045**  
Requires 2/3

**MOVED** by Councillor Driedger

That \$400,562 from the 2023 self-generated revenue be allocated to the General Capital Reserve.

**CARRIED**

**MOTION 24-01-046**  
Requires 2/3

**MOVED** by Councillor Smith

That the 2024 Capital Budget be amended by \$200,000 for the purchase of Emergency Management Equipment with funding coming from the General Capital Reserve.

**CARRIED**

**COMMUNITY  
SERVICES:**

10. b) Alberta Medical First Response (MFR) Financial Support – Budget Amendment

**MOTION 24-01-047**

**MOVED** by Councillor Wardley

That the Alberta Medical First Response (MFR) Financial Support discussion be received for information.

**CARRIED**

**COMMUNITY SERVICES:**

**10. c) Generator and ATV Usage Within Campgrounds**

**MOTION 24-01-048**

**MOVED** by Councillor Wiebe

That Bylaw 1037-16 Municipal Parks be brought to a future council meeting with the amendments as discussed.

**CARRIED**

**FINANCE:**

**11. a) Policy ADM054 Fuel Usage - Amendment**

**MOTION 24-01-049**

**MOVED** by Councillor Wardley

That Policy ADM054 Fuel Usage be approved as presented.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:25 p.m. Councillor Morris left the meeting at 12:28 p.m. and Reeve Knelsen reconvened the meeting at 12:46 p.m.

**CLOSED MEETING:**

**4. a) Closed Meeting**

**MOTION 24-01-050**

**MOVED** by Councillor Smith

That Council move into a closed meeting at 12:45 p.m. to discuss the following:

- 4.a) Tax Roll #155377 – Outstanding Tax Payment Agreement (*FOIP Section 25*)
- 4.b) Personnel (*FOIP Sections 23, 24, 25 and 27*)

**CARRIED**

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

- All Councillors Present excluding Councillor Cardinal and Councillor Morris
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer / Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance
- Caitlin Smith, Director of Planning and Agriculture

- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

**MOTION 24-01-051**      **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 12:50 p.m.

**CARRIED**

**FINANCE:**      **11. d) Provincial Education Requisition Credit Program 2023**

Councillor Morris rejoined the meeting via teleconference at 12:51 p.m.

**MOTION 24-01-052**      **MOVED** by Councillor Wardley  
Requires 2/3

That the Tax Roll accounts as detailed in Schedule "A", be deemed as uncollectable, reflected as bad debt, and written off.

**CARRIED**

**MOTION 24-01-053**      **MOVED** by Deputy Reeve Sarapuk

That administration apply for reimbursement under the 2023 Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program as per Schedule "A" & Schedule "B" in the amount of \$422,809.

**CARRIED**

**PUBLIC HEARINGS:**      **6. a) Bylaw 1245-21 Municipal Development Plan**

Reeve Knelsen called the public hearing for Bylaw 1245-21 to order at 1:02 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1245-21 was properly advertised. Caitlin Smith, Director of Planning and Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1245-21 Municipal Development Plan.

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



*Administration has been reviewing and updating the Municipal Development Plan (MDP) to meet the needs of the public, Council, and the municipality. The intension of the MDP is to determine future land use for the municipality and is part of the strategic direction for the municipality.*

*The MDP has been thoroughly revised, meaning that the current and future needs for development in the County have been captured. Administration would like to reiterate that the MDP is a living document and can be amended at any time at the discretion of Council or by application from the public.*

*Administration has ensured that all Council comments have been integrated into the document particularly the Growth Node maps to allow for higher density development in rural areas.*

*Overall, the MDP is a document that sets certain discretion to Council to ensure that our land base will not only be sustainable for future generations but economically driven and open for opportunities for diversification.*

*The Land Use Bylaw is a more specific document that will integrate more detailed regulations and uses.*

*I would like to state that this not a rezoning or change to existing use.*

*A public hearing is required as per MGA requirements and it has been advertised for 4 weeks.*

*Administration held Open Houses in each hamlet in 2021, since that time there has been an online survey and each revised version of the MDP has been made available on the website with an online opportunity to comment digitally.*

*Administration presented the revised version at the La Crete and Fort Vermilion Get to Know You Nights in September 2023.*

*There have been public concerns brought forward regarding the consultation process and the duty to consult other nations.*

*This is the final opportunity for the public to bring their concerns forward and we can make any amendments prior to the final readings to ensure concerns are addressed.*

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1245-21 Municipal Development Plan.

There were no questions from Council.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1245-21. Two (2) submissions were received. One (1) was in the package and one (1) was read into record.

Councillor Cardinal rejoined the meeting at 1:05 p.m.

Councillor Wardley - Were there open houses held?

Director of Planning & Agriculture - Yes, there were in each hamlet, there was an online forum, and it has been advertised for the past two years.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1245-21.

Member of Public – So once this passes third reading, does this come into effect?

Reeve Knelsen – Yes.

Member of Public – I know there was a meeting in the summertime advertised through the paper and Facebook. I feel that the landowners affected by this should have been notified individually?

Reeve Knelsen – It's a living document that doesn't make specific changes to existing land use. We are required to have a plan for future land use.

Member of Public – I see there are not many people affected by this? I see land use changes along Highway 88 and rodeo road

is looking commercial except for the water treatment plant and MARA is left out.

Director of Planning & Agriculture – This is not a rezoning, it does not change your property taxes etc. Please show the current MDP map. There are minimal changes to the existing MDP. If a rezoning was to occur then individuals would be notified and we require landowner consent. We are required to have a future plan, if the community were to grow.

Member of Public – So, my family would be able to use the land in the future?

Director of Planning & Agriculture – Yes, it would remain the same. In order to allow a commercial use, you would need to apply to change it yourself as the landowner.

Member of Public – So the taxes would stay the same? Not going into commercial?

Director of Planning & Agriculture – Yes, it would stay the same until the use changed. You are taxed on land use not zoning.

Councillor Peters – You are the landowner, your rights remain, we will never change it.

Reeve Knelsen – It would be at your request, that we would change it with a rezoning application.

Member of Public – So if I request it to be changed, that is when it will be changed?

Councillor Cardinal – At time of future development. We are proposing the best location for industrial and residential development, we are regulated by the Municipal Government Act and we have to have a plan in place.

Councillor Wiebe – The ideas we have are not set in stone, it's a living document. In 5 years down the road, Council or land owners have the ability to change it.

Director of Planning & Agriculture – This could be a labeling issue on the map, we can amend it to state potential land use, it's not to rezone existing lands.

Councillor Wardley – Confusion seems to be ongoing since 2021, since the initial public consultation. This plan affects all land owners in Mackenzie County not just Fort Vermilion. Along Highway 88 these properties are just farmland or residential. The intension of mixed used employment is businesses being able to operate out of your farm or acreage or a log truck. This type of use would allow you to operate your business out of that property. It allows for those small family run businesses instead of having secondary properties. The new green area was predominantly the hamlet of Fort Vermilion. It's going to be green space and park due to the flood. We have to put that unusable land someplace so to try and plan for the future of Fort Vermilion with the downtown core becoming parkland. You are taxed on the use of your property and are in control. The mixed use allows a lot more leeway to develop their property in the future. You are not pigeon hold into your existing land use.

Councillor Peters – It's still your property and you can rezone it the way you want to in the future.

Member of Public – Can we speak to the letter that Caitlin read from the Metis, will any of their requests be looked into or acted upon? Will there be a meeting with the Metis?

Councillor Wardley – Have we not answered all of those? Is there one that is outstanding?

Director of Planning & Agriculture – The one that I did read?

Councillor Morris left the meeting at 1:21 p.m.

Member of Public – It would be an advantage of the County to meet with the Metis and it would answer a lot of questions and give a better understanding of the two governments.

Councillor Wardley – Are there any questions that we have not answered or outstanding?

Member of Public – I don't feel they were all answered and warrants a better understanding. That is what the letter is asking for.

Reeve Knelsen – What part?

Member of Public – An understanding of the whole plan, a lot of Metis do not have Facebook and do not read the paper. Indigenous people, this affects them and they are not included. There are statements made that Indigenous people have input and in actual fact they don't. That is the feeling that not only from the Metis but from the surrounding reserves. They have been moved after the flood into the area and they have no input. They have no home.

Councillor Driedger – Why are they not here? Explain which question you need answered.

Member of Public – In the letter, the points made and we want more cooperation from the County.

Councillor Cardinal – Consultation? If we have to do anything in regards to land use, we are obligated is consultation with the Metis Association of Alberta, that too is mandated through the province?

Director of Planning & Agriculture – Surrounding neighbours being Paddle Prairie Metis Settlement.

Councillor Cardinal – With our Municipal Development Plan, there is no duty to consult as there are no changes to the land. I think you are referring to a different subject with the relationship of the Metis Nation of Alberta and Mackenzie County.

The public asked that the letter from the Metis Nation of Alberta be read.

Director of Planning & Agriculture – Caitlin Smith read the letter from the Metis which was included in the agenda package.

Councillor Morris rejoined the meeting at 1:30 p.m. via teleconference.

Member of Public – What I feel is that with the whole plan, we are not considered. The Metis were not consulted.

Reeve Knelsen – That is as much as anybody else.

Member of Public – No one was consulted.

Reeve Knelsen – The draft plan was out for the last 3 years.

Member of Public – Maybe there is some other way of considering to reach out.

Reeve Knelsen – This is not changing any zoning, it is a broader plan and misconstrued into something that it is not. This has been ongoing for 3 years, it's not rezoning, if anyone wants to rezone and we ask everyone that is affected to have input.

Councillor Wardley – To give some background, this started in 2021, there was public open houses held in all the communities, not just Facebook. It was face to face and Fort Vermilion had one. Multiple times community was engaged, through tourism and the studies and conversations that have been held. MFTA tourism study in 2019 where the community members live, the metis live, in Mackenzie County. It should be all residents of the area, when we are talking about expansion of our campgrounds, to the Get to Know You nights in 2023. Gary was in the County booth to discuss what the Fort Vermilion bridge campsite should look like, when we could get the lease and based on what the locals would want to see there and what visitors want to see. There wasn't just one meeting, there was input from MFTA, the library boards, REDI, it was all of these individuals and internal committees such as ASB were put into this plan. It's not just 10 councillors and staff. It's the county as the whole, every single resident and ratepayer, given the opportunity to have input but that is not up to us to handhold to meet everyone individually. To be clear it was 2 years of developing this plan, a multitude of groups including local rec boards. To say that the County did not take into account the Metis isn't fair when we met with actual individuals.

Member of Public – The Metis local was not involved.

Councillor Cardinal – In reading this letter they did point out a few things; page 46-47 of the MDP we do mention the 4 Nations that are within the boundary but no mention of the Metis Nation. We did have a lot of opportunity for input that this could have been fixed if people would step up and actually try to be more involved. Maybe we don't do 100% of a great job in relaying this info out but our administrative staff work hard on this document, it is quite large and a lot of work gone into it. It's a living document and anything can be changed.

Member of Public – The most recent letter that was sent from the Metis, does ask questions. Why couldn't the County answer these questions and respond. Would that be difficult?

Director of Planning & Agriculture – Yes, the questions could be answered and responded to.

Member of Public – We would just like communication between the County and the Metis.

CAO – I think assumptions are given and stating that land is being rezoned was to invoke emotions that are incorrect but this doesn't rezone land.

Deputy CAO – The answers might seem indirect but this is not a rezoning and the impacts thereof.

Member of Public – I think this is a big misunderstanding, I was here 2 years ago and already asked these questions and they were answered then.

Councillor Cardinal – That was cleared up before you came today.

Member of Public – The Metis and First Nations want to be involved, if it involves their members.

Deputy Reeve Sarapuk – If we included the Metis or indigenous peoples would that appease your concerns?

Member of Public – Would an invite be sent out to them or recognition in the MDP for the Metis?

Councillor Wardley – What is recognized is the actual reserve communities in the MDP, same as the Town of High Level and Town of Rainbow Lake within the Mackenzie County border. There are so many cultures and not just one, its many. It's open to everyone for comment and input and to say we denied input I don't think that it's a fair statement.

Member of Public – In this letter is the history brought forward, we want to get together and have it explained so everybody understands. It's understanding that plan is what the Metis is asking for and how they can be involved. It would help a lot if the two organizations were brought together.

Reeve Knelsen – Any other comments?

None.

Reeve Knelsen closed the public hearing for Bylaw 1245-21 at 1:54 p.m.

**MOTION 24-01-054** **MOVED** by Councillor Cardinal

That second reading be given to Bylaw 1245-21 being the Municipal Development Plan to be adopted as presented.

**CARRIED**

Reeve Knelsen recessed the meeting at 1:55 p.m. and reconvened the meeting at 2:10 p.m.

**FINANCE:**

**11. e) 2023 Uncollectible Taxes**

**MOTION 24-01-055**  
Requires 2/3

**MOVED** by Councillor Smith

That the Tax Roll accounts as detailed in Schedule "A" in the amount of \$2,757,787 previously identified as bad debt, approved under the Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program previously, be deemed as uncollectable, and written off.

**CARRIED**

**FINANCE:**

**11. f) 2023 Uncollectible Utility and Accounts Receivable Accounts**

**MOTION 24-01-056**  
Requires 2/3

**MOVED** by Councillor Driedger

That the outstanding amount of \$1,088.00 in Schedule #1 for utility accounts be written off.

**CARRIED**

**MOTION 24-01-057**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the outstanding amount of \$51,022.63 in Schedule #2 for accounts receivable be written off.



**CARRIED**

**FINANCE:** 11. g) **Disaster Recovery Program – 2020 Update January 2024 Report**

**MOTION 24-01-058** **MOVED** by Councillor Wardley

That the 2020 Disaster Recovery Program January 2024 update report be received for information.

**CARRIED**

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

**MOTION 24-01-059** **MOVED** by Councillor Driedger

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

**CARRIED**

**PROJECTS & INFRASTRUCTURE:** 12. a) **None**

**OPERATIONS:** 13. a) **None**

**UTILITIES:** 14. a) **None**

**ADMINISTRATION:** 16. c) **Regional Economic Development Initiative – REDI Made Business Showcase – Sponsorship & Registration**

**MOTION 24-01-060** **MOVED** by Councillor Smith  
Requires 2/3

That Mackenzie County sponsor the REDI Made Business Showcase in the amount of \$4,000 for the Lunch Sponsor.

**CARRIED**

**MOTION 24-01-061** **MOVED** by Councillor Cardinal

That all Councillors be authorized to attend the REDI Made Business Showcase from March 12-14, 2024 in High Level, Alberta.

**CARRIED**

**ADMINISTRATION: 16. d) Alberta Beef Producers – Annual General Meeting**

**MOTION 24-01-062 MOVED** by Councillor Wiebe

That the following Councillors be authorized to attend the Alberta Beef Producers - Annual General Meeting being held February 27-28, 2024 in Calgary, Alberta.

1. Councillor Driedger
2. Councillor Smith

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS: 17. a) Unsightly Premises Bylaw - Amendment**

**MOTION 24-01-063 MOVED** by Councillor Cardinal

That administration amend the Unsightly Premises Bylaw as discussed and bring back to a future Council meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS: 17. b) Inside Outside Studios and iHunter Alberta – Mapping Revenue**

**MOTION 24-01-064 MOVED** by Councillor Wiebe

That the Inside Outside Studios and iHunter Alberta – Mapping Mobile App be promoted via social media and website.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS: 17. c) Agricultural Service Board Terms of Reference - Amendment**

**MOTION 24-01-065 MOVED** by Councillor Peters

That the Agricultural Service Board Terms of Reference be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. d) La Crete Infrastructure Offsite Levy Bylaw**

**MOTION 24-01-066**

**MOVED** by Councillor Wardley

That the La Crete Infrastructure Offsite Levy Bylaw be brought back to the February 13, 2024 Regular Council Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. f) Request for Proposals (RFP) Opening – Fuel Supply and Services**

**MOTION 24-01-067**

**MOVED** by Deputy Reeve Sarapuk

That administration reviews all proposals, and bring recommendation for awarding of the Fuel Supply & Services Request for Proposals to the February 13, 2024 Council meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. g) Policy ASB009 Rental Equipment - Amendment**

**MOTION 24-01-068**

**MOVED** by Councillor Driedger

That Policy ASB009 Rental Equipment be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. h) Policy ASB013 Beaver Control - Amendment**

**MOTION 24-01-069**

**MOVED** by Councillor Wiebe

That Policy ASB013 Beaver Control be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. i) Policy ASB022 Shelterbelt Trees - Amendment**

**MOTION 24-01-070**      **MOVED** by Councillor Braun

That Policy ASB022 Shelterbelt Trees be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. j) Policy DEV001 Urban Development Standards Amendment**

**MOTION 24-01-071**      **MOVED** by Deputy Reeve Sarapuk

That Policy DEV001 Urban Development Standards be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. k) Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration - Amendment**

**MOTION 24-01-072**      **MOVED** by Councillor Peters

That Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. l) Policy DEV005 Planning Reserve - Amendment**

**MOTION 24-01-073**      **MOVED** by Councillor Wiebe

That Policy DEV005 Planning Reserve be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. m) Policy DEV009 Subdivision Affidavits - Amendment**

**MOTION 24-01-074**      **MOVED** by Councillor Smith

That Policy DEV009 Subdivision Affidavits be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. n) Policy HR007 – Local Authorities Pension Plan**

**MOTION 24-01-075**

**MOVED** by Councillor Wardley

That Policy ADM047 Local Authorities Pension Plan Policy be rescinded.

**CARRIED**

**MOTION 24-01-076**

**MOVED** by Councillor Wiebe

That Policy HR007 Local Authorities Pension Plan be approved as presented at the Committee of the Whole Meeting.

**CARRIED**

**COUNCIL COMMITTEE REPORTS:**

**18. a) Council Committee Reports (verbal)**

**MOTION 24-01-077**

**MOVED** by Councillor Driedger

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

**CARRIED**

**COUNCIL COMMITTEE REPORTS:**

**18. b) Municipal Planning Commission Meeting Minutes**

**MOTION 24-01-078**

**MOVED** by Councillor Wardley

That the unapproved Municipal Planning Commission meeting minutes of January 10, 2024 be received for information.

**CARRIED**

**INFORMATION/ CORRESPONDENCE:**

**19. a) Information/Correspondence**

Councillor Morris left the meeting at 2:55 p.m.

**MOTION 24-01-079**

**MOVED** by Deputy Reeve Sarapuk

That a letter be written to the Minister of Municipal Affairs to request a meeting in response to the January 11, 2024 letter.

**CARRIED**

**MOTION 24-01-080**

Requires 2/3

**MOVED** by Councillor Wardley

That Mackenzie County purchase tickets at the Pinelodge Family Dinner on February 3, 2024 in the amount of \$480.00.

**CARRIED**

**MOTION 24-01-081**

**MOVED** by Councillor Cardinal

That the information/correspondence be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 3:19 p.m. and reconvened the meeting at 3:31 p.m.

**CLOSED MEETING:**

**4. a) Closed Meeting**

**MOTION 24-01-082**

**MOVED** by Councillor Driedger

That Council move into a closed meeting at 3:32 p.m. to discuss the following:

- 4.a) Tax Roll #155377 – Outstanding Tax Payment Agreement (*FOIP Section 25*)
- 4.b) Personnel (*FOIP Sections 23, 24, 25 and 27*)

**CARRIED**

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

- All Councillors Present excluding Councillor Morris
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer / Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance

- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Jennifer Batt, Director of Finance and Louise Flooren, Manager of Legislative & Support Services/Recording Secretary left the meeting at 3:39 p.m.

Byron Peters, Deputy Chief Administrative Officer/Director of Projects & Infrastructure left the meeting at 4:00 p.m.

**MOTION 24-01-083**

**MOVED** by Councillor Wiebe

That Council move out of a closed meeting at 4:31 p.m.

**CARRIED**

**CLOSED MEETING:**

**4. a) Tax Roll #155377 – Outstanding Tax Payment Agreement**

**MOTION 24-01-084**  
Requires 2/3

**MOVED** by Councillor Wardley

That Tax Roll #155377 Outstanding balance of \$117,628 be written off as per the agreement.

**CARRIED**

**CLOSED MEETING:**

**4. b) Personnel (ADDITION)**

**MOTION 24-01-085**

**MOVED** by Councillor Driedger

That the Personnel discussion be received for information.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**

**17. e) Chief Administrative Officer (CAO) Performance Evaluation & Council Self Evaluation**

**MOTION 24-01-086**

**MOVED** by Councillor Wiebe

That the Chief Administrative Officer Performance Evaluation and Council Self Evaluation be completed on the online platform by February 21, 2024.

**CARRIED**

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

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

Regular Council Meeting  
February 13, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
February 28, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 22. a) Adjournment

**MOTION 24-01-087** **MOVED** by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 4:33 p.m.

**CARRIED**

These minutes will be presented for approval at the February 13, 2024 Regular Council Meeting.

---

Joshua Knelsen  
Reeve

---

Darrell Derksen  
Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Andy Banman, Director of Operations</b>
<b>Title:</b>	<b>TENDERS Bridge Rehabilitation and Other Work - Bridge File 78209</b>

## **BACKGROUND / PROPOSAL:**

MPA Engineering Ltd (MPA) oversees Mackenzie County’s Bridge Files (BF). Administration worked with MPA on writing a tender for Bridge Rehabilitation and Other Work for Bridge File 78209, NW-17-105-14-W5M.

MPA posted the tender on Alberta Purchasing Connection site (APC) on January 3, 2024. Submissions were due at the Fort Vermilion County office by February 12, 2024 at 4:30 p.m.

This bridge location is 10 km southeast of La Crete, carrying Range Road 14-5 over Teepee Creek. Work at this site is summarized in the attached Opportunity Notice generated by APC.

The completion date for this project is on or before October 15, 2024.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

MPA estimated the project cost at \$359,000. See attached cost estimate for detailed breakdown.

The budget amount for this project is \$522,330. which includes any engineering fees associated with the project.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Awarding of this contract will be posted on the APC site by MPA.

**POLICY REFERENCES:**

FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the Bridge Rehabilitation and Other Work - Bridge File 78209 Tenders- Envelope #1 be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Bridge Rehabilitation and Other Work - Bridge File 78209 Tenders be returned to the senders without opening Envelope #2.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the Bridge Rehabilitation and Other Work - Bridge File 78209 Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

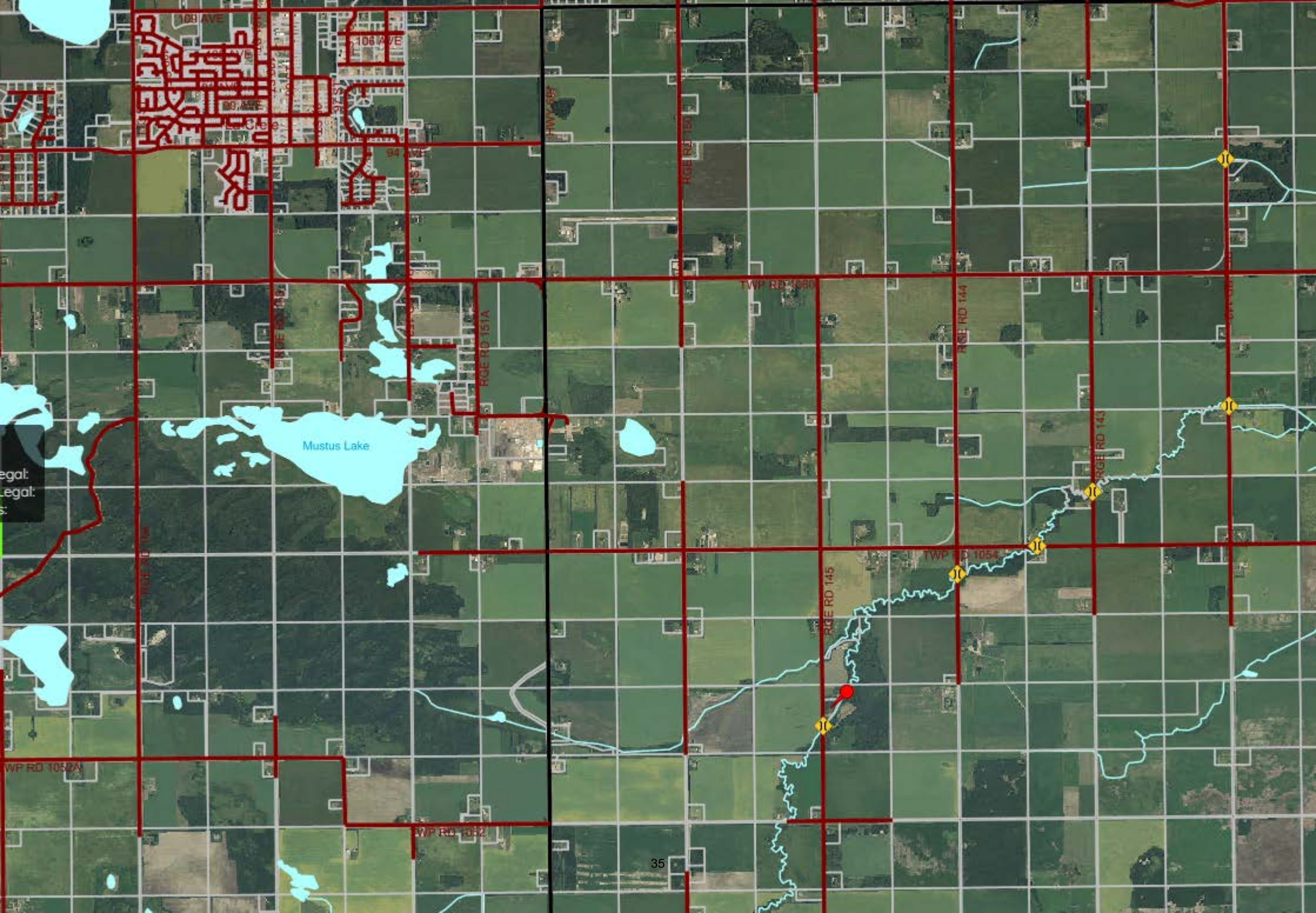
Simple Majority       Requires 2/3       Requires Unanimous

That administration review the tenders and return for awarding later in the meeting.

Motion 5:

Simple Majority       Requires 2/3       Requires Unanimous

That the Bridge Rehabilitation and Other Work - Bridge File 78209 contract be awarded to the lowest bidder(s) while staying within budget.



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egol:  
s:

Mustus Lake

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106 AVE  
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86 AVE

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76 AVE

74 AVE

72 AVE

70 AVE

RGE RD 151A

RGE RD 150

TWP RD 1050

RGE RD 144

RGE RD 145

TWP RD 1054

RGE RD 145

TWP RD 1052A

TWP RD 1052

# Bridges



Mackenzie County

[View in Asset Management](#)

Bridge File Number	78209 -1 Bridge Asset Id BR-0020
Structure Description	8.5 m PA and VS/SM girders on TT
Year Built	1977/1961
Town	LA CRETE
Legal Location	NW SEC 17 TWP 105 RGE 14 W5M
Located Over	TEEPEE CREEK, 8.10.18.14, WATERCRS-ST
Span Barrel	PA
Structure Type	STANDARD BRIDGE
Norm Bridge	8.5
Total Clearance	7.3
Road Width	7.5
Design Load	HS15
Last Inspection Date	10/11/2019
Structure Condition Rating	33.3
Estimated Replacement Year	2023
Prog Replacement Year	2022
Work Code	A
Work Year	2020
Priority	2
Comments	
Image 1	
Image 1 Date	
Image 2	
Image 2 Date	
Image 3	
Image 3 Date	
Muni ID	[505]
Is Asset	36 True
Asset Id	BR-0020



**Opportunity Notice**  
**Bridge Rehabilitation and Other Work**

**Category:** Services

Interested vendors (bidders) who wish to submit a response to this opportunity should register their interest by downloading the document(s) from the bid package. Expressing interest means that you will automatically receive an e-mail notification each time an amendment is made to the opportunity for which you have 'expressed an interest'.

**Opportunity Information**

**Organization:** Mackenzie County

**Organization Address:** 4511 46 Avenue, Box 640  
Fort Vermillion, Alberta T0H 1N0  
Canada

**Reference Number:** AB-2023-07397

**Solicitation Number:** 78209-24

**Solicitation Type:** Call for Tenders

**Posting (MM/dd/yyyy):** 01/02/2024  
11:11:59 AM Alberta Time

**Closing (MM/dd/yyyy):** 02/12/2024  
04:30:00 PM Alberta Time

**Last Update (MM/dd/yyyy):** 01/02/2024  
04:11:48 AM Alberta Time

**Agreement Type:** NWPTA/TILMA

**Region of Opportunity:** Open

**Region of Delivery:** Alberta

**Opportunity Type:** Open & Competitive

**Commodity Codes:**  
5132A: Bridges, Elevated Highways, Tunnels, Subways and Railroads

**Response Submission:**

Bidders may submit Tenders at the following location only.

Mackenzie County  
Attention: Andy Banman, Directors of Operations  
4511 46 Avenue, Box 640  
Fort Vermillion, Alberta  
T0H 1N0

Bidders must submit tenders before 4:30:00 p.m. on February 12, 2024. Tenders shall be opened on February 13, 2024 during a duly called Council Meeting.

**Response Contact:**

Chenard, Stephane  
Bridge Engineer in Training  
Peace River, Alberta  
T8S 1S2  
Tel: 7806248151  
Email: stephane.chenard@mpaeng.ca

**Response Specifics:**

**Opportunity Description:**

Work at this site includes the rehabilitation of the current structure which consists of a single span 8.5 m concrete girder bridge on a treated timber substructure. The type of girders at this structure varies and includes 4 prestressed VS or SM girders (G3 – G6), two precast HH or HC girders (G2 & G7) and 2 independent curbs (G1 & G8). The crossing is located on a Range Road 145 over Teepee Creek, 10 km southeast of La Crête. A location plan has been included in the Plans section of this document for the Contractor's convenience.

Without limiting the provisions of these Specifications and Contract, the Scope of Work at this site shall include the following:

- Traffic Accommodation
- Demolition, Disposal and Salvage of Bridge Structure
- Set-Up, Supply and Drive Piles – HP 310x94
- Pile Repairs – Treat and Band
- Timber Cap Replacement
- Backwall Repairs
- Wingwall Repairs
- Precast Concrete Units – Supply and Fabrication, Delivery and Erection (8.53 m SL-510)
- Bridgerail – Supply and Fabrication, Delivery and Installation
- Guardrail – Supply and Install
- Miscellaneous Repairs
- Heavy Rock Riprap (Class 1)

See Tender Documents for additional details.

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**APC "Opportunity Notices"** This notice is provided for information purposes only. Refer to the "Opportunity Documents" in the bid package for authoritative information.

All queries pertaining to the language, content or any missing or inaccurate information within this abstract must be sent to its originator of the abstract, as specified in the opportunity notice.

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Mackenzie County

COST ESTIMATE TYPE: **C**  
 PROJECT: **Bridge Rehabilitation and Other Work**  
 SPANS & TYPE: **8.53 m SL-510 on Treated Timber**  
 LENGTH: **8.53**  
 CONTRACT NO.: **78209-24**

FILE: **78209**  
 WIDTH: **7.73**

Bid Item No.	CONTRACT ITEM	UNIT	Quantity	UNIT PRICE	Total	2023	2024	TOTAL
1	Mobilization	l.sum	1	22,000	22,000	22,000		22,000
2	Site Occupancy	day			0	0		0
3	Traffic Accommodation for Bridge Construction	l.sum	1	5,000	5,000	5,000		5,000
4	Demolition, Disposal and Salvage of Bridge Structure	l.sum	1	10,000	10,000	10,000		10,000
5	Set-up, Supply and Drive Piles - HP 310x94	pile	1	12,000	12,000	12,000		12,000
6	Pile Repairs - Treat and Band	pile	2	500	1,000	1,000		1,000
7	Timber Cap Replacement	l.sum	1	10,000	10,000	10,000		10,000
8	Backwall Repairs	l.sum	1	5,000	5,000	5,000		5,000
9	Wingwall Repairs	l.sum	1	5,000	5,000	5,000		5,000
10	Precast Concrete Units - Supply and Fabrication, Delivery and Erection (8.53 m SL-510)	l.sum	1	130,000	130,000	130,000		130,000
11	Bridgerail - Supply and Fabrication, Delivery and Installation	l.sum	1	15,000	15,000	15,000		15,000
12	Guardrail - Supply and Install	l.sum	1	20,000	20,000	20,000		20,000
13	Miscellaneous Repairs	l.sum	1	2000	2,000	2,000		2000
14	Heavy Rock Riprap (Class 1)	m <sup>3</sup>	10	350	3,500	3,500		3,500
<b>Total "Contract" :</b>					<b>240,500</b>	<b>240,500</b>		<b>240,500</b>

Cost-Contract & Materials	<b>240,500</b>
Engineering	<b>93,540</b>
Total Cost	<b>334,040</b>
Cost per metre	39,161
Cost per metre / metre	5,066

**PROJECTED EXPENDITURE SUMMARY**

Contract  
 +10% Contingency  
 Other:  
 Engineering: Consultant (Contract & Inspection)  
 TOTAL

PAST	Total	2023	2024	TOTAL
	240,500	240,500	0	240,500
	24,050	24,050	0	24,050
	93,540	93,540	0	93,540
	<b>359,000</b>	<b>359,000</b>	<b>0</b>	<b>359,000</b>



**ENGINEERING LTD**

Estimate Prepared by: Stephane Chenard, E.I.T.

Date: 10-Dec-23







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>PUBLIC HEARING 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”</b>

## **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 have a use to 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 was to 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 be presented 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 require 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.*

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 Municipall 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**

This item was taken to Council on January 9, 2024 for first reading where it was postponed with the following motion:

**MOTION 24-01-023** **MOVED** by *Councillor Wardley*

*That administration advertise 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", to accommodate a Retail - General Use, for public hearing prior to approving first reading.*

**CARRIED**

**OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

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

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

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

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to 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”, to accommodate a Retail - General Use.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to 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”, to accommodate a Retail - General Use.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to third and final reading of 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”, to accommodate a Retail - General Use.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That third reading and final reading be given to 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”, to accommodate a Retail - General Use.

**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 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.

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2024.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2024.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

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Joshua Knelsen  
Reeve

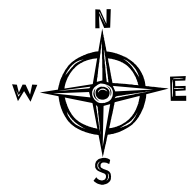
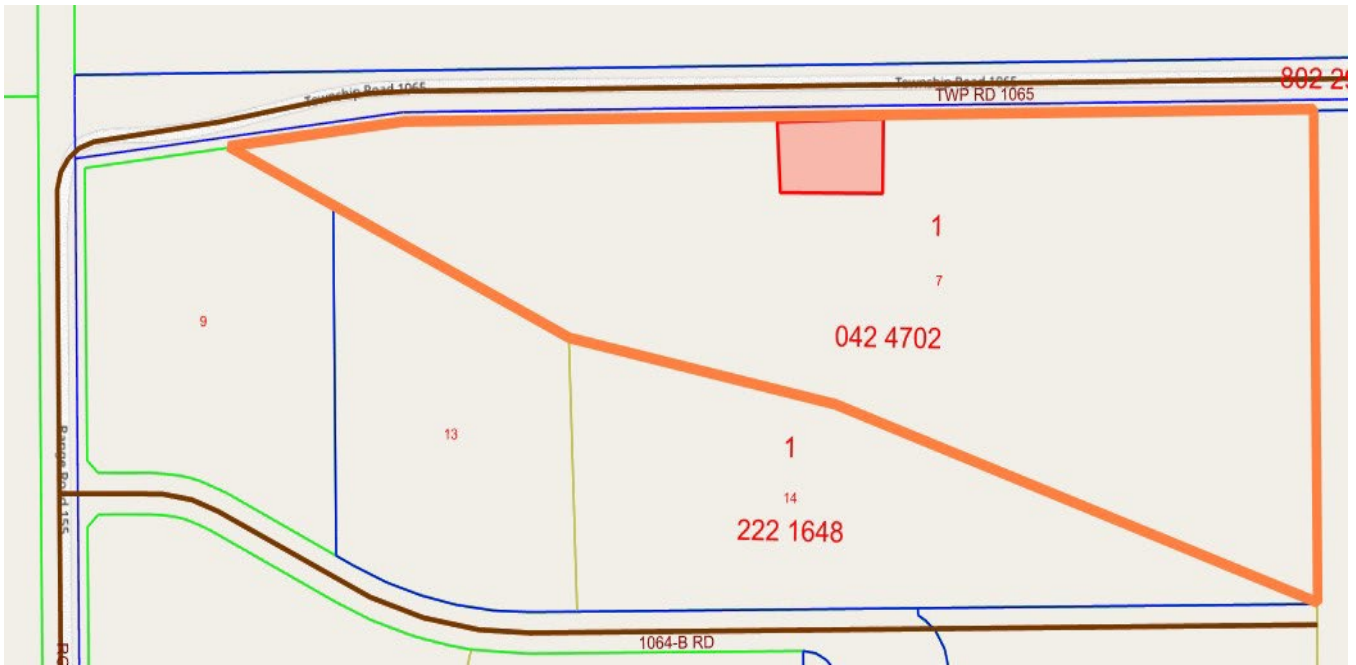
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Darrell Derksen  
Chief Administrative Officer

**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*

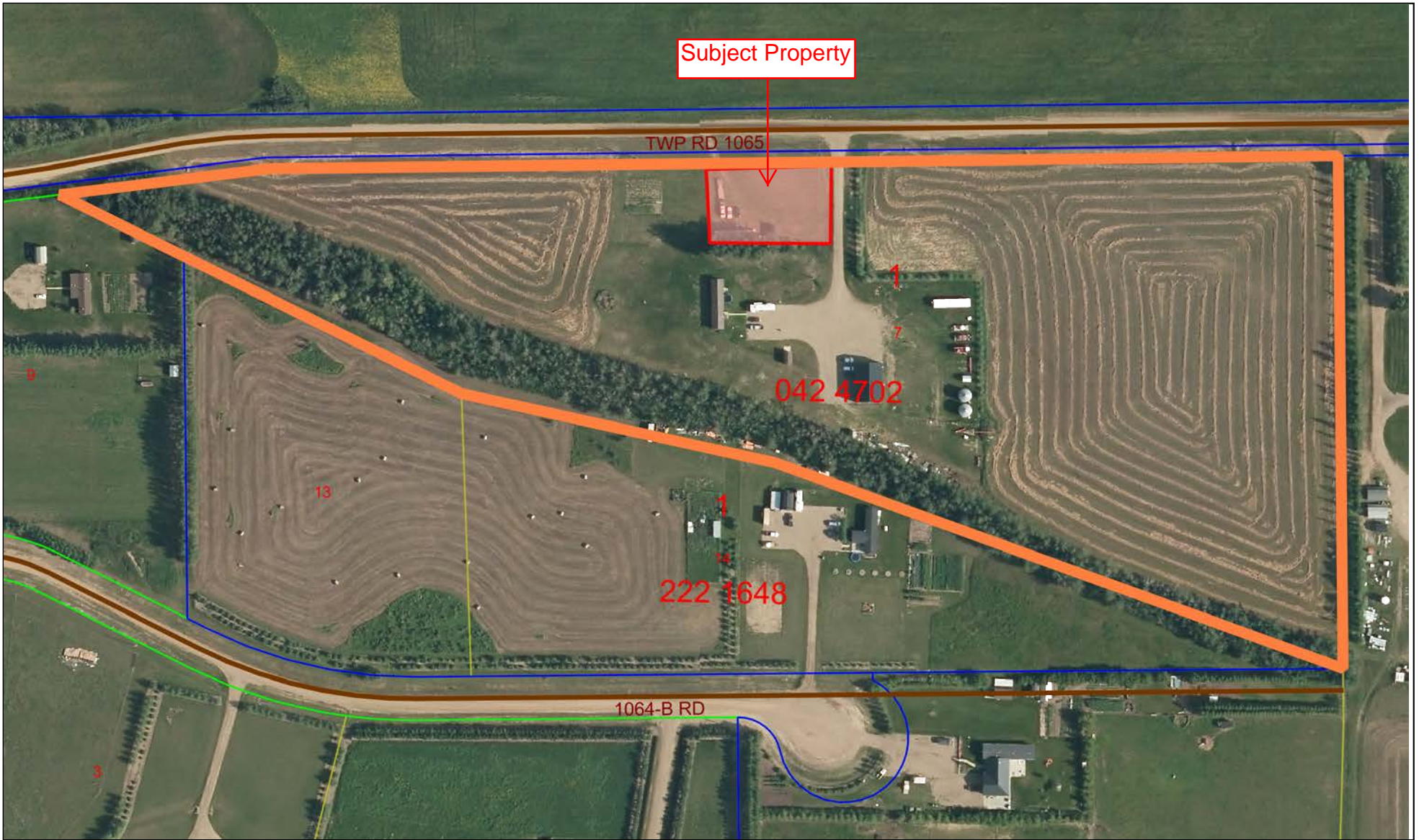
\_\_\_\_\_  
Date *DEC 7 2023*

\_\_\_\_\_  
Date *DEC 7 2023*

**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

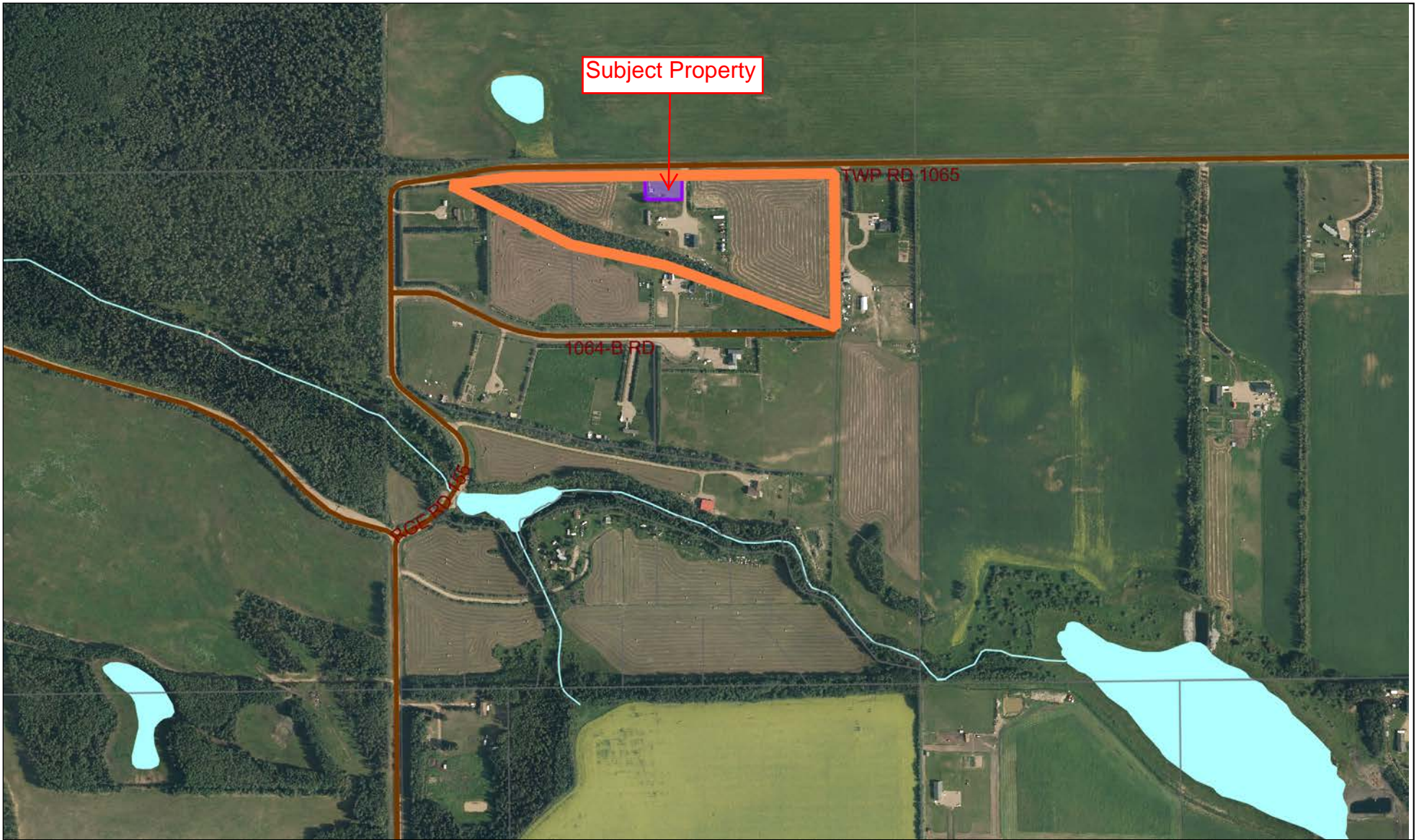
1064-B RD



Scale 1: 2,566




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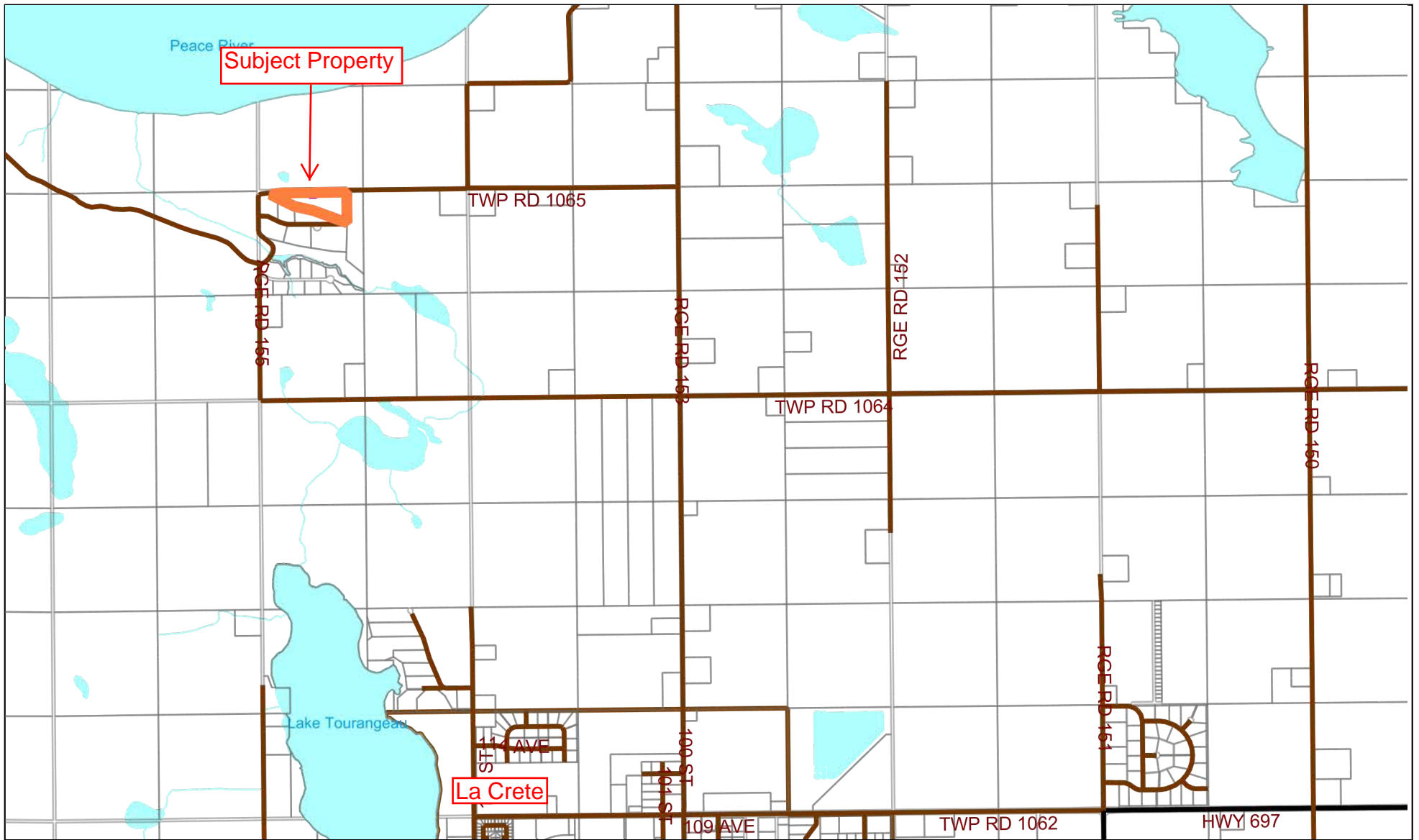
Scale 1: 8,554



100 yd   
 100 m 

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 Scale 1: 42,770



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**Mackenzie County  
PUBLIC HEARING FOR**

**BYLAW:**

**ORDER OF PRESENTATION:**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_ .

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_ please outline the proposed \_\_\_\_\_ and present his submission.

\_\_\_\_\_ Does the Council have any question of the proposed \_\_\_\_\_?

\_\_\_\_\_ Were any submissions received in regards to the proposed \_\_\_\_\_ ?  
*If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed \_\_\_\_\_?

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

\_\_\_\_\_ Hearing is now closed at \_\_\_\_\_.

**REMARKS & COMMENTS:**

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Council,

I am opposed to the proposed Bylaw 1318-23. I love living in this area because it is close to town but doesn't have a lot of traffic. This would bring more traffic to the area that I personally do not wish to see. I would appreciate if this area would stay residential and keep the commercial businesses in La Crete which is only a few minutes away.

Jan 31, 2024





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>PUBLIC HEARING Removal of Municipal Reserve Designation for Plan 052 0560, Block 05, Lot 04MR</b>

## **BACKGROUND / PROPOSAL:**

The proposed resolution of Council will remove the Municipal Reserve designation from the following property Plan 052 0560, Block 05, Lot 04MR situated at 9206-88 Avenue within the hamlet of La Crete (Isaac Dyck subdivision) to allow for future sale of land.

The property is currently zoned Recreational 1 “REC1” will need to be rezoned at a later date.

In compliance with Section 674(1) of the MGA, a public hearing is held to deliberate on the potential removal of designation for municipal reserve land.

## **OPTIONS & BENEFITS:**

**Facilitation of Economic Development:** By removing the designation, the property becomes available for potential sale, which can stimulate economic development within the community.

**Increased Revenue Generation:** The sale of the land can generate revenue for the municipality, which can be reinvested in public services, infrastructure projects, or other community initiatives.

**Flexibility in Land Use:** Rezoning the property at a later date provides flexibility in land use planning, allowing for potential development that aligns with the community's needs and priorities.

## **COSTS & SOURCE OF FUNDING:**

The costs associated with the removal of the Municipal Reserve designation, including advertising for the Public Hearing and sending letters to adjacent landowners, as well as potential rezoning of the property, will be covered by the departments general operating budget.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Notices were published in newspapers circulating within the relevant area for two consecutive weeks as per the MGA. Notices were mailed or delivered to every residence within the area concerned.

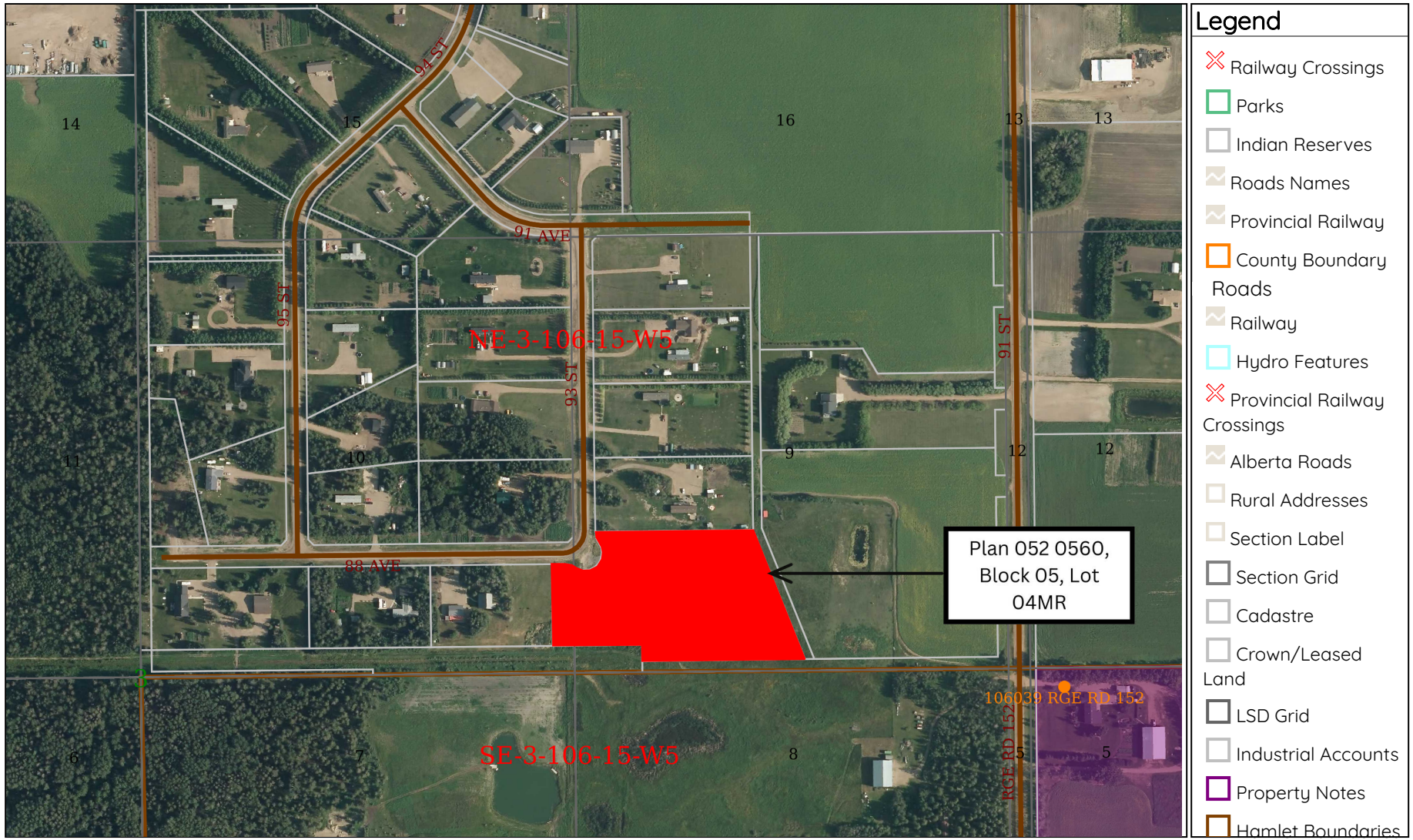
**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Chief Administrative Officer notify the Land Titles Registrar to remove the Municipal Reserve designation from Plan 052 0560, Block 05, Lot 04MR for the purpose of land sale.



Plan 052 0560,  
Block 05, Lot  
04MR

- Legend**
- Railway Crossings
  - Parks
  - Indian Reserves
  - Roads Names
  - Provincial Railway
  - County Boundary Roads
  - Railway
  - Hydro Features
  - Provincial Railway Crossings
  - Alberta Roads
  - Rural Addresses
  - Section Label
  - Section Grid
  - Cadastre
  - Crown/Leased Land
  - LSD Grid
  - Industrial Accounts
  - Property Notes
  - Hamlet Boundaries

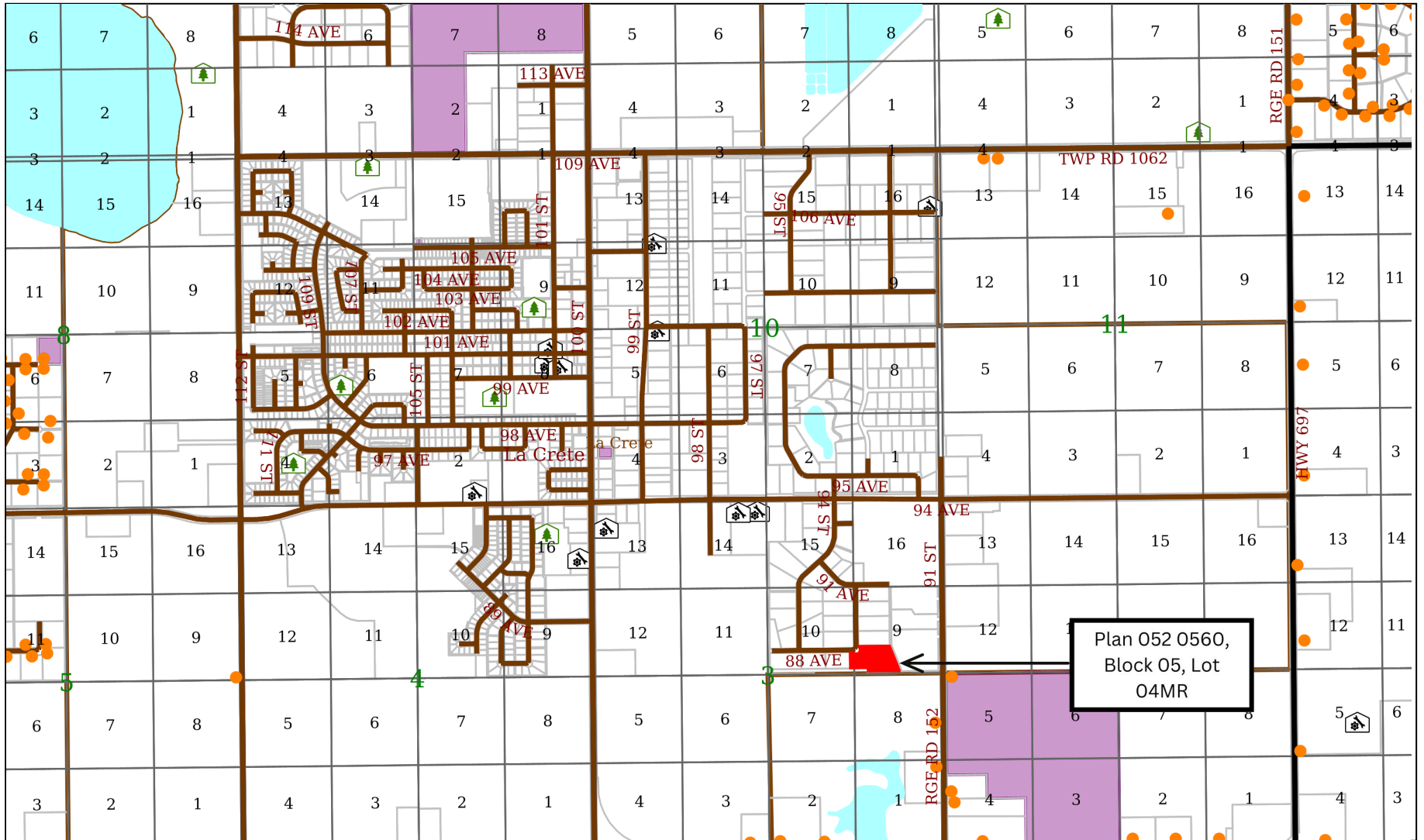


Scale 1: 5,079



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# Hamlet of La Crete



Plan O52 O560,  
Block O5, Lot  
O4MR



Scale 1: 25,662

1 Mi

1 Km



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George Janzen  
Section 17 (1)  
La Crete, AB T0H 2H0  
Section 17 (1)

February 5, 2024

Mackenzie County  
La Crete, AB T0H 2H0

Attn : Caitlin Smith, Director of Planning & Development

RE: Proposed Municipal Reserve Designation Removal – P1 052 0560, B 05 L 04MR

As an adjacent landowner, I am not in favor of the above proposed removal of Municipal Reserve.

Currently, a developer is required to provide a 10% Municipal Reserve either in land or money. When the County sells the MR, then the County is competing with lot sales and therefore, the developer should not be charged the MR fee. Eliminating the MR would be one way to help reduce lot costs.

What is the County's intent when selling MR property? What happens to the proceeds from the sale? It should not be part of the general revenue but rather be allocated for building recreation facilities. (e.g. walking trails, park development, etc.)

Sincerely,

George Janzen

Section 17 (1)





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Director and Manager Reports for January, 2024</b>

## **BACKGROUND / PROPOSAL:**

The Director and Manager reports for January 2024 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 January 2024 be received for information.

## Monthly Report to Council

For the month of January, 2024

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. Bistcho area consultation is moving quite slowly, and need to regroup before we can expect to complete this project.
Offsite Levies/Municipal Infrastructure	Q1 2024	New bylaw was drafted for Council's consideration. Ad-hoc meeting was held on February 7 <sup>th</sup> to receive final feedback. Cannot find any current grants to help offset municipal infrastructure 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. Started rolling out a revised concern form process internally, which is going well so far. This should tie into future processes to keep updating assets and better track maintenance.

### 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. Phase 2 being awarded on Feb 13.
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		Continue to make headway on lease extensions and mining approvals. Working with Operations to identify opportunities.

		Looking at crushing quantities, which pits are best value, other gravel sources, partnerships/trades with other suppliers, changing pit management, etc. There are some opportunities that we think really could make sense and we will be pursuing these.
LC North Sanitary	Tendering Q1 2024	Design effectively complete. Working for a March tender
LC Intersection Improvements	Q1 2024	Road works complete. Traffic light base installation complete, the rest expected end of 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:**

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. Slowly hearing less, so we need to continue working to keep our proposals moving.

It's been consistently busy. When I started with the County in 2010 the winter always had several slow months and there was quite a bit of time to complete policy review and other tedious projects. That seems to be a thing of the past – approval processes and regulations that we must comply with ensures year 'round work.

Consultation for the various projects is quite time consuming. As anticipated, some of our projects are being strongly opposed and the consultation process demands that there are many questions and items for us to address. Bistcho area consultation is moving the slowest, but we're confident that we can address the concerns that have been raised. My goal for that area is to have approvals ready for winter 2024/25. Other areas are proceeding faster.

High Level Annexation: Town submission was due on December 15<sup>th</sup>, our response was due on January 19<sup>th</sup>, Town's rebuttal was due February 2<sup>nd</sup>. February 20<sup>th</sup> is the second preliminary hearing date. At times this has been quite time consuming for both Caitlin and I as we work with our external team to provide information and confirm our approach.

Forestry Capital of Canada planning work is well underway. I can take no credit for the progress – there's a passionate group at the helm and some members are really running with it.

## Monthly Report to the CAO

For the month of January, 2024

From: Don Roberts,

Director of Community Services

Program/Activity/Project	Comments								
<b>La Crete Airport Shop</b>	ATCO has delayed the energizing of the building until the end of February.								
<b>Fire Departments</b>	<b>All Fire Department Call-Outs</b>								
		<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>Other</b>	47	64	49	81	41	58	50	44
	<b>Mutual Aid Fire</b>	15	12	13	18	9	12	19	34
	<b>MVC</b>	34	50	62	39	40	52	53	55
	<b>MCR</b>	93	136	157	190	128	87	137	158
	<b>Fire</b>	44	50	83	65	53	48	37	46
	<b>TOTALS</b>	233	312	364	393	271	257	296	338
<b>Fish Pond</b>	Administration has made contact with the fish supplier. We hope to have the two ponds stocked with 9-10 inch trout. Administration is also working on a development plan for each of these sites that would include fencing, picnic tables, fire pits, etc.								
<b>Facility Management</b>	Administration have implemented a "Facility Condition Assessment/ Inspection" program with all major facilities excluding Recreation Complexes. This will allow for a more pro-active rather than a reactive approach when identifying regular and long term maintenance requirements on County operated buildings.								
<b>RCMP</b>	Final Agreement was signed by all parties for the office space lease in La Crete. RCMP agreed to new rental increase rate.								
<b>COR Audit</b>	Administration is seeking quotes for the annual COR audit. Take note that Council has elected to fall under the County WCB and as such is required to participate in the audit process. This would require one or more Councilors to be interviewed by the auditor.								

# MONTHLY REPORT TO THE CAO

For the Month Ending January 2024

**From:** Jennifer Batt  
Director of Finance

## Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Year end	Ongoing	Budget updates completed as per Council motions.  Year End reconciliations in progress
2024 Budget	Ongoing	2024 operating and capital budgets released to CAO and Directors  2024 NPO Grant funding released as per Council motions.  Incorporate 2024 Mill Rate/Minimum amendments into 2024 Budget. Update Budget with any amending funding notices once final assessments received for 2024 Tax Rate Bylaw.  Continue to investigate funding sources, and opportunities for the County.
Provincial Grant Reporting CCBF/MSI/LGFF	In process  In process	MSI & CCBF 2023 Statement of Funding Expenditures – in progress  MSI/CCBF/LGFF 2024 projects submission in progress  Attend Jan 18 <sup>th</sup> ABMUISLGFF webinar. Additional information to follow
Accounts Payable	Ongoing	Electronic Funds Transfer set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by January 31st completed. 2023 invoices required by January 19 <sup>th</sup> for year end processing – awaiting some invoices
Accounts Receivable	Ongoing	Invoices sent for all services up to and including January 31st . Processed all submitted.
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. Total 881 Tax Rolls have entered into preauthorized payment agreements.
Utilities	Ongoing	Update move in/out Monthly billing and collections Continue Advertising e-billing via social media and website Total 325 Utility Accounts have entered into preauthorized payment agreements.
Mitigation	Ongoing	Communicate with various GOA agencies Communicate with legal for resident agreements Phase 3 subdivision complete. - Communicate with legal for updated resident agreements Awaiting subdivision of Phase 2, amending agreements required
Disaster Recovery Program	Ongoing	
<i>2020 Peace River Ice Jam / Overland Flood</i>		Extension granted. All projects to be completed by December 18, 2024. 1 project remains open.
2021 Sever Storm Overland Flooding		Submitted expenses to date to DRP in December along w map etc. Outstanding 1 bridge for DRP approval
2022 Rapid Snowmelt – Overland flooding		Approved. Submitted claim in December
2023 Wildfires claim		Submission requirements received. Submitted claim in December.
2023 NWT Wildfire claim		Submission requirements received. Submitted claim in December.
Supply staff to High Level Office every Tuesday. Assist departments with invoicing and budget reporting, Request for Decisions, and inquiries.		

**MONTHLY REPORT TO THE CAO**  
For the month of January, 2024

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"> <li>- Regravel 2024 preparation</li> <li>- Rural driveway clearing program</li> <li>- Inventory submissions</li> <li>- Year-end submissions</li> <li>- SML Reporting</li> <li>- Site Safety/Team meetings</li> <li>- Capital Project submissions</li> </ul>
Airport Maintenance/Operations	Ongoing	<ul style="list-style-type: none"> <li>- Regular maintenance as required</li> <li>- Airport Parking Fees</li> <li>- Regular clearing of runway and lights, and deicing</li> <li>- Fertilizer in place</li> <li>- A substantial increase in runway clearing and ice removal due to rain</li> </ul>
Bridges	Ongoing	<ul style="list-style-type: none"> <li>- Budget Discussions concerning bridge files</li> <li>- Gravel</li> <li>- Contractor secured for 12 BF's carried over from 2023</li> </ul>
Road Repair/Gravel/Spot Gravel	Ongoing	<ul style="list-style-type: none"> <li>- Ice Bridge Approaches Graveled</li> <li>- Stockpile Report from WSP received</li> </ul>
Training/Education	Ongoing	<ul style="list-style-type: none"> <li>- ICS 100</li> <li>- Air Brakes/Class 1's (3 Staff members)</li> </ul>

**Capital Projects**

Projects	Timeline	Comments
Endeavor to Assist – New Road Infrastructure	Ongoing	
30m ROW – Various Locations	Ongoing	
Washout & Culvert Upgrades (2021)	Ongoing	
Bridge Maintenance	Ongoing	

RR 154 IN 108-15 (2022)	Complete	- Preliminary Forestry Inspection done...final inspection to be done in Spring
Angel Road HL South-rebuild (2023)	Complete	- Preliminary Forestry Inspection done...final inspection to be done in Spring
Rebuild RR 20-0 S of HWY 35 (.5 mile) – Angle Road	Ongoing	
91 Street intersection upgrades	Ongoing	
Rebuild TWP RD 110-4 from RR19-3 to 19-0 (3 miles) Heliport	Ongoing	
94 Ave. W of 113 Street Pavement	Ongoing	
109 ave & 113 street Pavement	Ongoing	
RR 150 Road (HWY 697- TWP 106-4)	Ongoing	
Rebuild TWP RD 108-1 E of HWY 88 (2 miles) - (600m in 2024, balance in future years)	Ongoing	

**Personnel Update:**

Filled Positions – <ul style="list-style-type: none"> <li>- Supervisor (North)</li> </ul> Vacant Positions; <ul style="list-style-type: none"> <li>- None</li> </ul>
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**Other Comments:**

<ul style="list-style-type: none"> <li>- Atlas Pit reclamation – brush burning in progress</li> <li>- Snow Flag Sales to date: 83</li> </ul>
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## Monthly Report to the CAO

For the month of January, 2024

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 MDP will return for final reading on February 28, 2024.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q2 2024	Administration is creating a scope of work for the RFP.

### Personnel Update:

No updates.

### Other Comments:

Administration signed the Offer to Purchase for the South of High Level lands and we are working with the province on transfer documents. This includes conversion from green zone to white zone.

The North of Zama lands awaiting next steps to proceed. We have been in contact with the province and they are currently working on the appraisal. The pause on sale of lands has been lifted, the province appreciated the land sale information.

Administration has received the disposition for Talbot Lake, expiry 2049.

There have been several enquiries regarding multi-lots (Manufactured Home built type) and multi-family 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.

Administration has prepared an Infrastructure Offsite Levy Bylaw for the hamlet of La Crete, this has been shared with the Development Ad Hoc Committee. The committee can be abolished as it has met the objective on the terms of reference.

The department is hosting a Safety Codes Open House on February 21, 2024 to discuss code changes. The newest edition of the National Building code comes into effect May 1, 2024.

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 (2 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.

A great deal of time this past month has been spent on the Town of High Level Annexation hearing, Byron and I had a lot of research and review.

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

The Ag department has updated the ASB Strategic Plan for 2024-26. The department has completed the policy review for 2024. We will start preparations for 3 Hay Land lease renewals for spring.

## REPORT TO THE CAO

January, 2024

From: Landon Driedger, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	June-July 2024	Roadside Spraying will commence June 10 <sup>th</sup> . Ditches south of Airport road will be sprayed this year. Outback Ventures has agreed to continue with the current contract for the 2024 option year.
Weed Inspection	2023	Weed inspection season has come to an end for the season. Scentless 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	2024	Three land parcels are to be tendered for bid this spring. Anderson pit, Eek land and Frank Penner parcels.
2024 ASB Provincial Conference	January, 2024	Hosted by South Region in Lethbridge. Attended by myself and members of ASB and Council.
MARA Cattle Producer Seminar	January 15, 2024	Speakers included Alberta Beef Producers, Local Ranchers, and livestock nutrition specialist's. Well received by producers.
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	The High Level Plant was inspected on November 28 and got 91%. Frontier Seed Cleaning Plant was inspected on February 2 and received 99%
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	November, 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, Director of Operations 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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## MONTHLY REPORT TO THE CAO

For the Month of January 2024

**From:** John Zacharias  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/24	Will start up in April after summer staff is hired.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/24	We will be looking at two more sites for possible insulation of water service.
Potable Water Supply North of the Peace River	Dec/24	Will keep this project in the back waiting on High Level raw water strategy results.
Waterline Blue Hills	Dec/24	Will be looking into a possible stand alone Truckfill in BlueHills.
Diversion License Review	May/24	TDL is valid to May 2024. TOHL is starting process into raw water source options. Will wait on that study now.
La Crete Future Water Supply Concept	Dec/24	Phase 1 has been completed. Waiting on the final report on it. Started a Water Model of La Crete area for phase 2 of the project.
LC – Well #4	Apr/24	Project was commissioned in December and the well is currently online. Still few last items to work through. Grant for project got extended to April 2024.
LC – North Sanitary Trunk Sewer	Dec/24	Working with Byron on this for a possible tender going out this spring.
ZA- Distribution Pump House Upgrades	Jan/24	Project warranty phase ran out on the 16 <sup>th</sup> . Waiting on the last invoice from MPE and then submit the last grant report.



**Personal Update:**

Getting back from a good Christmas break was little tough but I feel we have had a productive month in January. I was able to get a few projects going again after the break. Had meeting with AE on the Future water supply concept for La Crete, hope to get that document for review shortly.

I joined Byron and our team on some meetings for the storm master plan Byron is working on. Providing drawings of existing system for MPE. We have also been working together on the Waterline East project.

Was able to get our Well 4 grant extended to 2024 to allow a few loose ends to be cleared up on that project. It is still a tough project for me to deal with, as the delays are not in my control.

Have been looking into the future projects already for 2024 to be able to get ahead of things. Blue Hills Truckfill for one.

Had our monthly Utility meeting on the 25<sup>th</sup> to discuss safety and our project updates in our department.

I attended a drought resiliency workshop in Grande Prairie on the 31<sup>st</sup>. There was some good discussion on the state of the watersheds in Alberta as a whole and what things could be like this summer. It was good to hear that the WPACs are willing to help in whatever way we need them. The greater concern on water is in the south but with Site C project planning to fill the reservoir in Fall 2024 we need to be prepared for a river that will look different than it has. Will be meeting with our operators and come up with a plan for being prepared.

**Personnel Update:**

With the loss of the operator in La Crete, we are still looking for someone to fill that spot. We got very few applicants but have interviews scheduled for beginning of February.

Respectfully submitted,

John Zacharias  
Director of Utilities  
Mackenzie County

## **REPORT TO THE CAO**

For January 2024

From: Louise Flooren, Manager of Legislative & Support Services

### **Council**

- Preparing for various meetings of Council, correspondence, conferences, etc.
- New Councillor Orientation, Meeting Schedules forwarded, Munis101 Registration.
- CAO and Council Self Evaluation Survey prepared
- RMA Minister Meeting requests emailed.
- Locally sourced gift basket items preparations.

### **Appeal Boards**

- No current appeals.

### **Bylaws/Policies/Reports/Publications:**

- Update of recent Policies, Bylaws as approved by Council.
- Multiple policies that were presented at the Committee of the Whole Meeting have been completed.
- Fee Schedule Amendment updated and new Consolidated Copy available.
- Reviewing Policies to ensure accuracy, including working documents, will be scheduling meetings with departments for review.

### **Communications:**

- Since December, the Communications Administrative Assistant has been consistently fulfilling front desk duties on a full-time basis. Communication Plan and Schedules will be completed by the end of March.
- 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)
- Website review in progress from concern brought forward by the Ridgeview Grade 6 Students at the January 31, 2024 Regular Meeting.

### **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 January.
- 2 orientations and 2 performance evaluations completed.
- HR working with benefit provider on errors that occurred during the transition of Council Benefits.
- Records Management meetings were held with a few departments for assistance in year end document processing.
- Administrative Assistant from La Crete assisting Records Management twice a week with land files.

- Records Management Clerk provided support at the front desk throughout the month to compensate for staff absences.
- IT Manager has been instructing the IT Assistant to handle a variety of issues, allowing him to focus on more expansive tasks.
- New Large File Upload Site implemented and assisted staff with questions in regards to usage.
- Uploaded new “virtual office” utility bill history with County logo, windows updates on virtual office.
- Fleet Completed vehicle tracking troubleshooting – Fleet Maintenance and Operations will continue to work on system.
- New GIS Computer installed, uninstalled software not required and installation of other required software.
- Setup of Sophos La Crete Firewall Authentication. Authentication process and tested for a few days
- Central Square/Diamond assistance for Payroll and Utilities.
- General support for staff, laptop issues, connectivity and server maintenance.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>ASB018 Clubroot of Canola Policy – Amendment</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Service Board (ASB) reviewed ASV018 Clubroot of Canola policy and are recommending changes.

Changes were made to allow farmers with land that has been infested with Clubroot to plant non host crops for two years rather than 4 years, and then Clubroot resistant varieties of canola can be introduced into crop rotation

Also added into the policy is working with landowners to develop an action plan to manage the infestation.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

ASB018 Clubroot of Canola Policy

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ASB018 Clubroot of Canola be amended as presented.

## MACKENZIE COUNTY

<b>Title</b>	<b>AGRICULTURAL SERVICE BOARD CLUBROOT OF CANOLA</b>	<b>Policy No:</b>	<b>ASB018</b>
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<b>Legislation Reference</b>	<b>Agricultural Pests Act</b>
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### **Purpose**

To provide direction for Mackenzie County Agricultural Service Board to prevent the introduction of Clubroot to the County.

Specify what steps will be taken if Clubroot is discovered in Mackenzie County, and minimize the impact of Clubroot on the primary producers of the County.

### **Policy Statement and Guidelines**

#### **Authority:**

- Clubroot is declared a pest under the *Agricultural Pests Act of Alberta 2000*.
- The Agricultural Pests Act of Alberta requires the municipality to “take active measures to prevent the establishment of, or control or destroy pests in the municipality” (sec. 6).
- The Municipality must appoint Inspectors under the Act who are authorized to:
  - Enter onto land and inspect for Clubroot;
  - And in the event that Clubroot has been found, the Agricultural Fieldman shall issue notice specifying measures required to control Clubroot and/or prevent it from spreading.

#### **Action:**

The County will employ and appoint an Agricultural Fieldman who will act as an Inspector under the Agricultural Pests Act.

- The Agricultural Fieldman shall employ and train other personnel as Inspectors
- County Council shall appoint the personnel as inspectors

Inspectors will check a minimum of 35 Canola fields for Clubroot in the Municipality each year. An attempt will be made to ensure these fields are generally spread out throughout the Municipality by inspecting every agricultural township. Priority of inspection will be given to fields where;

1. The producer is known or believed to be involved in farming land outside the Peace Region.
2. The producer is known or believed to have recently purchased farm or earth moving equipment outside the Peace Region.
3. Earth moving equipment i.e. pipeline, drilling or service rigs or road construction type equipment from outside the Peace Region has been on the land.
4. Inspectors notice Canola which appears to be showing symptoms of Clubroot. (wilting, stunting, yellowing and early maturity)
5. All municipal contractors bringing equipment into the County must clean/sterilize their equipment.

Inspectors will wear disposable boot covers over their footwear when inspecting fields for Clubroot. No vehicles will be permitted to enter onto the field. If an inspector finds Canola with Clubroot type symptoms, that inspector is not to enter onto any other lands in the Municipality until his/her footwear and any tools can be sterilized using a 1-2% bleach solution.

If Clubroot is found within the boundaries of Mackenzie County, **the landowner will receive notices as necessary under the Agricultural Pest Act to ensure:**

- a non-host crop is grown for at least **4-2** consecutive years from the initial infestation ensuring susceptible host plants are controlled each year;
- a Clubroot resistant variety be grown hereafter the 2-year period when canola is put back into the rotation.
- an action plan is developed through consultation with the landowner and/or occupant of the land and the Agricultural Fieldman to manage and minimize the infestation.

**further, the landowner will be encouraged to adopt the following measures:**

- harvest the crop with the canola seed being sold for crushing, but **not** sold for feed or kept for seed; straw from the crop is to be chopped and spread back onto the field, it is not to be baled or removed;
- tarp any loads being transported from the infested land;
- clean any crop residue and soil from all equipment and implements before taking it off the infected land, and sterilize implements or the parts of the implement which come directly in contact with the soil using a 1-2% bleach solution, for the next 4 years;
- no crops of any kind harvested from the fields for the next 4 years are to be kept for reseeding purposes, or sold as seed.



The Agricultural Fieldman will implement the following;

1. Inform the Agricultural Service Board of any Clubroot infestations found, and any enforcement actions being taken;
2. All Canola fields which the farmer is known to be involved with shall be inspected (including his own, custom harvest etc.);
- ~~3. A notice shall be placed in the local newspaper advising landowners that Clubroot has been found in the County;~~
4. Inform the Peace Region Fieldman as well as Alberta Agriculture and Forestry personnel that Clubroot has been found in the County;
- ~~5. Per Section 10 of the Agricultural Pests Act, Pest & Nuisance Control Regulation; landowners & occupants with fields adjacent to the infected field shall be notified that Clubroot has been found, the specific legal description of the field may be given;~~
6. In order to better understand how the disease is introduced and spread, endeavor to gather as much information about the Clubroot infected field as possible, including type and variety of the crop, seed retailer, equipment movement, custom operators used, soil types (esp. p.H) and drainage patterns.

### **Inspection:**

In order to inspect for Clubroot, the Agricultural Fieldman shall:

1. Keep staff informed of the symptoms;
2. Supervise surveys (if any) according to Alberta Agriculture and **Forestry Irrigation** guidelines;
3. Inform farmers of symptoms and, garner their assistance for inspections & sampling purposes.

### **Awareness:**

In order to raise awareness of the potential problem:

1. Use available information as handouts, post bulletins at local agricultural businesses within Mackenzie County.
2. Publish an article on Clubroot in the **County-Image newspaper**.
3. Cooperate with other rural Municipalities with local industry to hold or be part of Clubroot information meetings.
4. Distribute Clubroot of Canola information to local construction companies.

The Agricultural Fieldman shall be responsible for policy compliance.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	08-Mar-16	16-03-166
<b>Amended</b>		



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>2024 Provincial Agricultural Service Board Conference Letter</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Service Board, along with other members of Council and administration attended the 2024 Provincial Agricultural Service Board Conference in Lethbridge January 22-24.

Those who attended were disappointed in some of the speakers, and the message and information they were speaking on.

At the February 6, 2024, Agricultural Service Board meeting the following motion was made;

**6.g) 2024 Provincial Agricultural Service Board Conference (ADDITION)**

**MOTION ASB 24-02-010**  
*(Requires Unanimous)*

**MOVED** by Reeve Knelsen

*That a recommendation be made to council to send a letter to the 2024 Provincial ASB Conference hosts expressing concerns regarding choice of speakers.*

**CARRIED UNANIMOUSLY**

## **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 a letter be sent to the hosts of the 2024 Provincial Agricultural Service Board Conference expressing concerns regarding the speakers and topics.



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>2024-2026 Agricultural Service Board Strategic Plan</b>

**BACKGROUND / PROPOSAL:**

A requirement of the annual Provincial Agricultural Service Board grant is that Mackenzie County’s Agricultural Service Board (ASB) review and update the ASB strategic Plan (previously referred to as a Business Plan)

While the plan is reviewed annually, no changes have been made since 2014. Several updates and changes were made and presented to the ASB on February 6, 2024 for input and recommendation.

***MOTION ASB 24-02-008      MOVED by Joe Peters***

*That a recommendation be made to Council to adopt the 2024-2026 Agricultural Service Board Strategic Plan as amended*

***CARRIED***

**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 2024-2026 Agricultural Service Board Strategic Plan be approved as presented.

# MACKENZIE COUNTY



Mackenzie County




## AGRICULTURAL SERVICE BOARD



# STRATEGIC PLAN

2024-2026

 780-927-3718

 [WWW.MACKENZIECOUNTY.COM](http://WWW.MACKENZIECOUNTY.COM)





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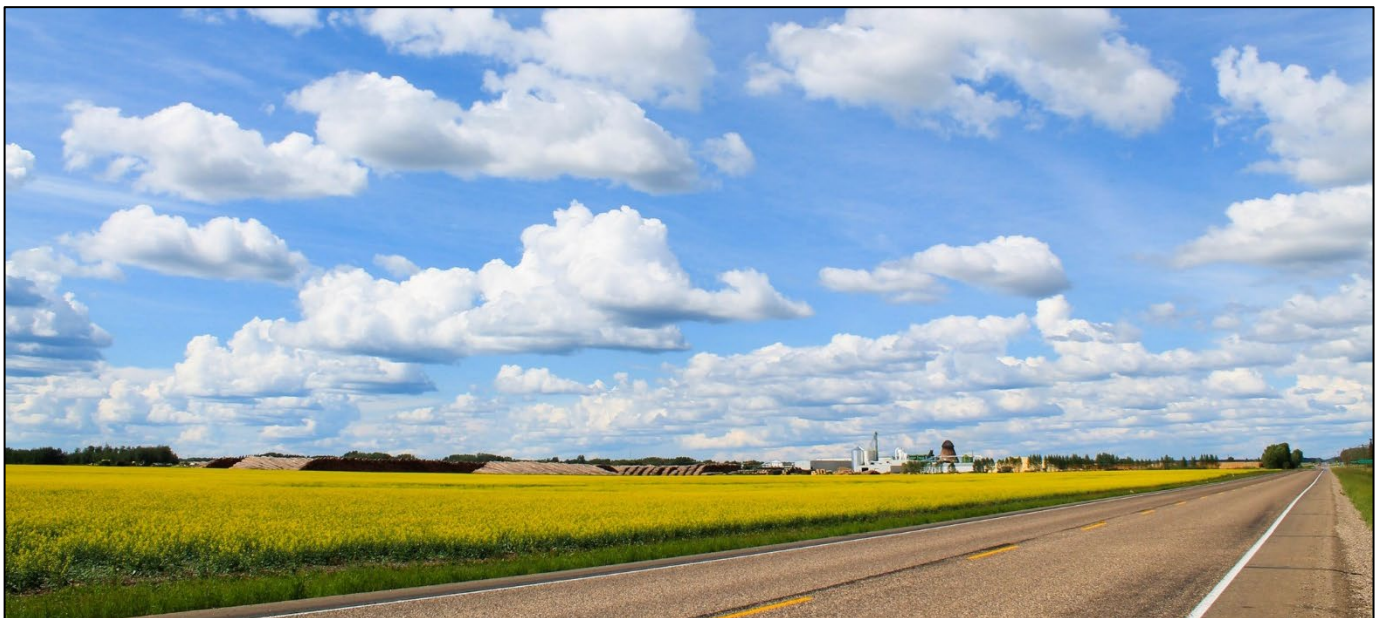
## Introduction

Mackenzie County consists of 19,179,281 acres, which makes it the largest municipality in Alberta. In 2016, 581 farms covered a total of 595,648 acres of land. Since that time, there has been additional arable acres added; it is estimated at 630,000 acres in production. There is a mixture of crop, fallow, pasturelands, and other agricultural uses.

As a result of this agricultural land base, Mackenzie County Agricultural Service Board has been working with ratepayers to ensure best practices for water management, promotion of the agriculture industry, education and the maintenance of weed and pest control within our borders.

Mackenzie County not only supports but encourages agriculture investment such as value added processing and local food production to meet food security demands locally, provincially, and federally.

Mackenzie County is home to the youngest population in Canada with the average age of 28 years and the highest share of children per capita. Mackenzie County is dedicated to promoting the farming lifestyle to keep our agriculture industry active and thriving for future generations.



## Vision

That the agriculture in our region continues with new value-added agricultural farms and businesses that grow our local economy and is sustainable for the future.

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## Mission

Encourage responsible and sustainable development of our agricultural industry by:

- Continually assessing and recognizing the needs and direction of the local agricultural industry;
  - Establishing common sense policy and promote practices favourable for a healthy agricultural climate in the region;
  - Identifying obstacles and working to resolve problems that arise.
- 

## Values

- Be flexible – timely recognition when a change is needed to address agricultural industry issues;
- Be responsible – promotion of policies, practices and actions supporting sustainable local agricultural industry;
- Be fair – uniform and fair treatment for all while keeping the overall agricultural industry in mind;
- Be innovative – adapt to the changing agricultural environment and industry climate needs with new ideas and research;
- Be cooperative – work with stakeholders, other levels of government, ratepayers and neighbours.



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# Goals

## Goal 1 –Promote sustainable agricultural policies and practices.

### Strategy:

1. Gain understanding and stay current on Provincial Acts, regulations and land use policies.
2. Strong internal policies and programs to support responsible agricultural land production.
3. Enforce policies and bylaws that are mandated by the Agricultural Service Board Act, Weed Control Act, Agricultural Pest Act, Soil Conservation Act, and Animal Health Act.

### Actions:

- |   |  |
|---|--|
| 1 | Attendance of ASB Conferences and AAAF In-service training.  |
| 2 | Review of Agricultural Service Board Strategic Plan and Policies annually.   |
| 3 | <u>Weed Control Act</u><br>In accordance with the Mackenzie County ASB021 Weed Control Policy, regular inspections are done on private land and Green Zone (oilfield) to combat Noxious & Prohibited Noxious weeds.<br>The Roadside Spraying Program consists of a three-year rotation in which every road is blanket sprayed for maximum effectiveness.<br>Mackenzie County also has a roadside mowing program in which every road is mowed once a year.<br>Weed designation Bylaw 1314-23 Scentless Chamomile has been elevated to Prohibited Noxious in Mackenzie County. |
| 4 | <u>Agricultural Pest Act</u><br>In accordance with Mackenzie County policies ASB014 Pest Control, ASB018 Clubroot of Canola, and ASB019 Fusarium Graminearum Policy; Administration intends to inspect fields for Clubroot, Fusarium, Blackleg, and participate in the provincial grasshopper survey.<br>Wild Boar Bylaw 1271-22 has been created to help administration differentiate between Wild Boar in legal production and at-large.   |

- 5 Soil Conservation Act  
Inspections of Flood Control Ditches for soil erosion. All new roads & ditches are grass seeded to help prevent erosion and assist with Weed Control.  
Mackenzie County implemented a shelterbelt program.
- 6 Animal Health Act  
Continued support for livestock producers through Veterinary Services Incorporated (VSI). Collaborate with Provincial Veterinarians during animal disease outbreaks in Mackenzie County.  
Implement Mackenzie County Emergency Livestock Response Plan during natural disasters.

## Goal 2 – Encourage development of new value-added agri-businesses.

### Strategy:

Promoting and supporting local agricultural businesses.

### Actions:

- 1 Prioritize local seminars & work with the Regional Economic Development Initiative (REDI) on agri-business diversification and opportunities for our producers.
- 2 Promote the Mackenzie Agriculture website and their information to increase local investment.
- 3 Articles on social media and newspaper on trends and opportunities.
- 4 Be involved and engaged with the Mackenzie Applied Research Association.
- 5 Provide access to resources and professionals who can support local producers.

## **Goal 3 – Appropriate land uses and preservation of agricultural lands within Mackenzie County and continual agricultural land expansion.**

### **Strategy:**

- 1. Ensure that agriculture land in Mackenzie County is utilized in a manner that coincides with provincial legislation and municipal statutory plans with consideration of soil classification and landscape.**
- 2. Support Council to lobby the provincial government to open additional land for agricultural use.**

### **Actions:**

- 1 Collaborate with the provincial government in developing the land use framework for the Lower Peace Region.
- 2 Adhere to and give recommendation to Council regarding the agriculture preservation in the Municipal Development Plan and other planning documents.
- 3 Provide comment and recommendation to the Municipal Planning Commission in regards to land development in rural areas.
- 4 Promote and advocate for the use of shelterbelts and wood buffers when clearing and breaking land for agricultural production.
- 5 Identify needs for expansion (consider loss of agricultural land on provincial scale) and areas best used for agricultural production.
- 6 Support Council to lobby for additional grazing opportunities on Crown lands.

## Goal 4 – Surface Water Management.

### Strategy:

To promote water retention on agricultural lands.

### Actions:

- 1 Develop and adhere to the Surface Water Management policy for municipal infrastructure.
- 2 Work with landowners for effective solutions to water management on municipal infrastructure and provide recommendation on private land issues.
- 3 Promote the creation and implementation of private irrigation opportunities by applying for grants to support irrigation research and professional expertise in Mackenzie County.
- 4 Create policy to support producers with irrigation permitting, infrastructure, municipal land crossing, and water access.
- 5 Maintain and manage the water pump and pipe rental program.
- 6 In accordance with the Mackenzie County ASB013 Beaver Control policy, that administration collaborate with the local trappers association and affected producers to remove beaver dams on crown land that are flooding agriculture land and to also support with private land matters at ratepayers request.

## Goal 5 – Advocate for retention of industry professionals and public education.

### Strategy:

1. Retention of industry professionals.
2. Be active with public engagement and education.

### Actions:

- |   |  |
|---|--|
| 1 | Advocate for agricultural based education through the Fort Vermilion School Division.                      |
| 2 | Support Council in their effort to recruit and retain more large animal veterinary services in the region. |
| 3 | Host and attend open houses and seminars that teach and share ideas with local producers.                  |
| 4 | Advertise and post information on social media.  |



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## Conclusion

The Mackenzie County Agricultural Service Board Strategic Plan for 2024-2026 focuses on the current needs and initiatives of our local producers. This plan will direct administration and the ASB on the municipal priorities.

Currently the Agricultural Service Board consists of six voting members; two Councillors and three members at large with the Reeve as ex-officio.

The Agricultural department consists of a Director, Agricultural Fieldman, Administrative Officer, and seasonal Weed Inspectors to meet the needs of the municipality.

As directed by Council, the ASB and department work collaboratively to meet the strategic goals within this document.

This document shall be reviewed annually and updated in accordance with ASB and Council.



# **Mackenzie County Agriculture Service Board Business Plan 2014-2016**

## **INTRODUCTION**

Mackenzie County consists of approximately 7.9 million hectares, which makes it the largest municipality in Alberta. There are roughly seven hundred farms within the municipality, consisting of mixed to strictly grain farms. With a large Mennonite population a lot of old fashioned values and methods are being maintained.

There is approximately 575,000 to 600,000 acres currently in production. As a result of this agricultural land base expansion the County has been experiencing huge requests from ratepayers to provide infrastructure to these new lands such as roads and drainage channels. This increase in demand has resulted in Council having to review, and in some cases rewrite Public Works and ASB policies to help combat the problem.

It is definitely a time of change for Mackenzie County ASB, however with strong leadership, commitment and cooperation from all parties these obstacles can be overcome.

## **VISION**

Sustainable agriculture in our region continues with new value added agricultural farms and businesses.

## **MISSION**

Encourage responsible and sustainable development of our agricultural industry by:

- ✦ Continually assessing and recognizing the needs and direction of the local agricultural industry;
- ✦ Establishing policies and promote practices favourable for healthy agricultural climate in the region;
- ✦ Identifying obstacles and working to resolve problems that arise;
- ✦ Work with other levels of government and stakeholders to expand the agricultural industry in our region

## VALUES

- ✦ Be flexible – timely recognition when a change is needed to address agricultural industry issues;
- ✦ Be responsible – promotion of policies, practices and actions supporting sustainable local agricultural industry;
- ✦ Be fair – uniform and fair treatment for all while keeping the overall agricultural industry in mind.

## GOALS

1. Encourage development of new value-added agricultural farms and agri-businesses.
2. Promote sustainable agricultural policies and practices.
3. Strong internal policies and programs to support responsible agricultural land development.
4. Appropriate land uses within the County.
5. Continuing agricultural land expansion.

**GOAL 1 – Encourage development of new value-added agri-businesses.**

**Strategy:**  
**Introduction of programs, seminars and activities.**

	<b>Actions</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Results</b>
1	Introduce local seminars & work with Rural small business advisor. a) Weed and Grasshopper Workshops	Agricultural Fieldman (request topics from farmers through the next County Image & Big Deal Bulletin).	As Required Ongoing.	Clubroot, Fusarium workshops, soil course
2	Articles for the County Image – new trends and opportunities.	Ag. Fieldman and ASB, and Ag Fair Committee	Article per every issue.	Ongoing
3	Agricultural Fair & Tradeshow	ASB, Ag. Fieldman.	Annual	Held on August 8 & 9 of 2014.
4	Bursaries for Agricultural Education & Animal Health.	Ag. Fieldman, CAO & Finance Committee.	Annual – work with Finance Committee.	
5	Support Applied Research Program.	ASB, Ag. Fieldman.	Ongoing support to MARA.	Combined sponsored workshops and annual operating grant.

**GOAL 2 - Promote sustainable agricultural policies and practices.**

**Strategy:**

- 1. Gain understanding and stay up-to-date regarding Provincial Acts, regulations and land use policies.**
- 2. Promote and Support Agricultural Research**

	<b>Actions</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Results</b>
1	Attendance of ASB Conference.	ASB members, Ag. Fieldman & CAO.	Annual.	All members of the ASB attended, including the Reeve.
2	Workshops to discuss new provincial regulations and policies.	ASB members, Ag. Fieldman & CAO.	Annual and Ongoing.	Clubroot and Fusarium workshop
3	Continue to Support the Mackenzie Applied Research Association	ASB & Council	Annual and Ongoing	Annual Operating Grant from Mackenzie County

<b>GOAL 3. Strong internal policies and programs to support responsible agricultural land development.</b>				
<b>Strategy: Provision of various programs and services, ongoing review of internal policies to assure alignment with Provincial documents.</b>				
	<b>Actions</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Results</b>
1	Annual review of ASB Policies.	ASB, Ag. Fieldman & CAO.	Annual – in November.	Beaver Control Policy and water management policy was rewritten.
2	ASB Programs Review (inclusive SWOT analysis, assessment and update).	ASB, Ag. Fieldman.	Annual – in November.	Ongoing
3	Ongoing ASB Programs, Supportive Services & Pest Control Management	ASB, Ag. Fieldman.	Ongoing.	Grass hopper survey, beaver control, bison watch.
	<b>a) Water Pumping Program</b>	Ag Fieldman	April - October	22 Rentals
	<b>b) Weed Control Act</b> Regular inspections are done on private land and Green Zone (oilfield) to combat Noxious & Prohibited Noxious weeds. The Roadside Spraying Program consists of a three year rotation in which every road is blanket sprayed for maximum effectiveness. The County also has a roadside mowing program in which every road is mowed once a year. There are no prohibited noxious weeds reported in Mackenzie County.	Ag Fieldman, Weed Inspectors	May - October	7 Weed Notices issued, 85% compliance. Follow up inspections to be done in 2015.

	<b>c) Backsloping Program</b> (Soil Conservation Act)	Ag Fieldman	Annual	No backsloping requests in 2014.
	<b>d) VSI Program</b> (Animal Health Act)	Ag Fieldman	Ongoing	20% increase in VSI Claims
	<b>Actions</b>	<b>Person Responsible</b>	<b>Timeline</b>	
	<b>e) Diseased Bison</b> ( Animal Health Act) Mackenzie County is working cooperatively with Wood Buffalo National Park and Alberta Beef Producers to monitor the movement of Bison in the area. Bison periodically stray beyond boundaries and there is a possibility of contaminating domestic cattle herds with Brucellosis, Tuberculosis, and Anthrax. At this point, there have been no reportable diseases in Mackenzie County.	Ag Fieldman, CAO	Ongoing	Ag Fieldman and CAO participate in conference calls with the Province and Parks Canada.
4	<b>Inspections &amp; Enforcement act</b> (Soil Conservation Act) Inspections of Flood Control Ditches for Soil Erosion. Approximately 12 inspections were done in 2013. All new roads & Ditches are grass seeded to help prevent erosion and assist with Weed Control.	Ag Fieldman	Fall	Engineered and designed 2 major erosion repair projects. With construction to be complete in 2014.
5	<b>Pest Control Programs</b> (Pest Control Act) Beaver Control Mackenzie County has a \$50 bounty maintenance on flood control channels, culverts, and some water ways.	Ag Fieldman, Weed Inspector	Annual	Policy was revamped, meeting was held with local trappers and Fish & Wildlife to review changes.
6	<b>Crop Disease (Pest Control Act)</b> The County intends to inspect fields for Clubroot,	Ag Fieldman, Weed Inspector	Annual	The County funds local seed cleaning plants to test for Fusarium.



	Fusarium, and Blackleg in 2014. The County did participate in the Grasshopper Survey in 2013.			Fields will be tested for clubroot in 2015.
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**GOAL 4. Appropriate land uses within the County.**

**Strategy:**  
Ensure that agricultural land in Mackenzie County is utilized in a manner that coincides with provincial and municipal planning documents with consideration of soil classifications.

	Actions	Person Responsible	Timeline	Results
1	Prepare for upcoming Land use framework for Lower Peace Region.	ASB, Ag. Fieldman, CAO.	April 2014.	Ongoing
2	Gain understanding of the County's MDP and IMDP.	ASB, Ag. Fieldman.	Ongoing.	Ongoing

**Goal 5. Continuing agricultural land expansion.**

**Strategy:**  
Continuing to lobby Provincial government to sell more crown land for agricultural use.

	Actions	Person Responsible	Timeline	Results
1	Identify needs for expansion (consider loss of agricultural land on provincial scale).	Ag Fieldman, ASB, Council.	Ongoing.	County is required to consult with First Nation for expansion in Phase 2.
2	Identify areas that can support expansion.	Ag Fieldman, ASB.	Ongoing.	This will depend on negotiations with First Nations.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Northern Lights Recreation Centre – Emergent Funding Request</b>

## **BACKGROUND / PROPOSAL:**

Recently Administration received a request for Emergent Funding from the Northern Lights Recreation Centre for two separate costs incurred after the 2024 budget was submitted.

Olympia Motor Overhaul                      -\$6,230

Some of the repair work was complete by Mackenzie County staff. This work is not part of the funding request and only parts and additional labour funding is requested. The Olympia is considered essential ice maintenance equipment.

Hot Water Heater Replacement    -\$9,450

This hot water tank provides hot water for the Olympia. Although there are other hot water tanks within the facility, these tanks would not provide the amount of water required to flood the ice on an hourly basis when the facility is at full usage.

### **Emergency Repairs**

Policy ADM041: Recreational Capital Projects

- a) “Emergency” means an occurrence or situation which could jeopardize the immediate safety, health or welfare of people or the protection of property in the municipality.
- b) It is understood that such an occurrence or situation could not have been reasonably predicted or anticipated.
- c) The Society is responsible for budgeting for items taking into consideration preventative maintenance to avoid foreseeable breakdowns.

**OPTIONS & BENEFITS:**

Option 1

Approve funding as requested.

Option 2

Reallocate funds from other project.

Option 3

Reject request. Receive for information.

**COSTS & SOURCE OF FUNDING:**

Olympia -\$6,230

Hot water heater -\$9,450

Funding Source - La Crete Recreation Reserve.

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Policy ADM041: Recreational Capital Projects

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2024 Capital Budget be amended to include \$6,230 for the Olympia Motor Overhaul at the Northern Lights Recreation Center with funding coming from the La Crete Recreation Reserve.

Simple Majority       Requires 2/3       Requires Unanimous

That the 2024 Capital Budget be amended to include \$9,450 for the Hot Water Tank replacement at the Northern Lights Recreation Center with funding coming from the La Crete Recreation Reserve.

## Mackenzie County

<b>Title</b>	Recreational Capital Projects	<b>Policy No.</b>	ADM041
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### **Purpose**

To establish guidelines for third-party groups that take on the responsibility of initiating and managing a capital project on behalf of Mackenzie County. To provide guidelines to the Recreation Boards for acquisition of capital items.

### **Policy Statement and Guidelines**

Mackenzie County Council strive to provide adequate recreational funding to third party groups who operate and maintain Recreational Facilities in the County, while considering the budget parameters and the financial situation of the County.

### **APPLICATION PROCESS**

- A detailed budget and proposal for projects must be submitted by the Not for Profit Organization grant application deadline.
- Detailed proposals for New or Expansion Capital projects must be submitted in the application in order to be evaluated.

### **PROJECT APPROVAL**

- Council will review all applications received and approve/ deny requests.
- Council must approve any new Capital project over \$5,000 that is proposed for Mackenzie County Property and/or will potentially require operational funding in future years. Council has the authority to approve a project with or without the future operational funding that may be required.
- County contribution, if applicable, will not exceed the approved budget.
- No operating budget will be provided for unauthorized capital projects.

### **THIRD PARTY GROUP RESPONSIBILITIES (ALL NON-PROFIT)**

Once Council has provided the approval for a recreational capital project to proceed, any third party group undertaking the project will have the following obligations:

- The group will submit a future operational plan to Council if Council has approved the project with limitations on operational funding
- Development permits, where applicable, have to be in place before any project may commence.

- No major change in scope of the project will occur unless Council (or designate Committee) has approved the change.
- Monthly project progress updates have to be provided to Mackenzie County.
- At the completion of the project, the group will provide a written completion summary of the project, including all expenditures and copies of invoices supporting these expenditures, a detailed record of donated labour and/or materials and any additional information relevant to the project.

## **FUNDING**

### Replacement Capital (Recreation Board's):

- Replacement capital projects are classified as replacement of previously approved capital items to which Mackenzie County already had a previous commitment to acquire or maintain such an asset or program.
- As part of the annual budget process, a review is undertaken with the Recreation Boards to determine their anticipated expenditure needs in this area. The review is based on the 10-year asset worksheet which outlines the items, their useful life and anticipated replacement date. This review will be done on a yearly basis in by the Recreation Societies, and may be in conjunction with the Finance and/or Community Services Committee.
- During the review, each item will be inspected for condition and usefulness and the lists updated and submitted to the County.
- A detailed list of items to be replaced during the budget year must be submitted with the Recreation Society annual budget request.
- Any items that were purchased by or donated to the Recreation Boards must be added to the master 10-year asset lists.

### New or Expansion Capital

- New or expansion capital projects are classified as any project that increases the level of service and that is either not currently offered or an add-on to existing facilities.
- Funding is subject to a “matching” funds principle whereby a recreation board will have to raise dollars, and/ or goods and services in order to receive their funding under this policy. The matching criterion is dollar for dollar. Recreation boards can use donated labor (subject to maximum allowable hourly provincial rate) and subject to a maximum of 30% of the total of the matching funds; donated equipment (subject to maximum allowable under Alberta Builder's rate schedule); dollar donations or other grant(s) for the determination of “matching” calculations.  
The above "matching" funds information must be provided to Mackenzie County administration for review purposes in order for any funds to be provided under this policy.

- No project may commence without all funding being in place and signed off by Mackenzie County administration.
- In order to maximize budgeting dollars and to keep the boards and communities engaged; matching funds projects will be given greater consideration during the budgeting process.
- In the event a recreation board **cannot** raise the matching component for a project, the board can come forward for Council consideration, with a request for additional funding. As part of the request, the board must provide written evidence that reasonable attempts have been made to secure funding from applicable grant funding organizations. Council may also request to have all aspects of the fund raising process be outlined in detail. Council will have the final decision making say in the determination of providing, if any, additional funding to the recreation board.
- Once a project is approved by Council, the Non-Profit Organization must notify the County of the commencement date prior to start and must submit regular detailed progress reports to County Administration.
- At the completion of the project, the group will provide a written completion summary of the project, including all expenditures and copies of invoices supporting these expenditures, a detailed record of donated labour and/or materials and any additional information relevant to the project.

## **EMERGENCY REPAIRS**

In this policy,

- “Emergency” means an occurrence or situation which could jeopardize the immediate safety, health or welfare of people or the protection of property in the municipality.
- It is understood that such an occurrence or situation could not have been reasonably predicted or anticipated.
- The recreation board is responsible for budgeting for items taking into consideration preventative maintenance to avoid foreseeable breakdowns.
- Recreation boards may decide to reallocate funds from a replacement project with Council (or designate Committee) approval prior to requesting for emergent funds above the current budget.
- A recreation board may then request funds if an emergency occurs and there are insufficient funds in their current budget to cover the expenditure(s).

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2003-03-25	03-172
<b>Amended</b>	2003-11-27	03-573
<b>Amended</b>	2015-05-27	15-05-389





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Bylaw 1037-16 Municipal Parks Bylaw – Amendment</b>

## **BACKGROUND / PROPOSAL:**

Due to changes in On-line Registration and Seasonal Camping, Administration presented the bylaw to the Community Services Committee and Council for review and amendments.

Major amendments focused around;

1. Respect other camper’s statement.
2. On Line cancellation refund.
3. The amount of campers/vehicles excepted in each site – Safely be able to evacuate.
4. Automatic cancellation of reservation if “no show”
5. Quite generator usage.
6. ATV mandatory muffler.

## **OPTIONS & BENEFITS:**

### Option 1

That Bylaw 1037-16 Municipal Parks Bylaw be amended as presented

## **COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Bylaw 1037-16 Municipal Parks

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1317-24 Municipal Parks Bylaw as presented/amended.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1317-24 Municipal Parks as presented/amended.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1317-24 Municipal Parks as presented/amended

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1317-24 Municipal Parks as presented/amended.

**BYLAW ~~1037-16~~ 1317-24**

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

**TO PROVIDE FOR THE CONTROL AND OPERATION OF  
PARKS, CAMPGROUNDS AND OTHER PUBLIC AREAS  
WITHIN MACKENZIE COUNTY**

**WHEREAS** pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto the Council of the Mackenzie County may pass bylaws respecting people, activities and things in, on or near a public place or place that is open to the public; and

**WHEREAS** Mackenzie County and the Province of Alberta have an agreement in place permitting Mackenzie County to administer and enforce the Parks Bylaw at the following sites as described in the Fee Schedule Bylaw and all day use camp areas within the Municipality.

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

**SECTION 1            SHORT TITLE**

1.1 This Bylaw may be cited as the “**MUNICIPAL PARKS BYLAW**”.

**SECTION 2            DEFINITIONS**

2.1 In this Bylaw, unless context otherwise requires:

- (a) “**ABANDONED**”, means left standing at a location for more than 72 consecutive hours other than pursuant to a license, permit, or other similar authorization, or prior authorization of a Park Officer;
- (b) “**ANIMAL**”, means a domestic animal and includes an animal that is wild by nature but has been domesticated;
- (d) “**CAMPING ACCOMMODATION UNIT**”, means a;
  - i. tent
  - ii. trailer
  - iii. tent trailer
  - iv. van
  - v. truck camper
  - vi. motor home

- (e) **“COUNCIL”**, means the Council of Mackenzie County, duly assembled and acting as such;
- (f) **“FIREARM”**, means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of those things;
- (g) **“HIGHWAY”**, means a highway as defined in the Highway Traffic Act;
- (h) **“INDIVIDUAL CAMPSITE”**, means a separate designated stall under this Bylaw;
- (i) **“MOTOR VEHICLE”**, means a motor vehicle as defined in the Highway Traffic Act;
- (j) **“MUNICIPALITY”**, means Mackenzie County, a Municipal Corporation in the Province of Alberta.
- (k) **“OFF-HIGHWAY VEHICLE”**, means an off-highway vehicle as defined in the Off Highway Vehicle Act;
- (l) **“PARK”**, means land designated as park, campground or recreation area by the Council;
- (m) **“PARK OFFICER”**, means a person appointed as a Park Officer, a Bylaw Enforcement Officer, a Special Constable appointed pursuant to the provisions of the Police Act, a Statute of Alberta, or a member of the Royal Canadian Mounted Police;
- (n) **“PUBLIC AREA”**, means an area in the County normally accessible for use by the public.
- (o) **“SEASONAL CAMPING STALL”**, means an area identified by Mackenzie County for the usage of seasonal or monthly recreational camping, and may include the use of RV; (May 1 – Sept. 30)
- (p) **“WASTE WATER”**, means;
  - i. Grey water waste: any waste water commonly used during cooking, washing or bathing, but does not contain human or animal feces or urine, and
  - ii. Black water waste: any waste water commonly used to facilitate the flushing of toilets, containing human or animal feces and or urine.

- (q) **“WATER ACTIVITY”**, includes swimming, wading, or any other activity resulting in full or partial immersion of a person’s body into water.

### **SECTION 3            PARK USAGES**

3.1 Any person using a park shall;

- (a) Keep the land and improvements in a condition satisfactory to a Park Officer
- (b) Comply with the instructions, prohibitions and directions prescribed by all lawfully designated and erected signs and notices.

3.2 Any person vacating a park shall restore the area to a clean and tidy condition.

3.3 No person shall;

- (a) Interfere with the right of others to the quiet and peaceful enjoyment of a park.
- (b) Deface, injure or destroy any municipal property in a park.
- (c) Excavate or remove any tree, plant, or shrub.
- (d) Remove park equipment.
- (e) Display or post any signs or advertisements in a park unless authorized by the Park Officer or Council.
- (f) Remove, deface, damage or destroy any sign boards, signs or notices posted or placed in a park under authority of this or any other Bylaw or Act.
- (g) clean clothing, fish, cooking or eating utensils, vehicles, equipment, or bathe at or near a drinking fountain, standpipe, well or pump in a park.

3.4 All construction must be authorized by the County.

3.5 No person shall carry on a business in a park unless he has received permission from the County for that purpose.

## SECTION 4 REGISTRATION AND CAMPING PERMITS

- 4.0 Respect other Campers and avoid creating situations that may have a negative effect.
- 4.1 All persons entering a park shall register at the Self-Registration Vault or with a Park Officer.
- 4.2 Each camping accommodation unit must have an individual camping permit.
- 4.3 Notwithstanding subsection 4.1 and 4.2 children under the age of 16 years staying in a tent are exempt from registering provided they are staying in an individual campsite that is currently being occupied by a person(s) with a valid camping permit.
- 4.4 The County may issue individual campsite permits, day use permits, or group camping permits under this Bylaw.
- 4.5 The County may provide for and designate areas for day use and overnight camping.
- 4.6 On-line reservations (not seasonal camping stalls) will be accepted for all Campgrounds. ~~at the discretion of the caretakers. Reservations for Wadlin Lake Campground will only to be accepted for the upper level.~~
- 4.X On-line reservations can only be cancelled and/or refunded online.  
All online cancellation fees refunded will be refunded to the card used for the original transaction.  
Any on-line reservation cancelled more then 72 hours from check in time on the first day of the reservation will be refunded 90% of the total booking cost, minus the booking fee which is non-refundable.  
Any on-line reservation cancelled less than 72 hours from check-in time on the first day of the reservation will be refunded 50% of the total booking cost, minus the booking fee which is non-refundable.  
No refunds will be issued for reservations cancelled after the reservation check in date.
- 4.7 No person shall camp overnight in a park except in an area designated for that purpose unless otherwise authorized by a Park Officer and has a valid permit.
- 4.8 No person shall alter a camping permit or transfer a camping permit to another person.

- 4.9 The camping permit shall be made available for inspection by the Park Officer at any time.
- 4.10 A group camping permit may be subject to any conditions the County considers appropriate.
- 4.11 The C.A.O. may, in writing, waive any applicable fee to any person or group.
- 4.12 When a campground or park has individual campsites, the maximum allowable combination of motorized vehicles, camping accommodation units, and towed equipment shall not to exceed ~~three (3), of which not more than two (2) shall be motorized vehicles.~~ an amount that can not be safely evacuated from the site in the case of an emergency.
- 4.13 ~~If neither of the two (2) motorized vehicles permitted under section 4.12 is towing a camping accommodation unit or being used for accommodations, two (2) tents may be kept in a campsite in addition to the vehicles permitted under section 4.12.~~
- 4.14 No person shall camp for more than fourteen (14) consecutive days in the same ~~campground~~ Campsite. ~~in a park without the written permission of a Park Officer~~ (does not pertain to seasonal camping stalls).
- 4.15 An individual campsite shall be considered to be unoccupied when no camping accommodation unit, motor vehicle, or personal belongings are located on the campsite, unless reserved ~~by the caretaker.~~
- 4.16 A camping permit is automatically cancelled and no refund is issued if the Parks Officer does not receive notification from the person that made the reservation ~~of the campsite to which it relates to is unoccupied for~~ within 24 consecutive hours of the check in time of the scheduled arrival date.
- 4.17 A Park Officer may cancel a camping permit on written notice to the permit holder, if the permit holder contravenes this Bylaw and the permit holder shall vacate the campsite within one hour of receiving such notice.
- 4.18 On the expiration or cancellation of a camping permit, the permit holder shall ensure that the campsite is vacated and that all personal property is removed.
- 4.19 The County may add to, delete or vary the terms and conditions to which a permit is issued under this Bylaw.
- 4.20 No visitors shall be allowed in the park after 11:00 p.m. Any person remaining in the park after 11:00 p.m. shall be subject to pay the overnight camping fee.
- 4.21 No person shall occupy or remain in an area designated as a day use area after 11:00 p.m. unless authorized by a Park Officer.

4.22 Check out time for overnight camping shall be 2:00 p.m., overnight charges shall apply to overnight campers who check out after 2:00 p.m.

4.X Check in time for overnight camping shall be 4:00 p.m.

4.xx Only the use of quiet generators with a sound limit of 60db from a distance of 50 feet shall be allowed.

## **SECTION 5 SEASONAL CAMPING STALLS**

5.0 Seasonal campers must follow all rules within Section 4 of this bylaw.

5.1 Where designated areas at campgrounds have been identified for monthly or seasonal usage Mackenzie County will determine through a fair process how to designate seasonal camping stalls to individuals,

(a) If demand for seasonal camping stalls exceeds the current availability, the County shall determine through a seasonal camping stall draw,

5.2 Machesis Lake and Wadlin Lake, Seasonal camping stall areas will be identified and designated specific locations and sizes by Mackenzie County.

5.4 Any permitted RV must be a non-permanent removable structure, must be esthetically pleasing.

5.5 On a seasonal camping stall the maximum allowable units shall not exceed one RV.

5.7 Any permitted RV must be placed at a location directed by the County.

~~5.8 Only the use of the quiet generators is permitted. This shall be at the discretion of the County.~~ (Move to Section 4)

5.9 Permits are non-transferable.

5.10 Seasonal camping stalls must be maintained in a bear proof manner.

## **SECTION 6 ACCESS RESTRICTIONS**

6.1 No person shall enter or remain in a park or portion of a park where travel or access restrictions have been imposed under this Bylaw.

## **SECTION 7 FIRES**



- 7.1 No person shall set, light or maintain a fire in a park except in a fireplace, pit or other facility designed for that purpose.
- 7.2 A person may use any dead vegetation for fuel purposes in a park.
- 7.3 Where the Municipality is of the opinion that a fire hazard exists in a park, the Municipality may, by erecting signs and notices for the purpose, prohibit the setting, lighting or maintaining of fires in all or part of a park.
- 7.4 No fire shall be left unattended or be allowed to spread.
- 7.5 No person shall deposit or dispose of hot coals, ashes, embers or any other burning or smoldering material in a place other than a stove, fire pit, or other place provided for that purpose by the Municipality.
- 7.6 All fires, hot coals or smoldering materials shall be extinguished before leaving.
- 7.7 No person shall remove firewood from a park.

## **SECTION 8           VEHICLES**

- 8.1 No person shall, within a park, operate or ride an off-highway vehicle that is motor driven, except on a designated trail or area unless otherwise authorized by the Municipality.
- 8.2 A Park Officer may prohibit the entry of a vehicle into any part of a park.
- 8.3 No vehicle shall be parked in a manner or at a location that impedes traffic.
- 8.4 No person shall exceed the posted speed limit with a motor vehicle or off-highway vehicle in a park.
- 8.xx All motor vehicles or off-highway vehicles operated in the park must have a factory muffler to reduce sound levels.
- 8.5 The owner of a motor vehicle or off-highway vehicle which is involved in any contravention of this Bylaw is guilty of an offence.
- 8.6 When a motor vehicle, off-highway vehicle, boat, trailer, equipment, appliance, article, or object
  - (a) Is abandoned,
  - (b) Remains in an area after the authorization to be in that area has expired, or

(c) Is located in a prohibited area,

A Park Officer may remove, store or dispose of this item in accordance with this Bylaw.

8.7 A Park Officer may seize any vehicle, off-highway vehicle, boat, trailer or any equipment, appliance or other article or object that is being used in a park in contravention of this Bylaw, whether it is found in possession of the person alleged to have committed the contravention or not.

8.8 No motor vehicle, off-highway vehicle, boat, trailer, equipment, appliance, article or object that has been removed or seized shall be released to its owner or the owner's agent until all expenses incurred by the Municipality regarding the subject item have been paid. Such charges shall be in addition to any fine or penalty imposed in respect of any violation or to any payment made in lieu of prosecution as provided for in the Fee Schedule Bylaw.

8.9 Pursuant to section 8.8, if any item stored is not claimed by the owner or someone on his behalf, in return for full payment of costs incurred, within 60 days of its removal, the item and its contents shall be turned over to the Municipality to be disposed of.

## **SECTION 9            ANIMALS**

9.1 All persons having the custody or control of an animal shall

(a) At all times have the animal on a leash.

(b) Be responsible for the immediate clean up of the animals waste upon release.

9.2 A Park Officer may refuse to admit to a park, or require to be removed from a park, any animal if the animal

(a) Is not under control,

(b) Causes a nuisance,

(c) Threatens the life, safety, health, or comfort of any person, or

(d) Damages property

9.3 A Park Officer and/or any other person acting under the supervision of a Park Officer may capture an animal running at large in a park.

- 9.4 When an animal is captured, the Park Officer shall
- (a) Impound the animal, and
  - (b) Make a reasonable attempt to contact the owner or person having custody of the animal.
- 9.5 Where the owner or person having custody of an animal, claims a captured animal from a Park Officer, that person shall pay the fees as set out in the Mackenzie County's **Animal Dog** Control Bylaw.
- 9.6 When an animal has been impounded for the time period required in Mackenzie County's **Animal Dog** Control Bylaw, and no person claims it, a Park Officer may dispose of the animal in accordance with the **Animal Dog** Control Bylaw.
- 9.7 No person shall bring into a Municipal park, a horse, pony, or beast of burden, unless at a designated site (Machesis Lake equine camp), or with the written authorization from a Park Officer.

## **SECTION 10 WASTE DISPOSALS**

- 10.1 No person shall:
- (a) Deposit solid waste matter in a park except in a receptacle or area provided for that purpose by the Municipality.
  - (b) Deposit waste water, sewage or any liquid waste except in a receptacle approved by the municipality.
  - (c) Bring commercial or residential waste matter into a park for disposal.
- 10.2 In areas in a park where waste disposal receptacles are not provided, waste matters shall be carried out of the area for disposal.

## **SECTION 11 NUISANCES**

- 11.1 If, in the opinion of a Park Officer, a nuisance exists on any site which is subject to a permit, the Park Officer may, in writing, order the person causing the nuisance to abate the nuisance, clean the site, or both.
- 11.2 Where a person fails to comply with an order made pursuant to section 11.1 the Park Officer may take whatever steps are necessary to abate the nuisance, clean the site, or both. All costs incurred as a result of the nuisance shall be paid by the offender.

11.3 No person who has been removed from a park pursuant to this Bylaw shall, within the following 72-hour period, enter or attempt to enter a park.

**SECTION 12 FIREARMS**

12.1 No person shall discharge a firearm in a park or campground unless the firearm is discharged by a

- (a) A Police Officer,
- (b) A Fish and Wildlife Officer,
- (c) A duly authorized Municipal employee, agent, or contractor in the performance of their duties.

12.2 Notwithstanding section 12.1, a person who is in possession of a firearm in a park shall ensure the firearm is unloaded and

- (a) In a condition such that the barrel and stock are separated and taken apart, or
- (b) Completely enclosed in a locked case or other covering designed for that purpose.

12.3 No person shall hang or dress big game in the park.

**SECTION 13 NO SWIMMING**

13.1 Any person engaged in swimming, wading or any other Water Activity in a body of water located in a Park or other Public Area, contrary to a “No Swimming” sign posted in respect of that body of water is guilty of an offence and subject to a fine as set out in the Fee Schedule Bylaw.

13.2 Any person in or in the immediate vicinity of a Park or other Public Area who is exercising care, control or supervision of a child or children under twelve (12) years of age who is/are engaged in swimming, wading or any other Water Activity contrary to Section 13.1, is guilty of an offence and subject to a fine as set out in the Fee Schedule Bylaw.

**SECTION 14 SIGNAGE**

14.1 The Council may:

- (a) Subject to the Traffic Safety Act, control and prohibit the movement of vehicular, pedestrian and other traffic by means of signs and notices

designated and erected by it, and

- (b) Designate and erect other signs and notices governing and prohibiting activities that are provided for in this Bylaw.

## **SECTION 15            ADMINISTRATION**

15.1 For the purpose of administering and enforcing this Bylaw, a Park Officer may:

- (a) Enter on and inspect any land, road structure or work in a park;
- (b) Order the repair, alteration, improvement, evacuation or removal of or addition to any unauthorized structure or work in a park;
- (c) Order any person in a park to cease or refrain from any action, omission or conduct that in the opinion of the Park Officer is dangerous to life or property or detrimental to the use and enjoyment of the park by other persons;
- (d) Require any person in a park to inform a Park Officer of:
  - i. the name, and address of the person, and
  - ii. any fact or intention relating to the use of the park by that person;
- (e) Remove from a park:
  - i. any person making unauthorized use of the park,
  - ii. any person failing to comply with any provisions of this Bylaw, and
  - iii. any person creating a nuisance or disturbance or committing a trespass or any undesirable act.

15.2 Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Should any section of this Bylaw be found to have been improperly enacted for any reason, then such section apart shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

## **SECTION 16            FEE RATES FOR USE OF CAMPGROUNDS**

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

**SECTION 17           CONTRAVENTIONS**

- 17.1 The Municipality or Park Officer may cancel or suspend a permit issued under this Bylaw if the permit holder contravenes this Bylaw, or any terms or conditions to which the permit is subject.
- 17.2 Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.
- 17.3 A Park Officer may commence a summons or offence notice in the form of a violation ticket or long information for the contravention. A Park Officer may serve upon such a person a violation ticket allowing payment of a specified penalty in the amount prescribed in the Fee Schedule Bylaw in lieu of prosecution for the offence.
- 17.4 Violation tickets shall be issued in accordance with the Provincial Offences Procedure Act.

**SECTION 18           EFFECTIVE DATE**

- 18.1 This Bylaw repeals Bylaw ~~796-11~~1037-16.
- 18.2 This Bylaw shall come into full force and effect upon third and final reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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Josh Knelsen  
Reeve

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Darrell Derksen  
Chief Administrative Officer



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Bylaw 908-13 Unsightly Premises – Amendment</b>

## **BACKGROUND / PROPOSAL:**

The Unsightly Premises Bylaw 908-13 has gone through a review process conducted by the Community Services Committee, Administration and Legal.

Administration utilized different bylaws from other municipalities, suggestions from committee members and recommendations from Legal to amend the bylaw.

Although it was suggested to develop a Bylaw that is more user friendly, or easier to understand, there are some aspects of the document that can not be deleted or omitted as doing so may hinder Mackenzie County ability to utilizing the document in Court when achieving full compliance.

Council also has directed administration to develop a policy for unsightly premises. This document would allow for a better understanding and purpose of the bylaw and present the public with a document that is easier to understand.

## **OPTIONS & BENEFITS:**

### Option 1

Approve the Bylaw as amended/presented.

### Option 2

Have Administration bring back more options.

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

By-Law 908-13 Unsightly Premises

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to By-Law 1325-24 Unsightly Premises as presented/amended.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to By-Law 1325-24 Unsightly Premises as presented/amended.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third and final reading of By-Law 1325-24 Unsightly Premises as presented/amended

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to By-Law 1325-24 Unsightly Premises as presented/amended.



**BY-LAW NO. 908-131325-24  
MACKENZIE COUNTY**

A Bylaw of the Mackenzie County, in the Province of Alberta, to regulate unsightly premises.

**WHEREAS** under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may pass bylaws regulating unsightly premises;

**AND WHEREAS** Council recognizes that Mackenzie County is geographically large and diverse area and unsightly and dangerous properties are a blight on the community and detrimental to surrounding areas throughout Mackenzie County;

~~**AND WHEREAS** unsightly premises are a detriment to surrounding properties and the immediate neighborhood generally;~~

**AND WHEREAS** Council deems it advisable to pass a bylaw to regulate unsightly premises;

**AND WHEREAS** the purpose of this Bylaw is to prevent the existence and proliferation of unsightly premises and to provide a mechanism for the remediation of a property which has become an unsightly premises;

**NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY ENACTS AS FOLLOWS:**

**1. GENERAL**

1.1 This Bylaw shall be cited as the Unsightly Premises Bylaw.

1.2 ~~In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.~~ An Owner shall not cause or allow their Property to be a Nuisance, Unsightly Property, or Dangerous Property.

1.3 ~~The provision of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, industrial, agricultural, construction, demolition, renovation, landscaping, clean-up, storage or other related activities from being carried out on, or in relation to a premises.~~ An Owner shall maintain all Property in a Reasonable State of Repair.

1.4 Regard shall be given to the use and location of the property (ie. residential, commercial, industrial, acreage, farm, or located along major public roadway), as well as conditions of any public property which is adjacent to such property

(for example slope of ditches, ditches filled with water or gravel), in determining what remedies should be taken and whether a premise is an unsightly premise.

~~1.5 Regard shall be given to the available disposal facilities within the County and/or neighboring municipalities that will able an Owner to comply with this bylaw.~~

## 2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires, the term (in alphabetical order):

- a) **“Animal material”** means any animal excrement and includes all material accumulated on a premises from pet pens, yards, stables, veterinary clinics or hospitals, kennels or feed lots;
- b) **“Ashes”** means the powdery residue accumulated on a premises left after the combustion of any substance and includes any partially burnt wood, charcoal or coal;
- c) **“Building material”** means all construction and demolition material accumulated on a premises while constructing, altering, repairing or demolishing any structure and includes, but is not limited to, earth, vegetation or rock displaced during such construction, alteration or repair;
- d) **“County Administrator”** means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- e) **“County”** means the municipal corporation of the Mackenzie County;
- f) ~~“Clean-up Order” means an Order issued under this bylaw by the County Administrator with respect to an unsightly premises within the County;~~
- g) **“Dangerous Property”** means any condition on a Property which, in the opinion of a Enforcement Officer, may create or constitute a danger to public safety;
- h) **“Enforcement Officer”** ~~means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;~~  
As per the MGA section 555(1) and (2) a person who is appointed as a bylaw enforcement officer is, in the execution of enforcement duties, responsible for the preservation of public peace. Bylaw enforcement officers must take the official oath prescribed by the *Oath of Office Act* before starting their duties.

- i) **“Equipment” and/or “machinery”** means units which have been rendered inoperative by reason of its disassembly, age or mechanical condition and includes any household appliances;
- j) **“Fence”** means a permanent enclosing material, maximum six foot height, of wood, steel or like materials designated to provide visual screening and not detract from surrounding neighborhood, as permitted by the County’s land use bylaw;
- k) **“Garbage”** means materials of every description or kind, or abandoned, discarded, or rejected goods disposable in a garbage can or receptacle and includes bottles, metal cans or tins, crockery, glass, grass cuttings, paper, cloth, food, food waste, wrappings, sweepings and the like;
- l) **“Municipal Tag”** means a tag or similar document issued by the Municipality pursuant to the Municipal Government Act for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow;
- m) **“Occupant”** means any person other than the registered owner who is in possession of the Property, including but not limited to, a lessee, licensee, tenant or agent of the Owner.
- n) **“Owner”** means:
  - i) A Person who is registered under the Land Titles Act as the owner of the land;
  - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
  - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
  - iv) A Person controlling the property under construction, or;
  - v) A Person who is the occupant of the property under a lease, license or permit.
- o) **“Premises”** means the external surfaces of all buildings and the whole or part of any land, including land immediately adjacent to any building or buildings, situated in whole or in part in the County and includes lands or buildings owned or leased by the County;
- p) **“Reasonable State of Repair”** means the condition of being:
  - i) structurally sound;
  - ii) free from damage;

- iii) free from rot or other deterioration; and safe for its intended use.
- q) **“Right of access”** means the right of an Enforcement Officer to enter onto a property to inspect the property to determine whether to issue a **Clean-up Enforcement** Order, or to allow work forces access to the property for the purposes of enforcing a Order;
- r) **“Trash”** means materials of every description or abandoned, discarded or rejected goods not disposable in a garbage can or receptacle, included but not limited to trailers, sheds, shacks;
- s) **“Work forces”** means County employees or contract workers engaged by the County for the purposes of enforcing a Clean-up Order;
- t) **“Yard material”** means organic matter formed as a result of gardening or horticultural pursuits and includes grass, tree and hedge cuttings and clippings;
- u) **“Weeds”** means weeds as defined by the Weed Control Act.

### 3. **RESPONSIBILITIES OF OWNER**

3.1 Property owners shall keep such property and any public property which abuts or flanks such property, in a presentable condition and shall:

- a) Remove garbage, yard material, animal material, building material, and ashes as it accumulates;
- b) Prune and remove trees or shrubs in deteriorating condition located on the premises **including branches that hang over adjacent land Owners or alleyways;**
- c) Cut grass and control dandelions and other noxious weeds;
- d) Remove any vehicles, equipment, machinery, trash, or parts thereof;
- e) Not suffer or permit trees, or other vegetation growing on the property to interfere or endanger the lines, poles, conduits, pipes, sewers, public utility laneways or other works of the County;

3.2 Owner of a property in urban areas shall:

- a) maintain all buildings, structures and improvements to their property so that:
  - i) the foundations;

- ii) exterior walls;
- iii) roof;
- iv) windows, including frames, shutters and awnings;
- v) doors, including frames and awnings;
- vi) steps and sidewalks; and
- vii) fences;

are kept in a Reasonable State of Repair.

- b) maintain all fixtures, improvements, renovations, or additions to any building, structure or improvement on their property, including but not limited to:

- i) exterior stairs;
- ii) porches;
- iii) decks;
- iv) patios;
- v) landings;
- vi) balconies; or
- vii) other similar structures

shall be maintained in a Reasonable State of Repair.

#### 4. **UNSIGHTLY PREMISES**

~~4.1 Unsightly Premises shall mean any property, whether land, buildings, improvements to lands or buildings, personal property, or any other combination of the above, located on land within the County that, in the opinion of Council, County's Administrator or an Enforcement Officer is unsightly to such an extent as to detrimentally affect the repose, amenities, use, value or enjoyment of the surrounding lands in reasonable proximity to the unsightly premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined by the Municipal Government Act.~~

4.1 In accordance with section 541 and 546 of the MGA, unsightly property is

a) "detrimental to the surrounding area" includes causing the decline of the market value of property in the surrounding area;

b) "unsightly condition",

(i) in respect of a structure, includes a structure whose exterior shows signs of significant physical deterioration, and

(ii) in respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep.

4.2 In determining whether a premise is an unsightly premise, an Enforcement Officer shall use the following guideline:

a) A property or part of it is unsightly when it is characterized by visual evidence of a lack of general maintenance and upkeep by the excessive accumulation on the premises, or any other hazard or condition which poses a danger to public safety:

i) Any garbage, trash, **accumulation of construction/** building material, ashes, manure, human excrement or sewage, animal material or the whole or a part of an animal carcass, dirt, soil, gravel, rocks, sod, petroleum products, hazardous materials, disassembled equipment or machinery;

ii) Uncontrolled grass and weeds on premises **taller than 15 centimeters**

iii) **The whole or part of any motor vehicle or vehicles which has no current license plate attached to it and in respect of which, no registration certificate has been issued for the current year, and which is inoperative by reason of removed parts, or equipment;**

iv) The lack of repair or maintenance of buildings, structures or Property, including but not limited to:

i) the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;

ii) broken or missing windows, siding, shingles, shutters, eaves or other building material; or

iii) significant fading, chipping or peeling of painted areas of buildings, structures or improvements on Property.

4.3 If an Enforcement Officer has reason to believe that any property is an unsightly premise ~~he may exercise a right of access to the property in order to inspect the premises to determine whether the property contravenes the provisions of this Bylaw~~ the Enforcement Officer will enter the property after issuing a notice to the Owner pursuant to section 543 of the MGA. If access is denied, the Officer may seek a Court Order to inspect pursuant to section 543 of the MGA:

4.4 **The Court may issue an order:**

- (a) restraining a person from preventing or interfering with the entry, inspection, enforcement or action, or
- (b) requiring the production of anything to assist in the inspection, remedy, enforcement or action.

5. **ISSUING A ~~CLEAN-UP~~ MUNICIPAL TAG OR ENFORCEMENT ORDER**

5.1 If an Enforcement Officer considers any property to be an unsightly premise, the Enforcement Officer may issue ~~a Clean-up Order~~ Municipal Tag or an Enforcement Order.

5.2 Each Municipal Tag or Order:

- a) Shall describe the property by
  - i) name, if any, and
  - ii) the municipal address and/or legal description
- b) Shall state that the property contravenes the provisions of this Bylaw.
- c) Shall give reasonable particulars of the extent of the clean up, removal, clearing or other actions required to be made.
- d) Shall state that the clean up, removal, clearing or other actions must be done ~~within 7 to 21 calendar days from the Order date~~ within the specific timeline determined by the Enforcement Officer in accordance with Section 545 or 546 of the Municipal Government Act . The timeline will vary due to how the order can be served and which municipal act is being enforced.
- e) Shall state that if the required actions are not done within the time specified, the County may carry out the actions required and charge the cost thereof against the person to whom the Order is directed and if such person does not pay the costs, the costs shall be charged against the property concerned as taxes due and owing in respect of that property, and recovered as such.
- f) A statement that the Person named in the Order may, by written notice, request for a review of the Order by Council.

5.3 The Order shall be served upon the owner of the property and a copy may be served on any person shown by the records of the Land Titles Office to have an interest in the property.

5.4 An Order may be served:

- a) by being delivered personally to the person who is intended to be served;

- b) by being left with a person apparently over the age of eighteen (18) years at the dwelling place or place of business of the person who is intended to be served; or
- c) by being sent by registered mail to the last known address of the person who is intended to be served as shown on the assessment roll of the County and the Order shall be deemed to be served upon the expiry of five (5) days after the mailing of the Order.

5.5 If, in the opinion of the Enforcement Officer, service under subsection (5.4) cannot reasonably be effected, the Enforcement Officer may post the Clean-up Order or a copy of the Order in a conspicuous place on the land or property to which the Order relates, or on the private dwelling place of the person who is intended to be served and such Order is deemed to be served upon the expiry of five (5) calendar days after such Clean-up Order is posted.

5.6 County Administrator may extend the time for carrying out a **Clean-up Enforcement** Order.

## **6. APPEALING A CLEAN-UP ORDER**

6.1 An Owner or Occupant who receives a written Order under this bylaw may request a review of the Order by written notice to Council within ~~fourteen (14) days of the day on which the Order is received.~~

- (1) 14 days after the date the Order is received, in the case of an Order issued under Section 545 of the **Municipal Government Act**; and
- (2) 7 days after the date the Order is received, in the case of an Order issued under Section 546 of the **Municipal Government Act**.

Upon reviewing the Order, Council may confirm, vary, substitute or cancel the Order.

6.2 An Owner or Occupant or other person affected by the decision of Council under Section 6.1 may appeal to the Court of Queen's Bench, within the time period set out in the *Municipal Government Act*, Section 548.

## **7. FAILURE TO ACT BY AN OWNER UPON ISSUANCE OF A CLEAN-UP ORDER**

7.1 The person to whom an Order is directed shall comply with the directions of the Order as set out in the Order of the Enforcement Officer.

7.2 If a person to whom an Order is directed under this Bylaw fails to carry out the Order within the time stated in such Order, an Enforcement Officer ~~may~~



~~exercise a right of access to the unsightly premises~~ Bylaw will enter the property after issuing a notice pursuant to section 543 of the MGA. If access is denied, the Officer may seek a Court Order to inspect pursuant to section 543 of the MGA and may, with whatever work forces as are necessary, enter the premises against which the Order has been issued and carry out the Order.

~~7.3 The County or persons appointed by it may remove any fencing or other obstructions in carrying out the Order and shall replace or repair any fencing or other obstructions removed or damaged in the course of carrying out the Order.~~

## 8. **EXPENSES INCURRED IN CARRYING OUT A CLEAN-UP ORDER**

8.1 All and any expenses incurred by the County in carrying out an Order under this section constitutes a debt owing to the County from the person to whom the Order is directed.

8.2 The following rates shall apply:

a) If a third party was engaged in carrying out the Order under direction of an Enforcement Officer, ~~the Owner shall be invoiced double the actual expense~~ the owner shall be charged the actual costs for the contracted work as per the MGA

b) If the County's work forces were used in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced ~~double the rate specified in the County's Fee Schedule Bylaw in place at the time of clean-up~~ the full rate specified in the County's Fee Schedule Bylaw as per the MGA.

## 9. **MATERIALS COLLECTED IN CARRYING OUT A CLEAN-UP ORDER**

9.1 Where the County carries out an Order under this Section the work forces shall deposit any material removed from an unsightly premises at a location designated by the County Administrator, and under section 610 of the MGA such items must be retained for 30 days unless they are unsafe, unsanitary or perishable, in which case they can be disposed of at any time.

~~9.2 Notwithstanding subsection (9.1) where an Enforcement Officer is of the opinion that the material removed under subsection (9.1) has no value he may direct that the material be disposed of.~~

~~9.3 When material removed from an unsightly premise is removed to a location specified by the County Administrator, the County Administrator may direct that the property be disposed of if the person to whom an Order has been issued does not remove the property within fourteen (14) days of being requested in writing to do so by the County Administrator.~~

9.4 ~~If the County sells all or part of a building, structure or improvement that has been removed under this Bylaw, the proceeds of the sale must be used to pay the expenses and costs of the removal and any excess proceeds must be paid to the Owner or Occupant, if entitled to them.~~

9.5 Section 610 of the MGA:

610 Lost or unclaimed property

(1) Lost or unclaimed property coming into the possession of a municipality must be retained for at least 30 days from the date it comes into possession of the municipality unless it is unsafe, unsanitary or perishable, in which case it may be disposed of at any time.

(2) If the property is not claimed within 30 days, it becomes the property of the municipality and the municipality may dispose of the property by public auction or as the council directs.

(3) The purchaser of lost or unclaimed property is the absolute owner of it.

(4) A prior owner of lost or unclaimed property is entitled to the proceeds of the sale less all expense incurred by the municipality if the prior owner makes a claim to the municipality with 90 days after the date of the sale.

(5) If the sale proceeds are not claim within 90 days from the date of sale, the rights of any prior owner to the sale proceeds are extinguished and the sale proceeds belong to the municipality.

10. **PENALTIES FOR NON-COMPLIANCE WITH THIS BYLAW**

10.1 A person is guilty of an offence and liable for non-compliance with this bylaw.

Clean-up Order is issued as:	Compliance with Clean-up Order	Non-compliance with Clean-up Order
First offence	No Fine	\$250 Fine
Second offence	\$250 Fine	\$250 Fine
Third offence	\$250 Fine	\$250 Fine
Fourth and subsequent Offence	\$250 Fine	\$250 Fine

Offence	Minimum And Specified Penalty	Second Offence	Third Offence	Fourth and Subsequent Offences
Owner causes, allows, or permits Property to become a Nuisance, Unsightly, or Dangerous Property	\$500	\$1000	\$2000	\$4000
Fails to maintain Property in a Reasonable State of Repair.	\$500	\$1000	\$2000	\$4000
Fails to Carry out the Order as directed.	\$1000	\$2000	\$3000	\$5000

## 11. ADDING AMOUNTS OWING TO A TAX ROLL

- 11.1 Within thirty (30) days of ascertaining the amount of the expenses incurred by the County in carrying out the Order to the Owner or issued as a fine per Section 9, a demand for payment shall be sent of these expenses to the person to whom the Order was directed.
- 11.2 Where the person to whom the Order is directed and a fine is issued per Section 9 fails, within thirty (30) days after a demand for payment, to pay the fines and expenses incurred by the County, the total outstanding amount shall be placed on the tax roll as an additional tax against the land concerned and that amount **as per section 553(1)© of the MGA:**

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

**(c) unpaid expenses and costs referred to section 549(5)(a) , if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or part of the parcel:**

- ~~a) forms a lien on the land in favour of the County, and~~
- ~~b) shall, for all purposes, be deemed to be taxes imposed and assessed on the land and delinquent under the Municipal Government Act from the date the expenses were incurred.~~

~~12. This Bylaw shall come into force and effect upon receiving third reading and shall repeal Bylaw 770-10.~~

**SECTION 12            EFFECTIVE DATE**

12.1 This Bylaw rescinds Bylaw 908-13.

12.2 This Bylaw shall come into full force and effect upon third and final reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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Joshua Knelsen  
Reeve

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Darrell Derksen  
Chief Administrative Officer



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Campground Caretakers – Request for Proposal Review</b>

## **BACKGROUND / PROPOSAL:**

The Community Services Committee made the following Motion:

### **CS24-01-04**

That Administration develop an RFP and make a recommendation to Council to tender.

The Community Services Committee is recommending a different approach to obtain campground caretakers this year.

Administration suggests changing the RFP name to;

### **Campground Partnership - Request for Proposal (RFP)**

It is believed that the County could develop a partnership with Families, Friends, Non-Profit Organizations or anyone that would be interested in operating one or more Campground and generate their own revenue through various services offered, functions or events put on and any other idea that would improve the Camper-users experience and generate revenue for the operator.

“We have the Campgrounds, You have the Ideas”

In the past the Campground Caretaker RFP’s were developed, like most, with a stringent Scope of Work, certain requirements/demands, a request for any extra services that may be provided and a bid price. The current RFP format is very “legal” based and is considered by some, hard to understand. This in turn has discouraged proposals to be submitted.

Administration has developed an RFP that is untraditional, simple to read and build in order to attract multiple proposals from many different walks.

Although the RFP mentions the minimum requirements of Mackenzie County:

1. Maintaining a family-oriented atmosphere, handling customer requests, facilitating contract service providers, and serving as a County ambassador.
2. Day use area and campground cleaning and maintenance, including the buildings, roadways, greenspaces (mowing & trimming), picnic sites, campsites, and play grounds.
3. Cleaning and maintaining all restrooms and all other facilities within the campground.
4. Managing the campground customers using the County reservation procedures, daily campground customer arrival and departures, and keeping a satisfactory record of the activity.
5. Campgrounds are open 7 days a week Campground Partners are requested to be on site Friday, Saturday and Sunday.

The RFP's real focus would be on;

1. Are you offering your proposal as a group or individual?
2. Why are you interested in submitting a proposal?
3. What revenue generating ideas would you propose?
4. What is your proposal to insure minimum requirements are met?
5. What would you propose as a Term for the Partnership?
6. To protect yourself and Mackenzie County, Insurance and WCB would be required. How would you propose achieving this requirement?
7. What would your proposed expectations be from Mackenzie County?
8. What other ideas or concepts do you have for operating a Campground to insure Camper-users experience a high level of outdoor activity and enjoyment?
9. Would you be interested in obtaining full operating control of the campground on a long term? What would you propose?

### Distribution and Receiving RFP

Normally RFPs are distributed from County offices and there is a requirement to sign-out a bid package. This insures that if there are any changes or amendments to the package, administration can easily identify who to send the RFP amendments to. In High Level tenders this is a must.

Administration is proposing that packages are not only distributed from County offices but also can be obtained via Mackenzie County's website.

It is not expected that there would be any significant changes to the RFP and the online accessibility would create a greater circulation component.

The RFP would have a closing date and time that all Proposals must be received at the Fort Vermilion Office. Receiving Proposals by any other means may lead to administrative challenges.

## Evaluation

The Community Services Committee is recommending a closing date be set for March 6<sup>th</sup> and that on March 7<sup>th</sup> at a Community Services meeting, all RFPs are opened and evaluated.

A recommendation would then be presented to Council the following week on March 12<sup>th</sup>. Administration would also provide a list of all individuals or groups that submitted.

## **OPTIONS & BENEFITS:**

### Option 1

Approve the Campground Partnership – Request for Proposal as presented/amended.

### Option 2

Have Administration bring back different options.

## **COSTS & SOURCE OF FUNDING:**

Unknown at this time.  
Operational Budget

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Social Media  
Newspaper  
Big Deal Bulletin

## **POLICY REFERENCES:**

Bylaw 1037-16 Municipal Parks Bylaw

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Administration move forward with Request for Proposals for Campground Partnership to operate one or more Campgrounds for the 2024 season.

**HAVE YOU, YOUR FAMILY, YOU & A BUDDY, OR  
YOUR NON-PROFIT EVER THOUGHT ABOUT  
OPERATING A CAMPGROUND?**



**CAMPGROUND PARTNERSHIP OPPORTUNITIES AVAILABLE AT  
WADLIN LAKE, MACHESIS LAKE, AND HUTCH LAKE**

**ARE YOU INTERESTED IN TRYING SOMETHING DIFFERENT THIS SUMMER?  
WANT TO CAMP ALL SUMMER WHILE EARNING MONEY?!  
PLUS, THE POTENTIAL FOR EXTRA REVENUE IS ONLY LIMITED BY YOUR IMAGINATION!  
THINK ABOUT IT AND WATCH FOR FURTHER POSTINGS.**



# Request for Proposal

## Campground Partnership



Closing Date:  
**March 6th, 2024**

## REQUEST FOR PROPOSALS (“RFP”):

### CAMPGROUND PARTNERSHIP

#### INSTRUCTIONS TO POTENTIAL PARTNERS

##### 1.0 INTRODUCTION

###### PURPOSE OF RFP

Mackenzie County is requesting any individual, group, non-profit organization, or business to submit their Proposal for the Operations of one or more County Campground.

Mackenzie County is interested in forming a partnership for operating the Campgrounds to produce the best camper-users experience for outdoor activity and enjoyment.

We are interested in your ideas.

Although the County would require a minimum level of service, we invite any and all interested parties to present your ideas on how these desired levels would be reached and how you would utilize the campground to **GENERATE YOUR OWN REVENUE**.

What kind of Partnership do you envision?

Mackenzie County (the “County”) would remain the sole and legal lease holder of all Campgrounds .

###### SUBMISSION OF RFP

Potential Partners must submit their Proposal in a sealed envelope marked:

“Campground Partnership” on or before 4:30 p.m. (Mountain Standard Time) on March 6<sup>th</sup>, 2024 (the “RFP Closing Time”) to:

Mackenzie County  
Attention: Don Roberts, Director of Community Services  
P.O. Box 640, 4511-46 Avenue Fort  
Vermilion, AB T0H 1N0

No faxed or electronically submitted Proposals will be accepted.

Final decision will be made at a Regular Council meeting on March 12<sup>th</sup>, 2024

Any inquiries respecting this RFP should be directed to:

Don Roberts  
Director Community Services & Operations  
[droboterts@mackenziecounty.com](mailto:droboterts@mackenziecounty.com)  
(780) 927-3718

### **No Contractual Relationship**

This RFP is part of an overall process intended to enable the County to identify a potential Partner. The submission of a Proposal does not constitute a legally binding agreement.

### **Discretion of the County**

The County is not bound to accept or act on any Proposal. At any time prior to the execution of an Agreement, the County may terminate the RFP process.

Mackenzie County may choose to negotiate the specific contractual terms and conditions including self-generated funds and fees.

### **Selection**

Selection of a successful Partner, if any, is at the discretion of the County.

## **2.0 MINIMUM REQUIREMENTS**

In order to insure all campgrounds are operated at a standard desired level, Mackenzie County is requesting each potential partner review and consider how the following Minimum Requirements are achieved.

1. Maintaining a family-oriented atmosphere, handling customer requests, facilitating contract service providers (Waste Removal), and serving as a County ambassador.
2. Day use area and campground cleaning and maintenance, including the buildings, roadways, greenspaces (mowing & trimming), picnic sites, campsites, and play grounds.
3. Cleaning and maintaining all restrooms and all other facilities within the campground.
4. Managing the campground customers using the County reservation procedures, daily campground customer arrival and departures, and keeping a satisfactory record of the activity.
5. Campgrounds are open 7 days a week. Campground Partners are requested to be on site Friday, Saturday and Sunday.

## **3.0 EVALUATION**

After the RFP Closing Time, the County will review and evaluate all the Proposals received. The selection of a Partner will be based on what would be considered the best proposal for the County, Campers and Ratepayers.

The County may contact Potential Partners and seek clarification on proposals.

#### 4.0 Law

Partners must adhere to all Federal, Provincial and Municipal laws and must obtain the required permits to conduct any event or operations that would involve permitting.

**Potential Partners can choose the best format to submit their Proposal including the attached document. All proposals must address the following:**

1. What Campground or Campgrounds are you interested in operating?  
Wadlin Lake                  Hutch Lake                  Machesis Lake
2. Are you offering your proposal as a group or individual?  
Name of Individual or Organization (Name, Address and Contact #)
3. If you are a group, who is the main contact and authority?  
Name that would be authorized to enter into a Legal Agreement.  
(Name, Address and Contact #)
4. Why are you interested in submitting a proposal?  
What is your history, Campground operating experience and motivation for submitting a proposal?
5. What revenue generating ideas would you propose?  
What ideas do you or your group have that would utilize the campground area/space and camping atmosphere to generate revenue? Be creative. Consider different services and events that users of the campground would want. The sky is the limit.
6. What is your proposal to insure minimum requirements are met?  
These Minimum requirements are listed in para 2.0. All options will be considered.
7. What would you propose as a Term for the Partnership?  
A short term of one year or longer?
8. To protect yourself and Mackenzie County, Insurance and WCB would be required. How would you propose achieving this requirement?

9. What would your proposed expectations be from Mackenzie County?

List the requirements Mackenzie County would be expected to provide in the Partnership.

10. What other ideas or concepts do you have for operating a Campground to insure Camper-users experience a high level of outdoor activity and enjoyment?

11. Would you be interested in obtaining full operating control of the campground on a long term? What would you propose?

**Mackenzie County  
REQUEST FOR PROPSALS – CAMPGROUND PARTNERSHIP**

**1. What Campground or Campgrounds are you interested in operating?**

- Wadlin Lake                       Hutch Lake                       Machesis Lake

**2. Are you offering your proposal as a group or individual?**

Name of Individual or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Home: \_\_\_\_\_

City: \_\_\_\_\_ Work: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Cell: \_\_\_\_\_

**3. If you are a group, who is the main contact & authority?**

Name of Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Home: \_\_\_\_\_

City: \_\_\_\_\_ Work: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Cell: \_\_\_\_\_

**4. Why are you interested in submitting a proposal?**

*What is your history, Campground Operating experience and motivation for submitting a proposal?*

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**5. What revenue generating ideas would you propose?**

*What ideas do you or your group have that would utilize the campground area/space and camping atmosphere to generate revenue? Be creative. Consider different services and events that users of the campground would want. The sky is the limit.*

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**6. What is your proposal to insure minimum requirements are met?**

*The minimum requirements are listed in paragraph 2.0. All options will be considered.*

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**7. What would you propose as a Term for the Partnership?**

*A short term of one year or longer?*

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**8. To protect yourself and Mackenzie County, Insurance and WCB would be required. How would you propose achieving this requirement?**

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**9. What would your proposed expectations be from Mackenzie County?**

*List the requirements Mackenzie County would be expected to provide in the Partnership?*

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**10. What other ideas or concepts do you have for operating a Campground to insure Campers-user experience a high level of outdoor activity enjoyment?**

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**11. Would you be interested in obtaining full operating control of the campground on a long term? What would you propose?**

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented by</b>	<b>Janelle Veenstra, Finance Controller</b>
<b>Title:</b>	<b>Budget Amendment - 2023 Mackenzie Agricultural Fair &amp; Tradeshow</b>

## **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 a sponsorship of \$1,000 which had previously been removed due to insufficient funds. This sponsorship has since cleared, and will need to be reflected in the budget.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

Sponsorship - Donations

## **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 \$1,000 for the 2023 Mackenzie Agricultural Fair & Tradeshow, with funding coming from sponsorships.



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Janelle Veenstra, Finance Controller</b>
<b>Title:</b>	<b>Disaster Recovery Program – 2020 Update February 13 2024 Report</b>

## BACKGROUND / PROPOSAL:

Administration has submitted 17 projects from the 2020 Overland Flood under the Disaster Recovery Program.

Administration has received 2 additional project funding approval letters - Project 8 & 11 attached.

<b>Project #</b>	<b>Project Name</b>	<b>Municipal Claim</b>	<b>Eligible Expense</b>	<b>Difference +/-</b>	<b>Note</b>
1	Emergency Operations	\$790,530.83	\$788,444.17	-\$2,086.66	50/50 shared expense on tangible items
1.1	Evacuation Costs	\$412,991.07	\$410,971.62	-\$2,019.45	Ineligible residents/no shows. Meal price
1.2	Temporary Housing	\$1,344,022.03	\$1,344,022.03	\$0.00	N/A
1.3	Communications	\$230,771.94	\$230,771.94	\$0.00	N/A
1.4	Engineering, Surveying & Assessment	\$163,240.57	\$163,240.57	\$0.00	N/A
4	Buttertown Road Repair	\$145,000	\$123,000	-\$22,000.00	Additional culverts added to road repair, and access
6	Beaver Ranch Road	\$406,240.93	\$406,240.93	\$0.00	N/A
8	DA Thomas Park Restoration	\$46,792.00	\$41,114.50	-\$5,677.50	Concrete pads considered enhancements by engineer. DRP covered 70% of the

					cost
9	Hamlet Ditch Debris removal and Cleaning	\$29,013.98	\$29,013.98	\$0.00	N/A
11	Hamlet Walking Trail including Bridge repairs	\$20,075.41	\$20,075.41	\$0.00	N/A
12	Atlas Well at La Crete	\$12,164.25	\$12,164.25	\$0.00	N/A
13	Incremental Staffing	\$127,582.37	\$127,308.37	-\$274.00	Hour calculation
14	Recovery Contracts	\$198,051.00	\$198,051.00	\$0.00	N/A
24	Site Preparation and Remediation (Interim Housing)	\$555,395.49	\$553,446.13	-\$1,949.36	Utility costs
1.5	Evacuation – Hotels/Meals	\$727,926.14	\$702,209.11	-\$25,717.03	Meal/Hotels
<b>TOTAL</b>		<b>\$5,209,798.01</b>	<b>\$5,150,074.01</b>	<b>-\$59,724.00</b>	<b>-1.14% of claim declined</b>

There are currently 3 projects outstanding, 2 of which are complete and awaiting audit results. The remaining project is the Watermains and Sewer main project that will be completed in 2024.

The County was provided a \$5,000,000 advance in 2020 to assist with the anticipated expenses. As the approved project funds exceed this amount, administration has received the additional \$150,074.01 and will continue to as additional project funding is approved.

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

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Disaster Recovery Program

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 Disaster Recovery Program February 13, 2024 update report be received for information.



January 30, 2024

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

Dear Jennifer:

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

I am writing to advise that the Disaster Recovery Program has received your request for \$412,991.07. Your outstanding advance of \$260,897.61 has been reconciled by your eligible amount, and new funds have been issued via electronic transfer. A payment summary listing all eligible costs is enclosed.

<b>Project Number</b>	<b>Project Description</b>	<b>Amount Submitted</b>	<b>Amount Eligible</b>
1.1	Evacuation Costs	\$412,991.07	\$410,971.62
<b>Total</b>		<b>\$412,991.07</b>	<b>\$410,971.62</b>

<b>Outstanding Advance</b>	<b>\$260,897.61</b>
Advance Outstanding after current reconciliation	<b>\$0.00</b>
<b>Additional Payment</b>	<b>\$150,074.01</b>
<b>Total Payment Forthcoming</b>	<b>\$150,074.01</b>

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

Sincerely,

Rick Melnychuk  
Manager, Community Recovery Services  
Alberta Emergency Management Agency

Attachments





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Councillor Expense Claims</b>

## **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:

- January – All Councillors

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

2024 Operating Budget

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

1316-23 Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative and Support Services</b>
<b>Title:</b>	<b>Members at Large Expense Claims</b>

## **BACKGROUND / PROPOSAL:**

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

A copy of the following Member at Large Expense Claim will be presented at the meeting:

<b>Month</b>	<b>Board/Committee</b>	<b>Name</b>
<b>January</b>	<b>Municipal Planning Commission</b>	<b>Erick Carter</b>
<b>January</b>	<b>Subdivision Appeal Board</b>	<b>Brent M. Holick</b>
<b>January</b>	<b>Municipal Planning Commission</b>	<b>Andrew O'Rourke</b>

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

2024 Operating Budget.

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Bylaw 1316-23- Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Member at Large Expense Claim for January 2024 be received for information.



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie County Outdoor Recreation and Tourism Plan - Request for Proposals (RFP) Awarding (Handout)</b>

## **BACKGROUND / PROPOSAL:**

Administration was given the direction to proceed with issuing an RFP at the January 9, 2024 Regular Council Meeting.

Administration posted the RFP on Alberta Purchasing Connection (APC) on January 9, 2024, with a closing date of January 30, 2024 at 4:30 p. m. local time. Proposals were opened at the January 31, 2024, Regular Council Meeting. Administration was then to score each proposal and bring back a recommendation for awarding at the Regular Council Meeting on February 13, 2024.

Proposals received were opened at the January 31, 2024 Regular Council Meeting, where the following motions were made:

**MOTION 24-01-041**

**MOVED** by Councillor Peters

*That the proposals received for the Mackenzie County Outdoor Recreation & Tourism Plan be opened.*

**CARRIED**

Proposals were received from the following proponents:

- O2 Planning & Design
- Setsail Interactive
- Expedition Management Consulting

**MOTION 24-01-042**

**MOVED** by Councillor Wardley

*That administration score the eligible proposals for the Mackenzie County Outdoor Recreation & Tourism Plan and provide a detailed report and recommendation for awarding at the February 13, 2024, Regular Council Meeting.*  
**CARRIED**

**OPTIONS & BENEFITS:**

Administration has scored the proposals received and will provide a detailed report and recommendation to award the project to the successful proponent for the Mackenzie County Outdoor Recreation and Tourism Plan based on the scoring matrix below.

<b>Evaluation Criteria</b>	<b>Mark (%)</b>	<b>Points Available</b>	<b>Subtotal</b>
Experience and Qualifications		25	
Project Team		25	
Project Understanding & Proposed Methodology		30	
Local Knowledge & Experience		20	
Total points available		100	

Each of the proposals had elements where they were very strong, and elements that were not as thorough. They each focused on a different aspect, so the differentiator was the proposed methodology. A short meeting was had with the Community Services Committee on February 8<sup>th</sup> to verify the intended project outcome and select the proponent with the methodology that best fit our needs.

The detailed report and recommendation will be provided as a handout at the meeting.

**COSTS & SOURCE OF FUNDING:**

A portion of One-Time Project funding of \$87,000.

**COMMUNICATION / PUBLIC PARTICIPATION:**

The RFP was posted on Alberta Purchasing Connection and a link was provided on the Mackenzie County website under Bid Solicitations.

**POLICY REFERENCES:**

FIN025 Purchasing Authority Directive and Tendering Process.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie County Outdoor Recreation and Tourism Plan be awarded to

\_\_\_\_\_ .







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Pacific NorthWest Economic Region (PNWER) Committees and Initiatives</b>

## **BACKGROUND / PROPOSAL:**

PNWER is a statutory public/private non-profit created in 1991 by the states of Alaska, Idaho, Oregon, Montana, Washington, and the Canadian provinces of British Columbia, Alberta, Saskatchewan, and the Yukon and Northwest Territories.

The organizations mission is to increase the economic well-being and quality of life for all citizens in the region while maintain and enhancing the natural environment.

PNWER serves as a platform for collaboration and cooperation among these jurisdictions, focusing on various areas such as economic development, trade, energy, and environmental sustainability. Through its wide variety of working groups, PNWER addresses regional challenges and opportunities, fostering cross-border partnerships and promoting shared interests.

## **OPTIONS & BENEFITS:**

There may be benefits to attending events that PNWER is hosting. The Annual Summits are a forum where people in the policy world and the business world come together to figure out solutions to regional challenges.

Legislators, business leaders, academics and policy makers from the United States and Canada will meet to discuss regional economic best practices and trades concerns, in Whistler, BC for the 33<sup>rd</sup> Annual Summit from July 21-25, 2024.

## **COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Bylaw 1323-24 Land Use Bylaw Amendment to Rezone Part of NW-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Manufactured Home Subdivision “MHS”</b>

## **BACKGROUND / PROPOSAL:**

Administration has received a request by the developer to cancel the application to rezone Part of NW-9-106-15-W5M from Hamlet Residential “H-R1A” to Manufactured Home Subdivision “MHS”.

The applicant has requested for a refund of the cost for the application fee, which is \$575.00.

The rezoning application was presented to the Mackenzie County Council on January 31, 2024 where the following motion was made:

***MOTION 24-01-037   MOVED by Councillor Peters***

*That first reading be given to Bylaw 1323-24 being a Land Use Bylaw Amendment to rezone Part of NW-9-106-15-W5M Hamlet Residential “H-R1A” to Manufactured Home Subdivision “MHS”, subject to public hearing input.*

***CARRIED***

## **OPTIONS & BENEFITS:**

Options are to rescind Motion 24-01-037

## **COSTS & SOURCE OF FUNDING:**

Costs to the developer to date would be \$575.00.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Administration will be required to send cancellation notices to adjacent land owners and advertise.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Motion 24-01-037 be rescinded and the subject property remain zoned as Hamlet Residential 1A "H-R1A".

Simple Majority       Requires 2/3       Requires Unanimous

That the developer be reimbursed for the cost of the application fee incurred during this process.

**BYLAW NO. 1323-24**

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

**TO AMEND THE  
MACKENZIE COUNTY LAND USE BYLAW**

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

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

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone Part of NW-9-106-15-W5M from Hamlet Residential “H-R1A” to Manufactured Home Subdivision “MHS”.

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

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

Part of NW-9-106-15-W5M

Within Mackenzie County, be rezoned from Hamlet Residential “H-R1A” to Manufactured Home Subdivision “MHS”.

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.

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Joshua Knelsen  
Reeve

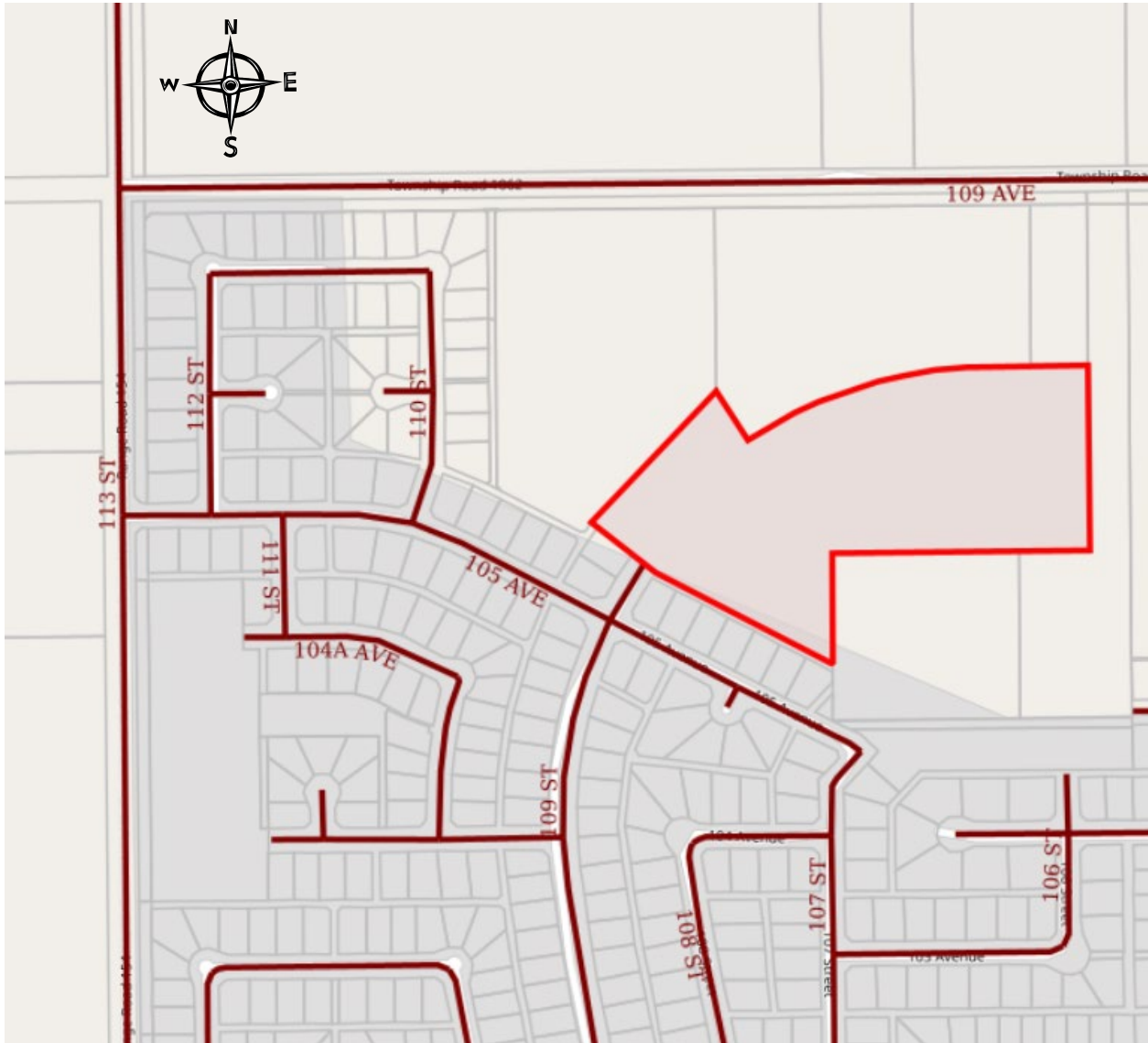
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Darrell Derksen  
Chief Administrative Officer

**BYLAW No. 1323-24**

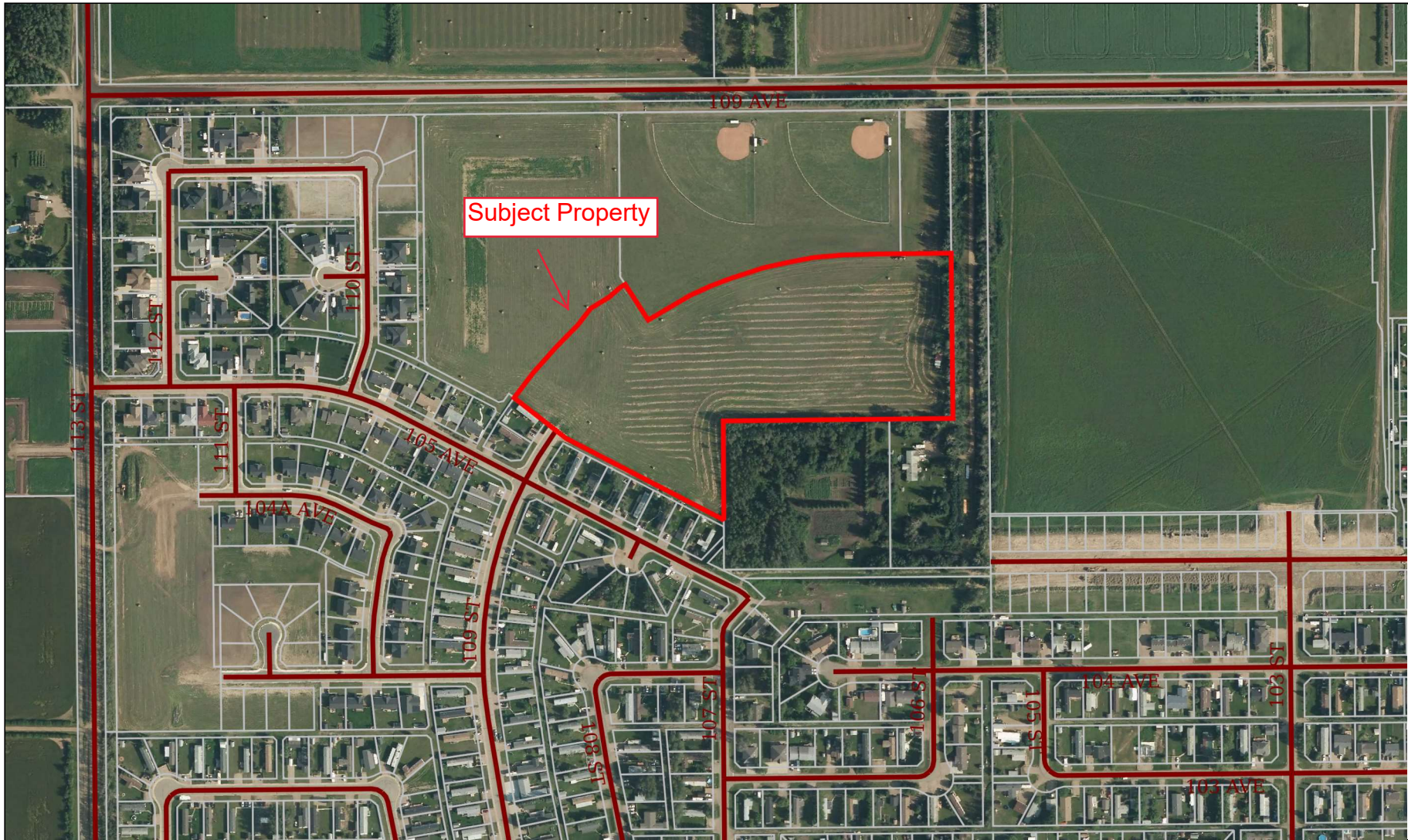
**SCHEDULE “A”**

1. That the land use designation of the following property known as Part of NW-9-106-15-W5M within Mackenzie County, be rezoned:



FROM: Hamlet Residential “H-R1A”

TO: Manufactured Home Subdivision “MHS”



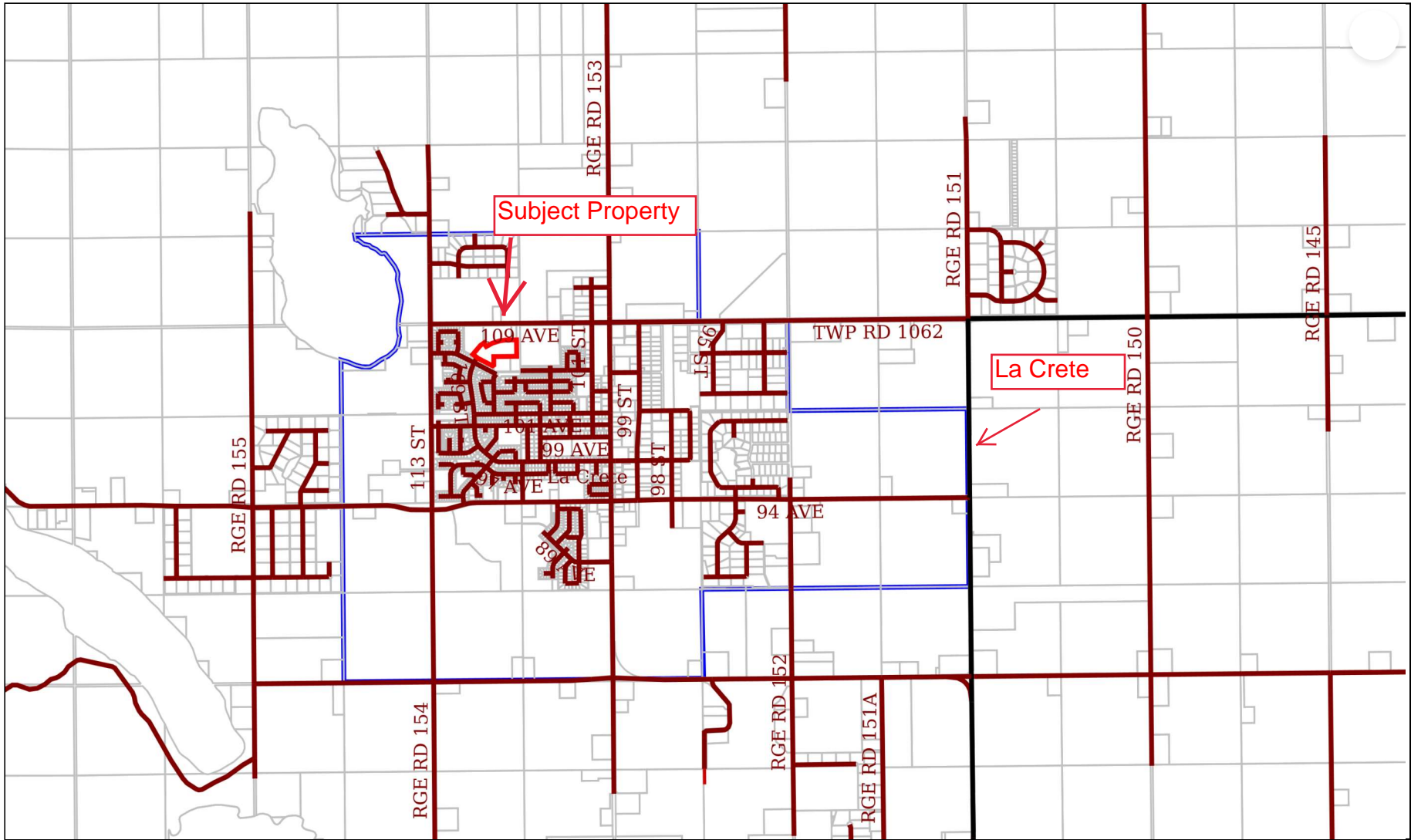
Subject Property




Scale 1: 5,000



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Scale 1: 50,000

1 Mi



1 Km



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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer &amp; Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>Bylaw 1324-24 – La Crete Offsite Levy Bylaw</b>

## **BACKGROUND / PROPOSAL:**

Administration has been engaging developers, stakeholders, and Council how best to proceed with the shared cost of infrastructure in the Hamlet of La Crete.

Council has taken the concerns presented from developers and builders and directed administration to create the following:

- **County to fund 20% of infrastructure costs (subsidy)**
- 25% of fees owed to be paid at time of subdivision approval
- 35% of remaining fees to paid in annual sums over a 3-year period or until FAC for subdivision developer
- 20% (connection fee) to be paid at time of water meter installation (Will need to added to the Fee Schedule Bylaw at a later time)

There will be an increase of levies at 1.5% every two years to account for inflation and interest (borrowing bylaw).

Consolidation of all existing offsite bylaws into one bylaw based on catchment areas in the hamlet.

Connection fees for areas outside of the map to ensure equality and shared responsibility to those using municipal infrastructure.

## **OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Cost of new infrastructure will be covered by Borrowing Bylaw based on need.

**COMMUNICATION / PUBLIC PARTICIPATION:**

The Development Ad Hoc Committee has been engaged with this bylaw and providing comment.

At the discretion of Council, the bylaw can be circulated or advertised.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1324-24 being the La Crete Offsite Levy Bylaw.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1324-24 being the La Crete Offsite Levy Bylaw.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to third and final reading of Bylaw 1324-24 being the La Crete Offsite Levy Bylaw.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That third reading and final reading be given to Bylaw 1324-24 being the La Crete Offsite Levy Bylaw.

**BYLAW NO. 1324-24**

**BEING A BYLAW OF THE  
MACKENZIE COUNTY**

**FOR THE IMPOSITION OF AN OFFSITE LEVY FOR THE HAMLET OF LA CRETE**

**WHEREAS**, pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, as amended, enables Council by Bylaw to provide for the imposition and payment of an off-site levy in respect of land to be developed or subdivided and to authorize agreements to be entered into in respect of the payment of the levy;

**WHEREAS**, an off-site levy may be used to pay for all or part of the capital cost of new or expanded facilities or land required for or in connection with any new or expanded facilities for:

- (a) the storage, transmission, treatment or supplying of water;
- (b) the treatment, movement or disposal of sanitary sewage;
- (c) storm sewer drainage; or
- (d) roads required for or impacted by a subdivision or development.

**WHEREAS**, the County, landowners and developers have agreed to share the cost of infrastructure to support continued growth;

**WHEREAS**, the County will fund Twenty Percent (20%) of the capital costs to support and incentivize development and to lower cost to landowners and developers;

**AND WHEREAS**, Mackenzie County has created the off-site levies based on the principles and criteria set out in the Off-Site Levies Regulation, Alberta Reg 187/2017;

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

1. This Bylaw may be referred to as the “La Crete Off-Site Levy Bylaw”.

**Definitions**

In this bylaw, the following definitions apply:

- a) **Act** means the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto;
- b) **Benefiting Lands** means those areas located within Mackenzie County which will benefit from the Off-Site Infrastructure or Improvements subject of this Bylaw;
- c) **Council** means the Municipal Council of Mackenzie County in the Province of Alberta, as duly elected and defined in the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto;

- d) **County** means the municipal district of Mackenzie County in the Province of Alberta;
- e) **Land Owner/Developer** – means a person or entity who submits a Subdivision or Development Permit Application, pursuant to this Bylaw;
- f) **Off-Site Infrastructure or Off-Site Improvements** means the projects specified in Schedule “A” of this Bylaw for the purposes of utility management in the Hamlet of La Crete.
- g) **CAO** means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the Municipal Government Act and the Municipality’s Chief Administrative Officer Bylaw.

#### **Off-Site Levies**

- 2. The off-site levy rates are set out in Schedule A.
- 3. The off-site levies have been calculated as described in Schedule B.
- 4. Any proposed development on lands outside of the defined areas identified in Schedule B that desires to connect to municipal infrastructure that is subject to a levy as set out in Schedule A and Schedule B shall be required to contribute to the applicable levies. A connection fee will be required for each unit and set by Council in the Fee Schedule Bylaw.

#### **Subsidies**

- 5. The Council may by resolution direct that the County subsidize the payment of any levy imposed under this Bylaw, from one or more funding sources identified in the resolution, in any amount up to and including the whole amount of the levy.
- 6. If the Council has passed a resolution under Section 4, then the amount of the subsidy must be reviewed by the CAO every other year in conjunction with that year’s review of levy projects and levyrates under Section 12, and the Council may at that time pass a resolution to rescind the previous resolution and impose a different level of subsidy, if any, which resolution may be passed by simple majority despite any provision of the Procedure Bylaw.

#### **Payment of Levies**

- 7. The Administration of Mackenzie County may enter into an agreement in respect to payment of the off-site levy with all affected landowners.
- 8. A levy imposed on a subdivision shall form a part of the developer’s agreement. The off-site levy payment shall be made in full prior to Final Acceptance Certificate.

9. A levy imposed on a development shall be paid prior to release of the water meter. .
10. Notwithstanding section 6 and 7 above, the following payment deferment option is made available to developers in accordance with the following:
  - a) 25% of the calculated levy amount shall be paid in accordance with sections 6 or 7 above at time of subdivision approval;
  - b) the remaining calculated levy amount shall be paid annually in equal portions until time of Final Acceptance Certificate or within three (3) years from the payment date made in accordance with sections 6 and 7 above;
  - c) Adequate security as determined by the CAO shall be provided by the developer for the deferred payment of Off-site Levies.
11. Any Off-site Levies pursuant to this bylaw that are not paid when due will prevent a deferred payment option in the future. The County may use any remedy available to the County for the collection of late or non-payment of levies.

**Annual Report**

12. The County shall report annually to Council regarding the levies in a format acceptable to the CAO.

**Annual Inflation/Interest**

13. The amount of levies outlined in Schedule 'A' for the sanitary sewer and water levies will be automatically adjusted every year on January 1 by Mackenzie County by 1.5%.

**Enactment**

14. The following bylaws are hereby repealed: Bylaw 223/00; Bylaw 338/02; Bylaw 440/04; Bylaw 474/04; Bylaw 651/07; Bylaw 739/09; Bylaw 763/10; and Bylaw 780/10.
15. Bylaw 319/02 is hereby amended by removing all references to the Hamlet of La Crete.
16. This bylaw comes into force at the beginning of the day of third and final reading thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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Joshua Knelsen  
Reeve

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Darrell Derksen  
Chief Administrative Officer

**BYLAW NO. 1324-24**

**SCHEDULE "A"**

1. The off-site levy rates are set out in the table below and apply to the areas outlined in Schedule B:

Levy	Rate(\$/acre)
Transportation Catchment 1	\$378
Transportation Catchment 2	TBD
Water	\$3,416
Sanitary Sewer Catchment 1	\$3,547
Sanitary Sewer Catchment 2	\$6,018
Sanitary Sewer Catchment 3	\$5,826
Storm Sewer Catchment 1	\$2,633
Storm Sewer Catchment 2	TBD
LPS Connection	\$1095

**BYLAW NO. 1324-24**

**SCHEDULE "B"**



## Executive Summary

This background report forms part of the Off-site Levy Bylaw. It also supplements the Fee Schedule Bylaw.

The report provides background information and transparency on the growth assumptions, infrastructure projects and costs, and the rationale for the methods used for the purpose of calculating the appropriate distribution of development fees and charges.

Mackenzie County, land owners and developers have shared in the costs of infrastructure to support growth. Over the last twenty years, the County has contributed a much larger share of the costs of infrastructure as a method to help spur economic activity. Moving forward over the next twenty years the County is currently prepared to continue to contribute towards a greater share of the costs of infrastructure to support growth.

This Report includes the following types of infrastructure:

- (a) the storage, transmission, treatment or supplying of water;
- (b) the treatment, movement or disposal of sanitary sewage;
- (c) storm sewer drainage; or
- (d) roads required for or impacted by a subdivision or development.

The County at this time has determined no community services as listed in s.648(2.1) of the Municipal Government Act will be included in the Off-site Levy Bylaw, and are therefore excluded from consideration in this report.

This Report and corresponding Off-site Levy Bylaw was created following the principles and criteria as set out in the Off-Site Levies Regulation AR 187/2017.

## **Principles**

The following principles guided the development of this Report:

### **Financial Sustainability**

Mackenzie County has historically contributed a larger proportion of funding for infrastructure improvements that benefit growth than developers and land owners. Over time this has created a greater burden on the municipality. This Report helps Mackenzie County become financially more sustainable.

### **Clear and Transparent**

The method used to calculate development fees and levies should be transparent and easy to understand. This applies to the financial reporting and periodic review of the fees and levies.

### **Fairness and Equity**

The equitable allocation of benefit and cost is a key principle these fees and levies has been developed under. Current and future development considerations have been considered that allocate the benefit of new infrastructure to the current hamlet population and to future residents of La Crete.

### **Efficiency**

A bylaw that is easily administered and can be easily updated through a review is beneficial to both Mackenzie County and land owners/developers.

## **Allocation of Benefit**

The allocation of benefit for each infrastructure type has been determined by assessing the benefit that the new or upgraded infrastructure will provide to existing development, to new urban growth and in the case of sanitary sewer infrastructure, the benefit provided to rural residential development that connects through a low pressure sanitary connection into the urban sanitary sewer system.

The allocation of benefit has been further determined by assessing the geographical area the new or upgraded infrastructure provides a benefit to in the case of new growth areas. For the Transportation and Storm Sewer infrastructure included in this bylaw, determining the exact area of benefit has been relatively simple with only one infrastructure project identified under each type. For the water and sanitary sewer infrastructure, the allocation of benefit among growth areas is partly dependent on timing of growth in different geographic areas.

## **Hamlet-wide Versus Catchment Based Fees & Levies**

There are two main methods of calculating the distribution of fees and levies. The first method is to develop a catchment system where particular areas are defined and the infrastructure necessary to service those areas is determined. Fees and levies are then charged based on the benefit that catchment is receiving from the infrastructure.

A second method is to charge one rate for each piece of infrastructure across La Crete. The benefit of this method is it can provide a more sustainable system to the County and to developers by allowing funds for a particular infrastructure type to be used across many projects of the same type. This allows the County to

put funds toward infrastructure where it is needed. Levies and fees constructed in this manner creates efficiencies to County Administration.

In this report, several fees and the water levy is calculated hamlet-wide and the sanitary, transportation and storm water levies have been calculated using a catchment method. Details about the fee calculation for each infrastructure type is described under the applicable sections.

## Unit of Calculation

For the water, sanitary sewer, storm water and transportation infrastructure types, the levies have been calculated on a per hectare amount. This creates an efficient method of calculation and is the most representative of the cost to benefit. Should a water and wastewater treatment levy be incorporated in the future, it should be calculated on a capacity basis.

In addition to the calculation of levies, this report considers other options for the distribution of development fees and levies, such as increased connection fees.

## Growth Analysis

The purpose of fees and levies is to have new growth help pay for the infrastructure that is required to service new development. If new growth is not occurring or not desired in a particular area, then fees and levies may not be required at that time.

The La Crete Area Structure Plan and the Mackenzie County Municipal Development Plan were reviewed to understand identified growth patterns in the statutory plans. In addition, work that had been completed in the creation of a new Municipal Development Plan was also considered. Due to the age of the La Crete Area Structure Plan, population trends and future population projections of La Crete were determined from the 2018 Municipal Census. The 2018 Municipal Census is used as the base for the last known population of La Crete and is 3,643 people. Since the 2006 Federal Census, the population of La Crete has grown an average of 3.4 per cent per year from the 2006 census. Comparing the 2018 population to the municipal census results from 2010 and 2015 demonstrate that the population growth rate has declined to an average annual growth rate of approximately 2.9 per cent.

To determine the population projections an annual growth rate of 3 per cent, 3.5 per cent and 4 per cent was projected out to a 20-year time horizon. These growth rates can be categorized as a low, medium and high growth scenario respectively.

Table 1 – Projected population growth for La Crete

Year	3%	3.5%	4%
2018	3643	3643	3643
2021	3981	4039	4098
2026	4615	4797	4986
2031	5350	5697	6066
2036	6202	6767	7380
2041	7190	8037	8979

A second view of growth is taken from analyzing the hectares of development that occur every year. To determine how many hectares of growth are likely to occur over the course of the off-site levy, a review of the last 10 years subdivision absorption was completed. Over the last 10 years approximately 131 hectares of development occurred and over the last 5 years, there was approximately 47 hectares of development. The hectares of development significantly vary year to year. A review of the hectares of development over the course of the last 10 years coincides with the population information whereby there is a modest decline in the rate of growth in La Crete.

Looking out to 2041, this bylaw has used an assumption of 300 hectares of land being absorbed over the next twenty years.

A review of lot absorption was also conducted because some of the existing off-site levy bylaws are charged on a per lot basis and this may be a desirable option moving forward to charge in this manner for certain infrastructure types. Over the last 10 years 302 lots were created, 120 of those lots being created in the last 5 years.

## **Balance Carried Forward**

In Mackenzie County eight off-site levy bylaws currently exist and are still collecting levies for infrastructure constructed by the County in the 2000's. The outstanding balance will carry forward to the sanitary sewer and water fees and levies.

## **Time Frame**

This report uses a revolving timeframe to calculate the levies. The levies have been calculated using a 20 year build out horizon. A 20-year time horizon was chosen in large part to coincide with the existing engineering reports and in part as a reasonable time period to plan for growth. Uncertainty increases as projections go beyond this period and a shorter time period increases the difficulty of long-term planning and implementing of large-scale infrastructure upgrades.

## **Exempted Lands**

In accordance with the legislation, lands that have previously contributed to off-site levies for specific infrastructure shall be exempt from levies for the same infrastructure.

The Off-site Levies shall be applied to the Gross Developable Area of a parcel excluding Environmental Reserve.

## **Fees & Levy Breakdown**

There are various mechanisms that the county can utilize to recoup infrastructure costs that support new development. The primary method that this report contemplates is offsite levies, and smaller contributions will be provided directly by builders and the County.

The cost breakdown is provided in Table 2, below.

Table 2 – Distribution of Fees and Levies

		% contribution
	Land Developer Fees	(60%)
Land Developer	1. Up-front levy payment (at subdivision approval)	25%
Land Developer	2. Deferral of levies (payment plan for developer)	35%
	Builder Fees	(20%)
Builder	Utility Connection Fees (water/sewer application)	20%
	Residential (per dwelling unit)	20%, split evenly by 3.8 = 5.26% / unit
	Non-Residential (per unit)	20% / unit
County	County Contribution (tax levy)	20%

Converting the Builder Fees from a price per acre to a price per unit is not an exact science. The rationale utilized in this report is as follows:

As stated previously in this report, 300 hectares (741 acres) are projected to be utilized for development over the next 20 years.

The current Area Structure Plan (ASP) for La Crete estimates a residential density of 9.4 dwellings/hectare (3.8 dwelling units/acre). The Infrastructure Master Plans (MPE, 2016) utilize this anticipated density for the servicing and upgrade considerations.

Non-residential density varies considerably, from roughly 0.3 acres on the small side, and increasing all the way to 10 or more acres per title. The majority of commercial/industrial properties are roughly 1 acre in size. For the purpose of this report we will assume 1 non-residential unit per acre.

This report was developed with the intent of the general tax base covering 20% of the cost of new infrastructure. This exact percentage will likely not be achieved due to items such as cost overruns, interest rates and other factors. The general tax base is liable for these costs. This report will be reviewed regularly and rates will be adjusted in order to ensure the contribution distribution remains as intended and does not deviate too far from the intended distribution.

## Transportation

The transportation levy was calculated using a catchment method. This method is best suited for this infrastructure type to maintain the principle that the benefiting lands contribute to the infrastructure costs that are providing the benefit. At this time the report does not include future transportation infrastructure to support growth.

There is an existing transportation off-site levy bylaw for the Range Road 15-2 project that has a well-defined benefiting area. To maintain the principle that those land owners/developers who pay the levy are the land owners/ developers who receive the benefit of the infrastructure, the transportation levy has been divided into two catchment areas, illustrated in Map 1.

If transportation infrastructure is identified in the future for catchment 2, it can be added into the levy at that time.

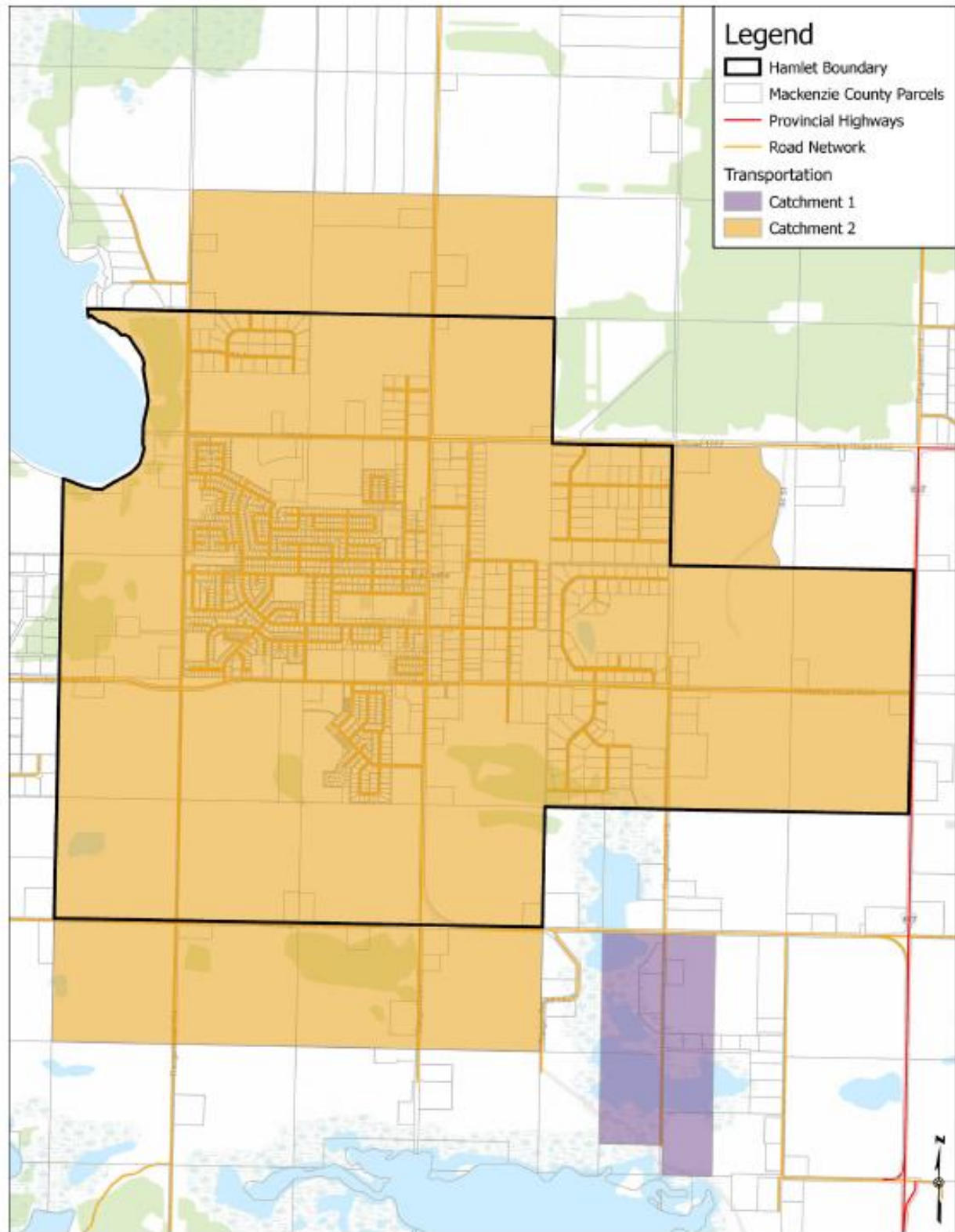
Table 3 – Transportation Infrastructure

Category	Project	Pre-paid Contribution	Growth Contribution	Total
Transportation Infrastructure	Range Road 15-2	\$50,000	\$70,000	\$120,000

$$\text{Levy Calculation} = \frac{\text{Infrastructure Cost} - \text{Pre-paid contribution}}{\text{Remaining Benefitting Area in Hectares}} = \$ \text{ per hectare}$$

$$\text{Levy Calculation} = \frac{\$70,000}{75 \text{ ha}} = \$933 \text{ per hectare}$$

Map 1 – Transportation Levy Catchments



## Water

The water levy includes linear distribution infrastructure upgrades and extensions as well as the balance carried forward of \$279,869 from the existing off-site levy bylaws. The allocation of benefit has been determined through the modeling work performed by MPE Engineering Ltd. as outlined in the 2016 Infrastructure Master Plan for La Crete. The allocation of benefit has been assigned to existing development if applicable and new growth. The costs included in the levy calculation for new construction includes only the costs attributed to new growth. The water levy has been developed using a revolving timeframe of 20 years and is implemented hamlet-wide as illustrated in Map 2. It is anticipated that 300 hectares of development will be absorbed over the next 20 years. This method was chosen to calculate the water levy for the reason that upgrades to water flow in the looped system will be required to support continued growth. Population growth beyond 20 years will require additional infrastructure as growth continues.

Table 4 – Water Infrastructure

Category	Project	Existing Contribution	Growth Contribution	Total
Water Linear Infrastructure	W5 200/300mm – 750/240m	\$0	\$1,431,000	\$1,431,000
Water Linear Infrastructure	Carry Forward Levies		\$279,869	\$276,869
Total =				\$1,707,869

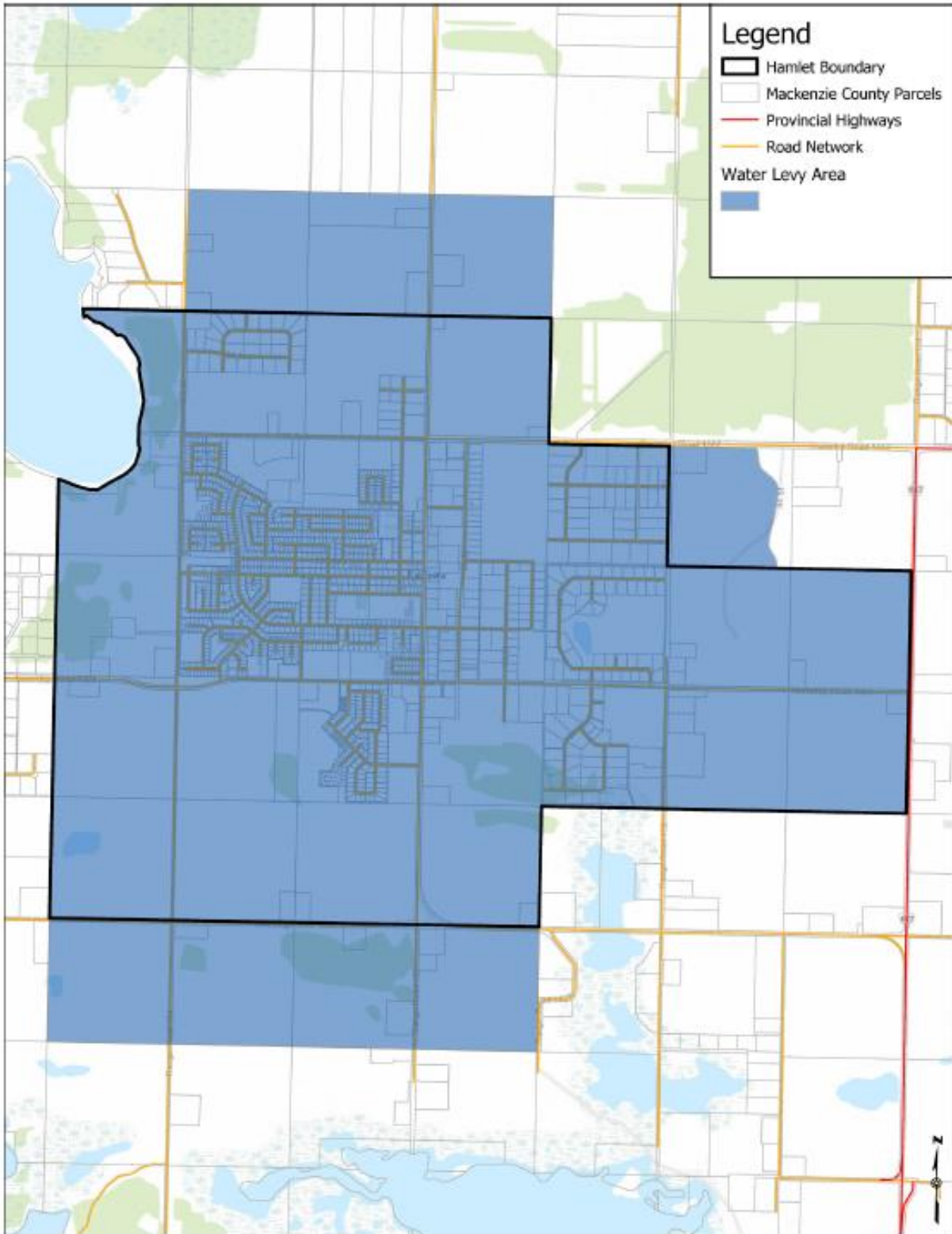
Table 5 – Water Infrastructure Fees & Levies

		% contribution	Water Infrastructure	Cost per unit
	Land Developer Fees	(60%)	\$1,024,721	\$3,416/acre
Land Developer	1. Up-front levy payment (at subdivision approval)	25%		
Land Developer	2. Deferral of levies (payment plan for developer)	35%		
	Builder Fees	(20%)		
Builder	Utility Connection Fees (water/sewer application)	20%	\$341,574	
	Residential (per dwelling unit)			\$300/unit
	Non-Residential (per unit)			\$1,139/unit
County	County Contribution (tax levy)	20%	\$341,574	\$1,139/acre

$$\text{Levy Calculation} = \frac{\text{Outstanding Balance} + \text{New Infrastructure}}{\text{Anticipated Hectares of Development}} = \$ \text{ per hectare}$$



Map 2 – Water Levy Area



## Sanitary Sewer

The sanitary sewer levy includes the linear sewer collection infrastructure upgrades and extensions, new and upgraded lift stations and the balance carried forward of \$1,349,865 from the existing off-site levies. The infrastructure requirements used to determine the sanitary sewer levy were determined through the 2016 Infrastructure Master Plan for La Crete report by MPE Engineering Ltd and by the 2020 North Sanitary Trunk Sewer Design report by Helix Engineering Ltd and infrastructure identified in the 2020 South Sanitary Trunk Sewer Design Report by Helix Engineering Ltd. The allocation of benefit has been assigned to existing development and new growth. The costs included in the levy calculation for new construction includes only the costs attributed to new growth. The sanitary sewer levy has been developed using a catchment method with three catchments identified that represent the areas of benefit that new infrastructure has been allocated to. The three catchments are identified in Map 3. The balance carried forward has been allocated to catchment 1, as this is the area that has received the benefit of the previously constructed infrastructure.

A portion of the North Sanitary Trunk and South Sanitary Trunk has been designed to accommodate Low Pressure Sewer (LPS) flows from rural country residential development that may tie into La Crete's sanitary system. The north and south sanitary LPS levy has been combined for efficiency and is not geographically identified due to the unknown certainty of which specific parcels may subdivide and have rural development occur on. The LPS levy calculations would be similar for each sanitary trunk. The LPS levy has been developed through a cost allocation of \$2,858,000 spread over 1,056 hectares resulting in a levy rate of \$2706 per hectare.

**Low Pressure Sewer levy = \$2706/ha, or \$1095/acre**

The growth contribution less the Low Pressure Sewer portion of costs has been used to calculate the levy rates for the three catchments.

Category	Project	Existing Contribution	Growth Contribution	Total
Sanitary Linear Infrastructure - Catchment 1	S4 300mm - 580m	\$542,762	\$65,238	\$608,000
	S5 525mm - 730m	\$1,058,549	\$933,451	\$1,992,000
	S6 600mm - 350m	\$898,178	\$105,822	\$1,004,000
	S7 250mm - 130m	\$198,033	\$85,967	\$284,000
	S9 375mm, 300mm, 250mm - 210m, 70m, 40m	\$506,099	\$155,901	\$662,000
	S10 450mm - 70m	\$748,073	\$156,927	\$905,000
	S11 675mm - 40m	\$21,753	\$91,248	\$113,000
Sanitary Linear Infrastructure - Catchment 1	Lift Station #5 Capacity Upgrade	\$64,000	\$186,000	\$250,000
	Lift Station #5 Forcemain Upgrade	\$183,000	\$537,000	\$720,000
Sanitary Linear Infrastructure	Carry Forward Levies		\$1,349,865	\$1,349,865
<b>Catchment 1 Total =</b>				<b>\$7,887,865</b>

<b>Table 7 – Sanitary Catchment 2 Costs</b>				
Category	Project	Existing Contribution	Growth Contribution	Total
Sanitary Linear Infrastructure - Catchment 2	NorthSanitaryPh1	\$0	\$8,889,000 See Note 1	\$8,889,000
	NorthSanitaryPh2	\$0	\$5,601,000 See Note 2	\$5,601,000
Note 1 & 2				(\$1,751,000)
Catchment 2 Total =				\$12,739,000

Note 1: \$580,244 is allocated to country residential development outside of the levy catchment map.

Note 2: \$1,170,756 is allocated to country residential development outside of the levy catchment map.

<b>Table 8 – Sanitary Catchment 3 Costs</b>				
Category	Project	Existing Contribution	Growth Contribution	Total
Sanitary Linear Infrastructure - Catchment 3	South Sanitary	\$0	\$13,391,000 See Note 3	\$13,391,000
Note 3				(\$1,107,000)
Catchment 3 Total =				\$12,284,000

Note 3: \$1,107,000 is allocated to country residential development outside of the levy catchment map.

The tables below provide the breakdown of fees and levies for the various stakeholders, separated by catchment area:

<b>Table 9: Sanitary Catchment 1 Fees &amp; Levies</b>				
\$7,887,865 applied to 1334 acres				
		% contribution	Sewer Infrastructure	Cost per unit
	Land Developer Fees	(60%)	\$4,732,719	\$3,547/acre
Land Developer	1. Up-front levy payment (at subdivision approval)	25%		
Land Developer	2. Deferral of levies (payment plan for developer)	35%		
	Builder Fees	(20%)		
Builder	Utility Connection Fees (water/sewer application)	20%	\$1,577,573	
	Residential (per dwelling unit)			\$311/unit
	Non-Residential (per unit)			\$1,182/unit
County	County Contribution (tax levy)	20%	\$1,577,573	\$1,182/acre

### Catchment 1 Levy Calculation

$$\text{Levy Calculation} = \frac{\text{Outstanding Balance} + \text{New Infrastructure}}{\text{Remaining Hectares of Development}} = \$ \text{ per hectare}$$

<b>Table 10: Sanitary Catchment 2 Fees &amp; Levies</b>				
\$12,739,000 applied to 1270 acres				
		% contribution	Sewer Infrastructure	Cost per unit
	Land Developer Fees	(60%)	\$7,643,400	\$6,018/acre
Land Developer	1. Up-front levy payment (at subdivision approval)	25%		
Land Developer	2. Deferral of levies (payment plan for developer)	35%		
	Builder Fees	(20%)		
Builder	Utility Connection Fees (water/sewer application)	20%	\$2,547,800	
	Residential (per dwelling unit)			\$528/unit
	Non-Residential (per unit)			\$2,006/unit
County	County Contribution (tax levy)	20%	\$2,547,800	\$2,006/acre

Catchment 2 Levy Calculation

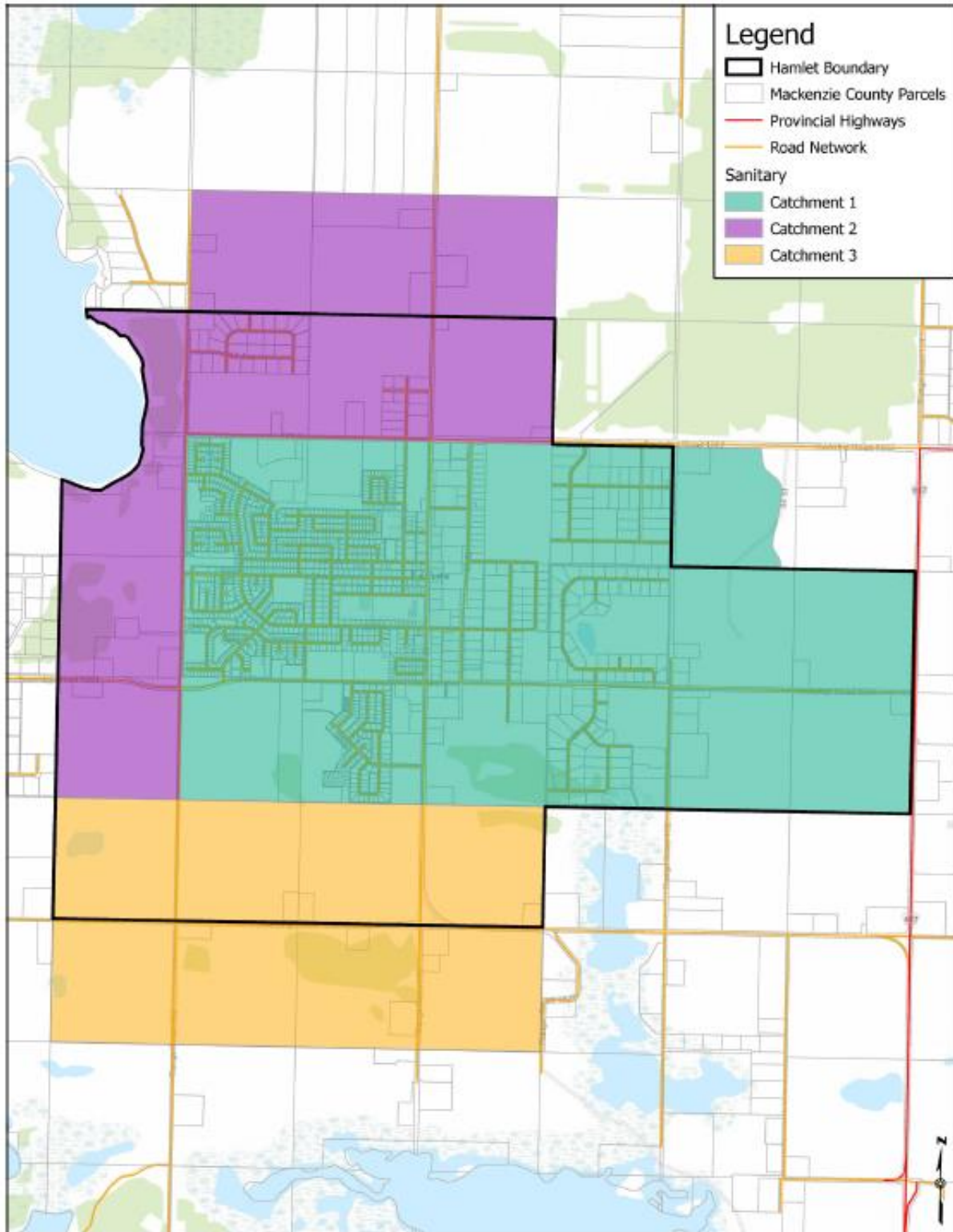
$$\text{Levy Calculation} = \frac{\text{New Infrastructure}}{\text{Remaining Hectares of Development}} = \$ \text{ per hectare}$$

<b>Table 11: Sanitary Catchment 3 Fees &amp; Levies</b>				
\$12,284,000 applied to 1265 acres				
		% contribution	Sewer Infrastructure	Cost per unit
	Land Developer Fees	(60%)	\$7,370,400	\$5,826/acre
Land Developer	1. Up-front levy payment (at subdivision approval)	25%		
Land Developer	2. Deferral of levies (payment plan for developer)	35%		
	Builder Fees	(20%)		
Builder	Utility Connection Fees (water/sewer application)	20%	\$2,456,800	
	Residential (per dwelling unit)			\$511/unit
	Non-Residential (per unit)			\$1,942/unit
County	County Contribution (tax levy)	20%	\$2,456,800	\$1,942/acre

Catchment 3 Levy Calculation

$$\text{Levy Calculation} = \frac{\text{New Infrastructure}}{\text{Remaining Hectares of Development}} = \$ \text{ per hectare}$$

Map 3 – Sanitary Sewer Levy Catchments



\* Low Pressure Sewer levies apply to areas outside the defined catchments that connect to municipal infrastructure via LPS. The LPS levy is \$1095/acre

## Storm Water

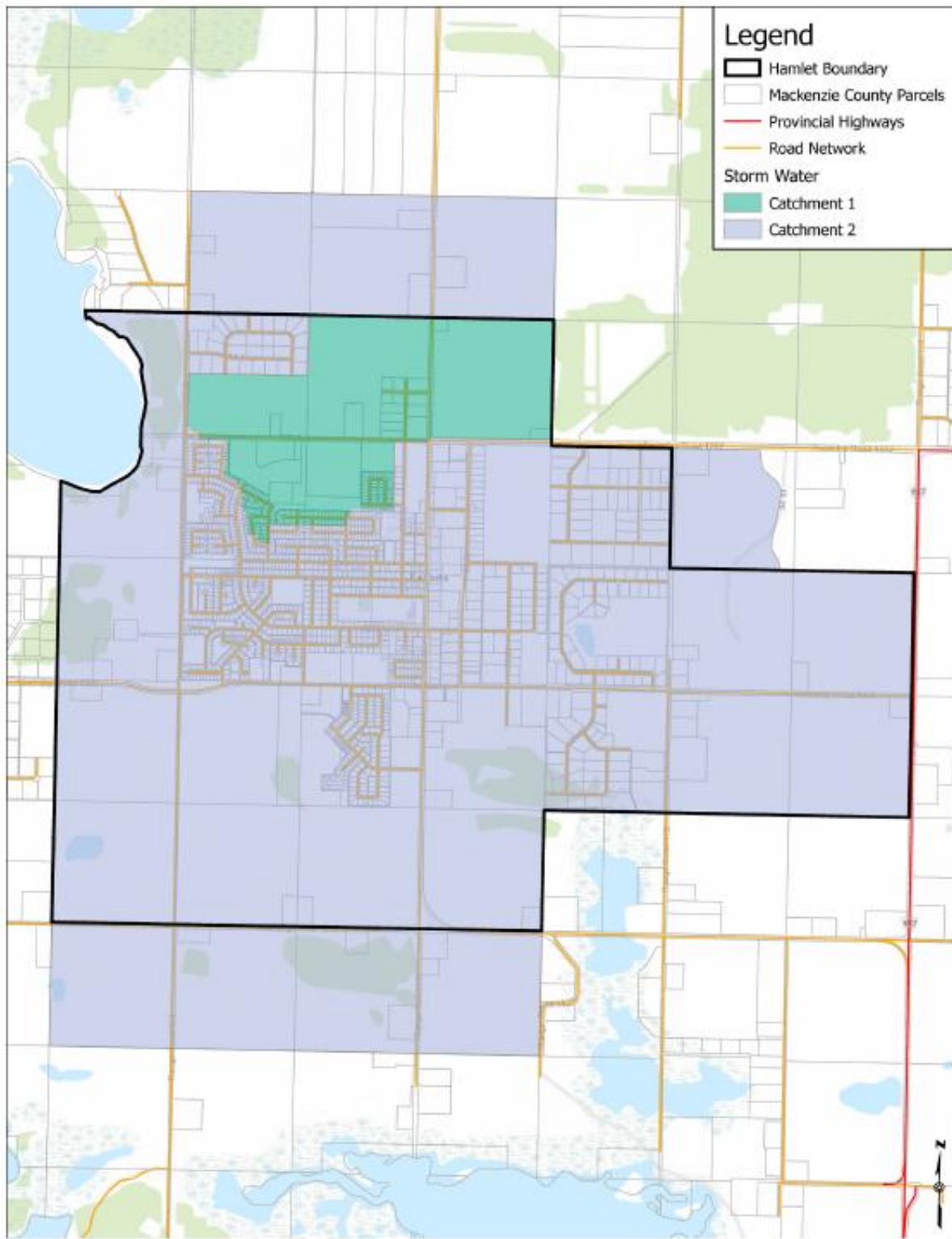
A catchment based method, illustrated in Map 4, is used for the storm water levy to capture the lone storm water project, the North Storm project. There were no previous storm water levies and thus no levy deficit as part of the current levy calculation. As storm sewer infrastructure is identified in the future for growth, catchment 2 may be divided into smaller catchments.

Table 12 – Storm Water Costs

Category	Project	County Contribution	Growth Contribution	Total
Storm Water Infrastructure	North Storm Pond	\$311,453	\$2,041,747	\$2,353,200
Total =				\$2,353,200

Table 13: Storm Catchment 1 Fees & Levies				
\$2,353,200 applied to 536 acres				
		% contribution	Sewer Infrastructure	Cost per unit
	Land Developer Fees	(60%)	\$1,411,920	\$2,633/acre
Land Developer	1. Up-front levy payment (at subdivision approval)	25%		
Land Developer	2. Deferral of levies (payment plan for developer)	35%		
	Builder Fees	(20%)		
Builder	Utility Connection Fees (water/sewer application)	20%	\$470,640	
	Residential (per dwelling unit)			\$231/unit
	Non-Residential (per unit)			\$878/unit
County	County Contribution (tax levy)	20%	\$470,640	\$878/acre

Map 4 – Storm Water levy Catchments









**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>High Level Agricultural Society – 54<sup>th</sup> Annual High Level Rodeo Sponsorship Request</b>

## **BACKGROUND / PROPOSAL:**

The High Level Agricultural Society submitted a letter of request for sponsorship for the 54<sup>th</sup> Annual High Level Rodeo being held on July 12-14, 2024.

Mackenzie County Council sponsored the 2023 High Level Rodeo Event in the amount of \$2,180.00 which included the following events:

- Mini Broncs – Jr.
- Mini Broncs – Sr.
- Pewee Prizes

Letter of request is attached.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

2024 Operating Budget

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County sponsor the High Level Agricultural Society's 54<sup>th</sup> Annual High Level Rodeo in the amount of \$\_\_\_\_\_ for the following events:

- 
- 
- 
-

# High Level Agricultural Society

Box 1530  
High Level, AB  
T0H 1Z0

January 20, 2024

We are excited to announce the 54<sup>th</sup> Annual High Level Open Rodeo will take place on July 12-14 2024, at the High Level Rodeo Grounds. Planning is well underway with 19 main events, 5 fun events, a sanctioned Barrel Racing Jackpot and a Farmer's Market scheduled.

We are reaching out to ask for your support in sponsoring an event, the sponsorship is added money to the events that get paid out to the contestants. With your sponsorship you will be listed in our program, announced during the rodeo, and acknowledged on our Facebook page. Any sponsorship donation over \$1000 will also include your business name on a buckle.

For more information or to discuss/confirm a sponsorship please call/text Brianne at 780-841-9195 or email [hlagsociety@gmail.com](mailto:hlagsociety@gmail.com)

Thank You,

Brianne Hinson  
HLAS Treasurer

RECEIVED

JAN 26 2024

FORT VERMILION  
OFFICE  
MACKENZIE COUNTY

Event	Saturday	Sunday	Sponsor
Peewee Barrel Racing	\$160	\$160	
Junior Barrel Racing	\$250	\$250	
Open Barrel Racing	\$700	\$700	
Peewee Pole Bending	\$160	\$160	
Junior Pole Bending	\$250	\$250	
Open Pole Bending	\$700	\$700	
Junior Steer Riding	\$250	\$250	
Mini Buckers Peewee	\$250	\$250	
Mini Buckers JR	\$250	\$250	
Mini Buckers SR	\$250	\$250	
Womens Cow Riding	\$350	\$350	
Bareback	\$700	\$700	
Saddle Bronc	\$700	\$700	
Bull Riding	\$700	\$700	
Team Roping	\$700	\$700	
JR Breakaway Roping	\$250	\$250	
Ladies Breakaway Roping	\$700	\$700	
Open Calf Roping	\$700	\$700	
Calf Scramble 6yrs and Under	Bike	Bike	
Calf Scramble 7-12yrs	Bike	Bike	
Cash Cow	\$500	\$500	
Wild Cow Milking	\$200	\$200	
Rescue Race	\$160	\$160	
Wagon Races	\$700	\$700	
PCBRA- Friday Evening	\$1,000		



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Northern Lights Recreation Centre - 41<sup>st</sup> La Crete Challenge Cup Sponsorship Request</b>

## **BACKGROUND / PROPOSAL:**

The Northern Lights Recreation Centre sent an email request for sponsorship for the 41<sup>st</sup> La Crete Challenge Cup being held on April 5-7, 2024.

Some of the funds raised go towards ice fees, staffing, referees, timekeepers and door prizes.

Acknowledgement of Sponsors through various media avenues will be displayed during the hockey tournament.

The details of the sponsorship request is attached.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

2024 Operating Budget

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County sponsor the Northern Lights Recreation Centre's 41<sup>st</sup> La Crete Challenge Cup in the amount of \$\_\_\_\_\_.

## Louise Flooren

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**Subject:** FW: Challenge Cup-General Sponsorships

41<sup>st</sup> LA CRETE CHALLENGE CUP (Since 1983)  
We would like to thank Ok Tire for being our  
Major Challenge Cup sponsor for 2024 season.

**NORTHERN LIGHTS  
REC. CENTRE**

We are once again quickly approaching our annual Challenge Cup hockey tournament. Our dates for this event are set for April 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> 2024. Running an event of this size needs the support from the community and is greatly appreciated.

Some of the funds raised go towards, ice fees, staffing, referees, timekeepers and door prizes. We would like to offer you the opportunity to advertise your company with us and support us with this event. All our sponsors will be acknowledged through various media throughout the hockey tournament.

GENERAL SPONSORSHIP	SIZE
Bronze \$ 250.00	Business card
Silver \$ 500.00	¼ page
Gold \$ 750.00	½ page
Platinum \$ 1000.00	Full page

General sponsorships will have their ad in our booklet that will be available at the Ticket booth.

If you are interested in advertising with us for this event, or for more information, please call, text or email Jonathan Klassen @ Cell 780-841-1109. E-mail [arenam@telus.net](mailto:arenam@telus.net)

### Cheque can be made payable to

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

We also accept Credit Card Payments or E-Transfer at [arenam@telus.net](mailto:arenam@telus.net)

All \$500 ads and over will receive two Tournament passes; passes will be available at the ticket booth on the day of the event. Plus, all Businesses with an ad purchase will receive a free program at the ticket booth. On behalf of the La Crete Rec board and Challenge Cup organizers, we would like to thank you for your Support!!

Jonathan Klassen 780-841-1109  
Arena Manager  
E-mail [arenam@telus.net](mailto:arenam@telus.net)

Ed Wiebe  
Recreation Coordinator  
E-Mail [taylormadetp5@outlook.com](mailto:taylormadetp5@outlook.com)

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### Arena spring schedule.

- Figure skating Carnival March 16,17
- 4 on 4 Tournament March 22,23,24
- Challenge Cup April 5-7
- Loggers & truckers hockey tournament April 8-13
- Trade show, April 26,27







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Request for Proposals (RFP) Awarding – Fuel Supply &amp; Services (HANDOUT)</b>

**BACKGROUND / PROPOSAL:**

Council reviewed the Request for Proposals (RFP) for Fuel Supply & Services at the January 9, 2023 Regular Council Meeting, and were opened at the January 30<sup>th</sup> Committee of the Whole, and recommended to Council on January 31, 2024, where the following motion was passed:

**MOTION 24-01-067**      *That administration reviews all proposals, and bring recommendation for awarding of the Fuel Supply & Services Request for Proposals to the February 13, 2024 Council meeting.*

**CARRIED**

The Request for Proposal is a 3 year contract with no option to extend, has 6 Schedules (A-F), 5 of which (A-E) are location specific and each of which is deleteable if the pricing or options are not the highest scoring, and fiscally responsible for the County, and 1 schedule (F) is rebate/incentive identified.

**OPTIONS & BENEFITS:**

Six proponents were received and administration has reviewed each submission, and will provide a summary of the proposals received with a recommendation to award to the successful proponent for the RFP Fuel Supply & Services using the matrix below.

Evaluation Criteria (Weight x Score = Total Points)	Weight	Score
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<b>Local Contractor</b>	10%	
<b>Other Rebates / Incentives</b>	10%	
<b>Proposal Cost</b>	80%	
<b>TOTAL</b>	<b>100%</b>	

**COSTS & SOURCE OF FUNDING:**

2024 Operating Budget  
 3 year contract – no option to extend

**COMMUNICATION / PUBLIC PARTICIPATION:**

The RFP was advertised on the County’s website, Social media pages, and on Alberta Purchasing Connection (APC) on January 12, 2024, with a closing date of January 29, 2024.

**POLICY REFERENCES:**

FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

**Motion 1**

- Simple Majority       Requires 2/3       Requires Unanimous

To be provided at the meeting



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Agricultural Service Board Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The unapproved minutes of the February 6, 2024 Agricultural Service Board 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 meeting minutes from the February 6, 2024 Agricultural Service Board meeting minutes be received for information.

**MACKENZIE COUNTY  
AGRICULTURAL SERVICE BOARD MEETING  
February 6, 2024  
9:00 a.m.  
La Crete**

**PRESENT:**

Ernie Peters	ASB Chair
Josh Knelsen	Reeve
David Driedger	Councillor
Joe Peters	Member at Large
Jake Martens	Member at Large
George Fehr	Member at Large (arrived 9:06 am)

**REGRETS:**

**ADMINISTRATION**

Darrell Derksen	Chief Administrative Officer
Caitlin Smith	Director of Planning & Agriculture
Landon Driedger	Agricultural Fieldman
Byron Peters	Director of Projects and Infrastructure
Colleen Sarapuk	Administrative Officer (Recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on February 6, 2024

**CALL TO ORDER: 1. a) Call to Order**

Councillor Peters called the meeting to order at 9:00 a.m.

**AGENDA: 2. a) Adoption of Agenda**

**MOTION ASB 24-02-001 MOVED** by Councillor Driedger

That the agenda be adopted with the additions;

- 6.g) 2024 Provincial ASB Conference
- 6.h) Fusarium Graminearum

**CARRIED**

**PREVIOUS MINUTES 3.a) Minutes of the November 30, 2023 ASB Minutes**

**MOTION ASB 24-02-002**

**MOVED** by Jake Martens

That the minutes of the November 30, 2023 Agricultural Service Board meeting be approved as presented.

**CARRIED**

**ACTION LIST**

**4.a) Action List**

**MOTION ASB 24-02-003**

**MOVED** by Reeve Knelsen

That the Action List be received for information.

**CARRIED**

**DELEGATION**

**5.a) None**

**BUSINESS**

**6.a) Ag Fieldman Report**

**MOTION ASB 24-02-004**

**MOVED** by Councillor Driedger

That the Agricultural Fieldman Report be received for information.

**CARRIED**

**6.b) Farming Road Allowances**

**MOTION ASB 24-02-005**

**MOVED** by Reeve Knelsen

That the Agricultural Service Board recommend to Council that fines be applied as follows \$5000 per offense and that the Agricultural Fieldman conduct inspections with reported clearing.

**CARRIED**

**6.c) Do Not Spray Program**

**MOTION ASB 24-02-006**

**MOVED** by Reeve Knelsen

That the Agricultural Service Board end the Do Not Spray program following the 2024 spraying season.

**CARRIED**

**6.d) Irrigation Update**

**MOTION ASB 24-02-007**

**MOVED** by Jake Martens

That the Irrigation update be received for information.

**CARRIED**

Chair Peters recessed the meeting at 9:50 am and reconvened the meeting at 10:02 am.

**6.e) DRAFT Agricultural Service Boards Strategic Plan**

**MOTION ASB 24-02-008**

**MOVED** by Joe Peters

That a recommendation be made to Council to adopt the 2024-2026 Agricultural Service Board Strategic Plan as amended

**CARRIED**

**6.f) ASB018 Clubroot of Canola – Amendment**

**MOTION ASB 24-02-009**

**MOVED** by Joe Peters

That a recommendation be made to Council to amend ASB018 Clubroot of Canola policy as amended.

**CARRIED**

**6.g) 2024 Provincial Agricultural Service Board Conference (addition)**

**MOTION ASB 24-02-010**  
(requires unanimous)

**MOVED** by Reeve Knelsen

That a recommendation be made to council to send a letter to the 2024 Provincial ASB Conference hosts expressing concerns regarding choice of speakers.

**CARRIED UNANIMOUSLY**

**6.h) Fusarium Graminearum (addition)**

**MOTION ASB 24-02-011**  
(requires unanimous)

**MOVED** by Jake Martens

That Mackenzie Applied Research Association request to conduct research with Fusarium Graminearum be denied.

**CARRIED UNANIMOUSLY**

**CLOSED MEETING**

**7.a) Closed Meeting**

**SET MEETING DATE**

**8.a) Set Next Meeting Date**

**ADJOURNMENT**

**9.a) Adjournment**

**MOTION ASB 24-02-012**

**MOVED** by Joe Peters

That the Agricultural Service Board Meeting be adjourned at 11:18 am.

**CARRIED**

These minutes will be presented for approval at the next Agricultural Service Board Meeting.

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Ernie Peters, Chair

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Landon Driedger, Agricultural Fieldman





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Development Ad Hoc Committee Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The unapproved minutes of the February 7, 2024 meeting are attached.

The Development Ad Hoc Committee has now fulfilled its term and it will be removed from the committee list.

## **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 meeting minutes from the February 7, 2024 Development Ad Hoc Committee meeting minutes be received for information.

**MACKENZIE COUNTY  
Development Ad Hoc Committee Meeting**

**Mackenzie County Office  
La Crete, AB**

**Wednesday, February 7, 2024 @ 3:00 p.m.**

<b>PRESENT:</b>	Paul Driedger	Chair, Committee Member
	Chad Wiebe	Committee Member
	George Fehr	Vice Chair, Committee Member
	Peter Braun	Councillor via Zoom
	Danny Friesen	Committee Member
	David Driedger	Councillor
	Josh Knelsen	Reeve
<b>REGRETS:</b>	Cameron Cardinal	Councillor
<b>ADMINISTRATION:</b>	Darrell Derksen	Chief Administrative Officer
	Byron Peters	Director of Projects and Infrastructure
	Caitlin Smith	Director of Planning and Agriculture/Recording Secretary

**MEMBERS OF THE PUBLIC:** None.

**MOTION**            1.    **CALL TO ORDER**

Chair Driedger called the meeting to order at 3:00 p.m.

2.    **ADOPTION OF AGENDA**

**DAHC 24-02-001**            **MOVED** by David Driedger

That the agenda be adopted as presented.

**CARRIED**

3.    **MINUTES**

a) **Adoption of Minutes**

**DAHC 24-02-002**

**MOVED** by George Fehr

That the minutes of the September 21, 2023 Development Ad Hoc Committee meeting be approved as presented.

**CARRIED**

**b) Business arising of the minutes.**

Discussion ensued regarding assessment and how assessment affects a developer; shared previous discussion topics.

**4. TERMS OF REFERENCE**

For Information.

**5. BUSINESS**

**a) Bylaw 1324-24 Draft La Crete Offsite Levy Bylaw**

Administration provided an outline regarding the DRAFT La Crete Offsite Levy Bylaw.

Shared the proposed cost share breakdown with the committee. Administration and Council will need to determine when to apply the connection fees for the North Sanitary Sewer.

Administration clarified the percent increase to account for inflation at 1.5% every two years.

Administration went through the breakdown of the proposed costs per acre and the different catchment areas throughout the background report.

The proposed new North Sanitary Sewer includes a Low Pressure Sewer (LPS) system option and the fees associated for rural country residential. Administration would like to ensure that there are no developments missed when tying into County infrastructure.

Is there an option to do low pressure sewer in hamlet? There are a few low pressure systems in hamlet but they have been in the Hamlet Country Residential subdivisions.

This is not something that we are overly interested in as there is usually odour concerns.

The cost per lot would be higher, if that was the case and it is intended for larger lots as there is a private sewage system component.

Does this encompass all the old levies? Will they be replaced with this new bylaw? Yes, we will be repealing all the existing bylaws. We have a lower separate fee in the bylaw to capture all the associated fees.

Administration will readjust the bylaw to ensure that the developer has the option to keep the existing fees for a period of time and an increase over that period of time.

Administration is responsible for annual reporting on the offsite levy bylaw. The numbers should be fairly close to what is in the background report.

Is Mackenzie County doing a Storm Water Master Plan for the La Crete hamlet? Yes, this should determine where surface water will go, and where best to locate future storm ponds. The County is looking at the existing outlets to ensure that that can handle the water we have now and what it would look like in the future.

The committee is satisfied with the proposed offsite levy bylaw.

When will this come into effect? This will be taken to the February 13, 2024 Council meeting for approval. Once this is approved, it will take immediate effect.

Administration to circulate the La Crete Offsite Levy Bylaw once the amendments are made.

## **6. ADJOURNMENT**

**DAHC 24-02-003**

**MOVED** by Reeve Knelsen

That the Development Ad Hoc Committee Meeting be adjourned at 3:55 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_ day of February, 2024.

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Paul Driedger, Chair





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Council Action List
- 2024-01-26 Multiple Myeloma Awareness
- 2024-01-26 Multiple Myeloma Awareness - Draft Proclamation - County GP
- 2024-01-29 Fort Vermilion & Area Seniors" & Elders Lodge Board - Progress Update

## **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.



## Mackenzie County Action List as of January 31, 2024

### Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
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	In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
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"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• 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.</li> </ul>	Caitlin	PLS180027  FNC received adequacy <b>Pause has been lifted. Awaiting Sale Price</b>
<b>October 9, 2018 Regular Council Meeting</b>			
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.
<b>February 2, 2022 Regular Council Meeting</b>			
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

<b>April 27, 2022 Regular Council Meeting</b>			
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	<b>Council Meeting 2024-02-13</b>
<b>June 22, 2022 Regular Council Meeting</b>			
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	Deadline: Feb 2024
<b>November 1, 2022 Budget Council Meeting</b>			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
<b>November 2, 2022 Budget Council Meeting</b>			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron / Caitlin / Andy	<b>Deadline: February 28, 2024</b>
<b>December 13, 2022 Regular Council Meeting</b>			
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 Communicating with local lands department. <b>Updating Plan with Public Input.</b>
<b>January 25, 2023 Regular Council Meeting</b>			
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	<b>COMPLETE</b>
<b>February 7, 2023 Regular Council Meeting</b>			
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.	Byron/Don/Jen	Awaiting grant approval and funding allocation
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	In Progress
23-05-469	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 <b>Refer to Motion 24-01-01</b> <b>No further Action</b> <b>COMPLETE</b>
<b>July 12, 2023 Regular Council Meeting</b>			
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	<b>COMPLETE</b>
<b>August 16, 2023 Regular Council Meeting</b>			
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	Working with organizations
<b>October 11, 2023 Regular Council Meeting</b>			
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
<b>October 24, 2023 Organizational Council Meeting</b>			
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	See Motion 24-01-086 <b>COMPLETE</b>
<b>October 25, 2023 Regular Council Meeting</b>			
23-10-833	That the Joint Use and Planning Agreement with Fort Vermilion School Division No. 52 be TABLED to a future Council meeting.	Caitlin	In Progress 2025 Deadline
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	<b>COMPLETE</b>
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	Included in 2024 Capital Budget 50/50 cost share
<b>November 14, 2023 Regular Council Meeting</b>			
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"> <li>• Tax Roll #082769</li> <li>• Tax Roll #082770</li> <li>• Tax Roll #082773</li> <li>• Tax Roll #082443</li> <li>• Tax Roll #230088</li> </ul>	Jen	Market Value obtained Communications drafted
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	<b>COMPLETE</b>
23-11-883	That administration research options for the In-House Weekly Newsletter and bring back to a future Council meeting.	Darrell	<b>In Progress</b>
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	<b>ASB MEETING 2024-02-06</b>
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	<b>Council Meeting 2024-02-13</b>
<b>November 21-22, 2023 Budget Council Meeting</b>			
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 <b>2024-03-26</b>
<b>November 28, 2023 Regular Council Meeting</b>			

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	<b>COMPLETE</b> See motion 24-01-066
<b>January 9, 2024 Regular Council Meeting</b>			
24-01-020	That third and final reading be given to Bylaw 1319-24 being the Fee Schedule Bylaw amendment for Mackenzie County as amended.	Louise	<b>COMPLETE</b>
24-01-023	That administration advertise 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", to accommodate a Retail - General Use, for public hearing prior to approving first reading.	Caitlin	<b>COMPLETE</b>
24-01-026	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. (see minutes for priorities)	Darrell	<b>Meeting Requests Sent</b> <b>COMPLETE</b>
<b>January 31, 2024 Regular Council Meeting</b>			
24-01-034	That first reading be given to Bylaw 1320-24 being a Land Use Bylaw Amendment to rezone Part of SE-16-106-15-W5M from La Crete Light Industrial "LC-LI" to Manufactured Home Subdivision "MHS", to accommodate the development of a subdivision, subject to public hearing input.	Caitlin	<b>Public Hearing</b> <b>2024-02-28</b>
24-01-035	That first reading be given to the Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural "A" to Rural Industrial Light "RIL", subject to public hearing input.	Caitlin	<b>Public Hearing</b> <b>2024-02-28</b>
24-01-036	That first reading be given to the Bylaw 1322-24 Land Use Bylaw Amendment to reduce the minimum width regulation of a lot in the Manufactured Home Subdivision "MHS" district in the Land Use Bylaw, Section 9.23.3, subject to public hearing input.	Caitlin	<b>Public Hearing</b> <b>2024-02-28</b>
24-01-037	That first reading be given to Bylaw 1323-24 being a Land Use Bylaw Amendment to rezone Part of NW-9-106-15-W5M Hamlet Residential "H-R1A" to Manufactured Home Subdivision "MHS", subject to public hearing input.	Caitlin	<b>CANCELLED</b> <b>COMPLETE</b>
24-01-038	That administration enters into a rental agreement for the County house in Fort Vermilion of \$2,000.00 per month on a one (1) year lease, to assist with the doctor housing request.	Darrell/Don	<b>Lease Agreement</b> <b>Under Review</b>

24-03-039	That Mackenzie County edit and re-advertise for the Subdivision & Development Appeal Board & Assessment Review Board Member at Large positions and contact the Mackenzie County Library Board regarding vacant positions.	Louise	<b>In Progress</b>
24-01-042	That administration score the eligible proposals for the Mackenzie County Outdoor Recreation & Tourism Plan and provide a detailed report and recommendation for awarding at the February 13, 2024, Regular Council Meeting.	Byron	<b>Council Meeting 2024-02-13</b>
24-01-043	That the 2023 Capital Budget for the AWD 160M Graders X 3 (2023) Project be amended to reflect funding sources of Municipal Sustainability Initiative grant of \$1,183,759, and Other Source (Finning Canada) - \$920,000.	Jen	<b>COMPLETE</b>
24-01-044	That Policy COM001 Parks Caretaker Bonus be rescinded.	Louise	<b>COMPLETE</b>
24-01-045	That \$400,562 from the 2023 self-generated revenue be allocated to the General Capital Reserve.	Jen	<b>COMPLETE</b>
24-01-046	That the 2024 Capital Budget be amended by \$200,000 for the purchase of Emergency Management Equipment with funding coming from the General Capital Reserve.	Jen/Willie	<b>COMPLETE</b>
24-01-048	That Bylaw 1037-16 Municipal Parks be brought to a future council meeting with the amendments as discussed.	Don	<b>Council Meeting 2024-02-13</b>
24-01-049	That Policy ADM054 Fuel Usage be amended as presented.	Louise	<b>COMPLETE</b>
24-01-052	That the Tax Roll accounts as detailed in Schedule "A", be deemed as uncollectable, reflected as bad debt, and written off.	Jen	<b>COMPLETE</b>
24-01-053	That administration apply for reimbursement under the 2023 Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program as per Schedule "A" & Schedule "B" in the amount of \$422,809.	Jen	<b>COMPLETE</b>
24-01-054	That second reading be given to Bylaw 1245-21 being the Municipal Development Plan to be adopted as presented.	Caitlin	<b>Final Reading 2024-02-28</b>
24-01-055	That the Tax Roll accounts as detailed in Schedule "A" in the amount of \$2,757,787 previously identified as bad debt, approved under the Provincial Education Requisition Credit /	Jen	<b>COMPLETE</b>

	Designated Industrial Requisition Credit Program previously, be deemed as uncollectable, and written off.		
24-01-056	That the outstanding amount of \$1,088.00 in Schedule #1 for utility accounts be written off.	Jen	<b>COMPLETE</b>
24-01-057	That the outstanding amount of \$51,022.63 in Schedule #2 for accounts receivable be written off.	Jen	<b>COMPLETE</b>
24-01-060	That Mackenzie County sponsor the REDI Made Business Showcase in the amount of \$4,000 for the Lunch Sponsor.	Louise	<b>COMPLETE</b>
24-01-061	That all Councillors be authorized to attend the REDI Made Business Showcase from March 12-14, 2024 in High Level, Alberta.	Louise	<b>COMPLETE</b>
24-01-062	That the following Councillors be authorized to attend the Alberta Beef Producers - Annual General Meeting being held February 27-28, 2024 in Calgary, Alberta.  1. Councillor Driedger 2. Councillor Smith	Louise	<b>COMPLETE</b>
24-01-063	That administration amend the Unsightly Premises Bylaw as discussed and bring back to a future Council meeting.	Don	<b>Council Meeting 2024-02-13</b>
24-01-064	That the Inside Outside Studios and iHunter Alberta – Mapping Mobile App be promoted via social media and website.	Louise	<b>COMPLETE</b>
24-01-065	That the Agricultural Service Board Terms of Reference be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-066	That the La Crete Infrastructure Offsite Levy Bylaw be brought back to the February 13, 2024 Regular Council Meeting.	Byron/Caitlin	<b>Council Meeting 2024-02-13</b>
24-01-067	That administration reviews all proposals, and bring recommendation for awarding of the Fuel Supply & Services Request for Proposals to the February 13, 2024 Council meeting.	Darrell/Jen	<b>Council Meeting 2024-02-13</b>
24-01-068	That Policy ASB009 Rental Equipment be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-069	That Policy ASB013 Beaver Control be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>

24-01-070	That Policy ASB022 Shelterbelt Trees be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-071	That Policy DEV001 Urban Development Standards be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-072	That Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration be amended as discussed at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-073	That Policy DEV005 Planning Reserve be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-074	That Policy DEV009 Subdivision Affidavits be amended as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-075	That Policy ADM047 Local Authorities Pension Plan Policy be rescinded.	Louise	<b>COMPLETE</b>
24-01-076	That Policy HR007 Local Authorities Pension Plan be approved as presented at the Committee of the Whole Meeting.	Louise	<b>COMPLETE</b>
24-01-079	That a letter be written to the Minister of Municipal Affairs to request a meeting in response to the January 11, 2024 letter.	Darrell/Louise	<b>COMPLETE</b>
24-01-080	That Mackenzie County purchase tickets at the Pinelodge Family Dinner on February 3, 2024 in the amount of \$480.00.	Louise	<b>COMPLETE</b>
24-01-084	That Tax Roll #155377 Outstanding balance of \$117,628 be written off as per the agreement.	Jen	<b>COMPLETE</b>
24-01-086	That the Chief Administrative Officer Performance Evaluation and Council Self Evaluation be completed on the online platform by February 21, 2024.	Darrell/Council	





Southern Alberta Myeloma  
Patient Society

PO Box 8165 Station A  
Calgary, AB T2H 0H7

January 26, 2024

**Via E-mail: [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)**

**The Honourable Adriana LaGrange**

Minister of Health

Office of the Minister of Health 423 Legislature Building 10800 - 97 Avenue Edmonton, AB T5K 2B6

Dear Ms. LaGrange:

**RE: Multiple Myeloma Awareness in the Province of Alberta**

The Myeloma Alberta Support Society (“MASS”) was incorporated in 2008 and the Southern Alberta Myeloma Patients Society (“SAMPS”) was incorporated in 2009 under the Societies Act, Alberta. Both organizations were created to support patients afflicted with multiple myeloma as well as their caregivers. The Lethbridge, Central Alberta, and Grande Prairie Myeloma Support Networks were formed under the auspices of Myeloma Canada and provide support to myeloma patients in Lethbridge, Red Deer, and Grande Prairie and their surrounding areas. As such, part of our mission is to advocate for awareness of this disease.

Many people are often not aware of multiple myeloma, or myeloma, until after they are diagnosed with this incurable blood cancer. Myeloma is an incurable hematological (blood) cancer that develops in the plasma cells found in bone marrow. Plasma cells are a type of white blood cell responsible for producing antibodies (immunoglobulins) which are critical to one’s body’s immune system. Through a complex, multi-step process, healthy plasma cells transform into malignant myeloma cells.

Myeloma occurs primarily in bone marrow with the most activity typically in the spine, pelvic bones, ribs, and areas of the shoulders and hips. In addition, groups of myeloma cells cause leaching of calcium from the bone, causing osteolytic lesions, and if not diagnosed quickly can cause kidney failure and affect brain function, because the calcium cells are too large to be filtered from the bloodstream by the kidneys. Calcium leaching can also result in weakened bones and creates a high risk of fractures. Although lesions and other signs of bone loss are common, not all patients develop these symptoms. As mentioned above, myeloma is incurable; however, it is treatable. Because of the diversity of this disease, just as every patient presents with their own unique symptoms, so are treatments tailored to each individual, very often including stem cell transplants. Unfortunately, there is no one-off chemotherapy or treatment regime that works for every individual. It is a disease of relapses and people will often cycle through many therapies over the course of their disease.

Because of its uniqueness and the severity of undiagnosed/untreated myeloma, we strive to spread awareness of this specific blood cancer, and to provide educational resources and emotional support to myeloma patients, caregivers, families, and supporters in Alberta. Early detection and diagnosis are critical to improved outcomes.

We were fortunate to have obtained the support of the Ministry of Health in having the month of March 2023 declared as Myeloma Awareness Month in the Province of Alberta over the last several years. We are writing to ask for the continued support of the Ministry of Health in fulfilling our goal to increase public awareness by declaring March as Myeloma Awareness Month again in 2024.

If you would like to discuss this matter, please do not hesitate to contact one of the undersigned either by telephone or by email.

Thank you for your kind consideration of this matter. We look forward to hearing back from you.

**Southern Alberta Myeloma Patient Society**

Bev Dunn, Past President  
[president@samps.ca](mailto:president@samps.ca)  
(403) 479-2135

**Myeloma Alberta Support Society**

Lorelei Dalrymple, Treasurer  
[info@multiplemyeloma.ca](mailto:info@multiplemyeloma.ca)  
(780) 242-7183

**Lethbridge Myeloma Support Network**

Brian Treadwell, Group Leader  
[lethbridgesupport@myeloma.ca](mailto:lethbridgesupport@myeloma.ca)

**Central Alberta Myeloma Support Network**

Katy Boll, Group Leader  
[centralalberta@myeloma.ca](mailto:centralalberta@myeloma.ca)

**Grande Prairie Myeloma Support Network**

Hetti Huls, Group Leader  
[hetti.huls@gmail.com](mailto:hetti.huls@gmail.com)  
780-831-8864

Page 3

**Schedule "A" to SAMPS/MASS/Lethbridge/Central Alberta/Grande Prairie Myeloma Support Networks**

**Letter dated January 26, 2024**



208577 Myeloma  
Awareness Month.pdf

# PROCLAMATION

Myeloma is the second most common blood cancer. *Multiple Myeloma Awareness Month* promotes awareness of this relatively unknown disease, and the importance of early detection, diagnosis and accelerated access to treatment.

## Multiple Myeloma Awareness Month – March 2024

WHEREAS: Multiple Myeloma, also known as Myeloma, is a cancer of the plasma cells found in bone marrow, and

WHEREAS Eleven (11) Canadians are diagnosed with Multiple Myeloma every day. While great strides have been made in treatments and therapy for people living with myeloma, there is a need to raise awareness and support clinical research to find a cure, and

WHEREAS Several support groups throughout Alberta and the Canadian Myeloma community are committed to supporting all people – regardless of race, ethnicity, culture, gender, socio-economic background, or language – who are impacted by this disease, and

WHEREAS Multiple Myeloma Awareness Month is an opportunity to further educate the medical community and the public on recognizing the signs and symptoms of myeloma for earlier diagnoses which can lead to better outcomes for people suffering from this difficult and incurable disease;

NOW, THEREFORE, I, \_\_\_\_\_ of the \_\_\_\_\_, encourage the citizens to learn more about Multiple Myeloma and early signs and symptoms, for earlier diagnoses and better outcomes for patients managing Multiple Myeloma.

We hereby proclaim March 2024 as Multiple Myeloma month in the \_\_\_\_\_.

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# Fort Vermilion & Area

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## SENIORS' & ELDERS' LODGE BOARD 1788

January 29, 2024

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

**Re: Progress Update - Seniors' and Elders' Lodge, Fort Vermillion, Alberta**

Dear Reeve Knelsen and Council:

I wanted to update Council on the progress the Fort Vermilion Seniors' and Elders Lodge Board 1788 (the Board) has made over the last year on the potential of establishing a supportive living seniors and elders care facility in Fort Vermilion. As you may be aware Councillor Garrell Smith is a new director on our Board who may have given you the details of our progress, however, after meeting with our MLA Dan Williams, we felt a written update may also be of value.

The Board has completed the Northern Alberta Seniors and Elders Supportive Care Needs Assessment. The assessment clearly illustrates the dire need of more supportive living options in the North, this in addition to the High Level facility. Our next step is to develop a business case to show the financial viability of a lodge which will include infrastructure needs, staffing, an operational plan, risk analysis, etc. In this regard, the Board is currently preparing grant funding applications and planning fund raising activities to finance the business case which we have been advised will be an estimated \$60-\$80K to hire a firm to complete. Of course, we will collaborate with Mackenzie County each step of the way.

In addition, the Board has been working closely with Alberta Health Services' Real Estate – North senior staff on acquiring land immediately adjacent to the St. Theresa's General Hospital in Fort Vermilion. The Board submitted its Land Acquisition Proposal on September 29, 2024 which is currently being reviewed by AHS senior staff. The Real Estate – North Manager handling the proposal recently reached out with a few questions to which we have addressed. The next step is a Disposition/Sale notification and Interdepartmental Circulation.

Just last week we met with Boreal Housing Foundation's Chairman and Vice Chairwoman who re-affirmed their support and indicated they see themselves as key to the development and operations of the care facility once the Board has acquired land.

We sincerely appreciate any advocacy efforts for a Seniors and Elders Lodge the County can provide. If there is any additional information you require, please feel free to reach out to me at [kevin.marten@ufa.com](mailto:kevin.marten@ufa.com) or call me at 780-502-9567. In the meantime, we will keep you updated on any progress on the mentioned activities.

Respectfully,

Kevin Marten, Chairman

PO Box 344, Fort Vermilion, Alberta T0H 1N0  
[fortvermillionlodgeboard.ca](http://fortvermillionlodgeboard.ca)



## Supportive Living Needs Assessment - Northern Metrics

Fort Vermilion and Area Seniors  
and Elders Lodge Board 1788

Prepared by:  
The Sustainable Housing Initiative at the  
Rural Development Network

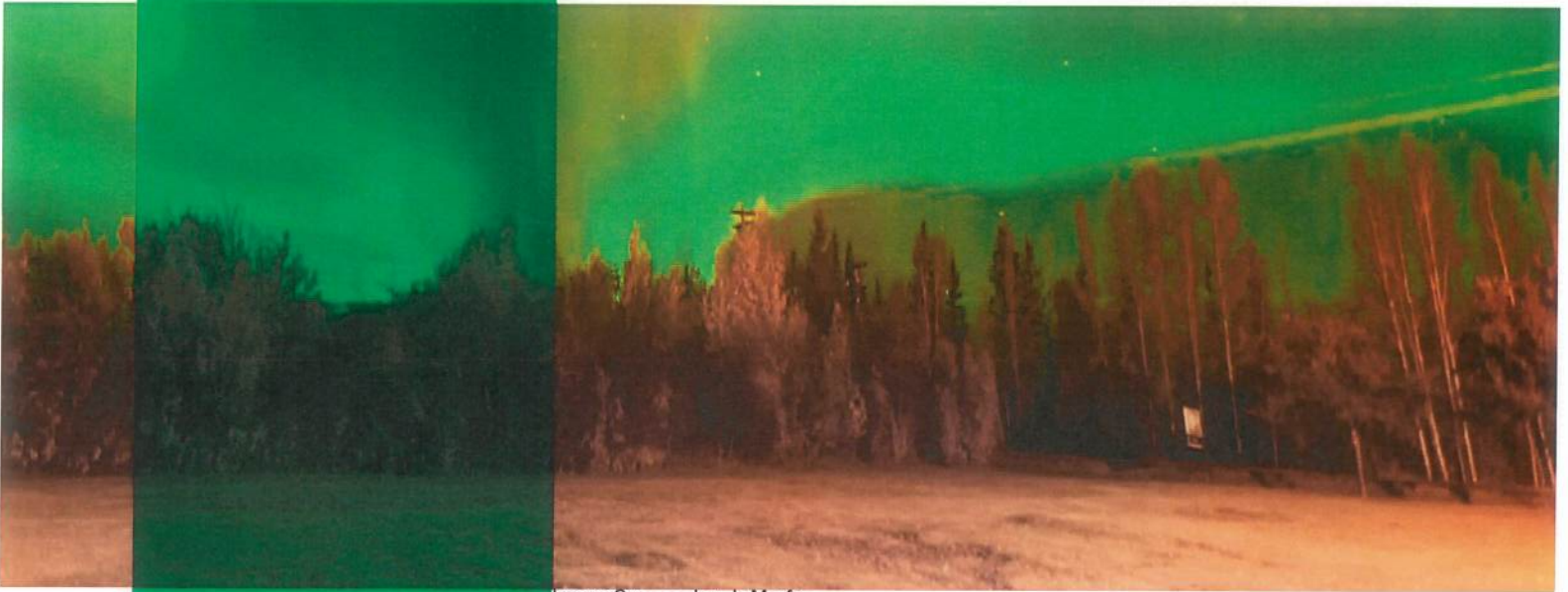


Image Source: Jacob Marfo

2023 | February



Fort Vermilion and Area Seniors and Elders Lodge Board 1788

## Executive Summary

After over 50 years of community members petitioning the government, concerned residents amalgamated in 2016, forming the Fort Vermilion and Area Seniors and Elders Lodge Board 1788 (FVASELB1788). At a town hall meeting, the community provided the FVASELB1788 with its mandate to establish key partnerships, conduct the necessary research, and continue to advocate for a new Supportive Living Facility to serve the needs of the Mackenzie region.

To determine the Mackenzie region's specific needs, the FVASELB1788 has partnered with The Rural Development Network (RDN), strategic advisors from Alberta Health Services (AHS), and local community leaders to develop a Supportive Living Needs Assessment Report (Assessment Report). This assessment is based on the unique conditions and metrics of northwestern Alberta, with the mandate of ensuring that the facility is culturally inclusive and meets the needs of older adults in the community.

Thorough research for the Assessment Report was conducted between September 2021 and December 2022, using qualitative and quantitative methodologies to comprehensively understand the region's needs and current state. The report is based on interviews with local healthcare and housing providers, analyzed public health and housing data, and input of the AHS strategic advisor's projections based on the 2021 Census to determine the number of beds needed and broader healthcare trends in the region.

The assessment report considers both Designated Supportive Living and Licensed Supportive Living facilities as options. Designated Supportive Living beds are only accessible through an Alberta Health Services caseworker, with a maximum accommodation fee and 24-hour publicly funded health and personal care support on-site, as per provincial standards. On the other hand, Licensed Supportive Living beds can be either private or publicly funded and offer a range of assistance levels and prices, such as Homecare in a lodge-style setting.

It's crucial to note that throughout the process, RDN and FVASELB1788 actively sought input from the North Peace Tribal Council, local First Nation Chiefs, community leaders and Elders. However, obtaining primary data on Indigenous healthcare numbers proved to be challenging. When the FVASELB1788 moves into the Business Case phase of the project, we will incorporate any meaningful Indigenous-specific information provided by their communities if possible.

**The key findings of the Needs Assessment research are as follows:**

- 1.** There is currently a shortage of up to 19 Designated Supportive Living (DSL) beds for the region based on metrics provided by Alberta Health Services.
- 2.** There is a current shortage of 34 to 82 Seniors' Communal Facility Standard Spaces (commonly referred to as Seniors' Lodges or similar) This is based on the Canadian Mortgage and Housing Corporation's 2021 Seniors' Housing Survey, which has 5.3% of Albertan and 8.5% of Canadian residents aged 75+ living in seniors' communal housing. This housing option incorporates a wide range of Supportive Living and Homecare options.
- 3.** The number of residents aged 65+ is projected to increase every year in the Mackenzie region, doubling from 1,593 seniors in 2021 to 3,284 by 2051. Assuming no major shifts in demographics or healthcare needs for the area, current deficits would continue to compound every year. By 2051, this shortage would increase to 57-96 DSL beds and 115-214 seniors' communal facility (lodge) beds.
- 4.** Interviews with current and former healthcare, housing, and community leaders show a long-time need in addition to a profound growing need for supportive Senior and Elder housing. While anecdotal, there are reports of older residents delaying healthcare or housing support based on concerns over being forced to leave their families and communities. This fear is compounded by the fact that the region is isolated from major metropolitan areas, meaning there is a very high financial burden for families to travel elsewhere.



5. Previous third party research in the 2014 Mackenzie Regional Housing Needs Assessment, and the 2017 Mackenzie Regional Housing Needs Refresher have shown that concerns over seniors' housing and healthcare have been an ongoing issue for the community.
6. The Mackenzie region has healthcare challenges caused by a lack of suitable housing. Over 33% of occupied dwellings in the region are considered unaffordable, overcrowded, or in need of major repairs, according to the 2021 Canada Census. This leads to poor healthcare outcomes for clients and an inability to attract and retain staff.
7. Canada Census and Alberta Health data show that there are lower percentages of workers in healthcare and social services in the region compared to the rest of the province. This has resulted in higher ratios of primary care workers to patients when compared to all of Alberta. These conditions are causing residents to travel hours away from their homes for major healthcare needs, with 24% of inpatient separations happening in places such as Grande Prairie or Edmonton. An inpatient separation from a health care facility occurs anytime a patient (or resident) leaves because of death, discharge, sign-out against medical advice or transfer.
8. The region has lower average income levels, higher rates of poverty, higher levels of single-parent families, and a lower life expectancy than the rest of the province. These social determinants of health factors lead to poor medical, housing, and financial outcomes.
9. Residents in the AHS - High Level Geographic Area (which covers most of the Mackenzie region) have substantially higher healthcare needs than the rest of the province. Notably, there are elevated rates of chronic and acute illnesses; people living with three or more chronic diseases; levels of emergency room use; mortality rates; and hospital inpatient separation due to negative health outcomes. This means that residents are more likely to need the services of a Supportive Living facility sooner than the general Alberta population.
10. Seniors in the High Level Geographic Area are more likely to have three or more chronic illnesses, and take more prescription medications than seniors elsewhere in the province. They are also significantly more likely to use the emergency room. However, their average billed costs

and hospital length of stays are lower than the province's average. This means that local seniors are spending comparatively less time with healthcare professionals than seniors in other regions, despite having greater needs.

- 11.** The Mackenzie region has a significantly higher Indigenous population than the provincial average. Due to range of socioeconomic and environmental factors, Indigenous people are more likely to have greater healthcare needs than the general population, and require them at an earlier age.

Based on the demographics, the new Supportive Living facility must be culturally inclusive to Indigenous and non-Indigenous Seniors and Elders. The report identified a need to focus on chronic health issues, specifically mental health and addiction support for residents. Additionally, community residents suggested providing near or on-site housing for healthcare workers who are new to the community due to the limited number of quality housing options available.

It is becoming increasingly evident that there is a dire need for more beds in the Fort Vermilion area and the region, and the assessment report clearly demonstrates the need for a new Supportive Living facility.

The gap between the current availability of Designated Supportive Living beds and the number that should be provided is widening, and the region is facing a shortage of seniors' communal housing in comparison to the rest of the country and province. With the aging population in the region, this gap is only set to increase. Furthermore, the high healthcare needs of the region justify the need for additional Supportive Living spaces. Failure to address this need will result in more individuals being forced to leave their community and family in search of better healthcare and housing options, ultimately leading to higher healthcare costs and a strain on service delivery in larger urban centers.