



MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

JUNE 23, 2022
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
COMMITTEE OF THE WHOLE MEETING**

**Thursday, June 23, 2022
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the May 25, 2022 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) Brian Saunders, Alberta First Responders Radio Communications System (AFRRCS) (11:00 a.m.)	13
		b) Boreal Housing Foundation Re: Fort Vermilion Flood Mitigation report (11:15 a.m.)	19
		c) Streetlight LED Conversion Option (1:00 p.m.)	21
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BUSINESS:	5.	a) Public Land Sales Update	25
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		c) Cheque Registers – May 21, 2022 – June 17, 2022	53
		d) MasterCard Statements – April 2022	55
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Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 23, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Minutes of the May 24, 2022 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the May 24, 2022 Committee of the Whole 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: J. Schmidt Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the May 24, 2022 Committee of the Whole Meeting be adopted as presented.

Author: J. Schmidt Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, May 24, 2022
10:00 a.m.**

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

PRESENT:	Josh Knelsen	Reeve – virtual
	Jacque Bateman	Councillor
	Peter F. Braun	Councillor – Chair
	Cameron Cardinal	Councillor
	Darrell Derksen	Councillor – virtual/arrived in-person at 10:48 a.m.
	David Driedger	Councillor
	Garrell Smith	Councillor
	Lisa Wardley	Councillor - virtual
REGRETS:	Walter Sarapuk	Deputy Reeve
	Ernest Peters	Councillor
ADMINISTRATION:	Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
	Carrie Simpson	Director of Legislative Services/Recording Secretary
	Jennifer Batt	Director of Finance
	Don Roberts	Director of Community Services
	John Zacharias	Director of Utilities – virtual
	Willie Schmidt	Fleet Manager

ALSO PRESENT:

Minutes of the Committee of the Whole Meeting for Mackenzie County held on May 24, 2022 in the Council Chambers at the Fort Vermilion County Office.

Reeve Josh Knelsen appointed Councillor Braun to reside as Chair due to his virtual participation.

CALL TO ORDER: 1. a) Call to Order

Chair Braun called the meeting to order at 10:01a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION COW 22-05-053 MOVED by Councillor Bateman

That the agenda be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the April 26, 2022 Committee of the
Whole Meeting**

MOTION COW 22-05-054

MOVED by Councillor Wardley

That the minutes of the April 26, 2022 Committee of the
Whole Meeting be adopted as presented.

CARRIED

DELEGATION

4. a) None

BUSINESS

5. a) Fire Department Fleet

MOTION COW 22-05-055

MOVED by Councillor Cardinal

That the Fire Department Fleet update be received for
information.

CARRIED

BUSINESS

5. b) Grader Fleet

MOTION COW 22-05-056

MOVED by Councillor Smith

That a recommendation be made to Council to direct public
works to bring back Grader information for further discussions.

CARRIED

MOTION COW 22-05-057

MOVED by Councillor Bateman

That a recommendation be made to Council directing
administration to advertise the 140M AWD Grader publicly for
sale, with a reserve bid of \$ 225,000.

CARRIED

MOTION COW 22-05-058

MOVED by Councillor Cardinal

That a recommendation be made to Council directing
administration to advertise the 160M AWD Grader publicly for

sale, with a reserve bid of \$ 270,000.

CARRIED

BUSINESS

5. c) Fleet Service Review

MOTION COW 22-05-059 **MOVED** by Councillor Driedger

That a recommendation be made to Council for the cargo trailer being used by the RCMP to be turned over to them for registration insurance.

CARRIED

Chair Braun recessed the meeting at 11:06 a.m. and reconvened the meeting at 11:19 a.m.

BUSINESS

5. d) Local Government Fiscal Framework Engagement - Survey

MOTION COW 22-05-060 **MOVED** by Councillor Smith

That a recommendation be made to Council directing administration to submit the Local Government Fiscal Framework Engagement (LGFF) survey as discussed.

CARRIED

Chair Braun recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:33 p.m.

BUSINESS

5. e) RMA – Intermunicipal Collaboration Framework (ICF) Survey

MOTION COW 22-05-061 **MOVED** by Councillor Derksen

That a recommendation be made to Council directing administration to submit the Rural Municipalities of Alberta (RMA) – Intermunicipal Collaboration Framework (ICF) survey as discussed.

CARRIED

BUSINESS

5. f) Enhanced Policing Contract – Memorandum of Understanding

MOTION COW 22-05-062 MOVED by Councillor Wardley

That a recommendation be made to Council requesting administration pursue renewing the Memorandum of Understanding agreement for Enhanced Policing for Mackenzie County with changes as discussed and the draft be presented at a future Council meeting.

CARRIED

BUSINESS

5. g) Cheque Registers – April 24, 2022 – May 20, 2022

MOTION COW 22-05-063 MOVED by Councillor Driedger

That the cheque registers from April 24, 2022 – May 20, 2022, and April 2022 online payments be received for information.

CARRIED

BUSINESS

5. h) MasterCard Statements – March 2022

MOTION COW 22-05-064 MOVED by Councillor Wardley

That the MasterCard statements for March, 2022 be received for information.

CARRIED

POLICY REVIEW

6. a) None

CLOSED MEETING

7.a) Closed Meeting

MOTION COW 22-05-065 MOVED by Councillor Bateman

That Council move into a closed meeting at 1:12 p.m. to discuss the following:

- 7.a) Intergovernmental Relations (s.21, 22, 23 and 24)

CARRIED

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

- Reeve Josh Knelsen (virtual)
- Councillor Jacquie Bateman

- Councillor Gary Smith
- Councillor Peter Braun (Chair)
- Councillor Darrell Derksen
- Councillor David Driedger
- Councillor Cameron Cardinal
- Councillor Lisa Wardley (virtual)
- Byron Peters, Interim Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Carrie Simpson, Director of Legislative Services
- Don Roberts, Director of Community Services

MOTION COW 22-05-066 **MOVED** by Councillor Derksen

That Council move out of the closed meeting at 1:35 p.m.

CARRIED

MOTION COW 22-05-067 **MOVED** by Councillor Smith

That Council directs administration to extend an invitation to the Boreal Housing Foundation Board members as a delegation for the Committee of the Whole meeting on June 23, 2022 at 11:00 a.m.

CARRIED

NEXT MEETING DATE: **8. a)** Committee of the Whole Meeting
June 23, 2022
10.00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **9. a) Adjournment**

MOTION COW 22-05-068 **MOVED** by Councillor Bateman

That the May 24, 2022 Committee of the Whole meeting be adjourned at 1:36 p.m.

CARRIED

These minutes will be presented for approval on June 23, 2022 Committee of the Whole meeting.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

Unapproved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	June 23rd, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	DELEGATION Alberta First Responders Radio Communications System (AFRRCS)

BACKGROUND / PROPOSAL:

Administration has identified that our current means of communications within the Fire departments are failing and are due for upgrades and replacements.

Administration is also in the process of identifying costs associated with upgrades and replacements. Preliminary costs are provided.

The concept of Mackenzie County moving to an AFRRC system has been discussed by Council before.

Administration has arranged an AFRRCS Business Relationship Coordinator to provide a presentation. This presentation does not provide cost of hardware (Radios, mobiles) but rather an overview of the system and what is provided by the Province and what options are available.

OPTIONS & BENEFITS:

The Committee has the following procedural options:

1. Receive the presentation for information.
2. Refer to administration for further review.
3. Make a recommendation to Council for further action.

COSTS & SOURCE OF FUNDING:

2023 Budget deliberations

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

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

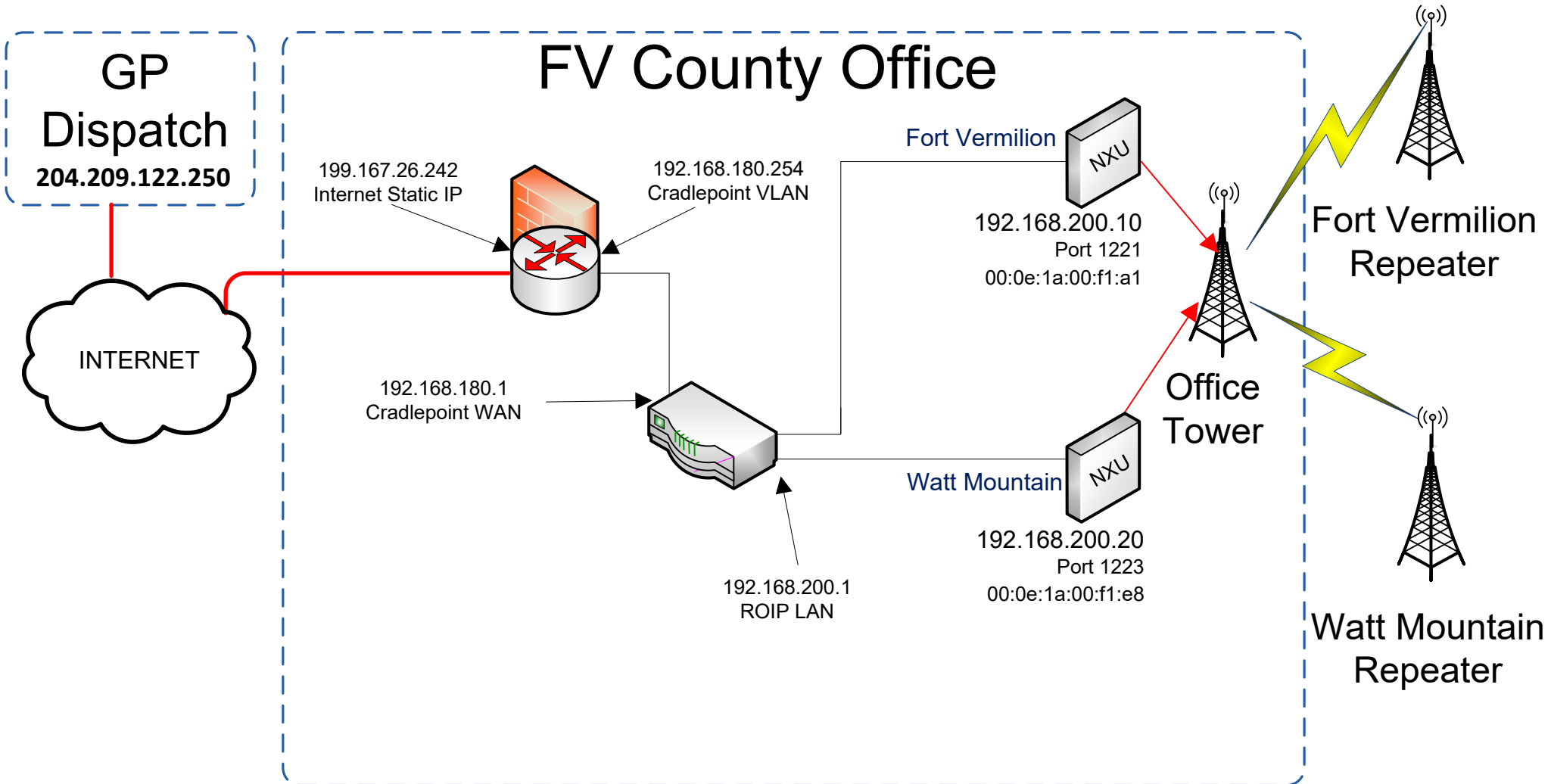
RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

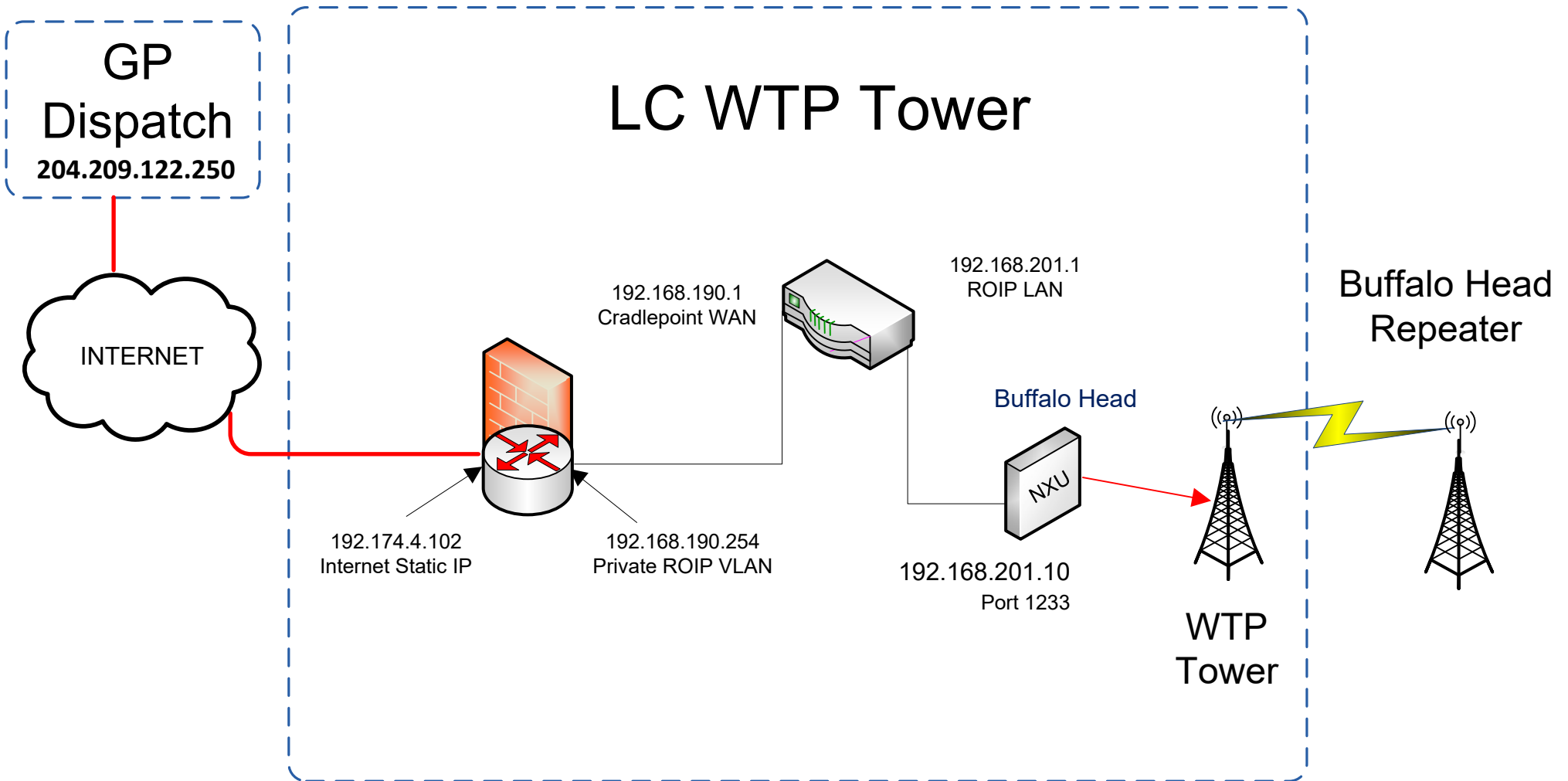
For discussion.

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

Dispatch Network Diagram



* Note: Must be on Cradlepoint LAN subnet directly to access the Router configuration page



* Note: Must be on Cradlepoint LAN subnet directly to access the Router configuration page

QUOTE

Sold To:

Quote No.: 1407
 Date: 2021-09-22
 Page: 1
 Ship Date:

Ship To:

Mackenzie Country
 Accounts Payable
 PO Box 640
 Fort Vermillion, AB T0H 1N0
 Canada

Mackenzie Country
 Accounts Payable
 PO Box 640
 Fort Vermillion, AB T0H 1N0
 Canada
 Neil Simpson

Business No.: 802259291

Item No.	Quantity	Unit	Description	Tax	Base Price	Disc %	Unit Price	Amount
NPN-SS	50	Each	VP6430GRF2 AFRRCS High Viz Handheld. Includes Battery, Antenna, Mic, Case.	G	3,296.35		3,296.35	164,817.50
KSC-Y32K	26	Each	Charger Intelligent KNB-L1/L2/L3/N4/LS6 Single Charger	G	99.94		99.94	2,598.44
KSC-326K	4	Each	Charger 6-Slot Rapid Rate	G	699.94		699.94	2,799.76
NPN-SS	14	Each	VM5930BF AFRRCS Single Head Mobile Radio. Includes 1 Head, Mic, Power cable, Antenna	G	2,467.66		2,467.66	34,547.24
NPN-SS	4	Each	VM5930BF AFRRCS Dual head Mobile Radio. Includes 2 Heads, Cabling for dual head operation, Mic, Power cables, Antenna	G	2,956.18		2,956.18	11,824.72
NPN-SS	1	Each	Programming and Software Updates	G	1,000.00		1,000.00	1,000.00
NPN-SS	68	Each	2 Year Extended Warranty (price per Radio)	G	335.92		335.92	22,842.56
NPN-SS	50	Each	Discount for trade in Handheld Radios and accessories	G	-200.00		-200.00	-10,000.00
NPN-SS	18	Each	Discount for trade in Mobile Radios and accessories	G	-100.00		-100.00	-1,800.00
Shipping rates will be confirmed prior to ordering								
Subtotal:								228,630.22
G - GST 5% GST/HST								11,431.52
Shipped by							Total Amount	240,061.74
Comments								
Sold By:								



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of The Whole Meeting
Meeting Date:	June 23, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION Boreal Housing Foundation Re: Fort Vermilion Flood Mitigation report

BACKGROUND / PROPOSAL:

Administration was requested to provide an update on the development undertaken, process of awarding, along with the funding limitations and requirements under the grant.

During the May 24, 2022 Committee of the Whole meeting, Council passed the following motion:

MOTION COW 22-05-067 *That Council directs administration to extend an invitation to the Boreal Housing Foundation Board members as a delegation for the Committee of the Whole meeting on June 23, 2022 at 11:00 a.m.*

CARRIED

Following the 2020 Overland flood, an application was submitted to the Province to support mitigation options for areas affected by the flood. Approval of relocation of residents, businesses, and non-profits from the flood plain was support by way of grant funding in April 2021. Government bodies, were not included in this application, as applications were to be made by each department respectively.

As there were no lands/subdivisions available within the Hamlet of Fort Vermilion for the relocation, it was understood that the County would spearhead the development of new lands, and assist other bodies in the relocation efforts if required/requested. Funding of the lands for the relocation were to be used for this development from each applicants respective grant funding approved.

From the date of the flooding, through the application and approval stages, costs have risen. Available services and material sourcing has been challenging due to outside factors in the past few years. A higher cost than anticipated in the original application

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

stage, and delayed development noted above have been some of the most recent challenges.

Mapping, Phase development and additional information requested can be provided during delegation discussions.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Municipal Affairs – Alberta Emergency Management Agency

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Boreal Housing Foundation Boards & Mackenzie County - Fort Vermilion Mitigation Program report be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 23, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	DELEGATION Streetlight LED Conversion Option

BACKGROUND / PROPOSAL:

Administration was made aware of the option to convert all high-pressure sodium (HPS) and mercury vapor (MV) fixtures to light-emitting diode (LED) fixtures. Since 2016 ATCO has changed its engineering standards to LED fixtures. This is mainly due to the benefits of LED; reduced energy consumption/maintenance costs, increased fixture lifespan, equal or better lighting quality.

Currently within Mackenzie County limits there are 810 streetlights, of which 682 are ATCO non-invested streetlight rate (61E) and 128 invested streetlight rate (61B). Street lights within the county are primarily built within the scope of development and are turned over to the county to pay monthly distribution charges but are owned by ATCO.

Non-invested streetlights:

For lighting fixtures owned, installed and maintained by ATCO.

- Customer is responsible for the full installation cost.
- The Non-Invested rate does not cover costs for damage, repair or replacement of streetlights.
- Includes maintenance only
- Customer is responsible for full cost of head replacement and repairs.
- HPS bulbs discontinue February 2023.
- LED replacement head is an average \$600-800/each.
- The community does not receive any company investment.

Invested Streetlights:

For lighting fixtures owned, installed and maintained by ATCO.

- The customer is responsible for the full installation cost of new poles.
- The Invested Rate covers all repairs and replacements for streetlights.

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

- ATCO is responsible for the full cost of end-of life replacement (poles and davits) and maintenance. The community receives company investment as per the Alberta Utilities Commission (AUC) approved investment rate.

ATCO estimates the value of all existing streetlights at \$987.43/streetlight. If the streetlights on the Non-Invested Rate streetlights are moved to the Invested Rate ATCO will invest \$987.43/existing non-invested streetlight.

The amount the County would receive from the ATCO investment would be \$673,427.26.

LED Streetlights:

If all streetlights are moved onto the Invested rate then the LED Multiplier Conversion program is available to the county. The multiplier is applied to the invested rate for customers wanting conversion of all streetlights (LED Conversion Multiplier Program) at the rate of 7.96%.

Additionally, there would be savings on the electricity; lower wattage = lower costs, the monthly distribution fees would decrease slightly, but there would be the multiplier addition in the amount of \$14.88 per streetlight.

$\$14.88 \times 682 \text{ lights} \times 12 \text{ months} = \$121,778$ per year increase.

This increase could be covered by the investment the County receives for approximately 5.5 years, depending on fluctuating rates.

If the County moves forward with the LED Conversion, all current 100W, 150W, 250W HPS/MV streetlights will be converted to the invested rate of 61B; and then converted to LED, under the 61M wattage. The County is required to be an invested streetlight community- all lights- to qualify for the LED Conversion program.

Within the next 5 years ATCO expects that 647 of the 682 Non-Invested (61E) streetlights will require LED head replacements at an estimated cost of \$452,900.

There may be another \$4,086,000 in future replacement costs of poles and davits.

The current cost to replace a wood pole including the LED light is \$3,000 - \$4,000. The current cost to replace a steel davit with an LED light is \$6,000 - \$9,000.

ATCO's estimate is that the lifespan of an LED light is approximately 10 years, with some lasting as long as 20 years. Steel davits have an approximate 15-20-year lifespan. Wood poles vary depending on the environment they are in so the lifespan ranges from 15-50 years.

Once the LED Multiplier Program has ended in 2023/24 the conversion of streetlights would require costs to be paid at installation by Mackenzie County including all future repairs and replacements.

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

OPTIONS & BENEFITS:

Option 1:

To switch all streetlights to Invested rate to avoid cost of maintenance and replacement.

Option 2:

To switch all eligible streetlights to Invested rate and participate in the LED Conversion Multiplier Program. All future eligible street light repair and maintenance cost are covered by ATCO.

Option 3:

To not make any changes to current status of streetlights. Costs for repair, replacement and LED conversion would be at the county’s cost.

COSTS & SOURCE OF FUNDING:

Mackenzie County would receive an ATCO investment of \$673,427.26. These funds could be reserved to cover the increase cost in distribution fees for 5.5 years depending on fluctuating rates.

The switch to Invested rate will save the county on the cost of repair and replacement. The LED Conversion program will save the county the cost of upfront capital for new, efficient streetlights and save money with the lower wattage of LED streetlights decreasing electricity costs.

In 2021 the cost of electricity for streetlighting was \$230,447.66 for Mackenzie County.

SUSTAINABILITY PLAN:

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 sustainability.

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	June 23, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	Public Land Sales Update

BACKGROUND / PROPOSAL:

Recently Administration met with AEP to review the progress with public land sales.

PLS	Location	Comments
140031	South of High Level	FNC (3)1 – 1 is complete – 1 is awaiting final response, 1 – Requested to meet with Mackenzie County Council
170002	Hutch Lake Campground	AEP has suggested changing from a Public Lands Sale (PLS) to a Tourism and Commercial Recreation Lease (TCL) 60-year lease
180022	Tourangeau Lake	AEP supports this and see no problems due to surrounding area is all privately owned. Need survey
180027	Zama	1 FN to consult nearing adequacy- AEP did question/confirm on the amount of Lands
190005	Hutch Lake Cabins	FNC – pre-consult had been completed
	La Crete Ferry Campground	AEP has suggested changing from a Public Lands Sale (PLS) to a Tourism and Commercial Recreation Lease (TCL) 60-year lease
	Atlas Landing Area	AEP will support PLS application They suggest we create a recreation area rather than remediation of gravel pit

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

	FV Bridge Campground	Waiting for order in Council (provincial) to amalgamate, again AEP has suggested to apply for a TCL 60-year lease rather than PLS. AEP have stated we should proceed with the development of a Plan.
	Machesis Lake Campground	Will not support PLS, TCL 60 year lease offered
	Wadlin Lake Campground	Will not support PLS, TCL 60 year lease offered

OPTIONS & BENEFITS:

The Committee has the following procedural options:

1. Receive the presentation for information.
2. Refer to administration for further review.
3. Make a recommendation to Council for further action.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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

Director's Guide to Leases for Tourism and Commercial Recreation Purposes

Alberta Environment and Parks, Government of Alberta
November 1, 2019
Guide to Leases for Tourism and Commercial Recreation Purposes
Public Land Management, 2019, No.2.
Public Land Policy

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Introduction

Purpose

This guide provides guidelines for formal dispositions for tourism and commercial recreation purposes under the *Public Lands Act* and the Public Lands Administration Regulation (PLAR).

More specifically, this guide identifies:

- The activities which may be appropriate to be carried out on public land under a lease for tourism and commercial recreation purposes;
- Process for applying for the formal disposition of a lease for tourism and commercial recreation purposes (TCL);
- Considerations for decision makers in determining TCL term length;
- Considerations for decision makers related to TCL conditions and security amounts, and;
- Relationship to other disposition types.

Alberta Environment and Parks (AEP) is responsible for managing Alberta's public lands pursuant to the *Public Lands Act*.

Background

The *Public Lands Act* and PLAR are the regulatory framework for managing public land dispositions.

The Regulatory Excellence Division, as the main user of this guide, is responsible for ensuring that directors consider the guide on an ongoing basis. Land Policy Branch, as the guide owner, is responsible for ongoing maintenance and updates to the guide. More specifically, the following roles are responsible for maintaining, approving and using this procedure:

- Guide owner: Land Policy
- Guide approval: Executive Directors of Policy and Public Lands Approvals
- Guide users: Public Lands Approvals staff

Scope

This guide only applies to purposes and activities on public land which fall within the definition of "tourism and commercial recreation" as contained in section 143.1 of PLAR.

Tourism and Commercial Recreation Purposes and Activities

As indicated in PLAR section 143.1, tourism and commercial recreation includes accommodations or activities (or services ancillary to accommodation or activities) that are provided or arranged in exchange for payment to members of the public for their pleasure or leisure and are intended to produce economic benefit. This is not changed by the status of the organization providing this service. Therefore, a TCL may be appropriate for activities or accommodations provided by corporations, partnerships, not-for-profit organizations, municipalities or other entities.

There are a wide range of tourism-related and recreation-related activities which may be permissible uses of public land which may fall under the TCL or under a different disposition type. PLAR Table A1 may assist to determine which disposition type is more appropriate for the use or activity.

- [PLAR Table A1: Alberta Environment and Parks \(AEP\) PLAR Dispositions](#)

Tourism and commercial recreation activities which would be permissible under a TCL do not include:

- Guiding activities authorized under the *Wildlife Act*
- Access roads
- Personal recreational use
- Access for utility systems required for tourism and commercial recreation accommodations or activities

Activities that fall under a TCL

For tourism and commercial recreation purposes, some of the activities that may be authorized under a TCL are outlined in PLAR s. 143.1(2). Activities which are similar to those specifically referenced in PLAR s. 143.1(2) may also be authorized under a TCL, such as activities for leisure (indoor or outdoor hot pools), or activities for health and wellness, such as spas.

Services that are ancillary to tourism and commercial recreation accommodations or activities may also fall under the TCL or a different disposition type, depending on the specific activity.

This section deals with new applications for accommodations or activities that are aligned with PLAR s.143.1. For existing activities, see section below on existing disposition holders.

Accommodations

There are many terms to describe a location that provides short-term, overnight accommodations. Terms used may include, but not limited to hotel, motel, inn, lodge, cabins, campgrounds and tent camps. Generally, accommodations which may be considered under a TCL are for overnight stays where the rental contract is not longer than six consecutive months in one calendar year.

Public land is not intended to be used for primary or secondary residential purposes, including subleasing for revenue generation. Therefore, in addition to rentals longer than six months, 'timeshares' or rentals that have multiple-year contracts or agreements should not be considered under a TCL.

Applications for a TCL that include plans for seasonal-length stays on specific lots in campgrounds may be considered if a sufficient number of lots in the campground remain available for short-term stays.

Commercial Recreation

A recreational activity becomes a commercial recreation activity under s. 143.1 of PLAR when the activity is:

1. provided or arranged for members of the public in exchange for payment and
2. the activity is intended to produce an economic benefit.

Not-for-profit organizations or municipalities may provide activities to the public in exchange for payment that are intended to produce economic benefit. Examples are a campground or ski hill. This type of activity would be appropriate under the TCL. However, when an activity is provided without any exchange of payment or without an intent to produce an economic benefit, for example a picnic area, the activity will be considered under a disposition type other than a TCL.

When corporate entities are arranging or providing recreational activities to members of the public it is expected that such corporate entities are doing so in exchange for payment with the intention of producing economic benefit, unless otherwise specified by the applicant.

Ancillary Services

Services ancillary to the accommodation or activity are also permissible under a TCL pursuant to PLAR s. 143.1. "Services ancillary" or ancillary services are those that are secondary to, or depend on the primary accommodation or activity that is permitted under a TCL. An example would be a retail store that provides firewood and bug spray to users of a campground. In this case, the service of a store is ancillary to the primary accommodation (campground) or activities (camping or hiking) and may be considered under a TCL. Such a TCL may be issued to a

different disposition holder than the disposition holder of the TCL for the primary accommodation or activity.

Some services that are dependent on a primary accommodation or activity may be (based on footprint, land use, competing or complimentary interests, environmental considerations, or proximity to accommodation or activity) authorized under a disposition type other than a TCL.

Bundling Activities

Where there are multiple commercial recreation or tourism accommodations, activities or services within a single proposed facility or site, all of these activities may be considered to be authorized under one TCL.

For example, if an applicant submits an application for a TCL to operate an accommodation (such as a campground) with an ice cream store, a small retail store and a mini-golf course, this may be considered by the Director under a single TCL.

Services that are ancillary to the primary activity or accommodation, such as fueling services for a boat dock or off-highway vehicle activity or sewage dumping station for camping units, may be included in a TCL. In addition to having a direct connection with the primary accommodation and activity, the Director should consider the physical proximity of the ancillary service to primary activity. For further information, see the section of this guide titled Ancillary Services.

Associated Dispositions

Activities and uses of public land that are associated with a TCL, but not appropriate for their own TCL or to be bundled into a TCL, may be issued under a different disposition type, such as a Licence of Occupation.

Where a related or associated disposition is being considered, the Director should consider aligning the length of the associated dispositions with the TCL, when appropriate, or align with operation management plan timelines, if relevant. For example, access across public land, issued under a license of occupation, may be required to access an area of public land where accommodation or activity has been authorized under a TCL.

Existing Disposition Holders under Other Dispositions

Existing disposition holders of a formal disposition that has been issued for tourism and commercial recreation purposes may either apply for a TCL in accordance with the application requirements or may continue under their existing disposition for the remaining term of that disposition.

For new applications for a TCL made by existing disposition holders, the following should be considered by the Director:

- Existing business or operation management or other plans are sufficient for the purpose of the potential length of a TCL.
- Consultation or further consultation with First Nations or Métis Settlements may be required as outlined in current consultation policies.

Existing disposition holders may continue to request a renewal or amendment to the existing disposition in accordance with current processes.

Application Review

Once an application for a TCL is complete it will undergo a merit review process. In reviewing an application for a TCL, the Director should give additional consideration to:

- **Extent of the footprint:** geographic area of the activity, the area of land proposed to be disturbed and potential environmental impacts.
- **Permanency** of the activity: permanency of proposed infrastructure, reclamation options and compatibility with other land uses.
- **Intensity** of the land use: number and type of users in a period of time, seasonality of activity, duration of the activity and recurrence of activity. Impacts which tend to increase with increased intensity of use, such as noise, and visual impacts and impacts to other public land users should also be considered.
- **Combined impact** with other activities: consideration to how the impacts of the proposed activity may combine with impacts of other existing or proposed activities in the same geographic area, including compatibility with adjacent land use.
- Tourism and Commercial Recreation Business Plan, in particular:
 - business overview: the compatibility of the vision, objectives and product, with the area of public land including adjacent land uses.
 - type of tourism and commercial recreation activities including number of accommodation units expected, if applicable
 - construction and development plan (if relevant for construction) should clearly address staging, utilities, development phases, consideration to adjacent land use and reclamation.

- management structure for operating sites, operating expectations, such as expected visitors, and an overview of proposed maintenance (for the proposed disposition area). For example, elements of the plan may include considerations for:
 - fish and wildlife management
 - vegetation management
 - water and waste management
 - historic resources identification and management.
- description of ownership for long-term reclamation responsibility
- economic feasibility
 - specific information will be required to show that consideration should be given to a term length longer than 25 years.
- social considerations and sustainable tourism practices

AEP Referrals

In addition to the referrals to subject matter experts within Alberta Environment and Parks during the merit review stage, the Tourism and Commercial Recreation Business Plan, which forms part of a TCL application, should be referred to Alberta Economic Development, Trade and Tourism.

Determining Term Length

A TCL can be issued for up to 60 years.

In determining the appropriate term length, the Director should consider the capital improvement or development cost in addition to the environmental impacts and land management impacts of the proposed development. In order to be considered for a term longer than 25 years, the applicant must demonstrate with specific information the need for a longer term length to support investment or financial requirements.

Considerations Regarding Conditions for TCLs

Once the Director has determined that a TCL should be issued, the Director should consider appropriate conditions to include in a TCL. A TCL may include conditions similar to conditions found in a Miscellaneous or Recreation lease. Some additional conditions for a TCL which the Director may consider are as follows:

- Timing requirements for site entry, commencement of construction and construction phases as per the submitted Tourism and Commercial Recreation Business Plan or another reasonable period of time.
- Timing requirements for sequential amendments for additional development phases completed and as outlined in the submitted Tourism and Commercial Recreation Business Plan or another reasonable time.
- Requirements for updated Tourism and Commercial Recreation Business Plan every 10 years or after certain phases are commenced or completed.
- When constructing infrastructure that connects TCL-authorized activity to an adjacent public land trail network, consideration should be given to Trail Development Guidelines for Alberta Public Land for construction and design guidelines.
- A 10m buffer between the activity authorized under the TCL and the boundary of the disposition to mitigate impacts for adjacent trail activities and the travel of wildlife.
- Conditions specifically limiting accommodations to overnight rentals only; meaning overnight stays no longer than six consecutive months in one calendar year, for year-round facilities to prevent primary and secondary residences on public land (i.e. vacation homes).
- Setbacks of the boundary of the disposition to be at minimum 10m from the high point of shoreline or bank, when location is near a waterbody.
- In addition, if the proposed TCL is near a waterbody, consideration should be given to specific conditions related to development near waterbodies.
- Conditions for fish and wildlife monitoring, such as:
 - Annual or more frequent reporting during construction
 - Annual reporting on operations detailing visitor count

Considerations Regarding Security Amounts

Security required (as per *PLA* and *PLAR*) from the applicant should represent the actual anticipated cost of reclamation for the activities on public land that are proposed to be authorized by the TCL.

Additional security may be requested over time in appropriate situations.

- Rent is set for TCLs by Ministerial Order for Rents and Other Payables.

Assignments

No assignments of TCLs should be permitted until after development has occurred.

If a disposition holder applies for an assignment and the department approves, the new disposition holder becomes responsible to comply with the terms and conditions of the original disposition. The department may elect to exercise its discretion to amend any of the terms or conditions of the disposition when consenting to the assignment.

If an assignment is approved, the new disposition holder may apply for an amendment or may apply for a renewal as provided for under *PLA* and *PLAR*.

A disposition holder will be required to submit an updated Tourism and Commercial Recreation Business Plan when applying for an amendment or a renewal.

A disposition holder may also amend its disposition and concurrently assign a portion of its TCL disposition.

Special note regarding plans and tourism nodes

There may be plans or tourism nodes under various levels of development. Applications for TCLs are not limited to those node. The Director may consider whether the applicant has confirmed with the local municipality that the proposed activity aligns with municipal intent.

Guide Approval:

Original Signed by: _____

Lisa Fairweather, A/Executive Director
Land Policy, Alberta Environment and Parks

October 31, 2019 _____

Date Approved

Original Signed by: _____

Scott Milligan, Executive Director
Regulatory Excellence, Alberta Environment and Parks

October 31, 2019 _____

Date Approved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	June 23, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Traffic Calming Concepts

BACKGROUND / PROPOSAL:

McElhanney has prepared Traffic Calming Concepts for Mackenzie County. Administration feels that these could be highly effective in certain locations. Concepts for pedestrian curb extensions, traffic calming measures and/or crossing improvements were prepared the following locations.

- Site 1: 100 Avenue from 100 Street to 101 Street
- Site 2: 109 Street & 100 Avenue intersection
- Site 3: 106 Street & 98 Avenue intersection
- Site 4: 50 Street (School Frontage, Fort Vermilion)

OPTIONS & BENEFITS:

Site 1:

- Option 1 - South side 1-way Traffic & North side Angled Parking.
- Option 2 - North side 1-way Traffic & South side Angled Parking.

Businesses have mentioned this concept in the past but Mackenzie County has not specifically engaged or presented this concept with the business owners.

Site 2:

- Option 1 - Slab-on Median Intersection Treatment
- Option 2 - Pedestrian Curb Extension Intersection Treatment

Site 3:

- Preferred Option – Slab-on Median Crossing Treatment

Site 4:

- Preferred Option – Slab-on Median Crossing Treatment

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

COSTS & SOURCE OF FUNDING:

2022 Operating Budget has funding available for some minor projects. Administration recommends that a project be finalized for consideration for the 2023 budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration proceed with the further development of traffic calming concepts as discussed.

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

To
Jeff Simpson
Director of Operations

From
Josh Warkentin, P.Eng.
Division Manager, Peace River

Company
Mackenzie County

Company
McElhanney Ltd.

Re
Traffic Calming & Pedestrian Extension Concepts
Technical Memorandum– Design Considerations & Options

Date
April 29, 2022

1.0 INTRODUCTION

Mackenzie County (the County) has hired McElhanney to provide professional consulting services to prepare conceptual options for pedestrian curb extensions, traffic calming measures and/or crossing improvements at the following locations.

- ✓ Site 1: 100 Avenue from 100 Street to 101 Street block (La Crete, AB)
- ✓ Site 2: 109 Street & 100 Avenue intersection (La Crete, AB)
- ✓ Site 3: 106 Street & 98 Avenue intersection (La Crete, AB)
- ✓ Site 4: 50 Street (School Frontage) (Ft Vermillion, AB)

This memo provides a summary of the design considerations, lessons learned, design criteria and conceptual design options within the scope of work for the four (4) Sites.

2.0 TRAFFIC CALMING & PEDESTRIAN EXTENSION EXPERIENCE

Since 2016, the Edmonton office of McElhanney has been retained by the City of St Albert as Prime Consultant for implementation of various pedestrian curb extensions and traffic calming initiatives providing design and construction support services within the City's existing active transportation network that provided solutions for eliminating the barriers for active modes of transportation.

Traffic Calming Program incl. Erin Ridge, Erin Ridge North and Lennox Drive

2019-2021, McElhanney was hired to execute the City's priorities for traffic calming improvements related to concrete slab-on medians, concrete ramps and inclusion of pedestrian bollards and delineators on the slab-on medians for 5 locations in 2020, 12 locations in 2021 and 3 locations in 2022.

Pedestrian Curb Extensions incl. Safe Journeys Program

From 2016-2020, McElhanney was hired to implement of various pedestrian curb extensions providing Pedestrian Curb Extensions and overall Corridor Upgrades (Boulevard Redesign, Sidewalk Improvements, Landscape Design) within thirteen (13) St. Albert neighborhoods in/around local schools.

Within the City's downtown, McElhanney provided traffic calming design and construction along the Perron Street corridor from St Anne Street to Sir Winston Churchill including the intersections at St Michael Street and St Thomas intersection.

Additional information regarding this past projects and/or concept drawings are available upon request.



3.0 IMPLEMENTATION FACTORS

3.1 Justification Factors

The following criteria on what conditions should be in place for traffic calming and/or pedestrian curb extensions to be considered and then reviewed, are as follows:

- ✓ Location has been warranted for a pedestrian crossing;
- ✓ Collision history;
- ✓ Public or stakeholder reports of near misses, driver failure to yield;
- ✓ Vehicle volumes;
- ✓ Vehicle speeds;
- ✓ Pedestrian volumes;
- ✓ Sight lines (anticipated to be relevant to curvature of the road where curb extension could benefit);
- ✓ Adjacent land use (e.g. playground, school zone, senior centre, etc.); and
- ✓ Public engagement or opinion.

Prior to installation of permanent traffic calming and/or pedestrian curb extension measures, the County may utilize temporary measures that shall mimic the anticipated final design of curb extensions, in an effort to evaluate effectiveness of influence to driver speeds, yielding rates to pedestrians, pedestrian comfort in crossing or confidence in safety in crossing the roadway (measured by public or stakeholder feedback). The use of temporary measures may be influenced by the degree of issue / concern at individual sites, program schedule, program budget, or alignment to other capital programs.

3.2 Safety Considerations

Safety considerations that are fundamental to the implementation of traffic calming and/or pedestrian curb extensions should include:

- ✓ Non-mountable (straight faced) curbing where pedestrians will interact with vehicular traffic;
- ✓ Minimum travel lane width maintained – 3.5m wide – and ensuring emergency access and/or and bi-directional traffic is maintained;
- ✓ Appropriate spacing and accommodation of required infrastructure within an urban setting (e.g. signs, bollards, trees, light standards, utility boxes, fire hydrants, catch basins, manholes, etc.);
- ✓ Use of high-visibility bollards or raised indicators on sites with heavy turning movements;
- ✓ Elimination of trip conditions or hazards created where pedestrian movements will be made (e.g. grates, gaps in infrastructure);
- ✓ Accommodation for cyclists on the roadway or adjacent trail system; and
- ✓ Turning radius accommodation for school buses, transit buses and emergency vehicles.



3.3 Municipal Service, Operations & Maintenance Considerations

Through engagement with municipal departments including those from Engineering, Public Works, Transit, Utilities and Police/Fire Services, the following are additional design considerations for traffic calming and/or pedestrian curb extensions:

- ✓ Emphasize greater attention to the Detailed Design process at each location;
- ✓ Consider minimum gutter grades of 0.6% to ensure good drainage;
- ✓ Maintain existing drainage patterns as much as possible and provide site reconnaissance to the nearest high point in all directions, even if outside of project limits;
- ✓ Minimize area of new concrete in residential areas to reduce the amount of additional snow removal requirements for adjacent residents;
- ✓ Ensure adequate space along the curb for solid waste collection and on-street parking;
- ✓ Avoid raised crosswalks on a transit route;
- ✓ Identify the appropriate vehicle for all turning movements, especially on a transit route;
- ✓ Identify the root zone if existing boulevard trees are in the vicinity of the work and establish an evaluation process for removal of large, established areas of brush/trees;
- ✓ Ensure good access for transit and school buses, as well as driveways and access points;
- ✓ Confirm all pertinent turning radius accommodation for school buses, transit buses and emergency vehicles;
- ✓ Consider snow clearing equipment (plows) on turning radius design to allow for effective gutter clearing
- ✓ Address locations for snow removals and snow storage, where applicable;
- ✓ Consider the placement and mounting of all appropriate signage, road markings and RRFB requirements; and
- ✓ Confirm existing utilities in the project limits, but only recommend infrastructure replacement where required.

3.4 Innovations & Lessons Learned (Design)

The following sections highlight some of the 'lessons learned' and achievable innovations from past experience with traffic calming and/or pedestrian curb extension assignments including regional community infrastructure projects, most notably those with a focused consultation effort.

Use of Slab-on Median ('Porkchop Islands')

At various site locations requiring pedestrian curb extensions locations, required surface improvements were implemented to account for the existing flatness both longitudinally along the gutter lines and vertically along the cross-slope. A unique design application resulted using slab-on medians that allowed the existing gutter line to remain and form/pour raised concrete slab-on medians on the road pavement surface.

This application allows for similar pedestrian protection from raise curbs and allows the area to drain as per existing conditions and is recommended for locations where the gutter grade is 0.5% or less and especially where there is



no direct access to a nearby storm system to direct surface water to. The use of slab-on medians as a viable option for pedestrian crossings.

Existing Roadway Surface Drainage

Lessons learned through the various site conditions and design applications implied a few general rules with accommodating roadway surface drainage, as traffic calming and/or pedestrian curb extensions can negatively alter the existing drainage patterns:

1. As a new curb extension is implemented towards the road's centre-line, maintaining the existing cross-slope, the length of the existing gutter-line is extended, and the longitudinal grades flatten to less than the minimum 0.6% slope along the gutter.
2. Retrieve enough topographic survey upstream and downstream to analyze the existing drainage patterns at the preliminary design stage. It's also very important to identify if there is an existing underground storm system available at each location.
3. After preliminary investigations, decide on which drainage option to continue with from the following:
 - i. If an existing catch basin is within the contract limits, move it to the low point of the new profile.
 - ii. If there is an existing storm system near the contract limits but no existing catch basin, recommend a new location for a catch basin and tie it into the system through a catch basin lead.
 - iii. If there is no existing storm system, it is confirmed that the existing gutter-line grade is sufficient and a minimum existing grade along the curb extension cannot be maintained, consider 1 of 2 options:
 - a. Recommend a Drainage U-Channel application across the previous gutter-line.
 - b. Recommend a Slab-On Median application instead of matching the curb and gutter.

4.0 PRELIMINARY ENGINEERING

4.1 Applicable Design Standards

The following guiding design principles support the design criteria of projects specific to traffic calming and/or pedestrian curb extensions:

- ✓ *Complete Streets Guidelines and Implementation Strategy, City of St Albert (2018)*
- ✓ *TAC Geometric Design Guide for Canadian Roads (June 2017)*
- ✓ *Design Guidelines, City of Edmonton (2018)*

4.2 Design Criteria

Defining the physical characteristics of a roadway is a function of numerous variables including accepted standards and guidelines, road user volumes, roadway function, as well as contextual elements such as drainage, franchise utilities and aesthetics, among many others. The mix of existing and potential design parameters provides an opportunity for various elements to be incorporated or modified from guidelines, as desired. The design intent should be to create a streetscape that can support the multi-modal demands safely and efficiently.

The following table ([1.2 Design Criteria](#)) presents an example of recommended design criteria table that can be applied to future traffic calming and/or pedestrian curb extension projects.



1.2 - Design Criteria				
Attribute	Standards Value	Section/ Std Dwg No.	Achieved (Y/N)	Comments
Min CL Radius	100.0m	Table 3.3	N/A	
Min Curb Return Radius	To accommodate anticipated traffic	4.3.4.a	Check	Fire Truck, Garbage Truck & Transit Bus
Number of Lanes	2		Y	
Lane Width	3.5m Travel / 2.0m Parking		Y	
Sidewalk Width	1.80m	Complete St.	Y	Design Standards not updated. Ex. sidewalk width of 1.20m maintained where applicable
Crossfall Grade	Minor Collector = 150mm / Local = 130mm	SD 3.2 / 3.3	N/A	Parabolic Crowns rather than crossfall grade
Min / Max Grade	0.6% / 6.0% / 2.0% 30m from CR at int	3.4.1.a.ii.	Y	
Min VC Length	50.0m - VC not required for A < 1.50%	3.4.1.b.ii	N/A	VC's for Curb Returns not considered
Min Crest / Sag K Value	7.0 / 6.0	Table 3.2	N/A	
Min Curb Return Grade	1.0%	3.4.1.a.ii.	Y	Existing conditions maintained

4.3 Design Option Evaluation

For certain comparisons, such as between different intersection control alternatives, most often the balance can be optimized based on stakeholder input, qualitative evaluation and quantitative calculations that result in a relatively objective and defensible engineering opinion on what infrastructure strategy can provide the optimal value to the public.

5.0 DESIGN OPTIONS

For this assignment, McElhanney created 30%-level concept drawings from County aerial photography (mosaics) for County and County Council review, as follows:

- ✓ Site 1: 100 Avenue from 100 Street to 101 Street block (La Crete, AB)
 - **Option 1 – South side 1-way Traffic & North side Angled Parking.**
 - **Option 2 – North side 1-way Traffic & South side Angled Parking.**
- ✓ Site 2: 109 Street & 100 Avenue intersection (La Crete, AB)
 - **Option 1 – Slab-on Median Intersection Treatment.**
 - **Option 2 – Pedestrian Curb Extension Intersection Treatment.**
- ✓ Site 3: 106 Street & 98 Avenue intersection (La Crete, AB)
 - ✓ **Preferred Option – Slab-on Median Crossing Treatment.**
- ✓ Site 4: 50 Street (School Frontage) (Ft Vermillion, AB)
 - ✓ **Preferred Option – Slab-on Median Crossing Treatment.**

No topographic survey data was available, and no site reconnaissance has been done to verify the aerial photography

Concept drawing exhibits can be found at the end of this technical memorandum.



6.0 NEXT STEPS

- County and County Council Review of Concept drawing exhibits;
- Proceed to finalization of Concept drawings;
- Proceed to topographic survey, site reconnaissance and Alberta 1-Call;
- Proceed to a Preliminary (60%) level of design complete with a (Class 'B' (20% contingencies)) Costing;
- Proceed to a Detailed (90%) level of design complete with a (Class 'C' (10% contingencies)) Costing; and
- Tendering, Construction Management & Contract Administration (subject to County funding and approvals).

7.0 CERTIFICATION & CLOSING

This technical memorandum has been prepared solely for Mackenzie County by McElhanney Ltd. under the direction of a professional engineer registered in the Province of Alberta. There are no beneficiaries of this report, and no other person or entity is entitled to rely upon this report for any purpose whatsoever. It is intended only for Mackenzie County and for the purposes and within the limitations stated in the report. McElhanney makes no guarantees and disclaims all liability to any third party with respect to any information or opinions set forth herein.

I trust that this memorandum adequately describes the various alternatives, recommended designs and anticipated traffic safety performance within the anticipated Project Limits. Should you have any questions or require clarification, please do not hesitate to contact me at 780.809.3272 or via email at atheath@mcelhanney.com.

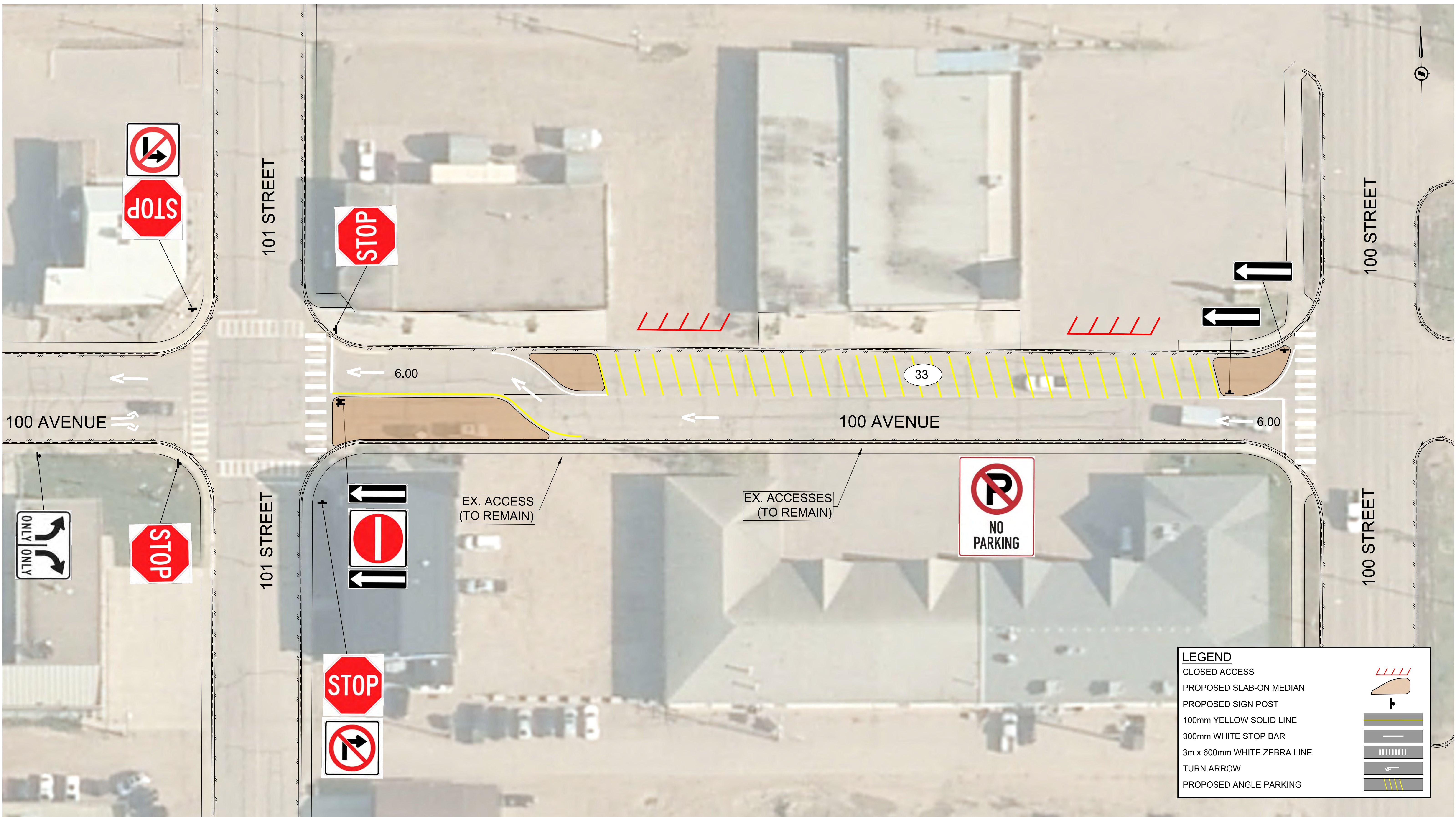
Yours truly,

McELHANNEY LTD.

Andy Heath, P.E., P.Eng., Civil Infrastructure Division Manager

EXHIBITS

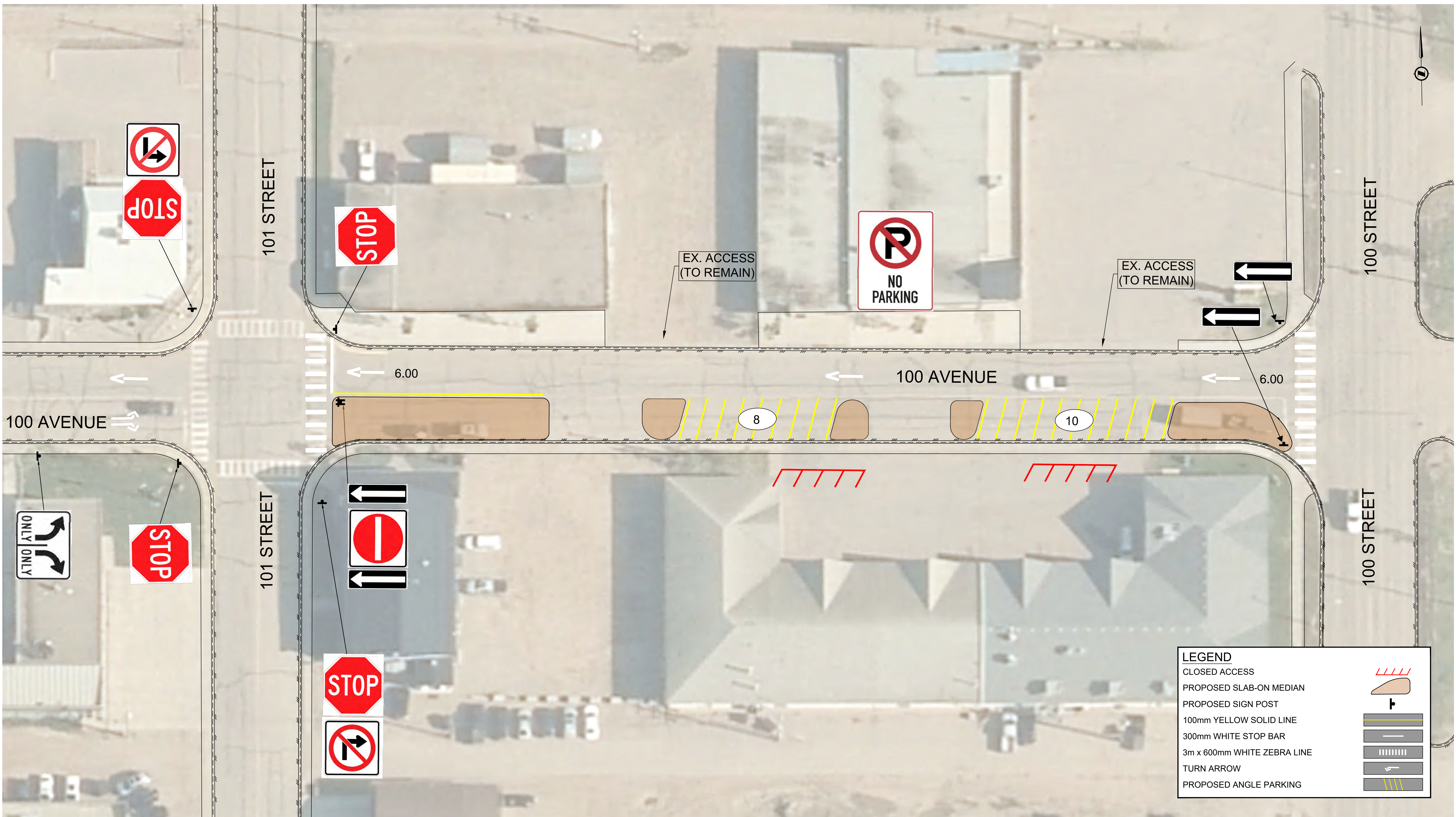
- Site 1: 100 Avenue (100 Street to 101 Street) (OPTION 1)
- Site 1: 100 Avenue (100 Street to 101 Street) (OPTION 2)
- Site 2: 100 Avenue @ 109 Street (OPTION 1)
- Site 2: 100 Avenue @ 109 Street (OPTION 2)
- Site 3: 98 Avenue @ 106 Street (PREFERRED OPTION)
- Site 4: 50 Street @ Fort Vermillion Public School (PREFERRED OPTION)



LEGEND

- CLOSED ACCESS
- PROPOSED SLAB-ON MEDIAN
- PROPOSED SIGN POST
- 100mm YELLOW SOLID LINE
- 300mm WHITE STOP BAR
- 3m x 600mm WHITE ZEBRA LINE
- TURN ARROW
- PROPOSED ANGLE PARKING

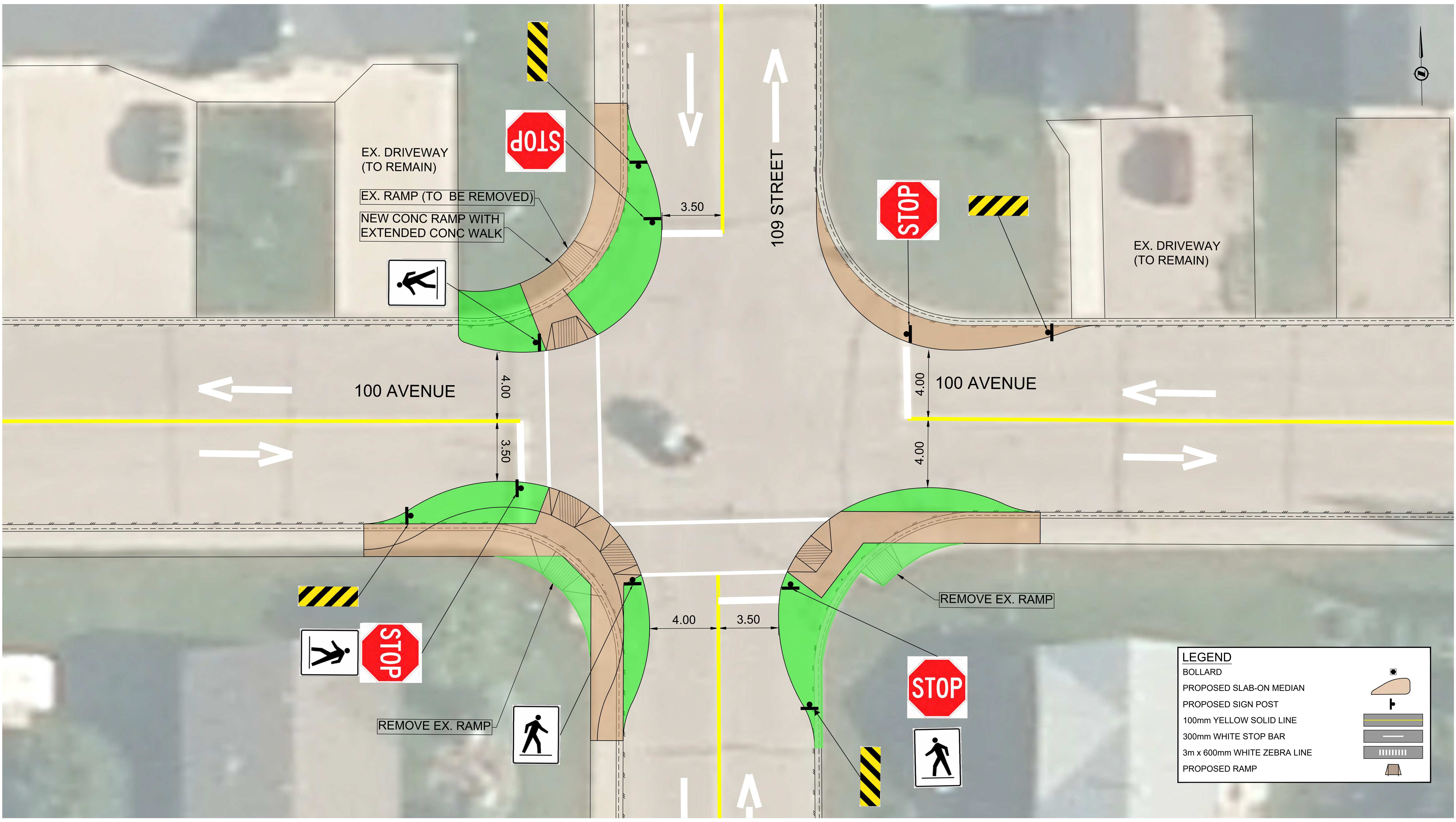
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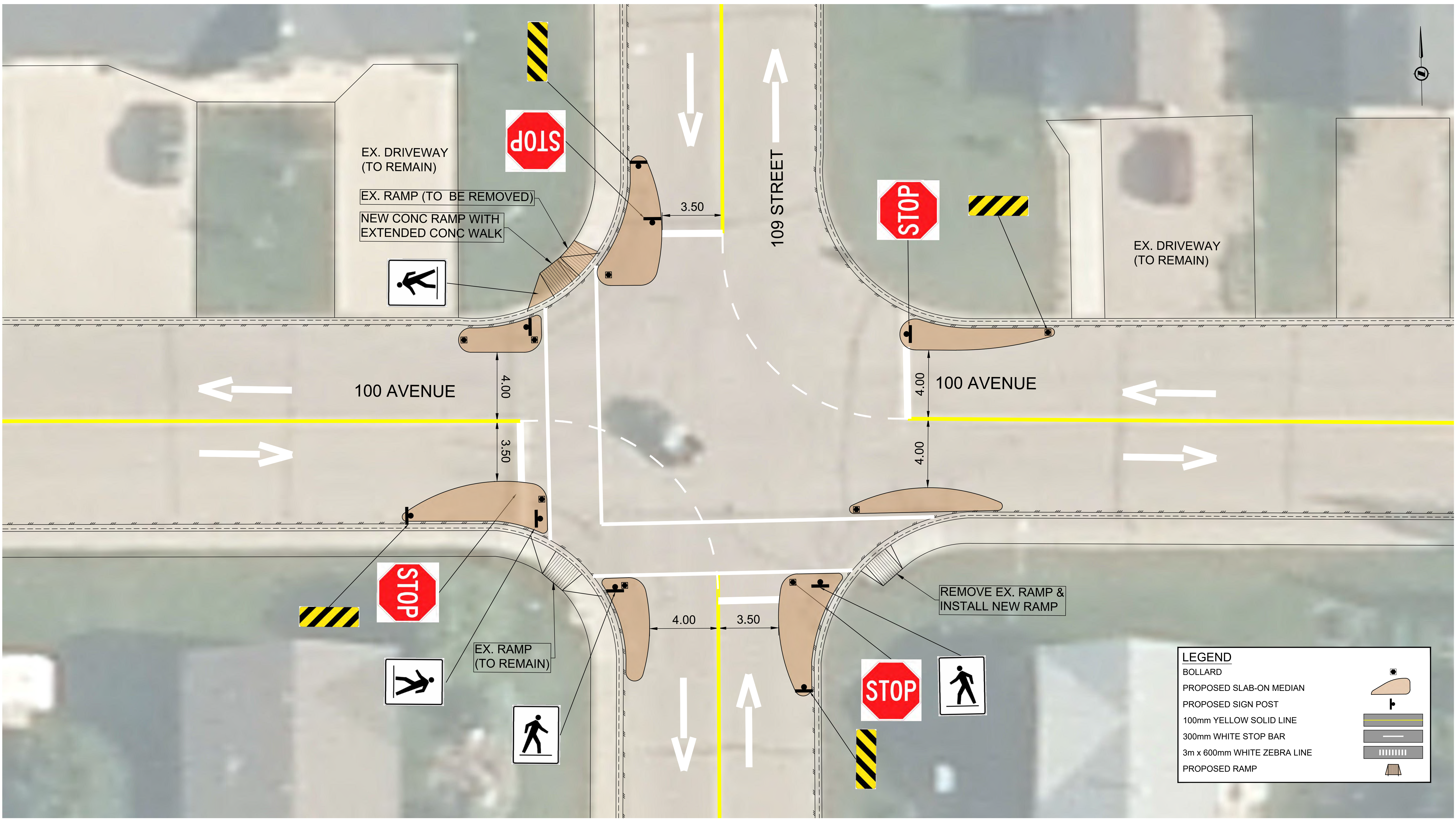
LEGEND

- CLOSED ACCESS
- PROPOSED SLAB-ON MEDIAN
- PROPOSED SIGN POST
- 100mm YELLOW SOLID LINE
- 300mm WHITE STOP BAR
- 3m x 600mm WHITE ZEBRA LINE
- TURN ARROW
- PROPOSED ANGLE PARKING

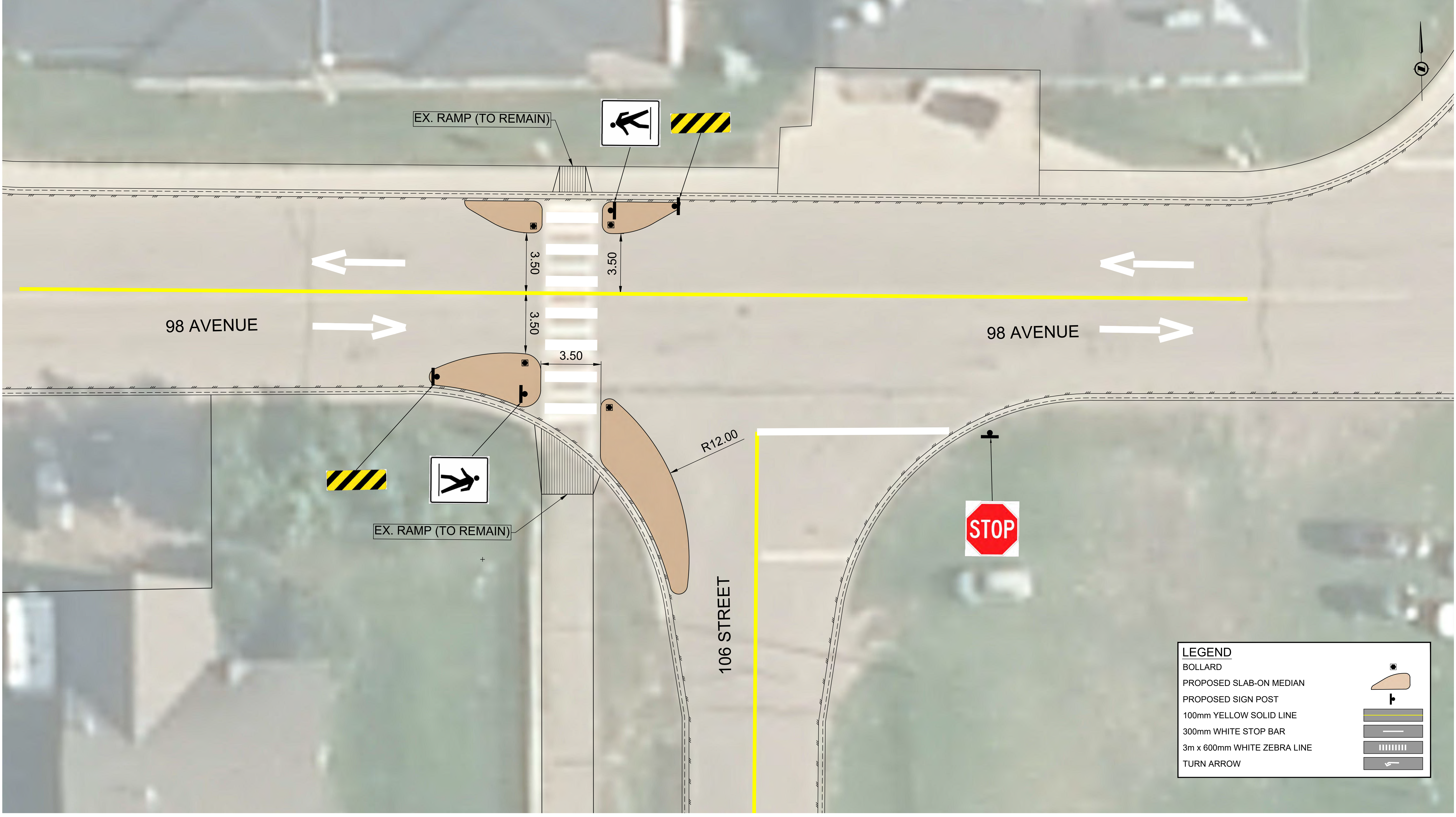
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LEGEND

- BOLLARD
- PROPOSED SLAB-ON MEDIAN
- PROPOSED SIGN POST
- 100mm YELLOW SOLID LINE
- 300mm WHITE STOP BAR
- 3m x 600mm WHITE ZEBRA LINE
- TURN ARROW

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LEGEND

- BOLLARD
- PROPOSED SLAB-ON MEDIAN
- PROPOSED 2.50m SIDEWALK
- PROPOSED SIGN POST
- 100mm YELLOW SOLID LINE
- 300mm WHITE STOP BAR
- 3m x 600mm WHITE ZEBRA LINE
- PROPOSED RAMP

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 23, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – May 21, 2022 – June 17, 2022

BACKGROUND / PROPOSAL:

At the request of Council cheque registers are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the May 21, 2022 – June 17, 2022 cheque registers, and May 2022 online payments will be available on meeting day.

OPTIONS & BENEFITS:

Administration will continue to present all new cheque registers at each Committee of the Whole meeting.

COSTS & SOURCE OF FUNDING:

2022 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the cheque registers from May 21, 2022 – June 17, 2022, and May 2022 online payments be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	June 23, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – April 2022

BACKGROUND / PROPOSAL:

Mastercard statements are reviewed by Council at the Committee of the Whole Meetings.

A copy of the April 2022 MasterCard statements will be made available at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for April, 2022 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 23, 2022
Presented By:	John Zacharias, Director of Utilities
Title:	Rural Waterline Connection

BACKGROUND / PROPOSAL:

On February 11, 2014 Council approved the following to Fee Schedule Bylaw 937/14 for landowners that are **adjacent** to the waterline:

*\$8,000 fee for rural water tie-in directly to the trunk line
PLUS the actual costs of service installation to property line,
a metering chamber and a meter.*

Mackenzie County currently charges an \$8,000.00 Rural Water Tie-in fee, this is a cost recovery fee for the rural waterline. The \$8,000 may be paid in one lump sum prior to installation or at a phased rate of \$133.34 per month that is calculated to a maximum five-year period. An additional \$3,000 has to be paid prior to installation, this fee is for the meter pit and parts. Once approved the customer hires a contractor at their own cost to tie into Mackenzie County's main waterline and bring it to the property line.

On September 24, 2018 Council approved the Municipal Rural Water Servicing – Endeavor to Assist Policy UT006 for landowners that would require a **lateral** waterline.

MOTION 18-09-714 MOVED by Deputy Reeve Wardley

*That Policy UT006 Municipal Rural Water Servicing –
Endeavor to Assist be amended as presented.*

CARRIED

The Municipal Rural Water Servicing – Endeavor to Assist Policy UT006 (attached) is advertised annually in January soliciting expressions of interest from the public. In the four times that administration has advertised this policy, only one expression of interest

Author: S Martens **Reviewed by:** J Zacharias **CAO:** B Peters

and deposit have been received. This deposit was returned as it was not feasible to complete with only one landowner interested.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process
Policy UT006 Municipal Rural Water Servicing

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Rural Waterline Connection report be received for information.

Author: S Martens **Reviewed by:** J Zacharias **CAO:** B Peters

Mackenzie County

Title	Municipal Rural Water Servicing – Endeavor to Assist Policy	Policy No.	UT006
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Legislation Reference	Municipal Government Act
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Purpose:

Mackenzie County owns and operates multiple municipal water systems: Hamlet of Fort Vermilion, Hamlet of La Crete and Hamlet of Zama. Property owners residing or having a property outside of hamlet boundaries are desirous of gaining access to the municipal water systems. Mackenzie County desires to provide potable water to Mackenzie County rural ratepayers based on an acceptable financial arrangement that ensures all costs associated with the municipal water system improvements are reasonable and accounted for.

POLICY STATEMENT

This policy is designed to set forth a process that addresses the needs for the County's water distribution system future extensions within the County's rural communities.

Mackenzie County's rural water services to be delivered echoing the Water for Life goals:

- a) Safe, secure drinking water;
- b) Achieving healthy aquatic ecosystems;
- c) Reliable quality water supplies for a sustainable economy.

Mackenzie County will make their best efforts to encourage information sharing within the County's rural communities.

Through this Policy, the County's primary objective is to:

- promote expansion of the rural water distribution system through installation of new Lateral and Service Waterlines within service areas if feasible to do so and;
- to provide rural property owners with several Endeavor to Assist initiatives that may promote the expansion of the water distribution system.

DEFINITIONS

Connection – connection of the parcel of land to the County's water distribution system.

Connection Fee – a rural water tie in fee of \$8,000 paid to Mackenzie County as per the Fee Schedule Bylaw which is required when connecting to the County's water distribution system.

Customer – owner of the parcel of land connecting to the County's water distribution system.

Customer's Total Fees – total amount, as described within Part C – Financial Schedule of the Agreement, owed by the rural property owner for connecting to the County's water distribution system. The Fee includes the Deposit, Connection & the Rural Servicing Fees.

Deposit – is the amount of \$1,000 that is submitted to the County as part of the initial rural ratepayer's expression of interest which will all be applied to the rural property owner's Rural Servicing Fee; or the amount of \$2,000 paid to the County for rural ratepayers that did not submit a deposit before the September 30th deadline 50% of which will be applied to the rural property owner's Rural Servicing Fee with the other 50% being extra payment to Mackenzie County.

Lands – means the physical land that is located within the private property side as it relates to the County's servicing of potable water to the County's rural Customers.

Lateral Waterlines – are waterlines that extend from the County's Trunk Waterlines forming part of the County's water distribution network.

Project – to include all works and costs associated with the installation of Lateral Waterlines and Service Waterlines up to the property line.

Project Completion – is the time period that is associated with all improvements of the Project have been completed to the County's satisfaction.

Rural Servicing Fee – Customer's fee as set out in the Rural Potable Water Servicing Agreement which includes the Customer's portion of costs for construction of the Lateral Waterline; servicing from the Lateral Waterline up to the owner's property line; including the curb stop and meter chamber.

Service Waterlines – is a potable waterline connected to the County's water distribution system that services the rural property owners up to the private property line.

Trunk Waterlines – are the County's main waterline feeders distributing water from the County's water treatment plants through to the County's water distribution system.

GUIDELINE

1. Trunk Waterlines

Mackenzie County shall undertake construction of the Trunk Waterlines in the phases as described in this policy. The County will seek provincial and/or federal financial assistance to fund the Trunk Waterline improvements. The remaining amount may be funded through the general municipal tax and/or reserves, and the financial contributions generated from individual rural ratepayer's Rural Servicing Fees. A long term debenture may also be obtained subject to the County's policy and the regulated debt borrowing limit as established by the Municipal Government Act (MGA).

The routes of the main trunk waterlines will be subject to County Council formal approval for each of the following phases in consultations with municipal engineers and with an endeavor to achieve the most cost effective outcome:

- Phase I - From Hamlet of Fort Vermilion to Hamlet of La Crete
- Phase II - From Hamlet of La Crete - South (La Crete Saw Mill)
- Phase III - From Town of High Level – South (Ainsworth OSB Plant)
- Phase IV - From Hamlet of Fort Vermilion to Boyer
- Phase V - From Boyer to the Town of High Level
- Phase VI - From La Crete South Extension to Blue Hills

It is preferred that all municipal water lines, including Trunk and Lateral Waterlines, be constructed within the existing road allowances to avoid the need to obtain additional right-of-way or easements. Other options may be considered subject to the appropriate legal mechanism that shall be established in securing County's access to the waterlines during construction and subsequently for routine repair and maintenance; these must be registered against the applicable properties in Alberta Land Titles. No financial compensation shall be provided by the County to a property owner due to a utility right-of-way easement.

Construction of each Phase is subject to available budget as approved by Council on an annual basis.

2. Water Distribution System

The County Council will consider expanding its rural water distribution system on an annual basis, while guided in their decision-making by the following:

- a) budgetary consideration for that year;
- b) average cost per service for the service areas with the highest public demand;
- c) water distribution system capacity and;
- d) public demand from a service area.

3. Lateral Waterline Improvements

In order to encourage continuing expansion of the County's water distribution system within servicing areas, rural customers will be permitted to connect a Lateral Waterline extension to the County's Trunk Waterline system within this policy's guideline subject to Council's approval.

4. Customer's Water Service

The county rural water servicing will be limited to the trickle fill water distribution system. Trickle fill water distribution is a low-pressure system that continuously fills a water holding tank based on a preset amount of water the customer uses and is controlled by a float valve.

A rural connection will typically include the following:

- low pressure trickle, that continuously fills a water holding tank;
- a flow valve with a restricted flow of 1 gal/min (4.54 l/min) for residential & 2 gal/min for commercial;
- a water holding tank and pump are required for all service connections;
- the Customer shall be responsible for the supply and installation costs of a suitable holding tank (2- day supply is typically recommended), a pump and connections to the service pipe and building pipe network;

5. Program Advertised

The County will:

- solicit on encouraging public from service areas to submit expressions of interest with a September 30th deadline for responses;
- advise that consideration to construct will be in the subsequent year on receiving expression of interests;
- advise the public on the existence of the County's Rural Water Servicing Policy and the criteria required for Council to approve of a Project;
- advise that expression of interests to be presented to Council, must include the Deposit Fee from each of the property owners expressing their commitment on proceeding with the Project;
- advise the residents of the requirement that the County's Rural Potable Water Servicing Agreement must be executed prior to the County proceeding with the Project;
- present all received expressions of interest to Council received prior to the September 30th deadline and annual budget deliberations.

6. Program Approval Steps

The following list includes an example of key deadline dates that will assure the success of a Project moving forward in a timely manner:

January 15, 20XX	County advertises the program soliciting expressions of interest from the public.
September 30, 20XX	Submissions of interests and \$1,000 Deposits from residents of service areas are received by County. Rural ratepayers that wish to connect after the submission of interest deadline but no later than Project Completion will pay the deposit of \$2000. Those that live adjacent to the waterline but wish to connect after Project Completion will pay the full \$8000 connection fee plus Rural Servicing Fee.
October 31, 20XX	CAO presentation of the submissions of interests from service area residents for Council's consideration to proceed or deny the expansion of the water distribution system Project.
December 31, 20XX	Council approves the budget to proceed with the Project to expand the County's water distribution system to service the area considered by Council.
January 30, 20XX	Engineering firm authorized to proceed with the engineering design, estimates and project management.
March 1, 20XX	Preliminary engineering estimates provided.
March 31, 20XX	CAO presentation of engineering estimate for Council's consideration on Endeavor to Assist initiatives that may be considered for the Project.
May 1, 20XX	Rural ratepayers that have demonstrated their expression of interest are presented with the Rural Potable Water Servicing Agreement and will be required to complete all financial arrangements with the County by May 31 st .
May 31, 20XX	Rural ratepayers are to complete the execution of the Rural Potable Water Servicing Agreement. Those that are executing the Agreement and have not paid the \$1,000 Deposit, will now be required to pay \$2,000 as a non-refundable Deposit Fee.

June 30, 20XX	CAO presentation to Council for decision to proceed with Project with respect to the number of residents completing their requirement on signing of the Rural Potable Water Servicing Agreement.
July 15, 20XX	Call for Tenders.
August 15, 20XX	Subject to Council approval, Contractor is awarded the Contract to proceed with construction.
October 31, 20XX	Construction complete, and water system improvements commissioned.
December 31, 20XX	Project Final Report submitted.

7. Public Interest & Commitment

Public Request – The residents within a service area that display at least 70% of the rural property owners are committed to connect to the County’s water distribution system will be a serious contender for approval. The residents in the service area expressing their interest will be required to:

- a) Pay the Deposit and submission of interest to the County by September 30 deadline that includes the following:
- b) Grants to the County a blanket easement, if required, confirming the property owner will sign a formal easement agreement in favor of Mackenzie County for granting the County the right to;
 - i. provide for all construction needs in installation of the water servicing improvement &:
 - ii. where appropriate, provide the County with access for operations and maintenance purposes;
- c) Acknowledged that non-payment of the Rural Servicing Fee or future water servicing/consumption fees will result in transfer of the unpaid amounts to the property’s tax roll.

Agreement Term, this agreement shall continue to apply except to the extent that it is inconsistent with Mackenzie County utility bylaws, in which case the applicable bylaw provision shall prevail. This agreement shall terminate, and the Deposit be returned to the Customer following September 30th of the year that is two years following the execution of this agreement by the Customer and the County, if Mackenzie County has not commenced construction of the expansion of the water distribution system to the service area in which the Lands are located and which will provide potable water service to the Lands.

Fees to Connect - subject to Council approving of servicing areas, each rural ratepayer connecting to the County’s water distribution system will be required to pay Fees as levied in accordance with the Rural Potable Water Servicing Agreement.

Lateral Oversizing – Lateral Waterlines that are installed as part of the Project will have a minimum size of 50 millimeters (2 inches) in diameter with the cost of the Lateral Waterline forming part of the Customer Total Fee. The County, subject to Council approval, may contribute for oversizing to address the potential of future growth.

8. Construction within Easements

Preference is to construct the water distribution system on road rights-of-way however in some cases; easements may be required when crossing private properties;

No water lines will be constructed unless an easement, when required, is signed and registered against a property where the construction is to take place. Preference is to have blanket easements in place whenever possible. Blanket easement is done by description and is for a defined area of a property parcel;

Following a two-year warranty/maintenance period, the rural customer /landowner will be responsible for all maintenance costs of Land affected by the installation of the Lateral Waterline improvements;

Compensation for crops damaged will be accounted for under the Contractor's Project costs at a rate as per *Policy PW035 Crop Damage Compensation*.

9. Administrative Responsibilities

The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

FEES

1. Rural Customer's Servicing Fee

The Rural Servicing Fee covers all Project costs associated with the Lateral Waterline and the following rural customer's Service Waterline improvements:

- Customer's Service Waterline from the County's water distribution system service connection up to and including;
- The curb-stop and metering chamber located in proximity of the property line;

Customers will be responsible for all costs associated with installation of the portion of Service Waterline located on private property. Customers will have the option of utilizing the County's Project Contractor to install the Service Waterline from the metering chamber to the private dwelling. County will include within the Project Contract Schedule, a provisional item that will carry the Service Waterline construction

costs of the Customer's private property portion. The arrangement for this option will be solely between the Contractor and property owner.

The Customer is responsible for all maintenance costs of the water Service Waterline portion located on private property.

2. Fees to Connect

The Connection Fee, in accordance with the County's Fee Schedule Bylaw, will be required prior to the connection to the County's water distribution system:

3. Usage Fee for Services

All Customers connected to the County's water distribution system shall be required to pay monthly water consumption fees as established in the County's Fee Schedule Bylaw.

4. Financial Arrangements

Financial arrangements for the construction of the Lateral and customer Service Waterlines will be required to ensure that all costs associated with the improvements are accounted for. The financial arrangements will require Council approval prior to proceeding with the construction of the waterline improvements.

ENDEAVOR TO ASSIST

Under this policy, Council may approve several costs saving initiatives that will favor rural property owners interested in connecting to the County's water distribution system. The following are examples of cost reduction initiatives that the County may consider for individual Projects:

1. Fee Reduction

Connection Fee, as per the County's Fee Schedule bylaw, charges \$8,000 to each new Customer to connect to the County's water distribution system. Council will endeavor to assist by charging a "one-time" fee of \$8,000 to be equally shared by the Customers that wish to connect to the water distribution system during the Project. Following the Project Completion, ratepayers interested in connecting to the County's water distribution system, will be required to apply for a Connection individually pay the full amount of the \$8,000 Connection Fee pursuant to the County's Fee Schedule Bylaw.

2. Engineering Costs

The County will fund the Project engineering and/or surveying costs dependent on budget.

3. Financial Arrangement Initiatives

Property owners will have the option of fully paying upfront or arranging private financing for their financial obligations to the project. The County will offer payment options with competitive rates leveraged through the Alberta Financing Authority and recovered similar to outstanding taxes that have been registered on the property. As long as the loan is not in default no additional interest penalties would accrue.

The following are financial initiatives that could be considered by Council for approval:

a) Lateral Oversizing

To ensure that water capacity is available for future growth, the County may fund the oversizing of Lateral Waterlines. Subject to Council approval, the County will establish an Endeavor to Assist financial arrangement that will impose a charge for future Customers connecting into the oversized Lateral Waterline. This will provide future Customers the assurance on the availability of adequate water capacity and will provide the County with an approved financial process to recover the funds invested into the Lateral Watermain oversizing.

b) Servicing Costs Financed

Customer, subject to Council approval, may request the County's assistance on providing financial arrangements to account for the Rural Servicing Fee costs. Financial arrangements will be performed on a per project case basis that will be led by the County's Finance Department. Some financing options could include:

i. Local Improvement Plan

The Local Improvement Plan is specifically an option that County residents, under the Municipal Government Act (MGA), have the legal right to petition Council requesting the County to proceed with the expansion of the water distribution system. The residents will have control on this initiative and are required to follow the rules as set out within the MGA.

ii. Improvement Plan Bylaw

A bylaw be adopted that would outline the project area and land locations of the interested Customers taking part in the program. Similar to the local improvement plan, but this only applies to those interested in connecting. The Bylaw will address future connections and Customer's Total Fees within the Project area.

c) Connection Deferral

The policy's guideline for a servicing area with at least 70% of the property owners committing to proceed with the program will be a consideration for approval. Each benefitting property owner will share equally in all costs of the construction of the Lateral and Service Waterline improvements. If a service area is approved to proceed without 100% commitment, the customers that connect prior to completion of the Installation of the water improvements will fund 100% of the Project. All rural property owners deferring their Connections to a date that follows the Project Completion, will be required to pay the total \$8000 Connection Fee in addition to the Rural Servicing Fee payable to the County prior to connecting to the County's water distribution system

	Date	Resolution Number
Approved	2014-01-14	14-01-034
Amended	2016-09-28	16-09-680
Amended	2018-09-24	18-09-714

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS

Water/Sewer Standard Rates

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.43 per m ³ of consumption	\$31.52/month plus \$0.73 per m ³ of water consumption ⁽¹⁾
Rates for Cardlock Users (treated water)	\$3.43 per m ³ of consumption	\$0.73 per m ³ of water consumption ⁽²⁾
Rates for Cardlock Users (raw water)	\$2.56 per m ³ of consumption	N/A
High Level South Waterline	\$37.04/month plus \$3.43 per m ³ of consumption ⁽³⁾	N/A

Penalties

Penalty will be charged as per Policy FIN011 - Accounts Receivable / Utility Collection.

Rural Potable Water Line Rates – Tie-in Directly to the Trunk Line

Water/Sewer Standard Rates:

Rate Description	Water Rates	Sewer Rates	Lump Sum or Phased Rate
Rates for Metered Users CLASS A	\$37.04/month plus \$3.43 per m ³ of consumption	\$31.52/month ⁽¹⁾ plus \$0.73 per m ³ of water consumption	\$8,000 lump sum fee ⁽⁴⁾
Rates for Metered Users CLASS B	\$37.04/month plus \$3.43 per m ³ of consumption	\$31.52/month ⁽¹⁾ plus \$0.73 per m ³ of water consumption	\$133.34 per month ⁽⁴⁾

Class A applies to those that paid the fee in full for rural water tie-in directly to the trunk line either through a lump sum payment of \$8,000 or by paying the phased rate.

Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line. Through a phased rate, the rate is calculated to a maximum five-year period per tie-in.

⁽¹⁾Monthly sewer – fixed charge does not apply to customers that are not connected to the sewer collection system.

⁽²⁾Cardlock user bills reflect a combined rate of the water and sewer rates.

⁽³⁾Rate must reflect per agreements.

⁽⁴⁾Fee for rural water tie-in directly to the trunk line does not include the actual costs of service installation to the property line, a metering chamber and a meter, which must be paid prior to tie-in.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D