

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MARCH 26, 2014

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

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

OPERATIONAL STRATEGIES (CAO/Staff)

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 26, 2014
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 11, 2014 Regular Council Meeting	7
DELEGATIONS:	4.	a) Fort Vermilion School Division (2:00 p.m.) b) Chief Laboucan, Little Red River Cree Nation – Fox Lake Road (3:00 p.m.) c)	
GENERAL REPORTS:	5.	a) Municipal Planning Commission Meeting Minutes – January 23 & February 26, 2014	23
		b) Inter-municipal Planning Commission Meeting Minutes – January 30, 2014	43
TENDERS:	6.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	7.	a) None	
COMMUNITY SERVICES:	8.	a) Policy ADM042 General Safety Policy b)	49

		c)		
ENVIRONMENTAL SERVICES:	9.	a)		
		b)		
OPERATIONS:	10.	a)	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy	71
		b)		
PLANNING & DEVELOPMENT:	11.	a)	Bylaw 934-14 Land Use Bylaw Amendment to Close a Portion of Road between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in the Hamlet of Zama	73
		b)	Bylaw 945-14 Land Use Bylaw Amendment to Change Minimum Setbacks in La Crete Highway Commercial "HC2" & La Crete General Commercial "GC1" and Add "Ancillary Building" to La Crete Town Centre "TC1"	81
		c)	Bylaw 946-14 Land Use Bylaw Amendment to Rezone Part of FVS, Range 2, RL 7 from Hamlet Residential 1 "HR1" to Residential Condominium District "RCD"(Fort Vermilion)	89
		d)	Bylaw 947-14 Amendment to the Inter-municipal Planning Commission Agreement with the Town of High Level	99
		e)	Bylaw 948-14 Addressing Bylaw	125
		f)	Development Permit 058-DP-14 (Plumbin' Joe's Inc.) Building Supply Centre (Tarp Shelter)(30'x50')(La Crete)	179
		g)	Economic Development Strategy	197
		h)		
		i)		
		j)		

CORPORATE SERVICES:	12.	a)		
		b)		
ADMINISTRATION:	13.	a)	Bylaw 947-14 Fee Schedule Bylaw	235
		b)	Policy ADM049 Bursary Policy	277
		c)	Housing and Seniors' Lodge	291
		d)	Grain Hauling and Road Bans	307
		e)	Community Planning Association of Alberta – Annual Planning Conference	311
		f)	Recycling Council of Alberta Conference	315
		g)	Wolverine Field	
		h)	Committee of the Whole Meetings	317
		i)	Special Council Budget Meeting	
		j)		
		k)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	319
IN CAMERA SESSION:	15.	a)	Legal	
		b)	Labour	
			• Council Self-Evaluation	
			• CAO Evaluation	
		c)	Land	
NOTICE OF MOTION:	16.		Notices of Motion	

NEXT MEETING DATES: 17. a) Regular Council Meeting
Tuesday, April 8, 2014
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the March 11, 2014 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 11, 2014 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

That the minutes of the March 11, 2014 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, March 11, 2014
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 10:08 a.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning & Development
Carol Gabriel	Manager of Legislative & Support Services
Grant Smith	Agricultural Fieldman

ALSO PRESENT: Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on March 11, 2014 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 14-03-132 MOVED by Councillor Driedger

That the agenda be approved with the following additions:

- 13. d) Call for Expression of Interest to be a Candidate for Participation in Regional Plan Review Panels
- 13. e) Community Planning Association of Alberta –

- Annual Planning Conference
- 13. f) Rural Economic Development Action Plan
Community Stakeholder Roundtable
 - 13. g) County Flags
 - 13. h) Meetings with Ministers at AAMDC Spring
Convention

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the February 26, 2014 Regular Council Meeting**

MOTION 14-03-133

MOVED by Councillor Wardley

That the minutes of the February 26, 2014 Regular Council meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

- 5. a) CAO Report**

Deputy Reeve Sarapuk joined the meeting at 10:08 a.m.

MOTION 14-03-134

MOVED by Councillor Derksen

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

CARRIED

TENDERS:

- 6. a) None**

**COMMUNITY
SERVICES:**

- 8. a) None**

**ENVIRONMENTAL
SERVICES:**

- 9 .a) None**

OPERATIONS:

- 10. a) Road Use Permitting**

MOTION 14-03-135

MOVED by Councillor Wardley

That the road use agreement and the TRAVIS implementation options be referred to the Public Works Committee.

CARRIED

**PLANNING &
DEVELOPMENT:**

**11. a) Bylaw 939-14 Land Use Bylaw Amendment to
Rezone Part of Plan FVS, Range 2, RL 8 from Hamlet
Residential 1 “HR1” to Hamlet Residential 2 “HR2”
and Recreational District 2 “REC2” (Fort Vermilion)**

MOTION 14-03-136

MOVED by Councillor Wardley

That first reading be given to Bylaw 939-14 being a Land Use Bylaw Amendment to rezone FORT VERMILION SETTLEMENT, Range 2, Riverlot 8, from Hamlet Residential 1 “HR1” to Hamlet Residential 2 “HR2” and Recreational 2 “REC2” for the purpose of developing a multi-family complex and an intensive recreational area, subject to public hearing input.

CARRIED

**11. b) Bylaw 940-14 being a Closure of Plan 102 6365,
Block 38, Lot 63PUL for the Purpose of Sale and
Consolidation (La Crete)**

MOTION 14-03-137

MOVED by Councillor Driedger

That first reading be given to Bylaw 940-14 being the closure and sale of Plan 102 6365, Block 38, Lot 63PUL, to be consolidated with Plan 102 6365, Block 38, Lot 1 inclusive to lot 6 for condominium development, subject to public hearing input.

CARRIED

**11. c) Bylaw 942-14 Land Use Bylaw Amendment to Add
Self- Storage as a Discretionary Use**

MOTION 14-03-138

MOVED by Councillor Derksen

That first reading be given to Bylaw 942-14 being a Land Use Bylaw Amendment to add Self-Storage 1 and Self-Storage 2 to Section 3.3 Definitions, and add Self-Storage 1 as a discretionary use in Sections: 8.5, 8.6, 8.7, 8.10, 8.17, 8.18, 8.34, and add Self-Storage 2 as a discretionary use in Sections: 8.1, 8.7, 8.10, 8.11, 8.30, 8.31, 8.33, 8.34, subject to public hearing input.

CARRIED

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

MOTION 14-03-139

MOVED by Councillor Braun

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

CARRIED

11. e) Policy DEV005 Municipal Reserve Policy

MOTION 14-03-140

MOVED by Deputy Reeve Sarapuk

That Policy DEV005 Municipal Reserve Policy be adopted as amended.

CARRIED

Reeve Neufeld recessed the meeting at 11:04 a.m. and reconvened the meeting at 11:16 a.m.

11. f) Utility Rights-of-Way (ROWS) in Hamlet Residential Districts

MOTION 14-03-141

MOVED by Councillor Wardley

That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys.

CARRIED

MOTION 14-03-142

MOVED by Councillor Braun

That the Planning and Development Department research the setbacks for tree planting within hamlets and bring back a recommendation to Council by July 2014.

CARRIED

CORPORATE SERVICES:

12. a) None

ADMINISTRATION: 13. a) Bylaw 943-14 Establishment of an Agricultural Appeal Board

MOTION 14-03-143 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 943-14 being the Establishment of an Agricultural Appeal Board as presented.

CARRIED

MOTION 14-03-144 **MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 943-14 being the Establishment of an Agricultural Appeal Board.

CARRIED

MOTION 14-03-145 **MOVED** by Councillor Bateman
Requires Unanimous

That council proceed to third reading of Bylaw 943-14 being the Establishment of an Agricultural Appeal Board at this meeting.

CARRIED UNANIMOUSLY

MOTION 14-03-146 **MOVED** by Councillor Braun

That third reading be given to Bylaw 943-14 being the Establishment of an Agricultural Appeal Board.

CARRIED

MOTION 14-03-147 **MOVED** by Councillor Jorgensen

That the following Councillors be appointed to the Agricultural Appeal Board:

Councillor Derksen
Councillor Knelsen
Councillor Paul

CARRIED

MOTION 14-03-148 **MOVED** by Councillor Paul

That administration brings forward the Fee Schedule Bylaw

incorporating the following fees into the bylaw:

Relevant Act	Appeal Fee
Weed Control Act	\$500.00
Soil Conservation Act	\$50.00
Agricultural Pests Act	\$100.00

CARRIED

MOITON 14-03-149

MOVED by Councillor Braun

That Carol Gabriel be appointed as the Secretary to the Agricultural Appeal Board.

CARRIED

13. b) Letter of Support – First Nations Municipal Community Infrastructure Partnership Program

MOTION 14-03-150

MOVED by Councillor Wardley

That a letter of support be sent to the Federation of Canadian Municipalities for the continuation of funding to the Community Infrastructure Partnership Program.

CARRIED

13. c) 2014 Ratepayer Meetings

MOTION 14-03-151

MOVED by Councillor Jorgensen

That the 2014 annual ratepayer meetings be held as follows:

- June 11, 2014 – Fort Vermilion
- June 12, 2014 – Rocky Lane
- June 16, 2014 – Zama
- June 17, 2014 – Tompkins Landing
- June 20, 2014 – La Crete

CARRIED

13. d) Call for Expression of Interest to be a Candidate for Participation in Regional Plan Review Panels (ADDITION)

MOTION 14-03-152
Requires Unanimous

MOVED by Councillor Braun

That a letter of support be sent for Councillor Wardley and Greg Newman to participate as candidates on the regional plan review panels.

CARRIED UNANIMOUSLY

13. e) Community Planning Association of Alberta – Annual Planning Conference (ADDITION)

MOTION 14-03-153

Requires Unanimous

MOVED by Councillor Derksen

That the Community Planning Association of Alberta – Annual Planning Conference be received for information.

CARRIED UNANIMOUSLY

13. f) Rural Economic Development Action Plan Community Stakeholder Roundtable (ADDITION)

MOTION 14-03-154

Requires Unanimous

MOVED by Councillor Derksen

That the Rural Economic Development Action Plan Community Stakeholder Roundtable be received for information.

DEFEATED

MOTION 14-03-155

Requires Unanimous

MOVED by Councillor Knelsen

That Councillor Jorgensen be authorized to attend the Rural Economic Development Action Plan Community Stakeholder Roundtable in Athabasca on March 24, 2014.

DEFEATED

Reeve Neufeld recessed the meeting at 12:14 p.m. and reconvened the meeting at 1:00 p.m.

PUBLIC HEARINGS:

7. a) Bylaw 931-14 Land Use Bylaw Amendment to Rezone Plan 102 6365, Block 38, Lot 1 inclusive to Lot 6 (10910, 10906, 10902, & 10806-97th Ave, 10802 & 9704-108th Street) from Hamlet Residential District 1B “HR1B” to Hamlet Residential District 2 “HR2” (La Crete)

Reeve Neufeld called the public hearing for Bylaw 931-14 to order at 1:00 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 931-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on February 11, 2014.

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

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 931-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 931-14. Mike Doerksen, an adjacent landowner, presented a submission in opposition to the proposed Land Use Bylaw amendment. A copy of his letter is attached. He also commented that he asked his neighbor and indicated that he was against the Bylaw as well.

Council asked Mr. Doerksen when he built his house. Mr. Doerksen responded that his house was one and a half years old, the other homes are older, his home was the last one built on that block.

Council asked Mr. Doerksen if he has spoken to the developer. Mr. Doerksen responded that he had not and was not aware of who the developer was.

Reeve Neufeld closed the public hearing for Bylaw 931-14 at 1:07 p.m.

MOTION 14-03-156

MOVED by Councillor Wardley

That second reading be given to Bylaw 931-14 being a Land Use Bylaw Amendment to rezone Plan 102 6365, Block 38, Lots 1 inclusive to lot 6 (10910, 10906, 10902, & 10806-97th Ave, 10802 & 9704-108th Street) from Hamlet Residential

District 1B “HR1B” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development.

CARRIED

MOTION 14-03-157

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 931-14 being a Land Use Bylaw Amendment to rezone Plan 102 6365, Block 38, Lots 1 inclusive to lot 6 (10910, 10906, 10902, & 10806-97th Ave, 10802 & 9704-108th Street) from Hamlet Residential District 1B “HR1B” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development.

CARRIED

PUBLIC HEARINGS:

7. b) Bylaw 932-14 Land Use Bylaw Technical Change to add “Building Demolition or Removal”

Reeve Neufeld called the public hearing for Bylaw 932-14 to order at 1:22 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 932-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority’s submission and indicated that first reading was given on February 11, 2014.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. Council asked if this amendment only applies to within hamlet boundaries. Mr. Peters confirmed that it only applies to hamlet zonings. Council also asked about the Agriculture zoning in the hamlet. Mr. Peters responded that this zoning is now called Urban Fringe and it does apply to that zoning. Council asked why this was being implemented. Mr. Peters responded that it was for accurate assessment, clean up concerns, proper building removal, etc.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 932-14. No submissions were

received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 932-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 932-14 at 1:27 p.m.

MOTION 14-03-158

MOVED by Councillor Wardley

That second reading be given to Bylaw 932-14, being a Land Use Bylaw amendment to add "Building Demolition or Removal" to Section 3.3, Section 5.2; All Hamlet Districts Permitted Uses; Sections 8.5 A., 8.6 A., 8.7 A. 1 & 2, 8.8 A., 8.9 A., 8.10 A., 8.11 A., 8.12 A., 8.13 A., 8.14 A., 8.15 A., 8.16 A., 8.17 A., 8.18 A., 8.19 A., 8.20 A., 8.21 A., 8.22 A., 8.23 A., 8.24 A., 8.25 A., 8.26 A., 8.32 A., 8.33 A., 8.34 A., 8.35 A., 8.36 A., and to Section 7 General Regulation of the Land Use Bylaw.

CARRIED

MOTION 14-03-159

MOVED by Councillor Braun

That third reading be given to Bylaw 932-14, being a Land Use Bylaw amendment to add "Building Demolition or Removal" to Section 3.3, Section 5.2; All Hamlet Districts Permitted Uses; Sections 8.5 A., 8.6 A., 8.7 A. 1 & 2, 8.8 A., 8.9 A., 8.10 A., 8.11 A., 8.12 A., 8.13 A., 8.14 A., 8.15 A., 8.16 A., 8.17 A., 8.18 A., 8.19 A., 8.20 A., 8.21 A., 8.22 A., 8.23 A., 8.24 A., 8.25 A., 8.26 A., 8.32 A., 8.33 A., 8.34 A., 8.35 A., 8.36 A., and to Section 7 General Regulation of the Land Use Bylaw.

CARRIED

PUBLIC HEARINGS:

7. c) Bylaw 933-14 Land Use Bylaw Amendment to Rezone Part of NE 31-109-18-W5M from Agriculture "A" to Rural General Industrial 2 "RI2" (High Level Rural East)

Reeve Neufeld called the public hearing for Bylaw 933-14 to order at 1:28 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 933-14 was properly advertised. Byron Peters, Director of

Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on February 11, 2014.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. A question was asked regarding the Traffic Impact Assessment (TIA) required by Alberta Transportation. The letter indicates that the TIA is required as part of the development process, however the development is already there.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 933-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 933-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 933-14 at 1:31 p.m.

MOTION 14-03-160

MOVED by Councillor Knelsen

That second reading be given to Bylaw 933-14 being a Land Use Bylaw Amendment to rezone Part of NE 31-109-18-W5M from Agricultural "A" to Rural General Industrial 2 "RC2" for the purpose of subdividing an existing Commercial/Industrial yardsite.

CARRIED

MOTION 14-03-161

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 933-14 being a Land Use Bylaw Amendment to rezone Part of NE 31-109-18-W5M from Agricultural "A" to Rural General Industrial 2 "RC2" for the purpose of subdividing an existing Commercial/Industrial yardsite.

CARRIED

DELEGATIONS:

4. a) Sharon Wurtz, Health Promotion Facilitator, Alberta Health Services.

Presentation by Sharon Wurtz, Public Health Promotion Facilitator and Leslie Prenoslo, Healthy Children and Youth Team regarding a proposal by the Community Recreation Coalition for a Recreation Coordinator position for La Crete and area.

MOTION 14-03-162

MOVED by Councillor Braun

That the Recreation Coordinator for La Crete and Area be deferred to our final 2014 budget meeting for consideration.

CARRIED

Reeve Neufeld recessed the meeting at 1:54 p.m. and reconvened the meeting at 2:03 p.m.

DELEGATIONS:

4. b) Wendy Schneider, Green Hectares

MOTION 14-03-163

MOVED by Councillor Bateman

That the presentation by Wendy Schneider, Executive Director of Green Hectares regarding the Community Connector program be received for information.

CARRIED

DELEGATIONS:

4. c) Tom Hoffman, Tolko

MOTION 14-03-164

MOVED by Councillor Bateman

That the presentation by Tom Hoffman, Manager, External & Stakeholder Relations, regarding Tolko's Detailed Forest Management Plan be received for information.

CARRIED

Reeve Neufeld recessed the meeting at 2:56 p.m. and reconvened the meeting at 3:11 p.m.

13. g) County Flags (ADDITION)

MOTION 14-03-165
Requires Unanimous

MOVED by Councillor Knelsen

That administration be instructed to research policies by other municipalities on the lowering of the municipal flag.

CARRIED UNANIMOUSLY

**13. h) Minister Meetings at AAMDC Spring Convention
(ADDITION)**

MOTION 14-03-166
Requires Unanimous

MOVED by Councillor Jorgensen

That Councillor Derksen and Councillor Knelsen be authorized to attend the meeting with the Minister of Transportation on March 18, 2014 in Edmonton.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 14-02-114

MOVED by Councillor Wardley

That a letter be sent to the Mackenzie Housing Management Board requesting that, should the decision be made in favor of the Mackenzie Housing Management Board, all legal and associated costs from the Municipal Government Board requisition dispute between Town of High Level and Mackenzie Housing Management Board not be added to Mackenzie County's requisition.

CARRIED

MOTION 14-03-167

MOVED by Deputy Reeve Sarapuk

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

CARRIED

IN-CAMERA SESSION:

MOTION 14-03-168

MOVED by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations

- 18 (1) at 3:48 p.m.
15. a) Legal
15. b) Labour
15. c) Land

CARRIED

MOTION 14-03-169

MOVED by Councillor Jorgensen

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

CARRIED

NOTICES OF MOTION:

16. a) None

**NEXT MEETING
DATES:**

17. a) Regular Council Meeting
Wednesday, March 26, 2014
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

18. a) Adjournment

MOTION 14-03-170

MOVED by Councillor Driedger

That the council meeting be adjourned at 3:56 p.m.

CARRIED

These minutes will be presented to Council for approval on March 26, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

March 9, 2014

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Councillors:

Firstly, I would like to thank you for sending us a letter notifying us of the proposed change and inviting us to share our views on the subject.

When my wife and I received the package notifying us of the intention to change the zoning of the lots behind our home, our first reaction was against the proposed rezoning. There are a number of reasons why we are concerned.

1. Potential reduction in the value of our house. I did talk with Joe Froese with Pomeroy Valuations and he said that depending on the type of development, condos may decrease the value of our house.
2. Change in the neighbourhood dynamics. Condos attract different types of people than family homes. Most of the home owners in the area are families. Across the street is a park with a playground that is busy with children all summer long. We feel it would be best and safest to have family homes surrounding the park.
3. Reduced privacy and visibility. We imagined the condo development across the street from us in our back yard and all we saw was a high, solid wall that left us no view and stripping us of privacy.
4. Zoning transitions. If the proposed rezoning takes place, there will be three different types of housing allowed in the block. Already there is one mobile home and six houses in the block. Zoning across the street requires houses to have an attached garage due to proximity to the park, thus being a fourth type of zoning. To me, this is neither well thought out nor congruent to the park atmosphere.

A question that we have is why have condos here? It seems that the current condo development along 100 Ave would be able to accommodate more condos and would make sense.

In the end we understand that the decision is yours to make. One thing we would ask of you is this, if the rezoning goes forward please explain to us how changing the zoning benefits the current landowners.

Thank you,



Mike & Sherry Doerksen



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes – January 23 & February 26, 2014

BACKGROUND / PROPOSAL:

The adopted minutes of the January 23 & February 26, 2014 meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of January 23 and February 26, 2014 be received for information.

Author: C Smith Reviewed by: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, January 23, 2014 @ 10:00 a.m.

PRESENT

Wally Schroeder	Vice Chair, MPC Member
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member
Jacque Bateman	Councilor, MPC Member

ADMINISTRATION

Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Caitlin Smith	Development Officer
Margaret Fehr	Administrative Assistant

REGRETS

Jack Eccles	Chair, MPC Member
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MOTION

1. CALL TO ORDER

Wally Schroeder called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MPC-14-01-001 **MOVED** by Beth Kappelar

That the agenda be adopted as with the following addition:

6. c. **Bylaw 9__-13 Land Use Bylaw Amendment to Rezone
NE 31-109-19-W5M from Agriculture "A" to Rural General
Industrial 2 "RI2" (High Level Rural East)**

3. MINUTES

a) Adoption of Minutes

MPC-14-01-002 **MOVED** by Wally Schroeder

That the minutes of the December 19, 2013 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

There was no business arising from previous minutes.

4. **DEVELOPMENT**

a) **Development Permit Application 005-DP-14
High Level Motor Products Inc.; Retail Store (Vehicle
Showroom/Sales) in La Crete Town Centre "TC1" (La Crete)
Plan 1160NY, Block 02, Lot 03**

MPC-14-01-003 **MOVED** by Beth Kappelar

That Development Permit 005-DP-14 on Plan 1160NY, Block 02, Lot 03 in the name of High Level Motor Products Inc. be APPROVED with the following conditions:

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

1. This permit approval is for the operation of a Retail Store (Vehicle Showroom/Sales) out of the existing building.
2. **A Parking Variance has been granted for this development.**
3. **Please provide adequate off street parking as follows: 3 public parking stalls, 1 space per each full time employee and, 1 space for every 2 part time employees. Employees are required to park behind the building (South side) using the back alley without restricting access or traffic flow. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."**
4. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.
5. **The Retail Store renovations shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
6. The municipality has assigned the following address to the noted property **10013-100 Avenue**. You are required to display the address (**10013**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

7. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - a. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
10. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
11. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
13. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- b) Development Permit Application 006-DP-14
Rob Morris; (Natural Resource Extraction Industry)
in Forestry "F" (Rainbow Lake Area)
SW 01-108-10-W6M**

MPC-14-01-004 **MOVED** by Elmer Derksen

That Development Permit 006-DP-14 on SW 01-108-10-W6M in the name of Rob Morris be APPROVED with the following conditions:

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

1. **Subject to conditions of approved SML 130048 from Alberta Sustainable Resources Development.**
2. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
3. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.
4. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) **Development Permit Application 007-DP-14
Darren's Mechanical & Machine Ltd.;
(Natural Resource Extraction Industry)
(Sand & Gravel Pit) in Forestry "F" (La Crete)
N 1/2 03-108-10-W6M & SE 10-108-10-W6M**

MPC-14-01-005 **MOVED** by Beth Kappelar

That Development Permit 007-DP-14 on N 1/2 03-108-10-W6 & SE 10-18-10-W6M in the name of Darren's Mechanical & Machine Ltd. be APPROVED with the following conditions:

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

1. **Subject to conditions of approved SML 130047 from Alberta Sustainable Resources Development.**
2. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
3. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.
4. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

5. **SUBDIVISION**

- a) **Subdivision Application 17-SUB-11
SE 25-105-15-W5M
(Wilson Prairie)
Frank & Eva Giesbrecht**

MPC-14-01-006 **MOVED** by Elmer Derksen

That a Time Extension be GRANTED to Subdivision Application 17-SUB-11 in the name of Frank and Eva Giesbrecht, on SE 25-105-15-W5M. The Time Extension will expire on January 10, 2015.

CARRIED

6. MISCELLANEOUS ITEMS

- a) **Bylaw 9__-14
Land Use Bylaw Amendment to Rezone
Plan 102 6365, Block 38, Lots 1 inclusive to Lot 6 (10913, 10909
& 10905 - 100th Ave) from Hamlet Residential District 1B “HR1B”
to Hamlet Residential District 2 “HR2” (La Crete)**

MPC-14-01-007 **MOVED** by Beth Kappelar

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9__-14 being a Land Use Bylaw Amendment to rezone Plan 102 6365, Block 38, Lots 1 inclusive to lot 6 (10910 - 97th Ave) from Hamlet Residential District 1B “HR1B” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development, subject to public input.

CARRIED

- b) **Bylaw 9__-14 Land Use Bylaw Technical Change to add
“Building Demolition or Removal”**

MPC-14-01-008 **MOVED** by Beth Kappelar

That the Municipal Planning Commission’s recommendation to Council is for the approval for Bylaw 9__-14, being a Land Use Bylaw amendment to add “Building Demolition or Removal” to Section 3.3, Section 5.2; Sections 8. All Hamlet District Permitted Uses and to section 7 General Regulation of the Land Use Bylaw, subject to public hearing input.

CARRIED

- c) **Bylaw 9__-13 Land Use Bylaw Amendment to Rezone NE 31-109-19-W5M from Agriculture “A” to Rural General Industrial 2 “RI2” (High Level Rural East) (Addition)**

MPC-14-01-009 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9__-14 being the rezoning Part of NE 31-109-19-W5M from Agricultural “A” to Rural General Industrial 2 “RC2” for the purpose of subdividing an existing Commercial/Industrial yardsite.

CARRIED

- d) **Action List**

That the December 19th action list be accepted as information.

- e) **Development Statistics Report-Year End Comparison (2013)**

MPC-14-01-010 **MOVED** by Beth Kappelar

That the Development Statistics Report – Year End Comparison (2013) be received for information.

CARRIED

7. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ February 6, 2014 at 10:00 a.m. in La Crete
- ❖ February 26, 2014 at 8:30 a.m. in Fort Vermilion
- ❖ March 13, 2014 at 10:00 a.m. in La Crete
- ❖ March 27, 2014 at 10:00 a.m. in Fort Vermilion

8. ADJOURNMENT

MPC-14-01-011 **MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:50 a.m.

CARRIED

These minutes were adopted this 26th day of February, 2014.

Wally Schroeder, Vice Chair

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Wednesday, February 26, 2014 @ 8:30 a.m.

PRESENT

Jack Eccles	Chair, MPC Member
Wally Schroeder	Vice Chair, MPC Member (via tele-conferencing)
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member
Jacquie Bateman	Councilor, MPC Member

ADMINISTRATION

Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Caitlin Smith	Development Officer
Margaret Fehr	Administrative Assistant

MOTION 1. CALL TO ORDER

Jack Eccles called the meeting to order at 8:27 a.m.

2. ADOPTION OF AGENDA

MPC-14-02-012 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-14-02-013 MOVED by Elmer Derksen

That the minutes of the January 23, 2013 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

4. **DEVELOPMENT**

- a) **Development Permit Application 008-DP-14
Kevin Elias; (Dwelling-Row (Triplex)) in Hamlet
Residential 1 “HR1” (La Crete)
Plan 780 0147, Block 01, Lot 30**

MPC-14-02-014 **MOVED** by Jacquie Bateman

That Development Permit 008-DP-14 on Plan 782 0147, Block 01, Lot 30 in the name of Kevin Elias be APPROVED with the following conditions:

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

1. **The Dwelling – Row shall be a minimum of:**

- a) **7.62 meters (25 feet) from the front (95th Ave) property line;**
- b. **1.52 meters (5 feet) side (East & West) yards;**
- c. **1.52 meters (5 feet) rear (South) yard from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks. All setbacks are to be measured from your property lines.**

2. The Dwelling – Row (3-unit condominium) shall meet all Alberta Safety Code requirements for Dwelling – Row buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

3. The architecture, construction materials and appearance of the Dwelling – Row (3-unit condominium) shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

4. The Dwelling – Row is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner, **each unit must be serviced individually.**

5. The Municipality has assigned an address to each unit on the Dwelling – Row as follows from **East to West:**

- 10109 – 95th Ave, Unit 1
- 10109 – 95th Ave, Unit 2
- 10109 – 95th Ave, Unit 3

You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

6. **Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 additional stall for visitor parking. This would be a total of 7 parking stalls for the 3 unit condominium. "One parking space, including the driveway area, shall occupy 300 square feet."**
7. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) **Development Permit Application 022-DP-14
Ranwal Plumbing & Heating; (Tradesmen's Business
(Shop Addition)) in Hamlet Residential 1 "HR1" (La Crete)
Plan 792 1881, Block 17, Lot 01**

MPC-14-02-015

MOVED by Elmer Derksen

That Development Permit 022-DP-14 on Plan 792 1881, Block 17, Lot 01 in the name of Ranwal Plumbing & Heating Ltd. be APPROVED with the following conditions:

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

1. **The Shop Addition shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. Minimum building setbacks;
 - a) 3.0 meters (10 feet) facing 101st Street;
 - b) 1.5 meters (5 feet) side (North & South) yards;

- c) 1.5 meters (5 feet) rear (West) yard; from the property lines.
3. The Shop Addition shall be constructed and finished with similar construction materials as the existing Shop to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. **The exterior of the existing Shop and Addition shall be similar in appearance and color.**
 4. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
 5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
 6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 7. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.2 square meters of building area, which in this case is 18 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
 8. The Municipality has assigned the following address to the noted property **10202-101st Street**. You are required to display the address (**10202**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
 9. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
 10. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
 11. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.

12. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
13. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands

CARRIED

- c) Development Permit Application 023-DP-14
Wally Wiebe (W.E. Invest Inc.); (Dwelling-Row
(4-Plex)) in Hamlet Residential 1 “HR1” (La Crete)
Plan 052 3802, Block 24, Lot 17**

MPC-14-02-016 **MOVED** by Wally Schroeder

That Development Permit 023-DP-14 on Plan 052 3802, Block 24, Lot 17 in the name of Wally Wiebe (W.E. Invest Inc.) be APPROVED with the following conditions:

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

1. **The Dwelling – Row shall be a minimum of:**
 - a. **7.62 meters (25 feet) from the front (95th Ave) property line;**
 - b. **1.52 meters (5 feet) side (East & West) yards;**
 - c. **1.52 meters (5 feet) rear (South) yard from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks. All setbacks are to be measured from your property lines.**
2. The Dwelling – Row (4-unit condominium) shall meet all Alberta Safety Code requirements for Dwelling – Row buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The architecture, construction materials and appearance of the Dwelling – Row (4-unit condominium) shall be to accepted

standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

4. The Dwelling – Row is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner, **each unit must be serviced individually**.
5. The Municipality has assigned an address to each unit on the Dwelling – Row as follows from **East to West**:
 - 10906 – 98th Ave, Unit 1
 - 10906 – 98th Ave, Unit 2
 - 10906 – 98th Ave, Unit 3
 - 10906 – 98th Ave, Unit 4

You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

6. **Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 additional stall for visitor parking. This would be a total of 9 parking stalls for the 4 unit condominium. “One parking space, including the driveway area, shall occupy 300 square feet.”**
7. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- d) **Development Permit Application 026-DP-14
1262857 Alberta Ltd. (Abe Peters); (Shop (Storage/Buy/Sell Used Equipment)) in Hamlet Industrial 2 “HI2” (La Crete)
Plan 132 1868, Block 02, Lot 19**

MPC-14-02-017

MOVED by Beth Kappelar

That Development Permit 026-DP-14 on Plan 132 1868, Block 20, Lot 19 in the name of 1262857 Alberta Ltd. be APPROVED with the following conditions:

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

1. **The Shop shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. **Minimum building setbacks:**
 - a. **9.1 meters (30 feet) front (South) yard, facing 106th Avenue;**
 - b. **9.1 meters (30 feet) exterior side (East) yard;**
 - c. **3.05 meters (10 feet) interior side (West) yard;**
 - d. **3.05 meters (10 feet) rear (North) yard; from the property lines.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. The Municipality has assigned the following address to the noted property **9220-106th Avenue**. You are required to display the address (**9220**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of building area, which in this case is 23 public parking stalls. "One parking

space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”

9. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
10. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
11. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
13. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

SUBDIVISION

- a) **Subdivision Application 01-SUB-14**
Part of SW 28-104-14-W5M
(Savage Prairie)
Jacob P Klassen

MPC-14-02-018 **MOVED** by Elmer Derksen

That Subdivision Application 01-SUB-14 in the name of Jacob P. Klassen on Part of SW 28-104-14-W5M be APPROVED with the following conditions:

1. This approval is for one subdivision, 10 acres (4.04 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of 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.
 - g) ATCO Electric requires an 8 meter right-of-way along the entire west side and a portion of the southwest end of the quarter section.
 - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **Subdivision Application 02-SUB-14
Part of NE 23-107-14-W5M
Plan 952 5112, Block 1, Lot 1
(Blumenort)
Sommerfelder Church**

MPC-14-02-019 **MOVED** by Wally Schroeder

That Subdivision Application 02-SUB-14 in the name of Sommerfelder Church on Plan 942 5112, Block 1, Lot 1 and Part of NE 23-107-14-W5M be APPROVED with the following conditions:

1. This approval is for one boundary adjustment, adding 4 acres (1.62 hectares) to the existing 3.19 acres (1.29 hectares), totalling 7.19 acres (2.91 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Alberta Transportation and at the developer's expense.
 - a. Alberta Transportation requires the dedication of a 30 meter wide service road right-of-way across the highway frontage of the entire existing parcel and the future proposed parcel, at no cost to the department. In this instance Alberta transportation is willing to accept the service road dedication by caveat.
 - b. The department would also require the second access, northern most access, to the existing lot to be removed.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of 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.

- g) **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

6. MISCELLANEOUS ITEMS

- a) **Development Permit Application 009-DP-14
Ledcor Pipeline Ltd.; (2 Office Trailers/Sea Can (Temporary))
in Zama Residential Business “ZRB” (Zama)
Plan 882 1687, Block 10, Lot 13**

MPC-14-02-020 MOVED by Beth Kappelar

That the Development Permit Application 009-DP-14, Ledcor Pipeline Ltd. be accepted for Information.

CARRIED

- b) **Policy DEV 005 Municipal Reserve Policy**

MPC-14-02-021 MOVED by Beth Kappelar

That Policy DEV 005 Municipal Reserve Policy be accepted for Information.

CARRIED

- c) **Bylaw 9__-14
Land Use Bylaw Amendment to Rezone
Part of Plan FVS, Range 2, RL 8 from Hamlet Residential 1
“HR1” to Hamlet Residential 2 “HR2” and Recreational
District 2 “REC2” (Fort Vermilion)**

MPC-14-02-022 MOVED by Jacquie Bateman

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9__-14 being the rezoning of FVS, Range 2, River Lot 8 from Hamlet Residential 1 “HR1” to Hamlet Residential 2 “HR2” and Recreational 2 ‘REC2” for the

purpose of developing a multi-family complex and an intensive recreational area.

CARRIED

d) **Action List**

Information item.

7. **NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ March 13, 2014 at 10:00 a.m. in La Crete
- ❖ March 27, 2014 at 10:00 a.m. in Fort Vermilion
- ❖ April 10, 2014 at 10:00 a.m. in Fort Vermilion
- ❖ April 24, 2014 at 10:00 a.m. in La Crete

8. **ADJOURNMENT**

MPC-14-02-023 **MOVED** by Elmer Derksen

That the Municipal Planning Commission Meeting be adjourned at 9:05 a.m.

CARRIED

These minutes were adopted this 13th day of March, 2014.

Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Inter-municipal Planning Commission Meeting Minutes – January 30, 2014

BACKGROUND / PROPOSAL:

The adopted minutes of the January 30, 2014 meeting is attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

R ECOMMENDED ACTION:

That the Inter-municipal Planning Commission meeting minutes of January 30, 2014 be received for information.

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

**INTER-MUNICIPAL PLANNING COMMISSION
MEETING**

Thursday, January 30, 2014

7:00 p.m.

**Meeting Room Town of High Level Office
High Level, AB**

PRESENT:

**Town of High Level
Members**

Chris MacLeod Councilor
Scott Chandler Councilor

**Mackenzie County
Members**

Jacque Bateman Councilor
Beth Kappelar Member at Large

**ADMINISTRATION: Town of High Level
Staff**

Ashley Bulmer Development Officer
Simone Wiley Manager of Development Services

**Mackenzie County
Staff**

Byron Peters Director of Planning & Development
Liane Lambert Planner

ABSENT:

Clint Hilhorst Member at Large
John W. Driedger Councilor

Minutes for the Inter-Municipal Planning Commission Meeting held on January 30, 2014 at the Town of High Level Meeting Room in High Level, Alberta.

CALL TO ORDER: 1.a) Call to Order

Byron Peters called the meeting to order at 7:06 p.m.

b) Introductions

Introductions were made by all members present.

c) Voting Procedure

IMPC 30-01-001

MOVED by Beth Kappelar

That the voting procedure be completed by a show of hands.

CARRIED

ORGANIZATIONAL

Election of Chair and Vice-Chair

ELECTIONS

2.a) Chair

Byron Peters called for nominations for the position of Chairperson.

Scott Chandler nominated Chris MacLeod.
Chris MacLeod accepted

Byron Peters called for nominations a second time.
No further nominations received.

Byron Peters called for nominations a third time.
No further nominations received.

IMPC 30-01-002

MOVED by Beth Kappelar

That nominations for Chairperson cease.

CARRIED

Byron Peters declared Chris MacLeod Chairperson by acclimation.

Byron Peters turned the meeting over to Chris MacLeod.

b) Vice-Chair

Chris MacLeod called for nominations for the position of Vice-Chair.

Chris MacLeod nominated Jacquie Bateman
Jacquie Bateman accepted.

Chris MacLeod called for nominations a second time.
No further nominations received.

Chris MacLeod called for nominations a third time.
No further nominations received.

IMPC 30-01-003

MOVED by Beth Kappelar

That nominations for Vice-Chair cease.

CARRIED

Chris MacLeod declared Jacquie Bateman Vice-Chair by acclimation.

AGENDA:

3.a) Adoption of Agenda

IMPC 30-01-004

MOVED by Scott Chandler

That the agenda be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**4.a) Minutes of the September 26, 2013 Inter-Municipal
Planning Commission meeting**

IMPC 30-01-005

MOVED by Jacquie Bateman

That the minutes of the September 26, 2013 Inter-Municipal Planning Commission meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF MINUTES:**

5.a) None

DELEGATIONS:

6.a) None

BUSINESS:

7.a) Inter-Municipal Development Plan Review

IMPC 30-01-006

MOVED by Beth Kappelar

That the Inter-municipal Development Plan be referred to both the Town of High Level Council and Mackenzie County Council for revisions to the Land Use Policy Directions in (p.15) in the Inter-municipal Development Plan that it be amended from:

All applications for subdivision and development within the IDP Plan Area shall be determined by the Inter-municipal Planning Commission.

To:

All applications for subdivision, and developments that are either discretionary or requiring a variance, shall be determined by the Inter-municipal Planning Commission. For all permitted use applications the County shall forward the application and subsequent approval to the Town for information.

And

That Land Use Policy Directions – Transportation Systems (p. 12), policy directive four, be revised from:

“All applications within the AVPA shall be decided upon by the Inter-Municipal Planning Commission.”

To:

All applications within the AVPA that are discretionary or that require a variance, or any other matter that has the potential to negatively impact the airport, shall be decided upon by the Inter-Municipal Planning Commission.”

CARRIED

b) Water Connection Request to the Ainsworth Line

IMPC 30-01-007

MOVED by Scott Chandler

That the water service connection application from Sunrise Transportation be Approved subject to the signing of the Town of High Level and Mackenzie County water service share agreement.

CARRIED

b) Airport Vicinity Protection Area (AVPA) Review

IMPC 30-01-008

MOVED by Beth Kappelar

That the AVPA be presented to the both the Town of High Level and the Town of Rainbow Lake for review in conjunction with their Transport Canada regulations and bring back any concerns or issues to the next Inter-municipal Planning Commission meeting.

CARRIED

NEXT MEETING DATES: 9.a) Establish Inter-Municipal Planning Commission Meeting Dates

IMPC 30-01-009

MOVED by Clint Hilhorst

That the next meeting be regularly scheduled for the fourth Thursday of the month that being February 27, 2014 be canceled and rescheduled for March 20, 2014.

CARRIED

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

❖ March 20, 2014 at 7:00 p.m. in High Level

ADJOURNMENT:

10.a) Adjournment

IMPC 30-01-010

MOVED by Clint Hilhorst

That the Inter-Municipal Planning Commission meeting be adjourned at 7:37 p.m.

CARRIED

These minutes will be presented for approval on March 20, 2014.

Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Policy ADM042 General Safety Policy

BACKGROUND / PROPOSAL:

The General Safety Policy was last amended by Council on January 15, 2013.

Over the last year the Joint Health and Safety Committee has reviewed the County's safety program and has drafted numerous changes so it complies with the requirements of a COR program. Some of the updates included creating hazard assessments on tasks, amending/creating safe work practices, creating employee training matrix and creating safety program directives. In completing these updates and directives the committee recognized the need to change the General Safety Policy so it reflects the proposed safety program.

Attached is the General Safety Policy with the recommended changes. We have also attached the draft directives for information so you can see how they are all tied together to form the safety program.

OPTIONS & BENEFITS:

Option 1 (recommended)

That council approve the amended General Safety Policy.

The benefit is the county would have a General Safety Policy that is tied into its directives.

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

Option 2

That council approve the amended General Safety Policy with some changes.

COSTS & SOURCE OF FUNDING:

There is no additional funding required.

SUSTAINABILITY PLAN:

Approving the changes to the General Safety Policy allows administration to implement a safety program that allows the County to obtain COR certification.

COMMUNICATION:

If approved the amended General Safety Policy and the rest of the draft safety program will be shared with the County staff at the general staff meeting in March.

RECOMMENDED ACTION:

That Policy ADM042 General Safety Policy be amended as presented.

Author: Ron Pelensky Reviewed by: _____ CAO JW

Mackenzie County

Title	GENERAL SAFETY POLICY	Policy No:	ADM042
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Purpose

Mackenzie County believes in providing a safe work place for its employees by incorporating and enforcing safe working conditions and practices.

Health and Safety will be given primary importance in planning and operating municipal activities in order to protect employees against hardship and suffering caused by work related injuries, and to protect the municipality against unnecessary financial burden, liability and reduced efficiency.

Policy Statement

1. Every employee is entitled to work under the safest possible conditions, and every reasonable effort shall be made to provide for the safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property or equipment.
2. Management is responsible for the promotion of safety and the education of all employees.
3. Each individual employee is responsible for the success of the health and safety program and will cooperate with supervisors to this end.

Procedure:

A safe and healthy work environment is a goal everyone shares. For that reason the Occupational Health and Safety Act is an important piece of legislation which was passed to protect employer, management and workers. The Act provides minimum standards within which the County, Management, Supervisors, and Employees **and Contractors** must work together to keep the work site safe and free from health hazards.

All employees shall adhere to the guidelines defined in the **Safety Procedural Manual Mackenzie County Safety Manual**. If a contradiction between policy and procedures arises, the County Manager **Chief Administrative Officer** shall resolve the issue and recommend changes to procedure or policy.

ROLES RESPONSIBILITIES OF COUNCIL, MANAGEMENT, DEPARTMENT HEADS, EMPLOYEES & THE JOINT WORK SITE HEALTH & SAFETY COMMITTEE

Council:

To encourage a healthy and safe work place by:

- a) providing the necessary funding for safety related programs, equipment and clothing;
- b) approving the appropriate policies.

Management Chief Administrative Officer and Directors:

- To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all employees.
- To provide all supervisory staff with an understanding of the accident prevention program as well as relevant occupational health and safety legislation.
- To ensure staff has proper, well-maintained tools and equipment, plus any other special personal protective devices that may be required.
- To approve ongoing safety education programs and first aid courses.
- To monitor departments and projects and hold them accountable for their individual safety performance.
- To act as a liaison between employees, supervisors, the Joint **work site Health & Safety** Committee and the County Council.

Department Heads/Supervisors:

- To understand and enforce the **accident prevention policy as well as Occupational Health and Safety legislation Mackenzie County Occupational Health & Safety Program.**
- To ensure all workers have the skill and training necessary to safely do their work.
- To ensure all employees are trained to work in a safe manner and use all protective devices and procedures required by the municipality and by legislation to protect their health and safety.
- To advise employees of any potential dangers and how to isolate, prevent and remove them.
- To ensure all workers are aware of their safety obligations.

- To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the work place to ensure a safe and healthy environment.
- Co-operate with OH&S and provide any information requested during an investigation.

Employee:

- To read, understand and comply with the safety policy, safe work practices, and Occupational Health and Safety procedures and rules.
- To use the safety equipment and personal protective devices and clothing required by regulations and the County.
- To notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
- To notify Management if a hazard is not rectified.
- To report all accidents and injuries in writing to their supervisor as soon as possible.
- To take precautions to protect the safety of other workers and themselves.
- If asked to do work that he believes poses imminent danger to himself or others, refuse to do it and
 - 1) immediately notify Supervisor
 - 2) explain reason
 - 3) if Supervisor does not agree, contact Management.
- Co-operate with OH&S and provide any information requested during an investigation.

Contractors

- Where a contractor is HIRED BY the County and is not designated as a "Prime Contractor" by contract, they shall abide by the County Safety Policies as if they were a direct employee.
- The contractor shall read, understand and comply with the County Safety Policy, Safe Work Practices and Occupational Health and Safety Procedures and Rules.
- The contractor shall use safety equipment and personal protective devices and clothing required by regulations and the County.

- The contractor shall notify the responsible County employee of any conditions of concern.
- The contractor shall report all accidents and injuries in writing to the responsible County employee as soon as possible.
- The contractor shall take precautions to protect the safety of other workers and themselves. If asked to do work that the contractor believes is imminent danger to himself/herself or others, refuse to do it and:
 - notify responsible County employee,
 - explain reason,
 - if responsible employee does not agree, contact the Director of that department or the Chief Administrative Officer.
- All contractors, non-prime and commenced equipment operators/contractors must obtain, read and understand the contents of Mackenzie County's Safety Manual and complete the questionnaire and acknowledgement.

Visitors

- All visitors must comply with the Mackenzie County Health & Safety Program.

Safety Committee Joint Health & Safety Committee

The Committee shall be comprised of three members from Management and three employee representatives appointed by the Union (Article 28.01).

The objectives of this Committee are to:

- a) encourage the County and all its employees to work together in the identification and evaluation of health and safety concerns.
- b) recommend solutions to unsafe procedures and health threats.
- c) provide a recommended General Safety Policy.
- d) ~~provide a two member subcommittee to investigate all accidents.~~
review the incident reports and make recommendations to the Chief Administrative Officer.

~~Near miss incidents shall be investigated when requested by a Committee member.~~

This Committee will meet at least ten (10) times a year. All meetings are open to all employees and minutes will be prominently posted and filed as required by legislation. This Committee will report to the Chief Administrative Officer.

Hazard Assessment:

The Safety Officer will do a hazard assessment of all the areas within the municipality twice a year to assess potential hazards and make recommendations for corrections.

This policy shall be reviewed and signed off annually by the Chief Administrative Officer.

	Date	Resolution Number
Approved	25-Jul-03	03-403
Amended	15-Jan-13	13-01-030
Amended		

CAO Signature: _____

Date: _____



Mackenzie County

Title: **General Safety Practice**

No. 1.01

GENERAL SAFETY

1. No employee shall start a job until he/she has been thoroughly instructed in the safe work procedures to be followed for that job.
2. Each employee is expected to aid in keeping his or her work area clean and clutter-free.
3. All equipment should be inspected before operating and anything considered to be unsafe is to be repaired or reported to the supervisor.
4. The use of any electronics (iPods, iPhones, etc) while running any equipment is strictly prohibited.
5. Equipment/vehicles shall not be cleaned, adjusted, oiled or re-fuelled while running.
6. Safety shields must be in place before a tool or piece of equipment is put into operation.
7. Safety glasses or face shields are to be worn while grinding, cutting or welding. Safety glasses are provided for employees working with materials that could cause eye damage.
8. When other workers are in the area, or could come into the area, and when reasonably practicable, the welding screens provided are to be in place around the welding area.
9. Hard hats are required to be worn when there is potential for head injury.
10. Hearing protection is provided and shall be worn whenever noise levels are excessive (as described in Occupational Health & Safety Act Noise Regulation 3/4/81).
11. Horseplay on the job will not be tolerated.
12. Approved safety footwear must be worn when work conditions dictate.
13. If an accident occurs, notify Supervisor immediately, giving details and assistance required; i.e. ambulance, police, or fire.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Hazard Identification & Control Directive**

No. 1.02

Purpose

To ensure that all hazards that pose a threat to the well being of this municipality’s workers are identified and evaluated so they can be eliminated or controlled.

Definition

Hazard identification includes the proactive process of identifying all hazards at all permanent and temporary worksites within the municipality and then evaluating them in terms of risk. Situations creating the greatest risk are dealt with on a priority basis. This complete process can be referred to as a hazard assessment. Significant hazards to workers must be eliminated or controlled by utilizing the three common methods; Engineering, Administrative and/or Personal Protective Equipment Controls.

Procedure

1. The Joint Health and Safety Committee are responsible to ensure that each department conducts a hazard assessment on all permanent worksites within the municipality by March 31st of each year.
 - a. For new permanent work sites or for work sites where changes have taken place since the previous assessment a complete hazard assessment shall be carried out.
 - b. For other permanent worksites where there have been no changes from the previous assessment the previous information shall be reviewed and verified that it continues to be accurate.
2. At all temporary or seasonal worksites, supervisors responsible for the work being carried out shall ensure Field Hazard Assessments are being conducted and controls are being used with the assistance of all workers involved in the work, before the work begins.
3. All employees who are involved in the hazard assessment process shall receive appropriate training in this activity.
4. Directors and Supervisors shall review and sign off on all hazard assessments for permanent worksites conducted within their area of responsibility.
5. Records of Hazard Identifications shall be kept in each department as well as a master file with the Safety Officer. Digital copies will be kept on Mackenzie County’s Internal Data Base.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Maintenance Program Directive**

No. 1.03

Purpose

To have all tools, equipment and facilities properly maintained so as to reduce risk of injuries to employees or damage to property.

Procedure

1. Supervisors shall ensure that qualified personnel according to established schedules carry out all preventative maintenance and that all records are maintained.
2. All employees shall regularly check out all tools and equipment that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair.
3. A process of documenting defective and broken equipment to be implemented and maintained. A system of controlling defective equipment to be maintained.
4. A maintenance record of Mackenzie County equipment and schedules to be implemented and documented for operational and safety audit review. Files are to include unit number on the file, records of repairs and that the supervisor keeps the files up to date.

The safety information in this directive does not take precedent over O.H. & S. Regulations. All employees should be familiar with the O.H. & S. Regulations.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Personal Protective Equipment (PPE) Directive** **No. 1.04**

Purpose

To be proactive in ensuring that all staff are provided with the necessary PPE in order that staff is provided the minimum protection in accordance with the Occupational Health & Safety (OH&S) Act and Regulation.

Procedure

1. It is mandatory that all Mackenzie County employees/contractors wear CSA approved PPE on all work sites where required. The only exception is for staff that work in offices on a regular basis. Should these staff members be required to be working outside the office then they are required to wear the appropriate PPE.
2. It is the responsibility of the employee to ensure that he/she is wearing the appropriate PPE at all times during his/her hours of work.
3. All employees who work in areas where hazardous processes demand special PPE shall wear the PPE for those processes in addition to the regular PPE.
4. All supervisors are to conduct periodic on-site inspections to ensure that the appropriate PPE is available and worn by employees while performing their duties.
5. The Safety Officer will be responsible for assisting the supervisors and employees to ensure they are in compliance of the policy directive.
6. This directive also applies to non-prime contractors working for Mackenzie County.
7. Mackenzie County will supply all appropriate PPE in accordance with OH&S requirements.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Harassment/Violence Directive**

No. 1.05

Purpose

Mackenzie County supports a harassment/violence free work environment where all employees respect one another and work together to achieve common goals.

Procedure

Mackenzie County will not tolerate any form of harassment/violence and will make every effort to ensure no employee is subjected to such conduct.

All Mackenzie County employees are responsible for ensuring that the workplace is free of harassment/violence. Any employee who commits harassment/violence or who knowingly condones the harassment/violence of another individual will be subject to disciplinary action up to and including dismissal.

No individual is penalized in any way for making a complaint or giving evidence in an investigation of harassment/violence unless it is proven to be malicious and without foundation.

The Chief Administrative Officer will ensure all reported incidents of harassment/violence are investigated in a prompt, objective and sensitive manner, and will determine the corrective action to be taken if necessary.

Limitations

Nothing in this procedure will prevent the employer from taking appropriate corrective disciplinary action against an employee as a result of employment related incidents.

Nothing in this procedure will prevent a party from relying upon the provisions of the Individual Rights Protection Act or other related statutes.

Definitions

Personal Harassment: Any offensive behaviour, identified as repeated, intentional and/or offensive comments or actions deliberately designed to demean, belittle and/or cause personal humiliation.

Employment Harassment: Any behaviour, comment or action which subjects an employee to discrimination with regard to employment or any other term or condition of employment because of race, religious beliefs, color, gender, physical disability, mental disability, marital status, sexual orientation, age, ancestry or place of origin, except as allowed under the Individual Rights Protection Act.

Sexual Harassment:	Any unwelcome conduct, comment, gesture or contact of a sexual nature likely to cause offense or humiliation to any individual or which may reasonably be perceived as placing a condition of a sexual nature on employment, opportunity for advancement, or any term or condition of employment. Sexual harassment is a form of discrimination prohibited by law.
Violence:	Means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.
Bad Faith	Complaints that are fabricated with the intent of damaging the integrity of an individual or individuals.
Complainant	A person who is the subject of the alleged harassment/violence.
Respondent	A person who is the alleged harasser/attacker.

Discipline

If harassment/violence has been found to have occurred disciplinary action may be administered to the respondent up to and including dismissal.

If it is determined that a complaint was made in bad faith, disciplinary action may be administered to the complainant up to and including dismissal.

Employee Responsibilities

Action Steps

If you are a victim of harassment/violence, the recommended course of action is as follows:

Step One

Right at the time the incident occurs, make your disapproval and/or unease immediately known to the harasser/attacker. Indicate clearly that the behavior or remark is unacceptable to you. If the harassment/violence does not stop, proceed to laying a complaint.

Step Two

A formal complaint may be filed to any level of management using the appropriate form. The person who receives the complaint will immediately inform the Chief Administrative Officer, who will initiate the investigation process.

Management Responsibilities

Step One

Upon receipt of a harassment/violence complaint, the Chief Administrative Officer shall initiate the investigation process by appointing two people to investigate the harassment/violence allegations.

Step Two

The investigation team will:

- interview the complainant and the respondent to obtain details of the harassment/violence.
- interview any witnesses to the harassment/violence.
- Gather and review all related documentation

Step Three

The Investigation team will review the facts of the case and take action in consultation with appropriate resources (ie. Lawyer, Union, etc.)

Step Four

The results of the investigation will be conveyed to both the complainant and the respondent.

Step Five

Disciplinary action up to and including dismissal may be administered at this time.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Working Alone Directive**

No.1.06

Purpose

Mackenzie County is committed to the health, safety and well-being of our employees, and will strive to ensure that all appropriate safeguards are enacted to protect our employees that must work alone or in isolation. This directive has been adopted to provide a consistent approach to this type of work.

For the purpose of this directive the term “working alone” means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

Legislation:

Part 28 of the Occupational Health and Safety Code

Procedures

1. Whenever a worker is required to work alone, Mackenzie County shall:
 - First conduct a “Job Hazard and Communication Assessment” to identify existing or potential hazards arising from the conditions and circumstances of the work;
 - Implement safety measures to reduce risk to workers from the identified hazards;
 - Ensure workers have an effective means of communication between the worker and persons capable of responding to the worker’s needs in case of an emergency or if a worker is injured or ill;
 - Regularly contact the worker at intervals appropriate to the nature of the hazard associated with the worker’s work.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Formal Worksite Inspection Directive** **No. 1.07**

Purpose

The County believes in the safety of all employees at all of its worksites to minimize injuries and damage to equipment and municipal property. Formal inspections to fixed worksites and temporary sites shall be conducted in order to ensure unsafe acts or conditions are corrected.

Procedure

1. Formal inspections of the County's facilities will be inspected by a representative from the Joint Health and Safety Committee, along with departmental representation. Frequency of inspections will be determined by the Mackenzie County facility inspection schedule.
2. In addition, all other temporary work sites within the County are subject to formal and informal safety inspections throughout the year without prior notice.
3. The County CAO shall be involved in three formal inspections annually.
4. Observations during the inspections will be documented using the Work Site Inspection Form and a copy will be given to the site supervisor in charge, and a copy to the Director of that department.
5. The inspection corrective action report is completed by the department supervisor by the dates specified and returned to Safety Officer to be attached to the original report. The reports are then circulated through the management chain for review and sign off by the Director of that department, the CAO and the Joint Health and Safety Committee.
6. Records of Formal Inspections shall be kept in each department as well as in a master file with the Safety Officer. Digital copies will be kept on Mackenzie County's internal database.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Safety Training Directive**

No. 1.08

Purpose

To ensure that all employees receive adequate safety training.

Procedure

Orientation and Safety Training

1. Safety orientations for all new hires and other staff (including internal transfers) as required will be completed and documented. Topics to be covered are Safety Policies, reporting hazards, reporting incidents, refusing work where there is imminent danger, Health & Safety emergencies, OH&S Act and regulations, Safe Work Practices, where/how to get more information and other subjects deemed relative to County works.
2. Orientation process and required training to be reviewed annually.
3. Training will be provided based on the requirements of the Training Matrix.

Emergency Response Training

1. Training and emergency drills are to be carried out on a minimum of yearly. This training should include fire drills, building evacuation drills, use of eyewash stations, harassment and violent threats.
2. An emergency response procedures guideline is available to staff in the County safety manual and staff are to be briefed/trained on their duties during emergencies.
3. This training must be fully documented showing the type of training, when the event was held and who attended.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Safe Work Practice Directive**

No. 1.09

Purpose

Safe work procedures are written guidelines for procedures and tasks involving recognized hazards. They provide the tools for teaching how to work consistently with a maximum degree of efficiency and safety.

Procedure

1. Safe work procedures will be written for each task involving a recognized hazard.
2. Each safe work procedure will be reviewed and approved by the department manager/director and the Safety Officer.
3. Each safe work procedure will be assigned a numbering system that corresponds to the table of contents.
4. The manager of the originating department is responsible to ensure a review will be conducted a minimum of every 2 years and revisions will be made if applicable.
5. The manager/director is responsible for ensuring that safe work procedures are current and available to staff members within their respective departments.
6. The master list is located on the Mackenzie County internal database and will be maintained by the Director responsible for safety.
7. Any additions and/or amendments to the manual will be reviewed by the JH&SC and approved by the CAO.

	Date	CAO Signature
Approved		



Mackenzie County

Title: Emergency Preparedness Directive No. 1.10

Purpose

Mackenzie County recognizes there is always a risk of an emergency. This directive will provide adequate emergency preparedness for all Mackenzie County Directors, Supervisors and Workers in all locations.

Procedure

Emergency Response Plan (ref: OH&S Code Part 7 para. 115-118)

1. The following building/work sites shall have an Emergency Response Plan:
 - a. Fort Vermilion Administration Building
 - b. Fort Vermilion Public Works Shop
 - c. Fort Vermilion Water Treatment Plant
 - d. High Level Administration Building
 - e. La Crete Administration Building
 - f. La Crete Public Works Shop
 - g. La Crete Water Treatment Plant
 - h. Zama Cornerstone Building
 - i. Zama Public Works Shop
 - j. Zama Water Treatment Plant

2. Each Emergency Response Plan shall contain the following:
 - a. Facilities Name and Address
 - b. Emergency Phone Numbers
 - c. Location or map showing location of:
 - i. First Aid Station
 - ii. Emergency Exits
 - iii. Location of Fire Extinguishers
 - iv. Muster Points
 - v. Location of Fire Alarms
 - d. Name of designate to supervise evacuation.
 - e. Evacuation Procedure.

3. Each Response Plan shall cover the following Emergencies
 - a. Medical Emergency
 - b. Fire Emergency
 - c. Severe Weather Emergency (Blizzard, Ice Storm)
 - d. Extended Power Loss Emergency

- e. Chemical Spill Emergency
- f. Bomb Threat

- 4. The Emergency Response Plan shall be located at all first aid stations.
- 5. Emergency Response Plan shall be reviewed annually by the JH&SC and Safety Officer.
- 6. Any changes or amendments to any Emergency Response Plan must be presented to the JH&SC for review.

Fire Extinguishers

- 7. All Fire Extinguishers shall be inspected annually by a certified inspector.
- 8. Each vehicle and major piece of heavy equipment (grader, loader, etc.) shall be equipped with a minimum of one fire extinguisher. (TDG may require more)
- 9. Each building/work site described in paragraph (1) shall have the prescribed amount of fire extinguishers as dictated by the National Fire Prevention Association. (NFPA)
- 10. Fire Extinguishers in buildings shall be examined during building inspections to ensure they are fully charged.
- 11. Fire extinguishers with pulled pins or broken seals shall be exchanged.

First Aid Stations

- 12. Each building/work site referred to in paragraph (1) shall have a First Aid Station.
- 13. Each First Aid Station shall consist of the following:
 - a. First Aid Kit. (ref: OH&S Code Schedule 2)
 - b. Eyewash Station.
 - c. Material Safety Data Sheets (MSDS).
 - d. Emergency Response Plan.
- 14. First Aid Kits shall be examined during building inspections to insure usage has not occurred.
- 15. First Aid Kits with broken seals shall be exchanged or re-stocked.

	Date	CAO Signature
Approved		



Mackenzie County

Title: Accident and Incident Investigations Directive

No. 1.11

Purpose

To determine the cause of the incident/accident or near miss, so appropriate action can be taken to prevent a re-occurrence.

Procedure

Each incident shall be reported and documented on the Incident/Near Miss Form, as per the following steps, to ensure root causes and/or procedures are corrected in a timely manner.

1. Employees are responsible for reporting all accidents/incidents/near misses immediately to their Supervisor, if the Supervisor is unavailable, the Director or the Safety Officer should be contacted.
2. The Supervisor and Safety Officer will conduct investigations, in order to discover root cause and provide recommendations and submit copies to the appropriate body.
3. Supervisors and the Safety Officer shall be responsible for submitting copies of the report to the Manager of Legislative & Support Services within 24 hours.
4. The Joint Health and Safety Committee will review the reports and make recommendations to the CAO.
5. Chief Administrative Officer will review the comments and suggestions for corrective action.
6. The original copy is kept with the HR department and then filed in the personnel files.

	Date	CAO Signature
Approved		



Mackenzie County

Title: **Safety Meeting Directive**

No. 1.12

Purpose

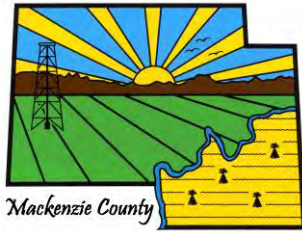
To prevent accidents and identify, control and eliminate hazards.

Procedure

Mackenzie County will endeavor to ensure that all employees and their immediate supervisors meet on a monthly basis to discuss issues and keep records of same on the forms provided to help maintain a good safety record.

Records are to be made available on the Mackenzie County's internal database.

	Date	CAO Signature
Approved		



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy

BACKGROUND / PROPOSAL:

On March 25, 2014 administration presented to the Public Works Committee a proposed amendment to Policy PW039 (revised Policy will be handed out at the meeting). This relates to an increasing number of applications from commercial/industrial lot owners to completely fill the ditch area adjacent to their property which will maximize access to the lot.

We currently have been allowing this to take place as the policy only states a minimum width requirement and does not mention a maximum width.

We feel the continuation of such practice will create problems for the County in the future, such as:

- Snow removal issues, if the ditches are filled it provides us no place to leave the snow from road clearing.
- Drainage problems – this creates a substandard, shallow culvert style storm sewer that is prone to freezing and may require additional time and effort for steaming in spring.

OPTIONS & BENEFITS:

Option 1: (recommended)

To revise the policy as per the Public Works Committee’s recommendation and grandfather in the existing accesses that are over width.

Option 2:

To leave the current policy in place and have no restriction on access widths.

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

Administration feels there is no benefit to the County in allowing lot owners to completely fill the ditches adjacent to their property.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

We can post the revisions on our Web-site, Face-book page and County Image in order to inform the general public of any revision to the Policy.

RECOMMENDED ACTION:

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

Author: John Klassen Reviewed by: _____ CAO JW

Hamlet of Zama for the purpose of sale and consolidation, subject to public input.

The Planning Department sees no concerns with the road closure request as the road is not required to access the land. Should the County keep the road, the County is responsible to maintain a portion of land that is no longer needed.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw will be advertised as per MGA requirements as well as all adjacent landowners.

RECOMMENDED ACTION:

That first reading be given to Bylaw 934-14 being a Land Use Bylaw Amendment to Close a Portion of Road between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in the Hamlet of Zama for the purpose of sale and consolidation, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO _____

BYLAW NO. 934-14

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

**FOR THE PURPOSE OF CLOSING A
PUBLIC ROAD ALLOWANCE 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 the public road allowance, as outlined on Schedule "A" attached hereto, be subject to a road 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 sale and consolidation, a portion of public road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

1. All that portion of Public Road Allowance lying between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30, containing 0.59 acres more or less in the Hamlet of Zama.
Excepting thereout all mines and minerals and the right to work the same.

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

APPROVED this ____ day of _____, 2014.

Minister of Transportation

Approval valid for _____ months.

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

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

Bill Neufeld
Reeve

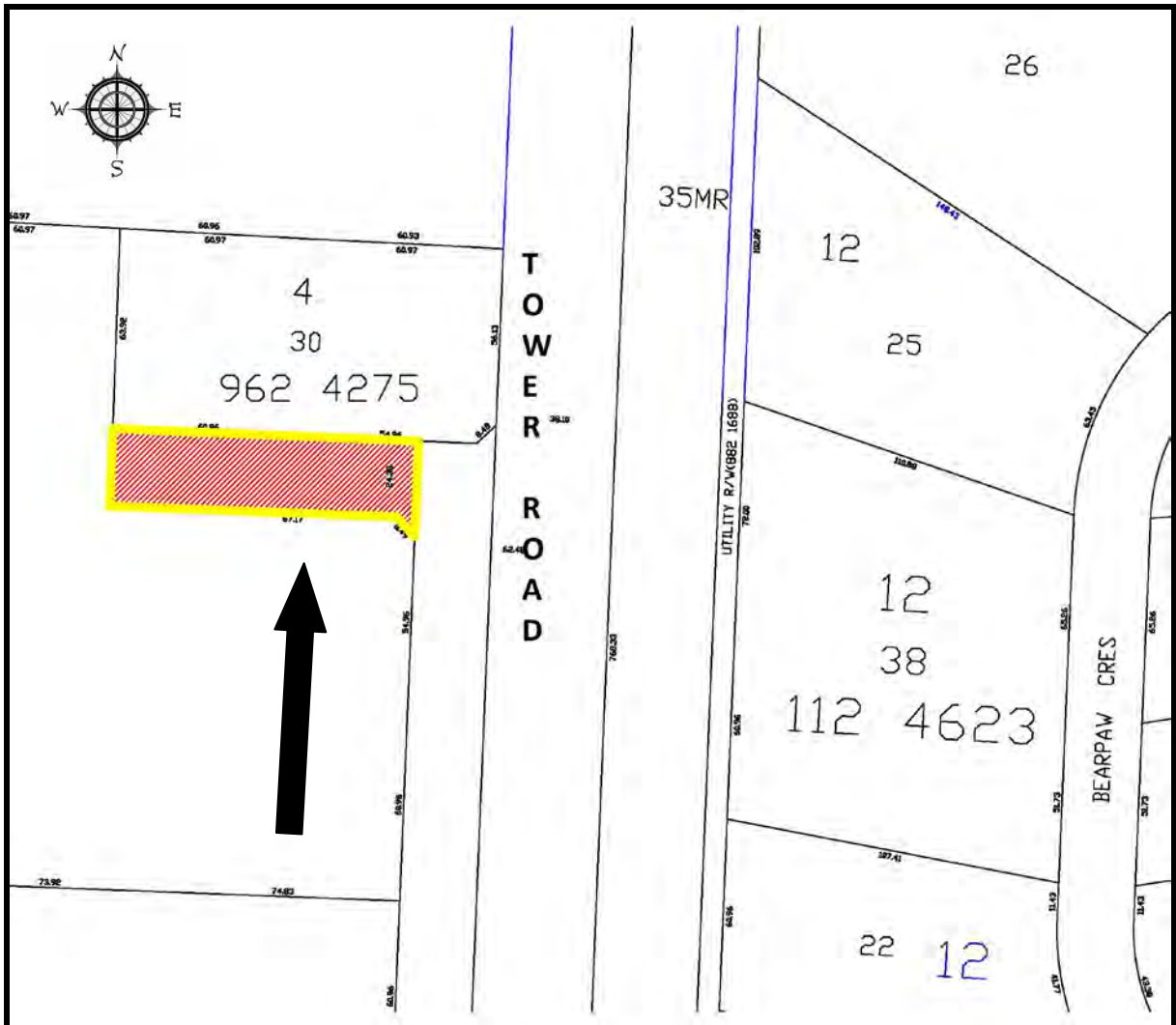
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 934-14

SCHEDULE “A”

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

All that portion of Public Road Allowance lying between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30, containing 0.59 acres more or less in the Hamlet of Zama.





LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT Lewis Patmore		
ADDRESS Box 665		
TOWN High Level, AB		
POSTAL CODE High Level, AB	PHONE (RES.)	BUS. 926-9597

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER Patmore Oilfield Services LTD		
ADDRESS Box 665		
TOWN High Level, AB		
POSTAL CODE High Level, AB	PHONE (RES.)	BUS. 926-9597

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
						082 7605	18	14

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Theoretical Road Allowance TO: Private Property

REASONS SUPPORTING PROPOSED AMENDMENT:

Request road closure for amalgamation of said road with the following lands;

- 082 7605; 18; 14
- 926 4275; 4; 30

This road closure is requested in order to consolidate all properties.

Map attached.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00

RECEIPT NO. 170252

[Signature]
APPLICANT

Feb. 25, 2014
DATE

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

[Signature]
REGISTERED OWNER

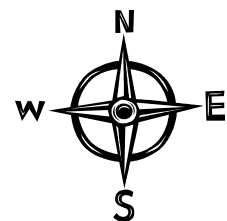
Feb. 25, 2014
DATE

LAND USE BYLAW 934-14

Plan 962 4275, Block 4, Lot 30



Mackenzie County





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 945-14 Land Use Bylaw Amendment to Change Minimum Setbacks in La Crete Highway Commercial “HC2” & La Crete General Commercial “GC1” and Add “Ancillary Building” to La Crete Town Centre “TC1”

BACKGROUND / PROPOSAL:

Mackenzie County recently overhauled the Land Use Bylaw, on December 10, 2014. Initially, there were no noted problems with the zonings and regulations, but it has come to our attention that the minimum setbacks are far too large for the La Crete Highway Commercial “HC2” and La Crete General Commercial “GC1” districts considering the size of the effected lots. Developers have made complaints regarding these setbacks as they are too restrictive. The current minimum setbacks are as follows:

(a) LOT Area:

At the discretion of the Development Authority.

(b) Minimum Setbacks:

From a HIGHWAY, ROAD or undeveloped ROAD allowance:

41.2 m (135 feet) from right-of-way, or

64 m (210 feet) from centre line

Or as specified by Alberta Transportation, whichever is greater

From an INTERNAL SUBDIVISION ROAD:

9.1 m (30 feet)

All other property lines: 15.2 m (50 feet)

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

BYLAW NO. 945-14
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to change the minimum setback requirements for La Crete General Commercial “GC1” and La Crete Highway Commercial “HC2” districts and to allow “Ancillary Building” as a use in the La Crete Town Centre “TC1” district.

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

1. That the Mackenzie County Land Use Bylaw be amended with the following changes:

Revise Section 8.17 C. (b) to read as:

8.17 LA CRETE GENERAL COMMERCIAL DISTRICT “GC1”

C. DISTRICT REGULATIONS

(b) Minimum Setbacks:

YARD - FRONT: 9.1 m (30 feet)

YARD - EXTERIOR SIDE: 9.1 m (30 feet)

YARD - INTERIOR SIDE: 3.1 m (10 feet)

YARD - REAR: 3.1 m (10 feet)

Revise Section 8.18 C. (b) to read as:

8.18 LA CRETE HIGHWAY COMMERCIAL DISTRICT “HC2”

C. DISTRICT REGULATIONS

(b) Minimum Setbacks:

YARD - FRONT: 9.1 m (30 feet)

YARD - EXTERIOR SIDE: 9.1 m (30 feet)

YARD - INTERIOR SIDE: 3.1 m (10 feet)

YARD - REAR: 3.1 m (10 feet)

Add “**Ancillary Building**” to the La Crete Town Centre “TC1” land use district as a discretionary use:

8.19 LA CRETE TOWN CENTRE DISTRICT “TC1”

The general purpose of this LAND USE DISTRICT is to permit commercial DEVELOPMENT that is sensitive in scale to adjacent uses within the downtown or core area of the Hamlet of La Crete.

A. PERMITTED USES	B. DISCRETIONARY USES
<ul style="list-style-type: none"> a) ARTS, CRAFTS AND PHOTOGRAPHY STUDIO b) AMUSEMENT FACILITY c) BUSINESS SUPPORT SERVICES d) CHURCH e) CLUB HOUSE f) CONVENIENCE STORE g) DAY CARE FACILITY h) GENERAL SERVICES ESTABLISHMENT i) INSTITUTIONAL USE j) LAUNDROMAT k) HANDICRAFT BUSINESS l) HOTEL m) MEDICAL FACILITY n) MOTEL o) PROFESSIONAL OFFICE p) PUBLIC USE q) PUBLIC UTILITY LOT r) RESTAURANT s) RETAIL STORE t) TOURIST INFORMATION FACILITY 	<ul style="list-style-type: none"> a) BUS DEPOT b) Commercial Use + DWELLING - APARTMENT c) DWELLING UNIT in conjunction with the primary use provided it is incorporated in the same building and the total FLOOR AREA of the DWELLING UNIT shall be less than the FLOOR AREA for the other use d) DWELLING-APARTMENT e) DWELLING-MULTIPLE f) DWELLING-ROW g) PUBLIC USE h) SERVICE STATION i) TRADESMENS BUSINESS j) VEHICLE WASH ESTABLISHMENT k) SIGNS l) PAWN SHOP m) VETERINARY CLINIC n) MANUFACTURED HOME – SINGLE WIDE o) ANCILLARY BUILDING

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

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

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

7.17 DWELLING UNITS PER PARCEL

- (a) No person shall construct, locate or cause to be constructed more than one DWELLING UNIT on a LOT within a HAMLET unless provided for in this BYLAW.
- (b) Notwithstanding subsection (a), a second or additional DWELLING UNIT on a parcel may be permitted if such DWELLING UNIT is:
 - i) contained in a building designed for, or divided into, two or more DWELLING UNITS and is located in a LAND USE DISTRICT which permits multiple units,
 - ii) a MANUFACTURED HOME forming part of a MANUFACTURED HOME COMMUNITY for which a DEVELOPMENT PERMIT has been issued,
 - iii) a building as defined in the Condominium Property Act that is the subject of an approved condominium plan registered in the Land Titles Office,
 - iv) a caretakers residence/security suite pursuant to Section 7.13, and/or
 - v) a GARDEN SUITE or SECONDARY SUITE.

It was recommended to the Developer that if they wanted to subdivide off section #1 then they would have to rezone it as a Residential Condominium District. Should the block eventually be developed into individual lots, each dwelling /lot will have to have its own municipal service.

Bylaw 9---14 was presented to the Municipal Planning Commission at their March 13, 2014 meeting and approved the following motion:

MOTION 14-30-031 *That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9---14 being the rezoning of Part of Fort Vermilion Settlement, Range 2, River Lot 7 from Hamlet Residential 1 “HR1” to Residential Condominium District “RCD” for the purpose of subdividing off a portion of land, subject to public hearing input.*

OPTIONS & BENEFITS:

The applicant feels that if they can subdivide off smaller portions of the golf course, those areas designated as residential, they will have a better chance to sell.

Author: L. Lambert Reviewed by: _____ CAO _____

The Planning Department supports initiative development within the Hamlets, and the Hamlet of Fort Vermilion is in need of new development. Creating new subdivisions is a step in the right direction.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

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

COMMUNICATION:

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

RECOMMENDED ACTION:

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

Author: L. Lambert Reviewed by: _____ CAO _____

BYLAW NO. 946-14
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

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

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 North Vermilion Settlement, Range 2, River Lot 7

within Mackenzie County, be rezoned from Hamlet Residential 1 “HR1” to Residential Condominium District “RCD” as outlined in Schedule “A” hereto attached.

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

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

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

Bill Neufeld
Reeve

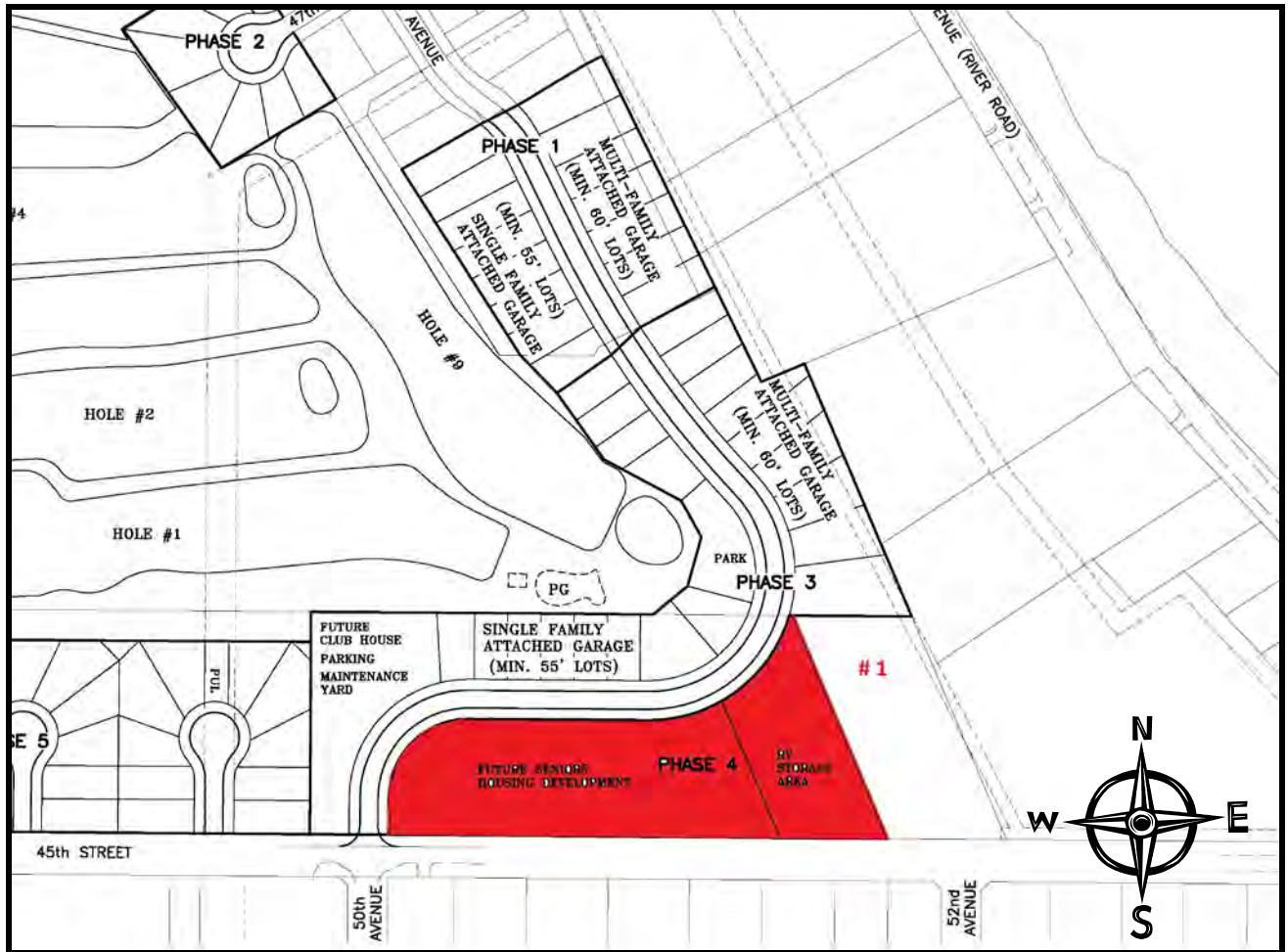
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 946-14

SCHEDULE “A”

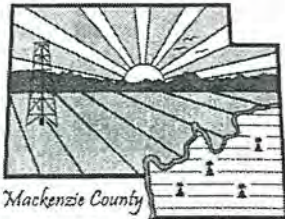
1. That the land use designation of the following property known as:

Part of North Vermilion Settlement, Range 2, River Lot 7 within Mackenzie County, be rezoned from Hamlet Residential 1 “HR1” to Residential Condominium District “RCD”



FROM: Hamlet Residential 1 “HR1”

TO: Residential Condominium District “RCD”



Mackenzie County

NAME OF APPLICANT Frank Rosenberger		
ADDRESS Box 338		
TOWN Fort Vermilion		
POSTAL CODE T0M 1N0	PHONE (RES.) 780-927-3227	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER 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 fortVer	BLK 2	LOT 7
----------	------	------	-------	----	----	-----------------	----------	----------

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: HRI TO: CONDO

REASONS SUPPORTING PROPOSED AMENDMENT:

Reason for amendment of HRI To Condo Zoning:
 To Allow a block containing the 3 existing residences
 to be subdivided from the larger 18 acre parcel
 This parcel would then be available for sale.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00

RECEIPT NO. _____

Frank Rosenberger
 APPLICANT

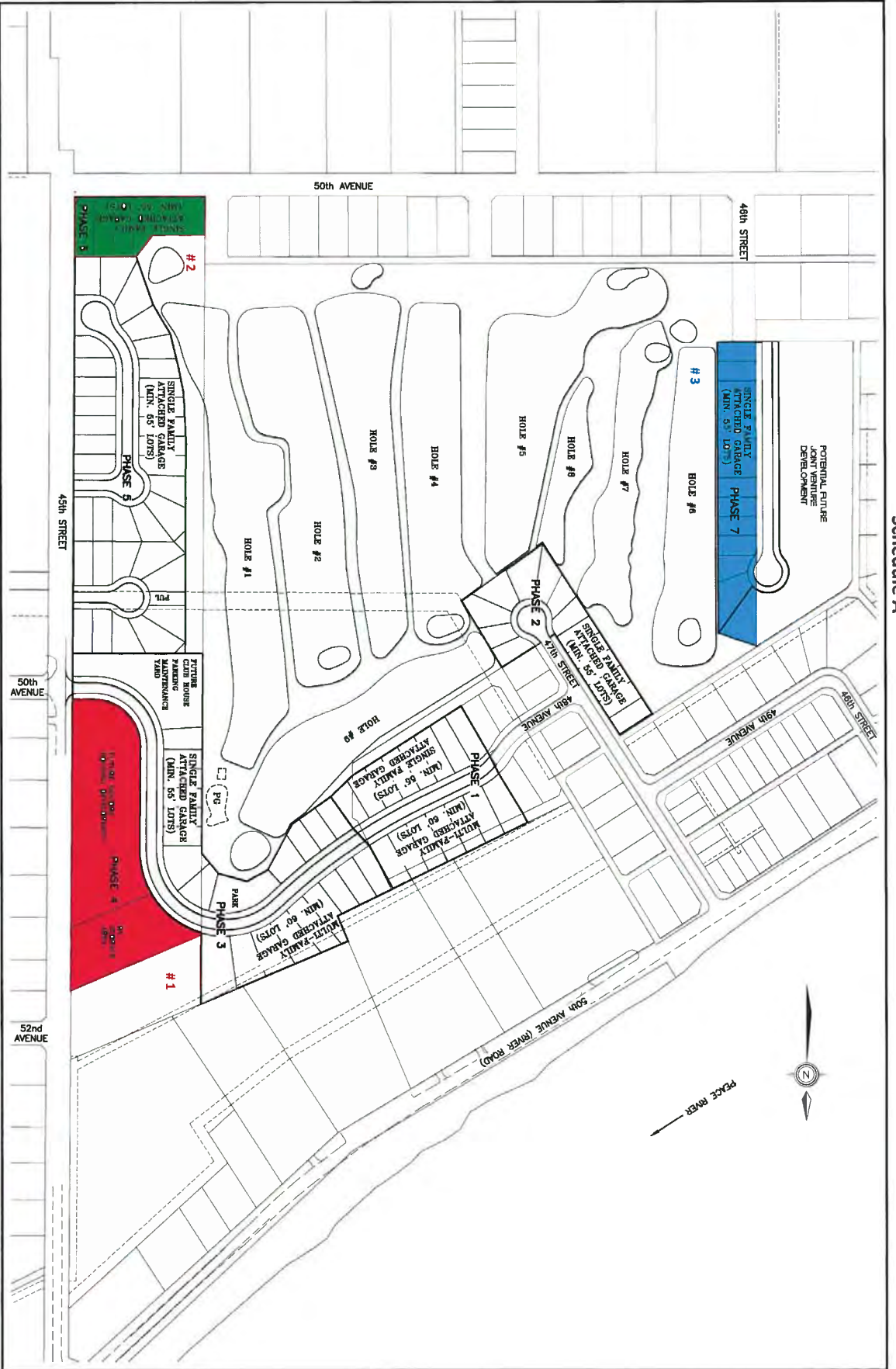
DATE _____

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

REGISTERED OWNER

DATE _____

Schedule A



<p>FOCUS 1292173 ALBERTA LTD. GOLF COURSE SUBDIVISION HAMLET OF PORT VERMION OVERALL PHASING & CONCEPT PLAN ©2018 RESERVE</p>		<p>FOCUS Engineering Suite 100, 1818 18th Ave SW Calgary, Alberta T2M 0K6 Tel: 403.243.8888 Fax: 403.243.8889 www.focuseng.com</p>	
<p>Drawn: SAJ/LLK Checked: JAT</p>	<p>Date: 11/20 Scale: 1:1000 Project No: 00000003</p>	<p>Sheet: 1 OF 1</p>	<p>Scale: C</p>



Revision	BY	APPD.	DATE

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FOCUS

FOCUS Corporation
 #2, 8805 - 95 Street
 Peace River, AB, Canada T8S 1G8
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 Fax: 780.624.3732
 www.focus.ca

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1292173 ALBERTA LTD.
GOLF COURSE SUBDIVISION
HAMLET OF FORT VERMILION
OVERALL PHASING & CONCEPT PLAN
C/O BRYAN ROSENBERGER

Designed: ---	Scale: 1:1500	Date: 06/05/2011
Drawn: T.S.M./J.W.	Project No.: 060400034	
Checked: J.W.S.	Drawing No.: 1 OF 1	Rev.: C
Approved: ---		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 947-14 Amendment to the Inter-municipal Planning Commission Agreement with the Town of High Level

BACKGROUND / PROPOSAL:

In conjunction with the Inter-municipal Development Plan (IDP) amendment that was presented to Council at the March 11, 2014 meeting, an amendment should also have been presented to revise Bylaw 713-09, being the Inter-municipal Planning Commission (IMPC) Agreement.

These two documents need to co-exist for either one to have a function, and portions of the wording are very reflective throughout the agreements. As such, there are a few amendments that need to be made to the IMPC Agreement in order to match the amendments to the IDP agreement, being:

That section 2.4(a) be amended from:

Determine all subdivision applications and development permit applications which relate to land within the IDP Area

to

*Determine all subdivision and **discretionary** development permit applications which relate to the lands in the IDP Area*

That section 2.1(a) of Schedule “A1” be amended from:

Applications for subdivision approval or development permits for land within the IDP Area

to

*Applications for subdivision approval or **discretionary** development permits for land within the IDP Area*

That section 5.1 of Schedule “A1” be amended from:

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

An Applicant for subdivision approval or a development permit for land within the IDP Area...;

to

*An Applicant for subdivision approval or **discretionary** development permits for land within the IDP Area...;*

OPTIONS & BENEFITS:

By approving this change to the IMPC agreement, applications for permitted use developments within the IDP area will be processed faster. It will also save staff time that is currently used for preparing the RFD's, and save costs to both municipalities by eliminating a handful of meetings each year.

COSTS & SOURCE OF FUNDING:

Minimal, limited to advertising costs which will be borne by the Planning Departments 2014 operating budget.

SUSTAINABILITY PLAN:

This issue does not affect the Sustainability Plan, as it is only a matter of procedural efficiency.

COMMUNICATION:

The Public Hearing will be advertised as per the requirements of the MGA and IMPC. No other communication of this revision to the IMPC Agreement is required.

RECOMMENDED ACTION:

That first reading be given to Bylaw 947-14, being an amendment to the Inter-municipal Planning Commission Agreement with the Town of High Level, subject to public hearing input.

Author: B. Peters Reviewed by: _____ CAO JW

BYLAW NO. 947-14
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
TOWN OF HIGH LEVEL – MACKENZIE COUNTY
INTER-MUNICIPAL PLANNING COMMISSION AGREEMENT
BYLAW 712-09

WHEREAS, the Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to as “the Act”), as amended, provides that a municipality may amend Bylaws;

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, deems it appropriate to Amend section 2.4(a) and sections 2.1(a) and 5.1 of Schedule “A” of the Town of High Level – Mackenzie County Inter-Municipal Planning Commission Agreement;

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

That section 2.4(a) of the Town of High Level and Mackenzie County Inter-municipal Planning Commission Agreement is amended to read:

Determine all subdivision and discretionary development permit applications which relate to the lands in the IDP Area

That section 2.1(a) of Schedule “A1” of the Town of High Level and Mackenzie County Inter-municipal Planning Commission Agreement is amended to read:

Applications for subdivision approval or discretionary development permits for land within the IDP Area

That section 5.1 of Schedule “A1” of the Town of High Level and Mackenzie County Inter-municipal Planning Commission Agreement is amended to read:

An Applicant for subdivision approval or discretionary development permits for land within the IDP Area;

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

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

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 713/09

**BEING A BYLAW OF MACKENZIE COUNTY TO
AUTHORIZE AN AGREEMENT WITH THE TOWN OF HIGH LEVEL
TO ESTABLISH AN INTERMUNICIPAL MUNICIPAL PLANNING COMMISSION
FOR THE INTER-MUNICIPAL DEVELOPMENT PLAN AREA**

WHEREAS:

The Councils for the Town of High Level and Mackenzie County have enacted the Town of High Level and Mackenzie County Inter-municipal Development Plan;

The Town of High Level and Mackenzie County Inter-municipal Development Plan establishes an IDP Area;

The Town of High Level and Mackenzie County have agreed to establish an inter-municipal planning commission;

Section 626 of the *Municipal Government Act*, R.S.A. 2000, as amended, authorizes a municipality to enter into an agreement with a municipality to establish an inter-municipal planning commission; and

The proposed bylaw shall be advertised in the May 20, 2009 and May 27, 2009 editions of the High Level Echo;

A public hearing shall be held on June 17, 2009 at 7:00 p.m. at the Town Hall, High Level, Alberta.

**NOW THEREFORE, the Council of Mackenzie County in the Province of Alberta,
DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the Town of High Level and Mackenzie County Inter-municipal Planning Commission Bylaw.
2. The document entitled "Town of High Level and Mackenzie County Inter-municipal Planning Commission Agreement", attached to and forming part of this bylaw as Schedule "A", is adopted.
3. This bylaw shall come into force and take effect upon the date of third reading and signing by both Mackenzie County and the Town of High Level Council.

READ a first time this 20th day of April, 2009.

READ a second time this 17th day of June, 2009.

READ a third time and finally passed this 17th day of June, 2009.

(original signed)

Greg Newman
Reeve

(original signed)

William Kostiw
Chief Administrative Officer

AN AGREEMENT DATED THIS 30 DAY OF OCTOBER, A.D. 2009,
BETWEEN

THE TOWN OF HIGH LEVEL

(the "Town")

and

MACKENZIE COUNTY

(the "County")

(hereinafter collectively referred to as the "Municipalities")

**THE TOWN OF HIGH LEVEL AND MACKENZIE COUNTY
INTERMUNICIPAL PLANNING COMMISSION AGREEMENT**

WHEREAS the Municipalities have adopted an Inter-municipal Development Plan ("IDP") which includes reference to an "IDP Area" as shown in Schedule "A";

AND WHEREAS Section 626 of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, authorizes municipalities to enter into an agreement to establish an inter-municipal planning commission;

AND WHEREAS both Councils for the Municipalities have determined that it is appropriate to establish an inter-municipal planning commission to be the Subdivision Authority and the Development Authority pertaining to applications relating to lands located within the IDP Area and to make decisions in relation to connections for water service in a service area pursuant to an agreement between the municipalities for regional service sharing (the "Regional Service Sharing Agreement");

NOW THEREFORE, in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

1. DEFINITIONS

- a) "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended from time to time;
- b) "Appellant" means a person who, pursuant to the Act, has served a notice of appeal on the Inter-municipal Subdivision and Development Appeal Board.
- c) "Council" means the Council of either Municipality;

- d) "Development Authority" means the IMPC established by Mackenzie County and the Town of High Level to exercise development powers and duties in the IDP Area;
- e) "IDP" means the Town of High Level and Mackenzie County Inter-municipal Development Plan adopted on July 30, 2009 by the Town of High Level Bylaw No. 881-09 and on 17th of June, 2009 by Mackenzie County Bylaw No. 712/09;
- f) "IDP Area" means those lands as depicted on Schedule "A" which is part of this Agreement;
- g) "Inter-municipal Planning Commission" ("IMPC") means the inter-municipal planning commission established by the Municipalities by this Agreement pursuant to Section 626 of the Act;
- h) "Inter-municipal Subdivision and Development Appeal Board" ("ISDAB") means the appeal board established by the Municipalities by an agreement pursuant to Sections 627 and 628 of the Act;
- i) "Member" means a member of the IMPC;
- j) "Regional Service Sharing Agreement" means the agreement entered on September 5, 2009 between the Town of High Level and Mackenzie County for regional service sharing;
- k) "Secretary" means the person(s) appointed to act as secretary for the IMPC;
- l) "Service Area" means the service area defined in the Regional Service Sharing Agreement in article 3.1 and as shown in Schedule "B" to that agreement;
- m) "Subdivision Authority" means the IMPC established by Mackenzie County and the Town of High Level to exercise subdivision powers and duties in the IDP Area;
- n) "Staff" means a member of the Town's or the County's planning department or planning consultant;
- o) "Water Infrastructure" has the meaning set out in article 1.1(ww) of the Regional Service Sharing Agreement; and
- p) "Water Service" has the meaning set out in article 1.1(zz) of the Regional Services Sharing Agreement.

All other terms used in this Agreement shall have the meaning assigned to them in the Municipal Government Act, as amended from time to time.

2. **IMPC PURPOSE AND ESTABLISHMENT**

- 2.1 The IMPC is hereby established.
- 2.2 The IMPC is established as the Subdivision Authority for land in the IDP Area.
- 2.3 The IMPC is established as the Development Authority for land in the IDP Area.
- 2.4 The IMPC shall:
 - a) determine all subdivision applications and development permit applications which relate to lands in the IDP Area;
 - b) determine all applications for Water Service for land in the Service Area; and
 - c) perform such functions as are set out in Schedule "B" to this Agreement.
- 2.5 The IMPC has all the powers, duties and responsibilities of a subdivision authority under the Act and the Subdivision and Development Regulations passed pursuant to the Act.
- 2.6 The IMPC has all the powers, duties and responsibilities of a development authority under the Act and the Subdivision and Development Regulations passed pursuant to the Act.
- 2.7 The IMPC shall operate in accordance with the Policies and Procedures attached hereto as Schedule "B", which is part of this Agreement.

3. **IMPC MEMBERSHIP**

- 3.1 The IMPC shall consist of six (6) Members who shall be appointed for a term not to exceed one (1) year, as follows:
 - a) Two Town Council members appointed by resolution of Town Council;
 - b) Two County Council members appointed by resolution of County Council;
 - c) One member at large appointed by resolution of Town Council;
 - d) One member at large appointed by resolution of County Council.
- 3.2. Where a member of Council is appointed as a Member, his or her appointment shall terminate upon his or her ceasing to be a member of Council.

3.3 No person who is

- a) a Town or County staff member; or
- b) a member of the ISDAB;

shall be appointed as a member of the IMPC.

3.4 The appointing municipality shall be entitled to appoint a replacement member at any time in accordance with article 3.1.

3.5 Members shall adhere to the Member Rules of Conduct set out in Schedule "A2" attached hereto.

3.6 Any Member may be removed by resolution of the appointing Council where, in the opinion of the appointing Council, the Member has contravened the standards for Member Rules of Conduct as set out in Schedule "A2" or the Member fails or refuses to adhere to the Policies and Procedures as set out in Schedule "A1".

4. IMPC SECRETARY

4.1 The County's Chief Administrative Officer shall designate a County employee to act as the Secretary for the IMPC.

4.2 The responsibilities of the Secretary are as follows:

- a) ensure that all statutory requirements of the IMPC are met,
- b) attend all meetings of the IMPC;
- c) record the minutes of the meetings including the names and addresses of all parties making representations to the IMPC;
- d) compile all necessary documentation for distribution to the Members;
- e) communicate decisions of the IMPC to the affected parties in accordance with the Act and the land use bylaw governing the land; and
- f) such other matters as the IMPC may direct.

5. MEMBER REMUNERATION

5.1 Members shall be entitled to such remuneration and travel expenses as may be

fixed from time to time by the respective Councils.

6. **GENERAL**

- 6.1 A person applying for a development permit or subdivision application shall pay the fees set out in the Mackenzie County Land Use Bylaw as it may be amended from time to time.
- 6.2 IMPC Hearings will be held at the Town's Office.

7. **IMPC COSTS**

- 7.1 All IMPC costs and expenses, including the costs of holding the hearing and any legal fees the IMPC may incur, shall be paid equally by the Town and the County.
- 7.2 The Commission will have no power to borrow money or enter into contracts of behalf of the Town or the County.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced as by the duly authorized signatures below:

TOWN OF HIGH LEVEL

MACKENZIE COUNTY

Per: 

Mayor

Per: 

Reeve

Per: 

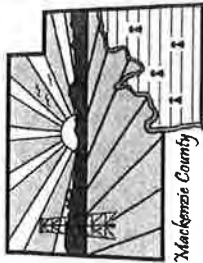
Chief Administrative Officer

Per: 

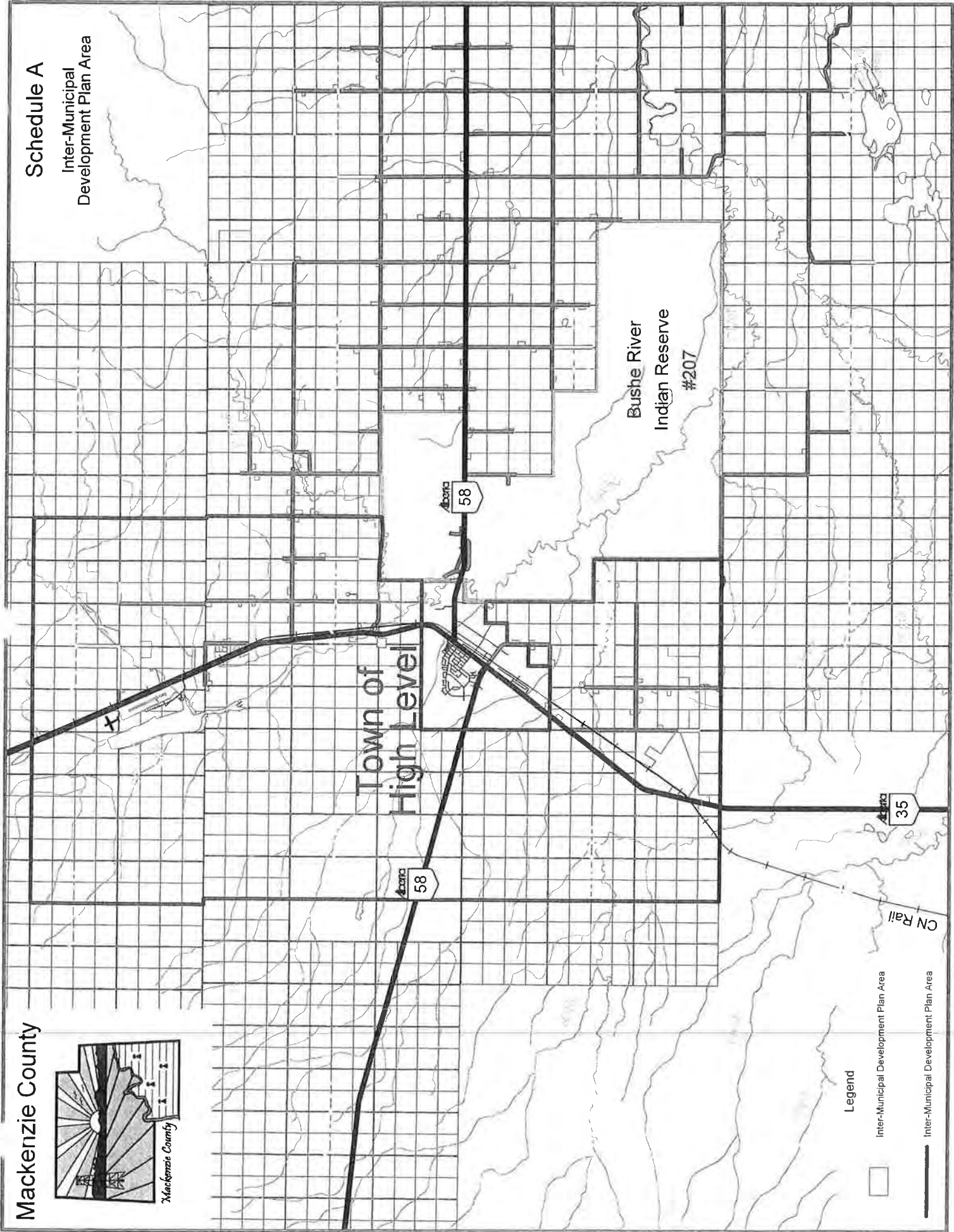
Chief Administrative Officer

SCHEDULE "A"
INTERMUNICIPAL DEVELOPMENT PLAN AREA

Mackenzie County



Schedule A Inter-Municipal Development Plan Area



SCHEDULE "A1"

INTERMUNICIPAL PLANNING COMMISSION POLICIES AND PROCEDURES

1. DEFINITIONS

- 1.1 Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the Act.
- 1.2 "Agreement" means the Inter-municipal Planning Commission Agreement dated OCTOBER 30, 2009.
- 1.3 "Applicant" means a person who, pursuant to the Act, has applied for a subdivision or a development permit.
- 1.4 "Commission" means the IMPC.
- 1.5 "In Camera" means a meeting of the Commission which is held in private pursuant to Section 197 of the Act.
- 1.6 "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from the Policies or Procedures, or the customary modes or proceedings in debate, or in the conduct of the Commission's business.
- 1.7 "Secretary" means the person(s) appointed by the County to act as secretary for the Inter-municipal Planning Commission (IMPC).
- 1.8 "Staff" means a member of the Town's planning department, a member of the County's planning department or a planning consultant.

2. APPLICATION OF POLICIES AND PROCEDURES

- 2.1 These Policies and Procedures shall apply to all:
 - a) applications for subdivision approval or development permits for land within the IDP Area;
 - b) applications for Water Service for land within the Service Area; and
 - c) meetings of the IMPC.
- 2.2 Any matter of meeting procedure which is not herein provided for shall be determined according to the most current edition of Robert's Rules of Order.
- 2.3 Procedure is a matter of interpretation by the Chair.

- 2.4 In the event of a conflict between the provisions of these Policies and Procedures and Roberts Rules of Order, the provisions of these Policies and Procedures shall prevail.

3. CHAIR

- 3.1 The Members appointed by the respective municipalities shall select a Chair for a period of one year.

3.2 The Chair:

- a) shall ensure that all Commission meetings are conducted in a fair and impartial manner, in accordance with the rules of natural justice;
- b) is authorized to rule that evidence presented at a meeting is irrelevant to the matter at issue and may direct the Members to disregard the evidence, and
- c) may limit a submission if he/she determines it to be repetitious.

4. QUORUM

- 4.1 A quorum shall consist of four Members, comprised of two Members appointed by the Town and two Members appointed by the County.

5. APPLICATION FOR SUBDIVISION OR DEVELOPMENT

- 5.1 An Applicant for subdivision approval or a development permit for land in the IDP area shall submit to the municipality in which the land is located:

- a) submit an application in the form required by the municipality in which the land is located; and
- b) pay the fee established by the municipality to that municipality in accordance with its bylaws.

- 5.2 Upon receipt of the application, the municipality that receives the application shall forward a copy of the application to the Secretary of the Commission and to the other municipality.

- 5.3 The staff of the municipality that receives the application shall:

- a) review the application in accordance with its bylaws,

- b) prepare a report evaluating the application; and
 - c) send a copy of the report to the Commission and to the other municipality at least one week before the date the Commission is scheduled to decide the application.
- 5.4 The staff of either municipality may attend the Commission meeting at which an application for subdivision approval or an application for a development permit is heard.
- 5.5 The Commission shall determine the application for subdivision approval or the application for a development permit in accordance with the Act, the Subdivision and Development Regulation and the bylaws of the municipality in which the land is located.
- 5.6 The Secretary of the Commission shall notify the Applicant of the decision of the Commission in accordance with that municipality's bylaws.
- 5.7 The decision of the Commission may be appealed to the ISDAB in accordance with the provisions of the Act. The appeal to the ISDAB shall be governed by the provisions of the Intermunicipal Subdivision and Development Appeal Board Agreement entered between the Town and the County on OCTOBER 30, 2009.

6. APPLICATION FOR WATER SERVICE

- 6.1 The Town and the County agreed that the water services will be provided when sufficient demand is established meaning that there is a minimum of twenty residential requests, or twenty light industrial requests, or combination of both, or a request from a major development.
- 6.2 An Applicant for Water Service in the Service Area shall:
- a) submit an application to the County;
 - b) shall pay an application fee as established by the County's Fee Schedule Bylaw;
 - c) provide an estimate of the water consumption requirements.
- 6.3 Upon receipt of an application, the County shall forward a copy of the application to the Secretary of the Commission and to the Town.
- 6.4 Upon receipt of an application for Water Service, Town staff shall:
- a) review the application and the estimated water need in light of the capacity of the Town Water Infrastructure;

- b) prepare a report evaluating the application for Water Service; and
 - c) send a copy of the report to the Commission and to the County at least one week before the date the Commission is scheduled to decide the application.
- 6.6 The Commission shall determine the application for Water Service based upon the following criteria:
- a) the Commission shall not approve an application for Water Service if the Town Water Infrastructure does not have the capacity to fulfill the expected water need.
 - b) the Commission shall give priority to the existing legal uses in the IDP Area and in the Service area.
- 6.7 The Secretary of the Commission shall notify the Applicant of the decision of the Commission regarding Water Service within 15 day's of the Commission's decision.
- 6.8 The decision of the Commission regarding Water Service is not appealable.
- 6.9 The County shall ensure that:
- a. all Applicants approved for Water Service meet the current provincial and municipal codes, regulations, standards and other requirements and conditions as may be placed by the Inter-municipal Planning Commission for any approval requiring Water Service; and
 - b. all Applicants shall meet design, construction and inspection standards, and development agreement conditions.

7. **DECISIONS**

- 7.1 Only Members present for the entire Commission meeting shall participate in the making of a decision on any matter before it.
- 7.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Commission.
-
- 7.3 In the event of a tie vote, the application shall be denied.
- 7.4 The Commission may make its decision with or without conditions, in accordance with Act.

7.5 If a hearing is recessed for any reason following the submission of evidence, the hearing may be recessed to the next scheduled meeting or to a scheduled meeting. However, only those Members present at the original hearing shall render a decision on the matter.

8. MEETINGS

8.1 The Commission shall consider and decide all subdivision and development applications which have been properly filed in accordance with the Act and all applications for Water Service which have been properly filed in accordance with this Agreement.

8.2 For applications for subdivision and development permits, the Commission shall hold a public meeting respecting the application within the time specified in the County's bylaws for meetings of its Municipal Planning Commission.

8.3 The Commission shall give notice of the meeting in accordance with the County's bylaws.

8.4 The Commission shall hear from parties in accordance with the rules of natural justice.

8.5 The Commission shall hold its meetings in public, but it may at any time recess and deliberate in private.

8.6 If the Commission desires at the meeting to request further technical information, legal opinions, or other assistance, it may recess the meeting pending receipt of such information.

8.7 Electronic or similar recording devices shall not be used during the meeting by anyone in attendance except the Secretary.

8.8 The Commission shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the meeting.

8.9 The Commission shall give a written decision together with the reasons for the decision within 15 days after concluding the meeting.

8.10 The Commission as Subdivision Authority shall,

- a) exercise subdivision powers and duties outlined in the Act and the Town's Land Use Bylaw on behalf of the Town and the County's Land Use Bylaw on behalf of the County;

- b) approve subdivisions, with or without conditions, in accordance with the Town's Land Use Bylaw or the County's Land Use Bylaw;
- c) for greater certainty, but not so as to restrict the foregoing, ensure that
 - (i) orders, decisions, approvals, notices or other things are duly signed;
 - (ii) subdivision conforms to the provisions of the Act and the Subdivision and Development Regulation and:
 - A) Town's Land Use Bylaw, the Municipal Development Plan and the Area Structure Plans for land within the Town; and
 - B) County's Land Use Bylaw, the Municipal Development Plan and the Area Structure Plans for land within the County.
- d) The Chair and the CAO or Designated Officer of the respective municipalities shall have the signing authority for the Inter-municipal Planning Commission for the development matters.

8.11 The Commission as Development Authority shall,

- a) exercise development powers and duties outlined in the Act and the Town's Land Use Bylaw on behalf of the Town and the County's Land Use Bylaw on behalf of the County;
- b) when considering applications for non-agricultural uses in the IDP Plan Area, consider conformance to the IDP, the appropriate municipality's Land Use Bylaw and compatibility to adjacent agricultural and country residential uses;
- c) when considering applications for highway commercial development in the IDP Plan Area, consider:
 - i) access to Water Service, sewage collection systems;
 - ii) the relationship between the proposed land use and the highway corridor;
 - iii) the integrity of the highway and its safe operation;
- iv) for development permit applications in the vicinity of the highway entrances to the Town, the appearance of the proposed development;

- d) when considering development applications, consider
 - i) the future use and possible protection of natural areas; and
 - ii) the impact of the proposal on the IDP Plan Area's air, rail and road transportation systems;
- e) issue development permits, with or without conditions, in accordance with the Town's Land Use Bylaw and the County's Land Use Bylaw;
- f) for greater certainty, but not so as to restrict the foregoing, ensure that
 - (i) orders, decisions, approvals, notices or other things are duly signed;
 - (ii) land use and development conforms to the provisions of the:
 - A) Town's Land Use Bylaw, the Municipal Development Plan and the Area Structure Plans for land within the Town; and
 - B) County's Land Use Bylaw, the Municipal Development Plan and the Area Structure Plans for land within the County.
- g) The Chair and the CAO or Designated Officer of the respective municipalities shall have the signing authority for the Inter-municipal Planning Commission for the subdivision matters.

8.12 The Inter-Municipal Planning Commission shall also perform the following functions:

- a) monitor the progress of the IDP, including the volume and nature of land use activity such as area structure plans; land use bylaw changes; land development proposals; subdivision applications and development permit applications; and other related land use activities;
- b) review proposed amendments to the IDP and to make recommendations to the two Councils on proposed amendments;
- c) review proposed annexations by the Town and prepare a recommendation to both Councils;
- d) review proposed amendments to other statutory plans and land use bylaws that may impact lands within the IDP Plan Area and prepare a recommendation to both Councils; and
- e) review and make recommendations on development proposals outside the IDP Plan Area within the Service Sharing Area that are of interest to the County and the Town.

9. MEETING PROCEDURE

9.1 At meetings, the following procedure will typically be followed:

- a) The Chair for the meeting will call for a motion to go into public meeting and ask if the Applicant is present to speak to the application.
- b) If the Applicant indicates his/her presence to speak to the application, then the Chair will outline the public meeting procedures.
- c) The Secretary will confirm that notice of the application has been provided to all parties in accordance with the relevant bylaws.
- d) The Chair will ask if anyone objects to any Member hearing the application.
- e) A member of Staff of the municipality in which the land is located will introduce the application and present that municipality's administrative report outlining the background to the application. If no such staff member is present, the Secretary will read the municipality's administrative report into the record.
- f) The Chair shall call upon the Applicant to present his/her application submissions.
- g) After identifying him/herself, the Applicant will be requested to present his/her submission within a reasonable time period.
- h) The Chair shall then call upon any persons in attendance at the meeting who are entitled to be heard by the Commission under the Act and who wish to speak in favour of the application.
- i) After identifying themselves, persons or representatives of any group or persons, in favour of the application may address the Commission in turn. The Commission reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.
- j) The Chair shall then call upon any persons in attendance at the meeting who are entitled to be heard by the Commission under the Act and who wish to speak in opposition to the application.
- k) After identifying themselves, persons or representatives of any group or persons, in opposition of the application may address the Commission in turn. The Commission reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One

spokesperson per petition or group may speak for a maximum of ten minutes.

- 1) The Chairperson shall then call upon the applicant and those persons in attendance at the public hearing who spoke in favour of the application for any rebuttal to the points raised by those who spoke in opposition to the application. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the application.
 - m) After a presentation is concluded, any Member may ask the presenter relevant questions.
 - n) After all presentations from the public have been completed, any Member may ask Staff, if present, relevant questions.
 - o) Following the public presentation and Member questions, the Chair shall close the public portion of the meeting.
- 9.2 Following the close of the public portion of the meeting, the Commission shall deliberate and make its decision. The Commission may deliberate and make its decision In Camera.

Petitions and Letters

- 9.3 Persons signing petitions are deemed to have had their position advanced by the petition and accordingly they may not speak unless they remove their names from the petition.
- 9.4 Individuals who have submitted a letter may only address the Commission on new non-repetitious information not contained in the letter.
- 9.5 With the Commission's approval, an individual or group may submit written submissions as part of their presentation at the public meeting, by providing eight (8) copies of same to the Commission at the start of their presentation.

Presentation Materials

- 9.6 The use of slides, maps, videos, and Power Point presentations are permitted, and these materials along with any written submissions become the property of the Commission as exhibits to the public meeting.

Introduction of Speakers

- 9.7 Persons addressing the Commission shall give their name, location of residence, and indication as to whether they are speaking on their own behalf or for another person or for a group, and address the Chair when responding to questions or

providing information.

- 9.8 A Person who does not identify him/herself will not be given the opportunity to address the Commission.

10. **CONDUCT AT MEETINGS**

- 10.1 Members of the public in attendance at a meeting:

- a) shall address the Commission through the Chair;
- b) shall maintain order and quiet; and
- c) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Commission.

- 10.2 The Chair may order a member of the public who disturbs or acts improperly at a meeting by words or actions be expelled.

11. **MEMBER CONDUCT**

- 11.1 A Member wishing to speak at a meeting shall obtain the approval of the Chair before speaking.

- 11.2 When a Member or member of the public is addressing the Chair, every other Member shall:

- i) remain quiet and seated;
- ii) not interrupt the speaker except on a Point of Order;
- iii) not carry on a private conversation; and
- v) not cross between the speaker and the Chair.

12 **DISSOLUTION OF THE IMPC**

- 12.1 The IMPC shall be dissolved when the Town of High Level and Mackenzie County Inter-municipal Development Plan is repealed in accordance with its provisions.

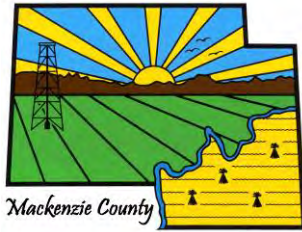
SCHEDULE "A2"

IMPC MEMBER RULES OF CONDUCT

1. For the purpose of this Schedule:
 - a) the following terms shall have the same meaning as in Section 169 of the Act:
 - "Corporation"
 - "Director"
 - "Distributing Corporation"
 - "Officer"
 - "Shareholder"
 - "Voting Rights"
 - "Voting Shares"
 - "Spouse"
 - b) the term "Member's Family" shall have the same meaning as the term "Councillor's Family" under Section 169 of the Act.
2. No Member shall participate in the hearing of any matter before the Commission in which that Member has a pecuniary interest.
3. A Member has a pecuniary interest in a matter if:
 - a) The matter could monetarily affect the Member or an employer of the Member; or
 - b) The Member knows or ought to know the matter could monetarily affect the Member's family.
4. A Member is monetarily affected by a matter if the matter monetarily affects:
 - a) The Member directly;
 - b) A distributing corporation in which the Member beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the Member is a director or officer; or
 - c) Each Corporation, other than a distributing corporation, in which the person is a shareholder, director or officer;
 - d) A partnership or firm of which the Member is a member.
5. For the purposes of determining whether a Member has a pecuniary interest in

the matter before the Commission, the provisions of Section 170(3) of the Act shall apply, substituting the term "Member" for the term "Councillor".

6. Where a Member has a pecuniary interest of the matter before the Commission, that Member shall:
 - a) Disclose the nature of the pecuniary interest to the Chair and Secretary of the Commission;
 - b) Abstain from participating in the hearing of the matter;
 - c) Abstain from any discussion of voting on the matter;
 - d) Be absent from the room in which the appeal is heard, except to the extent that the Member is entitled to be heard before the Commission as an appellant or a person affected by the matter before the Commission.
7. Where Council becomes aware of a breach of these provisions by a Member of the Commission, the Council shall review the facts of the case and make a determination as to whether the Member, in the opinion of Council, has breached pecuniary interest provisions of this Schedule.
8. Where, after its review pursuant to Section 7, Council determines that a breach of the pecuniary interest provisions has occurred, Council may remove the Member from the Commission.
9. A Member of the Commission shall:
 - a) Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - b) Keep in-camera discussions of Commission and the Committees, and any legal advice provided to the Commission or Committees confidential, except where required to disclose that information by law;
 - c) Attend all Commission and Committee hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
 - d) Participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.
10. Where the appointing Council has reasonable grounds to believe that a Member has breached any of the provisions of Section 9, Council may remove that Member from the Commission.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 948-14 Addressing Bylaw

BACKGROUND / PROPOSAL:

This RFD addresses three interrelated matters. One being the input received from the community in regards to naming some streets in our Hamlets, another being the input received regarding rural addressing, and the other being the actual Addressing Bylaw, which already includes administration’s recommendation based on the feedback received.

At the November 29, 2013 Council meeting, Motion 13-11-855 was made stating:

That Administration brings forward the amendments to the Addressing Bylaw as discussed.

Motion 13-11-861 was also made at the same meeting, stating:

That Administration proceed with implementing rural addressing with funding originally coming from the 2014 Capital Budget, with capital costs of the signs billed to the property owners at cost recovery.

Administration has since placed articles in the County Image, along with a request to the public to provide feedback regarding the subjects. A big response was not received, but in general the response was positive. 8 of 12 respondents support rural addressing, but several comments were made regarding the installation costs. Only three comments were received from the public regarding hamlet street naming, and all three were in favor because they all agree that way finding is currently somewhat confusing.

Administration also contacted the La Crete Agricultural Society and the La Crete Chamber of Commerce to gather their input. The ag society was fairly neutral regarding

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

the concept of naming some roads, and recommended that we stay away from using people's names. There was no feedback received from the Chamber.

The bylaw includes the street naming protocols; however, direction from Council is needed regarding the naming protocols prior to first reading being passed.

After more critique and assessment, administration recommends changing the names of some roads in La Crete at this time, as shown on the attached map. There are many numbered roads that need to have their number changed in order to better align with the existing established grid as well. However, this change will need to be well coordinated with the Public Works Department in order to supply and install the appropriate signage.

When Fort Vermilion will see new land development, a method of reconciling the grid will need to be determined. At this point the current street numbers work in Fort Vermilion, but will fail to work appropriately once the community expands, particularly towards the east.

Some highlights of the Bylaw are:

- The MPC will be the naming authority for named streets;
- A change to an existing street name or civic address can only be approved by Council resolution;
- Civic address must be displayed during construction

OPTIONS & BENEFITS:

By allowing for organic (non-linear) streets to be given names, the difficulty of establishing and following a linear road numbering system will be eliminated. Currently the Planning Department is unsure how to number some proposed roads and how to assign civic addresses with the system that is in place.

By passing the bylaw with specific direction for assigning street names and numbers, and for the specific provision of civic addressing, the possibility for inconsistency is all but eliminated.

Requiring rural civic addressing will aid first responders and improve emergency services response times. It will also make it easier for rural homeowners or businesses to receive goods and services to their property. It will aid the general public in way finding, and greatly aid inspectors in finding rural properties.

COSTS & SOURCE OF FUNDING:

The estimated cost for rural addressing is \$200,000, which will be recovered by charging the cost of the signs and installation back to the landowners. Council has already established a Capital Project for this purpose.

Author: B. Peters Reviewed by: _____ CAO JW

The cost for signs at the entrances to existing rural multi-lot subdivisions is estimated at \$3,000. The cost for new signs within La Crete is estimated at \$2,000.

These costs do not include the staff time allocation. To properly assign a rural address, the driveway location needs to be verified (most will be done using our aerial photos), the address identified and logged on a list for ordering and entered into the County's taxation database. It is anticipated that it would take a summer student nearly all summer to complete the task of assigning all of the rural addresses, along with time from the finance department to update the taxation database.

To change the street name blades would likely only take a few days for the public works crews to complete the work.

SUSTAINABILITY PLAN:

This issue is not specifically addressed in the Sustainability Plan, but there are a couple goals and strategies that touch on it, such as: accommodating a thriving tourist sector; providing efficient travel throughout and to the County.

Improving the addressing in La Crete will assist with way finding, which is one of the pieces that helps tourism, and the rural address signs should improve travel efficiency in our rural areas.

COMMUNICATION:

Urban Residents:

Lots of communication will be required. For every property owner located in La Crete that would have their street address changed, a letter would be sent out explaining the change and assigning them their new street address, and a timeframe for changing their house numbers, should that be required.

Rural Residents:

All rural property owners that would receive a rural addressing sign would also receive a letter explaining what's happening, their responsibilities, their new address and so on.

Others:

Utility companies such as Telus, Northern Lights Gas Co-op, ATCO and CCI would all receive a letter, appropriate maps and list of all the address and road name changes.

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

Author: B. Peters Reviewed by: _____ CAO JW

RECOMMENDED ACTION:

Motion 1:

That first reading be given to Bylaw 948-14 being the Addressing Bylaw for Mackenzie County, subject to public hearing input.

Motion 2:

That administration proceed with revising street names in the Hamlet of La Crete as required, and that a full list be taken back to Council for approval prior to implementation.

Author: B. Peters Reviewed by: _____ CAO JW

**BYLAW NO. 948-14
MACKENZIE COUNTY**

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

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

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

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

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

AND WHEREAS Council deems it desirable to revise the municipal addressing system which is utilized by emergency service providers and for way finding purposes

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

1. GENERAL

1.1 This Bylaw shall be cited as the Addressing Bylaw.

2. DEFINITIONS

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

- a) "Addressing Authority" means the County Administrator and such employees deemed necessary to carry out the functions of this bylaw;
- b) "Building" means any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;

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

3. APPLICATION

- 3.1 The Addressing Authority shall administer the civic addressing system for the County and may, subject to the provisions of this bylaw:

- a) assign a name to all new streets and development areas;
 - b) establish a system of address numbering for properties;
 - c) assign a Civic Address to every property;
 - d) change an address number or street name, in accordance with the provisions hereto.
- 3.2 All property within the County shall be designated a Civic Address by the Addressing Authority as soon as possible, after the access location has been confirmed;
- 3.3 Upon written request by an Owner, the Addressing Authority will consider applications to change a Civic Address; in all cases, service delivery and public safety shall prevail;
- 3.4 The Addressing Authority may change a Civic Address or Street Name if in their opinion such change is required:
- a) To allow the safe and reliable delivery of services to the Property;
 - b) To minimize confusion;
 - c) To accommodate an adopted statutory plan for the area in which the property is located.
- 3.5 Notwithstanding the foregoing, once the Addressing Authority has assigned a Street Name or Civic Address, that name may not subsequently be changed except by resolution of Council;
- 3.6 No person shall remove, deface, or obliterate or destroy the Civic Address placed upon or affixed to any Property in accordance with this bylaw, except during the demolition or removal of the building;
- 3.7 Notwithstanding the foregoing, the Civic Address shall be displayed by the Owner at all times, either permanently or temporarily during construction.

4. STREET NAMING – HAMLET

- 4.1 Where named streets are required, the Municipal Planning Commission shall be consulted and shall make a recommendation to the Addressing Authority in regards to the street name, based on the criteria below for each Hamlet.
- 4.2 Street Name Selection – Hamlet of La Crete

- a) In selecting names for streets, the Addressing Authority shall assign, for all roads that align appropriately with the established grid system, a numbered Street or Avenue that corresponds with the grid;
- b) For all streets that do not conform to the grid, a name shall be given. Names shall be selected based on **significant historic events, noteworthy persons, noteworthy features, and historic context**. The Addressing Authority shall ensure that the local historical society is consulted prior to assigning such street name.

4.3 Street Name Selection – Hamlet of Fort Vermilion

- a) In selecting names for streets, the Addressing Authority shall assign, for all roads that align appropriately with the established grid system, a numbered Street or Avenue that corresponds with the grid;
- b) For all streets that do not conform to the grid, a name shall be given. Names shall be selected based on **significant historic events, noteworthy persons, noteworthy features, and historic context**. The County Administrator shall ensure that the local historical society is consulted prior to assigning such street name;
- c) The grid that shall be used is the actual north/south grid, and not the northerly/southerly grid that has been modified to reflect the trajectory of the Peace River.

4.4 Street Name Selection – Hamlet of Zama

- a) In selecting names for streets, the Addressing Authority shall assign a street name, based on the context of the existing street names within the Hamlet. The residents of Zama shall be consulted prior to naming a street, either through a school competition or other informal means.

5. **DISPLAY OF ADDRESS – HAMLET**

- 5.1 The Civic Address assigned by the County shall be displayed by the Owner at all times, in a location that is plainly visible from the Street using contrasting colors with characters no less than four (4) inches in height;
- 5.2 The Civic Address shall be plainly visible and not higher than the first story of a Building or at an equivalent height in the case of other structures;
- 5.3 The Civic Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof;

- 5.4 In all cases where there are multiple Buildings on a Property, the Civic Address shall be plainly visible at the property line and at the entrance to each Building or Unit;
- 5.5 The Owner shall ensure that the posted Civic Address is properly maintained and visible.

6. DISPLAY OF ADDRESS – RURAL

- 6.1 The Civic Address shall be plainly visible from the Road on a sign as specified in Schedule “A”, hereto attached;
- 6.2 The sign shall be placed adjacent to the driveway at the Property line and shall be contained entirely within the property;
- 6.3 The Civic Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof;
- 6.4 Oil and gas industry sites regulated by the Alberta Energy Regulator (AER) are exempt from this bylaw unless:
 - a) requested by the Owner, and further approved by the County, to have a Civic Address;
 - b) the site is occupied by employees, or is used as a place of employment or business
- 6.5 The Owner shall ensure that the posted Civic Address is properly maintained and visible;
- 6.6 For all rural multi-lot developments, the developer shall place a sign at each entrance to the subdivision. The sign shall include the lot layout and indicate each lots address, and be clearly visible from the Road;

7. ADDRESSING SYSTEM

- 7.1 In all Hamlets, an even Civic Address number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd Civic Address number shall be assigned to properties located on the South and East sides of the adjacent road;
- 7.2 All multi-unit Buildings shall be assigned a single Civic Address, with each unit assigned a unique unit number. The unit number shall be displayed on or beside the front door to the unit;

- 7.3 For rural multi-lot developments that do follow a linear grid (eg. Riverdrive Developments), each lot shall be assigned an address that coincides with the rural addressing system. Internal subdivision roads shall be named to coincide with the development name;
- 7.4 For rural multi-lot developments that do not follow the rural grid (eg. Greenwood Acres), and are generally looped, the lots shall be assigned sequential numbers in a logical manner. Internal subdivision roads shall be named to coincide with the development name;
- 7.5 Notwithstanding sections 7.3 and 7.4, rural addresses shall be assigned an address using the *Alberta Municipal Affairs Addressing Project, 2004, Addressing Guidelines*, attached in Schedule "B".

8. PENALTIES

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

9. ENFORCEMENT

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

10. REPEAL

10.1 This Bylaw shall come into force and effect upon receiving third reading and shall repeal Bylaw 045/96.

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

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

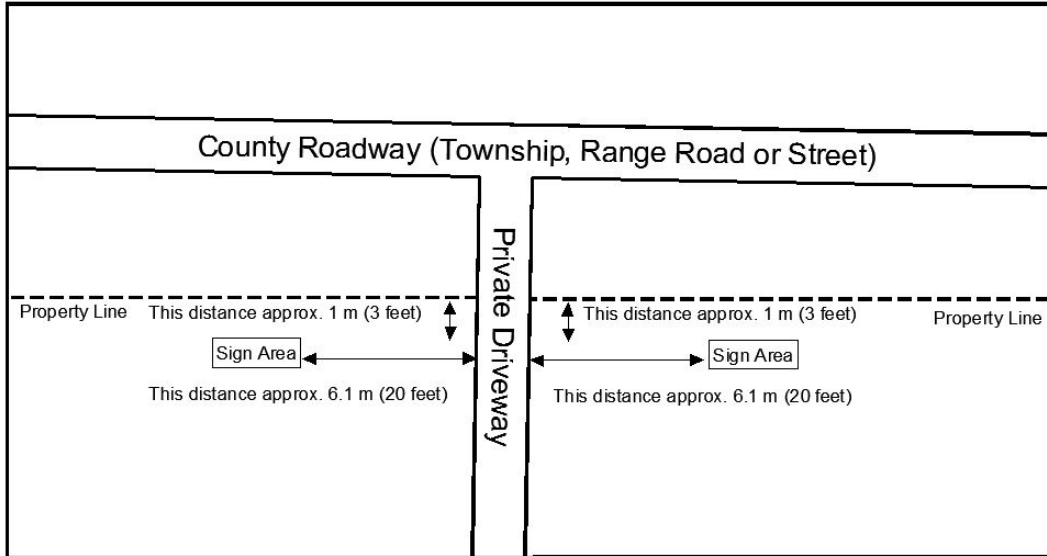
READ a third time and finally passed this ___ day of _____, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

**BYLAW NO. 948-14
SCHEDULE "A"**

**Signage at Primary Access to Residential, Commercial and Industrial
Development in Mackenzie County**



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

Sign Specifications

Substrate:	Sign grade aluminum	
Sign Face:	High Intensity Prismatic Reflective Coating	
Color:	White lettering on a green background	
Mounting:	Lot signs shall receive a single 7 foot U-channel post mounted to the center of the sign with appropriate hardware. Rural Address signs shall receive two 7 foot U-channel posts, one mounted on each side of the sign, with appropriate hardware	
Size:	As shown below:	
	125 x 20 cm Rural Address Signs 	120 x 20 cm Rural Address Signs
	30 x 20 cm Country Multi-lot Development Lot Sign 	

Alberta Municipal Affairs Addressing Project

December 2004



ADDRESSING GUIDELINES

MUNICIPAL ADDRESSING PROJECT :

BACKGROUND:

Early in 2004, a survey of rural municipalities was conducted by AAMD&C to identify which municipalities currently have a municipal addressing program in place and, for those that don't, the reasons why they have not proceeded with developing an address scheme. The results of the survey indicated:

- The majority of the rural municipalities do not have a municipal addressing system in place.
- The main reasons for not implementing an address system:
 - Cost – average cost to build and implement an address system (with signage) was approximately \$140,000.
 - Most difficult in rural areas; P.O. & Box numbers have no relationship to spatial location.
 - Staff – many staff do not have the technical background to design and build an address system.
 - Lack of provincial standards
 - Low priority (relative to cost and other issues) for taxpayers and council
- 50% plan to implement addressing system in future.

The ALTA system at LTO, was implemented in 1988 to support the title, document and plan registration processes and search requests. SPIN is a Web enabled public system that allows world wide search, view and download of registered survey plans in TIFF format as well as other government land related information. Titles can be accessed by linc number, title number, legal description or by geographic location. LTO records, title data, contains the owner mailing address but not the municipal address of parcel.

Previously, legal descriptions were the only means of accessing LTO data; however, with the development of the Internet and web technology, and the redevelopment of ALTA and SPIN, individuals now have direct access to LTO data. Most property owners know their address but not their legal description.

With the development of mapping systems, GIS technology, Facility / Asset Management Systems and in conjunction with the evolving GPS technology, there is now a greater need to have municipal-wide addresses with geo-codes. Addresses are the preferred manner for accessing spatial data. Addresses with geo-codes (knowing where people live) are fundamental to an effective Emergency Response System.

As a result of the survey, Municipal Affairs, in conjunction with Spatial Data Warehouse (SDW), AltaLIS, AUMA and AAMD&C, conducted a pilot project to evaluate the opportunity to assist municipalities in developing and implementing an addressing scheme for their respective jurisdictions.

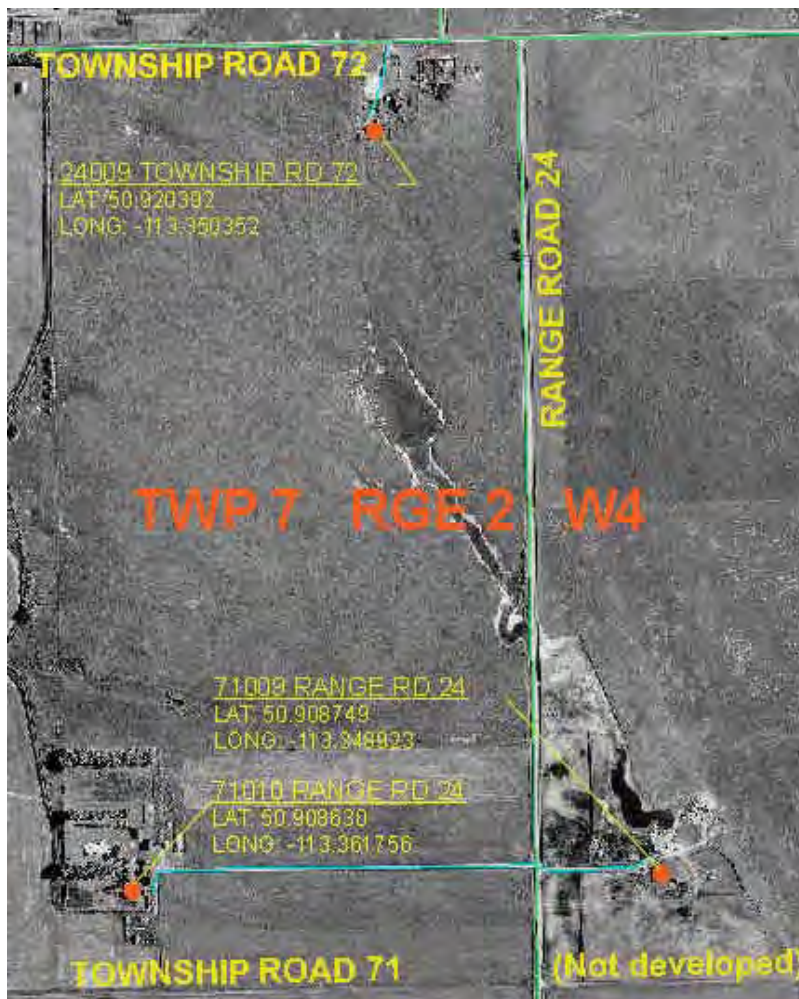
Under the direction of the Title Mapping Project Committee, chaired by Deputy Minister Brad Pickering, two municipalities were selected to be part of a pilot addressing project.

The intent was to review current address systems; develop standards, specifications and guidelines that could be adopted by others, and to develop mapping routines and batch processes that would simplify the process and reduce the costs for implementing an address scheme.

STATUS:

Addressing templates for the entire province are available. These templates are based on a 40-meter grid interval as proposed in the specification guidelines. The current format is Microstation Dgn in a NAD83 10tm projection. The grid is based on the ATS fabric of June 2004. Other formats could also be created as required, ie. ESRI shape, AutoCAD, ESRI Geodatabase. These templates are a first step towards rural municipalities creating their own addressing and will help offset that cost.

The following addressing document explains the proposed addressing system. Many examples and illustrations are included along with details on how to handle non-standard situations. Canada Post reviewed this specification in November 2004 and found it to adhere to their recommendations and guidelines.



ADDRESSING SPECIFICATIONS

A review and analysis of existing municipal addressing systems was undertaken to come up with a standard system that would accommodate other Alberta municipalities. This specification is based on a compilation of these preliminary studies.

The addressing systems of Rockyview, Brazeau, Parkland, Lacombe, Foothills and Red Deer were reviewed. Typically, access to rural residences are from the adjacent road allowances; all the rural addressing schemes were developed around the layout for the Alberta Township Survey system. Most systems based their numbering scheme on a system which divided the length of the road allowances into intervals, ranging from 6 to 100 meters; these intervals were referenced to the township and range road identifier. The AltaLIS grid template is based on a 40-meter interval, to accommodate both rural, and subdivision densities.

STANDARD GRID TEMPLATE RULES

- Basic grid is derived from the township and range roads
- The grid is based on a 40 meter interval, starting in the far southeast section corner (See appendix A). Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. This is referred to as the blind line.
- Reset interval to zero at each section line
- 40 meter grid starts over at quarter line but address interval continues to section line
- Any remaining portions of the section less than 3 meters in width will be included in the preceding interval
- Any remaining portions of the section greater than 3 meters will create an additional interval (See appendix B)
- Interval numbers increase in the north and west direction
- Odd interval numbers are on the south and the east
- Even interval numbers are on the north and the west

- Address number is a maximum 6 digit number in all cases; (For multiple primary residences located off the same primary access, the suffix, ie. “A”, is not considered as part of the 6 digits. This is discussed further in subsequent bullets)
 - The left two or three digits are allocated for the township or range reference road.
 - The right three digits represent the interval number. The interval number must always be three digits therefore the values can require preceding zeros.

Example: 25003 TWP RD 74

- 25(Reference Road is Range Road 25)
- 003 (Interval 3 in 40 meter grid west from Range Road 25 – Odd number indicates location on south side)
- off south side of Township Road 74
(See appendix C)

There are no exceptions to the maximum 6-digit number. Canada Post is restricted to a 6 digit number. Four digit reference roads in northern Alberta will be discussed in subsequent bullets.

ASSIGNING ADDRESSES

- The particular address of a parcel is determined by the location of the access road (driveway) as it intersects the grid road.
- The general concept of this addressing guide is as follows; the physical location of the address text will be situated at the residence. From this physical location a latitude/longitude can be derived for vehicle location (i.e. air ambulance). The address textual information defines the access location on the primary road.
- For multiple primary residences located off the same primary access, the first building off the access will be labeled with an “A” designation, the second a “B” designation and so forth, moving from the township/range road inward along the access road (See appendix D)
- For residences with more than one access point, select the access that appears to be the primary. If there is no clear primary access, select the first access moving in a clockwise direction starting at the east boundary of the section (See appendix E).
- In all cases, a road must have a name. Roads that are not statutory road allowances must be named either with a County defined named (i.e. Lyndon Creek Rd), a Highway or Secondary Road Number, or a variation of the township and range road naming convention as discussed in subsequent bullets.

- When an unnamed primary road does not fall on a standard township or range road, yet runs parallel to, then the addressing follows one of two scenarios:
 1. If the primary road is relatively close to the original road allowance location, the township/range road name is assumed to be the same (See appendix F)
 2. If the primary road is located more so on the quarter line, then it is labeled according to the more southerly township road or more easterly range road, and pre-pended with an 'A', 'B' and so forth.

Example: 250027 TWP RD. 92A
 250028 TWP RD. 92B
 (See appendix G)

- When an original road allowance diverts from its standard direction, then the name remains as the range or township name. A hydrological feature is an example of a reason for the diversion (See appendix H)
- Generally to determine if a road is a primary road or merely a long private drive, a rule of thumb is: if the road was surveyed and registered by Plan of Survey at Land Titles Office, then it is in fact a primary road. (See appendix J)
- If a township road coincides with a named road i.e. Secondary Road 511, then use the 'named' road for the road name (See appendix K)

IRREGULAR ROADS

- Irregular roads are uniquely named roads that may or may not follow the basic grid pattern of the township or range roads determined by the original township survey system of the late 1800's. Generally these roads consist of Highways, Secondary Roads and Forestry roads.
- The first step in addressing irregular roads is to determine which direction the road is primarily heading in. The interval numbering will be based off this selection. If the direction is north-south then the interval numbering will be based off a township road. If the direction is east-west, then the interval numbering will be based off a range road.
- The interval number is based on the distance or the number of intervals off the range or township road. For a quick reference in determining the interval number use Appendix L. Based on the distance from the nearest intersection with a relevant grid road to the access point, use the chart to determine the interval number.

Example: Addressing an access 1743 meters north of Twp Rd 63 on Secondary Rd 810, west side (See appendix M)

1. Secondary Rd 810 is primarily a north/south direction road therefore it is considered a range road
2. 1743 meters north of Township Road 63 on Secondary Rd 810 translates to interval 88
3. Full address would be 63088 Secondary Rd 810

(See appendix N and P for more illustrations on concepts of irregular roads)

- Appendix Q illustrates a common scenario on irregular roads whereby the interval number occupies the three-digits reserved.
- Addresses for residences off Highway service roads will be addressed off the Highway (See appendix R)

SUBDIVISIONS

- **Subdivision definition:** generally refers to a subdivision layout that is not part of a hamlet, village, summer village, or town. Subdivisions within these geo-administrative areas may already have addressing assigned. The governing body should be consulted prior to assigning a municipal address.
- Subdivisions will be numbered clockwise using an increment of 4
- Odd interval numbers are on the south and the east if possible
- Even interval numbers are on the north and the west if possible
- Subdivision parcels are numbered according to the number of parcels, not based on the grid system or driveway location (See appendix S)

NORTHERN ALBERTA TOWNSHIP REFERENCE ROADS

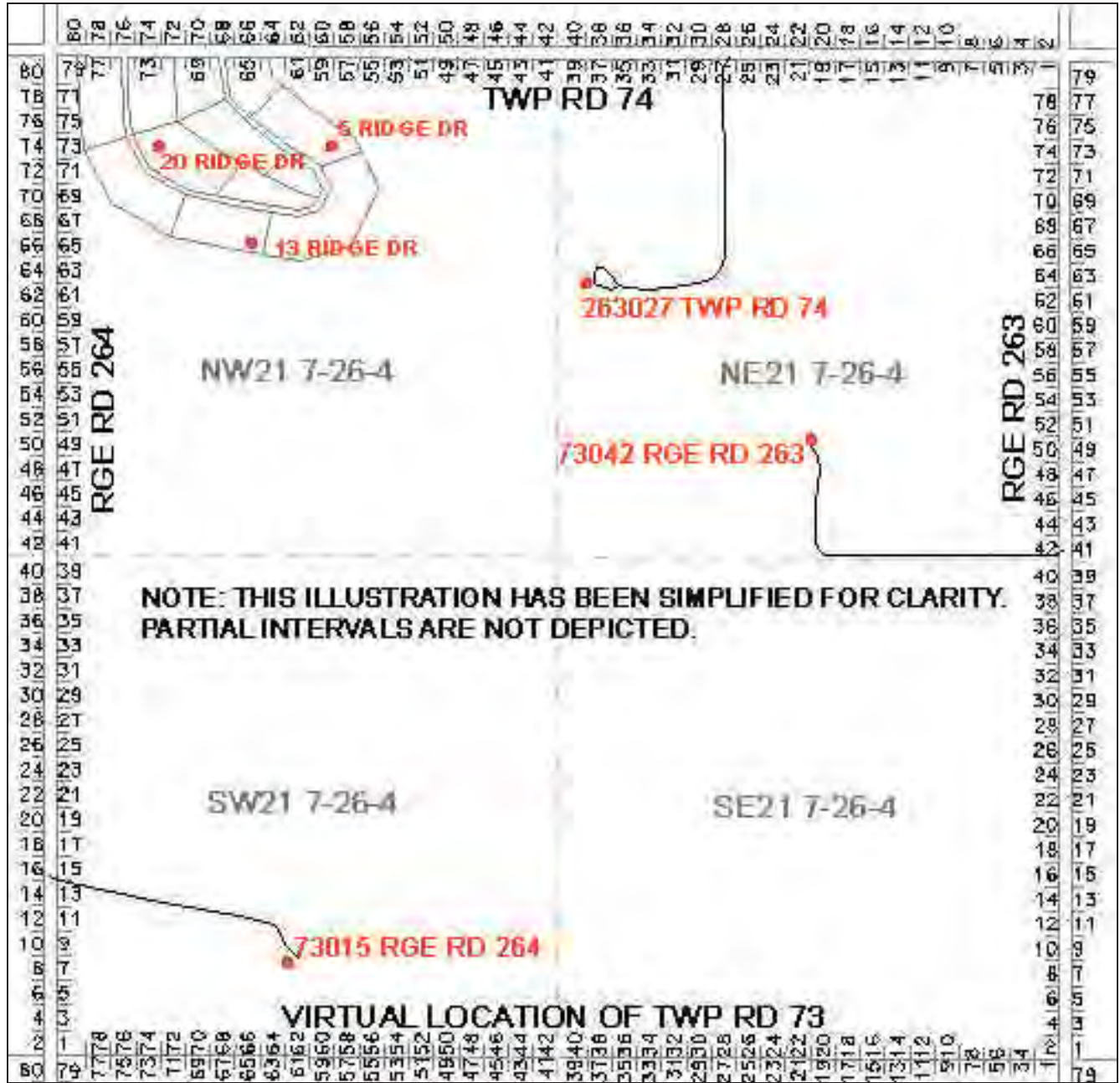
- The 6 digit civic number Canada Post restriction is mandatory. The first three digits are allocated to the reference road. The three-digit field can accommodate the reference road for all locations within Alberta except north of Township 99. The township reference roads north of Township 99 require 4 digits. To satisfy the three-digit requirement the fourth digit will be dropped from the township reference road. (See appendix T)
- Full addresses should include the Geo - Administrative name, as there will be duplication in the municipal addresses across the province. (See appendix U and appendix V)

CANADA POST CONSIDERATIONS

- All abbreviations are to follow Canada Post regulations including:

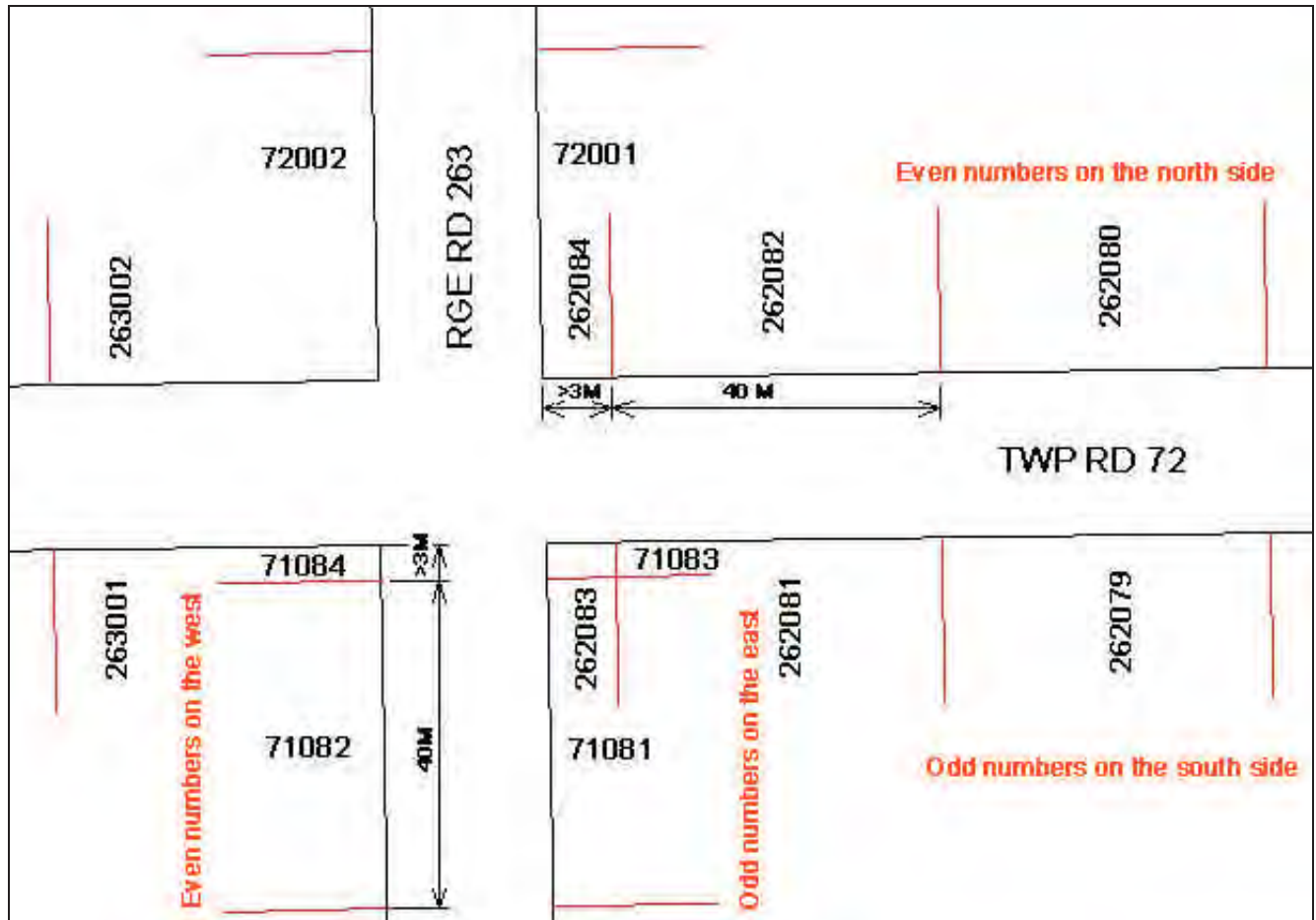
Township Road	Twp Rd
Range Road	Rge Rd
- For more comprehensive Canada Post Addressing information which includes a complete list of abbreviations refer to document <http://www.canadapost.ca/personal/tools/pg/manual/b03-e.asp>
- Canada Post has summarized guidelines for Civic addressing in Alberta municipalities (See appendix W)

Appendix A



STANDARD 40 METER GRID ADDRESSING LAYOUT

Appendix B



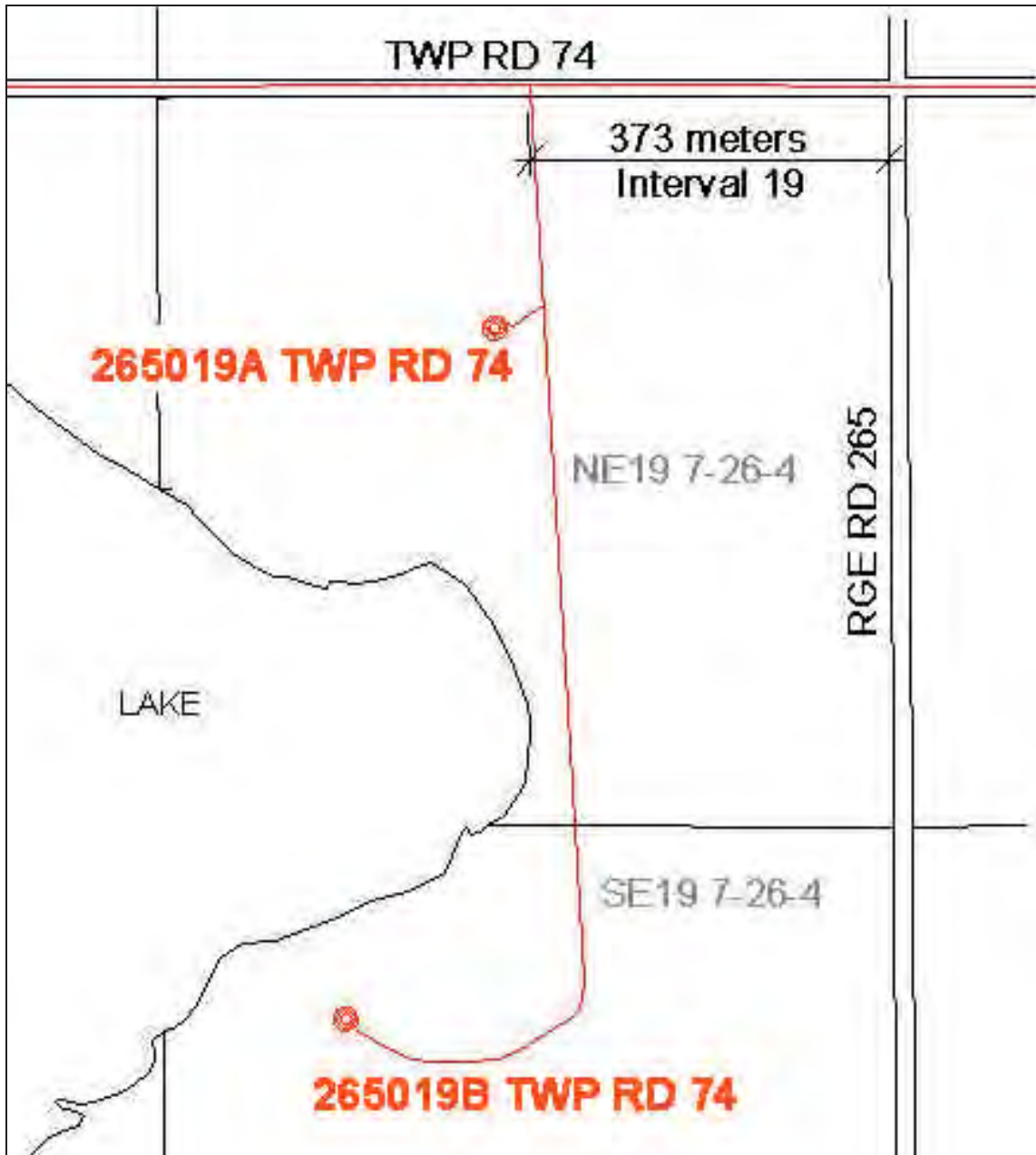
DETAILS OF 40 METER GRID AND PARTIAL INTERVALS

Appendix C

					VIRTUAL TWP RD 75	
						TWP RD 74
					VIRTUAL TWP RD 73	
TWP 7 RGE 2 W4						TWP RD 72
	RGE RD 25				RGE RD 22	
		RGE RD 24				RGE RD 21
			RGE RD 23			
					VIRTUAL TWP RD 71	RGE RD 20
				RGE		
					RGE	
						TWP RD 70

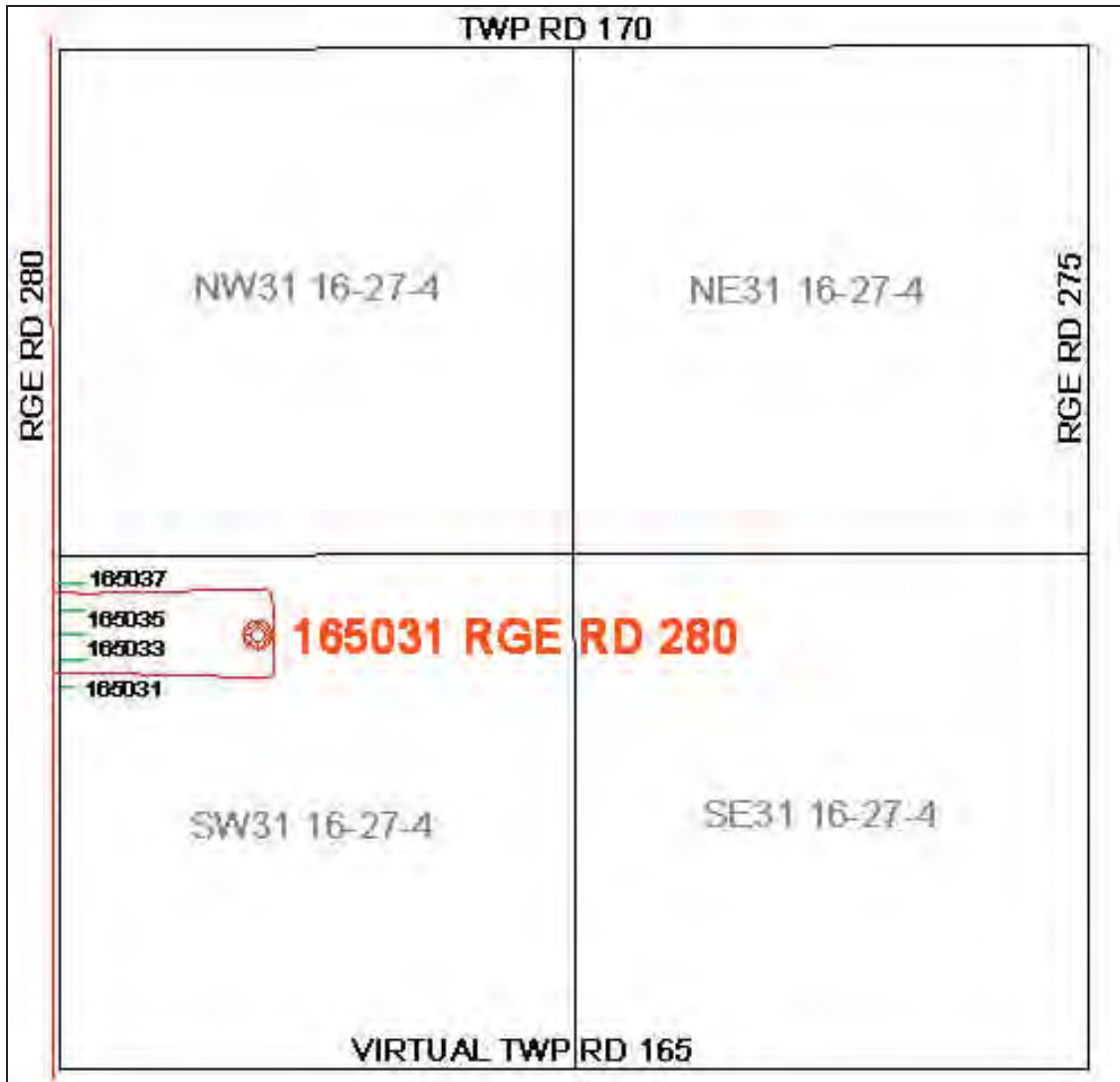
TOWNSHIP/RANGE REFERENCE ROAD EXAMPLE

Appendix D



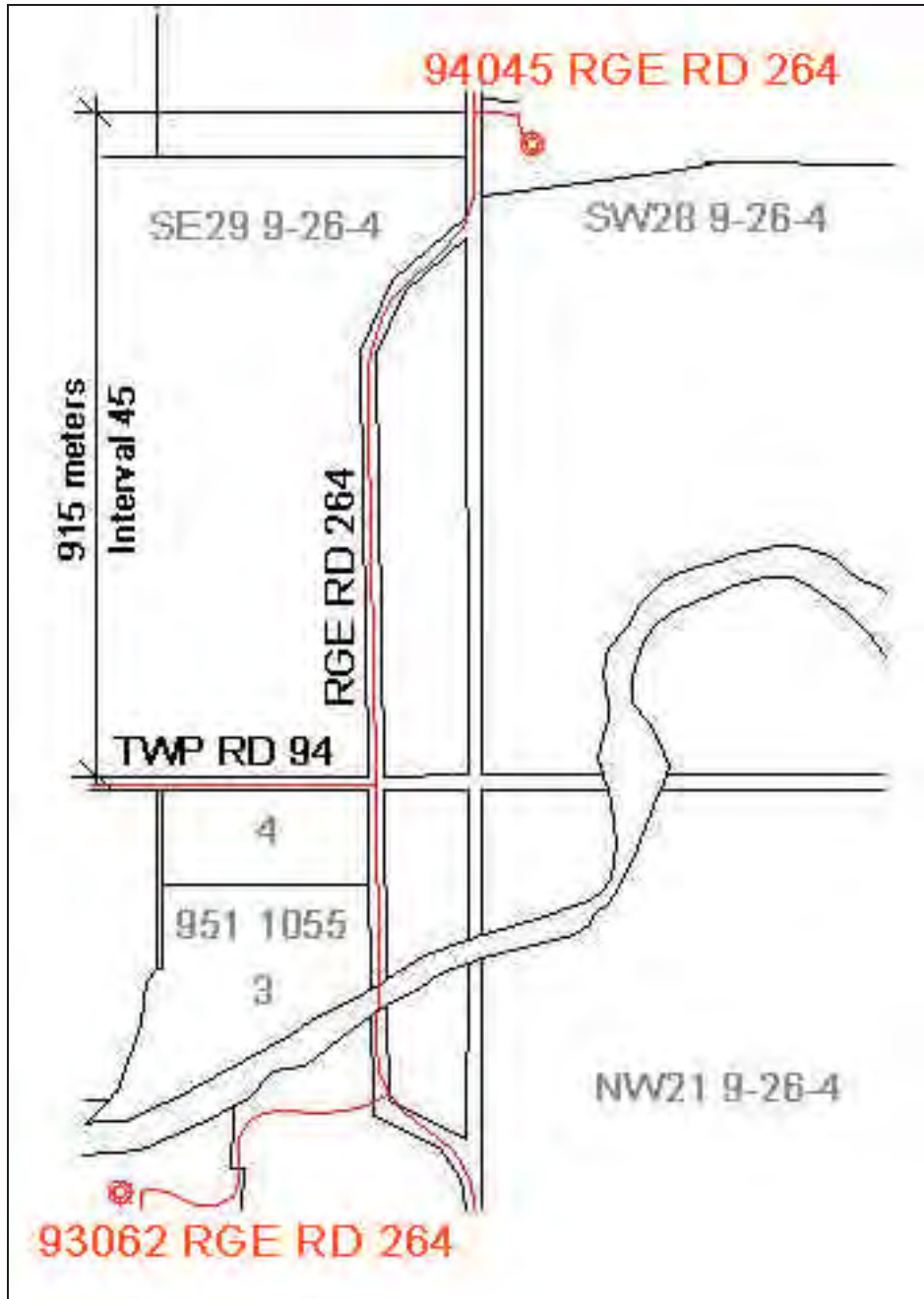
MULTIPLE ADDRESSES LOCATED OFF A SINGLE DRIVEWAY

Appendix E



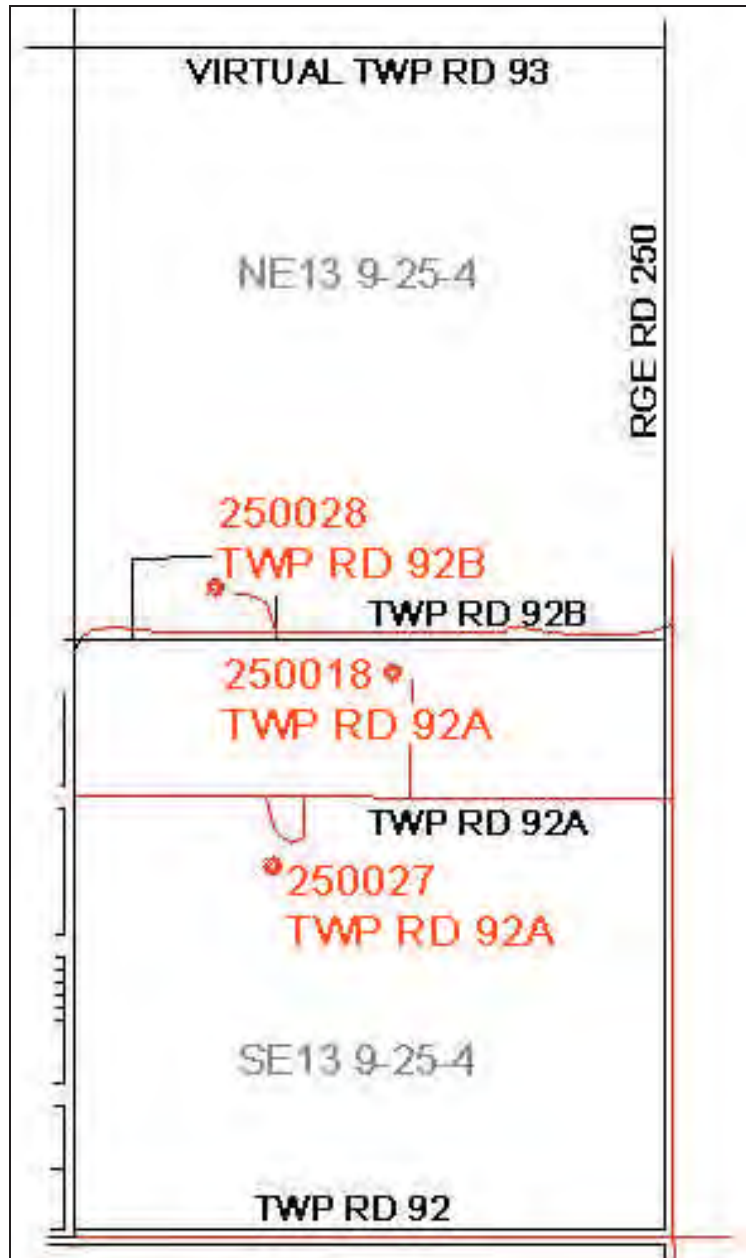
MULTIPLE DRIVEWAY FOR A SINGLE RESIDENCE

Appendix F



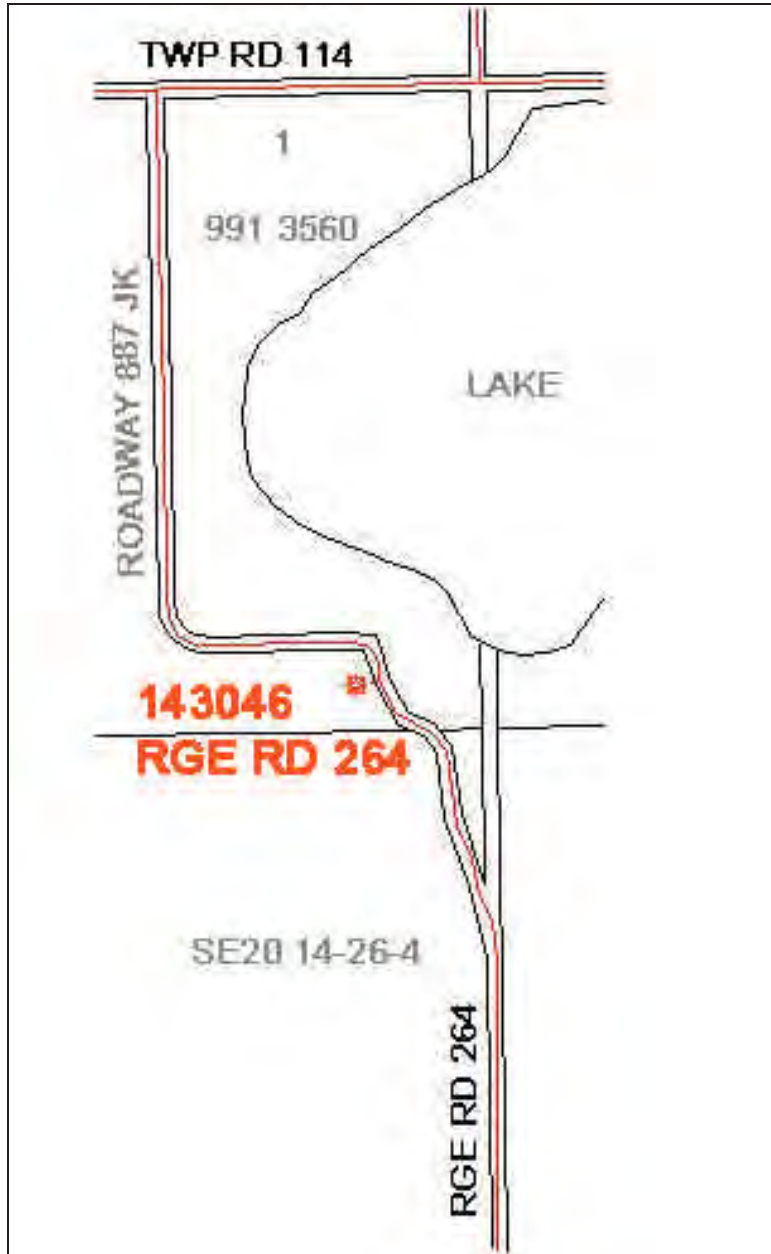
ROAD NAME REMAINS AS RANGE ROAD EVEN THOUGH ROAD DIVERTS FROM ORIGINAL ROAD ALLOWANCE

Appendix G



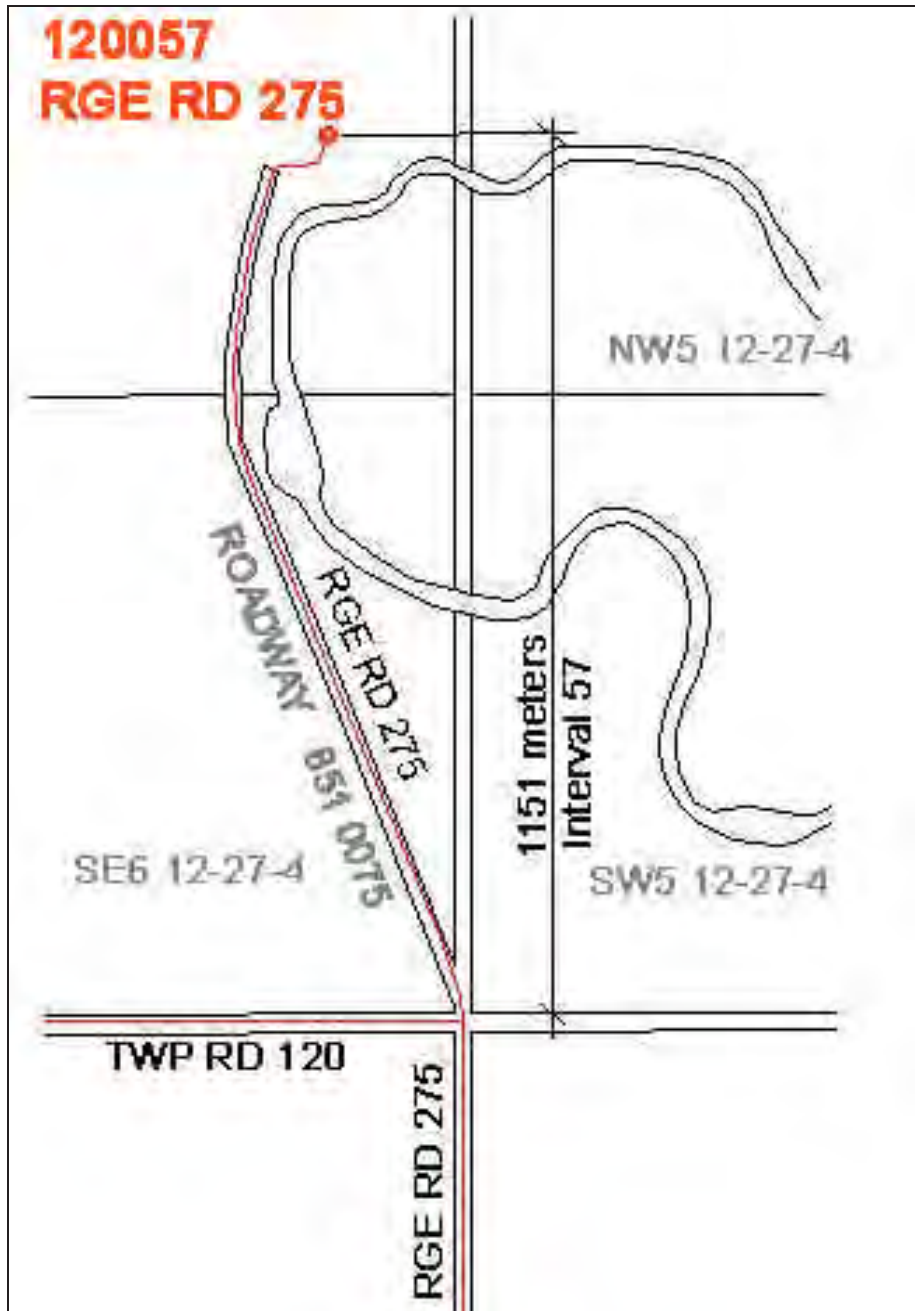
NAMING OF NON-STANDARD PARALLEL GRID ROADS

Appendix H



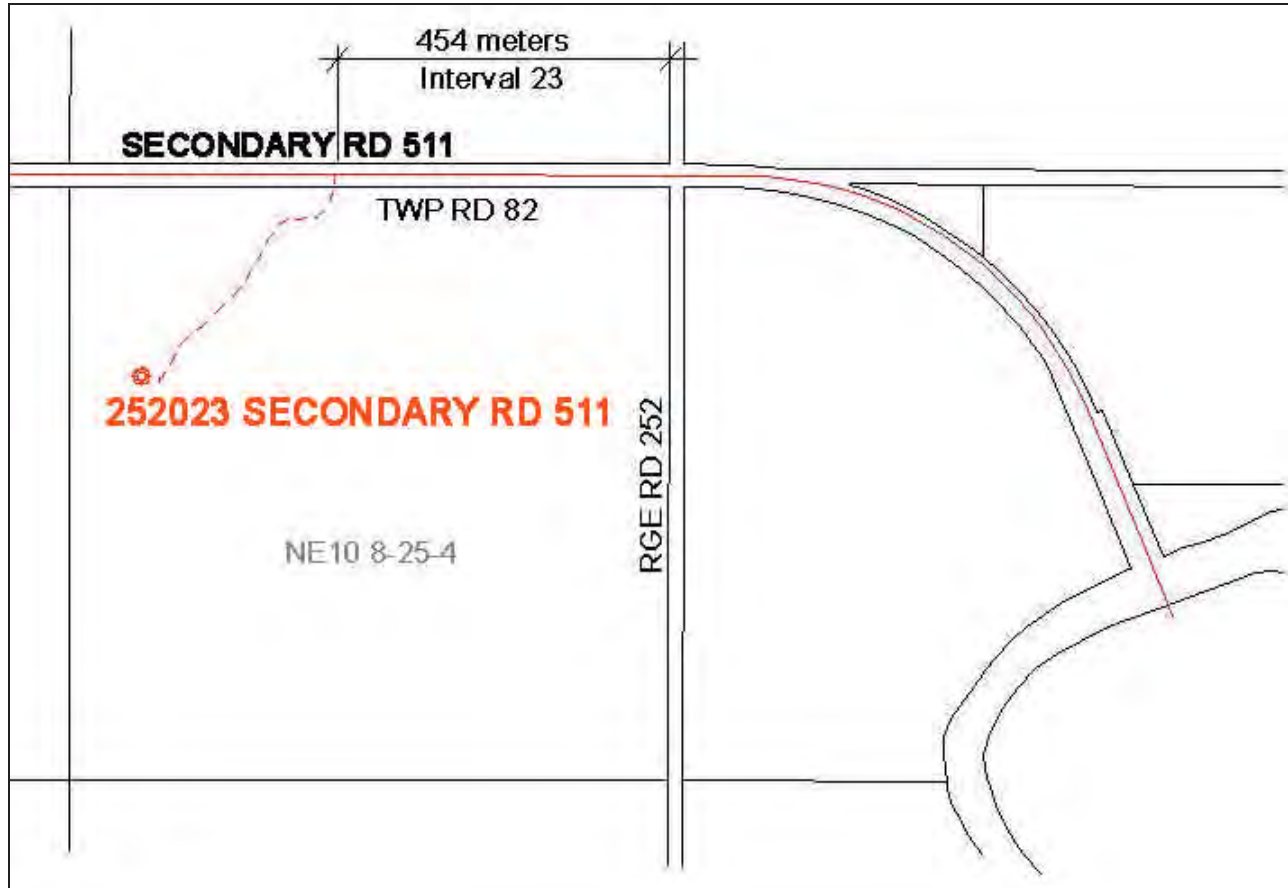
ORIGINAL ROAD ALLOWANCE DIVERSION

Appendix J



PLAN OF SURVEY DETERMINES THAT THE ROADWAY IS A
PRIMARY ROAD NOT A DRIVEWAY

Appendix K



NAMED ROAD IS COINCIDENT WITH ORIGINAL ROAD ALLOWANCE GRID

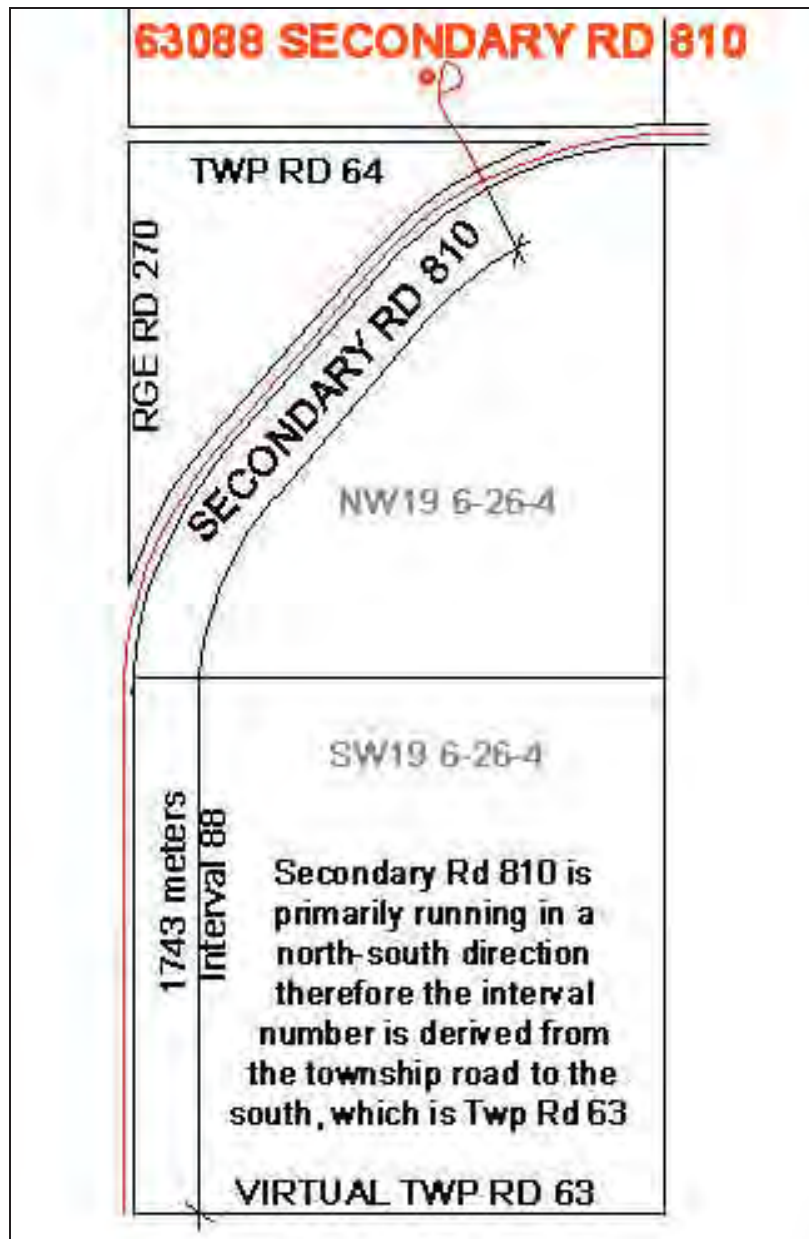
- USE THE NAMED ROAD IN THE ADDRESS

Appendix L

DISTANCE (m)	GRID INTERVAL	
	NORTHWEST	EAST/SOUTH
2000		
1960	100	99
1920	98	97
1880	96	95
1840	94	93
1800	92	91
1760	90	89
1720	88	87
1680	86	85
1640	84	83
1600	82	81
1560	80	79
1520	78	77
1480	76	75
1440	74	73
1400	72	71
1360	70	69
1320	68	67
1280	66	65
1240	64	63
1200	62	61
1160	60	59
1120	58	57
1080	56	55
1040	54	53
1000	52	51
960	50	49
920	48	47
880	46	45
840	44	43
800	42	41
760	40	39
720	38	37
680	36	35
640	34	33
600	32	31
560	30	29
520	28	27
480	26	25
440	24	23
400	22	21
360	20	19
320	18	17
280	16	15
240	14	13
200	12	11
160	10	9
120	8	7
80	6	5
40	4	3
0	2	1

QUICK REFERENCE - DISTANCE & GRID INTERVAL NUMBER

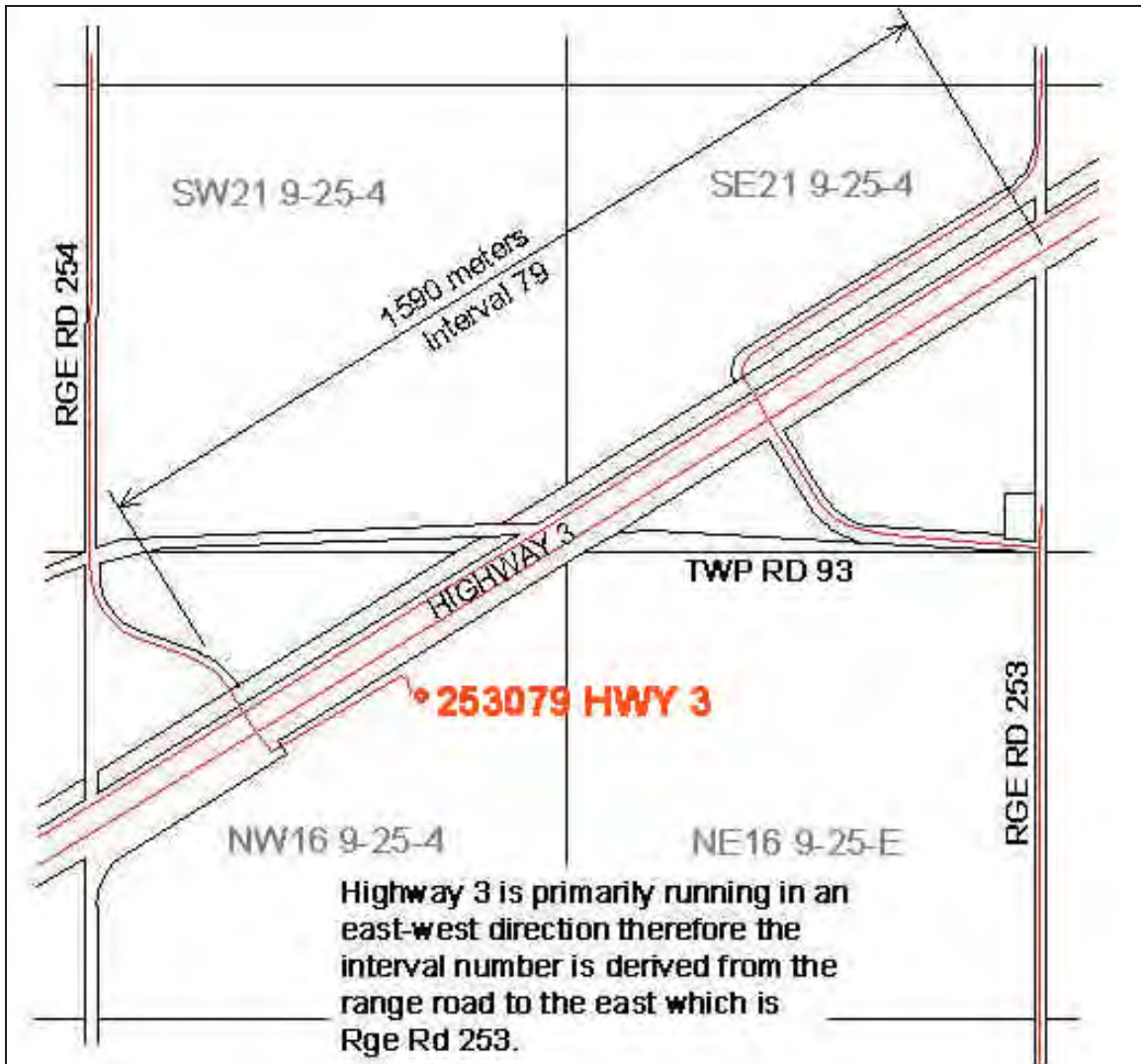
Appendix M



IRREGULAR ROAD ADDRESSING EXAMPLE

- INTERVAL IS CALCULATED AS DISTANCE FROM REFERENCE ROAD

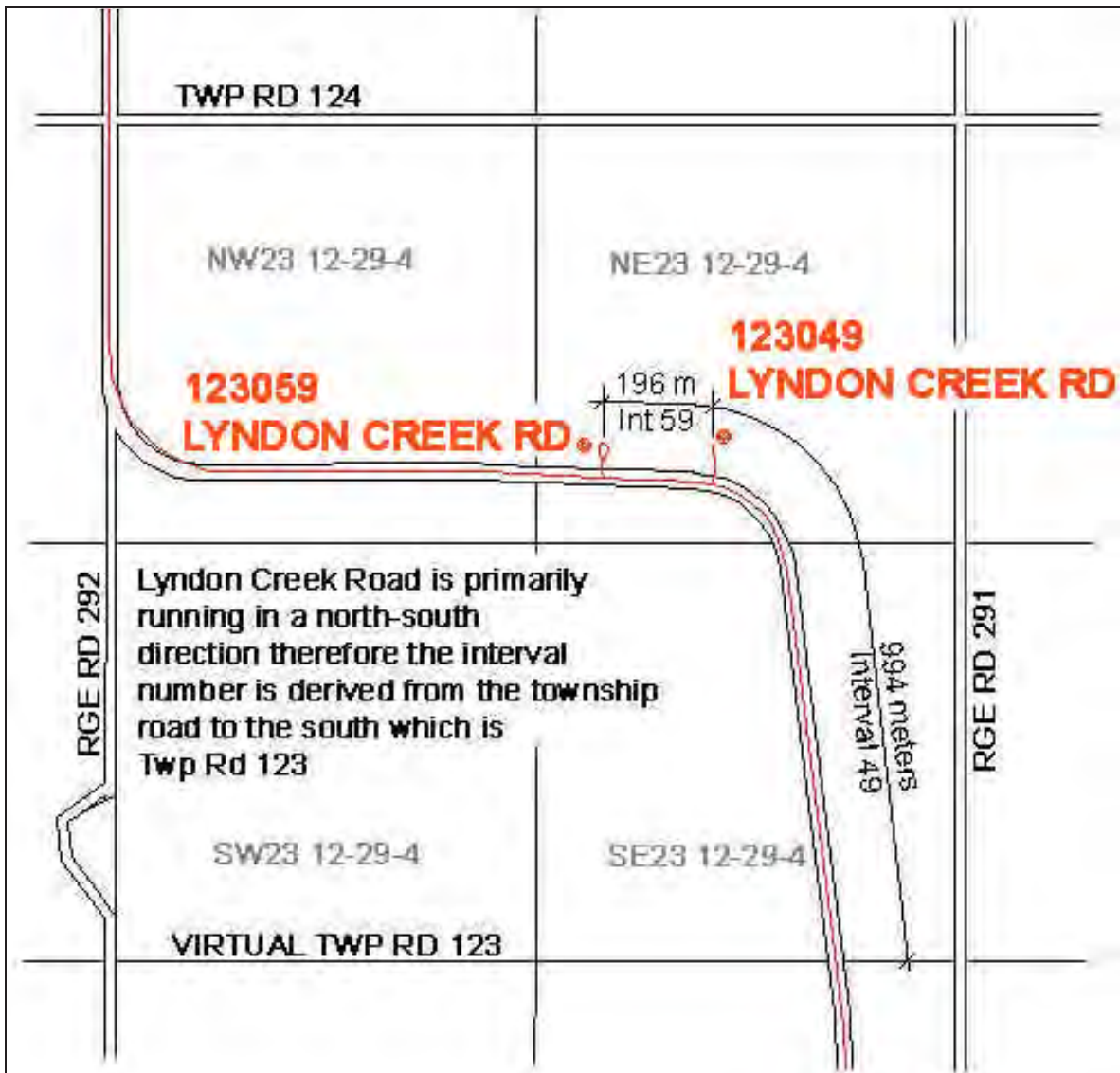
Appendix N



IRREGULAR ROAD ADDRESSING EXAMPLE

- ROAD INTERVALS INCREASE IN A WESTERNLY DIRECTION

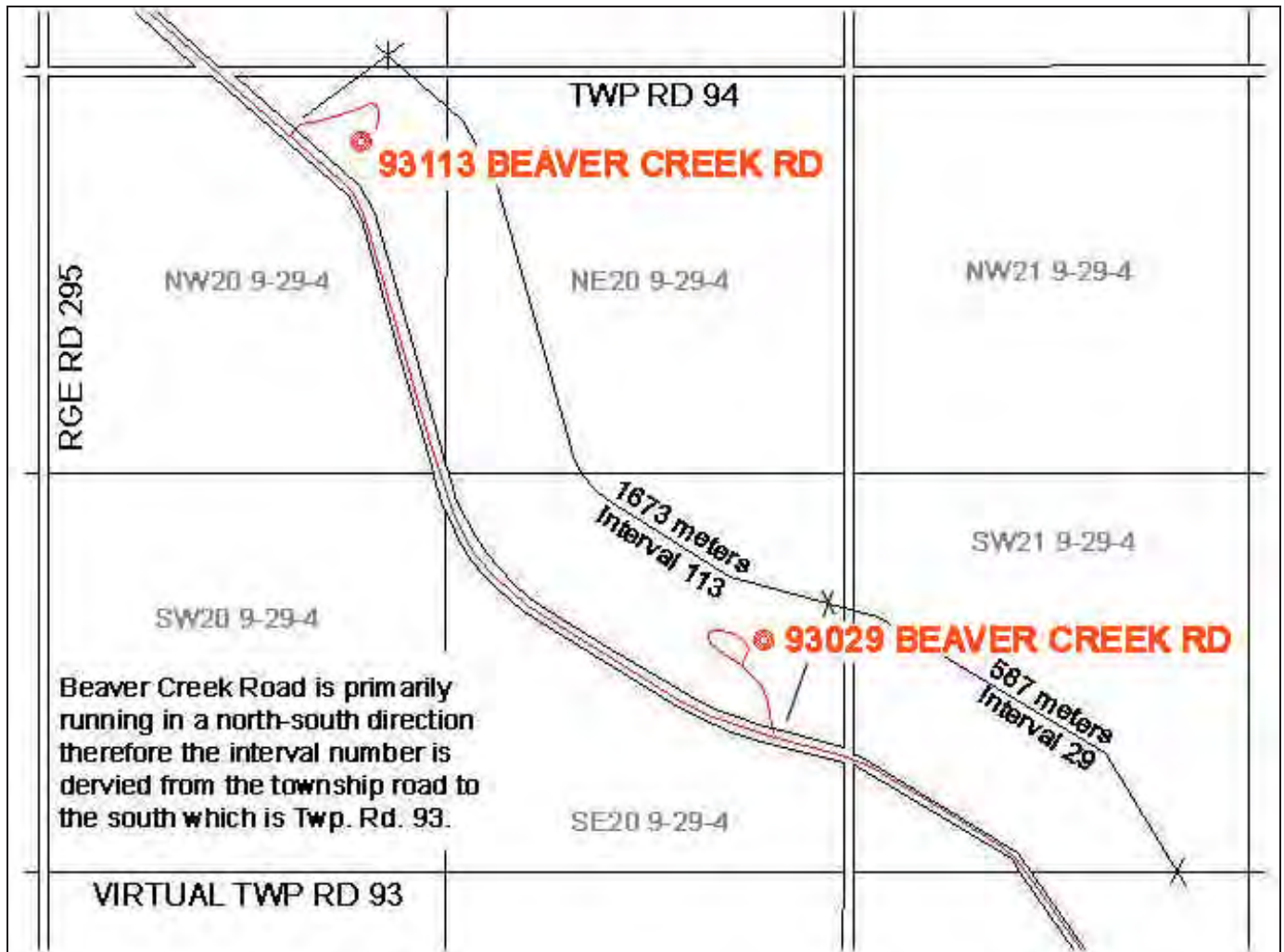
Appendix P



IRREGULAR ROAD ADDRESSING EXAMPLE

- ROAD CHANGES ORIENTATION FROM NORTH-SOUTH TO EAST-WEST

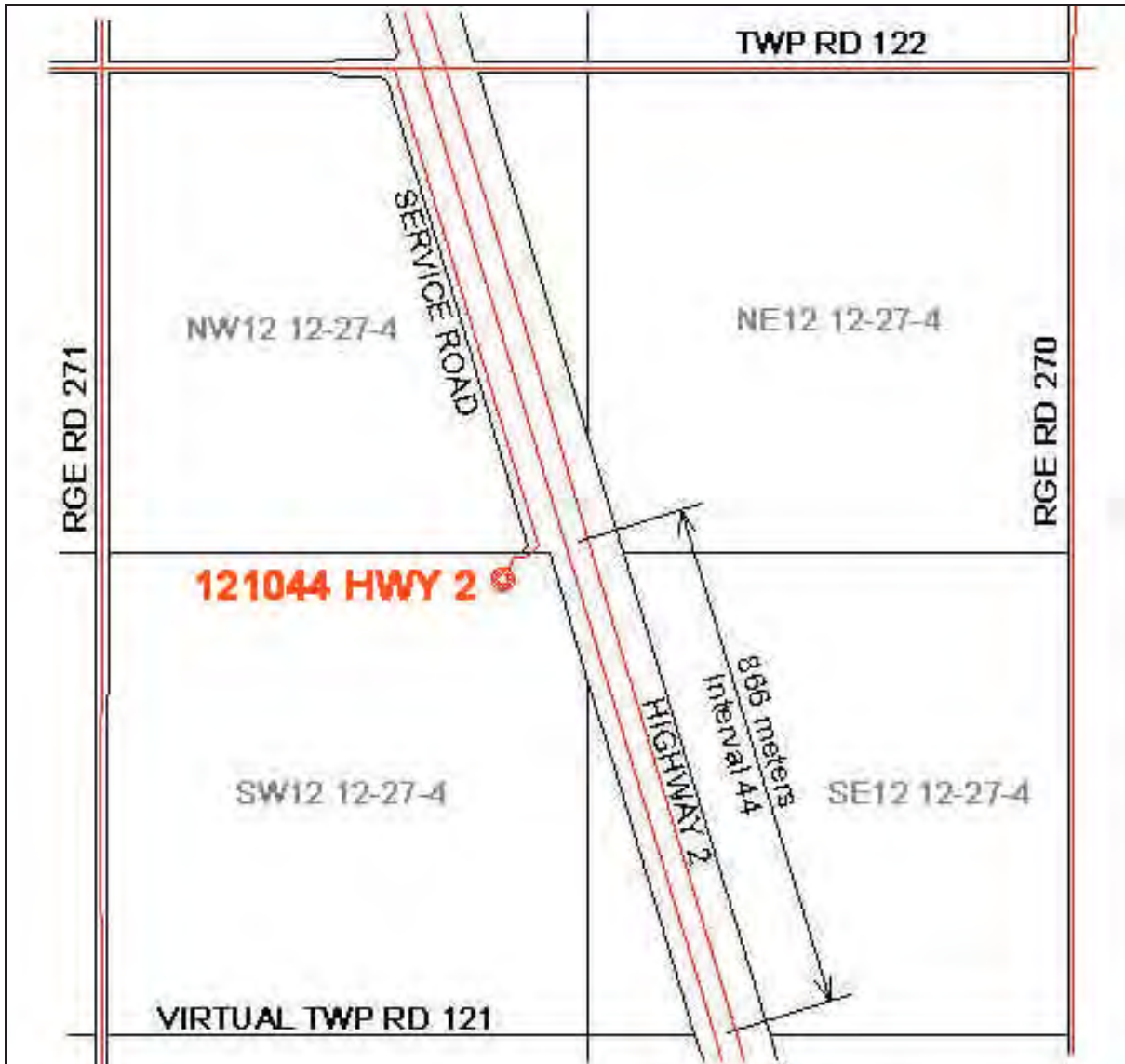
Appendix Q



IRREGULAR ROAD ADDRESSING EXAMPLE

- INTERVAL NUMBERS GREATER THAN 99

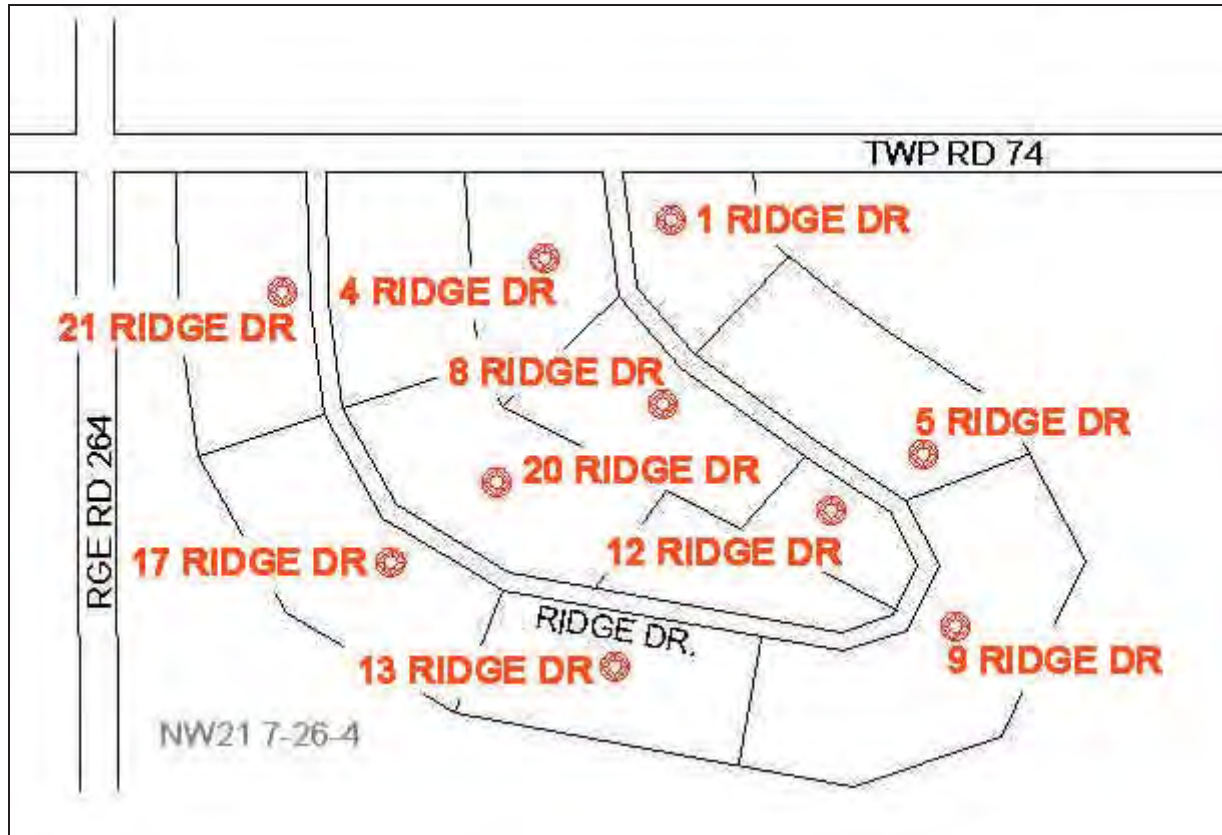
Appendix R



BUILDING ACCESS OFF SERVICE ROAD

- ADDRESS AS IF THE ACCESS WAS OFF THE HIGHWAY

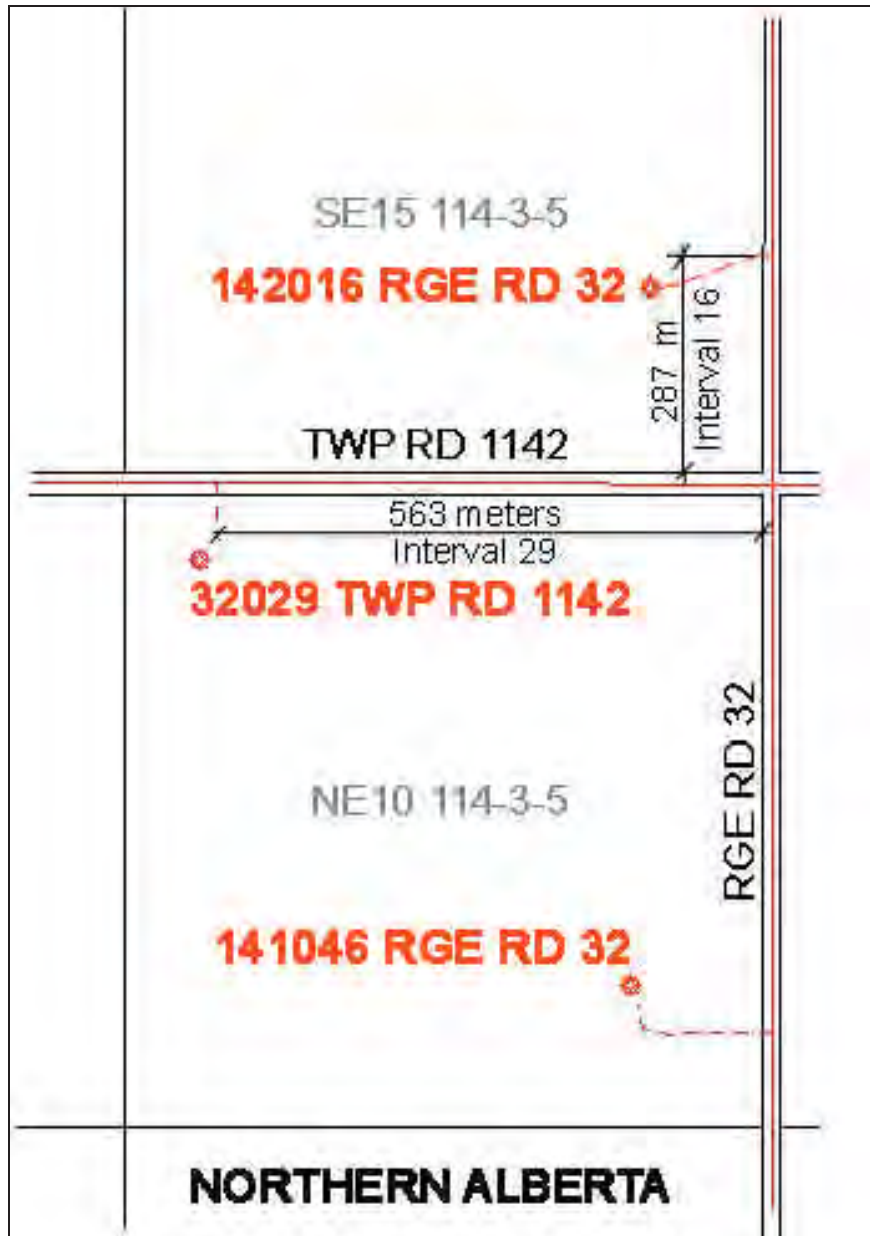
Appendix S



TYPICAL RURAL SUBDIVISION ADDRESSING LAYOUT

- ADDRESSES INCREASE IN A CLOCKWISE DIRECTION
- ODD ADDRESSES ARE ON THE SOUTH AND EAST
- EVEN ADDRESSES ARE ON THE NORTH AND WEST

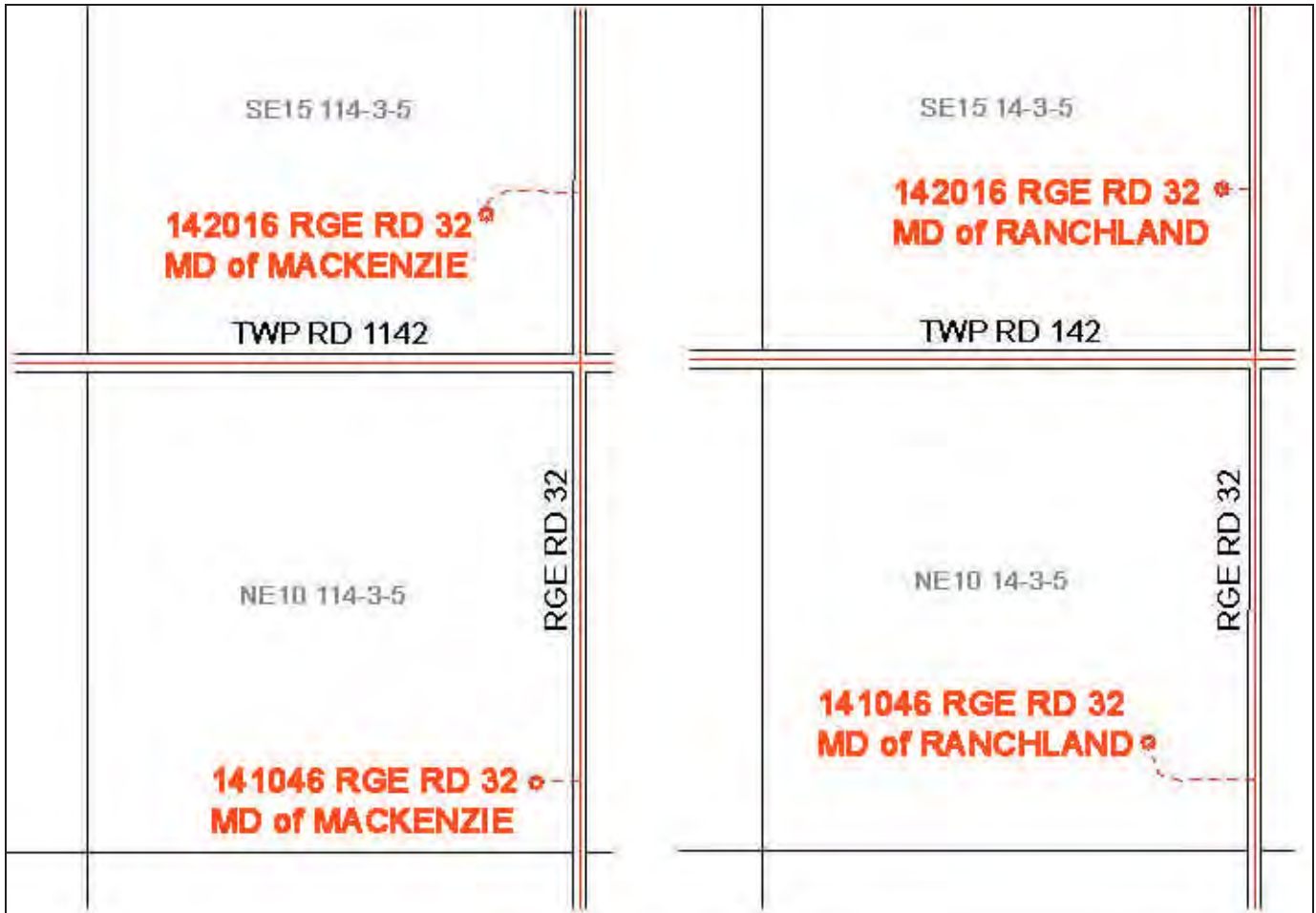
Appendix T



NORTHERN ALBERTA - TOWNSHIPS ARE OVER 99

- DROP THE HUNDREDTH PLACE TO LIMIT REFERENCE ROAD TO 3 DIGITS

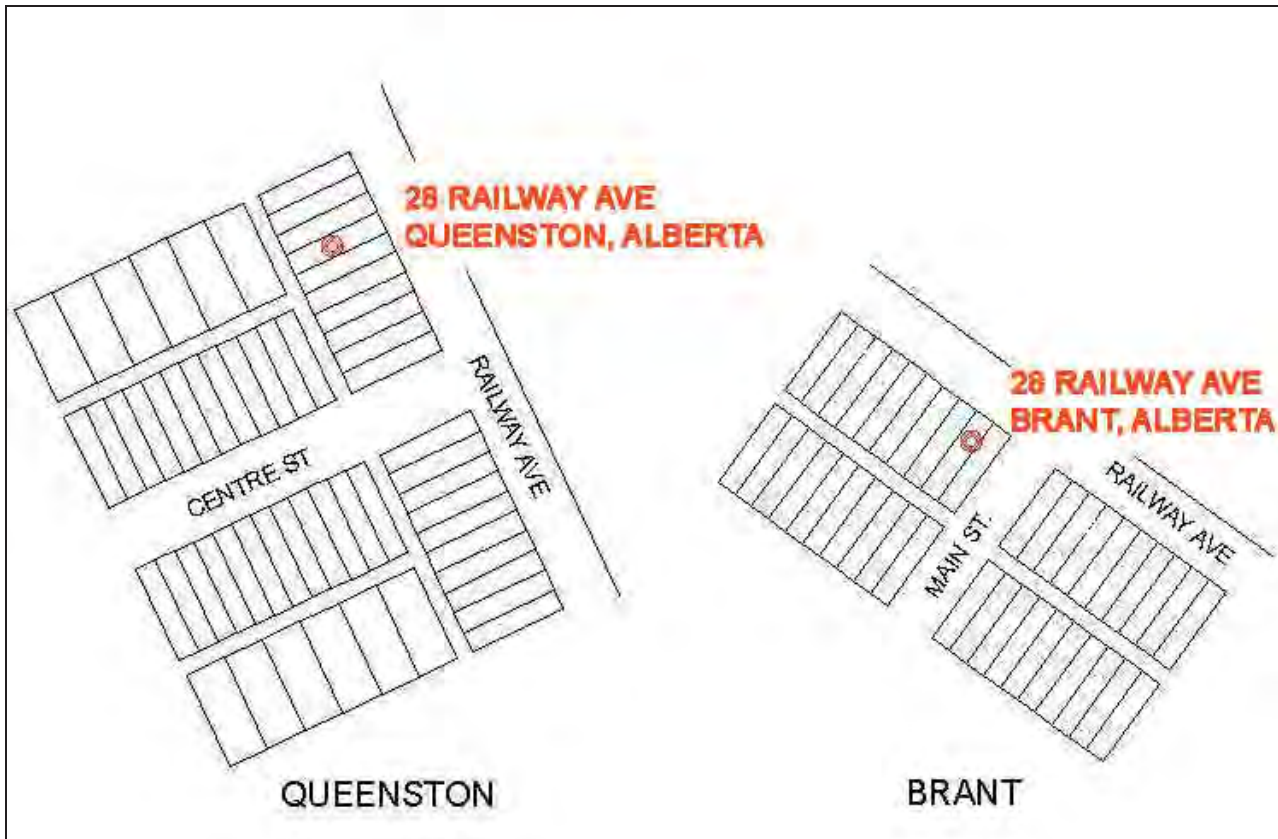
Appendix U



GEO-ADMINISTRATIVE NAMES

- SHOULD BE INCLUDED AS PART OF THE ADDRESS, BECAUSE AN ADDRESS ALONE COULD BE DUPLICATED IN SOUTHERN AND NORTHERN ALBERTA

Appendix V



GEO-ADMINISTRATIVE NAMES

- SHOULD BE INCLUDED AS PART OF THE ADDRESS, BECAUSE AN ADDRESS ALONE COULD BE DUPLICATED IN DIFFERENT HAMLETS, VILLAGES OR TOWNS

Appendix W

CANADA POST
ADDRESSING
GUIDELINES 2002

- COMMUNITY & ROADWAY NAMING
- SELECTING ROADWAY NAMES
- THEMES
- CUL_DE_SAC ADDRESSING
- OPTIMUM ADDRESSING
- CANADA POST CORPORATION
ACCEPTABLE STANDARDS

COMMUNITY & ROADWAY

NAMING GUIDELINES

- HISTORICAL EVENT OR NAME
- GEOGRAPHIC / LANDMARK
- UNIQUE - NO PHONETIC SIMILARITY i.e. Sans Dr. phonetically sounds like Sands Dr.
- 1ST SYLLABLE DIFFERENT
- NO ABBREVIATIONS i.e. Corporate Dr. abbreviated to Corp. Dr.
- NO HYPHEN OR APOSTROPHE i.e. Three-Bay Rd. or Elle's Pl.
- MORE THAN 2 WORD NAMES DISCOURAGED i.e. Mount McKenzie Lake Blvd.

SELECTING ROADWAY NAMES

- THOROUGHFARE ROADS NEED NOT RELATE TO NEIGHBORHOOD i.e. Highway #1 can run straight through Wells Subdivision without changing to a locally named road
- DISTINCT
- MAX LENGTH 14 CHARACTERS
- PREFIXES, ABBREVIATIONS, HYPHENATED, APOSTROPHE, 3 OR MORE WORDED NAMES NOT PERMITTED
- CULS-DE-SAC IN COMMUNITY SHARE SAME NAME
- STREET TYPES NOT TO BE USED WITH THE SAME ROADWAY NAME:

WAY - BAY
ROAD - DRIVE

i.e. Blue Lake Way, Blue Lake Rd. Blue Lake Dr., Blue Lake Bay

- ALPHABETICAL NAMES NOT PERMITTED i.e. A Street
- THROUGHFARES BE NUMBERED USING A GRID SYSTEM - MINIMAL DEVIATION
- USE ONE SYSTEM FOR TOWN, CITY OR MUNICIPAL DISTRICT

THEMES

- SIMPLE
- COMMONLY UNDERSTOOD
- WITHSTAND TEST OF TIME
- NO CONFLICT WITH NAMES ALREADY IN USE
- NEED NOT BE ENGLISH i.e. Las Lobos Dr.
- DISTINCTION REQUIRED
i.e. Wolf vs. Wolfe unacceptable

CUL-DE-SAC ADDRESSING

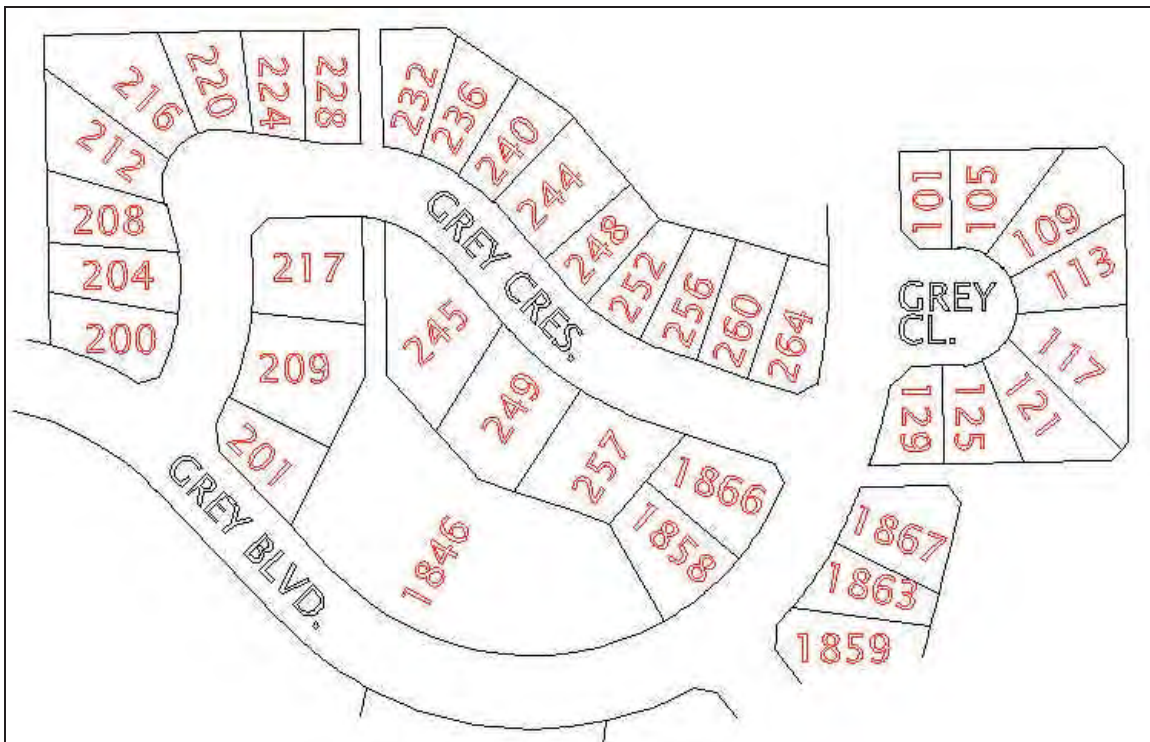
- SERIES SIMILARLY NAMED 100 – 200 – 300 – 400



- NORMALLY SEQUENCED AS
103, 107, 111, 115 etc OR 204, 208, 212, 216 etc
- NUMBERS CAN BE CONSECUTIVE
2, 3, 4, 5 IF NO DUPLEXING
- BAY, CLOSE, CRESCENT, COVE, GREEN, LOOP, MEWS,
PLACE

OPTIMUM ADDRESSING

- BLVD: MAIN THROUGHFARE
- DRIVE: ALTERNATE MAIN ROAD
- CLOSE, CRES, PLACE, VIEW & WAY ROAD NAMES
- NO DUPLICATE NUMBERS FOR EASE OF LOCATION



- ON GRID BLVD OR STREET 1700's, 1800's, 1900's
25000's, 25100's, 25200's
- CLOSE 100's, 24 ADDRESSES
CRES 200's, 300's, 48 ADDRESSES
VIEW 400's, 24 ADDRESSES OR LESS
WAY 500's, 24 ADDRESSES OR LESS
PLACE SEVERAL – 600 TO 1500

CANADA POST ACCEPTABLE STANDARDS

- MAXIMUM # OF CHARACTERS

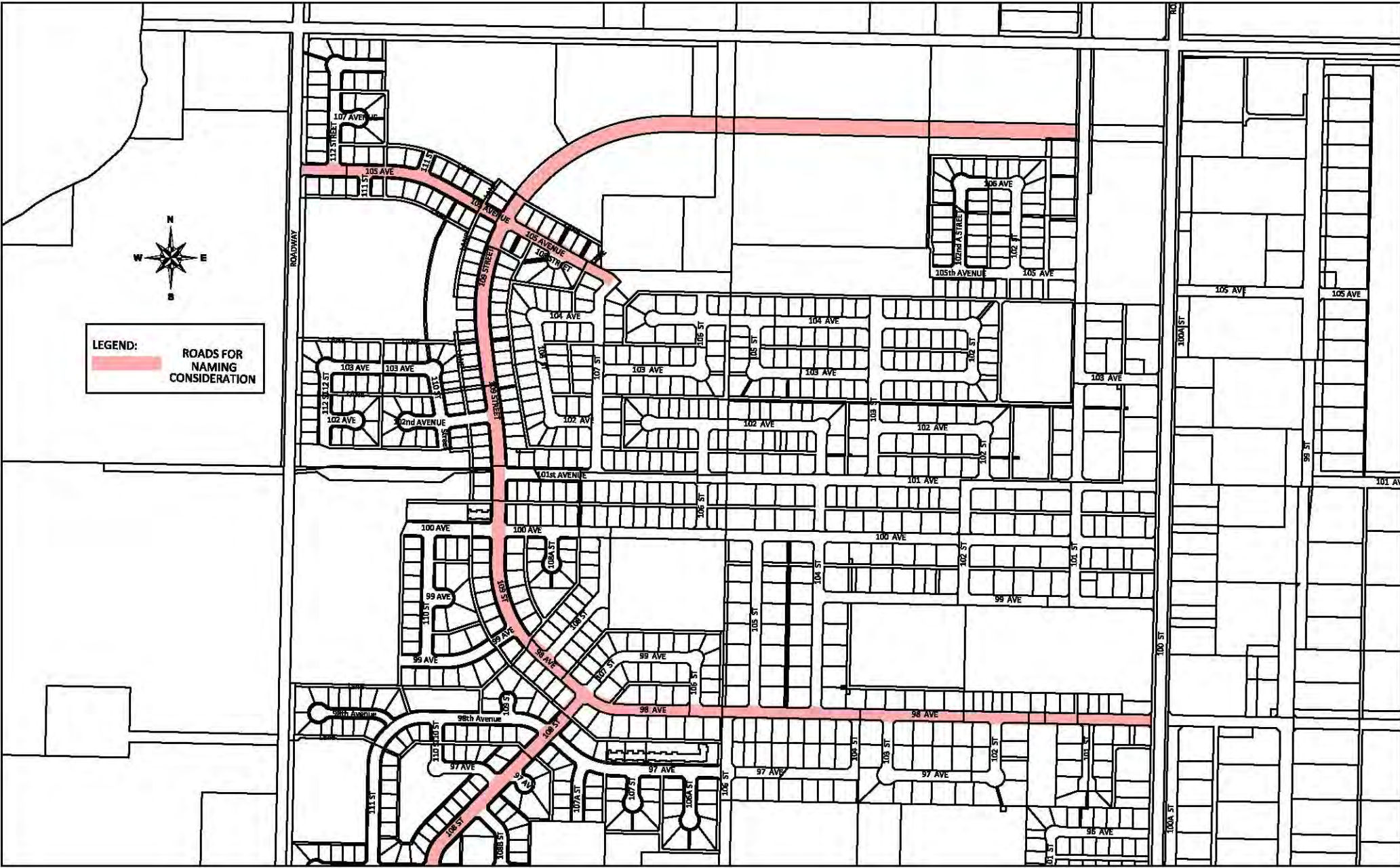
ADDRESS	6	
SUFFIX	1	
APT / UNIT	5	
ROAD NAME	30	
ROAD TYPE	6	i.e. BAY, COURT
DIRECTION	2	
MUNICIPALITY	30	

```

NF125DB          POSTAL CODE SUPPORT SYSTEM          09 NOV 04
WINTERF          MAINTAIN URBAN LDU - BLOCK FACE
===>             {  ADD  }

POSTAL CODE: T1P 1Z3
-----
STREET - NBR FROM: ..... SUFFIX: A
           NBR TO...: 123456 SUFFIX: B           ODD/EVEN IND: _ DIRECTION-2 digits
           NAME.....: 1.....6... ROAD NAME: 30 digits .....30 TYPE: 1...6 DIRECTION: ..
MUNICIPALITY: .MUNICIPALITY: 30 digits .....30 PROV: ALBERTA TYPE-6 digits
DELETE ADDRESS?: N

COMPASS ROSE DIRECTION CODE: ...
CONSTRUCTION STATUS: N          LAST INSPECTION DATE:
  
```

BYLAW No. 045 _____ /96

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE No. 23,
IN THE PROVINCE OF ALBERTA,
TO IMPLEMENT THE NUMBERING OF PARCELS OF LAND AND BUILDINGS
WITHIN THE HAMLETS OF THE MUNICIPALITY**

WHEREAS, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, the Council of the Municipality may:

- a) implement the orderly numbering of parcels of land, buildings, units and subunits within buildings,
- b) require owners or occupants to display the numbers assigned to their land, building, units and sub-units,
- c) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- d) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality.

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

1. This Bylaw shall be known as the Municipal District of Mackenzie No. 23 Addressing Bylaw.
2. Definitions:
 - a) “Building” means any structure used or intended for supporting or sheltering any use or occupancy;
 - b) “Bylaw Enforcement Officer” means the person appointed, by bylaw, as a Bylaw Enforcement Officer;
 - c) “Development Officer” means the person or persons identified by bylaw as a Development Officer;
 - d) “Hamlet” means the Hamlets of Fort Vermilion, La Crete, and Zama;
 - e) “Municipality” means the Municipal District of Mackenzie No. 23; fj “Owner” means any person who is defined under the Land Titles Act, Revised Statutes of Alberta 1980, Chapter L-5 with amendments in force as of June 1, 1992 not including unproclaimed amendments, as the owner of the land;
 - g) “Parcel” means any block or any lot not subdivided, or any part of such a block or lot, in any area for which a plan of subdivision is registered in a Land Titles Office.
3. All parcels of land, buildings, units and sub-units within buildings obtaining access from

a public highway or from other lawful means of access as determined by the Municipality, shall be assigned an address by the Municipality.

4. The Municipality may assign a name in addressing a building or buildings. All named addresses shall include a location reference using either the road name, subdivision name, neighborhood name, or other commonly known name.

-BYLAW # 045 /96

Page 2 of 3

5. Display of Address:

- a) The address assigned pursuant to this bylaw shall be affixed to a building or such other structure as may be required by the Development Officer, in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings,
- b) The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of characters shall be four (4) inches in height,
- c) Display of address on more than one face of the building is encouraged.

6. Maintenance of Address:

- a) An owner shall ensure that all addresses assigned pursuant to this bylaw are posted and maintained in a legible form within the terms of this bylaw,
- b) No owner of a building bearing an incorrect address shall continue to use same if notified in accordance with Section 7,
- c) No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with this bylaw, except during the demolition or removal of the building.

7. Compliance and Enforcement:

- a) This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been sent by registered mail to the owner of the land in respect to which the contravention has occurred. Such notice shall state the following:
 - (1) Nature of infraction of the bylaw,
 - (2) Corrective measures required to comply with this bylaw,
 - (3) The time within which such corrective actions must be performed.

8. Any person who contravenes or disobeys, or refuses or neglects to obey any provision of the bylaw by:

- a) doing any act or thing which he is prohibited from doing herein,

b) failing to do any act or thing he is required to do herein,

is guilty of an offense and is liable on summary conviction to a minimum fine of \$200.00 for a first offense, and \$500.00 for a second and subsequent offenses, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1

9. The voluntary payment which may be accepted in lieu of prosecution for contravention of any of the sections outlined in this bylaw, shall be as follows:

First Offense \$ 50.00

Second and

Subsequent Offenses \$100.00

BYLAW # 045____/96

Page 3 of 3

This bylaw shall come into full effect on the **final** passing thereof

First Reading given on the 29th

Second Reading given on the 23rd

Third Reading and Assent given on the
day of March

1996

Dennis Litke, C.A.O.

day of July

1996

)

Dennis Litke, C.A.O.

23rd

William Neufeld, eeve

day of August 1996
Dennis Litke, C.A.O.

Hamlet Addressing Bylaw

Background

- June 13. 1995, Bill Neufeld. Reeve asked Kevin Smith to draft a bylaw for the numbering of houses in the Hamlets of the Municipality.
- June 23. 1995, 1st reading given to Addressing Bylaw #023/95 tabled. The Bylaw had not been drafted yet.
- July 11. 1995. 1st and 2nd reading given to House Addressing Bylaw #023/95.
- July 22. 1995, Kevin Smith received fax from M.M.S.A. regarding the new numbering for the named streets in Fort (the Alberta Housing Subdivision).
- July, 1995, Kevin Smith met with Councillor Roe and discussed the new numbering of the Alberta Housing Subdivision in Fort Vermilion, it is the only subdivision in Fort with named streets. They picked the numbers for the named street and avenue.
- July 28. 1995. House Addressing Bylaw Tabled. Gary Mayhew recommended the bylaw be amended to reflect the numbering particular to each Hamlet and that the bylaw be given reading only when the maps identifying the numbering is available. Richard Neufeld reported the M.M.S.A. has drawn up a proposal for street names and numbers in Fort Vermilion.
- September 12, 1995, Street Names and Numbering Bylaw #023/95 tabled. The Zama Addressing Map had not been completed.
- October 27. 1995, Kevin Smith received the Draft Zama Addressing Map.
- November, 1995 .February 29, 1996, The Street Addressing Bylaw changes were not followed up on, and the maps were passed from Gary Mayhew to Kevin Smith and then on to Paul Driedger, with no action taken by either person.
- March 04, 1996, Agnes Rosenberger, Secretary, Fort Vermilion Board of Trade phoned Kevin Smith and asked what the status was on the Street Addressing Maps and invited him to attend their next meeting on the 5th.
- March 05. 1996, Dennis Litke asked Kevin Smith for the Street Addressing Bylaw file. Kevin asked Eva Schmidt in the La Crete Office to put the Addressing Bylaw file on Courier. Dennis Litke phoned Kevin Smith at home and asked him to attend the Fort Board of Trade meeting as they were expecting him to attend. Kevin Smith picked up the Addressing Bylaw file at Pat Mroczkowski. LOOMIS driver. residence and attended the Board of Trade meeting. Kevin showed them the Fort Addressing map and informed them the bylaw had floated from office to office with no action taken by either. Kevin Smith told the Board of Trade he would try to get the Addressing Bylaw put on the next Council Agenda which was being prepared tomorrow, the 6th.
- March 06, 1996, Kevin Smith reviewed the Addressing Bylaw file and decided there was too much to work to be done on it before it went to Council. The Bylaw has to be reworded and the two addressing maps have to be reviewed and finalized, prior to Council's approval. Kevin contacted Richard Neufeld, M.M.S.A. and requested his assistance with the rewording

of the Bylaw. Richard Neufeld informed Kevin that motions have to be made to change the naming/numbering of the streets/avenues in Fort Vermilion and come up with new names for the Hamlet of Zama. The maps have to be reviewed and finalized prior to acceptance by Council.

Prepared for Council by Kevin It Smith

March 20, 1996

Pue 1



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Development Permit 058-DP-14 (Plumbin' Joe's Inc.) Building Supply Centre (Tarp Shelter)(30'x50')(La Crete)

BACKGROUND / PROPOSAL:

The applicant has purchased a newly developed lot and was approved by the Municipal Planning Commission to build a Building Supply Centre at the March 13, 2014 meeting.

The applicant also applied to build a tarp shelter to store the construction supplies for the Building Supplies Centre. He would like to place it as close to his property lines as possible in order to have more room for construction and so it won't be in a conspicuous place.

This normally would not be an issue but according to the current Land Use Bylaw the tarp shelter would have to be 41.2 meters (135 feet) away from the right-of-way and 15.2 meters (50 feet) from all other property lines within the La Crete General Commercial "GC1" district. Previously the area would have been zoned Hamlet Commercial 1 "HC1" where the setbacks were 9.1 meters (30 feet) from the front; 3.1 meters (10 feet) from the rear and there were none required for sides unless abutting a residential area.

The Municipal Planning Commission is unable to provide adequate variance authorization as the Land Use Bylaw states that within a hamlet only 25% variance can be given. This means 11.4 meters (37.5 feet) from the property lines which still leaves a large area of wasted space on each side.

The setbacks listed have become an issue with developers and the Planning and Development department would like to amend the Land Use Bylaw to reflect more manageable setbacks in order for owners to utilize the entire area of their lots.

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



DEVELOPMENT PERMIT APPLICATION

Admin Use Only
Development Permit # 58-DP-14
Date Received March 17, 2014
Date Accepted

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the supporting information submitted which will form part of this application.

APPLICANT INFORMATION			
Applicant Name Plumbing Joes Inc.		Registered Landowner Name (if different than Applicant)	
Address Box 209 La Crete AB T0H 2H0		Address	
E-mail		E-mail	
Telephone (Res) 780-928-4636	Work or Cell 841-2552	Telephone (Res)	Work or Cell

LAND INFORMATION									
Legal description of proposed development site									
Registered Plan # 1420700	Block 02	Lot 11	Stall	OR	QTR/L.S	SEC	TWP.	RG	M
Civic Address 10125-113th Ave				Ward 3	MLL/MS/TFA		Acres/Ha		
Hamlet LaCrete						Quarter Section <input type="checkbox"/>		Acreage <input type="checkbox"/>	
Description of existing use of land: Building Supply Centre being built/shed									

DEVELOPMENT INFORMATION				
Describe proposed development: Temporary Tomblatter				
<input type="checkbox"/> Dwelling (Inc home additions)	<input checked="" type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building		
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
Building Size				
Length 40'	Width 30'	Height (Grade to peak) 12'	Sq ² 1200	Other

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

Estimate project time and cost:

A. Start Date <u>Apr 14, 2014</u>	B. End Date <u>Apr 15, 2014</u>	C. Completed Project Cost \$ <u>2,800</u>
--------------------------------------	------------------------------------	--

Attached is: (a) Site plan Yes (b) Blueprints Yes (c) Floor plans (Manufactured homes) Yes

A site plan and blueprints are required for all Development Permit applications unless otherwise specified by the County Planning Department. In addition, all commercial, industrial and multi-family Development Permit applications are required to include a site plan prepared by a surveyor or engineer and such site plan shall show the proposed building with setbacks from property lines, parking stalls, entry onto and exits off of the lot and any other information as required by the County to render a decision.

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development: (mark Y (yes) or N (no) and provide details for Y)

<input checked="" type="checkbox"/> Land Fill or garbage disposal site	<input checked="" type="checkbox"/> Confined Feedlot Operation	<input checked="" type="checkbox"/> Slope /Coulee/Valley or Ravine
<input checked="" type="checkbox"/> Sewage treatment or Sewage Lagoon	<input checked="" type="checkbox"/> Sour Gas Well or pipeline	
<input checked="" type="checkbox"/> River or Waterbody	<input checked="" type="checkbox"/> Multi lot Residential subdivision	Access Approval Date: _____

Access:

Is there an Existing Access to proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>temporary</i> A County Approved Access is required before a Development Permit can be issued (except for site development)	Does the site location require an access or road to be built to the proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
--	---

DECLARATION

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

Applicant Name (Print) <u>Joe Peters</u>		Registered Land Owner Name (Print) <u>Joe Peters</u>	
Applicant Name (Signature) <u>[Signature]</u>	Date <u>Mar 17, 2014</u>	Registered Land Owner (Signature) <u>[Signature]</u>	Date <u>Mar 17, 2014</u>

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law
NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of Mackenzie County.

FOR ADMINISTRATIVE USE ONLY

Complies With:	Offsite Levy (If Required):						
<table border="0"> <tr> <td>MDP Yes <input type="checkbox"/></td> <td>ASP Yes <input type="checkbox"/></td> <td>AVPA Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	Connection Fee \$ _____ Receipt Number _____
MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>					
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>					
Land Use Classification: <u>"GCI" District 1 La Crete General Commercial</u> Tax Roll No: <u>083990</u>							
Class of Use: <u>Commercial</u> Permitted/Discretionary: <u>[Circled]</u> <small>(Commercial/Industrial/Residential/Institutional/Home Based Business)</small>							
Proposed Use: <u>Building Supply Centre (Temporary Park Shelter)</u>							
Development Application Fee Enclosed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ <u>75.00</u> Receipt No: <u>170901</u>							



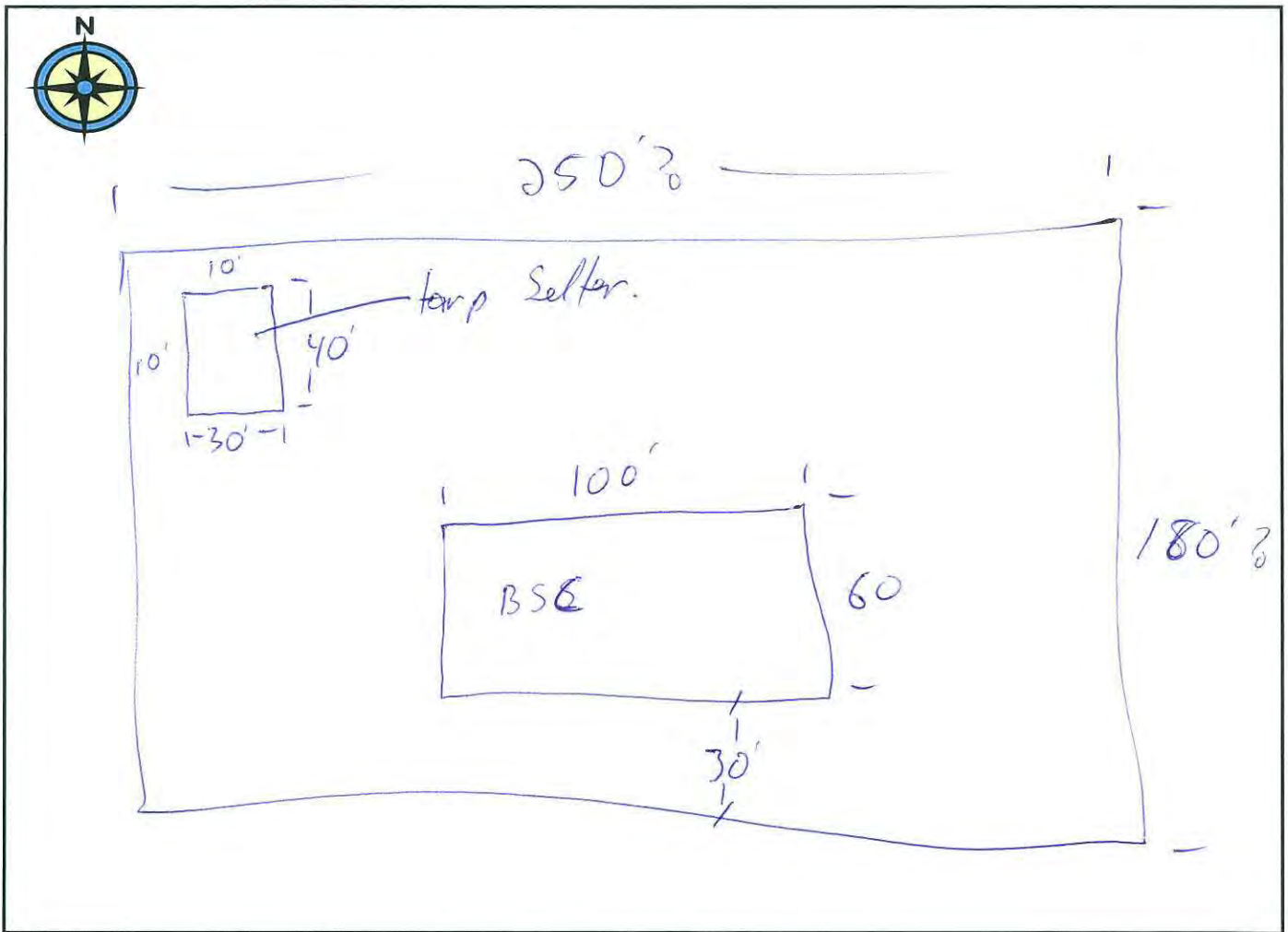
Development Permit Application

SITE PLAN

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

Date of site plan: _____

Remarks: _____



Information Checklist for site plan

- ___ location/distance of existing buildings from property lines
- ___ location of access/driveway, and distance from intersections
- ___ location of shelterbelts and/or treed areas
- ___ location of parking and loading areas

- ___ location/distance of proposed buildings from property lines
- ___ ravines, creeks, lakes, sloughs, and any other water bodies
- ___ location of road(s), road allowances
- ___ length and width of property

Setbacks from Property Lines

FRONT YARD	ft
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

March 19, 2014

Plumbin' Joe's Inc.
Box 209
La Crete, AB T0H 2H0

030-DP-14

Dear Mr. Peters:

Attached please find your approved Development Permit. The Development Permit contains special conditions that are specific to your development project. Please review all of the conditions carefully and ensure that action has been taken for each item.

Furthermore, your development project may require Safety Code Permits. Safety Codes Permits consist of Building, Electrical, Gas, Plumbing and Private Sewage Disposal Systems. Please contact the Mackenzie County Permit Clerk at (780) 928-3983 for further information on the required Safety Codes Permits.

Please ensure that all permits and approvals have been obtained prior to the commencement of your project.

If you have any questions or concerns regarding this matter, please contact the Planning and Development Department at 780-928-3983 or stop by the office. Our office hours are 8:15 a.m. to 4:30 p.m., Monday through Friday.

Yours truly,

Caitlin Smith
Development Officer

Enclosure



Mackenzie County

4511-46th Avenue

P.O Box 640, Fort Vermilion, AB T0H 1N0

Phone (780) 927-3718

Fax (780) 927-4266

Development Approving Authority

Application No.: 030-DP-14

Legal Description: Plan 142 0720, Block 02, Lot 11

Applicant: Plumbin Joe's Inc.
Address: Box 209
La Crete, AB T0H 2H0

Development: **Building Supply Centre including
Ancillary Building (Storage Shed)(12'x16')**

DECISION: **APPROVED (See Attached Conditions)**

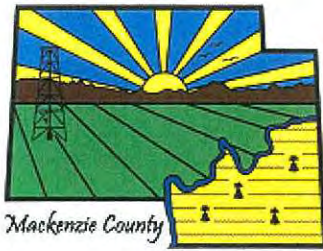
Development Permit

This permit is issued subject to the following conditions:

- (a) **That the development or construction of the said land(s) will not begin until April 3, 2014.**
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Subdivision and Development Appeal Board approve the issuance of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Subdivision and Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Date March 19, 2014


Municipal Planning Commission



Mackenzie County

4511-46th Avenue

P.O Box 640, Fort Vermilion, AB T0H 1N0

Phone (780) 927-3718

Fax (780) 927-4266

Development Approving Authority

030-DP-14

CONDITIONS OF APPROVAL

FAILURE TO COMPLY WITH ONE OR MORE OF THE ATTACHED CONDITIONS SHALL RENDER THIS PERMIT NULL AND VOID

- The Building Supply Centre shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
- Minimum building setbacks:
 - 9.1 meters (30 feet) facing front (North) yard;
 - 15.2 meters (50 feet) from all other property lines.
- The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
- All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
- This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
- No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
- Provide adequate off street parking as follows: The minimum parking standards are 1 space per 50 square meters of building area, which in this case is 11 public parking stalls, plus 1 stall for every 3 employees during the maximum working shift. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
- The Municipality has assigned the following address to the noted property **10125-113th Avenue**. You are required to display the address (**10125**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

9. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
10. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
11. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
13. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

Please note

1. Mackenzie County does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. The Mackenzie County, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the basement and/or flooding of the basement, and/or any ancillary buildings.**
3. Obtain all the required Safety Codes Permits pertaining to your development. These permits consist of Building, Gas (Propane), Electrical, Plumbing and Private Sewage Disposal Systems.
4. Call 'Alberta-One-Call' before you dig. (1-800-242-3447).

It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on the necessary Safety Codes Permits, contact Mackenzie County's Permit Clerk at 780-928-3983.

March 19, 2014
Date of Issue of Notice of Decision


Municipal Planning Commission

Important Notices

1. You may wish to appeal the decision of the Development Authority to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of Subdivision and Development Appeal Board at the Mackenzie County office not later than fourteen (14) days after the date of Issue of Notice of Decision.
2. The Land Use Bylaw 462/04 provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Secretary of the Subdivision and Development Appeal Board within fourteen days after the Notice of Decision is published in the local newspaper.
3. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject to an appeal upon a question of law or jurisdiction pursuant to section 688 of The Municipal Government Act. An application for leave to appeal to the Court of Appeal must be made:
 - (a) to judge of the Court of Appeal; and
 - (b) within thirty (30) days after the issue of the decision sought to be appealed.

Right of Appeal

Sections 683, 684, 685, and 686 of the Municipal Government Act, 2008, states:

- 683 Except as otherwise provided in a land use bylaw, a person may not commence any development unless the person has been issued a development permit in respect of it pursuant to the land use bylaw.
- 684 An application for a development permit is, at the option of the applicant, deemed to be refused if the decision of a development authority is not made within 40 days after receipt of the application unless the applicant has entered into an agreement with the development authority to extend the 40-day period.
- 685 (1) If a development authority
- (a) Fails or refuses to issue a development permit to a person,
 - (b) issues a development permit subject to conditions, or
 - (c) issues an order under section 645,
- the person applying for the permit or affected by the order under section 645 may appeal to the subdivision and development appeal board.
- (2) In addition to an applicant under subsection (1), any person affected by an order, decision or development permit made or issued by a development authority may appeal to the subdivision and development appeal board.
 - (3) Despite subsections (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted.
- 686 (1) A development appeal to a subdivision and development appeal board is commenced by filing a notice of the appeal, containing reasons, with the board within 14 days,
- (a) in the case of an appeal made by a person referred to in section 685 (1), after
 - (i) the date on which the person is notified of the order or decision or the issuance of the development permit, or
 - (ii) if no decision is made with respect to the application within the 40-day period or within any extension under section 684, the date the period or extension expires,
 - (b) in the case of an appeal made by a person referred to in section 685 (2), after the date on which the notice of the issuance of the permit was given in accordance with the land use bylaw.
- (2) The subdivision and development appeal board must hold an appeal hearing within 30 days of receipt of a notice of appeal.
 - (3) The subdivision and development appeal board must give at least 5 days notice in writing of the hearing
 - (a) to the applicant,
 - (b) to the development authority whose order, decision or development permit is the subject of the appeal, and
 - (c) to those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
 - (4) The subdivision and development appeal board must make available for public inspection before the commencement of the hearing all relevant documents and materials respecting the appeal, including
 - (a) the application for the development permit, the decision and the notice of appeal, or
 - (b) the order under section 645.
 - (5) In subsection (3), "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.



DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit # <i>30-DR-14</i>	
Date Received <i>Feb. 26, 2014</i>	
Date Accepted <i>March 19, 2014</i>	

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the supporting information submitted which will form part of this application.

APPLICANT INFORMATION

Applicant Name <i>Plumbing Joes Inc.</i>		Registered Landowner Name (if different than Applicant)	
Address <i>Box 209 La Crete AB T0H 2H0</i>		Address	
E-mail <i>plumbingjoes@live.ca</i>		E-mail	
Telephone (Res) <i>780-928-4636</i>	Work or Cell <i>841-2552</i>	Telephone (Res)	Work or Cell

LAND INFORMATION

Legal description of proposed development site									
Registered Plan # <i>1420720</i>	Block <i>02</i>	Lot <i>11</i>	Stall	OR	QTR/L.S <i>SE</i>	SEC <i>16</i>	TWP. <i>106</i>	RG <i>15</i>	M <i>5</i>
Civic Address				Ward <i>3</i>	MLL/MS/TFA		Acres/Ha		
Hamlet <i>La Crete</i>							Quarter Section <input type="checkbox"/>	Acreage <input type="checkbox"/>	
Description of existing use of land: _____									

DEVELOPMENT INFORMATION

Describe proposed development: *One 60'x100' Plumbing Shop.
One 30x50' ramp shelter. One 17'x16' Storage Shed.*

<input type="checkbox"/> Dwelling (Inc home additions)	<input checked="" type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____
<input type="checkbox"/> Secondary residence	<input checked="" type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building

Building Size

Length	Width	Height (Grade to peak)	Sq ²	Other
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The land is adjacent to: Primary Highway Secondary Highway Local Road Hamlet Road

Estimate project time and cost:

A. Start Date <u>Mar 15, 2014</u>	B. End Date <u>July 15, 2014</u>	C. Completed Project Cost \$ <u>475,000.00</u>
--------------------------------------	-------------------------------------	---

Attached is: (a) Site plan Yes (b) Blueprints Yes (c) Floor plans (Manufactured homes) Yes

A site plan and blueprints are required for all Development Permit applications unless otherwise specified by the County Planning Department. In addition, all commercial, industrial and multi-family Development Permit applications are required to include a site plan prepared by a surveyor or engineer and such site plan shall show the proposed building with setbacks from property lines, parking stalls, entry onto and exits off of the lot and any other information as required by the County to render a decision.

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development: (mark Y (yes) or N (no) and provide details for Y)

<input type="checkbox"/> Land Fill or garbage disposal site	<input type="checkbox"/> Confined Feedlot Operation	<input type="checkbox"/> Slope /Coulee/Valley or Ravine
<input type="checkbox"/> Sewage treatment or Sewage Lagoon	<input type="checkbox"/> Sour Gas Well or pipeline	
<input type="checkbox"/> River or Waterbody	<input type="checkbox"/> Multi lot Residential subdivision	Access Approval Date:

Access:

Is there an Existing Access to proposed site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Does the site location require an access or road to be built to the proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
--	---

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

DECLARATION

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

Applicant Name (Print) <u>Joe Peters.</u>	Registered Land Owner Name (Print) <u>Peter W. Peters</u> <u>#52886 AB Ltd</u>
Applicant Name (Signature) 	Registered Land Owner (Signature)
Date <u>Feb 25/14</u>	Date <u>Feb 25/14</u>

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law

NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of Mackenzie County.

FOR ADMINISTRATIVE USE ONLY

Complies With: MDP Yes No ASP Yes No AVPA Yes No

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

Land Use Classification: "GC1" District 1 Tax Roll No: 083920

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

Proposed Use: Building Supply Centre (Ancillary Buildings)

Development Application Fee Enclosed: Yes No Amount \$ 125.00 Receipt No: 170385

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

Estimate project time and cost:

A. Start Date	B. End Date	C. Completed Project Cost \$
---------------	-------------	---------------------------------

Attached is: (a) Site plan Yes (b) Blueprints Yes (c) Floor plans (Manufactured homes) Yes

A site plan and blueprints are required for all Development Permit applications unless otherwise specified by the County Planning Department. In addition, all commercial, industrial and multi-family Development Permit applications are required to include a site plan prepared by a surveyor or engineer and such site plan shall show the proposed building with setbacks from property lines, parking stalls, entry onto and exits off of the lot and any other information as required by the County to render a decision.

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development: (mark Y (yes) or N (no) and provide details for Y)

<input type="checkbox"/> Land Fill or garbage disposal site	<input type="checkbox"/> Confined Feedlot Operation	<input type="checkbox"/> Slope /Coulee/Valley or Ravine
<input type="checkbox"/> Sewage treatment or Sewage Lagoon	<input type="checkbox"/> Sour Gas Well or pipeline	
<input type="checkbox"/> River or Waterbody	<input type="checkbox"/> Multi lot Residential subdivision	Access Approval Date:

Access:

Is there an Existing Access to proposed site? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>A County Approved Access is required before a Development Permit can be issued (except for site development)</i>	Does the site location require an access or road to be built to the proposed site? Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

DECLARATION

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

Applicant Name (Print)		Registered Land Owner Name (Print)	
		Jacob + Caroline Braun	
Applicant Name (Signature)	Date	Registered Land Owner (Signature)	Date
		Jacob Braun	Feb 25, 2014

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law

NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of Mackenzie County.

FOR ADMINISTRATIVE USE ONLY

Complies With:

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

Offsite Levy (If Required):

Connection Fee \$ _____
Receipt Number _____

Land Use Classification: _____ Tax Roll No: _____

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

Proposed Use: _____

Development Application Fee Enclosed: _____ Yes _____ No Amount \$ _____ Receipt No: _____



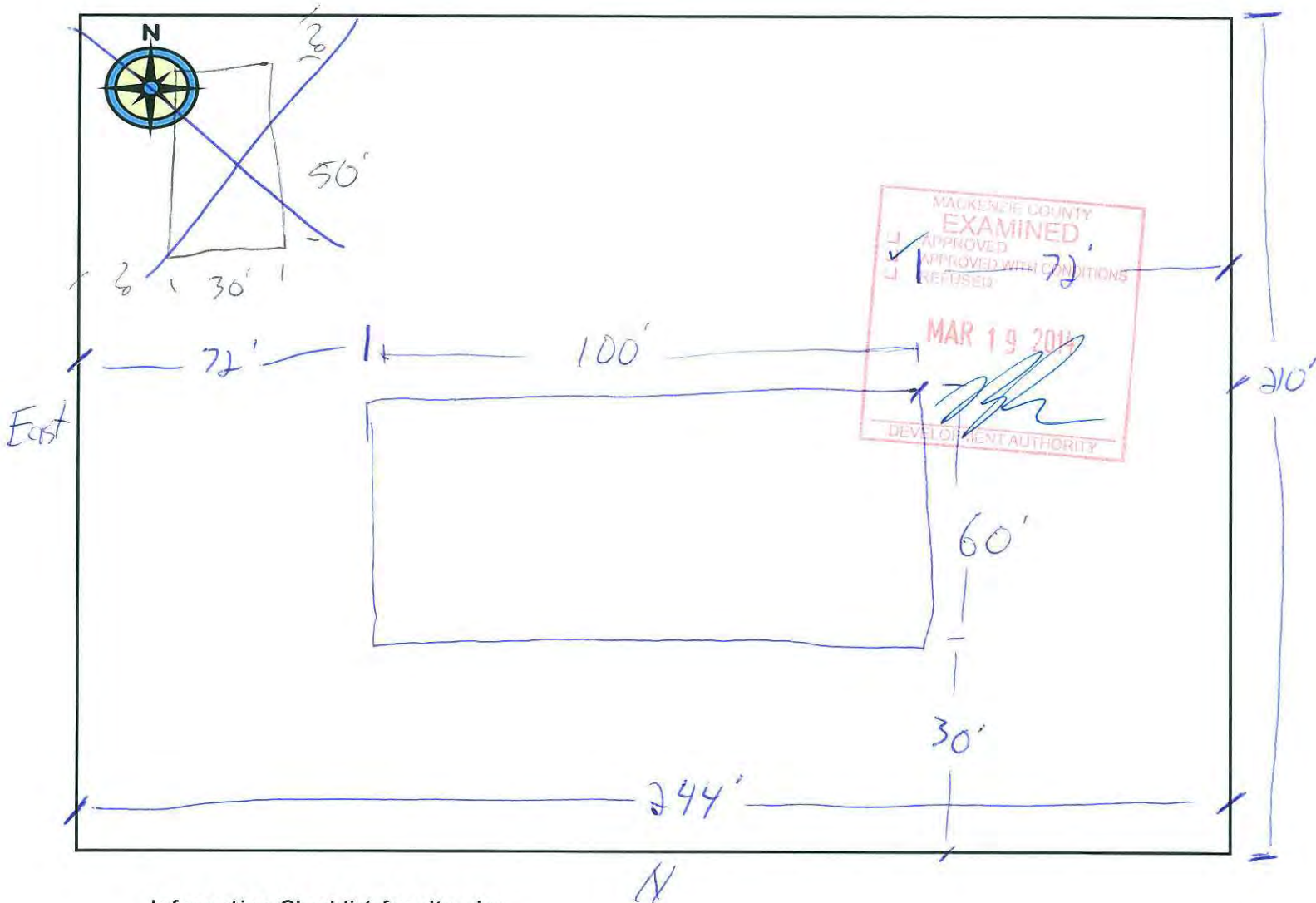
Development Permit Application

SITE PLAN

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

Date of site plan: _____

Remarks: _____



Information Checklist for site plan

- ___ location/distance of existing buildings from property lines
- ___ location of access/driveway, and distance from intersections
- ___ location of shelterbelts and/or treed areas
- ___ location of parking and loading areas

- ___ location/distance of proposed buildings from property lines
- ___ ravines, creeks, lakes, sloughs, and any other water bodies
- ___ location of road(s), road allowances
- ___ length and width of property

Setbacks from Property Lines

FRONT YARD	ft	
_____	m	

REAR YARD	ft	
_____	m	

SIDE YARD (1)	ft	
_____	m	

SIDE YARD (2)	ft	
_____	m	

Development Permit Property



File No: 030-DP-14

DISCLAIMER

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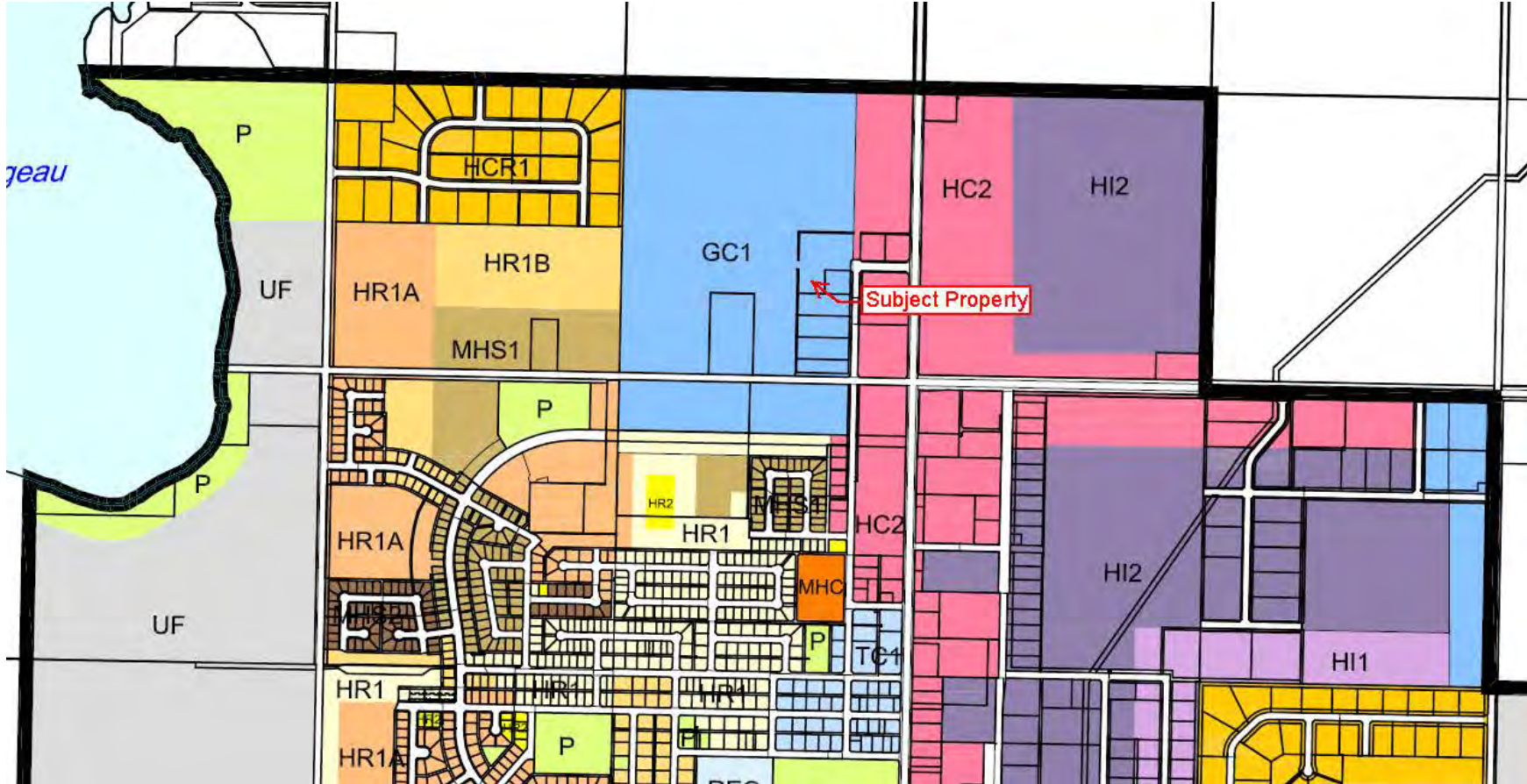
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Mackenzie County

NOT TO SCALE

DEVELOPMENT PERMIT



File No. 030-DP-14

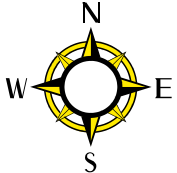
NOT TO SCALE

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Mackenzie County





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Economic Development Strategy

BACKGROUND / PROPOSAL:

About a year ago Council approved an Economic Development Strategy. The strategy is a living document and needs to be reviewed and updated annually.

Administration has reviewed the document and recommends several changes. Most of the changes are minor, such as updating population and growth projection information. Where progress has been made regarding certain strategies, the information was updated to reflect this. The Strategy is attached, with all deletions marked in red text and additions in green text.

The most significant change is the addition of Strategic Action 16, which proposes to create an Economic Development Committee consisting of an assortment of members.

OPTIONS & BENEFITS:

To keep the focus of the economic development activities by both Council and administration on track and relevant, an update to the report is needed.

COSTS & SOURCE OF FUNDING:

None required to update the strategy.

Nearly every Strategic Action requires capital in order to proceed. Some of this is budgeted for in various departments, while some initiatives are outside of current staffing capabilities and allotted funding.

Author: B Peters Reviewed by: _____ CAO JW

SUSTAINABILITY PLAN:

Roughly half of the goals identified in the Sustainability Plan are directly related to economic development. Administration did not go through the Sustainability Plan and compare its goals one by one against the strategies identified in the Economic Development Strategy. However, the broadness of both documents does mean that they overlap very well and certainly complement each other. A portion of the Sustainability Plan is attached for comparison purposes.

COMMUNICATION:

None required. Specific communication strategies will be developed for Strategic Actions as needed.

RECOMMENDED ACTION:

Motion 1:

That the Mackenzie County Economic Development Strategy be amended as presented.

Motion 2:

That the Community Sustainability Committee review the Economic Development Strategy, Four-Step Sustainability Plan, aligning the documents, and proceed with implementation and reporting steps as per the Committee's Term of Reference.

Mackenzie County

Economic Development Strategy



2014

March

Version 2

1. Introduction

A vibrant municipality of more than ~~10,000~~ 11,500 residents, Mackenzie County maintains a sustainable balance of initiatives that focus on community and development. Together, Council and staff work to ensure residents, business owners and visitors enjoy a lifestyle that encourages the best of rural living and economic opportunities.

As part of recent organizational changes, additional emphasis has been added to the County's role in economic development. A stronger, more dedicated focus to the retention and attraction of business and industry has become a strategic priority for the County.

Economic opportunities flourish across more than 80,000 square kilometers in Mackenzie County, the largest municipality in Alberta, and home to three hamlets and two incorporated towns. Remaining competitive with other Alberta municipalities and regions benefits Mackenzie County's objective to retain and attract industrial and commercial investment. This is a vital aspect to enhancing the regions quality of life by:

- Creating a diverse and sustainable economic base
- Generating more business and wealth
- Supporting appropriate and planned growth strategies
- Improving the County's assessment base
- Competing effectively for good jobs and increased opportunities for locals

The development of Mackenzie County's Economic Development Strategy is based on research, education and analysis. As the strategy evolves, stakeholder consultation will become a vital piece of the strategy.

2. Background

Mackenzie County's Economic Development Strategy is supported by findings based on regional initiatives, seminars, and firsthand experience.

We have identified many of our regions strengths and weaknesses through various methods, and have identified various initiatives and strategies that are currently being implemented in order to address our weaknesses and to promote our strengths.

An approach to completing this strategy will include stakeholder consultation with local business leaders, provincial and regional economic development agencies, local business associations and public officials.

This background work serves as the foundation of Mackenzie County's Economic Development Strategy. In addition to provincial policies, plans and directions, the Mackenzie County's Development Strategy is accompanied by supporting municipal plans.

The Mackenzie County Municipal Development Plan anticipates a county population of 17,237 by 2031, This projection anticipates a growth of 11.5% every five years. ~~increasing over the next 15 years.~~ The resulting population and employment growth will have an impact on the nature of the community and the demand for serviced land, as well the opportunities to drive increased business investment.

The average age of the population is ~~under the age of 25~~ **22.6 years**. This demonstrates the sustainability of the local labour force and an opportunity for the County to attract a greater proportion of investment activity.

The Mackenzie County demonstrates a significant concentration of local employment in agricultural, construction, transportation and oil & gas.

The County should continue to promote the inventory of vacant employment land in the Mackenzie County, as well as future development opportunities. This will enable the County to take full advantage of the opportunities of the growing economy.

3. Business Retention & Expansion

Business development and job creation are important to the health and vitality of any community. In an era when most new jobs come from existing businesses, a focus on the growth and retention of existing businesses is a paramount importance.

A structured business retention and expansion program is an effective means of:

- Communicating with the business community
- Identifying urgent business issues and opportunities
- Establishing initiatives to support business growth
- Identifying of strategic actions for economic development

Existing businesses will tend to stay and grow in a community where a supportive business environment is provided. A positive focus on existing businesses can also be seen as vital component to a community's attraction and recruitment strategy. New businesses will want to locate in communities which support existing businesses.

4. Regional Strengths

Economic opportunities are primarily resource based in the region. This huge resource base is already home to many thriving industries, but the untapped potential of the region is almost limitless.

- Established oil & gas operators in parts of the County
- Untapped oil & gas reserves
- Established forestry industry, but with many growth opportunities
- Established retail sector, but with growing communities come many growth opportunities
- Large agricultural community
- Growing agricultural sector, over 100,000 acres of new farm land sold in last 3 years
- Large organic farming sector, many opportunities for additional processing
- Established trucking industry
- Resourceful and hardworking residents
- Railroad through the County and Town of High Level
- Airports in 4 of 5 communities
- Scheduled flights into two airports
- **Abundance of natural fiber resources**

5. Regional Weaknesses

There are weaknesses in the region, and it is these that need to be addressed in order to further promote the growth opportunities.

- Distance and access to market
- Lack of professionals in the region
- Lack of many 'quality of life' amenities in the region
- Housing shortage
- Worker shortage
- **Poor Internet speed, availability of new connections, prone to outages**
- **Absence of national banking & financial Institutions**

6. Strategic Objectives

As a result of the previously mentioned research and analysis of the region, the following six strategic objectives emerged to form Mackenzie County's Economic Development Strategy:

- Business Retention and Expansion
- Investment Attraction
- Address Market Access Limitations
- Implement Business Licensing
- Improve Transportation Networks
- Tourism

These strategic objectives, along with their corresponding action plans will assist the County to maximize on opportunities and potential within Mackenzie County.

7. Strategic Actions

The County is currently involved in several actions to improve the economic base in the region. These actions vary, from formal lobbying efforts and active recruitment to implementing local strategies such as business licensing.

Here is a summary of initiatives currently in progress:

1. Regional Economic Development Initiative for Northwest Alberta (REDI NW)
2. Northwest Corridor Development Corporation (NCDC)

3. Northern Alberta Development Council (NADC)
4. Growing the North
5. Community Investment Readiness
6. Investment Attraction
7. Advocacy

In addition to the current initiatives, there are several more currently under deployment:

8. Business Licensing
9. Business Investment and Marketing Package
- 10. Value Added Agriculture**

There are also several initiatives that have yet to begin:

11. Build Stronger Business Community
12. Efficient Development
13. Transportation Corridors & Networks
14. Recruiting Professionals
15. Promote Local Labour Force
- 16. Economic Development Committee (Oct 2014)**

7.1 Strategic Actions – the details

Mackenzie County is currently involved in several strategic partnerships and Initiatives designed to increase the economic wellbeing of our region.

1. Regional Economic Development Initiative for Northwest Alberta

REDI is a partnership between Mackenzie County, High Level, Rainbow Lake, and several aboriginal groups in the region. REDI's core focus is on Economic Diversification and Opportunity Development, Advocacy for Infrastructure and Transportation, and Regional Marketing and Promoting Partnerships.

REDI conducts feasibility studies on various opportunities, and works with industry to raise awareness and potentially recruit a suitor for the opportunities in the area.

Current Participants: Members of Council

2. Northern Corridor Development Corporation

The NCDC membership includes local governments from northwest Alberta and northeast British Columbia, private industries such as Rio Tinto Alcan and Canadian National Railway and highway and shipping associations and chambers.

The mission of the NCDC is “To advance transportation systems needed to enhance and sustain the economy and trade potential of Canada’s northwest corridor.” This is happening through collaborative lobbying, studies, research, and strong leadership on the key issues.

Current Participants: Members of Council, Administration

3. NADC

NADC is a partnership between government, economic development agencies and skills & community development agencies. These agencies all collaborate to encourage economic growth and community development, support initiatives to increase northern skill levels, increase awareness about Northern Alberta’s opportunities, and to promote and brand the North.

The NADC prepares an assortment of reports that range from bursary and scholarship sources and techniques for students to regional economic assessments to guides for how municipalities can introduce certain practices.

Current Participants: Members of Council, Administration

4. Growing the North

Growing the North is an annual conference dedicated to issues and opportunities for Northern Canada. It is attended by northern leaders from several provinces and the Northwest Territories, and provides updates on economic activity in the region, the future outlook, and provides many opportunities to liaise with provincial ministers and large corporations that can enact change in the region.

Current Participants: Members of Council, Administration

5. Community Investment Readiness

Alberta Enterprise and Advanced Education have hosted Community Investment Readiness workshops. These workshops raised awareness of where municipalities are missing out on opportunities and asked strategic questions in order for municipalities to determine what they need to improve in order to retain and attract more business. ~~This initiative will continue until the end of 2013, with ongoing mentoring and support to help communities enact their CIR goals.~~

This process has highlighted to the County that the major shortfall is in marketing the region and having the data to appropriately market the region.

Additional steps to be taken are:

- Create networking events to bring the site selection community to Mackenzie County and update them on current events, programs, services and products.
- Develop, maintain and publish vehicles that promote Mackenzie County, current available opportunities and enable staff to respond to inquiries in an accurate, timely and efficient manner (i.e. Community Profile, Investment Profile, website, Sector Profiles).
- Attend networking events and trade shows to maintain and build relationships with the site selection community and senior corporate real estate executives.
- Develop a network of resources to provide the investors with opportunities to gain access to federal, provincial and municipal programs and services.

Current Participants: Administration

6. Investment Attraction

Investment attraction is a strategy focused on bringing new investment to our community.

It is not possible, or prudent, to pursue economic growth on all fronts at once. Therefore it is critical to build on existing strengths and make them our growth priorities – to set priority growth targets that both reaffirm Mackenzie County’s economic sectors of importance, as well as emerging sectors of significance that provide substantial investment returns over time.

Mackenzie County must build on its competitive strengths and community assets to diversify its economic base and stimulate the growth of high quality jobs, new wealth and

investment. This involves devoting the necessary resources to grow and nurture innovative industry clusters related to its competitive advantages and local strengths.

The sectors that the County is targeting, due to the both short and long term growth projections, are:

- CO2 and Enhanced Oil Recovery (EOR)
- Forestry
- Bio Energy
- Agriculture

Current Participants: Members of Council, Administration

7. Advocacy

In order to retain and attract new investment, Mackenzie County must make it appealing for investors to do business here. At present both perceived and real barriers (development process, land/space availability, transportation networks, infrastructure, housing and labour) are limiting Mackenzie County's potential for economic growth.

Mackenzie County needs to ensure that structural and locational considerations are in place to accommodate the current and future needs that are required to achieve our goals of:

- Business Retention and Expansion
- Investment Attraction
- Address Market Access Limitations
- ~~Implement Business Licensing~~
- Improve Transportation Networks

Current Participants: Members of Council, Administration

8. Business Licensing

Business Licensing was identified as a key component to the County's growth moving forward. The licensing was not intended as an additional tax on businesses, but as a way of keeping a current record of the businesses in the municipality. This process was implemented in summer 2013, with mandatory compliance by businesses from 2014.

Having a detailed, NAICS coded inventory of all businesses in the County provides clarity on gaps in the local market and identifies opportunities. It also proves as a valuable resource for large companies looking to do business in the area, as it provides information needed about local suppliers, contractors, etc.

Current Participants: Administration

9. Business Investment and Marketing Package

While taking part in the CIR initiative, Mackenzie County's business investment and marketing was identified as a key area for improvement. This includes information about available land, rental and purchasing costs for property, servicing capacity, tax rates, labour force and other indicators about each of the hamlets located within the County.

The process has begun to gather this data and to compile it into a brochure that will be available on the County website, and to include a map of vacant industrial and commercial properties. Links to local realtors will also be included.

Current Participants: Administration

10. Value Added Agriculture

There are several steps the County **may take** to promote and enhance the value added agricultural sector in the County.

- Raise awareness of the importance and value of Mackenzie County's agricultural sector to the public. – **Started 1st Agriculture Fair & Trade Show in August 2013**
- Encourage development of compatible agri-business and value-added products that lead to diversification of, and new forms of income (such as revenues derived from agri-tourism and energy generation).
- Link the tourism and agricultural sectors to promote agri-tourism in the County
- Investigate the feasibility of the agricultural and/or food processing or other value-added food production facilities, and pursue development if feasible.
- Support the establishment of training facilities, programs and services for the purpose of improving agricultural practices and procedures.
- Ensure that the ongoing viability of the agricultural industry is maintained through careful growth management and the implementation of long-term policies to protect and support the continued growth and prosperity of this sector.

- **Maintain communication with MARA**

Proposed Participants: Members of Council, Administration

11. Build Stronger Business Community

In addition to the La Crete Chamber of Commerce annual business awards, consider the development of business recognition events to celebrate the County's business community and achievements.

Support the attendance and involvement of County staff at various business related functions to meet informally with the business community.

Increase involvement in associations specifically related to the key sectors.

Explore opportunities to participate in trade shows and exhibitions related to target sectors.

Develop communication ties with existing business community

Proposed Participants: Members of Council, Administration

12. Efficient Development

Mackenzie County may create policies and initiatives that encourage the creation of an adequate and appropriate supply of serviced commercial/industrial lands that allow for flexible, multi-use developments that support and increase in County-wide live/work opportunities. This will be achieved by:

- Actively participate in and introduce programs/initiatives that advance improvements in the municipal approvals process to streamline and promote development in a cost-effective and timely manner.
- Ensure economic development representation and consultation on issues and studies related to commercial/industrial lands and issues and initiatives that impact the business community.
- Ensure that lands designated for employment uses continue to be utilized for employment uses and are consistent with provincial and federal regulations.
- Encourage the development of quality municipal infrastructure, transportation linkages and a diverse housing stock.
- **Industrial Area Structure Plans (IASP) created in 2013 for three locations within county, named: Mackenzie Highway, Fort Vermilion and Footner Lake.**

Proposed Participants: Members of Council, Administration

13. Transportation Corridors & Networks

Nearly all businesses within Mackenzie County are directly impacted by the restricted transportation networks both inside the County and to get to the County. Better transportation allows for a more efficient transfer of goods, reduced costs, opens up new markets, and provides our region the opportunity to manufacture and export goods.

The County has identified transportation as a budget priority, and is working on improving logistics within the County. On a larger scale, the County is actively lobbying and collaborating with other groups, both public and private, to get new roads constructed, air and rail service improved, and utility corridors created.

Work primarily needs to focus on the inter-regional transportation issues, and collaborating with other groups to effectively lobby and attract more partners.

Proposed Participants: Members of Council, Administration

14. Recruiting Professionals

The Mackenzie region is currently under served by professionals in nearly every discipline. This creates a financial burden due to the amount of time away from work, and the travel costs, in order to deal with the myriad of personal items that can arise.

The County may use the following tactics to recruit professionals, once the needs are identified:

- Create a recruitment package to entice professionals to move to the region.
- Investigate business incentives for professional services
- Investigate development incentives for the creation of a vibrant downtown ideal for hosting professional services, **e.g. wavering taxes**

Proposed Participants: Members of Council, Administration

15. Promote Local Labour Force

The 2011 census data indicates that the median age in Mackenzie County is 22.6 years old. The young population is vital for growing the region's economic base, and will continue to play a large role for years to come.

The County must promote partnerships with education providers in order to provide sufficient education opportunities for the young work force, especially in the trades and diploma programs.

The County may promote the labour force by:

- Including demographic information in marketing material
- Working with post-secondary institutions to promote trades, certificate and diploma programs
- Collaborating with industry to identify their staffing needs
- Work with local High Schools to promote specific industry sectors where skilled workers are required locally

Proposed Participants: Members of Council, Administration

16. Economic Development Committee

In order to ensure that the County's vision for community growth aligns with the peoples vision for their community formal ongoing dialogue is needed. In order to achieve this a committee consisting of members of Council, administration, and groups such as the La Crete Chamber of Commerce, Fort Vermilion Board of Trade, MARA, recreation boards and other community champions from assorted backgrounds needs to be created.

The members of Council that are appointed to the committee shall be the same councillors that are appointed to the REDI board. Continuity and consistency of the representatives at the table is key to establishing meaningful relationships with the business community.

Leg work and a draft Terms of Reference will be created prior to October, at which point the County will elect representatives and start a formal committee for the purpose of economic development. Initial priorities would be to finalise the terms of reference and build a trusting working relationship with all other committee members.

The committee would be a working committee, actively identifying strengths, weaknesses, opportunities, and threats, and developing goals, timelines and work plans.

Appendix B

Mackenzie County's Municipal Sustainability Plan

MACKENZIE COUNTY

4STEP COMMUNITY SUSTAINABILITY PLAN

Vision

Mackenzie County is a community of diverse people and cultures who share a common desire to live in an environment that embraces the northern spirit and where family, friends, and faith are the cornerstones of their lives.

Objective

Mackenzie County's objective is to cultivate social, cultural and economic links between the County's various communities so that they unite residents and stakeholders in the achievement of the County's vision.

Principles

Local Autonomy

- Local freedom and flexibility provides a forum to take advantage of creative opportunities that face limited encumbrances from regulation.
- Optimal local autonomy with equal opportunities provides for the unique cultural, environmental, and economic flavour of each of the County's communities.
- Local post-secondary education will provide opportunities for the residents to learn skills locally that can be applied locally.
- Local hiring and training will permit the north to increase its labour self-sufficiency in the unskilled, skilled and professional sectors.

County Cohesion

- Bridge geographic distances to strengthen relationships both within and outside of municipal boundaries.

Management of change

- Moderate yet sufficient population growth will preserve the culture and character of County communities. At the same time, it will permit under-served communities to reach the critical population mass necessary to sustain essential services: educational facilities, daily postal, grocery and fuel needs.
- The County's capacity to absorb natural population growth will reinforce the potential for families to age together.
- Moderate and centralized commercial development in under-served areas will create a synergy between businesses that will optimize business sustainability.
- Municipal policy on development density will preserve residents' ability to enjoy wide open spaces.
- Moderate change will permit renewal but will not interrupt the small-town atmosphere and the northern spirit inherent in County communities.

Community Pride

- Strengthening community pride creates the incentive to attend to community maintenance, cleanliness, and aesthetic appeal.

STEP I: ECONOMIC SUSTAINABILITY

Goal E1: The County's transportation system:

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

Strategy E1.1: Maintain a strong and consistent approach with Alberta Transportation to request the completion and of upgrade northern transportation corridors:

- to facilitate the safe and efficient movement of goods to, from and within the County,
- to strengthen economically, socially and environmentally sustainable opportunities for the movement of people, as well as agricultural and resource sector goods.



Goal E2 Highway 88 is a fully-paved, two-lane highway with shoulders, passing lanes and rest stops that provides a well-maintained, year-round link between Highway 58 and Slave Lake.

Strategy E2.1: Encourage the establishment of a coalition of partners to form a Highway Association whose mandate would be twofold:

- to pursue a provincial commitment to pave the remaining 150 km of Highway 88 in a timely fashion,
- to market Highway 88's tourism and economic development potential.



Goal E3 Highway 58 is a paved, two-lane highway with shoulders and passing lanes that extends from the BC border to the Wentzel River at Fox Lake.

Strategy E3.1 Undertake comparative research of the NE British Columbia and NW Alberta economies in order to identify potential incentives for BC to extend its NE road system to its border with Alberta.

Strategy E3.2 Obtain a commitment from the Government of Alberta to encourage the BC government to provide a permanent road link between Fort Nelson and Rainbow Lake and to extend Highway 58 to the BC border.

Step I: Economic Sustainability (con'd)

Strategy E3.3 Work with relevant organizations and interested parties in northeastern BC to promote the link jointly with the two provincial governments.

Strategy E3.4 Work with regional stakeholders to pursue a provincial commitment to complete the widening of Highway 58 as soon as possible.

Strategy E3.5 Work with the region's MLA, Alberta Transportation and regional stakeholders to assess the best alignment/route for connecting Highway 58 to BC's paved SYD road.



Goal E4 Zama Road is a paved secondary highway.

Strategy E4.1 Work with stakeholders to encourage the province to designate Zama Road as a secondary highway and to pave it within a specific period of time.



Goal E5 Residents of La Crete, Blue Hills and Buffalo Head Prairie have paved access to:

- Highway 35 via a bridge that crosses the Peace River at Tompkins Landing,
- Highway 88 via the County road known as the Highway 88 Connector.

Strategy E5.1 Request that the province assess the costs to users to make a detour when the river crossing at Tompkins Landing is unavailable against the benefit of a year-round bridge across the river.

Strategy E5.2 Work with the province to establish timely, reliable, year-round crossing across the Peace River at Tompkins Landing.

Strategy E5.3 Establish priorities and obtain financial assistance to pave hamlet roads under the provincial Streets Improvement Program.



STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Goal E6 County businesses and shippers:

- are satisfied with communications and relationships with the company that provides rail service to the County,
- have access to reliable rail service on a 312-lb mainline standard,
- have access to a sufficient number of grain hopper cars that can be loaded to full mainline standard potential to keep costs down,
- enjoy comparable service to that provided elsewhere on Alberta's mainline.

Strategy E6.1 Encourage the establishment of a coalition or partnership of rail shippers in the Mackenzie and Peace regions whose mandate would be twofold:

- to work with CN to address gaps in car supply,
- to request that the province encourage CN to upgrade the line to a 286- or 312-lb rail standard.



Goal E7 Scheduled air passenger services in Mackenzie County reduce the time needed to travel within and beyond County boundaries.

Strategy E7.1 Before permitting the purchase of land or the construction of homes along the airport's boundaries:

- commission a study immediately to investigate whether long term plans for the La Crete airport should involve expansion on its current site or relocation to a new site,
- develop a long-term strategy for the La Crete airport.

Strategy E7.2 Continue to support a level of infrastructure for all weather airports in County communities.

Strategy E7.3 Promote air service providers to create services to, from and between the communities of the region and beyond the County.

Strategy E7.4 Add a safe, accessible heliport and a Medevac service to the Fort Vermilion and Zama airports.



Goal E8 Agricultural lands in Mackenzie County are in optimal health because area farmers use sustainable agricultural practices that are tailored to the needs of the local climate, flora and fauna.

STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Strategy E8.1 Encourage the County's Agricultural Services Board to work with the local agricultural societies, the Fort Vermilion substation of the Lacombe Research Centre and the Mackenzie Applied Research Association to identify and implement sustainable agricultural practices.



Goal E9 Fort Vermilion hosts an applied research centre of excellence that focuses on human and technological adaptations to northern climates in four areas:

- human ecology,
- sustainable resource management/development,
- energy production/distribution,
- information technologies.

Strategy E9.1 Explore options to establish an applied research centre of excellence in Fort Vermilion whose interdisciplinary focus would be on adaptation to northern climates.

Strategy E9.2 Establish a research fund that would use accrued interest to grant funds for northern climate research projects.



Goal E10 Youth have sustainable employment opportunities that enable them to continue to live and work in the County.

Strategy E10.1 Work with the Northern Alberta Development Council to identify external sources of strategic expertise/assistance necessary to advocate for the establishment of agri-businesses that will be eligible to participate fully in provincial marketing boards as a means to distribute their products.



Goal E11 Non-renewable resource companies operating in Mackenzie County are able to make profits while minimizing their environmental footprint by:

- operating to an acknowledged environmental standard,
- optimizing the recovery or distribution of the resource with which they are working,
- applying environmental remediation and restoration strategies when a site has been exhausted that will accelerate the recovery of the affected ecosystem (health, integrity and sustainability).

STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Strategy E11.1 Continue to advocate for enhanced oil recovery (EOR).

Strategy E11.2 Continue to advocate for the use of environmentally sustainable production and distribution practices in the County oil and gas fields.

Strategy E11.3 Continue to support Apache Corporation in its efforts to implement responsible carbon sequestration processes.

Strategy E11.4 Research the long-term prognosis for the life of the Rainbow Lake oil and gas field and identify a role that the County can play to support Husky Energy and Imperial Oil to develop new technologies to increase the life of their field and to practice environmentally sustainable production and distribution.

Strategy E11.5 Keep informed about and/or explore:

- the evolution of the plans for two proposed Arctic pipelines including the Mackenzie Valley pipeline,
- other exploration opportunities planned for the southern Northwest Territories,
- their impact on the County's environment (e.g., need for roads/tributary lines),
- the implications for economic development opportunities in the County.

Strategy E11.6 Develop a procedure to co-ordinate plans for the establishment of new infrastructure being made by commercial, government and public service organizations in rural and wilderness areas.



Goal E12 Timber that has commercial value in Mackenzie County is harvested in a manner that is:

- as environmentally sustainable as possible,
- legally allowable,
- physically possible,
- financially feasible,
- optimally productive.

Strategy E12.1 Promote the direct sale of lumber cleared from the Alberta/Mackenzie County land exchange to local forest companies.



STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Goal E13 The quality of and access to health services offered in the county is comparable to or exceeds those of other rural health regions in the province.

Strategy E13.1 Establish or strengthen a municipal physician recruitment and retention committee targeted at health services for residents in hamlets, rural areas, First Nations communities and the local “shadow” population.

- Ensure that the committee’s membership is composed of a representative who is capable of speaking on behalf of the interests of each of these core target groups.
- Develop a strategy to ensure that Alberta Health Services’ Region 1 Community Health Council has a direct line of communication with the municipal physician retention and recruitment committee.
- Use the committee to facilitate the establishment of innovative partnerships that could enhance service delivery in the region (e.g., partnerships with resource companies’ occupational health teams, with property owners that have space available for lease, with an enhanced research centre of excellence, with an existing or newly-created society that co-ordinates volunteers to work in health programs and facilities).
- Use the committee to monitor evolving health service developments around the province and the country on an ongoing basis in order to familiarize its members as well as those of the Community Health Council with alternative models and strategies that might be adaptable to the region’s services.
- Establish a productive working relationship with the High Level Health Services Committee and its Health and Safety Committee to ensure that goals and strategies of mutual interest are fully supported and not in competition with one another.

Strategy E13.2 Work with community stakeholders to establish a strong voice with both the department of *Alberta Health and Wellness* and *Alberta Health Services*, to ensure that ongoing provincial planning meets local health needs.



Goal E14 Residents can remain living in the County while pursuing post-secondary educational opportunities in the fields of service, technology and the trades.

Strategy E14.1 Develop a detailed plan to advocate for equitable provincial post-secondary funding for the County that is based on a recognition of the County’s unique demographic profile.

STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Strategy E14.2 Identify and facilitate the implementation of strategies that would increase the attractiveness of distance learning in the region.

Strategy E14.3 Expand the availability and local awareness of high quality distance learning opportunities.



Goal E15 All County residents and businesses have access to the most current telecommunication technologies to permit them to participate in global opportunities.

Strategy E15.1 Use the County's rural gas co-operative to continue using a systematic approach to expand broadband coverage throughout the County and its First Nations communities.



Goal E16 The County's business communities can provide local products and services to meet consumer demand.

Strategy E16.1 Consult with the County's business community to identify strategies that would strengthen the municipality's "open-for-business" attitude.

Strategy E16.2 Undertake an assessment to determine if and how the County may be of assistance or can provide support to businesses operating under County business licenses.

Strategy E16.3 Develop strategies to attract small- and medium-sized enterprises that provide support to the County's existing businesses and industries.



Goal E17 Mackenzie County:

- is an attractive destination for non-residents to visit or to decide to relocate, and
- remains an attractive home for County residents at all stages of their lives.

Strategy E17.1 Develop a promotional program for relocation targeted at the employees/contract workers with families that are working in the Zama oil and gas field.

STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Strategy E17.2 Work in partnership with regional organizations to develop strategies to promote the County including a program to involve community members in promoting the area to distant friends and family.

Strategy E17.3 Develop a detailed plan to advocate for a substantial enhancement to health service delivery models in the County.

Strategy E17.4 Encourage the establishment of, promote and support “Buy Local” initiatives.



Goal E18 Mackenzie County accommodates a thriving tourist sector without compromising the natural environment that hosts it.

Strategy E18.1 Work with the Northern Alberta Development Council to develop strategies to adapt County infrastructure and its natural environment in ways that will lay the groundwork for the development of an environmentally sustainable tourist sector (e.g., agricultural and/or eco-tourism).

Strategy E18.2 Assess whether the County’s existing tourism facilities, businesses and industries are based on environmental values that are, or have the potential to be consistent with the establishment of a County-wide eco-tourist industry.

Strategy E18.3 Develop bylaws that outline environmental requirements for all tourist facilities and practices that operate in the County.



Goal E19 Mackenzie County’s population growth rate is about 50% every ten years and will stabilize to a more moderate rate of 10% by the year 2030.

Strategy E19.1 Foster an expansion of economic opportunities in the region using strategies identified under the Economic Step in this report (Strategies E1-E22).

Strategy E19.2 Foster increased inter-provincial and international immigration.

Strategy E19.3 Develop strategies to increase the quality of life for large families living in the County.



Goal E20 The majority of Mackenzie County’s workforce live in the County with their children and families.

STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Strategy E20.1 Work with Apache, Husky Oil and the forestry sector to:

- identify strategies to attract employees' families to relocate to Mackenzie County,
- identify what their employees would expect before they would be willing to move their family to the County and determine whether the County or Apache are in a position to address these priorities,
- develop a joint plan to address those needs and to promote family relocation.

Strategy E20.2 Identify and promote each hamlet's strengths in relation to fostering family-friendly environments.

Strategy E20.3 Identify and address individual each hamlet's needs in relation to fostering family-friendly environments.

Strategy E20.4 Provide exceptional services that enhance the quality of life in County hamlets and existing rural areas as a means to dissuade residents and newcomers from moving to undeveloped areas to establish small lots or acreages.

Strategy E20.5 Take proactive measures to anticipate growth by preparing evidence-based plans for it but exercise considerable caution in executing major capital expenditures.



Goal E21 The County has reliable and comprehensive population data to make sound decisions and municipal plans.

Strategy E21.1 Consult with remote, northern municipalities in other provinces to share strategies that address the difficulties in acquiring accurate municipal census data.

Strategy E21.2 Work with the provincial government to develop a responsible yet equitable method to ensure the County's "shadow" population can be counted so that its true population can be recorded enabling it to access its fair share of transfer payments.

Strategy E21.3 Undertake a timely municipal census during major population shifts.



STEP I: ECONOMIC SUSTAINABILITY (CON'D)

Goal E22 Mackenzie County's economy has the capacity to moderate the local impacts of dramatic economic up- and downturns in resource sector activities.

Strategy E22.1 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.

Strategy E22.2 The County will support efforts to diversify its economic base.

Strategy E22.3 The County will negotiate life-cycle agreements with current and new industries to ensure that investments are appropriate to project life-cycles.

STEP II: ENVIRONMENTAL SUSTAINABILITY

Goal N1 Mackenzie County's river valleys are maintained in their natural state and are legislated to remain as such in perpetuity.

Strategy N1.1 Protect the natural state of Mackenzie County's river valleys with strongly worded municipal bylaws that prevent development.

Strategy N1.2 Develop municipal policy to ensure that sound environmental protection, maintenance and utilization practices serve to preserve the health and safety of the valleys (especially sound practices to guide the development of any future roadways that must be built over a river).

Strategy N1.3 Develop municipal bylaws and policies to support continuing public access to the County's river valleys.



Goal N2 Mackenzie County's environmentally sensitive land areas are well-preserved.

Strategy N2.1 Identify and maintain an up-to-date inventory of Mackenzie County's environmentally sensitive land areas or ones that are at risk of becoming environmentally sensitive.

Strategy N2.2 If applicable, select land area(s) that the County wishes to protect from development and develop rationales and strong municipal policies/standards for their protection to ensure that sound environmental protection, maintenance and on-going utilization practices serve to preserve environmentally sensitive lands.



Goal N3 Optimal use is made of County farm land.

Strategy N3.1 Record a motion in Council minutes indicating Council's intent with respect to whether and how it will pursue further land exchange negotiations with the province.

Strategy N3.2 Ensure that the County's Land-Use Bylaw and Municipal Development Plan limit urban or non-agricultural development in unused lands that are best-suited for agriculture.

Step II: Environmental Sustainability (con'd)

Goal N4 The use and consumption of electricity, natural gas and water in community-owned facilities is reduced from 2010 levels.

Strategy N4.1 Request that the relevant architect(s) for each new County facility and utility system erected since 2006 review the requirements for LEED Certification in order to:

- determine which would be eligible for certification,
- apply for certification for those that are eligible.

For those that are not eligible, request that ATCOEnergy Sense undertake energy managements audits.

Strategy N4.2 Insert at least three energy management projects into the County's ten-year capital plan:

- La Crete Recreation Centre (heating, DDC and lighting),
- Fort Vermilion Recreation Centre (heating, DDC and lighting),
- Zama Water treatment Plant (heating, DDC and lighting).

Strategy N4.3 Update strategies, target levels, time-lines and key performance indicators annually to monitor the reduction of the consumption of each resource used in County-owned infrastructure.

Strategy N4.4 Schedule energy management audits of all County facilities once every 15 years, to identify opportunities for enhancing energy efficiencies and develop an audit-based plan to make the necessary changes.



Goal N5 County residents consistently recycle a large majority of their bottles, paper, plastics, cardboard, and electronics.

Strategy N5.1 Continue to monitor new developments in recycling technologies that would be economically feasible for use by the County.

Strategy N5.2 Work in collaboration with community organizations and groups to strengthen local recycling initiatives.



STEP II: ENVIRONMENTAL SUSTAINABILITY (CON'D)

Goal N6 Mackenzie County's hamlet land-use plans are designed to provide energy-efficient means of access between key destinations in the community.

Strategy N6.1 Ensure that hamlet municipal development plans provide for safe, convenient, accessible and comfortable pedestrian pathways in each community.

STEP III: SOCIAL AND CULTURAL SUSTAINABILITY

Goal S1 Each County hamlet and rural area hosts a concentration of social, cultural and commercial activity in one strategic location.

Strategy S1.1 Amend hamlet development plans to incorporate the establishment or reinforcement of a central core area that provides synergistic opportunities for individuals and groups to gather for social and cultural opportunities, for commercial activity and the provision of public services.

Strategy S1.2 Develop a community standards bylaw for residential and industrial properties and promote its enforcement in Zama City.



Goal S2 The County's hamlets, rural areas and First Nations communities each have distinct and thriving cultures yet they are linked by common, broad economic and environmental conditions.

Strategy S2.1 Showcase the unique features of each of the County's cultures throughout its hamlets and populated rural areas.



Goal S3 The County and the four First Nations located within its geographical boundaries share a common vision for the region, one that maintains cultural autonomy and that harmonizes economic pursuits.

Strategy S3.1 Use a cultural interpreter to develop joint protocols with each First Nation to manage inter-cultural communication and to resolve mutual concerns.

Strategy S3.2 Identify and prioritize goals that are common to both the County and specific First Nations, and develop joint strategies to address them.

Strategy S3.3 Develop public awareness activities to assist residents to understand the reasons for, and how to welcome an increased number of members of another culture to their community activities.

Strategy S3.4 Invite the First Nations and Mennonite communities to create and display icons of their cultures in each County hamlet.

Strategy S3.5 Encourage local organizations to involve members of First Nations communities in the planning processes for local activities and events.

Strategy S3.6 Develop strategies to encourage residents of First Nations, Mennonite and County communities to participate in one another's public activities and events, and to ensure they feel genuinely welcome during such experiences (e.g., local festivals, cultural, and recreational activities).

Strategy S3.7 Continue to involve Mennonites and begin to involve representatives of First Nations communities in advocacy activities for the availability and cultural appropriateness of health services offered in the County.



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

Strategy S4.1 Explore strategies to establish a retail convenience outlet in Blue Hills that could provide basic amenities for local residents (e.g., milk, gas, stamps, aspirin, and a postal service) and that would be located next to the Blue Hills community hall.



STEP IV: SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE

Goal C1 Community parks, recreational facilities and community halls are available to each community consistent with local, cultural needs.

Strategy C1.1 Assess life expectancy for current recreational facilities and prepare long-term plans to ensure the timely availability of funds to address:

- expected maintenance requirements during the typical life cycle of each facility,
- facility upgrades or replacement.

Strategy C1.2 Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves,
- identify opportunities for increased usage, increased revenues and decreased costs,
- ensure optimal use of funds,
- identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

Strategy C1.3 Establish policies that will ensure that residents of each hamlet have access to an attractive and well-managed community park site that:

- is easily accessible,
- reflects community values,
- is linked to other parks in a manner that will eventually provide for a County-wide linked park system.

Strategy C1.4 Work with the Alberta Tourism, Parks and Recreation to establish a provincial campground along Highway 35 in Mackenzie County.

Strategy C1.5 Develop strategies to minimize environmental damage on the County's ATV/snowmobile trail networks.

Strategy C1.6 Work with stakeholders to enhance and expand cross-country ski trails and facilities near each hamlet and develop strategies to minimize environmental damage.



STEP IV: SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE (CON'D)

Goal C2 Capital-intensive recreational facilities are designed to guarantee significant and consistent levels of tourism from outside of the region.

Strategy C2.1 Work with regional partners to undertake a feasibility study to determine whether the *Buffalo Head* slopes site could be designed to attract sufficient tourism to ensure financial viability for the establishment of a downhill ski facility.



Goal C3 The County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- are available in each hamlet,
- meet quality standards consistent with current national standards and demand,
- are stable and reliable,
- are each financially self-sustaining at both operational and capital levels.

Strategy C3.1 Assess life expectancy for current facilities and prepare long-term plans to prepare for their replacement.

Strategy C3.2 Provide potable rural water lines to County residents.



Goal C4 The risk of various types of damage to municipal infrastructure is minimized due to the availability of up-to-date risk assessments as well as up-to-date plans for managing each type of risk.

Goal C5 The risk associated with damage to local infrastructure (other than the risk associated with climate change) is comparable to the levels of infrastructure risk in other parts of the province.

Strategy C5.1 Carry out full risk assessments of regional infrastructure every five years and update plans to mitigate identified risks (liability, property, errors and omissions, vehicle, and environmental assessments including those associated with hazardous goods and climate change).

STEP IV: SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE (CON'D)

Strategy C5.2 Work with the Towns of High Level and Rainbow Lake to conduct a joint protective service risk assessment that will:

- identify potential opportunities to improve the quality and timeliness of services to protect regional infrastructure,
- address infrastructure at risk and liability issues,
- prioritize current/future issues requiring attention.

Strategy C5.3 Work with the Towns of High Level and Rainbow Lake to develop a plan for sustainable water infrastructure and supply across the region that will address current and future requirements. This should include water available for fire suppression.



Goal C6 The County's staffing complement keeps pace with the County's growing need for infrastructure.

Strategy C6.1 Continue to review staffing needs annually.

Strategy C6.2 Undertake a formal review of the County's organizational structure at least once every three years to ensure that its staff complement continues to meet current needs.

PLAN IMPLEMENTATION

Goal Z1 The County has a well-organized, ongoing process to monitor the implementation of, and to assess the results of its sustainability plan.

Strategy Z1.1 Develop a plan calendar.

Strategy Z1.2 Develop key performance indicators to measure progress on key County goals.

Strategy Z1.3 Schedule dedicated time at each annual Council planning session to:

- review the sustainability plan's key performance indicators,
- update or amend any goals, strategies, key performance indicators and/or timelines as required.

Strategy Z1.4 Prepare a sustainability plan implementation report every two years and circulate it to residents.



Goal Z2 Councillors share a common vision for the directions that the County should take and the strategies to get there.

Strategy Z2.1 Undertake a systematic approach to sensitize Councillors to the situations faced in other Councillors' jurisdictions by requesting that they make a sincere commitment to listen to what one another is saying and by requesting their participation in:

- at least 80% of expanded road tours,
- at least 80% of community meetings in other jurisdictions,
- at least 80% of targeted public social events in other jurisdictions.



MACKENZIE COUNTY REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Bylaw 947-14 Fee Schedule Bylaw

BACKGROUND / PROPOSAL:

Council establishes fees for services in the County's Fee Schedule Bylaw, and amends it from time to time.

OPTIONS & BENEFITS:

The attached bylaw has a few amendments as has been either discussed or specific direction provided by Council:

1. Agricultural Appeal Fees – fees were removed from the Agricultural Appeal Board Bylaw with the intent to add them to the Fee Schedule Bylaw (see page 2)
2. Business Licenses – removed reference to 2013 (see page 3)
3. Off-Highway Vehicles Bylaw Offences – OHV Bylaw was amended in November 2013, fees were removed from the bylaw with the intent to add them to the Fee Schedule Bylaw (see page 30)
4. Fire Services Fees (see page 30 – 31)
 - a. Provincial rates have been revised as per Alberta Transportation Policy #TCE-DC-501 (v3)
 - b. Added fees for ESRD Provincial Incidents
 - c. Contracted Services – fees have been reduced to cost only.
5. Water/Sewer Rates – removing reference to rates prior to March 2014.

A revised copy of the Fee Schedule Bylaw is attached with changes as listed above.

Author: J. Whittleton **Review by:** _____ **CAO** _____

COSTS & SOURCE OF FUNDING:

Fees for services are a part of the County's annual operating revenues.

SUSTAINABILITY PLAN:

Establishing user-pay systems and other appropriate user fees assists in maintaining a stable taxation system.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1: (requires 2/3)

That first reading be given to Bylaw 947-14 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2: (requires 2/3)

That second reading be given to Bylaw 947-14 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3: (requires unanimous)

That consideration be given to proceed to third reading of Bylaw 947-14 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Motion 4: (requires 2/3)

That third reading be given to Bylaw 947-14 being the Fee Schedule Bylaw for Mackenzie County.

Author: J. Whittleton Review by: _____ CAO _____

BYLAW NO. 937-14 947-14

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

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

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

1. SHORT TITLE

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

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

ADMINISTRATION

Item	Amount	GST
Photocopying	\$0.25/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$25.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$25.00/per request	Applicable
Compliance Certificates	\$50.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps	\$25.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$50.00 \$10.00	Applicable
Hamlet Maps	\$10.00	Applicable

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

APPEAL FEES

Agricultural Appeal Board

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

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

BUSINESS LICENSES

Item	Amount	GST
Fees:		
Annual Business License (ABL) – First Year (2013) – Business Commencement until March 1 st – Mandatory	\$0.00	N/A
ABL – Second Subsequent Years (2014) – Mandatory	\$50.00	N/A
ABL – Amendment	\$25.00	N/A
ABL – Replacement	\$25.00	N/A
Penalties:		
No ABL (false information, etc.) – 1 st Offence	\$250.00	N/A
No ABL (false information, etc.) – 2 nd Offence	\$500.00	N/A
Failure to Comply with ABL – 1 st Offence	\$250.00	N/A
Failure to Comply with ABL – 2 nd Offence	\$500.00	N/A
Failure to Display ABL	\$50.00	N/A

DEVELOPMENT

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

Item	Amount	GST
Development Permit – Commercial and Industrial – Permitted Use	\$100.00	N/A
Development Permit – Commercial and Industrial – Permitted Use with Variance	\$125.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	\$125.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	\$125.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$50.00	N/A
Development Prior to Development Permit Issuance	\$250.00 Fine	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Time Extension (Single Lot)	\$250.00	N/A
Subdivision Time Extension (Multi-Lot)	\$500.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A

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

SAFETY CODES FEES

BUILDING PERMIT FEES

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

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

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

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

SAFETY CODES FEES (CONT)

INDUSTRIAL CAMP FEES

BUILDING	FEE
1 to 50 person capacity	\$500.00
51 to 100 person capacity	\$750.00
101 to 200 person capacity	\$1,250.00
201 to 250 person capacity	\$2,000.00
251 to 300 person capacity	\$3,000.00

PLUMBING	FEE
1 to 50 person capacity	\$150.00
51 to 100 person capacity	\$200.00
101 to 200 person capacity	\$300.00
201 to 250 person capacity	\$450.00
251 to 300 person capacity	\$650.00

ELECTRICAL	FEE
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

GAS	FEE
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

PRIVATE SEWAGE	FEE
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

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

SAFETY CODES FEES (CONT)

ELECTRICAL PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Square footage of area to be wired	HOMEOWNER	CONTRACTOR
Up to 1200	\$190.00	\$160.00
1201 to 1500	\$250.00	\$190.00
1501 to 2000	\$285.00	\$240.00
2001 to 2500	\$315.00	\$260.00
2501 to 3000	\$340.00	\$280.00
3001 to 3500	\$365.00	\$300.00
3501 to 4000	\$380.00	\$320.00
4001 to 5000	\$400.00	\$350.00

DESCRIPTION	HOMEOWNER	CONTRACTOR
Mobile/Modular Home Connection only	\$100.00	\$75.00
Temporary and Underground Services (125 amps or less)	Contractor Required	\$75.00

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

OTHER THAN NEW RESIDENTIAL		
INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$0 – 300	\$85.00	\$75.00
\$301 – 500	\$95.00	\$85.00
\$501 – 1,000	\$105.00	\$95.00
\$1,001 – 1500	\$115.00	\$105.00
\$1,501 – 2,000	\$125.00	\$115.00
\$2,001 – 2,500	\$135.00	\$120.00
\$2,501 – 3,000	\$140.00	\$125.00
\$3,001 – 3,500	\$147.00	\$130.00

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$3,501 – 4,000	\$156.00	\$135.00
\$4,001 – 4,500	\$173.00	\$144.00
\$4,501 – 5,000	\$177.00	\$148.00
\$5,001 – 5,500	\$191.00	\$159.00
\$5,501 – 6,000	\$200.00	\$167.00
\$6,001 – 6,500	\$207.00	\$173.00
\$6,501 – 7,000	\$216.00	\$180.00
\$7,001 – 7,500	\$225.00	\$188.00
\$7,501 – 8,000	\$234.00	\$195.00
\$8,001 – 8,500	\$242.00	\$202.00
\$8,501 – 9,000	\$251.00	\$209.00
\$9,001 – 9,500	\$260.00	\$217.00
\$9,501 – 10,000	\$269.00	\$224.00
\$10,001 – 11,000	\$276.00	\$230.00
\$11,001 – 12,000	\$285.00	\$238.00
\$12,001 – 13,000	\$294.00	\$245.00
\$13,001 – 14,000	\$303.00	\$253.00
\$14,001 – 15,000	\$311.00	\$259.00
\$15,001 – 16,000	\$329.00	\$265.00
\$16,001 – 17,000	\$338.00	\$274.00
\$17,001 – 18,000	\$345.00	\$282.00
\$18,001 – 19,000	\$354.00	\$288.00
\$19,001 – 20,000	\$365.00	\$295.00
\$20,001 – 21,000	Contractor required	\$303.00
\$21,001 – 22,000	Contractor required	\$305.00
\$22,001 – 23,000	Contractor required	\$313.00
\$23,001 – 24,000	Contractor required	\$320.00
\$24,001 – 25,000	Contractor required	\$328.00
\$25,001 – 26,000	Contractor required	\$334.00

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$26,001 – 27,000	Contractor required	\$342.00
\$27,001 – 28,000	Contractor required	\$349.00
\$28,001 – 29,000	Contractor required	\$357.00
\$29,001 – 30,000	Contractor required	\$363.00
\$30,001 – 31,000	Contractor required	\$369.00
\$31,001 – 32,000	Contractor required	\$374.00
\$32,001 – 33,000	Contractor required	\$380.00
\$33,001 – 34,000	Contractor required	\$387.00
\$34,001 – 35,000	Contractor required	\$392.00
\$35,001 – 36,000	Contractor required	\$398.00
\$36,001 – 37,000	Contractor required	\$403.00
\$37,001 – 38,000	Contractor required	\$409.00
\$38,001 – 39,000	Contractor required	\$415.00
\$39,001 – 40,000	Contractor required	\$420.00
\$40,001 – 41,000	Contractor required	\$427.00
\$41,001 – 42,000	Contractor required	\$432.00
\$42,001 – 43,000	Contractor required	\$438.00
\$43,001 – 44,000	Contractor required	\$444.00
\$44,001 – 45,000	Contractor required	\$449.00
\$45,001 – 46,000	Contractor required	\$455.00
\$46,001 – 47,000	Contractor required	\$460.00
\$47,001 – 48,000	Contractor required	\$467.00
\$48,001 – 49,000	Contractor required	\$473.00
\$49,001 – 50,000	Contractor required	\$478.00
\$50,001 – 60,000	Contractor required	\$529.00
\$61,001 – 70,000	Contractor required	\$587.00
\$70,001 – 80,000	Contractor required	\$644.00
\$80,001 – 90,000	Contractor required	\$702.00
\$90,001 – 100,000	Contractor required	\$759.00

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$100,001 – 110,000	Contractor required	\$788.00
\$110,001 – 120,000	Contractor required	\$830.00
\$120,001 – 130,000	Contractor required	\$874.00
\$130,001 – 140,000	Contractor required	\$917.00
\$140,001 – 150,000	Contractor required	\$960.00
\$150,001 – 160,000	Contractor required	\$1,003.00
\$160,001 – 170,000	Contractor required	\$1,047.00
\$170,001 – 180,000	Contractor required	\$1,089.00
\$180,001 – 190,000	Contractor required	\$1,133.00
\$190,001 – 200,000	Contractor required	\$1,175.00
\$200,001 – 210,000	Contractor required	\$1,205.00
\$210,001 – 220,000	Contractor required	\$1,262.00
\$220,001 – 230,000	Contractor required	\$1,305.00
\$230,001 – 240,000	Contractor required	\$1,348.00
\$240,001 – 250,000	Contractor required	\$1,392.00
\$250,001 – 300,000	Contractor required	\$1,520.00
\$300,001 – 350,000	Contractor required	\$1,664.00
\$350,001 – 400,000	Contractor required	\$1,808.00
\$400,001 – 450,000	Contractor required	\$1,952.00
\$450,001 – 500,000	Contractor required	\$2,095.00
\$500,001 – 550,000	Contractor required	\$2,239.00
\$550,001 – 600,000	Contractor required	\$2,383.00
\$600,001 – 650,000	Contractor required	\$2,527.00
\$650,001 – 700,000	Contractor required	\$2,670.00
\$700,001 – 750,000	Contractor required	\$2,814.00
\$750,001 – 800,000	Contractor required	\$2,958.00
\$800,001 – 850,000	Contractor required	\$3,102.00
\$850,001 – 900,000	Contractor required	\$3,245.00
\$900,001 – 950,000	Contractor required	\$3,389.00

SAFETY CODES FEES (CONT)

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$950,001 – 1,000,000	Contractor required	\$3,533.00

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

ANNUAL ELECTRICAL PERMIT PROCESS

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

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

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

ANNUAL ELECTRICAL PERMIT FEES	
Rating of Establishment (KVA)	Fee
100 or less	\$300.00
101 to 2,500	\$300.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$660.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$960.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,410.00 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,010.00 plus 3.00 per 100 KVA over 20,000 KVA

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

SAFETY CODES FEES (CONT)

GAS PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Number of Outlets	HOMEOWNER	CONTRACTOR
1	\$85.00	\$75.00
2	\$105.00	\$85.00
3	\$125.00	\$105.00
4	\$156.00	\$130.00
5	\$195.00	\$163.00
6	\$215.00	\$179.00
7	\$234.00	\$195.00
8	\$252.00	\$210.00
9	\$273.00	\$228.00
10	\$293.00	\$244.00
11	\$305.00	\$254.00
12	\$318.00	\$265.00
13	\$330.00	\$275.00
14	\$344.00	\$287.00
15	\$356.00	\$297.00
16	\$371.00	\$309.00
17	\$383.00	\$319.00
18	\$396.00	\$330.00
19	\$408.00	\$340.00
20	\$422.00	\$352.00
Add \$15.00 per outlet over 20		

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

SAFETY CODES FEES (CONT)

GAS PERMIT FEES

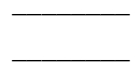
RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$90.00	\$75.00
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$100.00	\$75.00

Grain Dryer	Contractor Required	\$250.00
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NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	Contractor Required	\$75.00
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$150.00

REPLACEMENT OF NON-RESIDENTIAL APPLIANCES	FEE
First Appliance Add \$15.00 for each additional appliance	\$70.00

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



SAFETY CODES FEES (CONT)

GAS PERMIT FEES		
NON-RESIDENTIAL INSTALLATIONS		
BTU Input	HOMEOWNER	CONTRACTOR
0-100,000	Contractor Required	\$75.00
100,001-110,000	Contractor Required	\$85.00
110,001-120,000	Contractor Required	\$95.00
120,001-130,000	Contractor Required	\$125.00
130,001-140,000	Contractor Required	\$135.00
140,001-150,000	Contractor Required	\$145.00
150,001-170,000	Contractor Required	\$150.00
170,001-190,000	Contractor Required	\$155.00
190,001-210,000	Contractor Required	\$160.00
210,001-230,000	Contractor Required	\$165.00
230,001-250,000	Contractor Required	\$170.00
250,001-300,000	Contractor Required	\$175.00
300,001-350,000	Contractor Required	\$180.00
350,001-400,000	Contractor Required	\$190.00
400,001-450,000	Contractor Required	\$195.00
450,001-500,000	Contractor Required	\$200.00
500,001-550,000	Contractor Required	\$205.00
550,001-600,000	Contractor Required	\$210.00
600,001-650,000	Contractor Required	\$220.00
650,001-700,000	Contractor Required	\$230.00
700,001-750,000	Contractor Required	\$240.00
750,001-800,000	Contractor Required	\$250.00
800,001-850,000	Contractor Required	\$260.00
850,001-900,000	Contractor Required	\$270.00
900,001-950,000	Contractor Required	\$280.00
950,001-1,000,000	Contractor Required	\$290.00
Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU		

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

SAFETY CODES FEES (CONT)

GAS PERMIT FEES

NON-RESIDENTIAL INSTALLATIONS		
TEMPORARY HEAT		
BTU Input	OWNER	CONTRACTOR
0 to 250,000	Contractor Required	\$75.00
250,001 to 500,000	Contractor Required	\$125.00
Over 500,000	Contractor Required	\$125.00 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

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

REPLACEMENT GAS APPLIANCES		
BTU Input	OWNER	CONTRACTOR
0 to 400,000	Contractor Required	\$80.00
400,001 to 1,000,000	Contractor Required	\$150.00
Over 1,000,000	Contractor Required	\$150.00 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Number of Fixtures	HOMEOWNER	CONTRACTOR
1	\$85.00	See contractor fees
2	\$95.00	See contractor fees
3	\$105.00	See contractor fees
4	\$115.00	See contractor fees
5	\$125.00	See contractor fees
6	\$135.00	See contractor fees
7	\$140.00	See contractor fees
8	\$149.00	See contractor fees
9	\$164.00	See contractor fees
10	\$176.00	See contractor fees
11	\$186.00	See contractor fees
12	\$195.00	See contractor fees
13	\$204.00	See contractor fees
14	\$215.00	See contractor fees
15	\$224.00	See contractor fees
16	\$234.00	See contractor fees
17	\$245.00	See contractor fees
18	\$252.00	See contractor fees
19	\$263.00	See contractor fees
20	\$273.00	See contractor fees
Add \$8.00 for each fixture over 20		

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

SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
1	\$75.00
2	\$85.00
3	\$90.00
4	\$95.00
5	\$105.00
6	\$110.00
7	\$115.00
8	\$124.00
9	\$137.00
10	\$147.00
11	\$155.00
12	\$163.00
13	\$170.00
14	\$179.00
15	\$187.00
16	\$195.00
17	\$204.00
18	\$210.00
19	\$219.00
20	\$228.00
21	\$234.00
22	\$242.00
23	\$248.00
24	\$254.00
25	\$262.00

Number of Fixtures	CONTRACTOR
26	\$268.00
27	\$274.00
28	\$282.00
29	\$288.00
30	\$294.00
31	\$302.00
32	\$309.00
33	\$314.00
34	\$322.00
35	\$329.00
36	\$335.00
37	\$342.00
38	\$349.00
39	\$357.00
40	\$362.00
41	\$369.00
42	\$377.00
43	\$382.00
44	\$389.00
45	\$397.00
46	\$402.00
47	\$409.00
48	\$417.00
49	\$422.00
50	\$429.00

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

SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
51	\$435.00
52	\$440.00
53	\$445.00
54	\$450.00
55	\$457.00
56	\$463.00
57	\$467.00
58	\$473.00
59	\$478.00
60	\$484.00
61	\$488.00
62	\$494.00
63	\$500.00
64	\$505.00
65	\$510.00
66	\$515.00
67	\$522.00
68	\$527.00
69	\$532.00
70	\$537.00
71	\$543.00
72	\$549.00
73	\$553.00
74	\$559.00
75	\$564.00

Number of Fixtures	CONTRACTOR
76	\$570.00
77	\$574.00
78	\$580.00
79	\$587.00
80	\$592.00
81	\$594.00
82	\$597.00
83	\$599.00
84	\$602.00
85	\$604.00
86	\$608.00
87	\$610.00
88	\$613.00
89	\$617.00
90	\$618.00
91	\$620.00
92	\$623.00
93	\$627.00
94	\$629.00
95	\$632.00
96	\$635.00
97	\$638.00
98	\$639.00
99	\$642.00
100	\$645.00

Add \$1.00 for each fixture over 100

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

SAFETY CODES FEES (CONT)

PRIVATE SEWAGE TREATMENT SYSTEMS

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

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

OTHER CHARGES AND PAYMENTS

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

Charges for additional services are as follows:

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

Additional Inspection Services

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

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

SAFETY CODES FEES (CONT)

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

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

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

PUBLIC WORKS

Item	Amount	GST
Winter Maintenance Flags	\$20.00/up to 1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control for Seniors	No Cost.	

EQUIPMENT AND LABOUR

Item	Amount	GST
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sewer Line Camera	\$150.00 per hour (minimum charge \$350.00)	Applicable
Sanding Unit & Tandem Truck	\$110.00/hour (minimum charge 1 hr)	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Labour	\$25.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour (minimum charge 1 hr.)	Applicable
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable

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

AIRPORTS

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

SOLID WASTE

Section 1: General Solid Waste Fees

At Regional Landfill	
Current rate as set by the Mackenzie Regional Landfill Authority	
At Transfer Station	
½ ton pickup truck	\$10.00
¾ ton pickup truck	\$15.00
1 ton truck	\$25.00
2 ton truck	\$30.00
3 ton truck	\$35.00
5 ton truck	\$100.00
Trailers shorter than 8'	\$10.00
Trailers 8' - 20'	\$30.00
Trailers over 20'	\$50.00
Untarped loads of commercial, construction, industrial and/or institutional material	\$50.00
Trucks larger than 5 ton are to be directed to the regional landfill.	

Definitions:

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

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

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

Section 2: Residential Waste Collection – Hamlet of La Crete

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

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

PARKS

Section 1: General Park Fees

Day Use	Overnight	Weekly	Group Camping	Seasonal or Monthly Camping Stalls	Marina Dock Rental
Wadlin Lake					
No Charge	\$20	\$120	\$50 basic fee plus \$16/unit/day plus \$250 damage deposit	<u>Seasonal:</u> May 1-Sept.30: \$1,500 plus \$250 damage deposit	\$28/day with camping stall; \$10/day without camping stall
Machesis Lake					
No Charge	\$20	\$120	N/A	N/A	N/A
Hutch Lake					
No Charge	\$20	\$120	N/A	N/A	N/A
Zama Community Park					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	N/A	<u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
Tourangeau Lake					
No Charge	N/A	N/A	N/A	N/A	N/A
Fort Vermilion Bridge Campsite					
No Charge	N/A	N/A	N/A	N/A	N/A

Note: Where available, the Group Camping Fee allows for reservation of shelter for renter's use only. Basic fee is applicable for shelter only (no R.V.s).

Section 2: Penalties

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

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

Section 2: Penalties Cont'd

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

Note:

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

TRAFFIC REGULATIONS

Traffic Regulation Bylaw Part 2: Parking

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

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

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

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

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

Traffic Regulation Bylaw Part 5: Miscellaneous

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

Note:

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

Off-Highway Vehicles Bylaw Offences

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

FIRE SERVICES FEES

Provincial Roadways Incidents

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

Item	Amount
<u>Response fees including man power:</u>	
Pumper Unit	\$400.00 \$610.00 per hour
Ladder Unit (Aerial)	\$400.00 \$610.00 per hour
Tanker Unit	\$400.00 \$610.00 per hour
Rescue Unit	\$400.00 \$610.00 per hour
Command Unit	\$180.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15% Road Builders Rates
<u>Manpower Fee:</u> (if only manpower is requested/needed)	
Officers	\$50.00 per man hour
Firefighter	\$40.00 per man hour

ESRD Provincial Incidents – as per Mutual Aid Agreement

Item	Amount
<u>Response fees including man power:</u>	

Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour
Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<u>Manpower Fee:</u> (if only manpower is requested/needed)	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

Other Incidents:

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

Note:

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

False Alarms

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

Other Fees

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

**As specified in Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:
 - (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or

- (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

DOG CONTROL FEES

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

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

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

Note:

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

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS

Water/Sewer Rates - Up to February 28, 2014

Rate Description	Fixed Fee	Consumption Fee
Water Rates for Metered Users	\$28.76/month	\$3.20/m ³
Water Rates for Cardlock Users (treated water)	N/A	\$3.20/m ³
Water Rates for Cardlock Users (untreated water)	N/A	\$2.38/m ³
Sewer Rate for Metered users		26% of the total water charge amount

Water/Sewer Rates – Effective March 1, 2014

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$31.52/month plus \$0.73 per m ³ of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m ³ of consumption	N/A

Penalties

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

Fees and Deposits

Description	Fee Amount
Application fee for new account move in	\$20.00
Transfer from one account to another	\$20.00
Reconnection of account due to non-payment of account	\$50.00
Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw)	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00

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

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

becomes the absolute property of Mackenzie County free from any claim in respect thereof.

Meter Fees

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

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

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

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

Fines for Water/Sewer

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

DESCRIPTION	PENALTY
Failing to connect to Municipal Utility	\$2,500.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
Interfering/Tampering with Municipal Utility	\$2,500.00
Operation or use of Municipal Utility without authorization	\$250.00
Failing to allow County staff or agent to enter premises	\$250.00
Failing to maintain water or sewer system	\$100.00
Failure to use proper material	\$250.00
Failure to install sewer backflow preventer	\$150.00
Failure to install cross connection control device	\$500.00
Failure to execute proper tapping or backfilling	\$250.00

DESCRIPTION	PENALTY
Covering a water or sewer system prior to inspection	\$250.00
Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$500.00
Failure to report broken seal to County	\$50.00
Obstruction of Fire Hydrants/Valves	\$100.00
Illegal disposal of water	\$1,500.00
Well or other source of water supply	\$250.00
Illegal disposal in sewer or storm drainage system	\$2,500.00

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

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading and shall repeal and replace Bylaw **912-13-937-14**.

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

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

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

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM049 Bursary Policy

BACKGROUND / PROPOSAL:

Council established ADM049 Bursary Policy and annually budgets for bursary program. Policy ADM049 currently has the following criteria:

1. “Student Eligibility

- 1.1 *Bursaries will be made available to first time university/college students within two years from their public school graduation date and either student or immediate family must be living in the County.*
- 1.2 *Returning students may apply to receive a bursary. Student’s immediate family must be living within Mackenzie County.*
- 1.3 *Must be enrolled in a post-secondary education or certified trade institution.*
- 1.4 *Must commit to live and work in Mackenzie County for a six-month period upon graduation of post-secondary education.*
- 1.5 *Must be able to demonstrate commitment to community and education.*

6. Administrative process

- 6.1 *The bursary applications (Schedule A) shall be advertised during the first two weeks of May with the closing date for applications being 4:30 p.m. on the second Friday of June.”*

The Policy currently excludes mature students. The inclusion of mature students would create an incentive to pursue education for this group. In addition, the current closing date of the applications does not allow for awarding bursaries prior to recipients’ graduation ceremonies, and therefore have not been formally awarded by councilors.

Author: E. Nyakahuma **Reviewed by:** _____ **CAO** JW

OPTIONS & BENEFITS:

After reviewing the multiple amendment options at their August and October 2013 meetings, the following changes have been proposed by the Finance Committee:

To give higher priority to first time students and also include returning and mature students as eligible to apply.

1. Student Eligibility

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

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

6. Administrative process

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

COSTS & SOURCE OF FUNDING:

Annual operating budget

SUSTAINABILITY PLAN:

The bursaries assist in for continuing education for our residents.

Author: E. Nyakahuma Reviewed by: _____ CAO JW

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That Policy ADM049 Bursary Policy be amended as presented.

Author: E. Nyakahuma **Reviewed by:** _____ **CAO** JW

Mackenzie County

Title	Bursaries	Policy No:	ADM049
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Legislation Reference	MGA, Section 1 b)
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Purpose

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

Policy Statement and Guidelines

Statement:

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

Guidelines:

1. Student Eligibility

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

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

2. Return Service Agreement

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

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

3. Bursary Amount

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

4. Bursary Cancellation

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

5. Bursary Awarding

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

6. Administrative process

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

- Successful bursary recipients will receive notification within two weeks of the awards; however, the funds will not be provided until the Return Service Agreement (Schedule B) has been signed, confirmations of acceptance from the post-secondary institution and of tuition paid have been received.
- If not all annually allocated funds have been distributed, the Finance Committee may re-advertise the bursary applications.
- Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.

7. Administrative responsibilities

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

	Date	Resolution Number
Approved	12-Apr-11	11-04-347
Amended		
Amended		

MACKENZIE COUNTY BURSARY APPLICATION (SCHEDULE A)

General Guidelines

Student Eligibility

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

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

Return Service Agreement

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

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

Bursary Amount

The usual amount of the bursary is \$1000.00; however both the number and value of bursaries available each year may vary.

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

Application Must Include:

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

Application deadline

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

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

MACKENZIE COUNTY BURSARY APPLICATION FORM (SCHEDULE A)

CONTACT INFORMATION (please print)

Full Name: _____ Phone Number: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Street Address or Land Location: _____

Number of Years Lived in Region: _____

EDUCATIONAL INFORMATION

Name of Public School: _____ Graduation Date: _____

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

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

Post-Secondary Institution: _____

Program of Study: _____

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

Date you expect to graduate: _____ 20____

PERSONAL INFORMATION

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

Please list any community involvement and past work experiences.

Please list any extracurricular activities, hobbies and interests.

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

APPLICANT DECLARATION

I declare that:

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

I agree to:

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

I understand that:

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

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

I consent to:

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

X _____
Signature of Applicant

Date Signed

RETURN SERVICE AGREEMENT

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

BETWEEN

Mackenzie County
(referred to as the "Sponsor")

and

(referred to as the "Student")

of the _____ of _____, in the Province of Alberta

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

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

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

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

THEREFORE the parties agree as follows:

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

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

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

Fax: (780) 927-4266

To The Student

Phone: () _____

Fax: () _____

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

SIGNED IN THE PRESENCE OF

Signature of Witness

Signature of Student

Printed name of Witness:

Address of Witness:

Postal Code of Witness:

Phone Number of Witness

TO BE COMPLETED BY THE SPONSOR

Witness

Signature of Sponsor



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Housing and Seniors' Lodge

BACKGROUND / PROPOSAL:

Over the past few years, Mackenzie County, Town of High Level, Town of Rainbow Lake (the three municipalities that being requisitioned by Mackenzie Housing Management Body), have been discussing the possibility of a new lodge facility , in addition to the Heimstead Lodge. This is due to the past needs assessments that have been completed by multiple organizations.

The Town of High Level (THL) did not wish to see a seniors' lodge being constructed and operated by the Mackenzie Housing Management Board (MHMB) in the Town, and requested to be released from the MHMB, requesting that the requisitions powers be granted to the High Level Housing Authority (HLHA), and expanding these requisitioning powers to outside of the THL borders, into the Mackenzie County area.

In response to that, at their Special Council Meeting on March 28, 2011, Mackenzie County Council unanimously passed the following motions:

That the County support the construction of a new seniors lodge or assisted living facility in High Level and that it be managed by the Mackenzie Housing Management Board as the requisitioning body.

That Council support capital requisitioning by the Mackenzie Housing Management Board for lodge facilities across the region inclusively.

That the County support restructuring the Mackenzie Housing Management Board.

Subsequent to this, Mackenzie County approached the Minister responsible for the seniors' lodges to support the County in its quest as per the above motions.

Author: Joulia Whittleton **Reviewed by:** _____ **CAO** JW

Coincidentally, the Province was recommending the housing authorities' consolidations, stipulating a minimum of units that each body must have within its care, dissolving smaller bodies that, in the opinion of the Province, did not have a sufficient administrative and operational capacity that otherwise would be available in a larger organization.

As the result of these multiple developments, the Province suggested that the MHMB and the HLHA be amalgamated. A committee comprised of the MHMB members, HLHA and First Nations was established. The committee has done some good work by recommending the composition of a new board: four members from MC, two members from THL, two members from TRL, one member from La Crete Municipal Nursing Association, one member from First Nations; and this new board structure was approved by each municipality. The Committee worked on a draft "Frontier Housing" Ministerial Order with Municipal Affairs assistance. The Committee also recommended that the three municipalities obtain funds through the Regional Collaboration Grant to undertake a housing needs assessment in Mackenzie Region. The Region has now received approval for \$100,000 to undertake the needs assessment. Based on past discussions with Municipal Affairs, an assessment is needed before a housing body can apply for funding for a new capital facility to verify the needs, locations for future facilities, etc. The Committee is tasked now to develop a request for proposals document for the study and is meeting on April 1, 2014.

The amalgamation was put on hold because of the unpaid requisition by the THL to MHMB. In the meantime, Mackenzie County supported MHMB's request to the Minister of Municipal Affairs to be the lead on the construction of a new facility in the Region (see MC's November 2013 letter to the Minister of Municipal Affairs).

The unpaid requisition dispute, which commenced in 2007, between THL and MHMB was forwarded to the Municipal Government Board (MGB) for a resolve. The parties to this dispute exchanged their defense/position papers. Mackenzie County was acting as an intervener and submitted its position to the MGB. Prior to having its first meeting (Alternative Dispute Resolution option on March 21, 2014), THL entered into some negotiations with MHMB and paid the outstanding requisition balance.

OPTIONS & BENEFITS:

Please review the letters exchanged between THL and the MHMB which were received by the County on March 19, 2014.

Although Mackenzie County has not received any specific requests from the MHMB related to this latest development, Mackenzie County Council needs to have a discussion regarding what this means for amalgamation and for moving ahead.

Council needs to discuss the following:

Author: Joulia Whittleton Reviewed by: _____ CAO JW

- What is Mackenzie County’s position on continuing to push for amalgamation as initially intended? Based on the attached letter, pursuing the amalgamation at this time impedes accessing provincial funding as expeditiously as possible.
- All parties currently are agreeing that a new facility is a must for the Region, but what is Mackenzie County’s position on the location of this new regional facility? Is it still in line with the March 2011 motion? Based on our administrative knowledge, the housing needs assessment is required to confirm a location before provincial funds will be made available to the Board. What are the risks associated with identifying a location prematurely?
- MHMB’s motions refer to an “assisted living facility”. What are the parameters of the assisted living facility and which Ministry is responsible for these types of facilities? Based on web info (attached), AHS is responsible for the assisted living and it is not identical to a seniors’ lodge (assuming limited to lodging accommodations). That being said, one could assume there is some “overlapping” and additional clarification is required – why “an assisted living facility”?

Municipal Affairs website describes the following seniors’ lodge programs:

1. Seniors Self-contained Program

“This program provides apartment type accommodation to low and moderate-income seniors who are functionally independent with or without the assistance of existing community based services. A tenant’s rent, which includes heat, water and sewer expenses, is based on 30 percent of a household’s adjusted income. The tenant is responsible for electricity, telephone and cable television, as well as any additional services they may request i.e. parking.

The province owns most apartments under this program, and any operating deficits are fully funded by the province through an annual budget review process. Management and tenant selection are delegated to the local housing operators.

Senior citizens whose income falls below local limits (refer to [2013 Core Need Income Thresholds](#) document) and who are functionally independent, with or without the help of existing community based services are eligible. Applicants are prioritized on the basis of need. “

2. Seniors’ Lodge Program

“The Seniors’ Lodge program offers single and double bed/sitting rooms, meals, housekeeping and other services and recreational opportunities for seniors who are functionally independent, with or without the help of existing community-based services.

Lodge management and tenant selection are delegated to local Housing Management Bodies (HMB). Applicants are prioritized on the basis of need, taking into consideration

Author: Joulia Whittleton Reviewed by: CAO JW

housing needs, level of support required and the applicant's income. In some cases, applicants must also meet local residency requirements.

Lodge rates are set by the local HMB, so they may vary between regions. To protect lower income residents, HMBs must adjust the monthly rate to ensure that each resident has at least \$265 per month in disposable income."

- If the amalgamation is of the table, should inclusion of FN representation through an amendment to MHMB's MO still be considered and pursued?
- If MHMB's MO can be opened up for a review, should Mackenzie County's representation on the Board be revisited?

While Council discusses these, please keep in mind that unanimous consent of the MHMB members is required to requisition for capital. In hindsight, the Region should have been requisitioned for capital for the past years to avoid borrowing and paying the interest costs for the future capital facilities.

Please note that the MHMB will be attending the Mackenzie County Council meeting on April 8, 2014.

COSTS & SOURCE OF FUNDING:

Mackenzie County, Towns of High Level and Rainbow Lake pay an annual requisition to Mackenzie Housing Management Board proportionally to their respective equalized assessments.

SUSTAINABILITY PLAN:

Seniors' lodge facilities are much needed across the Region.

COMMUNICATION:

NA

RECOMMENDED ACTION:

For discussion.

Author: Joulia Whittleton Reviewed by: _____ CAO JW

March 13, 2014

Box 350
La Crete, Alberta
T0H 2H0
Phone: 780-928-4349
Fax: 780-928-4345

Crystal McAteer, Mayor
Town of High Level
10511—103 Street
High Level, Alberta
T0H 1Z0

Dear Crystal:

Re: **High Level Assisted Living Facility**

Thank you for meeting with our CAO and myself last evening. It appears we are in agreement, that together, we wish to move forward to ensure an assisted living facility is built in High Level. We also agreed that the amalgamation of the two housing authorities does not make sense for this region at this time; and an amalgamation at this time would only impede the construction of a new facility. In our meeting, we discussed the need to partner with First Nations, in particular the Dene First Nations as their people will be a large user of the new facility and we would support that partnership to work with them to realize a new facility.

We wish to assure you that the Mackenzie Housing Management Board is behind the building of a new assisted living facility in High Level and are prepared to move forward as soon as possible. We further agreed that the outstanding financial situation must be cleared up, so that funding could be accessed from the provincial government.

At our August 2013 regular board meeting the following motion was made:

“That Mackenzie Housing Management Board build a lodge in High Level as per the direction of the municipalities.”

We still support this motion and are ready to move forward to make this happen with the support of the Town and the other municipalities.

Sincerely



George Friesen
Chair



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

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

OFFICE OF THE MAYOR

Mr. George Friesen, Chair
Mackenzie Housing Management Board
9913-106 Street
Box 350
La Crete, AB
T0H 2H0

Tuesday March 18, 2014

Dear Mr. Friesen:

The Town of High Level wishes to facilitate moving forward the development and construction of an assisted living facility in High Level and to expedite the process for accessing provincial funding for the project.

To that end the Town Council has authorized full payment of the requisition amount referred to in your letter of March 13, 2014, subject to its receipt of a resolution of the Mackenzie Housing Management Board;

- a. Confirming the content of the aforesaid Mackenzie Housing Management Board letter dated March 13, 2014 and,
- b. Committing that construction of an assisted living facility in High Level will be the Board's first upcoming capital project.

We look forward to an early notification of steps to initiate the project and the opportunity to assist that effort in any way possible.

Concerning our respective approaches to the requisition matter, the Town would like to continue discussions at some point in an effort to find common ground for achieving a mutually acceptable resolution.

Yours truly,

Crystal McAteer
Mayor
Town of High Level

cc: Town of High Level Council
Tom Derreck, CAO, Town of High Level

Gateway To The South

March 18, 2014

Box 350
La Crete, Alberta
T0H 2H0
Phone: 780-928-4349
Fax: 780-928-4345

Crystal McAteer, Mayor
Town of High Level
10511—103 Street
High Level, Alberta
T0H 1Z0

Dear Crystal:

Re: **High Level Assisted Living Facility**

In response to your letter dated March 18, 2014, the Mackenzie Housing Management Board held a special board meeting earlier this evening. The following Motion were made:

Moved by John W. Driedger

That approval be given to build and operate an assisted living facility in High Level as Mackenzie Housing Management Board's first capital project with the provision there is no amalgamation between Mackenzie Housing Management Board and High Level Housing Authority; and that the outstanding requisitions in the amount of \$46,514.53 be received from the Town of High Level.

Carried Unanimously

Moved by Peter Wieler

That Mackenzie Housing Management Board is willing to partner with Dene First Nations to realize the new facility in High Level.

Carried Unanimously

We look forward to having this issue resolved and to be able to move forward in realizing our mutual goals.

Sincerely



George Friesen
Chair

Intent of Living Option Guidelines

Alberta's new *Continuing Care Strategy: Aging in the Right Place* outlines a new way of delivering continuing care services, one that will offer greater choice and enable seniors and individuals with disabilities to remain in their own homes and communities, as opposed to being admitted to supportive living or long-term care.

The intent of these Living Option guidelines is to provide a set of support tools to assist with consistent living option decisions in relation to Supportive Living levels 3, 4 and Long-term Care.

Consistent application of these guidelines will ensure that long-term care beds are used by those who most need them: those clients with complex, unpredictable medical needs requiring 24-hour on-site unscheduled Registered Nurse assessment and services.

The attached Guidelines are based on and supplement Alberta Seniors & Community Supports Supportive Living Framework Levels 3 and 4 and the role of Facility Living as described in the Alberta Health & Wellness Continuing Care Health Service Standards.

The Guidelines are not meant to be rigid or overly prescriptive. Case managers and assessors will be person-centred and will be flexible in accommodating client needs and choices as much as possible while considering and managing risk to clients. This will especially be the case over the transition period (three to seven years) as more facilities are developed and more options are available for seniors. In the interim, it is recognized that, because of the lack of intermediate options, some seniors will be accommodated in more dependant accommodation than they require.

These Guidelines are intended to cover the majority of programs and services. Criteria for specialized living options and short stay programs and units will be developed.

Current terminology regarding specific program names varies greatly across Alberta so examples of settings are provided for information. The term "designated" generally denotes a partnership with an operator, with funding provided by Alberta Health Services (AHS) for health care support services. Operators may be public, private or voluntary.

Admission and Transition Processes

- Through the AHS Coordinated Access process, all clients will be assessed for access to the most appropriate level of care and identified program.
 - All clients will be provided with information regarding the range of available services and options to meet their assessed needs including access to affordable accommodation.
- Access criteria for each level of care serve as general guidelines. Each client will be individually assessed. Temporary changes in status may occur with acute episodes of illness, falls and post hospitalization and reassessment may be required.
- Efforts will be made to support individuals to stay in their choice of living option to enable "aging in place" including, for example, the use of added care.

Common to All Living Options

- Operators will provide a safe and secure environment and hospitality services as per the Supportive Living Accommodation Standards or the Long-Term Care Accommodation Standards.
- Operators in partnership with AHS meet or exceed the Continuing Care Health Service Standards such as but not limited to:
 - End of life care and support will be provided.
 - Allied Health assessments and treatment will be provided according to client needs. These include Recreation Therapy, Physical Therapy, Occupational Therapy, Social Work, Speech Language Pathology (including swallowing assessments), and Respiratory Therapy.
 - Scheduled professional nursing treatments may include but are not limited to subcutaneous or intramuscular injections, complex dressings, etc.
 - Dietitian assessments and monitoring will be available if required for clients with special diets.
 - All clients will have access to medically required physician services and primary care including referral to specialist services.
 - All clients will have access to appropriate diagnostic and emergency services. Where possible, urgent assessment and care will be provided in the living option rather than an acute care setting.
 - Clients with unpredictable behaviours will have access to the appropriate environment for their needs.
 - Clients with behaviours requiring certification under the Mental Health Act will only be admitted to living options with appropriate programs and setting.

Definition:

A designated **Supportive Living Level 3** – Assisted Living is an environment that provides 24-hour on-site scheduled and unscheduled personal care and support provided by Health Care Aides.

Some settings may have a secured environment.

Professional health services including Registered Nurse services with 24-hour on-call availability, case management, assessment and other consultative services such as but not limited to Geriatric/Psychogeriatric Outreach Teams, Palliative Care, Social Work, Rehabilitation services, etc. are provided through AHS.

Examples of Settings – Living Options

- Enhanced Living
- Enhanced Living – Dementia Cottage
- Enhanced Lodge
- Level 3 Personal Care Homes
- Special Care Home
- Family Care Homes

Access Criteria:

Clients will be assessed as not able to safely cope in their home or lower level living option with or without informal support. They also will be assessed as requiring 24-hour personal care and support in a supportive, structured and supervised environment.

Medical Conditions:

- Medical condition is stable and appropriately managed without a 24-hour on-site Registered Nurse or Licensed Practical Nurse
- PRN (unscheduled) medication assistance available if client capable of making request

Cognitive Status:

- May have mild dementia but behaviourally stable
- May require unscheduled reassurance
- No known risk of elopement but may wander, is easily redirected
- Awareness of personal space of others
- Social behaviour of resident does not induce fear and anxiety in other residents in this supportive living setting
- No known risk of self-harm or harm to others

Functional Status:

- Mobilizes independently or with one-person transfer
- Requires unscheduled personal care (assistance with management of incontinence, cueing and/or assistance with meals, transportation to meals, direction and/or cueing for initiation and completion of activities, assistance with prepackaged scheduled medications)
- Able to call for help using a call system

▪ **Social Support:**

- Informal caregivers remain a welcome and integral contributor to the person-centred plan of care

Exclusion Considerations:

- Complete meal assistance if dietitian support / consultation is not available
- Mechanical lift transfers
- Two-person transfers
- Chronic unmanaged incontinence not amenable to interventions

Definition:

A designated **Supportive Living Level 4** – Enhanced Assisted Living is an environment that provides 24-hour on-site scheduled and unscheduled professional and personal care and support, provided by Licensed Practical Nurses and Health Care Aides.

Professional health services including Registered Nurse services with 24-hour on-call availability, case management, assessment and other consultative services such as but not limited to Geriatric/ Psychogeriatric Outreach Teams, Social Work, Palliative Care, Rehabilitation services etc. are provided through AHS.

Where there are sufficient numbers, special programs may be established for clients with similar complex clinical or complex functional care requirements (e.g., brain injured, ventilator dependent). If insufficient numbers, clients requiring these services will receive them as part of a general unit or program, subject to individual assessment.

Examples of Settings – Living Options

- Designated Assisted Living
- Level 4 Personal Care Homes

Access Criteria:

Clients will be assessed as not able to safely cope in their home or lower level living option with or without informal support. Also, they will be assessed as requiring 24-hour professional and personal care and support in a supportive, structured and supervised environment.

Medical Conditions:

- May be complex but are stable and appropriately managed safely through an interdisciplinary person-centred plan of care
- Unscheduled professional assessments may be required to adjust the plan of care which may include medication management

Cognitive Status:

- May have varying levels of dementia but are behaviourally stable
- May require unscheduled reassurance
- Minimal risk for elopement but may wander, is easily redirected
- Social behaviour of resident does not induce fear and anxiety in other residents in this supportive living setting
- Minimal risk of self-harm or harm to others

Functional Status:

- Will have complex physical care needs that cannot be met at home or in a lower level of supportive living
- May require the following types of assistance with Activities of Daily Living (ADL):
 - Complete meal assistance including tube feeding
 - Mechanical lift transfers
 - 2 person transfers
 - Total assistance to mobilize including portering
 - Medication assistance or administration
 - Chronic unmanaged incontinence

Social Support:

- Informal caregivers remain a welcome and integral contributor to the person-centred plan of care

Exclusion Considerations:

- Unpredictable behaviour placing self and others at risk
- Require 24-hour on site RN professional services
- Require intensive and/or extensive rehabilitation services that cannot be easily accessed

Definition:

A designated **Supportive Living Level 4 Dementia** – Enhanced Assisted Living provides a purposeful home-like design with small groupings of private bedrooms and associated spaces in a secured therapeutic environment. This environment provides 24-hour on site scheduled and unscheduled professional and personal care and support provided by Licensed Practical Nurses and Health Care Aides.

Professional health services including Registered Nurse services with 24-hour on-call availability, case management, assessment and other consultative services such as but not limited to Geriatric/Psychogeriatric Outreach Teams, Social Work, Palliative Care, Rehabilitation services etc. are provided through AHS.

Examples of Settings – Living Options

- Designated Assisted Living – Dementia Cottage
- Enhanced Designated Assisted Living
- Dementia Unit

Access Criteria:

Clients will be assessed as not able to safely cope in their home or lower level living option with or without informal support. Also, they will be assessed as requiring 24-hour professional and personal care and support in a supportive, structured and supervised environment.

Medical Conditions:

- May be complex but are stable and appropriately managed through an interdisciplinary person-centred plan of care
- Unscheduled professional assessments may be required to adjust the care plan including medication needs

Cognitive Status:

- Will have moderate dementia that may progress to later stages or other forms of cognitive impairment (CPS of 3 or greater)
- Lacks awareness of personal space of others
- Will have unpredictable behaviours including wandering which may include risk for elopement
- May have unpredictable behaviours placing self and others at risk but manageable in this environment

Functional Status:

- May have complex care needs that cannot be met at home or in other supportive living environments
- May require the following types of assistance with Activities of Daily Living (ADL):
 - Complete meal assistance, including tube feeding
 - Mechanical lift transfers
 - 2 person transfers
 - Medication assistance or administration
 - Chronic unmanaged incontinence

Social Support:

- Informal caregivers remain welcome and integral contributors to the person-centred plan of care

Exclusion Considerations:

- Unpredictable behaviour placing self and others at risk (may not be an exclusion considerations in some settings)
- Requires 24-hour on site RN professional services
- Requires intensive and/or extensive rehabilitation services that cannot be easily accessed

Definition:

Long-term Care Facility is an environment that provides services for people with complex unpredictable medical needs requiring 24-hour on site Registered Nurse assessment and/or treatment. In addition, professional services may be provided by Licensed Practical Nurses and 24-hour on site unscheduled and scheduled personal care and support will be provided by Health Care Aides.

Case management / Registered Nurse and Rehabilitation Therapy are provided on site. Other consultative services such as but not limited to Geriatric/ Psychogeriatric Outreach Teams, Palliative Care, etc. are provided through AHS.

Long-term facility care may have secured long-term care, dementia care units.

Where there are sufficient numbers, special programs may be established for long-term care clients with similar complex clinical or complex functional care requirements (e.g., brain injured, ventilator dependent). If insufficient numbers, clients requiring these services will receive them as part of a general long term care unit or program, subject to individual assessment.

Access Criteria:

Clients will be assessed as not able to safely cope in their home or in a lower level living option with or without formal support.

Medical Conditions:

- Will have complex unpredictable needs but are clinically stable and can be managed safely with 24-hour on-site Registered Nurse and regularly scheduled and unscheduled on-site physician support
 - Complex end of life care needs
 - Complex medication management
 - Complex nursing interventions
- Unscheduled assessments are often required to address changing resident care issues

Cognitive Status:

- May have any stage of dementia
- May have unpredictable behaviours placing self and others at risk

Functional Status:

- Will have complex physical needs with care requirements that cannot be met at home or in a supportive living environment
- May require the following types of assistance with Activities of Daily Living (ADL):
 - Complex nutritional intake requirements
 - Intensive and extensive rehabilitation requirements
 - Complex elimination requirements

Social Support:

- Informal caregivers remain a welcome and integral contributor to the person-centred plan of care
- There may be complex family dynamics requiring 24-hours/7-days RN on-site interventions

Exclusion Considerations:

- Clients with unstable acute medical or psychiatric conditions who require acute care hospitalization



Language and Terminology

leadership • advocacy • research • networking • resource sharing • education • housing registry • communication • consultation • partnerships

Government Definitions

Alberta Seniors and Community Supports

Continuing Care System		
Home Living	Supportive Living	Facility Living

Alberta Health Services

- Home Care
- Supportive Living
- Long-Term Care
- Acute Care

Continuing Care System

HOME LIVING	SUPPORTIVE LIVING	FACILITY LIVING
<p>People live independently in their own homes, including:</p>	<p>Combines accommodation/housing, hospitality and/or health services</p>	<p>Includes long-term care facilities (nursing homes/auxiliary hospitals)</p>
<ul style="list-style-type: none"> • Single family dwellings • Apartments • Condominiums • Seniors' independent living options 	<p>Residents require support with basic and personal care services. Varying degrees of supportive service combinations exist.</p>	<p>Residents are assessed as requiring the highest and most complex health care needs.</p>
<p>Home Care Community Based Services.</p>	<p>Basic services include one or more meal(s), housekeeping, laundry, life enrichment/recreation activities, safety and security, etc. Personal care and health service delivery provided through Home Care or Designated Assisted Living (DAL) contract between the operator or external agency and Alberta Health Services. Services provided by Health Care Aide (HCA) and/or Licensed Practical Nurse (LPN).</p>	<p>Health and personal care services provided under long term care contract with Alberta Health Services. In addition to HCA and LPN services, residents requires therapeutic services such as OT/PT and 24-hour registered nursing care for scheduled and unscheduled needs.</p>
<p>Individual choice determines building features.</p>	<p>Building features vary based on level but typically include private suite/unit and common areas including dinning room. Facilities must comply with Supportive Living Accommodation Standards. DAL facilities must comply with enhanced design standards.</p>	<p>Has specialized physical design and infrastructure to address highly complex needs. Facilities must comply with Long Term Care Accommodation Standards, Continuing Care Health Service Standards and enhanced design standards as mandated by Alberta Health Services.</p>
<p>Various residential acts, regulations & bylaws.</p>	<p>Licensed under <i>Supportive Living Accommodation Licensing Act**</i> Some are tax exempt</p>	<p>Governed by Nursing Homes Act or Hospitals Act Tax Exempt</p>

LEVELS OF SUPPORTIVE LIVING IN ALBERTA - SUMMARY

	Residential Living Level 1	Lodge Living Level 2	Assisted Living – Level 3	Enhanced Assisted Living Level 4
Resident Needs	Can manage most daily tasks and direct own care. Assistance can be scheduled.	Can manage some daily tasks and direct own care. Most assistance can be scheduled.	Has choices but requires assistance with many daily tasks. Increased scheduled and some non-scheduled assistance required.	Choices given but requires assistance with most/all daily tasks. Unscheduled assistance is frequent.
Building Features	Full Suites with kitchen, common area space varies. Laundry equipment is available.	Units with or without kitchenette, common dining and recreation area.	Units with or without kitchenette, common dining and recreation area.	Units with or without kitchenette, common dining and recreation area.
Hospitality Services	Meals (one minimum avail) Housekeeping (avail.) Laundry (may be avail.) 24 hour security	Full meal services (avail) Housekeeping (avail.) Laundry (avail.) 24 Hour on-site staff	Meals (full service) Housekeeping (weekly +) Laundry (avail.) 24 hour trained staff/personal, personal response system.	Meals (full service) Housekeeping (daily +) Laundry (provided) 24 hour LPN/personal response system
Health & Wellness Services	Needs assessed by Health System, services provided by Home Care.	Needs assessed by Health System, services provided by Home Care, funding arrangement or private pay.	Needs assessed by Health System, services provided by Home Care, funding arrangement or private pay.	Needs assessed by Health System, services provided by housing operator through funding arrangement or private pay.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Grain Hauling and Road Bans

BACKGROUND / PROPOSAL:

Due to railcar backlog, the grain haulers across Canada have been experiencing substantial difficulties.

The topic was discussed during the Tri-County meeting, Growing North Conference, and the AAMD&C convention. A tri-county letter was sent to the Federal and Provincial Ministers.

OPTIONS & BENEFITS:

Please see the attached communication from AAMD&C as a follow up to discussion that took place during the AAMD&C Spring Convention.

Administration was verbally advised by the Peace River Alberta Transportation personnel that our grain haulers will be able to obtain permits for the banned provincial roads.

AAMD&C urges the rural municipalities to establish grain hauling permitting routine to accommodate our agricultural producers.

Option 1:

Establish specified routes for grain hauling during the road ban season, subject to permits.

Author: Joulia Whittleton **Reviewed by:** _____ **CAO** JW

Option 2: (recommended)

Allow hauling on all county banned roads, subject to permits.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

This will assist in sustaining our agricultural community.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That Mackenzie County permits grain hauling to 100% of the legal weight on all County banned roads for the spring 2014 season, subject to permits and requesting the movement of product during cooler temperatures (ex. morning hours) to limit road damage.

Author: _____ Reviewed by: _____ CAO JW



Partners in Advocacy & Business

March 20, 2014

Dear AAMDC members,

The issue of getting grain to market was a hot topic at our Spring 2014 Convention and, as you know, the Federal Government recently announced their Order in Council for a short-term aid through increased rail shipments.

I had the opportunity to meet with Ministers of Transportation and Agriculture and Rural Development after our convention to discuss the issue of road bans and how they might impact the movement of grain. It is anticipated that an announcement regarding authorized provincial highway use will be made in the near future to facilitate grain movement to match increased rail movement.

The AAMDC is requesting that member municipalities consider similar action on their local roads and for members to work with producers to address this issue. Member municipalities can find workable solutions, such as offering producers a permit to haul grain on their banned roads 100 per cent of legal weight and requesting the movement of product during cooler temperatures (ex. morning hours) to limit road damage on specified routes.

We understand that this may require more monitoring of banned roads during the ban season, however we need to stand united with the provincial government to work with producers to get their products to market.

Moving products to market is vital to the sustainability of the agriculture industry and the AAMDC is pleased with the collaboration between multiple levels of government to address this issue. If any members need information regarding a permit template to accommodate this type of road use, please contact Kim Heyman, Director of Advocacy and Communications at 780.944.4079 or kim@aamdc.com.

Thank you for your cooperation on this matter.

Sincerely,

Bob Barss
President

cc: Minister Wayne Drysdale, Alberta Transportation
cc: Minister Verlyn Olson, Alberta Agriculture and Rural Development



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Community Planning Association of Alberta – Annual Planning Conference

BACKGROUND / PROPOSAL:

The CPA Conference was discussed at the March 11, 2014 Council meeting and was subsequently received for information.

Councillor Derksen has requested that this item be placed on the agenda again. The conference is being held April 14–16, 2014 in Red Deer.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

See attached for registration fees.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

For discussion.

Author: _____ Reviewed by: _____ CAO _____

The theme for the Community Planning Association of Alberta's 2014 Conference is **Planning for Resilience**. Sessions and speakers will present how to build resilience in our communities, engage participants in discussions about strategies to make rural communities more resilient and the realities of planning in Alberta. We believe this is a timely theme and one to be welcomed and embraced by our members.

Education Session 2014 Finding Agreement

Presented by: Alberta Municipal Affairs, Michael Scheidl

An informative Education Session for municipal staff, elected officials, and community leaders attending the conference to enhance their skills in negotiation and finding agreement.

The Education Session will provide participants with an introduction to conflict resolution methods and will build a foundation of knowledge and develop a set of communication skills to positively impact local initiatives.

Participants will learn how to:

- identify parties' positions and interests
- manage different working and conflict styles
- promote understanding and reach agreement

Drew Hyndman, Education Session Chair

2014 Annual Conference Planning for Resilience April 14 to 16, 2014

Fees: Member \$435.00 Non-Member \$500.00

Fees: Students \$ 50.00 Student Fee includes both the Conference & Education Session.

Registration fee for Conference includes:

- Minister's Reception April 14
- Pub Night.....April 14
- Conference Sessions April 14, 15, 16
- Mobile WorkshopApril 15
- Luncheon & Banquet April 15
- Silent Auction April 15
- Annual General Meeting April 15
- Grand Prize Draw..... April 16

Education Session 2014 Finding Agreement

April 14, 2014 – 9:00 am to 12:15 pm

Fees: Member \$ 125.00 Non Member \$150.00

Registration fee for Education Session includes:

- Hot Breakfast Buffet and Hot Lunch Buffet
- Information Package

Conference Venue

The Black Knight Inn
2929 – 50th Avenue, Red Deer, AB T4R 1H1
Reservations: 1-800-661-8793 (Toll Free)

Please make your own room reservation. When registering, remember to tell the Black Knight Inn that you are a delegate of the 2014 CPAA Planning Conference.

Exhibitors are Welcome – Display Space \$250.00 and includes One Banquet Ticket
Contact the CPAA office or download form online.



2014 Annual Conference Planning for Resilience

April 14 to 16, 2014

Black Knight Inn
Red Deer, Alberta

www.cpaabiz.com

Message from the Conference Committee

Welcome to the 2014 Community Planning Association of Alberta annual conference! The CPAA Board of Directors is once again excited about this year's theme: **Planning for Resilience**. Last year communities throughout Alberta faced the costliest natural disaster in Canadian history and only three years ago Slave Lake experienced its own disaster that no one could have ever anticipated. What can we learn from these experiences and how can we be better prepared for the challenges of the future? The conference provides a great opportunity to hear from experts and share ideas with colleagues from across the province.

The CPAA Conference will allow you plenty of time to network, as well as to learn and will be held in Red Deer, at the Black Knight Inn.

CPAA is grateful for the contributions of our sustaining sponsors. Their generosity helps to ensure that the Alberta Planning Conference continues to be a great success.

We look forward to seeing you at the 2014 CPAA Alberta Planning Conference!

Sincerely,
Your Conference Committee

Drew Hyndman, Liz Armitage
Candace Banack
CPAA Board of Directors

Silent Auction 2014

Donations are respectfully requested for this CPAA Scholarship fund-raiser. Please contact the CPAA office before the conference with the item donation information. cpaa@cpaa.biz

Conference Speakers

Honourable Ken Hughes, Minister of
Municipal Affairs **MLA Welcome Reception**

1A Preparing for the Grey Wave – Making our Communities Senior Friendly

Lori Kovacs, Western Rocky View Communities
Development Society
Phil Unland, Rural Seniors Advisory
Armin Preiksaitis, parioPlan
Terrence Hodgkinson, CMHC

1B Municipal Implementation of the Regional Plans

Eleanor Mohammed Alberta Environment &
Sustainable Resource Development
Joannes Wong, Alberta Municipal Affairs

2A From Lemons to Lemonade – Innovations in Stormwater Management and Design

Ken Venner, Brown & Associates Planning Group
Dennis Westhoff, Westhoff Engineering
Resources Inc

2B Glenbow Park Foundation

Andy Crooks, CEO, Glenbow Park
Tim Harvey – Landowner of Glenbow Park
John Kristensen – Alberta Parks

3A Mobile Workshop – Downtown Red Deer Redevelopment Plan

Terry J Myles, ISL Engineering and Land
Services
John Collier ISL Engineering and Land Services

3B Conserving the Majesty of Alberta

Larry Simpson, Nature Conservancy
Dustin Pate, Western Sky Land Trust
Brad Stelfox, ALCES

Conference Program Topics

Keynote Speaker - Andre Courbould
Chief Assistant Deputy Minister
Southern Alberta Flood Recovery Task Force

Plenary – Tuesday AM

Redevelopment – Challenges and Solutions
Jeneane Grundberg, Brownlee LLP

Plenary – Tuesday PM

Public Engagement – Creating Excitement for Planning Projects
Jared Kassel, Town of Cochrane
Lauren Bartlette, Urban Systems
Paula Hall, IAP2

Plenary – Wednesday AM

Beyond the Gravel Wars: Reflections on Municipal and Industry Best Management Practices to Aggregate Resources Planning in Alberta
Nathan Petherick, Brown & Associates Planning Group

Closing Plenary

To be confirmed



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Recycling Council of Alberta Conference

BACKGROUND / PROPOSAL:

Councillor Braun has requested that this item be placed on the agenda. See attached for more information regarding the conference to be held October 1 – 3, 2014 in Lake Louise.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

See attached for registration fees.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

For discussion.

Author: _____ Reviewed by: _____ CAO _____



About The RCA

Mission and Goals
Public Policy
Activities
Membership
Committees
Board of Directors
Patrons

Conferences & Events

RCA Conference
Upcoming Conference
Registration Form
Proceedings
Waste Reduction Week
Rs of Excellence Awards
Nomination Form
Recent Winners
Historical Award Winners
Upcoming Events
Workshops

Info & Resources

Reports & Presentations
Speakers Bureau
Ambassadors
Connector Newsletter
RCA Newsflash
Classifieds
Market Updates
Links

Enviro Business Guide

Directory Listings

Contact Us

Contact Us



Conference & Events

Upcoming RCA Conference

The Recycling Council of Alberta's **2014 Waste Reduction Conference "Recycling in the Rockies – A Waste Reduction Expedition"** will be held October 1-3, 2014 at The Fairmont Chateau Lake Louise. Please [email us](#) if you would like to receive conference updates when they become available, or opt into our email list.

The conference will feature a wide array of topics and speakers, and potential presenters are welcome to submit proposals on a range of topics, including food waste diversion, commercial and institutional recycling, Zero Waste special events, and other innovative programs and technologies.

A wide choice of sponsorship opportunities to suit all budgets will also be available this year.

Potential speakers and sponsors are invited to contact the RCA at 403.843.6563 or info@recycle.ab.ca.

Registration

Fees include sessions and exhibits, as well as scheduled meals, refreshments and entertainment.

Conference Registration Fee	RCA Member	Non-Member
Early registration (before Aug. 30)	\$ 500 + GST	\$ 600 + GST
Late registration	\$ 600 + GST	\$ 700 + GST
Early exhibit space (before Aug. 30) (exhibit fee includes one full conference registration)	\$ 850 + GST	\$ 950 + GST
Late exhibit space (exhibit fee includes one full conference registration)	\$ 950 + GST	\$ 1050 + GST
<i>GST (#137 345 070 RR0001) applies to all of the above</i>		

Grassroots and Students

A limited number of grassroots and student sponsorship packages will be available. For further information, contact our office.

Professional Development Credits / Continuing Education Units

This conference is on [Alberta Environment and SRD's list of approved courses](#) for continuing education for the Alberta Landfill and Composting Facility Operator Certification Program. Conference delegates who are members of other professional or regulatory bodies or associations that have a Continued Professional Development program may want to check with the association to find out whether conference attendance can be counted towards their certification renewal.

Exhibits

Exhibit space is limited. Exhibit fees include one full conference registration - additional staff must register separately.

Sponsorship Opportunities

Contact [Christina Seidel](#) at 403.843.6563 to discuss sponsorship options.

Accommodation

The Fairmont Chateau Lake Louise is offering special delegate rates starting at \$209 per night (plus applicable taxes & gratuities). Please be sure to state that you are with the group "Recycling Council of Alberta" when booking your room. Reservations must be made prior to August 29, 2014 to ensure availability. After this date, reservations will be subject to availability and higher rates may apply. For The Chateau's in-house reservations department, call 403.522.3511. The Global Reservations Centre at 1.800.441.1414 can also assist you with room reservations. Travel directions and options to get to the hotel are [outlined here](#).

For more information on this or any other feature of the conference, please contact the Recycling Council of Alberta at 403.843.6563 or info@recycle.ab.ca.

[Mobile Version](#)

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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Committee of the Whole Meetings

BACKGROUND / PROPOSAL:

With the intent to improve opportunities for strategic dialog and maximize the informal aspects, a recommendation was made at the April 2013 strategic planning session to use Committee of the Whole (COW) meetings to provide direction to staff versus making decisions.

Councillors are able to propose topics for the agenda and administration will utilize the Request for Direction form.

COW meetings generally take place on a regular council meeting date between 10:00 am and 11:00 am at the second council meeting of the month.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Committee of the Whole will be considered a committee meeting for purposes of councillors' remuneration.

SUSTAINABILITY PLAN:

N/A

Author: _____ Reviewed by: _____ CAO _____

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That the Committee of the Whole meetings be scheduled between 10:00 a.m. and 11:00 a.m. on the following dates and that the regular council meeting begin at 11:00 a.m.

- April 28, 2014
- June 23, 2014
- September 24, 2014
- October 29, 2014
- November 26, 2014

Author: _____ Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Correspondence – Alberta Agriculture & Rural Development (ASB Program Field Visit)
- Correspondence – MGB (MHMB and Town of High Level Dispute)
- Correspondence – Alberta Tourism, Parks and Recreation (2017 Alberta 55 Plus Winter Games)
- Correspondence – Alberta Agriculture & Rural Development (Wild Boar)
- Mackenzie Housing Management Board Meeting Minutes
- La Crete Recreation Board Meeting Minutes
- High Level Public Advisory Group Meeting Minutes
- Diseased Bison Management
- Northwest Persons with Development Disabilities Annual Spring Celebration & Awards Night
- Zero 2014 – A Conference for a Low Carbon Future
-
-
-

RECOMMENDED ACTION:

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

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

March 7, 2014

*Carol -
info to Council*

Mr. Joe Peters, ASB Chair
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Peters:

The ASB Program Team has randomly selected Mackenzie County for a field visit in 2014. The purpose of this field visit is to strengthen our relationships with ASBs and to fulfill recommendations made by the Office of the Auditor General. This is a unique opportunity for your municipality to highlight your programs and accomplishments and talk one on one with ASB Program Staff. Eighteen municipalities across the province will be visited in 2014.

We would like to visit with your ASB sometime between mid-June to late September. We would like to meet with the ASB members, agricultural fieldman and other municipal staff involved with the ASB program. We know that this is a busy time of year for ASB programs but the objective of a field visit is to see the results of your programs and we get the best sense of the success of your programs when they are actively ongoing.

A field visit is a full day process and consists of two components: meeting with ASB members and staff and tour of the municipality. This allows us time to discuss any questions or concerns your ASB members may have, to see some of your programs in action and outcomes from previous year's programs. The field visit focuses on the outcomes and deliverables of your Strategic Plan you submit to us every year. We may request to see outcomes of particular programs as part of the field visit based on our review of your Strategic Plan.

Please consult with your ASB members and agricultural fieldman to arrange a date for a field visit. Pam Retzloff, ASB Program Coordinator, will be coordinating the dates for the field visits so please contact her at pam.retzloff@gov.ab.ca or phone (780) 427-4213 at your earliest convenience with your date.

.....2

We are looking forward to the opportunity to come and visit with you this summer.

Sincerely,

Maureen J. Vadnais

Maureen Vadnais, Program Manager
Agricultural Service Board Program

Enclosure

cc: Grant Smith, Agricultural Fieldman
Julia Whittleton, CAO

March 19, 2014

MGB File: 13/HMB-001

RMRF File: 104426-002
Shores Jardine File: 7559 GJSP

Barbara L. Spurgeon, CAO
bspurgeon@mackenziehousing.ca
Mackenzie Housing
Management Body
PO Box 350,
La Crete, AB, T0H 2H0

Gwendolyn Stewart-Palmer
gwendolyn@shoresjardine.com
Shores Jardine LLP
2250, 10104 – 103 Ave,
Edmonton, AB, T5J 0H8

Joulia Whittleton, CAO
jwhittleton@mackenziecounty.com
Mackenzie County
Box 640
Fort Vermilion, AB, T0H 1N0

Re: Mackenzie Housing Management Body and Town of High Level dispute

The MGB is in receipt of Ms. Barb Spurgeon's March 19, 2014 email withdrawing the dispute. Accordingly, all scheduled matters are cancelled, and the MGB file will be closed.

Please accept my congratulations on resolving the dispute. I hope that the MGB process played some part in its resolution.

Sincerely,

[via email]

Alexander Witt
Case Manager

cc: - Kelsey Becker Brookes, Reynolds Mirth Richards & Farmer.
- Simone Wiley, A/CAO, Town of High Level.



ALBERTA
TOURISM, PARKS AND RECREATION

*Office of the Minister
MLA, Vermilion-Lloydminster*

RECEIVED
MAR 12 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE

AR 25737

March 1, 2014

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

Dear Reeve Neufeld

As Minister of Tourism, Parks and Recreation, responsible for sport and recreation in Alberta, I am pleased to invite you to consider submitting a bid for the right to host the 2017 Alberta 55 Plus Winter Games in your community. Attached, for your information, is a brochure with details on how to apply.

I encourage you and your community to consider this invitation and the benefits that can result from hosting this event. The legacy of experienced volunteers and upgraded facilities associated with hosting Alberta 55 Plus Games, along with the economic benefits, has proven to be tremendous. The successful host will have the opportunity to showcase its community to approximately 1,100 participants from all regions of the province and to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

The community awarded the 2017 Alberta 55 Plus Winter Games will receive base financial support to cover operational, cultural and legacy aspects of the Games.

.../2

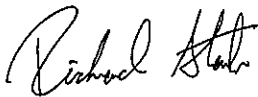
Reeve Bill Neufeld

Page 2

The *Guidelines for Communities Bidding to Host the 2017 Alberta 55 Plus Winter Games* are available from Alberta Sport Connection upon request to assist you in preparing your bid. In addition, Alberta Sport Connection staff are available to provide consultative assistance if required. For additional information, please do not hesitate to contact Mr. Dennis Allen, at (403) 297-2729; toll free by first dialing 310-0000; or e-mail dennis.allen@albertasport.ca.

I look forward to receiving your application.

Best regards,



Dr. Richard Starke
Minister

Enclosure

cc: John Short
Chair, Alberta Sport Connection

Dennis Allen
Alberta Sport Connection

March 20, 2014

Dear Municipality:

Through feedback received from various industry stakeholders, including Agricultural Service Boards (ASB), there is a growing concern regarding current and emerging invasive species in the province of Alberta which includes Wild Boar. In order to ensure that Alberta is able to manage Wild Boar properly, it is essential that a pro-active strategy for the province be developed and implemented with all of our producers in the form of a comprehensive Wild Boar management program.

On May 8, 2008, an amendment was made to the *Pest and Nuisance Control Regulation* under the *Agricultural Pests Act* (APA) declaring Wild Boar as a pest where it is at large in Alberta. This amendment allows for the empowerment of both individuals and local authorities to take active measures to prevent the establishment of, or to control, or destroy these pests.

With input from Wild Boar producers, ASBs, and Agricultural Fieldmen, Alberta Agriculture and Rural Development (ARD) has developed minimum containment standards for Wild Boar as the first step in resolving the problem of Wild Boar at large. By having all Wild Boar producers compliant with the minimum standards for containment, it is hoped that no further Wild Boar will escape into the wild. This is the first step in resolving the Wild Boar problem. These containment standards seek to enable producers to continue their livelihood, while at the same time, ensuring Wild Boar farming does not negatively impact the environment outside the farm.

Under the APA, the Minister may establish programs or enter into an agreement with local authorities for the purpose of preventing the establishment of, controlling, or destroying a pest or nuisance, and preventing or reducing damage caused by a pest or nuisance. It is ARD's goal to take the initial lead in the implementation and enforcement of these containment standards to achieve compliance. ARD will be working closely with the ASBs and Agricultural Fieldmen in those municipalities that have Wild Boar producers to implement a containment management plan including an inspection program to ensure that all Wild Boar producers have proper containment of their animals. Your municipality has been identified as not having any Wild Boar producers; however, if this information is not accurate, please contact our office and we will ensure that the information is followed up.

The containment standards are enclosed. There are two minimum standards that will be considered acceptable; however, we are well aware that some producers may have difficulty meeting those minimum standards initially. Those that do not meet the minimum standards will be afforded a temporary solution which involves the staking of their existing fences to the ground which will be required by October 1, 2014. The existing fences will then require upgrading to comply with the minimum containment standards by December 31, 2018.

Municipality
March 20, 2014
Page 2

If you have any questions or concerns, please contact me at 403-340-5320 in our Red Deer office.

Yours truly,

A handwritten signature in black ink, appearing to read "Lyle Marianchuk". The signature is fluid and cursive, with a large initial "L" and a long, sweeping underline.

Lyle Marianchuk
Branch Head

Enclosure: Minimum Containment Standards for Alberta Wild Boar

Minimum Containment Standards for Alberta Wild Boar Farms

CONTAINMENT STANDARDS

Fence construction:

There will be two acceptable minimum containment standards. Wild boar producers have a choice of either building a fence that is partially buried into the ground (Standard 1) or using a double fence system (Standard 2). Both of these fencing systems require an electric fencing component.

Standard 1 Buried fence with an electric wire.		Standard 2 Double fencing system with an electric wire.	
Fence height above surface*	Minimum 1.5 metres	Outer fence height above surface*	Minimum 1.5 metres
Fence depth below surface	Minimum depth of 45 cm	Inner fence height above surface*	Minimum 1.5 metres
Fence material:	Lock joint woven fencing made from 10 gauge or heavier high tensile wire with no more than 10 cm spacing between vertical and horizontal lines.	Fence material:	Lock joint woven fencing made from 10 gauge or heavier high tensile wire with no more than 10 cm spacing between vertical and horizontal lines.
Fence posts:	Maximum spacing between posts is 3 metres.	Fence posts:	Maximum spacing between posts is 3 metres.
		Distance between fences	A minimum of 1.2 metres and a maximum of 5.0 metres
Electric wire:**	Made of 12 gauge high tensile wire and must be 10 cm to 30 cm above the surface on the inside of the fence held by lateral supports 30 cm in length.	Electric wire:	Made of 12 gauge high tensile wire and must be 10 cm to 30 cm above the surface on the inside of the inner fence held by lateral supports 30 cm in length.
Electric output:	Minimum of 10 joules	Electric output:	Minimum of 10 joules

- * Fence height must be such that a minimum of 1.5 metres are above the ground surface or above any other surface including snow drifts.
- **If two electric wires are used then it is suggested that the wires be placed at 20 cm and 40 cm above the surface and that separate fence chargers be used for each wire.

Maintenance:

It is expected that at all producers will maintain their fences in good condition at all times. This will include, but not limited to, maintaining proper tension on the fencing material, ensure that vegetation is trimmed below the electric wires, and replacing the fence posts as required.

EXCEPTIONS TO THE CONTAINMENT STANDARDS**Existing fences:**

The following exception to Containment Standards is available for those producers with existing fencing systems:

- The bottom of the existing fence must be anchored to the surface with stakes spaced no more than 1.5 metres apart and the stakes must be a minimum of one metre into the ground sloped at a 45° angle to the outside of the enclosure. This will be considered as equivalent containment to buried or double fencing.
- All other fencing requirements regarding height, fencing material, electric wire and fencer output must be met.

Repair or replacement of fences:

Repairs, replacement, or modifications to existing fences may require an upgrade to the existing Containment Standards. Producers will be encouraged to consult with inspectors.

All existing wild boar fencing systems will be required to conform to the Containment Standards no later than Dec 31, 2018. This will give producers five years in which to upgrade their existing fences to meet the existing containment standards. It is estimated that buried fences could have a life span of four to seven years depending on the type of soil and moisture conditions. A double fence could last longer with fencing material lasting up to 15 years.

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
January 27, 2014 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen, Chair
Wally Schroeder-Vice Chair
Peter H. Wieler
Wally Olorenshaw
Ellis Forest
John W Driedger-via telephone conference 10:05am
Paul Driedger
Mike Kowal
Cheryl Cunningham–Burns-via telephone conference
10:17 am

Regrets: Jack Eccles

Administration: Barb Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Dorothy Klassen, Lodge Manager
Henry Goertzen, Housing Manager

Guests: Friends of the High Level Seniors

Call to Order: Chair George Friesen called the Board meeting to order at
10:00 a.m.

Agenda: **Approval of Agenda**

14 - 01 Moved by Ellis Forest

That the agenda be amended to include:
6.6 Regional Survey
7.3 Letter to Chair from Alberta Health Services

Carried

Delegation – Friends of the High Level Seniors

Chairman Friesen welcomed Friends of the High Level Seniors to the meeting at 10:10 a.m.

Chairman George Friesen requested everyone introduce themselves as there were guests present

Ms. Shirley Rechlo gave a brief overview on the need for Lodge and senior accommodations in High Level.

Chairman Friesen thanked Friends of the High Level Seniors for the presentation. Friends of the High Level Seniors left meeting at 10:35 a.m.

14 – 02

Moved by Paul Driedger

That the presentation from the Friends of High Level Seniors be received for information.

Carried

Minutes:

November 25, 2013 Organizational Board Meeting

14 - 03

Moved by Peter Wieler

That the November 25, 2013 organizational board meeting minutes be approved as distributed.

Carried

November 25, 2013 Regular Board Meeting

14 - 04

Moved by Mike Kowal

That the November 25, 2013 regular board meeting minutes be approved as distributed.

Carried

10:38 Wally Olorenshaw left meeting

10:41 Wally Olorenshaw rejoined the meeting

10:45 Cheryl Cunningham-Burns disconnected from the teleconference

10:50 Cheryl Cunningham-Burns rejoined the meeting via teleconference

Reports:

CAO Report

14 - 05

Moved by Mike Kowal

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing Financial Reports– December 31, 2013

14- 06

Moved by Wally Schroeder

That the December 31, 2013 Housing financial report be received for information.

Carried

Lodge Financial Reports– December 31, 2013

14 - 07

Moved by Peter Wieler

That the December 31, 2013 Lodge financial report be received for information.

Carried

Assisted Care Financial Reports– December 31, 2013

14 - 08

Moved by Paul Driedger

That the December 31, 2012 Assisted Care financial report be received for information.

Carried

Arrears Report

14 -09 Moved by Wally Schroeder

That the December 31, 2013 arrears report be received for information.

Carried

New Business:

Transfer of Expenses

14-10 Moved by John W Driedger

That expenses of \$72,395 be transferred from the following 2013 Lodge budget lines to the respective 2013 Assisted Living budget:

\$13,583 Northern Living Allowance

\$ 4,000 Staff training

\$ 3,000 Advertising, Sundry

\$ 7,000 Board Member Honorariums

\$ 6,116 Legal, Audit & Contract Fees

\$38,696 Activity Coordinator wages

Carried

Bad Debt - 2012

14 - 11 Moved by Peter Wieler

That under the housing program \$11,665.16 in bad debt be written off and sent to a collection agency for collection; and Under the lodge program \$360.75 be written off as bad debt.

Carried

Strategic Planning

14 - 12

Moved by Wally Schroeder

That the draft agenda for the Mackenzie Housing Management Board strategic planning session be received for information

Carried

Housing Needs Assessment

Moved by Wally Schroeder

14 - 13

That correspondence from the Municipal Affairs Minister to Mackenzie County be received for information.

Carried

2014 ASCHA Conference

14 - 14

Moved by Peter Wieler

That George Friesen, Barb Spurgeon, Wally Schoreder, Ellis Forest, and John W Driedger be authorized to attend the ASCHA conference in Calgary March 26-28, 2014.

Carried

Information:

14 - 15

Moved by Mike Kowal

That the following be accepted for information.

- Bank reconciliation for November 2013
- Bank reconciliation for December 2013
- Regional Sustainability Survey

Carried

In Camera:

Legal

14- 16

Moved by Wally Schroeder

That the meeting move to in camera at 11:40 am.

Carried

14-17

Moved by Mike Kowal

That meeting move out of in camera at 12:00 noon

Carried

Next Meeting Date:

Regular Board Meeting – To Be Announced
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

14-18

Moved by John W Driedger

That the board meeting of January 27, 2014 be adjourned at
12:05 p.m.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

LA CRETE RECREATION SOCIETY
REGULAR MEETING
FEBRUARY 20, 2014

Northern Lights Recreation Centre
La Crete, Alberta

President: Simon Wiebe, Vice President
Darlene Bergen, Secretary-Treasurer
George Derksen, Director
Wendy Morris, Director
John Zacharias, Director
Shawn Wieler, Director
George Fehr, Director
Philip Doerksen, Arena Manager

Absent: Abe Fehr, President
Tracey Siemens, Director
Peter F. Braun, MD Rep

Call to Order: Vice President Simon Wiebe called the meeting to order at 6:11 p.m.

Approval of Agenda

1. Shawn Wieler moved to accept the agenda as amended.
 - 8.1 Rec Director
 - 8.2 Capital Projects
 - 8.3 Ice Usage

CARRIED

Approval of Previous Meeting's Minutes

1. George Derksen moved to accept the January 16, 2014 Regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. Philip has not heard back from Jet Ice on the water softener yet for the curling ice.
2. John Zacharias moved to accept the business from the minutes.

CARRIED

Review of Action Sheet

1. No changes to action sheet.

Financial Report

1. The bowling alley is doing very well; very busy.
2. ATM is very busy.
3. George Fehr moved to accept the financial report.

CARRIED

Manager's Report – Philip Doerksen

1. Cimco was here for a mid-season check.
2. Have added some snacks and pop cooler to the bowling alley (Super J is lending us the pop cooler and supplying the snacks).
3. Have changed a lot of light bulbs at the outdoor rinks. Will consider moving the lights down at the BHCS outdoor rink so it is easier to manage.
4. Arena has been very busy overall.
5. Have started organizing Challenge Cup. Have 8 teams committed.
6. Ranwall installed a hand washing sink in the kitchen.

Simon Wiebe moved that the Rec Board pay to for installing a hand washing sink (\$743.49) in the kitchen as it l out of the normal approval process.

CARRIED

7. Wendy Morris moved to accept the Manager's Report as presented.

CARRIED

New Business

- 8.1 Rec Director – A Rec Director was a topic of discussion at the Interagency meeting recently. A number of representatives from these groups feel it would benefit their groups as well and they hope to discuss this possibility with the County at their March 11th meeting.
- 8.2 Capital Projects – we should move forward on the capital projects approved by the County. Philip has new nets and bumpers coming for the arena. Shawn will discuss BHP skate shack plans with Philip and get a blueprint made up and charged to the Rec Board so he can get proper quotes for this project.
- 8.3 Ice Usage – Some discussion on minor hockey bumping other ice users off the ice when they have things scheduled.

George Derksen moved to go in camera at 7:32 p.m.

Darlene Bergen moved to go out of camera at 7:46 p.m.

George Fehr moved that the meeting be adjourned at 7:46 p.m.

Next Meeting: March 13, 2014



***HIGH LEVEL FORESTS
PUBLIC ADVISORY GROUP
MINUTES***

*Tuesday, March 4th, 2014
5pm, Town of High Level office, Room 110*

ATTENDANCE:

- | | |
|--|---|
| Jeremy Beal (CSA Coordinator) | Boyd Langford (TRL) |
| Michael Morgan (Town of High Level) | Walter Sarapuk (MacKenzie County) |
| Tim Heemskerk (Northern Lights Forest Education Society) | Margaret Carroll (High Level Chamber of Commerce) |
| Adam Marshall (Silvacom) | Joe Dolling (Tolko) |
| Melanie Plantinga (Tolko High Level) | |

INFORMATION SENT:

- | | |
|--|--|
| Mark Andrews (Cenovus) | Fort Vermilion Heritage Center |
| Darren Carnell (LRRF) | Aaron Doepel (LCSM) |
| Wayne Auger (Lubicon Lake Nation) | Carol Gabriel (Mackenzie County) |
| Mike Cardinal (Tall Cree First Nation) | Paddle Prairie Metis Settlement |
| Harvey Sewpagaham (LRRF) | Conroy Sewepagaham (LRRCN) |
| Lindee Dumas (LRRCN) | Paul Catt (Watt Mnt Wanderers) |
| Pat Cabezas (N'Deh Ltd. Partnership) | Troy Connolly (Tolko HLLD) |
| Teresa Griffiths (Flow North Paddling Co.) | Keith Badger (Nataskinan Development) |
| Baptiste Metchooyeah (Dene Tha') | Kieran Broderick (Beaver First Nation) |
| Crystal McAteer (Town of High Level) | Dave Beck (Ainsworth) |

INFORMATION SENT, Regrets:

- | | |
|-------------------------------------|--|
| George Friesen (Friesen Industries) | Marilee Cranna Toews (Hungry Bend Sandhills Society) |
| John Thurston (Next Generation) | Matt Munson (Dene Tha) |

1. CALL TO ORDER

Meeting called to order at 5:38pm

2. ADOPTION OF THE AGENDA

2.1. Added 200 millionth tree plant to New Business 5.3

Moved by Walter Sarapuk

Seconded Tim Heemskerk

Carried

3. APPROVAL OF MINUTES (January 21, 2014)

Moved by Boyd Langford

Seconded by Tim Heemskerk

Carried

- Action Items from January 21, 2014
 - Decommission of beehive burner. What will happen with Tolko's green wood waste? Jeremy will speak with Troy Connolly and e-mail the information to the PAG.
 - There was discussion about having a facilitator to help with the PAG again. Jeremy has not yet spoken to Carrie Demkiw about her availability to fill this role again. He will follow up.
 - John Thurston – Asked to have log haul cards to distribute to members of the public. Jeremy is not sure if there are any cards available. Melanie will forward the Log Haul Hotline number to John Thurston.

4. AROUND THE TABLE

Margaret Carroll – is the new Co-chair of the High Level and District Chamber of Commerce. There are several new members and they will continue to recruit.

Boyd Langford – Rainbow Lake is quiet. Many oil companies seem to have reduced their activity.

- REDI – has received a grant for investment attraction. The grant is for the creation of a labor force data base. This would list potential, available work force. They are currently requesting proposals. The data base would host a job bank. Workers could post resumes, which would be sent to employers.

Walter Sarapuk – the Mackenzie County invites the companies to visit a Council meeting. The council is interested in learning about Tolko, Ainsworth and LaCrete Sawmills future harvest plans. Also the Tolko burner is of interest to the council. Jeremy will call Carol Gabriel and arrange a meeting date.

Tim Heemskerk – Northern Lights Forest Education Society – Tim suggests that in honor of Tolko, High Level Lumber Divisions 200 millionth tree planted; Tolko invite Spirit of the North Community School to visit the tree plant. Perhaps the students could try their hands at planting a few trees. Does Tolko have planting bags or shovels? Mike doesn't think that Tolko would have any bags. Jeremy suggests that Tim contact Allen Plantinga at Tolko and see if there could be something planned. Tim has tried to set this up before, but he will try again.

Mike Morgan – The Town of High Level has hired a new CAO.

Joe Dolling – The log haul will continue until end of March, possibly into early April, weather permitting. Tolko may access F14 early for addition trees if needed.

Walter Sarapak – Will Tolko be logging near Manning. Tolko was considering accessing that area. The plan now is to wait until more current aerial photographs are available. This would postpone operations for one year, but would help Tolko asses where Tolko should operate.

Jeremy Beal – has hired two new people. One will be a planner working mostly in Edmonton. The other will supervise Silviculture Operations in High Level.

5. NEW BUSINESS

5.1. Review of progress with Detailed Forest Management Plan

5.1.1. Where are we? A new Forest Management Plan (FMP) is required for Forest Management Agreement (FMA) holders by the Provincial Government. Part of the Plan MUST include consultation with local First Nations and other Members of the Public. Tolko, Ainsworth, and LaCrete Sawmills plan to complete FMP in two years. First Nation Consultations will begin this month. A consultation plan is being put together and will be submitted to Environment and Sustainable Resource Development (ESRD) for review. Meeting with First Nations will continue until Oct 2015. Public Consultation with other parties include – the HLFPA and Open Houses. The Terms of Reference need to be reviewed by ESRD and then discussed by the HLFPA. The Net Landbase is going to be assessed. - Silvacom is preparing documentation for much of this project.

5.2. Indicators and Targets for Detailed Forest Management Plan (Silvacom)

5.2.1. Adam Marshall lead presentation of the Forest Management Planning Values, Objective, Indicators and Targets (VOITs) Summary Table. We will review parts of this table during the next four meetings.

Reviewed VOIT Descriptions for 1.1.1.1 – 1.1.1.6.

VOIT 1.1.1.1 Maintain biodiversity by retaining the full range of cover types and seral stages. Boyd asks how a large fire like the one near Zama in 2012 affects this. Jeremy explains that it could have a large impact as patches of Forest of several different ages are now classified as young. Events like fires, blow down and oil and gas activities change the inventory just as logging activities do. Margaret asks if it is possible to have graphs or charts to illustrate the different cover types and seral stages on the FMA and where they are located. Jeremy and Adam will create some. This is an excellent idea for people who may be new to forestry and will be helpful for future presentations.

VOIT 1.1.1.2 Maintain biodiversity by avoiding landscape fragmentation.

VOIT 1.1.1.3 Maintain biodiversity by minimizing access

Boyd asks how this relates to seismic line activity. Adam replies that because of narrower lines used in modern seismic operations they are not believed to have a great impact on area access.

VOIT 1.1.1.4 Maintain plant communities uncommon in DFA or Province.

VOIT 1.1.1.5 Maintain unique habitats provided by wildfire and blowdown events.

VOIT 1.1.1.6 Retain Ecological Values and functions associated with riparian zones.

5.3. 200 Millionth Tree planted in High Level area.

5.3.1. During the first week of June, Tolko High Level Lumber Division will reach the 200 millionth tree planted in the High Level area since 1968. In

celebration of this occasion Tolko will be hosting a ceremonial tree plant at the Tolko High Level Lumber Division office on June 6th, 2014, at 2:00PM. Many of the HLFAG will be receiving formal invitations as part of their involvement in other groups. If you do not THIS is your invitation to join Tolko on the day. Please inform Melanie Plantinga if you are able to attend. Phone 780-926-8947 or email - Melanie.plantinga@tolko.com. This is an indicator of sustainability and Tolko's investment in the future. Walter asks if we have a picture of the first tree planted. Where is the first tree planted?

6. CLIPPING SERVICE

- 6.1. Jeremy brought an article about a proposal to build a pellet plant in enterprise to everyone's attention.

7. NEXT MEETING – April 1, 2014, 5:00 PM

8. ADJOURNMENT – 7:15pm

From: [Grant Smith](#)
To: [Julia Whittleton](#)
Subject: FW: Diseased Bison Management
Date: March-19-14 9:55:18 AM
Attachments: [Bison Disease Progress Doc aug 2013 final.pdf](#)

From: Lyle Fullerton [mailto:Lyle.Fullerton@gov.ab.ca]
Sent: Wednesday, March 19, 2014 9:54 AM
To: Grant Smith
Subject: FW: Diseased Bison Management

The first try did not go through.

From: Lyle Fullerton
Sent: Wednesday, March 19, 2014 9:51 AM
To: 'gsmith@mackenzicounty.com'
Cc: Dave Walty
Subject: Diseased Bison Management

Hi Grant, further to your letter to Dave Walty March 6, I will respond as Dave is out of the office.

We are continuing our program as in previous years as per the attached most current update. Some hi-lights from this year which will be reported on in 2014 include:

Surveillance flights began in January as weather conditions were poor in Dec. We located 1 bull bison within the Agriculture Surveillance Zone Feb. 6 and killed the animal Feb. 7. Test results for brucellosis or Tb are not available yet. We will continue surveillance flights until snow melt.

We surveyed Area 2 in early March and found 15 bison within the interior of the "Area" as well as over 80 west of the Wood Buffalo National Park boundary. During the survey we found a wolf-killed bison approximately 7 miles east of South Tall Cree, encroaching on the Agriculture Surveillance Zone.

This past weekend 2 hunters killed 2 bison in the interior of Area 2 and provided blood and lung samples for testing.

Next week we will be disease testing within Area 2. We hope to non-lethal test up to 8 bison. Test results from these samples won't be known for up to 45 – 60 days.

I trust this is the information you were seeking. Don't hesitate to call if I can be of assistance.

Best Regards,
Lyle Fullerton
Special Projects Coordinator
Resource Management, Operations
Environment and Sustainable Resource Development

Peace Area
PO Bag 900-26
Peace River, Ab
T8S 1T4

Office 780 624-6496 Cell 780 625-8248

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**Managing Disease Risk in
Northern Alberta Wood Bison -
Outside of Wood Buffalo National Park**



**2012 - 2013
Progress Report**

June 2013

Alberta
Government

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March 26 and 27, 2013	

Introduction

Alberta has long recognized that the key issue regarding the management of wild bison is the threat of tuberculosis and brucellosis spreading from infected animals in and around Wood Buffalo National Park (WBNP) to livestock (cattle and domestic bison) and to healthy wild bison.

These introduced diseases represent an ongoing threat to Alberta's livestock industry since they could result in trade restrictions and significant economic losses. In addition, wood bison are listed nationally as "threatened" and by Alberta as "endangered." It will be impossible to fully restore healthy, wild bison populations until these diseases are eradicated, since recovery herds will need to be kept small and relatively confined to reduce their risk of becoming infected. There is also a risk of disease transmission to humans and to other wildlife species. In 1990, a federal Environment Assessment Panel recommended completely eradicating all bison from Wood Buffalo National Park (WBNP), followed by restocking with disease-free animals. This recommendation was not implemented by the federal government.

Alberta's long-term goal is to eliminate the disease risk. This would remove the risk to Alberta's livestock industry and would allow the restoration of wild populations of wood bison across northern Canada. The restoration of wood bison populations would fill a key ecological role and provide substantial cultural and economic benefits to Alberta. Until this long-term goal can be achieved, the interim approach is to prevent the spread of tuberculosis and brucellosis from diseased wild bison to domestic livestock and disease-free wild bison.

Alberta's approach for managing the disease risk to both domestic livestock and free-ranging wood bison is detailed in "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the West of Wood Buffalo National Park." This approach was implemented by Environment and Sustainable Resource Development (ESRD)

and Agriculture and Rural Development (ARD) with assistance from Mackenzie County and the Alberta and Canadian cattle and bison industry organizations. In 2012/13, the Ronald Lake bison herd, near the south east corner of the park, was added to the program to ensure bison management objectives in Alberta are consistent and within the scope of the National Recovery Strategy for Wood Bison in Canada.

The approach has three broad components:

- Hay-Zama wild bison herd management;
- Disease surveillance and risk reduction east of Highway 35; and
- Monitoring populations of wild bison east of Highway 35 and in the Ronald Lake area.

The objectives for monitoring the Ronald Lake herd are to determine:

- Population size and range distribution.
- Disease status of the herd.
- Movements of the herd relative to bison within Wood Buffalo National Park; and,
- Genetic relatedness of the herd to other provincial herds.

The following is the third progress report on this approach and includes work undertaken during 2012 and the winter of 2013. The June 2011, and May 2012, Progress Reports are available at: www.esrd.alberta.ca and search bison disease management.

1.0 Hay-Zama Wild Bison Management

Objective - To maintain the wild Hay-Zama wood bison herd free of bovine tuberculosis and brucellosis by limiting their numbers and distribution, particularly east toward Highway 35, thereby reducing the opportunity for exposure to diseased bison from the vicinity of WBNP.

The Hay-Zama wood bison reintroduction program was started in 1983 to re-establish a healthy population of wood bison in northwestern Alberta. This was a significant element in the national wood bison management plan, which

called for at least one self-sustaining herd in each of Alberta, BC, Yukon, Northwest Territories and WBNP. The Hay-Zama bison herd has grown rapidly in numbers and distribution since 1994. A goal of the 2008 draft recovery strategy for wood bison in Canada was to protect “clean” recovery herds from contact with diseased animals. Hay-Zama bison are disease-free, while bison populations in and around WBNP are known, or assumed to be, infected.

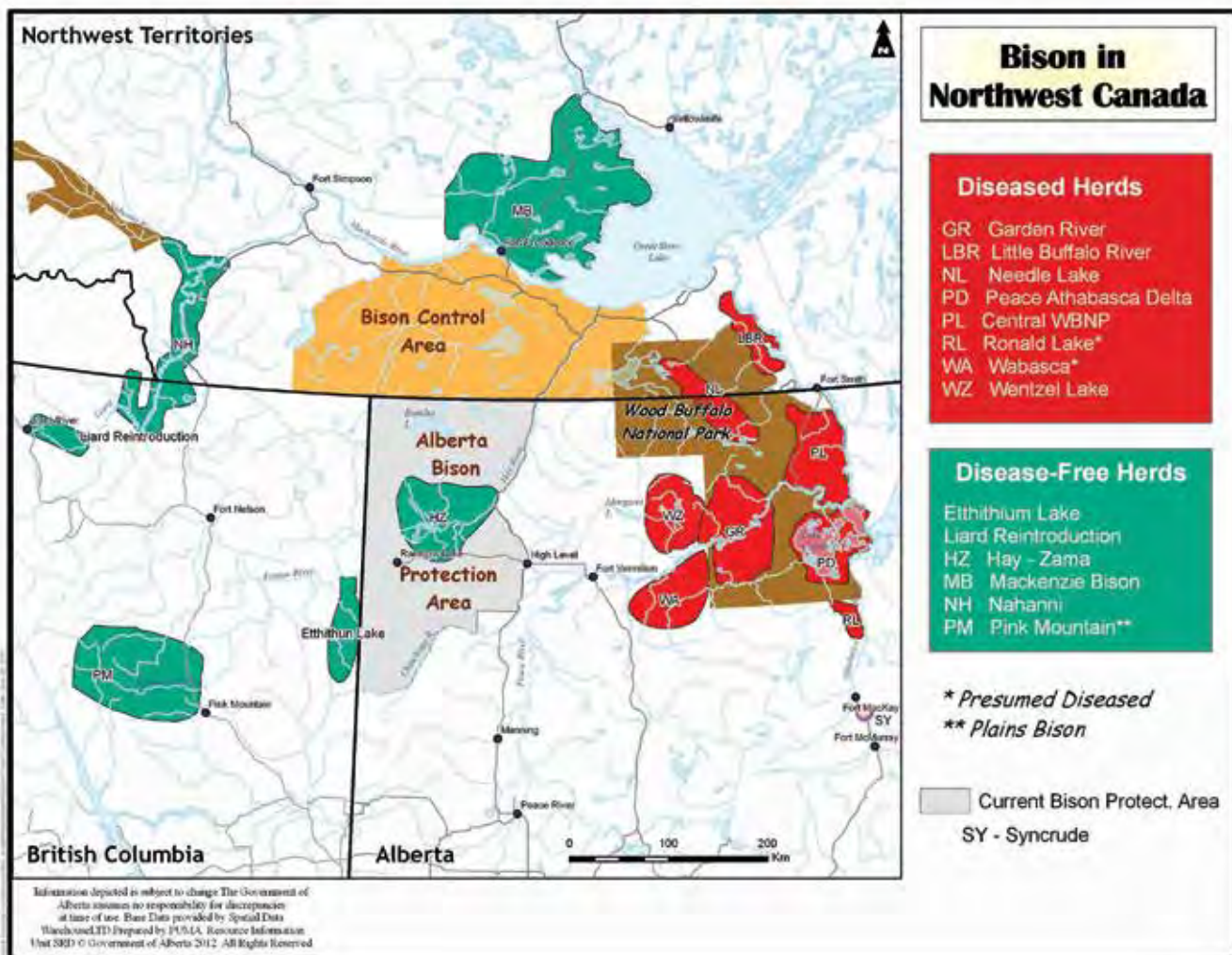


Figure 1. Bison Herds Currently Classified as Diseased or Disease-Free

The Hay-Zama bison herd has been monitored since the original release. The total number of bison peaked in the winter of 2008 when 652 animals were seen in 63 different groups. Observed range expansion raised concerns over bison moving east toward diseased bison from WBNP. In particular, there was specific concern over several instances of bison moving east along the Zama road to and beyond Highway 35. In the spring of 2008, it was determined that a highly regulated hunting season would be instituted and scheduled annually to stop the Hay-Zama herd from continuing to increase in numbers and distribution. The hunt serves two objectives relevant to this strategy:

- It protects the Hay-Zama herd from the near-inevitability of becoming infected as their numbers and distribution increased. If this happened, there is a strong probability that the whole herd would have to be culled.
- It allowed for a significant amount of disease testing.

Update

From 2008/09 to the end of the 2012/13 bison hunting season, a total of 521 bison were harvested and 279 samples were collected for disease surveillance of bovine tuberculosis and brucellosis (Table 1). All samples were negative for both diseases and sampling was discontinued for the 2012/13 season. Monitoring the disease free status of the Hay-Zama herd will resume with some routine in the future. Table 1. Hay-Zama Bison Harvest and Samples from all Seasons

Table 1.
Hay-Zama Bison Harvest and Samples from all Seasons

Season	Hunters	Harvest	Tested Samples
2008/09	Aboriginal	74	58
	Non-Aboriginal	54	39
2009/10	Aboriginal	98	81
	Non-Aboriginal	57	43
2010/11	Aboriginal	34	8
	Non-Aboriginal	21	13
2011/12	Aboriginal	47	19
	Non-Aboriginal	38	18
2012/13	Aboriginal	42	0
	Non-Aboriginal	57	0
Total		521	279

Environment and Sustainable Resource Development (ESRD) continues to direct hunting efforts toward bison moving along the eastern edge of the Hay-Zama range, as well as those that pose safety risks to humans along roads or in communities.

Hay-Zama Bison Population Status

A population survey of the Hay-Zama herd was conducted from February 27 to March 5, 2013. A total of 529 bison in 49 groups was found. In addition a number of dead bison found were considered mortality due to relatively harsh winter conditions. Subsequent surveys specifically assessed winter mortality (Figure 2) and revealed estimates of 5 % calf and 90% adult survival; reducing the population to 410 bison. Thus the Hay-Zama herd is at the lower range of the population objective of 400 to 600 bison. It was decided to suspend the 2013/14 Hay-Zama bison hunting season to allow for recovery of the population. More information is available at <http://mywildalberta.com/Hunting/GameSpecies/WoodBisonHuntHayZama.aspx>.

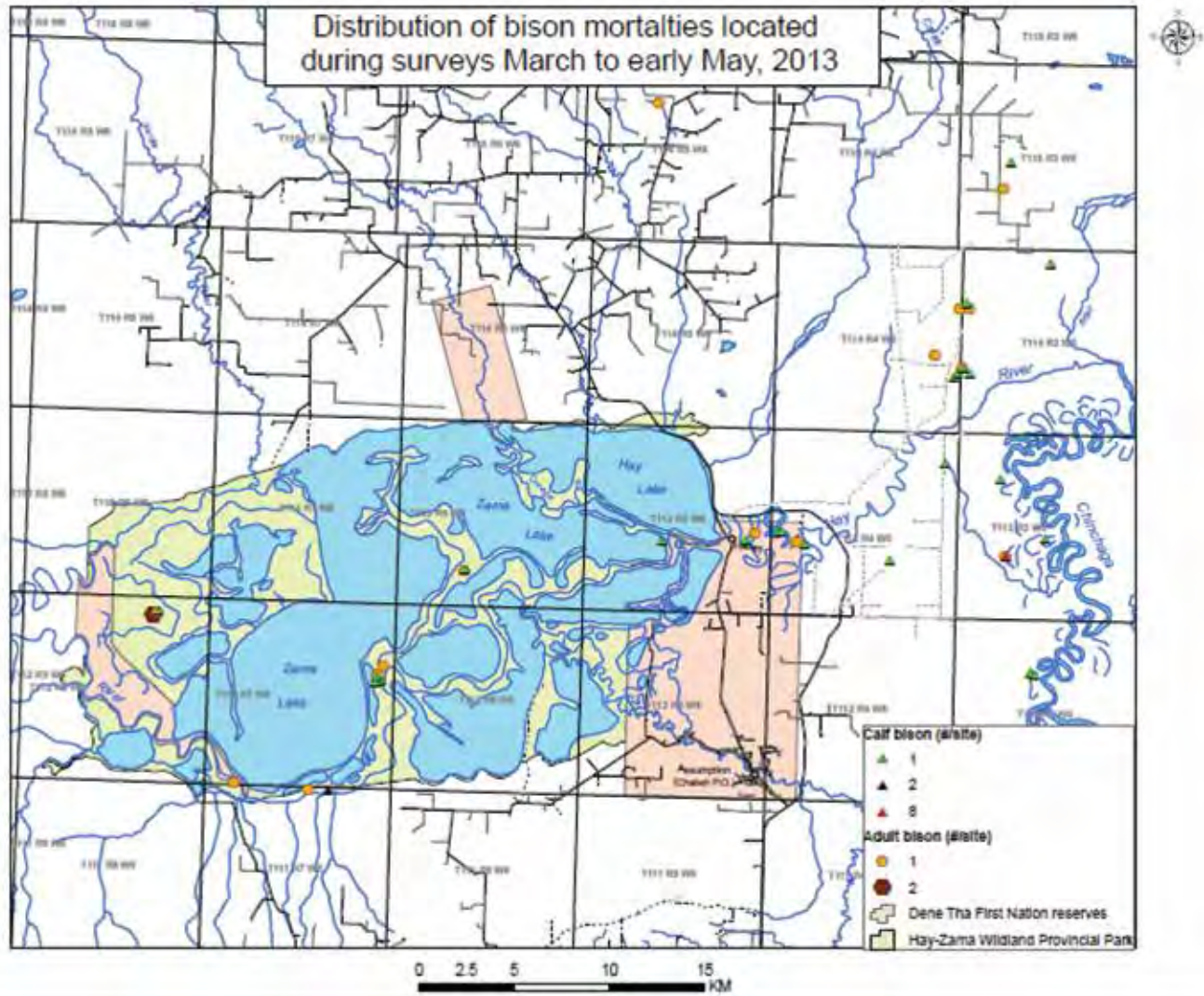


Figure 2. Hay-Zama 2013 Bison Winter Mortality

2.0 Disease Surveillance and Risk Reduction East of Highway 35

The probability of bison moving west from the Wentzel herd or from the populations in the Wabasca-Mikkwa area is high. Gates et al. (2001) identified several routes that bison would likely use to move west. As well, bison from the Hay-Zama herd would most likely move east along these same routes. Most of the favourable travel routes pass through the agriculture zones in and around Ft. Vermilion and La Crete, and therefore pose the greatest threat to domestic livestock.

2.1 Detection Approach

Objective - To detect any wild bison on private agriculture lands near Ft. Vermilion and La Crete and the Agricultural and Highway 35 Surveillance Zones.

2.1.1 Aerial Survey

Surveillance areas have been identified along Highway 35 and around the Agricultural Area Zone. The Highway 35 Surveillance Zone stretches 10 km on both sides of Highway 35 from the High Level airport north to the Alberta – NWT boundary. The Agricultural Area Zone contains farmland along Highway 58 from High Level to Ft. Vermilion and farmland in the La Crete – Ft. Vermilion area. Ongoing surveillance flights also explore associated areas that are potential movement corridors. The purpose of the Highway 35 surveillance zone is to detect animals that:

- (i) may be moving from the east (high risk of infection) toward the Hay-Zama herd, or
- (ii) Hay-Zama animals moving from the west toward the high risk area. The purpose of the Agricultural Area Surveillance Zone is to detect bison (presumed infected) that may be moving from known population areas in WBNP, Wabasca/Mikkwa and Wentzel Lake areas.

Update Highway 35 Surveillance Zone

Surveillance flights were flown by ESRD staff in the Highway 35 Surveillance Zone on December 7, 2012, and January 22, February 11, and March 6 2013. No bison or bison sign was detected during these flights. Fish and Wildlife Enforcement, Parks Conservation Enforcement and a representative of the Alberta Beef Producers provided observer assistance on these flights.

Agricultural Area Surveillance Zone

Surveillance flights were flown by ESRD staff in the Agricultural Surveillance Zone on December 8, 2012, and January 22, February 9, and March 6, 2013. No bison or bison sign was detected within the Agricultural Area Surveillance Zone. Parks Conservation Enforcement and a representative of the Alberta Beef Producers provided observer assistance on these flights.

The closest known bison to this zone was 58 kilometres away in the Harper Creek drainage of the Wabasca/Mikkwa herd area (as reported earlier).

2.1.2. Public Reporting

Objective - To encourage client groups associated with government, as well as the general public, to report wood bison sightings in the surveillance zones.

Update

Public communication through the “Bison Watch” program continued throughout 2012/13 reporting period.

In November 2012, annual Fish and Wildlife District public meetings in High Level and LaCrete were used to encourage stakeholders and the public to report sightings of bison within a 10-kilometre strip along either side of Highway 35.

The Government of Alberta (ARD/ESRD), "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the West of Wood Buffalo National Park" May 2012 Progress Report was sent to First Nation, Métis, agricultural, local municipal, hunting and outfitting stakeholders in June 2012.

Posters and advertisements to encourage agriculture producers, to report bison sightings were developed by the Alberta Beef Producers and placed in local newspapers and agriculture notice boards.

Additional posters and public contacts were used to ask the public to report bison sightings east of Highway 35.

2.2 Response Plan

Objective - To remove all wild bison detected on private agricultural lands near Ft. Vermilion and La Crete and in any of the Agricultural and Highway 35 Surveillance Zones. Wherever possible, meat should be salvaged and tissue samples for disease detection should be collected.

2.2.1

Response efforts will involve active removal by harvesting of any bison detected through surveillance activities. Tissue sampling and disease testing will be an integral component of these efforts.

2.2.2

Sustainable Resource Development staff from High Level and Ft. Vermilion Districts will action bison reports. Reports outside normal office hours will be investigated through 1-800-642-3200 RAP line. Government will engage aboriginal and non-aboriginal hunters, outfitters, landowners, etc. to facilitate removal and salvage of meat where feasible and to ensure blood and tissue samples are collected and tested. Remote access by helicopter may be required in some instances.

Update

Public reporting of bison or bison sign included :

1. July 30, 2012, report of 2 cow and 1 calf bison just north of Hwy 58 3.2 kms east of the Ponton River.
2. August 15, 2012 report of 1 adult bison east side of Hwy 35 2 km north of Zama Hwy.
3. September 12, 2012, bison sign reported in a cut block in Twp 112 Rng 18 approximately 19.2 kms north east of High Level.
4. January 23, 2013, report of a bison track on Hwy 35 south of the Steen River.
5. January 23, 2013, report of a cow and calf bison within 16 kms west of High Level on the south side of Hwy 58.

All reports were investigated and no bison or bison sign located. A systematic grid search was conducted north of Highway 58 and east of Highway 35, east of High Level, to try and locate bison from reports of July 30, and September 12, 2012. Survey crews flew approximately 3100 kilometres of lines in the search area and did not locate any bison or bison sign.

There appears to be significant errors in the reporting of bison and bison sign, the time of sighting and/ or location. The public has been encouraged to report sightings as soon as possible to ensure a timely investigation and response.

3.0 Population Monitoring East of Highway 35

The number of bison east of Highway 35, their movements and distribution over time is unknown and remains a significant factor in our assessment of disease risk. To our knowledge, most bison reside in two herds, referred to as the Wentzel and Wabasca/Mikkwa herds. This program initiated a survey to estimate the entire bison population in Alberta outside WBNP, and will subsequently survey every three years to assess population changes over time.

As noted earlier with respect to the Hay-Zama population, herd size is an important risk factor. In addition, a program confirming the disease status of these herds will be needed before establishing long term goals and strategies for them. Currently, bison east of Highway 35 are offered no conservation protection with the exception of bison found within Caribou Mountains Wildland Provincial Park.

3.1 Population Estimate and Distribution

Objective - To determine with some precision the numbers and distribution of wild bison in northern Alberta in areas surrounding Wood Buffalo National Park.

3.1.1 Aerial Survey

The area outside of WBNP has been divided into three areas to facilitate and prioritize bison surveys (Figure 6). It is proposed to survey all areas over a three-year period in order of priority, and then conduct monitoring surveys of each herd on a three-year cycle to evaluate size and distribution changes over time.

There are no confirmed sightings of bison in Area 1, and it is assumed there is no resident population of bison in Area 1.

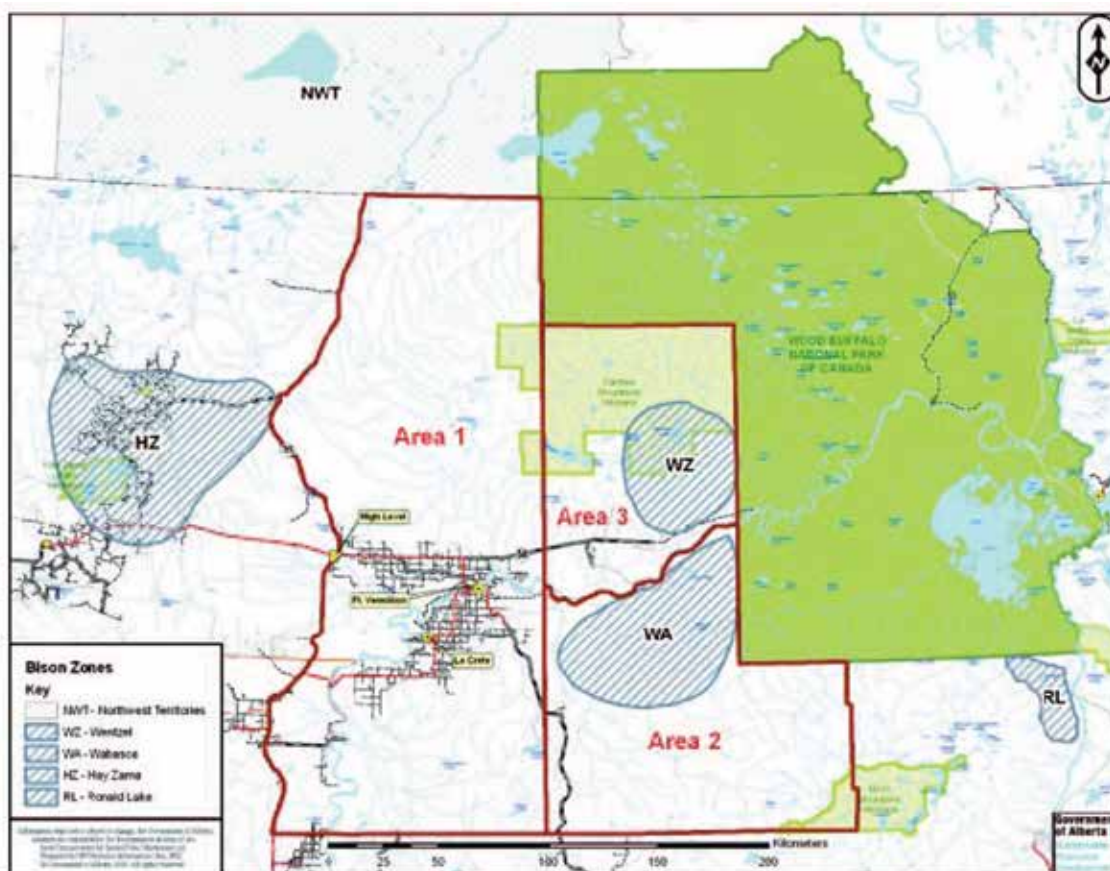


Figure 3. Aerial Survey Areas for Bison Population Estimates

Update

A complete bison survey of Area 1 planned for the winter of 2011/12 was not undertaken due to a lack of adequate snow; however in December 2012 a portion of Area 1, north of Hwy 58 east of Hwy 35 to longitude 116°00' and north to latitude 58°49'30" seconds was surveyed. No bison or bison sign was found. In January 2013, a moose survey was conducted in Wildlife Management Unit (WMU) 528 which comprises the southern portion of Area 1 south of the agricultural lands in the Fort Vermilion and LaCrete areas. In January 2013, an elk survey was conducted in WMU 535 which includes lands south of Hwy 58 between High Level and the Caribou River south to the boundary with WMU 528. The survey crews searched for bison or bison sign and none was located. These surveys, combined with a survey

along Highway 35 from the NWT border south to Meander River in February and March of 2012, in Area 1 show that a considerable portion of this Area has been surveyed (Figure 4).

Surveys of Areas 2 (2010) and 3 (2011) were reported in an earlier progress report (June 2011).

In preparation for disease sampling and collaring programs in the Ronald Lake area, ESRD Wildlife Management staff conducted scouting flights for bison in December 2012 and March 2013. Approximately 169 and 186 bison, respectively, were observed (Figure 5). These numbers were higher than the last mark-recapture survey conducted in 2010 which estimated the population to be between 74 and 159 bison.

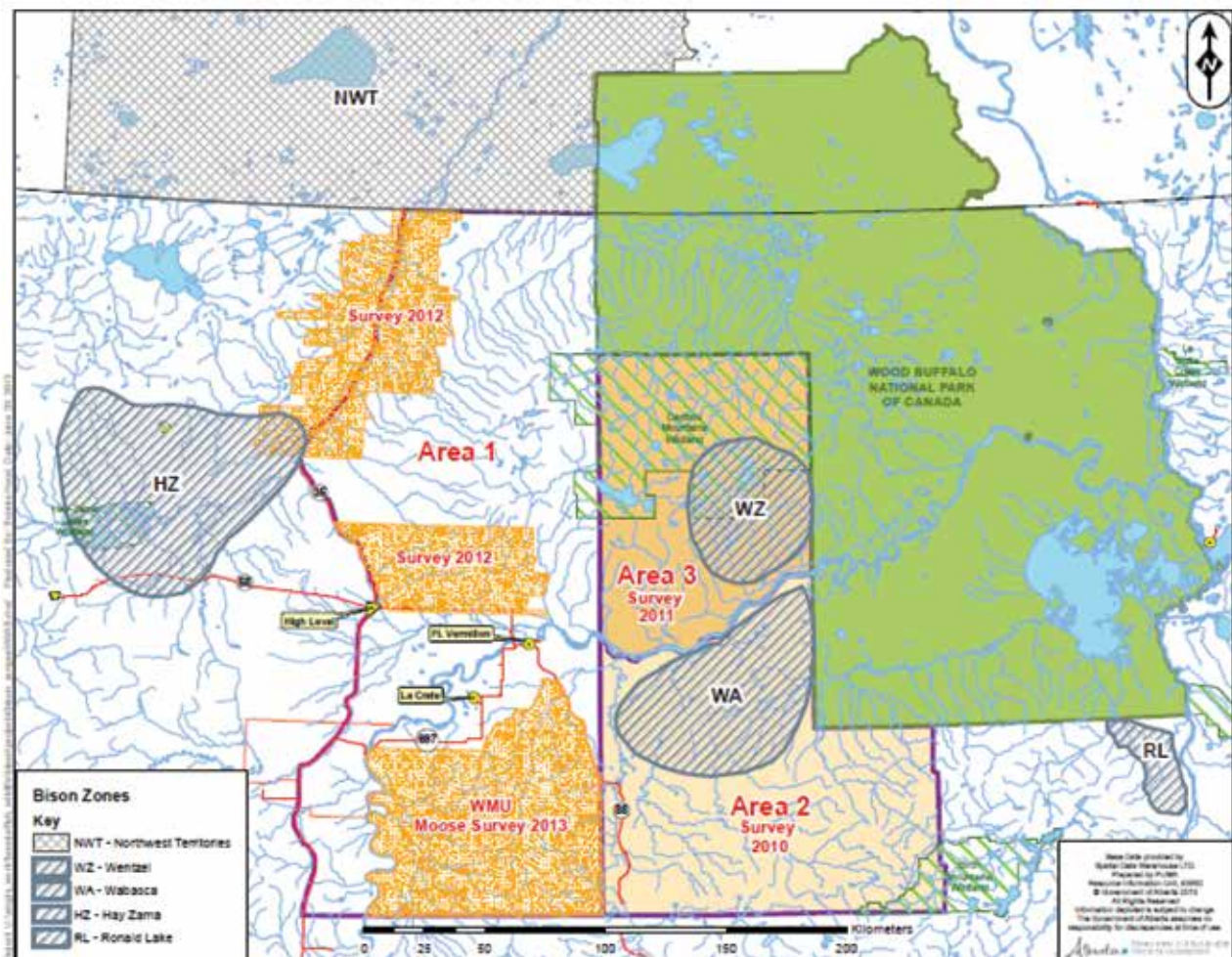


Figure 4. Area 1 Surveys 2012 and 2013, and Areas 2 (2010) and 3 (2011).

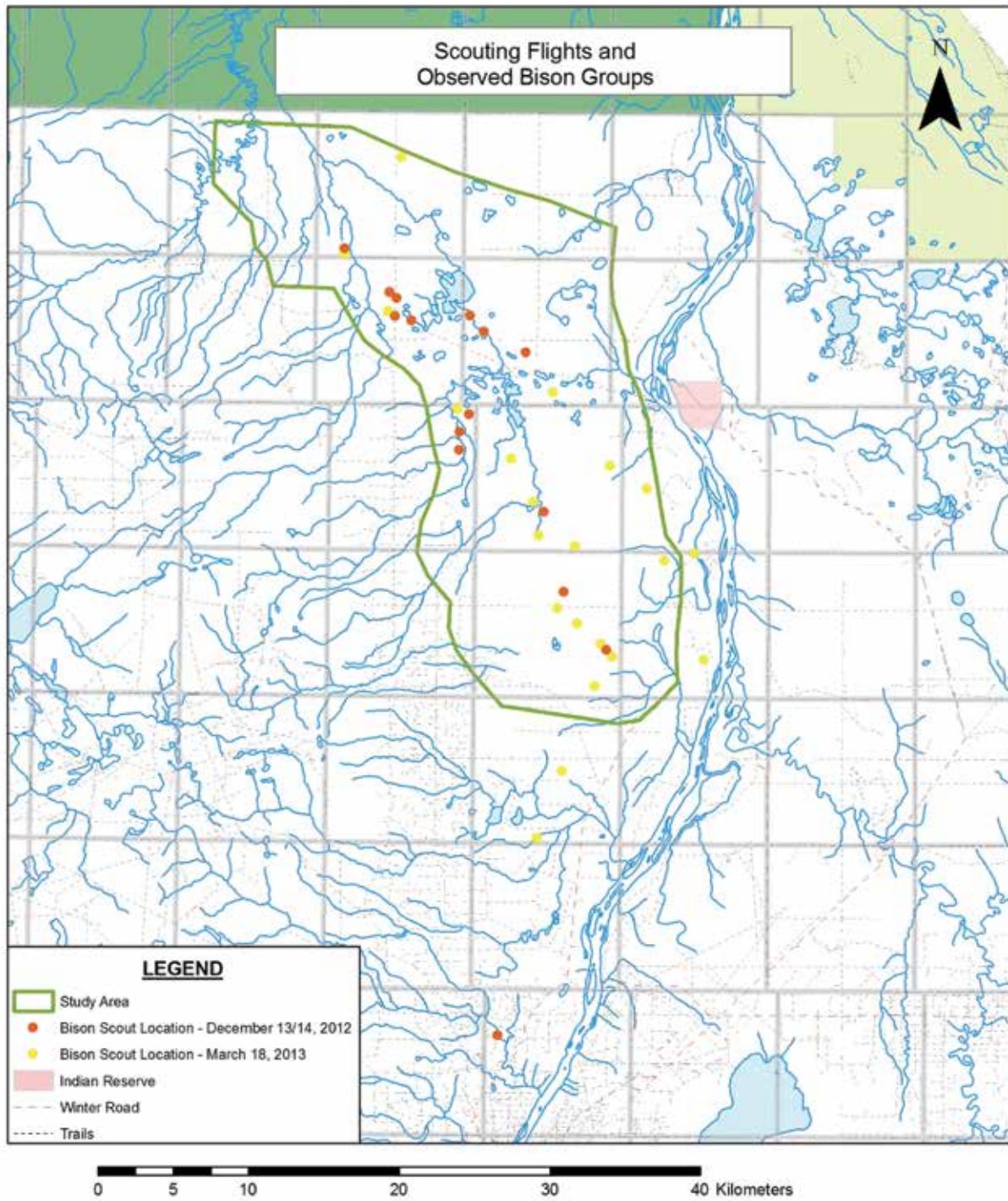


Figure 5. Ronald Lake Bison Search December 13-14, 2012, March 18, 2013

3.1.2 Public Reporting

Encourage the public, bison hunters, trappers and outfitters, First Nation and aboriginal harvesters to report bison sightings and local knowledge regarding preferred habitat use and seasonal movements in each of the three areas.

Update

As with public reporting in the surveillance zones, posters and information were provided to the public.

During the summer of 2012, there were two reports of bison within 16 kms of Wood Buffalo National Park (WBNP) along Hwy 58. Throughout the winter of 2012/13, there were three reports of people hunting bison in Twp 112/113 Rng 1 along the boundary of WBNP and a total harvest of nine bison.

3.2 Disease Status of Bison Outside of Wood Buffalo National Park

Objective - To determine the disease status of bison in northern Alberta to the west and southeast of Wood Buffalo National Park.

Data on the prevalence of brucellosis and tuberculosis in the outlier herds (Wentzel and Wabasca/Mikkwa) is incomplete and inconclusive. There is also no data concerning the rates of infection in the Ronald Lake herd to the southeast of WBNP, which anecdotally may be growing and ranging further south. However, outlier herds are assumed to be associated with bison from the park, which are known to harbour these diseases. Bison east of Highway 35 are presumed to be diseased and are classified as non-wildlife under The *Wildlife Act*. As a result, they are not protected and can be hunted year-round except in the Caribou Mountains Wildland Provincial Park. Alberta Health issued a public advisory for the area in 1992, urging anyone handling, processing and consuming potentially diseased bison to take precautions. Regardless of current status, the proximity to the parent WBNP disease reservoir puts all outlier herds at a high risk of infection.

To ultimately assess the risk of disease transmission to livestock and disease-free wild bison and to plan surveillance and containment programs in the future, efforts will be made to determine the disease status for each outlier herd. Sampling will generally be conducted by Government of Alberta staff, but if the opportunity presents itself through the ongoing harvest of bison by hunters in the area, the samples collected voluntarily may still be tested. Hunters may be supplied with a limited number of sampling kits and be provided with information on the two diseases suspected to be in the bison so that the risks can be assessed and the proper precautions can be taken.

3.2.1 Disease Sampling

The proposed disease sampling is a phased approach, with each progressive phase increasing in cost, statistical precision and sample size. Bison will be salvaged opportunistically where interested individuals and ground access are available. The disease-testing program for a given herd will be terminated as soon as one of the two diseases (bovine tuberculosis or brucellosis) is detected. The herd will be ranked as diseased. The disease sampling is based on the following assumptions:

- that outlier herds have similar prevalence of bovine tuberculosis or brucellosis to that occurring in WBNP (40 to 50 per cent);
- that it may take small sample sizes to detect disease presence if it is at high prevalence;
- that detection of either disease is enough evidence to classify a bison herd as diseased.

Phase One

Phase one will use Government or contract collection of two to four animals from each herd for each year of the program, or until the presence of disease is detected. All collection efforts will focus on sampling older bulls wherever possible. With potentially high prevalence, it may be possible establish disease status in one or two years. This phase will run no more than three years.

If there are no diseased bison detected in phase one, Government will evaluate the option of implementing higher precision sampling phases.

To date disease sampling has included:

1. Three separate blood samples and one lung sample were submitted to the High Level Fish and Wildlife office by an outfitter successfully hunting bison in Area 3 in 2011. Serology tests conducted by the Canadian Food Inspection Agency (CFIA) revealed that two adult female bison tested positive for exposure to brucellosis. These results were provided to the public in an Information Bulletin July 28, 2011.
2. A disease sampling program was conducted in December 2011 to confirm disease status in bison in Areas 2 and 3. A total of four bison from the Wabasca/Mikkwa and seven bison from the Wentzel herds were sampled. Laboratory tests conducted on the four samples from the Wabasca/Mikkwa herd were negative for both tuberculosis and brucellosis. These results do not mean that the Wabasca/Mikkwa herd is not infected with either of these diseases as the number tested did not provide a large enough sample to indicate the herd is disease-free. Laboratory tests were conducted on seven samples from the Wentzel herd, all were negative for tuberculosis and three samples had evidence of exposure to brucellosis. The results were provided to the public in an Information Bulletin June 29, 2012.
3. One blood and lung sample had been submitted to the Fort McMurray Fish and Wildlife office by a hunter in 2011.
4. Genetic material has been archived for each bison sample to support investigations into the origin of these populations.

Update

In December 2012, an additional eight bison were sampled in the Wabasca/Mikkwa herd to increase the sample size (Figure 6). The additional samples were negative for both diseases.

A disease sampling program was conducted on the Ronald Lake herd in December of 2012. A total of eleven bison were sampled (Figure 7). Test results were negative for both diseases. In March 2013, 13 additional blood samples were collected when animals were captured for a collaring program.

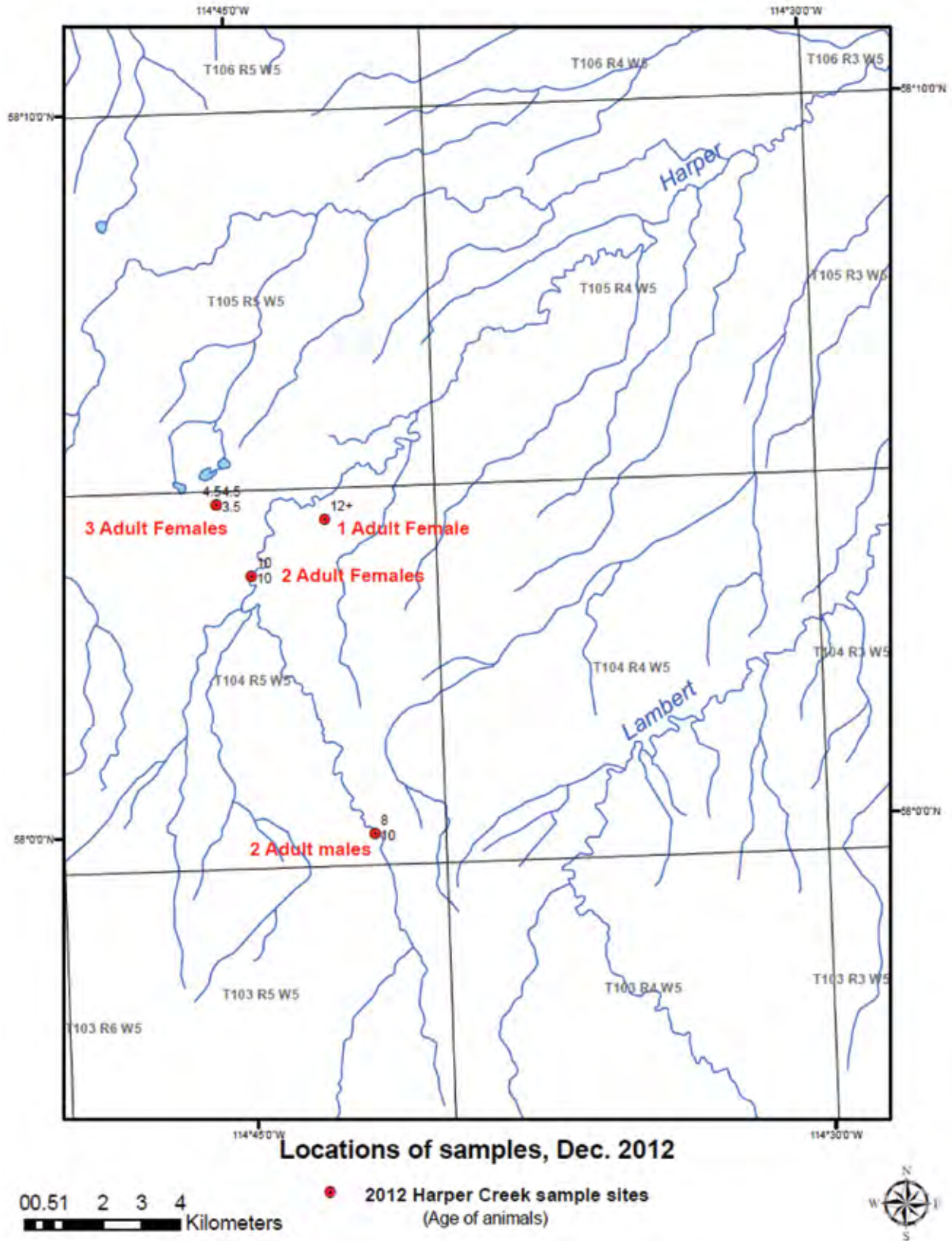


Figure 6. Locations of Wabasca/Mikkwa Bison Sampled Dec. 11-16, 2012

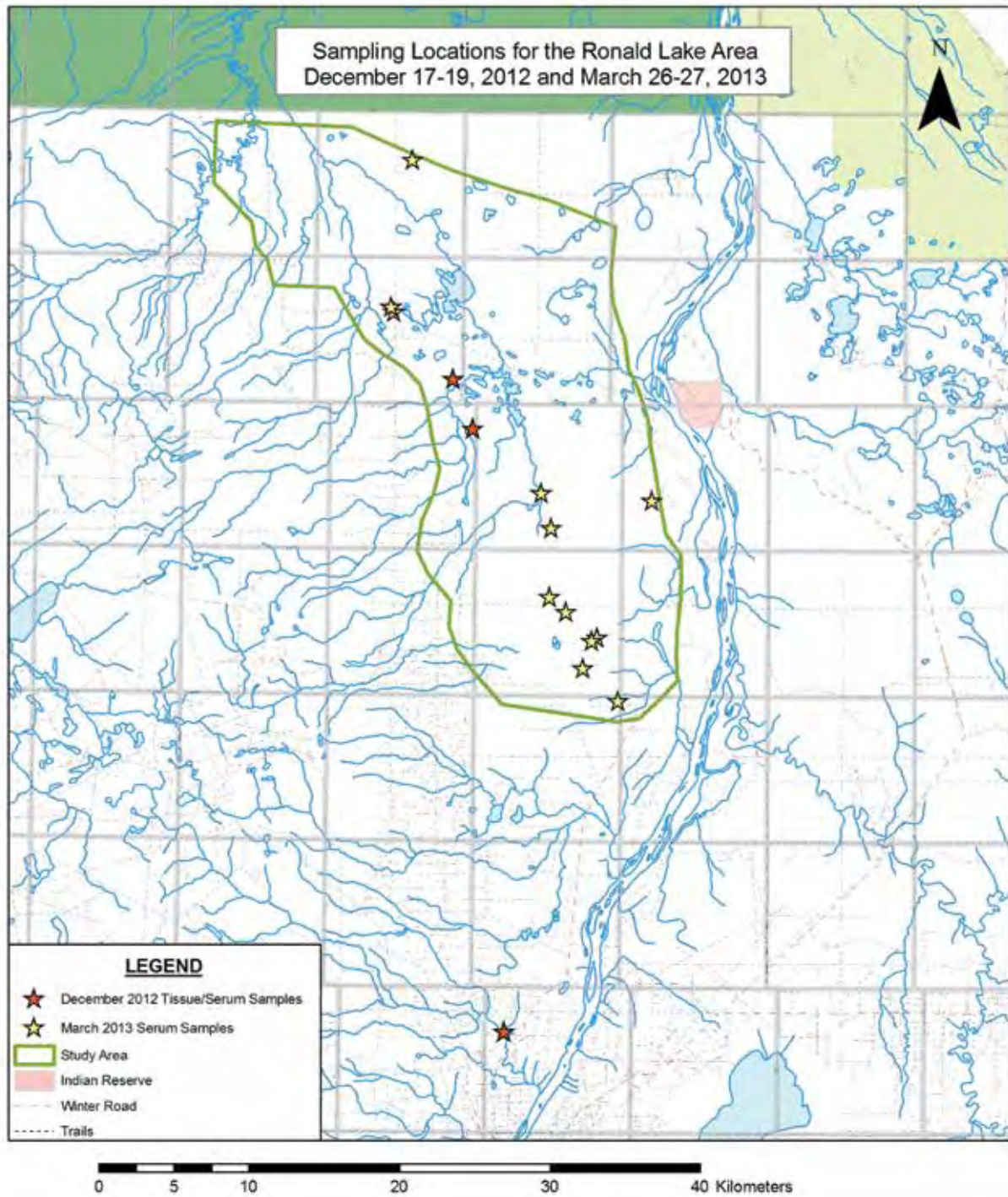


Figure 7. Locations of Ronald Lake Bison Sampled Dec. 17 – 19, 2012 and March 26, 27, 2013

Update on Genetic Program

Genetic material was obtained from each bison sampled for disease and was archived in cold storage to establish a provincial database for each herd.

The bison genetic program was implemented in 2012/13 to assist in understanding bison movements and dispersal which has the potential to shape how local populations are interconnected and subsequently determine how diseases are spread.

Understanding dispersal patterns of Alberta's free ranging bison also is important to identify the natural history of particular bison groups. For example, there is uncertainty in the origin of a group of approximately 200 bison inhabiting an area west of the Athabasca River, east of the Birch Mountains, and south of Wood Buffalo National park, known as the Ronald Lake Bison herd. Currently, ESRD assumes these bison are migrants from Wood Buffalo National Park.

To determine both the fine-scale genetic population structure and inter-population movement, ESRD will analyse genetic markers (microsatellites) specific to the bison genome. The analysis will build on previous efforts (Wilson and Strobeck 1999 a,b), to delineate and characterize bison populations in northern Alberta including Wood Buffalo National Park.

Tissue collection for DNA analysis has been ongoing since 2008 using samples collected from hunter harvested bison during the Hay-Zama disease surveillance program (Table 2). Additional samples were collected from Wentzel Lake, Harper Creek and Ronald Lake during disease surveillance programs in 2011 and 2012. Samples also were obtained from Wood Buffalo and Elk Island National Parks through collaborations with Parks Canada and the Canadian Food Inspection Agency.

Table 2.

Tissue samples collected from wild and protected bison for genetic analyses.

Area	Number of samples
Elk Island National Park	100
Hay Zama	80
Wentzel Lake	7
Wabaskwa/Mikkwa	12
Ronald lake	30
Wood Buffalo National Park	30
Chinchaga	5

The University of Alberta has been contracted by ESRD to process all tissue samples, extract DNA and perform genotyping. Samples were submitted to the University of Alberta in May 2013, with an estimated completion date of July 31, 2013.

All microsatellite profiles will be scored and subsequent analyses undertaken by ESRD (Dr. Mark Ball).

Update on 2011-12 Recommendations

It is recommended that two new strategies be incorporated into the approach "Managing Disease Risk in Alberta's Wood Bison With Special Focus on Bison to the West of Wood Buffalo National Park."

1. ESRD will work with Tourism, Parks and Recreation (TPR) to amend regulations to facilitate hunting bison in the Caribou Mountains Wildland Park as a mechanism to restrict range distribution and numbers of animals in the Wentzel Lake wood bison herd.

Initial discussions between TPR and ESRD regarding facilitating a bison hunt in the Caribou Mountains Wildland Park occurred and will continue based on the need for this potential activity as a risk management tool.

2. Include the Ronald Lake bison herd south and east of WBNP as part of the disease management program. This would include bringing local stakeholders and aboriginal groups up-to-date on the disease management program, establishing good estimates for herd size and distribution, and determining the herd's disease status. Note: Although this herd does not pose any risk to domestic animals nor disease-free bison herds, the status of all herds is required for any long-term solution to eliminating disease sources.

The Ronald Lake bison herd has been added as part of this disease management program. Local stakeholders and aboriginal groups have been provided information and opportunity to comment or consult on the program.

With the addition of Ronald Lake to the disease management program in 2012-13, the name of the program changed from "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the West of Wood Buffalo National Park" to "Managing Disease Risk in Northern Alberta Wood Bison - Outside of Wood Buffalo National Park".

Literature cited:

Gates, C. C., J. Mitchell, J. Wierzchowski and L. Giles. 2001. A landscape evaluation of bison movements and distribution in northern Canada. AXYS Environmental Consulting Ltd. 115 pp.

Wilson GA and C Strobeck. 1999a. The isolation and characterization of microsatellite loci in bison, and their usefulness in other artiodactyls. *Animal Genetics* 30: 226-227.

Wilson GA and C Strobeck. 1999b. Genetic variation within and relatedness among wood and plains bison populations. *Genome* 42: 483-496.

You're Invited to Attend the Northwest Persons with Developmental Disabilities Annual Spring Celebration and Awards Night

Friday, May 30, 2014
Holiday Inn - Grande Prairie
9816 - 107 Street

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MACKENZIE COUNTY
FORT VERMILION OFFICE



Doors Open - 5:00 p.m.
Dinner - 5:45 p.m.
Entertainment - 6:45 p.m.
Awards - 7:15 p.m.
Karaoke & Dance to Follow until Midnight

PDD Northwest Region is partnering with Signature Support Services and selling tickets to this year's Spring Celebration Dinner and Awards Night

Dinner tickets must be purchased to attend the dinner portion of the evening

- ❖ Dinner ticket - \$25 per person
- ❖ **EARLY BIRD PRIZE** - if Dinner ticket is purchased by April 16, 2014, your name will be entered to win a *prize*. One winner will be chosen.
- ❖ Dinner tickets must be purchased by **May 23, 2014**
- ❖ **To purchase tickets**, contact the PDD Grande Prairie office by phone 780-538-5115 or #203, 9815 - 97 Street, Grande Prairie, T8V 8B9
- ❖ Please make cheques payable to "**Signature Support Services**"



If you are attending the Awards and Karaoke/Dance portion of the evening (no dinner), please arrive by 7:00 p.m.

**Please let PDD know by May 23, 2014 if you're attending so we can reserve a seat for you.
Phone 780-538-5115**

Our Vision - "An Alberta that honours and respects the dignity and equal worth of persons with developmental disabilities."



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EDMONTON

OFFICE OF THE CITY MANAGER

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Reference No. 125679607-013

Chief Administrative Officer Ms. Joulia Whittleton
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Ms. Whittleton:

On behalf of the City of Edmonton, I invite you to attend:

Zero 2014 – A Conference for a Low Carbon Future

April 15–17, 2014, at the Shaw Conference Centre

Hosted in partnership by the City of Edmonton, Climate Change and Emissions
Management Corporation (CCEMC)

Responding to the challenge of climate change is arguably the greatest of our age – one that is escalating as the world's energy demand and carbon emissions continues to increase.

Zero 2014 is a solution-focused conference for business and government leaders, investors, land-use planners, policy analysts, financiers, policy makers and innovators to learn more about the challenges of climate change understand the solutions emerging around the world and capitalize on these opportunities. Zero 2014 will address the interests of municipal officials (both elected and administrative) – providing a unique opportunity to meet with and learn from representatives from the International Energy Agency and the International Panel on Climate Change (IPCC); a senior advisor to US, European and Chinese governments; and municipal leaders from some of the world's most sustainable cities.

This two day conference will also feature the Climate Change and Emissions Management Corporation's Grand Challenge Top 20 semi-finalists, who are competing for \$35 million in funding for innovative technologies that will convert carbon dioxide emissions into valuable carbon-based products and markets.

The special registration fee for government delegates is \$499.00 and is available using this special invitation link:

Visit Link: <https://www.regonline.ca/zero2014>

Choose: Special Invitation: CDN \$499.00

Enter Code: CITYMGR

If you have any question regarding ZERO 2014, please visit www.zero2014.com or contact Jim Andrais, Program Manager, Office of Environment, City of Edmonton at 780-944-7520.

I encourage you to be part of this important discussion and learning opportunity designed to make our communities more sustainable. See you at Zero 2014!

Yours truly,

A handwritten signature in black ink, appearing to read 'S.C. Farbrother', written in a cursive style.

S.C. Farbrother, MCIP, RPP, MA
City Manager

SF/ja



A CONFERENCE FOR A LOW CARBON FUTURE

ABOUT ZERO 2014

Reduction of the world's greenhouse gas emissions is arguably the greatest challenge of our age a challenge that is escalating as the world's energy demand continues to grow. Zero 2014 is a conference for leaders and innovators to explore how we will drive our transition to a low-carbon future.

Hosted by the Climate Change and Emissions Management (CCEMC) Corporation and the City of Edmonton, this event will bring together forward-thinking leaders from industry, clean technology, government, science and policy to address the shared goals of lowering our carbon impact and promoting greater awareness of the emissions reduction and energy challenges we face both here in Alberta and around the world.

While these challenges seem daunting, there are also tremendous opportunities for communities, businesses and innovators to embrace the challenges and develop and deploy emissions-reduction solutions. We respond, and will continue to respond, with timely, innovative and pragmatic solutions that will result in a new energy and economic future.

INNOVATORS FROM AROUND THE GLOBE!

Zero 2014 will also introduce and welcome the Top 20 finalists from the **CCEMC Grand Challenge**, which profiles innovators and organizations from around the world who are competing for up to \$35 million in funding for innovative technology that can convert CO₂ emissions into new carbon-based products and markets.

TOPIC & DISCUSSION HIGHLIGHTS

- The Big Picture: Global Population Growth, Energy Demands, Energy Sources & Climate Change
- The IPCC's Fifth Assessment Report, Climate Change 2013: The Physical Science Basis
- Municipal Sustainability—Call to Action to Address the Climate and Energy Challenges Facing Cities
- The Leap: How to Survive and Thrive in the Sustainable Economy
- Innovation into Action: Harnessing science and technology
- Future Tense: 2050 is just around the corner, so it's time to get real!
- The Green Race in a resource and carbon constrained world
- Collaborating to Create Markets and Solve Problems: How innovators are working with customers to build clean technologies

To view full conference details, please visit zero2014.com

SPEAKER HIGHLIGHTS



Hosted by:



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Mayor,
The City of Edmonton



Jeremy Rifkin
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Dr. Bjorn Stigson
Former President, World
Business Council for
Sustainable Development
(WBCSD) 1995-2011



Thomas Stocker
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