



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

AUGUST 14, 2018

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, August 14, 2018
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the July 25, 2018 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Bob Fleet, Vice-President, Tolko Industries Ltd. – Caribou (10:15 a.m.)	
		b) Northern Lights Gas Co-op (10:30 a.m.)	25
		c) Ray Toews, Proposed Winks Development (1:15 p.m.)	27
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		e)	
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		f)	

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	7.	a)	Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work	123
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		b)	Bylaw 1109-18 Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts	131
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		b)	Road Allowances	197
		c)	Irrigation District: Feasibility Study	249
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UTILITIES:	15.	a)		
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**IN CAMERA
SESSION:**

*Freedom of Information and Protection of Privacy Act Division
2, Part 1 Exceptions to Disclosure*

- 17. a) Disaster Recovery Program (DRP) – Natural Gas Situation (s. 21, 24)
- b) Organizational Chart (s. 23, 24)
- c) CAO Evaluation (s. 19, 23, 24)
- d)

NOTICE OF MOTION:

- 18. a)

**NEXT MEETING
DATES:**

- 19. a) Committee of the Whole Meeting
August 28, 2018
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
August 29, 2018
10:00 a.m.
Fort Vermilion Council Chambers
- c) Regular Council Meeting
September 11, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

- 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the July 25, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the July 25, 2018, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the July 25, 2018 Regular Council Meeting be adopted as presented.

Author: C. Gabriel Reviewed by: CG CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**July 25, 2018
10:00 a.m.**

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

PRESENT: Peter F. Braun Reeve
Lisa Wardley Deputy Reeve
Jacquie Bateman Councillor
Cameron Cardinal Councillor
Eric Jorgensen Councillor
Josh Knelsen Councillor
Ernest Peters Councillor
Walter Sarapuk Councillor

REGRETS: David Driedger Councillor
Anthony Peters Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Byron Peters Deputy CAO
David Fehr Director of Operations
Doug Munn Director of Community Services
Fred Wiebe Director of Utilities
Carol Gabriel Director of Legislative & Support
Services/Recording Secretary
Bill McKennan Director of Finance
Grant Smith Agricultural Fieldman
Don Roberts Zama Site Manager
Chelsea Doi Municipal Intern

ALSO PRESENT: Members of the public.
Mirek Grzeszczuk, MPE Engineering

Minutes of the Regular Council meeting for Mackenzie County held on July 25, 2018 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Braun called the meeting to order at 10:05 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 18-07-490

MOVED by Councillor Jorgensen

That the agenda be approved with the following additions:

- 9. m) Council Committee Meetings
- 10. a) Weed Control
- 12. a) 2018 Budget Meeting Dates
- 14. f) Alberta Water Council Survey

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the June 27, 2018 Regular Council Meeting

MOTION 18-07-491

MOVED by Councillor Knelsen

That the minutes of the June 27, 2018 Regular Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. b) Business Arising out of the Minutes

None.

DELEGATIONS:

4. a) Mirek Grzeszczuk, MPE Engineering

MOTION 18-07-492

MOVED by Councillor Sarapuk

That MPE Engineering be added to the in-camera portion of the meeting.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 18-07-493

MOVED by Deputy Reeve Wardley

That an emergency funding variance report and details of the disaster funding applications be provided to Council at the next meeting.

CARRIED

MOTION 18-07-494

MOVED by Councillor Knelsen

That the Council committee reports be received for information.

CARRIED

Reeve Braun recessed the meeting at 11:12 a.m. and reconvened the meeting at 11:27 a.m. with all members present with the exception of Councillor Jorgensen and Councillor Knelsen.

5. b) Municipal Planning Commission Meeting Minutes

MOTION 18-07-495

MOVED by Deputy Reeve Wardley

That the Municipal Planning Commission meeting minutes of June 7, 2018, June 21, 2018, and July 5, 2018 be received for information.

CARRIED

5. c) Agricultural Fair Committee Meeting Minutes

Councillor Jorgensen and Councillor Knelsen rejoined the meeting at 11:30 a.m.

MOTION 18-07-496

MOVED by Councillor Cardinal

That the Agricultural Fair Committee meeting minutes of July 4, 2018 be received for information.

CARRIED

GENERAL REPORTS:

6. a) CAO & Director Reports

MOTION 18-07-497

MOVED by Councillor Bateman

That the Reeve send a letter to the Mayor of the Town of High Level and the Mayor of the Town of Rainbow Lake requesting the scheduling of meeting dates for the purpose of reviewing the inter-municipal agreements.

CARRIED

Reeve Braun recessed the meeting at 12:23 p.m. and reconvened the meeting at 1:17 p.m.

MOTION 18-07-498

MOVED by Deputy Reeve Wardley

That the CAO and Directors reports for June 2018 be received for information.

CARRIED

MOTION 18-07-499

MOVED by Councillor Sarapuk

That the road rebuild projects in the Rocky Lane area be completed by day labour.

CARRIED

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) **Bylaw 1096-18 Subdivision and Development Appeal Board**

MOTION 18-07-500

MOVED by Councillor Knelsen

That first reading be given to Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

CARRIED

MOTION 18-07-501

MOVED by Councillor E. Peters

That second reading be given to Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

CARRIED

MOTION 18-07-502

Requires Unanimous

MOVED by Councillor Knelsen

That consideration be given to go to third reading of Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 18-07-503

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

CARRIED

MOTION 18-07-504
Requires 2/3

MOVED by Deputy Reeve Wardley

That Carol Gabriel be appointed as a designated officer for the purpose of acting as the Clerk of the Subdivision and Development Appeal Board for Mackenzie County.

CARRIED

ADMINISTRATION:

9. b) Bylaw 1106-18 Assessment Review Board

MOTION 18-07-505

MOVED by Deputy Reeve Wardley

That first reading be given to Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County as **AMENDED** with the removal of the following:

19. If the Complainant attends the Assessment Review Board hearing at the time scheduled for the Board to hear the complaint, the fees paid by the Complainant shall be refunded regardless of the decision made by the Board.

CARRIED

MOTION 18-07-506

MOVED by Councillor Cardinal

That second reading be given to Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County.

CARRIED

MOTION 18-07-507
Requires Unanimous

MOVED by Councillor Knelsen

That consideration be given to go to third reading of Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 18-07-508

MOVED by Councillor Sarapuk

That third reading be given to Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County.

CARRIED

MOTION 18-07-509
Requires 2/3

MOVED by Councillor Knelsen

That Carol Gabriel be appointed as a designated officer for the purpose of acting as the Clerk of the Assessment Review Board for Mackenzie County.

CARRIED

ADMINISTRATION:

9. c) Bylaw 1110-18 Records Management

MOTION 18-07-510

MOVED by Deputy Reeve Wardley

That first reading be given to Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County.

CARRIED

MOTION 18-07-511

MOVED by Councillor Sarapuk

That second reading be given to Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County.

CARRIED

MOTION 18-07-512
Requires Unanimous

MOVED by Councillor Cardinal

That consideration be given to go to third reading of Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County, at this meeting.

CARRIED UNANIMOUSLY

MOTION 18-07-513

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County.

CARRIED

ADMINISTRATION: 9. d) Policy RM001 Records Management

MOTION 18-07-514 **MOVED** by Councillor Bateman

That Policy RM001 Records Management be received for information.

DEFEATED

MOTION 18-07-515 **MOVED** by Deputy Reeve Wardley

That Policy RM001 Records Management be approved as presented.

CARRIED

ADMINISTRATION: 9. e) Policy RM002 Routine Release of Information

MOTION 18-07-516 **MOVED** by Councillor Bateman

That Policy RM002 Routine Release of Information be received for information.

DEFEATED

MOTION 18-07-517 **MOVED** by Councillor Knelsen

That Policy RM002 Routine Release of Information be approved as presented.

CARRIED

ADMINISTRATION: 9. f) Policy RM003 Formal Request for Information

MOTION 18-07-518 **MOVED** by Councillor Bateman

That Policy RM003 Formal Request for Information be received for information.

DEFEATED

MOTION 18-07-519 **MOVED** by Councillor Sarapuk

That Policy RM003 Formal Request for Information be approved as presented.

CARRIED

ADMINISTRATION: 9. g) Policy RM004 Peace Officer Records Management

MOTION 18-07-520 MOVED by Councillor Bateman

That Policy RM004 Peace Officer Records Management be received for information.

DEFEATED

MOTION 18-07-521 MOVED by Councillor Sarapuk

That Policy RM004 Peace Officer Records Management be amended as presented.

CARRIED

ADMINISTRATION: 9. h) Policy ADM056 Public Participation

MOTION 18-07-522 MOVED by Councillor Jorgensen

That Policy ADM056 Public Participation be amended as presented.

CARRIED

ADMINISTRATION: 9. i) Subdivision and Development Appeal Board – Member at Large Appointment

MOTION 18-07-523 MOVED by Deputy Reeve Wardley

That Jerry Chomiak be appointed as a Member at Large to the Subdivision and Development Appeal Board for a term ending October 2019.

CARRIED

ADMINISTRATION: 9. j) Caribou – Rural Municipalities of Alberta (RMA) Zone Resolution

MOTION 18-07-524 MOVED by Councillor Knelsen

That Mackenzie County support and sponsor the Northwest Species at Risk Committee's (NWSAR) Resolution: -17F to the Rural Municipalities of Alberta (RMA) Zone Meeting on August 10, 2018.

CARRIED

ADMINISTRATION:

9. k) Holidays – Aboriginal Day

MOTION 18-07-525

MOVED by Councillor Cardinal

That the Fort Vermilion office and shop be closed on June 21st annually for Aboriginal Day.

CARRIED

ADMINISTRATION:

9. l) Tri-Council Meeting Agenda

MOTION 18-07-526

MOVED by Councillor Cardinal

That the tri-council meeting agenda be received for information.

CARRIED

ADMINISTRATION:

9. m) Council Committee Meetings (ADDITION)

MOTION 18-07-527

MOVED by Deputy Reeve Wardley

That administration set up a tri-county meeting with Northern Sunrise County and the Municipal District of Opportunity.

CARRIED UNANIMOUSLY

**AGRICULTURAL
SERVICES:**

10. a) Weed Control (ADDITION)

MOTION 18-07-528
Requires Unanimous

MOVED by Councillor Knelsen

That the weed control update be received for information.

CARRIED

Reeve Braun recessed the meeting at 2:17 p.m. and reconvened the meeting at 2:29 p.m.

**COMMUNITY
SERVICES:**

11. a) Emergency Vehicle Buy-Back Program

MOTION 18-07-529

MOVED by Deputy Reeve Wardley

That the Emergency Vehicle Buy-Back Program be received for information.

CARRIED

**COMMUNITY
SERVICES:**

11. b) Fire Equipment Donation

MOTION 18-07-530

MOVED by Deputy Reeve Wardley

That the County fire departments consider donating old bunker gear and equipment to the Highway to Mexico Program.

CARRIED

**COMMUNITY
SERVICES:**

11. c) Rainbow Lake Enhanced Policing

MOTION 18-07-531

MOVED by Councillor Knelsen

That the Rainbow Lake Enhanced Policing update be received for information.

CARRIED

**COMMUNITY
SERVICES:**

11. d) Sharing of Peace Officer Revenue – Rainbow Lake

MOTION 18-07-532

Requires 2/3

MOVED by Deputy Reeve Wardley

That payment be provided to the Town of Rainbow Lake in the amount of \$5,000.00 for fine revenue generated by the Rainbow Lake Peace Officer with funding coming from the General Operating Reserve.

CARRIED

FINANCE:

12. a) Bylaw 1104-18 – Local Improvement, Rolled Curb & Gutter and Monolithic Sidewalk (Teachers Loop)

MOTION 18-07-533

MOVED by Deputy Reeve Wardley

That second reading be given to Bylaw 1104-18, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete.

CARRIED

MOTION 18-07-534

MOVED by Councillor Cardinal

That third reading be given to Bylaw 1104-18, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete.

CARRIED

MOTION 18-07-535
Requires 2/3

MOVED by Councillor Jorgensen

That Tax Roll 192370 be exempt from local improvement tax Bylaw 1104-18 in the amount of \$1,381.21.

CARRIED

FINANCE:

12. b) Financial Reports – January 1, 2018 to June 30, 2018

MOTION 18-07-536

MOVED by Councillor Jorgensen

That the financial reports for the period of January 1, 2018 to June 30, 2018 be received for information.

CARRIED

FINANCE:

12. c) Penalties for Nonpayment of Taxes and Tax Arrears

MOTION 18-07-537

MOVED by Councillor Bateman

That tax payments made at a financial institution on June 30, 2018 be accepted as payment prior to the tax penalty assessed on July 1, 2018.

CARRIED

MOTION 18-07-538

MOVED by Councillor Jorgensen

That administration brings back recommendations to Council for amendments to all Bylaws/Policies pertaining to tax payments.

CARRIED

FINANCE:

12. d) 2019 Budget Meeting Dates (ADDITION)

MOTION 18-07-539
Requires Unanimous

MOVED by Deputy Reeve Wardley

That the 2019 council budget meeting dates be scheduled as follows in the Fort Vermilion Council Chambers:

- November 6, 2018 – 1:00 pm (Council Budget Meeting)
- November 6, 2018 – 6:00 pm (Presentations by Non-Profit Organizations)
- November 7, 2018 – 10:00 a.m. (Council Budget Meeting)
- November 29, 2018 – 10:00 a.m. (Council Budget Meeting)
- December 12, 2018 – 10:00 a.m. (Council Budget Meeting)
- December 13, 2018 – 10:00 a.m. (Council Budget Meeting)
- December 19, 2018 – 10:00 a.m. (Council Budget Meeting)

CARRIED UNANIMOUSLY

OPERATIONS:

13. a) Chip Seal Project Discussion

MOTION 18-07-540

MOVED by Deputy Reeve Wardley

That the chip seal project be carried forward to 2019.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. a) Bylaw 1107-18 Purchase of Government Road
Allowance South of SW 16-104-17-W5M**

MOTION 18-07-541

MOVED by Deputy Reeve Wardley

That first reading be given to Bylaw 1107-18 being a partial

road closure bylaw for the purpose of consolidation into SW 16-104-17-W5M and Plan 132 1088, Block 1, Lot 1, subject to public hearing.

DEFEATED

MOTION 18-07-542

MOVED by Councillor Jorgensen

That the Road Closure Bylaw Application Fee be refunded to the applicant of Bylaw 1107-18.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. b) Bylaw 1108-18 Plan Cancellation & Consolidation of Plan 842 0527, Block 1, Lot 11A & 12A

Reeve Braun recessed the meeting at 3:08 p.m. and reconvened the meeting at 3:28 p.m.

MOTION 18-07-543

MOVED by Councillor Cardinal

That first reading be given to Bylaw 1108-18, being a Plan Cancellation Bylaw to cancel and consolidate Plan 842 0527, Block 1, Lots 11A and 12A into one lot, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. c) Bylaw 1109-18 Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts

MOTION 18-07-544

MOVED by Councillor Bateman

That first reading be given to Bylaw 1109-18 being a Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. d) Smallest Parcel Size within Agricultural “A” Zoning District

MOTION 18-07-545

MOVED by Councillor Bateman

That the smallest parcel size within the Agricultural “A” zoning district report be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. e) Development Statistics Report – January to June 2018

MOTION 18-07-546

MOVED by Councillor Knelsen

That the development statistics report for January to June, 2018 be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. f) Alberta Water Council Survey (ADDITION)

MOTION 18-07-547
Requires Unanimous

MOVED by Councillor Jorgensen

That the Alberta Water Council Survey be received for information.

CARRIED

UTILITIES:

15. a) None

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/ Correspondence

MOTION 18-07-548

MOVED by Deputy Reeve Wardley

That a letter be sent to the Boreal Housing Foundation regarding the disappointment with the lack of public engagement and invitation to the official sod turning for the High Level Lodge.

CARRIED

MOTION 18-07-549

MOVED by Councillor Jorgensen

That available Councillors be authorized to attend the AUMA President Tour in High Level on August 4, 2018.

CARRIED

MOTION 18-07-550

MOVED by Deputy Reeve Wardley

That all Councillors be authorized to attend the Doug Griffiths 13 Ways to Kill a Community presentation in St. Isidore, Alberta on November 3, 2018.

CARRIED

MOTION 18-07-551

MOVED by Councillor Knelsen

That the information/correspondence be received for information.

CARRIED

IN CAMERA SESSION:

17. In Camera Session

MOTION 18-07-552

MOVED by Councillor Sarapuk

That Council move in-camera at 3:46 p.m. to discuss the following:

- MPE Engineering (s. 16, 24)

CARRIED

All Councillors, the CAO, Byron Peters, Fred Wiebe, Carol Gabriel and Chelsea Doi were present during the in-camera discussion. (MGA Section 602.08(1)(6))

MOTION 18-07-553

MOVED by Councillor Cardinal

That Council move out of camera at 3:58 p.m.

CARRIED

IN-CAMERA SESSION:

17. a) MPE Engineering

MOTION 18-07-554

MOVED by Deputy Reeve Wardley

That administration be instructed to reinstate MPE Engineering

for the Zama City projects.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Regular Council Meeting
August 14, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
August 28, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
August 29, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 18-07-555 MOVED by Councillor Knelsen

That the council meeting be adjourned at 4:09 p.m.

CARRIED

These minutes will be presented to Council for approval on August 14, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION Northern Lights Gas Co-op

BACKGROUND / PROPOSAL:

Jack Eccles, General Manager, Northern Lights Gas Co-op will be present to report on the number of gas hook-ups since the emergency incident in December 2017 as well as an updated status on the solutions to date, as requested by Council at their June 27, 2018 Council meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	DELEGATION Ray Toews, Proposed Winks Development

BACKGROUND / PROPOSAL:

The Planning Department received an application to move on a building (the old airport terminal building) for the purposes of a new Retail – Convenience Store and Enviro-Tank. The applicant wishes to relocate the Winks convenience store and gas bar to a new location in Fort Vermilion, located next to Ace Hardware.

The application was presented to the Municipal Planning Commission (MPC) on July 5th for a decision. Approval was granted, with conditions. One of the primary changes from what the applicant requested and what was granted is the building setback/location on the site. The MPC required a setback of 20 feet rather than the proposed 60 feet. Although this setback was greater than what the Land Use Bylaw (LUB) allows, the MPC felt it kept with the intent of the streetscape requirements within the LUB.

The applicant was not pleased with the setback requirement, and administrations understanding is that as the conditions are currently set out in the approved Development Permit, it is not acceptable to the applicant. Several conversations took place with the applicant, discussing the reasons for the conditions, and their options moving forward if they felt the conditions were not acceptable.

All development permits are open to appeal for 21 days after notice of decision has been issued. No appeal was received from the applicants. The appeal period ended on August 1st.

On August 2nd a Fort Vermilion Streetscape meeting was held. The applicant was a delegation at the Streetscape meeting, as coordinated by the applicant and a member(s) of the Streetscape committee. Administration was unaware that there was a delegation planned for the meeting. The Terms of Reference for the Streetscape Committee does not provide the committee with any authority to evaluate and consider

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

development applications. The Committee's role is to provide guidance to the County on projects within the public realm.

The Streetscape Committee made a motion along the lines of (minutes are not yet completed):

That the Streetscape Committee recommend to Council that the setback and building siting requirements related to streetscape be reconsidered and made more flexible.

The information that was presented to the MPC is attached, as is a copy of the minutes with the conditions of approval, and the applicable section of the LUB.

The additional site layout options were not provided to administration and/or the MPC prior to a decision being made.

OPTIONS & BENEFITS:

The development process is likely the most well defined and regulated process that the County has in place. Council has delegated all of its development authority, except for Direct Control, to; the Development Officer, the Municipal Planning Commission and the Inter-Municipal Planning Commission. There is a formal appeal process to follow should someone not be satisfied with a decision granted, or conditions of the decision granted.

The Streetscape regulations that are currently in place resulted from the most comprehensive public engagement process that the County has completed within the last ten years, and received considerable community buy-in.

Administration advises Council to be highly cognizant of the development process as established within the MGA and the County's own bylaws, and to respect the public engagement process that resulted in the current Streetscape requirements.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN

N/A

COMMUNICATION:

None required at this time.

Author: BP Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: BP Reviewed by: _____ CAO: _____

Section 9 | Land Use District Regulations

9.23 Fort Vermilion Commercial Centre (FV-CC)

Purpose

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



Permitted and Discretionary Land Use Classes

- 9.23.2 Land use classes within the following table shall be permitted or discretionary within the Fort Vermilion Commercial Centre (FV-CC) district of this BYLAW.

Permitted	Discretionary
BUSINESS SUPPORT SERVICES	ACCESSORY BUILDING
DAY CARE FACILITY	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR
DWELLING – APARTMENT	BARS AND NEIGHBOURHOOD PUBS
ENTERTAINMENT ESTABLISHMENT, INDOOR	BUS DEPOT
GENERAL SERVICES ESTABLISHMENT	COMMERCIAL SCHOOL
GOVERNMENT SERVICE	DWELLING UNIT
HEALTH SERVICE	ENVIRO - TANK
INSTITUTIONAL USE	FUNERAL HOME
MOTEL	HOTEL
MUSEUM	MANUFACTURED HOME – MOBILE
PERSONAL SERVICE ESTABLISHMENT	RECREATION SERVICE, INDOOR
PLACE OF WORSHIP	RETAIL – LIQUOR
PRIVATE CLUB	SIGNS
PROFESSIONAL, FINANCIAL, OFFICE AND BUSINESS SERVICE	TOURIST HOME

Section 9 | Land Use District Regulations

Permitted	Discretionary
PUBLIC USE	
PUBLIC UTILITY	
RESTAURANT	
RETAIL - CONVENIENCE STORE	
RETAIL - GENERAL	
TOURIST INFORMATION FACILITY	

Regulations

- 9.23.3 In addition to the regulations contained in Section 8, the following standards, as shown in Figure 27, shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Lot Area	At the discretion of the Development Authority
Setback	
Yard – Front	Max. 3.0m (9.8ft)
Yard – Rear	Min. 3.1 m (10 feet)
Yard – Side	If site is abutting a residential LAND USE DISTRICT: 1.5m (5.0ft) All other uses: None required
Min. Floor Area	At the discretion of the Development Authority

Section 9 | Land Use District Regulations

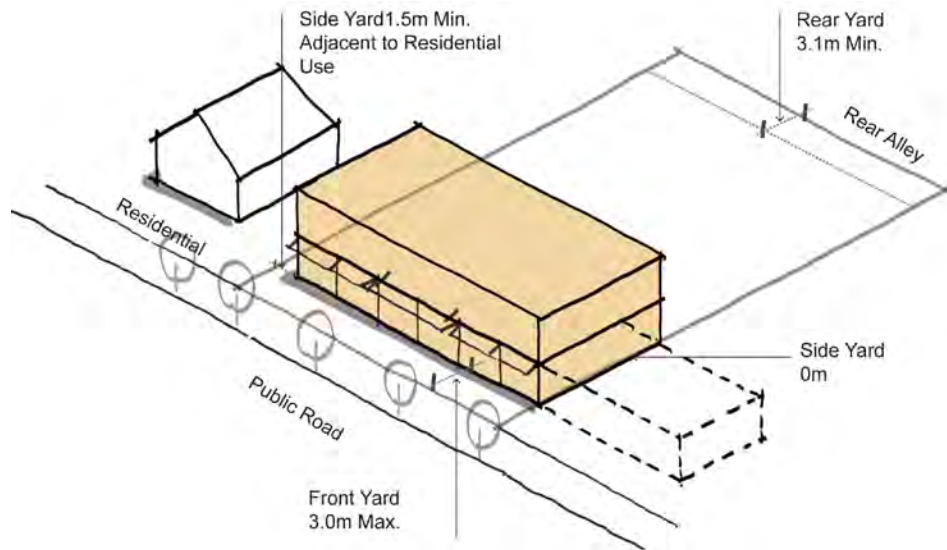


Figure 27. Fort Vermilion Commercial Centre (FV-CC) Development Regulations

Additional Regulations

- 9.23.4 MANUFACTURED HOME – MOBILE may be considered in this LAND USE DISTRICT, along with a non-permanent addition. Both of these uses are to be considered for non-permanent use only, and shall not become long term fixtures in this zoning district. MINOR RENOVATIONS, repairs, and other actions for the purpose of maintaining an existing dwelling will be allowed. Major structural changes, rebuilding, or replacement of residential buildings that are not intended for multi-family use will not be allowed.
- 9.23.5 A Dwelling - Apartment forming part of a commercial building and being situated on a floor other than the ground or BASEMENT floor may be allowed at the discretion of the Development Authority.
- 9.23.6 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.23.7 In addition to Section 8.8 of this BYLAW the architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.23.8 In addition to Section 8.8 of this BYLAW commercial development proposed within the Heritage Frontage Control area should incorporate design elements that reflect the historic architectural character of the HAMLET and encourage high quality public realm and pedestrian connectivity.
- 9.23.9 In addition to Section 8.8 of this BYLAW all new building and site designs fronting 50th Street or River Road should emphasize a pedestrian friendly environment which must include windows and doors that face the street on ground floor walls.
- 9.23.10 In addition to Section 8.37 of this BYLAW SHARED PARKING may be allowed at the Discretion of the Development Authority.

Section 9 | Land Use District Regulations

- 9.23.11 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

Site Design and Architectural Control Regulations

- 9.23.12 In addition to complying with the following site design and architectural control regulations, DEVELOPMENT PERMIT applications shall be accompanied by a description of how the applicable site and building design elements as contained within the “Site Guideline” and “Architecture Guideline” section of the COUNTY’S “Economic Development Strategy and Streetscape Design” document have been considered. The level to which the applicant is deemed to have met these guidelines is at the discretion of the Development Authority.

Landscaping/Hardscaping

- 9.23.13 Tree planting and landscaping shall extend from the street frontage to surround the perimeter of the parking lot, to provide increased greenery and SCREENING. Location, spacing and species type shall be to the satisfaction of the Development Authority.
- 9.23.14 A landscaping plan shall be submitted as part of a DEVELOPMENT PERMIT application.
- 9.23.15 Consistent hard surfacing material shall be extended from the public sidewalk to the front of the building façade to maintain downtown visual identity.

Parking Lots & Access

- 9.23.16 Parking lots shall be located at the rear of the building. In the case of CORNER LOTS, parking is preferred in the rear, but may be allowed in the front yard.
- 9.23.17 Where interrupted by a driveway entrance off of the main street, sidewalk paving material shall continue over the driveway entrance for visual continuity and pedestrian safety, at the developer’s expense.
- 9.23.18 Adjacent businesses shall be allowed to combine parking areas where the total combined parking is approximately twenty (20) or more spaces.

Building Entrances

- 9.23.19 For CORNER LOTS, the main building entrance shall be oriented toward the intersection.

Building Facades

- 9.23.20 Ground level display windows shall be designed to maximize visibility and natural light flow. Kickplates shall not exceed 0.9m (3.0ft) in height measured from GRADE level as shown in Figure 28.
- 9.23.21 Glazing and frosting shall not exceed twenty-five percent (25%) of the surface area of a window. Where multiple glass panes are required, they shall be seamed together, to minimize visual interruption as shown in Figure 28.

Section 9 | Land Use District Regulations

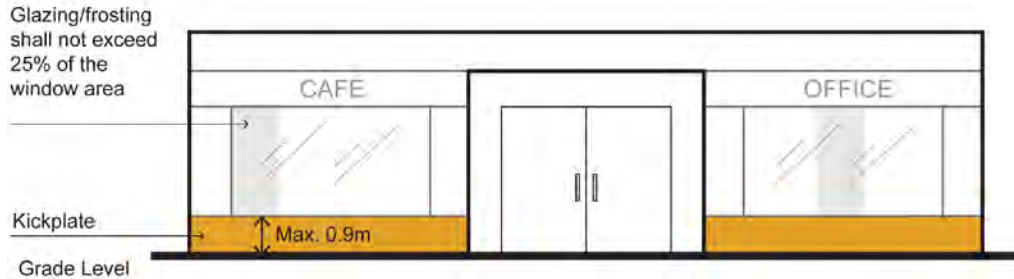


Figure 28. Building Facades Regulations

- 9.23.22 Doorway recession depths shall not exceed the depth required to accommodate outward swinging doors as shown in Figure 29.



Figure 29. Doorway Recession Regulations

- 9.23.23 Architectural projections (such as awnings and lighting) shall not exceed the width of the sidewalk, measured from the property line.

Signage

- 9.23.24 On-street portable letter signs shall not be permitted. Pedestrian oriented signages, such as sandwich boards, are permitted.
- 9.23.25 Storefront SIGN boxes shall be no shorter than 0.9m (3.0ft) in height, and located above the GRADE level entrance.

Projecting Signs

- 9.23.26 Shall be located over main entranceway or at outer edge of storefront.
- 9.23.27 Shall not project more than 1.5m (4.9ft) from the façade as shown in Figure 30.
- 9.23.28 Shall have a minimum clearance of 2.5m (8.2ft) with a maximum area of 0.9m² (9.7ft²) as shown in Figure 30.

Section 9 | Land Use District Regulations

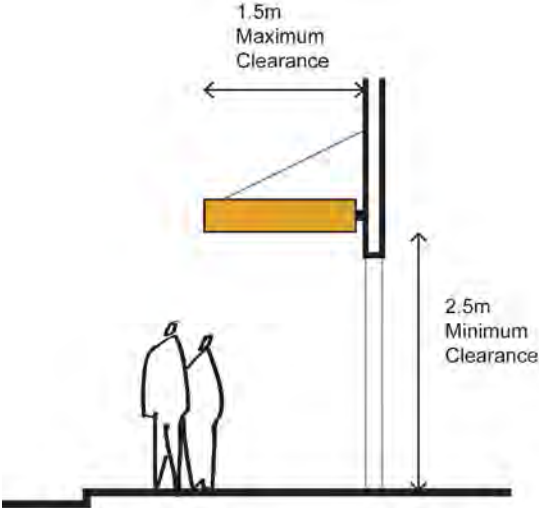


Figure 30. Projecting Sign Regulations

9.23.29 Fascia signs shall not project more than 0.15m (0.5ft) from the façade.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Municipal Planning Commission
Meeting Date:	July 5, 2018
Presented By:	Lynda Washkevich, Development Officer
Title:	122-DP-18 Trisha & Daniel O’Neill – Retail – Convenience Store & Enviro-Tank in “FV-CC” (Fort Vermilion)

DEVELOPER: Trisha & Daniel O’Neill

LEGAL: Plan 2938RS, Block 01, Lot 01

REQUEST: Retail – Convenience Store (Move on existing Building) & Enviro - Tank

ZONING: Fort Vermilion Commercial Centre “FV-CC”

TOPOGRAPHY: Flat

BACKGROUND / PROPOSAL:

The applicants would like to move the old Fort Vermilion airport terminal building onto the lot and renovate it into a Retail – Convenience Store. We ask that the applicants submit an elevation of the building that coincides with the Fort Vermilion Streetscape concept.

The applicants are planning on putting two (2) gas/diesel pumps on the lot as well to be located at the side of the lot. They have a current business license with the County under the name of Winks Gas & Convenience. They would like to expand their business in this new location. The current Winks Gas & Convenience that is located on 4807A – 50th Street would be shut down.

The applicants plan on selling gas, diesel, tobacco, fast food and other convenience items. Utilities are already on the lot, since the lot was used as a gas station in the past.

OPTIONS AND BENEFITS:

Author: L. Washkevich **Reviewed by:** B. Peters **CAO:** _____

OPTION 1: Approve Development Permit 122-DP-18 with conditions.

OPTION 2: Refuse Development Permit 122-DP-18.

COSTS/SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Development Permit 122-DP-17 on Plan 2938RS, Block 01, Lot 01 in the name of Trisha & Daniel O'Neill be APPROVED with the following conditions:

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

1. **All conditions and regulation set out by Petroleum Tank Management of Alberta Association (PTMAA) are to be met to their specifications and standards. Copy of the approval from PTMAA must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
2. **The developer must enter into a development agreement with Mackenzie County.**
3. **An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.**
4. **The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.**
5. **Required building and Enviro-tank setbacks;**
 - a. **6.2 meters (20 feet) from the front yard facing River Road, and**
 - b. **3.1 meters (10 feet), from the rear (South) yard.**
6. Prior to construction commencement, the developer shall provide elevations of the building that reflect the Streetscape Design Standards which will be approved by the Development Authority. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

Author: L. Washkevich Reviewed by: B. Peters CAO: _____

- a. Erosion prevention systems, as required
 - b. Direction of site drainage
 - c. Petroleum spill containment and or separation system
8. The development authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development authority. The exterior yards shall be landscaped to the satisfaction of the Development Authority.
 9. All new building and site designs fronting River Road should emphasize a pedestrian friendly environment which must include windows and doors that face the street on ground floor walls.
 10. Glazing and frosting shall not exceed twenty-five percent (25%) of the surface area of a window.
 11. Doorway recession depths shall not exceed the depth required to accommodate outward swinging doors.
 12. Architectural projections (such as awnings and lighting) shall not exceed the width of the sidewalk, measured from the property line.
 13. The property must at all times be kept in a neat and orderly fashion.
 14. Adequate clear signage locating exits, entrance and parking, shall be provided as required by the Development Authority.
 15. Adjacent businesses shall be allowed to combine parking areas where the total combined parking is approximately twenty (20) or more spaces.
 - 16. All pedestrian corridors within parking areas must be clearly delineated and consistent with the adjacent sidewalk in terms of material and dimension.**
 - 17. The municipality has assigned the following address to the noted property 4717 River Road. You are required to display the address (4717) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.**
 - 18. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
 19. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
 20. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way,

Author: L. Washkevich Reviewed by: B. Peters CAO: _____

if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

21. On-street portable letter signs shall not be permitted. Pedestrian oriented signages, such as sandwich boards, are permitted.

22. Storefront SIGN boxes shall be no shorter than 0.9m (3.0ft) in height and located above the GRADE level entrance.

23. If you have a projecting sign, it shall be located over the main entranceway or at the outer edge of the storefront. It shall not project more than 1.5m (4.9ft) from the façade. The projecting sign shall have a minimum clearance of 2.5 (8.2ft) with a maximum area of 0.9 square meters.

24. Wiring and conduits of the sign must be concealed from view.

25. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.

26. The sign shall:

- a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,**
- b. Not unduly interfere with the amenities of the district,**
- c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and**
- d. Not create visual or aesthetic blight.**

27. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

Author: L. Washkevich **Reviewed by:** B. Peters **CAO:** _____

INDUSTRIAL/COMMERCIAL DEVELOPMENT PERMIT

Development Permit #: 122-DP-18 Date Received: June 29, 2018 Date Accepted _____

I/We hereby make application under the provisions of the Land Use Bylaw for Development Permit in accordance with the supporting information submitted which will form part of this application.

APPLICANT INFORMATION

Applicant Name:

Registered Land Owner:

Trisha and Daniel O'Neill

Trisha and Daniel O'Neill

Address: Box 341

Address: Box 341

City/Town: Fort Vermilion

City/Town: Fort Vermilion

Province: AB Postal Code: T0H1N0

Province: AB Postal Code: T0H1N0

Email: winksfv@gmail.com

Email: winksfv@gmail.com

Phone: 780 285 2025 (T) 780 841 8536 (D)

Phone: 780 285 2025 (T) 780 841 8536 (D)

LAND INFORMATION

Legal Description of proposed development site:

Plan	Block	Lot	Stall
<u>2938RS</u>	<u>1</u>	<u>1</u>	
Civic Address			
<u>4717 River Road</u>			
Hamlet			
<u>Fort Vermilion</u>			

Ward
<u>7</u>

QTR/L.S	SEC	TWP	RG	M
MLL/MS/TFA		Acres/Ha		

Quarter Section Acreage

Description of existing use of land: vacant lot

DEVELOPMENT INFORMATION

Describe proposed development: Move airport terminal building to lot and renovate into new gas station and convenience store

- Commercial/Industrial Building
- Temporary Structure
- Security Suite
- Fence
- Public Use Building
- Ancillary Building/Shed
- Moved- In Building
- Other
- Industrial Camp
- Business Relocation
- Structural Renovations

Building Size:

Length	Width	Height (Grade to Peak)	Sq ²	Other
<u>44</u>	<u>41</u>		<u>1770</u>	

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



Phone: (780) 928-3983
Fax: (780) 928-3636
Email: lwashkevich@mackenziecounty.com

The Land is Adjacent to: Primary Highway (88) or (58) Secondary Highway (697)
 Hamlet Road Local Road

Estimated Project Time and Cost:

Start Date	End Date	Estimated Project Cost
Aug 1 2018	Oct 1 2018	\$ 150,000

Attached is: Site Plan Blueprints Floor Plans

Site plans and blueprints are required for all Development Permit applications unless otherwise specified by the Planning Department. All Commercial and Industrial Development Permit applications are required to include a site plan prepared by a surveyor or engineer and such site plan shall show the proposed building with setbacks from property lines, parking stalls, entry onto and exits off of the lot and any other information as required by the County to render a decision.

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development:

- Slope/Coulee/Valley/Ravine Sewage Treatment /Sewage Lagoon
 River /Waterbody Land Fill/Garbage Disposal Site

Unless this application is for a Yard Site Development, a County approved access is required before a Development Permit can be issued.

Is there an Existing Access to Proposed Site?
 YES NO

Do you have a rural address sign on your
 YES NO

My proposed access will be 25 meters from
NW corner
 (eg. SW corner)

Does the site location require an access or road to be built to proposed site?
 YES NO

Access Application Date:


Access Approval Date:

If you do not have an address, one will be assigned and you will be charged the fee of the sign (\$70.00). It is your responsibility to install the sign on your property.



SITE PLAN

An accurate site plan must be provided or the application will not be processed.



See additional page

If applicable, please include the following information in your drawing:

- location/distance of existing buildings from property lines
- location of access/driveway, and distance from intersections
- location of shelterbelts and/or treed areas
- location of parking and loading areas
- length and width of property

- location/distance of proposed buildings from property lines
- ravines, creeks, lakes, sloughs, and any other water bodies
- location of road(s), road allowances
- location of parking and loading areas

Setbacks from Property Lines

Front Yard <u>60</u> ft. _____ m

Rear Yard <u>31</u> ft. _____ m

Side Yard (1) _____ ft. <u>12 feet</u> m

Side Yard (2) _____ ft. <u>44 feet</u> m




ABANDONED WELL CONFIRMATION FORM

QTR./L.S.	SEC	TWP	RG	M	or	PLAN	BLK	LOT	SIZE OF PARCEL

This Document must be signed and submitted with the Development Permit. To confirm the absence or presence of wells on your property please contact Energy Resources Customer Care Centre at 1-855-297-8311 or using the GeoDiscover Alberta map at www.geodiscoveralberta.ca. The ERCB Directive is available online at <http://www.ercb.ca/directives/Directives079.pdf>.

If abandoned wells are **absent** within the site of proposed development:

I, Trisha O'Neill, have reviewed information provided by the Energy Resources Conservation Board (ERCB) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

<u>Trisha O'Neill</u>	
Printed Name	Signature
<u>Winks Convenience and Gas</u>	<u>June 26 2018</u>
Company Name	Date

If an abandoned well(s) is **present** within the site of proposed development:

I, _____, have reviewed the information provided by the Energy Resources Conservation Board (ERCB) as set out in the ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee Name	Licensed Surface Location	Contact Name	Phone Number

Printed Name	Signature
Company Name	Date

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



Phone: (780) 928-3983
 Fax: (780) 928-3636
 Email: lwashkevich@mackenziecounty.com

BUSINESS INFORMATION:

Do you already have a Business License? YES NO If yes, what is the ABL # 30-44-13-248

What is the year of establishment? 2015

Registered Business Name: Winks Gas and Convenience

What is your business and hours of operation?
9am to midnight 7 days a week selling gas
diesel and convenience items

What is your business trade? retail

Are you an incorporated company? YES NO

If yes, what is your corporate name? _____

What is your company? Public Limited Company Private Limited Company Cooperative Business

Are you a: Sole Proprietor

or Part of a: Partnership Corporation

If so, please name your partners:

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Number of Full Time Employees _____ Part Time Employees _____ Seasonal _____

COMMERCIAL/INDUSTRIAL BUILDING DETAILS

Please detail the business activities that will take place outside the building:
retail convenience, gas, diesel, tobacco, fast food

What is the total floor space? 1770 sq feet

What is the office area size? n/a

What is the warehouse/work area size? n/a

Will you be sharing the space with another business? YES NO

Will there be any combustible, flammable, or explosive material stored, used or produced at this business?

INDUSTRIAL BUSINESS

YES NO

Will there be any outdoor storage? Please indicate the storage area in the site plan. YES NO

If yes, is the outdoor storage screened? YES NO

What is the showroom area? _____

EATING & DRINKING ESTABLISHMENT

Will there be an outdoor café? It must be shown on the floor plan and the site plan. YES NO

If yes, what is the seating capacity of the outdoor café? _____

What is the restaurant public floor area? 0

What is the indoor seating capacity? 0

Have you been in contact with Alberta Health Services? YES NO

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



Phone: (780) 928-3983

Fax: (780) 928-3636

Email: lwashkevich@mackenziecounty.com

DECLARATION

I declare that the information on this application is, to the best of my knowledge, factual and correct.

I understand that this application will not be accepted without the following:

Applicant Name (Print) Trisha O'Neill		Registered Land Owner Name (Print) Trisha O'Neill	
Applicant Name (Signature) 	Date June 26 2018	Registered Land Owner (Signature) 	Date June 26 2018

(a) appropriate development information (b) application fee as per Fee Schedule Bylaw

NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of Mackenzie County.

FOR ADMINISTRATIVE USE ONLY

Complies With:

MDP Yes <input type="checkbox"/> No <input type="checkbox"/>	ASP Yes <input type="checkbox"/> No <input type="checkbox"/>	AVPA Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--	---

Offsite Levy (If Required):

Connection Fee \$ _____
Receipt Number _____

Land Use Classification: Fort Vermilion Commercial Centre Tax Roll No: 105938

Class of Use: Commercial Permitted/Discretionary: Discretionary
(Commercial/Industrial/Residential/Institutional/Home Based Business)

Proposed Use: Retail - convenience store (more on), Enviro-Tank

Development Application Fee Enclosed: Yes No Amount \$ 175.00 Receipt No: 233710



DEVELOPMENT PERMIT APPLICATION



File No. 122-DP-18

NOT TO SCALE

Disclaimer

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied. The County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County



DEVELOPMENT PERMIT APPLICATION



File No. 122-DP-18

NOT TO SCALE

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Mackenzie County



**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, July 5, 2018 @ 10:00 a.m.

PRESENT:	Erick Carter	Chair, MPC Member (via teleconference)
	Jack Eccles	Vice Chair, MPC Member
	David Driedger	Councillor, MPC Member
	Beth Kappelar	MPC Member
	Jacque Bateman	Councillor, MPC Member (via teleconference)
ADMINISTRATION:	Byron Peters	Deputy Chief Administrative Officer
	Caitlin Smith	Planner
	Kristin Darling	Planner
	Lesley Koopman	Environmental Resources Planner
	Lynda Washkevich	Development Officer
	Laura Braun	Administrative Assistant/Recording Secretary

MOTION

1. CALL TO ORDER

Jack Eccles, Vice Chair called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

MPC-18-07-102 MOVED by David Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-18-07-103 MOVED by Beth Kappelar

That the minutes of June 21, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

For information.

5. DEVELOPMENT

**a) 120-DP-18 Ray Toews / Robyn Currie
Cannabis Retailer/Distributor
Fort Vermilion Commercial Centre “FV-CC”
Plan 2938RS, Block 01, Lot 04**

MPC-18-07-104 MOVED by David Driedger

1. This permit approval is for the operation of Cannabis Retailer/Distributor out of the existing building.
2. **The Cannabis Retailer/Distributor shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. **This development permit expires July 11, 2028. Should the Cannabis Retailer/Distributor still be in operation, a new development permit will be required.**
4. The Cannabis Retailer/Distributor shall not involve client and customer visits outside of the hours of 12:00 a.m. – 10:00 p.m.
5. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.
6. The municipality has assigned the following address to the noted property **4711 River Road**. You are required to display the address **(4711)** to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
8. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become

detrimental or otherwise incompatible with the amenities of the neighbourhood.

9. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area which in this case is 2 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
10. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 7 and not more than 10 meters from the curb/sidewalk.
11. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
12. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
13. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
14. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
15. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
16. Wiring and conduits of the sign must be concealed from view.
17. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
18. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

19. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
20. Prior to commencing operation, the applicant must provide proof of the appropriate Provincial and Federal license.

CARRIED

- b) **122-DP-18 Trisha & Daniel O’Neill
Retail Convenience (move on), Enviro – Tank
Fort Vermilion Commercial Centre “FV-CC”
Plan 2938RS, Block 01, Lot 01**

MPC-18-07-105 MOVED by Erick Carter

That Development Permit 122-DP-17 on Plan 2938RS, Block 01, Lot 01 in the name of Trisha & Daniel O’Neill be APPROVED with the following conditions:

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

1. **All conditions and regulation set out by Petroleum Tank Management of Alberta Association (PTMAA) are to be met to their specifications and standards. Copy of the approval from PTMAA must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
2. **The developer must enter into a development agreement with Mackenzie County.**
3. **An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.**
4. **The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.**
5. **Maximum building setbacks is 6.2 meters (20 feet) from the front yard facing River Road.**
6. **Minimum Enviro-tank setback is 3.1 meters (10 feet) from the rear (South) yard.**
7. Prior to construction commencement, the developer shall provide

- elevations of the building that reflect the Streetscape Design Standards which will be approved by the Development Authority. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
8. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
 - a. Erosion prevention systems, as required
 - b. Direction of site drainage
 - c. Petroleum spill containment and or separation system
 9. The development authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development authority. The exterior yards shall be landscaped to the satisfaction of the Development Authority.
 10. All new building and site designs fronting River Road should emphasize a pedestrian friendly environment which must include windows and doors that face the street on ground floor walls.
 11. Glazing and frosting shall not exceed twenty-five percent (25%) of the surface area of a window.
 12. Doorway recession depths shall not exceed the depth required to accommodate outward swinging doors.
 13. Architectural projections (such as awnings and lighting) shall not exceed the width of the sidewalk, measured from the property line.
 14. The property must at all times be kept in a neat and orderly fashion.
 15. Adequate clear signage locating exits, entrance and parking, shall be provided as required by the Development Authority.
 16. Adjacent businesses shall be allowed to combine parking areas where the total combined parking is approximately twenty (20) or more spaces.
 17. **All pedestrian corridors within parking areas must be clearly delineated and consistent with the adjacent sidewalk in terms of material and dimension.**
 18. **The municipality has assigned the following address to the noted property 4717 River Road. You are required to display the**

- address (4717) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.**
19. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
 20. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
 21. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 22. On-street portable letter signs shall not be permitted. Pedestrian oriented signages, such as sandwich boards, are permitted.
 23. Storefront SIGN boxes shall be no shorter than 0.9m (3.0ft) in height and located above the GRADE level entrance.
 24. If you have a projecting sign, it shall be located over the main entranceway or at the outer edge of the storefront. It shall not project more than 1.5m (4.9ft) from the façade. The projecting sign shall have a minimum clearance of 2.5 (8.2ft) with a maximum area of 0.9 square meters.
 25. Wiring and conduits of the sign must be concealed from view.
 26. **Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.**
 27. **The sign shall:**
 - a. **Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,**
 - b. **Not unduly interfere with the amenities of the district,**
 - c. **Not materially interfere with or affect the use, enjoyment or value of**
 - d. **neighbouring properties, and**
 - d. **Not create visual or aesthetic blight.**
 28. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
-
-

CARRIED

6. MISCELLANEOUS ITEMS

- a) **David Klassen
Shop – Farm Discussion
NW 29-106-15-W5M**

MPC-18-07-106 MOVED by Beth Kappelar

That administration create a zoning overlay for NW 29-106-15-W5M that allows for additional uses in conjunction with the larger lot sizes.

CARRIED

7. IN CAMERA

None.

8. MEETING DATES

- ❖ Thursday, July 26, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 9, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 23, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, September 6, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, September 20, 2018 @ 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-18-07-107 MOVED by David Driedger

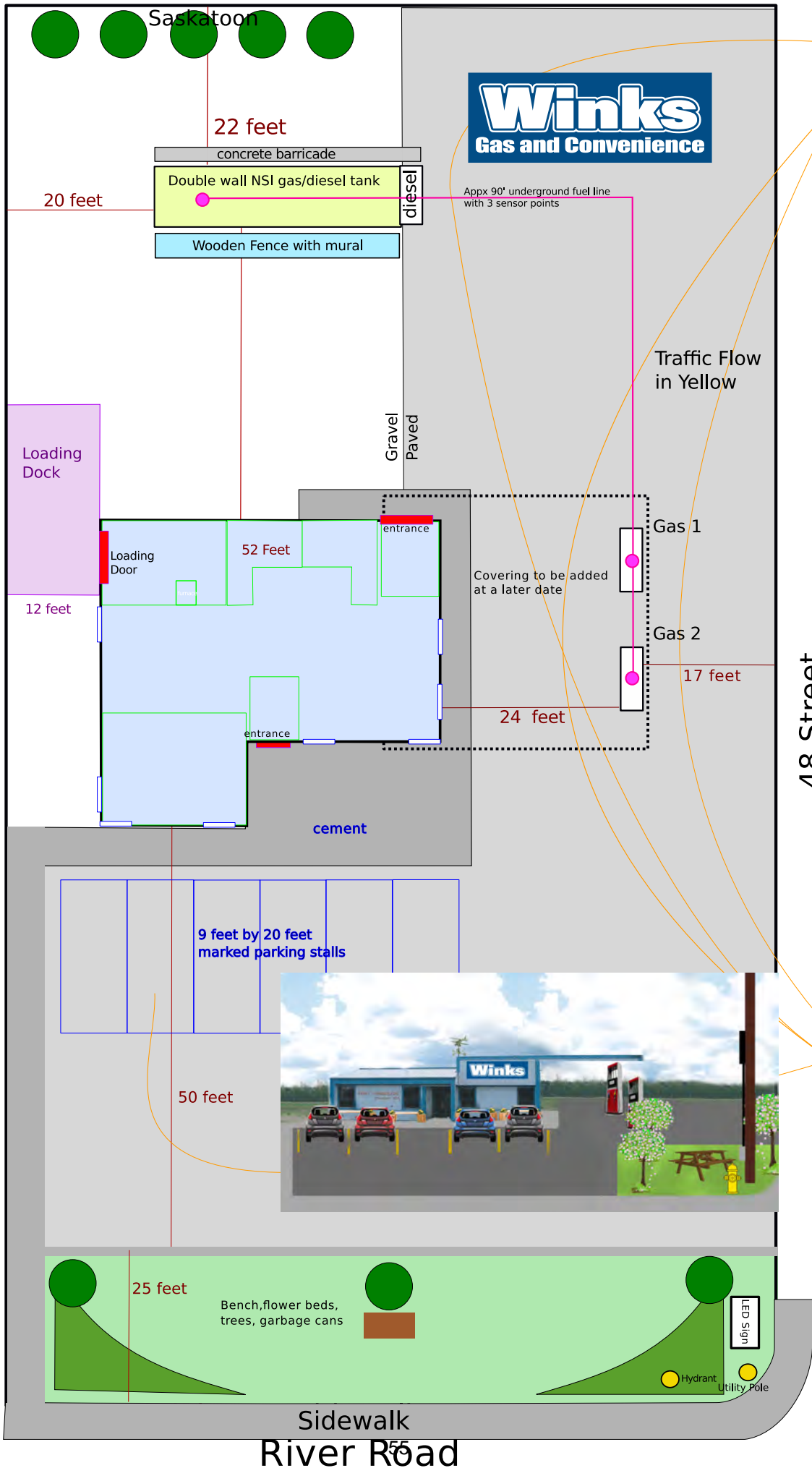
That the Municipal Planning Commission Meeting be adjourned at 10:42 a.m.

CARRIED

These minutes were adopted this 26th day of July, 2018.

Erick Carter, Chair

Utility Pole



Saskatoon

22 feet

concrete barricade

Double wall NSI gas/diesel tank

20 feet

Wooden Fence with mural



Appx 90' underground fuel line with 3 sensor points

Traffic Flow in Yellow

Loading Dock

Gravel Paved

12 feet

Loading Door

52 Feet

entrance

Covering to be added at a later date

Gas 1

Gas 2

17 feet

24 feet

48 Street

9 feet by 20 feet marked parking stalls

cement

50 feet



25 feet

Bench, flower beds, trees, garbage cans

LED sign

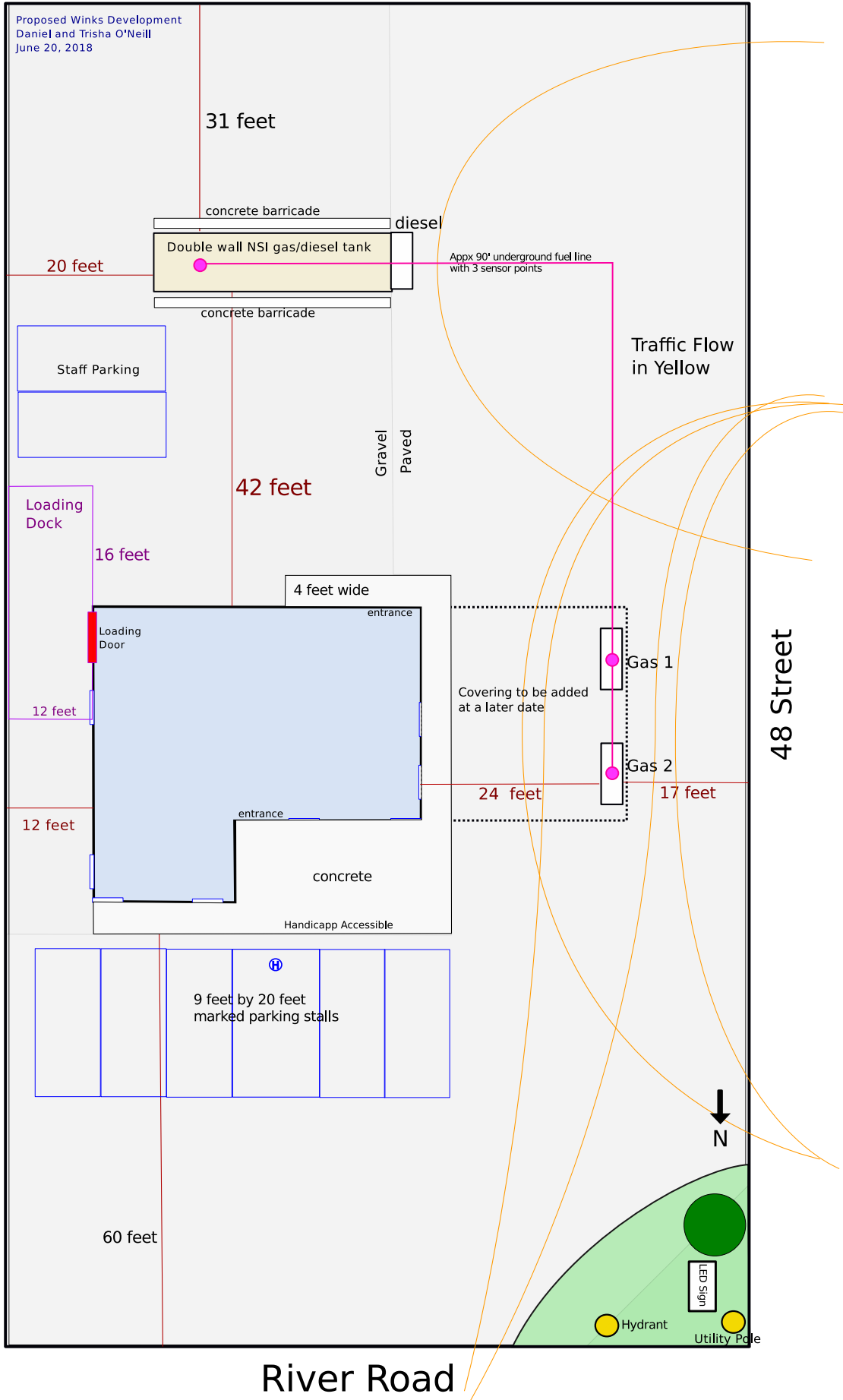
Hydrant

Utility Pole

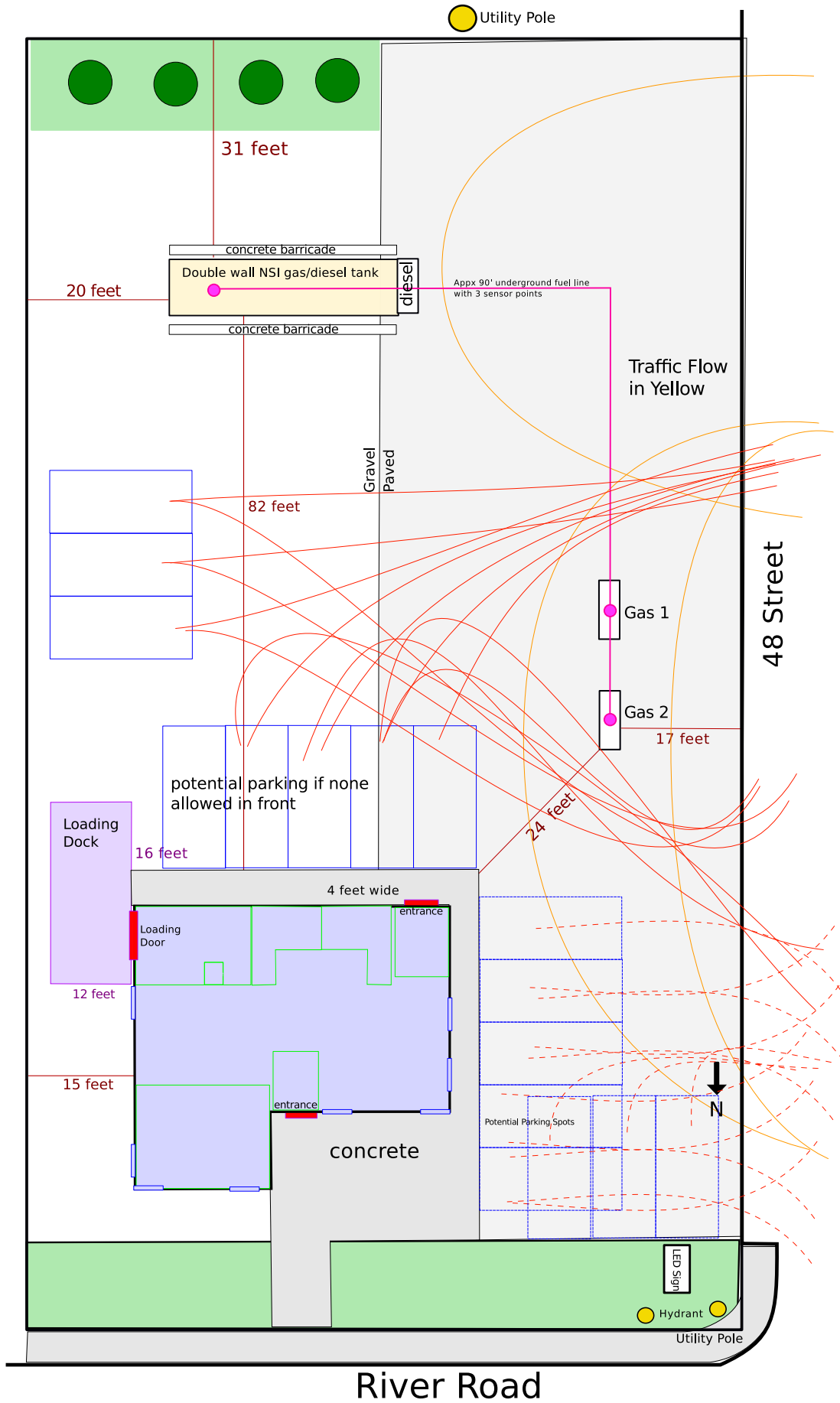
Sidewalk
River Road

Original Plan

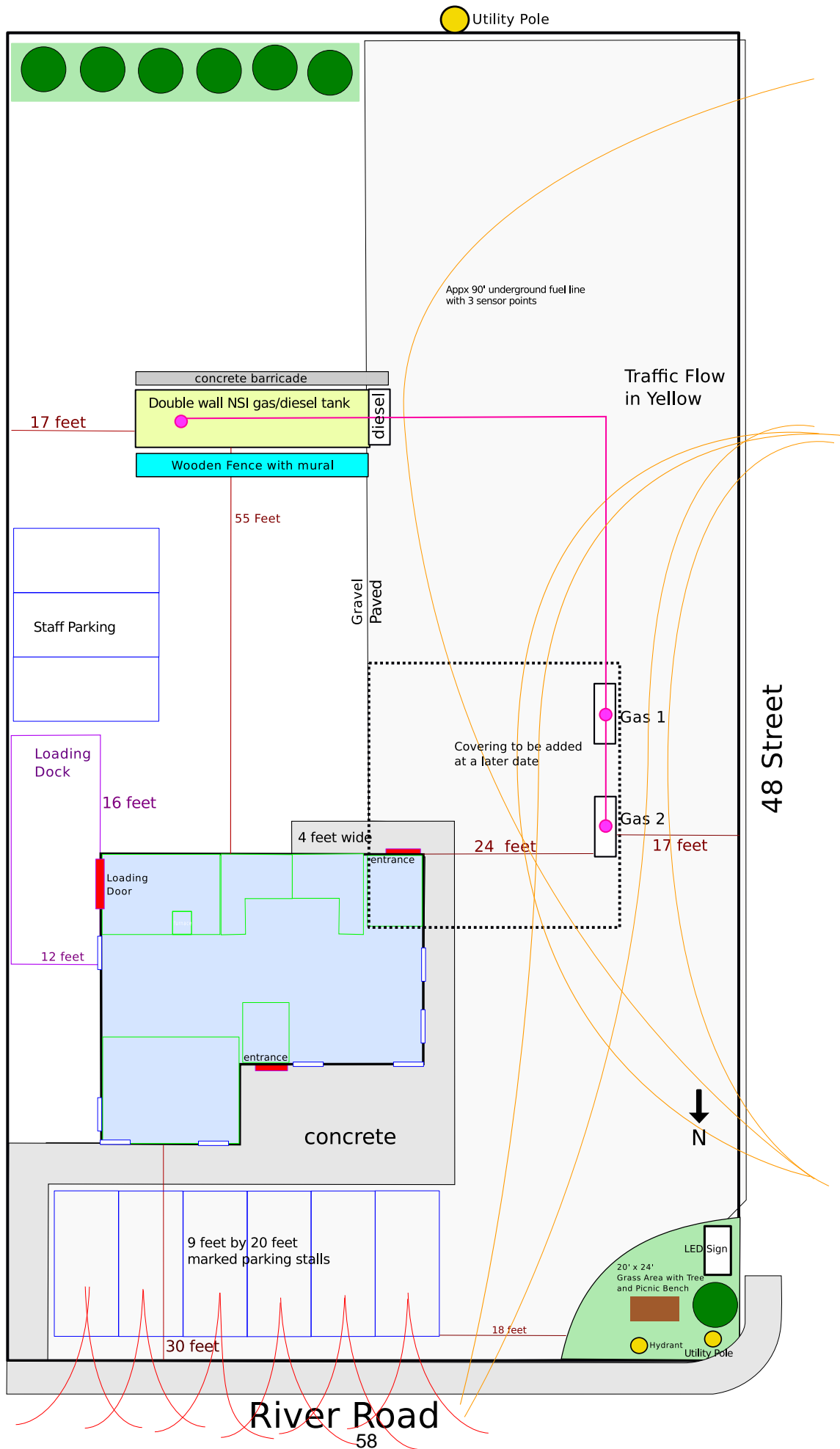
Utility Pole



Rear Parking

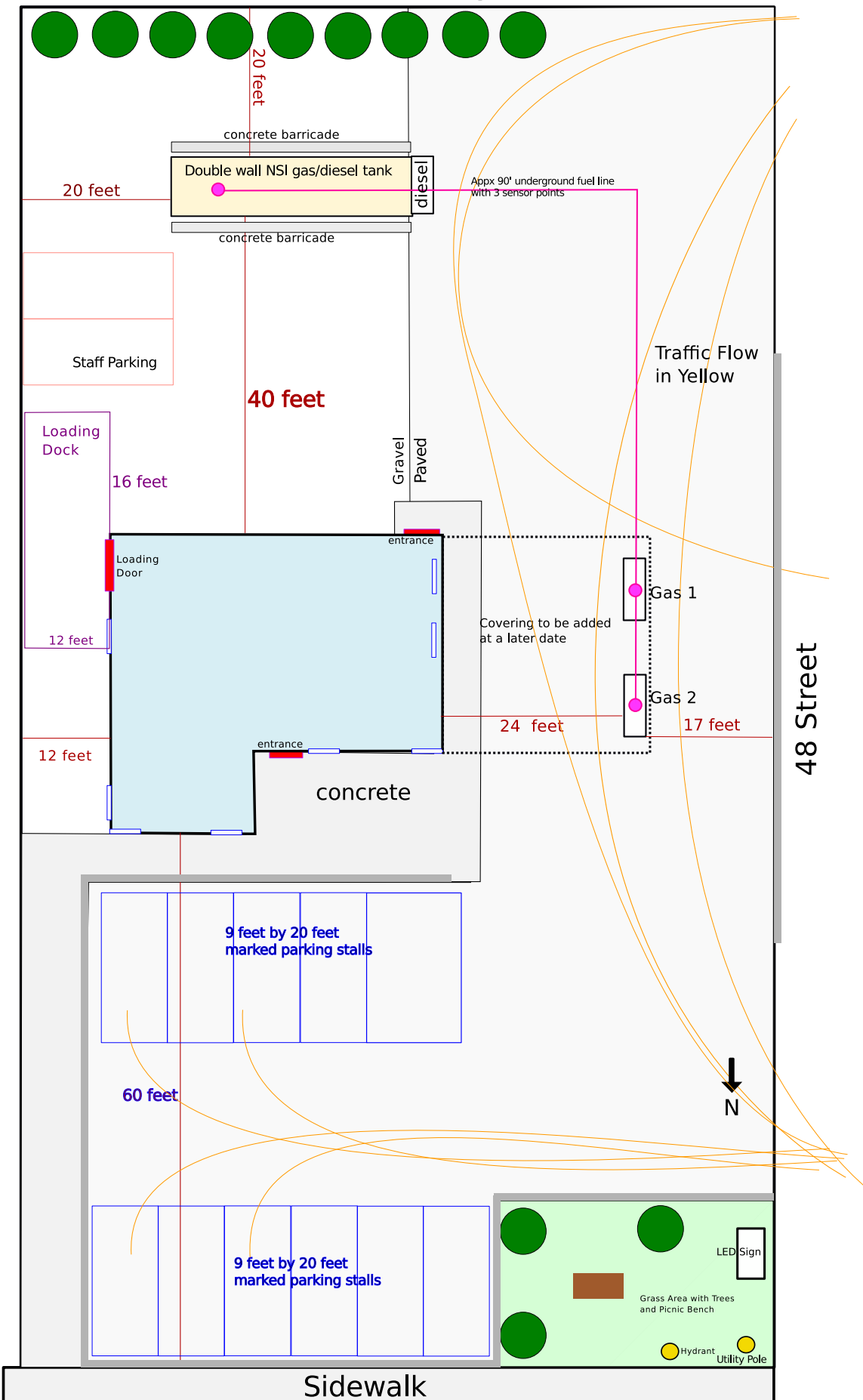


Second Streetscape Layout



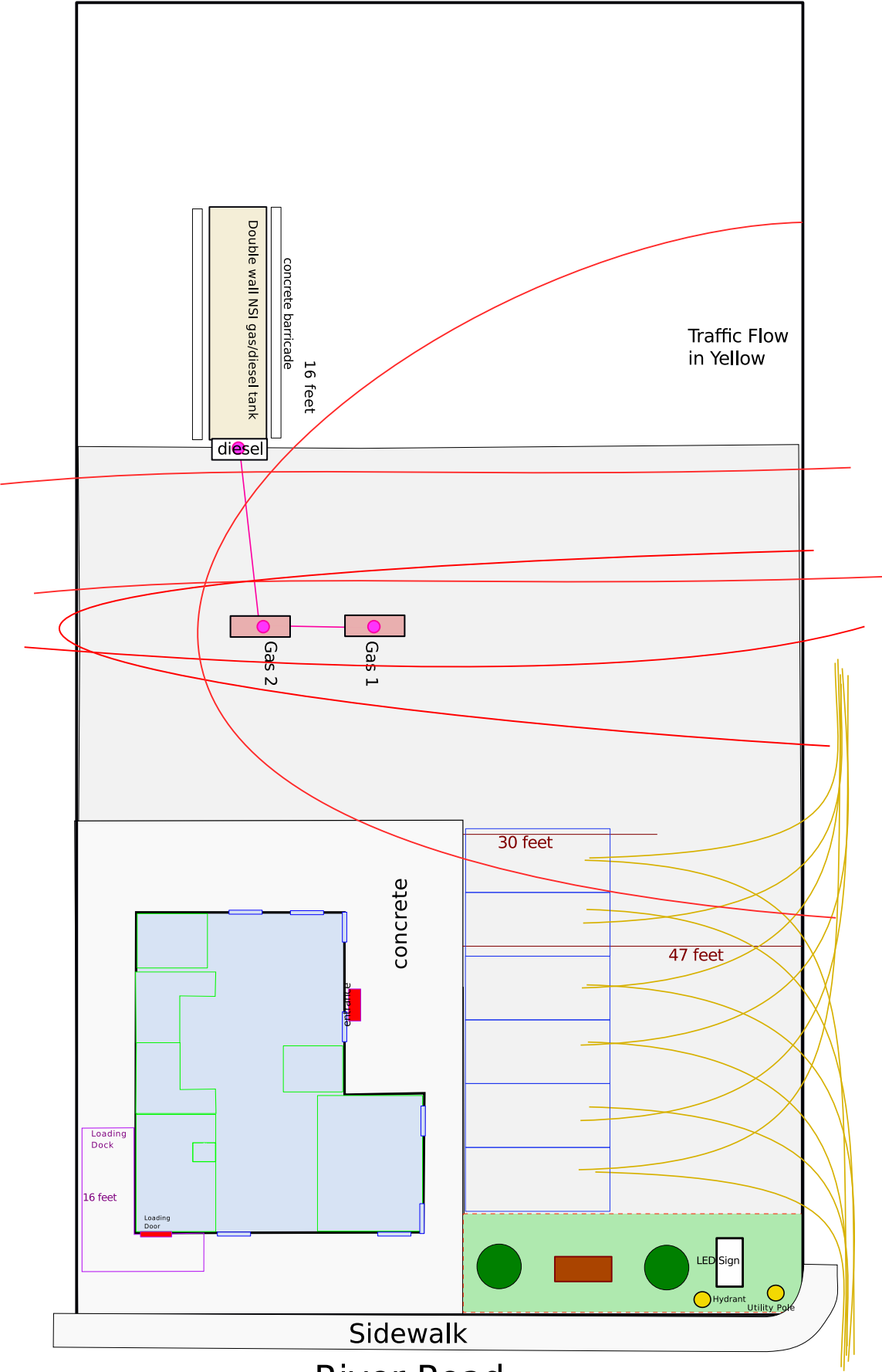
Preferred Layout

Utility Pole



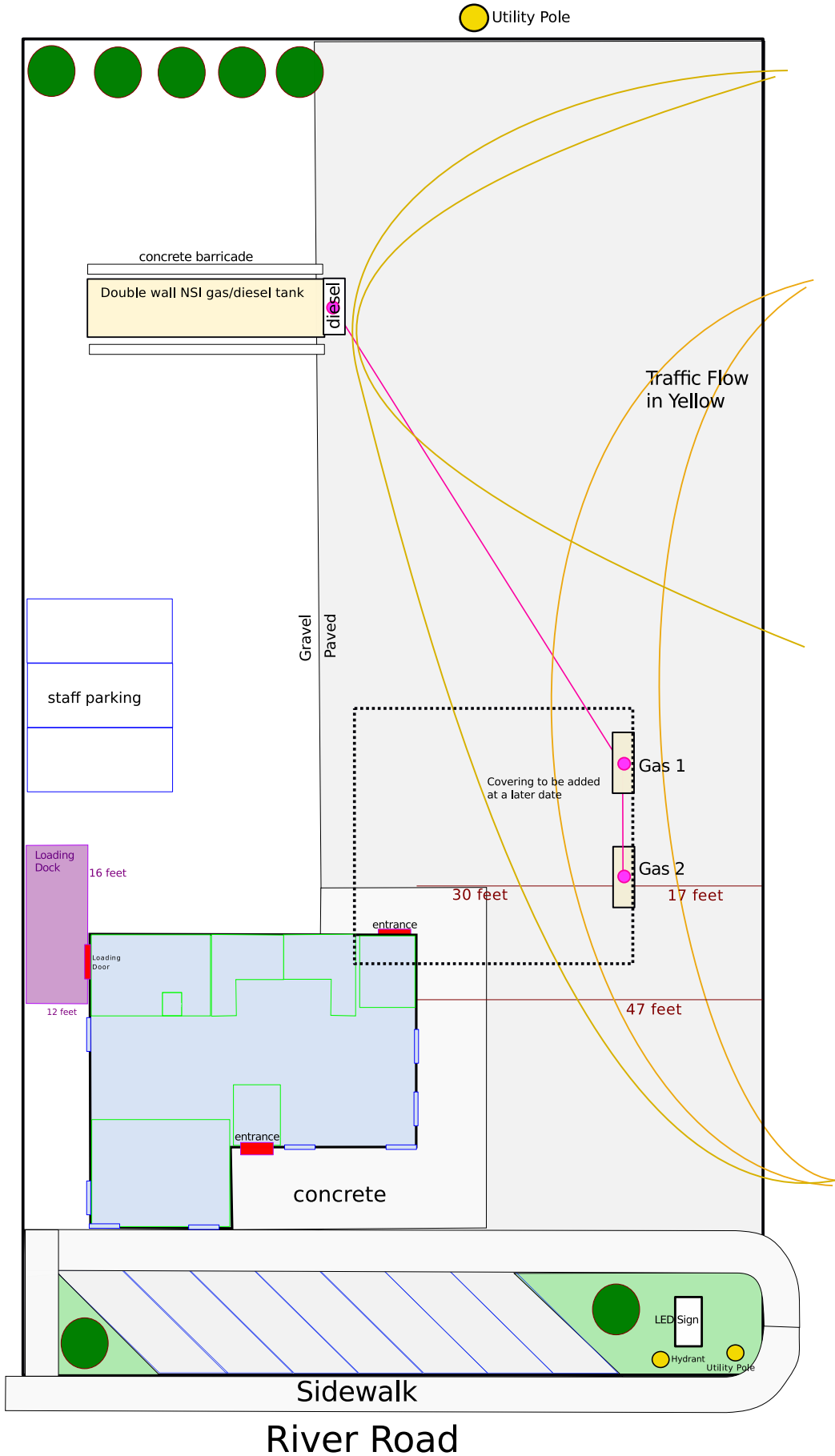
NorthEast Layout

Utility Pole

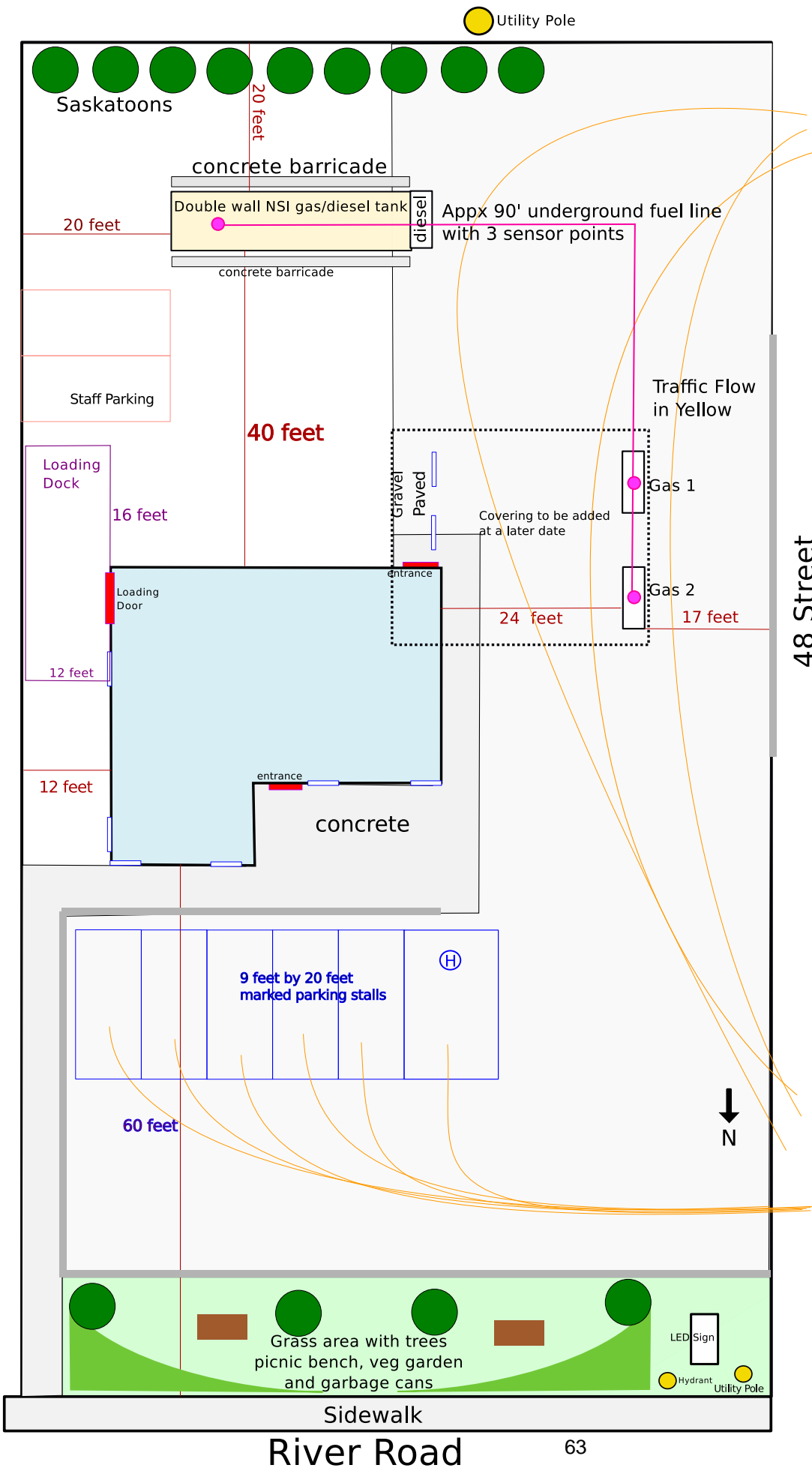


River Road

Angle Parking Option



Compromise Layout





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Agricultural Appeal Board

BACKGROUND / PROPOSAL:

The Agricultural Appeal Board met on July 26, 2018. A copy of their decision is attached for your information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Agricultural Appeal Board Decision for 01-AAB-18 be received for information.

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

APPEAL BOARD DECISION

Date of Appeal Hearing:	July 26, 2018
Appeal Application No.:	01-AAB-18
Legal Description:	SW 30-108-16-W5M
Appellant Name & Address:	Peter Driedger Box 25, High Level, AB T0H 1Z0
Appeal:	Appeal on Notice to Remedy Weed Problem on SW 30-108-16-W5M

APPEAL BOARD'S DECISION:

In the case of 01-AAB-18, the Agricultural Appeal Board rules as follows:

To DENY the appeal, upholding the Local Authorities Notice to control noxious weeds on SW 30-108-16-W5M issued on July 17, 2018.

The Board hereby authorizes the Weed Inspector of the Local Authority to control the noxious weeds as follows:

1. To cultivate the affected areas, which could include up to 100% of the said lands.

Affected areas to be determined on the consensus judgement of the Agricultural Fieldman, Assistant Agricultural Fieldman and the Weed Inspector.

2. Cultivating of the field shall not begin prior to noon on Friday, July 27, 2018 and shall be completed no later than midnight Monday, July 30, 2018.

Should the Occupier/Appellant of the said lands proceed with cultivating prior to noon on Friday, July 27, 2018 an assessment by the Weed Inspector of the Local Authority must be held before noon on Friday, July 27, 2018.

3. Follow-up cultivation of the affected areas will occur no later than six (6) weeks from the date of control.

The Occupier/Appellant of the said lands may complete the follow-up cultivation prior to this date subject to the satisfaction of the Weed Inspector.

4. Cultivation of the entire parcel shall be completed prior to freeze up no later than October 31, 2018.

The Occupier/Appellant of the said lands may complete the cultivation prior to this date subject to the satisfaction of the Weed Inspector.

5. All costs incurred by the Local Authority shall be billed to the Occupant/Appellant.

REASONS FOR DECISION:

The Agricultural Appeal Board considered all of the information submitted and presented by the Weed Inspector and the Appellant.

The Board hereby finds the following:

1. The infestation of Canada Thistle has been an issue on the said lands for several years.
2. A Notice to Remedy Weed Problem was issued to the Occupier of the said lands on July 17, 2018 with action to be completed on or before July 25, 2018. No action was completed.
3. Based on the evidence provided there is a substantial infestation of Canada Thistle on the said lands.
4. The Board identified the value of maintaining organic status.
5. The Appellant stated that he sees value in using Green Manure as a method of controlling the Thistle infestation.
6. The value of protecting adjacent lands from the noxious weeds.

APPLICABLE LEGISLATION:

Weed Control Act

Definitions

- (c) "control" means

- (i) to inhibit the growth or spread, or
- (ii) to destroy;

Noxious weeds – control

2 A person shall control a noxious weed that is on land the person owns or occupies.

Contents of inspector's notice

14(4) The notice must not require the destruction of more than 20 acres of growing crops unless the local authority of the municipality in which the crops are growing has consented in writing.


Appeals

19 (3) The appeal panel may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.

Inspector's notices and local authority's notices

21(4) A local authority may recover the debt due from any person who is given a debt recovery notice in either or both of the following manners:
(a) In the same manner as property taxes against land to which the inspector's notice or local authority's notice relates;
(b) By filing a certificate with the clerk of the Court of Queen's Bench at any judicial centre certifying the amount owing.

July 26, 2018
Date


Lisa Wardley, Chair (Presiding Officer)
Agricultural Appeal Board

A decision of the Agricultural Appeal Board is final and binding on all parties and persons. A request to review a decision of the Appeal Board under Section 20 of the Weed Control Act must be made to the Minister within 3 days of the appellant receiving the appeal decision.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

The Subdivision & Development Appeal Board met on August 8, 2018. A copy of their decision is attached for your information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Subdivision & Development Appeal Board Decision for 01-SDAB-18 be received for information.

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

MACKENZIE COUNTY SDAB

Subdivision & Development Appeal Board

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

APPEAL BOARD DECISION

Date of Appeal Hearing:	August 8, 2018
Appeal Application No.:	01-SDAB-18
Legal Description:	Plan 2938RS, Block 01, Lot 04 4711 River Road, Fort Vermilion, AB
Appellant Name & Address:	Wesley Dick Box 1756, La Crete, AB T0H 2H0
Appeal:	Development Permit 120-DP-18 Ray Toews/Robyn Currie Cannabis Retailer/Distributor

APPEAL BOARD'S DECISION:

In the case of 01-SDAB-18, the Subdivision and Development Appeal Board rules as follows:

To **DENY** the appeal, upholding the Municipal Planning Commission's decision for Development Permit 120-DP-18 approving a Cannabis Retailer/Distributor on Plan 2938RS, Block 01, Lot 04 (4711 River Road) in the Hamlet of Fort Vermilion.

REASONS FOR DECISION:

The Subdivision and Development Appeal Board considered all of the information submitted and presented by the Development Authority, the Appellant, affected landowners and other parties.

The Board hereby finds the following:

1. That the Developer has met all the required Municipal regulations.
2. The Development Authority met and exceeded the advertising requirements for the Land Use Bylaw amendment allowing the Cannabis Retailer/Distributor as a discretionary use in the Fort Vermilion Commercial Centre (FV-CC) Zoning District.

3. The Development Authority met the advertising requirements for the Development Permit approved by the Municipal Planning Commission.
4. The Municipal Planning Commission included additional conditions/restrictions over and above the Federal and Provincial requirements in order to protect the adjacent landowners and to allow the developers to use their property within proper and appropriate legislation.
5. No objections were expressed from adjacent landowners. All adjacent landowners received notification in writing, by mail, of the approved development permit and the appeal board hearing.
6. Support exists based on the approximate 200 signatures presented by the Developer for the opening of a new business (Grampa's Finest) and conducting business as a legal cannabis retailer in Fort Vermilion.

APPLICABLE LEGISLATION AND STATUTORY PLANS:

Municipal Government Act RSA 2000 Chapter M-26

Municipal purposes

3 The purposes of a municipality are

- (a) to provide good government,
- (a.1) to foster the well-being of the environment,
- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
- (c) to develop and maintain safe and viable communities, and
- (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

RSA 2000 cM-26 s3:2016 c24 s6:2017 c13 s1(3)

Grounds for appeal

685(1) If a development authority

- (a) fails or refuses to issue a development permit to a person,
- (b) issues a development permit subject to conditions, or
- (c) issues an order under section 645,

the person applying for the permit or affected by the order under section 645 may appeal to the subdivision and development appeal board.

(2) In addition to an applicant under subsection (1), any person affected by an order, decision or development permit made or issued by a development authority may appeal to the subdivision and development appeal board.

(3) Despite subsections (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted or the application for the development permit was deemed to be refused under section 683.1(8).

Hearing and decision

687(1) At a hearing under section 686, the subdivision and development appeal board must hear

- (a) the appellant or any person acting on behalf of the appellant,
- (b) the development authority from whose order, decision or development permit the appeal is made, or a person acting on behalf of the development authority,
- (c) any other person who was given notice of the hearing and who wishes to be heard, or a person acting on behalf of that person, and
- (d) any other person who claims to be affected by the order, decision or permit and that the subdivision and development appeal board agrees to hear, or a person acting on behalf of that person.

(2) The subdivision and development appeal board must give its decision in writing together with reasons for the decision within 15 days after concluding the hearing.

(3) In determining an appeal, the subdivision and development appeal board

- (a) must act in accordance with any applicable ALSA regional plan;
- (a.1) must comply with any applicable land use policies;
- (a.2) subject to section 638, must comply with any applicable statutory plans;

- (a.3) subject to clauses (a.4) and (d), must comply with any land use bylaw in effect;
- (a.4) must comply with the applicable requirements of the regulations under the *Gaming, Liquor and Cannabis Act* respecting the location of premises described in a cannabis licence and distances between those premises and other premises;
- (b) must have regard to but is not bound by the subdivision and development regulations;
- (c) may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own;
- (d) may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the land use bylaw if, in its opinion,
 - (i) the proposed development would not
 - (A) unduly interfere with the amenities of the neighbourhood, or
 - (B) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,
 - and
 - (ii) the proposed development conforms with the use prescribed for that land or building in the land use bylaw.

(4) In the case of an appeal of the deemed refusal of an application under section 683.1(8), the board must determine whether the documents and information that the applicant provided met the requirements of section 683.1(2).

RSA 2000 cM-26 s687;2009 cA-26.8 s83;
2015 c8 s74;2017 c21 s28;2018 c11 s13

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

Mackenzie County Land Use Bylaw

9.23 Fort Vermilion Commercial Centre (FV-CC)

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

Permitted and Discretionary Land Use Classes

9.23.2 Land use classes within the following table shall be permitted or discretionary within the Fort Vermilion Commercial Centre (FV-CC) district of this BYLAW.

Permitted	Discretionary
BUSINESS SUPPORT SERVICES	ACCESSORY BUILDING
DAY CARE FACILITY	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR
DWEELING – APARTMENT	BARS AND NEIGHBOURHOOD PUBS
ENTERTAINMENT ESTABLISHMENT, INDOOR	BUS DEPOT
GENERAL SERVICES ESTABLISHMENT	CANNABIS RETAILER/DISTRIBUTOR
GOVERNMENT SERVICE	COMMERCIAL SCHOOL

August 9, 2018
Date



Lisa Wardley, Chair (Presiding Officer)
Subdivision and Development Appeal Board

A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal on a question of law or on a question of jurisdiction, an appeal lies to the Court of Appeal from a decision of the Subdivision and Development Appeal Board, pursuant to section 688 of the Municipal Government Act 2000. An application for leave to appeal shall be made:

- (a) *to a judge of the Court of Appeal, and*
- (b) *within thirty (30) days after the issue of the decision sought to be appealed.*



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the July 26, 2018 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of July 26, 2018 be received for information.

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

**MACKENZIE COUNTY
Community Services Committee Meeting**

**July 26, 2018
1:00 PM**

**Fort Vermilion Meeting Room
Fort Vermilion, Alberta**

MINUTES

PRESENT: Lisa Wardley Deputy Reeve/Chair
Peter Braun Reeve
Cameron Cardinal Councillor

ALSO PRESENT: Doug Munn Director of Community Services
Len Racher Chief Administration Officer
Dave Fehr Director of Operations
Liane Lambert Public Works Administrative Officer /
Recording Secretary

ABSENT: David Driedger Councillor

DELEGATION: La Crete Ferry Campground Society – Willie Peters
Andrew Zacharias
Frank Banman

1. CALL TO ORDER: **Call to Order: 1:40 p.m.**
Deputy Reeve Wardley called the meeting to order.

2. AGENDA: **Adoption of Agenda**
MOTION CS-18-07-057 **MOVED by Councillor Knelsen**
Moved to accept the agenda as amended.
CARRIED

3). MINUTES: **Minutes of the May 9, 2018 meeting**
MOTION CS-18-07-058 **MOVED by Councilor Knelsen**
That minutes of the May 9, 2018 Community Services Committee meeting is accepted as presented.
CARRIED

4). LEGAL DOCUMENTS

a). Terms of Reference

MOTION CS-18-07-059

MOVED by Reeve Braun

To accept as information

CARRIED

b). In-Camera Meetings

MOTION CS-18-07-060

MOVED by Reeve Braun

To accept as information

CARRIED

5). BUSINESS ARISING FROM PREVIOUS MINUTES:

a). Retaining Wall

MOTION CS-18-07-061

MOVED by Councilor Cardinal

To accept as information

CARRIED

b). County's Advertising Space

MOTION CS-18-07-062

MOVED by Deputy Reeve Wardley

That a recommendation be taken to Council to purchase an additional page of the Echo/Pioneer.

CARRIED

6). NEW BUSINESS:

a). Presentation by members of the La Crete Ferry Campground

MOTION CS-18-07-063

MOVED by Reeve Braun

That administration and the La Crete Ferry Campground Society Board members work on amendments to the recreation sub-lease and present a draft at the next Community Services meeting.

CARRIED

Deputy Reeve Wardley called a recess at 2:41 pm

Reconvened at 2:57 pm

b). Off-Highway Vehicle Use in Municipal Campgrounds

MOTION CS-18-07-064

MOVED by Deputy Reeve Wardley

That No Off-Highway use signs be placed in designated areas of the Campgrounds. Those areas being any beach or within Day Use areas, all other areas Maximum 10 km/hr.

CARRIED

c). Bridge Campground

MOTION CS-18-07-065

MOVED by Reeve Braun

To accept as information.

CARRIED

d). Campground Seasonal Opening Date

MOTION CS-18-07-066

MOVED by Councillor Cardinal

That all the Municipal Campgrounds officially open on the May Long Weekend.

CARRIED

e). Fort Vermilion Fire Hall

MOTION CS-18-07-067

MOVED by Councillor Knelsen

To accept as information.

CARRIED

f). Jubilee Park Fence Request

MOTION CS-18-07-068

MOVED by Councillor Cardinal

To accept as information.

CARRIED

g). Fatality Inquiry Coordinator Letter

MOTION CS-18-07-069

MOVED by Reeve Braun

To accept as information.

CARRIED

h). Capital Projects 2019

MOTION CS-18-07-070

MOVED by Reeve Braun

That the 2019 Capital Projects be tabled until next Community Services Committee meeting.

CARRIED

l). Action List

MOTION CS-18-07-071

MOVED by Councilor Cardinal

That the action list be received for information.

CARRIED

7.a) ADDITIONS:

a). National Safety Codes Update

MOTION CS-18-07-072

MOVED by Councilor Knelsen

That the Boreal Housing members take the issue of the Hani-Buss to the next Boreal Housing meeting and report back to the Community Services Committee.

CARRIED

b). Wellness Center Update

MOTION CS-18-07-073

MOVED by Councilor Knelsen

To accept as information

CARRIED

8.NEXT MEETING DATE:

The next Community Service Committee Meeting be scheduled for September 10, 2018 at 1:00 p.m. with lunch provided.

9. ADJOURNMENT:

MOTION CS-18-07-074

MOVED by

Meeting was adjourned at 4:06 p.m.

CARRIED

These minutes will be presented for approval at the September 10, 2018 Community Services Meeting.

Peter Braun, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the July 26, 2018 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: B. Peters Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of July 26, 2018 be received for information.

Author: B. Peters Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, July 26, 2018 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Beth Kappelar MPC Member
Jacquie Bateman Councillor, MPC Member

ADMINISTRATION: Byron Peters Deputy Chief Administrative Officer
Caitlin Smith Planner
Kristin Darling Planner
Lynda Washkevich Development Officer
Laura Braun Administrative Assistant/Recording Secretary

MEMBERS OF PUBLIC Michael Unger

MOTION 1. CALL TO ORDER

Erick Carter, Chair called the meeting to order at 10:03 a.m.

2. ADOPTION OF AGENDA

MPC-18-07-108 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-18-07-109 MOVED by Beth Kappelar

That the minutes of July 5, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. **TERMS OF REFERENCE**

For information.

5. **DEVELOPMENT**

- a) **131-DP-18 Michael Unger
Dwelling – Duplex (20'x76')
Hamlet Residential 1 “H-R1”
Plan 842 0527, Block 01, Lot 17**

MPC-18-07-110 **MOVED** by Beth Kappelar

That Development Permit 131-DP-18 on Lot 17, Block 01, Plan 842 0527 in the name of Michael Unger be APPROVED with the following conditions:

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

1. **Minimum building setbacks are:**

- a. **7.6 meters (25 meters) front (South) yard (facing 49 Avenue);**
- b. **1.5 meters (5 feet) side (East & West) yards; and**
- c. **2.4 meters (8 feet) rear (North) yard; from the property lines.**

2. **The Dwelling – Duplex shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**

3. The Dwelling – Duplex shall be screened from view by skirting or such other means satisfactory to the Development Authority.

4. The architecture, construction materials and appearance of accessory buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

5. **Where the lowest opening of the duplex is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**

6. The Dwelling – Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned an address to each unit on the Dwelling – Duplex as follows from **South to North**:
 - 4706-49th Ave, Unit 1
 - 4706-49th Ave, Unit 2

You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

8. **Provide adequate off street parking as follows: 4 stalls for Dwelling – Duplex. “One parking space, including the driveway area, shall occupy 300 square feet.”**
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) **135-DP-18 Michael Unger
Dwelling – Duplex (20’x76’)
Hamlet Residential 1 “H-R1”
Plan 842 0527, Block 01, Lot 18**

MPC-18-07-111 MOVED by Jacquie Bateman

That Development Permit 135-DP-18 on Lot 18, Block 01, Plan 842 0527 in the name of Michael Unger be APPROVED with the following conditions:

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

1. **Minimum building setbacks are:**

- a. **7.6 meters (25 meters) front (South) yard (facing 49 Avenue);**
 - b. **1.5 meters (5 feet) side (East & West) yards; and**
 - c. **2.4 meters (8 feet) rear (North) yard; from the property lines.**
 2. **The Dwelling – Duplex shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
 3. The Dwelling – Duplex shall be screened from view by skirting or such other means satisfactory to the Development Authority.
 4. The architecture, construction materials and appearance of accessory buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
 5. **Where the lowest opening of the duplex is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**
 6. The Dwelling – Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
 7. The Municipality has assigned an address to each unit on the Dwelling – Duplex as follows from **South to North**:
 - 4708-49th Ave, Unit 1
 - 4708-49th Ave, Unit 2
- You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. **Provide adequate off street parking as follows: 4 stalls for Dwelling – Duplex. *“One parking space, including the driveway area, shall occupy 300 square feet.”***
 9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) **146-DP-18 Michael Unger
Dwelling – Duplex (20'x76')
Hamlet Residential 1 “H-R1”
Plan 842 0527, Block 01, Lot 19**

MPC-18-07-112 MOVED by Beth Kappelar

That Development Permit 146-DP-18 on Lot 19, Block 01, Plan 842 0527 in the name of Michael Unger be APPROVED with the following conditions:

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

1. **Minimum building setbacks are:**
 - a. **7.6 meters (25 meters) front (South) yard (facing 49 Avenue);**
 - b. **1.5 meters (5 feet) side (East & West) yards; and**
 - c. **2.4 meters (8 feet) rear (North) yard; from the property lines.**
2. **The Dwelling – Duplex shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. The Dwelling – Duplex shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. The architecture, construction materials and appearance of accessory buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. **Where the lowest opening of the duplex is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**
6. The Dwelling – Duplex is to be connected to the municipal water and

sewer system and the cost of connection fees will be borne by the owner.

7. The Municipality has assigned an address to each unit on the Dwelling – Duplex as follows from **South to North**:
- 4710-49th Ave, Unit 1
 - 4710-49th Ave, Unit 2

You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

8. **Provide adequate off street parking as follows: 4 stalls for Dwelling – Duplex. *“One parking space, including the driveway area, shall occupy 300 square feet.”***
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- d) **147-DP-18 Michael Unger
Dwelling – Duplex (20’x76’)
Hamlet Residential 1 “H-R1”
Plan 842 0527, Block 01, Lot 21**

MPC-18-07-113 MOVED by Jacquie Bateman

That Development Permit 147-DP-18 on Lot 21, Block 01, Plan 842 0527 in the name of Michael Unger be APPROVED with the following conditions:

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

1. **Minimum building setbacks are:**

- a. **7.6 meters (25 meters) front (South) yard (facing 49 Avenue);**
 - b. **1.5 meters (5 feet) side (East & West) yards; and**
 - c. **2.4 meters (8 feet) rear (North) yard; from the property lines.**
 2. **The Dwelling – Duplex shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
 3. The Dwelling – Duplex shall be screened from view by skirting or such other means satisfactory to the Development Authority.
 4. The architecture, construction materials and appearance of accessory buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
 5. **Where the lowest opening of the duplex is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**
 6. The Dwelling – Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
 7. The Municipality has assigned an address to each unit on the Dwelling – Duplex as follows from **South to North**:
 - 4714-49th Ave, Unit 1
 - 4714-49th Ave, Unit 2
- You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. **Provide adequate off street parking as follows: 4 stalls for Dwelling – Duplex. *“One parking space, including the driveway area, shall occupy 300 square feet.”***
 9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

Michael Unger left the meeting at 10:10 a.m.

6. SUBDIVISIONS

- a) **18-SUB-18 John & Ann Bergen Revision
10 Acre Subdivision
SE 15-105-15-W5M**

MPC-18-07-114 MOVED by Beth Kappelar

That Subdivision Application 18-SUB-18 in the name of John W & Ann Bergen on SE 15-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for

this property is \$7,500.00 per acre. Municipal reserve is charged at 10%, which is \$750 per subdivided acre. **10 acres times \$750 equals \$7,500.**

- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **22-SUB-18 David Driedger
10 Acre Subdivision
SW 28-107-13-W5M**

MPC-18-07-115 MOVED by Jacquie Driedger

That Subdivision Application 22-SUB-18 in the name of David Driedger on SW 28-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the

Municipality.

- b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) The landowner shall enter into an easement agreement for a shared access with the adjacent landowner.
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5,000 per acre. Municipal reserve is charged at 10%, which is \$500 per subdivided acre. **10 acres times \$500 equals \$5,000.**
- h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- c) 24-SUB-18 David K Froese
0.50 acres Boundary Adjustment
SW 35-105-15-W5M & Plan 032 2876, Block 01, Lot 05**

MPC-18-07-116 MOVED by Beth Kappelar

That Boundary Adjustment Application 24-SUB-18 in the name of David K. Froese on SW 35-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **Boundary Adjustment**, .5 acres (0.209 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) The landowner shall enter into an easement agreement for a shared access with the adjacent landowner.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from

utilities companies are shown in Schedule "C" hereto attached.

- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

Erick Carter called a recess at 10:25 a.m. and reconvened at 10:31 a.m.

7. MISCELLANEOUS ITEMS

- a) **Bylaw 11__-18 Land Use Bylaw Amendment Zoning Overlay to add Shop – Farm as a Use and to increase amount of Animal Units on NW 29-106-15-W5M**

MPC-18-07-117 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 11__-18 being a Land Use Bylaw Amendment for a Zoning Overlay to add Shop-Farm as a permitted use and to increase the amount of animal units on NW 29-106-15-W5M.

CARRIED

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, August 9, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 23, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, September 6, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, September 20, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, October 11, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, November 1, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-07-118 MOVED by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:36 a.m.

CARRIED

These minutes were adopted this 9th day of August, 2018.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for July 2018

BACKGROUND / PROPOSAL:

The CAO and Director reports for July 2018 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO and Directors reports for July 2018 be received for information.

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

Monthly Report of the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

For the month of July 2018

June Meetings

- 1 FCM Conference
- 8 RMA Member Visit
- 11 Tompkins Ratepayer Meeting
- 12 Council Meeting
Fort Vermilion Ratepayer Meeting
- 13 Ag Fair Meeting
Rocky Lane Rural Ratepayer Meeting
- 14 Meeting BHP Flood Mitigation Project
Zama Ratepayer Meeting
- 18 Managers Meeting
Fort Vermilion Airport Open House
Finance Committee Meeting
La Crete Ratepayer Meeting
- 19 Teleconference – Mackenzie County DRP Applications
- 25 Joint Health and Safety Committee Meeting
- 26 Natural Gas Supply Meeting
COW Meeting
- 27 Council Meeting
- 28 Qualification Audit Close-Out Meeting

**July
Meetings**

- 17 Ag Fair Meeting
- 18 Meeting with Graham Fleet, Director of Sales and Marketing for CCI
Wireless
Managers Meeting
- 19 CAO Secretariat Lunch
- 20 ASB Meeting
- 24 Budget Reserve Workshop
- 25 Council Meeting
- 26 Community Services Committee Meeting
- 27 Teleconference – Weed Concerns on Public Lands
- 31 Teleconference – Tallcree/La Crete natural gas pipeline

Working closely with the Gas Co-op on the supply line to La Crete and Tallcree.

Respectfully,

Len Racher
Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the month of July, 2018

From: Byron Peters
Deputy Chief Administrative Officer

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Latest comment suggested the process will officially start in 2020.
Community Infrastructure Master Plans	Q2 2018	Received second draft of offsite levies for review. After administration reviews, we will complete a level of engagement with the development community.
Strategic Planning Session	2018	Began the discussions with Council and Management on County strategic priorities – will tie into long term budget.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Lots of conversations around a variety of potential investment opportunities. Completing research to inform these discussions. Finalized Council priorities will help dictate the economic planning direction.
Streetscape	Ongoing	La Crete committee has decided to focus on trees down main street this year. They are currently finalizing placement and variety. Fort Vermilion waiting on the railing for the viewing deck to be completed. Prioritizing the big lookout deck as the next project and want to find matching grant.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these changes through the planning department. Items include: transparency of planning documents, public participation policy, offsite levies, tax

		incentives, joint planning agreements with schools, and many more.
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Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q2 2018	Project is considered complete. Project is transitioning to ongoing additions and maintenance of the database. We are also working with 911 dispatch on the possibility of test calls to verify rural addressing accuracy in locating emergency calls.
Fort Vermilion Flood Risk Assessment	Q2 2019	Project start was May 3 rd . They came up at end of June to complete their own observations. The ice jam related flooding provides a wealth of data to our consultant to utilize. It should allow for a more accurate and relevant assessment.
Airport Planning	2018	Have engaged WSP to complete an assessment of our AVPA and to determine the scope of work that it needs. Additional development planning needs to be completed. Plan to engage with airport users Summer 2018. Airport user policies, response plans, etc. have a completion goal of end 2018.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	Rainbow Lake: May 2 nd we met with Rainbow Lake and MMSA to begin development discussions. Next meeting August 9 th . We engaged MMSA to facilitate most of the process on our behalf. Sent letter from Reeve regarding council to council discussions. High Level: preliminary discussions started at administrative level. Sent letter from Reeve regarding council to council discussions. Northern Lights: Met on July 4 th , CNL will lead process. Expect to be very basic. MD Opportunity: Meeting scheduled for September. They are lookgin at a tri/multi-municipal agreement. Northern Sunrise: Administration met on July 27 th . Their desired outcome and process is to keep it simple and basic. They

		<p>have established their Reeve and Deputy as their intermunicipal agreements committee, and would like to have a meeting or two after administration has drafted a framework.</p> <p>RM Wood Buffalo: they reached out to us, will be having the discussion with their council soon. They expect to work on ours in 2019.</p> <p>Will continue to work with council on this file.</p>
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Personnel Update:

My executive assistant recently resigned – will be a gap before the position is filled, and one of the administrative staff is anticipating a maternity leave starting towards the end of the year.

Other Comments:

We continue to engage with developers regarding potential sites and developments. With some of the tools provided in the new MGA, and with some of the conversations that have already occurred with council, there is an opportunity to explore a handful of incentives that may work for each of our communities. We are also identifying potential industrial areas around La Crete; this will be coming forward to council for discussion this fall.

NWSAR is moving forward with conversations with Alberta Biodiversity Monitoring Institute (ABMI) and Calgary Zoo regarding potential projects/partnerships. Working towards the next political push, which should tie in well with RMA, AUMA and FCM as well.

Met with a telecom and continue to work with them to identify potential tower sites and solutions to increase internet speeds in La Crete.

Working on sorting out the issues between the property lines of the lots north of the gravel pit in Fort Vermilion. The various discrepancies in surveys is a struggle to arrange and re-define. Landowner meeting scheduled for August 23rd.

New programming installed to help manage ratepayers files, aerial photos, municipal data, and it includes a new method of issuing development permits. This should result in more consistent application of policy and better service level to the ratepayers.

MONTHLY REPORT TO THE CAO

For the Month of June/July 2018

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/18	Sewer flushing nearing completion for all hamlets with hydrant flushing to occur in August.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/18	Completed 4 more repairs and have lined up another handful to get completed in the next few weeks.
Rural Potable Water Infrastructure	Sept/18	Concrete pads in process of getting replaced under warranty. Piling designs and install happening in BHP. BHP is complete, FV will get started in order to minimize downtime. Tentatively scheduled for Aug 20/18.
Potable Water Supply North of the Peace River	Oct/19	Expressions of interest sent in to Investing in Canada Infrastructure grant. Still awaiting a band council resolution from Beaver FN stating their interest in partnering.
Waterline Blue Hills	Oct/19	Expressions of interest sent in to Investing in Canada Infrastructure grant. This was submitted as a part of the project above.
Diversion Licence Review	Dec/19	Associated Engineering submitted memo to Alberta Environment legal to review as well as a memo outlining the La Crete Aquifer condition to get approval for diversion rate adjustments. Expect response by late August.
La Crete Future Water Supply Concept	Dec/18	Working on project scope details.
LC – Main Lift Station Meter	Nov/18	Equipment ordered and work is being scheduled.

LC Future Utility Servicing Plan	Dec/18	Held open house for the affected landowners. Not very well attended but hope to get more feedback on our second open house to review the final design and financing breakdown.
LC – Well #4	Oct/18	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.
LC – Sanitary Sewer Expansion	Oct/18	Received final report and currently working on off-site levy bylaw. Phase 2 design has begun.
FV – Storage Work	May/18	Completed.
FV – Main Lift Station Grinder	May/18	Complete.
ZA – Sewage Forcemain	Oct/19	Applied under the Investing in Canada Infrastructure Program and will apply under AMWWP as per council motion.
ZA- Distribution Pump House Upgrades	Mar/19	Tenders to close on August 28 th and opening in Council on the 29 th .
ZA- Lift Station Upgrades	Mar/19	Tenders to close on August 28 th and opening in Council on the 29 th .

Personnel Update:

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Other Comments:

<p>Attended Water North Coalition meeting in Cold Lake on July 19th. It seems that Alberta Health has been listening to our push for better feedback to municipalities on bacteriological results. Currently we get a sample failure notice within 24 hours but if the sample passes, we have to wait over a week for the result. There is also a push for clarification and consistency in direction with inter-basin water transfers from Alberta Environment.</p>

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of July

From: Bill McKennan
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Provincial MSI Reporting - Operating	Completed	Annual reporting for MSI completed.
Provincial MSI Reporting - Capital	September	Updating provincial site to reflect Council approvals related to capital budget project approvals.
2018 Operating & Capital Budget	Underway	Reconciliation of budget approvals and update report to Council. Targeted for September.
Preparation of 2019 Operating and Capital Budgets	Underway	Preparing internal materials for budget discussions.
Orientation on financial systems	Ongoing	

Respectfully,

Bill McKennan

Director of Finance

MONTHLY REPORT TO THE CAO

For the Month of July 2018

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Spot graveling	ongoing	Spot graveling on area's that have shown the need.
Line painting	Completed	
Thermoplastic lines	Completed	
Install various culverts	Ongoing	Install or replaced old culverts at various locations.

Projects	Timeline	Comments
Blue Hills New Bridges	ongoing	Tender has been put out. Awarding to happen on August 14 2018.
Placing cold mix on Store Road	Aug 12	
Regraveling Contract	Completed	

Meeting Schedule

- **July 10 -Meet with Environment and Parks**
- **July 18 – Managers meeting**
- **July 25 – NSC audit results**
- **July 25 – Budget reserves workshop**
- **July 26 – Community Services Committee Meeting**

Respectfully,

David Fehr
Director of Operations

MONTHLY REPORT TO THE CAO

For the Month of August 2018

From: Willie Schmidt
Manager of Fleet Maintenance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Vehicle replacement. Chevy had the lowest price quote this year.	80% complete To be completed by august30th	New: 3 director units and 2 new units, 1 of the new units was for an additional position from 2017 Fleet Maintenance Manager. Dispose:4 older units will be disposed in 2018
Oil tank and delivery trailer/tank project	90% complete	Assisting Dave with this project. -setting up a stationary tank with a heater system. -Rig up older fifth wheel trailer with an insulated 800 gal deliver tank.
2 Skid steers replacement Bobcat S-650 Bobcat Of The Peace GP.	100% Completed.	New units are in service, 1 FV and 1 LC. Replaced units were disposed by sealed bid tender. Cost to own; 2011 S750 3850 hrs. cost \$1.42/hr. 2012 S650 3350 hrs. cost \$1.40/hr.
3 Motor Graders Cat 160 AWD from Finning	10% complete First unit to arrive September 1-15 2018	New replacements are prepped and ready for delivery at Finning in Lethbridge AB.They will be replacing our current 2014 units as they hit the 7500hr or 4year.

Projects		Timeline	Comments
Fire truck replacement		Disposing replaced tanker aug 30 2018	Assisting Doug with the required specs. Also disposing old fire units High bid on the 1991 GMC topkick fire tanker unit \$15100.
Fv Shop CVIP Facility and Technician inspector Lic. (Joe Wolfe)		75%complete	1- We are on the list for the facility auditor next trip up. 2- Joe Wolfe FV HD Tech. is now certified to perform CVIP's just waiting on the facility audit for our FV Shop.
NSC Audit on July 24-25 th was completed, Fleet Maintenance part of this audit scored. 29.25% out of 30%		NSC 100% complete Regular maintenance ongoing	Continuous: PM programs, CVIP'S, annual maintenance and also regular service and repairs on our Fleet in all departments.
2018 white goods (fridges,freezers,etc) Freon recovery program		95% complete	All stations except Zama are complete.

Respectfully,

Willie Schmidt
Manager of Fleet Maintenance

REPORT TO CAO

July, 2018

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2018	Roadside spraying is complete, except for spot spraying on Provincial Hwys. The County signed a service agreement with AT to spot spray patches.
ASB Summer Tour	July 10 th -13 th .	The 2018 ASB Summer Tour was hosted by Strathcona County. Highlights of the tour were a Hutterite Colony, Delaney Vet Clinic, Seed Cleaning Plant.
Weed Inspection	2018	To date 13 Weed Notices have been issued. Most are in the Machesis Lake area. Targeted weeds are White Cockle and Canada Thistle. There is a Scentless Chamomile infested area south of Fort Vermilion that the Weed Inspector is dealing with and making progress.
Roadside Mowing	2018	Roadside Mowing commenced on July 10 th . Completion date is August 15 th . All County roads are mowed. Roads north of the Peace River will receive a shoulder cut, roads south of the river will receive a full width cut.
Provincial ASB Conference	January 16 th -19 th .	The 2018 Provincial ASB Conference was held in Grande Prairie. There were a total of 12 resolutions presented. Attendance was very good.
Wolf Bounty	2018	To date there have been 341 wolf carcasses tagged.
County Agricultural Land Leases	2018	The Fidler land lease was awarded to Ernie Driedger for \$75/ac. This is a five year lease. The Fort Vermilion Lagoon hay was awarded to Martin Wiens for \$1,200 per year for three years.
Shelterbelt Program	2018	76 orders were received. A total of 17545 trees. 8665 trees were received. They were

		<p>picked up in Fairview on May 29th and distributed at the Fort Vermilion office. Due to the enormity of the order some species such as Lilacs, Golden Larch and Northwest Poplar were unavailable.</p> <table border="1"> <thead> <tr> <th>Species</th> <th>Amount ordered</th> <th>Amount Received</th> </tr> </thead> <tbody> <tr> <td>White Spruce</td> <td>3135</td> <td>3135</td> </tr> <tr> <td>Lodgepole Pine</td> <td>1140</td> <td>1140</td> </tr> <tr> <td>Blue Spruce</td> <td>2470</td> <td>2470</td> </tr> <tr> <td>Lilac</td> <td>4920</td> <td>0</td> </tr> <tr> <td>Siberian Larch</td> <td>1600</td> <td>1600</td> </tr> <tr> <td>Golden Larch</td> <td>870</td> <td>0</td> </tr> <tr> <td>Northwest Poplar</td> <td>2110</td> <td>0</td> </tr> <tr> <td>Green Ash</td> <td>1300</td> <td>320</td> </tr> <tr> <td>Total</td> <td>17545</td> <td>8665</td> </tr> </tbody> </table>	Species	Amount ordered	Amount Received	White Spruce	3135	3135	Lodgepole Pine	1140	1140	Blue Spruce	2470	2470	Lilac	4920	0	Siberian Larch	1600	1600	Golden Larch	870	0	Northwest Poplar	2110	0	Green Ash	1300	320	Total	17545	8665
Species	Amount ordered	Amount Received																														
White Spruce	3135	3135																														
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Golden Larch	870	0																														
Northwest Poplar	2110	0																														
Green Ash	1300	320																														
Total	17545	8665																														
Water Pumping Program		The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November. As of October 31 st there were a total of 27 rentals.																														
VSI Program	November 03, 2017	I attended the VSI Members meeting and AGM in Peace River on November 3 rd , along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.																														

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .

Buffalo Head/Steephill Flood Control Project	2017	Phase 1 is approximately 80-85% complete. Culvert installation through Rge Rd 16-2 is scheduled to be completed prior to August 31 st .
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Personnel Update:

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Other Comments:

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REPORT TO THE CAO

For the Month of July, 2018

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2018-07-11 Meeting with the RCMP S/Sgt to discuss the clerical support at the La Crete Office.
- 2018-07-12 Asset Management Teleconference
- 2018-07-17 Attended a teleconference with Northern Lights Gas Co-op regarding the Tall Cree/La Crete Natural Gas Pipeline.
- 2018-07-18 Managers Meeting
- 2018-07-19 Attended the CAO Secretariat Meeting in High Level
- 2018-07-23 Attended Clerk training for the Subdivision & Development Appeal Board in Edmonton
- 2018-07-24 Budget Reserves Workshop with Council
- 2018-07-25 Council Meeting
- 2018-07-26 Agricultural Appeal Board Hearing
- 2018-07-30 – 2018-08-06 Vacation
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, etc.
- Prepared and distributed the agenda for the Tri-Council Meeting
- Prepared for and held the appeal hearing for the Agricultural Appeal Board scheduled for July 26, 2018.
- Prepared for the appeal hearing for the Subdivision & Development Appeal Board hearing scheduled for August 8, 2018.

Bylaws/Policies/Reports/Publications:

- Procedural Bylaw – update with additional guidelines for delegations and public hearings (in progress for review at the next organizational meeting)
- Drug & Alcohol Policy – policy has been drafted and will be reviewed by the Management Team prior to presenting to Council.

Human Resources:

- Continuing to work on developing a formal procedure for a modified work program for review by the management team and the Health & Safety Committee. A modified work program has been in place, however no formal written procedure exists. Policy and procedure will be reviewed by the Management Team prior to presenting to Council.
- Drafting of a Drug & Alcohol Policy is in progress. Once reviewed by the Management Team it will go to Council for review and approval.

- Larissa Alook returned from her maternity leave on August 1, 2018.

Records Management:

- Administrative staff training session will be held in the near future to provide an update on the recently approved Bylaw and policies relating to the management of corporate records.

Assessment Appeals:

- Answered several calls regarding the appeals process, etc.
- Deadline for assessment appeals was Monday, July 23, 2018.
- 10 appeals were received for the Local Assessment Review Board (5 of which have been withdrawn to date) and 3 appeals were received for the Composite Assessment Review Board.
- Currently in the process of scheduling hearing dates.

Subdivision & Development Appeals:

- A development appeal was received on Friday, July 13, 2018.
- Hearing was held on August 8, 2018 and a copy of the Board's Decision can be found in the Council Committee Reports section of the agenda package.

Finance:

- Assisting the Finance department during the Director vacancy period.
- Working on preparing a policy and bylaw for non-profit property tax exemptions.

Events:

- The 10th annual Mackenzie Regional Charity Golf Tournament held on June 20, 2018. Continue to work on completing the financial reconciliation.
- Minutes of the annual ratepayer meetings will be presented at the August Committee of the Whole Meeting.

Other:

- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

August 7, 2018

Lenard Racher, CAO
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Sir:

Re: Subdivision and Development Appeal Board Clerk Training

On behalf of Reynolds Mirth Richards & Farmer LLP and ISL Engineering and Land Services Ltd., I confirm that on July 23, 2018, Carol Gabriel successfully completed the Subdivision and Development Appeal Board Clerk Training in accordance with the requirements of the *Municipal Government Act* and the Subdivision and Development Appeal Board Regulation.

If you have any questions or concerns regarding the above, please contact the writer.

Yours truly,

REYNOLDS MIRTH RICHARDS & FARMER LLP

PER:



DAINA J. YOUNG
DJY/mln
cc. cgabriel@mackenziecounty.com

MONTHLY REPORT TO THE CAO

Month of July, 2018

From: Chelsea Doi
Municipal Intern

Meetings	Ratepayer Meetings	2018-06-11 2018-06-12 2018-06-13 2018-06-14 2018-06-18
	Meeting with directors to discuss RSSA	2018-06-18
	Committee of the Whole Meeting	2018-06-26
	Council Meeting	2018-06-27
	Meeting with internship coordinators	2018-06-28
	Managers Meeting	2018-07-18
	CAO Secretariat Lunch	2018-07-19
	Budget Reserves Workshop	2018-07-24
	Council Meeting	2018-07-25
	NWSAR Meeting	2018-08-01
	Tri-Council Meeting	2018-08-01
	Training/Seminars/ Courses	Indigenous Canada course – focus on colonialism, the fur trade, legal systems and governance, rights and treaties
Investing in Canada webinar – highlighted infrastructure priorities, budget plans, cost sharing between governments		2018-06-28
FOIP: Focus on Privacy course		Completed 2018-07-05

Changes to Alberta's Employment Standards webinar – including various types of leaves, minimum wage, overtime, vacation pay, holiday pay, etc. 2018-07-17

Introduction to Communication Science course – focus on history, media, various theories, globalization Completed 2018-07-17

Projects

- Amending the Citizen Engagement Policy to be replaced by the Public Participation Policy
- Creating a Public Notification Bylaw as per Section 606.1(1) of the MGA
- Creating a Medical Marijuana Policy
- Reformatting Offers of Modified Work Duties



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	TENDERS Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work

BACKGROUND / PROPOSAL:

Administration had WSP prepare and advertise the 'Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work'. Submissions were due at Fort Vermilion County office August 13, 2018 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2018 Capital Budget, total of \$945,211

SUSTAINABILITY PLAN:

COMMUNICATION:

Successful bidder will be notified.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work Tenders – Envelope #1 be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That administration review the Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work Tenders – Envelope 1 submissions for qualification prior to opening Envelope #2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work Tenders be returned to the senders without opening Envelope #2.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That the Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work Tenders - Envelope #2 be opened for the qualified bidders.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work contract be awarded to the lowest bidder while staying within budget.

Author: S Wheeler Reviewed by: _____ CAO: _____

CARRIED

OPTIONS & BENEFITS:

New development is always encouraged in the hamlets, and this proposed development meets the land use regulations aside from sitting on the current property line. The Planning Department has no issues or concerns with this proposal to consolidate the two lots.

Consolidation of lots can be completed by Bylaw or by registration of a consolidation plan. The applicant chose the bylaw option as it is less costly and time consuming.

COSTS & SOURCE OF FUNDING:

All cost the responsibility of the applicant.

SUSTAINABILITY PLAN:

The Sustainability Plan does not address plan cancellations and consolidations in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw will be advertised as per Municipal Government Act requirements as well as all adjacent landowners.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1108-18, being a Plan Cancellation Bylaw to cancel and consolidate Plan 842 0527, Block 1, Lots 11A and 12A into one lot.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1108-18, being a Plan Cancellation Bylaw to cancel and consolidate Plan 842 0527, Block 1, Lots 11A and 12A into one lot.

Author: K. Darling Reviewed by: C. Smith CAO:

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1108-18

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1108-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A PLAN CANCELATION AND CONSOLIDATION
IN ACCORDANCE WITH SECTION 658 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Vincent Alook, being the registered owner of Plan 842 0527, Block 1, Lots 11A and 12A, has requested that the lands be consolidated; and

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

1. That Subdivision Plan 842 0527, Block 1, Lots 11A and 12A as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 24.

READ a first time this 25th day of July, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1108-18

SCHEDULE "A"



Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1109-18

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1109-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD REGULATION TO SECTION 8 AND TO ADD REGULATION TO SECTION
9.34, SECTION 9.16.9 AND TO CORRECT TYPOGRAPHICAL ERRORS FOUND IN
SECTION 9.17.3, SECTION 9.19.3 AND TO ADD TARP SHELTERS AS A
PERMITTED USE IN THE AGRICULTURAL (A) AND FORESTRY (F) ZONING
DISTRICTS.

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 add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts, subject to public hearing input.

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

1. That Mackenzie County Land Use Bylaw Section 8.24 Fences be amended with the following addition:

8.24.5 In a HAMLET, no person shall maintain or permit to be maintained a fence comprised of barbed or tension wire.

2. That the Mackenzie County Land Use Bylaw Section 9.1.2 Agriculture (A) district be amended with the following addition:

Permitted Uses	Discretionary Uses
ACCESSORY BUILDING	ABATTOIR
APIARY	AGGREGATE RESOURCE EXTRACTION

Permitted Uses	Discretionary Uses
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	AGGREGATE RESOURCE PROCESSING
BED AND BREAKFAST BUSINESS	AGRICULTURAL SUPPLY DEPOT
BUNKHOUSE	AUCTION FACILITY
CABIN	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR
CONTRACTOR, LIMITED	BULK FUEL STORAGE AND DISTRIBUTION
DUGOUT	CEMETERY
DWELLING - SINGLE FAMILY	COMMUNICATION TOWER
DWELLING UNIT	CONFINED FEEDING OPERATION
EXTENSIVE AGRICULTURE	CONTRACTOR, GENERAL
FARM SUBSIDIARY BUSINESS	DAY CARE FACILITY
GARAGE - ATTACHED	DAY CARE HOME
GARAGE - DETACHED	ENVIRO - TANK
GARDEN SUITE	INDUSTRIAL CAMP
HOME BASED BUSINESS MEDIUM	INSTITUTIONAL USE
HOME BASED BUSINESS MINOR	INTENSIVE RECREATIONAL USE
INTENSIVE AGRICULTURE 1	KENNEL
INTENSIVE AGRICULTURE 2	NATURAL RESOURCE EXTRACTION
MANUFACTURED HOME - MOBILE	OWNER/OPERATOR BUSINESS
MANUFACTURED HOME - MODULAR	PLACE OF WORSHIP
SHIPPING CONTAINER	PRESSURE VESSEL STORAGE
SHOP – COMMERCIAL	PUBLIC UTILITY
SHOP – FARM	RESIDENTIAL SALES CENTRE
SHOP – PERSONAL	SALVAGE YARD

Permitted Uses	Discretionary Uses
TARP SHELTER	SECONDARY SUITE
TOURIST HOME	SOLAR FARM
YARD SITE DEVELOPMENT	TEMPORARY/PORTABLE UNIT
	VETERINARY CLINIC
	WASTE MANAGEMENT
	WASTE TRANSFER STATION

3. That the Mackenzie County Land Use Bylaw Section 9.2.2 Forestry (F) district be amended with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	CAMPGROUND, MAJOR
CABIN	CAMPGROUND, MINOR
COMMUNICATION TOWER	COMMUNITY PASTURE
DUGOUT	EMERGENCY SERVICES FACILITY
FOREST BASED INDUSTRY	EXTENSIVE RECREATIONAL USE
GOVERNMENT SERVICE	NATURAL RESOURCE EXTRACTION
INDUSTRIAL CAMP	NATURAL RESOURCE PROCESSING
SHIPPING CONTAINER	RECREATIONAL SERVICE, OUTDOOR
TARP SHELTER	TEMPORARY/PORTABLE UNIT
WOODLOT MANAGEMENT	

4. That the Mackenzie County Land Use Bylaw Section 9.3.4 Country Residential 1 (RCR1) Additional Regulations be amended with the following addition:

9.3.11 Within the Hamlet Country Residential (RCR1) district a SHOP – PERSONAL shall have a maximum building:

- a. Area of 223.0m² (2400.0ft²); and
 - b. Height of 6.1m (20.0ft).
5. That the Mackenzie County Land Use Bylaw Section 9.16 Hamlet Country Residential Additional Regulations be amended with the following addition:
- 9.16.9 Within the Hamlet Country Residential (HCR) district a SHOP – PERSONAL shall have a maximum building:
- a. Area of 223.0m² (2400.0ft²); and
 - b. Height of 6.1m (20.0ft).
6. That the Mackenzie County Land Use Bylaw Section 9.17.3 Hamlet Residential 1 (H-R1) Regulations be amended to:
- 9.17.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Max. Lot Area	
Min. Lot Dimensions	
Width	16.8m (55.0ft)
Depth	33.5m (110.0ft)
Min. Setback	
Yard – Front	7.6m (25.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing

7. That the Mackenzie County Land Use Bylaw Section 9.19.3 Hamlet Residential 1B (H-R1B) Regulations be amended to:

Regulation	Standard
Min. Lot Dimensions	
Width	16.8m (55.0ft)
Depth	30.5m (100.0ft)
Min. Setback	
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing
Required. Setback	
Yard – Front	7.6m (25.0ft)

READ a first time this 25th day of July, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
 Reeve

Len Racher
 Chief Administrative Officer

Current Agreement with the RCMP as identified in the Letter of Understanding dated January 10, 2017:

- Mackenzie County pays wages up to 37.50 hours per week (not eligible for overtime)
- The RCMP covers all costs for travel and training required
- Clerical services are provided 3 days a week in La Crete and 2 days a week in Fort Vermilion
- RCMP provides daily supervision of the clerical position
- Hours of Work are 9 am – 5 pm
- Identified on the Organizational Chart as an arm's length position

Proposed Agreement (similar to 2011 position):

- Mackenzie County Out of Scope Position – identified on the Organizational Chart as a municipal position
- Supervised by the Director of Community Services
- Clerical services to be provided 5 days a week in La Crete
- Hours of Work – 8:15 am – 4:30 pm (same as the normal office hours)
- Position would be eligible for overtime and benefits
- Training requirements to be cost shared with the RCMP

Services would continue to be offered by the Clerical Support Position to the:

- RCMP
- RCMP Enhanced Positions
- Municipal Peace Officer
- Front Desk Customer Service to Ratepayers for RCMP Services, etc.

OPTIONS & BENEFITS:

Option1

Continue with the current Letter of Understanding with the RCMP with an expiry date of December 31, 2019. Hiring for this position may be challenging for the short-term period unless Council extends the date.

Option 2

Return to the 2011 scenario of having a municipally employed position located at the La Crete office 5 days a week in order to provide a more stable and consistent service.

COSTS & SOURCE OF FUNDING:

Funds for the clerical support position would come from the Operating budget.

Salary Range - \$40,414 - \$55,571 per annum

Author: C. Gabriel Reviewed by: D. Munn, L. Racher CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION:

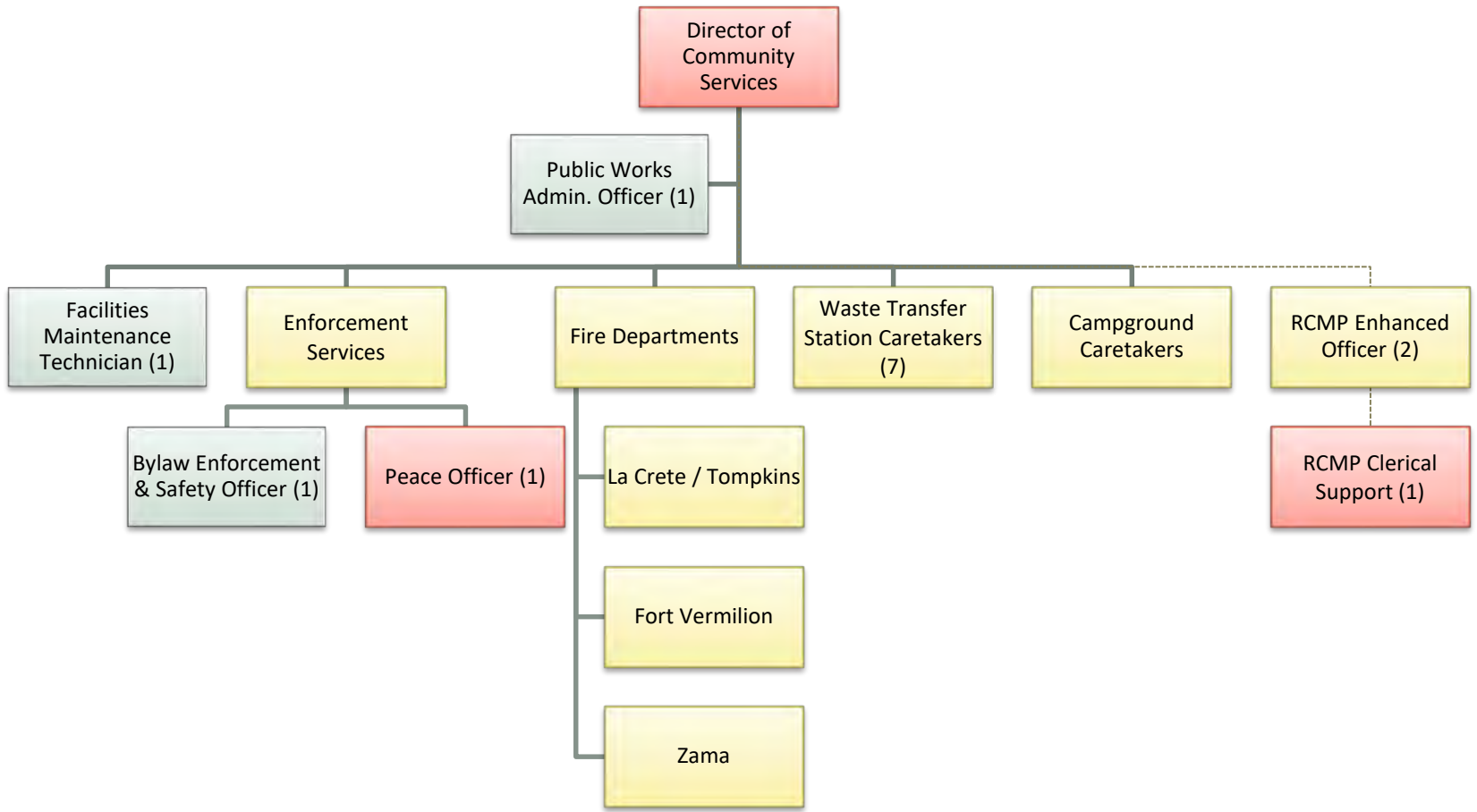
RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the RCMP Clerical Support position be approved and added to the Organizational Chart as an Out of Scope Position and that administration be authorized to enter into a new Letter of Understanding with the RCMP as presented.

Author: C. Gabriel **Reviewed by:** D. Munn, L. Racher **CAO:** _____

Community Services



Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Mackenzie County Library Board – Blue Hills Library Services Extension

BACKGROUND / PROPOSAL:

The Mackenzie County Library Board is proposing a satellite library in the Blue Hills area in partnership with local enterprise. It would be an extension of services provided under the La Crete Library Society.

See attached letter for further details. Deputy Reeve Wardley and Councillor Driedger will provide additional information as members of the Mackenzie County Library Board.

The Mackenzie County Library Board is requesting the following from the County:

1. That Mackenzie County endorses the satellite library in Blue Hills.
2. That Mackenzie County endorses a yearly operational increase to the Mackenzie County Library Board of \$15,000 to cover the additional costs of the Blue Hills Satellite Library.
3. That Mackenzie County approves the Mackenzie County Library Board request of half of the initial start-up costs of the Blue Hills Satellite Library in the amount of \$4,200.

OPTIONS & BENEFITS:

To increase access to library services in the municipality.

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

COSTS & SOURCE OF FUNDING:

General Operating Reserve
Operating Costs - \$15,000
Startup Costs - \$4,200

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County supports the proposed Blue Hills Satellite Library.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$15,000 to the Mackenzie County Library Board budget for the yearly operational costs for the Blue Hills Satellite Library with funding coming from the General Operating Reserve.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include \$4,200 for half of the startup costs of the Blue Hills Satellite Library with funding coming from the General Operating.

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



Mackenzie County Library Board

MISSION STATEMENT: *To enrich lives and communities through universal access to knowledge, lifelong learning and literacy.*

VISION STATEMENT: *To develop strong libraries, that are dynamic community destinations for knowledge, inspiration, innovation and cultural awareness.*

C/o Box 640 Fort Vermilion, AB T0H 1N0 www.mclboard.com

August, 2018

Proposal: Blue Hills Library Services Extension

Preamble:

Within the 2016 Update of the MCLB Plan of Service, it was identified that the need for additional outreach/satellite services in the Blue Hills area was evident. Since then the La Crete Library and the MCLB has moved forward with research, a local survey and preliminary plans to address offering greater services to the community, while keeping the start-up and continuing costs in mind.

The MCLB operates three libraries, with regional and electronic services and programs in cooperation with our three non-profit Societies for much the same as some other municipalities operate one library. We have seen very little increases over the past few years, as we know the financial wellbeing within the County. We are incredibly fortunate that our 'team' made up of Board, Societies and Staff, are such strong advocates for Libraries and we have created a welcoming atmosphere that is in tune with and has the support of our communities and are always mindful of budgetary constraints.

We are proposing a satellite library in the Blue Hills area in partnership with local enterprise; it will be an extension of the services provided under the La Crete Library Society.

The MCLB is requesting:

1. That Mackenzie County endorses the satellite library in Blue Hills.
2. That Mackenzie County endorses a yearly operational increase to the MCLB of \$15,000 to cover the additional costs of the Blue Hills Satellite Library.
3. That Mackenzie County approves the MCLB request of half of the initial start-up costs of the Blue Hills Satellite Library in the amount of \$4,200.00.
- 4.

The library would be located in a space within the Blue Hills Motel, the space would be under a lease with the facility and would cover all utilities, internet and access. The Library would have

its own library code, and library cards and computer(s) for admin processing and internet use. Would have a small in-house collection, and inter-library loan capabilities from our MCLC libraries. Weekly courier service to and from La Crete with La Crete Library staff. As with all our other libraries, volunteers will be relied on for providing some of the services, and for book donations and the like. For ease of administration budgeting and reporting it would be an add-on service under the La Crete Library Society, similar to other outreach provided by the La Crete Library.

We sincerely hope that Mackenzie County Council can see the value of expanding our library services and can find the funds necessary to move forward with this in their current budget as well as secure the additional funding request for the years to come!

Following is listed a) the start-up cost of the proposed library, and b) the on-going budgeted costs for the next five years.

A) One start-up	COST
Computer – Insignia / staff use	\$800.00
Computer – patron use	\$800.00
Printer and Monitors x 2	\$1000.00
Book Barcode Scanner - corded	\$350.00
Cases for ferrying books	\$100.00
Shelving	\$5000.00
Library Supplies	150.00
Incidentals	\$200.00
Insignia set up and electronic set up	n/c
TOTAL	\$8,400.00
Mackenzie County Request ½ start up	\$4,200.00
MCLB ½ start up	\$4,200.00
B) On-going per year (1st 5 years)	COST
Rent @ \$300.00 per month	\$3600.00
Wages @ \$20 per hr X 8 per week X 52 weeks	\$8320.00
Mileage @ \$50.00 per month	\$600.00
Book Purchasing per year	\$1000.00
Paper for printer – per box X2	\$100.00
Barcode – pre-printed per 1000	\$32.00
Barcode protectors per 1000	\$53.00
Laminate for 75 books X2	\$60.00
Book Protection Tape X2	\$60.00
Additional Insurance (contents & liability)	\$750.00
Misc. Administration / Overhead Expense	\$425.00
TOTAL cost per year	\$15,000.00



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	17th North American Caribou Workshop

BACKGROUND / PROPOSAL:

Deputy Reeve Wardley and Councillor Jorgensen have requested to attend the 17th North American Caribou Workshop being held October 29 – November 2, 2018 in Ottawa, ON.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

General Operating Budget
Registration - \$475.00
Plus travel, accommodations, and honorariums.

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Deputy Reeve Wardley and Councillor Jorgensen be authorized to attend the 17th North American Caribou Workshop being held October 29 – November 2, 2018 in Ottawa, ON.

Author: _____ Reviewed by: _____ CAO: _____



17th NORTH AMERICAN
CARIBOU WORKSHOP
2018
Ottawa



Photo courtesy of Great Canadian Arctic Adventures / © Barry Girard

Connect with people from across North America who are involved in caribou research, monitoring, management, conservation and habitat restoration.

17th NORTH AMERICAN CARIBOU WORKSHOP **October 29 – November 2, 2018**

OTTAWA, ON CANADA

Theme | Working Together

- Translating Knowledge into Action
- Strengthening Livelihoods and Futures
- Finding Innovative Solutions

www.nacw2018.ca



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NACW 2018

Environment and Climate Change Canada, in partnership with Natural Resources Canada and a diverse group of non-governmental organizations, is leading the organization of the 17th North American Caribou Workshop (NACW 2018) which will be held in Ottawa, Canada from October 29 – November 2, 2018.

The NACW consistently attracts a diverse range of participants from academia, government, Indigenous communities, non-governmental organizations, environmental consulting firms and forestry, energy and infrastructure sectors, to be at the forefront of caribou management, conservation and recovery initiatives and effort.

NACW 2018: "Working Together"

Scientific and traditional knowledge have well established that most caribou populations are experiencing declines across North America. Caribou is an iconic species and holds a special significance for all North Americans – its status concerns us all. In order to improve the likelihood of long-term persistence of this remarkably diverse species, an unprecedented level of commitment, collaboration and cooperation among groups involved in the conservation of caribou is required. Working together is of the utmost importance.

Under the unifying theme of “Working Together”, the conference will serve as a forum for knowledge-sharing and learning, providing opportunities for the expansion of networks and the fostering of new collaborations. Conference sessions and activities will contextualize how current collaborative caribou conservation, management and recovery efforts are helping to:

Translate Knowledge into Action

Incorporating Indigenous Traditional Knowledge and scientific information into current caribou recovery and management efforts and into effective policies.

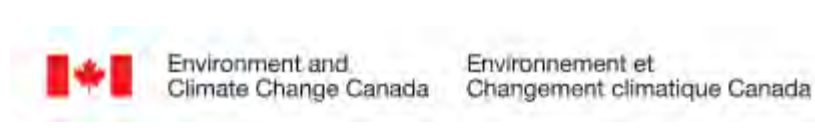
Strengthen Livelihoods and Futures

Considering cultural links to caribou as well as socio-economic factors in recovery efforts and the resulting impacts on the people, communities and caribou conservation.

Find Innovative Solutions

Looking beyond the challenges and causes of population declines to generate new research that supports timely and appropriate on-the-ground solutions.

Our Partners





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Changement climatique Canada



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Canada

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FOREST INDUSTRIES INC



FPAC.ca
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RICC | Regional Industry
Caribou Collaboration



SFI-00001



Advanced Telemetry | Lotek | Millar Western | Northern Bioscience | Vectronic Aerospace GmbH

Contact Us

LOGISTIC INFORMATION | D. R. Dunlop & Associates, Inc. | dunlopdr@rogers.com

REGISTRATION | [Click Here for Information About and to Register](#)

ALL OTHER INQUIRIES | info@nacw2018.ca

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Connect With Us





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	2018 AUMA Convention

BACKGROUND / PROPOSAL:

The 2018 AUMA Convention is being held September 26 – 28, 2018 in Red Deer, Alberta.

Please note that this conference is being held at the same time as the Alberta Forest Products Association (AFPA) Conference in Jasper, Alberta. The following Councillors have been approved for attendance at the AFPA Conference:

- Reeve Braun
- Deputy Reeve Wardley
- Councillor Knelsen
- Councillor Jorgensen
- Councillor Cardinal
- Councillor A. Peters

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2018 Budget includes attendance for two Councillors.

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be authorized to attend the 2018 AUMA Convention is being held September 26 – 28, 2018 in Red Deer, Alberta.

1. _____
2. _____

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

2018 AUMA CONVENTION & AMSC TRADE SHOW AGENDA*
September 26-28, 2018
Westerner Park
Red Deer, Alberta

Tuesday, September 25

7:30 am - 6:00 pm	Registration
7:30 am - 8:30 am	Continental Breakfast - Pre-Convention
8:30 am - 3:30 pm	Pre-Convention Session (separate registration required)
3:30 pm - 4:30 pm	Networking Event For First Time Convention Attendees

Wednesday, September 26

7:00 am - 4:00 pm	Registration
7:00 am - 8:00 am	Hot Buffet Breakfast
8:00 am	Morning Announcements
8:30 am - 9:45 am	Board and Committee Reports (concurrent)
10:00 am - 11:30 am	CAO/CFO Session
10:15 am - 11:30 am	Board and Committee Reports (concurrent)
11:30 am - 12:15 pm	Buffet Lunch
12:30 am - 2:15 pm	Opening Ceremonies, Keynote Speaker Melissa Arnot, AUMA Awards
2:15 pm - 3:00 pm	Resolutions (Part 1)
3:00 pm - 5:30 pm	Trade Show Opens: AMSC Trade Show Dessert Reception
4:30 pm - 6:00 pm	Municipal Affairs Reception
After 6:00 pm	Sponsors' Networking Events

Thursday, September 27

7:00 am - 4:00 pm	Registration
7:00 am - 8:00 am	Hot Buffet Breakfast
8:00 am - 9:00 am	Education Sessions (concurrent)
9:00 am - 2:00 pm	Day 2: Trade Show Open CAO POWER HOUR – 8:00 am to 9:00 am
9:15 am - 9:30 am	Address from the Minister of Municipal Affairs
9:30 am - 10:30 am	Dialogue Session with Provincial Ministers <ul style="list-style-type: none"> • Minister panel to be confirmed
10:30 am - 11:30 am	Dialogue Session with Provincial Ministers <ul style="list-style-type: none"> • Minister panel to be confirmed
11:35 am - 11:55 am	Address from the Premier (to be confirmed)
12:00 pm – 2:00 pm	Trade Show Buffet Lunch & Prize Draws
2:15 pm – 3:15 pm	Education Session #2 (concurrent)
3:30 pm – 4:30 pm	Thursday Keynote address – Doug Griffiths
After 6:00 pm	Sponsors' Networking Events
7:00 pm – 11:00 pm	A Red Deer Affair – host city night (ticketed event)

Friday, September 28

7:00 am - 8:00 am	Hot Buffet Breakfast
7:40 am - 8:05 am	Opposition Party Leader (to be confirmed)
8:10 am - 8:30 am	Speaking to be announced
8:30 am - 8:40 am	Update from FCM
8:40 am - 9:30 am	<ul style="list-style-type: none"> • AUMA Annual General Meeting • Member Priorities Survey
9:30 am	<ul style="list-style-type: none"> • Election of AUMA Directors • Election of AUMA Vice Presidents • Resolutions – Part 2 • Introduction of 2018-19 Board of Directors
11:00 am	<ul style="list-style-type: none"> • Closing Entertainment – Adam Grove of <i>Cash Cab</i> • PRIZE DRAWS!
12:00 pm	Box Lunch to Go – See you in Edmonton in 2019!

***PLEASE NOTE: AGENDA IS SUBJECT TO CHANGE**

Below is a list of the concurrent Board & Committee report sessions, and the concurrent Education session topics. AUMA is working to schedule them based on the responses given during the registration process.

BOARD AND COMMITTEE REPORT TOPICS

- Sustainability and Environment: Focusing on recycling and waste stewardship
- Infrastructure and Energy: Where's the steering wheel: Autonomous Vehicles are here
- Small Communities: Municipal Rights-of-way
- Audit and Finance: Risk Management
- Safe and Healthy Communities: Opioids
- Municipal Governance: In the Red Zone: What the upcoming provincial election means for municipalities
- Executive Committee: Advocacy

EDUCATION REPORT TOPICS

- Social Media Tactics for dealing with online anger and conflict
- AHS: A Road Map to Alberta's Health
- Cyber Security
- Central Alberta Economic Partnership: The benefits of collaboration
- Alberta's Ombudsman
- Transformative Collaboration for Unstoppable Communities
- Integrated Project Delivery - What is it and how can you benefit



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Letter of Support – Physician Recruitment

BACKGROUND / PROPOSAL:

Please refer to the attached letter sent to Reeve Braun from Joyce Fehr requesting a letter of support for recruiting doctors to our region.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That a letter of support be sent to the Minister of Health, Alberta Health Services and the True North Health Advisory Council advocating for additional physician resources to our region and the review of financial compensation for Rural Remote Northern doctors.

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

From: [Peter F. Braun](#)
To: [Carol Gabriel](#)
Subject: Fwd: Health Concerns
Date: July 25, 2018 2:18:31 PM

Carol can you add this to the next council agenda to get a letter out as suggested.

Peter F Braun
Reeve
Mackenzie County
780-926-6238

Begin forwarded message:

From: Joyce Fehr <joycefehr@me.com>
Date: July 25, 2018 at 1:34:32 PM MDT
To: "Peter F. Braun" <peter@mackenziecounty.com>, Larry Neufeld
<admin@lacretechamber.com>
Subject: Health Concerns

Peter and Larry
Thanks for joining me for a short conversation on recruiting doctors to this area.

A letter from your organization, on company letterhead, would be a tremendous support! I will acknowledge there are likely not doctors in the waiting just to come, however some enticement and encouragement on behalf of AHS, AHW, MOH etc would not be of harm.

As I mentioned the other afternoon, I was part of a private clinic that opened in LC in 2010. in the past 8 years we have had an average of 300+ births each year. This means that we now have about 2400 more children under the age of 8. This alone could keep one doctor busy all year. Add the prenatal visits for the 375 moms and it is understandable that our doctors are feeling overwhelmed and tired. And along with us, they too get older every year! We are soon headed for a crisis on this side of the river (FV and LC). We do not have enough doctors for one to get sick, leave for an emergency etc without it having a huge impact on the two communities.

In addition to the increasing population, FV has been without a permanent resident doctor since the passing of Dr Van Netten. This means that services offered at STGH are in continual decline and the best example of that is the birthing. It is understandable that without a full time physician on site, services cannot be increased. We need AHS to help change this, by what ever means possible!!

Lastly we need the government to look seriously at the financial compensation for "rural remote northern - RRN" doctors. Currently a doctor working in Grande Prairie (which has several airlines flying in on a daily basis) receives the same compensation annually for "RRN" as one in La Crete or Fort Vermilion - which

has NO airline, and any travel entails a days drive to access an airport for flights. This HAS to change if AHS is going to live up to their commitment of 'health care access for all Albertans.'

Some of the folks that need to receive this are:

Dr Heinrich Brussow - "Brussow Dr. Heinrich"

<Heinrich.Brussow@albertahealthservices.ca>

Dr Brian Muir - Brian.Muir@albertahealthservices.ca

Greg Cummings- Chief Zone Officer -

Greg.Cummings@albertahealthservices.ca

True North Health Advisory Council - Shannon

Gallant<Shannon.Gallant@albertahealthservices.ca>Mike

Osborn<osborn@cfnwa.ab.ca>

Minister of Health

Susan Smith - Physician Resource Planner - Susan

Smith<Susan.Smith3@albertahealthservices.ca>

Best Regards and best of Luck!!

Joyce Fehr

J-Corp Management & Billing Solutions

joycefehr@me.com

PH: 780.247.3865

FAX: 780.669.7909

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Alberta Economic Development & Trade – Assistant Deputy Minister Visit

BACKGROUND / PROPOSAL:

Administration received an email advising that the Alberta Economic Development & Trade Assistant Deputy Minister, Michele Evans, will be in the area for the High Level REDI Annual General Meeting in October. They are requesting a meeting with Council on October 16, 2018 from 2 – 3 pm to discuss our economic development initiatives, future projects, and concerns.

A copy of the email is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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

From: Kamie Currie
To: [Len Racher](#)
Subject: ADM visit - October 16th
Date: July 26, 2018 8:57:11 AM

Good morning Len,

I hope this message finds you well and that you are enjoying your summer. Our Assistant Deputy Minister, Michele Evans, will be coming up to High Level for REDI's AGM on the evening of October 16th. Since she will be flying in at noon that day, I would like to schedule a meeting with you, Byron and your council to discuss your economic development initiatives/future projects/ concerns with her. We would be able to come to your office in Fort Vermilion.

Please let me know if a meeting would work on October 16th from 2-3pm.

Thank you.

Kamie Currie

Manager, NW Region

Regional Economic Development Services

Alberta Economic Development & Trade

Office: 780-538-5636

Cell/Text: 780-296-4986

Email: kamie.currie@gov.ab.ca

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Fire Permit Season

BACKGROUND / PROPOSAL:

Council passed the following motion on June 12, 2018:

MOTION 18-06-421

MOVED by Councillor Bateman

That a letter be sent to Alberta Agriculture and Forestry requesting to pull back the permit requirement date to October 1st at the discretion of the Upper Hay Wildfire Management Area.

Administration sent a letter to Alberta Agriculture and Forestry on June 1, 2018 and the attached reply was received recently. Should Council wish to pursue the idea of changing the fire season, and now that their administrative branch has been contacted with this request it would be appropriate to send a letter to the Minister with a similar request. The letter to the minister should provide reasoning for the change in dates.

OPTIONS & BENEFITS:

1. Accept the letter as information.
2. Send a letter to the Minister of Agriculture and Forestry requesting to pull back the permit requirements date to October 1 at the discretion of the Upper Hay Wildfire Management Area.

COSTS & SOURCE OF FUNDING:

Author: D Munn, Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a letter be sent to the Minister of Agriculture and Forestry requesting to pull back the permit requirements date to October 1st at the discretion of the Upper Hay Wildfire Management Area.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone: 780.927.3718 Fax: 780.927.4266
www.mackenziecounty.com

June 1, 2018

Kevin Hunt
Wildfire Technologist
Alberta Agriculture and Forestry
High Level WMA
780-841-9528

Dear Kevin:

Subject: Permit Requirement Season

At Mackenzie County Council meeting yesterday the following motion was carried:

MOTION 18-06-421

MOVED by Councillor Bateman

That a letter be sent to Alberta Agriculture and Forestry requesting to pull back the permit requirement date to October 1st at the discretion of the Upper Hay Wildfire Management Area.

CARRIED UNANIMOUSLY

The County would appreciate if you would consider this request for this and subsequent years. Thank you for your consideration.

Sincerely,

Doug Munn
Director of Community Services

July 20, 2018

Mackenzie County
P.O. Box 640
Fort Vermilion, AB. T0H 1N0

Attention: Doug Munn
Director of Community Services

Subject: Permit Requirement Season

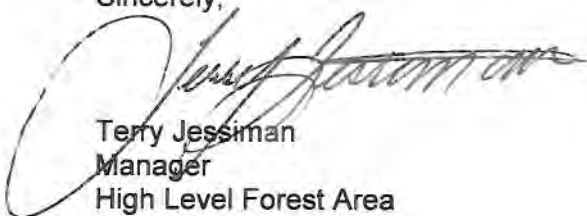
We have reviewed the request to end the fire permit requirement on October 1 as stated in your letter to Kevin Hunt dated June 1, 2018.

Under the Forest and Prairie Protection Act fire permits are required during the fire season, which currently ends October 31. The only way to end the fire permit requirement is for the Minister to end fire season.

Fire season has been set based on potential fire danger. Historical weather and fire data show that wildfires can and do occur in October. Fine fuels such as grass are cured and the weather can still be warm, dry and windy. The requirement for fire permits allows us to assess the burn site and work with the farmer so the burn can be conducted with minimal chance of escape.

If you have further questions please call Michelle Shesterniak at 780-926-5432.

Sincerely,



Terry Jessiman
Manager
High Level Forest Area

Cc: Patrick Loewen,
Director of Wildfire Prevention



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee – Terms of Reference

BACKGROUND / PROPOSAL:

The Community Services Committee passed the following motion in May 2018:

MOTION CS-18-05-044 MOVED by Councillor Cardinal

That the Community Services Committee recommends the following amendments to the Council Committee Terms of Reference: to add, Peace Officer to General Responsibilities and to the Review of all Bylaws/Documents relating to: and to add the In-camera policy.

CARRIED

Upon review of the existing Terms of Reference of all committees administration did not find a reference to the Peace Officer program so there would be no duplication if this change were to be approved. Also, the Community Services Committee has the responsibility of Bylaw Enforcement so it seems a good fit.

Administration is not recommending that the “in-camera” policy be added to the Terms of Reference for this committee as this would potentially cause problems if the policy required a modification. To be consistent all Terms of Reference for all committees would need to be amended. If Council decides to proceed on this recommendation then administration is requesting further direction.

OPTIONS & BENEFITS:

Attached is a modified version of the Community Services Committee Terms of Reference that adds the Peace Officer services.

Author: D Munn, **Reviewed by:** _____ **CAO:** _____

Options are:

1. Approve the amended Community Services Committee Terms of Reference as presented.
2. Approve the amended Community Services Committee Terms of Reference as amended by Council. [and state the changes]
3. Move to amend the Terms of Reference as presented and DEFEAT the motion.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee Terms of Reference be amended as presented.

Author: _____ Reviewed by: _____ CAO: _____

COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE

Purpose:

To provide recommendations to Council determining the levels of service at existing and future recreational facilities; to liaison with local Recreation Boards and Family and Community Support Services groups: to provide recommendations to Council on Bylaw enforcement issues

Committee Structure:

The membership of the Committee will be comprised of the following:

- Reeve – Ex-officio (voting member)
- Four members of Council
 - Fort Vermilion – at least one member from either Ward 6, 7 or 8
 - La Crete – at least one member from Ward 1, 2, 3, 4 or 5
 - Zama – at least one member from Ward 9 or 10
 - One Council member at large
- Chief Administrative Officer or designate
- Director of Operations
- Director of Community Services
- Zama Site Manager
- Other resources as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

Quorum:

Any three Councillors present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

The Committee shall appoint 1 member to each local Recreation Board and FCSS Organization from within its membership.

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall:

- Review and recommend service levels for municipal recreational facilities;
- Review and recommend priorities for improvement to existing and development of new recreational facilities, including multi-year forecast;
- Give consideration to how recreational facilities within Mackenzie County promote tourism in the region;
- Review and recommend policies and bylaws relating to;
- Review and recommend improvements to operating agreements with the local Recreation Boards for the municipally owned recreational facilities;
- Liaison with the local Recreation Boards with aim to enhance programs and services at municipal facilities, including participation in their local regular meetings;
- Review annual Family and Community Support Services reports and liaison with the local FCSS groups with aim to enhance programs and services, including participation in their local regular meetings;
- Develop and maintain a public information program related to available recreational and social services opportunities.
- Liaison with other non-profit organizations (ie. La Crete Ferry Campground).
- Review provincial lease agreements (ie. Machesis, etc.)
- Review and recommend solutions on Bylaw enforcement issues (ie. Dog Complaints)
- Review and recommend Fire & Rescue Services
- [Review and recommend Peace Officer Services](#)

Responsible for review of all Bylaws/Documents relating to:

- Municipal Parks
- Mackenzie County Recreational Areas
- Bylaw Enforcement
- Peace Officer Services
- Recreational Capital
- Fire and Rescue Services

Approved External Activities:

- Attendance of Recreation Boards' local regular meetings with the same privileges as any other Board Director (one member per community).
- Attendance of FCSSs' local regular meetings as a voting member (one member per community)
- Parks Conference (one member per year)
- FCSS Conference (one member per year)

	Date	Resolution Number
Approved		
Amended	2013-11-29	
Amended	2014-10-28	
Amended	2015-01-13	
Amended	2015-10-27	
Amended	2015-11-10	
Amended	2017-10-23	17-10-736



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Mackenzie Aquatics Society – Letter of Support

BACKGROUND / PROPOSAL:

Council passed the following motion on June 27, 2018:

MOTION 18-06-473

That a letter of support be provided to the La Crete Recreation Society for their Community Facility Enhancement Program grant application for the La Crete Wellness Centre.

This letter of support was sent, however, since this decision the Mackenzie Aquatic Society has received their society status so they are now eligible to apply for the Community Facility Enhancement Program (CFEP) grant for the Wellness Centre. The advantage of this is that the La Crete Recreation Society would be able to apply for funding for a different project. A letter is attached from the Mackenzie Aquatics Society requesting support.

OPTIONS & BENEFITS:

1. That a letter of support be provided to the Mackenzie Aquatic Society for their Community Facility Enhancement Program grant application for the Mackenzie Wellness Centre.
2. That this letter be accepted for information.

COSTS & SOURCE OF FUNDING:

If successful the funding would be applied to the Mackenzie Wellness Centre project. We are currently waiting to find out if we are successful in our Investing in Canada grant application. CFEP grants can provide up to \$1,000,000 in matching funding.

Author: D Munn, Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the Mackenzie Aquatics Society for their Community Facility Enhancement Program grant application for the Mackenzie Wellness Centre.

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie Aquatics Society
P.O. Box 29, La Crete, AB T0H 2H0

August 7, 2018

Mackenzie County Council
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

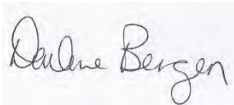
Dear Councilors:

RE: Request for a Letter of Support

The Mackenzie Aquatics Society intends to apply for a Community Facility Enhancement Program (CFEP) grant of \$500,000 to assist in building the Mackenzie Wellness Centre in La Crete and request your assistance in providing a letter of support to help us in obtaining this grant.

Thank you for your support in providing our communities with recreation facilities and opportunities.

Sincerely,



Darlene Bergen
Secretary



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Repairing Light Poles – Additional Funds

BACKGROUND / PROPOSAL:

Information from 2017:

Representatives from ATCO attended the March 6, 2017 Public Works Committee Meeting. They inquired about upcoming projects for this year that may involve street lighting. They also discussed the need to put 18” extensions on some light poles and whole new bases on others. There are 23 identified light poles in the hamlet of La Crete that are rusting because they are buried underground.

Representatives said that a couple years ago a quote was given to the County for repairing the 23 light poles for \$85,000. A possible new quote for this year would be \$50,000 as the work can be achieved using a local crew.

The following motion was made:

MOTION PW-17-03-003 MOVED by Councillor Braun

That Administration works with ATCO as per the 2017 summer projects.

CARRIED

At the March 29, 2017 Regular Council Meeting the following motion was made:

Author: S Wheeler **Reviewed by:** Dave Fehr **CAO:** _____

OPERATIONS: 13. a) Repairing Light Poles – Hamlet of La Crete

MOTION 17-03-229 **MOVED** by Deputy Reeve Wardley

That the repair of light poles in the Hamlet of La Crete be brought to the April 2017 budget discussions in the amount of \$50,000.

CARRIED



\$50,000 was added to the 2017 Operational Budget for the repairs.

New information:

Most recently, administration received an email from ATCO, reviewing the project history (see snip below):

Overview of Project history:

- *An estimate given in the spring of last year 2017 was \$48,100 this was based on project completed entirely by local La Crete staff. County accepted project based on new costs. Unforeseen circumstances prevented us from being able to do this project locally, mainly due to the accident of one of our employees that took him out of the work force.*
- *Actual costs sit at \$68,000 and this doesn't include the 2 remaining lights which I estimate to cost an additional \$4000 but can be deferred until a later time.*
- *As per our conversation, this invoice includes all the work done to date and also the 2 lights in concrete driveways that still need to be done. I removed some costs from the actual costs for the work already done.*

OPTIONS & BENEFITS:

Option 1:

Pay the additional cost of the repairs at \$20,000

COSTS & SOURCE OF FUNDING:

Necessary funds are available in the Street Light Replacement Reserve.

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: S Wheeler **Reviewed by:** Dave Fehr **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$20,000 for the repair of light poles in the Hamlet of La Crete, with funding coming from the Street Light Replacement Reserve.

Author: S Wheeler **Reviewed by:** Dave Fehr **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1111-18 Land Use Bylaw Amendment for a Zoning Overlay to add Shop – Farm as a Use and to increase the amount of Animal Units on NW 29-106-15-W5M

BACKGROUND / PROPOSAL:

Mackenzie County Administration is proposing a zoning overlay for NW 29-106-15-W5M to add shop-farm as a permitted use and to increase the maximum amount of animal units.

This suggested change is due to the quarter section being rezoned from Agricultural “A” to Rural Country Residential 1 “RCR1” in 2000, but not being further subdivided into smaller acreages. Within this land district, the lots are to be 3-5 acres; the size is to accommodate dwellings, ancillary buildings and personal shops.

The quarter section is located in a rural area though the lots are considered residential therefore farm shops are not an option. In the context of NW 29-106-15-W5M, the lots range from the smallest being 5 acres to the largest being 42 acres. These sizes are large enough to permit agricultural uses such as shop-farm and to increase the number of allowable animal units in reflection to lot size.

A landowner owns 19.13 acres of land within the subdivision and he would like to build a farm shop but cannot because of the restrictions in the bylaw. The landowner owns farmland on a separate quarter but lives on the acreage thus he would like to build a farm shop as opposed to a personal shop. A farm shop is cheaper to permit and build than a personal shop.

This bylaw will only give the landowners within NW 29-106-15-W5M, the ability to obtain the proper permits to build farm shops on their properties. It will not allow farm shops to be permitted on all Rural Country Residential 1 “RCR1” land districts.

This item was taken to the Municipal Planning Commission on July 26, 2018 for recommendation and the following motion was made:

Author: K Darling **Reviewed by:** C Smith **CAO:**

MPC-18-07-117 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 11__-18 being a Land Use Bylaw Amendment for a Zoning Overlay to add Shop-Farm as a permitted use and to increase the amount of animal units on NW 29-106-15-W5M.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing and notifying all affected landowners, which will be borne by the Planning Department operating budget.

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw amendment.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1111-18 being a Land Use Bylaw Amendment for a Zoning Overlay to add Shop-Farm as a permitted use and to increase the amount of animal units on NW 29-106-15-W5M, subject to public hearing input.

Author: K Darling Reviewed by: C Smith CAO:

BYLAW NO. 1111-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD A ZONING OVERLAY TO NW 29-106-15-W5M FOR THE PURPOSE OF
ADDING SHOP – FARM AS A PERMITTED USE AND TO INCREASE THE AMOUNT
OF ANIMAL UNITS

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 add farm shops and quantity of animals as a zoning overlay on NW 29-106-15-W5M.

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

1. That Mackenzie County Land Use Bylaw Section 8 General Regulations be amended with the following addition:

8.64 Zoning Overlay for NW 29-106-15-W5M

8.64.1 For residents living on NW 29-106-15-W5M SHOP – FARM is considered a permitted use.

8.64.2 In which LIVESTOCK is allowed, the following shall apply:

- a. LIVESTOCK shall be limited to no more than one (1) animal unit per 0.40 ha (1 acre) or part thereof, to a maximum of ten (10) animal units as defined in the following table:

Type of Livestock	Number of Animals Equivalent to One Animal Unit
Cow (Plus calf under 6 months)	1
Horses and Other Equine Animals	1
Sheep/Goats	2
Pigs	2
Fowl	12

- b. LIVESTOCK consisting of up to three (3) hens shall be exempt from contributing to an animal unit count.
- c. Adequate fencing and/or buffering shall be constructed to the satisfaction of the Development Authority to ensure the on-site confinement of LIVESTOCK and to reduce the impact of noise, odour or visual presence on surrounding properties.
- d. Adequate measures, if required by Alberta Agriculture, Food and Rural Development and/or the local Health Authority, for the disposal of animal wastes shall be provided to the satisfaction of the Development Authority.
2. That Mackenzie County Land Use Bylaw Section 8.3 Animals be amended with the following addition:
- 8.3.5 Please refer to 8.64 for residents living on NW 29-106-15-W5M.
3. That Mackenzie County Land Use Bylaw Section 9.3 Additional Regulations be amended with the following addition:
- 9.3.11 In addition Section 8.64 of this BYLAW relates specifically to development on NW 29-106-15-W5M.

READ a first time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

Section 9 | Land Use District Regulations

9.3 Rural Country Residential 1 (RCR1)

Purpose

- 9.3.1 The general purpose of the Rural Country Residential 1 (RCR1) district is to provide for the DEVELOPMENT of MULTI-LOT country residences.



Permitted and Discretionary Land Use Classes

- 9.3.2 Land use classes within the following table shall be permitted or discretionary within the Rural Country Residential 1 (RCR1) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	BED AND BREAKFAST BUSINESS
DWELLING - SINGLE FAMILY	DAY CARE FACILITY
GARAGE - ATTACHED	DAY CARE HOME
GARAGE - DETACHED	GARDEN SUITE
HOME BASED BUSINESS MINOR	HOME BASED BUSINESS MEDIUM
MANUFACTURED HOME – MOBILE	LIVESTOCK
MANUFACTURED HOME – MODULAR	RESIDENTIAL SALES CENTRE
SHOP – PERSONAL	SECONDARY SUITE
TOURIST HOME	SHOP – COMMERCIAL
YARD SITE DEVELOPMENT	

Section 9 | Land Use District Regulations

Regulations

- 9.3.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Min. Setback from Highway, Road or Undeveloped Road Allowance	
Right-of-way	41.2m (135.2ft)
Centre Line	64.0m (210.0ft)
Or a greater distance as specified by Alberta Transportation	
Lot Area	
Min.	1.2 ha (3.0 acres)
Max.	2.0 ha (5.0 acres)
Min. Setback	
Internal Subdivision Road	15.2m (50.0ft)
Yard – Exterior Side	15.2m (50.0ft) on a CORNER LOT or a site abutting an Agricultural (A) or Forestry (F) district
Yard – Interior Side	7.6m (25.0ft)
Yard – Rear	7.6m (25.0ft)
	15.2m (50.0ft) for a site abutting an Agricultural (A) or Forestry (F) district

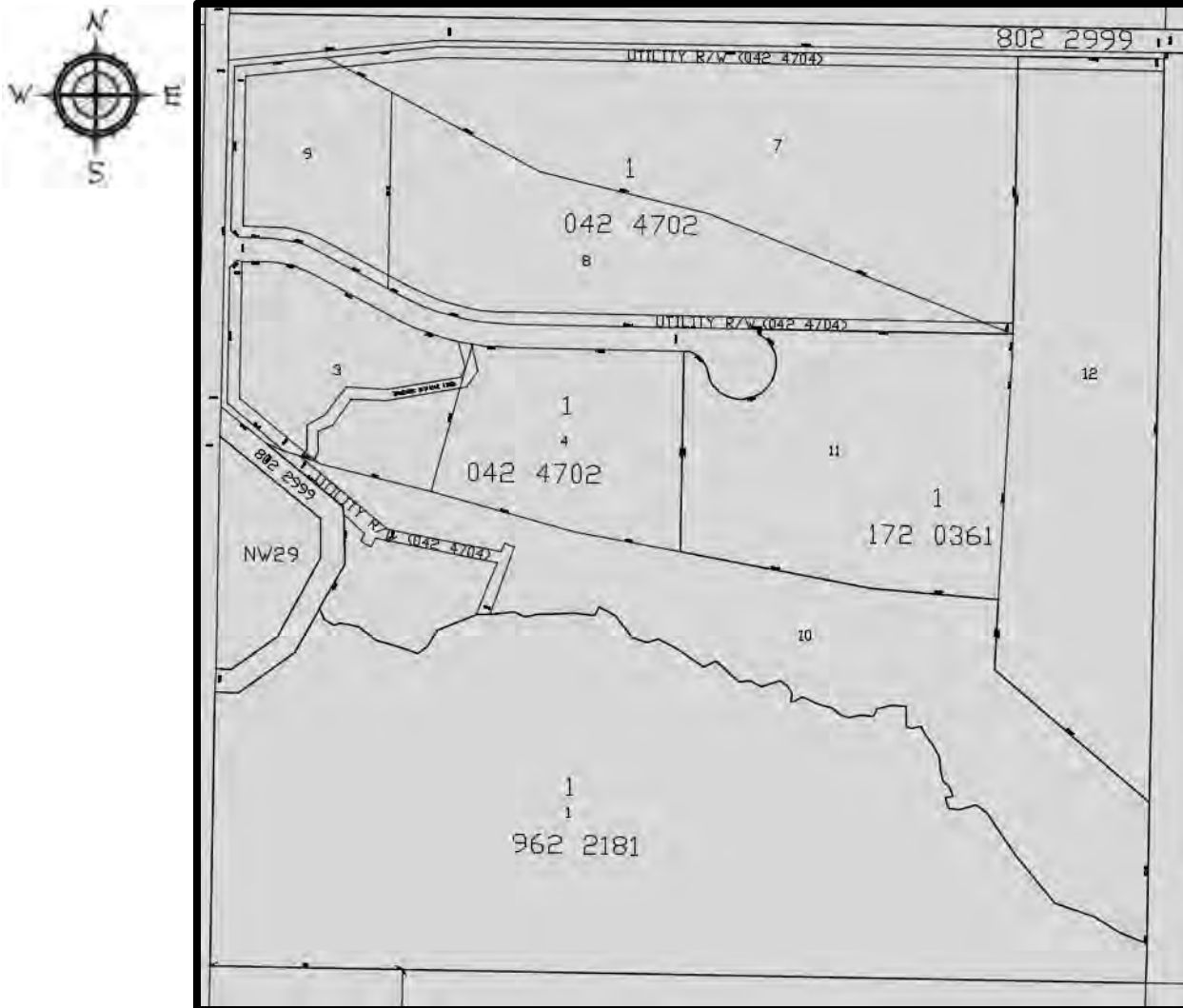
Additional Regulations

- 9.3.4 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and / or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.3.5 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.3.6 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

Section 9 | Land Use District Regulations

- 9.3.7 Rezoning applications involving the Rural Country Residential 1 (RCR1) district shall provide requirements as outlined in Subsection 3.1.6.
- 9.3.8 All MANUFACTURED HOMES to be factory built with walls of pre-finished baked enamel aluminum siding, vinyl siding or the equivalent and peaked shingled roof, to the satisfaction of the Development Authority.
- 9.3.9 If manufactured HOMES are placed upon a BASEMENT, solid footings and concrete or wood block foundation wall, skirting or an approved equivalent is required so that the appearance, design and construction will complement the MANUFACTURED HOME. The undercarriage of the MANUFACTURED HOME shall be screened from view.
- 9.3.10 All ancillary structures to manufactured homes, such as patios, porches, additions, etc., shall be factory prefabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will complement the MANUFACTURED HOME.

NW 29-106-15-W5M



Location: *La Crete Rural*

Zoning Overlay

To: *Include SHOP – FARM and increase the amount of animal units.*

Bylaw 11xx – 18, August 2018



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Road Allowances

BACKGROUND / PROPOSAL:

At the June 27th Council Meeting a motion was made to bring back the road allowance policies to Council for review. Policy PW039 is the primary policy dealing with road allowance use, Policy PW026 addresses road allowance license agreements, and Policy PW028 speaks to the process for selling road allowances. A copy of the policies are attached.

Unused road allowances in Mackenzie County, either purchased or unpurchased, have consistently resulted in the removal of trees and shrubs by landowners. None of our current policies specify the County’s desired purpose for road allowances if not used for municipal purposes. There is no overarching policy statement or bylaw that specifies the County’s preferred utilization of road allowances, if not for municipal purposes.

Landowners are often not aware of the benefits shelterbelts provide and the County’s position on the removal of trees from road allowances is not made clear, either from policy or by-law. Because of the neutral position of the County, there is neither encouragement nor discouragement in the retention of shelterbelts. As a result, it is recommended that policy should be implemented, in which the County’s position in support of retaining shelterbelts is made clear. Utilizing undeveloped road allowances for shelterbelts is one option that the County has to prioritize these features on our landscape. Additionally, educating landowners about the positive effects of shelterbelts is an essential component in changing the perspectives of landowners on tree removal, which can be done through different types of community engagement (i.e. workshops, factsheets, information sessions, etc.).

Author: L. Koopman **Reviewed by:** B Peters **CAO:** _____

OPTIONS & BENEFITS:

The term "field shelterbelt" is used for tree rows planted in the field to protect the soil and growing crops from wind and erosion. "Roadside shelterbelts" may be planted for snow control along roads, and for the reduction of dust and odours. Shelterbelts may also be planted to: reduce energy costs, to provide a buffer between agricultural land and bodies of water, reduce pesticide drift, increase crop productivity, protect livestock areas, and screen unsightly areas.

Excerpts from municipal bylaws:

- If a landowner purchases an undeveloped road allowance and chooses to use the road for purposes other than the construction of an access road, the application to remove tree(s) requires approval from the Agricultural Service Board
- If the landowner removes trees from an unused road allowance, the owner must replace the tree(s); if the trees removed is greater than 420 sq/m and has less than 20% canopy coverage, the applicant must plant 3 replacement trees
- On undeveloped road allowances all trees should be salvaged or removed and disposed of as directed by Alberta Agriculture and Forestry (AAF). Merchantable timber shall be considered the property of AAF and shall not be harvested without prior approval of AAF; Confirmation of AAF approval for tree removal and payment of timber dues to AAF must be provided to Mackenzie County before any harvesting of trees occurs.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Shelterbelt factsheets, workshops and awareness campaigns are important components in educating landowners about the importance of shelterbelts.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: L. Koopman Reviewed by: BP CAO: _____

Mackenzie County

Title	License Agreement for Undeveloped Road Allowance	Policy No.	PW026
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Purpose:

To establish uses for undeveloped road allowances that are not needed for road or other purposes.

Policy Statement and Guidelines

If an undeveloped road allowance is not needed for road or other purposes it may be licensed to an adjacent landowner.

1. Use of an undeveloped road allowance shall be established in the following order.
 - a) First priority shall be given to the landowner of the quarter section or subdivision of which the road allowance has been removed from and **ONLY** for the portion adjacent to the property as outlined in Schedule "A" attached.
 - b) Second priority shall be given to the landowner of the quarter section or subdivision directly West of the road allowance and **ONLY** for the portion adjacent to the property, as outlined in Schedule "A" attached.

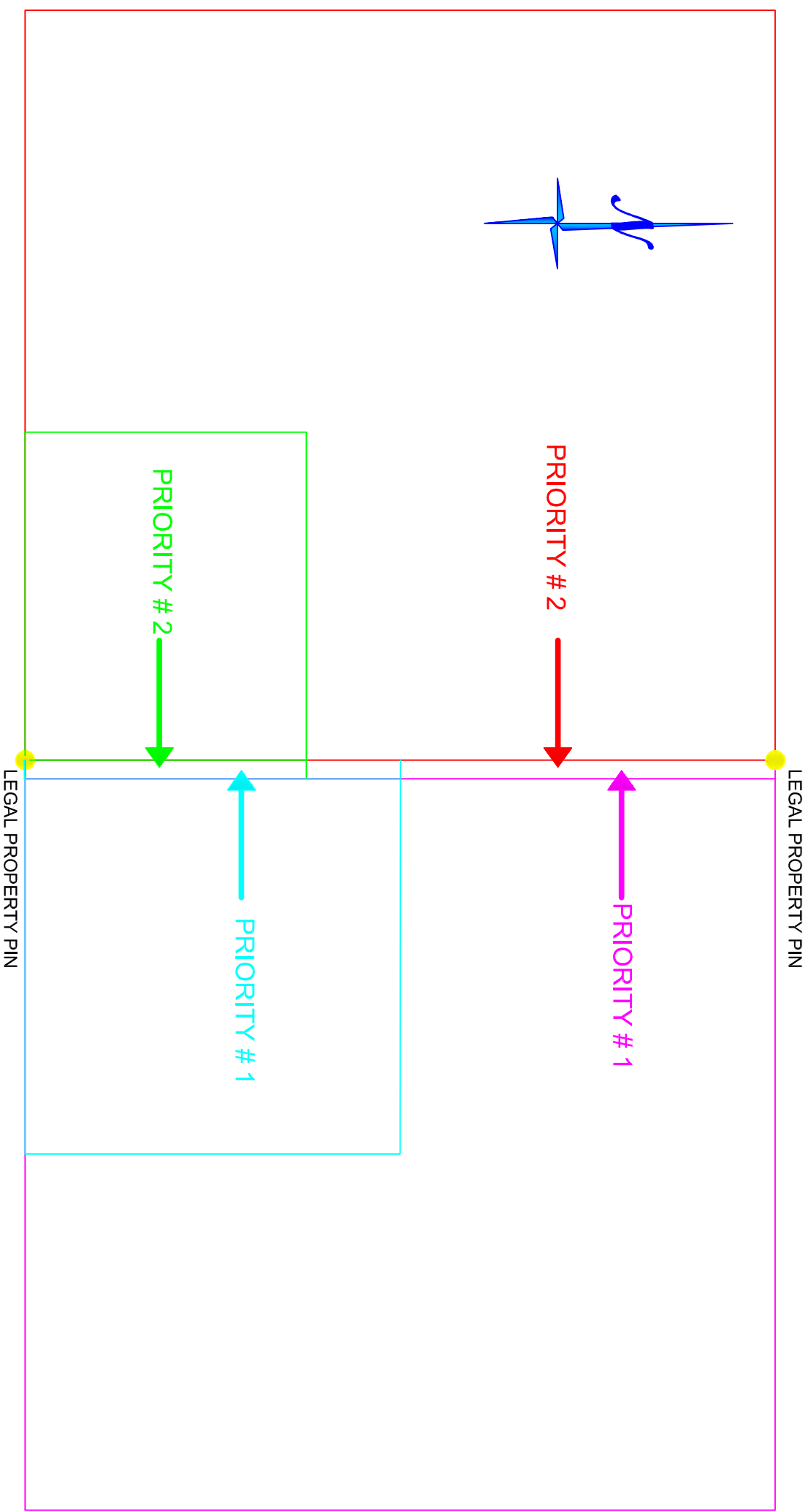
All applications will be subject to consent of first and subsequent priorities for use of the undeveloped road allowance.

2. Mackenzie County shall put a caveat on the land owned by the person entering into a License Agreement to protect successor rights for both the landowner and Mackenzie County.
3. Mackenzie County may enter into a License Agreement with a landowner for the use of an undeveloped road allowance adjacent to his property provided:
 - a) The undeveloped road allowance is not closed for public use.
 - b) The undeveloped road allowance is not required for any municipal purposes as determined by Mackenzie County.
 - c) Texas gates or another type of security gate must be installed by the adjacent landowner if the undeveloped road allowance is to be used for raising livestock.

4. If a landowner is installing a texas gate or another type of security gate on an undeveloped road allowance:
 - i. The landowner is responsible for all costs, installation and maintenance of the texas gate or other type of security gate.
 - ii. The minimum dimensions of a texas gate must be twenty-four feet in width and six feet in length.
 - iii. If the landowner installs a security gate, it may be closed but must not be locked to allow public access.
 - iv. The landowner, or any successor to the lands involved, shall remove the texas gate or security gate either temporarily or permanently, at their expense, if the municipality requests that this be done for road improvement or any other purpose.

5. The County may, at its sole discretion, cancel the License Agreement at anytime with minimal notice should the road allowance be required for municipal purposes.

	Date	Resolution Number
Approved	07-May-02	02-344
Amended	03-Dec-02	02-882
Amended	11-Jan-11	11-01-045



Mackenzie County

Title	Sale of Undeveloped Road Allowance	Policy No.	PW028
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Legislation Reference	Municipal Government Act, Section 18
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Purpose:

To establish criteria for the sale of undeveloped road allowances which are not needed for municipal purposes.

Policy Statement and Guidelines

If an undeveloped road allowance is not needed for municipal purposes it may be closed and sold provided Council has passed a road closure bylaw for the specific road allowance, which is approved by the Minister of Transportation.

Priority

1. Sale of an undeveloped road allowance shall be established in the following order.
 - a) First priority shall be given to the adjacent parcel of land/quarter section that had provided alternate land for municipal purposes.
 - I. An original landowner, who has provided alternate land for municipal purposes at no cost, shall receive the closed undeveloped road allowance at no cost.
 - II. If the land has transferred ownership, or if there is no proof that the land was exchanged at no cost, the current landowner shall pay the market value as established by the County.
 - b) Second priority shall be given to the adjacent landowner who has cleared, with appropriate approval, and is using the undeveloped road allowance for agricultural purposes. The sale of this land shall be at market value as established by the County.
 - c) Third priority shall be given to the adjacent landowner who has cleared and developed the road allowance for a minimum of 10 years. The sale of this land shall be at market value as established by the County.

- d) Fourth priority shall be given to the adjacent landowner who put in the highest bid on the sale of the undeveloped road allowance.
2. Notwithstanding Section 1, no road closure shall be permitted if it leaves and/or creates a fragmented portion of land that is less than 70 meters (230 feet) in width.
 3. The property transfer must be finalized within 180 days of the acknowledgment or confirmation of the sale. If not, the County retains the right to sell the undeveloped road allowance to the other adjacent landowner.
 4. All legal and consolidation costs incurred by the road closure and transfer of the undeveloped road allowance shall be borne by the purchaser.

	Date	Resolution Number
Approved	07-May-02	02-345
Amended	11-Oct-16	16-10-723
Amended		

Mackenzie County

Title	Rural Road, Access Construction and Surface Water Management Policy	Policy No.	PW039
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Legislation Reference	Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.
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Purpose

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

DEFINITIONS

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

Affected Landowner – person(s) affected by an application to construct a surface water channel as determined by the Mackenzie County Agricultural Service Board and the Agricultural Fieldman.

Road Allowance – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

Access – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

First / Primary Access – is the first or primary access to a rural quarter section or river lot within Mackenzie County.

Temporary Access – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

Subsequent Accesses – additional access to a rural quarter section or river lot within Mackenzie County.

Surface Water Management Basin – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

Surface Water Management Basin Committee – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

Permanent Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

Temporary Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

Non-conforming Roads – roads constructed on road allowances, usually trails that do not meet either past or current County's standards and specifications.

Incomplete and Sub-standard Road – less than ½ mile and is located between two sequent quarter property lines.

Preexisting Road – a road standard on the incomplete and sub-standard road as defined in this Policy.

Preexisting Farm Access Roads – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

Sub-standard – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

Residence – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

AAF – the Province of Alberta Agriculture and Forestry.

AEP – the Province of Alberta Environment and Parks.

Penalties – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

Major Agricultural Surface Water Management Channel – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

ROAD CONSTRUCTION

Policy Statement

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. New road construction commencing after October 15, will not be inspected for final acceptance until the following July. Road construction is encouraged to occur between May 15 and October 15.

5. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
6. AAF has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify AAF and seek their approval to proceed with the proposed clearing.
7. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
10. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
11. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;
2. the review and recommendation of surface water;

3. the supply and application of surfacing gravel;
4. the supply of culvert materials;
5. the installation of culverts that exceed 600 mm in diameter or where the twinning of any 600mm culvert or greater is required.

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

Guidelines

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. Although, once the ground is snow covered and/or frozen, initial and final inspections will not be completed until spring.
2. The Applicant shall be solely responsible for all costs associated with the construction of the primary access other than the supply of a culvert.
3. The applicant shall be responsible for all costs associated with the construction and maintenance of all subsequent accesses.
4. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth

Urban Commercial/ Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A	N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø	3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations	3:1	3:1	At the discretion of the Director of Operations

5. During County paving projects, primary accesses on Rural roads shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less. It is recommended that any subsequent accesses to a titled property shall be paved at the ratepayers expenses. If paving is not completed, any damage to the paved edge of the County road shall be repaired at the ratepayers expense.
6. During County paving projects on Hamlet roads the County shall provide a 0.15m of paved apron extending from the edge of the shoulder to the property line. However, if the access has been previously paved, the County shall pave the apron to tie in the existing pavement, or property line whichever is less.
7. For accesses to Hamlet General, applicants shall obtain approval from the Planning & Development department. Planning & Development shall confer with the the Public Works and Utilities departments prior to approval.
8. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
9. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
10. For accesses to Rural areas, administration may approve two accesses to a titled property. Any additional accesses will be brought to Council for consideration. Where deemed applicable and beneficial, a shared access to agricultural lands will be encouraged.
11. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
12. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
13. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be

- responsible for all costs and construction required to bring the access to acceptable standards.
14. Mackenzie County will fund only the first or primary access to a property when upgrades to a Municipal road occur and culvert replacement is required.
 15. The property owner shall be responsible for upgrading costs for subsequent accesses to a property during road upgrades and regular maintenance.
 16. Mackenzie County has the authority to remove subsequent accesses to a property, deeming them unnecessary or a hindrance to road maintenance or safety.
 17. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
 18. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
 19. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
 20. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.
 21. If the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction

SURFACE WATER MANAGEMENT

Policy Statement

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
 - approximate location of legal property boundaries;
 - the area to be drained by the proposed agricultural surface water management channel;
 - the alignment of the proposed agricultural surface water management channel;
 - the existing ground elevations;
 - the proposed design elevations;
 - a typical cross-section of the proposed surface water management channel; and,
 - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. In order to avoid potential conflicts, the applicant must obtain consent and signatures of all adjacent and affected landowners.
4. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to AEP, along with the survey plan, for approval and may be required to submit a copy of said AEP application and their approval to the County prior to the their application being considered further.

5. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to AEP, along with the survey plan, for approval and shall submit a copy of said AEP application and their approval to the County prior to the their application being considered further.
6. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
7. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
8. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
9. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
10. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
11. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

	Date	Resolution Number
Approved	11-Dec-12	12-11-845
Amended	12-Feb-13	13-02-069
Amended	27-Mar-13	13-03-189
Amended	16-Jul-13	13-07-492
Amended	08-Oct-13	13-10-692
Amended	26-Mar-14	14-03-177
Amended	27-Sep-14	14-09-609
Amended	14-Apr-15	15-04-246
Amended	29-Apr-15	15-04-302
Amended	27-Apr-16	16-04-317

SCHEDULE A

Surface Water Management Basins

SCHEDULE B

**Agricultural Surface Water Management
Projects Application**

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road? Yes No

If yes, please provide the following:

Name of the applicable road _____

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance? Yes No

If yes, please provide the following:

Legal location of road allowance _____

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated size of the contributing area? _____ Acres.

Does this project involve a ditch already licensed? Yes No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County? Yes No

Has the Applicant gained consent from all adjacent and affected landowners? *(as determined by the ASB and Ag. Fieldman)* Yes No

If yes, please provide signatures and legal land descriptions below.

SIGNATURE	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

_____ Signature _____ Date

SCHEDULE C

Road Allowance Use Agreement

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN:

MACKENZIE COUNTY

(hereinafter referred to as "the County")

-and-

(hereinafter referred to as "the Applicant")

The County, insofar as it has the right to do so, grants to the Applicant, its, employees, agents, servants, contractors and subcontractors, the nonexclusive right, to use that portion of the County's road allowance as indicated on Schedule "B" (hereinafter referred to as the "Road Allowance") for the purpose described in Schedule "A". From time to time the County and the Applicant may execute additional Schedules and such addendum shall be incorporated into and form part of this Agreement.

Therefore, in consideration of the mutual covenants and conditions contained in this Agreement the parties agree as follows:

1.0 Terms and Conditions

1.1 This Agreement including any attachments comprised of the following Schedules, which are attached hereto and made part hereof, shall be the terms and conditions as agreed to by the County and the Applicant:

- Schedule A – Application submitted to the County by the Applicant
- Schedule B – Plan of Road Allowance
- Schedule C – Contacts and Additional Terms
- Schedule D – Approvals Obtained from Other Agencies (i.e. ESRD)

1.2 This agreement expires April 30, _____. A one year extension may be granted upon a written request. The extension request must be submitted at least 30 days prior to the expiration date of the agreement.

2.0 Undertakings

2.1 The Applicant agrees to carry out all construction on road allowances in accordance with the application approved by the County and shall be wholly and solely responsible for all costs relating thereto.

- 2.2 The Applicant agrees to be wholly and solely responsible for the costs relating to the operation and maintenance of any roads and accesses constructed on road allowances until the said roads and accesses have been accepted by the County.
- 2.3 The Applicant agrees to be wholly and solely responsible for the costs relating to the operation and maintenance of any permanent agricultural surface water management channels constructed on road allowances and accepts all liability relating thereto.
- 2.4 The Applicant agrees to be wholly and solely responsible for obtaining any approvals from other levels of government and agrees to provide the County with a copy of the said approvals prior to starting any construction. i.e. Alberta Environment and Sustainable Resource Development.
- 2.5 The County agrees to duly consider all applications received and may issue approvals with or without other conditions.
- 2.6 Due to budgetary and design constraints, the County agrees to consider the provisions of the “Endeavour to Assist” section in the County Policy No. PW039 on a first come, first serve basis.
- 2.7 If the Applicant submitted an application for the use of a road allowance and has not submitted an application to construct a road, by signing this agreement, the County permits the Applicant to clear and brush the road allowance. The Applicant agrees to undertake clearing and brushing to the pin side of the road allowance. Furthermore, the Applicant, at minimum, must windrow the brush to the pin side of the road allowance, and provide a break in the windrow every 200 meters and at every drainage course and/or water course; the Applicant, at minimum, must clear and grub and/or stump a trail that is, at minimum 25 feet wide, which shall allow vehicular access.

3.0 Road Restrictions

- 3.1 The County reserves to itself the exclusive control and operation of all road allowances and the Applicant shall observe restrictions imposed in relation to construction whether imposed by governmental authority or by the County as it reasonably deems necessary to protect the integrity of the road allowance
- 3.2 The County shall endeavor to notify the Applicant when anticipated restrictions are to be imposed.
- 3.3 The County shall not be liable for any loss or damage occurring to the Applicant as a result of the imposition of the said restrictions or of the failure to give reasonable notice thereof to the Applicant.

- 3.4 The County reserves the right to control the entrances of any accesses connected to the said road allowance and to control the location of signs and culvert installations at such accesses.

4.0 Maintenance

- 4.1 Notwithstanding anything herein contained the County does not provide any warrant as the suitability of fitness of the road allowance for the Applicant's intended purpose nor does the County give any undertaking to maintain any roads and accesses until they have been accepted by the County.
- 4.2 The Applicant will remain financially and legally liable for any permanent agricultural surface water management channels constructed within undeveloped road allowances and shall perform all maintenance related thereto.

5.0 Damages

- 5.1 The Applicant agrees that if damage to the road allowance, as determined by the County acting reasonably, results from the exercise by the Applicant and its servants, agents, employees, contractors and subcontractors of the rights herein granted, the Applicant shall, at the County's request, restore the road allowance to its previous condition. If the Applicant fails to comply with such instruction within a reasonable time, to be determined by the County, the County may restore the road allowance to its previous condition at the expense of the Applicant. In such event, the Applicant shall reimburse the County the County's costs of the restoration within thirty (30) days of receiving the County's invoice. Should the Applicant fail to pay such costs within thirty (30) days, the Applicant shall be subject to interest and collection costs on any outstanding amounts.

6.0 Liability and Indemnity

- 6.1 The Applicant shall use the road allowance entirely at his/her own risk and shall be liable for any loss, damage or expense suffered by the County as a direct result of the use of the road allowance by the Applicant, his/her employees, agents, servants, contractors or subcontractors, unless such loss, damage or expense is a direct result of the negligence or willful misconduct of the County its employees, agents, servants, contractors or subcontractors.
- 6.2 The Applicant shall indemnify the County against all actions, proceedings, claims, demands and costs suffered by the County directly resulting from the use of the road allowance by the Applicant, its employees, agents, servants, contractors or subcontractors, unless such action, proceeding, claim, demand or cost is a direct result of the negligence or willful misconduct of the County, its employees, agents, servants, contractors or subcontractors.

7.0 Environmental

- 7.1 The Applicant must notify the County immediately in the event of any environmental, pollution or contamination problems caused by the Applicant's operations on the road allowance or on any adjacent lands as a result of the use of the road allowance (hereinafter referred to as "Environmental Contamination") and the Applicant shall be solely responsible for the cost of all work carried out to correct any/all Environmental Contamination caused by the Applicant.
- 7.2 The Applicant shall comply with the provisions of all applicable federal, provincial and municipal laws' with respect to maintaining a clean environment.
- 7.3 The Applicant shall indemnify and save the County harmless against any and all damages and expenses which may be brought against or suffered by the County and which are incidental to any Environment Contamination, except to the extent that such loss, damage or expense is the result of the County's operations.
- 7.4 Upon termination of this Agreement, the Applicant shall leave the road allowance and any lands adjacent thereto, free of any Environmental Contamination resulting from the Applicant's operation which may adversely affect the land or result in a breach of the duties described in Environment Clause 7.2. The responsibility of the Applicant to the County with respect to the environmental obligations contained herein shall continue to be enforceable by the County notwithstanding the termination of this Agreement.

8.0 Default

- 8.1 If the Applicant is in default of any provisions herein, and such default continues for a period of thirty (30) days after receipt of notice from the County to remedy such default or fails to remedy the default with all due diligence thereafter, the County may without limiting any other remedies it may have, terminate this Agreement and the Applicant shall be deemed to have forfeited any and all right hereunder.

9.0 Insurance

- 9.1 It shall be the responsibility of the Applicant to maintain and keep in force during the term of this Agreement, for the benefit of the Applicant, the following insurance:
- (a) Automobile liability Insurance covering bodily injury (including passenger hazard) and property damage arising from the operation of owned or non-owned vehicles used on the road allowance in the course of operations by the Applicant, with inclusive limits of not less than \$2,000,000 (two million dollars) for any one accident or occurrence.

(b) General Liability Insurance covering the liability of the Applicant for bodily injury and property damage arising from operations of the Applicant in connection with this Agreement. The limits of this insurance shall not be less than \$2,000,000 (two million dollars) for any one accident or occurrence.

9.2 Upon demand by the County, the Applicant shall provide the County a Certificate of Insurance as evidence of the insurance required by the preceding clause. Insurance policies shall include a waiver of subrogation in favor of the County and its agents and employees.

9.3 As an alternative to the insurance policies referred to above, if acceptable to the County, the Applicant may self-insure against the risks normally covered by such policies.

9.4 The Applicant shall use its best efforts to ensure that any of its contractors and agents using the road allowance, that are not covered by the insurance policies set forth above, maintain insurance in accordance with the provisions of this section during those contractors' use of the road allowance.

9.5 The insurance policies shall be endorsed to provide that in the event of any change that could affect the interests of the County, or in the event of their cancellation, the insurers shall notify the County thirty (30) days prior to the effective date of such change or cancellation.

10.0 Notices

10.1 Notices to be given under this Agreement shall be in writing and may be mailed or electronically transmitted, addressed to the parties as follows:

MACKENZIE COUNTY
Attention: Chief Administrative Officer
P.O. Box 640
Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718
Toll-free 1-877-927-0677
Fax (780) 927-4266

THE APPLICANT

10.2 Either party may, from time to time, change its address for service by giving written notice to the other party.

10.3 Any notice, invoice or other communication shall be deemed to be received by the addressee, if delivered personally, or electronically transmitted, on the first business day following delivery or transmission and, if mailed on the fourth business day following the day on which it was mailed.

10.4 In the case of a postal disruption or an anticipated postal disruption, all notices or other communications to be given under this Agreement shall be electronically transmitted or delivered by hand.

11.0 Assignment

11.1 This Agreement is not assignable in whole or in part.

12.0 Termination

12.1 Notwithstanding any provision to the contrary herein contained, this Agreement or any Addendum/Addenda may be terminated upon a minimum of thirty (30) days prior written notice given by either party to the other. Such notice shall state the termination date of the Agreement or Addendum/Addenda. Upon termination of this Agreement or any Addendum/Addenda thereto, all applicable rights and obligations as between the County and the Applicant shall terminate except that the Applicant shall remain liable to the County for all of its obligations and liabilities arising pursuant to this Agreement prior to the date of such termination.

12.2 The County shall inspect the road allowance upon termination of this Agreement and/or any Addendum and shall notify the Applicant of any damage to the road allowance, excluding normal wear and tear.

12.3 Upon termination the Applicant shall, upon the County's request, remove all culverts, installations and fixtures on the road allowance placed for the Applicant's purposes. If they are not removed within thirty (30) days of such a request; the County shall have the right to remove such culverts, installations or fixtures and the County shall invoice the Applicant the actual cost relating thereto.

13.0 Miscellaneous

13.1 This Agreement and the relationship of the parties shall for all purposes be governed by and construed and interpreted according to the laws of the Province of Alberta. Each party irrevocably attorns, for all purposes hereunder, to the jurisdiction of the courts of the Province of Alberta and all courts of appeal there from.

13.2 This Agreement, as amended from time to time by agreement in writing of the parties, shall be the entire agreement between the County and the Applicant as to the matters herein and all previous promises, representations or agreements between the parties, whether oral or written, shall be deemed to have been replaced by this Agreement.

The parties have executed this Agreement as of the day and year first above written:

MACKENZIE COUNTY

LANDOWNER

Witness

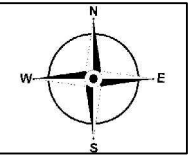
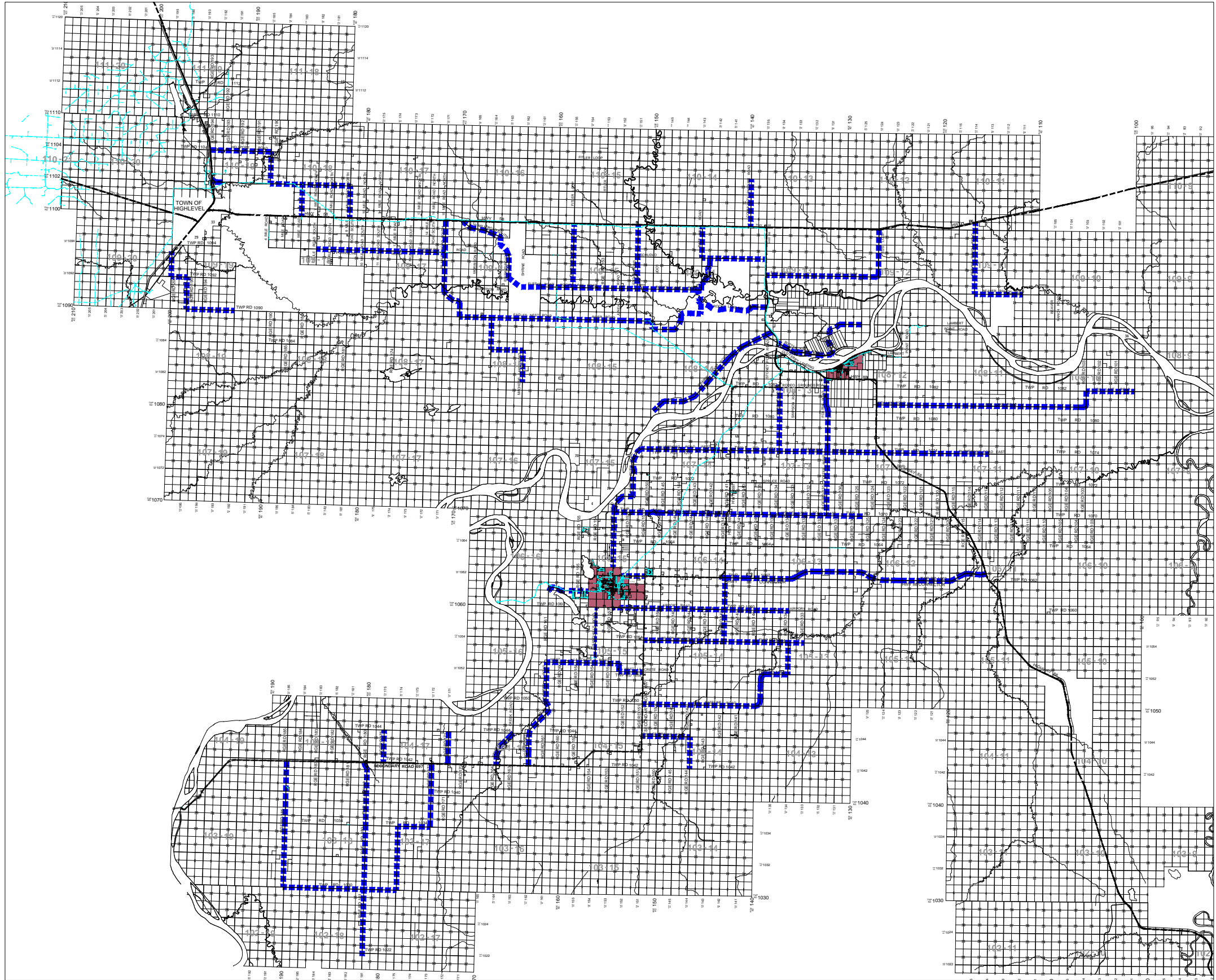
Witness

Date

Date

SCHEDULE D

Local Road Network

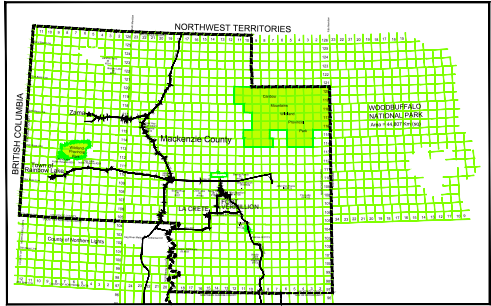


Mackenzie County
 2013
County Collector Road Network
 Policy PW039 - Schedule D



LEGEND

 Collector Road



DISCLAIMER

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

The County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information provided on this map.

Not To Scale

SCHEDULE E

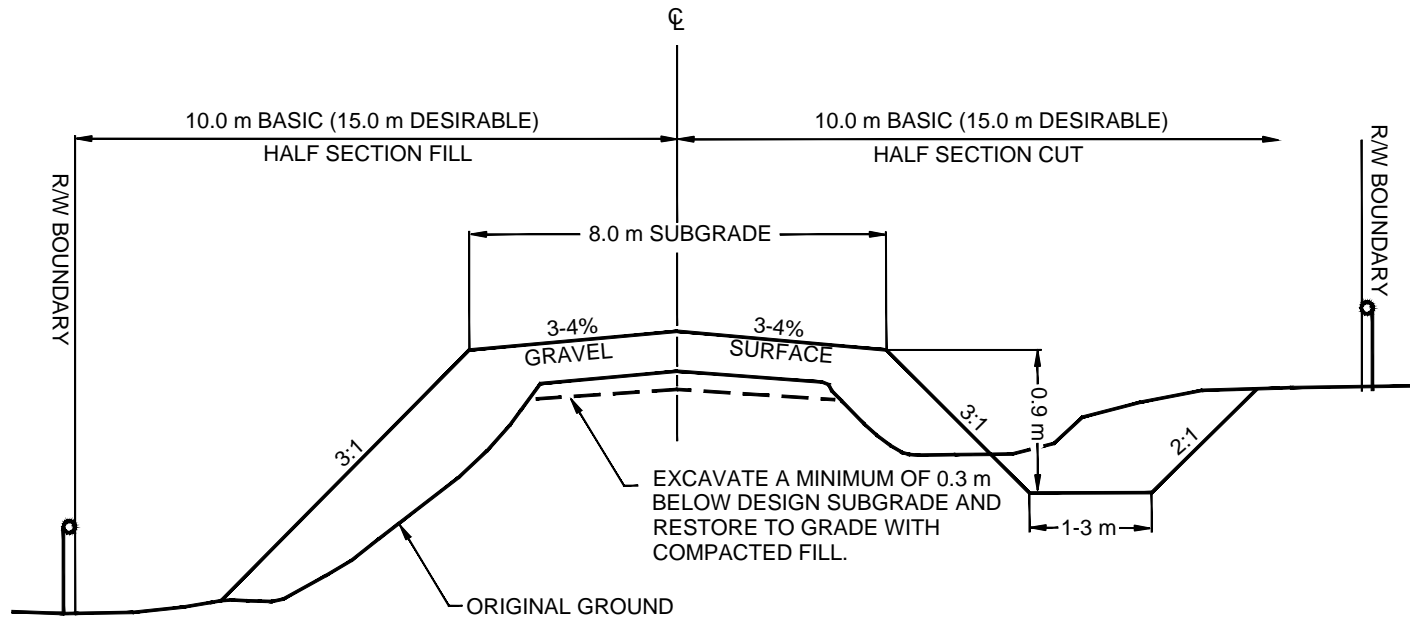
Road Standards

Mackenzie County Rural Road Standards/Specifications

	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Back slope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regraveling		Up to 300m ³ /mi	Up to 200m ³ /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m

- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)

LOCAL ROAD STANDARD



NOTE:
 THIS STANDARD IS INTENDED FOR LOW VOLUME LOCAL ROADS THAT WILL BE GRAVEL SURFACED ONLY. TYPICALLY THIS 8.0 m ROADWAY IS FOR ROADS WITH AN AADT < 100.

MACKENZIE COUNTY GENERAL MUNICIPAL IMPROVEMENTS STANDARDS

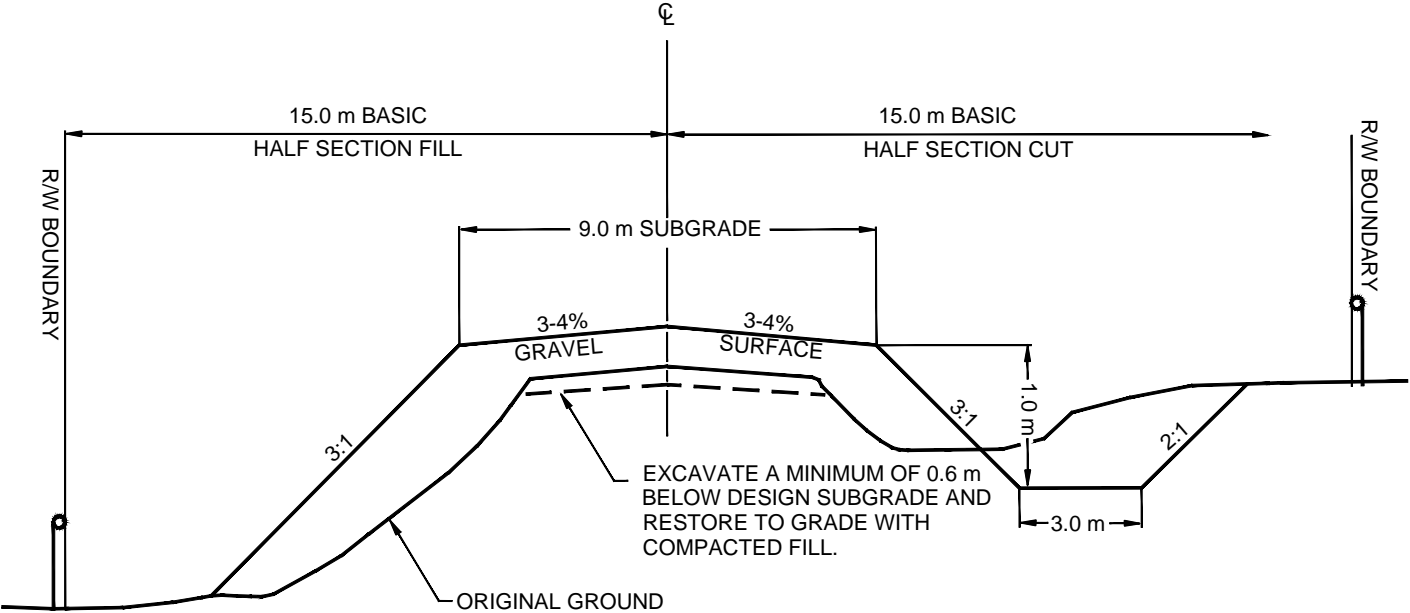


TYPICAL CROSS-SECTION FOR GRADING & GRAVEL SURFACING (RLU-208G(a))

DATE:	DESIGN:	APPROVED:	SCALE: NTS
FILE NO:			

Fig. G - 02

COLLECTOR ROAD



NOTE:
 THIS STANDARD IS INTENDED FOR LOW VOLUME LOCAL ROADS THAT WILL BE GRAVEL SURFACED ONLY. TYPICALLY THIS 8.0 m ROADWAY IS FOR ROADS WITH AN AADT > 200.

MACKENZIE COUNTY

GENERAL MUNICIPAL IMPROVEMENTS STANDARDS



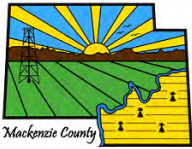
TYPICAL CROSS-SECTION FOR GRADING & GRAVEL SURFACING (RLU-209G)

DATE:	DESIGN:	APPROVED:	SCALE: NTS
FILE NO:			

Fig. G - 04

SCHEDULE F

Road Construction Application



Application # _____

Request to Construct a Road

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- the location of property accesses (driveway);
- Proof of AEP and or AEF approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? _____ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

ROAD CONSTRUCTION PROCEDURE / CHECKLIST

Upon receiving all necessary documentation with Request to Construct a Road, the following procedure will be implemented (***Applicant is responsible to call the County and make arrangements for all site meetings***):

Pre-construction site meeting with applicant / contractor / County
Date:_____ Attendees:_____

- Culverts required _____
 - Drainage requirements _____
- _____

Interim inspection at 50% completion with applicant / contractor / County
Date:_____ Attendees:_____

- Arising issues _____
- _____
- _____

Final inspection prior to graveling with applicant / contractor / County
Date:_____ Attendees:_____

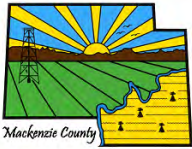
Final acceptance - Road has been graveled by County on _____
(date)
Attendees:_____

Applicant

Mackenzie County

SCHEDULE G

**Access Construction Application
(Approaches/Driveways)**



Application # _____

Request to Construct or Alter an Access

(Approaches/Driveways)

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- proof of contact with affected utility companies; and
- a proposed plan for top soil management (how will you manage the excess topsoil).

Is the proposed access: A New Access An Alteration of an Access

If an alteration, please specify:

Does the proposed access benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway _____

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Irrigation District: Feasibility Study

BACKGROUND / PROPOSAL:

An informational report was provided to the Agricultural Service Board Meeting on July 20, 2018 outlining the implementation process of an Irrigation District.

The ASB had concerns regarding the feasibility of water conveyance from a diversion point located on the Peace River and would like to hire consultants to perform a feasibility study. This feasibility study will determine if the formation of an Irrigation District should be pursued based on the practicality that siphon tubes are able to transfer water over a barrier (such as the bank of a raised irrigation canal) from the access point.

In order to proceed, the ASB requires approval and funding to conduct a feasibility study. The following motion was made at the July 20th ASB meeting:

That the agricultural Service Board recommends to Council that a feasibility study is required to assess if the conveyance of water from the point of diversion to pipelines is achievable for the purposes of forming an Irrigation District.

OPTIONS & BENEFITS:

Advantages of Irrigation

1) Increased Yields

Increases land productivity by up to 300 percent or more compared to dryland production.

2) Crop Diversification

Author: L. Koopman **Reviewed by:** B Peters **CAO:** _____

Irrigation makes possible the production of a broader range of crops, many of which are considered specialty crops, (crops that are generally not viable under dryland agriculture).

3) Stability

Irrigated crop yields are more stable and reliable, resulting in greater income stability, reduced crop insurance costs, and greater assurance in meeting production targets and marketing contracts; improved economic and social conditions.

4) Diversity

Irrigation fosters diversity in farm production. For instance, nearly 60% of all Alberta beef is fattened in southern Alberta's irrigated areas, creating employment and adding value to forage crop production.

5) Increased Labour opportunities

Higher labour requirements for primary production on irrigated land can increase rural populations and contribute to vibrant communities and greater infrastructure development; the need for irrigation supplies and services supports rural agri-business enterprises and processing facilities.

Table 25. Primary production impacts of irrigation.

Economic Activity	Primary Benefits		Incremental Impact (Irrigation minus Dryland)
	Irrigation	Dryland	
Gross sales (\$ millions)			
crops	298	59	239
livestock	562	78	484
Total	860	137	723
Value-added ¹ (\$ millions)			
crops	163	31	132
livestock	95	16	79
Total	258	47	211
Employment ²			
crops	3,142	881	2,261
livestock	1,821	464	1,357
Total	4,963	1,345	3,618

¹ Value-added is the return to labour, land, management and capital requirements. It is approximately the same as the computations underlying the Gross Domestic Product (Anderson 2000).

² Full time equivalents.

Disadvantages of Irrigation

- Soil erosion/salinity, mud flow
- Groundwater contamination, diffuse pollution (nutrients & pesticides) → reduced downstream river water quality
- Excessive seepage into the ground raises the water-table and this in turn completely saturates the crop root-zone. It causes waterlogging of that area
- Depletion of Peace River and aquifers, reduced river flow
- Under an irrigation canal system, valuable residential and industrial land is lost

Author: L. Koopman Reviewed by: BP CAO: _____

- Initial cost of irrigation project is very high and thereby the cultivators have to pay more taxes in the form of a levy

COSTS & SOURCE OF FUNDING:

The estimated cost of a feasibility study is projected to cost ~ \$20,000-\$30,000; this cost was determined by Blu-Gold Consulting Inc, certified irrigation design consultants located in Alberta. However, the consultants noted that a more precise cost could not be given until terms of reference are finalized.

The Community and Regional Economic Support (CARES) program

The CARES program gives financial support for Alberta’s communities, regions and municipalities for initiatives that promote long-term economic growth. The feasibility study for irrigation may address the 3rd and 4th CARES program outcomes, which are 1) enhancing support for associations, businesses and industries that provide diversification to a community or region and 2) increasing industry and sector competitiveness to lay the foundation for investment and job creation. The application would have to outline how the feasibility study is a required phase to validate a project that would result in economic benefits for an industry sector.

The application process will involve a set of requirements that the feasibility study will be judged on. The next intake period is Oct.1-31st, 2018. CARES program funding for economic development begins at \$10,000 and municipalities must be able to match the funding requested at a 1:1 matching ratio, or 50% of the total project cost. However, the CARES program does not support the establishment of an irrigation district.

If approved, funding will come from the General Operating Reserve.

SUSTAINABILITY PLAN

Goal E15 That value added agricultural opportunities be pursued to ensure that sustainable employment opportunities are created and maintained within the County.

Goal N3 Optimal use is made of County farm land.

COMMUNICATION:

None required at this time.

Author: L. Koopman Reviewed by: BP CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include \$30,000 to conduct an Irrigation District Feasibility Study, with funding coming from the General Operating Reserve.

Author: L. Koopman Reviewed by: BP CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 14, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Correspondence – Alberta Agriculture & Forestry (Permit Requirement Season)
- Correspondence – Maarten Braat (Shelterbelts)
- Correspondence – Alberta Municipal Affairs (Disaster Recovery Program)
- Correspondence – Alberta Municipal Affairs (Ministerial Order regarding Intermunicipal Collaboration Framework and Intermunicipal Development Plan requirements)
- Correspondence – Northern Lakes College (Golf Tournament Cancellation Notice)
- Correspondence – Alberta Indigenous Relations (Appointment of Interim Executive Director for the Aboriginal Consultation Office)
- Correspondence – Premier of Alberta (Trans Mountain Pipeline Expansion Project)
- Correspondence – Alberta Municipal Affairs (Fire Services Training Program Grant)
- Correspondence – Rural Municipalities of Alberta (Feedback on Wetland Construction Directive)
- Investing in Canada Infrastructure Program – Zama Access Road Application
- Land Stewardship Centre – 2017-18 Annual Report Card
- Weekly Economic Briefing – July 23, 2018
- Northern Alberta Elected Leaders Meeting
- Water North Coalition Meeting Minutes
- Managing TB and Brucellosis Disease Risk in Wood Buffalo National Park
-

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone: 780.927.3718 Fax: 780.927.4266
www.mackenziecounty.com

June 1, 2018

Kevin Hunt
Wildfire Technologist
Alberta Agriculture and Forestry
High Level WMA
780-841-9528

Dear Kevin:

Subject: Permit Requirement Season

At Mackenzie County Council meeting yesterday the following motion was carried:

MOTION 18-06-421

MOVED by Councillor Bateman

That a letter be sent to Alberta Agriculture and Forestry requesting to pull back the permit requirement date to October 1st at the discretion of the Upper Hay Wildfire Management Area.

CARRIED UNANIMOUSLY

The County would appreciate if you would consider this request for this and subsequent years. Thank you for your consideration.

Sincerely,

Doug Munn
Director of Community Services

July 10, 2018

Letter to: Mackenzie County
Fort Vermilion
Environmental Committee

From: Maarten Braat
Fort Vermilion

RE: Soil Erosion etc.

Dear Committee,

For years I am calling of having shelterbelts planted at least 2 at all quarter sections North. South. I have learned at a young age the importance of shelterbelts in the Country I come from "the Netherlands". Years ago I spoke to a group of farmers in the la Crete area about the importance of shelterbelts and there answers was; first the machinery is becoming bigger, second that there were farming today and their offspring could look after themselves.

I really hope that today there would be a different outlook then 20 years ago, however it seems that many farmers still clear completely and neglect to look ahead.

I also cut a piece out of the "Alberta Farmer" that speaks for itself. I think all farmers get this paper every 2 weeks in their mailbox.

My hope is that your group will investigate this matter to the fullest and in conclusion will be able to give a recommendation to Council.

Yours Truly,

Maarten Braat

Farming every acre doesn't pay when the wind is howling

Producers are being urged to 'rethink' shelterbelts and how they preserve moisture and protect soil

BY ALEXIS KIENLEN
AF STAFF

Alberta farmers are being urged to "rethink" shelterbelts—and soil conservation experts agree.

Zero till hasn't made shelterbelts obsolete and this year's dry conditions have shown the value of having something to disrupt the flow of hot winds blowing over fields, said Toso Bozic, Alberta Agriculture's agro-forestry specialist.

"Planting new windbreaks needs to be considered," Bozic said in a recent Agri-News article. "They reduce the cost to our infrastructure, increase yields, and provide great environmental benefits to crops."

That view is echoed by the vice-chair of the Soil Conservation Council of Canada.

"There's definitely value to shelterbelts in terms of slowing the wind down as well as being able to trap additional snow over the winter," said Tim Nerbas, who has a grain farm and a cow-calf operation just over the Saskatchewan border southeast of Lloydminster.

"There are gains in moisture even after you take into account the loss of productivity from the actual shelterbelt area itself as well as a certain distance from the shelterbelt."

As farms got larger, and the shelterbelts were aging, many farmers took them out. The negative fallout has been especially evident in the last two years, said Nerbas.

"In the last 24 months, wind erosion has been a factor once again in the wintertime and in early spring



This illustration shows how a shelterbelt can reduce windspeed for more than 100 metres. The graphic is from a 2010 Agriculture Canada publication produced by its Indian Head Shelterbelt Centre. The centre distributed more than a billion seedlings over the course of a century but was closed by the federal government in 2013. But other groups are continuing that work, albeit on a smaller scale. For example, Northern Sunrise County has established a shelterbelt program for farmers and rural landowners, selling bundles of 10 seedlings (of a dozen different types of trees and shrubs) for \$2.50. This year, residents of the county requested 10,000 seedlings. GRAPHIC: AGRICULTURE AND AGRI-FOOD CANADA

particularly," he said. "Some of it is because of the removal of shelterbelts."

And there's not even a yield gain from cropping the land that the shelterbelt once sat on because you're losing the moisture that comes from trapping snow and reducing evaporation, he said.

"You were still netting basically the same yield on that given land base," said Nerbas, adding shelterbelts are particularly useful at stopping wind erosion of sandy ridges and gravelly areas.

While reduced tillage has been a major plus, more farmers have been bringing out a cultivator or harrow to repair ruts from running combines, grain carts, or other equipment in wet fields.

"There's also an adoption of high-speed tillage implements. As a result, it's putting the soil in a state of vulnerability for wind ero-

sion," said Nerbas. "We have to re-educate everybody that there's a reason we've reduced our tillage—it is because it leaves the soil vulnerable to erosion."

And you never know when a fierce wind will start whipping across your farm, he added.

"You have to make sure your soil is protected all the time," he said.

The inconvenience of operating big equipment in fields with shelterbelts is "overstated," said Bozic.

"I have seen many older windbreaks that function well in large fields with large equipment," he said. "Those producers say the benefits outweigh any inconvenience, and that is why they aren't clearing windbreaks or old natural fences."

Modern shelterbelt design also allows producers to select the benefits they most want, he added in the Agri-News article.

"Choosing particular shrubs or

trees, as well as proper spacing, controls the density and height of these windbreaks," he said. "The snow is evenly distributed through the field and spring run-off is reduced with a low-density windbreak. With higher-density planting, the snow will not accumulate evenly. Instead, the snow will be trapped on the leeward side of the windbreak. These dense windbreaks are planted to avoid snow drifting onto roads and highways, to protect livestock, and to recharge our dugouts."

The trend today is to farm every acre, but that's short sighted, said Nerbas.

"Sometimes we just have to remind ourselves that we're going to have wet and dry years, and we have to have long-term plans to keep our shelterbelts healthy and protect from erosion."

akienlen@fbcpublishing.com



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94447

JUL 20 2018

Reeve Peter Braun
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Braun,

Thank you for your letter of June 29, 2018, advocating on behalf of your municipality, specifically the Buttertown community, for approval of a Disaster Recovery Program (DRP) to provide financial assistance for losses from the spring 2018 overland flooding and ice jams.

I appreciate your patience while we review your application in addition to those from other Alberta communities impacted by the spring 2018 floods. The ministry is currently reviewing these applications. In order for a DRP to be approved, a request for program funding must be approved by Treasury Board, and the creation of the program is then approved by Cabinet.

In the interim, if there are any questions, please contact Jennifer Dolecki, Director of Community Recovery Supports, at 780-289-3368 or via email at: Jennifer.Dolecki@gov.ab.ca.

Thank you again for writing and for your efforts on behalf of your community during the recovery.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Debbie Jabbour, MLA, Peace River
Jennifer Dolecki, Director, Community Recovery Services





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR93928

July 25, 2018

Reeve Peter F. Braun
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Braun,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

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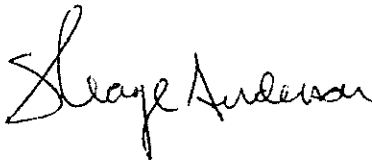
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

MINISTERIAL ORDER NO. MSL:047/18

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

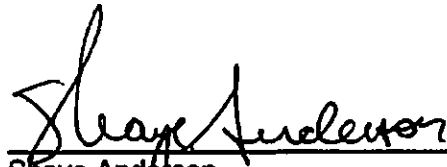
- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19th day of July, 2018.



Shaye Anderson
Minister of Municipal Affairs



July 26, 2018

Mackenzie County
PO BOX 640, 4511-46 Avenue
Fort Vermilion TOH 1N0

Dear: Carol Gabriel

On behalf of Northern Lakes College, I regret to inform you that the **Northern Lakes College Golf Tournament has been cancelled on September 7th 2018.**

As a valued sponsor and donor for this event, I want to thank you for your support. Unfortunately, the timing of the tournament has been impacted due to another major event going on the same weekend. This affected our ability to engage more sponsors and participants.

We do have exciting news that I want to share and hope that you would be willing to transfer your current support to this new inaugural event. It is our upcoming **Northern Lakes College Gala will be held on January 26 2019** (please save this date) at Northern Lakes College Campus in Slave Lake. This will be a semi-formal dinner and dance event where we recognize our Friends and Collaborators of the College.

This fun evening is a great opportunity to spend time with friends from communities all over our region. Additional details will be shared with you over the next few months.

If you are not interested in transferring your sponsorship funding or donation from the Golf Tournament to the Northern Lakes College Gala, please contact me at 780-849-8697.

Thanks again for your support enabling students at Northern Lakes College to obtain a great post-secondary education!

Sincerely,

Melane LeBlanc
Fund Development Manager, External Relations
Northern Lakes College



July 31, 2018



Mr. Peter F. Braun
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Mr. Braun:

I am pleased to announce that I have appointed Ms. Trish Merrithew-Mercredi to the role of Interim Executive Director for the Aboriginal Consultation Office (ACO).

Ms. Merrithew-Mercredi began her new role on July 3, 2018 and brings with her a wealth of senior management experience in government and First Nations. Prior to this, Trish worked as the Executive Director of First Nations Relations with the department. Her previous experience includes her work as the Senior Advisor to the Chief and Council of the Mikisew Cree First Nation and as the Regional Director General of Indigenous and Northern Affairs Canada in the NWT.

Established in 2013, the ACO manages the consultation process with First Nations and Metis Settlements. Through consultation, the Government of Alberta seeks to reconcile Treaty rights and traditional uses with the interests of all Albertans. Each year, the ACO reviews thousands of regulatory applications for a wide range of developments, including oil sands, conventional oil and gas, pipelines, mining, forestry, parks, public infrastructure (bridges, roads), and flood recovery and mitigation.

With the ACO in its sixth year of operation, management determined earlier this year that the timing was right to conduct a major review of the ACO to ensure the office was functioning to its highest level of operational effectiveness and client service. A third-party firm was appointed to conduct the review, which included interviews with a number of First Nations and Metis Settlements, ACO staff, Government of Alberta staff from other ministries, and representatives of industry.

Trish and the senior management team are now working to implement the recommendations of the review to ensure greater organizational effectiveness.

.../2

Mr. Peter F. Braun
Page Two

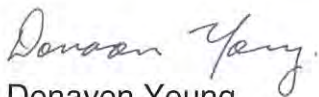
Among the accepted recommendations is changing to a regional model, which will see three Directors appointed to oversee the operations of the northwest, northeast, and south regions, under the overall direction of the Executive Director. We will also be creating two new positions – a Director of Business Optimization and a Director of Strategic and External Relations. This organizational set-up will ensure First Nations, Metis Settlements, industry, and municipalities have comprehensive and responsive representation at the ACO, no matter where they are in the province.

Ms. Merrithew-Mercredi will be instrumental in guiding the ACO through this time of restructuring, during which the office will continue to operate at full capacity to meet the Crown's duty to consult. Please feel free to reach out to ACO staff with any questions you may have on consultation matters. Contact information can be found at <http://indigenous.alberta.ca/575.cfm>.

Please also feel free to contact Ms. Merrithew-Mercredi should you wish to set up a meeting to discuss ACO operations or the changes that are unfolding. She would be happy to meet with you, either in person or by telephone, and may be reached at 780-643-6215 or trish.merrithew-mercredi@gov.ab.ca.

Ms. Merrithew-Mercredi's leadership and experience will be great assets to the ACO, and I am very pleased to have her at the helm during this time of renewal.

Sincerely,



Donavon Young
Deputy Minister

From: [Peter F. Braun](#)
To: [Carol Gabriel](#)
Subject: Fwd: Thank you for your support on the Trans Mountain Pipeline Expansion Project
Date: July 31, 2018 9:09:55 PM

Council info

Peter F Braun
Reeve
Mackenzie County
780-926-6238

Begin forwarded message:

From: Office of the Premier <Premier@gov.ab.ca>
Date: July 31, 2018 at 2:57:24 PM MDT
To: "peter@mackenziecounty.com" <peter@mackenziecounty.com>
Subject: Thank you for your support on the Trans Mountain Pipeline Expansion Project

July 31, 2017

Reeve Peter F. Braun
Mackenzie County
peter@mackenziecounty.com

Dear Reeve Braun,

Thank you for being a signatory to the Alberta Urban Municipalities Association's letter in support of the Trans Mountain Pipeline Expansion Project. I'm proud to have partners like you and the Mackenzie County to stand with us in our fight to keep Canada working. I sincerely appreciate your support, and apologize for the delay in sharing my personal thanks with you.

Everywhere I go, I make the case that Alberta's access to markets for our energy products is in Canada's best interest and I know that you, along with your colleagues, have been doing the same. Our energy industry has helped us build a Canada of hope, and offered opportunity for millions of working people from every province and territory. In today's uncertain world, our energy industry is critical to every Canadian's economic security and stability. That is why it is so important that Canada be able to reach new markets for its most valuable commodity.

The recently announced federal acquisition of this project has put the Trans Mountain project back in gear, and with it, we expect to see growth and investment return to Alberta, helping us overcome the \$40 million per day that delays to this project were costing the Canadian economy. That is money that will be going to schools, hospitals, roads, and many other things that are important to Albertans and Canadians.

I'm very optimistic there is a way forward for all of us. We can protect our environment. We can fight climate change. We can protect good energy industry jobs. We can build the infrastructure that connects us to the world. And we can improve the health and education services that make our province and country one of the envies of the world.

This is a critical moment for our country, and your support matters. It matters to me and it matters to working people everywhere. Thank you for your continued advocacy on this issue. You have my word that we will not waver in our defense of our energy industry, and the hundreds of thousands of working people it supports.

Thank you again for sharing your support.

Sincerely,
Rachel Notley
Premier of Alberta

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94263

Subject: 2018/19 Fire Services Training Program Grant

Dear Elected Officials,

It is my pleasure to announce Municipal Affairs is providing \$500,000 in grant funding for the 2018/19 Fire Services Training Program.

This grant provides a supplemental funding mechanism to encourage increased training availability and support fire service personnel in their duty to protect Albertans and respond to emergency incidents. Courses that may be approved for delivery under this grant will focus on programs that may lead toward certification to internationally recognized standards.

In order to maximize resources, collaboration involving multiple municipalities is encouraged, with one municipality applying as the grant's administrator. Please encourage your fire officials to work closely with the fire and rescue departments within your area when applying.

The grant guidelines and project application form are available on the Office of the Fire Commissioner's website at: www.ofc.alberta.ca/grant-funded-training. Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form.

Regional technical advisors from the Office of the Fire Commissioner are available to assist municipalities with the application process upon request. Should you have any questions regarding the grant applications or the program guidelines, please feel free to contact the Grants Coordinator at 1-866-421-6929 or firecomm@gov.ab.ca.

I wish you all the best with your fire service training projects.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

From: Matt Dow
To: [Matt Dow](#)
Cc: [Chelsea Parent](#)
Subject: Feedback on Wetland Construction Directive
Date: August 1, 2018 9:37:02 AM
Attachments: [image004.png](#)
[20171109AEP_Wetland Construction Directive_revised.docx](#)

Hello CAOs,

Alberta Environment and Parks has released a Wetland Construction Directive for feedback from RMA members. The directive (attached) describes Alberta Wetland Policy administrative requirements for wetland replacement by wetland construction. The RMA has been asked to consolidate our members feedback.

Feedback must be provided to the RMA at **August 13th at 1:00 PM** and can be submitted to RMA Policy Analyst Chelsea Parent Chelsea@rmaalberta.com

If you have any questions, please don't hesitate to contact myself or Chelsea Parent.

Thank you for your time and effort on this,

Matt Dow

Policy Analyst



Office: 780.955.4085
RMAAlberta.com

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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Alberta Wetland Construction Directive

01/19/2018

Title:	
Number:	
Program Name:	
Effective Date:	
This document was updated on:	
ISBN No.	
Disclaimer:	

DRAFT

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1. Purpose of this document

Wetland replacement refers to the restoration or construction of wetlands to offset the permanent loss of another wetland for which avoidance or reclamation were not possible. This directive describes Alberta Wetland Policy administrative requirements for wetland replacement via wetland construction, which is defined as the creation of wetland habitat where a natural wetland did not previously exist or where the natural wetland is removed and replaced with a stormwater management facility. Meeting the requirements of this directive will provide assurance to the regulatory body that wetland construction actions are meeting intended outcomes to replace wetland area and function. Teams made up of registered professionals who are competent in the design, construction, establishment and monitoring of constructed wetlands will use this directive.

2. Roles and Responsibilities

- A proponent is the company or individuals responsible for constructing wetland habitat in accordance with this Directive for the purpose of permittee-responsible replacement or creation of a wetland bank.
- The Wetland Construction Team comprises the individuals who have the technical competencies and experience to design and construct a wetland as well as oversee wetland commissioning, monitoring, maintenance and adaptive management..
- The authenticating professional(s) are the senior member(s) of the Wetland Construction Team who sign the Wetland Construction Design Plan, Wetland Validation Statement and Wetland Verification Report. They are regulated by the professional association to which they belong, and directed by the practice standards set out in the Professional Responsibilities in Completion and Assurance of Wetland Science, Design, and Engineering Work in Alberta.
- The regulatory body is the approvals office to which the application(s) are submitted. The regulatory body may be Alberta Environment and Parks (AEP) or the Alberta Energy Regulator (AER). Regulatory submission requirements are provided on AER's website and AEP's Wetland Policy Implementation website, respectively. All Wetland Construction Plans, regardless of who is the regulatory body for the project, must also be sent to aep.wetlands@gov.ab.ca.

3. Regulatory Requirements

All applicable regulatory authorizations and approvals must be obtained prior to undertaking a wetland construction project. Regulatory information related to wetland construction is not included in this Directive. It is the responsibility of the applicant and/or the Wetland Construction Team to understand and respect all applicable legislation as part of the wetland site assessment, design, construction, commissioning, monitoring and maintenance process.

Water Act approval must be obtained for any proposed activity within a wetland constructed as part of permittee-responsible replacement. Authorized permanent impacts to a constructed wetland recognized by the wetland policy are subject to the Alberta Wetland Policy's mitigation requirements. If an unauthorized impact to a replacement wetland has occurred, it should be reported to compliance at 1-800-222-6514.

Wetland construction activities may be inspected by the regulatory body as part of the wetland replacement program to audit individual projects and to evaluate the overall program.

4. Submission Requirements and Timelines

Reporting requirements and timelines for a wetland construction plan, validation statement, and verification report will be conditioned into the initial approval authorizing wetland loss, and are documented in each of the reporting sections for the Wetland Construction Plan (Section 5.1.5), Wetland Validation Statement (Section 5.2.3), and Wetland Verification Report (Section 5.4.3).

5. Wetland Construction Reporting Requirements

This section outlines the steps and the reporting requirements and timelines that a proponent is responsible for completing.

Steps for undertaking a Wetland Construction Project

1. A site assessment is conducted by the wetland construction team to review existing site conditions that will enable a proponent to identify constraints of concern and site opportunities which will drive the design process.
2. A Wetland Construction Plan is developed, including the site assessment analysis and design, construction, and commissioning, monitoring and maintenance plan, by the wetland construction team and authenticating professional(s).
3. The proponent submits the Wetland Construction Plan, signed by an authenticating professional, to both the regulatory body and to aep.wetland@gov.ab.ca. The Wetland Construction Plan must be attached to a *Water Act* application and any other regulatory applications that need to be obtained from Environment and Parks or the Alberta Energy Regulator.
4. After the Wetland Construction Design Plan and associated authorizations are approved, the approval holder executes wetland construction according to the approved plan.
5. The approval holder submits a Validation Report (signed by an authenticating professional) to the regulatory body and aep.wetland@gov.ab.ca within 90 working days after the construction action is completed, confirming that the wetland construction action was undertaken according to the approved plan.
6. Commissioning, monitoring and maintenance is conducted for a minimum of four years after the Validation Report is approved. A proponent may make a request to the regulatory body and to aep.wetlands@gov.ab.ca to monitor for a longer period if they deem the wetland needs more time to establish or if adaptive management is necessary.
7. The approval holder submits the Verification Report (signed by an authenticating professional) to the regulatory body and to aep.wetland@gov.ab.ca. The authenticating professional must assess and conclude, based on monitoring results and comparison to performance measures, whether the site was successfully established and is on a trajectory to become a healthy, functioning constructed wetland.



Figure 1. Wetland construction process steps.

5.1. Site Assessment and Wetland Construction Design Plan

A detailed Wetland Construction Design Plan, signed by an authenticating professional, must be submitted by the proponent to the regulatory body and to the Provincial Wetland Mitigation Specialist at aep.wetlands@gov.ab.ca as part of the regulatory application prior to undertaking a construction project. The construction plan must contain the following information, as described in the following subsections:

- Team Roles (Section 2.1.1)
- Wetland Construction Objectives (Section 2.1.2)
- Site Assessment (2.1.3)
- Wetland Construction Design (2.1.4)

- Submission Requirements (2.1.5)

5.1.1. Team Roles

The Wetland Construction Plan must include a brief description of the team roles, including:

- The name of the applicant and their contact information
- Name and contact information of all authenticating professionals (see Section 2.1 Roles and Responsibilities), and each of those individual’s CV or resume.
- Wetland construction team members, their roles, and description of their qualifications and competencies

5.1.2. Wetland Construction Objectives

To evaluate the success of a wetland construction project and to demonstrate that a constructed wetland will develop into an effective and functioning wetland over time, the regulatory body requires that a constructed wetland support four key wetland functions: hydrologic, water quality, ecological (habitat) and human use. These four functions will be assessed in the Wetland Construction Plan, as well as during validation, monitoring and verification of the constructed wetland. The three wetland design principles as well as wetland habitat features must be incorporated in the wetland objectives to meet the four key wetland functions. Based on an understanding of the overall site, including facility type (i.e. stormwater or excavated pit), and existing conditions and constraints found during the site assessment, a design team should have enough information to select a wetland class and set specific hydrological, water quality, ecological and human use objectives that reflect the wetland design principles and specific wetland habitat features. Success of a wetland construction project will be evaluated by performance measures and key determinants of wetland construction success (see Section 3.4).

5.1.3. Site Assessment

Site assessment of local conditions is the first critical step in the development of wetland design as part of the Wetland Construction Plan. The site assessment should be comprehensive and conducted at an appropriate time(s) of the year to evaluate site conditions and constraints. These may include constraints related to topography, hydrology, soils, biology or other factors (e.g. zoning, surrounding land use, etc.). The Wetland Construction Plan must synthesize key findings from the assessment to inform the wetland construction design. It is the responsibility of the Wetland Construction Team to provide results of the site assessment that will support wetland design and wetland function while reducing the risk of failure to the wetland construction project. Table 1 provides a summary of the required site assessment tasks that will inform and be part of a Wetland Construction Plan. Findings from the site assessment will clarify the potential to construct a functioning wetland, and are a key component of the Wetland Construction Plan (Table 1).

Table 1. Summary of site assessment tasks and reporting requirements.

Site Assessment Variable	Reporting Requirements
Proponent and authenticating professional team members	Identify proponent’s name, contact information, signature, professional designation and date.
	Team members authenticating professional designations
Site location	Ascertain land ownership, municipal zoning codes, existing utilities in project site or adjacent areas, etc.
	Assess whether there are conflicts associated with wetland development due to land ownership concerns.
Delineation, classification, and	Identify target wetland class to be constructed (e.g. seasonal, semi-permanent or

Site Assessment Variable	Reporting Requirements
assessment	permanent marsh or shallow open water) according to the Alberta Wetland Classification System.
	Estimate target area of each wetland zone (e.g. shallow open water, deep wetland, shallow wetland, wet meadow).
	Estimate qualifying wetland area based on proposed design and submit a shapefile of the wetland extent following standards outlined in the Alberta Wetland Identification and Delineation Directive.
Landscape/ location characteristics	Identify watershed's Hydrologic Unit Code 8 (HUC 8), map the catchment area size, drainage characteristics, and topographic setting (e.g. headwater, etc.).
	Determine proximity to airports, municipalities, roads, or industrial activities.
	Identify key constraints or considerations (e.g. steep slopes, ridge, isolated low areas).
	Identify and verify surrounding land uses within the catchment area.
	Assess whether there are conflicts associated with wetland development due to zoning or regulatory restrictions, topographical constraints, setbacks, etc.
Hydrology	Delineate anticipated post-development catchment.
	Identify anticipated post-development catchment characteristics, including land cover, catchment topography, catchment slopes and stormwater management.
	Develop preliminary site water balance to assess whether there is sufficient water to sustain wetland of proposed type.
	Review available data to determine if the site is connected to a groundwater supply (e.g. perched, local groundwater table, regional groundwater fed, groundwater variability).
Pre-disturbance impacts and stressors	Sources of sedimentation and erosion, and potential issues
	Description and location of weedy or invasive species.
	Assess whether there are conflicts associated with existing infrastructure or utilities.
Soils	Description of soil quality and characteristics (e.g. summary of nutrient reports, texture, salinity, soil profile, borehole information, etc.) based on a soil pit of 40 cm deep.

Site Assessment Variable	Reporting Requirements
Vegetation (as per Alberta Wetland Classification System)	Describe pre-existing construction site conditions detailing the location of native and/or weedy and invasive species.
	Identify and locate any at-risk or rare species on site.
Water chemistry	If available, review water quality results, including nutrients, salinity or conductivity, for all wetland source waters (e.g. surface and/or groundwater) and receiving waters.
Wildlife	Identify existing wildlife or species habitats connected or adjacent to the wetland site. Identify any at-risk or listed wildlife species and their dens or nests on site or close proximity.
Human use	Identify existing and potential human use features in or adjacent to the planned wetland.
Impacts of wetland construction to downstream users or local water resources	Indicate any regulatory or jurisdictional concerns.
Risks	Identify potential risks associated with wetland development at the subject site (e.g. flooding, slope stability, water supply, insufficient data, etc.).

5.1.4. Wetland Construction Design

The Wetland Construction Design must contain a design proposal that aligns with the Wetland Construction Guide, and that fulfills all the wetland design principles ((i.e. hydrology, basin topography and wetland plant communities), at least one wetland habitat feature and one human use feature (See Wetland Construction Guide on the definition of a feature). The design section must synthesize the site assessment’s key findings to support the wetland construction design. It must also provide design methods and timelines, and pond drawings with specific details on wetland components (Table 2).

Lack of information from the site assessment may lead to uncertainty regarding hydraulic or physical design. Therefore, where insufficient information leads to design uncertainty, it is the responsibility of the proponent to provide and submit mitigation options with the Wetland Construction Plan that will reduce the risk of failure.

Wetland replacement area within a constructed stormwater facility or excavated pit will likely only represent a portion of the total area of the facility. To be considered as wetland replacement, the area must meet the definition of a wetland (Alberta Wetland Policy, Alberta Wetland Identification and Delineation Directive and Alberta Wetland Classification System) including vegetation and hydrology indicators and early indication of wetland soil development. Note that areas that are deeper than 2 metres in a wetland design project will not be considered as part of the wetland replacement area, nor will upland habitat created outside of the delineated wetland extent. In the construction design, the anticipated wetland area should be delineated as the area under 2 m and below the elevation of the Normal Water Level.

5.1.5. Submission Requirements

Once the site assessment and the wetland design have been completed, a Wetland Construction Plan, including the reporting requirements listed in Tables 2 and 3, will need to be submitted to the regulatory body and to

aep.wetland@gov.ab.ca for review and approval prior to commencement of construction.

The regulatory body will review the Wetland Construction Plan for completeness of information and compliance with construction plan requirements. The regulatory body may request re-submission or supplementary information if the construction plan does not meet requirements.

Table 2. Submission requirements for the Wetland Construction Plan.

Component	Requirement
Pre-disturbance site assessment	Submit all information required in Table 1
Post-development site plan	Site plan should be provided showing design post-development catchment area delineation of (total) proposed wetland area and (if different), delineation of qualifying wetland area (wet meadow zone, emergent zone, and open water zone that is ≤ 2 m deep).
Grading	Finished grades should be shown for all wetland and upland areas in plan view , clearly delineating bottom and top of slopes, benches, peninsulas, emergency overflow, and other topographic features. The different wetland habitat zones or benches for submergent, emergent and wet meadow vegetation should be clearly identified with widths and percent slopes.
Access	Any proposed accesses (e.g. paths and access roads) should be shown in plan view along with grades. A cross-section detail should also be provided where appropriate.
Wetland habitat features	Any proposed wetland habitat features (i.e., minimum one for ecological (habitat) and minimum one for human use functions) should be shown in plan view. This includes trails, boardwalks, benches, gathering spaces and interpretive/educational signage.
Conveyance	Piped and overland conveyance systems should be shown in plan and profile view with information on dimensions, material type, cover, bedding, and slope.
Control Structures	Details should be provided for any proposed control structures (e.g. gates, weirs, etc.).
Operating levels	The projected operating levels (e.g. normal water level, high water level) should be clearly indicated in plan view. An accompanying table listing the area and pond volume at key water levels should also be provided.
Planting plan	A planting plan should identify each proposed planting zones in the wetland and upland areas. For each zone, a list of species should be provided and the proposed planting strategies should be clearly specified including depth of water, etc.

Table 3. Design reporting requirements for the Wetland Construction Plan. See Wetland Construction Guide for more details.

Component	Requirement
Proponent and representative(s)	Proponent's name, contact information, signature, professional designation and date.
	Submission date.
	List of all team members including designations.
Site location	Legal land description of construction site.
	UTM coordinates of estimated center of wetland to be constructed.
	Land ownership.
Delineation and classification (as per Directive and Alberta Wetland Classification System)	Designated wetland class/form/type to be constructed (e.g. seasonal, semi-permanent or permanent marsh or shallow open water).
	Estimate target surface water area (+/- 20%).
	Estimate of qualifying wetland area (e.g. flooded depth ≤ 2 m depth), based on proposed design.
Hydrologic function	Description of wetland design principles that support this key wetland function.
Water quality function	Description of wetland design principles that support this key wetland function.
Ecological (habitat) function	Description of wetland design principles that support this key wetland function. Identification of selected ecological (habitat) function (i.e. INV, AH, WH, SRM) and description of wetland habitat feature(s) that support this function.

Component	Requirement
Human use function	Description of wetland habitat feature(s) that support this function.
Landscape/ location characteristics	Identification of watershed and approximate setting (e.g. headwater, etc.).
	Proximity to airports, municipalities, roads, or industrial activities.
	Description of terrain, identification of topographical constraints/considerations and description of how these will be addressed.
	Identification and verification of surrounding land uses and land types (e.g. anthropogenic and naturally existing) within the catchment area.
	Description of known conflicts and how these conflicts are addressed via design and mitigative measures.
Hydrology	Delineation of design post-development catchment.
	Description of design post-development catchment characteristics, including existing land cover, catchment topography, and slopes.
	Site water balance and description of wetland hydroperiod. Include projection of water levels and anticipated amplitude (e.g. degree, duration, timing).
Hydrology (cont.)	Identification of whether wetland connected to a groundwater supply (e.g. perched, local groundwater table, regional groundwater fed, groundwater variability). If wetland is under groundwater influence, include description of groundwater characteristics and projected groundwater flux under anticipated operating conditions.
	Specified normal water level and/or normal operating range.
	Description of proposed inlets and outlets.
	Calculation of effective catchment area for any engineered structures.

Component	Requirement
Impacts and disturbances	Description and location of weedy or invasive species and action plan.
	Indication and location of any infrastructure or utility constraints.
Physical measurements	Specified basin characteristics from the design plan including:
	o Basin NWL (and/or operating range);
	o Wetland bottom;
	o Cross sectional transect lines through the basin;
	o Additional measurements for control structures as required by the regulating body;
	o Indication of location and extent of all plant benches; and
	o Location/Description of additional features (e.g. nest boxes, loafing rocks/logs, fencing, etc.).
Soils	Description of soil quality and characteristics (e.g. summary of nutrient reports, texture, salinity, soil profile, borehole information, etc.).
	Soil plan, indicating:
	o The stockpiling of any soil or substrate materials (e.g. substrate type and placement location(s));
	o Soil/substrate treatment and/or amendments;

Component	Requirement
	<ul style="list-style-type: none"> o Site plan indicating soil and material placement, by type and depths; and o Erosion/sedimentation plan describing erosion practices and monitoring schedules.
Vegetation (as per Directive and Alberta Wetland Classification System)	<p>Description of pre-existing construction site conditions detailing the location of native and/or weedy and invasive species and associated weed management plan.</p> <p>Identification and location of any at-risk or rare species on site and description of proposed measures for protection.</p>
Vegetation (as per Directive and Alberta Wetland Classification System; cont.)	<p>Planned wetland plant communities and zones, based on wetland design characteristics (e.g. wet meadow, emergent, surrounding upland area).</p> <p>Location of planting zones including wetland species lists for each zone and planting strategies by zone (e.g. including density, timing of activities and description of all plant source materials).</p> <p>Revegetation plans (e.g. list of species and planned locations) for the surrounding upland area adjacent to the constructed wetland.</p> <p>Description of considerations that establish continuity of vegetation patterns and connectivity with adjacent natural and reclaimed lands (e.g. upland areas adjacent to the wetland edge, maintenance of existing adjacent natural areas where possible, placement of the constructed wetland in ecological networks, etc.).</p>
Water chemistry	<p>Water quality results, including nutrients, salinity or conductivity, for all wetland source waters (e.g. surface and/or groundwater).</p> <p>Additional information may be requested by regulatory body.</p>
Wildlife	<p>Identification and description of new wetland habitat features designed (e.g. planned within the wetland; connected and/or adjacent to the wetland) for wildlife habitat and/or existing habitat features which are incorporated in final design.</p>
Human use	<p>Identification and description of all human use wetland habitat features to be incorporated into the designed wetland.</p>
Impacts of wetland construction to downstream users or local water resources	<p>Indication of any regulatory or jurisdictional concerns.</p>

Component	Requirement
	Description of surface water impacts, such as altered drainage patterns, effects on downstream water volumes, etc.
	Description of groundwater impacts, including impacts to third parties with surface or subsurface leases.
	Outline anticipated downstream user impacts.
Risks	Summary of project risks (e.g. flooding, slope stability, water supply, insufficient data, etc.) and proposed mitigation strategies.
Planning for future phases	Construction schedule, including timeline for earthworks and grading, placement of growth medium, installation of infrastructure (if included), plan and timelines for erosion control, revegetation timing and commencement of hydrology commissioning (i.e. availability of water source, timing for flooding).
	Construction plan statement.
	Proposed monitoring timeline, performance measures and associated techniques.
	Commissioning plan, including the necessary hydrology to ensure wetland type and revegetation success in the first 4 years.

5.2. Wetland Construction Validation

This section outlines the requirements for validating that wetland construction was completed according to the Wetland Construction Plan and in accordance with the Wetland Construction Guide.

A Validation Report must contain the following information:

- Validation team roles (2.2.1)
- Validation assessment (2.2.2)
- Submission Requirements and Timelines for Validation (2.2.3)

5.2.1. Team Roles

A brief description of the project and validation team must be provided. This description includes:

- The name of the approval holder and their contact information;
- Name and contact information of all authenticating professionals (see Section 2.1 Roles and Responsibilities), and their CV or resume;
- Wetland construction team members, their roles, and description of their qualifications and competencies.

5.2.2. Validation Assessment

Validation must assess if a) the wetland construction actions were undertaken and completed according to the Wetland Construction Plan and the Wetland Construction Guide, and b) the constructed wetland is on a trajectory to success, based on the authenticating validator's best professional judgement. Specific factors that must be addressed are:

- The *Water Act* Approval number obtained related to the wetland construction activity.
- Whether or not earthworks occurred according to the design in the Wetland Construction Plan;
- Whether or not the infrastructure is installed and operating as intended;
- Whether or not the constructed wetland hydrology is operating as outlined in the Wetland Construction Plan;
- A report on the status of other wetland construction activities, including vegetation planting techniques, erosion and weed control activities.
- Any outstanding tasks
- Confirm the area (ha) of wetland that has been created and if changes in wetland extent have been made, attach an updated shapefile following standards outlined in the Alberta Wetland Identification and Delineation Directive

In order to confirm that the wetland construction actions were undertaken according to the Wetland Construction Plan, preparation of as-built drawings are required, to be submitted with the Validation Report. Where changes to the original design in the Wetland Construction Plan have occurred, an explanation for these changes must be given. Expert opinion must also be provided of the potential effect the design changes may have to the overall objectives and success of the constructed wetland.

The regulatory body will review the Validation Report for compliance with validation requirements.

5.2.3. Submission Requirements and Timelines for Validation

A Validation Report must be submitted to the regulatory body and to aep.wetlands@gov.ab.ca within 90 working days of completing the wetland construction action. Wetland construction completion includes:

- Earthworks complete;
- Infrastructure in place;
- Hydrology functioning as designed, including the appropriate frequency, intensity and timing of water supply;
- Guaranteed water supply to NWL in first growing season; and,
- Greater than 75% of the seeding and planting complete.

For example, if excavation, plant bench construction, and seeding/planting of a new wetland commenced by September 30, but supplementary seeding and planting is not completed until July 30 of the following year, the Validation Report is due on August 30.

Note that the validation process will overlap with the commissioning of the wetland; however, conclusions from the Validation Report may influence activities of the wetland commissioning. See the Alberta Wetland Construction Guide for more information.

5.3. Wetland Construction Commissioning, Monitoring and Maintenance

The purpose of the commissioning, monitoring and maintenance stage is to act as a checkpoint that the constructed wetland continues on a trajectory to success, with information collected and actions taken to inform the Verification Report, including the achievement of performance measures.

The commissioning, monitoring and maintenance stage is a minimum four year process, commencing following the approval of the Validation Report, prior to the submission of a Verification Report. The duration of this stage may be extended if monitoring results indicate the wetland needs additional time or requires adaptive management.

Reporting requirements from commissioning, monitoring and maintenance must be kept and provided to the third-party authenticating professional who conducts the verification report. A proponent must collect and retain the following information to inform verification:

1. Records and photos of commissioning activities in compliance with the Wetland Construction Guide,
2. Monitoring data in compliance with the Wetland Construction Guide, to inform performance measures.
3. A summary of adaptive management activities taken.

5.4. Wetland Construction Verification

Wetland verification is a process in which a verifier determines if the wetland construction outcomes comply with the construction actions required under this Directive, and the wetland is on a trajectory toward a healthy, functioning ecosystem. This section outlines the requirements to verify that an effective and well-functioning constructed wetland has been established and is on a trajectory towards success.

Performance measures within the Wetland Construction Guide have been selected to evaluate the wetland design principles and wetland habitat features for verification. These performance measures are based on variation seen in natural mineral-based wetlands in the prairie pothole region, or are measures of wetland construction success based on Ducks Unlimited Canada's experience in wetland construction across Canada.

Performed by the independent third party, a desktop review and at least one site visit are required for verification. A Verification Report must contain the following information:

- Team Roles (2.4.1)
- Monitoring Results and Performance Measure Review (2.4.2)
- Submission Requirements and Timelines for for Verification (2.4.3)

5.4.1. Team Roles

A brief description of the project team and verification team must be provided. This includes:

- The name of the approval holder and their contact information;
- Authenticating verifier's name and contact information;
- Verification team members, their roles, and description of their qualifications and competencies; and,
- Independence statement of the team.

5.4.2. Monitoring Results and Performance Measure Review

Monitoring results from the commissioning, monitoring and maintenance stage for each of the six constructed wetland components (grading, infrastructure and engineering; hydrology; wetland vegetation; upland vegetation; water quality and wildlife; Table 5) must be provided, including:

- The Water Act Approval number obtained related to the wetland construction activity.

- A summary of commissioning records for each of the six constructed wetland components in the Wetland Construction Guide (e.g. grading, infrastructure and engineering; hydrology; wetland vegetation; upland vegetation; water quality and wildlife), including site photos (see Table 5).
- Assessment of the commissioning, monitoring and maintenance records to confirm that monitoring design and data collection was appropriate and complete, and that commissioning and maintenance activities were conducted appropriately and in accordance with the Wetland Construction Guide;
- Records of adaptive management actions, and assessment of whether these actions were appropriate and effective, or if there is risk of long-term failure or degradation in function due to them or underlying impairments.
- A verification assessment of whether key wetland functions and the proponent's objectives were met by : 1) Fulfilling wetland design principles and applicable wetland habitat and human use features. (Provide documentation that wetland habitat features are in good condition and are performing as intended); 2) Following the Wetland Construction Plan and Wetland Construction Guide (AEP); and 3) Meeting the minimum required performance measures.
- A geodatabase or shapefile of the wetland boundary determined according to standards outlined in the Alberta Wetland Identification and Delineation Directive.
- Results of an Alberta Wetland Rapid Evaluation Tool-Actual assessment.
- A statement concluding whether or not the constructed wetland is on a trajectory towards a healthy functioning wetland, based on the results and discussion of monitoring data collected and analyzed; and
- If relevant, probable causes of deviation from intended or anticipated function, class or area of the wetland.

5.4.3. Submission Requirements and Timelines for Verification

Verification must occur a minimum of four years after the approval of the Validation Report and must be signed by an authenticating professional. The proponent must submit the Verification Report to the regulatory body within 90 working days of verification completion.

The regulatory body will review the Verification Report for completeness and compliance with verification requirements prior to approving the action as a verified constructed wetland. The regulatory body may request re-submission or supplementary information if the Verification Report does not meet requirements.

6. Relative Wetland Value

For permittee-based replacement, whereby the applicant constructs a wetland as part of an approval condition to offset their own wetland impacts, constructed wetlands will be assigned a base relative wetland value of 'c'. An abundance modifier, determined by the Relative Wetland Value Assessment Unit (RWVAU) in which the wetland is located (refer to Alberta Wetland Mitigation Directive), will then be applied to assign a final relative wetland value. The c- value will be modified up to 'B' for constructed wetlands located in RWVAUs that have an abundance modifier of +1, down to 'D' in RWVAUs with an abundance modifier of -1, and be assigned value of 'C' in RWVAUs with an abundance modifier of 0.

7. Records Management and Registry

The applicant/approval holder must keep records of the wetland construction actions, and provide them upon request to the regulatory body.

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Table 4. Verification Report requirements for the commissioning, monitoring and maintenance stage.

	Commissioning	Monitoring	Adaptive Management	Performance Measures	
Grading, Infrastructure and Engineering	Records of inspection of infrastructure, control structure operation for water level manipulation.	N/A	Summary of adaptive management activities undertaken, including: <ul style="list-style-type: none"> • target concern for adaptive management • adaptive management activities applied • date and duration of activities • management outcome • pre- and post-management photographic evidence 	<ul style="list-style-type: none"> • No less than a 3:1 length to width ratio, or incorporate other features (e.g. peninsulas) to increase the flow path. • ≥ 2 m to create open water zones; 0 – 60 cm for vegetated zones; +/-5 cm design tolerance. • No less than 7:1, and range between 10:1 to 40:1 for areas supporting wetland vegetation; 3:1 to 4:1 slopes for areas limiting wetland vegetation; 5:1 to 7:1 or greater for areas supporting upland vegetation. • Minimum Shoreline Development Index (SDI) value of 1.2). 	Documentation that wetland habitat features are in good condition and performing as intended, including photographic evidence.
Hydrology	Records on constructed wetland water levels, including during commissioning and following adjustment to long-term hydraulic operation.	Records on constructed wetland water levels. Minimum four years of groundwater monitoring data for constructed wetlands utilizing groundwater to maintain hydraulic design.		<ul style="list-style-type: none"> • Documentation of constructed wetland commissioning, including water level observations. Records of constructed wetland water levels during monitoring. 	
Wetland Vegetation	Records of wetland vegetation inspections for commissioning purposes, including photo stations established for the purposes of monitoring vegetation establishment over time.	Minimum four years of wetland vegetation monitoring conducted annually. Must include transect surveys identifying percent cover of native wetland species, species richness as well as either FQI or IBI value, if available), identification of vegetation zone widths, identifying percent cover of invasive species, if exist.		<ul style="list-style-type: none"> • 35% to 65% vegetation to open water coverage • A minimum of 20 native wetland vegetation species, or a minimum value for the FQI or IBI (to be determined by the Province of Alberta), must be met • A minimum of 75% cover in the emergent and wet meadow zone, and a maximum of 10% cover and Class 5 or less of density/distribution of invasive species in all vegetated wetland zones • Water depths ranging from 10 – 60cm; Minimum average emergent 	

			zone width of 4 - 10m for permanent wetlands, Minimum average width of 10 - 20m for seasonal and semi-permanent wetlands • Water depths ≤ 10cm; Minimum average wet meadow zone width of 8 m
Water Quality	Records of water quality inspection if occurred and photos of water quality issues, if applicable.	Water quality monitoring results, if constituents of concern were identified during the site assessment and design phase.	At the discretion of the proponent and project team, or at the request of the regulatory body, if water quality performance measures are required.
Wildlife	Records of observations of wildlife that may harm commissioning and vegetation establishment, including site photos.	Records of incidental wildlife observations during site visits. Observations must target the ecological (habitat) use functions that were identified during site assessment and design.	N/A

DRAFT

Original signed by: _____
Name of approver
Program/branch name
Environment and Parks

Date: _____

July 26, 2018

Dear Mayor/Chief and Council,

RE: Alberta Community Resilience Program Application Deadline is September 30, 2018

The Alberta Community Resilience Program (ACRP) is committed to supporting communities in building resilience to flood and drought and ensuring the protection of critical infrastructure and public safety. All municipalities, First Nations, and Metis Settlements in the Province are eligible to apply. Since the program began in 2014, approximately \$195 million has been distributed to 70 community resilience projects across the province.

The Alberta Community Resilience Program is currently accepting grant funding applications for the 2019 fiscal year. We invite you to submit grant applications on or before our next application deadline of September 30, 2018. Attached are the Alberta Community Resilience Program Guidelines to help you determine project eligibility as well as the Application and Community Resilience and Mitigation Assessment Forms.

If you submitted an application in a previous year and it was deemed to be eligible, it will automatically be reconsidered following the September 30th, 2018 submission deadline. Please ensure the information provided as part of your application remains up-to-date. Applicants are strongly encouraged to contact the Program Coordinator to provide updated information, including project timelines and cost estimates.

Micaela Gerling is the ACRP Program Coordinator and is your primary program contact to guide you through the application process. Micaela can be reached at 403-297-3304, e-mail: Micaela.Gerling@gov.ab.ca

Please visit our program website acrp.alberta.ca for program updates or email us at AEP.ACRP@gov.ab.ca for more information.

Yours truly,



Andy Lamb
Director, Alberta Community Resilience Program

The Government of Alberta is responsible for identifying and submitting projects to the Government of Canada for the Investing in Canada Infrastructure Program (ICIP). This Expression of Interest (EOI) Form is the first stage in the application process. The form will be used by the Government of Alberta to determine eligibility and identify which projects will be submitted to the federal government for review and approval. Projects will be evaluated against a prioritization criteria, which includes the project's alignment with Government of Alberta priorities and project readiness.

This form is for expressing interest in the Green Infrastructure; Community, Culture and Recreation; and Rural and Northern Communities streams.

After submission, applicants will be notified by Alberta Infrastructure staff on the status of their application. Selected project applicants will be invited to complete the federal application form for ICIP funding. Further details on this next stage of the federal application process will be shared with selected applicants. Please note that projects are not approved for funding until the federal application form is submitted and Infrastructure Canada approves the project.

Projects with total eligible costs over \$10 million and select Green Infrastructure projects will require climate assessments as part of the project submission process. This includes a Greenhouse Gas Mitigation Assessment and the Climate Change Resilience Assessment. Applicants shortlisted by the Government of Alberta that meet the threshold will be advised to secure a vendor to conduct the required assessments.

If approved, projects with total estimated eligible expenditures of \$25 million dollars or more will be required to report on community employment benefits provided to at least three (3) of the federal target groups: apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small/medium-sized enterprises and social enterprises. Applicants should consider how this reporting requirement will be addressed by their projects, if applicable.

Please email questions or concerns to alberta.icip@gov.ab.ca

Contact Information	
Project Applicant Organization Name Mackenzie County	
Project Contact Name and Title Len Racher - Chief Administrative Officer	
Primary Contact Number 780-927-3718	Corporate Registry Number (if applicable)
(1) Project Applicant Type	
Select the Project Applicant Type from the eligible applicants listed below:	
<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> A public sector body that is established by or under provincial statute or by regulation or is wholly-owned by Alberta, or a municipal government (e.g. crown corporation). <input type="checkbox"/> Not-for-Profit Organization <input type="checkbox"/> A band council within the meaning of Section 2 of the <i>Indian Act</i> <input type="checkbox"/> A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation. <input type="checkbox"/> A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure. <input type="checkbox"/> A Not-for-Profit Organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Alberta. <input type="checkbox"/> A For-Profit Organization, working in partnership with another eligible applicant. Not eligible under the Community, Culture and Recreation funding stream of the program.	

(2) Project InformationProject Title *(provide a title that describes the project)*

Zama Access Road - Asphalt Concrete Pavement, Granular Base Course and Other Work

Project Location *(Municipality/Community)*

Mackenzie County, Zama City

Email Address

lracher@mackenziecounty.com

Does the applicant or will the applicant own the asset? Yes No

If 'No', please provide details regarding ownership.

Funding Stream

Select all applicable funding stream(s) and outcome(s)

Funding Stream	Immediate Outcome
<input type="checkbox"/> Green Infrastructure - Climate Change Mitigation	<input type="checkbox"/> Increased capacity to manage more renewable energy <input type="checkbox"/> Increased access to clean energy transportation <input type="checkbox"/> Increased energy efficient buildings <input type="checkbox"/> Increased generation of clean energy
<input checked="" type="checkbox"/> Green Infrastructure - Adaptation, Resilience and Disaster Mitigation	<input checked="" type="checkbox"/> Increased structural capacity to adapt to climate change impacts, natural disasters and extreme weather events <input type="checkbox"/> Increased natural capacity to adapt to climate change impacts, natural disasters and extreme weather events
<input checked="" type="checkbox"/> Green Infrastructure - Environmental Quality	<input type="checkbox"/> Increased capacity to treat and manage wastewater and stormwater <input type="checkbox"/> Increased quality of potable water <input checked="" type="checkbox"/> Increased capacity to reduce or remediate soil and air pollutants
<input checked="" type="checkbox"/> Community, Culture and Recreation Infrastructure	<input checked="" type="checkbox"/> Improved access to and increased quality of community, cultural and recreational infrastructure
<input checked="" type="checkbox"/> Rural and Northern Communities Infrastructure	<input type="checkbox"/> Improved food security <input checked="" type="checkbox"/> Improved and more reliable transportation access <input type="checkbox"/> Improved broadband connectivity <input type="checkbox"/> More efficient and secure energy <input type="checkbox"/> Improved education and health facilities (specific to Truth and Reconciliation Commission)

Project Description**(4) Please describe the project, rationale (need), and scope. Please include how the project will impact/benefit the community and/or region and address stakeholder needs.**

The road serves as a major east-west connector, providing a vital link for the community and the oil and gas industry into the Zama are. The Zama Access is the only land route available to the community; in addition, it provides access for emergency services including police, ambulance, and fire services and is vital to ensure equal access to these services in this remote community. Zama's oilfield spans 1200 kilometres and holds a large percent of the Peace Region's light-medium crude oil reserves and natural gas reserves. There are a number of companies with land holdings in the area who rely on this road to access these lands on a daily basis. In addition, there are numerous loads of gravel trucked into the oil field on a daily basis via this road and given the variety of heavy truck traffic generated by the oil and gas industry, there are serious concerns about the safety. All of this activity results in increased maintenance costs to the county as well as continuous dust control measures. The County recognizes the importance of this route and as such they have identified Zama Access as a high priority for construction of a paved surface.

(5) Describe how the project provides benefits to an Indigenous population off-reserve, if applicable.
 Currently exists an Indigenous population 20 km from project site which could provide employment for community members.

(6) Does this project address the physical and/or structural condition of an existing facility? Yes No
 If 'Yes', please describe the current condition of the facility and any planned improvements to address the facility condition including any safety concerns.
 During and after rainy periods, the road becomes soft in areas, creating a hazard to traffic. These areas become increasingly slippery, creating unsafe and stressful driving conditions.
 During dry periods, dust created by the high volume of traffic creates numerous occasions when the visibility is seriously impaired. As a result both wildlife as well as oncoming traffic present danger to drivers.

(7) Describe the economic benefits of the project (e.g. enhanced employment opportunities).
 The project would allow for the improved movement of goods and services into this area, creating enhanced development within the county. Apache Canada is currently the primary oil company operating in the area, however, other oil companies include Suncor, Husky, Gulf and Co-Enerco. Since Zama Access is the only land route to the area, all goods and services utilized by the oil and gas industry are being delivered along this road. Improving and upgrading the road network will help to attract more development to the region. This includes reclamation to areas no longer in use as well as opens access to allow for dual use of the existing landscape in areas like lithium, geothermal and potential new transportation projects such as rail to Alaska. Each of these companies and opportunities generates employment within the region and contributes to generating traffic.

Immediate economic savings to the County, the resource industry and large trucking operations would include :

- Decreased maintenance costs
- Reduced delivery times
- Elimination of dust control measures
- Reduced Equipment repairs
- Reduced vehicle maintenance costs
- Reduce fuel consumption

(8) Describe the environmental benefits of the project (e.g. improved air, soil or water quality, reduced GHG emissions, climate change mitigation).
 Mitigation of Collisions with wildlife - including numerous Bison in the surrounding area.
 Improved air quality with the elimination of dust
 Reduced fuel consumption
 reduction of gravel needed to maintain the existing road, which reduces GHG emissions and helps reduce the waste of non-renewable resources
 lower the number of wildlife collisions

(9) Describe the social benefits of the project (e.g. serves a vulnerable population, enhances quality of life, heritage preservation, social supports or community building).
 Safer access for the residents and transient workers
 Access for Emergency services
 Improved delivery times for goods and services resulting in reduced costs for the community

(10) Describe relevant consultations and/or engagement activities that have or will take place with targeted and/or impacted communities. Consider describing the diversity of views and participants that have been/will be sought.
 Mackenzie County will consult with the local Indigenous communities for the opportunity to be part of the project and see what economic and or social benefits can be gained from the upgrades to this roadway for them and for everyone in the area.

(11) Is your organization working in partnership with other organization(s) on this project? Yes No
 If 'Yes', please list the organizations and describe the nature of the partnership.

(12) Will this project mitigate compliance issues related to federal/provincial legislation, regulations and/or standards?
 Yes No
 If 'Yes', describe how.

Project Management

(13) Does your organization have experience managing a similar project? Yes No
 If 'Yes', describe the similar project.
 If 'No', describe how you will manage/complete the project to mitigate for this level of experience.
 Mackenzie County working with local engineering firms has already paved the first 16km of this road. Zama Access Road Phase I, II & III, base and pave. This project would be the same as the first 16km that have been completed using the same project management and construction methods.

(14) Please provide high level details/milestones on the Project Schedule.
 Preliminary Survey October 30, 2018.
 Design, March 30, 2019
 Tender, April 30, 2019
 Start Construction, June 1, 2019. Complete Construction, October 15, 2019
 Project Close out and Finals, December 30, 2019

(15) Please provide a description of project readiness including status of: risk mitigation plans, asset lifecycle costs, design drawings, and climate change impacts and mitigation measures, etc.
 WSP has completed a portion of the preliminary design and cost estimates to complete the project. If the project gets approved to move forward Mackenzie County would work closely with WSP to ensure timely delivery of this project as its critical to the area and has been on the radar for completion for years

(16) <input checked="" type="checkbox"/> Forecasted Construction Start Date:	Date (yyyy-mm-dd)	<input checked="" type="checkbox"/> Forecasted Construction End Date:	Date (yyyy-mm-dd)
<input type="checkbox"/> Actual Construction Start Date:	2019-06-01	<input type="checkbox"/> Actual Construction End Date:	2020-10-15

(17) Project Funding

Has your organization applied for any provincial funding (e.g. Capital Plan or provincial grants) ? Yes No

If 'Yes', please provide details below.

Has your organization received any provincial funding (e.g. Capital Plan or provincial grants) Yes No

If 'Yes', please provide details below.

Mackenzie County has received provincial funding in the form of Resource Road Funding for the first 16km of this project in 2007 and 2010.

Has your organization applied for any federal funding? Yes No

If 'Yes', please provide details below.

Has your organization received any federal funding? Yes No

If 'Yes', please provide details below.

Has your organization applied for other contributions for this project? Is your organization currently engaged in fundraising for this project (e.g. donations, charitable foundation, municipal, etc.) Yes No

If 'Yes', please provide details below.

Mackenzie County currently has money in capital funding reserves which has been saved over the years to help with projects inside the County similar to this one

Has your organization received any other contributions for this project? Is fundraising completed (e.g. donations, charitable foundation, municipal, etc.) Yes No

If 'Yes', please provide details below.

(18) Estimated Project Finances

Provide sources of funds and amounts below.

Source of Funds	Applied/Pending	Received	Amount (\$)
Total Project Costs			26,993,500
Total Eligible Costs			
Requested Federal ICIP Contribution	<input type="checkbox"/>	<input type="checkbox"/>	
Provincial Contribution	<input type="checkbox"/>	<input type="checkbox"/>	
Ultimate Recipient <i>(Project Applicant)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Contribution <i>(Specify, one row for each source)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Project Information

(19) Will/Have you engaged any third parties to deliver on the project (e.g. Request for Proposals (RFPs) have been developed, consultations with contractors, contracts have been awarded) Yes No

If 'Yes', please provide details below.

Mackenzie County has been engaged by a local contractor which has submitted a proposal for PS type of agreement

(20) Will any contracts be sole sourced? (This may impact funding eligibility.) Yes No

If 'Yes', please provide details below.

(21) Have any project costs already been incurred or do you expect any costs to be incurred within the next few months? Any costs incurred before federal funding approval are ineligible, except for costs associated with completing the climate lens assessments.

Yes No

If 'Yes', please provide details below.

(22) Have any contracts already been signed that would make any of the requested projects costs be ineligible? Any costs related to contracts signed before federal funding approval are ineligible, except for costs associated with completing the climate lens assessments. Yes No

If 'Yes', please provide details below.

Climate Lens

(23) Does this project lead to reductions in greenhouse gas emissions in Alberta? (e.g. green improvements, solar panels, wind turbines, geothermal, biofuels, public transit system, etc.) Yes No

If yes, please provide details below (e.g. Direct or indirect reductions, quantity if known, ability to measure, etc.). If not known or not applicable, please indicate.

(24) Does this project help Albertans to adapt to, and/or become more resilient to, anticipated climate change impacts? (e.g. drought, extreme temperature, flooding, fires, pests/invasive species, snow and ice, storms and water/food scarcity) Yes No

If yes, please provide details below. If not known or not applicable, please indicate.

The area surrounding Zama is heavily forested and has been known to have major wildfires in the past. With a proper access road in and out of the area it allows for safer evacuation of the community and surrounding industry if needed. It also gives better more reliable access to emergency services that would be required in the event a wild fire took place.

Authorization

As the individual submitting this form, I have the authorization of the organization to submit this Expression of Interest Form on its behalf. Yes No

Verification

As the individual submitting this form, I certify that the information provided is correct. Yes No



Land
Stewardship
Centre

Helping make stewardship all it can be.

2017-2018 Annual Report Card



Engaging.

Strategic partnerships and collaboration are the key to successful stewardship efforts.

Informing.

Stewardship thrives when people have access to reliable information and resources.



Enabling.

Local efforts drive stewardship and achieve meaningful, community-based results.

Engaging. Strategic partnerships and collaboration are the key to successful stewardship efforts.

Stewardship is a collective effort. Over the course of the year, we put a lot of effort into building and growing the relationships that make it possible for us to create and deliver quality programs and initiatives that make stewardship happen. Notable connections we made or continued in 2017-2018 included:

- Joining forces with the Ecosystem Services and Biodiversity Network (ESBN) partners – Alberta Innovates, InnoTech Alberta, Alberta Biodiversity Monitoring Institute, Silvacom Ltd., Alberta Environment and Parks – to further efforts to develop an integrated system for coordinating and managing market-based instruments to achieve economic and environmental outcomes.
- Collaborating with Brazeau County, Alberta Agriculture and Forestry and Natural Decisions (AU) to use INFFER® to assess scenarios targeting improved water quality and reduced riparian impacts within the Modeste Creek and associated tributaries located within Brazeau County.
- Co-hosting a Stewards in Motion event with the Beaver River Watershed Alliance at which 60 individuals (municipal staff and officials, watershed stewardship group representatives and other stakeholders) gathered to discuss current programs and initiatives, watershed issues and priorities, and identify opportunities for future collaborations in the Beaver River sub-basin.
- Partnering with Alberta Onsite Wastewater Management Association and rural municipalities to develop resources and deliver 17 Septic Sense workshops across the province from December to March.
- Teaming up with Synergy Alberta and Synergy Groups at their annual conference to gather their input and recommendations for the development of new ‘resource development and extraction’ content for our Green Acreages resources.
- Continuing a shared management and administrative services arrangement with Nature Alberta, which leverages organizational capacity, reduces overhead and costs, and enhances program efforts for both our organizations.
- Connecting regularly with our Board of Directors, who not only provide strong, strategic leadership and governance, but put their considerable industry and sector-wide experience to work for us.
- Receiving essential funding from Alberta Real Estate Foundation to support valuable Green Acreages enhancements and marketing, and Alberta Innovates for the delivery of sector-based workshops and outreach sessions for the ESBN.

Informing. Stewardship thrives when people have access to reliable information and resources.

Information is king and knowledge is power. To that end, we focused our resource development and outreach efforts on:

- Completing two principal data updates to the Conservation Land Registry, which is accessed annually by more than 210 clients and over 720 users to inform their land use and management decisions.
- Ensuring more than 560 participants in 17 rural communities across the province were provided with the information, resources and support they need to responsibly manage and maintain their septic systems, through the Septic Sense workshops.
- Promoting and encouraging use of the online Stewardship Directory, which hosts nearly 100 active listings, and which welcomed close to 700 new visitors in 2017-2018.
- Delivering timely and relevant Grassroots News e-newsletters, engaging with followers regularly on social media, and promoting and attending stewardship events to deliver the message about the importance of stewardship to a growing audience.
- Developing new content for the Green Acreages Workbook and Primer that focuses on what acreage owners need to be aware of if resource development and extraction activities are occurring in surrounding areas.
- Facilitating a series of six sector-based workshops and outreach sessions for the ESBN and working with more than 125 workshop participants to build understanding of and support for the development of a recognized, comprehensive ecosystem services approach that can be adopted by governments, resource-based industries, landowners and land managers, and conservation organizations.

Enabling. Local efforts drive stewardship and achieve meaningful, community-based results.

We can talk about stewardship all we want, but the key to achieving positive outcomes on the landscape lies in the hard work that takes place in a community and on the ground. Last year, we helped support local stewardship and other efforts by:

- Awarding \$185,000 in Watershed Stewardship Grant funds to 21 stewardship groups for 22 projects that will enhance or restore Alberta’s watersheds, and through these grant funds, making it possible for these groups to leverage more than \$400,000 for their community-based projects.
- Allocating \$40,000 in creative sentencing funds to four stewardship groups that, with the support of this grant, were able to collectively leverage more than \$780,000 to contribute to their local projects.
- Making the meeting space and amenities at historic Imrie House available to numerous groups, individuals and foundations (including Alberta Real Estate Foundation, Alberta Culture and Tourism, Alberta Native Plant Council and Alberta Mycological Society, Ecosystem Services and Biodiversity Network and Nature Alberta) to use.
- Delivering facilitated Green Acreages workshops that offer a practical, hands-on approach to engaging landowners in responsible environmental stewardship of their acreages and recreational properties.

We’re a small organization, but with your support and the assistance of so many people, our efforts to engage, inform and enable people and organizations to become better stewards are having an impact. Thank you for allowing us to continue to do what we do. Learn more at landstewardship.org. Connect with us at info@landstewardship.org.

WEEKLY ECONOMIC BRIEFING

Indicators Updated this Week

WHOLESALE TRADE



In May 2018, the value of Alberta wholesale sales increased by 8.7% to \$7.27M compared to May 2017. Nationally, wholesale trade increased 4.7% over the same period.

AVERAGE WEEKLY EARNINGS



In May 2018, average weekly earnings in Alberta were \$1,129, up 1.9% from the same period in 2017. Nationally, average weekly earnings were \$994 in May, up 2.8% from the same period last year. Alberta's average wage of \$1,129 was well ahead of the next province, Newfoundland and Labrador, at \$1,046.

News Highlights

- Industrial, commercial expansion of Springbrook in Red Deer could mean up to 500 new jobs. [Read more](#)
- Alberta expands rural bus service pilot project. [Read more](#)
- Airport traffic growing as Thursday marks YYC's busiest day of the year. [Read more](#)
- Calgary census shows growing population, big turnaround in migration. [Read more](#)
- Asset surge has Alberta teachers' pension plan looking to overhaul investment operations. [Read more](#)
- Suncor cuts oilsands production guidance to reflect Syncrude outage. [Read more](#)
- Is Alberta's love affair with oil coming to an end? Not so fast, say experts. [Read more](#)
- MaKami College to set up in old Sears space in Bonnie Doon mall. [Read more](#)
- AltaGas CEO David Harris resigns abruptly due to complaint filed with company board. [Read more](#)

Major Projects

- Ottawa fails to find new Trans Mountain pipeline buyer. [Read more](#)
- North Lethbridge opens 1st regional park thanks to provincial grant. [Read more](#)
- Ground breaks for \$32M seniors lodge in Sherwood Park. [Read more](#)
- New adult apartment complex on the way for downtown Red Deer. [Read more](#)
- Sherwood Park's Salisbury Village 70-per-cent complete. [Read more](#)

- Red Deer seeks federal funding for infrastructure. [Read more](#)
- \$31M south regional waterline commences construction near Peace River. [Read more](#)
- Pair of 28-storey towers and a hotel proposed for Chinatown parking lot in Calgary. [Read more](#)
- AIMCo to redevelop Edmonton’s HSBC Bank Place. [Read more](#)

Key Economic Indicators

Period	Indicator	Latest Update	Change	Last Updated
2017	GDP <i>yr/yr</i>	\$304.7B	+4.9%	May 2018
Q1 2018	Population <i>yr/yr</i>	4.3M	+1.4%	March 2018
June 2018	Unemployment <i>yr/yr</i>	6.5%	-1.0%	July 2018
July 23-27, 2018	WTI Oil Price <i>wk/wk</i>	\$69.04	-2.0%	July 27, 2018 Closing
May 2018	Retail Trade <i>yr/yr</i>	\$7.0B	+3.7%	July 2018

Looking Ahead

Mon 30	Tue 31	Wed 1	Thu 2	Fri 3
				Indicator Releases: Merchandise exports

Carol Gabriel

From: Nicole Inzunza <Nicole.Inzunza@gov.ab.ca>
Sent: July 27, 2018 2:52 PM
Cc: jim.rennie@woodlands.ab.ca; Jim Rennie; Leanne Beaupre; Kim Pinnock; Susan Shave
Subject: NAEL - Post-Meeting Package, July 13, 2018 Meeting
Attachments: NLS_STD.pdf; NWSAR_NAEL_Meeting_July-2018.pdf; FINAL NAEL MAP_11x17_2015_10_20.pdf; DRAFT Minutes July 13, 2018.pdf; Hosting and Expenses Policy .pdf

Hello NAEL Membership:

As follow-up to the July 13, 2018 meeting, please see below several items requiring your attention.

- 1) As per the following motion, the Secretariat asks any community that has completed bylaws addressing the new cannabis legislation to forward them to this email address so they can be collated and shared with the membership for information.

*It was **MOVED** by Vern Lymburner **THAT** the NAEL Secretariat poll the member communities regarding their cannabis bylaws and distribute to membership for information purposes.*

- 2) Attached are the draft meeting minutes for your review.
- 3) Attached is the Save the Date for the September 12, 2018 Northern Leaders' Summit being held in Slave Lake. Official invitations will follow.
- 4) Attached is the slide deck from the caribou/SARA presentation re: the Ottawa delegation and NWSARs work to date.
- 5) Attached is a PDF of the NAEL map. This is formatted for 11x17 printing.
- 6) Attached is the adopted Hosting and Expenses Policy, with changes as requested, regarding Wi-Fi and meeting packages (sections 6.2 and 6.3).

If you have any questions, or would like to provide any feedback or suggested changes, please contact me via email or at the numbers below.

Warmest regards,

Nicole

Nicole Inzunza / Senior Northern Development Officer

Northern Alberta Development Council | Economic Development & Trade
Office: 825-468-4320 | Mobile: 780.792.4337 | Email: nicole.inzunza@gov.ab.ca
www.nadc.ca

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DRAFT MINUTES
Northern Alberta Elected Leaders (NAEL) meeting
Friday, July 13, 2018
MD of Greenview No. 16 / Town of Valleyview

Attendees

Leanne Beaupre	County of Grand Prairie
Robert Brochu	MD of Smoky River
Trina Bugnet	Northern Sunrise County
Tom Burton	Rural Municipalities of Alberta (RMA)
Bob Cardwell	Town of Manning
Herb Castle	Town of Grande Cache
Duane Didow	Town of Grande Cache
Norm Duval	Northern Sunrise County
Brice Ferguson	Town of Slave Lake
Sandra Fox	MD of Fairview
Dale Gervais	MD of Greenview
Robin Guild	MD of Opportunity No. 17
James Hailes	Town of Fox Creek
Alvin Hubert	Saddle Hills County
Barbara Johnson	MD of Peace
Peggy Johnson	Municipal District of Fairview No. 136
Murray Kerik	Municipal District of Lesser Slave River No. 124
Carolyn Kolebaba	Northern Sunrise County
Myrna Lanctot	Village of Donnelly
Vern Lymburner	Town of Valleyview
Elaine Manzer	Town of Peace River
Gerald Manzulenko	Birch Hills County
Ken Matthews	Big Lakes County
Crystal McAteer	Town of High Level
Cindy Millar	Northern Sunrise County
Kevin O'Toole	City of Grande Prairie
Brian Panasiuk	Town of High Prairie
Jordan Panasiuk	Big Lakes County
Chris Parker	Town of Peace River
Ian Penner	Town of Sexsmith
Diahann Potrebenko	Village of Rycroft
Len Racher	MacKenzie County
Bob Regal	Town of Grimshaw
Jim Rennie	Woodlands County
Greg Rycroft	Town of Manning
Ross Sutherland	County of Grande Prairie
Peter Thomas	Village of Rycroft
Terry Ungarian	County of Northern Lights
Lisa Wardley	MacKenzie County
Joulia Whittleton	Saddle Hills County
Robert Willing	Municipal District of Peace No. 135

Secretariat:

- Victor Solis, Senior Northern Development Office, NADC
- Nicole Inzunza, Senior Northern Development Officer, NADC
- Kim Pinnock, Manager, NADC
- Jeannette Danks, Councillor, NADC

Welcome

Vice-Chair Jim Rennie welcomed all attendees to the meeting.

Vern Lymburner, Mayor of the Town of Valleyview, extended greetings.

Reeve Dale Gervais, MD of Greenview, extended greetings and welcomed everyone to the hosting facility, the new Greenview Regional Multiplex.

Introductions

Jim Rennie introduced Jeannette Danks, councillor from the NADC, as a guest.

1. Call Meeting to Order

The July 13, 2018 NAEL meeting was called to order by NAEL Chair, Jim Rennie, at 10:30AM.

2. Adoption of Agenda

No amendments.

It was **MOVED** by Carolyn Kolebaba **THAT** the agenda be adopted as presented.

CARRIED

3. Adoption of Minutes – January 19, 2018 Slave Lake, AB

No amendments

It was **MOVED** by Peggy Johnson **THAT** the minutes be accepted as presented.

CARRIED

4. Chair Update

- Minister of Municipal Affairs Annual Meeting – the Secretariat has been in communication with the Minister's office since April 16, 2018.

- The Minister's office has yet to provide a date, or selection of dates, of availability to meet with the NAEL membership.
- Last communication was on June 25, 2018.

5. NAEL Administrative Housekeeping

5.1 Financial Report

- No changes since last meeting.
- Discussion regarding what to do with the funds that currently sit in the account. Suggestion that a group be formed to formulate options of how it could be spent most effectively and bring them back to the membership at the next meeting for consideration.

It was **MOVED** by Carolyn Kolebaba **THAT** the Financial Report be accepted for information and that a committee be formed to determine suggestions regarding how the funds currently in NAEL's account should be used. Committee will include Carolyn Kolebaba, Leanne Beaupre, Jim Rennie, Myrna Lanctot, Vern Lymburner, and Elaine Manzer.

CARRIED

5.2 Updated Hosting and Expenses Policy

- Change made to section 6.2. Added in "Wireless Internet Access" clause.
- Addition of section 6.3.
- Both changes as a result of discussion at January 2018 meeting.
- Suggested that the language be changed as follows:
 - o Agenda will continue to be printed, while entire packages will not.
 - o Language should accommodate the fact that some locations do not have Wi-Fi and therefore members will not be able to access the package electronically.

It was **MOVED** by Kevin O'Toole **THAT** the updated policy be accepted with suggested changes.

CARRIED

5.3 New policies for consideration

Policy for e-distribution of information

- Policy developed because of requests from membership to the Secretariat, asking to distribute information to the membership list on their behalf.

It was **MOVED** by Carolyn Kolebaba **THAT** the policy be accepted and revisited in one year.

CARRIED

Policy for submitting motions

- Policy created to encourage and support members in crafting and/or submitting motions prior to the meetings.
- This is to ensure clarity of the ask and efficiency in determining next steps around key issues requiring action.

It was **MOVED** by Dale Gervais **THAT** the policy be accepted as presented.

CARRIED

Request to Present document

- To be used by third party/outside organizations wishing to present to NAEL.
- Can be used for vetting, but primarily intended for collection of data and meeting organization logistics for the Secretariat.
- Similar forms are currently used by municipalities.

It was **MOVED** by Myrna Lanctot **THAT** the document be accepted as presented.

CARRIED

NAEL email account

- The Secretariat recommends NAEL utilize an independent email address for correspondence with the provincial government.
- The email address northernalbertaelectedleaders@gmail.com has been set-up, but is not yet active.
- The Secretariat has requested approval to begin using this email when corresponding directly with the provincial government on behalf of NAEL. The Secretariat will be responsible to check and maintain this address.
- The email address will not be used when corresponding directly with NAEL members.

It was **MOVED** by Terry Ungarian **THAT** the email address be activated and utilized by the NAEL Secretariat when communicating with the Government of Alberta.

CARRIED

5.4 Updated Terms of Reference

- All references to “AAMD&C” changed to “RMA” to accommodate their rebranding.
- Three Appendices added – A, B, and C – tied to references to requests to present, submitting motions, and hosting.
- Added reference to inviting Minister to a meeting annually.
- Last adopted in July 2014; should be adopted every four years following municipal elections.

It was **MOVED** by Robert Willing **THAT** the Terms of Reference be adopted as presented.

CARRIED

6. NAEL Information/Correspondence

6.1 Assessment Year Modifier

- Letters to and from Minister Anderson
- Leanne Beaupre led the discussion, providing an overview of the letter already sent and suggesting a second letter be sent, explaining that if the AYM remains the same for another year, municipalities will have to look into other areas for revenue.
- The impact of industry on municipalities, particularly infrastructure, continues to cause concerns.

It was **MOVED** by Lisa Wardley **THAT** a second letter be written to the Minister of Municipal Affairs regarding the Assessment Year Modifier, asking them to reconsider the 2018 freeze.

CARRIED

- Discussion continued regarding the Premier visiting northern municipalities. The Premier regularly sits with the urban centres, but the Premier has visited only seven of the communities present at the meeting.
- Suggestion by Carolyn Kolebaba that the Premier be invited to attend a NAEL meeting.

6.2 Cannabis Secretariat

- Letters to and from Ethan Bayne w. three attachments

- Discussion regarding cannabis tax revenue distribution from Federal Government to Provincial Government to Municipal Government.
 - o Will it be handled the same as alcohol?
- Currently no information available.
- If municipalities enact local regulations that go above and beyond provincial legislation they are responsible for enforcing them with their local bylaw officers.
- Municipalities would also like to see a communication drafted around how policing is done in a rural environment that could be shared with the Province because they do not seem to sufficiently understand the challenges.
- Membership would like to see a presentation from and/or about the Rural Crime Unit. There is a lack of understanding about where and how they are operating.
 - o Membership would like to know the resourcing formula for police officers in rural Alberta as part of the presentation. Is it different in federal prison towns? Does the type of files handled by local police services impact the formula?

It was **MOVED** by Vern Lymburner **THAT** the NAEL Secretariat poll the member communities regarding their cannabis bylaws and distribute to membership for information purposes.

CARRIED

It was **MOVED** by Jim Rennie **THAT** the NAEL Secretariat contact the Cannabis Secretariat with membership's questions and if the questions cannot be answered, a letter be sent to the Minister of Justice and Solicitor General requesting clarification on the cannabis tax revenue distribution and the funding formula being used.

CARRIED

It was **MOVED** by Dale Gervais **THAT** the RCMP K. Division and the Rural Crime Unit be invited to the next meeting and asked to present to the membership.

CARRIED

6.3 Caribou Range Plans

- Letters to and from NADC and the Premier's Office

It was **MOVED** by Gerald Manzulenko **THAT** the letters in item 6.3 be accepted as information.

CARRIED

7. Discussion: Species at Risk/Caribou Range Plans

7.1 Report from Ottawa Delegation

- Crystal McAteer provided an overview of the various meetings in Ottawa.
 - o Delegate trip to Ottawa was productive, but time was short (3 minutes each); delegates were not allowed to discuss the 65% undisturbed issue and were to focus on key messages.
 - o Mistake not having an NGO as part of the delegation.
 - o Federal Government not overly concerned with protection orders being implemented; this appears to be more of a provincial government scare tactic.
 - o There has been no movement on this file since the trip; work has moved internal, but not much being shared publically.
 - o Quebec has also been vocal about caribou planning, so it is not just AB speaking up now.
 - o At FCM, Calgary voted against the caribou motion; kudos was given to municipalities that supported and the resolution was passed 78.6%
 - o Across Canada a new group is being formed to look at Grizzly and Caribou jointly

7.2 NWSAR Committee Update

- Lisa Wardley provided an overview of the work NWSAR has been involved in since the last meeting.
 - o Pilot project is being developed through NSWAR to collect data; want to ensure cross-funding the data collection to avoid bias.
 - o Municipalities encouraged to share what they are doing on this file. Any action can be used to support Alberta's argument that they are showing positive momentum.
 - o Species at Risk Act does not apply to federal land; this has been flagged as an issue
 - o Mentioned GOA recent acquisition of the Kleskun Hills area and purchase of 15 quarters of land; sale was completed very quietly; sold by someone who had a grazing lease.
 - o Grizzly bear experts now saying they require huge tracks of land to secure grizzly habitat; what are the implications of this?

7.3 Roundtable Discussion

- Municipalities feel that moving forward, trappers will need to be included in the solution/discussions with GoA because they have knowledge.
- Some discussion around FNs not hunting traditionally so more predators.
- Question on whether GoA is using the trumpeter swan success story with habitat to leverage on caribou.

- Next Steps: Moratoriums are still in place, so they need to get rolled back/eliminated or else the leases will expire and those companies may not get these back; this has major implications for northern development.
- Dale Gervais also requested that the committee reviewing the NAEL finances consider supporting NSWAR financially as part of their discussions.
 - o NAEL will consider using some of their funds to support the work of NSWAR moving forward; a committee has been struck to examine and make recommendations.

It was **MOVED** by Dale Gervais **THAT** the delegation update be accepted as information.

CARRIED

9. Discussion: Carbon Tax Levy Survey

9.1 Overview of results

- Jim Rennie shared data from the survey:
 - o 26/40 total NAEL member communities responded
 - o 5/26 said they did not remit or did not know what they remitted
 - o 8 different calculations methods were used to determine the amount of taxes remitted
- It is difficult for municipalities to calculate it if it is not separated out on invoices.

9.2 Next steps re: collected data

- Membership had a short discussion regarding what to do with the data and decided not to move ahead with any action at this time.

It was **MOVED** by Brian Panasiuk **THAT** the data be kept for information at this time.

CARRIED

10. Discussion: Northern Leaders' Summit

- Jeannette Danks shared information regarding the upcoming Northern Leaders' Summit being hosted by the NADC:
 - o The Northern Leaders' Summit will be held on Wednesday September 12, 2018 in Slave Lake.
 - o Invited guests at the Summit will include northern mayors and reeves, First Nation Chiefs, Metis Settlement Chairs or designate, and northern Members of the Legislative Assembly.

- Minister Bilous met with NADC members on February 21, 2018, in Grande Prairie and confirmed support for NADC to proceed with the summit and at the Growing the North conference, the Minister formally announced a Northern Leaders' Summit would take place in 2018.
- The NADC is working with the Minister's office to confirm attendance of Premier and select members of Cabinet.
- Attendees will have an opportunity to discuss with Ministers in attendance, priorities and issues facing northern communities. Northern elected leaders are asked to start thinking about their priorities.
- Save the Dates have been sent out on July 11, 2018 and should have been received by municipalities and official invitations are forthcoming.
- The format for the 2018 Summit will mirror the 2014 Summit hosted by NADC.
 - The daylong forum will include a reception the evening prior to the summit, allowing for networking and discussion among delegates.
 - The forum will include separate sessions for leaders from northwestern, north-central, and northeastern Alberta. These sessions will occur on a rotational basis, allowing each region to maximize discussion time with government officials attending the event.

It was **MOVED** by Elaine Manzer **THAT** the Northern Leaders' Summit update be accepted as information.

CARRIED

11. Other Topics for Discussion

11.1 Provincial Broadband Strategy Update

- Jeannette Danks provided an update on the status of the Provincial Strategy.
- Feedback from the membership included concerns around the province pushing for a partnership with Telus and the statement that broadband should be treated like a utility, which creates implications for municipalities to cover the costs.
- Jim thought the funding scheme was a 60/30/10 split; the NAEL Secretariat to look into this and clarify for next meeting.

It was **MOVED** by Robert (Bob) Willing **THAT** the broadband update be accepted as information.

CARRIED

11.2 Northern Transportation Advocacy Board (NTAB) Report Update

- Carolyn Kolebaba provided an update from NTAB, focusing on G7G Railway Corporation.
 - o There was discussion and questions regarding how will this help rural municipalities in the southern part of the NAEL region because there are no proposed spur lines in G7Gs plan and/or different rail line
 - o More information on how they will benefit is needed
 - o Some general discussion on rail implications i.e. TOLKO High Level shut down and concerns re: not meeting their export agreements due to the inability to get product to market via rail
 - o At the FCM meeting, CN seemed amenable to a partnership with G7G; they paid up three years of membership to NTAB
- Additional discussion followed, including:
 - o East-West Connector between Fort McMurray and Peace River
 - o Increased traffic, especially from industry, on roads

It was **MOVED** by Myrna Lanctot **THAT** the NTAB report be accepted as information.

CARRIED

11.3 Rural Crime

- In the interest of time, members were instructed to include information regarding rural crime as part of their roundtable discussion.

11.4 Health Service Access (opioid clinics, addiction & mental health services, etc.)

- In the interest of time, members were instructed to include information regarding access to health services as part of their roundtable discussion.

11.5 Emerging Issue: Cancellation of Greyhound Services

- Greyhound shutdown is affecting approximately half of the member communities
- High Level lost the service several years ago; however, it opened the market for local providers to start up; created an opportunity for entrepreneurship or enhancement of existing local services
- NAEL Secretariat should gather a database of current northern service providers Grande Cache has also replaced Greyhound service with a bus for senior and medical appointments; it is a minibus and paid for in partnership with the municipality and a local organization/agency

It was **MOVED** by Carolyn Kolebaba **THAT** the NAEL Secretariat poll the NAEL members regarding current local transportation service providers in place of or addition to Greyhound.

CARRIED

12. Membership Roundtable

Woodlands County

- Partnership with Norquest between Whitecourt and the Country re: firefighter training
- Alberta Education and job grant funding available

City of Grande Prairie

- Grande Prairie regional hospital will be open in approximately one year; parkade is currently being constructed
- Greyhound shutdown a big issue for the region

Town of Manning

- Town had to stop bus services in order to retain driver to get appropriate license class
- Town has no health services provided

MD of Opportunity

- Biggest issue facing MD is the collection of taxes from businesses that are going bankrupt
- The MD has been lobbying for health dollars

MD of Peace

- Crime an ongoing issue; municipal facilities are getting broken into
- Working hard on ICFs; have eight they have to do
- Many items being offloaded to the municipalities by the GOA

MD of Fairview

- Bridge construction completed mid-July
- New doctor starting; still short one doctor

Birch Hills County

- Waiting on news re: disaster recovery
- Working with G5 neighbors re: seniors' housing
- Seeing a small growth in crime; ongoing concern

Saddle Hills County

- Working w. neighboring communities re: seniors' housing facility
- Water line install
- Partnered w. Telus for service in Savanna area

County of Northern Lights

- Building of waterline from Peace River to Dixonville to kick-off in one week time; EOS was the successful bidder; biggest partnership they've ever undertaken; to be completed in Fall 2019
- Met with Infrastructure Minister to get funding to continue mainline
- Overall happy with health care but concerned w. air ambulance service due to the hanger issues; the County has offered room for hanger construction
- Fear that the service could be removed from the region

Northern Sunrise County

- Building a medical clinic in the town of Peace River
- Also working on a recreational facility (2019 completion)
- Rural Crime Watch has been enacted and in full operation; team of citizens; working well
- Two highways being updated due to advocacy
- Rural Crime Program is enacted based on reports, so even little crimes need to be reported

Town of Grande Cache

- Highway 40 South reconstruction will be a 5 year project
- The mine is re-opening
- Power plant has re-opened
- Signed a new 25 year lease for the jail
- There has been an increase in crime; creating challenges
- Opening a new water treatment plant
- New bridge completed Fall 2018
- Crime increase; town was funding an RCMP position but had to cancel it; lost a second officer due to cannabis training
- Prosecution (punishment) side of crime even more dire than policing
- A health care advocacy group in the community is working to attract and retain health care professionals

Town of Fox Creek

- Three-bed health care centre and doctors' clinic; meeting on Monday with the doctors to see what direction they want to go
- Partnering with school division re: children's services in the community (therapy and mental health)
- Amended road use bylaw; created permit for overweight vehicles
- Multiuse facility and fire hall opening next month
- Closing the airport and opening a heliport

Town of Valleyview

- New doctor coming
- Broadband business plan underway

County of Grande Prairie

- Hired six enhanced police officers
- New scenario where they target habitual crime is working; the crime rate is dropping
- Need to keep lobbying for more rail lines
- New waterline from Grande Prairie to Wembley; distribution lines will run from there
- Bypass is on schedule; will be done by Fall 2018
- Twinning Highway 40
- July 19, 2018 the City is hosting the Alberta Summer Games

Town of High Prairie

- Northern Lakes College has a new campus
- Working on ICFs
- Working on broadband initiatives; hoping for a pilot project by the end of the year

Big Lakes County

- Struggling with recruitment and retention of medical professionals for over 10 years; more people are applying but running into immigration challenges and challenges in getting people to come to rural areas
- AHS is making them sign a five year contract but they can be bought out so this isn't happening
- Currently need approximately 12 doctors; have 6 that are supposed to be starting; have an OB/GYN but need an ultrasound technician
- Centralizing of health care system has been detrimental to rural communities across the province
- TOLCO is having difficulty getting their product out
- Working on three bridge replacements
- Completed an overlay on the airport

- AHS/medivac plains; 2 weekly medivaced out of High Prairie but not being funded by AHS
- Aboriginal consultation – awaiting draft plan; meant to be out by the end of June

Town of Sexsmith

- Working on doctor recruitment; lost a doctor; the remaining doctor put the town on notice that the clinic hours will be cut
- There is not AHS facility in town, so Sexsmith cut out of provincial grants because it is tied to hospital privileges

MD of Smoky River

- Working on disaster recovery; claim being held up due to hydrologist report
- Water co-operative is not advancing despite water for life; won't fund the last mile; need to tweak program

MD of Lesser Slave River

- Flooding due to rain
- Water seems to be rising faster than it used to
- Worried about losing bridges; lack of bridge funding is problematic
- Have had to close roads

Town of Slave Lake

- Crime is up; big issue; need to report every incident for statistics
- Health fully staffed but still short two doctors
- \$19M waterline project August 2018
- Trying to start an affordable housing project; grant is contingent on a sea-can model

Village of Donnelly

- Crime has gone up; local crime like graffiti is increasing
- Mental health services is an issue; a few more hours have been added but still a huge need, even in the urban centres
- New doctor started in January; one more coming
- Resurfacing pavement by Donnelly

Town of High Level

- Seniors facility - \$29M – broke ground
- History books launched Summer 2018
- Downtown parking upgrade
- Crime reduction programs running; four officers short; communities pay for two RCMP and two community officers
- Two major drug players arrested

- Doctor recruitment going well; local doctor recruiting other doctors to the community on their behalf
- Mental health needs; seven positions vacant

MacKenzie County

- Boil water advisory on two reserves
- Beaver First Nation received funding for a water treatment plant; trying to have it reconfigured; federal and provincial government need to build a partnership to sort it out
- CARES funding for a business bootcamp with Northern Lakes College; marketing courses
- Northern Light school; a pilot shortage is predicted
- Waiting for disaster recovery funding
- Declining call service coverage in the region
- Policing – federal government needs to add more positions; the municipality is currently paying for extra
- No mental health services available; have to go to Grande Prairie
- Ferry in engineering phase
- Challenges re: midwifery

Village of Rycroft

- Flooding in April
- Viability review
- Built a clinic; doctors moved in; municipal G5 partnership; a doctor is retiring
- A crime watch group is trying to get up and going

Town of Peace River

- Downtown beautification ongoing; neighborhood renewal plan
- Some disaster relief funding for the slide by the RCMP station
- Bridge project is going well
- Rotary House having a soft opening this summer; short term medical residence
- Arena and Rec Center anticipated a Spring 2019 finish
- New clinic in the Peace River region; can attract but not retain doctors; doctors are retiring

MD of Greenview

- Busing service is run by the MD and is well used
- Paving 2kms of road
- Consulting to do area structure plan; negotiating with province to buy land to use to set up industrial park
- Pushing for the twinning of Highway 40

County of Grande Prairie

- The Health Foundation's capital campaign is going well; partnering with the Stollery for a patient care engagement system; will be rated a Level 2 tertiary hospital; no heart or neurology; 12-1300 stall parking
- A doctor is opening a clinic in the Town of Beaverlodge with various paramedical technicians

13. Next Meeting

13.1 Location and Date

- Carolyn Kolebaba offered to have Northern Sunrise County to host the next meeting in either St. Isidore or Harmon Valley.
- Late Fall 2018; specific date TBD.

13.2 Agenda Topics

- Presentation regarding cannabis legalization and tax revenue distribution.
- Presentation on rural policing and the newly formed Rural Crime Unit.
- Additional topics can be submitted to the secretariat for review and inclusion.

14. Adjournment

It was **MOVED** by Dale Gervais **THAT** the meeting be adjourned at 2:15PM.

CARRIED

Draft Minutes for Approval at November 15, 2018 Meeting

Minutes
Water North Coalition (WNC)
Thursday, July 19, 2018
Cold Lake, AB

Attendees

Bob Marshall – County of Grande Prairie
Peter Cardinal - NADC Council Member
Grant Dixon – Advanced Technology Applications
Dan Rites – AWWOA
Travais Johnson - Athabasca County
Colin Hanusz – Lakeland Industry and Community Association (LICA)
Julie Jodoin – Lakeland Industry and Community Association (LICA)
Melissa Nobert – Big Lakes County
Ian Willier – Big Lakes County
Terry Carbone – Birch Hills County
Bob Buckle - City of Cold Lake
Duane Lay - City of Cold Lake
Jennifer Besinger – County of Grande Prairie
Ken Shaw – Gift Lake Metis Settlement
Sterling Johnson - Lac La Biche County
Khalil Shaikh – Lac La Biche County
Meghan Payne – Lesser Slave Lake Watershed Council
Dale Smith – M.D. of Greenview
Brendan Powell – M.D. of Opportunity
Barry Schmidt – M.D. of Opportunity
Earl Guillon – M.D. of Opportunity
Fred Wiebe – Mackenzie County
Cal Mosher – Town of Beaverlodge
Brad Trimble – Town of Bonnyville
Crystal McAteer – Town of High Level
Randy Dupuis – Town of Peace River
Alex Neumann – Village of Boyle
Brad Beaulieu – Village of Boyle

Administration

Tom Mansfield, Executive Director
Susan Shave, NADC Manager
Melonie Doucette, NADC Senior Northern Development Officer
Sheila Sikora, NADC Research Officer
Amy Klingspon, NADC Summer Student

Presenters

Swirltex – Peter Christou
Sapphire Water – Trevor Johnson

Draft Minutes for Approval at November 15, 2018 Meeting

Welcome, Introductions, and Housekeeping:

Chair Bob Marshall called the meeting to order at 9:34am and introduced Craig Copeland, Mayor of the City of Cold Lake.

Mayor Copeland delivered greetings on behalf of the City of Cold Lake.

Roundtable Introductions

Bob Marshall asked members to introduce themselves and to give an update on anything new going on in their communities with respect to water and wastewater (roundtable occurred later in the agenda).

Review and Adoption of Agenda

Moved by Jennifer Besinger of the County of Grande Prairie to accept the agenda as presented at 9:52am

MOTION CARRIED

Adoption of Minutes of the Fairview, April 28th, 2018 meeting

Moved by Sterling Johnson of Lac La Biche County that the minutes be accepted at 9:54am

MOTION CARRIED

Business arising from previous minutes

Review of Action List and Correspondence

Melonie Doucette of NADC reviewed the Action List from the Fairview meeting on April 26th and noted that the following items have been completed:

- Research on events /conferences where WNC can exhibit to increase presence in the North
- Contacting the Minister of Health to arrange a meeting to discuss the issue of bacteriological testing in the north
- Compiling WNC testimonials for marketing material; if there are more testimonials, feel free to forward to Melonie
- Contacting the University of Calgary, Remote Group and Aquatera to present at upcoming meetings; acceptances have been forwarded and presentations are scheduled for the next couple meetings. Additional ideas for presenters can be forwarded to Melonie.
- Most WNC membership renewal letters have been updated.
- Letter to WNC members asking voting members to invite technical staff/water operators to attend WNC meetings with appointed members; most members have distributed this letter
- Developed a hosting protocol form and a database of host volunteers for next strategic term; November 15th, 2018 meeting will be in Northern Sunrise County; January meeting will be in Lac La Biche County.

Discussion on Strategic Plan, Communications Plan, Operational Plan, Terms of Reference

Chair Bob Marshall and NADC representative Melonie Doucette spoke to the development of a new strategic plan from the meeting in Fairview in April.

Melonie indicated that the Terms of Reference document has been expanded, and there are three subcommittees now instead of four due to overlap of the Recruitment and Retention committee with the Training committee.

Melonie stated that members should review these documents on the Google Drive over the next three months and to come prepared to discuss them at the fall meeting.

Melonie also reviewed the survey results, noting that they helped inform the Terms of Reference. She stated that members were content to have four meetings per year, but that many members indicated they should be longer, particularly for those who are travelling long distances. The next meeting may be from 9am-3pm.

Melonie added that members wanted more time for networking and presenters. Bob stated that if people wanted the strategic plan and other documents emailed, to contact Melonie or Amy.

New Business and Updates

Meeting with Ministry of Environment and Parks and Ministry of Health

Chair Bob Marshall informed members that a conference call that included himself, Debra Mooney from Alberta Health Services, Donald Reid and Lyndon Gyurek from Environment and Parks, Leslie Burke and Heather Dolhanty from the Regional Municipality of Wood Buffalo, Keith Straub of High Level, and NADC Staff took place and addressed the following with regard to bacteriological testing:

- The problem is that good testing results can take up to two weeks to receive and operators are left wondering if they can start the system.
- Samples need to be tested within a 24 hour period and need to be re-submitted if they are not. Ideas were discussed on changing protocols and fine tuning processes so that there aren't so many rejected samples.
- Alberta Health Services has indicated that there is a dashboard that would allow municipalities to check water testing results. Alberta Health Services is unsure when it will be available and that it depends on resources.
- A meeting with the Minister of Health is scheduled next week, and attendees are hoping for assistance on this issue this year. It is hoped a positive answer will be made available for the next meeting.

NADC Secretariat Support

Chair Bob Marshall stated the Coalition received a positive response from NADC regarding secretariat support for the next three years. He also reported that the NADC Council wants WNC to engage with FNMI communities, noting that the MD of Opportunity represents many First Nations groups. Bob says the WNC appreciates NADC support.

Roundtable Updates

Members were asked to give updates on water and wastewater operations in their communities.

Jennifer Besinger – County of Grande Prairie

B.E.A.S.T technology is being supported by the Research Council of Canada. Stay tuned for the presentation.

Brendan Powell – MD of Opportunity

Upgrades to Sandy Lake system. Moving forward with SCADA system. Viable water source for First Nations.

Bob Buckle – City of Cold Lake

Regional Water System has been tendered at 85 million dollars and will deliver water to points south to Bonnyville, and will go through Cold Lake First Nations. Cold Lake sits on the Utility Commission as a voting member. Three quarters of tenders have been awarded. There is an issue with the lagoon in that a new system is needed for discharge. This project is major for the City of Cold Lake.

Ken Shaw – Gift Lake Metis Settlement

May be an option to contact Metis Settlement General Council to get representation from them. The contact is Chad Fletcher (Infrastructure Project Manager) who did technical work for intake project (95% finished). Water plant upgrades are 90% complete. Lagoon upgrade projects.

Dan Rites – AWWOA

There is a call for presentations to Water Week conference in November. The deadline is August 15th. Operators get a discount (free registration to conference and trade show). It would be good to have representation from the operator side of things. Water Week Conference is November 14th-16th in Edmonton. Aquatera's Water Week North Conference is November 6th-8th in Grande Prairie.

Crystal McAteer – Town of High Level

Working with engineers to supply **water to Dene Tha First nations**. Working on sewage lagoon.

Ian Willier - Big Lakes County

Sewage treatment facility

Meghan Payne – Lesser Slave Watershed Council

Finished watershed plan serving Big Lakes, Lesser Slave, High Prairie.

Dale Smith – MD of Greenview

Ordered a contract with Sapphire Water for Grovedale Water Treatment plant. Project will be tendered at next council meeting. The sewage lagoon is being decommissioned. There are agreements with local farmers for spreading material. Two new wells have been drilled south of Grovedale to generate enough daily water. Land use plan has been redone for Grovedale and wells are being tested. The new sewage lagoon north of Fox Creek had issues.

Sterling Johnson – Lac La Biche County

There is dialogue with Heart and Beaver Lake supplying water to communities.

Khalil Shaikh – Lac La Biche County

Recently finished upgrades to water treatment plant.

Terry Carbone – Birch Hills County

In the early stages of researching regional water line with towns and municipalities.

Chair Bob Marshall – County of Grande Prairie

The water line to Wembley has been tendered. Wembley had to put in treatment plants because the current Water from wells is heavy in metal content. The wells are not keeping up with demand. There has been a Level III water restriction since the snow melted. In Clairmont, there is a Water for Life grant from the province and this money will help set sewer line. The Mighty Peace Watershed is involved in source water protection and is aiming to come up with a regional plan. This organization presented to the City of Grande Prairie and the City has stepped back from organization and will wait to see if they will re-engage.

Presentation: Peter Christou - Swirltex

http://prezi.com/oddlwknckqih/?utm_campaign=share&utm_medium=copy&rc=ex0share

Presentation illustrated a technology that can help communities generate revenue by converting wastewater into reusable water. Uses include fracking, keeping dust off of roads, car washes. Service contracts, rather than selling the system, allow communities to minimize risk. No money is being spent on upgrades to infrastructure, there are no capital costs in the service, and if the system fails, the community does not pay.

Q&A – Grant Dixon (ATAP) asked about regulatory rules and how approval is granted by Alberta Environment and Parks. Peter Christou stated the regulations depend on permit and that the government has no liability if the system fails to work.

Colin Hanuiz (LICA) asked what can be done with the discharged water and Peter Cardinal (NADC) asked what happens if one can't store the water. The answer given was that the water would have to be put back into the environment.

Tom Mansfield (NADC) asked how many communities have the technology and the answer was four.

Peter Cardinal (NADC) asked how much the units are and the answer was that the units aren't sold, and that Swirltex partners with communities.

Susan Shave (NADC) asked for the current capacity and the number of units and the answer is four.

Chair Bob Marshall (County of Grande Prairie) asked what would happen in the winter and the answer given was that the onsite power would be used (generator) and that it really depended on the community.

Chair Bob Marshall (County of Grande Prairie) also asked how Swirltex managed a performance guarantee with proper training and the answer was that someone goes in, checks the unit once a week. Training local people is cheaper and can be used on other communities. Training is hands-on and there have been no issues to date.

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Chair Bob Marshall asked about lagoon longevity and the answer given was that concentrated oxygen helps biological diversity and can burn through bad lagoons.

Fred Wiebe (MacKenzie County) asked whether the solids stay and the answer was that the solids do stay but are broken down.

Peter Cardinal (NADC) asked how much can Swirltex extend the life of the lagoon and the answer was that it depends on the size of the lagoon and a computer model can help.

Tom Mansfield (NADC) asked if communities need special permits and the answer was that the company needed them, not communities.

Chair Bob Marshall (County of Grande Prairie) asked if there was use for water for fracking and the answer was that the technology was made for fracking originally.

Ken Shaw (Gift Lake) asked if the water can be used for drilling and the answer was yes, and that this water has high value.

Peter Cardinal (NADC) asked how far of hauling distance is financially valuable and the answer was that it didn't matter because the social impact (providing jobs to First Nations communities) is worth the extra money.

If anyone has follow-up questions regarding this presentation please email NADC secretariat for follow-up.

Presentation: Sapphire Water – Trevor Johnson

Presentation described a substance, Filtralite that improves plant performance over sand. Filtralite is used in 40 countries, and has a 10 year warranty. Benefits include a higher flow rate, longer run length, and communities can expect their money back in 3 years on operational savings. There is no capital investment, and communities need only to turn down their backwash pumps.

If anyone has follow-up questions regarding this presentation please email NADC secretariat for follow-up.

Subcommittee Working Group

Melonie Doucette introduced Sheila Sikora as the new Research Officer who will be working with the subcommittees. Melonie informed members that meetings with subcommittee chairs have taken place. Terms of Reference have been drafted for each subcommittee, and that the activity will be determined by the subcommittee.

She informed members that the strategic plan was streamlined in April and that the subcommittee work plans are based on the strategic plan.

Melonie also mentioned the communications committee and its functions of vetting presenters and members and developing marketing and external communications. Melonie indicated that the communications committee could use two more members and invited people to join.

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Megan Payne of Lesser Slave Watershed Council mentioned that the Education and Awareness committee is low on members.

Subcommittee Updates

Education and Awareness

Megan Payne mentioned a toolkit for municipalities to help assess source water. A link will be sent to membership to complete a needs assessment survey. Megan stated the Alberta Water Council should be invited to a meeting and resources would be brought for the group. Workshops can be delivered on rural septic systems and maintenance (through municipalities). Links to topics and how to order resources and information to be sent out. Megan asked how to get into the google drive. ACTION: NADC staff to send login information for Google Drive to the membership. Establish partners in education between now and next meeting. Would be useful to have a point person at Environment and Parks (water quality specialist) and that this point would be brought to Advocacy subcommittee.

Advocacy

The brochure/grant literature was reviewed by the City of Cold Lake and there are no further revisions. Alberta Environment and Parks policy does not supporting water transfers. But water transfers appear to have happened in the last two years. Is the policy criteria fair? The City of Cold Lake Utility Commission sent a letter asking for clarity and understanding around this policy. The aim is to take politics out of water transfers. Priorities going forward included engaging with MLAs, and how we get the province and federal government to respond.

Recruitment, Training, and Retention

Jennifer Besinger mentioned pulling information on inventory of resources (Water for Life, Closer to Home). There was discussion on NADC hosting a water forum on their website. AWWOA is hiring a communications person and WNC members in various areas could support this new staffer.

Status of Vice Chair Position

Chair Bob Marshall indicated that the position of Vice Chair is open. Bob explained that the Vice Chair sits on the communications committee and assumes the position of Chair when Bob is absent. Bob says elections will occur at the next meeting and for members to consider the position.

Next Meeting

The next meeting will be held November 15th in Northern Sunrise County. The January meeting will be held in Lac La Biche. The M.D. of Opportunity has offered to host the April meeting in Wabasca. The location of the July meeting is still open.

Adjournment

Duane Lay of the City of Cold Lake made a motion to adjourn the meeting at 2:13pm. The motion was accepted. Meeting adjourned.

Managing TB and Brucellosis Disease Risk in WBNP			
Working & Stakeholder Groups			
Date: July 13, 2018		Time: 1:00-2:00 pm	
Meeting called by:		Place: Teleconference	
Nataalka Melnycky		Update	
Teleconference: Toll Free Dial In: 1-866-210-4704; Conf ID # 7804276159			
<p>Invited (<i>attended in italics</i>): EP: Calvin McLeod, Craig Dockrill, Dave Kay, <i>Joann Skilnick, KayeDon Wilcox, Luc Nowicki, Ashley Tkachyk, Lyle Fullerton, Margo Pybus, Mark Ball, Margot Hervieux, Matt Besko, Nataalka Melnycky, Paul MacMahon, Marlene Cobick;</i></p> <p>AF: <i>Gerald Hauer, Jagdish Patel, Keith Lehman, Robyn Jacobsen, Kelly Corbett;</i></p> <p>CFIA: <i>Robert Cooper, Natalie Bragg;</i></p> <p>CBA/BPA: <i>Terry Kremeniuk, Glenn Kjemhus;</i></p> <p>CCA/ABP: <i>Rob McNabb, Rich Smith, Karin Schmid, Maarten Braat;</i></p> <p>Mackenzie County: <i>Eric Jorgensen, Len Racher, Grant Smith.</i></p>			
Regrets:			
Time	--- Agenda Topics ---	Requirement / Notes / Decisions	
1:00	Welcome	Gerald Hauer is moderator	
	Wood Bison Interim Activities	"Bison Watch" program Bison Management Video Surveillance flights Collaring of bison	
Wood Bison Interim Activities.			
	"Bison Watch" program:	<p>A. Advertisements for local residents</p> <ul style="list-style-type: none"> • The ad has been updated by the AEP communications staff. <ul style="list-style-type: none"> ○ Reviewed the drafts and had some edits for Nataalka. ○ Still waiting to see if it'll be the Peace River office listed as the number ○ Action: Nataalka will be make the necessary edits. • Require logos from all stakeholders interested in participating. • Mackenzie County had voiced that they have an ongoing space for advertisements within the local paper (High Level echo) and could use that space for a 'bison watch' add free of cost (4" ad.) <ul style="list-style-type: none"> ○ Confirmation- Will advertise the Bison Watch Poster in the newspaper. ○ Once ad is complete, a final copy will be provided to the county for use in paper. • Use of Premises ID System to send a message to cattle and bison farmers in the area; <ul style="list-style-type: none"> ○ Action: Keith and Kelly will look at drafting a letter 	

		<ul style="list-style-type: none"> • The option of a post office drop of “bison watch” ads was discussed. <ul style="list-style-type: none"> ○ Covering the cost of ads still under discussion- Action: Mackenzie County will let us know. ○ Once ads have been finalized – we can go ahead with this. • Discussed the use of Facebook for ads <ul style="list-style-type: none"> ○ Will provide outcome after discussing with communications to ensure adherence to GoA rules. ○ Should be no problem with it being on a government website. ○ Mackenzie County will post it on their website.- Action: Call Nataalka when you want to post something as we will need similar messaging. • Need a FAQs document on handling bison reports- Action: Nataalka will draft but calls should be directed to Nataalka. <p>B. “Bison Watch” with local ranchers as focal audience</p> <ul style="list-style-type: none"> • Estimated no cost to focal “bison watch” material, as would be directed towards local ranchers via emails/posters and all created in-house. • Will print posters locally to post where most local traffic. • Previously, Eric Jorgenson mentioned a local bison rancher/organization that has a newsletter going out to other bison ranchers (Name> Jacob Marfil?). Eric will contact and see if option for sending out ‘Bison watch’ information. <ul style="list-style-type: none"> ○ Applied research association has a newsletter. ○ There is the Peace Country newsletter. ○ Action: Nataalka will contact Linda Sautner regarding annual meeting <p>C. Signage on area Highways</p> <ul style="list-style-type: none"> • Suggested contacting Transportation Signage Division for help. • Report bison part is separate so when disease risk is gone, you can remove this. • Have 2 signs each way –one at beginning and end of highway-12 all together • 4 signs will be placed on Hwy 35 between High Level and NWT, 2 signs on Hwy 58 east, and 2 signs on Hwy 88, south of Fort Vermillion. • Action: Kelly to confirm where signs will be. • Paddle Prairie not a priority right now for signs. • \$300 for signs, not including installation. No license fee.
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		<ul style="list-style-type: none"> • Mackenzie County will need to get approval from council to pay for these-Action: Nataalka will send them estimates-next meeting July 26 • Action: Nataalka will make necessary edits to signage. <p>D. Information kiosks in High level, NWT border and Fort Vermilion</p> <ul style="list-style-type: none"> • Mackenzie Frontier Tourism Association manages kiosks-Lisa Wardley-Nataalka will get info from Eric • Printed on metal signs-done in house-\$30 a sign • Reviewed sign and provided Nataalka with some edits. • Action: Nataalka will make necessary edits. <p>How do we monitor the effectiveness of the 'Bison watch' advertisements?</p> <ul style="list-style-type: none"> • Keep track of where we are putting ads and signs including facebook • Consistent messaging • In a year, could send out questionnaire to see if they were effective
	Bison Management Video Put on hold for now	No update
	Surveillance flights	<ul style="list-style-type: none"> • Four flights last winter but no sightings. Saw some bison tracks. Game cameras from Mackenzie County. • High Level to boundary-no more flights. • Not confirmed for agricultural zone re: future flights- depends on funding. • Indirect surveillance through KayeDon. • More funding sources needed
	Collaring of bison	National Geographic interested in filming. Vet from Yukon said National Geographic would pay for some of the collaring. Tabled as no response from National Geographic and lack of funding at this time, unless seen as a priority. If collaring needs to be done, they won't rely on National Geographic.
	Update: Long term strategy	Last meeting the group reported on progress on briefing up to DMs or their equivalent. <ul style="list-style-type: none"> • Executive Committee meets on July 17 to discuss.
	Update on Hay-Zama Bison Hunt 2018-19 suspension	Survey in February 2018 –316-below what we were looking for (400-600). Suspended the hunt. Will survey again to see why the number is so low (Tuberculosis and Brucellosis disease not a concern as to the reason).
	Action Items	<ul style="list-style-type: none"> • Kelly will compare notes with Colleen and send out the minutes within 2 weeks. • Are there funds re Disease Management Program-if Mackenzie County can't pay for all the signage and

		<p>install, we can tap into it if needed.-Mackenzie County will provide an update.</p> <ul style="list-style-type: none"> • Nataalka will make necessary changes to the ads and posters. • Mackenzie County will post Bison Watch ads on social media. • Nataalka will send estimate on sign install to Mackenzie County. • Kelly and Keith will draft a PID Letter. • Nataalka will complete an FAQ Document on how to handle bison reports. • Kelly will confirm with Nataalka where highways will be. • Rich Smith will provide Kelly with contact to replace Rob McNabb.
2:00	Adjourn - Next meeting:	September