


MACKENZIE COUNTY

REGULAR COUNCIL MEETING

APRIL 8, 2019
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, April 8, 2019
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 27, 2019 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a)	
		b)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:		Public hearings scheduled for 1:00 p.m.	
	6.	a) Bylaw 1134-19 Lane Closure Plan 142 0594, Block 34, Lot 8 and Lot 9 (La Crete)	19
GENERAL REPORTS:	7.	a) CAO & Director Reports for March 2019	33
		b) Disaster Recovery Program (DRP) Updates (Standing Item)	
AGRICULTURE SERVICES:	8.	a) VSI Services 2019 Subsidy Increase	53
		b)	

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		c)		
FINANCE:	10.	a)	Mackenzie County Library Board - La Crete Community Library	71
		b)	2019 Budget Approvals	73
		c)		
OPERATIONS:	11.	a)		
UTILITIES:	12.	a)		
PLANNING & DEVELOPMENT:	13.	a)	Bylaw 1140-19 Land Use Bylaw Amendment to Rezone Part of NW 8-106-14-W5M from Agricultural “A” to Direct Control 2 “DC2”	91
		b)	Urban Development Standards – Industrial Use Land	97
		c)	100A Street – Future Main Street Widening (La Crete)	115
		d)		
ADMINISTRATION:	14.	a)	Policy HR004 Modified Work Program	143
		b)	Meeting with Paramount Resources Ltd. – Zama	153
		c)	Bridge Request from Paramount Resources Ltd.	155
		d)	Caribou Update (Standing Item)	
		e)		
		f)		

- COUNCIL COMMITTEE REPORTS:**
- 15. a) Council Committee Reports (verbal)
 - b) Municipal Planning Commission Meeting Minutes 157
 - c) Agricultural Service Board Meeting Minutes 171
 - d) Community Services Committee Meeting Minutes 179
 - e) Finance Committee Meeting Minutes 185
- INFORMATION / CORRESPONDENCE:**
- 16. a) Information/Correspondence 193
- CLOSED MEETING:** *Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure*
- 17. a)
 - b)
- NOTICE OF MOTION:**
- 18. a)
- NEXT MEETING DATES:**
- 19. a) Regular Council Meeting
April 24, 2019
10:00 a.m.
Fort Vermilion Council Chambers
 - b) Regular Council Meeting
May 7, 2019
10:00 a.m.
Fort Vermilion Council Chambers
- ADJOURNMENT:**
- 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the March 27, 2019 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 27, 2019, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 27, 2019 Regular Council Meeting be adopted as presented.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**March 27, 2019
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
Doug Munn	Director of Community Services
Bill McKennan	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Grant Smith	Agricultural Fieldman

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on March 27, 2019 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

Reeve Knelsen welcomed Mr. Fred Kirby's grade six classes from Ridgeview Central School in La Crete to the Council meeting.

The students held an election for the position of Junior Reeve. Shawn Peters was elected the Junior Reeve and took a seat beside the Reeve.

AGENDA: 2. a) Adoption of Agenda

MOTION 19-03-193 MOVED by Councillor Bateman

That the agenda be approved with the following additions:

- 2. b) Anthony Peters
- 14. f) Caribou Mountains Wildland Committee Meeting
- 14. g) Municipal Affairs
- 14. h) La Crete Trade Show Representation
- 17. c) Plan 5999CL in Fort Vermilion

CARRIED

2. b) Anthony Peters (ADDITION)

MOTION 19-03-194 MOVED by Councillor E. Peters
Requires Unanimous

That Anthony Peters' birthday wishes be received for information.

CARRIED

**MINUTES FROM 3. a) Minutes of the March 12, 2019 Regular Council
PREVIOUS MEETING: Meeting**

MOTION 19-03-195 MOVED by Deputy Reeve Sarapuk

That the minutes of the March 12, 2019 Regular Council Meeting be adopted as presented.

CARRIED

MOTION 19-03-196 MOVED by Councillor Jorgensen

That the expansion of the La Crete Recreation Centre be added to the agenda as requested by the Grade 6 class.

CARRIED UNANIMOUSLY

9. b) La Crete Recreation Centre Expansion

MOTION 19-03-197 MOVED by Councillor Bateman
Requires Unanimous

That the La Crete Recreation Centre expansion discussion be received for information.

CARRIED UNANIMOUSLY

3. b) Business Arising out of the Minutes

None.

TENDERS: 5. a) None

PUBLIC HEARINGS: 6. a) None

**GENERAL REPORTS: 7. a) Disaster Recovery Program (DRP) Updates
(Standing Item)**

MOTION 19-03-198 MOVED by Councillor Cardinal

That the disaster recovery program update be received for information.

CARRIED

AGRICULTURE SERVICES: 8. a) None

COMMUNITY SERVICES: 9. a) Policy ADM040 Mackenzie County Recreational Area

MOTION 19-03-199 MOVED by Deputy Reeve Sarapuk

That Policy ADM040 Mackenzie County Recreational Area be approved as amended.

CARRIED

FINANCE: 10. a) None

OPERATIONS: 11. a) None

UTILITIES: 12. a) None

**PLANNING & DEVELOPMENT: 13. a) Bylaw 1115-18 Municipal Reserve Closure Part of Plan
052 2360, Block 2, Lot 3MR (NW 3-106-15-W5M)**

MOTION 19-03-200 MOVED by Councillor Braun

That Bylaw 1115-18 being a Road Closure Bylaw to close a

portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be TABLED until the plan for La Crete 100A Street is reviewed by Council.

CARRIED

**PLANNING &
DEVELOPMENT:**

**13. b) Bylaw 1116-18 Lane Closure Between Lots 1 & 3MR ,
Block 2, Plan 052 2360 (La Crete)**

MOTION 19-03-201

MOVED by Councillor Wardley

That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be TABLED until the plan for La Crete 100A Street is reviewed by Council.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. c) Vanguard – Development Fees for Phase 4G in La Crete

MOTION 19-03-202

MOVED by Councillor Jorgensen

That the Vanguard development fees for Phase 4G in La Crete be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

**13. d) Fort Vermilion – Peace River Flood Risk Assessment
Final Report**

MOTION 19-03-203

MOVED by Councillor Jorgensen

That Mackenzie County attempt to become part of the new monitoring committee for Wood Buffalo National Park.

CARRIED

MOTION 19-03-204

MOVED by Councillor Wardley

That the Fort Vermilion – Peace River Flood Risk Assessment Final Report conducted by Northwest Hydraulic Consultants be received for information and that the County request additional involvement in the Phase II study by Alberta Environment and Parks.

CARRIED

DELEGATIONS:

4. a) Grade 6 Class, Ridgeview Central School

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

- What qualities are you looking for in a Reeve?
- Are there any requirements needed to be a Councillor?
- How do you feel about the 12-18 age range in the bullying bylaw?
- When Council votes, how many are needed for a decision?
- How do you decide how many people make up a ward?
- What is the favourite part of your job?
- Why did you decide to run for Council?
- What is the easiest part of your job?
- What part of your job is most difficult or do you like the least?
- Are there any benefits or perks to being a Councillor?
- Is there a bylaw you feel we should have in place?

Reeve Knelsen recessed the meeting at 11:33 a.m. and reconvened the meeting at 11:47 a.m.

DELEGATIONS:

4. b) Fort Vermilion RCMP – Statistics and Enhanced Policing Update

MOTION 19-03-205

MOVED by Councillor Jorgensen

That the RCMP statistics and enhanced policing update be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 12:21 p.m. and reconvened the meeting at 1:02 p.m.

DELEGATIONS:

4. c) Terry Collier, efg Architects Ltd. – La Crete Home Care Cottages

MOTION 19-03-206

MOVED by Deputy Reeve Sarapuk

That the La Crete Home Care Cottages presentation be received for information.

CARRIED

ADMINISTRATION: 14. a) Council Professional Development

MOTION 19-03-207 **MOVED** by Councillor Bateman

That the Council professional development Certificate in Rural Municipal Leadership, offered by the University of Alberta, be received for information.

CARRIED

ADMINISTRATION: 14. b) Northwest Species at Risk Committee Annual Voting Membership Fees 2019

MOTION 19-03-208 **MOVED** by Councillor Wardley
Requires 2/3

That administration be authorized to proceed with payment of \$50,000 to the Town of High Level, as financial administrators of the Northwest Species at Risk Committee (NWSAR), in order to maintain voting membership in NWSAR.

CARRIED

ADMINISTRATION: 14. c) Caribou Update (Standing Item)

MOTION 19-03-209 **MOVED** by Deputy Reeve Sarapuk

That the caribou update be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 2:10 p.m. and reconvened the meeting at 2:21 p.m.

ADMINISTRATION: 14. d) RCMP Enhanced Policing Agreements

MOTION 19-03-210 **MOVED** by Councillor Bateman

That Mackenzie County continue to fund the RCMP Enhanced Policing Position – School Resource Officer, subject to financial contribution by the Fort Vermilion School Division; and that Mackenzie County continue to fund the second RCMP Enhanced Policing Position (½ time School Resource Officer and ½ time La Crete Community Policing).

CARRIED

MOTION 19-03-211 **MOVED** by Councillor Wardley

That administration work with the Fort Vermilion School Division and the RCMP to review and bring back a revised Memorandum of Understanding for Enhanced Policing services.

CARRIED

ADMINISTRATION: **14. e) Reporting Committee Business to Council**

MOTION 19-03-212 **MOVED** by Deputy Reeve Sarapuk

That the reporting committee business to Council be received for information.

CARRIED

ADMINISTRATION: **14. f) Caribou Mountains Wildland Management Plan
Advisory Committee Meeting (ADDITION)**

MOTION 19-03-213 **MOVED** by Councillor Jorgensen
Requires Unanimous

That the Caribou Mountains Wildland Management Plan Advisory Committee meeting be received for information.

CARRIED

ADMINISTRATION: **14. g) Municipal Affairs (ADDITION)**

MOTION 19-03-214 **MOVED** by Councillor Braun
Requires Unanimous

That Municipal Affairs be invited to meet with Council to discuss ongoing concerns within the County.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 3:12 p.m. and reconvened the meeting at 3:23 p.m.

ADMINISTRATION: **14. h) La Crete Trade Show Representation (ADDITION)**

MOTION 19-03-215 **MOVED** by Councillor Jorgensen
Requires Unanimous

That the La Crete Trade Show representation be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 19-03-216

MOVED by Councillor Driedger

That the Council Committee reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Municipal Planning Commission Meeting Minutes

MOTION 19-03-217

MOVED by Councillor Cardinal

That the Municipal Planning Commission meeting minutes of March 11, 2019 be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 19-03-218

MOVED by Councillor Wardley

That Mackenzie County become a member of the Coalition of Canadian Municipalities for Energy Action.

CARRIED

MOTION 19-03-219

MOVED by Councillor Cardinal

That Mackenzie County sponsor the Municipal District of Opportunity & Bigstone Cree Nation Canadian Diabetes Golf Tournament on August 8, 2019 as a Food Hole Sponsor.

CARRIED

MOTION 19-03-220

MOVED by Deputy Reeve Sarapuk

That the information/correspondence items be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 4:12 p.m. and reconvened the meeting at 4:24 p.m.

CLOSED MEETING: 17. Closed Meeting

MOTION 19-03-221 MOVED by Deputy Reeve Sarapuk

That Council move into a closed meeting at 4:24 p.m. to discuss the following:

- 17. a) Union Negotiations (*FOIP, Div. 2, Part 1, s. 23, 24*)
- 17. b) Property Tax Re-investment Negotiations (*FOIP, Div. 2, Part 1, s. 16*)
- 17. c) Plan 5999 CL in Fort Vermillion (*FOIP, Div. 2, Part 1, s. 17*)

CARRIED

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Carol Gabriel, Director of Legislative & Support Services

MOTION 19-03-222 MOVED by Councillor Bateman

That Council move out of a closed meeting at 5:13 p.m.

CARRIED

17. a) Union Negotiations

MOTION 19-03-223 MOVED by Deputy Reeve Sarapuk

That the union negotiations update be received for information.

CARRIED

17. b) Property Tax Re-investment Negotiations

MOTION 19-03-224 MOVED by Councillor Braun

That the property tax re-investment negotiations be received for

information.

CARRIED

17. c) Plan 5999CL in Fort Vermilion (ADDITION)

MOTION 19-03-225
Requires Unanimous

MOVED by Councillor A. Peters

That Plan 5999CL in Fort Vermilion be received for information.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Regular Council Meeting
April 8, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
April 24, 2019
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 19-03-226 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 5:14 p.m.

CARRIED

These minutes will be presented to Council for approval on April 8, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

CARRIED

This item was taken to Council on March 12, 2019 for first reading where it was passed with the following motion:

MOTION 19-03-163 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway and public hearing input.

CARRIED

This application was distributed to commenting agencies during the advertisement period. Alberta Transportation has no issues with the proposed lane closure but Northern Lights Gas Coop has notified the County that this lane is the only way for them to service Lot 9.

OPTIONS & BENEFITS:

Options are to pass, defeat or table second and third reading of the bylaw.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing, which will be borne by the applicant.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

The bylaw amendment has been advertised as per MGA requirements, this includes all adjacent landowners.

POLICY REFERENCES:

Not applicable at this time.

Author: K Racine Reviewed by: C Smith CAO:

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway.

Author: K Racine Reviewed by: C Smith CAO:

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1134-19

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. 1134-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF
ROAD PLAN IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of Public Lane as outlined on Plan 192 _____ attached hereto, be subject to a lane closure, and

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

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of Public Lane described as follows, subject to the rights of access granted by other legislation or regulations:

Area 'A' Plan 192 _____

As outlined on Plan 192 _____

READ a first time this 12th day of March, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

PUBLIC HEARING held this _____ day of _____, 2019.

APPROVED this _____ day of _____, 2019.

Approval valid for _____ months.

Minister of Transportation

READ a second time this ____ day of _____, 2019.

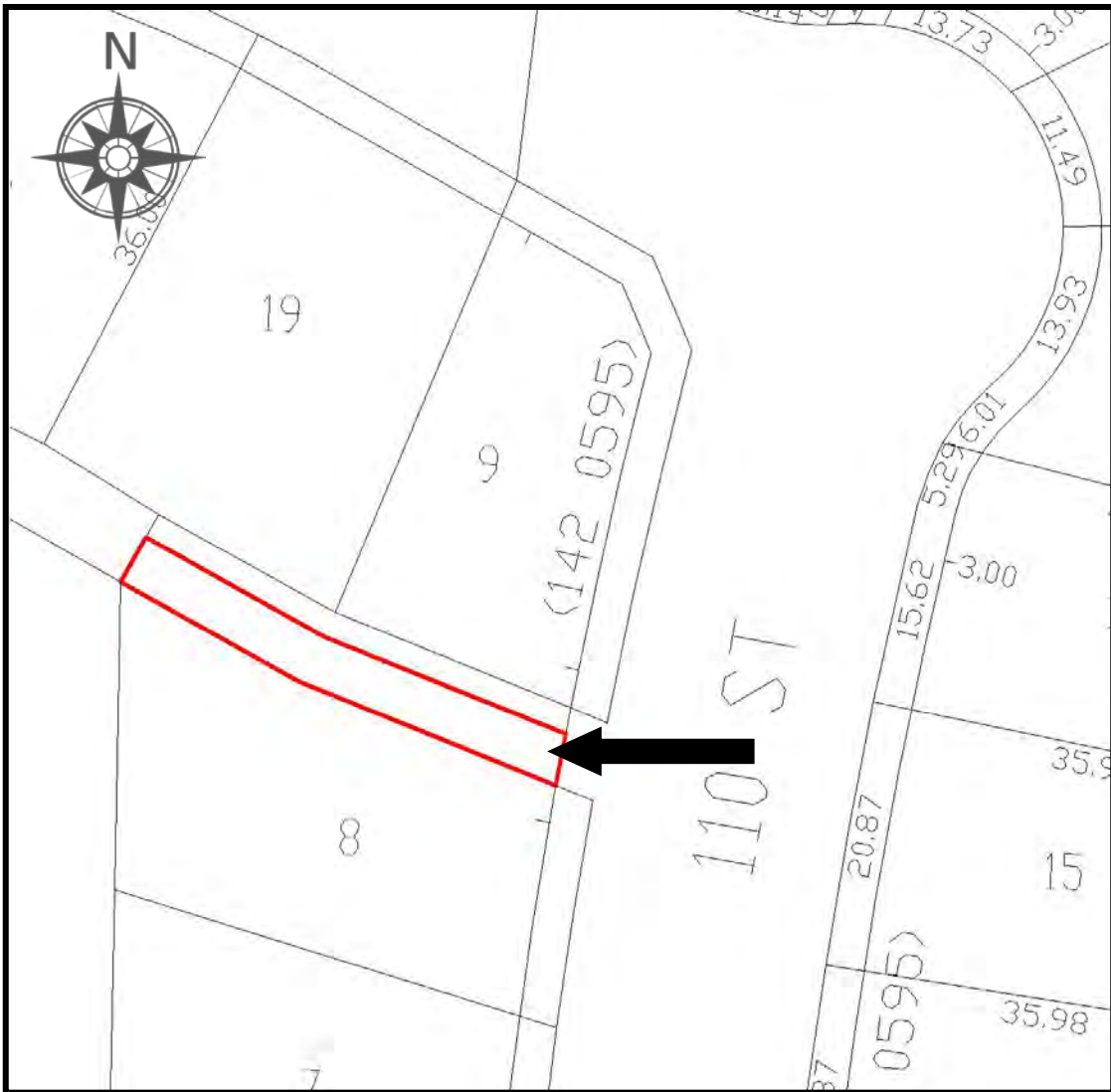
READ a third time and finally passed this ____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1134-19

Plan 192 _____



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <u>John Buller</u>		
ADDRESS <u>Box 1095</u>		
TOWN <u>La Crete</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>8926-0553</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTERED OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
						<u>142 0594</u>	<u>34</u>	<u>8</u>

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Lane Closure TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

The way the house is sitting on the property it doesn't work without the extra 4 meters to the north.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 460

RECEIPT NO. Invoiced

APPLICANT

DATE

Feb 8, 2019

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER

DATE

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



Mackenzie County

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

Mackenzie County INVOICE REQUEST

Invoice to: SELECT DEVELOPMENTS INC

Contact Name: JOHN BULLER Customer ID: 005558

Address: BOX 1095 Province: AB

City: LA CRETE Postal Code: T0H 2H0

Email: mrs scrubs@telus.net Phone: (780) 926-0353

GL Coding	Description	GST	Total
1-61-00-00-420	LAND USE AMENDMENT		\$ 460.00
Total:		\$ 0.00	\$ 460.00

Prepared By: Kristin Racine

Signature: *Kristin Racine* Date: Feb 8, 2019

Approved by Manager/Director: *Caitlin Smith*

Signature: *Caitlin Smith* Date: 2019-02-08

Approved by Finance Controller/Director: _____

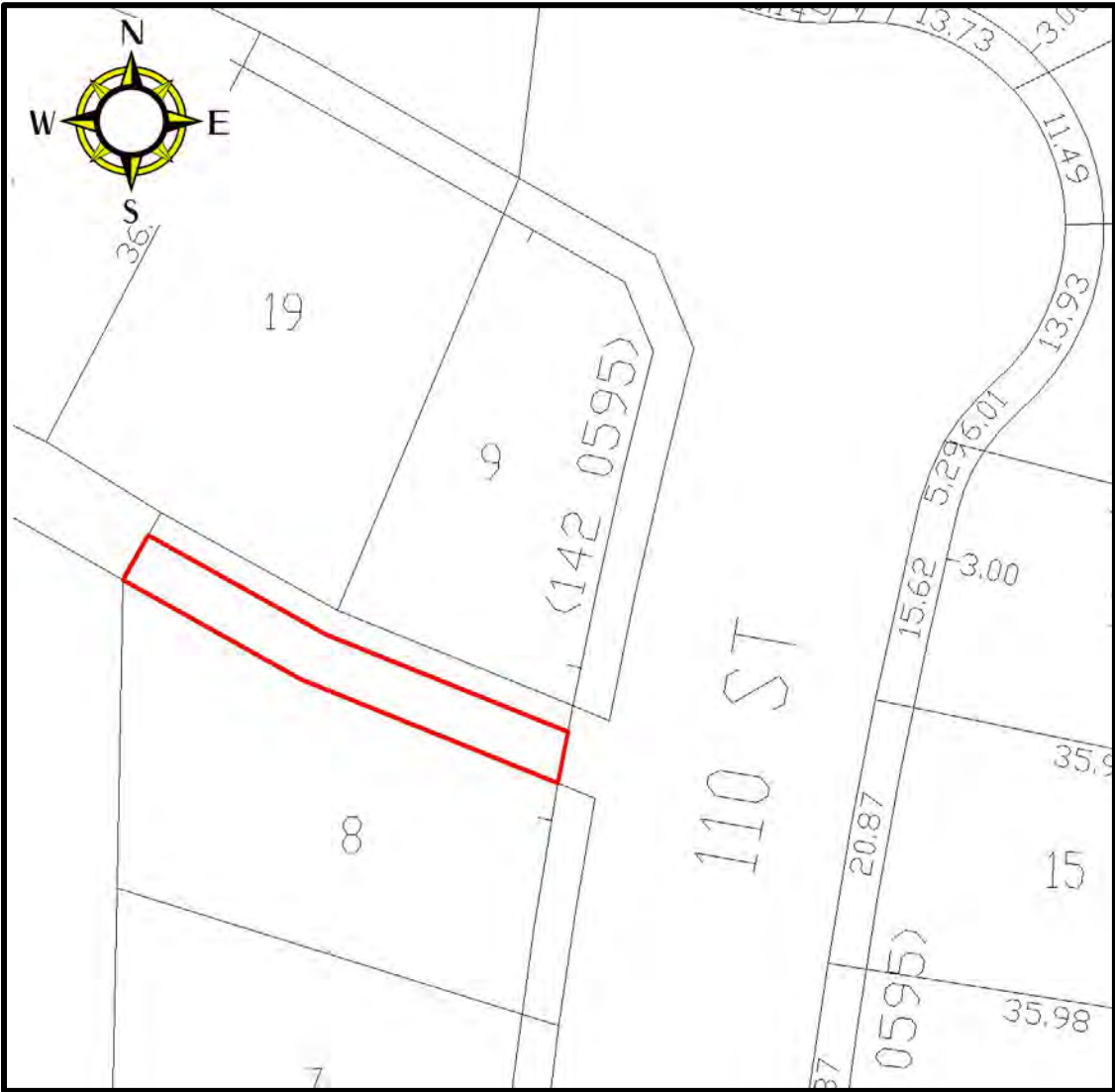
Signature: _____ Date: _____

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



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

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1134-19

NOT TO SCALE

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Mackenzie County

BYLAW APPLICATION



File No. Bylaw 1134-19

NOT TO SCALE

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Mackenzie County

From: [Marlene Cobick](#)
To: [Kristin Racine](#)
Subject: RE: Bylaw 1134-19 - Review
Date: March-20-19 10:25:30 AM
Attachments: [image005.png](#)
[image006.png](#)

Good Morning Kristin

Thank you for the lane closure referral. The department has no concerns with the proposal, however we will require the full referral package, including a copy of the original bylaw, plans, referral replies and advertisement to be submitted.

If you have any questions please let me know.

Marlene Cobick
Development and Planning Technologist – Peace Region
Alberta Transportation - Government of Alberta
Peace River, Alberta
Tel 780-624-6372
Fax 780-624-2440
Marlene.Cobick@gov.ab.ca
511 Alberta - Alberta's Official Road Reports Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)

A little appreciation goes a long way. Thank someone today with an [ecard!](#)



From: Kristin Racine <kracine@mackenziecounty.com>
Sent: Wednesday, March 20, 2019 9:23 AM
To: Marlene Cobick <Marlene.Cobick@gov.ab.ca>
Subject: Bylaw 1134-19 - Review

Good Morning,

I have attached a preliminary application for a Lane Closure in the Hamlet of La Crete. This application is for initial review and will be going to Public Hearing on April 8, 2019. Please review the application if you have any concerns please contact me.

Thank you,

Kristin Racine | Planner | Mackenzie County

PO Box 640, 4511-46 Ave. | Fort Vermilion | Alberta | T0H 1N0
Ph: 780.927.3718 | Fax: 780.927.4266 | Toll Free: 1.877.927.0677
www.mackenziecounty.com



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<http://511.alberta.ca/ab/en.html>
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From: [Jack A. Eccles](#)
To: [Kristin Racine](#)
Subject: RE: Bylaw 1134-19 - Review
Date: March-20-19 10:22:49 AM
Attachments: [image004.wmz](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[oledata.mso](#)

Kristin,

As per our telephone conversation of this morning, please be advised that Northern Lights Gas Co-op Ltd. has a natural gas line in the lane that you are proposing to close. This lane was our only way to bring natural gas to Lot 9.

Jack A. Eccles

General Manager

Northern Lights Gas Co-op Ltd.
Box 1600
La Crete, Alberta T0H 2H0

Phone: 780-928-3881

Fax: 780-928-2166

Cell: 780-926-6317

From: Kristin Racine [mailto:kracine@mackenziecounty.com]
Sent: Wednesday, March 20, 2019 9:26 AM
To: nlgc@telusplanet.net
Subject: Bylaw 1134-19 - Review

Good Morning,

I have attached a preliminary application for a Lane Closure in the Hamlet of La Crete. This application is for initial review and will be going to Public Hearing on April 8, 2019. Please review the application if you have any concerns please contact me.

Thank you,

Kristin Racine | Planner | Mackenzie County

PO Box 640, 4511-46 Ave. | Fort Vermilion | Alberta | T0H 1N0

Ph: 780.927.3718 | Fax: 780.927.4266 | Toll Free: 1.877.927.0677

www.mackenziecounty.com



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for March 2019

BACKGROUND / PROPOSAL:

The CAO and Director reports for March 2019 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO and Directors reports for March 2019 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 March 2019

March Meetings

- 1 – Managers Meeting
- 6 – Ridgeview School Classroom Presentation
Carol and I visited the grade 6 class; they had a lot of great questions on Municipal Politics.
- 11 – Wild Fire Spring Meeting
There was a good turn out, they are anticipating a dry summer due to lack of moisture in snow pack.
- 12 – Regular Council Meeting
- 13 – FVSD Board Meeting
Excellent meeting, working on establishing a relationship between FVSD and the County.
- 18 – 21RMA Spring Convention
Due to the writ, several meetings were cancelled. We did get to meet with the Solicitor General and Alberta Transportation to discuss topics assigned by Council.
- 25 – Finance Committee Meeting
- 26 – Committee of the Whole Meeting
- 27 – Regular Council Meeting
- 28 – Agricultural Service Board Meeting
Discussed weed control and inspection strategy.
- 28 – Golf Committee Meeting
North West Health Foundation has shown interest in organizing the Golf Tournament. Tri Council has offered support to help with getting established. Tentative date for tournament is June 20, 2019.
- 29 – Caribou Wildland Management Plan Committee Meeting

April Meetings

- 1 – EOC Communications Workshop
Went very well.
- 2 – Indigenous Liaison Committee Meeting
Cameron Cardinal is Chair, Eric Jorgenson is Vice Chair.

Respectfully,

Len Racher, Chief Administrative Officer

Monthly Report to the CAO

For the month of March, 2019

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 2020, but I believe this can be accelerated.
Community Infrastructure Master Plans	Q1 2019	Received second draft of offsite levies for review. Administration currently reviewing, will need to complete a level of engagement with the development community. Transportation Master Plan is being reviewed in conjunction with DEV001 policy.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Proceeding with industrial lands project near La Crete. CARES grant approved. ICCI grant approved. Work with REDI to create Foreign Direct Investment strategies – particularly in value-added agriculture.
Streetscape	Ongoing	La Crete- Decision made to continue tree planting in La Crete - looking for solutions for areas that are affected by the fibre optic cables (planter boxes etc.) Fort Vermilion- Waiting on railing of viewing deck to be completed. Prioritizing the big lookout deck as the next project and applying for CFEP grant through FVBoT. Deck design is still in discussions.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these

		changes through the planning department. Items include: transparency of planning documents (published), public participation policy, offsite levies, tax incentives, joint planning agreements with schools and many more.
Fort Vermilion Flood Risk Assessment	Q2 2019	Complete, final financial documents to be submitted. Letter to be sent to AEP regarding County involvement in Stream 2 of the assessment. Administration looking for applicable mitigation grant.
Airport Planning	2019	Report deficiencies were submitted to High Level and Rainbow Lake in November, follow up email was sent in January with no response. WSP will be continuing the AVPA project for LC and FV airports. Additional development planning needs to be completed and further discussion with airport users regarding future development plans. Airport user policies, response plans, etc. have a completion goal within 2019.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	<p>Rainbow Lake: Draft MOU agreement was sent to Rainbow Lake – more negotiations needed.</p> <p>High Level: Preliminary discussions started at administrative level. No discussions recently.</p> <p>Northern Lights: ICF agreement and bylaw have been approved by both Councils. To be submitted digitally to the MoMA before end of April. IDP exemption has been approved.</p> <p>MD Opportunity: IDP exemption has been approved, and ICF submitted to the MoMA.</p> <p>Northern Sunrise: IDP Exemption request is awaiting approval from the MoMa before proceeding with ICF.</p> <p>RM Wood Buffalo:</p>

		Awaiting draft ICF proposal from RMWB.
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Personnel Update:

Assistant to the Deputy CAO position has been filled, and Economic Development Officer will be taking a parental leave as soon as baby is born (early May).

Other Comments:

Letter sent to the Minister of Municipal Affairs re: Alberta Community Partnership grant change in scope. It was determined that a formal scope change is not required, and they have no concerns with us reducing the level of detail of the deliverable.

Entered into an agreement for REDI to take to the lead on the ICCI grant, but with the County completing the formal reporting.

Working with REDI to proceed with the power generation study in collaboration with Lionstooth Energy. Some amendments to the contract are increasing REDI's share of the project funding.

Irrigation Study: Draft scope/Q&A was presented to ASB for discussion, and direction was received to continue in the direction that was proposed. A portion of this project ties in with the CARES grant.

Continue to receive pressure from local AEP staff to close and reclaim the Sandhills road (lease expired in 2016 and was in our name). We did pursue the process of having it designated as a historical trail. We were informed that trails can be very challenging to designate. They are often long and involve multiple landowners who must agree to the designation. They can also be difficult to maintain in an 'historic state' and they often find that a trail on its own is insufficient to fully depict the associated historical significance. A response from Alberta Culture and Tourism requires additional research before considering any sort of designation.

I followed up with Paramount regarding Council's request to provide a letter for the County to further distribute. I was assured that the public reporting of their decision to cease production operations and transition into the abandonment and reclamation phase for the Zama field would be limited to their quarterly report to shareholders. They have notified others with tenure in the area of their intent. Paramount also communicated that they have appointed a single point of contact regarding all questions/discussions relating to the Zama field, that they anticipate roughly a decade of work (more sporadic than traditional operations) for abandonment and reclamation, and that there is no corporately supported working group – only a local team of employees creating a shut-in plan. An invitation to a working group would be initiated by corporate, and is outside the jurisdiction of local staff.

I also met with CPAWS, Strategic and Lionstooth, attended RMA convention, participated in CBA negotiations with union, took some training/courses, attended meetings locally, and supported Len and other departments with their work.

MONTHLY REPORT TO THE CAO

For the Month of March 2019

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/19	

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/19	5 trickle systems and 7 aqua-flo services remaining to be repaired this summer.
Rural Potable Water Infrastructure	Jun/19	Deficiencies have been corrected aside from some remaining landscaping.
Potable Water Supply North of the Peace River	Oct/19	Continuing to meet with BFN to discuss partnership with a waterline. EOI was sent in to ICIP.
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	Proceeding as discussed at October Council Meeting as well as after last COW meeting.
La Crete Future Water Supply Concept	Dec/19	Working on RFP scope details.
LC Future Utility Servicing Plan	May/19	Helix has assigned a new team member to look after the project to get the project finalized.
LC – Well #4	Nov/19	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.
LC – Sanitary Sewer Expansion	May/19	Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.

ZA – Sewage Forcemain	Oct/19	Applied under the Investing in Canada Infrastructure Program.
ZA- Distribution Pump House Upgrades	Dec/19	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Mar/19	Will apply for grant funding in a future year as per council motion.

Personnel Update:

Other Comments:

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of March 2019

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Ice Bridge	Closed	Ice bridge was closed on March 28
Street sweeping	Started	Will be ongoing throughout the summer as needed.
Airport Operations Manual	Ongoing	Creating a Operations Manual for the Fort Vermilion and La Crete Airports.
Spring wash over monitoring	Ongoing	Only a few spots where water has run over the roads
Monitoring for potential washouts	Ongoing	We are regularly checking for potential trouble areas.

Projects	Timeline	Comments
Blue Hills Road rebuild	Ongoing	Waiting for startup date confirmation
Ski Hill Committee	Ongoing	Working with Ski Hill Committee on getting a road to the ski hill.
Airport Road rebuild	Ongoing	Waiting for startup date confirmation
Blue Hills Bridge Site 2	Ongoing	Waiting for clearance from DFO to restart project.

Meeting Schedule

- **March 5 - Team Meeting**
- **March 12 - Council Meeting**

- **March 20 - Joint Health and Safety Meeting**
- **March 26 - Committee of the Whole Meeting**
- **March 27 - Council Meeting**

Respectfully,

David Fehr
Director of Operations

REPORT TO CAO

March, 2019

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2019	Roadside spraying is complete, except for spot spraying on Provincial Hwys. The County signed a service agreement with AT to spot spray patches. Spot spraying is complete.
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	2019	Warning letters have been sent to 25 locations. We are currently developing a computer weed program for use in spring of 2019.
Roadside Mowing	2019	Roadside Mowing tenders were opened on March 11th. This will be for three years plus a one year option at the County's discretion.
Provincial ASB Conference	Jan 21-24, 2019	The 2019 Provincial ASB Conference was held at the Hyatt Regency in Calgary. Topics of discussion were: Environmental Farm Plans, Fort McMurray Fire, Plant Based Protein, Stress Management, ASB Grant Programming update, Trade Talks, etc. There were a total of eight resolutions.
Wolf Bounty	2019	To date there have been 488 wolf carcasses tagged. See attached.
Clubroot Meeting	2019	We attended a Clubroot of Canola meeting in Manning on February 27 th . There was a representative from Alberta Ag & Forestry and the Canadian Canola Council. Good information and excellent discussion concerning the spread and outbreak in the

		Peace. We are currently organizing a workshop in La Crete for April 30 th .
Shelterbelt Program	2019	The county is currently accepting shelterbelt orders. Delivery will be in late May. Payment will be accepted upon delivery.
Seed Cleaning Plant Inspections	2019	Seed Cleaning Plants received their annual inspection on Feb 26 th . Plants are graded on efficiency, cleanliness, record keeping and condition. Frontier Seed Cleaning Plant in La Crete achieved a rating of 93%, High Level Seed Cleaning Plant achieved a rating of 89%. Mackenzie County issues the operating license.
VSI Program	November 09, 2018	The annual VSI AGM is scheduled for November 9 th in Peace River. 16 Municipalities participate in the program.

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	2018	Phase 1 and Phase 2 were completed in October, 2018. All culvert gates are locked.

Personnel Update:

Assistant Fieldman Landon Driedger resigned effective October 31st. Dave Schellenberg has been hired to fill the position.

Other Comments:

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Wolf Count by Area

WMU	Wolf Count	Trapline Number	Wolf Count	General Area	Wolf Count
528	11	251	1	Hay Bay	1
536	27	1203	12	West End Rd Rainbow	1
535	41	1533	3	Hutch Lake	3
534	38	1721	1	First Wabasca River	1
540	2	1492	3	100 KM north of Rainbow	3
Total	119	205	15	North of High Level	12
Male	125	2055	1	40 KM West of HL	1
Female	126	582425	4	Machesis Lake Area	4
		2923	5	Baseline Road	1
		582487	3	Beaver Ranch Area	7
		2722	2	Fox Lake Reserve	2
		1246	14	South Tall Creee	1
		1796	1	Meander River	5
		1418	3	Rocky Lane Area	1
		1203	3	Town Of High Level	14
		2419	14	John Dor	3
		1415	2	8 Mile Corner	1
		2273	11	Chateh	2
		1566	2	SE 14-110-15-W5	2
		2309	3	Steen River	6
		2505	1	Ptarmigan Flats	1
		2294	2	Heliport Road Area	4
		257	2	Zama	6
		2915	5	Chinchaga River	2
		2314	1	Buffalo Head Prairie	1
		572714	2	Highway 88 Connector	5
		2395	4	SW 4-103-18-W5	1
		2402	12	3-103-18-W5	2
Total Wolves	488	2291	1	SE 1-116-5-W6	1
		1366	1	NW 8-106-10-W5	2
		2292	20	Fort Vermillion Area	2
		2807	6	Atlas Landing	1
		2299	5	Steep Hill Creek	1
		2505	3	Blue Hills Area	11
		241	1	NE 33-103-14-W5	2
		773	2	SE 24-107-12-W5	1
		1707	4	SW 3-104-14-W5	2
		1278	1	NE 26-108-13-W5	1
		1707	1	7-110-12-W5	2
		1375	1	NE 17-105-13-W5	1
		1403	6	SW 28-109-13-W5	1
		Total	184	NE 7-106-15-W5	1
				NE 18-109-10-W5	2
				16-18-116-3	1
				NE 8-111-19-W5	1
				SW 7-104-14-W5	1
				SW 31-107-14-W5	3
				N 1/2 17-109-10-W5	2
				TWP 101-18	4
				E 1/2 32-109-12-W5	3
				SW 9-109-17-W5	1
				17-111-19-W5	1
				S 1/2 2-107-12-W5	4
				SE 6-109-10-W5	1
				NE 1-107-13-W5	1
				NW 4-106-12-W5	1
				SW 12-110-15-W5	1
				SW 33-108-16-W5	4
				25-101-18-W5	1
				3-104-14-W5	3
				33-104-18	4
				NE 26-108-12-W5	2
				NE 28-108-14-W5	1
				NE 11-113-21-W5	1
				SW 26-104-15-W5	1
				SE 24-110-13-W5	1
				SW 10-104-17-W5	1
				NW 10-106-13-W5	1
				NE 32-109-12-W5	1
				NE 36-101-15-W5	3
				NW 33-104-17-W5	1
				NW 34-107-14-W5	1
				NW 4-105-17-W5	1
				NE 24-110-19-W5	1
				NE 4-104-14-W5	1
				106-8-W5	1
				N 1/2 18-110-13-W5	1
				SE 3-110-18-W5	2
				SW 12-106-16-W5	1
				SW 12-108-12-W5	1
				N 1/2 2-107-12-W5	1
				Total	185

MONTHLY REPORT TO THE CAO

For the Month of March 2019

From: **Doug Munn**
Director of Community Services

Meetings Attended in March 2019

March

1 – 8	Personal Leave
11	High Level Forest Area Spring Meeting
12	Council Meeting
13 – 15	Management Workshop and Training – Hiring for Success
20	Joint Health and Safety Committee Meeting
21	First Nation Consultation Training
26	Committee of the Whole \
27	Council

Fort Vermilion and La Crete Fire Department for March 2019

- Completed task to reduce the number of Medical Co-Responses (MCR) by agreeing to only respond to Alpha-Bravo-Charlie calls (which speaks to the severity of the calls) and direct Fire Chiefs to reduce the number of members sent out to MCR calls

Fort Vermillion & La Crete calls - March 2019

- 1 alarm Call
- 3 fires Calls
- 22 Medical Co Response Calls
- 8 Motor Vehicle Incident Calls

Bylaw Enforcement

No Report

Communications

- Everything is business as usual and has been working fine.

Health and Safety

- Joint Health and Safety meeting completed this month.
- COR Safety Audit was conducted. We are waiting for results.
- Signed agreement with La on Wheels Society for the operation of the Handivan.

Waste

- Normal Operation

Parks and Recreation

- Continue to work with Mackenzie Aquatic Society regarding Wellness Centre.
- Install pilings at Wadlin Lake for dock
- Signed Sub-Lease Agreement with La Crete Ferry Campground Society

Emergency Operations

- Communications Training – Public Information Officer Level 1 – April 1
- Council Training – Crisis Training for Council. – April 1

Building Maintenance

- Administration is in the process of working with insurance to make repairs to the damaged FV Salt Shed.
- Repair Salt shed (tarp shelter) , repair light – Zama shop
- Clean sump drains at High Level Ambulance base
- Service boiler and furnace at the LC shop
- Replace broken chimney at the LC Water Treatment Plant
- Cut post at the FV tool crib- frost was heaving piling out of the ground
- Install steel pilings to secure dock, fill pilings with concrete, clean and paint pilings- Wadlin Lake
- Repair multiple lights
- Numerous minor repairs

REPORT TO THE CAO

For the Month of March, 2019

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2019-03-01 Managers Meeting
- 2019-03-05 Meeting with the RCMP along with the CAO to discuss the Enhanced Policing positions and the School Resource Officer duties. This was in preparation for the meeting with the Fort Vermilion School Division on March 13, 2019.
- 2019-03-06 Grade 6 class presentation at Ridgeview Central School in La Crete along with the CAO. Discussed a variety of topics and answered questions regarding municipal operations.
- 2019-03-06 Attended the Tri-Council meeting along with Council and the CAO.
- 2019-03-12 Council Meeting
- 2019-03-14 Hiring for Success course at MacEwan University in Edmonton.
- 2019-03-18 through 2019-03-20 Attended the RMA Spring Convention as well as various meetings with engineers, Deputy Minister for Justice and Solicitor General, etc.
- 2019-03-20 through 2019-03-21 Participated in the AUPE union negotiations.
- 2019-03-26 Committee of the Whole Meeting
- 2019-03-27 Regular Council Meeting
- 2019-03-28 Discussion with legal and the CAO regarding the fire permitting issue.
- 2019-03-28 Attended the Mackenzie Regional Charity Golf Committee meeting in High Level.
- 2019-04-01 Attended the Public Information Officer course, the crisis communications for Council course, and the Indigenous Liaison Committee meeting.
- 2019-04-02 Managers Meeting
- 2019-04-04 Attended the meeting with the Fort Vermilion School Division and the RCMP regarding the School Resource Officer Enhanced Policing position.
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Review minister meeting packages for potential meetings during the RMA Convention in March.

Bylaws/Policies/Reports/Publications:

- Drug & Alcohol Policy – draft policy was reviewed by Council. Final policy amendments have been completed and the draft has been forwarded to the Union for review and comment prior to approval.
- Preparation for the 2018 Annual Report has begun.
- Reviewing the municipal jurisdiction in regards to the bylaw to address the fire permitting/smoke issue.
- Researching social media policies, specifically for the purpose of internal procedures regarding use of municipal social media sites.
- As discussed at the Tri-Council meeting, a meeting will be required with the CAO Secretariat and the Appeal Board Clerks to discuss a regional approach to ensure consistency for ratepayers and board members when attending meetings. An email has been sent to the CAO's and awaiting response by all parties.

Human Resources:

- The review and drafting of the formal procedure for a modified work program has been completed. The Policy and procedure will be presented to Council at the April 8, 2019 council meeting.
- Working on AUPE negotiations file.
- Currently advertising the Executive Assistant position.
- The County was conditionally approved for the Summer Temporary Employment Program (STEP). Once our summer students have been hired the Student Hiring Application must be submitted for final approval.
- Working on an in-house training session for our administrative staff in regards to writing effectively in government.

Records Management:

- Ongoing requests for access to information.

Events:

- The Mackenzie Regional Charity Golf Committee met on March 28, 2019 to discuss the 2019 event. The date has been set for Thursday, June 20th. The Northwest Health Foundation has confirmed that they will assume the Coordinator role provided that the Committee continue to fulfil and assist in their typical roles for the event.
- Coordinating of the annual ratepayer meetings is in progress.

Other:

- The 2019 Wearing Apparel Program is in progress and the deadline for orders is April 10th.
- Meetings with the Municipal Intern to review workplan and progress to date.
- Weekly advertisements to the newspaper.
- Working on the condensed version of the Public Consumption of Cannabis survey which is expected to be released soon.

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

MONTHLY REPORT TO THE CAO

Month: March, 2019

From: Chelsea Doi, Municipal Intern

Meetings/Events

RMA Tradeshow & Conference	2019-03-18
<i>Sessions of interest included the tradeshow and the Recycling Update in Alberta workshop</i>	2019-03-19
Intern Wrap-Up	2019-03-20
<i>Sessions of interest included a presentation by George Cuff, job search information from Rick Vogel of The Vogel Group, resume review by internship coordinators, etc.</i>	2019-03-21
	2019-03-22

Training/Courses

Hiring for Success Course	2019-03-14
---------------------------	------------

Projects/Tasks

- Scheduled interviews for summer staff candidates
- Drafted job description for Public Works Administrative Officer (Community Services)
- Filed bridge documents as per records management requirement
- Drafted I.N.S.P.E.C.T. form for weed inspections
- Drafted Firefighter's Incident Report form
- Created Weed Inspection presentation for Agricultural Service Board
- Wrote correspondence letters
- Condensed Cannabis Survey as per Council's request
- Created briefing packages for Council's meetings with Ministers



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Grant Smith, Agricultural Fieldman
Title:	VSI Services 2019 Subsidy Increase

BACKGROUND / PROPOSAL:

The Agricultural Service Board (ASB) currently participates in the Veterinary Services Incorporated (VSI) Program. This is a Provincial subsidy program that subsidizes approved agricultural livestock veterinary procedures at a rate of 50%. These funds are paid to the VSI program as per submitted VSI invoices from the participating veterinarians.

Due to an unforeseen increase in Veterinary usage, there is a projected deficit of \$14,800.00

At the March 28, 2019 ASB meeting the following motion was passed;

MOTION ASB 19-03-026

That the ASB recommend to Council to amend the budget to include the additional \$14,800.00 for the VSI program.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

ASB operating budget
2019 budgeted amount is \$40,000.00

Author: _____ Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

These additional funds will prevent an interruption in the VSI program in 2019.

COMMUNICATION:

Invoice is attached.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That additional funds in the amount of \$14,800.00 be provided in the proposed 2019 Operating Budget for the VSI Program.

Author: _____ Reviewed by: _____ CAO: _____

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 137

FAIRVIEW AB T0H 1L0

PH 780-835-5440

vsiservices16@gmail.com

January 30, 2019

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

INVOICE

2019 VSI Requisition	\$	49,500.00
Plus Deficit Dec. 31, 2018		5,300.00
Balance Owing		54,800.00

Note: The VSI Board of Directors approved a 3.3%, cost of living allowance, increase in fees for 2019. They also recommended that the 2019 requisition should include a 10% contingency to help ensure that participating jurisdictions don't have to deal with additional requests for funds after their budgets have been finalized.

As a result of these two decisions your 2019 requisition is 13.3% higher than your total claims for 2018 plus an amount for net administrative costs equal to what these costs were for 2018. Your requisition has been rounded to the nearest \$500.00 and your deficit balance has been rounded to the nearest \$100.

Although this requisition is not due until March 31st it would be very helpful if payment could be received by the end of February.

Thank you,

Rik Vandekerkhove DVM
Manager

cc Grant Smith and Colleen Sarapuk

RECEIVED
FEB 07 2019

MACKENZIE COUNTY
FORT VERMILION OFFICE

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX137

FAIRVIEW AB T0H 1L0
PH 780 835 5440
vsiservices16@gmail.com

Mr. Len Racher, CAO Mackenzie County
Box 640 Fort Vermilion, AB T0H 1N0

January 30, 2019

Dear Len,

Enclosed is your 2019 VSI requisition of \$49,500.

Total VSI administrative costs, for 2018, including G.S.T. (\$15,581) were approximately \$46,624. Your jurisdiction accounted for 575 (9.7%) of the 5902 claims processed thus your share of gross administrative costs (total administrative cost minus claim related GST) was deemed to be \$3,523.

Investment income was approximately \$4,270. Total cost of your claims, as per your fourth quarter report, sent to gsmith@mackenziecounty.com and csarapuk@mackenziecounty.com was \$40,017. This was 6.8% of total claims expenditures of \$589,143. Your share of the interest was deemed to be \$240

The 2018 VSI fee schedule was increased 3.3% with a 10% contingency added. As a result, your **2019 requisition is equal to your 2018 claims plus an 13.3% increase plus your estimated net administrative costs for 2018**. The total was rounded to the nearest \$500. (Net administrative costs = gross administrative costs minus investment income rounded to the nearest \$100.)

Following is an estimate of your current VSI balance after adding 2018 administrative costs and investment income:

	Claims	Payments	Balance
Jan. 1, 2018			
Payments in 2018			\$ -2,411
2018 Claims	\$ 40,017	\$ 41,400	\$ 38,989
2.5 % GST 2018 Claims	\$ 1,000		\$ -1,028
Share of 2018 Expenses	\$ 3,523		\$ -2,028
Share of 2018 Interest		\$ 240	\$ -5,551
			\$ -5,312

The amount in your **contract** was based on the **actual cost** of claims for **Oct 1, 2017 to Sept 30, 2018 plus an estimate of net administrative costs**. The **amount of your requisition is based on the actual cost of claims for 2018 plus an estimate of net administrative costs** (rounded to the nearest \$100). This explains the difference between your requisition of \$49,500 and the \$45,000 in your contract.

Please feel free to contact me if you detect any errors or if you have any questions. Thank you for your continuing support of VSI.

Yours sincerely

Rik Vandekerkhove, Manager

cc Grant Smith and Colleen Sarapuk



V.S.I. SERVICES (1980) LTD.

SCHEDULE "B"

Annexed to and forming a part of the agreement dated **effective January 1, 2019**

Following are some of the services not payable by V.S.I. Services (1980) Ltd

- a) castrations
- b) dehorning
- c) dockings
- d) spaying heifers
- e) embryo transplants
- f) routine trimming of feet
- g) meat inspection
- h) scrotal hernias - all species
- i) umbilical hernias - all species
 - Note: With the exception of eviscerated hernias in newborn calves
- j) cryptorchid surgery- all species
- k) insurance examinations (including mortality, loss of use exams & reports)
- l) listed herd and dispersal sales
- m) shows & sales
- n) endorsement fees
- o) export testing
- p) parentage sampling
- q) routine vaccinations
- r) all drugs and medicines
- s) all laboratory fees
- t) waiting time
- u) after hours or holiday fees
- v) mileage
- w) services relating to quality assurance programs such as CQA & QSH.
- x) internal fracture fixation procedures
- y) hospitalization for any **service not listed in Schedule "A"**
- z) Services under codes 12A/B & 13A/B over & above 1½ hours
- aa) Exams for non-conventional treatments and those treatments. (Examples: adjustments, acupuncture etc)
- ab) **VCPR consultations for a period longer than 2 units of code #25**

All "Schedule A" services for species not specifically identified on "Schedule A"

Note: All jurisdictions cover "Schedule A" services for the bovine, porcine, caprine and ovine species. Some jurisdictions cover some, or all, "Schedule A" services for alternative livestock species (e.g. elk, bison, deer, etc.). The specific species and services covered will be identified on the "Schedule A" that was approved by that particular jurisdiction.

Any other veterinary services not specifically listed in Schedule "A" as amended from time to time.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Recreation Energy Conservation (REC) Program

BACKGROUND / PROPOSAL:

The Recreation Energy Conservation Program through the Alberta Government provides up to \$750,000 to a single municipality to help identify energy-saving opportunities and implement energy-saving projects. Before a project can be approved it requires valid project information that identifies the energy cost savings and therefore a “scoping audit” or engineering study. The projects can be funded up to 75% (or the amount required to reach 1 year payback maximum) The Scoping Audit or Engineering studies will be paid out at 100% up to the program maximums if approved. (See attached for details)

The scoping audit is a broader look at the facilities and is intended to identify cost saving projects and their energy saving potential. The engineering study is a more in depth study of an identified larger project. The two facilities that appear to be eligible would be the Recreation Complexes in La Crete and Fort Vermilion. The Zama Community Hall may also be eligible. The first step would be to complete the scoping audit for each facility and, depending on the findings, proceed with either an engineering study or a project application.

Following are some examples of Implementation Project Incentives:

The two hypothetical ECMs below provide example applications of the above incentive structure:

- Example ECM #1
 - Installed cost before incentive: \$20,000
 - Annual energy cost savings: \$5,000 per year
 - Simple payback before incentive: \$20,000 / \$5,000 per year = 4 years
 - Simple payback after applying REC program buy down: 1 year
 - REC program incentive for Example ECM #1: \$15,000 or 75% of costs

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

In the Example ECM #1, the 75% cost coverage maximum decreased the project cost to \$5,000, and as a result, the simple payback decreases to maximum of 1 year.

- Example ECM #2
 - Installed cost before incentive: \$4,000
 - Annual energy cost savings: \$2,000 per year
 - Simple payback before incentive: $\$4,000 / \$2,000 \text{ per year} = 2 \text{ years}$
 - Simple payback after applying REC program buy down: 1 year
 - REC program incentive for Example ECM #2: \$2,000 or 50% of costs

In the Example ECM #2, only 50% of cost is covered as the simple payback reached the maximum of 1 year.

OPTIONS & BENEFITS:

1. Apply for a scoping audit for the La Crete Recreation Complex, the Fort Vermilion Recreation Complex and the Zama Community Hall through the REC Program (Two Separate applications) and bring these studies back to Council for review. Depending on the findings of this audit Council may decide to proceed with an Implementation Project application.
2. Apply for an engineering audit for a specific project(s) through the REC Program and, if successful, bring these studies back to Council for review. If Council were to choose this option then a specific project would need to be identified and a valid study would need to be conducted that identifies cost saving and energy saving potential.

These applications could be completed either through the Recreation Societies or the County.

There does not appear to be any other facilities that meet the grant criterion.

COSTS & SOURCE OF FUNDING:

There is no cost to Mackenzie County to complete a scoping or engineering audit for the facilities if the REC application is approved assuming it can be completed for under \$8,000.

If Council decides to proceed with an Implementation Project application there will be a need to budget for a minimum of 25% of the project cost.

SUSTAINABILITY PLAN:

A comprehensive energy audit or scoping audit would be beneficial to plan for energy reductions in these facilities for the future and possibly take advantage of other grant

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

opportunities through provincial and federal environmental energy reduction programs. With the Carbon Tax in place it seems clear that more grant opportunities to reduce energy consumption will be coming available. Recreation facilities are one of the highest consumers of energy.

COMMUNICATION / PUBLIC PARTICIPATION:

The societies responsible for these facilities will be contacted to gain information and support prior to the application submission.

POLICY REFERENCES:

Recreation Facility Agreements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration be directed to apply for funding to complete a scoping audit for the La Crete and Fort Vermilion Recreation Complexes and the Zama Community Hall through the Recreation Energy Conservation (REC) Program and, if successful, bring these audits back to Council for further direction.

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

Recreation Energy Conservation Program

Recreation facilities typically use more energy and produce more greenhouse gas (GHG) emissions than other municipal facilities. The Recreation Energy Conservation (REC) Program helps municipally-owned recreation facilities reduce energy use and GHG emissions by providing financial incentives to help identify energy-saving opportunities and implement energy-saving projects.

Through the REC Program, municipalities can receive incentives for scoping audits and engineering studies that support investment decisions in addition to incentives for implementing energy efficient retrofits in their facilities.

Not sure if this program is for you? Register for the [REC Webinar](#) on April 10 from 1:30pm - 2:30pm.

Who can participate?

1. Municipalities: all designated municipalities within the Province of Alberta that meet the definition of "municipality" as per Section 1(1)s of the *Municipal Government Act*.
2. Community-related organizations: non-profit community-related organizations (CROs) are eligible to participate in the REC program if the Project is within a municipally-owned facility.
Note: While CROs are eligible to participate, the Municipality must submit the REC Application and be the signatory to the Offer Letter.

What types of facilities are eligible to receive funding through the REC?

- Arenas and curling rinks;
- Aquatic centres and swimming pools;
- Dry sport centres such as facilities that do not include ice surfaces or aquatic facilities;
- Multiplexes such as facilities that include a combination of dry sports, ice surfaces, and aquatic facilities; and
- Other recreationally-focused facilities deemed eligible by the MCCAC.

What types of facilities are ineligible to receive funding through the REC?

- Non-profit facilities who own their facility;
- Agricultural societies;
- Private facilities;

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- Facilities operated by a for-profit business or organization, including facilities that are located on lands owned by a municipality or leased from a municipality;
- Provincially or federally operated buildings located on municipal lands; and
- Other facilities deemed ineligible by the MCCAC.

What types of energy conservation measures are eligible?

REC funds ECMs that will reduce GHG emissions. Incentives will not be provided for cosmetic or non-GHG reducing installation. The following are examples of eligible types of ECMs:

- Interior and exterior lighting and lighting controls;
- Building envelope upgrades including insulation and weather-stripping;
- Energy management control systems including direct digital controls, occupancy/motion sensors, and thermostats;
- Building automation systems;
- Heating, ventilation and air-conditioning (HVAC) systems including boilers and chillers, furnaces, heat pumps, ventilation systems, pipe insulation, air conditioners, thermal storage systems, and heat recovery systems;
- Motors including high-efficiency motors and variable frequency drives; and
- Combined heat and power systems.

Other ECMs or actions that are ineligible for incentives through REC include those that:

- Merely terminate existing processes, facilities or operations;
- Relocate existing processes, facilities or operations out of the Province of Alberta;
- Are required by local, provincial, or federal law, building or other codes; or are standard industry practices;
- Reduce voltage or improve power factor or power quality other than an ancillary benefit for obtaining quantifiable energy savings;
- Involve installation of any equipment or system if such equipment or system, or the operation of either would not comply with all existing laws and regulations;
- Are regular routine maintenance;
- Are electronic equipment (i.e. computers, printers, photocopiers, etc.) and appliances (i.e. refrigerators, ovens, washers and dryers, etc.); and
- Include solar photovoltaics, electric vehicles, or electric vehicle infrastructure.

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

How much funding is available?

The REC program will provide rebates in accordance with the rebate rates in Tables 1 through 3.

Table 1: Scoping Audit Incentives

Offer	Incentive and Funding Maximums	Requirements and Limitations
Scoping Audit	Up to 100% of Scoping Audit Costs to a maximum of: <ul style="list-style-type: none"> • \$8,000 for dry sports centres • \$10,000 for arenas and curling rinks • \$10,000 for aquatic centres and pools • \$12,000 for multiplexes 	<ul style="list-style-type: none"> • Cost estimate required to determine eligibility and maximums • Audit must be completed by pre-approved Program Ally contractors • Ineligible if the facility has undergone a similar audit within the previous 24 months

Table 2: Engineering Study Incentives

Offer	Incentive and Funding Maximums	Requirements and Limitations
Engineering Study	Up to 100% of Engineering Study costs to a maximum of \$20,000 for all recreational facility building types	<ul style="list-style-type: none"> • Cost estimate and invoice required from contractor to determine eligibility and caps • Study must be completed by pre-approved Program Ally contractors • Ineligible if the facility has undergone a similar study within the previous 24 months

Table 3: Implementation Project Incentives

Implementation Projects will fund eligible Energy Conservation Measures (ECM) on an individual basis and be capped at the dollar amount that buys the measures simple payback to a maximum of one year or to 75% of capital costs, whichever occurs first. Simple payback is calculated by dividing the capital cost of implementing the ECM by the annual cost savings produced by the ECMs energy savings.

Note: If valid project information such as the expected energy and GHG savings are not available or provided within an application, an Engineering Study or Scoping Audit must be completed prior to proceeding with the Implementation Project.

Offer	Incentive and Funding Maximums	Requirements and Limitations
Implementation Project	The lesser of 75% of Energy Conservation Measure costs, OR the	<ul style="list-style-type: none"> • Cost estimate and invoice required from contractor to determine

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	amount required to reach 1-year simple payback maximum.	eligibility and caps <ul style="list-style-type: none"> • ECMs with a simple payback of less than one year without incentives are ineligible • Projects must have a total installed cost of \$10,000 or greater
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Applicants will be placed into the first-come, first-served queue in the order in which they submit a completed REC Application to the satisfaction of the Third-Party Administrator and receive and execute an Offer Letter from the MCCAC. To enable broad participation by Alberta municipalities the total program funding for Scoping Audits, Engineering Studies, and Implementation Projects distributed to a single Municipality is capped at \$750,000 over the program lifespan.

How do I apply?

Interested participants are invited to [Submit an Expression of Interest](#) for REC as a first step.

Where do I find additional information?

Inquiries may be directed to contact@mccac.ca.

Also be sure to [register for the REC Webinar](#) on April 10 from 1:30pm - 2:30pm.

Municipal Climate Change Action Centre

Alberta Municipal Place
300-8616 51 Ave, Edmonton, AB, T6E 6E6
Main line: 780-433-4431
Toll-free within Alberta: 310-2862

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Emergent Funding – Fort Vermilion Recreation Board

BACKGROUND / PROPOSAL:

The Fort Vermilion Recreation Board has requested \$17,565.57 (including GST) to pay for repairs to the artificial ice condenser. (See attached letter)

The Emergent Funding account has a total of \$15,848.50 remaining for 2019 which will put the \$20,000.00 account over budget, therefore a council resolution is required in order to approve the expenditure.

OPTIONS & BENEFITS:

1. Approve payment to the Fort Vermilion Recreation Board for \$17,565.57 for artificial ice plant repairs from the Emergent Funding Account.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Council's decision will be communicated to the Fort Vermilion Recreation Board

Author: _____ Reviewed by: _____ CAO: _____

POLICY REFERENCES:

The Recreation Board is responsible to provide receipts to Mackenzie County before reimbursement for these expenses can occur. Administration has received copies of these invoices.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the payment to the Fort Vermilion Recreation Board in the amount of \$17,565.57 be approved for the artificial ice plant repairs.

Author: _____ Reviewed by: _____ CAO: _____

Fort Vermilion Recreation Board

Box 115

Fort Vermilion, Alberta

T0H 1N0

April 2nd, 2019

RE: 2019 Ice Plant Repair

Dear Mackenzie County

During the month of February there was a major malfunction with the condenser in our Ice Plant. A bearing on the drive shaft broke deeming the fan unusable and shutting our Ice Plant down for over two weeks.

Bergs Refrigeration ordered the part from the nearest supplier they could find. We also had to hire Foothill Rentals to provide hoarding and heat to melt access ice/snow that was build up around the fan.

The total cost of the repair was \$17,565.57. The Fort Vermilion Recreation Board is asking for consideration to have these expenses paid for under emergency funds with Mackenzie County.

Thank you for your consideration, if you have any questions or concerns please contact us at (780) 927-4222.

Regards:

Fort Vermilion Recreation Board



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Mackenzie County Library Board - La Crete Community Library

BACKGROUND / PROPOSAL:

Administration has reviewed the agreement between the La Crete Community Library and Mackenzie County and realized that there was an error on billing of building insurance as per agreement.

Administration presented these findings to the Finance Committee at its meeting on March 25, 2019. The Finance Committee passed a motion, recommending to Council, to make a budget amendment of \$4,194.16, refunding the La Crete Community Library for the building insurance paid from 2015-2018.

Administration will be reviewing insurance options and risk management strategies and reporting to a future Finance Committee meeting. In the interim administration will be consulting with various parties including the libraries and other organizations on further information needs, and insurance related matters.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Operating Budget.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That funding in the amount of \$4,194.16, be provided for in the 2019 operating budget, and the La Crete Community Library be refunded for the previously paid building insurance from 2015-2018 in the amount of \$4,194.16.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That funding for the La Crete Community Library's remaining 2019 building insurance be provided for in the 2019 budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	2019 Budget Approvals

BACKGROUND / PROPOSAL:

Annual Municipal Budget Planning

The budget serves as a policy document, financial plan, operations guide, and a communications device. Through the operating and capital budgets, Council decides on the municipality’s priorities for the upcoming years by setting aside funds for each program or service. This important financial plan provides guidelines and directives to staff for the allocation of resources and the provision of services and infrastructure. The budget also determines the total amount of taxes to be levied on residents and businesses of the community for the budget year.

The budgeting process allows municipalities to prioritize projects, programs and service levels based on anticipated revenue and expenses. A municipality’s annual budget routinely consists of two components:

The operating budget plans for a municipality’s day-to-day expenditures (e.g. salaries, wages, benefits, heat, hydro and maintenance of buildings and infrastructure).
 The capital budget plans for the purchase and financing of assets or improvement of existing infrastructure (e.g. roads, sewers, recreation facilities, parks and buildings).

Departmental Operating Budgeting

For accounting and budgeting purposes, the County’s activities are segregated by department or area of responsibility. There are many reasons to budget this way: it shows are responsible approximation of revenues and expenses related to each department, it allows for the accounting of specific activities, it allows for easier reporting to Provincial or Federal bodies or other partners.

Author: Bill McKennan **Reviewed by:** _____ **CAO:** _____

Fiscal Guidelines & Requirements

Balanced Budget

The County is required under the *Municipal Government Act (MGA)* not to plan for a deficit. To achieve this, the budget is prepared on a fiscal viable basis and is motored and controlled to achieve this desired outcome of a balanced budget. As such all budgeted revenues must equal budgeted expenditures.

The municipality follows the legislative financial requirements of the *MGA and Regulations*. In addition, the municipality meets or exceeds all policy statements of the Canada Public Sector Accounting Handbook, which is governed by Chartered Professional Accountants Canada (CPA).

Municipal Accounting Methods

There are different types of accounting methods that can be used for budgeting and financial reporting;

Accrual accounting

Accrual accounting involves recording revenues as they are earned during the fiscal period, regardless of when they are collected. Expenses are recorded when the liability for the expense is initially incurred.

In this method, the municipality's tangible capital assets are expensed in regular installments over their estimated life. This is referred to as "amortization." In general, this period of time corresponds to the useful life of the asset.

Modified accrual accounting

This form of municipal accounting is accrual accounting with the adjustments permitted. Generally, a municipality may exclude certain expenses from the budgeted amount, including:

- Amortization expenses
- Post-employment benefits expenses
- Solid waste landfill closure and post-closure expenses

The County prepares its financial statements in accordance with the Generally Accepted Accounting Principles for local governments as recommended by the CPA Canada Public Sector Accounting Handbook (accrual accounting).

The annual budget is prepared on the modified accrual accounting method were the amortization expense is not funded by the tax levy completely.

Author: Bill McKennan Reviewed by: _____ CAO: _____

Tangible Capital Assets

The County complies with the Tangible Capital Asset requirements of the Public Sector Accounting Board. The annual financial statements are prepared to reflect historical costs and amortization. There currently is no requirement to integrate these financial statement principles into the budgeting methods of the municipality. However, it is good financial planning practice to review and evaluate annual contributions to reserves with these concepts in mind.

The *MGA* sets out the general requirements for the annual approval of the operating budget of the municipality overall the budget must at a minimum provide for:

- The amounts needed to fund Council approved programs
- Amounts needed to pay debt obligations
- All amounts needed to meet all other municipalities obligations
- The amounts to be transfer from/to reserves
- Any monies to cover the previous year's shortfall

Similarly, the *MGA* requires Council to adopt a Capital Budget for the year. The capital budget must include at a minimum:

- The amount needed to improve capital property
- The anticipated sources of funding to fund the capital expenditures

The adoption of the annual operating and capital budget should be presented in a manner to Council to ensure a clear understanding of the document and be specific as to the funding of the planned expenditures.

Based on the foregoing Administration is seeking the necessary approvals to clearly detail the planned expenditures of the municipality and the sources for funding that will be utilized to pay for the planned expenditures. The recommendations in this report do not change the decisions of Council that occurred during budget deliberations but allow for greater clarity, meet the municipalities' legal obligations and provide the necessary approvals to meet our annual audit requirements.

Operating Budget Approval

The Operating Budget needs to be balanced so that the total revenues equal the total expenditures. The Operating Budget must also incorporate the revenues and expenditures that have been historical presented to Council as Non-TCA projects or initiatives. Specific contributions to/from reserves should be clearly noted in the approval document.

Appendix 1 2019 Operating Budget provides a summary of the total revenues (\$35,589,054) and total expenditures (\$35,308,677) Council has approved during the budget deliberations. There is a positive variance (Surplus) of \$280,377 which needs to be allocated by Council. The options for Councils consideration are detailed further in this report.

Author: Bill McKennan Reviewed by: _____ CAO: _____

Appendix 2 New Initiatives 2019 provides a summary of the New Initiatives considered and approved during the budget deliberations. This is for information only and the approved funds in the amount of \$296,800 have been incorporated into the recommended departmental budgets detailed in Appendix 1.

Appendix 3 2019 Non-TCA Projects (Including Carry Forwards) provides the details of the individual projects included as Non-TCA Projects within the respective departmental budgets. These Non-TCA Projects (new 2019 projects and prior year carry-forwards) have a 2019 current budget of \$1,804,143 and funding various funding sources of totaling \$1,804,143.

Appendix 4 Budget Amendments Incorporated in the Proposed Budget provides a summary of the tracking of the budget deliberations that have impacted the overall operating budget. All of these items have Council motions or Council direction. Administration has made a few technical amendments and will be highlighting these during the budget presentation at the Council meeting.

This tracking sheet articulates the calculation for “the surplus to be allocated” in the amount of \$280,377. The approved budgets amounts set the tax rates for the municipality and establish a baseline for audit purposes.

Moving forward Administration will be amending the annual budget presentations to incorporate best practices and ensuring compliance with all legislative requirements. This will ensure a greater focus on program approval and transparency as to the financing of the various programs. That being said this report provides additional information related to a few areas of the operating budget namely: reserves contributions, reserve draws and unallocated surplus.

Reserve Contributions – Total \$1,918,127

Council at the various budget deliberation meetings discussed specific contributions to County reserves. These discussions were generally based on Council policy related to reserve targets and the disposition of any operating surplus of the prior year. The total recommended contributions in the amount of \$1,918,127 detailed as follows:

- a) Municipal Reserve \$70,000
- b) Gravel Reclamation Reserve \$50,000
- c) Gravel Crushing Reserve \$500,000
- d) Road Reserve \$500,000
- e) Water Infrastructure Reserve \$392,846
- f) General Capital Reserve \$81,100
- g) Vehicle & Equipment Reserve \$324,181

Reserve Draws -Total \$2,071,112

Council at the various budget deliberation meetings discussed and approved specific withdraws from County reserves. These discussions and approvals were based on

Author: Bill McKennan Reviewed by: _____ CAO: _____

Council approved service levels or approved projects being undertaken. The total reserve draws approved were \$2,071,112 detailed as follows:

- a) Town of High Level - Prior years capital projects \$862,370
- b) Funding Non-TCA Projects \$1,187,851
- c) Emergent Funding – Fort Vermilion Recreation Board - \$20,891

Unallocated Surplus \$280,377

The operating budget in **Appendix 1** is reflecting a surplus of \$280,377 after all budget amendments are incorporated. This recommended budget in Appendix 1 has reflected all Council motions and directions including:

- Reductions to the New Initiatives
- Amendments to the Non-TCA projects
- Program funding for Grants to Other Organizations
- Program funding under the Regional Service Sharing Agreement
- Various changes to base program funding
- Increasing the Farmland Minimum Tax from \$35.00 to \$50.00 per tax roll.
- Increasing the Farmland Tax Rate by 10%
- Increasing the Non-Residential Tax Ratio from 1.63% to 1.75%
- Decreasing the Residential Tax Rate by 5%.

As noted previously, the budget is required to be approved in a balanced position. Council may consider various options to achieve this outcome.

Option 1 - Increase capital reserve contributions. This would enhance and provide resources for future years.

Option 2 - Maintain funds in operating budget and create a “contingency account”. In any given year Council will face issues that were not provided for in the budget, this account would provide funding for unanticipated issues.

Option 3 - Provide further tax relief. Although this option is presented, consideration should be given to future year challenges; infrastructure renewal, assessment shifts and general budgetary pressures.

Direction of Council is required on the outstanding surplus of \$280,377.

Capital Budget Approval

Appendix 5 TCA Projects 2019 details the County’s capital expenditures and funding requirements by project for 2019. At its meeting held on January 14, 2019 Council approved all new 2019 projects (both expenditures and funding sources).

This table also summarizes the past motions of Council related to all new 2019 and carry-forward projects.

Author: Bill McKennan Reviewed by: _____ CAO: _____

The total capital expenditures total \$19,426,010 and the funding sources are identified. Three projects are conditional on grant funding or further approvals. These projects are being reflected as such in the recommendations related to the Capital Budget in this report.

OPTIONS & BENEFITS:

This report summarizes the prior budget deliberations. Further options are not being presented in this report.

COSTS & SOURCE OF FUNDING:

This report reflects the adoption of the 2019 Operating and Capital budget.

The 2019 Tax Rate Bylaw will be predicated on this information, and this information will be used for tax notices to ratepayers. The necessary funds to fund the reserve draws have been identified in the various Appendixes and funding is available in the indicated reserves.

SUSTAINABILITY PLAN:

This report ensures the fiscal plan for the municipality is approved within the framework required under the *Municipal Government Act*.

COMMUNICATION / PUBLIC PARTICIPATION:

This information and data within this report will form the basis for the financial reporting and monitoring of the budget to Council related to the fiscal year.

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Operating Budget in the amount of \$ _____ as detailed in Appendix 1 be approved.

Author: Bill McKennan Reviewed by: _____ CAO: _____

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Non-TCA Projects in the amount of \$1,804,143 and funding sources as detailed in Appendix 3 be approved.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Capital Budget Expenditures in the amount of \$19,426,010 and funding sources as detailed for Projects Numbers 1 to 78 in Appendix 5 be approved.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Capital Budget Expenditures in the amount of \$8,085,000 and funding sources for projects Number 79 to 81 in Appendix 5 be approved conditional on grant funding being confirmed.

Author: Bill McKennan Reviewed by: _____ CAO: _____

Appendix #1

2019 OPERATING BUDGET

Operational Revenues

Taxes	\$25,673,767
User Fees/Sales /Rentals	\$658,371
Water/Sewer Rates	\$4,056,802
Penalties- Overdue Accounts	\$729,000
Permit & Fees	\$366,000
Interest Earnings	\$500,000
Grants	\$1,103,552
Other Revenue	\$430,450
Reserve Draws	\$2,071,112

TOTAL OPERATING REVENUE **\$35,589,054**

Operational Expenses

Council	\$928,077
Administration	\$8,872,016
Fire Services	\$861,200
Ambulance	\$5,000
Enforcement Services	\$661,485
Public Works	\$12,649,402
Airports	\$390,152
Water Distribution	\$2,851,837
Sewer Disposal	\$854,319
Waste Management	\$812,186
Non Profit Organizations	\$943,649
Planning & Development	\$1,381,748
Agriculture	\$1,646,443
Subdivisions	\$437,441
Recreation Boards	\$1,216,979
Parks & Playgrounds	\$493,098
Tourism	\$38,250
Library	\$265,395

TOTAL OPERATING EXPENSE: **\$35,308,677**

Surplus to be Allocated **\$280,377**

Appendix #2

**MACKENZIE COUNTY
New Initiatives 2019**

Project Description	REQUEST	AMENDMENTS	APPROVED
(23) - Fire Department			
Fort Vermilion Fire Hall Reserve	TBD		\$0
(32) - Transportation Department			
Grading Contract Little Red River Cree Nation	\$36,000	-\$36,000	\$0
Road Salt - 2 additional loads Fort Vermilion	\$20,000		\$20,000
Road Salt - 2 additional loads La Crete	\$20,000		\$20,000
Local Equipment Rental	\$25,000		\$25,000
88 Connector Repairs	\$40,000		\$40,000
Road Repairs (Rural)	\$80,000		\$80,000
(42) - Sewer Disposal Department			
Lagoon Pond Treatment	\$16,500		\$16,500
(63) - Agriculture			
Additional Summer Weed Inspector	\$30,300		\$30,300
Increase Erosion Repair Maintenance	\$40,000		\$40,000
Vet Clinic Reserve	\$150,000	-\$150,000	\$0
(72) - Parks & Playgrounds Department			
La Crete Ferry Campground Service Fee	\$5,000		\$5,000
First Nations Consultation Costs	\$20,000		\$20,000
Urban Canopy - Various Locations	\$10,000	-\$10,000	\$0
TOTAL 2019 New Initiative	\$492,800	-\$196,000	\$296,800

MACKENZIE COUNTY
2019 Non-TCA Projects INCLUDING CARRY
FORWARDS

Project Description	2019 BUDGET	External Funding				Internal Funding			
		FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture
(12) - Administration Department									
Wolf bounty (CF 2016)	40,817					25,000	15,817	GOR	
Caribou/industry Protection Strategy (CF 2016)	50,000						50,000	GOR	
Cumulative Effects Assessment Study (CF 2017)	178,306			108,306			70,000	GOR	
FV - Asset Management (2018)	45,000			-		-	45,000	GOR	
FRIAA Firesmart Program(Hutch Lake & Zama)	301,520			301,520					
<i>Total department 12</i>	615,643	-	-	409,826	-	25,000	180,817		-
(23) - Fire Department									
FV - Fire Dept Training Props (2018)	30,000				15,000	-	15,000	GOR	
LC - Fire Dept Training Props	20,000				10,000	10,000			
<i>Total department 23</i>	50,000	-	-	-	25,000	10,000	15,000	-	-
(32) - Public Works									
ZA - Aspen Drive Ditch Repair (CF 2016)	54,600						54,600	GOR	
LC & FV - Road Disposition - Survey Work (CF 2014)	40,679						40,679	GOR	
Assumption Hill Improvement (ditching) (CF 2014)	17,290						17,290	GOR	
Zama Road Frost Heaves	300,000						300,000	GOR	
<i>Total department 32</i>	412,569	-	-	-	-	-	412,569		-
(33) - Airport									
Airport Master Plan (CF 2016)	66,496						66,496	GOR	
FV Airport Development (CF 2016)	9,169						9,169	GOR	
Airport Operations/Safety Manuals	30,000						30,000	GOR	
<i>Total department 33</i>	105,666	-	-	-	-	-	105,665		-
(41) - Water									
LC -La Crete Future Water Supply Concept (2018)	190,910						190,910	GOR	
Water Diversion License Review	18,342						18,342	GOR	
<i>Total department 41</i>	209,252	-	-	-	-	-	209,252		-
(42) - Sewer									
LC - Future Utility Servicing Plan (2018)	23,771						23,771	GOR	
<i>Total department 42</i>	23,771	-	-	-	-	-	23,771	-	-

MACKENZIE COUNTY
2019 Non-TCA Projects INCLUDING CARRY
FORWARDS

Project Description	2019 BUDGET	External Funding				Internal Funding			
		FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture
(61) - Planning & Development Department									
Infrastructure Master Plans (CF 2016)	12,559						12,559	GOR	
Natural Disaster Mitigation Program (CF 2017)	42,064			27,064			15,000	GCR	
Seven (7) Intermunicipal Development Plan and Intermunicipal Collaborative Framework (2018)	143,266						143,266	GOR	
Economic Development Investment Attraction Marketing Packages	114,000			57,000		57,000			
<i>Total department 61</i>	311,889	-	-	84,064	-	57,000	170,825	-	-
(63) - Agricultural Services Department									
Dell Tough Book and software (2018)	8,075						8,075	GOR	
Irrigation District Feasibility Study	30,000						30,000	GOR	
<i>Total department 63</i>	38,075	-	-	-	-	-	38,075		-
(71) - Recreation									
ZA - Hall Electrical Upgrades (CF 2015/2016)	3,482						3,482	RB-ZA	
LC - 2 Sets of Mini Nets & Portable Boards (2018)	8,500						8,500	GOR	
LC - Operational Over Spends	13,895						13,895	RB-LC/GOO/GOR	
<i>Total department 71</i>	25,877	-	-	-	-	-	25,877	-	-
(72) - Parks									
LC Walking Trail	6,000						6,000	GOR	
La Crete Walking Trail LOC	2,400					2,400			
Wadlin lake Phase 2 Campground Expansion Development Plan	3,000					3,000			
<i>Total department 72</i>	11,400	-	-	-	-	5,400	6,000	-	-
TOTAL 2019 Non-TCA Projects	1,804,143	-	-	493,890	25,000	97,400	1,187,851	-	-

Funding Sources for the 2019 Approved Non-TCA projects is as follows:

Legend
2018 Non-TCA Carry Forward Projects
2019 New Non-TCA Projects

FGTF / MSI	\$	-
Other Grants/Sources	\$	518,890
Other Grants/Sources	\$	97,400
General Operating Reserve	\$	1,165,561
General Capital Reserve	\$	15,000
Recreation Board Zama	\$	3,482
Recreation Board La Crete	\$	2,393
Grants to Other Organizations	\$	1,417
	\$	1,804,143

BUDGET AMENDMENTS INCORPORATED IN PROPOSED BUDGET

	ADDITIONS TO BUDGET	REMOVE FROM BUDGET	TOTAL VARIANCE
1			-\$1,090,692
2	\$492,800		-\$1,583,492
3		\$196,000	-\$1,387,492
4	\$6,370		-\$1,393,862
5		\$99,680	-\$1,294,182
6	\$99,908		-\$1,394,090
7		\$330,000	-\$1,064,090
8		\$200,000	-\$864,090
9		\$156,000	-\$708,090
10	\$27,000	\$27,000	-\$708,090
11	\$166,900	\$166,900	-\$708,090
12	\$695,470	\$695,470	-\$708,090
13	\$17,500		-\$725,590
14	\$20,891	\$20,891	-\$725,590
15		\$107,502	-\$618,088
16	\$25,000		-\$643,088
17	\$156,000		-\$799,088
18	\$8,000		-\$807,088
19	\$25,000		-\$832,088
20	\$4,195		-\$836,283
21	\$120,000	\$120,000	-\$836,283
22	\$92,000	\$92,000	-\$836,283
23	\$1,008,221	\$1,008,221	-\$836,283

Surplus to be Allocated

	Variance - Unfunded balance	-\$836,283
24	Council Motions on Tax Rates and Tax Ratios and Farmland Minimum Tax including assessment growth	\$1,116,660
25	Surplus to be allocated	\$280,377

MACKENZIE COUNTY

TCA Projects 2019 INCLUDING CARRY FORWARDS

Project #	Project Description	2019 BUDGET	External Funding				Internal Funding			
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture
(12) - Administration Department										
1	ZC - Admin Building Tree Planting (CF 2017)	10,489						GCR	10,489	
2	Land Purchase (South of High Level) (CF 2015)	12,895						GCR	12,895	
3	FV Office HVAC Photocopy Room/Meeting Room 1/Council Chambers (2018)	30,000						GOR	30,000	
4	Information Technology Budget	45,000						GOR	45,000	
5	FV Office Rear Gate	8,500						GOR	8,500	
Total department 12		106,884	-	-	-	-	-	-	106,884	-
(23) - Fire Department										
6	FV - Training Facility (CF 2017)	11,350				10,000		GCR	1,350	
7	LC - Deck Gun (Tompkins) (2018)	15,000		15,000						
8	LC - Pison Intake Valve and Booster Reel (Tompkins) (2018)	18,500		8,600				V&E	9,900	
9	LC - Fire Truck (2018)	450,006		450,006						
Total department 23		494,856	-	473,606	-	10,000	-	-	11,250	-
(32) - Transportation Department										
10	FV - Rebuild Eagles Nest Road (2 miles) (2018)	785,985	602,111					RDR	183,874	
11	LC - Chipseal North & South Access (2018)	275,000		275,000						
12	LC - Rebuild Airport Road (2 miles) (2018)	776,011						GCR	776,011	
13	LC - Rebuild Blue Hills Road (2 miles) (2018)							GCR	774,252	
14	LC - Rebuild Range Road 180 N (2 miles) (2018)	774,252								
15	LC - Engineering & Design for 113 Street and 109 Ave (CF 2015)	40,687						RDR	40,687	
16	LC - Overlay River Road (2018)	843,125		843,125						
17	Gravel Reserve (CF 2014)	92,357						RDR	92,357	
18	LC - Teachers Loop Asphalt & Sidewalk (CF 2017)	404,903		254,475				RDR/GCR	150,428	
19	LC - Bridges to New Lands - Township Rd1020 (CF 2017)	585,612				168,476				417,136
20	11 mile Culvert Replacement	150,000	150,000							
21	88 Connector Overlay	3,530,670								3,530,670
22	AWD Graders x 3	1,684,668				620,544		V&E	1,064,124	
23	FV - Loader	350,000				25,000		V&E	325,000	
24	FV - Rebuild Lambert Point Road (1 1/4 miles)	385,000	385,000							
25	LC - Overhead Shop Crane	100,000						GCR	100,000	
26	LC - Sidewalk Sweeper	160,000				5,000		V&E	155,000	
27	LC - Truck Replacement	45,000				1,500		V&E	43,500	
28	LC- 98 Ave Micro Surfacing (1200 meters)	220,000	220,000							
29	Overlays	350,000	350,000							
30	Rebuild Blumenort Road East	440,000	440,000							
31	Rebuild Machesis Lake Road	440,000	440,000							

MACKENZIE COUNTY

TCA Projects 2019 INCLUDING CARRY FORWARDS

Project #	Project Description	2019 BUDGET	External Funding				Internal Funding			
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture
32	Rebuild Range Rd 175 (2 miles)	650,000	650,000							
33	Oil Rocky Lane Road (5.5 km) - School to Store Road	215,250	215,250							
34	ZA - Truck Replacement	45,000				1,500		V&E	43,500	
35	LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000						GCR	75,000	
36	FV - Rebuild Butter town Road (See Note 2)	300,000		300,000						
37	FV - 49 Ave-54 St Asphalt	51,000		51,000						
38	FV - 49 Street Asphalt	81,500		81,500						
	Total department 32	13,418,519	3,452,361	1,372,600	168,476	653,544	-	-	3,823,733	3,947,806
(33) - Airport										
39	FV - Parking Lot Drainage Improvements (CF 2017)	20,000						IC-AIR	20,000	
	Total department 33	20,000	-	-	-	-	-	-	20,000	-
(41) - Water Treatment & Distribution Department										
40	LC - Well Number 4 (CF 2016)	900,095						RWTR/GCR	900,095	
41	ZA - Water Treatment Plant Upgrading (CF 2017)	784,047			611,560			RWTR	172,487	
42	FV - Frozen Water Services Repairs (River Road) (CF 2015)	98,238						RWTR	98,238	
43	LC - Waterline Bluehills (CF 2015)	691,042						RWTR	691,042	
44	LC - Rural Potable Water Infrastructure (CF 2015)	101,024						GCR/RWTR	101,024	
45	FV - Rural Water Supply North of the Peace River (2018)	179,763						GOR	179,763	
	Total department 41	2,754,207	-	-	611,560	-	-	-	2,142,649	-
(42) - Sewer Disposal Department										
46	ZA - Lift Station Upgrade (CF 2013-2017)	1,691,609			1,034,250			WTRSWR/DR	657,359	
47	LC - Sanitary Sewer Expansion (CF 2016)	10,289						GCR	10,289	
	Total department 42	1,701,899	-	-	1,034,250	-	-	-	667,648	-
(43) - Waste										
48	Build Up Berm - Blumenort WTS (CF 2017)	9,000						IC-WST	9,000	
49	Waste Bin Replacement Program	20,000				8,000		GCR	12,000	
	Total department 43	29,000	-	-	-	8,000	-	-	21,000	-
(61) - Planning & Development										
50	FV - Streetscape (CF 2017)	54,416						IC-DV/GCR	54,416	
51	LC - Streetscape (CF 2017)	9,368						GCR	9,368	
	Total department 61	63,783	-	-	-	-	-	-	63,784	-
(63) - Agriculture										
52	HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	77,808						DR	77,808	
53	LC - Buffalo Head/Steep Hill Water Management (Phase I) (CF	122,484						GCR	122,484	
54	Ag Fieldman Truck	45,000				1,500		V&E	43,500	
	Total department 63	245,293	-	-	-	1,500	-	-	243,792	-
(71) - Recreation										
55	FV - Rodeo Grounds (CF 2016)	17,933						RB-FV	17,933	
56	FV - Skate Shack (CF 2015)	30,000						RB-FV	30,000	

MACKENZIE COUNTY

TCA Projects 2019 INCLUDING CARRY FORWARDS

Project #	Project Description	2019 BUDGET	External Funding				Internal Funding			
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture
57	LC - Dressing Room Expansion including Gym/Weight Room (CF 2017)	1,653						GCR	1,653	
58	ZA - Water Repair in Furnace Room (CF 2017)	8,338						GOO	8,338	
59	ZA - Re-shingling Hall (CF 2017)	35,000						GOO	35,000	
60	FV - Facility Door Upgrades (2018)	1,525						GOR	1,525	
61	LC - Renovate Old Dressing Rooms (2018)	30,000				15,000		GOR	15,000	
62	FV - Arena Header Replacement	80,000	80,000							
63	FV - Volleyball Court Equipment	9,000	9,000							
64	FV - Facility Downspout Replacement/Landings	8,000	8,000							
65	LC - Rebuild One Compressor	22,000	22,000							
66	LC - Olympia Conditioner Maintenance	8,000	8,000							
67	LC - Upgrade VFD Electrical Panel	4,000	4,000							
68	LC - Blumenort Skate Shack	100,000	100,000							
69	LC - Two Portable Washrooms	3,000	3,000							
70	LC - One Window for the Board Room	5,000		5,000						
71	ZA - Paint Exterior of Hall	30,000	30,000							
Total department 71		393,449	264,000	5,000	-	15,000	-	-	109,449	-
(72) - Parks & Playgrounds Department										
72	Hutch Lake Campground Improvements (CF 2017)	68,933						IC-REC/MR	68,933	
73	LC - Slide & Swings Big Back Yard (CF 2017)	2,987						MR	2,987	
74	FV - Processor / Splitter (2018)	33,200						V&E	33,200	
75	River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch	30,000						GCR	30,000	
76	Vanguard Subdivision Playground Equipment	30,000						MR	30,000	
77	DA Thomas Stairs	20,000						GCR	20,000	
78	Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000						GCR	13,000	
Total department 72		198,120	-	-	-	-	-	-	198,120	-
TOTAL 2019 Capital Projects		19,426,010	3,716,361	1,851,206	1,814,286	688,044	-	-	7,408,309	3,947,806

Funding Sources for the 2019 Approved Capital projects is as follows:

Administration to seek grant funding for below projects prior to proceeding
 Note 1 - LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive
 Note 2 - FV - Rebuild Butter town Road

FGTF & MSI	\$ 5,567,567
Other Grants/Sources	\$ 2,502,330
General Operating Reserve	\$ 279,788
General Capital Reserve	\$ 2,978,241
Municipal Reserve	\$ 95,987
Road Reserve	\$ 396,918
Vehicle & Equipment Reserve	\$ 1,717,724
Rural Water Reserve	\$ 1,048,862
Waste/Sewr Infrastructure Reserve	\$ 71,753
Drainage Reserve	\$ 663,414
Incomp. Cap - Airport Reserve	\$ 20,000
Incomp. Cap - Waste Reserve	\$ 9,000
Incomp. Cap - Develop. Reserve	\$ 29,416
Incomp. Cap - Recreation	\$ 5,933
Recreation Board Fort Vermilion	\$ 47,933
Grants to Other Organizations	\$ 43,338
Debenture	\$ 3,947,806
TOTAL	19,426,010

MACKENZIE COUNTY

TCA Projects 2019 INCLUDING CARRY FORWARDS

Project #	Project Description	2019 BUDGET	External Funding				Internal Funding			
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture
Contigent on Grant Funding										
79	FV - Rebuild Rocky Lane Road (2018)	1,000,000			500,000	495,000		RDR	5,000	
80	ZC - Access Pave (PH V) (CF 2014)	6,000,000			3,000,000					3,000,000
81	ZA - Sewage Forcemain (2018)	1,085,000		542,500	542,500					-
		8,085,000	-	542,500	4,042,500	495,000	-		5,000	3,000,000



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1140-19 Land Use Bylaw Amendment to Rezone Part of NW 8-106-14-W5M from Agricultural “A” to Direct Control 2 “DC2”

BACKGROUND / PROPOSAL:

In 2012, the applicant was approved for an Automotive Equipment & Vehicle Services-Minor use to conduct his business of PV Trailers on this quarter of land.

The applicant wants to add an accessory/secondary use to his existing equipment sales business by adding an office complex. The office complex is going to offer space for the inventory to be stored and have two offices within it.

Agricultural “A” zoning district doesn’t have a use to allow retail in the rural area. The updated Land Use Bylaw 1066-17 had removed commercial uses to encourage retail to remain in hamlet. Due to this change his business of PV Tool Sales, no longer fits. The owner is aware that his zoning no longer accommodates his business. The business was grandfathered as he has permits for the trailer sales but no permits for the retail/office building that is currently on his property. The applicant would like to sell the current (unpermitted) office space that is on his property and get all applicable permits for the new office space.

This item was taken to the Municipal Planning Commission (MPC) on March 28, 2019, where the MPC recommended that the developer rezones his parcel to accommodate his request.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Current costs will consist of advertising the public hearing and adjacent landowner letters, which will be borne by the Planning and Development department.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners. The applicant will also be required to display a rezoning notification sign on their property as per Mackenzie County Land Use Bylaw regulation.

POLICY REFERENCES:

Not applicable at this time.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1140-19 being a Land Use Bylaw Amendment to rezone Part of NW 8-106-14-W5M from Agricultural “A” to Direct Control 2 “DC2”, subject to public hearing input.

Author: K Racine **Reviewed by:** C Smith **CAO:** _____

BYLAW NO. 1140-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate Commercial/Industrial development.

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

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

Part of NW 8-106-11-W5M

within Mackenzie County, be rezoned from Agricultural "A" to Direct Control 2 "DC2" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2019.

PUBLIC HEARING held this ___ day of _____, 2019

READ a second time this ___ day of _____, 2019.

READ a third time and finally passed this ___ day of _____, 2019.

Joshua Knelsen
Reeve

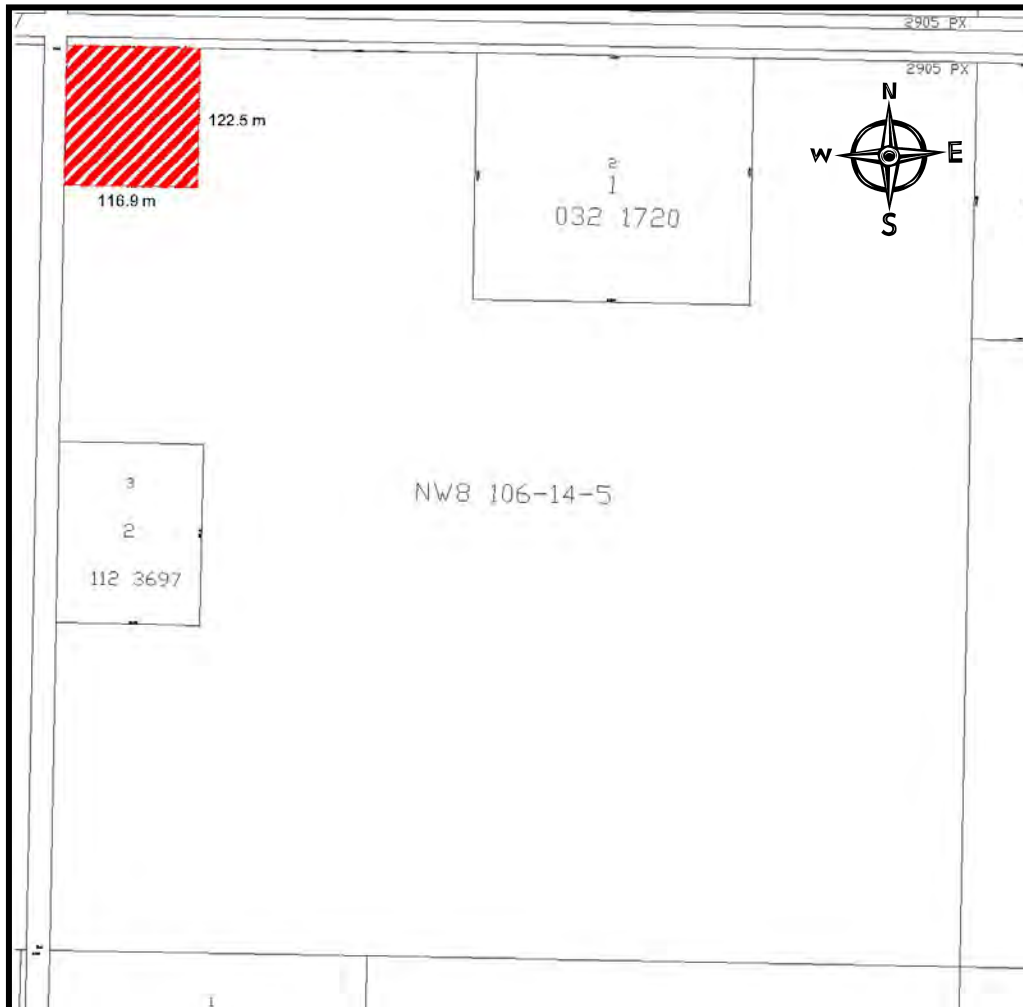
Lenard Racher
Chief Administrative Officer

BYLAW No. 1140-19

SCHEDULE "A"

1. That the land use designation of the following property known as:

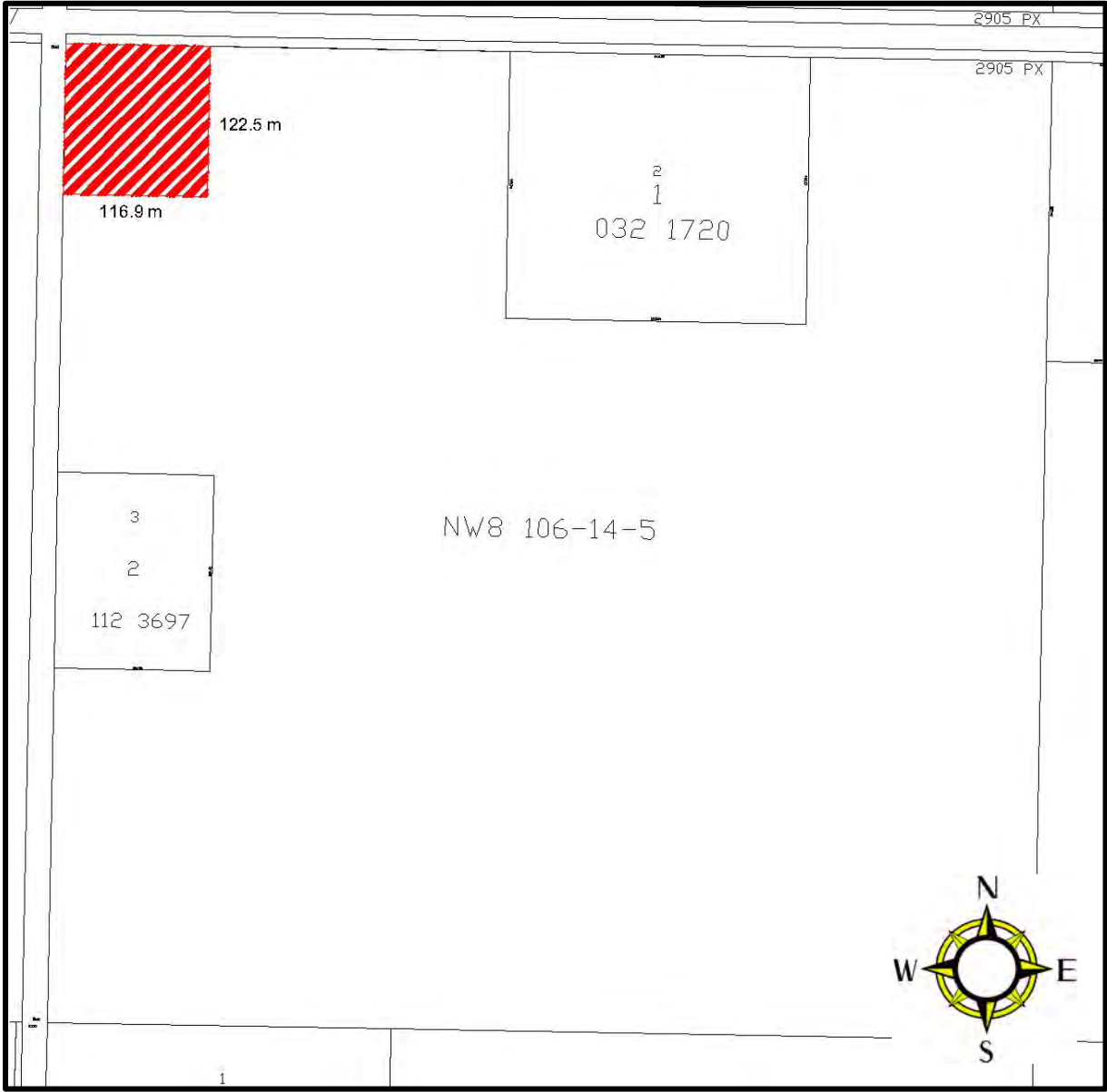
NW 8-106-11-W5M within Mackenzie County, be rezoned from Agricultural "A" to Direct Control 2 "DC2".



FROM: Agricultural "A"

TO: Direct Control 2 "DC2"

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1140-19

NOT TO SCALE

Disclaimer

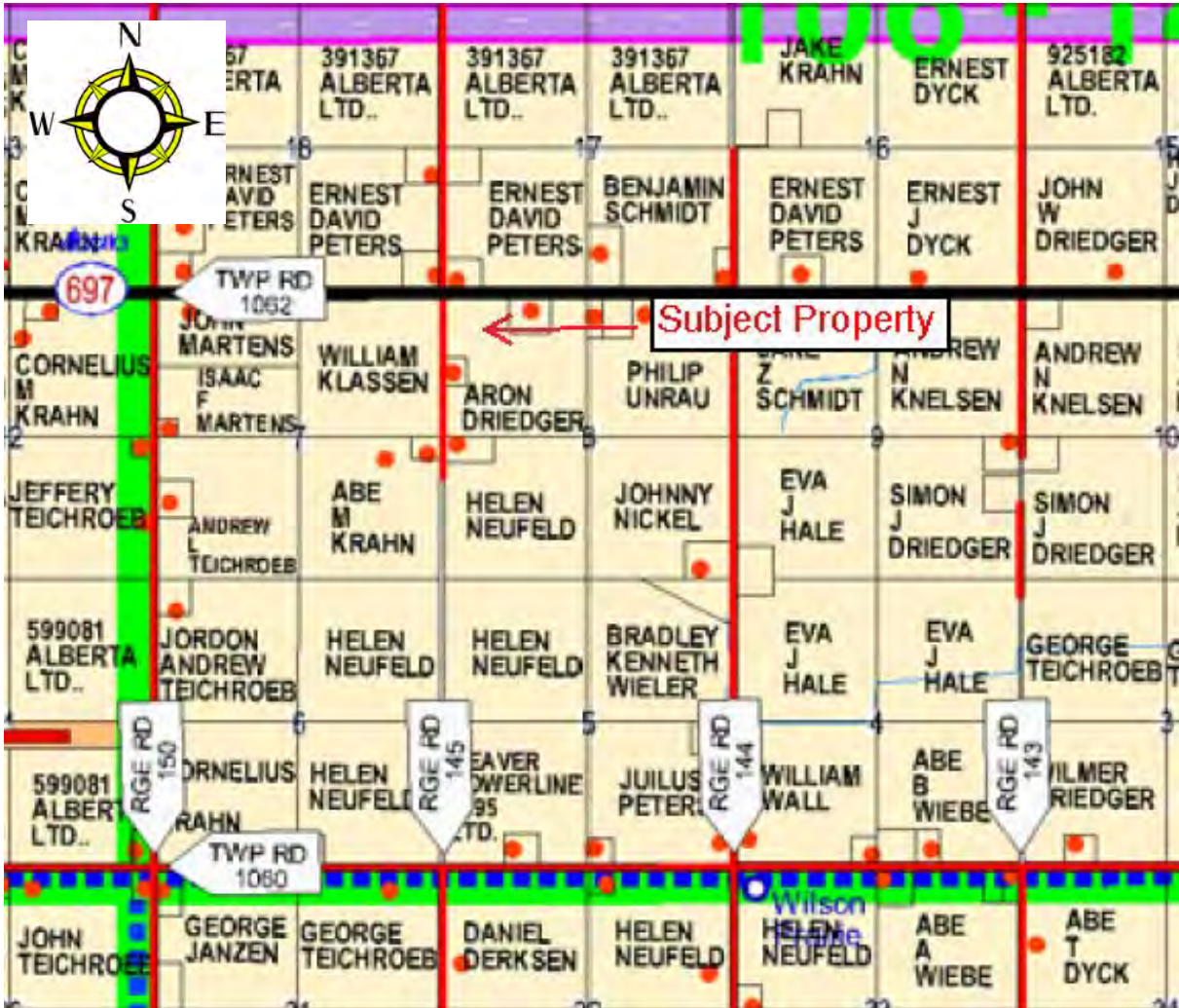
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Mackenzie County

BYLAW APPLICATION



File No. Bylaw 1140-19

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Urban Development Standards – Industrial Use Land

BACKGROUND / PROPOSAL:

Administration has been discussing future development of industrial areas within the hamlet of La Crete with local developers. The developers have stated that the cost of development, particularly the minimum paving requirements for in hamlet, has hindered their plans to continue developing.

The Urban Development Standards policy DEV001 (2015) states the minimum development standard for all urban development including commercial, industrial, and residential in hamlet which requires asphalt on all urban roads:

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power

Author: C Smith Reviewed by: B Peters CAO: _____

Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A
--------------------------------------	----------------	-----	----------------	-----	-----	-----

Rural Standard: Built up asphalt surfaced roads with ditches/swales, power, street lighting.

Urban Standard: Curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer.

Considering that administration is unable to negotiate these terms, the developers would like for Council to reevaluate the requirement to pave in industrial areas.

At this time, it is understood by administration that there hasn't been any outward demand for additional industrial lots within La Crete.

OPTIONS & BENEFITS:

The Urban Development Standards DEV001 were adopted for the purpose of ensuring that consistent and fair development is maintained within the hamlets and to clarify the County's expectations regarding the type of infrastructure that needs to be installed for new developments.

The current standards were created to address complaints (such as paved roads and more sidewalks), and are intended to reduce the future obligation on the County to upgrade existing infrastructure.

COSTS & SOURCE OF FUNDING:

None at this time. If Council reconsiders the paving requirement in industrial areas, the County will be required to front the price of upgrades and paving in the future for all industrial subdivisions.

SUSTAINABILITY PLAN:

Strategy E23.3 Develop strategies to attract small- and medium-sized enterprises that provide support to the County's existing businesses and industries.

Goal E24 Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages of their lives.

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

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

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

Strategy C1.1 Ensure that multi-year operating and capital plans are established and reviewed annually by Council.

Strategy C1.2 Ensure that administration has the appropriate tools and resources to continually assess and evaluate infrastructure capacity.

Strategy C1.3 Create and follow infrastructure plans that are created for the purpose of protecting current assets and that identify the anticipated demand for future infrastructure.

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time. If the policy is updated, it should be sent to all affected developers.

POLICY REFERENCES:

DEV001 – Urban Development Standards
ADM056 – Public Participation Policy

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
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LEGISLATION REFERENCE	Municipal Government Act, Section 5
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PURPOSE

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. Mackenzie County will provide guidance for development objectives. These policies will be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws and endeavor to assist clauses.

GUIDELINES

1. Mackenzie County will:
 - a) adopt development standard requirements for individual urban zoning as indicated in this policy and detailed within the GMIS,
 - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
 - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
 - d) establish the mechanism of any cost sharing, endeavor to assist, or other financial considerations,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer in regards to the installation of municipal improvements, including all conditions that need to be adhered to.

GMIS: refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County

Off-site Levy: As defined in the Alberta Municipal Government Act

Rural Standard: Built up asphalt surfaced roads with ditches/swales, power, street lighting

Development Approval: Refers to a subdivision/development approval where the application process has been followed and an approval subsequently issued by the development authority.

Urban Standard: curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer

Zoning: As per the Land Use Bylaw

FUNDING

Funding for municipal infrastructure improvements required to support a developer's approved Development will be provided by the developer. The County, within the Development Agreement, will provide assistance to the developer when oversizing is required to collect appropriate funds from benefitting lands when the benefitting lands are further developed.

When the County constructs municipal improvements in advance of developments the County will, through the use of an Off-site Levy bylaw(s) collect apportioned costs as assigned to benefitting lands.

Where a development requires that an arterial road be constructed, the County shall only consider covering the costs of upgrading the road from collector to arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or local improvement bylaw(s) to recover those costs.

All oversizing requirements shall be clearly identified by the developer on their tentative plan along with a written request for cost sharing, prior to final approval by the subdivision authority.

The County may consider providing a portion of the funding when oversizing, offsite levy, endeavor to assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of construction. Funding in these situations may also be recouped by way of a local improvement bylaw.

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

URBAN DEVELOPMENT STANDARDS

The following chart indicates the minimum standards on new development:

Zoning Standards Chart

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

UTILITIES

Power

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

Lighting

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility providers current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Phone/Data

Phone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

Installation of higher grade infrastructure is encouraged in order to provide telecommunications providers with better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in keeping with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County in regard to storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria will be in keeping with Mackenzie County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 5" service to be installed to property line).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

Water

Design criteria will be in keeping with Mackenzie County's GMIS.

All new developments shall include the installation of municipal water which shall provide adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½" service to be installed to property line).

Private Servicing

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

ROADS AND ROAD EDGE

Design criteria will be in keeping with Mackenzie County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay the road base may require additional work prior to pavement application.

Arterial

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities.

Collector

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

Local

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales for storm water catchment.

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities.

Core Hamlet

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

Sidewalks

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to the Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.

Private Roads

Private streets shall be constructed to an appropriate comparable municipal standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

HAMLET REDEVELOPMENT

Design criteria will be in keeping with Mackenzie County's GMIS.

Redevelopment Standards

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of

working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

Upgrading Priorities

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

Funding

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

LEAP FROG DEVELOPMENT

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the

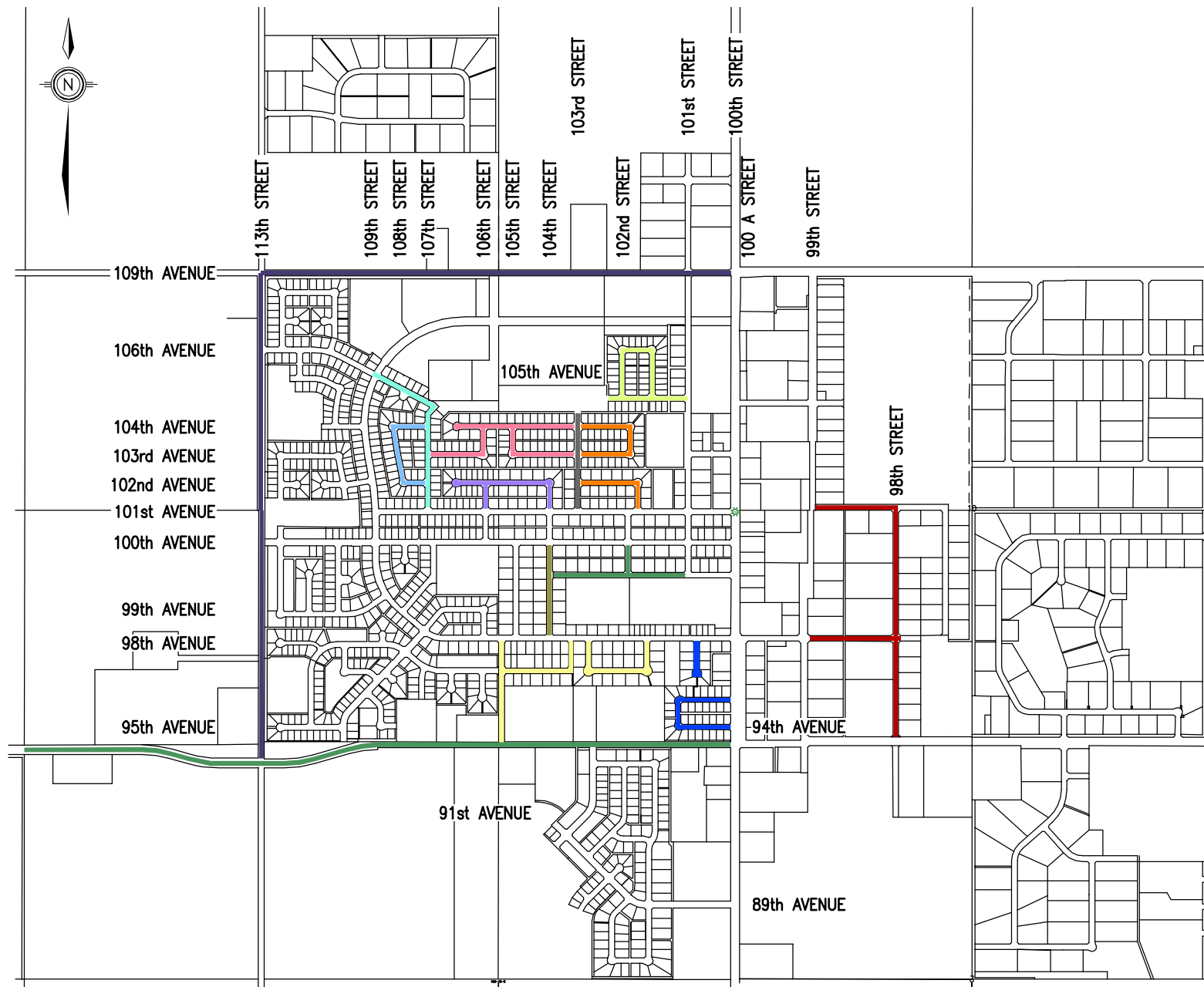
developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will endeavor to assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227
Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended	30-Jan-15	15-01-053
Amended	2017-02-28	17-02-146

Appendix A

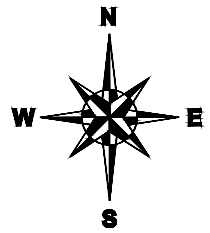
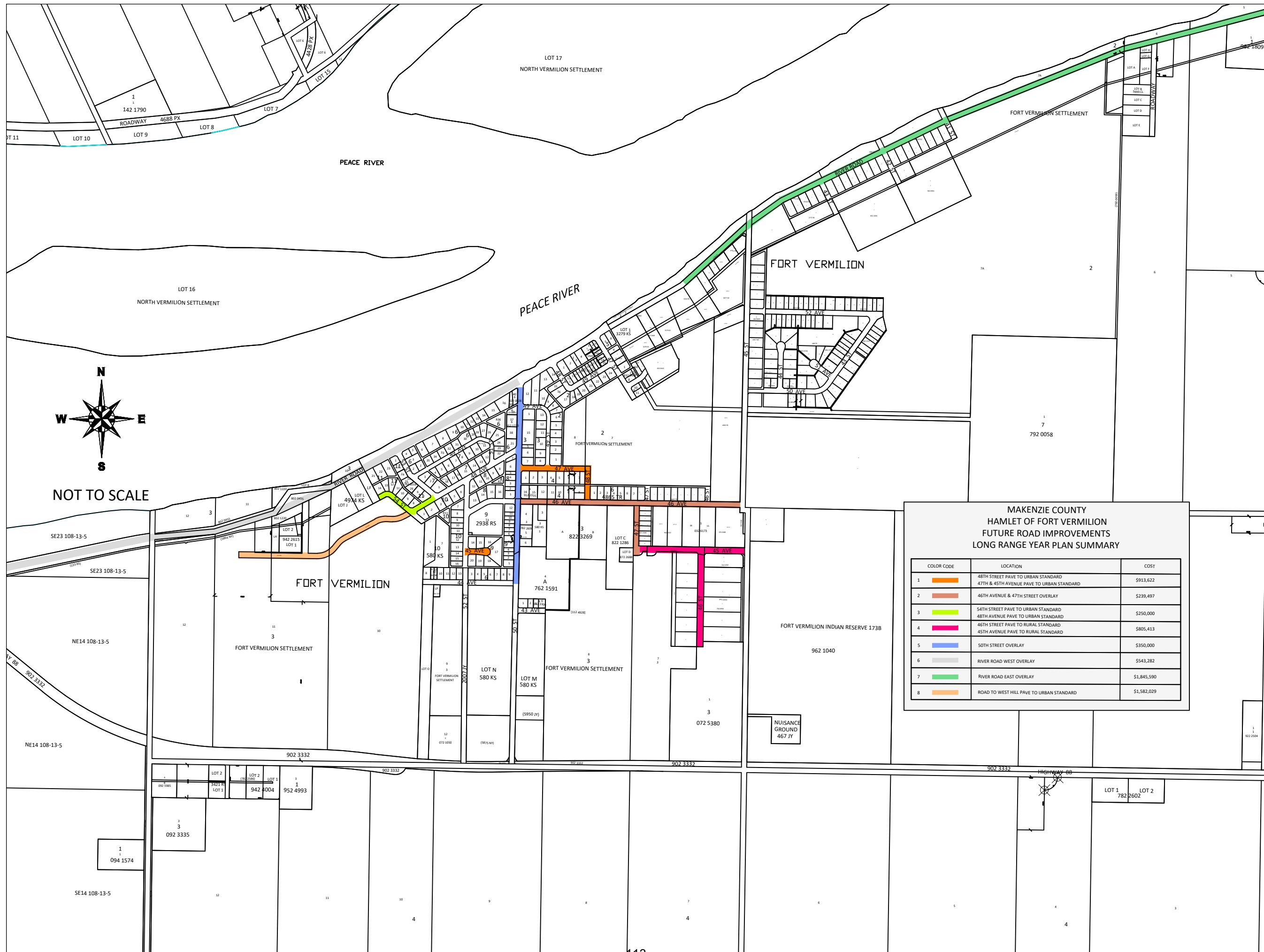
Hamlet road improvement maps



MACKENZIE COUNTY
 HAMLET OF LA CRETE
 FUTURE ROAD IMPROVEMENTS
 LONG RANGE PLAN SUMMARY

COLOUR CODE	LOCATION	COST
1	94th Avenue Recap	\$645,000
	94th Avenue West of 113th Street Base & Paving	\$945,000
	99th Avenue Paving to Urban Standard	\$1,480,000
	Traffic Lights	\$200,000
2	104th Street Pave to Rural Standard	\$360,000
3	95th & 96th Avenue Pave to Urban Standard	\$1,260,000
	101st Street Pave to Urban Standard	\$320,000
4	106th Street Pave to Urban Standard	\$920,000
	97th Avenue Pave to Urban Standard	\$2,060,000
5	109th Avenue Base & Paving to Rural Standard	\$1,900,000
	113th Street Base & Paving to Rural Standard	\$1,900,000
6	103rd Street Pave to Urban Standard	\$890,000
7	107th Street & 106th Avenue Pave to Urban Standard	\$1,600,000
8	102nd, 103rd, & 104th Avenue Pave to Rural Standard	\$850,000
9	102nd Avenue Pave to Rural Standard	\$600,000
10	103rd & 104th Avenue Pave to Rural Standard	\$1,160,000
11	108th Street Pave to Rural Standard	\$450,000
12	105th & 106th Avenue Pave to Rural Standard	\$840,000
13	98th Street Base & Paving to Rural Standard	\$1,740,000
	TOTAL=	\$20,120,000

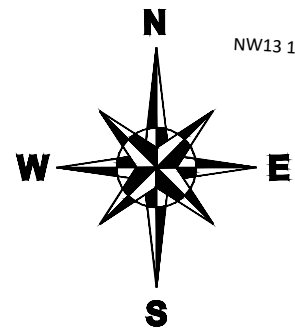
SCALE 1:20,000
 NOVEMBER 25, 2014



NOT TO SCALE

**MAKENZIE COUNTY
HAMLET OF FORT VERMILION
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	48TH STREET PAVE TO URBAN STANDARD 47TH & 45TH AVENUE PAVE TO URBAN STANDARD	\$913,622
2	46TH AVENUE & 47TH STREET OVERLAY	\$239,497
3	54TH STREET PAVE TO URBAN STANDARD 48TH AVENUE PAVE TO URBAN STANDARD	\$250,000
4	46TH STREET PAVE TO RURAL STANDARD 45TH AVENUE PAVE TO RURAL STANDARD	\$805,413
5	50TH STREET OVERLAY	\$350,000
6	RIVER ROAD WEST OVERLAY	\$543,282
7	RIVER ROAD EAST OVERLAY	\$1,845,590
8	ROAD TO WEST HILL PAVE TO URBAN STANDARD	\$1,582,029

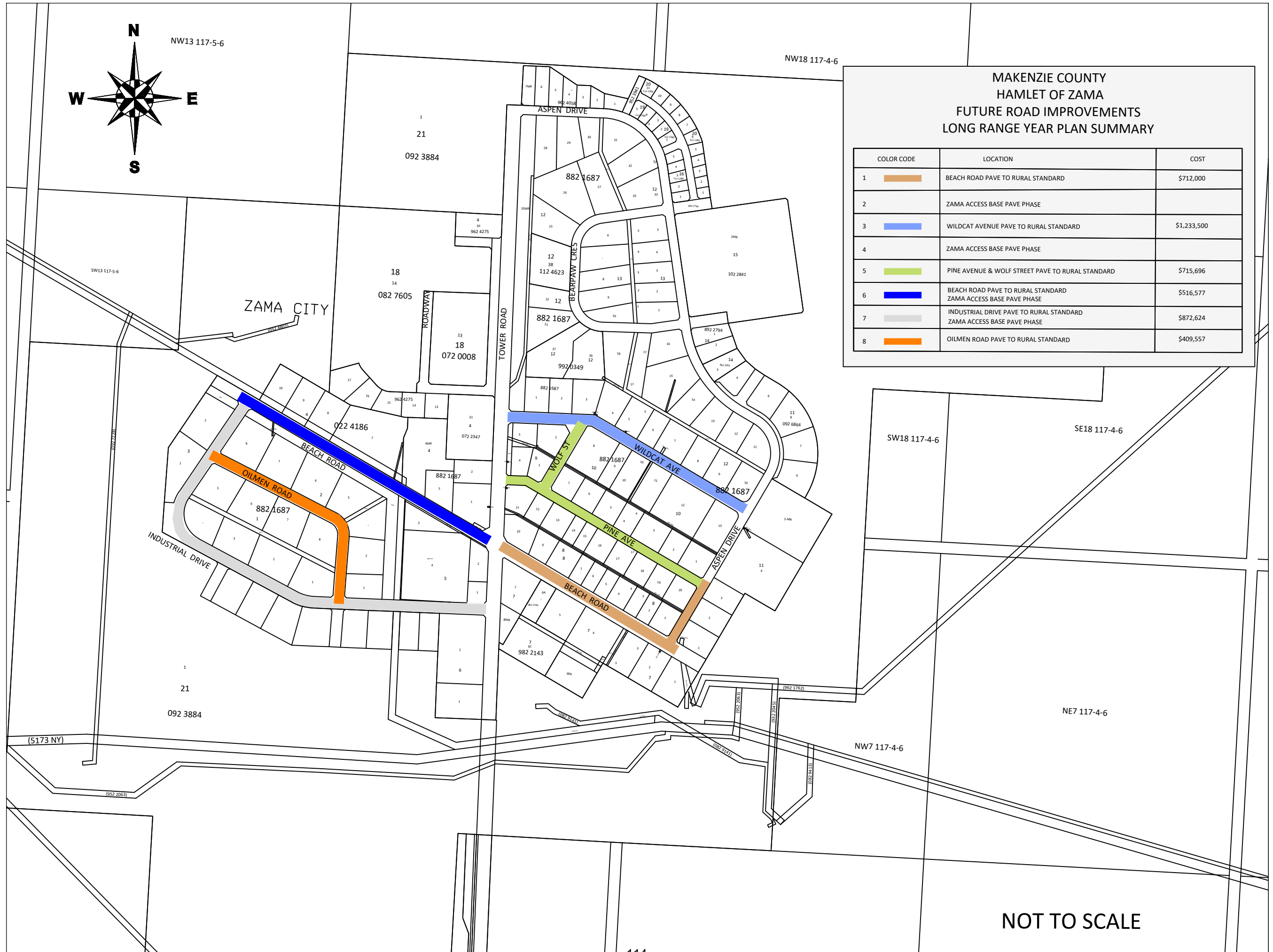


NW13 117-5-6

NW18 117-4-6

**MAKENZIE COUNTY
HAMLET OF ZAMA
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	BEACH ROAD PAVE TO RURAL STANDARD	\$712,000
2	ZAMA ACCESS BASE PAVE PHASE	
3	WILDCAT AVENUE PAVE TO RURAL STANDARD	\$1,233,500
4	ZAMA ACCESS BASE PAVE PHASE	
5	PINE AVENUE & WOLF STREET PAVE TO RURAL STANDARD	\$715,696
6	BEACH ROAD PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$516,577
7	INDUSTRIAL DRIVE PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$872,624
8	OILMEN ROAD PAVE TO RURAL STANDARD	\$409,557



NOT TO SCALE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	100A Street – Future Main Street Widening (La Crete)

BACKGROUND / PROPOSAL:

100A Street is located parallel to 100 Street otherwise known as Main Street (arterial road) in the hamlet of La Crete. 100A is a registered service road and separate from the 100 Street Right of Way. Over the years, there has been many commercial developers looking to close the service road to accommodate additional development. This issue was brought to the attention of the previous Council where the following motion was made at the August 9, 2011 Council meeting:

MOTION 11-08-624 **MOVED** by Councillor Bateman

That administration prepare a plan to evaluate the preservation of 100A street in La Crete for future road expansion and that no development on these lands be approved.

CARRIED UNANIMOUSLY

Since then administration had a draft report conducted by DCL Siemens in part of the Infrastructure Master Plan (2014) for the La Crete transportation corridor. Though the report hasn't been approved by Council the report suggests that a maximum allotment of 37 meters of right of way along 100 Street would be more than sufficient as stated below:

Section 4.4.1 Ideally, the two segments of additional municipal reserve on 100th Street can eventually be extended to include its entire length. While Section 4.1 identifies that a 30 meter section of road is adequate, it is not ideal to promote proper traffic flow within the Hamlet. The expansion of the 100th Street right-of-way will help to accommodate greater traffic volumes as the Hamlet grows. A 5-lane undivided arterial road, as outlined in the City of

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

Edmonton Standards, should require no more than 37 m of right-of-way, and would allow for the inclusion of a shared turning lane away from intersections.

Currently, the 100th Street right of way in La Crete is 20 meters wide with an additional 5 meters of Municipal Reserve adjacent to both sides of the existing right of way equaling 30 meters; 100A Street is 20 meters wide.

MPE Engineering has since updated the Infrastructure Master Plan (2015) for the La Crete transportation corridor which doesn't recommend a width but uses a graph to determine appropriate width (attached).

According to Mackenzie County policy DEV001 – Urban Development Standards section Zoning Standards Chart; all arterial hamlet roads shall be a minimum width of 40m wide.

The General Municipal Improvement Standards (GMIS) also states in Section G.5.9 Table 5.9-1 Geometric Design Requirements for Urban Roadways that 30 meters of right of way is sufficient for arterial roadways. As stated in the GMIS policy the standards are to only be considered the minimum requirements.

At the time that the motion was made the minimum front yard setback for permanent structures from the road was 100 feet and has since been decreased to a minimum of 10 feet to a maximum of 16.4 feet. The new setbacks are part of the La Crete Streetscape plan that was approved by Council.

This item was taken to the March 12, 2019 regular Council meeting where the following motion was made:

MOTION 19-03-168 **MOVED** by Councillor Braun

That the 100A Street future main street widening be referred to the Municipal Planning Commission to review and consider the following and bring it back to Council:

- *Road corridor width*
- *Current and Future Setbacks*

CARRIED

Administration presented the item at the March 28, 2019 Municipal Planning Commission (MPC) meeting for recommendation and the following motion was made in response:

MPC-19-03-042 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council that Mackenzie County retain a 40m corridor for 100 Street.

Author: C Smith Reviewed by: B Peters CAO: _____

CARRIED

The MPC has no concerns with taking the additional 10 meters only from the east side of 100th Street.

OPTIONS & BENEFITS:

Council has an opportunity to determine the appropriate width of 100th Street for future road widening.

Council can keep all 20 meters of 100A Street as is, or reduce the size of the right of way and partially close the right of way then sell to the adjacent land owners for consolidation.

COSTS & SOURCE OF FUNDING:

No cost at this time. If Council proceeds with the partial closure, the County will be responsible for the surveying fees and land transfer fees.

For those properties that no longer have 100A Street adjacent to their property, the County will have to acquire again at market value.

SUSTAINABILITY PLAN:

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

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth.

Strategy E26.3 Take proactive measures to anticipate growth by preparing evidence-based plans for it.

Strategy E28.1 When making County growth projections for planning major capital expenditures, continue to use “average 20-year growth rates” rather than using “current growth rates” that may not represent enduring growth patterns.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time. If Council would like to proceed with a partial road closure; all adjacent landowners will be notified and given an option to purchase the property.

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

POLICY REFERENCES:

DEV001 – Urban Development Standards
DEV008 – General Municipal Improvement Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: C Smith Reviewed by: B Peters CAO: _____

roadways following inclement weather, and improved aesthetics. Typical cross sections for paved and gravel local roads can be found in the Mackenzie County General Municipal Improvement Standards.

4.3.1 Future Hamlet Local Roads

Prior to 2040, roughly 28 km of local Hamlet roadway is to be added to the transportation system within La Crete. DCL Siemens recommends that, as a minimum, all new local roadways be constructed to the County standards for paved local roadways. In developments dedicated to mobile or manufactured homes, the County may choose to relax this standard to comply with the specific standards for these areas.

4.3.2 Changes to Existing Roads

Most changes to existing local roads have generally been discussed in Sections 2.0 and 4.2 as repairs or upgrades of specific road segments. However, the County may wish to consider a program whereby local gravel roads are identified and prioritized to be paved based on traffic loading and land-use. This program would benefit the development and growth of La Crete beyond the timeframe outlined in this Master Plan.

4.4 HAMLET ROAD GEOMETRY

Recommended right-of-ways and lane widths for future development are outlined in Table 4.3. If possible, DCL Siemens also recommends that the existing right-of-way be widened to meet these recommended widths. While this may not be feasible in every case, a concerted effort to ensure adequately sized collector and arterial roads will benefit the growth of the Hamlet over the long term.

4.4.1 Existing Municipal Reserves Requiring Action

County staff has identified three (3) areas where additional municipal reserve has been acquired as shown in Figure 4.1. Two (2) of these locations are on 100th Street, while the third is located on 109th Avenue.

Ideally, the two segments of additional municipal reserve on 100th Street can eventually be extended to include its entire length. While Section 4.1 identifies that a 30 meter section of road is adequate, it is not ideal to promote proper traffic flow within the Hamlet. The expansion of the 100th Street right-of-way will help to accommodate greater traffic volumes as the Hamlet grows. A 5-lane undivided arterial road, as outlined in the City of Edmonton Standards, should require no more than 37 m of right-of-way, and would allow for the inclusion of a shared turning lane away from intersections. Therefore, DCL Siemens

suggests that the width of the existing municipal reserve be reduced to accommodate a total width of 37 m.

There are two types of municipal reserves present on 109th Avenue. The first affects a single lot, and has a total width of 20 m on 99th Street. The second reserve is continuous along 99th Street to the eastern Hamlet boundary and varies between 5 and 10 m wide. The existing right-of-way is approximately 40 m wide without adjacent municipal reserves. The existing size allows for future expansion of the road without necessitating infringement on adjacent land. Expansion of 109th Avenue is not likely to affect the 20 m segment of right-of-way at 99th Street. DCL Siemens recommends that the County investigate options to return the single portion of municipal reserve on the south side of the road to the landowner. The 5 to 10 m municipal reserve can be retained by the County if there is a likelihood that underground or overhead utilities might benefit from the additional space on 109th Avenue.

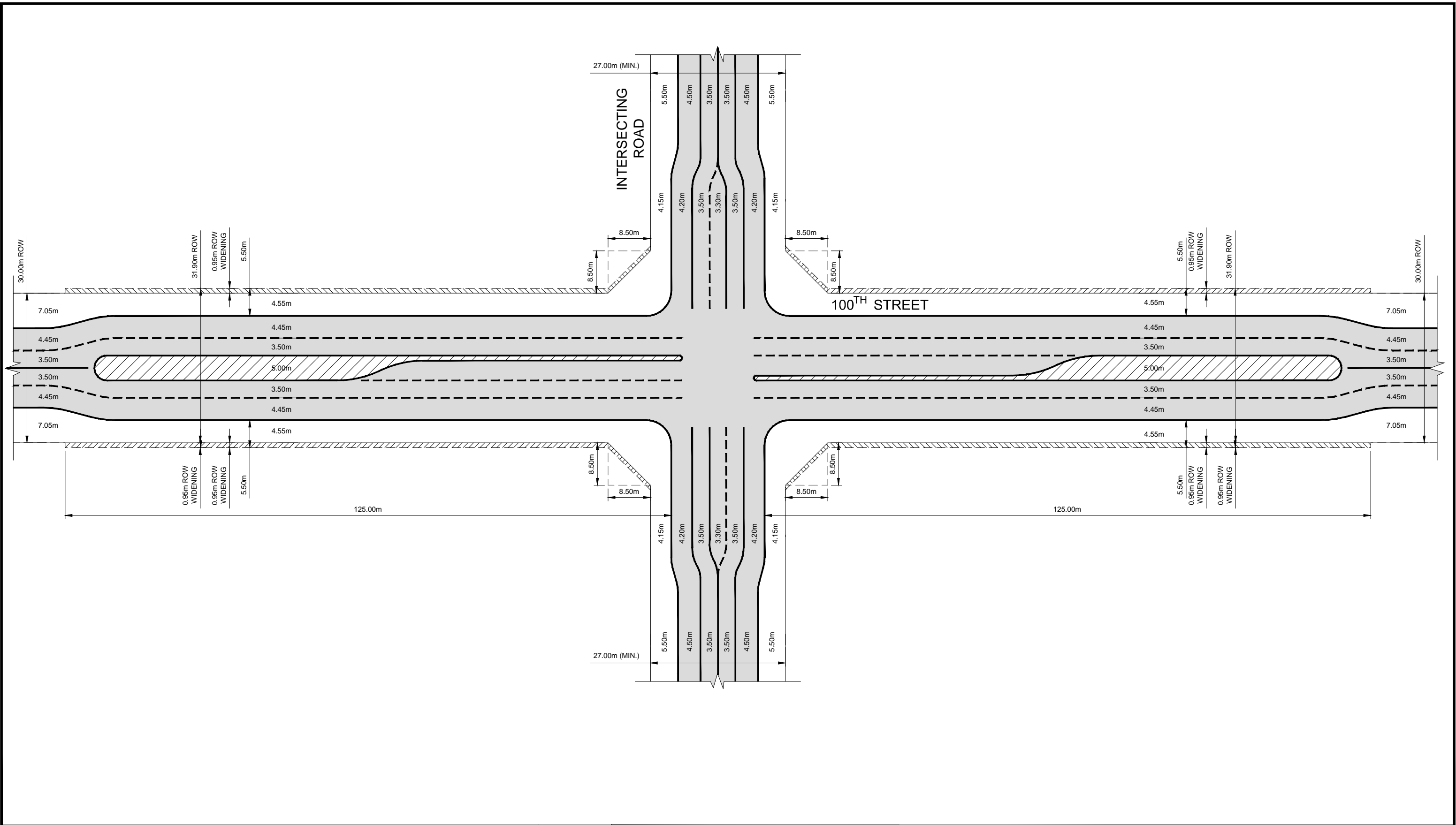
4.4.2 Additional Right-of-Way at Major Intersections

Three (3) intersections, all located on 100th Street, were identified by the County as requiring additional information for lane and right-of-way widths in this report as shown in Figure 5.1. DCL Siemens' existing information indicates that the roads intersecting 100th Street at each of these locations have one travel lane in each direction. As such, the intersection layout and lane configuration shown in Figure 4.2 should apply to all intersections for the immediate future. If, in the future secondary roads at these intersections are upgraded to include 2 travel lanes in each direction, then the future configuration in Figure 4.3 will apply. Preferably, the right-of-way at these intersections will adhere to the widths outlined in Table 4.2 with a 6 x 6 cut-off section at the corners. However, land acquisition efforts in the immediate future should, at a minimum, aim to include the land outlined in Figure 4.2.

**Table 4.2
 Recommended Future Road Geometry**

Item	Minimum Width (m)	Measurement
Hamlet Arterial	37.0	Right-of-Way
Hamlet Collector	24.0	Right-of-Way
Hamlet Local	20.0	Right-of-Way
Hamlet Core	20.0	Right-of-Way
Green Corridor	24.0	Right-of-Way
Travel Lane - Standard	4.45	Lane
Travel Lane - Intersection	4.20	Lane
Passing Lane	3.50	Lane
Left Hand Turn Bay	3.30	Lane
Right Hand Turn Bay	3.75	Lane
Shared Turn Lane	5.0	Lane

DRAFT



LEGEND

PERMIT TO PRACTICE
 DCL SIEMENS ENGINEERING LTD.
 Signature _____
 Date _____
PERMIT NUMBER: P 3753
 The Association of Professional Engineers,
 Geologists and Geophysicists of Alberta

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NO.	DATE	DESCRIPTION	BY	APP.
6				
5				
4				
3				
2				
1	2014-10-03	PRELIMINARY	RP	

REVISIONS

PROJECT No.	23-13-73
DRAWN BY	RP
DESIGNED BY	
CHECKED BY	
SCALE	NOT TO SCALE

DCL SIEMENS
 DCL SIEMENS ENGINEERING LTD.
 CIVIL & MUNICIPAL ENGINEERS
 DEVELOPMENT CONSULTANTS • PLANNERS

MACKENZIE COUNTY
 INFRASTRUCTURE MASTER PLANS
 FIGURE 4.3
 INTERSECTION LAYOUT B
 DRAWING No. SK-200

Commercial Arterials

Intended to support larger volumes of traffic within the commercial district (primarily 100th Street) that are primarily generated within the area itself. Consistent with the goals for a vibrant commercial district, these arterial roadways will support significant pedestrian and cyclist activity and provide access for commercial vehicles. In this regard, vehicle speeds along commercial arterials are generally very low, allowing for access and circulation throughout the corridor, as well as integration of pedestrians and cyclists.

Primary Collectors

Intended to provide traffic service and land access service for a range of areas including rural residential, urban residential, commercial and industrial uses. The traffic service function of this type of roadway is to carry moderate volumes of traffic between the local road and arterial road systems. Access to adjacent uses is important along primary collectors.

Neighbourhood Collectors

Intended to provide traffic service and land access service primarily for smaller residential areas – where traffic volumes are generally lower and drivers are familiar with the community. The traffic service function of this type of roadway is to carry low volumes between local roads and the arterial road system. Access to adjacent residential uses is also essential along neighbourhood collectors. Pedestrian and cyclist activity will be moderately high along neighbourhood collector streets in which specific measures will be taken to manage vehicle conflicts.

Core Area Roads

Commercial and business activity is concentrated in the core area of La Crete and the roads in this area are intended to provide access to restaurants, shops, offices, etc. Therefore, core area roads need to be designed to carry a relatively high volume of traffic, at low speeds. In these areas it is normal to have large volumes of turning movements, limited site distance and significant pedestrian and cyclist activity. It is very important to manage conflicts between the various modes of movement (see proposed cross-section on following page).

The Transportation Association of Canada's *Geometric Design Guide for Canadian Roads* provides comparisons of collision rates for selected types of roadways within urban and rural areas by number of business accesses. Collision rates are significantly influenced by the density of accesses along a given roadway. In fact, the collision rates within an urban area may increase from 30% to 50% with a doubling in access density. In rural areas, collision rates also increase by similar proportions with increase access density.

Access density is considered a governing factor in the roadway classification system in order to proactively achieve goals for safety. The access density guidelines established for the roadway classification system may be used to shape land use and transportation decisions in new and expanding areas. In the established areas however, inconsistencies in access density may be addressed through access management as well as speed management strategies.

4.4 Intersections

The classification of intersecting roadways along arterials in particular can influence the mix of traffic – local versus through traffic – and ultimately the safety and mobility of the corridor. For most arterials, intersecting streets are limited to other arterials and primary collectors. Although this is largely intended to maintain mobility along the arterial road system for through traffic, it also minimizes the conflict between local traffic wishing to turn on and off the arterial streets and non-local vehicle travel.

Although new roadways may be designed to support intersection guidelines consistent with the roadway class, mitigation measures may be considered along existing arterials that reflect the scale of the problems at a given location.

Three (3) intersections, all located on 100th Street, were identified by the County as requiring additional information for lane and right-of-way widths. Existing information indicates that the roads intersecting 100th Street at each of these locations have one travel lane in each direction. As such, the intersection layout and lane configuration shown in Figure 4.3 (on Page 27) should apply to all intersections for the immediate future. If roads at these intersections are upgraded to include 2 travel lanes in each direction, then the future configuration in Figure 4.4 (on Page 28) will apply. Preferably, the right-of-way at these intersections will adhere to the widths outlined in Table 4.3 with a 6 metre x 6 metre cut-off section at the corners.

4.6 Recommended Roadway Guidelines for La Crete

Features	Local	Core Area	Neighbourhood Collector	Primary Collector	Industrial Roads	Commercial Arterial	Arterial
Primary Function	Land access more important than through traffic	Business access more important than through traffic	Traffic movement and land access of equal importance	Traffic movement slightly more important than access	Corridor for safe movement of larger vehicles	Traffic movement and land access of equal importance	Traffic movement more important than land access
Traffic Volume Capacity (vehicles per day)	<1,500	1,000-2,000	1,000-8,000	2,000-10,000	1,000-8000	3,000-15,000	5,000-20,000
Speed Limit (km/h)	30 - 50	30 - 50	30 - 50	30 - 50	50 - 60	30 - 50	50 - 80
Primary Vehicle Type	Cars and service vehicles	Cars and service vehicles	Cars and service vehicles	All types	All types	All types	All types
Desirable Connections	Lanes, locals and collectors	Lanes, locals and collectors	Local, collectors and arterials	Local, collectors and arterials	Lanes, local, collectors and arterials	Collectors and arterials	Collectors and arterials
Bicycle Access	No restrictions	No restrictions	No restrictions	Separate facilities desirable	No restrictions	Separate facilities desirable	Separate facilities desirable
Pedestrian Access	No restrictions	No restrictions	Sidewalk on one side	Sidewalk on both sides desirable	No restrictions	Sidewalk on both sides required	No restrictions
Surface Width (m)	8 - 12	8 - 12	12 - 15	15 - 22	8 - 12	15 - 22	10 - 15
Number of Lanes	2	2	2	2 to 4	2	2 to 4	2 to 4
Parking Lanes	1	2	Varies	Varies	1	Varies	Varies
Width of Travel Lane	3 - 3.5	3 - 3.5	3.3 - 3.7	3.5 - 4.0	3.5 - 4.0	3.5 - 4.0	3.5 - 4.0
Driveway Access	Preferred over collectors	Preferred over collectors	Preferred over primary collectors	Limited	Limited	Limited	Limited

TABLE 4.3 – RECOMMENDED ROADWAY GUIDELINES

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
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LEGISLATION REFERENCE	Municipal Government Act, Section 5
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PURPOSE

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. Mackenzie County will provide guidance for development objectives. These policies will be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws and endeavor to assist clauses.

GUIDELINES

1. Mackenzie County will:
 - a) adopt development standard requirements for individual urban zoning as indicated in this policy and detailed within the GMIS,
 - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
 - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
 - d) establish the mechanism of any cost sharing, endeavor to assist, or other financial considerations,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer in regards to the installation of municipal improvements, including all conditions that need to be adhered to.

GMIS: refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County

Off-site Levy: As defined in the Alberta Municipal Government Act

Rural Standard: Built up asphalt surfaced roads with ditches/swales, power, street lighting

Development Approval: Refers to a subdivision/development approval where the application process has been followed and an approval subsequently issued by the development authority.

Urban Standard: curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer

Zoning: As per the Land Use Bylaw

FUNDING

Funding for municipal infrastructure improvements required to support a developer's approved Development will be provided by the developer. The County, within the Development Agreement, will provide assistance to the developer when oversizing is required to collect appropriate funds from benefitting lands when the benefitting lands are further developed.

When the County constructs municipal improvements in advance of developments the County will, through the use of an Off-site Levy bylaw(s) collect apportioned costs as assigned to benefitting lands.

Where a development requires that an arterial road be constructed, the County shall only consider covering the costs of upgrading the road from collector to arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or local improvement bylaw(s) to recover those costs.

All oversizing requirements shall be clearly identified by the developer on their tentative plan along with a written request for cost sharing, prior to final approval by the subdivision authority.

The County may consider providing a portion of the funding when oversizing, offsite levy, endeavor to assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of construction. Funding in these situations may also be recouped by way of a local improvement bylaw.

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

URBAN DEVELOPMENT STANDARDS

The following chart indicates the minimum standards on new development:

Zoning Standards Chart

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

UTILITIES

Power

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

Lighting

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility providers current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Phone/Data

Phone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

Installation of higher grade infrastructure is encouraged in order to provide telecommunications providers with better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in keeping with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County in regard to storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria will be in keeping with Mackenzie County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 5" service to be installed to property line).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

Water

Design criteria will be in keeping with Mackenzie County's GMIS.

All new developments shall include the installation of municipal water which shall provide adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½" service to be installed to property line).

Private Servicing

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

ROADS AND ROAD EDGE

Design criteria will be in keeping with Mackenzie County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay the road base may require additional work prior to pavement application.

Arterial

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities.

Collector

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

Local

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales for storm water catchment.

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities.

Core Hamlet

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

Sidewalks

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to the Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.

Private Roads

Private streets shall be constructed to an appropriate comparable municipal standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

HAMLET REDEVELOPMENT

Design criteria will be in keeping with Mackenzie County's GMIS.

Redevelopment Standards

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of

working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

Upgrading Priorities

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

Funding

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

LEAP FROG DEVELOPMENT

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the

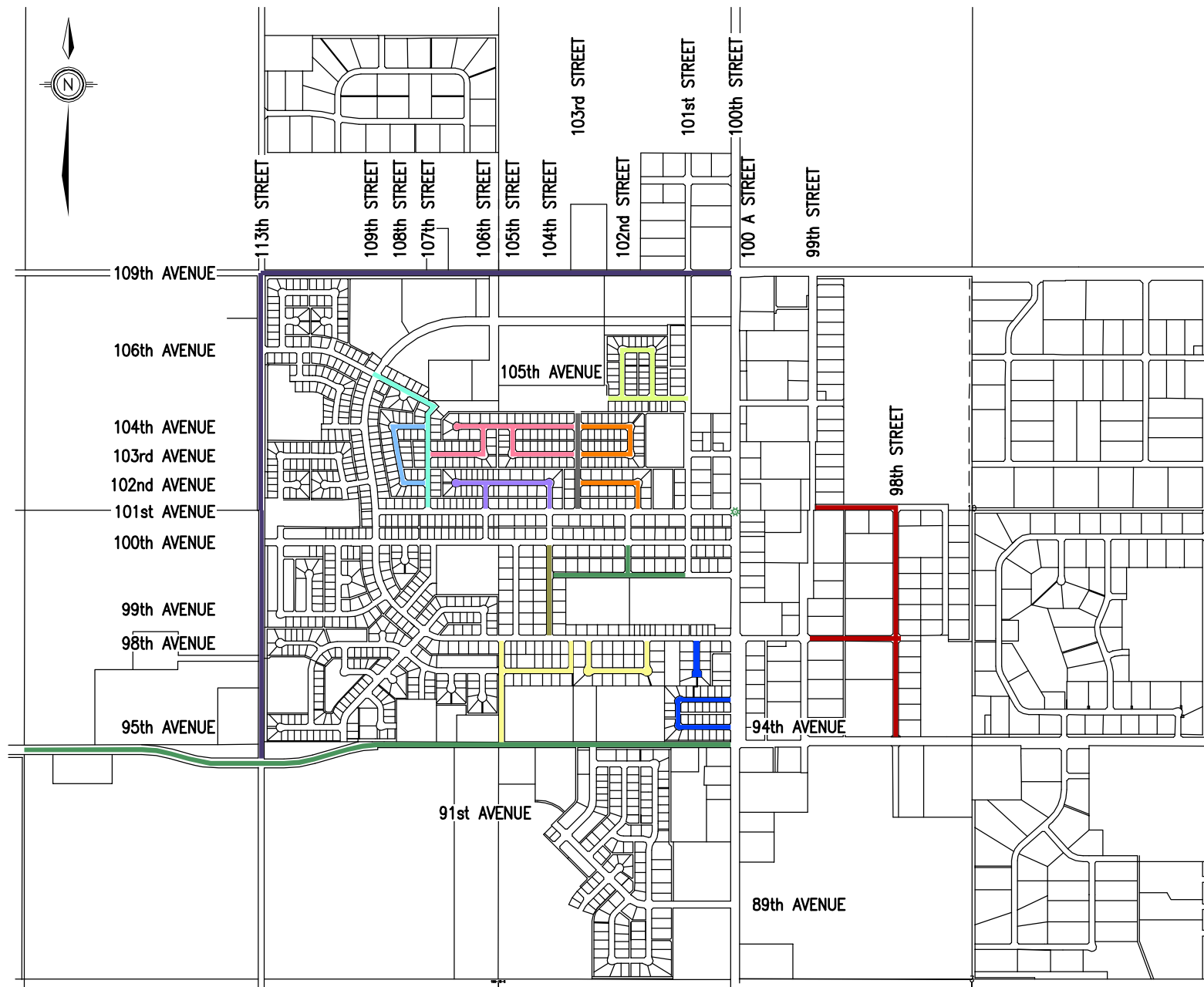
developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will endeavor to assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227
Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended	30-Jan-15	15-01-053
Amended	2017-02-28	17-02-146

Appendix A

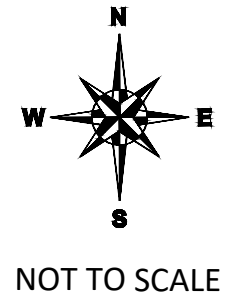
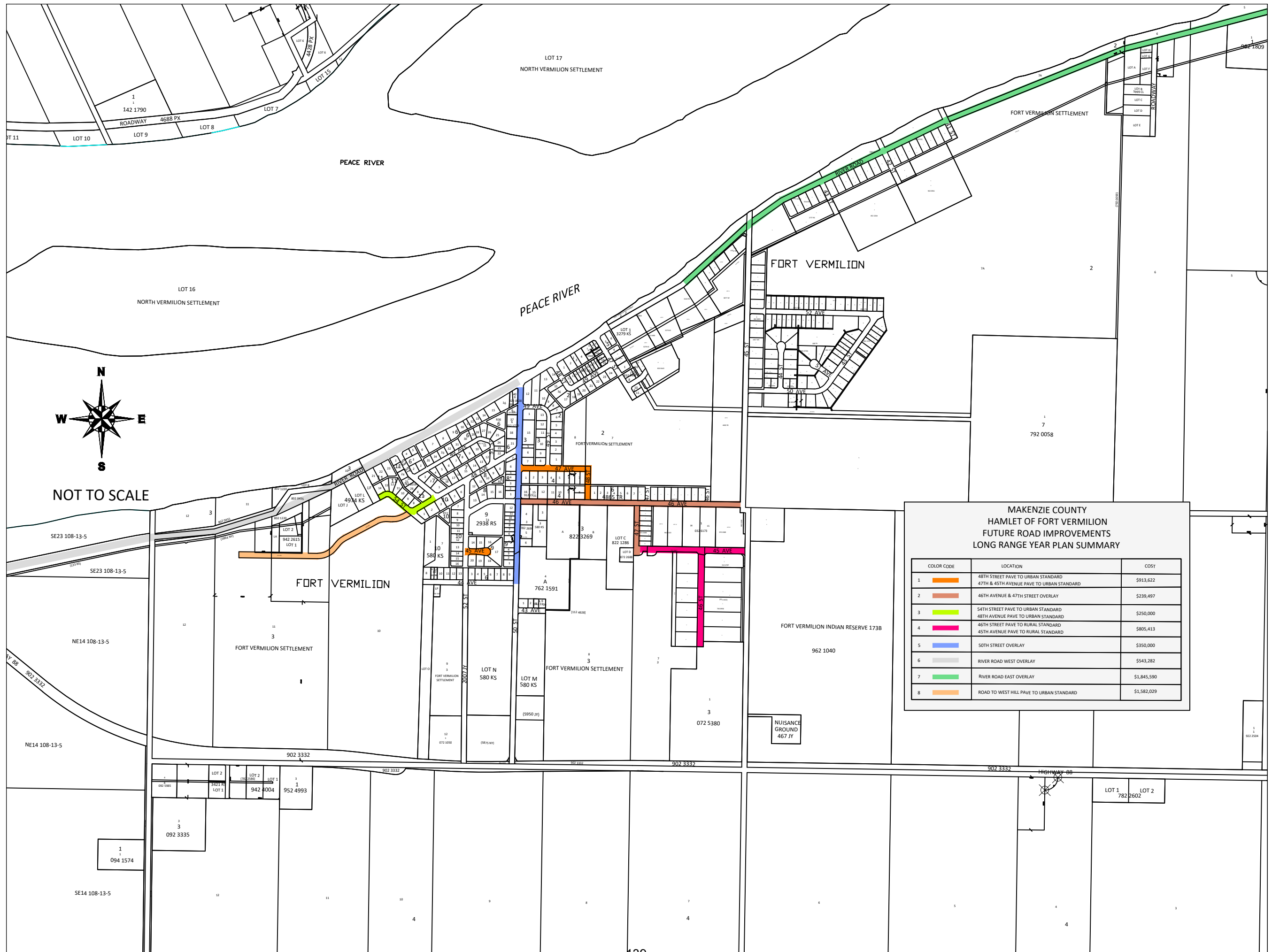
Hamlet road improvement maps



MACKENZIE COUNTY
 HAMLET OF LA CRETE
 FUTURE ROAD IMPROVEMENTS
 LONG RANGE PLAN SUMMARY

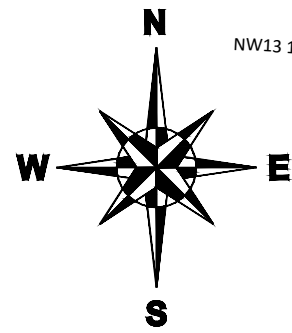
COLOUR CODE	LOCATION	COST
1	94th Avenue Recap	\$645,000
	94th Avenue West of 113th Street Base & Paving	\$945,000
	99th Avenue Paving to Urban Standard	\$1,480,000
	Traffic Lights	\$200,000
2	104th Street Pave to Rural Standard	\$360,000
3	95th & 96th Avenue Pave to Urban Standard	\$1,260,000
	101st Street Pave to Urban Standard	\$320,000
4	106th Street Pave to Urban Standard	\$920,000
	97th Avenue Pave to Urban Standard	\$2,060,000
5	109th Avenue Base & Paving to Rural Standard	\$1,900,000
	113th Street Base & Paving to Rural Standard	\$1,900,000
6	103rd Street Pave to Urban Standard	\$890,000
7	107th Street & 106th Avenue Pave to Urban Standard	\$1,600,000
8	102nd, 103rd, & 104th Avenue Pave to Rural Standard	\$850,000
9	102nd Avenue Pave to Rural Standard	\$600,000
10	103rd & 104th Avenue Pave to Rural Standard	\$1,160,000
11	108th Street Pave to Rural Standard	\$450,000
12	105th & 106th Avenue Pave to Rural Standard	\$840,000
13	98th Street Base & Paving to Rural Standard	\$1,740,000
	TOTAL=	\$20,120,000

SCALE 1:20,000
 NOVEMBER 25, 2014



**MAKENZIE COUNTY
HAMLET OF FORT VERMILION
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	48TH STREET PAVE TO URBAN STANDARD 47TH & 45TH AVENUE PAVE TO URBAN STANDARD	\$913,622
2	46TH AVENUE & 47TH STREET OVERLAY	\$239,497
3	54TH STREET PAVE TO URBAN STANDARD 48TH AVENUE PAVE TO URBAN STANDARD	\$250,000
4	46TH STREET PAVE TO RURAL STANDARD 45TH AVENUE PAVE TO RURAL STANDARD	\$805,413
5	50TH STREET OVERLAY	\$350,000
6	RIVER ROAD WEST OVERLAY	\$543,282
7	RIVER ROAD EAST OVERLAY	\$1,845,590
8	ROAD TO WEST HILL PAVE TO URBAN STANDARD	\$1,582,029

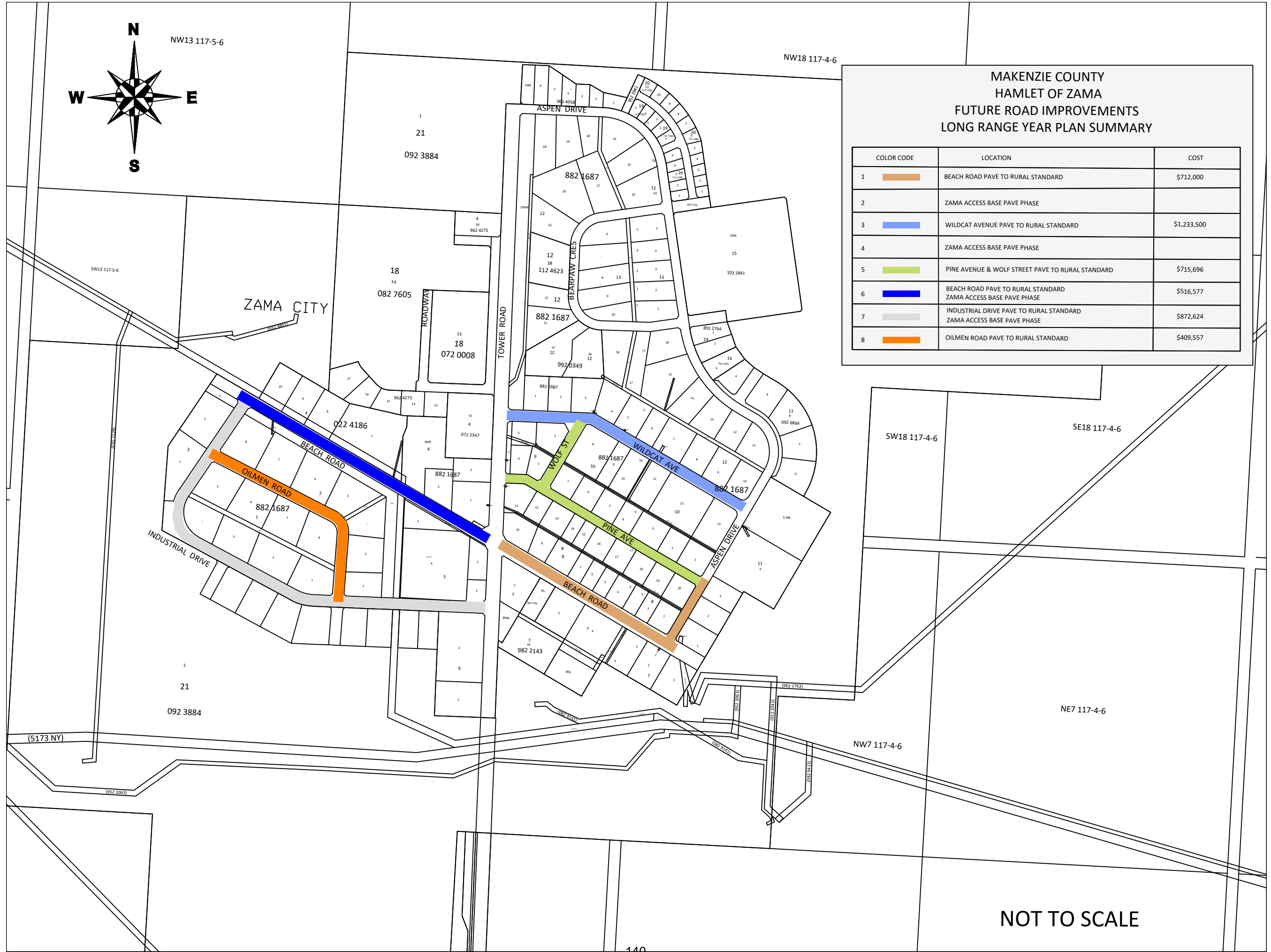


NW13 117-5-6

NW18 117-4-6

**MAKENZIE COUNTY
HAMLET OF ZAMA
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	BEACH ROAD PAVE TO RURAL STANDARD	\$712,000
2	ZAMA ACCESS BASE PAVE PHASE	
3	WILDCAT AVENUE PAVE TO RURAL STANDARD	\$1,233,500
4	ZAMA ACCESS BASE PAVE PHASE	
5	PINE AVENUE & WOLF STREET PAVE TO RURAL STANDARD	\$715,696
6	BEACH ROAD PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$516,577
7	INDUSTRIAL DRIVE PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$872,624
8	OILMEN ROAD PAVE TO RURAL STANDARD	\$409,557



NOT TO SCALE

G.5.9 Geometric design requirements for urban roadways are shown in the Table 5.9-1:

Table 5.9-1 Geometric Design Requirements for Urban Roadways

Street Classification	Operating Speed (km/h)	Right-of-Way Width (m)	Pavement Width (m)
Local Roads:			
Residential:	50	20.0	9.0
Commercial / Industrial:	50	20.0	9.0
Collector Roads:			
Residential:	50	20.0	11.0
Commercial / Industrial:	60	20.0	11.0
Arterial Roads:	50	30.0	13.5

G.5.10 Roadway sub-grade and pavement structures design shall be based on results of a geotechnical investigation. A report shall be submitted specifying the required structure and all design factors including design traffic loading and the pavement design life. The pavement structures indicated on the cross sections are intended as minimum standards only. It is the Developer’s responsibility to design the subdivision roadways to meet or exceed these standards in accordance with good engineering practices and specific site conditions. The minimum pavement structure permitted for each roadway designation, both rural and urban, is provided in Table 5.10-1:

Table 5.10-1 Minimum Pavement Design Standards

Roadway Designation	Asphaltic Concrete Pavement Thickness (mm)	Granular Base Thickness (mm)	Granular Sub-Base Thickness (mm)	Total Thickness of the Paving Structure (mm)
Arterial	100	200	350	650
Industrial Collector	100	200	300	600
Residential Collector	75	100	200	375
Industrial Local	100	150	300	550
Residential Local	75	75	200	350



100A Street

100A Street

20 meters

30 meters

100A Street





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy HR004 – Modified Work Program

BACKGROUND / PROPOSAL:

Under the new Workers’ Compensation legislation, which came into effect September 18, 2018, it is a requirement of the municipality to offer injured workers modified work. It is important for the organizations to have a solid return-to-work plan in place when injuries happen. Mackenzie County has always implemented modified work options for their employees but currently does not have a written policy in place. Administration recommends that a Modified Work Program Policy be established as per Workers’ Compensation requirements.

Also attached for information and reference is the Administrative Procedure for the Modified Work Program along with an example of a Modified Duties list and Physical Demands Analysis for administrative staff.

OPTIONS & BENEFITS:

Having a Modified Work Program in place reduces Workers’ Compensation Board premiums. Modifying duties reduce time lost from work, employee turnover and retraining costs. 93% of injured workers returned to their date-of-accident employment, and 80% of injured workers were placed in modified duties while they recovered.

On average the County accommodates one employee on a modified program per year.

COSTS & SOURCE OF FUNDING:

N/A

Author: C Doi Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Workers' Compensation Act and Regulation

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy HR004 Modified Work Program be approved as presented.

Author: C Doi Reviewed by: _____ CAO: _____

Mackenzie County

Title	Modified Work Program Policy	Policy No:	HR004
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Legislation Reference	Workers' Compensation Act and Regulation
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Purpose

The purpose of the Modified Work Program is to provide a process for assisting employees who are temporarily unable to perform some or all of their regular job functions because of injury or illness to return to productive work in a safe and timely manner.

Guidelines/Responsibilities:

Mackenzie County will make every reasonable effort to provide suitable (temporary) modified employment to any employee unable to perform their regular duties. This may include a modification of the employee's original position or providing alternate duties.

Only suitable work that is in accordance with the Workers' Compensation Board Temporary Modified Work Programs Policy shall be considered for use in the modified work program.

The employer reserves the right to request a physical needs assessment.

All employees will be considered for placement in modified work, whether the injury or illness is work- related or non-work related.

Related Policies/Procedures

ADM103 Modified Work Program Procedures

	Date	Resolution Number
Approved		
Amended		
Amended		

**Mackenzie County
ADMINISTRATIVE PROCEDURE**

Title	Modified Work Program	Procedure No.	ADM103
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Legislation Reference	Workers' Compensation Act and Regulation
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Purpose:

This procedure outlines the necessary processes when reporting Workers' Compensation Board (WCB) claims.

GUIDELINES FOR MODIFIED WORK PROGRAM

Eligibility

This WCB insurance applies to all Mackenzie County employees, Mackenzie County councillors, waste transfer station caretakers and volunteer firefighters.

Responsibilities:

Employee/Council/Waste Transfer Caretaker/Volunteer Firefighters

1. Notify Supervisor immediately, or when reasonably practical, of an injury or illness.
2. Complete a Worker's Report of Injury or Occupational Disease, when required.
3. Participate fully in their recovery and return to work program. To start this process, the employee must provide their health care provider with the information package and return the completed package to their supervisor as soon as reasonably practical.
4. Regularly communicate with their supervisor regarding their recovery.
5. Provide medical information to benefit carriers or designated third parties to determine and maintain eligibility for disability benefits.
6. Provide written medical information to their Supervisor determining medical restrictions and abilities.
7. Take responsibility for their own well-being by ensuring they do nothing to aggravate their illness or injury.
8. Cooperate by participating in the modified work program or alternate rehabilitative employment approved by their treating physician or rehabilitation professional. Any refusal by an employee to participate in the modified work will

be forwarded immediately to WCB or the benefit provider and may affect the payment of benefit.

Supervisor

1. Provide the employee with an information package before the employee leaves the worksite, or at the earliest possible opportunity.
2. Complete the Employer's Report of Injury or Occupational Disease on all reportable incidents within seventy two (72) hours of becoming aware of the incident. If the worker's report is available it is to be faxed within this time frame.
3. Advise Human Resources of injury or illness.
4. Forward to Human Resources a report from the employee's physician stating that the injury resulting from the incident was the cause of the employee's absence from work and all other pertinent information relating to the claim.
5. Regularly communicate with the employee regarding their recovery.
6. Document all contact information and provide Human Resources with the documentation for filing in the employees personnel file at Human Resources.
7. Supply Human Resources with a description of the modified duties or tasks that can be completed within the work area and work with Human Resources to create a return to work plan.
8. Confirm medical clearance with Human Resources prior to the disabled or sick employee's return to regular or modified work.
9. Within twenty four (24) hours of an employee's return to work, report to Human Resources that the employee has returned to work.

Payroll

1. Prepare, balance and file the annual WCB return.
2. Ensure appropriate salaries and benefits are provided to the injured employee.

Human Resources General Responsibilities

1. Develop and recommend policies, procedures and programs relative to the modified work and accommodation program. Actively promote the disability management program to ensure awareness and support.
2. Inform new or returning employees of disability management programs during orientation.
3. Assist Supervisors/Directors in understanding and complying with the Guidelines established for the Modified Work Program and relevant legislation.
4. Maintain a record of all work-related injuries/illnesses reported.

5. Maintain and inventory of Physical Demand Analysis (PDA's)
6. Review PDA's annually and identify what is expected of those who will be involved in the implementation of this procedure.

Human Resources Case Specific Responsibilities

1. Liaise between Mackenzie County and the Workers' Compensation Board.
2. Obtain all necessary forms for reporting.
3. Forward WCB Statistics quarterly to Directors.
4. Notify WCB within twenty four (24) hours of an ill or injured employee's return to work.
5. Notify WCB of any change in an ill or injured employee's circumstances that may affect his/her entitlement.
6. Notify Payroll of an ill or injured employee's claim and when returning to work (transitional or full duty).
7. Create and maintain an employee WCB file.
8. Maintain contact with the employee if the employee is unable to return to work.

Reportable Claims

Worker's Compensation Claims (WCB) Forms are to be completed within 72 hours when:

1. Any occupational injury or an illness occurs to an employee.
2. The employee is off work beyond the day of their illness or injury.
3. The employee requires modified work beyond the day of their illness or injury.
4. The illness or injury may result in a permanent disability or death.
5. A disabling disease or condition caused by occupational exposure or activity is discovered.
6. Injuries require medical treatment.
7. Incidents resulting in the need for dental treatment, eyeglass repair or replacement, damage or breakage of an artificial limb, etc. are required upon request by WCB or Human Resources.

Related Policies/Procedures

HR004 Modified Work Program Policy

Mackenzie County MODIFIED DUTY TASK LIST Administrative

A combination of the tasks below may be offered, as well as a gradual return to work and working fewer hours.

Limited	Light
<input type="checkbox"/> Office Duties – working on paperwork, computer <ul style="list-style-type: none"> • Document and stamp log sheets • Update site maps • Update SDS books • Photocopying safety manuals/packages • Completing physical demands analysis and job hazard analysis 	<input type="checkbox"/> Completing shipping accuracy of pallets – verifying invoices
<input type="checkbox"/> Answering phones, taking messages	<input type="checkbox"/> Completing yard checks/tire checks
<input type="checkbox"/> Training drivers on routes by doing drive-along	<input type="checkbox"/> Counting Inventory
<input type="checkbox"/> Driving forklift	<input type="checkbox"/> Building pallets
<input type="checkbox"/> Taking training courses	<input type="checkbox"/> Assist mechanic with light duties/shop hand
<input type="checkbox"/> Auditing	<input type="checkbox"/> Sweep work area/trailers
<input type="checkbox"/> Change trucks to automatic/just driving routes	<input type="checkbox"/> Assist in wash bay
<input type="checkbox"/> Inventory	<input type="checkbox"/> Run errands/pick up parts
	<input type="checkbox"/> Flag person
	<input type="checkbox"/> Security
	<input checked="" type="checkbox"/> Yard & shop clean up
	<input type="checkbox"/> Truck detailing
	<input type="checkbox"/> Safety checks/site visits
	<input type="checkbox"/> Painting

Modified Return to Work Plan

This section is meant to detail the beginning of the employees return to work plan and ensure everyone has a confirmation of the schedule.

Employee Name: _____ Employee Number: _____

Start Date: _____ Hours of Work: _____ Days of Work: _____

This Plan, along with your WCB claim forms, will be forwarded to a WHS Representative who will assist you with both the claims processes and continued return to work planning.

Workers rate of pay will remain the same for hours worked during modified work plan.

Manager _____ Date: _____
Signature: _____
Employee _____ Date: _____
Signature: _____

Example

EMPLOYER - PHYSICAL DEMANDS ANALYSIS

Claim Number:

Worker's Surname:	Given Name:	Initial:
Job Title:	Hours per shift:	Shifts per week/shift rotation:
Company Name	Employer Contact	Telephone Number

Manual Handling Tasks	Description of objects handled [Weight/force (lb)]	FREQUENCY OF WORKDAY / SHIFT				
		Not Required	Rare 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%
		Place the heaviest weight / force handled into the appropriate box				
<i>e.g. Low Level Lifting</i>	<i>Box of 24 bottles of water (18 lb), bag of cement mix (66 lb)</i>		66 lb	18 lb		
Low Level Lifting						
Waist Level Lifting						
Above Shoulder Lifting						
Front Carry						
Side Carry						
Shoulder Carry						
<i>e.g. Pushing</i>	<i>Sweeping floors, securing loads with a snipe, moving a loaded skid with a pallet jack</i>		Heavy force	Light force		
Pushing (stationary and walking)						
Pulling (stationary and walking)						

Positional Tasks	Description of activity completed	Check appropriate frequency				
<i>e.g. Forward Bending</i>	<i>Shoveling gravel, sweeping floors, picking up garbage, washing vehicles with pressure washer</i>					
Sitting/Driving (type of seat/chair)						
Forward Bending						
Trunk Rotation						
Standing						
Walking - Outdoors (terrain/distance)						
Walking - Indoors (surface/distance)						
Climbing <input type="checkbox"/> stairs						
<input type="checkbox"/> ladders						
Other Climbing (stools, equipment, etc.)						

Low Level Activity (kneeling/squatting/crouching)						
Above Shoulder Level Reaching						
Below Shoulder Level Reaching						
Hand Use Dominant						
Non-Dominant						
Forceful Gripping Dominant						
Non-Dominant						
Environmental Factors (indoor/outdoor)						

List Heaviest and Most Frequently Handled Materials: (e.g., bag of sugar – 44 lb)	List Most Frequently Handled Tools and Equipment: (e.g., grinder, hammer, cordless drill)
•	•
•	•
•	•
•	•

Primary Job Duties: (What are the essential job functions?)

-
-
-
-

Separate the above Primary Job Duties into Specific Tasks within each Strength Level: (What level of strength would be required for each task?)

Limited: Exerting up to 5 kg (11 lb) – e.g., *computer work, answering phones, filing, etc.*

Light : Exerting up to 10 kg (22 lb) – e.g., *sweeping floors, painting, operating forklift, etc.*

Medium: Exerting up to 20 kg (44 lb) – e.g., *off-loading trucks, shoveling snow, patient transfers, etc.*

Heavy: Exerting over 20 kg (44 lb) – e.g., *securing loads with tie down bar; breaking down pallets of bagged cement mix*

Alternate Job Duties: (Which would be possible work tasks outside of the regular job tasks)

-
-
-

Printed Name: _____

Date: _____

Signature: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Meeting with Paramount Resources Ltd. – Zama

BACKGROUND / PROPOSAL:

Cody Dziadek, Vice President of Operations & Production with Paramount Resources has extended an invitation to Council to meet in Zama City on either June 12th or 13th, 2019 to discuss the following;

1. Zama Operations Closure Project – Cody to Present
2. Road or infrastructure transfer request from Paramount to County – Council to Present.

Council is welcome to add additional agenda items.

OPTIONS & BENEFITS:

Administration recommends that a meeting be held on June 13, 2019 at 10:00 a.m. This will allow sufficient time to meet with Paramount, while still allowing adequate time to travel to the High Level/Rocky Lane Ratepayers meeting at 5:00 p.m. later that day.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Council meet with Paramount Resources Ltd. on June 13, 2019 at 10:00 a.m. in Zama City.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bridge Request from Paramount Resources Ltd.

BACKGROUND / PROPOSAL:

At the January 14, 2019 Budget Council Meeting MOTION 19-01-010 was carried stating;

That the Zama Road LOC project report be received for information and the bridge request from Paramount be brought back for Consideration.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Due to cancelation of the LOC purchase of \$100,000 the funds have been returned to Reserve.

New West Partnership Trade Agreement states;

Article 12: Business Subsidies

1. Parties shall not directly or indirectly provide business subsidies that
 - (a) provide an advantage to an enterprise those results in material injury to a competing enterprise of another party;
 - (c) otherwise distort investment decisions.

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

SUSTAINABILITY PLAN:

It is administration's opinion that to offer subsidies to for profit companies for whatever reason could impact the budget of the County in a very negative way.

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For Discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the March 28, 2019 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of March 28, 2019 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, March 28, 2019 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Beth Kappelar Vice Chair, MPC Member (via Teleconference)
John W Driedger MPC Member (via Teleconference)
Jacquie Bateman Councillor, MPC Member

REGRETS: David Driedger Councillor, MPC Member

ADMINISTRATION: Byron Peters Deputy Chief Administrative Officer
Caitlin Smith Planning Supervisor
Kristin Racine Planner
Nicole Friesen Administrative Assistant/Recording Secretary
Lynda Washkevich Development Officer

MEMBERS OF THE PUBLIC: Abe Driedger
Aron Driedger
Eric Jorgensen
Charles LaForge

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:01 a.m.

2. ADOPTION OF AGENDA

MPC-19-03-034 MOVED by John W Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-19-03-035 MOVED by Jacquie Bateman

That the minutes of the March 11th, 2019 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

For information.

5. DEVELOPMENT

**c) 042-DP-19 Aron Driedger
Automotive Equipment & Vehicle Services-Minor (Accessory
Use) (Office Complex) (60'x72') in "A" (La Crete)
NW 8-106-11-W5M**

MPC-19-03-036 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to add a retail use to Rural Industrial - Light "RIL".

CARRIED

Aron Driedger and Abe Driedger left the meeting at 11:22 a.m.

Erick Carter recessed the meeting at 11:22 a.m. and reconvened at 11:29 a.m.

**a) 021-DP-19 Max Fuel Distributors Ltd
Temporary/Portable Unit (Office)(12'x 31') in "LC-HI" (La Crete)
Plan 052 4622, Block 21, Lot 03**

MPC-19-03-037 MOVED by Jacquie Bateman

That Development Permit 021-DP-19 on Plan 052 4622. Block 21, Lot 03 in the name of Max Fuel Distributors Ltd 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:

- a. 9.1 meters (30 feet) front yard;
- b. 3.05 meters (10 feet) rear yard; from any other property lines.

2. **Permit expires April 3, 2021, should the Temporary/Portable Unit (Office) need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. The Temporary/Portable Unit (Office) shall meet all Alberta Building Code 2014 requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.
5. The undercarriage of the Temporary/Portable Unit (Office) shall be screened from view by skirting or such other means satisfactory to the Development Authority.
6. No accessory building erected/or moved onto the site shall be used as a dwelling.
7. **All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.**
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operations Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
9. 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.
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) 041-DP-19 Edward & Darlene Bergen
Four (4) Unit-Dwelling-Stacked Row Housing in “H-R1”
Plan 782 0147, Block 01, Lot 30**

MPC-19-03-038 **MOVED** by Beth Kappelar

That Development Permit 041-DP-19 on Plan 782 0147, Block 01, Lot 30 in the name of Edward & Darlene Bergen 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 (25.0 feet) front yard (North)**
 - b) **1.5 meters (5 feet) interior side (West and East) yards; and**
 - c) **1.5 meters (5 feet) rear (South) yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.**
2. The developer shall enter into a Development Agreement with Mackenzie County.
3. The Dwelling – Stacked Row Housing shall meet all Alberta Building Code 2014 requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Dwelling – Stacked Row Housing shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The Dwelling – Stacked Row Housing is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. **The Municipality has assigned the following address to the noted building 10109-95 Avenue. You are required to display the address (10109) 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.**

Each unit must be numbered individually from 1-4 which will be assigned by the municipality.

7. **Provide adequate off street parking as follows: 1 space per 37.2 square meters (400.0 square feet) of gross FLOOR AREA, which would equal 5 parking stalls. *“One parking space, including the driveway area, shall occupy 300 square feet.”***
8. The siting and development of the Dwelling – Stacked Row Housing shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County’s Design Standards.
9. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
10. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.
11. **All DEVELOPMENT shall provide:**
 - a. Lighting between DWELLING UNITS;
 - b. Orientation of buildings and general site appearance;
 - c. Safe pedestrian access to and from the public sidewalk fronting the building; and
 - d. Parking areas adjacent to streets must be paved.
12. 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.
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. 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) 043-DP-19 Diedrich Wolfe
Garage-Attached with 7% Size Variance in “H-R1B” (La Crete)
Plan 752 1580, Block 05, Lot 25**

MPC-19-03-039 **MOVED** by John W Driedger

That Development Permit 043-DP-19 on Plan 752 1580, Block 05, Lot 25 in the name of Diedrich Wolfe 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. **The front of the building shall be:**
 - 1) **7.6 meters (25 feet) from the front (West) property line;**

Minimum building setbacks for the side and rear yards are:

 - 2) **1.52 meters (5 feet) rear (East) yard;**
 - 3) **1.52 meters (5 feet) side (North & South) yard; from the property lines.**
2. A **7% Size Variance** for the Garage – Detached is hereby granted. The maximum area of the Garage – Detached shall be 1152 square feet.
3. The existing Garage – Detached shall be removed from the property before construction of the new Garage – Detached.
4. The Garage – Detached shall be located on the South side of the lot.
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
7. Where the lowest opening of the garage 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 garage is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.

8. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
9. The Municipality has assigned the following address to the noted property (**9813 – 104 Street**). You are required to display the address (**9813**) 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.
10. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
11. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers’ expense.
12. 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.
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISIONS

- a) **08-SUB-19 Cornie & Tina Unrau
30 Acre Subdivision
SW 19-106-12-W5M**

MPC-19-03-040 **MOVED** by Beth Kappelar

That this Boundary Adjustment Application 08-SUB-19 in the name of Cornie & Tina Unrau on Plan 112 3171, Block 1, Lot 1 be APPROVED with the following conditions:

1. This approval is for a **BOUNDARY ADJUSTMENT**, 30.00 acres (12.14 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 boundary adjustment, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the boundary adjustment 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 have a boundary adjustment prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - g) 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.
 - h) **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) 09-SUB-19 John K & Barb Krahn
10 Acre Subdivision
SW 25-106-15-W5M**

MPC-19-03-041 **MOVED** by John W Driedger

That Subdivision Application 09-SUB-19 in the name of John K. & Barb Wiebe on SW 25-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a **Type B** Subdivision for 10.00 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 boundary adjustment, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the boundary adjustment 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 have a boundary adjustment prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - 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.
 - 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 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

7. **MISCELLANEOUS**

a) **100A Street-Future Main Street Widening (La Crete)**

MPC-19-03-042 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council that Mackenzie County retain a 40m corridor for 100 Street.

CARRIED

b) **CPAA Conference
Confirm Attendees**

MPC-19-03-043 **MOVED** by John W Driedger

That John W Driedger and Erick Carter attend the CPAA Conference.

CARRIED

8. **IN CAMERA**

None.

9. MEETING DATES

- ❖ Thursday, April 11, 2019 @ 10:00 a.m. in La Crete
- ❖ Thursday, April 25, 2019 @ 1:00 p.m. in Fort Vermilion
- ❖ Thursday, May 9, 2019 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, May 23, 2019 @ 1:00 p.m. in Fort Vermilion

10. ADJOURNMENT

MPC-19-03-044 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission Meeting be adjourned at 12:07 p.m.

CARRIED

These minutes were adopted this 11th day of April, 2019.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the March 28, 2019 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Service Board meeting minutes of March 28, 2019 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

Thursday March 28, 2019

9:00 A.M.

Fort Vermilion Office

PRESENT:	Ernie Peters	ASB Chair
	Anthony Peters	Councillor
	Terry Batt	Member at Large
	Joe Peters	Member at Large
	Josh Knelsen	Reeve
	Dicky Driedger	Member at Large

REGRETS:

ALSO PRESENT:	Len Racher	Chief Administrative Officer (Left at 10:15 AM)
	Grant Smith	Agricultural Fieldman
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)
	Dave Schellenberg	Assistant Agricultural Fieldman
	Byron Peters	Deputy Chief Administrative Officer
	Ryleigh-Raye Wolfe	Environmental Resource Planner
	Andrew O' Rourke	Economic Development Officer

Minutes of the Mackenzie County Agricultural Service Board meeting held on Thursday March 28, 2019

CALL TO ORDER: 1. a) Call to Order

Chair Ernie Peters called meeting to order at 9:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 19-03-015 MOVED BY Josh Knelsen

That the agenda be adopted with the addition of 7.m) Noxious Weeds.

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the January 9, 2019 ASB Minutes

MOTION ASB 19-03-016 MOVED BY Anthony Peters

That the minutes of the January 9, 2019 ASB meeting be approved as presented.

CARRIED

**BUSINESS ARISING FROM
PREVIOUS MINUTES
MOTION ASB 19-03-017**

4.a) Irrigation

MOVED BY Josh Knelsen

That administration continue to gather information regarding irrigation.

CARRIED

ACTION LIST

MOTION ASB 19-03-018

5.a) Action List

MOVED BY Josh Knelsen

That the erosion repairs on the drainage channels begin as soon as weather permits.

CARRIED

MOTION ASB 19-03-019

MOVED BY Dicky Driedger

That the action list be received for information.

CARRIED

DELEGATION

MOTIN ASB 19-03-020

6.a) Andrew O' Rourke – Economic Development Agricultural Strategy

MOVED BY Anthony Peters

That the Economic Development Agricultural Strategy presented by Andrew O' Rourke be received for information.

CARRIED

MOTION ASB 19-03-021

7.a) Agricultural Fieldman Report

MOVED BY Terry Batt

That the Agricultural Fieldman Report be received as information.

CARRIED

MOTION ASB 19-03-022

7.b) Organic Alberta Conference Presentation

MOVED BY Joe Peters

That the Organic Alberta Conference Presentation be received as information.

CARRIED

7.c) Clubroot Workshop

MOTION ASB 19-03-023

MOVED BY Dicky Driedger

That the April 30th Clubroot Workshop be received for information.

CARRIED

7.d) Draft Smoke Management Bylaw 1139

MOTION ASB 19-03-024

MOVED BY Josh Knelsen

That the Draft Smoke Management Bylaw 1139 be received for information.

CARRIED

7.e) Land Stewardship Committee Action List Items

MOTION ASB 19-03-025

MOVED BY Josh Knelsen

That the Land Stewardship Committee Action List be received for information.

CARRIED

7.f) VSI Invoice

MOTION ASB 19-03-026

MOVED BY Josh Knelsen

That the ASB recommend to Council to amend the budget to include the additional \$14,800.00 for the VSI program.

CARRIED

7.g) Frontier Seed Cleaning Plant Invoice

MOTION ASB 19-03-027

MOVED BY Ernie Peters

That administration pays the Frontier Seed Cleaning invoice in full.

CARRIED

7.h) Munisight Ag Mobile

MOTION ASB 19-03-028

MOVED BY Terry Batt

That administration moves forward on purchasing Munisight Ag

Mobile.

CARRIED

7.h) Shelterbelt/Road Allowances Discussion

MOTION ASB 19-03-029

MOVED BY Anthony Peters

That the Shelterbelt/Road Allowances Discussion be received for information.

CARRIED

7.i) BMO Farm Family

MOTION ASB 19-03-030

MOVED BY Josh Knelsen

That the BMO Farm Family be received for information.

CARRIED

MOTION ASB 19-03-031

MOVED BY Terry Batt

That administration responds to BMO Farm Family and notify them that the ASB will not be nominating a family.

CARRIED

7.j) 2019 Roadside Mowing Tenders

MOTION ASB 19-03-032

MOVED BY Josh Knelsen

That the 2019 Roadside Mowing Tenders be received for information.

CARRIED

7.k) ASB Field Visit & ASB Grant Review

MOTION ASB 19-03-033

MOVED BY Dicky Driedger

That the ASB field visit be scheduled during the Agricultural Fair & Tradeshow.

CARRIED

7.l) Crop Disease & Noxious Weed Prevention Letter

MOTION ASB 19-03-034

MOVED BY Josh Knelsen

That the Crop Disease & Noxious Weed Prevention Letter be received for information.

CARRIED

7.m) Noxious Weeds

MOTION ASB 19-03-035

MOVED BY Joe Peters

That the all the county owned water pointes be seeded to grass to prevent the growth of noxious weeds.

CARRIED

SET NEXT MEETING DATE

8.a) Next Meeting Date

The next ASB meeting will be held at the call of the Chair in Fort Vermilion.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 19-03-036

MOVED BY Joe Peters

That the ASB meeting be adjourned at 1:56 PM.

CARRIED

These minutes will be presented for approval at the next ASB Meeting.

Ernie Peters, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the April 3, 2019 Community Services Committee meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of April 1, 2019 be received for information.

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

MACKENZIE COUNTY
Community Services Committee Meeting

April 3, 2019
10:00 AM

Fort Vermilion Meeting Room 1
Fort Vermilion, Alberta

PRESENT:

Josh Knelsen	Reeve
Peter Braun	Councillor
Cameron Cardinal	Councillor/Vice-Chair
David Driedger	Councillor

ADMINISTRATION:

Doug Munn	Director of Community Services
Len Racher	Chief Administration Officer
Liane Lambert	Public Works Officer/Recording Secretary

Minutes of the Community Services Committee meeting for Mackenzie County held on April 3 7, 2019 in Meeting Room 1 at the Fort Vermilion County Office.

CALL TO ORDER:

1. a) Call to Order

Vice-Chair Cameron Cardinal called the meeting to order at 10:05 a.m.

AGENDA:

2. a) Adoption of Agenda

MOTION CS-19-04-127 **MOVED** by Councillor Driedger

That the agenda be accepted as amended.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the March 7, 2019 Community Services
Committee Meeting**

MOTION CS-19-04-128 **MOVED** by Councillor Driedger

That minutes of the March 7, 2019 Community Services Committee meeting be accepted as presented.

CARRIED

OLD BUSINESS

4. a) Building Valuation

MOTION CS-19-04-129 **MOVED** by Councillor Knelsen

That the Building Valuation be turned over to the Finance Department for review.

CARRIED

OLD BUSINESS: 4. b) Bridge Campground Development Concept Plan

MOTION CS-19-04-130 MOVED by Councillor Knelsen

That the Bridge Campground Development Plan be accepted for information.

CARRIED

Vice-Chair Cardinal recessed the meeting at 10:48 a.m. and reconvened at 11:00 a.m.

OLD BUSINESS: 4. c) Hutch Lake 10 Year Plan Review

MOTION CS-19-04-131 MOVED by Councillor Braun

That the Hutch Lake 10 year plan be presented to council for review.

CARRIED

OLD BUSINESS: 4. d) Hutch Lake Cabin Land Purchase

MOTION CS-19-04-132 MOVED by Councillor Knelsen

That the Committee approve the Hutch Lake Cabin expansion sketch and directs administration to proceed with the purchase application.

CARRIED

OLD BUSINESS: 4. e) La Crete Ferry Campground Sub-Contract Review

MOTION CS-19-04-133 MOVED by Councillor Driedger

That the La Crete Ferry Campground Sub-Contract be accepted for information.

CARRIED

OLD BUSINESS: 4. f) DA Thomas Park Stairs

MOVED by Councillor Knelsen

That administration brings back costs to install a sidewalk with railing along the boat launch road.

CARRIED

NEW BUSINESS: 5. a) None

ADDITIONS: 6 a) La Crete Main Street

MOTION CS-19-04-134 **MOVED** by Councillor Braun

That the issue with items for sale within a vacant lot along La Crete Main Street be accepted for information.

CARRIED

NEXT MEETING DATE: 7. a) Meeting Dates

MOTION CS-19-04-135 **Moved** by Councillor Cardinal

That the Community Services Committee meetings be on the first Wednesday of every month.

Next meeting May 1, 2019

CARRIED

ADJOURNMENT: 8. a) Adjournment

MOTION CS-19-04-136 **MOVED** by Councillor Braun

Meeting was adjourned at 11:45 p.m.

CARRIED

These minutes will be presented to the Community Services Committee for approval on May 1, 2019.

Lisa Wardley, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the March 25, 2019 Finance Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Finance Committee minutes are posted on DocuShare.

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of March 25, 2019 be received for information.

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

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**March 25, 2019
10:00 a.m.**

**Fort Vermilion Corporate Office
Fort Vermilion, Alberta**

PRESENT: Peter F. Braun Councillor - Chair
Jacquie Bateman Councillor – Vice Chair
David Driedger Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Bill McKennan Director of Finance
Jennifer Batt Finance Controller
Jannelle Veenstra Finance Officer/ Recording Secretary

Regrets: Josh Knelsen Reeve, Ex Officio
Anthony Peters Councillor

Also Present: Terry Krahn Vision Credit Union (left at 10:20 a.m.)

CALL TO ORDER: 1. a) Call to Order

Councillor Braun, Chair, called the meeting to order at 10:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-19-03-025 MOVED by Councillor Driedger

That the agenda be approved with the following addition:
6. h) Information Update on Year End Audit

CARRIED

Delegations: 5. a) Vision Credit Union

MOTION FC-19-03-026 MOVED by Councillor Bateman

That administration is to review FIN027 Investment policy and bring back recommendations to the Finance Committee.

CARRIED

**3. a) Minutes of the February 25, 2019 Finance
Committee Meeting**

MOTION FC-19-03-027

MOVED by Councillor Bateman

That the minutes of the February 25, 2019 Finance Committee meeting be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:**

4. a) **None**

BUSINESS:

6. a) **Co-op Statement of Equity**

MOTION FC-19-03-028

MOVED by Councillor Driedger

That the Co-op Statement of Equity ending October 27, 2018 be received for information.

CARRIED

6. b) **Mackenzie County Library Board**

MOTION FC-19-03-029

MOVED by Councillor Bateman

That the Finance Committee recommends to Council that a budget amendment be made for \$4,194.16, refunding the previously paid amounts from 2015-2018 for building insurance.

CARRIED

MOTION FC-19-03-030

MOVED by Councillor Bateman

That going forward in 2019, administration will invoice the La Crete Library as per signed agreement for the contents, General Liabilities, and any other form of insurance as the tenant may reasonably require.

CARRIED

Councillor Braun, Chair, recessed the meeting at 10:44 a.m. and reconvened the meeting at 10:55 a.m.

6. c) **CAO Expense Claim**

MOTION FC-19-03-031

MOVED by Councillor Driedger

That the CAO Expense Claim for February 2019 be received for

information.

CARRIED

6. d) Councillors' Honorariums and Expense Claims

MOTION FC-19-03-032

MOVED by Councillor Driedger

That Councillor Honorariums and Expense Claims for February 2019 be reviewed as follows:

Councillor Expense Claims	Review Comments
1 – Reeve Knelsen	Reviewed February 2019
2 – Councillor A. Peters	Reviewed February 2019
3 – Councillor Braun	Reviewed February 2019
4 – Councillor D. Driedger	Reviewed February 2019
5 – Councillor E. Peters	Reviewed February 2019
6 – Councillor Jorgensen	None
7 – Councillor Cardinal	Reviewed February 2019
8 – Deputy Reeve Sarapuk	Reviewed February 2019
9 – Councillor Bateman	None
10 – Councillor Wardley	Reviewed February 2019

CARRIED

6. e) Members at Large Expense Claims

MOTION FC-19-03-033

MOVED by Councillor Bateman

That the April 2018, January, February and March 2019 Members at Large Expense Claims be reviewed as follows:

Members at Large Expense Claims	Review Comments
1 – Terry Batt	None
2 – Beth Kappelar	Reviewed February 2019
3 – Erik Carter	Reviewed April 2018, Reviewed February 2019, Reviewed March 2019
4 – Joseph Peters	None
5 – Joe Froese	None
6 – Karen Holditch	Reviewed January 2019

CARRIED

6. f) Cheque Lists

MOTION FC-19-03-034

MOVED by Councillor Driedger

That the cheque lists and payments made online from February 23, 2019 to March 22, 2019 be received for information.

CARRIED

6. g) MasterCard Statements

MOTION FC-19-03-035

MOVED by Councilor Bateman

That the MasterCard statement for January 2019 be received for information.

CARRIED

MOTION FC-19-03-036

MOVED by Councilor Bateman

That the Finance Committee forgives the missing receipt for Don Roberts for the January 2019 MasterCard reconciliation as it is his first transgression.

CARRIED

MOTION FC-19-03-037

MOVED by Councilor Bateman

That the information update on the yearend audit be received for information.

CARRIED

IN CAMERA:

7. a) In Camera Session

MOTION FC-19-03-038

MOVED by Councilor Bateman

That the Finance Committee move in-camera at 11:30 a.m. to discuss the following:

- Personnel

CARRIED

Councillor Bateman, Councillor Driedger, and Councillor Braun, as well as Len Racher and Bill McKennan were present during the In-camera discussion. (MGA Section 602.08(1)(6))

MOTION FC-19-03-039

MOVED by Councilor Bateman

That the Finance Committee move out of camera at 11:45 a.m.

CARRIED

**NEXT MEETING
DATE:**

9. a) April 25, 2019 at 10:00 a.m.
Fort Vermilion Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-19-03-040

MOVED by Councillor Bateman

That the Finance Committee meeting be adjourned at 11:45 a.m.

CARRIED

DRAFT

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Councillor

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2019
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.

- Action List
- Coalition of Canadian Municipalities for Energy Action
- Forest Industry Open House & Information Sessions
-
-
-
-
-
-
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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 Action List as of March 27, 2019

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Len	Expression of Interest Submitted
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Doug Len	Application for purchase of Hutch Lake has been filed.
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol.

Motion	Action Required	Action By	Status
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Byron Bill	In progress.
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	Finalizing report then draft offsite levy bylaw.
September 25, 2017 Council Meeting			
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Paperwork complete.
February 27, 2018 Council Budget Meeting			
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Doug	Funding transfer complete. MSI Funding as per Motion 18-06-483 Disposal expected in Sept 2019
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Doug	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Doug	Survey in progress.
May 23, 2018 Council Meeting			
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	In progress.
June 27, 2018 Council Meeting			
18-06-471	That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.	Doug	In progress

Motion	Action Required	Action By	Status
18-06-476	That administration bring back the Purchasing Authority Directive and Tendering Process Policy to a future council meeting with recommendations to change the COR/SECOR requirements.	Bill	In progress
August 14, 2018 Council Meeting			
18-08-564	That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.	Grant	ASB 2019-03-28
18-08-588	That road allowance policies be referred to the Land Stewardship Committee for review and bring back recommendations to council.	Byron Dave	Refer to Motion 18-11-910
August 29, 2018 Council Meeting			
18-08-623	That administration prepare and submit a river search and rescue access plan to the Department of Fisheries and Oceans for the Peace River between the La Crete Ferry Campground and the D.A. Thomas Park.	Doug	In progress
September 11, 2018 Council Meeting			
18-09-663	That administration bring back additional options for the La Crete RCMP Clerical Support duties.	Doug	Under review
October 9, 2018 Council Meeting			
18-10-732	That the draft drug and alcohol policies be amended as discussed and forwarded to the AUPE Local 118/008 for review and comment.	Carol	Completed
18-10-763	That administration proceeds with the water diversion licences as discussed.	Fred	In progress
October 24, 2018 Council Meeting			
18-10-849	That the operation of the Handi-Van program be passed on to a non-profit community organization and that administration be directed to request Expressions of Interest from the community.	Doug	LC – Completed
18-10-864	That the appraisal report for non-profit buildings be presented to the Community Services Committee for review.	Doug	Completed 2019-04-03
November 13, 2018 Regular Council Meeting			
18-11-883	That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.	Grant	ASB 2019-03-28
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
18-11-910	That a three (3) year moratorium be placed on the development of road allowances for non-municipal use until new policies and procedures are in place to determine priority, and future use.	Byron	Advertised In progress

Motion	Action Required	Action By	Status
18-11-912	That based on the fact that the entire joint boundary of Mackenzie County and the Municipal District of Opportunity No. 17 is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the Municipal Government Act that requires Mackenzie County to have an Inter-municipal Development Plan together with the Municipal District of Opportunity No. 17.	Byron	Approved by the Minister March 1, 2019
November 18, 2018 Regular Council Meeting			
18-11-959	That an Ad Hoc Committee be established to review and develop an action plan for fire permit requirements and hazardous smoke conditions and that a recommendation be brought back to Council by April 15, 2019.	Len	Meeting held February 5, 2019
December 11, 2018 Regular Council Meeting			
18-12-1009	That the La Crete Recreation Board be reimbursed for the operational items that were overspent in the amount of \$14,279.37 with funding coming from the La Crete Recreation Board's 2018 previously approved capital funds. <ul style="list-style-type: none"> • Review Engagement Bill (\$4,371.25) • Artificial Ice Plant Start-up (\$4,908.12) • VRA Natural Gas Filler (\$2,000.00) • Gas Detector and Exhaust Fan (\$3,000.00) 	Doug	Will be paid based on submission of receipts.
18-12-1019	That the RCMP Crime Mapping be linked to the Mackenzie County website.	Carol	Waiting on link from the RCMP
18-12-1036	That based on the fact that the entire joint boundary of the Regional Municipality of Wood Buffalo and Mackenzie County is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the MGA that requires Mackenzie County to have an Inter-municipal Development Plan (IDP) together with the Regional Municipality of Wood Buffalo.	Byron	Minister approved February 12, 2019
December 12, 2018 Budget Council Meeting			
18-12-1054	That administration research options to have all farmland reassessed within three years.	Bill	Completed in Assessor's presentation 2019-03-26
January 14, 2019 Budget Council Meeting			
19-01-003	That the proposed 2019 tax rates be set as follows, subject to final review of budget and assessments. <ul style="list-style-type: none"> • minimum farmland tax be set at \$50.00 • farmland mill rate be increased by 10% • non-residential tax rate ratio be set at 1.75 (9%) • residential tax rate be reduced by 5% 	Bill	In progress. Will be reflected in 2019 tax rate bylaw

Motion	Action Required	Action By	Status
19-01-010	That the Zama Road LOC project report be received for information and that the bridge request from Paramount be brought back for consideration.	Len	RFD 2019-04-08
January 16, 2019 Regular Council Meeting			
19-01-024	That administration make changes to the Fire Services Medical First Response (MFR) program as follows: <ul style="list-style-type: none"> • Change Standard Operating Procedures so that only a minimum of fire fighters are dispatched to each MFR. • Change guidelines to dispatch so that fire fighters are only dispatched for calls that are considered critical. • Develop a protocol to allow Alberta Health Services (AHS) to dispatch fire fighters on demand. This system would be used when dispatch did not call for fire fighters however, once on scene AHS discovered a need. • That the partnership program revenue be included in the County's financial reporting. 	Doug	Completed
19-01-025	That administration redraft a condensed Public Consumption of Cannabis Survey, with consumption meaning smoking or vaping.	Carol	In progress
19-01-036	That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the Municipal Government Act (MGA) for the municipalities of Northern Sunrise County and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.	Byron	In progress
February 12, 2019 Regular Council Meeting			
19-02-062	That the 2018 tax recovery public auction be adjourned for the following properties: <ul style="list-style-type: none"> • Tax Roll 077071 • Tax Roll 300574 • Tax Roll 296347 • Tax Roll 106062 • Tax Roll 148080 	Bill	Proceeding with sale.
19-02-063	That administration continue to investigate the pros and cons of de-registering the Zama Airstrip with NavCanada and that it be brought back to Council.	Don	In progress
19-02-071	That Mackenzie County apply for the Community Capacity Building Program Grant through Energy Efficiency Alberta to help assess the viability of generating electrical power from biomass in the La Crete area.	Byron	Application submitted.
February 27, 2019 Regular Council Meeting			

Motion	Action Required	Action By	Status
19-02-100	That administration prepare an agreement between Mackenzie County and the LA on Wheels Society based on the Handivan Memorandum of Understanding with the following amendment(s): a. Mackenzie County retains ownership. b. That the Society be allowed to take the Handivan out of the region at the Board's discretion.	Doug	Completed
19-02-107	That a letter of support be provided for the Northwest Species at Risk Committee Alberta Biodiversity Monitoring Institute Collaborative Caribou Ranges Research Project.	Byron	
19-02-109	That Mackenzie County partner with the Regional Economic Development Initiative on a 50/50 cost sharing basis for the Power Generation Strategy Study (estimated cost is \$70,000).	Byron	In progress
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	
March 12, 2019 Regular Council Meeting			
19-03-125	That the fees for fire invoice # IVC026677 in the amount of \$1,868.00 be written off due to extenuating circumstances.	Bill	Completed
19-03-142	That first reading be given to Bylaw 1137-19 being the borrowing bylaw for the Highway 88 Connector Project.	Bill	Bylaw to be advertised.
19-03-149	That Offsite Levies/Frontage revenues in 2018 of \$48,060 be contributed to the Off-Site Levy Reserve.	Bill	Completed
19-03-150	That Gravel Aggregate revenue in 2018 of \$44,089 be contributed to the Gravel Reclamation Reserve.	Bill	Completed
19-03-151	That Municipal Reserve revenue in 2018 of \$86,410 be contributed to the Municipal Reserve.	Bill	Completed
19-03-152	That \$626,779 be contributed in 2018 as follows: <ul style="list-style-type: none"> • \$459,879 to the General Operating Reserve to fund 2018 carry forward Non -TCA projects, • \$166,900 to the General Operating Reserve to fund 2018 carry forward amounts for Capital Grants to the Town of High Level. 	Bill	Completed
19-03-153	That \$695,470 be contributed in 2018 to the General Operating Reserve to fund carry forward amounts from previous years for Capital Grants to the Town of High Level.	Bill	Completed
19-03-154	That \$330,000 be contributed in 2018 to the General Operating Reserve to be allocated to fund the Zama Road Frost Heaves at \$300,000 and Airport Operations Safety Manuals at \$30,000.	Bill	Completed

Motion	Action Required	Action By	Status
19-03-155	That \$672,000 in 2018 be contributed to the Water/Sewer Infrastructure Reserve.	Bill	Completed
19-03-156	That the balance of the 2018 Operating surplus be contributed to the General Operating Reserve & General Capital Reserve on a 50-50 basis.	Bill	Completed
19-03-157	That the 2018 TCA projects detailed in Appendix #1 (attached), with over expenditures totaling \$25,327, be funded from the General Capital Reserve.	Bill	Completed
19-03-158	That the 46 Ave Pavement Project budget be increased by \$147,500 with the necessary funding coming from the General Capital Reserve.	Bill	Completed
19-03-159	That the Municipal Sustainability Initiative (MSI) funding allocations be amended, with the funding coming from the General Capital Reserve for the following projects: <ul style="list-style-type: none"> • Information Technology Network Equipment - \$28,727 • Main Lift Station Meter -\$11,960 • Parks Storage Shed - \$26,500 	Bill	Completed
19-03-160	That the Main Lift Station Grinder Project current funding in the amount of \$10,244 from Other Grants be amended to General Capital Reserve.	Bill	Completed
19-03-161	That the following items be brought to the Water North Coalition as items to advocate for: <ul style="list-style-type: none"> • Grant funding be made available for new rural and urban water distribution systems. • Collaboration between Provincial and Federal Governments regarding water regulations and water and wastewater improvements for First Nations. • Water Act interpretation. 	Fred	WNC Meeting
19-03-162	That first reading be given to Bylaw 1133-19 being a Land Use Bylaw Amendment to rezone Part of Plan 782 0147, Block 14 from Institutional "I" to Hamlet Residential 2 "H-R2", subject to public hearing input.	Byron	Public Hearing cancelled due to Applicant withdrawing application
19-03-163	That first reading be given to Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway and public hearing input.	Byron	Public Hearing scheduled for April 8, 2019
19-03-168	That the 100A Street future main street widening be referred to the Municipal Planning Commission for review and consideration of the following and that their recommendations be brought back to Council: <ul style="list-style-type: none"> • Road Corridor Width • Current and Future Setbacks 	Byron	RFD 2019-04-08

Motion	Action Required	Action By	Status
19-03-169	That Mackenzie County proceed with stakeholder and community engagement to identify rural industrial lands neighbouring the hamlet of La Crete.	Byron	
19-03-170	That the 2019 Budget be amended to include a grant in the amount of \$17,500 to the Regional Economic Development Initiative (REDI) for the Power Generation Strategy Study.	Bill	Completed
19-03-171	That the draft smoke management bylaw be redrafted with the following: <ul style="list-style-type: none"> No burning within the white zone (agricultural land) without a permit. No burning between November 1st and February 28th. No burning within the green zone within 10 miles of a major roadway without a permit. 	Carol Len	In progress
19-03-186	That Mackenzie County investigate partnering with the Town of High Level and the Town of Rainbow Lake to host the 2022 Alberta Summer Games.	Byron	
19-03-191	That the organizational chart be approved with the following amendments: <ul style="list-style-type: none"> Add - Additional Summer Weed Inspector Remove - Peace Officer Position Change - CAO Executive Assistant Position to be moved under Legislative & Support Services Department 	Carol	Organizational Chart updated and published. Advertise positions.
March 27, 2019 Regular Council Meeting			
19-03-200	That Bylaw 1115-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be TABLED until the plan for La Crete 100A Street is reviewed by Council.	Byron	
19-03-201	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be TABLED until the plan for La Crete 100A Street is reviewed by Council.	Byron	
19-03-203	That Mackenzie County attempt to become part of the new monitoring committee for Wood Buffalo National Park.	Byron	
19-03-204	That the Fort Vermilion – Peace River Flood Risk Assessment Final Report conducted by Northwest Hydraulic Consultants be received for information and that the County request additional involvement in the Phase II study by Alberta Environment and Parks.	Byron	
19-03-208	That administration be authorized to proceed with payment of \$50,000 to the Town of High Level, as	Len	In progress

Motion	Action Required	Action By	Status
	financial administrators of the Northwest Species at Risk Committee (NWSAR), in order to maintain voting membership in NWSAR.		
19-03-210	That Mackenzie County continue to fund the RCMP Enhanced Policing Position – School Resource Officer, subject to financial contribution by the Fort Vermilion School Division; and that Mackenzie County continue to fund the second RCMP Enhanced Policing Position (½ time School Resource Officer and ½ time La Crete Community Policing).	Len Carol Doug	In progress
19-03-211	That administration work with the Fort Vermilion School Division and the RCMP to review and bring back a revised Memorandum of Understanding for Enhanced Policing services.	Len Carol Doug	Meeting held 2019-04-04 MOU in progress
19-03-214	That Municipal Affairs be invited to meet with Council to discuss ongoing concerns within the County.	Len Carol	
19-03-218	That Mackenzie County become a member of the Coalition of Canadian Municipalities for Energy Action.	Len	Completed
19-03-219	That Mackenzie County sponsor the Municipal District of Opportunity & Bigstone Cree Nation Canadian Diabetes Golf Tournament on August 8, 2019 as a Food Hole Sponsor.	Carol	Completed

From: [Christian von Donat](#)
To: [Len Racher](#)
Cc: [Richard Mullin](#); [Lori King](#)
Subject: RE: Coalition of Canadian Municipalities for Energy Action
Date: April 3, 2019 6:57:32 PM
Attachments: [image001.png](#)

Good evening Len,

Thank you for contacting us; we are excited to hear that your municipality has decided to join the Coalition of Canadian Municipalities for Energy Action. We have undertaken an urgent, robust agenda to highlight the concerns that this legislation could have on municipalities across Canada. I have copied our accounting Director Lori who can send over the invoice shortly.

Here are some of the immediate next steps that we ask for your support on:

1. The coalition has been invited to appear before the Senate Committee on Energy, the Environment, and Natural Resources **next week in Fort McMurray** to detail some of the concerns with the legislation and answer questions. The committee has a set maximum of two witnesses that may appear for the coalition, but we will be sharing the committee remarks and key messages that you can share locally and engage on.
2. Our www.energytowns.ca website has seen growing engagement from municipalities and individuals who are engaging with decision-makers through it. **Please send us a copy of your town logo so we can add it to the website.** We recommend letting concerned local individuals know to visit the site and fill out their address, which will send all of their local Senators a letter outlining their concerns with the legislation.
3. If you are interested in engaging with your local media on this issue, we can share key messages of concern and help facilitate a touch-base with the local journalists at you request.
4. We are planning a lobby day in Ottawa on May 1st and 2nd to meet with key political decision-makers in the House of Commons, Senate, and with political leadership representatives. Each coalition member can send 1-2 delegates to join this day in Ottawa and take part in meetings and potential public relations/media outreach. Travel and other costs would be the responsibility of each member taking part. **Please advise if you or your municipality is interested or available to take part.**
5. We plan to send weekly updates and other updates as needed to coalition members. **Please let us know who at the municipality is best to direct those to and involve in the emails with the other coalition members.**

Last, we would be pleased to touch base for a phone meeting and answer any questions or discuss the above items at your convenience. My direct contact information is below and I have copied my colleague Richard Mullin who is deeply engaged on this as well.

Best regards,

Christian

Christian Alexander von Donat
Director, Government Relations and Strategy



C-(613) 408-0498

O-(613) 317-2850

From: Len Racher <lracher@mackenziecounty.com>

Sent: Tuesday, April 02, 2019 5:33 PM

To: Christian von Donat <christian@impactcanada.com>

Subject: Coalition of Canadian Municipalities for Energy Action

Good afternoon Christian,

Thank you for the invitation to join the Coalition. Our Council has passed a motion to become a member. If you could please invoice Mackenzie County for this membership and provide information on what our membership entails it would be appreciated.

Len Racher | Chief Administrative Officer | Mackenzie County

PO Box 640, 4511-46 Ave. | Fort Vermilion | AB | T0H 1N0

Direct: 780.927.3719 ext. 2501 | Main Line: 780.927.3718

Toll Free: 1.877.927.0677 | Cell: 780.841.9166

www.mackenziecounty.com

From: [Tasha Blumenthal](#)
Cc: [RMA Board Dist: Policy Analysts](#)
Subject: Resource Communities of Canada Coalition
Date: February 26, 2019 12:03:03 PM
Attachments: [image001.png](#)

RMA Mayors and Reeves,

On behalf of President Al Kemmere, we wanted to share information regarding an important initiative that is underway.

Responsible resource development is essential for the future of Canadian municipalities. After talking to many municipal partners, there is a lot of momentum around coordinating our Canadian municipal voice to:

- 1) Advocate for responsible resource development.
- 2) Ensure municipal perspectives are being heard on issues impacting resource development.
- 3) Share factual information regarding resource development interests.

The RMA met with our sister municipal associations across Western Canada last week to discuss forming a Resource Communities of Canada (RCC) coalition to unify activities and key messages that will help us achieve these objectives. As a coordinated effort between municipalities and municipal associations, the RCC will also liaise with industry experts to share information. We look forward to engaging our members as we work on this coordinated effort.

Some of our first activities will include further discussion on the impacts of Bill C-69, and a potential coordinated submission to Senate. The RCC will also be working on an awareness campaign at the Quebec City FCM Conference at the end of May.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country. We will continue to keep you apprised of information regarding the RCC and how you can be engaged to support this initiative.

Tasha Blumenthal, MBA
Director of External Relations & Advocacy



Office: 780.955.4094

Cell: 780.716.5190

RMAAlberta.com

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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From: [President](#)
Subject: Invitation from the Regional Municipality of Wood Buffalo
Date: April 4, 2019 9:42:10 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Dear AUMA members,

I am pleased to forward onto you an invitation from the Mayor of the Regional Municipality of Wood Buffalo, Don Scott, QC, to be their guests for a special visit to Wood Buffalo April 10 – 11, 2019.

The Senate Standing Committee on Energy, the Environment and Natural Resources is holding public hearings in Fort McMurray on Wednesday, April 10. While the committee will not be inviting individual municipalities to speak to the bill, there will be an opportunity to make written submissions and the hearing provides a good opportunity for municipalities to show solidarity and observe the parliamentary process firsthand.

In the evening of April 10, RMWB will be host a networking reception for AUMA members.

On Thursday, April 11, RMWB is offering to take us on a half-day tour of Suncor's base plant facilities where you'll get an up-close look at the oil sands industry and view the region's first reclaimed tailings pond before heading home in the afternoon.

As your hosts, RMWB will provide meals for the duration of your visit. A more detailed itinerary will follow. Please RSVP by end of day Friday, April 5, by emailing Mayor Don Scott at mayor@rmwb.ca.

As president of AUMA, I believe this is an excellent opportunity to further affirm the work we are doing as part of the Resource Communities of Canada Coalition and I encourage you to attend and see for yourself why Wood Buffalo is a vibrant, sustainable region we are proud to call home.

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca
Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-AUMA | www.auma.ca  



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N'DEH Limited Partnership

Netaskinan Development (GP) Ltd.

Forest Industry Open House & Information Sessions

The Companies would like to share information and hear from Industry, First Nations, Trappers, Recreational Users, and Members of the Public about our proposed harvesting, hauling and reforestation activities. Please come to our events to talk to forestry representatives about:

- General information about the forest industry and the Companies
- The General Development Plan projecting the location of activities for the next 5-years
- The 2019 Reforestation and Bend and Break Programs.
- The Tolko mill, thermal energy plant and other projects.

High Level Open House

Town of High Level Office
(10511-103 Street, High Level)
Wednesday, May 15th, 2019

BBQ, refreshments and Seedlings from 11:00am - 1:00pm
Open House held from 11:00am - 5:00pm

LaCrete Information Session

LaCrete Mackenzie County Sub-Office
(9205-100 Street, LaCrete)
Thursday, May 16th, 2019
Held from 10:00am-12:00pm
(Refreshments & Seedlings available)

Fort Vermilion Information Session

Mackenzie County Corporate Office
(4511-46 Avenue, Fort Vermilion)
Thursday, May 16th, 2019
Held from 1:00pm-3:00pm
(Refreshments & Seedlings available)

If you are unable to attend, and would like information or to speak to a forestry representative please contact:

Trevor Lafreniere
Tolko Industries Ltd.
(780) 805-3851
trevor.lafreniere@tolko.com

Tiffany Olson
Norbord Inc.
(780) 831-2520
tiffany.Olson@norbord.com

Aaron Doepel
La Crete Sawmills Ltd.
(780) 928-2292
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highlevelwoodlands.com