

# MACKENZIE COUNTY

REGULAR COUNCIL MEETING

SEPTEMBER 10, 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.
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### 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, September 10, 2013  
10:00 a.m.**

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

**AGENDA**

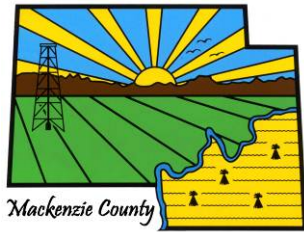
			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the August 26, 2013 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Nichols Applied Management – Regional Sustainability Study (Teleconference)	
		b)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	19
		b)	
<b>TENDERS:</b>	6.	a) Water & Sewer Extension on 43 <sup>rd</sup> Avenue, Fort Vermilion – 1:30 p.m.	
		b) Surface Water Management and Conservation Master Plan Request for Proposals (handout)	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	7.	a) Bylaw 896-13 Hamlet of Zama Area Structure Plan	37
		b) Bylaw 897-13 Connector Industrial Area Structure Plan	75

		c)	Bylaw 899-13 Footner Lake Industrial Area Structure Plan	105
		d)	Bylaw 914-13 Land Use Bylaw Amendment to add "Shop" to Urban Fringe "UF"	133
<b>COMMUNITY SERVICES:</b>	8.	a)	Off-Highway Vehicles Bylaw	139
		b)		
		c)		
<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	La Crete ATB 75 <sup>th</sup> Celebration Event	151
		b)		
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 916-13 Land Use Bylaw Amendment to Rezone Plan 852 1770, Block 6, Lot 37 (4806 - 50 <sup>th</sup> Street) from Hamlet Commercial District 1 "HC1" to Direct Control District "DC" (Fort Vermilion)	155
		b)	220-DP-13 David & Judith Unrah (Yardsite Development in "A") (88 Connector Industrial Area)	163
		c)	221-DP-13 Cornelius Buhler (Yardsite Development in "A") (88 Connector Industrial Area)	171
		d)	222-DP-13 Henry & Sarah Krahn (Manufactured Home – Single Wide in "A") (88 Connector Industrial Area)	179
		e)	230-DP-13 Peter F. Thiessen (Garage-Attached in "A") (88 Connector Industrial Area)	189
		f)		

		g)		
<b>CORPORATE SERVICES:</b>	12.	a)	Bylaw 917-13 Tax Penalty Bylaw	197
		b)	Write Off Penalties Levied July 3, 2013	203
		c)		
		d)		
<b>ADMINISTRATION:</b>	13.	a)	Regional Housing Needs Assessment Study	205
		b)	Mackenzie Applied Research Association – Alberta Agriculture and Rural Development Grant Application	209
		c)	AAMDC Survey – Maintenance and Service on Three-Digit (Secondary) Highways	211
		d)	Strategic Priorities Chart – September 2013 Update	219
		e)	Farm Credit Canada Vice-President Visit	
		f)		
		g)		
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a)	Information/Correspondence	225
<b>IN CAMERA SESSION:</b>	15.	a)	Legal <ul style="list-style-type: none"><li>• Regional Service Sharing Agreement</li><li>• Housing Amalgamation</li><li>• Highway 88 Connector</li><li>• Water Supply Agreement (Ainsworth)</li></ul>	
		b)	Labour	
		c)	Land	
<b>NOTICE OF MOTION:</b>	16.		Notices of Motion	

**NEXT MEETING  
DATE:** 17. a) Regular Council Meeting  
Tuesday, September 24, 2013  
11:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 18. a) Adjournment



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the August 26, 2013 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the August 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 August 26, 2013 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: \_\_\_\_\_ CAO \_\_\_\_\_





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Monday, August 26, 2013  
11:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor (joined the meeting at 12:57 p.m. and left the meeting at 3:33 p.m.)
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
William (Bill) Kostiw	Director of Infrastructure Development & Government Relations
John Klassen	Director of Environmental Services & Operations
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning and Development
Carol Gabriel	Manager of Legislative & Support Services

**ALSO PRESENT:** Members of the public and the media.

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

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

Reeve Neufeld called the meeting to order at 11:15 a.m.

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

**MOTION 13-08-581**           **MOVED** by Councillor J. Driedger

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That the agenda be approved with the following additions:

- 13. h) Notice of Motion
- 13. i) Alberta Health Services Air Ambulance Open House (Peace River)
- 13. j) Family Care Clinic Organizational Meeting

**CARRIED**

**DELEGATION:** 4. a) **S/Sgt. Peter Pilgrim, High Level RCMP**

**DELEGATION:** 4. b) **S/Sgt. Jeff Simpson, Fort Vermilion RCMP**

**MOTION 13-08-582** **MOVED** by Councillor Braun

That the RCMP reports be received for information.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:** 3. a) **Minutes of the August 12, 2013 Regular Council Meeting**

**MOTION 13-08-583** **MOVED** by Councillor Wardley

That the minutes of the August 12, 2013 Regular Council meeting be adopted as presented.

**CARRIED**

**GENERAL REPORTS:** 5. a) **None**

**TENDERS:** 6. a) **None**

**PUBLIC HEARINGS:** 7. a) **None**

Reeve Neufeld recessed the meeting at 12:14 p.m. and reconvened the meeting at 12:57 p.m.

Councillor Flett joined the meeting at 12:57 p.m.

**COMMUNITY SERVICES:** 8. a) **Photo Radar**

**MOTION 13-08-584** **MOVED** by Councillor Bateman

That item 8. a) Photo Radar be layed on the table to after the discussion on item 13. g) Peace Officers – Town of Rainbow

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Lake Proposal.

**CARRIED**

**CORPORATE  
SERVICES:**

**12. a) Land Sale by Public Auction – 1:00 p.m.**

**MOTION 13-08-585**

**MOVED** by Councillor J. Driedger

That Council proceed with the public auction for the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357.

**CARRIED**

Bids Received

Patmore Oilfield                      \$5,200.00

**MOTION 13-08-586**

**MOVED** by Councillor Jorgensen

That the County obtain title to the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357.

**CARRIED**

**MOTION 13-08-587**

**MOVED** by Councillor Wardley

That, upon obtaining the title to the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357, the property be offered for sale immediately by sealed tender.

**CARRIED**

**COMMUNITY  
SERVICES:**

**8. b) Pintle Hitch Trailer Purchase**

**MOTION 13-08-588**  
Requires 2/3

**MOVED** by Councillor Derksen

That the 2013 budget be amended to include an additional \$9,500 for the Pintle Hitch Trailer Project with funding coming from the Equipment Reserve.

**CARRIED**

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**MOTION 13-08-589**

**MOVED** by Councillor Jorgensen

That administration be authorized to purchase a new Tridem Axle Trailer from Gerry's Trailers in the amount of \$33,500 and that the existing trailer be transferred to the La Crete public works.

**CARRIED**

**ENVIRONMENTAL  
SERVICES:**

9. a) **None**

**OPERATIONS:**

10. a) **Highway 88 Connector Speed Zone**

**MOTION 13-08-590**

**MOVED** by Deputy Reeve Sarapuk

That the Highway 88 Connector posted speed limit be increased from 80 km/h to 100 km/h from Highway 697 to one mile East of Foster Road (Range Road 13-3).

**CARRIED**

**OPERATIONS:**

10. b) **Master Water Conservation & Drainage Plan**

**MOTION 13-08-591**

**MOVED** by Councillor D. Driedger

That the Master Water Conservation and Drainage Plan update be received for information.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

11. a) **Bylaw 915-13 Land Use Bylaw Amendment – Technical Changes, Addition of “Warehouse” to Hamlet Commercial 2 “HC2” Hamlet Lot Dimension Reductions and Removal of Structures**

**MOTION 13-08-592**

**MOVED** by Councillor Derksen

That first reading be given to Bylaw 915-13, being a Land Use Bylaw amendment to add “Warehouse” to Section 8.5 B and Section 8.9 B; to amend Sections 8.11.C.a, 8.12.C.a, 8.13.C.a and 8.14.C.a to reduce the minimum lot width to 55 feet; and, to amend Sections 8.12.C.a, 8.13.C.a and 8.14.C.a to reduce the minimum lot length to 100 feet, of the Land Use Bylaw.

**CARRIED**

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**12. b) Financial Reports – January 1 to July 31, 2013**

**MOTION 13-08-593**

**MOVED** by Councillor Bateman

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

**CARRIED**

**ADMINISTRATION:**

**13. a) 2014 Agricultural Fair & Trade Show**

**MOTION 13-08-594**

**MOVED** by Councillor Flett

That Mackenzie County continues to host the Mackenzie County Agricultural Fair & Trade Show at the Fort Vermilion Research Station (Experimental Farm).

**CARRIED**

**13. b) Prince Rupert Port Authority Networking Reception  
– September 17, 2013**

Deputy Reeve Sarapuk assumed the Chair.

**MOTION 13-08-595**

**MOVED** by Reeve Neufeld

That the Prince Rupert Port Authority Networking Reception be received for information.

**DEFEATED**

Reeve Neufeld resumed the Chair.

**MOTION 13-08-596**

**MOVED** by Councillor Wardley

That Councillor Jorgensen be authorized to attend the Prince Rupert Port Authority Networking Reception on September 17, 2013 in Edmonton.

**CARRIED**

**13. c) BC Energy Conference 2013**

**MOTION 13-08-597**

**MOVED** by Councillor Bateman

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That the County's NCDC representatives be authorized to attend the BC Energy Conference in Fort St. John, BC from October 1 – 3, 2013.

**CARRIED**

**13. d) Councillor Honorariums – Pre-Construction Meetings for Major Road Construction Projects**

**MOTION 13-08-598**

Requires 2/3

**MOVED** by Councillor Bateman

That Councillors not be eligible to claim an honorarium for pre-construction meetings for major road construction projects.

**DEFEATED**

Deputy Reeve Sarapuk assumed the Chair.

**MOTION 13-08-599**

Requires 2/3

**MOVED** by Reeve Neufeld

That consideration of Councillor honorariums for pre-construction meetings for major road construction projects be TABLED to the organizational meeting.

**CARRIED**

Reeve Neufeld resumed the Chair.

Reeve Neufeld recessed the meeting at 1:53 p.m. and reconvened the meeting at 2:05 p.m.

**13. e) Regional Sustainability Study**

**MOTION 13-08-600**

**MOVED** by Councillor Wardley

That Mackenzie County endorses the awarding of the Regional Sustainability Study to Nichols Applied Management.

**CARRIED**

**13. f) Alberta Forest Products Association Annual General Meeting & Conference**

**MOTION 13-08-601**

**MOVED** by Councillor Bateman

That Council uphold Motion 13-05-384 which identifies

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Councillors authorized to attend the Alberta Forest Products Association Annual General Meeting and Conference in September.

**CARRIED**

**13. g) Peace Officers – Town of Rainbow Lake**

**MOTION 13-08-602**

**MOVED** by Councillor Braun

That administration be directed to draft a contract for sharing a Peace Officer service with the Town of Rainbow Lake on a cost recovery basis effective November 1, 2013 for Council's review.

**CARRIED**

**MOTION 13-08-603**

**MOVED** by Councillor Jorgensen

That item 8. a) Photo Radar be taken from the table.

**CARRIED**

**MOTION 13-08-604**

**MOVED** by Councillor Wardley

That the photo radar item be received for information.

**CARRIED**

**MOTION 13-08-605**

**MOVED** by Councillor Jorgensen

That administration research the opportunities of a portable photo radar unit.

**CARRIED**

**13. h) Notice of Motion (ADDITION)**

**MOTION 13-08-606**

Requires Unanimous

**MOVED** by Councillor Wardley

That the heading "Notice of Motion" be added to the Council meeting agenda format.

**CARRIED UNANIMOUSLY**

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**13. i) Alberta Health Services Air Ambulance Open House  
(Peace River) (ADDITION)**

**MOTION 13-08-607**  
Requires Unanimous

**MOVED** by Deputy Reeve Sarapuk

That Councillor Jorgensen be authorized to attend the Alberta Health Services Air Ambulance Open House on August 27, 2013 in Peace River.

**CARRIED UNANIMOUSLY**

**13. j) Family Care Clinic Organization Meeting (ADDITION)**

**MOTION 13-08-608**

**MOVED** by Councillor Jorgensen

That the Family Care Clinic Organizational meeting be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 13-08-609**

**MOVED** by Councillor Flett

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

**CARRIED**

**IN-CAMERA SESSION:**

**MOTION 13-08-610**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:44 p.m.

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

**CARRIED**

Councillor Flett left the meeting at 3:33 p.m.

**MOTION 13-08-611**

**MOVED** by Councillor Braun

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That Council move out of camera at 3:56 p.m.

**CARRIED**

**15. a) Legal – Regional Service Sharing Agreement**

**MOTION 13-08-612**

**MOVED** by Councillor Derksen

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

**CARRIED**

**15. a) Legal – Zama Access**

**MOTION 13-08-613**

**MOVED** by Councillor J. Driedger

That the Zama Access be received for information.

**CARRIED**

**15. a) Legal – Housing Amalgamation**

**MOTION 13-08-614**

**MOVED** by Councillor Jorgensen

That the Housing Amalgamation Committee be authorized to discuss all alternatives.

**CARRIED**

**15. b) Labour – RCMP – La Crete Administrative Assistant**

**MOTION 13-08-615**

**MOVED** by Councillor Braun

That administration be authorized to re-establish the La Crete RCMP administrative assistant position.

**CARRIED**

**15. c) Land – Fort Vermilion Research Station**

**MOTION 13-08-616**

Requires 2/3

**MOVED** by Councillor D. Driedger

That the 2013 Budget be amended to include the Fort Vermilion Research Station and equipment purchase for a cost

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of up to \$617,000 with funding coming from:

- \$50,000 – Agriculture Reserve
- \$346,818 – Incomplete Ambulance Reserve
- \$221,182 – General Operating Reserve

**CARRIED**

**MOTION 13-08-617**

**MOVED** by Councillor Jorgensen

That administration prepares and submits to Public Works and Government Services Canada the necessary documents for acquisition of the Fort Vermilion Research Station.

**CARRIED**

**NEXT MEETING  
DATE:**

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

**ADJOURNMENT:**

**17. a) Adjournment**

**MOTION 13-08-618**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 3:59 p.m.

**CARRIED**

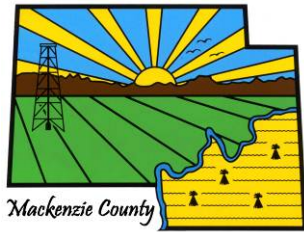
These minutes will be presented to Council for approval on September 10, 2013.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

### **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 August 2013 be accepted for information.

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# Mackenzie County

## Monthly CAO Report to Council – August 2013

Administration and employees are working hard towards completion of ongoing seasonal work and projects, while “troubleshooting “ as issues arise. One of the August major highlights is our very successful 1<sup>st</sup> Annual Agricultural Fair.

The County’s two incidents are still being addressed (flooding at the Fort Vermilion office and fire at the La Crete Well 3 Pump House). It is expected that FV office will be repaired by mid October. As for the Well 3 Pump House, our insurance adjustor recommended to use the same firm that constructed the burnt structure, due to its complexity. A clean up of the site is underway.

This report provides highlights on some completed or ongoing initiatives.

1. **Master Surface Water Management and Conservation Plan** – ASB is meeting with the prospective engineering firms and will be bringing forward a recommendation for awarding the contract for this work.
2. **Fort Vermilion Research Farm** – working with Agriculture Canada as per the latest Council motions to acquire the farm.
3. **AB Transportation** – met with Trent McLaughlin, AT Regional Director regarding La Crete Lagoon and highway lighting.
4. **Strategic Priorities Chart** – Administration is working on the priorities as identified. An updated list with completed and newly scheduled priorities will be presented at the September 10 meeting.
5. **Regional Sustainability Study** – the working committee had met and made a recommendation to engage Nichols Applied Management. The consultants will be introduced at the September 4 tri-council meeting.
6. **Housing Boards Amalgamation** – during the last meeting (August 26<sup>th</sup>), the amalgamating committee supported a service sharing model over amalgamation, and recommended that the three municipalities submit an application for the regional needs assessment study. Mackenzie County council will be presented with an RFD regarding the needs assessment study. Through the distributed MHMB meeting minutes, the Board has rejected the Town’s offer to pay one half of the outstanding requisition, and further made a motion to request that the next steps be taken by the Minister of Municipal Affairs.
7. **New Rural Roads Funding** – attended a meeting with Hon. Doug Horner, Minister, Alberta Treasury on July 18, 2013. The meeting was arranged by our MLA Frank Oberle. The Reeve, Deputy Reeve, Bill Kostiw, and I have attended. A letter to Hon. Doug Horner was sent as a follow up and we are awaiting a response.

8. **Regional Water System** – the Town has indicated in one of their recent letters that they are open to meet with us to discuss regional water system options. Mackenzie County has not responded yet and no date for a meeting has been chosen.
9. **RCMP** – I followed up on the Zama office space lease rent to RCMP. Shane R. is going to contact S/Sgt. Peter Pilgrim, the new Detachment Commander for High Level. FV RCMP – Council agreed to reestablish the administrative position to support RCMP and have this person working out of our La Crete office a minimum of two days per week. This position is currently being advertised with a closing date of September 23.
10. **Regional Service Sharing Agreement with the Town of High Level** – Attended and participated in a meeting with the Town on August 20. The revised draft amending agreement regarding water provision and draft Footner Line Transfer agreements were sent to the Town and will be reviewed during their September 9 meeting. The Town’s CAO advised that we may get a reply on September 10.
11. **Disaster Recovery Program** – waiting for a response to our application (submitted in June).
12. **La Crete Airport – Terminal Lease** – finalizing the lease agreement.
13. **Agricultural Land Use Planning Committee** – August 7 land sale brought \$3,965,150 in revenues to the province; 7,474 acres were sold.
14. **AAMD&C Zone meetings** – the County hosted the AAMD&C Zone meeting on August 9; attended AAMD&C working session regarding the upcoming MGA review (please see the attached discussion documents).

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

Respectfully submitted,  
Joulia Whittleton

## Municipal Autonomy & Structures (Discussion Area 1)

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**Autonomy** - The *MGA* provides municipalities with powers granted in broad terms so they may govern in a manner appropriate to their local circumstances. These broad powers are complemented with additional specific powers such as planning, assessment and taxation, and utilities. Municipalities use these powers to provide good government; to provide services, facilities or other things council deems necessary or desirable; and to develop and maintain safe and viable communities.

The AAMDC has a resolution requesting that municipalities become a level of government in order to receive the benefits and exemptions afforded to the provincial government. Other resolutions and the AAMDC's paper entitled *Finding Local Solutions: Examining the Impacts of Forced Regionalization* outline instances where municipal autonomy is impacted. Together, that member direction, asserts that municipalities are best positioned to find local solutions based on the principles of cooperation, collaboration, local autonomy and accountability.

- Do municipalities have the necessary powers to provide good government, services and develop/maintain safe and viable communities?
- What is the desired outcome of becoming an order of government? What are potential unintended consequences?

**Structures** - Criteria for the formation of municipal structures in Alberta are defined by types (i.e. cities, towns, villages) which have largely remained unchanged in the past two decades. The municipal powers and obligations set out in the *MGA* generally apply consistently across all the municipal structure types with few differences. Through resolution, the AAMDC has received member direction regarding transitional funding for dissolving communities.

- Should all municipalities have the same set of powers or should it be dependent on size, capacity or some other factors (i.e. title to roads, service standards, charters)?
- Should sustainability planning be a legislated practice of municipalities to substantiate long-term viability?
- How should the number of councillors and electoral ward boundaries be determined?





## Sound Planning and Services (Discussion Area 2)

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**Land-use Planning** – Municipalities establish planning policy by adopting statutory plans and land use bylaws. Statutory plans allow municipal councils to establish general development policies for all or part of the municipality and include inter-municipal development plans, municipal development plan, area structure plans and area redevelopment plans. The Alberta Land Stewardship Act (ALSA) sets out a new approach to managing the province's land and natural resources. Statutory plans must be in alignment with ALSA regional plans and be consistent with each other.

In 2007, the AAMDC released the *Higher Ground: Municipal Land Use Planning* discussion paper that examined three areas – the role of the provincial government in land use planning, land use planning from the perspective of an individual municipality and land use planning between multiple municipalities. Municipalities are on the front line of all land use planning issues and efforts. Therefore, it is crucial that municipalities have the capacity and are provided with the tools and incentives to best manage development. An approach that maximizes autonomy for those municipalities that are able to resolve their disputes effectively is vital. However, providing a framework for other municipalities that may require a more structured approach is equally important.

Similarly, AAMDC's report *Finding Local Solutions: Examining the Impacts of Forced Regionalization* notes that land use and the planning for land use likely represents the area of greatest potential for dispute among adjacent municipalities. The MGA provides a vehicle for municipalities to negotiate and plan for the rational development of areas of land lying within the boundaries of the municipalities through inter-municipal development plans. There are many examples that outline the cooperative nature of the agreement and the mutual benefit that accrues to the partners. Local councils are elected to make decisions in the best interest of the municipality and any artificial, imposed governance model that suggests otherwise is neither warranted nor supported.

Lastly, the AAMDC consolidated a number of planning and development issues into a paper entitled *AAMDC Recommendations on Changes the Municipal Government Act: Part 17 – Planning and Development* that covered a number of technical and regulation issues.

- Do statutory plans and land use bylaws allow for effective municipal land use planning? Why or why not?
- What do you do to align your statutory plans with your land use bylaw?
- What weaknesses exist in the current land use planning process?
- Are municipalities being enabled to contribute to holistic planning through ALSA or unduly restricted through the process?

**Annexation** - The MGA makes provision for formation of new municipalities, amalgamation of municipalities, dissolutions and boundary changes between municipalities through the process of annexation. Annexation occurs frequently in Alberta particularly with growing urban municipalities requiring additional land to accommodate and manage growth and development pressures.

The AAMDC has numerous member resolutions asking for the province to address the costs associated with annexation proceedings as any singular rural municipality can face multiple annexation requests from their urban neighbours. The resolutions also request independent growth and financial impact studies provided by the initiating municipality.

- Is the annexation process in Alberta effective? What should stay the same? What should

change?

- Should there be a limit to the number of years of projected growth outlined in an annexation request?

**Services** - The *MGA* allows each municipality to determine its own servicing needs and municipalities are generally successful in providing an appropriate level of service within the context of the revenues and resources available. Some councils may seek out efficiencies by contracting with the private sector or entering into joint service delivery arrangements with their neighbouring municipalities.

In its paper *Cost Sharing Work*, the AAMDC asserts benefit-based cost sharing works and residents are well served by this approach when financing both the costs of municipal infrastructure and the operating costs of providing regional services. Local conditions and circumstances will dictate the type of cost-sharing arrangement that best fits the needs of the local situation and that the fundamental rationale for sharing will always be that the region as a whole will benefit.

- Is there a benefit of having a defined legislated list of core municipal services?
- Should cost sharing of services continue on a voluntary basis or be required by legislation?
- Should municipalities be required to develop long-term asset management plans?

## MONTHLY REPORT TO THE CAO

For the month of August 2013.

From: Alison Kilpatrick  
Director of Corporate Services

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Inventory record keeping	August, 2013	Completed.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project. 2014 objectives include cross-training, variance analysis, fuel accounting.
FV office flood incident	August, 2013ff	Liaise with insurance adjuster re: this claim and LC well pump fire; liaise with restoration contractors for FV office.
2012 grants reporting	August – Sept.	In progress
2013 grants applications	August – Sept.	In progress
2014 budget	Sept. – April	Planning and scheduling

### Capital Projects

Projects	Timeline	Comments
Analytical support to capital budgeting, expenditure, and reporting processes.	Spring – Fall	Reporting requirements to provincial government.
La Crete lagoon upgrade	July – August	Financial analysis for grant funding, and borrowing bylaw

### Personnel Update:

Cross-training program continues for vacation planning and coverage of positions. Vacancy in Administrative Assistant/Reception position, to be posted in September. Succession planning for Assessment & Taxation Clerk commenced with job posting.

### Other Comments:

Management of insurance claims, ongoing.

## MONTHLY REPORT TO THE CAO

For the Month of August 2013

**From:** John Klassen  
 Director of Environmental Services & Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Spot graveling in progress.
Collector Rd Approaches	Sept	The two approved approaches in the Blue Hills area are currently in the process of being constructed.
Line Painting	Sept	Currently in progress.
Road Construction	Ongoing	Currently we have 15 agreements in place of which 6 are in progress.
Ice Bridge Contract	Nov	<p>The Province updated the Best Practice which now includes a measurement to post up to 63,500 Kg's</p> <p>AT's revised contract includes some changes as follows;</p> <ol style="list-style-type: none"> <li>1) Legal load limit posting is now 63,500 Kg's</li> <li>2) GPR measuring is now included as a method of ice testing in conjunction with manual testing upon the County submitting procedure for AT approval.</li> <li>3) The contract sum remains the same as prior years with the exception of the ice measuring and testing component now being a lump sum per month amount as opposed to a per occurrence payment.</li> </ol>
Strategic Priorities	Ongoing	<p><del>4) Hamlet Road Priorities Program – Completed to match the Counties long term Capital plan.</del></p>

		2) Private Road Transfer Policy – Dec 2013. 3) Rural Water Line Research Paper – <del>Complete</del> 4) Gravel Strategy – Oct 2013 5) Rural Road Plan – Oct 2013
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### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Summer 2013	Working with consultant to develop bridge tenders currently in the 2013 budget
La Crete Street Projects	Summer 2013	Paving is nearing completion.
Zama water & sewer upgrade projects	2013	-Provincial funding was not approved. -The RFP for meter replacement is currently being advertized.
88 Connector	October 2012	Phase I – Completed. Phase II – The regrading component has begun.
La Crete Lagoon Upgrade	2012/2013	In Progress.
FV-50 <sup>th</sup> Street Water & Sewer Project	Summer 2013	Tender for the 43 <sup>rd</sup> Ave portion closes Sept 10 <sup>th</sup> . 50 <sup>th</sup> St options to be included in the 2014 budget.

### Personnel Update:

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### Other Comments:

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## MONTHLY REPORT TO THE CAO

For the month of August 2013

From: Ron Pelensky

Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Due to rains extra grading occurred to keep the roads in good shape. Completed road regravelling contract with Knelsen Sand & Gravel. Our crew is still busy spot gravelling.
Park Maintenance	Ongoing	Crews are still busy cutting grass and completing maintenance to playgrounds (painted swings, replaced chains, etc)
Events		Crews assisted in agriculture fair by beautifying area, setting up and tearing down tents. They also cut the grass at Rocky Lane agriculture grounds for Agricultural Ministers visit.
Buildings	August	New transfer station building set up at Blumenort Transfer station. Overall we completed 23 building work requests
Dogs	August	Picked up one dog in Fort Vermilion and one in La Crete. We continue to have one live trap set in Fort Vermilion
By-Law	August	Sent out clean up orders in Zama and La Crete. Started follow up orders Investigated how to implement a Photo radar system
Health and Safety	August	Continued working on Safety Manual changes (reviewed/revised most directives). Meet with the consultant that is reviewing our emergency disaster plan and provided him with the County's information , policies and Bylaws
Fire Department	August	<b>Fort Vermilion</b> responded to 2 medical assists, 1 Grass Fire, 1 Fire alarm <b>La Crete</b> responded to 1 medical assist, 1 Grass fire, 1 Power Line Fire, 1 structure fire, 3 fire alarm, 2 Motor Vehicle accidents and 1 High Hazard alarm at Long term care. <b>Glentel</b> (our radio tower and communication provider) sold part of their communication system to Vector

Fire Department Training	August	Hydrant Hook up and Pump operation training occurred
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### Capital Projects

Projects	Timeline	Comments
Fort Vermilion street project	Summer 2013	Project awarded to Knelsen Sand and Gravel and commenced at end of June. The sidewalk, curb and storm drains are in place. Most of the base work is complete
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	Project is complete
Pintle Hitch Trailer	2013	Ordered Pintle Hitch Trailer for Fort Vermilion
Fire Dept purchased rescue struts and Foam system upgrades for FV and La Crete,	2013	Items ordered and received
Fire Dept SCBA compressors for FV and La Crete	2013	New compressors were received and installed

### Personnel Update:

FV custodian position is vacant, Public Works Supervisor is temporarily being filled by Buddy Mercerdi
---

### Other Comments:

Started on reviewing needs for 2014 budget in parks
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## **Monthly Report to CAO**

For the month of August 2013

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

This report is a brief overview of projects and events that I have been working on in the past and a projection of future projects.

### **A) Resource Roads**

The County has written a letter to the Minister expressing our concern over the elimination of Resource Road Grants. We intend to bring it up at the AAMD&C as well as the local level. The Rainbow to Fort Nelson study will be underway in Sept/Oct.

### **B) OSB Plant**

This project is operating at start up rate and forecast to run at a higher capacity by year end. We are also working on the water supply for the project. Tenders may go out as soon as the High Level agreements are secure. Ainsworth has sold lock, stock and barrel to Louisiana Pacific.

### **C) Road Construction Projects**

Several projects are underway including Highway 88 Connector, Blue Hills Road, Rocky Lane Road, North La Crete Road and several maintenance type projects.

### **D) Water Management Projects**

The drainage master plan will be handed out for Council perusal and or decision. Spruce Road ditching will commence when the harvest is complete. Other drainage and conservation projects are being reviewed, i.e. West La Crete, Blue Hills and Buffalo Head. The High Level East project will be completed before winter.

### **E) Zama Road Business Case**

This project will take more time to put together and I hope to have a draft for the November Council meeting.

### **F) Oil & Gas Strategy**

This project is a bit elusive and I am working on a template for the Public Works Committee to review later this fall.



**G) Future Projects**

Land Use Framework, Caribou Strategy, Regional Water, Ground Water Inventory, Transportation Corridor and Bridges, etc.

In summary we are busy with current projects and all projects are proceeding well. Thank you and I would be pleased to answer questions or provide more information at your pleasure.

## MONTHLY REPORT TO THE CAO

For the month of August 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	Should receive final endorsed copy by mid-September
Area Structure Plans	July 2013	4 of 7 are complete. See RFD. Final three are being presented September 10 <sup>th</sup> .
Business License Bylaw	Summer 2013	Currently notifying businesses, compiling information

### 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
Community Investment Readiness package	Fall 2013	Will begin this once we have more business info to work from

## Capital Projects

Projects	Timeline	Comments
Community Infrastructure Master Plans	Winter 2013	DCL has received most data, has started building models, traffic counts completed, sewer flow info completed
Rural Addressing	2013	Have completed the grid for the addressing, now need to go through the process of assigning addresses
Airport Vicinity Protection Area	October 2013	Draft completed. Will be presented to Council at an October meeting

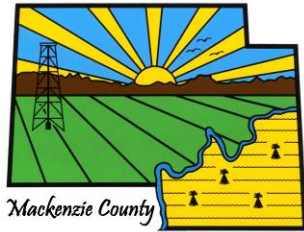
### Personnel Update:

All positions on the org chart are currently staffed.

### Other Comments:

Developing a work plan for economic development in order to best utilize resources and to further progress on some of the strategic priorities identified by Council.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 896-13 Hamlet of Zama Area Structure Plan</b>

### **BACKGROUND / PROPOSAL:**

The Area Structure Plans have progressed well, and input has been received from both Council and the public. The input received has been incorporated into the ASPs, creating a comprehensive 20 year planning document that reflects the desires of the community while directing the growth of the community based on current planning principles.

### **OPTIONS & BENEFITS:**

To implement an updated growth plan for the Hamlet of Zama, which better reflects the needs of the community.

### **COSTS & SOURCE OF FUNDING:**

There are no additional costs involved with adopting the ASPs, however there may be additional costs incurred in future budgets to implement some of the strategies.

### **COMMUNICATION:**

The public hearings were advertised in the local papers, progress updates have been included in the County Image, and notifications were posted on Facebook. Planning staff will communicate the changes to developers as they come in.

**Author:** B. Peters                      **Reviewed by:** \_\_\_\_\_                      **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1

That second reading be given to Bylaw 896-13 being the Hamlet of Zama Area Structure Plan.

Motion 2

That third reading be given to Bylaw 896-13 being the Hamlet of Zama Area Structure Plan.

Author: B. Peters Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 896-13**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

# Annual La Crete Golf Open

## Carole Dastous

Come rain and shine, they played golf on the weekend of Aug. 24 and 25.

"The course draws people because they love it. The greens are good, and the course is in amazing shape this year," said La Crete Golf Club manager Ed Wiebe.

There were 65 individual entries, including ten lady golfers, the most lady golfers yet for the event, said Wiebe.

This 5th annual event was a qualifier for the upcoming 38th Tournament of Champions to be held in Grimsshaw at The Creek Golf & Country Club on Sept. 6-8. The top two players in

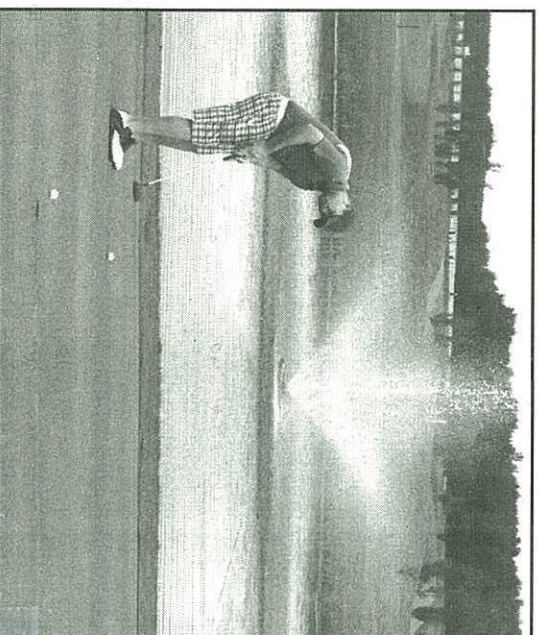
each category who qualified for the Tournament of Champions were: Beth Kappelar and Barb MacArthur for the ladies,

and Bill Driedger and Chris Walters for the men, with Chris Peters in third place.

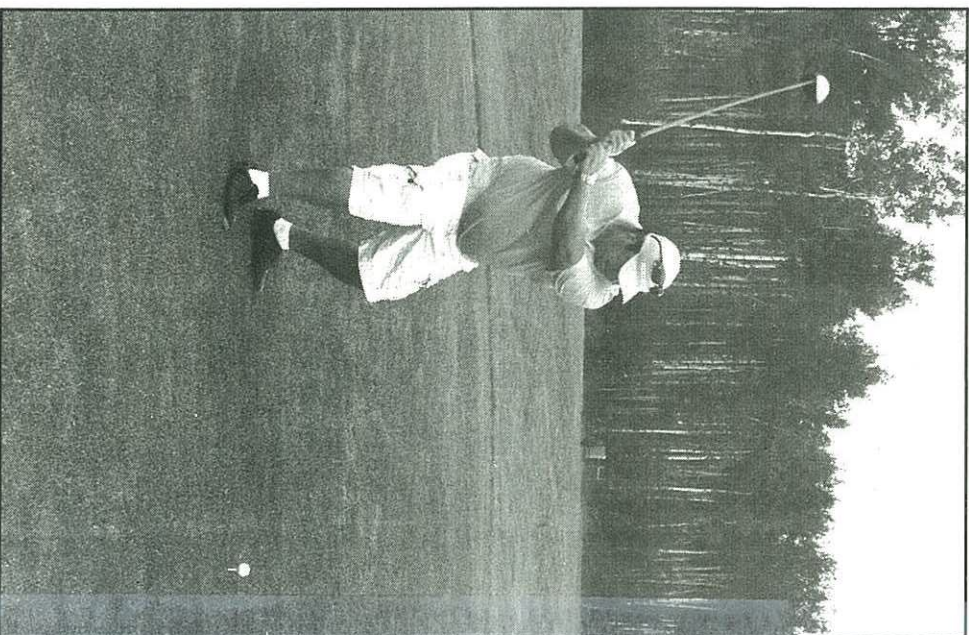
This tournament win was Driedger's first individual championship victory.

"I'm pretty pumped (about the Tournament of Champions)," said Driedger.

La Crete Golf Course is a 9 hole course located about 3.5 km from La Crete on Highway 697, a stretch of highway known locally as "7 Mile Highway" for its distance to the turn-off of Highway 88.



CAROLE DASTOUS  
Putting practice with the fountain of La Crete Golf Course in the backdrop, on Aug. 24.



CAROLE DASTOUS  
Leon Mercredi tees off during the annual Open tournament at La Crete Golf Course.



CAROLE DASTOUS  
Denis Paul follows through on his swing on Aug. 24 at the La Crete Golf Course Open tournament.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 896-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 896-13, which repeals and replaces Bylaw 052/96 being the Area Structure Plan for Hamlet of Zama.

The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermillion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 914-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 914-13 for an amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

1. That the Mackenzie County Land Use Bylaw Section 8.27 A, Urban Fringe be amended to add the Use "Shop":

### 8.27 URBAN FRINGE "UF"

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

#### A. DISCRETIONARY USES

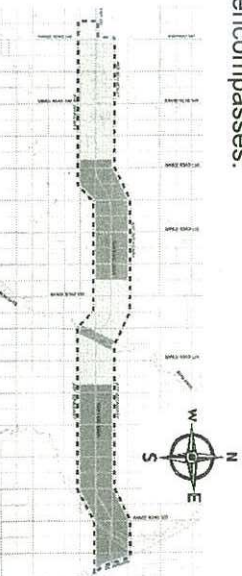
- a) ANCILLARY BUILDING/SHED
- b) BED AND BREAKFAST BUSINESS
- c) CHURCH
- d) COMMUNICATION TOWER
- e) CEMETERY
- f) DWELLING - SINGLE FAMILY
- g) EXTENSIVE AGRICULTURE
- h) FARM SUBSIDIARY BUSINESS
- i) GARAGE - ATTACHED
- j) GARAGE - DETACHED
- k) GARDEN SUITE
- l) HOME BASED BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) KEEPING OF LIVESTOCK
- p) MANUFACTURING FIRM
- q) MANUFACTURED HOME - SINGLE WIDE
- r) MANUFACTURED HOME - DOUBLE WIDE
- s) MANUFACTURED HOME - MODULAR SHOP
- t) TEMPORARY/PORTABLE UNIT
- u) VETERINARY CLINIC
- v)

The Public Hearing is to be held at 1:00 p.m. Wednesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermillion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 897-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 897-13, which enacts Connector Industrial Area Structure Plan near La Crete. The proposed Area Structure Plan encompasses:



The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermillion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.

# ???

Not advertising is like winking

in the dark...

You know what you're doing,  
but nobody else does!



**BYLAW NO. 896-13**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO ENACT THE**  
**HAMLET OF ZAMA AREA STRUCTURE PLAN**

**WHEREAS**, the Municipal Government Act provides that a Council may adopt an area structure plan, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to update the Area Structure Plan for all land within the designated boundary of the Hamlet of Zama to provide for the orderly development of the community

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

1. That the following:

- i) Bylaw No. 052/96, Hamlet of Zama Area Structure Plan is hereby rescinded.
- ii) That the attached Area Structure Plan, effecting the land within the corporate boundary of the Hamlet of Zama, be designated as the Zama Area Structure Plan.

READ a first time this 24<sup>th</sup> day of April, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

---

Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

Area Structure Plan  
Hamlet of Zama City

Bylaw No. 896-13



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## 1 Purpose and Scope

This Area Structure Plan (Plan) has been prepared for the Hamlet of Zama City at the request of Mackenzie County (County), a Specialized Municipality with both urban and rural areas within its jurisdiction.

### 1.1 Introduction

The purpose of the Plan is to provide a framework for future subdivision, servicing, and development of the Hamlet that builds on the existing community strengths to encourage growth of the permanent population base and diversification of the local economy.

Zama City's population has gone through cycles of fast growth and equally fast decline based on the nature of local economic opportunities related to the oil and gas industry. Growth scenarios are hard to identify as a result. The one consistency is that cycles have been re-occurring and growth should therefore be planned for despite recent declines in population.

The Plan is based on policy direction from the County Municipal Development Plan Bylaw 735-09. It sets out a vision and specifies actions and policies needed to achieve that vision based on the requirements of the *Municipal Government Act* (MGA). The MGA requires an Area Structure Plan to identify:

- Sequence of development for the Plan area;
- Land uses proposed for the area, either generally or with respect to specific parts of the area;
- Density of population proposed for the area either generally or with respect to specific parts of the area;
- General location of major transportation routes and public utilities; and,
- Other matters Council considers necessary.

Area Structure Plans are long-term “living documents.” As the land use, socio-demographic and economic context changes it is not uncommon for plans to be reviewed and amended. Despite such changes, the vision of this Plan should remain consistent. However, it is anticipated that more detailed components may be amended in accordance with Hamlet and County needs.

The policies and actions identified in this Plan are intended to influence the Mackenzie County Land Use Bylaw, development standards, more detailed area plans, subdivision design, and development approvals to ensure that the long term vision for growth determined through this planning process is achieved.

### 1.2 Background Report

Along with the Plan, a background report has been prepared. This report contains most of the analysis undertaken to identify the vision, goals and policies for the Plan. This includes a review of the planning context; an update of demographic considerations; review of existing land uses, natural features, facilities and infrastructure; and identification of opportunities associated with the same.

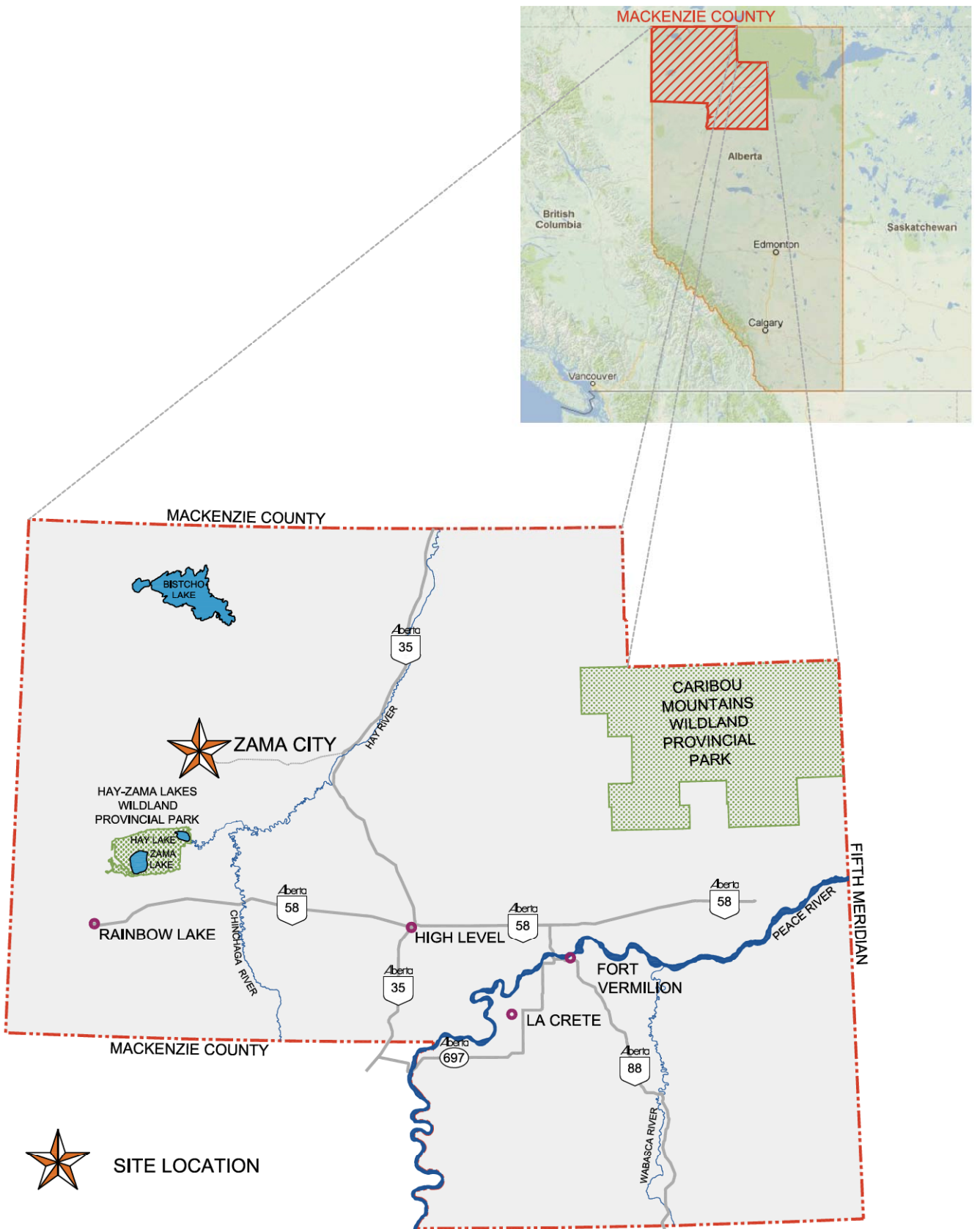


FIGURE 1  
LOCATION PLAN  
ZAMA CITY AREA STRUCTURE PLAN  
NOT TO SCALE  
MARCH 2013

### 1.3 Mackenzie County Municipal Development Plan (2009)

The Municipal Development Plan (MDP) defines the vision, principles, objectives, and policies of the County as well as objectives and policies for Hamlets. By doing so, a foundation for the preparation of more detailed land use plans within existing Hamlets is established.

#### 1.3.1 Objectives for Hamlet Growth

Expanding the role of Hamlets as service centres for surrounding rural areas is a common theme throughout the MDP and is a sound objective to achieving the overall vision for the County and a long term growth strategy for Zama City.

Key objectives expressed in the MDP that provide a foundation for growth in Zama City include:

- Plan for a positive growth rate;
- Promote orderly and economic growth;
- Provide a variety of housing types;
- Plan for future subdivision and development of residential areas;
- Facilitate growth of commercial and industrial areas;
- Provide institutional, recreational, and cultural opportunities;
- Optimize the use of existing services and infrastructure; and,
- Strengthen the long term viability of Zama City.

#### 1.3.2 Policies specific to Growth in the Hamlet of Zama City

Key policies in the MDP that outline a long term growth strategy for Zama City include:

- Develop the Hamlet in accordance with the MDP;
- Support Zama City's role as the centre for oil and gas exploration and development in the surrounding fields;
- Support the separation of residential and industrial traffic by appropriately locating residential uses and non-residential uses;
- Provide residents with community facilities to improve local amenities and recreation opportunities; and,
- Recognize *Fire Smart: Protecting Your Community from Wildfire* design principles when preparing Conceptual Schemes, Area Structure Plans, Outline Plans and subdivisions.

## 1.4 Community Consultation

Community consultation formed the cornerstone for this Plan. Early stakeholder consultation in Zama City helped focus the direction of this plan, while a public open house ensured wider input into the Plan's vision, policies and concepts. Details of this consultation can be found in the background report for this plan.

### 1.4.1 Early Stakeholder Consultation

- Paving the road to Mackenzie Highway should be a priority for emergency egress.
- Consider a road improvement to Zama Lake and Rainbow Lake.
- Work camps in town cause issues such as parking.
- Small business should be encouraged.
- Hazardous/noxious uses are best located west, away from residences.
- There should be a difference between a work camp and a hotel.
- Camps that are larger than 20 units should be treated differently.
- Existing trees should be retained in new development.
- Larger lots are preferred for residences.

### 1.4.2 Public Open House

- Zama City is an oil and gas service centre and development regulation should reflect this explicitly.
- An area for commercial land uses only is not needed; these should be allowed to take place in the Hamlet General areas.
- The Hamlet General Area should serve as a transitional zone between industrial uses and those with a residential component.
- There should be an area for residential development that does not include mobile homes.
- There should be an area where residential development is mixed with lighter industrial developments and similar business uses.



## 2 Creating a Vision

The County has prepared this Plan to clarify, communicate and deliver its vision for the future development and redevelopment of Zama City

***In 20 years, Zama City is envisioned to be an oil and gas services centre with an expanded permanent population that supports the local provision of basic commercial services and offers a great place for people to work, live and play in a northern rural setting.***

In order to implement the vision, the Plan seeks to achieve specific objectives which are identified below. These objectives recognize and build on the Zama City policies of the MDP.

- Guide interim and long-term growth in a deliberate manner that coordinates with infrastructure provision and facilitates a complementary land use mix;
- Promote the separation of residential and industrial uses to ensure a high quality of life is available for residents, while allowing an opportunity for business owners to live on site in specific areas;
- Expand residential development primarily to the northeast and ensure heavy industrial uses are located west of Tower Road;
- Protect natural areas that contribute to the rural character of Zama City;
- Expand community facilities and services to meet changing demands;
- Support economic development and diversification;
- Address emergency planning in new developments.

As part of delivering these objectives, the Plan must be consistent with existing municipal, provincial, and federal policies, regulations and plans for the area. To illustrate the intent of the Land Use Concept, plans for municipal services, roadways and staging have been prepared.

## 2.1 Land Use Concept

The Land Use Concept integrates the natural and man-made considerations of the Plan area with the needs of the community while meeting relevant policy guidelines and regulatory requirements.









The land use areas displayed in the Land Use Concept are conceptual and are intended to reflect the state of development toward the end of the 20-year planning horizon. They are intended to provide a broad road map for future development. Further planning through Conceptual Schemes or Neighbourhood Area Structure Plans and Outline Plans may revise the designation and area of land uses. Substantial deviations from this concept will require amendments to the Plan.

The Land Use Concept recognizes the established development pattern within the existing Hamlet, and integrates compatible and complementary land uses to create a complete community while maintaining a distinct rural Hamlet character and separating industrial and residential land uses.

Where the land use area identified in the Land Use Concept does not follow a property boundary, road or significant natural feature, or where there is uncertainty regarding the location of the boundary, the specific boundary location may be determined at the time of subdivision or development, through legal survey and/or supporting technical documents.



**LEGEND**

-  HAMLET OF ZAMA CITY
-  RESIDENTIAL-BUSINESS
-  GENERAL INDUSTRIAL AREA
-  RESIDENTIAL AREA
-  MIXED USE
-  PARK AREA
-  INSTITUTIONAL AREA
-  FUTURE DEVELOPMENT

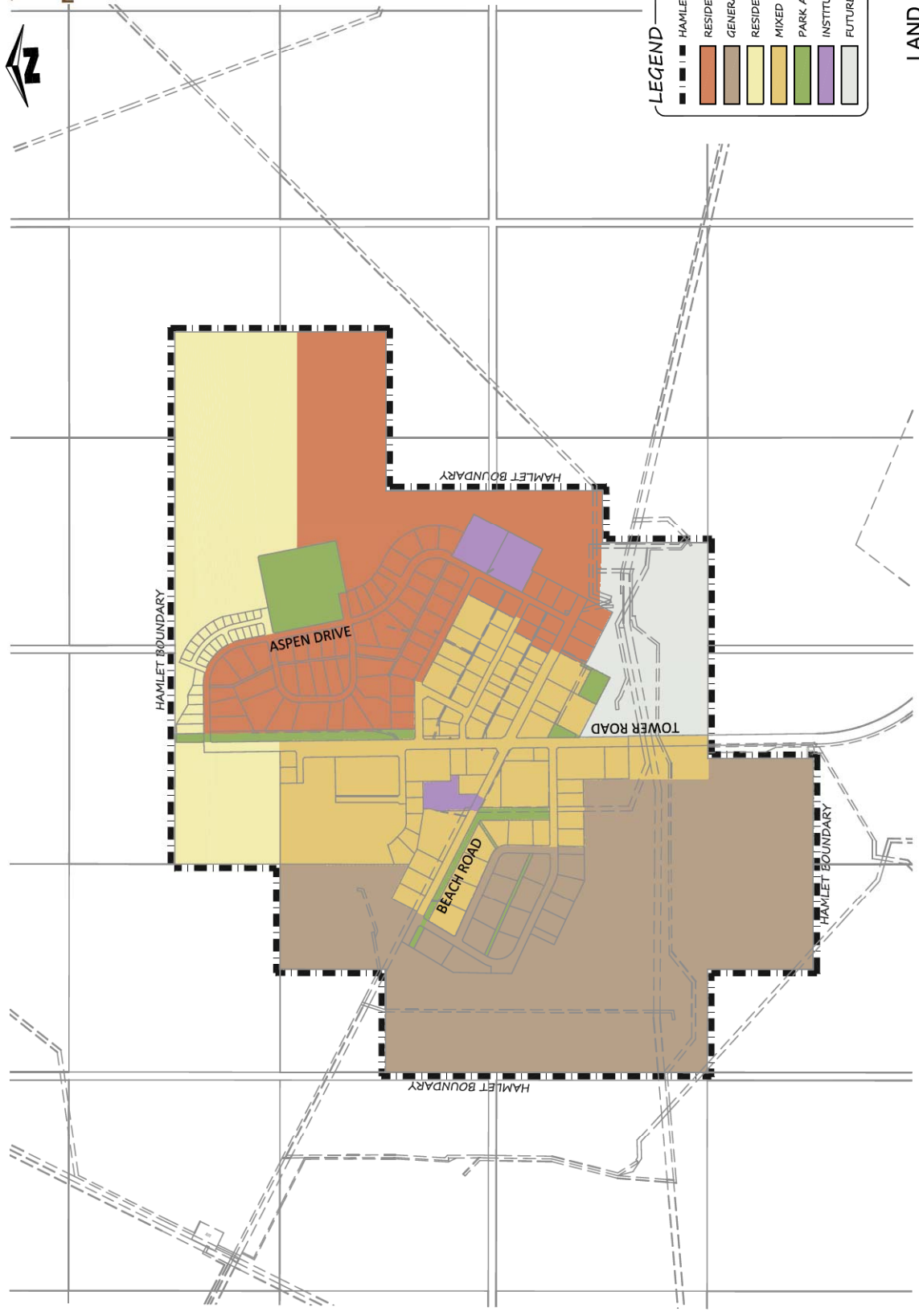


FIGURE 2  
**LAND USE CONCEPT**  
**ZAMA CITY AREA STRUCTURE PLAN**  
 NOT TO SCALE  
 MARCH 2013

## 2.2 Land Use Distribution

The tables below display the land use statistics for the Land Use Concept. Net developable area includes only undeveloped areas identified in the Plan for development, while the gross developable area includes the entire Hamlet area.

Table 1 Land Use Statistics

	Area (ha)	% of NDA
<b>Gross Developable Area</b>	<b>476</b>	
Existing Developed Areas (various land uses)	249.4	
<b>Net Developable Area (NDA)</b>		<b>100%</b>
Residential	75.4	34%
Industrial	69.6	31%
Commercial	No new land added	
Open Space (assumed 10% NDA)	22.4	10%
Stormwater Management Facilities (assumed 5% NDA)	11.2	5%
Roads and Access (assumed 20% NDA)	45	20%

Table 2 Unit and Population Estimates

	Net Area (ha)	Units/Net ha	Units	People/Unit	Population
Existing Hamlet Residential	60.70	0.57	35	2.1	93
New Hamlet Residential	75.36	7.98	601	2.85	1,712
<b>Total</b>	<b>136.06</b>		<b>636</b>		<b>1,805</b>

Notes:

These statistics are intended for discussion purposes and are subject to change.

Residential calculations are for the Residential Area only and do not reflect accessory residential uses or work camps.

PPU for new Hamlet residential dwellings is assumed to increase similar to the Hamlets of La Crete and Fort Vermilion.

While Zama City has a small permanent population according to Statistics Canada, the infrastructure provisions need to accommodate a much larger transient worker population. In the winter months workers living in camps nearby Zama City can reach as high as 5,000. There is a need to consider the seasonal population in planning for infrastructure and services.

### 3 Achieving the Vision

This section sets out policies to guide development in a manner that can achieve the 20-year vision for Zama City, as well as fulfill the requirements of the MGA.

#### 3.1 General Development Policies

The following policies reflect the intent of the vision across the Hamlet and also speak to development processes that can help ensure that the vision is implemented.

- All Areas 1. Development should strive to maintain the natural drainage pattern of the land to reduce impacts from development.*
- All Areas 2. New multi-lot development should be in accordance with a Conceptual Scheme, Outline Plan or Neighbourhood Area Structure Plan.*
- All Areas 3. Conceptual Schemes, Neighbourhood Area Structure Plans or Outline Plans shall be generally consistent with the Land Use Concept; however:*
- 1. They may deviate from the Land Use Concept provided the objectives of this Plan are maintained.*
  - 2. They may deviate from the Land Use Concept when a new site specific constraint is identified that requires a change.*
- All Areas 4. Work camps should be encouraged to locate in areas where they will be compatible with existing or planned development. The scale of work camps should be compatible with surrounding land uses. Camps 20 people or less may be appropriate in a residential setting provided careful site planning is undertaken to integrate with surrounding residential uses considering parking, site access/egress, landscaping and building appearance. Larger work camps should be located in an industrial or commercial area.*
- All Areas 5. Where work camps are proposed within the Hamlet boundaries the density of the intended camp population should be regulated by requiring a minimum land area per intended camp resident that is sufficient to allow for the safe and orderly development of the site in a way that can be compatible with surrounding uses.*
- All Areas 6. Development within the Airport Vicinity Protection Area should adhere to relevant regulations in respect to land use, building height, building orientation, setbacks and buffering, control of offsite impacts, and landscaping, to ensure no conflict between airport operations and land uses.*

### 3.2 Hamlet Residential Area Policies

The majority of new residential lands are located in the north and east of the current built area. The predominant dwelling type is anticipated to be low density residential (i.e. single detached dwellings, manufactured homes). Current residential development is largely mixed in with industrial and business uses, save for areas in the northeast which are entirely residential. The Plan supports a greater separation between residential and industrial uses with the intent of offering an attractive lifestyle for residents, while also recognizing that a mix of residential and business uses is suitable in some areas and can be attractive to some business owners and employees.

- Hamlet Residential A. Single-family detached dwellings of stick-built construction or double-wide modular construction should be the primary development in the Hamlet Residential Area.*
- Hamlet Residential B. Design of residential developments should be contextual and take place with consideration to existing nearby development and adjacent uses.*
- Hamlet Residential C. Home based businesses are encouraged, provided they do not alter the residential character of a property or buildings.*
- Hamlet Residential D. Connectivity between neighbourhoods should be encouraged through the provision of streets that are designed to support safe pedestrian, cycle and vehicle movements and by pedestrian-only connections.*
- Hamlet Residential E. No work camps should be allowed in this area.*
- Hamlet Residential F. A landscaped buffer should be provided at the interface of residential and commercial or industrial uses suitable to reduce visual and dust impacts.*

### 3.3 Residential-Business Area

Much of the existing oil and gas service industry in Zama City includes owner-operator businesses. The Residential-Business Area should provide an area for business owner-operators to live on the same property as their business for convenience, and also allow workers to reside on the same property where appropriate. Commercial and Industrial uses in this area are expected to be secondary to a principal residential use, compatible with residential uses, exclude hazardous materials in dangerous quantities, and only create minor nuisances at levels compatible with proximate residential uses.

It is anticipated that a variety of scales and intensities of commercial developments may be developed, but they should remain secondary to a principal residential use. Residential uses could be single detached or multi-family with a mix of mobile, modular and stick-built buildings intended.

- Residential-Business A. Single-family detached dwellings of stick-built or pre-fabricated modular construction, including mobile homes, should be permitted.*
- Residential-Business B. Industrial focused home based business uses are encouraged but should not create safety concerns through storage or use of bulk chemicals and hazardous material and should maintain a residential character.*
- Residential-Business C. Home based businesses should not include uses that create significant nuisances beyond the border of their property (e.g. noise, emissions, dust, run-off, light, odours, and toxic substances).*
- Residential-Business D. New developments should be subject to landscaping and appearance requirements to ensure that these areas are aesthetically pleasing.*
- Residential-Business E. Development should address potential land use conflicts through building site selection, landscaped buffers, lighting design, architectural treatments and operational requirements. Additionally, landscaped buffer areas may be required at the interface between properties.*
- Residential-Business F. Small scale work camps should be allowed in this area.*
- Residential-Business G. Home based businesses should be a secondary use to an established residential use.*

### 3.4 Mixed-Use Area Policies

Existing land uses in the central area of Zama city are a mix of light industrial and commercial uses. The mixed-use area is located in the centre of the community and serves as a transition between heavier industrial uses in the west and residential focused uses to the east. This area is intended to be the commercial centre of Zama City, including retail, commercial and service uses.

The purpose of the mixed-use area is to accommodate a wide range of commercial, retail, services, light industrial uses and associated secondary residential units in a flexible manner that allows for a range of scale and locations for different uses.

- Mixed-Use A. Light industrial uses such as light manufacturing, transportation, training, warehousing and service industrial uses that are carried on within the primary building and accessory buildings with limited outside storage and similar uses are appropriate for this area.*
- Mixed-Use B. Light industrial uses should not include uses that create significant nuisances beyond the border of their property (e.g. noise, emissions, dust, run-off, light, odours, and toxic substances).*
- Mixed-Use C. Commercial and industrial sites should be designed in a comprehensive manner that integrates with existing and future development opportunities on surrounding sites, including consideration of building design, location and mass, transportation, stormwater management and site operation. This may require cooperation amongst adjacent property owners through a Conceptual Scheme, Neighbourhood Area Structure Plan or Outline Plan process to create attractive and functional developments. Joint access, drainage and parking easement agreements may be required to facilitate cooperative use and development.*
- Mixed-Use D. New developments should be subject to landscaping and appearance requirements to ensure that these areas are aesthetically pleasing.*
- Mixed-Use E. Development should address potential land use conflicts through building site selection, landscaped buffers, lighting design, architectural treatments and operational requirements. Additionally, landscaped buffer areas may be required at the interface between properties.*
- Mixed-Use F. Residential uses should be secondary to a commercial or industrial principal use.*



### 3.5 Industrial Area Policies

The General Industrial Area is expected to accommodate a wide range of medium and heavy industrial uses such as manufacturing, processing, oil and gas, assembly, distribution, service and repair uses. Typical uses in this area will carry out a portion of their operations in an outdoor area and are not compatible with residential uses. The General Industrial Area is located west of Tower Road.

*Industrial A. Residential uses should be excluded from the General Industrial Area.*

*Industrial B. Residential uses located in the General Industrial Area should be ancillary to a primary industrial use.*

*Industrial C. All industrial sites should be developed in a manner that minimizes the potential impacts on adjacent or nearby properties. Methods to ensure industrial developments do not negatively impact adjacent properties and roadways may include the construction of landscaped berms, architectural treatments, landscaping and fencing, distance separation, the retention or planting of native vegetation, and the on site treatment of stormwater.*

*Industrial D. A property developed with multiple industrial buildings should be designed as a comprehensive development, considering the relation between the appearance and operational characteristics of the different buildings and their individual uses.*

*Industrial E. Low Impact Design features should be incorporated into industrial developments.*

*Industrial F. Work camps should be developed only as secondary uses to an industrial use.*

### 3.6 Open Space Development Policies

Open space, both formally landscaped and natural, is an essential component of the physical structure of the Land Use Concept. There is currently one existing central park based around a water feature and campground near the residential land uses in Zama City and open space areas serving as buffers between residential and industrial areas.

#### 3.6.1 Open Spaces

Open spaces are currently used to buffer residential areas from incompatible uses, while there is also potential for open space to protect environmentally sensitive natural areas and manage stormwater. It is anticipated that the following lands may ultimately be dedicated at time of subdivision:

- Buffer areas between industrial and residential uses as Municipal Reserve.
- Areas identified for stormwater management facilities as Public Utility Lots.
- Buffer areas around wetlands and streams as Environmental Reserve.

Buffer areas may be left in their natural state including topography and vegetation and additional landscaping to ensure sufficient buffering between uses. Low impact recreational uses (i.e. trails and benches) are appropriate within buffers where there is no conflict with surrounding uses. Additionally, complementing community infrastructure (i.e. stormwater management facilities, small parks integrated with existing landscaping) may also be appropriate.

#### 3.6.2 Parks

There is one existing central park in the Plan area that is integrated with a stormwater management feature and campground near the residential areas of the Plan. New parks should be strategically located within the plan area to maximize their benefits to residents. Generally, a park should be accessible to all residents in a residential area within a short walk from each dwelling. Parks should be landscaped and where appropriate should have recreation facilities (i.e. trails, playgrounds, play or sport fields).

Park sites should be dedicated as Municipal Reserve at the time of subdivision. A suitable location for one park would be adjacent to the stream running through the proposed northeast residential area.

Sports fields may be suitably located in commercial or industrial areas of the Hamlet to address the possibility of incompatibility with residential uses associated with noise and traffic.

### 3.6.3 Open Space and Parks Policies

- Open Space A. Vegetated buffer areas should be provided between industrial and residential areas with dimensions sufficient to create visual screening.*
- Open Space B. Stormwater management facilities (SWMF) are intended to be multi-purpose in that they also function as open space and amenity areas. SWMFs should generally have a naturalized landscaping aesthetic with low intensity recreation opportunities built into their design when in a residential or commercial area. The recreation facilities may include trails, benches, and open access (no fences) to the facilities. To complement and be fully integrated into the community it is important that all SWMF integrate recreational opportunities into their design.*
- Open Space C. At the time of subdivision the SWMFs should be dedicated as Public Utility Lots. Those stormwater management facilities that incorporate recreational opportunities and benefit the community may receive Municipal Reserve credit for up to 20% of their area.*
- Open Space D. Developers may be requested to establish environmental reserve easements as provided for in the Municipal Government Act. Environmental reserve easements may address lands that would otherwise qualify as environmental reserve. Mackenzie County may also establish conservation easements as provided for in the Alberta Land Stewardship Act.*
- Open Space E. Mackenzie County may require that municipal reserve dedications in residential areas be in the form of land or cash-in-lieu. Where there are multiple land owners in an area, some land owners may be requested to provide more than their share of the 10% reserve dedication, while others may be requested to pay 'money in lieu' of dedicating land to compensate those land owners who provided the land so that in effect every developer makes a similar contribution of 10%.*
- Open Space F. The landscaping of public parks and open space should only include species which are native.*

### 3.7 Community Facilities and Emergency Services

Community facilities include developments such as schools, emergency services, municipal services, cemeteries, places of worship, and community health services. These land uses can provide valuable cultural, social and health services to the community and surrounding areas. Zama City is currently well served by public facilities.

With respect to provision of emergency services, Zama City is vulnerable to wildfires. It is important to ensure that emergency preparedness and fire prevention is incorporated into the design of future development.

The proximity of the Plan area to existing natural areas, combined with the presence of densely treed areas throughout the plan area highlights the fact that forest fires are a real and tangible threat in this portion of Mackenzie County. The ability of emergency services to provide effective fire protection is dependent, in large part, on future development patterns and onsite preventative measures.

*Facilities A. The County may permit the development of institutional land uses in areas identified for industrial, commercial or residential land uses where adjacent existing and planned development is compatible. High traffic generating uses should be required to locate near streets capable of accommodating the traffic effects.*

*Facilities B. Emergency services providers should be consulted on all subdivision applications, Conceptual Plans, or similar planning applications.*

*Facilities C. Development within the Plan area should integrate Crime Prevention through Environmental Design principles in the design of public and private spaces.*

*Facilities D. Mackenzie County should require developers to prepare an emergency preparedness plan as a part of the planning process for multi-lot industrial subdivisions. The emergency plan should address applicable recommendations contained in the Fire Smart Guide Book for the Oil and Gas Industry, produced by the Alberta Partners in Protection, including:*

- 1. Vegetation removal/conversion/reduction*
- 2. Siting and orientation of buildings*
- 3. Siting and orientation of flarestacks*
- 4. Siting and orientation of power lines*
- 5. Siting and orientation of roads and emergency routes*
- 6. External building materials (i.e. siding and roofing materials)*
- 7. Storage of flammable materials*

8. *Notification and communication with applicable provincial, municipal and emergency response agencies.*

*Facilities E. Developers may be required to prepare an emergency plan as part of a subdivision, Conceptual Scheme or similar plan for residential and commercial uses. The emergency plan should address recommendations in the Fire Smart: Protecting Your Community from Wildfire manual published by Partners in Protection.*

*Facilities F. Future public facilities and services should be clustered around the school, hall and Cornerstone Building at the intersection of Aspen Drive and Wildcat Avenue to emphasize this location as a hub for social activity.*

### 3.8 Servicing Policies

Services identified in this Plan are conceptual, and therefore it is anticipated that more detailed land use and subdivision plans will be completed in the future to provide further required detail to the concepts.

- Servicing A. All development should be serviced by municipal water and wastewater.*
- Servicing B. Infrastructure should be designed to accommodate lands outside of the Plan boundaries where required by the County.*
- Servicing C. Municipal services should be provided by a developer at their cost, including extensions to adjacent sites where deemed useful by the County.*
- Servicing D. Production and distribution capacity for power and natural gas service in Mackenzie County should not be considered as limiting factors to development.*
- Servicing E. A servicing study to the satisfaction of the County may be required to be completed prior to developing any lands.*
- Servicing F. Developers are encouraged to explore the most cost efficient servicing options available.*
- Servicing G. Developers should take into consideration the long-term operation and maintenance cost to the County when evaluating servicing options.*
- Servicing H. The layout of municipal utilities identified in this Plan is likely to be subject to refinement at the subdivision stage.*
- Servicing I. All water services should be metered and designed for peak servicing requirements and adequate fire suppression needs.*
- Servicing J. Where desirable, stormwater management facilities and utility corridors should accommodate passive recreation opportunities.*
- Servicing K. All design and installation of stormwater management facilities should be in compliance with Alberta Environment and Water standards.*
- Servicing L. A developer may be required to provide rights-of way for shallow services.*
- Servicing M. Provision of services should be in accordance with an Infrastructure Master Plan.*

### 3.9 Roads and Access Policies

As this Plan incorporates residential, commercial and industrial development, future road networks both within the plan area and connecting to adjacent lands should be able to accommodate a wide variety of vehicles, volumes and traffic use patterns. The Roads and Access Map of this Plan (Figure 7) generally describes how current, upgraded and new roadways can service existing and planned developments. Heavy vehicles should be restricted from entering residential neighbourhoods in order to help create a quiet and safe residential road network.

- |                            |   |
|----------------------------|---|
| <i>Roads and Access A.</i> | <i>All roadways, intersections and accesses should be developed to Mackenzie County standards.</i>  |
| <i>Roads and Access B.</i> | <i>At their cost developers should install paved roads, sidewalks, landscaped boulevards and pedestrian trails to the satisfaction of the County.</i>   |
| <i>Roads and Access C.</i> | <i>The County should require all benefitting developers to contribute proportionally to the cost of road upgrades.</i>  |
| <i>Roads and Access D.</i> | <i>Heavy vehicles and dangerous goods should be restricted from primarily residential areas.</i>  |
| <i>Roads and Access E.</i> | <i>The County may consider deviation from the transportation network if the deviation is to avoid creating isolated undevelopable parcels, enable safer intersection design, or achieve an identifiable better outcome.</i> |

## 4 Making it Work

The implementation strategy addresses transformative public projects, planning processes and development sequences.

### 4.1 Transformative Public Projects

Sometimes projects led by the public sector can alter the nature of the community in which they are developed. They are intended to help alter the current direction development is going in order to achieve a vision that does not necessarily reflect continuing with the present nature of development outcomes.

#### 4.1.1 Regional Access Improvements

Currently Zama City is accessed from Mackenzie Highway along Township Road 1171A, which has a gravel surface. There is only one way in to the Hamlet. Consultation indicated that paving this road is a priority within the Zama City community. There are a few possible benefits of creating a paved road from Zama City to the Mackenzie Highway. These may include:

- Increased access for residents to goods and services not presently available in the Hamlet, and at lower cost.
- Lower transportation costs.
- Safer emergency egress as dust is controlled and speeds are increased.
- Greater ease of access into the community for non-residents potentially contributing to a larger market catchment to promote diversity of local commercial services.

In the longer term, providing public road access through Zama City to Rainbow Lake could establish an alternative regional connection. By making Zama City a stop on a through road to Rainbow Lake and the Hay – Zama Lakes Wildland Provincial Park, a diversified economy may become more viable as a result of increased regional access and tourism opportunities created by the regional connection.

#### *Actions for consideration:*

1. *Prioritize the hard surfacing of Township Road 1171A.*
2. *Explore opportunities for creating a road through to Rainbow Lake via the Hay – Zama Lakes Wildland Provincial Park. This may include partnership funding arrangements for a new road to Rainbow Lake and improvements to existing roads with private companies and Provincial and Federal agencies on the basis of increased access to local natural resources, tourism, local economic development, fire safety and similar rationales.*



## 4.2 Planning Processes

### 4.2.1 Implications for Other Municipal Plans and Bylaws

This Plan has been prepared to be generally consistent with the MDP and other overarching land use planning documents that affect the Plan area. However, to ensure consistency between plans the following is suggested:

- Repeal Hamlet of Zama City Area Structure Plan (2006).
- Review and update the Land Use Bylaw to reflect any differences between the Land Use Concept, policies and the current land use districts.

### 4.2.2 Conceptual Schemes

The Plan addresses future development in conceptual terms. Prior to development and at the discretion of the County, an application for subdivision and development may require the preparation of a Conceptual Scheme as defined in the MGA (an Area Structure Plan or Outline Plan may achieve a similar result). The boundary of these plans should be based on good planning practice and not necessarily land ownership. These documents would ensure consistency with the Plan and coordinate new development with existing development.

### 4.2.3 Municipal Reserve Credit

To create a complete and functional community, cooperation and a strategy is required to ensure that parks and school sites are located in appropriate locations to serve future residents. To accomplish this where there are multiple land owners in an area, it is often necessary for some land owners to provide more than their share of the 10% reserve dedication, while others are requested to pay 'money in lieu' of dedicating land to compensate those land owners who provided the land so that in effect every developer makes a similar contribution of 10%. Thus to implement the Plan, a reserve dedication process that involves over-dedication in some cases and compensation in others is important to ensure that the open space provision is distributed effectively throughout the Hamlet as it grows.

## 4.3 Development Sequence

Development of lands within the Plan should follow a general practice of contiguous expansion. It is generally anticipated that future development will occur in areas adjacent to existing development. Additionally, the sequencing and extent of development will largely be governed by the availability of services (water and sanitary) to accommodate the expansion of the community and timing will be at the behest of the development industry as demand for new units develops over time. Discontinuous development may be considered, provided that costs of extending services are borne entirely by the developer.

A suggested development sequence is identified in the Development Staging Map.

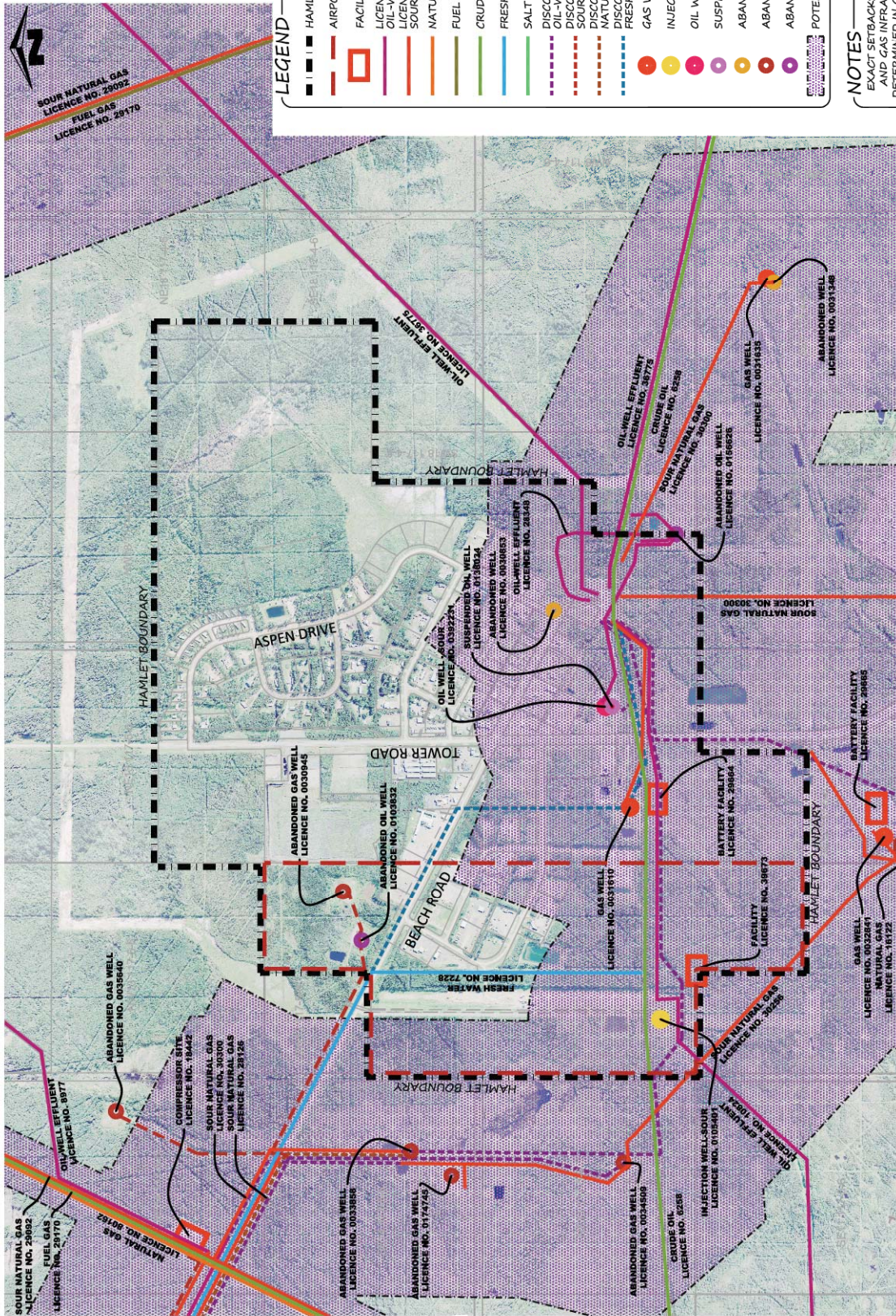
## 5 Maps and Diagrams

The following maps and diagrams are included in this section:

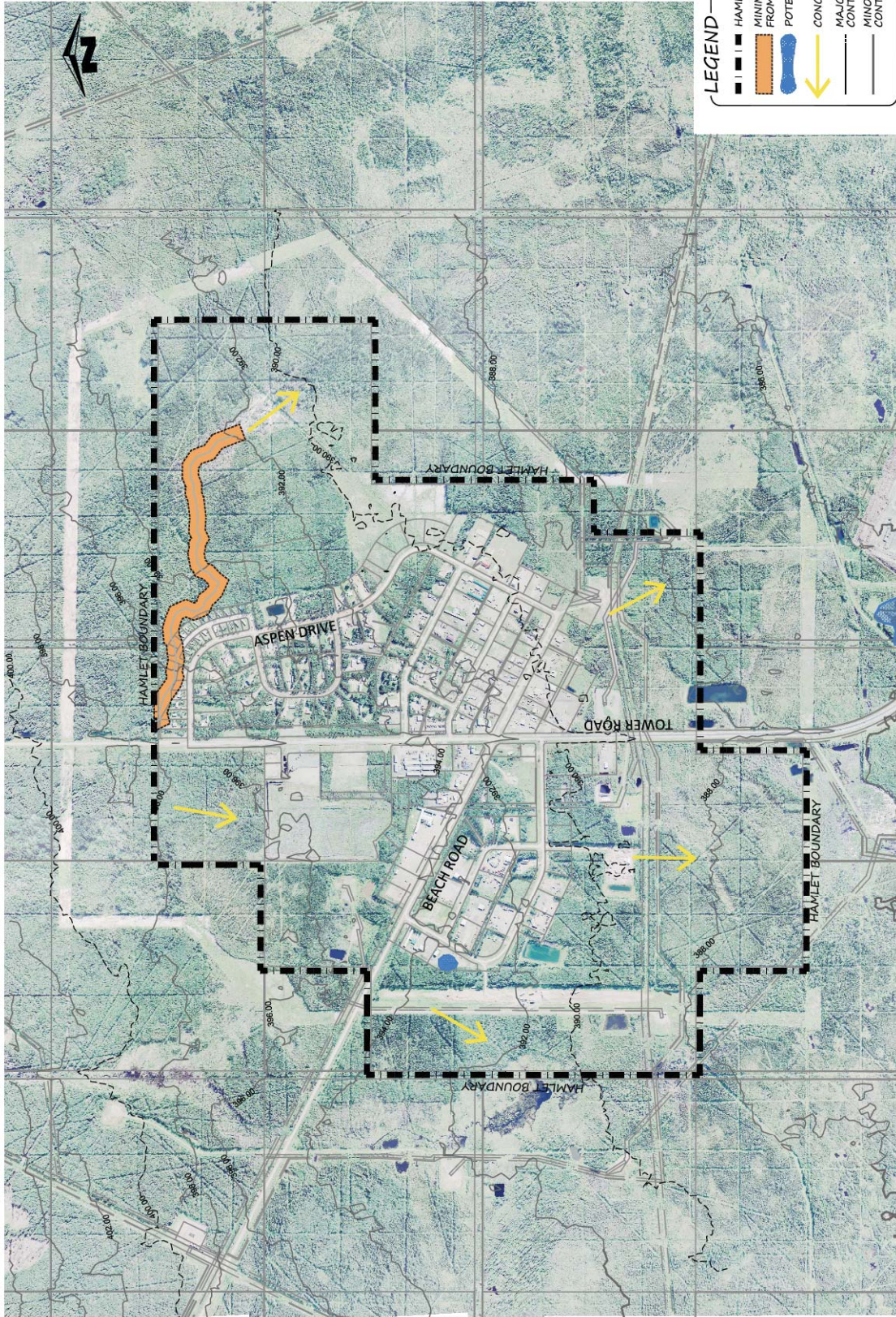
- Plan Boundaries
- Man Made Constraints
- Environmental Considerations
- Parks, Open Spaces and Facilities
- Roads and Access
- Road Diagrams
- Water
- Sanitary
- Stormwater
- Development Staging
- Plan Boundaries



FIGURE 3  
**PLAN BOUNDARIES**  
**ZAMA CITY AREA STRUCTURE PLAN**  
 NOT TO SCALE  
 MARCH 2013



**FIGURE 4**  
**MAN MADE CONSTRAINTS**  
**ZAMA CITY AREA STRUCTURE PLAN**  
 NOT TO SCALE  
 MARCH 2013





**LEGEND**

- HAMLET OF ZAMA CITY
- MINIMUM SETBACK FROM TOP OF BANK
- POTENTIAL LOW AREAS
- CONCEPTUAL OVERLAND FLOW
- MAJOR EXISTING GROUND CONTOUR, 10m INTERVAL
- MINOR EXISTING GROUND CONTOUR, 2m INTERVAL

FIGURE 5  
**ENVIRONMENTAL CONSIDERATIONS**  
 ZAMA CITY AREA STRUCTURE PLAN  
 NOT TO SCALE  
 MARCH 2013



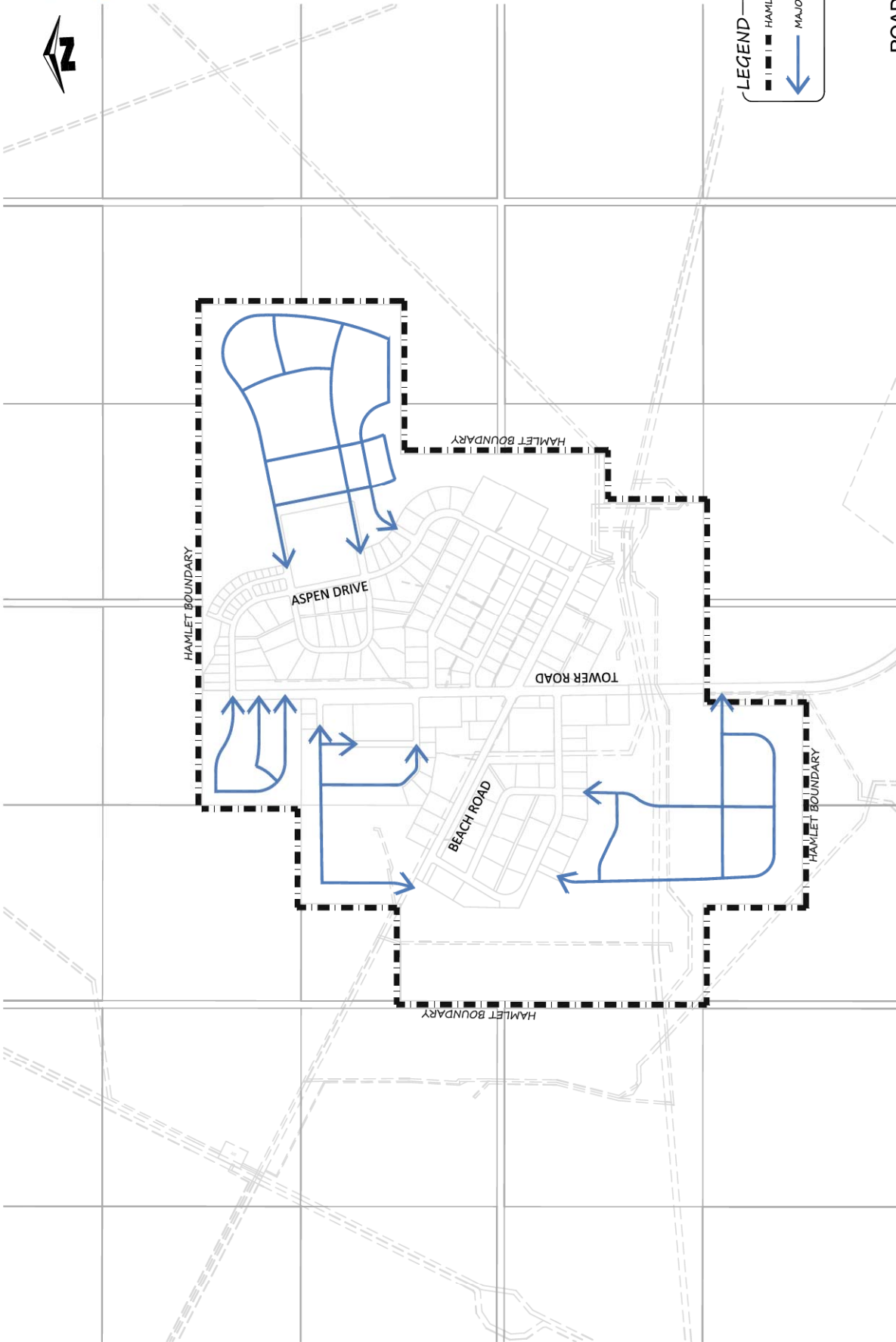
**LEGEND**

-  HAMLET OF ZAMA CITY
-  PARK AREA - EXISTING
-  PROPOSED GENERAL LOCATION OF NEW PARK

**FIGURE 6**  
**PARKS AND OPEN SPACES**  
**ZAMA CITY AREA STRUCTURE PLAN**  
 NOT TO SCALE  
 MARCH 2013



Mackenzie County



**LEGEND**

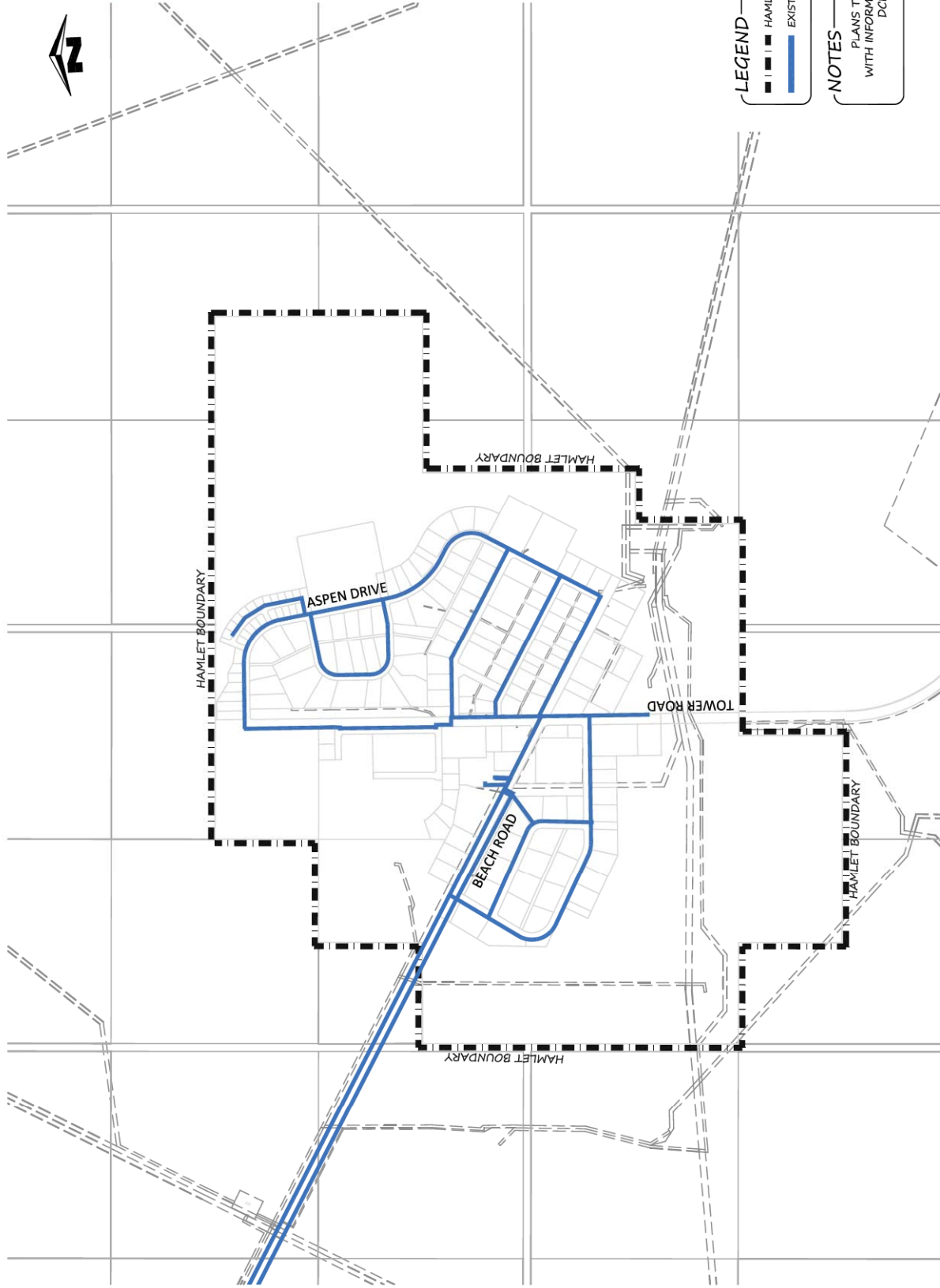
- HAMLET OF ZAMA CITY
- MAJOR NEW CONNECTIONS

**FIGURE 7**  
**ROADS AND ACCESS**  
**ZAMA CITY AREA STRUCTURE PLAN**  
 NOT TO SCALE  
 MARCH 2013





Mackenzie County



**LEGEND**

- ■ ■ HAMLET OF ZAMA CITY
- EXISTING WATER MAIN
- PLANS TO BE FINALIZED

**NOTES**

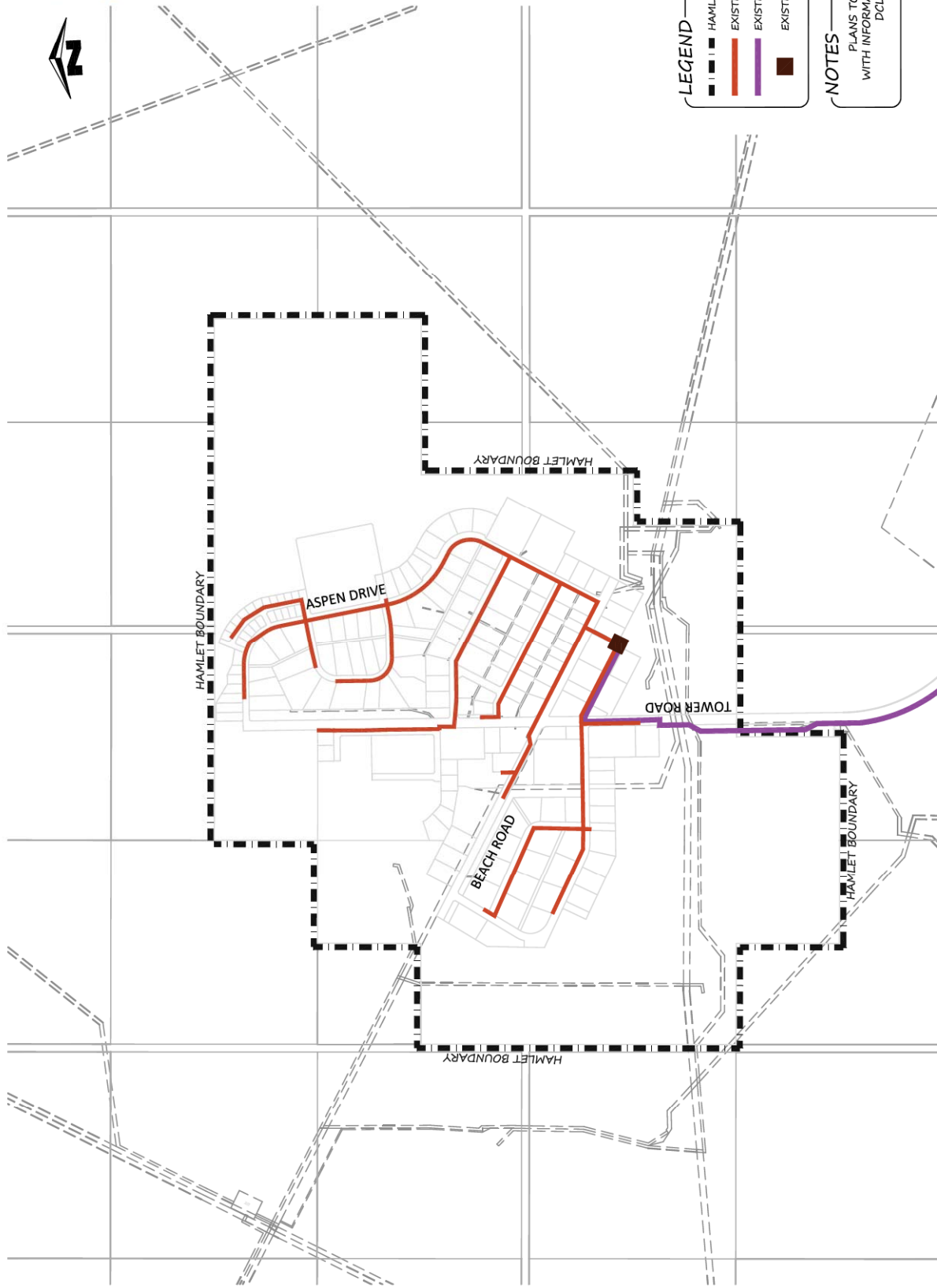
PLANS TO BE FINALIZED WITH INFORMATION PROVIDED BY DCL SIEMENS.

FIGURE 8

**ZAMA CITY AREA STRUCTURE PLAN WATER**

SCALE 1:15,000  
FEBRUARY 2013





- LEGEND**
- HAMLET OF ZAMA CITY
  - EXISTING SANITARY GRAVITY
  - EXISTING SANITARY FORCEMAIN
  - EXISTING LIFT STATION

**NOTES**  
 PLANS TO BE FINALIZED  
 WITH INFORMATION PROVIDED BY  
 DCL SIEMENS.

FIGURE 9  
**SANITARY**  
 ZAMA CITY AREA STRUCTURE PLAN  
 NOT TO SCALE  
 MARCH 2013



**LEGEND**




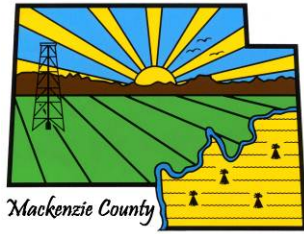
-  HAMLET OF ZAMA CITY
-  RESIDENTIAL STAGING
-  COMMERCIAL STAGING

FIGURE 10  
**DEVELOPMENT STAGING**  
 ZAMA CITY AREA STRUCTURE PLAN  
 NOT TO SCALE  
 MARCH 2013



# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 897-13 Connector Industrial Area Structure Plan</b>

**BACKGROUND / PROPOSAL:**

The Area Structure Plans have progressed well, and input has been received from both Council and the public. The input received has been incorporated into the ASPs, creating a comprehensive 20 year planning document that reflects the desires of the community while directing the growth of the community based on current planning principles.

**OPTIONS & BENEFITS:**

To implement a rural industrial plan in keeping with the direction provided in the MDP, and to guide future growth along the Highway 88 Connector corridor.

**COSTS & SOURCE OF FUNDING:**

There are no additional costs involved with adopting the ASPs, however there may be additional costs incurred in future budgets to implement some of the strategies.

**COMMUNICATION:**

The public hearings were advertised in the local papers, progress updates have been included in the County Image, and notifications were posted on Facebook. Planning staff will communicate the changes to developers as they come in.

**Author:** B. Peters \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1

That second reading be given to Bylaw 897-13 being the Connector Industrial Area Structure Plan.

Motion 2

That third reading be given to Bylaw 897-13 being the Connector Industrial Area Structure Plan.

Author: B. Peters Reviewed by: CAO

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 897-13**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

# Annual La Crete Golf Open

## Carole Dastous

Come rain and shine, they played golf on the weekend of Aug. 24 and 25.

"The course draws people because they love it. The greens are good, and the course is in amazing shape this year," said La Crete Golf Club manager Ed Wiebe.

There were 65 individual entries, including ten lady golfers, the most lady golfers yet for the event, said Wiebe.

This 5th annual event was a qualifier for the upcoming 38th Tournament of Champions to be held in Grimsshaw at The Creek Golf & Country Club on Sept. 6-8. The top two players in

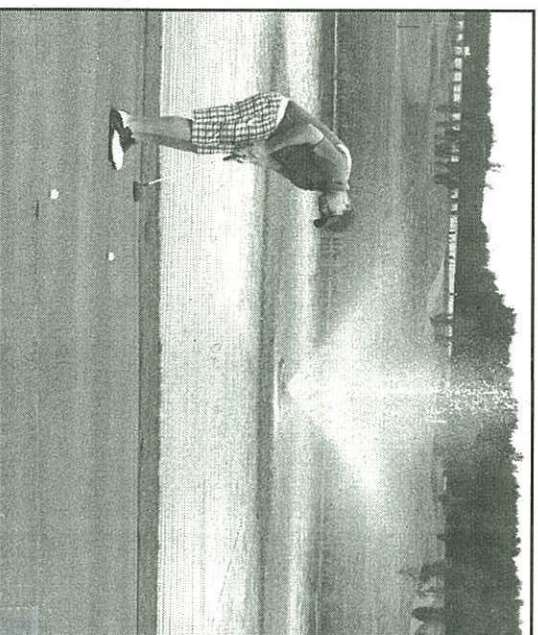
each category who qualified for the Tournament of Champions were: Beth Kappelar and Barb MacArthur for the ladies,

and Bill Driedger and Chris Walters for the men, with Chris Peters in third place.

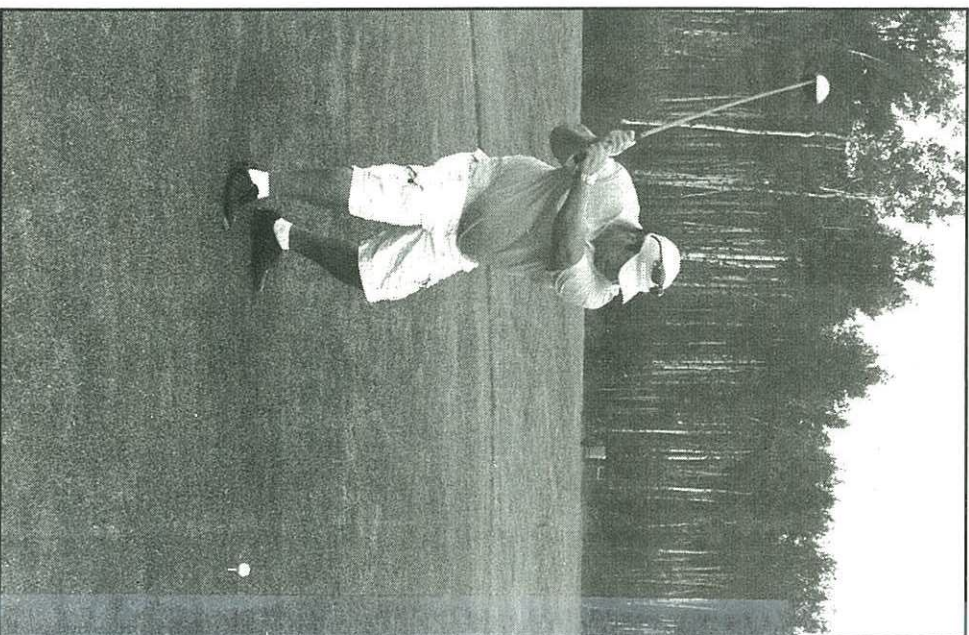
This tournament win was Driedger's first individual championship victory.

"I'm pretty pumped (about the Tournament of Champions)," said Driedger.

La Crete Golf Course is a 9 hole course located about 3.5 km from La Crete on Highway 697, a stretch of highway known locally as "7 Mile Highway" for its distance to the turn-off of Highway 88.



CAROLE DASTOUS  
Putting practice with the fountain of La Crete Golf Course in the backdrop, on Aug. 24.



CAROLE DASTOUS  
Leon Mercredi tees off during the annual Open tournament at La Crete Golf Course.



CAROLE DASTOUS  
Denis Paul follows through on his swing on Aug. 24 at the La Crete Golf Course Open tournament.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 896-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 896-13, which repeals and replaces Bylaw 052/96 being the Area Structure Plan for Hamlet of Zama.

The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 914-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 914-13 for an amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

1. That the Mackenzie County Land Use Bylaw Section 8.27 A, Urban Fringe be amended to add the Use "Shop":

### 8.27 URBAN FRINGE "UF"

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

#### A. DISCRETIONARY USES

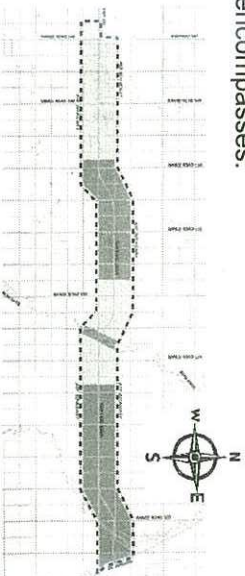
- a) ANCILLARY BUILDING/SHED
- b) BED AND BREAKFAST BUSINESS
- c) CHURCH
- d) COMMUNICATION TOWER
- e) CEMETERY
- f) DWELLING - SINGLE FAMILY
- g) EXTENSIVE AGRICULTURE
- h) FARM SUBSIDIARY BUSINESS
- i) GARAGE - ATTACHED
- j) GARAGE - DETACHED
- k) GARDEN SUITE
- l) HOME BASED BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) KEEPING OF LIVESTOCK
- p) MANUFACTURING FIRM
- q) MANUFACTURED HOME - SINGLE WIDE
- r) MANUFACTURED HOME - DOUBLE WIDE
- s) MANUFACTURED HOME - MODULAR SHOP
- t) TEMPORARY/PORTABLE UNIT
- u) VETERINARY CLINIC
- v)

The Public Hearing is to be held at 1:00 p.m. Wednesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 897-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 897-13, which enacts Connector Industrial Area Structure Plan near La Crete. The proposed Area Structure Plan encompasses:



The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.

# ???

Not advertising is like winking

in the dark...

You know what you're doing,  
but nobody else does!

**BYLAW NO. 897-13**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO ENACT THE**  
**CONNECTOR INDUSTRIAL AREA STRUCTURE PLAN**

**WHEREAS**, the Municipal Government Act provides that a Council may adopt an area structure plan, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to adopt an Area Structure Plan for all land within the designated boundary as indicated in the Area Structure Plan to provide for the orderly development of the area

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

1. That the following:
  - i) That the attached Area Structure Plan, effecting the lands as indicated in the attached Area Structure Plan, be designated as the Connector Industrial Area Structure Plan.

READ a first time this 24<sup>th</sup> day of April, 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

Industrial Area Structure Plan

# Connector

Bylaw No. 897-13



**Scheffer Andrew Ltd.**  
*Planners & Engineers*

EDMONTON • CALGARY • MEDICINE HAT • COLD LAKE



**Mackenzie County**

13/08/2013

1102-02-00



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## 1 Purpose and Scope

The Connector Industrial Area Structure Plan (Plan) has been prepared for a 4420 hectare area of land east of the Hamlet of La Crete at the request of Mackenzie County.

The Plan is intended to provide a framework for future subdivision, servicing, and development of land in order to ensure a supply of heavy and light industrial lands which benefit from access to Township Road 1062A. This Plan is one of four industrial plans being prepared concurrently in the County for industrial land uses. The location of the plan area is illustrated in Figure 1: Location.

The Plan is primarily based on Council direction and policies from the Municipal Development Plan Bylaw 735-09. It sets out a vision and specifies actions and policies needed to achieve that vision based on the requirements of the Municipal Government Act (MGA). The MGA requires an Area Structure Plan to identify:

- Sequence of development for the Plan area;
- Land uses proposed for the area, either generally or with respect to specific parts of the area;
- Density of population proposed for the area either generally or with respect to specific parts of the area;
- General location of major transportation routes and public utilities; and
- Other matters Council considers necessary.

Area Structure Plans are long-term “living documents.” As the land use, socio-demographic and economic context changes it is not uncommon for plans to be reviewed and amended. Despite such changes, the vision of this Area Structure Plan should remain consistent. However, it is anticipated that more detailed components may be amended in accordance with Hamlet and County needs on an ongoing basis.

The policies and actions identified in this Plan are intended to influence the Mackenzie County Land Use Bylaw, development standards, Outline Plans, subdivision design, and development approvals to ensure that the long term vision for growth determined by this process is achieved.

### 1.1 Background Report

Along with the Plan, a background report has been prepared. The Mackenzie County Industrial Area Structure Plans Background Report contains most of the analysis undertaken to identify the vision, goals and policies for this Plan and three other industrial plans. This includes a review of the planning context; an update of economic and demographic considerations; review of existing land uses, natural features, facilities and infrastructure; and identification of opportunities associated with the same.

## 1.2 Municipal Development Plan

As the highest level municipal planning document for the County, the Mackenzie County Municipal Development Plan (MDP) is a primary factor in determining the policy direction of the Plan.

### 1.2.1 Objectives for Industrial Development

The Mackenzie County MDP addresses future industrial growth and development in the County. Key objectives expressed in the MDP involving industrial development include:

- Facilitate industrial developments that support agriculture;
- Support a concentrated pattern of industrial development;
- Emphasize the forestry sector as a key component of Mackenzie County's economy and to facilitate its continued growth and diversification;
- Support Mackenzie County's role as a centre for oil and gas exploration and development in the surrounding fields;
- Promote and diversify Mackenzie County's economy by emphasizing manufacturing, transportation, and the supply of industrial goods and services;
- Minimize the negative impacts of rural industrial development; and,
- Ensure all industrial areas in Mackenzie County are attractive and feasible.

### 1.3 Community Consultation

Community consultation forms the cornerstone of the vision, policies and actions identified in the Plan. Early stakeholder consultation helped focus the direction of this Plan, while a public open house ensured wider input into the Plan's vision, policies and concepts. Results of this consultation can be found in the background report for this Plan.

Key points recorded during public consultation were:

#### 1.3.1 Early Stakeholder Feedback

- Lots should be large enough for large trucks to manoeuvre within the property.
- Buildings should appear clean and well kept, architectural controls may be suitable as long as long as financial challenges on business owners are considered.
- There is support for a tree line or treed buffer between TWP Road 1062A and the industrial facilities to preserve rural character and create a cleaner looking development.
- Power lines should be run underground to improve the visual appearance of the development.
- There should be a setback between residential uses and industrial uses to reduce noise and other impacts.
- Municipal services should be extended to the new industrial areas.
- Most respondents feel that the County offers considerable opportunity for manufacturing development.

#### 1.3.2 Open House Feedback

An open house was held on May 22, 2013 with 21 attendees.

- Plan should not be a corridor, but a square.
- Light industrial uses should be along the Connector, while heavier uses are located in the rear.
- Provide buffers / trees between highway and unsightly uses.
- Existing yard site development, or modular and manufactured homes should be able to become stick-built permanent homes when the ASP is implemented.
- Concern over decrease in property values (mostly because country residential subdivisions are no longer permissible).
- Concern over visual impact of industrial development.

## 2 Creating a Vision

Mackenzie County has prepared this plan to clarify, communicate, and deliver its vision for future industrial development and redevelopment in the Plan area.

### 2.1 Vision

At build out the Plan area is envisioned to be an area that provides for an efficient and diversified resource-based industrial economy that generates a long-term benefit to County residents, businesses, and surrounding rural communities.

In order to implement this vision the Plan seeks to achieve specific objectives that recognize and build on the industrial policies of the MDP. The objectives of this Plan are to:

- Guide interim and long-term industrial and resource-based growth in a deliberate manner that coordinates with existing and planned infrastructure provisions.
- Promote existing assets in and around the plan area, such as highways, airports, railways and major employment nodes that can be used to strengthen the local economy.
- Mitigate potential land use conflict and enable the continued operation of existing rural residences, institutional uses and agricultural operations as land uses transition to industrial uses over time.
- Preserve (and where possible, enhance) important features of the natural environment.
- Recognize the changing needs of the local economy by allowing a range of industrial subdivision options, including large and small lots and serviced and un-serviced alternatives.
- Ensure that development allows for the orderly expansion of municipal, provincial, and federal infrastructure, such as roads, airports, railways, water and waste water services, trails and community recreation facilities.

As a part of delivering these objectives, the Plan must be consistent with existing municipal, provincial, and federal policies, regulations and plans for the areas.

## 2.2 Land Use Concept

The Land Use Concept generally identifies the intended future land uses and integrates natural and man-made considerations (as illustrated in Figure 3: Development Considerations) with the needs of the County, while meeting relevant policy guides and regulatory requirements.

The land use areas illustrated in Figure 4: Land Use Concept are conceptual. They are intended to provide a broad road map for future development. Further planning through Outline Plans, or a similar planning mechanism, may refine the designation and area of land uses. Major deviations from this concept will require amendments to the Plan.

The Land Use Concept recognizes the established development pattern within the surrounding area, and integrates compatible land uses to maintain a distinct rural industrial character. The Land Use Bylaw should be in general accordance with the Land Use Concept and may need to be updated to reflect the identified land uses.

Policies affecting the land use designations of the Land Use Concept are described in Section 3: Development Policies. The breakdown of developable areas from the Land Use Concept is included in the following table.

*Table 1 Land Use Statistics*

	Area (ha)	% of GDA
<b>Gross Developable Area</b>	<b>4417</b>	<b>100%</b>
<b>Net Developable Areas</b>		
Light Industrial	1863	42%
General Industrial	2391	54%
Environmental Reserve	163	4%

Note: Rounding may cause inconsistencies in column totals.

### 3 Achieving the Vision

This section sets out policies to guide development in a manner that can achieve the vision for the Plan area, as well as fulfill the requirements of the MGA.

#### 3.1 General Development Policies

The following policies reflect the intent of the vision for the Plan area and apply to all areas.

- All Areas 1. Mackenzie County supports the clustering of similar and complementary industrial uses and supports the sharing of information, products and linkages to resource and transportation networks within clusters.*
- All Areas 2. The County should encourage orderly sequences of development, following a contiguous pattern consistent with the economical use and extension of existing services.*
- All Areas 3. Development should maintain the natural drainage pattern of the land to reduce impacts from development. A stormwater management plan may be required for any development.*
- All Areas 4. Detailed biophysical, geotechnical, hydrological, and similar studies have not been completed as part of this high level planning process. The County should consider requiring such studies along with applications for development.*
- All Areas 5. Developers should be encouraged to retain existing trees during design and development in order to maintain environmental habitat and local landscapes, particularly in buffer areas and along Township Road 1062A.*
- All Areas 6. The planning area is considered to have high potential to contain archaeological, paleontological and/or historic period resources. A Historic Resource Impact Assessment may be required prior to development. All development proposals should be referred to the Historic Resources Management Branch for review and will require an application for Historical Resources Act clearance.*
- All Areas 7. Outline Plans should be generally consistent with the Land Use Concept; however:*
- 1. They may deviate from the Land Use Concept provided the objectives of the Plan are maintained.*
  - 2. They may deviate from the affected Land Use Concept when a site specific constraint is identified that requires a change.*
  - 3. Amendments to this Plan may be required.*



### 3.2 Industrial Development

The majority of the Plan is intended for industrial development. Within the industrial development areas, both light and heavy industrial uses may be developed.

The General Industrial Area is intended primarily to be developed with heavy uses such as manufacturing, processing, assembly, distribution, service and repair on lands that are setback away from existing land uses that are potentially sensitive to industrial nuisances. Typical uses in this area will carry out a portion of their operations outdoors and are not necessarily compatible with residential uses. Examples include heavy industrial uses such as manufacturing, processing, assembly, distribution, service and repair.

The Light Industrial Area may be used to provide a transitional area 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). Examples of this type of use include agricultural machinery sales and service, automotive equipment and vehicle services, contractor's business and yard, outdoor storage, truck stop, some oil and gas services and warehousing and similar uses. In general, these uses will generate few offsite impacts.

#### 3.2.1 General Industrial Area Policies

- General Industrial 1. As shown in Figure 4: Land Use Concept, heavy industrial uses should be located in areas that are away from existing residential uses. Heavy industrial uses may consist of activities that generally require a large amount of land for outdoor storage space and may or may not conduct industrial activities outdoors. Examples of these uses include heavy manufacturing, oilfield services, construction, warehousing, and outdoor storage yards. These uses are expected to emit odours, noise, particulate matter, and light due to the character of their operations that can cause negative impacts on nearby sensitive land uses.*
- General Industrial 2. Industrial uses in this area should be developed in a manner that minimizes the potential impacts on adjacent or nearby properties. Methods to ensure industrial developments do not negatively impact adjacent properties and roadways may include the construction of landscaped berms, architectural treatments, landscaping and fencing, distance separation, and the retention or planting of native vegetation and onsite treatment of stormwater.*
- General Industrial 3. Landscaping should be required adjacent to Township Road 1062A, of sufficient depth and massing to screen views from passersby and to maintain the rural character of the area.*
- General Industrial 4. The construction of landscaped berms on the boundary of industrial lands may be required to act as a visual and noise buffer for existing residential uses.*

### 3.2.2 Light Industrial Area Policies

- Light Industrial 1.*                      *Light Industrial uses should be developed in a manner that minimizes the potential impacts on adjacent or nearby properties. Methods to ensure industrial developments do not negatively impact adjacent properties and roadways may include the construction of landscaped berms, architectural treatments, landscaping and fencing, distance separation, and the retention or planting of native vegetation.*
- Light Industrial 2.*                      *As shown in Figure 4: Land Use Concept, light Industrial uses should be located in areas that are adjacent to existing residential uses. Light Industrial uses are intended to be more compatible with nearby residential development than industrial uses in the General Industrial Area.*
- Light Industrial 3.*                      *All industrial uses should be developed in a manner that minimizes the potential impacts on adjacent or nearby properties. Methods to ensure industrial developments do not negatively impact adjacent properties and roadways may include the construction of landscaped berms, architectural treatments, landscaping and fencing, distance separation, and the retention or planting of native vegetation and onsite treatment of stormwater.*
- Light Industrial 4.*                      *Landscaping should be required adjacent to Township Road 1062A. It should be of sufficient depth and massing to screen views from passersby and to maintain the rural character of the area.*
- Light Industrial 5.*                      *The construction of landscaped berms on the boundary of Industrial lands may be required to act as a visual and noise buffer for existing residential areas.*

### 3.3 Country Residential

Within the Plan area are nodes of existing Country Residential developments. This large lot, low density form of rural residential development is an attractive option for some residents because it provides a land-base suitable for rural activities such as small scale agricultural operations, home-based business opportunities, and outdoor recreation, while also remaining in close proximity to major social and commercial services.

Mackenzie County recognizes that the long range vision for the Plan area is to support industrial development; therefore, the long term transition of Country Residential to industrial uses is supported. However, during the transition period existing residential use of these properties should be protected from interference caused by new industrial uses. New industrial uses should be developed and operated in a manner that mitigates negative impacts and potential land use conflicts with Country Residential uses.

#### 3.3.1 Country Residential Policies

- Country Residential 1. No new Country Residential developments should be permitted within the Plan.*
- Country Residential 2. No new subdivisions for Country Residential within existing Country Residential parcels should be permitted within the Plan.*
- Country Residential 3. Mackenzie County should support the redesignation of Country Residential lands to a designation that supports industrial development.*
- Country Residential 4. It is intended that new residential uses be prohibited from industrial areas of the plan. However, existing residential yard sites and manufactured homes should be permitted to develop into single family dwellings.*

### 3.4 Natural Areas and Open Spaces

Open spaces, both formally landscaped and natural, are essential components to the physical structure of the Land Use Concept. Open spaces can add to and also help retain the rural character of the plan area as development takes place. The benefits that can be achieved with Open Space include:

- Lending a rural character to the industrial development.
- Visual transition and noise/odour buffering between uses.
- Habitat and corridors for local wildlife.

At the time of development or subdivision, additional areas may be identified through the preparation of technical studies and reports prepared by qualified professionals, as required by the County and paid for by the developer. Where suitable, natural areas should be dedicated as Environmental Reserve or Municipal Reserve, or protected through similar measures.

#### 3.4.1 Natural Areas and Open Spaces Policies

- Natural Areas 1. In accordance with the provisions of the Municipal Government Act, upon subdivision of any land within the Plan the County should require that any portion of lands that meet the definition of Environmental Reserve as outlined in the MGA be dedicated as Environmental Reserve or otherwise protected.*
- Natural Areas 2. Any land within the Plan that becomes subject to an Environmental Reserve Easement should remain in its natural state in accordance with the provisions of the Municipal Government Act.*
- Natural Areas 3. Mackenzie County should require 10% of Municipal Reserve entitled to the County for subdivisions within the plan area in accordance with the Municipal Government Act as land or cash in lieu.*
- Natural Areas 4. Mackenzie County may consider the deferral of Municipal Reserve dedications to other lands owned by the same developer.*

### 3.5 Stormwater, Water and Wastewater Servicing

Stormwater, water and wastewater facilities identified in this Plan are conceptual, and therefore it is anticipated that landowners and developers will address detailed future servicing options for land use developments within the Plan area with Outline Plans (or similar area plans) and development and subdivision applications. It is anticipated that developments in the Plan area will initially be serviced by on-site water and wastewater, and that stormwater management facilities will be incorporated into site development and subdivision design. However, there is an existing water line near the western Plan boundary; therefore, where practically feasible developers shall extend this line at their expense.

#### 3.5.1 Water and Wastewater Servicing Policies

- Servicing 1. All development should be connected to the municipal water line wherever practical. Where not practical development may be serviced by onsite water until such time as public services are feasible.*
- Servicing 2. Wastewater treatment should be provided by on site private systems until public or common wastewater systems are available.*
- Servicing 3. A servicing study to the satisfaction of the County may be required to be completed prior to the development of any lands.*
- Servicing 4. Developers are encouraged to explore the most cost efficient servicing options available.*
- Servicing 5. Onsite fire suppression needs should be provided for the industrial sites by the developer.*
- Servicing 6. The County may consider the development of private common water and waste water systems developed and operated at the cost of the developer, provided the use of the existing water line is not feasible.*

### 3.5.2 Stormwater Servicing Policies

- Servicing 7. A stormwater management plan may be required for new industrial developments.*
- Servicing 8. The stormwater management plan should encourage the design of landscaping that reduces the need for water and incorporates alternative designs that promote water conservation.*
- Servicing 9. Stormwater management facilities (SWMFs) should be incorporated in the initial planning stages for any portion of the Plan area and be designed to improve water quality and to control runoff from future development.*
- Servicing 10. SWMFs should be designed to avoid pollution entering existing stormwater systems, drainage courses and natural areas.*
- Servicing 11. Developments should strive to retain stormwater on-site and discharge at a post development rate that does not exceed pre-development release rates.*
- Servicing 12. Naturally occurring wetlands and low-lying areas are preferred as locations for stormwater retention facilities however locations for SWMFs are subject to provincial legislation, regulation, policy and procedures.*
- Servicing 13. All design and installation of SWMFs should be in compliance with provincial legislation, regulation, policy and procedures.*
- Servicing 14. All costs associated with construction and maintenance of SWMFs should be borne by the benefitting developers.*

### 3.6 Shallow Utilities

It is anticipated that more detailed land use and subdivision plans will be completed in the future to identify specific shallow utility design and requirements. Northern Lights Gas Co-op and ATCO are the main utility service providers in the Plan area.

#### 3.6.1 Shallow Utilities Policies

- Shallow Utilities 1. The County will work with utility providers to ensure production and capacity for power and natural gas services are not a constraint to development.*
- Shallow Utilities 2. The cost of installing and providing utility infrastructure and services on-site should be borne by the developer / landowner.*
- Shallow Utilities 3. A developer may be required to provide rights-of way for shallow services.*
- Shallow Utilities 4. Development should not be rejected based on the absence of power and natural gas services.*

### 3.7 Roads and Access

Due to the variety of potential development types, future transportation networks both within the plan area and connecting to adjacent lands need to be able to accommodate a wide variety of vehicles, volumes and traffic use patterns. The Land Use Concept and Figure 5: Roads and Access describes how current, upgraded and new roadways can service existing and planned developments.

#### 3.7.1 Roads and Access Policies

- Roads and Access 1. All roadways, intersections and accesses should be developed to Mackenzie County standards.*
- Roads and Access 2. The County should require all benefitting developers to contribute proportionally to the cost of road upgrades.*
- Roads and Access 3. The County should work with Alberta Transportation and other relevant agencies to incorporate a dangerous goods route that can adequately serve planned developments.*
- Roads and Access 4. The County may consider deviation from the Plan's road and access network if the deviation is to avoid creating isolated undevelopable parcels, enable safer intersection design, or achieve an identifiable better outcome.*
- Roads and Access 5. All new development should be accessed from the internal transportation network. Individual lots will not have direct access to TWP Road 1062A.*



### 3.8 FireSmart

As the Plan area develops over time, it will be important to ensure that emergency preparedness and fire prevention is incorporated into the site design of future industrial businesses.

The proximity of the Plan area to existing natural areas, combined with the presence of densely treed areas throughout the Plan area highlights the fact that forest fires are a real and tangible threat. The ability of local emergency services to provide effective fire protection is dependent, in large part, on future development patterns and onsite preventative measures.

#### 3.8.1 Fire Smart Policies

Fire Smart 1. Mackenzie County should require developers to prepare an emergency preparedness plan as a part of a subdivision or as part of an Outline Plan for multi-lot industrial subdivisions and also for individual industrial development as appropriate. This plan should address applicable recommendations contained in the *Fire Smart Guide Book for the Oil and Gas Industry*, produced by the Alberta Partners in Protection, including:

- Vegetation removal/conversion/reduction;
- Siting and orientation of buildings;
- Siting and orientation of flarestacks;
- Siting and orientation of power lines;
- Siting and orientation of roads and emergency routes;
- External building materials (i.e. siding and roofing materials);
- Storage of flammable materials; and,
- Notification and communication with applicable provincial, municipal and emergency response agencies.

Fire Smart 2. Developers may be required to prepare an emergency plan as part of a subdivision plan, Conceptual Plan, Outline Plan, or similar plan for residential and community uses. The emergency plan would address recommendations in the *Fire Smart: Protecting your Community from Wild Fire* manual published by Partners in Protection.

As the Plan area develops over time, it will be important to ensure that emergency preparedness and fire prevention is incorporated into the site design of future industrial businesses.

## 4 Implementation

The implementation strategy addresses planning processes and development sequence for the Plan area.

### 4.1 Implications for Other Municipal Plans and Bylaws

The Plan has been prepared to be generally consistent with the MDP. To achieve consistency between plans and existing policy documents, the following is required:

- Amend the MDP to re-designate the Plan area to Rural Industrial.
- Amend the Land Use Bylaw to reflect any differences between the Land Use Concept and the current land use districts. A delay in completing this task runs the risk of an increase in Country Residential development during the interim, increasing the opportunity for land use conflicts.

### 4.2 Outline Plans

The Plan addresses future development in conceptual terms. Prior to development, and at the discretion of the County, an application for subdivision and development may require the preparation of an Outline Plan or similar area planning mechanism. The boundary of future area plans should be based on good planning practice and not necessarily land ownership.

### 4.3 Municipal Reserve

Mackenzie County requires that 10% of all subdivision areas be dedicated as municipal reserve, in accordance with the provisions of the Municipal Government Act. To create a complete and functional community, cooperation and a strategy is required to ensure that Municipal Reserve is located in appropriate locations to serve future residents. To accomplish this where there are multiple land owners in an area, it is often required that some land owners provide more than their share of the 10% reserve dedication, while others are requested to pay 'money in lieu' of dedicating land to compensate those land owners who provided the land so that in effect every developer makes a similar contribution of 10%. The County should take Municipal Reserve dedications through the cash-in-lieu option of the land is not required. These funds should be used for new or upgraded recreation facilities in nearby areas of the County.

### 4.4 Conceptual Development Sequence

Conceptual Development Sequencing is shown in Figure 7. Development staging should follow a general practice of contiguous expansion and it is anticipated that future development will generally occur in areas adjacent to existing industrial developments and major transportation corridors. However, while the various industrial Plans being developed concurrently provide a large amount of industrial land supply throughout the County, the sequencing and extent of development within the boundaries of this Plan will largely be governed by the market demand for industrial land locally. Therefore, non-contiguous development may be considered, provided the developer pays for service extension costs to the satisfaction of the County.

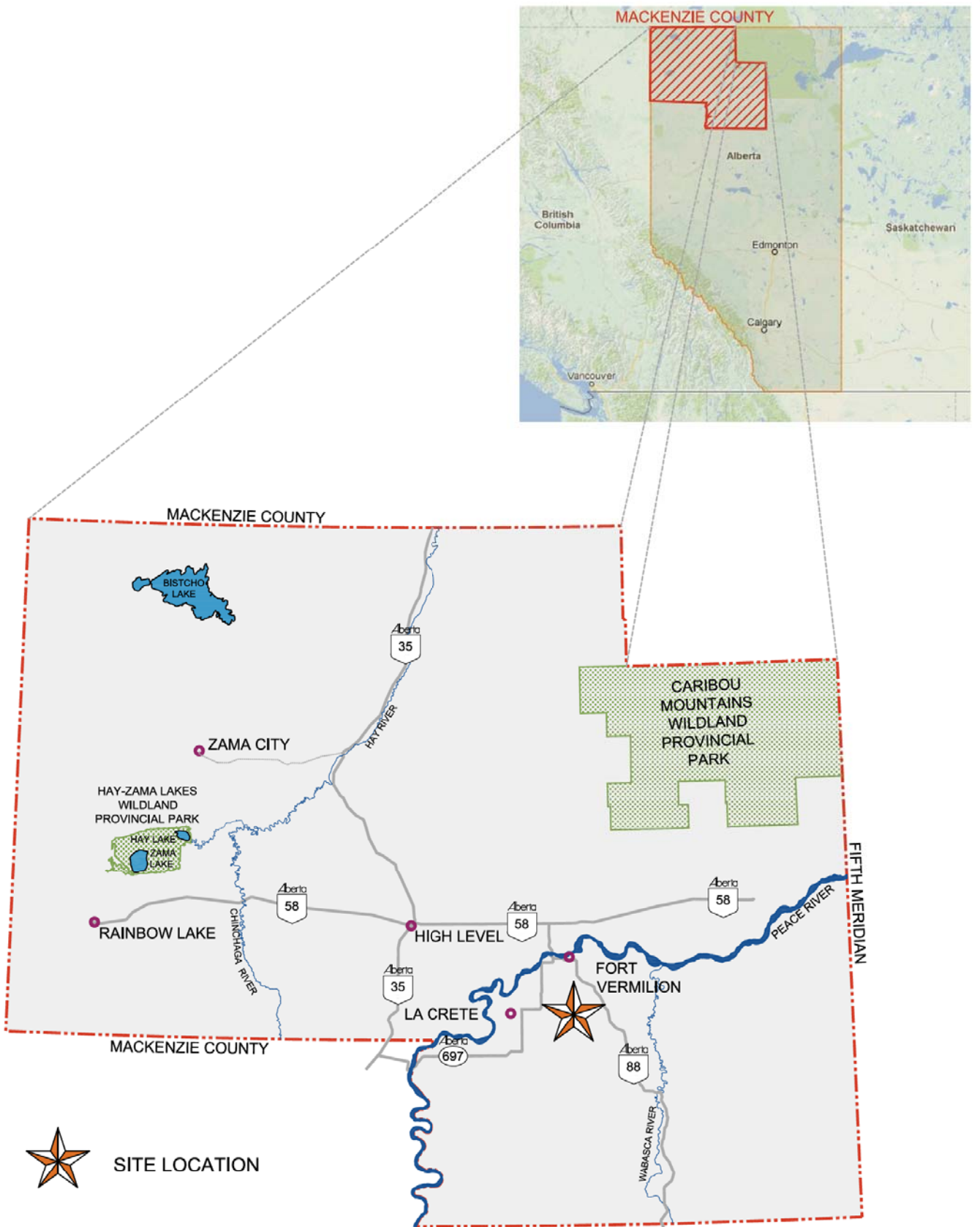
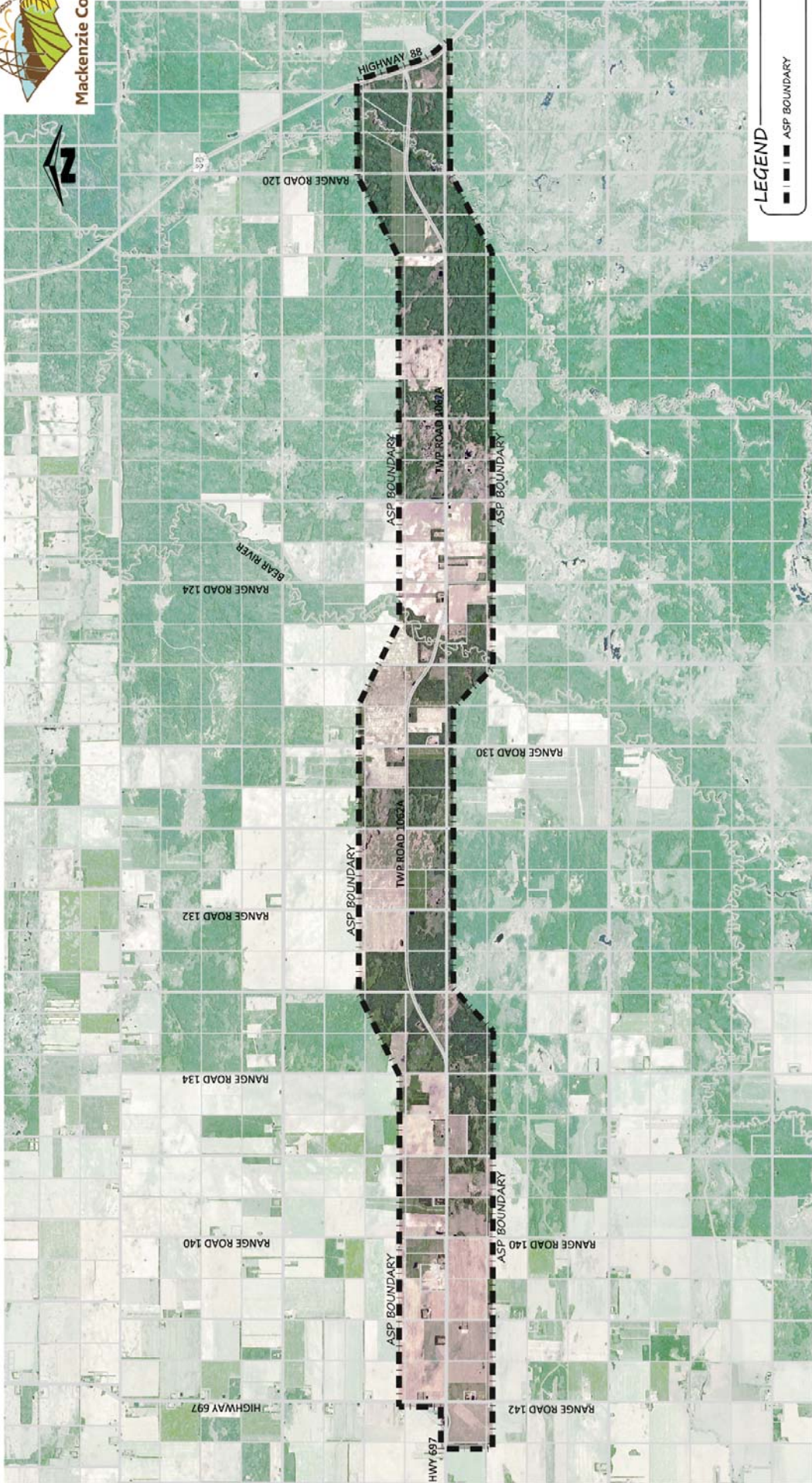


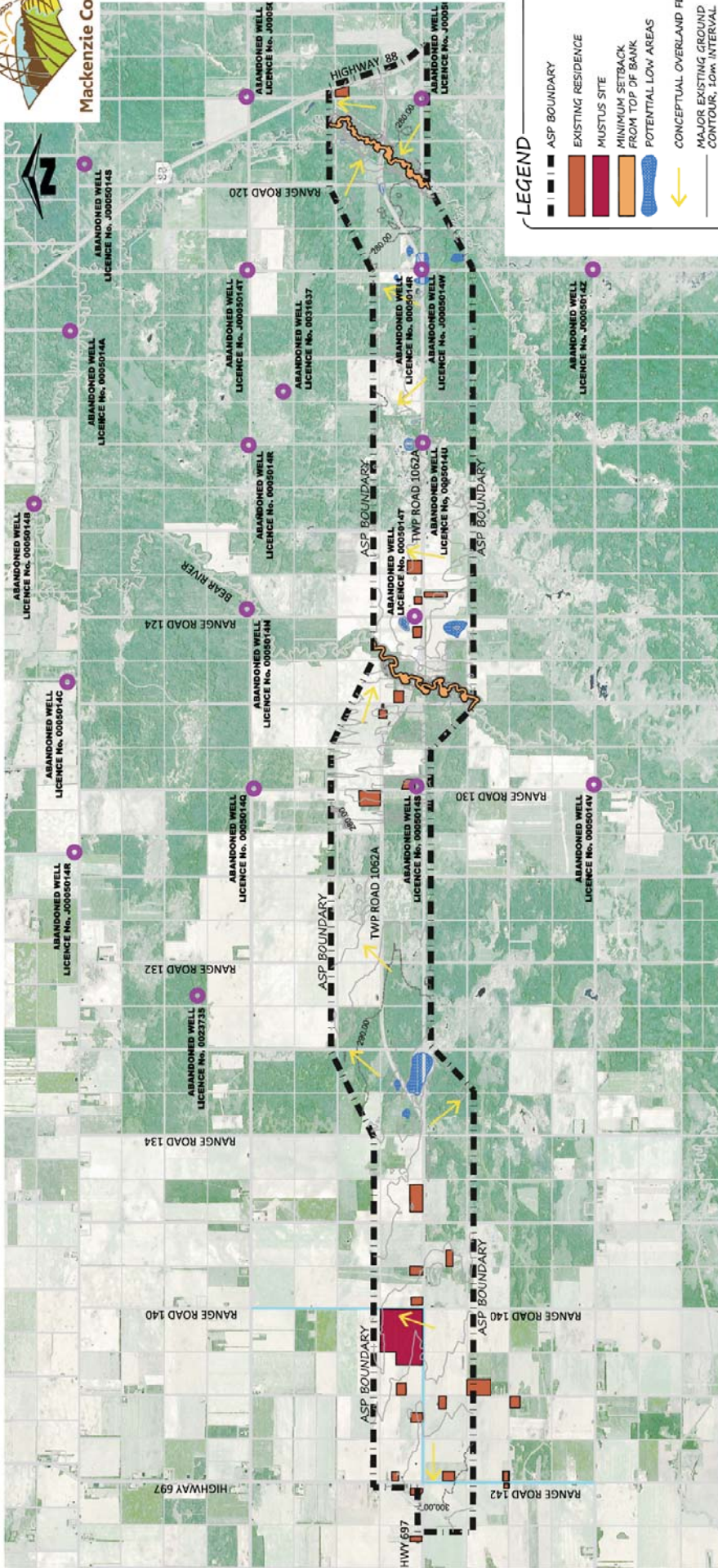
FIGURE 1  
LOCATION PLAN  
CONNECTOR INDUSTRIAL ASP  
NOT TO SCALE  
MARCH 2013













LEGEND  
- - - ASP BOUNDARY

FIGURE 2  
PLAN BOUNDARY  
CONNECTOR INDUSTRIAL ASP  
NOT TO SCALE  
MARCH 2013





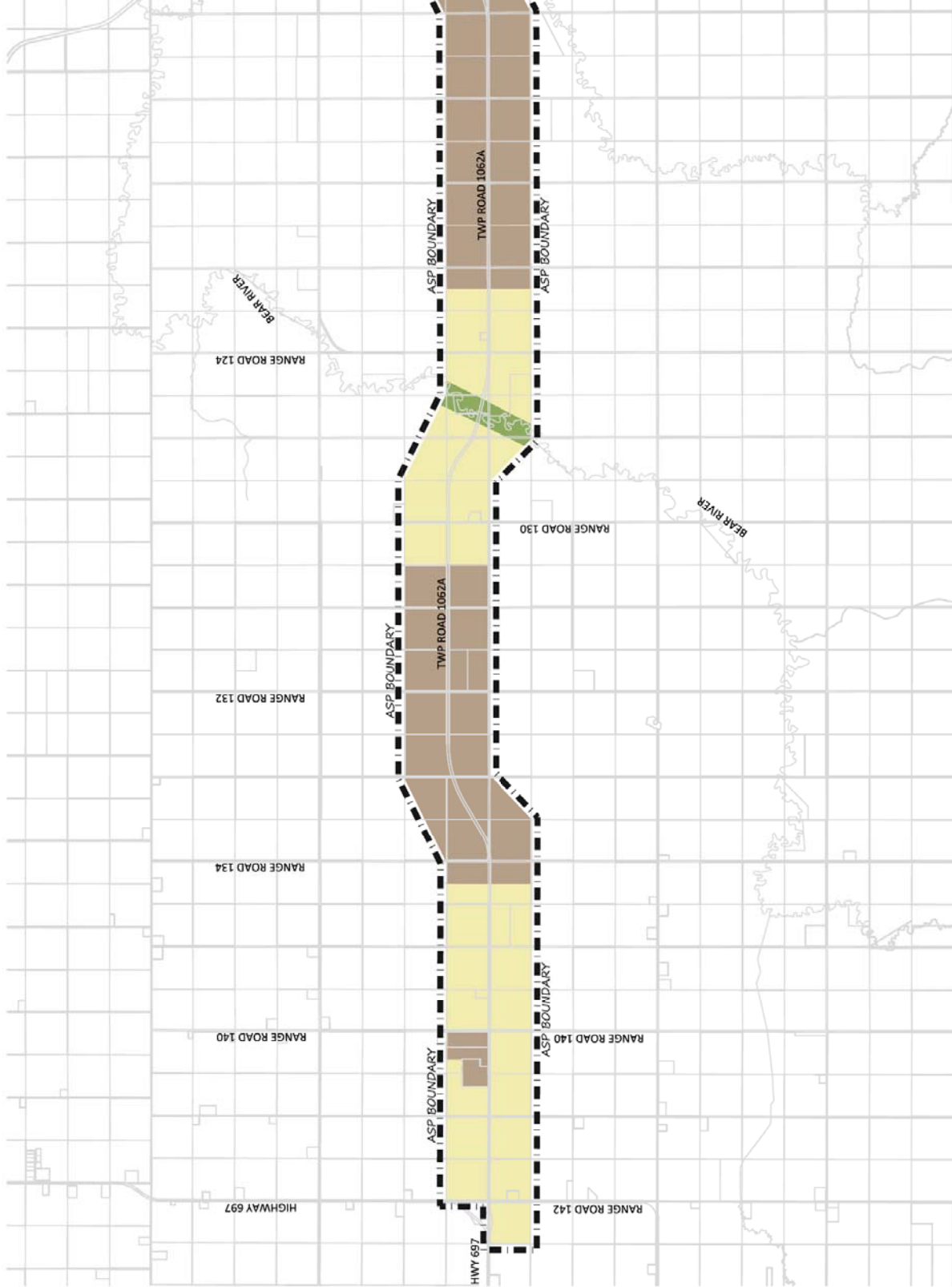
**LEGEND**

-  ASP BOUNDARY
-  EXISTING RESIDENCE
-  MUSTUS SITE
-  MINIMUM SETBACK FROM TOP OF BANK
-  POTENTIAL LOW AREAS
-  CONCEPTUAL OVERLAND FLOW
-  MAJOR EXISTING GROUND CONTOUR, 10M INTERVAL
-  MINOR EXISTING GROUND CONTOUR, 2M INTERVAL
-  EXISTING WATER MAIN
-  ABANDONED WELL 5M SETBACK

**NOTES**

EXACT SETBACKS AND LOCATIONS OF OIL AND GAS INFRASTRUCTURE SHOULD BE DETERMINED IN CONSULTATION WITH ERGB AND INFRASTRUCTURE OPERATORS.

FIGURE 3  
**DEVELOPMENT CONSIDERATIONS CONNECTOR INDUSTRIAL ASP**  
 NOT TO SCALE  
 MARCH 2013



**LEGEND**

- ASP BOUNDARY
- LIGHT INDUSTRIAL
- GENERAL INDUSTRIAL
- NATURAL AREA

FIGURE 4  
**LAND USE CONCEPT**  
 CONNECTOR INDUSTRIAL ASP  
 NOT TO SCALE  
 MARCH 2013

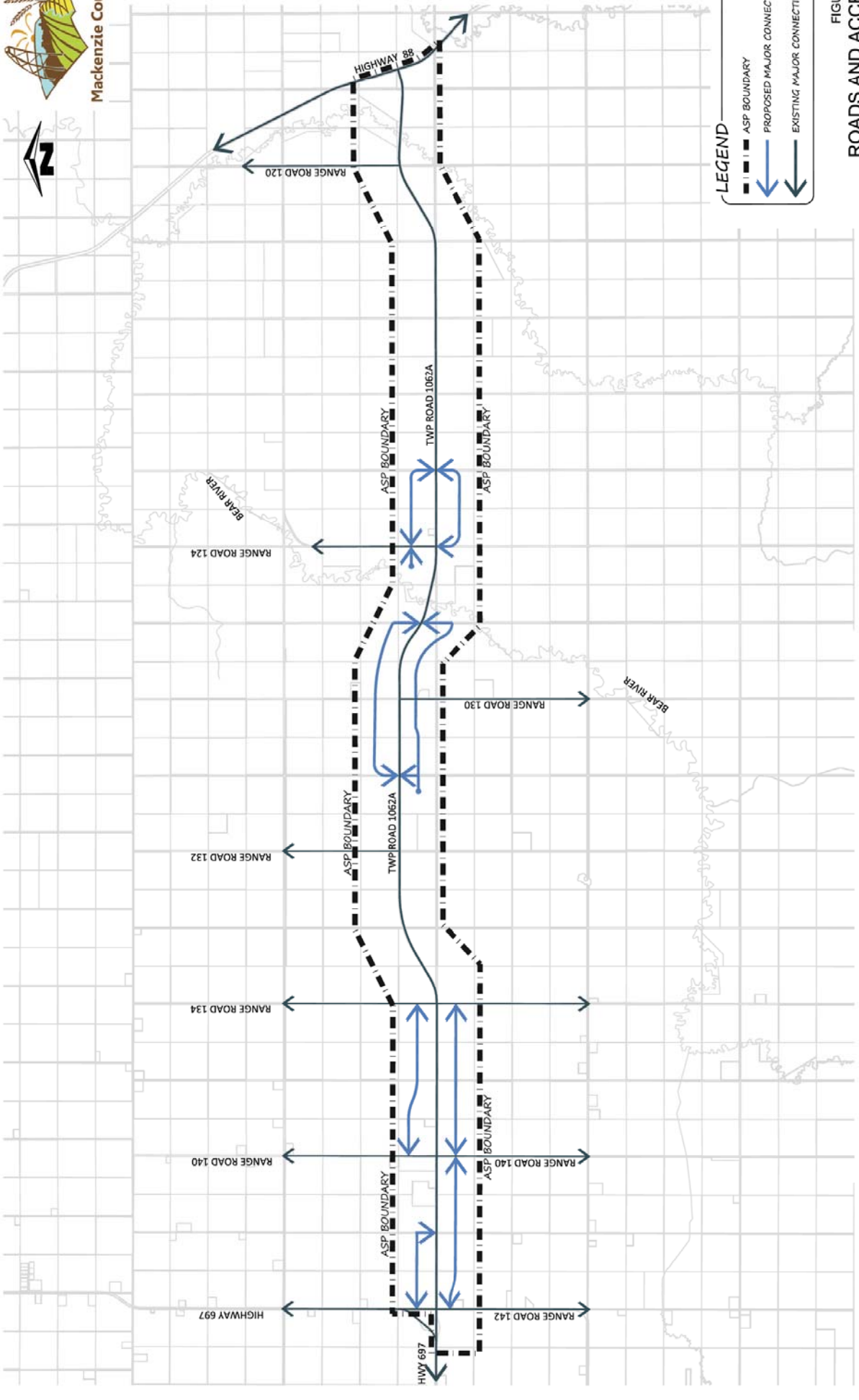
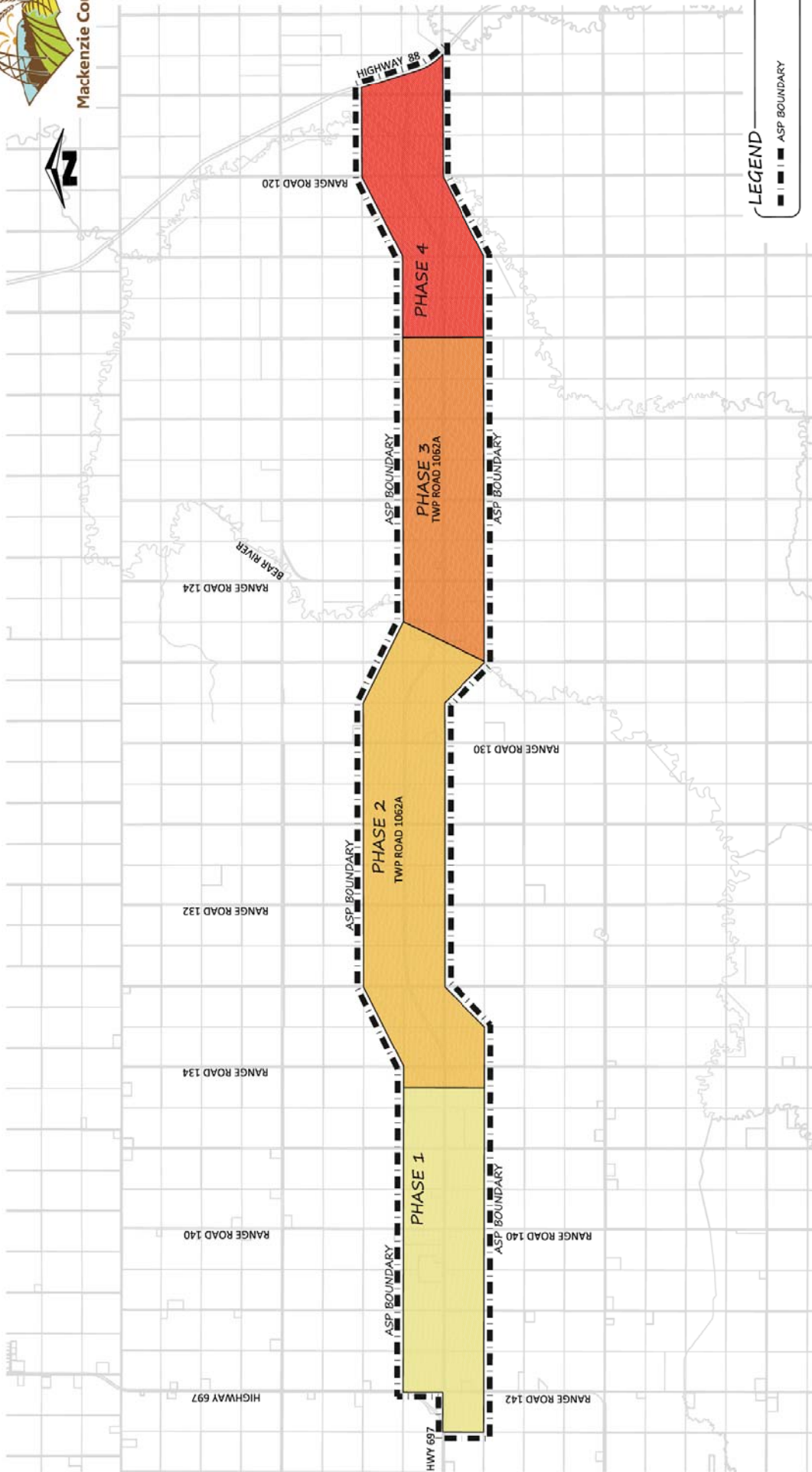


FIGURE 5  
ROADS AND ACCESS  
CONNECTOR INDUSTRIAL ASP  
NOT TO SCALE  
MARCH 2013

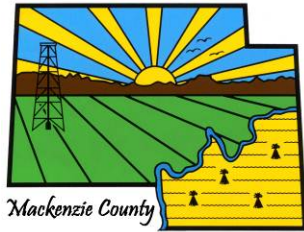


**LEGEND**  
 - - - ASP BOUNDARY

FIGURE 6  
 DEVELOPMENT SEQUENCING  
 CONNECTOR INDUSTRIAL ASP  
 NOT TO SCALE  
 MARCH 2013







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 899-13 Footner Lake Industrial Area Structure Plan</b>

### **BACKGROUND / PROPOSAL:**

The Area Structure Plans have progressed well, and input has been received from both Council and the public. The input received has been incorporated into the ASPs, creating a comprehensive 20 year planning document that reflects the desires of the community while directing the growth of the community based on current planning principles.

### **OPTIONS & BENEFITS:**

To implement a rural industrial plan in keeping with the direction provided in the MDP, and to guide future growth along Highway 35 north of High Level.

### **COSTS & SOURCE OF FUNDING:**

There are no additional costs involved with adopting the ASPs, however there may be additional costs incurred in future budgets to implement some of the strategies.

### **COMMUNICATION:**

The public hearings were advertised in the local papers, progress updates have been included in the County Image, and notifications were posted on Facebook. Planning staff will communicate the changes to developers as they come in.

**Author:** B. Peters                      **Reviewed by:** \_\_\_\_\_                      **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1

That second reading be given to Bylaw 899-13 being the Footner Lake Industrial Area Structure Plan.

Motion 2

That third reading be given to Bylaw 899-13 being the Footner Lake Industrial Area Structure Plan.

Author: B. Peters Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 899-13**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**LEGALS, PUBLIC NOTICES, TENDERS, JOB OPPORTUNITIES, REAL ESTATE . . .**



**Job Posting**

**HEAVY DUTY MECHANIC**

The Cat Rental Store has an immediate opportunity for a full-time **Heavy Duty Journeyman Mechanic** to join the team at our High Level location.

The successful candidate will have a Journeyman Technician certification and will possess the technical knowledge to perform service tasks assigned by the management team on our product line ranging from construction tools, small engine equipment such as compaction equipment, pumps to large heavy duty equipment (e.g. backhoes and dozers).

Responsibilities will include:

- Quality repairs to TCRS fleet of equipment
- Interfacing with customers in the field on service calls in a courteous, business-like manner.
- Customer satisfaction and product quality.
- Problem solving from diagnosis to correction.
- Co-ordination of product repair.
- Works closely with their peers in the shop.
- Keeps paperwork current to insure thorough action on all transactions.

If you are a high energy, self-motivated individual who is willing to work hard in a team-oriented environment, please contact Derrick Bryant by email at [dbryant@catrents.ca](mailto:dbryant@catrents.ca)

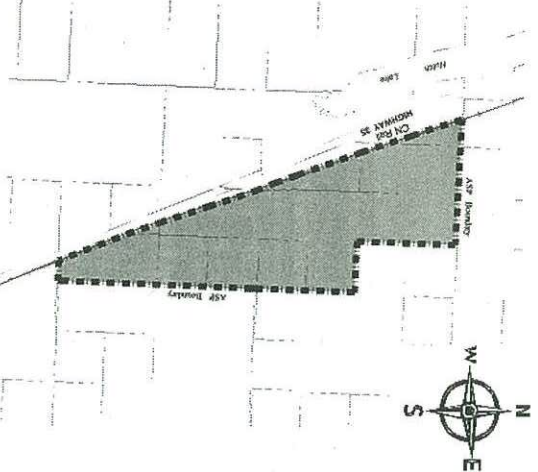
*The Cat Rental Store is an equal opportunity employer.*



**MACKENZIE COUNTY**

**NOTICE OF PUBLIC HEARING  
PROPOSED BYLAW NO 899-13**

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 899-13, which enacts the Footner Lake Industrial Area Structure Plan near High Level. The proposed Area Structure Plan encompasses:



The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



*Oilfield Transportation Solutions  
SPECIALIZED COMPLETE*

**Warehouse, Yard and Hot Shot  
Driver Needed**

Duties will include: Loading & unloading of mud products, loading & unloading of vans and in charge of mud inventory/inventory counts.

Fork lift experience an asset, but will train the right person. Must be willing to work in all climates, be available on days, evenings, weekends and overtime. Good organizational skills.

Must be able to read and write English. Class 5 with a clean driver's abstract. Oilfield Safety tickets an asset.

Competitive wages and great benefit package after probationary period.

Apply in person at 10800-94 Street  
Or fax resume: 780-926-4558  
Ph: 780-926-4040  
Ask for John.

**CUSTODIAN**

Employment Opportunity

**Spirit of the North Community School**

**The Position:** Working under the direction of the Head Custodian, the successful candidate will be assigned a 4 hour a day, 5 day a week position. The start times for this position are flexible.

**Qualifications:**

- Preference will be given to applicants with the following qualifications:
- Grade 12 Diploma.
  - A valid Alberta Drivers license.
  - Ability to work cooperatively with School Staff, Students and the Maintenance Department.
  - Ability to recognize and respect the need for confidentiality.
  - Use all cleaning equipment (requirement).
  - WHMIS Training.

All School Division buildings are designated as non-smoking.

**Wages Offered:**

- \$20,268 – \$27,391 annually, depending upon qualifications and experience.
- This position is not eligible for benefits.

Letters of Application must include:

1. A cover letter including current address and telephone number.
2. A resume outlining educational background and prior job experience.
3. A listing of at least 2 recent employer references (if possible).
4. A completed Criminal Record Check (or must follow your application as soon as possible)  
\* A Criminal Record Check must be received before any job offers can be made

**Application Deadline: September 4, 2013**

Applications can be mailed, faxed or dropped off at the Fort Vermilion School Division Central Office, addressed to:

Human Resources Department  
Fort Vermilion School Division No. 52  
P.O. Bag #1, 5213 River Road  
Fort Vermilion, AB T0H 1N0  
Ph: 780-927-3766 Fax: 780-927-4625  
Email: [gayled@fvsd.ab.ca](mailto:gayled@fvsd.ab.ca)

FORT VERMILION SCHOOL DIVISION NO. 52

**APARTMENTS FOR RENT**

Linbud Manor  
Free Heat, Free Hot Water, Free Cable.  
**GREAT VALUE!**

Gilles Larocque, Manager  
Call 926-5687 for more info.



*Employment Opportunities*

**Class 1 Drivers Required**

In High Level for local deliveries  
Experience a Must.

Fax resume to 780-926-5776  
Or call 780-926-5755. Ask for George.



**MACKENZIE COUNTY**

**NOTICE OF PUBLIC HEARING  
PROPOSED BYLAW NO 914-13**

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 914-13 for an amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

1. That the Mackenzie County Land Use Bylaw Section 8.27 A, Urban Fringe be amended to add the Use "Shop":

**8.27 URBAN FRINGE "UF"**

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

**A. DISCRETIONARY USES**

- a) ANCILLARY BUILDING/SHED
- b) BED AND BREAKFAST BUSINESS
- c) CHURCH
- d) COMMUNICATION TOWER
- e) CEMETERY
- f) DWELLING - SINGLE FAMILY
- g) EXTENSIVE AGRICULTURE
- h) FARM SUBSIDIARY BUSINESS
- i) GARAGE - ATTACHED
- j) GARAGE - DETACHED
- k) GARDEN SUITE
- l) HOME BASED BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) KEEPING OF LIVESTOCK
- p) MANUFACTURING FIRM
- q) MANUFACTURED HOME - SINGLE WIDE
- r) MANUFACTURED HOME - DOUBLE WIDE
- s) MANUFACTURED HOME - MODULAR SHOP
- t) TEMPORARY/PORTABLE UNIT
- v) VETERINARY CLINIC

The Public Hearing is to be held at 1:00 p.m. Wednesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.

**BYLAW NO. 899-13**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO ENACT THE**  
**FOOTNER LAKE INDUSTRIAL AREA STRUCTURE PLAN**

**WHEREAS**, the Municipal Government Act provides that a Council may adopt an area structure plan, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to adopt an Area Structure Plan for all land within the designated boundary as indicated in the Area Structure Plan to provide for the orderly development of the area

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

1. That the following:
  - i) That the attached Area Structure Plan, effecting the lands as indicated in the attached Area Structure Plan, be designated as the Footner Lake Industrial Area Structure Plan.

READ a first time this 24<sup>th</sup> day of April, 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

Industrial Area Structure Plan

# Footner

Bylaw No. 899-13



28/08/2013

1102-02-00

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## 1 Purpose and Scope

The Footner Industrial Area Structure Plan (Plan) has been prepared for an 921 hectare area of land north of the Town of High Level, immediately east of Highway 35 and northeast of the High Level Airport.

The Plan is intended to provide a framework for future subdivision, servicing, and development of land in order to ensure a supply of heavy industrial lands in a location unhindered by nearby residential development. This Plan is one of four industrial plans being prepared concurrently in the County for industrial land uses. The location of the Plan is illustrated in Figure 1: Location.

The Plan is primarily based on Council direction and policies from the Municipal Development Plan Bylaw 735-09. It sets out a vision and specifies actions and policies needed to achieve that vision based on the requirements of the Municipal Government Act (MGA). The MGA requires an Area Structure Plan to identify:

- Sequence of development for the Plan area;
- Land uses proposed for the area, either generally or with respect to specific parts of the area;
- Density of population proposed for the area either generally or with respect to specific parts of the area;
- General location of major transportation routes and public utilities; and
- Other matters Council considers necessary.

Area Structure Plans are long-term “living documents.” As the land use, socio-demographic and economic context changes it is not uncommon for Plans to be reviewed and amended. Despite such changes, the vision of this Plan should remain consistent. However, it is anticipated that more detailed components may be amended in accordance with Hamlet and County needs on an ongoing basis.

The policies and actions identified in this Plan are intended to influence the Mackenzie County Land Use Bylaw, development standards, Outline Plans, subdivision design, and development approvals to ensure that the long term vision for growth determined by this process is achieved.

### 1.1 Background Report

Along with the Plan, a background report has been prepared. The Mackenzie County Industrial Area Structure Plans Background Report contains most of the analysis undertaken to identify the vision, goals and policies for this Plan and three other industrial plans. This includes a review of the Planning context; an update of economic and demographic considerations; review of existing land uses, natural features, facilities and infrastructure; and identification of opportunities associated with the same.

## 1.2 Municipal Development Plan

As the highest level municipal planning document for the County, the Mackenzie County Municipal Development Plan (MDP) is a primary factor in determining the policy direction of the Plan.

### 1.2.1 Objectives for Industrial Development

The MDP addresses future industrial growth and development in the County. Key objectives expressed in the MDP involving industrial development include:

- Facilitate industrial developments that support agriculture;
- Support a concentrated pattern of industrial development;
- Emphasize the forestry sector as a key component of Mackenzie County's economy and to facilitate its continued growth and diversification;
- Support Mackenzie County's role as a centre for oil and gas exploration and development in the surrounding fields;
- Promote and diversify Mackenzie County's economy by emphasizing manufacturing, transportation, and the supply of industrial goods and services;
- Minimize the negative impacts of rural industrial development; and,
- Ensure all industrial areas in Mackenzie County are attractive and feasible.

### 1.3 Community Consultation

Community consultation forms the cornerstone of the vision, policies and actions identified in the Plan. Early stakeholder consultation helped focus the direction of this Plan, while a public open house ensured wider input into the Plan's vision, policies and concepts. Results of this consultation can be found in the background report for this Plan.

Key points recorded during public consultation were:

#### 1.3.1 Early Stakeholder Feedback

- Lots should be large enough for large trucks to manoeuvre within the property.
- Buildings should appear clean and well kept, architectural controls may be suitable as long as long as financial challenges on business owners are considered.
- There is support for a tree line or treed buffer between Highway 35 and the industrial facilities to preserve rural character and create a cleaner looking development.
- Power lines should be run underground to improve the visual appearance of the development.
- Setbacks could be used to minimize impacts of industrial development or nearby existing residences.
- Municipal services should be extended to the new industrial areas.
- Most respondents feel that the County offers considerable opportunity for manufacturing development.

#### 1.3.2 Open House Feedback

A public open house was held in High Level on May 23, 2013. The Footner Industrial ASP was presented along with the Mackenzie Industrial ASP. While there were twelve people in attendance, no comments were received on the Footner Industrial ASP.

## 2 Creating a Vision

Mackenzie County has prepared this Plan to clarify, communicate, and deliver its vision for future industrial development and redevelopment in the Plan area.

### 2.1 Vision

At build out, the Plan area is envisioned to be area for efficient and diversified resource-based industrial economy that generates a long-term benefit to County residents, businesses, and surrounding rural communities.

In order to implement this vision the Plan seeks to achieve specific objectives that recognize and build on the industrial policies of the MDP. The objectives of this Plan are to:

- Guide interim and long-term industrial and resource-based growth in a deliberate manner that coordinates with existing and planned infrastructure provisions.
- Prioritize industrial development and mitigate the potential for land use conflicts.
- Promote existing assets in and around the Plan area, such as highways, airports, railways and major employment nodes that can be used to strengthen the local economy.
- Preserve (and where possible, enhance) important features of the natural environment.
- Recognize the changing needs of the local economy by allowing a range of industrial subdivision options, including large and small lots, un-serviced alternatives, and access to railways.
- Ensure that development allows for the orderly expansion of municipal, provincial, and federal infrastructure, such as roads, airports, railways, and water and waste water services.

As a part of delivering these objectives, the Plan must be consistent with existing municipal, provincial, and federal policies, regulations and plans for the areas.

## 2.2 Land Use Concept

The Land Use Concept generally identifies the intended future land uses and integrates natural and man-made considerations (as illustrated in Figure 3: Development Considerations) with the needs of the County, while meeting relevant policy guides and regulatory requirements.

The land use areas illustrated in Figure 4: Land Use Concept are conceptual. They are intended to provide a broad road map for future development. Further Planning through Outline Plans, or a similar planning mechanism, may refine the designation and area of land uses. Major deviations from this concept will require amendments to the Plan.

The Land Use Concept recognizes the established development pattern within the surrounding area, and integrates compatible land uses to maintain a distinct rural industrial character. The Land Use Bylaw should be in general accordance with the Land Use Concept and may need to be updated to reflect the identified land uses.

Policies affecting the land use designations of the Land Use Concept are described in Section 3: Development Policies. The breakdown of developable areas from the Land Use Concept is included in the following table.

*Table 1 Land Use Statistics*

	Area (ha)	% of GDA
<b>Gross Developable Area</b>	<b>920.8</b>	<b>100%</b>
<b>Net Developable Areas</b>		
Limited General Industrial	882.37	89.3%
Potential Environmental Reserve	38.48	10.7%

Note: Rounding may cause inconsistencies in column totals.

### 3 Achieving the Vision

This section sets out policies to guide development in a manner that can achieve the vision for the Plan as well as fulfill the requirements of the MGA.

#### 3.1 General Development Policies

The following policies reflect the intent of the vision for the Plan and apply to all areas of the Plan.

- All Areas 1. Mackenzie County supports the clustering of similar and complementary industrial uses and supports the sharing of information, products and linkages to resource and transportation networks within clusters.*
- All Areas 2. In order to reduce potential land use conflicts, no new residential uses should be permitted.*
- All Areas 3. The County should encourage orderly sequences of development, following a contiguous pattern consistent with the economical use and extension of existing services.*
- All Areas 4. Development should maintain the natural drainage pattern of the land to reduce impacts from development. A Stormwater Management Plan may be required for any development.*
- All Areas 5. Detailed biophysical, geotechnical, hydrological, and similar studies have not been completed as part of this high level planning process. The County should consider requiring such studies along with applications for development.*
- All Areas 6. Developers should be encouraged to retain existing trees during design and development in order to maintain environmental habitat and local landscapes, particularly in buffer areas and along Highway 35.*
- All Areas 7. A Historic Resource Impact Assessment may be required prior to development. All development proposals should be referred to the Historic Resources Management Branch for review and may require an application for Historical Resources Act clearance.*
- All Areas 8. Outline Plans should be generally consistent with the Land Use Concept; however:*
- 1. They may deviate from the Land Use Concept provided the objectives of the Plan are maintained.*
  - 2. They may deviate from the affected Land Use Concept when a site specific constraint is identified that requires a change.*
  - 3. Amendments to this Plan may be required.*

## 3.2 General Industrial

The Plan is designated for General Industrial which is intended to provide for the development heavy industrial uses in an area that is free from potentially conflicting land uses.

This Plan is intended to be developed with heavy uses such as manufacturing, processing, assembly, distribution, service and repair that are suitable in areas without proximate residential uses. Extensive sales and retail uses should not be developed in the Plan to avoid competition with High Level. Other appropriate uses may include contractor's business and yard, outdoor storage, oil and gas services and warehousing and similar uses.

### 3.2.1 General Industrial Area Policies

- General Industrial 1. Heavy industrial uses may consist of activities that generally require a large amount of land for outdoor storage space and structures and may or may not conduct industrial activities outdoors. Examples of these uses include heavy manufacturing, oilfield services, construction, warehousing, and outdoor storage yards. These uses are expected to emit odours, noise, particulate matter and light due to the character of their operations that can cause negative impacts on nearby sensitive land uses.*
- General Industrial 2. Sales and retail uses should not be developed in this area unless they are secondary to an industrial use and the sales or retail is business-to-business.*
- General Industrial 3. Industrial uses should be developed in a manner that minimizes the potential impacts on adjacent or nearby properties. Methods to ensure industrial developments do not negatively impact adjacent properties and roadways may include the construction of landscaped berms, architectural treatments, landscaping and fencing, distance separation, and the retention or planting of native vegetation and onsite treatment of stormwater.*
- General Industrial 4. Landscaping buffers should be required adjacent to Highway 35. A buffer should be of sufficient depth and massing to screen views from passersby and to maintain the rural character of the area.*
- General Industrial 5. The construction of landscaped berms on the boundary of industrial lands may be required to act as a visual and noise buffer.*
- General Industrial 6. The County should encourage the development of industrial land uses within the Plan area that can benefit from the use of the existing CN railway.*

### 3.3 Natural Areas and Open Space

Open spaces, both formally landscaped and natural, are essential components to the physical structure of the Land Use Concept. Open spaces can add to and also help retain the rural character of the Plan area as development takes place. The benefits that can be achieved with Open Space include:

- Lending rural character to the industrial development.
- Visual transition and noise/odour buffering between uses.
- Habitat and corridors for local wildlife.

At the time of development or subdivision, natural areas may be identified through the preparation of technical studies and reports prepared by qualified professionals as required by the County and paid for by the developer. Where suitable, natural areas should be dedicated as Environmental Reserve or Municipal Reserve, or protected through similar measures.

#### 3.3.1 Natural Area and Open Space Policies

- Natural Areas 1. In accordance with the provisions of the Municipal Government Act, upon subdivision of any land within the Plan the County should require that any portion of lands that meet the definition of Environmental Reserve as outlined in the MGA be dedicated as Environmental Reserve or otherwise protected.*
- Natural Areas 2. Any land within the Plan that becomes subject to an Environmental Reserve Easement should remain in its natural state in accordance with the provisions of the Municipal Government Act.*
- Natural Areas 3. Mackenzie County should require the 10% of Municipal Reserve entitled to the County for subdivisions within the Plan area in accordance with the Municipal Government Act as land or cash-in-lieu.*
- Natural Areas 4. Mackenzie County may consider the deferral of Municipal Reserve dedications to other lands owned by the same developer.*



### 3.4 Stormwater, Water and Wastewater Servicing

Stormwater, water and wastewater facilities identified in this Plan are conceptual, and therefore it is anticipated that landowners and developers will address detailed future servicing options for land use developments within the Plan area using Outline Plans and development and subdivision applications. It is anticipated that developments in the Plan area will be serviced by on-site water and wastewater and that stormwater management facilities will be incorporated into site development and subdivision design. The County will work with developers to extend water services to their properties. The intent is that all development has the opportunity to connect to municipal services when they are available or can be made available.

#### 3.4.1 Water and Wastewater Servicing Policies

- Servicing 1. On-site water and wastewater services should be provided where municipal services cannot reasonably be extended. Truck in/out services is also acceptable.*
- Servicing 2. The County may require existing developments to connect to public water and wastewater services when they are available.*
- Servicing 3. The County should require that all development be serviced by onsite water and sanitary systems, until municipal services are available and cost effective.*
- Servicing 4. A servicing study may be required to be completed prior to the development of any lands.*
- Servicing 5. Developers are encouraged to explore the most cost efficient servicing options available.*
- Servicing 6. The County may consider the development of private common water and waste water systems developed and operated at the cost of the developer.*
- Servicing 6. Onsite fire suppression needs should be provided for the industrial site by the developer.*

### 3.4.2 Stormwater Servicing Policies

- Servicing 7. A stormwater management plan may be required for all new industrial developments.*
- Servicing 8. The stormwater management plan should encourage the design of landscaping that reduces the need for water and incorporates alternative designs that promote water conservation.*
- Servicing 9. Stormwater management facilities (SWMFs) should be incorporated in the initial planning stages for any portion of the Plan area and be designed to improve water quality and to control runoff from future development.*
- Servicing 10. SWMFs should be designed to avoid the impact of sources of pollution from entering existing stormwater systems, drainage courses and natural areas.*
- Servicing 11. Developments should strive to retain stormwater on-site and discharge at a post development rate that does not exceed pre-development release rates.*
- Servicing 12. Naturally occurring wetlands and low-lying areas are preferred as locations for stormwater retention facilities however locations for SWMFs are subject to provincial legislation, regulation, policy and procedures.*
- Servicing 13. All design and installation of SWMFs should be in compliance with provincial legislation, regulation, policy and procedures.*
- Servicing 14. All costs associated with construction of stormwater facilities shall be borne by the developer.*
- Servicing 15. All costs associated with the maintenance of SWMFs should be borne by the benefitting developers.*

### 3.5 Shallow Utilities

It is anticipated that more detailed land use and subdivision plans will be completed in the future that identify specific shallow utility design and requirements. Northern Lights Gas Co-op and ATCO are the main utility service providers in the Plan area.

#### 3.5.1 Shallow Utilities Policies

- Shallow Utilities 1. The County will work with utility providers to ensure production and capacity for power and natural gas services are not a constraint to development.*
- Shallow Utilities 2. The cost of installing and providing utility infrastructure and services on-site should be borne by the developer / landowner.*
- Shallow Utilities 3. A developer may be required to provide rights-of way for shallow services.*
- Shallow Utilities 4. Development should not be rejected based on the absence of power and natural gas services.*

### 3.6 Roads and Access

Due to the variety of potential development types, future transportation networks both within the Plan area and connecting to adjacent lands need to be able to accommodate a wide variety of vehicles, volumes and traffic use patterns. The Land Use Concept and Figure 5: Roads and Access describes how current, upgraded and new roadways can service existing and planned developments.

In general, the roads and access networks in the Plan area should be designed to accommodate safe, effective and efficient transportation patterns. Road crossings of the railway will require approval from CN Rail and the County should seek this approval. Uses may benefit from proximity to the High Level Airport.

#### 3.6.1 Roads and Access Policies

- Roads and Access 1. All roadways, intersections and accesses should be developed to Mackenzie County standards.*
- Roads and Access 2. The County should require all benefitting developers to contribute proportionally to the cost of road upgrades and rail crossings.*
- Roads and Access 3. The County should work with Alberta Transportation and other relevant agencies to incorporate a dangerous goods route that can adequately serve planned developments.*
- Roads and Access 4. The County may consider deviation from the Plan's road and access network if the deviation is to avoid creating isolated undevelopable parcels, enable safer intersection design, or achieve an identifiable better outcome.*
- Roads and Access 5. The County should promote the High Level Airport as an important transportation feature of the region.*
- Roads and Access 6. The County should work with developers and CN Rail in the Plan area to provide safe and efficient road crossings of the existing railway.*
- Roads and Access 7. The County should promote the CN Rail network as a key regional transportation connection and explore opportunities to provide a spur track for access to rail transport for uses within the Plan.*

### 3.6 Fire Smart

As development takes place, it will be important to ensure that emergency preparedness and fire prevention is incorporated into the site design of future industrial businesses.

The proximity of the Plan to existing natural areas, combined with the presence of densely treed areas throughout the Plan highlights the fact that forest fires are a real and tangible threat. The ability of local emergency services to provide effective fire protection is dependent, in large part, on future development patterns and onsite preventative measures.

#### 3.6.1 Fire Smart Policies

Fire Smart 1. Mackenzie County should require developers to prepare an emergency preparedness plan as a part of a subdivision or as part of an Outline Plan for multi-lot industrial subdivisions and also for individual industrial development as appropriate. This plan should address applicable recommendations contained in the *Fire Smart Guide Book for the Oil and Gas Industry*, produced by the Alberta Partners in Protection, including:

- Vegetation removal/conversion/reduction;
- Siting and orientation of buildings;
- Siting and orientation of flarestacks;
- Siting and orientation of power lines;
- Siting and orientation of roads and emergency routes;
- External building materials (i.e. siding and roofing materials);
- Storage of flammable materials; and,
- Notification and communication with applicable provincial, municipal and emergency response agencies.

Fire Smart 2. Developers may be required to prepare an emergency plan as part of a subdivision plan, Conceptual Plan, Outline Plan, or similar plan for residential and community uses. The emergency plan would address recommendations in the *Fire Smart: Protecting your Community from Wild Fire* manual published by Partners in Protection.

## 4 Implementation

The implementation strategy addresses planning processes and development sequence for the Plan area.

### 4.1 Implications for Other Municipal Plans and Bylaws

The Plan has been prepared to be generally consistent with the MDP. To achieve consistency between plans and existing policy documents, the following is required:

- Amend the MDP to re-designate the Plan area to Rural Industrial.
- Amend the Land Use Bylaw to reflect any differences between the Land Use Concept and the current land use districts. A delay in completing this task runs the risk of an increase in country residential development during the interim, increasing the opportunity for land use conflicts.

### 4.2 Outline Plans

The Plan addresses future development in conceptual terms. Prior to development, and at the discretion of the County, an application for subdivision and development may require the preparation of an Outline Plan or similar planning mechanism. The boundary of future Outline Plans should be based on good planning practice and not necessarily land ownership.

### 4.3 Municipal Reserve

Mackenzie County requires that 10% of all subdivision areas be dedicated as Municipal Reserve, in accordance with the provisions of the Municipal Government Act. To create a complete and functional community, cooperation and a strategy is required to ensure that Municipal Reserve is located in appropriate locations to serve future residents. To accomplish this where there are multiple land owners in an area, it is often necessary for some land owners to have to provide more than their share of the 10% reserve dedication, while others are requested to pay 'money in lieu' of dedicating land to compensate those land owners who provided the land so that in effect every developer makes a similar contribution of 10%. The County should take Municipal Reserve dedications through the cash-in-lieu option of the land is not required. These funds should be used for new or upgraded recreation facilities in nearby areas of the County.

### 4.4 Conceptual Development Sequence

Conceptual Development Sequencing is shown in Figure 6. Development staging should follow a general practice of contiguous expansion and it is anticipated that future development will generally occur in areas adjacent to existing industrial developments and major transportation corridors. However, while the various industrial Plans being developed concurrently provide a large amount of industrial land supply throughout the County, the sequencing and extent of development within the boundaries of this Plan will largely be governed by the market demand for industrial land locally. Therefore, non-contiguous development may be considered, provided the developer pays for service extension costs to the satisfaction of the County.

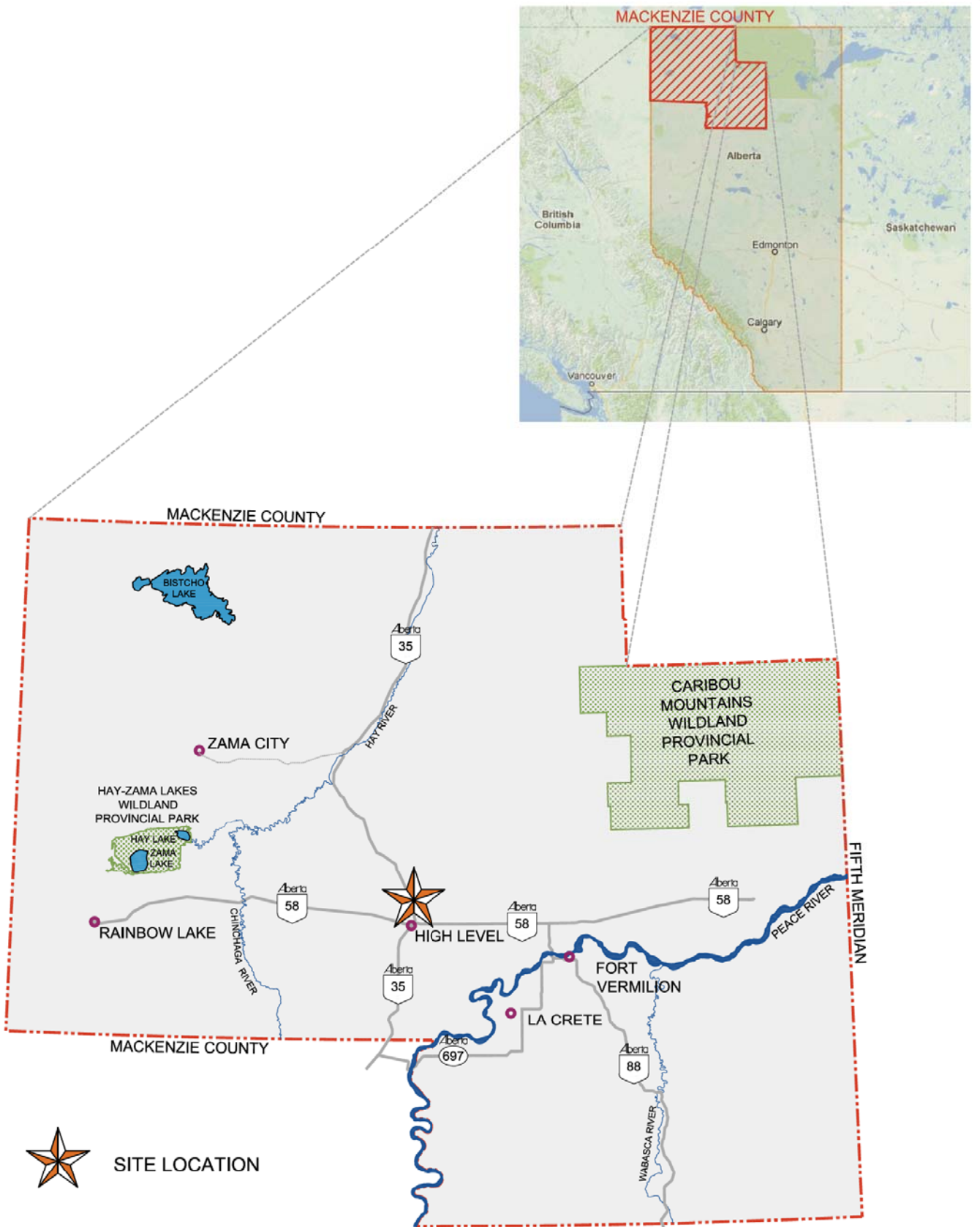
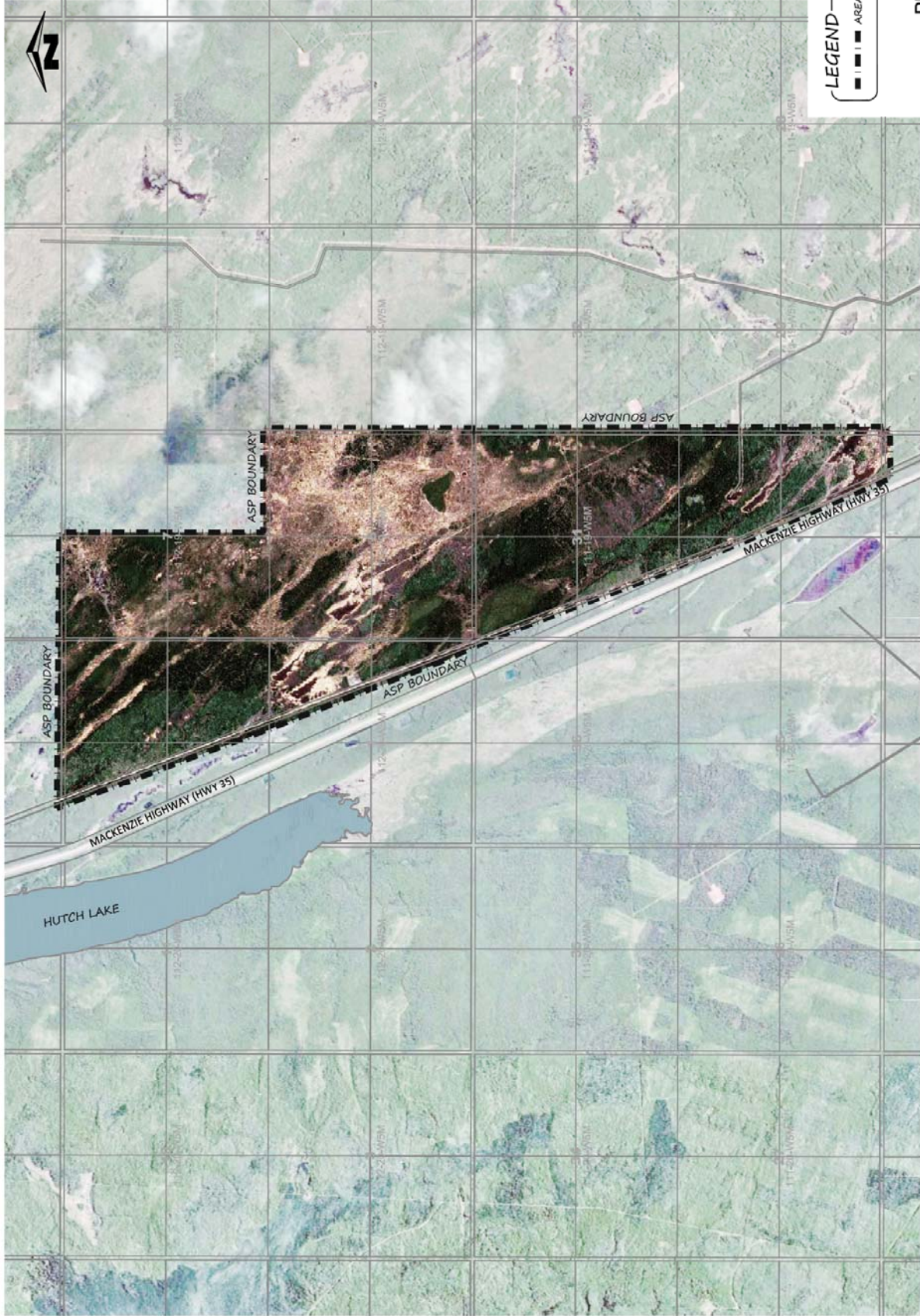


FIGURE 1  
**LOCATION PLAN**  
**FOOTNER LAKE ASP**  
 NOT TO SCALE  
 MARCH 2013



LEGEND  
 - - - - - ASP BOUNDARY  
 - - - - - AREA BOUNDARY

FIGURE 2  
 PLAN BOUNDARY  
 FOOTNER INDUSTRIAL ASP  
 NOT TO SCALE  
 MARCH 2013



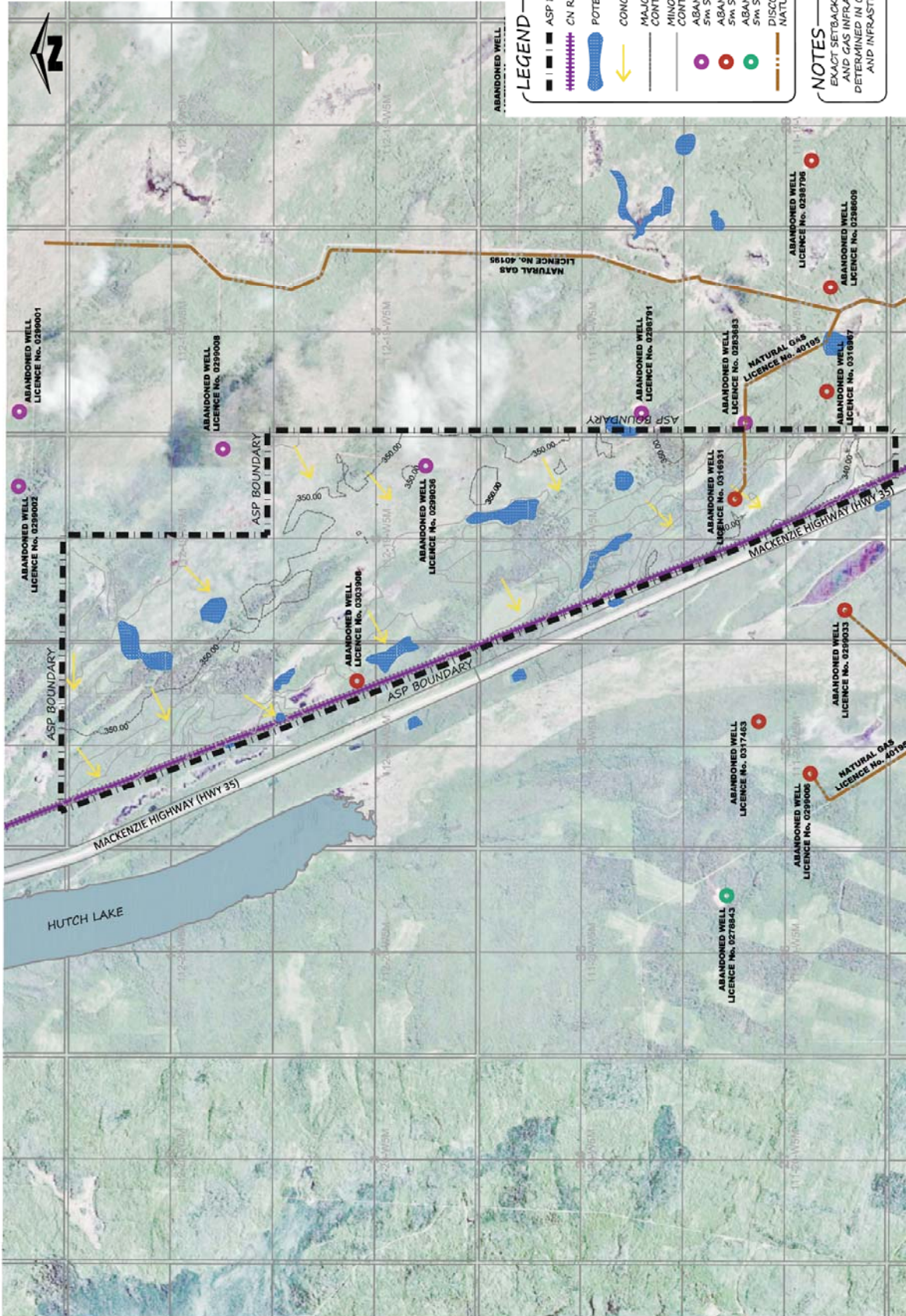


FIGURE 3  
**DEVELOPMENT CONSIDERATIONS**  
**FOOTNER INDUSTRIAL ASP**  
 NOT TO SCALE  
 MARCH 2013

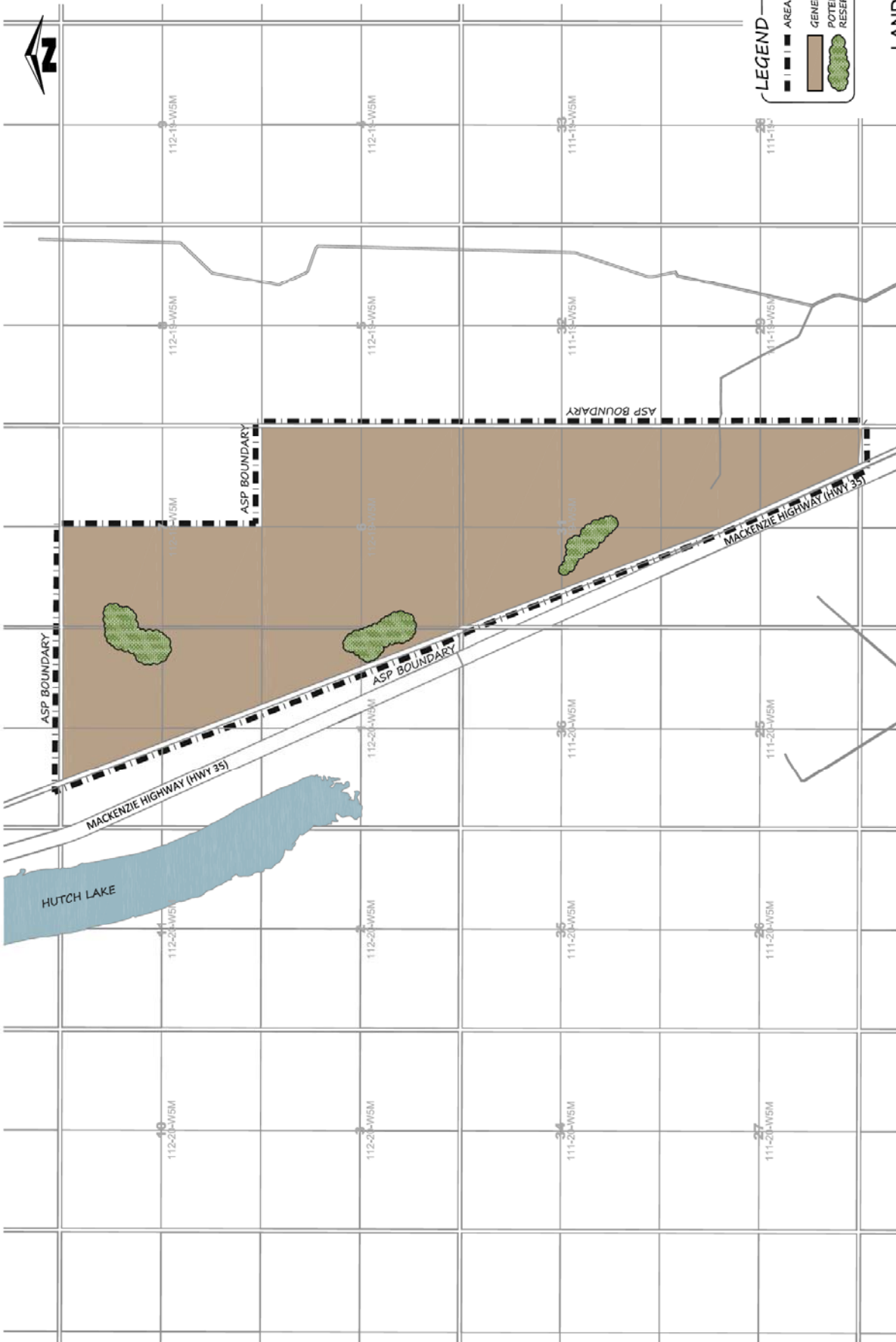
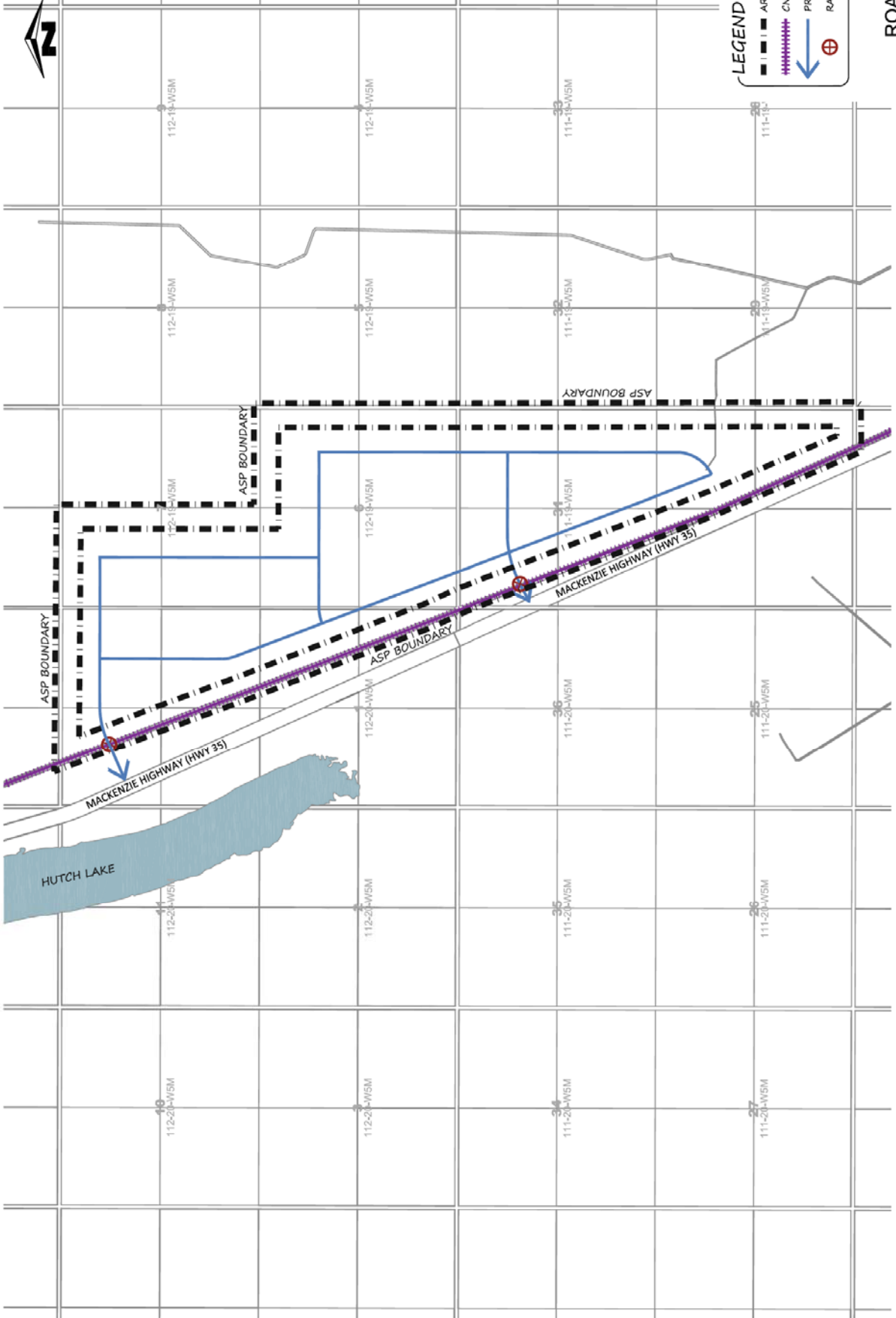


FIGURE 4  
**LAND USE CONCEPT**  
**FOOTNER INDUSTRIAL ASP**  
 NOT TO SCALE  
 MARCH 2013



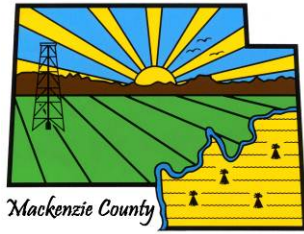
**LEGEND**

- AREA BOUNDARY
- CN RAILWAY
- PROPOSED MAJOR CONNECTION
- ⊕ RAILWAY CROSSING

**FIGURE 5**  
**ROADS AND ACCESS**  
**FOOTNER INDUSTRIAL ASP**  
 NOT TO SCALE  
 MARCH 2013



FIGURE 6  
**DEVELOPMENT SEQUENCING**  
**FOOTNER INDUSTRIAL ASP**  
 NOT TO SCALE  
 MARCH 2013



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 914-13 Land Use Bylaw Amendment to add “Shop” to Urban Fringe “UF”</b>

**BACKGROUND / PROPOSAL:**

Bylaw 914-13, being a Land Use Bylaw amendment request to add “Shops” to Section 8.27 A, of the Land Use Bylaw to allow for the development of Shops within the Urban Fringe “UF” district, received first reading at the August 12, 2013 Council meeting.

The Planning and Development Department received a Land Use Bylaw Amendment Application that originally requested to rezone Part of NE 5-106-15-W5M from Urban Fringe (UF) to Hamlet General (HG) in order to allow for the construction of a Shop/Large Garage as Shops are not allowed in the current district. The Planning Department was not entirely in favor of rezoning this land and therefore gave two different options to try to amend this situation.

One option was to rezone a portion of the applicants land to Hamlet General “HG” which would then allow for a Shop. The second option was to add “Shops” to the Urban Fringe “UF” District. All uses in the Urban Fringe District are Discretionary. Council chose the latter, to add Shop to Urban Fringe.

The Planning Department is in support of this decision.

**Author:** L. Lambert \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

**MOTION 1**

That second reading be given to Bylaw 914-13, being a Land Use Bylaw amendment to add “Shops” to Urban Fringe “UF”, Section 8.27 A of the Land Use Bylaw.

**MOTION 2**

That third reading be given to Bylaw 914-13, being a Land Use Bylaw amendment to add “Shops” to Urban Fringe “UF, Section 8.27 A” of the Land Use Bylaw.

**Author:** L. Lambert      **Reviewed by:** B. Peters      **CAO** \_\_\_\_\_

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 914-13**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

# Annual La Crete Golf Open

## Carole Dastous

Come rain and shine, they played golf on the weekend of Aug. 24 and 25.

"The course draws people because they love it. The greens are good, and the course is in amazing shape this year," said La Crete Golf Club manager Ed Wiebe.

There were 65 individual entries, including ten lady golfers, the most lady golfers yet for the event, said Wiebe.

This 5th annual event was a qualifier for the upcoming 38th Tournament of Champions to be held in Grimsshaw at The Creek Golf & Country Club on Sept. 6-8. The top two players in

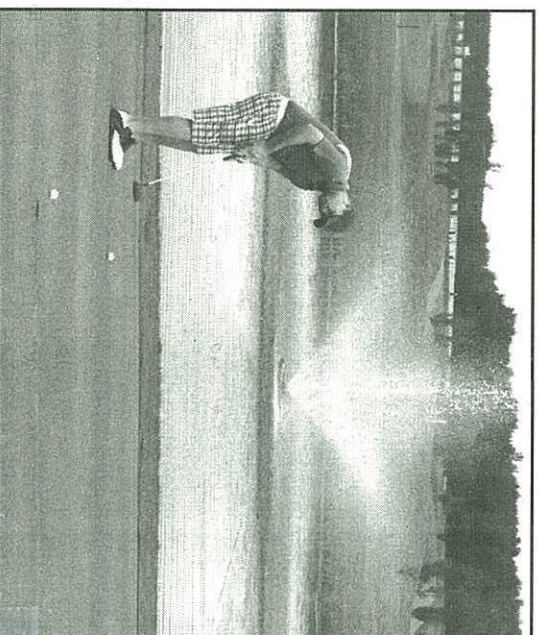
each category who qualified for the Tournament of Champions were: Beth Kappelar and Barb MacArthur for the ladies,

and Bill Driedger and Chris Walters for the men, with Chris Peters in third place.

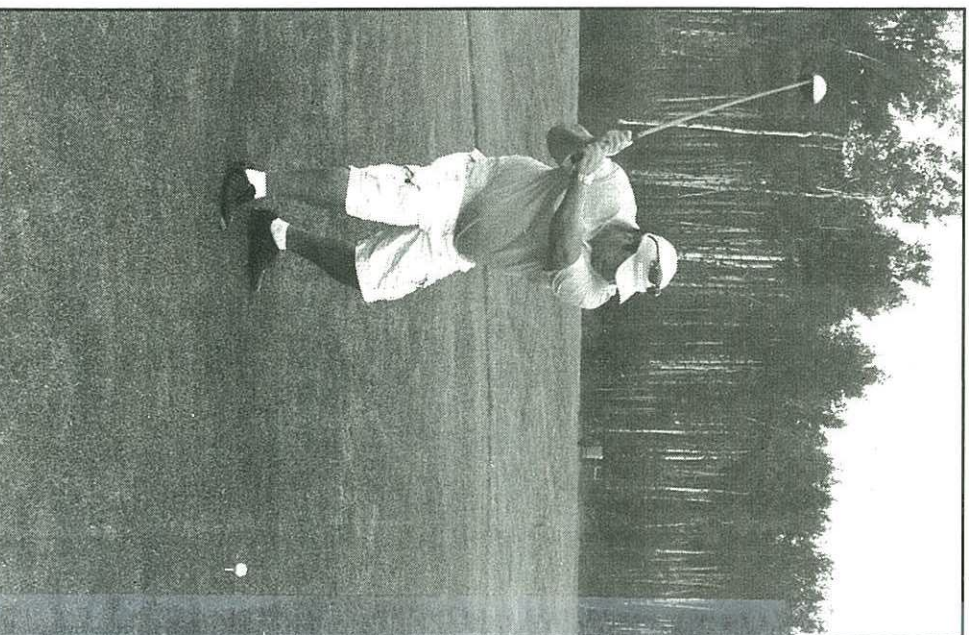
This tournament win was Driedger's first individual championship victory.

"I'm pretty pumped (about the Tournament of Champions)," said Driedger.

La Crete Golf Course is a 9 hole course located about 3.5 km from La Crete on Highway 697, a stretch of highway known locally as "7 Mile Highway" for its distance to the turn-off of Highway 88.



CAROLE DASTOUS  
Putting practice with the fountain of La Crete Golf Course in the backdrop, on Aug. 24.



CAROLE DASTOUS  
Leon Mercredi tees off during the annual Open tournament at La Crete Golf Course.



CAROLE DASTOUS  
Denis Paul follows through on his swing on Aug. 24 at the La Crete Golf Course Open tournament.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 896-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 896-13, which repeals and replaces Bylaw 052/96 being the Area Structure Plan for Hamlet of Zama.

The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermillion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 914-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 914-13 for an amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

1. That the Mackenzie County Land Use Bylaw Section 8.27 A, Urban Fringe be amended to add the Use "Shop":

### 8.27 URBAN FRINGE "UF"

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

#### A. DISCRETIONARY USES

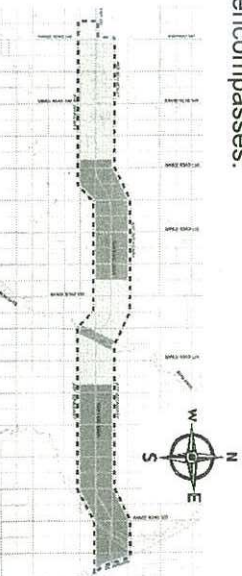
- a) ANCILLARY BUILDING/SHED
- b) BED AND BREAKFAST BUSINESS
- c) CHURCH
- d) COMMUNICATION TOWER
- e) CEMETERY
- f) DWELLING - SINGLE FAMILY
- g) EXTENSIVE AGRICULTURE
- h) FARM SUBSIDIARY BUSINESS
- i) GARAGE - ATTACHED
- j) GARAGE - DETACHED
- k) GARDEN SUITE
- l) HOME BASED BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) KEEPING OF LIVESTOCK
- p) MANUFACTURING FIRM
- q) MANUFACTURED HOME - SINGLE WIDE
- r) MANUFACTURED HOME - DOUBLE WIDE
- s) MANUFACTURED HOME - MODULAR SHOP
- t) TEMPORARY/PORTABLE UNIT
- u) VETERINARY CLINIC
- v) VETERINARY CLINIC

The Public Hearing is to be held at 1:00 p.m. Wednesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermillion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



## MACKENZIE COUNTY NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO 897-13

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 897-13, which enacts Connector Industrial Area Structure Plan near La Crete. The proposed Area Structure Plan encompasses:



The Public Hearing is to be held at 1:00 p.m. Tuesday, September 10, 2013 in the Mackenzie County Council Chamber in Fort Vermillion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, September 6, 2013. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.

# ???

Not advertising is like winking

in the dark...

You know what you're doing,  
but nobody else does!



**BYLAW NO. 914-13**  
**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 the development of a shop.

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

1. That the Mackenzie County Land Use Bylaw Section 8.27 URBAN FRINGE “UF” be amended to:

**8.27 URBAN FRINGE “UF”**

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

<b>A. DISCRETIONARY USES</b>	
a)	ANCILLARY BUILDING/SHED
b)	BED AND BREAKFAST BUSINESS
c)	CHURCH
d)	COMMUNICATION TOWER
e)	CEMETERY
f)	DWELLING – SINGLE FAMILY
g)	EXTENSIVE AGRICULTURE
h)	FARM SUBDIDIARY BUSINESS
i)	GARAGE – ATTACHED

- |    |                                 |
|----|---------------------------------|
| j) | GARAGE – DETACHED               |
| k) | GARDEN SUITE                    |
| l) | HOME BASED BUSINESS             |
| m) | INSTITUTIONAL USE               |
| n) | INTENSIVE AGRICULTURE 1         |
| o) | KEEPING OF LIVESTOCK            |
| p) | MANUFACTURING FIRM              |
| q) | MANUFACTURED HOME – SINGLE WIDE |
| r) | MANUFACTURED HOME – DOUBLE WIDE |
| s) | MANUFACTURED HOME – MODULAR     |
| t) | SHOP                            |
| u) | TEMPORARY/PORTABLE UNIT         |
| v) | VETERINARY CLINIC               |

READ a first time this 12<sup>th</sup> day of August, 2013.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2013.

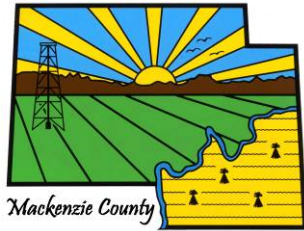
READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2013.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Off-Highway Vehicles Bylaw</b>

### BACKGROUND / PROPOSAL:

At the June 26, 2013 Council meeting, council discussed the issue of ATV's in the Hamlet of La Crete. Council made the following motion:

**MOTION 13-06-436** That administration look into options for banning ATV's from the Hamlet of La Crete and look into options of Contract peace officers.

Administration reviewed the following surrounding Town's and County's Off Road By-law and summarized them as follows:

#### **Town of Manning:**

Allow Off Highway Vehicles in their alleys between the hours of 7 am to 11 pm and their max speed is 15kph.

#### **Town of Rainbow Lake:**

Allow Off Highway Vehicles on their roads and alleys for the purpose of traveling from one place to another. They don't allow them in ditches and water courses during the summer and the maximum speed is 30kph.

#### **Northern Sunrise County:**

Does not have a by-law for Off Highway Vehicles however has drafted one that restricts ATV's to designated trails in a Hamlet, restricts use on municipal property from 7 am to 10 pm. It will also restrict speed to 30kph.

**Author:** R. Pelensky **Reviewed by:** \_\_\_\_\_ **CAO** YW

**Town of High Level:**

Allow Off Highway Vehicles on their roads and alleys for the purpose of traveling the most direct route out of town. The speed is limited is 30kph on the road and 20kph on the alleys during the hours of 7 am to 10 pm. They are also considering amending their bylaw that restricts ATV’s to winter use only.

**Town of Peace River:**

Allows Off Highway Vehicles to designated trails only however at this time they don’t have any designated trails.

**Mackenzie County**

Allows Off Highway Vehicles however restricts the use in hamlet boundaries to alley and roadways for the purpose of traveling the most direct route out of the hamlet or if driving in a hamlet to receive servicing. The speed is restricted to 20kph on alley and 30kph on roads and the times are restricted to 7 am to 11 pm.

**Enforcement**

At the present time we have one by-law officer that shares some of his time with the County safety program and fire department communication system. Our enforcement of this by-law would be limited to this one position in a vehicle and the assistance of the RCMP.

**Options**

A couple of options that could be considered is to limit ATV travel within the hamlet to winter season only or restricting them to certain areas of the La Crete hamlet.

Another option council may consider is adding more clauses to the by-law which restricts its use. Items to consider are as follows:

- all ATV must be registered and valid license plates visible
- all drivers must have a valid driver’s license
- restrict the use between 7am to 9pm
- remove clause about driving in a hamlet to receive service

**OPTIONS & BENEFITS:**

**Option 1**

That administration be instructed to bring back an amended Off Highway Vehicle Bylaw to limit ATV use in the La Crete Hamlet to winter use only.

**Option 2**

That administration be instructed to bring back an amended Off Highway Vehicle Bylaw that includes additional restrictions:

- All Off Highway Vehicles must have a current vehicle registration and valid license plate visible
- All drivers must have a valid driver’s license
- Remove the clause that allows them to drive to get servicing
- Restrict the use of Off Highway Vehicles from 7 am to 9 pm

Author:  R. Pelensky Reviewed by:  CAO

**Option 3**

That the Off-Highway Vehicles Bylaw report be received for information.

**COSTS & SOURCE OF FUNDING:**

The proposed changes to the bylaw will not increase costs to the County.

**RECOMMENDED ACTION:**

For Discussion

Author: R. Pelensky Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

Town / County	Roadway	Speed	Alley	Speed	Time of Day	By-law in effect	Special Notes
Town of Manning	No	15 kph	Yes	15 kph	7 am - 11 pm	Yes	
Town of Rainbow Lake	Yes	30 kph	Yes	30 kph	None noted	Yes	No travel in ditches and water courses during the summer
Northern Sunrise County	Designated Trails only	30 kph	Designated Trails only	30 kph	7 am - 10 pm	Drafting	Designated trails only, restricted use on Municipality property
Town of High Level	Yes	30 kph	Yes	20 kph	7 am -10 pm	Yes	Travel must be most direct route out of town. Looking at amending the by-law to restrict to winter use only.
Town of Peace River	Designated Trails only		Designated Trails only			Yes	Currently do not have Designated trails
Mackenzie County	Yes	30 kph	Yes	20 kph	7 am - 11 pm	Yes	Travel must be most direct route out of hamlet, or within hamlet - for servicing only.

**BYLAW NO. 594/06**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA**

**TO REGULATE THE CONTROL, USE AND OPERATION OF OFF-HIGHWAY  
VEHICLES WITHIN THE MUNICIPALITY**

**WHEREAS** the Traffic Safety Act, being Chapter T-6, and the Municipal Government Act, being Chapter M-26.1, both of the Statutes of Alberta, provides that a Municipal Council may enact a Bylaw respecting the safety, health and welfare of people and the protection of people and property; and to regulate the control, use and operation of off-highway vehicles;

**AND WHEREAS** it is deemed expedient by the Council of the Municipal District of Mackenzie No. 23 to pass a Bylaw to regulate the operation of off-highway vehicles within the Municipal District;

**NOW THEREFORE** the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, in regular session, duly assembled, enacts as follows:

**SECTION 1            NAME OF BYLAW**

This Bylaw may be cited as the “Off-Highway Vehicles Bylaw”.

**SECTION 2            INTERPRETATION**

Where there is a conflict between this Bylaw and any other Bylaw pertaining to noise abatement in the Municipal District, the provisions of this Bylaw shall apply.

**SECTION 3            DEFINITIONS**

In this Bylaw:

- a) “Alley” for the purpose of speed control means a utility laneway intended chiefly to provide utility companies and residents with access to their utilities, rear of buildings, and parcels of land, but not for primary access;

- b) "Council" means the Municipal District of Mackenzie No. 23 Council, duly assembled and acting as such;
- c) "Hamlet" means the area contained within the boundaries of the Hamlets of Fort Vermilion, La Crete, and Zama City in the Province of Alberta;
- d) "Helmet" means a rigid safety helmet with chin strap attached which has been CSA approved for off-highway use;
- e) "Highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, square bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
  - (i) sidewalks (including the boulevard portion of a sidewalk),
  - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
  - (iii) if a highway right-of-way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be:
- f) "Off-highway vehicle" means any motorized vehicle designated for cross-country travel on land, water, snow, ice, marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when designed for such travel.
  - (i) 4-wheel drive or low pressure tire vehicles,
  - (ii) motor cycles and related 2-wheel vehicles,
  - (iii) amphibious machines,
  - (iv) all terrain vehicles,
  - (v) miniature motor vehicles,
  - (vi) snow vehicles,
  - (vii) minibikes, and
  - (viii) any other means of transportation which is propelled by any power other than muscular power or wind,



but does not include

- (ix) motor boats, or
  - (x) any other vehicle exempted from all of the provisions of the Traffic Safety Act by the regulations;
- g) “Operator” means a person who drives or is on actual physical control of a vehicle;
- h) “Owner” means a person who owns, rents or has the exclusive use of that vehicle under a lease or for any period;
- i) “Peace Officer” means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Special Constable appointed pursuant to the provisions of the Police Act of Alberta;
- j) “Residential Area” means an area within the boundaries of a Hamlet that is zoned for residential use pursuant to the Municipal District’s current Land Use Bylaw;
- k) “Roadway” means that part of a highway intended for use by vehicular traffic;
- l) “Street furniture” means every curb, sidewalk, pole, traffic sign, waste receptacle, tree, plant, grass, or any other property belonging to the Municipality that is capable of being marked, defaced or damaged in any way;
- m) “Municipal District” means the area contained within the boundaries of the Municipal District of Mackenzie No. 23;

Save as herein otherwise provided, the terms and expressions in this Bylaw have the same meaning as in the Traffic Safety Act, the Interpretation Act, and the Municipal Government Act respectively.

**SECTION 4                    OPERATION OF OFF-HIGHWAY VEHICLES**

- a) No person shall operate an off-highway vehicle within the municipal boundaries of the Hamlet, except that
  - i) an operator of an off-highway vehicle is authorized to operate an off-highway vehicle on any alley or roadway to transport the off-highway vehicle by the most direct and shortest route of travel, from a residence to exit and to enter a Hamlet; or
  - ii) the use is for the purpose of acquiring service or maintenance on the off-highway vehicle; or
  - iii) the use is within the areas of a Hamlet zoned for Hamlet General pursuant to the Municipal Land Use Bylaw; or
  - iv) The Council may, upon application from an association or society registered under the Societies Act whose mandate involves the operation of off-highway vehicles, approve the use of off-highway vehicles within the boundaries of the Hamlet for a specific period of time as a special event.
  
- b) No person shall operate an off-highway vehicle on any portion of a:
  - i) Recreation area,
  - ii) School ground,
  - iii) Park area,
  - iv) Developed or landscaped area,
  - v) Municipal airport including runway, airstrip, apron or other portion of the airport used for the movement of aircraft, or
  - vi) Private property without permission of the owner or occupant of such property, within the municipal boundaries of the Hamlet.

- c) No person shall operate an off-highway vehicle anywhere within the municipal boundaries of the Hamlet between the hours of eleven (11) o'clock in the evening (p.m.) and seven (7) o'clock of the next forenoon (a.m.).
- d) No person shall operate an off-highway vehicle within the boundaries of the Hamlet in excess of:
  - i) Twenty (20) kilometers per hour (12.4 miles per hour) on any alley, and
  - ii) Thirty (30) kilometers per hour (18.6 miles per hour) on all highways within the boundaries of the Hamlet except an alley.
- e) No person shall in any way damage any street furniture on any highway or public place.
- f) The operator of, and passengers being carried or towed by, an off-highway vehicle within the Hamlet shall at all times wear a protection helmet, which has been CSA approved, when the off-highway vehicle is in motion.
- g) No person shall operate an off-highway vehicle in a manner that creates unnecessary noise.
- h) All off-highway vehicles must come to a complete stop before crossing a highway.
- i) All off-highway vehicles must adhere to all provincial and federal legislation.

## **SECTION 5**

### **ENFORCEMENT PROVISIONS**

- a) A person who contravenes any provision of this Bylaw is guilty of an offense.
  - i) The owner of an off-highway vehicle that is involved in a contravention of this Bylaw is guilty of any offense unless he or she proves to the satisfaction of the Judge that at the time of the offense the off-highway vehicle was not being driven or was not parked or left

by him or any other person with his consent, express or implied.

- ii) Notwithstanding sub-section b), if the owner was not driving the off-highway vehicle at the time the offense was committed, he is not in any event liable to imprisonment.
- b) A person who is guilty of an offense under Section 4 Subsection e), of this Bylaw is guilty of an offense and is liable on summary conviction to a fine of not less than one thousand (\$1,000.00) dollars plus reparations and in default of payment to imprisonment for a term not exceeding six (6) months.
- c) Except as otherwise provided in this Bylaw, a person who is guilty of an offense under this Bylaw for which a penalty is not otherwise provided is liable:
- d) For a first offense to a fine of not more than fifty (\$50.00) dollars and in default of payment to imprisonment for a term of not more than thirty (30) days, and
- e) For a second or subsequent offense, to a fine of not more than one hundred (\$100.00) and in default of payment to imprisonment for a term of not more than sixty (60) days.
- f) Nothing in Section 5, shall:
  - i) Prevent a person from exercising his right to defend any charge of contravening any provisions of this Bylaw, or
  - ii) Prevent a Peace Officer from laying an information or complaint in lieu of serving a voluntary payment ticket.
- g) Where a Peace Officer believes that a person has contravened any provisions of this Bylaw other than Section 7, he may serve upon such a person a voluntary violation ticket allowing payment of the penalty specified in Section 5 Subsection f) of this Bylaw and such payment shall be accepted by the Municipality in lieu of the offense.

**SECTION 6                    SEIZURE OF OFF-HIGHWAY VEHICLE**

- a) A Peace Officer who, on reasonable and probable grounds, believes that an offense under the provisions of this Bylaw has been committed may seize and detain an off-highway vehicle in respect of which the offense was committed until the final disposition of any proceedings that may be taken under this Bylaw.

**SECTION 7                    REPEAL**

- a) This Bylaw shall replace Bylaw 076/97 and Bylaw 241/00.

The provisions of this Bylaw shall become into full force and effect upon receiving third and final reading.

First reading given on the 23<sup>rd</sup> day of August, 2006.

(signature on file)  
Bill Neufeld, Reeve

(signature on file)  
Carol Gabriel, Executive Assistant

Second reading given on the 23<sup>rd</sup> day of August, 2006.

(signature on file)  
Bill Neufeld, Reeve

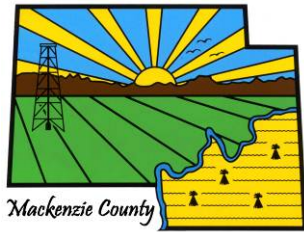
(signature on file)  
Carol Gabriel, Executive Assistant

Third reading given on the 12<sup>th</sup> day of September, 2006.

(signature on file)  
Bill Neufeld, Reeve

(signature on file)  
Carol Gabriel, Executive Assistant





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>La Crete ATB 75<sup>th</sup> Celebration Event</b>

### **BACKGROUND / PROPOSAL:**

ATB in La Crete is in the process of organizing their 75<sup>th</sup> anniversary event and have requested approval to isolate a portion of 101 street, directly adjacent to their facility to host the event which is to be held on September 27, 2013 from 10:30 am – 4:00 pm (Please see attached letter of request and map)

### **OPTIONS & BENEFITS:**

For discussion

### **COSTS & SOURCE OF FUNDING:**

NA

### **COMMUNICATION:**

Road closure to be posted on Facebook. Emergency Services will be notified by County staff.

### **RECOMMENDED ACTION:**

That Mackenzie County authorizes ATB Financial to cordon off a portion of 101<sup>st</sup> Street in La Crete from 100<sup>th</sup> Avenue to 101<sup>st</sup> Avenue in order to host their 75<sup>th</sup> anniversary function on September 27, 2013.

**Author:** John Klassen      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

To whom this may concern

We at ATB financial are celebrating our 75<sup>th</sup> Anniversary in La Crete AB on the 27<sup>th</sup> of September. As our celebration we would like to block of the road 101st from 100 Ave to 101 Ave From 10:30 until 4:00 pm as we are Planning a 75<sup>th</sup> party filled with games, a free lunch BBQ, Activities and have a special announcement to be made. We are aiming for a block party theme. We feel that by blocking the road it will allow us the space and a time for our customers to come and enjoy a fulfilled day to remember, and let them, know how much there 75 year of business have been and continue to be much appreciated. This day of celebrations will be geared for all ages both children and adults.

Thanks in Advance

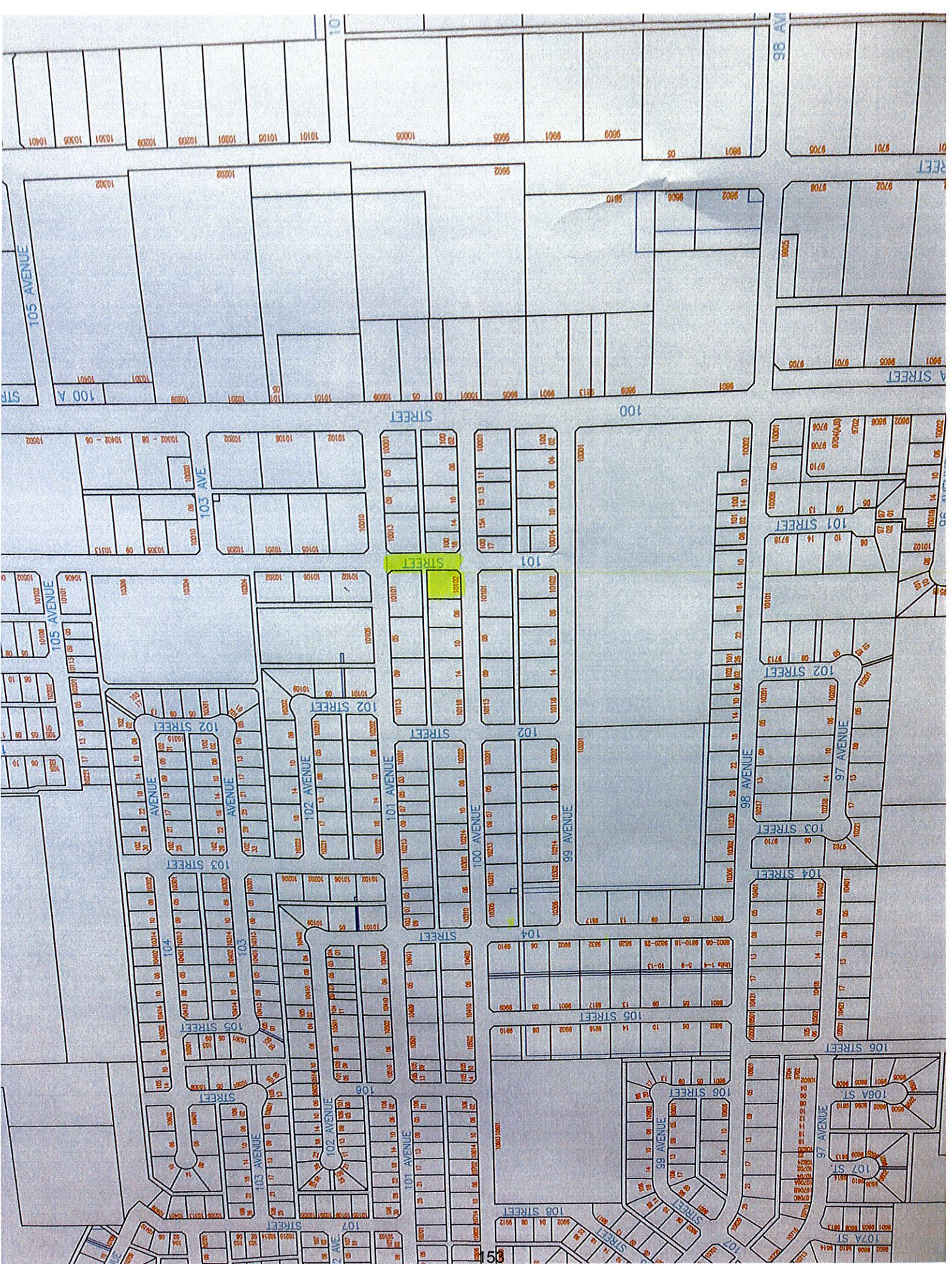
Ashley Neustaeter Customer Service Manager | La Crete Branch

10102 – 100th Avenue, La Crete, Alberta T0H 2H0

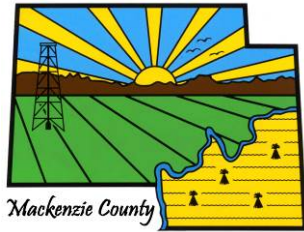
Office 780 928 6106 | Fax 780 928 3039

**ATB Financial**™ SAVING | BORROWING | INVESTING | KNOW-HOW









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 916-13 Land Use Bylaw Amendment to Rezone Plan 852 1770, Block 6, Lot 37 (4806 - 50<sup>th</sup> Street) from Hamlet Commercial District 1 "HC1" to Direct Control District "DC" (Fort Vermilion)</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to rezone Plan 852 1770, Block 6, Lot 37 (4806 - 50<sup>th</sup> Street) from Hamlet Commercial District "HC1" to Direct Control District "DC" to accommodate a liquor store.

Presently, the existing building on Plan 852 1770, Block 6, Lot 37, is the local drugstore and Sears outlet. The applicant is planning on moving the drugstore over to the recently vacant Northern building on the corner of River Road and 50<sup>th</sup> Street.

The applicant is proposing to use half of the building as a liquor store and the other half as a clothing retail store. Both businesses will have separate entrances as required by the Alberta Liquor Board.

In order to obtain a liquor license and a development permit for this type of business, the applicant is required to rezone the property in order to comply with Mackenzie County's Land Use Bylaw.

Direct Control Regulations are as follows:

#### **A. DEVELOPMENT REGULATIONS**

- (a) DEVELOPMENT standards will be established at the discretion of COUNCIL having regard to the nature of the proposed land use and may include, but is not restricted to, the following: LOT and FLOOR AREA,

**Author:** L. Lambert      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

DEVELOPMENT setbacks, design, character and appearance of buildings, access and parking.

- (b) When making a decision on a DEVELOPMENT PERMIT application, COUNCIL shall take into account the compatibility of the proposed land use with surrounding land uses and the character of the community.
- (c) A Direct Control District shall not be located within 152.4 m (500 feet) of a CHURCH, education institution, PARK, DAY CARE FACILITY, or PUBLIC USE unless otherwise approved by COUNCIL.
- (d) There shall be no appeal allowed to the Subdivision and Development Appeal Board on decisions made by Council on application for proposed development on lands zoned Direct Control District.

Section "c" mentions that this type of facility shall not be located within 152.4 m (500 feet) of a CHURCH, education institution, PARK, DAY CARE FACILITY, or PUBLIC USE unless otherwise approved by COUNCIL. The proposed location of the liquor store is within 500 feet of two of these facilities, one is a PARK that is located directly behind the existing building, and the other is the Library (Public Use). The park and library have been discussed before when a decision was being made to rezone the Trappers Shack. At that time Council did not feel that the park or the library would be an issue with a licensed restaurant. However now, consideration should be given that the proposed request is for a liquor retail store. The outflow of alcohol will be considerably higher than that of a Licensed Restaurant.

Another point to consider is that the proposed location is directly across the street from an existing liquor store that to the knowledge of the Planning Department has not been an issue with the park or the Library.

Bylaw 916-13 was presented to the Municipal Planning Commission at their August 23, 2013 meeting and approved the following motion:

**MOTION 13-163** *That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 9--/13 being the rezoning of Plan 852 1770, Block 6, Lot 37 from Hamlet Commercial District 1 "HC1" to Direct Control District 2 "DC2" to accommodate a liquor store.*

The Planning Department has no issues or concerns with this rezoning proposal.

**OPTIONS & BENEFITS:**

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 916-13 being the rezoning of Plan 852 1770, Block 6, Lot 37 from Hamlet Commercial District 1 "HC1" to Direct Control District "DC" to accommodate a liquor store, subject to public hearing input.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**BYLAW NO. 916-13**  
**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 2011, 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 liquor retail store.

**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 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)

within the Hamlet of Fort Vermilion, be rezoned from Hamlet Commercial District 1 "HC1" to Direct Control District "DC", 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.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

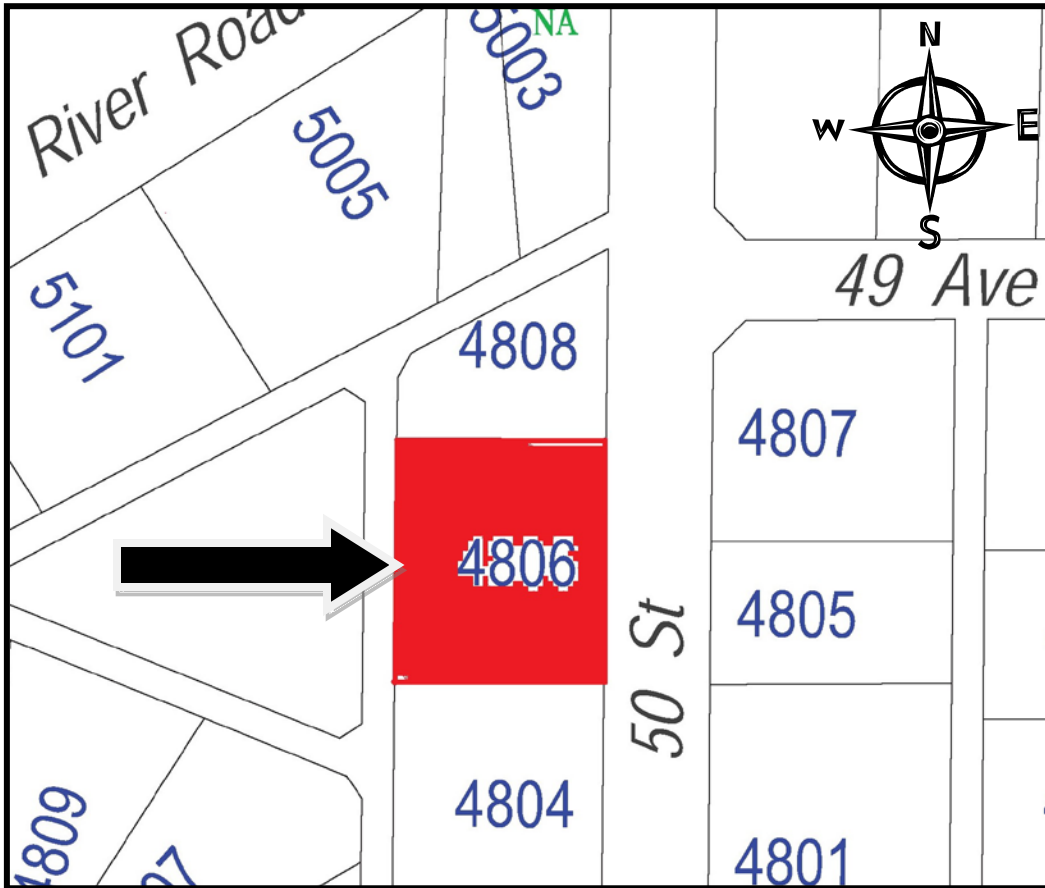
**BYLAW No. 916-13**

**SCHEDULE "A"**

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

Plan 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)

within the Hamlet of Fort Vermilion, be rezoned from Hamlet Commercial District 1 "HC1" to Direct Control District "DC" to accommodate liquor sales.



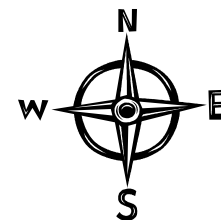
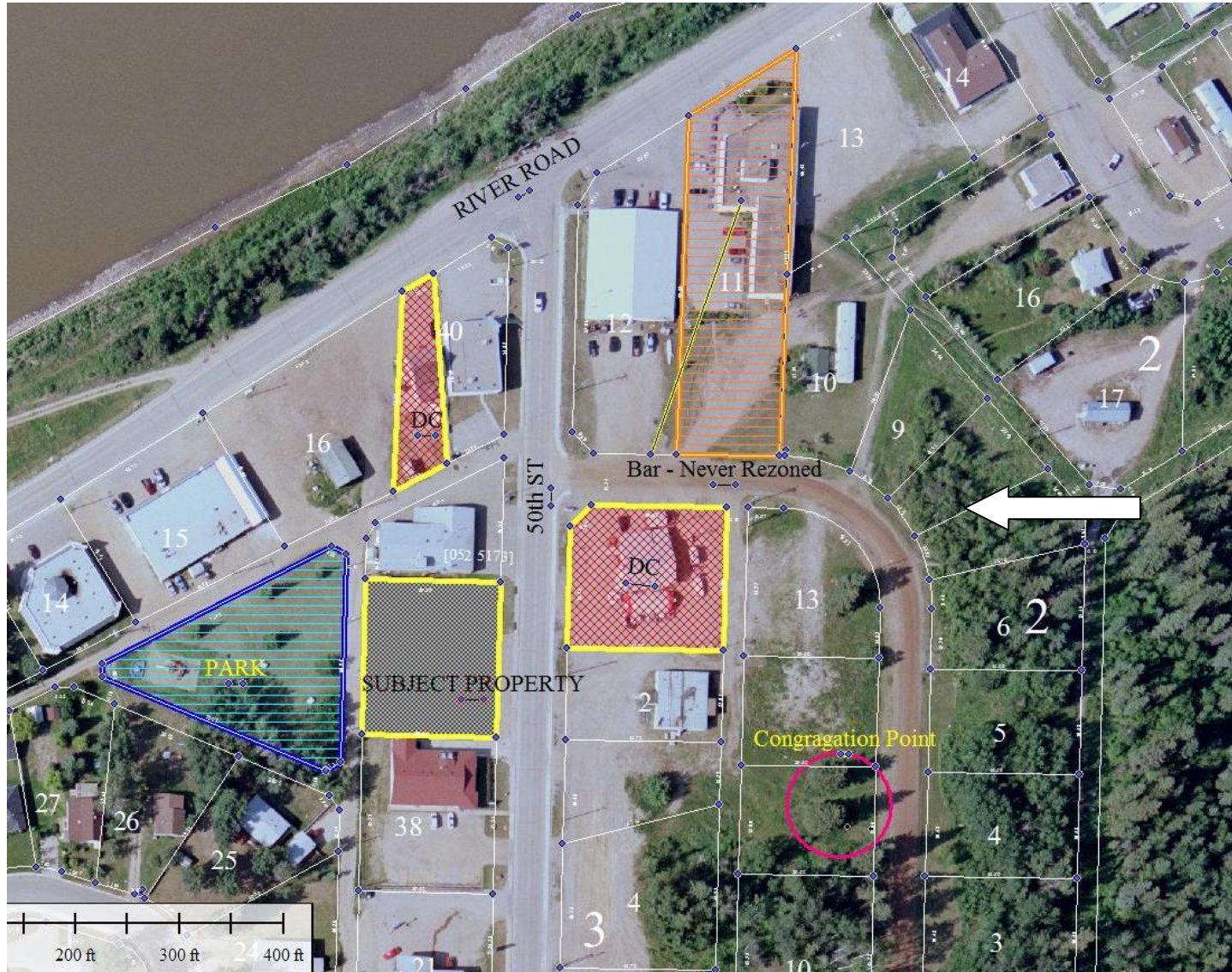
FROM: Hamlet Commercial District 1 "HC1"

TO: Direct Control District "DC"



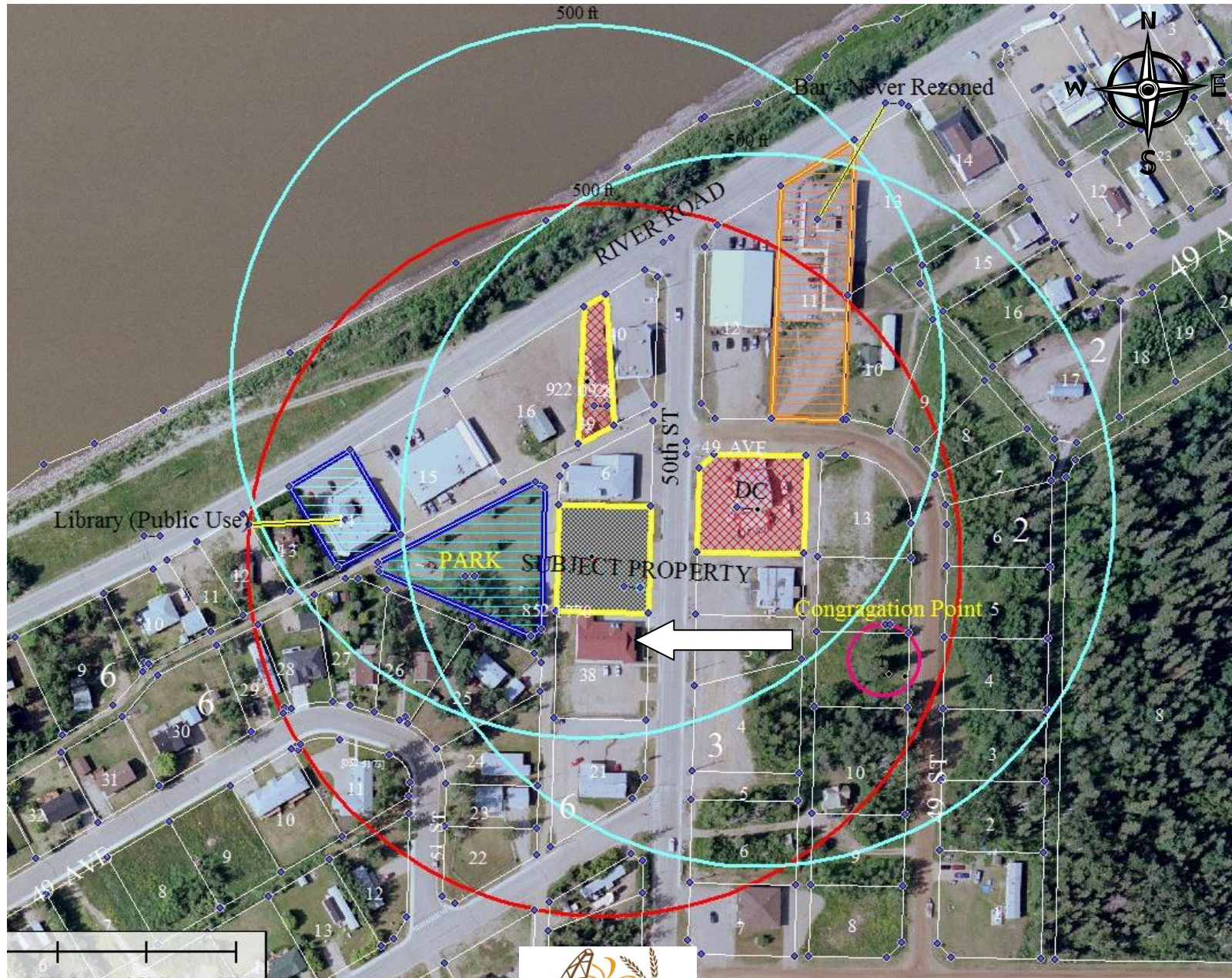
# LAND USE BYLAW 916-13

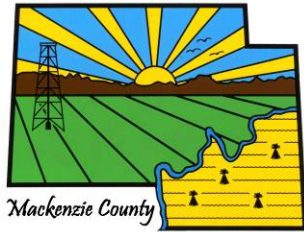
Plan 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)



# LAND USE BYLAW 916-13

Plan 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>220-DP-13 David &amp; Judith Unrah (Yardsite Development in "A") (88 Connector Industrial Area)</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has received a development permit request for a Yardsite Development on SW 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 for a residential acreage which does not conform to the future industrial use. This application was received August 16, 2013 and at that time this location was zoned Agricultural "A". The proposed development is required in order for the applicant to bring power onto the proposed yardsite, This application meets all requirements for this particular zoning.

**Author:** L. Lambert, \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**OPTIONS AND BENEFITS:**

**OPTION 1: Approve Development Permit 220-DP-13**

That Development Permit 220-DP-13 on SW 16-106-13-W5M in the name of David & Judith Unrah be approved with following conditions:

**OPTION 2: Refuse Development Permit 220-DP-13**

That Development Permit 220-DP-13 on SW 16-106-13-W5M in the name of David & Judith Unrah be REFUSED:

**RECOMMENDED ACTION:**

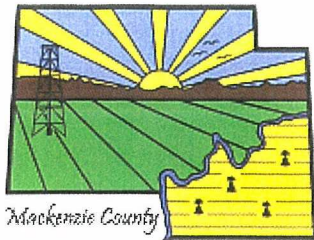
**OPTION 1: (Recommend Approval)**

That Development Permit 220-DP-13 on SW 16-106-13-W5M) in the name of David & Judith Unrah be approved with following conditions:

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

1. **PRIOR TO ANY NEW CONSTRUCTION TAKING PLACE ON THE SUBJECT PROPERTY CONTACT THE DEVELOPMENT DEPARTMENT FOR A DEVELOPMENT PERMIT.**
2. **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.
3. 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.
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
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.

Author: L. Lambert, Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION

<b>Admin Use Only</b>	
Development Permit # <span style="font-size: 1.2em;">220-DP-13</span>	
Date Received <span style="font-size: 1.2em;">Aug 16, 2013</span>	
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 <span style="font-size: 1.2em;">David Unruh + Judith</span>		Registered Landowner Name (If different than Applicant)	
Address <span style="font-size: 1.2em;">Box 2273 La Crete, AB. T0A 2H0</span>		Address	
E-mail		E-mail	
Telephone (Res)	Work or Cell <span style="font-size: 1.2em;">780 821-0989</span>	Telephone (Res)	Work or Cell

LAND INFORMATION									
<b>Legal description of proposed development site</b>									
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S. <span style="font-size: 1.2em;">S10K</span>	SEC <span style="font-size: 1.2em;">16</span>	TWP. <span style="font-size: 1.2em;">106</span>	RG <span style="font-size: 1.2em;">13</span>	M <span style="font-size: 1.2em;">225</span>
Civic Address				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet							Quarter Section <input checked="" type="checkbox"/>	Acreage <input checked="" type="checkbox"/>	
Description of existing use of land: <span style="font-size: 1.2em;">vacant farmland</span>									

DEVELOPMENT INFORMATION				
Describe proposed development: <span style="font-size: 1.2em;">Put power on yardsite</span>				
<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 type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
<b>Building Size</b>				
Length	Width	Height (Grade to peak)	Sq <sup>2</sup>	Other

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

Estimate project time and cost:

A. Start Date <u>AUG/16/13</u>	B. End Date	C. Completed Project Cost \$
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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 type="checkbox"/> No <input checked="" 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 checked="" 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>David + Judith Umrich</u>	Registered Land Owner Name (Print) <u>David + Judith Umrich</u>
Applicant Name (Signature) <u>[Signature]</u>	Registered Land Owner (Signature) <u>[Signature]</u>
Date <u>Aug. 16/2013</u>	Date <u>Aug. 16/2013</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:

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

Offsite Levy (If Required):  
Connection Fee \$ \_\_\_\_\_  
Receipt Number \_\_\_\_\_

Land Use Classification: Agricultural Tax Roll No: 083605

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

Proposed Use: Yardsite Development

Development Application Fee Enclosed:  Yes  No Amount \$ 50.00 Receipt No: 164594



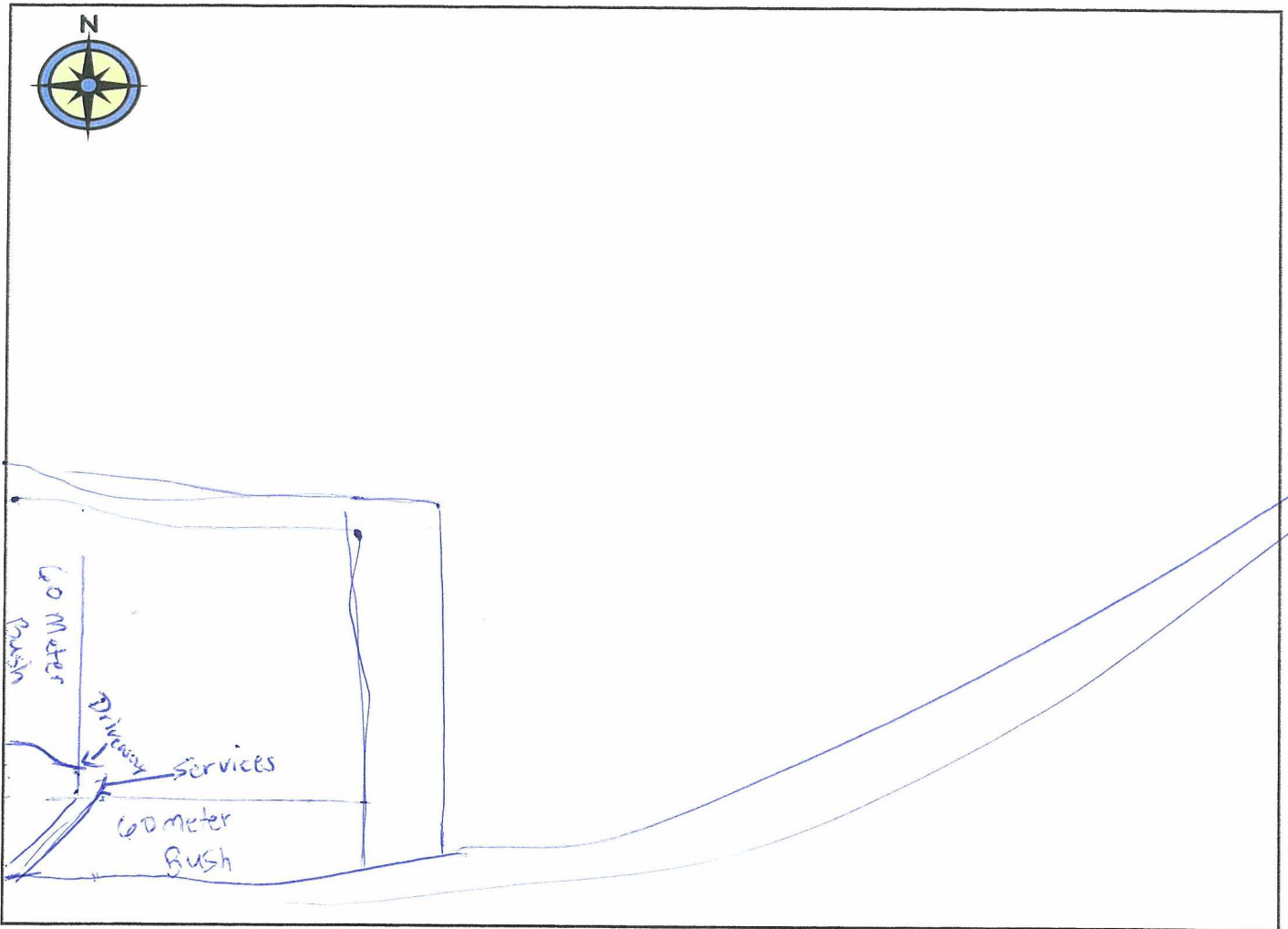
# Development Permit Application

## SITE PLAN

PL
 QTR./L.S. SW SEC 16 TWP 106 RG 13 M 5 or \_\_\_\_\_ PLAN NO. \_\_\_\_\_ BLK. \_\_\_\_\_ LOT \_\_\_\_\_ Size of Parcel \_\_\_\_\_ 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
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m

# DEVELOPMENT PERMIT



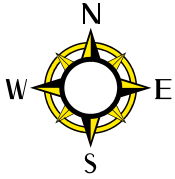
File No. 220-DP-13

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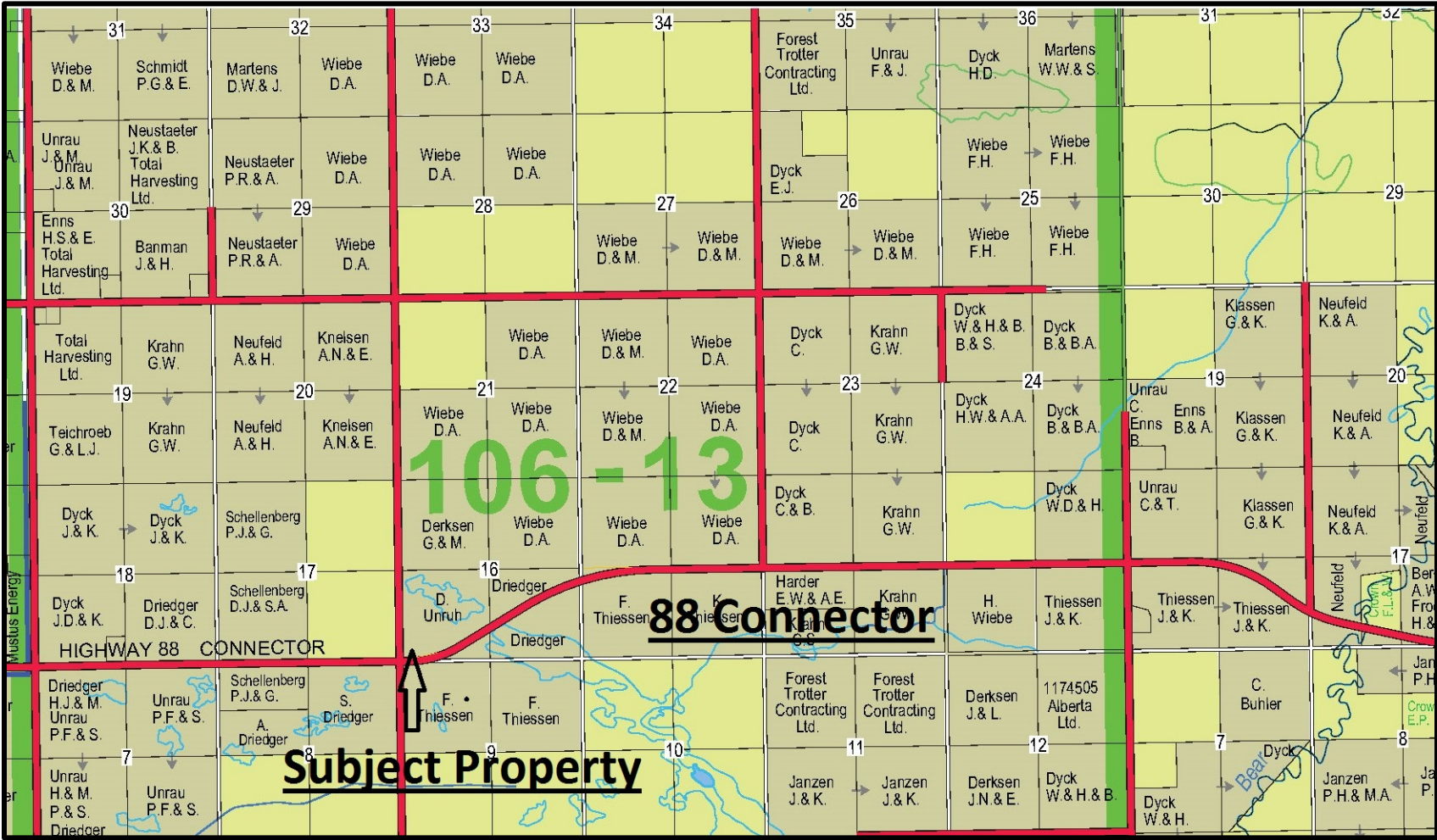


**Mackenzie County**





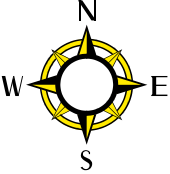
# DEVELOPMENT PERMIT



File No. 220-DP-13

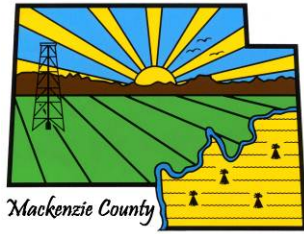
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**Mackenzie County**





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>221-DP-13 Cornelius Buhler (Yardsite Development in "A") (88 Connector Industrial Area)</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has received a development permit request for a Yardsite Development on NE 7-106-12-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 for a residential acreage which does not conform to the future industrial use. This application was received August 16, 2013 and at that time this location was zoned Agricultural "A". The proposed development is required in order for the applicant to bring power onto the proposed yardsite which meets all requirements for this particular zoning.

**Author:** L. Lambert,                      **Reviewed by:** \_\_\_\_\_                      **CAO** \_\_\_\_\_

**OPTIONS AND BENEFITS:**

**OPTION 1: Approve Development Permit 221-DP-13**

That Development Permit 221-DP-13 on NE 7-106-12-W5M in the name of Cornelius Buhler be approved with following conditions:

**OPTION 2: Refuse Development Permit 220-DP-13**

That Development Permit 221-DP-13 on NE 7-106-12-W5M in the name of Cornelius Buhler be REFUSED:

**RECOMMENDED ACTION:**

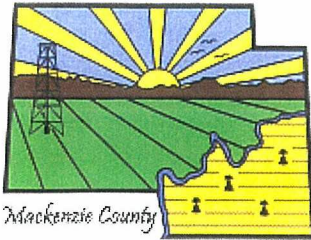
**OPTION 1: (Recommend Approval)**

That Development Permit 221-DP-13 on NE 7-106-12-W5M in the name of Cornelius Buhler be approved with following conditions:

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

1. **PRIOR TO ANY NEW CONSTRUCTION TAKING PLACE ON THE SUBJECT PROPERTY CONTACT THE DEVELOPMENT DEPARTMENT FOR A DEVELOPMENT PERMIT.**
2. **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.
3. 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.
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
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.

Author: L. Lambert, Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit #	221-DP-13
Date Received	Aug. 16, 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

<b>Applicant Name</b> Cornelius Buhler		<b>Registered Landowner Name (If different than Applicant)</b>	
<b>Address</b> Box 1648 La Crete AB T0H 2H0		<b>Address</b>	
<b>E-mail</b>		<b>E-mail</b>	
<b>Telephone (Res)</b> 780 928 4016	<b>Work or Cell</b> 926 7576	<b>Telephone (Res)</b>	<b>Work or Cell</b>

### LAND INFORMATION

Legal description of proposed development site									
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S. NE	SEC 7	TWP. 106	RG 12	M 5
Civic Address				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet						Quarter Section		Acreage	
						<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Description of existing use of land: <u>vacant</u>									

### DEVELOPMENT INFORMATION

Describe proposed development: <u>Yardsite Development</u>				
<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 type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
<b>Building Size</b>				
Length	Width	Height (Grade to peak)	Sq <sup>2</sup>	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 \$ 5000
---------------	-------------	--------------------------------------

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 type="checkbox"/> No <input checked="" 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.

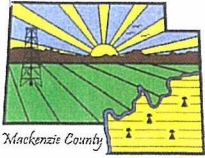
Applicant Name (Print) <u>Cornelius Buhler</u>		Registered Land Owner Name (Print)	
Applicant Name (Signature) <u>[Signature]</u>	Date <u>8/16/13</u>	Registered Land Owner (Signature)	Date

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</u>	Tax Roll No: <u>083 448</u>								
Class of Use: <u>Residential</u> <small>(Commercial/Industrial/Residential/Institutional/Home Based Business)</small>	Permitted/Discretionary: <u>Permitted</u>								
Proposed Use: _____									
Development Application Fee Enclosed: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount \$ <u>50.00</u> Receipt No: <u>164695</u>								



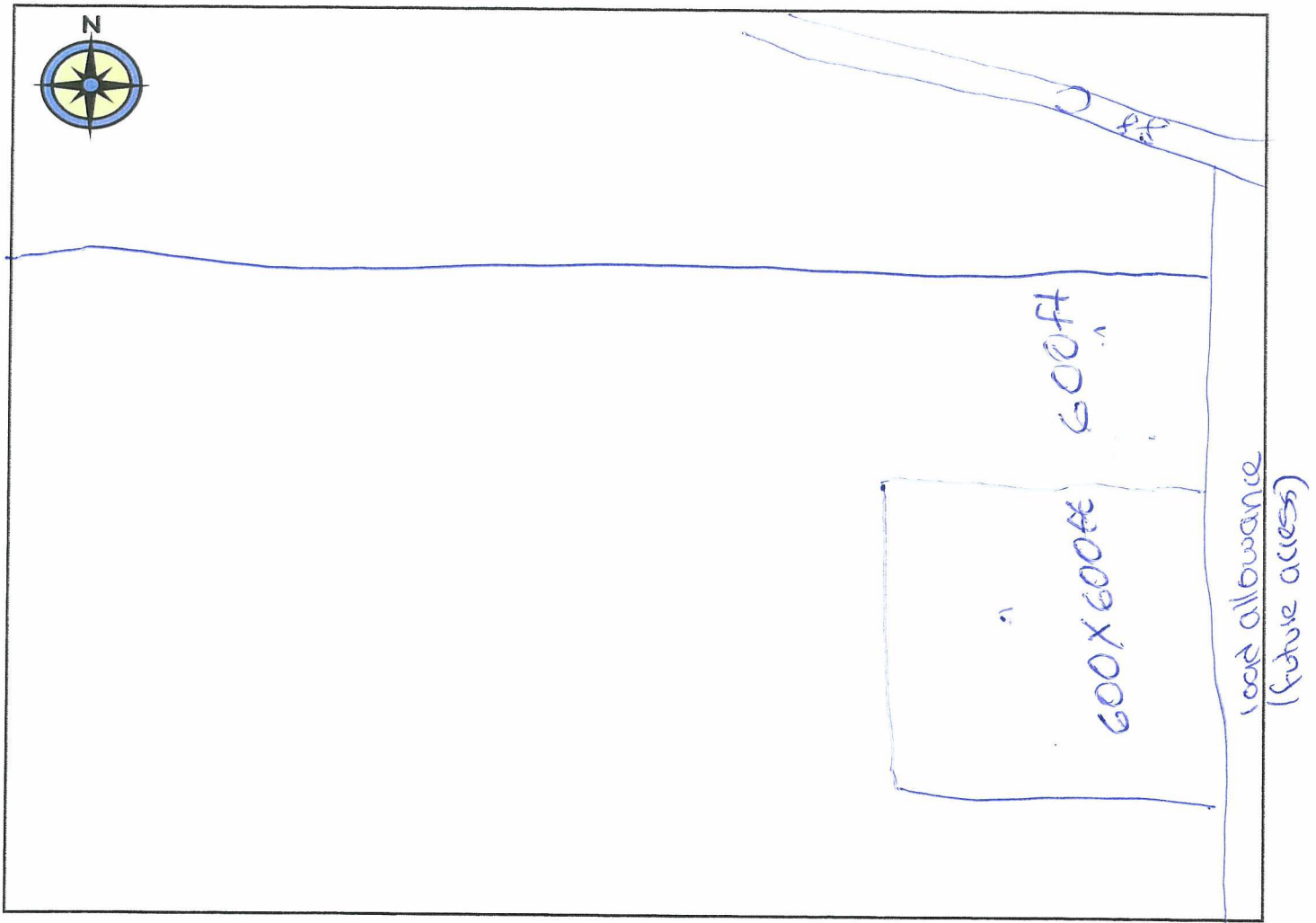
# Development Permit Application

## SITE PLAN

QTR./L.S. SEC TWP RG M PLAN NO. BLK. LOT Size of Parcel  
NE 7 106 12 5 or 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
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m

# DEVELOPMENT PERMIT



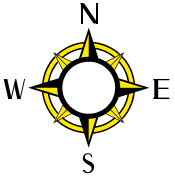
File No. 222-DP-13

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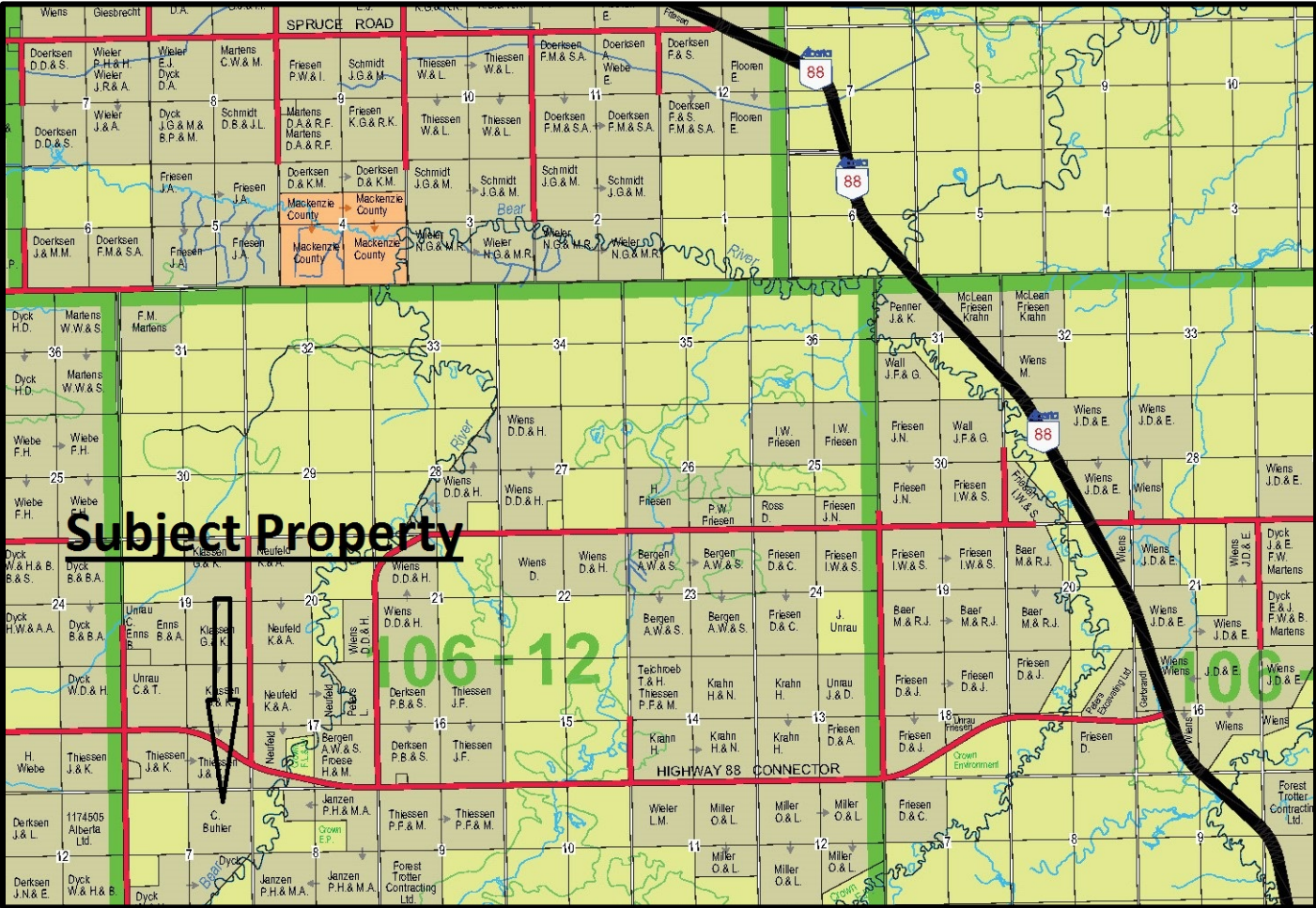


**Mackenzie County**





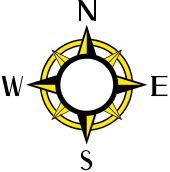
# DEVELOPMENT PERMIT



File No. 221-DP-13

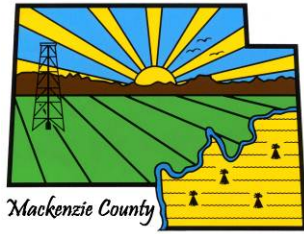
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Mackenzie County





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>222-DP-13 Henry &amp; Sarah Krahn (Manufactured Home – Single Wide in “A”) (88 Connector Industrial Area)</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has received a development permit request for a Manufactured Home – Single Wide on 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 for a residential acreage which does not conform to the future industrial use. At the time this application was received, August 19, 2013 this location was zoned Agricultural “A”. The proposed development is for the placement of a Manufactured Home on a partial quarter section of land that was recently separated into two tiles for the purpose of developing a residence. This application meets all requirements for this particular zoning.

**Author:** L. Lambert,                      **Reviewed by:** \_\_\_\_\_                      **CAO** \_\_\_\_\_

**OPTIONS AND BENEFITS:**

**OPTION 1: Approve Development Permit 222-DP-13**

That Development Permit 222-DP-13 on Part of SE 16-106-13-W5M in the name of Henry & Sarah Krahn be approved with following conditions:

**OPTION 2: Refuse Development Permit 222-DP-13**

That Development Permit 222-DP-13 on Part of SE 16-106-13-W5M in the name of Henry & Sarah Krahn be REFUSED:

**RECOMMENDED ACTION:**

**OPTION 1: (Recommend Approval)**

That Development Permit 222-DP-13 on Part of SE 16-106-13-W5M in the name of Henry & Sarah Krahn be approved with following conditions:

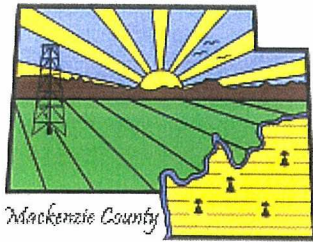
Failure to comply with one or more of the attached conditions shall render this permit Null and Void

1. Minimum 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. 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.**

Author: L. Lambert, Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

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: L. Lambert, Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION

Admin Use Only
Development Permit # <i>222-DB-13</i>
Date Received <i>Aug. 19 / 13</i>
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

<b>Applicant Name</b> <i>Henry Sarah Krahn</i>		<b>Registered Landowner Name (If different than Applicant)</b> <i>Peter W. Driedger</i>	
<b>Address</b> <i>Box 2372 La Crete A.B. TOW 2H0</i>		<b>Address</b> <i>Box 804 La Crete A.B.</i>	
<b>E-mail</b>		<b>E-mail</b>	
<b>Telephone (Res)</b> <i>780-821-9569</i>	<b>Work or Cell</b> <i>780-928-3337</i>	<b>Telephone (Res)</b> <i>928 2587</i>	<b>Work or Cell</b> <i>926-6513</i>

## LAND INFORMATION

Legal description of proposed development site											
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S. <i>SE</i>	SEC <i>16</i>	TWP. <i>106</i>	RG <i>13</i>	M <i>5</i>		
Civic Address				Ward	MLL/MS/TFA		Acres/Ha <i>98</i>				
Hamlet										Quarter Section	Acreage
										<input type="checkbox"/>	<input type="checkbox"/>
Description of existing use of land: <i>vacant</i>											

## DEVELOPMENT INFORMATION

Describe proposed development: <i>move on of mobile home</i>		
<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
<b>Building Size</b>		
Length <i>72</i>	Width <i>16</i>	Height (Grade to peak)
Sq <sup>2</sup>	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 \$ 250,000 ~~130,000~~

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)

Land Fill or garbage disposal site  Confined Feedlot Operation  Slope /Coulee/Valley or Ravine

Sewage treatment or Sewage Lagoon  Sour Gas Well or pipeline

River or Waterbody  Multi lot Residential subdivision

Access Approval Date:

Access:

Is there an Existing Access to proposed site? Yes  No   
*A County Approved Access is required before a Development Permit can be issued (except for site development)*

Does the site location require an access or road to be built to the proposed site? Yes  No

**DECLARATION**

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

Applicant Name (Print) <u>Henry Sarah Krahn</u>		Registered Land Owner Name (Print) <u>Peter W. Driedger</u>	
Applicant Name (Signature) <u>[Signature]</u>	Date	Registered Land Owner (Signature) <u>[Signature]</u>	Date <u>Aug 15/13</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: MDP Yes  No  ASP Yes  No  AVPA Yes  No

Offsite Levy (If Required): Connection Fee \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Land Use Classification: Agriculture Tax Roll No: 083520

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

Proposed Use: Manufactured Home - Single Wide

Development Application Fee Enclosed:  Yes  No Amount \$ 50.00 Receipt No: 164700

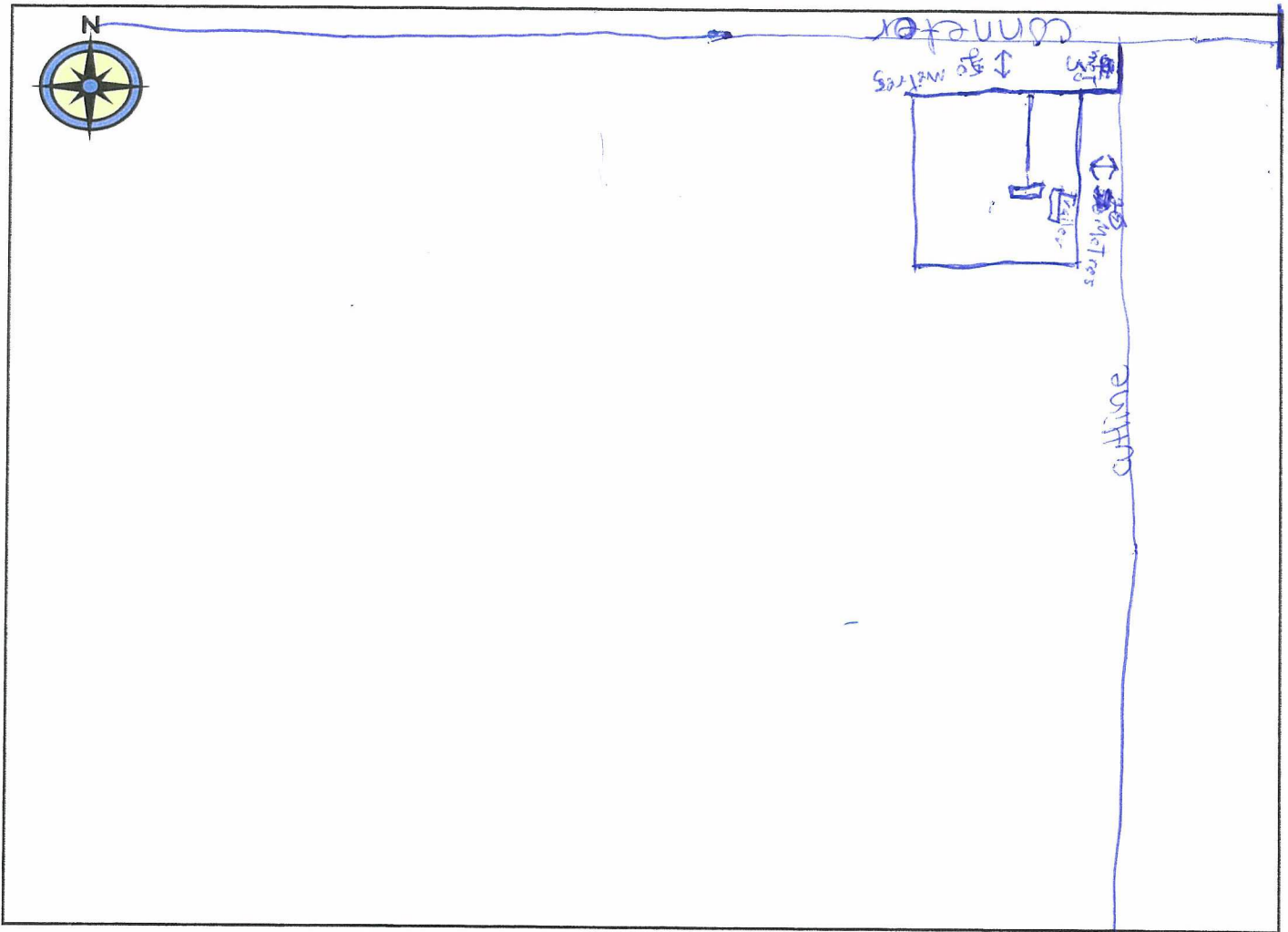


# Development Permit Application SITE PLAN

QTR./L.S. SEC TWP RG M PLAN NO. BLK. LOT Size of Parcel  
 or 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

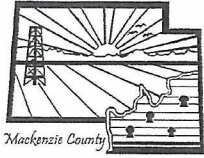
FRONT YARD	ft
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	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: Henry Sarah Krahn
2. CSA Z240 label number: \_\_\_\_\_
3. Alberta Labour label number (if available): \_\_\_\_\_
4. Make/Model of unit: \_\_\_\_\_
5. Serial number: \_\_\_\_\_
6. Year of manufacture: 2005
7. Size of unit: 16x72
8. Date to be moved in: \_\_\_\_\_
9. Previous location: Edmonton
10. Number of bedrooms: 3
11. Number of exits from the Mobile Home: \_\_\_\_\_
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: \_\_\_\_\_
16. Manufacturer blocking instructions available:  Yes /  No
17. Information regarding foundation details: \_\_\_\_\_
18. Information regarding skirting: \_\_\_\_\_

# DEVELOPMENT PERMIT



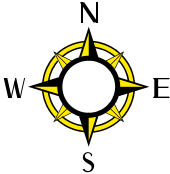
File No. 222-DP-13

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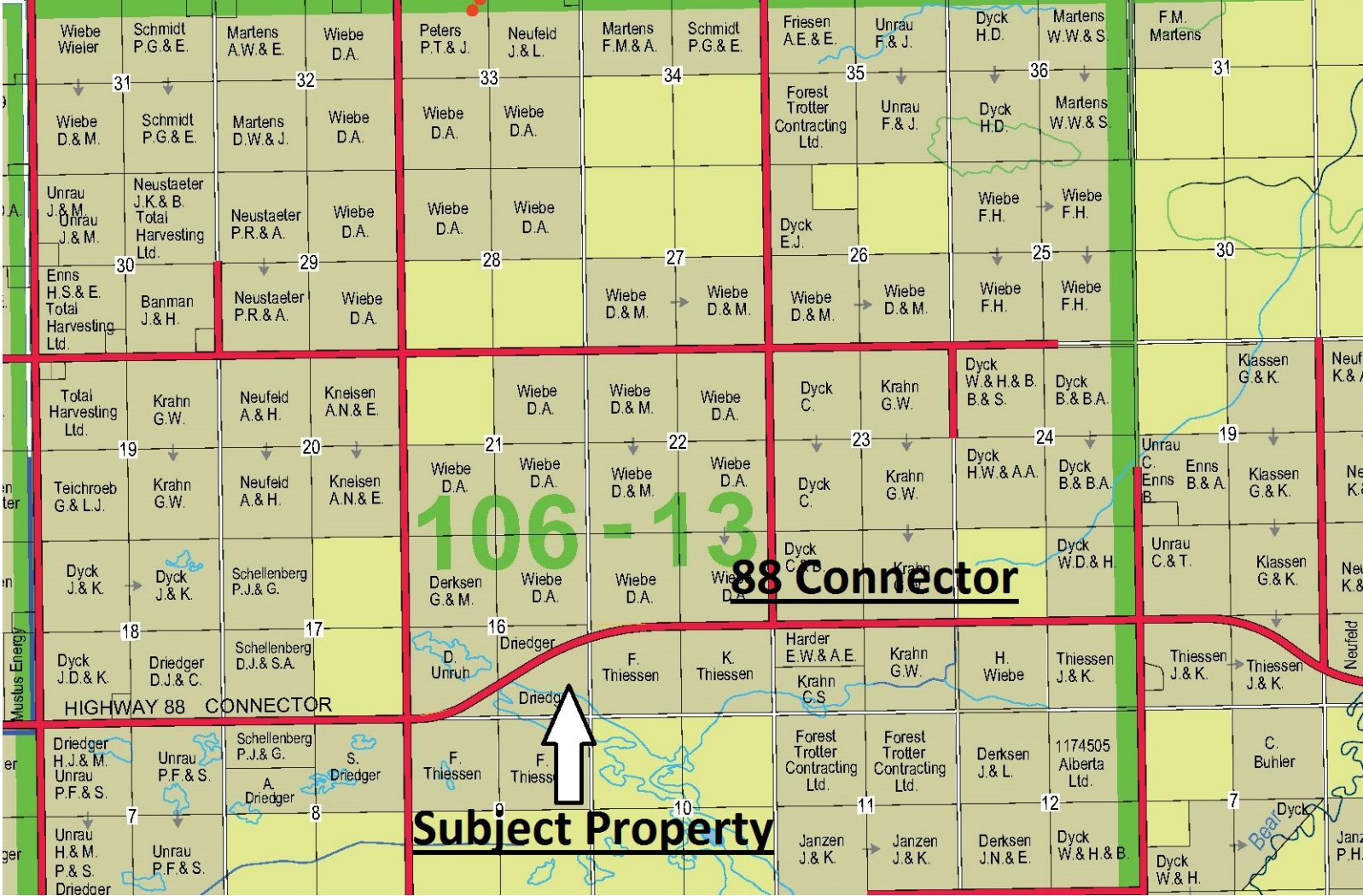
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**Mackenzie County**



# DEVELOPMENT PERMIT



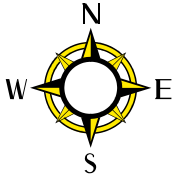
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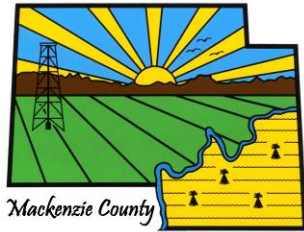
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Mackenzie County







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>230-DP-13 Peter F. Thiessen (Garage-Attached in "A") NW 9-106-12-W5M (88 Connector Industrial Area)</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has received a development permit request to construct a Garage – Attached onto the existing home on NW 9-106-12-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 yardsite which does not conform to the future industrial use. This application was received August 26<sup>th</sup> and at that time, this location was zoned Agricultural "A". The proposed development a 40' x 32' Garage – Attached to the existing residence meets all requirements for this zoning.

### **OPTIONS AND BENEFITS:**

#### **OPTION 1: Approve Development Permit 230-DP-13**

That Development Permit 230-DP-13 on NW 9-106-12-W5M in the name of Peter F. Thiessen be approved with following conditions:

**Author:** L. Lambert, \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**OPTION 2: Refuse Development Permit 230-DP-13**

That Development Permit 230-DP-13 on NW 9-106-12-W5M in the name of Peter F. Thiessen be REFUSED:

**RECOMMENDED ACTION:**

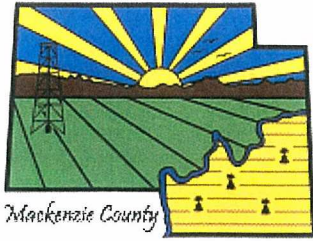
**OPTION 1: (Recommend Approval)**

That Development Permit 230-DP-13 on NW 9-106-12-W5M in the name of Peter F. Thiessen 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 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. This garage is for residential purposes only and no commercial activity is permitted in this building or district.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. No ancillary building erected/or moved onto the site shall be used as a dwelling.
5. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
6. **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.**
7. **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.**
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.

Author: L. Lambert, Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION

<b>Admin Use Only</b>	
Development Permit # <i>230-DP-13</i>	
Date Received <i>Aug. 26, 2013</i>	
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 <i>Peter F Thiessen</i>		Registered Landowner Name (If different than Applicant)	
Address <i>Box 1279 La Crote, AB, T0H 2H0</i>		Address	
E-mail		E-mail	
Telephone (Res) <i>780-927-3099</i>	Work or Cell <i>780 926-0114</i>	Telephone (Res)	Work or Cell

## LAND INFORMATION

Legal description of proposed development site									
Registered Plan #	Block	Lot	Stall	OR	QTR/LS <i>NW</i>	SEC <i>9</i>	TWP. <i>106</i>	RG <i>12</i>	M <i>5</i>
Civic Address				Ward	MLL/MS/TFA		Acres/Ha <i>160</i>		
Hamlet							Quarter Section <input checked="" type="checkbox"/>	Acreage <input type="checkbox"/>	
Description of existing use of land: <i>Yard site and Farming</i>									

## DEVELOPMENT INFORMATION

Describe proposed development: *add car garage To House*

Dwelling (Inc home additions)    
  Temporary Structure    
  Other \_\_\_\_\_

Secondary residence    
  Garage, shop, shed (circle one)    
  Commercial /Industrial Building

Modular/Manufactured Home    
  Moved in Building    
  Public Use Building

**Building Size**

Length <i>40'</i>	Width <i>32'</i>	Height (Grade to peak) <i>17'</i>	Sq <sup>2</sup> <i>1280</i>	Other
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The land is adjacent to:  Primary Highway  Secondary Highway  Local Road  Hamlet Road

Estimate project time and cost:

A. Start Date <u>Sept 1/13</u>	B. End Date <u>Oct 30/13</u>	C. Completed Project Cost \$ <u>40,000.00</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	<input checked="" type="checkbox"/> Multi lot Residential subdivision	Access Approval Date:

Access:

Is there an Existing Access to proposed site?

Yes  No

A County Approved Access is required before a Development Permit can be issued (except for site development)

Does the site location require an access or road to be built to the proposed site?

Yes  No

### DECLARATION

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

Applicant Name (Print) <u>Peter F Thiessen</u>		Registered Land Owner Name (Print) <u>Peter F Thiessen</u>	
Applicant Name (Signature) <u>Peter F Thiessen</u>	Date <u>Aug 22/13</u>	Registered Land Owner (Signature) <u>Peter F Thiessen</u>	Date <u>aug 22/13</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:

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

Offsite Levy (If Required):

Connection Fee \$ \_\_\_\_\_

Receipt Number \_\_\_\_\_

Land Use Classification: Agricultural Tax Roll No: 289799

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

Proposed Use: Garage - Attached

Development Application Fee Enclosed:  Yes  No Amount \$ 50.00 Receipt No: 165011





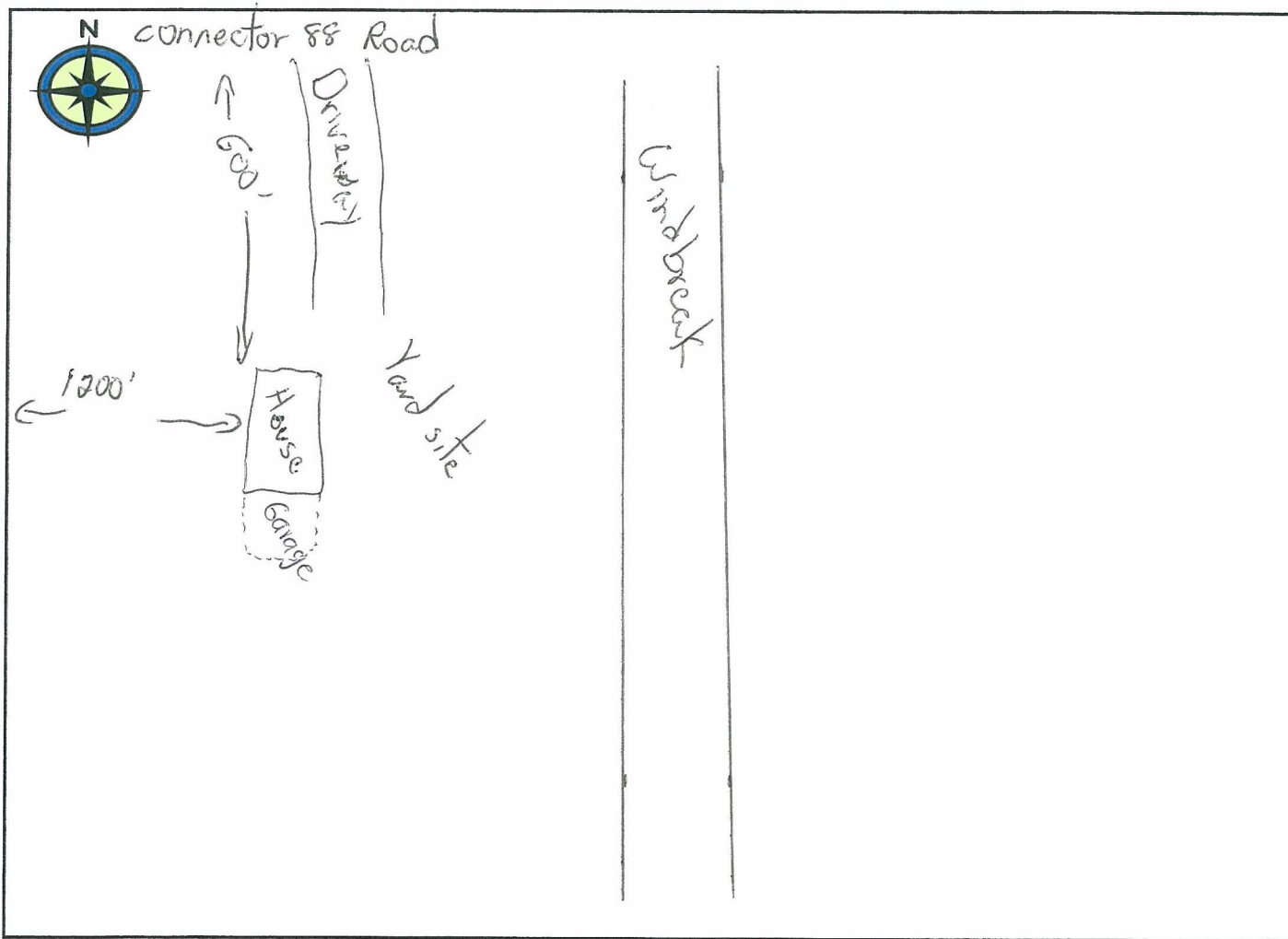
# Development Permit Application

## SITE PLAN

QTR./L.S. SEC TWP RG M PLAN NO. BLK. LOT Size of Parcel  
 NW 9 106 12 5 or \_\_\_\_\_ and 160 (ac.) ha.

Date of site plan: aug 22/13

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
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m

# DEVELOPMENT PERMIT



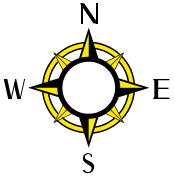
File No. 230-DP-13

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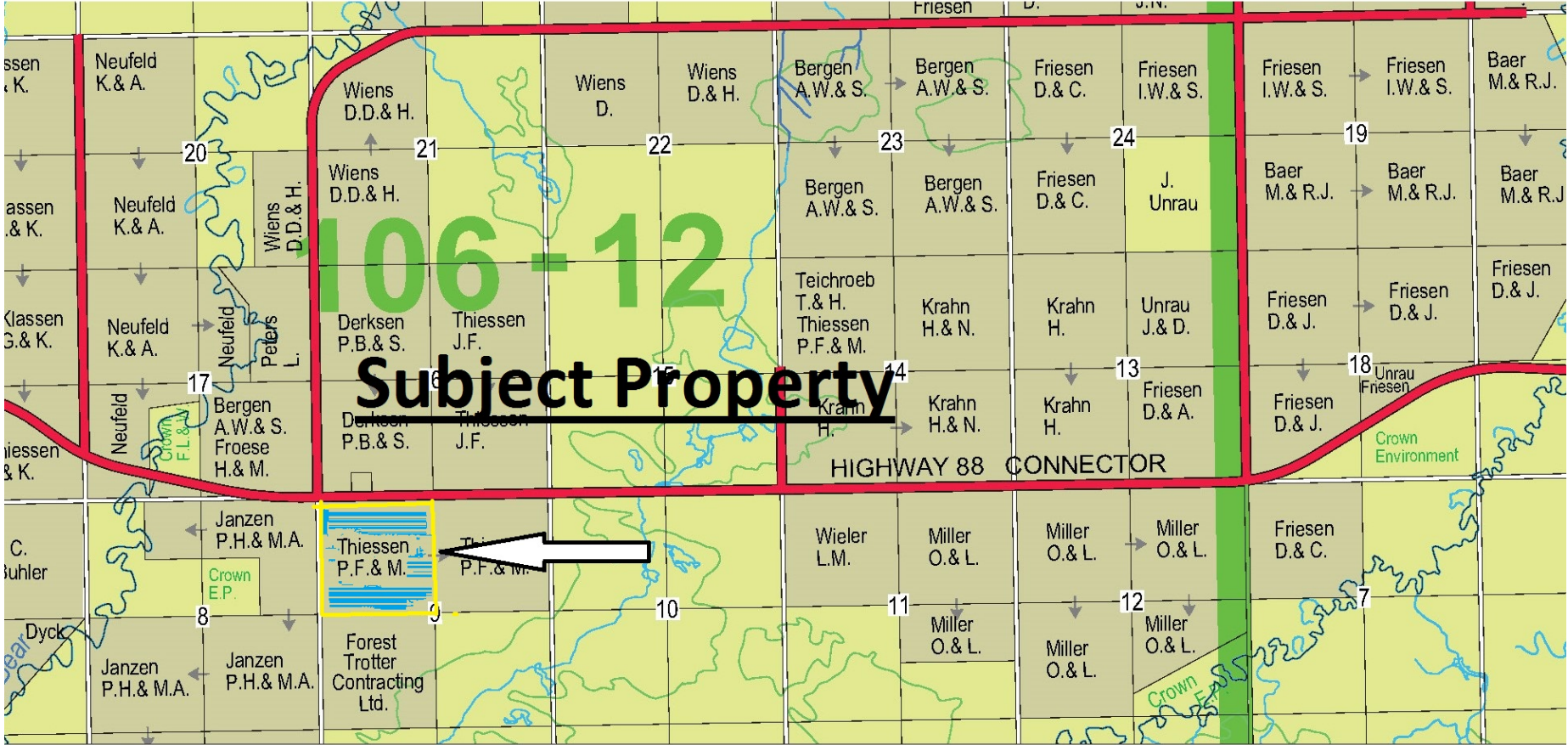
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**Mackenzie County**



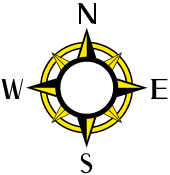
# DEVELOPMENT PERMIT



File No. 230-DP-13

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Mackenzie County





- b. stipulate considerably higher rates and more frequent calendar dates for levying penalties with respect to nonpayment of taxes.

Where payment deadlines fall on weekends, the use of Business Days as alternative deadlines can lead to confusion about the effective due date for payment of taxes and the dates on which penalties are levied.

Based on Administration’s review of a sample of penalty bylaws, the following options have been compiled for the Finance Committee’s review:

Option 1:

Current taxes	July 1	Six per cent (6%)
Tax arrears	January 1	Twelve per cent (12%)

Option 2:

Current taxes	July 1	Six per cent (6%)
Current taxes	Sept. 1	Nine per cent (9%)
Current taxes	Nov. 1	Twelve per cent (12%)
Tax arrears	January 1	Eighteen per cent (18%)

Option 3 (Recommended):

Current taxes	July 1	Six per cent (6%)
Current taxes	Sept. 1	Nine per cent (9%)
Current taxes	Nov. 1	Twelve per cent (12%)
Tax arrears	January 1	Twelve per cent (12%)

For each option, penalties for the current year’s taxes owing are levied on the base amount of taxes, only; whereas, penalties for taxes in arrears (all years) are levied on the total amount of taxes and penalties levied to date and outstanding as of January 1.

For each option, Administration recommends the removal of language referring to due dates that fall on weekends or holidays, and therefore:

- current taxes are due as of the due date shown on the tax notice;
- where June 30 falls on a weekend or holiday, Administration is responsible for stipulating the due date for current taxes on the tax notice as that date which immediately precedes that weekend or holiday; and,
- penalties would be levied as at, and would accrue from, July 1, September 1, November 1, and January 1.

Author: A. Kilpatrick Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

Please review Administration's attached draft recommendation for an updated penalty bylaw.

In their August 8, 2013 meeting, the Finance Committee reviewed these options, and recommends Option #3 for Council's consideration.

**COSTS & SOURCE OF FUNDING:**

Operating Budget.

**COMMUNICATION:**

To ratepayers by the County Image newsletter.

Any changes to the penalty bylaw for the 2014 taxation year must be approved by Council before the 2014 taxation year commences.

**RECOMMENDED ACTION**

Motion 1

That first reading be given to Bylaw 917-13 being the Tax Penalties Bylaw for Mackenzie County as presented.

Motion 2

That second reading be given to Bylaw 917-13 being the Tax Penalties Bylaw for Mackenzie County.

Motion 3 (Requires Unanimous)

That consideration be given to go to third reading of Bylaw 917-13 being the Tax Penalties Bylaw for Mackenzie County at this meeting.

Motion 4

That third reading be given to Bylaw 917-13 being the Tax Penalties Bylaw for Mackenzie County.

Author: A. Kilpatrick Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 518/05 917-13**

**A BYLAW OF THE  
~~MUNICIPAL DISTRICT OF MACKENZIE NO. 23~~ **MACKENZIE COUNTY,**  
IN THE PROVINCE OF ALBERTA**

**TO IMPOSE PENALTIES FOR NONPAYMENT OF  
TAXES AND TAX ARREARS**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 1994 **2000**, Chapter M-26.1, Sections 344, 345, **and** 346 ~~and 252~~ and amendments thereto, ~~the~~ Council may pass a bylaw to establish the penalties on taxation.

**NOW THEREFORE**, pursuant to provisions contained in the Municipal Government Act, the Council of ~~the Municipal District of Mackenzie No. 23~~ **Mackenzie County** in the province of Alberta, duly assembled, hereby enacts **the following** as follows:

1. ~~Definitions In this Bylaw, the following words shall be defined as:~~
  - a) ~~“Business Day” shall mean every day of the week, Monday through Friday excepting statutory holidays and other holidays designated by the Municipal District of Mackenzie No. 23.~~  
**“Tax Year” means the annual period in which taxes are imposed, commencing with January 1 and ending with December 31.**
  - b) **“Tax” or “Taxes” means taxes imposed in the Tax Year including taxes resulting from the enactment of a Supplementary Assessment Bylaw.**
    - ~~i. a property tax,~~
    - ~~ii. a business tax,~~
    - ~~iii. a business revitalization zone tax,~~
    - ~~iv. a special tax, and~~
    - ~~v. a local improvement tax;~~
  - c) **“Tax Arrears” means all taxes which remain unpaid after December 31 of any Tax Year, and includes all penalties levied on Taxes that remain unpaid after December 31 of the year in which they are imposed.**
2. ~~That Taxes shall be due and payable either on~~ **the due date shown on the tax notice.** ~~or before June 30 of the year in which the Tax is levied.~~
3. **Late Payment Penalties:**
  - a) ~~That in the event of any Taxes remaining unpaid after June 30 of the year in which they are levied, there shall be added thereto by way of penalty an amount of six (6%) percentum on the first Business Day of July.~~



~~b) That in the event June 30 is not a Business Day, the penalty amount referred to in paragraph 3(a) above will be levied and added to the Taxes on the Second Business Day of July.~~

a) Taxes paid after the due date shown on the tax notice shall be subject to penalties imposed in accordance with this Bylaw.

b) Items added to the tax roll are deemed for all purposes, including the purpose of applying penalties on outstanding taxes, to be taxes imposed from the date they are added to the tax roll.

c) Taxes or any portion thereof that remain unpaid after the due date shown on the tax notice shall have late penalties imposed on the dates and at the rates specified below:

July 1	Six per cent (6%)
September 1	Nine per cent (9%)
November 1	Twelve per cent (12%)

4. a) ~~That in the event of any Tax Arrears remaining unpaid after December 31<sup>st</sup> there shall be added there to by way of penalty an amount of twelve (12%) per centum on the first Business Day of January, and such penalty shall be levied in each succeeding year so long as the Tax Arrears remain unpaid.~~

~~b) That in the event December 31<sup>st</sup> is not a Business Day, the penalty amount referred to in paragraph 4(a) above will be levied and added to the Tax Arrears on the Second Business Day of January.~~

Tax Arrears or any portion thereof that remain unpaid shall have late payment penalties imposed on the date and at the rate specified below:

January 1	Twelve per cent (12%)
-----------	-----------------------

5. That any penalty imposed under the terms of this Bylaw may be added to and forms a part of the Tax in respect of which it is imposed.

6. Mackenzie County considers Canada Post, or any financial institution agreeing to collect taxes in the same light as an agent, and any tax payment forwarded by mail and postmarked on or before any specified penalty date, or marked by the financial institution as having been paid at the financial institution or before any specified penalty date, shall be deemed to have been received prior to the said penalty date.

7. This Bylaw shall come into force upon third and final reading starting with the 2006 2014 taxation year. (Formerly point #6.)

8. This Bylaw shall be known as the Tax Penalties Bylaw. (Formerly point #7.)
9. That Bylaw No. ~~064/96~~ 518/05 is hereby rescinded. (Formerly point #8).

READ a first time this () day of (), 2013.

READ a second time this () day of (), 2013.

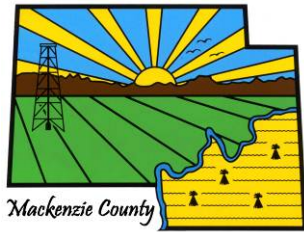
READ a third time and finally passed this () day of (), 2013.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Write Off Penalties Levied July 3, 2013</b>

**BACKGROUND / PROPOSAL:**

Mr. J. Krahn was in the Fort Vermilion office on June 25, 2013 to pay his property taxes. He was provided with an amount of 19 tax rolls to pay and wrote out a cheque for the total amount. He assumed that all taxes were then paid. Penalties were levied on July 3, 2013. Mr. Krahn received a letter in August advising him of the outstanding property taxes, including penalties. As Mr. Krahn's intentions were to pay all property taxes in June, he was surprised to see that there were still taxes outstanding. On receipt of the arrears letter, he immediately contacted this office to see what had happened, and to ask why all outstanding taxes were not included in the total he was given in June. Mr. Krahn paid the remaining property taxes less penalties.

As the incorrect amount was provided by Mackenzie County to Mr. Krahn in June resulting in penalties totaling \$258.26, it is felt that the penalties should be cancelled.

**OPTIONS & BENEFITS:**

That penalties of \$258.26 levied in July be voided due to an error in providing correct information by Mackenzie County.

**COSTS & SOURCE OF FUNDING:**

Tax Write-offs (Operating Budget).

**COMMUNICATION:**

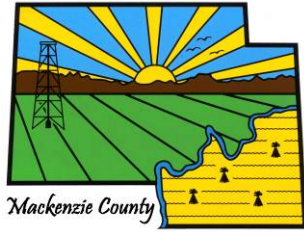
N/A

**Author:** D. Pawlik/A. Kilpatrick      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That property tax penalties totalling \$258.26 levied in July 2013 to the various tax rolls of Mr. Krahn be voided.

Author: D. Pawlik/A. Kilpatrick Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Regional Housing Needs Assessment Study</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has been involved in the housing authorities' amalgamation negotiations with the Towns of High Level, the existing housing authorities, LCMNA, First Nations, and the province.

### **OPTIONS & BENEFITS:**

During the last meeting of the Housing Amalgamation committee, a recommendation was made that the Regional Housing Needs Assessment Study application be submitted in partnership by the three local municipalities (Mackenzie County and the Towns of High Level and Rainbow Lake), with Mackenzie County being the project manager.

### **COSTS & SOURCE OF FUNDING:**

It is estimated that the study could cost up to \$100,000.

### **COMMUNICATION:**

NA

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_

**RECOMMENDED ACTION:**

That Mackenzie County participates in an application for the Regional Housing Needs Assessment Study project, to be submitted in conjunction with the Towns of High Level and Rainbow Lake under the component of the Regional Collaboration Program, and further that Mackenzie County, the applicant, agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_

Information that is required:

Name of Project: Mackenzie Regional Housing Assessment

A budget: \$100,000

Project Description: Mackenzie County, Town of High Level and the Town of Rainbow Lake will undertake a needs assessment study for the region. This study will measure the needs, demand and availability of all types of accommodation in both market and non market categories for all demographics. From this information, core housing needs, gaps in the current inventory, and future needs can be identified and corresponding plans and strategies can be generated. In assessing housing needs, demographics and support services required and availability for the target markets of each type of housing need would be identified as well.

Project Start Date: After grant funding approval

Project completion Date: Subject to grant funding approval

Supplementary Form 1 (page 10)

Short term : A housing needs assessment will provide valuable information to be used for planning purposes ( housing strategies and project specific proposals by the Province, the proposed regional housing entity and municipalities .

Long Term Benefit: Currently each housing authority does independent identification of the Non market housing need This project will take a regional approach to planning for all non market housing. The new regional management entity will be mandated to address the housing strategies that are proposed by the outcomes of this project.







## MACKENZIE COUNTY REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie Applied Research Association – Alberta Agriculture and Rural Development Grant Application</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has been working towards acquiring the Fort Vermilion Research Station inclusive of equipment.

**OPTIONS & BENEFITS:**

It is recommended that upon acquisition, the equipment be sold to the Mackenzie Applied Research Association (MARA). In anticipation of this sale, MARA had submitted a grant application under Alberta Agriculture and Rural Development program. The application is based on \$150,000 estimated value of the equipment, with 50% of which is requested in grant.

AB Agriculture and Rural Development requested the following:

1. An offer to purchase for the equipment
2. Long term land lease between Mackenzie County and MARA for the lands.

While the offer to purchase for the equipment can be prepared fairly easily (subject to council resolution), working out the details of the long term lease may take time. Alberta Agricultural and Rural Development representative has indicated that a letter of commitment supported by a Council motion may be acceptable. As such, administration prepared two motions for Council consideration.

**COSTS & SOURCE OF FUNDING:**

NA

**Author:** J. Whittleton      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

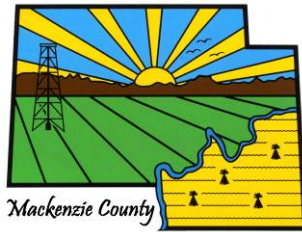
**Motion 1:** (requires 2/3)

That administration prepare an Offer to Purchase for selling the agricultural research equipment to Mackenzie Applied Research Association (MARA), subject to the equipment being reverted to the County for \$1.00 should MARA discontinue its operations.

**Motion 2:**

That a Letter of Commitment to enter into a long-term lease agreement for all or a portion of the Fort Vermilion Research Station lands, as will be required by Mackenzie Applied Research Association for the continuation of agricultural research, be issued to Alberta Agriculture and Rural Development, subject to the County's acquisition of the lands from Agriculture Canada.

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>AAMDC Survey – Maintenance and Service on Three-Digit (Secondary) Highways</b>

### **BACKGROUND / PROPOSAL:**

The AAMDC is seeking member input regarding the quality and level of service provided in maintaining three-digit (secondary) highways.

The deadline to participate in this survey is October 2, 2013.

### **OPTIONS & BENEFITS:**

To express any potential concerns in the Mackenzie region.

### **COSTS & SOURCE OF FUNDING:**

NA

### **COMMUNICATION:**

NA

### **RECOMMENDED ACTION:**

That administration be authorized to submit the AAMDC Survey on the Maintenance and Service on Three-Digit (Secondary) Highways on behalf of Council as discussed.

**Author:** J. Whittleton      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

## Input Needed: Maintenance and Service on Three-Digit (Secondary) Highways

### *Attention Mayors/Reeves and Councils:*

The AAMDC is seeking member input regarding the quality and level of service provided in maintaining three-digit (secondary) highways.

In support of the concerns outlined in Resolution 11-11S (attached), the AAMDC wants to understand the magnitude of these concerns, or conversely, the positive aspects of this service.

As a result, the AAMDC has created a short survey. Members are encouraged to work collectively with their council, administration, and public works expertise to complete a response. The attached PDF version of the survey may be useful for discussions prior to online completion of the survey.

This survey should take between 5 and 10 minutes. The deadline to participate is **Wednesday, October 2, 2013**. The AAMDC will be promoting this survey through the Alberta Municipal Supervisors' Association (AMSA) as well.

[Take Survey Now](#)

Enquiries may be directed to:

Michelle Hay  
Policy Analyst  
780.955.4085

Kim Heyman  
Director of Advocacy & Communications  
780.955.4079

### **Attachments**

# Maintenance and Service on Three-Digit (Secondary) Highways



Partners in Advocacy & Business

The AAMDC has become aware of member concerns with the quality and level of service provided in maintaining three-digit (secondary) highways. In order to understand the magnitude of these concerns, or conversely, the positive aspects of this service, the AAMDC has created this short survey. Members are encouraged to work collectively with their council, administration, and public works expertise to complete a response. This survey should take between 5 and 10 minutes. The deadline to participate is October 2, 2013.

## \*1. Please indicate your municipality.

## \*2. This response is intended as input from which of the following?

- An administrator
- Council as a whole
- Other (please specify)

## 3. Using your best estimate, please indicate what percentage of the three-digit (secondary) highways in your municipality are:

Paved

Gravel

## Paved Three-Digit (Secondary) Highways

## 4. How would you rate the quality of PAVED road surface on three-digit (secondary) highways in your municipality?

Poor	Fair	Good	Excellent	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Maintenance and Service on Three-Digit (Secondary) Highways

### 5. How would you rate the quality of the following services on PAVED three-digit (secondary) highways in your municipality?

	Poor	Fair	Good	Excellent	N/A
Snow removal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weed control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mowing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign installation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign replacement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culvert maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic control (in emergencies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Gravel Three-Digit (Secondary) Highways

### 6. How would you rate the quality of GRAVEL road surface on three-digit (secondary) highways in your municipality?

Poor	Fair	Good	Excellent	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 7. How would you rate the quality of the following services on GRAVEL three-digit (secondary) highways in your municipality?

	Poor	Fair	Good	Excellent	N/A
Grading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Snow removal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weed control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mowing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign installation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign replacement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culvert maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic control (in emergencies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## General Comments

### 8. How does the quality of road infrastructure and service on three-digit (secondary) highways compare to when your municipality was responsible for secondary highways?

Worse	The same	Better
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Maintenance and Service on Three-Digit (Secondary) Highways

**9. If you feel that service to and quality of three-digit (secondary) highways has been reduced, what do you attribute this to? (select all that apply)**

- Reduced investment in maintenance and infrastructure
- Reduced staffing levels
- Remoteness
- Competing priorities
- Lack of contract enforcement

Other (please specify)

## General Comments continued...

**10. How does the quality of and service to three-digit (secondary) highways compare to the quality of and service you deliver to your own municipal roads?**

- Municipal roads are in better shape
- Three-digit (secondary) are in better shape
- They are about the same

Other (please specify)

**11. Has your municipality experienced any increased use of municipal roads as a result of poor conditions on three-digit (secondary) highways?**

- Yes
- No

Other (please specify)

## Maintenance and Service on Three-Digit (Secondary) Highways

**12. Does your municipality have any concerns with year-round road bans on three-digit (secondary) highways? If so, what are they?**

- Not applicable to my municipality
- No concerns about year-round road bans
- Increased traffic
- Increased damage
- Increased evading of road permits

Other (please specify)

## Responsibility for Three-Digit (Secondary) Highways

**13. The AAMDC is aware that some members have an interest in re-assuming responsibility of three-digit (secondary) highways. Have you considered this for your municipality?**

- Yes
- No

**14. If your municipality has considered re-assuming control of three-digit (secondary) highways, under what conditions would you do so?**

- Not interested under any circumstances
- Willing using only own-source revenue
- Willing if there is agreement from the province on funding support

Other (please specify)

**15. Do you see this as a priority issue for the AAMDC to advocate on?**

- Yes
- No

**You're done!**



## Maintenance and Service on Three-Digit (Secondary) Highways

**16. This represents the end of the survey. Please use this space to provide any other general comments related to this issue.**

**17. Can we contact you if we need more information? If so, please leave your contact information.**

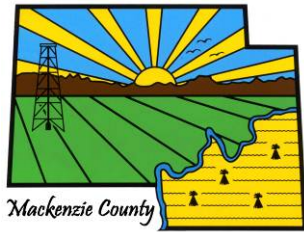
**Name:**

**Email Address:**

**Phone Number:**

The AAMDC thanks you for your time and efforts to respond to this survey!





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Strategic Priorities Chart – September 2013 Update</b>

**BACKGROUND / PROPOSAL:**

Council developed and approved the 2013 strategic priorities report during their December 2012 workshop.

During a follow up workshop on April 22-23, Council and administration undertook a quarterly review of the Strategic Priorities Chart and approved a revision in May 2013.

Administration has recently completed another review of the priorities chart and have provided two versions of the chart for Council review and discussion. The first chart identifies the items which have been completed, items that have been added, and changes to existing items.

**OPTIONS & BENEFITS:**

The quarterly review is an on-going process to update the short version list as council and administration completes some activities and projects.

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION:**

**Author:** J. Whittleton      **Reviewed by:** \_\_\_\_\_ **CAO** YW

**RECOMMENDED ACTION:**

That the September 2013 Strategic Priorities Chart be approved as presented/amended.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

# 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-Sept.
5. FIRST NATION RELATIONS: Orientation – Sept.
6. OSB PLANT: Water Supply – August-Sept.
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.
4. OIL AND GAS STRATEGY – Feb.
- HIGH LEVEL: Share Service Agreement – Sept.
- Rural Water Service Policy – Oct.

### ECONOMIC DEVELOPMENT (Bill)

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

### COMMUNITY SERVICES (Ron)

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

### AGRICULTURAL SERVICES (Grant)

1. SURFACE WATER MANG. PLAN - TOR - May
2. Agricultural Trade Fair – Aug.
3. ASB Business Plan – May
1. Surface Water Management Awarding – Sept.
2. Steephill Creek/BHP Surface Water Mgmt Plan – Dec.
- Emergency Livestock Response Plan – Sept.
- 2014 Ag Fair Planning

### PLANNING & DEVELOPMENT (Byron)

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

### LEGISLATIVE SERVICES (Carol)

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

### FINANCE (Alison)

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

### PUBLIC WORKS\* (John & Ron)

1. HAMLET ROAD PRIORITIES PROGRAM – June
2. PRIVATE ROAD TRANSFER POLICY – Sept. Dec.
3. Rural Waterline Research Paper: TOR – July
1. Rural Road Plan – Oct.
3. Gravel Strategy & Plan – Oct.
- 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

Completed

Change

New



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
1. <b>HOUSING ENTITY: Governance Structure</b> 2. <b>HIGH LEVEL: Share Service Agreement</b> 3. <b>FIRST NATION RELATIONS: Orientation</b> 4. <b>OSB PLANT: Water Supply</b> 5. <b>NEW ROAD CONSTRUCTION FUNDING</b> 6. <b>OIL AND GAS STRATEGY</b> 7. _____	Sept. Sept. Sept. Sept. Sept.	<input type="checkbox"/> <i>Zama Road Paving Funds</i> <input type="checkbox"/> <i>Road Construction Funding Request</i> <input type="checkbox"/> <i>Canada Postal Service – La Crete</i> <input type="checkbox"/> <i>Land Use Framework Input</i> <input type="checkbox"/> <i>Highway 58 West Extension to BC</i>
NEXT		
<input type="checkbox"/> ZAMA ROAD: Business Case <input type="checkbox"/> SURFACE WATER MANAGEMENT PLAN <input type="checkbox"/> REGIONAL WATER AGREEMENT		<input type="checkbox"/> TOURISM: Strategy (REDI) <input type="checkbox"/> BRANDING STRATEGY (2014) <input type="checkbox"/> TRANSPORTATION CORRIDOR PLAN

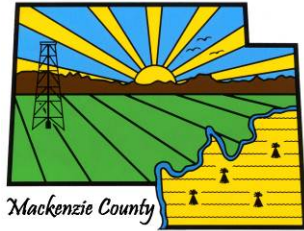
## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Bill)	
1. <b>HOUSING ENTITY: Governance Structure</b> 2. <b>FIRST NATION RELATIONS: Orientation</b> 3. <b>OIL AND GAS STRATEGY</b> <input type="checkbox"/> <b>HIGH LEVEL: Share Service Agreement</b> <input type="checkbox"/> Rural Water Service Policy	Sept. Sept. Feb. Sept.	1. Resource Roads: Strategy 2. <b>OSB PLANT: Water Supply</b> 3. <b>ROAD CONSTRUCTION FUNDS: Request</b> <input type="checkbox"/> ZAMA ROAD: Business Case <input type="checkbox"/> TOURISM: Strategy (REDI)	Nov. Sept. Sept.
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. COR Certification: Update Safety Manual 2. Rec. Board Agreement Draft Renewal 3. Disaster Emergency Planning – Implementation Plan <input type="checkbox"/> Haz Mat Agreement with THL <input type="checkbox"/> Radio Communication System	Nov. Oct. Oct.	1. Surface Water Management Awarding 2. Steephill Creek/BHP Surface Water Management Plan 3. _____ <input type="checkbox"/> Emergency Livestock Response Plan <input type="checkbox"/> 2014 Ag Fair Planning	Sept. Dec. Sept.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans 2. Area Structure Plans 3. Airport Vicinity Protection Area <input type="checkbox"/> Development Agreement: Revise <input type="checkbox"/> _____	Jan. Sept. Oct.	1. Virtual City Hall Implementation 2. Municipal Elections 3. _____ <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Communication Plan	Oct. Oct.
FINANCE (Alison)		PUBLIC WORKS* (John/Ron)	
1. Long Term Capital Plan 2. Long Term Financial Plan 3. _____ <input type="checkbox"/> Master Card Policy <input type="checkbox"/> Internal Controls Procedure Review	Sept. Feb.	1. Rural Road Plan 2. PRIVATE ROAD TRANSFER POLICY 3. Gravel Strategy & Plan <input type="checkbox"/> Water Source Plan <input type="checkbox"/> _____	Oct. Dec. Oct.

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 REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 10, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

### **BACKGROUND / PROPOSAL:**

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

- Correspondence – ESRD 2013-08-21 Re: Managing Disease Risk Bison
- Action List 2013-08-26
- Mackenzie Housing Management Board Meeting Minutes 2013-06-24
- Mackenzie Library Board Meeting Minutes 2013-08-21
- MMSA Monitor – August 2013
- 
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### **RECOMMENDED ACTION:**

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

**Author:** C. Gabriel **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_



August 21, 2013

Bill Neufeld -Reeve  
MD of McKenzie  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0



Dear Mr. Neufeld:

**Subject: Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the west of Wood Buffalo National Park (and Ronald Lake) – Disease Sampling Results for Wabasca/Mikkwa and Ronald Lake Herds.**

I am writing to provide you with an update on bison disease sampling results from last years activities. In December of 2012, eight bison from the Wabasca/Mikkwa and eleven bison from the Ronald Lake herds were sampled for bovine brucellosis and tuberculosis. An additional 13 blood samples were obtained from bison in the Ronald Lake herd in March of 2013. We have received the laboratory results and all samples submitted were negative for both diseases.

These results do not indicate that the two herds are disease-free as the minimum sample size to confirm that status has not been met to date. We are considering testing more bison in 2013/14.

We hope to provide a 2012/13 Progress Report on the "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the west of Wood Buffalo National Park" (including Ronald Lake) program by early September. We will forward a copy of that report once complete. For more information on the program, please visit the website:  
<http://www.srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx>.

Should you have any questions on the disease test results please do not hesitate to contact Lyle Fullerton, Special Projects Coordinator, Wildlife Management at 780 624-6496 or [Lyle.Fullerton@gov.ab.ca](mailto:Lyle.Fullerton@gov.ab.ca) for the Wabasca/Mikkwa herd, or Joann Skilnick, Wildlife Biologist, 780 743-7258 or [Joann.Skilnick@gov.ab.ca](mailto:Joann.Skilnick@gov.ab.ca) for the Ronald Lake herd.

Yours truly,

David Walty  
Fish and Wildlife Program Manager  
Operations, Environment and Sustainable Resource Development  
Lower Peace Area

cc: Lyle Fullerton  
Joann Skilnick

**Mackenzie County  
Action List as of August 26, 2013**

***Council Meeting Motions Requiring Action***

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>August 11, 2009 Council Meeting</b>			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia Bill Ron P.	In progress
<b>July 9, 2012 Council Meeting</b>			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	In progress
<b>August 22, 2012 Council Meeting</b>			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill Ron P. Mark	In discussion with AT
<b>October 30, 2012 Council Meeting</b>			
12-10-731	That Council continues lobbying to have the Zama Access and Highway 88 Connector roads designated as primary highways and immediate upgrading.	Joulia Bill	In progress Letter sent to the Premier Rec'd response from AT
<b>December 11, 2012 Council Meeting</b>			
12-12-857	That administration be authorized to proceed with negotiations to secure aggregate resources as recommended.	Joulia Bill Ron P.	In Progress
<b>January 15, 2013 Council Meeting</b>			
13-01-014	That administration be authorized to negotiate a three year contract extension with Alberta Transportation for the operation and maintenance of the Tompkins Landing Ice Crossing.	John	In progress
<b>February 12, 2013 Council Meeting</b>			
13-02-115	That the County enters into an agreement with Mackenzie Applied Research Association for the Federal Agriculture Site located in the Hamlet of Fort Vermilion and that the term coincides with the lease between the County and the Federal Government.	Bill K. Grant Joulia	MOU is being drafted In progress
<b>February 27, 2013 Council Meeting</b>			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and	Ron P.	In progress

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	future area.		
13-02-122	That an open house be held for the public to provide input on the future expansion of the Fort Vermilion Bridge Campground recreational area.	Ron P.	After lease is in place.
<b>March 12, 2013 Council Meeting</b>			
13-03-150	That administration investigate the construction of rural water line connections to access more provincial funding.	Joulia Bill K.	In progress
13-03-158	That administration proceed with obtaining legal advice to deal with the encroachment of the Manufactured Dwelling on Plan 042 2979, Block 24, Lot 8 in the Hamlet of La Crete.	Byron	Waiting for legal advice.
13-03-165	That administration proceed with drafting an Antenna System Siting Protocol for review by Council.	Byron	In progress
<b>March 27, 2013 Council Meeting</b>			
13-03-197	That the County's potential membership in the Peace Library System be referred to the Mackenzie Library Board for further review and recommendation.	Joulia	Mackenzie Library Board 08-Oct-13 Delegation
<b>April 9, 2013 Council Meeting</b>			
13-04-225	That administration research options in getting the North Peace Water mapping survey completed.	Bill K.	Report 08-Oct-13 from AT (Glen Winner)
13-04-234	That the First Nation Chief & Council's be formally notified of monthly Council meetings and be invited to attend.	Joulia	In progress
<b>April 12, 2013 Special Council Meeting</b>			
13-04-247	That a letter be sent to MLA Frank Oberle requesting an exemption on the timber salvage policy on recreational areas and non-profit leases.	Joulia Bill K.	In progress
<b>April 24, 2013 Council Meeting</b>			
13-04-273	That administration investigate the farmland tax rates prior to the 2014 tax year.	Alison	2014 Budget
13-04-274	That a letter of support be provided to the Northwest Region FASD Society for their Supported Independent Living Program in the Mackenzie Region.	Alison	In progress
<b>May 7, 2013 Council Meeting</b>			
13-05-319	That administration bring back a proposed Land Use Bylaw amendment for structure removals within Hamlets.	Byron	In progress
13-05-320	That administration research options for identifying flood areas for subdivision approvals in rural areas.	Byron	In progress

Motion	Action Required	Action By	Status
13-05-332	That administration develops a policy addressing dedication of reserves as per Division 7 of MGA for Council review and consideration.	Byron	Under Review
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia Bill K.	In progress
13-05-379	That the utility rates be tabled to the first 2014 budget meeting.	Alison	2014 Budget
<b>June 26, 2013 Council Meeting</b>			
13-06-436	That administration look into the options for banning ATV's from the Hamlet of La Crete and look into options of contract peace officers.	Ron P.	10-Sep-13
<b>July 16, 2013 Council Meeting</b>			
13-07-480	That the Atlas Landing Park Development be referred to the Community Services Committee.	Ron P.	Community Services Committee
13-07-482	That the Sewage Lagoon Disposal Agreement be adopted as presented and the fees be researched and brought back to Council.	John K. Alison	08-Oct-13
13-07-487	That a supplementary application be submitted to Alberta Transportation under the Alberta Water and Waste Water Program for the La Crete Lagoon Upgrades and Expansion project for the amount in excess of the prior approval.	Joulia John K.	In progress
13-07-518	That a letter be sent to Alberta Environment and Sustainable Resource Development 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.	Joulia	In progress
13-07-519	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.	Joulia	
13-07-525	That the proposal by the Mackenzie Applied Research Association be researched by administration and brought back to the next meeting.	Joulia Grant	ASB
<b>August 12, 2013 Council Meeting</b>			
13-08-542	That the 2013 Capital Budget for the La Crete Lagoon Upgrades and Expansion project be	Alison	

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	amended to include an additional \$466,440.00 with municipal funding coming from the water upgrading, sewer upgrading and general capital reserve.		
13-08-562	That administration amend the Municipal Development Plan and Land Use Bylaw to ensure consistency with the Area Structure Plans, and bring back to Council in a timely manner.	Byron	
13-08-568	That Mackenzie County sponsor the 2014 Growing the North Conference as a Gold (Lunch) Sponsor.	Carol	In progress
13-08-575	That the budget be amended to include an additional \$150,000 for the 2013 Fibre Reinforced Double Gravel Seal Program or Alternative Surface Strategy, River Road, Range Road 15-3 (Contract No. 091-10141-00) with funding coming from the general operating budget (structural repair and maintenance).	Alison	
13-08-579	That administration proceed with the La Crete airport terminal lease as per the last counter offer by the lease holder.	Joulia	In progress
<b>August 26, 2013 Council Meeting</b>			
13-08-586	That the County obtain title to the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357.	Alison	
13-08-587	That, upon obtaining the title to the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357, the property be offered for sale immediately by sealed tender.	Alison	
13-08-588	That the 2013 budget be amended to include an additional \$9,500 for the Pintle Hitch Trailer Project with funding coming from the Equipment Reserve.	Alison Ron P.	
13-08-589	That administration be authorized to purchase a new Tridem Axle Trailer from Gerry's Trailers in the amount of \$33,500 and that the existing trailer be transferred to the La Crete public works.	Ron P.	
13-08-590	That the Highway 88 Connector posted speed limit be increased from 80 km/h to 100 km/h from Highway 697 to one mile East of Foster Road (Range Road 13-3).	John K.	In progress
13-08-594	That Mackenzie County continues to host the Mackenzie County Agricultural Fair & Trade Show at the Fort Vermilion Research Station (Experimental Farm).	Joulia Grant	2014 budget
13-08-599	That consideration of Councillor honorariums for pre-construction meetings for major road	Carol	23-Oct-13

Motion	Action Required	Action By	Status
	construction projects be TABLED to the organizational meeting.		
13-08-602	That administration be directed to draft a contract for sharing a Peace Officer service with the Town of Rainbow Lake on a cost recovery basis effective November 1, 2013 for Council's review.	Joulia Ron P.	
13-08-605	That administration research the opportunities of a portable photo radar unit.	Ron P.	
13-08-615	That administration be authorized to re-establish the La Crete RCMP administrative assistant position.	Joulia Carol	
13-08-616	That the 2013 Budget be amended to include the Fort Vermilion Research Station and equipment purchase for a cost of up to \$617,000 with funding coming from: <ul style="list-style-type: none"> <li>• \$50,000 – Agriculture Reserve</li> <li>• \$346,818 – Incomplete Ambulance Reserve</li> <li>• \$221,182 – General Operating Reserve</li> </ul>	Alison Bill K. Joulia	
13-08-617	That administration prepares and submits to Public Works Canada the necessary documents for acquisition of the Fort Vermilion Research Station.	Joulia Bill K.	

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	



**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
June 24, 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  
Paul Driedger  
Peter Ernst – joined meeting at 10:03  
Mike Kowal  
Cheryl Cunningham – Burns

**Regrets:**

**Administration:** Barb Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Chair George Friesen called the Board meeting to order at 10:00 a.m.

Chair George Friesen introduced new board member Paul Driedger representing LCMNA

**Agenda:** **Approval of Agenda**

13-100 Moved by Peter Wieler

That the agenda be approved as distributed:

Carried

**Minutes:** **May 27, 2013 Regular Board Meeting**

13 -101 Moved by Wally Olorenshaw

That the May 27, 2013 regular board meeting minutes be approved as distributed.

Carried

**Reports:** **CAO Report**

13-102 Moved by Odell Flett

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports** **Housing – May 2013**

13-103 Moved by Odell Flett

That the May 31, 2013 Housing financial report be received for information.

Carried

**Lodge – May 2013**

13-104 Moved by Mike Kowal

That the May 31, 2013 Lodge financial report be received for information.

Carried

**Assisted Care – May 2013**

13-105 Moved by Wally Schroeder

That the May 31, 2013 Assisted Care financial report be received for information.

Carried

13-106 Moved by Wally Olorenshaw

That a separate line showing surplus/deficit of previous year be added to the Assisted Care Financial Report

Carried

**Arrears Report – May 31, 2013**

13-107 Moved by Odell Flett

That the May 31, 2013 arrears report be received for information.

Carried

**New Business:**

**Appreciation Supper Sizing of Jackets**

Board members were fitted with company jackets

**Nonprofit Housing Industry Report**

13-108 Moved by Wally Schroeder

That a letter be written supporting the establishment for a provincial advocacy and education .

Carried

**Information:**

13-109

Moved by Mike Kowal

That the following be accepted for information.

- Bank reconciliation for April 2013
- Letter Shirley Rechlo
- Insight
- Rent Supplement Budget

Carried

**In Camera:**

**Legal**

13-110

Moved by Wally Olorenshaw

That the meeting move in camera at 11:17 am

Carried

13-111

Moved by Peter Wieler

That meeting move out of in camera at 12:01 pm

Carried

Jack Eccles left the meeting at 12:00 noon

13-112

Moved by Wally Olorenshaw

That the Chair George Friesen and CAO have the authority to negotiate the terms of the outstanding requisition

Carried

**Next Meeting Date:**

Regular Board Meeting – August 26, 2013 at 10:00 am  
Fireside Room – Phase I of the Heimstaed Lodge

**Adjournment:**

13-113

Moved by Peter Wieler

That the board meeting of June 24, 2013 be adjourned at 12:07 pm.

Carried

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George Friesen, Chair

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Evelyn Peters  
Executive Assistant

**Mackenzie County Library Board (MCLB)**  
**August 12<sup>th</sup>, 2013 Board Meeting Minutes**  
**Fort Vermilion Library**  
**Fort Vermilion, Alberta**

**Present:** Lisa Wardley, Wally Schroeder, La Dawn Dachuk, Beth Kappelar,  
Lorraine Peters, Lucille Labrecque, Susan McNeil, Lorna Joch, John Driedger.

**1.0 Call to Order:** The meeting was called to order by Beth Kappelar at 7:00 p.m.

**2.0 Approval of Agenda:**

**MOTION #2013-05-01** Lorraine Peters moved the approval of the agenda as printed. **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2013-05-02** Wally Schroeder moved the approval of the June 17/13 minutes as presented. **CARRIED**

**4.0 Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

**5.0 Financial:**

Balance Forward	\$30,984.78
Total Revenues	\$186,763.72
Total Expenses	\$101,133.09
Ending Balance	\$116,615.41

**MOTION #2013-05-03** Lucille Labrecque/Susan McNeil moved to accept the financial report as presented. **CARRIED**

**MOTION #2013-05-04** La Dawn Dachuk/Lorraine Peters moved that the 2<sup>nd</sup> funding installment be sent to the 3 County libraries when the Community Development funds are received. The following amounts will be sent: Fort Vermilion \$41,194.37; La Crete \$57,850.00; Zama \$32,500.00 **CARRIED**

**6.0 Library Reports:**

**La Crete:**

- They completed the requested school house library survey.
- They will have a booth at Get to Know You Night in La Crete.
- Library usage is up dramatically this summer.

**Fort Vermilion:**

- They entered a float in the Fort Vermilion anniversary parade.
- They offered a very well attended trapper presentation.
- The assistant librarian has resigned effective Aug 24/13.

**Zama:**

- The tree planters and mushroom pickers have left. (About 140 of them used the library this summer.)
- They will have no junior librarians this fall.
- The new teacher hired for Zama may help in the library.

**High Level:**

- Beth Kappelar will be attending their next meeting.

**MOTION #2013-05-05** La Dawn Dachuk moved the acceptance of the library reports. **CARRIED**

**7.0 County Submission re: Future Direction of the County Libraries:**

- MCLB is considering becoming a library node not a system. This would make us part of the Alberta Library System and would give us access to TAL (inter-library loans) Frank Oberle will take our request forward.
- Becoming a library system is not feasible at this time.
- To join the Peace Library System would be very expensive for the County.\
- If we became a node the following would have to be considered:
  - Would we go with the Insignia book handling system as used by our schools? (Kevin of Insignia has been contacted to give us a price quote) They are compatible with Polaris, They have an inter-library loan system, they offer onsite training and technical support, and the system is easy to use.
- Northern Lights College is on TAL which would make their resources available to us.
- The Fort Vermilion Library has submitted their inter-library loan list so we can assess their usage.
- A price quote from Greyhound will be obtained to determine our inter-library loan costs.
- Last year our County libraries spent about \$66,000 on books and audio materials.
- A MCLB meeting will be scheduled for Aug 27/13 to finalize our submission to the County.

...2

**8.0 Mackenzie County Library Brochure:**

- The Mackenzie County Library brochure was finalized.

**MOTION #2013-05-06** John Driedger/Lorraine Peters moved that 1000 Library Brochures be printed at a cost of about \$2 each. **CARRIED**

**9.0 Correspondence:**

- Alberta Magazine: Spring Issue
- Family Fishing Weekend
- PLS invoice
- School Housed Public Libraries Survey (La Crete)
- Resiliency Committee Correspondence
- Seniors Programs and Services Handbook

**MOTION #2013-05-07** Beth Kappelar moved to accept the correspondence for information.

**CARRIED**

**9.0 In Camera:**

- Not required.

**10.0 Next Meeting Date and Location:** Fort Vermilion Library August 27/13 at 5:00 p.m. (supper meeting)

**11.0 Adjournment:**

**MOTION # 2013-05-08** John Driedger moved the meeting adjourned at 9:20 p.m.

**CARRIED**

These minutes were adopted this 27<sup>th</sup> day of August, 2013: \_\_\_\_\_

**Beth Kappelar, Chair**



### LONG SERVICE AWARDS FOR MMSA BOARD MEMBERS

MMSA Board members were recognized for their service at the August 7 Board meeting.

Presentations were made to members who have completed 5, 10 and 15 years as representatives for their municipalities to the MMSA Board.

Receiving awards for 5 years service were:

- Brian Allen (Town of Grimshaw)
- Bonnie Bigam (Clear Hills County)
- Carolyn Kolebaba (Northern Sunrise County)
- Boyd Langford (Town of Rainbow Lake)
- Sunni Jeanne Walker (Town of Manning)
- Terri Wyness (M.D. of Fairview No. 136)

Ron Longtin (Village of Berwyn) was recognized for 10 years service. Veronica Bliska (M.D. of

Peace No. 135) has served on the Board for 15 years.

With Municipal elections coming up October 21, the MMSA also thanked the following for their tenure on the Board:

- Larry Chorney (Town of Fairview)
- Ed Skrlík (Village of Nampa)
- Jim MacKenzie (Village of Hines Creek)
- Colin Needham (Town of Peace River)
- Nels Nelson (Town of Grimshaw)



Vice-Chair Veronica Bliska makes the presentation to Ron Longtin.



Chairman Ron Longtin makes presentations to Brian Allen, Sunni Jeanne Walker, Bonnie Bigam and Carolyn Kolebaba.

### CHAIRMAN'S REMARKS

By Ron Longtin

It has been my privilege to serve as the Chair for the MMSA for the past few years and as noted in the above article I have had the benefit of working with many long-term board members. Their experience and knowledge has greatly assisted me in carrying out my duties as Chair and more importantly their support of the Agency has played a major role in the sustainability of the MMSA. As this term comes to a close, my appreciation is also extended to all the board members who have served over this past term. The Board has operated as a very cohesive group and has provided the Agency with a stable and supportive management team.

At this time it is important to mention that the current service contracts will be completed at the

end of 2014. We will begin discussions on the new contracts in early 2014 and it is hoped that with the participation of all the members, a new service agreement can be created that will be acceptable to all current members and that will also serve as an incentive to other municipalities to join the MMSA.

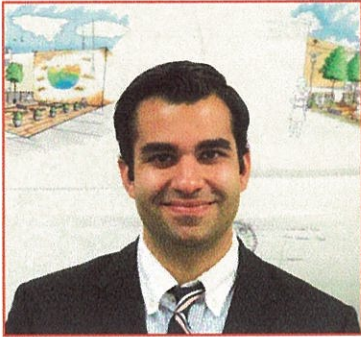
As the municipal elections draw near, important decisions will have to be made – councillors are now looking at a four-year term. My respect goes out to those who choose to make this major commitment as it is one that requires a great deal of time and energy. For those that are retiring from local politics, I wish you well in all your future endeavors and thank you for the support that you have provided to the Agency, your municipality and the region as a whole.

#### Inside this issue:

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## WELCOME NEW STAFF



Sam Mohamad-Khany  
Municipal/Urban Design Planner

In April, the MMSA staff welcomed Sam Mohamad-Khany. Sam is the Municipal/Urban Design Planner, which is a unique position at the MMSA.

Since Sam began at the MMSA he has designed a signage system and a trail plan for the Fairview Parks and Trails project and completed renderings for the Peace River Downtown Beautification project (see below). Currently, he is working on the Peace River 12 Foot Davis and Misery Mountain concept plans. Sam enjoys the challenges of working at different planning scales.

As for the municipal planning side of his job, Sam is the Planner for the Towns of Grimshaw and Rainbow Lake.

Sam has a Masters of Planning Degree with an Urban Design concentration from the University of British Columbia's School of Community and Regional Planning. He also holds dual Bachelor degrees in Applied Sciences (Engineering) and Arts.

After graduation, Sam was an urban design researcher and workshop facilitator for the Design Centre for Sustainability in Vancouver. He utilized participatory charrette techniques on community planning and urban design issues. Prior

to joining the MMSA staff, Sam worked for an International Non-Government Organization in Chennai, India with the Institute for Transportation and Development Policy as an Urban Designer and Senior Associate of Urban Development. While in India, Sam toured the cities of Delhi, Pune and Bangalore.

Sam is of Persian descent and immigrated to Vancouver with his family as a teen. The move to the Peace region is a big change for him. He's adjusting to the pace of life in our more rural setting. In Sam's time off, he can be found drawing and sketching his surrounding environment and the natural beauty found in this region.

### OUR UPCOMING SEMINARS

- Geotechnical & Environmental Assessments on **October 4**
- Elected Officials Seminar on **December 4**

For details, visit our website

[www.mmsa.ca](http://www.mmsa.ca)

## ENHANCING DOWNTOWN PEACE RIVER

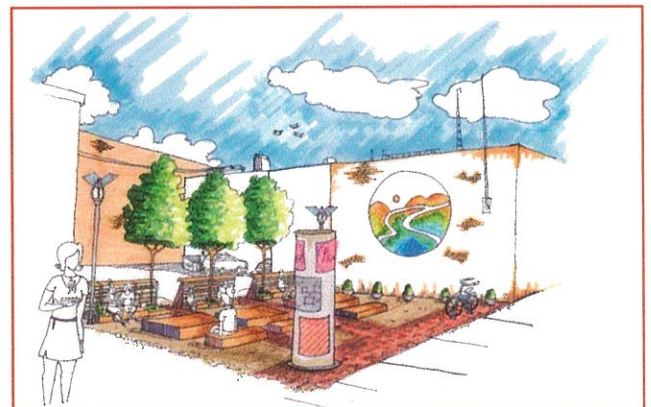
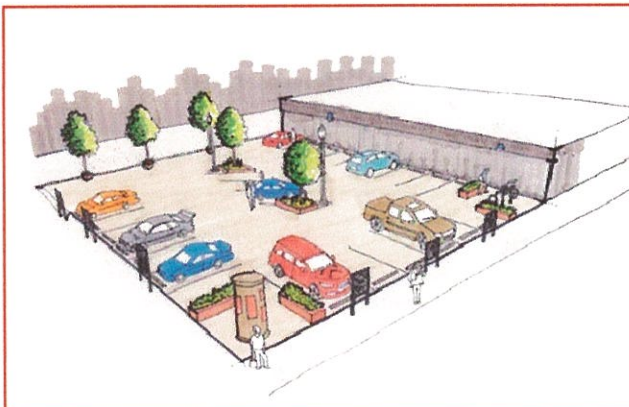
By Elise Willison, Alisha Mody & Sam Mohamad-Khany

To add vitality to Peace River's downtown core, the MMSA has been working with the Town and several landowners to beautify vacant lots with designs that animate the spaces until redevelopment occurs. The designs include a landscaped parking area and a pocket park designed for relaxation

and picnicking. These transforming benefits are intended to be on a temporary basis, pending future plans by the landowners. The design elements will be movable, so as development occurs, they can be relocated. The initial improvement site is the former gas station across from the Scotiabank (10101-100 Street). Another site may

also be enhanced in the near future, pending further discussions with the land owner.

The Town and MMSA will collaborate in determining costs and timelines. Plan a visit to Peace River's downtown in the next several months to see the progress and enjoy these new open spaces!



## NORTH AREA STRUCTURE PLAN: PLANNING FOR HINES CREEK'S FUTURE

By Elise Willison & Ron Rauckman

With the anticipated development of a Demonstration Plant / Lab Knowledge Centre by Ironstone Resources Ltd. by 2019, along with other employment activity in the vicinity of Hines Creek, the MMSA is working with the Village of Hines Creek in developing the North Area Structure Plan (ASP). The North ASP contains a mix of residential opportunities to meet varying needs and desires. In addition to residential lots, additional commercial lots will also be developed, along with relocating the ball park to the west and adding a playground and parking lot on the old Forestry Site.

The North ASP is located in the north central area of the village. The "standard" single detached lot will be a large 75'

x 110', to provide plenty of space for northerners' desire for space, providing ample room to store RV's, motorcycles, quads and snowmobiles. Other residential lot options include:

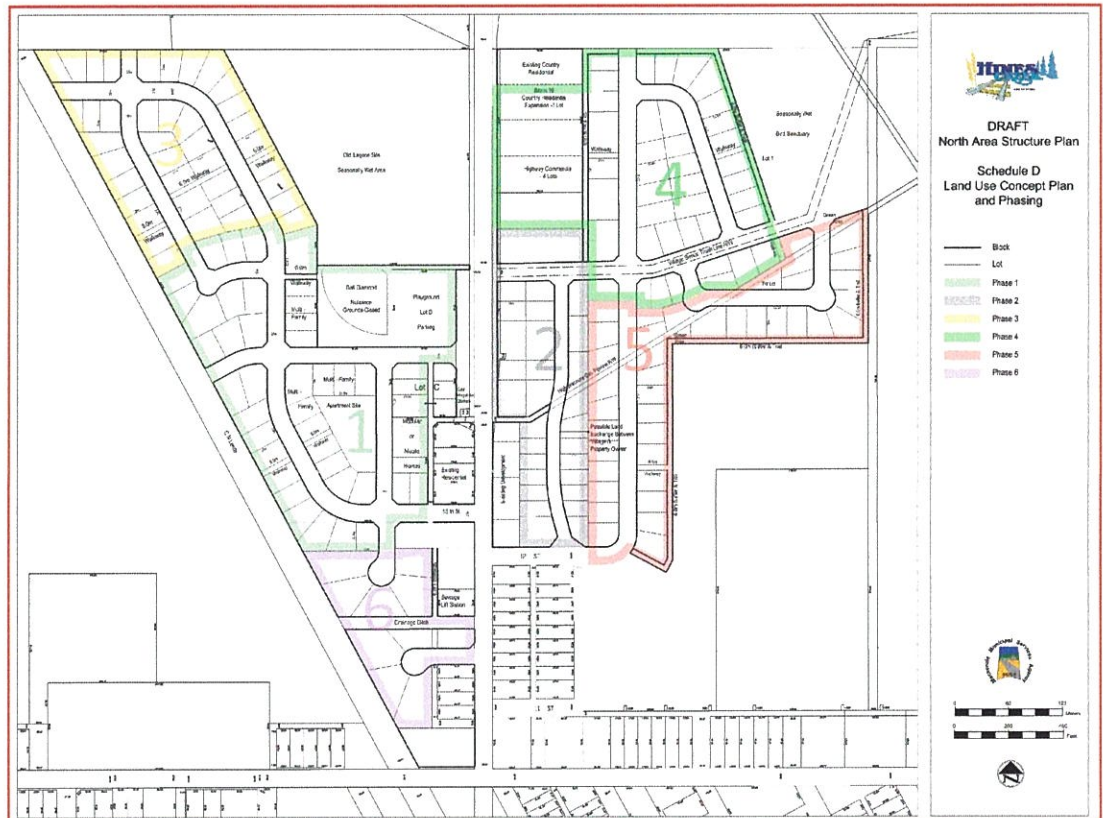
- a 24 unit apartment building.

- mobile and modular home lots.
- lots for semi-detached, duplex and/or row houses.
- larger residential lots,
- one country residential lot.

It is anticipated this mix of residential options along with the upgraded recreation area

will attract people moving to the region.

This ASP will provide the blueprint for the development of residential options both today and into the future. The Village of Hines Creek is excited about the ASP project and opportunities for growth!



## NEW WEB MAP APPLICATIONS

By Ali Taghavi

MMSA is pleased to announce the launch of Web Map Applications for the Towns of Fairview and Grimshaw. Using these web applications, you will be able to view the most updated zoning bylaw information and property lines for these two communities. You can access these applications through the MMSA website :

[www.mmsa.ca/services/mapping\\_and\\_technical.htm](http://www.mmsa.ca/services/mapping_and_technical.htm)

Or the following URLs:

Town of Fairview: <http://64.251.94.5/Apps/FAIRVIEW>

Town of Grimshaw: <http://64.251.94.5/Apps/GRIMSHAW>

Web map applications are used more and more to make maps available easily and efficiently. Usability across browsers and operating systems, immediate access to the latest updates, and combining multiple layers of information on each map are only a few advantages of adopting this technology.

**Planning Today for Your Community's Tomorrow.**



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E-mail: [info@mmsa.ca](mailto:info@mmsa.ca)  
Website: [www.mmsa.ca](http://www.mmsa.ca)

The Mackenzie Municipal Services Agency provides land use planning and subdivision services for a large area in northwest Alberta. In a region stretching from Northern Sunrise County in the south and east to the Town of Rainbow Lake in the north, we provide municipal planning services to 12 member municipalities, pursuant to Section 625 of the Municipal Government Act. We also provide a full range of services on a contract fee-for-service basis.

**Contact Us:**

Check Out Our Website [www.mmsa.ca](http://www.mmsa.ca) For Subdivision Application Packages And Web Map Applications

- |  |  |
|--|--|
| <b>Karen Diebert</b> , Manager<br><a href="mailto:karen.diebert@mmsa.ca">karen.diebert@mmsa.ca</a> | <b>Sam Mohamad-Khany</b> , Municipal/Urban Design Planner<br><a href="mailto:sam@mmsa.ca">sam@mmsa.ca</a>            |
| <b>Howard Pinnock</b> , Director of Planning<br><a href="mailto:howard@mmsa.ca">howard@mmsa.ca</a> | <b>Ron Rauckman</b> , Senior Graphics Technologist<br><a href="mailto:ron.rauckman@mmsa.ca">ron.rauckman@mmsa.ca</a> |
| <b>Elise Willison</b> , Senior Planner<br><a href="mailto:elise@mmsa.ca">elise@mmsa.ca</a>         | <b>Ali Taghavi</b> , Senior GIS Technologist<br><a href="mailto:ali@mmsa.ca">ali@mmsa.ca</a>                         |
| <b>Alisha Mody</b> , Municipal Planner<br><a href="mailto:alisha@mmsa.ca">alisha@mmsa.ca</a>       | <b>Audra Lindsey</b> , GIS Technologist<br><a href="mailto:audra@mmsa.ca">audra@mmsa.ca</a>                          |
| <b>Philip Rough</b> , Municipal Planner<br><a href="mailto:philip@mmsa.ca">philip@mmsa.ca</a>      | <b>Brenda Taylor</b> , Administrative Assistant<br><a href="mailto:info@mmsa.ca">info@mmsa.ca</a>                    |

MUNICIPALITY	REPRESENTATIVE	MUNICIPALITY	REPRESENTATIVE
Village of Berwyn	Ron Longtin	M. D. of Fairview #136	Terri Wyness
Clear Hills County	Bonnie Bigam	M. D. of Peace #135	Veronica Bliska
Town of Fairview	Larry Chorney	Village of Nampa	Ed Skrlík
Town of Grimshaw	Nels Nelson	Northern Sunrise County	Carolyn Kolebaba
Village of Hines Creek	Jim MacKenzie	Town of Peace River	Colin Needham
Town of Manning	Sunni Walker	Town of Rainbow Lake	Boyd Langford

**AROUND THE REGION**

**UPCOMING MMSA SEMINARS:**  
**October 4** - Geotechnical & Environmental Assessments  
**December 4** - Elected Officials Seminar  
 Details available on our website [www.mmsa.ca](http://www.mmsa.ca)

**WELCOME TO THESE NEW CAO'S:**  
 Brian Allen to the Town of Grimshaw  
 Sandra Fox to the MD of Fairview No. 136  
 Dan Fletcher to the Town of Rainbow Lake  
 Dianne Roshuk to the Village of Nampa

**WELCOME TO THE BOARD:**  
 Nels Nelson representing the Town of Grimshaw to the Board and the Executive Committee. Nels replaces Brian Allen, who moved into the CAO role for the Town.

**ROBERT E. WALTER MEMORIAL SCHOLARSHIP:**  
 The recipient for 2013 is Katherina Thiessen from La Crete. Katherina is enrolled the Practical Nurse Program at Northern Lakes College, La Crete Campus. She will begin her second year in September 2013.



Katherina Thiessen (on the left) receives award from Barbe Holick at the La Crete Campus of Northern Lakes College awards ceremony June 12.