


MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MARCH 12, 2019
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, March 12, 2019
10:00 a.m.**

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

AGENDA

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		c)	

NOTICE OF MOTION: 18. a)

**NEXT MEETING
DATES:**

- 19. a) Committee of the Whole Meeting
March 26, 2019
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
March 27, 2019
10:00 a.m.
Fort Vermilion Council Chambers
- c) Regular Council Meeting
April 8, 2019
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the February 27, 2019 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 27, 2019, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 27, 2019 Regular Council Meeting be adopted as presented.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**February 27, 2019
10:00 a.m.**

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

- PRESENT:** Josh Knelsen Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Cameron Cardinal Councillor
David Driedger Councillor
Eric Jorgensen Councillor
Anthony Peters Councillor
Ernest Peters Councillor
Lisa Wardley Councillor
- REGRETS:** Walter Sarapuk Deputy Reeve
- ADMINISTRATION:** Len Racher Chief Administrative Officer
Byron Peters Deputy CAO
Doug Munn Director of Community Services
David Fehr Director of Operations
Bill McKennan Director of Finance
Carol Gabriel Director of Legislative & Support
Services/Recording Secretary
Grant Smith Agricultural Fieldman
- ALSO PRESENT:** Members of the public and the media.
Grade Six Students, Ridgeview Central School

Minutes of the Regular Council meeting for Mackenzie County held on February 27, 2019 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

Reeve Knelsen welcomed Mrs. Karie Becker and Mrs. Shannon Peters' grade six classes from Ridgeview Central School in La Crete to the Council meeting.

The students held an election for the position of Junior Reeve. Landon Schmidt was elected the Junior Reeve and took a seat

beside the Reeve.

AGENDA: 2. a) Adoption of Agenda

MOTION 19-02-093 MOVED by Councillor Cardinal

That the agenda be approved with the following additions:

- 4. a) Swimming Pool (added by the Grade 6 Students)
- 14. e) Power Generation Strategy Study
- 14. f) North Northwest Citizens Advisory Committee

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the February 12, 2019 Regular Council Meeting

MOTION 19-02-094 MOVED by Councillor Braun

That the minutes of the February 12, 2019 Regular Council Meeting be adopted as presented.

CARRIED

3. b) Business Arising out of the Minutes

MOTION 19-02-095 MOVED by Councillor A. Peters

That the business arising out of the minutes be received for information.

CARRIED

GENERAL REPORTS: 7. a) Disaster Recovery Program (DRP) Updates

MOTION 19-02-096 MOVED by Councillor Bateman

That the disaster recovery program update be received for information.

CARRIED

4. a) Swimming Pool (ADDITION)

MOTION 19-02-097 MOVED by Councillor Braun

That the swimming pool debate be received for information.

CARRIED

DELEGATIONS:

4. a) Grade 6 Class, Ridgeview Central School

The grade six students were given an opportunity to present questions to Council, these included:

- Why don't we have a police station?
- What is La Crete missing until it can become a town?
- Why has Zama City's population gone down?
- Why can't we attract specialized nurses and doctors?
- What would La Crete have to do to get a pool?
- Why is the road from Prairie Packers to the cemetery not paved?
- Is it easy being a Councillor?
- Do Councillors get paid?

Reeve Knelsen recessed the meeting at 10:57 a.m. and reconvened the meeting at 11:22 a.m.

COMMUNITY SERVICES:

9. a) Request to Waive Fire Invoice – William Wiebe

MOTION 19-02-098

MOVED by Councillor Jorgensen

That the request to waive a fire invoice be TABLED for more information.

CARRIED

DELEGATIONS:

4. b) Fort Vermilion RCMP – Statistics and Enhanced Policing Report

MOTION 19-02-099

MOVED by Councillor Jorgensen

That the RCMP crime statistics and enhanced policing report be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 12:08 p.m. and reconvened the meeting at 1:01 p.m.

DELEGATIONS:

4. c) LA on Wheels Society – Handivan Agreement

COMMUNITY SERVICES:

9. b) Handivan – LA on Wheels Society Agreement

MOTION 19-02-100

MOVED by Councillor Braun

That administration prepare an agreement between Mackenzie County and the LA on Wheels Society based on the Handivan Memorandum of Understanding with the following amendment(s):

- a. Mackenzie County retains ownership.
- b. That the Society be allowed to take the Handivan out of the region at the Board's discretion.

CARRIED

DELEGATIONS:

4. d) Calvin McLeod, Northwest Director, Alberta Environment and Parks – Parks Division (Caribou Mountains Wildland Provincial Park Advisory Committee)

Delegation postponed until June 2019.

ADMINISTRATION:

14. f) North Northwest Citizens Advisory Committee (ADDITION)

MOTION 19-02-101

MOVED by Councillor Jorgensen

That a letter be sent to Calvin McLeod, Northwest Director, regarding the move by the Government of Alberta to have the herd of diseased American Plains Bison hybrids roaming outside of the Wood Buffalo National Park declared as wildlife under the Wildlife Act and the ramifications of that decision on local cattle and bison producers and information regarding the public consultation process.

CARRIED

TENDERS:

5. a) None

PUBLIC HEARINGS:

6. a) None

AGRICULTURE SERVICES:

8. a) None

FINANCE:

10. a) None

OPERATIONS: 11. a) None

UTILITIES: 12. a) None

PLANNING & DEVELOPMENT: 13. a) **Land Stewardship Committee – Crop Disease and Noxious Weed Prevention Letter to the Minister of Alberta Agriculture and Forestry**

MOTION 19-02-102 **MOVED** by Councillor Bateman

That the letter to the Minister of Agriculture and Forestry regarding crop disease and noxious weed prevention be sent on behalf of Mackenzie County and the Land Stewardship Committee.

CARRIED

PLANNING & DEVELOPMENT: 13. b) **Community and Regional Economic Support Program (CARES) Grant – Mackenzie Regional Agricultural Investment Attraction Plan**

MOTION 19-02-103 **MOVED** by Councillor E. Peters
Requires 2/3

That the 2019 Budget for the Economic Development Investment Attraction Marketing Packages project be amended to \$114,000 with \$57,000 in funding coming from the Community and Regional Economic Support Program (CARES) grant and \$57,000 from the current operating budget.

CARRIED

ADMINISTRATION: 14. a) **Genesis Reciprocal Insurance Exchange Annual General Meeting**

MOTION 19-02-104 **MOVED** by Councillor Wardley

That the Chair of the Finance Committee be appointed to act as proxy at the Annual General Meeting of the Genesis Reciprocal Insurance Exchange on March 18, 2019 in Edmonton.

CARRIED

ADMINISTRATION: 14. b) **La Crete Agricultural Society – Request for Letter of Support**

MOTION 19-02-105 **MOVED** by Councillor Wardley

That a letter of support be provided to the La Crete Agricultural Society for their Co-op Community Spaces Grant for playground equipment.

CARRIED

ADMINISTRATION: 14. c) 2019 Ratepayers Meetings

MOTION 19-02-106 MOVED by Councillor Braun

That the 2019 annual ratepayer meetings be held as follows:

- Fort Vermilion – June 12, 2019
- Rocky Lane/High Level Rural – June 13, 2019
- Tompkins Landing – June 14, 2019
- La Crete – June 17, 2019
- Zama – June 18, 2019

CARRIED

Reeve Knelsen recessed the meeting at 1:55 p.m. and reconvened the meeting 2:14 p.m.

ADMINISTRATION: 14. d) Caribou Update

MOTION 19-02-107 MOVED by Councillor Jorgensen

That a letter of support be provided for the Northwest Species at Risk Committee Alberta Biodiversity Monitoring Institute Collaborative Caribou Ranges Research Project.

CARRIED

MOTION 19-02-108 MOVED by Councillor Jorgensen

That Council accept Councillor E. Peters resignation from the Northwest Species at Risk Committee and that Councillor Cardinal be appointed as the replacement.

CARRIED

ADMINISTRATION: 14. e) Power Generation Strategy Study (ADDITION)

MOTION 19-02-109 MOVED by Councillor Braun
Requires Unanimous

That Mackenzie County partner with the Regional Economic Development Initiative on a 50/50 cost sharing basis for the

Power Generation Strategy Study (estimated cost is \$70,000).

CARRIED UNANIMOUSLY

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 19-02-110

MOVED by Councillor Driedger

That the Council Committee reports be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 19-02-111

MOVED by Councillor Braun

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

CARRIED

Reeve Knelsen recessed the meeting at 3:11 p.m. and reconvened the meeting at 3:20 p.m.

CLOSED MEETING:

17. Closed Meeting

MOTION 19-02-112

MOVED by Councillor Wardley

That Council move into a closed meeting at 3:21 p.m. to discuss the following:

- 17. a) Union Negotiations (*FOIP, Div. 2, Part 1, s. 23, 24*)
- 17. b) Town of Rainbow Lake – Revenue Sharing Agreement Negotiations (*FOIP, Div. 2, Part 1, s. 21,24*)
- 17. c) Plan 5999CI Fort Vermilion (*FOIP, Div. 2, Part 1, s. 17*)
- 17. d) Personnel (*FOIP, Div. 2, Part 1, s. 23, 24, 27*)

CARRIED

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors

- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Carol Gabriel, Director of Legislative & Support Services

MOTION 19-02-113 **MOVED** by Councillor E. Peters

That Council move out of a closed meeting at 4:31 p.m.

CARRIED

17. a) Union Negotiations

MOTION 19-02-114 **MOVED** by Councillor E. Peters

That Motion 18-10-873, Motion 19-02-088, and Motion 19-02-089 be RESCINDED.

CARRIED

MOTION 19-02-115 **MOVED** by Councillor Braun

That the Reeve and the following Councillors be appointed to the Ad Hoc Union Negotiating Committee:

- Councillor A. Peters
- Councillor Bateman
- Councillor Driedger

CARRIED

17. b) Town of Rainbow Lake – Revenue Sharing Agreement Negotiations

MOTION 19-02-116 **MOVED** by Councillor Bateman

That the inter-municipal negotiations update with the Town of Rainbow Lake be received for information.

CARRIED

17. c) Plan 5999CI Fort Vermilion

MOTION 19-02-117 **MOVED** by Councillor Braun

That administration proceed with Plan 5999CL in Fort Vermilion as discussed.

CARRIED

17. d) Personnel

MOTION 19-02-118 **MOVED** by Councillor Bateman

That the personnel update be received for information.

CARRIED

NOTICE OF MOTION: **18. a) None**

NEXT MEETING **19. a) Next Meeting Dates**
DATE:

Regular Council Meeting
March 12, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
March 26, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
March 27, 2019
10:00 a.m.
Fort Vermilion Council Chambers

MOTION 19-02-119 **MOVED** by Councillor Wardley
Requires Unanimous

That the June 11, 2019 Regular Council meeting be changed to June 12, 2019.

CARRIED UNANIMOUSLY

ADJOURNMENT: **20. a) Adjournment**

MOTION 19-02-120 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 4:34 p.m.

CARRIED

These minutes will be presented to Council for approval on March 12, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Grant Smith, Agricultural Fieldman
Title:	TENDERS Roadside Mowing

BACKGROUND / PROPOSAL:

As the Roadside mowing contracts expired in 2018, administration and the Agricultural Service Board prepared and advertised an Invitation to Tender for the 2019 to 2021 Roadside Mowing, with a one year option.

The Tender submission deadline was March 11, 2019 at 4:30 PM.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

The agricultural department has budgeted \$260,000.00 in operating funds.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified.

Author: C.Sarapuk **Reviewed by:** _____ **CAO:** _____

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Roadside Mowing Tenders – Envelope #1 be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That administration review the Roadside Mowing Tenders – Envelope 1 submissions for qualification prior to opening Envelope #2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Roadside Mowing Tenders be returned to the senders without opening Envelope #2.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That the Roadside Mowing Tenders - Envelope #2 be opened for the qualified bidders.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Roadside Mowing contract be awarded to the lowest bidder(s) while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Dave Fehr, Director of Operations
Title:	TENDERS Line Painting

BACKGROUND / PROPOSAL:

Administration advertised the 'Line Painting – Invitation to Tender' on Alberta Purchasing Connection (APC), in the Big Deal Bulletin, the Echo / Pioneer and Mackenzie County Facebook Page. Submissions were due at Fort Vermilion County office March 11, 2019 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Operating Budgets 32 & 33, total of \$92,500

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified and APC will be updated.

POLICY REFERENCES:

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Line Painting Tenders – Envelope #1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That administration review the Line Painting Tenders – Envelope 1 submissions for qualification prior to opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Line Painting Tenders be returned to the senders without opening Envelope #2.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That the Line Painting Tenders - Envelope #2 be opened for the qualified bidders.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That the Line Painting contract be awarded to the lowest bidder while staying within budget.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	David Fehr, Director of Operations
Title:	TENDERS Crack Filling

BACKGROUND / PROPOSAL:

Administration advertised the 'Crack Filling – Invitation to Tender' on Alberta Purchasing Connection (APC), in the Big Deal Bulletin, the Echo / Pioneer and Mackenzie County Facebook Page. Submissions were due at Fort Vermilion County office March 11, 2019 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Operating Budgets 32 & 33, total of \$92,500

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified and APC will be updated.

POLICY REFERENCES:

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Crack Filling Tenders – Envelope #1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That administration review the Crack Filling Tenders – Envelope 1 submissions for qualification prior to opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Crack Filling Tenders be returned to the senders without opening Envelope #2.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That the Crack Filling Tenders - Envelope #2 be opened for the qualified bidders.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That the Crack Filling contract be awarded to the lowest bidder while staying within budget.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	PUBLIC HEARING Bylaw 1130-19 Land Use Bylaw Amendment to Rezone NW 32-109-13-W5M from Agricultural “A” to Rural Industrial – General “RIG” (12 Mile Corner)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone NW 32-109-13-W5M from Agricultural “A” to Rural Industrial – General “RIG” in order to accommodate a farm equipment dealership, bulk fuel station, public utility, and/or agricultural supply depot.

The Mackenzie County Municipal Development Plan lays out policies for commercial development within Mackenzie County.

One policy in Section 8.1 Commercial is specifically relevant for this rezoning application:

8.2.3 *With the exception of agricultural industries, highway commercial uses, home-based businesses, public uses and utilities, recreational uses, resource extraction industries, and rural industrial land uses, commercial uses shall not be permitted to locate on Better Agricultural Land, unless no suitable alternative location is available.*

The Municipal Development Plan has commercial objectives to guide development. Two objectives are:

- ***Provide suitable and appropriately located areas for urban and rural commercial activities;***
- ***broaden the County’s economic base by taking advantage of retail opportunities***

Author: K Racine Reviewed by: C Smith CAO:

The Mackenzie County Land Use Bylaw has been revised several times over the years. The Land Use Bylaw previously allowed for commercial and industrial uses in the Agricultural “A” district. In the current Land Use Bylaw, it no longer allows for commercial/industrial uses. Therefore, a rezoning application is required.

On March 22, 1995, a development permit was issued for this parcel of land for the uses of a convenience store and a fuel station. An adjacent landowner appealed the development permit approval but the approval was upheld. After the appeal, the previous landowner sold the property to the current landowner. No development occurred with the approved development permit as the developer has 12 months from the date of approval to commence construction before expiration. The development permit then expired.

The current developer then applied to rezone from Agricultural “A1” to Highway Development “HD” in 2005. At the December 13, 2005 Council Meeting, the rezoning application passed first reading. On December 19, 2005, the applicant received a letter from the Municipal District of Mackenzie requesting an Area Structure Plan before the second and third reading. Alberta Transportation also required an Area Structure Plan in order to approve an access to the future subdivision with the new zoning; Highway Development. The applicant didn’t meet this requirement therefore, the first reading motion expired in 2007.

The applicant is now requesting to rezone the whole quarter section. The applicant does not have a timeline for development or a shadow plan for the proposed rezoning. He would like to wait until the land is successfully rezoned before committing to a design.

The developer is willing to work with Alberta Transportation and Mackenzie County in order to meet all development requirements. He has also offered to work with the adjacent landowners in order to create a complimentary commercial area. To our knowledge the applicant has not yet consulted with anyone other than the municipality.

The applicant is also open to selling the quarter section to Mackenzie County, in order for the municipality to be able to better guide future development in the area as he purchased the quarter section for the commercial/business potential.

Bylaw 1130-19 was presented to the Municipal Planning Commission on January 24, 2019 where the following motion was made:

MPC-19-01-010 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-19 being a Land Use Bylaw Amendment to Rezone NW 32-109-13-W5M from Agriculture “A” to Rural Industrial – General “RIG” to accommodate commercial/industrial uses, subject to public hearing.

CARRIED

Author: K Racine **Reviewed by:** C Smith **CAO:** _____

This item was taken to Council on February 12, 2019 for first reading where it was passed with the following motion:

MOTION 19-02-055 **MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 1130-19 being a Land Use Bylaw Amendment to rezone NW 32-109-13-W5M from Agricultural "A" to Rural Industrial – General "RIG", subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to pass, defeat or table second and third reading of the bylaw.

Council needs to take into consideration future servicing of the area. The two (2) industrial/commercial quarters can become fully developed over the coming years which means additional servicing. The County would be required to take over the internal roads which means more maintenance. Also future lot sizes need to be addressed and the feasibility of sewer systems and water. This would mean that the County should facilitate the creation of a joint area structure plan for the 12 mile area in conjunction with the current developers.

An area structure plan can also be a requirement before development takes place.

COSTS & SOURCE OF FUNDING:

Current costs will consist of advertising the public hearing and adjacent landowner letters, which will be borne by the applicant.

Costs of the area structure plan for the area can be addressed however Council deems fit such as a cost sharing initiative or placing the responsibility solely on the developers.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for continually growing population.

Author: K Racine **Reviewed by:** C Smith **CAO:**

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1130-19

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1130-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate Commercial/Industrial development.

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

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

NW 32-109-13-W5M

within Mackenzie County, be rezoned from Agricultural “A” to Rural Industrial – General “RIG” as outlined in Schedule “A” hereto attached.

READ a first time this 12th day of February, 2019.

PUBLIC HEARING held this ___ day of _____, 2019

READ a second time this ___ day of _____, 2019.

READ a third time and finally passed this ___ day of _____, 2019.

Joshua Knelsen
Reeve

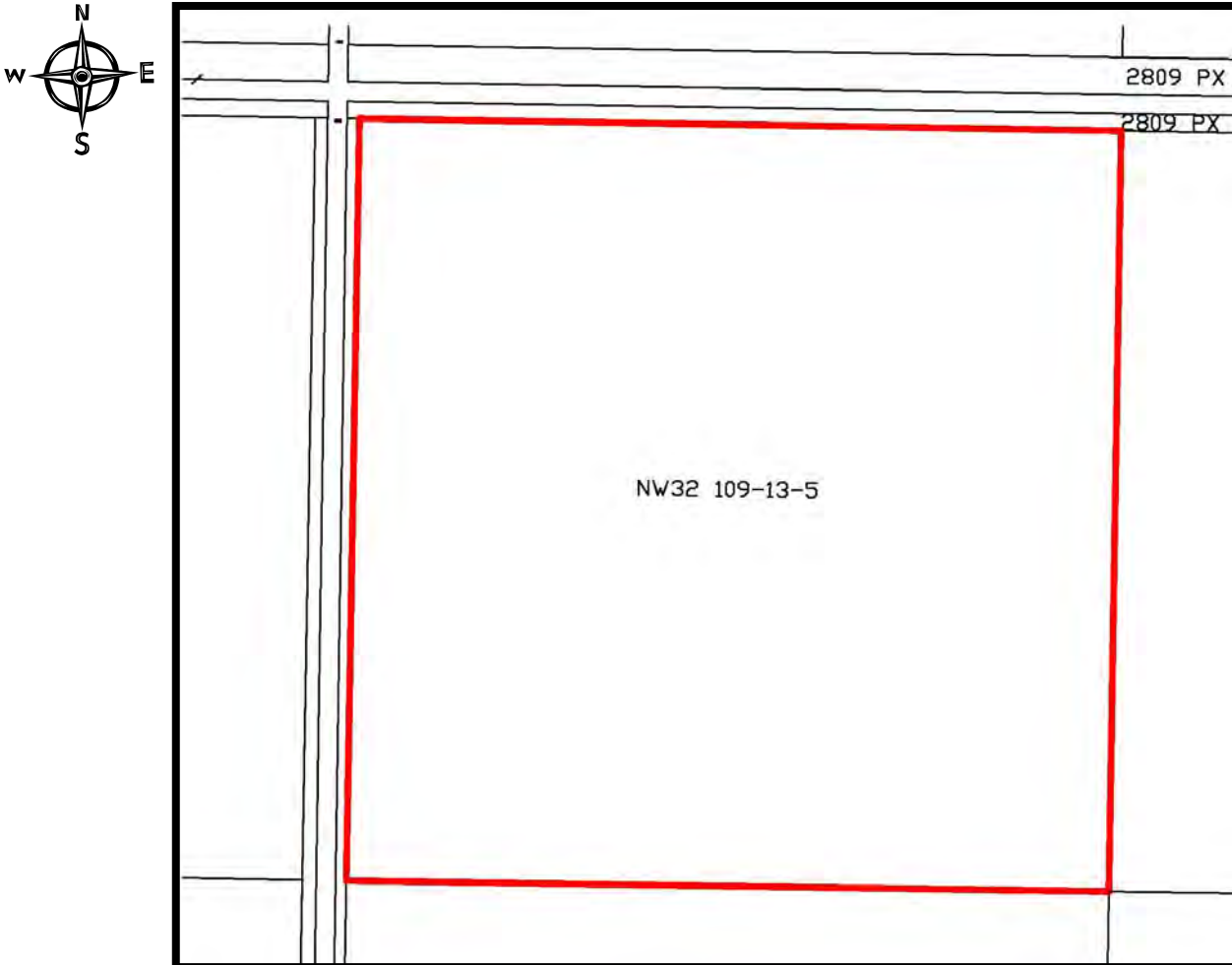
Lenard Racher
Chief Administrative Officer

BYLAW No. 1130-19

SCHEDULE "A"

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

NW 32-109-13-W5M within Mackenzie County, be rezoned from Agricultural "A" to Rural Industrial – General "RIG".



FROM: Agricultural "A"

TO: Rural Industrial – General "RIG"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>DAVID Lyle Duperron</i>		
ADDRESS <i>Box 535</i>		
TOWN <i>FT. VERMILION</i>		
POSTAL CODE <i>T0H 1N0</i>	PHONE (RES.) <i>780 927 4083</i>	BUS. <i>926-1120</i>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTERED OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <i>NW</i>	SEC. <i>32</i>	TWP. <i>109</i>	RANGE <i>13</i>	M. <i>W-5</i>	OR	PLAN	BLK	LOT
-----------------------	-------------------	--------------------	--------------------	------------------	----	------	-----	-----

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *A* TO: *R1G*

REASONS SUPPORTING PROPOSED AMENDMENT:

*Farm Equipment Dealer, Bulk Fuel, Public Utility
Agricultural Supply Depot. We would like to rezone this
for future possibility of these ventures.*

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *460.00*

RECEIPT NO. _____

David Duperron
APPLICANT

Dec 13/2018
DATE

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

Same
REGISTERED OWNER

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



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

Section 9 | Land Use District Regulations

9.7 Rural Industrial General (RIG)

Purpose

- 9.7.1 The purpose of the Rural Industrial General (RIG) district is to provide for heavy industrial uses on large land parcels, distant from residential uses, that utilize extensive outdoor storage areas and on-site operations are considered to be a nuisance to non-industrial and residential uses.



Permitted and Discretionary Land Use Classes

- 9.7.2 Land use classes within the following table shall be permitted or discretionary within the Rural Industrial General (RIG) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	AGGREGATE RESOURCE PROCESSING
AGRICULTURAL MACHINERY SALES AND SERVICE	AUCTION FACILITY
AGRICULTURAL SUPPLY DEPOT	AUTO SALVAGE
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR	BULK FERTILIZER STORAGE AND/OR SALES
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	BULK FUEL STORAGE AND DISTRIBUTION
BUSINESS SUPPORT SERVICES	ENVIRO-TANK
CONTRACTOR, GENERAL	GRAIN ELEVATOR
CREMATORIUM	INDUSTRIAL USE, HEAVY
DUGOUT	NATURAL RESOURCE EXTRACTION
EQUIPMENT RENTAL FACILITY	NATURAL RESOURCE PROCESSING
MANUFACTURED HOME SALES AND SERVICE	OIL FIELD SERVICE
PUBLIC UTILITY	SELF-STORAGE 2
SALVAGE YARD	SHIPPING CONTAINER

Section 9 | Land Use District Regulations

Permitted	Discretionary
SERVICE STATION – MAJOR	SIGNS
VEHICLE WASH	SOLAR FARM
WAREHOUSE	TARP SHELTER
	WASTE MANAGEMENT

Regulations

- 9.7.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Min. Lot Size	0.8 ha (2 acres)
Min. Floor Area	92.9m ² (1000.0ft ²)
Min. Setback from Highway, Road or Undeveloped Road Allowance	
Right-of-way	41.2m (135.0ft)
Centre Line	64.0m (210.0ft)
Or a greater distance as specified by Alberta Transportation	
Min. Setback	
Yard – Front	15.2m (50.0ft)
Yard – Rear	15.2m (50.0ft)
Yard – Side	15.2m (50.0ft)

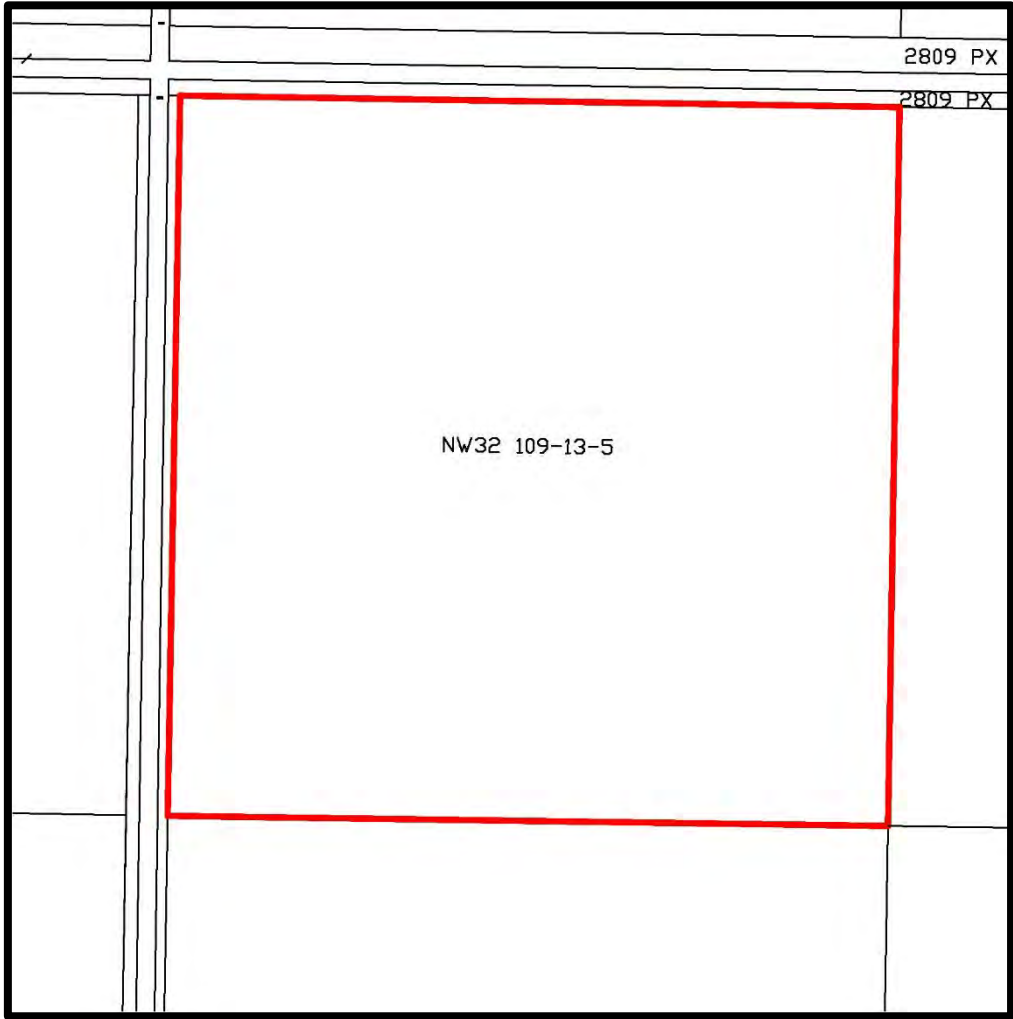
Additional Regulations

- 9.7.4 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.7.5 In addition a 20.0m (65.6ft) vegetated buffer strip will be required for all development adjacent to Highways 35, 88, 58 and 697.

Section 9 | Land Use District Regulations

- 9.7.6 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.7.7 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this DISTRICT.

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1130-19

NOT TO SCALE

Disclaimer

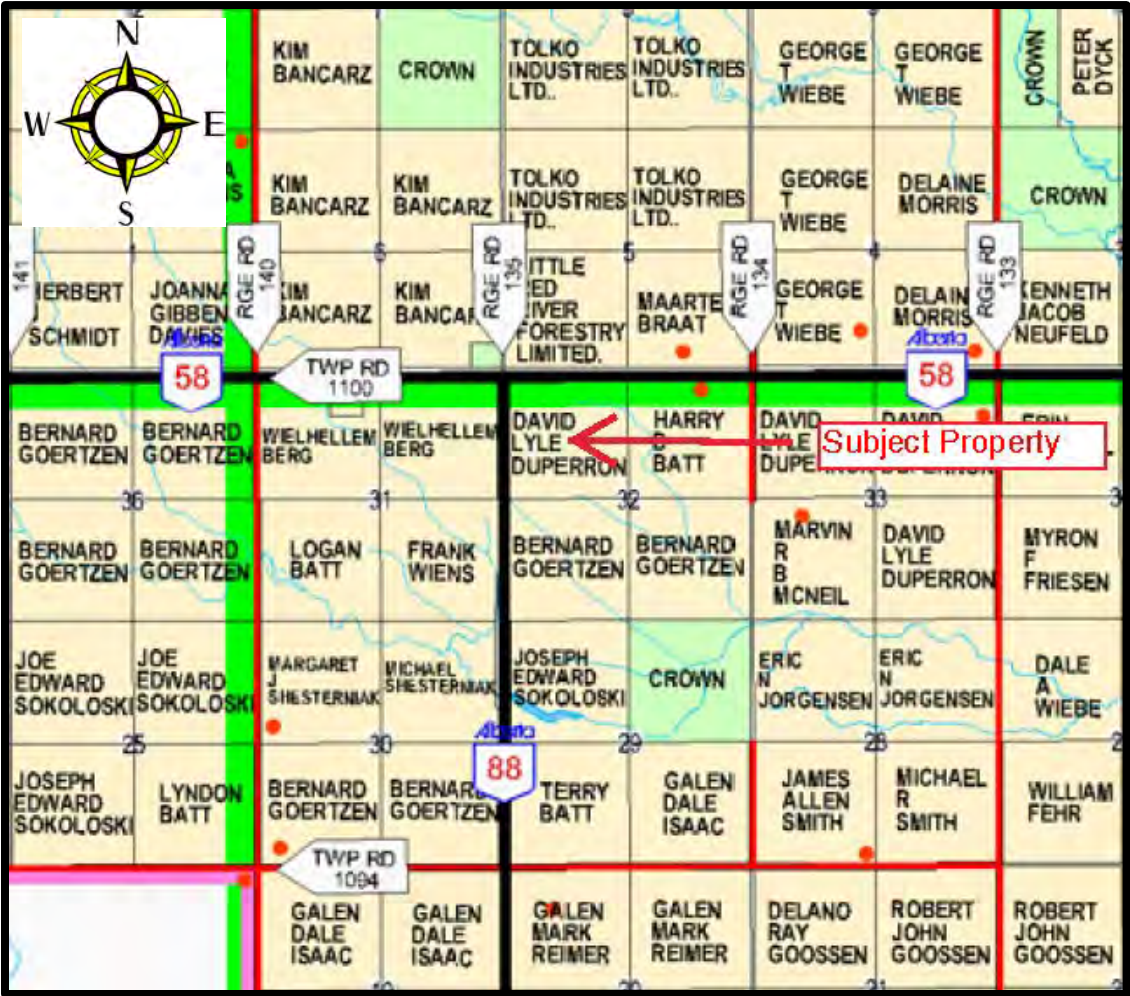
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Mackenzie County

BYLAW APPLICATION



File No. Bylaw 1130-19

NOT TO SCALE

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Mackenzie County

Bylaw 1131-19 was presented to the Municipal Planning Commission on January 24, 2019 where the following motion was made:

MPC-19-01-011 **MOVED** by *Jacquie Bateman*

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-19 being a Land Use Bylaw Amendment to Rezone Plan 102 6366, Block 38, Lot 21 from Recreation 1 "REC1" to Hamlet Residential 2 "H – R2" to accommodate a dwelling - row, subject to public hearing.

CARRIED

This item was taken to Council on February 12, 2019 for first reading where it was passed with the following motion:

MOTION 19-02-069 **MOVED** by *Councillor Braun*

That first reading be given to Bylaw 1131-19 being a Land Use Bylaw Amendment to rezone Plan 102 6366, Block 38, Lot 21 from Recreation 1 "REC1" to Hamlet Residential 2 "H-R2", subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Options are to pass, defeat or table second and third reading of the bylaw.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing and adjacent landowner letters, which will be borne by the applicant.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for continually growing population.

Author: K Racine **Reviewed by:** C Smith **CAO** _____

COMMUNICATION/PUBLIC PARTICIPATION:

The bylaw amendment has been advertised as per MGA requirements, this includes all adjacent landowners.

POLICY REFERENCES:

Not Applicable

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1131-19 being a Land Use Bylaw Amendment to rezone Plan 102 6366, Block 38, Lot 21 from Recreation 1 “REC1” to Hamlet Residential 2 “H-R2”.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1131-19 being a Land Use Bylaw Amendment to rezone Plan 102 6366, Block 38, Lot 21 from Recreation 1 “REC1” to Hamlet Residential 2 “H-R2”.

Author: K Racine **Reviewed by:** C Smith **CAO** _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1131-19

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1131-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Dwelling – Row.

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

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

Plan 102 6365, Block 38, Lot 21

within the Hamlet of La Crete, be rezoned from Recreation 1 “REC1” to Hamlet Residential 2 “H-R2” as outlined in Schedule “A” hereto attached.

READ a first time this 12th day of February, 2019.

PUBLIC HEARING held this ___ day of _____, 2019.

READ a second time this ___ day of _____, 2019.

READ a third time and finally passed this ___ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1131-19

SCHEDULE "A"

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

Plan 102 6365, Block 38, Lot 21 within the Hamlet of La Crete, be rezoned from Recreation 1 "REC1" to Hamlet Residential 2 "HR2"



FROM: Recreation 1 "REC1"

TO: Hamlet Residential 2 "H-R2"

Section 9 | Land Use District Regulations

9.10 Recreation 1 (REC1)

Purpose

- 9.10.1 The purpose of the Recreation 1 (REC1) district is to provide for general recreation uses on lands consisting of various natural features within rural and urban areas.



Permitted and Discretionary Land Use Classes

- 9.10.2 Land use classes within the following table shall be permitted or discretionary within the Recreation 1 (REC1) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	CAMPGROUND MINOR
EXHIBITION GROUNDS	EXHIBITION FACILITY
PARK	EXTENSIVE RECREATIONAL USE
PRIVATE CLUB	MUSEUM
RECREATION SERVICE, INDOOR	RECREATION SERVICE, OUTDOOR
RETAIL - CONVENIENCE	RIFLE/SKEET RANGE

Section 9 | Land Use District Regulations

Regulations

- 9.10.3 In addition to the regulations contained in Section 8, development standards determined by and at the discretion of the Development Authority shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Additional Regulations

- 9.10.4 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.10.5 Exterior finish is required to meet the specifications of the Development Authority giving consideration to the location and surroundings. Exterior finish may be required to be wood, metal, or similar siding, brick or stucco. The finish and appearance of buildings should complement other structures and natural site features to the satisfaction of the Development Authority.
- 9.10.6 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this DISTRICT.

Section 9 | Land Use District Regulations

9.20 Hamlet Residential 2 (H-R2)

Purpose

- 9.20.1 The purpose of the Hamlet Residential 2 (H-R2) district is to provide for a mix of medium and high density residential forms within HAMLETS.



Permitted and Discretionary Land Use Classes

- 9.20.2 Land use classes within the following table shall be permitted or discretionary within the Hamlet Residential 2 (H-R2) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	ASSISTED LIVING FACILITY
DWELLING – APARTMENT	DAY CARE HOME
DWELLING - DUPLEX	DWELLING - GROUP HOME
DWELLING – ROW	DWELLING - SINGLE FAMILY
DWELLING – STACKED ROW HOUSING	GARAGE – ATTACHED
	GARAGE – DETACHED
	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	SECONDARY SUITE
	TOURIST HOME

Section 9 | Land Use District Regulations

Regulations

- 9.20.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Min. Lot Dimensions	
Width	6.8m (55.0ft)
Depth	30.5m (100.0ft)
Min. Setback	
Yard – Front	4.5m (14.8ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing

Additional Regulations

- 9.20.4 All DEVELOPMENT shall provide:
- Provision and access to garbage storage;
 - Lighting between DWELLING UNITS;
 - Orientation of buildings and general site appearance;
 - Safe pedestrian access to and from the public sidewalk fronting the building; and
 - Parking areas adjacent to streets must be paved.
- 9.20.5 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.20.6 Buildings must be of new construction. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.20.7 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

M00 B 0045 14 ED

ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR THE SAME FOR ALL GOVERNING CODES AND BUILDING PRACTICES. THESE DRAWINGS CONFORM TO GENERALLY ACCEPTED BUILDING PRACTICES; HOWEVER, NATIONAL AND LOCAL CODES VARY WIDELY. THE DESIGNER HAS NO RESPONSIBILITY FOR ANY ERROR, OMISSION OR INCONSISTENCY IN THESE PLANS. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS. CONTRACTOR SHALL VERIFY ALL ROOM AND HEADROOMS FOR CODE COMPLIANCE.



5004 48 Ave
Box 1014, Stillwater, AB
T0C 2L0
Tel: (403) 742-4101
Fax: (866) 305-5888

Email:
galen@railsidedesign.com
www.railsidedesign.com

PROJECT:

Red Earth 4-Plex

Built-Rite

DRAWING TITLE:

Cover

SHEET NO.:

A&S 100

DATE:

May 20, 2014

SCALE:

1 1/2" = 1'-0"

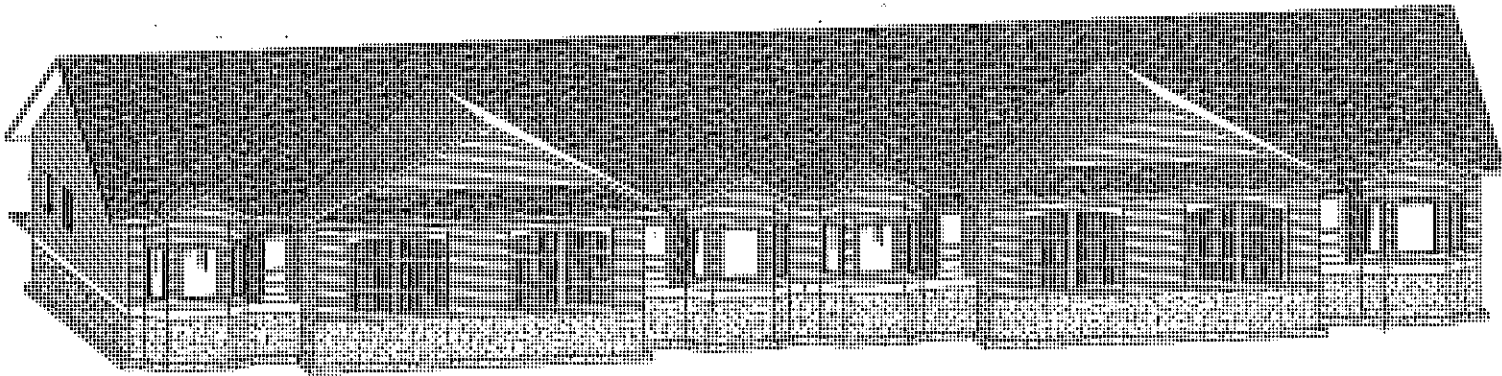
SEAL:



DRAWN BY:

B.A.W.

CHECKED BY:



NOT EXACTLY AS ILLUSTRATED

ABC 2006

BUILDING CLASSIFICATION GROUP C

BUILDING CODE PART 9

BUILDING AREA

UNITS: 1,114 Sq.Ft.(103.5 Sq.M.) x 4 = 4,456 Sq.Ft.(414 Sq.M.)

GARAGE: 384 Sq.Ft.(35.7 Sq.M.) x 4 = 1,536 Sq.Ft.(142.8 Sq.M.)

TOTAL BUILDING AREA: 5,992 Sq.Ft.(556.8 Sq.M.)

Building 1: Lot 11, Block 1, Plan 0324469

Building 2: Lot 12, Block 2, Plan 0324469

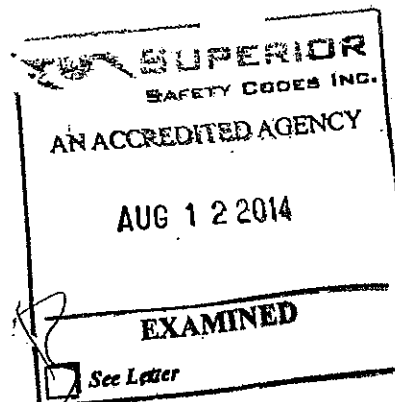
Municipal District of Opportunity

See report on supports

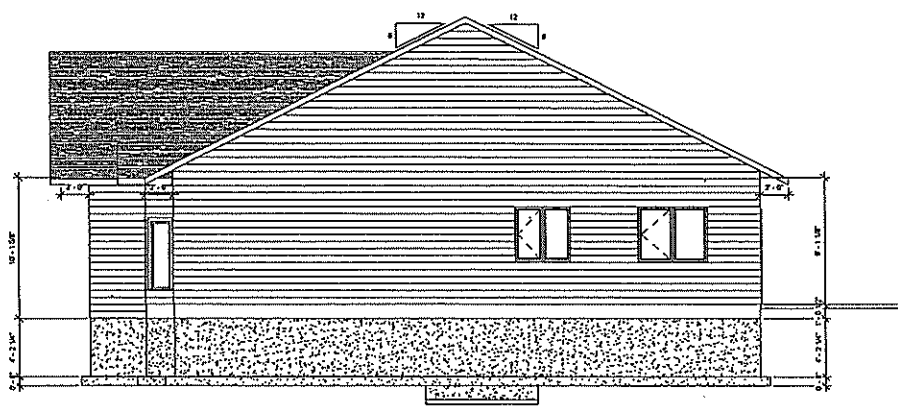
Sheet List	
Sheet Number	Sheet Name
A&S 100	Cover
A&S 101	EW Elevation
A&S 102	NS Elevation
A&S 103	Main Floor Layout
A&S 104	Foundation Layout
A&S 105	Sections
A&S 106	Floor and Roof Systems
A&S 107	Details
A&S 108	General Notes

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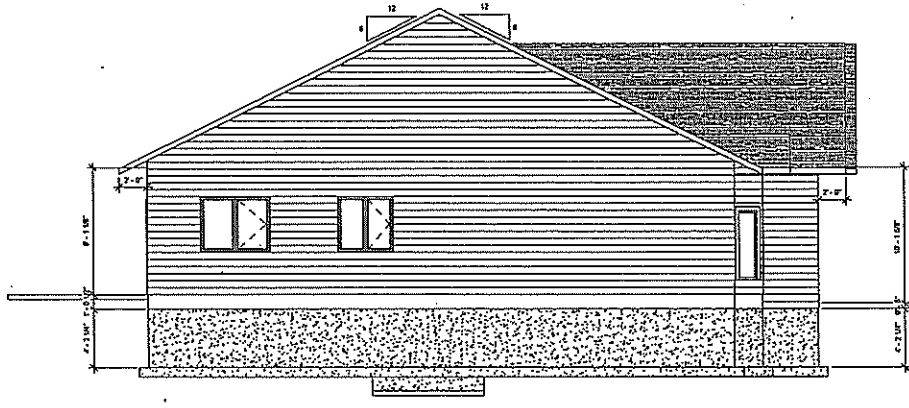
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① East Elevation
1/4" = 1'-0"



② West Elevation
1/4" = 1'-0"

DO NOT SCALE DRAWINGS

RAILSIDE DESIGN
 5004 46 Ave
 Box 1014, Stettler, AB
 T0C 2L0
 Tel: (403) 742-4101
 Fax: (856) 305-5686
 Email:
 gaten@railsidedesign.com
 www.railsidedesign.com

PROJECT:	Red Earth 4-Plex Built-Rite
DRAWING TITLE:	E&W Elevations
SHEET NO.:	A&S 101
DATE:	May 20, 2014
SCALE:	1/4" = 1'-0"
SEAL:	
DRAWN BY:	B.A.W.
CHECKED BY:	

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SUPERIOR
 SAFETY DEVICES INC.
 AN ACCREDITED AGENCY
 AUG 12 2014
 EXAMINED
 See Letter



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 Box 1014, Stettler, AB
 T0C 2L0
 Tel: (403) 742-4101
 Fax: (403) 305-5999
 Email: galen@railsidedesign.com
 www.railsidedesign.com

PROJECT:

Red Earth 4-Plex
 Built-Rite

DRAWING TITLE:

N&S Elevations

SHEET NO: A&S 102

DATE: May 20, 2014

SCALE: 3/16" = 1'-0"

SCALE:



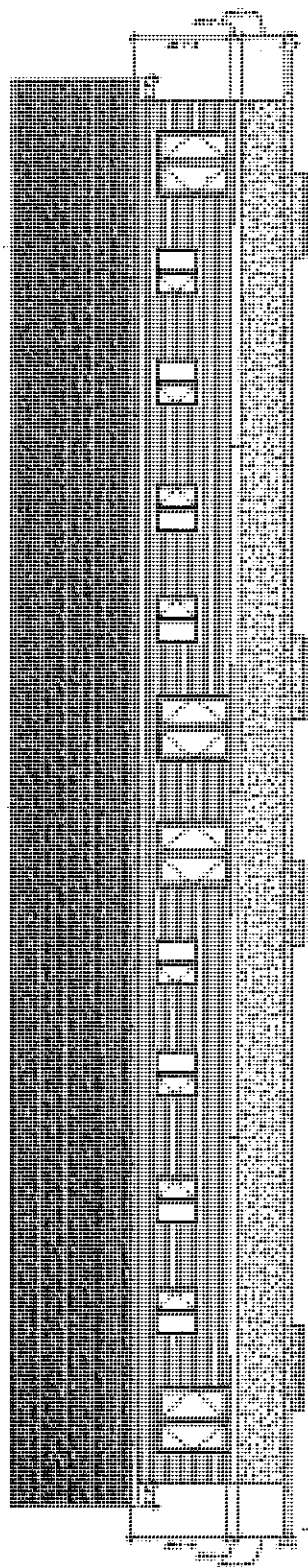
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CHECKED BY:

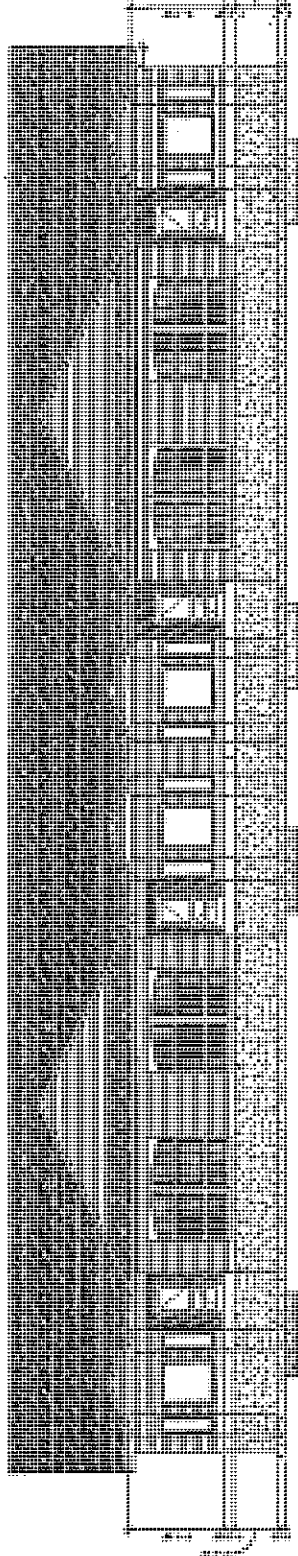
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① North Elevation
 3/16" = 1'-0"



② South Elevation
 3/16" = 1'-0"

DO NOT SCALE DRAWINGS

XVA SUPERIOR
 SAFETY GROUP INC.
 AN ACCREDITED AGENCY
 AUG 12 2014

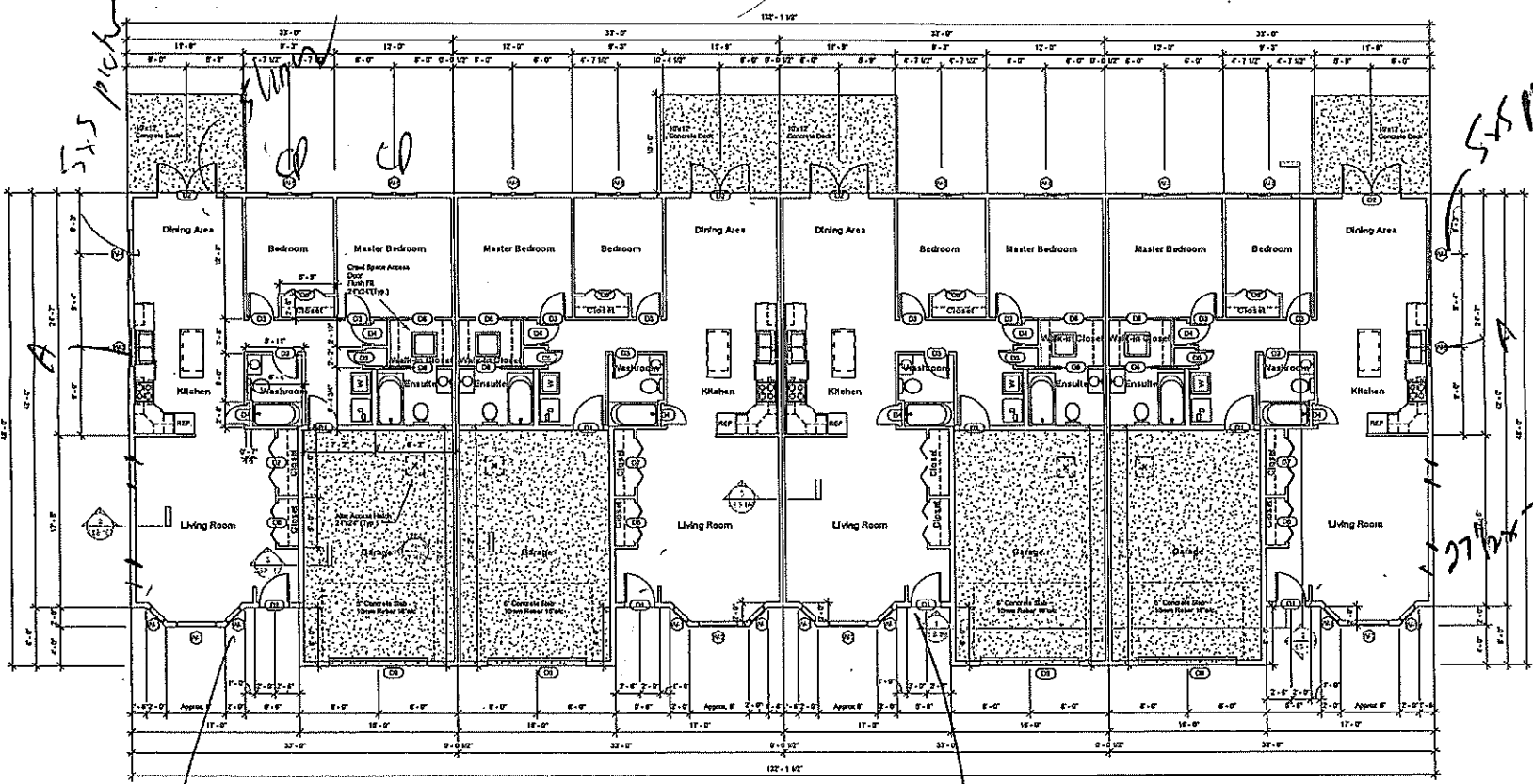
EXAMINED


See Letter

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Window Schedule			
Type Mark	Rough Opening Width	Height	Window Type
W1	7'-0"	5'-0"	Casement
W2	4'-0"	6'-0"	Fixed
W3	4'-0"	4'-0"	Picture Casement
W4	5'-0"	4'-0"	Picture Casement
W5	4'-0"	4'-0"	Picture Casement

Door Schedule		
Type Mark	Width	Height
D1	3'-0"	6'-8"
D2	3'-0"	6'-8"
D3	2'-8"	6'-8"
D4	2'-0"	6'-8"
D5	1'-6"	6'-8"
D6	4'-0"	6'-8"
D7	5'-0"	6'-8"
D8	2'-8"	6'-8"
D9	1'-0"	6'-8"





**RAILSIDE
DESIGN**

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T0C 2L0
Tel: (403) 742-4101
Fax: (886) 305-5686

Email:
galen@railsidedesign.com
www.railsidedesign.com

PROJECT:
Red Earth 4-Plex


Built-Rite

DRAWING TITLE:
Main Floor Layout

SHEET NO.:
A&S 103

DATE:
May 20, 2014

SCALE:
3/16" = 1'-0"

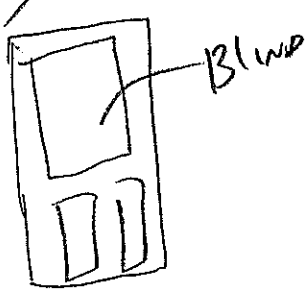
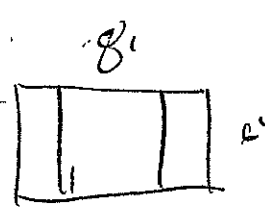
SEAL:

May 21, 2014

DRAWN BY:
B.A.W.

CHECKED BY:

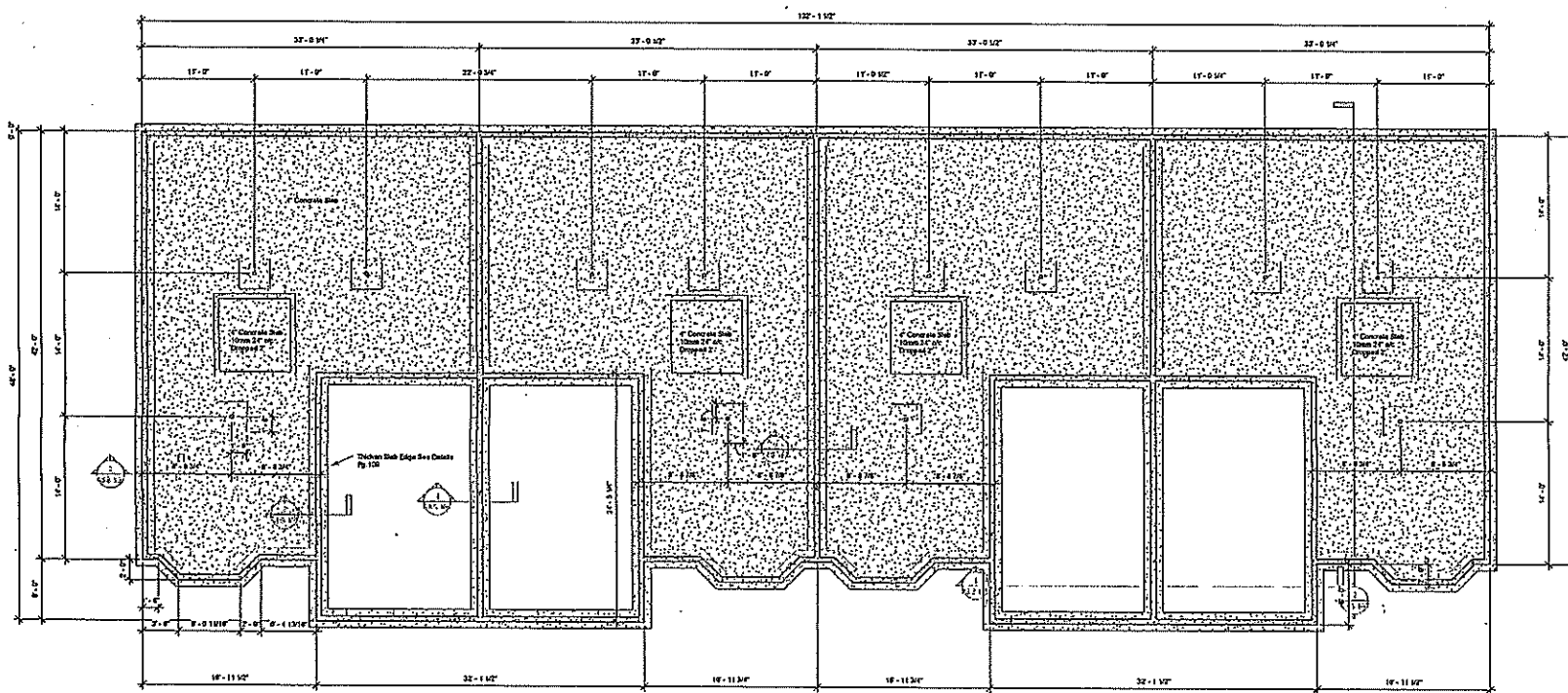
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SUPERIOR
AMALCORP INC. - 400 1ST ST
AUG 12 2014
RECEIVED

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1 T.O. Footing
3/16" = 1'-0"

DO NOT SCALE DRAWINGS



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galen@railsidedesign.com
www.railsidedesign.com

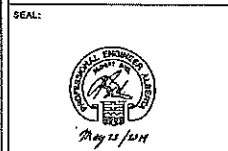
PROJECT:
Red Earth 4-Plex
Built-Rite

DRAWING TITLE:
Foundation Layout

SHEET NO:
A&S 104

DATE:
May 20, 2014

SCALE:
3/16" = 1'-0"



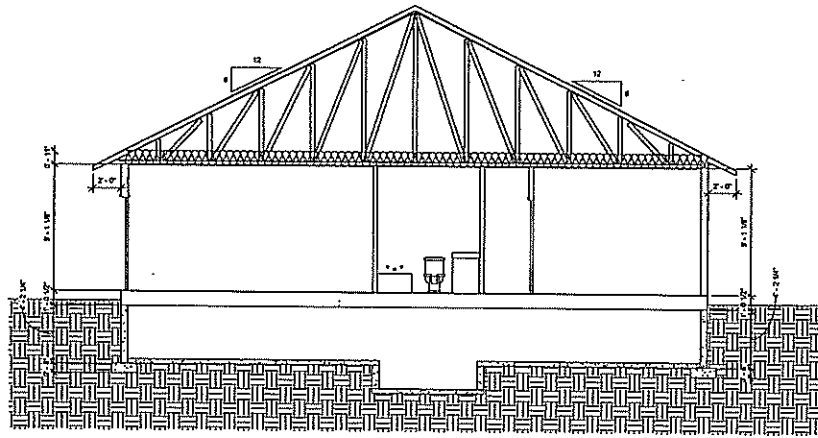
DRAWN BY:
G.A.W.

CHECKED BY:

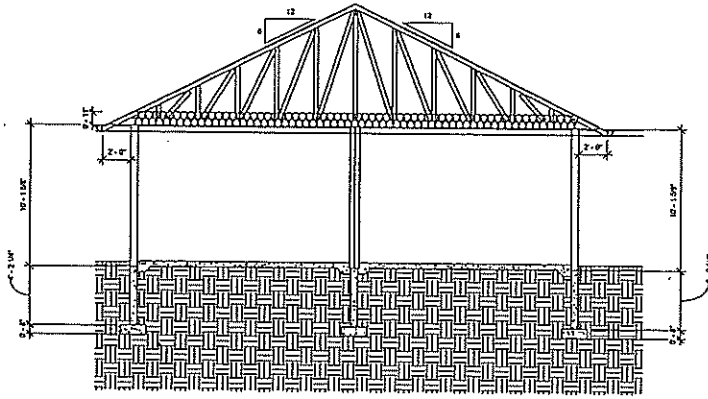
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CONSTRUCTION
PROPERTY COMPANY
AUG 1 2014
RECEIVED

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② House Section View
1/4" = 1'-0"



① Garage Section
1/4" = 1'-0"

DO NOT SCALE DIMENSIONS



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Fax: (866) 305-5888
Email:
galen@railsidedesign.com
www.railsidedesign.com

PROJECT:
Red Earth 4-Plex
Built-Rite

DRAWING TITLE:
Sections

SHEET NO:
A&S 105

DATE:
May 20, 2014

SCALE:
1/4" = 1'-0"

SEAL:

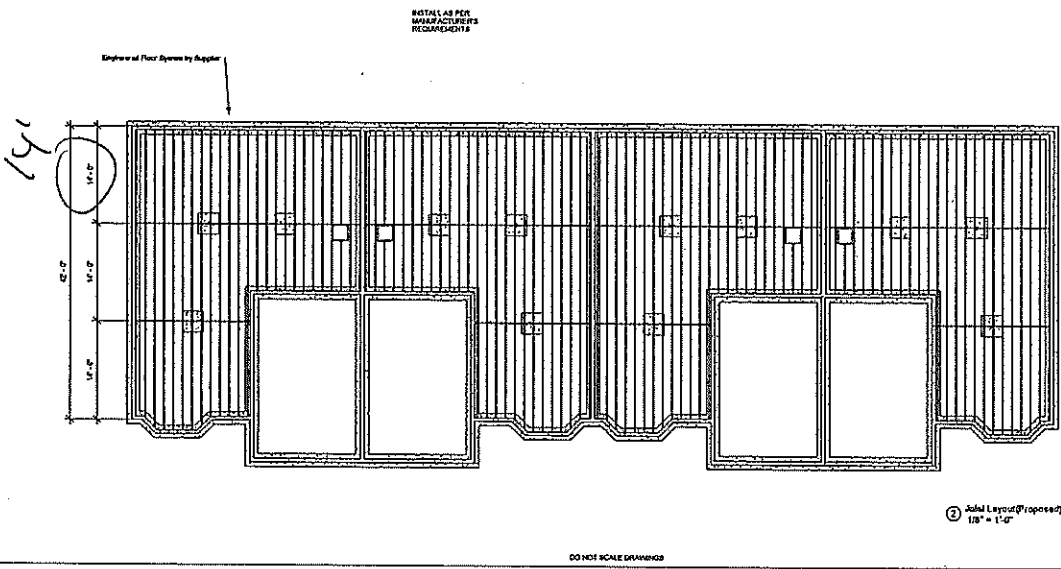
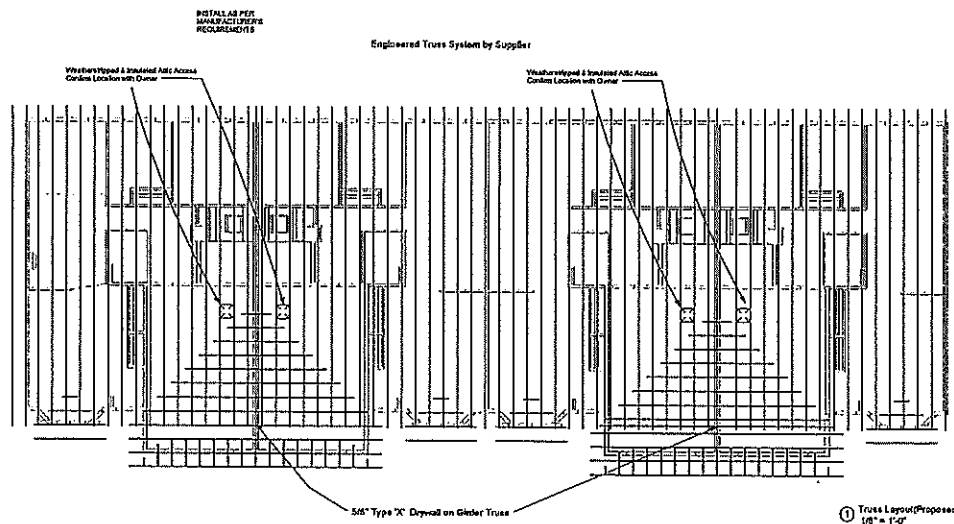
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SAFETY GATES INC.
AN ACCREDITED AGENCY
AUG 12 2014
EXAMINED
 See Letter


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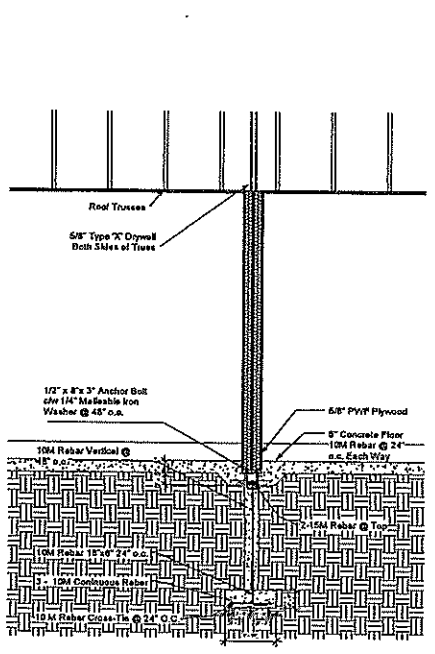
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PROJECT:	Red Earth 4-Plex Built-Rite
DRAWING TITLE:	Floor and Roof Systems
SHEET NO.:	A&S 108
DATE:	May 20, 2014
SCALE:	1/8" = 1'-0"
SEAL:	 May 22, 2014
DRAWN BY:	B.A.W.
CHECKED BY:	

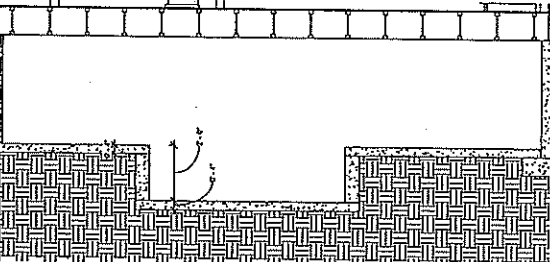
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AUG 1 2 2014
EXAMINED
See Letter

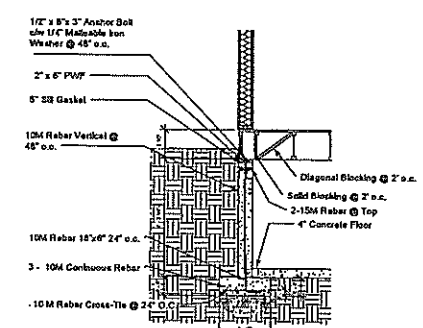
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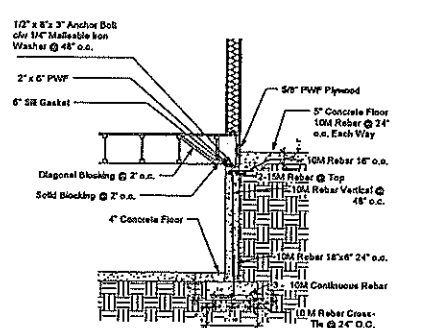
1) Parry Wall Garage Foundation Detail
1/2" = 1'-0"



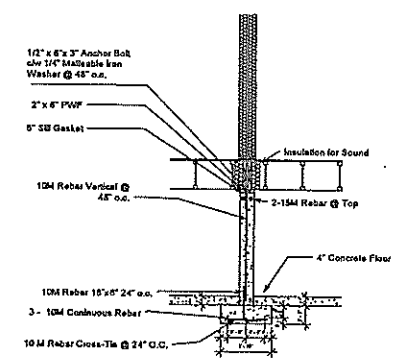
2) Mechanical PE Section Detail
1/2" = 1'-0"



3) Living Room Wall Foundation
1/8" = 1'-0"



4) House/Garage Wall Foundation Detail
1/2" = 1'-0"



5) House to House Parry Wall Foundation Detail
1/2" = 1'-0"

- Parry Wall**
 - 5/8" Type X Drywall Taped & Sanded & Painted
 - 2x6 Stud @ 16" o.c.
 - Double Top Plate
 - R20 Batt Insulation
 - 1/2" Tackles
 - Heavy Poly
 - 2x6 Stud @ 16" o.c.
 - R20 Batt Insulation
 - 5/8" Type X Drywall Taped & Sanded & Painted
- Exterior Wall**
 - Vinyl Siding
 - House Wrap
 - 2x6 Stud @ 16" o.c.
 - Double Top Plate
 - R20 Batt Insulation
 - CGSB Vapor Barrier
 - 1/2" Drywall Taped & Sanded & Painted
- Interior Wall**
 - 1/2" Drywall Taped & Sanded & Painted
 - 2x6 Stud @ 16" o.c.
 - Double Top Plate
 - 1/2" Drywall Taped & Sanded & Painted
- Garage to House Wall**
 - 5/8" Type X Drywall Taped & Sanded & Painted
 - 2x6 Stud @ 16" o.c.
 - Double Top Plate
 - R20 Batt Insulation
 - CGSB Vapor Barrier
 - 1/2" Drywall Taped & Sanded & Painted
- Foundation Wall**
 - 10" Concrete Foundation Wall
 - 2x3" Concrete Footing
 - 4,000 PSI 28 Day Compressive Strength Rebar as Per Detail
- Wall Schedule**
 - 1/2" = 1'-0"

RAILSIDE DESIGN
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Tel: (403) 742-4101
Fax: (866) 305-5688
Email: galen@railsidedesign.com
www.railsidedesign.com

PROJECT:
Red Earth 4-Plex
Built-Rite

DRAWING TITLE:
Details

SHEET NO:
A&S 107

DATE:
May 20, 2014

SCALE:
As Indicated

SEAL:

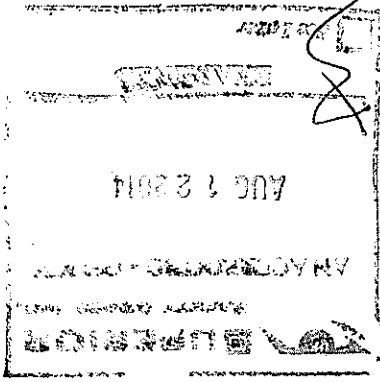
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AUG 12 2014
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See Letter



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GENERAL NOTES

AS A MINIMUM, ALL WORK MUST CONFORM TO THE LATEST EDITION OF THE ALBERTA BUILDING CODE, NATIONAL PLUMBING CODE, NATIONAL MECHANICAL CODE, NATIONAL FIRE CODE AND TO THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE, AS WELL AS THEIR ADDENDA AND REFERENCED STANDARDS, AS WELL AS MUNICIPAL STANDARDS.

IT IS THE CONTRACTOR(S) OR OWNER(S) RESPONSIBILITY TO INFORM THEMSELVES OF THE EXACT LOCATION OF, AND ASSUME ALL LIABILITY FOR DAMAGE TO: ALL POLE LINES, CONDUITS, WATER MAINS, SEWERS & ALL UNDERGROUND AND ABOVE GROUND UTILITIES & STRUCTURES BEFORE COMMENCING WORK. SUCH DETAIL MAY OR MAY NOT BE SHOWN ON THIS DRAWING(S) AND THEIR LOCATION IF SHOWN MAY NOT BE EXACT.

RAILSIDE DESIGN IS NOT RESPONSIBLE FOR ANY MISINTERPRETATION OF THESE PLANS & WILL NOT TAKE RESPONSIBILITY FOR CHANGE(S) MADE BY OWNER(S), CONTRACTOR(S) OR OTHER OFFICIAL(S) REGARDING THIS PROJECT.

ANY CHANGES MUST BE REPORTED IN WRITING TO RAILSIDE DESIGN PRIOR TO CONSTRUCTION IN ORDER TO RECEIVE REVISED DRAWING(S).

RAILSIDE DESIGN RESERVES THE RIGHT TO REUSE THESE PLANS IN PART OR IN WHOLE. THE OWNER(S) OR CONTRACTOR(S) SHALL NOT REUSE THESE PLANS IN ANY SHAPE OR FORM OTHER THAN FOR THIS PROJECT.

FIRE BLOCKING AND DRAFT STOPS

FIRE BLOCKING AND DRAFT STOPPING SHALL BE INSTALLED TO CUT OFF ALL CONCEALED DRAFT OPENINGS (BOTH VERTICAL AND HORIZONTAL) AND SHALL FORM AN EFFECTIVE BARRIER BETWEEN FLOORS, BETWEEN TOP STORY AND A ROOF OR ATTIC SPACE.

PROVIDE AT ALL INTERCONNECTIONS BETWEEN CONCEALED VERTICAL AND HORIZONTAL SPACES SUCH AS OCCUR AT SOFFITS, DROP CEILING AND CURVE CEILING.

PROVIDE AT CONCEALED SPACES BETWEEN STAIR STRINGERS AT THE TOP AND BOTTOM OF THE RUN AND BETWEEN STAIRS ALONG AND IN LINE WITH THE RUN OF STAIRS.

PROVIDE AT OPENINGS AROUND VENTS, PIPES, DUCTS, AND SIMILAR OPENINGS WHICH AFFORD A PASSAGE FOR FIRE AT CEILING AND FLOOR LEVELS, WITH NONCOMBUSTIBLE MATERIALS.

DRAINAGE

FINISH GRADE TO SLOPE AWAY FROM STRUCTURES AT A MINIMUM OF 2% TOWARD APPROVED DRAINAGE FACILITIES.

DOWN-SPOUT DRAIN PIPES TO BE PROVIDED, SLOPED TO DAYLIGHT.

MOISTURE RESISTANT G.W.B. (GREENBOARD) SHALL BE PROVIDED ON WALLS AT BATHROOMS, LAUNDRY ROOMS, AND AREAS SUBJECT TO MOISTURE.

TYPICAL AT ALL SHOWERS AND TUBS/SHOWER WALLS: A SMOOTH, HARD, NON-ABSORBENT SURFACE (E.G. CERAMIC TILE) OVER A MOISTURE RESISTANT UNDERLAYMENT SUCH AS THE BACKER BOARD, TO A HEIGHT OF 22 IN. ABOVE DRAIN BUILT.

SHOWERS AND TUBS WITH SHOWERS REQUIRE TILE OR OTHER APPROVED SURFACE WITH WATERPROOF BACKING 8 FT. ABOVE THE FLOOR LINE. A CURTAIN ROD OR OTHER APPROVED ENCLOSURE SHALL BE PROVIDED.

SOUND INSULATION

PROVIDE SOUND INSULATION IN ALL WALLS BETWEEN BATHROOMS AND ADJACENT ROOMS.

VAPOUR BARRIER

ALL PENETRATIONS (WINDOWS, ELECTRICAL WIRING & BOXES, PIPING, ETC.) IN VAPOUR BARRIER TO BE SEALED WITH ACOUSTIC SEALANT.

FLASHING

METHODS OF FLASHING MUST CONFORM TO CODE.

FLASHING IS REQUIRED IN ALL ROOF VALLEYS AND OVER ALL OPENINGS IN EXTERIOR WALLS.

ROOF COVERING

CLASS "A" ROOF MATERIALS:

ROOFING MATERIALS SHALL BEAR THE LABEL OF AN APPROVED AGENCY. MATERIALS SHALL BE FASTENED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.

ATTIC ACCESS

ATTIC ACCESS SHALL BE PROVIDED. PROVIDE LIGHT FIXTURE AND SWITCH AT ATTIC ACCESS.

A HATCHWAY AT LEAST 20"x24" IS REQUIRED.

ATTIC VENTILATION

ATTIC SHALL BE PROVIDED WITH A MINIMUM NET FREE VENTILATING AREA NOT LESS THAN 1/300 OF THE INSULATED CEILING AREA. ALL OPENINGS SHALL BE COVERED WITH CORROSION-RESISTANT METAL MESH WITH MESH OPENINGS OF 1/4 INCH IN DIMENSION.

VENTS SHALL BE DESIGNED TO PREVENT THE ENTRY OF RAIN, SNOW, AND INSECTS.

FOUNDATIONS

FOUNDATION WALLS TO EXTEND AT LEAST 8 INCHES ABOVE THE FINISHED GRADE.

FOUNDATION PLATES / SILL S SHALL BE PRESSURE TREATED WOOD AND SHALL BE BOLTED TO THE FOUNDATION WITH NOT LESS THAN 1/2 INCH NOMINAL DIAMETER BOLTS EMBEDDED AT LEAST 7 INCHES INTO CONCRETE AND SPACED NOT MORE THAN 4 FT. APART OR AS OTHERWISE NOTED. BOLTS TO BE LOCATED WITHIN 8 INCHES OF EACH END OF EACH SILL PIECE. SEE FOUNDATION AND FRAMING PLANS AND NOTES.

ANCHOR BOLTS TO BE PROVIDED WITH 2" x 2" x 3/16" PLATE WASHERS.

CONNECTORS FOR PRESSURE TREATED OR FIRE-RETARDANT TREATED WOOD TO BE HOT-DIPPED GALVANIZED OR STAINLESS STEEL.

PROOF ROLL THE ENTIRE SUB GRADE TO ENSURE ALL LOW BEARING SOILS ARE DETECTED & REMOVED - PROOF ROLL SUB GRADE ONLY ONCE TO AVOID WEAKENING SOIL BEARING STRENGTH.

EXCAVATE LOW BEARING SOILS AREAS TO A MIN. DEPTH OF 2' AND REPLACE WITH ONE LAYER OF 2" MESH 1 FT RUN IN LIFT NO GREATER THAN 6" WITH EACH LIFT BEING COMPACTED TO 95% PROCTOR DENSITY.

ALL HOLD-DOWNS AND ANCHOR BOLTS AT SHEAR WALLS SHALL BE SET IN PLACE BY TEMPLATE PRIOR TO FOUNDATION INSPECTION.

CONTRACTOR TO VERIFY ALL DIMENSIONS. REPORT ANY DISCREPANCIES BEFORE BUILDING.

ALL FOOTINGS SHALL EXTEND THE REQUIRED DEPTH INTO UNDISTURBED EARTH.

WHERE APPLICABLE, NON-PERFORATED DRAIN TILE TO BE USED TO CONNECT DRAIN TILE ON PERIMETER OF FOUNDATION TO SUMP PIT/FLOOR DRAIN.

CONTRACTOR TO VERIFY THAT SOIL BEARING CAPACITY IS 1,500 P.S.F. OR GREATER

INSPECTIONS

Call Fire Star Engineering Ltd. at (780)-499-9007 a minimum of seventy-two hours prior to required inspection time for the following inspections:

- Footing rebar prior to concrete pour
- Send photos of wall rebar prior to concrete pour
- Footing completion prior to chocking walls
- Final inspection



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Box 1014, Stettler, AB
T0C 2L0
Tel: (403) 742-4101
Fax: (800) 305-5886

Email:
galeo@railsidedesign.com
www.railsidedesign.com

PROJECT:
Red Earth 4-Plex

Built-Rite

DRAWING TITLE:
General Notes

SHEET NO.:
A&S 108

DATE:
May 20, 2014

SCALE:

SEAL:



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B.A.W.

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LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>John Buller</i>		
ADDRESS <i>1095</i>		
TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>780-926-0353</i>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTERED OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>102 6366</i> 102/6366	BLK <i>38</i>	LOT <i>21</i>
----------	------	------	-------	----	----	--	------------------	------------------

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Res1* TO: *H-R2*

REASONS SUPPORTING PROPOSED AMENDMENT:

• It's a blended neighbourhood already

• Fits the other buildings.

~~• I'm only allowed to build a retail store and I'd rather make a fourplex~~

• I'm only allowed to build a retail store and I'd rather make a fourplex

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *460.00* RECEIPT NO. *Invoiced*

APPLICANT _____ DATE _____

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

[Signature] _____ DATE *January 21, 2019*

REGISTERED OWNER _____

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



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1131-19

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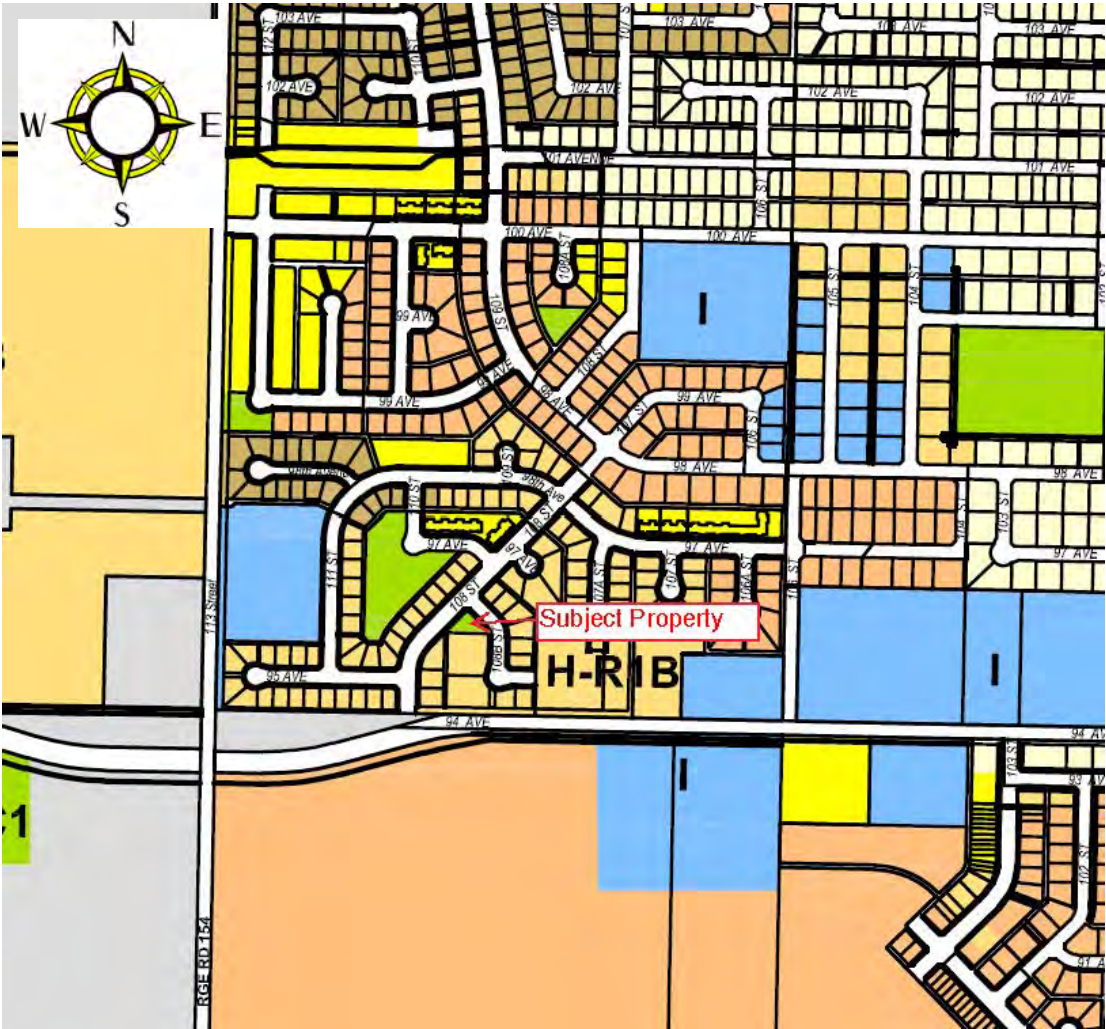


Mackenzie County

APPLICANT DRAWING



BYLAW APPLICATION



File No. Bylaw 1131-19

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for February 2019

BACKGROUND / PROPOSAL:

The CAO and Director reports for February 2019 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO and Directors reports for February 2019 be received for information.

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

Monthly Report of the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

For the month of February 2019

February Meetings

- 1 – Managers Meeting
- 4 – Meeting with Husky (Corrinne Chisholm)
 - Discussed smoke issues on highway.
- 5 – Ad Hoc Smoke Committee Meeting
 - Met with Forestry and industry regarding smoke.
 - Discussed drafting bylaw to restrict burning in November & December.
- 7 – Community Services Meeting
 - TFA has been approved for Pilings at Hutch Lake.
- 8 – RMA District 4 Meeting (Fairview)
- 12 – Regular Council Meeting
- 14 – Brownlee Session - Emerging Trends in Municipal Law (Edmonton)
 - Good discussion on North West Trade Agreement.
 - Investing in your community through Planning & Development.
- 20 – 22 – Growing the North Conference (Grande Prairie)
 - Chief Louise gave an excellent presentation on entrepreneurship for First Nations groups.
 - Discussed how to brand your products.
- 25 – Finance Committee Meeting
 - Discussed mileage claims and travel expenses.
- 26 – Committee of the Whole Meeting
- 27 – Regular Council Meeting
- 28 – Natural Gas Supply Meeting
 - Tall Cree has received funding and is proceeding with study on the natural gas line.
- 28 – Agricultural Fair Meeting
 - Low turnout.
 - Groups that attended were enthusiastic.
 - Information that was requested has been sent
 - Working on better partnerships with nonprofit groups.
 - Mackenzie County will be pulling back from running the Ag Fair, and have more of a supportive role.

March

- 1 – Managers Meeting

Meetings

- 6 – Grade 6 Classroom Presentation (Ridgeview School)
- 6 – Tri Council Meeting
- 7 – Community Services Meeting

I made a phone call on behalf of the Reeve to Ryan Konowalyk, Regional Director for Alberta Transportation in regards to the safety concerns & lighting at the Highway 58 & 88 intersection. Ryan informed me there is an overlay scheduled on Highway 58 east, and he will include the lighting upgrade to this project.

I was contacted by Municipal Affairs, and they have requested a large amount of information regarding the petition to separate Ward 9 & 10 from Mackenzie County. Municipal Affairs is now in the process of verifying signatures, and as such require tax roll and utility billing information as well as boundary maps for Ward 9 & 10. Deputy CAO Byron Peters has been tasked with providing a map, and Director of Finance Bill McKennan has been tasked with providing the tax roll and utility information.

The Town of Rainbow Lake will also be required to provide this information. This is the first stage of a long process, and I have been informed that if an election is called, the process will be slowed down even further.

Respectfully,

Len Racher
Chief Administrative Officer

Monthly Report To The CAO

For the month of February, 2019

From: Byron Peters

Deputy Chief Administrative Officer

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Latest comment suggested the process will officially start 2020, but I believe this can be accelerated.
Community Infrastructure Master Plans	Q1 2019	Received second draft of offsite levies for review. Administration currently reviewing, will need to complete a level of engagement with the development community.
Strategic Planning Session	Q1 2019	Complete.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Investment ready industrial lands need to be 2019 priority. CARES grant approved. ICCI grant approved. Work with REDI to create Foreign Direct Investment strategies – particularly in value-added agriculture.
Streetscape	Ongoing	La Crete- Decision made to continue tree planting in La Crete - looking for solutions for areas that are affected by the fibre optic cables (planter boxes etc.) Fort Vermilion- Met on March 4 th . Waiting on railing of viewing deck to be completed. Prioritizing the big lookout deck as the next project and the committee would like to apply through CFEP for matching grant under Board of Trade. Deck design is still in discussions.

MGA Updates	Ongoing	Documented applicable MGA updates and implementing these changes through the planning department. Items include: transparency of planning documents (published), public participation policy, offsite levies, tax incentives, joint planning agreements with schools and many more.
Fort Vermilion Flood Risk Assessment	Q2 2019	Project start was May 3rd. Draft report was presented on January 15 th , with final report expected any day.
Airport Planning	2019	WSP has finalized the review of the AVPA and has noted deficiencies and made recommendations. Final report was submitted to High Level and Rainbow Lake in November, follow up email was sent in January with no response. Additional development planning needs to be completed and further discussion with airport users regarding future development plans. Airport user policies, response plans, etc. have a completion goal within 2019.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	<p>Rainbow Lake: Draft MOU agreement was sent to Rainbow Lake – more negotiations needed.</p> <p>High Level: preliminary discussions started at administrative level. No discussions recently.</p> <p>Northern Lights: ICF agreement has been approved by County of Northern Lights. IDP exemption has been approved. See attached letter.</p> <p>MD Opportunity: IDP exemption has been approved, and ICF submitted to the Minister of Municipal Affairs.</p> <p>Northern Sunrise: Both Councils have approved the IDP Exemption, letter to the Minister of Municipal Affairs be sent.</p> <p>RM Wood Buffalo:</p>

		Awaiting draft ICF proposal from RMWB.
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Personnel Update:

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Other Comments:

<p>Letter sent to the Minister of Municipal Affairs re: Alberta Community Partnership grant change in scope. It was determined that a formal scope change is not required, and they have no concerns with us reducing the level of detail of the deliverable.</p> <p>Entered into an agreement for REDI to take to the lead on the ICCI grant, but with the County completing the formal reporting.</p> <p>Working with REDI to proceed with the power generation study in collaboration with Lionstooth Energy.</p> <p>Administration has applied for the Community Generating Grant to aid in funding the biomass cogeneration feasibility study. If we are successful, \$20,000 will need to be contributed from the County.</p> <p>Administration looked into grant opportunities for the Handi-van service, the deadline has passed for the Alberta Community Transit Fund. We are looking into when the next stream will be available.</p> <p>Attended the LC Chamber AGM Gala on February 16th. Andrew and I spoke briefly about economic development in the region.</p> <p>Internal irrigation project meeting to verify scope and expected outcomes of the project. Draft scope will be presented to ASB for verification.</p> <p>Continue to receive pressure from local AEP staff to close and reclaim the Sandhills road (lease expired in 2016 and was in our name). We did pursue the process of having it designated as a historical trail. We were informed that trails can be very challenging to designate. They are often long and involve multiple landowners who must agree to the designation. They can also be difficult to maintain in an 'historic state' and they often find that a trail on its own is insufficient to fully depict the associated historical significance.</p> <p>Attended the Growing the North conference in Grande Prairie, and took a one day Foreign Direct Investment course the following day. There are several steps that the county should take to become a more desirable place for foreign investment.</p>

MONTHLY REPORT TO THE CAO

For the Month of February 2019

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/18	

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/19	5 trickle systems and 7 aqua-flo services remaining to be repaired this summer.
Rural Potable Water Infrastructure	Jun/19	Deficiencies have been corrected aside from some remaining landscaping.
Potable Water Supply North of the Peace River	Oct/19	Continuing to meet with BFN to discuss partnership with a waterline. EOI was sent in to ICIP.
Waterline Blue Hills	Oct/19	Expressions of interest sent in to Investing in Canada Infrastructure grant. This was submitted as a part of the project above.
Diversion Licence Review	Dec/19	Proceeding as discussed at October Council Meeting as well as after last COW meeting.
La Crete Future Water Supply Concept	Dec/19	Working on RFP scope details.
LC – Main Lift Station Meter	Jan/19	Completed.
LC Future Utility Servicing Plan	Mar/19	Helix has assigned a new team member to look after the project to get the project finalized.
LC – Well #4	Nov/19	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.

LC – Sanitary Sewer Expansion	Mar/19	Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.
ZA – Sewage Forcemain	Oct/19	Applied under the Investing in Canada Infrastructure Program.
ZA- Distribution Pump House Upgrades	Dec/19	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Mar/19	Will apply for grant funding in a future year as per council motion.

Personnel Update:

Other Comments:

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month Ending February, 2019

From: Bill McKennan
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2019 Operating & Capital Budget	Ongoing	Final approved capital budget and preliminary operating budget to be uploaded to financial system. Variance reporting related to 2019 will commence shortly.
Assessment and Tax Rate	Ongoing Mid-April	Assessment data received March 1 st . Analysis being undertaken. Awaiting School and Lodge requisitions. Assessment update to COW in March.
Year-End Processes	Ongoing with March competition	Staff have completed numerous year-end processes (liabilities, reconciliations, T4's, etc.). Surplus disposition report to Council, including required 2018 budget amendments. External auditors on-site mid-March.
GAS Tax & MSI 2018 Reporting	March	Preparation of Annual Statement of Expenditures.
Other Activities	Ongoing	Various reporting and statistical reports being prepared including RMA Tax Survey and Provincial Statistical Return, Continue data gathering related to review of franchise fees and insurance.

Respectfully,

Bill McKennan

Director of Finance

REPORT TO CAO

February, 2019

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2019	Roadside spraying is complete, except for spot spraying on Provincial Hwys. The County signed a service agreement with AT to spot spray patches. Spot spraying is complete.
ASB Summer Tour	July 10 th -13 th .	The 2018 ASB Summer Tour was hosted by Strathcona County. Highlights of the tour were a Hutterite Colony, Delaney Vet Clinic, Seed Cleaning Plant.
Weed Inspection	2019	Warning letters have been sent to 25 locations. We are currently developing a computer weed program for use in spring of 2019.
Roadside Mowing	2019	Roadside Mowing is currently being tendered. Tenders close on March 11 th . This will be for three years plus a one year option at the County's discretion.
Provincial ASB Conference	Jan 21-24, 2019	The 2019 Provincial ASB Conference was held at the Hyatt Regency in Calgary. Topics of discussion were: Environmental Farm Plans, Fort McMurray Fire, Plant Based Protein, Stress Management, ASB Grant Programming update, Trade Talks, etc. There were a total of eight resolutions.
Wolf Bounty	2019	To date there have been 457 wolf carcasses tagged. See attached.
Clubroot Meeting	2019	We attended a Clubroot of Canola meeting in Manning on February 27 th . There was a representative from Alberta Ag & Forestry and the Canadian Canola Council. Good information and excellent discussion

		concerning the spread and outbreak in the Peace. We are currently trying to organize a similar meeting in Mackenzie County for early spring.
Shelterbelt Program	2019	The county is currently accepting shelterbelt orders. Delivery will be in late May. Payment will be accepted upon delivery.
Seed Cleaning Plant Inspections	2019	Seed Cleaning Plants received their annual inspection on Feb 26 th . Plants are graded on efficiency, cleanliness, record keeping and condition. Frontier Seed Cleaning Plant in La Crete achieved a rating of 93%, High Level Seed Cleaning Plant achieved a rating of 89%. Mackenzie County issues the operating license.
VSI Program	November 09, 2018	The annual VSI AGM is scheduled for November 9 th in Peace River. 16 Municipalities participate in the program.

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2018	Phase 1 and Phase 2 were completed in October, 2018. All culvert gates are locked.

Personnel Update:

Assistant Fieldman Landon Driedger resigned effective October 31st. Dave Schellenberg has been hired to fill the position.

Other Comments:

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Wolf Count by Area

WMU	Wolf Count	Trapline Number	Wolf Count	General Area	Wolf Count
528	10	251	1	Hay Bay	1
536	27	1203	6	West End Rd Rainbow	1
535	41	1533	3	First Wabasca River	1
534	38	1721	1	100 KM north of Rainbow	3
540	2	205	15	North of High Level	12
Total	118	2055	1	40 KM West of HL	1
Male	109	582425	3	Machesis Lake Area	4
Female	109	2923	3	Baseline Road	1
		582487	3	Beaver Ranch Area	7
		2722	2	Fox Lake Reserve	1
		1246	12	South Tall Creee	1
		1796	1	Meander River	5
		1418	3	Rocky Lane Area	1
		1203	3	Town Of High Level	14
		2419	14	John Dor	3
		1415	2	8 Mile Corner	1
		2273	11	Chateh	2
		1566	2	SE 14-110-15-W5	2
		2309	3	Steen River	6
		2505	1	Ptarmigan Flats	1
		2294	1	Heliport Road Area	4
		257	2	Zama	6
		2915	5	Chinchaga River	2
		2314	1	Buffalo Head Prairie	1
		572714	2	Highway 88 Connector	5
		2395	3	SW 4-103-18-W5	1
		2402	12	3-103-18-W5	2
		2291	1	NW 8-106-10-W5	2
Total Wolves	457	1366	1	Fort Vermilion Area	2
		2292	16	Atlas Landing	1
		2807	6	Steep Hill Creek	1
		2299	5	Blue Hills Area	11
		2505	3	NE 33-103-14-W5	2
		241	1	SE 24-107-12-W5	1
		773	2	NE 26-108-13-W5	1
		1707	4	7-110-12-W5	2
		1278	1	NE 17-105-13-W5	1
		1707	1	SW 28-109-13-W5	1
		1375	1	NE 7-106-15-W5	1
		1403	6	16-18-116-3	1
		Total	164	NE 8-111-19-W5	1
				SW 7-104-14-W5	1
				SW 31-107-14-W5	3
				N 1/2 17-109-10-W5	2
				TWP 101-18	4
				E 1/2 32-109-12-W5	3
				SW 9-109-17-W5	1
				17-111-19-W5	1
				S 1/2 2-107-12-W5	4
				SE 6-109-10-W5	1
				NE 1-107-13-W5	1
				NW 4-106-12-W5	1
				SW 12-110-15-W5	1
				SW 33-108-16-W5	4
				25-101-18-W5	1
				3-104-14-W5	3
				33-104-18	4
				NE 26-108-12-W5	2

MONTHLY REPORT TO THE CAO
 For the Month of February 2019
 From: Don Roberts
 Zama Operations

Program/Activity/Project	Timeline	Comments
Zama Road Maintenance Chateh Access Rd Maintenance Zama Public Works	Ongoing	<ul style="list-style-type: none"> The grading of the Zama Road resumes as regular maintenance. All roads in good shape.
OH&S	Ongoing	<ul style="list-style-type: none"> Continue Monthly Safety Meetings. Changes to the JH&SC may have to change to keep in line with new legislation. Submitted letter requesting variance. Received reply. OH&S Director requesting more information. Sent Director all requested information. Waiting for response.
Fire Smart	Ongoing	<ul style="list-style-type: none"> FRIAA <ul style="list-style-type: none"> Hutch Lake – \$152,800 Zama - \$148,720 Zama Firesmart Project completed. Hutch Lake project has been delayed due to FNC requirement.
Zama Airstrip	Ongoing	<ul style="list-style-type: none"> Waiting response from Nav.Canada on the de-registration of the Zama Airstrip.

Capital Projects

2019 Budget		<ul style="list-style-type: none"> Waiting Budget deliberations
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Attended Update:

<p>Attended the following:</p> <ul style="list-style-type: none"> Council/Managers Meetings Community Services OH&S Meetings Meeting with AA&F Community Zama Meeting FNC Meeting

Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month of February 2019

**From: Doug Munn
Director of Community Services**

Meetings Attended in February 2019

Feb 1 Managers Meeting
Feb 4 Meeting with Husky (Corrinne Chisholm)

- Discussed smoke issues on highway.

Feb 5 Ad Hoc Smoke Committee Meeting
Feb 7 Community Services Meeting
Feb 8 Munisite Meeting
Feb 12 Council Meeting
Feb 14 Brownlee Session - Emerging Trends in Municipal Law (Edmonton)
Feb 15 River Search & Rescue
Feb 20 JH&SC Meeting
Feb 27 Council Meeting
Feb 28 Office safety meeting

Fort Vermilion and La Crete Fire Department for January 2019

Fire Calls

04 - Alarm Calls
04 - Fire Calls- 2 required Mutual Aid
08 - Medical Co Response Calls
06 - Motor Vehicle Incident Calls

Peace Officer – January 2019

- Peace Officer Services unavailable for this month

Bylaw Enforcement – January 2019

- Three dogs picked up in Fort Vermilion One from Rocky Lane School
- Three Bylaw concerns regarding dogs in La Crete
- Continued patrols for dogs in La Crete, Fort Vermilion and Rocky Lane School.
- Three garbage checks no concerns.
- Assisted two incidents for traffic control due to vehicles in the ditch.

Communications

- Everything is business as usual and has been working fine.

Health and Safety

- Joint Health and Safety meeting completed this month we had quorum and three new board members.
- Worked on follow up with the roads department to ensure our NSC requirements are being followed.

Waste

- Normal Operation

Parks and Recreation

- Working on the Hutch Lake 10 Year Plan
- Obtaining Waters Act approvals for Wadlin Lake Dock Pilings
- Continue to work with Mackenzie Aquatic Society regarding Wellness Centre.

Emergency Operations

- Monitoring the DRP Applications.
- Planning for staff training relative to Emergency Operations.

Building Maintenance

- Install new (replacement) heat pump- heat pump failed, parts replacement was more expensive than a new unit. LC office heating system
- Service furnaces, Insulate ductwork-FV Water Plant
- Service boilers and numerous other repairs- LC Office
- Remove snow/ice from roofs- FV Office, FV Water Plant, LC Ambulance base
- Install multiple desk lifts-FV Office
- Repair gate-Rocky Lane Waste Transfer Station
- Repair multiple lights

REPORT TO THE CAO

For the Month of February, 2019

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2019-01-24 to 2019-02-04 Vacation
- 2019-02-12 Regular Council Meeting
- 2019-02-16 Attended the La Crete Chamber Annual General Meeting along with members of Council and administration.
- 2019-02-21 Held a front desk staff meeting to discuss the a variety of procedures, form completion, visitor sign-in requirements under the Employee Safety Handbook, FOIP inquiries, etc.
- 2019-02-26 Committee of the Whole Meeting
- 2019-02-27 Regular Council Meeting
- 2019-02-28 Attended a meeting with a local ratepayer along with the CAO to discuss his development matter.
- 2019-03-01 Managers Meeting
- 2019-03-05 Meeting with the RCMP along with the CAO to discuss the Enhanced Policing positions and the School Resource Officer duties. This was in preparation for the meeting with the Fort Vermilion School Division on March 13, 2019. The RCMP will be attending the March 27, 2019 Council meeting to further discuss the Enhanced Policing positions for Council consideration.
- 2019-03-06 Grade 6 class presentation at Ridgeview Central School in La Crete along with the CAO. Discussed a variety of topics and answered questions regarding municipal operations.
- 2019-03-06 Attended the Tri-Council meeting along with Council and the CAO.
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Travel arrangements for various meetings and conferences, including FCM and RMA Spring Convention.

Bylaws/Policies/Reports/Publications:

- Drug & Alcohol Policy – draft policy was reviewed by Council. Working on some final policy amendments with the direction discussed by Council. The draft policy will be forwarded to the Union within the next couple of weeks for review and comment prior to approval.
- Preparation for the 2018 Annual Report has begun.
- Drafting bylaw to address the smoke issue.
- Researching social media policies, specifically for the purpose of internal procedures regarding use of municipal social media sites.

- As discussed at the Tri-Council meeting, a meeting will be required with the CAO Secretariat and the Appeal Board Clerks to discuss a regional approach to ensure consistency for ratepayers and board members when attending meetings.

Human Resources:

- Reviewed the drafted formal procedure for a modified work program with the HR Coordinator. The management team reviewed the documents at their meeting on March 1, 2019. Although a modified work program has been in place, no formal written procedure exists. The Policy and procedure will be presented to Council at the end of March 2019.
- Conducted staff evaluations.
- Working on AUPE negotiations file.
- Currently advertising for our summer positions.

Records Management:

- Ongoing requests for access to information.
- The once-a-year destruction for 2015-2017 has been completed. The 2018 scheduled annual destruction of records will occur in June bringing our schedule back on track. The annual destruction was delayed due to maternity leave staffing changes for a period of time.

Events:

- Discussion was held at the Tri-Council Meeting regarding the 2019 charity tournament. The Committee will be meeting on March 28, 2019 to discuss the future of the event.
- Booked locations for the annual ratepayer meetings set by Council.
- The La Crete Heritage Centre was booked for the annual County Christmas banquet.

Other:

- Working on 2019 Wearing Apparel Program.
- Meetings with the Municipal Intern to review workplan and progress to date.
- Weekly advertisements to the newspaper.
- Working on the condensed version of the Public Consumption of Cannabis survey which is expected to be released in the next couple of weeks.
- Ongoing updates to the County's Social Media including the website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

MONTHLY REPORT TO THE CAO

Month: February, 2019

From: Chelsea Doi, Municipal Intern

Meetings/Events

Managers Meeting	2019-02-01
Utilities Meeting	2019-02-14
Tour La Crete utility facilities	2019-02-15
Council Meeting	2019-02-27
Office Safety Meeting	2019-02-28

Training/Courses

N/A

Projects/Tasks

- Amended bylaws/policies pertaining to tax payments
- Wrote correspondence letters
- Researched options for a Social Media Policy
- Condensed Cannabis Survey as per Council's request
- Created briefing packages for Council's meetings with Ministers
- Researched options for assigning ID numbers to utility infrastructure
- Worked in Utilities Department from February 11 – 22
- Updated Emergency Contacts Directory



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Request to Waive Fire Invoice – William Wiebe

BACKGROUND / PROPOSAL:

On February 27, 2019, this request to waive fire fees was Tabled for more information.

After discussing the incident with the Fire Chief, it was learned that the cabin in question was a recreational cabin and vacant at the time of the fire. It is unknown as to who built the cabin, however it is believed that it was built by the youth within the area years ago. There were reports on scene from the neighbors that the cabin was being utilized by the youth within the area.

Due to the nature of the incident and that the majority of the evidence was destroyed with firefighting efforts therefore there was no formal investigation completed, however the RCMP were notified and attended given the scene as the preliminary investigation indicated suspicious activity of potential arson or a juvenile fire setter.

Previous History

On November 6, 2018 the Fire Department responded to a fire at a building owned by Mr. William D. Wiebe. The billing to Mr. Wiebe for this fire was \$1,868. [#IVC026677 (Fire Services)]. The billing was reviewed by administration and confirm that it follows the Fee Schedule Bylaw. The bylaw also states that “A residential invoice shall not exceed \$5,000 per incident”

A letter from Mr. Wiebe is attached requesting that the fees for this fire be waived and his reasons why.

OPTIONS & BENEFITS:

1. That Council deny the request to waive the fire services fees.
2. That Council reduce the fire invoice and write off a portion of the fees.

Author: D. Munn **Reviewed by:** DM **CAO:** _____

3. That the fees for fire invoice # IVC026677 be written off due to extenuating circumstances.

COSTS & SOURCE OF FUNDING:

Should Council decide to waive these fees then the charges would be written off.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Mr. Wiebe will be notified of Council's decision.

POLICY REFERENCES:

Bylaw 985-15 Fire Services
Bylaw 1114-18 Fee Schedule

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the fees for fire invoice # IVC026677 be written off due to extenuating circumstances.

Author: D. Munn Reviewed by: DM CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Bylaw 1135-19 Honorariums & Expense Reimbursement

BACKGROUND / PROPOSAL:

At its meeting on February 25, 2019, the Finance Committee recommended that Council amend Bylaw 1125-18 Honorariums & Expense Reimbursement with the following:

Item #1

Section 5. a) Travel day be changed from \$200.00 to \$240.00

Item #2

Section 7. That mileage be set at a flat rate of \$0.58/km.

In addition for Council to provide direction and clarification in the Bylaw regarding:

Item #3

That Council provide direction on the payment of honorariums related to Council attendance at any County Sponsored Open House.

Item #4

Maximum meetings that may be claimed per day as discussed in section 2.2 of Bylaw 1125-18 Honorariums & Expense Reimbursement

Administration has attached the Honorariums & Expense Reimbursement with the recommended changes, and highlighted the areas requested for further discussion.

Author: J. Batt **Reviewed by:** Bill McKennan **CAO:** _____

Note: May 8, 2018 Council approved Bylaw 1099-18 with the removal of the following:

- (a) Councillors or committee members driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. ~~Only one per diem per day shall be allowed.~~

OPTIONS & BENEFITS:

The Finance Committee considered numerous factors impacted by their recommended increases related to travel and mileage reimbursement. The committee consensus was that increases were required for the following reasons:

- Travel allowance – reflection of actual practice
- Meetings can be more effectively organized & facilitated
- Most cost effective method rather than incurring additional accommodation costs/travel time
- Reflective of a reasonable fuel allowance as per Revenue Canada guidelines
- Reflective of higher costs related to higher fuel costs for our region
- Enhances administrations ease related to Bylaw

COSTS & SOURCE OF FUNDING:

Based on discussion and direction of Council, administration to amend the Operating Budget to reflect financial impacts of approximately \$25,000.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1125-18 Honorariums & Expense Reimbursement

Author: J. Batt Reviewed by: Bill McKennan CAO: _____

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1135-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as presented or amended.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1135-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1135-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1135-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Author: J. Batt **Reviewed by:** Bill McKennan **CAO:** _____

BYLAW NO. ~~1125-18~~ 1135-19

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

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

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

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

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

DEFINITIONS:

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committees, Committee of the Whole, RMA Zone Meetings, Tri-Council Meetings, ~~etc.~~ **Discuss the addition of County approved Open Houses?**

HONORARIUMS

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

~~(a) Reeve ————— \$1,300.00 per month~~

~~(b) Deputy Reeve ————— \$1,150.00 per month~~

~~(c) Councillor ————— \$1,000.00 per month~~

~~Rates effective January 1, 2019:~~

(a) Reeve \$1,500.00 per month

(b) Deputy Reeve \$1,350.00 per month

(c) Councillor \$1,200.00 per month

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

~~(a) Council Meeting/Special Council Meetings \$300.00~~

~~(b) Committee Meetings \$200.00~~

~~(c) Seminars/Conventions/Workshops \$300.00~~

~~Rates effective January 1, 2019:~~

(a) Council Meeting/Special Council Meetings \$340.00

(b) Committee Meetings \$240.00

(c) Seminars/Conventions/Workshops \$340.00

2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.

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

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

3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.

4. Members-at-large appointed to approved council committees shall be paid \$200.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.

5. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.

(a) Councillors or committee members driving to a seminar/convention shall be paid ~~\$200.00~~ \$240.00 for one travel day there and one travel day back.

(b) An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

COMMUNICATION ALLOWANCES

6. A monthly communication allowance shall be paid
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

7. Mileage shall be paid at ~~the current non-taxable~~ a flat rate of \$0.58 ~~(as per Canada Revenue Agency Reasonable per Kilometer Allowance)~~ for each kilometer travelled by each Councillor or committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or committee member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
8. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

9. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
 - (a) Either
 - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
 - (ii) an allowance of \$100.00 per night
 - (b) in respect of each breakfast, lunch, or dinner,
 - (i) a meal allowance may be claimed as follows:

Breakfast	\$25.00 including GST (if time of departure is prior to 7:30 a.m.)
Lunch	\$30.00 including GST (if time of return is after 1:00 p.m.)
Dinner	\$45.00 including GST (if time of return is after 6:30 p.m.)

10. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
11. When the combined travel and session time exceeds 10 hours, overnight accommodation may be claimed.
12. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
13. A Councillor or committee member may claim
 - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).

ATTENDANCE AT COMMUNITY EVENTS

14. Councillors are eligible to claim expenses when representing the municipality at a County supplied ticketed event.

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

15. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*

16. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
17. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

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

SIGNING AUTHORITY

19. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
 - (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
 - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
20. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
21. Council members must submit their expense claims by the 5th of each month in order to be paid in that month.
22. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. The Finance Committee shall review and make the final decision.
23. Council members will submit their December expense claim and honorarium by December 15th in order to expedite the closing of the year-end accounts. Meetings held after the 15th shall be added to the January claim.
24. No expenses other than those listed in this bylaw may be claimed.

25. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 1099-18 and all amendments made thereto.

First Reading given on the _____ day of _____, 2019.

Second Reading given on the _____ day of _____, 2019.

Third Reading and Assent given on the _____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Bylaw 1136-19 Tax Penalties

BACKGROUND / PROPOSAL:

On July 25, 2018, administration brought *Bylaw No. 1065-17 To Impose Penalties for Nonpayment of Taxes and Tax Arrears and Policy FIN009 Payment, Refund and Cancellation of Taxes* to Council for direction regarding tax payments made at financial institutions on June 30, 2018. Administration amended the Tax Penalties Bylaw as per that discussion to minimize tax payments received beyond the July 1st penalty date.

Attached are the proposed amendments to the bylaw.

OPTIONS & BENEFITS:

Amendments to the bylaw allow for tax payments to be made in a timely manner prior to the July 1st penalty date.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: C Doi Reviewed by: Bill CAO: _____

POLICY REFERENCES:

Policy FIN009 Payment, Refund and Cancellation of Taxes

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1136-19 being the tax penalties bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1136-19 being the tax penalties bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1136-19 being the tax penalties bylaw for Mackenzie County, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1136-19 being the tax penalties bylaw for Mackenzie County.

Author: C Doi Reviewed by: _____ CAO: _____

BYLAW NO. ~~1065-17~~ 1136-19

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

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

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Sections 344, 345, and 346 and amendments thereto, Council may pass a bylaw to establish the penalties on taxation.

NOW THEREFORE, pursuant to provisions contained in the Municipal Government Act, the Council of Mackenzie County in the province of Alberta, duly assembled, hereby enacts the following:

1. Definitions:

- a) "Current Year" means taxes imposed in the current year plus any penalties imposed in that current year.
- b) "Tax Arrears" means all taxes which remain unpaid after December 31 of the current year.

2. Taxes shall be due and payable on the ~~last business day~~ 25th of June. **Payments processes and all related matters shall be handled as per Policy FIN009 Payment, Refund and Cancellation of Taxes.**

3. Late Payment Penalties:

- a) Taxes paid after the due date shown on the tax notice shall be subject to penalties imposed in accordance with this Bylaw.
- b) Items added to the tax roll are deemed for all purposes, including the purpose of applying penalties on outstanding taxes, to be taxes imposed from the date they are added to the tax roll.
- c) Taxes or any portion of the current tax year that remain unpaid after the due date shown on the tax notice shall have late penalties imposed on the dates and at the rates specified below:

Current Taxes	July 1	Six per cent (6%)
Current Taxes	September 1	Nine per cent (9%)

Current Taxes	November 1	Twelve per cent (12%)
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4. Penalties for tax arrears are levied on the total amount of taxes and penalties outstanding to date.

Tax Arrears	January 1	Twelve per cent (12%)
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5. That any penalty imposed under the terms of this Bylaw forms a part of the Tax in respect of which it is imposed.

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

7. Notification of outstanding taxes shall be in accordance with Policy FIN032 Tax Penalty Notification.

8. This Bylaw shall come into force upon third and final reading.

9. This Bylaw shall be known as the Tax Penalties Bylaw.

10. This Bylaw shall repeal and replace Bylaw ~~917-13~~ 1065-17.

READ a first time this ____ day of _____, 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Bylaw 1137-19 Borrowing – Rehabilitation and Paving Highway 88 Connector

BACKGROUND / PROPOSAL:

At its meeting held on January 14, 2019 Council approved the 2019 TCA projects and funding sources. The 88 Connector Project was approved at an estimated cost of \$3,530,670 to be funded from debenture proceeds in the same amount. This report is seeking the first reading of the required borrowing bylaw.

OPTIONS & BENEFITS:

In accordance with the *Municipal Government Act* (MGA) and the requirements of the Alberta Capital Finance Authority specific processes must be undertaken to ensure that the municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations. This report summarizes the general requirements that must be met.

The municipality must comply with *Section 258* of the *MGA* since the proposed borrowing exceeds five (5) years. The proposed bylaw is attached to this report. At this time administration is only seeking first reading of the bylaw since public notification must be undertaken prior to second reading. Administration would report back to Council was the public notification has been completed.

The attached bylaw details all requirements under the *MGA*. Generally, the rate details in the bylaw are presented at higher than expected borrowing rates to account for potential rate up turns prior to actual borrowing dates. The Alberta Capital Finance Authorities current 10-year rate is 2.68%, Administration will seek out the best market rate available at the time the funds are needed.

Author: B. McKennan **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

The 2019 and future years Operating Budgets will provide for the interest and repayment of the borrowed amount. The specific financial impacts were detailed at January 14, 2019 budget deliberation meeting. The estimated costs for borrowing would be approximately \$212,000 in 2019. This cost will be off-set by operating repair savings which will not be required due to the rehabilitation.

Although this will require new borrowing overall the total financing costs of the municipality will be declining due to other borrowings being fully repaid in 2018 and 2019. The municipality will also continue to be significantly below the borrowing limits established by Alberta Municipal Affairs.

SUSTAINABILITY PLAN:

This project will ensure the existing infrastructure of the municipality is in a good state of repair.

COMMUNICATION / PUBLIC PARTICIPATION:

Following first reading a public notification of the proposed borrowing and financial impact will be advertised for the minimum 15-day notification period. Any ratepayer may also review the proposed by-law at the municipal offices.

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1137-19 being the borrowing bylaw for the Highway 88 Connector Project.

Author: B. McKennan Reviewed by: _____ CAO: _____

BYLAW NO. 1137-19
BEING A BYLAW OF THE
MACKENZIE COUNTY
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$3,530,670, for the purpose of financing the rehabilitation and paving a municipal roadway known as “Highway 88 Connector” that connects provincial Highways 88 and 697.

WHEREAS, the Council of the County has decided to issue a bylaw pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, Section 258 to authorize the financing of the paving of Highway 88 Connector as approved by Council in capital expenditures; and

WHEREAS, plans and specifications have been prepared and the total cost of the project is estimated to be \$3,530,670; and

WHEREAS, in order to complete the project it will be necessary for the County to borrow the sum of \$3,530,670 for a period not to exceed TEN (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, the estimated lifetime of the project financed under this bylaw is equal to, or in excess of FIFTEEN (15) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2018 is \$12,621,962 and no part of the principal or interest is in arrears; and

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

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

1. That for the purpose of rehabilitation and paving of Highway 88 Connector the sum of **Three Million and Five Hundred Thirty Thousand and Six Hundred Seventy Dollars (\$3,530,670)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.

2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this bylaw, namely the rehabilitation and paving of Highway 88 Connector.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time this ____ day of _____, 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Policy FIN009 Payment, Refund and Cancellation of Taxes

BACKGROUND / PROPOSAL:

On July 25, 2018, administration brought *Policy FIN009 Payment, Refund and Cancellation of Taxes* and *Bylaw No. 1065-17 Tax Penalties Bylaw* to Council for direction regarding tax payments made at financial institutions on June 30, 2018. Administration amended Policy FIN009 as per that discussion to minimize tax payments received beyond the July 1st penalty date.

Attached are the proposed amendments to the policy.

OPTIONS & BENEFITS:

Amendments to the policy allow for tax payments to be made in a timely manner prior to the July 1st penalty date.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: C Doi Reviewed by: Bill CAO:

POLICY REFERENCES:

Policy FIN009 Payment, Refund and Cancellation of Taxes

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN009 Payment, Refund and Cancellation of Taxes be amended as presented.

Author: C Doi Reviewed by: _____ CAO: _____

Mackenzie County

Title	PAYMENT, REFUND AND CANCELLATION OF TAXES	Policy No:	FIN009
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Legislation Reference	Municipal Government Act, Part 10
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Purpose

To provide for the payment and the refund, cancellation, reduction or deferment of taxes and arrears on taxes.

Policy Statement and Guidelines

All tax notices are deemed to have been received 7 days after the tax notices were sent. (Section 337)

A tax payment that is sent by mail is deemed to have been received on the date post marked on the envelope. (Section 341)

All taxes and arrears of taxes are payable at the rates and times set out annually by bylaw. (Section 344)

Receipts shall be issued for all tax payments. ~~Excepting the case of~~ If tax payments are made in bulk, payers, e.i. banks, in which case one (1) receipt shall be issued to the bulk payer for all tax payments covered by the same cheque. (Section 342)

The Municipal Government Act does not prescribe to Electronic Funds Transfer (EFT) processes. As such, the County will follow standard business practices and accept EFTs upon the date in which the funds are received in Mackenzie County's bank account.

Post dated cheques shall be accepted in payment of taxes and held by the municipality. On the date payable indicated on the cheque, the cheque shall be deposited and a receipt issued. Acceptance of a post dated cheque does not affect the due date for payment of taxes.

~~Payments received by Electronic Funds Transfer (EFT) shall be receipted for the day the funds were received by Mackenzie County.~~

The Chief Administrative Officer or designate shall authorize the cancellation, refund or reduction of taxes that have been determined and verified to have been levied and/or collected in error.

All other requests for refunds, cancellations, reductions or deferral of taxes shall be referred to Council for consideration and decision.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2018-04-10	18-04-291
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Policy FIN021 Account Code Structure

BACKGROUND / PROPOSAL:

At its meeting on February 25, 2019, the Finance Committee passed a motion to rescind *Policy FIN021 – Account Code Structure* as the *Municipal Government Act* (MGA) and Public Sector Accounting Standards Board currently sets all municipal standards.

OPTIONS & BENEFITS:

The current policy refers to documents and processes that either no longer exist, or are referenced to in the MGA, section 276 and 277.

The rescinding of this Policy will also reduce the conflicts with generally accepted accounting standards, which all Municipalities are subject to for audit purposes.

COSTS & SOURCE OF FUNDING:

2019 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J. Batt Reviewed by: Bill McKennan CAO: _____

POLICY REFERENCES:

Municipal Government Act s 276 and 277

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN021 Account Code Structure be rescinded.

Author: J. Batt **Reviewed by:** Bill McKennan **CAO:** _____

MUNICIPAL DISTRICT OF MACKENZIE NO. 23

Title	Account Code Structure	Procedure No.	FIN021
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Purpose:

To provide a uniform and consistent account code structure for accounting and finance reporting to Council and to third parties such as the Provincial Government.

Policy Statement and Guidelines:

The Municipal District of Mackenzie currently uses the municipal account coding structure as outlined in the “Municipal Administrator’s Handbook” provided by Alberta Municipal Affairs – Municipal Services Branch.

In order to achieve meaningful statistics and to allow Council to compare financial information from year to year it is important that changes be kept to a minimum. However, it is normal business practice to make coding structure changes for better financial control and to accommodate increased reporting needs. In order to accommodate these changes, Administration proposes that when changes are made the following guidelines apply.

Major Changes

If a new function (eg. service category or operations) coding is required, the CAO will bring forward the request and rationale to Council. Council will have the opportunity to discuss the impacts of the change. The new function designation will follow the Administrator’s Handbook. The MD currently uses the following function codes:

- 00 – Taxes
- 11 - Council
- 12 – Administration
- 23 – Fire Fighting
- 24 – Disaster Services
- 25 - Ambulance
- 26 – By-laws Enforcement
- 32 – Roads/Streets
- 33 – Airport
- 41 – Water Supply and Distribution
- 42 – Sewer Treatment and Distribution
- 43 – Garbage Collection and Disposal
- 51 – Family and Community Support Services

- 61 – Planning and Development
- 63 – Agricultural Services
- 64 – Veterinary Services
- 66 – Subdivision Land and Development
- 71 – Recreation Boards
- 72 – Recreation
- 73 - Tourism
- 74 – Library Services
- 85 – Requisitions

Minor Changes

Additions or consolidations to the object codes or location codes can occur during the year. Council will be made aware of these changes through financial reports received throughout the year and/or during yearly budget deliberations.

	Date	Resolution Number
Approved	December 18, 2001	01-703
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	2018 Budget Update and Surplus Disposition

BACKGROUND / PROPOSAL:

The annual audit for 2018 is scheduled for mid-March. Prior to that date administration has completed numerous reconciliations and analysis of the financial transactions, liabilities and commitments of Council to ensure that Generally Accepted Accounting Principles and Practices have been utilized. Based on this work we are recommending the Council approve the recommendations and actions as detailed in this report.

2018 Estimated Operating Surplus (Prior to Required Adjustments) \$3,344,522

The net operating budget surplus is estimated at \$3,344,522 prior to required adjustments. Some of the recommended adjustments will require Council motions to meet the requirements for year-end audit, comply with the MGA and/or Council Policy. The required adjustments are as follows:

1. Revenues Collected Earmarked to Reserves

Revenues were collected and budgeted for under three board classifications. The stated intent per policy is that these revenues be contributed to the related reserves, however no reserve contribution were provided for in the budget. The revenues collected are: Offsite Levies / Frontage \$48,060; Gravel Reclamation \$44,089; Municipal Reserve \$86,410.

The required Council motions to move these funds to the specific reserves are in this report's recommendations. These adjustments would reduce the surplus by \$178,559.

Author: _____ Reviewed by: _____ CAO: _____

2. Commitments of Council - 2018 Budget

The 2018 budget has provided for specific projects or initiatives that have not been expensed to-date. These fall under two broad classifications: Non-TCA Projects or Grants to the Town of High Level. All of these expenditures have been approved and budgeted in 2018 but need to be carry-forward since payments or expenditures will not be incurred until 2019. The outstanding Non-TCA projects (levy funded portion) total \$459,879 and the Town of High Level Commitments total \$166,900. These funds need to be earmarked out of the 2018 surplus and will be included in the recommended 2019 operating budget. The necessary motion is included in this report.

3. Commitments of Council – Prior Year’s Budget

Various Council approvals related to capital grants to the Town of High Level were not carry-forward or budgeted for in the approved 2018 budget. These commitments related to specific approvals for 2016 and 2017 in the amount of \$695,470. These funds need to be earmarked out of the 2018 surplus and will be included in the recommended 2019 operating budget. The necessary motion is included in this report.

4. Other Commitments for 2019 Operating Budget

Council during the 2019 budget deliberations provided direction to earmark \$330,000 from the 2018 surplus to fund two non-recurring expenditures in the 2019 Operating Budget. The two projects were the Zama Road Frost Heaves at \$300,000 and Airport Operations Safety Manuals at \$30,000. These funds need to be earmarked out of the 2018 surplus and will be included in the recommended 2019 operating budget. The necessary motion is included in this report.

The recommendations above would significantly adjust the 2018 operating position as detailed in the table below:

Surplus Prior to Adjustments	\$3,344,522
a. Revenues Collected Earmarked to Reserves	-\$178,559
b. Commitments of Council - 2018 Budget	-\$626,779
c. Commitments of Council – Prior Year’s Budget	-\$695,470
d. Other Commitments for 2019 Operating Budget	-\$330,000
2018 Surplus After Adjustments	\$1,513,714

Council has various policies related to the disposition of surplus. Although these items are detailed in the various policies to fully compile with the MGA specific approvals should be provided by Council. These reserve policies provide the overall roadmap however specific issues may require deviation from the policies.

Author: _____ Reviewed by: _____ CAO: _____

At a high level the policies related to surplus disposition are as follows:

1. Move water/sewer net operating results to Water Infrastructure Reserve
2. Allocate remaining surplus 50% to Operating Reserve and 50% to Capital Reserve.

The net operating surplus contributed specifically from the water and sewer operations is estimated at \$672,000. Consultation with the Director of Utilities has been undertaken and he concurs. The necessary motion to move these funds to the Water/Sewer Infrastructure Reserve is included in this report.

This would leave an estimated surplus on 2018 operations of \$841,714 to be allocated to General Operating and General Capital Reserve on a 50-50 basis.

2018 TCA Adjustments

Appendix #1 details numerous capital projects that incurred minor over expenditures for various reasons totaling \$25,327. All of these projects were completed within scope, and the overages relate to minor budget shortfalls. The total shortfalls related to the projects is being recommended to be funded from the General Operating Reserve.

The 46 Ave Pavement Project carry forward was incorrectly stated when approved. The necessary adjustment to give effect to Councils prior approvals, up to actual cost of the project (project was completed under original budget) is recommended funding of \$147,500 from the General Capital Reserve.

There are 3 projects (Information Technology, Main Lift Station Meter, and Park Storage Shed) that have Municipal Sustainability Initiative (MSI) funding applied to them that were not approved for funding in the amount of \$67,187. The MSI funding that was allocated to these projects will be available to fund other capital projects. The recommended funding source for these projects is the General Capital Reserve.

Although not related to this project, significant under expenditures have occurred in other approved projects that were funded by various reserves. Thus this additional reserve draw will not negatively impact the overall reserve position.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2018 Budget

Author: _____ Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The Chief Administrative Officer and various Directors were consulted during the preparation of this report.

POLICY REFERENCES:

- RESV01 - General Operating Reserve
- RESV01 - General Capital Reserve
- RESV03 - Off-Site Levy Reserve
- RESV05 – Gravel Reclamation Reserve
- RESV10 – Municipal Reserve
- RESV13 – Water/Sewer Infrastructure Reserve

RECOMMENDED ACTION:

All motions require a 2/3 majority.

- Simple Majority
 Requires 2/3
 Requires Unanimous

Motion 1

That Offsite Levies/Frontage revenues in 2018 of \$48,060 be contributed to the Off-Site Levy Reserve.

Motion 2

That Gravel Aggregate revenue in 2018 of \$44,089 be contributed to the Gravel Reclamation Reserve.

Motion 3

That Municipal Reserve revenue in 2018 of \$86,410 be contributed to the Municipal Reserve.

Author: _____ Reviewed by: _____ CAO: _____

Motion 4

That \$626,779 be contributed in 2018 as follows:

- \$459,879 to the General Operating Reserve to fund 2018 carry forward Non - TCA projects,
- \$166,900 to the General Operating Reserve to fund 2018 carry forward amounts for Capital Grants to the Town of High Level.

Motion 5

That \$695,470 be contributed in 2018 to the General Operating Reserve to fund carry forward amounts from previous years for Capital Grants to the Town of High Level.

Motion 6

That \$330,000 be contributed in 2018 to the General Operating Reserve to be allocated to fund the Zama Road Frost Heaves at \$300,000 and Airport Operations Safety Manuals at \$30,000.

Motion 7

That \$672,000 in 2018 be contributed to the Water/Sewer Infrastructure Reserve.

Motion 8

That the balance of the 2018 Operating surplus be contributed to the General Operating Reserve & General Capital Reserve on a 50-50 basis.

Motion 9

That the 2018 TCA projects detailed in Appendix #1, with over expenditures totaling \$25,327, be funded from the General Capital Reserve.

Motion 10

That the 46 Ave Pavement Project budget be increased by \$147,500 with the necessary funding coming from the General Capital Reserve.

Author: _____ Reviewed by: _____ CAO: _____

Motion 11

That the Municipal Sustainability Initiative (MSI) funding allocations be amended, with the funding coming from the General Capital Reserve for the following projects:

- Information Technology Network Equipment - \$28,727
- Main Lift Station Meter -\$11,960
- Parks Storage Shed - \$26,500

Author: _____ Reviewed by: _____ CAO: _____

Appendix #1

Project Description	2018 BUDGET	2018 COSTS	2018 REMAINING BUDGET	External Funding		Internal Funding		External Funding		Internal Funding	Reason
				MSI Grant	Other Sources (non-grant)	RS-type	Restricted Surplus (previous years)	MSI Grant	Other Sources (non-grant)	Restricted Surplus (previous years)	
LC - Wildland Skid (2018)	\$5,200	\$5,392	-\$192	\$5,200				\$5,200			
										\$192	Over costs
FV - Overlay 47 Street (Hospital Hill) (2018)	\$40,000	\$41,825	-\$1,825	\$40,000				\$40,000			
										\$1,825	Over costs
LC - Pick up Truck (2018)	\$42,000	\$41,050	\$950	\$27,000	\$15,000			\$27,000	\$14,000		
										\$50	Rec'd less for Trade In
FV - Fix Hill on Range Raod 134 (2018)	\$13,000	\$13,500	-\$500	\$13,000				\$13,000			
										\$500	Over costs
LC - Cross Walk Lights x2 (2018)	\$20,700	\$21,100	-\$400	\$20,700				\$20,700			
										\$400	Over costs
AWD Grader x3 (2018)	\$1,488,261	\$1,496,061	-\$7,800	\$910,161	\$578,100			\$910,161	\$578,100		
										\$7,800	Over costs
FV - Tractor w/ Snowblower Attachment (2018)	\$256,500	\$270,609	-\$14,109	\$195,500	\$61,000			\$195,500	\$61,000		
										\$14,109	Over costs
LC - Zero Turn Mower (2018)	\$15,200	\$15,524	-\$324	\$15,200				\$15,200			
										\$324	Over costs
FV - Wadlin Lake Land Purchase (2018)	\$17,725	\$17,852	-\$127			GOR	\$15,000			\$15,000	General Operating Reserve
										\$127	Over costs
						GCR	\$2,725			\$2,725	General Capital Reserve

\$25,327
Rec Funding from GCR



Mackenzie County

REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Fred Wiebe, Director of Utilities
Title:	Water North Coalition Water/Wastewater Questions

BACKGROUND / PROPOSAL:

Members of the Water North Coalition (WNC) have identified that many communities rely on municipal revenue and fees for funding and do not have the cost recovery necessary for improving efficiency or completing upgrades or necessary replacements. It was suggested that knowledge of grants and other funding opportunities must be communicated to northern communities to allow opportunities for growth and development. This suggestion has resulted in the Advocacy subcommittee of the Water North Coalition undertaking work to draft a resolution to address the need for stable, consistent funding for water and wastewater. The Coalition aims to bring the resolution to the RMA convention in November.

The following five questions have been asked to Water North Coalition members to provide the foundation for this resolution:

1. What is your water/wastewater infrastructure deficit/liability amount in the next 10 years?
2. What is the greatest challenge in meeting those needs/liability?
3. Do qualifying criteria restrict your ability to apply for grants? If yes, describe the qualifying criteria.
4. What projects has your municipality completed in the last 5 years? Attached.
5. What do municipalities require from WNC? (What would you like us to advocate for)?

Administration will address the first 4 questions and provide this information to the WNC. At the February 26, 2019 Committee of the Whole meeting, Council discussed

Author: F. Wiebe **Reviewed by:** _____ **CAO:** _____

and agreed on direction to provide the WNC for question #5. This direction is reflected in the recommended action below.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following items be brought to the Water North Coalition as items to advocate for:

- Grant funding be made available for new rural and urban water distribution lines.
- Collaboration between Provincial and Federal Governments regarding water regulations and water and wastewater improvements for First Nations.
- Water Act interpretation.

Author: F.Wiebe Reviewed by: _____ CAO: _____

4. What projects has your municipality completed in the last 5 years?

2014

Water

- FV - 43 Ave Water Line Replacement - \$395,000
- High Level Rural Waterline South - \$1,800,000
- LC Wells Rehabilitation - \$150,000

Wastewater

- FV – Complete Main Lift Station Building Upgrade - \$75,000
- LC – Replace Pump Main Lift Station - \$27,000

2015

Water

- Zama Well Abandonment - \$18,000
- Generators – Three locations - \$687,000
- La Crete Filter Media Replacement - \$95,000
- Master Meter - \$253,000
- Mackenzie County Potable Water Supply Study - \$91,000

Wastewater

- Sewer Flusher - \$68,000
- La Crete Lift Station Grinder - \$80,000
- Fort Vermilion 49th Avenue Sewer Repair - \$90,000

2016

Water

- Fort Vermilion 48th Avenue Water Improvement - \$101,000
- Fort Vermilion Hydrant Replacements - \$65,000
- Fort Vermilion Raw Water Truck Fill Upgrade – \$58,000
- La Crete Raw Water Truck Fill Upgrade - \$58,000
- Fort Vermilion Backwash De-chlorination System - \$50,000
- Fort Vermilion Media Replacement - \$32,000

Wastewater

- La Crete Lagoon Upgrade - \$1,169,000

- La Crete Main Lift Station Repair and Modification - \$62,000
- La Crete Sanitary Sewer Main Upgrade - \$825,000
- Fort Vermilion River Road Lift Station PLC Repair - \$10,000
- Fort Vermilion Lagoon De-sludge - \$70,000

2017

Water

- La Crete Paving Raw Water Truck Fill Station - \$48,000
- Fort Vermilion Paving Water Treatment Plant - \$250,000
- Fort Vermilion Hydrant Replacement - \$65,000
- La Crete Well 4 Drilling - \$175,000
- Fort Vermilion 50th Street Water & Sewer Servicing - \$313,000
- Fort Vermilion 49th Avenue Re-Servicing - \$250,000
- La Crete Hydrant Repair/Replacements - \$50,000
- Fort Vermilion Re-Route Truck Fill - \$35,000

Wastewater

- Fort Vermilion Lift Station Grinder - \$50,000

2018

Water

- Frozen Water Service Repairs - \$300,000
- Rural Potable Water Infrastructure - \$6,600,000

Wastewater

- La Crete Sanitary Sewer Expansion Design - \$148,000
- La Crete Main Lift Station Meter Installation - \$50,000
- La Crete Future Utility Servicing Plan - \$85,000

BYLAW NO. 1133-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate medium and high density residential forms.

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

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

Part of Plan 782 0147, Block 14

within the Hamlet of La Crete, be rezoned from Institutional "I" to Hamlet Residential 2 "H-R2" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2019.

PUBLIC HEARING held this ___ day of _____, 2019.

READ a second time this ___ day of _____, 2019.

READ a third time and finally passed this ___ day of _____, 2019.

Joshua Knelsen
Reeve

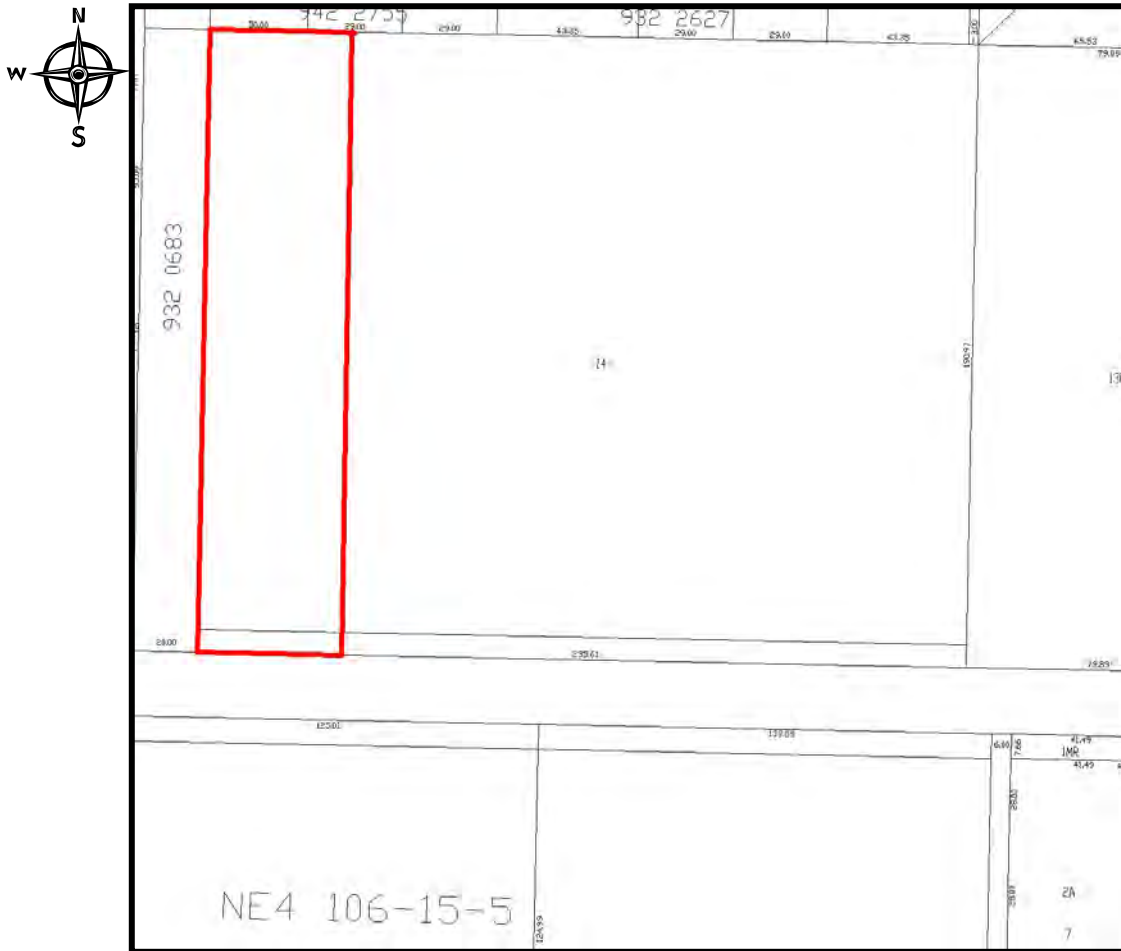
Lenard Racher
Chief Administrative Officer

BYLAW No. 1133-19

SCHEDULE "A"

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

Part of Plan 782 0147, Block 14 within the Hamlet of La Crete, be rezoned from Institutional "I" to Hamlet Residential 2 "H-R2"



FROM: Institutional "I"

TO: Hamlet Residential 2 "H-R2"

BYLAW APPLICATION



File No. Bylaw 1133-19

Disclaimer

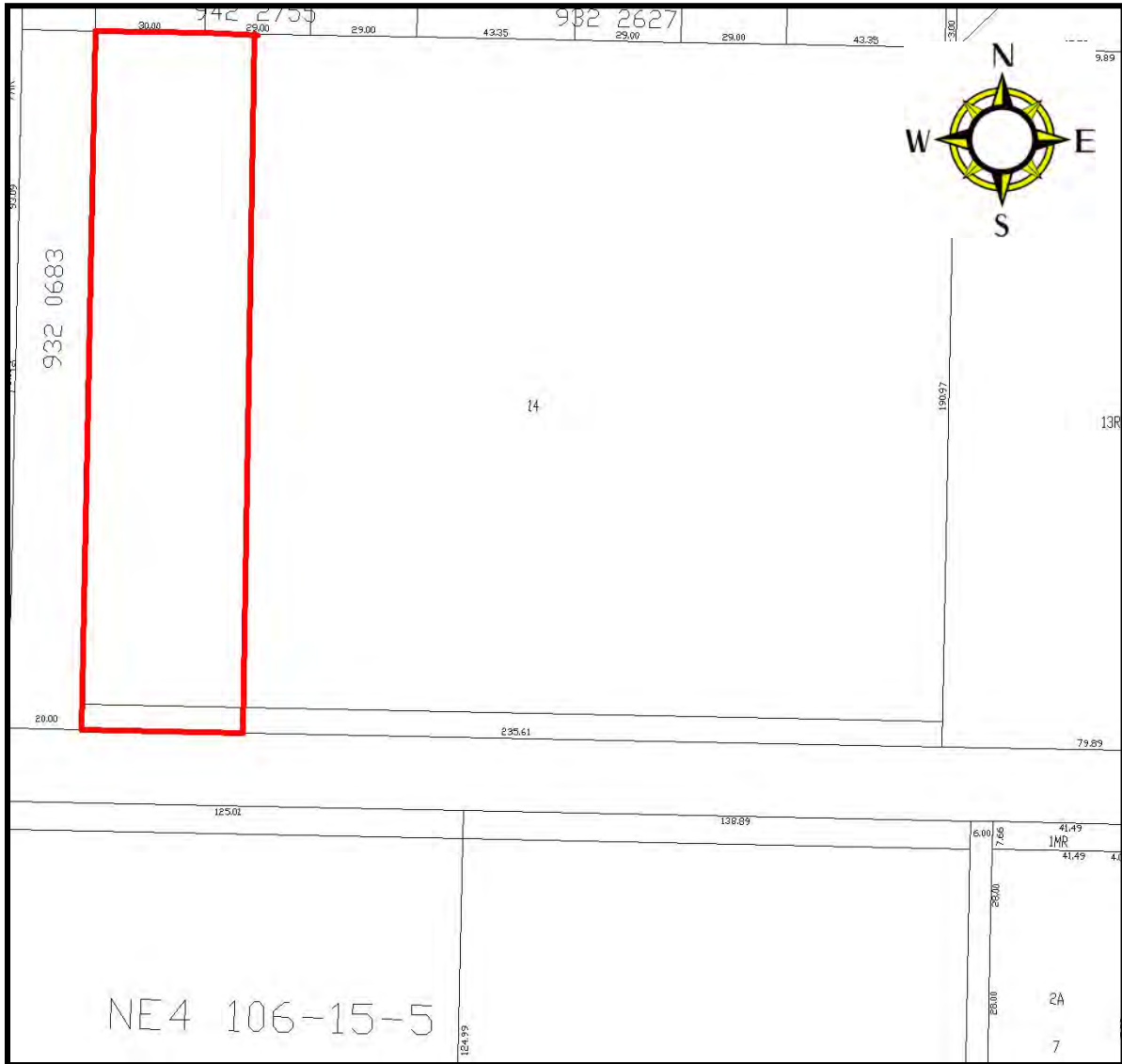
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NOT TO SCALE



Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1133-19

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Mackenzie County

Section 9 | Land Use District Regulations

9.20 Hamlet Residential 2 (H-R2)

Purpose

- 9.20.1 The purpose of the Hamlet Residential 2 (H-R2) district is to provide for a mix of medium and high density residential forms within HAMLETS.



Permitted and Discretionary Land Use Classes

- 9.20.2 Land use classes within the following table shall be permitted or discretionary within the Hamlet Residential 2 (H-R2) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	ASSISTED LIVING FACILITY
DWELLING – APARTMENT	DAY CARE HOME
DWELLING - DUPLEX	DWELLING - GROUP HOME
DWELLING – ROW	DWELLING - SINGLE FAMILY
DWELLING – STACKED ROW HOUSING	GARAGE – ATTACHED
	GARAGE – DETACHED
	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	SECONDARY SUITE
	TOURIST HOME

Section 9 | Land Use District Regulations

Regulations

- 9.20.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Min. Lot Dimensions	
Width	6.8m (55.0ft)
Depth	30.5m (100.0ft)
Min. Setback	
Yard – Front	4.5m (14.8ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing

Additional Regulations

- 9.20.4 All DEVELOPMENT shall provide:
- Provision and access to garbage storage;
 - Lighting between DWELLING UNITS;
 - Orientation of buildings and general site appearance;
 - Safe pedestrian access to and from the public sidewalk fronting the building; and
 - Parking areas adjacent to streets must be paved.
- 9.20.5 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.20.6 Buildings must be of new construction. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.20.7 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

Section 9 | Land Use District Regulations

9.9 Institutional (I)

Purpose

- 9.9.1 The purpose of the Institutional (I) district is to allow for a variety of public and private uses that provide medical, public safety, religious and cultural services/amenities to the community.



Permitted and Discretionary Land Use Classes

- 9.9.2 Land use classes within the following table shall be permitted or discretionary within the Institutional (I) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	CEMETERY
ASSISTED LIVING FACILITY	EXHIBITION GROUNDS
DAY CARE FACILITY	TEMPORARY/PORTABLE UNIT
EDUCATION FACILITY	WASTE MANAGEMENT
EXHIBITION FACILITY	
FIRE HALL OR FACILITY	
GOVERNMENT SERVICE	
HOSPITAL	
MUSEUM	
PARK	
PLACE OF WORSHIP	
RECREATION SERVICE, INDOOR	
RECREATION SERVICE, OUTDOOR	
TOURIST INFORMATION FACILITY	

Section 9 | Land Use District Regulations

Regulations

- 9.9.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Lot Dimensions	At the discretion of the Development Authority
Min. Setback	
Yard – Front	7.6m (25.0ft)
Yard – Exterior Side	3.0m (10.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Rear	3.0m (10.0ft)
	1.5m (5.0ft) for underground utilities
	2.4m (8.0ft) for overhead utilities

Additional Regulations

- 9.9.4 A PLACE OF WORSHIP, EDUCATION FACILITY, PARK, DAY CARE FACILITY or other similar use shall not be located within 152.4m (500.0ft) of a Direct Control District.
- 9.9.5 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.9.6 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.9.7 In addition Section 8.60 of this BYLAW relates specifically to development south of Township Road 1062 (88 Connector Road).
- 9.9.8 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this DISTRICT.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1134-19 Lane Closure Plan 142 0594, Block 34, Lot 8 and Lot 9 (La Crete)

BACKGROUND / PROPOSAL:

Administration has received a request from a developer to purchase 4 meters of the public utility lane that is between Plan 142 0594, Block 34, Lot 8 and Lot 9. The Developer wishes to purchase this piece of land to amalgamate with Lot 8 to create a larger lot.

Administration would like to keep the northern 2 meters of the Lane in order to allow access to the future proposed park and to act as the utility right of way and as a drainage right of way.

The applicant must purchase the public lane from the County at market value and is responsible for all surveying costs. The market value of the land will be requested if Council, decides they are willing to sell the lane to the applicant.

As this is a “Lane” attached to the public roads and not a “Lot”, this Bylaw requires the Minister of Transportation’s approval.

Bylaw 11xx-19 was presented to the Municipal Planning Commission on February 25, 2019 where the following motion was made:

MPC-19-02-23 **MOVED** by John W. Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to public hearing.

CARRIED

Author: K Racine Reviewed by: C Smith CAO:

OPTIONS & BENEFITS:

Options are to pass, defeat or table first reading of the bylaw.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing, which will be borne by the applicant.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The Bylaw will be advertised as per Municipal Government Act requirements as well as all adjacent landowners.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to public hearing input.

Author: K Racine Reviewed by: C Smith CAO: _____

BYLAW NO. 1134-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF
ROAD PLAN IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of Public Lane as outlined on Plan 192 _____ attached hereto, be subject to a lane closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of Public Lane described as follows, subject to the rights of access granted by other legislation or regulations:

Area 'A' Plan 192 _____

As outlined on Plan 192 _____

READ a first time this _____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

PUBLIC HEARING held this _____ day of _____, 2019.

APPROVED this _____ day of _____, 2019.

Approval valid for _____ months.

Minister of Transportation

READ a second time this ____ day of _____, 2019.

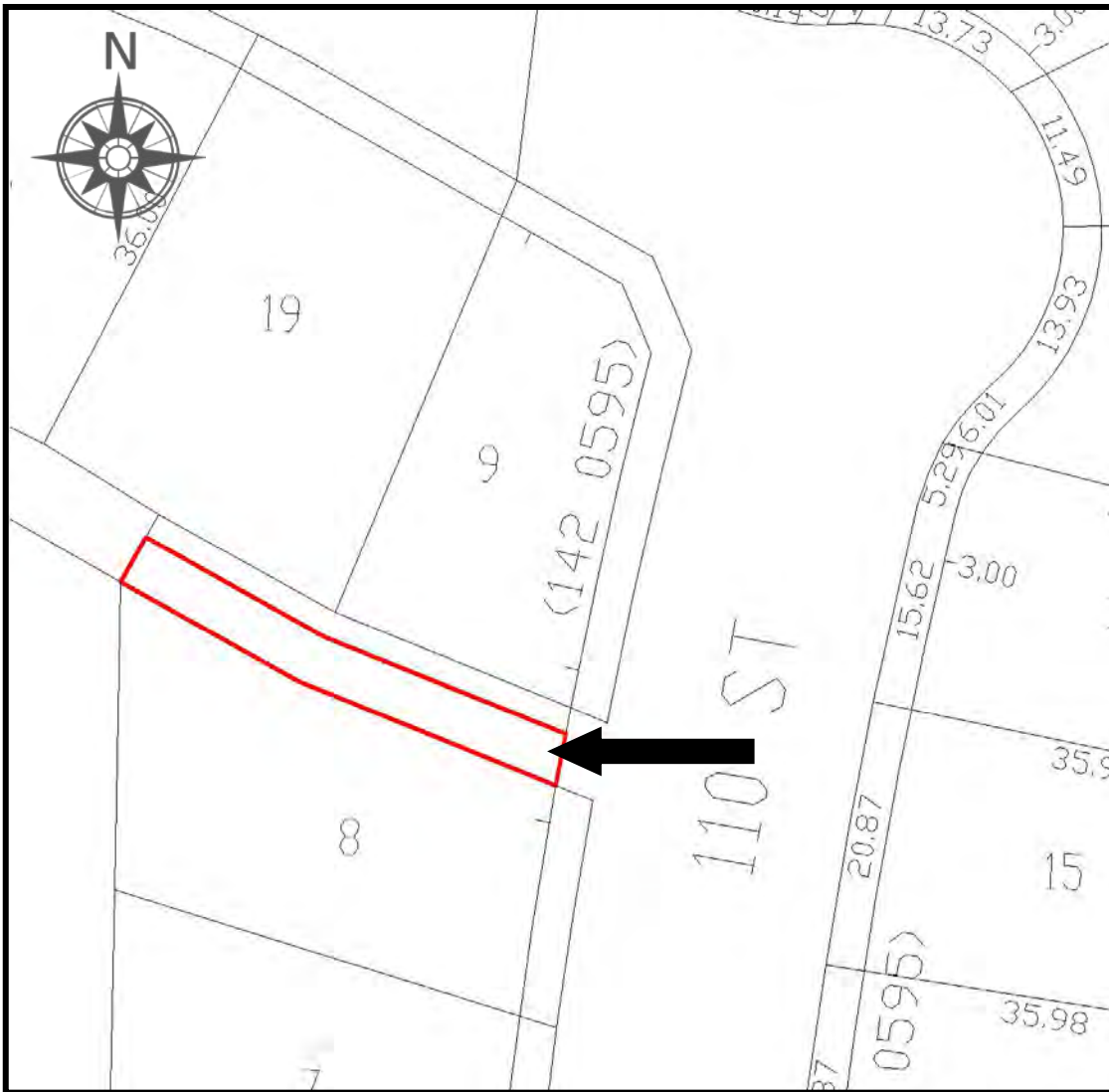
READ a third time and finally passed this ____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1134-19

Plan 192 _____



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <u>John Buller</u>		
ADDRESS <u>Box 1095</u>		
TOWN <u>La Crete</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>8926-0353</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTERED OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
						<u>142 0594</u>	<u>34</u>	<u>8</u>

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Lane Closure TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

The way the house is sitting on the property it doesn't work without the extra 4 meters to the north.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 460 RECEIPT NO. Invoiced
 _____ DATE Feb 8, 2019
 APPLICANT

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

REGISTERED OWNER _____ DATE _____

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



Phone: (780) 927-3718
 Fax: (780) 927-4266
 Email: office@mackenziecounty.com
www.mackenziecounty.com

Mackenzie County INVOICE REQUEST

Invoice to: SELECT DEVELOPMENTS INC
 Contact Name: JOHN BULLER Customer ID: 005558
 Address: BOX 1095 Province: AB
 City: LA CRETE Postal Code: T0H 2H0
 Email: mrs scrubs@telus.net Phone: (780) 926-0353

GL Coding	Description	GST	Total
1-61-00-00-420	LAND USE AMENDMENT		\$ 460.00
Total:		\$ 0.00	\$ 460.00

Prepared By: Kristin Racine

Signature: *Kristin Racine* Date: Feb 8, 2019

Approved by Manager/Director: *Caitlin Smith*

Signature: *Caitlin Smith* Date: 2019-02-08

Approved by Finance Controller/Director: _____

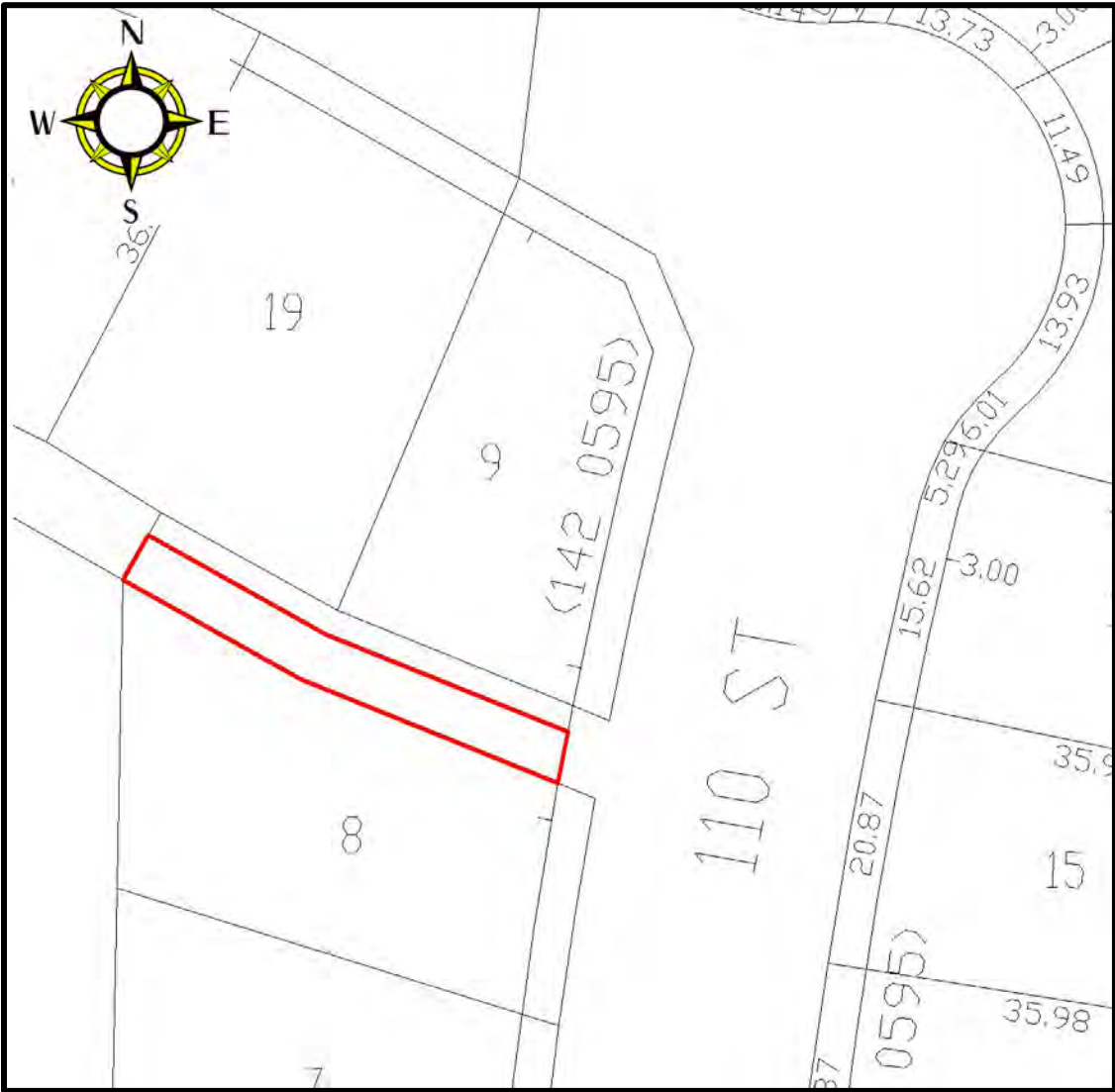
Signature: _____ Date: _____

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



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1134-19

NOT TO SCALE

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Mackenzie County

BYLAW APPLICATION



File No. Bylaw 1134-19

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1138-19 Inter-municipal Collaborative Framework with County of Northern Lights

BACKGROUND / PROPOSAL:

Administration met with the County of Northern Lights on July 4, 2018 in Manning, AB to discuss the minimum requirements and options available for the Inter-municipal Development Plan (IDP) and the Inter-municipal Collaborative Framework (ICF).

Both municipalities agreed that a basic ICF would be sufficient considering that there are no shared services or private lands along the municipal boundaries and to apply for the IDP Exemption. The IDP Exemption was approved by Municipal Affairs on January 16, 2019.

The proposed Bylaw addresses all the items needed in order to meet the minimum requirements set forth by the Province of Alberta:

- Inter-municipal servicing agreements including delivery and by whom;
- An inventory of municipal services for each municipality such as transportation, water and wastewater, solid waste, emergency services, and recreation;
- Dispute Resolution Process;
- Inter-municipal Development Plan (Exemption);
- Any shared funding or revenue;
- Term of Review;
- Implementation date; and
- Transition Plan if considered.

The ICF must be adopted through a bylaw with matching content. ICF's are to be completed and adopted by April 1, 2020 and be submitted to Alberta Municipal Affairs within 90 days of their adoption.

Any additional agreements can be an appendix to the ICF agreement.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

The following motions were made at the 2019-02-26 County of Northern Lights Regular Council meeting:

094/26/02/19 *MOVED BY Councillor Yasinski to give FIRST READING to Bylaw No. 19-11-420; a bylaw that establishes an intermunicipal collaboration framework between the County of Northern Lights and Mackenzie County.*
CARRIED

095/26/02/19 *MOVED BY Councillor McCracken to give SECOND READING to Bylaw No. 19-11-420; a bylaw that establishes an intermunicipal collaboration framework between the County of Northern Lights and Mackenzie County.*
CARRIED

096/26/02/19 *MOVED BY Councillor Reese to PROCEED TO THIRD AND FINAL READING of Bylaw No. 19-11-420.*
CARRIED

097/26/02/19 *MOVED BY Councillor Anderson to give THIRD AND FINAL READING to Bylaw No. 19-11-420; a bylaw that establishes an intermunicipal collaboration framework between the County of Northern Lights and Mackenzie County.*
CARRIED

OPTIONS & BENEFITS:

Administration has no concerns with this request.

Options are to pass, defeat, or table the motion.

COSTS & SOURCE OF FUNDING:

There are no costs associated with this Inter-municipal Collaborative Framework (ICF) as the County of Northern Lights has engaged the consultant who wrote the ICF and provided direction therefore we will use the same document.

SUSTAINABILITY PLAN:

The Sustainability Plan insinuates that regional partnerships be built and maintained to advocate for northern Alberta.

COMMUNICATION / PUBLIC PARTICIPATION:

According to the Municipal Government Act, public engagement is not required for this bylaw.

The Mackenzie County Public Participation Policy ADM056, advises that Council has the option to either inform or consult the public on this topic.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

Considering that this bylaw will not directly impact the public, informing the public should be sufficient.

In order to inform the public, the bylaw can be advertised in the paper and Facebook either before or after adoption.

POLICY REFERENCES:

N/R

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1138-19, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the County of Northern Lights.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1138-19, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the County of Northern Lights.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1138-19, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the County of Northern Lights.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1138-19, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the County of Northern Lights.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

BYLAW NO 1138-19
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

**FOR THE PURPOSE OF ADOPTING MACKENZIE COUNTY/COUNTY OF
NORTHERN LIGHTS INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF),
PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 OF
THE STATUTES OF ALBERTA 2000, AND AMENDMENTS THERETO**

WHEREAS Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Inter-municipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an inter-municipal basis, and how services to be provided on an inter-municipal basis will be delivered and funded;

AND WHEREAS Mackenzie County and County of Northern Lights share a common border;

AND WHEREAS Mackenzie County and County of Northern Lights share common interest and are desirous of working together to provide services to their residents;

THEREFORE BE IT RESOLVED, that the Council of Mackenzie County, in the Province of Alberta, adopts the Mackenzie County/County of Northern Lights inter-municipal agreement, being the document attached hereto and forming part of this Bylaw. This bylaw comes into force and effect upon third reading by Council.

READ a first time this ____ day of _____, 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

Intermunicipal Collaboration Framework

Between

County of Northern Lights

and

Mackenzie County

WHEREAS, the County of Northern Lights and Mackenzie County share a common border; and

WHEREAS, the County of Northern Lights and Mackenzie County have reviewed their common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of the Counties hereto it is agreed as follows:

A. TERM AND REVIEW

1. In accordance with the Municipal Government Act, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Counties.
2. This Framework may be amended by mutual consent of both Counties unless specified otherwise in this Framework.
3. It is agreed by the Counties that the Councils shall review this Framework at least once every four years, commencing no later than 2022, the terms and conditions of the agreement.

B. INTERMUNICIPAL COOPERATION

1. The Councils of each County shall be the forum for reviewing the Intermunicipal Collaboration Framework.

C. GENERAL TERMS

1. Both Counties agree that in consideration of the service agreements outlined in Section D, any costs in the future that require Intermunicipal agreements shall be dealt with on a case by case basis.

D. MUNICIPAL SERVICES

1. Both Counties have reviewed the services offered to residents. Based on the review it has been determined that each County will continue to provide the following services to their residents independently:

- a. Transportation
- b. Water
- c. Wastewater
- d. Solid Waste
- e. Emergency Services
- f. Recreation

E. FUTURE PROJECTS & AGREEMENTS

1) In the event that either County initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating County's Chief Administrative Officer will notify the other County's Chief Administrative Officer in writing.

F. DISPUTE RESOLUTION

1. The Counties are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
2. The Counties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
3. In the event of a dispute, the Counties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
4. If any dispute arises between the Counties regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
5. If the Dispute Resolution Process is invoked, the Counties shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
6. Despite F(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
7. A party shall give written notice ("Dispute Notice") to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the respective Councils shall

meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.

8. If the Counties cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
9. Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.
10. The Counties shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
11. Where a mediator is appointed, the Counties shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Counties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Counties.
12. In the event that:
 - a. The Counties do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) from the date of receipt of the Mediation Notice; either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
13. If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Counties may provide the other party with written notice (“Arbitration Notice”) specifying: a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and b. the nomination of an individual to act as the arbitrator.
14. Within thirty (30) days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed

items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating party or provide the name of one arbitrator nominated by that other party.

15. The Counties shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
16. Should the Counties fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
17. The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party's response thereto.
18. The Arbitration Act (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
19. The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
20. The arbitrator's decision is final and binding upon the Counties subject only a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
21. If the Counties do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
22. Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
23. If the arbitrator establishes that hearings are open to the public in Section 21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions they must be considered in the decision.
24. The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Counties.
25. On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Counties.

G. CORRESPONDENCE

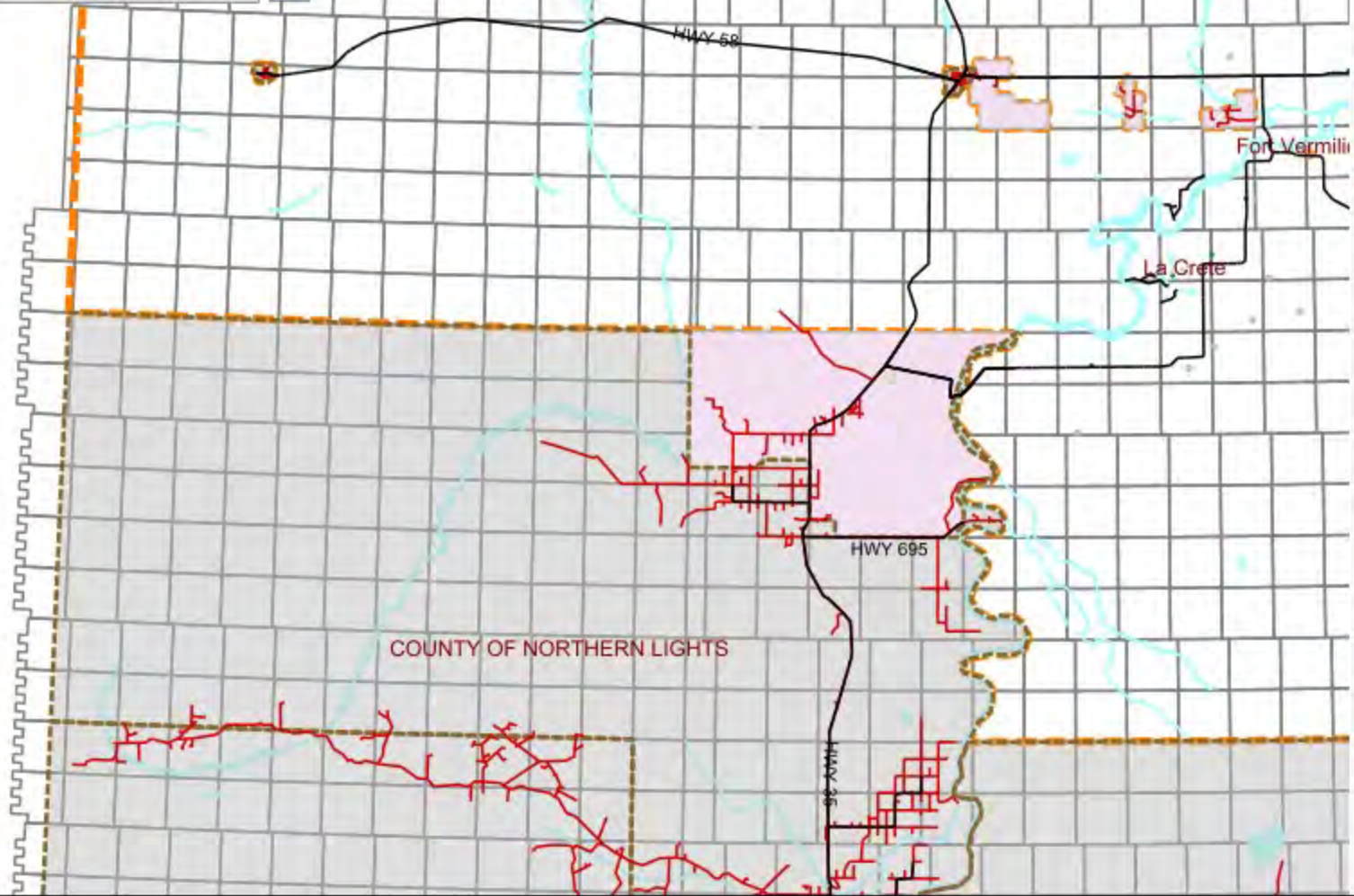
Written notice under this Agreement shall be provided to the Mailing Addresses of each respective Municipality and Attention to the Chief Administrative Officers.

Printing Options



Legend

- ⊕ Development Permits by Category
- ~ Alberta Roads
- Map Labels
- Hydro Features
- County Boundary
- Surrounding Municipalities
- Township Grid
- Indian Reserves



Scale 1: 1,218,873



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	100A Street – Future Main Street Widening (La Crete)

BACKGROUND / PROPOSAL:

100A Street is located parallel to 100 Street otherwise known as Main Street (arterial road) in the hamlet of La Crete. 100A is a registered service road and separate from the 100 Street Right of Way. Over the years, there has been many commercial developers looking to close the service road to accommodate additional development. This issue was brought to the attention of the previous Council where the following motion was made at the August 9, 2011 Council meeting:

MOTION 11-08-624 **MOVED** by Councillor Bateman

That administration prepare a plan to evaluate the preservation of 100A street in La Crete for future road expansion and that no development on these lands be approved.

CARRIED UNANIMOUSLY

Since then administration had a draft report conducted by DCL Siemens in part of the Infrastructure Master Plan (2014) for the La Crete transportation corridor. Though the report hasn't been approved by Council the report suggests that a maximum allotment of 37 meters of right of way along 100 Street would be more than sufficient as stated below:

Section 4.4.1 Ideally, the two segments of additional municipal reserve on 100th Street can eventually be extended to include its entire length. While Section 4.1 identifies that a 30 meter section of road is adequate, it is not ideal to promote proper traffic flow within the Hamlet. The expansion of the 100th Street right-of-way will help to accommodate greater traffic volumes as the Hamlet grows. A 5-lane undivided arterial road, as outlined in the City of Edmonton Standards, should require no more than 37 m of right-of-way,

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

and would allow for the inclusion of a shared turning lane away from intersections.

Currently, the 100th Street right of way in La Crete is 20 meters wide with an additional 5 meters of Municipal Reserve adjacent to both sides of the existing right of way equaling 30 meters; 100A Street is 20 meters wide.

MPE Engineering has since updated the Infrastructure Master Plan (2015) for the La Crete transportation corridor which doesn't recommend a width but uses a graph to determine appropriate width (attached).

According to Mackenzie County Policy DEV001 – Urban Development Standards section Zoning Standards Chart; all arterial hamlet roads shall be a minimum width of 40m wide.

The General Municipal Improvement Standards (GMIS) also states in Section G.5.9 Table 5.9-1 Geometric Design Requirements for Urban Roadways that 30 meters of right of way is sufficient for arterial roadways. As stated in the GMIS policy the standards are to only be considered the minimum requirements.

At the time that the motion was made the minimum front yard setback for permanent structures from the road was 100 feet and has since been decreased to a minimum of 10 feet to a maximum of 16.4 feet. The new setbacks are part of the La Crete Streetscape plan that was approved by Council.

OPTIONS & BENEFITS:

Council has an opportunity to determine the appropriate width of 100th Street for future road widening.

Council can keep all 20 meters of 100A Street as is, or reduce the size of the right of way and partially close the right of way then sell to the adjacent land owners for consolidation.

COSTS & SOURCE OF FUNDING:

No cost at this time. If Council proceeds with the partial closure, the County will be responsible for the surveying fees and land transfer fees.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population.

Author: C Smith Reviewed by: B Peters CAO: _____

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth.

Strategy E26.3 Take proactive measures to anticipate growth by preparing evidence-based plans for it.

Strategy E28.1 When making County growth projections for planning major capital expenditures, continue to use “average 20-year growth rates” rather than using “current growth rates” that may not represent enduring growth patterns.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time. If Council would like to proceed with a partial road closure; all adjacent landowners will be notified and given an option to purchase the property.

POLICY REFERENCES:

Policy DEV001 – Urban Development Standards
Policy DEV008 – General Municipal Improvement Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____



Mackenzie County

MACKENZIE COUNTY

INFRASTRUCTURE MASTER PLAN - DRAFT DOCUMENT 4

HAMLET OF LA CRETE TRANSPORTATION MASTER PLAN

Submitted by:
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DCL File: 23-13-73
October 2014

DCL SIEMENS



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1.0 Introduction

1.1. PURPOSE AND SCOPE

The Purpose of this report is to evaluate the performance of existing roadways within the Hamlet of La Crete and to provide recommendations that are the basis for broader policies and objectives affecting infrastructure. This report will also provide cost estimates (Class 'D' level) for the necessary upgrades to maintain the functionality of the road system for a span of 25 years.

This report evaluates the level of service La Crete provides against current acceptable standards and initiatives outlined in the Area Structure Plan shown in Appendix A. The objective of this report is to help the County prioritize capital spending on infrastructure projects by identifying a proposed timeline to implement upgrades or expand for future growth.

1.2. BACKGROUND INFORMATION

The Hamlet of La Crete is located centrally within a large agricultural zone near the Peace River. While the Hamlet's transportation network currently services a population of 2,500, the Hamlet's position within the surrounding community as a service hub means that industrial and commercial areas are likely to service further traffic. Current growth scenarios, as outlined in the Area Structure Plan prepared by Scheffer Andrew, suggest that the population of the Hamlet could reach as high as 8,400 by 2040. Table 1.1 outlines the predicted growth patterns for this report, which have been based on the medium and high scenarios from the Area Structure Plan. The expected growth pattern reaches a population of only 6,300 in 2040.

The Transportation Master Plan is a part of the general Infrastructure Master Plan documents as prepared for Mackenzie County.

DCL has provided population estimates and a general growth plan based on a 25 year growth. As such, this report will provide recommendations for servicing strategies to the year 2040. Development within this time period is assumed to follow the outline in the Area Structure Plan as prepared by Scheffer Andrew Ltd.

Table 1.1 Design Year and Population Reference		
Period	Year	Population
Current	2013	2,573
10 year	2025	3,240
20 year	2035	5,330
25 year	2040	6,290

1.3. POPULATION

The Hamlet of La Crete was last surveyed during the 2011 census and was found to have a population of 2,408. Recent studies have projected significant growth within the Hamlet over the next 30 years. The majority of this population resides in low density dwellings with an even distribution of one and two family households. The residential population resides generally on the west side of town, while the town centre and industrial areas are generally situated to the east.

1.4. FUTURE EXPANSION














Future expansion within the Hamlet of La Crete has been previously outlined in an Area Structure Plan as prepared by Scheffer Andrew Ltd. The area structure plan outlines 224 additional hectares of Hamlet residential. However, correspondence with the County has identified 317 hectares of additional residential and 406 hectares of additional industrial development.

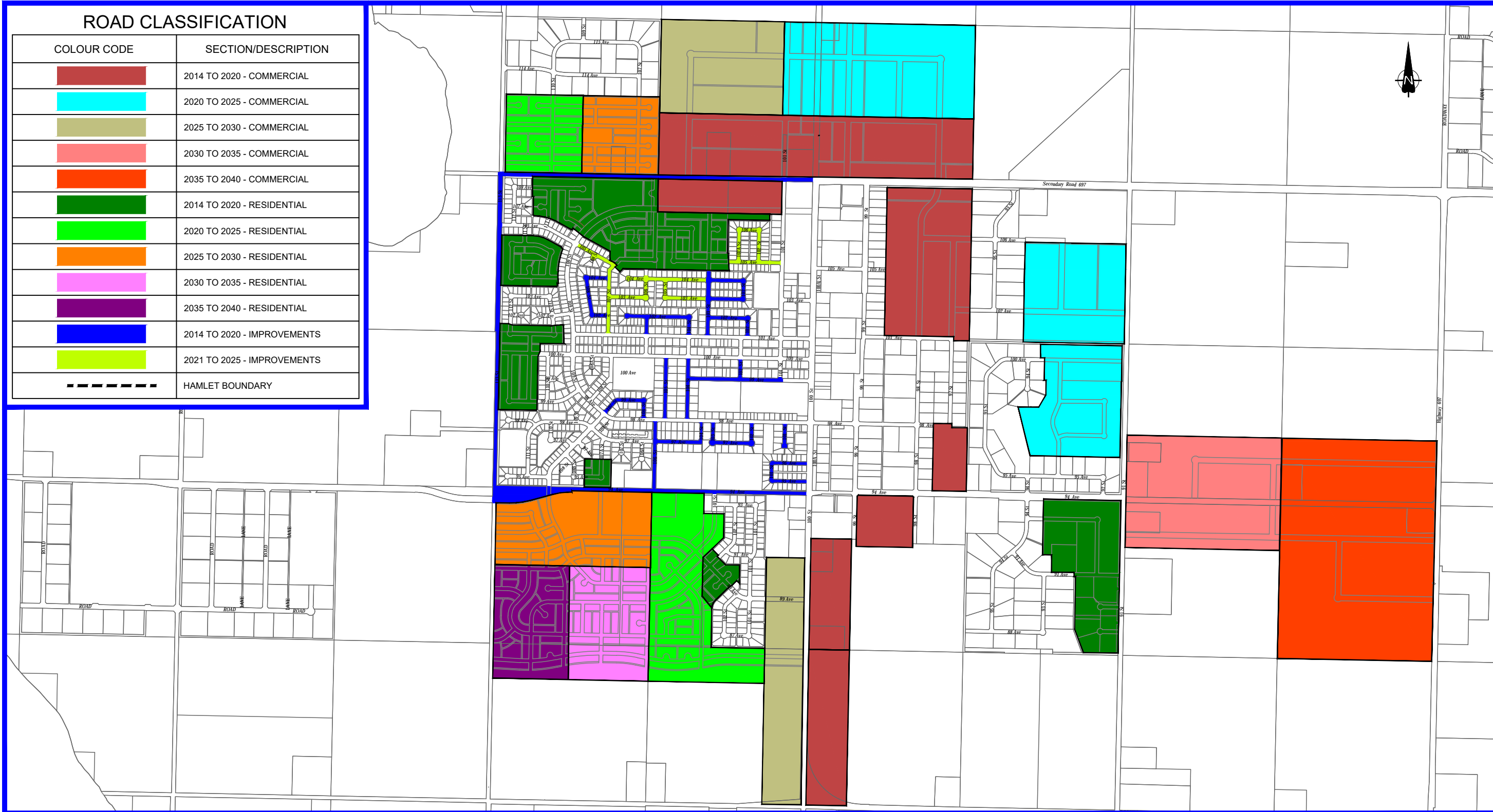
2.0 Current Condition

Some roads within La Crete are in need of extensive repairs or rehabilitation. Mackenzie County has provided a list of road repairs to take place over the next 15 years, as shown in Figure 2.1, along with a rough representation of proposed future developments. In particular, the County has identified 94th Avenue, 99th Avenue, and 105th Street as requiring immediate repair. Overall, the County expects the identified improvements to cost a total of \$13,830,900. Existing right-of-ways within the Hamlet of La Crete are 20 m wide, with the exception of arterial roads which are 30 m wide. These widths conform to City of Edmonton standards for local roadways, but fall short of recommendations for collector and arterial roads. The requirements for existing and future road right-of-ways will be further discussed in Section 4.4.

DRAFT

ROAD CLASSIFICATION

COLOUR CODE	SECTION/DESCRIPTION
	2014 TO 2020 - COMMERCIAL
	2020 TO 2025 - COMMERCIAL
	2025 TO 2030 - COMMERCIAL
	2030 TO 2035 - COMMERCIAL
	2035 TO 2040 - COMMERCIAL
	2014 TO 2020 - RESIDENTIAL
	2020 TO 2025 - RESIDENTIAL
	2025 TO 2030 - RESIDENTIAL
	2030 TO 2035 - RESIDENTIAL
	2035 TO 2040 - RESIDENTIAL
	2014 TO 2020 - IMPROVEMENTS
	2021 TO 2025 - IMPROVEMENTS
	HAMLET BOUNDARY



MACKENZIE COUNTY

**FIGURE 2.1 – HAMLET OF LA CRETE
FUTURE ROAD REHABILITATION**

3.0 Alternative Transportation

3.1 CURRENT SYSTEM

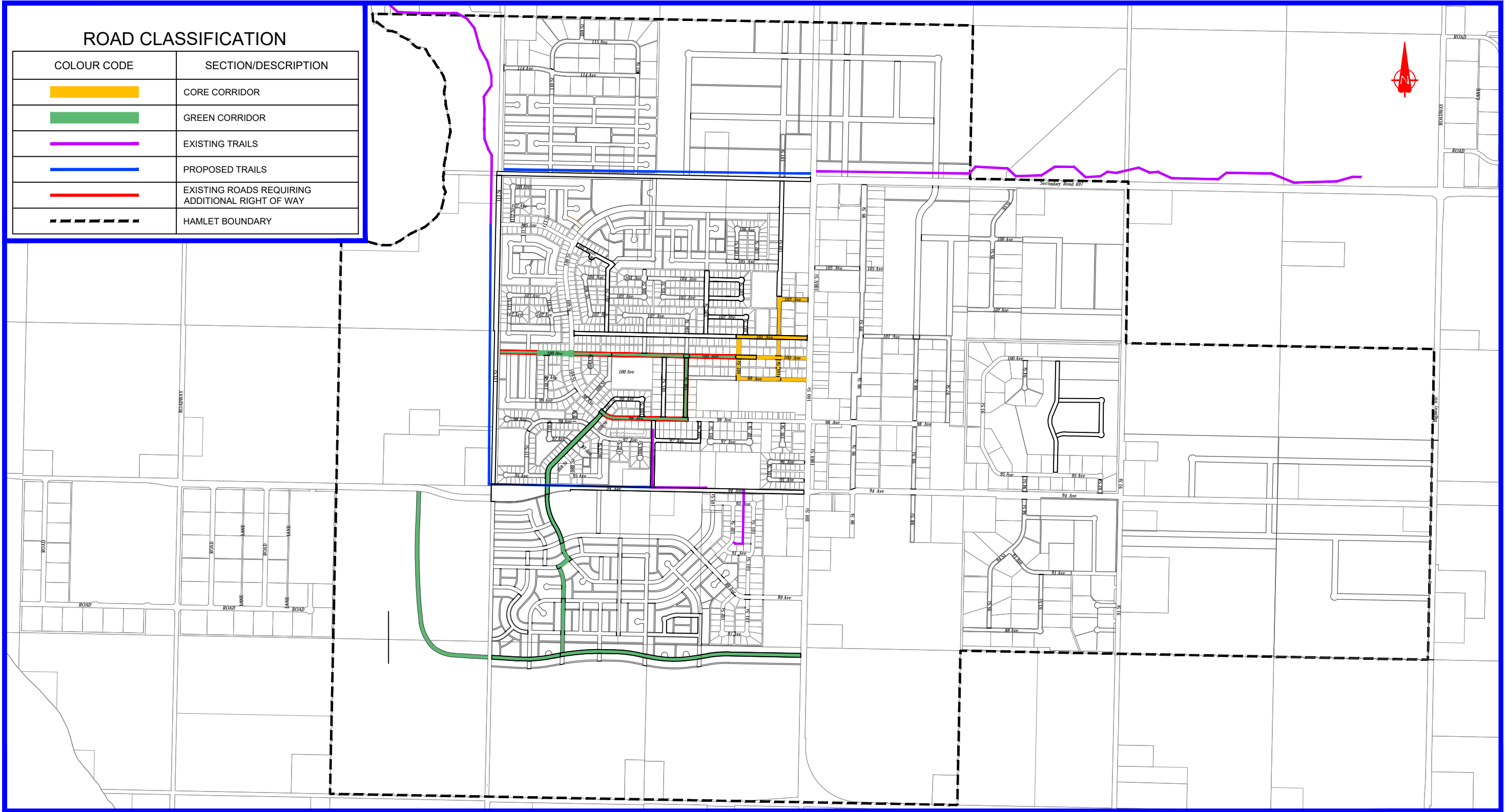
The existing Area Structure Plan identifies several corridors which require special consideration for pedestrian and bicycle traffic. These corridors are separated into two categories for commercial centre corridors, and green corridors. Figure 3.1 adapts the general alignment put forth in the Area Structure Plan to the existing information for future development within La Crete.

3.2 GREEN CORRIDORS

Green corridors are identified for the purpose of making the Hamlet of La Crete easily accessible for pedestrians and cyclists. These corridors require a 23.5 meter right-of-way as shown in Figure 3.2. The purpose of these corridors is to connect residential areas with proposed and existing parks and walking trails, as well as reduce the conflict between pedestrian and vehicular traffic along collector roads. DCL Siemens has identified roughly 6,100 m of green corridor that is to be installed over the duration of this plan, and has performed a preliminary review of the outlined pedestrian transportation network from the Area Structure Plan. Overall, the pedestrian network should provide an effective means for pedestrians to access the various parks that are planned within the Hamlet over the next 20 years. However, some of the green corridors that have been identified in the Area Structure Plan lack the right-of-way required to provide adequate pedestrian and bicycle transportation. To remedy this, Mackenzie County may wish to pursue the acquisition of additional right-of-way where it is required on 100th Avenue, 104th Street, and 98th Avenue as shown in Figure 3.1. Mackenzie County may also pursue alternate routes and cross-sections that allow the green corridors to be constructed without interfering on private property. However, alternate routes are not likely to alleviate this issue, as all existing right-of-ways outside of the Hamlet arterial have a width of 20 m.

3.3 CORE CORRIDORS

The Area Structure Plan identifies town centre corridors as 20 meter right-of-ways with a single lane of traffic and a parking lane in each direction, with utilities located beneath the centre of the road as shown in Figure 3.3. These corridors provide a 2 meter sidewalk on each side of the road, and allow for a high volume of both pedestrian and vehicular traffic that is crucial for the establishment of a strong commercial sector. DCL Siemens has identified 1,800 m of town centre corridor which will affect development decisions over the next 20 years.



MACKENZIE COUNTY
FIGURE 3.1 – HAMLET OF LA CRETE
FUTURE PEDESTRIAN NETWORK

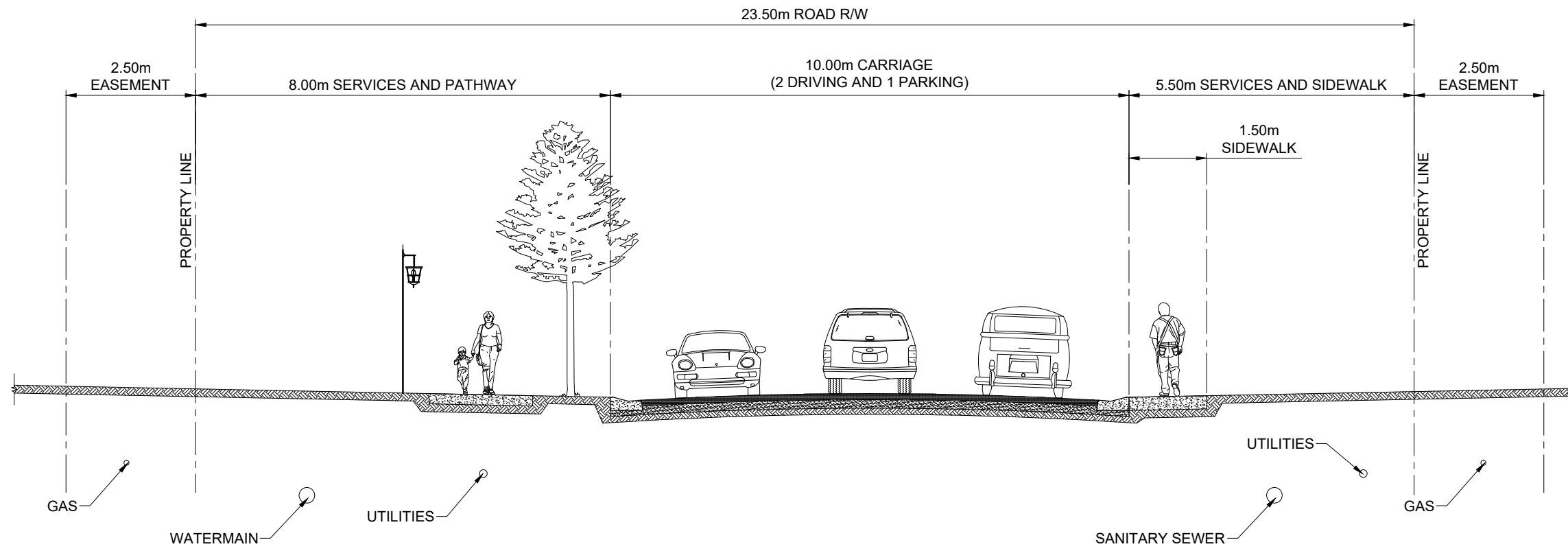


FIGURE 3.2 - GREEN LINK TYPICAL SECTION
N.T.S.

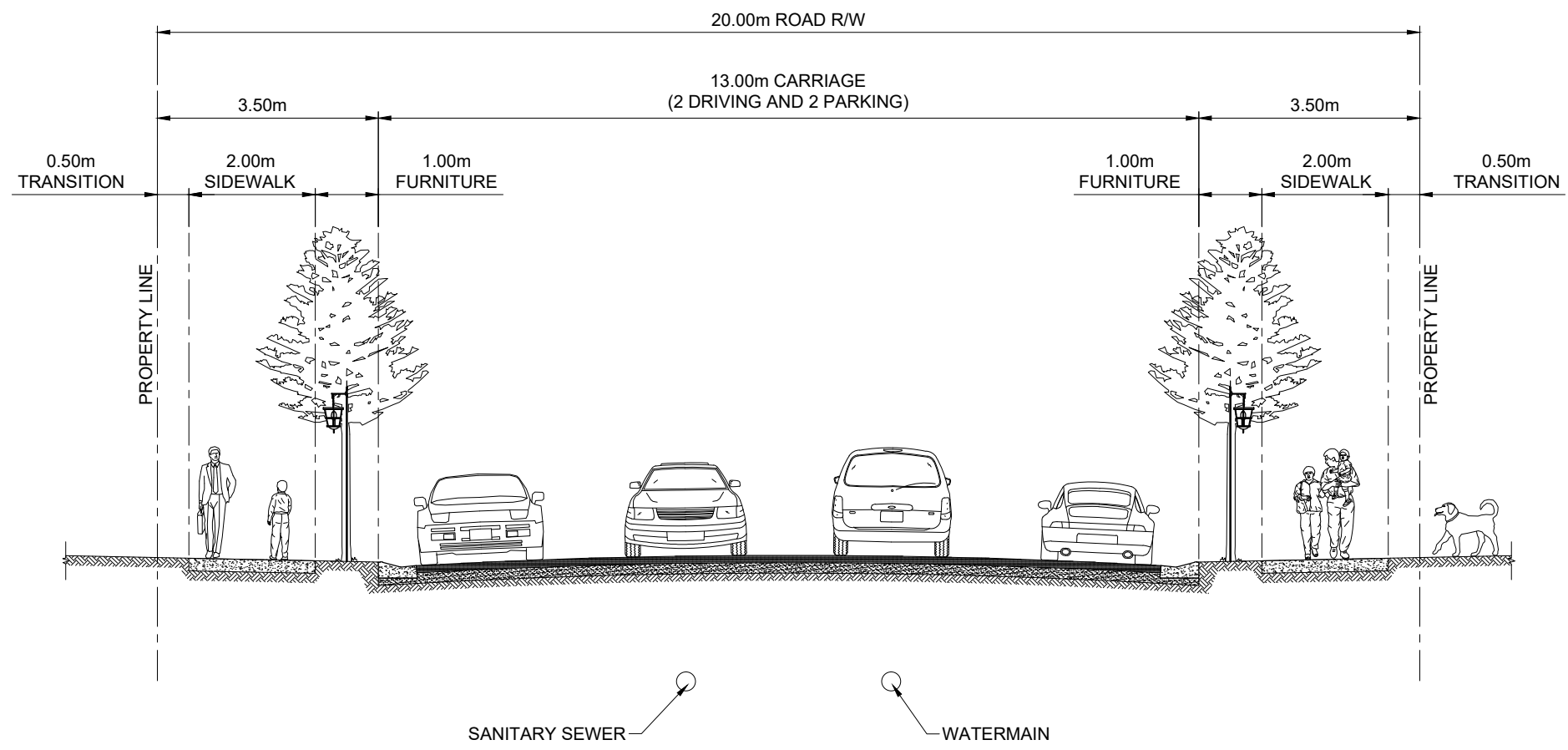


FIGURE 3.3 - TOWN CENTER STREET TYPICAL SECTION
N.T.S.

4.0 Vehicular Traffic

Road traffic within La Crete is expected to increase in the future, with most of the new load falling on existing arterial roads, and new collector and local Hamlet roads. Figure 4.1 shows the future road network within La Crete and outlines future classifications for existing and new roads. In 2040, La Crete is expected to contain 18.5 km of Arterial Hamlet Road, 14.4 km of Hamlet Collector Road, 51 km of Local Hamlet Road, and 1.8 km of Core Hamlet Road. These items have been broken down by development as outlined in Table 4.1. No new Core road is expected to be developed over the duration of this master plan.

	Road Type	Residential Development (m)	Commercial Development (m)	Combined Development (m)
2014-2020	Local Hamlet	5,095	3,397	8,492
	Collector Hamlet	972	602	1,574
2020-2025	Local Hamlet	5,640	2,861	8,501
	Collector Hamlet	2,015	1,603	3,618
2025-2030	Local Hamlet	1,136	0	1,136
	Collector Hamlet	1,259	1,180	2,439
2030-2035	Local Hamlet	4,059	1,619	5,678
	Collector Hamlet	103	0	103
2035-2040	Local Hamlet	2,498	2,372	4,870
	Collector Hamlet	503	0	503
Total		23,260	13,634	36,894

4.1 ARTERIAL ROADWAYS

Due to its current size and function as a service hub, arterial roadways within the Hamlet of La Crete serve a main purpose of transporting traffic from rural roads and highways to key services. Generally speaking, these roads will see a greater volume of traffic than a Hamlet such as La Crete would usually experience. Traffic per day counts and speed information for the main roads that serve this purpose are outlined in Table 4.2. The future volume for roads with no data was based on the average AADT measurement of similar roads within the Hamlet. AADT reports can be found in Appendix B. Typically, roads are designed so that the V85 value (the average speed of 85% of the vehicles on the road) is representative of the speed limit. However, other factors including local culture and location of the data point can significantly skew the metric. It is likely that the speeds identified below, with the exception of measurements at the Hamlet Core data point, are more representative of the speed limit outside of the Hamlet boundaries than inside. If these observations are considered an issue, additional enforcement in the area could reduce incidences of speeding.

4.1.1 Future Arterial Roads

Based on information provided by the County, existing rural roadways bordering the Hamlet of La Crete will be upgraded to meet arterial standards in order to provide adequate transportation for industrial and heavy agricultural traffic through the Hamlet of La Crete.

4.1.2 Changes to Existing Roadways

Future industrial and commercial subdivisions have been sited next to existing arterial roadways, such that Hamlet Collector Roads, which are intended for residential use, are not affected by heavily loaded traffic. As such, there will be multiple new intersections on Arterial Hamlet Roads which must comply with existing standards. Overall, volumes on arterial roadways are expected to increase proportionally with the overall population of the Hamlet of La Crete as shown in Table 4.2. 94th Avenue between 100th and 113th Street is currently identified as a Hamlet Arterial Roadway. However, County staff have indicated that this road does not currently allow heavy vehicle traffic due to the presence of multiple schools. DCL recommends that this portion of road be reclassified as a Hamlet Collector Road, and that heavy truck and industrial traffic be rerouted north on 113th Street to 109th Avenue. This route may be expanded into a full bypass as the Hamlet grows beyond the scope of this report.

In particular, 100th Street shows a high volume of traffic with a V85 of 60 km/hr. V85 is generally used as a guideline for the design speed limit of a given road. Given the function of this road as an artery for the Hamlet, there may be sufficient evidence to support an increase in the speed limit on this road from 50 km/hr to 60km/hr. There are, however, some hurdles to this process that would need to be addressed before an increase can be realistically considered.

**Table 4.2
AADT for Arterial Roadways**

Street	Incoming	Outgoing	Predicted Future Volume	Limit	V85	% Speeding
99 th Street	N/A	N/A	1,350	50	N/A	N/A
100 th Street						
North	495.4	604.8	1,344.9	50	100	80.4
South	583.5	735.5	1,612.3	50	102	99.2
Hamlet Core	2,365.0	2,175.3	5,550.0	50	61	53.3
113 th Street	N/A	N/A	1,350	50	N/A	N/A
94 th Avenue						
East	462.5	554.3	1,242.9	50	86	95.6
West	413.3	402.8	997.6	50	83	87.4
Secondary 697	1,038.7	988.7	2,478.3	80	78	96.1

The location of schools along 100th Street poses some concern for the safety of students, especially as they make their way to and from school. Appropriate fencing around school yards will help to alleviate the problem. However, DCL Siemens recommends that Warrant Studies for the intersections adjacent to these schools be conducted to determine if signalization is required to ensure the safety of pedestrians trying to cross 100th Street.

There is the possibility that the existing road surface needs to be widened and upgraded to accommodate a factor of safety for the higher speeds. Mackenzie County standards indicate that an urban road with an 11.5 m top is sufficient for a 60 km/h speed limit within a 30 m right-of-way. There is also the possibility that Mackenzie County may want to install a 2-lane arterial roadway to account for planned growth. Mackenzie County standards do not include a detail for 2-lane arterial roads. However, information from the City of Edmonton Standards show a minimum asphalt surface of 18.9 m wide for a 2-lane arterial road surface, and a minimum of 5.5 m per side for landscaping and utilities. The total right-of-way required to meet these stipulations is 29.9 m, which lies just within the available 30 m right-of-way that exists on 100th Street. However, it is not likely that enough space will be available to include sidewalks in this cross section. Further discussion on general road geometry can be found in Section 4.4.

4.2 HAMLET COLLECTOR ROADWAYS

Roughly 7 km of Hamlet Collector Roads are maintained within the boundaries of La Crete. Generally speaking, Hamlet Collector Roadways are in poor to fair condition. As La Crete expands, providing effective transportation along Hamlet Collector Roads will become more important to local government. Traffic counts for collector roadways are not significant enough to merit an in depth study in this La Crete report. However, some of these counts were taken at the same time as the work on the arterial roads. These traffic reports can be found in Appendix B, and show an average of roughly 500 vehicles per day on 109th Street. A typical cross section for a Hamlet Collector Road can be found in the Mackenzie County General Municipal Improvement Standards.

4.2.1 Future Hamlet Collector Roads

By 2040, 15.7 km of new Hamlet Collector Road is expected to be built. Some of this road is also expected to become green corridor for pedestrian and bicycle traffic as outlined in Figure 3.2. Future road that has been selected as a green corridor must be subdivided with a 23.5 m right-of-way in order to provide sufficient space for development. The County has identified the southernmost collector road shown in Figure 4.1 as a critical investment to divert through traffic around 94th Avenue. This collector road is likely to be installed long before utilities are needed in the area. Therefore, DCL recommends a larger right-of-way for this road to reduce the cost of future development.

4.2.2 Changes to Existing Roadways

In addition to future Hamlet Collector Roadway, 1.7 km of existing Local Hamlet Roadways will require an upgrade to meet requirements as a Hamlet Collector Road. In particular, 100th Avenue and 108th Street will play major roles in connecting future residential development to the core of the Hamlet.

4.3 HAMLET LOCAL ROADWAYS

Hamlet Local Roadways within La Crete are in poor to fair condition, and a mixture of paved and gravel roadways exist. However, a technical condition assessment program has not verified this observation. Generally speaking, Hamlet Local Roadways that are in poor condition have been addressed in Section 2.0 of this Master Plan. Mackenzie County design standards indicate that roads with an AADT value of less than 200 should typically be designed to have a gravel surface finish. Most Hamlet local roadways within La Crete are likely to fall below the 200 vehicles per day threshold for paving. However, there are advantages to providing a uniform paved surface for all roadways within a rural centre. These benefits include facilitated snow blading or removal, reduced maintenance of collector and arterial

roadways following inclement weather, and improved aesthetics. Typical cross sections for paved and gravel local roads can be found in the Mackenzie County General Municipal Improvement Standards.

4.3.1 Future Hamlet Local Roads

Prior to 2040, roughly 28 km of local Hamlet roadway is to be added to the transportation system within La Crete. DCL Siemens recommends that, as a minimum, all new local roadways be constructed to the County standards for paved local roadways. In developments dedicated to mobile or manufactured homes, the County may choose to relax this standard to comply with the specific standards for these areas.

4.3.2 Changes to Existing Roads

Most changes to existing local roads have generally been discussed in Sections 2.0 and 4.2 as repairs or upgrades of specific road segments. However, the County may wish to consider a program whereby local gravel roads are identified and prioritized to be paved based on traffic loading and land-use. This program would benefit the development and growth of La Crete beyond the timeframe outlined in this Master Plan.

4.4 HAMLET ROAD GEOMETRY

Recommended right-of-ways and lane widths for future development are outlined in Table 4.3. If possible, DCL Siemens also recommends that the existing right-of-way be widened to meet these recommended widths. While this may not be feasible in every case, a concerted effort to ensure adequately sized collector and arterial roads will benefit the growth of the Hamlet over the long term.

4.4.1 Existing Municipal Reserves Requiring Action

County staff has identified three (3) areas where additional municipal reserve has been acquired as shown in Figure 4.1. Two (2) of these locations are on 100th Street, while the third is located on 109th Avenue.

Ideally, the two segments of additional municipal reserve on 100th Street can eventually be extended to include its entire length. While Section 4.1 identifies that a 30 meter section of road is adequate, it is not ideal to promote proper traffic flow within the Hamlet. The expansion of the 100th Street right-of-way will help to accommodate greater traffic volumes as the Hamlet grows. A 5-lane undivided arterial road, as outlined in the City of Edmonton Standards, should require no more than 37 m of right-of-way, and would allow for the inclusion of a shared turning lane away from intersections. Therefore, DCL Siemens

suggests that the width of the existing municipal reserve be reduced to accommodate a total width of 37 m.

There are two types of municipal reserves present on 109th Avenue. The first affects a single lot, and has a total width of 20 m on 99th Street. The second reserve is continuous along 99th Street to the eastern Hamlet boundary and varies between 5 and 10 m wide. The existing right-of-way is approximately 40 m wide without adjacent municipal reserves. The existing size allows for future expansion of the road without necessitating infringement on adjacent land. Expansion of 109th Avenue is not likely to affect the 20 m segment of right-of-way at 99th Street. DCL Siemens recommends that the County investigate options to return the single portion of municipal reserve on the south side of the road to the landowner. The 5 to 10 m municipal reserve can be retained by the County if there is a likelihood that underground or overhead utilities might benefit from the additional space on 109th Avenue.

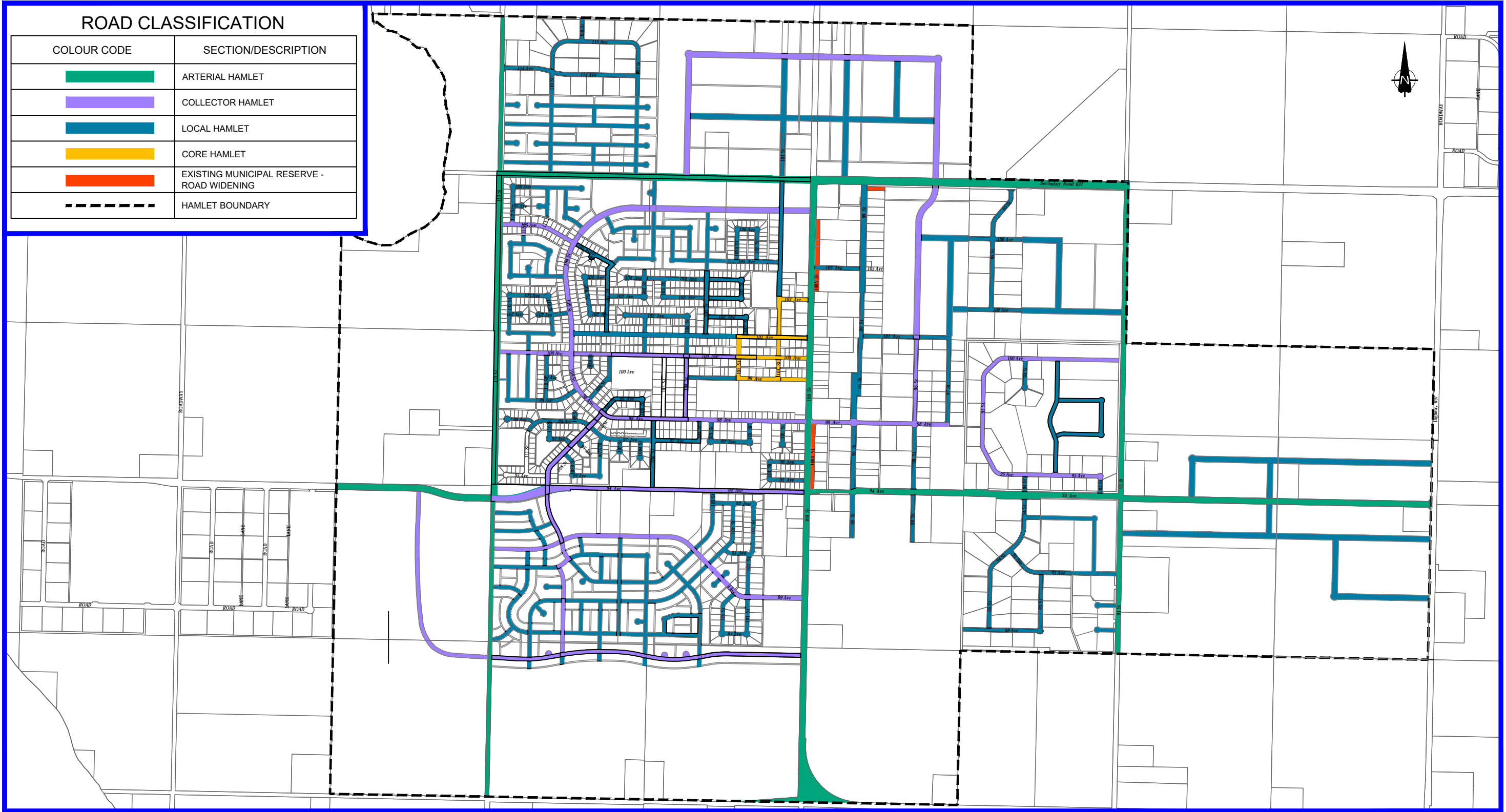
4.4.2 Additional Right-of-Way at Major Intersections

Three (3) intersections, all located on 100th Street, were identified by the County as requiring additional information for lane and right-of-way widths in this report as shown in Figure 5.1. DCL Siemens' existing information indicates that the roads intersecting 100th Street at each of these locations have one travel lane in each direction. As such, the intersection layout and lane configuration shown in Figure 4.2 should apply to all intersections for the immediate future. If, in the future secondary roads at these intersections are upgraded to include 2 travel lanes in each direction, then the future configuration in Figure 4.3 will apply. Preferably, the right-of-way at these intersections will adhere to the widths outlined in Table 4.2 with a 6 x 6 cut-off section at the corners. However, land acquisition efforts in the immediate future should, at a minimum, aim to include the land outlined in Figure 4.2.

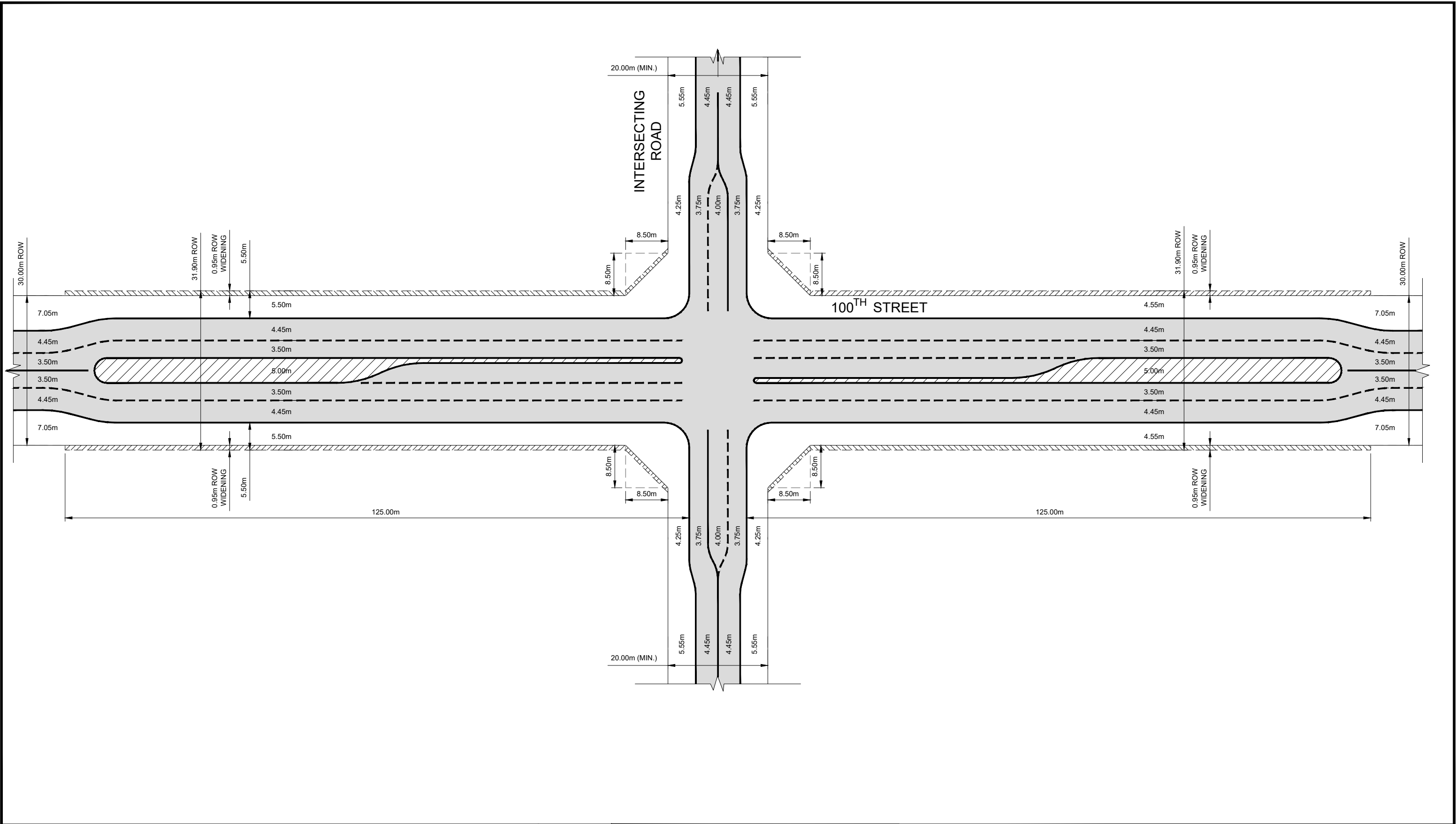
**Table 4.2
 Recommended Future Road Geometry**

Item	Minimum Width (m)	Measurement
Hamlet Arterial	37.0	Right-of-Way
Hamlet Collector	24.0	Right-of-Way
Hamlet Local	20.0	Right-of-Way
Hamlet Core	20.0	Right-of-Way
Green Corridor	24.0	Right-of-Way
Travel Lane - Standard	4.45	Lane
Travel Lane - Intersection	4.20	Lane
Passing Lane	3.50	Lane
Left Hand Turn Bay	3.30	Lane
Right Hand Turn Bay	3.75	Lane
Shared Turn Lane	5.0	Lane

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MACKENZIE COUNTY
FIGURE 4.1 – HAMLET OF LA CRETE
FUTURE ROAD CLASSIFICATION



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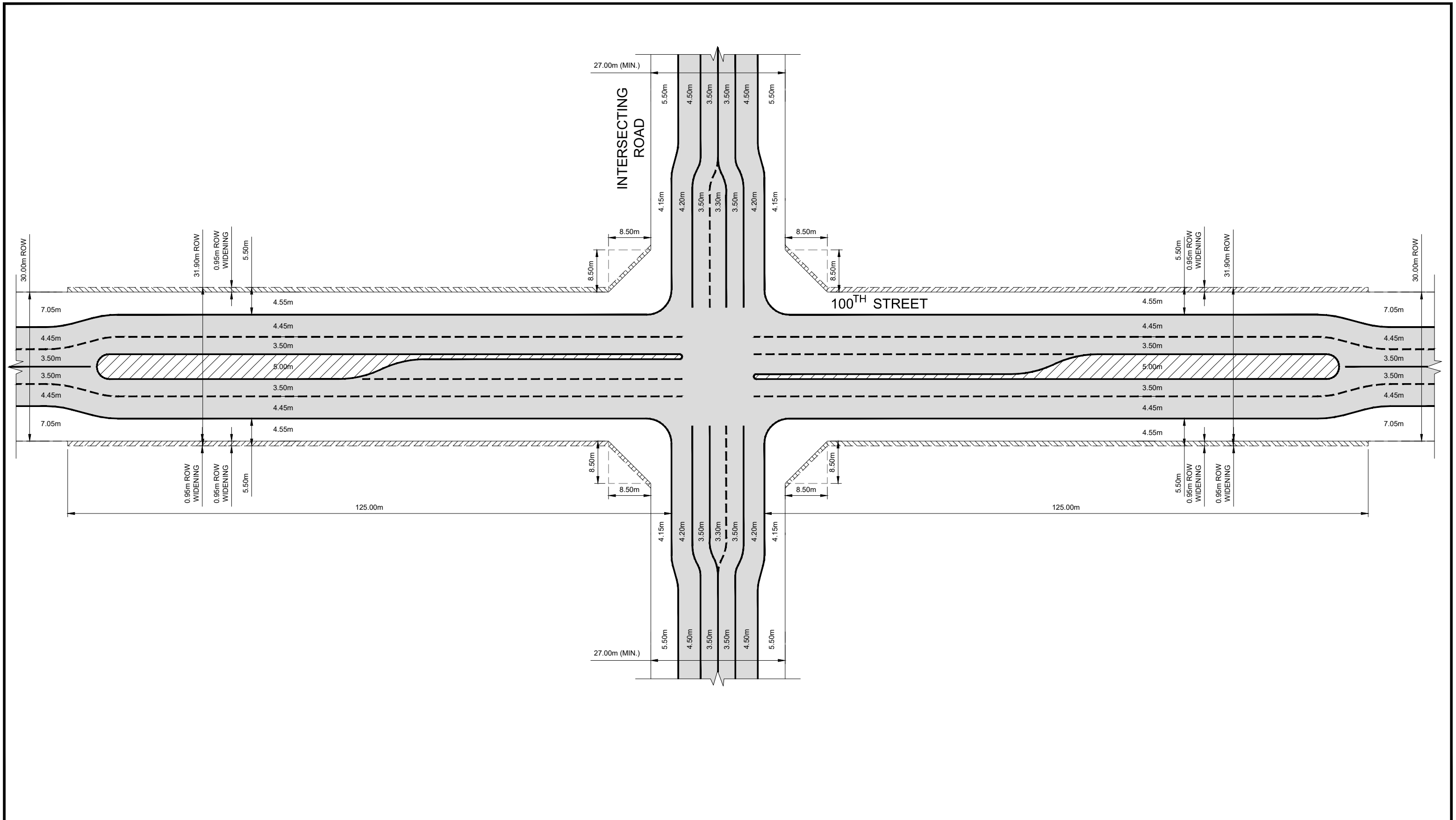
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 FIGURE 4.2
 INTERSECTION LAYOUT A
 DRAWING No. SK-100



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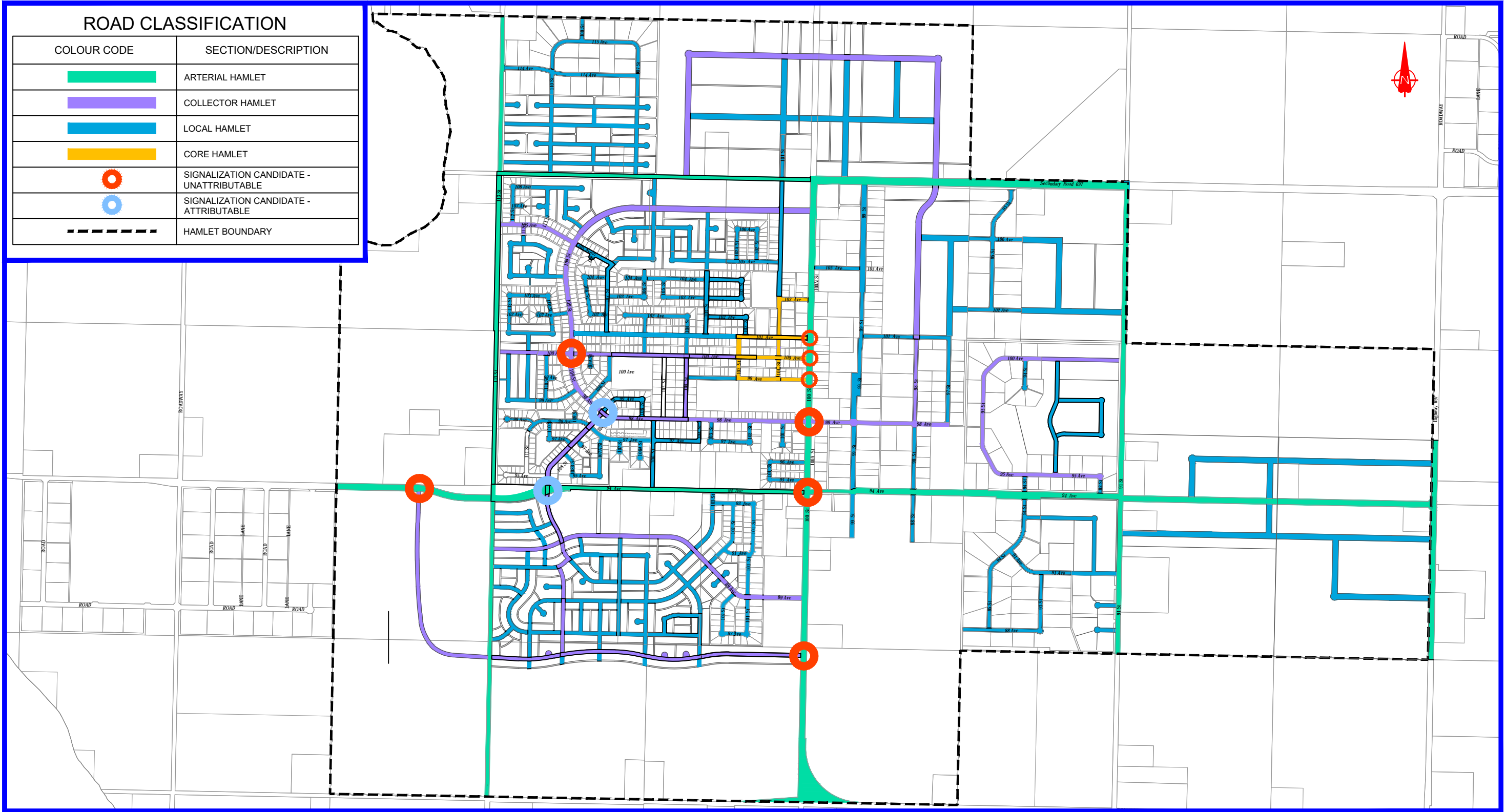
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INFRASTRUCTURE MASTER PLANS
FIGURE 4.3
INTERSECTION LAYOUT B
DRAWING No. SK-200

5.0 Signalization

Over the course of its development, it is likely that La Crete will have intersections that require signalization. In order to determine the degree of signalization that is required at a given intersection, a Warrant Study must be conducted to determine the traffic volume in all directions. Warrant Studies are not considered part of the scope for this report. However, DCL Siemens has identified several locations which may require warrant studies as the Hamlet expands as shown in Figure 5.1. Locations at major road crossings expecting a high volume of residential traffic were selected as preliminary candidates with the help of County staff. Where identified locations are closely spaced, the County may wish to prioritize signalization and general improvements at one intersection in order to promote it as a quick and efficient route.

Traffic arriving at an intersection has multiple sources, even if it is directly adjacent to a new development. Therefore, it is often difficult to attribute the requirement for signalization of an intersection to any particular development. Intersections where signalization requirements can be attributed solely to new development have been identified in Figure 5.1. The cost associated with signalization at these intersections can likely be distributed based on the number of houses in each new development. Other intersections can be treated as a general improvement for existing and future developments adjacent to the intersecting roads.



MACKENZIE COUNTY

**FIGURE 5.1 – HAMLET OF LA CRETE
CANDIDATES FOR SIGNALIZATION**

6.0 Costs

Class 'D' cost estimates were prepared for the required expansion as outlined in the previous sections. These estimates have been attributed to residential and commercial development until 2040. Road expansion is expected to cost a total of \$87,700,000.00 (plus inflation) for the duration of this Master Plan, and the largest expenditure is expected to come between 2014 and 2020, with an estimated capital expenditure of roughly \$15,000,000.00. The local improvements to roads which have been provided by the County indicate an additional expenditure of \$13,830,900.00 over this same timeframe.

Table 6.1 Road Works Cost Estimates			
Time Period	Development	Capital Cost – Roads	Including Extras
2014-2020	Residential	\$15,050,000	\$20,450,000
	Commercial	\$5,800,000	\$8,150,000
2020-2025	Residential	\$10,100,000	\$14,250,000
	Commercial	\$5,350,000	\$7,350,000
2025-2030	Residential	\$10,050,000	\$13,650,000
	Commercial	\$1,050,000	\$1,500,000
2030-2035	Residential	\$5,400,000	\$7,350,000
	Commercial	\$3,200,000	\$4,450,000
2035-2040	Residential	\$4,800,000	\$6,550,000
	Commercial	\$2,900,000	\$4,000,000
Total			\$87,700,000

7.0 Closure

This document is a draft version of the 2014 Transportation Master Plan for the Hamlet of La Crete, and should be reviewed and finalized with the County's input. The projects identified have been prioritized to meet the County's infrastructure needs. The County is encouraged to develop a project implementation plan to deal with priorities to keep their infrastructure in good operating order and to retain the integrity of the overall system. It is recommended that possible government funding sources and programs be identified for use in budget deliberations to determine which projects may be feasible.

DRAFT



Engineering Ltd.

Report for:

MACKENZIE COUNTY

TRANSPORTATION MASTER PLAN

HAMLET OF LA CRETE

Date: October 12, 2015

Project #: 5223-073-00

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

October 12, 2016
File: N:\5223\073\R04-2.0

Attention: Byron Peters, C.E.T.
Infrastructure Project Engineer

Dear Mr. Peters:

Re: Hamlet of La Crete
Transportation Master Plan

We are pleased to submit an electronic copy of our report entitled "Transportation Master Plan – Hamlet of La Crete."

Should you have any inquiries, please do not hesitate to contact the undersigned at 780-486-2000 or at blocher@mpe.ca.

Yours truly,
MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to read "B. Locher", is written over a faint, light blue circular stamp or watermark.

Brian Locher, P.Eng., LL.B.
Project Manager

BL:lp

Enclosure

CORPORATE AUTHORIZATION

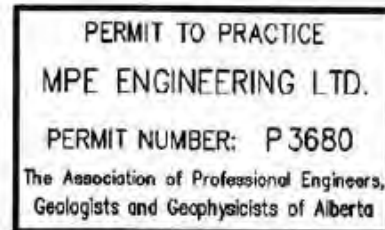
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Brian Locher, P.Eng., LL.B.



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EXECUTIVE SUMMARY

Strategic Goals

The purpose of a Transportation Master Plan (TMP) is to prepare a long-term plan to guide the development of transportation infrastructure to support the other goals and objectives of Mackenzie County, principally the safe and sustainable economic growth in La Crete. The TMP analyzes current travel conditions, forecasts future travel conditions and develops appropriate long-term strategies for consideration as future development occurs.

La Crete is expected to encounter significant growth over the next 25 years, and traffic levels in the Hamlet will increase proportionally to population. Overall traffic loads on the main arterial roadways in La Crete are expected to triple from roughly 500 vehicles per day to 1,500 vehicles per day. A large portion of this growth is anticipated to occur within the next 5 years.

The Transportation Master Plan translates the vision put forward in the Area Structure Plan by focussing on the provision of transportation facilities and services required to achieve the goals and objectives. These goals typically do not vary over time because they represent the fundamental values of the community. The four primary goals of the La Crete Transportation Master Plan are:

- Goal 1** Provide an effective network of transportation facilities to allow the efficient movement of people and goods between all residential, business and industrial section of the community.
- Goal 2** Provide residents, employees and customers a wide range of mobility choices such as driving, walking and cycling.
- Goal 3** Place a high priority on the safety and security of people, equipment, goods and property in the design and operation of the transportation system.
- Goal 4** Educate the public on healthy transportation choices and minimize the environmental impacts of the transportation system.

Current and Future Conditions

Evaluating La Crete’s existing transportation conditions was an essential component in developing a long-term Transportation Master Plan. An inventory of the existing transportation network, how it is currently being used and where deficiencies may limit future mobility is factored into developing a road network plan for the future.

The overall network classification system in a community can influence traffic characteristics in terms of the amount, type and mixture of vehicles on various classes of roads. For example, the arterial road system will generally support higher traffic volumes, much of which may be generated outside the immediate area and will support travel of cars, trucks, cycling and walking. Conversely, local and collector roads will carry substantially lower volumes of traffic primarily to and from the local areas and consist largely of passenger vehicles and more localized forms, such as walking and cycling.

In general terms, the roadway network within a given area can influence safety in several ways. A functional network in which various classes of roadways to support a range of travel patterns is essential. In this regard, arterial classes of roadways are available for longer distance travel and neighborhood streets – such as local and collector roads – are present to serve community travel as appropriate.

Mackenzie County will adopt a hierarchy of road facilities including, arterials, commercial arterials, primary collectors, neighbourhood collectors, industrial streets, core area roads and local streets to meet the vehicular travel needs both within and through La Crete.

Transportation and Area Structure Plan Synthesis

A significant length of the network already exists, which means the primary challenge is in managing the desired roadway classification system. New developments along existing roadways and redevelopment of land uses presents many challenges to supporting the desired roadway classification system, and therefore achieving many other goals as previously stated. This is not to suggest that development should not occur, but rather that the land use decisions need to be equally supportive of the network classification system which serves many other community goals in addition to the needs of development. In this regard, the recommendations presented herein should become part of the

decision-making framework in which future developments are considered in order to achieve community and safety goals.

Active Transportation

One of the integral components of any effective transportation plan is the requirement to provide residents with healthy alternate modes of transportation, such as walking and cycling. Safety is the primary consideration when integrating these alternate transportation modes with the overall master plan.

Green corridors are identified for the purpose of making La Crete easily accessible for pedestrians and cyclists. These corridors will connect residential areas with proposed and existing parks and walking trails, as well as reduce the conflict between pedestrian and vehicular traffic along collector roads. Approximately 6,100 m of green corridor is proposed over the duration of this plan. Overall, the pedestrian network should provide an effective means for pedestrians to access the various parks that are planned over the next 20 years.

The Area Structure Plan identifies town centre corridors as 20 m right-of-ways with a single lane of traffic and a parking lane in each direction, with utilities located beneath the centre of the road. These corridors provide a 2 m sidewalk on each side of the road and allow for a high volume of both pedestrian and vehicular traffic that is crucial for the establishment of a strong commercial sector. Approximately 1,800 metres of town centre corridors have been identified, which will affect development decisions over the next 20 years.

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1.0 INTRODUCTION

1.1 Background Information

The Hamlet of La Crete is located in northern Alberta within a large agricultural zone near the Peace River and regional access is provided via roads intersecting with Highway 697 at the locations shown in the graphic below. The existing community is accessed/egressed by these primary connections and the existing internal road network is shown on following page.



The main commercial corridor is 100th Street (oriented north-south and highlighted in blue) which serves a number of commercial/industrial uses, attracting significant volumes of both local and regional traffic. Residential development is concentrated on the west side of 100th Street with only a limited number of collector streets connecting to 100th Street.

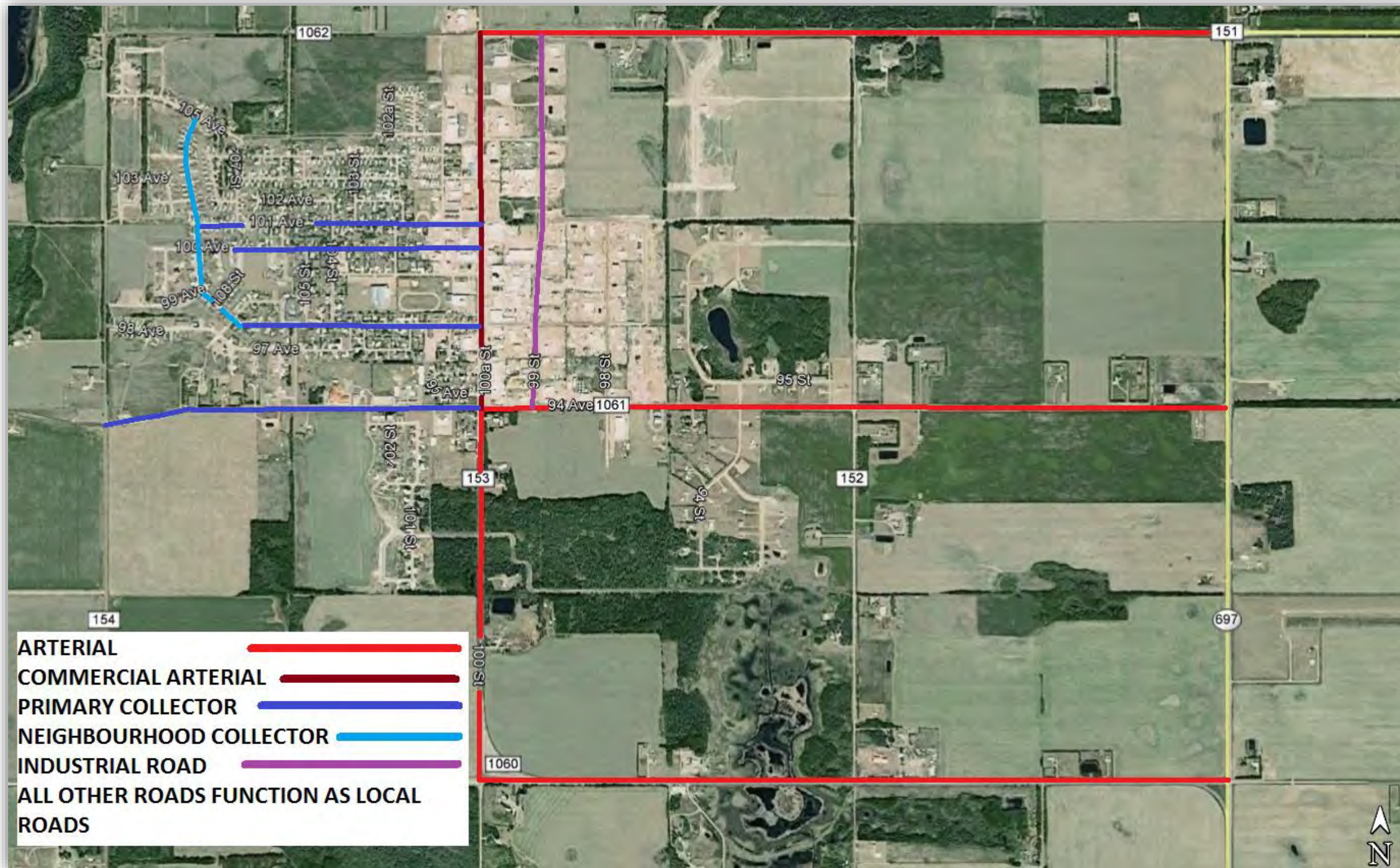
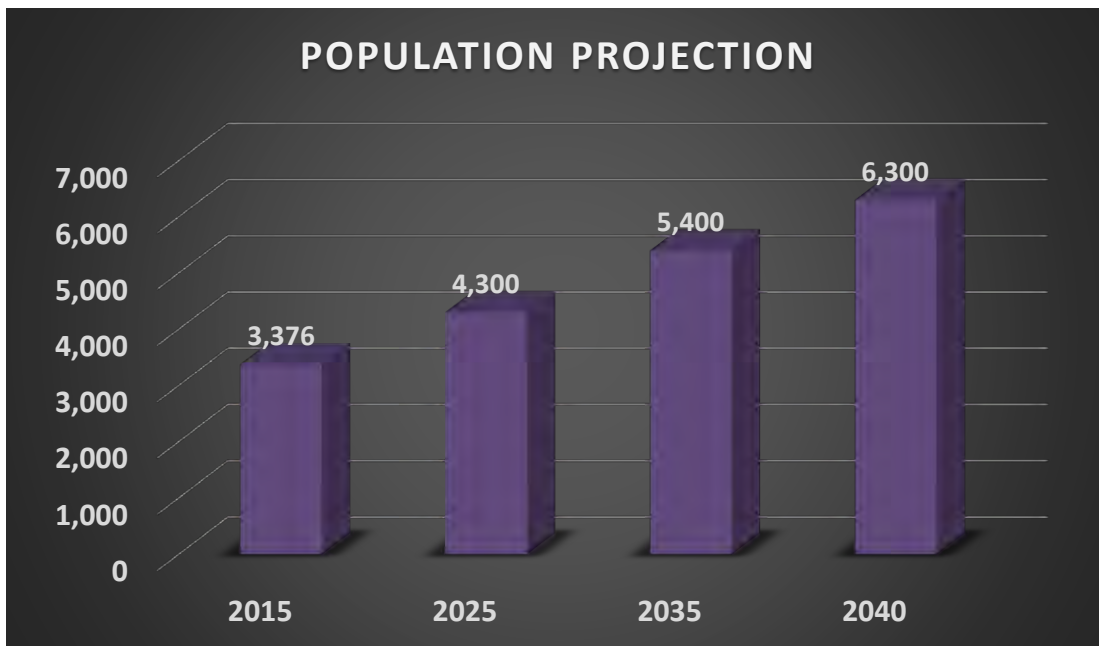


FIGURE 1.1 – EXISTING ROAD CLASSIFICATIONS

1.2 Population

Statistics Canada last published population data for the Hamlet of La Crete in 2011, at which time it was reported to have a population of 2,408. Recent information indicates that the growth over the next 30 years could be significant, with the majority of this population electing to reside in low density dwellings with an even distribution of one and two family households. The residential population resides generally on the west side of town, with the town centre and industrial areas are generally situated to the east.

While the transportation network currently services a hamlet population of approximately 2,500, appreciating La Crete’s position as the service hub for the surrounding community means, that a considerable amount of traffic is attracted from the surrounding area. As this community continues to expand the one natural consequence will be further growth in traffic volumes. Current growth scenarios, as outlined in the Area Structure Plan prepared by Scheffer Andrew, suggest that the population could reach between 3,200 (low) and 6,300 (high) by 2033. For the purpose of this report a medium growth rate is being assumed and the results are shown in the graph below, with the population reaching 6,300 in 2040.



1.3 Future Expansion

The future expansion within La Crete has been outlined in an Area Structure Plan as prepared by Scheffer Andrew Ltd (see report in Appendix A), which incorporates approximately an additional 224 hectares. However, information received from Mackenzie County has identified approximately 317 hectares of additional residential and 406 hectares of additional industrial development. Growth in population and economic/industrial activity may be influenced by any number of societal and economic factors, so it is important to adopt a transportation system that is flexible and adaptable to the dynamics of growth.

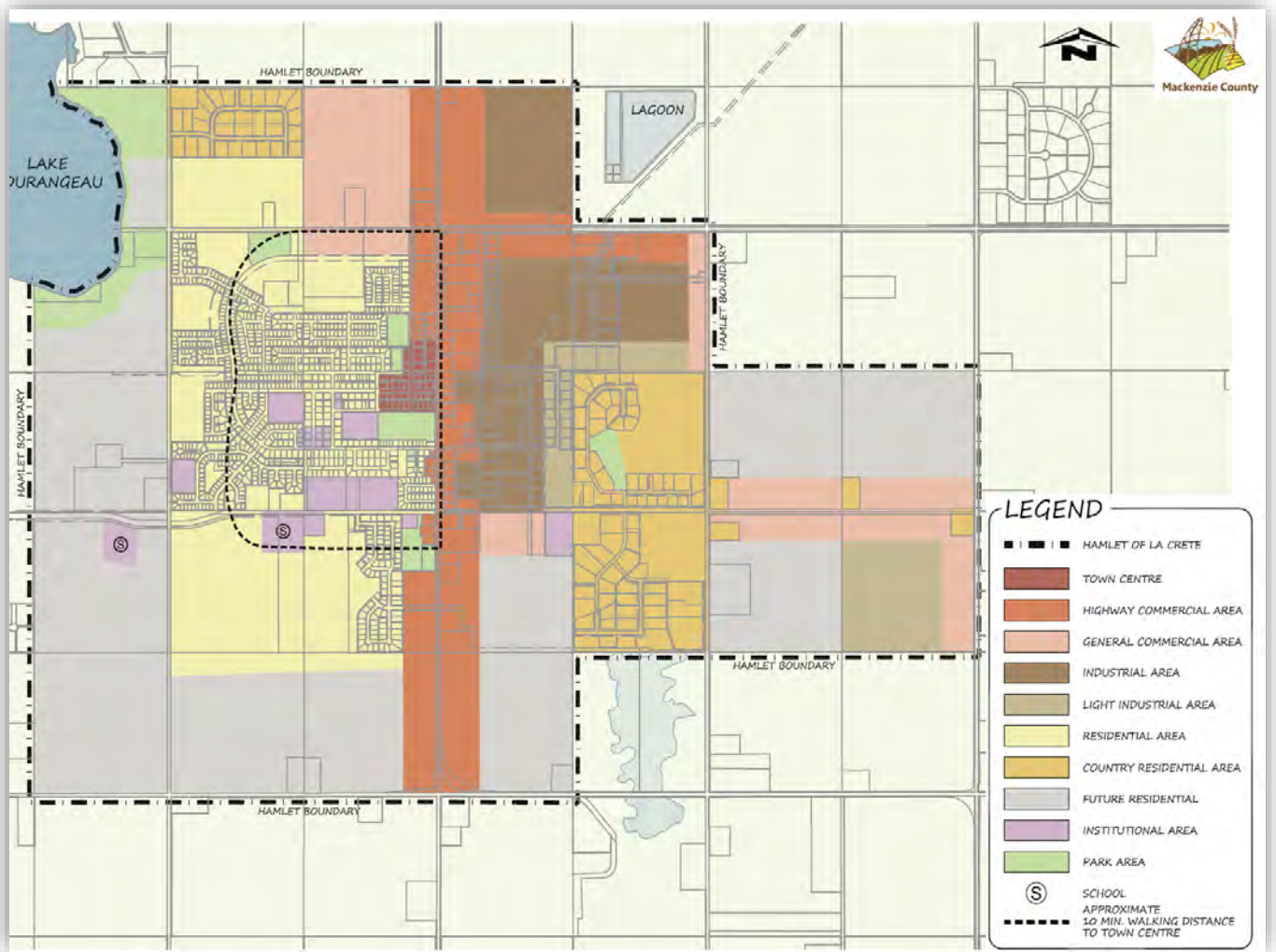


FIGURE 1.2 – FUTURE AREA STRUCTURE PLAN

1.4 Purpose of the Transportation Master Plan

The purpose of a Transportation Master Plan (TMP) is to prepare a long-term plan to guide the development of transportation infrastructure to support the other goals and objectives of Mackenzie County, principally the safe and sustainable economic growth in La Crete. The TMP analyzes current travel conditions, forecasts future travel conditions and develops appropriate long-term strategies for consideration as future development occurs.

The TMP should be adopted as a basis for safe, innovative and sustainability of all modes of transportation. This will guide future developments, can be employed in discussions with other agencies and provide goals for preparing long-term capital plans. The recommendations included in the TMP will also support negotiations with the private sector in respect to development conditions.

An integrated and cooperative approach to planning and developing a transportation system, that is conducive with proposed land uses, supports the creation of an efficient, sustainable and safe community that maximizes the effectiveness of its transportation infrastructure investment. In addition this transportation system will:

- promote a walkable, cycle friendly community that supports active modes of mobility that may be a preferred choice;
- a strategic approach to balance the objective of the system by focussing roadway expansions on the efficient movement of goods and people, while minimizing the potential for congestion; and,
- recognize the importance of the regional road network in the movement of goods, services and people and ensure the interface between the urban/rural networks is seamless.

The Transportation Master Plan is a part of the general Infrastructure Master Plan documents as prepared for Mackenzie County.

2.0 EXISTING CONDITIONS

Evaluating La Crete’s existing transportation conditions was an essential component in developing a long-term Transportation Master Plan. An inventory of the existing transportation network, how it is currently being used and where deficiencies may limit future mobility is factored into developing a road network plan for the future.

Traffic volumes and speeds play a pivotal role in the development of a safe sustainable transportation network and to gather the background data required, traffic counts were undertaken between June 11 and 17, 2013 (see data in Appendix B). Figure 1.3 below shows the stations where the traffic information was gathered.



FIGURE 1.3 – TRAFFIC COUNTER LOCATIONS

Table 2.1 below summarizes some of the more relevant background traffic data collected.

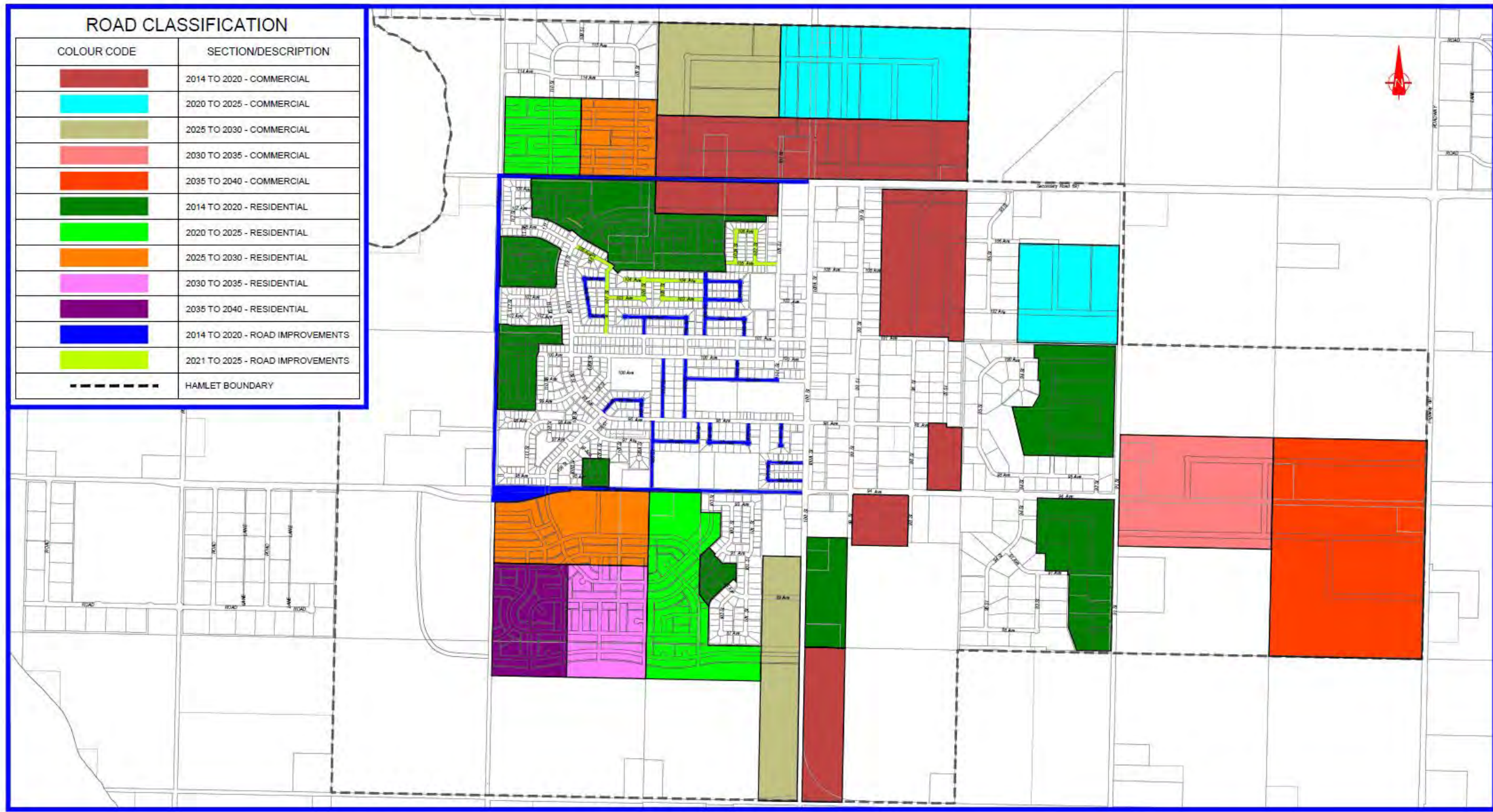
Station No.	Travel Direction	Daily Volume	Highest Hourly Volume	Posted Speed (km/h)	Average Speed (km/h)
1	Southbound	4,234	130	50	76
	Northbound	3,468	85	50	73
2	Westbound	3,116	165	70	69
	Eastbound	2,966	140	70	67
3	Eastbound	4,056	125	100	107
4	Northbound	1,963	70	50	41
	Southbound	1,986	60	50	38
5	Westbound	908	50	50	33
6	Southbound	7,095	325	50	34
	Northbound	6,526	265	50	38
7	Northbound	6,697	275	50	52
8	Eastbound	1,653	68	50	65
	Westbound	1,611	72	50	68
9	Westbound	1,850	80	50	72
	Eastbound	2,217	70	50	72
10	Northbound	2,942	130	50	88
	Southbound	2,334	85	50	86

TABLE 2.1 – RELEVANT BACKGROUND TRAFFIC DATA

It can be noted that in some locations where traffic is entering or exiting La Crete the average vehicle speed is above the posted speed limit. Although vehicle speeds can have detrimental impacts on safety (particularly on roads adjacent to schools and other public facilities), they do not typically dictate the road classifications. Mackenzie County should consider other measures to address speeding concerns such as traffic calming and speed enforcement.

Some roads within La Crete are in need of extensive repairs or rehabilitation. Mackenzie County has provided a list of road repairs to take place over the next 15 years, as shown in Figure 2.1 on Page 9, along with a rough representation of proposed future developments. In particular, the County has identified 94th Avenue, 99th Avenue, and 105th Street as requiring immediate repair.

Overall, the County expects the identified improvements to cost a total of \$13,830,900. Existing right-of-ways within La Crete are 20 m wide, with the exception of arterial roads which are 30 m wide. These widths conform to City of Edmonton standards for local roadways, but fall short of recommendations for collector and arterial roads. The requirements for existing and future road right-of-ways will be further discussed in Section 4.



MACKENZIE COUNTY
FIGURE 2.1 – HAMLET OF LA CRETE
FUTURE ROAD REHABILITATION
 SCALE: NTS



3.0 GOALS

The Transportation Master Plan translates the vision put forward in the Area Structure Plan by focussing on the provision of transportation facilities and services required to achieve the goals and objectives. These goals typically do not vary over time because they represent the fundamental values of the community. The four primary goals of the La Crete Transportation Master Plan are:

- Goal 1** Provide an effective network of transportation facilities to allow the efficient movement of people and goods between all residential, business and industrial section of the community.
- Goal 2** Provide residents, employees and customers a wide range of mobility choices such as driving, walking and cycling.
- Goal 3** Place a high priority on the safety and security of people, equipment, goods and property in the design and operation of the transportation system.
- Goal 4** Educate the public on healthy transportation choices and minimize the environmental impacts of the transportation system.

Mackenzie County will adopt a hierarchy of road facilities including, arterials, commercial arterials, primary collectors, neighbourhood collectors, industrial streets, core area roads and local streets to meet the vehicular travel needs both within and through La Crete.

Mackenzie County will develop appropriate design, construction and operation standards for each road classification, such as road capacity, design speed, lane widths, access management, traffic controls and surface treatments.

3.1 Alternative Transportation

One of the integral components of any effective transportation plan is the requirement to provide residents with healthy alternate modes of transportation, such as walking and cycling. Safety is the primary consideration when integrating these alternate transportation modes with the overall master plan.

3.1.1 Current System

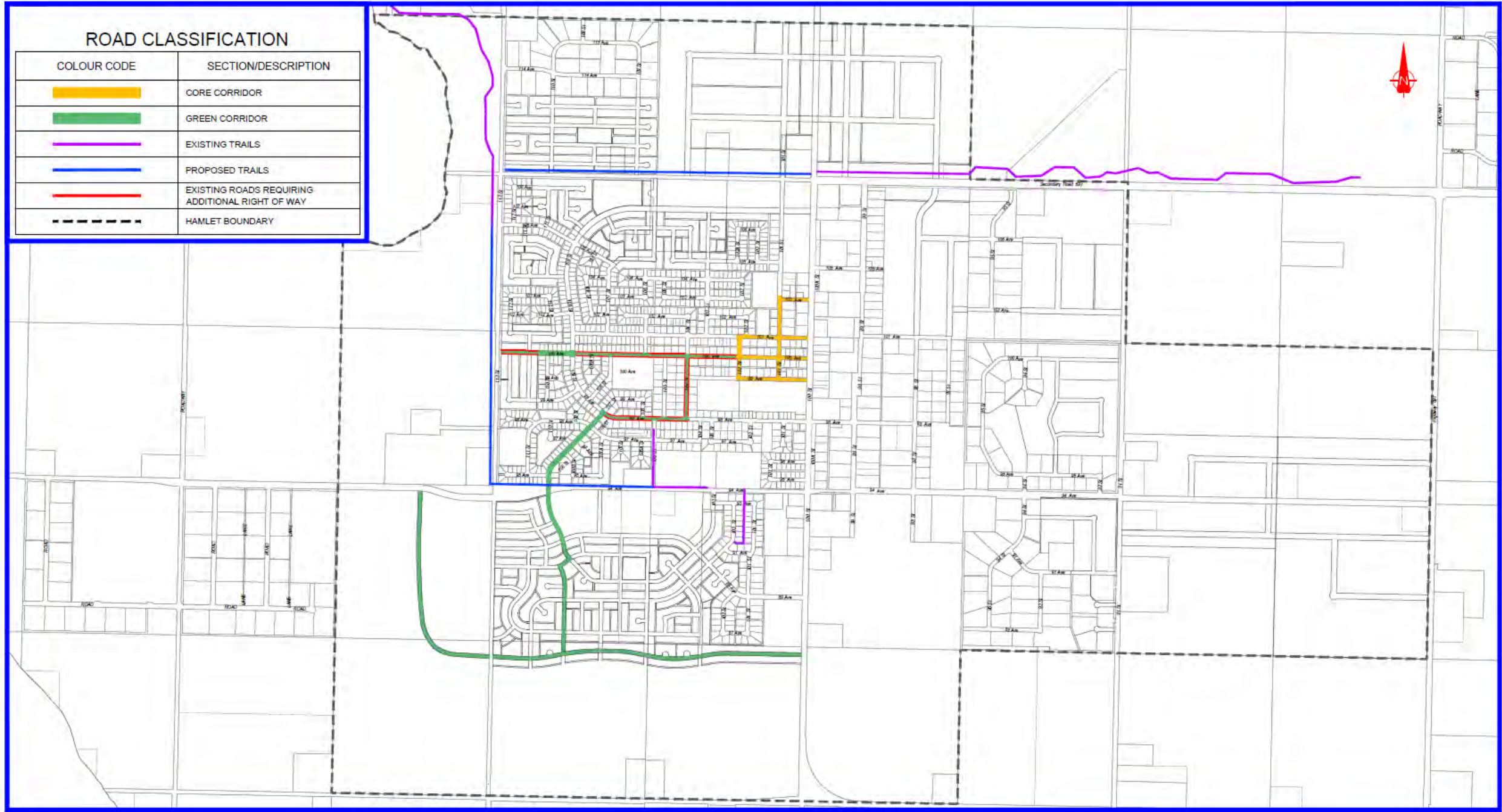
The existing Area Structure Plan identifies several corridors which require special consideration for pedestrian and bicycle traffic. These corridors are separated into two categories for commercial centre corridors and green corridors. Figure 3.1 on the following page adapts the general alignment put forth in the Area Structure Plan, incorporating the existing information, and will guide the future development within La Crete.

3.1.2 Green Corridors

Green corridors are identified for the purpose of making La Crete easily accessible for pedestrians and cyclists. These corridors require a 23.5 m right-of-way as shown in Figure 3.2 on Page 13. These corridors will connect residential areas with proposed and existing parks and walking trails, as well as reduce the conflict between pedestrian and vehicular traffic along collector roads. Approximately 6,100 m of green corridor is proposed over the duration of this plan. Overall, the pedestrian network should provide an effective means for pedestrians to access the various parks that are planned over the next 20 years. However, some of the green corridors that have been identified in the Area Structure Plan lack the right-of-way required to provide adequate pedestrian and bicycle transportation. To remedy this, Mackenzie County may wish to pursue the acquisition of additional right-of-way where it is required on 100th Avenue, 104th Street, and 98th Avenue as shown in Figure 3.1. Mackenzie County may also pursue alternate routes and cross-sections that allow the green corridors to be constructed without interfering on private property. However, alternate routes are not likely to alleviate this issue, as all existing right-of-ways, excepting existing arterial roads, have a width of 20 metres.

3.1.3 Core Area Corridors

The Area Structure Plan identifies town centre corridors as 20 m right-of-ways with a single lane of traffic and a parking lane in each direction, with utilities located beneath the centre of the road as shown in Figure 3.3 on Page 13. These corridors provide a 2 m sidewalk on each side of the road and allow for a high volume of both pedestrian and vehicular traffic that is crucial for the establishment of a strong commercial sector. Approximately 1,800 metres of town centre corridors have been identified, which will affect development decisions over the next 20 years.



MACKENZIE COUNTY
FIGURE 3.1 – HAMLET OF LA CRETE
FUTURE PEDESTRIAN NETWORK
 SCALE: NTS



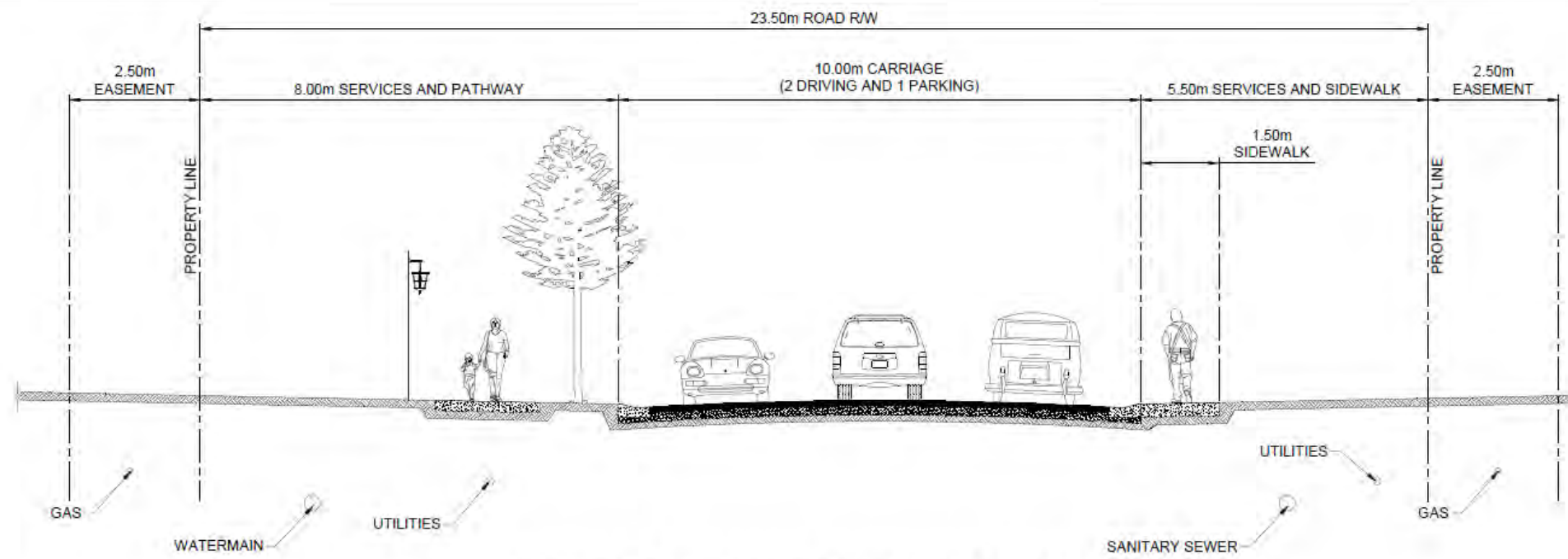


FIGURE 3.2 - GREEN LINK TYPICAL SECTION
N.T.S.

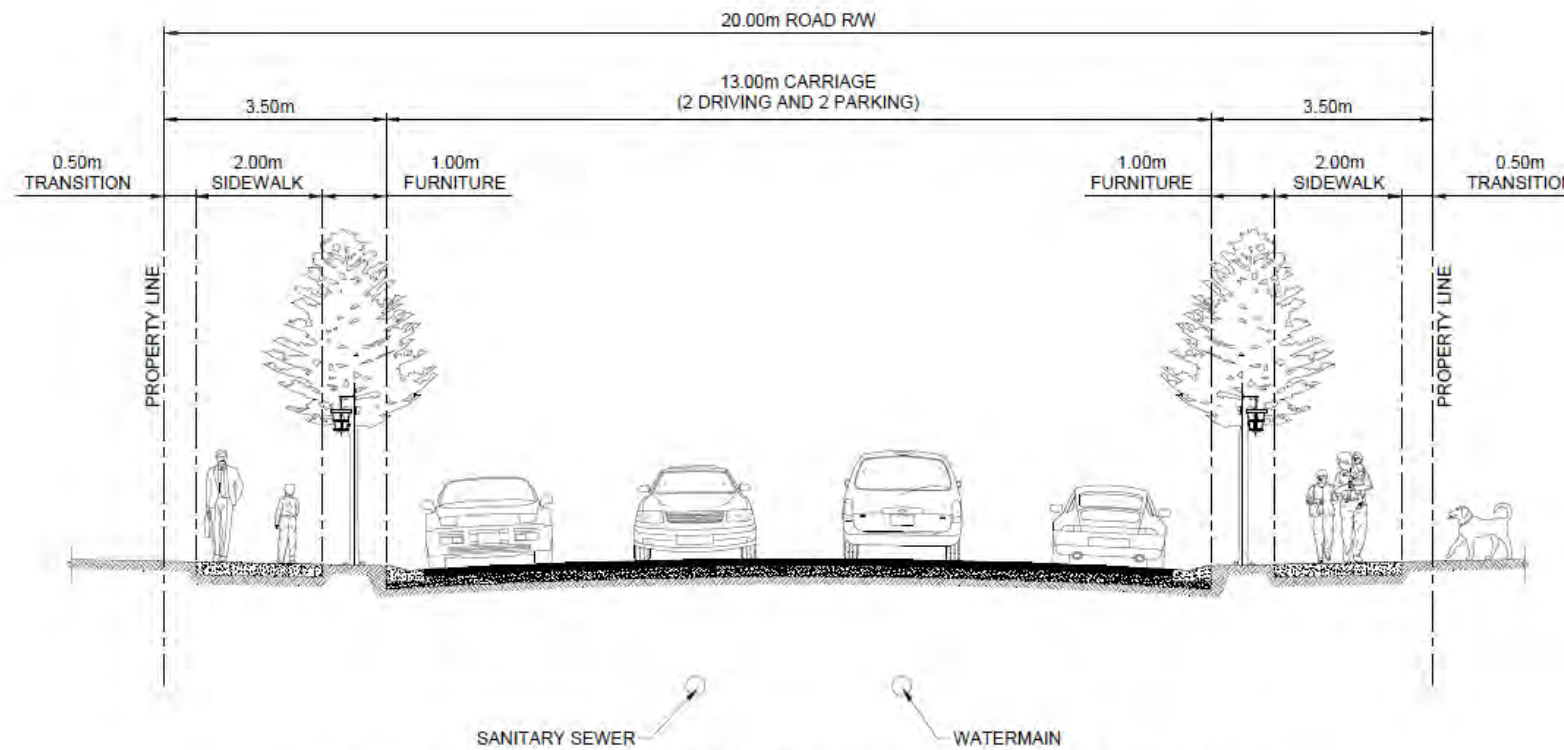


FIGURE 3.3 - TOWN CENTER STREET TYPICAL SECTION
N.T.S.

4.0 ROAD CLASSIFICATION SYSTEM

The roadway classification system defines the primary functions of each roadway which typically range from providing access to individual properties (i.e. local and collector roads) through to supporting mobility for vehicles (i.e. arterials and industrials). A hierarchy of urban streets throughout La Crete will generally enable each class of street to serve its primary function, while promoting operational efficiency and safety throughout the network.

A classified network is expected to:

- support quality of life goals along all streets by maintaining a hierarchy of roads that support local and non-local traffic where appropriate, and accommodate desired levels of traffic;
- shape land use patterns and ensure decisions are consistent with the designated role of each roadway;
- maximize the effectiveness and efficiency of existing roadways maintaining and enhancing mobility along primary routes, such as the arterials; and,
- support the movement of alternative modes - walking, cycling, automobiles and trucks - as appropriate along different classes of roads.

Traditionally, the roadway classification system in many North American communities has been largely driven by the need to define adequate rights-of-way necessary to plan and develop communities as well as guiding design. The hierarchy of streets is often clearly defined, from local streets which are designed to provide access through to collectors and arterials that primary serve accessing a given area. In many cases, this approach has fostered the goals for mobility and accessibility, but has not supported other critical community goals such as the quality of life and safety. Over the last twenty years, there has been growing recognition that a broader spectrum of factors such as those involved in land use and network decisions need to be considered in determining and managing the roadway classification system.

Some of the primary objectives of the classification system are:

- To define a classification system and guidelines that best reflect the range of roadways in La Crete that will support effective mobility in combination with safety as the primary priority.
- To identify a recommended classified road and implementation initiatives that should be advanced to provide a system to proactively achieve safety, other municipal goals and objectives for the roadway system.

In this regard, the roadway classification system and the overall management of the system will promote the goals expressed in the Area Structure Plan and Infrastructure Master Plan and extend well beyond the design of the roadway itself.

Therefore, a roadway classification system in La Crete is needed to recognize specific safety, mobility, quality of life and other municipal goals that should either influence the designated roadway class or the way in which a specific roadway is designed and managed.

A significant length of the network already exists, which means the primary challenge is in managing the desired roadway classification system. New developments along existing roadways and redevelopment of land uses presents many challenges to supporting the desired roadway classification system, and therefore achieving many other goals as previously stated. This is not to suggest that development should not occur, but rather that the land use decisions need to be equally supportive of the network classification system which serves many other community goals in addition to the needs of development. In this regard, the recommendations presented herein should become part of the decision-making framework in which future developments are considered in order to achieve community and safety goals as previously described.

The overall network classification system in a community can influence traffic characteristics in terms of the amount, type and mixture of vehicles on various classes of roads. For example, the arterial road system will generally support higher traffic volumes, much of which may be generated outside the immediate area and will support travel of cars, trucks, cycling and walking. Conversely, local and collector roads will carry substantially lower volumes of traffic primarily to and from the local areas and consist largely of passenger vehicles and more localized forms, such as walking and cycling.

In general terms, the roadway network within a given area can influence safety in several ways. A functional network in which various classes of roadways to support a range of travel patterns is essential. In this regard, arterial classes of roadways are available for longer distance travel and neighborhood streets – such as local and collector roads – are present to serve community travel as appropriate.

4.1 Recommended Classification System and Guidelines

This section outlines the recommended roadway classes for La Crete, which have been developed to achieve safety and other municipal goals.

4.1.1 Roadway Classes

The range of roadway classes will need to reflect the many roles and functions expected of the network. Today, the recognized arterial, collector and local street classes (see Figure 1.1 on Page 2) do not sufficiently recognize these different needs or the conditions. Expanding the roadway classes as described below will serve to better suit the varied conditions within La Crete and will serve to achieve both safety and other municipal goals more effectively. The broad role and function of these different roadway classes are briefly highlighted below. The recommended roadway classes have been established based on the existing conditions and desired goals for different roadways. Figure 4.1 on the following page shows the proposed roadway classification system for La Crete.

Arterials

Designed and planned to support larger volumes of traffic accessing or egressing the Hamlet of La Crete and serves a distribution function to get traffic to and from the collector and local road systems. Access to adjacent land uses will be limited and concentrated on several fixed locations which should be shared between properties wherever possible. Support for pedestrians and cyclists are also provided through dedicated facilities as appropriate.

ROAD CLASSIFICATION	
COLOUR CODE	SECTION/DESCRIPTION
	ARTERIAL HAMLET
	COLLECTOR HAMLET
	LOCAL HAMLET
	CORE HAMLET
	EXISTING MUNICIPAL RESERVE - ROAD WIDENING
	HAMLET BOUNDARY



MACKENZIE COUNTY
FIGURE 4.1 – HAMLET OF LA CRETE
FUTURE ROAD CLASSIFICATION
 SCALE: NTS



Commercial Arterials

Intended to support larger volumes of traffic within the commercial district (primarily 100th Street) that are primarily generated within the area itself. Consistent with the goals for a vibrant commercial district, these arterial roadways will support significant pedestrian and cyclist activity and provide access for commercial vehicles. In this regard, vehicle speeds along commercial arterials are generally very low, allowing for access and circulation throughout the corridor, as well as integration of pedestrians and cyclists.

Primary Collectors

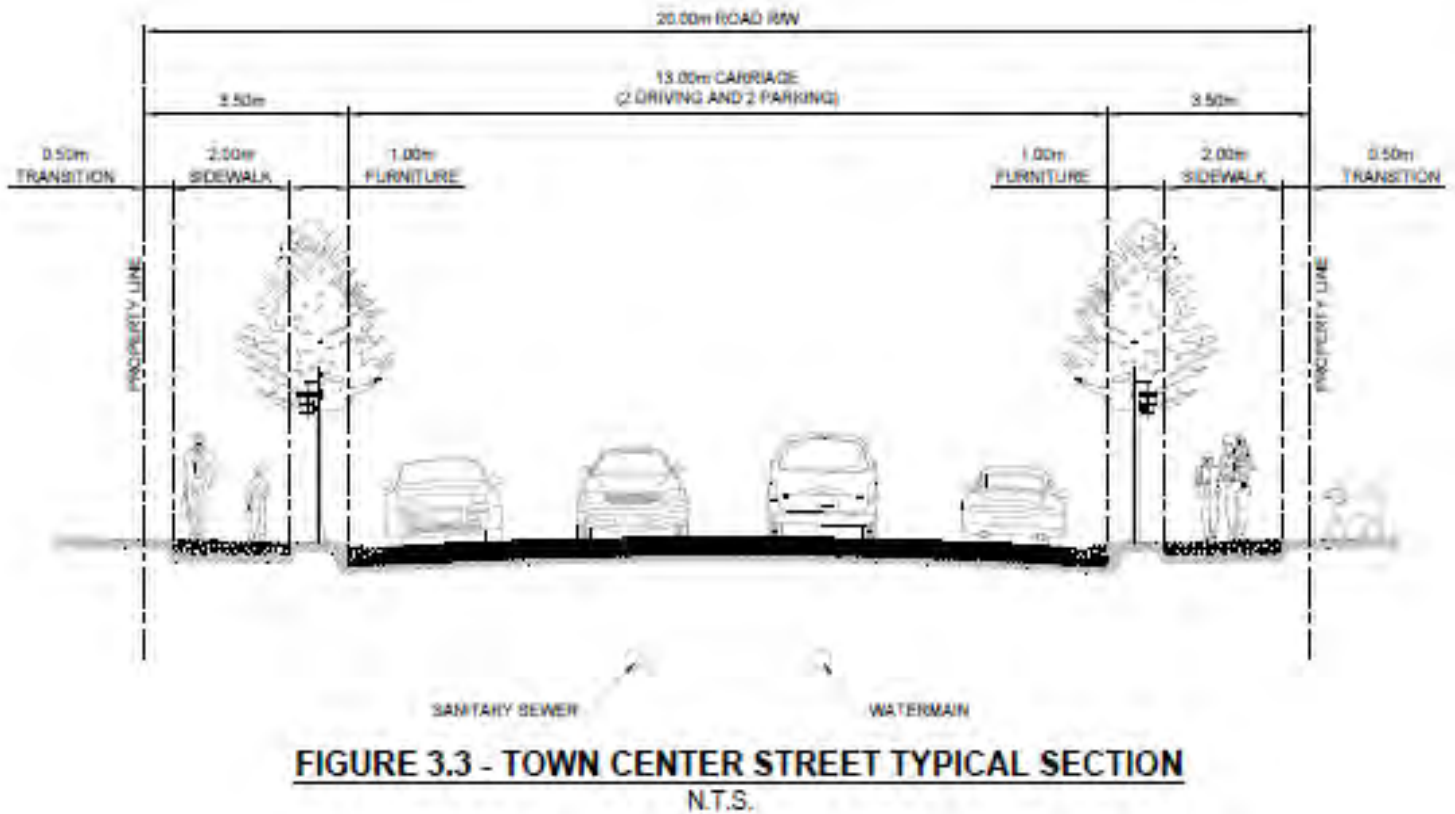
Intended to provide traffic service and land access service for a range of areas including rural residential, urban residential, commercial and industrial uses. The traffic service function of this type of roadway is to carry moderate volumes of traffic between the local road and arterial road systems. Access to adjacent uses is important along primary collectors.

Neighbourhood Collectors

Intended to provide traffic service and land access service primarily for smaller residential areas – where traffic volumes are generally lower and drivers are familiar with the community. The traffic service function of this type of roadway is to carry low volumes between local roads and the arterial road system. Access to adjacent residential uses is also essential along neighbourhood collectors. Pedestrian and cyclist activity will be moderately high along neighbourhood collector streets in which specific measures will be taken to manage vehicle conflicts.

Core Area Roads

Commercial and business activity is concentrated in the core area of La Crete and the roads in this area are intended to provide access to restaurants, shops, offices, etc. Therefore, core area roads need to be designed to carry a relatively high volume of traffic, at low speeds. In these areas it is normal to have large volumes of turning movements, limited site distance and significant pedestrian and cyclist activity. It is very important to manage conflicts between the various modes of movement (see proposed cross-section on following page).



Local Roads

In urban and rural areas this road class is intended to provide land access, particularly in residential areas. Therefore, local roads are designed to carry low volumes of traffic that originates or is destined to adjacent uses. It is anticipated that the local road system will support significant pedestrian and cyclist activity and it is important to manage conflicts with vehicle traffic.

Industrial Roads

Designed to support a moderate volume of traffic, largely consisting of commercial vehicles and other business traffic. Although some access restrictions may apply, the industrial roads typically link surrounding area properties with the arterial road system.

Table 4.1 shows the future lengths of each of the above road classes based upon Figure 4.1 on Page 17.

Road Classification	Ultimate Length
Arterial	7,220
Commercial Arterial	1,625
Primary Collector	12,875
Neighbourhood Collector	11,410
Core Area	1,800
Local	46,470
Industrial Road	3,115

TABLE 4.1 – ROAD CLASS LENGTHS

4.1.2 Classification Guidelines

The classification guidelines are merely intended to support the primary role and function of the different roadway classes and to provide definition pertaining to land use, network, access, intersection and road form features suitable for each road class. In order to proactively support safety, mobility, quality of life and other municipal goals, these guidelines have been established based on a range of sources including Transportation Association of Canada and City of Edmonton practices.

For land uses such as schools, that attract significant volumes of pedestrians and/or vulnerable road users (i.e. cyclists) may be discouraged along major roadways such as arterials and primary collector roads for safety purposes. However, in La Crete some schools and public facilities are located adjacent to these road classifications (see plan on following page).



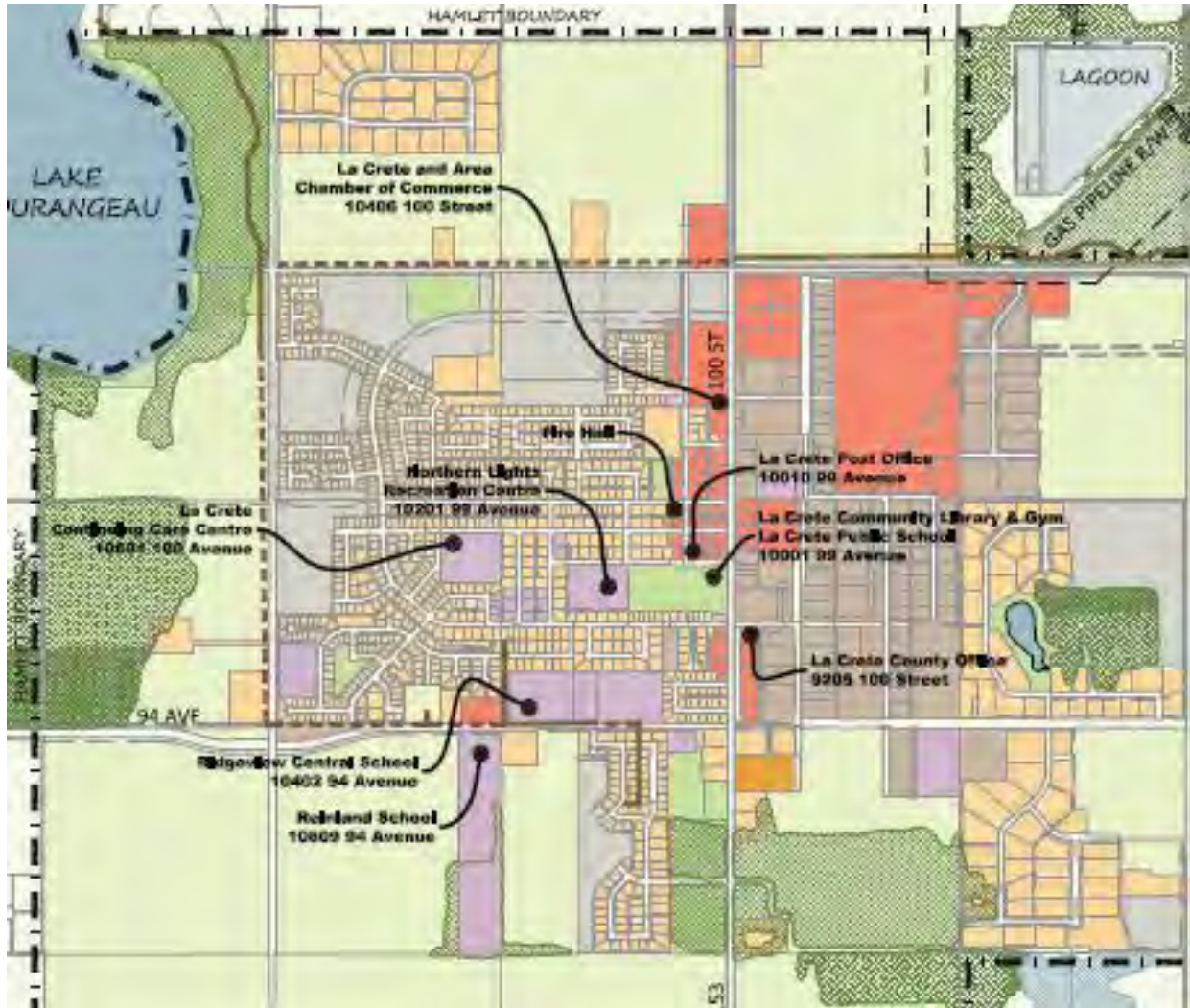


FIGURE 4.2 – SCHOOLS AND PUBLIC FACILITIES

- La Crete Public School is located adjacent to 100th Street that functions as a commercial arterial; and,
- Ridgeview Central School and Sand Hills Elementary School are located adjacent to 94th Avenue that functions as a primary collector.

Specific safety measures to enhance pedestrian and cyclist mobility may be considered – such as the provision of special pedestrian facilities, route or speed management initiatives, and/or changes to the road class itself. Also, traffic calming measures should be considered including roundabouts, speed bumps, speed humps, etc. in order to slow traffic in these areas.

4.2 Network

Among those network features incorporated in the classification system, typical daily traffic volumes, vehicle mix and traffic mix influence mobility and safety on different classes of roadways as briefly described below.

4.2.1 Traffic Volumes

In general, roadways with higher traffic volumes experience more collisions. In general, the mobility and safety of the roadway network is impacted where the traffic volumes along a given roadway class are inconsistent with the form and features of the specific class itself. In particular, where the traffic volumes are significantly higher than the typical design of a given road, the collision rate may be higher than the average condition for that roadway class. For example, local and collector roadways that are typically designed for lower volumes of traffic may experience higher collision rates than expected if the volumes were significantly higher. In this regard, desirable daily traffic volumes are established for each class of road. Safety concerns will arise where the traffic patterns dramatically exceed the desired levels. In all cases, ranges given for each class of roadway are wide and overlap that of other roadway classes. Where the daily traffic volumes exceed the typical range for a given class of road, specific measures may be taken to address any inconsistencies for the function that is being served, or to minimize undesirable levels of traffic through route management initiatives that provide and attract drivers to alternate and more desirable corridors.

4.2.2 Traffic Mix

The roadway classification system can also be used to promote safety and other municipal goals through the “mono-functionality” of a given roadway class. In this regard, specific classes of roadways are expected to serve primarily either local, distribution or through traffic. For example, arterial related roadways are planned and designed to primarily support non-local travel (originating and destined for locations outside of the boundary of La Crete – as opposed to local access and circulation). Conversely, local and collector roadways primarily support local and distribution traffic patterns.

Studies support that mobility and safety concerns can arise when local and collector roadways support significant portions of non-local traffic or when arterial roads accommodate significant portions of local travel.

Along the local and collector road system, the primary function of serving local and distribution trip making has also been used to define the layout and design of these road classes in terms of land uses and access provisions. In this regard, a significant proportion of non-local traffic using these road classes may also present mobility and safety concerns where the expectation of the driver may not be consistent with their primary role. In addition, a high proportion of non-local traffic on collector and local roadways will often result in resident quality of life concerns.

In order to address concerns regarding traffic mix on all classes of roadways, several solutions may be considered ranging from ensuring a full hierarchy of roadways in a given community to support these different needs through to route and speed management measures that help to support desired activity along different classes of roads.

4.2.3 Vehicle Mix

Similar to traffic mix, the mixture of vehicles (trucks and passenger cars) also presents safety and quality of life issues along specific classes of roadways. In particular, the presence of a large proportion of trucks along the collector and local road system will influence mobility and safety primarily due to the presence of alternative modes such as cyclists and pedestrians. In most communities, the amount of pedestrian and cycling activity along the collector and local road

system is higher than that of the major roadways. In most cases, a significant volume of truck activity would not only conflict with these alternative modes, but create perceived and real safety issues.

In order to address concerns regarding vehicle mix on collector and local roadway classes, policies may need to be adopted to restrict truck activity along these roadways and/or consider designating more appropriate routes where the vehicle mixture does not present the same safety concern.

4.3 Access

The access arrangement to individual land uses surrounding a given roadway will have a significant influence not only on the mobility along the road and functional characteristics, but on the overall safety of the roadway itself. In general, the traffic moving into and out of driveways travel more slowly than through traffic. This speed difference often produces conflicts that may lead to roadside and rear-end collisions between vehicles.

Generally, new roadways are not problematic, however for established roadways, access management may need to be implemented. An access strategy applied to a roadway classification system identifies where access to individual developments can be allowed, and where access should be discouraged, limited or prohibited. Additionally the strategy may be used to define the types of access that are suitable along various classes of roadways. Table 4.2 summarizes the different types of access controls for various classes of roadways identified, as discussed in the *Transportation Association of Canada Geometric Design Guide*.

Road Classification	Access Description
Arterial	Right-turn access only or Right & Left-turn access in, with right and left-turn lanes
Commercial Arterial	Right turn and left-turn access in and out, with left-turn lanes
Primary Collector	Right-turn and left-turn access in and out, with optional turning lanes
Neighbourhood Collector	Right-turn and left-turn access in and out, with optional left-turn lanes
Core Area	Right and left-turn access into and out, with spacing limited by safety requirements only
Local Road	Right and left-turn access into and out, with spacing limited by safety requirements only
Industrial Road	Right and left-turn access into and out, with spacing limited by safety requirements only

Source: Synthesized from Transportation Association of Canada, Geometric Design Guide for Canadian Roads, September 1999.

TABLE 4.2 – DESIRED PROPERTY ACCESS AND ROADWAY CLASSIFICATION

These categories of access control are generally consistent with the goals for safety and mobility, particularly along arterial and primary collector roads. In new and expanding areas of La Crete, guidelines on the type of access control such as referenced above may be implemented in combination with overall land use strategies. In existing neighbourhoods, a range of initiatives may be explored to address access issues including access management as well as speed management strategies.

4.3.1 Access Density

Although there are no firm standards for the spacing or the design of accesses, they often vary considerably from place to place. In some communities, guidelines have been established for urban and rural areas for the desired spacing and density of accesses for various classes of roadways. Other communities use the Transportation Association of Canada guidelines for urban and rural roads.

The spacing of driveways may be based on a combination of several factors including posted speed limits, the classification of the roadway system and the amount of traffic generated by a development. Most often, the spacing of accesses are influenced by the existing land use characteristics, local development objectives as well as other engineering conditions and needs.

The Transportation Association of Canada's *Geometric Design Guide for Canadian Roads* provides comparisons of collision rates for selected types of roadways within urban and rural areas by number of business accesses. Collision rates are significantly influenced by the density of accesses along a given roadway. In fact, the collision rates within an urban area may increase from 30% to 50% with a doubling in access density. In rural areas, collision rates also increase by similar proportions with increase access density.

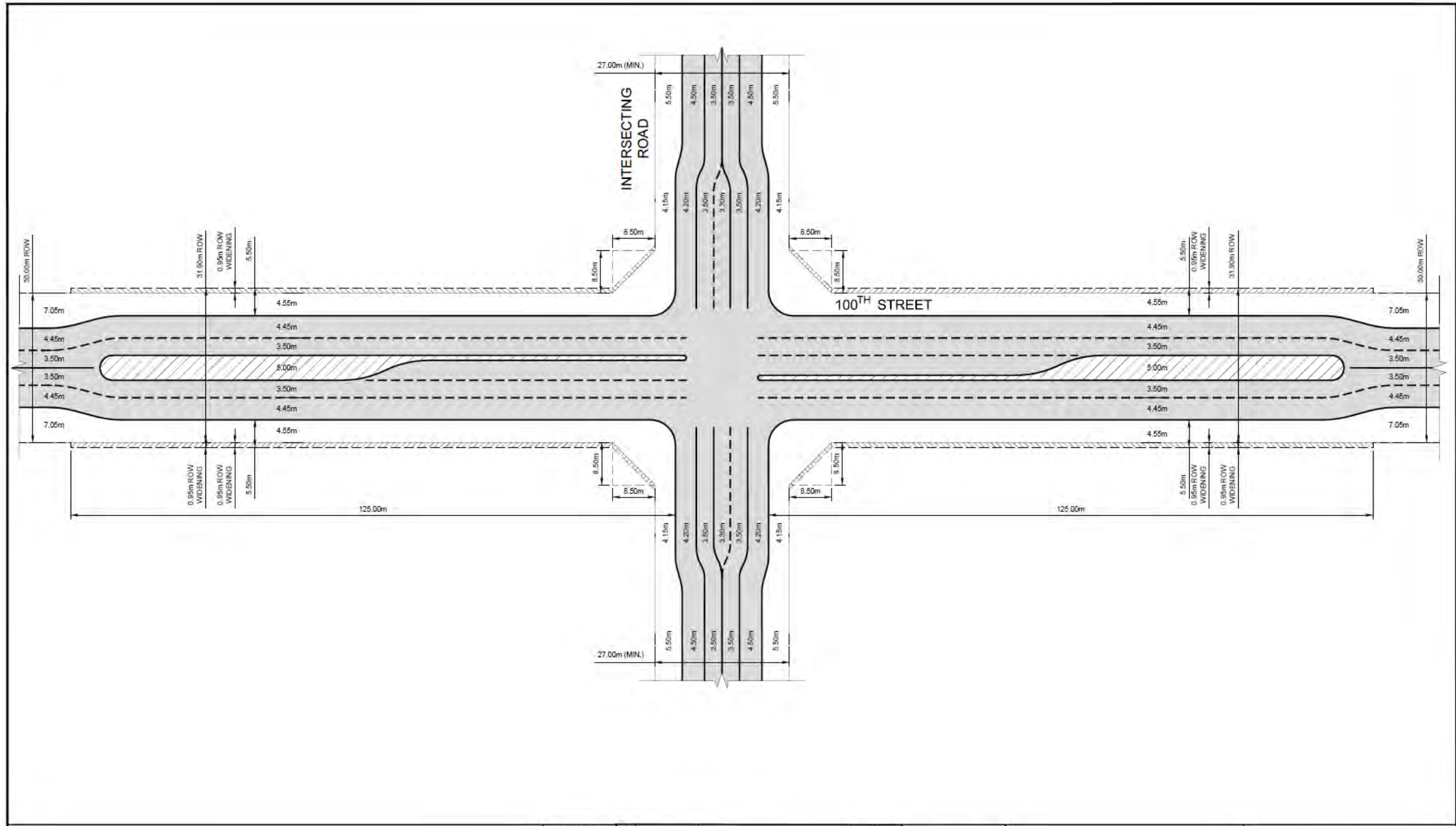
Access density is considered a governing factor in the roadway classification system in order to proactively achieve goals for safety. The access density guidelines established for the roadway classification system may be used to shape land use and transportation decisions in new and expanding areas. In the established areas however, inconsistencies in access density may be addressed through access management as well as speed management strategies.

4.4 Intersections

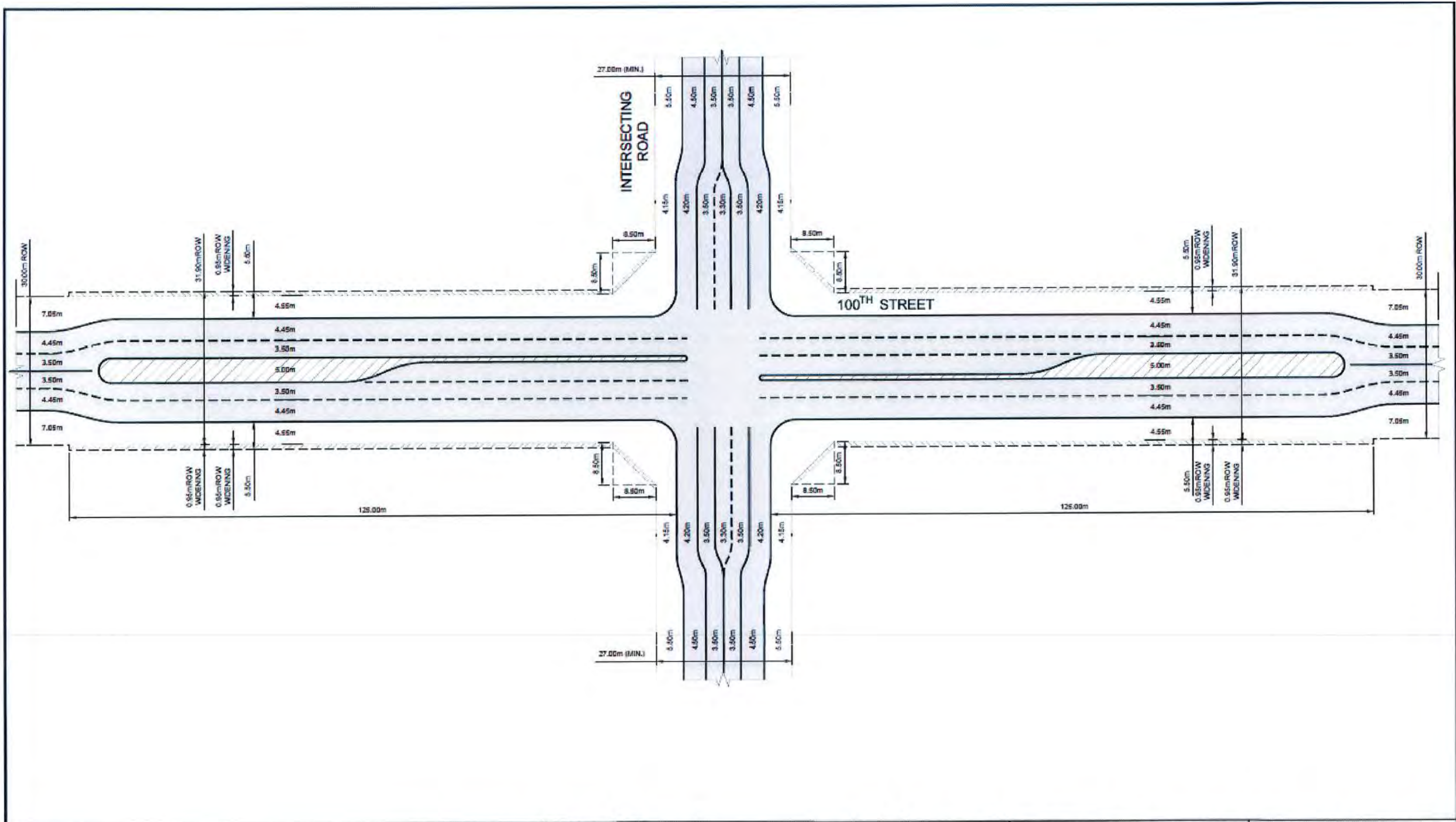
The classification of intersecting roadways along arterials in particular can influence the mix of traffic – local versus through traffic – and ultimately the safety and mobility of the corridor. For most arterials, intersecting streets are limited to other arterials and primary collectors. Although this is largely intended to maintain mobility along the arterial road system for through traffic, it also minimizes the conflict between local traffic wishing to turn on and off the arterial streets and non-local vehicle travel.

Although new roadways may be designed to support intersection guidelines consistent with the roadway class, mitigation measures may be considered along existing arterials that reflect the scale of the problems at a given location.

Three (3) intersections, all located on 100th Street, were identified by the County as requiring additional information for lane and right-of-way widths. Existing information indicates that the roads intersecting 100th Street at each of these locations have one travel lane in each direction. As such, the intersection layout and lane configuration shown in Figure 4.3 (on Page 27) should apply to all intersections for the immediate future. If roads at these intersections are upgraded to include 2 travel lanes in each direction, then the future configuration in Figure 4.4 (on Page 28) will apply. Preferably, the right-of-way at these intersections will adhere to the widths outlined in Table 4.3 with a 6 metre x 6 metre cut-off section at the corners.



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4.5 Road Form

The classification of different roadways already influences decisions of the overall road form characteristics from the overall right-of-way that is reserved through to the number of travel lanes and presence of on-street parking. For example, arterial roadway rights-of-way are typically over 25 metres wide and support two or more travel lanes, while local and collector roadways have 20 metres right-of-way and accommodate two travel lanes plus parking.

The posted and design speed of individual roadway classes also influence both mobility and safety of the roadway network, particularly where the speeds exceed that which would be appropriate for the form and function of the roadway. Depending on the roadway class, the design and posted speeds are intended to support the primary function of the roadway to serve local, distribution and through traffic. Although the roadway classification guidelines may be used to design and construct new roadways, speed management strategies may be explored along established roadways.

4.6 Recommended Roadway Guidelines for La Crete

Features	Local	Core Area	Neighbourhood Collector	Primary Collector	Industrial Roads	Commercial Arterial	Arterial
Primary Function	Land access more important than through traffic	Business access more important than through traffic	Traffic movement and land access of equal importance	Traffic movement slightly more important than access	Corridor for safe movement of larger vehicles	Traffic movement and land access of equal importance	Traffic movement more important than land access
Traffic Volume Capacity (vehicles per day)	<1,500	1,000-2,000	1,000-8,000	2,000-10,000	1,000-8000	3,000-15,000	5,000-20,000
Speed Limit (km/h)	30 - 50	30 - 50	30 - 50	30 - 50	50 - 60	30 - 50	50 - 80
Primary Vehicle Type	Cars and service vehicles	Cars and service vehicles	Cars and service vehicles	All types	All types	All types	All types
Desirable Connections	Lanes, locals and collectors	Lanes, locals and collectors	Local, collectors and arterials	Local, collectors and arterials	Lanes, local, collectors and arterials	Collectors and arterials	Collectors and arterials
Bicycle Access	No restrictions	No restrictions	No restrictions	Separate facilities desirable	No restrictions	Separate facilities desirable	Separate facilities desirable
Pedestrian Access	No restrictions	No restrictions	Sidewalk on one side	Sidewalk on both sides desirable	No restrictions	Sidewalk on both sides required	No restrictions
Surface Width (m)	8 - 12	8 - 12	12 - 15	15 - 22	8 - 12	15 - 22	10 - 15
Number of Lanes	2	2	2	2 to 4	2	2 to 4	2 to 4
Parking Lanes	1	2	Varies	Varies	1	Varies	Varies
Width of Travel Lane	3 - 3.5	3 - 3.5	3.3 - 3.7	3.5 - 4.0	3.5 - 4.0	3.5 - 4.0	3.5 - 4.0
Driveway Access	Preferred over collectors	Preferred over collectors	Preferred over primary collectors	Limited	Limited	Limited	Limited

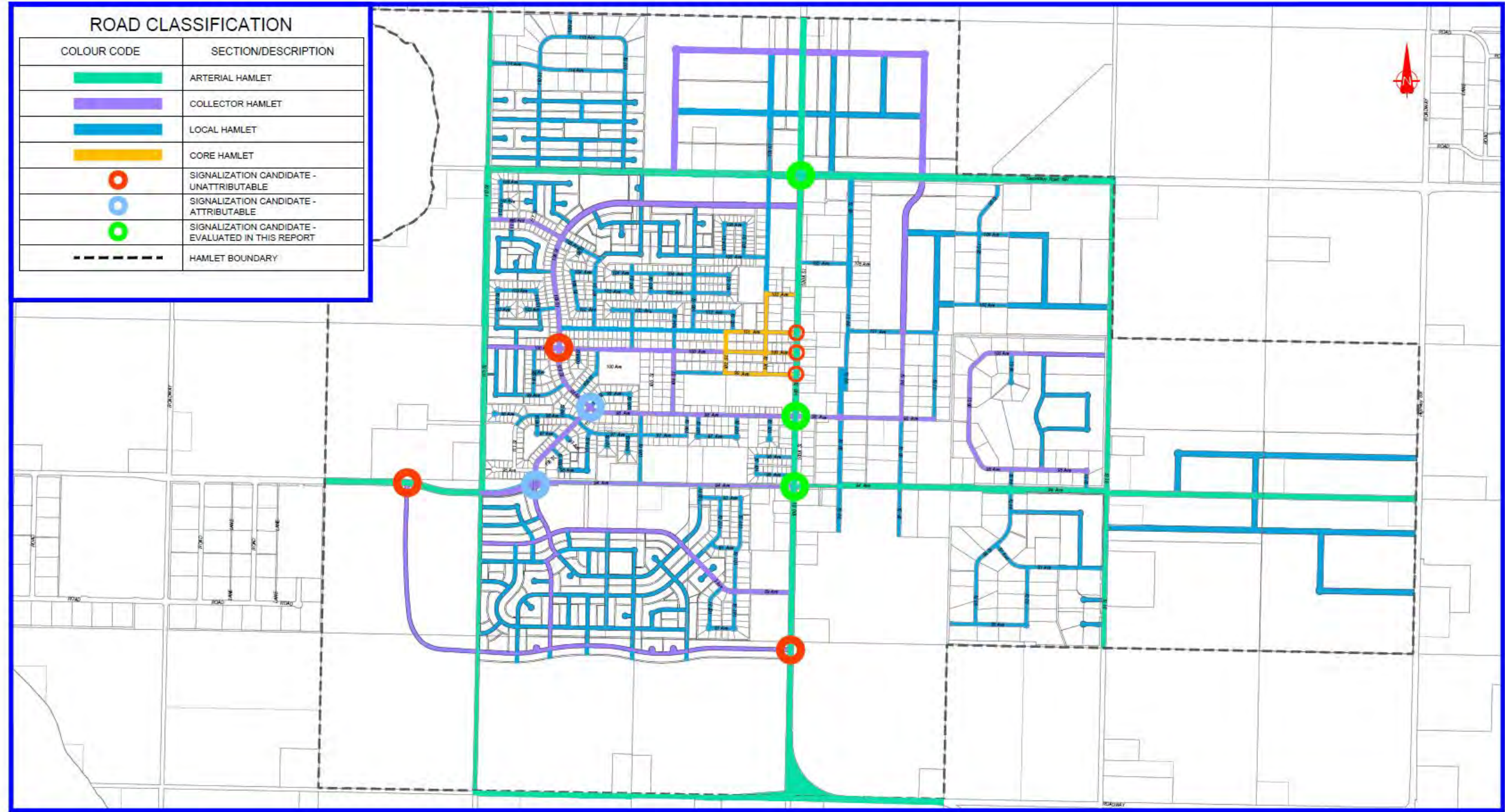
TABLE 4.3 – RECOMMENDED ROADWAY GUIDELINES

The road classification guidelines have been customized to reflect the characteristics to the Lac Crete road network, based upon on the *Geometric Design Guide for Canadian Roads (TAC)*. One of the primary differences is that traffic volume would not be as an important factor and roads are classed based upon their intended function.

5.0 SIGNALIZATION

Over the course of its development, it is likely that La Crete will have intersections that require signalization. In order to determine the degree of signalization that is required at a given intersection, a Warrant Study must be conducted to determine the traffic volume in all directions. Warrant Studies are not considered part of the scope for this report. However, MPE Siemens has identified several locations which may require warrant studies as the hamlet expands as shown in Figure 5.1. Locations at major road crossings expecting a high volume of residential traffic were selected as preliminary candidates with the help of County staff. Where identified locations are closely spaced, the County may wish to prioritize signalization and general improvements at one intersection in order to promote it as a quick and efficient route.

Traffic arriving at an intersection has multiple sources, even if it is directly adjacent to a new development. Therefore, it is often difficult to attribute the requirement for signalization of an intersection to any particular development. Intersections where signalization requirements can be attributed solely to new development have been identified in Figure 5.1. The cost associated with signalization at these intersections can likely be distributed based on the number of houses in each new development. Other intersections can be treated as a general improvement for existing and future developments adjacent to the intersecting roads.



MACKENZIE COUNTY
FIGURE 5.1 – HAMLET OF LA CRETE
CANDIDATES FOR SIGNALIZATION

SCALE: NTS



6.0 COSTS

Class 'D' cost estimates were prepared for the required expansion as outlined in the previous sections. These estimates have been attributed to residential and commercial development until 2040. Road expansion is expected to cost a total of \$87,700,000.00 (plus inflation) for the duration of this Master Plan, and the largest expenditure is expected to come between 2014 and 2020, with an estimated capital expenditure of roughly \$15,000,000.00. The local improvements to roads which have been provided by the County indicate an additional expenditure of \$13,830,900.00 over this same timeframe.

TIME PERIOD	DEVELOPMENT	CAPITAL COST – ROADS	INCLUDING EXTRAS
2014-2020	Residential	\$15,050,000	\$20,450,000
	Commercial	\$5,800,000	\$8,150,000
2020-2025	Residential	\$8,629,000	\$11,750,000
	Commercial	\$5,350,00	\$7,350,000
2025-2030	Residential	\$10,050,000	\$13,650,000
	Commercial	\$1,050,000	\$1,500,000
2030-2035	Residential	\$5,400,000	\$7,350,000
	Commercial	\$3,200,000	\$4,450,000
2035-2040	Residential	\$4,800,000	\$6,550,000
	Commercial	\$2,900,000	\$4,000,000
Total			\$85,150,000

TABLE 6.1 – ROAD WORKS COST ESTIMATES

Cost savings for road infrastructure generally come about as a result of proper care and maintenance of existing roads. Ensuring that industrial and heavy traffic is appropriately diverted to arterial and collector roads also extends the life of a roadway. Regular monitoring of roads within the Hamlet of La Crete will help to determine when preventative measures should be taken to extend the life of all road surfaces. These measures include milling and overlay programs, spot repairs, chip sealing, crack sealing, and patching.

7.0 CLOSURE

This document has been reviewed by County staff and updated with their input and the projects identified have been prioritized to meet the County's infrastructure needs. The County is encouraged to develop a project implementation plan to deal with priorities to keep their infrastructure in good operating order and to retain the integrity of the overall system. It is recommended that possible government funding sources and programs be identified for use in budget deliberations to determine which projects may be feasible.

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
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LEGISLATION REFERENCE	Municipal Government Act, Section 5
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PURPOSE

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. Mackenzie County will provide guidance for development objectives. These policies will be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws and endeavor to assist clauses.

GUIDELINES

1. Mackenzie County will:
 - a) adopt development standard requirements for individual urban zoning as indicated in this policy and detailed within the GMIS,
 - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
 - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
 - d) establish the mechanism of any cost sharing, endeavor to assist, or other financial considerations,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer in regards to the installation of municipal improvements, including all conditions that need to be adhered to.

GMIS: refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County

Off-site Levy: As defined in the Alberta Municipal Government Act

Rural Standard: Built up asphalt surfaced roads with ditches/swales, power, street lighting

Development Approval: Refers to a subdivision/development approval where the application process has been followed and an approval subsequently issued by the development authority.

Urban Standard: curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer

Zoning: As per the Land Use Bylaw

FUNDING

Funding for municipal infrastructure improvements required to support a developer's approved Development will be provided by the developer. The County, within the Development Agreement, will provide assistance to the developer when oversizing is required to collect appropriate funds from benefitting lands when the benefitting lands are further developed.

When the County constructs municipal improvements in advance of developments the County will, through the use of an Off-site Levy bylaw(s) collect apportioned costs as assigned to benefitting lands.

Where a development requires that an arterial road be constructed, the County shall only consider covering the costs of upgrading the road from collector to arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or local improvement bylaw(s) to recover those costs.

All oversizing requirements shall be clearly identified by the developer on their tentative plan along with a written request for cost sharing, prior to final approval by the subdivision authority.

The County may consider providing a portion of the funding when oversizing, offsite levy, endeavor to assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of construction. Funding in these situations may also be recouped by way of a local improvement bylaw.

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

URBAN DEVELOPMENT STANDARDS

The following chart indicates the minimum standards on new development:

Zoning Standards Chart

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

UTILITIES

Power

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

Lighting

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility providers current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Phone/Data

Phone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

Installation of higher grade infrastructure is encouraged in order to provide telecommunications providers with better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in keeping with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County in regard to storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria will be in keeping with Mackenzie County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 5" service to be installed to property line).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

Water

Design criteria will be in keeping with Mackenzie County's GMIS.

All new developments shall include the installation of municipal water which shall provide adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½" service to be installed to property line).

Private Servicing

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

ROADS AND ROAD EDGE

Design criteria will be in keeping with Mackenzie County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay the road base may require additional work prior to pavement application.

Arterial

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities.

Collector

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

Local

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales for storm water catchment.

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities.

Core Hamlet

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

Sidewalks

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to the Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.

Private Roads

Private streets shall be constructed to an appropriate comparable municipal standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

HAMLET REDEVELOPMENT

Design criteria will be in keeping with Mackenzie County's GMIS.

Redevelopment Standards

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of

working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

Upgrading Priorities

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

Funding

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

LEAP FROG DEVELOPMENT

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the

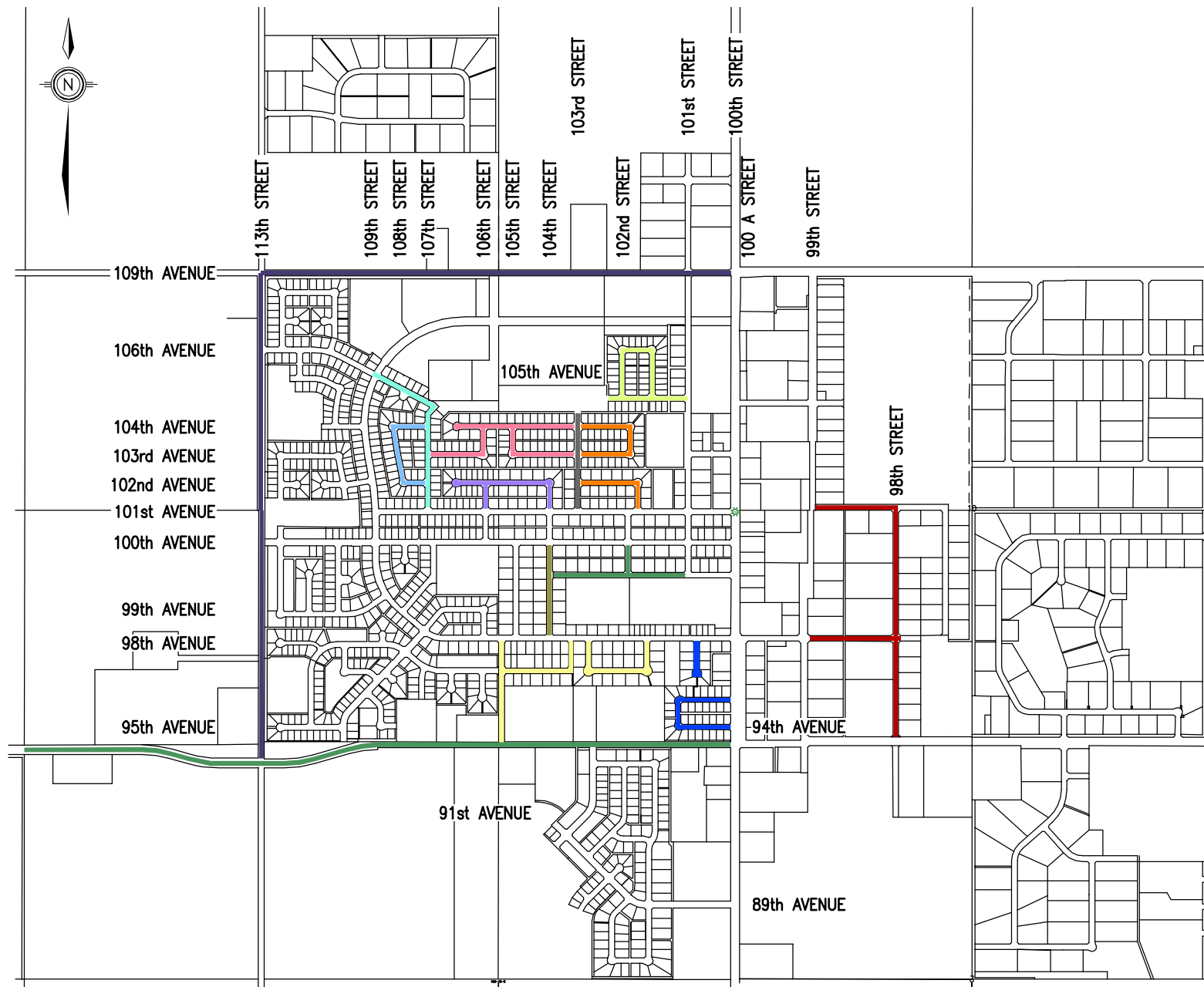
developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will endeavor to assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227
Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended	30-Jan-15	15-01-053
Amended	2017-02-28	17-02-146

Appendix A

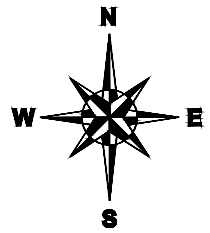
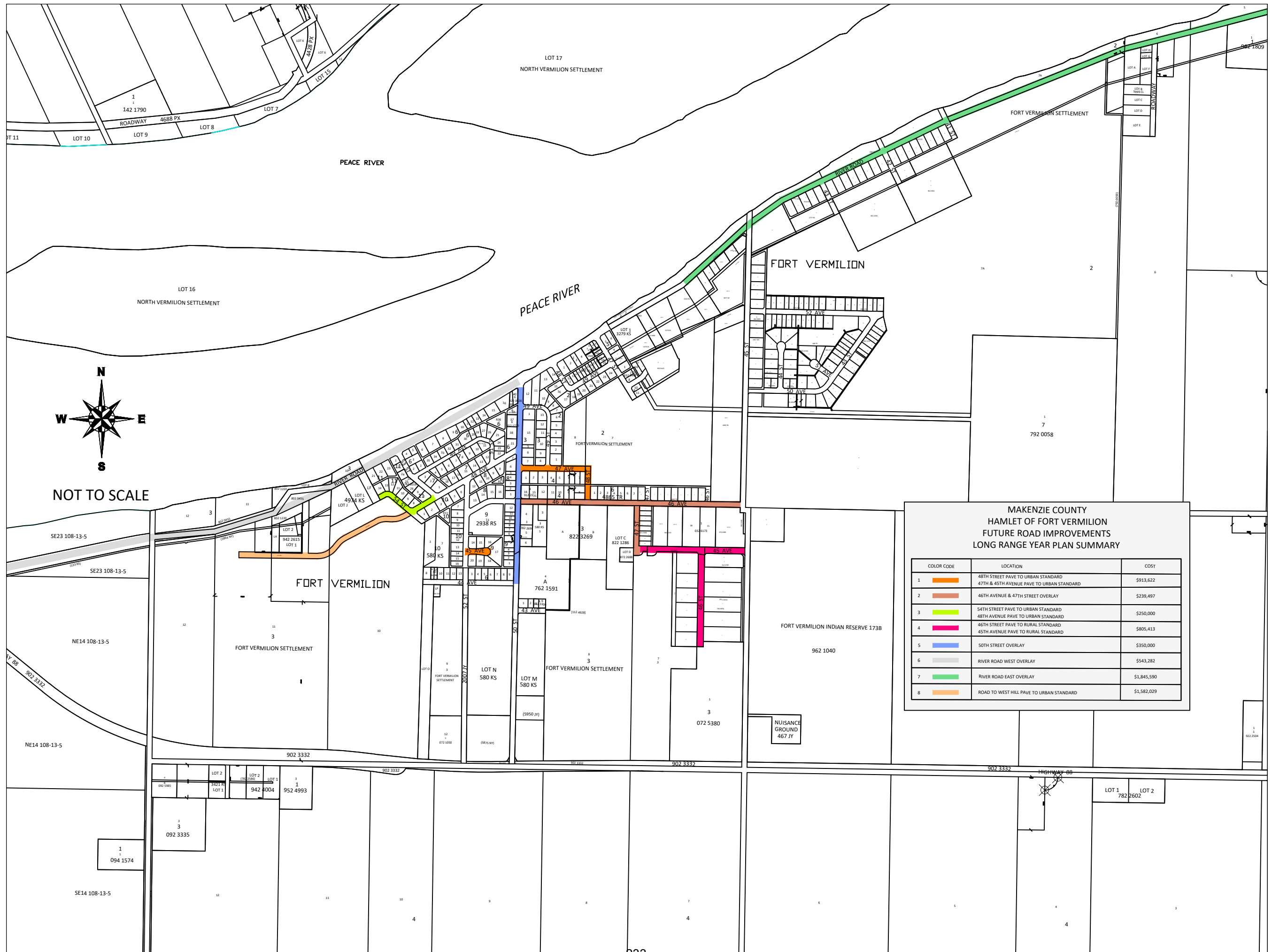
Hamlet road improvement maps



MACKENZIE COUNTY
 HAMLET OF LA CRETE
 FUTURE ROAD IMPROVEMENTS
 LONG RANGE PLAN SUMMARY

COLOUR CODE	LOCATION	COST
1	94th Avenue Recap	\$645,000
	94th Avenue West of 113th Street Base & Paving	\$945,000
	99th Avenue Paving to Urban Standard	\$1,480,000
	Traffic Lights	\$200,000
2	104th Street Pave to Rural Standard	\$360,000
3	95th & 96th Avenue Pave to Urban Standard	\$1,260,000
	101st Street Pave to Urban Standard	\$320,000
4	106th Street Pave to Urban Standard	\$920,000
	97th Avenue Pave to Urban Standard	\$2,060,000
5	109th Avenue Base & Paving to Rural Standard	\$1,900,000
	113th Street Base & Paving to Rural Standard	\$1,900,000
6	103rd Street Pave to Urban Standard	\$890,000
7	107th Street & 106th Avenue Pave to Urban Standard	\$1,600,000
8	102nd, 103rd, & 104th Avenue Pave to Rural Standard	\$850,000
9	102nd Avenue Pave to Rural Standard	\$600,000
10	103rd & 104th Avenue Pave to Rural Standard	\$1,160,000
11	108th Street Pave to Rural Standard	\$450,000
12	105th & 106th Avenue Pave to Rural Standard	\$840,000
13	98th Street Base & Paving to Rural Standard	\$1,740,000
	TOTAL=	\$20,120,000

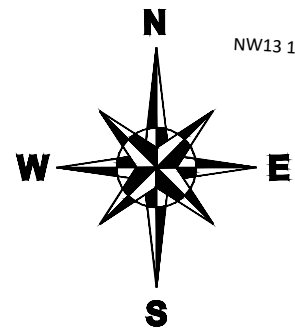
SCALE 1:20,000
 NOVEMBER 25, 2014



NOT TO SCALE

**MAKENZIE COUNTY
HAMLET OF FORT VERMILION
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**









COLOR CODE	LOCATION	COST
1	48TH STREET PAVE TO URBAN STANDARD 47TH & 45TH AVENUE PAVE TO URBAN STANDARD	\$913,622
2	46TH AVENUE & 47TH STREET OVERLAY	\$239,497
3	54TH STREET PAVE TO URBAN STANDARD 48TH AVENUE PAVE TO URBAN STANDARD	\$250,000
4	46TH STREET PAVE TO RURAL STANDARD 45TH AVENUE PAVE TO RURAL STANDARD	\$805,413
5	50TH STREET OVERLAY	\$350,000
6	RIVER ROAD WEST OVERLAY	\$543,282
7	RIVER ROAD EAST OVERLAY	\$1,845,590
8	ROAD TO WEST HILL PAVE TO URBAN STANDARD	\$1,582,029

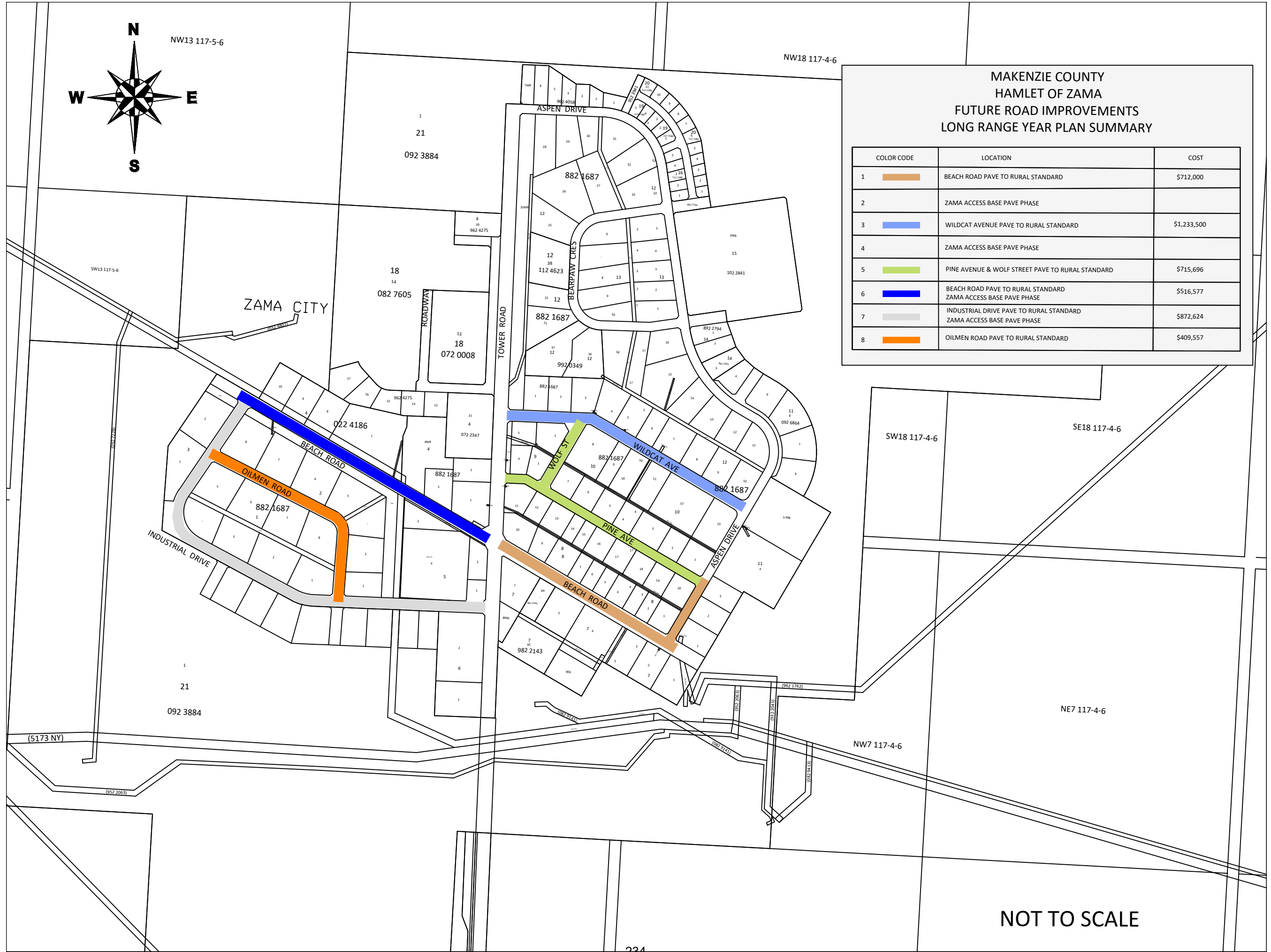


NW13 117-5-6

NW18 117-4-6

**MAKENZIE COUNTY
HAMLET OF ZAMA
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1 	BEACH ROAD PAVE TO RURAL STANDARD	\$712,000
2 	ZAMA ACCESS BASE PAVE PHASE	
3 	WILDCAT AVENUE PAVE TO RURAL STANDARD	\$1,233,500
4 	ZAMA ACCESS BASE PAVE PHASE	
5 	PINE AVENUE & WOLF STREET PAVE TO RURAL STANDARD	\$715,696
6 	BEACH ROAD PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$516,577
7 	INDUSTRIAL DRIVE PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$872,624
8 	OILMEN ROAD PAVE TO RURAL STANDARD	\$409,557



NOT TO SCALE

SECTION G TRANSPORTATION

G.1 INTENT

- G.1.1** This section is intended to provide design and construction information for transportation infrastructure projects proposed as part of an urban or rural subdivision development, or the access road connecting such subdivision to the Municipality’s road system, and which will meet the servicing requirements for commercial, industrial and residential subdivision. These standards have been developed to ensure cost efficiency and practicality to minimize the maintenance requirements associated with design and construction of transportation infrastructure projects.
- G.1.2** The guidelines and standards presented in this section shall only be considered as minimum requirements. It is the Developer’s responsibility to design and construct Municipal Improvements according to accepted engineering practices and standards that address and meet the specific needs and site conditions of the subdivision. Site-specific conditions may warrant more stringent standards are met. The Developer, through their Consultant, is responsible to confirm whether minimum standards are appropriate for the specific proposed subdivision. For issues not referenced herein, the current Transportation Association of Canada (TAC) or Alberta Transportation (AT) standards shall be used.
- G.1.3** Road classification and designation shall be in accordance with the road classification system outlined in the Transportation Association of Canada (TAC) manual Geometric Design Standards for Canadian Roads and Streets and the Urban Supplement to the Geometric Design guide for Canadian Roads. Designations of a subdivision as “rural” or “urban” and individual street classification within the subdivision are to be based on functional use established by the Municipality.
- G.1.4** It is the Developer’s responsibility, in addition to these standards, to satisfy all requirements and conditions required by the following acts and regulations:
- ✓ *Public Lands Act*
 - ✓ *Municipal Government Act*
 - ✓ *Water Act*
 - ✓ *Environmental Protection & Enhancement Act*
 - ✓ *Provincial Wetlands Policy*
 - ✓ *Alberta Environment, Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*
 - ✓ *Alberta Highway Geometric Design Guide*
 - ✓ *Transportation Association of Canada (TAC) Geometric Design Guidelines*
 - ✓ *TAC Uniform Traffic Control Devices for Canadian Roads*
 - ✓ *TAC Highway Lighting Design Guide*
 - ✓ *Municipality Bylaws*
 - ✓ *Fisheries Act*
 - ✓ *Species at Risk Act*
 - ✓ *Navigable Water Protection Act*

G.2 GENERAL

- G.2.1** For each proposed subdivision, the appropriate roadway classifications and design designation shall be determined during the planning stages in consultation with the Municipality. General guidelines identifying the roadway designations and minimum applicable requirements for each type of Land Use Districts are provided in Section C of these standards.
- G.2.2** Where conflicts or inconsistencies with these standards arise due to adoption of other transportation planning documents, the Developer shall be responsible for satisfying the more stringent requirements.
- G.2.3** Should the need arise where any of the following standards cannot be met, a written request describing the variance complete with supporting documentation shall be forwarded to the Municipality for review. The request will be reviewed, and a written reply returned with the final decision.
- G.2.4** The Developer shall be responsible for quality control testing related to the roadway construction including but not necessarily limited to sieve analysis, densities, mix designs, core sampling and concrete testing. Quality control shall be performed by an independent party and certified by a Professional Engineer licensed to practice in the Province of Alberta.

G.3 ROADWAYS LEVEL OF SERVICE

- G.3.1** The Developer's Engineer shall be responsible for determining an estimated Annual Average Daily Traffic (AADT) generated by the proposed subdivision in order to determine the required cross-sectional elements and pavement structure.
- G.3.2** Generally local roads with an AADT of 200 or less are designed to have gravel surface finish. The Municipality may require provision for a wider sub-grade to allow for future base paving.

G.4 DESIGN CRITERIA

G.4.1 Traffic Analysis and Traffic Impact Assessments

The Developer is responsible to carry out a traffic impact assessment when required by the Municipality. This assessment shall include a projection of the AADT over a 20-year design life for the internal subdivision roadways as well as any adjacent provincial highways or municipal roadways. This traffic assessment shall also include but will not be necessarily limited to the following:

- i. Volume of daily traffic generated by the proposed subdivision at full development. If the planned subdivision is staged, then the assessment will also include daily traffic volumes at the end of each consecutive subdivision stage.
- ii. Layout of the internal road system of the proposed subdivision with the accesses clearly marked.
- iii. Location of the proposed access points.
- iv. Sight distance assessments at the proposed access points.
- v. Full review of the proposed access points using Alberta Transportation Design guidelines, establishing whether or not intersectional improvements are required.
- vi. Traffic signal warrant and pedestrian accommodation at major intersections for urban subdivisions.

G.4.2 All off-site road improvements required as a result of the proposed subdivision shall be identified in the design stage by the Developer. An off-site levy will be assessed and charged to the Developer.

G.4.3 The daily trip generation rate for single detached housing in the Municipality shall be ten (10) one-way trips per household. Trip generation rates for other types of subdivision shall be justified by the Developer and approved by the Municipal Engineer.

G.5 DESIGN DESIGNATIONS

G.5.1 The Municipality uses the following two design designations identified as Rural and Urban Roadways. The cross-section elements for these design designations are shown in the attached drawings.

G.5.2 For the purpose of these standards, all roadways within the Municipality other than primary and secondary highways and some major grid roads will be considered as local roads. Although some roadways may perform minor collector functions, the above design designations shall apply to most roadways within the Municipality.

- G.5.3** The roadway design shall be prepared considering the future requirements, economic factors, safety considerations, staging, and other roadway users not directly associated with the proposed subdivision.
- G.5.4** The selected design speed shall relate to the expected safe operating speed on the road after improvement. It shall reflect public expectations and include an allowance for safety. Typically, the design speed shall be 10 km/hr. higher than the anticipated posted speed limit.
- G.5.5** Where parking is required, the shoulder width may be included as part of the parking lane. Deletion of parking requirements will be considered where lots do not front on to the roadway (including lots with back lanes) and “No Parking” signs are provided by the Developer. Right-of-way widths shall not be reduced.
- G.5.6** Rear lanes (alleys) shall have a surfaced width of 5.6 m within a 6.0 m right-of-way and a minimum longitudinal grade of 0.6 %. If the rear lane is to have a gravel surface, the lane shall be cross sloped to one side at a minimum grade of 3.0 %. If the rear lane is to be paved, the lane shall have a centre swale and cross slopes of 2.5 %. Where rear lane traffic activity is expected to be high, wider surfaced widths and rights-of-way may be required by the Municipality.
- G.5.7** Urban roads are to be assumed to have curb and gutter. Parking lanes are required. The requirement for sidewalks will be reviewed by the Municipality on a subdivision specific basis.
- G.5.8** Geometric design requirements for rural roadways are shown in the Table 5.8-1:

Table 5.8-1 Geometric Design Requirements for Rural & Urban Roadways

Designation	Surface	AADT ¹	Truck Traffic	Min. ROW ^{**} (m)	Preferred ROW ² (m)	Design Speed (km/h)	Posted Speed (km/h)	SSD ³ (m)	Crest k (m)	Sag k (m)	Min. Horiz. Radius (m)
Access Road 7.0m	Gravel	< 25	Negligent	20	30	40	30	65	7	11	
Rural Road 8.0m	Gravel	< 100	Minimal	20	30	60	50	85	15	20	90
Local Road 8.0m	Gravel	< 200	Minimal	30	30	60	50	85	15	20	90
Collector Road 9.0m	Gravel	> 200	Minimal	30	40	60	50	85	15	20	90
Collector Road 10.0m	Gravel	> 200	Significant	30	40	70	60	140	35	30	190
Paved Local Road 8.0m	ACP	< 200	Significant	30	40	60	50	85	15	20	90
Arterial Road 9.0m	ACP	< 500	Significant	40	40	60	50	85	15	20	90
Arterial Road 10.0m	ACP	< 2000	Significant	40	40	70	60	140	35	30	190
Arterial Road 11.0m	ACP	> 2000	Significant	40	40	70	60	140	35	30	190
Urban Road 9.0m	ACP	< 2000	Significant	20	20	60	50	85	15	20	90
Urban Road 11.5m	ACP	> 2000	Significant	30	30	70	60	140	35	30	190

¹ Average Annual Daily Traffic ² Right-of-Way ³ SSD (Stopping Sight Distance)

Note: The recommended design speeds are for internal roadway systems only.

Design characteristics of high-speed roadways (with >60 km/h posted speed limit) shall be based on the latest Alberta Transportation standards.

G.5.9 Geometric design requirements for urban roadways are shown in the Table 5.9-1:

Table 5.9-1 Geometric Design Requirements for Urban Roadways

Street Classification	Operating Speed (km/h)	Right-of-Way Width (m)	Pavement Width (m)
Local Roads:			
Residential:	50	20.0	9.0
Commercial / Industrial:	50	20.0	9.0
Collector Roads:			
Residential:	50	20.0	11.0
Commercial / Industrial:	60	20.0	11.0
Arterial Roads:	50	30.0	13.5

G.5.10 Roadway sub-grade and pavement structures design shall be based on results of a geotechnical investigation. A report shall be submitted specifying the required structure and all design factors including design traffic loading and the pavement design life. The pavement structures indicated on the cross sections are intended as minimum standards only. It is the Developer’s responsibility to design the subdivision roadways to meet or exceed these standards in accordance with good engineering practices and specific site conditions. The minimum pavement structure permitted for each roadway designation, both rural and urban, is provided in Table 5.10-1:

Table 5.10-1 Minimum Pavement Design Standards

Roadway Designation	Asphaltic Concrete Pavement Thickness (mm)	Granular Base Thickness (mm)	Granular Sub-Base Thickness (mm)	Total Thickness of the Paving Structure (mm)
Arterial	100	200	350	650
Industrial Collector	100	200	300	600
Residential Collector	75	100	200	375
Industrial Local	100	150	300	550
Residential Local	75	75	200	350

All pavement structures shall meet the following minimum requirements for the California Bearing Ratio (CBR):

- i. Prepared sub-grade in a soaked condition: CBR > 4
- ii. Granular sub-base: CBR > 20
- iii. Granular base: CBR > 80

Where soils of a lower stability are present, an increase in pavement structure shall be required based on engineering calculations.

Any modification to the pavement standards must be substantiated by a geotechnical report and approved by the Municipality. The Developer's Engineer shall also consider traffic volumes and axle loading.

G.5.11 Vertical Alignment

- i. The minimum gutter grades shall be 0.4 %, 0.5 % along tangents, 0.6 % around curb returns and 0.8 % on lanes. A maximum gradient of 4 % for 30 m from the curb return for all roadways connecting to any intersection.
- ii. The maximum longitudinal grade for all roadways shall be 6.0 %. All roadways shall be crowned or have a cross fall as shown in the applicable standard drawing. The standard cross fall grade is 2.5 %.

G.5.12 Vertical Curves

- i. Vertical curves shall be calculated according to TAC design guides using the TAC urban supplement as appropriate.
- ii. The minimum length of a vertical curve shall be 30 m on local roads, and greater than or equal to the design speed in km/h on collector and arterial roads.
- iii. Vertical curves are not required where the algebraic difference of the grades is less than 1.5.

G.5.13 Horizontal Alignment

- i. The minimum degree of curvature of the centerline of the carriage way is dependent on the road classification and its design speed.
- ii. All horizontal curves shall be designed to meet TAC design guides, using the TAC urban supplement as appropriate.
- iii. Minimum edge of pavement radius for residential cul-de-sacs is 11 m. For industrial cul-de-sacs the minimum edge of pavement radius shall be 14 m.

- iv. Curb return radius requirements:
 - a. At residential local road intersections: 7.5 m
 - b. At residential collector road intersections: 12.5 m
 - c. At industrial and commercial road intersections: 15 m
(to accommodate trucks turning)
 - d. For arterial road intersections, curb returns shall be designed to properly accommodate the design vehicle types and expected volumes of traffic.
- v. Paraplegic ramps shall be required at all intersections which have sidewalks.

G.5.14 Gravel Roadway Standard Specifications

Gravel roads shall require the specific approval of the Municipality. Cross-sections and ditch design requirements are the same as for paved roadway standard:

- i. Sub-grade – 1 m of acceptable material (clay or sand as approved by the Geotechnical Engineer) with no organic or any other deleterious materials.
- ii. Crown – 2.5 % to 3.0 %.
- iii. The source of granular material shall be approved by the Municipality. The size and gradation shall conform to the recommended standards outline below:

Sieve Size	Passing, %
20,000	100
10,000	35 - 77
5,000	15 - 55
1,250	0 - 30
80	0 - 12

The granular material shall have a minimum of 40 % two face fracture. Gradation properties of gravel for surfacing shall be specified and reviewed by the Developer’s Engineer and accepted by the Municipal Engineer prior to commencing of work.

- iv. The estimated gravel application rates shall be as shown in the Table 5.14-1:

Table 5.14-1 Gravel Surface Granular Material Application Rates (Estimated)

Roadway Finished Sub-grade Width (m)	Granular Material Application Rate (Estimated) (m³/km)
7.0	300
8.0	350
9.0	400
10.0	450
11.0	500
12.0	550
13.0	600
14.0	650
15.0	700
16.0	750
17.0	800
18.0	850

Conditions of the sub-grade at the time of construction may warrant adjustments to the rates shown in the Table 5.14-1. The actual surface granular material application rate shall be determined by the Geotechnical Engineer on a project specific basis and soil conditions and shall be approved by the Municipality.

The gravel roadway surface will be graveled in two distinctive layers of granular material. Upon the Municipality approval, the Developer shall supply and place the first layer of gravel in accordance with the specified gradation and rate of application. No gravelling shall be permitted until the finished sub-grade has been tested, inspected and accepted by the Municipality.

The application of the second layer shall not be permitted until the first layer is inspected and accepted by the Municipality.

All entrances to lots shall be graveled at a minimum rate of 8 m³ per entrance, as measured from the shoulder of the roadway to the property line.

G.5.15 Intersections and Approaches

- i. Intersections and approaches shall be designed intersecting the roadways at 90 degrees wherever possible. The minimum angle of intersection for two roadways shall be 75 degrees unless otherwise approved by the Municipality. The Developer shall also refer to the applicable Land Use Bylaw for additional standards.
- ii. Intersection design shall incorporate accepted sight distances based on the roadway classification and best engineering practice. Minimum intersection spacing shall be 60 m measured from centreline to centreline.

- iii. Intersectional treatments shall be designed based on estimated 20-year traffic volumes. All necessary widening of existing rights-of-way shall be provided by the Developer.
- iv. Approaches shall be situated such that they do not access directly onto a roadway with an estimated AADT of greater than 4,000. Approaches shall be located and designed to access the parcel's most desirable building location. All approaches shall have the same paving structure as the adjoining roadway and be constructed to the property line or the right-of way boundary.
- v. All rural residential subdivision lots and private properties accessed by local and collector roadways shall require construction of at least one approach to the property from the accessing roadway.
- vi. Residential and industrial approaches shall have 10 m wide finished top or pavement. Residential approaches shall have a width of 6 m at the property line and minimum radii of 5 m. Approaches shall have a minimum lateral clearance of 1.5 m from any surface feature, such as hydrants, power poles, curb cocks, etc. Approaches shall not be situated on a curb return.
- vii. For corner lots, the approaches shall access the roadway with a lesser traffic volume wherever possible. Wherever possible, approaches shall not be located within 100 m of an intersection.
- viii. For industrial lots, the selection of the approach location may be delayed until parking lot configurations are determined. A caveat on title will be required to inform future owners of their responsibility to pay for the installation while adhering to design recommendations.
- ix. Industrial approaches shall be constructed to the same minimum requirements and specifications as private approaches, with the exception that the width of the approach may be increased to accommodate the type of traffic through the approach. Geometric requirements for the industrial approaches shall be followed as:
 - a. Light industrial approach:
 - Minimum turning radius 12 – 15 m
 - Minimum road surface width 11.5 m
 - b. Heavy industrial approach:
 - Minimum turning radius 15 m
 - Minimum road surface width 15 m

iii. **G.5.18 Gravel Structure**

Gravel surfacing is permitted on rural roads. Road structure designs must be approved by the Municipal Engineer prior to submission of design drawings.

G.6 CONSTRUCTION

G.6.1 Clearing and Grubbing

All clearing and grubbing work shall be done within the limits of rights-of-way, permanent and temporary working easements, and shall include the complete disposal of all buildings and structures, vegetation and other debris. All work shall be performed in accordance with current Federal, Provincial and Municipality fire and public safety regulations, Acts and laws and approved construction drawings and specifications.

G.6.2 Earthwork

- i. Topsoil stripping and stockpiling: topsoil shall be stripped to its full depth on all road rights-of-way and excavation areas and stockpiled for use in final grading and/or landscaping purposes, as shown on the Contract Drawings and Specifications.
- ii. All excavations shall be done within the limits of the proposed work, to the lines, grades and dimensions as shown on the Contract Drawings, noted in the Contract Documents or specifically approved otherwise. Surplus or unsuitable material shall be disposed of as determined by the Developer's Engineer and approved by the Municipality. Subsoil stripped shall be stockpiled in a topsoil-free area to prevent potential contamination.
- iii. Where sufficient quantity of suitable fill material is not available from excavation on the site, additional fill may be borrowed from other sources. The Developer shall be responsible for securing borrow sites, and all associated environmental approvals. All borrow sites will be reclaimed to the satisfaction of the Municipality meeting all specifications and regulations.
- iv. During the embankment construction, earth materials shall be placed in successive uniform layers not exceeding 300 mm loose thickness. Each layer shall be compacted to a minimum of 98 % of Standard Proctor Maximum Density, with the earth materials field moisture content being maintained within +/- 2 % of the Optimum Moisture Content, unless stated otherwise. Only native or imported earth material approved by the Municipal Engineer shall be used for embankment construction.
- v. Side slopes and back slopes shall not be steeper than 4:1. Where, in the opinion of the Municipality, such slopes are not sufficient for the native soil condition, the Developer shall provide suitable slopes acceptable to the Municipality.

- vi. All proposed routes for hauling materials and construction equipment shall be approved by the Municipality prior to commencement of the work.
- vii. All work shall be carried out so that excavated areas will drain to catch basins, manholes, or to a natural drainage course during construction. The Developer shall take necessary environmental control measures as specified by the Provincial regulations and Contract Drawings and Specifications.

G.6.3 Sub-grade Preparation

- i. In the areas excavated to the design sub-grade elevations, the top of the sub-grade shall be scarified to a minimum depth of 150 mm below the surface, graded and compacted to a minimum of 100 % of Standard Proctor Maximum Density with the earth materials field moisture content being maintained within +/- 1 % of the Optimum Moisture Content. The finished cut area shall conform to the lines, grades and dimensions as shown on the Contract Drawings.
- ii. In the areas filled to the design sub-grade elevations, any portion of fill more than 300 mm below the top of sub-grade shall be placed in successive uniform layers not exceeding 300 mm loose thickness and compacted to a minimum density of 98 % of Standard Proctor Maximum Density with the earth materials field moisture content being maintained within +/- 3 % of the Optimum Moisture Content. The top 300 mm shall be placed in successive uniform layers not exceeding 150 mm loose thickness and compacted to a minimum density of 100 % of Standard Proctor Maximum Density with the earth materials field moisture content being maintained within + 1 % to - 2 % of the Optimum Moisture Content.
- iii. It is understood that the moisture content requirements will also depend on actual site conditions during construction and the soil types. It is the Developer's responsibility to exercise best engineering practices to achieve the requirements specified by the Municipality.
- iv. During placement and compaction of the earth materials, measures shall be taken by the Developer as to maintain the moisture content of the materials as specified. When a deficiency in moisture content exists, the soils shall be watered and thoroughly mixed prior to compaction until the specified moisture content is uniformly attained. When there is an excess of moisture, the soils shall be worked and aerated prior to compaction until the specified moisture content is reached. One-mould Proctor density testing shall not be permitted as an alternate testing procedure due to wet soil conditions. The Developer's Engineer shall be required to determine appropriate measures in order to meet the required moisture contents and densities.
- v. 80 mm granular sub-base material (as defined in Section G.6.4) shall be used to stabilize the sub-grade in areas where silty in-situ soil materials exist. The minimum structural requirements shall be shown on the detailed cross section drawings. After removal of unsuitable sub-grade soils, pit run materials shall be placed in the excavation in consecutive layers not exceeding 150 mm and compacted to 100 % of Standard Proctor Maximum Density. Water shall be

applied and mixed uniformly with the pit run materials prior to compaction until the moisture content is from 1 % to 2 % above the Optimum Moisture.

G.6.4 Base Course

- i. The sub-grade shall be finished to conform to the required section, grade and density prior to placement of base course material.
- ii. Granular materials shall consist of crushed gravel free from vegetation, clay or other extraneous materials and meet the following specifications:
 - a. Granular sub-base - 80 mm (3") crushed gravel. The gravel shall be crushed and meet the following grading requirements:

Sieve Size Passing % by Weight	Cumulative
80,000	100
50,000	80 - 100
25,000	50 - 75
5,000	25 - 55
80	2 - 10

At least 20 % by weight of material retained on the 5,000 sieve shall have at least one fractured face. Plasticity index shall not exceed 8.

Granular base - 20 mm (3/4") crushed gravel. The gravel shall meet the following grading requirements:

Sieve Size Passing % by Weight	Cumulative
20,000	100
16,000	84 - 94
10,000	63 - 86
5,000	40 - 67
1,250	20 - 43
630	14 - 34
315	9 - 26
160	5 - 18
80	2 - 10

The liquid limit shall not exceed 25 and the Plasticity Index shall not exceed 6. A minimum of 60 % by weight of material retained on the 5,000 sieve shall have at least two crushed faces. A tolerance of 3 % in the amount passing the 20,000 sieve will be permitted provided all oversize material passes the 25,000 sieve.

Base course granular material shall be placed, graded and compacted in a single layer when the compacted design thickness does not exceed 150 mm. When the design thickness exceeds 150 mm the base course granular material shall be placed, graded and compacted in successive layers each not exceeding 150 mm thick.

- iii. Each layer of granular material shall be compacted to 100 % of Standard Proctor density. Water shall be applied and mixed uniformly with the granular material prior to compaction until the moisture content is at least the Optimum Moisture

for the material, and preferably from 1 % to 2 % above the Optimum Moisture. If necessary, and as advised by the Developer's Engineer, water shall be applied to the granular material during compaction to maintain the required uniform moisture content.

- iv. Compaction shall be reached by the use of pneumatic tire rollers, vibrating drum compactors or other approved types of compaction equipment. The Developer shall be responsible for supplying sufficient equipment as per current best construction practices and specifications in order to efficiently achieve the specified densities.
- v. Testing and inspection:
 - a. Field density tests shall be carried out for each 2,000 m² per each layer of granular base course with a minimum of one (1) test per day of placing operations.
 - b. The surface shall be such that when tested with a straight edge, the maximum deviation of the surface from the straight edge shall nowhere exceed 13 mm.
 - c. No segregation of rock or fine material shall exist in the completed base.
 - d. Areas suspected of being deficient or excessive in thickness shall be cored at the rate of three (3) cores per 1,000 m². Base course thickness deficient by less than 6 mm will not be penalized. Areas deficient by more than 6 mm but less than 20 mm shall be paid for at an adjusted rate: the ratio of the square of the average thickness divided by the square of the design thickness. Areas deficient by more than 20 mm shall be rejected and the Developer shall re-construct the deficient areas at his own expense as directed by the Municipal Engineer.

G.6.5 Prime Coat and Tack Coat

- i. Definitions:
 - a. Prime coat shall be the application of bituminous material to sub-grade or previously prepared gravel base course prior to placing bituminous surfacing material.
 - b. Tack coat shall be the application of bituminous material to a previously constructed paving surface, of any type, in preparation for placing bituminous surfacing materials, and against curb gutter faces, manholes, valves and other appurtenances in the areas to be paved.

- ii. Prime coat:

The asphalt types may vary from MC 30 (medium curing asphalt), from SS-1 to SS-2 or SEP 1 emulsified asphalt primer, to suit the conditions of the base. The rate of application may vary from 0.5 - 1.5 litres/m² based on conditions of the base course, or as specified by the Municipality. The application rate shall permit good prime coat penetration into the base course without causing ponding of the prime coat on the surface.

The material temperature at the time of application shall fall within the following limits:

- a. MC 30: 50 - 70°C
- b. SS 1: 24 - 54°C
- c. SS 2: 24 - 54°C
- d. SEP 1: 15 - 50°C

The Contractor shall choose, in consultation with Developer's Engineer, between SEP.1, SEP.2, or SS1 for applications through August 31 and between MC-30, SEP-1, SEP-2 or SS1 after August 31.

iii. Tack coat:

The asphalt for the tack coat may vary from SS-1 (emulsified asphalt), from RC 30 to RC 70 or RC 250 (rapid curing asphalts), depending on pavement conditions at the time of application. The rate of application may vary from 0.25 to 0.90 litres/m², or as specified by the Municipality. The application rate shall ensure that uniform coverage is achieved and that the tack coat provides a good bond after curing.

The material temperature at the time of application shall fall within the following limits:

- a. SS 1: 24 - 54°C
- b. RC 30: 50 - 70°C (after August 31)
- c. RC 70: 75 - 98°C (after August 31)
- d. RC 250: 100 - 110°C

G.6.6 Seal Coat and Fog Coat

i. Definitions:

- a. Seal coat shall consist of a surface treatment composed of a single application of bituminous material on an existing bituminous surface immediately followed by covering with aggregate.
- b. When a seal coat is applied without cover then it shall be referred to as a fog coat, a light application of slow-setting asphalt emulsion diluted with water. The emulsion shall be diluted with an equal amount of water and sprayed at the rate of 0.45 - 0.70 litres/m² or as specified by the Municipality, in order to renew old asphalt surfaces.

ii. Bituminous material:

The liquid asphalt used for seal coating shall be rapid curing or emulsified asphalt. The actual grade and type of the material shall be determined to suit the surface conditions and shall be approved by the Municipality.

Temperatures of applications for rapid curing asphalts shall fall within the following ranges:

- a. RC 30: 50 - 70°C
- b. RC 70: 75 - 90°C
- c. RC 250: 100 - 110°C

Temperatures of applications for emulsified asphalts shall fall within the following ranges:

- a. RS 1k: 15 - 50°C
- b. RS 2k: 15 - 50°C

iii. Mineral aggregate:

- a. Chip seal aggregate shall be free from soft shale, organic or other deleterious matter and shall have at least one crushed face. The maximum moisture content in the chips shall be 1 % for RC asphalts applications and 3 % for RS asphalts applications.
- b. Sand seal shall meet the following gradation specifications:

Sieve Size Passing	Cumulative % by Weight
5,000	100
315	0-15
80	Less than 2

The maximum moisture content in the sand shall be 2 % for RC asphalts applications and 5 % for RS asphalts applications.

- c. Graded aggregate seal coat shall meet the following gradation specifications:

Sieve Size Passing	Cumulative % by Weight
12,500	100
10,000	70 - 93
5,000	30 - 60
1,250	9 - 28
315	0 - 15
160	0 - 11
80	0 - 8

and a minimum of 60 % fraction on two sides for material passing the 5,000 sieve.

iv. Application of bituminous material:

- a. Seal coats shall be applied during daylight hours when the shade temperature is 10°C or higher. No bituminous material shall be applied when the roadway surface is damp or wet, or when weather conditions are such that the bitumen will become chilled before the cover aggregate can be spread and rolled. Work shall not be started without consent of the Municipality and shall be promptly terminated in the event of unfavorable surface or weather conditions. Prior to the application of the binder all dust, dirt and foreign matter will be swept from the surface for the full width of the area intended for seal coat.
- b. The approved bituminous material shall be uniformly applied on the properly prepared surfaces at a rate specified by the Municipality and within the following ranges:
- Fog coat: 0.23 - 0.7 litres/m²
(with a distributor having special fog nozzles for the purpose of applying a light spray)
 - Sand seal: 0.5 - 1.4 litres/m²
 - Chip seal: 0.9-1.8 litres/m²
 - Graded aggregate seal: 1.2 - 2.5 kg/m²
- c. The application of bituminous material shall not proceed until a supply of aggregate is immediately available to allow covering of the entire bitumen treated area in less than 5 minutes. The bitumen treated area shall be promptly covered with approved mineral aggregate at a rate of 5.5 - 11.0 kg/m² for sand, of 8.0 - 16.0 kg/m² for chips, and of 20 - 30 kg/m² for graded aggregate.

- v. Application of mineral aggregate material:
 - a. Special care shall be taken when spreading mineral aggregates in order to maintain uniform and secured cover. If, in the opinion of the Municipal Engineer, uniform distribution of the aggregate is not being achieved, the cover aggregate shall be alternately drag-broomed and rolled until it is uniformly bonded over the full width of the area of application.
 - b. Longitudinal laps may be from 150 to 250 mm in width, but there shall be no overlap at the end junction of the applications. In order to prevent lapping at transverse junctions, building paper or metal sheets shall be put over the treated surface, with sufficient offset back from the joint and onto the cover aggregate, so that sprayers operate at normal capacity until reaching the boundary to which the application is to be made. The bitumen application shall cease on building paper or metal sheets. Any paper used for covering joints shall be removed and disposed of.
 - c. Immediately after the mineral aggregate has been applied, the road surface shall be rolled sufficiently so that the maximum amount of cover aggregate will be "keyed". Rollers of a weight that crushes the mineral aggregate shall not be allowed. The Developer may use steel wheel, pneumatic tire or vibratory rollers. The minimum number of five (5) complete coverings by the rollers shall be carried out within 30 minutes of the application of the bituminous material. The speed of the rollers shall be such that the suction of the tire shall not lift the aggregate from the sealed surface, or 8 km/hour, whichever is less.
 - d. No traffic shall be permitted on the sealed roadway until after the rolling has been completed and the bituminous material has set to a degree satisfactory to the Municipality. No traffic shall be permitted on the sealed roadway until at least 24 hours after the application of the bituminous material.

G.6.7 Asphaltic Concrete Pavement

- i. Pavement design:
 - a. Asphaltic concrete pavement shall consist of mineral aggregate, filler and asphaltic binder. Pavement shall be placed and compacted to the specified thickness and shall conform to the lines, grades and cross sections as shown on the Contract Drawings.
 - b. All design parameters, including, but not limited to, traffic count, percentage of types of vehicles, California Bearing Ratio (CBR) shall be determined by the Developer's Engineer and shall be submitted to the Municipality.
 - c. The pavement structure shall be designed to carry the anticipated loadings and traffic capacity for a 20-year life. All roadways shall be paved with full depth asphalt or a structure with an equivalent strength.

- d. Asphaltic concrete mix designs shall be Marshall Mix Designs and prepared by a recognized material testing laboratory. Mix designs shall be forwarded to the Municipality for review and approval.
 - e. No paving operations shall be allowed until the sub-grade has been tested, inspected and approved by the Municipality.
 - f. Asphalt materials, mixing, spreading and rolling shall conform to current specifications and good construction practices.
 - g. Staged construction for asphalt work may be required by the Municipality, with the final lift of asphalt placed during the construction season prior to issuance of the Final Acceptance Certificate. The Developer must make such minor temporary alterations as may be required to prevent drainage issues during the interim stage.
 - h. Type I Surface Course shall be used for all overlays, bottom and top lifts, for local, collector and arterial roadways. Type II Base Course may be used for bottom lifts for local, collector and arterial roadways. Type III Base Course may be used for bottom lifts of arterial roadways.
- ii. Mix design:

Mix designs shall be based on the Marshall Method and shall conform to the following requirements:

- | | |
|--------------------------------------|-------------|
| a. Compaction blows on each face: | 75 |
| b. Min. Marshall stability at 60°C: | 6,700 N |
| c. Flow: | 1.5 to 3 mm |
| d. Air voids (total mix): | 3.5 - 4.5 % |
| e. Min. voids in mineral aggregates: | 15 % |
| f. Asphalt content (total mix): | 5 – 8 % |
| g. Min. retained stability: | 75 % |

The mix design shall be carried out by an accredited testing agency and shall be submitted to the Municipality for approval at least four (4) weeks prior to commencement of work.

iii. Materials:

- a. Asphaltic concrete pavements, both surface and base courses, shall consist of mineral aggregate, filler and asphaltic binder and shall be placed to the specified thickness and compacted to the specified density, conforming to the lines, grades and cross-sections shown on the Contract Drawings.

- b. Mineral Aggregates - when tested by means of laboratory sieve, the combined aggregates in the mix shall meet the following gradation:

Cumulative % by Weight

Sieve Size Passing	Type I	Type II	Type III
	Surface Course	Base Course	Base Course
20,000	-	-	100
16,000	-	100	90 - 100
12,500	100	80 - 92	-
10,000	83 - 92	70 - 84	56 - 84
5,000	55 - 70	50 - 65	35 - 64
2,500	38 - 55	37 - 52	21 - 49
1,250	26 - 45	26 - 45	11 - 34
630	18 - 38	18 - 38	8 - 30
315	12 - 30	12 - 30	5 - 21
160	8 - 20	8 - 20	3 - 15
80	4 - 10	4 - 10	2 - 8

- c. A minimum of 70 % of the surface course and 60 % of the base course material on the 5,000 sieve shall have at least 2 crushed faces.
- d. Asphalt mix shall be uniform in character, shall not foam when heated to 177°C and shall meet the following requirements:

ASTM Designation		AC-150/200(A)	AC-200/300(A)
D2170	Penetration at 24° C, 100 gm, 5 sec.	150.0	200.0
D5	Ductility at 24° C (cm)	100.0	-
D113	Min. solubility in carbon tetrachloride (%)	99.5	99.5
D2042	Flash Point, Cleveland Open Cup	205.0	175
D2171	Thin Film Oven Test Penetration after test at 24° C, 100 gm, 5 sec., (% of original)	4.0	4.0
	Ductility at 15.6°C, cm. min		100.0

- e. Should the grading of the mineral aggregates supplied to the asphalt plant not meet the specified gradation, mineral filler shall be added in such quantities as will be required to meet the Specifications. Mineral filler shall consist of Portland cement, Pozzolan, commercially ground stone dust or other mineral dust approved by the Municipality. Mineral filler shall have a "Zero" Plasticity Index and shall conform to the following gradation requirements:

Sieve Size Passing	Cumulative % by Weight
400	100
160	90
63	70
45	62

- f. Asphaltic mix design shall be based on the Marshall Method and shall conform to the following criteria, depending on traffic loading and mix type:

	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>
Marshall Stability (min)	8,500	8,500	6,700
Flow Value	2 – 3.5	2 – 3.5	2 – 3.5
% Air Voids	3 – 5	3 – 5	3 – 5
% Voids in the Mineral aggregate	14	14	14
Asphalt Cement Grade	150/200A	150/200A	150/200A
Voids Filled with asphalt (%)	65 – 75	65 – 75	65 – 75
Retained Stability % (min)	70	70	70
Theoretical Film thickness (min)	8 – 8.5	8 – 8.5	7 - 8

The mix design shall be performed by an accredited testing agency and shall be submitted to the Municipality for review and approval at least two (2) weeks prior to the commencement of paving operations. A separate and complete mix design shall be required for any change in the nature of the source of the material.

iv. Tolerances:

- a. The amount of bituminous material designated for the job shall be within 0.3 percentage points.
- b. The temperature of asphaltic mixtures shall not vary from those specified by more than 9°C.
- c. Hot plant-mixed materials shall be placed with sufficient time remaining to allow for compaction be completed during daylight hours, when the air temperature is above 2°C and rising, and the roadway surface is dry.
- d. A minimum compacted thickness of hot mix asphaltic concrete on all roadways shall be 50 mm, unless specified otherwise. Asphalt pavement with excess thickness may be accepted if surface, grade tolerances and textures are met, and no additional payment will be made to the Developer. In areas where the specified asphalt pavement thickness is in question, three (3) cores shall be taken from each 1,000 m² of applicable mat and the average thickness of the three cores shall be considered as reference thickness for that area. If the average core thickness is deficient from the specified thickness, that area shall be assessed a payment reduction factor according to the Table 6.7-1:

Table 6.7-1 Asphaltic Concrete Pavement Unit Price Reduction for Pavement Thickness

Thickness Deficiency (mm)	Payment Reduction Factor (%)
0 - 5	0
6 - 9	10
10 - 12	25
13 - 15	50
> 15	Reject

- e. Each mat of hot-mix placed shall be compacted to a minimum of 98 % of Marshall Density regardless of pavement type. The complete pavement shall have a tightly knit structure and be free from segregation and surface cracking. If the average core density is below the specified density, the represented area of mat may be accepted subject to the following payment reduction factors being applied to the unit price of the mix as shown in the Table 6.7-2 (based on the Alberta Transportation’s Standard Specification 3.50 “Asphalt Concrete Pavement – End Product Specification”):

Table 6.7-2 A Unit Price Adjustment for Density Unit Price Adjustment

Lot Mean Density (% of Marshall Density)	Payment Reduction Factor (%)
97.0 - 98.0	No reduction
96.9	0.05
96.8	0.20
96.7	0.45
96.6	0.80
96.5	1.20
96.4	1.75
96.3	2.40
96.2	3.10
96.1	4.00
96.0	4.90
95.9	5.90
95.8	7.05
95.7	8.25
95.6	9.55
95.5	11.00
95.4	12.50
95.3	14.10
95.2	15.80
95.1	17.60
95.0	19.50
94.9	21.50
94.8	23.60
94.7	25.80
94.6	28.10
94.5	30.50
94.4 or lower	Reject (Remove & Replace)

- f. No adjustments to the Contract price shall be made for asphaltic concrete pavements found to have excess densities beyond the values stipulated in the Contract Documents.
- g. Monetary compensations for deficient asphaltic concrete pavements assessed to the Developer do not relieve the Developer of the maintenance requirements stipulated in the Contract Documents.

v. Construction:

- a. Asphaltic concrete mix shall not be placed:
 - During periods of rain or when there is imminent danger of rain.
 - During excessive winds.
 - When air temperature is 2°C or cooler, except in specific situations where, in the opinion of the Municipality, conditions warrant the risk involved.
- b. The prepared base shall be dry and clean of all loose or foreign materials. Where tack coat or asphalt sealer is applied, it shall be thoroughly cured prior to placing the asphaltic concrete mix. Where existing pavements are to be overlaid, a leveling course of hot asphaltic concrete mix may be required prior to placing the surface course, as specified by the Municipality. The leveling course shall be placed with a paving spreader and shall meet all of the requirements stated in this Section, unless otherwise approved by the Municipality.
- c. The asphaltic concrete mix shall be transported in vehicles equipped with protective covers and clean, tight, smooth-sided boxes. The inside surface of the box shall be lubricated with a light coating of soap or detergent solution; petroleum derivatives shall not be permitted. Any accumulation of dirt or asphaltic material in the box shall be thoroughly removed and cleaned before loading with hot asphaltic concrete mix. Trucks shall have an easily accessible 12 mm diameter hole in the side panel of the box located at a distance of 300 mm from the bottom for the purpose of checking temperatures of the asphaltic concrete mix.
- d. The delivered asphaltic concrete mix shall be spread at temperatures that, when measured in the hopper of the spreader, are not lower than 125°C or higher than 150°C. Unless otherwise permitted by the Municipality, the mix shall be spread by a mechanical self-powered paver equipped with an automatic leveling device, and capable of spreading the mix without segregation or tearing in thicknesses varying from 12 mm to 100 mm and widths from 2.5 m to 4.2 m, and to true line, grade and cross-section as shown on the Contract Drawings.

- e. Prior to roller compaction, the surface of the mat shall be checked and inequalities adjusted. Areas found to have fat spots, sandy accumulations or other irregularities shall be removed and replaced with fresh hot mix. Irregularities in alignment and grade shall be corrected by the addition or removal of the mix before rolling compaction. Prior to addition of the material, the surface shall be loosened up to ensure proper bonding. Edges against which additional pavement is to be placed shall be straight and as close to vertical as practical. The mat shall be worked on to achieve a true line and vertical face.
- f. In small areas where the use of mechanical finishing equipment is not practical, the mix may be spread and finished manually, if so directed by the Municipality. Placing manually shall be performed carefully and the mix shall be distributed uniformly to avoid segregation of aggregates. Broadcasting of material shall not be permitted. During the spreading operation, all material shall be thoroughly loosened and uniformly distributed. Lumps shall be removed from the area. Following placing and before compaction, the surface shall be inspected, and all irregularities shall be corrected prior to compaction.
- g. The Contractor shall provide heating equipment for keeping hand tools free from asphalt build up. Caution shall be exercised to prevent high heating temperatures which may burn the material. The temperature of the tools, when used, shall not be greater than the temperature of the mix being placed.
- h. When constructing longitudinal joints between mats, a narrow strip along the edge of the mat that will be joined with another mat shall be left without rolling until the adjoining mat has been placed against it. The joint that is formed shall be compacted immediately after the adjacent mat has been placed and while the mix is still sufficiently warm to ensure proper bond between the mats.
- i. When constructing transverse joints between mats, those shall be carefully formed, leveled and thoroughly compacted to provide a smooth surface with no bumps or dips. Joints shall be straight-edged or string-lined to assure smoothness and true alignment, and shall have a minimum of 1 m horizontal longitudinal offset from joints of nearest mats.
- j. In order to ensure that the surface of the previously placed mat does not cool prior to placing of the adjacent mat, the paver shall not advance from the beginning of the adjacent mat beyond the limits shown in the table below:

Air Temperature, °C	Maximum Length of Advancement, (m)
27	250
15 - 27	190
7 - 15	125
7	90

When the surface course is being laid and the air temperature is below 7°C, an infrared heat generator shall be used in front of the spreader in order to heat the abutting joint. The heat generator shall be attached to the side of the asphalt paver and located so as to heat a minimum of 100 mm wide of the previously placed mat and a minimum of 100 mm wide of the adjoining mat. The heat generator shall provide a minimum of 120,000 KJ/hour of flameless heat energy flow and a minimum of 850°C unit face temperature in 1 m of exposed joint. Oxidized or carbonized bituminous materials forming as a result of infra-red heating shall not be accepted. Transverse joints shall be similarly heated using a portable infra-red heat generator with a minimum output of 60,000 KJ/hour with a minimum 850°C unit face temperature in 500 mm of exposed joint.

- k. Where directed by the Developer’s Engineer, the top surface of the joints shall be coated with the approved bituminous material or sealant. Where previously placed mats are to be abutted, it shall be cut back to a point where the height of the vertical cut face equals the depth of the previously placed mat. The exposed edge of the existing pavement shall be coated with an approved bituminous material or sealant and fresh hot mix shall be placed against it, leveled and thoroughly compacted.
- vi. Testing and inspection:

The following standard tests shall be carried out for each 1,000 tonnes of asphalt placed pavement, to a minimum of two (2) sets of tests during each placing shift:

- a. Marshall Stability, as per ASTM D1559.
- b. Sieve Analysis, as per ASTM C136 & C117.
- c. Bulk Specific Gravity, as per ASTM D2726.
- d. Bitumen Content, as per ASTM D2172.
- e. % Voids in the Mineral Aggregate (VMA), as per ASTM D2726.
- f. Air Voids, as per ASTM D3203.
- g. Core Densities (one (1) core per each 1,000 m² of constructed pavement).

G.7 RE-CYCLED ASPHALT

G.7.1 General

- i. Asphaltic concrete pavement surface re-cycling is a rehabilitation process in which the surface of the existing pavement is heated in place, scarified, re-mixed, re-placed and compacted.
- ii. Asphalts, recycling agents, freshly produced asphalt mix, aggregates, or a combination of these may be employed to obtain the desirable pavement characteristics. Emulsified asphalt or recycling agent can be applied to the surface prior to the placement of a new wearing course.
- iii. The surface recycling shall not be done during periods of rain, during excessive winds or when the ambient temperature is 2°C or cooler.

G.7.2 Cold Mix Re-cycling

- i. Cold mix re-cycling is a process in which reclaimed asphaltic concrete pavement materials and/or reclaimed aggregate materials are combined with freshly produced asphalt and/or recycling agents to produce a cold base mix.
- ii. Cold mix re-cycling shall involve ripping, scarifying, pulverizing or crushing of the existing asphaltic concrete pavement, which is then either hauled to a central site for processing and upgraded with asphalt cement or emulsified, or it is treated in place. Prior to construction, representative samples of all materials shall be provided by the Contractor, and the asphalt content, asphalt consistency and aggregate gradation shall be determined through laboratory testing by the accredited agent. The materials shall then be blended and a minimum mix design requirement shall be developed. Construction of an asphalt surface course over the cold mix pavement is optional and shall be as per Contract Drawings and Specifications.

G.7.3 Hot Mix Re-cycling

- i. Hot mix re-cycling is a process in which reclaimed asphaltic concrete pavement materials and/or aggregate materials are combined with freshly produced asphalt and/or recycling agents, and/or new aggregate as necessary, to produce a hot mix which conforms to the asphaltic concrete pavement standards.
- ii. The existing asphaltic concrete pavement shall be scarified by mechanical means and the material removed to a crushing plant where it is sized, or the material may be sized in place with rotating drum milling equipment or hammer mills, and then hauled to a central site for processing. This material contains both asphalt and aggregate. The gradation of the aggregate and the consistency of the extracted asphalt shall be determined through laboratory testing by the accredited agent. If determined necessary, soft asphalt or recycling agent shall be used to enhance the properties of weathered asphalt in the reclaimed asphalt pavement.

G.7.4 Asphaltic Dust Abatement

i. General:

Asphaltic dust abatement consists of mixture of crushed aggregate and crude oil that is road mixed-in-place, spread, placed and graded upon the previously prepared roadway surface, compacted and finished as shown on the Contract Drawings and Specifications.

ii. Materials:

- a. The Developer shall submit the information about the source of aggregates and a representative sieve analysis test results for each type of aggregate to the Municipality for approval. The crushed aggregate, whether produced or processed, shall be tested by the accredited testing firm or agent in accordance with the current standard testing methods. The crushed aggregate shall be composed of sound, hard and durable particles of sand, gravel and rock, and shall be free from elongated particles, injurious quantities of flaky particles, soft shale, organic matter, clay lumps and other deleterious foreign matter. The aggregate shall meet the following specified gradation requirements:

Sieve Size,	Passing, %
16,000	100
12,500	89 - 100
10,000	78 - 94
5,000	55 - 70
1,250	26 - 45
630	18 - 38
315	12 - 30
160	8 - 20
80	4 - 10

A maximum tolerance of 3 % in the amount passing the maximum size sieve shall be permitted, providing that 100 % of all oversized aggregate passes the sieve having openings no greater than 5 mm larger than the specified maximum size of the aggregate, and shall have a minimum two face fracture of 60 % for the size of aggregate greater than 5,000 µm.

b. Crude oil shall be of pipeline quality and meet the following specifications:

Property	Unit	Specification
Absolute Density	@ 15°C	940 - 960
A.P.I. Gravity	@ 15°C	16 - 18.5
Pour Point	ASTM	24°C to -28°C
Water and sediment	% by volume	Max. 0.5 %
Total Sulphur	% by mass	Max. 4 %
Kinematic Viscosity:		
at 20°C	MM ² /sec	1,010
at 40°C	MM ² /sec-	241
at 60°C	MM ² /sec	84
H ₂ S	PPM	Max. 10
Spray Temperature	°C	Max. 25
Carbon Residue	Mass Fraction	0.128

G.8 CONCRETE

G.8.1 Intent

This standard covers the manufacture and placing of concrete, reinforced concrete and related work for the construction of curbs, gutters, sidewalks, catch basins, duct lines, sewers and other ancillary structures associated with roadway construction but not including bridges.

G.8.2 Materials

i. Portland cement:

Portland cement shall conform to the Standard Specifications for Portland cement (ASTM Designation C150), and shall be of the following types:

- | | |
|------------------------|---------|
| a. Normal | Type 10 |
| b. High early strength | Type 30 |
| c. Sulfate resistant | Type 50 |

ii. Concrete aggregates.

Concrete aggregates shall conform to the Standard Specifications for Concrete Aggregates (ASTM Designation C33).

iii. Air entraining agent.

Air entraining agents shall conform to ASTM Standard Specification C260.

iv. Calcium chloride.

Normally, the use of calcium chloride admixtures shall not be permitted. During cold weather conditions, should the use be approved by the Municipality, calcium chloride shall conform to ASTM Standard Specification D098. The maximum calcium chloride admixture content shall be 2 % by weight of cement in Type 10 concrete only.

v. Water.

Water used in mixing concrete shall be clean and free from injurious amounts of oils, acids, alkalis, organic materials or other deleterious substances.

vi. Metal reinforcement.

Reinforcing bars shall be deformed bars in accordance with ASTM Standard Specification A615.

vii. Cold drawn wire.

Cold drawn wire or welded wire fabric for concrete reinforcement shall conform to the requirements ASTM Standard Specification A82.

viii. Curing compound.

Curing compound shall be resin based impervious and shall conform to ASTM Standard Specification C309 Type ID - Type B. The curing compound shall contain white fugitive dye. The use of curing compounds shall not profoundly change the colour of the concrete. The curing compound shall produce a film on the concrete surface that is distinctly visible for a period of at least four (4) hours after application.

ix. Sealing solution.

Sealing compound shall be mixture of 50 % Kerosene or Varsol and 50 % boiled Linseed Oil or approved alternate.

x. Retarding admixtures.

Retarding admixtures shall conform to ASTM Standard Specification C494.

xi. Fly ash.

Maximum fly ash content shall be 10 % by mass of cement. The use of fly ash in concrete shall not be permitted after September 1st.

G.8.3 Concrete mix design

- i. Concrete used for curbs, gutters, and sidewalks shall meet the following requirements:
 - a. Min. compressive strength at 28 days: 30 MPa
 - b. Max. size of coarse aggregate: 20 mm
 - c. Slump: 25 - 75 mm
 - d. Entrained air content: 5 - 8 %

ii. All concrete shall achieve a compressive strength of 30 MPa in 7 days when placed after September 30th.

iii. G.8.4 Composition and Proportioning

- i. The design of the concrete structure is based upon the assumption that concrete shall develop the specified compressive or flexural strength at 28 days and a 7 day test resulting in approximately 70 % of the 28-day strength.
- ii. Cement and aggregate shall be stored in such a manner as to prevent deterioration or intrusion of foreign matter; any material that has deteriorated or that has been damaged shall not be used for concrete.
- iii. Batching materials:
 - a. Cement shall be measured by weight and shall be weighed on a scale separate from those used for other materials.
 - b. Aggregate shall be measured by weight. Batch weights shall be based upon dry materials and shall be required weights of dry material plus the total weight of moisture (both absorbed and surface) contained in the aggregate.
 - c. Water shall be measured by volume or by weight. The device for the measurement of the quantity of water shall be readily adjustable and, under all operation conditions, shall have accuracy within 1 % of the quantity of water required for the batch. The device shall be so arranged that the measurement shall not be affected by variable pressures in the water supply line. Measuring tanks shall be equipped with outside taps and valves to provide for checking their calibration, unless other means are provided for readily determining the amount of water in the tank.
 - d. Powdered admixtures shall be measured by weight and paste, or liquid admixtures by weight or volume, within a limit of accuracy of 3 % of the required weight. All air entraining agents, or other admixtures, shall be introduced to the mix at the batching plant during the initial batching cycle. No admixtures shall be added at the job site.

G.8.5 Concrete Classes

Unless otherwise specified, all concrete used in roadway construction shall be one of the following classes as shown in Table 8.5-1:

Table 8.5-1 Classes of Concrete

Class	Minimum 28 Day Compressive Strength (MPa)	Slump (mm)	Entrained Air Limits (%)	Max. Aggregate Size (mm)
Class A: Exposed pavement	30	60 +/-10	5.5 - 8	28
Class B: Pavement base or unexposed use	30	60 +/-20	5.5 - 8	28
Class C: Exposed road associated works	30	60 +/-20	5.5 Up	28
Class D: General unexposed use	30	60 +/-20	5.5 - 8	28
Class E: Filler	10	80 +/-20	5.5 - 7	28

No subscript shall be used when Normal Portland Cement is required. A subscript “30” attached to any of the above classes shall indicate that High Early Cement is specified. A subscript “50” attached to any of the above classes shall indicate that Sulphate Resistant cement is specified.

Any concrete placed after September 30 will not be accepted unless the specified 28-day minimum compressive strength is attained in seven (7) days after placing and sampling.

G.8.6 Equipment

- i. All equipment used for batching, mixing and hauling concrete shall conform to ASTM Standard Specification C 94.
- ii. Hauling:
 - a. When hauling equipment is used, concrete shall be delivered to the site and discharged into the work within 1.5 hours after introduction of the mixing water to the cement and aggregate mix.
 - b. All concrete shall be hauled using drum-type haulers capable of agitating or mixing the concrete within speed tolerances as specified by the equipment manufacturer.

G.8.7 Forms

- i. Forms, either of steel or wood, shall conform to the shape, lines and dimensions of the concrete as shown on the Contract plans. Lumber used to form future exposed concrete surfaces shall be dressed to a uniform thickness and shall be free from loose knots or other defects. Joints in forms shall be either horizontal or vertical. For unexposed surfaces and rough work, undressed lumber shall be used. Lumber once used in forms shall have nails withdrawn and surfaces in contact with the concrete are to be thoroughly cleaned before being used again for forming for another concrete structure.
- ii. Forms shall be substantial and sufficiently tight to prevent leakage. They shall be properly braced or tied together so as to maintain position and shape. If adequate foundation for shores cannot be secured, trussed supports shall be provided.
- iii. Bolts and rods shall be used for internal ties. They shall be so arranged that when the forms are removed, no metal shall be within 25 mm of any surface. Wire ties shall be permitted only on light work. They shall not be used through surfaces where discoloration would be objectionable. Forms shall be set to line and grade, and so constructed and fastened as to produce true lines. Special care shall be used to prevent bulging of the form when placing concrete.
- iv. The inside of forms shall be coated with non-sustaining mineral oil or other approved material, or thoroughly wetted (except in freezing weather). Where oil is used, it shall be applied before the reinforcement is placed.
- v. Forms shall not be disturbed until the concrete has adequately hardened. Shoring shall not be removed until the concrete member has acquired sufficient strength to safely support its own weight and the load upon it.
- vi. In the case of sidewalks, monolithic curbs, gutters and walks, the Contractor shall backfill with 15 MPa concrete between pavement and walk edges as soon as possible after the removal of forms. The backfill shall be left 60 mm low to allow for bituminous asphaltic infill, as approved by the Municipality.

G.8.8 Placing of Concrete

- i. The prepared sub-grade elevation shall be the design elevation of the bottom of the concrete structure. The sub-grade shall be compacted to the following minimum requirements:
 - a. Curbs, driveways and swales in travelled areas 100 % of Standard Proctor Density
 - b. Sidewalks 98 % of Standard Proctor DensityNo more than 25 mm of cushion material shall be placed on the sub-grade.

- ii. Concrete shall be handled from the mixer to the place of final placing as rapidly as practicable by methods that shall prevent the separation or loss of the ingredients. The interval between placing successive batches shall not exceed 50 minutes. It shall be placed in the forms as nearly as practicable in its final position to avoid re-handling. The sequence of concrete placement shall be arranged so that concrete which has partially hardened shall not be subjected to injurious vibration.
- iii. The vertical height of free fall of concrete shall not exceed 1 m. For falls greater than 1 m, chutes or concrete pumps shall be used.
- iv. During placement, concrete shall be sufficiently tamped and vibrated with suitable equipment to secure close bond with the reinforcement, eliminate entrapped air voids, and ensure a homogeneous structure with adequate consolidation. Particular care shall be given to placing and tamping along the faces of the forms to ensure a dense smooth surface. Vibrations shall be of sufficient duration to thoroughly compact the concrete but the duration shall not be long enough to cause segregation. Vibrators shall not be used for moving concrete. After the initial set of the concrete the forms or concrete structure shall not be jarred and no strain shall be placed on the ends of projecting reinforcement.
- v. If a section is to be continued at a later date, a construction joint shall be made with three (3) 10 mm diameter reinforcing bars equally spaced and extending a minimum of 0.5 m into both the existing and the future pour. Vibration shall be done by pencil vibrators and/or a vibrating screen, and shall be of sufficient duration only to prevent honeycombing.
- vi. The Developer shall submit the specifications of the proposed concrete slip form / extrusion equipment to the Municipality for review prior to use. The approved slip form / extrusion machine shall be so designed as to place, spread, consolidate, screed and finish the concrete in one (1) complete pass in such a manner that the minimum of hand finishing will be necessary to provide a dense and homogeneous concrete section. The machine shall shape, vibrate and/or extrude the concrete for the full width and depth of the concrete section being placed. The operation of the machine shall be continuous until a section or scheduled pour is completed. The interval between successive loadings of the concrete hopper shall not exceed 30 minutes. If the operations are delayed, or if the section is to be continued later, the machine shall be emptied and a joint constructed as outlined herein. A similar joint shall be constructed at the beginning of the extruded section. Excess concrete that has passed through the machine shall not be re-used.

- vii. No concrete shall be placed on frozen sub-grade, subbase or base. After September 30th, all concrete shall attain the specified strength in 7 days from placing. When the ambient temperature is less than 5°C, concrete delivered to the site shall have a temperature not less than 15°C. For concrete placed in conditions when the ambient temperature is expected to fall below 2°C, the Contractor shall completely cover the concrete and forms, maintaining an adequate air cushion between the concrete and cover, using approved insulating material. If, using insulation, temperature of 18°C cannot be maintained for 72 hours after placing, then concrete work shall cease.
- viii. Hot weather shall be considered to be an air temperature in the shade of 23°C or above. The concrete temperature at the time of placing in hot weather shall not exceed 30°C. In the event that this limit is exceeded, the concrete operations shall be suspended until the constituent materials of the concrete are cooled.

G.8.9 Reinforcing

- i. Reinforcing shall be installed as required by the Contract Drawings and Specifications. Where necessary, additional reinforcing steel shall be installed as required by the Municipality at no additional cost to the Municipality.
- ii. Lane crossings and commercial crossings shall be reinforced. Reinforcement bars shall be provided where concrete swales meet sidewalks, where concrete sidewalks are poured separately from the curb and gutter or when the pouring of concrete is suspended by more than 30 minutes. Reinforced joints shall contain one (1) 10M bar for every 300 mm of width of the structure, and the bars shall extend a minimum of 600 mm into both sides of the joint.

G.8.10 Finishing

- i. Working of the surface in the finishing operations shall be kept to a necessary minimum to produce the specified finish. The finished surface shall have a fine granular or sandy texture without exposed aggregate or entrapped air holes.
- ii. If there is evidence of excess water on the concrete surface, finishing shall be delayed until the excess water has evaporated.
- iii. A nylon bristle brush of an approved type shall be required. Surface grooves made by the broom shall not be more than 3 mm deep. Before brushing, all surplus water shall be removed from the brush.
- iv. A burlap finish shall be formed by dragging longitudinally in the direction of concrete placement a multiple ply burlap drag equal in length to the width of the concrete slab and having at least 1 m in contact with the concrete. The dragging shall be carefully done so as to produce a finished granular or sandy texture without disfiguring marks.

- v. Where approved by the Municipality, mortar consisting of cement and fine sand, mixed in the proportions used in the concrete, may be applied to extruded concrete to fill irregularities in the surface. This mortar shall not be applied after the concrete has attained its initial set, and at no time shall excess mortar be applied to cover the concrete surface.

G.8.11 Curing

- i. Exposed concrete surfaces shall be protected by using a resin base impervious membrane or another method of curing approved by the Municipality.
- ii. Resin base compound shall be applied under pressure to the concrete surface to form the impervious membrane. The application with a spray nozzle shall be done in such a manner as to cover the entire surface thoroughly and completely with a uniform film at a rate that shall depend on the roughness of the surface of the concrete but in no case shall be less than 0.25 litres/m² of concrete surface.
- iii. If moist curing is specified in the Contract Documents, after the concrete has set sufficiently, the exposed surfaces of the concrete shall be kept continuously moist using wet burlap or polyethylene film in contact with the concrete for at least seven (7) consecutive days after placing, when normal or sulfate resistant Portland cements are used, and for at least three (3) consecutive days, when high early strength cement is used.

G.8.12 Surface Sealing

Two applications of an approved sealing solution shall be sprayed on all exposed concrete. The concrete shall be dry and swept clean when the solution is applied. First application shall be made within seven (7) days after placing the concrete. Second application shall be made immediately after the first has been absorbed and concrete surface regains its dry appearance. The first application shall give coverage of maximum of 9 m² of concrete surface per one (1) litre of sealant. The second application shall give coverage of maximum of 12 m² of concrete surface per one (1) litre of sealant.

G.8.13 Joints

- i. Stress relieving, contraction, construction and longitudinal joints shall be constructed where required as shown on the Contract Drawings and Specifications.
- ii. Where specified, stress relieving joints shall be constructed either by sawing or by installation of polyethylene separators. Sawn joints shall be saw cut as late as possible following concrete finishing but without permitting cracking to develop in the concrete. The time at which such saw cutting is to be undertaken shall be determined by the Contractor. The Contractor shall be wholly responsible for all concrete defects arising from the cutting operation. As an alternative to saw cutting, stress relieving joints may be formed by equipment capable of inserting polyethylene film into the fresh concrete in a straight line and to the depth specified.

- iii. Contraction joints shall be formed to fully control cracking. Surface joints shall not exceed 12 mm in depth. Generally, transverse contraction joints shall be formed every 3 m. Where specified, sawn joints shall be saw cut in such a manner that the edges are smooth and no aggregate is removed from the surface of the concrete. Formed contraction joints shall be constructed with plates penetrating the concrete to specified depth. The joint edges shall be finished with a 6 mm radius in both edges when the plates are removed.
- iv. Tooled joints in extruded concrete shall be formed to depth specified and finished to a 6 mm radius on both edges. The construction method shall be at the option of the Contractor but shall be subject to approval by the Municipality. The construction method used shall not affect the line and grade of the extruded structure.
- v. A surface joint, or a “dummy” joint, shall be constructed to the depth specified and finished to a 6 mm radius on both edges.
- vi. Construction joints shall be constructed with a formed Keyway or "Vee" as shown on the Contract Drawings. Edges shall be finished to a 6 mm radius. This joint is to be formed at a 10 mm depth.
- vii. When required, expansion joints shall be shown on the Contract Drawings.

G.8.14 Testing and Inspections

- i. Slump, air content and compressive strength tests shall be performed on the concrete for each 150 m³ placed for each class of concrete, with at least one (1) test for each day of placing concrete, unless otherwise specified.
- ii. Sampling and testing shall be performed in accordance with the following:
 - a. Compression test specimens: Standard method of "Making and Curing Concrete Test Specimens in the Field" in accordance with ASTM Specification C31.
 - b. Compression test: Standard Method of "Test for Compressive Strength of Cylindrical Concrete Specimens" in accordance with ASTM Specification C39.
 - c. Air content: Standard Method of "Test for Air Content of Freshly Mixed Concrete by the Pressure Method" in accordance with ASTM Specification C231.
 - d. Slump: Standard Method of "Test of Slump of Portland Cement Concrete" in accordance with ASTM Specification C143.
 - e. Sampling fresh concrete: Standard Method of "Sampling Fresh Concrete" in accordance with ASTM Specification C172.

G.8.15 Curbs

- i. Concrete curb and gutter shall be constructed on all urban roadways according to the Contract Drawings and cross sections.
- ii. The vertical face curb and gutter cross section shall be used on all roadways fronting commercial properties or public lands such as parks and Public Utility Lots (PUL), and for all arterial roadways. Vertical face curbs shall also be used within the right-of-way when crossing pipelines unless separate vehicle barriers are provided to prevent unauthorized access.
- iii. The rolled face curb and gutter shall be used on all local and residential roadways allowing driveway access.
- iv. Curbs shall be constructed on prepared sub-grade, cement stabilized sub-grade, granular base course, soil cement or asphalt concrete. Curbs with a radius less than 40 m shall be constructed with flexible forms, well staked and braced to the design lines and grades.
- v. Curbs shall be constructed using Portland cement conforming to CSA A3000. Materials, production, delivery, placement and finishing shall conform to CSA A23.1. One (1) slump, air content and compressive strength test shall be required for every 60 m³ of cast in place concrete. The minimum specified 28-day concrete compressive strength shall be 30 MPa. Air entrainment shall be within 6 – 8 % by volume.
- vi. Curb returns on all residential street intersections shall have a minimum radius of 9 m. Curb returns on all commercial and industrial street intersections shall have a minimum radius of 15 m and shall be designed to accommodate heavy truck turning movements.
- vii. The minimum gutter grade shall be at 0.5 % except for cul-de-sac bulbs, curb returns and catch basin approaches, which shall be at 0.8 %. The 0.5 % minimum grade shall be maintained throughout sag vertical curves to avoid the short length at near-horizontal grade.
- viii. For all urban cross sections, wick drains shall be placed below the curb between the sub-grade and granular base course. The wick drain shall be connected to the nearest catch basin.
- ix. Curbs shall be backfilled with suitable soil within seven (7) days of concrete placement and prior to placement of the roadway structure. The clay material shall be backfilled and compacted as specified by the Municipality to within 100 mm below the top of the curb to allow for the placement of topsoil material.

G.8.16 Sidewalks

- i. Sidewalks shall be accessible to all persons as well as being safe, functional and aesthetically pleasing as approved by the Municipality. Sidewalks installed for new subdivisions shall be integrated with the existing walkway system on intersecting roadways. Curb ramps shall be constructed at all curbed intersections.
- ii. Horizontal sidewalk alignment for separate sidewalks shall be at a constant offset from the adjacent roadway. Separate sidewalks shall be a minimum of 1.5 m wide, with the exception of mobile homes communities, where the minimum width of concrete sidewalk shall be 1.2 m. The requirements for sidewalks in commercial and industrial areas shall be reviewed on a site-specific basis in conjunction with the proposed use and other required services.
- iii. The granular base course under the sidewalk shall consist of 150 mm compacted thickness of Designation 2 Class 20 aggregate. The gravel base course under the sidewalk shall be compacted to 100 % of Standard Proctor Maximum Density.
- iv. Sidewalks shall be constructed using Portland cement conforming to CSA A3000. Materials, production, delivery, placement and finishing shall conform to CSA A23.1. One (1) slump, air content and compressive strength test shall be required for every 60 m³ of cast in place concrete. The minimum specified 28-day concrete compressive strength shall be 30 MPa. Air entrainment shall be within 6 – 8 % by volume. All sidewalks shall be reinforced as per the Contract Drawings.
- v. Sidewalks shall be graded to facilitate positive drainage flow. The minimum grade shall be at 0.5 %. Wick drains shall be provided under monolithic sidewalk, curb and gutter structures.
- vi. Sidewalks shall be imprinted at beginning, end and intersections with the Contractor's stamp indicating year of construction. Sidewalks shall also be imprinted with a "CC" at all curb cock locations.

G.9 PAVED PATHWAYS, GRANULAR WALKWAYS AND WOODCHIP MULCH HIKING TRAILS

G.9.1 It is the Developer's responsibility to design and construct walkways and trails as required by the Development Agreement. Where a walkway or trail is required to be incorporated into a proposed subdivision, the alignments and locations within the subdivision shall allow for adequate public access to parks, recreational areas and environmental and municipal reserves. Rest areas are to be incorporated into the right-of-way width for every 800 m of length of walkway or trail. Rest areas shall incorporate a bench and a waste receptacle as approved by the Municipality.

- G.9.2** Wherever possible, walkways and trails shall be centered within the right-of-way. Walkways and trails may be offset from the centerline in situations where this will prevent conflicts with utilities sharing the same right-of-way. Where the walkway or trail is located within an existing utility right-of-way, the Developer shall be responsible for obtaining necessary permits and agreements from the proper authority. Where the walkway or trail right-of-way is not shared with other utilities, R.O.W shall be a minimum of 6 m wide with a minimum clearance of 2 m from the edge of the walkway or trail to the property line.
- G.9.3** Top of bank walkways and trails shall be designed and constructed so as not to impede natural and post subdivision drainage down the embankment. Grading shall ensure that concentrated overland flows are not generated anywhere along the bank unless an engineered outlet structures is present.
- G.9.4** Where walkways and trails cross drainage swales, ditches or natural drainage courses, culverts or footbridges shall be designed to accommodate a 1:25 year storm without overtopping. Culverts and footbridges shall require approval by Alberta Environment and applicable Federal Agencies.
- G.9.5** Walkway and trail grading shall ensure positive drainage with a minimum crown or cross fall grade of 2 %. Grading shall be designed in order to incorporate the overall drainage pattern of the proposed and adjacent subdivisions.
- G.9.6** The walkway sub-grade shall be compacted to a minimum 95 % of Standard Proctor Density for a minimum depth of 150 mm. Surfacing material shall be approved by the Municipality prior to installation.
- G.9.7** The asphalt and other materials for paved pathways, mixing, placing and compaction shall conform to the current standards and specifications.
- G.9.8** For granular walkways, the excavation is to be lined with a geotextile fabric liner prior to placement of the granular material. The edge return for the geotextile fabric shall be anchored 0.06 m below excavation depth. The granular material shall be spread uniformly and compacted to 95 % of Standard Proctor Density.
- G.9.9** For woodchip mulch hiking trails, the excavation is to be lined with a geotextile fabric liner prior to placement of the woodchip mulch. The edge return for the geotextile fabric is to be anchored 0.06 m below excavation depth. The woodchip mulch shall be spread uniformly with a minimum 2 % crown or cross fall and smooth roller compacted in-place ensuring a uniform depth and surface appearance.
- G.9.10** Where walkway or trail is planned through wooded areas, the minimum width shall be 1.5 m or as specified by the Municipality. The minimum headroom clearance at the center line of the walkway or trail shall be 2.5 m. Vegetation shall be cleared for a minimum of 0.6 m outside from either edge of the walkway or trail.

G.10 TRAFFIC CONTROL DEVICES

G.10.1 General

- i. A traffic control device is a sign, signal, marking, barrier or other device placed upon, over or adjacent to a roadway that is intended to regulate, warn, or guide the roadway user. Traffic control devices shall be manufactured and installed in accordance with the latest version of the "*Uniform Traffic Control Devices for Canada*".
- ii. Traffic control devices intended for use within and, if needed, adjacent to the proposed subdivision shall be justified, assigned and designed by the Professional Engineer and shall be approved by the Municipality prior to installation.
- iii. Traffic control devices shall be kept serviceable year-round for the safe movement of traffic in day, night and adverse weather driving conditions. No traffic control device, nor its support, shall bear any commercial advertising.
- iv. Temporary traffic control devices shall be installed to provide roadway users and pedestrians with adequate warning of construction or otherwise unusual and hazardous conditions. It shall be the Developer's responsibility to design a plan showing temporary traffic control device, types, locations, spacing and other characteristics and submit it to the Municipality for approval. Whenever possible, such plan shall be a part of the proposed subdivision engineering design approved prior to commencing of construction. During construction period, should changes or updates to such plan become necessary, the submission of changes to the Municipality for approval shall be at least 72 hours prior to construction activity taking place or otherwise normal traffic flow disruption within or adjacent to the proposed subdivision.

G.10.2 Traffic Signs

- i. Traffic signs inform roadway users of traffic regulations, changing roadway characteristics, warn about road hazards and provide necessary information for route selection. Simplicity in design, care in placement and a standard of maintenance are essential. Traffic signs shall be installed only when justified and approved by the Municipality and according to the Contract Drawings and Specifications. Signs shall be placed so as not to obstruct the view of oncoming vehicles.
- ii. Materials:
 - a. Traffic signs made of treated ferrous and non-ferrous metal and waterproof resin bonded plywood are suitable for use in permanent signs. Wooden boards may be approved for use to construct large signs and temporary and seasonal signs. Information sign panels shall be constructed with high intensity reflective surface as per latest standards.

- b. Where applicable, it is encouraged that all signs be placed on existing supports used for other purposes, such as traffic signals or street lights. If sign posts are required, they shall be made of galvanized steel as approved by the Municipality and shall have breakaway coupling installed 50 mm above ground level or sign base. Stainless steel fasteners shall be used to attach signs to their supports. Damaged signs shall not be allowed for installation.
- c. Sign posts shall be 50 mm diameter schedule 40 galvanized steel posts.
- iii. Sign posts shall be located horizontally at 3 m offset from the shoulder of the roadway and at least 0.3 m from the curb. Sign posts shall be installed vertical and the signs shall be levelled. The bottom of the sign shall be from 1.5 m to 2.5 m above the top surface of the nearest travel lane, with the preferred height at 2.0 m, whenever possible. Signs shall be positioned with best possible visibility for roadway users in mind. Stop signs and yield signs shall be positioned in line with the nearest property line of the intersecting roadway allowance.
- iv. Street identification signs shall be located within 10 m of the intersection in the direction of the near-side approaching traffic. Street identification signs shall be offset at least 1 m from the edge of the road and mounted 3.0 - 3.5 m above the finished roadway surface. Street identification signs shall be a minimum size of 15 cm x 60 cm and a maximum of 15 cm x 90 cm. The lettering shall be 10 cm high. If the street identification does not fit on the maximum sign size, two or more signs may be joined with an end bracket and H-clip. Signs shall have silver reflective lettering with a green reflective background. Street identification sign locations shall be approved by the Municipality and included in the Development Agreement.
- v. It is the Developer's responsibility to design, supply and install a Municipal Address Sign. The Municipal Address Sign shall be positioned within the roadway right-of-way adjacent to the first lot on the right hand side at the main entrance to the proposed subdivision. The sign design and proposed location shall be submitted to the Municipality for approval prior to installation.

G.10.3 Pavement Markings

- i. Pavement markings are traffic control devices placed on the pavement surface to delineate and clarify traffic and pedestrian movement by regulating, warning and conveying information to roadway users without diverting attention from the roadway. Refer to the *"Uniform Traffic Control Devices for Canada"* manual for pavement marking details.
- ii. Temporary traffic marking materials shall be either industrial traffic marking paint or thermoplastic material unless otherwise approved by the Municipality. Permanent traffic markings, required for issuance of the FAC, shall be thermoplastic material.

- iii. Pavement markings shall conform to the following:
 - a. Color: yellow (solid) lines shall delineate the separation of opposing traffic flows. White lines shall delineate the separation of traffic flows in the same direction. All lateral pavement markings shall be white.
 - b. Pattern: solid longitudinal lines shall indicate that lane changing is not permitted. Broken longitudinal lines shall indicate that lane changing is permitted. The line to gap ratio for broken lines shall be 3:6. Lateral pavement markings shall indicate the limits of the roadway user's right-of-way concerning stopping, pedestrian crosswalks, no parking areas and other requirements and limitations.

G.10.4 Vehicular Barriers

- i. While vehicular barriers are designed and installed to reduce the hazard of errant vehicles leaving the roadway surface, they themselves shall also be considered as potential hazards. Installation of the vehicular barriers shall be warranted only where the severity of a potential accident prevented by the vehicular barrier is greater than the hazard presented by the presence of the traffic barrier itself. The purpose of the vehicular barriers is to shield those hazards that cannot be eliminated.
- ii. Vehicular barriers shall be designed by the Professional Engineer and approved by the Municipality prior to installation. Vehicular barriers shall be considered for installation at the following locations:
 - a. across the end of a walkway that terminates in a lane,
 - b. across the end of a lane cul-de-sac that abuts a roadway,
 - c. along a lane that parallels an adjacent roadway,
 - d. near permanent water bodies,
 - e. at areas showing a significant and hazardous difference in grade separation,
 - f. bridge abutments,
 - g. retaining walls, and
 - h. as a longitudinal divider on narrow medians.

G.11 DRAINAGE AND CULVERTS

G.11.1 It is the Developer's responsibility to design and construct a drainage system that will meet the flow requirements as per the County's GMIS.

G.11.2 Ditches shall have a flat bottom, and width shall be as per applicable design standard. Ditches for rural roadways shall have back slope no steeper than 2:1. Ditch grades shall match the roadway grades wherever practical. Ditch grades shall have a minimum grade of 0.5 % wherever possible. Grades less than 0.5 % shall be subject to review and approval by the Municipal Engineer. Drainage channels shall be provided with means of erosion control as necessary. All drainages shall be seeded.

G.11.3 Culvert design and sizing shall be the responsibility of the Developer's Engineer. Culverts and ditches shall be designed to accommodate a 1:25 year rainfall event. Ditches shall be allowed to back up during such an event to the top of the sub-grade elevation. Culverts shall be new galvanized corrugated steel pipe with a minimum wall thickness of 1.6 mm or as required to meet the loading criteria.

G.11.4 Minimum pipe diameters for various uses are as follows:

- | | |
|-------------------------|--------|
| i. Residential approach | 500 mm |
| ii. Industrial approach | 600 mm |
| iii. Roadway centreline | 600 mm |

G.11.5 Culverts shall have appropriate end treatments depending on application. Inverts shall be extended to the toe of the side slope. The culvert grade shall not be less than the ditch grades at the inlet and outlet. Culverts shall have a sufficient amount of cover to protect against damage from the expected traffic loading. Minimum cover shall be 300 mm or one-half the diameter of the culvert, whichever is greater, as measured from the finished shoulder grade to the top of the culvert.

G.11.6 Low Level Crossing

- i. Low level crossings allow normal water flows to pass through the culverts, keeping the crossing surface free of standing water for most of the year. High flows, i.e. spring runoffs, flow over the top of the crossing, as the culverts are not designed large enough to carry these flood-type runoff events. The crossing surface shall be constructed of erosion resistant materials to withstand the effect of water flowing over the top of the crossing. The crossing culverts shall be designed to carry normal flows based on available historical stream flow data.
- ii. The crossing location shall be determined in relation to potential water back-up effects created by the crossing installation. Neighbouring properties, roadways, etc. shall not be affected as a result of water back-up. A topographic survey of the water stream crossing area shall be done to ensure proper installation of the crossing and its future operational success.
- iii. If a high flow velocity crossing is proposed on a water stream where fish migration takes place, proper design consideration shall be given as to propose different elevations or larger diameter culverts with baffles to reduce flow velocities.

- iv. The proposed culverts shall be designed long enough to allow construction of stable and erosion resistant slopes at both upstream and downstream ends. Approved filter cloth shall be placed over the sub-grade prior to installation of the culverts and is to be extended up over the end wall slopes under the erosion-resistant surface (i.e. rock riprap) and onto the top surface of the crossing immediately below the erosion-resistant top. Fill materials around the culverts shall be placed in consecutive layers with thickness of each layer not exceeding 150 mm. Each layer shall be compacted to the degree specified by the Municipality. Thickness of fill above the culverts is to be selected by the design professional and shall provide an adequate base for the surface structure construction.
- v. If deemed to be necessary to protect downstream ecosystems, the watercourse shall be diverted or dammed up while construction takes place. Control measures shall be implemented at the construction site to prevent sediments and deposits from entering the watercourse.
- vi. If necessary, the watercourse bed shall be excavated and shaped to obtain a firm bed to place the culvert on. The design elevation of base (invert) of the culvert shall be set at or slightly below the bottom of the watercourse. The structure shall be keyed into the banks of the watercourse at least 450-600 mm to prevent erosion. The approved filter cloth shall be placed over the culvert bed prior to placing of the fill materials. The filter cloth shall be extended up over the end-wall slopes of the crossing and shall be placed over the sub-grade immediately under the erosion-resistant surface structure. The erosion resistant surface structure shall be constructed above the culverts, extending down over the crossing end walls and around the culverts.
- vii. If a cast-in-place concrete surface structure is selected, it shall have steel reinforcement and top surface roughened to provide for better traction. Erosion protection, i.e. in the form of rock riprap, shall be extended along the watercourse bed at both upstream and downstream ends of the culverts to withstand the scouring action of water entering and exiting the culverts.
- viii. The culverts shall be installed providing longitudinal downstream slope equivalent to the original watercourse downstream gradient within the crossing area. If more than one culvert is used to construct the crossing, a minimum lateral spacing between culverts of 300 mm shall be maintained.

G.12 BOULEVARD GRASSING

G.12.1 Intent

The work shall include, but shall not be necessarily limited to, placing of topsoil, seeding, watering and at least two (2) successive cuttings of grassed areas as shown on the Contract Drawings.

G.12.2 Materials

- i. All materials shall be subject to inspection, testing and approval by the Municipality prior to placing.
- ii. Topsoil shall be of a natural, fertile agricultural soil of the "A" horizon layer, capable of sustaining plant growth. It shall be free of subsoil, clay lumps, stones, live plants or any other extraneous matter, whether organic or inorganic, which may be detrimental to the grass or any other plants. Topsoil shall contain no toxic materials and have a pH value of 6.0 - 7.5.
- iii. The seed mixture shall comply with Federal and Provincial seed Specifications and have a minimum germination of 75 % and a minimum purity of 97 %. Bags of the seed mixture shall be clearly tagged showing the name of the supplier and the contents. The seed mixture shall be No. 1 lawn seed mixture and shall consist of:
 - a. Kentucky Blue Grass - 50% by weight
 - b. Creeping Red Fescue (*Festuea Rubra*) - 40% by weight
 - c. Red Top - 10% by weight
- iv. Sod shall be No. 1 nursery-grown sod consisting of a uniform mixture of:
 - a. Kentucky Blue Grass - 60% by weight
 - b. Creeping Red Fescue (*Festuea Rubra*) - 40% by weightSod also shall be:
 - a. first cut and a minimum of 18 months old,
 - b. healthy with a thick growth and free of noxious weeds,
 - c. minimum 20 - 25 mm in thickness, and
 - d. sufficiently moist to prevent burning at the edges.
- v. Root fertilizer shall conform to the following:
 - a. granular water soluble fertilizer 10-6-4 Super phosphate,
 - b. granular water soluble fertilizer 5-20-10 or equivalent.Supplementary fertilizer shall conform to the following:
 - a. organic fertilizer 14-7-6,
 - b. even 35 %.
- vi. Peat moss shall be mixed with topsoil and meet the following specifications:
 - a. have pH value of 5.0 - 7.0,
 - b. have a water holding capacity of 1,100 % by weight,

- c. be free of toxic material, live plants, live roots or seeds, and
- d. be delivered in a pulverized condition.

G.12.3 Construction

- i. The Contractor shall be responsible for the control of weed growth until the final acceptance of the work.
- ii. All rocks larger than 50 mm in diameter, roots and other foreign matter shall be removed. The subsoil shall be mechanically loosened to a depth of not less than 50 mm immediately prior to placing the topsoil.
- iii. The topsoil shall be uniformly spread on the prepared areas to a minimum compacted depth of 150 mm measured after the area is readied with the soil seed equipment. If organic material is required to meet the specifications for topsoil, peat moss in pulverized condition shall be added in the field and mixed with cultivation equipment. The area shall then be disked, harrowed and floated thoroughly to a depth of 75 mm leaving the soil in a good viable condition and true to grade.
- iv. After the topsoil has been properly prepared, a uniform application of the fertilizer shall be done at the rate of 5 kg/100 m² using a mechanical spreader. The fertilizer shall be thoroughly and evenly mixed with the soil to a maximum depth of 75 mm. Approximately 6 weeks after germination, supplementary application of an organic fertilizer, such as 10-6-4 or equivalent, shall be done at a rate of 5 kg/100 m².
- v. Grass seed shall be sown at a rate of 2.5 kg/100 m² by one or more of the following methods:
 - a. Hand application with a cyclone type seeder capable of distributing seed in two directions in equal amounts. Hand application shall require a 6 mm top dressing or mulch of pulverized peat moss.
 - b. Mechanical application with a calibrated grass seeder complete with compaction roller.
 - c. Hydro-seeding by applying of the approved turf-fiber at a rate of 0.135 kg/m².
 - d. After seeding is finished, and to avoid damage as a result of washing, the area shall receive light watering with a fine spray to a penetration of not less than 25 mm. In areas where seed fails to germinate, the Contractor shall re cultivate and re-seed such areas until germination occurs.

- vi. At the time of the supplementary fertilizing, the following repairs and maintenance shall be carried out by the Contractor:
 - a. Top dressing: repair ruts, unevenness and erosion problems,
 - b. Over-seeding: re-cultivate and re-seeded damaged areas,
 - c. Weed spraying: the approved weed killer shall be applied 1 week after the fertilizer had been applied.
- vii. Sodding shall be done on all areas where slopes are 2:1 or greater. Sod may be substituted for grass seeding on all other areas. The sod shall be closely butted together and placed evenly, in staggered rows, with all newly-laid sod matched to the existing grade of other landscaped or cultivated areas as specified. The sod shall be top dressed and rolled with a medium weight roller (90-120 kg) to a smooth and even surface. After placement, the sod shall be continuously watered for one (1) week or until significant root growth has occurred. Approximately four (4) weeks after placement, and following the initial cutting, an organic fertilizer shall be applied at the rate of 5 kg/100 m².
- viii. The first and second grass cutting shall be done by the Contractor when the grass is approximately 100 mm in height. Cut height shall be 50 mm.
- ix. Growing season:
 - a. Grass seeds shall not be planted before May 15 or after September 1.
 - b. Sod shall not be placed before May 15 or after September 1. Sod placing on slopes 3:1 or steeper shall not be done when the temperature is above 23°C.
 - c. Within one (1) year after the issuance of a Construction Completion Certificate for subdivision projects including paved roadways construction, the Developer shall sod and plant trees along all roadways boulevards. Deciduous trees shall be placed in a uniform lineal manner. The Developer shall be responsible for full maintenance and tree replacement for 1 calendar year after sodding and planting.

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G-03	Typical Cross Section for Grading & Gravel Surfacing (RLU-208G(b))
G-04	Typical Cross Section for Grading & Gravel Surfacing (RLU-209G)
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G-09	Typical Cross Section for Asphalt Concrete Pavement Surfacing (Arterial 9.0m)
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100A Street

100A Street

20 meters

30 meters

100A Street





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Industrial Lands Review for La Crete and Surrounding Area

BACKGROUND / PROPOSAL:

Administration has procured O2 Planning and Design to conduct a preliminary review for future industrial lands around the hamlet of La Crete. There has been interest from the private sector in introducing heavier industrial facilities in the area. In response, the Planning and Development department recognizes that there are limited locations within the hamlet that could accommodate larger scale industrial operations. As a municipality we need to be prepared to support new economic ventures in the area especially for agricultural uses.

The analysis for the proposed areas has been based on a suitability model which includes transportation corridors, access to power, gas, and rural water. The model also identifies barriers such as groundwater risk, soil classification and adjacent land uses.

The area identified with the most potential and the highest score on the suitability model is Site A; north of La Crete.

OPTIONS & BENEFITS:

Administration understands that this item may be contentious but implementing a heavier industrial area needs to be considered to continue the economic growth within the municipality. This item will require multiple intensive stakeholder and public engagement before we could proceed with an area structure plan.

If this is implemented, the County can confidently identify an area for future industrial development to investors and developers.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

COSTS & SOURCE OF FUNDING:

If the stakeholder and public engagement is positive, administration would need \$20,000 to hire a consultant to create an area structure plan.

SUSTAINABILITY PLAN:

Goal E15 That value added agricultural opportunities be pursued to ensure that sustainable employment opportunities are created and maintained within the County.

Strategy E15.1 Work with partners to identify external sources of strategic expertise/assistance necessary to advocate for the establishment of agri-businesses.

Goal E23 The County's business communities can provide local products and services to meet consumer demand.

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population.

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth.

Strategy E26.3 Take proactive measures to anticipate growth by preparing evidence-based plans for it.

Strategy E28.2 The County will support efforts to diversify its economic base.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

Strategy C1.2 Ensure that administration has the appropriate tools and resources to continually assess and evaluate infrastructure capacity.

COMMUNICATION / PUBLIC PARTICIPATION:

According to the Public Participation policy ADM056 this item should be consulted by the public for their input. The following is the proposed communication plan for this project:

1. Constraints and Developable areas assessment – The report is done.
2. Stakeholder engagement 1
3. Revisions as needed, provide more background information.

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4. Public engagement 1 & stakeholder engagement 2
5. Draft ASP(s), basic servicing plans, etc.
6. Public engagement 2 & stakeholder engagement 3

POLICY REFERENCES:

N/R

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County proceed with stakeholder and community engagement to identify rural industrial lands neighbouring the hamlet of La Crete.

Author: C Smith Reviewed by: B Peters CAO: _____



Mackenzie County Industrial Lands Review

February 20, 2019
O2 Planning + Design Inc.
255 17th Avenue SW, Suite 510
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Introduction

Mackenzie County Industrial Lands Review

Mackenzie County has grown rapidly since its formation in 1995. From 1996 to 2016 the municipality increased its population 40%, largely due to market highs in the oil and gas industries, while forestry and agriculture remained core components of the County's economic portfolio. As a result of this expansion, Mackenzie County's fastest growing hamlet of La Crete has limited developable industrial lands remaining within its boundaries. Planning staff have recommended that industrial expansion occur outside the hamlet in order to facilitate heavy industrial operations, and the County is

targeting specific types of industrial development which are water and land intensive. These industrial uses include wet decortication plants, grain malting and milling facilities, and pre-fabricated concrete panel manufacturing.

To support and encourage this industrial development, Mackenzie County is investigating the rezoning of quarter sections. Four areas have been strategically selected by County staff for potential redesignation and are highlighted in Fig. 1 below.

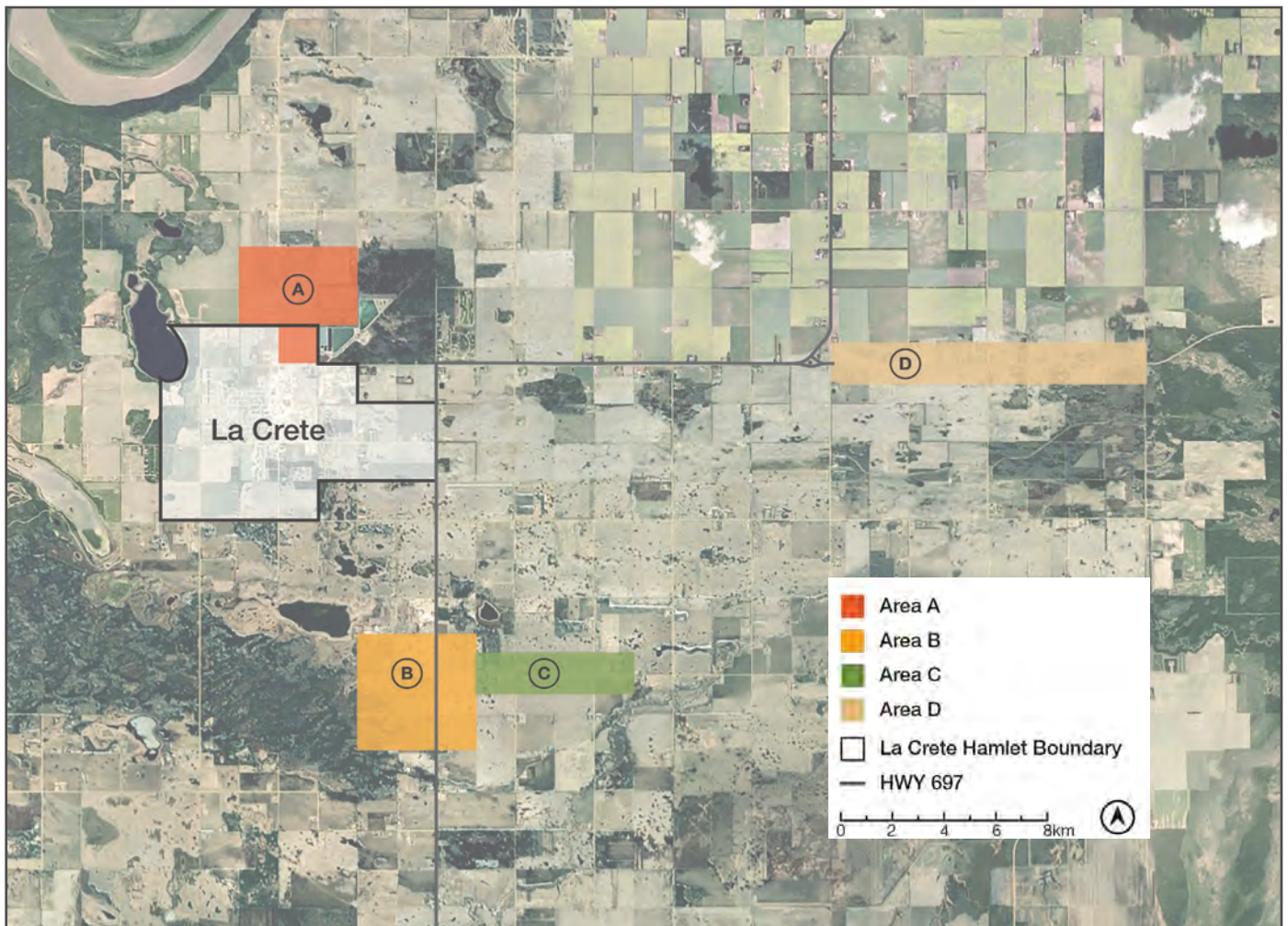


Fig 1. Locations of the four proposed industrial areas in the La Crete area.

Site Context

Area A: North of La Crete along Range Road 153

Area A is located on the north edge of La Crete. This area includes seven quarter sections of land totaling 453.25 hectares (1,120 acres). One quarter section is located within the hamlet boundary and contains lands with existing zoning for highway commercial and heavy industrial use. The remaining six quarter sections in Area A are located directly north on either side of Range Road 153 and zoned Agricultural.

Area A is the closest of the four proposed locations to the existing La Crete water system, offering municipal water access 600 metres south of the site. The site also benefits from close access to the labour force, adjacency to natural gas and three-phase electrical infrastructure, co-location with other industrial uses, and Alberta Highway 697 (Hwy 697) access via Township Road 1062.

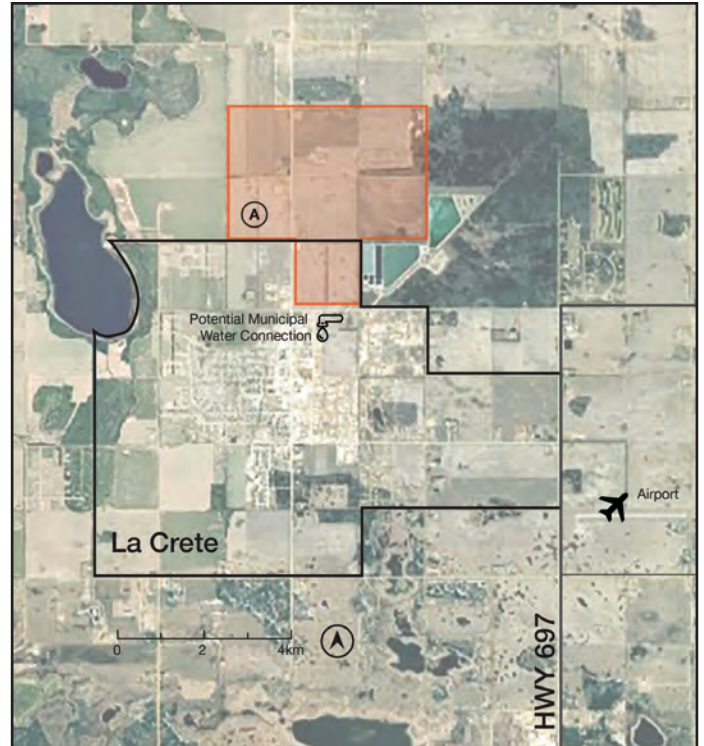


Fig 2. Area A proposed industrial lands north of La Crete.

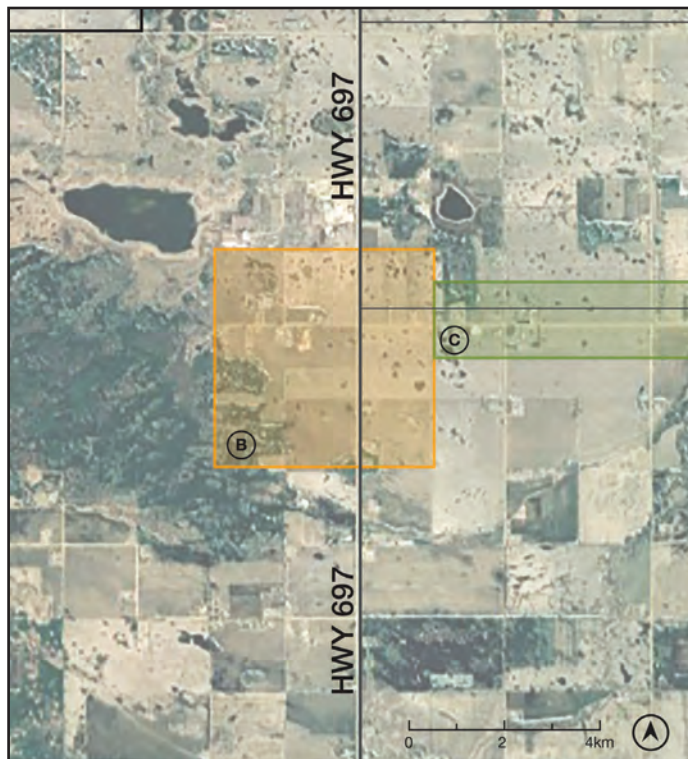


Fig 3. Area B proposed industrial lands south of La Crete.

Area B: South of La Crete on Alberta Highway 697

Area B is located southeast of La Crete, directly south of the existing La Crete Sawmills. This area includes nine quarter sections of land totaling 582.75 hectares (1,440 acres). Three quarter sections are located east of Hwy 697, and six west. The existing land use designation is Agricultural, and the southwest portion of the proposed lots is currently swamp and marshland.

Area B provides the most land of the four proposed locations and has relatively few existing parcels within it. This area also offers almost 2.5 kilometres of frontage on Hwy 697 and adjacency to existing industrial uses, natural gas, three-phase electrical infrastructure, and the rural waterline.

Area C: Southeast of La Crete on Township Road 1054

Area C is located directly east of Area B along Township Road 1054. This area is composed of a combined four quarter sections totaling 259 hectares (640 acres). However, this area proposes to take half quarter sections along the frontage, creating eight distinct parcels of land. The existing land use designation is Agricultural.

Area C provides the least land of the four proposed areas, and fragments existing agricultural lands by severing the back halves of eight quarter sections. This area provides proximity to Hwy 697 as well as direct access to the rural waterline and three-phase electrical infrastructure.

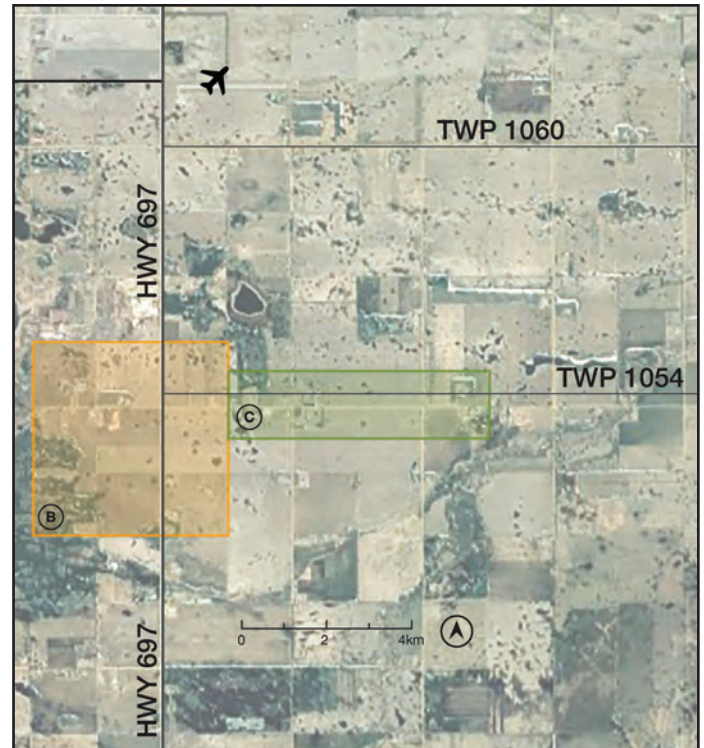


Fig 4. Area C proposed industrial lands southeast of La Crete.

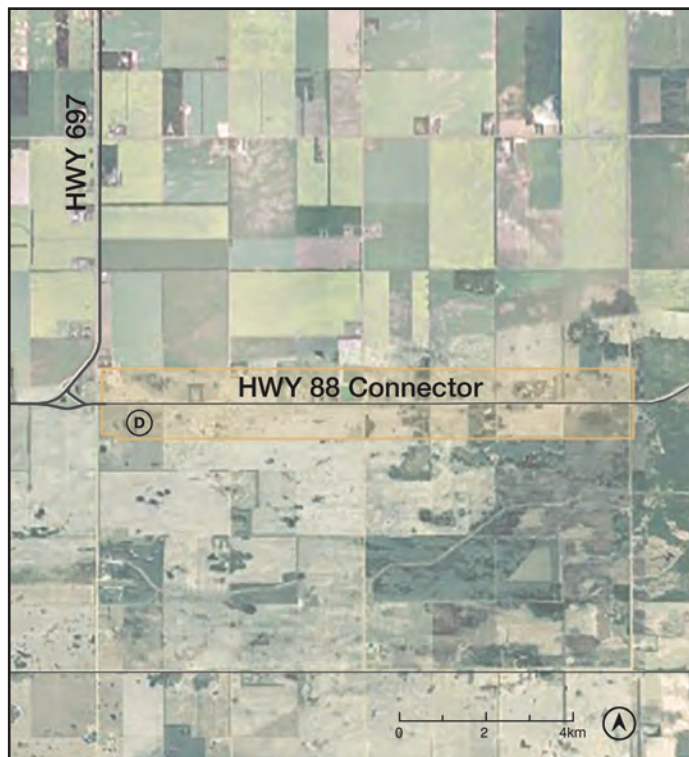


Fig 5. Area D proposed industrial lands east of La Crete.

Area D: East of La Crete on the Highway 88 Connector

Area D is located directly east of Hwy 697 on the Highway 88 Connector. Composed of a combined eight quarter sections totaling 518 hectares (1,280 acres), Area D proposes to take half quarter sections along the connector, fragmenting the existing agricultural lands by severing the back halves of sixteen quarter sections. The existing land use designation is Agricultural, with two existing industrial operations on the proposed lands.

Area D provides the best highway network connection of the four areas. It is also located near three-phase electrical infrastructure and the rural waterline, although only some of the lands offer direct connection at this time.

Objective

O2 Planning + Design Inc. was retained to conduct a peer review of lands identified by Mackenzie County for possible conversion to industrial use. O2 was instructed to:

1. Conduct a review of the constraints of the proposed areas.
2. Visualize these constraints with GIS mapping.
3. Recommend a preferred site or alternative site recommendations should O2 determine the proposed sites are deficient.

Method

O2 employed a two-step Development Suitability Model for this review. For the first step O2 collected and assigned scores to relevant servicing, environmental, and land use constraints that impact industrial development suitability. Best practices in Alberta land reviews were used to determine the relevant factors for analysis. These factors were further refined by the geospatial data available for the study area and Mackenzie County’s specific context. In the second step the model was run, ranking the lands by weighted aggregate score of the selected factors. The model was then supplemented with additional data and O2 produced its final recommendations.

Development Suitability Model

Step 1: Data Selection + Scoring

Land suitability for industrial development is a function of proximity to necessary infrastructure and distance to unsuitable or incompatible land uses. The Development Suitability Model considers a range of factors that impact development potential. Score values are assigned to each factor depending on whether they represent positive or negative site attributes, and how important each factor is for industrial development.

O2 conducted a best practices analysis to determine what factors should be included in Mackenzie County’s site suitability analysis. This best practice review also informed how each factor’s score should be weighted. Factors were then modified based on data availability and to reflect Mackenzie County’s specific industrial context. Modifications included scoring water access higher due to Mackenzie County’s desired water-intensive industrial uses, scoring parcel size aggregation higher to facilitate land acquisition, and adjusting the impacts of co-locating with industrial, commercial, and residential uses. Scores are calculated based on a distance analysis. This means full score is given when a factor is close to a proposed area and decreases the further away from the area it is. For example, a site with frontage on Hwy 697 will score the full 100 points for the Major Highway servicing factor, but a site located 1km from Hwy 697 might receive 15 points. All factors are added together to produce a cumulative suitability score for each proposed area.

Table 1 shows the factors and suitability score values that were used in the Development Suitability Model. Datasets not included in the model but considered in this review include surface topography and wetland features. A full description of each factor and justification for their score values is included as Appendix A to this review.

Factor	Score Value
<i>Servicing Factors</i>	
Major Highway	100
Major Road	25
Three-Phase Electrical Access	50
Natural Gas Access	50
Municipal Water Access	100
<i>Environmental Factors</i>	
Groundwater Quality Risk	-10
Aquifer Vulnerability	-10
Soil Classification	-25 to +50
<i>Land Use Factors</i>	
Residential Land Uses	-10
Commercial Land Uses	25
Industrial Land Uses	100
Parcel Aggregation	50

Table 1. The factors impacting development potential included in the model are shown with their score weighting.

Step 2: Running the Model

Before running the Development Suitability Model all servicing, environmental, and land use factors were mapped to visualize how individual factors influence the sites proposed by Mackenzie County. These maps and brief analyses for each are included as Appendix 2 to this review. After situating the geospatial datasets within the study area, they were assigned the weighted scores from Step 1 and processed in the Development Suitability Model.

Model Results

Fig. 6 on the following page shows the Development Suitability Model results. The model assigns individual scores to every 10 metre by 10 metre square in the study area, meaning that different locations even within proposed areas can have different scores. Red areas represent the highest scores, while blue areas scored lowest. Corridors of increased development suitability can be seen where Hwy 697, the rural waterline, three-phase electricity access, and natural gas are present. The impacts of residential, commercial, and industrial land uses are also evident.

Area B benefits from proximity to the La Crete Sawmills, while

Area A is advantaged by its proximity to the La Crete industrial and commercial cores. Negative impacts from environmental constraints including groundwater risk, vulnerable aquifers, and higher-quality soil can be seen on the western third of Area B.

Scores for each proposed area are summarized in the table to the right. The results of the model clearly show Areas A and B score substantially higher than Areas C and D. What the model does not provide is a clear preferred option. Scores for individual 10 metre by 10 metre squares in the model ranged from 0 to 363, and when the average scores of each proposed area are compared, Area A scores 221, moderately higher than Area B's score of 192. These results are confirmed by each area's range of scores. Area A's individual scores ranged from 140 to 363, whereas Area B's range was much wider, from 44 to 324. This means that the best land for industrial development according to the model can be found in Area A. However, while Area A offers the highest suitability for industrial development, the lands north of Area B offer substantially more land by total area scoring 217 or higher in the model (60% of the highest score or more).

Area	Average Score	Highest Value	Lowest Value
A	221	363	140
B	192	324	44
C	157	284	79
D	155	317	67

Table 2. Score values from the Development Suitability Model are shown for each area.

Wetland Constraints

An important dataset unable to be included in the model was the Canadian Wetland Classification System data. This dataset shows a wetland feature running mostly uninterrupted from the west edge of the map to the south by Area B (seen as Fig. 7 on page 9). The wetland then continues to the east and northeast near Area D. The southwest portion of Area B and the eastern extent of Area D (circled in red on Fig. 7) are interspersed with wetland features that would substantially impact development potential on these lands.

Development Suitability Model Results

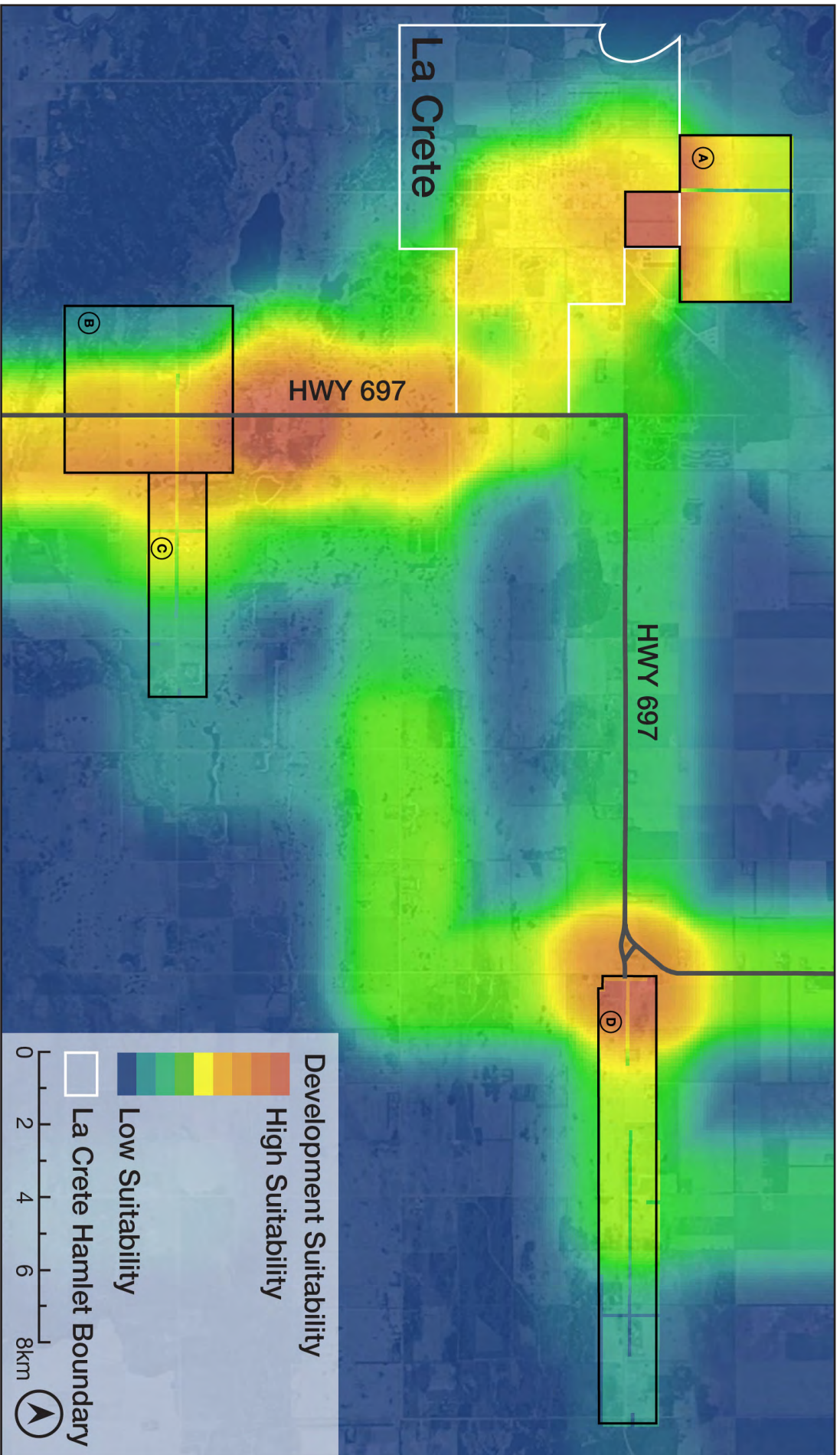


Fig 6. Results from the Development Suitability Model shown as a heat map. Areas in red scored highest in the model, while areas in blue scored the lowest.

Wetland Constraints

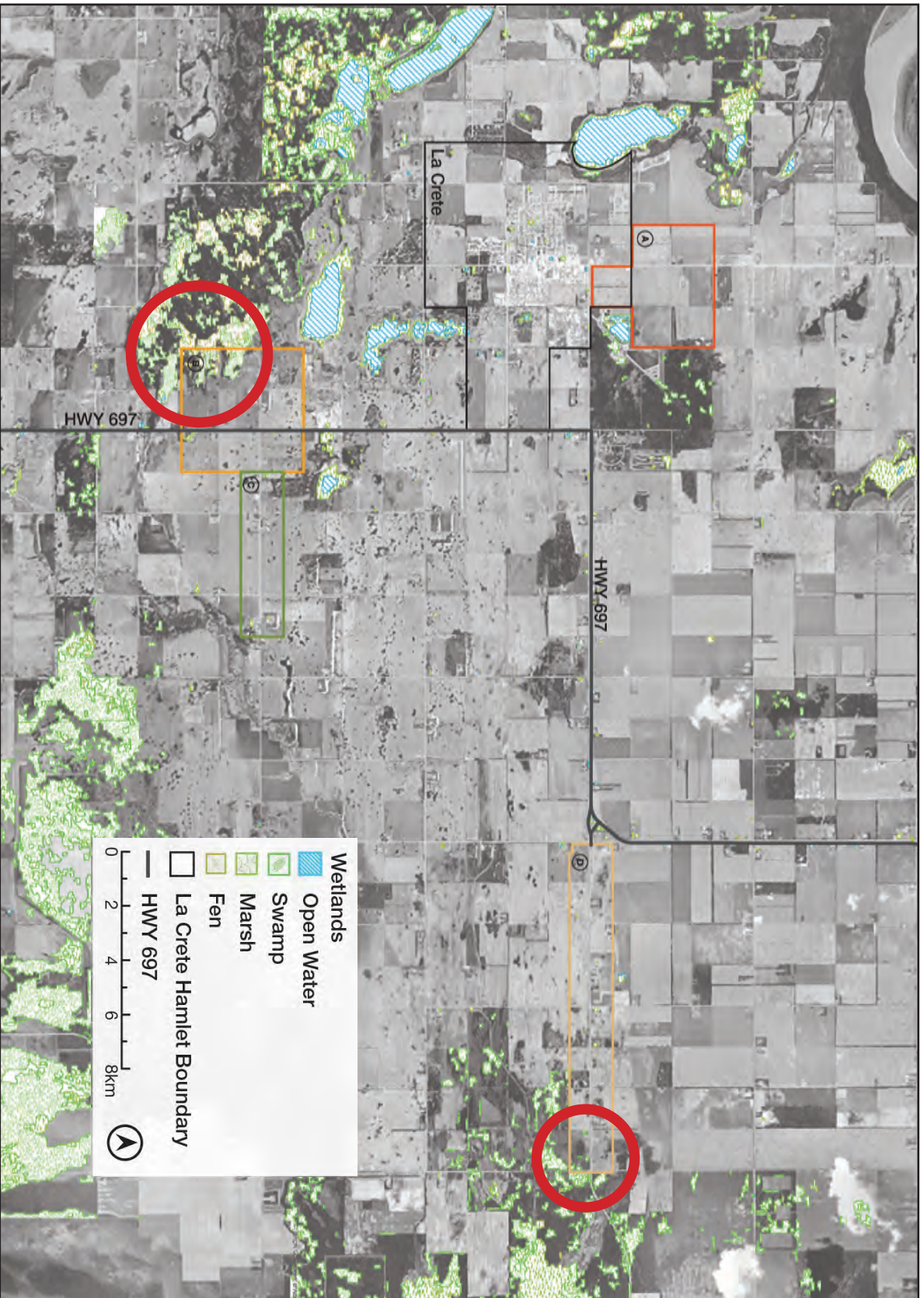


Fig 7. Wetland features constrain the development potential in some parts of Areas B and D.

Recommendations

Based on the results of the Development Suitability Model, O2 has three recommendations, visualized in Fig. 8 on the following page. These recommendations are prioritized, respecting Mackenzie County's objectives for industrial development.

Priority 1

Despite its close proximity to La Crete, Area A lands should be the highest priority for industrial development. Area A's adjacency to higher-capacity municipal water service makes it the most valuable industrial land in the study area. Additionally, the lands located within the hamlet boundary are already designated for highway commercial and heavy industrial land uses. This means public expectation is already established that these lands are intended for industrial uses. Maximizing the utility of the existing land use designation and access to municipal water service that can operate at a higher capacity than the rural waterline is in the best interest of Mackenzie County.

With only 600 metres separating the southern quarter lot in Area A from water access, these lands scored the highest in the Development Suitability Model and should be reserved for the higher value water-intensive industrial development Mackenzie County is anticipating. A phased approach to development is recommended for this priority area, building out northwards as water access is extended to the area from La Crete. As land is approved for the desired industrial developments, municipal water service can continue to expand north. This approach to development ensures the County receives maximum return on capital investment servicing these lands.

While the three northernmost quarter sections scored lower in the model than southernmost four, it is important to note that the model was not time-stepped. This means that as water access is built out northwards, their development suitability will increase to similar levels.

Priority 2

Area B scored the second highest in the Development Suitability Model due to its proximity to Hwy 697 and the rural waterline, natural gas, and three-phase electricity. The site was disadvantaged however by several environmental constraints. Realignment this area away from the wetland features to the south and west and focusing on extending the proposed site north takes advantage of Area B's strengths while minimizing its weaknesses. This reconfiguration also captures lands to the north that scored higher than Area B due to their co-location of rural water, electricity, and natural gas utilities not found directly in the initially proposed site. This expansion north is only recommended for the west side of Hwy 697 in order to avoid additional hydrological features northeast of the site.

Area B provides an alternative location for industrial uses without water demands that would require municipal water access. This two-area approach to industrial development allows Mackenzie County to retain its highest valued land for development requiring municipal water access while providing ample land for other industrial opportunities.

Priority 3

Area D scored lowest on the Development Suitability Model, but the junction west of Area D between Hwy 697 and the Hwy 88 Connector scored as highly as some portions of Area B. This is largely due to its location connecting a provincial highway with a major regional road, as well as its electrical and rural waterline servicing. Should Mackenzie County consider developing this area, priority should be placed on obtaining whole quarter sections and addressing the interchange as a node instead of linearly. This takes advantage of higher visibility frontage on Hwy 697, consolidates development around existing three-phase electrical and rural waterline servicing, and does not require severing quarter sections.

This is the lowest recommended priority for industrial development. However, this option could be explored if development pressure on industrial lands in the La Crete area continues to increase.

Recommendations



Fig. 8. Map of recommendations.

Conclusion

O2's three recommendations are based on the results of the Development Suitability Model and were prioritized to reflect the industrial development objectives of Mackenzie County.

Priority 1 is composed of Area A and provides the best servicing capacity for many of the water-intensive industrial uses Mackenzie County wishes to attract. Area A's location 600 metres from municipal water service provides servicing capacity at a higher standard than the rural waterline, making it the ideal location for desirable water-intensive uses identified by the County including wet decortication plants, grain malting and milling facilities, and pre-fabricated concrete panel manufacturing.

Priorities 2 and 3 are composed of reconfigured Areas B and D. With lower servicing capacity these areas are less desirable for many of the County's targeted uses. However, they provide alternative locations for industrial development not requiring the higher-capacity servicing available in Priority 1.

It is important to understand that these prioritizations reflect the County's current desired industrial uses. While Priority 1 responds to the needs of the water-intensive uses targeted, Mackenzie County should not narrow its focus to only one industrial area at a time. As the County has identified a range of potential industrial uses, including those that do not require the full servicing provided in Priority 1, consideration should be given to developing other priority areas concurrently where economically feasible. With multiple industrial areas offering a variety of servicing capacities, Mackenzie County can direct industrial development according to the servicing needs of individual projects, maximizing the benefit from capital investments in industrial lands.

Appendix A - Factor Descriptions

Transportation Network

Transportation networks were ranked as critically important for industry in all best practices. Without access to global markets industrial uses have no way to sell their products. The only major transportation infrastructure connecting La Crete to global markets is Hwy 697, making it the most important road in the study area's transportation network. Because of this, Hwy 697 is assigned a maximum score of 100 in the model while proximity to regional roads (those designated regional and collector roads by the County) are assigned a score of 25.

Electricity, Water, + Gas

Access to industrial-capacity energy sources is imperative for most industrial uses and was given higher weighting in most best practices. The La Crete area is served by three-phase electrical power and natural gas. These utilities were assigned maximum scores of 50 in the model as they both provide viable industrial energy options. Access to water is weighted highest at 100 points due to Mackenzie County's prioritization of attracting water-intensive agricultural and manufacturing industries.

Topographical Slope

Topographical slope can negatively impact development potential. Construction costs increase as topography becomes more complex. However, in the case of Mackenzie County's proposed sites, this environmental factor is negligible as there are no slopes in excess of 7.5 degrees in the proposed areas. As such, it was excluded from analysis.

Groundwater Quality Risk + Aquifer Vulnerability

Groundwater contamination and aquifer vulnerability were identified in the best practices review as manageable risks to development potential. Alberta assesses aquifer and groundwater quality risk across the province, variation in risk level exist across the study area. As these are manageable risks, they were assigned maximum score reductions of -10.

Soil Quality

Municipal policy encourages prioritization of development on lower quality soil where possible to preserve the County's limited agricultural resources. The model considers this by assigning a score to each of the 4 Canadian Lands Inventory soil classes present in the study area. Organic soil areas are

scored -25, Class 3 is scored 1, Class 4 is scored 25, and Class 5 is scored 50. An average score is determined for each site based on percentage of each soil class contained in it.

Wetlands

Hydrological features such as wetlands can detract from the value and potential of a property where it creates unusable land or natural severances between tracts of land. While wetlands are an important ecological feature, they can also negatively impact industrial development as they are prone to flooding. Wetland data was not incorporated into the model due to file compatibility issues, but was used to refine area boundaries in the final recommendations.

Existing Land Uses

Proximity to certain land uses impacts development suitability different ways. The best practices review confirmed that while nearby residential uses can negatively impact industrial development suitability, co-location with commercial and industrial uses can be beneficial. In La Crete's context, there is an established expectation of where industrial development will occur in the hamlet. Further, the majority of all sites are located outside the hamlet. For these reasons, proximity to residential uses was given a maximum negative score of -10.

Co-location with industrial or commercial uses can provide economies of scale in service provision and contribute to developing a circular economy. Industrial co-location provides more opportunity for these benefits, especially in terms of existing built form and servicing infrastructure. Multiple proposed sites have existing industrial uses, while commercial lands are constrained to La Crete. As such, proximity to industrial uses was assigned a maximum value of 100 points, and commercial uses assigned a maximum value of 25 points.

Parcel Aggregation

The Municipal Development Plan encourages preservation of intact quarter sections. However, allocating development to larger undivided parcels minimizes and acquisition and development costs. Preferred development locations provide the most land in the fewest parcels. The total land area of the proposed sites was divided by the individual parcels contained in each. This provided an average "area per parcel" that was normalized and weighted against a maximum score of 50.

Appendix B - Factor Mapping

This appendix contains maps for the individual data sets and groups that were used in the Development Suitability Model. Brief analyses are provided for each explaining how the factors impact each proposed area.

Transportation Network, Electricity, Water, + Gas

The La Crete area is served by three-phase electrical power along two corridors. Areas, A, B, and C are all bisected by this industrial-capacity electrical utility while Area D has access from its western extent. The Northern Light Gas Co-op natural gas pipeline runs north-south on the western end of the study area, bisecting Area B and running near Areas A and C. There is also an existing gas terminal in the hamlet of La Crete. Existing municipal water infrastructure is located within 600m of Area A in the hamlet of La Crete. A rural waterline also exists, running through Areas D and C, and near Area B. However, reports provided by Mackenzie County indicate that this system would not be able to provide the water required by many of the larger scale industrial uses Mackenzie County is anticipating.

Hwy 697 runs through the centre of Area B, while Areas C and D are located in close proximity to it. Area D benefits from its location at the junction of Hwy 697 and the Highway 88 Connector, an important regional road. While Area A is further removed from Hwy 697, it still benefits from direct regional road access to the provincial highway.

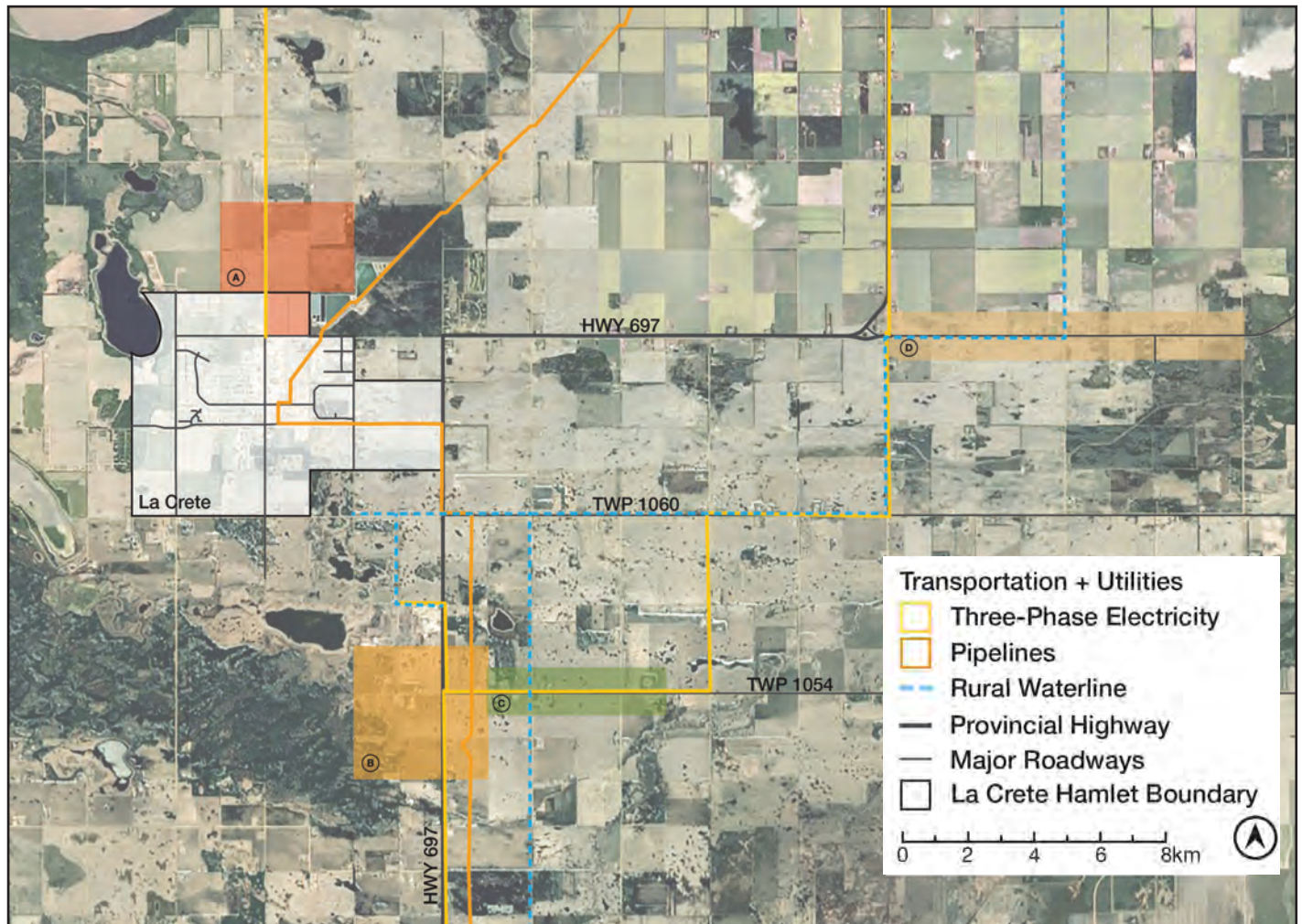


Fig 9. Servicing factors considered in the Development Suitability Model.

Groundwater Quality Risk

The Government of Alberta maintains a groundwater quality risk assessment for all rural agricultural lands in the province. As shown in Fig. 13 below, groundwater quality risk is highest in the lands surrounding Areas B and C. This is due to the presence of wetland features to the west of this site. However, even in this area the risk is relatively low, scoring a maximum of medium risk. Areas A and D are located in areas of very low risk.

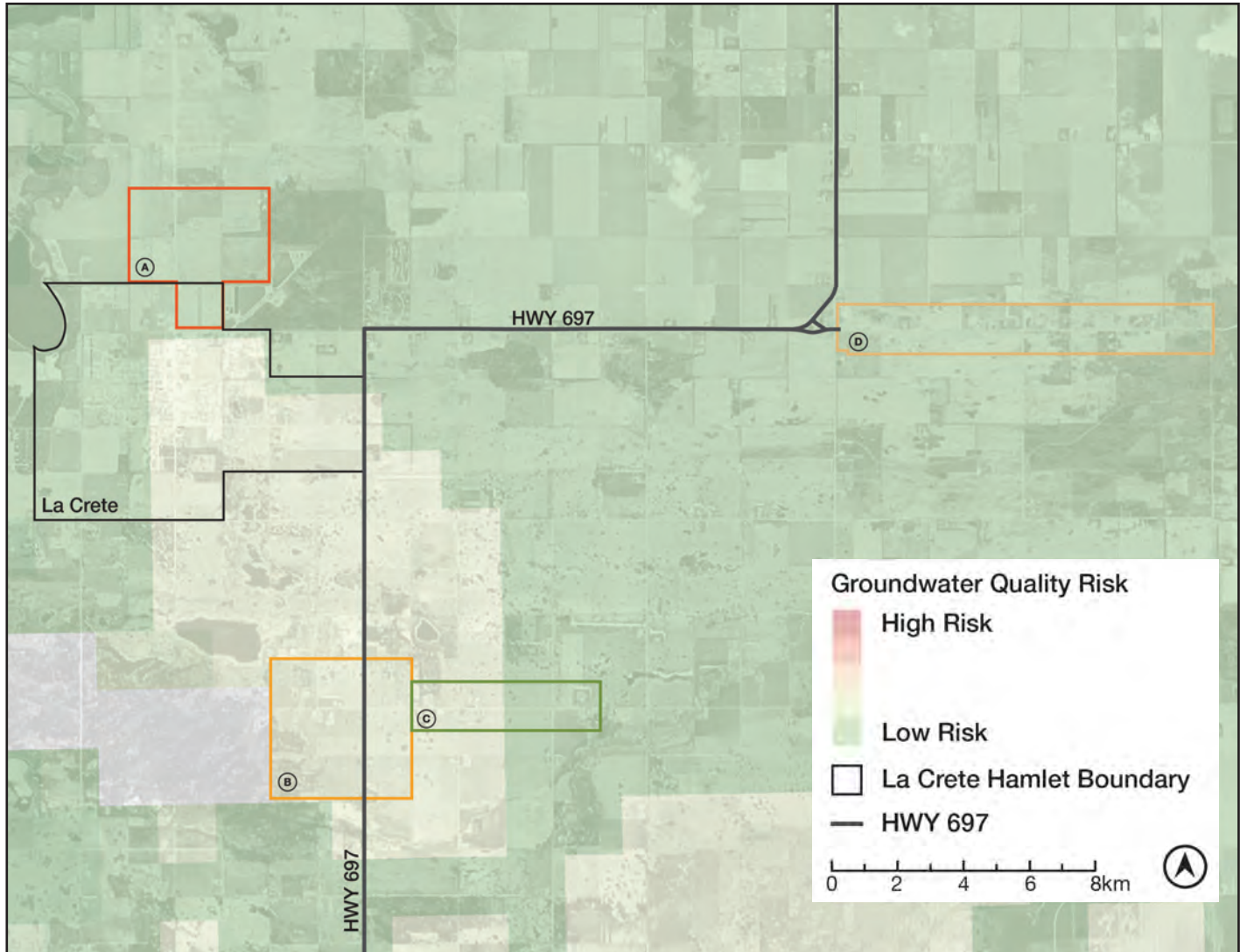


Fig 10. Groundwater quality risk assessment data for the study area.

Aquifer Vulnerability

The Government of Alberta has developed an aquifer vulnerability index that was applied to the study area. Fig. 14 below shows how aquifer vulnerability closely mirrors the groundwater quality risk map, again due to the wetland features west of Area B. In the context of aquifer vulnerability however the risk is much higher.

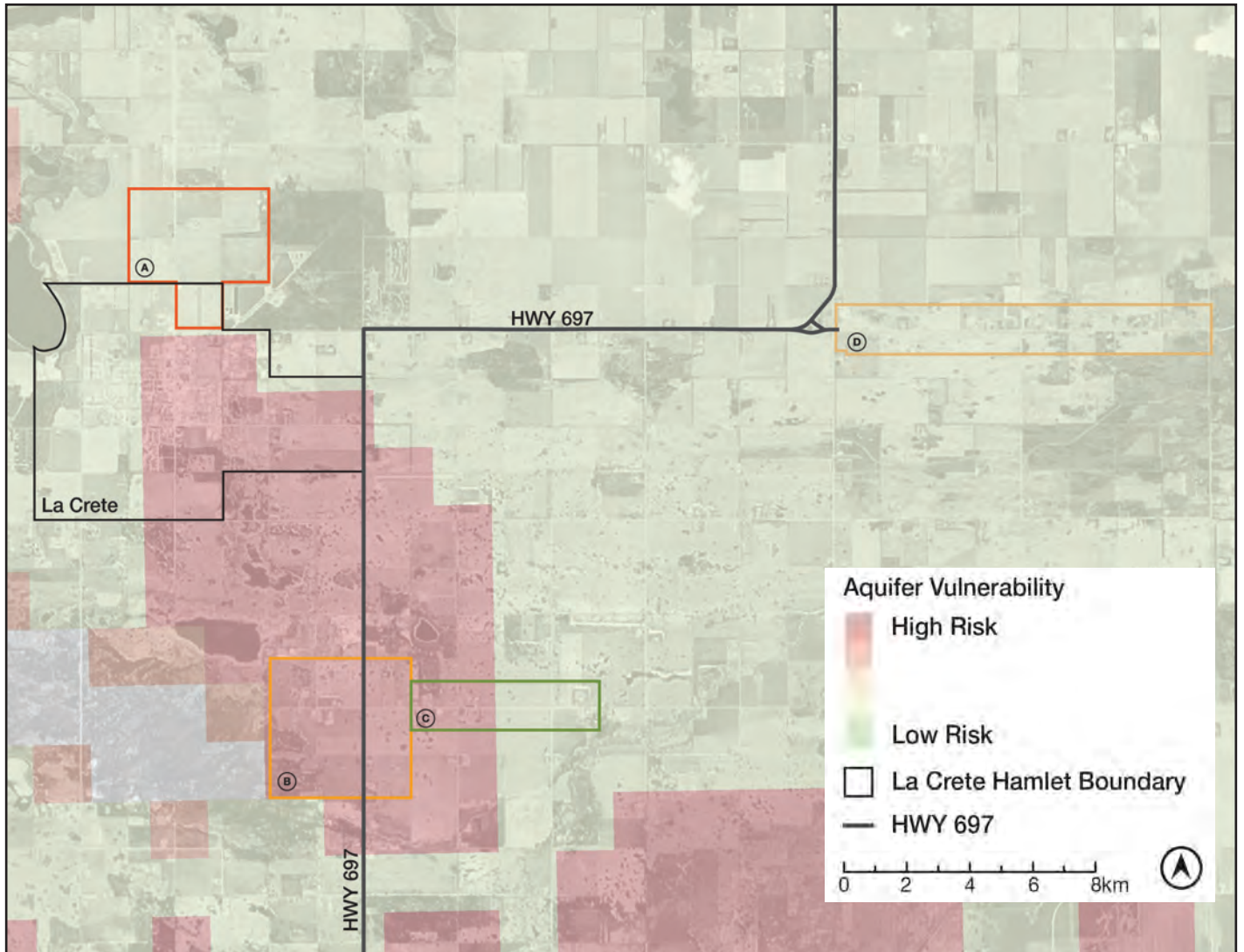


Fig 11. Aquifer Vulnerability Index data for the study area.

Soil Quality

Fig. 15 below shows how Area D is located in the area of lowest soil quality, while the proposed sites located closer to the Peace River feature higher overall soil compositions. Areas A and B are located in the areas of highest soil quality, which results in lower scores for development suitability as they would remove better land from agricultural production.

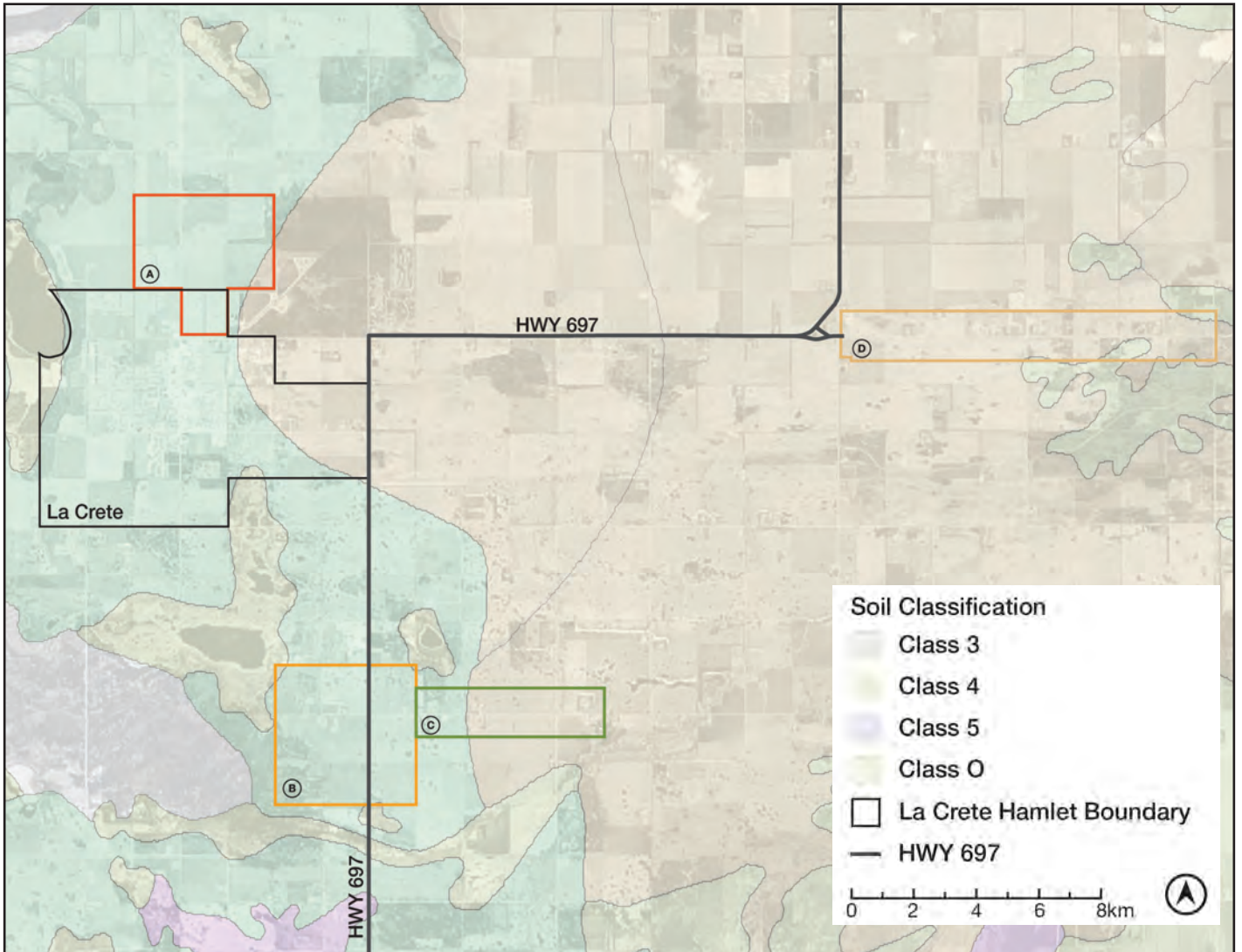


Fig 12. Canadian Land Inventory soil classifications for the study area.

Wetlands

Fig. 16 below shows the locations of wetland features adjacent to and within each proposed site. Area B is the most directly impacted by wetland features, although Area D also contains some wetland features on its eastern extent. However, the impact of these features on the proposed sites is limited. Even for Area B, the impact is concentrated in the southwest corner of the proposed site—by removing the impacted areas from the proposed site the wetland risks are easily mitigated.

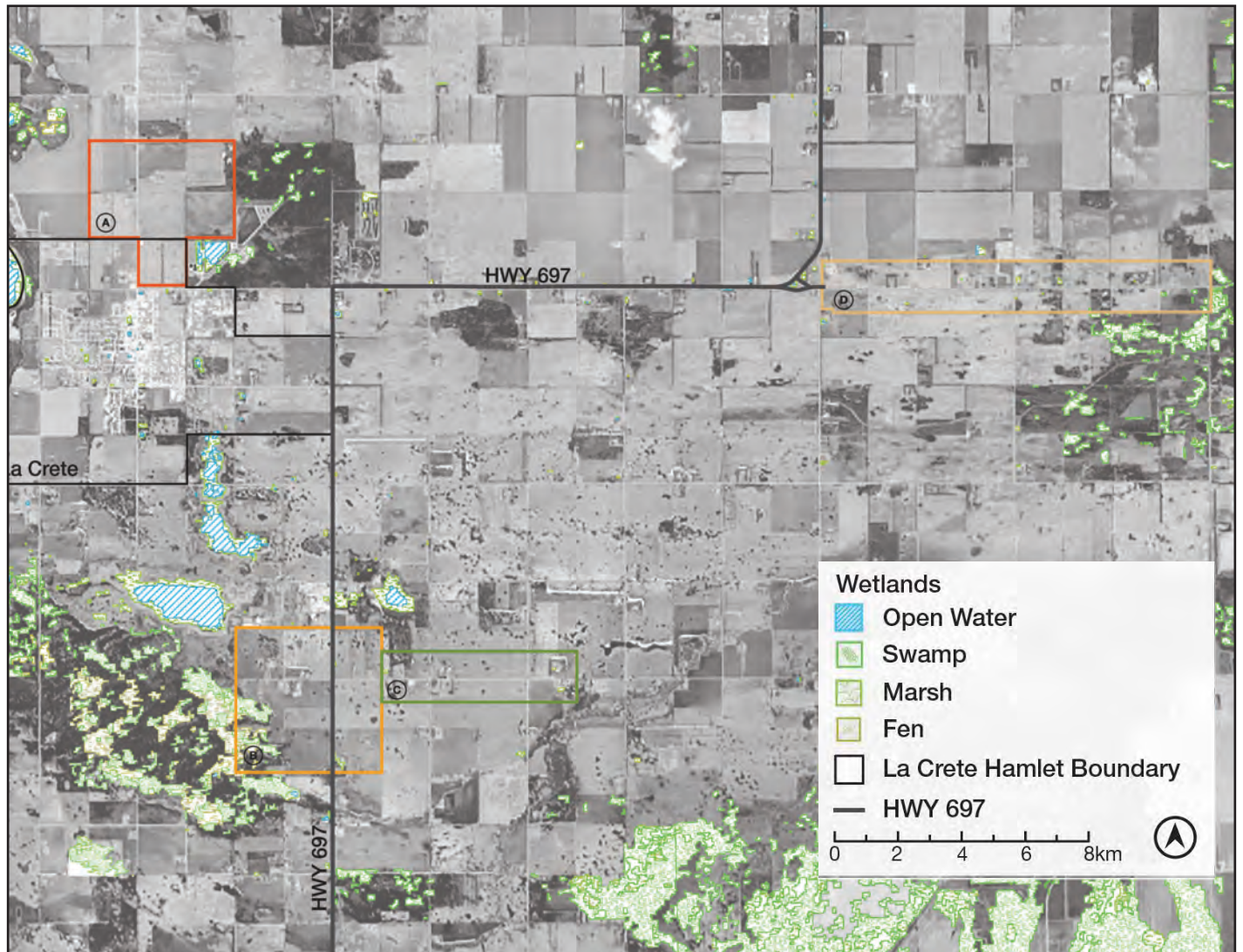


Fig 13. Canadian Wetland Classification system wetland features in the study area.

Existing Land Uses

Area A is influenced the most by existing land uses, as it is located closest to the hamlet of La Crete. All three land use factors considered (residential, commercial, and industrial) influence its score in the Development Suitability Model. Areas B and D benefit from the presence of existing industrial uses in proximity to their location, while Area C receives limited benefit from its position near the La Crete Sawmill.

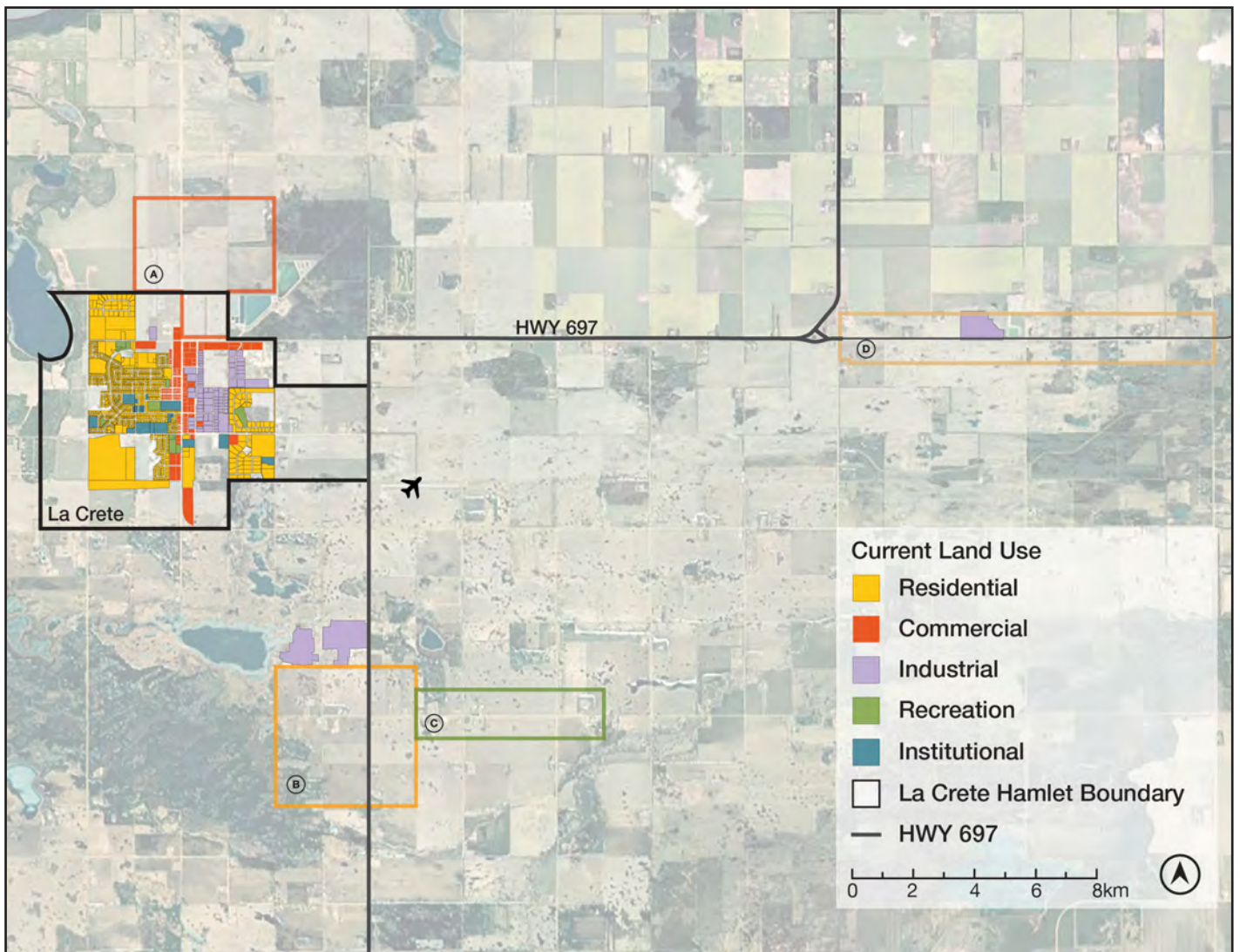


Fig 14. Industrial, Commercial, and Residential land uses for the study area.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Power Generation Strategy Study – Funding

BACKGROUND / PROPOSAL:

In partnership with REDI and Lionstooth Energy, Mackenzie County is pursuing a Power Generation Strategy Study.

At the February 27, 2019 Council meeting the following motion was made:

MOTION 19-02-109 **MOVED** by Councillor Braun
Requires Unanimous

That Mackenzie County partner with the Regional Economic Development Initiative on a 50/50 cost sharing basis for the Power Generation Strategy Study (estimated cost is \$70,000).

CARRIED UNANIMOUSLY

The County has committed to partnering in the project but funds need to formally be allocated in the 2019 budget.

COSTS & SOURCE OF FUNDING:

The total project cost is \$70,000, 50% will be paid for by Lionstooth Energy (\$35,000) and the remaining 50% will be paid for by the County and REDI (\$17,500 each).

This will need to become a separate line item as a new initiative as there are no available funds in the Planning and Development operating budget.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population.

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth.

COMMUNICATION / PUBLIC PARTICIPATION:

N/R

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Budget be amended to include a grant in the amount of \$17,500 to the Regional Economic Development Initiative (REDI) for the Power Generation Strategy Study.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bylaw 1139-19 Smoke Management

BACKGROUND / PROPOSAL:

At the November 28, 2018 regular Council meeting, Council established an Ad Hoc Committee to develop an action plan for the hazardous smoke conditions.

ADMINISTRATION: **14. b) Fire Permit Requirements (Hazardous Smoke Conditions)**

MOTION 18-11-959 **MOVED** by Councillor Jorgensen

That an Ad Hoc Committee be established to review and develop an action plan for fire permit requirements and hazardous smoke conditions and that a recommendation be brought back to Council by April 15, 2019.

CARRIED

The Ad Hoc Smoke Committee met on February 5, 2019 and the consensus was that the County develop a bylaw to address the matter.

Subsequently Council passed a motion on February 12, 2019 requesting that administration draft a bylaw for review by Council on March 12, 2019.

MOTION 19-02-084 **MOVED** by Councillor Braun

That administration draft a bylaw to address the brush burning issue and that it be brought back to Council on March 12, 2019.

CARRIED

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

Please note that all legislation needs to be reviewed and considered to ensure that the County has the proper authority and jurisdiction as identified in the said Bylaw. A legal opinion may also be required prior to final passing of the Bylaw.

A copy of the draft Bylaw will be presented on meeting day.

OPTIONS & BENEFITS:

Option 1 – to pass first reading of the proposed bylaw as presented or amended.

Option 2 – refer the proposed bylaw to the Ad Hoc Smoke Committee for review.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Participation is conducted through the Ad Hoc Smoke Committee members.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the draft smoke management bylaw be referred to the Ad Hoc Smoke Committee for review.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Resource Communities of Canada Coalition

BACKGROUND / PROPOSAL:

See attached information from the Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AUMA) regarding the Resource Communities of Canada and the impact of Bill C-69.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

From: [Tasha Blumenthal](#)
Cc: [RMA Board Dist: Policy Analysis](#)
Subject: Resource Communities of Canada Coalition
Date: February 26, 2019 12:03:03 PM
Attachments: [image001.png](#)

RMA Mayors and Reeves,

On behalf of President Al Kemmere, we wanted to share information regarding an important initiative that is underway.

Responsible resource development is essential for the future of Canadian municipalities. After talking to many municipal partners, there is a lot of momentum around coordinating our Canadian municipal voice to:

- 1) Advocate for responsible resource development.
- 2) Ensure municipal perspectives are being heard on issues impacting resource development.
- 3) Share factual information regarding resource development interests.

The RMA met with our sister municipal associations across Western Canada last week to discuss forming a Resource Communities of Canada (RCC) coalition to unify activities and key messages that will help us achieve these objectives. As a coordinated effort between municipalities and municipal associations, the RCC will also liaise with industry experts to share information. We look forward to engaging our members as we work on this coordinated effort.

Some of our first activities will include further discussion on the impacts of Bill C-69, and a potential coordinated submission to Senate. The RCC will also be working on an awareness campaign at the Quebec City FCM Conference at the end of May.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country. We will continue to keep you apprised of information regarding the RCC and how you can be engaged to support this initiative.

Tasha Blumenthal, MBA
Director of External Relations & Advocacy



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February 20, 2019

On February 1, 2019, AUMA President Barry Morishita was part of a delegation that met with a group of independent Canadian senators in Edmonton to discuss Bill C-69. The Bill has been under debate in the Senate since December 12, 2018. There is an opportunity to make amendments before the House of Commons votes on the Bill, likely during this session of Parliament.

The Bill contains amendments to three different pieces of legislation: The *Impact Assessment Act*, the *Canadian Energy Regulator Act*, and the *Navigation Protection Act*. Currently, there is much opposition to the Bill, especially from the oil and gas industry. For municipalities, the *Navigation Protection Act* has been a key piece for AUMA's advocacy work with the Federation of Canadian Municipalities (FCM) and the Western Canadian Municipal Associations (WCMA).

AUMA's key issues with Bill C-69:

Municipalities are concerned these amendments will directly impact municipal land-use planning, construction and maintenance of infrastructure. The proposed Bill could result in more municipal infrastructure projects falling under federal review. This could add additional financial and administrative costs to municipal operations.

Municipalities need more clarification on a new requirement to consider and protect Indigenous traditional knowledge and the consultation process required with Indigenous communities.

It is unclear how the new process will work for adding navigable waters to the list of waters subject to extra oversight. It is unclear "who" can make this request, local citizens, Indigenous communities, or environmental non-governmental organizations.

Clarification is needed regarding the definition of navigable water and how "reasonable likelihood" will be defined in relation to the water body being used for navigation. For example, many waterways in Alberta are seasonal, the frequency of navigation needs to be considered and clarified.

More work needs to be done on the categorization of "Minor Works," "Major Works," "works other than a minor work." These categories create a complex series of requirements.

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FCM has recommended that Transport Canada conduct a review of existing Minor Works to assist municipalities to better understand the requirements.

Although the impact on the resource development sector does not directly affect local governments, the industry is important to economic prosperity and quality of life in many local communities.

AUMA has been working with FCM and WCMA on advocating for change and seeking clarification. [WCMA sent a joint letter to the Minister of Transport in May 2018](#), and another letter to the [Senate of Canada in October 2018](#). FCM provided its [submission to the Standing Committee on Environment and Sustainable Development in April 2018](#). FCM's submission echoed several similar points as WCMA and AUMA.

AUMA continues to follow this issue closely and will provide updates as information comes available.

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From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: CORRECTION*: Standing up for Albertans on Bill C-69
Date: February 27, 2019 7:26:44 AM

CORRECTION*: Standing up for Albertans on Bill C-69

February 27, 2019 [Media inquiries](#)

Premier Rachel Notley will ***be in Ottawa*** on Thursday, Feb. 28 to appear before a Senate committee on Bill C-69.

The committee is studying Bill C-69, which would create a new, far-reaching impact assessment process for resource development projects, including pipeline construction.

“I am standing up for Albertans and for this province’s future prosperity. Ottawa just doesn’t get it. They don’t understand Alberta – and what this province contributes to the national economy and the well-being of all Canadians. I will make the case as clearly as I can that Bill C-69, in its current form, doesn’t work for Alberta. And, therefore, it does not work for Canada.”

Premier Rachel Notley

As well as speaking to the Senate committee, Premier Notley will make a formal submission outlining a number of proposed amendments to the current legislation, including those that seek to:

- Exclude certain project types so that we can be assured that existing projects, pipelines and in-situ facilities are not subject to additional oversight.
- Compel greater legislative certainty around the factors that must be considered in assessing a project.
- Formally recognize our Climate Leadership Plan so that projects

approved under it could be exempt from further environmental assessment.

- Ensure the federal government is acting in the public interest as it evaluates potential projects, and that socio-economic benefits of a project are evaluated and considered.
- Limit the federal minister’s discretion to add projects to the existing projects list. This would maintain clear lines between federal and provincial jurisdictions, and would ensure there isn’t duplication of the efforts or a serious stall in project approvals.

“Bill C-69 must be fixed – for the sake of our economy and our country. In Alberta, we are nation-builders. We contribute much to this country and we punch above our weight. We have done our part and we have worked hard for the benefit of all Canadians. I will never stop fighting for Alberta families, and I’m proud to be taking that fight right to Ottawa.”

Premier Rachel Notley

Media inquiries

Government of Alberta

780-422-4905

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Council Workshop

BACKGROUND / PROPOSAL:

To be presented at the meeting by the Reeve.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the February 25, 2019 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of February 25, 2019 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Monday, February 25, 2019 @ 2:00 p.m.

PRESENT: Erick Carter Chair, MPC Member
Beth Kappelar Vice Chair, MPC Member (via Teleconference)
John W Driedger MPC Member
David Driedger Councillor, MPC Member
Jacquie Bateman Councillor, MPC Member (via Teleconference)

ADMINISTRATION: Byron Peters Deputy Chief Administrative Officer
Kristin Racine Planner
Nicole Friesen Administrative Assistant/Recording Secretary

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 2:20 p.m.

2. ADOPTION OF AGENDA

MPC-19-02-019 MOVED by John W Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-19-02-020 MOVED by Beth Kappelar

That the minutes of February 7th, 2019 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. **TERMS OF REFERENCE**

For information.

5. **DEVELOPMENT**

None.

6. **SUBDIVISIONS**

a) **02-SUB-19 Peter & Judy Zacharias
5.57 Acre Subdivision
SE 17-104-16-W5M**

MPC-19-02-021 MOVED by Beth Kappelar

That Subdivision Application 02-SUB-19 in the name of Peter & Judy Zacharias on SE 17-104-16-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 5.57 acres (2.230 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Dedication of a 30-meter wide service road right-of-way across the highway frontage of the parcel, at no cost to the department (Alberta Transportation). In this instance, Alberta Transportation is willing to accept the service road dedication by caveat.
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.

I. **The existing sewer system shall be upgraded to a field septic system.**

- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$7,600 per acre. Municipal reserve is charged at 10%, which is \$760 per subdivided acre. **5.57 acres times \$760 equals \$4, 233.20.**
- h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS

- a) **Bylaw 11xx-19 Land Use Bylaw Amendment
Rezone from Industrial "I" to Hamlet Residential 2 "H-R2"
Part of Plan 782 0147, Block 14**

MPC-19-02-22 MOVED by John W Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-19 being a Land Use Bylaw Amendment to rezone Part of Plan 782 0147, Block 14 from Institutional "I" to Hamlet Residential 2 "H – R2", subject to public hearing input.

CARRIED

**b) Bylaw 11xx-19 Lane Closure
Plan 142 0594, Block 34, Lot 8 & 9**

MPC-19-02-23 MOVED by John W Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-19 being a Road Closure Bylaw to close the lane between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to public hearing input.

CARRIED

c) CPAA Conference

For information.

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Monday, March 11, 2019 @ 4:00 p.m. in La Crete
- ❖ Thursday, March 28, 2019 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, April 11, 2019 @ 10:00 a.m. in La Crete
- ❖ Thursday, April 25, 2019 @ 1:00 p.m. in Fort Vermilion

10. ADJOURNMENT

MPC-19-02-24 MOVED by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 2:43 p.m.

CARRIED

These minutes were adopted this 11th day of March, 2019.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the February 25, 2019 Finance Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Finance Committee minutes are posted on Docushare.

POLICY REFERENCES:

N/A

Author: J. Veenstra **Reviewed by:** B. McKennan **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of February 25, 2019 be received for information.

Author: J. Veenstra **Reviewed by:** B. McKennan **CAO:** _____

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**February 25, 2019
10:00 a.m.**

**Fort Vermilion Corporate Office
Fort Vermilion, Alberta**

PRESENT: Peter F. Braun Councillor - Chair
Jacquie Bateman Councillor – Vice Chair
David Driedger Councillor
Josh Knelsen Reeve, Ex Officio
Anthony Peters Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Bill McKennan Director of Finance
Jennifer Batt Finance Controller
Jannelle Veenstra Finance Officer/ Recording Secretary

CALL TO ORDER: 1. a) Call to Order

Councillor Braun, Chair, called the meeting to order at 10:05 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-19-02-012 MOVED by Reeve Knelsen

That the agenda be approved as presented.

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the January 17, 2019 Finance Committee Meeting

MOTION FC-19-02-013 MOVED by Councillor Bateman

That the minutes of the January 17, 2019 Finance Committee meeting be approved as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES: 4. a) None

BUSINESS:

6. a) Rescind FIN021 Account Code Structure

MOTION FC-19-02-014

MOVED by Councillor Driedger

That the Finance Committee recommends to Council that Policy FIN021 Account Code Structure be rescinded.

CARRIED

6. b) Bursary – Return Service Agreement

MOTION FC-19-002-015

MOVED by Councillor Bateman

That administration is to communicate to the Bursary recipient that due to the unfulfilling of the return service agreement that their bursary received will require a repayment agreement.

CARRIED

6. c) CAO Expense Claim

MOTION FC-19-02-016

MOVED by Councillor Driedger

That the CAO Expense Claim for February 2019 be received for information.

CARRIED

6. d) Councillors’ Honorariums and Expense Claims

MOTION FC-19-02-017

MOVED by Reeve Knelsen

That Councillor Honorariums and Expense Claims for December 2018 and January 2019 be reviewed as follows:

Councillor Expense Claims	Review Comments
1 – Reeve Knelsen	Amended January 2019
2 – Councillor A. Peters	Amended January 2019
3 – Councillor Braun	Amended January 2019
4 – Councillor D. Driedger	Reviewed January 2019
5 – Councillor E. Peters	Amended January 2019
6 – Councillor Jorgensen	None
7 – Councillor Cardinal	Reviewed December 2018 Reviewed January 2019
8 – Deputy Reeve Sarapuk	Amended January 2019
9 – Councillor Bateman	Reviewed January 2019
10 – Councillor Wardley	Reviewed January 2019

CARRIED

MOTION FC-19-02-018

MOVED by Reeve Knelsen

That the Finance Committee recommends to Council that Bylaw 1125-18 Honorariums & Expense Reimbursement be brought to Council to amend the following:

Section 5. a) Travel day be changed from \$200.00 to \$240.00

Section 7. That mileage be set at a flat rate of \$0.58/km.

CARRIED

MOTION FC-19-02-020

MOVED by Councillor Bateman

That further discussion be had on the following:

- A) That Council provide direction on the payment of honorariums related to Council attendance at any County Sponsored Open House.
- B) Maximum meetings that may be claimed per day as discussed in section 2.2 of Bylaw 1125-18 Honorariums & Expense Reimbursement

CARRIED

6. e) Members at Large Expense Claims

MOTION FC-19-02-021

MOVED by Councillor Driedger

That the January and February 2019 Members at Large Expense Claims be reviewed as follows:

Members at Large Expense Claims	Review Comments
1 – Terry Batt	Reviewed January 2019
2 – Beth Kappelar	Reviewed January 2019
3 – Joseph Peters	Reviewed January 2019 Reviewed February 2019
4 – Dicky Driedger	None
5 – Joe Froese	Reviewed January 2019
6 – Diedrich Driedger	None
7 – John W. Driedger	None
8 – Mike Alsterlund	None

CARRIED

6. f) Cheque Lists

MOTION FC-19-02-022

MOVED by Councillor A. Peters

That the cheque lists and payments made online from January 16, 2019 to February 22, 2019 be received for information.

CARRIED

6. g) MasterCard Statements

Councillor Braun, Chair, recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:08 a.m.

MOTION FC-19-02-023

MOVED by Councilor Driedger

That the MasterCard statement for December 2018 be received for information.

CARRIED

**NEXT MEETING
DATE:**

9. a) March 25, 2019 at 10:00 a.m.
Fort Vermilion Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-19-02-024

MOVED by Councillor Bateman

That the Finance Committee meeting be adjourned at 11:14 a.m.

CARRIED

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Councillor

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the February 7, 2019 and March 7, 2019 Community Services Committee meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Author: D. Munn Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of February 7, 2019 and March 7, 2019 be received for information.

Author: D. Munn **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Community Services Committee Meeting**

**February 7, 2019
10:00 AM**

**Fort Vermilion Meeting Room 1
Fort Vermilion, Alberta**

PRESENT:

Lisa Wardley	Chair
Josh Knelsen	Reeve
Peter Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor

ADMINISTRATION:

Doug Munn	Director of Community Services
Len Racher	Chief Administration Officer
Liane Lambert	Public Works Officer/Recording Secretary
Chelsea Doi	Municipal Intern

Minutes of the Community Services Committee meeting for Mackenzie County held on February 7, 2019 in Meeting Room 1 at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Doug Munn called the meeting to order at 10:10 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-19-02-001 MOVED by Councillor Cardinal

That the agenda be accepted as presented.

CARRIED

ELECTIONS: 3. a) Election of Chairperson

Doug Munn called for nominations for the position of Chair of the Community Services Committee.

First Call: Councillor Cardinal nominated Councillor Wardley.

Second Call: No further nominations.

Third Call: No further nominations

MOTION CS-19-02-002 **MOVED** by Councillor Driedger

That nominations cease for the position of Chairperson.

CARRIED

Councillor Wardley was acclaimed as Chairperson of the Community Services Committee.

ELECTIONS:

3. b) Election of Vice-Chairperson

Councillor Wardley called for nominations for the position of Vice-Chairperson of the Community Services Committee.

First Call: Councillor Braun nominated Councillor Cardinal.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION CS-19-02-003 **MOVED** by Reeve Knelsen

That nominations cease for the position of Vice-Chairperson.

CARRIED

Councillor Cardinal was acclaimed as Vice-Chairperson of the Community Services Committee.

ELECTIONS:

3. c) Appointment to Other Committees

MOTION CS-19-02-004 **MOVED** by Reeve Knelsen

That Lisa Wardley, Cameron Cardinal, and Peter Braun be elected to the FCSS and Recreation Board.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**4. a) Minutes of the October 16, 2018 Community Services
Committee Meeting**

MOTION CS-19-02-005 **MOVED** by Reeve Knelsen

That minutes of the October 16, 2018 Community Services Committee meeting be accepted as amended.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS**

1. a) Boreal Housing – Handi-Bus Update (Verbal)

MINUTES:

MOTION CS-19-02-006 **MOVED** by Councillor Driedger

That the draft MOU for the Handi-Bus be brought to Council for approval.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. b) Bridge Campground Amalgamation Update

MOTION CS-19-02-007 **MOVED** by Councillor Cardinal

That the Bridge Campground Amalgamation Update be accepted for information.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. c) Bridge Campground Development

MOTION CS-19-02-008 **MOVED** by Reeve Knelsen

That the Bridge Campground Development be TABLED to the next Community Services Committee Meeting.

CARRIED

Chair Wardley recessed the meeting at 10:55 a.m. and reconvened at 11:05 a.m.

NEW BUSINESS: **6. a) Hutch Lake Residential Land Purchase Sketch Plan**

MOTION CS-19-02-009 **MOVED** by Councillor Cardinal

That the Hutch Lake Residential Land Purchase Sketch Plan be amended to include accesses every half mile to the lake.

CARRIED

NEW BUSINESS: **6. b) Hutch Lake 10 Year Plan Review**

MOTION CS-19-02-010 **MOVED** by Councillor Cardinal

That the Hutch Lake 10 Year Plan be amended as directed and be brought back to the next Community Services Committee Meeting.

CARRIED

Chair Wardley recessed the meeting at 12:00 p.m. and reconvened at 12:37 p.m.

NEW BUSINESS: 6. c) Insurance Appraisal Report

MOTION CS-19-02-011 MOVED by Councillor Driedger

That the Insurance Appraisal Report be Tabled and brought back to the next Community Services Committee Meeting with more information on the assessed values.

CARRIED

NEW BUSINESS: 6. d) Action List

MOTION CS-19-02-012 MOVED by Reeve Knelsen

That the Action List be received for information.

CARRIED

ADDITIONS: No additions.

NEXT MEETING DATE: 1. a) Next Meeting Date

MOTION CS-19-02-013 Moved by Councillor Cardinal

That the Community Services Committee meetings be held every first Thursday of each month.

CARRIED

ADJOURNMENT: 1. a) Adjournment

MOTION CS-19-02-114 MOVED by Councillor Driedger

Meeting was adjourned at 12:50 p.m.

CARRIED

These minutes will be presented to the Community Services Committee for approval on Date.

Lisa Wardley, Chair

MACKENZIE COUNTY
Community Services Committee Meeting

March 7, 2019
10:00 AM

Fort Vermilion Meeting Room 1
Fort Vermilion, Alberta

PRESENT:	Lisa Wardley	Chair
	Josh Knelsen	Reeve (Arrived @10:43am)
	Peter Braun	Councillor
	Cameron Cardinal	Councillor
	David Driedger	Councillor
ADMINISTRATION:	Len Racher	Chief Administration Officer
	Liane Lambert	Public Works Officer/Recording Secretary
	Don Roberts	Zama Site Manager
	Dave Fehr	Director of Operations

Minutes of the Community Services Committee meeting for Mackenzie County held on March 7, 2019 in Meeting Room 1 at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Chair Lisa Wardley called the meeting to order at 10:08 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-19-32-115 MOVED by Councillor Braun

That the agenda be accepted as amended.

CARRIED

MINUTES FROM PREVIOUS MEETING: 4. a) Minutes of the February 7, 2019 Community Services Committee Meeting

MOTION CS-19-03-116 MOVED by Councillor Driedger

That minutes of the February 7, 2019 Community Services Committee meeting be accepted as presented.

CARRIED

OLD BUSINESS 1. a) Bridge Campground Development/Timeline

MOTION CS-19-03-117 MOVED by Councillor Cardinal

That the Fort Vermilion Bridge Campground development concept plan be amended as discussed and brought back to the next Community Services meeting.

CARRIED

Chair Wardley recessed the meeting at 11:20 a.m. and reconvened at 11:40 a.m.

OLD BUSINESS: 1. b) Hutch Lake 10 Year Plan Review

MOTION CS-19-03-118 MOVED by Councillor Cardinal

That the Committee make additional amendments to the Hutch Lake 10 Year Plan and bring it back to the next Committee meeting for review.

CARRIED

OLD BUSINESS: 1. c) Handi-Vans Update (Verbal)

MOTION CS-19-03-119 MOVED by Reeve Knelsen

That the Handi-Van update be accepted for information.

CARRIED

OLD BUSINESS: 1. c) FRIAA Firesmart Update (Verbal)

MOTION CS-19-03-120 MOVED by Councillor Cardinal

That the FRIAA Firesmart be accepted for information.

CARRIED

OLD BUSINESS: 1. c) Wadlin Lake Dock Pilings

MOTION CS-19-03-121 MOVED by Councillor Braun

That the Wadlin Lake Dock Pilings be accepted for information.

CARRIED

OLD BUSINESS: 1. c) La Crete Ferry Campground Sub-lease Contract Update

MOTION CS-19-03-122 MOVED by Councillor Braun

That the La Crete Ferry Campground Sub-lease contract update be tabled until the next meeting.

CARRIED

NEW BUSINESS: 6. a) Recreational Area Policy Review

MOTION CS-19-03-123 MOVED by Councillor Driedger

That the Community Services Committee recommends to Council to approve the amendments to policy ADM040 Recreational Area Policy.

CARRIED

Chair Wardley recessed the meeting at 12:04 p.m. and reconvened at 12:34 p.m.

NEW BUSINESS: 6. d) Action List

MOTION CS-19-03-124 MOVED by Reeve Knelsen

That the Action List be received for information.

CARRIED

ADDITIONS: No additions.

NEXT MEETING DATE: 1. a) Next Meeting Date

MOTION CS-19-02-125 Moved by Councillor Cardinal

That the Community Services Committee meetings be changed from the first Thursday of every month to the first Wednesday of each month.

CARRIED

ADJOURNMENT: 1. a) Adjournment

MOTION CS-19-03-126 MOVED by Councillor Driedger

Meeting was adjourned at 1:00 p.m.

CARRIED

These minutes will be presented to the Community Services Committee for approval on Date.

Lisa Wardley, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 12, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Alberta Municipal Affairs (Municipal Sustainability Initiative)
- Correspondence – BMO Farm Family Awards
- Correspondence – Alberta Municipal Affairs (Intermunicipal Development Plan exemption with the Municipal District of Opportunity)
- Correspondence – Calvin McLeod, Environment and Parks (Diseased American Plains Bison)
- Correspondence – Alberta Culture and Tourism (2022 Alberta Winter and Summer Games)
- Correspondence – Minister of Agriculture and Forestry (Crop Disease and Noxious Weed Prevention)
- Correspondence – Minister of Municipal Affairs (Intermunicipal Development Plan Exemption Request with Northern Sunrise County)
- Alberta Human Rights Commission and AUMA – Municipal Inclusion Symposium
- Rural Municipalities of Alberta (RMA) Spring 2019 Convention Program
- Mighty Peace Watershed Alliance – Remediation and Restoration in the Watershed Forum
- Big Lakes Charity Golf Tournament
- Boreal Housing Foundation Meeting Minutes
-
-
-
-

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of February 27, 2019

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Len	Expression of Interest Submitted
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Doug Len	Application for purchase of Hutch Lake has been filed.
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol.

Motion	Action Required	Action By	Status
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Byron Bill	In progress.
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	Finalizing report then draft offsite levy bylaw.
September 25, 2017 Council Meeting			
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Paperwork complete.
February 27, 2018 Council Budget Meeting			
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Doug	Funding transfer complete. MSI Funding as per Motion 18-06-483 Disposal expected in June 2019
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Doug	Application submitted.
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Doug	Survey in progress.
May 23, 2018 Council Meeting			
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	In progress.
June 27, 2018 Council Meeting			
18-06-471	That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.	Doug	In progress

Motion	Action Required	Action By	Status
18-06-476	That administration bring back the Purchasing Authority Directive and Tendering Process Policy to a future council meeting with recommendations to change the COR/SECOR requirements.	Bill	In progress
July 25, 2018 Council Meeting			
18-07-530	That the County fire departments consider donating old bunker gear and equipment to the Highway to Mexico Program.	Doug	In progress
18-07-538	That administration brings back recommendations to Council for amendments to all Bylaws/Policies pertaining to tax payments.	Bill	Council 2019-03-12
August 14, 2018 Council Meeting			
18-08-564	That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.	Grant	ASB 2019-03-28
18-08-588	That road allowance policies be referred to the Land Stewardship Committee for review and bring back recommendations to council.	Byron Dave	Refer to Motion 18-11-910
August 29, 2018 Council Meeting			
18-08-623	That administration prepare and submit a river search and rescue access plan to the Department of Fisheries and Oceans for the Peace River between the La Crete Ferry Campground and the D.A. Thomas Park.	Doug	In progress
September 11, 2018 Council Meeting			
18-09-663	That administration bring back additional options for the La Crete RCMP Clerical Support duties.	Doug	Budget deliberations
September 24, 2018 Council Meeting			
18-09-709	That Bylaw 1115-18, being a Municipal Reserve Closure Bylaw to cancel the municipal reserve lot, Plan 052 2360, Block 2, Lot 3MR, be TABLED to the next meeting for more information.	Byron	In progress
18-09-710	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation, be TABLED to the next meeting for more information.	Byron	In progress
October 9, 2018 Council Meeting			
18-10-732	That the draft drug and alcohol polices be amended as discussed and forwarded to the AUPE Local 118/008 for review and comment.	Carol	March 2019
18-10-763	That administration proceeds with the water diversion licences as discussed.	Fred	In progress
October 24, 2018 Council Meeting			
18-10-849	That the operation of the Handi-Van program be passed	Doug	Working with LA on

Motion	Action Required	Action By	Status
	on to a non-profit community organization and that administration be directed to request Expressions of Interest from the community.		Wheels to take over operation.
18-10-864	That the appraisal report for non-profit buildings be presented to the Community Services Committee for review.	Doug	In Progress
November 6, 2018 Budget Council Meeting			
18-11-888	That the organizational chart recommendations be TABLED to the budget deliberations.	Len	2019 Budget Deliberations
November 13, 2018 Regular Council Meeting			
18-11-883	That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.	Grant	ASB 2019-03-28
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
18-11-910	That a three (3) year moratorium be placed on the development of road allowances for non-municipal use until new policies and procedures are in place to determine priority, and future use.	Byron	Advertised In progress
18-11-912	That based on the fact that the entire joint boundary of Mackenzie County and the Municipal District of Opportunity No. 17 is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the Municipal Government Act that requires Mackenzie County to have an Inter-municipal Development Plan together with the Municipal District of Opportunity No. 17.	Byron	Approved by the Minister March 1, 2019
November 18, 2018 Regular Council Meeting			
18-11-959	That an Ad Hoc Committee be established to review and develop an action plan for fire permit requirements and hazardous smoke conditions and that a recommendation be brought back to Council by April 15, 2019.	Len	Meeting held February 5, 2019
December 10, 2018 Budget Council Meeting			
18-12-997	That administration inform the RCMP of Mackenzie County's intent to phase out the two Enhanced Policing positions prior to budget 2020 and recommend that the current vacant position not be filled and that the Fort Vermilion School Division be notified in regards to the School Resource Officer position.	Len Carol	Under Review
December 11, 2018 Regular Council Meeting			
18-12-1009	That the La Crete Recreation Board be reimbursed for the operational items that were overspent in the amount of \$14,279.37 with funding coming from the La Crete Recreation Board's 2018 previously approved capital	Doug	In progress

Motion	Action Required	Action By	Status
	funds. <ul style="list-style-type: none"> • Review Engagement Bill (\$4,371.25) • Artificial Ice Plant Start-up (\$4,908.12) • VRA Natural Gas Filler (\$2,000.00) • Gas Detector and Exhaust Fan (\$3,000.00) 		
18-12-1019	That the RCMP Crime Mapping be linked to the Mackenzie County website.	Carol	In progress
18-12-1036	That based on the fact that the entire joint boundary of the Regional Municipality of Wood Buffalo and Mackenzie County is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the MGA that requires Mackenzie County to have an Inter-municipal Development Plan (IDP) together with the Regional Municipality of Wood Buffalo.	Byron	Minister approved February 12, 2019
December 12, 2018 Budget Council Meeting			
18-12-1054	That administration research options to have all farmland reassessed within three years.	Bill	Correspondence sent to assessor for options.
January 14, 2019 Budget Council Meeting			
19-01-003	That the proposed 2019 tax rates be set as follows, subject to final review of budget and assessments. <ul style="list-style-type: none"> • minimum farmland tax be set at \$50.00 • farmland mill rate be increased by 10% • non-residential tax rate ratio be set at 1.75 (9%) • residential tax rate be reduced by 5% 	Bill	In progress. Will be reflected in 2019 tax rate bylaw
19-01-005	That the Reeve and Deputy Reeve, or designate, be authorized to attend a Fort Vermilion School Division Board of Trustees meeting as a delegation to discuss the RCMP School Resource Officer position.	Len	Delegation scheduled for March 13, 2019 at 1:00 p.m.
19-01-010	That the Zama Road LOC project report be received for information and that the bridge request from Paramount be brought back for consideration.	Len	In progress
January 16, 2019 Regular Council Meeting			
19-01-024	That administration make changes to the Fire Services Medical First Response (MFR) program as follows: <ul style="list-style-type: none"> • Change Standard Operating Procedures so that only a minimum of fire fighters are dispatched to each MFR. • Change guidelines to dispatch so that fire fighters are only dispatched for calls that are considered critical. • Develop a protocol to allow Alberta Health Services (AHS) to dispatch fire fighters on demand. This system would be used when dispatch did not call for fire fighters however, once on scene AHS discovered a need. • That the partnership program revenue be included in the County's financial reporting. 	Doug	In progress

Motion	Action Required	Action By	Status
19-01-025	That administration redraft a condensed Public Consumption of Cannabis Survey, with consumption meaning smoking or vaping.	Carol	In progress
19-01-035	That a letter be sent to Alberta Transportation regarding the intersection lighting at Highway 58 and Highway 88.	Len	Completed. AT is completing the overlay project in 2020 which includes intersection lighting.
19-01-036	That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the Municipal Government Act (MGA) for the municipalities of Northern Sunrise County and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.	Byron	In progress
February 12, 2019 Regular Council Meeting			
19-02-062	That the 2018 tax recovery public auction be adjourned for the following properties: <ul style="list-style-type: none"> • Tax Roll 077071 • Tax Roll 300574 • Tax Roll 296347 • Tax Roll 106062 • Tax Roll 148080 	Bill	
19-02-063	That administration continue to investigate the pros and cons of de-registering the Zama Airstrip with NavCanada and that it be brought back to Council.	Don	In progress
19-02-071	That Mackenzie County apply for the Community Capacity Building Program Grant through Energy Efficiency Alberta to help assess the viability of generating electrical power from biomass in the La Crete area.	Byron	Application submitted.
19-02-074	That a letter of support be provided to the La Crete Recreation Society for their La Crete Outdoor Rink Project (replacing the Buffalo Head Prairie Boards and Asphalt and the Blumenort Skate Shack) with a total County funding commitment of \$100,000.	Carol	Completed
19-02-075	That the 2019 capital funding to non-profit organizations be released.	Bill	Completed
19-02-084	That administration draft a bylaw to address the brush burning issue and that it be brought back to Council on March 12, 2019.	Len Carol	In progress
February 27, 2019 Regular Council Meeting			
19-02-098	That the request to waive a fire invoice be TABLED for more information.	Doug	2019-03-12

Motion	Action Required	Action By	Status
19-02-100	That administration prepare an agreement between Mackenzie County and the LA on Wheels Society based on the Handivan Memorandum of Understanding with the following amendment(s): <ul style="list-style-type: none"> a. Mackenzie County retains ownership. b. That the Society be allowed to take the Handivan out of the region at the Board's discretion. 	Doug	In progress
19-02-101	That a letter be sent to Calvin McLeod, Northwest Director, regarding the move by the Government of Alberta to have the herd of diseased American Plains Bison hybrids roaming outside of the Wood Buffalo National Park declared as wildlife under the Wildlife Act and the ramifications of that decision on local cattle and bison producers and information regarding the public consultation process.	Len	Complete
19-02-102	That the letter to the Minister of Agriculture and Forestry regarding crop disease and noxious weed prevention be sent on behalf of Mackenzie County and the Land Stewardship Committee.	Carol	In progress
19-02-103	That the 2019 Budget for the Economic Development Investment Attraction Marketing Packages project be amended to \$114,000 with \$57,000 in funding coming from the Community and Regional Economic Support Program (CARES) grant and \$57,000 from the current operating budget.	Bill	Completed
19-02-105	That a letter of support be provided to the La Crete Agricultural Society for their Co-op Community Spaces Grant for playground equipment.	Carol	Completed
19-02-107	That a letter of support be provided for the Northwest Species at Risk Committee Alberta Biodiversity Monitoring Institute Collaborative Caribou Ranges Research Project.	Byron	
19-02-109	That Mackenzie County partner with the Regional Economic Development Initiative on a 50/50 cost sharing basis for the Power Generation Strategy Study (estimated cost is \$70,000).	Byron	In progress
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96301

February 19, 2019

Reeve Joshua Knelsen
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full \$11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the *City Charters Fiscal Framework Act* was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County





March 1, 2019

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

Dear Reeve Knelsen,

Northlands is proud to once again partner with BMO for the 2019 BMO Farm Family Awards. Since 1969, farm families from Northern and Central Alberta have been recognized by Northlands with this prestigious honour. All rural municipalities north of Red Deer are eligible to nominate a deserving farm family on either an odd or even year. Mackenzie County is eligible to nominate a family in 2019.

This year, the BMO Farm Family Awards Ceremony will take place during Farmfair International on November 9, 2019 at the Edmonton Expo Centre. Further details will be forwarded to you closer to the date. Each municipality is invited to send a representative and guest to this event.

I have included a hard copy of the application, which was also emailed to gsmith@mackenziecounty.com on March 1, 2019. Completed applications are to be returned to Northlands by May 31, 2019.

Please do not hesitate to contact me at 780 471 7246 or ksekurazagar@northlands.com with any questions.

Regards,

Kimberly Sekura-Zagar
Agriculture Coordinator

cc. Grant Smith



farmfairinternational.com

March 1, 2019

AR96659

Reeve Joshua Knelsen
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

Joshua

Thank you for your letter of January 29, 2019, to the Honourable Shaye Anderson, Minister of Municipal Affairs, requesting an exemption to the creation of an Intermunicipal Development Plan (IDP) between Mackenzie County and the Municipal District of Opportunity No. 17.

I am pleased to inform you Mackenzie County and the Municipal District of Opportunity No. 17 have met the requirements for an IDP exemption.

Furthermore, please accept this letter as confirmation of receipt of your Intermunicipal Collaboration Framework (ICF) submission. The submission will be reviewed, and should further information be required, Municipal Affairs staff will contact municipal administration.

For more information on IDPs, please contact Luis Esteves, Planning Advisor, toll-free at 310-0000, then 825-468-4279, or by email at luis.esteves@gov.ab.ca.

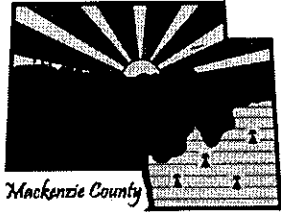
Should you have any questions regarding ICFs, please contact Michael Scheidl, Manager, Intermunicipal Relations, toll-free at 310-0000, then 780-415-1197, or by email at michael.scheidl@gov.ab.ca.

Sincerely,



Brad Pickering
Deputy Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs
Reeve Marcel D. Auger, Municipal District of Opportunity No. 17
William Kostiw, Chief Administrative Officer, Municipal District of Opportunity No. 17
Len Racher, Chief Administrative Officer, Mackenzie County
Michael Scheidl, Manager, Intermunicipal Relations, Municipal Affairs
Luis Esteves, Planning Advisor, Municipal Affairs



Mackenzie County

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

March 4, 2019

Calvin McLeod
Parks Northwest Region
Environment and Parks
1st FI Provincial Building
10320 - 99 St
Grand Prairie, AB
T8V 6J4

Dear Calvin,

RE: DISEASED AMERICAN PLAINS BISON

Mackenzie County would like to reach out to you for clarity in regards to the herd of diseased American Plains Bison hybrids roaming outside of the Wood Buffalo National Park. We have heard that these bison may be reclassified as "wildlife" as defined in the *Wildlife Act*. As significant stakeholders on the matter, we would like to receive confirmation that this in fact will be a change to be made. If so, what process will be followed to allow for public consultation? What effect(s) will this reclassification have on our local cattle and bison producers?

The Caribou Mountains Wildland Advisory Committee will be meeting on March 29, 2019 to discuss all matters pertaining to the Caribou Mountains Wildland Park. We hope that you can join us for the discussion.

Thank you for you taking the time to address our questions and concerns. It is greatly appreciated.

Yours truly,

Len Racher
Mackenzie County



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

Reeve Joshua Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion AB, T0H 1N0

Dear Reeve Knelsen:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,

Ricardo Miranda
Minister

Enclosure





Mackenzie County

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

March 7, 2019

The Honourable Oneil Carlier
Minister of Agriculture and Forestry
Office of the Minister
229 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

RE: CROP DISEASE AND NOXIOUS WEED PREVENTION

Mackenzie County recognizes the extent in which noxious weeds and crop diseases can adversely affect agriculture. The agricultural industry in central and southern Alberta has suffered from *Fusarium Graminearum*, clubroot and harmful noxious weeds. The presence of crop diseases and weeds greatly reduces the marketability of crops and can in turn adversely affect livestock and poultry.

Although *F. Graminearum* and clubroot have not yet been reported in Mackenzie County, such diseases have been identified within the boundaries of our neighbour Northern Sunrise County. The long distance spread of noxious weeds and crop diseases occurs through the transportation of infected crop residue or seeds (via soil and mud). There are multiple pathways in which *F. Graminearum* or clubroot could be easily introduced to Mackenzie County's disease free soils. Many people travelling to northern Alberta carry equipment such as combines, tractors or ATVs that, if covered in mud from a contaminated site, could quickly transfer these diseases to local farmlands. This is especially a concern because many crops grown in the Mackenzie region (e.g. peas, oats and canola) are susceptible to these crop diseases.

At this point, simply preventing the initial entry of any crop diseases or noxious weeds into the municipality is the most effective practice. Measures contemplated by Mackenzie County include an advertising campaign, inspections of vehicles/equipment at the nearest Alberta weigh scales/vehicle inspection stations which are located near Grimshaw and Slave Lake, and creating provincial policy that requires crop inspectors (Agriculture Financial Services

...2

March 7, 2019

Corporation, private companies etc.) to use best practices for prevention. Currently, local farmers are encouraged to take on their own prevention and control measures using the Best Management Practices and other information provided by Alberta's Ministry of Agriculture and Forestry to protect the integrity of northern Alberta's agricultural industry. Mackenzie County supports the objectives of Alberta Agriculture and Forestry's management plans for *F. Graminearum* and clubroot (i.e. "*Limit the introduction, escalation, spread and economic impact of F. Graminearum in Alberta*" and "*To minimize yield losses due to clubroot and reduce the further spread and buildup of clubroot in canola, mustard and market garden vegetables field sin Alberta*"). Under Alberta's Agricultural Pests Act, enforcement of pest control measures is the responsibility of the municipal authority. As the municipal authority, Mackenzie County would like to develop a prevention plan for our communities, however additional support from the province will be needed to strengthen such prevention efforts.

As a northern and remote municipality, Mackenzie County has unique agricultural needs that must be supported. With noxious weeds and crop diseases becoming a more prevalent issue throughout central and southern Alberta, we recognize early prevention as the best management practice. Mackenzie County respectfully requests that the Minister of Agriculture and Forestry recognize the importance of protecting our municipality from the spread of crop diseases and noxious weeds, and that the province advocate and provide support to Mackenzie County in implementing a prevention plan.

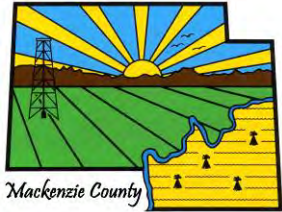
If you have any further questions, please contact me at (780) 926-7405, or Len Racher, Chief Administrative Officer at (780) 927-3718 or at lracher@mackenziecounty.com.

Sincerely,



Josh Knelsen
Reeve
Mackenzie County

c: Debbie Jabbour, MLA for Peace River
Mackenzie County Council
Mackenzie County Land Stewardship Committee
Mackenzie County Agricultural Service Board



Mackenzie County

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office@mackenziecounty.com

March 7, 2019

The Honourable Shaye Anderson
Minister of Municipal Affairs
132 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

**RE: REQUEST FOR EXEMPTION - INTER-MUNICIPAL DEVELOPMENT
PLAN BETWEEN MACKENZIE COUNTY AND NORTHERN SUNRISE
COUNTY**

Mackenzie County Council and Northern Sunrise County have agreed to request for the Inter-municipal Development Plan (IDP) exemption.

Mackenzie County and Northern Sunrise County have a history of working together on projects where appropriate and have no issues with discussing areas where further inter-municipal collaboration can take place. We are however, requesting that we be granted an exemption to the requirements for an IDP, as the lands along the border between our municipalities is primarily crown land.

Both Councils have passed the required resolutions for the IDP Exemption which are as follows:

Northern Sunrise County – January 29, 2019 Regular Council Meeting

126/01/29/19 Moved by Councillor Whitehead that Council direct Administration, based on Ministerial Order No. MSL:047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the Municipal Government Act (MGA) for the municipalities of Northern Sunrise County and Mackenzie County to create an Intermunicipal Development Plan (IDP) between the two parties, as the common boundaries between the two is comprised entirely of provincial Crown land.

CARRIED

...2

Mackenzie County – January 16, 2019 Regular Council Meeting

MOTION 19-01-036 MOVED by Councillor Braun

That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the *Municipal Government Act* (MGA) for the municipalities of Northern Sunrise County and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.

CARRIED

The signed January 16, 2019 Mackenzie County Regular Council Meeting minutes are also included in this package.

We will continue to discuss matters of collaboration and prepare the required Inter-municipal Collaboration Framework agreement within the established timeline.

We thank you in advance for your consideration of this request and look forward to a positive response.

Yours sincerely,



Josh Knelsen
Reeve
Mackenzie County

Encl.

c: Ms. Debbie Jabbour, MLA, Peace River
 Northern Sunrise County
 Mackenzie County Council

The Alberta Human Rights Commission and Alberta Urban Municipalities Association present:

Municipal Inclusion Symposium

March 18-19, 2019

Calgary Plaza Hotel and Conference Centre, 1316 33 Street NE, Calgary

March 18: Knowledge Sharing Day

8:00 a.m. – 4:30 p.m. | \$50.00

[Click here](#) to register.

March 18: *Light of the Darkness* Film Screening

6:30 p.m. – 8:30 p.m. | Free

[Click here](#) to register.

March 19: Not In Our Town Training Day

8:30 a.m. – 3:30 p.m. | \$50.00

[Click here](#) to register.

Who should attend?

These events are open to municipal staff and administration.

Where should I stay?

The Calgary Plaza Hotel is offering a discounted rate of \$115 per night. To reserve, please call 1-800-661-1464 and reference the 'Alberta Human Rights Commission' during booking.

Proudly presented by:



The Alberta Human Rights Commission and Alberta Urban Municipalities Association present:

Municipal Inclusion Symposium

March 18-19, 2019

Calgary Plaza Hotel and Conference Centre, 1316 33 Street NE, Calgary

March 18 | Knowledge Sharing Day | 8:00 a.m. – 4:30 p.m. | \$50.00 | [Register Here](#)

Join municipal colleagues from across the province to network and share ideas and knowledge on how Alberta's communities can be more inclusive. Topic themes will include:

Building Internal Corporate Support for Inclusion

Learn skills and approaches to build support for inclusion practices among your colleagues at both the elected and administrative levels.

Inclusive Citizenship and Community Engagement

The growing diversity in our communities necessitates that municipalities apply a variety of strategies to engage and empower citizens. Attendees will hear from municipalities that have successfully supported diverse groups of people to have a voice in local decision-making.

Facilitating Change and Creating Safe Spaces

Facilitating conversations on topics of inclusion can be a daunting task. Attendees will learn from others who have facilitated internal and community conversations about what to consider when planning these conversations.

Measuring Progress

Collecting relevant information is an important component in measuring any initiative. Participants will hear how municipalities have used AUMA's Measuring Inclusion Tool and how it is guiding their future decisions.

Optional evening event: Film screening and community discussion

Attendees are invited to attend an evening public screening of the film, *Light of the Darkness*, by Not In Our Town. This film tells the story of how a town came together after an incident of anti-immigrant violence. The screening will be followed by a community discussion led by Patrice O'Neill, filmmaker and founder of Not In Our Town. *Details: 6:30 p.m. – 8:30 p.m. | Cost: Free | Open to the public but [pre-register here](#).*

March 19 | NIOT Training Day | 8:30 a.m. – 3:30 p.m. | \$50.00 | [Register Here](#)

This educational workshop will be facilitated by Not In Our Town (NIOT), a California-based organization that uses film and community discussion to generate a movement to build safe, inclusive communities for all. Participants will explore practices and ideas on how to create a culture of inclusion, how to effectively stand up to intolerance, and how to use story-telling to inspire action. It is designed to provide sustainable solutions that are focused on preventing hate and working towards inclusive communities for all residents.

These events are open to municipal staff and administration. Breakfast and lunch are included in the registration. If you are unable to participate due to financial reasons, subsidies for travel and accommodation may be available.

For questions, please contact Cam Stewart, Alberta Human Rights Commission | cam.stewart@gov.ab.ca | 403.476.4657

Monday, March 18, 2019

- 11:00 am – 6:00 pm **RMA Registration/Information Desk**
Assembly Level, Edmonton Convention Centre
- 8:30 am – 4:30 pm **EOEP Courses**
- Council's Role in Land Use and Development Approvals
Salon 2, Edmonton Convention Centre
 - Community Development through Citizen Engagement
Salon 3, Edmonton Convention Centre
- 1:00 pm – 7:30 pm **RMA Tradeshow**
Hall ABC, Assembly Level, Edmonton Convention Centre
- 3:00 pm – **Coffee Break**
 - 7:15 pm – Grand Prize Draw (must be in attendance to win)
- 4:15 pm – 5:15 pm **Genesis Reciprocal Annual General Meeting**
Salon 4, Meeting Level, Edmonton Convention Centre
- 5:30 pm – 6:30 pm **Mayors'/Reeves' Meeting**
Salon 4, Meeting Level, Edmonton Convention Centre
- 6:00 pm – 7:30 pm **RMA Business Services Open House**
Halls ABC, Edmonton Convention Centre
- 6:00 pm – 10:00 pm **Brownlee LLP Hospitality Suite**
Riverview Room, Edmonton Convention Centre

Tuesday, March 19, 2019

- 6:30 am – 8:20 am **Breakfast co-sponsored by Brownlee LLP**
Hall D, Pedway Level, Edmonton Convention Centre
- 6:30 am – 3:00 pm **RMA Registration/Information Desk**
Hall D Foyer, Pedway Level, Edmonton Convention Centre
- 8:15 am – 8:35 am **Opening Ceremonies**
Hall D, Pedway Level, Edmonton Convention Centre
- O Canada
 - Invocation
 - President's Welcome
- 8:35 am – 8:55 am **Hon. Shaye Anderson, Minister of Municipal Affairs**
- 8:55 am – 9:15 am **Development Planning & Liability: Today's Decisions Affecting Your Municipality's Future**
RMA Business Services
- 9:15 am – 10:15 am **Keynote Speaker – Ryan Hreljac**
Sponsored by the Insurance Bureau of Canada
- 10:15 am – 10:35 am **RMA Charitable Gaming Committee**
- 10:35 am – 10:40 am **RMA Business Services Approved Supplier Spotlight: Lane Quinn Benefit Consultants**
- 10:40 am – 11:00 am **Coffee Break**

Tuesday, March 19, 2019 con't

- 11:00 am – 12:00 pm **Ministerial Forum**
- 12:00 pm – 1:00 pm **Buffet Lunch co-sponsored by Stantec**
Hall D, Edmonton Convention Centre
- 1:00 pm – 1:20 pm **Alberta's Economic Outlook**
Conference Board of Canada
- 1:20 pm – 2:20 pm **Future of Energy Panel**
- 2:20 pm – 2:40 pm **RhPAP's Recipe of Rural Success: A Mix of Collaboration, Capacity Building and Passion**
Rural Health Professions Action Plan
- 2:40 pm – 3:00 pm **Vicki May-Hamm, President of the Federation of Canadian Municipalities**
- 3:00 pm – 3:30 pm **Coffee Break**
Meeting Level, Edmonton Convention Centre
- 3:30 pm – 5:00 pm **Breakout Sessions (90 min)**
- **Building Healthy Rural Communities: Recruiting and Retaining Health Professionals**
Salon 4, Meeting Level
 - **From Trash to Treasure: Recycling in Alberta**
Salon 8, Meeting Level
 - **Collaboration and Technology: Taking an Active Role in Reducing Crime**
Salon 12, Meeting Level
- 4:00 pm – 8:30 pm **Social Evening sponsored in part by WSP**
Riverview Room, Edmonton Convention Centre
- 7:00 pm – 10:00 pm **FortisAlberta Hospitality Suite**
Wedgewood Room, Hotel Macdonald

Wednesday, March 20, 2019

- 6:30 am – 8:00 am **Breakfast co-sponsored by FortisAlberta**
Hall D, Edmonton Convention Centre
- 7:00 am – 12:00 pm **RMA Registration/Information Desk**
Hall D Foyer, Edmonton Convention Centre
- 8:00 am – 8:05 am **Voting Device Introduction & Electronic Voting ***
- 8:05 am – 8:35 am **Keynote Speaker - Vivian Krause**
Hall D, Edmonton Convention Centre
- 8:45 am – 10:15 am **Breakout Sessions (90 Min)**
- **Alberta's Ombudsman: Exploring the Relationship Between the Ombudsman and Municipalities**
Salon 4, Meeting Level
 - **Going with the Flow: Wetlands and Water**
Salon 8, Meeting Level
 - **Understanding Unpaid Linear Property Taxes**
Salon 12, Meeting Level
- 10:15 am – 10:30 am **Coffee Break**
Hall D Foyer, Edmonton Convention Centre
- 10:30 am – 10:50 am **ALUS and the Case for Creative Solutions to Wetland Restoration**
Hall D, Edmonton Convention Centre
- 10:50 am – 11:50 am **Taking Care of Business: The Resolution Session ***
Hall D, Edmonton Convention Centre
- 11:50 am – 12:00 pm **RMA Election Strategy**
Hall D, Edmonton Convention Centre
- 12:00 pm – 12:15 pm **Convention Closing**
- Final Convention Evaluation *
 - Grand Door Prize Draw **sponsored by Alberta Recycling Management Authority**
 - God Save the Queen
- 12:15 pm – 1:15 pm **Buffet Lunch**
Hall D, Edmonton Convention Centre



Mighty Peace
Watershed Alliance
Water. Knowledge. Progress.

FORUM FOR PRACTITIONERS

REMEDICATION AND RESTORATION

in the Watershed

SHERI FOLEY - Watercrossings from a Pipeline Surveillance Perspective

CHRIS CHIASSE - Lidar Mapping of Wetlands

LES FULLER - Agrology Practice Standards for the "Assessment, Remediation and Management of Contaminated Land" and "Land Reclamation" Practice Areas.

AMANDA SCHOONMAKER - Tools and Techniques to Enhance Forest Development on Industrial Disturbances

KRISTEN ANDERSEN - Wetland Restoration and Policy - Challenges and Opportunities

**MAR 19, 2019 | PARADISE INN
GRANDE PRAIRIE | 3 PM TO 7 PM**

Coffee, snacks and light supper provided.

\$15 registration fee

Contact mpwa.coordinator@telus.net or
780-324-3355 by March 15th for more info or to

register

6TH ANNUAL BIG LAKES CHARITY GOLF TOURNAMENT

Thursday, August 22, 2019
High Prairie & District Golf Course

TITLE SPONSOR



SPONSORSHIP PACKAGES

GOLD - \$3,000
Two Complimentary Entries

SILVER - \$2,000
One Complimentary Entry

BRONZE - \$1,000
One Complimentary Entry

HOLE #1 - \$2,500
One Complimentary Entry

HOLE IN ONE - \$1,500
One Complimentary Entry

GOLF CARTS - \$2,000
One Complimentary Entry

REGULAR HOLE - \$1,500
One Complimentary Entry

BBO - \$3,000
Two Complimentary Entries

BREAKFAST - \$2,000
One Complimentary Entry

PEROGIES & SAUSAGE - \$1,500
One Complimentary Entry

WINGS & BEER - \$1,500
One Complimentary Entry

SHRIMP & CAESARS - \$1,500
One Complimentary Entry

BEVERAGE CART - \$1,500
One Complimentary Entry

SCOTCH & SHOTS - \$1,500
One Complimentary Entry

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High Prairie Health Foundation &
Swan Hills Hospital Foundation



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Questions: Please contact Sherry Monteith or Jessica Martinson
T/ 780-523-5955 F/780-523-4227
Email/ smonteith@biglakescounty.ca or jmartinson@biglakescounty.ca



GO BIGLAKESCOUNTRY.CA

REGISTRATION FORM

REGISTRATION DEADLINE: JULY 23, 2019

Contact Name: _____

Company Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email: _____

~ ENTRY FEE - \$150 PER PERSON ~

Includes green fee for 18 holes, cart, continental breakfast, food holes & BBQ

Please Check One: All Players on Same Team All Players on Different Teams

Players: _____

Registration Fee: _____ x \$150 = _____

METHOD OF PAYMENT:

Complimentary Golfers: _____

Visa Cheque

Sponsorship Amount: _____

Cash Invoice

Total: \$ _____

MasterCard

Credit Card #: _____

Expire Date: _____

Cardholder Name: _____

Authorized Signature: _____

PLEASE MAKE CHEQUES PAYABLE TO: BIG LAKES CHARITY GOLF

Schedule	
7:30 am	Breakfast & Registration
8:45 am	Welcome & Group Photo
9:00 am	Texas Scramble Shotgun Start
3:30 pm	BBQ & Live/ Silent Auction

Questions: Please contact Sherry Monteith or Jessica Martinson
T/ 780-523-5955 F/780-523-4227
Email/ smonteith@biglakescounty.ca or jmartinson@biglakescounty.ca



GO BIGLAKESCOUNTRY.CA

Boreal Housing Foundation
Organizational Meeting
November 29, 2018 – 10:00 A.M.
Fireside Room – Heimstaed Lodge

In Attendance: George Friesen
Paul Driedger
Wally Olorenshaw
Michelle Farris
Brooke Ahnassey
Josh Knelsen
Bill Neufeld
Cameron Cardinal
Clark McAskile – via teleconference 10:00 am
Crystal McAteer – via teleconference 10:00 am

Regret Daphne Lizotte

Administration: Mary Mercredi, CAO
Evelyn Peters, Executive Assistant

Call to Order: Mary Mercredi called the Organizational meeting to order at 10:10 am.

Agenda: **Approval of Agenda**

18-104 Moved by Paul Driedger

That the agenda be approved as distributed.

Carried

Signing Oath of Confidentiality

New Business: **Election of Chairperson**

Mary Mercredi asked for nominations for the position of Chair.

Michelle Farris nominated George Friesen,
George Friesen accepted.

Crystal McAteer nominated Clark McAskile
Clark McAskile accepted.

Bill Neufeld declared Nominations cease.

George Friesen, Chair by Election

George Friesen in the Chair at 10:24 am.

Election of Vice-Chair

Chair George Friesen asked for nominations for the position of Vice Chair.

Bill Neufeld nominated Clark McAskile, Clark
McAskile accepted.

Paul Driedger nominated Wally Olorenshaw,
Wally Olorenshaw declined.

Cameron Cardinal declared Nominations
cease.

Carried

Clark McAskile as Vice-Chair by acclamation

Destroy all ballots

18-105

Moved by Michelle Farris

That all ballots be destroyed

Carried

Appointment of Signing Authority

18-106

Moved by Wally Olorenshaw

That the alternate signing authority be appointed to Paul Driedger.

Carried

18-107

Moved by Michelle Farris

That organizational Meeting be adjourned at 10:26 am

Carried

George Friesen, Chair

Evelyn Peters, Executive Assistant

Boreal Housing Foundation

Regular Board Meeting
November 29, 2018 at 10:00 am
Hiemstaed Lodge – Fireside Room

In Attendance: George Friesen
Paul Driedger
Bill Neufeld
Wally Olorenshaw
Michelle Farris
Josh Knelsen
Cameron Cardinal
Brooke Ahnassay
Clark McAskile - via teleconference
Crystal McAteer – via teleconference

Missing: Daphne Lizotte

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant

Call to Order: Chair George Friesen called the meeting to order at 10:27 am.

Agenda:

Approval of Agenda

18- 108

Moved by Bill Neufeld

That the agenda be approved as amended to include
5.3 Handi Van Bus / Senior Van

Carried

In Camera: **Legal / Land / or Labor**

18-109

Moved by Wally Olorenshaw

That the meeting moves to in camera at 10:29 am

Carried

18-110 Moved by Paul Driedger

 That meeting moves out of in camera at 11:29 am

 Carried

Chair George Friesen call for break at 11:29 am
Chair George Friesen reconvened the meeting at 11:36 am

Proposed 2019 Budget for Heimstaed Lodge

18- 111 Moved by Paul Driedger

 That the 2019 Heimstaed Lodge budget be approved as presented

 Carried

Proposed 2019 Housing Budget

18-112 Moved by Wally Olorenshaw

 That the 2019 Housing budget be approved as presented

 Carried

Proposed 2019 Supportive Living Budget

18-113 Moved by Michelle Farris

 That the 2019 Supportive Living budget be approved as presented

 Carried

Proposed 2019 High Level Lodge Budget

18-114 Moved by Brooke Ahnassay

 That the 2019 High Level Lodge budget be approved as presented

 Carried

Organizational Chart

18-115 Moved by: Josh Knelsen

That the organizational chart be amended to increase Dining Room Aide by 1.0 position.

Carried

Minutes: October 25, 2018 Regular Meeting Minutes

18-116 Moved by Bill Neufeld

That the Regular Meeting Minutes from October 25, 2018 be approved as distributed.

Carried

New Business 2018 – 2019 Calendar

18-117 Moved by Brook Ahnassay

That the 2018-2019 calendar be amended with the following changes

- February 6 & 7, 2019 be added for Business Plan Meetings
- May 30th meeting be changed to May 29th

Carried

Reports: Financial & CAO Reports

CAO Report

18-118 Moved by Cameron Cardinal

That the CAO report be received for information.

Carried

Heimstaed Lodge Financial Reports – October 31, 2018

18-119 Moved by Bill Neufeld

That the October 31, 2018 Lodge financial report be received for information.

Carried

Housing Financial Reports – October 31, 2018

18-120 Moved by Brook Ahnassay

That the October 31, 2018 Housing financial report be received for information.

Carried

Supportive Living Financial Reports – October 31, 2018

18-121 Moved by Paul Driedger

That the October 31, 2018 Supportive Living financial report be received for information.

Carried

High Level Lodge – October 31, 2018

18-122 Moved by Wally Olorenshaw

That the October 31, 2018 High Level Lodge financial report be received for information.

Carried

Grants & Reserves – October 31, 2018

18-123 Moved by Bill Neufeld

That the October 31, 2018 Grants & Reserves report be received for information.

Carried

Arrears Report

18-124 Moved by Paul Driedger

That the October 31, 2018 arrears report be received for information.

Carried

Information items

18-125 Moved by Michelle Farris

That the following information items be received as information.

6.1 Town of High Level Board Appointees

6.2 Mackenzie County Board Appointees

6.3 Alberta Seniors and Housing Letter

6.4 Energy efficiency Program

Carried

Next Meeting Date:

That the next Regular Board Meeting be January 31, 2019 at 10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

Chair George Friesen adjourned the meeting of November 29, 2018 at 12:25 pm.

Chair George Friesen

Evelyn Peters, Executive Assistant