

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MAY 13, 2014

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

| NOW | | ADVOCACY |
|---|-------|--|
| 1. HOUSING ENTITY: Housing needs study funds | Mar. | <input type="checkbox"/> <i>Zama Road Paving Funds</i> |
| 2. HAMLET STREETS: Review Policy | Mar. | <input type="checkbox"/> <i>Highway Development</i> |
| 3. RURAL ROADS: MY rural road upgrade plan | April | <input type="checkbox"/> <i>Canada Postal Service – La Crete</i> |
| 4. RURAL WATER : Water Service Policy | Jan. | <input type="checkbox"/> <i>Land Use Framework Input</i> |
| 5. ECONOMIC DEVELOPMENT: Strategy Review | Feb. | <input type="checkbox"/> <i>Senior's housing</i> |
| 6. OIL AND GAS STRATEGY | Feb. | <input type="checkbox"/> <i>OSB Plant</i> |
| 7. ZAMA ROAD: Business Case | Mar. | |
| NEXT | | |
| <input type="checkbox"/> TRANSPORTATION DEVELOPMENT | | <input type="checkbox"/> TOURISM: Strategy (REDI) |
| <input type="checkbox"/> REVENUE DECLINE | | <input type="checkbox"/> BRANDING STRATEGY (2015 – REDI) |

OPERATIONAL STRATEGIES (CAO/Staff)

| CHIEF ADMINISTRATIVE OFFICER (Joulia) | | ECONOMIC DEVELOPMENT (Joulia/Byron) | |
|---|------|--|------|
| 1. HOUSING ENTITY: Study Funds | Mar. | 1. OIL AND GAS STRATEGY: Info | Feb. |
| 2. RURAL WATER : Water Service Policy | Jan. | 2. ECONOMIC DEVELOPMENT: Str. Rev. | Feb. |
| 3. REVENUE DECLINE (tax rate discussion) | Feb. | 3. ZAMA ROAD: Business Case | Mar. |
| <input type="checkbox"/> MARA Agreement | May | <input type="checkbox"/> OSB Plant | |
| <input type="checkbox"/> Regional Sustainability Study | Feb. | <input type="checkbox"/> TRANSPORTATION DEVELOPMENT | |
| <input type="checkbox"/> First Nations Relations: Orientation | Jan. | | |
| COMMUNITY SERVICES (Ron) | | AGRICULTURAL SERVICES (Grant) | |
| 1. COR Certification: Update Safety Manual | Feb. | 1. Surface Water Management Plan | May |
| 2. Rec. Board Agreement Renewal | Mar. | 2. Steephill Creek/BHP Surface Water Management Plan | May |
| 3. Disaster Emergency Planning – Implementation Plan | Feb. | 3. 2014 Ag Fair Planning | Feb. |
| <input type="checkbox"/> Radio Communication System | | <input type="checkbox"/> Emergency Livestock Response Plan | |
| <input type="checkbox"/> Wilson Prairie Surface Management Plan | | | |
| PLANNING & DEVELOPMENT (Byron) | | LEGISLATIVE SERVICES (Carol) | |
| 1. Infrastructure Master Plans | Feb. | 1. Communication Plan | Mar. |
| 2. Land Use Framework | | 2. Human Resource Policy Review | Apr. |
| 3. _____ | | 3. Cell Phone Review & Draft RFP | May |
| <input type="checkbox"/> Municipal Reserve Policy | | <input type="checkbox"/> Virtual City Hall Implementation | July |
| <input type="checkbox"/> Airport Vicinity Protection Area | | | |
| FINANCE | | PUBLIC WORKS* (John/Ron) | |
| 1. Long Term Capital Plan | Apr. | 1. RURAL ROADS: MY RR upgrade plan | Apr. |
| 2. Long Term Financial Plan | June | 2. HAMLET STREETS: Review Policy | Mar. |
| 3. _____ | | 3. Gravel Pit Transfer (Meander) | Oct. |
| <input type="checkbox"/> Master Card Policy | | <input type="checkbox"/> Multi-Year Capital Assessment | Jan. |
| <input type="checkbox"/> _____ | | <input type="checkbox"/> _____ | |
| ENVIRONMENTAL (John) | | | |
| 1. LC Water Source Review (OMNI Report) | Apr. | <u>Codes:</u> | |
| 2. Rural Water | | BOLD CAPITALS – Council NOW Priorities | |
| 3. _____ | | CAPITALS – Council NEXT Priorities | |
| <input type="checkbox"/> _____ | | <i>Italics</i> – Advocacy | |
| <input type="checkbox"/> _____ | | Regular Title Case – Operational Strategies | |
| | | * See Monthly Capital Projects Progress Report | |

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, May 13, 2014
10:00 a.m.**

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

AGENDA

| | | | Page |
|--|----|---|------|
| CALL TO ORDER: | 1. | a) Call to Order | |
| AGENDA: | 2. | a) Adoption of Agenda | |
| ADOPTION OF PREVIOUS MINUTES: | 3. | a) Minutes of the April 28, 2014 Regular Council Meeting | 7 |
| DELEGATIONS: | 4. | a) George Fehr, ATCO – Brushing and Vegetation Management (Bylaw 953-14) (11:30 a.m.) b) c) | |
| GENERAL REPORTS: | 5. | a) CAO Report b) | 27 |
| TENDERS: | 6. | a) 2014 Regravelling Program (Tender Close at 1:00 p.m.) | 37 |
| | | b) Fort Vermilion and La Crete Streets – 2014 Graded Aggregate Seal Coat and Other Work (Tender Close at 1:00 p.m.) | 39 |
| | | c) Fort Vermilion Road Improvements – 2014 Road Restoration & Asphalt Overlays; 45 th Street – 46 th Avenue to Highway 88 (Tender Close at 1:00 p.m.) | 41 |

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

| | | | | |
|--------------------------------|-----|----|--|-----|
| | 7. | a) | Bylaw 936-14 Municipal Development Plan Amendment | 43 |
| | | b) | Bylaw 949-14 Land Use Bylaw Amendment to Rezone Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M (Part of Phase 5 & all of Phase 6) from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" (La Crete) | 49 |
| | | c) | Bylaw 950-14 Land Use Bylaw Amendment to Rezone Part of SW 9-106-15-W5M from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" (La Crete) | 57 |
| | | d) | | |
| | | e) | | |
| COMMUNITY SERVICES: | 8. | a) | Bylaw 956-14 Off Highway Vehicles Bylaw – La Crete and Bylaw 958-14 Off Highway Vehicles Bylaw – Fort Vermilion | 67 |
| | | b) | | |
| | | c) | | |
| ENVIRONMENTAL SERVICES: | 9. | a) | | |
| | | b) | | |
| OPERATIONS: | 10. | a) | Disposal of Assets – Seniors Bus (Unit #1038) | 85 |
| | | b) | Additional Access Request – Lot-11, BLK-2, PLN 142 0720 (Plumbin' Joe's) | 89 |
| | | c) | County Applied Dust Control | 95 |
| | | d) | Intersection Lighting (Hwy 697 and Blumenort Road) | 111 |
| | | e) | | |

| | | | | |
|--|-----|----|---|-----|
| | | f) | | |
| PLANNING & DEVELOPMENT: | 11. | a) | Bylaw 953-14 Land Use Bylaw Amendments Add Regulation to Flood Prone Lands and Landscaping, Screening or Sound Barriers, Definition of Garden Suite and Change the Minimum Lot Size in Agricultural "A" | 113 |
| | | b) | Bylaw 955-14 Land Use Bylaw Amendment to Rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural District 'A' to Residential Condominium District 'RCD' (Rocky Lane) | 121 |
| | | c) | Policy DEV006 Antenna System Siting | 131 |
| | | d) | | |
| | | e) | | |
| FINANCE: | 12. | a) | Bylaw 957-14 Honorariums and Expense Reimbursement | 139 |
| | | b) | Policy ADM033 Personal Vehicle Allowance Rate Structure | 149 |
| | | c) | Policy FIN028 Credit Card Use | 154 |
| | | d) | Financial Reports – January 1 to March 31, 2014 | 161 |
| | | e) | | |
| | | f) | | |
| ADMINISTRATION: | 13. | a) | AR 263/2005, Community Aggregate Payment Levy Regulation | 173 |
| | | b) | Council Meeting Dates | 191 |
| | | c) | Member at Large Appointment | 193 |
| | | d) | | |
| | | e) | | |

f)

- | | | | | |
|--|-----|----|--|-----|
| INFORMATION / CORRESPONDENCE: | 14. | a) | Information/Correspondence | 201 |
| IN CAMERA SESSION: | 15. | a) | Legal <ul style="list-style-type: none">• Mustus Energy Agreement• Town of Rainbow Lake Revenue Sharing Agreement | |
| | | b) | Labour | |
| | | c) | Land | |
| NOTICE OF MOTION: | 16. | | Notices of Motion | |
| NEXT MEETING DATES: | 17. | a) | Regular Council Meeting Wednesday, June 11, 2014 10:00 a.m. Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 18. | a) | Adjournment | |



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Minutes of the April 28, 2014 Regular Council Meeting |

BACKGROUND / PROPOSAL:

Minutes of the April 28, 2014 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

That the minutes of the April 28, 2014 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, April 28, 2014
10:00 a.m.**

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

PRESENT: Bill Neufeld Reeve
Walter Sarapuk Deputy Reeve (left at 3:54 p.m.)
Jacquie Bateman Councillor
Peter F. Braun Councillor (left at 3:40 p.m.)
Elmer Derksen Councillor
Eric Jorgensen Councillor (arrived at 12:14 p.m.)
Josh Knelsen Councillor
Ricky Paul Councillor
Lisa Wardley Councillor (via teleconference)

REGRETS: John W. Driedger Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Ron Pelensky Director of Community Services & Operations
Mark Schonken Interim Director of Finance
Byron Peters Director of Planning & Development
Carol Gabriel Manager of Legislative & Support Services

ALSO PRESENT: Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on April 28, 2014 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 14-04-252 MOVED by Councillor Derksen

That the agenda be approved with the following additions:

- 13. j) Leduc County
- 13. k) Council Package Size

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the April 8, 2014 Regular Council Meeting

MOTION 14-04-253

MOVED by Councillor Braun

That the minutes of the April 8, 2014 Regular Council meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

5. a) Minutes of the February 25, 2014 Finance Committee Meeting

MOTION 14-04-254

MOVED by Councillor Wardley

That the minutes of the February 25, 2014 Finance Committee meeting be received for information.

CARRIED

5. b) Public Works Committee Meeting Minutes – March 25, 2014

MOTION 14-04-255

MOVED by Councillor Knelsen

That the Public Works Committee meeting minutes of March 25, 2014 be received for information.

CARRIED

TENDERS:

6. a) None

**ENVIROMENTAL
SERVICES:**

9. a) None

OPERATIONS:

10. a) Second Access Request – Fort Vermilion Settlement, Range 2, River Lot 8

MOTION 14-04-256

MOVED by Councillor Derksen

That the second access request on Fort Vermilion Settlement, Range 2, River Lot 8 be approved due to a ridge being on the property.

CARRIED

10. b) Zama Airport

MOTION 14-04-257

MOVED by Councillor Wardley

That the Zama airport remain as is with a NOTAM and that administration investigate the costs of re-designating and possible reopening of the airport to fixed wing aircraft in the future.

CARRIED

**PLANNING &
DEVELOPMENT:**

**11. a) Bylaw 941-14 Land Use Bylaw Amendment to
Rezone Several Recreational Areas to Recreation 2
District "REC2"**

MOTION 14-04-258

MOVED by Councillor Wardley

That first reading be given to Bylaw 941-14 being the rezoning of the subject parcels known as: Plan 4974RS;; Lot LF & Plan 2938RS, Block 11, Lot 14, Plan 580KS;; Lot N, Plan 882 1687, Block 11, Lot 4MR, Plan 882 1687, Block 15, Lot 2MR and SE 16-110-19-W5M, from their current districts to Recreational 2 District "REC2" as AMENDED.

CARRIED

**11. b) Bylaw 952-14 Amending Bylaw 940-14 being a Public
Utility Lot Closure for Consolidation Purposes Plan
102 6365, Block 38, Lot 63PUL (La Crete)**

MOTION 14-04-259
Requires 2/3

MOVED by Councillor Bateman

That first reading be given to Bylaw 952-14, being an amendment to Bylaw 940-14 Legal description.

CARRIED

MOTION 14-04-260
Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 952-14, being an amendment to Bylaw 940-14 legal description.

CARRIED

MOTION 14-04-261

MOVED by Councillor Paul

Requires Unanimous

That consideration be given to proceed to third reading of Bylaw 952-14, being an amendment to Bylaw 940-14 legal description.

CARRIED UNANIMOUSLY

MOTION 14-04-262

Requires 2/3

MOVED by Councillor Derksen

That third reading be given to Bylaw 952-14, being an amendment to Bylaw 940-14 legal description.

CARRIED

DELEGATIONS:

4. a) Grade 6 Class – Rocky Lane School

Ms. Karen Crane's grade six class from Rocky Lane School observed the Council meeting from 10:00 to 10:30 am and was given an opportunity to ask questions of Council. These questions included:

1. How often do meetings take place?
 - Regular council meetings are held twice a month.
 - During budget time an additional four Special Council meetings are held.
 - There are also several Committees that meet.
2. What do you usually talk about?
 - Planning, public requests (dust control, driveway access, etc.), gravel, Public Hearings, ATV use, complaints about dogs, bridges, water, sewer, airports, railways, etc.
3. How many people live in Mackenzie County?
 - Approximately 11,000 plus an additional 5,000 First Nations
 - Mackenzie County is the biggest municipality in the Province of Alberta.
4. Do you get paid as a Councillor?
 - Yes. Councillors get paid a base honorarium as well as additional honorariums for attending Council and Committee meetings.
5. What are your responsibilities?
 - Council is here to serve their residents.
 - Council debates topics/issues and then comes to a decision (ie. tax rates).
 - Administration implements the decisions of Council.

- The Reeve acts as the Chair and when he is away then the Deputy Reeve will act as the Chair.
6. How long are your meetings?
- Meetings usually start at 10 am and end at approximately 4-5 pm.
7. How much money does it cost to hold a meeting?
- Approximately \$4,000 per meeting (includes Councillor honorariums and travel expenses, staff costs, and meals.)

**PLANNING &
DEVELOPMENT:**

11. c) Bylaw 953-14 Land Use Bylaw Amendments Add Regulation to Flood Prone Lands and Landscaping, Screening or Sound Barriers, Definition of Garden Suite and Change the Minimum Lot Size in Agricultural "A"

MOTION 14-04-263

MOVED by Councillor Braun

That first reading of Bylaw 953-14 being a Land Use Bylaw Amendment to add regulation to Section 7.1, to revise the definition of "GARDEN SUITE" and that the minimum lot size be changed to 2.2 ha (5.5 acres) in Section 8.1 C. (b), be TABLED to the next meeting.

CARRIED

Reeve Neufeld recessed the meeting at 11:03 a.m. and reconvened the meeting at 11:12 a.m.

**PLANNING &
DEVELOPMENT:**

11. d) Bylaw 954-14 Airport Vicinity Protection Area

MOTION 14-04-264

MOVED by Deputy Reeve Sarapuk

That the first reading be given to Bylaw 954-14 being the Airport Vicinity Protection Area, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

11. f) Development Statistics Report – January to March 2014

MOTION 14-04-265

MOVED by Deputy Reeve Sarapuk

That the development statistics report for January to March

2014 be received for information.

CARRIED

4. b) Wilde & Company – 2013 Audited Financial Statements

Kyle Brodnarchuk, CA, and Michael J. Marcaccio, CA, from Wilde & Company Chartered Accountants presented the 2013 Audited Financial Statements via Skype.

FINANCE:

12. c) 2013 Audited Financial Statements (DRAFT)

MOTION 14-04-266

MOVED by Councillor Knelsen

That the 2013 Audited Financial Statements be approved as AMENDED.

CARRIED

Reeve Neufeld recessed the meeting at 11:52 a.m. and reconvened the meeting at 12:59 p.m.

Councillor Jorgensen arrived at 12:14 p.m.

PUBLIC HEARING:

7. a) Bylaw 934-14 Land Use Bylaw Amendment to Close a Portion of Road between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in the Hamlet of Zama

Reeve Neufeld called the public hearing for Bylaw 934-14 to order at 1:00 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 934-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 26, 2014.

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

questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 934-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 934-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 934-14 at 1:02 p.m.

MOTION 14-04-267

MOVED by Deputy Reeve Sarapuk

That administration move forward with Bylaw 934-14, being a Land Use Bylaw Amendment to Close a Portion of Road between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in the Hamlet of Zama for the purpose of sale and consolidation.

CARRIED

PUBLIC HEARING:

7. b) Bylaw 944-14 Amendment to the Inter-municipal Development Plan with the Town of High Level

Reeve Neufeld called the public hearing for Bylaw 944-14 to order at 1:04 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 944-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Inter-Municipal Development Plan Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 11, 2014.

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

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 944-14. No submissions were

received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 944-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 944-14 at 1:08 p.m.

MOTION 14-04-268

MOVED by Councillor Braun

That second reading be given to Bylaw 944-14, being an amendment to the Inter-municipal Development Plan with the Town of High Level.

CARRIED

MOTION 14-04-269

MOVED by Councillor Knelsen

That third reading be given to Bylaw 944-14, being an amendment to the Inter-municipal Development Plan with the Town of High Level.

CARRIED

PUBLIC HEARING:

7. c) Bylaw 945-14 Land Use Bylaw Amendment to Change Minimum Setbacks in La Crete Highway Commercial "HC2" & La Crete General Commercial "GC1" and Add "Ancillary Building" to La Crete Town Centre "TC1"

Reeve Neufeld called the public hearing for Bylaw 945-14 to order at 1:09 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 945-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 26, 2014.

Reeve Neufeld asked if Council has any questions of the

proposed Land Use Bylaw Amendment. Discussion was held regarding setbacks.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 945-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 945-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 945-14 at 1:15 p.m.

MOTION 14-04-270

MOVED by Councillor Derksen

That second reading be given to Bylaw 945-14 being a Land Use Bylaw Amendment to revise minimum setbacks to YARD - FRONT: 9.1 m (30 feet); YARD - EXTERIOR SIDE: 9.1 m (30 feet); YARD - INTERIOR SIDE: 3.1 m (10 feet); and YARD - REAR: 3.1 m (10 feet) in Sections 8.17 C.(b) and 8.18 C.(b) and that "Ancillary Building" be added to La Crete Town Centre "TC1", Section 8.19 B.

CARRIED

MOTION 14-04-271

MOVED by Councillor Paul

That third reading be given to Bylaw 945-14 being a Land Use Bylaw Amendment to revise minimum setbacks to YARD - FRONT: 9.1 m (30 feet); YARD - EXTERIOR SIDE: 9.1 m (30 feet); YARD - INTERIOR SIDE: 3.1 m (10 feet); and YARD - REAR: 3.1 m (10 feet) in Sections 8.17 C.(b) and 8.18 C.(b) and that "Ancillary Building" be added to La Crete Town Centre "TC1", Section 8.19 B.

CARRIED

PUBLIC HEARING:

7. d) Bylaw 946-14 Land Use Bylaw Amendment to Rezone Part of Plan 4662RS; ; Lot C from Hamlet Residential 1 "HR1" to Residential Condominium District "RCD"(Fort Vermilion)

Reeve Neufeld called the public hearing for Bylaw 946-14 to order at 1:16 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 946-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 26, 2014.

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

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 946-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 946-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 946-14 at 1:18 p.m.

MOTION 14-04-272

MOVED by Councillor Jorgensen

That second reading be given to Bylaw 946-14 being the rezoning of Part of Fort Vermilion Settlement, Range 2, River Lot 7 from Hamlet Residential 1 "HR1" to Residential Condominium District "RCD" for the purpose of subdividing off a portion of land.

CARRIED

MOTION 14-04-273

MOVED by Councillor Derksen

That third reading be given to Bylaw 946-14 being the rezoning of Part of Fort Vermilion Settlement, Range 2, River Lot 7 from Hamlet Residential 1 "HR1" to Residential Condominium District "RCD" for the purpose of subdividing off a portion of land.

CARRIED

PUBLIC HEARING:

7. e) Bylaw 947-14 Amendment to the Inter-municipal Planning Commission Agreement with the Town of High Level

Reeve Neufeld called the public hearing for Bylaw 947-14 to order at 1:19 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 947-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Inter-Municipal Planning Commission Agreement Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 26, 2014.

Reeve Neufeld asked if Council has any questions of the proposed Inter-Municipal Planning Commission Agreement Amendment. There were no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 947-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 947-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 947-14 at 1:21 p.m.

MOTION 14-04-274

MOVED by Councillor Knelsen

That second reading be given to Bylaw 947-14 being an amendment to the Inter-municipal Planning Commission Agreement with the Town of High Level.

CARRIED

MOTION 14-04-275

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 947-14 being an amendment to the Inter-municipal Planning Commission

Agreement with the Town of High Level.

CARRIED

**PLANNING &
DEVELOPMENT:**

11. e) Expansion of Low Pressure Sewer Systems

MOTION 14-04-276

MOVED by Councillor Wardley

That administration bring back a revised Policy DEV001 Urban Development Standards to include low and high pressure sewer system options for all multi-lot development.

CARRIED

DELEGATION:

4. c) Tim Heemskerk, Northern Lights Forest Education Society

Presentation by Tim Heemskerk and John Thurston from the Northern Lights Forest Education Society regarding their funding request for the Footner Lake Walking/Interpretive Trails.

Reeve Neufeld recessed the meeting at 2:21 p.m. and reconvened the meeting at 2:35 p.m.

**COMMUNITY
SERVICES:**

8. a) Bylaw 923-13 Off-Highway Vehicles (Fort Vermilion & La Crete)

MOTION 14-04-277

MOVED by Councillor Braun

That first reading be given to Bylaw 956-14 being the Off-Highway Vehicles bylaw for the Hamlet of La Crete & Fort Vermilion with the following amendments:

Hamlet of La Crete

- Remove Section 4 a) ii) the use is for the purpose of acquiring service or maintenance on the off-highway vehicle
- ATV use only during the period of April 1st – October 15th
- Provincial/Bylaw infractions to result in a seizure of the ATV for a minimum of 30 days for the first offense and a minimum of 60 days for the second offense.

CARRIED

MOTION 14-04-278

MOVED by Councillor Wardley

That second reading be given to Bylaw 956-14 being the Off-Highway Vehicles bylaw for the Hamlet of La Crete & Fort Vermilion.

CARRIED

MOTION 14-04-279

Requires Unanimous

MOVED by Councillor Bateman

That consideration be given to go to third reading of Bylaw 956-14 being the Off-Highway Vehicles bylaw for the Hamlet of La Crete & Fort Vermilion.

DEFEATED

FINANCE:

12. a) Bylaw 951-14 – 2014 Tax Rate Bylaw

MOTION 14-04-280

Requires 2/3

MOVED by Councillor Wardley

That first reading be given to Bylaw 951-14 being the 2014 Tax Rate bylaw for Mackenzie County as AMENDED to include:

- The additional capital requisition of \$405,000.00 from the Mackenzie Housing Management Board, which is contingent on approval of the Town of High Level and Town of Rainbow Lake.

CARRIED

MOTION 14-04-281

Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 951-14 being the 2014 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 14-04-282

Requires Unanimous

MOVED by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 951-14 being the 2014 Tax Rate bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 14-04-283

Requires 2/3

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 951-14 being the 2014 Tax Rate bylaw for Mackenzie County.

CARRIED

ADMINISTRATION: 13. g) Peace River Rotary Club – Rotary House Project

MOTION 14-04-284 MOVED by Councillor Braun

That the Peace River Rotary Club request for funding for the Rotary House Project be received for information.

CARRIED

ADMINISTRATION: 13. i) La Crete Ratepayers Meeting

MOTION 14-04-285 MOVED by Councillor Braun

That the following ratepayer meetings be rescheduled:

- Fort Vermilion – June 23, 2014
- La Crete – June 17, 2014
- Tompkins – June 20, 2014

CARRIED

FINANCE: 12. b) Policy FIN028 Credit Card Use

MOTION 14-04-286 MOVED by Councillor Jorgensen

That Policy FIN028 Credit Card Use be amended as presented.

CARRIED

FINANCE: 12. d) Sale of Land by Public Auction

MOTION 14-04-287 MOVED by Councillor Derksen

That the sale of land by public auction for properties under tax arrears be set for September 24, 2014.

CARRIED

MOTION 14-04-288 MOVED by Deputy Reeve Sarapuk

That the reserve bid for the properties being sold by public auction be set as follows:

| Roll | Ward | Zoning | Legal | Civic | Outstanding | Reserve Bid |
|--------|------|--------|------------------|----------------------------------|-------------|---------------------|
| 076526 | 04 | HCR2 | 0325931;3;3 | 9229 – 95 Avenue, La Crete | \$6,138.16 | \$204,780.00 |
| 106062 | 07 | HR-1 | 2938RS;8;3 | 4606 – 50 Street, Fort Vermilion | \$1,764.35 | \$52,700.00 |
| 229967 | 07 | MHS-2 | 8420527;1;18 | 4708 – 49 Ave, Fort Vermilion | \$1,573.28 | \$27,350.00 |
| 229971 | 07 | MHS-2 | 8420527;1;22 | 4716 – 49 Ave, Fort Vermilion | \$1,857.93 | \$34,690.00 |
| 234500 | 06 | A | SE 3,109,12,5 | Acreage | \$687.74 | \$16,660.00 |
| 219436 | 07 | HR-1 | 8320443;5;8 | 4801 – 47 Street, Fort Vermilion | \$4,356.88 | \$96,690.00 |
| 230088 | 10 | HM2 | 8821687;3;2 | 1084 Industrial Drive, Zama | \$5,608.39 | \$148,030.00 |
| 295920 | 10 | HM2 | 8821687;3;1 | 1072 Industrial Drive, Zama | \$2,199.88 | \$42,920.00 |

CARRIED

ADMINISTRATION:

13. a) Rainbow Lake Connector Road Feasibility Study

Councillor Braun left the meeting at 3:40 p.m.

MOTION 14-04-289

MOVED by Councillor Wardley

That the Rainbow Lake Connector Road Feasibility Study be received for information and that administration add it to the Tri-Council meeting agenda on May 8, 2014.

CARRIED

13. b) Zama Access Business Case

MOTION 14-04-290

MOVED by Councillor Wardley

That Administration be authorized to proceed with the Zama Access Business Case by working with the Zama Chamber of Commerce and Dobbelt Northern Alberta Development, with

funding coming from the 2014 operating budget.

CARRIED

Reeve Neufeld recessed the meeting at 3:46 p.m. and reconvened the meeting at 3:55 p.m.

Deputy Reeve Sarapuk left the meeting at 3:54 p.m.

**ADMINISTRATION: 13. c) Regional Housing Needs Assessment Study –
DRAFT Request for Proposals**

MOTION 14-04-291 **MOVED** by Councillor Bateman

That the Regional Housing Needs Assessment Study request for proposal be approved as AMENDED.

CARRIED

ADMINISTRATION: 13. d) Guard Rail along Highway 697 in Buffalo Head Area

MOTION 14-04-292 **MOVED** by Councillor Knelsen

That a request be made to Alberta Transportation to reassess the guard rail along Highway 697 in the Buffalo Head area and recommend removal.

CARRIED UNANIMOUSLY

ADMINISTRATION: 13. e) Buffalo Head Drainage – Ad-Hoc Committee

MOTION 14-04-293 **MOVED** by Councillor Jorgensen

That the Buffalo Head Drainage Ad-Hoc Committee be established.

CARRIED

MOTION 14-04-294 **MOVED** by Councillor Wardley

That the Buffalo Head Drainage Ad-Hoc Committee consist of three members of the Agricultural Service Board and two Councillors.

CARRIED

MOTION 14-04-295

MOVED by Councillor Derksen

That Councillor Derksen and Councillor Knelsen be appointed to the Buffalo Head Drainage Ad-Hoc Committee.

CARRIED

ADMINISTRATION:

13. f) Event Tent Purchase

MOTION 14-04-296

Requires 2/3

MOVED by Councillor Bateman

That the 2014 Capital Budget be amended to include the purchase of a 60' round event tent at a cost of \$19,740 with funding coming from the General Capital Reserve.

CARRIED

ADMINISTRATION:

13. h) Mackenzie Housing Management Board – Board Member Honorariums and Expenses

MOTION 14-04-297

MOVED by Councillor Wardley

That a letter be sent to the Town of High Level, Town of Rainbow Lake, the La Crete Municipal Nursing Association, and the Mackenzie Housing Management Board requesting their support in covering the costs for their members attending Mackenzie Housing Management Board meetings and functions.

CARRIED

ADMINISTRATION:

13. j) Leduc County (ADDITION)

MOTION 14-04-298

MOVED by Councillor Wardley

That a letter of support be sent to the County of Leduc and copied to the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association.

CARRIED UNANIMOUSLY

Reeve Neufeld recessed the meeting at 5:04 p.m. and reconvened the meeting at 5:10 p.m.

ADMINISTRATION:

13. k) Council Package Size (ADDITION)

MOTION 14-04-299

MOVED by Councillor Bateman

That the Council meeting lunch break be limited to a half hour in order to allow additional time to discuss agenda items.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 14-04-300

MOVED by Councillor Wardley

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

CARRIED

IN-CAMERA SESSION:

MOTION 14-04-301

MOVED by Councillor Wardley

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:23 p.m.

15. a) Legal

15. b) Labour

15. c) Land

CARRIED

MOTION 14-04-302

MOVED by Councillor Knelsen

That Council move out of camera at 5:39 p.m.

CARRIED

15. a) Legal – Mustus Energy Agreement

MOTION 14-04-303

MOVED by Councillor Derksen

That the Mustus Energy agreement be TABLED to the May 13, 2014 Council meeting.

CARRIED

15. b) Labour – Council Self Evaluation Results

MOTION 14-04-304 **MOVED** by Councillor Knelsen

That the Council self-evaluation report be taken to advisement and be approved as presented.

CARRIED

15. b) Labour – CAO Evaluation Results

MOTION 14-04-305 **MOVED** by Councillor Wardley

That the Chief Administrative Officer evaluation results letter be approved as presented.

CARRIED

15. b) Land – Partnership with Little Red River First Nation

MOTION 14-04-306 **MOVED** by Councillor Paul

That the partnership with Little Red River First Nation be received for information.

CARRIED

NOTICES OF MOTION: **16. a) None**

NEXT MEETING **17. a)** Regular Council Meeting
DATES: Tuesday, May 13, 2014
 10:00 a.m.
 Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 14-04-307 **MOVED** by Councillor Jorgensen

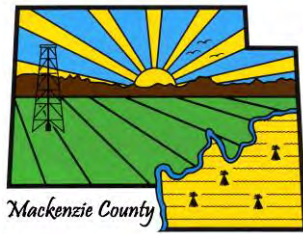
That the council meeting be adjourned at 5:40 p.m.

CARRIED

These minutes will be presented to Council for approval on May 13, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | CAO Report |

BACKGROUND / PROPOSAL:

The CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

That the CAO report for April 2014 be accepted for information.

Author: C. Gabriel Reviewed by: _____ CAO _____

Mackenzie County

Monthly CAO Report to Council – April 2014

April 2014 was a month packed with activities and some major progress in many areas.

This report provides highlights on some completed or ongoing initiatives:

1. **Strategic Priorities Chart** – Administration is working on the identified initiatives/priorities. Zama business case is being undertaken through the Zama Chamber of Commerce and with professional consultant assistance. Oil & gas – the first meeting has been scheduled with Apache on May 9; we will be scheduling the meetings with other major companies that operate in our municipality.
2. **Regional Sustainability Study** – The next meeting was scheduled for May 8th. Administration provided all requested financial and statistical data to the consultant.
3. **Regional Housing Needs Assessment** – Drafted a request for proposals and coordinated the review with the committee members, the proposal is being advertized.
4. **Mackenzie Emergency Management Agency** – the third meeting will be scheduled end of May or early June; communications and shelters will be discussed.
5. **Master Drainage Plan** – The existing LiDar data was acquired and is now in our possession. Please note about 2/3 of the requested data was available and the area of the remaining 1/3rd will be flown this spring. Buffalo Head Drainage – we are proceeding with hydrological study, utilizing the acquired LiDar; received the preliminary design documents.
6. **MGA Review** – I attended the Municipal Affairs sessions at end of April in Peace River; linear tax recovery was brought up at this session.
7. **Agricultural Fair** – The Fair will take place on August 8 & 9. Please note I have rescheduled my holidays to assure participation at the Fair (initially was going to fly out on August 8th and will leave on August 10th now). This initiative is progressing well.
8. **2013 Audited Financial Statements** – the draft statements were presented to Council and approved at the April 28th meeting. 2013 Financial Information Return and 2013 Audited Financial Statements were filed with Municipal Affairs by the deadline and the documents are now available to the public at all of the County offices and on our website.
9. **2014 Budget and 2014 Tax Rate Bylaw** – the 2014 Budget was reviewed, revised and reapproved on April 4. The 2014 tax bylaw was approved by Council at the April 28th meeting. The taxation and assessment notices were mailed on May 8, 2014.
10. **Build Canada Fund** – we received notifications about this funding program, although there are a few unknowns at this time, there are some unfavorable changes in the program from that of the last round. Administration has introduced a few projects into 2014 budget as per prior

Council motions and we will continue monitoring the BCF developments to assure timely applications submitted.

11. **Mustus Power Purchase Agreement** – in progress, a draft will be presented to Council at their next meeting.
12. **2014 Peace River Ice Break-up** – this year the ice break up created a lot of excitement and additional work. A temporary EOC was opened and operated from the evening of April 27 to the morning of May 1. Through this process, the improved procedures and maps were prepared to handle a similar situation in the future. Through this event it became evident that there is a tremendous benefit of having the Mackenzie Emergency Agency meetings (recommenced in early 2014). The communication levels were at much improved levels with the stakeholders and public. Once again, a big thank you to the RCMP, fire fighters and municipal employees, and to Council for their support.
13. **2014 Capital Projects Program** – the program is underway; engineering firms were engaged and some tenders will be opened at the May 13th and June 11th council meetings. The first progress report will be presented at the May 13th meeting.
14. **Annual Council Self-Evaluation and CAO Evaluation (MGA requirement)** – the evaluations were completed with assistance from Jack Hayden on April 7. This is a good process that encourages discussions on different levels and helps with building productive and positive working relationships.
15. **Road Use Agreements** – administration is reviewing the existing policies and agreements and will be bringing a recommendation to Council in the near future.
16. **Community Sustainability Committee** – recommenced with its first meeting on April 3rd. The committee is working on revising the plan and the implementation schedule for review by Council.
17. **Little Red River Cree Nation** – attended a meeting on April 16 to discuss details regarding the potential partnership in a new road construction.

I also would like to take this opportunity to thank Councillors for your support and team work, and staff for their hard work, dedication and team work.

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

Respectfully submitted,
Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of April 2014

From: Ron Pelensky

Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|-------------------------------|----------|---|
| Road Maintenance | Ongoing | Crews are busy Thawing culverts and fixing washouts Hauled and placed gravel on two roads rebuilt late fall. Drainage training occurred with the new staff |
| Buildings | March | Repaired door on Reinland Park toilet Coordinated and assisted in front counter renovations at FV office. Replaced gable flashing on FV chemical shed (Jan wind storm damage) Attended Fire Extinguisher Inspection and Maintenance Course Assisted with old record destructions Numerous other small requests |
| Dogs | Ongoing | Patrolled for dogs in Fort Vermilion, La Crete and Rocky lane school. We caught several dogs. |
| By-Law | Ongoing | Dealt with two incidents and one cleanup order in April. |
| Emergency/Disaster Service | April | Assisted in the ice jam incident in Fort Vermilion Working on obtaining a radio frequency license |
| Health and Safety | Ongoing | Presented the modified safety policy with new Safety Directives to Mackenzie County Staff |
| Fire Department | March | Fort Vermilion responded to 5 Medical Assists, 2 Motor Vehicle Accident, 1 Structure Fire, 1 Vehicle Fire, 1 Search and Rescue La Crete responded to 2 medical assists, 2 Motor Vehicle Accidents, 1 Structure Fire, Vehicle Fire, 1 Power Pole Fire and 1 Search and Rescue Zama no incidents |

| | | |
|--------------------------|-------|--|
| Fire Department Training | April | Practical training for 1001 fire training. Safety Codes training for Cornie and Peter Wiebe. |
|--------------------------|-------|--|

Capital Projects

| Projects | Timeline | Comments |
|---|------------------|--|
| High Level to Ainsworth Rural Waterline | April | Town of High Level and Mackenzie County waterline is 98% complete. The water meter pit and Ainsworth waterline is 98% complete Pressure testing is complete, water meters are installed and water is flowing |
| Fire Smart Grant | Project Complete | Surveyed the proposed area for tree thinning. Manual tree thinning. |
| Gravel Crushing | March | Contract awarded to Sage Management Ltd. |
| Zama Mower | April | Mower purchase awarded to Kubota |
| Bobcat Toolcat and Flail Mower | April | Bobcat Toolcat and Flail mower awarded to Rentco Eqm Ltd. |
| Regraveling Tender | April | Prepared Tender and is being Advertised Closing Date May 13 |
| Chip Seal Project | April | Assisted Focus in putting together Fort Vermilion project and Advertised the project. Closing Date May 13 |
| 45 St Paving | April | Assisted Focus in putting together Fort Vermilion project and Advertised the project. Closing Date May 13 |
| Golf Course road | April | Assisted WSP with putting together Paving project |
| Zama Pickup truck | April | Quotes received for truck. Waiting for PW meeting |

Personnel Update:

Positions are all filled Summer staff are hired

Other Comments:

FRIAA Grant Application completed for Borrow pits in Zama. Also ordered road signs and km signs for Zama

MONTHLY REPORT TO THE CAO

For the Month of April 2014

From: John Klassen
Director of Environmental Services & Operations

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--------------------------|---------------------------|--|
| Road Maintenance | Ongoing | <ul style="list-style-type: none"> - Dust control application deadline was April 30th and in the South area we have about 95 applications which is up slightly from last year. - The product is scheduled to start arriving around the 15th of this month. - Preparing the crack sealing RFP - Preparing the line painting RFP |
| Drainage | Ongoing | We need to address a few areas although the extent of damage is not near what it was in 2013. |
| Grader Tender | Feb 2014 | Purchase agreements have been signed. |
| Ice Bridge | Nov 2013 – Apr 2014 | Closed |
| Strategic Priorities | Ongoing | <ol style="list-style-type: none"> 1) <i>LC Water Source Review (Omni Report)</i> – Presented to PW’s Committee on March 25, 2014 2) <i>Rural Water</i> – In progress. |

Capital Projects

| Projects | Timeline | Comments |
|--------------------------|-------------|---|
| Bridge Repairs | Ongoing | The temporary bridge is currently being constructed and due to the Fisheries Act cannot be installed between April 16 th and July 15 th . |
| La Crete Street Projects | Summer 2014 | Project complete with the exception of street lights, Atco plans on installing them in spring. |

| | | |
|---|-----------------|---|
| Zama Distribution Meter Replacement. | 2013 | -This was completed from March 26 th to 29 th . |
| 88 Connector | July 2014 | Phase II – Road surface complete with some ditch cleanup to be done in spring. |
| La Crete Lagoon Upgrade | 2013/2014 | Currently on hold until the area dries out a bit. |
| FV-43 rd Ave Water & Sewer Project | Summer 2014 | This project is will commence in spring of 2014. |
| 2014 Projects | May to Oct,2014 | <ul style="list-style-type: none"> - Preparing the loader RFP - South access reconstruction design - Preparing Spruce Rd RFP - 100 St traffic light, design stage - Chip seal tender, May 13th - 50th St FV water & sewer, designing - Lakeside Estates walking trail and street lights - Working with MARRA on the water & sewer servicing project |

Personnel Update:

Summer staff has been hired.

La Crete Public Works Dept is still advertising for 2 equipment operators.

Other Comments:

MONTHLY REPORT TO THE CAO

For the month of April 2014

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

| Program/Activity/Project | Timeline | Comments |
|---------------------------------------|------------|---|
| Land Use Framework | TBA | Completed. Waiting for province to initiate the actual LUF process for the LPRP. Allegedly will begin this fall. |
| Community Infrastructure Master Plans | April 2014 | Received first draft of Zama report/plan. Have provided comments back to DCL and are now waiting for 2 nd draft and copies of LC and FV. |

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|---|-------------|---|
| Leap frog development & business incentives | April 2014 | Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws. Have a few intriguing incentives in mind. |
| Development Agreements | Spring 2014 | Need to review, revise and implement new DA's. |
| Antenna System Siting Protocol | Spring 2014 | Being presented at this meeting |
| Community Investment Readiness package | Summer 2014 | Will be starting off with including info to our website, and then work on improving what we have in place. |
| Business License Bylaw | March 2014 | Currently notifying businesses, compiling information. Over 300 businesses contacted to date, roughly 175 responses received. Are more aggressively pursuing businesses. Most are complying once singled out. |
| Airport Vicinity Protection Area | Spring 2014 | First reading received. Will be finalized soon. |

Capital Projects

| Projects | Timeline | Comments |
|------------------|----------|--|
| Rural Addressing | 2014 | Working on developing the work program and process to implement rural addressing |

Personnel Update:

Have filled the summer position with the same young lady as last year. Is currently working on utility mapping, but will be working on rural addressing soon.

Other Comments:

First quarter stats were our busiest ever, and pace has continued to date. Staff is still keeping up, turnaround times haven't really increased yet, but staff are at capacity.

Attended the EDA conference in early April. Was well worth my time, great speakers and networking.

Attended MGA review workshops in Peace River, learned lots and tried to provide constructive input.

Overall it was a very busy month. Anticipate May being busy as well, due to the number of multi-lot subdivision applications rolling and, and the detailed review that these require.



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | TENDERS 2014 Regravelling Program |

BACKGROUND / PROPOSAL:

As per the 2014 approved operating budget administration prepared and advertised the 2014 Regravelling Program Tender, with a closing date of 1:00 PM on May 13, 2014 and to be opened at 1:15 that same day during the Council meeting.

OPTIONS & BENEFITS:

Option 1:

That the 2014 Regravelling Program Tender be awarded to the lowest qualified tender subject to being within budget.

COSTS & SOURCE OF FUNDING:

Costs:

To be determined as a result of the tender opening.

Funding:

To be funded from the approved 2014 operating budget.

SUSTAINABILITY PLAN:

N/A

Author: R. Pelensky Reviewed by: _____ CAO JW

COMMUNICATION:

The tender was advertised on the Alberta Purchasing Connection web site, along with the Big Deal Bulletin.

RECOMMENDED ACTION:

Motion 1:

That the 2014 Regravelling Program Tenders be opened.

Motion 2:

That the 2014 Regravelling Program Tender be awarded to the lowest qualified tender subject to being within budget.

Author: Ron Pelensky Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | TENDERS Fort Vermilion and La Crete Streets – 2014 Graded Aggregate Seal Coat and Other Work |

BACKGROUND / PROPOSAL:

As per the 2014 approved capital budget, administration and Focus Corporation prepared and advertised the Fort Vermilion and La Crete Streets – 2014 Graded Aggregate Seal Coat and Other Work Tender, with a closing date of 1:00 PM on May 13, 2014. No opening time was scheduled within the Tender.

OPTIONS & BENEFITS:

Option 1:

That the Fort Vermilion and La Crete Streets – 2014 Graded Aggregate Seal Coat and Other Work Tender be awarded to the lowest qualified tender subject to being within budget.

COSTS & SOURCE OF FUNDING:

Costs:

To be determined as a result of the tender opening.

Funding:

To be funded from the approved 2014 capital budget.

SUSTAINABILITY PLAN:

N/A

Author: R. Pelensky Reviewed by: _____ CAO JW

COMMUNICATION:

Focus Corporation advertised in the Mackenzie Report, and administration advertised on the Alberta Purchasing Connection web site.

RECOMMENDED ACTION:

Motion 1:

That the Fort Vermilion and La Crete Streets – 2014 Graded Aggregate Seal Coat and Other Work tenders be opened.

Motion 2:

That the Fort Vermilion and La Crete Streets – 2014 Graded Aggregate Seal Coat and Other Work tender be awarded to the lowest qualified tender subject to being within budget.

Author: Ron Pelensky Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | TENDERS Hamlet of Fort Vermilion Road Improvements – 2014 Road Restoration & Asphalt Overlays – 45th Street – 46th Avenue to Highway 88 |

BACKGROUND / PROPOSAL:

As per the 2014 approved capital budget administration, and Focus Corporation prepared and advertised the Hamlet of Fort Vermilion Road Improvements – 2014 Road Restoration & Overlays 45th Street – 46th Avenue to Highway 88 tender, with a closing date of 1:00 PM on May 13, 2014. No opening time was scheduled within the Tender.

OPTIONS & BENEFITS:

Option 1:

That the Hamlet of Fort Vermilion Road Improvements – 2014 Road Restoration & Overlays 45th Street – 46th Avenue to Highway 88 Tender be awarded to the lowest qualified tender subject to being within budget.

COSTS & SOURCE OF FUNDING:

Costs:

To be determined as a result of the tender opening.

Funding:

To be funded from the approved 2014 capital budget.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Focus Corporation advertised in the Mackenzie Report, and administration advertised on the Alberta Purchasing Connection web site.

RECOMMENDED ACTION:

Motion 1:

That the Hamlet of Fort Vermilion Road Improvements – 2014 Road Restoration & Overlays 45th Street – 46th Avenue to Highway 88 tenders be opened.

Motion 2:

That the Hamlet of Fort Vermilion Road Improvements – 2014 Road Restoration & Overlays 45th Street – 46th Avenue to Highway 88 tender be awarded to the lowest qualified tender subject to being within budget.

Author: R. Pelensky Reviewed by: _____ CAO JW



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Bylaw 936-14 Municipal Development Plan Amendment |

BACKGROUND / PROPOSAL:

At a recent Council meeting on April 8th, 2014, Council passed a Land Use Bylaw amendment allowing “80 acre splits”. This was a significant change to the way that the County has permitted subdivisions in Agricultural zoned lands, and as such also requires an amendment to the Municipal Development Plan.

Due to an error by administration regarding the advertising, the Public Hearing was not properly advertised for the April 8th meeting. As a result this amendment, which corresponds with the LUB amendment, was delayed by a few weeks. This delay had no implications on the implementation of the LUB, it just meant that our planning documents contradicted one another during this time.

Below are the excerpts from the current Municipal Development Plan (MDP) that are to be amended in order to allow large parcel subdivision in Agricultural zoning:

Section 3.2.5 from:

Mackenzie County shall discourage the removal of Better Agricultural Land from production, or its fragmentation

To:

Mackenzie County shall discourage the removal of Better Agricultural Land from production, or its excessive fragmentation

Section 4.2.2 from:

In the Agricultural Policy Area, Better Agricultural Land shall be preserved for agricultural operations.

Author: B Peters Reviewed by: _____ CAO _____

- a) *Mackenzie County shall encourage the maintenance of the 64.8 ha (160 acre) quarter section or river lots as the basic farm unit.*
- b) *Mackenzie County shall encourage the retention and/or development of windbreaks between agricultural parcels and shelterbelts around farmsteads.*

To:

In the Agricultural Policy Area, Better Agricultural Land shall be preserved for agricultural operations.

- a) *Mackenzie County shall encourage the maintenance of the 64.8 ha (160 acre) quarter section or river lots as the basic farm unit.*
- b) *Mackenzie County recognizes the need to accommodate smaller farmers to allow the rural agricultural lifestyle by permitting subdivisions up to 32.4 ha (80 acres) for farming purposes*
- c) *Mackenzie County shall encourage the retention and/or development of windbreaks between agricultural parcels and shelterbelts around farmsteads.*

The County is required to consider the protection of agricultural operations as directed by the Municipal Government Act (MGA). To balance the needs of the MGA and the desire to allow large parcels to be subdivided, administration proposes the amendments presented below:

OPTIONS & BENEFITS:

The benefit of amending the MDP is that it allows the County to be more flexible in meeting rural landowners requests for the subdivision and ownership of their land. The amendments still promote the preservation of agricultural land, but allow for more flexibility.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address agricultural land, its use or fragmentation. As such, the proposed amendments to the Municipal Development Plan neither support nor contradict the Sustainability Plan.

COMMUNICATION:

The bylaw amendment was advertised as per MGA requirements.

Author: B Peters Reviewed by: _____ CAO _____

RECOMMENDED ACTION:

Motion 1

That second reading be given to Bylaw 936-14 being a Municipal Development Plan amendment to amend the Municipal Development Plan Bylaw (735-09) sections 3.25 and 4.22.

Motion 2

That third reading be given to Bylaw 936-14 being a Municipal Development Plan amendment to amend the Municipal Development Plan Bylaw (735-09) sections 3.25 and 4.22.

Author: B Peters Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 936-14

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 Municipal Development Plan Amendment and present his submission.

_____ Does the Council have any questions of the proposed Municipal Development Plan Amendment?

_____ Were any submissions received in regards to the proposed Municipal Development Plan Amendment? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Municipal Development Plan Amendment?

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 936-14
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY MUNICIPAL DEVELOPMENT PLAN

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 Municipal Development Plan by amending the terminology in relation to agricultural land fragmentation to provide clarification.

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

1. That the Mackenzie County Municipal Development Plan Section 3.2.5 be amended to read as follows:

Mackenzie County shall discourage the removal of Better Agricultural Land from production, or its excessive fragmentation

2. That the Mackenzie County Municipal Development Plan Section 4.2.2 be amended to read as follows:

In the Agricultural Policy Area, Better Agricultural Land shall be preserved for agricultural operations.

- a) Mackenzie County shall encourage the maintenance of the 64.8 ha (160 acre) quarter section or river lots as the basic farm unit.
- b) Mackenzie County recognizes the need to accommodate smaller farmers to allow the rural agricultural lifestyle by permitting subdivisions up to 32.4 ha (80 acres) for farming purposes.
- c) Mackenzie County shall encourage the retention and/or development of windbreaks between agricultural parcels and shelterbelts around farmsteads.

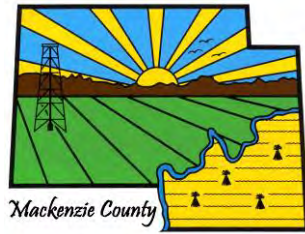
READ a first time this 11th day of February, 2014.

READ a second time this _____ day of _____, 2014.

READ a third time and finally passed this _____ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | <p>PUBLIC HEARING Bylaw 949-14 Land Use Bylaw Amendment to Rezone Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M (Part of Phase 5 & all of Phase 6) from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” (La Crete)</p> |

BACKGROUND / PROPOSAL:

Bylaw 949-14 being a Land Use Bylaw Amendment to rezone Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Multi-Family type dwellings, received first reading at the April 8, 2014 Council meeting.

The applicant started the Phase 5 subdivision last year, and is planning to start Phase 6 soon. The applicant would like to rezone all of Phase 6 and a very small portion of Phase 5 to Hamlet Residential 2 “HR2” for the purpose of allowing mostly multi-family type dwellings as permitted uses and Dwellings-Single Family as discretionary. Manufactured Homes are not allowed in this district.

For the same reasons as the previous rezoning bylaw request, the applicant feels that the demand for multi-type dwellings is on the rise; this location is adjacent to an existing large condominium dwellings as well as Dwellings – Single Family. The applicant wants to encourage mostly multi-type dwellings in the northern portion and Single Family Dwellings in the most southerly portion.

Bylaw 9__-14 was presented to the Municipal Planning Commission (MPC) at their March 27, 2014 meeting where the following motion was made:

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9__-14 being a Land Use Bylaw Amendment to rezone the

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

remainder of SW 9-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development, subject to public hearing input.

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not address multi-family dwellings in the Municipality. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

MOTION 1

That second reading be given to Bylaw 949-14 being a Land Use Bylaw Amendment to rezone Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Multi – Family type dwellings.

MOTION 2

That third reading be given to Bylaw 949-14 being a Land Use Bylaw Amendment to rezone Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Multi – Family type dwellings.

Author: L. Lambert Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 949-14

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 949-14
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 Condominium Development.

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

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

Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M within the Hamlet of La Crete, be rezoned from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Multi-Family Dwellings, as outlined in Schedule “A” hereto attached.

READ a first time this 08th day of April, 2014.

READ a second time this ___ day of _____, 2014.

READ a third time and finally passed this ___ day of _____, 2014.

Bill Neufeld
Reeve

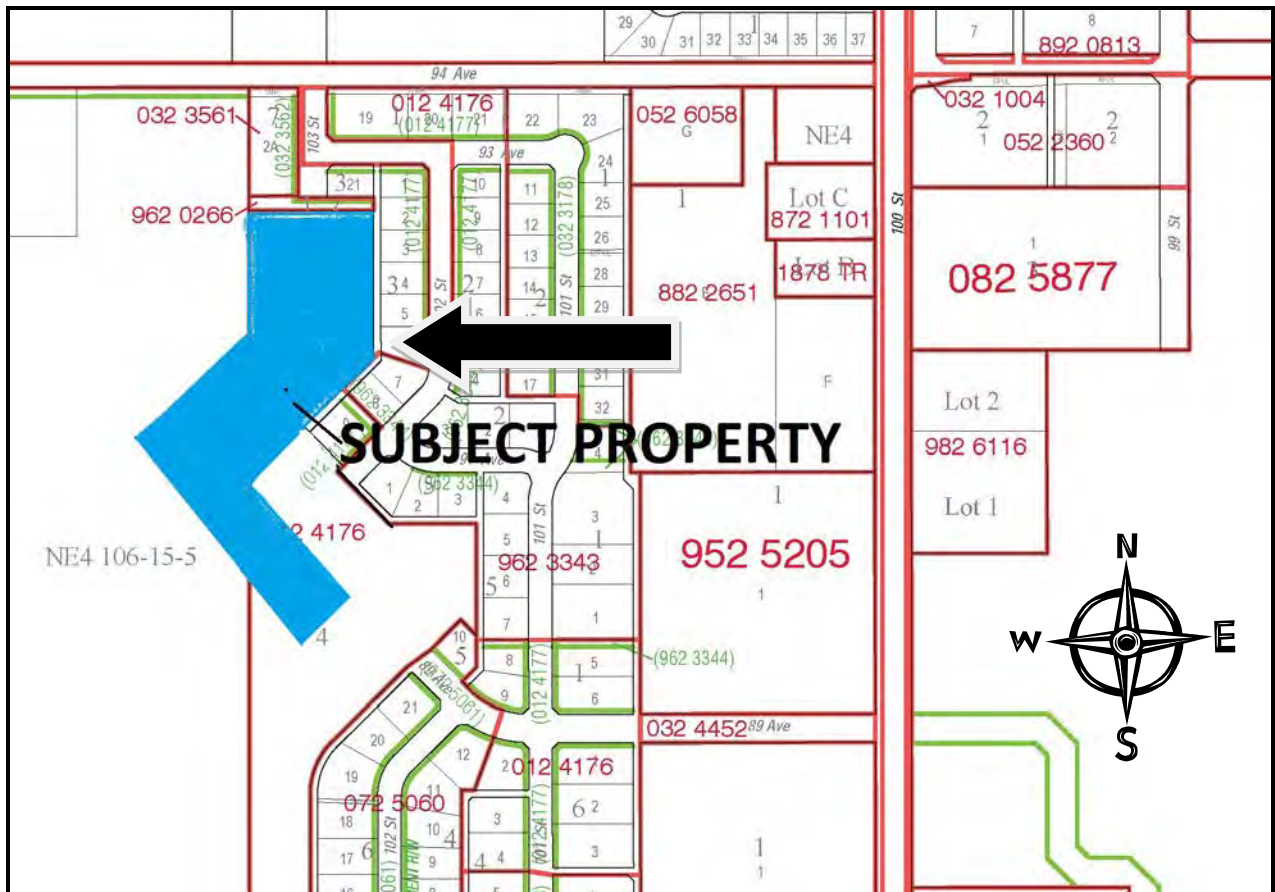
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 949-14

SCHEDULE "A"

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

Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M within the Hamlet of La Crete, be rezoned from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" to accommodate Multi-Family Dwellings, as outlined in Schedule "A" hereto attached.



FROM: Hamlet Residential District 1A "HR1A" & Hamlet Residential 1 "HR1"

TO: Hamlet Residential 2 "HR2"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

| | | |
|---------------------------------------|-------------------------------------|-----------------------------|
| NAME OF APPLICANT <i>Foothills</i> | | |
| ADDRESS <i>Box 1510</i> | | |
| TOWN <i>LaCrete Alta</i> | | |
| POSTAL CODE <i>T0H 2H0</i> | PHONE (RES.) <i>780 928 4760</i> | BUS. <i>780 841 1407</i> |

COMPLETE IF DIFFERENT FROM APPLICANT

| | | |
|--|-------------------------------------|-------------------------|
| NAME OF REGISTER OWNER <i>1743280 AB. Ltd</i> | | |
| ADDRESS <i>Box 750 330</i> | | |
| TOWN <i>LaCrete</i> | | |
| POSTAL CODE <i>T0H 2H0</i> | PHONE (RES.) <i>780 928 4760</i> | BUS. <i>841-1407</i> |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| QTR./LS. | SEC. | TWP. | RANGE | M. | OR | PLAN | BLK | LOT |
|----------|------|------|-------|----|----|------|-----|-----|
| | | | | | | | | |

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *HR1A & HR1B* TO: *HR2*

REASONS SUPPORTING PROPOSED AMENDMENT:

= extension of existing similar use
> high demand for multi-family dwellings

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

RECEIPT NO. _____

[Signature]

 APPLICANT

March 24 2014

 DATE

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

[Signature]

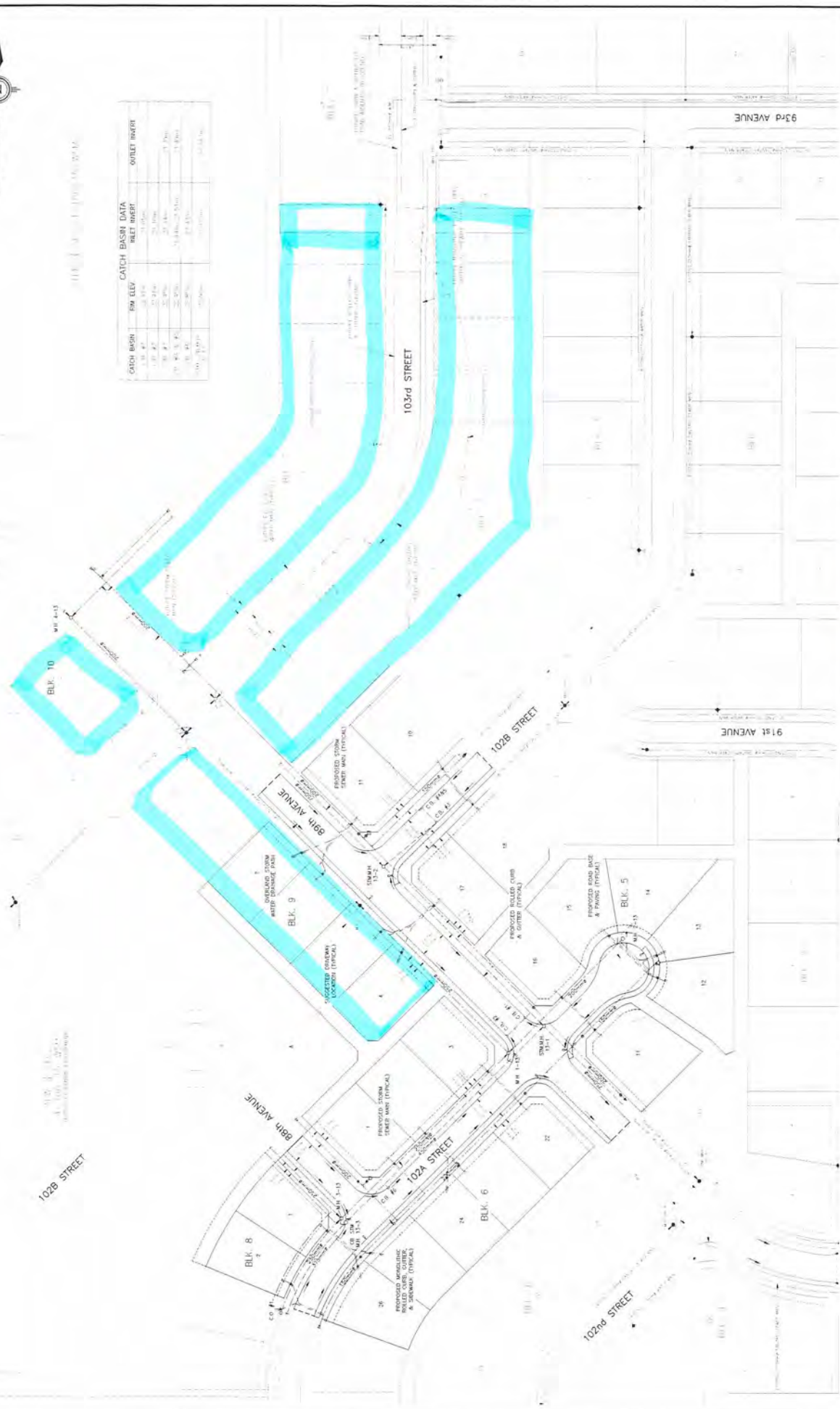
 REGISTERED OWNER

March 24 2014

 DATE



| CATCH BASIN | BW ELEV | CATCH BASIN DATA | INLET INVERT | OUTLET INVERT |
|-------------|---------|------------------|--------------|---------------|
| 101 | 1.85 | 1.00m | 1.75 | 1.65 |
| 102 | 1.75 | 1.00m | 1.65 | 1.55 |
| 103 | 1.65 | 1.00m | 1.55 | 1.45 |
| 104 | 1.55 | 1.00m | 1.45 | 1.35 |
| 105 | 1.45 | 1.00m | 1.35 | 1.25 |
| 106 | 1.35 | 1.00m | 1.25 | 1.15 |
| 107 | 1.25 | 1.00m | 1.15 | 1.05 |
| 108 | 1.15 | 1.00m | 1.05 | 0.95 |
| 109 | 1.05 | 1.00m | 0.95 | 0.85 |
| 110 | 0.95 | 1.00m | 0.85 | 0.75 |



1:100
 1" = 100'
 1:1000
 1" = 1000'

Designer: J.P.S.
 Date: 1/30/10
 Project No: 080800044
 Checked: J.P.S.
 Drawing No.: 1 OF 5
 Scale: B

FOOTHILLS CARPENTRY LTD.
 RESIDENTIAL SUBDIVISION; PHASE 5 - 2013
 LA CRETE, ALBERTA
 OVERALL PLAN

FOCUS
 PROFESSIONAL ENGINEERING
 4170 Highway 15, Suite 100
 Edmonton, Alberta T6C 1K8
 Tel: 780-443-2522
 Fax: 780-443-2523
 www.focus.ca

PERMIT TO PRACTICE
 FOCUS CORPORATION
 PERMIT NUMBER: P-6385
 100-10010-01/02/03/04/05/06/07/08/09/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

102nd Street
 103rd Street
 89th Avenue
 91st Avenue
 93rd Avenue

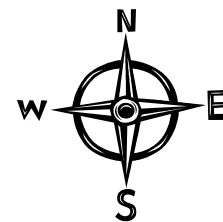
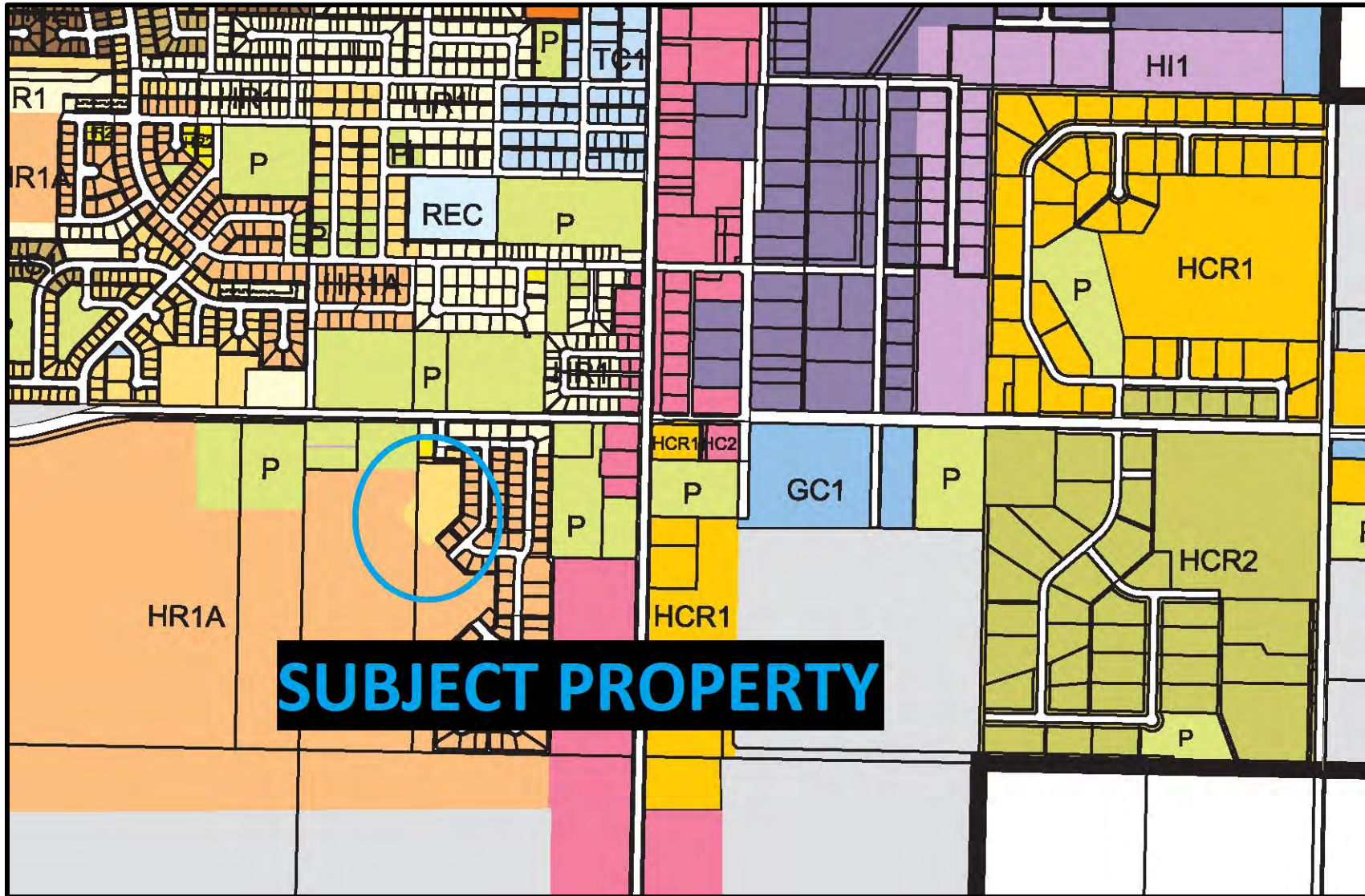
BLK. 5
 BLK. 6
 BLK. 8
 BLK. 9
 BLK. 10

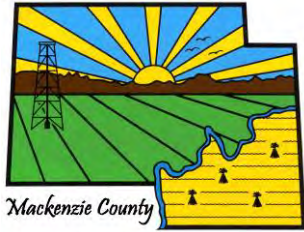


Revision
 1. 102nd Street
 2. 103rd Street
 3. 89th Avenue
 4. 91st Avenue
 5. 93rd Avenue

LAND USE BYLAW 949-14

Part of Plan 012 4176, Block 4, Lot A & Part of NE 4-106-15-W5M





MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | <p style="text-align: center;">PUBLIC HEARING Bylaw 950-14 Land Use Bylaw Amendment to Rezone Part of SW 9-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” (La Crete)</p> |

BACKGROUND / PROPOSAL:

Bylaw 950-14 being a Land Use Bylaw amendment to rezone the remainder of SW 9-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development, received first reading on April 8, 2014.

Mackenzie County has received a request to rezone the remainder of SW 9-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development.

The majority of SW 9-106-15-W5M has been subdivided and developed already. The applicant would now like to develop the remainder of this quarter. The current zoning of the remaining portion is Hamlet Residential 1A “HR1A” and Hamlet Residential 1 “HR1”. The applicant would like to rezone all of it to Hamlet Residential 2 “HR2” for the purpose of allowing mostly multi-family type dwellings as permitted uses and Dwellings-Single Family as discretionary. Manufactured Homes are not allowed in this district.

The demand for multi-type dwellings seems to be on the rise, this location is adjacent to a couple of existing large condominium dwellings as well as Dwellings – Single Family. The applicant wants to encourage mostly multi-family type dwellings in the northern portion and Single Family Dwellings in the most southerly portion.

Bylaw 9__-14 was presented to the Municipal Planning Commission (MPC) at their March 27, 2014 meeting where the following motion was made:

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

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 9__-14 being a Land Use Bylaw Amendment to rezone the remainder of SW 9-106-15-W5M from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" to accommodate Condominium Development, subject to public hearing input.

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not address multi-family dwellings in the Municipality. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

MOTION 1

That second reading be given to Bylaw 950-14, being a Land Use Bylaw Amendment to rezone the remainder of SW 9-106-15-W5M from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" to accommodate Condominium Development.

MOTION 2

That third reading be given to Bylaw 950-14, being a Land Use Bylaw Amendment to rezone the remainder of SW 9-106-15-W5M from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" to accommodate Condominium Development.

Author: L. Lambert Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 950-14

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 950-14
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 Condominium Development.

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

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

Part of SW 9-106-15-W5M

within the Hamlet of La Crete, be rezoned from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Dwellings-Multi type development, as outlined in Schedule “A” hereto attached.

READ a first time this 08th day of April, 2014.

READ a second time this ___ day of _____, 2014.

READ a third time and finally passed this ___ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

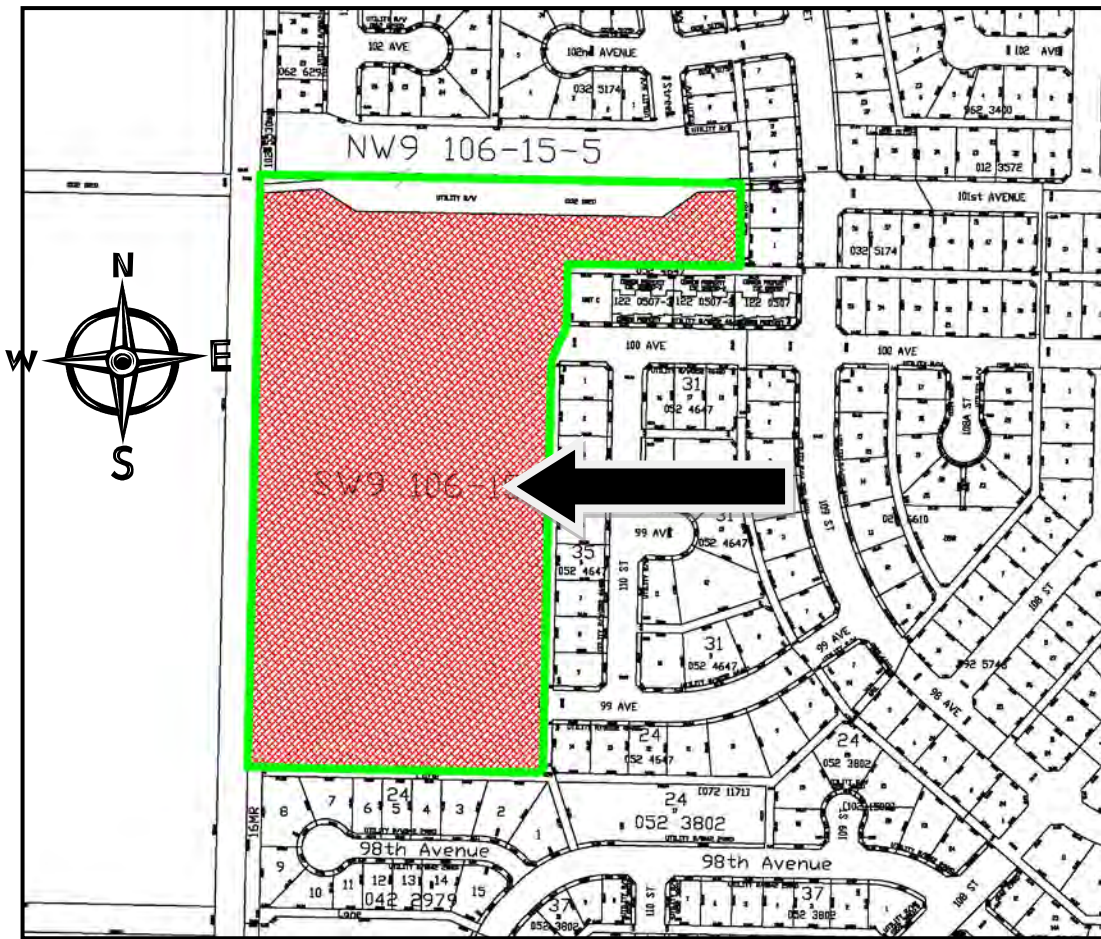
BYLAW No. 950-14

SCHEDULE "A"

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

Part of SW 9-106-15-W5M

within the Hamlet of La Crete, be rezoned from Hamlet Residential District 1A "HR1A" and Hamlet Residential 1 "HR1" to Hamlet Residential District 2 "HR2" to accommodate Dwellings-Multi Type Development, as outlined in Schedule "A" hereto attached



FROM: Hamlet Residential District 1A "HR1A" &
Hamlet Residential 1 "HR1"

TO: Hamlet Residential 2 "HR2"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

| | | |
|---|-------------------------------------|-------------------------|
| NAME OF APPLICANT <i>Quality Investment Corp</i> | | |
| ADDRESS <i>Box 543</i> | | |
| TOWN <i>La. Crete Ab.</i> | | |
| POSTAL CODE <i>T0H2K0</i> | PHONE (RES.) <i>780 928-3047</i> | BUS. <i>928-3750</i> |

COMPLETE IF DIFFERENT FROM APPLICANT

| | | |
|---|---------------------------------|-------------------------------------|
| NAME OF REGISTER OWNER <i>Quality Investment Corp.</i> | | |
| ADDRESS <i>Box 543</i> | | |
| TOWN <i>La. Crete Ab.</i> | | |
| POSTAL CODE <i>T0H2K0</i> | PHONE (RES.) <i>928-3047</i> | BUS. <i>cell</i> <i>926-6024</i> |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| QTR./LS. | SEC. | TWP. | RANGE | M. | OR | PLAN | BLK | LOT |
|-----------|----------|------------|-----------|----------|----|------|-----|-----|
| <i>SW</i> | <i>9</i> | <i>106</i> | <i>15</i> | <i>5</i> | | | | |

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *HR1A* TO: *HR2*

REASONS SUPPORTING PROPOSED AMENDMENT:

To Accomodate multi Dwelling type development!

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ _____ RECEIPT NO. _____

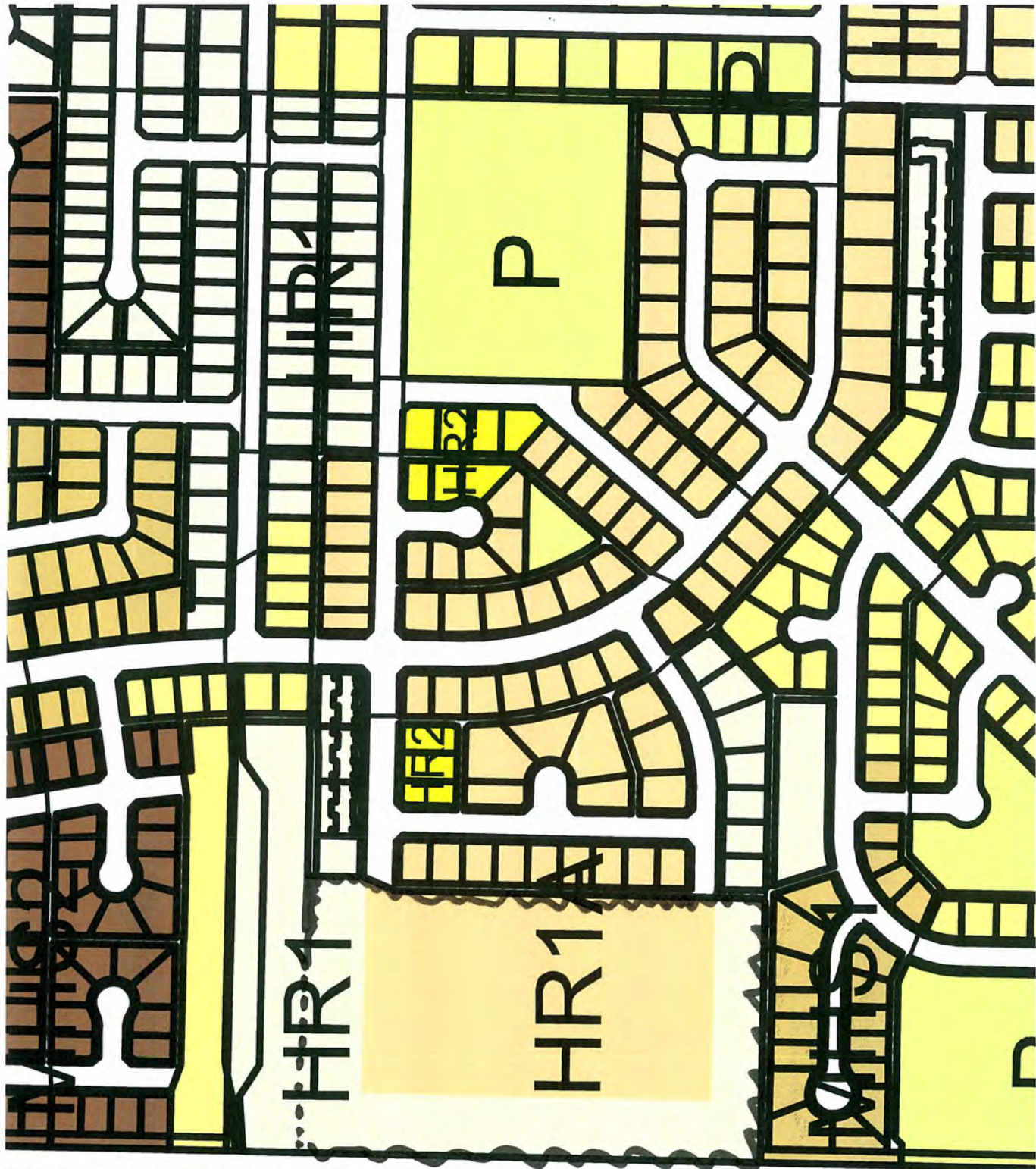
[Signature]
APPLICANT

Mar 14 2014
DATE

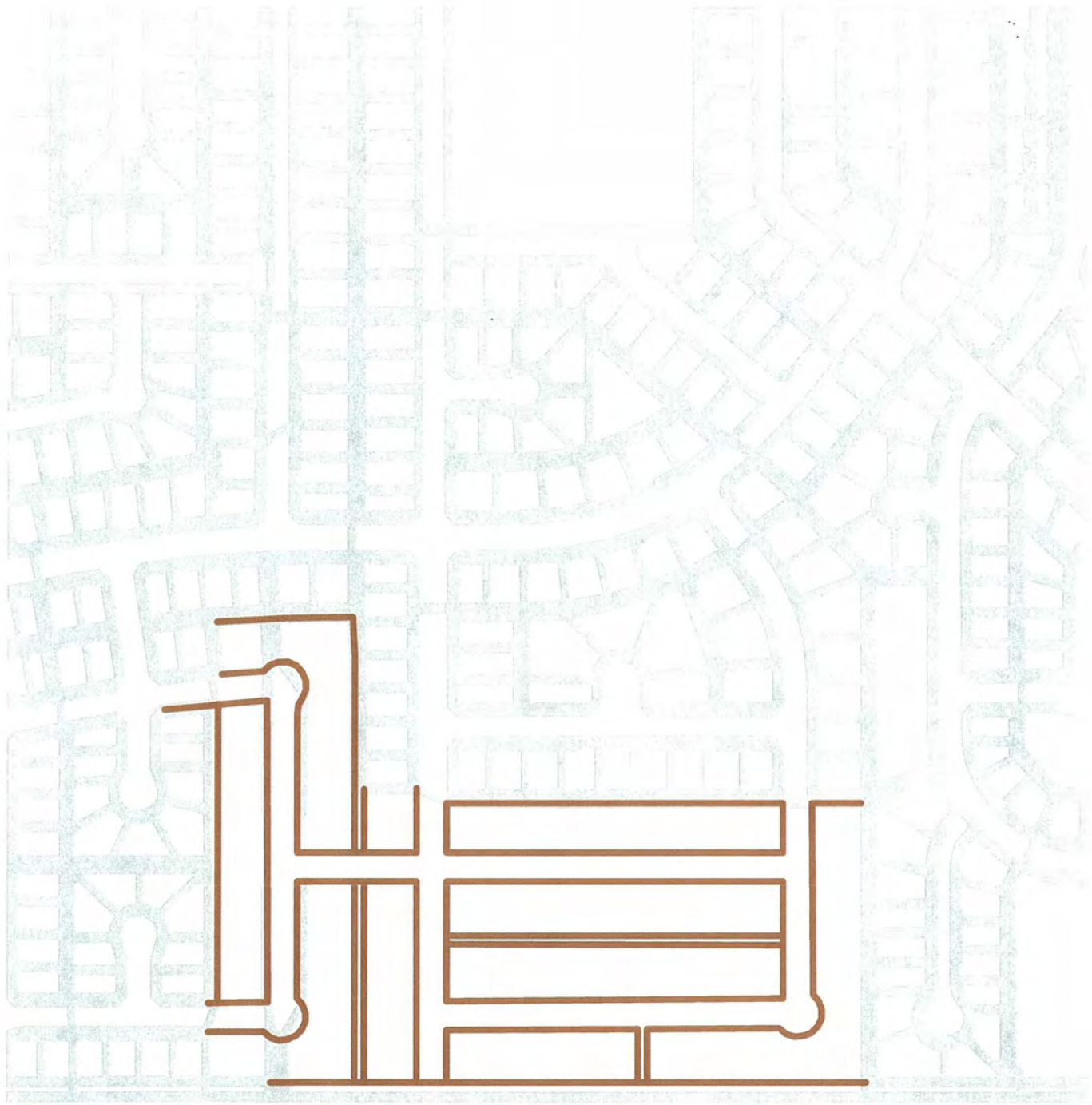
NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

[Signature]
REGISTERED OWNER

Mar 14/14
DATE

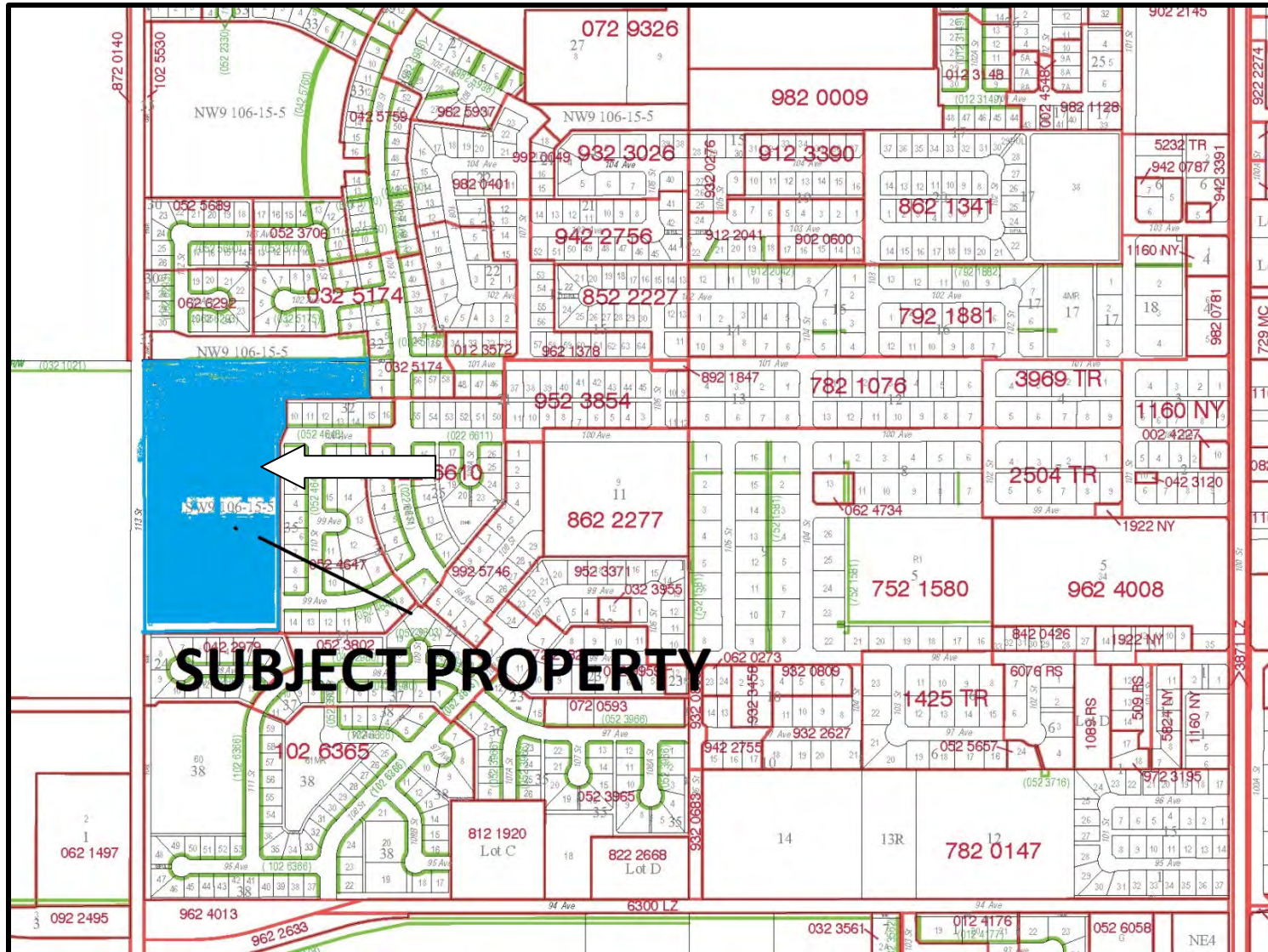


From HR1
to HR1A to
HR2

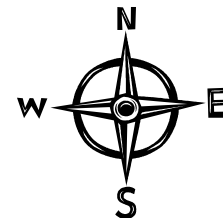


LAND USE BYLAW 94_-14

Part of SW 9-106-15-W5M



Mackenzie County





MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Bylaw 956-14 Off Highway Vehicles Bylaw – La Crete and Bylaw 958-14 Off Highway Vehicles Bylaw – Fort Vermilion |

BACKGROUND / PROPOSAL:

At the April 28, 2014 Council meeting, Council made a motion to change the Off Highway Bylaw.

MOTION 14-04-277 **MOVED** by Councillor Braun

That first reading be given to Bylaw 956-14 being the Off-Highway Vehicles bylaw for the Hamlet of La Crete & Fort Vermilion with the following amendments:

Hamlet of La Crete

- Remove Section 4 a) ii) the use is for the purpose of acquiring service or maintenance on the off-highway vehicle
- ATV use only during the period of April 1st – October 15th
- Provincial/Bylaw infractions to result in a seizure of the ATV for a minimum of 30 days for the first offense and a minimum of 60 days for the second offense.

CARRIED

MOTION 14-04-278 **MOVED** by Councillor Wardley

That second reading be given to Bylaw 956-14 being the Off-Highway Vehicles bylaw for the Hamlet of La Crete & Fort Vermilion.

CARRIED

Author: R. Pelensky Reviewed by: CAO

Administration has drafted two separate bylaws to address these changes. We created one for Fort Vermilion and one for La Crete.

OPTIONS & BENEFITS:

Separate Bylaws for each Hamlet will allow for appropriate usage of Off Highway vehicles within each Hamlet.

COSTS & SOURCE OF FUNDING:

The proposed changes to the bylaw would be funded in the 2014 Operating budget.

COMMUNICATION:

Amendments would be advertised on the County website, facebook page, and the next issue of the County Image, and Big Deal Bulletin. Signage would be placed on allocated trails.

RECOMMENDED ACTION:

Motion 1

That third and final reading be given to Bylaw 956-14 being the Off Highway Vehicles Bylaw for the Hamlet of La Crete.

Motion 2

That first reading be given to Bylaw 958-14 being the Off Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Motion 3

That second reading be given to Bylaw 958-14 being the Off Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Motion 4 (requires unanimous)

That consideration be given to go to third reading of Bylaw 958-14 being the Off Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Motion 5

That third reading be given to Bylaw 958-14 being the Off Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Author: R. Pelensky Reviewed by: _____ CAO _____

BYLAW NO. ~~923-13~~ 956-14

**BEING A BYLAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO REGULATE THE CONTROL, USE AND OPERATION OF OFF-HIGHWAY
VEHICLES WITHIN THE HAMLETS OF ~~FORT VERMILION AND~~ LA CRETE**

WHEREAS the Traffic Safety Act, being Chapter T-6, and the Municipal Government Act, being Chapter M-26, both of the Statutes of Alberta **as amended**, 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 Mackenzie County to pass a Bylaw to regulate the operation of off-highway vehicles within the Municipality;

NOW THEREFORE the Council of Mackenzie County, 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 for the Hamlet of ~~Fort Vermilion and~~ La Crete”.

SECTION 2 INTERPRETATION

Where there is a conflict between this Bylaw and any other Bylaw pertaining to noise abatement in the Municipality, 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 Mackenzie County Council, duly assembled and acting as such;

- c) “Designated Trails” means trails, and areas designated by Council as such, and identified in this Bylaw;
- d) “Hamlet” means the area contained within the boundaries of the Hamlets of ~~Fort Vermilion and~~ La Crete in the Province of Alberta;
- e) “Helmet” means a rigid safety helmet with chin strap attached which has been CSA approved for off-highway use;
- f) “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:
- g) “Municipality” means the area contained within the boundaries of Mackenzie County;
- h) “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) mini-bikes, 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;
- i) “Operator” means a person who drives or is on actual physical control of a vehicle;
 - j) “Owner” means a person who owns, rents or has the exclusive use of that vehicle under a lease or for any period;
 - k) “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;
 - l) “Residential Area” means an area within the boundaries of a Hamlet that is zoned for residential use pursuant to the Municipality’s current Land Use Bylaw;
 - m) “Roadway” means that part of a highway intended for use by vehicular traffic;
 - n) “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;
 - o) “Summer” means April 1st – October 15th ~~that ground cover is clear of snow-~~

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 within provincial legislation 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 Chief Administrative Officer 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

vii) Landscaped road right of way in the summer months, unless it is designated as a trail in this bylaw.

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 operate an off highway vehicle within the ~~Fort Vermilion, or~~ La Crete Hamlet when there is;
- i) No certificate of registration to the off highway vehicle,
 - ii) The license plate is not properly affixed to the vehicle.
- f) No person shall in any way damage any street furniture on any highway or public place.
- g) 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.
- h) No person shall operate an off-highway vehicle in a manner that creates unnecessary noise.
- i) All off-highway vehicles must come to a complete stop before crossing a highway.
- j) 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 amount as stated in the Mackenzie County Fee Schedule Bylaw 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 amount as stated in the Mackenzie County Fee Schedule Bylaw 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, he may serve upon such a person a voluntary violation ticket allowing payment of the penalty specified in 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 **will result in a minimum 30 day Off-highway vehicle seizure on their first offence and a minimum 60 day seizure on their second and subsequent offenses.** ~~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 ~~594-06~~ **923-13**.

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

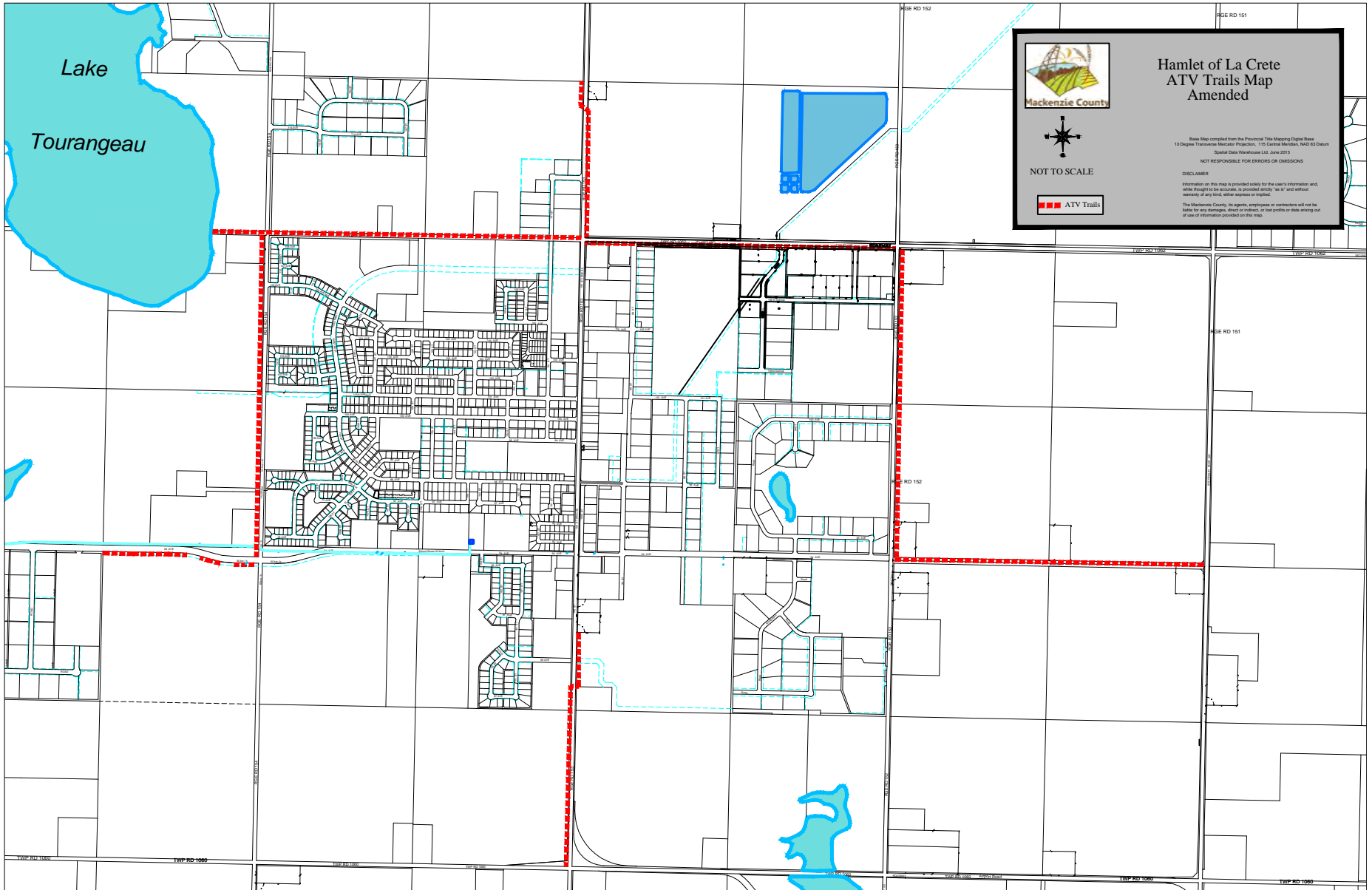
READ a first time this 28th day of April, 2014.

READ a second time this 28th day of April, 2014.

READ a third time and finally passed this _____ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



BYLAW NO. 923-13 958-14

**BEING A BYLAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO REGULATE THE CONTROL, USE AND OPERATION OF OFF-HIGHWAY
VEHICLES WITHIN THE HAMLET~~S~~ OF FORT VERMILION ~~AND LA CRETE~~**

WHEREAS the Traffic Safety Act, being Chapter T-6, and the Municipal Government Act, being Chapter M-26, both of the Statutes of Alberta **as amended**, 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 Mackenzie County to pass a Bylaw to regulate the operation of off-highway vehicles within the Municipality;

NOW THEREFORE the Council of Mackenzie County, 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 for the Hamlet of Fort Vermilion and ~~La Crete~~”.

SECTION 2 INTERPRETATION

Where there is a conflict between this Bylaw and any other Bylaw pertaining to noise abatement in the Municipality, 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 Mackenzie County Council, duly assembled and acting as such;

- c) “Designated Trails” means trails, and areas designated by Council as such, and identified in this Bylaw;
- d) “Hamlet” means the area contained within the boundaries of the Hamlets of Fort Vermilion ~~and La Crete~~ in the Province of Alberta;
- e) “Helmet” means a rigid safety helmet with chin strap attached which has been CSA approved for off-highway use;
- f) “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:
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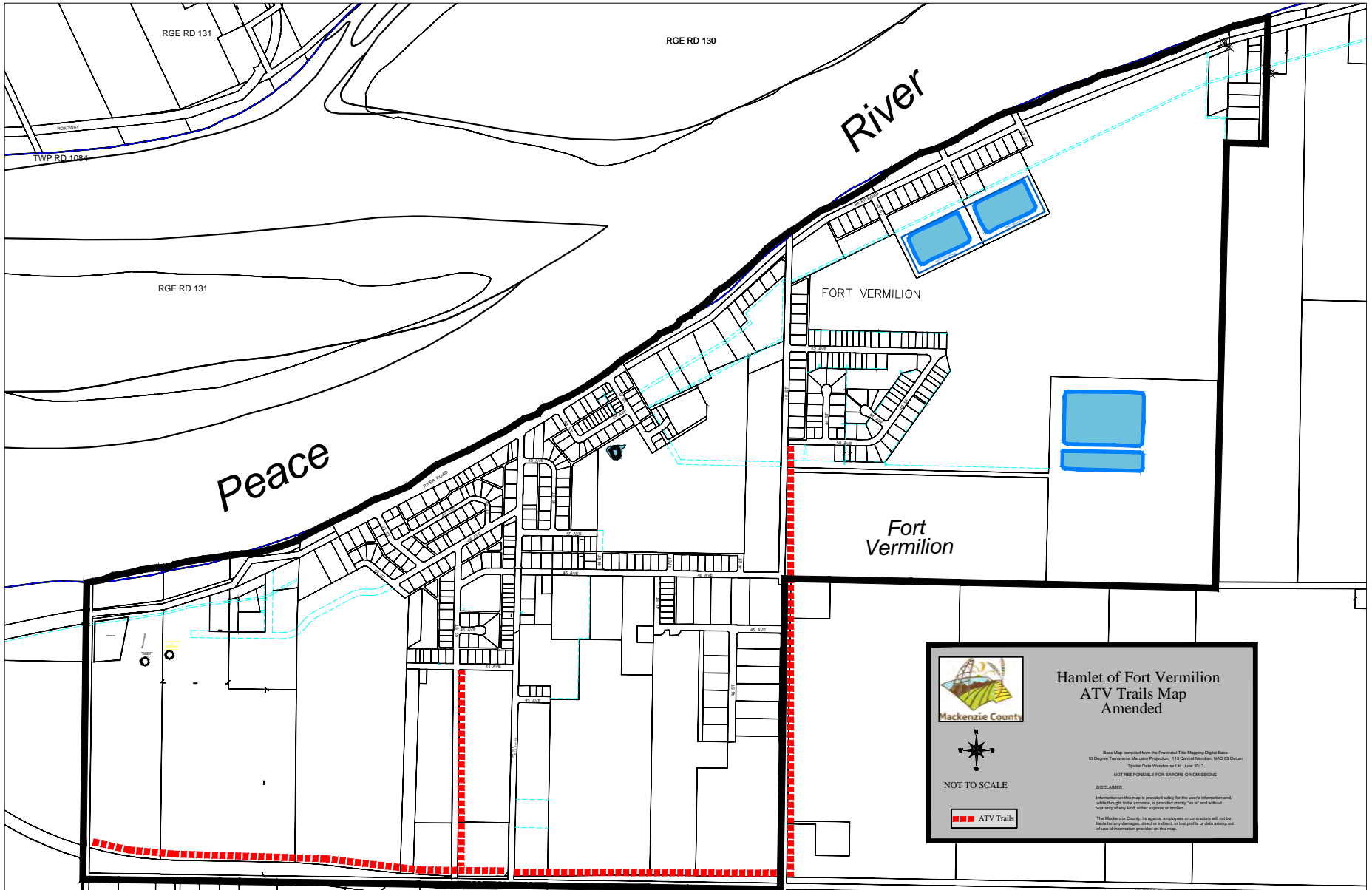
READ a first time this _____ day of _____, 2014.

READ a second time this _____ day of _____, 2014.

READ a third time and finally passed this _____ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer





MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | John Klassen, Director of Environmental Services & Operations |
| Title: | Disposal of Assets – Seniors Bus (Unit #1038) |

BACKGROUND / PROPOSAL:

On April 17, 2014 administration presented to the Public Works Committee a recommendation to dispose of the previous senior’s bus and the following motion was passed:

MOTION PW-14-04-038 MOVED by Councillor Knelsen

That the Public Works Committee recommends to Council that Mackenzie County donate the unit ‘as is where is’ to a local nonprofit organization.

CARRIED

A nonprofit organization that operates out of the extended care facility in La Crete has expressed an interest in this unit.

This bus is a 1997 model with about 160,000 km’s and at the time of replacement it had a severely cracked frame which needed fish plating to be done by a licensed welder in order to be deemed road worthy. This work has been completed.

The County replaced this unit in 2011 and as a result the above mentioned unit has been sitting in the yard for the past three years, administration feels it should be disposed of instead of allowing it to deteriorate from lack of use. (Please see attached photo)

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

OPTIONS & BENEFITS:

The following options were presented to the Committee and option 5 was the preferred option.

Option 1 – That this unit is not to be disposed of at this time.

Option 2 – That administration obtains a value and advertises the unit for sale.

Option 3 – That Mackenzie County dispose of the unit at a local auction sale.

Option 4 – That Mackenzie County ship the unit to a Richie Brothers sale.

Option 5 – That Mackenzie County donate the unit to a local nonprofit organization.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

Administration will be in direct contact with the organization as to the result of Councils decision.

RECOMMENDED ACTION:

That Mackenzie County donates the previous senior's bus (Unit #1038) "as is where is" to a local nonprofit organization which in turn releases the County from any further obligations regarding operations and maintenance of the said unit.

Author: John Klassen Reviewed by: _____ CAO JW



WHEELCHAIR
ACCESS DOOR
PLEASE DON'T PARK
WITHIN 6 FEET.

1038



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | John Klassen, Director of Environmental Services & Operations |
| Title: | Additional Access Request – Lot-11, BLK-2, PLN 142 0720 (Plumbin’ Joe’s) |

BACKGROUND / PROPOSAL:

Administration received an application for additional accesses and as per Policy PW039 any such request is at the discretion of Council.

The request in question is for a commercial lot located in the North sector of La Crete, to which the applicant is requesting Councils consideration for multiple adjoining accesses due to the nature of the business, this would result in one long continuous driveway that we the County are trying to avoid due to the operational challenges they pose.

Therefore in discussions with the field staff administration feels additional accesses could be allowed if a reasonable space remains between the accesses for maintenance purposes.

OPTIONS & BENEFITS:

Option 1 – That the request for additional accesses to Lot-11, BLK-2, PLN 142 0720 be denied.

Option 2 – That the request for additional accesses to Lot-11, BLK-2, PLN 142 0720 be approved with the following conditions:

- a) That all additional accesses cannot exceed the maximum width as per Policy PW039.
- b) That there is a minimum one (1) meter separation between the sloped ends of the culverts to provide an operational and maintenance area.

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

The benefit of option 2 is an opportunity for property owners to obtain additional accesses meanwhile also providing County staff with an area for maintenance.

According to our calculations of the lot width and ditch depth at this location option 2 would support a maximum of three 16 meter accesses.

COSTS & SOURCE OF FUNDING:

All associated costs will be borne by the applicant.

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

A formal letter will be sent to the applicant describing the conditions.

RECOMMENDED ACTION:

Option 2

That the request for additional accesses to Lot-11, BLK-2, PLN 142 0720 (Plumbin' Joe's) be approved with the following conditions:

- a) That all additional accesses cannot exceed the maximum width as per Policy PW039.
- b) That there is a minimum one (1) meter separation between the sloped ends of the culverts to provide an operational and maintenance area.

Author: John Klassen Reviewed by: _____ CAO _____

SE16 106-15-5

SW15 106-15-5

Subject Property



La Crete North Access

91

552 5522

142 0720

142 0720

12

2

13

ROAD

5

2

4

122 3197

122 3197

2

3

2

2

552 4475

OK Tire

1

1

542 4214

Integra Tire

101 ST

122 3197

9

2

8

7

6

CO-OP

Super J

1

3

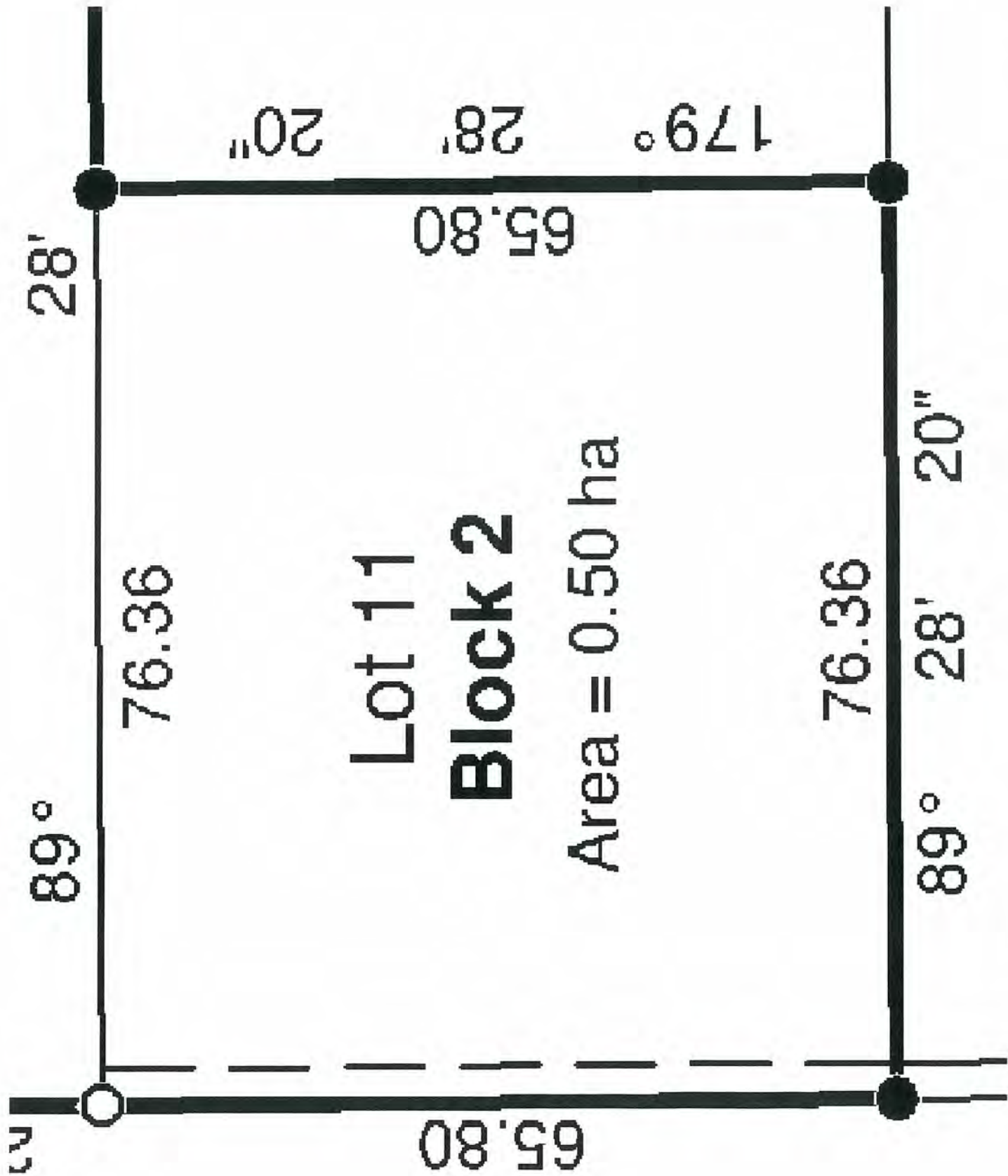
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SE16 106-15-5

SW15 106-15-5



Road 8





MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | John Klassen, Director of Environmental Services & Operations |
| Title: | County Applied Dust Control |

BACKGROUND / PROPOSAL:

Each year the County applies dust control to various locations in order to promote safety for motorists within the County.

Attached for your perusal are maps of the areas where dust control was applied in the 2013 season as well as some additions.

Administration is looking for input from Council regarding the application areas and the question is: should we continue as per the maps or do they need some revision?

OPTIONS & BENEFITS:

For discussion.

COSTS & SOURCE OF FUNDING:

To be funded from the 2014 approved operating budget.

SUSTAINABILITY PLAN:

NA

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

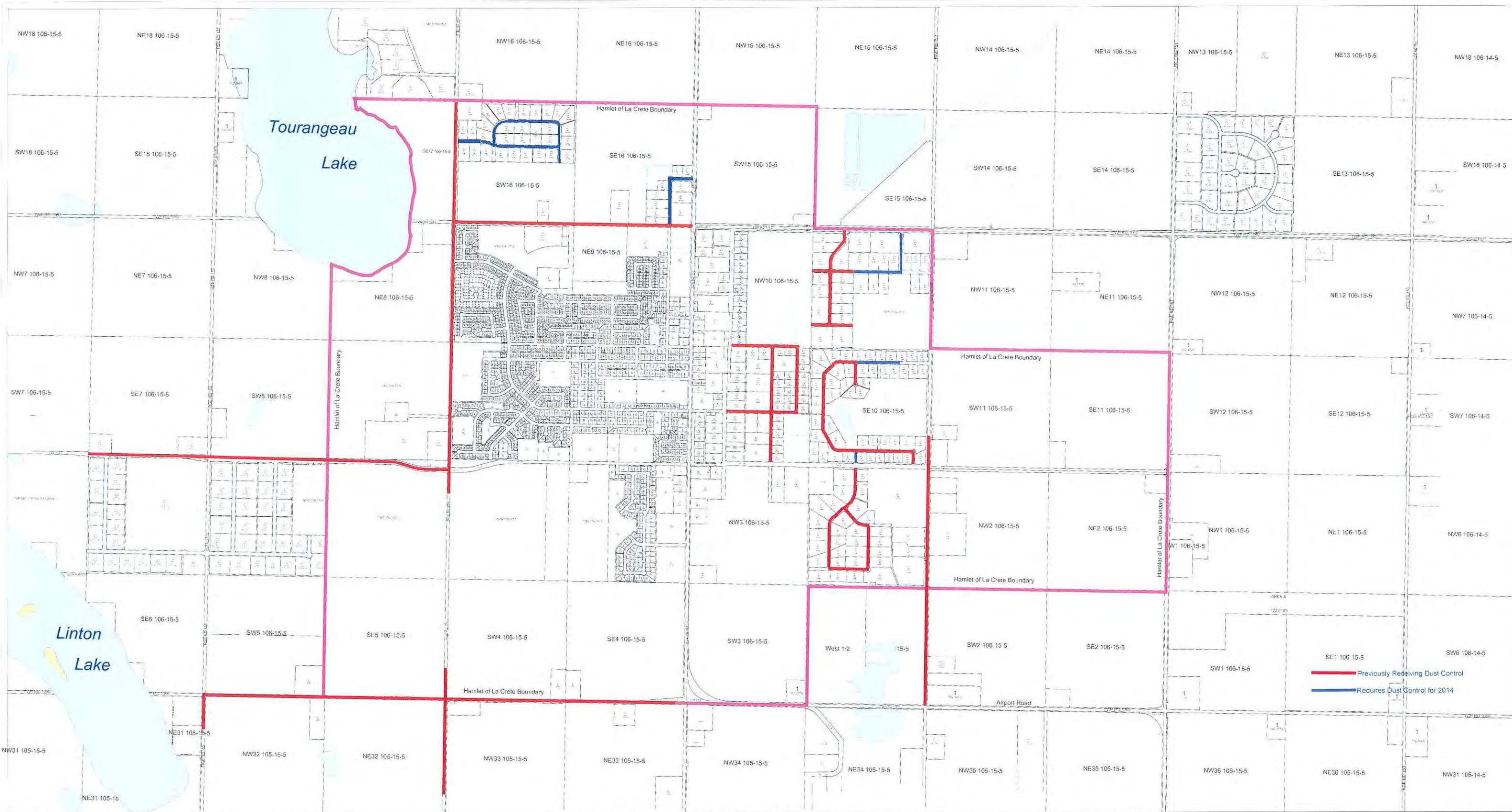
COMMUNICATION:

NA

RECOMMENDED ACTION:

That the County applied dust control areas for 2014 remain as identified in the dust control maps approved for 2013.

Author: _____ Reviewed by: _____ CAO _____



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

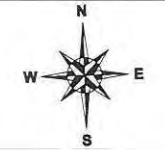


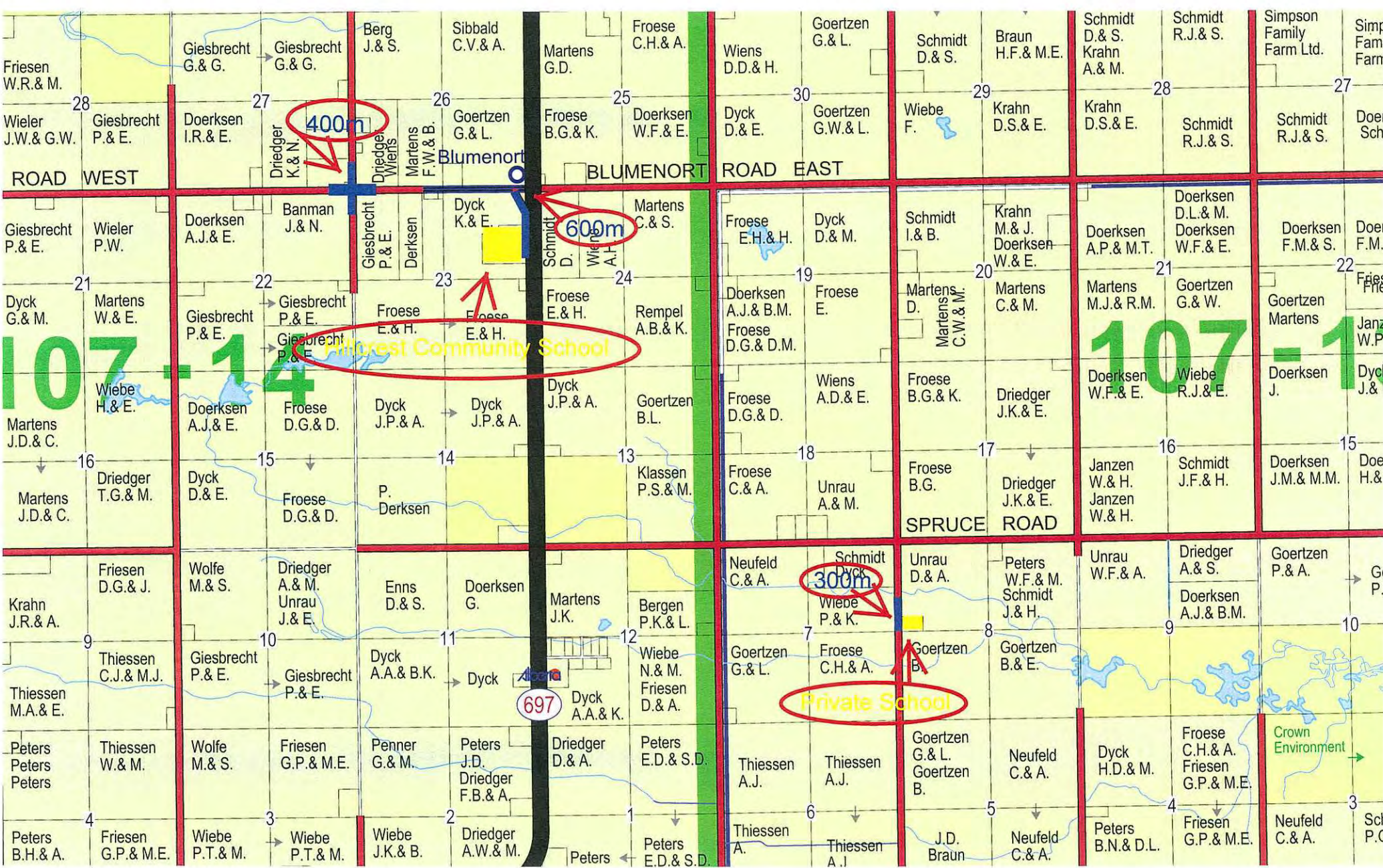
Hamlet of La Crete
 2014
 Cadastral Base Map



Not To Scale

10 Degree Transverse Mercator Projection, 115 Degree Central Meridian, NAD 83 Datum





106-14

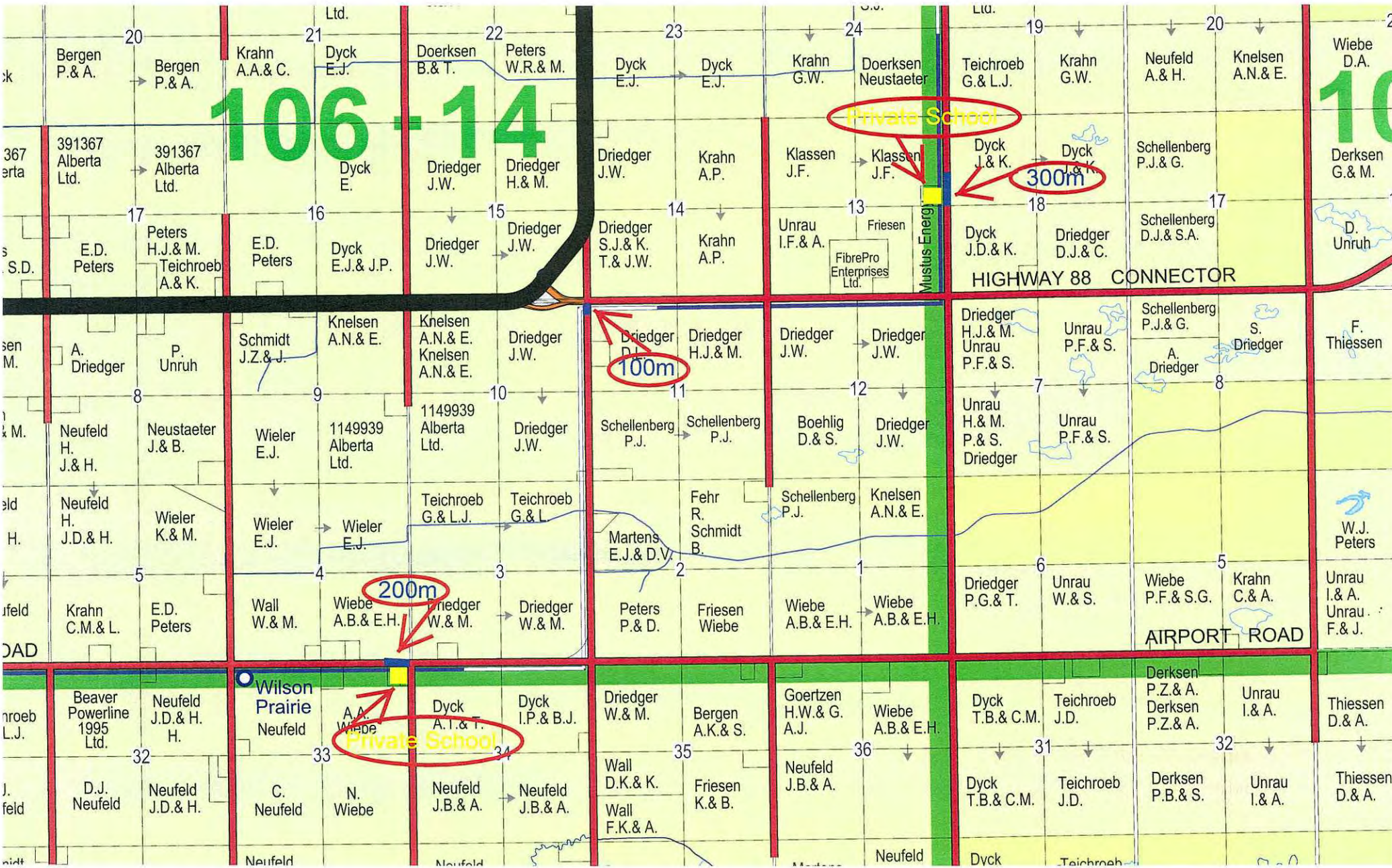
Private School

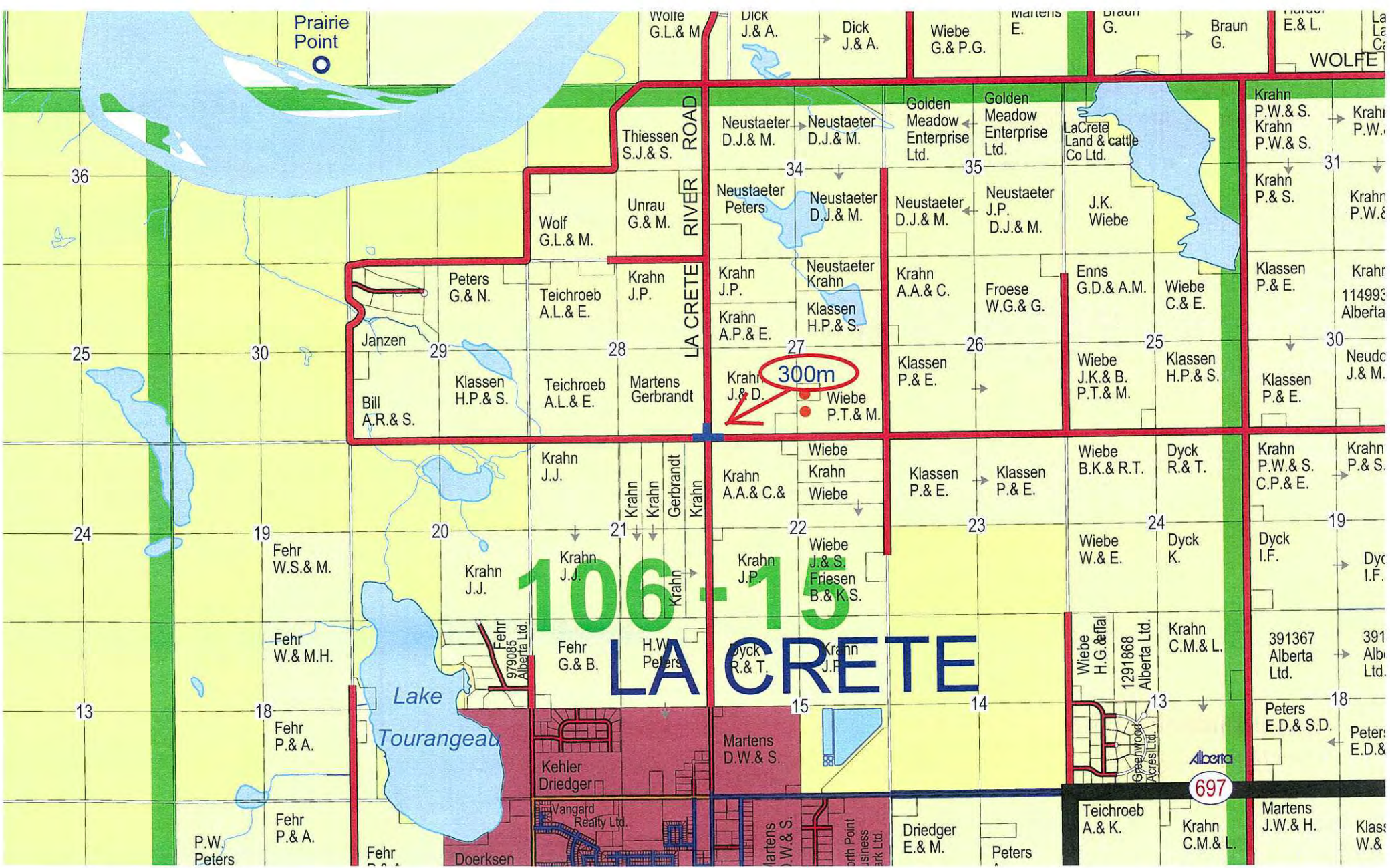
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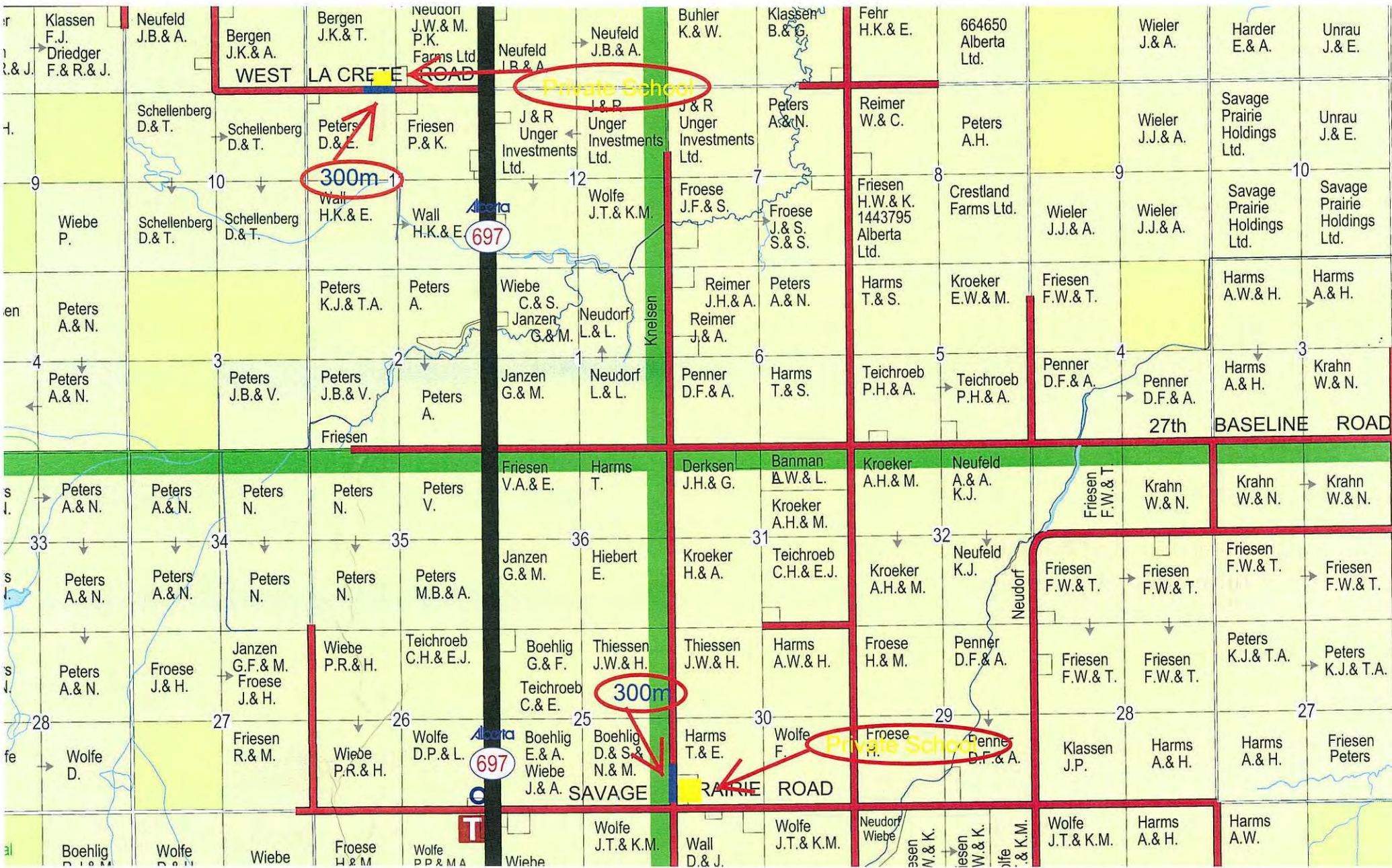
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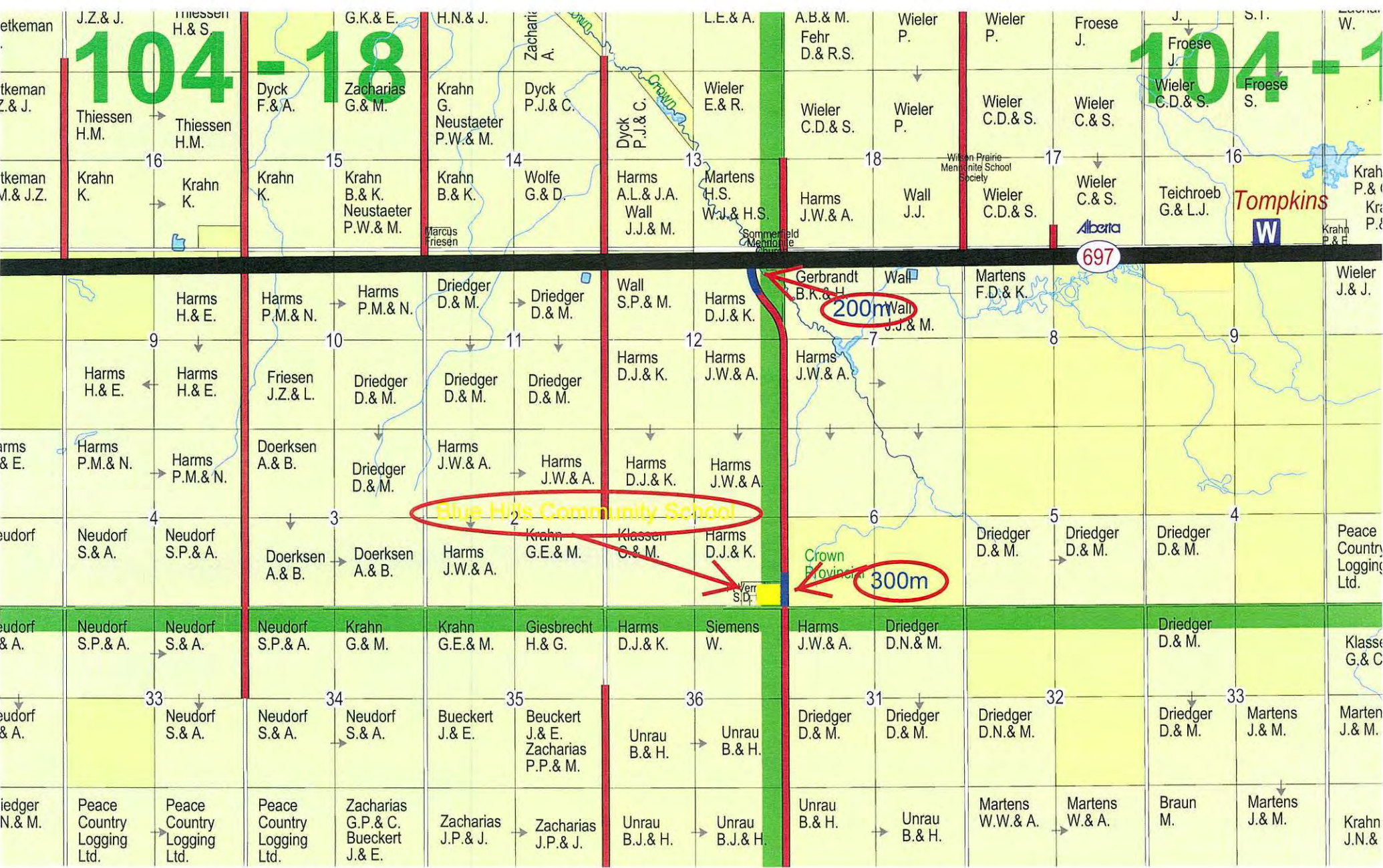
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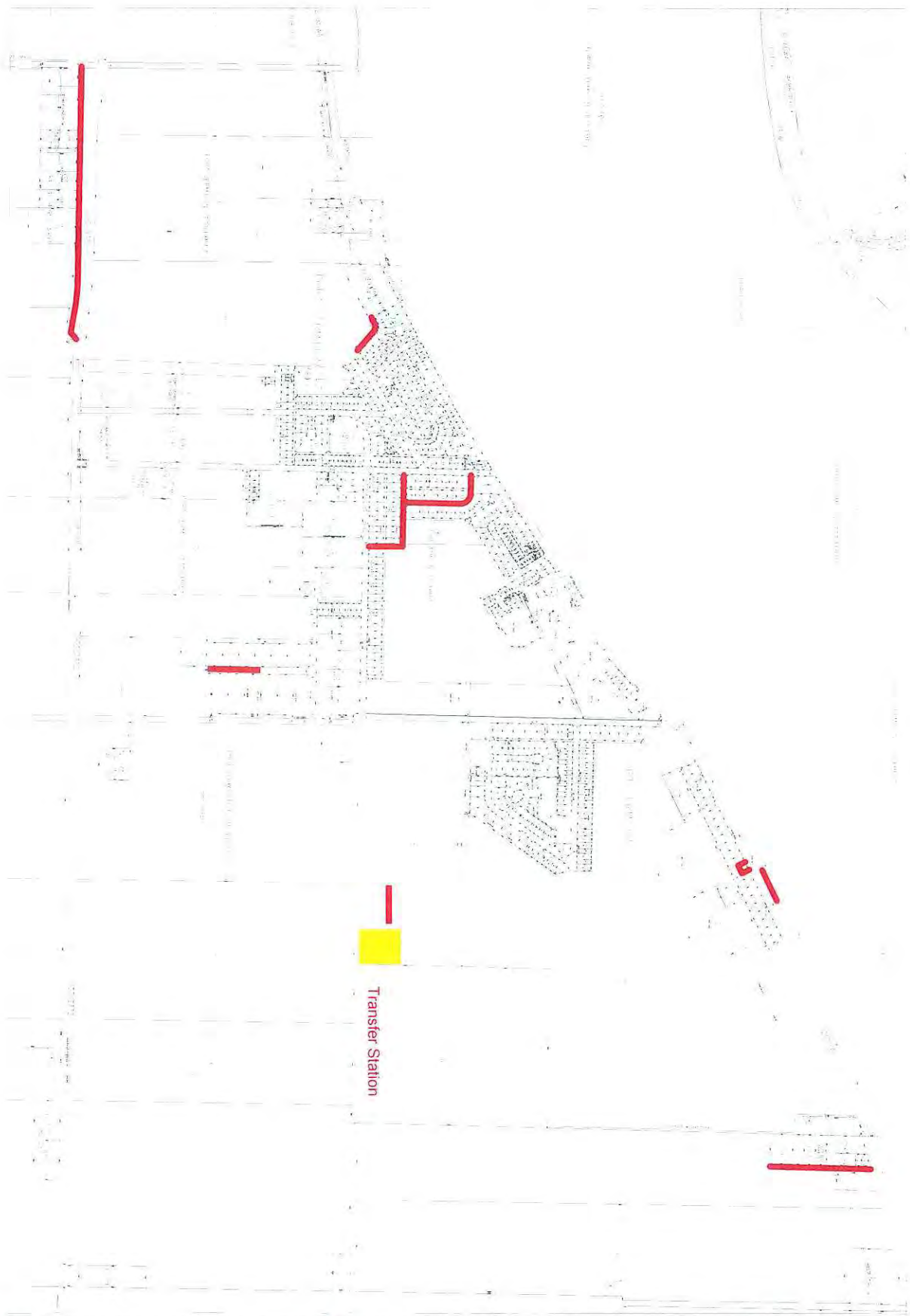
Private School





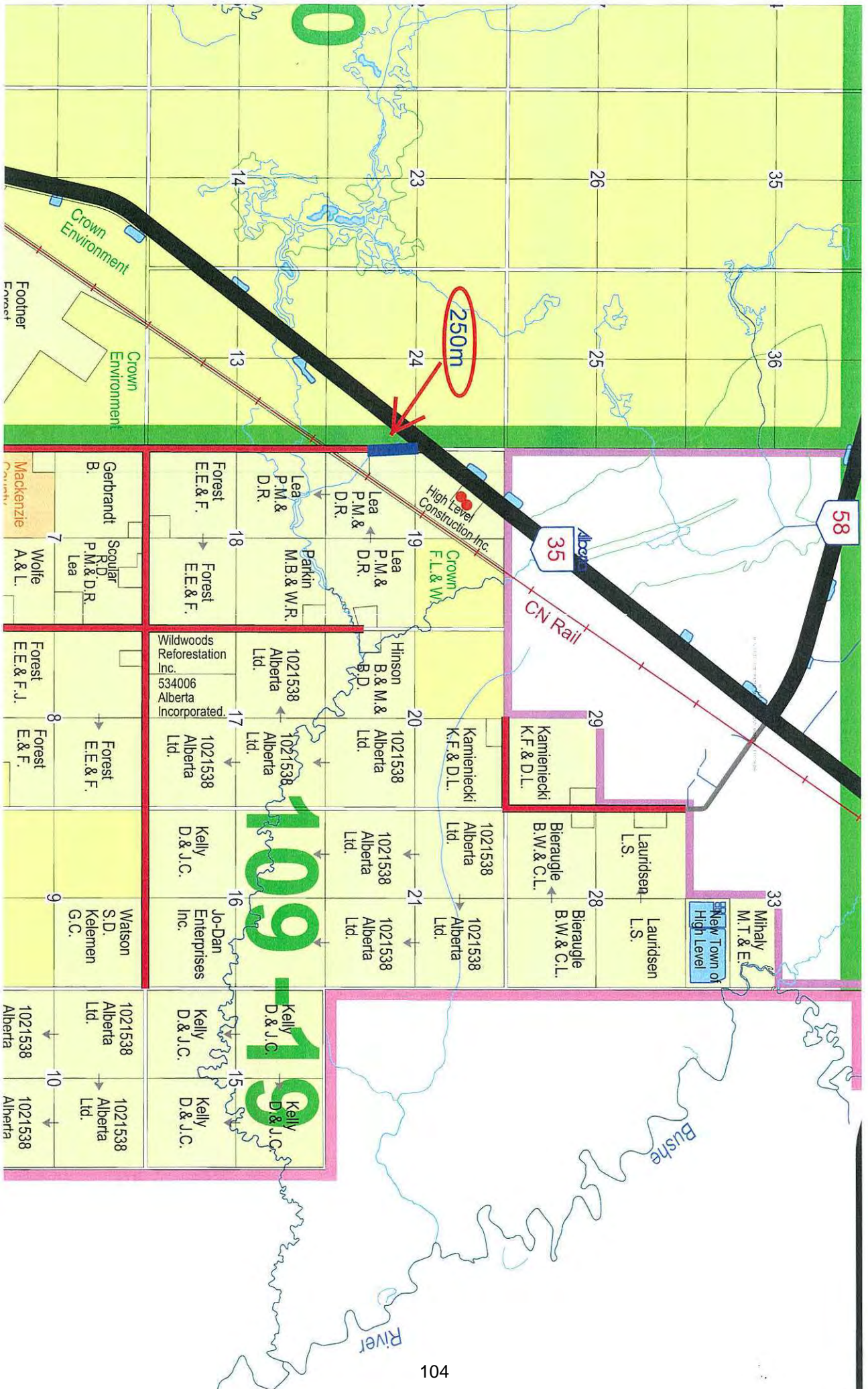


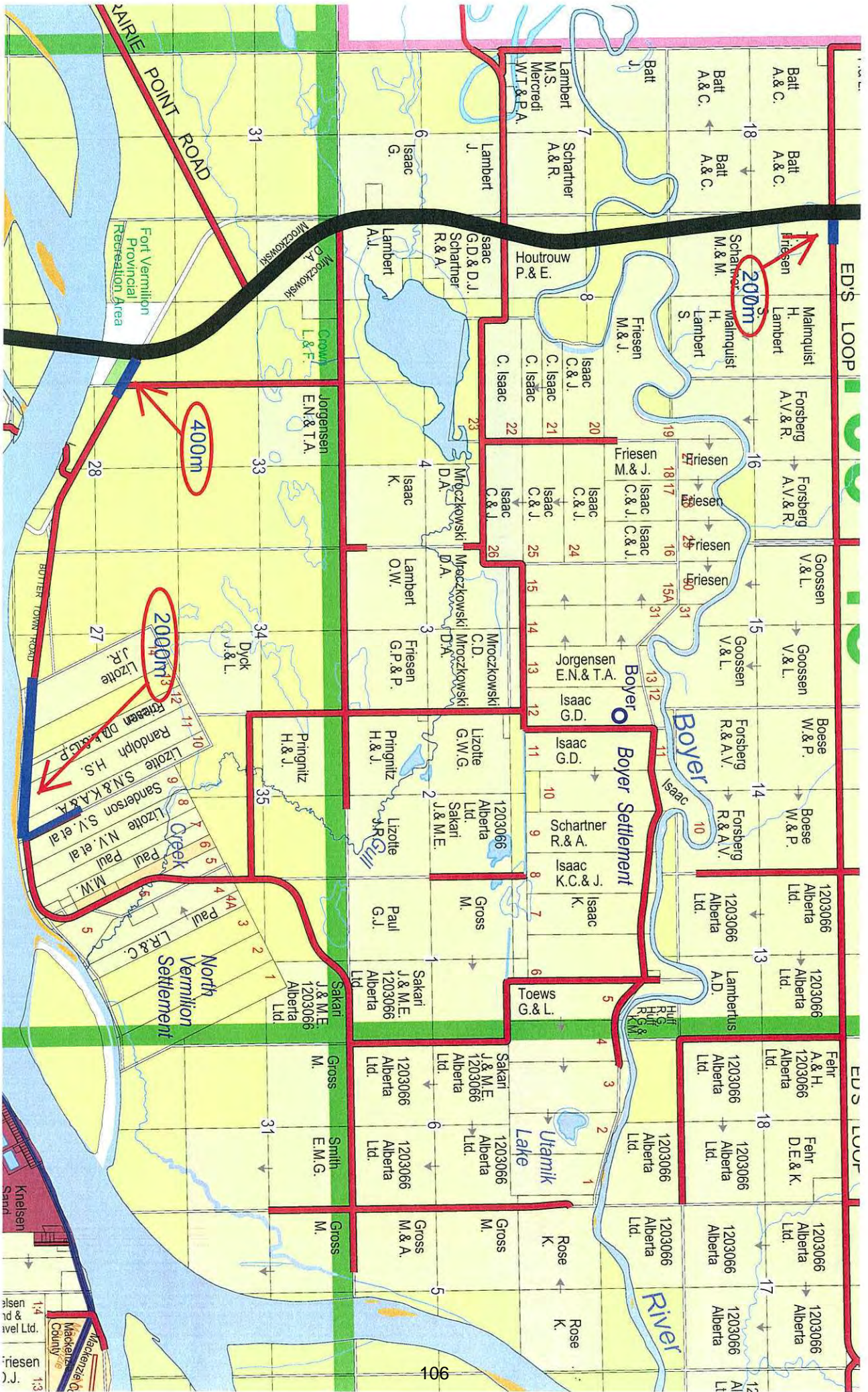




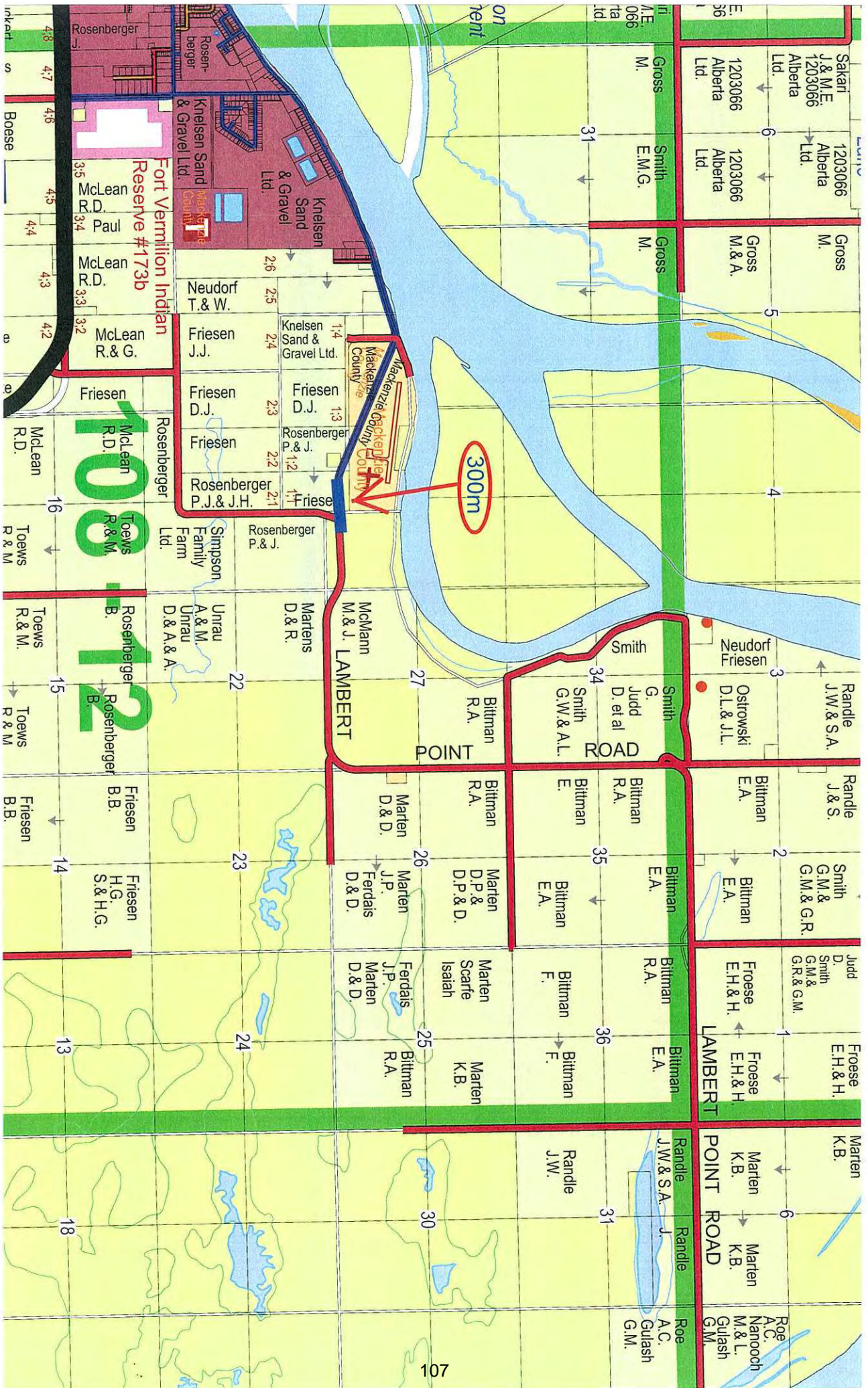
Hamlet of Fort
 Vermilion County
 Applied Dust Control

Legend:
 Calcium





14
13
Mackenzie Co.
County
Kneisen Sand
friesen



Fort Vermilion Indian Reserve #173b

100-12

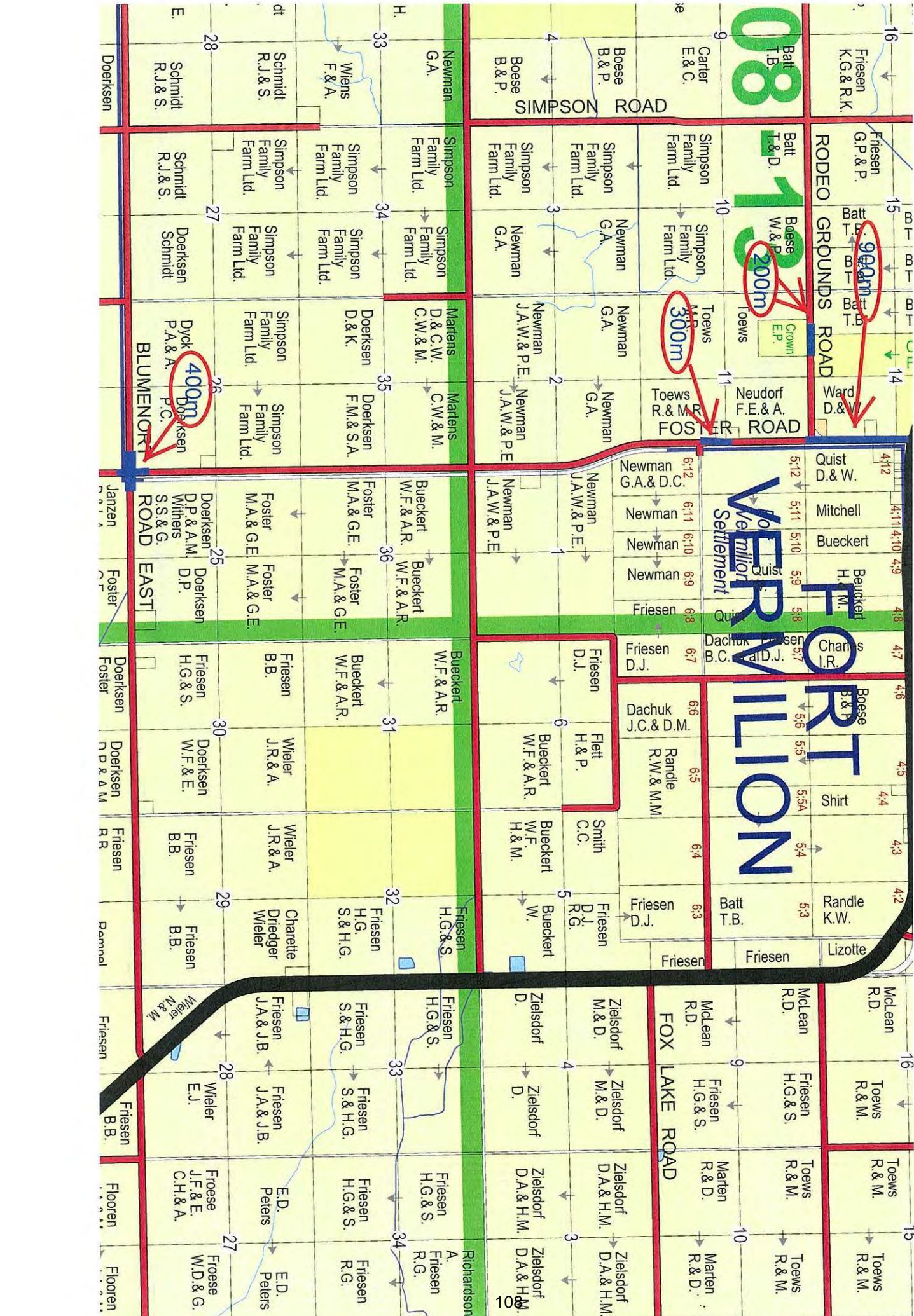
300m

LAMBERT

POINT ROAD

LAMBERT

POINT ROAD



16
15
14
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12
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6
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4
3
2
1

A. B. C. D. E.

SIMPSON ROAD
RODEO GROUNDS ROAD
FOSTER ROAD
BLUMENTHORP ROAD

200m
300m
400m

Verticalion Settlement

FOX LAKE ROAD

Richardson A. Friesen R.G.

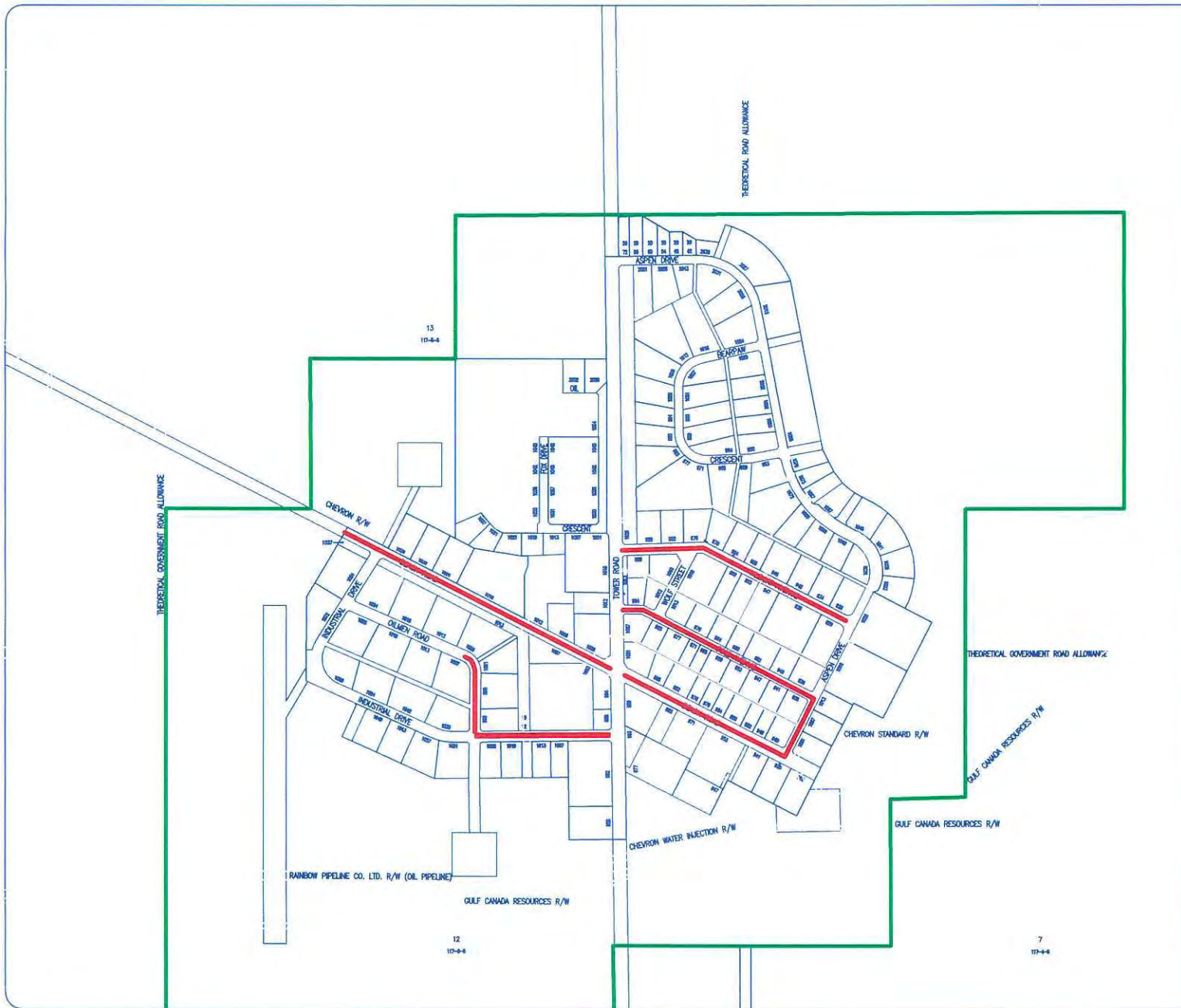
McLean R.D. Toews R.& M. Toews R.& M.

Friesen H.G.& S. Toews R.& M. Marten R.& D. Marten R.& D.

Friesen H.G.& S. Toews R.& M. Toews R.& M. Toews R.& M.

Friesen H.G.& S. Friesen R.G. Friesen R.G.

Hamlet of Zama County Applied Dust Control



3.1 km Calcium







MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Intersection Lighting (Hwy 697 and Blumenort Road) |

BACKGROUND / PROPOSAL:

The Public Works Committee reviewed a request from Keith Lambert from La Prairie Group requesting illumination at the intersection of Highway 697 and Blumenort road. The request was made as there is a lot of school buses turning into Blumenort School and it is dangerous if it is foggy or dark.

The Public Works Committee made the following motion at the April 17, 2014 meeting:

MOTION PW-14-04-037 *MOVED by Reeve Neufeld*

That the Public Works Committee recommends to Council that a letter be sent to Alberta Transportation to illuminate the intersection of Highway 697 and Blumenort Road.

CARRIED

OPTIONS & BENEFITS:

Option 1

That administration send a letter to Alberta Transportation requesting that the intersection of Highway 697 and Blumenort Road be illuminated as it is dangerous for the school buses to turn during foggy and low light conditions.

The benefit is it would increase safety for the school buses turning into the Blumenort School.

Option 2

That council accept this report for information

Author: Ron Pelensky **Reviewed by:** _____ **CAO** JW

COSTS & SOURCE OF FUNDING:

Intersection illumination is the responsibility of the province therefore our budget would not be impacted

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That a letter be sent to Alberta Transportation requesting that the intersection of Highway 697 and Blumenort Road be illuminated as it is dangerous for the school buses to turn during foggy and low light conditions.

Author: Ron Pelensky Reviewed by: _____ CAO _____



MACKENZIE COUNTY

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Bylaw 953-14 Land Use Bylaw Amendments Add Regulation to Flood Prone Lands and Landscaping, Screening or Sound Barriers, Definition of Garden Suite and Change the Minimum Lot Size in Agricultural "A" |

BACKGROUND / PROPOSAL:

Bylaw 953-14 is being brought forward to address a few more items in the updated Land Use Bylaw 791-10 that require attention. This item was tabled at the last Council meeting in order to allow administration to do more research on some items.

The regulation regarding Section 7.1, Access and Drainage, is to help avoid damage to buildings that can occur during overland flooding. Many developers disregard that they live in a flood susceptible area and are vulnerable to having their dwelling and buildings flooded during spring runoff. This change will help ensure that all developments in the County are built or placed at the same elevation as, or above, the downstream road centerline elevation.

The change to Section 7.29 Landscaping, Screening or Sound Barriers is to address the setbacks for trees and shrubs from property lines. After researching other municipalities in Alberta, administration found no existing rules or regulations in relation to setbacks between trees and property lines. ATCO Electric does have a policy in place that all trees must be at a minimum of 6 meters (20 feet) from power lines.

The Planning and Development department feels that having a setback for side and rear property lines at 1.5 meters (5 feet) is more than sufficient considering that in most residential districts that is the minimum setback for buildings and dwellings. The regulation mentions that the owners of the tree(s) or shrub(s) are responsible for the upkeep and maintenance on their property and neighbouring properties.

Recently there has been confusion regarding the definition of a Garden Suite. There was a development permit that was approved because there were no grounds for

Author: C. Smith **Reviewed by:** B. Peters **CAO** JW

refusal. A Garden Suite is to be placed on an existing yard site that has a principal dwelling that is accessible by the same driveway.

Also, the minimum lot size for residential lots in rural areas (Agricultural "A") is proposed to be changed from 3 acres to 5.5 acres. This is a preventative measure to ensure that there will be no other 10 acre splits to cause problems with adjacent landowners. By implementing a minimum of 5.5 acres, the only subdivisions that would qualify to be split would be ones that were subdivided as an existing farmstead, and that needed more land to satisfy setback requirements. Administration feels that it is highly unlikely that a property owner would move that many buildings in order to split their small parcel.

Administration has asked legal counsel for advice as it relates to this topic, regarding the restriction to property rights versus planning rationale, and options on how to proceed. Another option for consideration is to reduce the maximum lot size to 5.5 acres. This would align with our current policies to protect agricultural land and its excessive fragmentation, whereas increasing the minimum contradicts this.

An updated RFD including the information that we receive from legal will be provided at the Council meeting.

These amendments were presented to both the Municipal Planning Commission and Inter-Municipal Planning Commission. The IMPC had no concerns, and recommended to Council for approval as presented.

The Municipal Planning Commission made the following motion at the April 24, 2014 MPC meeting:

MOTION 14-04-072 *That the MPC recommend to Council to amend the Land Use Bylaw to add regulation to Section 7.1, to revise the definition of "GARDEN SUITE" and that the minimum lot size be changed to 2.2 ha (5.5 acres) in Section 8.1 C. (b), subject to public hearing input.*

The MPC does not recommend the additional regulation to Section 7.29 regarding the tree setbacks.

OPTIONS & BENEFITS:

These changes and additions will provide greater clarity on several items that are currently in the Land Use Bylaw, and provide new direction for some items that were not previously included. The intent is to keep the LUB as clear and concise as possible, while protecting the rights of each individual.

Author: C. Smith Reviewed by: B. Peters CAO JW

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing, and will be borne by the Planning Departments operating budget.

SUSTAINABILITY PLAN:

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

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

That first reading be given to Bylaw 953-14 being a Land Use Bylaw Amendment to add regulation to Sections 7.1 and 7.29, to revise the definition of “GARDEN SUITE” and that the minimum lot size be changed to 2.2 ha (5.5 acres) in Section 8.1 C. (b), subject to public hearing input.

Author: C. Smith Reviewed by: B. Peters CAO JW

BYLAW NO. 953-14
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 add regulations, revise the definition of Garden Suite and change the minimum lot size in Agricultural “A” zoning.

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 be amended with the following additions and changes:

Add Regulation to Section 7.1:

Access and Drainage:

- (e) *Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream road centerline elevation to avoid overland flood damage, water seepage and other water related damage.*

Add Regulation to Section 7.29:

Landscaping, Screening or Sound Barriers:

- (k) *Trees and Shrubs **shall** be setback at least 1.5 meters (5 feet) from the side and rear property lines to avoid overgrowth and leaf shed into neighbouring properties. No setback is required for the front property line. Owners of the trees and shrubs are responsible for their upkeep and maintenance, and to ensure they do not negatively impact neighboring properties.*

Revise the Definition of a Garden Suite in Section 3.3 to read as:

***“GARDEN SUITE”** means a secondary DWELLING UNIT on a parcel of land on which there is already a principal DWELLING UNIT located on the same YARD, accessible by the*

same driveway. A GARDEN SUITE is to only be ACCESSORY to the principal DWELLING UNIT.

Revise Section 8.1 C. (b) to read as:

8.1 AGRICULTURAL “A”

C. DISTRICT REGULATIONS

(b) LOT Area:

RESIDENTIAL:

Minimum: 2.2 ha (5.5 acres)

Maximum: 4.1 ha (10 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements, or the subject site is a FRAGMENTED PARCEL that in the opinion of the Development Authority is difficult to farm.

All Other Uses:

At the discretion of the Development Authority

READ a first time this ___ day of _____, 2014.

PUBLIC HEARING was held this _____ day of _____, 2014.

READ a second time this ___ day of _____, 2014.

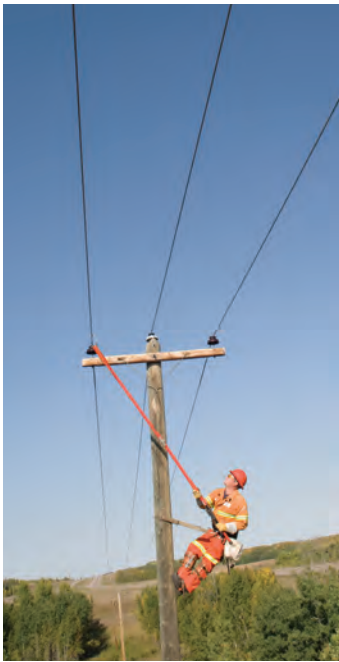
READ a third time and finally passed this ___ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

Trees and Power Lines

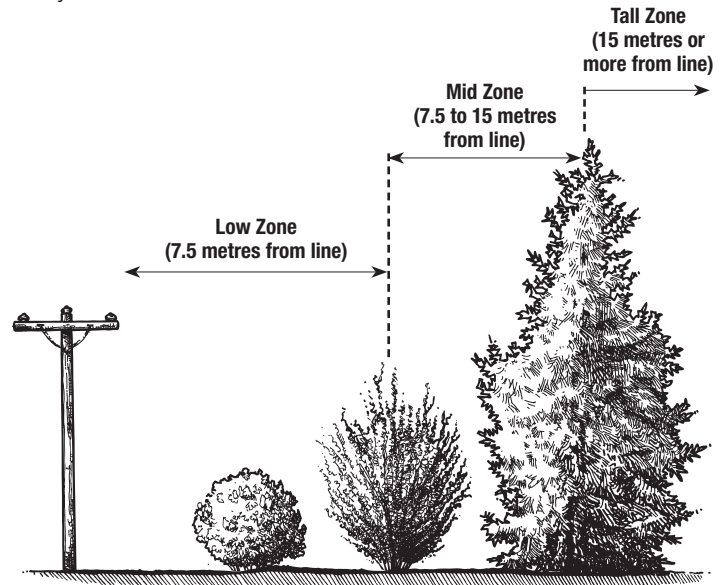
Trees and Power Lines – A Guide to Staying Safe



Trees are an important part of our landscape. They provide shade, act as shelterbelts and windbreaks, and they look great, too. But trees that are too close to power lines significantly increase the risk of power outages and can create serious safety hazards.

Ensuring trees and shrubs are kept at a safe distance from power lines is an important part of maintaining a safe, reliable electrical system. And it's something ATCO Electric takes seriously.

Regardless of where you're planting, before digging, you must contact Alberta One Call to have utility lines marked. Once they're marked, remember to carefully dig around utility lines with hand tools.



Plant Smart, Stay Safe

If you have a power line on or near your property, it doesn't mean you can't plant trees. The safest bet is to plan ahead so trees won't interfere with power lines no matter how tall they grow. Here are a few guidelines that will help you ensure your trees won't grow into hazardous trees.

- Tall trees (spruce, birch, pine, maple, etc.) should be planted at least 15 metres away from power lines.
- Trees planted closer than 7.5 metres should be low-growing varieties.
- Nothing should be planted closer than 5 metres from the base of a power pole.
- If you have a secondary line connecting your home to a power line, avoid planting trees that will grow into the line. If you don't see a secondary line connected to your house, your secondary line is underground.

| Low Zone | Mid Zone | Tall Zone |
|---------------------|-------------|-----------|
| High Bush Cranberry | Saskatoon | Ash |
| Honeysuckle | Elder Berry | Birch |
| Dogwood | Caragana | Willow |
| Berry Hedges | Lilac | Spruce |
| Rose | Cherry | Pine |
| | | Maple |

Remember, nothing should be planted closer than 5 metres from the base of a power pole.

Safety by Design

In everything ATCO Electric does, safety always comes first. When we construct power facilities, we ensure energized equipment is located safely away from other infrastructure and trees while also providing our service staff with clear access for maintenance activities.

An ideal line route is safe and has the least impact on customers and the environment. But sometimes factors out of our control, like road construction, require us to move a power line. In these cases, ensuring our lines have the appropriate safety clearance is critical. And sometimes that means removal of trees.

Vegetation Management is Critical to Safety and Reliability

ATCO Electric has a well-planned maintenance program that ensures our customers are safe and our system is reliable. We conduct regular patrols of our power lines, and we work closely with customers and municipalities to ensure trees are kept safely away from energized equipment.

When trees are planted under power lines or are too close to a line and are in danger of falling on it, we have to remove them. By conducting patrols and working with stakeholders like government and communities, we identify dead, dying or leaning “hazard trees” and remove them. This is done to protect you and your family and ensure you and your neighbours can count on reliable electrical service.



Working Together

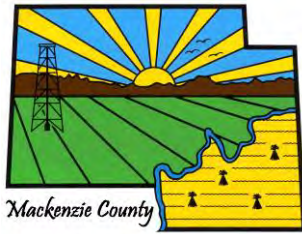
ATCO Electric and our contractors are experts at what we do. We employ professional foresters, and our contractors are trained in vegetation control and maintenance and always use safe equipment and practices.

If you spot a hazardous tree or shrub, please call us. Anytime you need to do work near a power line, plan ahead and give us a call. We will work together to ensure you're safe.

General Inquiries
1-800-668-2248 ask for your local office

Emergencies and Outages
(24 hours)
1-800-668-5506

For more information on power line safety, visit atcoelectric.com



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Bylaw 955-14 Land Use Bylaw Amendment to Rezone Part of Plan 962 1175, Block 1, lot 5 (PT. of SE 16-109-14-W5M) from Agricultural District 'A' to Residential Condominium District 'RCD'. (Rocky Lane) |

BACKGROUND / PROPOSAL:

The Planning and Development Department has received a Land Use Bylaw Amendment Application to rezone part of Plan 962 1175, Block 1 (Part of SE 16-109-14-W5M) from Agricultural District (A) to Residential Condominium District (RCD) in order to sell the land with three houses as one package.

On January 10, 2013 Bylaw 885-13 being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural District (A) to Residential Condominium District "RCD" was presented to the MPC for review.

Due to some concerns about possible tax implication should the land be sold to the Native Band the following motion was made.

MOTION 13-09 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be for Approval of Bylaw 8__-12, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District (RCD) subject to legal consultation.

Legal advice was obtained on January 30, 2013 concluding that the subject lands should they be sold to the Native Band would not be eligible for exemption from Taxation.

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

On February 12, 2013, Council defeated first reading of Bylaw 885-13 being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District "RCD".

The applicant is once again requesting to rezone this location; they have waited the required minimum of six months and are now allowed to reapply.

There is currently an entire section of land in a rural area south of High Level that is zoned RCD. This zoning district is not restricted to use within the hamlets. This rezoning was approved in 2008, and was to accommodate a large scale development.

Bylaw 941-14 was presented to the MPC on March 27, 2014 where the following motion was made:

MPC-14-03-044 **OPTION 2: (Recommend Approval)**
That the Municipal Planning Commission recommendation to Council for Approval of Bylaw 94_-14, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District "RCD", subject to public hearing input.

Background History

Years ago the Fort Vermilion School Division provided housing accommodations for teachers and staff. Due to the nature of the development, three residential dwellings were allowed to be built on a large subdivided parcel belonging to the school division.

The school board would like to sell the three houses together with land, including driveway and fencing, as the demand for teacher housing no longer exists and they do not foresee any future need for them.

The current Land Use Bylaw does not allow for more than one dwelling on a single parcel of land, particularly acreages. Therefore, the current zoning would not allow the three houses to be subdivided as one piece. Nor can it be divided into three smaller pieces unless it is rezoned into Rural Country Residential (The School district has no desire to create a multi-lot subdivision).

The houses are serviced by a water supply from the school cistern. Separate c/c's are at the front of each house with a water meter in basement. Each house has its own field sewage system behind the house (north side). Septic tanks are located near each house with a high level alarm in the basement. The new property line allows for field extensions if needed in the future.

Author: L. Lambert Reviewed by: _____ CAO _____

OPTIONS & BENEFITS:

Rezoning this piece of land into a Residential Condominium District fits the purpose of the School District making it possible to sell the land and houses all as one unit, as well as making it comply with Mackenzie County’s Land Use Bylaw regulations.

OPTION 1: (Refuse)

That first reading of Bylaw 955-14, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District “RCD” be defeated.

OPTION 2: (Recommend Approval)

That first reading be given to Bylaw 955-14, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District “RCD”, subject to public hearing input.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners.

RECOMMENDED ACTION:

That first reading be given to Bylaw 955-14, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District “RCD”, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO _____

BYLAW NO. 955-14
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 the development of a condominium area.

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

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

Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)

be rezoned from Agricultural "A" to Residential Condominium District "RCD", as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2014.

READ a second time this ___ day of _____, 2014.

READ a third time and finally passed this ___ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

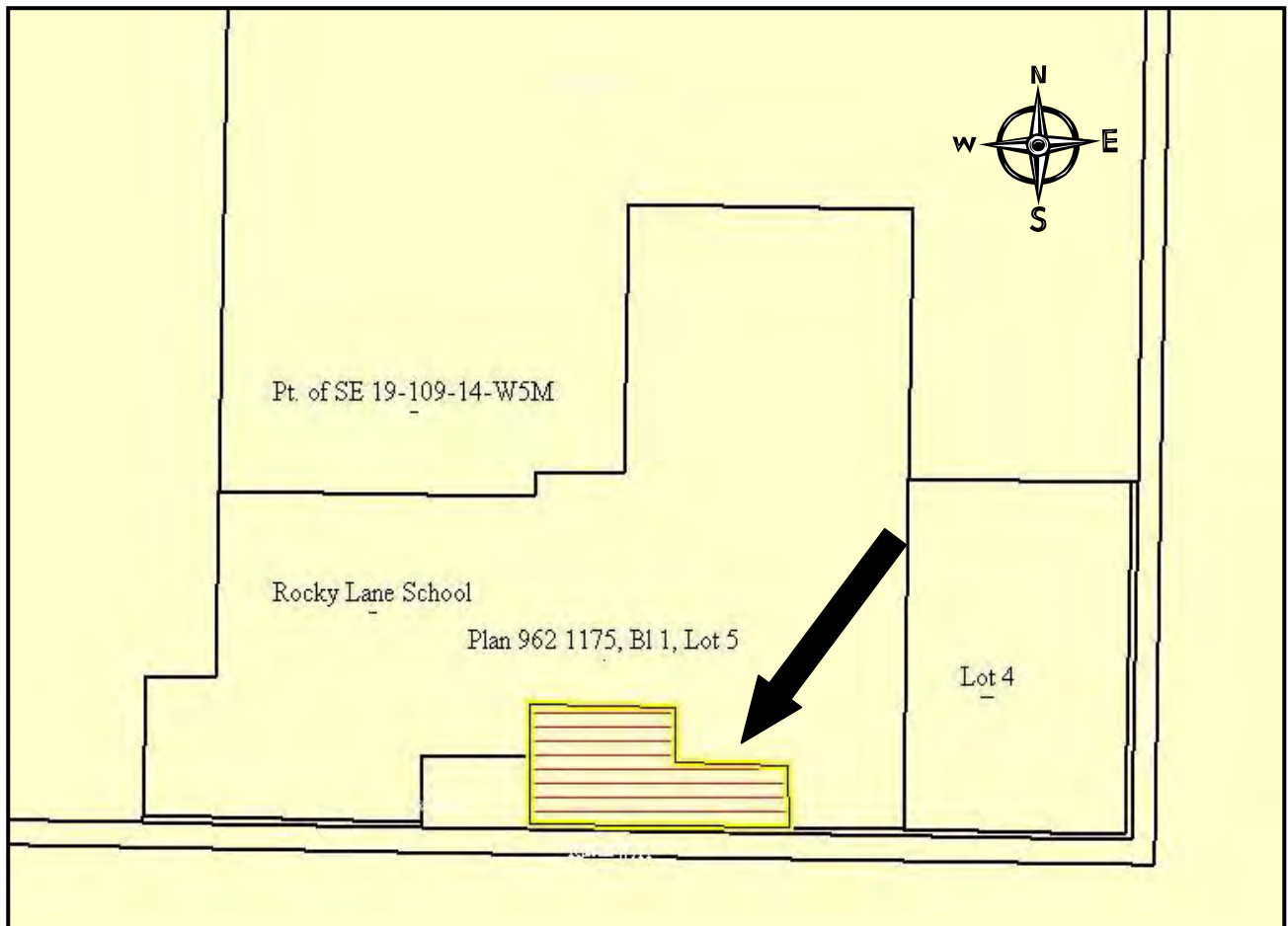
BYLAW No. 955-14

SCHEDULE "A"

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

Part of Plan 962 11175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)

within Mackenzie County, be rezoned from Agricultural "A" to Residential Condominium District "RCD", for the purpose of subdividing a portion of land containing three dwellings.



FROM: Agricultural "A"

TO: Residential Condominium District "RCD"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

| | | |
|---|-------------------------------------|-----------------------------|
| NAME OF APPLICANT Norman Buhler | | |
| ADDRESS PO Bag 1 | | |
| TOWN Fort Vermilion, Alberta | | |
| POSTAL CODE T0H 1N0 | PHONE (RES.) 780-841-2905 | BUS. 780-927-3766 |

COMPLETE IF DIFFERENT FROM APPLICANT

| | | |
|--|--------------|-----------------------------|
| NAME OF REGISTER OWNER Fort Vermilion School Division No. 52 | | |
| ADDRESS PO Bag 1 | | |
| TOWN Fort Vermilion, Alberta | | |
| POSTAL CODE T0H 1N0 | PHONE (RES.) | BUS. 780-927-3766 |

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

| | | | | | | | | |
|-----------------------|-------------------|--------------------|--------------------|-----------------|----|------|-----|-----|
| QTR./LS. SE | SEC. 16 | TWP. 109 | RANGE 14 | M. W5 | OR | PLAN | BLK | LOT |
|-----------------------|-------------------|--------------------|--------------------|-----------------|----|------|-----|-----|

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Existing School Property and or Residential Development TO: Residential Condominium District

REASONS SUPPORTING PROPOSED AMENDMENT:

The Fort Vermilion School Division has intentions of selling the three residential homes located on said property. The need for teacher housing for the Rocky Lane area is no longer in demand. It is our understanding that we require to have the land use re-classified prior to requesting a subdivision of property.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 RECEIPT NO. _____

APPLICANT _____

DATE March 20, 2014

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

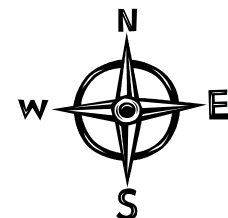
REGISTERED OWNER _____

DATE March 20, 2014

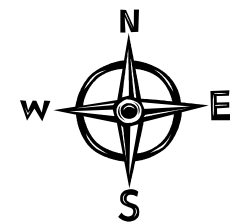
LAND USE BYLAW 955-14
Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)



Mackenzie County



LAND USE BYLAW 955-14
Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)



LAND USE BYLAW 955-14

Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)



OPTIONS & BENEFITS:

To have a formal policy in place that telecommunication providers must follow prior to locating any antenna systems within the County. This will allow the County to speak against antenna systems that are proposed to be placed in locations that poorly utilize existing infrastructure, are flight safety concerns, or that are simply unsightly and could easily be moved to an area of lower negative impact.

COSTS & SOURCE OF FUNDING:

There will be a minimal cost involved each time a telecommunication provider comes forward with the intention to build a facility. Otherwise implementing this policy should not have any cost implications.

SUSTAINABILITY PLAN:

The Sustainability Plan does not address antenna system placement or management, therefore is inapplicable for this proposed policy.

COMMUNICATION:

Communication will be minimal regarding the change to this policy. When we do receive applications for antenna systems, we will inform them of our policy, which has conditions that must be met prior to us accepting the application.

RECOMMENDED ACTION:

That Policy DEV006 Antenna System Siting be adopted as presented.

Author: B Peters Reviewed by: _____ CAO _____

Mackenzie County

| | | | |
|---------------|-------------------------------------|-------------------|---------------|
| Title: | Antenna System Siting Policy | Policy No: | DEV006 |
|---------------|-------------------------------------|-------------------|---------------|

| | |
|-------------------------------|--|
| Legislation Reference: | Approval legislation: Radio-communication Act, R.S.C., 1985, c. R-2 Consultation and Facility sharing reference: Industry Canada Client Procedures Circular CPC-2-0-03 Local jurisdiction: Municipal Government Act, R.S.A. 2000, Part 17 |
|-------------------------------|--|

Purpose:

To establish a policy for the installation, placement and consultation requirements of antenna systems (telecommunication towers) within Mackenzie County.

Policy Statement:

Industry Canada is the approving authority for the development and operation of radio communication in Canada, including telecommunication antenna structures, pursuant to the Radio Communication Act. Industry Canada is tasked with, among other things, administering the orderly development and operation of telecommunication antenna structures.

The County cannot prevent a proponent from ultimately gaining permission from Industry Canada to install a telecommunications antenna structure on any lands; privately held, County owned or otherwise.

Industry Canada requires that the local land use authority be consulted for input regarding the proposed placement of telecommunication antenna structures. This policy provides applicants with clear guidelines regarding the acceptable locations and consultation requirements of telecommunications antenna structures.

General Provisions:

1. Applicants wishing to install a telecommunications antenna structure within the County must first complete the consultation requirements before applying for a Development Permit;
2. Development Permits are required for all telecommunications antenna structures;

3. Development Permits shall be accompanied with a letter stating that co-location with other users will be permitted, so long as structural and technological requirements can be met;
4. The co-location of multiple devices on towers is encouraged. Where appropriate, new towers shall be constructed to accommodate multiple wireless tenants. Any exclusivity agreement that limits access to other providers is strongly discouraged;
5. Telecommunications antenna structures will ideally be placed in:
 - a. Forestry zoned areas,
 - b. Agricultural zoned areas, or
 - c. Industrial zoned areas
6. All providers interested in locating a telecommunication tower within the County shall first contact all other tower owners that provide similar services in the area of the proposed development and pursue co-location opportunities before meeting with the County. A copy of the initial letter and all responses must be provided to the County prior to a pre-consultation meeting with the Planning & Development Department;
7. Mackenzie County will notify residents and land owners in writing within a 2 kilometer radius for all wireless communication towers greater than 20 meters in height;
8. If a tower located on the top of a building is proposed to exceed 25% of the height of the building or be greater than 3.5 metres in height, a notification to adjacent landowners is required;
9. A notification will not be required for modifications to existing towers or installations in areas zoned as Forestry (F) in the Land Use Bylaw, so long as the proposed location is greater than 2 kilometers from another zoning district;
10. The provider will be requested to provide Mackenzie County with a letter for a direct mail out which will give notification of the location, physical details of the proposed structure, and the contact name and number of the service provider. Responses will be accepted for a period of 30 days from the day the letters are sent out;
11. The provider will be required to pay for all the costs of mail outs, newspaper advertisements, and property signs where required;
12. Issues and concerns expressed by the public shall be sent directly to the Planning & Development Department with a copy to the provider. These, as well as the responses given by the service provider on how issues will be addressed,

will be reviewed by the Planning & Development Department and included in the Development Permit application;

13. If a notification is initiated, a recommendation of support or non-support based on the results of issues and concerns expressed by the public will be provided by the Planning & Development Department to the Development Authority for consideration along with the development permit;
14. The decision of the Development Authority, including the recommendation of support or non-support from the Planning & Development Department, will be sent to the applicant and Industry Canada no later than 90 days after the development permit application has been received;
15. A sign not greater than one (1) square meter in size may also be requested on site at the discretion of the Planning & Development Department. The sign must be visible from any roadway abutting the subject site;
16. Telecommunications antenna structures shall, at a minimum, meet the same minimum setback requirements as any other structure for the zoning district where the structure is proposed to be located;
17. Tower minimum distance from a property line must be tower height + 10%, except for areas districted as Forestry (F) in the Land Use Bylaw (example: 100 metre tower must be setback 110 metres from the property line);
18. All telecommunications antenna structures, located in Agricultural zoned areas or within hamlet boundaries, shall be set back adequately from roadways to allow the road frontage and servicing to be utilized more productively;
19. Notwithstanding Section 20, where Transport Canada requires that tower facilities be lighted:
 - a. All lighting should be a minimum number of low intensity white lights
 - b. The strobe interval should be the maximum allowable by Transport Canada
 - c. The lighting will be maintained by the owner of the tower facilities
20. Any telecommunications antenna structure proposed to be located within **four (4) kilometers** of the end of a runway or **three (3) kilometers** of the side of a runway of any airport will be strongly discouraged,
 - a. Should a tower be located near an airport or helipad, high visibility lighting that is clearly visible and distinguishable for air traffic is required;
21. The design or appearance of all communication facilities including antennas, antenna mounts, equipment shelters, and cable runs, should minimize the

visibility of facilities through the use of color, consistent architectural styles and aesthetic design;

22. Guyed facilities are encouraged to have bird deflectors on the top guyed wires;

23. The County requires that signs only be placed on a communications facility to:

- a. Identify the facility
- b. Identify the owner, contact information and emergency phone number
- c. Warn of any safety issues

24. When possible, providers will provide the following information:

- a. Estimated coverage of the new tower by township
- b. Spectrum being deployed on the tower including licensed, unlicensed, and lightly licensed

25. Communication facilities and towers are to be removed within six months of cessation of use.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | | |
| Amended | | |
| Amended | | |



90

3 km Setback

90

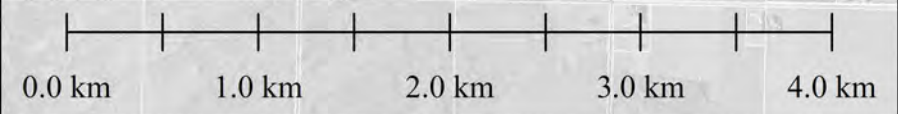
1.51 km

AIRPORT

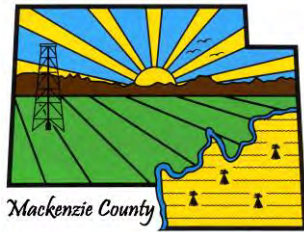
90

90

3 km Setback



137



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Bylaw 957-14 Honorariums and Expense Reimbursement |

BACKGROUND / PROPOSAL:

The honorariums and expense bylaw was reviewed by the Finance Committee on April 17, 2014. Several changes were recommended and are highlighted in the attached Bylaw.

Further discussion is required in regards to the Transportation Expenses portion of the Bylaw. Mileage rates are currently based on the Canada Revenue Agency rates, which as of April 1, 2014 were reduced to \$0.44 per kilometer.

OPTIONS & BENEFITS:

Transportation Expenses Options

Option 1

Maintain the current non-taxable rate as per the Canada Revenue Agency Appendix B – CRA Kilometric Rate.

These rates are updated quarterly. In 2013, the rates were as follows:

- January 1, 2013 - \$0.51
- April 1, 2013 - \$0.50
- July 1, 2013 - \$0.51
- October 1, 2013 - \$0.515

Author: C. Gabriel **Reviewed by:** M. Schonken **CAO** JW

Option 2

Mileage reimbursement based on the Reasonable Per-Kilometer Allowance as set by the Canada Revenue Agency.

For 2014, the reasonable allowance rates are:

- \$0.54 per kilometer for the first 5,000 kilometers driven: and
- \$0.48 per kilometer driven after that.

Example of actual kilometers driven and reimbursement options:

| Actual KM Driven in 2013 | Option 1 @ \$0.44 | Option 1 @ \$0.51 | Option 2 \$0.54 first 5,000 \$0.48 after 5,000 |
|-------------------------------------|------------------------------|------------------------------|---|
| 27,733 km | \$12,202.52 | \$14,143.83 | \$13,611.84 |
| 26,509 km | \$11,663.96 | \$13,519.59 | \$13,024.32 |

COSTS & SOURCE OF FUNDING:

Operating budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1 (requires 2/3)

That first reading be given to Bylaw 957-14 being the honorariums and expense bylaw for Mackenzie County.

Motion 2 (requires 2/3)

That second reading be given to Bylaw 957-14 being the honorariums and expense bylaw for Mackenzie County.

Author: C. Gabriel Reviewed by: M. Schonken CAO JW

Motion 3 (requires unanimous)

That consideration be given to go to third reading of Bylaw 957-14 being the honorariums and expense bylaw for Mackenzie County at this meeting.

Motion 4 (requires 2/3)

That third and final reading be given to Bylaw 957-14 being the honorariums and expense bylaw for Mackenzie County.

Author: C. Gabriel **Reviewed by:** M. Schonken **CAO** JW

BYLAW NO. 887-13 957-14

**BEING A BY-LAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND APPROVED COMMITTEE MEMBERS**

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "M.G.A." provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

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

HONORARIUMS

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:

- | | |
|------------------|---------------------|
| (a) Reeve | \$1050.00 per month |
| (b) Deputy Reeve | \$ 900.00 per month |
| (c) Councillor | \$ 750.00 per month |

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

- | | |
|---|-----------------|
| (a) Council Meeting/Special Council Meetings | \$300.00 |
| (b) Committee Meetings/ Seminars/Conventions | \$200.00 |
| (c) Seminars/Conventions/Workshops (see note) | \$300.00 |

A **combined** maximum of two meetings may be claimed per day **under Section 2 (a) and 2 (b)**.

Note: Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.

3. Members-at-large appointed to approved council committees shall be paid \$150.00 per **day meeting** when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable. **When two or more meetings are attended in one day, a total of \$225 (1.5 per diems) shall be paid.**
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
5. A monthly communication allowance shall be paid
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

6. Mileage shall be paid at the current non-taxable rate (as per Canada Revenue Agency Appendix B – CRA Kilometric Rates) for each kilometer travelled by each Councillor and member-at-large who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or member-at-large to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
7. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

8. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status

- (a) Either
 - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
 - (ii) an allowance of \$50.00 per night
 - (b) in respect of each breakfast, lunch, or dinner, **either**
 - ~~(i) reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the amount of the gratuity paid on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or~~
 - (ii) **the appropriate a** meal allowance, without receipt, **may be claimed** as follows:
 - breakfast - \$15.00 including GST
(if time of departure is prior to 7:30 a.m.)
 - lunch - ~~\$15.00~~ **\$20.00** including GST
(if time of return is after 1:00 p.m.)
 - dinner - ~~\$25.00~~ **\$35.00** including GST
(if time of return is after 6:30 p.m.)
9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
10. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
11. A Councillor and committee member may claim
- (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).
 - (b) reasonable telephone expenses on County business.

BENEFITS

12. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

SIGNING AUTHORITY

13. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
 - (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
 - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
14. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
15. Council members will supply their expense claims and honorariums within 60 days after the incurrence of the expenditure. After this time, the expense claims will not be paid, unless there are special circumstances. **The Finance Committee shall review and make the final decision.**
16. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
17. No expenses other than those listed in this bylaw may be claimed.
18. This bylaw shall come into effect the day that it is passed and rescinds Bylaw ~~877-12~~ **887-13** and all amendments made thereto.

First Reading given on the ____ day of _____, 2014.

Second Reading given on the ____ day of _____, 2014.

Third Reading and Assent given on the ____ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Canada Revenue Agency

[Home](#) > [Proactive disclosure](#) > [Travel and hospitality expenses](#) > [Travel Directive](#)

> [Appendix](#) > Appendix B - CRA Kilometric Rates

Appendix B - CRA Kilometric Rates

Effective: April 1, 2014

The rates payable in cents per kilometre for the use of privately owned vehicles driven on authorized CRA business travel are shown below:

CRA Kilometric Rates

| Province/Territory | Cents/km (taxes included) |
|---------------------------|------------------------------|
| Alberta | 44.0 |
| British Columbia | 48.0 |
| Manitoba | 47.0 |
| New Brunswick | 50.5 |
| Newfoundland and Labrador | 53.0 |
| Northwest Territories | 63.0 |
| Nova Scotia | 51.0 |
| Nunavut | 61.0 |
| Ontario | 57.0 |
| Prince Edward Island | 50.5 |
| Quebec | 51.5 |
| Saskatchewan | 46.5 |
| Yukon | 62.5 |

Note:

- Rates are payable in Canadian funds only.
- The kilometric rate payable when a Canadian registered vehicle is driven in more than one province or in the USA shall be the rate applicable to the province or territory of registration of the vehicle.

Date modified: 2014-04-11

Canada Revenue Agency

[Home](#) > [Businesses](#) > [Payroll](#) > [Benefits and allowances](#)

> [Automobile and motor vehicle allowances](#) > Reasonable per-kilometre allowance

Reasonable per-kilometre allowance

If you pay your employee an allowance based on a per-kilometre rate that we consider reasonable, **do not deduct** CPP contributions, EI premiums, or income tax.

The type of vehicle and the driving conditions usually determine whether we consider an allowance to be reasonable. The per-kilometre rates that we usually consider reasonable are the amounts prescribed in section 7306 of the *Income Tax Regulations*. Although these rates represent the maximum amount you can deduct as business expenses, you can use them as a guideline to determine if the allowance paid to your employee is reasonable.

We consider an allowance to be reasonable if **all** the following conditions apply:

- The allowance is based only on the number of business kilometres driven in a year.
- The rate per-kilometre is reasonable.
- You did not reimburse the employee for expenses related to the same use of the vehicle. This does not apply to situations where you reimburse an employee for toll or ferry charges or supplementary business insurance, if you have determined the allowance without including these reimbursements.

When your employees complete their income tax and benefit return, they do not include this allowance in income.

Reasonable allowance rates

For 2014, they are:

- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre for travel.

For prior-year rates, see [Automobile allowance rates](#).

Date modified: 2014-01-20



MACKENZIE COUNTY

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Policy ADM033 Personal Vehicle Allowance Rate Structure |

BACKGROUND / PROPOSAL:

Mackenzie County Council established Policy ADM033 Personal Vehicle Allowance Rate Structure.

OPTIONS & BENEFITS:

Finance Committee recommends some changes to this Policy.

Please review the attached policy. There are currently three employees receiving allowances under this policy. If this amendment passes through Council, the effected employees will receive a three year notice.

COSTS & SOURCE OF FUNDING:

Based on the administrative cost analysis, it will be financially prudent to supply a vehicle to an employee instead of providing an allowance under this policy.

For example, with an average mileage is 40,000 km per year, an employee would receive \$10,800 per year in the allowance payments. This adds up to \$32,400 in three years.

Mackenzie County on average pays \$31,000 per truck, with an annual maintenance budget of \$1,500 per unit. The County currently retains its units for a period of six to seven years and disposes the old units for \$1,000-\$2,500 at the public auction sales.

Author: J. Whittleton **Review Date:** _____ **CAO** JW

Based on this information, there is a definite advantage to the County to provide vehicles to the employees that require access to a vehicle for the performance of their duties.

COMMUNICATION:

NA

RECOMMENDED ACTION:

That Policy ADM033 Personal Vehicle Allowance Rate Structure be amended as presented.

Author: J. Whittleton **Review Date:** _____ **CAO** JW

Mackenzie County

| | | | |
|--------------|--|-------------------|---------------|
| Title | PERSONAL VEHICLE ALLOWANCE RATE STRUCTURE | Policy No. | ADM033 |
|--------------|--|-------------------|---------------|

| | |
|------------------------------|--|
| Legislature Reference | Municipal Government Act, Section 5 |
|------------------------------|--|

| |
|--|
| <p>Purpose</p> <p>To reimburse employees for the use of their personal vehicle for municipal use.</p> |
|--|

Policy Statement and Guidelines

Based upon the completion of a Vehicle Costing Analysis, it was determined that it would benefit the municipality to allow specific employees the option of using their personal vehicles for municipal business.

1. Employees shall submit their request to use their personal vehicle for municipal use, to the Chief Administrative Officer (CAO).
2. The Finance Committee shall review requests and authorize the CAO to enter into agreements with employees to use their personal vehicle for municipal use by using the following guidelines:
 - a) estimated kilometres shall be determined by the previous years kilometres incurred by the employee;
 - b) vehicle type required;
 - c) authorize payment of fixed bi-weekly rates as follows:

| Vehicle Description | Per km | Bi-weekly Rate |
|------------------------|--------|----------------|
| 4x2 Regular Cab | | |
| 30,000 km | 0.2621 | 302.38 |
| 40,000 km | 0.2317 | 356.49 |
| 50,000 km | 0.2217 | 426.38 |
| <hr/> | | |
| 4x4 Regular Cab | | |
| 30,000 km | 0.2841 | 327.85 |
| 40,000 km | 0.2481 | 381.65 |
| 50,000 km | 0.2371 | 459.90 |
| <hr/> | | |
| 4x4 Quad Cab | | |
| 30,000 km | 0.3123 | 360.39 |
| 40,000 km | 0.2743 | 422.01 |
| 50,000 km | 0.2621 | 504.03 |

- d) bi-weekly rates paid to authorized employees shall be determined using the estimated kilometers and vehicle type in accordance with the table above.
 - e) If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.
 - f) If the employee incurs less kilometres than the pre-determined estimated kilometres the employee shall be dropped to the actual kilometres and the difference shall be taken off of the determined following years estimated kilometres to reconcile what the employee actually should have been paid.
 - g) A recalculation of the actual kilometers driven shall be done at a minimum frequency of every six-months with an adjustment to the pre-approved bi-weekly rate according to 2 e) or f).
3. The employee shall provide the municipality with a business use insurance policy with the following minimum requirements:
 - a) \$2,000,000 Public Liability and Disability
 - b) use for transporting passengers (6A Endorsement)
 4. The municipality shall ensure the Mackenzie County insurance policy includes “non-owned automobile insurance” for employees using another employee’s personal vehicle for municipal use.
 5. The employee shall be responsible for all expenses incurred with the use of their personal vehicle for municipal use *with the exception of fuel*.
 6. The municipality shall provide the employee with a fuel card and cover the fuel expenses incurred by the use of the personal vehicle for municipal use.
 7. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
 8. The CAO shall enter into agreements with the designated employees for the use of their personal vehicle for municipal use.
 - 9. Effective May 13, 2014, no additional employees will be eligible for a Personal Vehicle Allowance.**
 - 10. Employees currently receiving a Personal Vehicle Allowance shall be given three (3) years notice of the expiration of this policy.**
 - 11. This policy shall expire on May 13, 2017.**

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 05-Dec-01 | 01-657 |
| Amended | 09-Mar-04 | 04-144 |
| Amended | 08-Mar-11 | 11-03-224 |
| Amended | | |



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Policy FIN028 Credit Card Use |

BACKGROUND / PROPOSAL:

Mackenzie County Council established Policy FIN028 Credit Card Use.

OPTIONS & BENEFITS:

Finance Committee recommends some changes to this Policy. Please review the attached documents, and the proposed changes are highlighted.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

NA

RECOMMENDED ACTION:

That Policy FIN028 Credit Card Use be amended as presented.

Author: J. Whittleton **Review Date:** _____ **CAO** JW

Mackenzie County

| | | | |
|--------------|------------------------|-------------------|---------------|
| Title | Credit Card Use | Policy No: | FIN028 |
|--------------|------------------------|-------------------|---------------|

| | |
|------------------------------|--|
| Legislation Reference | Municipal Government Act, Part 6, Section 248 |
|------------------------------|--|

Purpose

To establish a policy and procedure for the use of County credit cards.

Policy Statement:

The County issues credit cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The County credit cards shall only be used for the purchase of goods and services for official business of Mackenzie County. Credit cards shall be used only in warranted circumstances.

Guidelines/Procedures:

1. Approval authority

A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The personnel that may receive an authorization to hold a County credit card are listed in Schedule A.

2. Authorized credit limit

The total combined authorized credit limit of all credit cards issued by the County shall not exceed \$50,000.

3. Allowable Purchases

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Purchasing Authority Directive and Tendering Policy FIN025 and/or as authorized by the Chief Administrative Officer and as approved in the County's budgets.

4. Loyalty or Reward Points

4.1 Loyalty points or rewards accrued or earned by the use of a County credit card shall accrue to Mackenzie County.

- 4.2 Loyalty points or rewards accrued to an employee that are not directly attributed to a County credit card are excluded from this policy.
- 4.3 Redemption of loyalty points or rewards accrued under a County credit card is limited to business purposes.
- 4.4 Employees are encouraged to use a County credit card instead of a personal credit card for business expenses.
- 4.5 Authorized uses of loyalty points or rewards may include:
 - offset to (reduction of) the cost of future work-related travel;
 - door prizes for ratepayers' meetings;
 - employee gifts or awards (as per **Years of Service Award Program Policy ADM011**);
 - prizes for the County's annual charity golf tournament; and
 - volunteer recognition in the local not-for-profit sector.
- 4.6 Redemption of loyalty points or rewards shall be reported at the first Finance Committee meeting after the points or rewards were redeemed.
- 4.7 Loyalty points or rewards can only be redeemed via ATB's online rewards website. Access to the County's rewards account shall be limited to the Chief Administrative Officer or Director of Finance.

5. Responsibility of Credit Cardholders

- 5.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.
- 5.2 The employee shall ensure that all credit card purchases are in compliance with the County's Purchasing Authority Directive and Tendering Policy FIN025.
- 5.3 A credit card shall only be used by the employee to whom the card is issued.
- 5.4 The employee issued the credit card is responsible for its protection and custody.
- 5.5 The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.

- 5.6 The above said receipts and documentation must be submitted to the Finance Department in a timely manner to reconcile against the monthly credit card statement.
- 5.7 A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the County's purchasing ordinance.
- 5.8 Lost or stolen credit card shall be immediately reported to both ATB Financial and the Chief Administrative Officer.
- 5.9 An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

6. Non-Compliance

- 6.1 Violation of the policy may result in revocation of a credit card use privileges.
- 6.2 An employee found guilty of unauthorized use of a County credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 6.3 An employee shall be required to reimburse the County for all costs associated with improper use through direct payment and/or payroll deduction.

7. Internal Controls

- 7.1 The County Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.
- 7.2 Director of Finance shall be responsible for :
 - a) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
 - b) Accounting and payment of expenses.
 - c) Reconciliation of receipts and documentation to the monthly statements.
 - d) Presentation of the monthly credit cards statements to the Finance Committee.

- e) Maintaining a record of loyalty points that accumulate on the County's credit card account, and the applications of those points.
- f) Referring all non-authorized use of loyalty points or rewards to the Finance Committee for review and approval.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 14-Dec-10 | 10-12-1109 |
| Amended | 09-Oct-12 | 12-10-651 |
| Amended | 28-Apr-14 | 14-04-286 |
| Amended | 13-May-14 | |

Schedule A

The following employees may be authorized by Chief Administrative Officer and Director of Finance to hold a County credit card:

| Position | Credit Card Limit |
|--|--------------------------|
| Chief Administrative Officer | \$5,000 7,500 |
| Director of Infrastructure Development & Government Relations | \$5,000 |
| Director of Finance | \$5,000 |
| Director of Community Services & Operations | \$5,000 |
| Director of Environmental Services & Operations | \$5,000 |
| Director of Planning & Development | \$5,000 |
| Manager of Legislative & Support Services | \$5,000 7,500 |
| IT Specialist | \$5,000 |
| Agricultural Fieldman | \$2,500 |
| Supervisor of the Hamlet of Zama | \$2,500 |
| Administrative Assistant (<i>for travel arrangements</i>) | \$5,000 |
| TOTAL | \$50,000 |

Schedule B

Credit Cardholder Agreement

Requirements for use of the County Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Mackenzie County, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(Below, for Finance Department Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Financial Reports – January 1 to March 31, 2014 |

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Please review the following financial reports for the six-month period, January 1 – March 31, 2014:

- Investment Report
- Operating Statement
- Projects Progress Report

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: C. Gabriel **Review Date:** _____ **CAO** YW

RECOMMENDED ACTION:

That the financial reports for the period, January 1 – March 31, 2014, be accepted for information.

Author: _____ Review Date: _____ CAO _____

Investment Report for March 2014

Chequing Account on March 31, 2014

Bank account balance 3,422,054

Investment Values on March 31, 2014

Short term investments (EM0-0377-A) 10,420,938
 Short term T-Bill (1044265-26) 235,457
 Long term investments (EM0-0374-A) 4,832,968
15,489,363

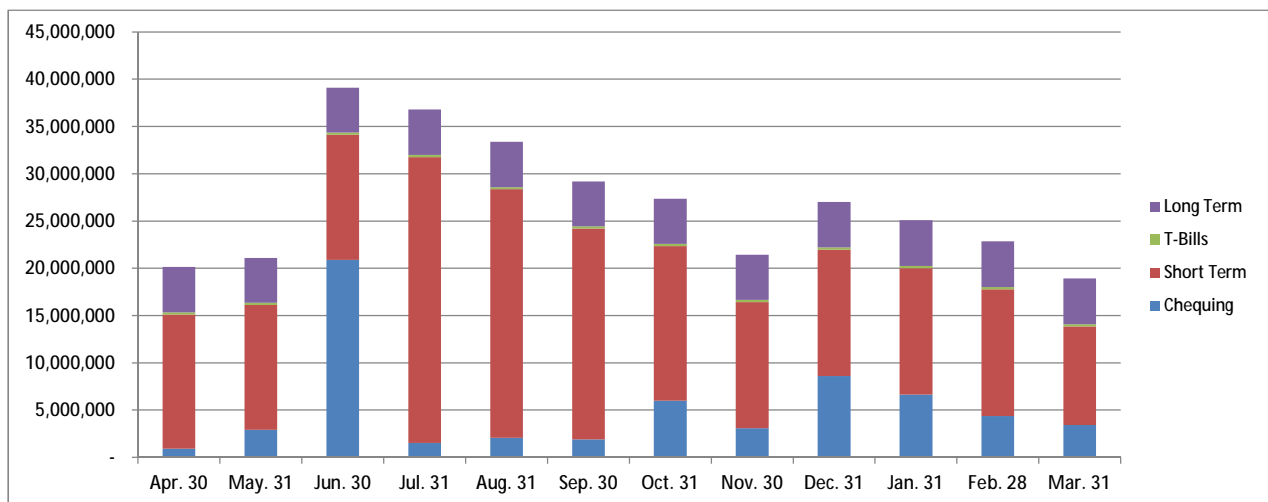
These balances include
'market value changes'.

Revenues

| | Total | Short Term | Long Term |
|--|----------------|---------------|---------------|
| Interest received | 73,882 | 48,435 | 25,446 |
| Interest accrued | 17,864 | 0 | 17,864 |
| | 91,745 | 48,435 | 43,310 |
| Market value changes | 3,732 | | 3,732 |
| Interest received, chequing account | 18,265 | 18,265 | |
| Grand total revenues before investment manager fees | 113,742 | 66,700 | 47,041 |
| Deduct: investment manager fees for investments | -6,286 | -2,070 | -4,216 |
| Grand total revenues after investment manager fees | 107,455 | 64,630 | 42,825 |

Balances in the Various Accounts - Last 12 Months

| | Chequing | Short Term | T-Bills | Long Term | Total |
|---------|------------|------------|---------|-----------|------------|
| Apr. 30 | 930,564 | 14,184,593 | 234,165 | 4,779,554 | 20,128,876 |
| May. 31 | 2,918,267 | 13,203,346 | 234,284 | 4,740,298 | 21,096,195 |
| Jun. 30 | 20,897,133 | 13,218,847 | 234,399 | 4,752,443 | 39,102,822 |
| Jul. 31 | 1,509,730 | 30,251,520 | 234,519 | 4,788,275 | 36,784,043 |
| Aug. 31 | 2,063,284 | 26,291,948 | 234,638 | 4,783,427 | 33,373,298 |
| Sep. 30 | 1,881,237 | 22,319,926 | 234,754 | 4,756,336 | 29,192,253 |
| Oct. 31 | 5,996,920 | 16,339,451 | 234,874 | 4,769,648 | 27,340,893 |
| Nov. 30 | 3,074,689 | 13,357,913 | 234,990 | 4,768,550 | 21,436,142 |
| Dec. 31 | 8,591,637 | 13,374,921 | 235,109 | 4,808,006 | 27,009,673 |
| Jan. 31 | 6,630,401 | 13,390,430 | 235,229 | 4,839,986 | 25,096,045 |
| Feb. 28 | 4,370,307 | 13,405,831 | 235,337 | 4,841,674 | 22,853,149 |
| Mar. 31 | 3,422,054 | 10,420,938 | 235,457 | 4,832,968 | 18,911,417 |



MACKENZIE COUNTY
STATEMENT OF OPERATIONS

March 31, 2014

| | 2013 Actual | 2014 Actual | 2014 | \$ Variance | % Variance |
|--|---------------------|----------------------|----------------------|---------------------|------------|
| | Total | Total | Budget | | |
| OPERATIONAL REVENUES | | | | | |
| Property taxes | \$31,120,528 | \$2,679 | \$33,174,123 | \$33,171,444 | 100% |
| User fees and sales of goods | \$3,232,396 | \$984,708 | \$4,212,096 | \$3,227,388 | 77% |
| Government transfers | \$1,821,615 | \$267,336 | \$1,433,905 | \$1,166,569 | 81% |
| Investment income (operating) | \$377,428 | \$113,742 | \$326,000 | \$212,258 | 65% |
| Penalties and costs on taxes | \$240,452 | \$150,592 | \$140,000 | (\$10,592) | -8% |
| Licenses, permits and fines | \$404,159 | \$145,610 | \$338,000 | \$192,390 | 57% |
| Rentals | \$107,152 | \$43,049 | \$77,591 | \$34,542 | 45% |
| Insurance proceeds | \$16,236 | \$8,315 | \$0 | (\$8,315) | |
| Development levies | \$156,593 | \$0 | \$0 | \$0 | |
| Municipal reserve revenue | \$110,066 | \$25,690 | \$50,000 | \$24,310 | 49% |
| Sale of non-TCA equipment | \$0 | \$0 | \$800 | \$800 | 100% |
| Other | \$617,888 | \$66,772 | \$406,220 | \$339,448 | 84% |
| Total operating revenues | \$38,204,512 | \$1,808,493 | \$40,158,735 | \$38,350,242 | 95% |
| OPERATIONAL EXPENSES | | | | | |
| Legislative | \$617,724 | \$165,563 | \$770,981 | \$605,418 | 79% |
| Administration | \$5,112,005 | \$1,197,109 | \$5,565,593 | \$4,368,484 | 78% |
| Protective services | \$1,264,879 | \$303,013 | \$1,652,894 | \$1,349,881 | 82% |
| Transportation | \$12,941,082 | \$1,771,512 | \$16,715,698 | \$14,944,186 | 89% |
| Water, sewer, solid waste disposal | \$4,557,490 | \$688,626 | \$4,958,712 | \$4,270,086 | 86% |
| Public health and welfare (FCSS) | \$611,618 | \$406,769 | \$690,341 | \$283,572 | 41% |
| Planning, development | \$943,560 | \$291,700 | \$1,112,088 | \$820,388 | 74% |
| Agriculture and veterinary | \$1,132,801 | \$252,507 | \$1,432,329 | \$1,179,822 | 82% |
| Recreation and culture | \$1,762,045 | \$493,316 | \$2,293,447 | \$1,800,131 | 78% |
| School requisitions | \$6,222,152 | \$0 | \$6,306,111 | \$6,306,111 | 100% |
| Lodge requisitions | \$392,262 | \$0 | \$83,959 | \$83,959 | 100% |
| Non-TCA projects | \$592,124 | \$26,186 | \$1,547,977 | \$1,521,791 | 98% |
| Total operating expenses | \$36,149,743 | \$5,596,301 | \$43,130,130 | \$37,533,829 | 87% |
| Excess (deficiency) before other | \$2,054,770 | (\$3,787,809) | (\$2,971,395) | \$816,414 | |
| CAPITAL REVENUES | | | | | |
| Government transfers for capital | \$4,954,981 | \$0 | \$16,044,583 | \$16,044,583 | 100% |
| Other revenue for capital | \$207,455 | \$8,000 | \$646,970 | \$638,970 | 99% |
| Proceeds from sale of TCA assets | \$1,523 | \$75,000 | \$556,000 | \$481,000 | 87% |
| | \$5,163,959 | \$83,000 | \$17,247,553 | \$17,164,553 | 100% |
| EXCESS (DEFICIENCY) - PSAB Model | \$7,218,728 | (\$3,704,809) | \$14,276,158 | \$17,980,967 | |
| Convert to local government model | | | | | |
| Remove non-cash transactions | \$7,471,124 | \$0 | \$8,034,780 | \$8,034,780 | 100% |
| Remove revenue for capital projects | (\$5,163,959) | (\$83,000) | (\$17,247,553) | (\$17,164,553) | 100% |
| Long term debt principle | \$1,826,572 | \$0 | \$2,259,770 | \$2,259,770 | 100% |
| Transfers to/from reserves | \$7,699,321 | \$0 | \$2,803,615 | \$2,803,615 | 100% |
| EXCESS (DEFICIENCY) - LG Model | \$0 | (\$3,787,809) | \$0 | \$3,787,809 | |

Mackenzie County
Summary of All Units
For the Three Months Ending March 31, 2014

| | 2013 Actual | 2014 Actual | 2014 | \$ Variance | % Variance |
|---------------------------------------|---------------------|--------------------|---------------------|---------------------|------------|
| | Total | Total | Budget | | |
| OPERATING REVENUES | | | | | |
| 100-Taxation | \$30,860,986 | \$0 | \$32,915,265 | \$32,915,265 | 100% |
| 124-Frontage | \$248,706 | \$2,679 | \$267,599 | \$264,920 | 99% |
| 420-Sales of goods and services | \$372,681 | \$172,474 | \$547,635 | \$375,161 | 69% |
| 421-Sale of water - metered | \$2,158,058 | \$574,936 | \$2,674,505 | \$2,099,569 | 79% |
| 422-Sale of water - bulk | \$701,657 | \$237,298 | \$989,956 | \$752,658 | 76% |
| 424-Sale of land | \$46,859 | \$24,342 | \$0 | (\$24,342) | |
| 510-Penalties on taxes | \$240,452 | \$150,592 | \$140,000 | (\$10,592) | -8% |
| 511-Penalties of AR and utilities | \$41,766 | \$16,501 | \$40,000 | \$23,499 | 59% |
| 520-Licenses and permits | \$22,484 | \$17,990 | \$33,000 | \$15,010 | 45% |
| 521-Offsite levy | \$156,593 | \$0 | \$0 | \$0 | |
| 522-Municipal reserve revenue | \$110,066 | \$25,690 | \$50,000 | \$24,310 | 49% |
| 526-Safety code permits | \$308,789 | \$100,241 | \$250,000 | \$149,759 | 60% |
| 525-Subdivision fees | \$44,674 | \$19,824 | \$25,000 | \$5,176 | 21% |
| 530-Fines | \$15,221 | \$3,569 | \$20,000 | \$16,431 | 82% |
| 531-Safety code fees | \$12,993 | \$3,986 | \$10,000 | \$6,014 | 60% |
| 550-Interest revenue | \$402,125 | \$110,010 | \$326,000 | \$215,990 | 66% |
| 551-Market value changes | (\$24,697) | \$3,732 | \$0 | (\$3,732) | |
| 560-Rental and lease revenue | \$107,152 | \$43,049 | \$77,591 | \$34,542 | 45% |
| 570-Insurance proceeds | \$16,236 | \$8,315 | \$0 | (\$8,315) | |
| 592-Well drilling revenue | \$147,804 | \$18,191 | \$75,000 | \$56,809 | 76% |
| 597-Other revenue | \$282,095 | \$5,289 | \$212,875 | \$207,586 | 98% |
| 598-Community aggregate levy | \$97,889 | \$0 | \$50,000 | \$50,000 | 100% |
| 630-Sale of non-TCA equipment | \$0 | \$0 | \$800 | \$800 | 100% |
| 790-Tradeshaw Revenues | \$1,475 | \$2,450 | \$28,345 | \$25,895 | 91% |
| 840-Provincial grants | \$1,821,615 | \$267,336 | \$1,433,905 | \$1,166,569 | 81% |
| 890-Gain (Loss) Penny Rounding | \$0 | (\$0) | \$0 | \$0 | |
| 990-Over/under tax collections | \$10,836 | \$0 | (\$8,741) | (\$8,741) | 100% |
| TOTAL REVENUE | \$38,204,512 | \$1,808,493 | \$40,158,735 | \$38,350,242 | 95% |
| OPERATING EXPENSES | | | | | |
| 110-Wages and salaries | \$5,645,161 | \$1,807,585 | \$6,737,023 | \$4,929,438 | 73% |
| 132-Benefits | \$1,017,599 | \$389,690 | \$1,404,288 | \$1,014,598 | 72% |
| 136-WCB contributions | \$63,138 | \$0 | \$47,345 | \$47,345 | 100% |
| 142-Recruiting | \$0 | \$5,680 | \$20,000 | \$14,320 | 72% |
| 150-Isolation cost | \$43,798 | \$14,231 | \$66,000 | \$51,769 | 78% |
| 151-Honoraria | \$515,230 | \$130,644 | \$566,050 | \$435,406 | 77% |
| 211-Travel and subsistence | \$317,291 | \$75,466 | \$375,630 | \$300,164 | 80% |
| 212-Promotional expense | \$102,704 | \$1,809 | \$77,500 | \$75,691 | 98% |
| 214-Memberships & conference fees | \$78,290 | \$30,908 | \$128,280 | \$97,372 | 76% |
| 215-Freight | \$111,899 | \$20,097 | \$123,980 | \$103,883 | 84% |
| 216-Postage | \$44,113 | \$6,093 | \$42,500 | \$36,407 | 86% |
| 217-Telephone | \$140,050 | \$28,522 | \$143,199 | \$114,677 | 80% |
| 221-Advertising | \$40,296 | \$9,808 | \$58,500 | \$48,692 | 83% |
| 223-Subscriptions and publications | \$6,227 | \$1,644 | \$11,512 | \$9,868 | 86% |
| 231-Audit fee | \$64,125 | \$64,700 | \$76,000 | \$11,300 | 15% |
| 232-Legal fee | \$75,108 | \$6,922 | \$85,000 | \$78,078 | 92% |
| 233-Engineering consulting | \$99,267 | \$46,476 | \$98,500 | \$52,024 | 53% |
| 235-Professional fee | \$1,420,980 | \$305,293 | \$1,477,110 | \$1,171,817 | 79% |
| 236-Enhanced policing fee | \$257,812 | \$35,575 | \$284,000 | \$248,425 | 87% |
| 239-Training and education | \$53,303 | \$61,454 | \$207,456 | \$146,002 | 70% |
| 242-Computer programming | \$47,267 | \$19,565 | \$89,828 | \$70,263 | 78% |
| 251-Repair & maintenance - bridges | \$35,702 | (\$9,414) | \$406,500 | \$415,914 | 102% |
| 252-Repair & maintenance - buildings | \$134,594 | \$34,101 | \$174,050 | \$139,949 | 80% |
| 253-Repair & maintenance - equipment | \$332,207 | \$70,076 | \$330,400 | \$260,324 | 79% |
| 255-Repair & maintenance - vehicles | \$67,877 | \$19,416 | \$94,300 | \$74,884 | 79% |
| 258-Contract graders | \$182,425 | \$11,166 | \$150,000 | \$138,834 | 93% |
| 259-Repair & maintenance - structural | \$1,543,400 | \$116,866 | \$1,727,605 | \$1,610,739 | 93% |
| 261-Ice bridge construction | \$144,054 | \$52,417 | \$120,000 | \$67,583 | 56% |
| 262-Rental - building and land | \$23,442 | \$13,875 | \$31,850 | \$17,975 | 56% |
| 263-Rental - vehicle and equipment | \$55,572 | \$11,470 | \$61,556 | \$50,086 | 81% |
| 266-Communications | \$73,018 | \$23,029 | \$107,342 | \$84,313 | 79% |

| | 2013 Actual | 2014 Actual | 2014 | \$ Variance | % Variance |
|--|---------------------|----------------------|----------------------|---------------------|------------|
| | Total | Total | Budget | | |
| 271-Licenses and permits | \$10,171 | \$931 | \$20,100 | \$19,170 | 95% |
| 272-Damage claims | \$27,916 | \$0 | \$5,000 | \$5,000 | 100% |
| 273-Taxes | \$817 | \$0 | \$15,000 | \$15,000 | 100% |
| 274-Insurance | \$271,727 | \$0 | \$313,000 | \$313,000 | 100% |
| 342-Assessor fees | \$261,782 | \$76,860 | \$262,100 | \$185,240 | 71% |
| 290-Election cost | \$14,282 | \$0 | \$5,000 | \$5,000 | 100% |
| 511-Goods and supplies | \$761,848 | \$159,719 | \$890,136 | \$730,418 | 82% |
| 521-Fuel and oil | \$944,698 | \$186,450 | \$820,550 | \$634,100 | 77% |
| 531-Chemicals and salt | \$233,128 | \$32,048 | \$295,600 | \$263,552 | 89% |
| 532-Dust control | \$458,750 | \$0 | \$455,000 | \$455,000 | 100% |
| 533-Grader blades | \$119,161 | \$30,723 | \$140,000 | \$109,277 | 78% |
| 534-Gravel (apply; supply and apply) | \$806,073 | \$14,435 | \$3,203,600 | \$3,189,165 | 100% |
| 535-Gravel reclamation cost | \$26,529 | \$0 | \$0 | \$0 | |
| 543-Natural gas | \$106,154 | \$54,453 | \$117,500 | \$63,047 | 54% |
| 544-Electrical power | \$692,901 | \$279,949 | \$716,643 | \$436,694 | 61% |
| 710-Grants to local governments | \$1,786,210 | \$392,812 | \$1,811,810 | \$1,418,998 | 78% |
| 735-Grants to other organizations | \$1,745,667 | \$908,943 | \$1,935,802 | \$1,026,859 | 53% |
| 747-School requisition | \$6,222,152 | \$0 | \$6,306,111 | \$6,306,111 | 100% |
| 750-Lodge requisition | \$392,262 | \$0 | \$83,959 | \$83,959 | 100% |
| 810-Interest and service charges | \$17,864 | \$1,614 | \$36,000 | \$34,386 | 96% |
| 831-Interest - long term debt | \$396,045 | \$0 | \$733,658 | \$733,658 | 100% |
| 921-Bad debt expense | (\$3,301) | \$0 | \$7,500 | \$7,500 | 100% |
| 922-Tax cancellation/write-off | \$32,222 | \$26,016 | \$50,000 | \$23,984 | 48% |
| 992-Cost of land sold | \$25,486 | \$0 | \$0 | \$0 | |
| 993-NBV value of disposed TCA | \$7,000 | \$0 | \$772,891 | \$772,891 | 100% |
| 994-Change in inventory | \$250,883 | \$0 | (\$979,509) | (\$979,509) | 100% |
| 995-Depreciation of TCA | \$7,213,241 | \$0 | \$8,241,398 | \$8,241,398 | 100% |
| TOTAL | \$35,557,618 | \$5,570,116 | \$41,582,153 | \$36,012,037 | 87% |
| Non-TCA projects | \$592,124 | \$26,186 | \$1,547,977 | \$1,521,791 | 98% |
| TOTAL EXPENSES | \$36,149,743 | \$5,596,301 | \$43,130,130 | \$37,533,829 | 87% |
| EXCESS (DEFICIENCY) | \$2,054,770 | (\$3,787,809) | (\$2,971,395) | \$816,414 | |
| OTHER | | | | | |
| 840-Provincial transfers for capital | \$4,954,981 | \$0 | \$16,044,583 | \$16,044,583 | 100% |
| 575-Contributed TCA | \$150,000 | \$0 | \$0 | \$0 | |
| 597-Other capital revenue | \$57,455 | \$8,000 | \$646,970 | \$638,970 | 99% |
| 630-Proceeds of sold TCA asset | \$1,523 | \$75,000 | \$556,000 | \$481,000 | 87% |
| | \$5,163,959 | \$83,000 | \$17,247,553 | \$17,164,553 | 100% |
| EXCESS (DEFICIENCY) - PS MODEL | \$7,218,728 | (\$3,704,809) | \$14,276,158 | \$17,980,967 | |
| CONVERT TO LG INCOME STATEMENT | | | | | |
| Remove non-cash transactions | | | | | |
| 993-NBV value of disposed TCA | \$7,000 | \$0 | \$772,891 | \$772,891 | 100% |
| 994-Change in inventory | \$250,883 | \$0 | (\$979,509) | (\$979,509) | 100% |
| 995-Amortization of TCA | \$7,213,241 | \$0 | \$8,241,398 | \$8,241,398 | 100% |
| Remove TCA revenues | | | | | |
| Total of OTHER per above | (\$5,163,959) | (\$83,000) | (\$17,247,553) | (\$17,164,553) | 100% |
| Add LTD principle paid | | | | | |
| 832-Principle Payments | \$1,826,572 | \$0 | \$2,259,770 | \$2,259,770 | 100% |
| Add/Deduct LG model TF to/from reserves | | | | | |
| 920-Contribution from Capital Reserve | (\$353,085) | \$0 | \$0 | \$0 | |
| 930-Contributions from Operating Reserve | \$0 | \$0 | (\$1,460,104) | (\$1,460,104) | 100% |
| 762-Contribution to Capital (funding TCA projects) | \$3,583,050 | \$0 | \$2,728,719 | \$2,728,719 | 100% |
| 763-Contribution to Capital Reserves | \$2,889,832 | \$0 | \$1,435,000 | \$1,435,000 | 100% |
| 764-Contribution to Operating Reserves | \$1,579,524 | \$0 | \$100,000 | \$100,000 | 100% |
| EXCESS (DEFICIENCY) - LG MODEL | \$0 | (\$3,787,809) | \$0 | \$3,787,809 | |

Project Progress Report for March 2014

| Project Name | Total costs | Costs in prior years | Costs in current year up to Mar 31, 2014 | 2014 Budget | 2014 Budget Remaining on Mar 31, 2014 | Status Update on Mar 31, 2014 | Percentage of Completion (%) |
|--------------|-------------|----------------------|--|-------------|---------------------------------------|-------------------------------|------------------------------|
|--------------|-------------|----------------------|--|-------------|---------------------------------------|-------------------------------|------------------------------|

Administration Department

| | | | | | | | |
|---|---------|---------|--------|---------|---------|-------------|----|
| Signs with Flags for FV Office (CF) | 1,607 | 1,607 | - | 23,393 | 23,393 | In progress | 0% |
| Alarm System for FV Office (CF) | 47,286 | 39,750 | 7,536 | 9,378 | 1,842 | In progress | |
| FV Office Building Improvements (roof and other) (CF) | 132,530 | 127,787 | 4,743 | 22,213 | 17,470 | In progress | |
| Virtual City Hall (CF) | 15,585 | 15,585 | - | 4,415 | 4,415 | In progress | 0% |
| Wireless infrastructure & access control upgrades | - | - | - | 15,000 | 15,000 | | 0% |
| Pressure sealer | - | - | - | 8,929 | 8,929 | | 0% |
| UPS Replacement (FV) | - | - | - | 10,000 | 10,000 | | 0% |
| Automatic Generator Unit (FV) | - | - | - | 69,450 | 69,450 | | 0% |
| Council Chamber Upgrade | - | - | - | 22,500 | 22,500 | | 0% |
| Zama Office Entrance (stones and a sign) | - | - | - | 18,000 | 18,000 | | 0% |
| Land Purchase from ESRD (CF) | 42,673 | 42,673 | - | 133,328 | 133,328 | In progress | 0% |
| County House Repairs (CF) | 76,484 | 75,454 | 1,030 | 9,570 | 8,540 | In progress | |
| <i>Total department 12</i> | | | 13,310 | 346,176 | 332,866 | | |

Fire Department

| | | | | | | | |
|--|---|---|---|---------|---------|--|----|
| LC - Repair fire hall parking lot | - | - | - | 45,000 | 45,000 | | 0% |
| LC - Combi tool (new) | - | - | - | 8,000 | 8,000 | | 0% |
| LC - Upgrade foam system on tanker (new) | - | - | - | 11,000 | 11,000 | | 0% |
| LC - Trailer for sprinkler equipment (new) | - | - | - | 17,500 | 17,500 | | 0% |
| FV - New tanker/pumper, with equipment | - | - | - | 375,000 | 375,000 | | 0% |
| FV - Work bench (new) | - | - | - | 5,500 | 5,500 | | 0% |
| ZA - Power pack (new) | - | - | - | 9,500 | 9,500 | | 0% |

| Project Name | Total costs | Costs in prior years | Costs in current year up to Mar 31, 2014 | 2014 Budget | 2014 Budget Remaining on Mar 31, 2014 | Status Update on Mar 31, 2014 | Percentage of Completion (%) |
|---------------------|-------------|----------------------|--|-------------|---------------------------------------|-------------------------------|------------------------------|
| Total department 23 | | | - | 471,500 | 471,500 | | |

Transportation Department

| | | | | | | | |
|--|-----------|-----------|--------|-----------|-----------|-------------------------------|----|
| LC 101 St & 103 Ave Reconstruction (CF & New) | 1,521,867 | 1,521,867 | - | 80,195 | 80,195 | Street Lights to be installed | 0% |
| New Road Infrastructure (CF) | 197,182 | 186,734 | 10,448 | 313,266 | 302,818 | Based on upcoming requests | |
| Bridge File 81125 (CF) | 53,936 | 28,452 | 25,484 | 320,553 | 295,069 | In progress | |
| BF 81120/79239 (CF) | 10,000 | 10,000 | - | 250,000 | 250,000 | | 0% |
| Zama Bearspaw Crescent (CF) | 511,261 | 511,261 | - | 15,633 | 15,633 | | 0% |
| Zama Utility Pole Relocation (CF) | 53,513 | 53,513 | - | 8,943 | 8,943 | | 0% |
| LC - 4WD loader | - | - | - | 266,000 | 266,000 | Quotes are being obtained | 0% |
| LC & FV - 3 ADW graders (LC 2, FV 1) | - | - | - | 1,195,488 | 1,195,488 | On order | 0% |
| LC - 94th Ave East - Chip seal east to Hwy 697 | - | - | - | 345,000 | 345,000 | Tender opening May 13 | 0% |
| LC - South Access West - paving to Heritage Centre | - | - | - | 1,260,000 | 1,260,000 | Tender opening June 11 | 0% |
| HL - Golf Course Road Pave | - | - | - | 300,000 | 300,000 | Tender opening June 11 | 0% |
| Zama Access Pave (PH V) | - | - | - | 6,000,000 | 6,000,000 | BCF application stage | 0% |
| Lakeside Estate (Three street lights and walking trail from the su | - | - | - | 150,000 | 150,000 | In progress | 0% |
| LC-Blue Hills Pave | - | - | - | 2,500,000 | 2,500,000 | BCF application stage | 0% |
| LC - BF 81336 (CF & New) | 5,000 | 5,000 | - | 50,000 | 50,000 | | 0% |
| LC - BF 75117 (CF & New) | 29,800 | 29,800 | - | 325,000 | 325,000 | Assessing the structure | 0% |
| LC - Spruce Road Rebuild (CF & New) | 35,245 | 35,245 | - | 219,755 | 219,755 | Quotes are being obtained | 0% |
| LC - Angle broom attachment for Bobcat | - | - | - | 5,700 | 5,700 | In progress | 0% |
| LC - 84-inch hydraulic angle soil conditioner | - | - | - | 8,100 | 8,100 | In progress | 0% |
| LC - Snow blower | - | - | - | 49,000 | 49,000 | | 0% |
| FV - River Road seal coat | - | - | - | 345,000 | 345,000 | Tender opening May 15 | 0% |

| Project Name | Total costs | Costs in prior years | Costs in current year up to Mar 31, 2014 | 2014 Budget | 2014 Budget Remaining on Mar 31, 2014 | Status Update on Mar 31, 2014 | Percentage of Completion (%) |
|--|-------------|----------------------|--|-------------|---------------------------------------|------------------------------------|------------------------------|
| LC - 101 St & 100 Ave - Traffic lights | - | - | - | 200,000 | 200,000 | Engineering assessment in progress | 0% |
| ZA - Replacement vehicle | - | - | - | 35,000 | 35,000 | | 0% |
| ZA - Zero turn mower | - | - | - | 13,000 | 13,000 | | 0% |
| LC - South - Shoulder pull and road rehabilitation | - | - | - | 100,000 | 100,000 | | 0% |
| Gravel Reserve (to secure gravel source) (CF) | 1,000 | 1,000 | - | 150,000 | 150,000 | In progress | 0% |
| FV - Hamlet asphalt pavement overlay 44th Ave | - | - | - | 60,000 | 60,000 | Tender opening May 13 | 0% |
| FV - Bobcat/tool cat, with flail mower and sander | - | - | - | 65,000 | 65,000 | | 0% |
| FV - Trailer replacement | - | - | - | 8,500 | 8,500 | | 0% |
| FV - Sand and salt shelter | - | - | - | 175,000 | 175,000 | | 0% |
| FV - Cold storage/Emergency generator building | - | - | - | 132,250 | 132,250 | | 0% |
| FV - Child Lake/Boyer Lake road rebuilds | - | - | - | 123,000 | 123,000 | | 0% |
| Zama Access Pave (PH IV) (CF) | - | - | - | 20,000 | 20,000 | | 0% |
| FV - North- Shoulder pull and road rehabilitation | - | - | - | 509,261 | 509,261 | | 0% |
| FV - 45th Street repaving | - | - | - | 370,000 | 370,000 | Tender opening May 13 | 0% |
| HWY 88 Connector Upgrade (CF) | 6,942,563 | 6,889,862 | 52,701 | 50,000 | (2,701) | | |
| <i>Total department 32</i> | | | 88,633 | 16,018,644 | 15,930,011 | | |

Airport Department

| | | | | | | | |
|-----------------------------|-----------|-----------|---|--------|--------|--|----|
| FV Airport Development (CF) | 1,363,667 | 1,363,667 | - | 16,382 | 16,382 | | 0% |
| LC Instrument Approach (CF) | 36,112 | 36,112 | - | 13,889 | 13,889 | | 0% |
| <i>Total department 33</i> | | | - | 30,271 | 30,271 | | |

Water Treatment & Distribution Department

| | | | | | | | |
|--------------------------|--------|---|--------|--------|---------|--|--|
| FV - Truck Meter Upgrade | 25,129 | - | 25,129 | 20,864 | (4,265) | | |
|--------------------------|--------|---|--------|--------|---------|--|--|

| Project Name | Total costs | Costs in prior years | Costs in current year up to Mar 31, 2014 | 2014 Budget | 2014 Budget Remaining on Mar 31, 2014 | Status Update on Mar 31, 2014 | Percentage of Completion (%) |
|--|-------------|----------------------|--|-------------|---------------------------------------|-------------------------------|------------------------------|
| FV - 43rd Water Line Replacement | 4,763 | - | 4,763 | 344,398 | 339,635 | | |
| ZA - Distribution pump house upgrades (CF & New) | 71,972 | 30,885 | 41,087 | 887,684 | 846,597 | AB WWP application submitted | |
| LC Wells Rehabilitation | - | - | - | 141,763 | 141,763 | | |
| High Level Rural Water Line (South) | 1,491,629 | - | 1,491,629 | 1,665,612 | 173,983 | | |
| FV - 50th St - Water & sewer extension | - | - | - | 580,000 | 580,000 | | 0% |
| FV, LC & ZA - Utility pipeline locator | - | - | - | 6,000 | 6,000 | | 0% |
| FV - SCADA computer replacement | - | - | - | 7,500 | 7,500 | | 0% |
| Generators for the three water treatment plants | - | - | - | 700,000 | 700,000 | | 0% |
| <i>Total department 41</i> | | | 1,562,608 | 4,353,821 | 2,791,213 | | |

Sewer Disposal Department

| | | | | | | | |
|--|-----------|-----------|---------|-----------|-----------|--|--|
| LC Lagoon Upgrade (CF) | 1,875,842 | 1,107,063 | 768,779 | 5,921,740 | 5,152,961 | In progress; 1st claim was submitted to AT | |
| Zama - Lift station upgrade (CF & New) | 114,232 | 1,572 | 112,660 | 1,370,919 | 1,258,259 | AB WWP application was submitted | |
| FV - Complete Upgrade Main Lift Station (CF) | 52,880 | 24,917 | 27,963 | 50,083 | 22,120 | | |
| LC - Replace pump at main lift station | 26,021 | - | 26,021 | 27,000 | 979 | | |
| <i>Total department 42</i> | | | 935,423 | 7,369,742 | 6,434,319 | | |

Solid Waste Disposal

| | | | | | | | |
|---|--------|--------|-----|--------|--------|--|----|
| Two 40 Yard Bins (CF) | 18,280 | 17,600 | 680 | 7,732 | 7,052 | | |
| LC waste transfer stn - Building for recycle centre | - | - | - | 7,680 | 7,680 | | 0% |
| Rocky Lane waste transfer station - Build up ramp | - | - | - | 12,000 | 12,000 | | 0% |
| <i>Total department 43</i> | | | 680 | 27,412 | 26,732 | | |

Planning & Development Department

| Project Name | Total costs | Costs in prior years | Costs in current year up to Mar 31, 2014 | 2014 Budget | 2014 Budget Remaining on Mar 31, 2014 | Status Update on Mar 31, 2014 | Percentage of Completion (%) |
|----------------------------------|-------------|----------------------|--|-------------|---------------------------------------|-------------------------------|------------------------------|
| Trimble GeoExplorer 6000 XH (CF) | - | - | - | 17,000 | 17,000 | | 0% |
| Wide format plotter/scanner | - | - | - | 25,500 | 25,500 | | 0% |
| <i>Total department 61</i> | | | - | 42,500 | 42,500 | | |

Agricultural Services Department

| | | | | | | | |
|--|-----------|-----------|---------|---------|---------|--------------------------------|----|
| HL - Rural Drainage - Phase II & Phase III (CF) | 1,087,805 | 1,093,312 | (5,507) | 50,000 | 55,507 | | |
| LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) | - | - | - | 900,000 | 900,000 | Hydrological study in progress | 0% |
| <i>Total department 63</i> | | | (5,507) | 950,000 | 955,507 | | |

Recreation Department

| | | | | | | | |
|---|---------|---------|--------|---------|---------|----------------------------------|----|
| FV - Capital (requests from Recreation Society) | 35,678 | - | 35,678 | 115,002 | 79,324 | | |
| LC - Capital (requests from Recreation Society) | 23,321 | - | 23,321 | 232,436 | 209,115 | | |
| Grounds Improvements (2014 - FV Walking Trail) (CF) | 473,180 | 473,180 | - | 74,620 | 74,620 | | 0% |
| Jubilee Park in La Crete (CF) | 33,455 | 33,455 | - | 50,000 | 50,000 | | 0% |
| ZA - Capital (requests from Recreation Society) | - | - | - | 43,500 | 43,500 | | 0% |
| LC Splash Park (CF) | - | - | - | 255,000 | 255,000 | | 0% |
| FV Splash Park (CF) | 83,214 | 83,214 | - | 227,786 | 227,786 | Goods and material were acquired | 0% |
| <i>Total department 71</i> | | | 58,999 | 998,344 | 939,345 | | |

Parks & Playgrounds Department

| | | | | | | | |
|---|--------|--------|---|--------|--------|--|----|
| Machesis Lake - Concrete Toilets (CF) | 16,775 | 16,775 | - | 17,225 | 17,225 | | 0% |
| Machesis Lake - Horse camp - road | - | - | - | 25,000 | 25,000 | | 0% |
| Bridge campground - Survey & improvements | - | - | - | 19,000 | 19,000 | | 0% |
| LC - Jubilee Park - fencing top of the Hill | - | - | - | 5,220 | 5,220 | | 0% |

| Project Name | Total costs | Costs in prior years | Costs in current year up to Mar 31, 2014 | 2014 Budget | 2014 Budget Remaining on Mar 31, 2014 | Status Update on Mar 31, 2014 | Percentage of Completion (%) |
|--|-------------|----------------------|--|-------------|---------------------------------------|-------------------------------|------------------------------|
| LC - Walking Trails | - | - | - | 10,000 | 10,000 | | 0% |
| Hutch Lake - Marina improvements | - | - | - | 6,000 | 6,000 | | 0% |
| Wadlin Lake - Grounds improvements | - | - | - | 20,000 | 20,000 | | 0% |
| Wadlin Lake - Marina - dock & improvements | - | - | - | 6,000 | 6,000 | | 0% |
| FV - Walking Trails | - | - | - | 10,000 | 10,000 | | 0% |
| <i>Total department 72</i> | | | - | 118,445 | 118,445 | | |

TOTAL 2013 Capital Projects

| | | |
|------------------|-------------------|-------------------|
| 2,654,146 | 30,726,855 | 28,072,709 |
|------------------|-------------------|-------------------|



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | AR 263/2005, Community Aggregate Payment Levy Regulation |

BACKGROUND / PROPOSAL:

In May 2005, the Government of Alberta passed Bill 28 Municipal Government Amendment Act. One of the amendments put forward under Bill 28 was the introduction of a new tax tool called the Community Aggregate Payment Levy. This amendment gives municipalities the ability to pass a Community Aggregate Payment Levy Bylaw.

AR 263/2005, Community Aggregate Payment Levy Regulation was introduced as the result.

MGA, Division 7.1:

Section 409.1(2):

A community aggregate payment levy bylaw authorizes the council to impose a levy in respect of all sand and gravel business operating in the municipality to raise revenue to be used toward the payment of infrastructure and other costs in the municipality.

Section 409.2:

A levy imposed under this Division must be paid by the persons who operate sand and gravel operations in the municipality.

The concept of a Community Aggregate Payment Levy was developed collaboratively by the Aggregate Resource Development Task Force, which consisted of representatives from the Alberta Association of Municipal Districts and Counties, the

Author: J. Whittleton **Review Date:** _____ **CAO** JW

Alberta Sand and Gravel Association, and the Alberta Roadbuilders and Heavy Construction Association.

Matters related to the levy and the maximum levy that a municipality may impose have been established by Alberta Regulation 263/2005 after consultation with stakeholders (Alberta Regulation 263/2005 is attached). This regulation came into force on January 1, 2006 and will expire on December 31, 2015, at which time it will be reviewed for relevancy and necessity.

It is important to mention, that the community aggregate payment levy is defined as tax. This means that the remedies in the MGA for the recovery of taxes would apply in situations where a sand and gravel operator has failed to pay the required levy.

Mackenzie County Council established bylaws 569/06 and 622/06 that allow administration to apply the fee.

OPTIONS & BENEFITS:

The Finance Committee discussed the current \$0.25 rate and consider it insufficient. Therefore, the Committee passed a motion to recommend to Council writing a letter to Municipal Affairs requesting a revision to this rate.

COSTS & SOURCE OF FUNDING:

The following amounts have been collected in the past years:

| 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|-----------|----------|-----------|----------|----------|-----------|
| \$124,171 | \$85,921 | \$111,855 | \$21,738 | \$90,189 | \$109,231 |

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That a letter be sent to Municipal Affairs requesting a reassessment and revision of the maximum levy rate of \$0.25 per tonne established under Alberta Regulation 263/2005, Community Aggregate Payment Levy Regulation.

Author: J. Whittleton Review Date: _____ CAO JW



Province of Alberta

MUNICIPAL GOVERNMENT ACT

COMMUNITY AGGREGATE PAYMENT LEVY REGULATION

Alberta Regulation 263/2005

With amendments up to and including Alberta Regulation 187/2010

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 187/2010)

ALBERTA REGULATION 263/2005

Municipal Government Act

COMMUNITY AGGREGATE PAYMENT LEVY REGULATION

Table of Contents

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- 3 Community aggregate payment levy bylaw
- 4 Amount of levy
- 5 Levy rate
- 6 Exemptions from levy
- 7 Person liable to pay levy
- 8 Application of Act
- 9 Effective date of community aggregate payment levy bylaw
- 10 Expiry
- 11 Coming into force

Definitions

1 In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “Crown” means the Crown in right of Alberta or Canada;
- (c) “levy” means community aggregate payment levy;
- (d) “sand and gravel operator” means a person engaged in extracting sand and gravel for shipment;
- (e) “shipment” means a quantity of sand and gravel hauled from the pit from which it was extracted.

General application of Regulation

2 This Regulation applies to all municipalities that have passed a community aggregate payment levy bylaw.

Community aggregate payment levy bylaw

3(1) A community aggregate payment levy bylaw must

- (a) state when sand and gravel operators must report shipments, in tonnes,
- (b) state the date or dates on which the municipality will send out levy notices, and the date by which the levy is payable,
- (c) require the tonnage of sand and gravel in an operator's shipment to be recorded on a sand and gravel shipped tonnage roll,
- (d) specify that the shipped tonnage roll is based on the tonnage of sand and gravel in an operator's shipment, as reported by the operator,
- (e) set the uniform levy rate to be applied throughout the municipality, subject to the maximum levy rate, and
- (f) set the uniform conversion rate of
 - (i) 1 cubic metre = 1.365 tonnes, for sand, and
 - (ii) 1 cubic metre = 1.632 tonnes, for gravel

where 1 cubic metre is equal to 1.308 cubic yards.

(2) Where a sand and gravel operator is unable to provide a measurement of weight for the amount of sand and gravel in a shipment, the operator must use the conversion rates set out under subsection (1)(f) to record shipments, in tonnes, for the purposes of reporting under subsection (1)(d).

(3) A community aggregate payment levy bylaw may require that the community aggregate payment levy be paid monthly or by quarterly payments in the year in which a shipment occurs.

Amount of levy

4 The amount of levy to be imposed in respect of a sand and gravel operator is calculated by multiplying the number of tonnes of sand and gravel recorded on the sand and gravel shipped tonnage roll referred to in section 3(1)(c) for that operator by the levy rate.

Levy rate

5(1) The levy rate is set by the municipality and is subject to the maximum levy rate established under subsection (2).

(2) The maximum levy rate is \$0.25 per tonne of sand and gravel.

(3) A municipality must set a uniform levy rate to be applied throughout the municipality.

Exemptions from levy

6(1) No levy may be imposed on the following classes of shipments of sand and gravel:

- (a) a shipment from a pit owned or leased by the Crown for a use or project that is being undertaken by or on behalf of the Crown;
- (b) a shipment from a pit owned or leased by a municipality for a use or project that is being undertaken by or on behalf of a municipality;
- (c) a shipment from a pit owned or leased by the Crown or a municipality for a use or project that is being undertaken by or on behalf of the Crown or a municipality.

(2) No levy may be imposed on shipments of sand and gravel that are subject to another tax, levy or payment that is established by and payable to a municipality.

(3) No levy may be imposed on shipments of sand and gravel that are required pursuant to a road haul agreement or a development agreement for construction, repair or maintenance of roads identified in the agreement, that is necessary to provide access to the pit from which the sand and gravel is extracted.

Person liable to pay levy

7 For the purposes of section 409.2 of the Act, a person who purchases a sand and gravel business or in any other manner becomes liable to be shown on the sand and gravel shipped tonnage roll as liable to pay a levy must give the municipality written notice of a mailing address to which notices under Division 7.1 of Part 10 of the Act may be sent.

Application of Act

8 Except as modified by this Regulation, Parts 10 to 12 of the Act apply in respect of a community aggregate payment levy and a community aggregate payment levy bylaw, and for that purpose a reference in those Parts

- (a) to a tax includes a community aggregate payment levy,
- (b) to a tax bylaw or a tax rate bylaw includes a community aggregate payment levy bylaw, and

- (c) to a tax roll includes a sand and gravel shipped tonnage roll.

Effective date of community aggregate payment levy bylaw

9 A community aggregate payment levy bylaw has no effect before January 1, 2006.

Expiry

10 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2015.

AR 263/2005 s10;187/2010

Coming into force

11 This Regulation comes into force on January 1, 2006.



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BYLAW NO. 569/06
BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
(hereinafter referred to as “the Municipality”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality the imposition of a levy in respect of all sand and gravel businesses operating in the Municipal District of Mackenzie.

WHEREAS, pursuant to the provisions contained in the Municipal Government Act (Alberta), section 409.1, the Council of the Municipality is authorized to pass a community aggregate payment levy bylaw to impose a levy in respect of all sand and gravel businesses operating in the Municipality to raise revenue to be used toward the payment of infrastructure and other costs in the Municipality; and

WHEREAS, Alberta Regulation 263/2005 made pursuant to section 409.3 of the said Act specifies that any Bylaw passed pursuant to section 409.1 must contain certain provisions including the maximum levy which may be imposed under the Bylaw; and

WHEREAS, the Council of the Municipality has determined that it is in the best interests of the residents of the Municipal District of Mackenzie #23 that a Bylaw be passed pursuant to section 409.1 of the said Act to impose a levy in respect of all sand and gravel businesses operating in the Municipality; and

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

DEFINITIONS:

1. In this Bylaw:
 - a) “Act” means the Municipal Government Act R.S.A. 2000 c. M-26;
 - b) “Aggregate” means sand and gravel or both as found naturally or stockpiled;

- c) "Municipality" means the Municipal District of Mackenzie #23;
- d) "Crown" means the Crown in the right of Alberta or Canada;
- e) "Levy" means the community Aggregate payment levy as authorized by this Bylaw;
- f) "Operator" means a person engaged in extracting Aggregate for Shipment;
- g) "Pit" means a location where Aggregate can be, is or has been extracted from its naturally occurring location;
- h) "Shipment" means a quantity of Aggregate hauled from the Pit where it was extracted.

OPERATOR REPORTING REQUIREMENTS:

2. All Operators in the Municipality shall report all Shipments of Aggregate in tones from any Pit within the boundaries of the Municipality on a quarterly basis within fourteen (14) days of March 31st, June 30th, September 30th and December 31st in each calendar year, such report to be in the form attached as Schedule "A" to this Bylaw.
3. The Municipality shall record the Aggregate shipped by each Operator for each quarter on an Aggregate shipped tonnage roll based upon the report or reports filed by each Operator pursuant to section 2 of this Bylaw.
4. The Municipality shall send a levy notice under this Bylaw to each Operator setting out the amount of the Levy payable by the Operator based upon the Aggregate shipped tonnage roll recorded by the Municipality pursuant to section 3 of this Bylaw within thirty (30) days of March 31st, June 30th, September 30th and December 31st in each calendar year.
5. In the case of any Operator who shall be unable to provide a measurement of weight for the amount of the Aggregate in any Shipment, the Operator shall use the following conversion rates to record Shipments in tones for the purpose of reporting under section 2 of this Bylaw:
 - a) 1 cubic meter = 1.365 tonnes for sand; and
 - b) 1 cubic meter = 1.632 tonnes for gravelwhere 1 cubic meter is equal to 1.308 cubic yards.

LEVY RATE, PAYMENT AND COLLECTION OF LEVY:

6. The uniform Levy Rate for all Shipments of Aggregate from Pit within the Municipality shall be \$.25 per tonne of Aggregate and the amount of the Levy for each quarter to be imposed upon an Operator shall be determined by multiplying the number of tones of Aggregate for each quarter , as shown on the Aggregate shipped tonnage roll provided for in section 3 of this Bylaw, by the Levy Rate as specified by this Bylaw.
7. An amount owing to the Municipality by an Operator as shown on the Levy notice sent to the Operator pursuant to section 4 of this Bylaw shall be paid by the Operator within thirty (30) days of the date or mailing of the Levy notice.
8. An Operator shall provide the Municipality with written notice of a mailing address to which all notices under this Bylaw and Division of Part 10 of the Act may be sent.

EXEMPTIONS FROM LEVY:

9. No Levy under this Bylaw shall be imposed by the County on the following Shipments of Aggregate:
 - a) A Shipment from a Pit owned or leased by the Crown for a use or project that is being undertaken by or on behalf of the Crown;
 - b) A Shipment from a Pit owned or leased by a municipality for a use or a project that is being undertaken by or on behalf of a municipality;
 - c) A Shipment from a Pit owned or leased by the Crown of a municipality for a use or a project that is being undertaken by or on behalf of the Crown of a municipality; and
 - d) A Shipment which is required pursuant to a road haul agreement or a development agreement for the construction, repair or maintenance of a road or roads described in the said agreement that is necessary to provide access to the Pit from which the Aggregate is extracted.
10. An Operator shall report all Shipments of Aggregate as provided for in this Bylaw even though one or more of such Shipments may be exempt under this Bylaw from the Levy.

PENALTIES:

11. Any person who fails to comply with any provisions of this Bylaw shall be guilty of an offence and liable on summary conviction to a fine of not more than One Thousand (\$1,000) Dollars.

EFFECTIVE DATE:

12. This bylaw shall become effective on the date on which this Bylaw is passed pursuant to the Act.

First Reading given on the 11th Day of April, 2006.

(signature on file)
Bill Neufeld, Reeve

(signature on file)
Mary Jane Driedger, Acting Executive
Assistant

Second Reading given on the 11th Day of April, 2006.

(signature on file)
Bill Neufeld, Reeve

(signature on file)
Mary Jane Driedger, Acting Executive
Assistant

Third Reading and Assent given on the 26th Day of April , 2006.

(signature on file)
Bill Neufeld, Reeve

(signature on file)
Mary Jane Driedger, Acting Executive
Assistant

MUNICIPAL DISTRICT OF MACKENZIE NO.23

Schedule "A"

SAND AND GRAVEL SHIPMENTS QUARTERLY REPORT

This report must be received by the Municipality within fourteen (14) days from the last day of the reporting period. Four three-month reporting periods are: January – March, April – June, July – September and October – December of each year.

| | |
|-----------------------------|--|
| Name of Operator | |
| Mailing Address of Operator | |
| Telephone Number | |
| Fax Number | |
| E-mail Address | |

| | |
|----------------------------------|--|
| Location of Sand/Gravel Pit | |
| Reporting Period (enter quarter) | |

| | |
|--|--|
| Name of Owner of Parcel where Pit is located | |
| Mailing Address of Owner of Parcel | |
| Telephone Number | |
| Fax Number | |
| E-mail Address | |

| | |
|--|--|
| Total sand and gravel that you shipped from this pit in the reporting period (tonnes) | |
| TOTAL A | |

| | |
|--|--|
| Shipments exempt from Community Aggregate Payment Levy | |
| E1) Total sand and gravel that you shipped from this pit, pursuant to a road haul agreement or a development agreement, for the construction, repair or maintenance of access roads to this pit (tonnes) | |

Please complete sections E2 to E4 only if this pit is:

- Owned by the Government of Alberta or a municipality, or
- Leased by the Government of Alberta or a municipality from another party

| | |
|--|--|
| E2) Total sand and gravel that you shipped from this pit to Government of Alberta projects in the reporting periods (tonnes) | |
| E3) Total sand and gravel that you shipped from this pit to the Municipal District projects in the reporting period (tonnes) | |
| E4) Total sand and gravel that you shipped from this pit to projects of other municipalities (excluding the Municipal District) in the reporting period (tonnes) | |

| | |
|--|---|
| Total Exempted Shipments [Add E1+E2+E3+E4] (tonnes) | |
| TOTAL B | - |

| | |
|---|---|
| The Shipments subject to Community Aggregate Payment Levy | |
| TOTAL A minus TOTAL B | = |

The weight of sand and gravel in individual shipments may be estimated if weigh scales area unavailable. The conversion

Bylaw 569/06
Community Aggregate Payment Levy Bylaw

rated to be used in estimating the tonnage are as follows:

1 cubic meter = 1.365 tonnes ,for sand

1cubis meter = 1.632 tonnes, for gravel where 1 cubic meter = 1.308 cubic yards

**BYLAW NO. 602/06
BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 COMMUNITY AGGREGATE
PAYMENT LEVY BYLAW 569/06**

WHEREAS, the Municipal District of Mackenzie No. 23, in the Province of Alberta has adopted the Municipal District of Mackenzie Community Aggregate Payment Levy Bylaw 569/06 that authorizes the Council of the Municipality the imposition of a levy in respect of all sand and gravel businesses operating in the Municipal District of Mackenzie, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Community Aggregate Payment Levy Bylaw 569/06 by removing some definitions and inserting new definitions, as hereunder stated, in the Municipal District of Mackenzie Community Aggregate Payment Levy Bylaw 569/06.

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following definition replace clause 9:

No Levy under this Bylaw shall be imposed by the Municipality on the following Shipments of Aggregate:

- a) A Shipment from a Pit owned or leased by the Crown for a use or a project that is being undertaken by or on behalf of the Crown;
- b) A Shipment from a Pit owned or leased by a municipality for a use or a project that is being undertaken by or on behalf of a municipality;
- c) A Shipment from a Pit owned or leased by the Crown or a municipality for a use or a project that is being undertaken by or on behalf of the Crown or a municipality; and
- d) A Shipment which is required pursuant to a road haul agreement or a development agreement for the construction, repair or maintenance of a road or roads described in the said agreement that is necessary to provide access to the Pit from which the Aggregate is extracted.

2. That the following definition replace clause 12:

This bylaw shall become effective November 30, 2006.

That this bylaw shall come into effect upon the passing of the third reading.

First reading given on the 9th day of November , 2006.

(signature on file)

Walter Sarapuk, Deputy Reeve

(signature on file)

Carol Gabriel, Executive Assistant

Second reading given on the 29th day of November , 2006.

(signature on file)

Bill Neufeld, Reeve

(signature on file)

Carol Gabriel, Executive Assistant

Third reading given on the 29th day of November , 2006.

(signature on file)

Bill Neufeld, Reeve

(signature on file)

Carol Gabriel, Executive Assistant

COMMUNICATION:

Council meeting dates are advertised and posted on the County's website.

RECOMMENDED ACTION:

That the following Council meeting dates be changed:

- July 17, 2014 – change to July 14, 2014
- September 9, 2014 – change to September 8, 2014

Author: _____ Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Member at Large Appointments |

BACKGROUND / PROPOSAL:

Several openings remain on the various municipal boards and committees. There are currently vacancies on the following:

- Assessment Review Board – 1 Position
- Inter-municipal Subdivision & Development Appeal Board – 1 Position
- Subdivision & Development Appeal Board – 2 Positions
- Mackenzie Library Board – 1 Position

Advertising is ongoing until all positions are filled.

OPTIONS & BENEFITS:

One application has been received and appointment is recommended to ensure that we have sufficient members to achieve quorum. A copy of the application is attached.

COSTS & SOURCE OF FUNDING:

Member at Large honorariums and expenses are paid from the operating budget.

SUSTAINABILITY PLAN:

N/A

Author: C. Gabriel Reviewed by: _____ CAO JW

COMMUNICATION:

Vacant positions are advertised as required.

RECOMMENDED ACTION:

Motion 1

That Jerry Chomiak be appointed as a Member at Large to the Assessment Review Board for the remainder of a two year term ending October 2016.

Motion 2

That Jerry Chomiak be appointed as a Member at Large to the Subdivision and Development Appeal Board and the Inter-municipal Subdivision and Development Appeal Board for the remainder of a one year term ending October 2014.

Author: _____ Reviewed by: _____ CAO JW

Member at Large Positions Available

Assessment Review Board (1 Position)

Mackenzie County is seeking applications to fill one (1) position from the public at large, on the Assessment Review Board. Appointments to the Board are for either a two or three-year term.

The responsibility of the Board is to hear matters relating to assessment complaints. A Local Assessment Review Board hears complaints about residential property with 3 or less dwelling units, farm land or matters shown on a tax notice. A Composite Assessment Review Board hears complaints about residential property with 4 or more dwelling units or non-residential property.

Individuals appointed to this Board must successfully complete a training program set or approved by the Minister. Assessors, employees of the municipality, or agents are ineligible to apply.

Inter-Municipal Subdivision & Development Appeal Board (1 Position)

The Inter-municipal Subdivision & Development Appeal Board is seeking one (1) public member to sit on the Board. Appointments to the Board are for a one-year term.

The Board's duties are primarily to review appeals on decisions related to subdivision and development applications which relate to lands within the Inter-Municipal Development Plan area (40 km radius around the Town of High Level). A background in building construction and development is not required.

Subdivision & Development Appeal Board (2 Positions)

Mackenzie County is seeking applications to fill two (2) positions from the public at large, on the Subdivision and Development Appeal Board. Appointments to the Board are for a one-year term.

It is the responsibility of the Subdivision and Development Appeal Board to hear all information relating to a subdivision or development appeal at the local level. The Board meets as necessary to hear appeals of subdivisions and development.

Mackenzie Library Board (1 Position)

Mackenzie County is seeking applications to fill one (1) position, from the Fort Vermilion area, on the Mackenzie County Library Board. Appointments to the Board are for either a two or three-year term.

The Library Board oversees the operation and funding requirements of the Fort Vermilion, La Crete, and Zama community libraries. The Board meets on a monthly basis. For more information visit www.mclboard.com.

Appointments to the Board

All appointments will be made by County Council. Members-at-large, appointed to council committees, are paid a per diem according to the current Honorarium and Expense bylaw.

Application Process

To apply, please complete the Member at Large Application Form (available at any County Office or on our website) and forward to:



Carol Gabriel, Manager of Legislative & Support Services
Mackenzie County, P.O. Box 640, Fort Vermilion, AB T0H 1N0
Email: cgabriel@mackenziecounty.com
Phone: 780.927.3718
Fax: 780.927.4266

In order to qualify, you must be a taxpayer of Mackenzie County and be at least 18 years of age. Must be able to attend daytime meetings.



Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM

ATTN:
Carol
Gabriel

Board/Committee: ASSESSMENT REVIEW BOARD
(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: JERRY CHOMIAK

Mailing Address: BOX

Civic/Legal Address: HIGH LEVEL

City: HIGH LEVEL Phone (Daytime): 7

Postal Code: T0H 1Z0 Phone (Cell):

Fax:

Email:

Occupation: CAMPGROUND OWNER / OPERATOR

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? _____ Your Ward # _____

Citizenship: Canadian Other - Please Specify _____

Relevant volunteer and/or employment experience:

I have been involved in business management and ownership most of my adult life.

What skills/interests/experience will you bring to this board/committee?

I spent nine years on HIGH LEVEL Town Council.

Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

I enjoy the process of local government, the debate that happens during the hearings and the interaction with local residence.

References:

Name: *Peter Ernst*

Phone: _____ Email: _____

Name: *Crystal McAtter*

Phone: _____ Email: _____

Signature: *[Signature]* Date: *May 7, 2014*

Submit completed form to:

Mackenzie County
Attn: Carol Gabriel, Manager of Legislative Services
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0
Fax: (780) 927-4266

For more information please contact (780) 927-3718.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.



Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM

ATTN:
Carol
Gabriel

Board/Committee: SUBDIVISION APPEAL BOARD
(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: JERRY CHOMIAK

Mailing Address: Box

Civic/Legal Address: HIGH LEVEL

City: HIGH LEVEL Phone (Daytime): _____

Postal Code: T0H 1Z0 Phone (Cell): _____

Fax: _____

Email: _____

Occupation: CAMPGROUND OWNER / OPERATOR

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? _____ Your Ward # _____

Citizenship: Canadian Other - Please Specify _____

Relevant volunteer and/or employment experience:

I have been involved in business management and ownership most of my adult life

What skills/interests/experience will you bring to this board/committee?

I spent nine years on HIGH LEVEL Town Council.

Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

I enjoy the process of local government, the debate that happens during the hearings and the interaction with local residence.

References:

Name: Peter Ernst

Phone: _____ Email: _____

Name: Crystal McAten

Phone: _____ Email: C

Signature:  Date: May 7, 2014

Submit completed form to:

Mackenzie County
Attn: Carol Gabriel, Manager of Legislative Services
Box 640
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MACKENZIE COUNTY REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | May 13, 2014 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Information/Correspondence |

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Action List
- Correspondence – VSI Services (2014 First Quarter Report)
- Correspondence – Alberta Transportation (Highway 986 Speed Reduction Through Little Buffalo Northern Sunrise County)
- Correspondence – Alberta Municipal Affairs (MSI 2012 Certification Summary)
- Mackenzie Housing Management Board Meeting Minutes (March 12, 2014)
- Mackenzie Housing Management Board Meeting Minutes (March 18, 2014)
- Fort Vermilion Interagency Committee Meeting Minutes (May 1, 2014)
- Alberta Municipal Affairs – In-Camera Discussions of Council
- Pacific Northwest Economic Region Annual Summit
- Fort Vermilion School Division 2014 Awards Ceremony
-
-
-

RECOMMENDED ACTION:

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

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

**Mackenzie County
Action List as of April 28, 2014**

Council Meeting Motions Requiring Action

| Motion | Action Required | Action By | Status |
|--|---|-------------------|---|
| July 9, 2012 Council Meeting | | | |
| 12-07-494 | That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1. | John Byron | In progress |
| February 27, 2013 Council Meeting | | | |
| 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 future area. | Ron P. | In progress |
| 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. |
| March 12, 2013 Council Meeting | | | |
| 13-03-165 | That administration proceed with drafting an Antenna System Siting Protocol for review by Council. | Byron | 13-May-14 |
| May 28, 2013 Council Meeting | | | |
| 13-05-375 | That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road. | Joulia | In progress Letter sent to DM Rob Penny and meeting held |
| October 8, 2013 Council Meeting | | | |
| 13-10-693 | That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs. | Ron P. Mark | In progress |
| October 30, 2013 Council Meeting | | | |
| 13-10-798 | That administration investigate further options for future bridge replacement. | John K. Ron P. | PW Committee |
| 13-10-833 | That administration negotiate with the property owner for the mobile home encroaching into laneway. | Byron Joulia | May 2014 |

| Motion | Action Required | Action By | Status |
|--|---|------------------|---------------------------|
| February 26, 2014 Council Meeting | | | |
| 14-02-105 | That administration monitor the condition of the County roads and apply a 75% road ban (without permit possibilities) on roads where necessary. | Ron P. John | In progress |
| 14-02-116 | That the County participate in the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ) permitting system. | Don | In progress |
| 14-02-117 | That the Natural Resources Conservation Board (NRCB) be invited to attend a council meeting for a presentation on the Agricultural Operation Practices Act and its associated regulations, NRCB application and compliance processes. | Joulia Grant | May 13, 2014 9:00 a.m. |
| 14-02-118 | That Tolko, Ainsworth, and the La Crete Sawmills be invited to present their business plans to Council. | Joulia | Tolko – July 17 |
| March 11, 2014 Council Meeting | | | |
| 14-03-135 | That the road use agreement and the TRAVIS implementation options be referred to the Public Works Committee. | Don | PW Committee |
| 14-03-141 | That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys. | Ron John | PW Committee |
| 14-03-152 | That a letter of support be sent for Councillor Wardley and Greg Newman to participate as candidates on the regional plan review panels. | Joulia | |
| 14-03-165 | That administration be instructed to research policies by other municipalities on the lowering of the municipal flag. | Carol | In progress |
| March 26, 2014 Council Meeting | | | |
| 14-03-187 | That administration proceed with revising street names in the Hamlet of La Crete as required, and that a full list be taken back to Council for approval prior to implementation. | Byron | In progress |
| April 8, 2014 Council Meeting | | | |
| 14-04-228 | That the Trails on Alberta Highway Right-of-Ways be referred to the Community Services Committee. | Ron P. | May 8, 2014 |
| 14-04-245 | That administration proceed with submitting an application for the acquisition of Section 13-109-20-W5M and SE 24-109-20-W5M, subject to budget amendment. | Joulia Byron | In progress |

| Motion | Action Required | Action By | Status |
|--------------------------------|---|-----------|-----------|
| April 28, 2014 Council Meeting | | | |
| 14-04-257 | That the Zama airport remain as is with a NOTAM and that administration investigate the costs of re-designating and possible reopening of the airport to fixed wing aircraft in the future. | Don | |
| 14-04-267 | That administration move forward with Bylaw 934-14, being a Land Use Bylaw Amendment to Close a Portion of Road between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in the Hamlet of Zama for the purpose of sale and consolidation. | Byron | |
| 14-04-276 | That administration bring back a revised Policy DEV001 Urban Development Standards to include low and high pressure sewer system options for all multi-lot development. | Byron | |
| 14-04-287 | That the sale of land by public auction for properties under tax arrears be set for September 24, 2014. | Mark | 24-Sep-14 |
| 14-04-292 | That a request be made to Alberta Transportation to reassess the guard rail along Highway 697 in the Buffalo Head area and recommend removal. | Joulia | |
| 14-04-297 | That a letter be sent to the Town of High Level, Town of Rainbow Lake, the La Crete Municipal Nursing Association, and the Mackenzie Housing Management Board requesting their support in covering the costs for their members attending Mackenzie Housing Management Board meetings and functions. | Carol | |
| 14-04-298 | That a letter of support be sent to the County of Leduc and copied to the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association. | Joulia | |
| 14-04-303 | That the Mustus Energy agreement be TABLED to the May 13, 2014 Council meeting. | Joulia | 13-May-14 |

| Motion | Action Required | Action By | Status |
|--------|-----------------|-----------|--------|
|--------|-----------------|-----------|--------|

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 | Completed |
| Risk management items: | | |
| Review and report to Council regarding a municipal service continuity plan; | Management Team | In progress |
| Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status). | CAO | In progress |

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0

PH 780 835 4531

April 30, 2014

Ms. Joulia Whittleton, CAO
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Joulia

I am sending this letter as a follow up to the first quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to gsmith@mackenziecounty.com and cnate@mackenziecounty.com.

Following is an estimate of your current VSI account status:

| | Claims | Payments | Balance |
|------------------|---------|----------|----------|
| Jan. 1, 2014 | | | \$ 1,584 |
| Payments in 2014 | | \$23,400 | 24,984 |
| First Quarter | \$4,511 | | 20,473 |

Your opening balance is subject to slight modification because we do not have the audited financial statement for 2013.

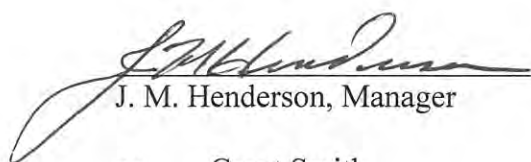
Administrative fees and investment income has not been calculated or included for the first three months of 2014.

Your 2014 first quarter claims are \$1,330 (22.8%) lower than for the first quarter of 2013.

Overall there is a 9.0% increase in total claims for the first quarter of 2014 compared to 2013. Five (5) of the sixteen (16) VSI jurisdictions had a decrease in their first quarter costs. Decreases ranged from 0.4% to 73.1% of 2013 first quarter costs. Increases, in the other 11 jurisdictions ranged from 2.1% to 78.8% of 2013 first quarter costs. Large swings, up or down, are primarily due to whether large producers had changes in the timing of their semen testing and/or pregnancy testing between the two years under comparison.

If you have any questions or if you detect any errors in the report or in my calculations in this letter please let me know.

Yours sincerely


J. M. Henderson, Manager

cc Grant Smith
Colleen Nate

RECEIVED
MAY 5 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE



MACKENZIE COUNTY
FORT VERMILION OFFICE

April 14, 2014

Our File: 2140 - NOSU

Carolyn Kolebaba, Reeve
Northern Sunrise County
Bag 1300
Peace River, AB T8S 1Y9

Dear Ms. Kolebaba:

**Re: HIGHWAY 986 SPEED REDUCTION THROUGH LITTLE BUFFALO
NORTHERN SUNRISE COUNTY**

Thank you for sharing Council's interest in the speed limit reduction warrant information. The Transportation Association of Canada has published the Canadian Guidelines for Establishing Posted Speed Limits. The department uses these guidelines when assessing the need for a speed reduction. This guideline can be purchased on-line at <https://smp.gilmore.ca/RunCmd?custId=1947&cmd=CatDisplayCmd&lastCmd=SearchResultCmd&catEntryId=60335>.

These guidelines consider both the horizontal and vertical geometry of the highway, as well as the number of intersections, driveways and pedestrians. These criteria feed into a calculation which determines the total risk, and whether or not the speed reduction is warranted. We ran the calculation several times, each time increasing the pedestrian/cyclist exposures (lower, medium, higher). Even with the highest pedestrian/cyclist exposure, the total risk score is 29; too low to warrant a speed reduction. I have attached a copy of the completed spreadsheet, along with a breakdown of the elements included in the calculation. The attachment chart illustrates the total risk VS recommended speed limits. In this case, the total risk would have to be 33 or higher to warrant a speed reduction.

If you have any questions on this calculation, please contact Mae Stewart, Operations Engineer, at (780) 624-6133.

Sincerely,

Trent McLaughlin, Regional Director
Alberta Transportation, Peace Region

cc: Reeve Bill Neufeld, Mackenzie County
Reeve Paul Sinclair & Council, MD of Opportunity

MS/rs



Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

| | | | |
|--------------------------------|--|--|---|
| Name of Corridor: | Highway 986 - Little Buffalo | | |
| Segment Evaluated: | West of Little Buffalo (100km/hr zone) | to | East of Little Buffalo (end of 100km/hr zone) |
| Geographic Region: | Peace Region, CMA 2 | | |
| Road Agency: | Alberta Transportation | | |
| Road Classification: | Highway | Length of Corridor: | 16,000 m |
| Urban / Rural: | Rural | Design Speed: (Required for Freeway, Expressway, Highway) | 110 km/h |
| Divided / Undivided: | Undivided | Current Posted Speed: (For information only) | 100 km/h |
| Major / Minor: | Minor | Prevailing Speed: (85th Percentile - for information only) | km/h |
| # Through Lanes Per Direction: | 1 lane | Policy: (Maximum Posted Speed) | No policy |

| | | RISK | Score |
|----|--|------------------------------|-------|
| A1 | GEOMETRY (Horizontal) | Lower | 3 |
| A2 | GEOMETRY (Vertical) | Lower | 3 |
| A3 | AVERAGE LANE WIDTH | Lower | 5 |
| B | ROADSIDE HAZARDS | Medium | 8 |
| C1 | PEDESTRIAN EXPOSURE | Higher | 3 |
| C2 | CYCLIST EXPOSURE | Higher | 3 |
| D | PAVEMENT SURFACE | Lower | 2 |
| E1 | NUMBER OF INTERSECTIONS WITH PUBLIC ROADS | <i>Number of Occurrences</i> | 1 |
| | STOP controlled intersection | 0 | |
| | Signalized intersection | 0 | |
| | Roundabout or traffic circle | 0 | |
| | Crosswalk | 1 | |
| | Active, at-grade railroad crossing | 0 | |
| E2 | NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS | <i>Number of Occurrences</i> | 1 |
| | Left turn movements permitted | 13 | |
| | Right-in / Right-out only | 0 | |
| E3 | NUMBER OF INTERCHANGES | <i>Number of Occurrences</i> | 0 |
| | Number of interchanges along corridor | 0 | |
| F | ON-STREET PARKING | N/A | 0 |

Total Risk Score:

29

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

100

As determined by policy

No policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

Raising pedestrian and cyclist exposures to high did not trigger a speed reduction (score of 29).



Automated Speed Limit Guidelines

RURAL

FORM C - Site Quick-Reference Sheet

A1: RURAL GEOMETRY (HORIZONTAL ALIGNMENT)

| | | |
|-------------------|-------------|----------------------------------|
| Risk Description: | Higher risk | More than 6 curves per kilometre |
| | Medium risk | 3 to 6 curves per kilometre |
| | Lower risk | Less than 3 curves per kilometre |

A2: RURAL GEOMETRY (VERTICAL ALIGNMENT)

| | | |
|-------------------|-------------|--|
| Risk Description: | Higher risk | Frequent steep grades (6% or more on 50% of the section or more) |
| | Medium risk | Some steep grades (4% or more on 50% of the section or more) |
| | Lower risk | Generally moderate grades or flat |

An undulating road is considered to have medium risk.

A3: RURAL AVERAGE LANE WIDTH

| | | 1 lane per direction | 2+ lanes per direction |
|-------------------|-------------|--|--|
| Risk Description: | Higher risk | Available width is narrow compared to typical roadways with the same road classification | Available width is narrow compared to typical roadways with the same road classification |
| | Medium risk | Available width is similar to typical roadways with the same road classification | Available width is similar to typical roadways with the same road classification |
| | Lower risk | Available width is wide compared to typical roadways with the same road classification | Available width is wide compared to typical roadways with the same road classification |

B: RURAL ROADSIDE HAZARDS

| | | |
|-------------------|-------------|---|
| Risk Description: | Higher risk | 5 or more hazards per kilometre, or continuous hazards on more than 50% of the segment length, on one or both sides |
| | Medium risk | 2 to 5 hazards per kilometre, or continuous hazards on 25 to 50% of the segment length, on one or both sides |
| | Lower risk | Less than 2 hazards per kilometre |

" Hazards" refer to any non breakaway fixed object or continuous non recoverable risk located within the clear zone as defined by the TAC GDGCR Table 3.1.3.1.

** A continuous roadside or median barrier along a roadway is considered to have medium risk
Examples of "continuous" hazards: non-recoverable side slopes, rock face, water hazards, row of unprotected trees or utility poles*

C1: RURAL PEDESTRIAN EXPOSURE (Along the side of the road)

| | | |
|-------------------|-------------|--|
| Risk Description: | Higher risk | Roadway is used by pedestrians and no pedestrian facilities are provided |
| | Medium risk | Roadway is used by pedestrians and a shoulder or trail adjacent to the roadway and at the same elevation as the roadway is provided |
| | Lower risk | Roadway is used by pedestrians and physically separated pedestrian facilities (sidewalks; trails away from the road) are available; or, roadway has negligible pedestrian demand |
| | N/A | Pedestrians are legally prohibited on the roadway |

For Freeways, Expressways, and Highways only, choose risk level "N/A" when pedestrians are legally prohibited on a roadway

C2: RURAL CYCLIST EXPOSURE

| | | |
|-------------------|-------------|--|
| Risk Description: | Higher risk | Roadway is used by cyclists and no road space is allocated to bikes |
| | Medium risk | Roadway is used by cyclists and wide curb lane or shoulder is provided |
| | Lower risk | Roadway is used by cyclists and a designated bike lane is provided; or, roadway is used by cyclist and no road space is allocated to bikes but roadway has very low traffic volumes; or, roadway has negligible cyclist demand |
| | N/A | Cyclists are legally prohibited on the roadway |



Automated Speed Limit Guidelines

RURAL

FORM C - Site Quick-Reference Sheet

D: RURAL PAVEMENT SURFACE

| | | |
|-------------------|-------------|---|
| Risk Description: | Higher risk | Poor or unpaved / gravel |
| | Medium risk | Fair or rough (significant sections with pot holes, rutting, large cracks, etc) |
| | Lower risk | Good or smooth |

E1: RURAL NUMBER OF INTERSECTIONS WITH PUBLIC ROADS

Include intersections at either end of the segment, if applicable.

| Traffic control | Number of Occurrences |
|---|-----------------------|
| STOP-controlled (All-Way STOP or Two-Way STOP along roadway being evaluated) | 0 |
| Signalized intersection (full signal or pedestrian signal) | 0 |
| Roundabout or traffic circle | 0 |
| Midblock and intersection (where sidestreet STOP-controlled) signed and marked crosswalk that is well-utilized** or special crosswalk | 1 |
| Active, at-grade railroad crossing | 0 |
| Sidestreet STOP-controlled (uncontrolled along roadway being evaluated) or lane | 10 |

** well-utilized = more than 10 equivalent adult units per peak hour in a rural area, and more than 20 equivalent adult units per peak hour in an urban area

Refer to [TAC Pedestrian Crossing Control Manual](#) for the calculation of equivalent adult units

E2: RURAL NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS

Include private access driveways providing access to active (currently occupied) properties and whether left turn movement is allowed at a driveway. Include access driveways at either end of the segment, if applicable. Count both sides unless the opposing directions of a divided roadway are being evaluated separately.

| Driveway | Number of Occurrences |
|---|-----------------------|
| Some or all left turn movements permitted | 13 |
| Right-in-right-out OR right-in only OR right-out only | 0 |

E3: RURAL NUMBER OF INTERCHANGES

Include interchanges at either end of the segment, if applicable.

| Interchange | Number of Occurrences |
|---------------------------------------|-----------------------|
| Number of interchanges along corridor | 0 |

F: RURAL ON-STREET PARKING

| | | |
|-------------------|-------------|--|
| Risk Description: | Higher risk | Parking permitted all day on one or both sides of the roadway |
| | Medium risk | Parking permitted during part of the day on one or both sides of the roadway |
| | Lower risk | No parking allowed; or parking is permitted but rarely if ever actually utilized |
| | N/A | Parking is legally prohibited |

4b) For RURAL Highway, determine the recommended posted speed limit based on total risk score:

| Highway | Design Speed | Recommended Posted Speed Limit | | | | | | | |
|---|--------------|--------------------------------|---------------|---------------|---------------|---------------|---------------|------------|---------|
| | | 130 km/h | 120 km/h | 110 km/h | 100 km/h | 90 km/h | 80 km/h | and higher | 70 km/h |
| Rural Divided Highway (1 lane or 2+ lanes), Rural Undivided Highway (1 lane or 2+ lanes) | 130 km/h | 26 and lower | 27 to 33 | 34 to 40 | 41 to 47 | 48 to 54 | 55 and higher | 80 km/h | |
| | 120 km/h | 120 km/h | 110 km/h | 100 km/h | 90 km/h | 80 km/h | 70 km/h | | |
| | | 15 and lower | 16 to 20 | 21 to 29 | 30 to 34 | 35 to 40 | 41 and higher | | |
| | 110 km/h | 110 km/h | 100 km/h | 90 km/h | 80 km/h | 70 km/h | | | |
| | | 20 and lower | 21 to 32 | 33 to 39 | 40 to 47 | 48 and higher | | | |
| | 100 km/h | 100 km/h | 90 km/h | 80 km/h | 70 km/h | | | | |
| | | 26 and lower | 27 to 31 | 32 to 49 | 50 and higher | | | | |
| | 90 km/h | 90 km/h | 80 km/h | 70 km/h | | | | | |
| | | 23 and lower | 24 to 39 | 40 and higher | | | | | |
| | 80 km/h | 80 km/h | 70 km/h | | | | | | |
| | | 32 and lower | 33 and higher | | | | | | |

May 1, 2014

Ms. Joulia Whittleton
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Ms. Whittleton:

Thank you for submitting the Municipal Sustainability Initiative (MSI) - 2012 Capital Statement of Funding and Expenditures (SFE).

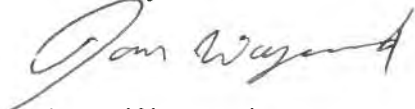
This letter confirms that the municipality's certified SFE has been submitted as required. We have reviewed your report and are satisfied that the reporting requirements of the MSI Memorandum of Agreement have been met and all reported projects have been accepted by the Minister.

Attached is the 2012 Certification Summary Report, which is based on the municipality's reported amounts.

In addition, the funding agreement states that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All project related documents shall be kept for a minimum of three years following completion of the project.

If you have any questions, please contact a compliance advisor by dialing 310-0000 toll-free, then 780-427-2225.

Sincerely,



Jason Waywood
Director, Grant Accountability

Attachment

RECEIVED
MAY 8 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE



MSI Building Today for Your Tomorrow
Municipal Sustainability Initiative

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

**Program Year 2012
Capital Certification Summary
Mackenzie County**

As at December 31, 2012

Closing Balance: \$1,325,397
 2012 Allocation: \$2,810,974
 Interest Earned: \$14,083
Total Available: \$4,150,454

| (1) MA Project No. | (2) Project Name | (3) Status of Project | (4) Ministry Accepted MSI Amount | (5) Total Reported MSI Applied To Date | (6) Remaining Ministry Accepted MSI Amount | (7) Previous and Current Year Qualifying Project Costs to be Funded from MSI | (8) MSI Funds Applied to Previous and Current Year Qualifying Costs | (9) Remaining Qualifying Project Costs Carried Forward to Next Year |
|-----------------------|--|--------------------------|-------------------------------------|---|---|---|--|--|
| CAP-4586 | Purchase a new fire tanker | Completed/Fully Funded | \$316,347 | \$316,347 | \$0 | \$316,347 | \$316,347 | \$0 |
| CAP-4589 | Grader Replacement Program | Completed/Fully Funded | \$460,961 | \$452,687 | \$8,274 | \$452,687 | \$452,687 | \$0 |
| CAP-5367 | Sander Plow Truck Equipment for the Hamlet of Zama | Completed/Fully Funded | \$165,000 | \$164,627 | \$373 | \$164,627 | \$164,627 | \$0 |
| CAP-3505 | Library/Office Building Lot Paving (Hamlet of Zama) | Delayed | \$220,000 | \$0 | \$220,000 | \$0 | \$0 | \$0 |
| CAP-3508 | New Lift Station for the Hamlet of Zama | Delayed | \$800,000 | \$45,884 | \$554,136 | \$0 | \$0 | \$0 |
| CAP-3508 | Reconstruction of Rural Roadways and Construction of New Farm Access Roads | In Progress | \$500,000 | \$221,115 | \$278,885 | \$131,885 | \$131,885 | \$0 |
| CAP-4585 | Rural Water Line | In Progress | \$900,000 | \$160,309 | \$739,691 | \$160,309 | \$160,309 | \$0 |

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

Program Year 2012

Capital Certification Summary

Mackenzie County

As at December 31, 2012

| (1) MA Project No. | (2) Project Name | (3) Status of Project | (4) Ministry Accepted MSI Amount | (5) Total Reported MSI Applied To Date | (6) Remaining Ministry Accepted MSI Amount | (7) Total Available: Previous and Current Year Qualifying Project Costs to be Funded from MSI | (8) MSI Funds Applied to Previous and Current Year Qualifying Costs | (9) Remaining Qualifying Project Costs Carried Forward to Next Year |
|--------------------------------|--|--------------------------|-------------------------------------|---|---|--|--|--|
| CAP-4587 | Rehabilitation of Ice Plant at the Hamlet of Fort Vermillion Arena | In Progress | \$173,100 | \$143,545 | \$29,555 | \$143,545 | \$143,545 | \$0 |
| CAP-4588 | Office Roof Repair - Fort Vermillion Corporate Mackenzie County Office | In Progress | \$150,000 | \$110,970 | \$39,030 | \$110,970 | \$110,970 | \$0 |
| CAP-4590 | Construction of a Drainage Channel - High Level East | In Progress | \$541,000 | \$398,524 | \$142,476 | \$398,524 | \$398,524 | \$0 |
| Total: | | | | | | \$1,878,894 | \$1,878,894 | \$0 |
| 2012 Remaining Balance: | | | | | | | \$2,271,560 | |

**MACKENZIE HOUSING MANAGEMENT BOARD
SPECIAL BOARD MEETING
March 12, 2014 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen, Chair
Jack Eccles
Wally Olorenshaw
Ellis Forest
Wally Schroeder-Vise Chair
Peter H. Wieler
John W Driedger-Joined the meeting at 10:58 am
Paul Driedger
Cheryl Cunningham - Burns

Regrets: Mike Kowal

Administration: Barbara 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.

Agenda: **Approval of Agenda**

14 - 19 Moved by

That the agenda be amended to include

6.4 Requisitions from Town of High Level

Carried

Minutes: **January 27, 2014 Regular Board Meeting**

14 - 20 Moved by Paul Driedger

That the January 27, 2014 regular board meeting minutes be approved as distributed.

Carried

Reports: **CAO Report**

14 - 21 Moved by Jack Eccles

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports **Housing Financial Reports– January 31, 2014**

14- 22 Moved by Wally Schroeder

That the January 31, 2014 Housing financial report be received for information.

Carried

Lodge Financial Reports– January 31, 2014

14 - 23 Moved by Peter Wieler

That the January 31, 2014 Lodge financial report be received for information.

Carried

Assisted Care Financial Reports– January 31, 2014

14 - 24

Moved by Jack Eccles

That the January 31, 2014 Assisted Care financial report be received for information.

Carried

Arrears Report

14 - 25

Moved by Ellis Forest

That the January 31, 2014 arrears report be received for information.

Carried

Chairman George Friesen recessed the meeting at 10:51 a.m.

Chairman George Friesen reconvened the meeting at 11:01a.m.

Frank Peters the Accountant joined the meeting at 11:01 a.m.

Evelyn called Vivian Taylor with Meyers Norris Penny at 11:01 a.m.

In Camera:

Legal

14- 26

Moved by Ellis Forest

That the meeting moves to in camera at 11:01 a.m.

Carried

14- 27 Moved by Wally Olorenshaw

That meeting move out of in camera at 11:38 a.m.

Carried

Call with Vivian Taylor ended at 11:38 a.m.

Audited Financial Statements:

14 - 28 Moved by John W. Driedger

That the 2013 audited financial statements be approved as presented.

Carried

11: 40 a.m. Chairman George Friesen requested everyone introduce themselves as Frank Peters the Accountant is new to the organization

New Business:

Municipal Governance Board Mediation Hearings

14 - 29 Moved by Wally Schroeder

That George Friesen be authorized to negotiate with the Town of High Level at the mediation session being mediated by the MGB within the parameters set out by the Board.

Carried

ASCHA Conference Voting Delegates

14 - 30 Moved by Jack Eccles

That George Friesen and Wally Schroeder be designated as Mackenzie Housing Management's voting members at the ASCHA/ACCA 2014 conference.

Carried

Three Year Business Plan 2014-16

14 - 31

Moved by John W Driedger

That the mission statement "To develop, implement and maintain high quality, appropriate housing for our residents." be approved.

Carried

14 - 32

Moved by Ellis Forest

That the vision statement "Providing quality, versatile housing in our region" be approved.

Carried

14 - 33

Moved by Wally Schroeder

That the goals, objectives and strategies be approved for the 2014-2016 business plan.

Carried

14- 34

Moved by Ellis Forest

That item 6.4 High Level Requisitions be tabled at the next meeting.

Carried

Chairman George Friesen recessed the meeting at 12:15 p.m.

Chairman George Friesen reconvened the meeting at 12:50 p.m.

Information:

14 - 35

Moved by Wally Schroeder

That the following be accepted for information:

- Bank reconciliation for January 2014
- Delegate Information

Carried

In Camera:

Legal / Land / or Labor

14- 36

Moved by Wally Olorenshaw

That the meeting moves to in camera at 12:52 p.m.

Carried

14- 37

Moved by Wally Olorenshaw

That meeting move out of in camera at 1:10 p.m.

Carried

1:11 pm John W Driedger joined meeting in camera

Alberta Health Services:

14 - 38

Moved by Peter Wieler

That unless Mackenzie Housing Management receives adequate funding to provide quality care for our residents in the Heimstaed Lodge no additional clients will be accepted over and above the contract.

Carried

Alternative Dispute Resolution – MGB:

14 - 39

Moved by John W Driedger

That Chairman George Friesen be authorized to negotiate the outstanding requisitions as discussed.

Carried

1:55 p.m. John W Driedger left the meeting

Next Meeting Date:

Regular Board Meeting – April 28, 2014 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

14- 40

Moved by Jack Eccles

That the board meeting of March 12, 2014 be adjourned at 1:57 p.m.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

**MACKENZIE HOUSING MANAGEMENT BOARD
SPECIAL BOARD MEETING
March 18, 2014 – 7:00 P.M.
Via Teleconference**

In Attendance: George Friesen, Chair
Jack Eccles
Wally Olorenshaw
Ellis Forest
Wally Schroeder-Vise Chair
Peter H. Wieler
John W Driedger
Paul Driedger
Cheryl Cunningham - Burns

Regrets: Mike Kowal

Administration: Barbara Spurgeon, Chief Administrative Officer

Call to Order: Chair George Friesen called the Board meeting to order at 7:04 p.m.

New Business:

High Level Proposal

14 - 41

Moved by John W Driedger

That approval be given to build and operate an assisted living facility in High Level as Mackenzie Housing Management Board's first capital project with the provision there is no amalgamation between Mackenzie Housing Management Board and High Level Housing Authority; and that the outstanding requisitions in the amount of \$46,514.53 be received from the Town of High Level.

Carried Unanimously

14 - 42

Moved by Ellis Forest

That Mackenzie Housing Management Board is willing to partner with Dene First Nations to realize the new facility in High Level.

Carried Unanimously

Adjournment:

14- 43

Moved by Peter Wieler

That the board meeting of March 18, 2014 be adjourned at 7:25 p.m.

Carried

George Friesen, Chair

Barbara L Spurgeon
Chief Administrative Officer

**Fort Vermilion Interagency Committee Meeting Minutes
Fort Vermilion School Division - May 1st 2014**

Attendance:

Irene van der Kloet (Brighter Futures Society)
Leslie Prenoslo (Alberta Health Services – Healthy Children and Youth)
Hugh Pedersen (Alberta Health Services – Home Care)
Sonya Cardinal (Fort Vermilion Support Services)
Eric Jorgensen (MacKenzie County/Friends of St. Theresa/Health Advisory Council)

Summary:

1.0 Call to Order at 10:13 am

2.0 Regrets: Tracey Parenteau, Cheryl Cunningham Burns, Sharon Wurtz

3.0 Adoption of Agenda: Sonya moved to approve.

4.0 Approval of Minutes from April meeting: Leslie moved to accept.

5.0 Current Business

5.1 **100th Anniversary of Board of Trade** – Saturday, May 10th. Free tickets will be available at Pharmasave and First Town, and in County Office in La Crete. Dinner and evening is for 16 years and up. From 3:00-5:00 people from Seniors Centre will be playing music, 5:00 skits begin, 5:30 dinner begins.



5.2 **Summer Schedule for Interagency Meetings** – No meetings to be held in July or August, updates can be sent to the group if people wish.

6.0 Roundtable

6.1 **Health Promotion** (Leslie Prenoslo):

- Schools are currently submitting seed funding requests to use wellness grant money
- Kevin and Jen are running programs at Fort Public to promote healthy relationships



Walk on Poster
2014.pdf

- Walk-on Challenge coming up May 20th – June 24th
- Bike rodeos starting up in the region: suggestion made can we do this with the school to get more kids out?

6.2 **Homecare** (Hugh Pedersen): MDSI Screening is at the health centre for the last time doing diabetes screening (their funding has been cut – discussion around people encouraged to write letters asking for the screening services to stay). **ACTION: Agencies to write letters to government.**

6.3 **Fort Vermilion Support Services** (Sonya Cardinal):

- Swimming Lessons are a go! Rec Board will fund it and FVSS will do registrations.
- Friday, June 13th Jail and Bail Fundraiser: Can get people “arrested” for a cost, then the person has to match the cost to get released.

- Program Coordinator position is now open, may be taken by casual or will be posted.

6.4 Health Advisory Council (Eric Jorgensen):

- HAC gives community input to Alberta Health Services. Recently created board of chairs that meet with Executive Directors, means more direct input. There is always an open discussion component after for public to pose questions. Next meeting in Fort Vermilion will likely be in September.
- Last meeting was April 16th in High Level. Family Care Clinic was discussed – concern with more health services moving to be High Level centred with other communities having insufficient coverage. Eric had conversation with coordinator with message not to worry, they will roll out FCC and aim to not reduce services in other communities. More discussions will continue as the Family Care Clinic comes closer to rolling out.
- Trying to work on getting dialysis back in the area.

6.5 Friends of St. Theresa (Eric Jorgensen):

- Removing nursing position out of Long Term Care last year resulted in high costs for bringing in locum nurses. Discussions on this still happening.

6.6 MacKenzie County (Eric Jorgensen)

- MDSI has been discussed at Council
- The County puts out “The County Image” newsletter every couple of months, if people are looking to advertise community events. Contact cgabriel@mackenziecounty.com Note that the next edition’s submission deadline is Friday, May 16th.
- Discussions around lack of transportation (taxi, bus, etc) in Fort Vermilion, something to continue to think about as it is a big barrier to people getting out and involved.
ACTION: Eric will look into this a bit more with the County.

6.7 Aboriginal Health Liaison (Bridget Fanta)

- Working with VSU and FVSS for Aboriginal Days on Saturday, June 21st, nothing planned yet. Will be having a planning meeting sometime soon.
- Funder fell through for tipis, so may or may not happen.
- Working with 10 clients in Mental Health and Addictions in Health Centre to see how they can best meet their needs.

6.8 Brighter Futures (Irene)

- Moved admin office to Fort Vermilion in old County Office this past week, getting settled
- 20 Years of Brighter Futures: May 9th from 11-2 will be the Fort Vermilion Head Start celebration.
- Kickstart Wellness – parent sessions ran in High Level with Native Friendship Centre. We will be looking at partnering to run these in Fort.



VSU May 24 Bake Sale.docx

6.9 Victim Service Unit – Bake Sale on May 24th

7.0 Meeting adjourned at 11:35.

Next Meeting is Thursday, June 5th at 10:00 at Fort Vermilion School Division.

IN-CAMERA DISCUSSIONS OF COUNCIL

What is in-camera?

In-camera is a legal term meaning “in private”. When a council goes in-camera, it means that the council meeting(s) (as defined in the *Municipal Government Act (MGA)*) is closed to the public.

Under what authority can a council go in-camera?

Section 197 of the *MGA* states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act* (Sections 16 to 29). NOTE: Section 197(2.1) is the exception to the rule, allowing municipal planning commissions, subdivision authorities, development authorities and subdivision and development appeal boards to deliberate and make decisions in meetings closed to the public.

How to prepare for in-camera discussions?

In-camera discussions should be listed on the agenda for the meeting in which they are held. The agenda should contain a ‘Confidential’ heading and then provide a brief description of the topic. For example, “Personnel - Evaluation” could be used to describe conducting the performance appraisal of a chief administrative officer or “Legal – Arena Project” could describe discussions regarding a pending court case. Further information is not required.

How to record in-camera discussions?

A resolution of council is required to go in-camera to discuss matters covered by the exceptions to disclosure in the *FOIP Act*. Any background information on the confidential items should be circulated and collected during the discussion.

It is strongly recommended that an in-camera discussion not be recorded as any notes or minutes taken during the discussion may be requested as part of a FOIP request. The council meeting minutes should reflect that a motion was made to move into an in-camera session and then another to move out of the in-camera session and return to the open meeting.

Council members, the CAO and any others included in the in-camera discussion are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

Section 197(3) of the *MGA* prohibits the passing of a resolution or bylaw during an in-camera discussion (with the exception of a motion to revert to a public meeting). If a

May 2014

direction or decision is reached in-camera, then a resolution must be made in the open meeting so that council's direction(s) are recorded and acted on.

Municipalities may have additional requirements outlined in their Procedure Bylaw that clarify in-camera discussions, such as identifying when they are held during the regular council meeting.

Who can attend an in camera discussion?

All members of Council, guests (at the discretion of council), and most times, the chief administrative officer may attend in-camera discussion. The media and general public cannot attend the closed discussion, but are welcome to return to the council meeting following the in-camera discussion.

What can be discussed in-camera?

The *FOIP Act* outlines the discussion items that would allow a council to go in-camera, which include matters where a public disclosure could be harmful to:

- Third party business interests; (see Section 16)
- Third party personal privacy; (see Section 17)
- Individual or public safety; (see Sections 18 and 19)
- Law enforcement; (see Section 20)
- Intergovernmental relations; (see Sections 21, 22, 23 and 24) and
- Economic or other interests (see Sections 25, 26, 27, 28 and 29).

Public bodies should not:

- Reveal confidential employee evaluations;
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or councils discretion) describing a new land use development should be held in-camera (see Section 16).

What should not be discussed in-camera?

The *MGA* sets out clear requirements for municipal councils to conduct their business openly (except in very limited and specific circumstances discussed above). The powers of a municipal council are balanced by councils' accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of our local governments and express their views to their locally elected representatives.

As an elected body, councils should avoid conducting business in-camera. This includes discussion of difficult topics, such as:

- Budget deliberations
 - Tax i.e. assessments/mill rates, penalties

- Capital expenditures
- Any contentious issues
 - Sensitive local issues
 - Bylaw amendments i.e. Land use
 - Subdivision proposals
- Tax recovery i.e. reserve bids for auction.
- Discussions regarding the hiring of additional municipal staff and or the setting of salary ranges.

For more information on how the *FOIP Act* affects municipalities, please visit the Service Alberta website at www.servicealberta.ca/FOIPP/documents/FAQ_Municipal.pdf.

This is an information summary only and has no legislative or legal sanction. For certainty, refer to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*. Copies are available for purchase from Alberta Queen's Printer Bookstore or electronically at the website link below.

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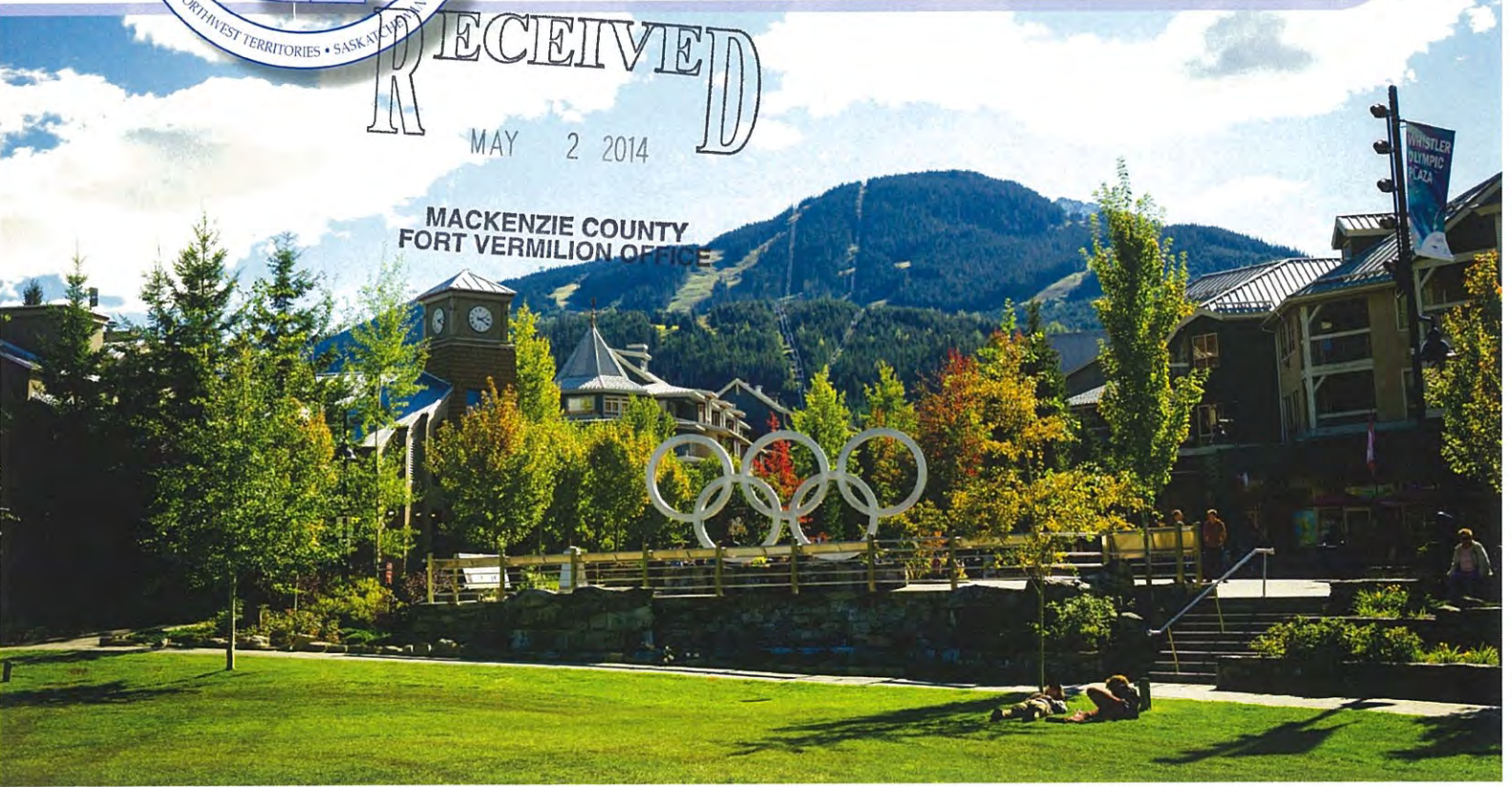


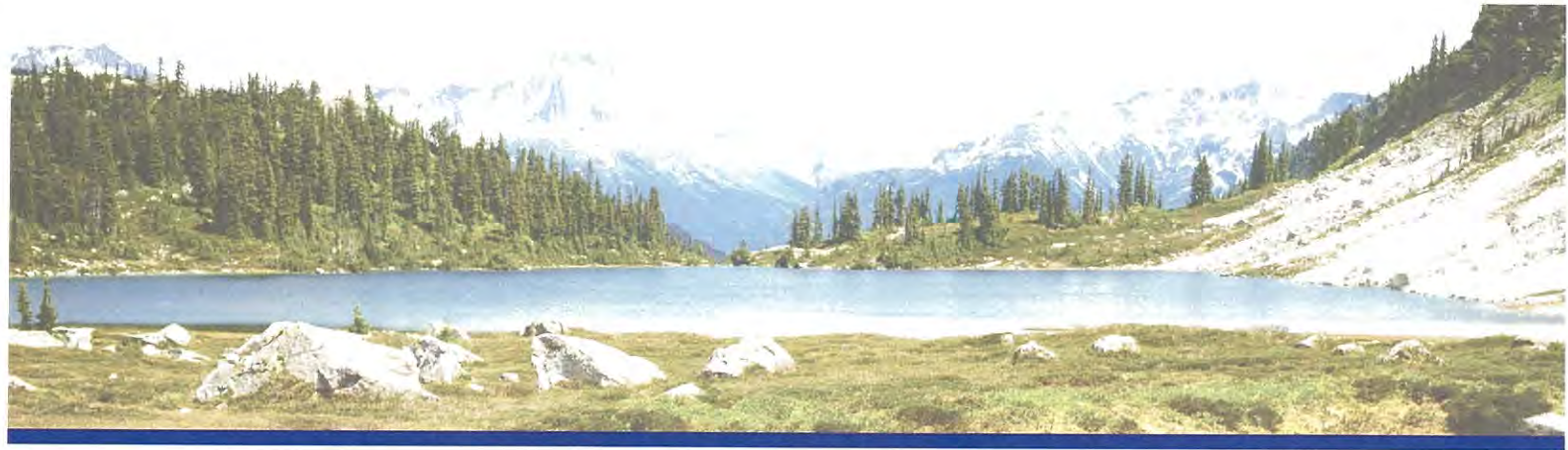


Pacific Northwest Economic Region
24th Annual Summit
 July 20 – 24, 2014
 Whistler, British Columbia

RECEIVED
 MAY 2 2014

MACKENZIE COUNTY
 FORT VERMILION OFFICE





On behalf of the Province of British Columbia, I invite and encourage you to participate in the 2014 Annual Summit of the Pacific North West Economic Region. We are honoured that PNWER has chosen Whistler, British Columbia, to hold the Summit on July 20-24, 2014.

British Columbia was a founding member of PNWER and actively promotes collaboration in the Pacific Northwest region through the close cultural, bilateral and multilateral links we have built with our neighbours.

PNWER continues to nurture better understanding of our common interests and global responsibilities including climate action, border security, and infrastructure development. PNWER is a leader in fostering regional and international cooperation on priority issues such as energy, the environment, disaster resilience, economic development, invasive species, trade, tourism, transportation, and workforce mobility.

The Whistler Summit will bring together private sector and government leaders to extend and strengthen our collaboration as a region. Our region often shares similar challenges as well as opportunities. By working together we can pursue our individual and collective goals and enhance the quality of life of our citizens.

I hope you will be able to attend the July 2014 PNWER Summit in Whistler.

Christy Clark
Premier



You're invited to the Pacific NorthWest Economic Region (PNWER) Annual Summit in Whistler, British Columbia from July 20 – 24, 2014. PNWER is the only statutory, non-partisan, bi-national, public / private partnership in North America, with goals of strengthening relationships, finding cross-border solutions to common challenges, and advocating for regional interests. In its 24th year, the PNWER Annual Summit brings together over 500 key business leaders, legislators, and government leaders from PNWER's ten states, provinces, and territories to address the major policy issues impacting the region.

PNWER Working Groups

Topics of importance that will be included in sessions and round table discussions:

- | | |
|-------------------------------|--------------------------------|
| Agriculture | Invasive Species |
| Cross Border Livestock Health | Natural Gas Transportation |
| Border Issues | Mining |
| Disaster Resilience | Trade and Economic Development |
| Energy | Transportation |
| Energy Storage | Tourism |
| Ocean Policy | Water Policy |
| Forestry | Workforce Development |
| Energy & Environment | Market Access |
| Innovation | |

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About Whistler

Consistently ranked as North America's top ski and snowboard resort, Whistler is nestled amongst the spectacular Coast Mountains of British Columbia, Canada. At one time an isolated wilderness frequented only by the Lil'wat and the Squamish First Nations as a waypoint for trading, today's Whistler is home to 9,500 permanent residents from around the globe. With its role as Host Mountain Resort for the 2010 Olympic and Paralympic Winter Games, Whistler was further established as the ultimate winter destination.

However, there is another side to Whistler – summer. As the snow melts, rolling expanses explored by snowshoe enthusiasts reveal four championship golf courses designed by legendary players such as Arnold Palmer and Jack Nicklaus. Forested pathways that once housed groomed cross-country ski tracks transform into a network of family-friendly and single-track biking trails. Ski runs make way for alpine hiking and downhill-biking in the world famous Whistler Mountain Bike Park. Winter made Whistler famous but its natural beauty, diverse residents and limitless year-round offerings make it an original and unforgettable place.

The PNWER Annual Summit offers policy tours and networking activities highlighting the natural beauty of Whistler and the innovative best practices of local industry.

About the hotel

Nestled at the base of Blackcomb Mountain, Whistler's landmark ski-in ski-out hotel and golf resort, The Fairmont Chateau Whistler, defines mountain luxury. ***Don't miss out; stay at the heart of the action!***



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To book online with PNWER's special rates, visit <http://pnwer.org/2014summit/Accommodations.aspx>. You may also call 1 (800) 606-8244 to make reservations – just identify yourself as being with the PNWER Annual Summit or use group code 0714PACI.

PRELIMINARY SCHEDULE*

JULY 20-24, 2014 | WHISTLER, BRITISH COLUMBIA

Sunday, July 20th

| | |
|------------------|--|
| 11:30am-7:00pm | Registration - Fairmont Chateau Whistler |
| 12:00pm - 5:00pm | Executive Board Luncheon Meeting |
| 6:00pm - 8:00pm | Welcome Reception - Fairmont Chateau Whistler |
| 9:00pm | Hospitality Suite |



Monday, July 21

| | |
|-----------------|---|
| 7:00am - 5:00pm | Registration - Fairmont Chateau Whistler |
| 7:30am - 9:00pm | Opening Ceremonies & Breakfast |

| | | | | |
|------------------|--|---|---|--|
| 9:15am - 12:00pm | Market Access <ul style="list-style-type: none"> Expanding market access for natural resources in the Pacific NW Addressing regional rail, road and port infrastructure needs | Natural Gas Transportation <ul style="list-style-type: none"> Policy Recommendations for increased adoption Off-grid industrial applications Rail, truck, and marine pilots | Workforce Development <ul style="list-style-type: none"> Economic development opportunities through labor mobility Mechatronics training program | Forestry <ul style="list-style-type: none"> Trends in forest management: forest health, fire prevention, best practices in climate change adaptation Best practices to market wood products, BC's Wood First Initiative: Creating a Culture of Wood |
|------------------|--|---|---|--|

12:15pm- 1:45pm **Keynote Luncheon** featuring the **Honourable Christy Clark**, Premier of British Columbia (*invited*).

| | | | | |
|-----------------|--|--|---|---|
| 2:00pm - 5:00pm | Energy: LNG Exports <ul style="list-style-type: none"> LNG impacts to regional economy and workforce needs | Mining <ul style="list-style-type: none"> Sustainability and green mining Mine development Transparency: EITI and Dodd Frank Community engagement | Ocean Policy <ul style="list-style-type: none"> Oil spill response: Inter-jurisdictional collaboration for rapid response. Challenges for response in remote areas Marine spatial planning | Agriculture <ul style="list-style-type: none"> Food safety Food interests in trade agreements including tariff and non-tariff issues |
|-----------------|--|--|---|---|

6:30pm - 8:00pm **Reception at Whistler Blackcomb's Roundhouse Lounge.** Group will travel 6,069ft/1,850m via the Whistler Village Gondola. Please see website for registration information.

9:00pm **Hospitality Suite**

Tuesday, July 22

7:00am - 5:00pm **Registration - Fairmont Chateau Whistler**

7:30am - 9:00pm **Keynote Breakfast**

| | | | | | |
|------------------|--|--|--|--|---|
| 9:15am - 12:00pm | Energy & Environment <ul style="list-style-type: none"> Best practices in energy efficiency & green energy services Policy trends to promote renewable energy | Trade and Economic Development <ul style="list-style-type: none"> U.S. - Canada Regulatory Cooperation Council initiatives | Invasive Species I <ul style="list-style-type: none"> Zebra and Quagga mussel Prevention Industry initiatives to prevent the spread of invasive species (<i>lunch in session</i>) | Cross-Border Live-stock Health I <ul style="list-style-type: none"> Veterinary drug submission harmonization Zoning for foreign animal diseases Meat and poultry certification | Tourism <ul style="list-style-type: none"> Two Nation Vacation and Norpass Visa pilot project Best practices in marketing and new opportunities |
|------------------|--|--|--|--|---|

12:15pm - 1:45pm **Keynote Luncheon** featuring **His Excellency Gary Doer**, Ambassador of Canada to the United States of America (*invited*) and **His Excellency Bruce Heyman**, Ambassador of the United States of America to Canada.

Tuesday, July 22 Continued

| | | | | | |
|-----------------|--|---|--|--|--|
| 2:00pm - 5:00pm | Energy Storage <ul style="list-style-type: none"> • State of industry in PNWER region • Trends and challenges in energy storage technologies <i>(note this session runs from 2:00pm—6:00pm)</i> | Border Issues <ul style="list-style-type: none"> • Cross-border clusters pilot project • Regional Roundtable to suggest new issues for the Beyond the Border Action Plan • Improving process for business travelers | Invasive Species II <ul style="list-style-type: none"> • Early detection and rapid response • Pathways based risk assessment • Control and eradication success stories | Cross-Border Livestock Health II <ul style="list-style-type: none"> • Dairy farm audit • Animal welfare • Disease safeguards at the border | Innovation <ul style="list-style-type: none"> • Cross-border regional collaboration for startups • Best Practices for Supporting entrepreneurs; Incubation and Hub networks |
|-----------------|--|---|--|--|--|

6:30pm **Open Evening - Enjoy Whistler!**

9:00pm **Hospitality Suite**

Wednesday, July 23

7:00am - 5:00pm **Registration—Fairmont Chateau Whistler**

7:30am - 9:00pm **Keynote Breakfast** featuring **Mike Hamilton**, Partner, MK Hamilton and Associates, “Cybersecurity Meets Government, Meets Infrastructure: A Briefing for Legislators”

| | | | | | |
|------------------|---|--|--|---|--|
| 9:15am - 12:00pm | Transportation I <ul style="list-style-type: none"> • Aligning truck size and weights | University Presidents’ Roundtable | Arctic Caucus <ul style="list-style-type: none"> • Regional Beaufort Business Council • US Arctic Council Chairmanships and our region’s role | Cross-Border Livestock Health III <ul style="list-style-type: none"> • Porcine epidemic diarrhea discussion • Antiparasitic Resistance | Water Policy <ul style="list-style-type: none"> • Water governance • Water policy modernization |
|------------------|---|--|--|---|--|

12:15pm- 1:30pm **Keynote Luncheon** featuring the **Honorable Steve Bullock**, Governor of Montana

| | | | | | | |
|-----------------|--|--|--|---|------------------------------------|--|
| 1:45pm - 2:45pm | Columbia River Treaty Symposium | Plenary | | | | |
| 3:00pm - 5:00pm | 1:45pm—5:00pm | Transportation II <ul style="list-style-type: none"> • Greening supply chains • Regional rail and port capacity | University Presidents’ Roundtable | Cross-Border Livestock Health IV <ul style="list-style-type: none"> • Genetically modified organisms and livestock feed | Executive Committee Meeting | Pemberton Agriculture Tour <ul style="list-style-type: none"> • Visit organic—focused Pemberton Distillery • 3:00—5:30 • Register online |

6:00pm - 8:00pm **Reception at the Squamish Lil’wat Cultural Center.** Learn about the indigenous peoples of the region. Hosted by Spectra.

9:00pm **Hospitality Suite**

Thursday, July 24th


8:00am **Optional Continental Breakfast**

9:00am—7:00pm **All—Day Vancouver Policy Tour.** Visit Port Metro Vancouver and other sites. Details on website.

Policy Tour

Policy Tour

* Schedule is tentative and subject to change. Please visit www.pnwer.org/2014summit for regular updates and registration. Photo credit of Tourism Whistler.



2014 FVSD Awards Ceremony

*The Fort Vermilion School Division
No. 52 Board of Trustees invite you
and your spouse/guest to attend a
banquet and awards presentation on
Friday, May 30, 2014.*

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*Best Western Mirage Hotel, High Level  
Doors open at 5:30 p.m.  
Banquet at 6:00 p.m.  
Awards presentation to follow*

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*Please confirm your attendance and
meal choice (see reverse) with
Darlene Bergen at 780-927-3766
or darleneb1@fvsd.ab.ca by
Wednesday, May 21, 2014.*

