

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

JULY 16, 2013

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

STRATEGIC PRIORITIES CHART

April 2013

COUNCIL PRIORITIES (Council/CAO)

NOW

1. **HOUSING ENTITY: Governance Structure – Sept.**
2. **LAND USE FRAMEWORK: Position Paper - May**
3. **REGIONAL COLLABORATION: Protocol - June**
4. **HIGH LEVEL: Share Service Agreement – June**
5. **FIRST NATION RELATIONS: Orientation – Sept.**
6. **OSB PLANT: Water Supply – August**
7. **NEW ROAD CONSTRUCTION FUNDING – Sept.**

ADVOCACY

- Zama Road Paving Funds
- Road Construction Funding Request
- Canada Postal Service - La Crete
- Land use Framework Input
- Highway 58 West Extension to BC

NEXT

- OIL AND GAS STRATEGY
- ZAMA ROAD: Business Case
- SURFACE WATER MANAGEMENT PLAN
- REGIONAL WATER AGREEMENT

- TOURISM: Strategy (REDI)
- BRANDING STRATEGY (2014)
- TRANSPORTATION CORRIDOR PLAN

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)

1. **HOUSING ENTITY: Governance Structure – Sept.**
2. **REG. COLLABORATION: Protocol - June**
3. **FIRST NATION RELATIONS: Orientation – Sept.**
- HIGH LEVEL: Share Service Agreement**
-

ECONOMIC DEVELOPMENT (Bill)

1. Resource Roads: Strategy – Sept.
2. OSB PLANT: Water Supply - June
3. ROAD CONSTRUCTION FUNDS: Request - Sept
- ZAMA ROAD: Business Case
- TOURISM: Strategy (REDI)

COMMUNITY SERVICES (Ron)

1. Radio Communication System - May
2. COR Certification: Update Safety Manual - July
3. Rec. Board Agreement Draft Renewal – Oct.
- Prepare for Municipal QMP Audit (SCC) - April
- Disaster Emergency Planning

AGRICULTURAL SERVICES (Grant)

1. **SURFACE WATER MANG. PLAN - TOR - May**
2. Agricultural Trade Fair – Aug.
3. ASB Business Plan - May
- Emergency Livestock Response Plan – Sept.
-

PLANNING & DEVELOPMENT (Byron)

1. **LAND USE FRAMEWORK: Position Paper - May**
2. Area Structure Plans - July
3. Business License Bylaw & Implementation – July
- Development Agreement: Revise
- Airport Vicinity Protection Area

LEGISLATIVE SERVICES (Carol)

1. Municipal Elections: Election Bylaw - May
2. Municipal Elections: Candidate Handbook - July
3. Virtual City Hall Implementation - May
- Human Resource Policy Review
- Communication Plan

FINANCE (Alison)

1. Long Term Capital Plan - Mar.
2. Borrowing Bylaws - June
3. Local Imp. Bylaws - June
- Master Card Policy
- Internal Controls Procedure Review

PUBLIC WORKS* (John & Ron)

1. **HAMLET ROAD PRIORITIES PROGRAM - June**
2. **PRIVATE ROAD TRANSFER POLICY – Sept.**
3. Rural Waterline Research Paper: TOR - July
- Rural Road Plan
- Water Source Plan

CODES: **BOLD CAPITALS** = Council NOW Priorities; **CAPITALS** = Council NEXT Priorities; *Italics* = Advocacy; Regular Title Case = Operational Strategies; * See Monthly Capital Projects Progress Report

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, July 16, 2013
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the June 26, 2013 Regular Council Meeting	7
DELEGATIONS:	4.	a) Ray Toews – 1:45 p.m. b) Alberta Health Services – 2:00 p.m. c) d)	
GENERAL REPORTS:	5.	a) CAO Report	23
		b) Municipal Planning Commission Meeting Minutes – May 16 and June 6, 2013	33
		c) Inter-Municipal Planning Commission Meeting Minutes – April 23 and May 23, 2013	69
		d) Public Works Committee Meeting Minutes – February 25 and April 8, 2013	81
		e) Tompkins Committee Meeting Minutes – April 11, 2013	91
TENDERS:	6.	a) Highway 88 Connector (Ph. II & III) 1:15 p.m.	95

PUBLIC HEARINGS: Public Hearings are scheduled for 1:00 p.m.

	7.	a)	None	
COMMUNITY SERVICES:	8.	a)	Bylaw 908-13 – Amend Bylaw 770-10 – Unsightly Premises	97
		b)	Atlas Landing – Park Development (Discussion)	
		c)		
		d)		
		e)		
ENVIRONMENTAL SERVICES:	9.	a)	Fort Vermilion 43 rd Avenue Water and Sewer Relocation and Upgrades and 50 th Street Water Extension	109
		b)	La Crete Lagoon Upgrade Project – Scope and Finance	119
		c)	Sewage Lagoon Disposal Agreement	123
		d)	Bylaw 909-13 – Water and Sewer Systems	127
		e)		
OPERATIONS:	10.	a)	PW039 Policy – Road, Access & Surface Storm Water Channel Construction	145
		b)	Future Collector Roads	171
		c)		
PLANNING & DEVELOPMENT:	11.	a)	164-DP-13 Fox Haven Golf & Country Club (Ancillary Building (Golf Shed) in Direct Control High Level Rural (Inter-municipal Development Plan Area)	173
		b)	168-DP-13 Wielhelem Berg (Manufactured Home-Single Wide in “A”) (La Crete)	183
		c)	Bylaw 910-13 Land Use Bylaw Amendment	193

Application to Rezone Plan 992 0983, Block 1,
 Lot 1 (9310-94th St) from HCR2 to P. (La Crete)

		d)	Bylaw 911-13 – Business License Bylaw	201
		e)	Development Statistics	211
		f)	Connector Area Structure Plans and Industrial Definitions	219
		g)		
		h)		
CORPORATE SERVICES:	12.	a)	Write off Property Tax Arrears and Penalties on roll 098520	233
		b)	Bylaw 904-13 – Local Improvement Bylaw – Water and Sewer Extension on 43 Avenue and a portion of 50 Street and also for in the Hamlet of Fort Vermilion	235
		c)	Bylaw 901-13 – Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete	241
		d)	Bylaw 902-13 – Local Improvement Bylaw for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion	249
		e)	Financial Reports – January 1 – June 30, 2013	255
		f)		
		g)		
		h)		
ADMINISTRATION:	13.	a)	Council Meeting Dates	265
		b)	Disaster Emergency Planning	267

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|--|-----|----|---|-----|
| | | c) | Agricultural Land Expansion | 279 |
| | | d) | | |
| | | e) | | |
| INFORMATION /
CORRESPONDENCE: | 14. | a) | Information/Correspondence | 281 |
| IN CAMERA
SESSION: | 15. | a) | Legal <ul style="list-style-type: none">• Insurance Claims Update• Regional Service Sharing Agreement• Housing Amalgamation• La Crete Airport – Terminal Lease | |
| | | b) | Labour <ul style="list-style-type: none">• Mackenzie Applied Research Association | |
| | | c) | Land <ul style="list-style-type: none">• Fort Vermilion Research Station• Mustus Energy Update | |
| NEXT MEETING
DATE: | 16. | a) | Regular Council Meeting
Monday, August 12, 2013
10:00 a.m.
Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 17. | a) | Adjournment | |



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the June 26, 2013 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 26, 2013 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

That the minutes of the June 26, 2013 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, June 26, 2013
11:00 a.m.**

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

PRESENT: Bill Neufeld Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Elmer Derksen Councillor
Dicky Driedger Councillor
John W. Driedger Councillor
Odell Flett Councillor
Eric Jorgensen Councillor
Lisa Wardley Councillor

REGRETS: Walter Sarapuk Deputy Reeve

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Alison Kilpatrick Director of Corporate Services
John Klassen Director of Environmental Services &
Operations
William (Bill) Kostiw Director of Infrastructure Development &
Government Relations
Byron Peters Director of Planning and Development
Carol Gabriel Manager of Legislative & Support Services

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on June 26, 2013 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 11:11 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 13-06-427 MOVED by Councillor Braun

That the agenda be approved with the following additions:

5. a) AHS Dispatch Consolidation Update

9. a) AUMA Wetland Policies

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the June 11, 2013 Regular Council Meeting

MOTION 13-06-428

MOVED by Councillor Wardley

That the minutes of the June 11, 2013 Regular Council meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

5. a) AHS Dispatch Consolidation Update (ADDITION)

Councillor Flett provided an update on the Alberta Health Services Consultation Meeting in Leduc on June 20, 2013 regarding Emergency Medical Services dispatch consolidation.

MOTION 13-06-429

MOVED by Councillor Flett

That Sue Conroy, Senior Vice-President for Emergency Medical Services, be invited to attend a Council meeting to discuss air ambulance services.

CARRIED UNANIMOUSLY

**COMMUNITY
SERVICES:**

8. a) Bylaw 770-10 Unsightly Premises

MOTION 13-06-430

MOVED by Councillor Braun

That Bylaw 770-10 Unsightly Premises be brought back to Council with revisions as discussed.

CARRIED

**4. b) Cory Boddy, ATB Financial Investment Services –
11:30 a.m.**

Presentation by Cory Boddy from ATB Investment Management regarding Mackenzie County's investment portfolio.

Reeve Neufeld recessed the meeting at 12:02 p.m. and

reconvened the meeting at 1:00 p.m.

TENDERS:

**6. a) La Crete Sewage Lagoon Upgrades & Expansion
Tender – 1:00 p.m.**

MOTION 13-06-431

MOVED by Councillor Braun

That the La Crete Sewage Lagoon Upgrades and Expansion tenders be opened.

CARRIED

Tenders Received:

MCL Ltd.	\$13,750,935.00
Petro West Construction	\$14,501,388.90
Canadian Pipeline	\$ 9,387,500.00
Gabriel Construction	\$14,350,700.00 original
	\$ 9,015,999.89 amended
Northern Road Builders	\$ 6,703,990.00
Dechant Construction	\$ 9,570,288.38

MOTION 13-06-432

MOVED by Councillor Braun

That the La Crete Sewage Lagoon Upgrades and Expansion tender be awarded to the lowest qualified bidder, subject to approval by Alberta Environment and Alberta Transportation and budget amendment.

CARRIED

PUBLIC HEARINGS:

**7. a) Bylaw 890-13 Land Use Bylaw Amendment
(Original Titled Property)**

Reeve Neufeld called the public hearing for Bylaw 890-13 to order at 1:13 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 890-13 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first

reading was given on April 9, 2013.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 890-13. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 890-13. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 890-13 at 1:15 p.m.

MOTION 13-06-433

MOVED by Councillor Braun

That second reading be given to Bylaw 890-13 being a Land Use Bylaw amendment to amend Mackenzie County Land Use Bylaw (791-10) Section 8.1 C AGRICULTURAL "A" as amended.

CARRIED

MOTION 13-06-434

MOVED by Councillor Wardley

That third reading be given to Bylaw 890-13 being a Land Use Bylaw amendment to amend Mackenzie County Land Use Bylaw (791-10) Section 8.1 C AGRICULTURAL "A".

CARRIED

**COMMUNITY
SERVICES:**

8. b) Hamlet of Zama - Unsightly Premises

MOTION 13-06-435

MOVED by Councillor Wardley

That the County proceeds with issuing Cleanup Orders for all non-compliant properties in the Hamlet of Zama with the time schedule as presented.

CARRIED

8. c) Contract Services – Peace Officer

MOTION 13-06-436

MOVED by Councillor J. Driedger

That administration look into the options for banning ATV's from the Hamlet of La Crete and look into options of contract peace officers.

CARRIED

4. c) Jim Walters, UFA (Bylaw 906-13) – 1:30 p.m.

Presentation by Jim Walters, Manager of UFA Grain Solutions, regarding their land use bylaw amendment (Bylaw 906-13).

Reeve Neufeld declared himself in conflict and left the meeting.

MOTION 13-06-437

MOVED by Councillor J. Driedger

That Councillor Braun assume the Chair.

CARRIED

**PLANNING &
DEVELOPMENT:**

**11. a) Bylaw 906-13 Land Use Bylaw Amendment
Application to Rezone Plan 982 5602, Block 19,
Lot 4 from Hamlet Commercial 2 'HC2' to Hamlet
Industrial 2 'HI2' (La Crete)**

MOTION 13-06-438

MOVED by Councillor Bateman

That first reading be given to Bylaw 906-13, being a Land Use Bylaw amendment to rezone Plan 982 5602, Block 19, Lot 4 from Hamlet Commercial 2 'HC2' to Hamlet Industrial 2 'HI2' in the Hamlet of La Crete, subject to a Public Hearing.

CARRIED

Reeve Neufeld rejoined the meeting and resumed the Chair.

**ENVIRONMENTAL
SERVICES:**

9. a) AUMA Wetland Policies (ADDITION)

MOTION 13-06-439

MOVED by Councillor Wardley

That an update on Wetland Policies and how it corresponds with the AUMA draft be requested at the AAMDC Zone meeting.

CARRIED

Reeve Neufeld recessed the meeting at 1:55 p.m. and reconvened the meeting at 2:07 p.m.

DELEGATION:

4. a) Fort Vermilion Recreation Board (Fort Vermilion Splash Park) – 2:00 p.m.

MOTION 13-06-440

MOVED by Councillor Wardley

That the Fort Vermilion Recreation Board be authorized to proceed with the Fort Vermilion Splash Park as presented.

CARRIED

OPERATIONS:

10. a) Chip Seal La Crete North (RR 15-1)

MOTION 13-06-441

MOVED by Councillor D. Driedger

That Mackenzie County reallocate \$275,000.00 from the Spruce Road project to a chip seal project on the first two miles on Blue Hills Road.

MOTION 13-06-442

MOVED by Councillor

That Motion 13-06-441 be TABLED to after the discussion of item 12. c).

CARRIED

**11. b) Bylaw 907-13 Land Use Bylaw Amendment
Application to Rezone Part of NW 9-104-15-W5M
from Mobile Home Subdivision 'MHS1' to Hamlet
Residential 1B 'HR1B' (La Crete)**

MOTION 13-06-443

MOVED by Councillor Bateman

That first reading be given to Bylaw 907-13, being a Land Use Bylaw amendment to rezone Part of NW 9-104-15-W5M from Mobile Home Subdivision 'MHS1' to Hamlet Residential 1B 'HR1B' in the Hamlet of La Crete, subject to the public hearing input.

CARRIED

11. c) 152-DP-13 Jacob Dyck (Shop-Farm in “A”) (La Crete)

MOTION 13-06-444

MOVED by Councillor Bateman

That Development Permit 152-DP-13 on SW 18-106-13-W5M in the name of Jacob Dyck 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: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
2. An Approved Roadside Development Permit is required from Alberta Transportation. All conditions and requirements by Alberta Transportation shall be met to their specifications and standards prior to commencement of development. (Contact Alberta Transportation at 1-780-624-6280).
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. The Shop - Farm is approved for agricultural 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 Shop - Farm for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.
5. The Shop – Farm shall not be used as a dwelling.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
7. 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 basement and/or flooding of the basement, and/or any ancillary buildings.
8. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for

Mackenzie County at 780-928-3983. Access to be constructed at the developers' 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

11. e) ASP Consultation Feedback

Reeve Neufeld recessed the meeting at 3:16 p.m. and reconvened the meeting at 3:33 p.m.

MOTION 13-06-445

MOVED by Councillor Wardley

That the original Area Structure Plan timeline be followed and that administration proceed to public hearing on all Area Structure Plans as amended.

CARRIED UNANIMOUSLY

11. d) ASP Consultation Meeting Request

MOTION 13-06-446

MOVED by Councillor Bateman

That administration respond to the Town of High Level indicating that the Mackenzie Highway Industrial Area Structure Plan has been amended by shifting the boundary further north, outside the Inter-municipal Development Area (IDP) area.

CARRIED

11. f) Residential Lot Sizes in Hamlets

MOTION 13-06-447

MOVED by Councillor Braun

That administration proceed with drafting a Land Use Bylaw amendment to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area.

CARRIED UNANIMOUSLY

**CORPORATE
SERVICES:**

**12. a) Bylaw 903-13 Borrowing Bylaw – High Level
Rural Water Line**

MOTION 13-06-448
Requires 2/3

MOVED by Councillor Bateman

That second reading be given to Bylaw 903-13 being a borrowing bylaw for the construction of the High Level Rural Water Line – Phase I.

CARRIED

MOTION 13-06-449
Requires 2/3

MOVED by Councillor Wardley

That third reading be given to Bylaw 903-13 being a borrowing bylaw for the construction of the High Level Rural Water Line – Phase I.

CARRIED

**12. b) Policy FIN023 Local Improvement Charge
Cancellation**

MOTION 13-06-450
Requires 2/3

MOVED by Councillor Bateman

That Policy FIN023 Local Improvement Charge Cancellation be amended as presented.

CARRIED

12. c) Funding for Road Upgrades

MOTION 13-06-451
Requires 2/3

MOVED by Councillor D. Driedger

That the County rebuild 1.5 miles of the Blue Hills Road with funding coming from the 2013 Gravel Budget at an estimated cost of \$300,000.

CARRIED

OPERATIONS:

10. a) Chip Seal La Crete North (RR 15-1)

MOTION 13-06-441

MOVED by Councillor D. Driedger

That Mackenzie County reallocate \$275,000.00 from the Spruce Road project to a chip seal project on the first two miles on Blue Hills Road.

DEFEATED

MOTION 13-06-452

Requires 2/3

MOVED by Councillor Derksen

That Mackenzie County reallocate \$275,000.00 from the Spruce Road project to a chip seal project two miles north of La Crete and the remaining \$55,000.00 be used to rectify the standing water issue on Spruce Road.

Councillor J. Driedger requested a recorded vote.

In Favor

Councillor Derksen
Councillor J. Driedger
Councillor Flett
Councillor Wardley
Reeve Neufeld
Councillor D. Driedger
Councillor Braun

Opposed

Councillor Jorgensen
Councillor Bateman

CARRIED

MOTION 13-06-453

MOVED by Councillor Flett

That the 2013 Budget be amended by adding the Rocky Lane regrading and dust control project with funding coming from the Gravel Budget at an estimated cost of \$350,000.

CARRIED UNANIMOUSLY

Reeve Neufeld recessed the meeting at 4:45 p.m. and reconvened the meeting at 5:00 p.m.

MOTION 13-06-454

MOVED by Councillor Derksen

That a Request for Proposal be issued for the chip seal project on the two miles of road north of La Crete.

CARRIED

12. d) Property Taxes in Arrears – Penalties & Interest

MOTION 13-06-455

MOVED by Councillor Wardley

That the ratepayer for taxroll 159342, or his agent, be held liable for 2012 property taxes of \$785.04, currently in arrears, plus penalties of \$146.46, in accordance with County Bylaw 518-05.

CARRIED

12. e) Budget Amendment

MOTION 13-06-456

Requires 2/3

MOVED by Councillor Bateman

That the 2013 TCA budget be amended, as follows:

- Add \$175,203 to Other Sources of external funding (connection fees) to 6-41-02.
- Draw \$46,105 from Sewer Upgrading Reserve, and \$46,106 from Water Upgrading Reserve; the total, \$92,211 represents the County's share of the costs of project 6-41-02.
- Reallocate \$224,269 Federal Gas Tax Fund (FGTF) grant funding from 6-41-02 to 6-41-06 (distribution pumphouse upgrades); reduce draw from Water Treatment Plant Reserve by a like amount.
- Reallocate \$43,145 FGTF funding from 6-41-02 to 6-32-04 (truck with picker and auger); reduce draw from Vehicle & Equipment Reserve by a like amount.

CARRIED

12. f) Financial Reports – January 1 to May 31, 2013

MOTION 13-06-457

MOVED by Councillor Derksen

That the financial reports for the period, January 1 – May 31, 2013, be accepted for information.

CARRIED

ADMINISTRATION: 13. a) La Crete Enhanced Policing – Memorandum of Understanding

MOTION 13-06-458 **MOVED** by Councillor Braun

That administration proceed with finalizing the La Crete Enhanced Policing Memorandum of Understanding with amendments as discussed.

CARRIED

**INFORMATION/
CORRESPONDENCE: 14. a) Information/Correspondence**

MOTION 13-06-459 **MOVED** by Councillor Flett

That Councillor Jorgensen act as the County liaison on the Friends of St. Theresa Society.

CARRIED

MOTION 13-06-460 **MOVED** by Councillor Jorgensen

That Mackenzie County support the letter from the Northern Alberta Elected Leaders to the Minister of Transportation regarding northern Alberta highways.

CARRIED

MOTION 13-06-461 **MOVED** by Councillor Wardley

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

CARRIED

IN-CAMERA SESSION:

MOTION 13-06-462 **MOVED** by Councillor Wardley

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:27 p.m.

- 15. a) Legal
- 15. b) Labour
- 15. c) Land

CARRIED

MOTION 13-06-463

MOVED by Councillor Wardley

That Council move out of camera at 5:43 p.m.

CARRIED

15. a) Legal – Housing Amalgamation

MOTION 13-06-464

MOVED by Councillor Derksen

That the housing amalgamation be received for information.

CARRIED

15. a) Legal – Regional Service Sharing Agreement

MOTION 13-06-465

MOVED by Councillor D. Driedger

That the Regional Service Sharing Agreement update be received for information.

CARRIED

15. b) Labour

15. c) Land – Beaver First Nation

MOTION 13-06-466

MOVED by Councillor Flett

That the Beaver First Nation meeting update be received for information.

CARRIED

15. c) Land – Parkland Lease (La Crete Airport)

MOTION 13-06-467

MOVED by Councillor D. Driedger

That the Parkland Lease at the La Crete airport be received for information.

CARRIED

**NEXT MEETING
DATE:**

16. a) Regular Council Meeting
Tuesday, July 16, 2013
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

17. a) Adjournment

MOTION 13-06-468

MOVED by Councillor Jorgensen

That the council meeting be adjourned at 5:46 p.m.

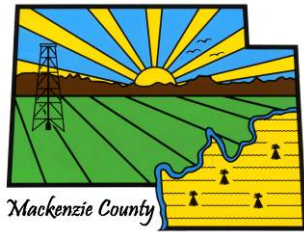
CARRIED

These minutes will be presented to Council for approval on July 16, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

That the CAO report for June 2013 be accepted for information.

Author: C. Smith Reviewed by: _____ CAO _____

Mackenzie County

Monthly CAO Report to Council – June 2013

The County's summer programs and the 2013 construction season are well underway. Most of the County's major budgeted projects are underway and/or being tendered. Administration prepared documents and recommendations regarding the La Crete Lagoon Project.

General staff meeting was held on July 5 2013. Occupational Health and Safety and general staff questions were on agenda. Mackenzie County has a strong team of dedicated workers and professionals and morale is high. Administration thanked everyone for their hard work on behalf of Council and administration.

As Council is aware, we had two incidents at our facilities over a weekend two weeks ago: flooding at the Fort Vermilion office and fire at the La Crete Well 3 Pump House. This has been a substantial disruption and contributed to additional work to our employees. Administration prepared information RFDs regarding our work with the insurance company and these will be presented in-camera.

This report provides highlights on some completed or ongoing initiatives.

1. **AB Agriculture and Rural Development** – RFP for the Master Water Drainage and Conservation Plan is currently advertised (see Bill Kostiw's report). The RFP was reviewed by the ASB prior to release.
2. **Fort Vermilion Research Farm** – Council discussed the offer to purchase at their last meeting and administration is proceeding as directed. A meeting was held with Chris Warkentin, MP, Reeve Bill Neufeld, Councilors Dicky Driedger and Eric Jorgensen, and Greg Newman, MARA President; administration met with Michel Falardeau, Agriculture Canada Director to discuss the property purchase. A firm is engaged to undertake a peer review of the Environmental Assessment. An update will be provided to Council in-camera.
3. **AB Transportation** – Administration will be meeting with Trent McLaughlin, AT Regional Director on July 17th regarding various operational initiatives and projects.
4. **Strategic Priorities Report** – Administration is working on the priorities as identified.
5. **Regional Collaborative Governance Protocols** – The regional collaboration protocols were signed June 13, 2013. Administration is working on final reporting documents to Municipal Affairs for the Regional Collaborative Governance Protocols initiative. The first tri-council meeting as per the protocols is scheduled on September 4, 2013.
6. **Regional Sustainability Study** – Tri-Council RFP for the Regional Sustainability Study is being advertised and is posted on the Alberta Purchasing Connection website.
7. **Housing Boards Amalgamation** – this is an ongoing work with the Implementation Committee. An update will be provided to Council in-camera.

8. New Rural Roads Funding – a meeting with Hon. Doug Horner, Minister, Alberta Treasury is scheduled for July 18, 2013. The meeting was arranged by our MLA Frank Oberle. The Reeve, Deputy Reeve, Bill Kostiw, and I are scheduled to attend.
9. **Mustus Energy Ltd.** – the Option to Purchase was negotiated as directed by Council and signed by both parties. Mustus representatives have expressed their renewed interest in entering into a power purchase agreement with the County as per the County’s letter from a few years ago.
10. **Regional Water System** – a letter was sent to the Town of High Level inquiring regarding their interest in a regional water system project with the County.
11. **RCMP** – A revised MOU for La Crete enhanced police (one position) was signed. Zama office space lease calculation was prepared and submitted to the HL Detachment – waiting for their response.
12. **Regional Service Sharing Agreement with the Town of High Level** – A reply letter based on the Town’s response and Council’s direction in June was sent to the Town. We received a reply and now are establishing a meeting date in August with intent to finalize the proposed amendments. This will be discussed in camera. Administration is also working with DCL Engineering and Ainsworth representatives to assure timely water supply in the High Level rural area.
13. **Disaster Recovery Program** – an application was submitted to Alberta Emergency Management in early June for the overland floods resulting from high accumulation of snow and rapidly rising temperatures in early May. As communicated earlier, it may take up to six months for AEMA to make a decision on the County’s claim. The County’s public works employees continue the roads repair work. Considering the substantial flooding in southern Alberta, our application is likely not on the top priorities list.
14. **La Crete Airport – Terminal Lease** – administration will present options and the ongoing negotiations results in-camera.
15. **Agricultural Land Use Planning Committee** – a meeting was held on July 12 2013. Darcy Beach and Gail Tucker of ESRD were in attendance. The Committee received an update on Stage 3 land sales. The last of Stage 2 land sale is scheduled for August 7 2013 in Fort Vermilion.

Please review the attached Directors reports and we will be happy to answer any questions Council may have.

My holidays are scheduled for July 19 – August 8. During my absence, Bill Kostiw will be the Acting CAO.

Respectfully submitted,
Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of June 2013.

From: Alison Kilpatrick
Director of Corporate Services

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2013 Ratepayers' meetings	June, 2013	Presented 2012 audited financial statements and 2013 budget highlights.
Local improvement bylaws	June, 2013	In progress.
Connection fee bylaw	2013/2014	In progress.
Inventory record keeping	August, 2013	In progress.
Flood incident, FV office	June 28, 2013	Insurance claim; liaise with restoration specialists.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project. Corporate Services meeting, May 27 th . Planning and analysis re: cross-training, variance analysis, fuel accounting.

Capital Projects

Projects	Timeline	Comments
Analytical support to capital budgeting, expenditure, and reporting processes.	Spring – Fall	Reporting requirements to provincial government.

Personnel Update:

Cross-training program ongoing.

Other Comments:

Pending: MasterCard policy.

MONTHLY REPORT TO THE CAO

For the month of July 2013

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework position paper	May 2013	We endorsed the position paper, MMSA is still getting comments back from other municipalities, some map edits underway
Area Structure Plans	July 2013	Progressing well. Most will be completed by mid-August, see RFD for details
Business License Bylaw	Summer 2013	Bylaw drafted, see RFD for details
Community Investment Readiness package	Fall 2013	Will begin this once we have more business info to work from

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	April 2013	Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws
Development Agreements	Summer 2013	Need to review, revise and implement new DA's.
Antenna System Siting Protocol	Fall 2013	Need to review and edit entire protocol
Land Use Bylaw review/update	Fall 2013	Will need to thoroughly review and amend after the ASP's are approved

Capital Projects

Projects	Timeline	Comments
Community Infrastructure Master Plans	Winter 2013	DCL has received most data, has started building models, traffic counts completed, still collecting sewer flow info
Rural Addressing	2013	In progress. Jeff working on this project.
Airport Vicinity Protection Area	August 2013	Draft completed. Will be presented to Council at August 12 th meeting

Personnel Update:

Have filled the Economic Development Research Assistant position. Chris Burke started on June 17th. Dee Pannu moved south at the end of June, Caitlin Smith was hired to fill the vacant Development Officer position.

Other Comments:

Dimestore Fishermen was here June 6 & 7. Did some fishing at Wadlin Lake and did some community filming. Was quite a hassle trying to meet his demands, had to make many last minute revisions to his itinerary. Will be coming up again in mid-August, working on details for this trip.

Otherwise we're staying busy. Developments permits are up slightly from last year, see RFD for more details. Making some progress on cleaning up old subdivision files and other outstanding items.

Monthly Report to CAO

For the month of June 2013

From: William (Bill) Kostiw
Director of Infrastructure Development and Government Relations

This past month has been very active with project development, tenders and construction on major projects.

A) Projects

The Zama Access project and the local Zama projects are complete and in order.

B) Highway 88 Connector

Highway 88 Connector Phase I has the GBC complete and the pavement is scheduled for July 22, 2013. The tender for Highway 88 Connector closes today and construction will depend on the tender results.

C) High Level East Water Management

High Level East Water Management Project is about 80% complete and should be wrapped up by mid August 2013.

D) Rocky Lane Road Construction

The Rocky Lane road construction RFP was awarded to Frank Wiens and is underway. Project is basically a major shoulder full and reconstruction of low areas. The brushing on the reserve is being done by Boyer First Nations.

E) Water Line Development

The water line development project south of High Level is in the design stage and agreements with Ainsworth and the town are progressing. We intend to have a tender package by mid August 2013.

F) Master Drainage Study

The master drainage study project RFP is out and closes in August of 2013.

G) Spruce Road Drainage

The Spruce Road drainage project RFP will be out early August and construction anticipated to start in September.

H) Hamlet Street Improvement 2013

The hamlet street improvement 2013 projects are underway in La Crete & Fort Vermilion and paving will commence in August 2013.

I) Other Projects

Other projects in the works are the purchase of the Ag Canada Research Station, the Fort Nelson Connector, the Caribou Study, The Bison Review project, the Long Term Gravel Supply project and the Land Use Framework study.

In Summary we are busy and progress is being made. I would be pleased to provide more information or answer any questions you may have.

Thank You,

William (Bill) Kostiw

MONTHLY REPORT TO THE CAO

For the month of June 2013

From: Ron Pelensky
 Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular grading and spot graveling occurred Rejuvenated dust control sites as spring rain washed them out. Road Regraveling tender awarded to Knelson Sand & Gravel
Park Maintenance	Ongoing	Crews are busy cutting grass and beautifying specific areas Solar system installed at Wadlin Lake and started in Machesis Lake
Events	June	Crews assisted in beautifying areas and other duties in Rocky Lanes Farmer Day celebration and Fort vermilion Canada celebration
Buildings	June	Clean ducts in FV office, Replace light bulbs and Ballast in LaCrete office. Install computer controlled card reader at FV Water treatment plant. Removed shelving FV office records room
Dogs	June	Picked up one dog in LaCrete and have one live trap set in Fort Vermillion
Unsightly Properties	June	Conducted inspections in FV and LaCrete
Health and Safety	June	Participated in mock disaster for Alberta Health Services Continued on working on Safety Manual changes
Fire Department	June	Fort Vermillion responded to 2 medical assists, 1 quad accident and 1 structure fire LaCrete responded to 3 medical assists, 1 equipment fire, 1 structure fire, 1 fire alarm, 3 fires caused by power lines Zama responded to 1 grass fire
Fire Department Training	June	Big rig extrication, flashover training, safety codes course (Peter Wiebe)

Capital Projects

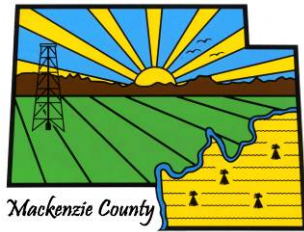
Projects	Timeline	Comments
Fort Vermillion street project	Summer 2013	Project awarded to Knelson Sand and Gravel and commenced at end of June
Zama Aspen Drive and community Hall paving	Spring 2013	New pavement is complete
Zama Access road paving	Spring 2013	New pavement is complete
FV Commercial mower, Bobcat broom and Tandem axle gravel pup	2013	Purchases are complete and items are delivered
FV F550 with picker and auger	2013	Truck is purchased and they are installing the picker, auger and deck
Blumenort transfer station shed replacement	2013	Building is ordered
Fire Dept purchased rescue struts and Foam system upgrades for FV and Lacrete,	2013	Items ordered and received
Fire Dept SCBA compressors for FV and Lacrete	2013	The compressors are on order

Personnel Update:

FV custodian position is vacant, Interviews to be held in July

Other Comments:

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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Liane Lambert, Planner
Title:	Municipal Planning Commission Meeting Minutes – May 16, June 6, 2013

BACKGROUND / PROPOSAL:

Information Item. The adopted minutes of the May 16 and June 6, 2013 meetings are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of May 16 & June 6, 2013 be received for information.

Author: _____ Reviewed by: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, May 16, 2013 @ 10:00 a.m.

PRESENT

Jack Eccles	Chair, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Jacque Bateman	Councilor, MPC Member (via teleconferencing)
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member

ADMINISTRATION

Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Daljit Pannu	Development Officer
Chelsea Derksen	Administrative Assistant

DELAGATIONS

George Fehr	Subdivision Applicant
Danny Buller	Developer

1. CALL TO ORDER

Jack Eccles called the meeting to order at 10:01 a.m.

2. ADOPTION OF AGENDA

MOTION 13-81 **MOVED** by Beth Kappelar

That the agenda be adopted with the following addition;

5b) Subdivision Application 11-SUB-13
NW 16-106-15-W5M; La Crete Rural
George & Bonnie Fehr

6c) ADOA Conference

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 13-82 MOVED by Elmer Derksen

That the minutes of the May 2, 2013 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

DELEGATIONS

**5b) Subdivision Application 11-SUB-13
NW 16-106-15-W5M
George Fehr**

MOTION 13-83 MOVED by Wally Schroeder

That Subdivision Application 11-SUB-13 in the name of George & Bonnie Fehr on NW 16-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 4.60 acres (1.89 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) **The existing pumpout sewer system shall be removed and replaced with a sewage disposals system that conforms to and fits the setback requirements of the Alberta Private Sewage Systems Standard of Practice 2009.**

- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5000 per acre. Municipal reserve is charged at 10%, which is \$550.00 per subdivided acre. **4.6 acres times \$550.00 equals \$2530.00, or**
- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

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.

CARRIED

- 4c) **Development Permit Application 93-DP-13
Buller Contracting Ltd.; (Tradesmens Business in "HC1") (La Crete)
Plan 122 3197, Block 02; Lot 08**

MOTION 13-84 **MOVED** by Jacquie Bateman

That Development Permit 93-DP-13 on Plan 122 3197, Block 02, Lot 08 in the name of Buller Contracting 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. **The Shop shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. Minimum building setbacks; 9.1 meters (30 feet) from 101st Street; 3.1 meters (10 feet) from rear yard; 1.5 meters (5 feet) from side yards.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
7. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
8. 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.
9. The municipality has assigned the following address to the noted property **10920-101 Street**. You are required to display the address (**10920**) 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 standards are 1 space per 45 square meters of building area, which in this case is 11 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
11. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
12. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
13. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
14. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
15. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
16. 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

George Fehr and Danny Buller left the meeting and did not return.

4. DEVELOPMENT

- a) **Development Permit Application 63-DP-13
John Peters; (Owner/Operator Business 1 (Shop) with Height and Setback Variance in "RC3") (La Crete)
Plan 042 3012, Block 01, Lot 32**

MOTION 13-85 MOVED by Wally Schroeder

That Development Permit 63-DP-13 on Plan 042 3012, Block 01, Lot 32 in the name of John Peters 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. A **50% Variance** for Shop setback from the road right of way is hereby granted. The shop should be 20.57 m (67.5 feet) from the road right of way lying east of the property.
2. **Minimum shop setbacks from other sides: 15.2 meters (50 feet) front (north) yard; 15.2 meters (50 feet) rear (south) yard; 7.62 meters (25 feet) from interior side (east) yard, from the property lines.**
3. A four feet (4') height **variance** for the Shop is hereby granted. The maximum height of the Shop shall be 24 feet from grade to peak.
4. The maximum area of the shop shall be 223 square meters (2,400 square feet).
5. **This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should you require the shop for an Owner/Operator Business then a Business License is required.**
6. 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.
7. 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 a minimum of 300 square feet."*
8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
9. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

10. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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

MOTION 13-86 **MOVED** by Jacquie Bateman

That all future Development Permits include a condition concerning water damage.

CARRIED

- b) **Development Permit Application 91-DP-13**
Alden Wiebe; (Mobile Home-Single Wide Addition in "RC3")
(La Crete)
Plan 042 3012, Block 01; Lot 30

MOTION 13-87 **MOVED** by Beth Kappelar

That Development Permit 91-DP-13 on Plan 042 3012, Block 01, Lot 30 in the name of Alden Wiebe 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. 15.24 meters (50 feet) front (west) yard;
 - b. 15.24 meters (50 feet) exterior side (south) yard;

- c. 7.62 meters (25 feet) side (north) yards, and
 - d. 7.62 meters (25 feet) rear (east) yard, from the property lines.
2. **The Manufactured Home-Single Wide addition shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
 3. The architecture, construction materials and appearance of Manufactured Home-Single Wide Addition 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. **The exterior of the Manufactured Home-Single Wide Addition shall be similar in appearance and color to the Manufactured Home-Single Wide.**
 4. The undercarriage of the Manufactured Home – Single Wide Addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.
 5. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
 6. 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 a minimum of 300 square feet.”*
 7. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing the location of an existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers’ expense.**
 8. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
 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

Dave Peters (delegate) joined the meeting at 10:16 a.m. and left at 10:21 a.m. and did not return.

- d) **Development Permit Application 101-DP-13
George Janzen; (Ancillary Building/Shed in "UF")
(La Crete)
Part of NW 3-106-15-W4M**

MOTION 13-88 **MOVED** by Wally Schroeder

That Development Permit 101-DP-13 on Part of NW 3-106-15-W5M in the name of George Janzen be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
 - a. **41.2 meters (135feet) from 100 Street;**
 - b. **15.2 meters (50 feet) rear (east) yard;**
 - c. **15.2 meters (50 feet) north and south side yards; from the property lines.**
2. No construction or development is allowed on or in a right-of-way unless all the Utility Company and the owner of the Right-of-Way have granted written permission. 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.
3. The highest point of the Shed shall be no more than 15 feet in height from grade to roof peak.

4. **The maximum area of the Shed shall not exceed 50% of the total area of the Principal Building.**
5. **This Shed is approved for personal purposes only and no commercial activity is permitted in this building or district. Nor shall the Shed be used as a dwelling unit.**
6. The Shed shall be finished with similar construction materials as the residence and shall compliment the natural features of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
8. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. 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

- e) **Development Permit Application 108-DP-13
Jacob Peters; (Dwelling-Single Family and Garage-Attached with Setback Variance in "HR1A") (La Crete)
Plan 102 5532, Block 36, Lot 10**

MOTION 13-89

MOVED by Beth Kappelar

That Development Permit 108-DP-13 on Plan 102 5532, Block 36, Lot 10 in the name of Jacob Peters 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. **A 5 feet setback variance from 112th Street as outlined in condition 3 is hereby granted.**
2. The house shall face 112th Street, with the garage located on the south side of the lot to match adjacent property garage.
3. **The front of the building shall be:**
 - a. **6.10 meters (20 feet) from the front (east) property line;**

Minimum building setbacks for the side and rear yards are:

 - b. **1.52 meters (5 feet) rear (west) yard;**
 - c. **1.52 meters (5 feet) north and south side yards, from the property lines.**
4. Where the lowest opening of the building 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 building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
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 to the satisfaction of the Development Authority.
6. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned the following address to the noted property **10802-112 Street**. You are required to display the address (**10802**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. Provide adequate off street parking as follows: 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."*
9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-

928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.

10. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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

Jack Eccles informed the MPC that he and Wally Schroeder sit on the Mackenzie Housing Management Board but neither of them declared themselves in conflict with items 4f) and 4g).

- f) **Development Permit Application 111-DP-13
Mackenzie Housing Management Board; (Manufactured Home – Single Wide in “HC1”) (Fort Vermilion)
Plan 842 0527, Block 01, Lot 12A**

MOTION 13-90 **MOVED** by Beth Kappelar

That Development Permit 111-DP-13 on Plan 842 0527, Block 01, Lot 12A in the name of Mackenzie Housing Management Board be REFUSED with the following reasons:

- a) Section 8.4 D (a) of the Land Use Bylaw States that:
 - a. Manufactured Homes-Single or Double Wide are regarded as conforming transitional non-permanent buildings which will be replaced by commercial development.

This means that, the designated area is zoned for commercial development, and any existing Manufactured Homes-Single or Double Wide may stay until such time that it is removed or destroyed; it will then be replaced by a commercial development.

To allow a new Manufactured Homes-Single or Double Wide for strictly residential purposes defeats the purpose of this commercial district.

CARRIED

- g) Development Permit Application 112-DP-13
Mackenzie Housing Management Board; (Manufactured Home
– Single Wide in “HC1”) (Fort Vermilion)
Plan 842 0527, Block 01, Lot 11A**

MOTION 13-91 **MOVED** by Beth Kappelar

That Development Permit 112-DP-13 on Plan 842 0527, Block 01, Lot 11A in the name of Mackenzie Housing Management Board be REFUSED with the following reasons:

- a) Section 8.4 D (a) of the Land Use Bylaw States that:
a. Manufactured Homes-Single or Double Wide are regarded as conforming transitional non-permanent buildings which will be replaced by commercial development.

This means that, the designated area is zoned for commercial development, and any existing Manufactured Homes-Single or Double Wide may stay until such time that it is removed or destroyed; it will then be replaced by a commercial development.

To allow a new Manufactured Homes-Single or Double Wide for strictly residential purposes defeats the purpose of this commercial district.

CARRIED

5. SUBDIVISION

- a) Time Extension
08-SUB-12, 09-SUB-12, 232-SUB-11 & 24-SUB-11
Vanguard Realty (La Crete)**

MOTION 13-92 MOVED by Wally Schroeder

That a Time Extension be GRANTED to Subdivision Application 23-SUB-11 in the name of Vanguard Realty, on Part of NW 9-106-15-W5M. The time extension will expire on May 17, 2014.

CARRIED

MOTION 13-93 MOVED by Wally Schroeder

That a Time Extension be GRANTED to Subdivision Application 24-SUB-11 in the name of Vanguard Realty, on Part of NW 9-106-15-W5M. The time extension will expire on May 17, 2014.

CARRIED

MOTION 13-94 MOVED by Wally Schroeder

That a Time Extension be GRANTED to Subdivision Application 08-SUB-12 in the name of Vanguard Realty, on Part of NW 9-106-15-W5M. The time extension will expire on May 17, 2014.

CARRIED

MOTION 13-95 MOVED by Wally Schroeder

That a Time Extension be GRANTED to Subdivision Application 09-SUB-12 in the name of Vanguard Realty, on Part of NW 9-106-15-W5M. The time extension will expire on May 17, 2014.

CARRIED

6. MISCELLANEOUS ITEMS

**a) Bylaw 890-13 LUB Amendment
Clarification of Original Titled Property**

MOTION 13-96 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommends to Council for APPROVAL of Bylaw 880-13, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10) with amendments, subject to public input.

CARRIED

d. Action List

MOTION 13-97 **MOVED** by Elmer Derksen

Action List of May 16, 2013 be received for information.

CARRIED

e. 2013 ADOA Conference

MOTION 13-98 **MOVED** by Jacquie Bateman

That Beth Kappelar and Wally Schroeder be authorized to attend the Annual Development Officer Association Conference on September 9-11, 2013 in Lac La Biche, AB.

CARRIED

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ June 6, 2013 at 10:00 a.m. in La Crete
- ❖ June 20, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ July 11, 2013 at 10:00 a.m. in La Crete
- ❖ July 25, 2013 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MOTION 13-99 **MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:59 a.m.

CARRIED

These minutes were adopted this 6th day of June, 2013.



Wally Schroeder, Vice-Chair

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, June 6, 2013 @ 10:00 a.m.

PRESENT

Wally Schroeder	Vice-Chair, MPC Member
Jacque Bateman	Councilor, MPC Member (via teleconferencing)
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member

ADMINISTRATION

Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Daljit Pannu	Development Officer
Chelsea Derksen	Administrative Assistant

ABSENT

Jack Eccles	Chair, MPC Member
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1. CALL TO ORDER

Wally Schroeder called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MOTION 13-100 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 13-101 **MOVED** by Elmer Derksen

That the minutes of the May 16, 2013 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

4. DEVELOPMENT

**a) Development Permit Application 90-DP-13
William Zacharias; (Garage-Detached in "UF") (La Crete)
Plan 952 2791, Block 01, Lot 01**

MOTION 13-102 MOVED by Beth Kappelar

That Development Permit 90-DP-13 on Plan 952 2791; Block 01; Lot 01 in the name of William Zacharias 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. A **50% Variance** for Garage setback from the rear (north) yard is hereby granted. The Garage shall be 7.62 m (25 feet) from the rear yard.
2. **Minimum building setbacks from the remaining yards are: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from side (east and west) yards.**
3. This garage is for residential purposes only and no commercial activity is permitted in this building or district.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
5. No ancillary building erected/or moved onto the site shall be used as a dwelling.
6. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009
7. 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)927-3718. Access to be constructed to Mackenzie County standards and at the developer's expense.
8. 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.

9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

10. 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) Development Permit Application 110-DP-13
Mackenzie Housing Management Board
(Manufactured Home-Single Wide in “MHS2”) (Fort Vermilion)
Plan 842 0527, Block 01; Lot 13**

MOTION 13-103 **MOVED** by Jacquie Bateman

That Development Permit 110-DP-13 on Plan 842 0527, Block 01, Lot 13 in the name of Mackenzie Housing Management Board 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. **A setback variance for the front and rear yards as outlined in conditions 2 & 3 is hereby granted.**
2. **The front of the Mobile Home shall be 5.7m (18’7’), from the front (east) property line.**
3. **The rear of the Mobile Home shall be 1.8 meters (6 feet) from the rear (west) property line.**
4. Minimum building setbacks are:
 - a. **18’.7” feet (5.7meters)from front yard (east) yard,**
 - b. 5 feet (1.52 meters) from southeast side yard,
 - c. 5 feet (1.52 meters) from northwest side yard, and
 - d. **6 feet (1.80 meters) rear (west) yard, from the property lines.**
5. **The Manufactured Home shall be situated on the northwest side of the lot. Any deck shall be placed on the southeast side of the Manufactured Home.**

6. The undercarriage of the Manufactured Home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
7. The architecture, construction material and appearance of the Manufactured Home shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
8. The Municipality has assigned the following address to the noted property **4906-47th Street**. You are required to display the address (**4906**) 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.
9. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
10. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**c) Development Permit Application 127-DP-13
Mackenzie Housing Management Board
(Manufactured Home-Single Wide in “MHS2”) (Fort Vermilion)
Plan 842 0527, Block 01, Lot 15**

MOTION 13-104 **MOVED** by Jacquie Bateman

That Development Permit 127-DP-13 on Plan 842 0527, Block 01, Lot 15 in the name of Mackenzie Housing Management Board 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. **A setback variance for the front and rear yards as outlined in conditions 2 & 3 is hereby granted.**
2. **The front of the Mobile Home shall be 5.7m (18’7’), from the front (east) property line.**
3. **The rear of the Mobile Home shall be 1.8 meters (6 feet) from the rear (west) property line.**
4. Minimum building setbacks are:
 - a. **18’.7” feet (5.7meters)from front yard (east) yard,**
 - b. 10 feet (3.1 meters) from southeast side yard,
 - c. 5 feet (1.52 meters) from northwest side yard, and
 - d. **6 feet (1.80 meters) rear (west) yard, from the property lines.**
5. **The Manufactured Home shall be situated on the northwest side of the lot. Any deck shall be placed on the southeast side of the Manufactured Home.**
6. The undercarriage of the Manufactured Home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
7. The architecture, construction material and appearance of the Manufactured Home shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
8. The Municipality has assigned the following address to the noted property **4902-47th Street**. You are required to display

the address (**4902**) 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.

9. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
10. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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) Development Permit Application 128-DP-13
Mackenzie Housing Management Board
(Manufactured Home-Single Wide in "MHS2")
(Fort Vermilion)
Plan 842 0527, Block 01, Lot 14**

MOTION 13-105 MOVED by Jacquie

That Development Permit 128-DP-13 on Plan 842 0527, Block 01, Lot 14 in the name of Mackenzie Housing Management Board 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. **A setback variance for the front and rear yards as outlined in conditions 2 & 3 is hereby granted.**
2. **The front of the Mobile Home shall be 5.7m (18'7'), from the front (east) property line.**
3. **The rear of the Mobile Home shall be 1.8 meters (6 feet) from the rear (west) property line.**
4. Minimum building setbacks are:
 - a. **18'.7" feet (5.7meters)from front yard (east) yard,**
 - b. 5 feet (1.52 meters) from southeast side yard,
 - c. 5 feet (1.52 meters) from northwest side yard, and
 - d. **6 feet (1.80 meters) rear (west) yard, from the property lines.**
5. **The Manufactured Home shall be situated on the northwest side of the lot. Any deck shall be placed on the southeast side of the Manufactured Home.**
6. The undercarriage of the Manufactured Home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
7. The architecture, construction material and appearance of the Manufactured Home shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
8. The Municipality has assigned the following address to the noted property **4904-47th Street**. You are required to display the address (**4904**) 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.
9. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
10. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational

Services Department for Mackenzie County at 780-928-3983.
Access to be constructed at the developers' expense.

11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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

Byron Peters joined the meeting at 10:06 a.m.

- e) **Development Permit Application 119-DP-13
Sunnybrook Sausages (Tradesmens Business in "A")
(La Crete)
SE 3-107-14-W5M**

MOTION 13-106 **MOVED** by Jacquie Bateman

That Development Permit 119-DP-13 on SE 3-107-14-W5M in the name of Sunnybrook Sausages 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 Shop shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. Minimum building setbacks;
 - a. 41.14 meters (135 feet), from all Road Right of Way's, and
 - b. 15.2 meters (50 feet), from all other property lines,

3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3277.**
5. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
6. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
8. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
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. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of building area, which in this case is 7 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
11. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and

- b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
12. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
13. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
14. The sign shall:
- a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
15. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- f) **Development Permit Application 122-DP-13
(Owner/Operator Business 1 (Shop) with Height and Floor Area
Variance in "RC3") (La Crete)
Plan 062 7138, Block 03, Lot 07**

MOTION 13-107 MOVED by Beth Kappelar

That Development Permit 122-DP-13 on Plan 062 7138, Block 03, Lot 7 in the name of Franz Krahn 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. A 2.6 feet height variance for the Shop is hereby granted. The maximum height of the Shop shall be 22.6 feet from grade to peak.
- 2. Minimum shop setbacks: 15.2 meters (50 feet) front yard; 15.2 meters (50 feet) rear yard; 7.62 meters (25 feet) from side yards, from the property lines.

3. A 20% variance in the building area is granted. The maximum area of the shop shall be 267.56 square meters (2880 square feet).
4. This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should you require the shop for an Owner/Operator Business then a Business License is required.
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. 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 a minimum of 300 square feet."
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
8. Building to be connected to the Municipal water and the cost of connection fee will be borne by the owner.
9. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
10. 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.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. 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

**g) Development Permit Application 137-DP-13
Kurtis Peters (Fence with Variance in “HR1”) (La Crete)
Plan 2504TR, Block 07, Lot 05**

MOTION 13-108 MOVED by Elmer Derksen

That Development Permit 137-DP-13 on Plan 2504TR; Block 07; Lot 05 in the name of Kurtis Peters 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. **Approval of a fence with variance as noted in condition 2.**
2. **Maximum height of fence: 1.524 meters (5 feet) for the FRONT YARDS facing 102nd street and 99th Avenue - and up to 6 feet for the remaining yards.**
3. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
4. The fence shall not encroach onto adjacent properties.
5. **Please note that according to Mackenzie County policy PW039 Minimum setback for an access from an intersection is 6.1 meters.**
6. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
7. 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.

8. 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.
9. 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

5. SUBDIVISION

- a) **Subdivision Application 13-SUB-13
NE 14-107-12-W5M; Fort Vermilion Rural
Peter Derksen**

MOTION 13-109 MOVED by Elmer Derksen

That Subdivision Application 13-SUB-13 in the name of Peter Derksen on NE 14-107-12-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.06 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

- d) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- e) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- f) 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.

CARRIED

- b) Subdivision Application 14-SUB-13
Plan 012 4176, Block 04, Lot A & Pt. of NE 4-106-15-W5M
La Crete
Peter Derksen**

MOTION 13-110 MOVED by Beth Kappelar

That Subdivision Application 14-SUB-13 in the name of 1743280 Alberta Ltd. (Foothill Carpentry Ltd.) on Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M, be APPROVED with the following conditions;

- 1. This approval is for a 24 lot subdivision, 8.69 acres (3.51 hectares) in size.
- 2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
 - c) Provision of all water lines, including all fittings and valves as required by the County,
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot,

- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
 - g) Provision of street lighting with underground wiring, design and location as required by the County,
 - h) Engineered signage package,
 - i) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
 - j) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any

excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,

- k) The developer is responsible for landscaping to design elevation and seeding with grass or other approved landscaping,
- l) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- m) Any outstanding property taxes shall be paid in full prior to registration of title,
- n) Provision of off-site levies as required by the County as follows:
 - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - c) new or expanded storm sewage drainage facilities;
 - d) new or expanded facilities for the storage, transfer, or disposal of waste;
 - e) land required for or in connection with any facilities described in clauses (a) to (d); and
 - f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Twenty four (24) lots at \$1,000 equals **\$24,000.00**,

- ii) Lift Station #5 Levies (Bylaw 474/04) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage. Payment of levies that contribute towards the cost of Lift Station Number 5 force mains and gravity sewer mains. The total costs of these improvements are being charged on a cost per hectare basis. As each hectare is subdivided the developer will be required to pay \$1,185.00 per hectare

for development within the benefiting area. Your subdivision is for 3.51 hectares (8.69 acres).

$\$1,185.00/\text{ha} \times 3.51 \text{ hectares} = \$4,159.35$

Total Lift Station Number 5 levy owing is \$4,159.35

- iii) Sewer Service Off-site Levies (Bylaw 739-09) are charged for the southwest area of the Hamlet of La Crete for the purpose of recovering a portion of the costs for new or expanded facilities for the treatment, movement or disposal of sanitary sewage. The levy is calculated at \$2,088.00 per hectare. Your subdivision is a total of 3.51 hectares. The total is **\$7,328.88**.

Total Levies - i) + ii) + iii) = \$35,488.23

- o) **Provision of municipal reserve in the form of money in lieu of land. Specific amount to be based on 10% of the market value of the subject land and on the current market value. The current market value for this property is \$_____ per acre. Municipal reserve is charged at 10%, which is \$_____ per subdivided acre. 8.69 acres times \$_____ equals \$_____.**
- p) **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).**
- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

6. MISCELLANEOUS ITEMS

- a) **Bylaw 8__-13 Land Use Bylaw Amendment Application to Rezone Part of NW 9-104-15-W5M from Mobile Home Subdivision 'MHS1' to Hamlet Residential 1B 'HR1B'. (La Crete)**

MOTION 13-111 **MOVED** by Beth Kappelar

That the Municipal Planning Commission make a recommendation to Council for Approval of Bylaw 8__-13, being a Land Use Bylaw amendment to rezone Part of NW 9-104-15-W5M from Mobile Home Subdivision 'MHS1' to Hamlet Residential 1B 'HR1B'.

CARRIED

- b) **Bylaw 8__-13 Land Use Bylaw Amendment Application to Rezone Plan 982 5602, Block 19, Lot 4 from Hamlet Commercial 2 'HC2' to Hamlet Industrial 2 'HI2'. (La Crete)**

MOTION 13-112 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommendation to Council for Approval of Bylaw 8__-13, being a Land Use Bylaw amendment to rezone Plan 982 5602, Block 19, Lot 4 from Hamlet Commercial 2 'HC2' to Hamlet Industrial 2 'HI2', subject to a Public Hearing.

CARRIED

- c) **Action List**

Action List of May 16, 2013 was reviewed.

CARRIED

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ June 20, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ July 11, 2013 at 10:00 a.m. in La Crete
- ❖ July 25, 2013 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

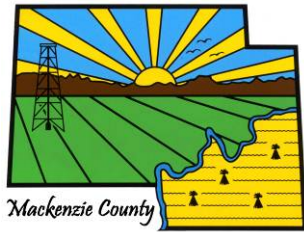
MOTION 13-114 MOVED by Wally Schroeder

That the Municipal Planning Commission Meeting be adjourned at
10:26 a.m.

CARRIED

These minutes were adopted this 25th day of June, 2013.

Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Liane Lambert, Planner
Title:	Inter-Municipal Planning Commission Meeting Minutes – April 23 and May 23, 2013

BACKGROUND / PROPOSAL:

Information Item. The adopted minutes of the April 23 and May 23, 2013 meetings are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of April 23 and May 23, 2013 be received for information.

Author: _____ Reviewed by: _____ CAO _____

**INTER-MUNICIPAL PLANNING COMMISSION
MEETING**

**Tuesday, April 23, 2013
6:30 p.m.
Meeting Room Town of High Level Office
High Level, AB**

PRESENT:

**Town of High Level
Members**

Scott Chandler Councilor
Chris McLeod Councilor

**Mackenzie County
Members**

Walter Sarapuk Councilor
Jacquie Bateman Councilor
Bev Hilhorst Public Member

**ADMINISTRATION: Town of High Level
Staff**

Simone Wiley Manager of Development Services
Ashley Bulmer Development Officer

**Mackenzie County
Staff**

Joulia Whittleton Chief Administrative Officer
William Kostiw Director of Infrastructure Development &
Government Relations
Byron Peters Director of Planning and Development

ABSENT:

Clint Hilhorst Public Member

Minutes for the Inter-Municipal Planning Commission Meeting held on April 23, 2013 at the Town of High Level Meeting Room in High Level, Alberta.

CALL TO ORDER: 1.a) Call to Order

Chris Chandler called the meeting to order at 6:29 p.m.

AGENDA: 2.a) Adoption of Agenda

MOTION 23-04-001 MOVED by Jacquie Bateman

That the agenda be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**3.a) Minutes of the November 22, 2012 Inter-municipal
Planning Commission meeting**

MOTION 23-04-002

MOVED by Jacquie Bateman

That the minutes of the November 22, 2012 Inter-municipal Planning Commission meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF MINUTES:**

4.a) Motion 22-11-108

That the Inter-Municipal Planning Commission (IMPC) requests that the Town of High Level reviews the waterline capacity and provides options for the next IMPC meeting.

MOTION 23-04-003

MOVED by Walter Sarapuk

To accept the Footner Waterline statistics update as information

CARRIED

DELEGATIONS:

5.a) None

BUSINESS:

**6.a) Development Permit 53-DP-13
Public Use (Pumphouse) in Agricultural
Plan 772 1915, Block 1 (NW 9-110-19-5M)
Rural High Level**

MOTION 23-04-004

MOVED by Jacquie Bateman

That 53-DP-13 on Plan 772 1915, Block 1 (NW 9-110-19-5M) in the name of the Town of High Level 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) 41.15 meters (135 feet) from any road allowances and

- b) 15.24 meters (50 feet) from any other property lines.
2. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
5. 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.
6. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. 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) Industrial Area Structure Plans

MOTION 23-04-005

MOVED by Scott Chandler

That the Inter-municipal Planning Committee review the Area Structure Plans and bring back comments to the next meeting.

CARRIED

c) Bylaw 890-13
Land Use Bylaw Amendment

MOTION 23-04-006

MOVED by Walter Sarapuk

That the Inter-Municipal Planning Commission (IMPC) recommends to Council for APPROVAL of Bylaw 890-13, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10) with amendments, subject to public input.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

7.a) None

NEXT MEETING DATES: 8.a) **Establish Inter-Municipal Planning Commission Meeting Dates**

MOTION 23-04-007

MOVED by Clint Hilhorst

That all Inter-municipal Planning Commission meeting continue to be held on the fourth Thursday of every month.

CARRIED

Next Inter-Municipal Planning Commission meeting date is scheduled as follows:

❖ May 23, 2013 at 6:30 p.m. in High Level

ADJOURNMENT:

9.a) **Adjournment**

MOTION 23-04-008

MOVED by Scott Chandler

That the Inter-Municipal Planning Commission meeting be adjourned at 6:57p.m.

CARRIED

These minutes will be presented for approval on _____, 2013.

Chair

**INTER-MUNICIPAL PLANNING COMMISSION
MEETING**

Tuesday, May 23, 2013

6:30 p.m.

**Meeting Room Town of High Level Office
High Level, AB**

PRESENT:

**Town of High Level
Members**

Chris McLeod	Councilor
Clint Hilhorst	Public Member

**Mackenzie County
Members**

Jacque Bateman	Councilor
Bev Hilhorst	Public Member

**ADMINISTRATION: Town of High Level
Staff**

Ashley Bulmer	Development Officer
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**Mackenzie County
Staff**

Joulia Whittleton	Chief Administrative Officer
William Kostiw	Director of Infrastructure Development & Government Relations
Byron Peters	Director of Planning and Development
Liane Lambert	Planner

ABSENT:

Scott Chandler	Councilor
Walter Sarapuk	Councilor
Simone Wiley	Manager of Development Services

Minutes for the Inter-Municipal Planning Commission Meeting held on May 23, 2013 at the Town of High Level Meeting Room in High Level, Alberta.

CALL TO ORDER: 1.a) Call to Order

Chris McLeod called the meeting to order at 6:30 p.m.

AGENDA: 2.a) Adoption of Agenda

MOTION 23-05-001 MOVED by Clint Hilhorst

That the agenda be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**3.a) Minutes of the April 23, 2013 Inter-municipal Planning
Commission meeting**

MOTION 23-05-002

MOVED by Jacquie Bateman

That the minutes of the April 23, 2013 Inter-municipal Planning Commission meeting be adopted as amended.

CARRIED

**BUSINESS ARISING
OUT OF MINUTES:**

4.a) MOTION 23-04-005 Industrial Area Structure Plan

IMPC members had no issues or concerns, Town of High Level Council will be meeting on Monday May 27, 2013

DELEGATIONS:

5.a) Ed Blanchette, Water Connection

BUSINESS:

**6.c) Rural Water Application
Ed Blanchette
Plan 072 2976, Block 4, Lot 1**

MOTION 23-05-003

MOVED by Jacquie Bateman

That the water service connection application by Ed Blanchette be TABLED until such time that the Water Service Share agreement between the Town of High Level and Mackenzie County be finalized.

CARRIED

**a) Development Permit 82-DP-13
Dwelling – Single Family in RC2
Plan 072 2976 BI 1, Lot 7 (NW 21-110-19-W5M)**

MOTION 23-05-004

MOVED by Chris McLeod

That Development Permit 82-DP-13 on Part of SW 5-109-19-W5M in name of Ed Harder Construction Ltd. (Miranda Wiebe) 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. **15.2 meters (50 feet) from the Internal Subdivision road (Service Road)**
 - b. **7.6 meters (25 feet) from side yards,**
 - c. **15.2 meters (50 feet) from the rear (west) property line.**
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. **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 basement and/or flooding of the basement and/or Ancillary Buildings.**
4. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
6. 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.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. 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) Development Permit 106-DP-13
Automotive Equipment and Vehicle Services
(Heavy Truck Trailer Inspections)
Plan 012 2724, BI 1, Lot 1
(Pt. of SW 7-109-19-W5M)**

MOTION 23-05-005

MOVED by Jacquie Bateman

That Development Permit 106-DP-13 on Plan 012 2724, Block 1, Lot 7 (Part of SW 7-109-19-W5M) in the name of Colin Wolf be recommended to Mackenzie County's Council for approval with the following conditions:

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

- 1. This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.**
2. All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and standards.
- 3. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
- 4. The Building/Shop used for the Automotive Equipment and Vehicle Services Business shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. Provide adequate off road parking as follows: The minimum parking standards are one space per each full time employee. (One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."

6. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
7. The sign shall be located a minimum of:
 - i. 200 meters (656 feet) from regulatory signs.
 - ii. 3.1 (10 feet) from the outer edge of the road or not less than 1.5m (5 feet) from the property line.
 - iii. 1.5 meters (5 feet) to a maximum of 2.5 meters (8 feet) in height above the shoulder of the road.
8. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
9. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
10. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
11. Wiring and conduits of the sign must be concealed from view.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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.
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

**INFORMATION/
CORRESPONDENCE:** 7.a) None

NEXT MEETING DATES: 8.a) **Establish Inter-Municipal Planning Commission Meeting Dates**

MOTION 23-05-006 **MOVED** by Clint Hilhorst

That all Inter-municipal Planning Commission meeting continue to be held on the fourth Thursday of every month.

CARRIED

Next Inter-Municipal Planning Commission meeting date is scheduled as follows:

❖ June 27, 23, 2013 at 6:30 p.m. in High Level

ADJOURNMENT: 9.a) **Adjournment**

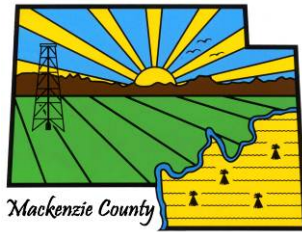
MOTION 23-05-007 **MOVED** by Jacquie Bateman

That the Inter-Municipal Planning Commission meeting be adjourned at 7:35 p.m.

CARRIED

These minutes will be presented for approval on _____, 2013.

Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Public Works Committee Meeting Minutes – February 25 & April 8, 2013

BACKGROUND / PROPOSAL:

Information Item, The adopted minutes of the February 25 & April 8, 2013 Public Works Committee meeting are attached.

OPTIONS & BENEFITS:

NA

COSTS & SOURCE OF FUNDING:

NA

COMMUNICATION:

NA

RECOMMENDED ACTION:

That the Public Works Committee meeting minutes of February 25 & April 8, 2013 be received for information.

Author: John Klassen **Reviewed by:** _____ **CAO** _____

**MACKENZIE COUNTY
Public Works Committee Meeting**

**February 25, 2013
12:00 p.m.**

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

MINUTES

PRESENT:	Bill Neufeld	Reeve
	Walter Sarapuk	Deputy Reeve, Councillor, Ward 8
	John W. Driedger	Councillor, Ward 4
	Elmer Derksen	Councillor, Ward 5 (left at 1:58; returned 2:54)
	Eric Jorgensen	Councillor, Ward 6 (arrived at 1:37 p.m.)
ADMINISTRATION:	Jouliia Whittleton	Chief Administrative Officer (left at 2:17; returned at 2:41)
	John Klassen	Director of Environmental Services & Operations
	Ron Pelensky	Director of Community Services & Operations
	William Kostiw	Director of Infrastructure Development & Government Relations
	Cindy Johnson	PW Admin. Officer

CALL TO ORDER: 1. a) Call to Order

Chair Sarapuk called the meeting to order at 12:31 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 13-02-001 MOVED by Vice Chair Driedger

That the agenda be approved as presented with the following addition: In-camera discussion Gravel (tabled to next meeting)

CARRIED

MINUTES: 3. b) Adoption of December 21, 2012

MOTION 13-02-002 MOVED by Councillor Derksen

That the minutes of the December 21, 2012 Public Works Committee be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF THE MINUTES:** None

NEW BUSINESS: 4. a) Grader Beats

MOTION 13-02-003 **MOVED** by Reeve Neufeld

That a recommendation be taken to Council to revise the grader beats as discussed and that administration provides accurate miles per grader beat.

CARRIED

4. b) Collector Roads

MOTION 13-02-004 **MOVED** by Councillor Derksen

That a recommendation be taken to Council for the approval of the Mackenzie County collector road identification map as amended and have administration insert the map into PW 039.

CARRIED

4. c) 2013 Bridge Program

MOTION 13-02-005 **MOVED** by Reeve Neufeld

That the 2013 Mackenzie County Capital Bridge Projects be received for information and be included in the April 24th Council Budget Meeting.

CARRIED

MOTION 13-02-006 **MOVED** by Vice Chair Driedger

That the 2013 Mackenzie County Operating Bridge repair and maintenance budget be received for information and included in the April 24th Council Budget Meeting.

4. d) Equipment Purchase

MOTION 13-02-007 **MOVED** by Reeve Neufeld

That the Tandem Axle Gravel Pup be purchased as discussed.

CARRIED

MOTION 13-02-008 **MOVED** by Vice Chair Driedger

That additional information regarding the Pintle Hitch Trailer be brought to the April Budget Council Meeting.

CARRIED

Chair Sarapuk recessed the meeting at 2:20 p.m. and reconvened the meeting at 2:34 p.m.

4. e) Rural Water Line Status Update

MOTION 13-02-009 **MOVED** by Vice Chair Driedger

That a recommendation be taken to Council during the next budget review to create a new "Rural Water Line Lateral" project with funding coming from the Phase 1 remaining funds.

CARRIED

4. f) Water Well Maintenance Program

MOTION 13-02 010 **MOVED** by Councillor Jorgensen

That the water well maintenance program be received for information.

CARRIED

MOTION 13-02-011 **MOVED** by Reeve Neufeld

That administration brings quarterly updates to the committee regarding performance of the wells and their maintenance.

CARRIED

MOTION 13-02-012 **MOVED** Councillor Derksen

That administration look into the training/requirements needed for John Klassen to obtain certification for Water Well Screen cleaning.

CARRIED

Chair Sarapuk recessed the meeting at 3:21 p.m. and reconvened the meeting at 3:27 p.m.

4. g) Multi-Year Capital Plan Draft

MOTION 13-02-013 **MOVED** by Vice Chair Driedger

That the Multi-Year Capital Plan Draft be approved as amended.

CARRIED

4. h) Dust Control Requests

MOTION 13-02-014 **MOVED** by Councillor Jorgensen
That the Dust Control Requests be received for information.
CARRIED

4. i) Right of Way Clearing

MOTION 13-02-015 **MOVED** by Reeve Neufeld
That administration obtain further information and this agenda item be tabled for the next Public Works Committee Meeting.
CARRIED

ADDITIONS: **In-Camera Gravel Discussion**

NEXT MEETING DATE: At the call of the chair

ADJOURNMENT: **5. a) Adjournment**

MOTION 13-02-016 **MOVED** by Councillor Jorgensen
That the PW Committee Meeting be adjourned at 5:04 p.m.
CARRIED

These minutes were adopted at _____ meeting.

Walter Sarapuk, Chair
Deputy Reeve

Joulia Whittleton,
Chief Administrative Officer

MACKENZIE COUNTY
Public Works Committee Meeting
April 8, 2013
12:00 p.m.

La Crete Council Chambers
La Crete, AB

MINUTES

PRESENT: Bill Neufeld Reeve
Walter Sarapuk Deputy Reeve/Chair, Councillor, Ward 8
John W. Driedger Councillor/Vice-Chair, Ward 4
Elmer Derksen Councillor, Ward 5
Eric Jorgensen Councillor, Ward 6 (arrived at 1:10 p.m.)

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
John Klassen Director of Environmental Services & Operations
Ron Pelensky Director of Community Services & Operations
William Kostiw Director of Infrastructure Development & Government Relations
Sylvia Wheeler PW Admin Officer
Cindy Johnson PW Admin. Officer

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

Chair Sarapuk called the meeting to order at 12:29 p.m.

ADDITIONS: **In-Camera**

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

MOTION 13-04-017 **MOVED** by Vice Chair Driedger

That the agenda be approved as presented with the following addition: 5a) Gravel (In-Camera)

CARRIED

MINUTES: 3. b) **Adoption of February 25 Meeting Minutes**

MOTION 13-04-018 **MOVED** by Reeve Neufeld

That the minutes of February 25, 2013 Public Works Committee be adopted as presented.

CARRIED

BUSINESS ARISING
OUT OF THE MINUTES: None

NEW BUSINESS: 4. a) **Review of Grader Beats**

MOTION 13-04-019

MOVED by Vice-Chair Driedger

That administration update the beats one more time, bring it back to the Public Works Committee for review and then bring to Council.

CARRIED

4. b) 2013 Hamlet Street Projects

MOTION 13-04-020

MOVED by Councillor Jorgensen

That steel power poles and underground power be accepted with curb, gutter and sidewalk local improvements.

CARRIED

MOTION 13-04-021

MOVED by Reeve Neufeld

That administration bring back the Policy to Council for amendment.

CARRIED

4. c) Multi Year Hamlet Street Plans

MOTION 13-04-022

MOVED by Vice Chair Driedger

That the Public Works Committee receive the Multi Year Hamlet Street Plans for information.

CARRIED

4. d) Grader Operator Training-Discussion

MOTION 13-04-023

That the Grader Operator Training be received for information and that administration meet with the operators to discuss training and eliminators.

CARRIED

4. e) Hamlet Road Maintenance Performance Review-Discussion

MOTION 13-04-024

That the Hamlet Road Maintenance Performance Review be received for information.

CARRIED

4. f) Open House Results on Policy PW039-Discussion

4. g) La Crete Lagoon Project Updates

MOTION 13-04-024

MOVED by Vice Chair Driedger

That the La Crete Lagoon engineering update be received for information.

CARRIED

4. h) Raw Water Truck Fill-FV

MOTION 13-04-025

MOVED by Reeve Neufeld

That the Public Works Committee recommendation be taken to Council to change the coin operated system at the Fort Vermilion Water Treatment Plant to a card lock system.

CARRIED

4. i) Ground Penetrating Radar (GPR)

MOTION 13-04-026

MOVED by Vice Chair Driedger

That the GPR update be received for information.

CARRIED

4. j) FV Vehicle Repair

MOTION 13-04-027

MOVED by Vice Chair Driedger

That the Public Works Committee recommend both units be repaired with funding coming from the Public Works Operational Budget (2-32-30-255).

CARRIED

4. k) Equipment Purchase-FV Mower

MOTION 13-04-028

MOVED by Councillor Jorgensen

That administration purchase the John Deer Model 997 provided Council increases the capital budget to \$18, 579.

CARRIED

4. l) Equipment Purchase FV Picker Truck & Auger

MOTION 13-04-029

MOVED by Councillor Derksen

That the Public Works Committee recommend the capital budget be increased to \$98, 500 for the purchase of a truck with a picker and auger.

CARRIED

IN-CAMERA:

MOTION 13-04-030

MOVED by Councillor Derksen

That the Public Works Committee move in-camera.

CARRIED

MOTION 13-04-31

MOVED by Councillor Jorgensen

That the Public Works Committee move out of camera.

CARRIED

NEXT MEETING

DATE:

At the call of the chair

ADJOURNMENT:

5. a) Adjournment

MOTION 13-04-32

MOVED by Reeve Neufeld

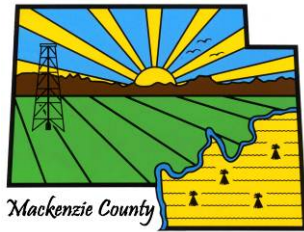
That the PW Committee Meeting be adjourned at 3:41 p.m.

CARRIED

These minutes were adopted at _____ June 10, 2013 _____ meeting.

Walter Sarapuk, Chair
Deputy Reeve

Joulia Whittleton,
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Tompkins Crossing Committee Meeting Minutes – April 11, 2013

BACKGROUND / PROPOSAL:

Information Item, The adopted minutes of the April 11, 2013 Tompkins Crossing Committee meeting are attached.

OPTIONS & BENEFITS:

NA

COSTS & SOURCE OF FUNDING:

NA

COMMUNICATION:

NA

RECOMMENDED ACTION:

That the Tompkins Crossing Committee meeting minutes of April 11, 2013 be received for information.

Author: John Klassen **Reviewed by:** _____ **CAO** _____

**MACKENZIE COUNTY
Tompkins Ice Bridge Committee**

**Thursday April 11, 2013
9:00 a.m.**

**La Crete Council Chambers
Fort Vermilion, Alberta**

PRESENT: John W. Driedger Chair/Councillor, Ward 4
Elmer Derksen Councillor, Ward 5
Dicky Driedger Councillor, Ward 1

ADMINISTRATION: John Klassen Director of Environmental
Services & Operations
Sylvia Wheeler Public Works Admin. Officer

CALL TO ORDER: 1. a) **Call to Order**
Chair Driedger called the meeting to order at 9:10 a.m.

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

MOTION 13-04-001 **MOVED** by Councillor Derksen

That the agenda be approved as presented with the following addition:

5. a) Legal (in-camera discussion)

CARRIED

MINUTES: 3. a) **Adoption of Minutes from November 1, 2012**

MOTION 13-04-002 **MOVED** by Councillor Derksen

That the minutes from the November 1, 2012 Committee Meeting be received as information.

CARRIED

ADDITIONS: 5. a) **Legal**

MOTION 13-04-003 **MOVED** by Councillor Driedger

That the Committee moves to in-camera at 9:12 a.m. to discuss the legalities concerning ice bridge contract.

CARRIED

MOTION 13-04-004 **MOVED** by Councillor Driedger

That the Committee moves out of camera at 9:40a.m.

CARRIED

NEW BUSINESS: **4. a) 2012-2013 Season Review**

MOTION 13-04-005 **MOVED** by Councillor Driedger

That we look into a spring run-off solution, prior to the next ice bridge season.

CARRIED

4. b) Alberta Transportation Contract

MOTION 13-04-006 **MOVED** by Councillor Driedger

That once the contract is received from Alberta Transportation take it to the Tompkins Ice Bridge Committee for review.

CARRIED

4. c) Ice Bridge Construction Contract

MOTION 13-04-007 **MOVED** by Councillor Driedger

That the Ice Bridge Construction Contract be reviewed at the next Tompkins Ice Bridge Committee Meeting.

CARRIED

NEXT MEETING: **6. a) At the call of the Chair**

ADJOURNMENT: **7. a) Adjournment**

MOTION 13-04-008 **MOVED** by Councillor Derksen

That the meeting be adjourned at 10:30.

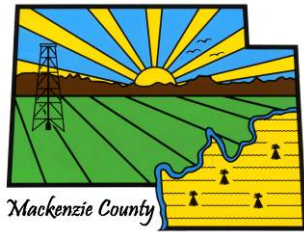
CARRIED

These minutes were adopted at _____ meeting.

John W. Driedger, Chair

**John Klassen,
Director of Environmental
Services & Operations**

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Highway 88 Connector (Phase II & III) Tender Opening

BACKGROUND / PROPOSAL:

The Highway 88 Connector (Phase II & III) tender opening scheduled for 1:15 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2013 Budget

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

That the Highway 88 Connector (Phase II & III) tenders be opened.

Author: C. Smith Reviewed by: _____ CAO _____

Tenders Received:

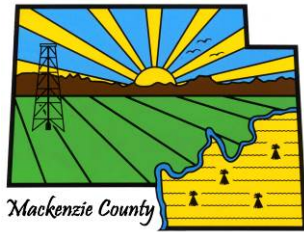
Company

Amount

Motion 2

That the Highway 88 Connector (Phase II & III) tender be awarded to the lowest qualified bidder.

Author: C. Smith Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Amend Bylaw 770-10 – Unsightly Premises

BACKGROUND / PROPOSAL:

At the June 26th, 2013 Council meeting, council requested to amend Bylaw 770-10 Unsightly Premises. The changes requested were to reduce the number of days the owner has to comply with the cleanup order and increase the owners expense to double, if a contractor was hired to complete the work.

MOTION 13-06-430

MOVED by Councillor Braun
That Bylaw 770-10 Unsightly Premises be brought back
to Council with revisions as discussed.
CARRIED

OPTIONS & BENEFITS:

Option 1

That council amend Bylaw 770-10 as per administration recommendation as seen in the highlighted areas of the attached Bylaw

Option 2

That council accept this report for information.

Author: R. Pelensky **Reviewed by:** _____ **CAO** YW

COSTS & SOURCE OF FUNDING:

The proposed changes to the bylaw will not increase costs to the county, in fact the additional charges to the owner should help compensate administration time in dealing with bylaw contraventions.

RECOMMENDED ACTION:

That council amend Bylaw 770-10 as per administration recommendation

MOTION 1:

That first reading be given to Bylaw 908-13 being the Unsightly Premises Bylaw for Mackenzie County.

MOTION 2:

That second reading be given to Bylaw 908-13 being the Unsightly Premises Bylaw for Mackenzie County.

MOTION 3: (requires unanimous)

That consideration be given to proceed to third reading of Bylaw 908-13 being the Unsightly Premises Bylaw for Mackenzie County.

MOTION 4:

That third reading be given to Bylaw 908-13 being Unsightly Premises Bylaw for Mackenzie County.

BY-LAW NO. ~~770-10~~ 908-13
MACKENZIE COUNTY

A By-law of the Mackenzie County, in the Province of
Alberta, to regulate unsightly premises.

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

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

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

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

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

1. GENERAL

- 1.1 This Bylaw shall be cited as the Unsightly Premises Bylaw.
- 1.2 In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.
- 1.3 The provision of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, industrial, agricultural, construction, demolition, renovation, landscaping, clean-up, storage or other related activities from being carried out on, or in relation to a premises.
- 1.4 Regard shall be given to the use and location of the property (ie. residential, commercial, industrial, acreage, farm, or located along major public roadway), as well as conditions of any public property which is adjacent to such property (for example slope of ditches, ditches filled with water or gravel), in determining what remedies should be taken and whether a premise is an unsightly premise.
- 1.5 Regard shall be given to the available disposal facilities within the County and/or neighboring municipalities that will able an Owner to comply with this bylaw.

~~1.6 If a complaint is received from a resident regarding a premise being unsightly, a warning letter shall be issued to the Owner by the County's Administrator prior~~

~~to issuing a Clean-up Order. The letter shall outline nature of a complaint and advising that an inspection of the property will be undertaken by an Enforcement Officer within 10 (ten) calendar days from the warning letter date. If upon inspection, a property, for which a complaint is made, is found to be unsightly, a Clean-up Order may be issued as specified in this bylaw.~~

2. **DEFINITIONS**

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

- a) “Animal material” means any animal excrement and includes all material accumulated on a premises from pet pens, yards, stables, veterinary clinics or hospitals, kennels or feed lots;
- b) “Ashes” means the powdery residue accumulated on a premises left after the combustion of any substance and includes any partially burnt wood, charcoal or coal;
- c) “Building material” means all construction and demolition material accumulated on a premises while constructing, altering, repairing or demolishing any structure and includes, but is not limited to, earth, vegetation or rock displaced during such construction, alteration or repair;
- d) “County Administrator” means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- e) “County” means the municipal corporation of the Mackenzie County;
- f) “Clean-up Order” means an Order issued under this bylaw by the County Administrator with respect to an unsightly premises within the County;
- g) “Enforcement Officer” means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- h) “Equipment” and/or “machinery” means units which have been rendered inoperative by reason of its disassembly, age or mechanical condition and includes any household appliances;
- i) “Fence” means a permanent enclosing material, maximum six foot height, of wood, steel or like materials designated to provide visual screening and not detract from surrounding neighborhood, as permitted by the County’s land use bylaw;

- j) "Garbage" means materials of every description or kind, or abandoned, discarded, or rejected goods disposable in a garbage can or receptacle and includes bottles, metal cans or tins, crockery, glass, grass cuttings, paper, cloth, food, food waste, wrappings, sweepings and the like;
- k) "Occupant" means any person other than the registered owner who is in possession of the Property, including but not limited to, a lessee, licensee, tenant or agent of the Owner.
- l) "Owner" means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit.
- m) "Premises" means the external surfaces of all buildings and the whole or part of any land, including land immediately adjacent to any building or buildings, situated in whole or in part in the County and includes lands or buildings owned or leased by the County;
- n) "Reasonable State of Repair" means the condition of being:
 - i) structurally sound;
 - ii) free from damage;
 - iii) free from rot or other deterioration; and safe for its intended use.
- o) "Right of access" means the right of an Enforcement Officer to enter onto a property to inspect the property to determine whether to issue a Clean-up Order, or to allow work forces access to the property for the purposes of enforcing a Clean-up Order;
- p) "Trash" means materials of every description or abandoned, discarded or rejected goods not disposable in a garbage can or receptacle, included but not limited to trailers, sheds, shacks;
- q) "Work forces" means County employees or contract workers engaged by the County for the purposes of enforcing a Clean-up Order;

- r) "Yard material" means organic matter formed as a result of gardening or horticultural pursuits and includes grass, tree and hedge cuttings and clippings;
- s) "Weeds" means weeds as defined by the Weed Control Act.

3. **RESPONSIBILITIES OF OWNER**

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

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

3.2 Owner of a property in urban areas shall:

- a) maintain all buildings, structures and improvements to their property so that:
 - i) the foundations;
 - ii) exterior walls;
 - iii) roof;
 - iv) windows, including frames, shutters and awnings;
 - v) doors, including frames and awnings;
 - vi) steps and sidewalks; and
 - vii) fences;

are kept in a Reasonable State of Repair.

- b) maintain all fixtures, improvements, renovations, or additions to any building, structure or improvement on their property, including but not limited to:
 - i) exterior stairs;
 - ii) porches;
 - iii) decks;
 - iv) patios;

- v) landings;
- vi) balconies; or
- vii) other similar structures

shall be maintained in a Reasonable State of Repair.

4. **UNSIGHTLY PREMISES**

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

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

- a) A property or part of it is unsightly when it is characterized by visual evidence of a lack of general maintenance and upkeep by the excessive accumulation on the premises, or any other hazard or condition which poses a danger to public safety:
 - i) Any garbage, trash, building material, ashes, manure, human excrement or sewage, animal material or the whole or a part of an animal carcass, dirt, soil, gravel, rocks, sod, petroleum products, hazardous materials, disassembled equipment or machinery;
 - ii) Uncontrolled grass and weeds on premises;
 - iii) The whole or part of any motor vehicle or vehicles which has no current license plate attached to it and in respect of which, no registration certificate has been issued for the current year, and which is inoperative by reason of removed parts, or equipment;
 - iv) The lack of repair or maintenance of buildings, structures or Property, including but not limited to:
 - i) the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;
 - ii) broken or missing windows, siding, shingles, shutters, eaves or other building material; or

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

4.3 If an Enforcement Officer has reason to believe that any property is an unsightly premise he may exercise a right of access to the property in order to inspect the premises to determine whether the property contravenes the provisions of this Bylaw.

5. **ISSUING A CLEAN-UP ORDER**

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

5.2 Each Order:

- a) Shall describe the property by
 - i) name, if any, and
 - ii) the municipal address and/or legal description
- b) Shall state that the property contravenes the provisions of this Bylaw.
- c) Shall give reasonable particulars of the extent of the clean up, removal, clearing or other actions required to be made.
- d) Shall state that the clean up, removal, clearing or other actions must be done within 7 to 21 ~~(twenty-one)~~ calendar days from the Order date; The timeline will vary due to how the order can be served and which municipal act is being enforced.
- e) Shall state that if the required actions are not done within the time specified, the County may carry out the actions required and charge the cost thereof against the person to whom the Order is directed and if such person does not pay the costs, the costs shall be charged against the property concerned as taxes due and owing in respect of that property, and recovered as such.

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

5.4 An Order may be served:

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

Unightly Premises

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

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

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

6. APPEALING A CLEAN-UP ORDER

- 6.1 An Owner or Occupant who receives a written Order under this bylaw may request a review of the Order by written notice to Council within fourteen (14) days of the day on which the Order is received. Upon reviewing the Order, Council may confirm, vary, substitute or cancel the Order.
- 6.2 An Owner or Occupant or other person affected by the decision of Council under Section 6.1 may appeal to the Court of Queen's Bench, within the time period set out in the *Municipal Government Act*, Section 548.

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

- 7.1 The person to whom an Order is directed shall comply with the directions of the Order as set out in the Order of the Enforcement Officer.
- 7.2 If a person to whom an Order is directed under this Bylaw fails to carry out the Order within the time stated in such Order, an Enforcement Officer may exercise a right of access to the unsightly premises and may, with whatever work forces as are necessary, enter the premises against which the Order has been issued and carry out the Order.
- 7.3 The County or persons appointed by it may remove any fencing or other obstructions in carrying out the Order and shall replace or repair any fencing or other obstructions removed or damaged in the course of carrying out the Order.

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

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

8.2 The following rates shall apply:

- a) If a third party was engaged in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced double the actual expense. ~~plus 5% shall be invoiced to the Owner;~~
- b) If the County's work forces were used in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced double the rate specified in the County's Fee Schedule Bylaw in place at the time of clean-up.

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

9.1 Where the County carries out an Order under this Section the work forces shall deposit any material removed from an unsightly premises at a location designated by the County Administrator.

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

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

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

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

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

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

Third offence	\$250 Fine	\$250 Fine
Fourth and subsequent Offence	\$250 Fine	\$250 Fine

11. **ADDING AMOUNTS OWING TO A TAX ROLL**

11.1 Within thirty (30) days of ascertaining the amount of the expenses incurred by the County in carrying out the Order to the Owner or issued as a fine per Section 9, a demand for payment shall be sent of these expenses to the person to whom the Order was directed.

11.2 Where the person to whom the Order is directed and a fine is issued per Section 9 fails, within thirty (30) days after a demand for payment, to pay the fines and expenses incurred by the County, the total outstanding amount shall be placed on the tax roll as an additional tax against the land concerned and that amount:

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

12. This Bylaw shall come into force and effect upon receiving third reading and shall repeal Bylaw 137/98 and Bylaw 298/02.

READ a first time this 10th day of August, 2010.

READ a second time this 10th day of August, 2010.

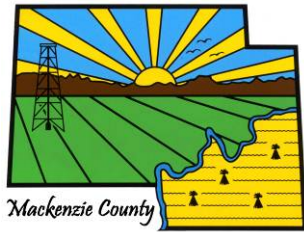
READ a third time and finally passed this 25th day of August, 2010.

(original signed)

~~Greg Newman~~ Bill Neufeld
Reeve

(original signed)

~~William Kestiw~~ Julia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	John Klassen, Director of Environmental Services and Operations
Title:	Fort Vermilion 43rd Avenue Water and Sewer Relocation and Upgrades and 50th Street Water Extension

BACKGROUND / PROPOSAL:

Mackenzie County Council approved 50th Street Water and Sewer Extension project in its 2013 capital budget. The project is comprised of the following two components:

- 1) The water and sewer relocation and upgrade of 43rd Avenue in Fort Vermilion directly South of the Public High School.
- 2) A water line extension down 50th Street from 43rd Avenue to Hwy 88. (see plan attached)

Current engineering estimates are as follows:

Water & Sewer Upgrades 43 Ave =	\$205,440.00
Water Line Extension 50 th St =	<u>\$316,430.00</u>
Total =	\$521,870.00

During May 7 council meeting, Council passed the following motions:

That administration prepares a local improvement bylaw to recover 30% of the costs for the 43rd Avenue water and sewer relocation and upgrade in Fort Vermilion.

That administration prepares a connection fee bylaw to recover 100% of the costs for the 50th street water line extension portion in Fort Vermilion.

A local improvement bylaw was prepared for the 43rd Avenue water and sewer relocation and upgrade. This bylaw is being presented for 2nd and 3rd reading at July 16 2013 meeting.

Author: _____ **Review by:** _____ **CAO** YW

OPTIONS & BENEFITS:

Prior to preparing a connection fee bylaw, administration had held a meeting with the affected property owners. They were advised of the intent to collect 100% of cost from them. The property owners are very much receptive to the project; furthermore, they requested that sewer be extended as well. Please note that TM Mobile may object as their land is utilized for a communication tower and no other use is currently proposed.

Administration obtained an estimated cost of sewer extension from our engineers. The least expensive option is estimated at \$956,860, amounting to \$1,273,290 for water and sewer extension. This cost includes \$427,000 (including engineering and contingencies) for a sewage pumping station.

The following options were explored and presented by our engineers. Please see the attached cost estimates and corresponding drawings for the sewer extension component.

Based on this project's benefiting area, Mackenzie County is the landowner on the east side of road where the project is to be located. This means 34% of costs, or \$432,918.60 would have to be absorbed by the County.

Name of Property Owner	Assessable area		
	front	rear	average
Northern Board of Governors	311.50	311.50	311.50
Hilltop Christian School	252.38	247.67	250.03
Mackenzie County	388.95	388.02	388.49
TM Mobile Inc.	176.90	176.32	176.61
			1126.62

Note: meter is a unit of measure in the above table.

The County's unrecoverable cost is \$432,918.60 if both services are installed. Mackenzie County does not have sufficient funds in 2013 budget to cover this cost.

We have the following options:

1. Proceed as per the original plan with no sewer extension on 50th Street and budget for sewer installation in future years.
2. Proceed with water and sewer updates on 43rd Avenue and postpone 50th Street water and sewer extension and review the project during 2014 budget deliberations.
3. Postpone the whole project and re-budget for 2014 including sewer extension.

Administration recommends proceeding with option 2 – proceeding with water and sewer updates on 43rd Avenue and postpone 50th Street water and sewer extension to 2014. County's budget would have to reflect funding to cover our share of costs. This will also allow time for local improvement bylaw preparation - considering the properties

Author: _____ Review by: _____ CAO YW _____

owners' interest, administration recommends changing our strategy from charging the connection fee to a local improvement for a period of 25 years.

COSTS & SOURCE OF FUNDING:

2013 Capital Budget and/or future budgets

COMMUNICATION:

Will communicate with the affected property owners regarding Council's decision and future steps.

RECOMMENDED ACTION:

That the scope of work for Fort Vermilion 43rd Avenue Water and Sewer Relocation and Upgrades and 50th Street Water Extension project be amended by postponing the 50th Street Water Extension component and that it be reviewed during 2014 budget deliberation, inclusive of the sewer extension component.

Author: _____ Review by: _____ CAO YW _____

**MACKENZIE COUNTY
HAMLET OF FORT VERMILION
50th STREET SEWER MAIN EXTENSION
CLASS D COST ESTIMATE**

Option 1 - Remove the existing sanitary sewer to down stream of MH 82 .
Lower the new sewer to a depth that will allow for service to be extended back to
Highway 88

Remove and Replace Existing Sanitary Sewer

1 Mobilization/Demobilization	1 L.S.	\$ 25,000.00	\$ 25,000.00
2 Trenching, Backfilling and Compaction	562 m	\$ 500.00	\$ 281,000.00
3 Remove and Replace Unsuitable Trench Material	50 m ³	\$ 75.00	\$ 3,750.00
4 Remove and Replace Manholes	6 ea	\$ 18,000.00	\$ 108,000.00
5 Remove and Replace 200 mm Sanitary Sewer Pipe	562 m	\$ 100.00	\$ 56,200.00
6 CCTV Inspection	462 m	\$ 20.00	\$ 9,240.00
7 Temporary Sanitary Sewer	1 L.S.	\$ 20,000.00	\$ 20,000.00
8 Bedding Stone	562 m ³	\$ 150.00	\$ 84,300.00
9 Replace Sanitary Sewer Services	12 ea.	\$ 7,500.00	\$ 90,000.00
10 Lane Repair/ Road Restoration	1 L.S.	\$ 60,000.00	\$ 60,000.00
			\$ 737,490.00
	Subtotal		\$ 737,490.00

New Sanitary Sewer to Highway 88

Trenching, Backfilling and Compaction	428 m	\$ 400.00	\$ 171,200.00
200 dia Sanitary Sewer Pipe	428 m	\$ 100.00	\$ 42,800.00
Manholes	4 ea	\$ 15,000.00	\$ 60,000.00
CCTV Inspection	428 m	\$ 20.00	\$ 8,560.00
Bedding Stone	50 m ³	\$ 150.00	\$ 7,500.00
Road Restoration	1 L.S.	\$ 15,000.00	\$ 15,000.00
			\$ 305,060.00
	Subtotal		\$ 305,060.00

Total Construction	\$ 1,042,550.00
Contingency Allowance	\$ 156,000.00
Engineering	\$ 144,000.00
Total	\$ 1,342,550.00

**MACKENZIE COUNTY
HAMLET OF FORT VERMILION
50th STREET SEWER MAIN EXTENSION
CLASS D COST ESTIMATE**

Option 2 - Install a new sanitary sewer below the existing sanitary sewer by directional drill in the alley. Conventional trenching methods to be used on 50 street to Highway 88

Remove and Replace Existing Sanitary Sewer in Lanes

1 Mobilization/Demobilization	1 L.S.	\$ 25,000.00	\$ 25,000.00
2 Directional Drilling of new sanitary Sewer	262 m	\$ 800.00	\$ 209,600.00
3 Install New Manholes	4 ea	\$ 18,000.00	\$ 72,000.00
4 200 mm sewer pipe	262 m	\$ 100.00	\$ 26,200.00
5 CCTV Inspection	262 m	\$ 20.00	\$ 5,240.00
6 Bedding stone	50 m ³	\$ 150.00	\$ 7,500.00
7 Lane Repair/ Road Restoration	1 L.S.	\$ 20,000.00	\$ 20,000.00
8 Connect to Existing Sanitary Sewer	1 L.S.	\$ 15,000.00	\$ 15,000.00
9 Temporary Sanitary Sewer	1 L.S.	\$ 20,000.00	\$ 20,000.00
Subtotal			\$ 400,540.00

Remove and Replace Existing Sanitary Sewer on 50 Street

10 Trenching, Backfilling and Compaction	301 m	\$ 500.00	\$ 150,500.00
11 Remove and Replace Unsuitable Trench Material	50 m ³	\$ 75.00	\$ 3,750.00
12 Remove and Replace Manholes	4 ea	\$ 18,000.00	\$ 72,000.00
13 Remove and Replace 200 mm Sanitary Sewer Pipe	301 m	\$ 100.00	\$ 30,100.00
14 CCTV Inspection	301 m	\$ 20.00	\$ 6,020.00
15 Temporary Sanitary Sewer	1 L.S.	\$ 10,000.00	\$ 10,000.00
16 Bedding Stone	50 m ³	\$ 150.00	\$ 7,500.00
17 Replace Sanitary Sewer Services	4 ea.	\$ 7,500.00	\$ 30,000.00
18 Lane Repair/ Road Restoration	1 L.S.	\$ 20,000.00	\$ 20,000.00
Subtotal			\$ 329,870.00

New Sanitary Sewer to Highway 88

19 Trenching, Backfilling and Compaction	428 m	\$ 400.00	\$ 171,200.00
20 200 dia Sanitary Sewer Pipe	428 m	\$ 100.00	\$ 42,800.00
21 Manholes	4 ea	\$ 15,000.00	\$ 60,000.00
22 CCTV Inspection	428 m	\$ 20.00	\$ 8,560.00
23 Bedding Stone	50 m ³	\$ 150.00	\$ 7,500.00
24 Road Restoration	1 L.S.	\$ 2,500.00	\$ 2,500.00
Subtotal			\$ 292,560.00

Total Construction	\$ 1,022,970.00
Contingency Allowance	\$ 152,000.00
Engineering	\$ 140,000.00
Total	\$ 1,314,970.00



**MACKENZIE COUNTY
HAMLET OF FORT VERMILION
50th STREET SEWER MAIN EXTENSION
CLASS D COST ESTIMATE**

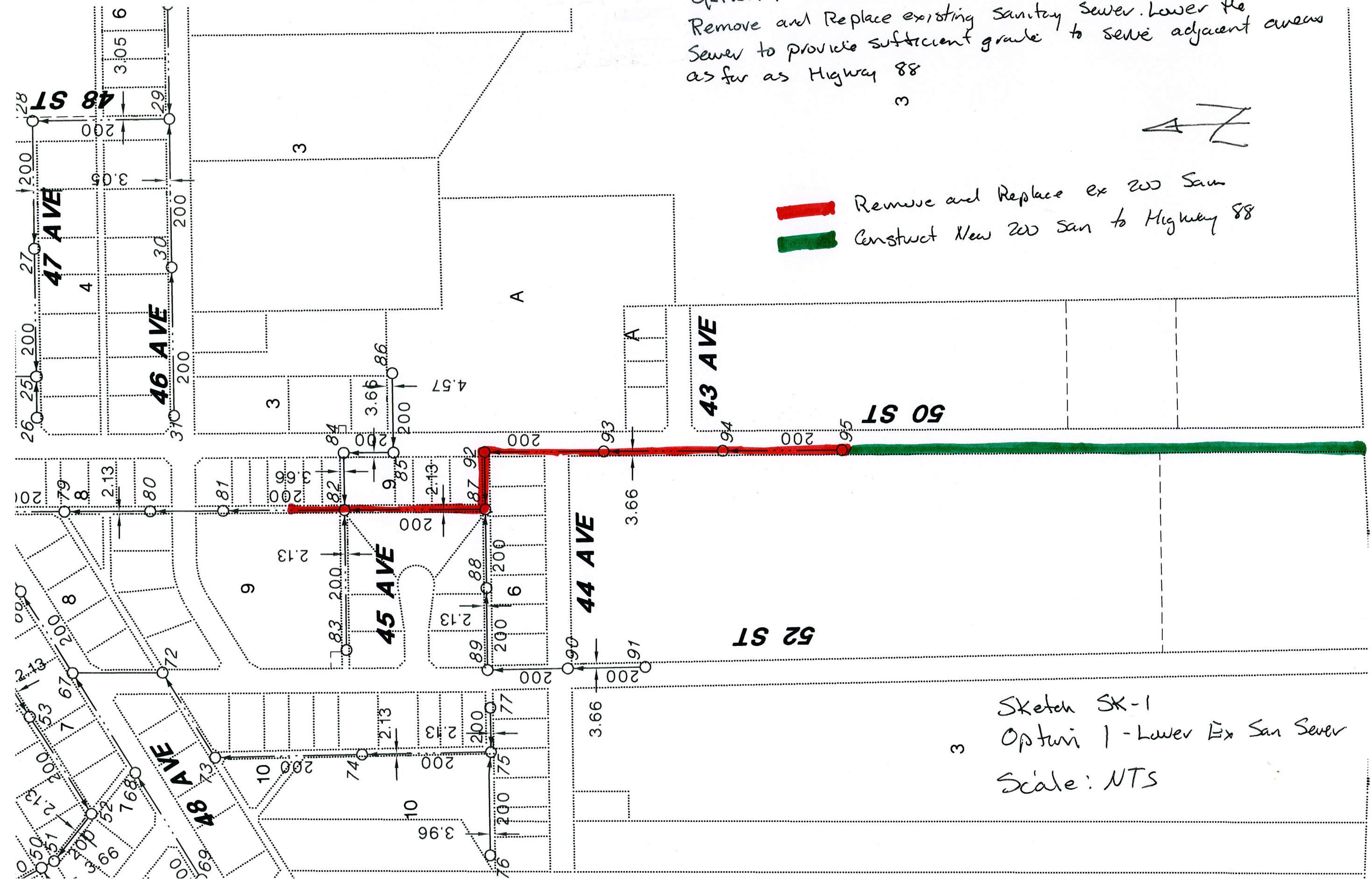
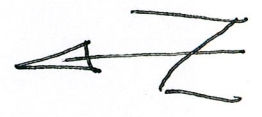
Option 3 - Install Gravity Sewer south towards Highway 88 and install a new lift station at Highway 88 c/w a forcemain to the existing sewer system.

Install New Sanitary Sewer

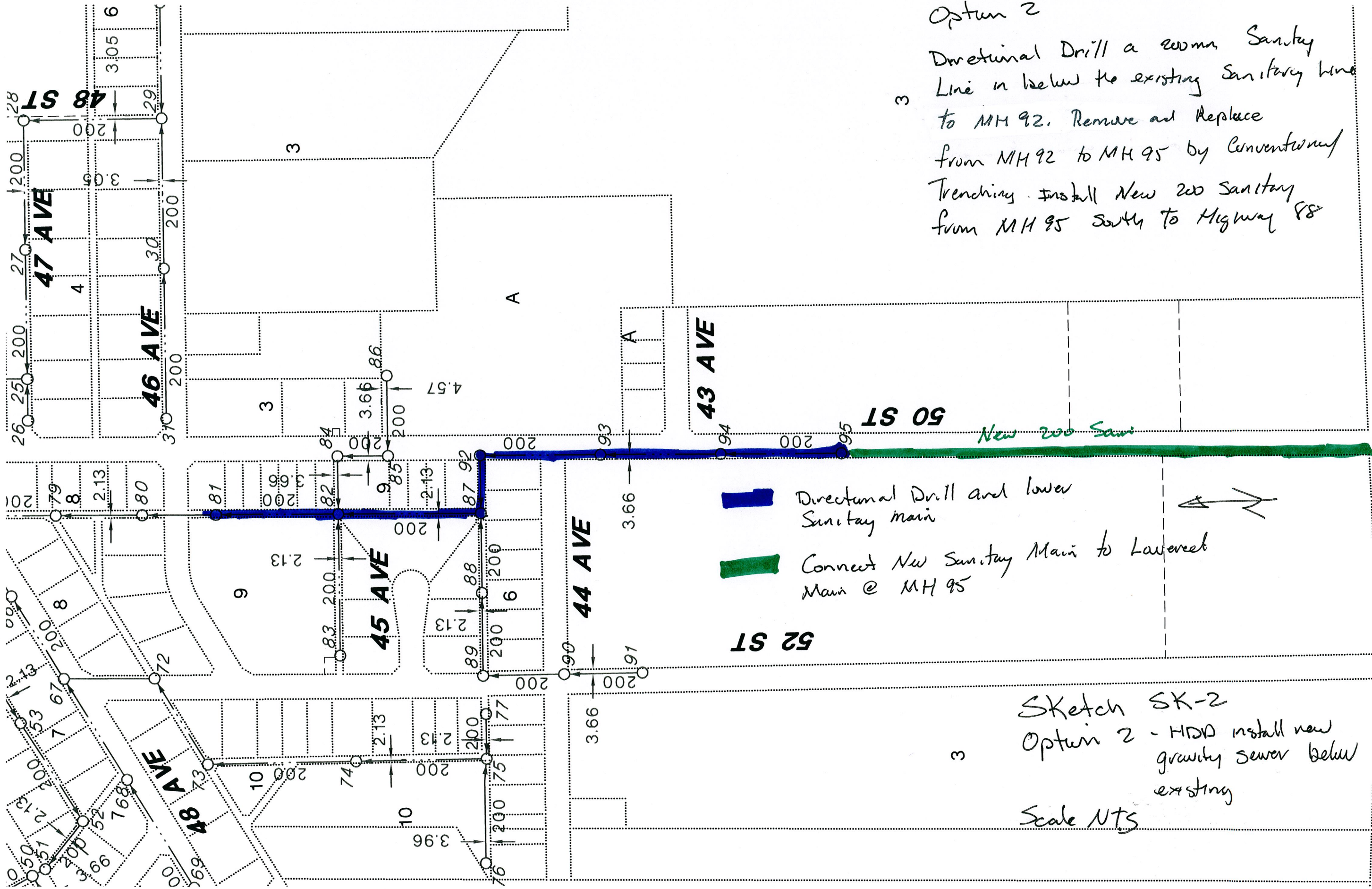
1 Mobilization/Demobilization	1 L.S.	\$ 25,000.00	\$ 25,000.00
2 Trenching, Backfilling and Compaction	428 m	\$ 400.00	\$ 171,200.00
3 200 dia Sanitary Sewer Pipe	428 m	\$ 100.00	\$ 42,800.00
4 Manholes	4 ea	\$ 15,000.00	\$ 60,000.00
5 CCTV Inspection	428 m	\$ 20.00	\$ 8,560.00
6 Bedding Stone	50 m ³	\$ 150.00	\$ 7,500.00
7 Road Restoration	1 L.S.	\$ 25,000.00	\$ 25,000.00
8 Forcemain in common Trench with Sewer Main	428 m	\$ 100.00	\$ 42,800.00
9 Connection to the Existing Sanitary Sewer System	1 L.S.	\$ 10,000.00	\$ 10,000.00
10 Sewage Pumping Station	1 L.S.	\$ 350,000.00	\$ 350,000.00
			\$ 742,860.00
			\$ 111,000.00
			\$ 103,000.00
			\$ 956,860.00

Option 1
 Remove and Replace existing sanitary sewer. Lower the
 Sewer to provide sufficient grade to serve adjacent areas
 as far as Highway 88

 Remove and Replace ex 200 San
 Construct New 200 San to Highway 88





Sketch SK-1
 Option 1 - Lower Ex San Sewer
 Scale: NTS



Option 2

Directional Drill a 200mm Sanitary Line in below the existing Sanitary line to MH 92. Remove and Replace from MH 92 to MH 95 by Conventional Trenching. Install New 200 Sanitary from MH 95 South to Highway 88

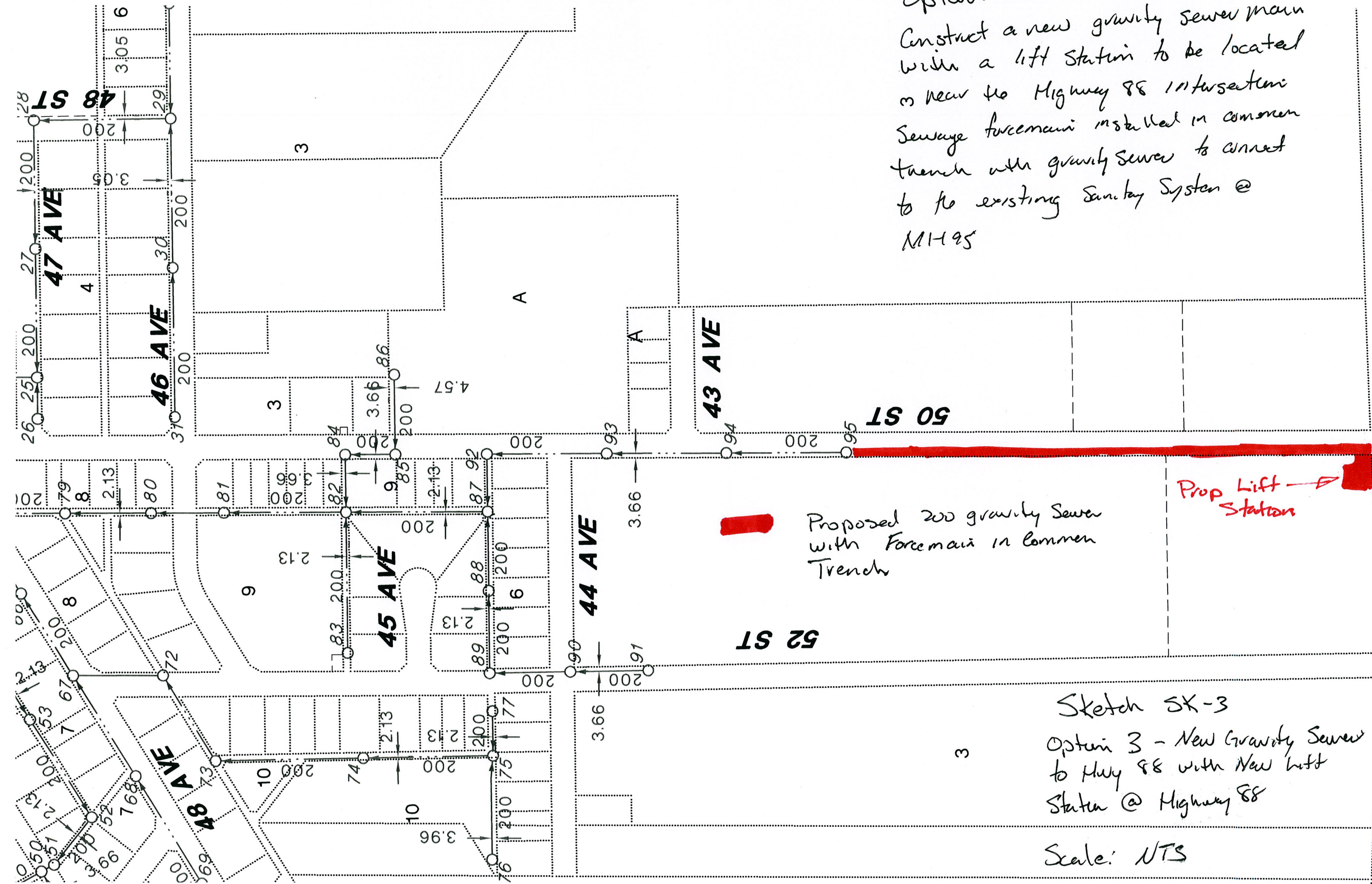
 Directional Drill and lower Sanitary main
 Connect New Sanitary Main to Lowerest Main @ MH 95

Sketch SK-2

Option 2 - HDD install new gravity sewer below existing

Scale NTS

Option 3
 Construct a new gravity sewer main
 with a lift station to be located
 near the Highway 88 intersection
 Sewerage force main installed in common
 trench with gravity sewer to connect
 to the existing Sanitary System @
 MH-95

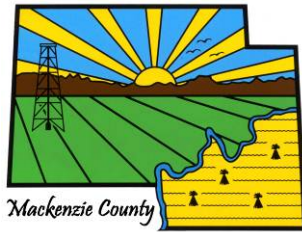


Proposed 200 gravity Sewer
 with Force main in Common
 Trench

Prop Lift Station

Sketch SK-3
 Option 3 - New Gravity Sewer
 to Hwy 88 with New Lift
 Station @ Highway 88

Scale: NTS



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	La Crete Lagoon Upgrade Project – Scope and Finance

BACKGROUND / PROPOSAL:

In their 2013 capital budget deliberations, Council approved \$3,929,911 for the La Crete lagoon upgrades and expansion project. \$466,440 was expended on this project in 2012.

On June 26, 2013, by motion 13-06-431, seven tenders were opened for this project. The bids ranged from \$6,703,990.00 to \$14,501,388.90. The variances between the tenders and the approved 2012 budget range from \$2,774,679.00 to \$10,571,477.90.

OPTIONS & BENEFITS:

Administration has been studying the feasibility of modifying the scope of the project, with potential sources of funding.

Administration recommends a discussion of the modification of scope in camera and effects on the contract (unit prices are confidential), at which time the engineer’s letter and analysis will be distributed.

COSTS & SOURCE OF FUNDING:

Please review the attached incremental analysis of project costs and two scenarios for funding a modified La Crete lagoon upgrades and expansion project.

- Scenario #1 entails borrowing funds on a short-term basis, to finance the incremental project costs for the La Crete lagoon project, and also permits all other capital projects to proceed with funding as currently approved by Council.
- Scenario #2 features a lesser borrowing, a budget ammendment that reallocates existing FGTF and MSI funding, draws on the County’s municipal reserves, and postpones one capital project to 2014.

Author: A. Kilpatrick, J. Klassen **Reviewed by:** _____ **CAO** _____

AT grant funding –

Current approved funding from Alberta Transportation (AT) under the AMWWP (Alberta Municipal Water/Wastewater Partnership) program is \$2,507,594, or 59.89% of the current approved cost of \$4,187,000.

Please note that the following terms apply to funding from AT:

1. A cost increase above the approved project cost is no longer dealt with as a cost revision. Instead, an explanation as to why there is a further cost incurred above the approved project cost is forwarded to the Peace River regional office for review and if approved as eligible, a separate application for those over expenditures submitted by the County.
2. Third party interim financing costs required to finance approved project expenditures due to unpaid grant funding will be allowed as eligible project expenditures at time of project completion.
3. Letter of Council's recommendation to award contract to lowest bidder will expedite Regional Director's approval.

Short-term borrowing –

Under section 257 of the MGA, short-term borrowing (i.e., for a term of five years or less) may be made for the purpose of financing a capital property. The planned expenditure must be included in the County's capital budget. A borrowing bylaw that authorizes the borrowing does not have to be advertised.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1:

That a recommendation be made to Alberta Transportation to award the contract for the La Crete Lagoon Upgrades and Expansion project to the lowest bidder based on Option #2 for revised scope of work and costs.

Motion 2: (requires 2/3)

That the 2013 Capital Budget be amended by the following:

1. increase the total project cost for the La Crete Lagoon Upgrades and Expansion project to \$6,310,000, including \$420,000 for engineering costs;

Author: A. Kilpatrick/J. Klassen Reviewed by: _____ CAO _____

2. prepare a short-term borrowing bylaw for \$1,271,465, and reallocate \$642,186 in FGTF grant funding from other capital projects;
3. postpone the Rural Water Pumping Station capital project to 2014;
4. fund the capital projects from which FGTF funds were reallocated in (2) with a combination of \$441,869 in MSI grant funding from (3), and draws on Municipal Reserves, as shown in the table, below:

<u>Description/Project</u>	<u>Grant funding</u>	<u>Alternate Funding for Capital Projects</u>			<u>Total</u>
		<u>Reserve/MSI title</u>	<u>Reserve</u>	<u>MSI*</u>	
Reallocate FGTF grants:					
Truck with auger & picker	12,851	Vehicle Replacement Reserve	12,851	-	12,851
FV 48th & 50th water/sewer	127,176	Water Upgrading Reserve/MSI	81,071	46,105	127,176
FV 48th & 50th water/sewer	127,177	Sewer Upgrading Reserve/MSI	81,071	46,106	127,177
ZA pump house upgrades	224,270	MSI grant	-	224,270	224,270
LC Rehab well no. 1	150,712	Water Upgrading Reserve/MSI	25,324	125,388	150,712
Total reallocation of FGTF	642,186		200,317	441,869	642,186

*MSI funding from Rural Pumping Station project, postponed to 2014.

Motion 3:

That a supplementary application be submitted to AB Transportation under the AB Water and Waste Water Program for the La Crete Lagoon Upgrades and Expansion project for the amount in excess of the prior approval.

Author: A. Kilpatrick/J. Klassen **Reviewed by:** _____ **CAO** _____

La Crete Lagoon Upgrades & Expansion Project (6-42-01)
Incremental analysis of project costs and funding for a modified project

Scenario #1a: Use short-term borrowings to finance the incremental costs of a modified project:

Description	Current Approval			Modified	Difference	
	2012 Actual	2013 Budget	Total Budget			
Project cost	466,440	3,929,909	4,396,349	5,890,000	1,493,651	Note (1)
Engineering	-	-	-	420,000	420,000	
Subtotal	466,440	3,929,909	4,396,349	6,310,000	1,913,651	
Grant funding:						
AMWWP	29,351	2,478,243	2,507,594	3,779,059	1,271,465	Note (2)
FGTF	237,422	555,541	792,963	792,963	-	Note (3)
MSI	199,667	896,125	1,095,792	1,095,792	-	Note (3)
Subtotal	466,440	3,929,909	4,396,349	5,667,814	1,271,465	
Difference	-	-	-	642,186	642,186	Note (4)

Note 1: The total project cost approved for AMWWP funding is \$4,187,000. Thus, the grant funding from this source is currently \$(4,187,000 X 59.89%) = \$2,507,594.

Note 2: The County would submit another application for incremental AMWWP funding of \$1,271,465, and make a short-term borrowing for interim financing (five years or less) through the ACFA.

Note 3: FGTF and MSI funding allocations would remain the same as currently approved by Council.

Note 4: Finance the net cost \$642,186 with a second short-term borrowing, either from an external source, or from the County's municipal reserves, with interest.

Scenario #2a: Make one short-term borrowing + Reallocate grant funding from other capital projects:

Description	Current Approval			Modified	Difference	
	2012 Actual	2013 Budget	Total Budget			
Project cost	466,440	3,929,909	4,396,349	5,890,000	1,493,651	Note (1)
Engineering	-	-	-	420,000	420,000	
Subtotal	466,440	3,929,909	4,396,349	6,310,000	1,913,651	
Grant funding:						
AMWWP	29,351	2,478,243	2,507,594	3,779,059	1,271,465	Note (2)
FGTF	237,422	555,541	792,963	1,435,149	642,186	Note (5)
MSI	199,667	896,125	1,095,792	1,095,792	-	Note (6)
Subtotal	466,440	3,929,909	4,396,349	6,310,000	1,913,651	
Difference	-	-	-	-	-	

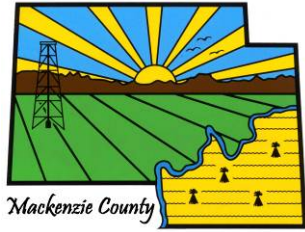
Note (5): Under Scenario #2, an additional \$642,186 of existing FGTF funding would be reallocated from other capital projects to the modified La Crete lagoon upgrades and extension project. These projects would require alternate sources of funding, as shown in the table below.

Note (6): The remainder of the required funds could be obtained by postponing the Rural Water Pumping Station project to 2014, and reallocating MSI grant funds, as shown below.

Description/Project	FGTF grant funding	Alternate Funding for Capital Projects		
		Reserve	MSI*	Total
Reallocate FGTF grants:				
Truck with auger & picker	12,851	12,851	-	12,851
FV 48th & 50th water/sewer	127,176	81,071	46,105	127,176
FV 48th & 50th water/sewer	127,177	81,071	46,106	127,177
ZA pump house upgrades	224,270	-	224,270	224,270
LC Rehab well no. 1	150,712	25,324	125,388	150,712
Subtotal - reallocate FGTF	642,186	200,317	441,869	642,186

*Postpone Rural Water Pumping Station project to 2014, and reallocate MSI grant.

Author: A. Kilpatrick/J. Klassen **Reviewed by:** CAO



MACKENZIE COUNTY
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Sewage Lagoon Disposal Agreement

BACKGROUND / PROPOSAL:

As Provincial regulations become more stringent and the population in Mackenzie County continues to increase it has become evident that we need to have a control mechanism in place which will allow private business to dispose of certain waste materials at County lagoon sites, meanwhile providing a type of security and monitoring of its use.

Therefore administration researched other municipalities and found an agreement from the MD of Greenview which we tailored to fit our needs. (Please see attached)

OPTIONS & BENEFITS:

A benefit of having this type of an agreement will be that all lagoons will be keyed alike which will the user access to any County site plus provide us with a record of whom has access.

The one item we are still researching is if other Municipalities charge a fee for use of the lagoon facility.

COSTS & SOURCE OF FUNDING:

2013 General Operating Budget.

COMMUNICATION:

We would advertise this new procedure on Face book, County website and the area news papers.

Author: John Klassen **Reviewed by:** _____ **CAO** YW

RECOMMENDED ACTION:

That the Sewage Lagoon Disposal Agreement be adopted as presented.

Author: John Klassen Reviewed by: _____ CAO YW

**Mackenzie County
Sewage Lagoon Disposal Agreement**

This Agreement made the _____ day of _____, 20 ____ at the Hamlet of _____, in the Province of Alberta.

Between:

Mackenzie County
P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0
(Hereinafter referred to as the "Owner")

And:

(Company and/or Owner)
(P.O Box ??)
(Place)
(Postal Code)

(Hereinafter called the "User")

The User agrees to follow all conditions in this Agreement from the Owner on the terms and conditions set out below.

1. The User agrees to be responsible for a gate access key which will allow them to discharge into any of the designated septage dumping areas in any one of the 3 County lagoons located in La Crete, Fort Vermilion, and Zama City. Should the company or person lose the key, they shall be responsible for the cost of a replacement key.
2. The User agrees to not make copies of the key or to provide entry to any person or company to any of the 3 county lagoons that is not a part of the company signed herein and will also ensure that the gate is closed and locked when leaving the site.
3. The User agrees to only dump domestic wastewater from holding tanks or septic tanks.
4. Tanks used for hauling wastewater shall be used for domestic wastewater only and shall not contain any materials or residue that may be considered harmful to the integrity of the wastewater treatment system. A grab sample may be taken to ensure that there is no contaminated waste. If contamination is found in any load, the User shall be responsible for all costs related to the lagoon clean up and site repairs. If the User refuses to allow Mackenzie County to take a sample, further access will be denied.
5. The User is responsible for ensuring that no garbage that consists of anything that is non-biodegradable enters the lagoon, and if it does, is responsible for the removal of it and/or costs associated with the removal.
6. During heavy snow falls, lagoon sites receive low priority. They will only be plowed out when higher priority are roads and facilities are complete.
7. Any User found abusing the privilege of using these sites shall be denied access without notice.
8. The User will be given a key for access to the Lagoons of Mackenzie County for the purpose of entry to dispose of sewage. The User acknowledges that this key is not to be copied, borrowed, lent, or rented out to any other person or company than has signed this agreement.

See Schedule "A" for Terms and Conditions of Agreement

User (Signature)

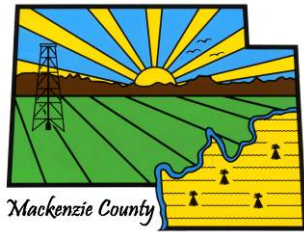
Witness (Signature)

Mackenzie County (Signature)

SCHEDULE "A"

Terms and Conditions of Agreement

1. The services of the User shall be performed to the specifications and satisfactions of Mackenzie County.
2. This Agreement shall not come into effect until signed by both parties
3. Failure to fulfill the conditions of this Agreement shall entitle Mackenzie County to terminate this Agreement without notice.
4. The User is an independent contractor and shall not for any purpose be a servant, employee or agent of Mackenzie County under this Agreement.
5. The CAO of Mackenzie County may in his/her sole discretion delegate any duties, powers and functions related to this Agreement to any employee or agent of Mackenzie County.
6. This Agreement shall not be assigned without first obtaining the written consent of Mackenzie County.
7. The User shall comply with:
 - a. Any Act of the Legislature of the Province and of the Parliament of Canada now in force or enacted after this time and any regulations enforced from time to time under such Acts that applies to the User in respect to the Agreement; and
 - b. Any bylaw or resolution of Mackenzie County which the User is lawfully subject to, that applies to the User in respect of this Agreement.
8. The User acknowledges its responsibility either as the principal contractor, an employer or worker as defined in the Occupational Health and Safety Act and the regulations thereto.
9. It is agreed that this written document contains the entire Agreement of the parties in regard to the matters dealt with and that no understandings or Agreements, verbal or otherwise, exist between the parties except where expressly set out.
10. The validity and interpretation of this Agreement of each clause or part is to be governed by the laws of the province of Alberta.
11. Mackenzie County reserves the right to cancel this agreement at any time due to operational requirements.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Bylaw 909-13 Water and Sewer Systems

BACKGROUND / PROPOSAL:

At the June 11, 2013 Regular Council Meeting, agenda item Rural Waterline Update, prompted the following motion:

MOTION 13-06-398

MOVED by Councillor Braun

That all Municipal water lines located outside of any Hamlet boundary be deemed a rural water line and all new connections shall require meter pits with flow restrictors.

CARRIED

Administration deemed it necessary to propose an addition to the motion specific to industrial and commercial connections. See attached Bylaw 906-13 Water and Sewer Systems, section 4.8.1.

OPTIONS & BENEFITS:

A benefit of the suggested changes will provide clarity and clear direction for the public and staff.

COSTS & SOURCE OF FUNDING:

2013 General Operating Budget

Author: _____ Reviewed by: _____ CAO YW _____

COMMUNICATION:

Mackenzie County website, County Image and Facebook page.

RECOMMENDED ACTION:

MOTION 1:

That first reading be given to Bylaw 909-13 being the Water and Sewer System Bylaw for Mackenzie County.

MOTION 2:

That second reading be given to Bylaw 909-13 being the Water and Sewer System Bylaw for Mackenzie County.

MOTION 3: *(requires unanimous)*

That consideration be given to proceed to third reading of Bylaw 909-13 being the Water and Sewer Bylaw for Mackenzie County.

MOTION 4:

That third reading be given to Bylaw 909-13 being the Water and Sewer System Bylaw for Mackenzie County.

Author: _____ Reviewed by: _____ CAO _____

BYLAW NO. 849-12 909-13

**BEING A BYLAW OF THE MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
RESPECTING THE WATER AND SEWER SYSTEM**

WHEREAS Part 3 Division 3 Section 7(g) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, empower municipalities to provide municipal utility services, and

WHEREAS Mackenzie County Council may pass a bylaw governing the management of the Municipality's water system, sewer system and storm drainage system,

WHEREAS Mackenzie County operates utilities within its boundaries

WHEREAS this Mackenzie County bylaw applies to all users of municipal water and or sewer systems.

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

1. SHORT TITLE

This bylaw may be cited as the "Water and Sewer Bylaw".

2. INTERPRETATION

In this bylaw, unless the context otherwise requires,

- a) "**Authorized Employee**" is a person appointed by the County's Chief Administrative Officer to act on behalf of the County with regard to the County's water and sewer and storm drainage systems.
- b) "**Bulk Water**" means any container that exceeds 200 litres.
- c) "**CAO**" means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the Municipal Government Act and the County's Chief Administrative Officer Bylaw.
- d) "**Catch Basin**" means Storm Sewer inlets that filter out debris such as leaves and litter. They are typically located next to street curbs or within Utility Right of Way.

- e) “**Code**” means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County’s Engineering Guidelines and/or General Municipal Improvement Standards. If a conflict exists between portions of these documents, the document with the most restrictive applicable portion shall govern.
- f) “**Commercial**” means a service provided to a commercial or industrial establishment owned and operated by a business or individual for profit, or any property assessed as a commercial or industrial property.
- g) “**Consumer**” means any individual, corporation, partnership or other legal entity that receives the Municipal Utility services and, where the context or circumstances so require, includes any individual, corporation, partnership or other legal entity who makes or has made an application for the Municipal Utility services or otherwise seeks to receive the Municipal Utility services.
- h) “**Council**” means the Council of Mackenzie County elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c. L-21.
- i) “**County**” means Mackenzie County.
- j) “**Designate**” means a person appointed by the CAO to act on the County’s behalf with regard to the County’s Water System and Sanitary Sewer and Storm Sewer systems.
- k) “**Hamlet(s)**” means the unincorporated communities of Zama, Fort Vermilion, and La Crete as established with designated boundaries and approved by Mackenzie County.
- l) “**His**” shall mean his and/or her and/or a corporate entity, in the singular or plural, as the context requires.
- m) “**Interceptor**” means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into a drainage system.
- n) “**Municipal Utility**” means the County Water System, Sanitary Sewer system and Storm Sewer system.
- o) “**Point of Delivery**” shall mean at the property line between the County’s property, right-of-way and/or easement and the Consumers property.
- p) “**Registered Owner**” means the person registered as the owner of the property pursuant to the provisions of the *Land Titles Act*, R.S.A. 2000, c. L-4.

- q) **“Rural Waterline”** a municipal potable waterline operated as a trickle system, which is not part of any Hamlet’s distribution system.
- r) **“Rural Water User”** means any Consumer, located outside of Hamlet boundaries, that is connected to the Rural Waterline.
- s) **“Sanitary Sewer”** means municipal sanitary sewer system including all mains, treatment and storage facilities.
- t) **“Storm Sewer”** means municipal storm drainage system, including ditches, Catch Basins, underground works, and outflows.
- u) **“Trickle System”** means a water distribution system with reduced pressure and flow.
- v) **“Urban Subdivided Parcel – To Rural Standards”** shall mean a lot that exists or has been allowed to be created within the boundaries of a Hamlet and not being in accordance to Hamlet lot standards by way of size and development layout. This includes subdivisions that were completed as a farmstead or homestead separation out of a quarter section and/or any lots that have been created or exist contrary to the current land use and/or the use intended as specified in the applicable Hamlet Area Structure Plan.
- w) **“Utility Connections policy”** shall mean policy UT004, Utility Connections policy, as approved by Council and as amended or repealed and replaced from time to time.
- x) **“Water System”** means municipal waterworks system including all the mains, storage and treatment facilities, and all appurtenances thereof.

3. USE AND CONTROL OF THE WATER, SANITARY SEWER AND STORM SEWER SYSTEM

3.1. GENERAL RULES

- 3.1.1. Council hereby delegate to the CAO all those powers stipulated by this bylaw to be exercised by the County and all necessary authority to exercise those powers, excluding thereout, the power to set Municipal Utility rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the Municipal Government Act. Without limiting the generality of the foregoing, the CAO may deal with the following subject matters:
 - a) Procedures or requirements that a customer must comply with before a utility connection is installed or activated, or before a Municipal Utility services are provided, or as a condition of ongoing

- b) provision of Municipal Utility services;
 - b) Consumer accounts, including without limitation provisions or requirements concerning opening an account and making payments on the account;
 - c) Measurement of water consumption;
 - d) Procedures or requirements concerning investigating customer complaints and concerns;
 - e) Procedures or requirements for upgrading, resizing, relocating or otherwise changing a service connection, whether at the instigation of the County or at the request of the Consumer;
 - f) Turn – on and turn – off of water services, whether at the instigation of the County or at the request of a Consumer;
 - g) Supply of water for firefighting purposes, including without limitation procedures or requirements concerning the maintenance of public or private fire hydrants and permissible use of water from fire hydrants; and
 - h) Delegate any powers, duties or functions under this bylaw to an employee of the County.
- 3.1.2. All water, sewer and drainage systems must be constructed in accordance with the Code and any applicable Federal/Provincial regulatory requirements.
- 3.1.3. All construction and/or installations of utilities shall cease on November 1 of each calendar year and commence again on May 1 of each calendar year. Any variance to the mentioned dates shall be at the discretion of the CAO or Designate.
- 3.1.4. No person shall receive a Municipal Utility service without approval of the County.
- 3.1.5. No person shall do any work upon or interfere in any way with the Municipal Utility system unless specifically authorized, in writing, to do so by the CAO or Designate.
- 3.1.6. The Registered Owner of any building connected to the Municipal Utility shall, at all reasonable times allow or permit the utilities officer or Designate to enter into and upon the premises for the purpose of inspecting connections, drains, and any other apparatus used in connection with the Municipal Utility system.
- 3.1.7. The Consumer shall, at His own expense, maintain all utilities within His property lines, unless otherwise stated within this bylaw.
- 3.1.8. Service calls outside of regular working hours shall be levied a fee as per the Fee Schedule bylaw.

3.2. REQUIREMENT TO CONNECT TO WATER AND SEWER MAINS

- 3.2.1. No water and sewer connections other than that specified in the County's Land Use Bylaw shall be undertaken, unless an application for it has been approved by the County and all required permits have been issued.
- 3.2.2 Each and every dwelling and every occupied building situated on land abutting the water and/or sewer mains in the Hamlet shall be connected with connections approved by the County to the Municipal Utility.
 - a) Any Urban Subdivided Parcel – To Rural Standards shall not be required to connect to the Municipal Utility. Should the Registered Owner and/or developer desire to connect to the Municipal Utility, the utilities must be installed in accordance with the current Area Structure Plan.
- 3.2.3 If the Consumer refuses to connect within one (1) year, the County may enter on the land, building, erection, or structure to install the Municipal Utility and charge the cost thereof against the land, building, erection or structure in question, in the same manner as taxes and with the same priority as to lien and to payment thereof, as in the case of ordinary municipal taxes.
 - a) The one (1) year period shall begin when the construction of either the building, erection, structure or Municipal Utility is deemed to have been substantially completed.
- 3.2.4. At such time as the Development Permit is applied for, the Consumer shall apply for Municipal Utility services. If the application is approved by the County, the County shall provide the water and/or sewer service to the property line. All costs pertaining to the construction and supplies used for the utility service and connection shall be charged back to the Consumer.
- 3.2.5. Where a rural multi-lot subdivision is developed immediately adjacent to the Rural Waterline, each lot shall be serviced at a minimum, in accordance with the development application, to the property line.
 - a) The developer shall provide a meter lift for the purpose of regulating water flow and protection of the water meter. The servicing shall be completed using products equivalent to the products the County uses when installing Rural Waterline services.
 - b) The developer shall pay the County a fee, as specified in the Fee Schedule bylaw and as required within the development agreement, as compensation for the cost of the Rural Waterline.
- 3.2.6. Potential Rural Water Users that are not part of a rural multi-lot subdivision

may be given the option to connect to the Municipal Utility.

3.3. TAPPING WATER AND SEWER MAINS

- 3.3.1. No person except Authorized Employees of Mackenzie County, or persons authorized by the County, shall make any connection to any Municipal Utility.
- 3.3.2. All water service/sewer pipes laid in private property, between the property line and the water meter, and all sewer service pipes laid in private property, between the property line and the interior of the building, shall be of a material that meets the Code.
- 3.3.3. No connection shall be made to the water service pipe between the property line and the water meter, unless such connection is metered and is approved by the CAO or Designate.
- 3.3.4. Unless otherwise approved in writing by a certified engineer, all sewer connections must have a backflow prevention device installed, and such device must meet the Code and may be inspected by the County. All tapping and backfilling shall be done to meet the Code and be at the cost of the developer.
- 3.3.5. A separate and independent utility service connection shall be provided to every lot, or, to every unit that is divided vertically through all levels, where the subdivision of the building and property may occur at a later date (eg. dwelling-duplex, dwelling-multiple)

3.4. INSPECTIONS

- 3.4.1. All connections shall be inspected and approved by an Authorized Employee prior to back fill. Any damage during backfilling shall be the responsibility of the Registered Owner. If any connections to the Municipal Utility are covered or concealed before it is inspected, or tested, it shall be uncovered if the Authorized Employee so directs.
- 3.4.2. Due to the potential impact on the Municipal Utility, before any repairs to utilities on private property are started, the County must be notified of the existing problem and the timeframe and method of the proposed repairs.
 - a) Any required repairs performed by a Consumer to a utility service, where there is the potential need to excavate on County property, shall receive prior written approval from the CAO or Designate.
- 3.4.3. A minimum of one (1) working day notice is required for all inspections. If the inspection is an urgent situation requiring a response in less than the

required one (1) working day, and the County agrees to respond in less than one (1) working day, the cost of responding to such a request may be billed at a rate in accordance with the Fee Schedule bylaw, in addition to normal fees to the person, corporation, or other such entities to whom the Municipal Utility charges are being billed, have been billed or will be billed.

3.5. ADMINISTRATION OF WATER AND SEWER COSTS

- 3.5.1. All Municipal Utility accounts shall be approved by the Registered Owner of the property. Any charge on a Consumer's account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable by adding the outstanding account balance to the tax roll of the Registered Owner of the property.
- 3.5.2. Municipal Utility service charges and rates shall be levied and collected from Consumers connected to and utilizing the Municipal Utility system in accordance with the Fee Schedule bylaw.
- 3.5.3. Mackenzie County may shut off or discontinue water service for non-payment of account or failure to make application for a Municipal Utility connection. Fee to reconnect such service as per the Fee Schedule bylaw.
- 3.5.4. Failure of the Consumer, being charged for water service, to receive a statement of account shall in no way affect the liability of such Consumer to pay such levies and charges.

4. WATER SYSTEM

4.1. TAMPERING AND CROSS CONNECTIONS

- 4.1.1. No person shall cause or permit the breaking, damaging, destruction, defacing or tampering with any part of the water services or any permanent or temporary device installed in the water services for the purpose of measuring, sampling and testing of matter in the water services, and any person who does perform such acts shall be liable for any damage incurred.
- 4.1.2. No Consumer of any house, building or other premises which is connected to the Water System shall increase the supply of water beyond that fixed by the rating of the premises.
- 4.1.3. No person shall connect, cause to be connected or permit to remain connected to the Water System a cross connection that has not been adequately protected and approved by the County.

4.1.4. Where the County believes a cross connection exists in contravention to Subsection 4.1.2, the County may carry out an inspection:

- a) upon reasonable notice to the Consumer;
- b) without notice where the County believes that an immediate threat of contamination to the Water System exists

4.1.5. Upon inspection, where the County continues to believe that a cross connection exists in contravention of Subsection 4.1.2, the County may terminate the water service to that parcel or premises with reasonable notice, and where the County believes that such a cross connection poses an immediate threat of contamination of the Water System, the County may terminate such water service without notice.

4.2. GENERAL RULES

4.2.1. The Consumer shall be liable for the costs of installations of all piping within His own premises including the piping from the Point of Delivery to the buildings and shall assume all risk and responsibility with respect to such piping and His equipment and protection of the same.

4.2.2. Any such piping shall be done in conformity with all by-laws and Codes.

- a) The County shall have the right to inspect such piping but such inspection shall not relieve the Consumer of His responsibility.

4.3. WATER METERS

4.3.1. Each and every water service attached to the Water System shall be metered and the water consumed, as indicated by the meter, shall be paid for in accordance with the Fee Schedule bylaw.

4.3.2. All water meters shall be supplied and installed by Authorized Employees of Mackenzie County or person authorized by the County, at the expense of the Consumer, as per the Fee Schedule bylaw.

4.3.3. All meters, are and shall remain the property of Mackenzie County and as such shall be moved, changed, repaired, etc. only by Authorized Employees of Mackenzie County or person authorized by the County, and at the discretion of the County.

4.3.4. All water meters and remote readers must be installed in an approved location set by the utilities officer, with input from the Consumer, and be readily accessible to authorized person for the purpose of reading, inspecting or changing same.

- 4.3.5. The Consumer shall give access to Authorized Employees of Mackenzie County, or person authorized by the County, to a meter for the purpose of reading, inspecting, or changing same, and shall be responsible to keep said meter free from damage. The Consumer shall be liable for any damage which occurs to the meter.
- 4.3.6. The Consumer must report to Mackenzie County any damage caused to the water meter within one regular working day upon discovering the damage.
- 4.3.7. Any damage caused to meters and/or remote water meter readers by, but not limited to, abuse, tampering, freezing or hot water shall be considered the responsibility of the Consumer, and all repairs shall be assigned to the account of the Consumer.
- 4.3.8. An Authorized Employee of Mackenzie County, or person authorized by the County, may undertake water meter repairs and/or replacements, and charge all costs to the account of the Consumer.
- 4.3.9. Repairs necessitated to meters through normal operation and wear and tear will be repaired by the County, and will be considered as an operating expense and as such, charged to the Utilities Department.
- 4.3.10. No meter by-pass line shall be installed without having obtained prior written approval by the CAO or Designate.
 - a) Where a by-pass line and valve are installed around the meter, this valve shall be sealed and the seal is not to be broken. In the case of an emergency, the seal on a by-pass valve may be broken.
 - b) The breaking of any seals whether by accident or emergency shall be reported immediately to the County.
- 4.3.11. Should any Consumer claim a meter is not reading properly, the Consumer shall pay a fee to the County, the sum set out in the Fee Schedule bylaw, to have the meter tested. The meter will then be removed from service and given a proper bench test. Should the said meter be found to over read by more than 3%, the Consumer shall be refunded their fee. Any meter which meets the requirements previously stated shall be considered adequate and the Consumer shall forfeit the said fee to the County to cover costs of removal and testing of the said meter. All conveniences during business hours shall be afforded the Consumer to witness meter tests.
- 4.3.12. The size of all meters installed shall be determined by the County and

will not necessarily conform to the size of service pipe installed in the building, but will be based on the estimated rate of consumption.

- 4.3.13. Should a meter cease to operate between reading periods; billing of the account will be done on an estimated consumption for the period. This estimate will be based on previously obtained consumption figures.

4.4. FIRE HYDRANTS AND VALVES

- 4.4.1. Except as hereinafter provided, no person other than authorized person set out by the County shall open, close, operate, or interfere with any valve, hydrant, or draw water there from.
- 4.4.2. The Chief of a Rural Fire Protection Association or a Voluntary Fire Brigade, His assistants and officers, are authorized to use the hydrants for the purpose of extinguishing fires, for making trail of hose pipe or for fire protection, but all such uses shall be under the direction and supervision of the said Chief or His authorized assistants and in no event shall an inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant.
- 4.4.3. No person shall in any matter obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish or any other matter which could cause obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within twenty (20) feet of the hydrant in the direction parallel with the said property line. Fines for violations will be charged in accordance with the Fee Schedule bylaw.

4.5. CONNECTION OR DISCONNECTION OF WATER SERVICES

- 4.5.1. A minimum of one (1) working day notice is required for connection or disconnection of water services. If the service connection or disconnection requires a response in less than one (1) working day, and the County agrees to respond in less than one (1) working day, the fee for responding to such a request may be billed at a rate in accordance with the Fee Schedule bylaw.
- 4.5.2. After any construction, reconstruction, alteration, change or the completion of any work requiring a permit, water shall not be turned on to any building or premises until the work has been done to the satisfaction of a Mackenzie County employee or person authorized by the County.
- 4.5.3. Water shall be turned on or off at the curb stop only by Mackenzie County employees, or person authorized by the County.

- 4.5.4. The County shall not be held responsible for damages caused within a residence, or other building, as a result of turning water on or off at a curb stop.

4.6. RESALE AND WASTING OF WATER

- 4.6.1. No residential customer of any house, building or other premises which is connected to the Water System, shall vend, sell, or dispose of Bulk Water therefrom, or give away, or permit the same to be taken or carried away.
- 4.6.2. A Consumer shall not use water from the Water System, or allow water obtained from the Water System to be used:
- a) In an unauthorized manner;
 - b) In a manner that will impede water use by other Consumers;
 - c) Unless a Municipal Utility account has been opened by the Consumer; or
 - d) Unless the water has first passed through a meter

4.7. WELLS AND OTHER SOURCES OF SUPPLY OF WATER

- 4.7.1. No Consumer located in a Hamlet, other than an Urban Subdivided Parcel – To Rural Standards, shall use any source of water supply other than the municipal Water System without the written consent of the CAO or Designate.
- a) Any such permission may be withdrawn by order of the CAO or Designate at any time, without notice, and no person shall use a well or other source of supply of water after a permit for use of the same has been withdrawn.

4.8. RURAL WATERLINE CONNECTIONS

- 4.8.1. All Municipal water lines located outside of any Hamlet boundary be deemed as Rural Waterlines and all **new** residential connections require meter pits with flow restrictors. Industrial / commercial connections shall be reviewed and approved by Council / CAO on a case by case basis.
- 4.8.2. A Registered Owner requesting a water service from the Rural Waterline shall apply for Municipal Utility services. If the application is approved by the County, the County shall provide the water service to the property line.
- 4.8.3. Where water service has been brought to the property line of a vacant parcel of land, the developer and/or Registered Owner of the property is required to connect to the water service and pay for the costs of the same

upon the construction and/or placement of any dwelling or occupied building on the lands.

- 4.8.4. The Consumer shall pay a fee as set out in the Fee Schedule bylaw for the connection to the Rural Waterline.
- 4.8.5. The County shall sell and deliver water to the Consumer, so far as is practical to do so at the service location indicated in the Utility Connections policy. The County will install and operate the Rural Water Line as a Trickle System at a maximum rate of 1 gallon per minute for residential users and 2 gallons per minute for Commercial users, unless otherwise approved in writing by the CAO.
- 4.8.6. Title of water supplied by the County shall pass from the County to the Consumer at the outlet of the meter lift.
- 4.8.7. The Consumer shall not add or sell water to other structures, including houses, trailers, or businesses that are not directly owned by him, exist on the serviced yard and/or are further than 200 meters from the primary dwelling, unless approved in writing by the CAO or Designate. The County reserves the right to discontinue service to the primary service location on the decision of the County that a service violation has been installed.
- 4.8.8. In the event that the Consumer subdivides the parcel of land to which water is supplied hereunder, the water service shall apply to that portion of the subdivided land upon which the Point of Delivery is located.
 - a) Water service shall only be available to the other subdivided parcel or parcels pursuant to a new application being submitted and subsequently being approved by the County.
- 4.8.9. The Consumer must construct, at His own sole cost and expense, a holding tank for reserve purposes that will be suitable and adequate for His anticipated water requirements. Anticipated water requirement shall be calculated as specified within Mackenzie County's Engineering Guidelines and/or General Municipal Improvement Standards

5. SANITARY SEWER AND STORM SEWER SYSTEM

5.1. SEWER SYSTEM

- 5.1.1 No person shall turn, lift, remove, or tamper with the cover of any manhole, ventilator, or other appurtenance of any Hamlet's sewer, except Mackenzie County employees, or person authorized by the County.
- 5.1.2 No person other than Mackenzie County employees, or person authorized

by the County, shall cut, break, pierce, or tap any Hamlet sewer or appurtenance thereof, or induce any pipe, tube, trough, conduit, or appurtenance thereof, into any Hamlet's sewer.

5.1.3 No person shall interfere with the free discharge of any Hamlet's sewer, or part thereof, or do any act or thing which may impede, obstruct the flow, or clog up any Hamlet's sewer or appurtenance thereof.

5.1.4 Provisions of Interceptors:

- a) All establishments defined in the Code as requiring an Interceptor shall install and maintain the appropriate Interceptor as specified in the Code.
- b) All Interceptors shall be:
 - 1) of a type and capacity approved and certified under the Code,
 - 2) located to be readily and easily accessible for cleaning and inspection, and,
 - 3) maintained by the Registered Owner or occupier at His expense.

5.2. USE AND PROTECTION OF SANITARY SEWER SYSTEM

5.2.1. No person shall without the prior written approval of the County, discharge, deposit, or cause or permit the discharge or deposit into a Sanitary Sewer system the following:

- a) Matter which because of its type, temperature or quantity, may be or may become a health or safety hazard to any person or which may or may become harmful to a Sanitary Sewer system or the operation thereof, or which may cause the Sanitary Sewer system's effluent or operation to contravene any federal, provincial or local legislation or requirement;
- b) Matter which, because of its type, temperature or quantity, may cause the restriction or blockage of the Sanitary Sewer system;
- c) Matter that may cause an offensive odor to emanate from a Sanitary Sewer system;
- d) Subsurface drainage, including weeping tile drainage;
- e) Water that had originated from a source separate from the Water System of the County, unless there is no Water System abutting the premises;
- f) Matter resulting from site remedial activities at spill sites or at petroleum leak sites, and
- g) Hauled sewage in any amount without the prior written approval from the County

5.2.2. Any person who releases or causes or permits the release into any Storm Sewer system any matter set out in Section 5.2.1 above shall:

- a) Notify the County immediately upon becoming aware of the release;
- b) Provide the County with information respecting the release, to the satisfaction of the County;
- c) Be liable for all costs incurred by the County respecting the release for containment, sampling, testing, removal, cleanup, disposal and any other related activity.

5.2.3. Mackenzie County employees, or person authorized by the County shall have the right at all reasonable times to enter dwellings or structures which have been connected with the Hamlet Sanitary Sewer system. The County shall have the power to stop or prevent any person from discharging into the Sanitary Sewer system any substances which are set out in Section 5.2.1.

5.3. USE AND PROTECTION OF THE STORM SEWER SYSTEM

5.3.1. No person shall, without the County's prior written approval, release matter of any kind listed below into any land drainage works, private bench drains, or connections to any Storm Sewer system:

- a) Matter which because of its type may:
 - 1) Interfere with the proper operation of a Storm Sewer;
 - 2) Result in a hazard to any person, animal, property or vegetation;
 - 3) Impair the quality of water in any well, lake, river, pond, spring, stream, reservoir or other water or watercourse;
 - 4) Result in a contravention of any federal, provincial or municipal legislation including an approval, requirement, direction or other order issued by Alberta Environmental Protection or other enforcing agency with respect to the Storm Sewer or its discharge;
- b) Matter containing more than fifty (50) milligrams per liter of suspended solids;
- c) Mater containing dyes or coloring material which discolor the water;
- d) Matter containing solvent extractable matter or vegetable origin or a mineral or synthetic origin which causes a visible film, sheen or discoloration on the water surface;
- e) Any matter which by itself or in combination with other substances is capable of causing or contributing to any explosion or supporting combustion;
- f) Matter that is considered Sanitary Sewer sewage

5.3.2. Any person who releases or causes or permits the release into any Storm Sewer system any matter set out in Section 5.3.1 above shall:

- a) Notify the County immediately upon becoming aware of the release;
- b) Provide the County with information respecting the release, to the satisfaction of the County;
- c) Be liable for all costs incurred by the County respecting the release for containment, sampling, testing, removal, cleanup, disposal and any other related activity.

6. CONTRAVENTION

6.1. A person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than that established in the Fee Schedule bylaw and not exceeding \$10,000.00.

6.2. Without restricting the generality of section 6.1, the fine amounts established for use on violation tickets if a voluntary payment options is offered are as set out in the Fee Schedule bylaw

6.3. A bylaw enforcement officer may issue a violation ticket to any person whom the bylaw enforcement officer has reasonable and probable grounds to believe has contravened any provision of this bylaw

6.4. A violation ticket issued with respect to a contravention of this bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.

6.5. If a violation ticket is issued in respect of an offence, the violation ticket may:

- a) Specify the fine amount established by the Fee Schedule bylaw for the offence; or
- b) Require a person to appear in court without the alternative of making a voluntary payment.

6.6. A person who commits an offence may:

- a) If a violation ticket is issued in respect of the offence; and
- b) If a violation ticket specifies the fine amount established by the Fee Schedule bylaw for the offense;

Make a voluntary payment equal to the specified fine.

6.7. When a clerk records in the court records the receipt of a voluntary payment pursuant to the Fee Schedule bylaw and the *Provincial Offences Procedures*

Act, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

7. RESCINDING OF FORMER BYLAWS

7.1. This Bylaw hereby rescinds Bylaw 849-12.

8. DATE OF COMMENCEMENT

8.1. This Bylaw shall take effect after receiving three readings.

READ a first time this ____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

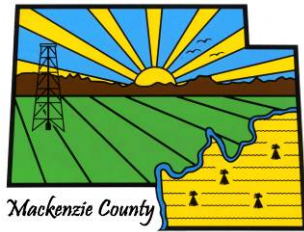
READ a third time and finally passed this _____ day of _____, 2013.

()

Bill Neufeld
Reeve

()

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	PW039 Rural Road, Access Construction and Surface Water Management

BACKGROUND / PROPOSAL:

At the Committee of the whole meeting on June 26, 2013 an item of discussion was the requirement as per current policy PW039 for land owners to build short sections of roads to our minimum standard, the result of those discussions were for administration to come up with a statement or formula that would allow these short sections of road to be built to a standard that currently exists. (Please see attached policy)

OPTIONS & BENEFITS:

For discussion

COSTS & SOURCE OF FUNDING:

NA

COMMUNICATION:

As per revised Policy.

RECOMMENDED ACTION:

That PW039 Rural Road, Access Construction and Surface Water Management Policy be amended as presented.

Author: John Klassen **Reviewed by:** _____ **CAO** YW

Mackenzie County

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

Non-conforming Roads – roads constructed on road allowances that do not meet either past or current County's standards and specifications or have been constructed without approval of the County.

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

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

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

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

ESRD – the Province of Alberta Environment and Sustainable Resource Development.

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

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

ROAD CONSTRUCTION

Policy Statement

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

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
5. ESRD has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify ESRD and seek their approval to proceed with the proposed clearing.
6. Mackenzie County staff may inspect construction on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications.
7. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.

8. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
9. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
10. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

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

1. provision of survey to delineate the property boundaries;
2. the review of surface water;
3. the supply of surfacing gravel;
4. the supply of culvert materials; and,

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

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

Guidelines

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. The Applicant shall be solely responsible for all costs associated with the construction and maintenance of the access.
3. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters	8 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters	6 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters	6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/ Industrial (rural standard)	10 meters	10 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/ Industrial (curb, gutter & sidewalk)	10 meters	10 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters	8 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
8. Mackenzie County shall inspect each access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
9. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
10. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
11. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
12. The Province of Alberta does not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;
2. if the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction;
3. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,
4. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, (as described in the aforementioned item #1) when it has been approved and accepted.

SURFACE WATER MANAGEMENT

Policy Statement

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

Guidelines

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

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

Mackenzie County Endeavour to Assist

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

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

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

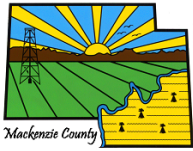
	Date	Resolution Number
Approved	11-Dec-12	12-11-845
Amended	12-Feb-13	13-02-069
Amended	27-Mar-13	13-03-189

SCHEDULE A

Surface Water Management Basins

SCHEDULE B

**Agricultural Surface Water Management
Projects Application**



Application # _____

Construction of an Agricultural Surface Water Management Channel Application

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations;
- the proposed design elevations;
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts); and,
- proof of ESRD approval.
- A proposed plan for top soil management.

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

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

If yes, please provide the following:

Name of the applicable road _____

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

If yes, please provide the following:

Legal location of road allowance _____

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

What is the estimated size of the contributing area? _____Acres.

Does this project involve a ditch already licensed? Yes No

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

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

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

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

Signature

Date

SCHEDULE C

Road Allowance Use Agreement

SCHEDULE D

Local Road Network

SCHEDULE E

Road Standards

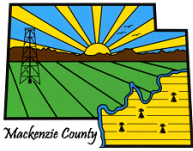
Mackenzie County Rural Road Standards/Specifications

	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Backslope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regravelling		Up to 300m ³ /mi	Up to 200m ³ /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m

- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)

APPENDIX F

Road Construction Application



Application # _____

Request to Construct a Road

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations; (What is the general lay of the land)
- the proposed design elevations; (Is there ditch cut required for drainage)
- the location of property accesses; (Driveway)
- Proof of ESRD approval. (Provide a copy to the County)
- A proposed plan for top soil management. (How will you dispose of the excess topsoil)

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

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

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

What is the estimated length of the road? _____ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

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

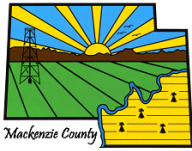
I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

SCHEDULE G

**Access Construction Application
(Approaches/Driveways)**



Application # _____

Request to Construct an Access

(Approaches/Driveways)

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations;
- the proposed design elevations; and,
- proof of contact with affected utility companies.
- A proposed plan for top soil management.

Does the proposed access benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway _____

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

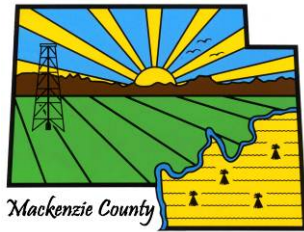
Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

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

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

Signature

Date



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Future Collector Roads

BACKGROUND / PROPOSAL:

Mackenzie County's Policy 039 specifies that the County will apply for and construct approaches into the provincial highways of the County's road allowances for the roads identified as the future collector roads.

OPTIONS & BENEFITS:

Agricultural Land Use Planning Committee discussed two approaches of Hwy697 as there is a substantial interest and a few applications for new road construction.

As such, the Committee passed the following motion:

That a recommendation be taken to Council to designate approaches at RR192 and RR194 south of and connecting to HWY697 as the future collector roads approaches as per Policy PW039.

COSTS & SOURCE OF FUNDING:

2013 capital budget

COMMUNICATION:

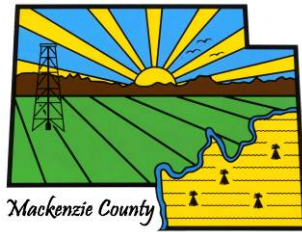
NA

Author: _____ Review by: _____ CAO YW

RECOMMENDED ACTION:

That the approaches at RR192 and RR194 south of and connecting to HWY697 be designated as the future collector roads approaches as per Policy PW039.

Author: _____ Review by: _____ CAO YW



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	164-DP-13 Fox Haven Golf & Country Club (Ancillary Building (Golf Shed) in Direct Control High Level Rural (Inter-municipal Development Plan Area)

BACKGROUND / PROPOSAL:

Mackenzie County Planning Department received an application for an Ancillary Building (Golf Cart Storage Shed) at the Fox Haven Golf Course located north of the Town of High Level within the Inter-municipal Planning Area, normally a permit for this area would be presented to the Inter-municipal Planning Commission for a decision, however this is a Direct Control District and all decisions are made by Council. Therefore this permit application was presented to the Inter-municipal Planning Commission (IMPC) first for a recommendation to Council.

On June 27, 2013 the IMPC made the motion:

That Development Permit 164-DP-13 on Part of SE 16-110-19-W5M in the name of Fox Haven Golf & Country Club be recommended to Mackenzie County's Council for approval 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) 41.14 meters (135 feet), from Road Right of Way.
 - b) 15.2 meters (50 feet) from all other property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

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

4. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
5. **PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department of Mackenzie County at 780-928-3983. Access to be constructed at the developer's expense.**
6. 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.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. 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.

Note* this area is Not within the proposed Industrial Area Structure Plan.

The applicant is proposing to build a new cart golf shed next to the existing cart shed as they have exceeded their capacity in the old building.

Planning and Development Department has no issue with this proposal as it meets all the Land Use Bylaw regulations.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

All costs to be borne by the applicant.

Author: _____ Reviewed by: _____ CAO _____

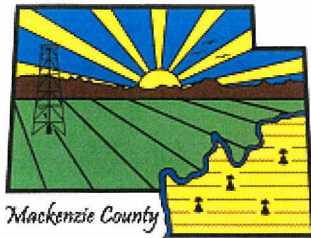
RECOMMENDED ACTION:

That Development Permit 164-DP-13 on Part of SE 16-110-19-W5M in the name of Fox Haven Golf & Country Club 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:
 - c) 41.14 meters (135 feet), from Road Right of Way.
 - d) 15.2 meters (50 feet) from all other property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
4. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
5. **PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department of Mackenzie County at 780-928-3983. Access to be constructed at the developer's expense.**
6. 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.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. 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.

Author: _____ Reviewed by: _____ CAO _____



DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit # 184-DP-13	
Date Received June 20, 2013	
Date Accepted	

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

APPLICANT INFORMATION

Applicant Name Fox BETH KAPPELAKO		Registered Landowner Name (If different than Applicant) FOX HAVEN GOLF & COUNTRY CLUB	
Address Box 1666		Address Box 309	
HIGH LEVEL, AB T04120		HIGH LEVEL, AB T04120	
E-mail sbkapp@telusplanet.net		E-mail	
Telephone (Res) 780.926-4674	Work or Cell 780.926-6753	Telephone (Res) 780.926-3005	Work or Cell

LAND INFORMATION

Legal description of proposed development site									
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S. SE	SEC 16	TWP. 110	RG 19	M 05
Civic Address				Ward 9	MLL/MS/TFA		Acres/Ha		
Hamlet							Quarter Section <input checked="" type="checkbox"/>	Acreage <input type="checkbox"/>	
Description of existing use of land: GOLF COURSE / CAMPGROUND									

DEVELOPMENT INFORMATION

Describe proposed development: CART STORAGE SHED				
<input type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Secondary residence	<input checked="" type="checkbox"/> Garage, shop, shed (circle one)	<input checked="" type="checkbox"/> Commercial /Industrial Building		
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
Building Size				
Length 52'	Width 10'	Height (Grade to peak) 8'12"	Sq ² 520	Other

The land is adjacent to: Primary Highway Secondary Highway Local Road Hamlet Road

Estimate project time and cost:

A. Start Date <u>July 1, 2013</u>	B. End Date <u>Aug 1, 2013</u>	C. Completed Project Cost \$ <u>10,000.00</u>
--------------------------------------	-----------------------------------	--

Attached is: (a) Site plan Yes (b) Blueprints Yes (c) Floor plans (Manufactured homes) Yes

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

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development: (mark Y (yes) or N (no) and provide details for Y)

<input checked="" type="checkbox"/> Land Fill or garbage disposal site	<input checked="" type="checkbox"/> Confined Feedlot Operation	<input checked="" type="checkbox"/> Slope /Coulee/Valley or Ravine
<input checked="" type="checkbox"/> Sewage treatment or Sewage Lagoon	<input checked="" type="checkbox"/> Sour Gas Well or pipeline	
<input checked="" type="checkbox"/> River or Waterbody <u>1/4 m - across road</u> Access:	<input checked="" type="checkbox"/> Multi lot Residential subdivision <u>1/4 mile E. on same property.</u>	Access Approval Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Is there an Existing Access to proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>A County Approved Access is required before a Development Permit can be issued (except for site development)</i>	Does the site location require an access or road to be built to the proposed site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---	---

DECLARATION

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

Applicant Name (Print) <u>E. KAPPELAR</u>		Registered Land Owner Name (Print) <u>FOX HAVEN GOLF + COUNTRY CLUB</u>	
Applicant Name (Signature) 	Date <u>June 17/13</u>	Registered Land Owner (Signature) 	Date <u>June 17/13</u>

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law

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

FOR ADMINISTRATIVE USE ONLY

Complies With:	Offsite Levy (If Required):						
<table border="0"> <tr> <td>MDP Yes <input type="checkbox"/></td> <td>ASP Yes <input type="checkbox"/></td> <td>AVPA Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	Connection Fee \$ _____ Receipt Number _____
MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>					
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>					
Land Use Classification: <u>"RC4"</u>	Tax Roll No: <u>303370</u>						
Class of Use: <u>Commercial</u> <small>(Commercial/Industrial/Residential/Institutional/Home Based Business)</small>	Permitted/Discretionary: _____						
Proposed Use: _____							
Development Application Fee Enclosed: <input checked="" type="checkbox"/> Yes _____ No	Amount \$ <u>125.00</u> Receipt No: <u>161299</u>						



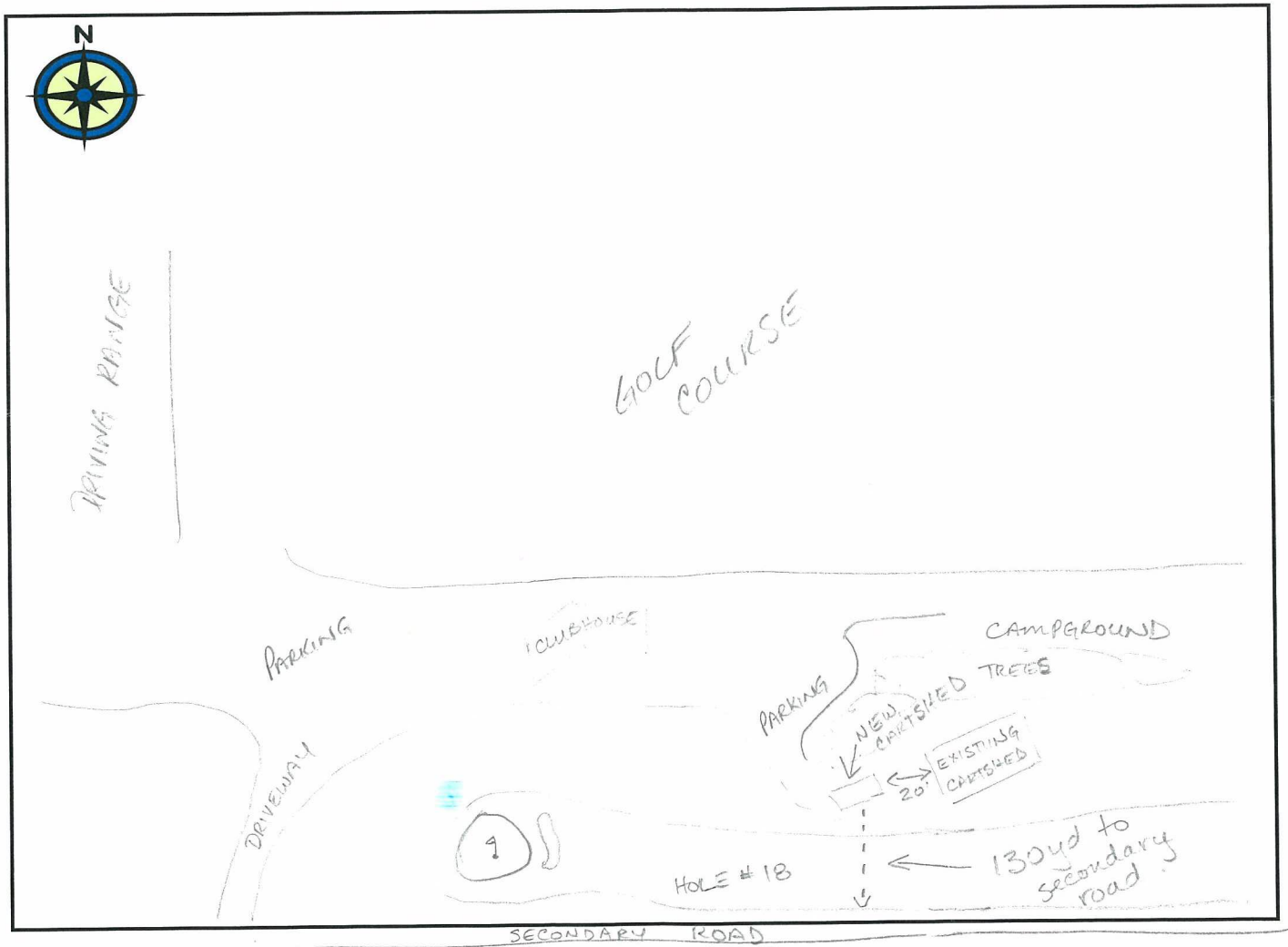
Development Permit Application

SITE PLAN

QTR./L.S. SEC TWP RG M PLAN NO. BLK. LOT Size of Parcel
 SE 16 110 19 WS or _____ and 160 (ac) ha.

Date of site plan: June 17/13

Remarks: _____



Information Checklist for site plan

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

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

Setbacks from Property Lines

FRONT YARD	ft
<u>> 1/4 mile</u>	m

REAR YARD	ft
<u>> 1/4 mile</u>	m

SIDE YARD (1)	(ft)
<u>390'</u>	m

SIDE YARD (2)	ft
<u>> 1/4 mile</u>	m

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6	7	8	9	Out
370	531	354	177	3285
356	458	341	157	3098
4	5	4	3	36

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 Box 507 High Level, AB

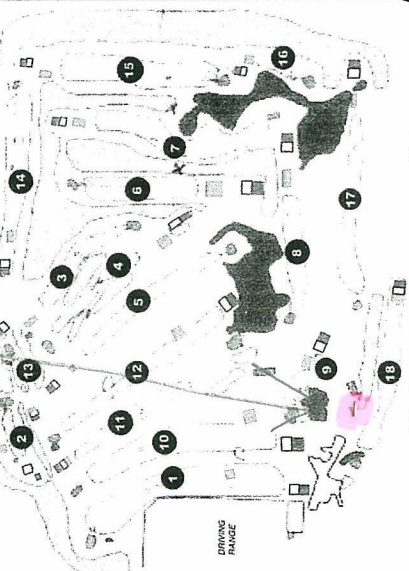
Phone:
(780) 926-4878
Fax:
(780) 926-2377
 pchome@incentre.net
 www.pchome.ab.ca

PC Home Electronics Ltd.
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 For your Meat & Deli needs contact Bob Shipley.
 268 Scot Barrage Facility
 opening July 2007
 For bookings contact Ester or Ron
 926-3736 or email
 fourwinds@getsupnet.net

Jagged Edge Tanning Salon & Fitness Centre
 Covered & Ladies Fitness
 24 Hour Access • Aqua Massage
 2nd Floor 9814 - 100 Street
 926-2672

RCGA Rules Govern all Play.
 - Local Rules -
 Driving Range - "red stake": Do not play from inside the range.
 Repair ball marks on greens.



COURSE/SLOPE RATING

Men
Blue 72.9/128
White 71.6/124
Red 67/121
Ladies
Blue 78.8/137
White 77.1/134
Red 72.2/120

Scorer _____ Attest _____ Date _____

CAPTURED LOCATION

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 Touchless Car Wash
 Ph: (780) 926-1980 Fax: (780) 926-1973
 10002 Rainbow Blvd., High Level, AB T0H 1Z0

DECANT
 11004-97 St.
 High Level, AB.
 T0H 1Z0

HIGH LEVEL 926-4411
RAINBOW LAKE 956-3500
CONSTRUCTION LTD.
 GENERAL OILFIELD CONSTRUCTION

A-I GLASS
 For ALL your glass needs:
 Automotive, Residential & Commercial
 24 Hour Service
 Office: 10301 - 95 St., High Level, AB. 926-5570
 Larry Robinson
 Cell: 841-9388

COMMONWEALTH FIRE EXTINGUISHERS
 10105 - 95 St HIGH LEVEL, AB. T0H 1Z0
 Ph: (780) 926-2233 Fax: (780) 926-3476

DEVELOPMENT PERMIT APPLICATION



File No. 164-DP-13

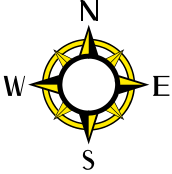
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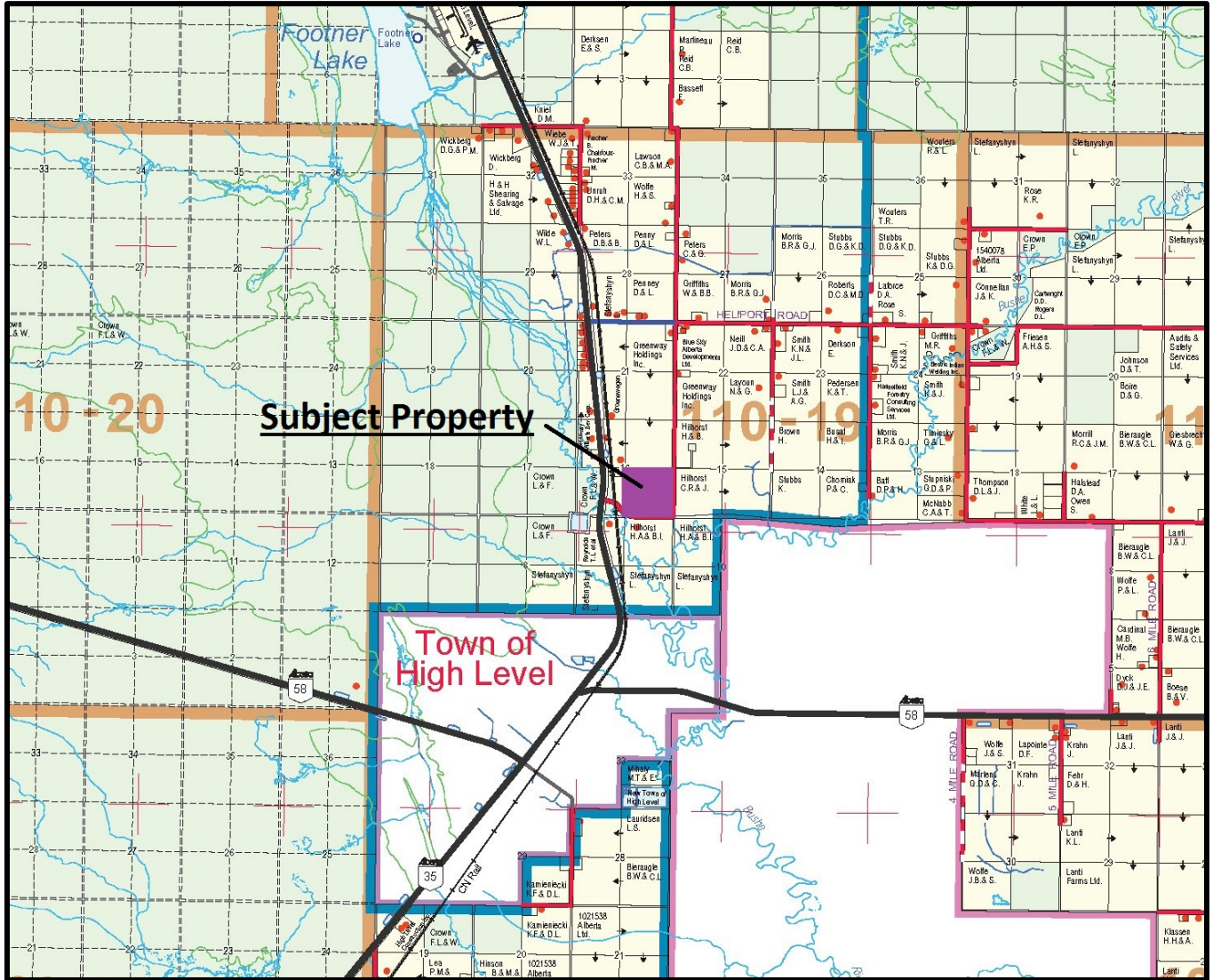
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Mackenzie County



DEVELOPMENT PERMIT APPLICATION



File No. 164-DP-13

NOT TO SCALE

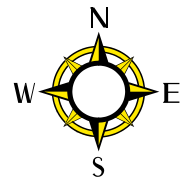
Disclaimer

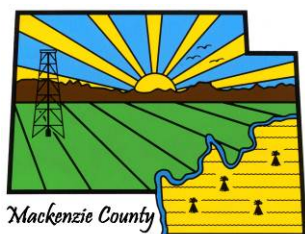
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Mackenzie County





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	168-DP-13 Wielhelem Berg (Manufactured Home-Single Wide in “A”) (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a development permit request for a Manufactured Home-Single Wide on Plan 122 4236; Block 01; Lot 01 (Part of SE 16-106-13-W5M). This is a Permitted Use under the Agricultural District. However, the proposed lot is located in the area identified for Industrial Area Structure Plan along the Highway 88 Connector. Any Development within this area is to be directed to Council as per Council’s Motion 13-01-022.

Motion 13-01-022 states:

That all development applications for the areas identified along Highway 88 Connector, along Highway 88 and along Highway 35, as identified in Motion 13-01-019, Motion 13-01-020, and Motion 13-01-021, be deferred to Council for decision until the Area Structure Plans are completed.

The proposed development is a residential building which does not conform to the future industrial use. Presently, this location is zoned Agricultural “A” and the application meets all requirements for this zoning. The proposed development is for a Manufactured Home which many consider to be a temporary building.

The subject 55 acre lot was subdivided in 2012 as it is a fragmented piece of land, divided almost in half by the Highway 88 Connector.

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

OPTIONS AND BENEFITS:

OPTION 1: Approve Development Permit 168-DP-13

OPTION 2: Refuse Development Permit 168-DP-13

RECOMMENDED ACTION:

OPTION 1: (Recommend Approval)

That Development Permit 168-DP-13 on Plan 122 4236; Block 01; Lot 01 (Part of SE 16-106-13-W5M) in the name of Wielhelem Berg be approved with following conditions:

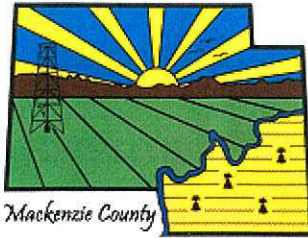
Failure to comply with one or more of the attached conditions shall render this permit
Null and Void

1. Minimum Manufactured Home-Single Wide, Addition and Deck setbacks are:
 - a) 41.14 meters (135 feet), from Road Right of Way.
 - b) 15.2 meters (50 feet) from all other property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. The undercarriage of the **Manufactured Home – Single Wide** shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
5. **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 basement and/or flooding of the basement, and/or any ancillary buildings.**
6. **PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department of Mackenzie County at 780-928-3983. Access to be constructed at the developer's expense.**
7. 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.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

Author: D Pannu Reviewed by: _____ CAO _____

9. 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.

Author: D Pannu **Reviewed by:** _____ **CAO** _____



DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit # 168-DP-13	
Date Received June 20, 2013	
Date Accepted June 21, 2013	

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

APPLICANT INFORMATION

Applicant Name Wilhelm Berg		Registered Landowner Name (If different than Applicant)	
Address Box 2144 Lacrete A.B to H-740		Address	
E-mail		E-mail	
Telephone (Res) 780) 841-2848	Work or Cell 780) 841-2848	Telephone (Res)	Work or Cell

LAND INFORMATION

Legal description of proposed development site									
Registered Plan # 1224236	Block 01	Lot 01	Stall	OR	QTR/L.S. SE	SEC 16	TWP. 106	RG 13	M WS
Civic Address				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet							Quarter Section	Acreage	
							<input type="checkbox"/>	<input type="checkbox"/>	
Description of existing use of land: _____									

DEVELOPMENT INFORMATION

Describe proposed development: _____

<input type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____
<input type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building
<input checked="" type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building

Building Size

Length 76 ft	Width 16 ft	Height (Grade to peak)	Sq ²	Other
------------------------	-----------------------	------------------------	-----------------	-------

The land is adjacent to: Primary Highway Secondary Highway Local Road Hamlet Road

Estimate project time and cost:

A. Start Date	B. End Date	C. Completed Project Cost \$ 220,000
---------------	-------------	---

Attached is: (a) Site plan Yes (b) Blueprints Yes (c) Floor plans (Manufactured homes) Yes

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

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development: (mark Y (yes) or N (no) and provide details for Y)

<input checked="" type="checkbox"/> Land Fill or garbage disposal site	<input checked="" type="checkbox"/> Confined Feedlot Operation	<input checked="" type="checkbox"/> Slope /Coulee/Valley or Ravine
<input checked="" type="checkbox"/> Sewage treatment or Sewage Lagoon	<input checked="" type="checkbox"/> Sour Gas Well or pipeline	
<input checked="" type="checkbox"/> River or Waterbody	<input checked="" type="checkbox"/> Multi lot Residential subdivision	Access Approval Date:

Access:

Is there an Existing Access to proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>A County Approved Access is required before a Development Permit can be issued (except for site development)</i>	Does the site location require an access or road to be built to the proposed site? Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

DECLARATION

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

Applicant Name (Print) <u>Wielhelm Berg</u>		Registered Land Owner Name (Print)	
Applicant Name (Signature) <u>Wielhelm Berg</u>	Date <u>June 7/13</u>	Registered Land Owner (Signature)	Date

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law

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

FOR ADMINISTRATIVE USE ONLY

Complies With:	Offsite Levy (If Required):								
<table border="1"> <tr> <td>MDP Yes <input type="checkbox"/></td> <td>ASP Yes <input type="checkbox"/></td> <td>AVPA Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	<table border="1"> <tr> <td>Connection Fee \$ _____</td> </tr> <tr> <td>Receipt Number _____</td> </tr> </table>	Connection Fee \$ _____	Receipt Number _____
MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>							
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>							
Connection Fee \$ _____									
Receipt Number _____									
Land Use Classification: <u>Agricultural "A"</u>	Tax Roll No: <u>083771</u>								
Class of Use: <u>Residential</u> <small>(Commercial/Industrial/Residential/Institutional/Home Based Business)</small>	Permitted/Discretionary: <u>Permitted</u>								
Proposed Use: <u>Manufactured Home - Single Wide</u>									
Development Application Fee Enclosed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ <u>50.00</u> Receipt No: <u>161607</u>								



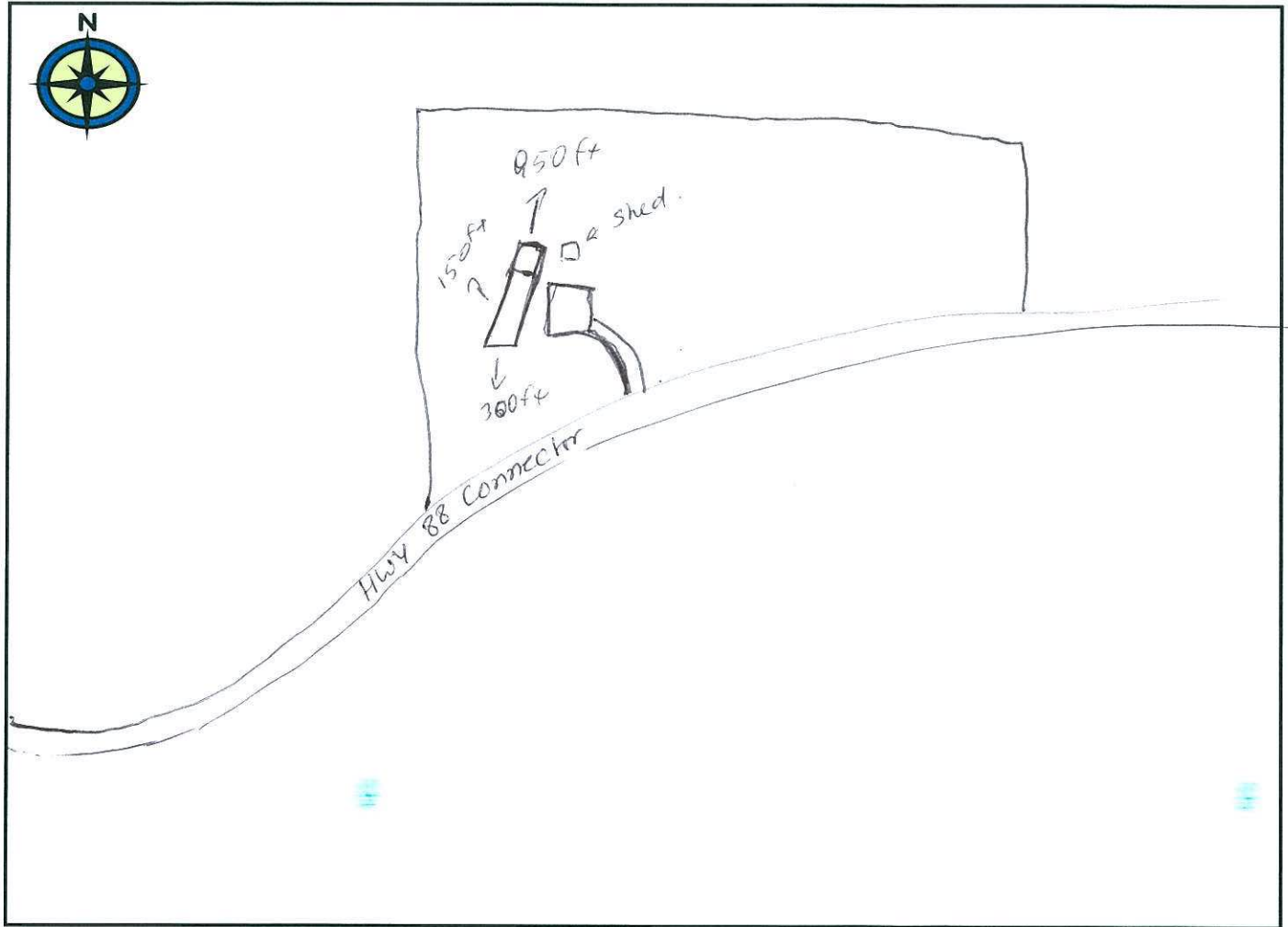
Development Permit Application

SITE PLAN

QTR./L.S. SEC TWP RG M PLAN NO. BLK. LOT Size of Parcel
 SE 16 106 13 5 or 122 4236 01 01 and _____ ac. ha.

Date of site plan: _____

Remarks: _____



Information Checklist for site plan

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

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

Setbacks from Property Lines

FRONT YARD	ft
<u>300ft</u>	m

REAR YARD	ft
<u>150ft</u>	m

SIDE YARD (1)	ft
<u>350ft</u>	m

SIDE YARD (2)	ft
<u>950ft</u>	m

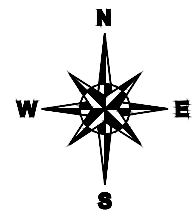
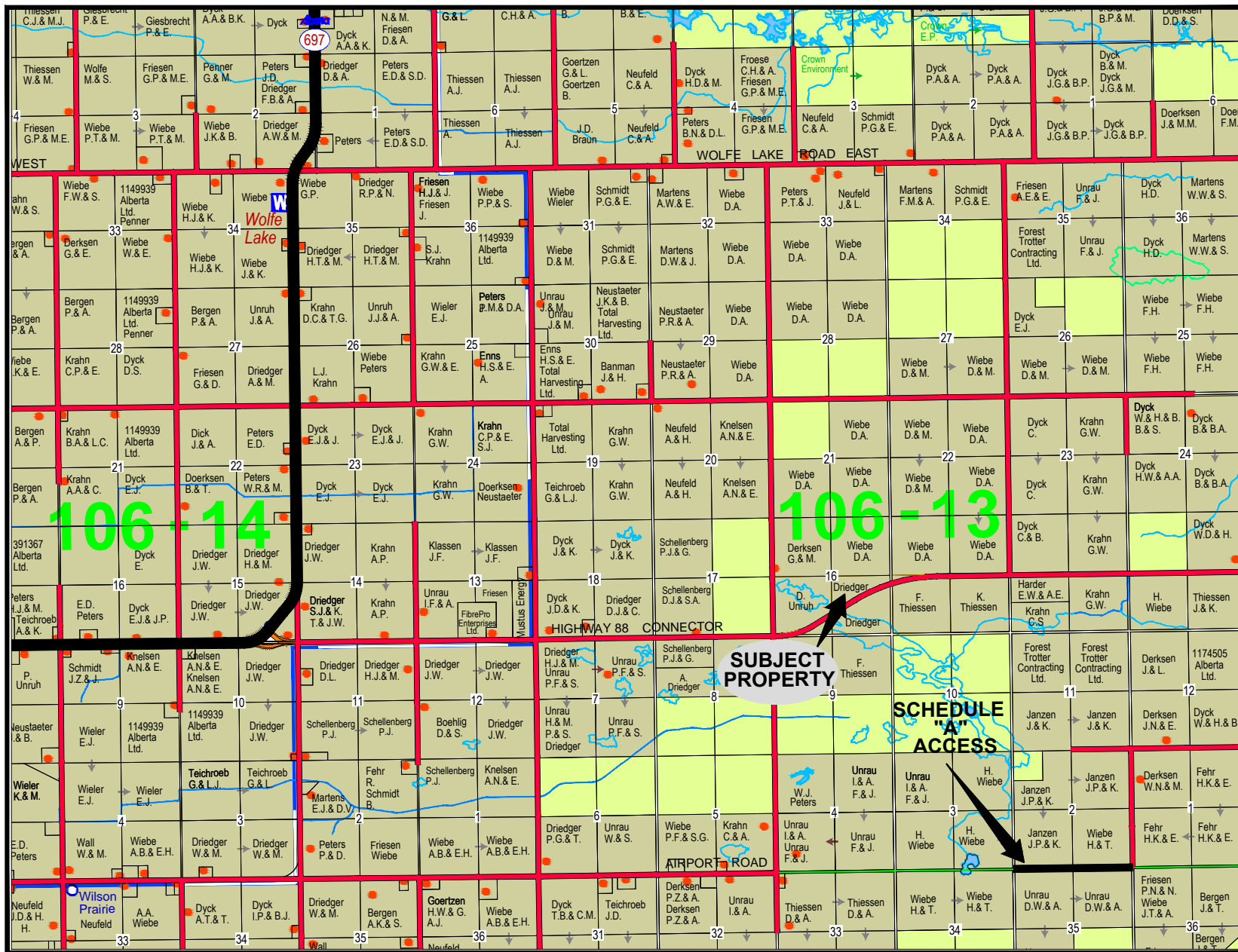


Mobile Home and/or Industrial Camp Unit Information

Color photos of the Mobile Home showing all sides must be provided if the Mobile Home is older than the current year.

1. Applicant: Wilhelm Berg
2. CSA Z240 label number: 33113
3. Alberta Labour label number (if available): _____
4. Make/Model of unit: Winalta
5. Serial number: Win1676-98 7426-838
6. Year of manufacture: 1998
7. Size of unit: 76 x 16
8. Date to be moved in: _____
9. Previous location: La Crete
10. Number of bedrooms: 3
11. Number of exits from the Mobile Home: 3
12. Does the Mobile Home have a fireplace or wood burning stove: Yes / No
13. Is there to be an addition and/or deck: Yes / No
14. Size of addition: _____
15. Size of deck: 10 x 32 ft
16. Manufacturer blocking instructions available: Yes / No
17. Information regarding foundation details: blocking
18. Information regarding skirting: Vynil

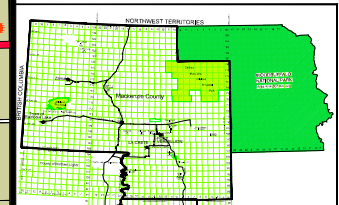




Mackenzie County 2013 LAND OWNERSHIP MAP Development Permit

LEGEND

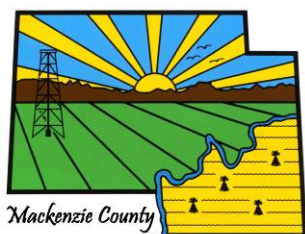
- Provincial Highway - Pavement
- Paved Road
- Old Road
- All Weather Road
- Field Access Road
- Action Land
- Private Land
- Crown Land
- County Land
- Urban Areas
- Hamlet
- First Nation Reserve
- Provincial Grazing Reserve



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MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 910-13 Land Use Bylaw Amendment Application to Rezone Plan 992 0983, Block 1, Lot 1 (9310-94st Street) from Hamlet County Residential 2 (HCR2) to Public/Institutional (P) (Hamlet of La Crete)

BACKGROUND / PROPOSAL:

The Planning and Development Department has received a Land Use Bylaw Amendment Application to rezone Plan 992 0983; Block 1; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) in order to allow for the development of a school. The current property zoning, Hamlet County Residential 2 “HCR2” does not allow for a school as either a permitted or a discretionary use.

On February 12, 2013, Bylaw 879-12 being a Land Use Bylaw amendment request to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) in order to allow for the development of a school had been approved by Council. The location of this rezoning is within the same area as this new bylaw request and for the same school development.

When the applicant went to finalize the deal for the land, they ran into troubles with the landowner. The deal fell through and they will not be purchasing the land. After some inquires, they made an offer on the above subject land not far from the original rezoning. The current land owner has signed the Land Use Bylaw application and is aware of what the applicant is requesting.

Previous Background History

On October 25, 2012, Development Permit 246-DP-12 was issued by the Municipal Planning Commission, for a Public Use (School) on a temporary basis until the applicants could find a permanent location to build a new school.

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

In accordance to the Subdivision and Development Regulations , a school shall not be located within 300 meters of a Wastewater treatment facility or 450 meters from a Landfill or waste site, 300 meters from the disposal area of an operating or non-operating landfill, 450 meters of the disposal area of a non-operating hazardous waste management facility, or 300 meters of the working area of an operating storage site.

This new location meets these requirements .

The School traffic would access from 94th Street and be required to provide fencing alone 94th Avenue.

Pending on public input, the Planning and Development Department see's no issues or concerns with this proposal.

OPTIONS

OPTION 1: (approval)

That first reading be given to Bylaw 910-13 , being a Land Use Bylaw amendment to rezone Plan 992 0983; Block 1; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

OPTION 2: (refusal)

That Bylaw 910- 13 be refused, being a Land Use Bylaw amendment to rezone Plan 992 0983; Block 1; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P).

COSTS & SOURCE OF FUNDING:

Costs will be borne by the Applicant

RECOMMENDED ACTION:

Option 1

MOTION

That first reading be given to Bylaw 910-13, being a Land Use Bylaw amendment to rezone Plan 992 0983; Block 1; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

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

BYLAW NO. 910-13
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 2004, 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 a school.

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

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

Plan 992 0983, Block 1, Lot 1 (9310-94 Street)

be rezoned from Hamlet County Residential 2 "HCR2" to Public/Institutional "P", as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2013.

READ a second time this ___ day of _____, 2013.

READ a third time and finally passed this ___ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

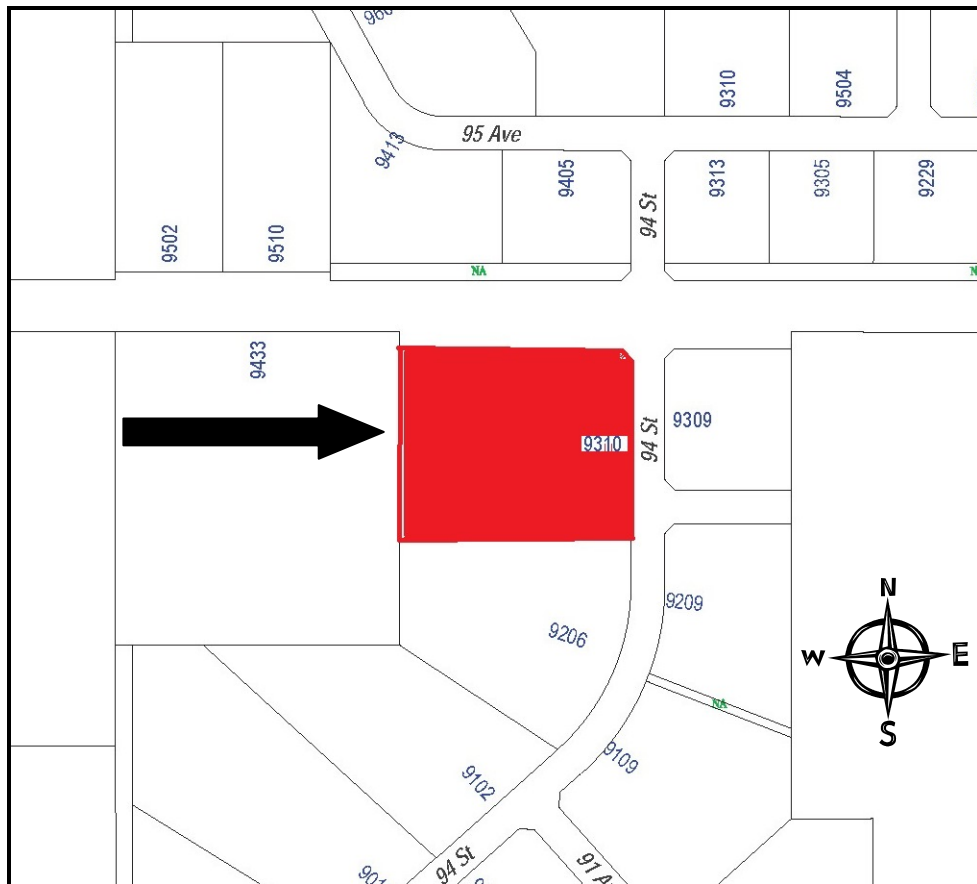
BYLAW No. 910-13

SCHEDULE “A”

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

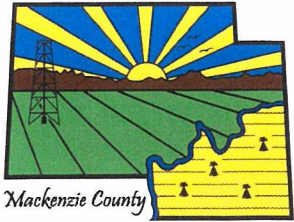
Plan 992 0983, Block 1, Lot 1 (9310-94 Street)

within the Hamlet of La Crete, be rezoned from Hamlet County Residential 2 “HCR2” to Public/Institutional “P”, to accommodate a School.



FROM: Hamlet County Residential District 2 “HCR2”

TO: Public/Institutional “P”



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Tim Harms</i>		
ADDRESS <i>Box 61</i>		
TOWN <i>B.H.P AB.</i>		
POSTAL CODE <i>T0H-4A0</i>	PHONE (RES.) <i>928-3907</i>	BUS. <i>926-6189</i>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <i>George Janzen</i>		
ADDRESS <i>Box 543</i>		
TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>928-3047</i>	BUS. <i>928-3750</i>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>992 0983</i>	BLK <i>7</i>	LOT <i>7</i>
----------	------	------	-------	----	----	-------------------------	-----------------	-----------------

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: ~~School Res.~~ *School Res.* TO: *School*

REASONS SUPPORTING PROPOSED AMENDMENT:

Rezone to school for reason or is original deal felt through on different lot.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ _____ RECEIPT NO. _____

[Signature]
APPLICANT

June 20, 2013
DATE

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

[Signature]
REGISTERED OWNER

June 21 /13
DATE

BYLAW 910-13 APPLICATION



Bylaw No. 910-13

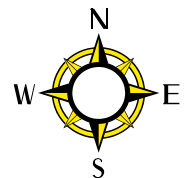
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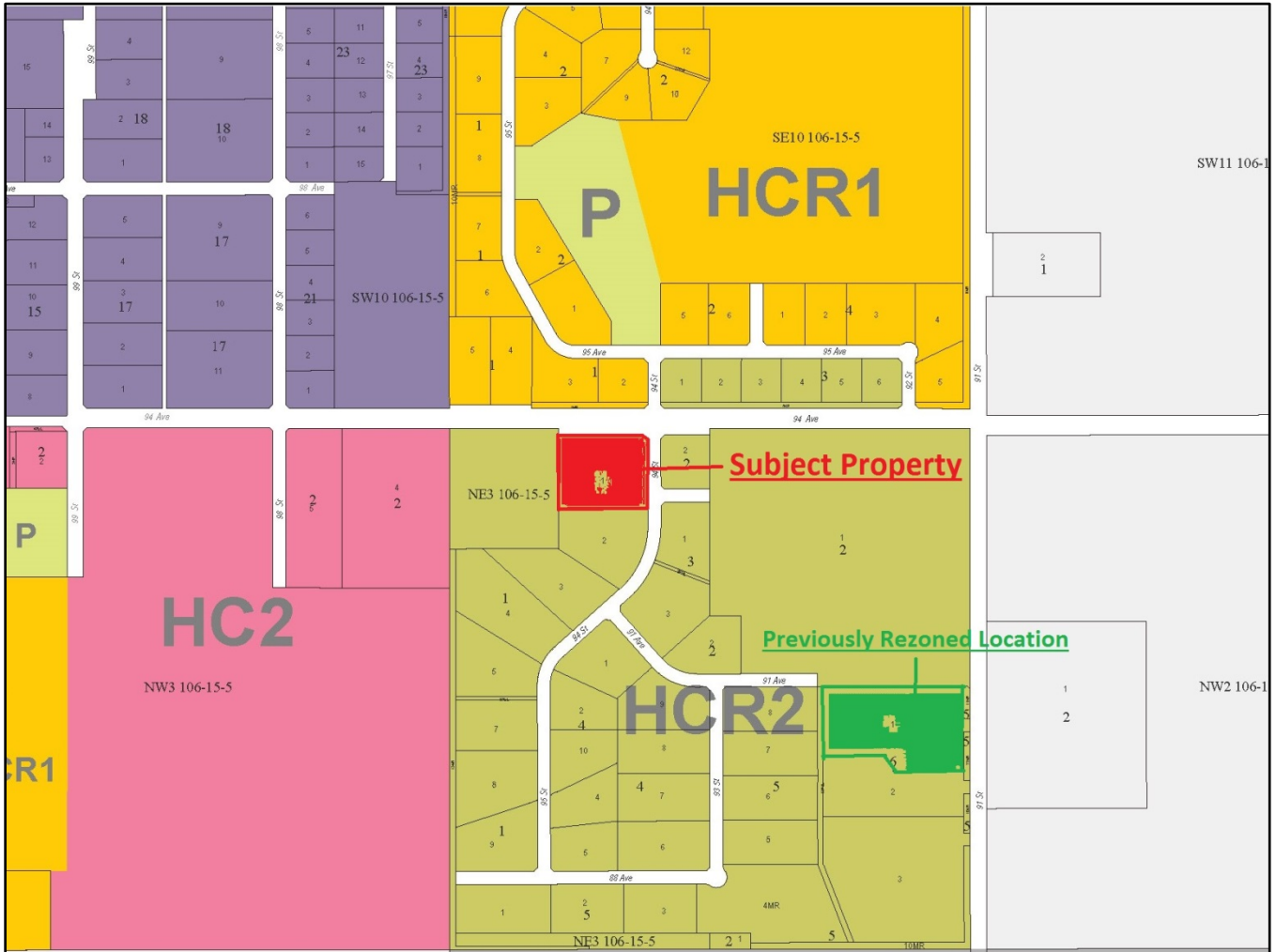
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Mackenzie County



BYLAW 910-13 LOCATION MAP



File No. 910-13

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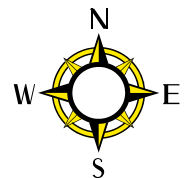
Disclaimer

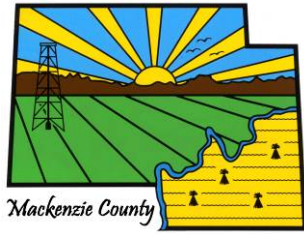
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Mackenzie County





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	Annual Business Licensing By-Law

BACKGROUND / PROPOSAL:

The county has identified the need for an Annual Business Licensing By-Law. An Annual Business License will provide an inventory of all businesses in Mackenzie County, this will identify markets that our county is lacking within the business community and will provide opportunity to venture into new business in order to fill these particular gaps. While making the county stronger by filling these gaps it will also be an additional source of revenue for Mackenzie County, a very small fee will be charged annually to each participating business within the database.

Administration will also assign a NAICS code to every business, which is the North American standard for categorizing businesses. This will allow both the County and potential investors to easily search for businesses by a recognized standard. An organized database of each business along with coding provides investors with an idea of what resources they have within the community when making business decisions related to our County. This will also assist in attracting business professionals and potential employees to the County, the common misconception is that we don't have a lot to offer and we want to demonstrate that this is not true; our County is strong with a lot to offer to new business professionals and future investors.

The Alberta and Municipal Government Act and Business Revitalization Zone Regulation give municipalities such as Mackenzie County the authority to license, control, and tax businesses.

We are aiming for an implementation by August, 2013 with mandatory compliance by businesses starting in 2014.

Author: B. Peters **Reviewed By:** _____ **CAO** YW

PROCEDURE FOLLOWING APPROVAL:

Following approval of the By-Law by Council, data such as location, ownership, contact information and type of business will be gathered in order to create the business database. There will be no additional costs for the remainder of 2013, as the information mentioned above will be the only resources required. In future years, the fees will generate a small amount of revenue to offset the amount of time staff spend administering the program and will be mandatory beginning in March of 2014.

The County will communicate the new program following approval through community media, social media and through physical postings. We will feature an article in the County Image as well as advertise in County Newspapers, posts will be made on our Facebook Page, and letters will also be sent to all County Businesses. As new business comes into the County they will be contacted and made aware of the By-Law and program.

PROPOSED FEES:

As it was previously mentioned, administration proposes that Business Licensing be optional for 2013 but become mandatory in 2014 with a fee to offset the cost of running the program. All businesses located in the County or certain businesses with head offices outside the County working in the County will be subject to the fee. These fees will be nonrefundable and if an owner has multiple businesses, multiple licenses will be required.

Proposed Fees and Penalties:

<u>Proposed Fees:</u>	<u>Amount:</u>
<i>First Year (2013)</i>	<i>\$0</i>
<i>ABL (2014)</i>	<i>\$50.00</i>
<i>ABL Amendment</i>	<i>\$25.00</i>
<i>ABL - Replacement</i>	<i>\$25.00</i>
<u>Proposed Penalties:</u>	
<i>No ABL, False Info, etc.</i>	
<i>1st Offence</i>	<i>\$250.00</i>
<i>2nd Offence</i>	<i>\$500.00</i>
<i>Failure to Comply with ABL</i>	
<i>1st Offence</i>	<i>\$250.00</i>
<i>2nd Offence</i>	<i>\$500.00</i>
<i>Failure to Display ABL</i>	<i>\$50.00</i>

Author: B. Peters **Reviewed By:** _____ **CAO** YW

OPTIONS & BENEFITS:

To proceed with the implementation of a business license bylaw in order to track the business assets within the County, or to maintain the status quo.

COSTS & SOURCE OF FUNDING:

The planning department has the funds required to initiate the program already included within the 2013 operating budget. The primary cost will be staff time, and additional costs will include advertising.

These costs will be partially offset by the revenue collected through the annual fees.

RECOMMENDED ACTION:

Motion 1:

That first reading be given to bylaw 911-13, being a Business License bylaw for Mackenzie County.

Motion 2:

That second reading be given to bylaw 911-13, being a Business License bylaw for Mackenzie County.

Motion 3: (requires unanimous)

That consideration be given to proceed to third reading of Bylaw 911-13 being the Business License bylaw for Mackenzie County.

Motion 4:

That third reading be given to bylaw 911-13, being a Business License bylaw for Mackenzie County.

Motion 5:

That administration brings the Fee Schedule bylaw to the next Council meeting, incorporating the business license fees as presented.

BY-LAW NO. 911-13

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

**TO REGULATE AND SET BUSINESS LICENSE REGULATIONS AND
REQUIREMENTS FOR BUSINESSES ENGAGED IN BUSINESS
IN MACKENZIE COUNTY**

Whereas, pursuant to section 7e of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

Whereas, pursuant to section 7(l) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

Whereas, pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- a) Regulate or prohibit;
- b) Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- c) Provide for a system of licenses, permits or approval including any or all of the matters listed therein;

Now Therefore, Mackenzie County, in the province of Alberta, hereby enacts as follows:

1. Citation

1.1 This bylaw may be cited as the Mackenzie County Business License Bylaw.

2. Definitions

2.1 In this Bylaw unless the context otherwise requires.

- a) Applicant – means a person who applies for a license or renewal.

- b) ABL – means Annual Business License
- c) Business – means a commercial or industrial activity, profession, trade, occupation, or any activity providing goods and services.
- d) Business License – means an annual license issued by the County for the privilege of doing any kind of business, trade, profession, or any other activity in the County, by whatever name called, which document is required to be conspicuously posted or displayed except to the extent to the taxpayer's business license tax or other financial information is listed thereon.
- e) County – means Mackenzie County
- f) License – means a business license issued pursuant to the By-Law, entitling the licensee to carry on the activity therein specified for the period of the time therein specified.
- g) Licensee – means a person to whom a license has been issued, pursuant to the provisions of the By-Law
- h) License Fee – means a fee payable for a license as established in the Fee Schedule bylaw
- i) Non-Profit Organization – means any organization designed for charitable purposes and not organized for profit or personal gain.
- j) Person – means and includes any person, or firm, or partnership, or body corporate or association.
- k) Act – means the Municipal Government Act, being Chapter M-26 Revised Statutes of Alberta, 2000 as amended or replaced periodically.

3. Persons Subject to License

- 3.1 All businesses within the County and specific businesses with head offices located outside of the county but doing business within the county.

4. Exemptions

- 4.1 Not for profit organizations, recreational societies and charitable organizations, etc.
- 4.2 Farmers, Egg Farmers, etc.
- 4.3 A non-resident business whose only business activity is the supply or delivery of wholesale or bulk goods to a resident business
- 4.4 An employee who is employed by a person/business who holds a business license
- 4.5 Any person who provides light duty from time to time such as paper deliveries, baby-sitting, yard work, snow shoveling, etc.

This does not mean each of these exemptions CAN NOT participate; they are encouraged to obtain a license, and be added to the database.

5. Procedure and Issuance of License

- 5.1 All applicants should make application to the County on the ABL application form which will be found on the Mackenzie County website as well as in all County offices.
- 5.2 A statutory declaration where required by the County, in regards to the information contained within the form
- 5.3 The registered property owner's signature is required on both the application and eventual license.
- 5.4 Every person who makes an application for a license shall submit to and assist in every inspection required by the County
- 5.5 The County will communicate the program through community media, social media, and through physical postings
- 5.6 Administration will assign NAICS codes to each business which is the North American standard for categorizing businesses.
- 5.7 There will be no fee charged until March 1st, 2014. Fees will be waived for the first year, or portion thereof, until the March 1st deadline in relation to new business
- 5.8 If a business is sold and/or changes ownership, or if the primary place of conducting business changes, an amendment is required.
- 5.9 Hawkers and Peddlers licensing will be issued in accordance with the Hawkers and Peddlers bylaw

6. Fees

- 6.1 Business Licensing is optional for 2013 but is mandatory beginning in 2014. All businesses located within the County or certain businesses with head offices outside the County working in the County will be subject to the fee.
- 6.2 Fees will be nonrefundable and if an owner has multiple businesses, multiple licenses will be required. The deadline will be March 1st of each year and if the deadline falls on a holiday or weekend, the deadline will be postponed until the following business day.
- 6.3 Reminders will be sent to each business and be posted well before March 1st of each year (Minimum of 14 days advertised)
- 6.4 Fees are as per the Fee Schedule bylaw

7. Non Issuance of Licenses

- 7.1 No license shall be issued unless the proper forms and application is received by County Administration.
- 7.2 No license shall be issued if the application is received but not correctly submitted.
- 7.3 An employee/business must comply with all sections of the bylaw, failure to do so will result in non-issuance of the ABL

8. Displaying Licenses

- 8.1 The ABL must be displayed and visible at all times
- 8.2 Every license shall bear on its face the date on which it is issued and the current year's approval sticker
- 8.3 Licenses should be location and owner specific. A change in either of these will require amendment
- 8.4 The County has the right to inspect a premise to insure it has proper licensing
- 8.5 Temporary ABL's will be issued for such events as trade shows, circuses, etc.
- 8.6 An ABL owner may never deface or reproduce the License

9. Transfer of License

9.1 No license shall be transferred without consent of Administration

10. Administration

10.1 The County shall receive, consider, and decide upon all applications

10.2 Record such information and create business database as well as code (NAICS)

10.3 Ensure payment of the appropriate fee

10.4 Report to council about the ABL's periodically

11. Revocation of ABL

11.1 The County may revoke an ABL if there are reasonable grounds to do so

11.2 When an ABL is revoked or suspended the ABL owner shall be notified in writing.

12. Appeals

12.1 In every case where:

- a) An application for a license has been refused,
- b) A license has been issued, subject to conditions,
- c) A license has been revoked, or
- d) A license has been suspended,

the applicant may appeal to Council.

An appeal shall be made in writing and addressed to Council; this shall be proposed within 30 days following refusal, revocation, and/or suspension or subject to conditions. Council will then make a decision within 14 days on the specific case and appeal.

13. Penalties

Any business who contravenes or disobeys, or refuses or neglects to obey any provision of the Bylaw by doing any act which the business is prohibited from doing or if they fail to do any act that falls under the ABL, the business will face the corresponding penalty fee listed in the Fee Schedule bylaw.

This Bylaw shall come into force and effect upon the date of the passing of the third and final reading.

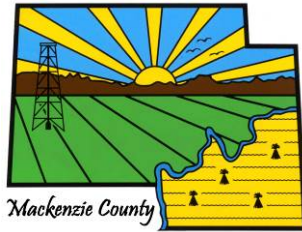
READ a first time this _____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time and finally passed this _____ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



**MACKENZIE COUNTY
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Development Statistics Report January to June 2013

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2011-2013 (January to June) for total Development Permits.

Development Permit applications

- 2011 Development Permits 166 permits (construction value \$17,387,250.00)
- 2012 Development Permits 177 permits (construction value 19,438,196.00)
- 2013 Development Permits 179 permits (construction value \$22,319,556.95)

Residential Building Activity Report

- 2013 Building Activity 84 permits (Value \$12,721,926.65)

Subdivision Application Report

- 2013 Subdivision Applications 23 permits (Total Acres 280.77)

Author: Liane Lambert
Planner

Reviewed By:

CAO

COSTS & SOURCE OF FUNDING:

N/A

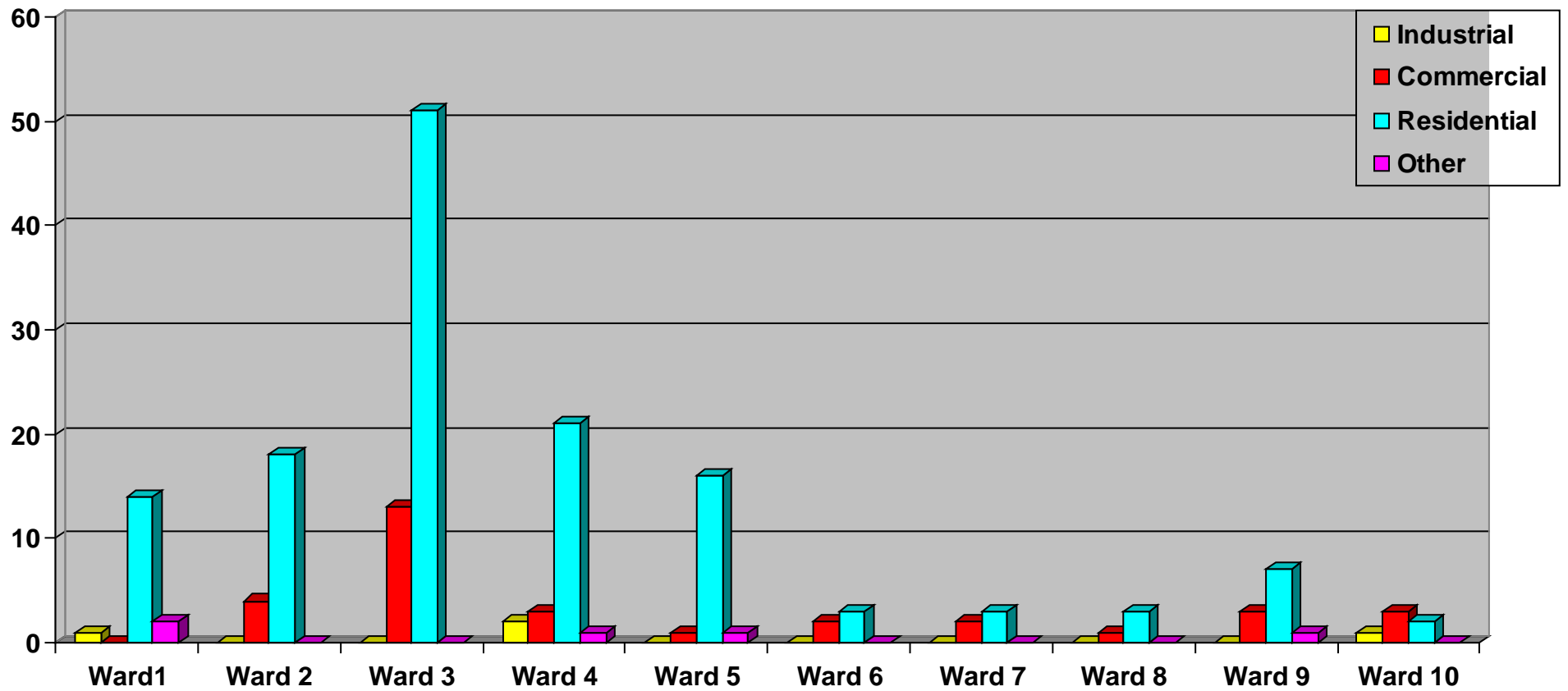
RECOMMENDED ACTION:

That the development statistics report 2013 January to June be received for information.

Author: Liane Lambert
Development Officer

Reviewed By:

CAO



**Mackenzie County
Development Summary Report
January – June**

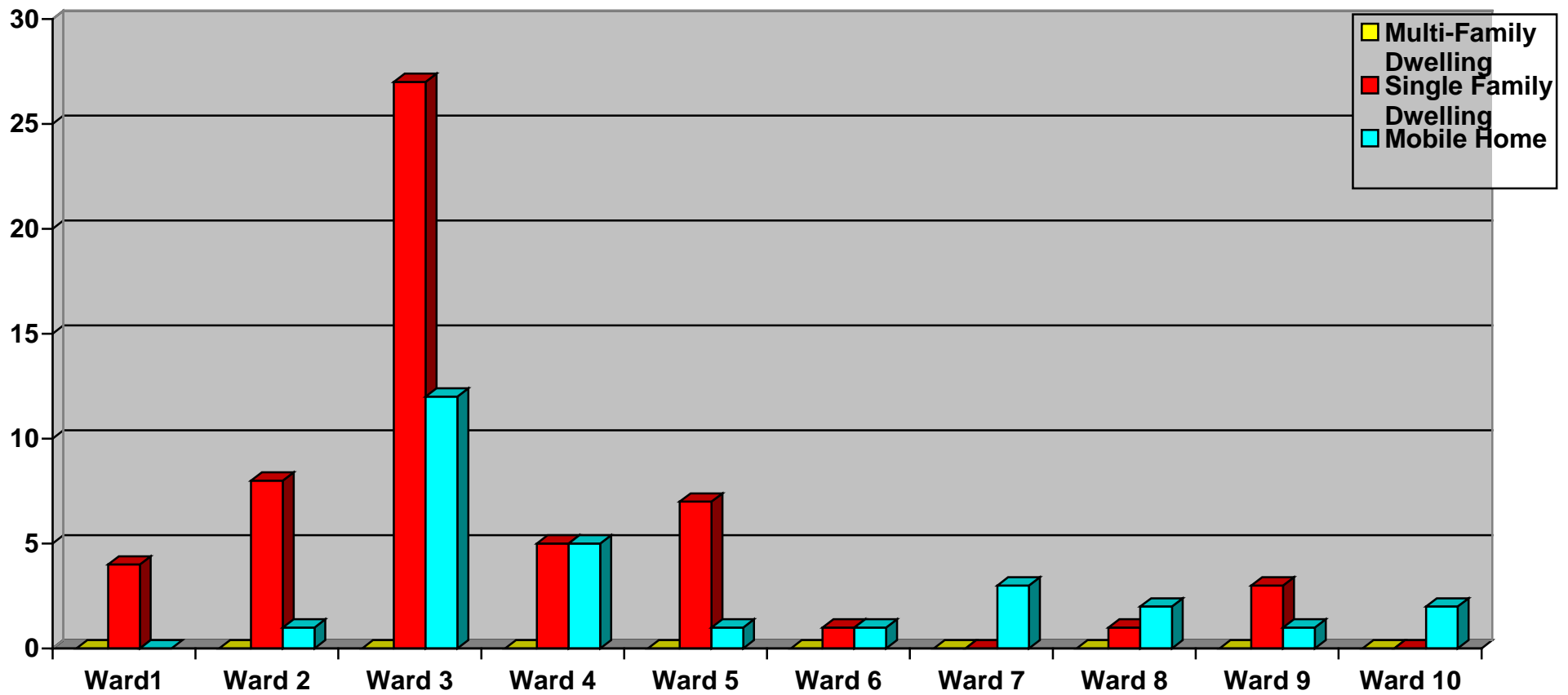
2013

**Mackenzie County
Year to Date Development Summary
January to June, 2013**

Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Industrial	1	0	0	2	0	0	0	0	0	1	4
Commercial	0	4	13	3	1	1	2	1	3	3	31
Residential	14	18	51	21	16	3	3	3	7	2	138
Other	2	0	0	1	1	1	0	0	1	0	6
Total	17	22	64	27	18	5	5	4	11	6	179

Development	Permits	Construction Cost
Industrial	4	\$3,573,000.00
Commercial	31	\$1,425,000.00
Residential	138	\$1,610,500.00
Other	6	\$15,711,056.65
TOTALS	179	\$22,319,556.65

Wards	Construction Cost
Ward 1	\$1,618,000.00
Ward 2	\$2,150,000.00
Ward 3	\$9,344,900.00
Ward 4	\$4,686,526.65
Ward 5	\$1,502,130.00
Ward 6	\$435,000.00
Ward 7	\$437,500.00
Ward 8	\$53,000.00
Ward 9	\$1,990,500.00
Ward 10	\$102,000.00
TOTAL	\$22,319,556.95



**Mackenzie County
Residential Building Activity Report
January – June, 2013**

2013

**Mackenzie County
Residential Building Activity Report
January – June, 2013**

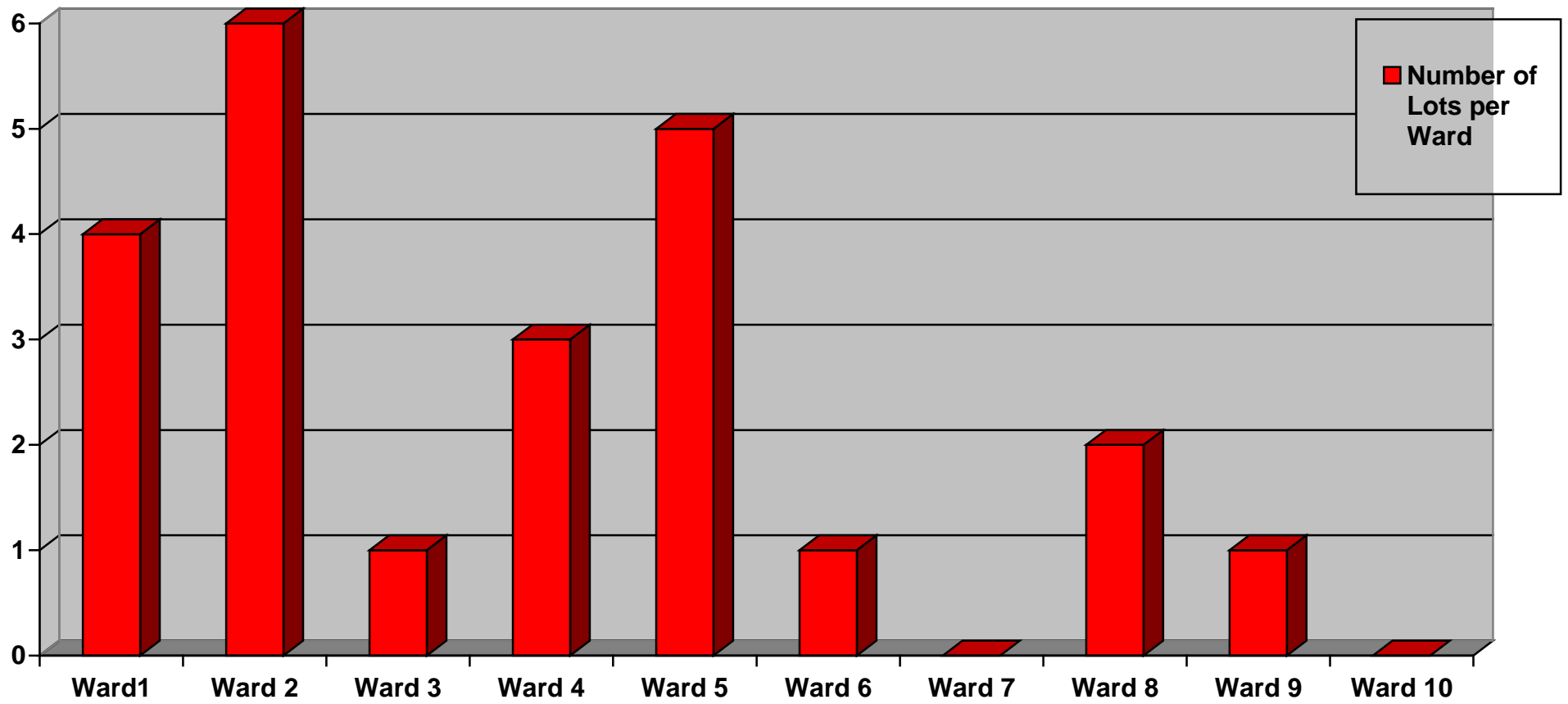
Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Multi-Family Dwelling	0	0	0	0	0	0	0	0	0	0	0
Single Family Dwelling	4	8	27	5	7	1	0	1	3	0	56
Mobile homes	0	1	12	5	1	1	3	2	1	2	28
Total	4	9	39	10	8	2	3	3	4	2	84

Wards	Permits	Multi-Family Dwelling Construction Cost
Ward 1		
Ward 2		
Ward 3		
Ward 4		
Ward 5		
Ward 6		
Ward 7		
Ward 8		
Ward 9		
Ward 10		
TOTAL	0	0

Wards	Permits	Single Family Dwelling Construction Cost
Ward 1	4	743,000.00
Ward 2	8	1,620,000.00
Ward 3	27	5,561,600.00
Ward 4	5	1,056,526.65
Ward 5	7	590,000.00
Ward 6	1	350,000.00
Ward 7	0	0.00
Ward 8	1	50,000.00
Ward 9	3	590,000.00
Ward 10	0	\$0.00
TOTAL	56	\$10,561,126.65

Wards	Permits	Mobile Home Construction Cost
Ward 1	0	0.00
Ward 2	1	50,000.00
Ward 3	12	773,800.00
Ward 4	5	415,000.00
Ward 5	1	180,000.00
Ward 6	1	0.00
Ward 7	3	437,000.00
Ward 8	2	3,000.00
Ward 9	1	200,000.00
Ward 10	2	102,000.00
TOTAL	28	\$2,160,800.00

Wards	Permits	TOTAL Residential Building Activity
Ward 1	4	\$743,000.00
Ward 2	9	\$1,670,000.00
Ward 3	39	\$6,335,400.00
Ward 4	10	\$1,471,526.65
Ward 5	8	\$770,000.00
Ward 6	2	\$350,000.00
Ward 7	3	\$437,000.00
Ward 8	3	\$5,300.00
Ward 9	4	\$790,000.00
Ward 10	2	\$102,000.00
TOTAL	84	\$112,721,926.65



**Mackenzie County
Subdivision Summary Report
January – June, 2013**

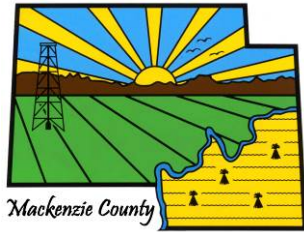
2013

**Mackenzie County
Subdivision Summary
January – June 2013**

Subdivision Applications	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	1	0	0	0	0	0	0	0	1
Rural	4	6	0	3	5	1	0	2	1	0	22
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
Total Applications	4	6	1	3	5	1	0	2	1	0	23

Wards	Number of lots	Rural in Acres	Multi Rural in Acres	Urban in Acres
Ward 1	5	50	0	0
Ward 2	5	55.77	0	0
Ward 3	24	0	0	8.69
Ward 4	3	21.88	0	0
Ward 5	5	47.1	0	0
Ward 6	1	10	0	0
Ward 7	0	0	0	0
Ward 8	2	17.46	0	0
Ward 9	1	9.56	0	0
Ward 10	0	0	0	0
TOTAL	46 lots	211.77	0	8.69

Total amount of area subdivided from January till June 2013- 280.77 acres



MACKENZIE COUNTY

REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Connector Area Structure Plan & Industrial Definitions

BACKGROUND / PROPOSAL:

At the last Council meeting on June 26th, there was much discussion regarding the Area Structure Plans. The following motion, no. 13-06-445, was made:

That the original Area Structure Plan timeline be followed and that administration proceed to public hearing on all Area Structure Plans as amended.

Despite this motion, there were still a few items that need clarification, such as the definitions/intent of light industrial and general industrial in the rural ASPs.

Administration generally defines these (will be specifically defined in the LUB) as follows (the uses can be revised, and there is no distinction provided between permitted and discretionary):

Light Industrial means the following activities:

1. The light manufacturing or assembling of goods, products or equipment;
2. The cleaning, servicing, repairing or testing of materials goods and equipment normally associated with *light industrial* or commercial businesses or cleaning, servicing and repair operations to goods and equipment associated with personal or household use, where such operations have impacts that would make them incompatible in non-industrial districts;
3. The storage or transshipping of materials, goods and equipment which are not associated with heavy industrial uses;
4. The training of personnel in *light industrial* operations;
5. It *may* include any indoor display, office, technical or administrative support areas or any sales operation accessory to the *light industrial* uses.

The purpose and intent of the Light Industrial areas are to provide for light manufacturing, warehousing and service industrial uses that are carried on within the

Author: B. Peters **Reviewed By:** _____ **CAO** YW

primary building and accessory buildings with limited outside storage. The Light Industrial areas act as a transition between General Industrial areas and nearby land uses that are potentially sensitive to the level of nuisance generated by heavy industry (e.g. noise, vibration, dust, odours, gases, particulate substances, toxic substances). No industrial uses that are likely to become a nuisance by reason of emission of odours, dust, smoke, gas, fumes, refuse matter or wastes are to be carried on in these areas. These areas are characterized by less intensive or expansive uses and will have a higher standard of visual quality, landscaping and screening than General Industrial areas.

Examples of Permitted and Discretionary Uses are:

Accessory buildings
Agricultural support services
Animal health care services
Auctioneering services
Automotive equipment, sales, service and repairs
Bottle depot
Broadcasting facility
Building supply centre
Car wash
Commercial communication facilities
Contractor business and yard
Dwelling unit, accessory to the principal *industrial use*
Equipment rental
Equipment service centre
Funeral home
Kennel
Light Industrial service shop
Light manufacturing
Offices
Outdoor storage
Outdoor storage, recreational vehicle
Outdoor storage, truck trailer
Park
Parking lot
Pet grooming
Public and Quasi Public buildings, utilities, installations and facilities
Recreational vehicle sales and servicing
Truck sales and servicing
Recycling collection point
Retail garden centre
Schools, commercial
Service station
Signs
Storage yard
Truck terminal
Truck trailer service

Author: B. Peters Reviewed By: CAO YW

Truck wash
Warehouse store

General Industrial means the following activities:

1. The processing of raw, value added or finished materials;
2. The manufacturing or assembling of goods, products or equipment;
3. The cleaning, servicing, repairing or testing of materials, goods and equipment normally associated with *heavy* industrial or commercial businesses or cleaning, servicing and repair operations to goods and equipment associated with personal or household use, where such operations have impacts that would make them incompatible in non-industrial districts;
4. The storage or transshipping of materials, goods and equipment, including petro-chemical products and supplies;
5. The training of personnel in *general industrial* operations;
6. It *may* include any indoor display, office, technical or administrative support areas or any sales operation accessory to the *general industrial* uses.

Typically uses in this area will carry out a portion of their operations outdoors, where outside storage of raw materials or finished product may be required, and therefore the uses generally require a large amount of land. These uses are expected to emit odours, noise, particulate matter and light due to the character of their operations and can cause negative impacts on nearby sensitive land uses, as such; they are not necessarily compatible with non-industrial and residential uses.

Examples of Permitted and Discretionary Uses are:

Abattoir
Agricultural machinery sales and service
Agricultural support services
Auto wrecking
Building supply centre
Bulk fuel storage and distribution facility
Commercial communication facilities
Construction
Compost facility
Contractor business and yard
Crematorium
Equipment service centre
Fertilizer storage
Flour and feed mill
Grain elevator

Author: B. Peters Reviewed By: CAO YW

Heavy manufacturing
 Industrial service shop
 Oilfield services
 Outdoor storage
 Outdoor storage, truck trailer
 Public and Quasi Public buildings, utilities, installations and facilities
 Recycling collection point
 Scrap salvage yard
 Service station
 Signs
 Truck terminal
 Truck trailer service
 Truck wash
 Warehouse
 Waste transfer site

Boundary Revisions:

Administration also discussed the revisions with the consultant, who raised concerns about the revisions to the Connector Industrial ASP. There were several reasons for concern:

- The proposed change is outside the original scope of work, a budget amendment will be needed in order to proceed
 - \$28,000 for creating several boundary options and public consultation, then analysis and recommendation.
 - \$12,000 to \$25,000 (swag) to complete revisions to the ASP
- The revised boundaries do not follow good planning rationale, as the fragmented pods of industrial use is generally discouraged and does not comply with our MDP
- If we proceed with the plans as currently revised, we need three ASPs to address each of the three unique areas (adds to cost and timeframe for completion)
- Since the plan area was expanded and now includes additional land owners, are not comfortable proceeding unless an open house is held in order to provide the newly affected landowners the same opportunity for input as the others received.

Our consultant has no concerns with the changes to the Footner Industrial ASP, however adjusting the boundary of this ASP is outside the scope of work for the contract. The proposed fees to adjust the boundaries and revise this ASP are \$12,600. Also, completion of this ASP would be delayed until the end of August.

Our consultant is confident that they can complete all revisions to the other five ASPs in time for the next Council meeting in August. The amount of changes to the Connector ASP will certainly push it back by several weeks, and depending on the scope of work that is decided upon, could become another few months.

Our consultant now believes that it would be in everyone’s best interest for him to create several boundary options for the Connector ASP, and present those to the public at an open house. We would try to get detailed feedback from the public, and considering all comments and suggestions, bring forward a recommendation for a revised boundary to

Author: B. Peters **Reviewed By:** _____ **CAO** YW

Council. Once the boundary is confirmed, work would begin on revising the actual ASP once again. This process would likely produce the best results, but increases the cost of the project significantly and also postpones the completion of the project, likely until October.

OPTIONS & BENEFITS:

Connector Industrial ASP

Option 1:

Continue with the ASP as per the original boundaries, only revising the zoning to accommodate landowner concerns.

Option 2:

Create several boundary options for the Connector Industrial ASP, present at an open house and make a recommendation to Council for the boundary adjustment. Then continue with the revisions to the ASP

Option 3:

Continue with the ASP as per Council's prior direction given in motion 13-06-445 (revising the Footner and Connector boundaries).

Footner Industrial ASP

Option 1:

Continue with the ASP as per the original boundaries, only revising the zoning to accommodate stakeholder concerns (no specific concerns were received within the 30 day time period provided to stakeholders).

Option 2:

Continue with the ASP as per Council's prior direction given in motion 13-06-445 (revising the Footner and Connector boundaries).

COSTS & SOURCE OF FUNDING:

Funding for the budget amendment, if needed, could come from the Rural Addressing non-TCA project, as this is now being worked on in-house (\$50,000 available in this line item and a council motion is required to reallocate funds)

RECOMMENDED ACTION:

For discussion.

Author: B. Peters Reviewed By: _____ CAO YW



July 11, 2013

File No: 01-1162

Byron Peters,
Director of Planning and Development
Mackenzie County
4511-46 Avenue
Fort Vermilion, AB T0H 1N0

Dear Byron:

RE: FEE VARIATION FOR CHANGES TO FOOTNER AND CONNECTOR INDUSTRIAL ASPs

Scheffer Andrew Ltd thanks you for the opportunity to provide a fee variation to complete the Footner Industrial Area Structure Plan and the Connector Industrial Area Structure Plan. Changes to these plans also require updates to the Industrial Area Structure Plan Background Report. This variation is a result of boundaries shifting based on Council direction in response to public consultation. Below are a method, fee and project timeline for each area structure plan (ASP) and the background report.

There are three areas of work outlined:

1. Footner Industrial ASP updates;
2. Connector Industrial ASP consultation process and further work; and,
3. Background Report updates.

For your information a breakdown of the fee by hour and personnel is attached to this letter.

Footner Industrial Area Structure Plan

Council has given First Reading to the draft ASP and we have undertaken public consultation on the document. There were no comments made directly relating to Footner ASP during the open houses we held. I understand that during circulation to the Town of High Level some concerns were raised regarding the compatibility of this plan with the provisions of the Inter-Municipal Development Plan.

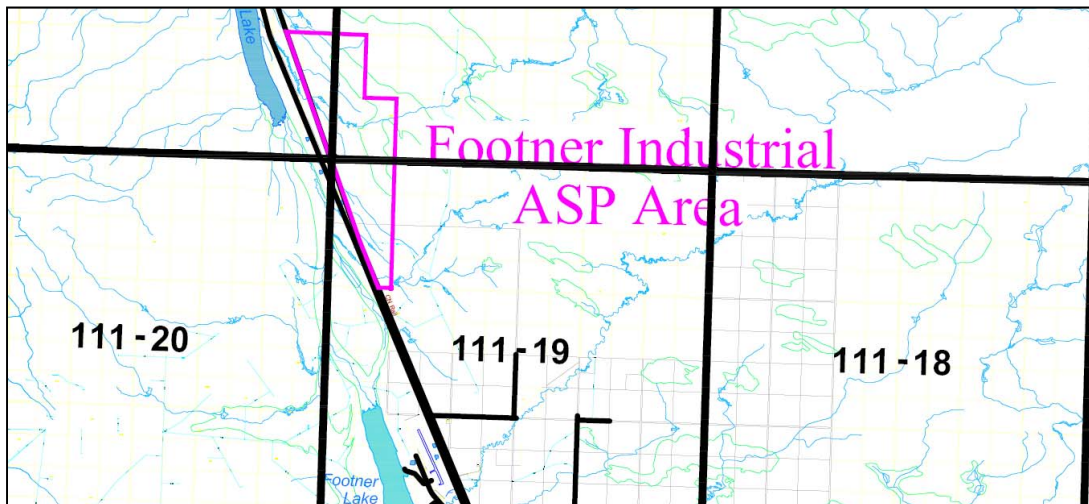
Resultantly, Council has directed that the location be shifted north from its current position. Around half of the total plan area would be a new site meaning that the ASP is no longer within the Inter-Municipal Development Plan area.



1. Scope of the Variation

The ASP is in a final draft state at this moment. Mapping and text are completed and were awaiting a final internal quality assurance review and a final review by County Administration in order to take to Council for Second Reading and a Public Hearing. Changing the location requires significant rework in respect of planning analysis and mapping. This is outlined below.

We understand the new boundary to be as follows:



a. Planning

The change in location means that several areas of the ASP document will need to be rewritten. In order to rewrite policies and background information, a basic level of planning analysis is required. This includes air photo review, contour assessment, infrastructure review, site access availability, existing land uses and re-assessment of similar items to the extent they exist already in the ASP. Further the entire document needs to be proofread to ensure consistency with changes. We will also have a senior reviewer re-examine the changes to the ASP.

We presume that the County will undertake a mail-out to affected property owners and re-circulate the updated plan to stakeholders when appropriate.

b. Mapping

With a change in location all mapping work and related analysis needs to be redone. The list of maps is as follows:

- Boundary
- Development Considerations

- Land Use Concept
- Roads and Access
- Conceptual Development Sequencing

2. Fee and Timeline

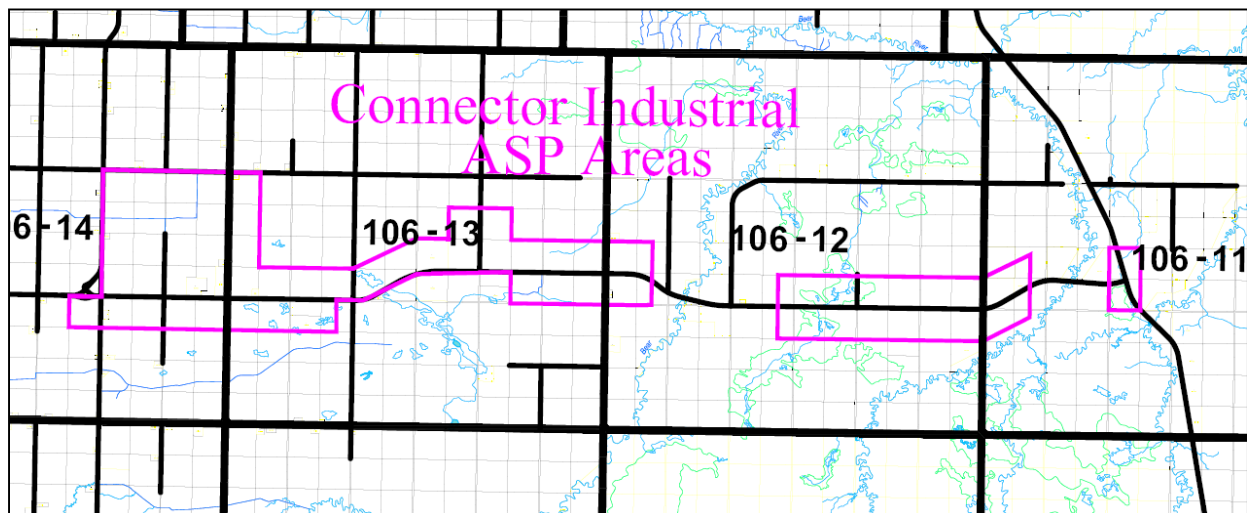
Given the nearly completed state of the existing plan, Scheffer Andrew Ltd anticipates being able to complete this work by the end of August. Currently we are not able to free up resources to complete it earlier than this date. Should staff become available we will endeavour to speed up completion of this work.

Our estimated fixed fee estimate for completing the work described above is **\$10,485 + GST**. We have assumed that ERCB data on oil and gas infrastructure that we have already purchased remains suitable and that no trips to Mackenzie County are necessary. There are no other disbursements to note.

Connector Industrial Area Structure Plan

Council has given First Reading to the draft ASP and we have undertaken public consultation on the document. There were many comments received during the public open house. Scheffer Andrew Ltd requested direction from Council on how to respond to comments related to the configuration of the plan area as this was initially determined by Council. The direction resulted in an amended ASP boundary that is a considerable departure from the initial boundary of the plan.

We understand the new boundary that Council has proposed to be as follows:



There are a few issues we would like to note with these proposed boundaries:

- a) We are concerned that there may be limited planning justification for the shape and configuration proposed. It will be difficult to determine a planning rationale to justify the boundaries of these areas as neither the Alberta Land Use Framework nor the County Municipal Development Plan support such a fragmented arrangement of industrial uses. This arises in particular as no market supply and demand study has been completed to quantify demand for industrial land in the County and servicing non-contiguous development areas can be inefficient.
- b) If the decision is made to proceed with these boundaries as drawn, separate ASPs will be needed to address each of the three unique areas.
- c) The expanded areas north of the Connector Road involve landowners who have not been directly involved in the consultation process as other landowners have been. For an equitable consultation process these people should be afforded a similar opportunity to provide input as those already engaged in the consultation process.

For these reasons we would prefer the plan does not proceed in its current form as shown in the above image. We have outlined an alternative process below which forms the basis for the association fee variation.

1. Scope of the Variation

Given that we believe there is limited planning rationale in taking this configuration forward we suggest that the County consider an expanded planning process for the Connector Industrial ASP. This would include the following elements:

- i. Consultation: Hold a public open house to receive feedback on configuration of the ASP area and undertake a mail-out to affected land owners including a questionnaire. At the open house we would identify three or four workable options, including Council's preferred option and the original linear corridor, and get feedback from the public on their preferred option. We would identify pros and cons for each option and include these in the information we provide to the public.

Ben Petch, Senior Planner, would attend the open house and Scheffer Andrew Ltd would undertake to create display boards outlining the process to date, goals and purpose for the project, earlier consultation results, and present 3 or 4 options for configuration along with pros and cons of each. We would ask each attendee indicate to us which ASP boundary configuration they preferred and could listen to alternative proposals or suggested changes as well.

- ii. Analysis and Recommendation: Following the open house Scheffer Andrew Ltd would produce a summary of comments and identify a recommended option for the configuration of the ASP.

Our deliverable would be a concise report that provides our analysis and a rationale for our recommendation. It would include the results of consultation and propose next steps in completing the Connector Industrial ASP.

Please note that should non-contiguous areas be the preferable solution then we would need to consider separate ASPs. We would make a recommendation on a preferential boundary format on the basis of:

- (a) Planning analysis,
- (b) Development cost comparison between options (e.g. high level road and infrastructure costs by unit)
- (c) Public input from the open house.

On the basis of this analysis we would ask Council to confirm a preferable ASP boundary.

- iii. Complete ASP: Once we have confirmed a suitable configuration that can both be supported by a strong planning rationale and also be accepted by the public, Council and Administration we will prepare a new ASP or ASPs as needed, under a new contract.

2. Fee Estimate and Timeline

As discussed earlier, we would prefer not to take the ASP forward with the boundaries as amended because there is not a strong planning rationale for doing so. We think that by undertaking tasks i. Consultation and ii. Analysis and Recommendation we can come up with a solution built on solid planning rationale and grounded in public consultation that identifies boundaries for the industrial plan that are acceptable to most stakeholders and achieve the strategic goals of Council for economic development.

Therefore we are offering a fee estimate to complete tasks (i.) and (ii.) above. Task (iii.) would need to be scoped and a fee estimate provided on the basis of a confirmed ASP boundary. We are happy to work with the County to take this project forward on this basis and are very open to discussing alternative ideas to how this project could proceed from this point.

Our estimated fixed fee for completing the work described above is **\$27,929 + GST (including disbursements)**.

We have assumed one trip for Ben Petch to Mackenzie County to attend the open house. We will waive any hourly rate fees incurred during travel time when billable time to be spent in Mackenzie County on a particular trip exceeds 16 hours. This will ensure that we are available to meet County staff as required without undue cost posing a barrier to communication.

In taking this project forward we will seek to recognize as much existing work as possible to avoid duplication. We have advanced the existing Connector Industrial ASP to a draft stage so any estimate of fees to complete this for a new boundary configuration would reflect the work needed to alter it to address changed boundaries.

Industrial ASPs Background Report

In parallel with the industrial ASPs we have been completing a background report. As a result of the changes to the Footner Industrial ASP and the Connector Industrial ASP we will have to spend time redoing some areas of this report.

1. Scope of the Variation

We will update the report to reflect the changes to Footner Industrial ASP and remove the Connector Industrial ASP from the Background Report with the intent to create a separate report for it. This will ensure that the Background Report can be completed for the Footner, Fort Vermilion and Mackenzie Industrial ASPs in a timely manner.

Later, once the Connector Industrial ASP is underway, we could create a stand-alone background report for the Connector Industrial ASP that illustrates the process undertaken to create the end product. This could include detailed discussion of the assessment of different configuration of plan boundary and the public consultation process, along with similar content to the current Background Report. This would not be completed until the Connector Industrial ASP is underway and would form part of a separate contract.

2. Fee Estimate and Timeline

We can complete the update of the Background Report in parallel with the Footner Industrial ASP at the end of August. This means the Background Report would not be available as a finished document until the end of August. However, we are prepared to offer a draft version of the Background Report suitable to go to Council for information along with the other industrial ASPs. This will allow Council the benefit of the information in this report when considering the final ASP versions. A final report version would be issued at the end of August along with the Footner Industrial ASP.

Our estimated fixed fee for completing the work described above is **\$2,124 + GST (including disbursements)**.

Closure

The following table summarizes our proposal and fee estimate:

Item	Deliverable Date	Fixed Fee Estimate (+GST)
Update Footner Industrial ASP	August 20, 2013	\$10,485
Complete Connector Industrial ASP Open House and Supporting Report	September 30, 2013 (confirm with Administration)	\$27,929
Update Background Report	August 30, 2013	\$2,124
Complete Connector ASP and Background Report	To be confirmed pending completion of public open house.	To be confirmed.
Total Fee <i>(Does not include completing the Connector Industrial ASP)</i>		\$40,538

If you have any questions or concerns regarding this proposal, please do not hesitate to contact me. We assume this is a sole source proposal and are therefore prepared to discuss any adjustments or variations you may wish to suggest. If it meets with your approval, please return a copy of this letter with the signature indicated below to our Calgary office and we can begin work immediately.

We look forward to working with you on this project.

Yours truly,

Scheffer Andrew Ltd., Calgary



Ben Petch, BES, MUD, MCIP, RPP, ICACP, LEED Green Associate
Senior Planner

Encl: Detailed Budget

I/We authorize Scheffer Andrew Ltd. to proceed with the work described above.

Client: _____

Client Address: _____

Authorized Signature: _____



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Write off Property Tax Arrears and Penalties on roll 098520

BACKGROUND / PROPOSAL:

This is a Linear Assessment for which property taxes have not been paid since February 2009. There are no assets of any value that can be seized other than the wire strung on and hanging from various hydro poles throughout Fort Vermilion. Numerous letters were sent to the owner of River Road Cable (2008) Ltd with no response or payments made. The 2012 Linear Assessment was amended to zero for the 2013 tax year.

OPTIONS & BENEFITS:

A Distress Warrant could be issued to River Road Cable (2008) Ltd for the wire attached to and coiled on various hydro poles throughout Fort Vermilion. Salvage companies contacted advised that the recovery and sale of the wire would not be sufficient to pay the recovery fees.

COSTS & SOURCE OF FUNDING:

Tax write-offs (operating budget).

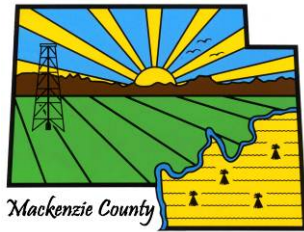
COMMUNICATION:

N/A

RECOMMENDED ACTION:

That Council write off property tax arrears for roll 098520, River Road Cable (2008) Ltd in the amount of \$13,498.66 and void penalties levied January 4, 2013 of \$1,619.84 making a total of \$15,118.50.

Author: D. Pawlik **Reviewed by:** A. Kilpatrick **CAO** YW



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Bylaw 904-13 – Local Improvement Tax for Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion.

BACKGROUND / PROPOSAL:

Council approved the water and sewer line relocation and upgrade on 43rd Avenue and a portion of 50th Street, in Fort Vermilion in the 2013 capital budget.

OPTIONS & BENEFITS:

Council approved the local improvement plan and gave first reading to this Bylaw on May 28, 2013.

Administration has advertised this bylaw and provided notice and appropriate documentation to the benefiting owners. Administration has not received any valid petition against the bylaw.

COSTS & SOURCE OF FUNDING:

2013 Capital Budget.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1: (requires 2/3)

Author: A. Kilpatrick **Reviewed by:** _____ **CAO** YW

That second reading be given to Bylaw 904-13 being a local improvement tax for Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion.

Motion 2: (requires 2/3)

That third and final reading be given to Bylaw 904-13 being a local improvement tax for Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion.

Author: A. Kilpatrick **Reviewed by:** _____ **CAO** YW

BYLAW NO. 904-13

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

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax for Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A" and Schedule "B" and no sufficient objection to the construction of Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion; and

WHEREAS, plans and specifications have been prepared and the estimated sum of Two Hundred Fifty-Four Thousand Four Hundred Fifty-Five Dollars and Fifty-Two Cents (\$254,455.52) is required to construct the Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$178,118.86	70%
Benefiting Owners	\$76,336.66	30%
<hr/>		
Total Cost	\$254,455.52	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of completing Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion as a local improvement project, the sum of Seventy-Six Thousand Three Hundred Thirty-Six Dollars and Sixty-Six Cents (\$76,336.66) be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Eight Thousand Seven Hundred Sixty-Eight Dollars and Seventeen Cents (\$8,768.17).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this 28th day of May, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time and finally passed this _____ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 904-13

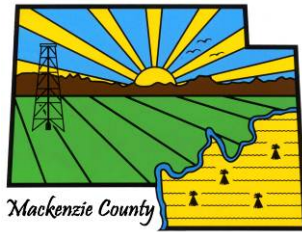
SCHEDULE A

Water And Sewer Extension on 43 Avenue and a portion of 50 Street
 in the Hamlet of Fort Vermilion.

Lot	Block	Plan	Front	Rear	Average
4	A	7621591	57.93	100.54	79.24
1	A	7621591	35.22	36.58	35.90
2	A	7621591	21.34	21.34	21.34
5	A	9423306	19.19	18.92	19.06
6	A	9423306	26.44	26.37	26.41
N		9423306	102.75	102.75	102.75

284.69

Total Assessable Frontage (meters)	284.69
Total Assessment per Front Meter of Frontage	\$268.14
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.128%	\$30.80
Total Yearly Assessment Against All Above Properties	\$8,768.17



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting: Regular Council Meeting

Meeting Date: July 16, 2013

Presented By: Alison Kilpatrick, Director of Corporate Services

Title: Bylaw 901-13 – Local Improvement Tax for: (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17 and a portion of Plan 8621341, Lot 38, Lot 17; and also for (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue for Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete.

BACKGROUND / PROPOSAL:

Council approved (A) the curb, gutter and sidewalk project on 101 Street and 103 Avenue, and (B) the standalone sidewalk project on 101 Street from 103 Avenue to 105 Avenue, for the Hamlet of La Crete in the 2013 capital budget.

OPTIONS & BENEFITS:

Council approved the local improvement plan and gave first reading to this Bylaw on May 7, 2013.

Administration has advertised this bylaw and provided notice and appropriate documentation to the benefiting owners. Administration has not received any valid petition against the bylaw.

COSTS & SOURCE OF FUNDING:

2013 Capital Budget.

Author: A. Kilpatrick **Reviewed by:** _____ **CAO** YW

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1: (requires 2/3)

That second reading be given to Bylaw 901-13 being a local improvement tax for: (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17 and a portion of Plan 8621341, Lot 38, Lot 17; and also for (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue for Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete.

Motion 2: (requires 2/3)

That third and final reading be given to Bylaw 901-13 being a local improvement tax for: (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17 and a portion of Plan 8621341, Lot 38, Lot 17; and also for (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue for Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete.

Author: A. Kilpatrick Reviewed by: _____ CAO YW

BYLAW NO. 901-13

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

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax for: (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17 and a portion of Plan 8621341, Lot 38, Lot 17; and also for (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue for Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Curb, Gutter and Sidewalk on 101 Street and 103 Avenue Schedule A for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue Schedule B on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Curb, Gutter and Sidewalk on 101 Street and 103 Avenue Schedule A for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue Schedule B on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A" and Schedule "B", and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 101 Street and 103 Avenue Schedule A for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue Schedule B on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

17 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of Two Hundred Twenty One Thousand Dollars (\$221,000.00) is required to construct Curb, Gutter and Sidewalk on 101 Street and 103 Avenue **Schedule A** for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also the estimated sum of Eighty Four Thousand Dollars (\$84,000.00) is required to construct Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue **Schedule B** on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Schedule A:			Schedule B:		
Mackenzie County	\$154,700.00	70%	Mackenzie County	\$58,800.00	70%
Benefiting Owners	66,300.00	30%	Benefiting Owners	25,200.00	30%
Total Cost	\$221,000.00	100%	Total Cost	\$84,000.00	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of completing Curb, Gutter and Sidewalk **Schedule A** on Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk **Schedule B** on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete as a local improvement project, the sum of Sixty Six Thousand Three Hundred Dollars (\$66,300.00) for **Schedule A**; also Twenty Five Thousand Two Hundred Dollars (\$25,200.00) for **Schedule B** be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** and **Schedule B** attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Seven Thousand Six

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

Hundred Twenty-Five Dollars and Fifty-five Cents (\$7,625.55) for **Schedule A**; also, Two Thousand Eight Hundred Ninety-Eight Dollars and Forty Cents (\$2,898.40) for **Schedule B**.

- 3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
- 4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this _____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time and finally passed this _____ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

BYLAW NO. 901-13

SCHEDULE A

Curb, Gutter and Sidewalk on 101 Street and 103 Avenue in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
6	6	9420787	38.46	39.83	39.15
5	6	9420787	32.18	28.96	30.57
5	6	9423391	35.50	35.50	35.50
1	6	5232TR	25.87	62.74	44.31
1	4	1160NY	61.34	62.64	61.99
1	18	7921881	101.21	104.75	102.98
2	18	7921881	44.20	44.20	44.20
5	18	7921881	88.13	89.92	89.03
1	17	7921881	45.11	45.11	45.11
2	17	7921881	45.11	45.11	45.11
3	17	7921881	43.93	45.72	44.83
38	17	8621341	46.32	45.18	45.75

628.51

Total Assessable Frontage (meters)	628.51
Total Assessment per Front Meter of Frontage	\$105.49
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.628%	\$12.13
Total Yearly Assessment Against All Above Properties	\$7,625.55

BYLAW NO. 901-13

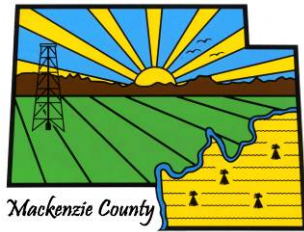
SCHEDULE B

Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue
 in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
7	6	9420787	27.71	27.73	27.72
3	6	5232TR	32.28	32.28	32.28
3	6	5232TR	32.28	32.28	32.28
	21	9022145	42.20	42.20	42.20
38	17	8621341	139.68	138.19	138.94
39	17	9821128	34.44	35.90	35.17

308.59

Total Assessable Frontage (meters)	308.59
Total Assessment per Front Meter of Frontage	\$81.66
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.628%	\$9.39
Total Yearly Assessment Against All Above Properties	\$2,898.40



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting: Regular Council Meeting

Meeting Date: July 16, 2013

Presented By: Alison Kilpatrick, Director of Corporate Services

Title: Bylaw 902-13 – Local Improvement Tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion.

BACKGROUND / PROPOSAL:

Council approved the curb, gutter and sidewalk project for 48 Avenue – 52 Street and 53 Street – 48 Avenue to River Road, for Fort Vermilion in the 2013 capital budget.

OPTIONS & BENEFITS:

Council approved the local improvement plan and gave first reading to this Bylaw on May 7, 2013.

Administration has advertised this bylaw and provided notice and appropriate documentation to the benefiting owners. Administration has not received any valid petition against the bylaw.

COSTS & SOURCE OF FUNDING:

2013 Capital Budget.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1: (requires 2/3)

Author: A. Kilpatrick **Reviewed by:** _____ **CAO** YW

That second reading be given to Bylaw 902-13 being a local improvement tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion.

Motion 2: (requires 2/3)

That third and final reading be given to Bylaw 902-13 being a local improvement tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion.

Author: A. Kilpatrick Reviewed by: _____ CAO YW

BYLAW NO. 902-13

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

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached “Schedule A”, and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of One Hundred Fifty-six Thousand Nine Hundred Dollars (\$156,900.00) is required to construct Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment, as follows:

Local Improvement Bylaw for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion

Mackenzie County	\$109,830.00	70%
Benefiting Owners	47,070.00	30%
Total Cost	\$156,900.00	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of completing Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion, the sum of Forty-Seven Thousand and Seventy Dollars (\$47,070.00) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Five Thousand Four Hundred Thirteen Dollars and Seventy-Nine Cents (\$5,413.79).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this _____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time and finally passed this _____ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 902-13

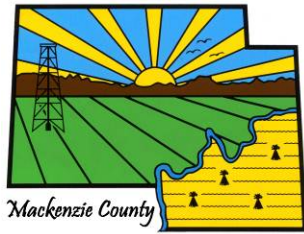
SCHEDULE A

Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion.

Lot	Block	Plan	Front	Rear	Average
2	11	2938RS	30.48	30.48	30.48
24	11	7822018	32.31	32.31	32.31
25	11	7822018	30.32	30.32	30.32
26	11	7822018			28.08
6	11	2938RS	30.48	30.48	30.48
7	11	2938RS			29.51
2	6	2938RS			34.95
3	6	2938RS	30.48	30.48	30.48
1	7	2938RS			40.24
2	7	2938RS	30.48	30.48	30.48
2	10	2938RS	10.00	10.00	10.00
3	10	2938RS	30.48	30.48	30.48
4	10	2938RS	30.48	30.48	30.48
5	10	2938RS	30.48	30.48	30.48
6	10	2938RS			27.94
16	7	2938RS	15.24	15.24	15.24
17	7	2938RS	30.48	30.48	30.48
18	7	2938RS			22.91

515.32

Total Assessable Frontage (meters)	515.32
Total Assessment per Front Meter of Frontage	\$91.34
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.628%	\$10.51
Total Yearly Assessment Against All Above Properties	\$5,413.79



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Financial Reports – January 1 to June 30, 2013

BACKGROUND / PROPOSAL:

Corporate Services provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Please review the following financial reports for the six-month period, January 1 – June 30, 2013:

- Investment Report
- Operating Statement
- Projects Progress Report

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That the financial reports for the period, January 1 – June 30, 2013, be accepted for information.

Author: A. Kilpatrick **Review Date:** _____ **CAO** YW

Investment Report for June 2013

Chequing Account on Jun 30, 2013

Bank account balance 20,897,133

Investment Values on Jun 30, 2013

Short term investments (EM0-0377-A) 13,218,847
 Short term T-Bill (1044265-26) 234,399
 Long term investments (EM0-0374-A) 4,776,015
18,229,261

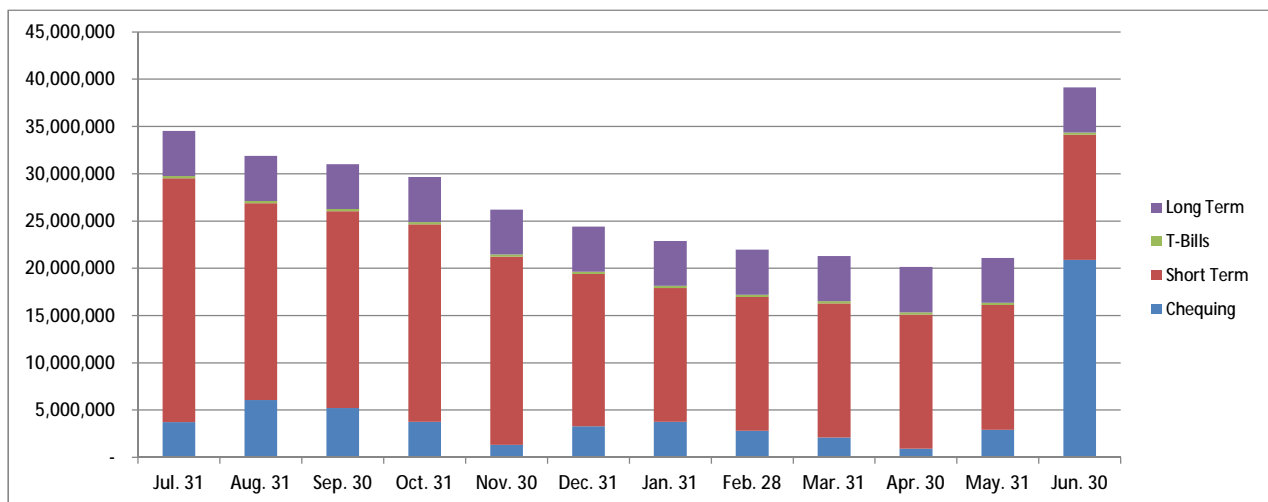
These balances include
'market value changes'.

Revenues

	Total	Short Term	Long Term
Interest received	192,698	105,155	87,543
Interest accrued	23,572	0	23,572
	216,270	105,155	111,115
Market value changes	(73,655)		(73,655)
Interest received, chequing account	17,941	17,941	
Grand total revenues before investment manager fees	160,556	123,096	37,460
Deduct: investment manager fees for investments	-12,845	-4,537	-8,308
Grand total revenues after investment manager fees	147,712	118,560	29,152

Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
Jul. 31	3,735,746	25,789,539	233,116	4,764,915	34,523,317
Aug. 31	6,073,562	20,822,984	233,235	4,765,339	31,895,121
Sep. 30	5,200,615	20,847,223	233,350	4,734,742	31,015,930
Oct. 31	3,766,714	20,870,351	233,469	4,782,590	29,653,124
Nov. 30	1,338,291	19,897,422	233,584	4,731,752	26,201,049
Dec. 31	3,288,920	16,118,925	233,703	4,770,435	24,411,983
Jan. 31	3,769,369	14,133,670	233,822	4,761,401	22,898,263
Feb. 28	2,798,772	14,150,452	233,930	4,784,407	21,967,561
Mar. 31	2,109,858	14,169,292	234,049	4,781,006	21,294,206
Apr. 30	930,564	14,184,593	234,165	4,779,554	20,128,876
May. 31	2,918,267	13,203,346	234,284	4,740,298	21,096,195
Jun. 30	20,897,133	13,218,847	234,399	4,776,015	39,126,394



Mackenzie County
Summary of All Units
For the Six Months Ending June 30, 2013

	2012 Actual	2013 Actual	2013	\$ Variance	% Variance
	Total	Total	Budget		
OPERATING REVENUES					
100-Taxation	29,859,344	30,865,572	30,880,043	14,471	0%
124-Frontage	255,668	230,823	272,552	41,729	15%
420-Sales of goods and services	641,482	180,851	322,405	141,554	44%
421-Sale of water - metered	2,097,610	1,100,617	2,397,080	1,296,463	54%
422-Sale of water - bulk	700,271	362,537	802,987	440,451	55%
424-Sale of land	63,764	34,087	-	(34,087)	
510-Penalties on taxes	140,171	244,213	115,000	(129,213)	-112% (1)
511-Penalties of AR and utilities	41,251	21,045	35,000	13,955	40%
520-Licenses and permits	19,911	12,160	15,600	3,440	22%
521-Offsite levy	61,302	38,394	-	(38,394)	
522-Municipal reserve revenue	44,578	50,966	-	(50,966)	
526-Safety code permits	330,815	158,273	250,000	91,727	37%
525-Subdivision fees	48,899	23,274	25,000	1,726	7%
530-Fines	16,270	10,265	28,000	17,735	63%
531-Safety code fees	13,074	6,639	10,000	3,361	34%
550-Interest revenue	430,269	106,556	326,000	219,444	67%
551-Market value changes	23,771	(72,712)	-	72,712	
560-Rental and lease revenue	77,847	52,465	80,128	27,663	35%
570-Insurance proceeds	673	15,495	-	(15,495)	
592-Well drilling revenue	250,945	116,605	25,000	(91,605)	-366% (2)
597-Other revenue	184,802	121,814	206,875	85,061	41%
598-Community aggregate levy	109,231	21,636	67,750	46,114	68%
630-Sale of non-TCA equipment	3,454	-	-	-	
790-Tradeshow Avenues	-	125	-	(125)	
830-Federal grants	1,874	-	-	-	
840-Provincial grants	3,240,086	534,180	1,223,479	689,299	56%
990-Over/under tax collections	(28,458)	-	(23,243)	(23,243)	100%
TOTAL REVENUE	38,628,902	34,235,879	37,059,656	2,823,777	8%
OPERATING EXPENSES					
110-Wages and salaries	5,140,205	2,884,889	6,323,484	3,438,595	54%
132-Benefits	880,574	571,437	1,249,650	678,213	54%
136-WCB contributions	42,059	18,189	61,391	43,202	70%
142-Recruiting	18,716	-	20,000	20,000	100%
150-Isolation cost	35,642	28,385	66,000	37,615	57%
151-Honoraria	473,231	247,407	532,500	285,093	54%
211-Travel and subsistence	412,881	166,100	335,100	169,000	50%
212-Promotional expense	34,222	12,733	72,500	59,767	82%
214-Memberships & conference fees	111,370	40,737	125,480	84,743	68%
215-Freight	97,306	43,728	113,260	69,532	61%
216-Postage	29,193	22,851	33,450	10,599	32%
217-Telephone	136,459	71,539	160,709	89,170	55%
221-Advertising	61,978	16,288	71,940	55,652	77%
223-Subscriptions and publications	4,777	7,007	8,222	1,215	15%
231-Audit fee	68,965	-	57,500	57,500	100%
232-Legal fee	74,488	24,836	95,000	70,164	74%
233-Engineering consulting	153,245	24,026	91,000	66,974	74%
235-Professional fee	2,660,001	540,435	1,364,204	823,769	60%
236-Enhanced policing fee	237,840	103,500	347,500	244,000	70%
239-Training and education	42,147	21,701	175,405	153,704	88%
242-Computer programming	52,746	8,577	61,119	52,542	86%
251-Repair & maintenance - bridges	59,312	-	181,100	181,100	100%
252-Repair & maintenance - buildings	181,060	35,609	172,716	137,107	79%
253-Repair & maintenance - equipment	256,390	104,680	300,300	195,620	65%
255-Repair & maintenance - vehicles	100,884	36,383	94,200	57,817	61%
258-Contract graders	93,290	66,675	150,000	83,325	56%
259-Repair & maintenance - structural	989,490	312,448	2,005,908	1,693,460	84%
261-Ice bridge construction	76,692	65,805	120,000	54,195	45%
262-Rental - building and land	15,133	1,838	17,029	15,191	89%
263-Rental - vehicle and equipment	69,940	24,560	64,228	39,668	62%
266-Communications	73,785	43,214	68,706	25,492	37%
271-Licenses and permits	10,704	2,569	12,829	10,260	80%
272-Damage claims	1,500	11,723	5,000	(6,723)	-134% (3)
273-Taxes	990	-	15,000	15,000	100%
274-Insurance	272,043	-	284,800	284,800	100%
342-Assessor fees	257,865	107,327	235,000	127,673	54%
290-Election cost	-	2,750	8,000	5,250	66%
511-Goods and supplies	1,041,571	250,432	878,561	628,129	71%
521-Fuel and oil	821,066	423,178	732,650	309,472	42%
531-Chemicals and salt	195,479	144,170	280,950	136,780	49%

	2012 Actual	2013 Actual	2013	\$ Variance	% Variance
	Total	Total	Budget		
532-Dust control	365,815	358,641	419,800	61,159	15%
533-Grader blades	133,451	29,596	150,000	120,404	80%
534-Gravel (apply; supply and apply)	1,017,661	25,503	840,130	814,627	97%
535-Gravel reclamation cost	12,109	-	-	-	
543-Natural gas	84,170	78,615	98,464	19,849	20%
544-Electrical power	571,607	390,913	657,587	266,674	41%
710-Grants to local governments	1,371,120	800,692	1,765,786	965,094	55%
735-Grants to other organizations	1,690,701	1,341,640	1,786,655	445,015	25%
747-School requisition	6,157,364	3,108,001	6,222,152	3,114,151	50%
750-Lodge requisition	291,715	392,262	392,262	0	0%
810-Interest and service charges	39,202	7,101	36,000	28,899	80%
831-Interest - long term debt	426,418	60,318	469,490	409,172	87%
921-Bad debt expense	3,479	69	8,000	7,931	99%
922-Tax cancellation/write-off	202,181	4,210	60,000	55,790	93%
992-Cost of land sold	4,429	-	-	-	
993-NBV value of disposed TCA	854,138	-	13,492	13,492	100%
994-Change in inventory	713,078	-	(550,648)	(550,648)	100%
995-Depreciation of TCA	6,769,738	-	7,376,914	7,376,914	100%
TOTAL	35,993,611	13,085,284	36,738,475	23,653,191	64%
Non-TCA projects	204,592	293,936	1,142,690	848,754	74%
TOTAL EXPENSES	36,198,203	13,379,221	37,881,165	24,501,944	65%
EXCESS (DEFICIENCY)	2,430,700	20,856,658	(821,509)	(21,678,167)	
OTHER					
125-Connection rees	-	275	-	(275)	
840-Provincial transfers for capital	5,103,229	583,469	19,891,011	19,307,542	97%
575-Contributed TCA	-	-	325,000	325,000	100%
597-Other capital revenue	156,682	18,000	380,103	362,103	95%
630-Proceeds of sold TCA asset	663,234	-	7,500	7,500	100%
	5,923,145	601,744	20,603,614	20,001,870	97%
EXCESS (DEFICIENCY) - PS MODEL	8,353,845	21,458,402	19,782,105	(1,676,297)	
CONVERT TO LG INCOME STATEMENT					
Remove non-cash transactions					
993-NBV value of disposed TCA	854,138	-	13,492	13,492	100%
994-Change in inventory	713,078	-	(550,648)	(550,648)	100%
995-Amortization of TCA	6,769,738	-	7,376,914	7,376,914	100%
Remove TCA revenues					
Total of OTHER per above	(5,923,145)	(601,744)	(20,603,614)	(20,001,870)	97%
Add LTD principle paid					
832-Principle Payments	2,275,059	208,895	1,928,507	1,719,612	89%
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(2,335)	-	(195,800)	(195,800)	100%
930-Contributions from Operating Reserve	(47,181)	-	(646,220)	(646,220)	100%
940-Contribution from Capital Reserve	(19,948)	-	-	-	
762-Contribution to Capital (funding TCA projects)	857,467	-	3,396,762	3,396,762	100%
763-Contribution to Capital Reserves	4,592,174	-	1,435,000	1,435,000	100%
764-Contribution to Operating Reserves	3,062,419	-	100,000	100,000	100%
EXCESS (DEFICIENCY) - LG MODEL	50,000	20,647,763	-	(20,647,763)	

Note:

(1) 12% penalty levied on a tax roll in amount of \$103,163.90.

(2) Increased activity in 2013 than in 2012.

(3) \$5,000 may be received, unbudgeted expense salt shed collapse in Zama.

**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

June 30, 2013

	2012 Actual	2013 Actual	2013	\$ Variance	% Variance
	Total	Total	Budget		
OPERATIONAL REVENUES					
Property taxes	30,086,554	31,096,396	31,129,352	32,956	0%
User fees and sales of goods	3,439,363	1,644,005	3,522,472	1,878,467	53%
Government transfers	3,241,960	534,180	1,223,479	689,299	56%
Investment income (operating)	454,041	33,843	326,000	292,157	90%
Penalties and costs on taxes	140,171	244,213	115,000	(129,213)	-112%
Licenses, permits and fines	428,969	210,610	328,600	117,990	36%
Rentals	77,847	52,465	80,128	27,663	35%
Insurance proceeds	673	15,495	-	(15,495)	
Development levies	61,302	38,394	-	(38,394)	
Municipal reserve revenue	44,578	50,966	-	(50,966)	
Sale of non-TCA equipment	3,454	-	-	-	
Other	649,993	315,312	334,625	19,313	6%
Total operating revenues	38,628,902	34,235,879	37,059,656	2,823,777	8%
OPERATIONAL EXPENSES					
Legislative	594,063	289,041	735,150	446,109	61%
Administration	4,750,506	2,188,687	5,180,847	2,992,160	58%
Protective services	2,729,063	463,357	1,566,071	1,102,714	70%
Transportation	13,181,067	3,296,611	12,836,567	9,539,956	74% (1)
Water, sewer, solid waste disposal	4,211,295	1,273,396	4,754,579	3,481,183	73% (2)
Public health and welfare (FCSS)	728,839	539,482	693,241	153,759	22%
Planning, development	785,546	284,761	1,030,661	745,900	72% (3)
Agriculture and veterinary	945,293	398,898	1,385,366	986,468	71%
Recreation and culture	1,618,859	850,787	1,941,579	1,090,792	56%
School requisitions	6,157,364	3,108,001	6,222,152	3,114,151	50%
Lodge requisitions	291,715	392,262	392,262	0	0%
Non-TCA projects	204,592	293,936	1,142,690	848,754	74%
Total operating expenses	36,198,203	13,379,221	37,881,165	24,501,944	65%
Excess (deficiency) before other	2,430,700	20,856,658	(821,509)	(21,678,167)	
CAPITAL REVENUES					
Government transfers for capital	5,103,229	583,469	19,891,011	19,307,542	97%
Other revenue for capital	156,682	18,275	705,103	686,828	97%
Proceeds from sale of TCA assets	663,234	-	7,500	7,500	100%
	5,923,145	601,744	20,603,614	20,001,870	97%
EXCESS (DEFICIENCY) - PSAB Model	8,353,845	21,458,402	19,782,105	(1,676,297)	
Convert to local government model					
Remove non-cash transactions	8,336,955	-	6,839,758	6,839,758	100%
Remove revenue for capital projects	(5,923,145)	(601,744)	(20,603,614)	(20,001,870)	97%
Long term debt principle	2,275,059	208,895	1,928,507	1,719,612	89%
Transfers to/from reserves	8,442,596	-	4,089,742	4,089,742	100%
EXCESS (DEFICIENCY) - LG Model	50,000	20,647,763	-	(20,647,763)	

Note:

(1) 12% penalty levied on a tax roll in the amount of \$103,163.90.

(2) 2013 repairs and maintenance program in progress.

(3) Department does not expect to utilize full budget, program in progress.

Project Progress Report for June 2013

Project Name	Total costs	Costs in prior years	Costs in current year up to Jun 30, 2013	2013 Budget	2013 Budget Remaining on Jun 30, 2013	Status Update on Jun 30, 2013	Percentage of Completion (%)
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Administration Department

FV - Sign with flags	-	-	-	25,000	25,000	Flags are on their way.	0%
FV - Alarm system (CF)	6,161	6,161	-	42,967	42,967		0%
ZA - Paving Cornerstone, Library parking lot (CF)	65,568	65,568	-	234,433	234,433	The project was started. We are waiting for the invoices.	0%
FV - Office roof repair & building improvements (CF)	110,970	110,970	-	39,030	39,030		0%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415		0%
FV - Roof extension over back door	-	-	-	6,000	6,000		0%
Land purchases from AB SRD (CF)	42,673	42,673	-	132,328	132,328		0%
County's CAO house repairs (CF)	73,739	73,578	160	11,446	11,286		
<i>Total department 12</i>			160	495,619	495,459		

Fire Department

FV - Rescue struts	4,984	-	4,984	6,000	1,016		
FV - Upgrade foam system on pump	-	-	-	8,000	8,000	Completed	100%
FV - Self contained breathing apparatus compressor	-	-	-	35,000	35,000		0%
Tompkins Fire Hall - Landscaping (CF)	22,909	17,925	4,984	2,075	(2,909)		
LC - Blue Hills Fire Hall - Furniture/fixtures (CF)	31,188	31,188	-	8,812	8,812		0%
LC - Self contained breathing apparatus compressor	-	-	-	35,000	35,000		0%
LC - Rescue struts	-	-	-	6,000	6,000	Completed	100%
LC - Upgrade foam system on pump	-	-	-	8,000	8,000	Completed	100%
<i>Total department 23</i>			9,968	108,887	98,919		

Transportation Department

FV - Commercial grade turn mower	18,587	-	18,587	18,600	13		
FV - Pintle hitch trailer to haul loader	-	-	-	30,000	30,000		
FV - Tandem axle pup trailer	33,572	-	33,572	35,000	1,428		
FV - 550 truck with picker & auger	51,175	-	51,175	98,500	47,325		
LC - 101 St & 103 Ave reconstruction (CF)	47,522	18,582	28,940	1,545,890	1,516,950	Tender awarded and underground construction started.	15%
FV - Broom for Bobcat skid steer	8,951	-	8,951	9,400	449		
FV - 48th & 53rd Ave paving (CF)	20,272	-	20,272	685,150	664,878		
ZA - Aspen Drive paving & S-curve servicing (CF)	4,992	-	4,992	680,000	675,008	Servicing has not started	
New infrastructure	-	-	-	500,000	500,000	5 applications to date and 1 road construction in progress.	5%
LC - BF 81125 - Culverts (3)	18,452	-	18,452	380,904	362,453	Engineering Stage	10%

Project Name	Total costs	Costs in prior years	Costs in current year up to Jun 30, 2013	2013 Budget	2013 Budget Remaining on Jun 30, 2013	Status Update on Jun 30, 2013	Percentage of Completion (%)
LC - BF 81120/79239 - Bridge repairs	-	-	-	260,000	260,000	Engineering Stage	10%
LC - BF 81336 - Engineering re: culvert	-	-	-	50,993	50,993	Engineering Stage	10%
LC - BF 75117 - Engineering re: culvert	-	-	-	51,074	51,074	Engineering Stage	10%
LC - Steamer trailer	12,115	-	12,115	12,000	(115)	Complete	100%
LC - Pave pathway 91st Ave & 102 St	-	-	-	15,500	15,500	In Progress	75%
FV - Pressure washer system upgrades (CF)	3,986	-	3,986	5,000	1,014		
LC - 105th Avenue reconstruction	-	-	-	294,730	294,730		
ZA - Bears paw Crescent (CF)	511,261	511,261	-	15,633	15,633		
LC - Salt and sand shelter	-	-	-	202,000	202,000	Quotes received and Requisition signed	5%
Ground Penetrating Radar unit	36,730	-	36,730	40,000	3,270	Complete	100%
ZA - Utility & Power Pole Relocations (CF)	53,513	53,513	-	8,943	8,943		
LC - Intersection lighting at 99 Street & North Access Road	-	-	-	40,925	40,925	Have given Atco the go ahead	0%
ZA - Beautification Project (CF)	5,662	5,662	-	4,338	4,338	Complete	100%
Gravel Reserve (to secure gravel sources)	1,000	-	1,000	500,000	499,000		
AJA Friesen Road Reconstruction (CF)	1,698,342	1,681,094	17,248	18,825	1,577	Minor cleanup to be completed	99%
Zama Access Road - Phase III (CF)	3,273,587	3,268,038	5,550	2,731,963	2,726,413		
Zama Access Rd - Phase IV	-	-	-	6,563,700	6,563,700		
Hwy 88 connector upgrade Phase I (CF)	3,936,781	2,980,540	956,241	5,697,196	4,740,955	In Progress	30%
Hwy 88 connector upgrade Phase II	12,584	-	12,584	7,013,100	7,000,516	Tender closing July 16,2013	2%
Hwy 88 connector upgrade Phase III	-	-	-	4,683,800	4,683,800	Tender closing July 16,2013	2%
<i>Total department 32</i>			1,230,394	32,193,164	30,962,770		

Airport Department

LC - Airport Dev'ment (CF)	2,679,117	2,679,117	-	15,364	15,364		
FV - Airport Dev'ment (CF)	1,363,667	1,363,224	443	16,382	15,940		
LC - Beacon light tower	7,500	-	7,500	7,500	-	Complete waiting for invoice	100%
LC - Instrument Approach (CF)	36,112	36,112	-	13,889	13,889	In progress	60%
<i>Total department 33</i>			7,943	53,135	45,193		

Water Treatment & Distribution Department

FV - Truckfill meter upgrades	-	-	-	25,000	25,000	In Progress	10%
FV - 50th St water & sewer extension	41,232	-	41,232	581,000	539,768	Local Improvement Bylaw passed, In the advertisement stage.	5%
Wolfe Lake Water Point Building Replacement (CF)	8,765	8,615	150	7,385	7,235	New building is on site and ready to be placed.	60%
LC - Spare well pump and motor	-	-	-	13,000	13,000	Have not placed the order to date.	0%

Project Name	Total costs	Costs in prior years	Costs in current year up to Jun 30, 2013	2013 Budget	2013 Budget Remaining on Jun 30, 2013	Status Update on Jun 30, 2013	Percentage of Completion (%)
FV - Replacement of chlorine gas equipment & analyzer (CF)	8,697	8,697	-	6,303	6,303	Complete	100%
ZA - Distribution pumphouse upgrades	32,513	-	32,513	897,075	864,563	Funding not Approved - We need to move forward with distribution meter replacement	5%
LC - Rehab well 1	5,494	-	5,494	150,712	145,218	On Hold	0%
LC - SCADA computer	7,500	-	7,500	7,500	-	Complete	100%
ZA - Water treatment plant upgrades (CF)	474	-	474	50,000	49,526	Complete waiting for invoice.	100%
ZA - WTP - Roof ventilation and insulation	-	-	-	11,500	11,500	Has not started	0%
Rural Water - Phases I & II (CF)	435,368	237,278	198,091	353,098	155,007	Minor cleanup to be done.	98%
Rural Water - Pumping stn. (CF)	15,936	8,131	7,806	441,869	434,063	On Hold	1%
High Level Rural Water Line (South)	-	-	-	1,800,000	1,800,000	In design stage.	0%
<i>Total department 41</i>			293,259	4,344,442	4,051,183		

Sewer Disposal Department

LC - Lagoon upgrade (CF)	608,303	466,440	141,863	3,929,911	3,788,048	Clearing contract is complete, Lagoon construction tender for discussion July 16	20%
ZA - Lift station upgrade	888	-	888	1,144,000	1,143,113	Funding not approved for 2013	5%
ZA - Storage shed	-	-	-	8,000	8,000	Not started to date.	0%
FV - Complete upgrade main lift station	-	-	-	75,000	75,000	Not started to date.	0%
<i>Total department 42</i>			142,751	5,156,911	5,014,161		

Solid Waste Disposal

2 X 40-yard bins	-	-	-	22,000	22,000	Bins have been ordered.	50%
Land purchase (NW 11-104-17-W5), Tompkins Waste Transfer Station (CF)	36,000	36,000	-	3,000	3,000		0%
Blumenort - Shack replacement	-	-	-	11,911	11,911	Quote has been received.	0%
<i>Total department 43</i>			-	36,911	36,911		

Planning & Development Department

Trimble GeoExplorer 6000 XH	-	-	-	10,150	10,150	The device has not been ordered.	0%
<i>Total department 61</i>			-	10,150	10,150		

Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	558,814	398,524	160,291	632,476	472,185	Completion Date- July 1, 2013	80%
Spruce Road drainage & road rehab	-	-	-	330,000	330,000	The commencement date will be in June or July 2013.	0%
<i>Total department 63</i>			160,291	962,476	802,185		

Project Name	Total costs	Costs in prior years	Costs in current year up to Jun 30, 2013	2013 Budget	2013 Budget Remaining on Jun 30, 2013	Status Update on Jun 30, 2013	Percentage of Completion (%)
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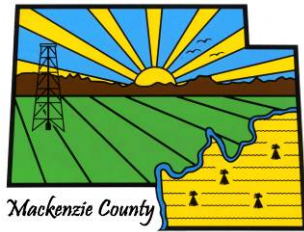
Recreation Department

FV - Capital (includes CF)	196,090	181,604	14,486	94,417	79,931		
LC - Capital (includes CF)	308,155	275,734	32,422	128,417	95,995		
Recreation Facilities - Grounds Improvements (CF)	-	-	-	432,520	432,520		0%
LC - Jubilee Park Committee - Walking Trails	-	-	-	50,000	50,000		0%
ZA - Capital (includes CF)	125,405	84,378	41,027	71,000	29,973		
LC - Splash park	-	-	-	255,000	255,000		0%
FV - Splash park	-	-	-	305,000	305,000		0%
<i>Total department 71</i>			87,935	1,336,354	1,248,419		

Parks & Playgrounds Department

ZA - Park landscaping (CF)	-	-	-	2,946	2,946		0%
Machesis Lake - Concrete toilets	-	-	-	17,000	17,000	The project will start soon.	0%
FV - Concrete toilets	-	-	-	34,000	34,000		0%
LC - Arena walkway (CF)	2,462	2,462	-	12,538	12,538		0%
Hutch Lake - Stairs (CF)	17,791	17,791	-	2,749	2,749		0%
<i>Total department 72</i>			-	69,233	69,233		

TOTAL 2013 Capital Projects	1,932,700	44,767,282	42,834,582
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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Council Meeting Dates

BACKGROUND / PROPOSAL:

Council meeting dates are set in advance at the Organizational Meeting. Since that time the AAMDC Fall Convention dates have been changed which affects the November 12th council meeting. Administration is recommending that this meeting be changed to Wednesday, October 31, 2013.

Administration also recommends that Council set a few budget meeting dates in order to prepare for the 2014 budget process. The recommended dates are as follows:

- Tuesday, October 29, 2013 – Pre-Budget Workshop
- Monday, November 18, 2013 – Special Council (Budget) Meeting
- Wednesday, December 18, 2013 – Special Council (Budget) Meeting

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

Meeting dates will be changed on the County website and posted in all County offices.

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

RECOMMENDED ACTION:

Motion 1

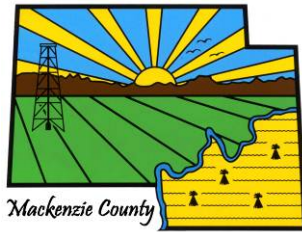
That the November 12, 2013 regular council meeting be changed to October 30, 2013.

Motion 2

That the following 2014 budget meeting dates be scheduled to begin at 10:00 a.m. in the Fort Vermilion Council Chambers:

- Tuesday, October 29, 2013 – Pre-Budget Workshop
- Monday, November 18, 2013 – Special Council (Budget) Meeting
- Wednesday, December 18, 2013 – Special Council (Budget) Meeting

Author: C. Gabriel Review by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Disaster Emergency Management Review

BACKGROUND / PROPOSAL:

Mackenzie County has a municipal disaster emergency plan in place that was developed in 2005.

OPTIONS & BENEFITS:

It is a good practice to review the plan regularly. Administration obtained a proposal to undertake a review of our emergency planning. Please review the attached document.

Administration recommends that setting up one hour workshop with the consultant at 9:00am on August 12th (prior to the council meeting) to start the process.

COSTS & SOURCE OF FUNDING:

2013 operating budget

COMMUNICATION:

To be determined as part of the review and per recommendations in the implementation plan.

RECOMMENDED ACTION:

That a disaster emergency planning workshop be set for August 12, 2013 at 9:00am in the Fort Vermilion Council Chambers.

Author: _____ **Review by:** _____ **CAO** YW



1637 - 53 Street
Edson, Alberta, Canada
T7E 1G9
Telephone (780) 712-6444
Facsimile (780) 723-4219

27 June 2013

Joulia Whittleton
Chief Administrative Officer
Mackenzie County
Box 640
Fort Vermilion, AB
TOH 1N0

Dear Ms. Whittleton:

RE: Mackenzie County Emergency Management Review- Proposal

Palisade is pleased to provide a proposal for the development of an Emergency Management Review for Mackenzie County. Palisade has a unique set of skills which are utilized in a cost-effective, collaborative approach to develop effective solutions for Emergency Management Services delivered by the County.

Thank you for considering our Proposal. Feel free to contact me regarding any aspect of the proposed Review. We look forward to working with Mackenzie County

Sincerely,

A handwritten signature in blue ink that reads "Murray Heinrich". The signature is written in a cursive, flowing style.

Murray Heinrich
Palisade Consulting Limited



PROPOSAL

JUNE 28, 2013

Emergency Management Review

Mackenzie County



© Palisade Consulting Ltd.
1637 - 53 Street
Edson, Alberta, Canada T7E 1G9
Telephone (780) 712-6444 Facsimile (780) 723-4219

Emergency Management Review

Purpose

The Emergency Management Review will provide an evaluation of Emergency Management provided by Mackenzie County. It will develop recommendations that will guide the stakeholders in meeting the challenges of providing efficient, cost effective services to meet the current and future needs of the County.

Emergency Management must demonstrate a community's resolve to prepare for disastrous and catastrophic events. Rudolph Giuliani the former Mayor of New York City was quoted:

"We did not anticipate that airliners would be commandeered and turned into guided missiles; but the fact that we practiced for other kinds of disasters made us far more prepared to handle a catastrophe that nobody envisioned."

The Review will be developed to:

Conduct a comprehensive evaluation and develop recommendations for effective Emergency Management in the Mackenzie region.

Program Proposal-Emergency Management Review

Based on an intensive program of evaluation, analysis, and review, recommendations will be developed for the region that will enable the provision of an acceptable level of Emergency Management for the stakeholders and residents. The review will respect the views and experience of Council and Administration. The review will provide recommendations based on the best practices in Emergency Management.

The review will evaluate the current management and organization of Emergency Management programs in Mackenzie County and consider other models serving similar communities. The Emergency Management functions in Mackenzie must be part of the County organizational structure. The review will consider the staff responsibilities for the delivery of emergency management.

A Risk and Hazard Analysis is necessary to guide priorities for Emergency Management in Mackenzie County. Emergency Management must be prepared to mitigate a wide variety of incidents. The risks in the area include airports, industry, water, ice, confined spaces, roadways, railroad, wildland, residential and commercial. The geography of the response area is widely

varied. The response time to incidents can be extended due to distance and topography.

Mackenzie County must have an effective Municipal Emergency Plan. The Plan provides best practices for local authorities, provincial and federal governments, and private sector partners to follow during an emergency in the Region. It guides the operations, organization, responsibilities, and coordination necessary to provide effective response and recovery from major emergencies or disasters in the Region.

The Review will consider the Emergency Management Bylaw, Emergency Management Committees and Agencies and Mutual Aid Agreements with neighboring municipalities and stakeholders.

Training for emergencies is necessary to prepare staff and stakeholders for their roles and responsibilities in the Emergency Operation Center. A training plan is valuable for the Emergency Management program. Part of the training must include exercises which are delivered as a non threatening learning opportunity. It is also critical to promote Public Preparedness for emergencies with an effective communications plan. The County must also have an effective emergency public notification system.

The review of Emergency Management will lead to the development of strategies to meet the needs of the stakeholders. These strategies may include bylaw revision, training, incident command systems, Municipal Emergency Plan, exercises, emergency operations center development and emergency public warning systems. Realistic and achievable recommendations will be provided to the stakeholders.



Fort Vermilion- Mackenzie County

Methodology-Emergency Management Review

Palisade will obtain information relative to the current Emergency Management program in Mackenzie County. This information may include but is not limited to the following:

- Municipal Management and Organization
- Past Emergency Management reviews and reports and related Council items.
- County staff currently participating in the program
- Level of training of Emergency Management personnel
- Exercise documentation
- Emergency Operation Center facilities
- Communications systems and equipment
- Existing mutual aid agreements
- Existing service agreements
- Current bylaws
- Existing policies and procedures
- Comparison to other Municipalities of similar size and complexities
- Relationship with provincial agencies
- Demographic challenges
- Projected development and growth

Palisade will meet with Council, appointed Municipal staff and stakeholders to better understand the Emergency Management program. Emergency Management Alberta will be consulted with respect to existing relationships and agreements, and to pursue potential for opportunities in future operations

Data and information collected will then be analyzed and an operations/implementation plan and recommendations developed. The final report will contain a situational analysis, an evaluation of the current program, identify challenges, and provide recommendations to strengthen and improve the service. These recommendations will include governance, legal requirements, resource needs, budget estimates and funding options.



La Crete- Mackenzie County

Schedule

Palisade anticipates the following schedule:

July/August- Mackenzie County will provide all service documentation to Palisade. Conduct Field portion of project to include meetings and reviews to develop situational analysis, challenges and options. Meet with Council to provide an overview of project and identify concerns and priorities.

September- Develop Draft Emergency Management Review. Review will include an Implementation Plan and budget. Submit to Administration for review and comment. Deliver Emergency Management Review presentation to Council for further direction.

October-December- Proceed with Implementation Plan. Based on discussions with Mackenzie County this will likely include the development of a new Municipal Emergency Plan. This may also include planning for training, equipment, bylaw development and exercises.

Palisade is prepared to deliver training and exercises to meet the needs of the County.

Investment

The Emergency Management Review for Mackenzie County should be developed with effective communications with all stakeholders, which will form a platform for the Review.

The budget required to develop the Review is variable due to the difficulty in forecasting the time necessary to conduct effective consultations with members of the County. As well, Mackenzie County may require additional consultation with important stakeholders such as elected officials.

The most efficient and cost effective method of investment in the Review is to have Palisade invoice on time and charges for the project. This gives Mackenzie County the ability to direct the time spent on the consultation process.

Palisade would minimize travel and time expenses through close coordination with Mackenzie County to maximize the effort. Mackenzie County would be expected to schedule the consultation process.

Palisade is prepared to conduct telephone and Skype consultations to minimize travel and maximize the financial commitment.

Given the nature of the work to be completed, the investment for the Emergency Management Review is **estimated** to be:

Professional Services-	\$8,000.00
Travel Expenses-	\$4,000.00
Total-	\$12,000.00

Palisade will invoice professional services based on a rate of \$750.00/day for field work, \$80.00/hour for office work, \$0.70 km for mileage and \$75.00/day for meals. Hotel and other travel expenses will be invoiced at cost. Applicable GST will be added to all charges.

Palisade will invoice Mackenzie County on a monthly basis.

Based on discussions with Mackenzie County it is likely that the first priority resulting from the Emergency Management Review will be the development of the Municipal Emergency Plan. The **estimated** investment is:

Professional Services-	\$10,000.00
Travel Expenses-	\$4,000.00
Total-	\$14,000.00

Palisade Consulting Ltd.

Palisade was incorporated as a company in 1985.

Palisade has a proven track record in developing effective solutions for a wide variety of clients. We take a collaborative approach to projects to ensure that deliverables meets the needs of all stakeholders. Palisade is goal oriented and completes high quality projects on time and within financial expectations.

Murray Heinrich, Palisade Consulting

Murray Heinrich will lead the Emergency Management Review. Murray has over 29 years of diverse experience in the delivery of Fire and Emergency Services with various provincial, municipal and industrial jurisdictions in Alberta.

Murray B. Heinrich

Murray has over 29 years of diverse experience in the delivery of Emergency Services with various provincial and municipal jurisdictions in Alberta. He has served as a Wildfire Initial Attack Crew Leader, Forest Officer, Structural Firefighter, Lieutenant, Captain, career Fire Chief and Director of Emergency Services. Heinrich has been awarded the Fire Services Exemplary Service Medal by the Governor General of Canada and the Alberta Emergency Services Medal from the Province of Alberta. He has also been awarded with a Commendation from Governor General of Canada for “great merit in providing assistance to others”.

Heinrich has completed several Emergency Service evaluations and reviews for industrial and municipal clients. He has conducted several reviews of Fire Services for Alberta municipalities including Minburn County (Fire Service Review and Implementation Review), Town of Rainbow Lake (Fire Services Review and Fire Services Study), Town of Stony Plain (Fire Services Review) and the Municipal District of Northern Lights (Fire Services Review). He conducted a comprehensive review for the Emergency Services Team at Weyerhaeuser Canada in Edson. He also provides Incident Command System training for emergency responders and planners in forestry, oil and gas and municipal governments.

Palisade recently completed a Fire Services Review and an Emergency Management Review for the Town of Slave Lake and the M.D. of Lesser Slave River. Palisade was also responsible for emergency response exercises for the Grande Prairie Regional Emergency Preparedness Program and the Town of Rainbow Lake. These exercises involved municipalities, Fire Department, AHS, EMS, RCMP and airport authorities.

Palisade is in the final steps of completing the Saddle Hills County Fire Services Review.

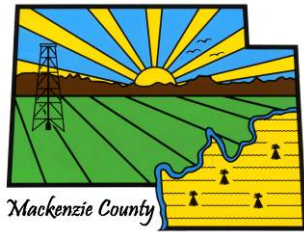
Some notable recent achievements include the provision of Wildfire Preparedness Guides for 65 Alberta communities including: Rainbow Lake, Zama City, Fox Lake, High Level, La Crete, Fort Vermilion, Harper Lake, Hutch Lake, Meander River and Tall Cree. Murray has also been involved with the development of Best Management Practices for the Prevention of Wildfires for the Canadian Association of Petroleum Producers as well as the business plan for the Partners in Protection Association.

Murray is a long standing member of several Fire Departments. As the Fire Chief and Director of Emergency Services for a large rural/urban municipality he was responsible for the following:

- Delivery of regional fire/rescue services from ten fire stations with 34 emergency response vehicles and over 250 firefighters.
- Providing fire, rescue, 9-1-1, dispatch and first aid training to employees and volunteers.
- Implementation of Incident Command System within all municipal emergency operations.
- Fire safety inspections and fire cause investigations.
- Development, implementation, and management of the regional 9-1-1 and emergency dispatch system serving a population of 30,000 with over 7,300 emergency calls annually.

- Management of Emergency Medical Services with three ambulance contractors. Management and delivery of Bylaw Enforcement and Parks Services. Managed Enhanced Policing service contract with the RCMP and Alberta Justice and served as liaison between the municipality and the RCMP.
- Management and delivery of all Emergency Preparedness Programs including development and maintenance of the Municipal Emergency Plan and coordination of staff was training. Served as the Director of Disaster Services. Development and implementation of Occupational Health and Safety programs including a Joint Worksite Health and Safety Committee.

Murray has formal emergency response training from the Fire Emergency Training Center in Vermillion, Hinton Training Center in Hinton, Petroleum Industry Training Service (Enform) in Calgary, Canadian Emergency Preparedness College in Arnprior and from the former Alberta Disaster Services Training Center in Edmonton. He is a certified Firefighter, Fire Officer, Fire Apparatus Operator, Fire Instructor, Fire Dispatcher, Wilderness Medical Technician, First Aid Instructor, First Aid Instructor Monitor, ICS Instructor, Wildfire Investigator and Safety Codes Officer-Fire. He has been an active member of the Alberta Fire Chiefs Association, Canadian Fire Chiefs Association, National Emergency Number Association, Alberta 9-1-1 Association, Alberta Ambulance Operators Association and Fire Investigation Association.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 16, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Agricultural Land Use Planning

BACKGROUND / PROPOSAL:

Agricultural Land Use Planning Committee met on July 12, 2013.

OPTIONS & BENEFITS:

One of the items on the agenda was the Phase 3 agricultural land expansion near and around High Level.

The Committee passed the following motions:

That a recommendation be taken to Council to issue a letter to AB ESRD expressing the County's continuing interest in the agricultural land expansion West of High Level and how it corresponds with the County's economic development and sustainability plans.

That a recommendation be taken to Council to request letters of support for the future agricultural land expansion West of High Level be requested from the Towns of High Level and Rainbow Lake.

COSTS & SOURCE OF FUNDING:

NA

COMMUNICATION:

NA

Author: _____ Review by: _____ CAO YW

RECOMMENDED ACTION:

Motion 1:

That a letter be sent AB ESRD expressing the County's continuing interest in the agricultural land expansion West of High Level and how it corresponds with the County's economic development and sustainability plans.

Motion 2:

That the County requests letters of support from the Towns of High Level and Rainbow Lake for the future agricultural land expansion West of High Level.

Author: _____ Review by: _____ CAO YW



ALBERTA
CULTURE

*Office of the Minister
MLA, Edmonton-Glenora*



June 20, 2013

Dear Director:

Culture in Alberta is everywhere! It's pottery-making in Camrose, reliving the fur trade in Dunvegan, choir practice in High River, and multicultural cooking in Grande Prairie. Alberta's largest celebration of our heritage, arts and cultural diversity, Alberta Culture Days, will take place September 27-29. Every year, a growing number of Albertans are taking this opportunity to put culture center stage. In 2012, over 80 communities across the province hosted over 1,200 events!

Alberta Culture Days is a wonderful opportunity to partner with others, foster relationships, strengthen community spirit and showcase local talents. Participating in Alberta Culture Days can be as simple as showcasing your clients' art work or taking a group to a community event. AlbertaCultureDays.ca provides a number of resources to help you plan and promote events. If your event is open to the public, add it to the Alberta Culture Calendar (www.culture.alberta.ca/events) to let community members know about your activities.

Cultural programming and activities celebrate Albertans and have the potential to strengthen our communities - a key goal of the ongoing work in which many of you are participating: implementing the Social Policy Framework for Alberta. Both Alberta Culture Days and work on the Social Policy Framework aim to improve well-being and outcomes for all Albertans.

Our sincere thanks if you count yourself amongst past Alberta Culture Days event organizers. Together, we are ensuring Albertans have the opportunity to experience the variety of talent and cultural activities we have all across our great province.

Best Regards,

Heather Klimchuk
Minister of Culture

Dave Hancock, QC
Minister of Human Services

June 27, 2013



Mr. Walter Sarapuk, ASB Chair
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Sarapuk:

I am pleased to advise you that your Agricultural Service Board (ASB) has been approved for an allocation of \$168,359.46 for the 2013 grant year and will be direct deposited to your municipal account shortly. This payment is for the entire 2013 grant year.

Please contact the ASB Program office directly at (780) 644-4432 or (780) 427-4213.

Sincerely,

Maureen J. Vadnais

Maureen Vadnais, Program Manager
Agricultural Service Board Program

Enclosure

cc: Grant Smith, Agricultural Fieldman
Joulia Whittleton, CAO

From: [Julia Whittleton](#)
To: [Caitlin Smith](#)
Subject: Fwd: Capacity Building Initiative-accepting applications
Date: Monday, July 08, 2013 9:03:20 AM

For council information.

Joulia Whittleton
Mackenzie County
(via I-Phone)

Begin forwarded message:

From: Yvonne Fizer <yvonne@thechangingpoint.com>
Date: 8 July, 2013 10:55:26 AM EDT
To: Joulia Whittleton <jwhittleton@mackenziecounty.com>
Subject: **Capacity Building Initiative-accepting applications**
Reply-To: "yvonne@thechangingpoint.com" <yvonne@thechangingpoint.com>



Alberta banner grass



Hello Joulia

Applications are now being accepted for the **BECOMING A COMMUNITY BUILDER** *community capacity building initiative*. This program has been launched to grow Community Leadership Capacity throughout Rural Alberta.

What is Community Leadership Capacity? Leadership excellence of both formal and informal leaders spanning all sectors, within all silos, of all stakeholder groups, at all levels of a Community.

Over the past eight months, BECOMING A COMMUNITY BUILDER was beta-tested in partnership with the Regional Municipality of Wood Buffalo, engaging close to 1000 citizens from all walks of life, with outstanding results.

Now, **20 LIGHTHOUSE COMMUNITIES** will have the opportunity to participate in this community capacity building emerging practice.

BECOMING A COMMUNITY BUILDER is a 15 week, competency based, community

and professional leadership development program. The program offers two distinct learning tracks, adult community members and high school students.

The initiative was designed and is facilitated by Ian Hill, award winning Change Agent, Business Leader and one of North America's foremost Community Builders.

If you would like to see an increase in volunteerism, greater community ownership and pride, increased business profitability, improved performance for yourself and those around you and the strengthening of your communities resiliency, then BECOMING A COMMUNITY BUILDER is for you and your community.

[Click here to learn more or to apply](#)

To learn more by phone- contact Initiative Director
Yvonne Fizer at 1.888.957.8743 Ext. 6

The Becoming a Community Builder program, is powered by The Changing Point, a recognized catalyst for positive change across Canada and beyond.

[Forward this email](#)



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BECOMING A COMMUNITY BUILDER | 6715 95 Avenue | Edmonton | AB | Canada

From: [Julia Whittleton](#)
To: [Caitlin Smith](#)
Subject: Fwd: Flexibility in Tax Payment Deadlines
Date: Friday, July 05, 2013 11:48:56 AM

Caitlin,

Please include this for info to council. Thanks

Julia Whittleton
Mackenzie County
(via I-Phone)

Begin forwarded message:

From: "MunicipalServicesBranch@gov.ab.ca"
<MunicipalServicesBranch@gov.ab.ca>
Date: 5 July, 2013 11:45:37 AM MDT
To: Julia Whittleton <jwhittleton@mackenziecounty.com>
Subject: Flexibility in Tax Payment Deadlines

Attention all Mayors and Chief Administrative Officers:

Many residents of Alberta have suffered extreme loss due to the recent unprecedented flooding in many of our communities. This is an especially difficult time for us, and it is important that we collectively support each other as we work towards a full recovery from this devastation.

Emergency situations still exist in many parts of the province, and many residents and businesses are unable to access their homes, offices, or even communication devices. This will certainly impede their day-to-day living and capacity to make transactions for a period of time.

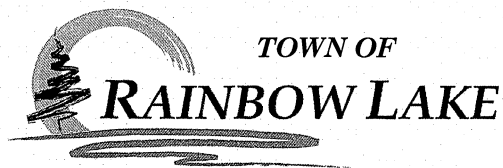
I am aware that this is an equally sensitive time for all municipalities in Alberta as most are wrapping up their property tax season and collecting final payments. I would encourage you to evaluate your current situation and consider using your legislative authority to provide leniency through the deferral or cancellation of tax penalties for late property tax payments to those property owners who may have been impacted directly or indirectly by the flooding. If you would like more information regarding tax collection relief options, please contact Municipal Advisory services toll-free at 310-0000, then 780-427-2225.

Thank you for all of your efforts in the rebuilding and recovery of a stronger Alberta.

Sincerely,

Doug Griffiths

Minister of Municipal Affairs



Box 149
65 Imperial Drive
Rainbow Lake, AB
T0H 2Y0
Ph: 780-956-3934
Fx: 780-956-3570

July 04, 2013

The Honourable Fred Horne
Minister of Health
208 Legislature Building
10800-97th Ave
Edmonton, AB
T5K 2B6

Dear Minister:

RE: PROPOSED NEW AIR AMBULANCE MODEL (FORT VERMILION BASE)

The Town of Rainbow Lake Council has reviewed the letter dated June 14th, 2013 from Mackenzie County to yourself. This letter is also attached for your information.

The concerns of the Town of Rainbow Lake are mirrored in the attached letter from Mackenzie County. The Town of Rainbow Lake supports the letter from and concerns identified by Mackenzie County.

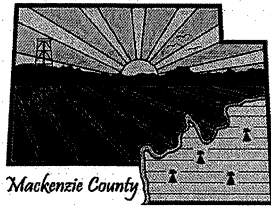
If you have any questions or concerns please feel free to contact Dan Fletcher, CAO, Town of Rainbow Lake at dfletcher@rainbowlake.ca or 1-780-956-1701.

Thank You for your time,

Sincerely,

Dan Fletcher
CAO, Town of Rainbow Lake

cc: Town of Rainbow Lake Council
Joulia Whittleton, CAO, Mackenzie County



Mackenzie County

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

June 14, 2013

The Honourable Fred Horne
Minister of Health
208 Legislature Building
10800-97th Ave
Edmonton, AB
T5K 2B6

Dear Minister:

**RE: PROPOSED NEW AIR AMBULANCE MODEL (FORT VERMILION
BASE)**

Further to our letter dated March 1, 2013 to Sue Conroy of Alberta Health Services (copy enclosed), please note that Mackenzie County has reviewed documents released on May 17, 2013 regarding the proposed Air Ambulance Model and find that our concerns have been ignored.

The RFPs for Air Medical Services are due June 21, 2013 and the RFPs for Aviation Services are due July 3, 2013. These are very tight timelines to allow any form of concerns to be relayed to AHS or Government. We believe that AHS was hoping to have everything finalized before significant public pressure could be mounted. As our letter to Sue Conroy states we were looking forward to a response and further discussion before the new model was implemented.

Our County is completely outside of the service radius of the STARS helicopters and it concerns us deeply that the new model not only removes one of the planes from the most central airport and hospital to our region's population but that the half-time plane to be based in High Level will only be flying from 6:00 am to 6:00 pm, which removes coverage for potential time sensitive or "Red" flights. The closure of the City Centre Airport in Edmonton and the negative effect this has had on the time it takes to deliver a patient to tertiary care is still fresh in our minds. This is the only plane in the province that is being removed that is not in the STARS service area.

Even with two planes in the area we have been made aware of situations where a patient ready to be sent to Edmonton had to wait for transport because both planes were out. When a plane leaves Fort Vermilion or High Level to a destination outside of our municipality it is gone for a long time purely due to the distances involved. AHS is aware of these issues and neither STARS nor a CCT team can help us with this problem.

We also referred to the advantage of having a plane in High Level and a plane in Fort Vermilion due to the fact that this reduces the chance that a plane will be grounded due to visibility or weather conditions. Ground ambulance trips from High Level to Fort Vermilion occur as a result of better visibility and ceiling height. Fort Vermilion has a published GPS approach to its airport and both La Crete and Fort Vermilion will have PAPI (Precision Approach Path Indicator) lights operational shortly. Mackenzie County has recently spent close to \$5M on upgrading airports in La Crete and Fort Vermilion. A strong driving force in these expenditures was to maintain and improve access to health services outside of our area. Please note that services provided in larger hospitals are often not available in the rural and remote hospitals such as ours and this forces a further reliance on medical transportation to access services that may be considered basic and readily available in other areas of our province.

We question the statements that lead the public to believe that the movement of the plane will not change the time required to get a patient off the ground at St Theresa General Hospital or the Advanced Ambulatory Care Facility in La Crete. Just stating the flight time is misleading because of the time it takes to get the plane in the air to begin with. This is called the 30 minutes wheels up or 30 minute response time as outlined in the RFPs. This changes the time of 15 minutes from High Level to La Crete and 17 minutes to Fort Vermilion significantly. The Fort Vermilion airport is only 5 km from the hospital. The Fort Vermilion plane could be loaded and gone before the High Level plane gets airborne.

We have another major concern in that the removal of the Fort Vermilion medevac plane will likely have long term negative implications for the operation of St. Theresa General Hospital. With the planes situated in High Level it will be an extra cost to stop in Fort Vermilion to drop off a patient. We have already been advised of situations where Doctors were waiting for patients from the reserves that never showed up even using the current model.

We are aware of current budget constraints facing our government but we do not see how this proposed change could save money. There would still need to be 2 planes contracted with 3 crews needed for the 24 hour plane and 2 crews needed for the 12 hour plane. There is also a restriction reducing pilot's duty hours from 14 hours/day to 9 hours when flying after 8:00 pm. This will further

Hon. Fred Horne

Page 3

June 14, 2013

complicate issues again due to the long distances being flown when one of our planes takes off.

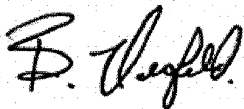
Relocation of the plane to High Level will also result in the loss of jobs for the 6 pilots and associated medical crews. These losses are significant to a small community.

When we look back to when the current model was initiated and compare to where we are at now and take a view to the future we can see that the population growth rate is significantly higher than the Alberta average and the future includes identifiable growth such as the re-opening of the High Level Ainsworth OSB plant, the completion of Highway 88, the Mustus Energy Bio-energy facility, Enhanced Oil Recovery technologies, new oil patch developments south and east of Fort Vermilion, current potential of extending Highway 58 to connect with Fort Nelson and 111,000 acres of new farmland being developed.

We believe this plane that AHS Emergency Medical Services is proposing to move and cut service time on is being used by approximately 19,000 people in a rural and remote part of our province and is definitely considered to be a reduction of service. It does not make sense to reduce services to such a vibrant and growing region of Alberta.

We would appreciate your assistance in postponing the submission deadline date until our voice and concerns regarding the implications of these proposed changes can be properly discussed. We look forward to your response.

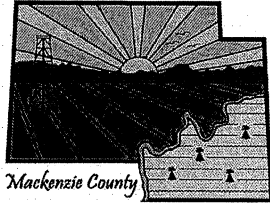
Sincerely,



Bill Neufeld
Reeve

Encl.

c: Hon. Frank Oberle, MLA, Peace River Constituency
Town of High Level
Town of Rainbow Lake
North Peace Tribal Council
Dr. Chris Eagle, Alberta Health Services
Mackenzie County Council
Joulia Whittleton, Chief Administrative Officer



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

March 1, 2013

Via email: sue.conroy@albertahealthservices.ca

Ms. Sue Conroy, Senior Vice President
Emergency Medical Services and Health Link Alberta
Alberta Health Services
Seventh Street Plaza 10030 - 107 Street NW
Edmonton, Alberta
T5J 3E4

Dear Ms. Conroy:

RE: AIR AMBULANCE IN THE NORTHWEST AREA OF ALBERTA - AREA 1

It has come to our attention that Alberta Health Services (AHS) is currently re-evaluating, within an RFP process in the next few months, the number of fixed wing air ambulance aircraft and their locations within the Province. With this knowledge we feel it imperative to give insight on the crucially important role of these aircraft to remain status quo in our region.

Mackenzie County area covers 12 percent land mass of the Province of Alberta. We are an area that continues to experience steady growth. There are multiple First Nations reserves within the Region. Distances between some communities and airports are significant. For example, in order to transfer a patient from the Hamlet of Zama to the High Level Airport, a ground ambulance will travel approximately 150 kilometers one way. Due to distances and steady growth in population in the Region, a minimum of two aircraft is essential to the viability of emergency medical services in our Region. Decreasing the number of aircraft may adversely affect the flight times in reaching the health services we need due to the vastness of the province and our remoteness within it. We do not have the luxury of a high level of medical care this far north and nor is ground or rotary wing an option for us.

It has been noted that our Region has the third highest number of patient transfers in the province with a significant percentage of the transfers from/to Grande Prairie. It should be acknowledged that climate and weather play a vital role in the dispatching

...2

Ms. Sue Conroy
Page 2
March 1, 2013

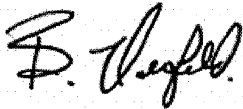
and arrivals of flights. There are occasions when one of the airports is closed due to weather conditions. Placing both aircraft at one location, or decreasing the number of aircraft, could seriously hamper the effectiveness of the air ambulance system in the area. Also, it should be noted first, the Fort Vermilion airport has the highest number of flights in northern Alberta. Secondly, an aircraft was originally placed in Fort Vermilion to provide timely service to the reserves in the eastern portion of the area. If the aircraft in Fort Vermilion was removed or relocated, the service to these communities could be compromised.

In light of the above we respectfully submit that Alberta Health Services Emergency Medical Services consider the following two requests during their review of air ambulance services in Alberta:

- 1) Two fixed wing air ambulance capable aircraft remain in the northwest area, and
- 2) The aircraft remain at the current bases in Fort Vermilion and High Level.

We would like to express our gratitude to Alberta Health Services Emergency Medical Services for taking the time to hear our concerns regarding the Provincial Air Ambulance review and trusts these issues will be taken into consideration as part of the review. We are looking forward receiving a positive response.

Sincerely,



Bill Neufeld
Reeve
Mackenzie County

c: Hon. Frank Oberle, MLA, Peace Region
Howard Snodgrass, Executive Director, Provincial Air Ambulance & Inter-facility
Transfer Strategy, Alberta Health Services
Mackenzie County Council
Julia Whittleton, Chief Administrative Officer, Mackenzie County

Council Info

Hayden & Associates

'From Ideas to Creative Solutions'

July 3, 2013



Ms. Joulia Whittleton
Chief Administrative Officer
PO Box 640
Mackenzie County
FORT VERMILION AB, T0H 1N0

Dear Ms. Whittleton:

With Municipal elections fast approaching I'd like to offer you a service we provide for new Councillors. As the Chief Administrator Officer, I know that you appreciate the importance of everyone understanding their roles and responsibilities. Getting a good start with your council will help you to avoid some of the more difficult situations that can arise from councillors misunderstanding their job and their relationship to the operation of a municipality. Challenges such as split councils, micro management and single issue individuals can be reduced through education.

Mailing Address: Box 51 Byemoor, AB, T0J 0L0 Cell: 403-742-9668
Edmonton Office: #619-10333 112St, Edmonton, AB, T5K 0B4 Phone: 780-691- 0503
Email: jhayden@jackhayden.ca Website: www.jackhayden.ca

The main area's we cover in our orientation include:

- Roles and Responsibilities.
- Where your Authority Comes From
- Working Together for Effective Meetings
- Making Decisions
- Your Role in Financial Management
- Communicating with Each Other and the Public

There is great value in bringing in a third party with experience to provide councillor orientation. Difficulties that many councils experience in carrying out their duties come from a misunderstanding of their role. Being proactive and avoiding problems from the start, I believe, is the best approach. Four years is a long time to spend with a council that does not function as it should and bringing in someone from outside with proven experience in governance can support your efforts.

Our firm brings experience in both the elected, appointed and administrative roles at Municipal, Provincial, Territorial and Federal levels. Our biographies and services offered can be viewed on our web page www.jackhayden.ca . Thank you for taking time to consider our firm to assist you in preparing your Council for its new term.

Kindest Regards;



Jack Hayden

President, CEO

Hayden & Associates

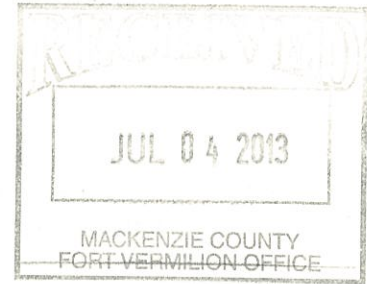
Mailing Address: Box 51 Byemoor, AB, T0J 0L0 Cell: 403-742-9668
Edmonton Office: #619-10333 112St, Edmonton, AB, T5K 0B4 Phone: 780-691- 0503
Email: jhayden@jackhayden.ca Website: www.jackhayden.ca



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

Channel: Info



AR68462

June 28, 2013

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld:

The new *Public Interest Disclosure (Whistleblower Protection) Act (PIDA)* came into force on June 1, 2013. The Act is a cornerstone in the Government of Alberta's commitment to providing a more accountable and transparent government.

This legislation facilitates the disclosure and investigation of wrongdoing in the public sector and protects employees from reprisal for making a disclosure. *PIDA* establishes a robust disclosure and investigation framework for a broad range of wrongdoings including illegal acts; actions or omissions that create a danger to health, safety, or the environment; and gross mismanagement of public funds. Please see the attached *PIDA* Highlights for additional information about the *Act*.

PIDA applies to the Alberta Public Service; provincial agencies, boards and commissions with employees; post-secondary institutions; school boards, charter schools, and accredited private schools that receive public funding; and public sector health entities. Under the legislation, public entities are expected to implement internal procedures to manage and investigate disclosures of wrongdoing and to ensure a safe environment for employees to bring forward matters in the public interest.

Although municipalities of Alberta are not entities under *PIDA*, we believe your municipality would benefit from the legislation. Please review the legislation available at www.qp.alberta.ca and if you wish to opt-in and be listed as an entity, please write to:

Honourable Don Scott, Associate Minister
Accountability, Transparency and Transformation
103 Legislature Building
10800 - 97 Avenue NW
Edmonton AB T5K 2B6

.../2

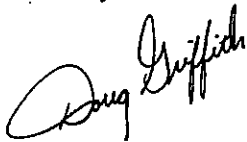
At a minimum, I urge you to adopt similar whistleblower policies that mirror the new provincial requirements. Implementing whistleblower protections will enhance the public's confidence in elected officials, public institutions and the staff delivering programs and services to Albertans.

I am aware that many municipalities have existing whistleblower protection mechanisms in place. For these municipalities, I applaud your leadership and encourage a thorough review of these policies against the new legislation to demonstrate a renewed commitment to accountability and transparency.

If you have questions about *PIDA*, please contact Trevor Bergen, Manager, Policy Services with Service Alberta, toll-free at 310-0000, then 780-644-8560, or at trevor.bergen@gov.ab.ca.

Thank you for your continued dedication to Albertans.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Griffiths". The signature is written in a cursive, flowing style.

Doug Griffiths
Minister

Attachment

copy: Honourable Don Scott, QC
Associate Minister of Accountability, Transparency and Transformation

Public Interest Disclosure (Whistleblower Protection) Act Highlights

The new *Public Interest Disclosure (Whistleblower Protection) Act* (PIDA) is a cornerstone of the government's accountability, transparency and transformation mandate. The Act will come into force on June 1, 2013 and is available at: <http://www.qp.alberta.ca/documents/Acts/p39p5.pdf>

The purposes of the Act include:

- Facilitating the disclosure of **wrongdoing**
- Protecting those who make disclosures from **reprisal**
- Resolving recommendations arising from investigations
- Promoting confidence in the public sector

Wrongdoing includes:

- *Illegal acts*
- *Threats to health, safety or the environment*
- *Gross mismanagement of public funds*

Reprisal includes:

- *A dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work or reprimand*
- *Threats to take adverse action*

The Act will cover:

- Alberta Public Service and agencies, boards and commissions
- Post-secondary academic institutions, school boards, charter schools and certain private schools and the public health sector

The Act establishes a new Officer of the Legislature:

- The Public Interest Disclosure Commissioner is responsible for investigating and making recommendations related to disclosures of wrongdoing and reprisals
- The Ombudsman will be appointed to fulfill this role

All public entities covered under the Act must establish responsive disclosure procedures:

- Chief Officers will be responsible for implementing procedures for managing disclosures and communicating these to their employees
- A senior official in each public entity must be designated to manage disclosures
- The Act sets out detailed requirements that must be present in all internal procedures, including protecting the identify of individuals involved in the disclosure and investigation process

How does an employee report a wrongdoing or a reprisal?

- Employees are expected to exhaust the internal disclosure procedures before engaging the Commissioner
- In certain circumstances, such as an imminent threat to health, safety or the environment, the employee may disclose directly to the Commissioner
- In cases where an employee is unsatisfied with the outcome of the internal disclosure process, the employee may make a further disclosure to the Commissioner
- The Commissioner has the discretion to investigate and make recommendations where wrongdoing has been confirmed
- Where a reprisal is taken as a result of a disclosure, it is reported directly to the Commissioner
- Reports following investigation by the Commissioner are directed to the level of authority necessary

The Act establishes strong enforcement mechanisms:

- PIDA creates offences for making a reprisal in response to a disclosure, obstructing an investigation, destroying records or making false or misleading statements to an investigator
- Penalties as a result of prosecution for an offence include:
 - \$25,000 fine for first conviction
 - \$100,000 fine for subsequent convictions
- The Act does not replace other remedies and, where appropriate, wrongdoings must be referred to the appropriate authority
 - For example, investigations that confirm fraudulent use of public funds would be referred to law enforcement for prosecution

Transparency through public reporting:

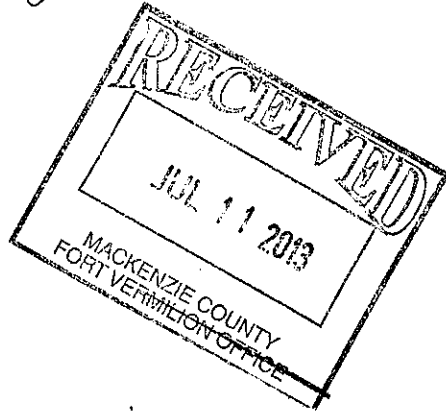
- Public entities and the Commissioner must report annually on:
 - Number of inquiries
 - Number of disclosures of wrongdoing and reprisals
 - Number of investigations
 - Recommendations made and actions taken to resolve wrongdoings
- The Commissioner's report may also identify systemic problems and recommendations not adopted

Mandatory review of Act:

- A special committee established by the Legislative Assembly will undertake a comprehensive review of the Act
 - Within 2 years of coming into force
 - Every following 5 years
- This will ensure the objective of facilitating the disclosure of wrongdoings and protecting those who make disclosures continues to be met

Council: Info

Alberta Municipal Affairs
104 Legislature Building
Edmonton, AB. T5K 2B6
Canada



Dear Minister Griffiths,

I believe we are in great need of a seniors lodge in High Level. I have been here many years and want to remain here but I know that this is not a possibility at this time. There will come a time when living in my current home will not be feasible and I will have to move to a lodge facility. When this happens I will regrettably need to find a new community to live in as a facility like this does not exist in High Level.

There has been talk of a seniors lodge in High Level for over 10 years. A feasibility study from 2010 concluded that a supportive living facility of 30 units was at that time feasible for High Level. This study also claimed that by 2020 we may have need for 50 units. As a senior I have seen very little action towards this goal. Could this be remedied before too many more of us have to leave this community we call home?

I am asking for your support with a seniors lodge in High Level and look forward to your reply.

Sincerely,

[Handwritten Signature]
Ina Wiebe

email: wtwiebe@telus.net

780-926-3461

cc.:

- Premier Alison Redford
- Honourable Doug Griffiths
- Frank Oberle
- Chris Warkentin
- Mackenzie Housing Management Board
- Town of High Level

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
May 27, 2013 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen, Chair
Jack Eccles – Vice-Chair
Wally Olorenshaw
Wally Schroeder
Peter H. Wieler
Odell Flett
Abe Peters
Peter Ernst – represented by alternate – Ellis Forest
Cheryl Cunningham – Burns – Via Telephone

Regrets: Mike Kowal

Administration: Barb Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Dorothy Klassen, Lodge Manager
Scott Shelton, Housing Manager

Call to Order: Chair George Friesen called the Board meeting to order at 9:56 a.m.

Agenda: **Approval of Agenda**

13- 86 Moved by Peter Wieler

That the agenda be amended to include the following:

Carried

Minutes: **April 29, 2013 Regular Board Meeting**

13 - 87 Moved by Wally Olorenshaw

That the April 29, 2013 regular board meeting minutes be approved as distributed.

Carried

Reports: **CAO Report**

13- 88 Moved by Wally Schroeder

That the Chief Administrative Officer report be received for information.

Carried

13- 89 Moved by Ellis Forest

That the October 18th 2013 appreciation supper be expanded to include previous board members and staff

Carried

Financial Reports **Housing – April 2013**

13- 90 Moved by Peter Wieler

That the April 30, 2013 Housing financial report be received for information.

Carried

Lodge – April 2013

13- 91 Moved by Jack Eccles

That the April 30, 2013 Lodge financial report be received for information.

Carried

Assisted Care – April 2013

13- 92 Moved by Wally Schroeder

That the April 30, 2013 Assisted Care financial report be received for information.

Carried

Arrears Report – April 30, 2013

13- 93 Moved by Wally Olorenshaw

That the April 30, 2013 arrears report be received for information.

Carried

New Business:

Grant for Lodge Renewal

13- 94 Moved by Ellis Forest

That the proposal for Nurse call / Security System and the shower upgrade be submitted for funding from the lodge renewal grant program

Carried

10:22 Odell Flett joined the meeting

Information:

13- 95 Moved by Odell Flett

That the following be accepted for information.

- Bank reconciliation for April 2013
- Letter re: Golden Age Club
- Senior's Income – April 1, 2013
- Palliative & End of Life Newsletter

Carried

In Camera:

Legal

13- 96

Moved by Wally Olorenshaw

That the meeting move in camera at 10:27 am

Carried

13- 97

Moved by Wally Schoreder

That meeting move out of in camera at 11:08 am

Carried

13- 98

Moved by Odell Flett

That properties owned by Mackenzie Housing Management Board under the Affordable Housing Program be transferred to Frontier Housing Authority at the time of amalgamation with an agreement that money stays in the community

Carried

Next Meeting Date:

Regular Board Meeting – June 24, 2013 at 10:00 am
Fireside Room – Phase I
Heimstaed Lodge

Adjournment:

13- 99

Moved by Peter Wieler

That the board meeting of May 27 2013 be adjourned at 11:15 am.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

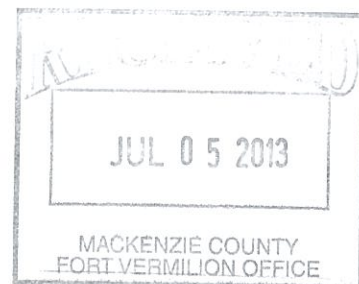


June 18 2013

*Carmel
Tinto*

Please find enclosed 4 copies of the latest Mighty Peace Watershed Alliance newsletter. We would appreciate it if you could place these in a public area for people to review. We will also be sending you an electronic copy for you to distribute as you see fit to stakeholders, residents, and council. Thank you in advance for helping disperse this information.

***Breann Wells, Admin Support
Mighty Peace Watershed Alliance***





Mighty Peace Watershed Alliance



May 2013

Diverse, Responsible & Connected

Issue #5



Flow of the Peace "Current Eddies"



Upcoming Dates & Events

Information Session & Display—June 12, 2013 at 3-5 pm Grande Cache Mall

What Flows

Meet New Board Members	Pg 2
Contact us	Pg 2
From The Chairman	Pg 2
From the Watershed Coordinator	Pg 3
Clear Hills watershed Initiative	Pg 3
AGM presentation summary	Pg 4
From the Executive Director	Pg 4
Board Members	Pg 4

What is a Watershed?

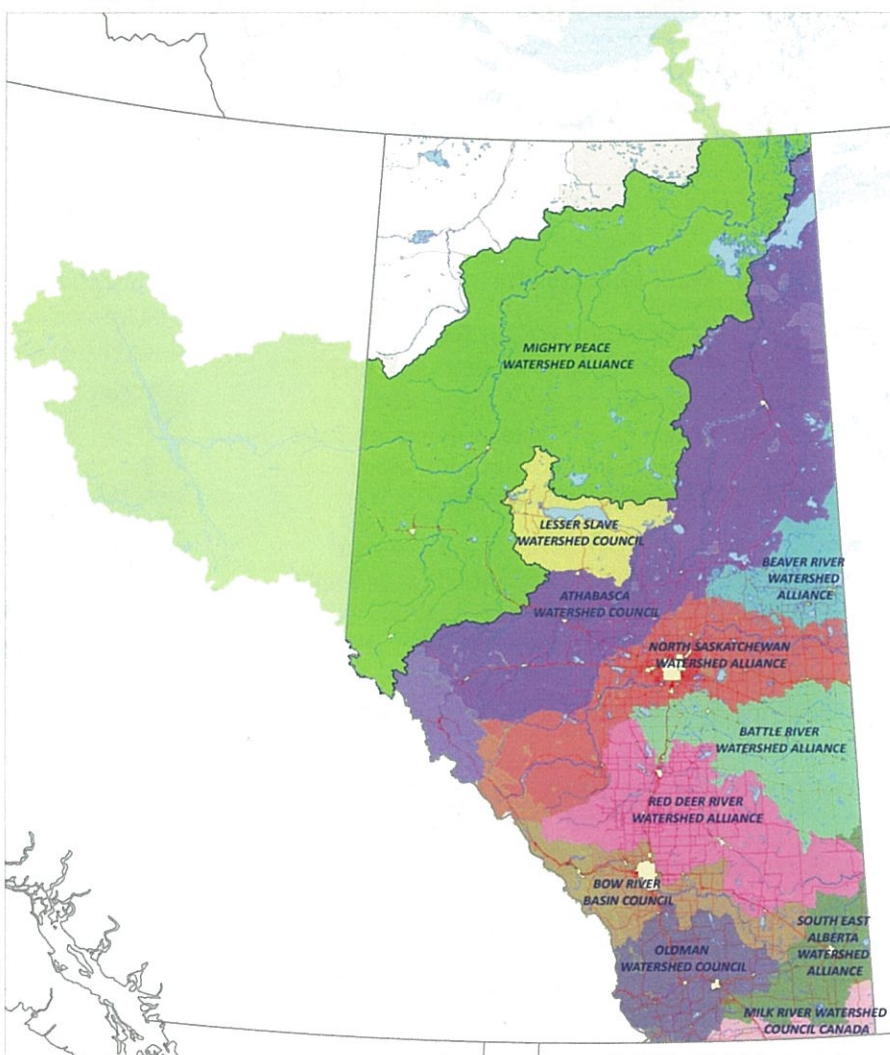
The term watershed refers to the geographic boundaries of all land that drains to a particular water body along with its ecosystem. A watershed includes groundwater aquifers that discharge to and receive discharge from streams, wetlands, ponds and lakes.

VISION

The Peace is a healthy, sustainable watershed that supports our social, environmental and economic objectives.

MISSION

To promote watershed excellence, the Mighty Peace Watershed Alliance will monitor cumulative effects from land use practices, industry and other activities in the watershed and work to address issues through science, education, communication, policy and by supporting watershed stewardship.



Diverse, Responsible & Connected!

- *Diverse group of people representing diverse interests.
- *Responsible for bringing those interests together.
- *Connected to all stakeholders across the watershed area.

New Additions—New Board Members



Ian Daisley— Forestry

Ian Daisley is representing the Alberta Forest Products Association on the MPWA. As a Professional Forester he has worked for Alberta Newsprint Company in Whitecourt for the past 10 years. Mostly he supervises forestry operations, but more recently has worked in a role where he is in charge of the planning, silviculture and certification for the company.



Jamie Rich—Public Member-at-Large

I was born and raised in High Prairie, Alberta. I grew up along the banks of the Heart River next to Winagami Lake Wildland Park. Interested in the outdoors and forested areas around High Prairie from a young age, I decided to pursue a degree in Forest Management at the University of Alberta. Upon graduation, I worked in the forestry industry in Alberta and Saskatchewan until returning to the Peace Country in 2010 to work as a project manager with Ruskin Construction in Grande Prairie. In my current role I manage the construction of bridges and crossings throughout western Canada for oil and gas, forestry, rail and government sectors. I enjoy camping, hunting and fishing in my spare time.



Peter Frixel— Tourism/fisheries/ Recreation

Peter established a homestead in Clear Hills County 35 years ago. He is now retired from agricultural financing and continues to operate a small sawmill making furniture from his woodlot. He feels industry and Government can do much more in the way of value added products, forest sustainability, and recreation. He is also a Councillor for Clear Hills County, and active with the Mighty Peace Tourism Association.



Norm Duval—Watershed Stewardship

I am 44 years old and live on an acreage south of Peace River. I was born and raised in the hamlet of Jean-Cote, then spent 2 years in Grande Prairie at the GPRC. With the exception of going to SAIT for 1 year and year in Fort McMurray, I have lived in the Peace Country my whole life. My wife's name is Michelle, and I have a son, Mathieu, who is 19 and a daughter, Josee, who is 17 years old. I worked for Peace River Pulp for 18 years, and now I have been with Shell Peace River Complex for 4 years. I grew up on a small farm and learned some very valuable skills that have come in handy for my Power Engineering career.

Sharon Nelson—Rural Municipality



Sharon Nelson has lived in the community for over 50 years. Don and Sharon purchased their current farm northeast of Clairmont in 1977 and have raised a large family within the community. They continue to operate a mixed farm.

They built a grocery/gas bar and post office in 1988, and have provided opportunities for employment in this community ever since. She is currently involved in Bear Lake Watershed Society and Peace Airshed Zone Association (PAZA). Since 2007 as Councillor she has worked diligently on behalf of Division 2 and the County of Grande Prairie.

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From the Chairman by Robert Cameron

By the time you read this I hope that the serious consequences that come from interrupting the smallest capillary of water's movement on the landscape in your neighbourhood have subsided - flood waters that is! The sudden jump from early spring to mid-summer temperatures have melted the last vestiges of snow and the water not soaking into the unfrozen soil is running across the landscape and encountering the lovely dams we've constructed called roads.

We've generally installed culverts that can't handle the volumes of sudden runoff from fast snowmelt or heavy rainfalls. There is a planning tool called wetted areas mapping now available that show the finest capillary of water on the landscape and how the area will drain to a particular culvert or stream crossing so that we can better size the culverts to handle all but the most extreme events. This tool based on LIDAR (laser based remote sensing technology) is being used widely in forest planning because of the very detailed resolution it provides. Stay tuned for further explanation and examples of it's use in the Peace River watershed.

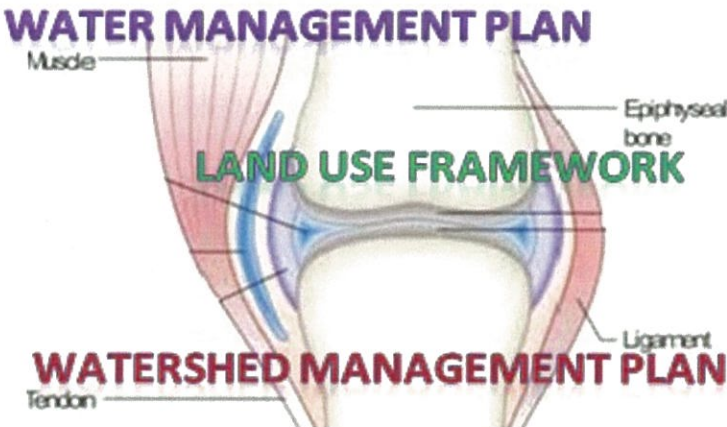


Watershed Coordinator Adam Norris

There are different policies important for watershed management in Alberta. There are Land Use Frameworks, Water Management Plans and **Watershed** Management Plans, but how are they related? These are all interconnected and one way of thinking about it is to compare it to the body. The Land Use Framework is like a skeleton because it provides structure, the **Watershed** Management Plan is like ligaments and tendons because it brings all the parts together and a Water Management Plan is one of the muscles which perform a specific task. And all need to work together to function and be effective.



The Land Use Framework is an initiative of the Government of Alberta to connect all planning on the landscape together and take into account cumulative effects. Cumulative effects are the what happens as result of all things that are happening in our part of the world.



Original graphic from
<http://upload.wikimedia.org/wikipedia/commons/thumb/1/19/Joint.png/400px-Joint.png>

A Water Management Plan is specific to one body of water (eg., lake or river) and generally focuses on water quantity. This plan can be submitted to the government (falls under the *Water Act*), then the plan must be consulted when issuing water licenses, permits, approvals or transfers.

As a designated **Watershed** Planning and Advisory Council, the Mighty Peace Watershed Alliance will produce a **Watershed** Management Plan. This plan will consider all factors that affect **watershed** health. This plan acts on the fact that the quality and quantity of water and the health of the ecosystem are inextricably tied to the land from which the water flows and attempts to manage human impacts on this defined unit. Watershed Management Plans fall under the Government of Alberta's *Water for Life* strategy, but

there are many pieces of relevant legislation including the *Municipal Government Act*, the *Alberta Land Stewardship Act* and the *Environmental Protection and Enhancement Act*. A **Watershed** Management Plan connects many things.

Clearhills Watershed Initiative by Sherri Larsen

The Clear Hills Watershed Initiative is a grassroots, non-profit watershed stewardship group that operates within the borders of the Clear Hills County. This is a large area (15,113 sq. km) consisting of many sub-watersheds, all of which eventually drain to the Peace River basin. We began in Jan. 2007 with the goal - *to learn and understand the basic components of our watershed and its interaction with other aspects of our environment for the betterment of our community and to gain an appreciation of our natural habitat that surrounds us.*

Over the past five years, our group has accomplished this original goal through networking with organizations such as, Alberta Stewardship Network, Ducks Unlimited, Cows & Fish, Fish & Wildlife, DFO and many others at workshops, seminars and field trips. We have created a State of the Watershed Report, a five year data-base of water quality monitoring and a website www.clearhillswatershed.com. Annually we have a booth at the local trade fair, participate in AWQA days, school contests and field trips with our area schools and we just completed our fifth annual community supper where we have guest speakers in as well as share collected information with the public. Currently, we are working on a signage project for Many Islands Campground as well as a 'Naming Creeks & Streams' historical project. Future projects include doing a wetlands and riparian restoration project in conjunction with Peace Country Beef & Forage.

Our mission is - *to protect, preserve and improve water quality & quantity throughout the county through education, good water practices & water testing.*

Summary of AGM Presentation by Lorne Fitch

The presentation made 5 key points that form the “mighty truths”, which should govern our approach to the world and to watersheds. First, “what goes around comes around.” In the presentation he made the point that this principle is a measure of the collective will of communities, industry and government to work in the broad public interest for the Peace watershed and for Albertans. His second point emphasized that “Everything is Connected” saying that we as Albertans have a need to remove the barriers and silos to allow a system approach to land, air, water, resource allocation and land use. He states that we need to reduce the tendency to work in isolation, separating land from water, fish from timber and instead should join things together and work jointly with them. His third item “Everything is Additive” is that idea that nothing we do is in isolation, but the past affects the present, as our actions affect our neighbours. Cumulative effects is science’s means of interpreting this. “Diversity equals stability” is his fourth statement about the need to identify your particular assets and leverage them: Our asset is diversity. Like Alberta’s assets aren’t just singly farming, cattle, oil or lumber, but all of them together with our breathable air, clean water productive soil and abundant biodiversity educated and healthy population that provides our strength. Once these are lost, we lose our foundation. Fifth and final point “We humans are in the Loop” states that nothing happens in environmental management until people agree to behave in ways that recognize the effects of their actions. The full presentation can be found on our website.

From the Executive Director’s Desk! By Rhonda Clarke-Gauthier

The Mighty Peace Watershed Alliance has just passed its 2 year anniversary! The organization was established March 2011 by interested stakeholders and then designated as the Watershed Planning and Advisory Council (WPAC) for the Alberta portion of the Peace and Slave Rivers. If you wish to see what we have been doing in those 2 years, please visit our website to find all previous newsletters and annual reports. You can also find the reports from the projects we have completed throughout that time.

The future holds much work for us as we move forward to begin the “State of Watershed” (SOW) assessment report. This will be a snapshot of the condition and situations in which we currently find the watershed. This report will provide the basis for our further work of producing an Integrated Watershed Management Plan (IWMP). We have collected a great deal of information from science sources and human experience and will now work

towards putting the information into a clear, concise format. Also, the information will be assessed by using a set group of indicators. The end of June will find the board of directors participating in a facilitated workshop to narrow down the watershed indicators which the MPWA will use for their State of Watershed report. If you are interested in seeing what these indicators may include, you can check out the document “Guide to Reporting Common Indicators Used in State of the Watershed Report”, which is posted on our website under the “links” tab.

If you or others you know have information that you feel would be important to the work of the MPWA and the upcoming State of Watershed report, please get in contact with us as soon as possible..



Have A Wonderful Summer!

Board Members

Government	Industry	Non-Governmental Organizations	Aboriginal Communities
Federal-Transboundary Relations -Abdi Siad-Omar	Agriculture -Shelleen Gerbig	Conservation/Environment -Bob Cameron	Métis Nation of Alberta -Willard Roe
Provincial -John Zylstra	Forestry -Ian Daisley	Watershed Stewardship -Norm Duval	Metis Settlement General Council -Alden Armstrong
Large Urban -Dan Wong	Oil & Gas -Wayne Kooy	Research/Education -Jean-Marie Sobze	Upper Watershed First Nation -Vacant
Small Urban -Geoff Milligan	Utilities -Ashley Parker	Public Member-at- Large (2) -Richard Keillor -Jaime Rich	Middle Watershed First Nation -Vacant
Rural Municipality -Sharon Nelson	Mining -Vacant	Tourism/Fisheries/ Recreation -Peter Frixel	Lower Watershed First Nation -Jim Webb