



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

APRIL 14, 2015

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. RATEPAYER ENGAGEMENT – Business Plan	May	1. ECONOMIC DEVELOPMENT – Establish Action Plan	April
2. REGIONAL RELATIONSHIPS	June	2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)	April
3. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams		3. INDUSTRY RELATIONS – Meet Industry Partners	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. CAMPGROUNDS – Identify expansion areas & establish policy	June	1. MASTER FLOOD CONTROL PLAN – Completion of Plan	April
2. RECREATION CENTRES & ARENA UPGRADES – Assessment	June	2. Emergency Livestock Response Plan	October
3. COR Certificate – Self Audit	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. RATEPAYER ENGAGEMENT – Citizen Engagement Survey	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. POTABLE WATER – Comprehensive Water Study	June	Codes:	
2. Hamlet Easement Strategy	July	BOLD CAPITALS – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	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, April 14, 2015
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 March 25, 2015 Regular Council Meeting	7
DELEGATIONS:	4.	a) S/Sgt. Peter Pilgrim, High Level RCMP Detachment – 11:30 a.m.	19
		b) Greg Newman, Mackenzie Applied Research Association – 2:00 p.m.	35
		c) Greg Newman (Restrictions at Fort Vermilion Water Treatment Plant)	
		d)	
GENERAL REPORTS:	5.	a) CAO Report	37
		b) Municipal Planning Commission Meeting Minutes	49
		c) Community Services Committee Meeting Minutes	61
		d) Public Works Committee Meeting Minutes	67
		e) Inter-municipal Planning Commission Meeting Minutes	71
TENDERS:	6.	a) S750 Bobcat Skidsteer Tender	77

- b) Hamlet of La Crete & Fort Vermilion Road Improvements – 2015; La Crete Airport Apron Extension; Rocky Lane School Road Rehabilitation (Close at 1:00 p.m.) 79

PUBLIC HEARINGS: Public hearings are scheduled for 1:15 p.m.

- 7. a) Bylaw 987-15 Rural Addressing 81

COMMUNITY SERVICES:

- 8. a)
- b)

ENVIRONMENTAL SERVICES:

- 9. a)
- b)

OPERATIONS:

- 10. a) Policy PW039 Rural Road, Access Construction and Surface Water Management Policy 95
- b) Local Road Bridges 107
- c) Second Access Request – Plan 982 5932, Block 01, Plan 01 125
- d) Access – NW 11 106 12 W5M 129
- e) Roadside Mowing Contract 149
- f) Roadside Spraying Contract 151
- g)
- h)

PLANNING & DEVELOPMENT:

- 11. a)
- b)
- c)

FINANCE:	12.	a)	Bylaw 989-15 – Local Improvement Curb, Gutter and Sidewalk on 99 th Avenue and 102 nd Street	153
		b)	Bylaw 990-15 Community Aggregate Payment Levy Bylaw	159
		c)	Policy RESV018 Water Reserve Policy	167
		d)	2015 Budget	171
		e)		
		f)		
ADMINISTRATION:	13.	a)	La Crete Long Term Care – Operation Mini-Horse Proposal	173
		b)	Alberta Rural Development Network	177
		c)	Flood Resiliency Mitigation	179
		d)	Senior's Lodge	181
		e)		
		f)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	183
IN CAMERA SESSION:	15.	a)	Legal <ul style="list-style-type: none">• Inter-Municipal Relations	
		b)	Labour	
		c)	Land	
NOTICE OF MOTION:	16.		Notices of Motion	
NEXT MEETING DATES:	17.	a)	Committee of the Whole Meeting Wednesday, April 29, 2015 10:00 a.m. Fort Vermilion Council Chambers	

- b) Regular Council Meeting
Wednesday, April 29, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the March 25, 2015 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 25, 2015 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:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 25, 2015 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 25, 2015
1:00 p.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor (arrived at 1:09 p.m.)
Eric Jorgensen	Councillor (arrived at 1:09 p.m.)
Josh Knelsen	Councillor
Ricky Paul	Councillor (arrived at 1:09 p.m.)
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Liane Lambert	Planner
Carol Gabriel	Manager of Legislative & Support Services

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on March 25, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 1:04 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-03-207 MOVED by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

13. e) East Peace Resource (P5) Road

15. b) Labour – Provincial Government Relationships

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the March 10, 2015 Regular Council Meeting**

MOTION 15-03-208

MOVED by Councillor Bateman

That the minutes of the March 10, 2015 Regular Council meeting be approved as presented.

CARRIED

DELEGATIONS:

- 4. a) None**

GENERAL REPORTS:

- 5. a) Municipal Planning Commission Meeting Minutes**

MOTION 15-03-209

MOVED by Councillor Wardley

That the Municipal Planning Commission meeting minutes of February 12, 2015 be received for information.

CARRIED

**COMMUNITY
SERVICES:**

- 8. a) 2014 La Crete Fire Department Honorariums (October – December 2014)**

MOTION 15-03-210

MOVED by Councillor Wardley

That the payment of the La Crete Fire Department October – December, 2014 honorariums be approved and that administration recapture overpayments through honorariums.

CARRIED

- 8. b) 2014 Fort Vermilion Fire Department Honorariums (November – December 2014)**

MOTION 15-03-211

MOVED by Deputy Reeve Sarapuk

That the Fort Vermilion Fire Department honorariums for November – December, 2014 be approved and processed as submitted.

CARRIED

ENVIRONMENTAL

- 9. a) None**

SERVICES:

OPERATIONS: 10. a) 2015 Road Bans

Councillor Driedger, Councillor Paul, and Councillor Jorgensen joined the meeting at 1:09 p.m.

MOTION 15-03-212 MOVED by Councillor Bateman

That administration monitor the condition of the County roads and apply a 75% road ban (without permit possibilities) on specific roads when appropriate.

CARRIED

PUBLIC HEARINGS: 7. a) Bylaw 983-15 Land Use Bylaw Amendment to Rezone Plan 862 1301, Lot 1 & Lot 2 (Pt. of SE 15-104-17-W5M) from Agricultural "A" to Public Institutional District "P" (Bluehills Area)

Reeve Neufeld called the public hearing for Bylaw 983-15 to order at 1:22 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 983-15 was properly advertised. Liane Lambert, Planner, 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. Liane Lambert, Planner, presented the Development Authority's submission and indicated that first reading was given on February 25, 2015.

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 983-15. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 983-15. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 983-15 at 1:24

p.m.

MOTION 15-03-213 MOVED by Councillor Knelsen

That second reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 862 1301, Lot 1 & Lot 2 (Church) (Pt. of SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

CARRIED

MOTION 15-03-214 MOVED by Councillor Wardley

That third reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 862 1301, Lot 1 & Lot 2 (Church) (Pt. of SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

CARRIED

PUBLIC HEARINGS: 7. b) Bylaw 986-15 Land Use Bylaw Amendment to Rezone Plan 052 0688, Block 1, Lot 4 (SE 15-104-17-W5M) from Agricultural "A" to Public Institutional District "P" (Bluehills Area)

Reeve Neufeld called the public hearing for Bylaw 986-15 to order at 1:24 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 986-15 was properly advertised. Liane Lambert, Planner, 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. Liane Lambert, Planner, presented the Development Authority's submission and indicated that first reading was given on February 25, 2015.

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 986-15. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 986-15. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 986-15 at 1:25 p.m.

MOTION 15-03-215 **MOVED** by Councillor Knelsen

That second reading be given to Bylaw 986-15, being a Land Use Bylaw amendment to rezone Plan 052 0688, Block 1, Lot 4 (School) (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

CARRIED

MOTION 15-03-216 **MOVED** by Councillor Paul

That third reading be given to Bylaw 986-15, being a Land Use Bylaw amendment to rezone Plan 052 0688, Block 1, Lot 4 (School) (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

CARRIED

OPERATIONS: **10. b) Equipment Purchase – Ridge Mulcher**

MOTION 15-03-217 **MOVED** by Councillor Derksen

That the Ridge Mulcher be removed from the 2015 Capital projects program.

CARRIED

**PLANNING &
DEVELOPMENT:** **11. a) Bylaw 988-15 Land Use Bylaw Amendment to Rezone
Part of NW 9-106-15-W5M from Hamlet Residential 1B
"HR1B" to Hamlet Residential 2 "HR2"(La Crete)**

MOTION 15-03-218 **MOVED** by Councillor Braun

That first reading be given to Bylaw 988-15 being a Land Use Bylaw Amendment to rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B "HR1B" to Hamlet Residential 2 "HR2" for the purpose of a multi-lot subdivision, subject to public hearing input.

CARRIED

11. b) La Crete Service Road

MOTION 15-03-219 **MOVED** by Councillor Braun

That administration be authorized to negotiate with the adjacent landowners North of Plan 052 4622, Block 21, Lot 10 for the sale of the service road allowance along the south side of 109 Avenue (excluding the utility right of ways on the east and west) in the Hamlet of La Crete.

CARRIED UNANIMOUSLY

FINANCE:

12. a) Rainbow Lake Family Centre Grant Revision

Councillor Braun stepped out of the meeting at 1:57 p.m.

MOTION 15-03-220 **MOVED** by Councillor Wardley

That the Rainbow Lake Family Centre be authorized to utilize \$3,500 for the purchase of playground equipment and that they be requested to return the remaining funds in the amount of \$6,500 to the County.

CARRIED

Councillor Braun rejoined the meeting at 1:58 p.m.

Reeve Neufeld recessed the meeting at 1:58 p.m. and reconvened the meeting at 2:10 p.m.

TENDERS:

6. a) Request for Proposals – Roadside Mowing

MOTION 15-03-221 **MOVED** by Deputy Reeve Sarapuk

That the Roadside Mowing Request for Proposals be opened.

CARRIED

Proposals received:

John T. Martens

Area	2015	2016	2017	2018 Optional
High Level/Zama				

Rocky Lane/Fort Vermilion				
La Crete/88 Connector	\$38,500	\$96,500	\$42,500	\$100,500
Buffalo Head/Blue Hills/Tompkins				

Willy Wolfe

Area	2015	2016	2017	2018 Optional
High Level/Zama	\$79,870	\$34,230	\$79,870	\$34,230
Rocky Lane/Fort Vermilion	\$65,490	\$39,450	\$65,490	\$39,450
La Crete/88 Connector	\$25,947	\$66,309	\$25,947	\$66,309
Buffalo Head/Blue Hills/Tompkins	\$27,037	\$68,056	\$27,037	\$68,056

Basic Investment Corporation

Area	2015	2016	2017	2018 Optional
High Level/Zama	\$89,500	\$59,200	\$89,500	\$59,200
Rocky Lane/Fort Vermilion	\$64,860	\$41,874	\$64,860	\$41,874
La Crete/88 Connector	\$47,323	\$73,315	\$50,164	\$77,708
Buffalo Head/Blue Hills/Tompkins	\$38,767	\$60,046	\$41,094	\$63,650

Northwest Mowing Inc.

Area	2015	2016	2017	2018 Optional
High Level/Zama	\$101,912.50	\$37,376.12	\$112,103.75	\$41,113.73
Rocky Lane/Fort Vermilion	\$81,772.60	\$30,079.14	\$89,949.86	\$33,087.05
La Crete/88 Connector	\$25,746.00	\$77,175.00	\$28,320.60	\$84,892.50
Buffalo Head/Blue Hills/Tompkins	\$25,578.05	\$76,675.20	\$28,135.80	\$84,342.72

MOTION 15-03-222

MOVED by Councillor Wardley

That the Roadside Mowing Request for Proposals be referred to the Agricultural Service Board for review based on the ranking criteria and budget and recommendation to Council for awarding.

CARRIED

TENDERS:

6. b) Request for Proposals – Roadside Spraying

MOTION 15-03-223 **MOVED** by Councillor Braun

That the Roadside Spraying Request for Proposals be opened.

CARRIED

	2015 (918 km)	2016 (1704 km)
Greenzone Herbicide	\$39.50 km	\$39.50 km
Greenzone Herbicide	\$43.50 km	\$43.50 km
A & R Contracting	\$75.00 km	\$80.00 km
Klon Services Ltd.	\$40.00 km	\$40.00 km

MOTION 15-03-224 **MOVED** by Councillor Knelsen

That the Roadside Spraying Request for Proposals be referred to the Agricultural Service Board for review based on the ranking criteria and budget and recommendation to Council for awarding.

CARRIED

ADMINISTRATION: **13. a) ASB Field Visit Report – August 2014**

MOTION 15-03-225 **MOVED** by Councillor Jorgensen

That the 2014 Agricultural Service Board Field Visit Report be received for information.

CARRIED

13. b) Tent Extension Purchase

MOTION 15-03-226 **MOVED** by Councillor Bateman

Requires 2/3

That the budget be amended to include \$6,500.00 for the purchase of a tent extension with funding coming from the General Operating Reserve.

CARRIED

13. c) 2015 Medical Skills Weekend

MOTION 15-03-227 **MOVED** by Councillor Paul

That Deputy Reeve Sarapuk be paid honorariums and expenses

for his attendance at the Medical Skills Weekend event on March 21, 2015 in High Level.

CARRIED

13. d) Federal Small Communities Fund

MOTION 15-03-228

Requires 2/3

MOVED by Councillor Wardley

That the 2015 provisional budget be amended with \$1,816,166 being drawn from the General Capital and General Operating Reserve (50/50%) as follows:

	FSCM (federal & provincial shares)	Municipal (included in the budget)	Municipal (additional required)	Total Estimated Project Cost
Rural Potable Waterline	\$3,528,066	\$325,202	\$1,438,832	\$5,292,100
La Crete Sanitary Sewermain Replacement	\$0	\$158,333	\$316,667	\$475,000
FV – 48 th Ave Waterline Replacement	\$0	\$30,333	\$60,667	\$91,000
Total to be drawn from reserves			\$1,816,166	

CARRIED

13. e) East Peace Resource (P5) Road (ADDITION)

MOTION 15-03-229

Requires Unanimous

MOVED by Councillor Knelsen

That a follow-up letter be sent to the Minister of Environment and Sustainable Resource Development regarding the East Peace Resource (P5) Road.

CARRIED

Reeve Neufeld recessed the meeting at 3:07 p.m. and reconvened the meeting at 3:14 p.m.

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-03-230

MOVED by Councillor Wardley

That the information/correspondence items be received for information.

CARRIED

**IN-CAMERA
SESSION:**

15. In-Camera Session

MOTION 15-03-231

MOVED by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:41 p.m.

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

CARRIED

MOTION 15-03-232

MOVED by Councillor Jorgensen

That Council move out of camera at 4:22 p.m.

CARRIED

15. a) Legal – Regional Sustainability Study

MOTION 15-03-233

MOVED by Councillor Jorgensen

That the Regional Sustainability Committee reviews the submitted documents prepared by Nichols Applied Management and provide a recommendation.

CARRIED

15. a) Legal – Town of High Level Additional Capital Funds Request

MOTION 15-03-234

MOVED by Councillor Bateman

That a letter be sent to the Town of High Level stating that the County is not responsible to fund budget overages for Centennial Park.

CARRIED UNANIMOUSLY

**15. b) Labour –Provincial Government Relationships
(ADDITION)**

MOTION 15-03-235
Requires Unanimous

MOVED by Councillor Braun

That the provincial government relationships discussion be received for information.

CARRIED

**NEXT MEETING
DATES:**

17. a) Regular Council Meeting
Tuesday, April 14, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

18. a) Adjournment

MOTION 15-03-236

MOVED by Councillor Driedger

That the council meeting be adjourned at 4:25 p.m.

CARRIED

These minutes will be presented to Council for approval on April 14, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	DELEGATION S/Sgt. Peter Pilgrim, High Level RCMP

BACKGROUND / PROPOSAL:

S/Sgt. Peter Pilgrim will be present to provide and update on the region's crime statistics.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the RCMP report by S/Sgt. Peter Pilgrim be received for information.

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

High Level Provincial Detachment Statistical Comparison January to March: 2011 - 2015

Tuesday, April 07, 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	1	0
Robbery		0	0	0	3	2
Sexual Assaults		2	5	2	3	5
Other Sexual Offences		1	2	2	1	2
Assault		71	82	88	80	120
Kidnapping/Hostage/Abduction		0	0	2	2	1
Extortion		0	0	0	0	1
Criminal Harassment		13	20	12	15	12
Uttering Threats		19	17	16	30	35
Other Persons		0	0	0	1	0
TOTAL PERSONS		106	126	122	136	178
Break & Enter		12	10	13	14	4
Theft of Motor Vehicle		7	8	11	6	7
Theft Over		0	1	1	2	1
Theft Under		21	21	23	20	31
Possn Stn Goods		1	5	3	9	2
Fraud		5	11	10	4	6
Arson		0	1	1	1	0
Mischief To Property		195	178	221	175	259
TOTAL PROPERTY		241	235	283	231	310
Offensive Weapons		5	8	3	6	3
Disturbing the peace		225	164	59	69	54
OTHER CRIMINAL CODE		272	296	143	140	137
TOTAL OTHER CRIMINAL CODE		277	304	146	146	140
TOTAL CRIMINAL CODE		624	665	551	513	628

**High Level Provincial Detachment
Statistical Comparison
January to March: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		12	5	8	13	7
Drug Enforcement - Trafficking		6	7	5	13	14
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		18	12	13	26	21
Federal - General		6	7	4	0	2
TOTAL FEDERAL		24	19	17	26	23
Liquor Act		8	132	119	128	150
Other Provincial Stats		35	40	69	103	166
Total Provincial Stats		43	172	188	231	316
Municipal By-laws Traffic		0	2	0	2	0
Municipal By-laws		2	12	7	12	12
Total Municipal		2	14	7	14	12
Fatals		0	0	0	0	0
Injury MVC		6	2	3	2	0
Property Damage MVC (Reportable)		68	68	79	31	74
Property Damage MVC (Non Reportable)		16	6	22	20	17
TOTAL MVC		90	76	104	53	91
Provincial Traffic		97	153	218	268	158
Other Traffic		8	7	3	2	1
Criminal Code Traffic		31	52	51	38	33
Common Police Activities						
False Alarms		62	52	37	44	34
False/Abandoned 911 Call		77	60	74	106	2
Suspicious Person/Vehicle/Property		1	2	4	5	11
Persons Reported Missing		4	11	10	9	16
Spousal Abuse - Survey Code		n/a	70	74	89	80

High Level Provincial Detachment 5 Year Traffic Summary - January to March

January to March	Trend	2011	2012	2013	2014	2015
Fatals		0	0	0	0	0
Injury MVAS		6	2	3	2	0
Property Damage MVAS (Reportable)		68	68	79	31	74
Property Damage MVAS (Non Reportable)		16	6	22	20	17
Total MVC		90	76	104	53	91

January to March	Trend	2011	2012	2013	2014	2015
Impaired Operation*		10	17	17	14	11
Roadside Suspensions - alcohol related - No charge**		8	7	3	2	1
Occupant Restraint/Seatbelt Violations**		1	5	4	1	3
Speeding Violations**		31	45	101	134	52
Intersection Related Violations**		5	5	8	11	3
Driving without Due Care or Attention*		2	3	4	1	0
Other Moving Traffic*		25	41	22	35	19
Other Non-Moving Violation**		22	44	54	50	44
Other CC Traffic***		3	11	4	1	3

*include "Cleared by Charge" and "Cleared Other" **"Actual" ***"Reported"

High Level Provincial Detachment Statistical Comparison March: 2011 - 2015

Tuesday, April 07, 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	2	2
Sexual Assaults		0	1	1	1	0
Other Sexual Offences		0	0	2	0	0
Assault		18	29	42	30	49
Kidnapping/Hostage/Abduction		0	0	1	1	1
Extortion		0	0	0	0	1
Criminal Harassment		6	4	2	7	5
Uttering Threats		6	5	8	11	12
Other Persons		0	0	0	1	0
TOTAL PERSONS		30	39	56	53	70
Break & Enter		2	2	4	3	1
Theft of Motor Vehicle		4	1	2	2	3
Theft Over		0	0	0	2	0
Theft Under		6	10	8	5	15
Possn Stn Goods		0	1	2	3	0
Fraud		1	3	5	2	1
Arson		0	0	0	0	0
Mischief To Property		69	68	89	65	103
TOTAL PROPERTY		82	85	110	82	123
Offensive Weapons		3	2	3	4	1
Disturbing the peace		83	61	25	27	26
OTHER CRIMINAL CODE		101	112	64	56	60
TOTAL OTHER CRIMINAL CODE		104	114	67	60	61
TOTAL CRIMINAL CODE		216	238	233	195	254

**High Level Provincial Detachment
Statistical Comparison
March: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		3	2	5	7	2
Drug Enforcement - Trafficking		1	3	3	3	4
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		4	5	8	10	6
Federal - General		2	2	1	0	0
TOTAL FEDERAL		6	7	9	10	6
Liquor Act		1	54	48	49	50
Other Provincial Stats		21	11	27	32	61
Total Provincial Stats		22	65	75	81	111
Municipal By-laws Traffic		0	1	0	0	0
Municipal By-laws		0	7	1	6	5
Total Municipal		0	8	1	6	5
Fatals		0	0	0	0	0
Injury MCS		0	2	2	1	0
Property Damage MVC (Reportable)		20	18	21	9	15
Property Damage MVC (Non Reportable)		6	1	5	6	4
TOTAL MVC		26	21	28	16	19
Provincial Traffic		52	37	131	96	55
Other Traffic		4	3	0	0	0
Criminal Code Traffic		14	24	24	19	10
Common Police Activities						
False Alarms		18	13	16	17	14
False/Abandoned 911 Call		26	17	23	40	0
Suspicious Person/Vehicle/Property		0	0	0	3	1
Persons Reported Missing		1	7	4	3	9
Spousal Abuse - Survey Code		n/a	21	28	33	37

High Level Provincial Detachment 5 Year Traffic Summary - Month of March

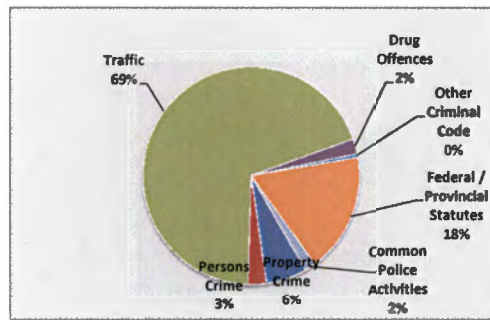
March	Trend	2011	2012	2013	2014	2015
Fatals		0	0	0	0	0
Injury MVAS		0	2	2	1	0
Property Damage MVAS (Reportable)		20	18	21	9	15
Property Damage MVAS (Non Reportable)		6	1	5	6	4
Total MVC		26	21	28	16	19

March	Trend	2011	2012	2013	2014	2015
Impaired Operation*		8	8	11	7	3
Roadside Suspensions - alcohol related - No charge**		4	3	0	0	0
Occupant Restraint/Seatbelt Violations**		0	0	2	0	1
Speeding Violations**		25	6	81	55	18
Intersection Related Violations**		2	0	1	2	0
Driving without Due Care or Attention*		0	0	2	1	0
Other Moving Traffic*		8	11	10	11	6
Other Non-Moving Violation**		11	14	24	13	17
Other CC Traffic***		1	4	2	0	2

*include "Cleared by Charge" and "Cleared Other" **"Actual" ***"Reported"

**Mackenzie County - High Level Detachment
Crime Data - Quarter 1, 2015**

Property Crime	Break & Enter	0	Federal / Provincial Statutes	Liquor Act	9
	Theft of Motor Vehicle	2		Mental Health Act	5
	Theft Over	0		Coroner's Act - Sudden Death	1
	Theft Under	2		Child Welfare Act	0
	Possn Stn Goods	1		Other Provincial Statute	13
	Fraud	0		Other Federal Statute	4
	Arson	0		Total	32
	Mischief To Property	6			
Total	11				
Persons Crime	Assault	0	Common Police Activities	False Alarms	1
	Robbery/Extortion/Harassment/Threats	5		False/Abandoned 911 Call	0
	Sexual Offences	0		Abandoned Vehicles	0
	Kidnapping/Hostage/Abduction	0		Persons Reported Missing	0
	Offences Related to Death	0		Request to Locate	0
Total	5				
Traffic	Motor Vehicle Collisions	42	Common Police Activities	Suspicious Person/Vehicle/Property	2
	Impaired Related Offences	6		Total	3
	Provincial Traffic Offences	76			
	Other Traffic Related Offences	1			
	Total	125			
Drug Offences	Drug Enforcement - Production	0			
	Drug Enforcement - Possession	3			
	Drug Enforcement - Trafficking	1			
	Drug Enforcement - Other	0			
Total	4				
Other Criminal Code Offence	Breach of Peace	0			
	Disturbing the Peace	0			
	Fail to Comply	0			
	Offensive Weapons	1			
	Other Offence	0			
Total	1				



Pie Chart Data

Property Crime	11
Persons Crime	5
Traffic	125
Drug Offences	4
Other Criminal Code	1
Federal / Provincial Statutes	32
Common Police Activities	3

FALSE

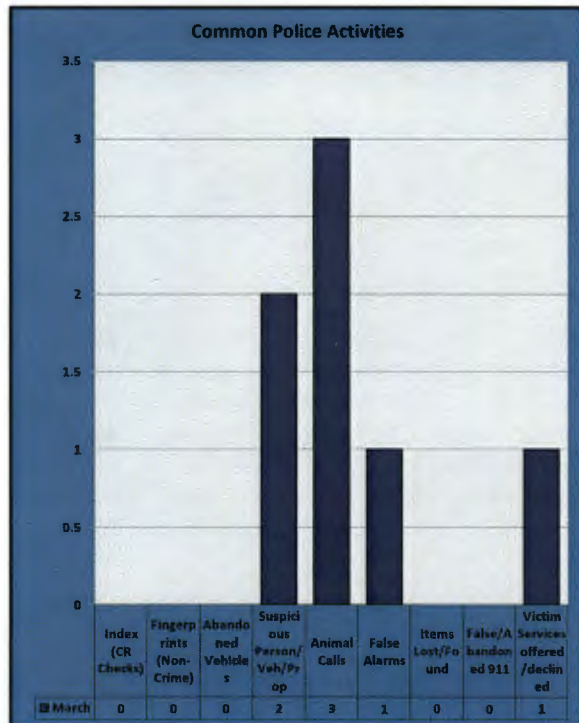
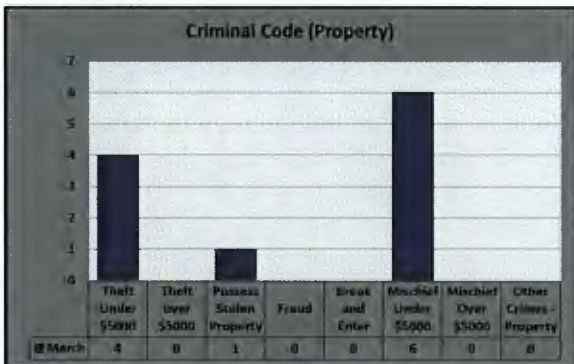
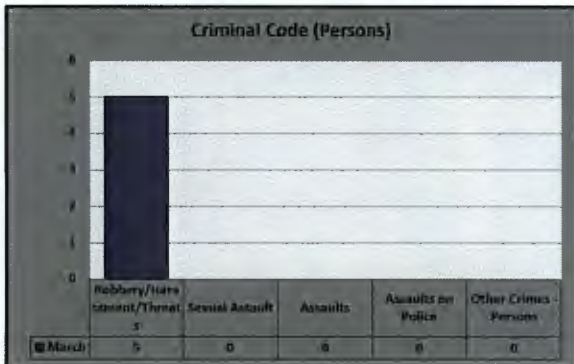
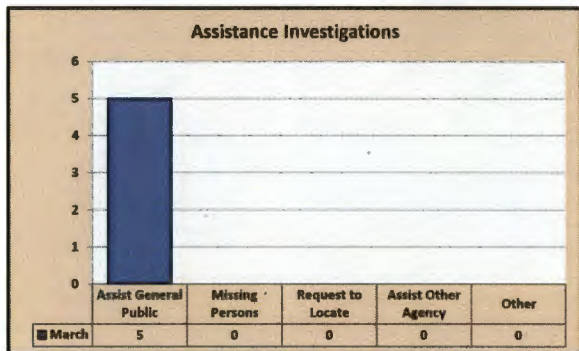
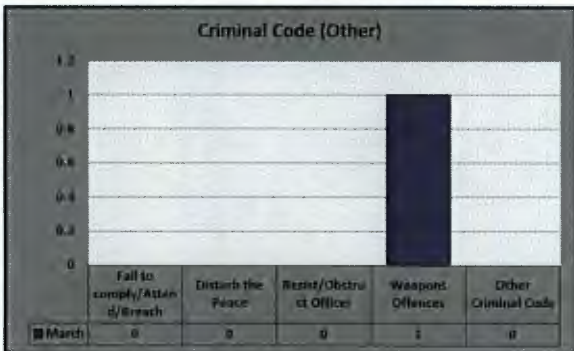
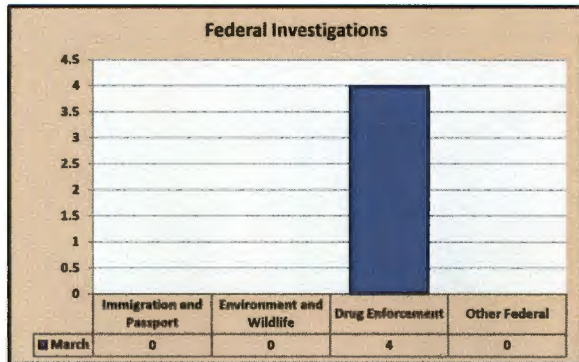
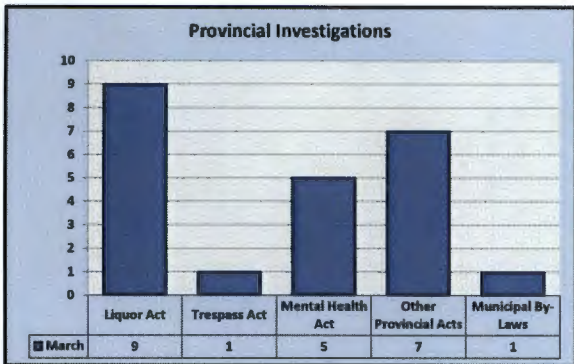
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**Mackenzie County - High Level Detachment
Crime Data - Quarter 1, 2015**

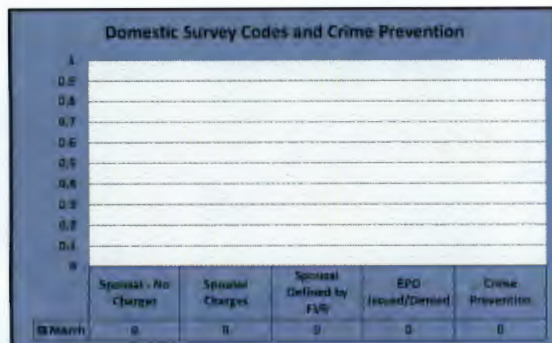
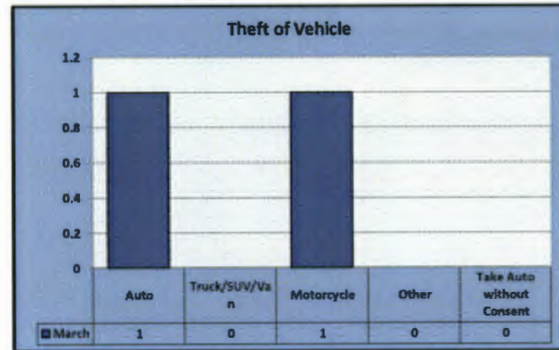
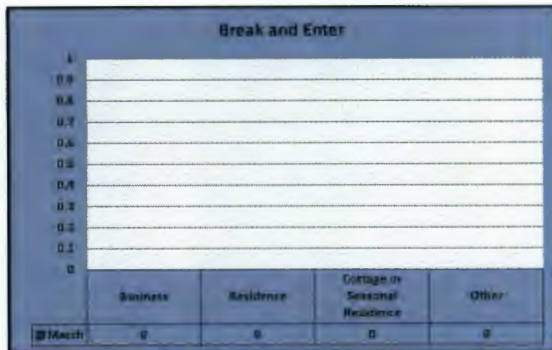
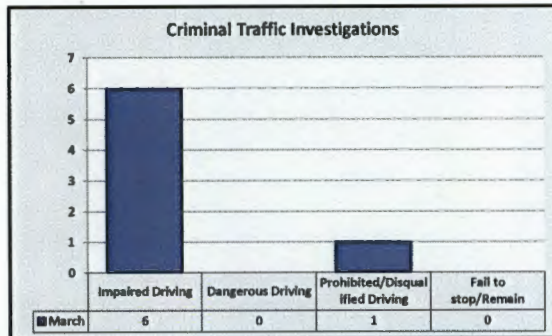
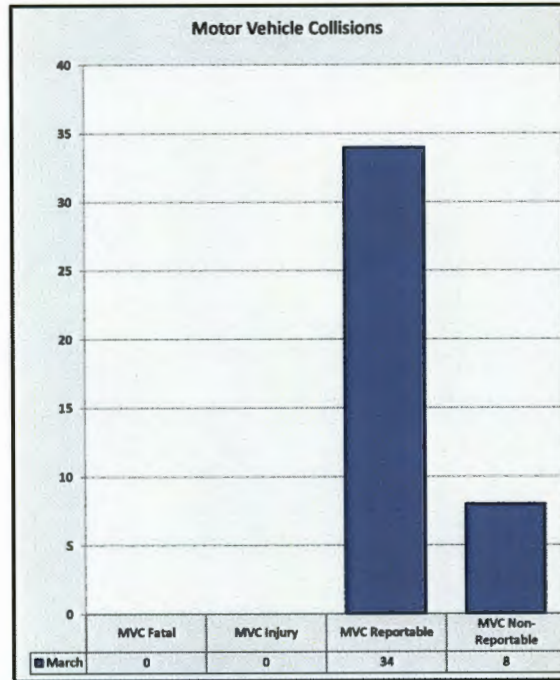
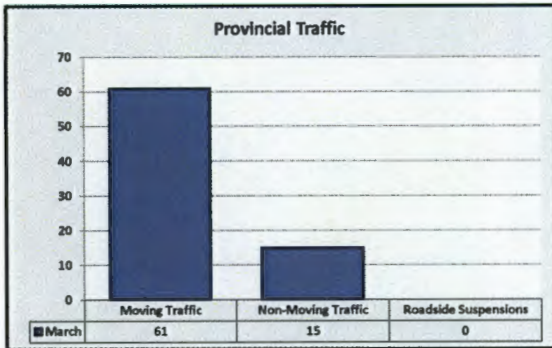
CATEGORY	Reported	Actual	ClrChg	ClrOth	Total Clr	% Clr
Offences Related to Death	0	0	0	0	0	0.0%
Robbery	0	0	0	0	0	0.0%
Sexual Assaults	0	0	0	0	0	0.0%
Other Sexual Offences	0	0	0	0	0	0.0%
Assault	1	0	0	0	0	0.0%
Kidnapping/Hostage/Abduction	0	0	0	0	0	0.0%
Extortion	0	0	0	0	0	0.0%
Criminal Harassment	0	0	0	0	0	0.0%
Uttering Threats	5	5	3	2	5	100.0%
Other Persons	0	0	0	0	0	0.0%
TOTAL PERSONS	6	5	3	2	5	100.0%
Break & Enter	0	0	0	0	0	0.0%
Theft of Motor Vehicle	2	2	0	1	1	50.0%
Theft Over	0	0	0	0	0	0.0%
Theft Under	2	2	0	0	0	0.0%
Possn Stn Goods	1	1	1	0	1	100.0%
Fraud	0	0	0	0	0	0.0%
Arson	0	0	0	0	0	0.0%
Mischief To Property	6	6	1	0	1	16.7%
TOTAL PROPERTY	11	11	2	1	3	27.3%
Offensive Weapons	1	1	1	0	1	100.0%
Disturbing the Peace	0	0	0	0	0	0.0%
OTHER CRIMINAL CODE	1	0	0	0	0	0.0%
TOTAL OTHER CRIMINAL CODE	2	1	1	0	1	100.0%
TOTAL CRIMINAL CODE	19	17	6	3	9	52.9%
Drug Enforcement - Production	0	0	0	0	0	0.0%
Drug Enforcement - Possession	3	3	2	1	3	100.0%
Drug Enforcement - Trafficking	1	1	0	0	0	0.0%
Drug Enforcement - Other	0	0	0	0	0	0.0%
Total Drugs	4	4	2	1	3	75.0%
Federal - General	0	0	0	0	0	0.0%
TOTAL FEDERAL	4	4	2	1	3	75.0%
Liquor Act	9	9	0	6	6	66.7%
Other Provincial Stats	13	13	0	0	0	0.0%
Total Provincial Stats	22	22	0	6	6	27.3%
Municipal By-laws Traffic	0	0	0	0	0	0.0%
Municipal By-laws	1	1	0	0	0	0.0%
Total Municipal	1	1	0	0	0	0.0%
Fatals	0	0	0	0	0	0.0%
Injury MVAS	0	0	0	0	0	0.0%
Property Damage MVAS (Reportable)	34	34	0	0	0	0.0%
Property Damage MVAS (Non Reportable)	8	8	0	0	0	0.0%
TOTAL MVAS	42	42	0	0	0	0.0%
Provincial Traffic	76	76	49	4	53	69.7%
Other Traffic	0	0	0	0	0	0.0%
Criminal Code Traffic	11	7	3	0	3	42.9%
Common Police Activities						
False Alarms	1	Suspicious Person/Vehicle		2		
False/Abandoned 911 Call	0	VSU Accepted		1		
Persons Reported Missing	0	VSU Declined		10		
Request to Locate	0	VSU Offered - Not Available		0		
Abandoned Vehicles	0	VSU Proactive Referral		1		

Mackenzie County - High Level Detachment

Crime Data - Quarter 1, 2015

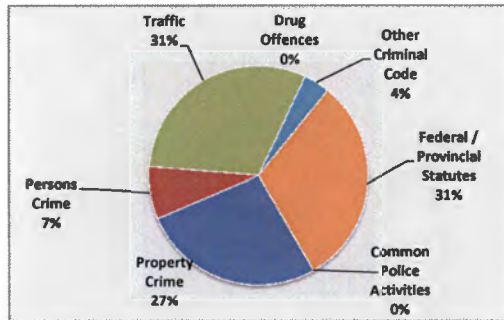


Mackenzie County - High Level Detachment
 Crime Data - Quarter 1, 2015



**Zama City - High Level Detachment
Crime Data - Quarter 1, 2015**

Property Crime	Break & Enter	0	Federal / Provincial Statutes	Liquor Act	0
	Theft of Motor Vehicle	0		Mental Health Act	2
	Theft Over	0		Coroner's Act - Sudden Death	0
	Theft Under	2		Child Welfare Act	0
	Possn Stn Goods	0		Other Provincial Statute	6
	Fraud	0		Other Federal Statute	0
	Arson	0		Total	8
	Mischief To Property	5		False Alarms	0
Total	7	Common Police Activities	False/Abandoned 911 Call	0	
Persons Crime	Assault	0	Common Police Activities	Abandoned Vehicles	0
	Robbery/Extortion/Harassment/Threats	2		Persons Reported Missing	0
	Sexual Offences	0		Request to Locate	0
	Kidnapping/Hostage/Abduction	0		Suspicious Person/Vehicle/Property	0
	Offences Related to Death	0		Total	0
Total	2				
Traffic	Motor Vehicle Collisions	3			
	Impaired Related Offences	0			
	Provincial Traffic Offences	5			
	Other Traffic Related Offences	0			
Total	8				
Drug Offences	Drug Enforcement - Production	0			
	Drug Enforcement - Possession	0			
	Drug Enforcement - Trafficking	0			
	Drug Enforcement - Other	0			
Total	0				
Other Criminal Code Offence	Breach of Peace	0			
	Disturbing the Peace	0			
	Fail to Comply	0			
	Offensive Weapons	1			
	Other Offence	0			
Total	1				



Pie Chart Data

Property Crime	7
Persons Crime	2
Traffic	8
Drug Offences	0
Other Criminal Code	1
Federal / Provincial Statutes	8
Common Police Activities	0

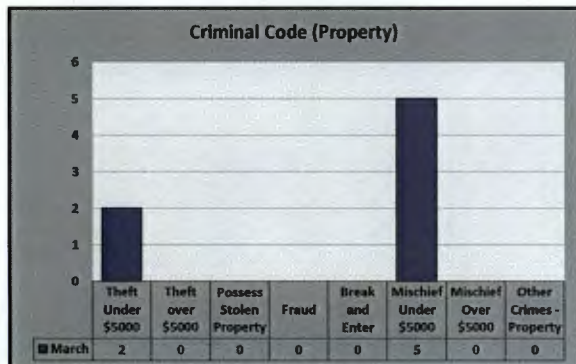
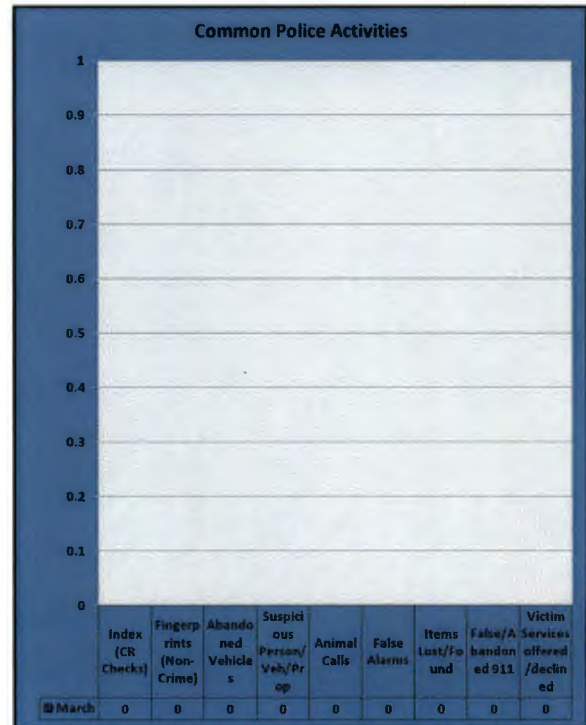
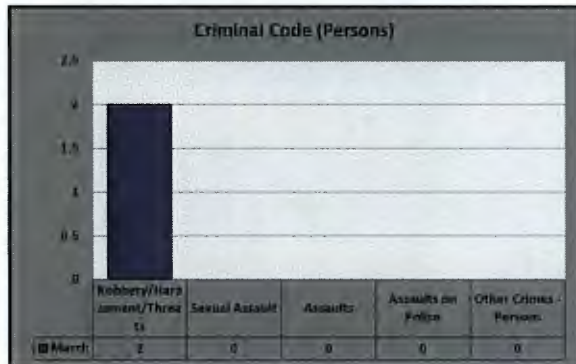
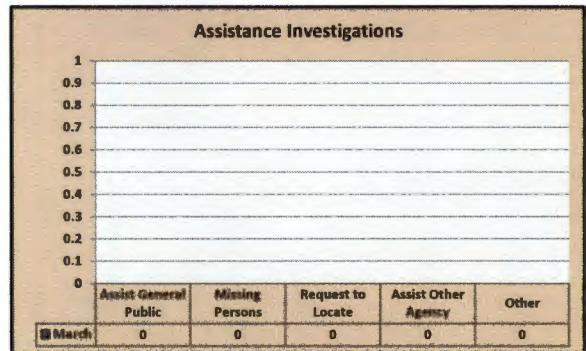
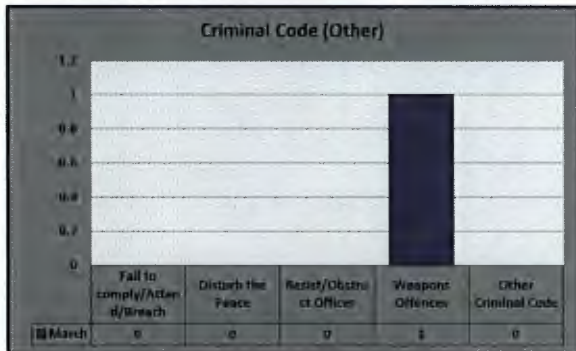
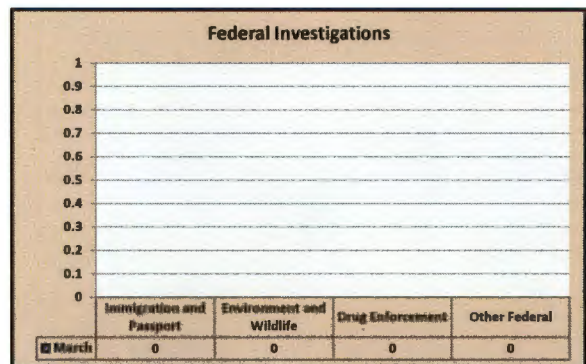
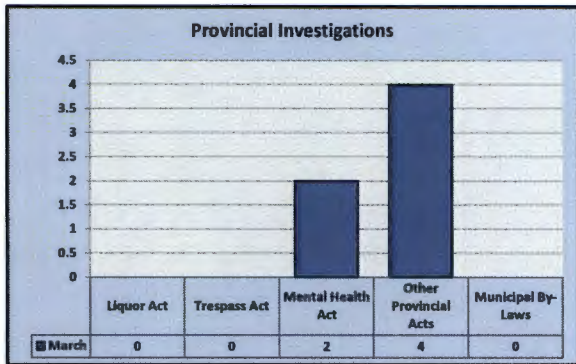
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Workload	Mins	Hour
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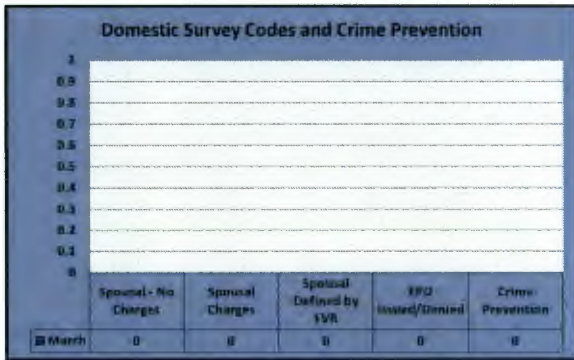
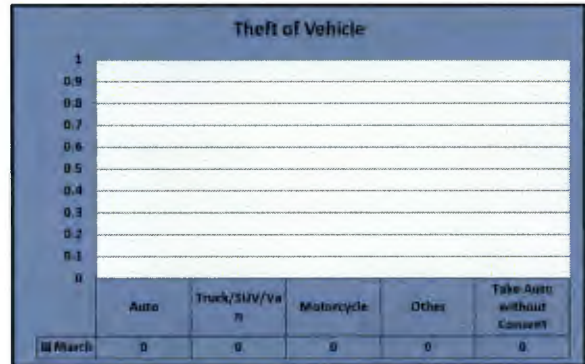
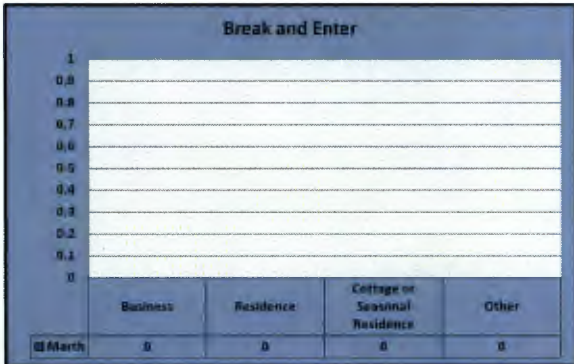
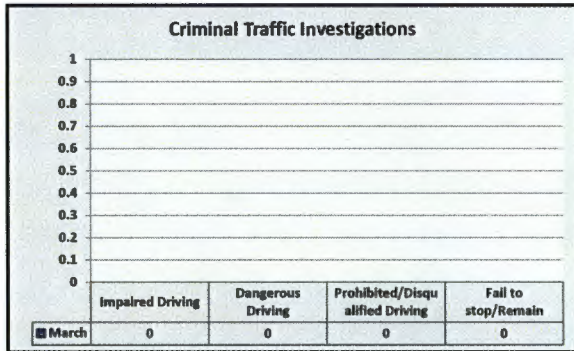
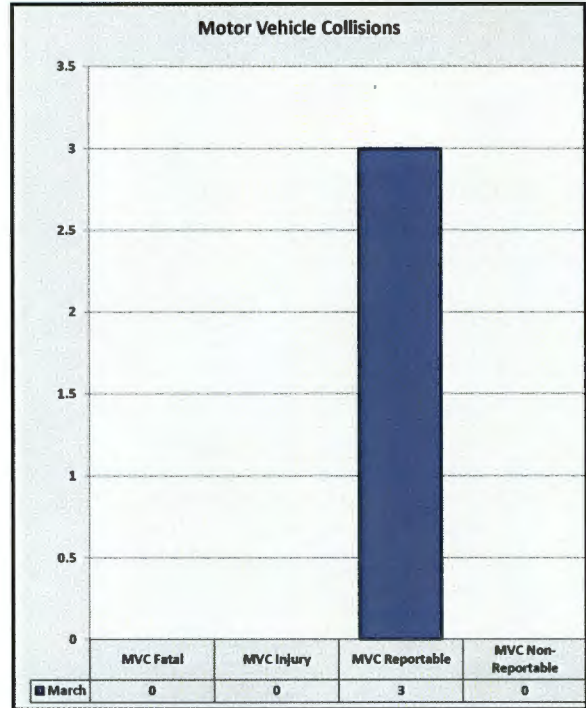
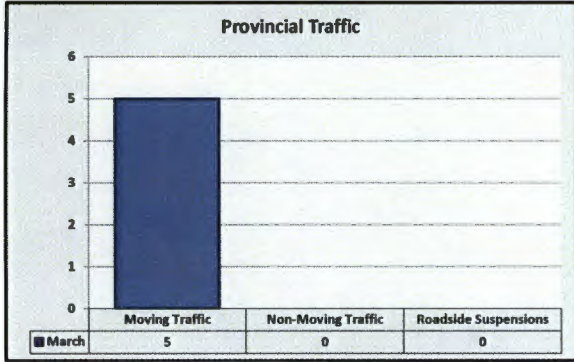
**Zama City - High Level Detachment
Crime Data - Quarter 1, 2015**

CATEGORY	Reported	Actual	ClrChg	ClrOth	Total Clr	% Clr
Offences Related to Death	0	0	0	0	0	0.0%
Robbery	0	0	0	0	0	0.0%
Sexual Assaults	0	0	0	0	0	0.0%
Other Sexual Offences	0	0	0	0	0	0.0%
Assault	1	0	0	0	0	0.0%
Kidnapping/Hostage/Abduction	0	0	0	0	0	0.0%
Extortion	0	0	0	0	0	0.0%
Criminal Harassment	0	0	0	0	0	0.0%
Uttering Threats	2	2	2	0	2	100.0%
Other Persons	0	0	0	0	0	0.0%
TOTAL PERSONS	3	2	2	0	2	100.0%
Break & Enter	0	0	0	0	0	0.0%
Theft of Motor Vehicle	0	0	0	0	0	0.0%
Theft Over	0	0	0	0	0	0.0%
Theft Under	2	2	0	0	0	0.0%
Possn Stn Goods	0	0	0	0	0	0.0%
Fraud	0	0	0	0	0	0.0%
Arson	0	0	0	0	0	0.0%
Mischief To Property	5	5	1	0	1	20.0%
TOTAL PROPERTY	7	7	1	0	1	14.3%
Offensive Weapons	1	1	1	0	1	100.0%
Disturbing the Peace	0	0	0	0	0	0.0%
OTHER CRIMINAL CODE	1	0	0	0	0	0.0%
TOTAL OTHER CRIMINAL CODE	2	1	1	0	1	100.0%
TOTAL CRIMINAL CODE	12	10	4	0	4	40.0%
Drug Enforcement - Production	0	0	0	0	0	0.0%
Drug Enforcement - Possession	0	0	0	0	0	0.0%
Drug Enforcement - Trafficking	0	0	0	0	0	0.0%
Drug Enforcement - Other	0	0	0	0	0	0.0%
Total Drugs	0	0	0	0	0	0.0%
Federal - General	0	0	0	0	0	0.0%
TOTAL FEDERAL	0	0	0	0	0	0.0%
Liquor Act	0	0	0	0	0	0.0%
Other Provincial Stats	6	6	0	0	0	0.0%
Total Provincial Stats	6	6	0	0	0	0.0%
Municipal By-laws Traffic	0	0	0	0	0	0.0%
Municipal By-laws	0	0	0	0	0	0.0%
Total Municipal	0	0	0	0	0	0.0%
Fatals	0	0	0	0	0	0.0%
Injury MVAS	0	0	0	0	0	0.0%
Property Damage MVAS (Reportable)	3	3	0	0	0	0.0%
Property Damage MVAS (Non Reportable)	0	0	0	0	0	0.0%
TOTAL MVAS	3	3	0	0	0	0.0%
Provincial Traffic	5	5	0	0	0	0.0%
Other Traffic	0	0	0	0	0	0.0%
Criminal Code Traffic	0	0	0	0	0	0.0%
Common Police Activities						
False Alarms	0	Suspicious Person/Vehicle	0			
False/Abandoned 911 Call	0	VSU Accepted	0			
Persons Reported Missing	0	VSU Declined	4			
Request to Locate	0	VSU Offered - Not Available	0			
Abandoned Vehicles	0	VSU Proactive Referral	0			

Zama City - High Level Detachment
 Crime Data - Quarter 1, 2015



Zama City - High Level Detachment
 Crime Data - Quarter 1, 2015





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	DELEGATION Greg Newman, Mackenzie Applied Research Association

BACKGROUND / PROPOSAL:

See attached letter from the Mackenzie Applied Research Association requesting that the County absorb their utility costs.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie Applied Research Association
5901 River Road, P. O. Box 646
Fort Vermilion, Alberta T0H 1N0

To: Reeve & Council of Mackenzie County

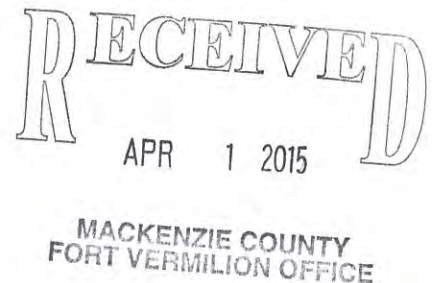
Re: Utility Expenses at the Research Station

Due to the recent budgetary cuts of 50% of provincial funding, MARA is experiencing difficulties in maintaining our current programs and services. We are taking action to cut as many costs as possible. As per other non-profit organizations operating in Mackenzie County, MARA hopes that the county can consider absorbing the utility costs of the research station.

We look forward to discussing the issue with you at the April 14th meeting.

Thank you,

Greg Newman,
Chair of the Mackenzie Applied Research Association



Tel: +1 780-927-3776, Cell: +1 780-285-0988, Fax: +1 780-927-4747
Email: manager@mackenzieresearch.ca Website: www.mackenzieresearch.ca

The Mackenzie Applied Research Association conducts applied crop, livestock and environmental research, including crop/forage variety tests, field demonstrations and rural extension in the northernmost agricultural region of Alberta, Canada.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
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:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO report for March 2015 be received for information.

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

Mackenzie County

Monthly CAO Report to Council – March 2015

Administration is diligently working on developing the new projects as per the approved 2015 budget and implementing Council's priorities. The Annual Financial Audit work was completed and the auditors will be presenting the 2014 draft financial statements to Council at the April 29 meeting.

1. **Regional Sustainability Study** – Nichols Applied Management had provided the three CAOs with an Interim Report and a “Way Forward Proposal”. I participated in a meeting with the Towns CAOs on March 11th to discuss these documents and to formulate a recommendation to Councils regarding how to proceed. Our discussion ended with a conclusion that the documents will be returned to NAM with our feedback requesting additional responses, and that subsequently these documents be presented to the Regional Sustainability Study Committee for their review, with intent that a recommendation to three councils will be formulated by the Committee. However, Councils of the Towns of HL and RL passed motions recommending to discontinue NAM contract.
2. **Buffalo Head Drainage** – We are now in receipt of a letter from ESRD. Although the letter states the County's project is eligible and qualifies, we did not receive an approval in this round but will be considered in the next round.
3. **Build Canada Fund or “Federal Small Communities Fund”** – Mackenzie County submitted the Rural Water Infrastructure Project application by the deadline. In a meeting with Municipal Affairs during the ARMA meeting, we were advised that we should be advised of the results by the end of summer.
4. **ATB Property in La Crete** – LC Library Board, Mackenzie Library Board and Mackenzie County representatives participated in a conference call with ATB on March 23rd regarding the property transfer process. It is expected that the new ATB branch will open on April 27. The property transfer agreement is being drafted by ATB representatives and will be communicated to the County.
5. **Zama Access Road** – Zama access road was one of the topics discussed at the meeting with the Ministers. It is proposed that the province accepts this road into their provincial network. We are waiting for a response from the Minister of Transportation.
6. **Municipal Intern Program** – We now have completed our selection process and hired a new university graduate with a starting date of May 19. Administration also submitted the Municipal Intern training plan to Municipal Affairs as required by the April 2nd deadline.
7. **Knelsen Sand & Gravel Proposal** – a meeting is scheduled on March 9, 2015 and the county's counter offer was made. We are waiting for their response.
8. **2015 Municipal Census** – the municipal census is underway through the REDI.

9. **AAMD&C Zone meeting** – two resolutions were prepared by Mackenzie County and endorsed at the Zone meeting on February 13, 2015, and were presented at Spring AAMD&C convention in March.
10. **Utilities Operations** – I was invited to attend a meeting with Aquatera. The meeting was arranged by Dan Fletcher, Town of Rainbow Lake CAO. Aquatera has prepared a discussion paper (recently received by CAOs) for one of the upcoming tri-council meetings.
11. **Alberta Emergency Management Agency** – Administration attended an AEMA workshop in Grande Prairie and Mackenzie County has signed up in AEMA's pilot program. The program is a new tool provided by AEMA to undertake a self-assessment, risk assessment and to prepare and maintain a municipal disaster emergency plan (a template is provided). One of the County's employees has attended the training in Edmonton on April 9 & 10. At the workshop, AEMA members have advised that the province is placing more emphasis on mitigation in comparison to the past practices (mostly recovery).

The general staff meeting was held in March. Administration had covered the topics of the 2015 budget, Council's strategic plan, the health and safety, the employee benefits, and the employee survey results were discussed in detail. I can say with confidence that Mackenzie County has one of the best municipal employees' teams in Alberta.

Respectfully submitted,
Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of March 2015

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. Alberta budget announcement mentioned that the LUF process will be slowed down.
Community Infrastructure Master Plans	Summer 2015	Final Zama draft received. Draft LC transportation plan received-comments provided to eng. Draft FV & LC plans received-comments provided to eng.
North West Bio-Industrial Cluster	Spring 2015	MARA submitted grant application to do more feasibility research, waiting on funding confirmation.
La Crete & Fort Vermilion Design Guidelines	Fall 2015	Planning to have the RFP out in April, for project completion by fall 2015.
Economic Development Strategy	Summer 2015	Planning to have the RFP out in a couple weeks, for project completion by late summer 2015.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Spring 2015	Business incentives to be presented to Council for initial discussion.
Community Investment Readiness package	Summer 2015	Information has been added to the website.. REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had hiccups, delaying the start of our work.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	2015	RFP awarded, project is coming together nicely internally. Contractor has ordered the majority of the signs.

Personnel Update:

Looking forward to summer help starting at the end of the month.

Other Comments:

Permits are busy, another normal spring at this point

Several developers have submitted subdivision applications or have met to express their intent to develop and to review preliminary concepts.

Attended the Economic Developers Alberta conference.

MONTHLY REPORT TO THE CAO

For the month of March, 2015

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
A Clubroot and Blackleg of Canola was held at the La Crete Heritage center on March 18 th .		Excellent presentation by Alberta Agriculture
ASB meeting in La Crete on March 27 th .		Main topics were the Mowing and Spraying RFP's.

Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management Project	2015	I met with Alberta Environment in Peace River on March 12 th to discuss the status of our application and was informed that it was being reviewed by the Wetlands Division of Alberta Environment in Grande Prairie. No timeline was given regarding their findings.
Tompkins Culvert	2015	The installation was completed on March 20 th .
Blue Hills Erosion Repair	2015	WSP has been given approval to proceed with a design and construction cost estimate. Work is to be completed in early summer 2015.

Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month of March 2015

From: Len Racher
Director of Facilities and Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	- Snow Removal
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	<ol style="list-style-type: none"> 1. Dev. A team environment 2. Assess teams ability to complete work load 3. Introduce my role to the team and my commitment to helping them complete work load.
2015 Budget		Get familiar with Mackenzie County budget

Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	Work with Trent
Graders, pickups, 5th wheel trailer, wood splitter	Ongoing	Wood splitter and trailer delivered
La Crete Street Projects	Summer 2015	In progress

Personnel Update:

I would like to thank everyone for all the assistance while I get orientated to my role at Mackenzie County

Other Comments:

Respectfully;

Len Racher
Director of Facilities and Operations
Mackenzie County

MONTHLY REPORT TO THE CAO

For the month of March 2015

From: Ron Pelensky
 Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular winter road snow removal and ice blading (started thawing culverts) Most road use agreements ended at the end of March TRAVIS system recorded 75 <i>oversize/overweight permits</i> Regular equipment servicing
Buildings	Ongoing	Removed snow from La Crete Office building and ordered a new ridge cap to solve the problem Installed additional plug ins at La Crete office and replaced lights with LED Repaired vandalism(fire extinguisher and eye wash) at Bluehills waste transfer station Serviced boiler in Zama shop Installed waterline in FV Fire hall Installed range/range hood La Crete EMS base Installed conduit and power supply to FV tower and Tompkins Fire hall (Radio/pager project) Numerous other small requests
Dogs	Ongoing	Patrolled for dogs in Fort Vermilion and Rocky Lane School three dogs were picked up in FV
By-Law	Ongoing	Dealt with two bylaw issues concerning ATV in La Crete Hamlet Dealt with two Bylaw concerns in Fort Vermilion Dealing with issue of cat tracks on Hwy 88 Connector
Emergency/Disaster Service	Ongoing	Obtained a radio frequency license. Ordered radios and pagers for fire department. Signed leases with 3 towers

		Getting new radios programed. Cables and conduits installed in two tower locations
Health and Safety	Ongoing	Joint Health and Safety meeting March 19 Completed several incident forms. Two people working on internal Core Audit
Peace Officer	Ongoing	Patrolled La Crete two separate weekends in March. Issued 54 tickets and 53 warnings most of the tickets were speeding while the other ones were expired registration, fail to carry driver license, failing to wear seatbelt, unsecure loads, faulty equipment etc. \$14,928 in fines issued
Fire Department	February	Fort Vermilion responded to 2 Medical Assists, 2 Mutual Aid for High Level La Crete responded to 1 Medical Assists, 1 Mutual Aid for High Level, 1 Ice Bridge incident, 1 Fuel leak (vehicle), 1 false alarm for structure fire Zama no calls however started active practice Administration completed Honorarium payments for La Crete and Fort Vermilion
Fire Department Training	February	2 members completed aeronautical radio license training

Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	March	Town of High Level and Mackenzie County waterline is 99% complete. Warranty period to expire this year
Fire Smart Grant	2015	Applied for a 2015 grant for Zama however we were denied. Planning on reapplying in April
Gravel Crushing	March	Contract awarded to Sage Management Ltd. Shut down for the winter 21300m ³ of gravel crushed at West La Crete & 30000m ³ at Fidler & 27000m ³ at North Vermilion
Zama Shower unit	March	Shower unit is built, will be installed in the spring

Regraveling Tender	March	Contracted was advertised, tenders received and contracts awarded.
Gravel Truck with Trailer	March	Received quotes and proceeding with purchase of Truck
Vehicles	March	Contracted was advertised, tenders received and contracts awarded to Northstar Chrysler
FV 48 st and 47 Ave Paving	March	Contract is being advertised
Rocky Lane Paving	March	Contract is being advertised
Purchase 3 Graders	March	Graders are ordered through Finning
Meander River Genetic site road improvements	March	Road upgraded, culverts installed and bridge mat installed for light bridge Waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	March	Tender awarded to Northern Road Builders Project planned to start in July 2015
Fire Department Radios	March	Radios/Pagers on order, Tower leases signed, Installation agreement signed,
Fire Department Training yard	March	Training cans purchased (retrofitting started)

Personnel Update:

One position off on sick leave.

Other Comments:

Held an open house for Wadlin Lake campground



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the March 12, 2015 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Municipal Planning Commission meeting minutes of March 12, 2015 be received for information.

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

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, March 12, 2015 @ 10:00 a.m.

<u>PRESENT:</u>	John W Driedger	Chair, Councilor, MPC Member
	Jack Eccles	Vice Chair, MPC Member
	Beth Kappelar	MPC Member via Tele-Conference
	Jacque Bateman	Councilor, MPC Member
<u>REGRETS:</u>	Erick Carter	MPC Member
<u>ADMINISTRATION:</u>	Byron Peters	Director of Planning & Development
	Liane Lambert	Planner
	Caitlin Smith	Development Officer left at 10:36 a.m.
	Margaret Fehr	Administrative Assistant, Recording Secretary

MOTION 1. **CALL TO ORDER**

John W Driedger called the meeting to order at 10:04 a.m.

2. **ADOPTION OF AGENDA**

MPC-15-03-021 **MOVED** by Jacque Bateman

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-15-03-022 **MOVED** by Jack Eccles

That the minutes of the February 12, 2015 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

There was no business arising from previous minutes.

4. **DELEGATION**

- a) **Frank Goertzen:** Discussion for Subdivision Application

MPC-15-03-023 **MOVED** by Jack Eccles

That the presentation made by Frank Goertzen be received for information.

CARRIED

- b) **Allen Derksen:** Discussion for Subdivision Rezoning

MPC-15-03-024 **MOVED** by Jack Eccles

That the presentation made by Allen Derksen be received for information.

CARRIED

5. **DEVELOPMENT**

- a) **Development Permit Application 022-DP-14
Ranwal Plumbing & Heating Ltd.; Tradesmen's
Business (80'x60' Addition) (Time Extension)
in La Crete Town Centre District "TC1"(La Crete)
Plan 792 1881, Block 17, Lot 01**

MPC-15-03-025 **MOVED** by Jacquie Bateman

That a Time Extension for 022-DP-14 on SE 16-106-13-W5M in the name of Ranwal Plumbing & Heating Ltd. be granted to expire on March 12, 2016.

CARRIED

6. **SUBDIVISION**

- a) **Subdivision Application 01-SUB-15
SW 1-107-14-W5M (La Crete Rural)
Ernie & Shannon Peters**

MPC-15-03-026 **MOVED** by Beth Kappelar

That Subdivision Application 01-SUB-15 in the name of Ernie and Shannon Peters on SW 1-107-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) **Access in accordance to Alberta Transportations approval.**
 - a. **Construct a service road along the theoretical road allowance from the middle of Plan 082 4698, Block 1, Lot 1 to the south edge of Wolfe Lake road. The existing access off of Highway 697 to Plan 082 4698, Block 1, Lot 1 shall then be removed.**
 - b. **Dedication of a 30 meter service road along the frontage of the proposed subdivision and remnant of the quarter.**
 - c. **Access to the remainder of SW 1-107-14-W5M shall be by the local road only.**
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market

value for this property is \$4,500.00 per acre. Municipal reserve is charged at 10%, which is \$450.00 per subdivided acre. 10 **acres** times **\$450.00** equals **\$4,500.00**.

- h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
- i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **Subdivision Application 02-SUB-15
SW 14-106-13-W5M (88 Connector Area)
Richard Peters**

MPC-15-03-027 **MOVED** by Jacquie Bateman

That Subdivision Application 02-SUB-15 in the name of Richard Peters on Plan 122 2173, Block 1, Lot 1 (South ½ of SW 14-106-13-W5M) be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) **Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.**
- b) Provision of access to both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$3,000.00 per acre. Municipal reserve is charged at 10%, which is \$300.00 per subdivided acre. 10 **acres** times **\$300.00** equals **\$3,000.00**.
- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act Section 667 (1) (a)*.**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- c) **Subdivision Application 04-SUB-15
SE 26-106-14-W5M (La Crete Rural)
Isaac Unrau**

MPC-15-03-028 **MOVED** by Jack Eccles

That Subdivision Application 04-SUB-15 in the name of Isaac Unrau on SE 26-106-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) The request for a second access will have to go to council for a decision.**
 - d) Enter into a Road Acquisition agreement for the easterly 5.18 meters of the SE 26-106-14-W5M that is required for future road widening.
 - e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - f) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$4,500.00 per acre. Municipal reserve is charged at 10%, which is \$450.00 per subdivided acre. **10 acres times \$4,500.00 equals \$4,500.00.**
 - h) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified**

date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).

- i) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- j) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- k) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- l) Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- d) Subdivision Application 06-SUB-15
NW 6-104-14-W5M (La Crete Rural)
Josh Knelsen**

MPC-15-03-029 **MOVED** by Beth Kappelar

That Subdivision Application 06-SUB-15 in the name of Josh Knelsen on NW 6-104-14-W5M be APPROVED with the following conditions:

- 1. This approval is for a **TYPE A** single lot subdivision, 80 acres (32.38 hectares) in size.
- 2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.

- b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) **The developer shall provide a 20 meter wide road plan and construct a road to Mackenzie County Standards, from the south end of Road Plan 802 2346 approximately 255 meters east to the proposed 80 acre split.**
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

Jack Eccles left the meeting at 11:48 a.m.

Jack Eccles rejoined the meeting at 11:50 a.m.

- a) **Bylaw 9__-15**
Land Use Bylaw Amendment to Rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B “HR1B” to Hamlet Residential 2 “HR2” (La Crete)

MPC-15-03-030 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission’s recommendation to Council is for the refusal of Bylaw 9xx-15 being the Rezoning of Part of NW 9-106-15-W5M from Hamlet Residential 1B “HR1B” to Hamlet Residential 2 “HR2” for the purpose of a multi-lot subdivision.

CARRIED

- b) **Bylaw 9__-15**
Land Use Bylaw Amendment to Revise Application for Development Permit Requirement.

MPC-15-03-031 **MOVED** by Jack Eccles

That Bylaw 9__-15 be TABLED for further information.

CARRIED

- c) **In Camera**

MPC-15-03-032 **MOVED** Jack Eccles

That the Municipal Planning Commission move in Camera at 11:59 a.m.

CARRIED

MPC-15-03-033 **MOVED** by Beth Kappelar

That the Municipal Planning Commission move out of Camera at 12:20 p.m.

- d. **Action List**

MPC-15-03-034 **MOVED** by Jacquie Bateman

That the action list be received for information.

CARRIED

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ March 26, 2015 at 10:00 a.m. in Fort Vermilion
- ❖ April 9, 2015 at 10:00 a.m. in La Crete
- ❖ April 23, 2015 at 10:00 a.m. in Fort Vermilion
- ❖ May 7, 2015 at 10:00 a.m. in La Crete
- ❖ May 21, 2015 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-15-03-035 **MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 12:30 p.m.

CARRIED

These minutes were adopted this day of March 26, 2015.

John W Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the February 5, 2015 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of February 5, 2015 be received for information.

Author: M. Dyck Reviewed by: _____ CAO: JW

**MACKENZIE COUNTY
Community Services Meeting**

**February 5, 2015
1:00 PM**

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

MINUTES

PRESENT: Lisa Wardley Councillor/Chair
Peter Braun Councillor/Vice Chair (via Conference call)
Josh Knelsen Councillor
Ricky Paul Councillor

ALSO PRESENT: Ron Pelensky Director of Community Services & Operations
Jennifer Batt Public Works Administrative Officer /
Recording Secretary

REGRETS: Bill Neufeld Reeve
Joulia Whittleton Chief Administrative Officer

CALL TO ORDER: 1. **Call to Order: 1:20**
Chair Wardley called the meeting to order.

AGENDA: 2. **Adoption of Agenda**

ADDITIONS: 6. a) Review ADM041 Recreation Capital Projects &
ADM043 Capital Equipment/Facilities Funding Recreation
Boards

MOTION CS-15-02-01 **MOVED by Councillor Knelsen**
That the agenda be approved with addition.

CARRIED

MINUTES: 3. **Minutes of the December 17, 2014 meeting**

MOTION CS-15-02-02 **MOVED by Councillor Paul**
That minutes of the December 17, 2014 Community
Services Committee meeting is adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF MINUTES:** **NONE**

NEW BUSINESS:

- 4 a. **Wadlin Lake Caretaker RFP Opening**

MOTION CS-15-02-03 **MOVED by Councillor Braun**

That the Wadlin Lake Caretaker request for proposals be opened.

CARRIED

Administration copy proposals for review

4. d. **Wadlin Lake Expansion**

MOTION CS-15-02-04 **MOVED by Councillor Knelsen**

Recommends that Administration advertise Public Meeting and input session for expansion, donation services at Wadlin Lake Campground on March 24th, 2015 7:00 pm La Crete office.

CARRIED

4. c. **Hutch Lake expansion**

MOTION CS-15-02-05 **MOVED by Councillor Paul**

Recommends Administration draft Hutch Lake Campground expansion map as discussed, and bring to next Community Services Committee meeting.

CARRIED

4. a. **Wadlin Lake Caretaker**

MOTION CS-15-02-06 **MOVED by Councillor Paul**

That the Community Services Committee recommends to Council to award the Wadlin Lake Caretaker Contract to Anna Braun.

CARRIED

Chair Wardley recessed the meeting at 2:27 p.m. and reconvened the meeting at 2:42 p.m.

Councillor Braun left the meeting at 2:27 pm

4. b. Mackenzie County Business Plan Draft

MOTION CS-15-02-07

Moved by Councillor Knelsen

Tabled until next Community Services Committee meeting.

CARRIED

4. e. 2015 Capital Budget Review

MOTION CS-15-02-08

MOVED by Councillor Paul

That the report be received for information.

CARRIED

4. f. Review Policy ADM017-Years of Service Awards Program for Volunteers

MOTION CS-15-02-09

MOVED by Councillor Knelsen

Recommend to Council to amend Policy ADM017 as presented.

CARRIED

Review Policy EMR004-Level of Fire Service

MOTION CS-15-02-10

MOVED by Councillor Paul

Recommend to Council to amend Policy EMR004 as amended.

CARRIED

Review Bylaw 288/01

MOTION CS-15-02-11

MOVED by Councillor Knelsen

Receive for information.

CARRIED

Review Bylaw 301/02

MOTION CS-15-02-12

MOVED by Councillor Paul

Recommend to Council to amend Bylaw 301/02 as amended.

CARRIED

Review Bylaw 811-11

MOTION CS-15-02-13

MOVED by Councillor Paul

Recommend to Council to amend Bylaw 811-11 as amended.

CARRIED

ADDITIONS:

6. a.

Review ADM041 Recreation Capital Projects & ADM043 Capital Equipment/Facilities Funding Recreation Boards

MOTION CS-15-02-14

MOVED by Councillor Paul

Recommend to Council to amend Policy ADM040 as amended.

CARRIED

MOTION CS-15-02-15

MOVED by Councillor Knelsen

Recommend to Council to rescind Policy ADM043 as presented.

CARRIED

4. g.

Action List review

MOTION CS-15-02-16

MOVED by Councillor

Receive for information.

CARRIED

INFORMATION:

7. a.

NONE

NEXT MEETING DATE:

The next Community Service Committee Meeting be March 24th, 2015 in the afternoon in La Crete.

MOTION CS-15-02-17

MOVED by Councillor Knelsen

ADJOURNMENT:

Meeting was adjourned at 4:48 pm

CARRIED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Public Works Committee Meeting Minutes – March 3, 2015

BACKGROUND / PROPOSAL:

The adopted minutes of the March 3, 2015 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Public Works Committee meeting minutes of March 3, 2015 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
Public Works Committee Meeting
March 3, 2015
2:00 p.m.
Conference Room
La Crete, AB

MINUTES

PRESENT: Bill Neufeld Reeve
Josh Knelsen Councillor/Chair
Eric Jorgensen Councillor/Vice-Chair
John W. Driedger Councillor
Peter Braun Councillor (by phone)

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Byron Peters Director of Planning & Development (arrive 2:52)
Ron Pelensky Director of Community Services & Operations
Len Racher Director of Facilities & Operations (South)
Mark Schonken Interim Director of Finance
Sylvia Wheeler PW Admin Officer/Recording Secretary
Jennifer Batt PW Admin Officer

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called the meeting to order at 2:01 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION PW-15-03-030 MOVED by Councillor Driedger

That the agenda be adopted as presented.

CARRIED

MINUTES: 3. a) Adoption of Minutes from February 27, 2015

MOTION PW-15-03-031 MOVED by Reeve Neufeld

That the minutes from February 27, 2015 Public Works Committee be adopted as amended.

CARRIED

DELEGATIONS: 4. a) NONE

NEW BUSINESS: 5. a) 2015 Regravelling Program

MOTION PW-15-03-032 MOVED by Councillor Jorgensen

Public Works Committee recommend to Council that the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule, with the exception of the North Vermilion pit which will be deleted. The County to purchase a gravel truck, and complete the regravelling from the North Vermilion pit.

CARRIED

5. b) La Crete – 99th Avenue Street Design

MOTION PW-15-03-033 MOVED by Councillor Braun

That the La Crete – 99th Avenue Street Designs be accepted with the following specifics; straight curb and gutter, sidewalk between 101st Street and 102nd Street, and storm sewer to be placed in curb not in the street.

CARRIED

**INFORMATION /
CORRESPONDANCE:** 6. a) NONE

ADDITIONS: 7. a) NONE

**NEXT MEETING
DATE:** 8. Next meeting – March 30, 2015 10:00 a.m.

ADJOURNMENT: 9. Adjournment

MOTION PW-15-03-034 MOVED by Reeve Neufeld

That the Public Works Committee Meeting be adjourned at 3:07 p.m.

CARRIED

These minutes were adopted at March 30, 2015 meeting.

Josh Knelsen, Chair

**Joulia Whittleton,
Chief Administrative Officer**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Inter-Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the March 26, 2015 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Municipal Planning Commission meeting minutes of March 26, 2015 be received for information.

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

**INTER-MUNICIPAL PLANNING COMMISSION
MEETING**

**Thursday, March 26, 2015
7:00 p.m.
Meeting Room Town of High Level Office
High Level, AB**

- PRESENT:**
- Town of High Level
Members**
Chris MacLeod Councilor
Scott Chandler Councilor
- Mackenzie County
Members**
Jacquie Bateman Councilor
John W. Driedger Councilor
Beth Kappelar Member at Large (Tele-conference)
- ADMINISTRATION:**
- Town of High Level
Staff**
Ashley Bulmer Development Officer
- Mackenzie County
Staff**
Ron Pelensky Director of Operations North
Liane Lambert Planner
- ABSENT:** Clint Hilhorst Member at Large

Minutes for the Inter-Municipal Planning Commission Meeting held on March 26, 2015 at the Town of High Level Meeting Room in High Level, Alberta.

CALL TO ORDER: 1.a) Call to Order

Chris Macleod called the meeting to order at 7:02 p.m.

AGENDA: 3.a) Adoption of Agenda

IMPC 15-03-001 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**4.a) Minutes of the November 27, 2014 Inter-Municipal
Planning Commission meeting**

IMPC 15-03-002

MOVED by Scott Chandler

That the minutes of the November 27, 2014 Inter-Municipal Planning Commission meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF MINUTES:**

5.a) None

DELEGATIONS:

6.a) None

BUSINESS:

**7.a) Subdivision Application 09-SUB-15
Paul Driedger
SW 8-109-19-W5M**

IMPC 15-03-003

MOVED by Beth Kappelar

That Subdivision Application 09-SUB-15 in the name of Paul Driedger on SW 8-109-19-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 2 - 10 acres (4.04 hectares) parcels in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) **Provision of a storm water management plan.
Contact Planning and Development staff at 780-**

928-3983 to discuss the requirements for your subdivision.

- e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$4,500.00 per acre. Municipal reserve is charged at 10%, which is \$450.00 per subdivided acre. **10 acres times \$450.00 equals \$4,500.00.**
- f) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

b) Water Connection Request South

IMPC 15-03-005

MOVED by Scott Chandler

That the water request for Darcy Lauridsen on NW 28-109-19-W5M be TABLED until to the next IMPC meeting for further information.

CARRIED

IMPC 15-03-004

9.a) Establish Inter-Municipal Planning Commission Meeting Dates

NEXT MEETING DATES:

MOVED by John W. Driedger

That the next meeting be regularly scheduled for the fourth Thursday of the month.

CARRIED

IMPC 14-11-008

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

❖ April 15, 2015 at 7:00 p.m. in High Level

10.a) Adjournment

ADJOURNMENT:

MOVED by John W. Driedger

That the Inter-Municipal Planning Commission meeting be adjourned at 7:15 p.m.

CARRIED

These minutes will be presented for approval on _____, 2015.

Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	S750 Bobcat Skidsteer Tender

BACKGROUND / PROPOSAL:

As per the 2015 capital budget, a skidsteer was approved with external funding coming from the sale of current skidsteer, unit 2325.

Administration prepared and advertised the S750 Bobcat Skidsteer tender with a closing date of 1:00 p.m., April 14, 2015 to be opened that same day during the Council meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Inform successful bidder as result of tender opening.

Author: M. Dyck Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That the tenders for the S750 Bobcat Skidsteer be opened.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That the S750 Bobcat Skidsteer be awarded to the highest bidder.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	<p>TENDERS Hamlet of La Crete & Fort Vermilion Road Improvements – 2015, La Crete Airport Apron Extension including pavement of 2 driveway accesses & Rocky Lane Road Rehabilitation Tenders</p>

BACKGROUND / PROPOSAL:

As per the 2015 approved capital budget administration along with WSP prepared and advertised the Hamlet of La Crete & Fort Vermilion Road Improvements – 2015, La Crete Airport Apron Extension, including pavement of 2 driveways accesses & Rocky Lane Road Rehabilitation Tenders, with a closing date of 1:00 PM on April 14, 2015.

The La Crete Road Rehabilitation project was reviewed in detail, and items were added such as sidewalks, replacement of water valves, which increased the estimate from \$1,475,000 to \$1,680,000 (\$205,000).

OPTIONS & BENEFITS:

Option 1:

That the Hamlet of La Crete & Fort Vermilion Road Improvements – 2015, La Crete Airport Apron Extension, including pavement of 2 driveways accesses & Rocky Lane Road Rehabilitation Tenders be awarded to the lowest qualified bidder.

Option 2:

That the Hamlet of La Crete & Fort Vermilion Road Improvements – 2015, La Crete Airport Apron Extension, including pavement of 2 driveways accesses & Rocky Lane Road Rehabilitation Tenders be forwarded to the Public Works Committee for review and recommendation to Council for award.

Author: M. Dyck **Reviewed by:** _____ **CAO:** JW

COSTS & SOURCE OF FUNDING:

Funding:

To be funded from the approved 2015 Capital budgets of:

Schedule	Project	Budget \$	Engineering Estimate \$
A	La Crete Road Rehabilitation*	1,475,000	1,670,000
B	Fort Vermilion Road Rehabilitation	580,000	540,000
C	La Crete Airport Apron Extension & Pave 2 Accesses	125,000	125,000
D	Rocky Lane Road Rehabilitation*	310,400	340,269
	TOTAL	2,490,400	2,675,269

*Require budget amendment

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The tender was advertised in The Northern Pioneer, The Echo, and the Alberta Purchasing Connection.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That the Hamlet of La Crete & Fort Vermilion Road Improvements – 2015, La Crete Airport Apron Extension, including pavement of 2 driveways accesses & Rocky Lane Road Rehabilitation tenders be opened.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That the Hamlet of La Crete & Fort Vermilion Road Improvements – 2015, La Crete Airport Apron Extension, including pavement of 2 driveways accesses & Rocky Lane Road Rehabilitation tenders be awarded to the lowest qualified bidder.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 987-15 Rural Addressing

BACKGROUND / PROPOSAL:

In early 2014 a RFD was presented to Council regarding addressing. At that time Rural Addressing and Hamlet Addressing were coupled into one bylaw. In the time since, administration has realized that keep the two unique addressing systems as separate bylaws would make a lot of things easier. First reading of Bylaw 987-15 was given on March 10, 2015.

The bylaw that is presented contains the same meat as the rural address portion that was originally presented, but it has been revised to fix issues that have come up as administration has been assigning addresses to properties. The biggest change is the methodology used for assigning an address to a rural multi-lot development. The change makes it more consistent and concise.

The change requested during first reading regarding sign locations has also been incorporated.

OPTIONS & BENEFITS:

Approving the bylaw clarifies the County's authority to assign a rural address, and provides clear specifications regarding the addressing system, the signs, and protection and enforcement thereof.

COSTS & SOURCE OF FUNDING:

There are no costs associated directly with the bylaw. The costs of proceeding with the rural addressing project have already been approved by Council.

Author: B Peters Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

The Sustainability Plan does not specifically mention addressing or other directly related items.

COMMUNICATION:

Lots of communication will be required. For every property owner a letter will be sent out explaining the change and assigning them their new rural address, explaining the methodology, maintenance requirements, etc.

Utility companies such as Telus, Northern Lights Gas Co-op, ATCO and CCI will all receive letters, appropriate maps and list of all the addresses. All emergency services will also be provided with all shareable information. 911 will be provided with a database of information in addition to the maps.

Articles will also be written for the County Image and information will be posted on the County's social media sites.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That second reading be given to Bylaw 987-15 being the Rural Addressing bylaw.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2

That third reading be given to Bylaw 987-15 being the Rural Addressing bylaw.

Author: B Peters Reviewed by: _____ CAO: _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 987-15

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. 987-15
MACKENZIE COUNTY**

**A BYLAW OF THE MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
PROVIDING FOR THE REGULATION OF MUNICIPAL ADDRESSING**

WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 58, Council may:

- a) Name roads or areas within its boundaries and to assign a number or other means of identification to the buildings or parcels of land;
- b) Require an owner or occupant of a building or parcel of land to display the identification in a certain manner;

AND WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may:

- a) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- b) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality;

AND WHEREAS Council deems it desirable to put into effect a standardized Municipal Rural Addressing system for the entire municipality to be utilized for emergency service providers and to aid others to properly identify a property;

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

1. GENERAL

1.1 This Bylaw shall be cited as the Rural Addressing Bylaw.

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires, the term

- a) "Access" means the primary point of access to a Property or to a multi-lot subdivision as identified by the County;
- b) "Addressing Authority" means the County Administrator and such employees deemed necessary to carry out the functions of this bylaw;

- c) “Building” means any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;
- d) “County Administrator” means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- e) “County” means the municipal corporation of the Mackenzie County;
- f) “County Road” means any township or range road, but excludes any internal subdivision road;
- g) “Rural Address” means the address that is designated by the Addressing Authority, which includes a combination of numbers and/or words;
- h) “Enforcement Officer” means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- i) “Hamlets” means the Hamlets of Fort Vermilion, La Crete and Zama;
- j) “Owner” means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit;
- k) “Property” means a parcel of land within the County, excluding Hamlets;
- l) “Road” means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage of vehicles;
- m) “Street Name” means the name assigned to a road by the County;
- n) In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.

3. APPLICATION

- 3.1 The Addressing Authority shall administer the rural addressing system for the County and may, subject to the provisions of this bylaw:
- a) assign a name to all new roads and development areas;
 - b) establish a system of address numbering for properties;
 - c) assign a rural Address to every Property with a Building;
 - d) change an address number or street name, in accordance with the provisions hereto.
- 3.2 All Property containing a Building within the County shall be designated a Rural Address by the Addressing Authority as soon as possible, after the access location has been confirmed;
- a) Properties without a Building wanting a Rural Address shall submit a written request, and consideration shall be given by the Addressing Authority to assign a Rural Address;
 - .1 An approved Access must be constructed prior to the assigning of a Rural Address
 - b) All new rural subdivisions shall be assigned a Rural Address at time of subdivision approval.
- 3.3 The Addressing Authority may change a Rural Address or Street Name if in their opinion such change is required:
- a) To allow the safe and reliable delivery of services to the Property;
 - b) To minimize confusion;
 - c) To accommodate an adopted statutory plan for the area in which the property is located.
- 3.4 Notwithstanding the foregoing, once the Addressing Authority has assigned a Street Name, that name may not subsequently be changed except by resolution of Council;
- 3.5 No person shall remove, deface, or obliterate or destroy the Rural Address placed upon or affixed to any Property in accordance with this bylaw;
- 3.6 Notwithstanding the foregoing, the Rural Address shall be displayed by the Owner at all times, either permanently or temporarily during construction.

6. DISPLAY OF ADDRESS

- 6.1 The Rural Address shall be plainly visible from the Road on a sign as specified in Schedule “A”, hereto attached;
- 6.2 The sign shall be placed adjacent to the driveway at the Property line and shall be contained near the property line, as specified in Schedule “A”, hereto attached. Deviations from the location specification in Schedule “A” shall be permitted if the sign will still be clearly visible from the Road, clearly indicate the Access to which it refers, and overall makes good sense to locate it in the location chosen;
- 6.3 The Rural Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof, or at time of subdivision approval, whichever may occur first
- 6.4 Oil and gas industry sites regulated by the Alberta Energy Regulator (AER) are exempt from this bylaw unless:
 - a) requested by the Owner, and further approved by the County, to have a Rural Address;
 - b) the site is occupied by employees, or is used as a permanent place of employment or business
- 6.5 The Owner shall ensure that the posted Rural Address is properly maintained and visible;
- 6.6 For all rural multi-lot developments, the developer shall place a sign at each entrance to the subdivision. The sign shall include the lot layout and indicate each lots address, and be clearly visible from the Road;

7. ADDRESSING SYSTEM

- 7.1 Addresses will be determined at the location along a public road where the primary access is gained to the occupied building. The basic grid is derived from the township and range roads. The grid is based on 40 intervals per mile starting in the far southeast section corner. Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. Reset interval to zero at each section line. Interval numbers increase in the north and west direction. Odd interval numbers are on the south and east. Even interval numbers are on the north and the west.

- 7.2 Where two primary accesses exist in one address interval an additional “1” or “2” will be added onto the address number, i.e. 102232-1 Rge Rd 153;
- 7.3 For rural multi-lot developments, subdivision signs shall be required at the entrance to the subdivision and individual lot number signs will be required at the primary access to each lot;
- a) Each multi-lot subdivision shall be divided into loops with each loop being numbered 0, 100, 200, 300, etc. For each lot in a numbered loop road, a number starting with the loop number and adding increments of 4 will be assigned.
- .1 For developments that have linear, interconnecting roads (i.e. Riverdrive Developments), each road that has been identified as having an Access to the County road shall be considered a loop for addressing. An even lot number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd lot number shall be assigned to properties located on the South and East sides of the adjacent road;
- .2 For developments that have looped roads and cul-de-sac’s (i.e. Greenwood Acres), each road that has been identified as having an Access to the County Road shall be considered a loop for the purpose of addressing. An even lot number shall be assigned to all Properties located on the right hand side of the adjacent road, and an odd lot number shall be assigned to all Properties located on the left hand side of the adjacent road. Right hand and left hand shall be as observed when entering the internal subdivision road from the Access onto the County Road;
- .3 Each multi-lot subdivision shall have a sign at each Access displaying the lots and the numbering, as shown in Schedule “A”, attached;
- .4 Each Property within a multi-lot subdivision shall display only the lot number on their Rural Address sign, however the Rural Address assigned to the Property includes the entire address of the multi-lot Access, suffixed by the lot number;
- .5 For multi-lot subdivisions that have only one Access to a County Road, the road shall be assigned a 000 (no) road name;
- 7.4 Notwithstanding sections 7.3, rural addresses shall be assigned an address using the *Alberta Municipal Affairs Addressing Project, 2004, Addressing Guidelines*.

8. OFFENCES

- 8.1 No person shall use a Rural Address sign if such sign does not comply with this bylaw;
- 8.2 No person shall deface or remove any sign placed under the authority of this bylaw;
- 8.3 No person shall obstruct a sign placed under the authority of this bylaw with any natural or man-made object, whether temporary or not;

9. PENALTIES

- 9.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and liable for a penalty in the amount as designated in the Fee Schedule Bylaw;

10. ENFORCEMENT

- 10.1 This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been delivered to the Owner of the land in respect to which the contravention has occurred. Such violation ticket shall state the following:
 - a) Nature of infraction of the bylaw;
 - b) Corrective measures required to comply with this bylaw;
 - c) The time within which such corrective actions must be performed
- 10.2 Where an Enforcement Officer issues a person a violation ticket in accordance with this bylaw, the officer may either:
 - a) Allow the person to pay the specified penalty as provided for the offence as set out in the Fee Schedule Bylaw by including such specified penalty on the violation ticket; or
 - b) require a court appearance of the person where the Enforcement Officer believes that such appearance is in the public interest, pursuant to Part 2 of the *Provincial Offences Procedures Act*.

11.COMING INTO FORCE

11.1 This Bylaw shall come into force and effect upon receiving third reading.

READ a first time this 10th day of March, 2015.

PUBLIC HEARING held this _____ day of _____, 2015.

READ a second time this ___ day of _____, 2015.

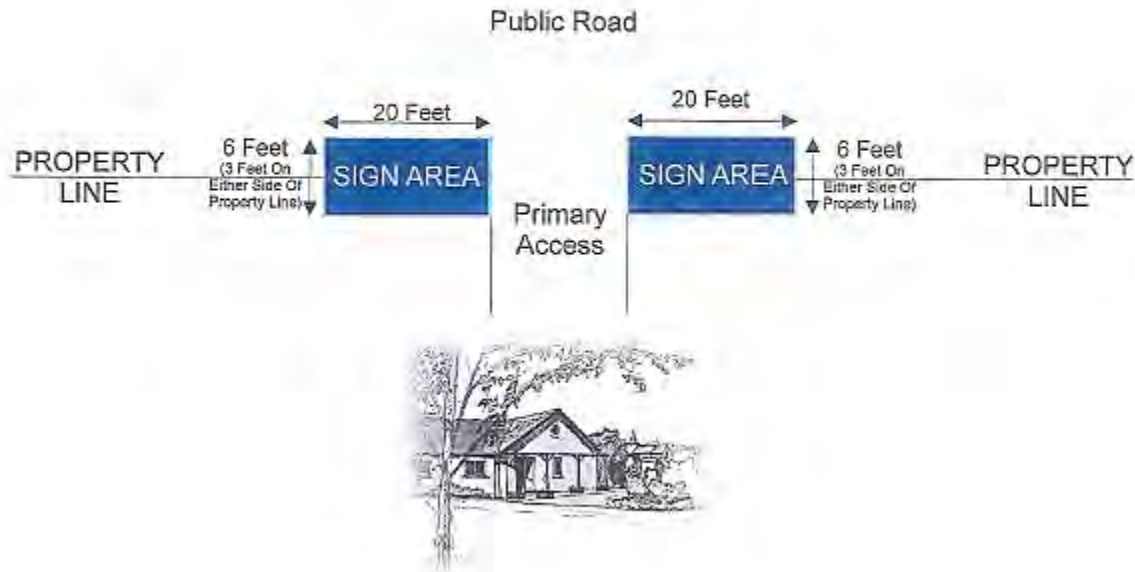
READ a third time and finally passed this ___ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
BYLAW NO. 987-15
SCHEDULE "A"**

Rural Address and Lot Signs

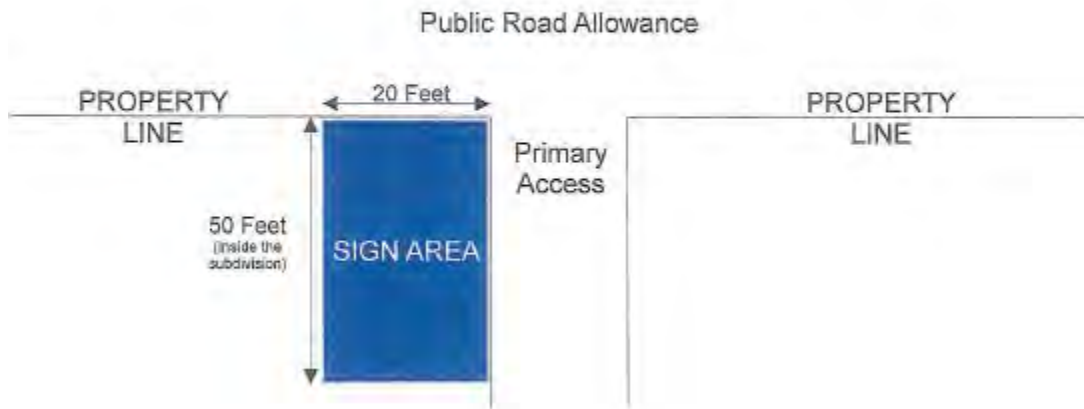


Signs shall be placed within 6.1 meters (20 feet) on either side of the shoulder of the driveway (access) and located within 1 meter (3.3 feet) of the property boundary. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign).

Sign Specifications

Substrate:	Sign grade aluminum	
Sign Face:	High Intensity Prismatic Reflective Coating	
Color:	White lettering on a green background	
Mounting:	Signs shall receive a single 7 foot U-channel post mounted to the center of the sign with appropriate hardware.	
Size:	As shown below:	
	125 x 20 cm Rural Address Signs 50013 TWP RD 713 A	120 x 20 cm Rural Address Signs 51048 TWP RD 714
	30 x 20 cm Country Multi-lot Development Lot Sign 20 308 4806	

Multi-Lot Subdivision Signs



Subdivision sign locations and dimensions are to be used as a guideline only. Actual locations and dimensions will be dependent on the subdivision layout and size.

Subdivision signs shall be placed in a visible location within 6.1 m (20 feet) from the right shoulder of each Access from a County Road into the subdivision and no further than 15.2 m (50 feet) inside the subdivision. The sign shall be no lower than 0.91 m (3 feet) from ground level (measured from bottom of sign) and no higher than 3.7 m (12 feet) from ground level (measured from top of sign).

Sign Specifications

Sign Material: $\frac{3}{4}$ " Pressure Treated Plywood (sanded one-side) or sign grade aluminum

Sign Face: High Intensity Grade Prismatic Reflective Coating

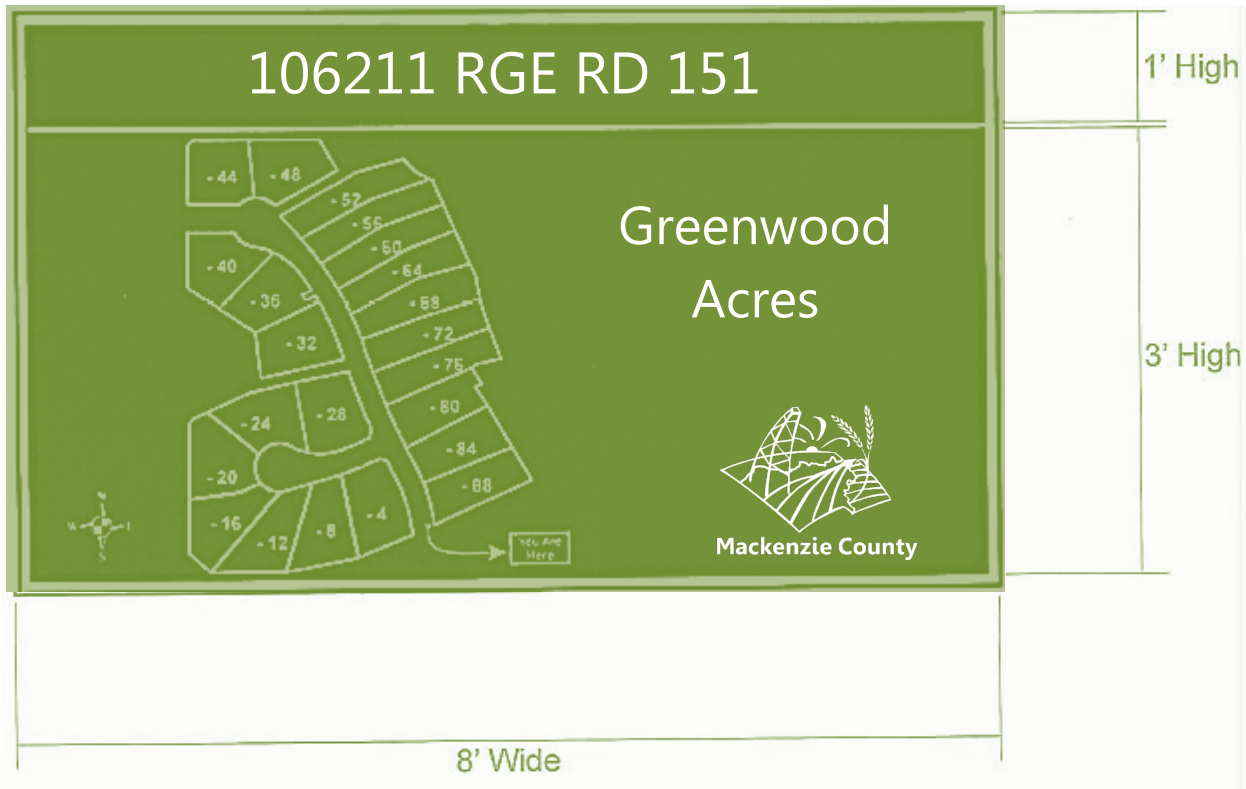
Color: White text and lines on a green background

Text Font: Leelawadee

Sign Border: $\frac{1}{2}$ " around perimeter of sign

Post: 2 – 4" x 6" pressure treated or steel equivalent

Sign design shall be as shown below:



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

Sweet Dreams Motel
Weekly & Monthly Rates Available
Phone: 780-926-2727
 9810 - 97 Street, High Level

OFFICE SPACE AVAILABLE
Office Space for Lease in the Fahlman Building, High Level.
 Offices from \$550/month
 Call 780-926-5537 for more info.


Employment Opportunity
 Looking for a full-time **Receptionist/Kennel Staff** team member.
 This job offers regular 40 hrs/week working hours with some overtime as a bonus. There is also a clothing allowance.
 Tasks include: Booking appointments, assisting with sales of pet supplies and pet foods, looking after pets that are boarding at the clinic throughout the day and some evenings, must be able to lift 40 lbs., must not be scared of pets, must have a drivers license.
 Skills which are an asset: Microsoft Word, Excel, good communication skills, filing, cleaning.
 Please email resumes to macvetsservices@gmail.com or drop in person at Mackenzie Veterinary Services 3 km North of High Level on the West side of Highway 35.



 Gregg Distributors (High Level) Ltd.
EMPLOYMENT OPPORTUNITY
 We are now accepting applications for the following position:
Professional Sales Associate (PSA)
 Gregg Distributors (High Level) Ltd. is looking for a mature, self-motivated experienced individual to join our team at our High Level location.
 The successful candidate would be responsible for outside sales and deliveries or orders to our customers. A general knowledge of automotive and industrial parts would be an asset and some heavy lifting may be required.
 This position would be Base/Commission wage package, along with benefits.
 Please submit your resume and references in person to 10207-96 Street, High Level, or fax to 780-926-3514 or email to gregghl@telus.net and attention: Gerald Hexspoor.

CRIME STOPPERS
1-800-222-8477


EMPLOYMENT OPPORTUNITY
 Esawa Gifts & Gallery in High Level is looking for a
GIFT SHOP MANAGER.
This is a full-time position.
 Interested candidates must have management experience and strong organizational skills. Must be Competent, Reliable and have Creative, Design & Decorating experience (merchandising).
 Candidates must be Conscientious, Friendly, Genuine, Courteous and Energetic. Web/online sales experience is a definite asset and or willing to learn. Must also be Culturally Aware and have Excellent Customer service skills.
 To apply for this position, please contact Cheryl Welke at 780-926-3515 or fax resume to 780-926-2334. Email: esawagiftgallery@gmail.com.
 Find us on facebook. Check out our Facebook Page!


 Victim Support Unit
 Box 30, High Level, AB. T0H 1Z0
 Phone: (780) 821-7020
 Fax: (780) 926-3444
EMPLOYMENT OPPORTUNITY
Full time Assistant Coordinator
 High Level, Alberta
 The High Level Victim Support Unit is a not for profit organization working in partnership with the High Level RCMP Detachment, the High Level Community Policing Society and under funding from the Government of Alberta Victim of Crime Grant. We provide crisis intervention, court preparation and accompaniment, support and referrals to individuals affected by crime and trauma.
Qualifications:
 1. Degree/ Diploma in the Human Services field and/ or equivalent combination of education & experience
 2. Certificate/ diploma in management or equivalent work experience
 3. Pass a Child Welfare Intervention Record Check- (CYIM)
 4. Pass a RCMP Enhanced Security Clearance
 5. Possess a valid Alberta Driver's License
 6. Canadian Citizen & 18 years of age or older
Duties & Responsibilities:
 1. Support and Assist with Program Administration
 2. Case Work Coordination
 3. Promote Public Awareness of Victim Services, Community Education & Public Relations
 4. Assist with special events and fundraising initiatives
Wage Grid:
 Remuneration dependent on qualifications and experience
 Benefits after 3 months
 This position is open until a Suitable Candidate is found.
 Please forward resumes accompanied with a cover letter to:
 Box 2001, High Level AB, T0H 1Z0
 Fax 780-926-3444
julie.hexspoor@rcmp-grc.gc.ca (for a complete job description or further information)
Only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found.

Employment opportunity
 Joe Physiotherapy in High Level
 Is currently looking for a
Full-Time Receptionist.
This position offers 40 hours/wk.
 Tasks include: booking patients, filing, operating the front desk, preparing treatment rooms.
 Must have experience with Microsoft Office, be self motivated, have excellent customer relations skills, and be good at multitasking.
 Please email your resumes to: joephysio@live.ca, or drop off in person at Joe Physiotherapy, 10301-96 Street, beside Gregg Distributors.


MACKENZIE COUNTY
NOTICE OF PUBLIC HEARING
PROPOSED BYLAW NO. 987-15
RURAL ADDRESSING BYLAW
PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 987-15. The purpose of the proposed bylaw is to:
 Put into effect a standardized Municipal Rural Addressing system for the entire municipality to be utilized for emergency service providers and to aid others to properly identify a property;
 Some keys items in the proposed bylaw are:
 3.1 The Addressing Authority shall administer the rural addressing system for the County and may, subject to the provisions of this bylaw:
 a) assign a name to all new roads and development areas;
 b) establish a system of address numbering for properties;
 c) assign a rural Address to every Property with a Building;
 d) change an address number or street name, in accordance with the provisions hereto.
 6.1 Addresses will be determined at the location along a public road where the primary access is gained to the occupied building. The basic grid is derived from the township and range roads. The grid is based on 40 intervals per mile starting in the far southeast section corner. Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. Reset interval to zero at each section line. Interval numbers increase in the north and west direction. Odd interval numbers are on the south and east. Even interval numbers are on the north and the west.
 7.4 Notwithstanding sections 7.3, rural addresses shall be assigned an address using the Alberta Municipal Affairs Addressing Project, 2004, Addressing Guidelines, attached in Schedule "B".
 Sample only
50013 TWP RD 713 A
 The Public Hearing is to be held at 1:15 p.m. Tuesday, April 14, 2015 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, April 10, 2015. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-928-3983.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy

BACKGROUND / PROPOSAL:

The Public Works Committee discussed the difficulties of applications for road construction late in the year, as well as the quality of construction from construction work late fall and through the winter.

At the Public Works Committee Meeting of March 30, 2015 the following motion was made:

MOTION PW-15-03-038 MOVED by Councillor Braun

That administration make the discussed amendments to Policy PW039 and present to Council.

CARRIED

Attached is the updated Policy PW039, with proposed changes highlighted in yellow.

COSTS & SOURCE OF FUNDING:

As part of Policy PW039 the County endeavors to assist with the Construction of the roads. The source is Capital funding code 6-32-30-09.

SUSTAINABILITY PLAN:

N/A

Author: S Wheeler Reviewed by: _____ CAO: JW

COMMUNICATION:

County policies are available on the County website. The County will also advertise in the County Image encouraging people planning to construct roads to come in and apply early.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: S Wheeler Reviewed by: _____ CAO: _____

Mackenzie County

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

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

DEFINITIONS

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

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

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

First Access – is the first access to a rural quarter section or river lot within Mackenzie County, of which the County will maintain in the event of damage caused due to excessive runoff or flooding. The first access is the only access to receive upgrades in the event of municipal road projects.

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

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

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

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

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

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

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

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

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

Preexisting Farm Access Roads – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

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

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

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

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

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

ROAD CONSTRUCTION

Policy Statement

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

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. New road construction commencing after October 15, will not be approved. Road construction is encouraged to occur between May 15 and October 15. Any road construction conducted outside of these dates will not be inspected for final acceptance until the following July.
5. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
6. ESRD has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify ESRD and seek their approval to proceed with the proposed clearing.

7. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
10. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
11. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

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

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

- the installation of culverts that exceed 600 mm in diameter or where the twinning of any size culvert is required.

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

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

Guidelines

- Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application.
- The Applicant shall be solely responsible for all costs associated with the construction and maintenance of the access other than culvert replacement as stated in item #11.
- Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A	N/A	N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A	N/A	N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.
8. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
9. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
10. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
11. Mackenzie County will consider only the first or primary access to a property when upgrades to a Municipal road occur or in the event that a culvert replacement is required of which the property owner will be responsible for 50% cost of the culvert which will be installed by the County.
12. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
13. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.

14. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
15. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

Mackenzie County Endeavour to Assist

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

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

SURFACE WATER MANAGEMENT

Policy Statement

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

Guidelines

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

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

Mackenzie County Endeavour to Assist

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

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

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

	Date	Resolution Number
Approved	11-Dec-12	12-11-845
Amended	12-Feb-13	13-02-069
Amended	27-Mar-13	13-03-189
Amended	16-Jul-13	13-07-492
Amended	08-Oct-13	13-10-692
Amended	26-Mar-14	14-03-177
Amended	27-Sep-14	14-09-609
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Ron Pelensky, Director of Community Services and Operations (North)
Title:	Local Road Bridges

BACKGROUND / PROPOSAL:

The following report was submitted and reviewed by the Public Works Committee at their February 27, 2015 meeting. The following motion was made:

MOTION PW-15-02-008 **MOVED** by Councillor Jorgensen
 That the report be received for information and that both directly and through AAMD&C the County continue to stress the importance of Alberta Transportation reinstating local road bridge funding.
CARRIED

In October 2013, Council directed administration to research other options for local road bridges. The need for additional options is a direct result from Alberta Transportation freezing the Local Road Bridge Grant to municipalities. Prior to this Alberta Transportation funded a large portion of replacement costs for municipalities bridges. Alberta Transportation played a large role in determining the design criteria for the bridges both to ensure safety and to control costs.

According to the Municipal Government Act (MGA), all roads within a municipality's boundary are under the care and control of the Municipality, excepting out roads that are gazetted as provincial Highways. Any and all bridges are merely part of the road and are not separated out in the MGA. The Municipality has the authority to set its own standards with respect to bridges, just like it does with any other road standard. The County already has its own standards for roads, which are not necessarily the same as Alberta Transportation.

When considering alternative bridge designs it is no longer an Alberta Transportation decision if the County is not seeking any funding for the bridge. However, care should be taken not to build a "one off" bridge that does not meet the Counties own road standards. By deviating from Alberta Transportation as a standard setter, the County

Author: Trent McLaughlin **Reviewed by:** RP **CAO:** JW

could be opening themselves to potential legal issues if an incident were to occur and the County had not met its own standard. Rather than build a “one off” bridge crossing the County would be better off to incorporate a bridge criteria in their own standards.

Previously the County had a “Low Volume Farm Access” road criterion in its policies, but currently the only two road classifications are, “Collector”, and “Local”. An alternative or lower cost bridge solution could be added to a “Low Volume Farm Access” road criteria, if this standard was brought back. The bridge would still need to be engineered and environmental regulations met. This would be similar to what forestry companies do on forestry roads. If the County choose to change their Standards, alternatives that could be considered are; one lane bridges (which are an issue with farm equipment), low level crossings, or forestry style bridges.

Prior to moving forward with changing the County Standards to allow bridges that meet lower design criteria, there are other factors to consider. Bridges are a major cost to constructing roads. If there is potential for the road to change usage or classification then it may be more economical to build the bridge to the higher standard initially. This is why Alberta Transportation set the bridge criteria high for all the bridges they funded and were reluctant to consider lowering the design criteria. An example of this is, if you build a lower design Criteria Bridge for a Low Volume Farm Access road, and then someone applies to build a residence on the road, the development would have to be turned down, or the road and bridge upgraded. This is likely why the County retired the “Low Volume Farm Access” road criteria from its standards.

Alberta Transportation released a guideline in May 2014, at the request of municipalities. A copy of this guideline attached. In addition, Alberta Transportation has now posted (February 2015) new “Local Road Standard Bridge drawings” for municipalities to consider for their projects. A change to the Counties standards would not be necessary to utilize these new drawings. The County would review with its Engineering Consultants if these new designs would be applicable on a project by project basis.

OPTIONS & BENEFITS:

Option 1. That administration budget in 2016, to hire a bridge consultant engineering firm to draft new road standards for the County, which allows for lower design criteria bridges and lower road classifications. This would allow the County to consider lower standard bridges and would reduce initial construction costs. This would include classifying all the roads in the County and restricting development or requiring the developer to upgrade roads where required.

Option 2. Accept this report for information and continue to build the Counties Bridges to Alberta Transportation Standards. Continue to lobby Alberta Transportation to reinstate local road bridge funding.

Author: Trent McLaughlin **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

Potential to save costs where the County is positive development will not occur.

SUSTAINABILITY PLAN:

Goal E1 The County’s transportation system:

- reduces travel time and increases safe, comfortable and efficient travel between its communities and between the County and major destinations beyond its borders,
- provides economically efficient access to business and industrial markets outside of County boundaries.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the local road bridges report be received for information and that both directly and through the AAMD&C the County continue to stress the importance of Alberta Transportation reinstating local road bridge funding.

Author: Trent McLaughlin **Reviewed by:** _____ **CAO:** _____

Local Road Bridge Design Guidelines

Version 1.0

**Bridge Engineering Section
Technical Standards Branch
Alberta Transportation**

May, 2014

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Foreword

These guidelines cover all aspects of bridge engineering for local road bridge projects. These guidelines apply to all bridges (including bridge size culverts) on public roads that are not part of the provincial highway system.

Although this document is intended to be thorough, certain cases may arise where specific guidance is not provided or not applicable. Those working on these projects must exercise good engineering judgment in the application of these guidelines. As stated in section 1.1, these guidelines form a recommended practice, but are not intended to restrict optimal and innovative solutions.

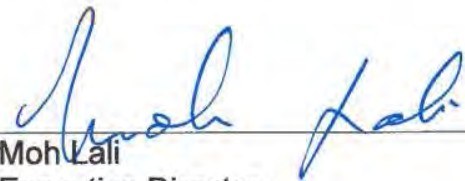
Any feedback or technical clarification requests relating to this document should be directed to the Director, Bridge Engineering Section, Technical Standards Branch, Alberta Transportation.

Approved:



Date: 2014.5.8

Des Williamson
Director, Bridge Engineering Section
Technical Standards Branch
Alberta Transportation



Date: MAY 9/14

Moh Lali
Executive Director,
Technical Standards Branch
Alberta Transportation

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1 Introduction

1.1 Overview

As guidelines, the information in this document is intended to represent a recommended practice. This practice should result in value, consistency, and efficiency in the process, and confidence on the part of the infrastructure manager. However, all possible scenarios and options cannot be covered in a set of guidelines, and the intent is not to stifle innovative solutions. The infrastructure manager can make judgments on deviations from these practices, where appropriate. Alberta Transportation is available to provide technical advice on these judgments. Any deviations should be documented to defend decisions that have been made.

1.2 Roles in Project Delivery

According to the Municipal Government Act, local road bridges are under the direction, control, and management of the municipality. It is the responsibility of the municipality to follow these guidelines, and all contact for consultants on local road bridge projects should be with the project administrator (municipal staff or representative). Alberta Transportation provides technical support to municipalities in the delivery of local road bridges, including development and update of standards and guidelines. Alberta Transportation also supports the use of the Bridge Inspection and Maintenance (BIM) System, which is a requirement for all public local road bridge structures. The municipality is responsible for delivery of inventory and inspection data to the system.

1.3 Bridge Design Process

The need for work activities on a bridge structure is typically triggered by a bridge inspection or an external incident (flood, slide, collision...). Identification of the appropriate work activity is done by assessing and evaluating all strategic options for the crossing, including repair, rehabilitation, replacement, and restricted use. In some cases, budgets will impact the selection of a strategy. If bridge replacement is selected, the bridge design process can be initiated. Appropriate engineering effort at the design stage can result in significant cost savings in construction and operation of a bridge. The typical major components of the bridge design process are as follows:

- Conceptual design - find the most suitable solution for a roadway to cross a stream or road (or other facility). This solution will include crossing

- location, type, opening size, roadway alignment and profile, and protection works.
- Detailed design – structural analysis, component selection and sizing, and development of detailed drawings, documents, and specifications to completely define all project requirements for the tendering process. The initial phase typically involves assessment of span arrangements and material types, with decisions made before proceeding with detailed drawing and tender preparation. Predicted service life should be considered in this decision.
 - Construction Quality Assurance – monitor fabrication and construction activities to ensure compliance with contract requirements and record the final details of the structure.

1.4 Delivery Method

Several methods are available for delivering a new bridge or bridge replacement. Selection of the delivery method is up to the infrastructure manager. The most common option on Alberta Transportation bridge construction projects is ‘Design-Bid-Build’. This method involves preparation of detailed tender documents for the client followed by an open bidding process and contract management. This approach relies on market competition for pricing and allows for more control and certainty on the details of the final product.

Another approach is referred to as ‘Design-Build’. Alberta Transportation has limited experience with this approach. This method involves undertaking the conceptual design (plus a portion of detailed design) and preparing technical requirements documentation. This is followed by a bidding process which may involve contractor qualification (not open to all bidders). The contractor will complete the design and deliver the project. Potential advantages of this approach include the increased opportunity for value added by the contractor, and possibly a compressed schedule for complex projects. Potential disadvantages include less certainty and control over the final product. Resource companies have commonly used this type of approach for bridges on private roads. Alberta Transportation has used a variation of this method, the Design-Build-Finance-Operate model, in delivery of portions of the ring roads near Edmonton and Calgary. This approach is typically viewed as only being applicable to very large and expensive projects.

Another approach that has been used previously for delivery of local road bridges is the use of a bridge crew staff and equipment that work directly for the municipality. Some specialized actions may require sub-contractors. This approach may require less contract preparation effort. This may be an attractive option for relatively simple projects (standard bridges and culverts) for municipalities who have invested in equipment and have staff with related

experience. Detailed record keeping would still be required to facilitate future decisions on the structure during its life cycle.

1.5 Reference Documents

This document contains some guidelines specific to local road bridges. However, many of the engineering requirements are in common with requirements for provincial highway bridges. Portions of the following documents will still be of value on most local road bridge projects, with overrides as specified in this document.

- Alberta Transportation '[Bridge Conceptual Design Guidelines](#)' (**BCDG**) - this document applies to the conceptual design phase. It includes guidelines for hydrotechnical design, bridge opening geometry, and road geometric requirements.
- Alberta Transportation '[Highway Geometric Design Guide](#)' (**HGDG**) – this document provides road geometric design parameters, such as curve radii and vertical curve 'K' values, for a given design speed. These parameters are often very important components of the bridge conceptual design.
- The current version of the Canadian Standards Association (CSA) '[Canadian Highway Bridge Design Code](#)' (**CHBDC**) - this document details design load and structural analysis requirements for bridge projects.
- Alberta Transportation '[Bridge Structures Design Criteria](#)' (**BSDC**) – this document provides some additional structural constraints to those specified in the **CHBDC**. One key aspect is the use of the CL800 design truck, which exceeds the basic design truck weight in the CHBDC.
- Alberta Transportation '[Design Guidelines for Bridge Size Culverts](#)' (**DGBSC**) – this document provides additional structural detail constraints to those specified in the **CHBDC**. An example is the requirement for burial and the design life (specified at 50 years, rather than the 75 year requirement in **CHBDC**).
- Alberta Transportation has developed [Standard Drawings](#) for corrugated steel culverts and precast concrete girder bridges. Additional standard drawings are in development for cost effective bridges with mostly pre-fabricated components for use on local roads. Standard drawings reduce duplication of design effort for common solutions and increase consistency across the system.
- Alberta Transportation '[Standard Specifications for Bridge Construction](#)' (**SSBC**) – this document contains quality control specifications for use in the delivery of bridge construction projects.
- Alberta Transportation '[Bridge Construction Inspector Manual](#)' (**BCIM**) – this document provides detailed guidance for monitoring and reporting on bridge construction activities.

Local Road Bridge Design Guidelines

- Alberta Transportation '[Engineering Consulting Guidelines for Highway, Bridge and Water Projects Vol. 1](#)' (**ECGv1**) – consultant requirements for project design and tender document preparation.
- Alberta Transportation '[Engineering Consulting Guidelines for Highway, Bridge and Water Projects Vol. 2](#)' (**ECGv2**) – consultant requirements for contract administration.

1.6 Design Team Qualifications

Engineering activities in Alberta are governed by the [Engineering and Geoscience Professions Act](#). Clause 2(1) of 'Part 1 – Scope of Practice' requires that certified professionals only shall engage in the practice of engineering. Clause 2(4)(e) allows for an exemption if the work is for the sole use of an individual on his property, and public safety is not involved. This is clearly not the case for local roads. Therefore, certified professionals (Association of Professional Engineers and Geoscientists of Alberta (APEGA) or Alberta Society of Engineering Technologists (ASET)) with appropriate scope of practice are required for design of local road bridges. These professionals may belong to the staff of the municipality or work as a consultant/contractor. Additional qualifications may apply for meeting regulatory requirements (e.g. Qualified Aquatic Environmental Specialist as specified in the Alberta [Water Act](#)).

1.7 Regulatory Requirements

In addition to these guidelines, stream crossings may also be subject to requirements under other legislation. These may include the Fisheries Act (Department of Fisheries and Oceans, DFO), the Navigation Protection Act (Transport Canada), the Water Act (Alberta Environment and Sustainable Resource Development, AESRD), and the Public Lands Act (AESRD).

As of Apr. 1, 2014, all proponents have the option to opt out of the Navigation Protection Act for crossings on 'non-scheduled' streams. In Alberta, this is the vast majority of stream crossings. Alberta Transportation has exercised this option. The only known crossings managed by rural municipalities are one over the Bow River and two over the Athabasca River.

If a municipality elects to opt out of the Navigation Protection Act, approvals from Transport Canada will no longer be required for most local road bridge projects. In order to provide a reasonable level of protection from civil law suits for interference to navigation, Alberta Transportation has developed a practice for assessing potential navigation impact at a site. This practice includes a map of known navigation use within the province. It is recommended that municipalities follow this practice. In most cases, it is not anticipated that a structure that meets these guidelines will result in an obstruction to navigated use of streams.

TRANS have also been working with DFO to establish a framework for handling projects while meeting the requirements of the Fisheries Act. A practice will soon be developed and published that provides guidance on when and how to apply for approvals, as well as how to collect the necessary data to make this determination. Guidance on how to incorporate fish passage into culverts is available in section 2.3.4 of the **BCDG**. Guidance on assessing offsets (compensation for loss of habitat) is also being developed. These practices should provide significant benefit in managing the Fisheries Act requirements of stream crossings for local road bridge projects.

Following the requirements of the [Code of Practice for Watercourse Crossings](#) means not having to apply for an approval under the Water Act, and only notification prior to construction is required. If the code does not apply (e.g. low level crossings) then a Water Act application is required. The code requirements vary with structure type, class of stream, and timing of construction (relative to the restricted activity period). Public Lands Act approval may also be required if the project requires use of public land outside of the right of way.

2 Specific Guidelines for Local Road Bridges

2.1 Design Speed and Road Geometrics

As per section H.2.3 of the **HGDG**, un-posted rural roads in Alberta have a legal speed limit of 80 km/hr. However, the design speed for any given portion of a local road can be selected by the infrastructure manager. It is recommended that this be done by assessing a range of options and selecting the optimal solution (see **BCDG**). The horizontal alignment and road profile are significant components of the overall bridge concept.

For any given design speed, a minimum horizontal curve radius and vertical curve K parameter must be met for safety reasons. The minimum curve radius can be found in **HGDG** Table H.3.1. Minimum vertical curve 'K' values can be found in **HGDG** H-4.3.2a for crest curves, and H-4.3.2c for sag curves.

Bridges can result in additional impacts on road geometry due to preferential icing of a bridge deck and sight distance reduction due to bridge barriers. Guidelines on considering these factors are presented in section 3.2.1 of the **BCDG** document.

2.2 Hydrotechnical Design

Local Road Bridge Design Guidelines

Alberta Transportation guidelines for determination of design flow parameters for stream crossings are presented in section 2.2 of the **BCDG** document. These parameters are intended to represent a flood event, with the channel delivering flow at its full capacity. The **BCDG** guidelines also provide guidance on how to size a bridge or culvert opening based on these parameters. This involves an optimization process, considering a range of sizing options and evaluating them based on cost, performance, and other factors. The **BCDG** design flow parameters and opening sizing process should be appropriate for use in sizing the opening of a bridge or culvert whether on a local road or a provincial highway. The desired level of hydraulic performance and acceptable risk of damage may vary, however.

For culverts, the range of sizing options may mean a range of diameters, multiple culverts, or different shapes. For bridges, this may mean raising or lowering the gradeline and moving the headslopes in and out. Some of the main factors to consider in selecting the optimal opening size include:

- Project cost (structure, road, protection works)
- Probability and consequence of significant damage to the structure
- Potential flooding impact on upstream developments
- Potential environmental impact (e.g. fish passage)

Openings that constrict the flow (opening smaller than the typical channel) will result in higher mean velocity (V) through the opening (increased erosion potential), higher water levels upstream of the crossing, and an increased risk of drift blockage. Openings that are larger than the typical channel should have no hydrotechnical impact, but may result in increased bank attack and/or deposition of sediment.

In general, the mean velocity (V) of flow in the typical channel at design conditions can be used as an indicator for the relative sensitivity of hydraulic performance to the opening size. If $V < 2\text{m/s}$, hydraulic performance will be relatively insensitive to the size of the opening and a constricted opening may be acceptable. If $V > 3\text{m/s}$, hydraulic performance will be very sensitive to sizing and a constricted opening may be problematic.

For bridges, if highwater levels exceed the bottom flange of the bridge, there is a risk of damage to the structure (buoyancy, lateral forces from water and drift). For culverts, if highwater levels exceed the upstream crown, there is a risk of uplift failure and piping (loss of soil support adjacent to the barrel). Some of these risks can be mitigated, particularly if $V < 2\text{m/s}$. In cases where the consequence of failure are considered to be relatively minor (low traffic volume, alternate access, suspect relatively easy repair), these scenarios (including water over the road) may be acceptable.

2.3 *Bridge Width*

The basic bridge width for a 2 way local road bridge is 8.5m. This value provides theoretical 0.75m shoulders on each side, is within the **CHBDC** code requirements for low volume roadways (note there are other requirements), and should provide sufficient clearance for all but the widest equipment (e.g. seed drill). The closest matching width for an SL girder standard bridge is ~ 9.0m.

Modifications to the basic bridge width can be considered based on traffic volume, design speed, and projected traffic types. The proposed local road bridge standard drawings will be based on a clear roadway width of 8.5m for a two way bridge. Any deviation from this width will preclude the use of these drawings, resulting in a site specific design and associated increase in design effort. The width of a standard SL girder bridge may be adjusted by adding or removing a line of girders.

While the 8.5m wide two way bridge is the recommended solution, a one lane bridge may be a cost effective solution in some cases. One lane bridges have the potential to provide a significant cost savings over a two way bridge. It should be noted, however, that the safety of a one lane bridge is dependent on driver behavior and expectations. This is particularly important in the case of replacing a two way bridge with a one lane bridge. If a one lane bridge is considered, the following recommendations apply:

- The bridge width should be in the range of 5.0m to provide sufficient width for trucks but with a clear visible indication that 2-way traffic is not supported.
- Vehicle speed should be restricted to 50km/hr, and there should be significant visual cues and signage to ensure significant compliance with the posted speed limit. Visual cues may include sharp horizontal curves on the approach road.
- Daily traffic volume should be less than 200vpd if replacing a two way bridge, and less than 400vpd if the existing structure is a one lane bridge. Note that the risk of encountering an oncoming vehicle increases exponentially with increasing traffic volume.

Bridge length should also be considered, as longer bridges increase the potential for encountering an oncoming vehicle, and one vehicle may need to back up to clear the bridge. One lane bridges may also be too restrictive for some equipment (e.g. folded width exceeds bridge width and cannot clear the bridge barriers, ~0.7m high). The comfort level of drivers on a narrow bridge under icy conditions may also be affected.

2.4 Bridge Design Load

The **BSDC** specifies a CL-800 design truck for provincial highway bridges, based on the design truck configuration in the **CHBDC**. The basic design truck in the CHBDC is a lighter CL-625 truck. The CL-800 design has proven to be cost effective in Alberta, considering the volume of permitted overload vehicles on the network. Designing for a reduced loading appears to offer little cost savings, while potentially limiting the use of the structure. It is recommended that all local road bridge structures be designed to **CHBDC** load criteria (CL-625), with consideration given to the CL-800 truck.

2.5 Bridge Barriers

The **CHBDC** specifies crash tested bridge barrier configurations only. It appears that most available bridge superstructures can be readily configured to test level TL-2, which should meet the needs for all local road bridges. A TL-1 barrier configuration is also available in the **CHBDC**, and may result in a small cost savings but comes with additional constraints on traffic volume and design speed. It is recommended that all bridge barriers meet the CHBDC criteria (at least TL-1 with consideration given to TL-2).

3 Structure Options

3.1 Structure Types

Bridges and bridge size culverts are common structure types on the local road system. Bridges typically consist of girders that transfer loads to abutments and piers while spanning an area below. Bridges can range from relatively simple standard bridges to complex major bridges with extensive engineering details.

Bridge size culverts typically involve an opening in the road fill with the perimeter made of an engineering material (e.g. corrugated steel, concrete). In the case of corrugated steel, the strength of the structure is highly dependent on interaction with the adjacent compacted soil.

Another potentially cost-effective option for some sites is a low level crossing. These structures typically consist of a battery of relatively small culverts, capped with a concrete deck. Alberta Transportation standard drawings S1614 and S1615 show typical details for these structure types (these drawings may contain limitations on use, which can be considered as guidelines). This type of structure will typically be impassable for a period of time on a somewhat frequent basis (possibly every year), and frequent maintenance can be expected. Due to the low height above streambed, the road geometry will offer a low design speed. These structure types have often not been viewed favourably by environmental

regulators. In some cases, it may be a cost effective option (e.g. a relatively wide stream with low traffic volume and relatively short detour length).

3.2 Bridge Superstructure

Alberta Transportation currently has standard drawings for precast concrete girders (type SL). These are available for a range of lengths between 8m and 14m, and for up to 3 spans (S1723 – S1749). The drawings currently cover a number of set skew angles (0, 15, 30, and 40), although other skew values can be used with interpolations of the parameters on these drawings (would result in a site specific girder design). Standard drawings are also available for the SLW type of girder, which is applicable for paved roadways (likely to see road salt application in winter). This type of structure requires cast in place approach slabs.

Several pre-fabricated steel girder bridges have been used in Alberta for oil-field roads and land access roads. Multiple local suppliers are available for these bridge types. Decks options have included precast concrete deck panels and timber. There are additional pre-fabricated bridge options available in industry, including modular structures. Other deck material options (e.g. steel) are also available.

Standard drawings are currently being developed for a structure type that appears to be the most cost effective option for local road bridges. These drawings are proposed to cover a range of span lengths and widths (5.0m and 8.5m). Only square end girder (no skew) and single span (no pier) options are being considered at this time, as most sites can be configured to work with these options with substructure modifications. Designs for other structure types may be considered for any given site, although increased site specific design effort compared to standard designs may be required. Consideration can be given to developing additional standard drawings in the future for options that prove to be cost effective.

3.3 Bridge Substructure

Standard drawings are currently available for several substructure types that are compatible with the SL type girders. These include steel (S1753 – S1756), cast in place concrete (S1762 – S1764), precast concrete (S1765 – S1770), and steel with high backwalls (S1793 – S1796). These options all involve piled foundations. Multiple span options use groups of piles for piers.

Bridge substructure designs often require site specific design elements, including geotechnical investigation and analysis. Abutment support options include piled foundations, spread footings, and geotextile reinforced earth (GRS) systems. The

availability of materials and access for equipment should be considered in selection of foundation type.

The proposed standard drawings may include information for piled foundations. Many of the pre-fabricated steel standard type bridges built on resource roads in Alberta have been built on piled substructures. Piled systems provide more certainty against settlement and washout. They can also be designed to meet criteria that can be easily checked during installation, without geotechnical analysis (drive to refusal, pile driving formulae). However, pile driving can be an expensive undertaking, especially in remote areas.

As such, spread footings and other systems should not be excluded. Some of the temporary bridges built as detours in response to recent flood damage have been built on large precast concrete blocks and appear to be quite robust, even though they are intended for a short duration. Spread footings have also been used on forestry roads in BC, although rock foundation conditions are more likely to be present there. In general, if a long-term spread footing option is to be considered, geotechnical analysis is recommended. Footings should also be designed to ensure durability and strength (consider CHBDC requirements).

A higher risk approach may be to not undertake geotechnical analysis and make field adjustments to abutment design during construction, with removal of soft soils that are encountered. This risk may be considered acceptable by some municipalities in certain circumstances. Risks associated with insufficient spread footing design include settlement or sliding of the abutment, with potential failure under non-flood conditions. These systems would obviously be more susceptible to failure under flood conditions as well. Structural failure due to insufficient thickness and reinforcing is also a possibility. The extent of damage and need for repair to the bridge may be relatively low for pre-fabricated bridges, as they could potentially be lifted back up and placed on a re-built abutment if they are not damaged. These risks should be well understood by the infrastructure manager while making the abutment foundation selection.

3.4 Culverts

The most common type of bridge size culvert used in Alberta is a corrugated steel round pipe. This type of culvert is a soil-steel structure, meaning that it relies on the compacted soil surrounding the steel for its strength. The most structurally efficient shape is round, although other shapes are available (e.g. arch, ellipse, box). However, as the span (width) to rise (height) ratio increases, culverts tend to act more like bridges and structural enhancements (such as relieving slabs) may be required. Other culvert materials are also available, such as precast concrete box culverts.

Local Road Bridge Design Guidelines

Alberta Transportation standard drawing S1418 is available for corrugated steel round culverts up to 3m in diameter, and is often used as a reference in design of larger culverts. **CHBDC** Section 7 (Buried Structures) governs structural design of culverts and **DGBSC** provides addresses design details to ensure successful installations. The **SSBC** document includes details that will be of value in installation of corrugated steel culverts (section 18) and precast concrete box culverts (section 26) on local road bridge projects.

Although many people have the perception that culverts have limited hydraulic capacity, culverts can often be designed to provide similar hydraulic performance to bridges. In many cases, existing bridges are only bridges because culverts were not considered an option at the time of design. Culverts are more prone to drift blockage than bridges. Culverts are also commonly perceived to be inferior to bridges by many regulators. However, culverts can be designed to accommodate fish passage and minimize impact on fish habitat at many sites.

Most culverts can be configured to avoid the need for bridge barriers, eliminating width restrictions on equipment. Culverts typically also minimize preferential icing due to the insulation provided by the soil cover. Culverts can have issues with hanging outlets, corrosion, piping failure, and bevel end uplift if not designed properly. The design details provided in the **DGBSC** document address most of these issues.

4 Deliverables

Details of project deliverables, including engineering reports and drawings, used in the management of Alberta Transportation projects, can be found in section 10 and Appendix J1 of **ECGv1**. Many of these items will be of value for local road bridge projects also.

In order to support and defend optimal selection of functional items and structure options, a range of options, with pros/cons/risks/costs, should be provided to the infrastructure manager, along with a recommendation. This is typically done in an engineering report.

The extent of contract documents required will vary with the delivery method (section 1.4). For many standard structures, the package typically consists of standard contract documentation including reference to standard specifications, a few site specific drawings, copies of the standard drawings, and site specific special provisions. In the case of small (up to 3m diameter) corrugated steel culverts, a standard "[Culvert Design Sheet](#)" is available to use instead of site specific drawings.

Keeping thorough and accurate construction records is of great value in resolving claims, identifying sources of problems, facilitating repair and rehabilitation

Local Road Bridge Design Guidelines

options during the bridge life cycle, and managing system issues such as identifying structures that use a certain detail or material. Guidelines on construction inspection and record keeping are available in the **BCIM**. On Alberta Transportation projects, construction inspection data is typically summarized in Final Details reports and record (as-constructed) drawings, as per the **ECGv2**.

In order to support bridge inspection activities under the Bridge Inspection and Maintenance system, a certain minimum amount of structure inventory data is required to be delivered to Alberta Transportation. This inventory information is required to generate and populate the inspection forms that will be used throughout the life cycle. Much of this information can be extracted from site specific drawings, if available.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Second Access Request – Plan 982 5932, Block 01, Plan 01

BACKGROUND / PROPOSAL:

Administration received an application for a second access to a parcel of land, and as per Policy PW039, it must be approved by Council. Item 7 of the policy reads as follows...

Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.

Applicant is requesting the second access for a proposed RV Park on the property.

OPTIONS & BENEFITS:

Option 1: To approve the second access application as requested.

Option 2: To deny the second access.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: S Wheeler Reviewed by: _____ CAO: JW

COMMUNICATION:

Administration will write a letter to the applicant stating Council decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: S Wheeler Reviewed by: _____ CAO: _____



132.07

225.60

982 5932

Proposed Access
Council Discretion

Existing Driveway





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Access – NW 11 106 12 W5M

BACKGROUND / PROPOSAL:

Applicant applied for access/driveway to property, but had already created an access/driveway prior to attending the County office. When administration went to do an initial inspection of the access location, it was discovered that the applicant intended to have the access off of the 88 Connector but not off the paved apron and road allowance.

A letter was sent to the applicant (see letter).

The applicant responded with a letter and maps (see applicant’s response).

This matter was discussed at the Public Works Committee meeting on March 30, 2015 and the following motion was made:

5. d) Access to NW 11 106 12 W5M

MOTION PW-15-03-040 MOVED by Reeve Neufeld

That the item be tabled for development comments.

CARRIED

Development was contacted and commented that permits were applied for on January 27, 2015 and was now on hold pending access. After receiving this information the following motion was made:

Author: S Wheeler Reviewed by: _____ CAO: JW

5. d) Access to NW 11 106 12 W5M

MOTION PW-15-03-047 **MOVED** by Councillor Driedger

That this item be brought to Council along with Policy PW039 for discussion.

CARRIED

Policy PW039 (attached)

OPTIONS & BENEFITS:

Option 1: The applicant constructs about 70 meters of road to County standard and constructs an access off of that road.

Option 2: Accept the applicant's proposed access, thank him for his intent to pave it but have the paving of the access done upon second lift of asphalt for 88 Connector.

COSTS & SOURCE OF FUNDING:

Bore by applicant or Capital Budget - New Road Infrastructure 6 32 30 09

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Respond to applicant.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: S Wheeler Reviewed by: _____ CAO: _____



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
office@mackenziecounty.com

March 19, 2015

██████████
Box 811
La Crete, AB
T0H 2H0

Dear Mr. ██████████:

Request to Construct Access – NW 11 106 12 W5M

We have reviewed your Access Construction Application for an approach/driveway at the above noted location.

Upon initial inspection it was noted that you have cleared trees for a driveway that you are anticipating getting approval for. However, it is not the practice of the County to approve accesses/driveways off of paved roads except where a road allowance exists. We also noted that currently, you are using the paved apron at the west boundary of your quarter section as an access to your property.

To assist you with development we encourage you to attend La Crete office to inquire about building a small portion of road. Once you have constructed about 70 meters of road, it would be our pleasure to reevaluate your access/driveway application.

Sincerely,

Len Racher
Director of Facilities & Operations (South)
LR/sw

862 2408

862 2408

NW11 106-12-5

41
132

March 24, 2015

Len Racher
Director of Facilities & Operations
Mackenzie County

Dear Mr. Racher;

RE: Access Request for NW-11-106-12-W5M

In November of 2014, I acquired the above noted property that was undeveloped. My dream of homesteading with my wife and three children had finally become a reality. In December of that same year, we made numerous visits to the property, exploring and searching for the best possible place for a yard site. We soon found that the North West corner of the quarter had a low elevation, and with it mostly consisting of willows and slough grass. We found that walking directly south from the apron on the road allowance at the west boundary of our property, we came into quite low elevations that would most likely contain water in the summer and there are a number of deep run offs up to 3 feet deep (You will notice them in the photo attached circled in red). It appeared to me that we would need to find a more suitable place for a yard site and access.

On each of those trips, we always ended up at the same location, a suitable area of higher ground with a natural gentle slope angulating away on three sides, the north, the west and the south. It also had a nice stand of spruce trees along the eastside of this ideal yard site, a nice place to tuck our new home into. On the north east corner of this yard site, there was a ridgeline that ran all the way back to the highway. It had been used by animals for many years, for it was marked by a game trail. I was very motivated that we would have easy access to our yard without having to build up a driveway. This was a natural drive way of sorts; and after clearing the trees, all we needed to do was strip the top soil and replace it with gravel (marked out by a black line on the google earth page attached). No build up or culverts would be needed to get to our yard site from this direction. Our driveway would also end up directly across from the neighbour's driveway on the north side of the highway. Knowing that the County would most likely not appreciate a random access anywhere in the middle of the quarter, I felt that there would be no objection to this location for an access as it did not appear to have randomness but rather it was orderly. Regrettably, I did not go in to the County to ask about the requirements of access. My plan was to go in and apply for all the appropriate permits for access, development, and building as soon as I had received back our title from the land titles office, which I did in mid to late January.

A friend of mine who owns a faller-buncher with a chipper head, had some free time in early January, and so I hired him to clear our yard site and driveway. We have some farm animals, and I knew we would have to make some pasture for them. Our family loves trees and privacy, and we wanted to leave as much of the mature tree's standing as possible. Therefore I decided to clear forty acres on the northwest corner of our quarter, (marked out by a green line on the google earth page attached), as this was mostly willows and sloughs. Because these forty acres did not have a large amount of trees, this would also be more economical to clear. I knew that not all of the forty acres

would be arable because of the low lying areas, but felt it would be suitable enough for cow pasture. I would like to mention here that we were planning on accessing the pasture from our yard site, (notice the black line from the yard site to the pasture on the google earth page attached). When the heavy equipment arrived, they did use the access at the north west corner. This worked well for them, since it was close to the area that they would be working, and the ground was frozen.

In your letter you suggest constructing about 70 meters of road south of the paved apron on the West boundary of our quarter. 70 meters of road will not be sufficient, for 70 meters will end in the lowest elevation on our quarter/road allowance (as you will notice in the attached photo). That is where the natural ditches are that were caused by run off. In order to access our yard site from the west boundary on higher ground, I would need to construct approximately 600 meters of road south of the apron to reach appropriate elevation to access our property. At 600 meters south of the apron, I would still be approximately 550 meters from our yard site. And at this point moving our yard site is would be inconvenient, difficult and costly, as we have already done extensive work on the yard and ATCO has already installed power to it (note the red line on the google earth page attached).

I understand and appreciate that the county has guidelines to establish order and proper direction for the community and its members. It was never my intention to not follow these guidelines. I was simply unaware that it was not the County's practice to approve access from paved highways. I understand now that I failed in not communicating with the County earlier, before all the tree removal and clearing had taking place.

My proposal is that by approving the access at the east boundary, it would be in the best interest for both the County and myself. I would be willing to pay for all the cost of the approach on the East end of my boundary, including paving the apron. On the other hand, if I construct 600 meters of road on the West boundary, it is my understanding that it is the County's responsibility to gravel and maintain the road allowance.

It is also my understanding that the County does not wish to increase the amount of approaches along a paved highway, which is logical. I have noticed that NE-11-106-12-W5M has two accesses to it, one approximately 150 meters from my East boundary, and another at its own East boundary. I'm wondering if it could be an option to move the access to NE-11-106-12-W5M that is 150 meters from my East boundary, to my East boundary. By doing this, I would gain access to NW-11-106-12-W5M, while NE-11-106-12-W5M is still maintaining its own two accesses, one on the West boundary and one on the East boundary. By doing this, we would not have 'added' any more accesses off the paved highway. And again, I would be willing to pay for all the cost associated in moving the access.

Mr. Racher, I would appreciate if you would please consider my proposal. If you were to grant me access at our East boundary, I would be greatly indebted to you and the County for being gracious and understanding. Your expediency in this matter would also be appreciated, as the plan was to start constructing both a new shop and new single family dwelling starting May 1st. My building contractor has informed me that the building and development permits approval are pending on the

approval for the access/driveway application. We have sold our current home and the possession date is July 1st, and we were hoping to be able to move into the shop by then while the new home is being constructed.

Sincerely,







1062

Hwy 88 Connector

EXISTING
DRIVEWAY
PAVED APRON

EXISTING PAVED APRON
& ROW

POWER LINE

DRIVEWAY

PASTURE / FIELD

HOMESTEAD

© 2015 Google
© 2015 Cnes/Spot Image

Google earth

2005

49

137

58°11'37.44" N 115°52'19.38" W elev 284 m eye alt 1.48 km

Mackenzie County

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

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

DEFINITIONS

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

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

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

First Access – is the first access to a rural quarter section or river lot within Mackenzie County, of which the County will maintain in the event of damage caused due to excessive runoff or flooding. The first access is the only access to receive upgrades in the event of municipal road projects.

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

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

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

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

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

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

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

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

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

Preexisting Farm Access Roads – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

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

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

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

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

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

ROAD CONSTRUCTION

Policy Statement

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

Guidelines

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

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

Mackenzie County Endeavour to Assist for Local Road Construction

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

1. provision of survey to delineate the property boundaries;
2. the review of surface water;
3. the supply of surfacing gravel;
4. the supply of culvert materials; and,
5. the installation of culverts that exceed 600 mm in diameter or where the twinningh of any size culvert is required.

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

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

Guidelines

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. The Applicant shall be solely responsible for all costs associated with the construction and maintenance of the access other than culvert replacement as stated in item #11.
3. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.
8. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
9. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
10. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
11. Mackenzie County will consider only the first or primary access to a property when upgrades to a Municipal road occur or in the event that a culvert replacement is required of which the property owner will be responsible for 50% cost of the culvert which will be installed by the County.
12. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
13. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.

14. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
15. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

Mackenzie County Endeavour to Assist

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

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

SURFACE WATER MANAGEMENT

Policy Statement

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

Guidelines

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

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

Mackenzie County Endeavour to Assist

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

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

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

	Date	Resolution Number
Approved	11-Dec-12	12-11-845
Amended	12-Feb-13	13-02-069
Amended	27-Mar-13	13-03-189
Amended	16-Jul-13	13-07-492
Amended	08-Oct-13	13-10-692
Amended	26-Mar-14	14-03-177
Amended	27-Sep-14	14-09-609



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Roadside Mowing Contract

BACKGROUND / PROPOSAL:

The Roadside Mowing RFP's were reviewed at the March 27, 2015 ASB meeting. The following motion was carried.

That a recommendation be made to Council to award the Roadside Mowing Contract to Willie Wolfe.

Administration received a fax from Mr. Wolfe on March 30, 2015 stating that he would only accept the Rocky Lane/Fort Vermilion Area, and the La Crete/Hwy 88 Connector area.

Administration recommends that Council accept the next lowest bid for the two remaining areas.

This is a 3 year contract with a 1 year option.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2015 ASB operating budgeted amount for the Roadside Mowing Contract is \$258,000.

The current mowing proposals are approximately \$25,000 under budget for 2015.

Author: G. Smith Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the mowing contract for Rocky Lane/Fort Vermilion and La Crete/Hwy 88 Connector areas be awarded to Willie Wolfe, and that the High Level/Zama area mowing contract be awarded to North West Mowing, and that the Buffalo Head/Blue Hills/Tompkins mowing contract be awarded to Basic Investment Corp.

Author: G. Smith Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Roadside Spraying Contract

BACKGROUND / PROPOSAL:

Roadside Spraying RFP's were reviewed at the March 27, 2015 ASB meeting.

The following motion was carried;

That a recommendation be taken to council that the \$39.50 bid from Green Zone Herbicide be awarded for the Roadside Spraying Contract.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2015 ASB Operating Budgeted amount is \$100,000.

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: G. Smith Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2015-2016 spraying contract be awarded to Green Zone Herbicide at the submitted bid of \$39.50/liner KM.

Author: G. Smith Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Bylaw 989-15 – Local Improvement Curb, Gutter and Sidewalk on 99th Avenue and 102nd Street

BACKGROUND / PROPOSAL:

Council approved the La Crete street reconstruction project for 99th Avenue from 101st Street to 104th Street and including 102nd Street to 100th Avenue in the 2015 capital budget.

OPTIONS & BENEFITS:

As part of the proposed construction, curb, gutter and sidewalk will be installed.

As per Policy FIN018 – Local Improvement Tax Application the County is to impose a local improvement tax based on 30% cost recovery from the properties benefiting from the street improvement.

The estimated cost of construction, including engineering, is \$409,000.; with 30%, which is \$122,700., proposed to be recovered from the benefiting land owners over a ten year period.

Administration has prepared a bylaw for first reading (attached). Subsequent to receiving first reading, the bylaw will be advertised and appropriate documentation will be sent to the benefiting land owners.

COSTS & SOURCE OF FUNDING:

The project is included in the 2015 Capital Budget.

Operating budget will be used for mailing the notifications and advertisement.

Author: S Wheeler Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

Goal S4 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION:

Advertisement of bylaw in local newspaper.
Appropriate documentation to be sent to benefiting owners.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 989-15, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Curb, Gutter and Sidewalk on 99th Avenue and 102nd Street in the Hamlet of La Crete.

Author: S Wheeler Reviewed by: _____ CAO: _____

BYLAW NO. 989-15

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

**TO IMPOSE A LOCAL IMPROVEMENT TAX
FOR THE INSTALLATION OF CURB, GUTTER AND SIDEWALK
ON 99TH AVENUE AND 102ND STREET IN THE HAMLET OF LA CRETE**

This bylaw authorizes the Council of Mackenzie County to impose a local improvement tax in respect of all the lands that directly benefit from the curb, gutter and sidewalk on 99th Avenue from 101st Street to 104th Street and 102nd Street from 99th Avenue to 100th Avenue. The benefiting properties are being described as; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Curb, Gutter and Sidewalk on 99th Avenue from 101st Street to 104th Street and 102nd Street from 99th Avenue to 100th Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Curb, Gutter and Sidewalk on 99th Avenue from 101st Street to 104th Street and 102nd Street from 99th Avenue to 100th Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A", and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 99th Avenue from 101st Street to 104th Street and 102nd Street from 99th Avenue to 100th Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of Four Hundred Nine Thousand Dollars (\$409,000.00) is required to construct Curb, Gutter and Sidewalk on 99th Avenue from 101st Street to 104th Street and 102nd Street from 99th Avenue to 100th Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete. The said project is subject to the local improvement charge of which 70% will be paid by

Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$286,300.	70%
Benefiting Owners	\$122,700.	30%
Total Cost	\$409,000.	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of completing Curb, Gutter and Sidewalk on Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete, the sum of One Hundred Twenty Two Thousand Seven Hundred Dollars (\$122,700.); be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Thirteen Thousand Five Hundred Two Dollars and Thirty Cents (\$13,502.30).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this _____ day of _____, 2015.

READ a second time this _____ day of _____, 2015.

READ a third time and finally passed this _____ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

Schedule A to Bylaw No. 989-15

Curb, Gutter and Sidewalk on 99th Avenue and 102nd Street in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
5	7	2504TR	44.91	46.22	45.57
6	7	2504TR	36.58	36.58	36.58
7	7	2504TR	36.58	36.58	36.58
8	7	2504TR	27.38	33.58	30.48
9	7	2504TR	32.20	33.53	32.87
13	8	0624734	58.28	59.70	58.99
R1	5	7521580	218.33	218.34	218.34
7	8	7521580	40.24	41.57	40.91
8	8	7521580	20.41	20.26	20.34
8	8	7521580	20.41	20.26	20.34
9	8	7521580	40.82	40.52	40.67
10	8	7521580	40.82	40.52	40.67
11	8	7521580	26.60	26.60	26.60
34	5	9624008	191.10	191.60	191.35

840.26

Total Assessable Frontage (meters)	840.26m
Total Assessment per Front Meter of Frontage	\$146.03
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 1.779% interest rate	\$16.07
Total Yearly Assessment Against All Above Properties	\$13,502.30



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Bylaw 990-15 Community Aggregate Payment Levy Bylaw

BACKGROUND / PROPOSAL:

Mackenzie County Council established a Community Aggregate Payment Levy Bylaw 569/06.

OPTIONS & BENEFITS:

There has been some delay in receiving the Quarterly Reports from gravel operators. Administration would like to deter this in the future. In the bylaw 569/06 under the heading Penalties, Administration proposes the wording be adjusted so it is more directional.

The specific wording change being requested is “...fine of not more than One Thousand (\$1,000.00) Dollars.”

Be changed to “....fine of One Thousand (\$1,000.00) Dollars.”
By adjusting the wording it gives more direction when applying penalties for noncompliance with the quarterly reporting deadlines.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: M. Schonken **Reviewed by:** _____ **CAO:** JW

COMMUNICATION:

Notify all affected gravel operators by letter with a copy of the amended bylaw.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That first reading be given to Bylaw 990-15, being the Community Aggregate Payment Levy Bylaw that authorizes the imposition of a levy in respect of all sand and gravel businesses operating in the Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That second reading be given to Bylaw 990-15, being the Community Aggregate Payment Levy Bylaw that authorizes the imposition of a levy in respect of all sand and gravel businesses operating in the Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

Motion 3:

That consideration be given to proceed to the third reading of Bylaw 990-15, being the Community Aggregate Payment Levy Bylaw that authorizes the imposition of a levy in respect of all sand and gravel businesses operating in the Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

Motion 4:

That third reading be given to Bylaw 990-15, being the Community Aggregate Payment Levy Bylaw that authorizes the imposition of a levy in respect of all sand and gravel businesses operating in the Mackenzie County.

Author: _____ Reviewed by: _____ CAO: JW

BYLAW NO. 569/06 990-15

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 MACKENZIE COUNTY**
(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 Mackenzie County.

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, including any amendments, 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 Mackenzie County 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 gravel
where 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.

READ a first time this _____ day of _____, 2015.

READ a second time this _____ day of _____, 2015.

READ a third time and finally passed this _____ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

MUNICIPAL DISTRICT OF MACKENZIE NO.23 MACKENZIE COUNTY
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 rated to be used in estimating the tonnage are as follows:

1 cubic meter = 1.365 tonnes ,for sand

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Policy RESV018 Water Reserve Policy

BACKGROUND / PROPOSAL:

Upon review of water and sewer rates at the October 31, 2014 Special Council Meeting, it was decided that any surplus revenue from water and sewer be contributed to the Water Reserve. Attached is the drafted amendment to RESV018.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That Policy RESV018 Water Reserve Policy be amended as presented.

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

Mackenzie County

Title	Water Reserve Fund	Policy No.	RESV018
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Account Code	4-41-714
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Purpose	To establish the Water Reserve Fund. This reserve will provide funding in order to retain a stable municipal taxation structure, and to fund continued development of the County's rural water lines.
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Targeted Minimum	NA
-------------------------	----

Targeted Maximum	NA
-------------------------	----

Funding	<ol style="list-style-type: none"> 1. Surplus funds from the annual operating budget for rural water line connections, calculated as the difference between the County charge to the resident for connection, less the average installation costs for labour and material. 2012/2013 calculation: [County charge for a rural water tie-in \$8,000*] less [Average installation cost \$6,228] equals [\$1,772 Transfer to Water Reserve Fund per rural water line connection]. *The County's Fee Schedule Bylaw establishes the fee for a rural water tie-in. 2. Surplus revenue from water and sewer operating budgets be contributed to the Water Reserve. The surplus is calculated as the difference between the County charges for connections and per m3 consumed, less distribution, collection, and treatment costs.
----------------	---

Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County Council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	12-Feb-13	13-02-085

Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	2015 Budget

BACKGROUND / PROPOSAL:

The final 2015 operating and capital budget will be presented under separate cover prior to the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

The 2015 Budget will be posted online for public access.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2015 operating and capital budget be approved as presented.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	La Crete Long Term Care – Operation Mini-Horse Proposal

BACKGROUND / PROPOSAL:

See attached proposal from the La Crete Long Term Care for a unique way of animal therapy for seniors.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW



Proposal

Operation

Mini-Horse

Sara Hiebert

Recreation Therapy Assistant

Lacrete Long Term Care



Purpose:

A study of a community-based behavioral intervention for depressed seniors was completed in 2008 and published in the Canadian Nursing Journal. The intervention, based on Lewinsohn's, was administered in bibliotherapy format adapted for seniors. Mental pictures formed by words generated a very positive response. It was delivered in a minimal-contact format by home care nurses. In all the series, there was a reduction in depression when residents made the choice, individually to become more active. The results indicate that this form of intervention can be supported by home care nurses working with an underserved population that is prone to depression. Music, words and pictures are great assets in memory recall of choices from the past which has a great influence on the present.

Decisions as simple as a flavor preference of Jell-O desert made a difference. Lemon Jell-O was seldom chosen but always provided. When given the opportunity for Lemon or Strawberry the option of choice was so empowering that desert time took on a more cheerful and holistic meaning. Laughter and pleasant chatter became more obvious. How delightful; having a choice as simple as a colored desert.

The human condition is to generally choose the route of least resistance. Until . . . there is purpose and meaning to off-set the effort required. Operation Mini is to provide an option for choice. Seniors have been forced to give up choices for sometimes decades.

Outline for Operation Mini:

Shepherd's Care based in Edmonton Alberta launched a project several years ago to increase options for seniors in the area of activity. Daniel Bisson launched a project to bring onto the grounds at one of their sites, several miniature horses. Donations and fund raising efforts provided materials for corrals and a small shed for protection from the elements for the miniature horses as well as sidewalks for wheelchairs and foot traffic. Some staff was sent to the farm for training on how to handle the horses and provide proper care for them. The miniature horses spend two weeks at the Long Term Care facility and two weeks back at their home farm outside of the city.

Our proposal is similar in the general design with some exceptions.

- Containment for the horses would be similar to the containment of the animals on the farm. The animals need to be treated and handled with the same level of care as they have on the farm.
- No permanent corrals and barns would be built. All equipment would need to be easily taken down and removed should the need arise or the project be completed.
- All clean up from the animals would be handled daily or weekly to control insects and flies.
- The horses would be selected for their gentle personalities and socialization with humans.
- The residents would be protected by the corral at all times. Note: Pet Therapy animals are allowed to come in contact with people where-as our proposal is to observe and watch.

Location:

The layout of the Heimstad Lodge and the Long Term Care facility lends itself to having a joint effort for the residents. Location and access is undetermined at this time.

Funding:

Our community has a deep hearted passion for its senior population. There is a general acceptance that it is the responsibility of families to care for the aging populace with respect, passion and love. At this time we have not sought out funding or donations for the project. Our endeavor would include business such as UFA, Home Hardware as an example. There is a possibility to include the High School shop class to help with the labor of constructing the temporary facilities. Cleaning and care of the animals would require some volunteers who would be committed to that task for the time the horses are on the premises.

Legalities and Permits:

Drafts of this proposal would be presented to the County for review and approval. Water and gas lines will be flagged for reference. Liability insurances of each facility will be checked. Nursing staff at the facilities will check allergy prone clients to avoid complications.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Alberta Rural Development Network

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Jorgensen.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Flood Resiliency Mitigation

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Jorgensen.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Senior's Lodge

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Jorgensen.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 14, 2015
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.

- Correspondence – Workers’ Compensation Board (National Day of Mourning)
- Correspondence – Town of High Level (50th Anniversary Homecoming Celebration)
- Correspondence – Alberta Municipal Affairs (MSI Capital Program)
- Correspondence – Alberta Fire Chiefs Association (Recruitment and Retention Review)
- Correspondence – Fort Vermilion School Division (Educational Priority Consultation)
- Correspondence – Alberta Municipal Affairs (Minister’s Awards for Municipal Excellence)
- High Level Forests Public Advisory Group Meeting Minutes
- AAMDC Member Bulletin – AHS Medical First Responder Program Launch
- Safety Codes Amendment Act
- Summary of FCSS Focused Conversations
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

9925 - 107 Street
PO Box 2415
Edmonton, Alberta T5J 2S5

Tel: (780) 498-8680
Fax: (780) 498-7875
WCB website: www.wcb.ab.ca



March 24, 2015

Dear Mayors, Reeves and Councillors:

RE: April 28 - National Day of Mourning

On April 28, people across Canada stop to remember workers killed, injured or disabled at work.

In 2014, Alberta lost 169 men and women to workplace injury or illness.

To honour them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or dina.dasilva@wcb.ab.ca.

We will be lowering our flags to half-mast on April 28; we invite you to mark this important day by doing the same.

Respectfully,

A handwritten signature in black ink that reads "Dayna Therien".

Dayna Therien
Director of Corporate Communications
WCB-Alberta

Encl.



TOWN OF
HIGH LEVEL

Town of High Level
10511 - 103rd Street
High Level, AB T0H 1Z0
Canada

Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca

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

March 24th 2015

Dear Mr. Neufeld,

RE: Town of High Level 50th Anniversary Homecoming Celebration Invitation June 13th 2015

Town of High Level is celebrating our 50th Anniversary in 2015 and we would like to take this opportunity to formally extend an invitation to attend our 50th Anniversary Homecoming event on Saturday June 13th 2015. We see the Mackenzie County as our friends and neighbours and our success is in part due to the collaboration and partnership that we have forged as a region. Your attendance at our event would be greatly appreciated.

The Homecoming event is the big showcase for our Anniversary year and we have a fun-filled day of events planned. The day will start off with a Family Downtown Block Party in the centre of Town with family activities, entertainment, inflatable bouncy rides, and more. Running in conjunction with the Downtown Block Party, we will also be offering a hop-on-hop-off Town Tour. This tour will be lead by a local historian who will take people around Town to highlight sites of importance and point out historical locations within the community. Also, the R.E. Walter Memorial Aquatic Centre will be opening their doors from 3:00 to 5:00 to offer a free family swim. Finally, the day will finish off with a free community concert held at the High Level Sports Complex starting at 6:00.

If you are planning on attending our celebration, please RSVP by May 15th 2015 to Bailey Kunz at tourism@highlevel.ca or 780-821-4018.

The Town of High Level is proud of our accomplishments over the last 50 years and we are looking forward to what the next 50 years has in store for us. Please come and celebrate with us!

Sincerely,

Crystal McAteer
Mayor of High Level
cmcateer@highlevel.ca

Councillor Morgan
50th Anniversary Committee Chair
mmorgan@highlevel.ca

RECEIVED
APR 1 2015

Gateway To The South

MACKENZIE COUNTY
FORT VERMILION OFFICE



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR78577

March 25, 2015

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld,

I am pleased to confirm a significant additional funding allocation to the 2014 Municipal Sustainability Initiative (MSI) Capital program that was announced on March 6, 2015. This funding will provide an additional \$398.9 million to Alberta's municipalities to support your local infrastructure needs and priorities, on top of the \$1.2 billion already allocated in 2014.

Your additional 2014 MSI Capital funding is \$1,306,019. MSI allocations for all municipalities are also posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/MSI.cfm. Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI website in the Addendum to 2014 MSI Capital Program Guidelines.

I remain committed to supporting you and your community, and will work together with you to ensure you have the resources you require to meet your local infrastructure needs.

Sincerely,

Diana McQueen
Minister

cc: Honourable Frank Oberle, MLA, Peace River
Pearl Calahasen, MLA, Lesser Slave Lake
Joulia Whittleton, Chief Administrative Officer, Mackenzie County

RECEIVED
MAR 30 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Alberta Fire Chiefs Association
Professionals serving Professionals



Alberta
Volunteer Fire Fighters

April 1, 2015

Reeve Bill Neufeld and Council
Mackenzie County
PO Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Reeve and Council:

In 2010, the Alberta Fire Chiefs Association (AFCA) and Alberta Department of Municipal Affairs launched a Recruitment and Retention Review of fire departments across Alberta.

Volunteer Alberta was hired to conduct a survey of fire departments to determine if they had a sufficient number of volunteers to assist in emergencies. The results showed that many of the fire departments serving populations under 5,000 have a lack of volunteers.

In 2011 AFCA provided various tools for fire departments to recruit volunteers. This has assisted, but we have still face challenges. AFCA will launch a "Volunteer Firefighters Awareness Week" May 3 - 9, 2015. We hope that with the assistance of your Council and Administration working with your local fire department, this week will be successful and will become an annual event that will be recognized in years to come.

We are planning to arrange advertising in the local weekly newspapers and would suggest that Municipalities purchase ads and also have the local business community involved. The AFCA will be developing an information package that will be available to your fire department. We suggest that fire departments hold open houses along with additional possibilities of a barbeque, pancake breakfast or a fireman's ball as mediums to promote recruitment. As elected officials, you can support the saving to your community when the first responders are volunteers. To replace volunteer fire fighters, we have determined that the cost of 14 full time responders is 1.2 million dollars.

The Recruitment and Retention Committee is excited about this Volunteer Firefighters Awareness Week. With your participation, this event will be a great success.

Sincerely,

Peter Krich
Fire Chief, City of Camrose
Chair, Recruitment and Retention Committee, AFCA

RECEIVED
APR 8 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



April 7, 2015

Councillor Jacquie Bateman
Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Ms. Bateman,

Thank you for participating in the Educational Priority Consultation session held in High Level on January 9, 2015. Your input was appreciated and very valuable in the process. The Board of Trustees have adopted their three priorities for 2015-2018 as you will see in the attached summary of the Education Consultation process.

Thank you for helping to fulfill the FVSD mission of "Building Success – One Student at a Time."

Sincerely,

Roger Clarke
Superintendent

Enc.

RECEIVED
APR 9 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



April 7, 2015

Councillor Josh Knelsen
Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Mr. Knelsen,

Thank you for participating in the Educational Priority Consultation session held in High Level on January 9, 2015. Your input was appreciated and very valuable in the process. The Board of Trustees have adopted their three priorities for 2015-2018 as you will see in the attached summary of the Education Consultation process.

Thank you for helping to fulfill the FVSD mission of "Building Success – One Student at a Time."

Sincerely,

Roger Clarke
Superintendent

Enc.

RECEIVED
APR 9 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



April 7, 2015

Councillor Lisa Wardley
Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Ms. Wardley,

Thank you for participating in the Educational Priority Consultation session held in High Level on January 9, 2015. Your input was appreciated and very valuable in the process. The Board of Trustees have adopted their three priorities for 2015-2018 as you will see in the attached summary of the Education Consultation process.

Thank you for helping to fulfill the FVSD mission of "Building Success – One Student at a Time."

Sincerely,

Roger Clarke
Superintendent

Enc.

RECEIVED
APR 9 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

FORT VERMILION SCHOOL DIVISION NO. 52

"Building Success—One Student at a Time"

P.O. BAG NO. 1, 5213 RIVER ROAD, FORT VERMILION, ALBERTA T0H 1N0 Q1 TELEPHONE 780-927-3766 . FAX 780-927-4625



FVSD Thank you to Community Education Consultation Process

Since November 2014, the Fort Vermilion School Division has been invested in an intensive consultation process with educational stakeholders. The purpose of the consultation is to provide direction to the Board of Trustees, as to what the learning priorities will be for the next three year period commencing in September 2015.

The process to date has involved:

- i. two rounds of focus groups at each school for students, staff and school councils,
- ii. two focus group events for school based leaders,
- iii. an elected officials/business sector/First Nations partners consultation session hosted in High Level,
- iv. an online opportunity for any community member, and
- v. a data review and input session between school based leaders and the Board of Trustees.

As a result of a thorough review of the consultation data and student achievement data, the Board of Trustees have adopted the following three priorities for the 2015-18 period:

1. All students will improve reading, writing and digital literacy skills.
2. All students will improve numeracy skills through practical applications of curricular outcomes.
3. All students will be increasingly engaged in learning environments to improve achievement and citizenship skills.

Now the hard work begins.....

Over the next three months school based leaders and other FVSD staff will work hard to further define what is meant by terms such as writing, digital literacy, practical application, engagement and citizenship skills. It is important that our thoughts are aligned on what these terms mean so that we are all working together in unison, rather than attempting to accomplish different ends. For example, does writing mean the physical act of writing, grammatically correct writing, the ability to communicate through writing or maybe a combination of these items. I believe it is critical to flesh out a definition of writing and then to measure our progress accordingly. The Student Learning Advisory Team have already begun the work of defining the terms and the work of this team will feed into Leadership Team discussions. Finally the Superintendent and Executive team will finalize this process.

The definitions will guide the selection of the measurement tools utilized to indicate whether students are succeeding at higher rates or not. The Board of Trustees will discuss and weigh measurement tools (Key Performance Indicators) and will approve the tools prior to the end of June 2015. In the meantime, the Assistant Superintendent

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APR 8 2015

AR78378

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

MACKENZIE COUNTY
FORT VERMILION OFFICE

Dear Reeve Neufeld,

I am pleased to invite the Mackenzie County to provide submissions for the 14th annual Minister's Awards for Municipal Excellence, which formally recognizes local government excellence and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta. 2015 sees the introduction of a new category for larger municipalities (population over 500,000). The new category recognizes the different scale of services provided in these municipalities and their unique situations.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement.

Innovation Award – recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta.

Larger Municipalities Award – recognizes the creative practices developed by municipalities with a population over 500,000.

Partnership Award – recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations.

Smaller Municipality Award – recognizes the innovative practices developed by communities with less than 3,000 residents.

Safe Communities Award – recognizes a leading practice that promotes or improves public safety in municipalities.

Outstanding Achievement Award – recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. *This award, selected by the review committee, recognizes the best submission from the other categories.*

Reeve Bill Neufeld

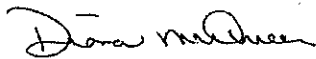
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Submission forms and additional details can be found on the Municipal Excellence Network website at www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm. The submission deadline is May 29, 2015. Award recipients will be announced at the 2015 fall conventions of the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association.

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please direct them to the Municipal Excellence Team, at 780-427-2225, or by email at menet@gov.ab.ca.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities and your neighbours.

Sincerely,



Diana McQueen
Minister



HIGH LEVEL FORESTS PUBLIC ADVISORY GROUP

MINUTES

Tuesday, March 31, 2015
5pm, Town of High Level office, Room 110

PRESENT:

Tim Gauthier (CSA Coordinator)
Margaret Carroll (High Level & District
Chamber of Commerce)
Dan Coombs (ESRD)
Aaron Doepel (LCSM)
Vil Driedger (Driedger Construction)
David Driedger (Forest Trotter)
Gail Tucker (ESRD)

Walter Sarapuk (MacKenzie County)
Boyd Langford (Town of Rainbow
Lake)
George Friesen (Member of Public)
Matt Marcone (The Echo)
John Thurston (Member of Public)
John MacLellan (Tolko HLLD)
Melanie Plantinga (Tolko HLLD)

Tim Heemskerk (Northern Lights
Forest Education Society) (by Phone)

INFORMATION SENT:

Fort Vermilion Heritage Center
Carol Gabriel (Mackenzie County)
Paddle Prairie Metis Settlement
Conroy Sewepagaham (LRRCN)
Keith Badger (Netaskinan
Development)
Crystal McAteer (Town of High Level)
Baptiste Metchooyeah (Dene Tha')
Connie Martel (Dene Tha')
Wayne Auger (Lubicon Lake Nation)
Exact Harvesting

Mark Andrews (Cenovus)
Harvey Sewpagaham (LRRCN)
Lindee Dumas (LRRCN)
Pat Cabezas (N'Deh Ltd. Partnership)
Mike Morgan (Town of High Level)

Kieran Broderick (Beaver First Nation)
Mike Cardinal (Tallcree First Nation)
Fred Radersma (Ainsworth)
Timberbound Construction
Treetech

INFORMATION SENT, REGRETS:

Dave Beck (Ainsworth)
Cheryl Ernst (High Level & District
Chamber of Commerce)

Marilee Cranna Toews (Hungry Bend
Sandhills Society)

1. CALL TO ORDER

2. PRESENTATION TO GAIL TUCKER

2.1. John Thurston shared his appreciation for Gail Tucker's involvement in the PAC and PAG groups. Gail was an excellent resource for John when he first became involved with the PAC. Thank you Gail for your many contributions to conservation during your time in High Level.

- John presented Gail with an engraved picture from Bear Necessities on behalf of the High Level Forests Public Advisory Group. Gail expressed her appreciation for the gift. Gail shared how much she has enjoyed the people from the High Level Region. Best of luck Gail in all your future endeavors.

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

3.1 "Blue Dot Program"

Tim Gauthier provided some background information about the program and the previous discussion. Aaron Doepel shared his recent discussions about the blue dot program. The program has not been maintained in recent years. Many signs have been knocked down or destroyed; they may not be where they are needed any longer. Aaron has spoken with Ken Peters from the School Division. Ken has retrieved as many signs as possible and wishes to restart the program. The school division asks that the logging companies provide the materials for the program. There is currently a need for 60 "dots" and 115 sign posts. Aaron will find a company to produce the materials and the costs will be shared. Someone may contact the mills other than LaCrete Sawmills, Tolko and Ainsworth and see if they wish to commit to this project.

Walter Sarapuk comments that the signs can be a nuisance for the people who mow the ditches. Tim remarks that at one time the signs were removed after the log haul and replaced each fall. They were also "GPSed" to track locations. John Thurston remembers that when the program was first implemented there was some publicity to educate the public about the purpose of the signs. This will be considered.

Action Item – Aaron Doepel will get the needed materials

Action Item – The harvesting supervisors will be informed so that the truckers can be educated about the blue dot program.

3.2 Watt Mountain Trail Identification

The trail is not currently entered into the landbase as "do not harvest". John Thurston offers to ensure that the trail is brush cut. John will then meet with the Tolko Woodlands Planning Department and possibly

AESRD. The location of the trail will be recorded so that operations can avoid it in the future.

3.3 High Level Woodlands Website Update

Melanie Plantinga has begun brining the webpage up to date. Contact information and meeting dates have been edited. Tim Heemskerk mentions that the GDP tab doesn't include Plans after 2012. Also the latest annual performance report is from the 2011/2012 operating year. Melanie will check on those items and will report back at the next regular meeting on May 26th.

5. ROUND TABLE:

Tim Heemskerk – Tim Gauthier provided copies of an e-mail sent by Tim Heemskerk to Tim Gauthier regarding Tim H's concerns about the Terms of Reference and suggestions for possible future agenda items.

Tim H confirms that he is willing to table the future agenda items for the May 26th PAG meeting. Tim G mentions that many of these items will be an important part of the regular DFMP development and approval process.

Tim G asks if the Term of Reference (TOR) that Tim H mentioned those of the PAG or those of the DFMP process. Tim H was referring to the TOR for the PAG.

Tim G explains that he wishes to assign the TOR as "homework" to the PAG members. Each person shall receive a copy of the TOR which now includes some changes Tolko wishes to make. Everyone is asked to review the document and comment on these changes. Tim G also asks the members if the TOR should be guided by the CSA standard or aligned with DFMP needs. Boyd Langford asks how frequently TOR are usually reviewed, remembering that it can be a lengthy process. Tim G responds that he intends to keep this review as quick as possible.

Dan Coombs – has there been or will there be discussion about the new Operating Ground Rules (OGR)? Tim G replies that there has not yet been discussion with the PAG, but that it sounds like a good suggestion. Dan explains a little about what the OGR are. Tim G adds that there are several reasons to renegotiate the OGR. One of biggest is to ensure that the OGR and DFMP complement and do not contradict each other. Tim G suggests that the OGR be discussed by the PAG near the end of the negotiation process. He suggests possibly January 2016.

John Thurston

- Will the guest speaker (Tom Nudds) be someone accessible to the general public or will it be a very technical speech? Tim G expects that it will be easily understood. Tom will discuss Caribou, landbase and the Canadian Boreal Forest Agreement. John T asks if the meeting could be opened to the general public. He is part of the Mackenzie Regional Tourist Association and they may be able to help secure a venue and plan this event. David suggests that some of the Forest Trotter employees may be very interested in this topic. Tim G suggests that Melanie plan the event, with a limit of 50 participants. Melanie will set a firm deadline for responding to the invitation and may contact the Tourism association about possible venues. Dan asks if there is any recommended "prereading". Tim G will discuss with Tom.

- John T has received comments/concerns from people travelling near the junction of Highways 58 and 88 near Jean D'or. There has been a great deal of log truck traffic at the corner near the truck pull out there. Could this pull out be relocated? The hauling season is nearly done and Tolko doesn't have plans to operate in that area next season. The traffic should return to normal and stay quieter for the next year or more. Tim G will report back in May.
- John T has heard concerns from the public about the "hog" pile near the Tolko sawmill. They are noticing that the pile is growing and are concerned that as the weather warms up the pile may become a fire hazard. Tim G will check with the mill and will report back to the PAG in May.
- John T shares the results of the 2015 Forest Expos which were held in Manning, LaCrete and Tolko. The Forest Expos were planned to introduce regional youth to the job opportunities in the Forest Industry. There have been mill tours organized in the Tolko and LaCrete Sawmills plants. There may be another at Ainsworth for students interested in Power Engineering. There is a Woodlands Trip being planned with Mike Morgan at Tolko for students interested in a Forestry job. AESRD may open the fire base for a tour in May or June for youth interested in firefighting. AESRD has also started running the Junior Forest Wardens program. This program promotes many positive values as well as forest industry employment. Dan Coombs is involved and states that there is space available for more young people who want to participate. Melanie will e-mail the handout John provided about the "Grow Our Own" project to the PAG members.

Margaret Carrol – High Level and District Chamber of Commerce Trade Show, May 8th&9th.

John MacLellan – There was a large collection of Pine Cones in northern Alberta this winter.

Walter Sarapuk

- Thank you Gail.
- There has been an issue brought to Walter's attention regarding debris being left where it doesn't belong. First some of the fuel distributors are having trouble with chip/shaving/hog trucks brushing lumber by-products off near their pumps. Are there places where the truckers can safely remove this debris at the lumber yard? Also when cleaning ditches there are often a lot of branches fallen which have fallen off trucks. Can more effort please be made to remove them from trucks before they go onto the highways? Someone will investigate and report back to the PAG in May.

6. NEW BUSINESS

6.1. Review Internal Audit Findings & Corrective Actions

- Hilary Wait is Tolko Alberta Woodlands Certification Coordinator. She prepared a slide show outlining the recent internal CSA audit findings, recommendations and action plans. See HLFPAAG CSA Audit Report.

Audit Recommendation – post parts of EMS training in camp so that operators have more exposure to key information. (For example pictures of the species at risk.) Since so many people

(young people) have smart phones and use them to search for thing on the internet it may be helpful to have PDF copies of the slides available online. Can some information be available on the camp computers for review? Tim G thanks the members for their suggestions. These will be considered prior to the next logging season.

6.2. Update on Annual Report

- Hilary Wait is working on the preparation of the 2013 and 2014 annual reports. Those will be presented to the HLFAG as soon as possible. They will also be posted to the website.

6.3. Terms of Reference Review (DFMP/CSA?)

- Review for discussion at May 26th HLFAG meeting.

7. CLIPPING SERVICE

8. NEXT MEETING – Tuesday, April 28th, 2015 – Guest Speaker Tom Nudds

9. ADJOURNMENT - 7:15pm

April 8, 2015

AHS Medical First Responder Program Launch

Alberta Health Services (AHS) is officially launching the **Medical First Responder (MFR) Program** throughout April 2015. To help learn more about MFR, AHS is hosting a series of online information sessions every Wednesday between 10:00 am until 11:00 am. Advanced registration is not required for these sessions; however, those interested should review the full schedule of events available at www.albertaMFR.ca

These sessions are targeted for representatives from fire departments and other medical first response organizations, elected officials, and municipal staff. First responders are also welcome to participate.

The sessions will provide an introduction to the MFR program in Alberta and overview the MFR agency requirements as well as the supports available to MFR through AHS. There will be opportunities to ask questions.

For more information, visit www.albertaMFR.ca or contact mfr@albertahealthservices.ca

Enquiries may be directed to:

Matt Dow
Policy Analyst
780.955.4085

Kim Heyman
Director, Advocacy & Communications
780.955.4079



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Safety code changes will strengthen protection for Albertans

Government has introduced amendments to Alberta's Safety Codes Act that will help improve Albertans' safety.

Bill 21, the Safety Codes Amendment Act, 2015, brings forward proposed changes in four key areas. If passed, the legislation:

- will ensure that Alberta is able to adopt the most up-to-date building and safety codes available in a timely manner;
- improves accountability mechanisms with third-party safety inspectors by moving to an improved fee-for-service model;
- improves compliance by establishing administrative penalties; and
- assists municipalities with planning initiatives by allowing them to establish bylaws for private sewage disposal systems.

"Alberta's Safety Codes Act provides critical protection for Albertans to ensure they are safe. The proposed changes build on these protections by ensuring the most up-to-date safety standards are in place."

- *Diana McQueen, Minister of Municipal Affairs*

Municipal Affairs completed stakeholder consultations on the Safety Codes Act in 2009 and 2014. The proposed changes have been supported by industry stakeholders, municipalities and safety codes stakeholders.

The Safety Codes Act came into effect in 1994, establishing Alberta's safety codes system. Since then, the government and its key partners and stakeholders have identified ways to enhance the Act to provide a better framework for the safety codes system in Alberta.

Related information

Safety Codes Amendment Act 2015

The Government of Alberta has introduced the *Safety Codes Amendment Act, 2015*. This legislation brings forward proposed changes in four key areas:

1. Timely adoption of codes and standards

The proposed legislative changes will ensure that Alberta is able to adopt the most up-to-date safety codes available, in a timely manner. Most codes are developed by national or international bodies (e.g. Canadian Standards Association, National Research Council, American Society of Mechanical Engineers). These bodies are comprised of government, industry and stakeholder experts that often publicly consult on codes. Once the body is satisfied with the new code, it is published for adoption by different jurisdictions. This proposed legislative change will allow new editions of codes and standards (codes that Alberta has already adopted under regulations of the *Safety Codes Act*) to be automatically adopted and come into force 12 months after their publication. The codes may also come into force early by Ministerial order, or they may be delayed, if necessary. This will allow for the implementation of codes and standards in a timeframe that meets the needs of municipalities, industry and the public. Alberta-specific reviews, including public consultation where appropriate, of national codes will continue to be made. This change will benefit Alberta's safety codes system by ensuring our provincial codes and standards are up-to-date, improving the predictability of code development and adoption, and ensuring our province remains a leader in the area of public safety. In addition, by having consistent harmonized codes with other provinces in Canada, it encourages interprovincial investment, trade and labour mobility as designs and products can better move across provincial borders.

2. Administration of the Safety Codes Act

The proposed legislative changes will improve accountability measures with third-party safety inspectors, by moving to an improved fee-for-service model. The Government of Alberta is responsible for providing permitting and inspection services in unaccredited municipalities (municipalities that have chosen not to be accredited for the delivery of services under the *Safety Codes Act* and do not have municipal safety codes officers on staff to provide inspection and permitting services). Currently, the Alberta government authorizes accredited agencies to deliver these services in unaccredited municipalities. This proposed change would have the Safety Codes Council take over the administration of the *Safety Codes Act* and the management of accredited agencies in unaccredited municipalities through the creation of the Alberta Safety Codes Authority. The Authority would collect permit fees and pay them to agencies as permitting and inspection work is completed and report to municipalities on safety codes issues within their community. In the past, there have been times when an agency failure has resulted in government completing work without access to the collected permit fees. This change will improve services to residents of unaccredited municipalities and increase accountability measures for agencies and the work they do.

3. Administrative penalties

The proposed legislative changes will improve compliance with the *Safety Codes Act* by establishing administrative penalties. Currently the only enforcement tools available under the *Safety Codes Act*, are orders issued by a safety codes officer and prosecutions. Administrative penalties can be a useful middle ground tool that complements existing enforcement tools. Administrative penalties would be issued for repeated non-compliance with orders or for serious accidents that may cause injury. The proposed legislation would align with other Alberta statutes that allow for administrative penalties, such as the *Occupational Health and Safety Act*, the *New Home Buyer Protection Act* and the *Fair Trading Act*. The goal of administrative penalties is to modify behaviours and deter non-compliance and future violations. This change will benefit Alberta's safety codes system by increasing compliance with the Act and increasing the public safety of all Albertans.

4. Municipal bylaw making authority

The proposed legislative changes will assist municipalities with planning initiatives by allowing them to establish bylaws for private sewage disposal systems. Currently, municipalities cannot establish bylaws for any matter regulated under the *Safety Codes Act*. This has created some concerns for municipalities in managing issues related to private sewage disposal systems. Installed private sewage disposal systems may be compliant with the *Safety Codes Act*, but they can place pressure on the environment. This proposed legislative change would give municipalities' authority to restrict private sewage disposal systems options for future development to better reflect their municipal needs. The bylaw making authority will also be limited by regulation to ensure the continued uniformity of the safety codes system. This change will benefit Alberta municipalities by providing some flexibility to limit future private sewage disposal systems to meet local community needs.

Municipal Affairs completed stakeholder consultations on the *Safety Codes Act* in 2009 and 2014. The proposed changes have been supported by industry, industry organizations, municipalities, and safety codes stakeholders.

The *Safety Codes Act* came into effect in 1994, establishing Alberta's safety codes system. Since then, the government and its key partners and stakeholders have identified ways to enhance the Act to provide a better framework for the safety codes system in Alberta.

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Family and Community Support Services and the Future of Early Childhood Development Community Coalitions in Alberta

Summary of FCSS Focused Conversations

March 2015

Introduction

In February 2015, FCSS program representatives met in each of the eight FCSS regions for a focused conversation on shaping the future of Early Childhood Development Community Coalitions (coalitions) and a possible partnership between FCSS and coalitions.

Approximately 50 per cent of FCSS programs from across the province were represented in the focused conversations.

Participants were asked to respond to 10 questions (see Appendix 1) and submit responses as a large group (on a regional basis) to Alberta Education. The feedback was then coded and themed. Following is a summary of the feedback received.

What We Heard: Common Themes

Your experience/awareness of ECD Community Coalitions

FCSS Plays a Direct Role on Coalitions

The most prominent response is that FCSS, throughout the province, plays some type of a direct role on an ECD community coalition. FCSS representatives are current members of a coalition; founding members (involved from the beginning); fiscal agents/banker for a coalition; chairs of a coalition; involved in the asset mapping project and asset resource guide; coalition members via Parent Link Centre staff; and/or a liaison between coalitions and other organizations.

One region reported that one of their FCSS programs was more heavily involved with a coalition from the beginning, and once it grew, the FCSS program scaled back its role. Another region reported that two of their FCSS programs have not been involved with coalitions at all.

FCSS Provides Support

FCSS programs also provide supports to coalitions through: in-kind and financial support; project and activity planning; and involvement in events by providing materials, supplies and meeting space. One FCSS region reported they provide staff and administrative support to coalitions.

How this work fits with your role in community and with the FCSS provincial mandate

A Shared Prevention Approach

Nearly all regions reported that the work of coalitions and early child development fits well with FCSS and its prevention mandate.

Fits with FCSS Community Development Mandate

It was noted that coalitions have a focus on community needs, community engagement and coordination, and therefore fit well with the FCSS community development mandate.

FCSS is Already Involved in the Work

ECD coalitions and FCSS fit well together because FCSS is already doing the work and involved with a coalition. A sample response from an FCSS program: *“Since the FCSS Director [] is already a part of the ECD Coalition and this partnership has been working well in our community, I see a continuation of an existing partnership.”*

Other examples of the fit between FCSS and coalitions are: this work helps with relationship building and trust; helps with program planning; the FCSS network and connections extend more broadly; and it fits with the FCSS principle of building healthy families.

How coalition work contributed to supporting ECD in your community

Increased Awareness and Importance of ECD

The work of the coalitions has contributed to the increased awareness and importance of ECD in communities. Coalitions accomplished this through: events; educational sessions; information sharing via websites; information blitzes and media (news releases and articles); working with business and industry; working with parents; promotional items and branding; and meetings with, and providing ECD information to municipal councils, who are not normally involved in ECD.

Creation of Educational Materials

Another way coalitions have contributed to supporting ECD is in the creation of educational materials such as: brochures; a resource map for the community; participation resources for fathers; and a resource area setup in a school.

Created or Enhanced Partnerships

Coalitions have created or enhanced existing partnerships with: Parent Link Centres; service clubs to increase access to indoor programming in winter; businesses; and have strengthened partnerships with Alberta Health Services, libraries and villages.

Other coalition contributions to supporting ECD in communities included: bringing people together - isolated parents as well as stakeholders; providing meaningful data (EDI data and asset mapping); enhancing programs and events FCSS is involved in; and providing funding (from seed grants to move programs forward and create opportunities).

What is working for ECD coalitions that should be maintained?

Maintain Collaborative Nature

Collaboration within coalitions, with schools, community agencies, and with other coalitions and partners is viewed as integral to the success of building relationships within the community.

Continue to Promote ECD

Regions felt coalitions should continue to: promote ECD awareness and education in communities; share best practices at provincial networking opportunities; and be present in communities.

Having Local Individuality and Flexibility

It is felt that coalitions should maintain their local individuality and flexibility so they can attend to the needs of their community. A sample response from an FCSS region: “*ability to tailor program to uniqueness of community.*”

Staffing

Some regions felt it important to maintain some of the current coalition staffing such as local coalition coordinators and assistant positions. Maintaining regional coordinators was mentioned once by a region.

Partnerships

Establishing and maintaining partnerships with Alberta Health Services and schools/education was also listed as important.

Other factors that should be maintained and mentioned less frequently include: maintaining funding; having a shared vision; having regional connections; EDI data collection; representation from multiple stakeholders; and marketing and advocacy.

How ECD community coalitions can promote, facilitate and build capacity for stronger communities

Collaboration and Partnerships

ECD coalitions can play a role in preventing duplication and to build a collaborative model to allow ECD providers to work together to create opportunities to network with other ECD groups. The partnership and collaborative approach builds an environment that strengthens awareness of activities among groups.

Collection and Sharing of EDI Data

Further, collaboration among coalitions should look for ways of incorporating Early Development Instrument (EDI) data into programming so that vulnerabilities discovered in the EDI domains are addressed. By gathering and sharing EDI data among many stakeholders, multiple organizations and parties can collectively work together to address vulnerabilities relating to EDI results.

Creation of Common Messaging and Resources

Finally, ECD coalitions can build capacity for stronger communities through common messaging and resource materials to engage businesses and public service. The development and promotion of common messages may facilitate discussions around issues such as economic impacts and benefits of early childhood development.

The challenges of mobilizing community to improve supports for ECD

Getting the Right People and Members to Participate

Regions felt strongly that one of the challenges to mobilizing community is getting the right people involved. Parents, businesses, municipal councils, schools and ministry partners need to be involved.

Funding

Another challenge is securing sustainable funding to do the work and to maintain staffing.

Lack of Committed Staff Time

Regions noted that people are doing the ECD work off the side of their desks; we need passionate people who can dedicate time to the work.

Lack of Resources

A lack of resources was another challenge identified in mobilizing communities.

Other challenges reported include: geographical distances or boundaries; keeping the momentum going; staff turnover and uncertainty; having a clear vision; transportation; confusion on roles and responsibilities; and a different or limited understanding of ECD.

What you need to be successful in supporting the coalition work

From GoA: Strong Leadership, Supports and Effective Partnerships

To be successful in supporting the coalition work, all regions overwhelmingly stated that all levels of government must demonstrate strong leadership, provide support and create an atmosphere for effective partnerships. To demonstrate these attributes, Health, Education and Human Services must work together to create provincial messaging, and provide support and backing around the importance of early childhood development (the first 2000 days of a child's life).

Accountability, Outcome Measurements and Guidelines

Some form of provincial measurable outcomes and clear guidelines are important. Government should continue to collect EDI data, compare the data to the baseline and interpret the data in a manner that will be understood by everyone. The interpretation of EDI data should lead to strategies to address the vulnerabilities on the EDI domains.

Sustainable and Predictable Funding

Further, to be successful, the Government of Alberta must provide sustainable and predictable funding to support and advance the coalition work. There needs to be assurance from government that FCSS grants will not be reduced and there will not be many strings attached.

**From Community:
Commitment, Collaboration and Supports**

Regions said they want engagement and buy-in from partners and stakeholders to ensure continued communication and collaboration. Also, the coalition work needs to be flexible and tailored to individual community strengths and challenges.

**From FCSSAA:
Clarity of Roles and Directions**

Nearly all comments about what is required from the FCSSAA related to the need for FCSSAA and the Government of Alberta to work together to clarify directions, roles and expectations. Other items required from FCSSAA included: a need for leadership on strategies; additional community development and or ECD support training; and further conversations around working together when there are no FCSS programs working alongside a coalition or when there are multiple FCSS programs in coalition boundaries.

Opportunities/advantages to formalizing an FCSS and FCSSAA role with ECD coalitions

FCSS is Already Involved

Regions reported that FCSS already plays a role with ECD coalitions and this aligns perfectly with the FCSS mandate.

Creates Consistency and Continuity

The local FCSS and FCSSAA roles will bring consistency with funding, programs, support and guidelines, which will likely lead to a strong voice provincially, and will provide continuity and sustainability of coalitions. With consistency in programs, it will be possible to measure growth and success.

Creates Opportunity for Collaboration and Networking

Formalizing the local FCSS and FCSSAA roles with ECD coalitions will enhance or create opportunities for collaboration with diverse partners and stakeholders (parents, agencies, schools), which will enhance working together.

Creates Clarity of Roles, Responsibilities and Programs

It will create clarity of roles, responsibilities and programs. This clarity will bring about greater understanding and knowledge in the community.

Accountability and Measurement

It was noted that formalizing the local FCSS and FCSSAA roles will enhance accountability with government and enable FCSS to measure growth and success of the program.

Are you supportive of continuing to explore this opportunity?

Yes, and...

Seven of the eight regions are fully in support of continuing to explore the opportunity. The continuation, however, is contingent on availability of funding, support and resources required for the program.

N.B. One region did not answer, but submitted further questions for clarification.