



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

AUGUST 11, 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, August 11, 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 June 29, 2015 Regular Council Meeting | 7 |
| | | b) | |
| DELEGATIONS: | 4. | a) Associated Engineering – 1:00 p.m. (Fort Vermilion Water Services Improvement) | 19 |
| | | b) | |
| GENERAL REPORTS: | 5. | a) CAO Report | 21 |
| | | b) Public Works Committee Meeting Minutes – July 9, 2015 | 29 |
| | | c) | |
| TENDERS: | 6. | a) | |
| PUBLIC HEARINGS: | | Public hearings are scheduled for 1:00 p.m. | |
| | 7. | a) None | |
| COMMUNITY | 8. | a) Waste Hauling Contract Extension | 35 |

SERVICES:

b)

c)

UTILITIES:

9. a)

b)

OPERATIONS:

10. a)

Second Access Request – Plan 152 1632, Block 5, Lot 5

39

b)

Access – NE 8 106 13 W5M

43

c)

d)

**PLANNING &
DEVELOPMENT:**

11. a)

Bylaw 9xx-15 to Repeal Bylaw 780-10 – Offsite Levy on Range Road 15-2

47

b)

c)

FINANCE:

12. a)

Bylaw 999-15 Fee Schedule Bylaw

55

b)

Policy UT004 Utility Connection

97

c)

Policy FIN011 Utility Collection

101

d)

Policy ADM049 Bursaries

111

e)

Appointment of Auditors

127

f)

Request to Waive Penalties

129

g)

h)

ADMINISTRATION:

13. a)

Bylaw No. 1000 - 15 Emergency Management Agency

135

b) Peter Braun's Attendance at the 50th Anniversary
for the Junior Forest Rangers (to be presented)

c)

d)

**INFORMATION /
CORRESPONDENCE:**

14. a) Information/Correspondence

139

**IN CAMERA
SESSION:**

15. a) Legal

b) Labour

c) Land

NOTICE OF MOTION:

16. Notices of Motion

**NEXT MEETING
DATES:**

17. a) Regular Council Meeting
Wednesday, August 26, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

18. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Minutes of the July 29, 2015 Regular Council Meeting |

BACKGROUND / PROPOSAL:

Minutes of the July 29, 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 July 29, 2015 Regular Council meeting be adopted as presented.

Author: A Codispodi Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, July 29, 2015
1:00 p.m.**

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

PRESENT: Bill Neufeld Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Elmer Derksen Councillor
John W. Driedger Councillor (via teleconference)
Eric Jorgensen Councillor
Ricky Paul Councillor

REGRETS: Josh Knelsen Councillor
Lisa Wardley Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Ron Pelensky Director of Community Services &
Operations
Len Racher Director of Facilities & Operations (South)
Byron Peters Director of Planning & Development
Fred Wiebe Manager of Utilities
Carol Gabriel Manager of Legislative & Support Services
Alexandra Codispodi Municipal Intern (Recording Secretary)

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on July 29, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 1:02 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-07-491 MOVED by Councillor Braun

That the agenda be approved as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the June 22, 2015 Regular Council Meeting**

MOTION 15-07-492

MOVED by Councillor Driedger

That the minutes of the June 22, 2015 Regular Council meeting be approved as presented.

CARRIED

DELEGATIONS:

- 4. a) None**

GENERAL REPORTS:

- 5. a) CAO Report**

MOTION 15-07-493

MOVED by Councillor Jorgensen

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

CARRIED

- 5. b) Public Works Committee Meeting Minutes – May 13, 2015**

MOTION 15-07-494

MOVED by Councillor Driedger

That the Public Works Committee meeting minutes of May 13, 2015 be received for information.

CARRIED

TENDERS:

- 6. a) Request for Quote – Line Painting 2015**

MOTION 15-07-495

MOVED by Councillor Jorgensen

That the proposals for Line Painting 2015 be opened.

CARRIED

Proposals Received:

| | Schedule A | Schedule B |
|----------------|-------------|-------------|
| Checkmark | \$19,574.00 | \$68,980.00 |
| AAA Striping | \$27,662.00 | \$77,554.00 |
| Marshall Lines | \$23,310.25 | \$54,256.25 |

MOTION 15-07-496 **MOVED** by Councillor Bateman

That administration review the line painting proposals and paint specifications and bring a recommendation back to the August 11, 2015 council meeting.

CARRIED

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

COMMUNITY SERVICES: **8. a) Policy ADM042 – General Safety Policy**

MOTION 15-07-497 **MOVED** by Deputy Reeve Sarapuk

That Policy ADM042 General Safety Policy be approved as amended.

CARRIED

8. b) Natural Area Use

MOTION 15-07-498 **MOVED** by Deputy Reeve Sarapuk

That a letter be sent to the Minister of Parks regarding the process for the removal of natural area statuses from the lands within Mackenzie County.

CARRIED

UTILITIES: **9. a) Policy UT004 – Utility Connection Policy**

MOTION 15-07-499 **MOVED** by Councillor Braun

That Policy UT004 – Utility Connection Policy Schedule C be amended as presented.

CARRIED

9. b) Fort Vermilion Water Services Improvements

MOTION 15-07-500 **MOVED** by Councillor Bateman

That administration be authorized to negotiate with Associated Engineering regarding the scope of work for the Fort Vermilion

Water Services Improvements and that the engineers be invited to attend a council meeting before the scope of work is finalized.

CARRIED

Reeve Neufeld recessed the meeting at 2:27 p.m. and reconvened the meeting at 2:40 p.m.

MOTION 15-07-501 **MOVED** by Councillor Bateman

That the line painting 2015 be awarded to the lowest qualifying bidder subject to following Alberta Transportation paint specifications.

CARRIED

9. c) La Crete Lagoon Project Contract

MOTION 15-07-502 **MOVED** by Councillor Bateman

That a penalty be applied to Northern Road Builders for the La Crete Sewage Lagoon upgrade and expansion project starting July 16, 2015.

DEFEATED

Reeve Neufeld turned over the chair to Deputy Reeve Sarapuk at 2:46 p.m.

MOTION 15-07-503 **MOVED** by Reeve Neufeld

That the penalties be waived for the La Crete Sewage Lagoon upgrade and expansion project.

DEFEATED

MOTION 15-07-504 **MOVED** by Councillor Jorgensen

That a penalty of \$500 per day be applied to Northern Road Builders for the La Crete Sewage Lagoon upgrade and expansion project starting July 16, 2015.

CARRIED

Reeve Neufeld resumed the chair at 2:50 p.m.

9. d) Lift Station 5 Grinder

MOTION 15-07-505

Requires 2/3

MOVED by Councillor Braun

That an additional \$35,000 be added to the Lift Station 5 Grinder project with funds coming from the Sewer Upgrading Reserve with the new total budget being \$80,000.

CARRIED

OPERATIONS:

10. e) Ditch Repair West of Blue Hills Road (Twp Rd 103-4)

Bill Siemens was present to discuss the ditch repair west of Blue Hills Road on Twp Rd 103-4.

MOTION 15-07-506

MOVED by Councillor Braun

That the landowner(s) be instructed to complete the ditch repair west of Blue Hills Road (Twp Rd 103-4) by August 17, 2015 at which time Northern Road Builders will be authorized to complete the project at the landowner(s) expense.

CARRIED

Reeve Neufeld recessed the meeting at 3:55 p.m. and reconvened the meeting at 4:01 p.m.

10. a) Policy PW009 Dust Control

MOTION 15-07-507

MOVED by Councillor Bateman

That Policy PW009 Dust Control be amended as presented.

CARRIED

10. b) Policy PW010 Road Protection Agreement

MOTION 15-07-508

MOVED by Councillor Paul

That Policy PW010 Road Protection Agreement be approved as amended.

CARRIED

10. c) Policy PW011 Log Hauls

MOTION 15-07-509

MOVED by Councillor Braun

That Policy PW011 Log Hauls be RESCINDED.

CARRIED

10. d) Second Access Request – Plan 122 3197, Block 2, Lot 3

MOTION 15-07-510 **MOVED** by Councillor Derksen

That the second access request for Plan 122 3197, Block 2, Lot 3 be approved subject to the access being paved.

CARRIED

10. f) Supply of Winter Sand

MOTION 15-07-511 **MOVED** by Deputy Reeve Sarapuk

That the supply of winter sand to the La Crete Salt/Sand Shed be awarded to the lowest qualified bidder.

CARRIED

10. g) Highway 88 Connector Road Repair (Dips)

MOTION 15-07-512 **MOVED** by Councillor Bateman

That the Highway 88 Connector road dips be repaired when the road receives its second lift of asphalt.

DEFEATED

MOTION 15-07-513 **MOVED** by Councillor Braun

That the Highway 88 Connector road dip repair be awarded to DBM Contracting.

CARRIED

PLANNING & DEVELOPMENT: **11. a) Bylaw 998-15 Plan Cancellation for Consolidation Purposes Plan 092 9760, Block 1, Lot 1 (Pt. of SW 7-107-13-W5M) (La Crete Rural)**

MOTION 15-07-514 **MOVED** by Councillor Derksen

That first reading be given to Bylaw 998-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 092 9760,

Block 1, Lot 1 back into the quarter from which it was taken,
subject to public hearing input.

CARRIED

FINANCE: 12. a) Requests to Reduce Tax – Roll 234211

MOTION 15-07-515 MOVED by Deputy Reeve Sarapuk

That this item be removed from the agenda as it was dealt with at
the June 22, 2015 council meeting.

CARRIED

12. b) Requests to Reduce Tax – Roll 289333

MOTION 15-07-516 MOVED by Councillor Derksen

That the 2015 municipal tax for Tax Roll 289333 be reduced to
\$35 due to lack of accessibility.

CARRIED

12. c) Requests to Reduce Tax – Rolls 077026/27/30

MOTION 15-07-517 MOVED by Councillor Jorgensen

That the 2015 municipal tax for Tax Rolls 077026/27/30 be
reduced to \$35 due to lack of accessibility.

CARRIED

12. d) Reverse 2015 Tax Levy – Roll 235083

MOTION 15-07-518 MOVED by Councillor Braun

That the 2015 tax levy for Tax Roll 235083 be cancelled and that
the penalty be reversed.

CARRIED

12. e) Financial Reports – January 1 to June 30, 2015

MOTION 15-07-519 MOVED by Councillor Bateman

That the financial reports for the period, January 1 – June 30,
2015, be accepted for information.

CARRIED

ADMINISTRATION: 13. a) Policy HR001 Employee Code of Conduct

MOTION 15-07-520 MOVED by Councillor Driedger

That Policy HR001 Employee Code of Conduct be approved as presented.

CARRIED

13. b) Agricultural Disaster

MOTION 15-07-521 MOVED by Councillor Jorgensen

That a letter be sent to the Northern Alberta Development Council regarding the agriculture situation in Mackenzie County.

CARRIED

13. c) Letter of Concern Regarding Incompatible Land Uses in the Hamlet of La Crete

MOTION 15-07-522 MOVED by Deputy Reeve Sarapuk

That the Reeve, local Councillors and the Chief Administrative Officer meet with Knelsen Sand & Gravel regarding the concerns of their industrial lot within the Hamlet of La Crete and that the Municipal Planning Commission review incompatible land use developments in the Hamlet of La Crete and bring back recommendations to council.

CARRIED

13. d) Subdivision Improvement Request

MOTION 15-07-523 MOVED by Councillor Driedger

That administration obtain quotes for installing a standalone sidewalk from the Goertzen subdivision entry and along 94th Avenue connecting to the existing sidewalks and for installing street lights on street corners within the subdivision for review and consideration at the 2016 budget deliberations.

CARRIED

13. e) La Crete Recreation Board – Request for Letter of Support

MOTION 15-07-524 **MOVED** by Councillor Braun

That a letter of support be provided to the La Crete Recreation Society for their application to the Alberta Blue Cross Healthy Communities Program for a playground at the Ball Park.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-07-525 **MOVED** by Councillor Jorgensen

That a letter be sent to Graham Smith in response to his concerns regarding grazing reserve restrictions.

CARRIED

MOTION 15-07-526 **MOVED** by Councillor Driedger

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

CARRIED

MOTION 15-07-527 **MOVED** by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:05 p.m.

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

CARRIED

MOTION 15-07-528 **MOVED** by Councillor Jorgensen

That Council move out of camera at 5:51 p.m.

CARRIED

IN-CAMERA **15. a) Legal – Winter Petroleum**

SESSION:

MOTION 15-07-529 **MOVED** by Councillor Braun

That the Winter Petroleum tax recovery update be accepted for information.

CARRIED

15. a) Legal – Tall Cree First Nations – Water Supply and Wastewater Acceptance Agreement & Mutual Aid Agreement

MOTION 15-07-530 **MOVED** by Deputy Reeve Sarapuk

That administration be authorized to negotiate the Water Supply and Wastewater Acceptance Agreement with Tall Cree First Nation as discussed.

CARRIED

MOTION 15-07-531 **MOVED** by Councillor Paul

That administration be authorized to negotiate a Mutual Aid Agreement with Tall Cree First Nation.

CARRIED

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

NEXT MEETING DATES: **17. a)** Regular Council Meeting
Tuesday, August 11, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 15-07-532 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 5:53 p.m.

CARRIED

These minutes will be presented to Council for approval on August 11, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | DELEGATION Associated Engineering – Fort Vermilion Water Services Improvement |

BACKGROUND / PROPOSAL:

A motion was made at the July 29, 2015 Regular Council Meeting that administration be authorized to negotiate with Associated Engineering regarding the scope of work for the Fort Vermilion Water Services Improvements and that the engineers be invited to attend a council meeting before the scope of work is finalized.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

Author: A Codispodi Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | CAO Report |

BACKGROUND / PROPOSAL:

The CAO and directors 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 July 2015 be received for information.

Author: A Codispodi Reviewed by: _____ CAO: _____

Mackenzie County

Monthly CAO Report to Council –July 2015

Administration and staff have done a lot of work preparing for the agricultural fair on August 7 & 8. We have a higher number of trade show registrations this year and staff has done a lot of work on promoting the event. The program is slightly different this year as there is no banquet, but we will have many family oriented events and a barn dance. We are expecting a good turnout.

The County has been actively involved in creating awareness of our Regional drought situation. AEP representatives attended the last council meeting to discuss harvesting hay on public lands. Since then, multiple permits were approved (councilors have been receiving copies).

I have been in contact with ATB representatives regarding the property transfer agreement for the old LC ATB property. September 10th has been selected as a date for the official ceremony. We are expecting four representatives from ATB to make the official “handing over the keys”. We were advised that two copies of the agreement signed by ATB have been sent to the County for signing.

The following itinerary is proposed for September 10:

12:00 – 1:00 pm – Lunch at the County’s LC office (ATB, LC Library, MRLB and MC Representatives)

1:00-1:45 pm – Tour of the building and the official ceremony (will be recorded by ATB for their promotional material)

1:45 – 2:30 pm – Tour of the new ATB building (optional)

Administration has been working with Mike Cardinal, Manager of Tall Cree FN on renewing the water and sewer agreement, and discussing a Mutual Aid Agreement for emergency response services.

The county received approval for the Rural Potable Water Infrastructure project under the Build Canada Fund (Small Communities Fund). This project is estimated at \$5.29M, with 2/3 of funding will be coming from the provincial and federal governments. The project involves the following: 1) construction of reservoir/cardlock south of the Hamlet of Fort Vermilion along the existing rural water line; 2) installation of a 150 mm rural water line south-east of the Hamlet of La Crete (15.5 km) and construction of reservoir/cardlock station #2 (with in-line booster) at the end of the line to serve Buffalo Head and Blue Hills communities. We are still waiting for the funding agreement. The agreement will have the terms for granting funds (it is expected that the funds will be granted over a period of years). Administration will be issuing RFP for engineering services for this project shortly.

A meeting had been requested with the Minister of AEP. We will be discussing the Buffalo Head storm water application. I had met with representatives of ARP in Peace River on August 4 and this project was discussed. It is expected that the County undertakes an assessment of the crown parcel of land that is proposed to be used as a retention pond, evaluating the impacts on wetland on this land parcel. Administration requested that AEP approves the Master Drainage Plan as the official conceptual plan and use it as a guideline to assess future drainage applications. They are looking into the process.

We received a preliminary report from Priddle Gibbs adjustors regarding our claim for the La Crete Salt & Sand shed. We have been advised that the shed was not built to the Canada Building code, and was designed to the US code. There are some noted deficiencies in work that were not identified initially because an engineer was not retained when the structure was built. The insurance representatives have advised that the costs of a new cover for the building will be covered by insurance but the costs of

reinforcing this building and bringing it to code will not be covered. A representative from Advance Building Systems had visited the site last week and suggested that it will be more cost effective to dismantle and rebuild the structure. We have not received any cost estimates to reinforce the non-compliant components at this point, and we may be looking for an independent engineer's opinion on dismantling the existing building and pros and cons of each option.

Please review the attached Directors reports and we will be happy to answer your questions.
Respectfully submitted,

Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of July 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 road maintenance. Fort Vermilion crew hauling and placing gravel on roads. Rigged up new pickups |
| Dogs | Ongoing | Completed animal control in Rocky Lane and Fort Vermilion |
| Bylaw | Ongoing | Dealing with vandalism issue on La Crete walking trails Dealing with lot clean up issues in La Crete and Fort Vermilion |
| Emergency/Disaster Service | Ongoing | The County had 3 wildfires out of control and was tracking them closely with forestry to ensure residents and roads weren't effected |
| Health and Safety | Ongoing | Joint Health and Safety meeting July 23 Completed contractor orientations, completed part of the internal audit |
| Peace Officer | Ongoing | Patrolled La Crete two separate weekends in July. Issued 18 tickets and 42 warnings Tickets. \$6421.00 in fines issued |
| Fire Department | July | Fort Vermilion responded to 3 Medical Assists, 1 Fire Alarm La Crete responded to 5 Medical Assists and spent 4 days cleaning/packing up after the sprinklers were released from buffalo head tower forest fire Zama no calls |
| Fire Department Training | Ongoing | Advanced pump operation course and in house training for search and rescue. |
| Zama Public Works | Ongoing | Regular maintenance, landscaped around Fire Hydrants |

Capital Projects

| Projects | Timeline | Comments |
|---|----------|--|
| High Level to Ainsworth Rural Waterline | July | Town of High Level and Mackenzie County waterline is 99% complete. Warranty period to expire this year. |
| July | July | Reapplied for a 2015 grant |
| Gravel Crushing | July | Completed crushing in West La Crete pit. Will complete North Vermilion in August. |
| Zama Shower unit | July | Shower unit is built, and is placed. Waiting for gas to be hooked up. |
| Regraveling Tender | July | Contracts awarded Chateh road graveled in July |
| Gravel Truck with Trailer | July | Purchased a Kenworth truck and belly dump trailer |
| Vehicles | July | Contract was advertised, tender awarded to Northstar Chrysler and units were delivered |
| FV 48 st and 47 Ave Paving | July | Contract awarded to Knelsen Sand & Gravel |
| Rocky Lane Paving | July | Contract awarded to Knelsen Sand & Gravel Beaver First Nation removing the Asphalt and sub excavated the area. Knelson hauled and placed base course |
| Purchase 3 Graders | July | Graders are ordered from Finning One grader arrived |
| Meander River Genetic site road improvements | July | Road upgraded, waiting for ESRD to take over the road |
| Replacement Bridge file culvert 75117 (on Store Rd) | July | Tender awarded to Northern Road Builders Project planned to start in August 2015 |
| Fire Department Radios | July | Radios and Pagers are in place. Radio amplifiers installed and project is complete |
| Fire Department Training yard | July | Training cans purchased (retrofitting started) |
| Water Truck | July | Used water truck purchased |

Personnel Update:

One grader operator position off on long term disability

Other Comments:

There was a break and enter in Zama public work/ Fire Hall. Some small tools and portable fire dept. radios were stolen.

MONTHLY REPORT TO THE CAO

For the month of July 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. No idea when this might start, or if it is an NDP priority. |
| Community Infrastructure Master Plans | Fall 2015 | Several drafts received, some nearly complete, begun offsite levy discussion. |
| North West Bio-Industrial Cluster | Summer 2015 | MARA received \$45,000 grant funding for bio-industrial opportunities study. Findings were presented at the Ag Fair, final report will be completed soon. |
| La Crete & Fort Vermilion Design Guidelines | Fall 2015 | Planning to have the RFP out in August, for project completion by summer 2016. |
| Economic Development Strategy | Fall 2015 | Planning to have the RFP out in August, for project completion by summer 2016. |

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--|-----------|--|
| Community Investment Readiness package | Fall 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 | Contractor has ordered the majority of the signs, some material has arrived. Anticipate installation in a few weeks. |

Personnel Update:

Three summer staff in place, but they will soon be heading back to school.

Other Comments:

The pace of subdivisions and development permits has slowed as the year goes along.

The non-compliant trailer issue in La Crete should be resolved this year, but it's not moving as quickly as I'd hoped.

Business Licensing - We slowly continue to find more businesses operating in the County. We plan to review our business license and hawkers & peddlers bylaws this winter to make sure they're both achieving the desired results. Have started switching the database over to one that is available on our website. The data that's entered is available under the Virtual County Hall link.

The County made a hard push to promote and grow the ag fair this year, which took more resources from my department.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Len Racher – Director of Facilities & Operations (South) |
| Title: | Public Works Committee Meeting Minutes – July 9, 2015 |

BACKGROUND / PROPOSAL:

The adopted minutes of the July 9, 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 July 9, 2015 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: JW

MACKENZIE COUNTY
Public Works Committee Meeting
July 9, 2015
1:00 p.m.
Conference Room
La Crete, AB

MINUTES

PRESENT: Bill Neufeld Reeve
John W. Driedger Councillor
Peter Braun Councillor

ADMINISTRATION: Ron Pelensky Director of Community Services & Operations
Len Racher Director of Facilities & Operations (South)
Jennifer Batt PW Admin Officer
Sylvia Wheeler PW Admin Officer/Recording Secretary

ABSENT: Josh Knelsen Councillor/Chair
Eric Jorgensen Councillor/Vice-Chair
Joulia Whittleton Chief Administrative Officer

CALL TO ORDER: 1. a) Call to Order

Councillor Braun called the meeting to order at 12:58 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION PW-15-07-066 MOVED by Councillor Driedger

That the agenda be adopted with the following additions:

7. a) Waste Hauling Contract Extension

7. b) APWA Conference

CARRIED

MINUTES: 3. a) Adoption of Minutes from May 13, 2015

MOTION PW-15-07-067 MOVED by Reeve Neufeld

That the minutes from May 13, 2015 Public Works Committee be adopted as presented.

CARRIED

NEW BUSINESS: 5. a) Tender – (RFP) Frozen Water Services

MOTION PW-15-07-068 **MOVED** by Reeve Neufeld

That the proposals for the Frozen Water Services Improvements be opened.

CARRIED

| BIDDER | BID PRICE |
|-------------------------------------|--------------------|
| Associated Engineering Alberta Ltd. | \$88,014.40 |
| MPE Engineering Ltd. | \$18,610.00 |

5. b) La Crete Municipal Nursing Association – Partial Road Closure of 105th Street in La Crete

MOTION PW-15-07-069 **MOVED** by Councillor Driedger

That administration engage an engineering firm to do a feasibility study on 105th Street for a cul-de-sac and water and sewer flow

CARRIED

MOTION PW-15-07-070 **MOVED** by Councillor Driedger

The La Crete Municipal Nursing Association be invited to the next Public Works Committee meeting to share more information about their concern.

CARRIED

5. c) Amend – Policy PW009 Dust Control

MOTION PW-15-07-071 **MOVED** by Reeve Neufeld

That the recommendation to Council be to accept the amended Policy PW009 Dust Control.

CARRIED

5. d) Amend – Policy PW004 Winter Road Maintenance

MOTION PW-15-07-072 **MOVED** by Councillor Driedger

That the recommendation to Council be to accept the amended Policy PW004 Winter Road Maintenance.

CARRIED

5. e) Repair Dip in 88 Connector

MOTION PW-15-07-073 MOVED by Councilor Driedger

That the item be received for information.

CARRIED

Councillor Braun recessed the meeting at 1:51 and reconvened at 2:02

5. f) Amend – Policy PW010 Road Protection Agreement

MOTION PW-15-07-074 MOVED by Reeve Neufeld

That the recommendation to Council be to accept the amended Policy PW010 Road Protection Agreement.

CARRIED

5. g) Rescind – Policy PW011 Log Hauls

MOTION PW-15-07-075 MOVED by Councillor Driedger

That the recommendation to Council be to rescind Policy PW011 Log Hauls.

CARRIED

INFORMATION /

CORRESPONDANCE: 6. a) None

ADDITIONS: 7. a) Waste Hauling Contract Extension

MOTION PW-15-07-076 MOVED by Reeve Neufeld

That the Waste Hauling Contract Extension be brought to Council for further discussion decision.

CARRIED

Councillor Braun recessed the meeting at 2:48 and reconvened at 3:04.

NEW BUSINESS: 5. a) Tender – (RFP) Frozen Water Services

MOTION PW-15-07-077 MOVED by Councillor Driedger

That administration request more information from proponents and bring findings back to Council.

CARRIED

ADDITIONS: 7. b) APWA Conference

MOTION PW-15-07-078 MOVED by Reeve Neufeld

That the item be received for information.

CARRIED

NEXT MEETING

DATE: 8. Next meeting – At the call of the Chair

ADJOURNMENT: 9. Adjournment

MOTION PW-15-07-079 MOVED by Councillor Braun

That the Public Works Committee Meeting be adjourned at 3:33 p.m.

CARRIED

These minutes were adopted at the July 29, 2015 meeting.

Josh Knelsen, Chair

**Joulia Whittleton,
Chief Administrative Officer**



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Waste Hauling Contract Extension |

BACKGROUND / PROPOSAL:

Mackenzie County entered into a two year contract with L&P Disposals to haul waste from the County's transfer stations. The contract expired December 31, 2014, and was extended one year expiring December 31, 2015. The contract has an extension clause that it could be renewed for two one-year periods at the discretion of Mackenzie County. Attached is a letter of interest to renew for an additional one year term for the same price from L & P Disposal.

In 2010 the County hired Stantec to review our waste hauling contract and prepare a new tender. In their conclusions they advised the County that the hauling rates were significantly below industry standard.

The request was brought to the Public Works Committee Meeting on July 9, 2015 where the following motion was made:

MOTION PW-15-07-076 **MOVED by** *Reeve Neufeld*

That the Waste Hauling Contract Extension be brought to Council for further discussion decision.

CARRIED

OPTIONS & BENEFITS:

Option 1:

That one year contract extension with L & P Disposal be given for the hauling of the County's transfer station waste.

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

Option 2:

That a request for proposals be issued for a three year transfer station hauling contract.

COSTS & SOURCE OF FUNDING:

The extension of the transfer station hauling contract will not increase the operation budget.

If we choose to retender the contract it may increase or decrease costs to the operation budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

For discussion.

Author: Ron Pelensky Reviewed by: _____ CAO JW

L & P Disposals
Box 179
High Level, Alberta
T0H 1Z0

Ph: 1-780-926-3838
Fax: 1-780-926-3688
planet.recycle@telus.net
11200-93rd st.

Mackenzie County
Fort Vermillion, AB

July 7th 2015

Attention: Joulia Whittleton, Ron Pelensky
All whom it may concern in the Mackenzie County,

In regards to our current contract for the hauling of the Mackenzie County transfer station waste, we L&P Disposals are requesting a contract extension of 1 year. As outlined in our current contract (general conditions) Page 18, Item 5.15 as well as in (supplemental conditions) Page 17, Item 6.18. We make this request for a 1 year extension of the same terms, covenants and conditions as contained in the current contract.

Thank you for your time and consideration of this matter.

Sincerely,



Larry, Pat & Cynthia Bateman



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Len Racher, Director of Facilities & Operations (South) |
| Title: | Second Access Request – Plan 152 1632, Block 5, Lot 5 |

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 tilted 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 the purpose of heavy industrial traffic. Supporting letter is attached.

OPTIONS & BENEFITS:

Option 1: To approve the second access as requested.

Option 2: To deny the second access.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: _____ 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: _____ Reviewed by: _____ CAO: JW



August 4, 2015

Mackenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Attention: Mr. Len Racher, Director of Facilities and Operations (South)

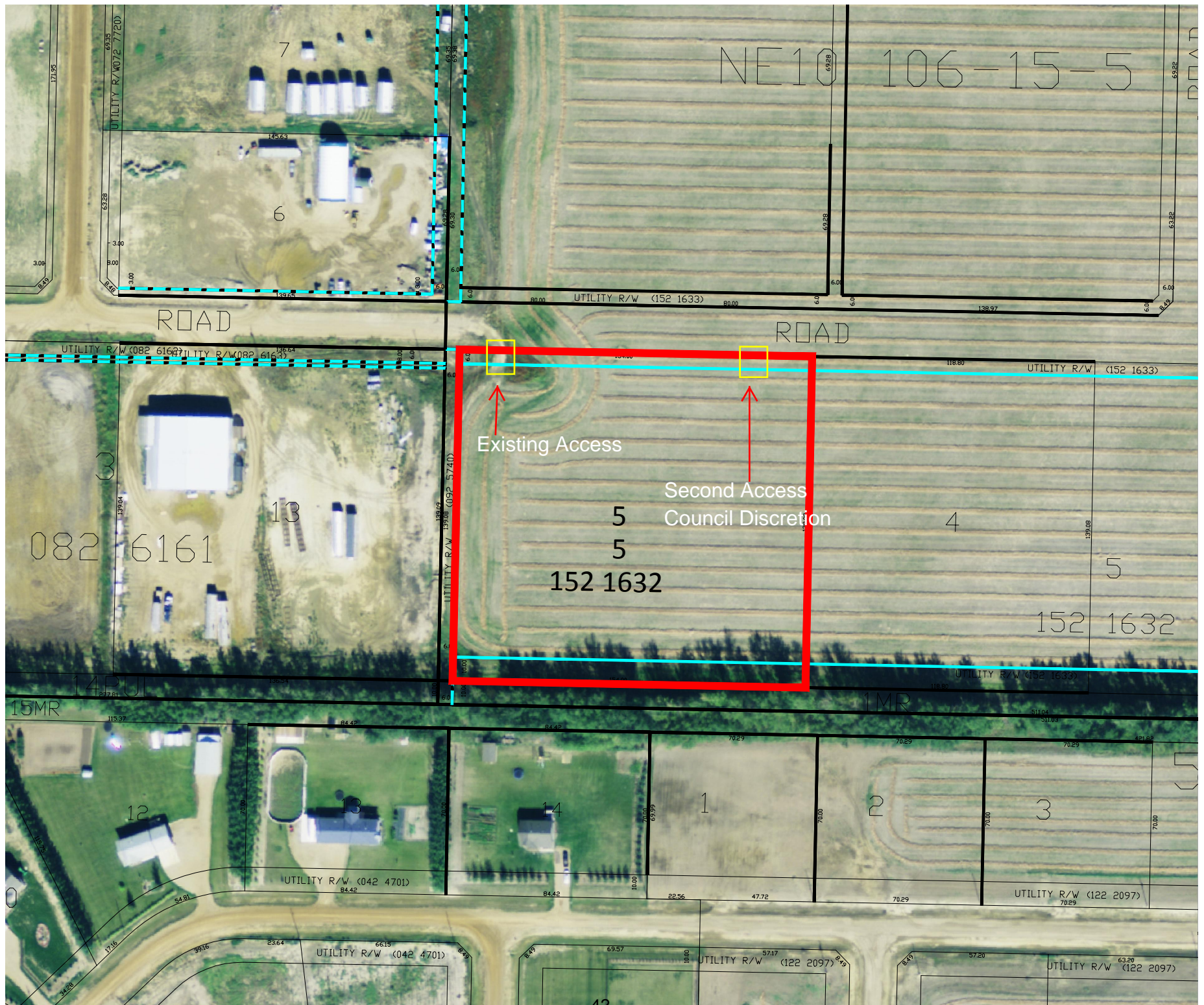
**Re: REQUEST FOR 2nd ACCESS ON LOT 5, BLOCK 5 PLAN 0151632
10401 – 102 AVE (NORTHPOINT INDUSTRIAL SUBDIVISION)**

We are constructing a large shop on the subject property for our trucking and equipment operations. Currently we have one access onto the property but require an additional access for proper access and egress on the property. We would rather have a 2nd access than one wide access that encompasses the entire lot for maintenance and management issues.

Currently working on the property and would request a favorable response at your earliest convenience.

Regards,

Dave Driedger,
Owner / Transport Manager





Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Len Racher - Director of Facilities & Operations (South) |
| Title: | Access – NE 8 106 13 W5M |

BACKGROUND / PROPOSAL:

Administration received an application for an access to a parcel of land off of the 88 Connector.

Applicant plans to be present to address his concerns.

OPTIONS & BENEFITS:

Option 1: To approve the access application as requested.

Option 2: To deny the access.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will inform the applicant of Council decision.

Author: S Wheeler Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: S Wheeler Reviewed by: _____ CAO: JW



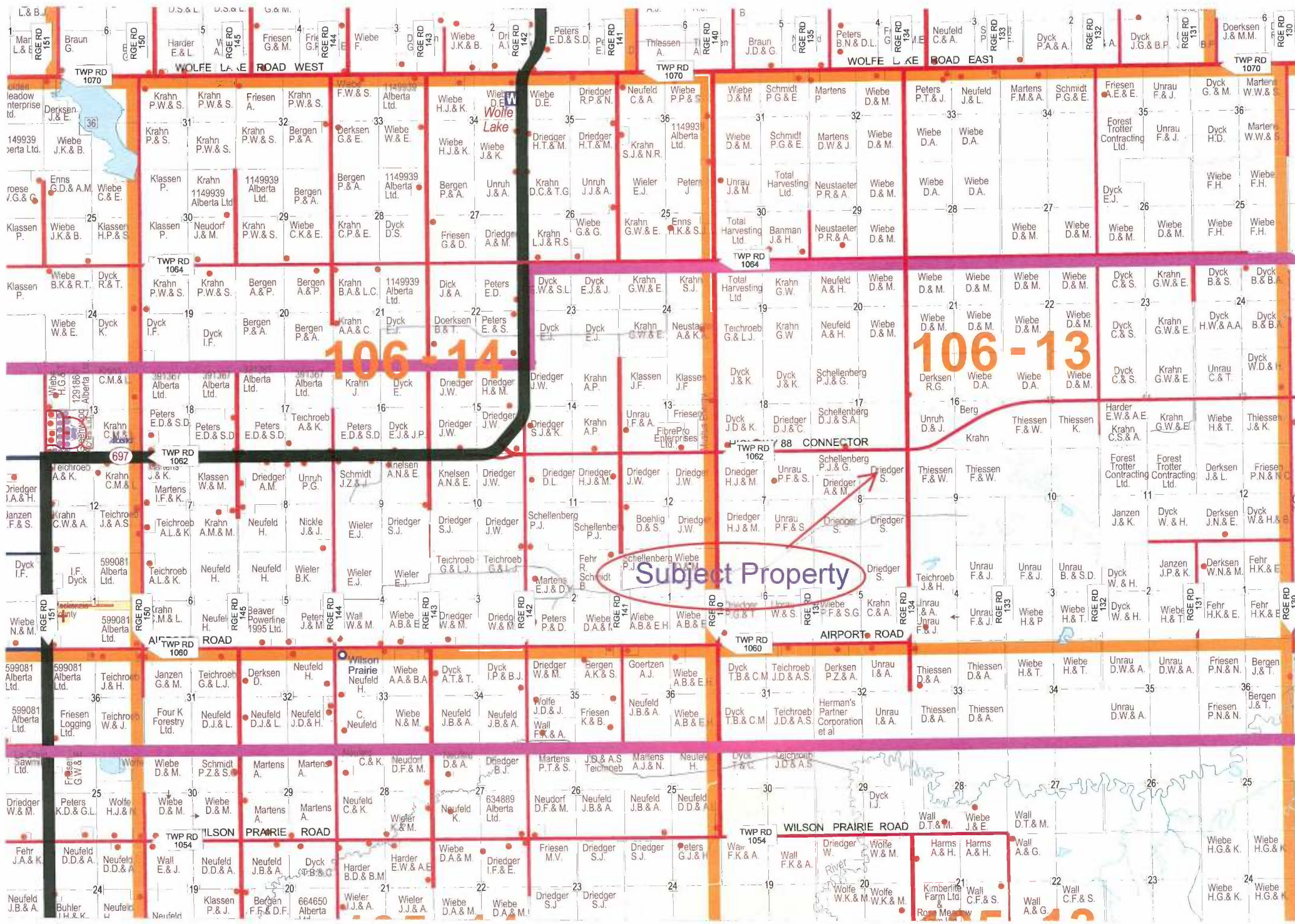
NW8 106-13-5

Access Request #1
Council Discretion

NE8 106-13-5

NE 8 106 13 W5M

122 1834





Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Byron Peters, Director of Planning and Development |
| Title: | Bylaw 9xx-15 to Repeal Bylaw 780-10 – Offsite Levy on Range Road 15-2 |

BACKGROUND / PROPOSAL:

In December 2010 Council approved Bylaw 780-10 being an Off-site Levy Bylaw for the extension and upgrade of Range Road 15-2, south of La Crete Access South to a point 100 meters past the north boundary of Part of SW 35-105-15-W5M (Plan 012 1774, Lot 1).

This Bylaw meant that all the affected landowners as shown on the bylaw map were to pay Mackenzie County a set fee based on acres developed whenever they chose to subdivide their land. All the land within this bylaw is zoned as Country Residential.

At that time, the affected landowners had been notified and consulted with concerning this development of the RV road. It was noted in the RFD to council that the affected land owners prefer an off-site levy bylaw as it allows them to defer payment until they develop their lands. This option results in the County paying for and carrying the construction costs until the off-site levy is collected at the subdivision stage.

Recently it has come to the County's attention that one landowner did complete a subdivision of two 4 acre lots. This offsite levy was not added to the Development Agreement as the current administration was not aware of this particular levy.

On June 22, 2015 Council passed motion 15-06-458 stating:

That administration bring back a Bylaw to repeal Bylaw 780-10 - Offsite Levy on Range Road 15-2 Road Construction and Upgrade (La Crete Rural).

Attached is a copy of the original bylaw, 780-10, along with a new bylaw to repeal it.

Author: BP Reviewed by: _____ CAO: JW

OPTIONS & BENEFITS:

OPTION 1:

The County can uphold the existing bylaw and attempt to collect the funds that were missed when the two 4 acre lots were created. The total amount outstanding is \$3,282.86.

OPTION 2:

Abolish the existing bylaw, and reimburse two landowners that pre-paid their levies at a total of \$31,217.34.

The original intent was to share the cost of the road upgrade between the County and the benefitting landowners. Internal errors means a small portion of the funds to be collected was originally missed, but long term additional funds could be collected to offset the construction costs.

Administration estimates that roughly half of the remaining levy will likely never be recovered due to the slough that encompasses a large portion of the lands. This means that with about one third prepaid, another third could be collected, with the remaining third remaining uncollected until such time that the slough may be drained and developed.

COSTS & SOURCE OF FUNDING:

The cost to reimburse the two landowners that prepaid their portion of the bylaw is \$31,217.34. This would be an unbudgeted expense, and would come out of the general operating reserve - a motion of council is required.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

If required, bylaw 9xx-15 will be advertised in the paper and affected & adjacent landowners will be sent letters.

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

For discussion.

Author: BP **Reviewed by:** _____ **CAO:** JW

BYLAW NO. 9xx-15

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

TO RESCIND OFFSITE LEVY BYLAW 780-10

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the Council must establish by bylaw to rescind offsite levy bylaw 780-10; and

WHEREAS, the municipality will reimburse the landowners that have pre-paid their levies at a total of \$31,217.34.;

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

Purpose

1. The purpose of this bylaw is to rescind the following bylaw:
 - (a) Bylaw 780-10 Offsite Levy
2. This Bylaw shall come into effect upon the third and final reading thereof.

First Reading given on the 11th day of August, 2015.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 780-10

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

**A BYLAW OF THE MACKENZIE COUNTY
FOR THE IMPOSITION OF AN OFFSITE LEVY**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, enables Council by Bylaw to provide for the imposition and payment of an off-site levy in respect of land to be developed or subdivided;

WHEREAS, an off-site levy may be used only to pay for all or part of the capital cost for the construction and upgrade of a road to serve the surrounding lands.

AND WHEREAS, the plans have been prepared and the estimated cost of the road construction and upgrade is \$120,000.00 of which \$70,000.00 will be funded by Mackenzie County and \$50,000.00 will be funded by the landowners of NW 35-105-15-W5M and Part of SW 35-105-15-W5M (Plan 012 1774, Lot 1).

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

1. The Municipality, in its discretion may impose an off-site levy.
2. The off-site levy shall be for the provision of road construction and upgrade at Range Road 15-2 in order to serve the future development identified as Service Area in Schedule "A" and as outlined in Schedule "B" attached hereto.
3. This Bylaw may be cited as "the RV Park Road Construction and Upgrade".
4. The Administration of Mackenzie County may enter into an agreement in respect to payment of the off-site levy with all affected land owners.
5. When a subdivision is requested and an application is submitted, the agreement as per Article 3 of this bylaw shall form a part of the Development Agreement. The off-site levy payment shall be made prior to registration of the subdivision.
6. The off-site levy charges for this project shall be \$377.34 per acre.
7. The off-site levy was calculated as follows:

Total County cost of \$70,000.00 divided by 185.51 acres equals \$377.34 per acre to cover the costs of the road construction and upgrade.

8. This bylaw comes into force at the beginning of the day of third and final reading thereof.

READ a first time this 29th day of September, 2010.

READ a second time this 9th day of November , 2010.

READ a third time and finally passed this _____day of _____, 2010.

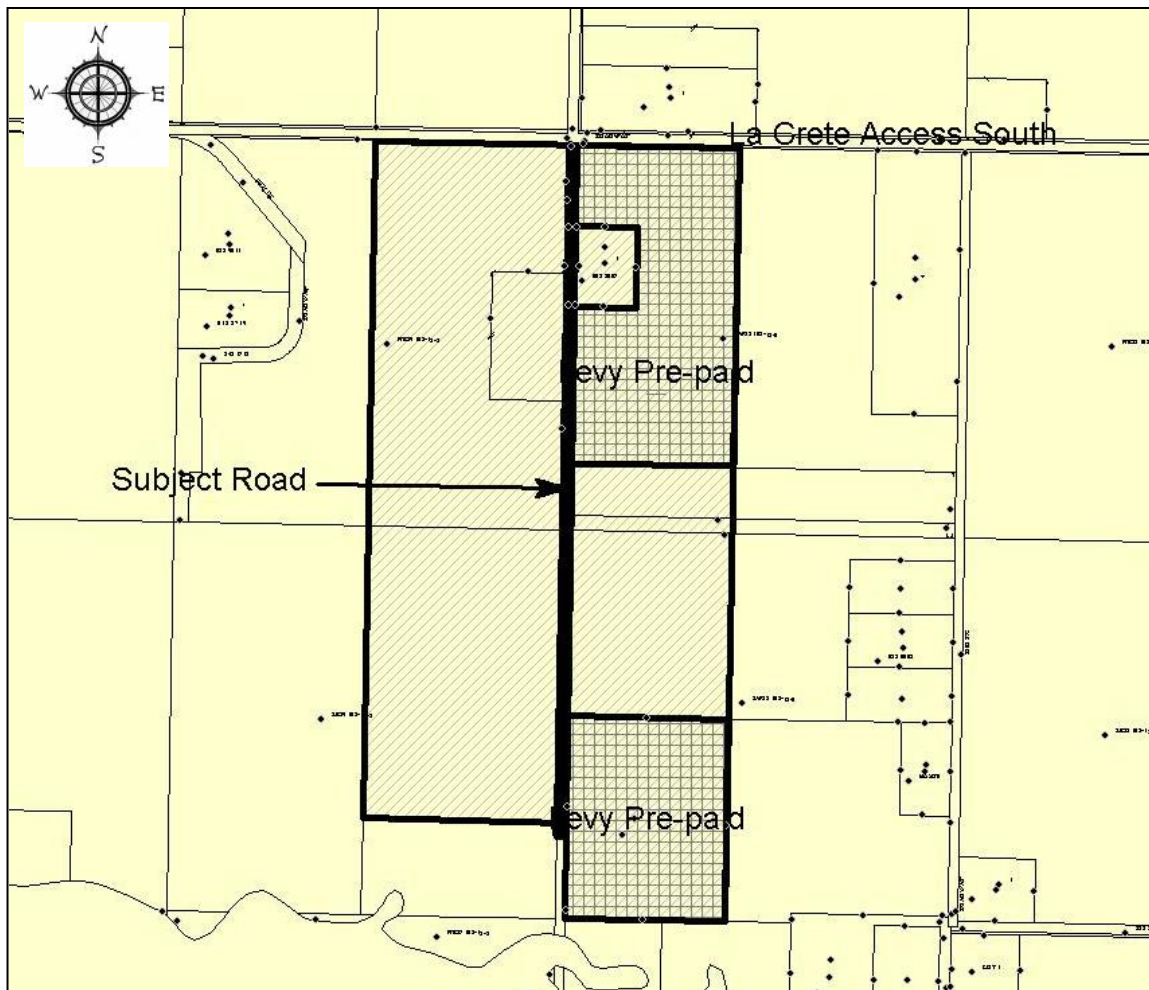
Bill Neufeld
Reeve

William Kostiw
Chief Administrative Officer

BYLAW NO. 780-10

SCHEDULE "A"

1. The off-site levy shall be imposed on the residential parcels according to the Service Area as follows:



BYLAW NO. 780-10

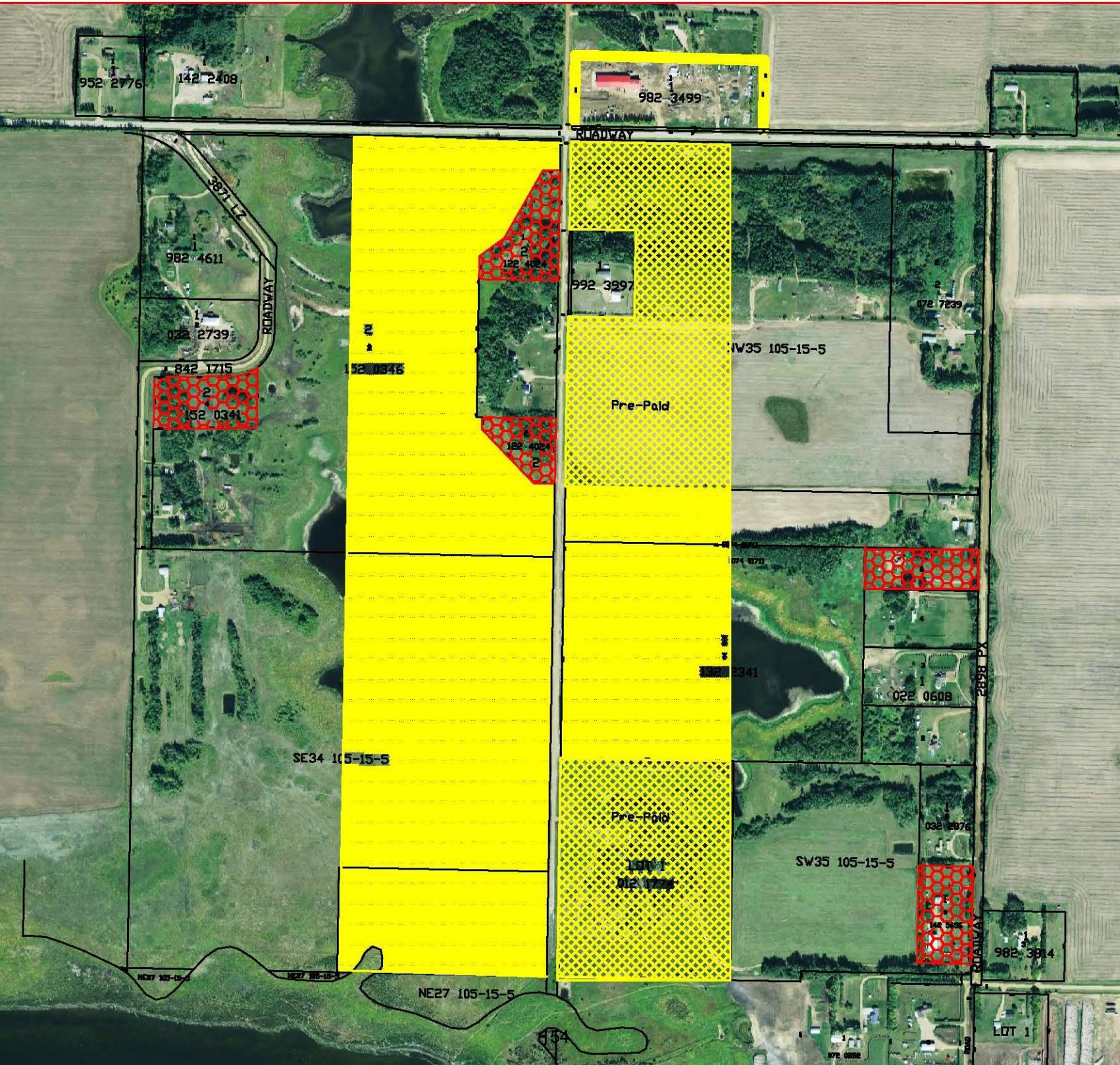
SCHEDULE "B"

2. That the off site levy be imposed on the following areas:

| Land Location | Serviceable Acres |
|---|--------------------------|
| NE 34-105-15-W5M | 68.1 |
| SE 34-105-15-W5M | 59.84 |
| NW 35-105-15-W5M (PREPAID) | 48.26 |
| Part of NW 35-105-15-W5M | 8.69 |
| Part of NW 35-105-15-W5M | 2.39 |
| Part of SW 35-105-15-W5M | 31.46 |
| Part of SW 35-105-15-W5M (Plan 012 1774, Lot 1) (PREPAID) | 34.47 |
| Part of NE 34-105-15-W5M | 9.96 |
| Part of NW 35-105-15-W5M (Plan 992 3997, Block 1, Lot 1) | 5.07 |
| | |
| TOTAL | 268.24 acres |
| | |
| TOTAL MINUS PREPAID ACRES | 185.51 acres |

Yellow area is Bylaw 780-10

Red areas are the recent Subdivisions since Bylaw 780-10





Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Bylaw 999-15 Fee Schedule Bylaw |

BACKGROUND / PROPOSAL:

We are currently in the process of implementing one utility account for multiple water cards. According to our existing Fee Schedule Bylaw, water cardlock users make the deposits per card. In the Finance Committee meeting on July 31, 2015, the Finance Committee recommended a change to the Fee Schedule Bylaw to charge the deposit per customer.

OPTIONS & BENEFITS:

The benefit of allowing one deposit per customer is to improve Mackenzie County's utility cardlock service and increase customer satisfaction.

Please review the attached documents with the proposed changes being highlighted.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

If approved by council, this change will be highlighted in the next issue of the County Image.

Author: _____ Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 999-15 being the Fee Schedule Bylaw for Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 999-15 being the Fee Schedule Bylaw for Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 999-15 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 999-15 being the Fee Schedule Bylaw for Mackenzie County.

Author: _____ Reviewed by: _____ CAO: JW

BYLAW NO. 997-15 999-15

**BEING A BYLAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO ESTABLISH A FEE SCHEDULE FOR SERVICES**

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw.

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

1. SHORT TITLE

This bylaw may be cited as the “Fee Schedule Bylaw”

2. That the fees for services be approved as follows:

ADMINISTRATION

| Item | Amount | GST |
|--|---|------------|
| Photocopying | \$0.25/sheet | Applicable |
| Laminating (up to 11 x 17") | \$10.00 per page | Applicable |
| Tax Certificates | \$25.00 | N/A |
| Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing) | \$25.00/per request | Applicable |
| Compliance Certificates | \$50.00 | N/A |
| Land Titles | As per Alberta Government rates in force at the time of the request plus 25% for administration | Applicable |
| County Ownership Maps 42" bond paper 50"-60" photo paper | \$25.00 \$90.00 | Applicable |
| County Ownership Map Booklet –Laminated Individual Pages - Laminated | \$50.00 \$10.00 | Applicable |
| Hamlet Maps Not laminated Laminated | \$10.00 \$40.00 | Applicable |

ADMINISTRATION CONT'D

| Item | Amount | GST |
|--|---|------------|
| Aerial Photos & Customized Prints | Size 8.5 x 11 to 11 x 17": black & white - \$5.00 color - \$10.00; Size over 11 x 17 up to 30 x 41.5" black & white - \$50.00 color - \$100.00 | Applicable |
| Boardroom Rental (no charge to non-profit community groups) | \$50.00/day | Applicable |
| Council or other Board Minutes | \$5.00/set | Applicable |

APPEAL FEES

Agricultural Appeal Board

| Relevant Act | Amount | GST |
|------------------------|----------|-----|
| Weed Control Act | \$500.00 | N/A |
| Soil Conservation Act | \$50.00 | N/A |
| Agricultural Pests Act | \$100.00 | N/A |

Note: The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

RELEASE OF INFORMATION (FOIPP REQUESTS)

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

BUSINESS LICENSES

| Item | Amount | GST |
|---|---------------|------------|
| Fees: | | |
| Annual Business License (ABL) – Business Commencement until March 1 st – Mandatory | \$0.00 | N/A |
| ABL – Subsequent Years – Mandatory | \$50.00 | N/A |
| ABL – Amendment | \$25.00 | N/A |
| ABL – Replacement | \$25.00 | N/A |
| Penalties: | | |
| No ABL (false information, etc.) – 1 st Offence | \$250.00 | N/A |
| No ABL (false information, etc.) – 2 nd Offence | \$500.00 | N/A |
| Failure to Comply with ABL – 1 st Offence | \$250.00 | N/A |
| Failure to Comply with ABL – 2 nd Offence | \$500.00 | N/A |
| Failure to Display ABL | \$50.00 | N/A |

DEVELOPMENT

| Item | Amount | GST |
|--|---|------------|
| Area Structure Plan | \$25.00 Hard Copy | Applicable |
| Municipal Development Plan | \$50.00 Hard Copy | Applicable |
| Land Use Bylaw | \$50.00 Hard Copy | Applicable |
| General Municipal Standards Manual | \$50.00 Hard Copy | Applicable |
| File Search | \$50.00 | Applicable |
| Written Zoning Confirmation Request | \$25.00 Per Lot | Applicable |
| Compliance Request – Residential | \$50.00 Per Lot | Applicable |
| Compliance Request – Commercial/Industrial | \$75.00 Per Lot | Applicable |
| Revised Letter of Compliance (within 3 months) | 50% of Full Price | Applicable |
| Rush Compliance Request (1-3 Business Days) | Double Listed Price | Applicable |
| Municipal Development Plan Amendment | \$2,000.00 | N/A |
| Area Structure Plan Amendment | \$2,000.00 | N/A |
| Land Use Bylaw Amendment | \$700.00 | N/A |
| Land Use Bylaw Rezoning | \$400.00 | N/A |
| Road Closure Bylaw | \$400.00 | N/A |
| Bylaw Amendment Advertising & Notification Cost | Invoice According to Cost + 5% Administration Fee | Applicable |
| Development Permit - Other than Commercial or Industrial – Permitted Use | \$50.00 | N/A |
| Development Permit - Other than Commercial or Industrial – Permitted Use with Variance | \$90.00 | N/A |
| Development Permit - Other than Commercial or Industrial – Discretionary Use | \$90.00 | N/A |
| Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance | \$90.00 | N/A |
| Development Permit – Commercial and Industrial – Permitted Use | \$100.00 | N/A |

DEVELOPMENT CONT'D

| Item | Amount | GST |
|--|---|------------|
| Development Permit – Commercial and Industrial – Permitted Use with Variance | \$150.00 | N/A |
| Development Permit – Commercial and Industrial – Discretionary Use | \$150.00 | N/A |
| Development Permit – Commercial and Industrial – Discretionary Use with Variance | \$150.00 | N/A |
| Development Permit after Legal Counsel Intervention | Permit Cost Plus Legal Fee Cost | NA |
| Development Permit Time Extension | \$50.00 | N/A |
| Development Prior to Development Permit Issuance | 1 st Offence - \$250.00 Fine 2 nd Offence - \$500.00 Fine 3 rd Offence - \$1,000.00 Fine | N/A |
| Subdivision and Development Appeal (refundable if appeal is successful) | \$250.00 | N/A |
| Subdivision Revision/Re-Advertising Fee | \$250.00 | N/A |
| Subdivision Time Extension (Single Lot) | \$250.00 | N/A |
| Subdivision Time Extension (Multi-Lot) | \$500.00 | N/A |
| Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC) | \$700 + \$200/lot created | N/A |
| Rural Addressing Sign – required only after initial Rural Addressing Project is complete (required for all new rural yardsites, either at time of Subdivision or Development Permit approval, whichever occurs first) | \$70.00 | Applicable |

Note: Stop Orders will be issued and delivered to the site and/or the individual(s) conducting unauthorized development requiring all construction to cease immediately and to remain ceased until such time as the necessary Development Permit has been applied for and approved.

SAFETY CODES FEES

BUILDING PERMIT FEES

| RESIDENTIAL | HOMEOWNER | CONTRACTOR |
|---|------------------|-------------------|
| Main Floor (basement included) | \$0.65/sq ft | \$0.55/sq ft |
| Additional Storey's | \$0.40/sq ft | \$0.30/sq ft |
| Garages (Attached/Detached)/Sheds (over 200 sq ft) | \$0.40 sq/ft | \$0.30/sq ft |
| Additions | \$0.50/sq ft | \$0.40/sq ft |
| Relocation of a Building on a Basement or Crawlspace | \$0.60/sq ft | \$0.50/sq ft |
| Placement of House/Modular/Mobile Home/Garage/Addition only | \$175.00 | \$150.00 |
| Major Renovations (Any Structural Change) | \$0.50/sq ft | \$0.40 sq ft |

| | | |
|---|----------|----------|
| Fireplaces/Wood Burning Appliances | \$175.00 | \$150.00 |
| Decks (Greater Than 2 Feet Above Grade) | \$175.00 | \$150.00 |
| Minimum Residential Building Permit Fee | \$175.00 | \$150.00 |

| COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL |
|---|
| \$6.00 per \$1,000 of project value |
| Minimum fee is \$300.00 |
| Notes: 1. Project value is based on the actual cost of material and labour. 2. Verification of cost may be requested prior to permit issuance. |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

ELECTRICAL PERMIT FEES

| RESIDENTIAL INSTALLATIONS | | |
|---|------------------|-------------------|
| Square footage of area to be wired | HOMEOWNER | CONTRACTOR |
| Up to 1200 | \$218.50 | \$184.00 |
| 1201 to 1500 | \$287.50 | \$218.50 |
| 1501 to 2000 | \$327.75 | \$276.00 |
| 2001 to 2500 | \$362.25 | \$299.00 |
| 2501 to 3000 | \$391.00 | \$322.00 |
| 3001 to 3500 | \$419.75 | \$345.00 |
| 3501 to 4000 | \$437.00 | \$368.00 |
| 4001 to 5000 | \$460.00 | \$402.50 |

| DESCRIPTION | HOMEOWNER | CONTRACTOR |
|---|---------------------|-------------------|
| Mobile/Modular Home Connection only | \$115.00 | \$86.25 |
| Temporary and Underground Services (125 amps or less) | Contractor Required | \$86.25 |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

| OTHER THAN NEW RESIDENTIAL | | |
|-----------------------------------|------------------|-------------------|
| INSTALLATION COST | HOMEOWNER | CONTRACTOR |
| \$0 – 300 | \$97.75 | \$86.25 |
| \$301 – 500 | \$109.25 | \$97.75 |
| \$501 – 1,000 | \$120.75 | \$109.25 |
| \$1,001 – 1500 | \$132.25 | \$120.75 |
| \$1,501 – 2,000 | \$143.75 | \$132.25 |
| \$2,001 – 2,500 | \$155.25 | \$138.00 |
| \$2,501 – 3,000 | \$161.00 | \$143.75 |
| \$3,001 – 3,500 | \$169.05 | \$149.50 |

SAFETY CODES FEES CONT'D

| INSTALLATION COST | HOMEOWNER | CONTRACTOR |
|--------------------------|---------------------|-------------------|
| \$3,501 – 4,000 | \$179.40 | \$155.25 |
| \$4,001 – 4,500 | \$198.95 | \$165.60 |
| \$4,501 – 5,000 | \$203.55 | \$170.20 |
| \$5,001 – 5,500 | \$219.65 | \$182.85 |
| \$5,501 – 6,000 | \$230.00 | \$192.05 |
| \$6,001 – 6,500 | \$238.05 | \$198.95 |
| \$6,501 – 7,000 | \$248.40 | \$207.00 |
| \$7,001 – 7,500 | \$258.75 | \$216.20 |
| \$7,501 – 8,000 | \$269.10 | \$224.25 |
| \$8,001 – 8,500 | \$278.30 | \$232.30 |
| \$8,501 – 9,000 | \$288.65 | \$240.35 |
| \$9,001 – 9,500 | \$299.00 | \$249.55 |
| \$9,501 – 10,000 | \$309.35 | \$257.60 |
| \$10,001 – 11,000 | \$317.40 | \$264.50 |
| \$11,001 – 12,000 | \$327.75 | \$273.70 |
| \$12,001 – 13,000 | \$338.10 | \$281.75 |
| \$13,001 – 14,000 | \$348.45 | \$290.95 |
| \$14,001 – 15,000 | \$357.65 | \$297.85 |
| \$15,001 – 16,000 | \$378.35 | \$304.75 |
| \$16,001 – 17,000 | \$388.70 | \$315.10 |
| \$17,001 – 18,000 | \$396.75 | \$324.30 |
| \$18,001 – 19,000 | \$407.10 | \$331.20 |
| \$19,001 – 20,000 | \$419.75 | \$339.25 |
| \$20,001 – 21,000 | Contractor required | \$348.45 |
| \$21,001 – 22,000 | Contractor required | \$350.75 |
| \$22,001 – 23,000 | Contractor required | \$359.95 |
| \$23,001 – 24,000 | Contractor required | \$368.00 |
| \$24,001 – 25,000 | Contractor required | \$377.20 |

SAFETY CODES FEES CONT'D

| INSTALLATION COST | HOMEOWNER | CONTRACTOR |
|--------------------------|---------------------|-------------------|
| \$25,001 – 26,000 | Contractor required | \$384.10 |
| \$26,001 – 27,000 | Contractor required | \$393.30 |
| \$27,001 – 28,000 | Contractor required | \$401.35 |
| \$28,001 – 29,000 | Contractor required | \$410.55 |
| \$29,001 – 30,000 | Contractor required | \$417.45 |
| \$30,001 – 31,000 | Contractor required | \$424.35 |
| \$31,001 – 32,000 | Contractor required | \$430.10 |
| \$32,001 – 33,000 | Contractor required | \$437.00 |
| \$33,001 – 34,000 | Contractor required | \$445.05 |
| \$34,001 – 35,000 | Contractor required | \$450.80 |
| \$35,001 – 36,000 | Contractor required | \$457.70 |
| \$36,001 – 37,000 | Contractor required | \$463.45 |
| \$37,001 – 38,000 | Contractor required | \$470.35 |
| \$38,001 – 39,000 | Contractor required | \$477.25 |
| \$39,001 – 40,000 | Contractor required | \$483.00 |
| \$40,001 – 41,000 | Contractor required | \$491.05 |
| \$41,001 – 42,000 | Contractor required | \$496.80 |
| \$42,001 – 43,000 | Contractor required | \$503.70 |
| \$43,001 – 44,000 | Contractor required | \$510.60 |
| \$44,001 – 45,000 | Contractor required | \$516.35 |
| \$45,001 – 46,000 | Contractor required | \$523.25 |
| \$46,001 – 47,000 | Contractor required | \$529.00 |
| \$47,001 – 48,000 | Contractor required | \$537.05 |
| \$48,001 – 49,000 | Contractor required | \$543.95 |
| \$49,001 – 50,000 | Contractor required | \$549.70 |
| \$50,001 – 60,000 | Contractor required | \$608.35 |
| \$61,001 – 70,000 | Contractor required | \$675.05 |
| \$70,001 – 80,000 | Contractor required | \$740.60 |

SAFETY CODES FEES CONT'D

| INSTALLATION COST | HOMEOWNER | CONTRACTOR |
|--------------------------|---------------------|-------------------|
| \$80,001 – 90,000 | Contractor required | \$807.30 |
| \$90,001 – 100,000 | Contractor required | \$872.85 |
| \$100,001 – 110,000 | Contractor required | \$906.20 |
| \$110,001 – 120,000 | Contractor required | \$954.50 |
| \$120,001 – 130,000 | Contractor required | \$1,005.10 |
| \$130,001 – 140,000 | Contractor required | \$1,054.55 |
| \$140,001 – 150,000 | Contractor required | \$1,104.00 |
| \$150,001 – 160,000 | Contractor required | \$1,153.45 |
| \$160,001 – 170,000 | Contractor required | \$1,204.05 |
| \$170,001 – 180,000 | Contractor required | \$1,252.35 |
| \$180,001 – 190,000 | Contractor required | \$1,302.95 |
| \$190,001 – 200,000 | Contractor required | \$1,351.25 |
| \$200,001 – 210,000 | Contractor required | \$1,385.75 |
| \$210,001 – 220,000 | Contractor required | \$1,451.30 |
| \$220,001 – 230,000 | Contractor required | \$1,500.75 |
| \$230,001 – 240,000 | Contractor required | \$1,550.20 |
| \$240,001 – 250,000 | Contractor required | \$1,600.80 |
| \$250,001 – 300,000 | Contractor required | \$1,748.00 |
| \$300,001 – 350,000 | Contractor required | \$1,913.60 |
| \$350,001 – 400,000 | Contractor required | \$2,079.20 |
| \$400,001 – 450,000 | Contractor required | \$2,244.80 |
| \$450,001 – 500,000 | Contractor required | \$2,409.25 |
| \$500,001 – 550,000 | Contractor required | \$2,574.85 |
| \$550,001 – 600,000 | Contractor required | \$2,740.45 |
| \$600,001 – 650,000 | Contractor required | \$2,906.05 |
| \$650,001 – 700,000 | Contractor required | \$3,070.50 |
| \$700,001 – 750,000 | Contractor required | \$3,236.10 |
| \$750,001 – 800,000 | Contractor required | \$3,401.70 |

SAFETY CODES FEES CONT'D

| INSTALLATION COST | HOMEOWNER | CONTRACTOR |
|-----------------------|---------------------|------------|
| \$800,001 – 850,000 | Contractor required | \$3,567.30 |
| \$850,001 – 900,000 | Contractor required | \$3,731.75 |
| \$900,001 – 950,000 | Contractor required | \$3,897.35 |
| \$950,001 – 1,000,000 | Contractor required | \$4,062.95 |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

ANNUAL ELECTRICAL PERMIT PROCESS

An Annual Electrical Permit may be issued to an establishment that employs a full time qualified Electrician or hires an electrical contractor to perform minor electrical upgrades or renovations (an electrical project value of less than \$10,000.00) on the premises identified on the permit application. Installations over \$10,000.00 in job value require a separate electrical permit.

The establishment shall maintain a current and accurate two-year record of all electrical upgrades or renovations and shall make it available to Mackenzie County upon request. The establishment is responsible for the electrical work required to satisfactorily complete the electrical installation covered by the permit.

A single Annual Electrical Permit may be issued to cover all minor electrical upgrades or renovations performed during a full calendar year or for a lesser period of time when required. The permit fee shall be based on a full calendar year.

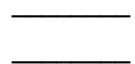
| ANNUAL ELECTRICAL PERMIT FEES | |
|-------------------------------|--|
| Rating of Establishment (KVA) | Fee |
| 100 or less | \$345.00 |
| 101 to 2,500 | \$345.00 plus \$15.00 per 100 KVA over 100 KVA |
| 2,501 to 5,000 | \$759.00 plus \$12.00 per 100 KVA over 2,500 KVA |
| 5,001 to 10,000 | \$1,104.00 plus \$9.00 per 100 KVA over 5,000 KVA |
| 10,001 to 20,000 | \$1,621.50 plus \$6.00 per 100 KVA over 10,000 KVA |
| Over 20,000 | \$2,311.50 plus 3.00 per 100 KVA over 20,000 KVA |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

| GAS PERMIT FEES | | |
|---------------------------------------|------------------|-------------------|
| RESIDENTIAL INSTALLATIONS | | |
| Number of Outlets | HOMEOWNER | CONTRACTOR |
| 1 | \$97.75 | \$86.25 |
| 2 | \$120.75 | \$97.75 |
| 3 | \$143.75 | \$120.75 |
| 4 | \$179.40 | \$149.50 |
| 5 | \$224.25 | \$187.45 |
| 6 | \$247.25 | \$205.85 |
| 7 | \$269.10 | \$224.25 |
| 8 | \$289.80 | \$241.50 |
| 9 | \$313.95 | \$262.20 |
| 10 | \$336.95 | \$280.60 |
| 11 | \$350.75 | \$292.10 |
| 12 | \$365.70 | \$304.75 |
| 13 | \$379.50 | \$316.25 |
| 14 | \$395.60 | \$330.05 |
| 15 | \$409.40 | \$341.55 |
| 16 | \$426.65 | \$355.35 |
| 17 | \$440.45 | \$366.85 |
| 18 | \$455.40 | \$379.50 |
| 19 | \$469.20 | \$391.00 |
| 20 | \$485.30 | \$404.80 |
| Add \$15.00 per outlet over 20 | | |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



SAFETY CODES FEES CONT'D

GAS PERMIT FEES

| RESIDENTIAL PROPANE TANK SET | HOMEOWNER | CONTRACTOR |
|-------------------------------------|------------------|-------------------|
| Propane Tank Set | \$103.50 | \$86.25 |
| Additional Propane Tanks | \$15.00/tank | \$15.00/per tank |
| Temporary Heat | \$115.00 | \$86.25 |

| | | |
|-------------|---------------------|----------|
| Grain Dryer | Contractor Required | \$287.50 |
|-------------|---------------------|----------|

| NON- RESIDENTIAL PROPANE TANK SET | HOMEOWNER | CONTRACTOR |
|--|---------------------|-------------------|
| Propane Tank Set | Contractor Required | \$86.25 |
| Additional Propane Tanks | Contractor Required | \$15.00/per tank |
| Gas/Propane Cylinder Refill Center | Contractor Required | \$172.50 |

| REPLACEMENT OF NON-RESIDENTIAL APPLIANCES | FEE |
|--|------------|
| First Appliance Add \$15.00 for each additional appliance | \$80.50 |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

| GAS PERMIT FEES | | |
|--|---------------------|-------------------|
| NON-RESIDENTIAL INSTALLATIONS | | |
| BTU Input | HOMEOWNER | CONTRACTOR |
| 0-100,000 | Contractor Required | \$86.25 |
| 100,001-110,000 | Contractor Required | \$97.75 |
| 110,001-120,000 | Contractor Required | \$109.25 |
| 120,001-130,000 | Contractor Required | \$143.75 |
| 130,001-140,000 | Contractor Required | \$155.25 |
| 140,001-150,000 | Contractor Required | \$166.75 |
| 150,001-170,000 | Contractor Required | \$172.50 |
| 170,001-190,000 | Contractor Required | \$178.25 |
| 190,001-210,000 | Contractor Required | \$184.00 |
| 210,001-230,000 | Contractor Required | \$189.75 |
| 230,001-250,000 | Contractor Required | \$195.50 |
| 250,001-300,000 | Contractor Required | \$201.25 |
| 300,001-350,000 | Contractor Required | \$207.00 |
| 350,001-400,000 | Contractor Required | \$218.50 |
| 400,001-450,000 | Contractor Required | \$224.25 |
| 450,001-500,000 | Contractor Required | \$230.00 |
| 500,001-550,000 | Contractor Required | \$235.75 |
| 550,001-600,000 | Contractor Required | \$241.50 |
| 600,001-650,000 | Contractor Required | \$253.00 |
| 650,001-700,000 | Contractor Required | \$264.50 |
| 700,001-750,000 | Contractor Required | \$276.00 |
| 750,001-800,000 | Contractor Required | \$287.50 |
| 800,001-850,000 | Contractor Required | \$299.00 |
| 850,001-900,000 | Contractor Required | \$310.50 |
| 900,001-950,000 | Contractor Required | \$322.00 |
| 950,001-1,000,000 | Contractor Required | \$333.50 |
| Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU | | |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

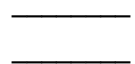
SAFETY CODES FEES CONT'D

GAS PERMIT FEES

| NON-RESIDENTIAL INSTALLATIONS | | |
|--------------------------------------|---------------------|---|
| TEMPORARY HEAT | | |
| BTU Input | OWNER | CONTRACTOR |
| 0 to 250,000 | Contractor Required | \$86.25 |
| 250,001 to 500,000 | Contractor Required | \$143.75 |
| Over 500,000 | Contractor Required | \$143.75 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

| REPLACEMENT GAS APPLIANCES | | |
|-----------------------------------|---------------------|--|
| BTU Input | OWNER | CONTRACTOR |
| 0 to 400,000 | Contractor Required | \$92.00 |
| 400,001 to 1,000,000 | Contractor Required | \$172.50 |
| Over 1,000,000 | Contractor Required | \$172.50 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU |



SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

| RESIDENTIAL INSTALLATIONS | | |
|--|------------------|---------------------|
| Number of Fixtures | HOMEOWNER | CONTRACTOR |
| 1 | \$97.75 | See contractor fees |
| 2 | \$109.25 | See contractor fees |
| 3 | \$120.75 | See contractor fees |
| 4 | \$132.25 | See contractor fees |
| 5 | \$143.75 | See contractor fees |
| 6 | \$155.25 | See contractor fees |
| 7 | \$161.00 | See contractor fees |
| 8 | \$171.35 | See contractor fees |
| 9 | \$188.60 | See contractor fees |
| 10 | \$202.40 | See contractor fees |
| 11 | \$213.90 | See contractor fees |
| 12 | \$224.25 | See contractor fees |
| 13 | \$234.60 | See contractor fees |
| 14 | \$247.25 | See contractor fees |
| 15 | \$257.60 | See contractor fees |
| 16 | \$269.10 | See contractor fees |
| 17 | \$281.75 | See contractor fees |
| 18 | \$289.80 | See contractor fees |
| 19 | \$302.45 | See contractor fees |
| 20 | \$313.95 | See contractor fees |
| Add \$8.00 for each fixture over 20 | | |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

| Number of Fixtures | CONTRACTOR |
|--------------------|------------|
| 1 | \$86.25 |
| 2 | \$97.75 |
| 3 | \$103.50 |
| 4 | \$109.25 |
| 5 | \$120.75 |
| 6 | \$126.50 |
| 7 | \$132.25 |
| 8 | \$142.60 |
| 9 | \$157.55 |
| 10 | \$169.05 |
| 11 | \$178.25 |
| 12 | \$187.45 |
| 13 | \$195.50 |
| 14 | \$205.85 |
| 15 | \$215.05 |
| 16 | \$224.25 |
| 17 | \$234.60 |
| 18 | \$241.50 |
| 19 | \$251.85 |
| 20 | \$262.20 |
| 21 | \$269.10 |
| 22 | \$278.30 |
| 23 | \$285.20 |
| 24 | \$292.10 |
| 25 | \$301.30 |

| Number of Fixtures | CONTRACTOR |
|--------------------|------------|
| 26 | \$308.20 |
| 27 | \$315.10 |
| 28 | \$324.30 |
| 29 | \$331.20 |
| 30 | \$338.10 |
| 31 | \$347.30 |
| 32 | \$355.35 |
| 33 | \$361.10 |
| 34 | \$370.30 |
| 35 | \$378.35 |
| 36 | \$385.25 |
| 37 | \$393.30 |
| 38 | \$401.35 |
| 39 | \$410.35 |
| 40 | \$416.30 |
| 41 | \$424.35 |
| 42 | \$433.55 |
| 43 | \$439.30 |
| 44 | \$447.35 |
| 45 | \$456.55 |
| 46 | \$462.30 |
| 47 | \$470.35 |
| 48 | \$479.55 |
| 49 | \$485.30 |
| 50 | \$493.35 |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

| Number of Fixtures | CONTRACTOR |
|--------------------|------------|
| 51 | \$500.25 |
| 52 | \$506.00 |
| 53 | \$511.75 |
| 54 | \$517.50 |
| 55 | \$525.55 |
| 56 | \$532.45 |
| 57 | \$537.05 |
| 58 | \$543.95 |
| 59 | \$549.70 |
| 60 | \$556.60 |
| 61 | \$561.20 |
| 62 | \$568.10 |
| 63 | \$575.00 |
| 64 | \$580.75 |
| 65 | \$586.50 |
| 66 | \$592.25 |
| 67 | \$600.30 |
| 68 | \$606.05 |
| 69 | \$611.80 |
| 70 | \$617.55 |
| 71 | \$624.45 |
| 72 | \$631.35 |
| 73 | \$635.95 |
| 74 | \$642.85 |
| 75 | \$648.60 |

| Number of Fixtures | CONTRACTOR |
|--------------------|------------|
| 76 | \$655.50 |
| 77 | \$660.10 |
| 78 | \$667.00 |
| 79 | \$675.05 |
| 80 | \$680.80 |
| 81 | \$683.10 |
| 82 | \$686.55 |
| 83 | \$688.85 |
| 84 | \$692.30 |
| 85 | \$694.60 |
| 86 | \$699.20 |
| 87 | \$701.50 |
| 88 | \$704.95 |
| 89 | \$709.55 |
| 90 | \$710.70 |
| 91 | \$713.00 |
| 92 | \$716.45 |
| 93 | \$721.05 |
| 94 | \$723.35 |
| 95 | \$726.80 |
| 96 | \$730.25 |
| 97 | \$733.70 |
| 98 | \$734.85 |
| 99 | \$738.30 |
| 100 | \$741.75 |

Add \$1.00 for each fixture over 100

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PRIVATE SEWAGE TREATMENT SYSTEMS

| DESCRIPTION OF WORK | HOMEOWNER | CONTRACTOR |
|--|-----------|------------|
| Holding Tanks and Open Discharges | \$200.00 | \$200.00 |
| Fields, Mounds, Sand Filters, Treatment Tanks, etc | \$275.00 | \$275.00 |

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

OTHER CHARGES AND PAYMENTS

Mackenzie County will collect all permit fees and no remuneration will be remitted to the contracted Safety Codes Agency until such time as the permit is closed in accordance with Mackenzie County's Quality Management Plan (QMP). The contracted Safety Codes Agency will invoice and return closed permits to the County on a monthly basis.

Charges for additional services are as follows:

| DESCRIPTION OF SERVICE | HOURLY CHARGE |
|-------------------------|---------------|
| Appeal services | \$75.00 |
| Audit Representation | No charge |
| Code Seminars | No charge |
| Consultative Services | \$75.00 |
| Emergency Services | \$125.00 |
| Enforcement Services | No charge |
| Investigation Services | \$125.00 |
| Public Works Complaints | No charge |

Additional Inspection Services

In addition to addressing the needs of Mackenzie County's Accreditation, the contracted Safety Codes Agency shall offer to the residents of the County the full spectrum of Inspection Services, including:

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Private Home Inspections for real estate deals (all disciplines),
- Insurance Inspections,
- Electrical Equipment Approvals,

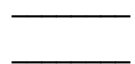
SAFETY CODES FEES CONT'D

- New Code Book Sales, and
- Code Seminars in all disciplines for local contractors.

These types of inspections may not be required under County Accreditation but are, none the less, important services Mackenzie County's residents need on a fairly regular basis. These fees shall be at a competitive rate and billed directly to the customer.

MISCELLANEOUS

| DESCRIPTION | FEE |
|--|---|
| Permit Cancellation – before plan review complete | Complete refund minus \$50 |
| Permit Cancellation – after plan review complete | 65% of permit fee |
| Amendments to Permit Application | Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded |
| Additional Inspection (within 100 km radius) | \$75.00 |
| Additional Inspection (over 100 km radius) | \$125.00 |
| Permit Extension Requests | Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing. |
| Contractor's failure to obtain the proper permits, for the discipline in which they practice, prior to work commencement – due to negligence and/or repeat offences. | 2 times the fee shown in the Fee Schedule Bylaw |



PUBLIC WORKS

| Item | Amount | GST |
|---|---|------------|
| Winter Maintenance Flags | \$20.00 /up to 1/4 mile | Applicable |
| Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons) | No Charge | N/A |
| Dust Control Calcium Chloride | \$500/200 linear meters per application | Applicable |
| Dust Control for Seniors | No Cost. | |
| TRAVIS Permits for Over Weight and Over Dimensional Vehicles on the following roads: <ul style="list-style-type: none"> • 88 Connector • Assumption (Chateh) • Fox Lake Road • Wadlin Lake Road • Watt Mountain Road (Hutch Lake) • Zama Access | \$35.00 Non-Refundable | N/A |

EQUIPMENT AND LABOUR

| Item | Amount | GST |
|--|--|------------|
| Sewer Auger | \$20.00 per hour \$100.00 per 24 hours | Applicable |
| Water Line Thawing Unit | \$20.00 per hour \$100.00 per 24 hours | Applicable |
| Sewer Line Camera | \$150.00 per hour (minimum charge \$350.00) | Applicable |
| Sanding Unit & Tandem Truck | \$110.00/hour (minimum charge 1 hr) | Applicable |
| Alberta Agriculture's Irrigation Pump/Pipe | \$300.00/48 hours \$100.00/each additional 24 hours | Applicable |
| Labour | \$25.00 per hour (minimum charge 1 hr.) | Applicable |
| Weed Eater | \$30.00 per hour (minimum charge 1 hr.) | Applicable |
| 35 HP Tractor Mower 6' | \$50.00 per hour (minimum charge 1 hr.) | Applicable |

EQUIPMENT AND LABOUR CONT'D

| Item | Amount | GST |
|-------------------------|--|------------|
| 75 HP Tractor Mower 15' | \$75.00 per hour (minimum charge 1 hr.) | Applicable |

Note: County equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide.

AIRPORTS

| Item | Amount | GST |
|--|---|------------|
| Fuel Flow Charge | \$0.045 per liter for each liter of aviation fuel dispensed | Applicable |
| Land lease fee for hangars and associated uses | Fort Vermilion Airport – \$1.25 per square meter annually; La Crete Airport – \$1.30 per square meter annually | Applicable |
| Long Term Aircraft Parking (30 days or more) | \$250.00 annually (no power) | Applicable |
| Aircraft & Vehicle Parking | \$5.00 per day (power) | Applicable |
| Terminal Fees | No charge | N/A |
| Landing Fees | No charge | N/A |

SOLID WASTE

Section 1: Commercial, Construction, Industrial & Institutional Solid Waste Fees

| | |
|--|---------|
| At Regional Landfill | |
| Current rate as set by the Mackenzie Regional Waste Management Commission | |
| At Transfer Station | |
| pickup truck (partial load) | \$5.00 |
| pickup truck (full load) | \$10.00 |
| Single axle larger than 1 ton | \$30.00 |
| Trailers shorter than 8' | \$10.00 |
| Trailers 8' - 20' | \$30.00 |
| Trailers over 20' | \$50.00 |
| Untarped loads of commercial, construction, industrial and/or institutional material | \$50.00 |
| Tandem or tridem axle trucks are to be directed to the regional landfill. | |

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

SOLID WASTE CONT'D

Section 2: Residential Waste Collection – Hamlet of La Crete

| Residential Waste | Fees |
|------------------------------|--------------------------------|
| Monthly Collection Waste | \$5.95 per month per residence |
| One-Time Use Refuse Bin Tags | \$1.50 per tag |

The fees are applicable to all residential properties identified in the County's Hamlet Residential Waste Collection Bylaw.

PARKS

Section 1: General Park Fees

| Day Use | Overnight | Weekly | Shelter Rent | Seasonal or Monthly Camping Stalls | Marina Dock Rental |
|---------------------------------------|--|---|-----------------------------|--|---|
| Wadlin Lake | | | | | |
| No Charge | \$20 | \$120 | \$50/day for shelter rental | N/A | \$8/day with camping stall; \$10/day without camping stall |
| Machesis Lake | | | | | |
| No Charge | \$20 | \$120 | \$50/day for shelter rental | Non-Serviced: \$200/Month | N/A |
| Hutch Lake | | | | | |
| No Charge | \$20 | \$120 | \$50/day for shelter rental | N/A | N/A |
| Zama Community Park | | | | | |
| No Charge | Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20 | Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100 | \$50/day for shelter rental | <u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400 | N/A |
| Tourangeau Lake | | | | | |
| No Charge | N/A | N/A | N/A | N/A | N/A |
| Fort Vermilion Bridge Campsite | | | | | |
| No Charge | N/A | N/A | N/A | N/A | N/A |

PARKS CONT'D

Section 2: Penalties

The voluntary payment, which may be accepted in lieu of prosecution for a contravention of any of the sections set out below, shall be the sum set out opposite the section number:

| Section (Municipal Parks Bylaw) | Offence | Penalty |
|--|---|----------------|
| Section 3.1 (a) | Fail to keep land in a clean/tidy condition | \$50.00 |
| Section 3.1 (b) | Fail to comply with lawfully posted signs and/or notices | \$50.00 |
| Section 3.2 | Fail to restore land to a clean/tidy condition when vacating park | \$50.00 |
| Section 3.3(a) | Interfere with others quiet enjoyment of park | \$50.00 |
| Section 3.3(b) | Deface/injure/destroy object in park | \$75.00 |
| Section 3.3(c) | Excavate or remove plants/plant fixtures from a park | \$75.00 |
| Section 3.3(d) | Remove park equipment | \$75.00 |
| Section 3.3(e) | Unauthorized display signs/ads in park | \$25.00 |
| Section 3.3(f) | Remove/damage etc. authorized signs/notices in park | \$50.00 |
| Section 3.3(g) | Bathe/clean clothing/ fish/utensils etc. at/near drinking fountain/pump in park | \$25.00 |
| Section 3.4 | Unauthorized construction in park | \$50.00 |
| Section 3.5 | Unauthorized business in park | \$50.00 |
| Section 4.1 | Failure to register when entering park | \$50.00 |
| Section 4.2 | Failure to obtain camping permit | \$50.00 |
| Section 4.7 | Camping in area not designated for that purpose | \$50.00 |
| Section 4.8 | Alteration of camping permit | \$50.00 |
| Section 4.9 | Failure to produce camping permit upon request | \$50.00 |
| Section 4.12/4.13 | Unauthorized combination of vehicles in campsite | \$50.00 |
| Section 4.14 | Camping more than fourteen consecutive days | \$50.00 |
| Section 4.18 | Failure to vacate site | cost recovery |
| Section 4.21 | Remain in day use area after 11:00 p.m. | \$50.00 |
| Section 6.1 | Unlawfully enter/remain in park | \$50.00 |
| Section 7.1 | Set, light, or maintain fire in unauthorized place | \$50.00 |
| Section 7.3 | Set, light, or maintain fire after signs/notices have been erected prohibiting same | \$50.00 |

PARKS CONT'D

Section 2: Penalties Cont'd

| Section (Municipal Parks Bylaw) | Offence | Penalty |
|--|---|----------------|
| Section 7.4 | Leave fire unattended/allow to spread | \$50.00 |
| Section 7.5 | Deposit/dispose of hot coals/ashes etc. in unauthorized place | \$50.00 |
| Section 7.6 | Fail to extinguish fire etc. before leaving | \$50.00 |
| Section 7.7 | Remove firewood from a park | \$100.00 |
| Section 8.1 | Operate off-highway vehicle where prohibited | \$50.00 |
| Section 8.2 | Enter park when prohibited | \$50.00 |
| Section 8.3 | Parking in a manner or location that impedes traffic | \$50.00 |
| Section 8.4 | Exceed posted speed limit | \$50.00 |
| Section 9.1(a) | Animal running at large | \$50.00 |
| Section 9.1(b) | Animal in prohibited area | \$50.00 |
| Section 9.7 | Bring/allow horse/pony etc. unauthorized into the park | \$100.00 |
| Section 10.1(a) | Deposit waste matter in unauthorized area of park | \$50.00 |
| Section 10.1(b) | Deposit waste water or liquid waste in unauthorized area | \$250.00 |
| Section 10.1(c) | Dispose of commercial/residential waste in park | \$50.00 |
| Section 10.2 | Fail to carry waste matter from areas in park without receptacles | \$50.00 |
| Section 11.3 | Attempt to enter park within 72 hours of removal from a park | \$100.00 |
| Section 12.1 | Discharging of firearm | \$100.00 |
| Section 12.2 | Improper storage of firearm | \$75.00 |
| Section 12.3 | Hang big game in park | \$50.00 |

Note:

Every person who contravenes a section of the Municipal Parks Bylaw is guilty of an offence and liable to the penalty as set out above or, on summary conviction to a fine not exceeding two thousand dollars (\$2,000.00) or imprisonment for a term of not more than six (6) months or to both a fine and imprisonment (in accordance with Provincial Regulations).

TRAFFIC REGULATIONS

Traffic Regulation Bylaw Part 2: Parking

| Section | Offence | Fine |
|-----------------|--|-------------|
| Section 3(1)(a) | Prohibited Parking – Emergency Exit Door | \$50.00 |
| Section 3(1)(b) | Prohibited Parking – Entrance to Emergency Service | \$50.00 |
| Section 4(1) | Park in No Parking Zone Prohibited by Traffic Control Device | \$30.00 |
| Section 4(2) | Park in No Parking Zone During Prohibited Times | \$30.00 |
| Section 5 (2) | Park in No Parking Zone Prohibited by Temporary Traffic Control Device | \$30.00 |
| Section 6 | Stop in a No Stopping Zone Prohibited by Traffic Control Device | \$30.00 |
| Section 7(2) | Park in a Disabled Person’s Parking Space | \$50.00 |
| Section 8(2) | Park in Fire Lane | \$50.00 |
| Section 9 | Park an Unattached Trailer on Highway | \$30.00 |
| | Park in Alley | \$30.00 |

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

| Section | Offence | Fine |
|----------------|---|-------------|
| Section 11(1) | Drive Tracking Vehicle on Highway Without Authorization | \$100.00 |
| Section 11(2) | Fail to Produce Tracked Vehicle Authorization | \$50.00 |

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

| Section | Offence | Fine |
|----------------|---|-------------|
| Section 13(1) | Operate / Park Heavy Vehicle in Prohibited Area | \$75.00 |

Traffic Regulation Bylaw Part 5: Miscellaneous

| Section | Offence | Fine |
|----------------|---|-----------------|
| Section 14 | Proceed Beyond Designated Point Near Fire | \$50.00 |
| Section 15(1) | Cause Damage to Street Furniture | Court |
| Section 15(2) | Cause Damage to Highway | Court |
| Section 15(3) | Damage Costs for Sections 14(1) / 14(2) | amount expended |

TRAFFIC REGULATIONS CONT'D

Note:

Every person who contravenes a section of the Traffic Regulation Bylaw is guilty of an offence and shall forfeit and pay a penalty as set out above or on summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00) and/or imprisonment for not more than six (6) months.

Off-Highway Vehicles Bylaw Offences

| Section | Offence | Fine |
|---------------|---|----------|
| Section 5 (d) | Contravenes Off-Highway Vehicles Bylaw (First Offence) | \$50.00 |
| Section 5 (e) | Contravenes Off-Highway Vehicles Bylaw (Second Offence) | \$100.00 |

FIRE SERVICES FEES

Provincial Roadways Incidents

If costs are not recovered from the responsible party or their insurance company, Alberta Transportation Policy #TCE-DC-501 (v3) states that Alberta Transportation is to be invoiced for recovery of services at the following rates:

| Item | Amount |
|--|---------------------|
| <i><u>Response fees including man power:</u></i> | |
| Pumper Unit | \$610.00 per hour |
| Ladder Unit (Aerial) | \$610.00 per hour |
| Tanker Unit | \$610.00 per hour |
| Rescue Unit | \$610.00 per hour |
| Command Unit | \$180.00 per hour |
| Contracted Services (i.e water haulers, equipment, labour, etc.) | Road Builders Rates |

ESRD Provincial Incidents – as per Mutual Aid Agreement

| Item | Amount |
|----------------------|-------------------|
| Pumper Unit | \$400.00 per hour |
| Ladder Unit (Aerial) | \$400.00 per hour |
| Tanker Unit | \$400.00 per hour |
| Rescue Unit | \$400.00 per hour |

FIRE SERVICES FEES CONT'D

| Item | Amount |
|--|----------------------|
| Command Unit | \$200.00 per hour |
| Contracted Services (i.e water haulers, equipment, labour, etc.) | Road Builders Rates |
| <i><u>Manpower Fee:</u></i> | |
| Officers | \$50.00 per man hour |
| Firefighter | \$50.00 per man hour |

Other Incidents:

| Item | Amount |
|--|----------------------|
| <u>Response fees including man power:</u> | |
| Pumper Unit | \$200.00 per hour |
| Ladder Unit (Aerial) | \$200.00 per hour |
| Tanker Unit | \$200.00 per hour |
| Rescue Unit | \$200.00 per hour |
| Contracted Services (i.e water haulers, equipment, labour, etc.) | Cost plus 15% |
| Consumable Items | Cost plus 15% |
| <u>Manpower Fee:</u> (if only manpower is requested/needed) | |
| Officers | \$25.00 per man hour |
| Firefighter | \$20.00 per man hour |

Note:

- a) Travel time to and from the scene of an accident for non-provincial responses shall be free of charge;
- b) A residential invoice shall not exceed \$5,000 per incident. Residential means property that is not classed as farm land, machinery and equipment or non-residential by the County's assessor and as described in Municipal Government Act. When a titled property has multiple structures such as a residential and non-residential structure, a determination shall be made regarding origin of the fire by the Fire Chief. If the fire originated from the residential structure, the \$5,000 limit per incident shall apply.

FIRE SERVICES FEES CONT'D

False Alarms

| Item | Amount |
|---|-----------|
| Response to False Alarm 1 st Call | No charge |
| (within same year as 1 st Call) 2 nd Call | \$100.00 |
| (within same year as 1 st Call) 3 rd Call | \$200.00 |
| (within same year as 1 st Call) 4 nd Call | \$300.00 |

Other Fees

| Item | Amount |
|--|---|
| Violation Ticket*– 1 st Offence | \$250.00 |
| Violation Ticket* – 2 st and Subsequent Offences | \$500.00 |
| Fire Works Permit (no charge to non-profit groups) | \$50.00 per permit |
| Filling of Air Cylinders (breathing air) | |
| Small cylinder (30 min) | \$25.00 |
| Cascade cylinder | \$100.00 |
| Water Flow Testing Reports | \$100.00 |
| File Search (fire inspections and investigations) | \$35.00 per search |
| Fire Permit | No charge |
| Fire Inspection Services Within the County | \$50.00 per hour plus expenses |
| Fire Inspection Services Outside of the County | \$75.00 per hour plus expenses |
| Re-inspection with Outstanding Fire Code Violations | \$50.00 per visit |
| Training course(s) to other individuals/groups | Cost plus \$15% administrative fee |
| Expert Witness Services – Civil Litigation | \$25.00 per hour to a maximum of \$350.00 per day plus expenses |
| Occupant Load Determination (no charge to non-profit groups) | \$100.00 per certificate |

**As specified in Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:

FIRE SERVICES FEES CONT'D

- (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
- (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

DOG CONTROL FEES

| Fees & Penalties | General | Dogs | Dangerous Dogs |
|--|----------------|-------------|-----------------------|
| Failure to obtain a valid license penalty | | \$35.00 | \$50.00 |
| Failure to wear a dog tag penalty | \$35.00 | | |
| <i>Annual Fees</i> | | | |
| – neutered male or spayed female | | \$10.00 | \$50.00 |
| – unneutered male or unspayed female | | \$25.00 | \$100.00 |
| <i>Lifetime Fee</i> | | | |
| – neutered male or spayed female | | \$50.00 | \$50.00 |
| – unneutered male or unspayed female | | \$200.00 | \$200.0 |
| Replacement for misplaced, lost, or stolen dog tag | \$5.00 | | |
| Failure to obtain a kennel license penalty | \$50.00 | | |
| Dog running at large – <i>Handling fee</i> | | | |
| 1 st offence | | \$50.00 | \$500.00 |
| 2 nd offence | | \$100.00 | \$1,000.00 |
| 3 rd offence and subsequent | | \$200.00 | \$1,500.00 |
| Bite a person penalty | | \$250.00 | \$1,000.00 |
| Injure a person penalty | | \$250.00 | \$1,000.00 |
| Chase of threaten a person penalty | | \$150.00 | \$1,000.00 |
| Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty | | \$250.00 | \$1,000.00 |

DOG CONTROL FEES CONT'D

| Fees & Penalties | General | Dogs | Dangerous Dogs |
|---|----------------|-----------------|-----------------------|
| Bark, howl or disturb any person penalty | | | \$50.00 |
| Worry or annoy any other animal penalty | \$50.00 | | |
| Damage to public or private property penalty | | \$50.00 | \$250.00 |
| Upset waste receptacles or scatter contents thereof (Section 1. (b) or Dog Control Bylaw) | \$100.00 | | |
| Leave dog unattended in motor vehicle penalty | | \$50.00 | \$250.00 |
| Fail to provide water, food, shelter or proper care penalty | \$100.00 | | |
| Abuse or abandonment of dog penalty | \$250.00 | | |
| Dog in prohibited areas as set by Council penalty | \$100.00 | | |
| Failure to report dog with a communicable disease penalty | \$100.00 | | |
| Failure to confine a dog with a communicable disease penalty | \$100.00 | | |
| Failure to keep dog confined for nor less than ten (10) days penalty | \$50.00 | | |
| Interfere or threaten an Animal Control Officer penalty | \$250.00 | | |
| Induce a dog or assist a dog to escape capture penalty | \$250.00 | | |
| Falsely represent him/herself as being in charge of a dog penalty | \$100.00 | | |
| Allow, or attempt to allow, a dog(s) to escape from a vehicle, cage, or lice trap penalty | \$100.00 | | |
| Remove or attempt to remove a dog from an Animal Control Officer penalty | \$250.00 | | |
| Unconfined female dog in heat penalty | \$50.00 | | |
| Failure to remove defecation | \$50.00 | | |
| Impoundment fees (to be verified with the veterinarian) | | Amount expended | Amount expended |
| Veterinary fees (to be verified with the veterinarian) | | Amount expended | Amount expended |
| Destruction of dog fees (to be verified with the veterinarian) | | Amount expended | Amount expended |
| Failure to keep a dangerous dog(s) confined penalty | | | \$500.00 |
| Improper pen or other structure penalty | | | \$200.00 |

DOG CONTROL FEES CONT'D

| Fees & Penalties | General | Dogs | Dangerous Dogs |
|--|----------------|-------------|-----------------------|
| Give false information when applying for dangerous dog license penalty | | | \$500.00 |
| Failure to keep dangerous dog muzzled penalty | | | \$500.00 |
| Failure to harness of leash a dangerous dog properly penalty | | | \$500.00 |
| Failure to keep a dangerous dog under the control of an adult person penalty | | | \$500.00 |

No penalties will be levied for “dog at large: under part 4 section 18 or 22 if impoundment fee and handling fees are paid.

Note:

- a) Any person who contravenes, disobeys, refuses or neglects to obey any provisions of this Bylaw is guilty of an offense and is liable on summary conviction to a fine not exceeding two thousand dollars (\$2,000) in addition to any other fees according to Mackenzie County Fee Schedule Bylaw, and in default of payment to imprisonment for a term not exceeding ninety (90) days.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS

Water/Sewer Standard Rates

| Rate Description | Water Rates | Sewer Rates |
|--|---|---|
| Rates for Metered Users | \$37.04/month plus \$3.18 per m ³ of consumption | \$31.52/month plus \$0.73 per m ³ of water consumption |
| Rates for Cardlock Users (treated water) | \$3.18 per m ³ of consumption | \$0.73 per m ³ of water consumption |
| Rates for Cardlock Users (raw water) | \$2.31 per m ³ of consumption | N/A |
| High Level South Waterline | As per agreements | N/A |

Penalties

One time 10% penalty will be charged on all current charges if the utility bill is not paid by the due date.

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

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

CLASS A

Water/Sewer Standard Rates*:

| Rate Description | Water Rates | Sewer Rates |
|-------------------------|---|--|
| Rates for Metered Users | \$37.04/month plus \$3.18 per m ³ of consumption | \$0.73 per m ³ of water consumption |

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

CLASS B

Water/Sewer Standard Rates* **PLUS** \$141.98 per month (*the phased rate for a maximum five-year period per tie-in*):

| Rate Description | Water Rates | Sewer Rates | Phased Rate |
|-------------------------|---|--|--------------------|
| Rates for Metered Users | \$37.04/month plus \$3.18 per m ³ of consumption | \$0.73 per m ³ of water consumption | \$133.34 per month |

*Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line***

*Monthly sewer rate of \$31.52 does not apply to customers that are not connected to the sewer collection system

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

Fees and Deposits

| Description | Fee Amount |
|---|------------|
| Application fee for new account move in | \$50.00 |
| Transfer from one account to another | \$50.00 |
| Reconnection of account due to non-payment of account | \$50.00 |

| Description | Fee Amount |
|--|---|
| Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw) | \$50.00 |
| Fee for hamlet water and/or sewer service tie-in | \$100.00 |
| Fee for hamlet water and/or sewer main tie-in | \$500.00 plus cost of installation |
| Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter | \$8,000.00 |
| Fee for rural water tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter | Cost recovery as determined for the specific areas and per Policy UT006 Water Servicing |
| Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter | \$2,800.00/lot |
| Fee for water meter testing. Refundable if variance of meter reading is greater than 3%. | \$100.00 |
| Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation | \$75.00/hr (minimum 1 hr charge) |
| Fee for after hour emergency call out of County employee for services born by the consumer | \$100.00/hr (minimum 1 hr charge) |
| Deposit for cardlock per customer | \$100.00 for residential \$500.00 for commercial |
| Lagoon Sewage Disposal Fees (agreement required) | \$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers |

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

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.
- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

Meter Fees

| Size of Meter | Cost of Meter and Install |
|------------------|---------------------------|
| 5/8" | \$400.00 |
| 3/4" Residential | \$440.00 |
| 3/4" Commercial | \$520.00 |
| 1" | \$620.00 |
| 1 1/2" | \$980.00 |
| 2" | \$1,260.00 |

* 15% administrative fee is included in all meter costs.

** The consumer will be given the option of paying the complete cost upon application, having the cost applied to their first water bill, or having the cost applied to their water bill in 6 equal payments.

*** Meters of a greater size than identified above will be dealt with on an individual basis.

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

Fines for Water/Sewer

The voluntary payment, which may be accepted in lieu of prosecution for a contravention shall be the sum as set in the following table:

| DESCRIPTION | PENALTY |
|---|----------------|
| Failing to connect to Municipal Utility | \$2,500.00 |
| Failing to provide grease, oil & sand traps & maintain catch basins | \$1,000.00 |
| Interfering/Tampering with Municipal Utility | \$2,500.00 |
| Operation or use of Municipal Utility without authorization | \$250.00 |
| Failing to allow County staff or agent to enter premises | \$250.00 |
| Failing to maintain water or sewer system | \$100.00 |
| Failure to use proper material | \$250.00 |
| DESCRIPTION | PENALTY |
| Failure to install sewer backflow preventer | \$150.00 |
| Failure to install cross connection control device | \$500.00 |
| Failure to execute proper tapping or backfilling | \$250.00 |
| Covering a water or sewer system prior to inspection | \$250.00 |
| Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered | \$500.00 |
| Failure to report broken seal to County | \$50.00 |
| Obstruction of Fire Hydrants/Valves | \$100.00 |
| Illegal disposal of water | \$1,500.00 |
| Well or other source of water supply | \$250.00 |
| Illegal disposal in sewer or storm drainage system | \$2,500.00 |
| Bringing sprayer equipment onto the potable water truckfill station (applicable to the Fort Vermilion location) | \$500.00 |

Note: A person who contravenes a provision of the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in this Bylaw or, on summary conviction to a fine not less than fifty (\$50.00) dollars and not more than five thousand (\$5,000.00) dollars, and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading.
5. This Bylaw repeals Bylaw 995-15 Fee Schedule.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this 27th day of May, 2015.

READ a second time this 27th day of May, 2015.

READ a third time and finally passed this 27th day of May, 2015.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer

| Description | Fee Amount |
|--|---|
| Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw) | \$50.00 |
| Fee for hamlet water and/or sewer service tie-in | \$100.00 |
| Fee for hamlet water and/or sewer main tie-in | \$500.00 plus cost of installation |
| Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter | \$8,000.00 |
| Fee for rural water tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter | Cost recovery as determined for the specific areas and per Policy UT006 Water Servicing |
| Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter | \$2,800.00/lot |
| Fee for water meter testing. Refundable if variance of meter reading is greater than 3%. | \$100.00 |
| Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation | \$75.00/hr (minimum 1 hr charge) |
| Fee for after hour emergency call out of County employee for services born by the consumer | \$100.00/hr (minimum 1 hr charge) |
| Deposit for cardlock per customer | \$100.00 for residential \$500.00 for commercial |
| Lagoon Sewage Disposal Fees (agreement required) | \$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Policy UT004 Utility Connection |

BACKGROUND / PROPOSAL:

Mackenzie County Council established Policy UT004 Utility Connection Policy.

OPTIONS & BENEFITS:

Finance Committee recommends a change to Schedule A to be consistent with FIN011 Utility Collection. Please review the attached documents with the proposed changes being highlighted.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

NA

RECOMMENDED ACTION:

Author: _____ Reviewed by: _____ CAO: JW

Simple Majority Requires 2/3 Requires Unanimous

That Policy UT004 Utility Collection be amended as presented.

Author: _____ Reviewed by: _____ CAO: JW

MACKENZIE COUNTY
UTILITY ACCOUNT MOVE IN

1. UTILITY ACCOUNT #: _____ CUSTOMER ID #: _____ TAX Roll #: _____
2. HAMLET LC FV ZA STREET ADDRESS: _____
 STALL/UNIT: _____ LOT: _____ BLOCK: _____ PLAN: _____
 LEGAL LAND LOCATION: _____ ¼ SECTION _____ TOWNSHIP _____ RANGE _____ WEST OF _____ MERIDIAN
3. DO YOU CURRENTLY HAVE WATER? YES NO
 THE SERVICE BEING REQUESTED IS: WATER SEWER WATER & SEWER
4. PREVIOUS RENTER/OWNER IF KNOWN: _____ DATE MOVED IN: _____
5. OWNER'S NAME: _____ CONTACT(if business): _____
 MAILING ADDRESS: _____
 E-MAIL ADDRESS: _____
 HOME #: _____ WORK #: _____ CELL #: _____
6. IS THIS PROPERTY A RENTAL PROPERTY YES NO ***If no, please continue at #8.**
 IF YES, WHO WILL RECEIVE THE BILL? OWNER RENTER
7. RENTER'S NAME: _____ AB CORP. #: _____ CUST. ID #: _____
 MAILING ADDRESS: _____
 E-MAIL ADDRESS: _____
 HOME #: _____ WORK #: _____ CELL #: _____
8. CONNECTION FEE: \$ _____ (All) RECONNECTION FEE(Cut off for non-payment): \$ _____
 METER FEE (New Installation): \$ _____
 APPROVED APPLICATION (New Installation) #: _____ RECEIPT #: _____
9. METER INSTALLED BY: _____

CUSTOMER STATEMENT

I must notify the office of Mackenzie County of any service changes or disconnections and I am fully responsible for any service amount(s) charged to my account if I move and do not provide appropriate notification of any service disconnection. I shall give access to an authorized person of Mackenzie County to the service/meter for the purpose of reading, inspecting, repairing or changing meter. I shall be responsible to keep the meter frost free from injury by frost or damage or otherwise be liable for any charges which may be levied. Furthermore, I _____, the owner of property under tax roll # _____, request water and/or sewer utility connection to this property. I request that utility charges be billed to the renter of this property as specified above on this authorization form. By signing below, I authorize Mackenzie County to transfer all unpaid costs associated with the requested water and/or sewer connection to my tax roll # _____ if the account remains unpaid over ~~90~~ **104** days.

REGISTERED OWNER'S SIGNATURE

WITNESS (print name)

DATE

RENTER'S SIGNATURE

WITNESS (print name)

DATE

This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of receiving utility service within Mackenzie County. Our Freedom of Information and Protection of Privacy Act Coordinator is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at (780)927-3718.

MACKENZIE COUNTY
UTILITY ACCOUNT MOVE IN

CUSTOMER INFORMATION (Carried forward from previous page)

UTILITY ACCOUNT #: _____ CUSTOMER ID #: _____ TAX Roll #: _____

STREET ADDRESS: _____ STALL/UNIT: _____ LOT: _____ BLOCK: _____ PLAN: _____

LEGAL LAND LOCATION: _____ ¼ SECTION _____ TOWNSHIP _____ RANGE _____ WEST OF _____ MERIDIAN

SAFETY CODES OFFICER'S USE

PLUMBING PERMIT #: _____ () initials

DEVELOPMENT PERMIT #: _____ () initials

PRIVATE SEWAGE DISPOSAL: _____ () initials

UTILITY OFFICER'S USE ONLY

DID YOU TURN SERVICE ON? _____ DATE: _____ TIME: _____

METER IDENTIFICATION #: _____ METER SERIAL #: _____

METER SIZE: _____ METER START READ: _____ # OF DIALS: _____

MISCELLANEOUS INFORMATION _____

I hereby certify that the service requested hereon has been turned on as required and the readings noted above are correct.

OFFICER'S SIGNATURE _____ FAXED SENT TO UTILITY CLERK



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Policy FIN011 Utility Collection |

BACKGROUND / PROPOSAL:

Mackenzie County Council established Policy FIN011 Utility Collection Policy.

OPTIONS & BENEFITS:

Finance Committee recommends a change to this Policy where outstanding amounts for accounts in arrears over 104 days may be transferred to the tax roll at the approval of the CAO. These changes will reduce utility collection risk and write-off expenses. Please review the attached documents with the proposed changes being highlighted.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

NA

Author: _____ Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN011 Utility Collection Policy be amended as presented.

Author: _____ Reviewed by: _____ CAO: JW

Mackenzie County

| | | | |
|--------------|---------------------------|-------------------|---------------|
| Title | UTILITY COLLECTION | Policy No. | FIN011 |
|--------------|---------------------------|-------------------|---------------|

| | |
|------------------------------|---|
| Legislation Reference | Municipal Government Act, Division 3 |
|------------------------------|---|

| |
|---|
| Purpose To ensure that all collections are dealt with in a systematic manner. |
|---|

POLICY STATEMENT AND GUIDELINES

OBJECTIVES

To provide policy guidance for the collection of payments for utility accounts including water, sewer, and waste collection services, where provided.

To impose a consistent and effective method of collection action for ratepayers who fail to pay their utility accounts.

PROCEDURE

On a monthly basis, utility invoices shall be generated. The Utilities Clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff and/or requests from the customers, shall be reflected in the billings. Upon receipt of a disconnection notice and/or a new connection from a customer, the Utilities Clerk shall make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment in conjunction with the monthly billing.

At the close of each month and with the reconciliation of the utility subledger, as directed by the Director of Corporate Services (DCS), the Utilities Clerk shall review the aged analysis report and identify those accounts that are in arrears from the statement date of the invoice and proceed as follows:

Metered Users

| Arrears period | Action |
|--------------------------|---|
| Over 30 days in arrears | Send a past due first notice (<u>Schedule A</u>) advising customer of his/hers arrears. |
| Over 60 days in arrears | Send a past due second notice (<u>Schedule A</u>) within the first week of a month advising that if the account is not paid in full by the last date of the month (by 90 th day of arrears), all utilities may be disconnected or discontinued. |
| Over 90 days in arrears | <p>Advise DCS of the outstanding arrears of over 90 days. Prepare and send a registered past due final notice (<u>Schedule B</u>) within the first week of a month signed by DCS allowing 14 calendar days to pay.</p> <p>Send a Door Tag request (<u>Schedule C</u>) to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.</p> |
| Over 104 days in arrears | <p>A list outlining all arrears over 104 days shall, along with completed Disconnection Authorization Forms (<u>Schedule D</u>) for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities Clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer. Outstanding amounts for accounts in arrears over 104 days may be transferred to taxes at the approval of the CAO.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p> |
| Over 365 days in arrears | Administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00 in excess of 365 days for those accounts that cannot be transferred to taxes. A list of all accounts written off shall be presented to the Finance Committee at the first meeting following such write-offs. |

*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

~~Outstanding amounts may not be transferred to tax rolls.~~

Cardlock Users

All water cards with the accounts in arrears past 30 (thirty) days shall be deactivated. No card shall be reconnected until a payment is received for the outstanding amount in full.

Reconnections

No reconnection or resumption of service shall be made until a payment for the full outstanding amount is made plus the applicable reconnection fee as established by the County's Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

Utilities Clerk shall complete and submit a Reconnect Authorization (*Schedule E*) to the applicable Water Treatment Plant to the attention of a Utilities Officer.

Administrative Responsibilities

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

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 14-Oct-98 | 98-312 |
| Amended | 08-Nov-11 | 11-11-908 |
| Amended | 15-Jan-13 | 13-01-032 |
| Amended | 14-Oct-14 | 14-10-676 |
| Amended | | |

**Schedule A
Past Due Notice**



Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

Date

Past Due Notice

Name
Address

Dear <Name>,

Re: <Utility Account>
Service Address: <Street Name/Number>
Outstanding Amount:<\$\$\$>

This letter is to advise that your utilities account has been in arrears for more than XX days.

If your account balance of \$_____ is not paid in full by 4:30 p.m. by the last working day of this month, your utilities services may be disconnected. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.

We appreciate receiving your payment to avoid further action and/or collection proceedings. If you have paid the outstanding balance, please disregard this letter.

If you have questions, please contact _____, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.

Regards,

Utilities Clerk

Cc: _____, Director of Corporate Services
_____, Finance Controller

**Schedule B
Past Due Final Notice**



Mackenzie County
PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

Date

Name
Address

Past Due Final Notice

Dear <Name>,

Re: <Utility Account>
Service Address: <Street Name/Number>
Outstanding Amount:<\$\$\$>

This letter is to advise that your utilities account has been in arrears for more than **90** days.

You have been put on notice that if your account balance of \$_____ is not paid in full by 4:30 p.m. by the 14th of this month, your utilities services will be disconnected without further notice and the total amount outstanding may be transferred to your taxes. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.

If you have paid the outstanding balance, please notify the undersigned immediately upon receiving this notice.

If you have questions, please contact _____, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.

Regards,

Utilities Clerk

Cc: _____, Director of Corporate Services
_____, Finance Controller

Schedule C

Door Tag Request

Date_____

Utility Account#_____

Name_____

Street Address_____

Stall/Unit_____ Lot_____ Block_____ Plan_____

For Utilities Clerk Use Only

Date of Payment Made in Full_____

For Utilities Officer Use Only

Meter Identification #_____ IMT_____

Date Door Tag Hung_____

Comments/Concerns_____

Utilities Officer's Signature_____

Date Faxed/Sent to Utilities Clerk_____

Schedule D

Disconnect Authorization

Date_____ Utility Account#_____

Customer ID_____

Name_____

Street Address_____

Stall/Unit_____ Lot_____ Block_____ Plan_____

CAO Signature_____

(by signing, CAO authorizes a Utilities Officer to disconnect the utility services to the above mentioned account)

For Utilities Clerk Use Only

Date of Payment Made in Full_____

For Utilities Officer Use Only

Meter Identification #_____ IMT_____

Meter Reading_____ Date Disconnect_____

Comments/Concerns_____

Utilities Officer's Signature_____

Date Faxed/Sent to Utilities Clerk_____

Schedule E

Reconnect Authorization

Date _____ Utility Account# _____

Customer ID _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

For Utilities Clerk Use Only

By signing, I verify that the payment on the above account was made in full plus all applicable reconnection fees.

Date of Payment _____ Signature _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Meter Reading _____ Date Reconnect _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Policy ADM049 Bursaries |

BACKGROUND / PROPOSAL:

Mackenzie County Council established Policy ADM049 Bursaries.

OPTIONS & BENEFITS:

Finance Committee recommends adding a payment term to the policy in order to clarify and improve payment collection. Please review the attached documents with the proposed changes being highlighted.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

NA

Author: _____ Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM049 Bursaries be amended as presented.

Author: _____ Reviewed by: _____ CAO: JW

RETURN SERVICE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN

Mackenzie County
(referred to as the "Sponsor")

and

(referred to as the "Student")

of the _____ of _____, in the Province of Alberta

WHEREAS the Sponsor has established a bursary to provide assistance to eligible students and to promote the development of vocational or professional expertise within northern Alberta; and

WHEREAS the Student has applied to the Sponsor for a Bursary to assist him in his course of studies: and

WHEREAS a Bursary consists of a financial assistance award from the Sponsor; and

WHEREAS the Student has undertaken to work and provide services in the Sponsor region; now

THEREFORE the parties agree as follows:

1. For the purposes of this agreement, "sponsor region" means the area within the boundaries of the Mackenzie County.
2. Upon approval of the Student's application by the Sponsor and upon receipt of confirmations of the Student's registration in the course of studies and of tuition paid, the Sponsor will pay to the Student the sum of \$ _____ as an award in order for the Student to commence the course of studies as outlined in the Student's bursary application.
3. The Student
 - a) agrees and undertakes to obtain, within six (6) months from the last day of his/her studies, employment **in northern Alberta within the sponsor region** for a continuous period of _____ months.

- b) agrees and acknowledges that his employment under (a) is to be in an occupation or field of endeavor which relates to his course of studies and is to be otherwise satisfactory to the Sponsor;
 - c) Must annually provide written information to the Sponsor regarding the status and location of employment; commencing on the date on which employment is obtained in accordance with this Agreement and until the completion of work commitments under this Agreement;
 - d) Must in writing notify the Sponsor within seven (7) days of the following events:
 - i) a withdrawal from the course of studies; or
 - ii) a failure to maintain a passing grade in his course of studies in any academic year; or
 - iii) a change of address.
4. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Bursary to the Sponsor for failure to comply with clause 3 of this Agreement or upon the occurrence of one or more of the events in clause 3(d). Repayment will occur according to the following schedule based on total value of awards received:
- ≤\$500 repayment due within 3 months of invoice date
 - \$500-\$1000 repayment due within 6 months of invoice date
 - >\$1000 repayment due within 1 year of invoice date
5. If the Sponsor requires repayment of the financial assistance for failure to maintain employment in accordance with clause 3(a), the Sponsor may, in its absolute discretion, consider the employment commitment under clause 3(a), to be partially fulfilled and accordingly reduce the repayment obligations of the Student under this Agreement on a pro rata basis.
6. The Sponsor may waive a default of this Agreement only by written notice to the Student.
7. The Student agrees and acknowledges that he has the sole obligation to seek employment and lodging to fulfill his commitment under this Agreement and that there is no obligation upon the Sponsor to provide any employment position or lodging place to help fulfill this commitment.
8. The Student allows the Sponsor to release his name as a bursary recipient for advertising and recognition of the bursary.
9. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the addressee as follows:

To the Sponsor: c/o Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0
Phone: (780) 927-3718
Fax: (780) 927-4266

To The Student _____

Phone: () _____
Fax: () _____

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first written above.

SIGNED IN THE PRESENCE OF

Signature of Witness

Signature of Student

Parent/Guardian if Student is under 18

Printed name of Witness: _____

Address of Witness: _____

Postal Code of Witness: _____

Phone Number of Witness _____

TO BE COMPLETED BY THE SPONSOR

Witness

Signature of Sponsor

Mackenzie County

| | | | |
|--------------|------------------|-------------------|---------------|
| Title | Bursaries | Policy No: | ADM049 |
|--------------|------------------|-------------------|---------------|

| | |
|------------------------------|--------------------------|
| Legislation Reference | MGA, Section 1 b) |
|------------------------------|--------------------------|

Purpose

To encourage and to afford an opportunity to Mackenzie County residents to pursue studying in priority fields which are critically appealing to the Mackenzie Region, and thereby enhance the residents' abilities to make a meaningful contribution to their communities.

Policy Statement and Guidelines

Statement:

Mackenzie County Council recognizes the need for a skilled and knowledgeable workforce in the Mackenzie Region and therefore encourages further learning. In order to provide financial assistance to qualified applicants/students, a bursary fund is established during an annual budgeting process.

Guidelines:

1. Student Eligibility

- 1.1 First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- 1.2 Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- 1.3 Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- 1.4 Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- 1.5 Must be enrolled in a post-secondary education or certified trade institution.
- 1.6 Must commit to live and work in the Mackenzie region for a six-month period upon graduation of post-secondary education for each bursary received.
- 1.7 Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

2. Return Service Agreement

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work within the Mackenzie region for a six-month period upon graduation of post-secondary studies for each bursary received. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

3. Bursary Amount

The usual amount of the bursary is \$1,000.00; however both the number and value of bursaries available each year may vary.

4. Bursary Cancellation

If a bursary is excluded or expelled from the institution or discontinues his/her studies on his/her own accord, the bursary shall be cancelled and the bursar shall have to repay the County the full bursary amount within one month of cancellation/discontinuation of studies. The bursar shall be responsible for notifying the County.

5. Bursary Awarding

The Finance Committee shall be responsible to review the applications and award the annual bursaries.

6. Administrative Process

6.1 The bursary applications (Schedule A) shall be advertised during the first two weeks of April with the closing date for applications being 4:30 p.m. on the last day of April.

6.2 Successful bursary recipients will receive notification within two weeks of the awards; however, the funds will not be provided until the Return Service Agreement (Schedule B) has been signed, confirmations of acceptance from the post-secondary institution and of tuition paid have been received.

- 6.3 If not all annually allocated funds have been distributed, the Finance Committee may re-advertise the bursary applications.
- 6.4 Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.

7. Administrative Responsibilities

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

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 12-Apr-11 | 11-04-347 |
| Amended | 26-Mar-14 | 14-03-197 |
| Amended | | |

MACKENZIE COUNTY BURSARY APPLICATION (SCHEDULE A)

General Guidelines

Student Eligibility

- First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- Must be enrolled in a post-secondary education or certified trade institution.
- Must commit to live and work in the Mackenzie region for a six-month period upon graduation of post-secondary education for each bursary received.
- Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

Return Service Agreement

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work within the Mackenzie region for a six-month period upon graduation of post-secondary studies for each bursary received. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

Bursary Amount

The usual amount of the bursary is \$1,000.00; however both the number and value of bursaries available each year may vary.

Successful Bursary recipients will receive notification in May; however, the funds will not be provided until the Return Service Agreement has been signed and you have provided us with confirmations of acceptance from the post-secondary institution of your choice and of tuition paid.

Application Must Include:

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- 3 reference letters: 1 public school or college or university related, and 2 personal references.

Application deadline

The deadline for **receipt** of application is _____ at **4:30 p.m.** at the following address:

Finance Committee, Mackenzie County
Box 640, Fort Vermilion, Alberta T0H 1N0
Fax: (780) 927-4266
Email: jwhittleton@mackenziecounty.com

MACKENZIE COUNTY BURSARY APPLICATION FORM (SCHEDULE A)

CONTACT INFORMATION (please print)

Full Name: _____ Phone Number: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Street Address or Land Location: _____

Number of Years Lived in Region: _____

EDUCATIONAL INFORMATION

Name of Public School: _____ Graduation Date: _____

Provide a list of the grade twelve subjects, with final grade, that you are using as entry level for post-secondary or trade education. (Please provide a copy of your transcripts if available.)

Returning Students: Please provide a copy of your most recent transcripts.

Post-Secondary Institution: _____

Program of Study: _____

Length of Program Studies you plan to attend: 1yr. 2 yr. 3 yr. 4yr. more

Date you expect to graduate: _____ 20____

PERSONAL INFORMATION

Please explain how your choice of post-secondary education will benefit the Mackenzie County area?

Please list any community involvement and past work experiences.

Please list any extracurricular activities, hobbies and interests.

**Your application may not be considered if information is missing.
Have you answered all the questions?**

APPLICANT DECLARATION

I declare that:

to the best of my knowledge, the information given on this application is true.

I agree to:

provide any information needed to verify any statement made on this application.

I understand that:

I may have to repay my bursary if I do not fulfil my return service agreement.

I may be denied a bursary if I have made any false or misleading statements on this application.

I consent to:

The use of my name and/or photograph by Mackenzie County for the purposes of publicizing the Mackenzie County Bursary Program.

X _____
Signature of Applicant

Date Signed

RETURN SERVICE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN

Mackenzie County
(referred to as the "Sponsor")

and

(referred to as the "Student")

of the _____ of _____, in the Province of Alberta

WHEREAS the Sponsor has established a bursary to provide assistance to eligible students and to promote the development of vocational or professional expertise within northern Alberta; and

WHEREAS the Student has applied to the Sponsor for a Bursary to assist him in his course of studies: and

WHEREAS a Bursary consists of a financial assistance award from the Sponsor; and

WHEREAS the Student has undertaken to work and provide services in the Sponsor region; now

THEREFORE the parties agree as follows:

1. For the purposes of this agreement, "sponsor region" means the area within the boundaries of the Mackenzie County.
2. Upon approval of the Student's application by the Sponsor and upon receipt of confirmations of the Student's registration in the course of studies and of tuition paid, the Sponsor will pay to the Student the sum of \$ _____ as an award in order for the Student to commence the course of studies as outlined in the Student's bursary application.
3. The Student
 - a) agrees and undertakes to obtain, within six (6) months from the last day of his/her studies, employment **in northern Alberta within the sponsor region** for a continuous period of _____ months.

- b) agrees and acknowledges that his employment under (a) is to be in an occupation or field of endeavor which relates to his course of studies and is to be otherwise satisfactory to the Sponsor;
 - c) Must annually provide written information to the Sponsor regarding the status and location of employment; commencing on the date on which employment is obtained in accordance with this Agreement and until the completion of work commitments under this Agreement;
 - d) Must in writing notify the Sponsor within seven (7) days of the following events:
 - i) a withdrawal from the course of studies; or
 - ii) a failure to maintain a passing grade in his course of studies in any academic year; or
 - iii) a change of address.
4. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Bursary to the Sponsor for failure to comply with clause 3 of this Agreement or upon the occurrence of one or more of the events in clause 3(d). Repayment will occur according to the following schedule based on total value of awards received:
- ≤\$500 repayment due within 3 months of invoice date
 - \$500-\$1000 repayment due within 6 months of invoice date
 - >\$1000 repayment due within 1 year of invoice date
5. If the Sponsor requires repayment of the financial assistance for failure to maintain employment in accordance with clause 3(a), the Sponsor may, in its absolute discretion, consider the employment commitment under cause 3(a), to be partially fulfilled and accordingly reduce the repayment obligations of the Student under this Agreement on a pro rata basis.
6. The Sponsor may waive a default of this Agreement only by written notice to the Student.
7. The Student agrees and acknowledges that he has the sole obligation to seek employment and lodging to fulfill his commitment under this Agreement and that there is no obligation upon the Sponsor to provide any employment position or lodging place to help fulfill this commitment.
8. The Student allows the Sponsor to release his name as a bursary recipient for advertising and recognition of the bursary.
9. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the addressee as follows:

To the Sponsor: c/o Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0
Phone: (780) 927-3718
Fax: (780) 927-4266

To The Student _____

Phone: () _____
Fax: () _____

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first written above.

SIGNED IN THE PRESENCE OF

| | |
|-------------------------------|--|
| _____ Signature of Witness | _____ Signature of Student or Parent/Guardian if Student is under 18 |
| Printed name of Witness: | _____ |
| Address of Witness: | _____ |
| Postal Code of Witness: | _____ |
| Phone Number of Witness | _____ |

TO BE COMPLETED BY THE SPONSOR

| | |
|------------------|-------------------------------|
| _____ Witness | _____ Signature of Sponsor |
|------------------|-------------------------------|



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Appointment of Auditors |

BACKGROUND / PROPOSAL:

Under the Municipal Government Act s.280, each Council must appoint one or more auditors for the municipality.

OPTIONS & BENEFITS:

The existing contract with Wilde and Company has expired with 2014 being the last year of audit.

Wilde and Company has been the County’s auditing firm for the last several years and below is an analysis of the fees charged:

| | Interim Audit | Year End Audit | Additional Consultation |
|-------------|----------------------|-----------------------|--------------------------------|
| 2009 | \$18,080 | \$47,600 | |
| 2010 | \$20,700 | \$44,600 | \$23,900 |
| 2011 | \$21,500 | \$47,800 | |
| 2012 | \$21,300 | \$46,100 | |
| 2013 | \$21,500 | \$57,500 | \$35,200 |
| 2014 | \$22,500 | \$52,000 | |

Author: _____ Reviewed by: _____ CAO: JW

Wilde and Company have submitted a letter with proposed fees, which are as follows:

| Service | 2015 | 2016 | 2017 |
|-------------------------------------|-----------------|-----------------|-----------------|
| County Audit | \$48,500 | \$50,000 | \$51,500 |
| Audit of Financial Statements & FIR | \$7,500 | \$7,800 | \$8,000 |
| LAPP Audit | \$1,500 | \$1,500 | \$1,500 |
| Total | \$57,500 | \$59,300 | \$61,000 |

The Finance Committee passed a motion to recommend that Council appoints Wilde and Company as the County’s auditors by extending their contract.

COSTS & SOURCE OF FUNDING:

Annual operating budget.

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Wilde and Company Chartered Accountants be appointed as the County’s auditors for the 2015-2017 term.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Request to Waive Penalties |

BACKGROUND / PROPOSAL:

The owner of tax roll 082318 was on preauthorized payments that were discontinued by mistake in July 2014.

The owner of tax roll 197578 requested that we stop his preauthorized payments as he was selling the property in July 2014.

Both of these owners have the same first name and same middle initial and same last name. Tax roll 082318 had his payments discontinued instead of tax roll 197578. Both owners were asked for samples of their signatures to identify who signed the cancelation request.

Tax roll 082318 will pay all outstanding taxes but does not want to pay the penalties. All documentation has been attached for information.

OPTIONS & BENEFITS:

Motion 1: Waive the penalties at a cost of \$641.81

Motion 2: To deny the request

COSTS & SOURCE OF FUNDING:

The amount of penalties waived would be \$641.81 which would come from the general operating revenue account.

Author: _____ Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

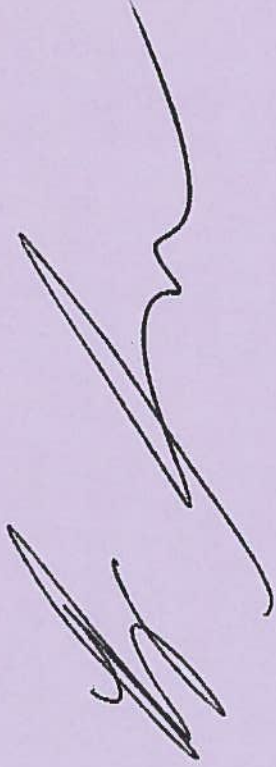
The ratepayer will be notified by mail when Council has made their decision

RECOMMENDED ACTION:

That the penalty for Tax Roll 082318 be waived.

Author: _____ Reviewed by: _____ CAO: _____

ATT NORMA



Taxroll 197578
Sample of signature.

BRIAN SCHMIDT

ATT: NORMA

Tax Roll

CANCELLATION NOTICE

TO: Mackenzie County
(Payee name)

DATE: July 3 2014
(date)

I/We, Brian J Schmidt, cancel my/our authorization to issue (Personal, Business, Funds Transfer or Cash Management) pre-authorized debits in the amount of \$450.93 against my/our account number (account number) effective on July 3, 2014. I/We acknowledge that this cancellation does not terminate any other obligation that I/we may have with the Payee.

Signed:

[Signature]
Payor/Valid Signing Authority(ies)

Payor/Valid Signing Authority(ies)

Where the Payor's account agreement requires the signature of two or more signing authorities, the signatures of all such person are required for the purposes of this Cancellation Notice.

Note: Subject to the terms of any agreement between a Payor and Payee including their Payor's PAD Agreement, a Cancellation Notice may be provided to a Payee by way of registered mail, telephone, Internet, e-mail, fax or prepaid courier and must be provided in compliance with the notice requirements for cancellations, if any, set out in the applicable Payor's PAD Agreement.

Tax Roll 082318

RECEIVED
JUL 4 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE

Tax roll 082318
Sample of signature

[Signature]

CANCELLATION NOTICE

TO: Mackenzie County.
(Payee name)

DATE: July 3 2014
(date)

I/We, Brian J Schmidt., cancel my/our authorization to issue (Personal, Business, Funds Transfer or Cash Management) pre-authorized debits in the

amount of \$450.93 against my/our account number (account number) effective

on July 3 2014. I/We acknowledge that this cancellation does not terminate any other obligation that I/we may have with the Payee.

Signed:

X [Signature]
Payor/Valid Signing Authority(ies)

Payor/Valid Signing Authority(ies)

Where the Payor's account agreement requires the signature of two or more signing authorities, the signatures of all such person are required for the purposes of this Cancellation Notice.

Note: Subject to the terms of any agreement between a Payor and Payee including their Payor's PAD Agreement, a Cancellation Notice may be provided to a Payee by way of registered mail, telephone, Internet, e-mail, fax or prepaid courier and must be provided in compliance with the notice requirements for cancellations, if any, set out in the applicable Payor's PAD Agreement.

Tax Roll 082318

RECEIVED
JUL 4 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Bylaw No. 1000 - 15 Emergency Management Agency |

BACKGROUND / PROPOSAL:

On June 9, 2009, Council approved Bylaw 721/09 for Mackenzie County to establish an Emergency Management Agency.

OPTIONS & BENEFITS:

Administration recommends that an amendments be made to the bylaw, specifically identifying and adding other groups to be included in the Municipal Emergency Management Agency: Nor-Alta Aviation, La Prairie Group. STARS, First Nations Groups, Fort Vermilion Victim Services and local volunteer groups.

The following amendment to the bylaw is proposed:

- a) the NCO i/c High Level Detachment RCMP or designate;
- b) the NCO i/c Fort Vermilion Detachment RCMP or designate;
- c) the NCO i/c Assumption Chateh Detachment RCMP or designate
- d) the Community Peace Officer(s) for Mackenzie County;
- e) the Fire Chiefs for Fort Vermilion, La Crete & Zama or their designate(s);
- f) the Director of Operational Services North & South or designate(s);
- g) the Director of Protective Services for the Town of High Level;
- h) Alberta Health Services (AHS) representatives for Hospital & Community clinics or designate(s);
- i) the Zone Coordinator for AHS, Ambulance Services or designate;
- j) the Directors of Family and Community Support Services for Fort Vermilion, La Crete & Zama or their designate(s);
- k) the Superintendent of the Fort Vermilion School Division or designate;
- l) the School Board Trustee(s) of the Fort Vermilion School Division;

Author: _____ **Reviewed by:** _____ **CAO:** _____

- m) the Manager of Social Services or designate;
- n) representative(s) from Alberta Sustainable Resource Development;
- o) representative(s) from Alberta Transportation;
- p) representative(s) from Northern Lights Gas Co-op;
- q) representative(s) from ATCO Electric;
- r) representative(s) from Telus;
- s) representative(s) from local business/industry;
- t) representatives from Nor Alta Aviation;
- u) representatives from STARS;
- v) representatives from La Prairie Group;
- w) representatives from First Nations;
- x) representative from Victim Services;
- y) local Volunteer Groups

Please review the attached bylaw.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That first reading be given to Bylaw 1000 -15, being the Emergency Management Agency bylaw for Mackenzie County.

Motion 2:

That second reading be given to Bylaw 1000 -15, being the Emergency Management Agency bylaw for Mackenzie County.

Motion 3: **(requires unanimous)**

Author: _____ Reviewed by: _____ CAO: JW

That consideration be given to proceed to the third reading of Bylaw 1000 -15, being the Emergency Management Agency bylaw for Mackenzie County.

Motion 4:

That third reading be given to Bylaw 1000 -15, being the Emergency Management Agency bylaw for Mackenzie County.

Author: _____ Reviewed by: _____ CAO: JW

BYLAW NO. 721/09 1000-15

**BEING A BYLAW OF MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
TO ESTABLISH AN EMERGENCY MANAGEMENT AGENCY**

WHEREAS the *Municipal Government Act, RSA 2000, Chapter M-26*, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

WHEREAS, the Council of Mackenzie County is responsible for the direction and control of emergency response and is required under the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000*, to establish and maintain a municipal emergency management agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Councils' statutory powers and obligations under the said *Emergency Management Act*; and

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

SECTION 1 NAME OF BYLAW

1.1. This Bylaw may be cited as the "Municipal Emergency Management Agency Bylaw".

SECTION 2 INTERPRETATION

2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to the municipal emergency management agency in the Municipality, the provisions of this bylaw shall apply.

SECTION 3 DEFINITIONS

3.1 In this bylaw

- a) "Act" means the *Emergency Management Act, Chapter E-6.8, RSA 2000* and all amendments thereto;
- b) "Council" means the Council of Mackenzie County;

- c) “disaster” means an event that has resulted or may result in serious harm to the safety, health or welfare of people or in widespread damage to property;
- d) “emergency” means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- e) “Mackenzie County Emergency Response Committee” means a Council appointed committee consisting of a member or members of the local authority;
- f) “local authority” means where a municipality has a council within the meaning of the *Municipal Government Act Chapter M-26, RSA 2000*;
- g) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Emergency Management Act*;
- h) “Mackenzie County Municipal Emergency Management Agency” means the agent of the local authority, to carry out the local authority’s statutory powers and obligations under the *Alberta Emergency Management Act*;
- i) “Municipal Emergency Plan” means the emergency plan prepared by the Director of the Municipal Emergency Management Agency;
- j) “municipality” means the area comprising a municipality within the meaning of the *Municipal Government Act Chapter M-26, RSA 2000*;
- k) Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice versa;
- l) Words importing the singular shall include the plural or vice versa whenever the context so requires.

SECTION 4 MUNICIPAL EMERGENCY RESPONSE COMMITTEE

4.1 Council shall:

- a) by resolution, establish the Mackenzie County Emergency Response Committee that shall consist of the Reeve and two members of Council to serve on the Committee;
- b) provide for the payment of expenses of the members of the Mackenzie County Municipal Emergency Response Committee;
- c) ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;
- d) approve the Municipal Emergency Plan and related programs;
- e) review the status of the Municipal Emergency Plan and related programs at least once annually.

4.2 Mackenzie County Emergency Response Committee shall:

- a) review the Municipal Emergency Plan and related programs on a regular basis; and
- b) advise Council on the development and status of the Municipal Emergency Plan and related programs at least once annually.
- c) Quorum for this committee is two (2).

SECTION 5 DECLARATION, CANCELLATION OR TERMINATION OF A STATE OF LOCAL EMERGENCY

5.1 Council hereby delegates to the Mackenzie County Emergency Response Committee the authority to declare a State of Local Emergency pursuant to the *Act*.

5.2 Council hereby authorizes the Mackenzie County emergency management committee to, in the absence of a quorum of Council upon the declaration of a State of Local Emergency and for the duration of such State of Local Emergency, do all acts and take all necessary proceedings to address the emergency pursuant to the *Act*.

5.3 A declaration of a state of local emergency under section 5.1 must identify the nature of the emergency and the area of the municipality in which it exists.

5.4 Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

5.5 The local authority may delegate any of its powers and duties under the *Emergency Management Act* to the municipal emergency response committee.

5.6 On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings, including the following:

- a) cause any emergency plan or program to be put into operation;
- b) exercise any power given to the Minister under section 19(1) of the *Act* in relation to the part of the municipality affected by the declaration;
- c) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section

19(1) of the *Act* in relation to the part of the municipality affected by the declaration.

- 5.7 Mackenzie County may, during or within sixty (60) days after the state of local emergency, by by-law that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency, including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of Mackenzie County
- 5.8 The local authority shall forthwith on making a declaration of a state of local emergency forward a copy of the declaration to the Minister.
- 5.9 The Minister may cancel the declaration of a state of local emergency at any time the Minister considers appropriate in the circumstances.
- 5.10 A declaration of a state of local emergency lapses seven (7) days after its making by the local authority unless it is earlier cancelled by the Minister, or terminated by the local authority, or unless it is renewed by the local authority.
- 5.11 When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution, or in the case of the Minister responsible for the *Municipal Government Act*, by order, terminate the declaration of a state of local emergency in respect of that area.
- 5.12 Immediately after:
 - a) that passage of a resolution or order terminating a declaration under section 5.11;
 - b) the cancellation by the Minister of a declaration of a state of local emergency; or
 - c) the termination by lapse of time of a declaration of a state of local emergency,
 - d) Mackenzie County shall cause the details of the declaration or cancellation or the fact of the termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected, the contents of the declaration or cancellation or the fact of the termination.
- 5.13 If a state of local emergency is declared to exist by the local authority:
 - a) neither Mackenzie County nor any member of the local authority; and
 - b) no person appointed by a local authority to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through

any action taken under the *Emergency Management Act* or the regulations, nor are they subject to any proceedings by way of prohibition, certiorari, mandamus or injunction.

5.14 Notwithstanding section 5.13:

- a) any member of a local authority; and
- b) any person acting under the direction or authorization of the local authority, is liable for gross negligence in carrying out duties under the *Emergency Management Act* or regulations.

SECTION 6 MUNICIPAL EMERGENCY MANAGEMENT AGENCY

6.1 Council shall:

Establish an agency of Council, to be known as the “Mackenzie County Emergency Management Agency” and shall be comprised of:

- a) the Reeve
- b) the Chief Administrative Officer
- c) the Director of Emergency Services
- d) shall, by resolution, establish and maintain the Mackenzie County Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the *Emergency Management Act*;
- e) shall appoint a Director of the Mackenzie County Emergency Management Agency.

6.2 Director of the Mackenzie County Emergency Management Agency shall:

- a) be responsible to Council via the Emergency Management Committee;
- b) prepare and coordinate emergency plans and programs for Mackenzie County;
- c) act as director of emergency operations on behalf of the Mackenzie County Emergency Management Agency.
- d) co-ordinate all emergency services and other resources used in an emergency and,
- e) be responsible for the submission of an annual report describing the status of emergency preparedness in the municipality.
- f) perform other duties as prescribed by Council.

6.3 The following public and private organizations operating in Mackenzie County shall be invited to nominate representatives to serve as members of the Mackenzie County Emergency Management Agency:

- a) the NCO i/c High Level Detachment RCMP or designate;
- b) the NCO i/c Fort Vermilion Detachment RCMP or designate;
- c) the NCO i/c **Assumption** Chateh Detachment RCMP or designate
- d) the Community Peace Officer(s) for Mackenzie County;
- e) the Fire Chiefs for Fort Vermilion, La Crete & Zama or their designate(s);
- f) the Director of Operational Services North & South or designate(s);
- g) the Director of Protective Services for the Town of High Level;
- h) Alberta Health Services (AHS) representatives for Hospital & Community clinics or designate(s);
- i) the Zone Coordinator for AHS, Ambulance Services or designate;
- j) the Directors of Family and Community Support Services for Fort Vermilion, La Crete & Zama or their designate(s);
- k) the Superintendent of the Fort Vermilion School Division or designate;
- l) the School Board Trustee(s) of the Fort Vermilion School Division;
- m) the Manager of Social Services or designate;
- n) representative(s) from Alberta Sustainable Resource Development;
- o) representative(s) from Alberta Transportation;
- p) representative(s) from Northern Lights Gas Co-op;
- q) representative(s) from ATCO Electric;
- r) representative(s) from Telus;
- s) representative(s) from local business/industry;
- ~~t) local volunteer groups~~
- v) representatives from Nor Alta Aviation;
- w) representatives from STARS;
- x) representatives from La Prairie Group;
- y) representatives from First Nations;
- z) representative from Victim Services;

SECTION 7 SEVERANCE

7.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

SECTION 8 COMING INTO EFFECT

8.1 This Bylaw shall come into force and effect on the final day of passing thereof.

8.2 If any provision herein is adjudged to be repugnant to any federal regulation or legislation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

First Reading given on the day of , 2015.

Second Reading given on the day of , 2015.

Third Reading and Assent given the day of , 2015..

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | August 11, 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 – Action on Smoking and Health - Model Smoking Bylaw 2015
- Climate Resilience Express – Application Information
-
-
-
-

OPTIONS & BENEFITS:

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: A Codispodi Reviewed by: _____ CAO: _____

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

BYLAW NO. X OF THE (MUNICIPALITY) IN THE PROVINCE OF ALBERTA

Being a bylaw respecting smoke-free public places and workplaces.

WHEREAS health officials have determined that secondhand tobacco smoke (exhaled smoke and the smoke from idling cigarettes, cigars and pipes) and smoking is a health hazard or discomfort for many persons;

AND WHEREAS the Council of the (Municipality) deems it expedient and appropriate to limit the effects of secondhand smoke and smoking for residents and visitors to the municipality;

AND WHEREAS the Council deems it expedient and appropriate to regulate smoking and tobacco use in public places and workplaces within the (Municipality); and in accordance with the *Municipal Government Act R.S.A. 2000 c. M-26 as amended*, has the authority to pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) businesses, business activities and persons engaged in business;

NOW THEREFORE, the Council of the (Municipality), duly assembled, hereby enacts as follows:

SECTION 1 - SHORT TITLE

1.1 This Bylaw may be cited as the "Smoking Bylaw".

SECTION 2 - DEFINITIONS

In this Bylaw:

2.1 "**Ashtray**" means a receptacle for tobacco ashes and for cigar and cigarette butts;

2.2 "**Building**" includes anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a Person could enter;

2.3 "**Council**" means the Council of the Municipality of (name);

2.4 "**Designated Public Place**" means a place prescribed in Section 3;

2.5 "**Educational Institution**" means a public or private school or post-secondary institution;

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- 2.6 “**Employee**” includes a person who performs any work for or supplies any services to any Employer;
- 2.7 “**Employer**” includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- 2.8 “**Enclosed Walkway**” means any pedway, bridge, hallway, connecting stairway, or similar structure that is physically enclosed;
- 2.9 “**Grandstand**” means an open air seating facility primarily but not exclusively limited to use in watching sporting events.
- 2.10 “**Hotel**” includes hotels, motels and inns.
- 2.11 “**Municipal Building**” means any of the buildings owned, leased, operated or occupied by the Municipality of (community);
- 2.12 “**Municipal Manager**” means the chief administrative officer or his delegate;
- 2.13 “**Municipal Tag**” means a ticket or similar document issued by the Municipal pursuant to the *Municipal Government Act R.S.A. 2000, c. M-26 as amended*, and as referred to in Section 8 below;
- 2.14 “**Municipality**” means the Municipality of (community);
- 2.15 “**Outdoor Patio**” means an area outside of a building intended for the consumption of food or beverages by patrons of a business providing such food or beverages, and includes;
- a) a public premises where food or beverages are served that is not fully contained within an enclosed building; and
 - b) an outside extension of an eating or drinking establishment regardless of whether it is covered.
- 2.16 “**Outdoor Public Event**” means an outdoor market, festival, fair, display, exhibition, fundraiser, race, concert or parade requiring a municipal permit, and to which the public is invited or permitted to attend.
- 2.17 “**Outdoor Public Place**” means an outdoor
- (i) Beach;
 - (ii) Grandstand;
 - (iii) Park;
 - (iv) Playground;

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- (v) Pool;
- (vi) Seasonal Multipurpose Pad;
- (vii) Skate or Bicycle Park;
- (viii) Sports Field;
- (ix) Trail;
- (x) Water Playground;

open to the public from time to time.

- 2.18 **"Park"** means public space controlled by the Municipality and set aside as a park to be used for rest, recreation, exercise, pleasure, amusement and enjoyment, and includes the municipal trail system;
- 2.19 **"Peace Officer"** means a person appointed as a Bylaw Enforcement Officer pursuant to the Municipal Government Act, to do any act or perform any duties under this bylaw and includes a member of the Royal Canadian Mounted Police, municipal police service and, when authorized, a Special Constable;
- 2.20 **"Person"** includes an individual, proprietorship, corporation or society;
- 2.21 **"Playground"** means a structure or collection of structures designed and intended for recreational use by children and, where mounted in a distinct material such as sand, rubber, gravel, or wood chips, includes the material in which those structures are mounted;
- 2.22 **"Private Residence"** means a self-contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway;
- a) a private residence is a workplace if a home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence; and
 - b) only that part of a private residence in which the business is operated is a workplace for the purposes of this bylaw.
- 2.23 **"Proprietor"** means the owner, or his agent or representative of a Designated Public Place referred to in this bylaw, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, where applicable includes;
- a) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;
 - b) a Regional Health Authority Board appointed pursuant to the provisions of the Regional Health Authority Act; and
 - c) the Board of Governors, Board of Trustees, or President of an Educational Institution;

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- 2.24 “**Public**” means any person other than the owner, lessee, proprietor or employer of a particular building or place;
- 2.25 “**Public Building**” means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:
- a) all classes of the public are invited;
 - b) the proprietor has the right to exclude any particular person;
 - c) payment, membership or the performance of some formality is required prior to access;
 - d) the public has access to the building only at certain times, or from time to time;
 - e) a member of the public has access only if they are a member or if they are accompanied by a member;
 - f) Subject to subsection g) and h) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a Public Building;
- Where a building includes a private residence, the following shall apply:
- g) that portion of the building containing the private residence shall be deemed to not be a public building;
 - h) If a building contains two or more private residences, those common areas of the building including patios, pools, other recreational areas, washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages shall be deemed to be a public building;
- 2.26 “**Public Transportation Vehicle**” means a school bus, a bus, a taxicab, limousine or other similar vehicle which is being used by a passenger or passengers for hire or which is being offered for hire;
- 2.27 “**Public Transportation Vehicle Shelter**” means any structure with a roof designed to protect a passenger from the elements while waiting for a school bus, a bus, a taxicab, limousine or other similar vehicles;
- 2.28 “**Seasonal Multi-Purpose Pad**” means a surface on which members of the public are permitted to skate or engage in other physical activities, whether on payment of a fee or not, and includes, public lakes, ponds, outdoor rinks with boards or other ice support infrastructure and outdoor basketball courts;
- 2.29 “**Skate or Bicycle Park**” means an area designed and intended specifically for the use of one or more of the following:
- (i) skateboards;
 - (ii) bicycles;
 - (iii) in-line skates; or

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

(iv) similar devices;

2.30 “**Sign**” means a sign as prescribed in Section 5;

2.31 “**Sports Field**” means an area designed and intended for use in a specific sporting event, including spectator seating areas, and includes a soccer pitch, football field, rugby pitch, baseball diamond, tennis court and similar areas.

2.32 “**Smoke**” or “**Smoking**” means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco or any other weed or substance for the purpose of inhaling or tasting its emissions.

2.33 “**Violation Ticket**” means a ticket issued pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000 c. P-34, as amended* and regulations thereunder, and as referred to in Section 9 of this bylaw;

2.34 “**Water Playground**” means a structure or collection of structures that spray or release water which is designed and intended for recreational use.

2.35 “**Workplace**” means any enclosed area of a building or structure in which an employee performs the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation and includes hotel rooms, washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms, enclosed parking garages and work vehicles. Without limiting the generality of the foregoing:

- a) a place is a Workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
- b) subject to clause c) below, if an employee works in any portion of a building for any period of time, the entire building shall be deemed to be a workplace;
- c) a private residence shall not be deemed to be a workplace but that part of a private residence in which a home business is operated is a workplace if the home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence.

2.36 “**Window**” means a window that can be opened to admit air.

2.37 “**Work Vehicle**” means a vehicle owned or leased by an employer and used by employees during the course of employment.

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

SECTION 3 - GENERAL PROVISIONS

3.1 Subject to Section 3.2, the following are Designated Public Places for the purposes of this bylaw:

- a) Public Buildings and those areas within 5m of an entrance or exit to a Public Building;
- b) Municipal Buildings and those areas within 5m of an entrance or exit to a Municipal Building;
- c) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- d) Outdoor Public Events as described in Section 2.16;
- e) Outdoor Public Places as described in Section 2.17; and
- f) Workplaces and those areas within 5m of an entrance or exit to a Workplace.

3.2 No person shall Smoke in a Designated Public Place, whether or not a “No Smoking” sign is posted or visible.

3.3 No proprietor or employer shall permit smoking in a Designated Public Place, whether or not a “No Smoking” sign is posted or visible.

SECTION 4 - ASHTRAYS

4.1 The proprietor and employer of every Designated Public Place shall ensure that no ashtrays are placed or allowed to remain in any Designated Public Place.

4.2 The proprietor and employer of every Designated Public Place shall, if employees or members of the public from time to time gather to smoke at a location outside the Designated Public Place, ensure that ashtrays are placed more than 5m from the entrance or exit of the Designated Public Place.

SECTION 5 - SIGNS

5.1 The proprietor and employer of every Designated Public Place shall ensure that signs are posted conspicuously and in accordance with this bylaw so as to clearly identify that smoking is prohibited.

5.2 The proprietor and employer of every Workplace, Public Building or Municipal Building shall ensure that:

- a) signs are posted at every entrance, window or air intake to the Workplace, Public Building, Municipal Building, public vehicles and work vehicles and in the case of a public place or workplace, at a height of not less than 1m and not more than 2.4m, as measured from the floor of the entrance;
- b) be posted inside each public place, workplace or public vehicle in such numbers and locations as the manager of the public place, workplace or public vehicle reasonably considers adequate to ensure that the public and employees are aware of the prohibition;

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- c) signs are posted at the entrance to each washroom where said washroom is not fully contained within a Workplace, Public Building or Municipal Building that has been signed in accordance with Section 5.2(a);
- d) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed where said seating area is not fully contained within a Workplace, Public Building or Municipal Building that has been signed in accordance with Section 5.2(a);
- e) Where there is no public entrance to a place or premises mentioned in Section 3, signs prohibiting smoking shall be posted in a prominent location on or near the premises in such manner as to be readily visible to any member of the public using such place or premises.

5.3 The signs referred to in this bylaw shall:

- a) include the following graphic symbol to indicate the areas where smoking is prohibited pursuant to this bylaw: It must depict the symbol in black or red on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the public place, workplace or public vehicle.
- b) contain the text “no smoking” in capital or lower case letters, which must be set out in a style and size that is clearly legible and be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the public place, workplace or public vehicle.

5.4 Size of Signs

- a) A sign posted under this Bylaw in a public place or a workplace other than a work vehicle must be at least 20 cm by 26 cm and must have a surface area of not less than 520 cm².
- b) A sign posted under the Bylaw in a public vehicle or work vehicle must be at least 10 cm by 10 cm and must have a surface area of not less than 100 cm².

5.5 Notwithstanding that the graphic symbol in Subsection 5.3 is a cigarette, it shall be deemed to include a reference to a lighted cigar, cigarette, pipe or other lighted smoking equipment.

5.6 No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw.

SECTION 6 – PENALTIES

6.1 Any corporation which fails or neglects to perform the duties or requirements imposed upon it under the provisions of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000).

6.2 Any individual, other than a corporation, who contravenes this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

dollars (\$1,000) and for a second subsequent offence, to a fine of not more than five thousand (\$5,000) dollars.

6.3 The specified fine for an offence committed pursuant to this bylaw is established at:

- a) Individual \$ 250
- b) Corporations \$ 1,000

6.4 In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

SECTION 7 - MUNICIPAL TAGS

7.1 A Peace Officer is hereby authorized and empowered to issue a municipal tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

7.2 A municipal tag may be issued to such person:

- a) either personally;
- b) by mailing a copy to such person at his last known post office address, or
- c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.

7.3 The municipal tag shall be in a form approved by the Municipal Manager and shall state:

- a) the name of the person;
- b) the offence;
- c) the municipal or legal description of the land on or near where the offence took place;
- d) the appropriate penalty for the offence as specified in Section 6 of this bylaw;
- e) that the penalty shall be paid within 30 days of the issuance of the municipal tag;
- f) any other information as may be required by the Municipal Manager.

7.4 Where a municipal tag is issued pursuant to Section 7 of this bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay the penalty to the Municipality the penalty specified within the time period indicated on the municipal tag.

7.5 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

SECTION 8 - VIOLATION TICKET

8.1 In those cases where a municipal tag has been issued and if the penalty specified on a municipal tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 as amended.*

8.2 Notwithstanding Section 7 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 as amended*, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

SECTION 9 - SEVERABILITY

9.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

SECTION 10 – ENFORCEMENT

10.1 For the enforcement of this bylaw, a Peace Officer, upon producing proper identification, may at all reasonable hours, enter any Designated Public Place and may make examinations, investigations and inquiries.

10.2 A Peace Officer is a Designated Officer for the purposes of ss. 542 - 545 of the *Municipal Government Act, R.S.A. 2000, c.M-26 as amended.*

SECTION 11 - EFFECTIVE DATE

11.1 This bylaw shall come into effect all as of (date).

Selected Tobacco/Smoking Restrictions in Alberta

Compiled by Action on Smoking & Health (ASH)

July 2015

| Municipality | Tobacco Sales Licensing | Smoke-Free Outdoor Spaces | | | | | | | Smoke-Free Hotel/Motel Guest Rooms | Smoking Materials Prohibited | | |
|--------------------------------|-------------------------|---------------------------|-------|------------------------------|---------|-----------------|----------------|--------|------------------------------------|------------------------------|---|-----------------------|
| | | Play-grounds | Parks | Sports fields and facilities | Beaches | Outdoor markets | Outdoor events | Trails | | Tobacco products | Waterpipes, hookahs and other smoking equipment | Electronic cigarettes |
| Airdrie | | | | | | | | | ✓ | ✓ | ✓ | |
| Beaumont | | | | | | | | | | ✓ | ✓ | |
| Bonnyville | | ✓ | | ✓ | | | | | | ✓ | ✓ | ✓ |
| Calgary | ✓ | ✓ | | ✓ | | | | | | ✓ | | ✓ |
| Canmore | | | | | | | | | ✓ | ✓ | | |
| Cold Lake | | ✓ | ✓ | ✓ | | | | | | ✓ | ✓ | ✓ |
| Devon | | | | | | | ✓ | | | ✓ | | |
| Edmonton | ✓ | ✓ | | ✓ | | | | | | ✓ | | |
| Grande Prairie | | ✓ | | ✓ | | | | | | ✓ | | |
| Hinton | ✓ | | | | | | | | | | | |
| Jasper | | | | | | | | | | ✓ | ✓ | |
| Lethbridge | | ✓ | | | | | | | | ✓ | | |
| Medicine Hat | | ✓ | ✓ | ✓ | ✓ | | | ✓ | | ✓ | | |
| Okotoks | ✓ | | | | | | | | | ✓ | | |
| Red Deer | | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | | ✓ |
| Spruce Grove | | | | | | | | | | ✓ | ✓ | |
| St. Albert | ✓ | | | | | | | ✓ | ✓ | ✓ | | |
| Stettler | | | | | | | | | ✓ | ✓ | ✓ | |
| Strathmore | | ✓ | ✓ | ✓ | | | | | | ✓ | | |
| Sylvan Lake | | | | | | | | ✓ | | ✓ | ✓ | |
| Taber | ✓ | | | | | | | | | | | |
| Wood Buffalo | | | | | | | | | | ✓ | ✓ | |

Increase your community's resilience to Alberta's climate

Submit an expression of interest to participate in action planning for your municipality through

CLIMATE RESILIENCE EXPRESS

- How is the climate and natural environment in your region projected to change in the future?
- How will changes affect your community's economy, services and quality of life?
- How can your community prepare for these changes?

Free support is available to help your community address these questions. We only need to spend **one day** with key community stakeholders in your area. Apply now for *Climate Resilience Express* and plan for a safe, prosperous and resilient future.



WHAT DO YOU GET?

Selected communities receive a collaborative planning workshop for local stakeholders to:

1. Assess local climate and environmental trends and projections;
2. Prioritize weather and climate impacts facing your community; and
3. Develop an action plan to address priority impacts.

WHO CAN APPLY?

Any municipality (city, town, village, summer village, municipal district, specialized municipality or First Nation) in Alberta with a population under 50,000.

HOW TO APPLY?

Fill out the application form on the MCCAC website (www.mccac.ca). Look for the Alberta Resilience Project under the Adaptation tab or [click here](#) for a direct link.

If you have questions contact:

Laura de Carolis
Project Analyst,
Municipal Climate Change Action Centre
contact@mccac.ca or 780-989-7429

** submission of an application does not guarantee program acceptance*

Application deadline: September 4, 2015

This project made possible through generous support from:

- The Calgary Foundation
- Natural Resources Canada
- Alberta Ecotrust Foundation

Project delivered collaboratively by All One Sky Foundation and the Municipal Climate Change Action Centre and



MCCAC
MUNICIPAL CLIMATE CHANGE ACTION CENTRE