




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MARCH 12, 2024
10:00 AM

FORT VERMILION
COUNCIL CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, March 12, 2024
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the February 28, 2024 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Legal (<i>FOIP Sections 23, 24, 25 and 27</i>)	
		b) CAO Report (<i>FOIP Sections 16, 17, 23 and 24</i>)	
		c)	
		d)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) None	
		b)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) None	
		b)	
DELEGATIONS:	7.	a) None	

		b)		
GENERAL REPORTS:	8.	a)	Director & Manager Reports for February 2024	29
		b)		
		c)		
AGRICULTURE SERVICES:	9.	a)	Bylaw 1327-24 Fee Schedule Bylaw Amendment	43
		b)		
COMMUNITY SERVICES:	10.	a)	Campground Caretakers – Request for Proposal Review	47
		b)		
		c)		
FINANCE:	11.	a)	Asset Retirement Obligation (Handout)	
		b)	Reserve Allocation – 100 Street Land Sales	49
		c)	2023 Regraveling Project	51
		d)	Councillor Expense Claims	55
		e)	Members at Large Expense Claims	57
		f)		
		g)		
PROJECTS & INFRASTRUCTURE:	12.	a)	Offsite Levy Bylaw – La Crete East Waterline	59
		b)		
		c)		
OPERATIONS:	13.	a)	Amend Policy PW012 Gravel Supply	69
		b)		
		c)		
UTILITIES:	14.	a)	Water Capacity – Zama City Water Treatment Plant	73

- b)
- PLANNING & DEVELOPMENT:** 15. a) Bylaw 1329-24 Land Use Bylaw Amendment to Rezone Plan 232 2146, Block 3, Lots 6-13 77
- b)
- c)
- ADMINISTRATION:** 16. a) None
- b)
- COMMITTEE OF THE WHOLE ITEMS:** 17. a) Business Arising out of Committee of the Whole
- b)
- COUNCIL COMMITTEE REPORTS:** 18. a) Council Committee Reports (verbal)
- b)
- c)
- INFORMATION / CORRESPONDENCE:** 19. a) Information/Correspondence 85
- NOTICE OF MOTION:** 20. a)
- NEXT MEETING DATES:** 21. a) Committee of the Whole Meeting
March 26, 2024
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
March 27, 2024
10:00 a.m.
Fort Vermilion Council Chambers
- ADJOURNMENT:** 22. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the February 28, 2024 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 28, 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:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 28, 2024 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, February 28, 2024
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Peter F. Braun	Councillor
David Driedger	Councillor (joined the meeting virtually at 11:21 a.m., left at 12:09 p.m., rejoined the meeting virtually at 4:25 p.m.)
Eileen Morris	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (virtual)
Dale Wiebe	Councillor

REGRETS:

Cameron Cardinal
Garrell Smith

ADMINISTRATION:

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

ALSO PRESENT:

Danny Friesen
Karen Wolfe & Wilma O'Rourke
Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on February 28, 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 24-02-145 MOVED by Deputy Reeve Sarapuk

That the agenda be adopted with the following additions:

- 9. b) Do Not Spray
- 12. b) Phase 5 Update
- 16. c) High Level Agricultural Exhibition Association – Co-op Community Spaces Grant
- 16. d) Rural Municipalities of Alberta Zone Summer Meeting and ABMunis Leaders Caucus

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the February 13, 2024 Regular Council Meeting

MOTION 24-02-146 MOVED by Councillor Braun

That the minutes of the February 13, 2024 Regular Council Meeting be adopted as presented.

CARRIED

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

None.

DELEGATIONS: 7. a) Danny Friesen

MOTION 24-02-147 MOVED by Councillor Braun

That the delegation from Danny Friesen be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 10:45 a.m. and reconvened the meeting at 10:57 a.m.

CLOSED MEETING: 4. Closed Meeting

MOTION 24-02-148 MOVED by Councillor Wiebe

That Council move into a closed meeting at 10:57 a.m. to discuss the following:

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

CARRIED

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

- All Councillors Present excluding Councillor Cardinal, Councillor Driedger and Councillor Smith
- Darrell Derksen, Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Councillor Driedger joined the meeting virtually at 11:21 a.m.

MOTION 24-02-149

MOVED by Councillor Peters

That Council move out of a closed meeting at 11:41 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 11:41 a.m. and reconvened the meeting at 11:48 a.m.

DELEGATIONS:

7. b) Family First Pregnancy Care Centre – La Crete Location

MOTION 24-02-150

MOVED by Councillor Morris

That the Family First Pregnancy Care Centre discussion be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 12:10 p.m., Councillor Driedger left the meeting at 12:10 p.m., Reeve Knelsen reconvened the meeting at 12:41 p.m.

CLOSED MEETING:

4. b) CAO Report

MOTION 24-02-151

MOVED by Councillor Morris

That administration proceed with land purchases as discussed.

CARRIED

**PROJECTS &
INFRASTRUCTURE:**

12. a) 2024 National Forest Week Sponsorship Request

MOTION 24-02-152

MOVED by Councillor Wardley

That Mackenzie County sponsors the Canadian Institute of Forestry/Institut Forestier du Canada in the amount of \$2,000 (Sugar Maple Sponsorship Package).

CARRIED

**PROJECTS &
INFRASTRUCTURE:**

12. b) Phase 5 Update (ADDITION)

MOTION 24-02-153

MOVED by Councillor Wiebe

That the Phase 5 Update be received for information.

CARRIED

OPERATIONS:

13. a) West La Crete Gravel Pit Reclamation - Request for Additional Funds

MOTION 24-02-154
Requires 2/3

MOVED by Councillor Braun

That the 2024 Operating Budget be amended by \$320,000 to fund the West La Crete gravel pit reclamation with funding coming from the Gravel Reclamation Reserve.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. b) New Codes – 2023 Alberta Edition

MOTION 24-02-155

MOVED by Councillor Braun

That the New Alberta Codes editions bulletin be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. a) Bylaw 1245-21 Municipal Development Plan

MOTION 24-02-156

MOVED by Councillor Wardley

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

CARRIED

ADMINISTRATION:

16. a) Advertising Options

TENDERS:

5. a) None

PUBLIC HEARINGS:

6. 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”

Reeve Knelsen called the public hearing for Bylaw 1320-24 to order at 1:01 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1320-24 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 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”.

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

Administration has received a request to rezone Part of SE-16-106-15-W5M from La Crete Light Industrial “LC-LI” to Manufactured Home Subdivision “MHS”.

The applicant is proposing to rezone 4.55 HA (11.24 Ac) from La Crete Light Industrial “LC-LI” to Manufactured Home Subdivision “MHS”.

The reason for the rezoning is to allow for the development of a subdivision to accommodate 58 lots for

manufactured home development, which is not permitted in the current Land Use District.

The purpose of the Manufactured Home Subdivision (MHS) district is to permit the development of larger, newer manufactured homes on subdivided lots in urban areas.

Currently the proposed area for rezoning is empty. The proposed area for rezoning is intended for general commercial uses, according the La Crete Area Structure Plan (2013). The La Crete Area Structure Plan is to be updated this year. The aim of the ongoing assessment and amendment of the La Crete Area Structure Plan is to provide more housing options. Please see attached map.

This item was taken to Council in 2016 and was TABLED at third reading as the developer at the time was supposed to provide a servicing plan and an Area Structure Plan. There was no submission received.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1320-24 Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1320-24. There was (1) one submission received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1320-24. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1320-24 at 1:03 p.m.

MOTION 24-02-157

MOVED by Councillor Braun

That second 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.

CARRIED

MOTION 24-02-158

MOVED by Councillor Peters

That third 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.

CARRIED

PUBLIC HEARINGS:

6. 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"

Reeve Knelsen called the public hearing for Bylaw 1321-24 to order at 1:04 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1321-24 was properly advertised. Catlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural "A" to Rural Industrial Light "RIL"

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

Mackenzie County has received a request to rezone Part of NE 12-104-18-W5M from Agricultural "A" to Rural Industrial Light "RIL" in order to accommodate a Bulk Fuel Storage and Distribution use. The amount of land to be rezoned is approximately 5 acres.

The developer is planning to put two (2) fuel pumps with a card lock on the property. If the rezoning is approved by Council, the developer would need to submit a development permit for a Bulk Fuel Storage & Distribution. The request would be presented to the Municipal Planning Commission for approval.

This is the second (2nd) application in the last month for the same use in the Tompkins Landing area. A temporary one (1) year Bulk Fuel Storage & Distribution

development permit was approved on Part of SE 15-104-17-W5M by the MPC at the January 10, 2024 meeting. This development permit approval is about 6 km east from this proposed rezoning.

This rezoning application fits into the intended future growth node for this area of Mackenzie County. The map from the Municipal Development Plan is included.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1321-24 Land Use Bylaw. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1321-24. There were no submissions received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1321-24. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1321-24 at 1:05 p.m.

MOTION 24-02-159

MOVED by Councillor Peters

That second reading be given to Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate a Bulk Fuel Storage & Distribution use.

CARRIED

MOTION 24-02-160

MOVED by Councillor Morris

That third reading be given to Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate a Bulk Fuel Storage & Distribution use.

CARRIED

PUBLIC HEARINGS: 6. 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

Reeve Knelsen called the public hearing for Bylaw 1322-24 to order at 1:06 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1322-24 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 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

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

Mackenzie County has received a Land Use Bylaw Amendment request to reduce the minimum width requirement for lots in the Manufactured Home Subdivision “MHS” district.

Currently the required minimum lot size in this zoning is 16.8m (55.0ft) wide by 33.5m (110.0ft) deep. The developer is requesting a change to the minimum width requirement from 16.8m (55.0ft) to 13.7m (45 feet). The minimum depth of the lot would stay the same.

The reason behind this request is that the applicant has put in a rezoning application for a vacant piece of land to accommodate a Manufactured Home Subdivision. He feels that there is a great demand for this type of development and through the reduction in the width of the properties, he could put in more lots and in turn, supply more places to live in the hamlet of La Crete.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1322-24 Land Use Bylaw.

Councillor Wardley – There is an increase in density and mobile homes have additional fire hazards. How does this affect our firefighting ability? Would it have additional fire hydrants or fire smarting with increased density?

Director of Planning & Agriculture – Not necessarily, they are required to follow the minimum standards within the General Municipal improvement Standards.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1322-24. There were no submissions received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1322-24. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1322-24 at 1:08 p.m.

MOTION 24-02-161

MOVED by Deputy Reeve Sarapuk

That second reading be given to 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.

CARRIED

MOTION 24-02-162

MOVED by Councillor Wiebe

That third reading and final reading be given to 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.

CARRIED

Reeve Knelsen recessed the meeting at 1:10 p.m. and reconvened the meeting at 1:44 p.m.

GENERAL REPORTS:

8. a) None

CLOSED MEETING:

4. Closed Meeting

MOTION 24-02-163 **MOVED** by Councillor Morris

That Council move into a closed meeting at 1:44 p.m. to discuss the following:

- 4. a) Organizational Chart (*FOIP Sections 23, 24 and 27*)
- 4. b) CAO Report (*FOIP Sections 16, 17, 23 and 24*)

CARRIED

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

- All Councillors Present excluding Councillor Cardinal, Councillor Driedger and Councillor Smith
- Darrell Derksen, Chief Administrative Officer

MOTION 24-02-164 **MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 2:18 p.m.

CARRIED

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

MOTION 24-02-165 **MOVED** by Councillor Morris

That the Organizational Chart be approved as presented.

CARRIED

CLOSED MEETING: **4. b) CAO Report**

MOTION 24-02-166 **MOVED** by Councillor Braun

That the CAO Report be received for information.

CARRIED

MOTION 24-02-167 **MOVED** by Councillor Braun

That the Strategic Planning Workshop be scheduled for April 18-19, 2024.

CARRIED

**AGRICULTURE
SERVICES:**

9. a) Farming Road Allowance

MOTION 24-02-168

MOVED by Councillor Morris

That administration bring back Fee Schedule Bylaw 1277-23 to add fines as discussed.

CARRIED

**AGRICULTURE
SERVICES:**

9. b) Do Not Spray (ADDITION)

MOTION 24-02-169
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That Council supports the Agricultural Service Board with the elimination of the Do Not Spray program effective January 1, 2025.

CARRIED UNANIMOUSLY

**COMMUNITY
SERVICES:**

10. a) None

FINANCE:

11. a) Budget Amendment - 2023 Mackenzie Agricultural Fair & Tradeshow

MOTION 24-02-170
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That the 2023 One Time project budget be amended by \$500 for the 2023 Mackenzie Agricultural Fair & Tradeshow, with funding coming from sponsorships.

CARRIED

FINANCE:

11. b) Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding – Budget Amendment

MOTION 24-02-171
Requires 2/3

MOVED by Councillor Braun

That the 2024 One Time Budget be amended by \$280,000 for the Forest Capital of Canada project, with funding coming from the Forest Resource Improvement Association of Alberta grant.

CARRIED

FINANCE: 11. c) **Conditional Grant Agreement – Auction Revenue**

MOTION 24-02-172 **MOVED** by Councillor Wardley
Requires 2/3

That the 2023 Capital Budget be amended by \$1,052 for the FV – Flood Mitigation project for online auction proceeds.

CARRIED

FINANCE: 11. d) **La Crete Agricultural Society – Additional Building Utility Funding Request**

MOTION 24-02-173 **MOVED** by Councillor Peters

That the La Crete Agricultural Society request to fund utility expenses for the new museum shop be approved, and included in future years Non Profit Grant allocations during future years budget development.

CARRIED

FINANCE: 11. e) **Tax Roll 084009 - Request to Waive Penalties**

MOTION 24-02-174 **MOVED** by Councillor Wardley

That the request to waive penalties in the amount of \$2,881.52 on Tax Roll #084009 be denied.

CARRIED

FINANCE: 11. f) **Bylaw 1328-24 Short Term Borrowing**

MOTION 24-02-175 **MOVED** by Councillor Braun
Requires 2/3

That first reading be given to Bylaw 1328-24, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

CARRIED

MOTION 24-02-176 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That second reading be given to Bylaw 1328-24, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

CARRIED

MOTION 24-02-177
Requires Unanimous

MOVED by Councillor Morris

That consideration be given to go to third reading of Bylaw 1328-24, being a bylaw authorizing the short-term borrowing of funds with ATB Financial, at this meeting.

CARRIED UNANIMOUSLY

MOTION 24-02-178
Requires 2/3

MOVED by Councillor Peters

That third reading be given to Bylaw 1328-24, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

CARRIED

FINANCE:

11. g) 2023 Budget Allocations & Amendments

MOTION 24-02-179
Requires 2/3

MOVED by Councillor Wardley

That \$16,000 from 2023 Operating Budget, be contributed to the Bursaries Reserve, as per Policy ADM049-Bursaries, and RESV017 – Bursaries Reserve.

CARRIED

MOTION 24-02-180
Requires 2/3

MOVED by Councillor Braun

That Offsite Levies/Frontage revenues in 2023 of \$165,194 be contributed to the Off-Site Levy Reserve.

CARRIED

MOTION 24-02-181
Requires 2/3

MOVED by Councillor Wiebe

That Gravel Aggregate revenue in 2023 of \$173,403 be contributed to the Gravel Reclamation Reserve.

CARRIED

MOTION 24-02-182
 Requires 2/3

MOVED by Councillor Braun

That Municipal Reserve revenue in 2023 of \$47,913 be contributed to the Municipal Reserve.

CARRIED

MOTION 24-02-183
 Requires 2/3

MOVED by Councillor Morris

That funds in the amount of \$22,245 be allocated to the General Capital Reserve from the Incomplete Capital – Administration Reserve in 2023.

CARRIED

MOTION 24-02-184
 Requires 2/3

MOVED by Councillor Peters

That the 2023 Capital Budget for the Vacant Lot Purchase 10105-100 Ave (2023) project be amended by \$1,709 with funding coming from the General Capital Reserve.

CARRIED

MOTION 24-02-185
 Requires 2/3

MOVED by Councillor Braun

That the 2023 Capital Budget be amended with funding coming from the Road Reserve for the following projects:

- TWP RD 1050 (27 baseline) 2 - \$891
- Machesis Lake - Road Rebuild and section Repairs (2022) - \$3,998
- Angle Road HL South - Rebuild (2023) - \$3,477

CARRIED

MOTION 24-02-186
 Requires 2/3

MOVED by Councillor Wardley

That \$40,000 from 2023 Operating Budget be contributed to the Grants to Other Organization Reserve, for future Fort Vermilion Grazing Reserve road construction expenses.

CARRIED

MOTION 24-02-187
 Requires 2/3

MOVED by Councillor Braun

That the 2023 One Time Budget be amended by \$60 for the FV Fishing Opportunities project, with funding coming from the Municipal Reserve.

CARRIED

FINANCE:

11. h) Tax Recovery Public Auction

MOTION 24-02-188
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That tax rolls 106026 & 105996 be removed from the February 28, 2024 Tax Recovery Public Auction.

CARRIED

MOTION 24-02-189
Requires 2/3

MOVED by Councillor Wardley

That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcel of land and issue a new Certificate of Title in the name of Mackenzie County:

- Tax Roll 300574

CARRIED

UTILITIES:

14. a) None

ADMINISTRATION:

16. a) Advertising Options

MOTION 24-02-190

MOVED by Councillor Peters

That administration create a WhatsApp Group to assist in distributing messaging.

CARRIED

ADMINISTRATION:

16. b) Bylaw 1316-23 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

MOTION 24-02-191
Requires 2/3

MOVED by Councillor Wardley

That first reading be given to Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members as presented.

CARRIED

MOTION 24-02-192
Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members as presented.

CARRIED

MOTION 24-02-193
Requires Unanimous

MOVED by Councillor Morris

That consideration be given to go to third and final reading of Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members as presented.

CARRIED UNANIMOUSLY

MOTION 24-02-194
Requires 2/3

MOVED by Councillor Braun

That third and final reading be given to Bylaw 1326-24 - Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members as presented.

CARRIED

Reeve Knelsen recessed the meeting at 3:36 p.m. and reconvened the meeting at 3:50 p.m.

ADMINISTRATION:

16. c) High Level Agricultural Exhibition Association – Co-op Community Spaces Grant (ADDITION)

MOTION 24-02-195
Requires Unanimous

MOVED by Councillor Braun

That a letter of support be provided to the High Level Agricultural Society for their Co-op Community Spaces grant application to assist with the construction of the Multi-use Indoor Riding Arena.

CARRIED UNANIMOUSLY

ADMINISTRATION:

16. d) Rural Municipalities of Alberta (RMA) Zone Summer Meeting and Alberta Municipalities (ABMunis) 2024 Spring Municipal Leaders Caucus (ADDITION)

MOTION 24-02-196
Requires Unanimous

MOVED by Councillor Morris

That Mackenzie County hosts the Rural Municipalities of Alberta (RMA) Zone Meeting on August 9, 2024 and that information be sent to the membership highlighting different opportunities for accommodations and events.

CARRIED UNANIMOUSLY

MOTION 24-02-197
Requires Unanimous

MOVED by Councillor Wardley

That Reeve Knelsen be authorized to attend the Alberta Municipalities (ABMunis) 2024 Spring Municipal Leaders Caucus on March 14-15, 2024 in Edmonton.

CARRIED UNANIMOUSLY

COMMITTEE OF THE WHOLE ITEMS:

17. a) None

COUNCIL COMMITTEE REPORTS:

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

Councillor Driedger rejoined the meeting at 4:25 p.m.

MOTION 24-02-198

MOVED by Councillor Morris

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

CARRIED

COUNCIL COMMITTEE REPORTS:

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

MOTION 24-02-199

MOVED by Councillor Braun

That the approved Municipal Planning Commission meeting minutes of January 10, 2024 and February 7, 2024 be received for information.

CARRIED

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

MOTION 24-02-200 **MOVED** by Councillor Morris

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

CARRIED

NOTICE OF MOTION: 20. a) None

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

Regular Council Meeting
March 12, 2024
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
March 26, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 22. a) Adjournment

MOTION 24-02-201 **MOVED** by Councillor Driedger

That the Council meeting be adjourned at 4:57 p.m.

CARRIED

These minutes will be presented for approval at the March 12, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2023
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Director and Manager Reports for February, 2024

BACKGROUND / PROPOSAL:

The Director and Manager reports for February 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 February, 2024 be received for information.

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

Monthly Report to Council

For the month of February, 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 slowly. Have regrouped and re-engaged on this application.
Offsite Levies/Municipal Infrastructure	Q1 2024	Levies and funding formula is complete
Reclamation Projects (gravel and other old dispositions)		Crews have started 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, and will be rolling this out across the organization in the next few weeks. Initial feedback is positive and should help drive our Asset Management program forward while simultaneously making things easier for staff.

Projects, Programs & Activities

Program/Activity/Project	Timeline	Comments
Economic Development	Ongoing	All large scale work being completed through/with REDI. Applied for SCOP & NRED grants, hopefully we receive answers in the next month. Responded to an investment inquiry from Invest Alberta.
Outdoor Rec & Tourism Strategy	Q4 2024	NRED grant funded. Contract awarded, public engagement to begin in April at the LC Tradeshow. Anticipate completion in November.
La Crete Stormwater Master Plan	Q2 2024	MPE Engineering is design engineer. Project mostly paused until spring when they can collect more data and confirm flow data.

Gravel – Crushing, prospecting, approvals		Gravel is a complex asset to manage. Continue to make headway on lease extensions and mining approvals.
LC North Sanitary	Tendering Q1 2024	Design effectively complete. Working for a March tender, in two separate components.
LC Intersection Improvements	Q1 2024	Road works complete. Traffic light base installation complete, the rest expected to be complete by end of March.
LC East Waterline	Q2 2024	MPE is design engineer. Have draft levies complete, ROW agreements are underway, tender essentially ready.

Personnel Update:

Looking forward to a summer employee who can help make additional progress on Asset Management data collection & organization.

I have started to offload projects and responsibilities that I had assumed over the last few years. It has been exciting to slowly hand these back to the appropriate department and begin tackling the backlog of projects and priorities that should be my focus.

Other Comments:

Attended the public info session for the new La Crete health facility. Afterwards I had a lengthy discussion with the rep from Alberta Infrastructure. It’s exciting that we’re at this stage in the process, and although much work remains to be completed it sounds like all barriers have been addressed. This project will create many construction jobs and also add many permanent health care jobs, while also improving the quality of life for residents in the region. Other items to note – there will be a separate clinic constructed in the community, and there will be some staff housing constructed.

Feedback from ministries has almost entirely dried up after last RMA. I believe that our advocacy efforts are impactful but it will take a continued focus in order to accelerate movement on some items.

High Level Annexation: February 20th was the second preliminary hearing date. This hearing ended up extending over three days. Currently waiting for the LPRTs decision.

MONTHLY REPORT TO THE CAO
For the month of February, 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"> - Regravel 2024 preparation - Rural driveway clearing program - Site Safety/Team meetings
Airport Maintenance/Operations	Ongoing	<ul style="list-style-type: none"> - Regular maintenance as required - Airport Parking Fees - Regular clearing of runway and lights, and deicing - Fertilizer in place - Lights and other hardware replaced
Bridges	Ongoing	<ul style="list-style-type: none"> - BF 78209 Tender was awarded
Road Repair/Gravel/Spot Gravel	Ongoing	<ul style="list-style-type: none"> - Regular winter maintenance
Training/Education	Ongoing	<ul style="list-style-type: none"> - Workplace Incident Investigations Training - Air Brakes - Class One's

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	<ul style="list-style-type: none"> - Preliminary Forestry Inspection done...final inspection to be done in Spring
Angel Road HL South-rebuild (2023)	Complete	<ul style="list-style-type: none"> - Preliminary Forestry Inspection done...final inspection to be done in Spring
Rebuild RR 20-0 S of HWY 35 (.5 mile) – Angle RoadWin	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:

Vacant Positions; Summer students - (2) Seasonal Equipment Operators – La Crete - Other Seasonal Summer Staff in La Crete & Fort Vermilion
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Other Comments:

- Atlas Pit reclamation – Hiring of a contractor approved - Snow Flag Sales to date: 95
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Report to the CAO

For the month of February, 2024

From: Caitlin Smith,
Director of Planning and Agriculture

Strategic Priorities for Planning and Agriculture:

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Land Use Bylaw and Fort Vermilion Area Redevelopment Plan	Q4 2024	Administration has sent comments to revise the proposed LUB and FVARP. We are expecting a revised version for viewing in April. Administration would like to conduct a round of public consultation in May.
La Crete Area Structure Plan	Q4 2024	Administration is creating a scope of work for the RFP.

Annual Operating Programs, Projects and Activities:

Program/Activity/Project	Timeline	Comments
Roadside Spraying	June-July 2024	Roadside Spraying will commence June 10 for all ditches south of La Crete Airport. Outback Ventures has agreed to continue with the current contract for the 2024 option year. This will be retendered in 2025 without a Do Not Spray option.
Ag Land Hay Tenders	2024	Two land parcels are tendered for opening and awarding on March 27, 2024; the Anderson pit and High Level rural parcels.
Seed Cleaning Plant Inspections	Winter 2023/24	The High Level Plant was inspected on November 28 with a score of 91%. Frontier Seed Cleaning Plant was inspected on February 2 and received 99%.
Shelterbelt Program	June 2024	1000 bundles (about 10,000 trees) ordered. Expected to arrive end of May or beginning of June. Supplier is Woodmere Nursery in Fairview.
VSI Program & Veterinary Subsidy	2024	Council agreed to continue the VSI program at the current 50% rate. Council extended the Vet Subsidy for a

		period of two years (expiry end of 2024).
Water Pumping Program	April 2024	Rentals will begin again in Spring. There were 25 rentals in 2023.
Roadside Mowing	2024	Roadside mowing starts July 10.
La Crete Organic Farming Conference and Tradeshow	April 11, 2024	Mackenzie County will have a booth at the tradeshow at the La Crete Heritage Centre. Landon will be speaking at the event on April 11 and the AGM on April 3.
ASB Regional Conference	October 24, 2024	Mackenzie County is hosting the ASB Regional Conference in La Crete at the Heritage Centre. We are working on an agenda in conjunction with the Regional AAAF director and ASB provincial committee rep. Facility is booked and the motel has rooms blocked off for the event.

Personnel Update:

Ad has gone out for seasonal weed inspectors.

Other Comments:

For the South of High Level lands, we are working with the province on transfer documents. This includes conversion from green zone to white zone.

The North of Zama lands project is ongoing, we are awaiting next steps to proceed.

There have been several enquiries regarding multi-lots, we are expecting applications in the near future.

Administration has started the works for the Land Use Bylaw update and the Fort Vermilion Area Redevelopment Plan. Administration plans to conduct public engagement for the LUB and FVARP. The department will be present at the La Crete Spring Trade Show in April and plan to hold open houses in each hamlet during the week of May 13th. The website will be updated to allow for online commenting.

The department hosted a Safety Codes Open House on February 21, 2024 and discussed code changes. The newest edition of the National Building code comes into effect May 1, 2024. Once these changes are noted, administration will present to Council.

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.

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

MONTHLY REPORT TO THE CAO

For the Month of February 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 first.
La Crete Future Water Supply Concept	Dec/24	Phase 1 has been completed and have received the report. Started a Water Model of La Crete area for phase 2 of the project which is nearing completion.
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. Spare pumps and motors are ordered.
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	This project is complete as of end of January. Will remove from the list.

Personal Update:

February it seems was still a short month even with the extra day this year. It was busy with project meetings and a little time off as well for Teachers Convention with my family. Was able to take them to a great Oilers game!

I joined Byron and our team on some meetings for the storm master plan Byron is working on. I will try to assist Byron a little more on this in the future.

We have also been working on the Waterline East project and have the tender almost ready for review. The ROW agreements are almost ready to sign as well.

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. Spare pumps and motors have been ordered, we look like we should be close to complete by the end of March.

Have been looking into the future projects already for 2024 and into the future to be able to get ahead of things. Blue Hills Truckfill for one. Once the Future Water supply concept for La Crete is complete, I will be looking at the recommendations that come out of the report. This may bring about some new capital projects as well.

Had our monthly Utility meeting on the 22nd to discuss safety and our project updates in our department.

Personnel Update:

We have good news on the position we had in La Crete. We ended up hiring a new operator for the Utility Position and it is Carson Braun. He started on February 26th and we hope this is the start to a lengthy career for him at Mackenzie County.

Respectfully submitted,

John Zacharias
Director of Utilities
Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month Ending February 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 reviewed, and complete Audit scheduled in office March 4-8
2024 Budget	Ongoing	2024 operating and capital budgets released to CAO and Directors 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 – complete - awaiting audit review MSI/CCBF/LGFF 2024 projects submission complete – awaiting audit review ACP/AMWWP/STIP – complete – awaiting audit review LGFF webinar scheduled March 13th
Accounts Payable	Ongoing	Electronic Funds Transfer set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by February 29th completed. 2023 invoices required received in 2024 processed for year end
Accounts Receivable	Ongoing	Invoices sent for all services up to and including February 29th. Processed all 2023 invoices submitted for year end.
Taxation	Ongoing	Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed

		Tax Forfeiture administrative action underway. Total 888 Tax Rolls have entered into preauthorized payment agreements. Review 2023 tax assessments Municipal and Linear for 2024 tax year
Utilities	Ongoing	Update move in/out Monthly billing and collections Continue Advertising e-billing via social media and website Total 328 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. 2 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. Awaiting review
2023 Wildfires claim		Submission requirements received. Awaiting review.
2023 NWT Wildfire claim		Submission requirements received. Awaiting review
Supply staff to High Level Office every Tuesday. Assist departments with invoicing and budget reporting, Request for Decisions, and inquiries.		

REPORT TO THE CAO

For February 2024

From: Louise Flooren, Manager of Legislative & Support Services

Council

- Preparing for various meetings of Council, correspondence, conferences, etc.
- RMA Minister Meeting scheduling.

Appeal Boards

- No current appeals.

Bylaws/Policies/Reports/Publications:

- Update of recent Policies, Bylaws as approved by Council.
- 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 remains in progress from concern brought forward by the Ridgeview Grade 6 Students at the January 31, 2024 Regular Meeting. Communications Assistant will be back to regular duties in March and verify in detail the broken links.

Human Resources/Records:

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- HR has been meeting with various departments in regards to health and safety training requirements and Incident Reporting requirements, timesheet training, National Safety Codes for Drivers training completions.
- One (1) vacant position was advertised in February. Seasonal positions advertisement has been completed with a deadline of April 5, 2024.
- 2 employee and 1 firefighter orientations completed, 7 performance evaluations have been scheduled.
- Records Management meetings are ongoing with departments. Multiple forms, templates and internal phone book updates happened during February.
- Records received 13 boxes of 2023 permits from the Planning department.
- Administrative Assistant from La Crete assisting Records Management via uploading documents, renaming and organizing prior to moving to land files.(this includes the 13 boxes received in February)

- Records Management Clerk continued to provide support at the front desk throughout February to compensate for staff absences and vacant position.

IT:

- Progress with long term goal of moving all shared file services to a new model of group based permission structure, vs individual employee based permission. We will highlight and focus on data management with directors for folder organization and continuity.
- Progress with configuration and component implementation of our next generation Sophos firewall routers. These will be configured in a progressive and non-disruptive manner at all 4 offices, with a good amount of progress already made in Fort Vermilion and La Crete. The key objective is to make changes that are transparent to staff for operations, while testing each component being moved over from our older Cisco firewall routers.
- Progress towards segregating SCADA and treatment plant networks in La Crete. This is a security priority to guard against malicious actors if one segment of our internal network were to be breached. For example, if malware were to gain a foothold at an office or shop there would be a network boundary to the treatment plant operations. Once complete, all treatment plant SCADA control will be completely separate from our office and shop networks.
- Plan for printer replacements this year for aging HP500 fleet of printers for shops, treatment plants, and High Level and Zama offices. Overall this should be near equal cost and likely even provide cost savings.
- Central Square/Diamond assistance for Payroll and Utilities.
- IT Manager was away on holidays for from February 19-29, IT Assistant handled many issues while the Manager was away.
- Assisting departments with issues and troubleshooting items during February. Multiple issues are happening with the current Xerox machine in Fort Vermilion and IT Manager is in contact with service provider to solve problems.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1327-24 Fee Schedule Bylaw Amendment

BACKGROUND / PROPOSAL:

The recommendation was brought to the February 28, 2024 Council meeting where the following motion was made:

AGRICULTURE SERVICES: **9. a) Farming Road Allowance**

MOTION 24-02-168 **MOVED** by Councillor Morris

That administration bring back Fee Schedule Bylaw 1277-23 to add fines as discussed.

CARRIED

At the February 13, 2024 Council meeting, Bylaw 1325-24 Unsightly Premises was brought forward and changes were made to the penalties for non-compliance, the changes are reflected in the Bylaw amendment.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Author: C.Sarapuk **Reviewed by:** C. Smith **CAO:** D. Derksen

Administration can advertise the new fine.

POLICY REFERENCES:

Fee Schedule Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1327-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1327-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1327-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1327-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Author: C. Sarapuk **Reviewed by:** C. Smith **CAO:** D. Derksen

BYLAW NO. 1327-24
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY FEE SCHEDULE BYLAW

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

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

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

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

1. That the Mackenzie County Fee Schedule Bylaw be AMENDED with the addition of the following:

Agriculture

Item	Amount	GST
Unauthorized clearing of Municipal Road Allowance.	\$5,000 per offence	Applicable

Unightly Premises
Penalties for Non-Compliance

Offence	Minimum & Specified Penalty	Second Offence	Third Offence	Fourth & Subsequent Offences
Owner causes, allows, or permits Property to become a Nuisance, Unightly, or Dangerous Property	\$500	\$1,000	\$2,000	\$4,000
Fails to maintain Property in a Reasonable State of Repair.	\$500	\$1,000	\$2,000	\$4,000
Fails to Carry out the Order as directed.	\$1,000	\$2,000	\$3,000	\$5,000

2. This Bylaw shall come into force and effect upon receiving third reading.

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

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

READ a first time this 12th day of March, 2024.

READ a second time this 12th day of March, 2024.

READ a third time and finally passed this 12th day of March, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Campground Caretakers – Request for Proposal Review

BACKGROUND / PROPOSAL:

At the Council meeting held on February 13th, the Community Services Committee made a recommendation that the Campground Partnership - Request for Proposal (RFP) be publicly advertised.

Motion 24-02-120

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

It was understood that packages are not only distributed from County offices but also could be obtained via Mackenzie County’s website.

The RFP had a closing date of March 6th, 2024.

On March 7th at a Community Services meeting, all RFPs were opened and evaluated.

A recommendation from the March 7, 2024 Community Services Committee meeting will be presented at the March 12, 2024 Council meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Unknown at this time.
Operational Budget

COMMUNICATION / PUBLIC PARTICIPATION:

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

Social Media
Newspaper
Big Deal Bulletin

POLICY REFERENCES:

Bylaw 1037-16 Municipal Parks Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented by	Jennifer Batt, Director of Finance
Title:	Reserve Allocation – 100 Street Land Sales

BACKGROUND / PROPOSAL:

In 2023, administration received a total of \$234,506.07 from the 100 street land sales, and will receive \$439,296.75 under agreements over the next 6 years.

The 100 street land sales are budgeted as a funding source for 109 avenue Traffic Lights & 101 street. /109 avenue Intersection Upgrade projects. In 2023 these projects had a total expense of \$222,683, with the remaining funds of \$451,119.82 currently not allocated to a restricted reserve.

The full sale of land is realized in 2023, and as the 2 projects did not expend all funds, and are not complete, administration is recommending the funds be allocated to the General Capital Reserve, and identified as a funding source for these projects. Surplus from the sales to capital project will remain in the General Capital Reserve until funds over the 6 years are received.

Administration will be providing Council with an updated 2024 Capital and funding list at the next Council meeting for final review, identifying any amendments in funding recommended.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

100 Street Land Sales

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That \$451,119.82 from 100 street land sales in 2023 be contributed to the General Capital Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12th, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	2023 Regraveling Project

BACKGROUND / PROPOSAL:

Every year administration tenders a regraveling project to areas that were identified with the option to apply and supply, or just supply based on mapping provided. Proponents were given the option of providing a price for 1 or more of the pits individually, either by supplying and applying or just applying. Tenders include est. quantities of gravel, and the 2023 regraveling provided the pits gravel if County supplied was to be loaded from.

During the February 28th, 2023 Council meeting the following motion was passed based on tenders received:

MOTION 23-02-160 *That the 2023 Regravelling Program contract(s) be awarded to the lowest qualified bidder(s) while staying within budget.*

CARRIED

Administration has since reviewed the gravel usage, contract, and scope of pits where a discrepancy to tender was identified. Inter departmental discussions confirmed that the contractor found the mapping for graveling areas 4 & 5 difficult to delineate each other, and senior management approved reallocating or amending gravel qualities by AREA to ensure that budget overall was not negatively impacted.

As part of the annual Financial Audit, Contracts are reviewed to ensure integrity of Council motions, and contract scope.

Administration is requesting that Council review the changes, provide future direction if required, and a motion for the 2023 regraveling quantity allocated change.

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

AREA #	Description	Estimated quantities (Tonnes)	Actual quantities (Tonnes)
#1 (Optional)	Chateh Road	5,000	4,992.30
#2 (Optional)	High Level East	10,000	15,860.92
#3 (Optional)	Fort Vermilion North	10,000	7,803.75
#4 (Optional)	Fort Vermilion South	7,000	2,820.20
#5 (Optional)	La Crete North	9,000	12,473.90
#6 (Optional)	Tompkins	7,000	6,718.20
#7 (Optional)	Buffalo Head/ La Crete South	10,000	6,507.25
TOTAL Tonnes		58,000	57,176.52

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

\$1,077,430 – Municipal Taxes

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

✓ Simple Majority Requires 2/3 Requires Unanimous

That Council approve the regravelling gravel quantity allocations for 2023.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Councillor Expense Claims

BACKGROUND / PROPOSAL:

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

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2024 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1316-23 Honorariums and Expense Reimbursement Bylaw

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Members at Large Expense Claims

BACKGROUND / PROPOSAL:

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

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

Month	Board/Committee	Name
January	Municipal Planning Commission	Erick Carter
January/February	Municipal Planning Commission	Stephanie Grocholski
February	Municipal Planning Commission	Andrew O'Rourke
February	Agricultural Service Board	Joseph Peters

Due to an oversight, Agricultural Service Board Member at large claims from November 2023 were not submitted on time.

As per Bylaw 1316-23, section 23:

23. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. A resolution of Council shall be required prior to payment of the claim.

Month	Board/Committee	Name
November 2023	Agricultural Service Board	Jake Martens
November 2023	Agricultural Service Board	Joseph Peters
November 2023	Agricultural Service Board	George Fehr
December 2023	Municipal Planning Commission	Erick Carter

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

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 and February 2024 be received for information.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the members at large expense claims from November and December 2023 be processed for payment.

Author: T. Thompson Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Offsite Levy Bylaw – La Crete East Waterline

BACKGROUND / PROPOSAL:

Mackenzie County’s 2024 budget includes funding to construct approximately 2 miles of waterline from La Crete and extending east. The initial purpose of this waterline is to provide fire flows to a new industrial facility. There are a few items for consideration which require Council direction:

Waterline Capacity & Fire Flows

Administration worked with an engineer to determine the amount (volume and pressure) of water that would be available at the industrial site. The proposed 10 inch HDPE waterline can meet the current requirements, but with only a small buffer and with minimal extra capacity.

The building code requirements are becoming increasingly stringent in regards to water availability and fire flows. The proposed waterline is intended to service a heavy commercial/industrial corridor where there is a high likelihood of many future developments requiring high water flows as well.

Administration recommends that the pipe be upsized from a 10 inch to a 12 inch in order to ensure that the waterline has the capacity to appropriately service the areas future demands. The County’s planning documents all encourage a separation of non-compatible uses, and appropriate infrastructure is the biggest barrier to being able to effectively accomplish that objective. The majority of the lands directly services by the proposed waterline are within the La Crete Industrial Growth Area and will be incorporated into the updated Area Structure Plan for La Crete.

Administration currently estimates that upsizing the pipe from a 10 inch to a 12 inch would increase the project cost by about 15%, or \$100,000. As this would be an upsizing, this cost would be borne by the County and not shared with the existing developer. The rates in the off-site levy bylaw would be revised to include any additional costs.

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

Off-site Levy Bylaw

The developer has agreed to make a substantial investment (50% of project cost up to \$350,000) in order to facilitate the construction of the waterline, and the direction from Council is to create a mechanism to recover the installation costs from other benefiting landowners. The mechanism is to include a clause to reimburse the developer for a portion of his commitment.

Administration has contemplated the best process to achieve these financial requirements while ensuring that the levy contribution is equitable to landowners. Administration recommends that an off-site levy be approved, and that the County and the developer enter into a separate agreement specifying the terms and conditions of the developer's contribution and reimbursement.

A copy of the proposed off-site levy bylaw is attached, which specifies the fees and contributing areas. The attached bylaw was drafted without the potential increase in pipe size and project costs. Should the direction be to upsize the line, proposed fees would be as follows:

Zone	Fee (\$/acre)	Fee (\$/acre)
	10 inch line	12 inch line
A	\$653/acre	\$751/acre
B	\$653/acre	\$751/acre
C	\$155/acre	\$178/acre
D	\$500/lot connected	\$570/lot connected

Crossing Agreements

Administration has spoken to all of the landowners regarding crossing agreements/easements, and has a verbal agreement from all of them. However, there have been questions regarding incentives to allow the County to cross their property. Administration recommends that the rural tie-in fee be waived, that connecting their current home/shop be exempted from paying the levy fee, and that they be permitted to connect to the line at full pressure & volume.

Allowing a full pressure and volume connection will likely result in increased usage, which benefits the County. Administration anticipates challenges keeping the water from stagnating for the first few years (this is countered by completing routine flushing of the line), and allowing 'normal' connections is expected to reduce the operating cost to the County and encourage more connections.

OPTIONS & BENEFITS:

Waterline Size

Upsizing the waterline to a 12 inch comes at an additional capital cost and will result in more flushing during the first few years, resulting in a higher operating cost. However it ensures that the current developer and future development is adequately serviced, and it allows the County to promote additional development along the corridor in accordance with the approved development plans.

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

Crossing Agreements

It is desirable to maintain consistency between properties when negotiating crossing agreements, however it can also be beneficial to the County to provide a modest incentive. An incentive not only helps acquire approvals, in this case it will likely improve the operations of the waterline.

COSTS & SOURCE OF FUNDING:

Funding for the approved 10 inch waterline is included within the 2024 capital budget. Should the direction be to upsize the waterline it is estimated to increase the project cost by 15%, or \$105,000. This would be funded by the Water/Sewer Infrastructure Reserve.

COMMUNICATION / PUBLIC PARTICIPATION:

The off-site levy bylaw needs to be advertised prior to final reading (no specific requirement for a public hearing).

Communication with landowners and/or developers as required.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That the La Crete East Waterline project be upsized from a 10 inch waterline to a 12 inch waterline in order to facilitate continued industrial growth, and that the budget be amended by \$105,000, from \$700,000 to \$805,000, with funding coming from the Water/Sewer Infrastructure Reserve.

- Simple Majority
- Requires 2/3
- Requires Unanimous

That first reading be given to Bylaw 13xx-24 being the La Crete East Waterline Off-site Levy Bylaw.

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

BYLAW NO. 1330-24
BEING A BYLAW OF THE
MACKENZIE COUNTY
FOR THE IMPOSITION OF AN OFFSITE LEVY
FOR THE LA CRETE EAST WATERLINE

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 transmission of treated water;

WHEREAS, the County, landowners and developers have agreed to share the cost of infrastructure to support continued growth;

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 East Waterline 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 as identified in Schedule B;
- 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** means the project specified in Schedule C of this Bylaw for the purposes of providing treated water east of 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 levy shall be applied to the lands as identified in Schedule B.
- 4. The off-site levies have been calculated as described in Schedule C.
- 5. 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.

Payment of Levies

- 6. The Administration of Mackenzie County may enter into an agreement in respect to payment of the off-site levy with all affected landowners.
- 7. 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.
- 8. A levy imposed on a development shall be paid prior to release of the water meter.
- 9. The County may use any remedy available to the County for the collection of late or non-payment of levies.

Annual Report

- 10. The County shall report annually to Council regarding the levies in a format acceptable to the CAO.

Enactment

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

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

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

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

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

BYLAW NO. 1330-24

SCHEDULE "A"

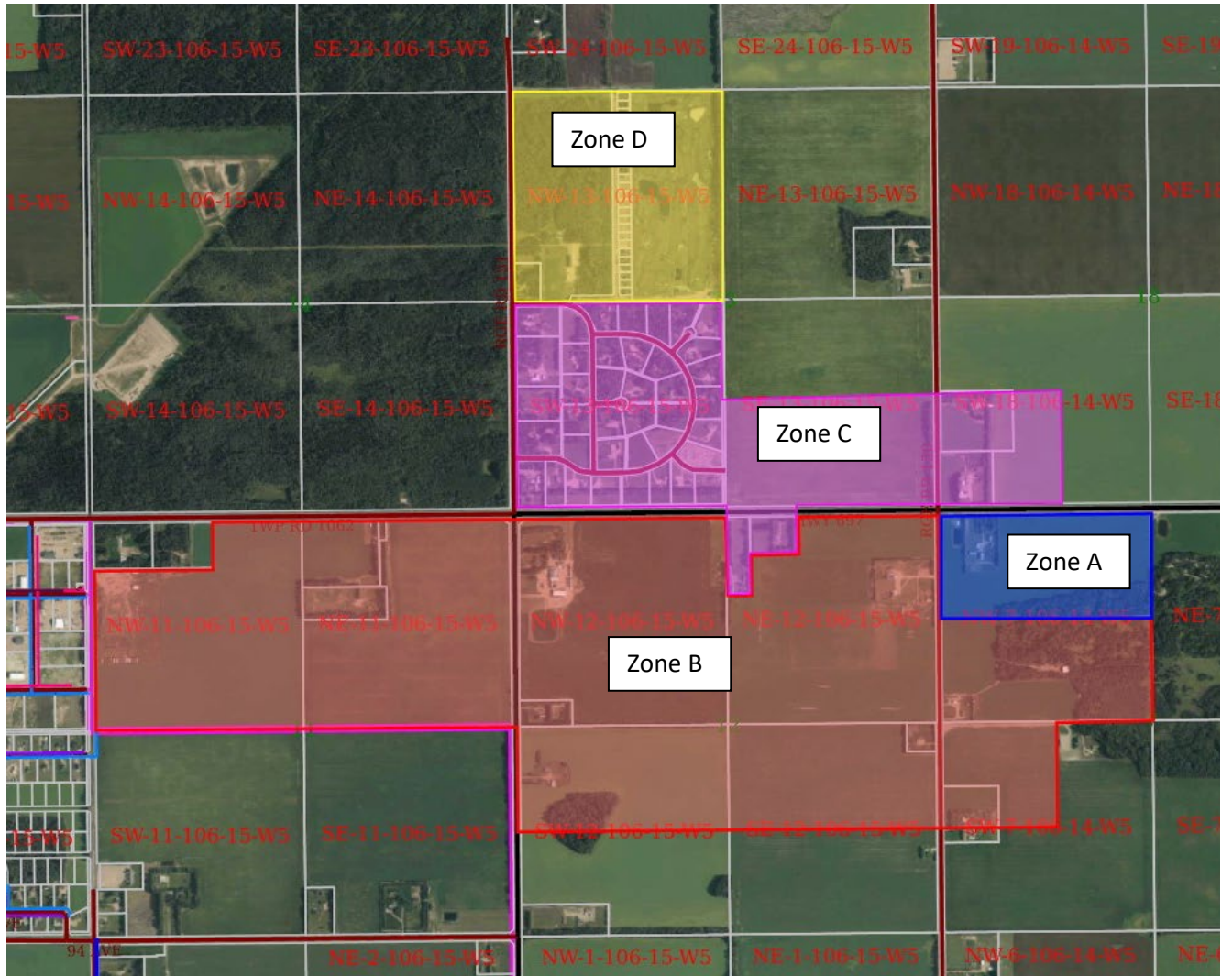
1. The off-site levy rates are set out in the table below and apply to the areas outlined in Schedule B:

Zone	Fee (\$/acre)	Notes
A	\$653/acre	Must pay fee for entire parcel when connecting (\$52,240)
B	\$653/acre	
C	\$155/acre	
D	\$500/lot connected	

There shall no fee payable to connect the existing home/business (constructed and in use as of March 31, 2024) located on NW & NE 12-106-15 (this exemption does not include any parcels subdivided from the quarter section), subject to the connection being completed prior to June 1, 2026.

BYLAW NO. 1330-24

SCHEDULE "B"



BYLAW NO. 1330-24

SCHEDULE “C”

BACKGROUND INFORMATION

The following assumptions, rationale and calculations have been utilized in determining the fees:

Initial project to be funded evenly by Mackenzie County and the developer of Zone A. Mackenzie County will enter into an agreement with the Zone A developer to assist the developer in recouping a portion of their capital contribution to the project.

Project cost is estimated at \$700,000, to be collected through levies and connection fees.

- Benefitting area without the need for additional offsite investment = Zone A = 885 acres
 = Zone B = 80 acres
- Benefitting area with the need for additional offsite investment = Zone C = 293 acres
- Other areas of interest = golf course area developments = Zone D = 160 acres

It is advantageous to have access to water infrastructure without needing to construct additional offsite infrastructure, as there is an additional cost to those individuals to benefit from the existing investment. Therefore, those that benefit without the need for a large additional investment should bear the primary financial burden for the new waterline asset.

Directly benefitting lands will contribute 90% of the project costs. The remaining project costs (10%) will be dispersed among the secondary benefitting areas.

- Primary Benefitting Area Contribution \$700,000 x 90% = \$630,000
- Secondary Benefitting Area Contribution \$700,000 x 10% = \$70,000

The quarter section containing the golf course is unlikely to be fully developed, and the calculated fee for the quarter section is \$24,800. In order to equitably apply a fee, it will be charged on a per lot basis. For the purpose of the calculation it is assumed that there will be 50 lots contributing to the levy fee.

Zone	Contribution Rate (%)	Contributing Area (acres)	Fee (\$/acre)	Notes
A	90%	80	\$653/acre	Must pay levy for entire parcel when connecting (\$52,240)
B	90%	885	\$653/acre	
C	10%	293	\$155/acre	
D	10%	160	\$500/lot connected	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Andy Banman, Director of Operations
Title:	Amend Policy PW012 Gravel Supply

BACKGROUND / PROPOSAL:

Administration has proposed some amendments to Policy PW012 Gravel Supply after some review. A title change is also proposed, please see attached Re-Gravelling policy.

OPTIONS & BENEFITS:

A copy of the proposed amended policy is attached for approval.

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: S Wheeler **Reviewed by:** A Banman **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW012 Re-Gravelling be amended as presented.

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

Municipal District of Mackenzie No. 23 Mackenzie County

Title	<u>Gravel Supply</u><u>Re-Gravelling</u>	Policy No.	PW012
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Legislation Reference	Municipal Government Act, Section 18
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<p>Purpose</p> <p>To specify the terms of reference for <u>gravel re-gravelling</u> contracts on projects within the Municipal District of Mackenzie <u>County</u>.</p>
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Policy Statement and Guidelines

1. ~~Gravel Re-gravelling~~ contracts shall be tendered annually or at the discretion of the CAO or designate. ~~for both gravelling and re-gravelling on a pit by pit basis.~~
2. The Contractor shall be responsible for supplying gravel where the gravel is not being provided from M.D. of Mackenzie County stockpiles. ~~Contractors shall have the option of supplying gravel from other sources where it is beneficial to the municipality.~~
3. ~~The Contractor shall be responsible for loading, hauling, placing and spreading gravel; haul road maintenance and repairs; and dust control operations.~~
4. ~~Gravel type shall be as specified by M.D. of Mackenzie Administration for each contract.~~
- 5.3. Specific completion time lines shall be established for each contract.
- 6.4. Council approves the gravelling budget during the annual budgeting process.
- 7.5. ~~Each year~~ Council may approve the use of day labour to haul and place gravel rather than a re-gravelling contract on a pit specific basis. ~~If so approved by Council, rates paid will be the lowest rates paid on a tender for a haul and apply contract during the previous year.~~

	Date	Resolution Number
Approved	Apr 18/01	01-212

Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	John Zacharias, Director of Utilities
Title:	Water Capacity – Zama City Water Treatment Plant

BACKGROUND / PROPOSAL:

At the February 13, 2024 Regular Council Meeting, Council passed the following motion:

MOTION 24-02-138 **MOVED** by Councillor Morris
Requires Unanimous

That administration investigate and provide water capacity options for industry.

CARRIED UNANIMOUSLY

Administration has prepared a report presenting the water capacity of the Zama City Water Treatment Plant and the current water usage of the Hamlet of Zama City.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Author: J. Schmidt **Reviewed by:** J. Zacharias **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Zama City Water Treatment Plant Report be received for information.

Author: J. Schmidt **Reviewed by:** J. Zacharias **CAO:** D. Derksen

**Mackenzie County
HAMLET OF ZAMA CITY
WATER TREATMENT PLANT INFORMATION**

WATER TREATMENT PLANT STATS

Current Average Demand: 56.8 m³/day
Reference: 2023 Hamlet of Zama City – WTP Annual Report

Design Peak Hourly Flow: 82.8 m³/hour
Reference: ZA Water Treatment Summary Information

Max Design Average Flow: 18 L/s (285USgpm)
Reference: 2016 Hamlet of Zama City – Infrastructure Master Plan

Max Design Daily Volume: 1553.5 m³/day
Reference: 2016 Hamlet of Zama City – Infrastructure Master Plan

RAW WATER SUPPLY

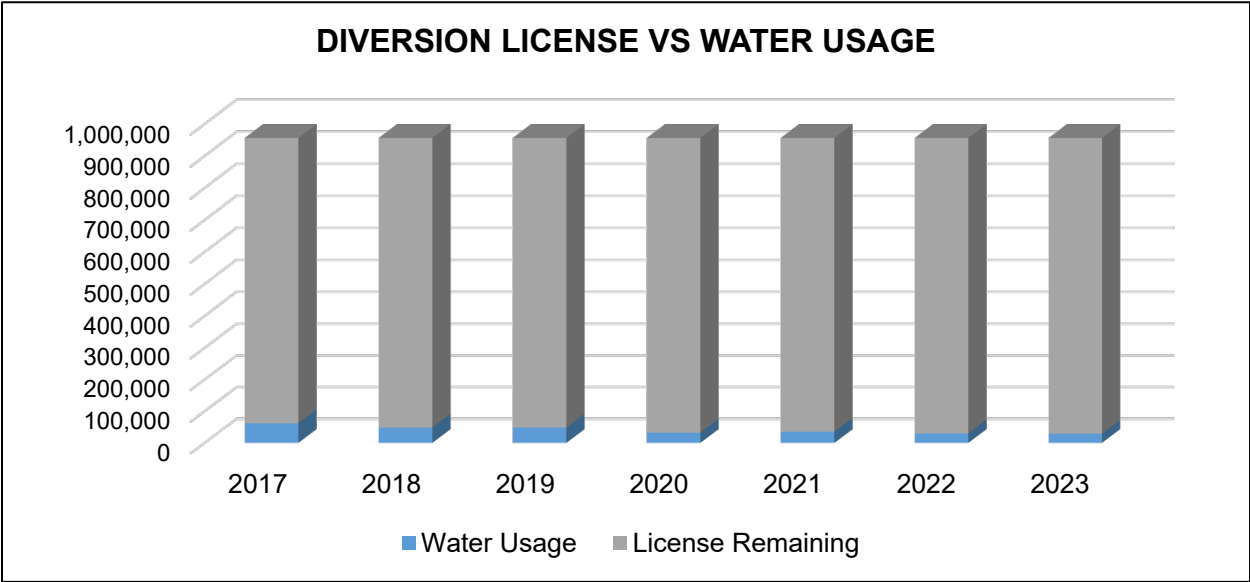
License No: 00238144-00-00
Diversion License Maximum: 956,300 m³/year
Wells Reliable Yield: 3,200 m³/day

STORAGE FACILITIES

WTP Reservoir: 1125 m³ (247,406 Gal)
Reference: 2016 Hamlet of Zama City – Infrastructure Master Plan

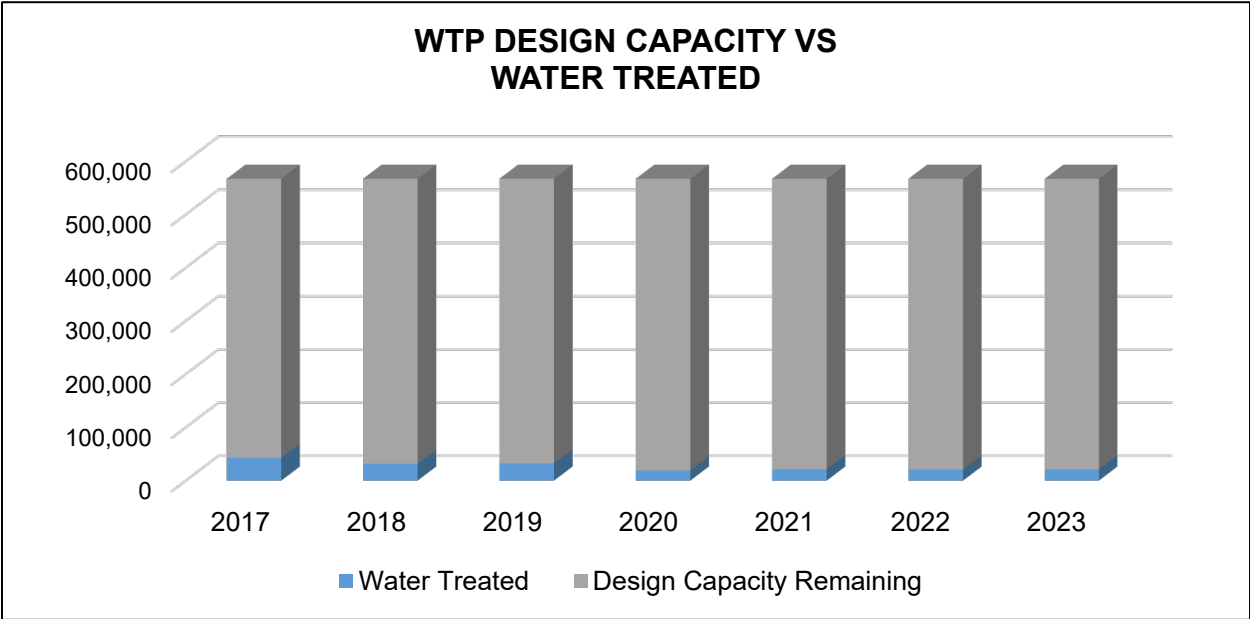
DIVERSION LICENSE COMPARISON TO PAST WATER USAGE

Description	2017	2018	2019	2020	2021	2022	2023
	m ³	m ³	m ³	m ³	m ³	m ³	m ³
Diversion License	956,300	956,300	956,300	956,300	956,300	956,300	956,300
Water Usage	61,980	48,132	48,489	32,157	35,323	29,790	29,159
Remaining	894,320	908,169	907,811	924,143	920,978	926,510	927,141



WATER TREATMENT PLANT DESIGN CAPACITY COMPARISON TO TOTAL WATER TREATED

Description	2017	2018	2019	2020	2021	2022	2023
	m ³	m ³	m ³	m ³	m ³	m ³	m ³
Design Capacity	567,028	567,028	567,028	567,028	567,028	567,028	567,028
Water Treated	42,849	31,664	32,263	19,078	21,239	20,752	21,058
Remaining	524,179	535,364	534,765	547,950	545,789	546,276	545,970





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1329-24 Land Use Bylaw Amendment to Rezone Plan 232 2146, Block 3, Lots 6-13

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A “H-R2A” to Hamlet Residential 1 “H-R1”.

The reason for the rezoning is to allow for the development of Dwelling – Stacked Row Housing, which is not permitted in the current Land Use District.

These lots were rezoned to H-R2A in the summer of 2023 to allow for the development of Dwelling - Duplex. The applicant would now like to construct the new dwellings to allow for more rental units instead of entry level duplexes for purchase. The Developer will be re-amalgamating every second lot back to the original plan.

Development has started in the proposed rezone area, there is one dwelling-duplex.

The proposed area for rezoning is intended for general commercial uses, according the La Crete Area Structure Plan (2013). The La Crete Area Structure Plan is to be updated this year. The aim of the ongoing assessment and amendment of the La Crete Area Structure Plan is to provide more housing options.

The rezoning application was presented to the Municipal Planning Commission on February 21, 2024 where the following motion was made:

MPC 24-02-028 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 13XX-24 being a Land Use Bylaw Amendment to rezone Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A “H-R2A” to Hamlet Residential 1 “H-R1” subject to a drainage and parking plan

Author: J Wiebe **Reviewed by:** C Smith **CAO:** D. Derksen

being submitted

CARRIED

OPTIONS & BENEFITS:

Options are to recommend approval, not recommend approval or table for more information.

Administration is concerned about the increase of density in the area as that was not the original intention. We do recognize the need for more rental housing. The area is constructed to a rural standard as the drainage ditch to the west supplies water to the North Storm Pond.

COSTS & SOURCE OF FUNDING:

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

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1329-24 being a Land Use Bylaw Amendment to rezone Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A "H-R2A" to Hamlet Residential 1 "H-R1", subject to public hearing input.

Author: J Wiebe **Reviewed by:** C Smith **CAO:** D. Derksen

BYLAW NO. 1329-24
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 Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A “H-R2A” to Hamlet Residential 1 “H-R1” to accommodate Dwelling – Stacked Row Housing.

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

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

Plan 232 2146, Block 3, Lots 6-13

Within Mackenzie County, be from Hamlet Residential 2A “H-R2A” to Hamlet Residential 1 “H-R1” as outlined in Schedule “A” hereto attached.

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

PUBLIC HEARING held this ____ day of _____, 2024.

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

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

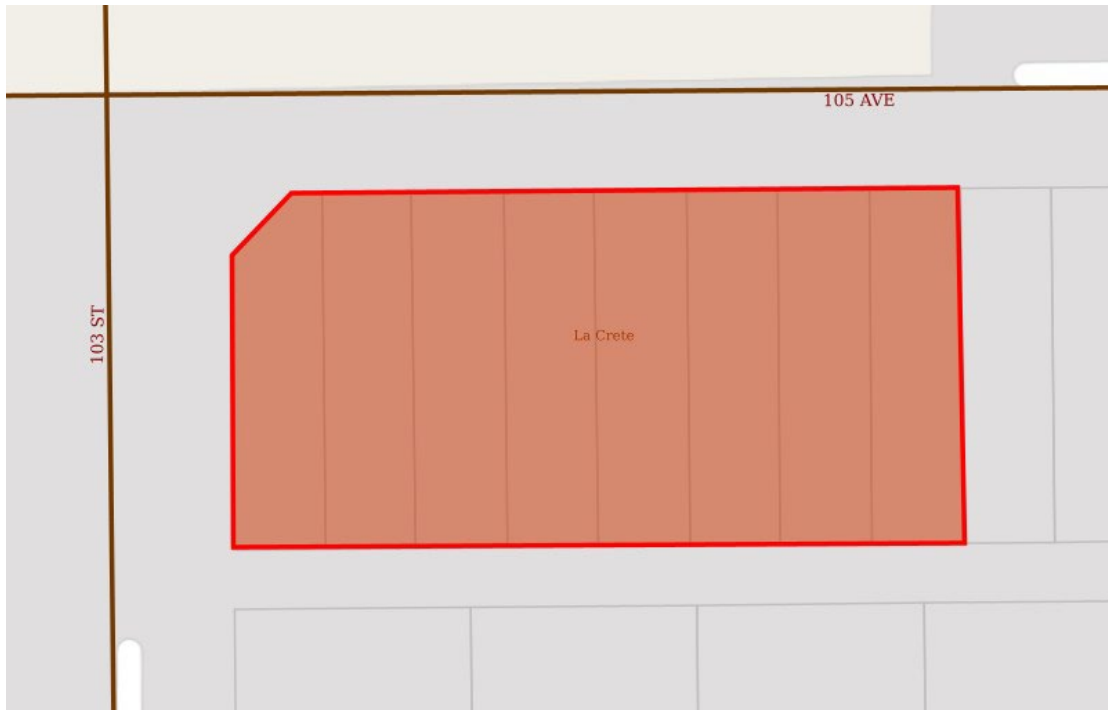
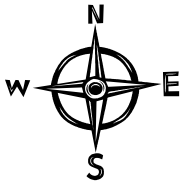
Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

BYLAW No. 1329-24

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 232 2146, Block 3, Lots 6-13 within Mackenzie County, be rezoned:



FROM: Hamlet Residential 2A "H-R2A"

TO: Hamlet Residential 1 "H-R1"

**Mackenzie County
LAND USE BYLAW AMENDMENT – REZONING APPLICATION**

Name Of Applicant <u>Alpine Builders LTD</u>		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner <u>571950 Alberta Limited</u>		
Address:		
City/Town		
Postal Code	Phone	Cell
Owner Email		

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN <u>232 2146</u>	BLK <u>3</u>	LOT <u>(6, 7) (8, 9) (10, 11) (12, 13)</u>
----------	------	------	-------	----	----	-------------------------	-----------------	---

Civic Address: _____

Land Use Classification Amendment Proposed:

From: HR2A To: HR1

Reasons Supporting Proposed Amendment:

I would like to rezone these lots back to HR1 as I intend to consolidate these 8 lots back to 4 to accommodate the construction of stacked housing.

I have enclosed the required application fee of: \$861.01 Receipt No.: 304354

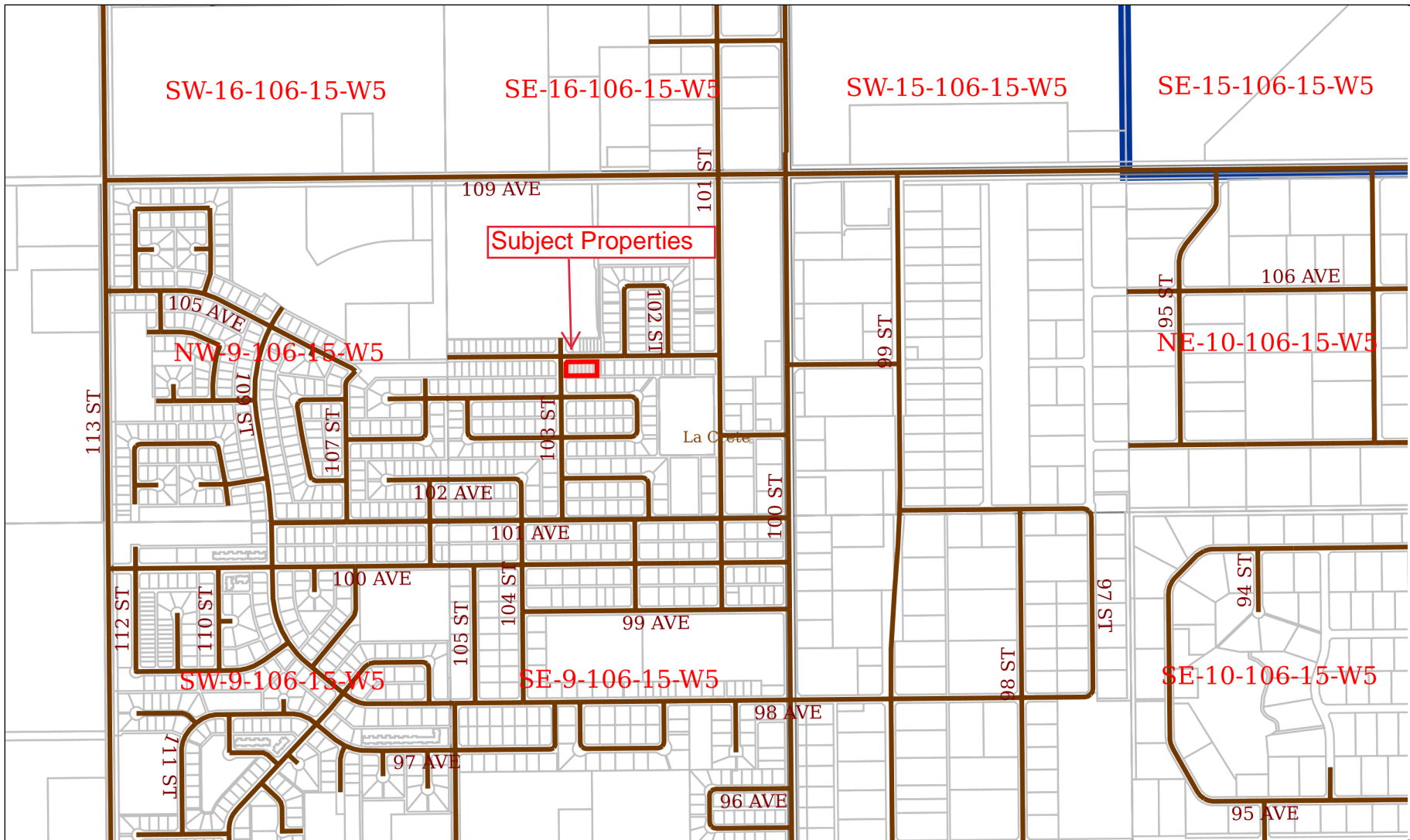
Applicant Signature Date 02-15-2024

Registered Owner Signature Date 02-15-2024

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

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









Scale 1: 13,177

500 yd

500 m



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- Minister of Municipal Affairs – 2024 Minister Awards for Municipal Public Library Excellence
- 2024-02-27 AAAF South Region 2024 Provincial ASB Conference
- 2024-02-29 High Level Agricultural Society – Support Letter
- 2024-02-20 Upper Hay Regional Forests – Public Advisory Meeting Minutes
-
-

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of February 28, 2024

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	In progress. Meeting with landowners. Impacted by 2020 flood.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Caitlin	PLS180027 FNC received adequacy Pause has been lifted. Awaiting Sale Price
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL expires May 2024. Permanent license contingent on TOHL raw water study.
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval. PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	COW 22-06-073 The TCL Leases that are in the process are as follows: DML170039 FV Bridge campground REC2621 FV Rodeo grounds REC030012 LA Ferry campground REC090007 & 100003 Hutch Lake campground REC880027 Wadlin Lake campground Signed Offer to purchase PLS140031

Motion	Action Required	Action By	Status
June 22, 2022 Regular Council Meeting			
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Byron	Draft Complete, awaiting internal feedback
November 2, 2022 Budget Council Meeting			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Andy	Deadline: March 2024
December 13, 2022 Regular Council Meeting			
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	Updates are submitted to FPT currently not approved.
February 7, 2023 Regular Council Meeting			
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.	Byron/Don/Jen	Grant Funding Denied
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	In Progress
August 16, 2023 Regular Council Meeting			
23-08-648	That administration research gravel pit options for future crushing.	Byron	COMPLETE
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
October 11, 2023 Regular Council Meeting			
23-10-741	That Mackenzie County collaborate with the Fort Vermilion School Division for the purchase and installation of a disability playground in the hamlet of La Crete.	Don	Waiting Purchase Spring 2024
October 24, 2023 Organizational Council Meeting			

Motion	Action Required	Action By	Status
23-10-805	That the Mackenzie Region Bison Committee be established and brought back to a future Council Meeting.	Don	In Progress
October 25, 2023 Regular Council Meeting			
23-10-833	That the Joint Use and Planning Agreement with Fort Vermilion School Division No. 52 be TABLED to a future Council meeting.	Caitlin	In Progress 2025 Deadline
23-10-837	That the Development Setbacks be TABLED to a future Council meeting.	Caitlin	In Progress
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	In Progress
November 14, 2023 Regular Council Meeting			
23-11-878	That the following tax rolls be advertised for development and future consideration of sale at market value: <ul style="list-style-type: none"> • Tax Roll #082769 • Tax Roll #082770 • Tax Roll #082773 • Tax Roll #082443 • Tax Roll #230088 	Jen	Market Value obtained Communications drafted
23-11-883	That administration research options for the In-House Weekly Newsletter and bring back to a future Council meeting.	Darrell	COMPLETE
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	COMPLETE
23-11-895	That administration research the options for hamlet signage.	Caitlin	In Progress
November 21-22, 2023 Budget Council Meeting			
23-11-923	That administration incorporates the requested 2023 One Time Carry Forward projects in the Draft 2024 Operating budget.	Jen	COMPLETE
23-11-924	That administration incorporates the requested 2023 Capital Carry Forward projects in the Draft 2024 budget as amended.	Jen	COMPLETE
23-11-926	That the Waste Collection information be brought to a future Committee of the Whole Meeting for further discussion.	Don	Bringing to Committee of the Whole 2024-03-26
January 31, 2024 Regular Council Meeting			
24-01-034	That first reading be given to Bylaw 1320-24 being a Land Use Bylaw Amendment to rezone Part of	Caitlin	COMPLETE

Motion	Action Required	Action By	Status
	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.		
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	COMPLETE
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	COMPLETE
24-01-054	That second reading be given to Bylaw 1245-21 being the Municipal Development Plan to be adopted as presented.	Caitlin	COMPLETE
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	In Progress
February 13, 2024 Regular Council Meeting			
24-02-094	That the unqualified Bridge Rehabilitation and Other Work - Bridge File 78209 Tender be returned to the sender without opening Envelope #2.	Andy	COMPLETE
24-02-097	That the PLS Application Process proceed as directed.	Byron	In Progress
24-02-102	That A, all of B to D, and E – Tank Schedules from the Fuel Supply & Services Request for Proposal be deleted, and that Schedule E – No Tank for the Fuel Supply & Services Request for Proposal be awarded to the highest scoring proponent.	Darrell/Jen	COMPLETE
24-02-106	That a letter be sent to the hosts of the 2024 Provincial Agricultural Service Board Conference expressing concerns regarding the speakers and topics.	Caitlin	COMPLETE
24-02-108	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.	Don/Jen	COMPLETE
24-02-109	That the 2024 Capital Budget be amended to include \$9,450 for the Hot Water Tank replacement at the Northern Lights Recreation Center with	Don/Jen	COMPLETE

Motion	Action Required	Action By	Status
	funding coming from the La Crete Recreation Reserve.		
24-02-115	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.	Darrell/Caitlin	COMPLETE
24-02-120	That Administration move forward with Request for Proposals for Campground Partnership as amended to operate one or more Campgrounds for the 2024 season.	Don	RFP is out Closing date of March 6, 2024 Council Meeting 2024-03-12
24-02-123	That the Councillor Expense Claims for January 2024 be amended as discussed.	Louise	COMPLETE
24-02-124	That Bylaw 1316-23 Honorariums & Related Expense Reimbursement for Councillors and Approved Committee Members in regards to travel be brought to a future council meeting.	Louise	COMPLETE
24-02-126	That the Mackenzie County Outdoor Recreation and Tourism Plan be awarded to Expedition Management Consulting.	Byron	COMPLETE
24-02-138	That administration investigate and provide water capacity options for industry.	John	Council Package 2024-03-12
24-02-143	That the Bridge Rehabilitation and Other Work - Bridge File 78209 contract be awarded to the lowest bidder(s) while staying within budget.	Andy	COMPLETE
February 28, 2024 Regular Council Meeting			
24-02-151	That administration proceed with land purchases as discussed.	Darrell	
24-02-152	That Mackenzie County sponsors the Canadian Institute of Forestry/Institut Forestier du Canada in the amount of \$2,000 (Sugar Maple Sponsorship Package).	Byron	COMPLETE
24-02-154	That the 2024 Operating Budget be amended by \$320,000 to fund the West La Crete gravel pit reclamation with funding coming from the Gravel Reclamation Reserve.	Andy/Jen	COMPLETE
24-02-156	That third reading be given to Bylaw 1245-21 Municipal Development Plan to be adopted as presented.	Caitlin/Louise	Awaiting Signatures
24-02-158	That third 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.	Caitlin/Louise	Awaiting Signatures

Motion	Action Required	Action By	Status
24-02-160	That third reading be given to Bylaw 1321-24 Land Use Bylaw Amendment to Rezone Part of NE 12-104-18-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate a Bulk Fuel Storage & Distribution use.	Caitlin/Louise	Awaiting Signatures
24-02-162	That third reading and final reading be given to 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.	Caitlin/Louise	Awaiting Signatures
24-02-165	That the Organizational Chart be approved as presented.	Louise	COMPLETE
24-02-167	That the Strategic Planning Workshop be scheduled for April 18-19, 2024.	Darrell/Louise	COMPLETE
24-02-168	That administration bring back Fee Schedule Bylaw 1277-23 to add fines as discussed.	Caitlin	Council Meeting 2024-03-12
24-02-170	That the 2023 One Time project budget be amended by \$500 for the 2023 Mackenzie Agricultural Fair & Tradeshow, with funding coming from sponsorships.	Jen	COMPLETE
24-02-171	That the 2024 One Time Budget be amended by \$280,000 for the Forest Capital of Canada project, with funding coming from the Forest Resource Improvement Association of Alberta grant.	Jen	COMPLETE
24-02-172	That the 2023 Capital Budget be amended by \$1,052 for the FV – Flood Mitigation project for online auction proceeds.	Jen	COMPLETE
24-02-173	That the La Crete Agricultural Society request to fund utility expenses for the new museum shop be approved, and included in future years Non Profit Grant allocations during future years budget development.	Jen	COMPLETE
24-02-174	That the request to waive penalties in the amount of \$2,881.52 on Tax Roll #084009 be denied.	Jen	COMPLETE
24-02-178	That third reading be given to Bylaw 1328-24, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.	Jen/Louise	Awaiting Signatures
24-02-179	That \$16,000 from 2023 Operating Budget, be contributed to the Bursaries Reserve, as per Policy ADM049-Bursaries, and RESV017 – Bursaries Reserve.	Jen	COMPLETE

Motion	Action Required	Action By	Status
24-02-180	That Offsite Levies/Frontage revenues in 2023 of \$165,194 be contributed to the Off-Site Levy Reserve.	Jen	COMPLETE
24-02-181	That Gravel Aggregate revenue in 2023 of \$173,403 be contributed to the Gravel Reclamation Reserve.	Jen	COMPLETE
24-02-182	That Municipal Reserve revenue in 2023 of \$47,913 be contributed to the Municipal Reserve.	Jen	COMPLETE
24-02-183	That funds in the amount of \$22,245 be allocated to the General Capital Reserve from the Incomplete Capital – Administration Reserve in 2023.	Jen	COMPLETE
24-02-184	That the 2023 Capital Budget for the Vacant Lot Purchase 10105-100 Ave (2023) project be amended by \$1,709 with funding coming from the General Capital Reserve.	Jen	COMPLETE
24-02-185	That the 2023 Capital Budget be amended with funding coming from the Road Reserve for the following projects: <ul style="list-style-type: none"> • TWP RD 1050 (27 baseline) 2 - \$891 • Machesis Lake - Road Rebuild and section Repairs (2022) - \$3,998 • Angle Road HL South - Rebuild (2023) - \$3,477 	Jen	COMPLETE
24-02-186	That \$40,000 from 2023 Operating Budget be contributed to the Grants to Other Organization Reserve, for future Fort Vermilion Grazing Reserve road construction expenses.	Jen	COMPLETE
24-02-187	That the 2023 One Time Budget be amended by \$60 for the FV Fishing Opportunities project, with funding coming from the Municipal Reserve.	Jen	COMPLETE
24-02-188	That tax rolls 106026 & 105996 be removed from the February 28, 2024 Tax Recovery Public Auction.	Jen	COMPLETE
24-02-189	That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcel of land and issue a new Certificate of Title in the name of Mackenzie County: <ul style="list-style-type: none"> • Tax Roll 300574 	Jen	In Progress
24-02-190	That administration create a WhatsApp Group to assist in distributing messaging.	Darrell/Louise	In Progress
24-02-194	That third and final reading be given to Bylaw 1326-24 - Honorariums and Related Expense	Louise	Awaiting Signatures

Motion	Action Required	Action By	Status
	Reimbursement for Councillors and Approved Committee Members as presented/amended.		
24-02-195	That a letter of support be provided to the High Level Agricultural Society for their Co-op Community Spaces grant application to assist with the construction of the Multi-use Indoor Riding Arena.	Louise	COMPLETE
24-02-196	That Mackenzie County hosts the Rural Municipalities of Alberta (RMA) Zone Meeting on August 9, 2024 and that information be sent to the membership highlighting different opportunities for accommodations and events.	Darrell/Louise	
24-02-197	That Reeve Knelsen be authorized to attend the Alberta Municipalities (ABMunis) 2024 Spring Municipal Leaders Caucus on March 14-15, 2024 in Edmonton.	Louise	COMPLETE



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

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- **Public Library Services (open to Library Boards serving a population under 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is **April 15, 2024**.

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

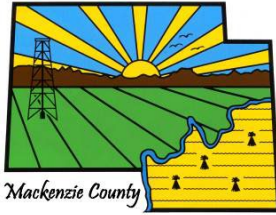
Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
office@mackenziecounty.com

February 27, 2024

via email: ag@ranchland66.com

AAAF South Region
Rick Niwa, Director of South Region AAAF
Box 1060
Nanton, AB T0L 1R0

Dear Mr. Rick Niwa:

RE: 2024 PROVINCIAL ASB CONFERENCE

Members of Mackenzie County's Council and Agricultural Service Board attended the 2024 Provincial ASB Conference with high hopes of engaging with speakers who shared their values and commitment to protecting the farming way of life. However we were disheartened to find that some of the speakers were advocating for a lifestyle that seemed to contradict this.

Albertans are proud of our natural resources and farming industry. The speakers cast a negative light on these, and we feel that the conference served an injustice to Albertans with the focus leaning towards climate change and not encouraging local producers to make improvements to the current standards that they use.

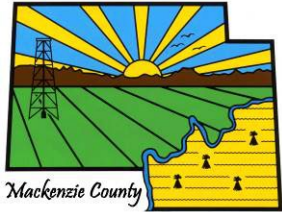
We invested significant time and money in attending this event, yet we feel the value gained does not align with the incurred costs. We trust that our feedback will assist in planning future ASB conferences.

If you would like to discuss this further please feel free to contact myself at (780) 926-7504 or Darrell Derksen, Chief Administrative Officer at 780-927-3718.

Sincerely,

Joshua Knelsen,
Reeve

c. Mackenzie County Council



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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www.mackenziecounty.com
office@mackenziecounty.com

Co-op
Community Spaces Grant Department

February 29, 2024

To Whom it May Concern;

**RE: HIGH LEVEL AGRICULTURAL SOCIETY – CO-OP COMMUNITY
SPACES GRANT FUNDING - SUPPORT LETTER**

It is my pleasure, on behalf of the Mackenzie County Council, to write a letter of support for the High Level Agricultural Society in their intentions to apply for the Co-op Community Spaces Grant Funding for the costs associated with the construction of the multi-use indoor riding arena.

Mackenzie County will partner with the High Level Agricultural Society by means of receiving funds for this project and issuing charitable donation receipts in regards to construction of the multi-use indoor riding arena.

Should you have any further questions, please feel free to contact myself at (780) 926-7405 or Darrell Derksen, Chief Administrative Officer at (780) 927-3718.

Sincerely,

Joshua Knelsen
Reeve
Mackenzie County

c. Mackenzie County Council

Public Advisory Committee Meeting Minutes

Tuesday, February 20th, 2024
5:00 pm Executive House,
5:30 pm, Microsoft Teams virtual meeting

PRESENT:

Curtis Cole (Tolko Industries)	Melanie Plantinga (Public Advisory Committee Coordinator)
Carla Chisaaky (Dene Tha First Nation)	Mitch Baker (Silvacom)
Danielle Paul (Tolko Industries)	Neil Beaudry (Tolko Industries)
David Asher (Northern Lights Forest Education Society)	Pat Cool (West Fraser)
Erik Peterson (Silvacom)	Scott Miller (West Fraser)
Fred Radersma (West Fraser)	Tara Grant (West Fraser)
John Thurston (Northern Lights Forest Education Society/Hungry Bend Sandhills Wilderness Society)	Trevor Lafreniere (Tolko Industries)
	Walter Tindall (Watt Mnt Wanderers)

VIRTUAL ATTENDEES:

Dione McGuinness (Brit Radius)
Jordan Maskell (Echo-Pioneer)
Steve Peters (Evergreen Lumber)
Terry Batt (Alberta Trappers Association)

1. WELCOME

- a. Traditional Territory acknowledgement.
- b. Introductions

2. CONCERNS AND RESPONSE TABLE REVIEW

Table will be available using the documents link at:
<https://highlevelwoodlands.com/public-engagement/>

I-51 – Linear Disturbance Restoration

It says that wolves are no longer using the lines as highways. Is that because they have been irradiated? This statement was about a particular area where treatment has been used to restore seismic lines.

3. PRESENTATIONS

- a. **West Fraser High Level OSB – Tara Grant – Project Manager**
Presentation is available at:
<https://highlevelwoodlands.com/public-engagement/>

West Fraser has taken steps in their processes to reduce waste. The burner is expected to shut down at the end of March. Is the facility running at full capacity? No, steps are being taken to get everything to proper specifications.

- b. **Forest Feedback Survey**

Presentation is available at:
<https://highlevelwoodlands.com/public-engagement/>

Going forward are new survey responses being incorporated? This survey is closed, but we may do other surveys. It would be interesting to do a future survey and see if responses change. Would it be possible to contact the people who are interested in receiving additional information about a survey from the Northern Lights Forest Education Society? The society may be interested in doing a survey about trails. We will want to check with people about using their contact information before doing so.

- c. **Northern Lights Forest Education Society – Forestry Expo**

Presentation is available at:
<https://highlevelwoodlands.com/public-engagement/>

The Society would like to have a classroom set aside for education about IT related forestry jobs. Perhaps Silvacom would be able to attend and do a demonstration.

4. OPERATIONAL UPDATE

Presentation is available at:
<https://highlevelwoodlands.com/public-engagement/>

Do the companies do flyovers for photos? The companies have a project through FRIAA to fly all this year's wildfires and get good imagery. They are using the imagery to assess burn intensity this help plan salvage. Will the imagery be made public? Yes, but a request must be made to access it.

Fort Vermillion Grazing Reserve- West Fraser will be harvesting that area in stages as requested by the lease holders. This area will not be reforested but converted into pasture. Small green circles show where wolverine dens were found and will be avoided when harvesting happens. Pat will reach out to the layout crew and get additional information about the dens and possibly bring photos to the next meeting.

If someone is clearing land, can they approach the companies about logging it first? Yes, the companies may be interested.

Will the pictures of the map included in WF presentation be sent out later? (The grazing lease harvest). Yes, the presentations will be sent out.

Are there categories of harvest other than fire kill and green? There is also beetle kill though that is seen more often in other regions. Is it more profitable for the companies to harvest fire killed timber? It is a higher cost for the companies to harvest fire killed timber. But if it is not utilized the fibre will go to waste. By salvaging burnt stands the companies can replant them and have them be considered productive more quickly.

Someone noticed some piles of wood in the 2019 Chuckegg Creek burn south of High Level. Is there some sort of salvage operation happening there? No, it is probably work on a project which FRIAA is doing. They are clearing area in the burn to be reforested. Further information should be available on the FRIAA website.

TOLKO-

All harvest this year will be salvaged. Some green trees that were left within the fire boundary are being salvaged.

Where are the fires still active? All fires are still active. There are hot spots everywhere, including the cut blocks. Several blocks have caught fire while they were being harvested. Trees have been bunched and laid down to be skidded into log decks and burned up before they can be moved. GOA forestry is actioning hot spots on the perimeters of the fire. They have pretty good access to areas now because of the roads built by the companies for harvesting.

How are the harvesting roads? Without snow and water, they are in poor condition especially roads within the cutblocks. When it gets warm, they degrade very quickly, there is no good way to insulate them.

Tolko needs to receive 800 loads a day to meet the goal of finishing the haul by March 15th. Last week they averaged 560 per day. They are making plans for offsite storage locations to speed trucks up. Are the loads being hauled full tree? No, some are cut to length. If the processor is set up, they process them before hauling.

Is salvage happening around the Fox Lake fire? Yes, La Crete Sawmills and Crestview Lumber are salvaging in that area.

Were the fire salvage areas scheduled to be harvested before the fires? Not all, they are being harvested now before the timber degrades or blows down. When harvesting do the bunchers select which trees to take? Do they leave some of pieces which are too

burnt or cracked? No, when being processed the badly damaged pieces are sorted out. The bunchers try to leave the block as safe as possible, any standing trees could be dangerous for tree planting operations. Will there be a lot of debris left behind after the harvest? Yes, more in the cut to length blocks. Some trees taken from the full tree operations may be rejected later by the processors.

Is any of the unusable (for lumber) wood available to be taken for firewood? Yes.

5. **ROUND TABLE**

6. **NEXT MEETING – March 19th, 2024, Town of High Level Room 110**

