

# MACKENZIE COUNTY

## REGULAR COUNCIL MEETING

AUGUST 27, 2014

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

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

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. <b>HOUSING ENTITY: Study Completion</b> 2. Canada Postal Service – La Crete 3. _____ <input type="checkbox"/> Regional Sustainability Study <input type="checkbox"/> First Nations Relations	Oct Aug  Oct	1. <b>OIL AND GAS STRATEGY: Info</b> 2. <b>ZAMA ROAD: Business Case</b> 3. Economic Development <input type="checkbox"/> OSB Plant <input type="checkbox"/> TRANSPORTATION DEVELOPMENT (Apache and P5 Road Assessments) <input type="checkbox"/> Bio-Industrial Project	Sept Aug Dec
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. COR Certification: Self-Audit 2. Rec. Board Agreement Renewal 3. Disaster Emergency Planning – Communication & Shelter Planning <input type="checkbox"/> Radio Communication System – Secure Frequency Channel <input type="checkbox"/> _____	Nov Aug Dec  Aug	1. Surface Water Management Plan - Lidar 2. Steephill Creek/BHP Surface Water Management Plan – ESRD Approval 3. 2014 Ag Fair Planning <input type="checkbox"/> Emergency Livestock Response Plan <input type="checkbox"/> Wilson Prairie Surface Management Plan	July July  July Nov Aug
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans 2. Land Use Framework 3. LC & FV Airports – Infrastructure Review <input type="checkbox"/> Urban Development Policy <input type="checkbox"/> _____	Aug  Sept Sept	1. Communication Plan – Front Desk Protocol 2. Flag Policy 3. Cell Phone Review & Draft RFP <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Event Planning – Golf, 88 Opening	Sept  Sept Sept Nov Sept
FINANCE (Mark)		PUBLIC WORKS* (John/Ron)	
1. Long Term Capital Plan 2. Long Term Financial Plan 3. _____ <input type="checkbox"/> Investments Strategy Review <input type="checkbox"/> _____	Aug Sept	1. <b>RURAL ROADS: MY RR upgrade plan</b> 2. <b>HAMLET STREETS: Develop Policy</b> 3. Gravel Pit Transfer (Meander) <input type="checkbox"/> Multi-Year Capital Assessment <input type="checkbox"/> _____	Sept Sept Oct Oct
ENVIRONMENTAL (John)			
1. Rural Water 2. HL North Waterline Assessment 3. _____ <input type="checkbox"/> Sewer Servicing Options <input type="checkbox"/> Potable Water Supply Study RFP	   Aug	Codes: <b>BOLD CAPITALS</b> – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, August 27, 2014  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the August 6, 2014 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) b) c)	
<b>GENERAL REPORTS:</b>	5.	a) Municipal Planning Commission Meeting Minutes b) c)	19
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	7.	a) Bylaw 930-14 Road Closure Lying West of NE 34-105-15-W5	45
<b>COMMUNITY SERVICES:</b>	8.	a) b)	

<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	Alberta Community Partnership – Intermunicipal Collaboration (Footner Water Line)	57
		b)	Fourth Access Request – NE 12-104-18-W5M	65
		c)	Second Access Request – NE 17-105-15-W5M	69
		d)	Second Access Request – NE 33-106-14-W5M	73
		e)	Third Access Request – NW 22-106-15-W5M	77
		f)		
		g)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 970-14 Amending Bylaw 934-14 being a Road Closure for Consolidation Purposes – Plan 082 7605, Block 18, Lot 14 & Plan 962 4275, Block 4, Lot 30 within the Hamlet of Zama	81
		b)	Policy DEV002 Subdivision Refund	89
		c)	Bylaw 971-14 Fee Schedule Bylaw	95
		d)	Rural Development Standards	137
		e)		
		f)		
<b>FINANCE:</b>	12.	a)		
		b)		
<b>ADMINISTRATION:</b>	13.	a)	Alberta Community Partnership – Intermunicipal Collaboration (Hazmat Unit)	139
		b)	Alberta Community Partnership – Municipal Internship (MI)	147



	c)	AUMA – RCMP Topic(s) of Discussion Request	153
	d)	Request to Write a Letter to Provincial Government – License Plate Design	157
	e)		
	f)		
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a) Information/Correspondence	163
<b>IN CAMERA SESSION:</b>	15.	a) Legal <ul style="list-style-type: none"><li>• Winter Petroleum Ltd. – Tax Recovery</li></ul>	
		b) Labour	
		c) Land	
<b>NOTICE OF MOTION:</b>	16.	Notices of Motion	
<b>NEXT MEETING DATES:</b>	17.	a) Regular Council Meeting Monday, September 8, 2014 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	18.	a) Adjournment	





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the August 6, 2014 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the August 6, 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 August 6, 2014 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: \_\_\_\_\_ CAO \_\_\_\_\_

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, August 06, 2014  
10:00 a.m.**

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

**PRESENT:** Bill Neufeld Reeve  
Walter Sarapuk Deputy Reeve  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Elmer Derksen Councillor (left at 3:24 p.m.)  
John W. Driedger Councillor  
Eric Jorgensen Councillor  
Ricky Paul Councillor  
Lisa Wardley Councillor (via teleconference, left at 11:11 a.m)

**REGRETS:** Josh Knelsen Councillor

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Ron Pelensky Director of Community Services & Operations  
John Klassen Director of Environmental Services & Operations  
Byron Peters Director of Planning & Development  
Carol Gabriel Manager of Legislative & Support Services

**ALSO PRESENT:** Barry Sjolie, Brownlee LLP (teleconference)  
Steve Conners, Brownlee LLP (teleconference)  
Media

Minutes of the Regular Council meeting for Mackenzie County held on August 06, 2014 in the Fort Vermilion Council Chambers.

**CALL TO ORDER: 1. a) Call to Order**

Reeve Neufeld called the meeting to order at 10:04 a.m.

**MOTION 14-08-509 MOVED** by Councillor Bateman

That Council move in-camera at 10:04 a.m. to discuss agenda item 15. b) Labour – Correspondence.

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**CARRIED**

**MOTION 14-08-510**

**MOVED** by Councillor Derksen

That Council move out of camera at 11:11 a.m.

**CARRIED**

Councillor Wardley left the meeting at 11:11 a.m.

Reeve Neufeld recessed the meeting at 11:14 a.m. and reconvened the meeting at 1:47 p.m.

**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 14-08-511**

**MOVED** by Councillor Driedger

That the agenda be approved with the following additions:

- 12. d) Additional Named Insured – La Crete Area Chamber of Commerce

**CARRIED**

Councillor Jorgensen rejoined the meeting at 1:49 p.m.

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the July 14, 2014 Regular Council Meeting**

**MOTION 14-08-512**

**MOVED** by Councillor Braun

That the minutes of the July 14, 2014 Regular Council meeting be adopted as presented.

Councillor Derksen requested a recorded vote.

In Favor

Councillor Paul  
Councillor Driedger  
Reeve Neufeld  
Deputy Reeve Sarapuk  
Councillor Jorgensen  
Councillor Bateman  
Councillor Braun

Opposed

Councillor Derksen

**CARRIED**

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**MOTION 14-08-513**

**MOVED** by Councillor Bateman

That the business arising out of the minutes be tabled to after the delegations.

**CARRIED**

**DELEGATIONS:**

**4. a) Tom Hoffman, Tolko**

**MOTION 14-08-514**

**MOVED** by Councillor Bateman

That the request from Tolko to improve infrastructure on the following bridges, in order to maximize opportunities to allow for efficient transportation of resources and equipment, be referred to the next Tri-Council meeting.

1. Hay River Bridge on Highway 35, East of Zama City (BF73407)
2. Ponton River Bridge on Highway 58, 29km NW of Fort Vermilion (BF75539)
3. Lawrence River Bridge on Highway 58, East of High Level (BF75694)

**CARRIED**

**4. b) S/Sgt. Jeff Simpson, Fort Vermilion RCMP**

**MOTION 14-08-515**

**MOVED** by Councillor Driedger

That the RCMP report be received for information.

**CARRIED**

**MOTION 14-08-516**

**MOVED** by Deputy Reeve Sarapuk

That a letter be sent to the Fort Vermilion & Area Board of Trade in response to their concern regarding vagrancy in Fort Vermilion.

**CARRIED**

**MOTION 14-08-517**

**MOVED** by Councillor Paul

That council move in-camera at 2:18 p.m. to discuss business arising out of the previous minutes that were discussed in-camera.

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**CARRIED**

Councillor Derksen left the meeting at 3:24 p.m.

**MOTION 14-08-518**

**MOVED** by Councillor Paul

That council move out of camera at 3:44 p.m.

**CARRIED**

Reeve Neufeld recessed the meeting at 3:44 p.m. and reconvened the meeting at 3:50 p.m.

**GENERAL REPORTS:**

**5. a) CAO Report**

**MOTION 14-08-519**

**MOVED** by Councillor Jorgensen

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

**CARRIED**

**GENERAL REPORTS:**

**5. b) Public Works Committee Meeting Minutes – July 2, 2014**

**MOTION 14-08-520**

**MOVED** by Deputy Reeve Sarapuk

That the Public Works Committee meeting minutes of July 2, 2014 be received for information.

**CARRIED**

**GENERAL REPORTS:**

**5. c) Minutes of the June 6, 2014 Agricultural Service Board Meeting**

**MOTION 14-08-521**

**MOVED** by Councillor Driedger

That the minutes of the June 6, 2014 Agricultural Service Board meeting be received for information.

**CARRIED**

**TENDERS:**

**6. a) None**

**PUBLIC HEARINGS:**

**7. a) Bylaw 966-14 Land Use Bylaw Amendment to Rezone Part of NE 4-106-15-W5M from Public/Institution “P” to Hamlet Residential District 2**

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## “HR2” (La Crete)

Reeve Neufeld called the public hearing for Bylaw 966-14 to order at 3:59 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 966-14 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 June 23, 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 966-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 966-14. There was no one present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 966-14 at 4:00 p.m.

**MOTION 14-08-522** **MOVED** by Councillor Braun

That second reading be given for Bylaw 966-14 being a Land Use Bylaw Amendment to rezone Part of NE 4-106-15-W5M from Public/Institutional “P” to Hamlet Residential District 2 “HR2” to accommodate multi-family development.

**CARRIED**

**MOTION 14-08-523** **MOVED** by Councillor Bateman

That third reading be given for Bylaw 966-14 being a Land Use Bylaw Amendment to rezone Part of NE 4-106-15-W5M from Public/Institutional “P” to Hamlet Residential District 2 “HR2” to accommodate multi-family development.

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**CARRIED**

**COMMUNITY  
SERVICES:**

**8. a) La Crete Recreation Society – Recreation Manager**

**MOTION 14-08-524**

**MOVED** by Councillor Bateman

That administration be authorized to release \$55,000 to La Crete Recreation Board for the Program Manager and issue a letter requesting performance measures reporting at the end of the program as discussed.

**CARRIED**

**8. b) Disposal of Buffalo Head Prairie Skate Shack**

**MOTION 14-08-525**

**MOVED** by Councillor Paul

That the Buffalo Head Prairie Skate Shack be donated to the Fort Vermilion Recreation Board to replace their current shack in Mackenzie Housing.

**CARRIED**

**ENVIRONMENTAL  
SERVICES:**

**9. a) None**

**OPERATIONS:**

**10. a) Spruce Road Project**

**MOTION 14-08-526**

**MOVED** by Councillor Braun

That the Spruce Road reconstruction project be awarded to Ridgeview Contracting consisting of 3 miles at a cost of \$54,432.00/mile for a total of \$163,296.00.

**CARRIED**

**10. b) Bridge File 75117 Reconstruction**

**MOTION 14-08-527**

Requires 2/3

**MOVED** by Councillor Bateman

That the 2014 budget be amended to include \$668,000 for BF 75117 capital project with \$417,000 coming from the Disaster Recovery Program and \$251,000 coming from the existing 2014 capital budget for BF 75117, and the remaining pre-

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approved municipal funds in the amount of \$74,000 be set into the Public Works Reserve and kept in abeyance for this project until the tender is complete and the final Disaster Recovery funding is known.

**CARRIED**

**MOTION 14-08-528**

**MOVED** by Deputy Reeve Sarapuk

That administration be authorized to proceed with construction of a 4.3 meter diameter culvert to replace the existing BF 75117 structure.

**CARRIED**

**10. c) Hamlet of Fort Vermilion – Truck Route**

**MOTION 14-08-529**

**MOVED** by Councillor Bateman

That Council authorizes administration to proceed with preparing engineering estimates from the 2014 budget for the new Fort Vermilion truck route as per the map presented and that the project construction be considered in the 2015 budget.

**CARRIED**

**10. d) Review of the Rural Waste Collection System**

**MOTION 14-08-530**

**MOVED** by Councillor Jorgensen

That administration be authorized to implement a yearly registration form for rural residents wishing to have garbage bins for yard site pick up and that administration set a \$120/year cap on disposal fees for each rural bin use.

**MOTION 14-08-531**

**MOVED** by Councillor Bateman

That Motion 14-08-530 be TABLED for further information regarding hamlet bins.

**CARRIED**

**10. e) Culvert Replacements on Private Driveways**

**MOTION 14-08-532**

**MOVED** by Councillor Jorgensen

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That administration bring forward a revised Policy PW039, Rural Road Access Construction and Surface Water Management Policy, clarifying the culverts replacement process whereby the County will complete the work at no cost and the cost of the culvert will be equally shared with the land owner.

**CARRIED**

**PLANNING &  
 DEVELOPMENT:**

**11. a) Subdivision Security Requirements (Policy DEV003)**

**MOTION 14-08-533**

**MOVED** by Councillor Bateman

That Policy DEV003 Multi-Lot/Urban Subdivision Construction and Registration Policy be amended as follows in regards to subdivision security requirements:

Municipal Infrastructure requiring Security	Form of Security	Amount of Security Required
Subsurface Municipal Improvements	Irrevocable Letter of Guarantee in a form acceptable to Mackenzie County or a certified cheque, <del>OR title to lots being created by the subdivision and being equivalent in value to the amount of security required.</del>	25% of total engineered construction costs for subsurface Municipal Improvements
Surface Municipal Improvements	Irrevocable Letter of Guarantee in a form acceptable to Mackenzie County or a certified cheque, <del>OR title to lots being created by the subdivision and being equivalent in value to the amount of security required.</del>	25% of total engineered construction costs for surface Municipal Improvements

**CARRIED**

**FINANCE:**

**12. a) La Crete Recreation Board Additional Funds Request**

**MOTION 14-08-534**  
 Requires 2/3

**MOVED** by Councillor Braun

That the 2014 budget be amended to include and provide additional \$6,000 to the La Crete Recreation Board for the electric panel replacement with funds coming from the Grants to Other Organizations Reserve.

**CARRIED**

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**12. b) Request to Reduce Property Tax on Roll 148405 due to Fire**

**MOTION 14-08-535**

**MOVED** by Councillor Braun

That the request to reduce property tax on roll 148405 due to a fire be approved and that administration develop a policy for reduction of property taxes due to extraordinary circumstances.

**CARRIED**

**12. c) Request to Reduce Taxes on Roll 197494**

**MOTION 14-08-536**

**MOVED** by Councillor Bateman

That the request to reduce taxes on tax roll 197494 be DENIED.

**CARRIED**

**12. d) Additional Named Insured – La Crete Area Chamber of Commerce (ADDITION)**

**MOTION 14-08-537**

Requires Unanimous

**MOVED** by Councillor Braun

That Council authorize the provision of insurance coverage to La Crete Area Chamber of Commerce on a cost recovery basis through the Jubilee Additional Named Insured Program.

**CARRIED UNANIMOUSLY**

**ADMINISTRATION:**

**13. a) Council Organizational Meeting**

**MOTION 14-08-538**

**MOVED** by Councillor Driedger

That the annual Organizational Meeting be scheduled for October 28, 2014 at 1:00 p.m. in the Fort Vermilion Council Chambers.

**CARRIED**

**13. b) Footner Water Line**

**MOTION 14-08-539**

**MOVED** by Councillor Bateman

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That Mackenzie County administration meets with the Town of High Level administration to discuss all alternatives as outlined in the DCL Siemens engineering report regarding improving the Footner Water Line (North) capacity and bring a joint recommendation forward to both Councils, including the possibility of applying under Municipal Alberta Community Partnership program for funds.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 14-08-540**

**MOVED** by Councillor Paul

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

**CARRIED**

**15. b) Labour – Correspondence**

**MOTION 14-08-541**

**MOVED** by Councillor Bateman

That in accordance with the County's procedural bylaw, that Councillor Derksen be prohibited from contact with any Mackenzie County employee other than through the Reeve or Deputy Reeve.

**CARRIED UNANIMOUSLY**

**MOTION 14-08-542**

**MOVED** by Councillor Jorgensen

That the CAO's request to pay out unused vacation days be granted.

**CARRIED**

**NOTICES OF MOTION:**

**16. a) None**

**NEXT MEETING  
DATES:**

**17. a) Regular Council Meeting**  
Wednesday, August 27, 2014  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

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**MOTION 14-08-543**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:38 p.m.

**CARRIED**

These minutes will be presented to Council for approval on August 27, 2014.

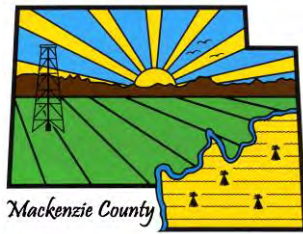
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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

The adopted minutes of the June 25 & July 11, 2014 Municipal Planning Commission meetings are attached.

### **OPTIONS & BENEFITS:**

N/A

### **COSTS & SOURCE OF FUNDING:**

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

N/A

**Author:** Byron Peters **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of June 25 and July 11, 2014 be received for information.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Wednesday, June 25, 2014 @ 10:00 a.m.**

**PRESENT:**                    Wally Schroeder                    Vice Chair, MPC Member  
   Elmer Derksen                    Councilor, MPC Member  
   Beth Kappelar                    MPC Member  
   Jacquie Bateman                    Councilor, MPC Member

**REGRETS:**                    Jack Eccles                    Chair, MPC Member

**ADMINISTRATION:**    Byron Peters                    Director of Planning & Development  
   Liane Lambert                    Planner  
   Caitlin Smith                    Development Officer  
   Margaret Fehr                    Administrative Assistant, Recording  
      Secretary

**MOTION            1.    CALL TO ORDER**

   Wally Schroeder called the meeting to order at 10:07 a.m.

**2.    ADOPTION OF AGENDA**

**MPC-14-06-127    MOVED** by Jacquie Bateman

   That the agenda be adopted as amended with the following addition:

- 5. a) Subdivision Application 24-SUB-13  
   SW 36-106-14-W5M (La Crete)  
   Sheldon & Nancy Krahn

**CARRIED**

**3.    MINUTES**

**a)    Adoption of Minutes**

**MPC-14-06-128    MOVED** by Jacquie Bateman

   That the minutes of the June 12, 2014 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 311-DP-13  
Henry Wiebe; Ancillary (Fence with 1 Foot Variance)  
(Time Extension) in Manufactured Home  
Subdivision 2 “MHS2”(La Crete)  
Plan 052 5689, Block 34, Lot 17**

**MPC-14-06-129**      **MOVED** by Jacquie Bateman

That a one (1) year time extension for 311-DP-13 on Plan 052 5689, Block 34, Lot 17 in the name of Henry Wiebe be granted to expire on January 15, 2016.

**CARRIED**

**b) Development Permit Application 141-DP-14  
Stantec Architecture Ltd.;  
Professional Office (Variance Request) in  
La Crete Highway Commercial “HC2” (La Crete)  
Plan 902 2145, Block 21**

**MPC-14-06-130**      **MOVED** by Beth Kappelar

That Development Permit 141-DP-14 on Plan 902 2145, Block 21 in the name of Stantec Architecture 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. A 12% Variance for Shop setback from the rear (South) and side (East) property lines are hereby granted. The shop shall be 36.6 meters (120 feet) from the right-of-way.

2. Minimum building setbacks:

- a. 9.1 meters (30 feet) front (facing 100<sup>th</sup> Street) yard;
- b. 9.1 meters (30 feet) exterior side (North) yard;

- c. 3.1 meters (10 feet) interior side (South) yard;
  - d. 3.1 meters (10 feet) rear (West) yard; from the property lines.
3. **The Professional Office 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.**
  4. The architecture, construction materials and appearance of the Professional Office shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
  5. 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.
  6. The municipality has assigned the following address to the noted property **10522-101<sup>st</sup> Street**. You are required to display the address (**10522**) 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. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
  9. 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 11 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).”*
  10. The sign shall be located a minimum of:
    - a. 20 meters from regulatory signs, and
    - b. Not less than 1.5 meters from the curb/sidewalk.
  11. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
  12. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.

13. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
14. 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.
15. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
16. Wiring and conduits of the sign must be concealed from view.
17. 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.
18. 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.
19. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

- c) Development Permit Application 164-DP-14  
 Terry Wayne Peters;  
 Ancillary (Deck) in  
 La Crete Town Centre "TC1" (La Crete)  
Plan 1160NY, Block 02, Lot 05**

**MPC-14-06-131      MOVED** by Elmer Derksen

That Development Permit 164-DP-14 on Plan 1160NY, Block 02, Lot 05 in the name of Terry Wayne Peters 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. **Minimum building (Deck) setbacks:**
  - a. **3.1 meters (10 feet) front (North) yard;**
  - b. **3.1 meters (10 feet) rear (South) yard;**
  - c. **1.5 meters (5 feet) interior side (East) yard;**
  - d. **3.1 meters (10 feet) exterior side (West) yard; from the property lines.**
2. **The maximum area of the Deck shall not exceed 50% of the total area of the Principal Building.**
3. The Deck shall be constructed and finished with similar construction materials as the residence and shall compliment the natural features of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
4. No construction or development is allowed on or in a right-of-way unless all the Utility Company and the owner of the Right-of-Way have granted written permission. 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.
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. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. 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 166-DP-14**  
**Henry Isaac;**  
**Automotive Equipment and Vehicle Services (Repair Shop)**  
**in La Crete General Commercial "GC1" (La Crete)**  
**Plan 142 0720, Block 02, Lot 11**

**MPC-14-06-132**

**MOVED** by Jacquie Bateman

That Development Permit 166-DP-14 on Plan 142 0720, Block 02, Lot 11 in the name of Henry Isaac 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 an Automotive Equipment and Vehicle Service out of the existing building.
2. This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.
3. All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and standards.
4. 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 5 parking stalls. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*
5. The Automotive Equipment and Vehicle Services Business shall meet all Alberta Safety Code requirements 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 10125-113<sup>th</sup> Avenue, Unit 1. You are required to display the address (10125-1) 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. 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 at the developers' expense.
8. The sign shall be located a minimum of:
  - a. 20 meters from regulatory signs, and
  - b. Not less than 1.5 meters from the curb/sidewalk.
9. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**

10. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
11. The site 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. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of the sign must be concealed from view.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
16. 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.

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**

- e) Development Permit Application 169-DP-14  
Amy Teichroeb;  
Fence (with 2 Foot Height Variance)  
in Manufactured Home Subdivision “MHS1” (La Crete)  
Plan 962 3400, Block 22, Lot 02**

**MPC-14-06-133**      **MOVED** by Beth Kappelar

That Development Permit 169-DP-14 on Plan 962 3400, Block 22, Lot 02 in the name of Amy Teichroeb 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. **Approval of a fence with variance as noted in condition 2a).**
2. **Maximum height of fence:**
  - a) **1.8 meters (6 feet) for the FRONT YARD facing 102<sup>nd</sup> Avenue,**
  - b) **and up to 6 feet for the remaining yards.**
3. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
4. The fence shall not encroach onto adjacent properties.
5. This permit approval is subject to an 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 at the developers' expense.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
7. 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.
8. 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 24-SUB-13  
SW 36-106-14-W5M (La Crete)  
Sheldon & Nancy Krahn**

**MPC-14-06-134**      **MOVED** by Beth Kappelar

That Subdivision Application 24-SUB-13 in the name of Sheldon & Nancy Krahn on SW 36-106-14-W5M be REVISED with the following conditions:



1. This approval is for a **TYPE A** Boundary Adjustment being a revision to subdivision application 24-SUB-14 to increase the existing 14.11 acres in Plan 122 2851, Block 1, Lot 1 (Part of SW 36-106-14-W5M) to 20.41 acres in total (an addition of 6.3 acres (2.55 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 standards at the developer's expense.
  - c) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - d) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - e) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

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.

#### **CARRIED**

#### **6. MISCELLANEOUS ITEMS**

##### **a) Action List**

For information.

#### **7. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ July 11, 2014 at 10:00 a.m. in La Crete
- ❖ July 24, 2014 at 10:00 a.m. in Fort Vermilion
- ❖ August 11, 2014 at 10:00 a.m. in La Crete
- ❖ August 28, 2014 at 10:00 a.m. in Fort Vermilion

**8. ADJOURNMENT**

**MPC-14-06-135**    **MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:20 a.m.

**CARRIED**

These minutes were adopted this 11th day of July, 2014.

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Wally Schroeder, Vice Chair

**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Friday, July 11, 2014 @ 10:00 a.m.**

**PRESENT:**

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

**ADMINISTRATION:**

Liane Lambert	Planner
Margaret Fehr	Administrative Assistant, Recording Secretary

**MOTION**

**1. CALL TO ORDER**

Jack Eccles called the meeting to order at 9:58 a.m.

**2. ADOPTION OF AGENDA**

**MPC-14-07-136**     **MOVED** by Wally Schroeder

That the agenda be adopted as amended with the following addition:

- d) Subdivision Application 22-SUB-14  
SW 9-106-15-W5M (La Crete)  
Quality Investment Corp.**

**CARRIED**

**3. MINUTES**

- a) Adoption of Minutes**

**MPC-14-07-137**     **MOVED** by Beth Kappelar

That the minutes of the June 25, 2014 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 189-DP-14  
Ed & Sara Wiebe;  
Dwelling-Single Family with Garage-Attached in  
Hamlet Country Residential 2 “HCR2” (La Crete)  
Plan 052 0560, Block 05, Lot 01**

**MPC-14-07-138**      **MOVED** by Elmer Derksen

That Development Permit 189-DP-14 on Plan 052 0560, Block 05, Lot 01 in the name of Ed & Sara Wiebe 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. Minimum building setbacks:
  - a) 15.24 meters (50 feet) front (North) yard;
  - b) 4.6 meters (15 feet) side (East & West) yards;
  - c) 7.6 meters (25 feet) rear (South) yard; from the property lines.
2. **The existing Manufactured Home – Single Wide shall be removed from the property after occupancy of the new dwelling (Dwelling – Single Family with Garage – Attached).**
3. **The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.**
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring houses to the satisfaction of the Development Authority.
5. Building to be connected to the Municipal water and sewer and the cost of connection fee will be borne by the owner where applicable.
6. The Municipality has assigned the following address to the noted property **9506-88<sup>th</sup> Avenue**. You are required to display the address (**9506**) 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. 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.
8. This permit approval is subject to an 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 at the developers' expense.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. 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 29-SUB-14  
Part of NW 31-109-18-W5M  
Plan 092 4953, Block 2, Lot 1 (High Level Rural)  
Jake Wolfe**

**MPC-14-07-139**      **MOVED** by Beth Kappelar

That Subdivision application 29-SUB-14 in the name of Jake Wolfe on Plan 092 4953, Block 2, Lot 1 (Part of NW-31-109-18-W5M) be APPROVED with the following conditions:

This approval is for a **ROAD PLAN**, approximately 0.94 Acres (0.38 ha) in size.

1. 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) **Further development of future lots on the NW 31-109-18-W5M will require the construction of the road to current Municipal Standards for the current zoning district.**
- c) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- 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 utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) 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.

**CARRIED**

- b) **Subdivision Application 31-SUB-14  
NE 7-106-12-W5M (La Crete Rural)  
Cornelius & Margaretha Buhler**

**MPC-14-07-140**      **MOVED** by Wally Schroeder

That Subdivision application 31-SUB-14 in the name of Cornelius & Margaretha Buhler on NE 7-106-12-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** Double lot subdivision, 2 - 10 acre (4.04 hectare) parcels in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.

- b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) The County Road shall be constructed passed the point of access to the far west parcel with an approved driveway built to County Standards for both parcels.**
- d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$2,500.00 per acre. Municipal reserve is charged at 10%, which is \$ per subdivided acre. **10 acres times \$250.00 equals \$2,500.00.**
- f) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act Section 667 (1) (a).***
- g) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- h) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- i) Provision of utility right-of-way as required by ATCO Electric, TELUS and Northern Lights Gas and others.
- j) ATCO requires an easement on three sides of the NW 13-105-16-W5M.
- k) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- c) Subdivision Application 32-SUB-14  
Part of NW 9-106-15-W5M (La Crete)  
Vanguard Realty Ltd.**

**MPC-14-07-141**      **MOVED** by Wally Schroeder

That Subdivision Application 32-SUB-14 in the name of Vanguard Realty Ltd. on Part of NW 9-106-15-W5M, be APPROVED with the following conditions;

1. This approval is for an 11 lot subdivision, 3.26 acres (1.320 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 all sanitary systems including service lines, main and appurtenances as required by the Municipality,
  - c) Provision of all water lines, including all fittings and valves as required by the County,
  - d) Provision of municipal servicing (water and sanitary sewer) to each lot,
  - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

1. Drainage of internal road system,
  2. Erosion prevention systems, if required,
  3. Direction of site drainage, and
  4. Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;



- g) Provision of street lighting with underground wiring, design and location as required by the County,
- h) Engineered signage package,
- i) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- j) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- k) All trees and vegetation shall be removed from the utility lane/lots
- l) The developer is responsible for landscaping to design elevation and seeding with grass or other approved landscaping,
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- n) Any outstanding property taxes shall be paid in full prior to registration of title,
- o) Provision of off-site levies as required by the County as follows:
  - i) Lift Station #4 Levies (Bylaw 223/00) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage. The levy is calculated at \$1,342 per hectare. Your subdivision is a total of 1.320 hectares. The total is **\$1,771.44.**

- ii) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
  - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - c) new or expanded storm sewage drainage facilities;
  - d) new or expanded facilities for the storage, transfer, or disposal of waste;
  - e) land required for or in connection with any facilities described in clauses (a) to (d); and
  - f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Eleven (11) lots at \$1,000 equals **\$11,000.00**,

- iii) Gravity Sewer Main Levies (Bylaw 338/02) are charged for the northwest area of the Hamlet of La Crete for the purpose of recovering a portion of the costs for new or expanded facilities for the treatment, movement or disposal of sanitary sewage. The levy is calculated at \$4,111.23 per hectare. Your subdivision is a total of 1.320 hectares. The total is **\$5,426.82**.

**Total Levies = \$18,198.26**

- o) Provision of municipal reserve in the form of money in lieu of land, land, or a combination of both. Specific amount to be based on 10% of the market value of the subject land and on the current market value. The current market value for this property is \$\_\_\_\_\_. per acre. Municipal reserve is charged at 10%, which is \$\_\_\_\_\_ per subdivided acre. 3.26 acres times \$\_\_\_\_\_ equals \$\_\_\_\_\_.
- p) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).
- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in

accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

- d) Subdivision Application 22-SUB-14  
SW 9-106-15-W5M (La Crete)  
Quality Investment Corp.**

**MPC-14-07-142      MOVED** by Elmer Derksen

That Subdivision Application 22-SUB-14 in the name of Quality Investments on Part of SW 9-106-15-W5M, be APPROVED with the following conditions;

1. This approval is for a 21 lot subdivision, 16.1 acres (6.51 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 all sanitary systems including service lines, main and appurtenances as required by the Municipality,
  - c) Provision of all water lines, including all fittings and valves as required by the County,
  - d) Provision of municipal servicing (water and sanitary sewer) to each lot,
  - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County.

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

1. Drainage of internal road system,
2. Erosion prevention systems, if required,
3. Direction of site drainage, and
4. Elevation plans for each lot

- f)** Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g)** Provision of street lighting with underground wiring, design and location as required by the County,
- h)** Engineered signage package,
- i)** Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- j)** Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- k)** The developer is responsible for landscaping to design elevation and seeding with grass or other approved landscaping,
- l)** Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- m)** Any outstanding property taxes shall be paid in full prior to registration of title,
- n)** Provision of off-site levies as required by the County as follows:

- i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
  - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - c) new or expanded storm sewage drainage facilities;
  - d) new or expanded facilities for the storage, transfer, or disposal of waste;
  - e) land required for or in connection with any facilities described in clauses (a) to (d); and
  - f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Twenty (21) lots at \$1,000 equal **\$21,000.00**,

- ii) Lift Station #4 Levies (Bylaw 223/00) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage. The levy is calculated at \$1,342.00 per hectare. Your subdivision is a total of 6.51 hectares. 6.51 hectares at \$1,342 equals \$8,736.42,

- iii) Lift Station #5 Levies (Bylaw 474/04) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage. Payment of levies that contribute towards the cost of Lift Station Number 5 force mains and gravity sewer mains. The total costs of these improvements are being charged on a cost per hectare basis. As each hectare is subdivided the developer will be required to pay \$1,185.00 per hectare for development within the benefiting area. Your subdivision is for 6.51 hectares (16.1 acres).

\$1,185.00/ha x 6.51 hectares = \$7,714.35

**Total Lift Station Number 5 levy owing is \$7,714.35**

**Total Levies - i) + ii) + iii) = \$37,450.77**

- o) **Provision of municipal reserve in the form of money in lieu of land. Land, or a combination of both. Specific amount to be based on 10% of the market value of the subject land and on the current market value. The current market value for this property is \$\_\_\_\_\_ per acre. Municipal reserve is charged at 10%, which is \$\_\_\_\_\_ per subdivided acre. 16.1 acres times**

\$ \_\_\_\_\_ equals \$ \_\_\_\_\_.(To be Determined)

p) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).

q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

**6. MISCELLANEOUS ITEMS**

a) **Development Statistics Report  
January to June 2014**

**MPC-14-07-143**      **MOVED** by Wally Schroeder

That the development statistics report for January to June, 2014 be received for information.

**CARRIED**

b) **Action List**

For information.

**7. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ July 24, 2014 at 10:00 a.m. in Fort Vermilion
- ❖ August 11, 2014 at 10:00 a.m. in La Crete
- ❖ August 28, 2014 at 10:00 a.m. in Fort Vermilion
- ❖ September 11, 2014 at 10:00 a.m. in La Crete
- ❖ September 25, 2014 at 10:00 a.m. in Fort Vermilion

8. **ADJOURNMENT**

**MPC-14-07-144** **MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:27 a.m.

**CARRIED**

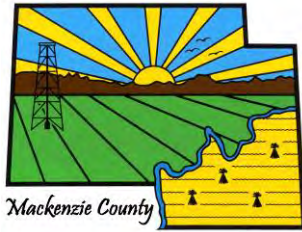
These minutes were adopted this 24th day of July, 2014.

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Jack Eccles, Chair







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 930-14 Road Closure Lying West of NE 34-105-15-W5</b>

**BACKGROUND / PROPOSAL:**

Bylaw 930-14, being a Road Closure Bylaw for the closure of a portion of statutory road allowance lying between NE 34-105-15-W5 and NW 34-105-15-W5 for the purpose of sale and consolidation with the adjacent lands, received first reading at the January 14, 2014 Council Meeting.

All road closure Bylaws must receive a Public Hearing prior to being sent to Alberta Transportation for approval. The subject Bylaw will be presented to Council for second and third reading after it has been signed by the Minister of Transportation.

**Background**

This particular portion of road allowance is currently 55 m wide at the south end and 50 m wide at the north end, which is much more than is anticipated the County would ever need in this location. The applicant is requesting that the County sell the easterly 20 m to 25 m of the road allowance, which still allows for a 30 m road allowance for County use.

Administration is unsure why the current road allowance is as wide as it currently is, but administration agrees with the applicants request to close this portion of the road allowance.

The applicant claims that the County/Province originally only paid a dollar to acquire the road allowance, and requests that he be allowed to buy it back for the same amount. The applicant also claims that the road was originally built in the wrong location, and was moved within a couple of years to its current location. This mistake is what led to the road allowance being what it is today. Administration has not found any paperwork regarding the original sale of the road allowance lands, which took place in/around 1984.

**Author:** B. Peters      **Reviewed by:** \_\_\_\_\_ **CAO**      JW

When this bylaw received first reading, Council made the decision to sell the land to the applicant for \$1.00, as per his request.

**COSTS & SOURCE OF FUNDING:**

All costs to be borne by the applicant.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

The bylaw was advertised in the Northern Pioneer on August 13 & August 20, 2014 as per the MGA requirements as well as to all adjacent landowners.

**RECOMMENDED ACTION:**

That administration move forward with Bylaw 930-14, being a road closure bylaw for the closure of the easterly portion of the road allowance, while maintaining a 30 m road allowance, lying west of NE 34-105-15-W5.

Author: B. Peters Reviewed by: \_\_\_\_\_ CAO JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 930-14**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 930-14**

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

**FOR THE PURPOSE OF CLOSING A PORTION OF  
STATUTORY 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 a portion of Government Road Allowance as shown in Plan 842 1715 as outlined in 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, a portion of the Plan 842 1715 described as follows, subject to the rights of access granted by other legislation or regulations:

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING WITHIN  
THE LIMITS OF  
AREA 'A'  
PLAN 842 1715  
EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 14<sup>th</sup> day of January, 2014.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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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.

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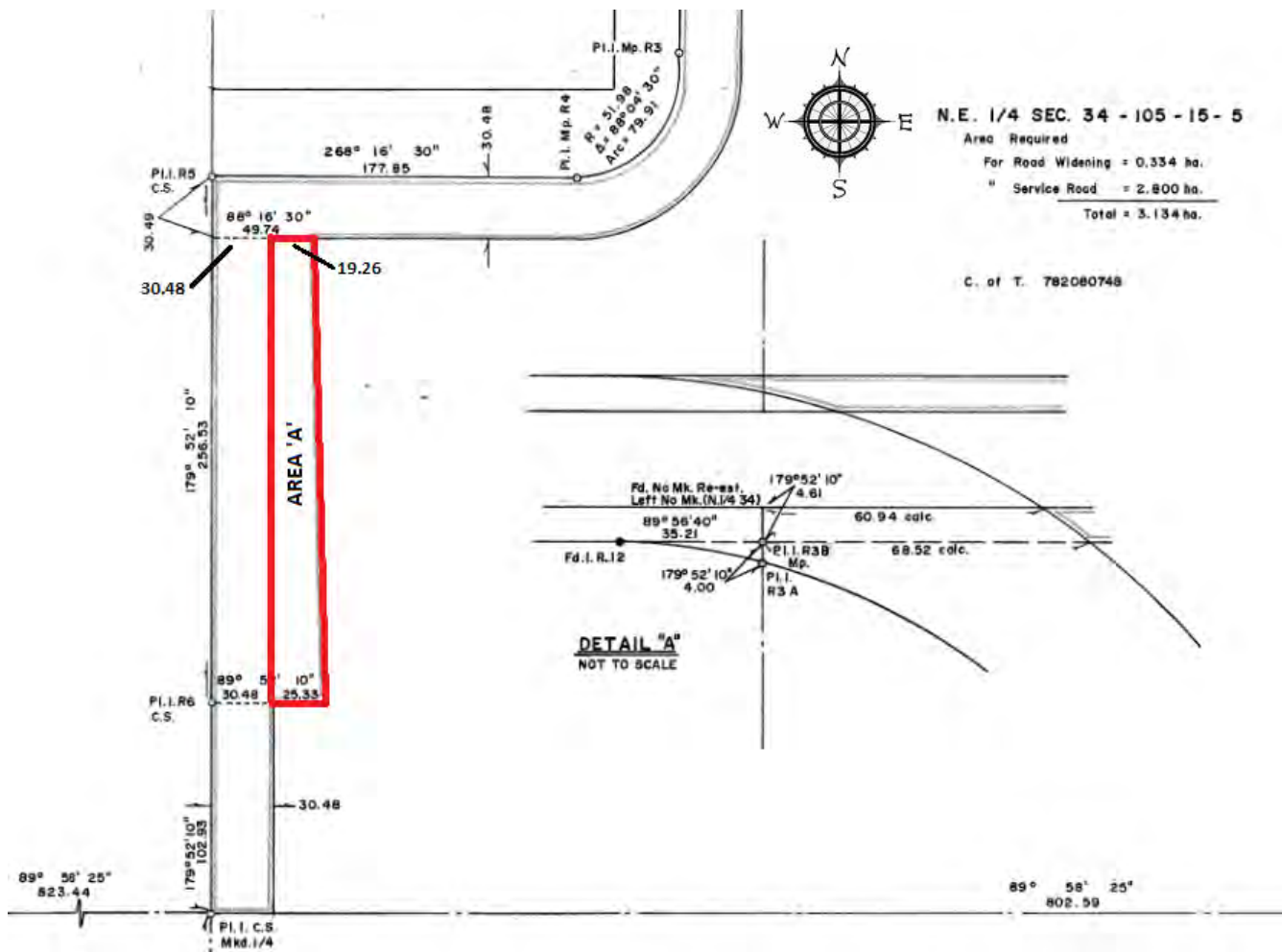
Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 930-14**

**SCHEDULE "A"**





# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. \_\_\_\_\_

NAME OF APPLICANT <i>Bennie / Jeannie Gerbrandt</i>		
ADDRESS <i>Box 1911</i>		
TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>(780) 928-4846</i>	BUS. cell <i>780-926-7720</i>

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. <i>NE</i>	SEC. <i>34</i>	TWP. <i>10S</i>	RANGE <i>1S</i>	M. <i>5</i>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASONS SUPPORTING PROPOSED AMENDMENT:

*see attached*

*ROAD CLOSURE*

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.00* RECEIPT NO. *163868*

*Jeannie Gerbrandt*  
APPLICANT

*Jan. 3 / 2014*  
DATE

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

*Jeannie Gerbrandt*  
REGISTERED OWNER

*Jan. 3 / 2014*  
DATE

Dec 20 2013  
I Bennie Gerbrandt request that the  
road allowance on ~~my~~ NE-34-105-15-45  
to be consiliated back into original Parcel  
as shown on map. I am prepared to  
pay for the cost of fees.

Bim 





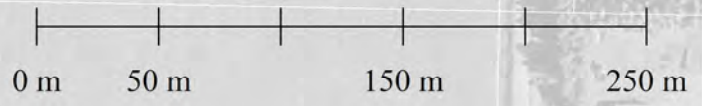
982 4611

032 2739

ROADWAY

NE34 105

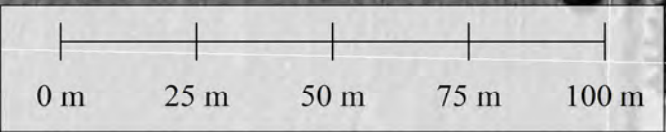
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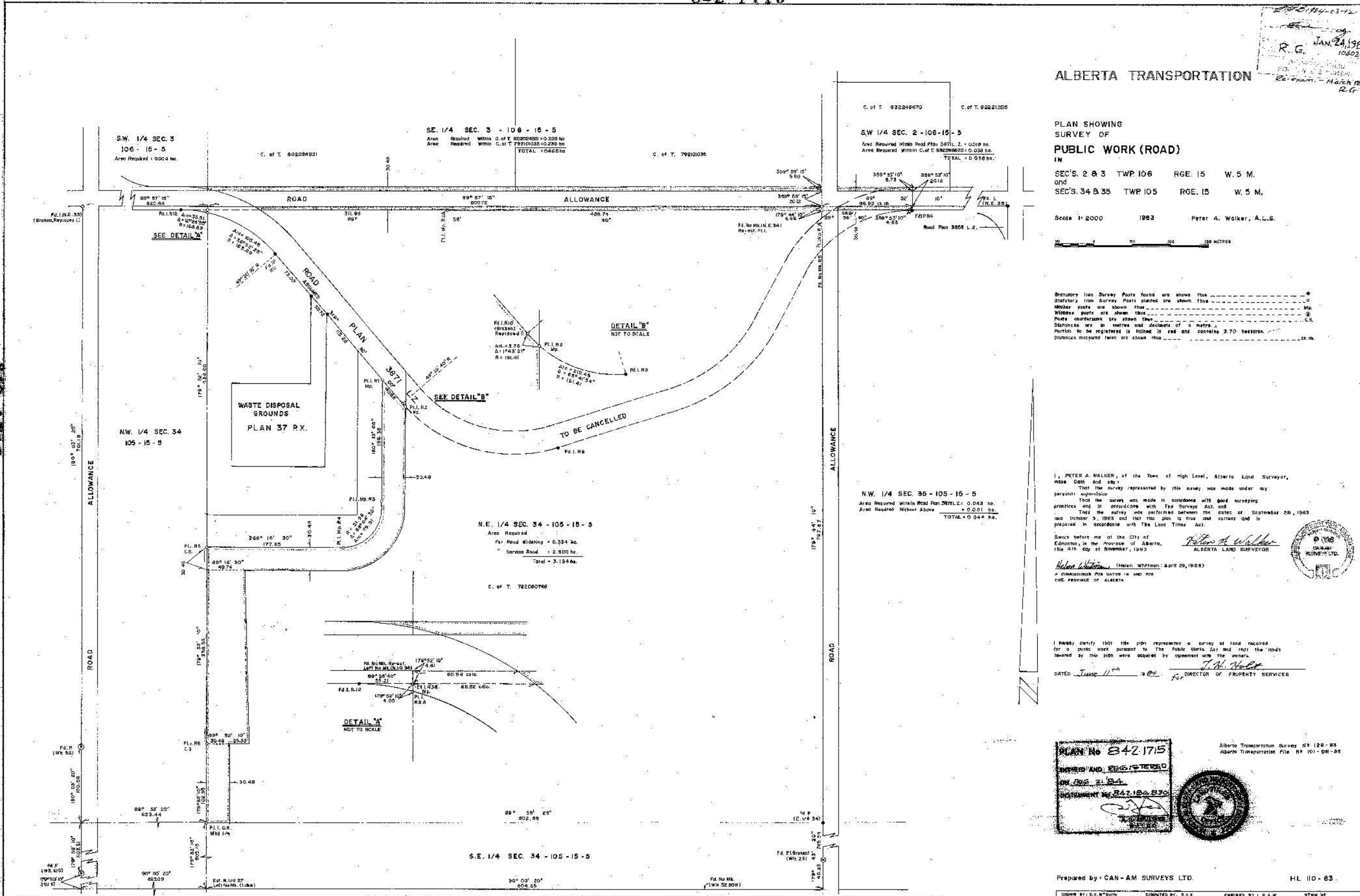


30.199 m



Albera This plan may not be commercially re-distributed, transferred or re-published in any form without the specific written consent of Albert Land Title.

842 1715



ALBERTA TRANSPORTATION

PLAN SHOWING SURVEY OF PUBLIC WORK (ROAD) IN

SEC'S. 2 & 3 TWP 106 RGE. 15 W.5 M. and SEC'S. 34 & 35 TWP 105 RGE. 15 W.5 M.

Scale 1"=2000 1983 Peter A. Walker, A.L.S.

Statutory Iron Survey Posts found are shown thus... Statutory Iron Survey Posts planted are shown thus... Marker posts are shown thus... Witness posts are shown thus... Pure cornerstones are shown thus... Distances are in metres and decimals of a metre... Portions to be registered is shown in red and contains 3.70 hectares... Distances in metres are shown thus...

I, PETER A. WALKER, of the Town of High Level, Alberta Land Surveyor, do hereby certify that the survey represented by this survey was made under my personal supervision... That the survey was made in accordance with good surveying practices and in accordance with The Survey Act, and... That the survey was performed between the dates of September 28, 1983 and October 2, 1983 and that this plan is true and correct and is prepared in accordance with The Land Titles Act.

I hereby certify that the plan represents a survey of land required for a public work pursuant to The Public Works Act and that the lands shown by the plan were acquired by agreement with the owners.

PLAN No 842 1715  
REGISTERED AND RECORDED  
ON AUG 21 84  
INSTRUMENT No 842 184 B70



Prepared by: CAN-AM SURVEYS LTD.

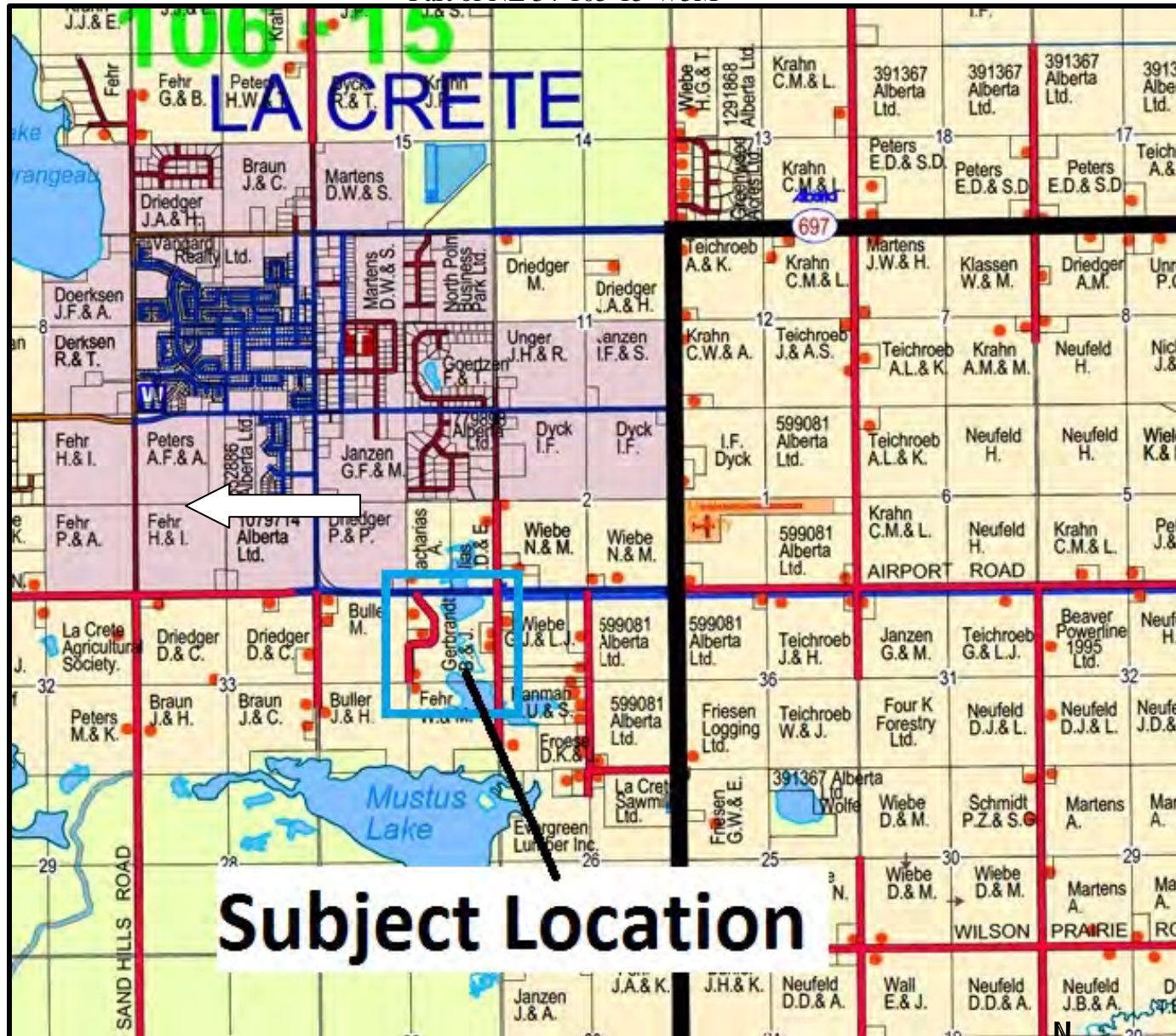
HL 110-83

842 1715

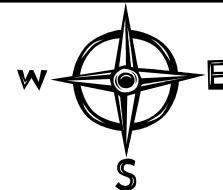


# LAND USE BYLAW 930-14

Part of NE 34-105-15-W5M



Mackenzie County





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky- Director of Community Services and Operations</b>
<b>Title:</b>	<b>Alberta Community Partnership – Intermunicipal Collaboration (Footner Water Line)</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County administration staff has met with the Town of High Level staff to review DCL Siemens Water Modeling study of the existing waterline that runs between High Level and Footner Lake. It was agreed that there is still plenty of capacity, especially if the new hookups are hooked up using a trickle system. It was also agreed that to ensure the water modeling is correct and to monitor the line a water meter needs to be installed at the beginning of the line and a pressure gauge needs to be installed at the Footner Lake pumping station. The estimated cost of the project is \$45,000.

Municipal Affairs has recently revamped the Regional Collaboration Grant. The new program titled Alberta Community Partnership is now in place. The Intermunicipal Collaboration component includes costs like waterline infrastructure.

Administration and the Town of High Level administration agreed that the Region should take advantage of this program for the Regional benefit.

### **OPTIONS & BENEFITS:**

#### **Option 1**

Mackenzie County and the Town of High Level apply for a Regional Collaboration Grant to fund the supply and installation of a water meter and pressure gauge on the Footner Lake Waterline

#### ***Benefit***

The cost of the project would be funded through a grant.

Author: RP Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**Option 2**

Mackenzie County cost share the project with the Town of High Level with Mackenzie County increasing the 2014 Budget by \$17,000 to fund the water meter and pressure gauge. The Town of High Level supply labour and equipment to install them.

***Benefit***

If the Town of High Level Council agrees, the project could occur quicker as we would not be waiting for Grant approval.

**COSTS & SOURCE OF FUNDING:**

Option 1 funds the project from the Regional Collaboration Grant. The cost is estimated to be \$45,000.

Option 2 funds the \$17,000 project from General Reserve with the Town of High Level contributing their labour and equipment to install it

**SUSTAINABILITY PLAN:**

With more residents allowed to hook up to the waterline, we expect additional houses to be built.

**COMMUNICATION:**

Administration would communicate council decision to the Town of High Level.

**RECOMMENDED ACTION:**

That Mackenzie County participates in joint application under the Alberta Community Partnership – Intermunicipal Collaboration program with the Town of High Level for the supply and installation of a water meter and pressure gauge, with the Town of High Level be appointed as the project’s managing partner.

Author: RP Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

## Schedule 1 – Intermunicipal Collaboration

### 1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities involved in strategic approaches to regional service delivery.

IC funding support:

- provides a financial incentive to explore and implement new or enhanced regional municipal service solutions;
- promotes innovation, viability, cost savings, and improved development and delivery of regional municipal services; and
- strengthens communities by supporting new and mature partnerships to establish, enhance, review, or expand a regional municipal service.

### 2. Eligible Entities

The following entities are eligible to apply for funding under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, improvement districts, specialized municipalities, and special areas);
- Métis settlements; and
- Townsite of Redwood Meadows Administration Society.

The IC component is intended to fund partnerships led by municipalities with populations of 55,000 or less; however municipalities with populations greater than 55,000 may take part in IC applications as project participants. Refer to 6a below for details.

### 3. Eligible Projects

Eligible project types include both exploration and implementation activities associated with a new or enhanced regional municipal service, and can include activities ranging from governance and planning, to capital expenditures and limited term pilot projects.

Examples of eligible projects under the IC component include:

- undertake a shared services feasibility study;
- develop an intermunicipal development plan;
- construction or enhancement of existing regional waterline infrastructure;
- develop a regional emergency services plan and purchase supporting emergency response vehicle and equipment;
- expand existing regional curbside recycling program, which may include purchase of additional recycling vehicles and bins; and
- conduct a regional water operator pilot project.

#### 4. Eligible Capital Expenses

A regional capital asset<sup>6</sup> is an eligible expense under the IC component if it supports two or more municipalities in the provision of a new or enhanced<sup>7</sup> regional municipal service, and meets the following conditions:

- the asset must be owned by the municipality or partnership; and
- general repairs or maintenance do not qualify as an enhancement if they only bring the asset back to its normal design life or original state.

Examples of qualifying capital assets include:

- regional transit infrastructure and vehicles;
- telecommunication and information technology hardware required to operate a regional asset;
- regional emergency services vehicles;
- regional water or wastewater lines; and
- building used to provide regional services.

#### 5. Ineligible Expenses

The following expenses are ineligible:

- requisition payments;
- Goods and Services Tax (GST); and
- existing or ongoing operating costs beyond a limited term.

#### 6. Project Criteria

All projects funded through the IC component must meet the following two criteria:

##### a) Partnership Requirement

Eligible applicants under the IC component must partner with one or more other eligible entities in order to qualify for funding. The entity leading the project is considered to be the Managing Partner, and must be an entity with a population of 55,000 or less. The partnering municipalities do not have any population restrictions.

The Managing Partner will be responsible for all administrative requirements such as preparing and submitting the municipal grant application on behalf of the collaborating partners; entering into a conditional grant agreement with the Government of Alberta to receive, manage, and account for the grant funds; reporting to the project participants; and reporting to the Province of Alberta on behalf of the participants.

<sup>6</sup> A regional capital asset refers to an asset that is used in the delivery of a regional municipal service and has an expected life of more than one year.

<sup>7</sup> Enhancement of a capital asset refers to the replacement or rehabilitation of an existing capital asset in order to increase service potential, physical output, or service capacity of the capital asset; lower the associated operating costs; extend the useful life; or improve the quality of output. Rehabilitation is the complete replacement or rebuilding of a major component of a capital asset to extend its useful life beyond the original expected or design life.



## **b) New or Enhanced Regional Municipal Service**

Projects pursued under the IC component must result in a new or enhanced regional municipal service and be clearly driven by the partnering municipalities. A municipal service means any activity or work undertaken or provided for, or on behalf, of the municipality, for the purpose of providing good government, facilities, or other items that are necessary or desirable for all or part of the municipality, or to develop and maintain safe and viable communities. The range of services offered by a municipality is determined by municipal councils, and can be provided directly or through another public authority, person, or entity.

## **7. Grant Amounts**

The grant funding maximum is \$350,000 per project, per year.

## **8. Component Conditions**

### **a) Number of Applications**

Eligible entities who apply as Managing Partners are limited to submission of two project applications per year.

### **b) 2015/16 Cost-share Requirement**

Beginning in the 2015/16 program year, the IC component will fully fund the first \$100,000 towards project costs, followed by a 50/50 cost-share of the remaining project costs up to an additional \$250,000, with a total maximum funding amount of \$350,000. The Managing Partner is responsible for determining how the municipal cost-share contribution will be allocated amongst project participants. Refer to Section 5.4 of the guidelines for information on eligible cost-share funding sources.

The Managing Partner is responsible for reconciling the cost-share commitments and must maintain records that detail expenditures, including the cost-share amount. The partnerships 50% cost-share amount must be expended proportionately to the 50% grant funding amount.

All project costs, including the cost-share portion, must meet eligibility criteria. The matching funds must be in the form of verifiable cash contributions. The application requires a budget breakdown of anticipated project costs and the funding commitment from partnering municipalities.

### **2015/16 Cost-share Example**

Two municipalities partner to apply under the IC component for a grant of \$250,000 to purchase a new fire truck for regional fire service delivery. The total project cost is \$400,000. The grant will provide the first \$100,000 without cost-share. Therefore the partnership must also contribute \$150,000 towards the project. The total ACP grant amount would be \$250,000 towards the \$400,000 project.

	<b>2015/16</b>
ACP Grant – No-cost-share	\$100,000
ACP Grant – Cost-share	\$150,000
Municipal Cash Contribution	\$150,000
<b>Total Project Cost</b>	<b>\$400,000</b>

### c) Multi-year Funding

Municipalities may apply for multi-year funding for an individual project up to three years in duration, without having to re-apply each year. The application must include estimated budgets for subsequent years' funding, which must include the cost-share component in the calculations. Municipalities will be required to submit annual reporting to confirm the project is on track before subsequent years of funding are approved. Payments for multi-year funded projects will be made on an annual basis.

Since a cost-share component will be introduced in the 2015/16 program year, requests for multi-year funding will need to include the cost-share commitment.

#### Multi-year Funding Example

Three municipalities are partnering to apply for funding over three years to design and construct a regional recreation centre with a total project cost of \$1,550,000. In year one, they will apply their grant funds towards the facility design. In years two and three they will apply their grant funds towards two distinct phased construction projects. In order to receive the maximum grant amount available in years two and three, the municipalities will have to contribute \$250,000 in 2015/16 and 2016/17.

	<b>2014/15*</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Total</b>
ACP Grant – No Cost-share	\$350,000	\$100,000	\$100,000	\$550,000
ACP grant – Cost-share	-	\$250,000	\$250,000	\$500,000
Municipal Cash Contribution	-	\$250,000	\$250,000	\$500,000
<b>Total Project Cost</b>	<b>\$350,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$1,550,000</b>

\*No cost-share requirement in 2014/15

## 9. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget. Payment of IC funding for single payment or the first payment of a multi-year project is conditional on a CGA being duly executed.

Payment of second and third year multi-year grant payments are subject to the grant recipient reporting that the previous years' funding has been significantly expended for the intended use.

Payment of multi-year funding is as follows:

- the 2015/16 payment is contingent on the managing partner demonstrating, through the annual reporting, that 25% of the 2014/15 funding has been expended, and an

amending conditional grant agreement has been duly executed. From the 2015/16 program year forward, reporting must be submitted that demonstrates that 50% of the first year funding has been expended, and an amending conditional grant agreement has been duly executed.

- The 2016/17 payment is contingent on the grant recipient demonstrating through the annual reporting that 100% of the 2014/15 grant funding and 50% of the 2015/16 grant funding has been expended, the cost-shared amount of the 2015/16 has been expended proportionately, and an amending conditional grant agreement has been duly executed.

## 10. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed.

Funding that is not expended within the agreed to project completion date must be returned to the Government of Alberta.

## 11. Reporting Conditions

The grant recipient must submit reporting in a prescribed package that contains the following:

- Basic information – collects grant details and key contact information, and provides program contact information.
- Statement of Funding and Expenditures (SFE) – The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to the project(s). The managing partner will complete the SFE for the IC component. For applications with a cost-sharing component, the final reporting must demonstrate that the cost-share amount is expended proportionately as per the Alberta Community Partnership grant program guidelines. Multi-year funded projects will require an interim SFE for years one and two or until such time as the project is completed, and the second and third year reporting must include all previous years' project amounts to demonstrate the cost-share amount has been expended proportionately.

The SFE must be signed by the Chief Administrative Officer or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation, such as reports, drawings, and invoices for project costs must be retained by the municipality for a minimum of three years following completion of the project. The reporting package can be accessed on the ACP website:

<http://municipalaffairs.alberta.ca/albertacommunitypartnership.cfm>

The SFE may be subject to review by the Provincial Auditor General. The reporting package contains an optional program evaluation form for the grant recipient to provide comments on the ACP program structure and administration, as well as any other comments regarding the program.

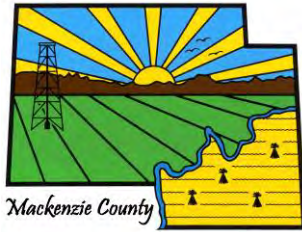
## **12. Application and Review Process**

For the IC component, applications are reviewed in the order they are received and can be submitted throughout the program year. However, applications received before November 30th will be considered in the current fiscal year. Applications received after this date may be deferred to the next fiscal year. It is anticipated that project applications will be processed and applicants advised of project acceptance status within 10 to 12 weeks.

The Managing Partner and partnering municipalities must confirm their participation on a project through council resolutions, and the Managing Partner must retain these resolutions. They do not need to be submitted with the application, but the Managing Partner must confirm that resolutions are in place and at a later date, Municipal Affairs program representatives may ask to see the resolutions.

Eligible entities may participate in multiple projects per year. However, entities submitting applications as a Managing Partner are limited to two applications per year as outlined in 8a.

Separate applications are required for each project.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Fourth Access Request – NE 12-104-18-W5M</b>

**BACKGROUND / PROPOSAL:**

Administration received an application for a fourth access to a parcel and as per Policy PW039 this needs to be approved by Council. Item 7 of the policy reads as follows...

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

The applicant wishes to add a fourth access to NE 12-104-18-W5M in order to access the proposed Rogers Communication Tower sight. The Development Permit for the Rogers Communication Tower was approved on December 23, 2013.

As per policy, administration cannot approve this therefore this application is being presented to Council for consideration.

**OPTIONS & BENEFITS:**

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

Option 2: To deny the fourth access.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:**  Sarah Martens  **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will write a letter to the applicant on the decision of Council.

**RECOMMENDED ACTION:**

That the fourth access request for NE 12-104-18-W5M be approved.

**Author:** Sarah Martens **Reviewed by:** John Klassen **CAO** \_\_\_\_\_





Access 1 (Existing Access)



Access 2 (Existing Access)



Access 3 (Telus Tower)



NE 12 104-18-W5M

Access 4 (Council Discretion, Rogers Tower)





Northern Lights

27th Base Line

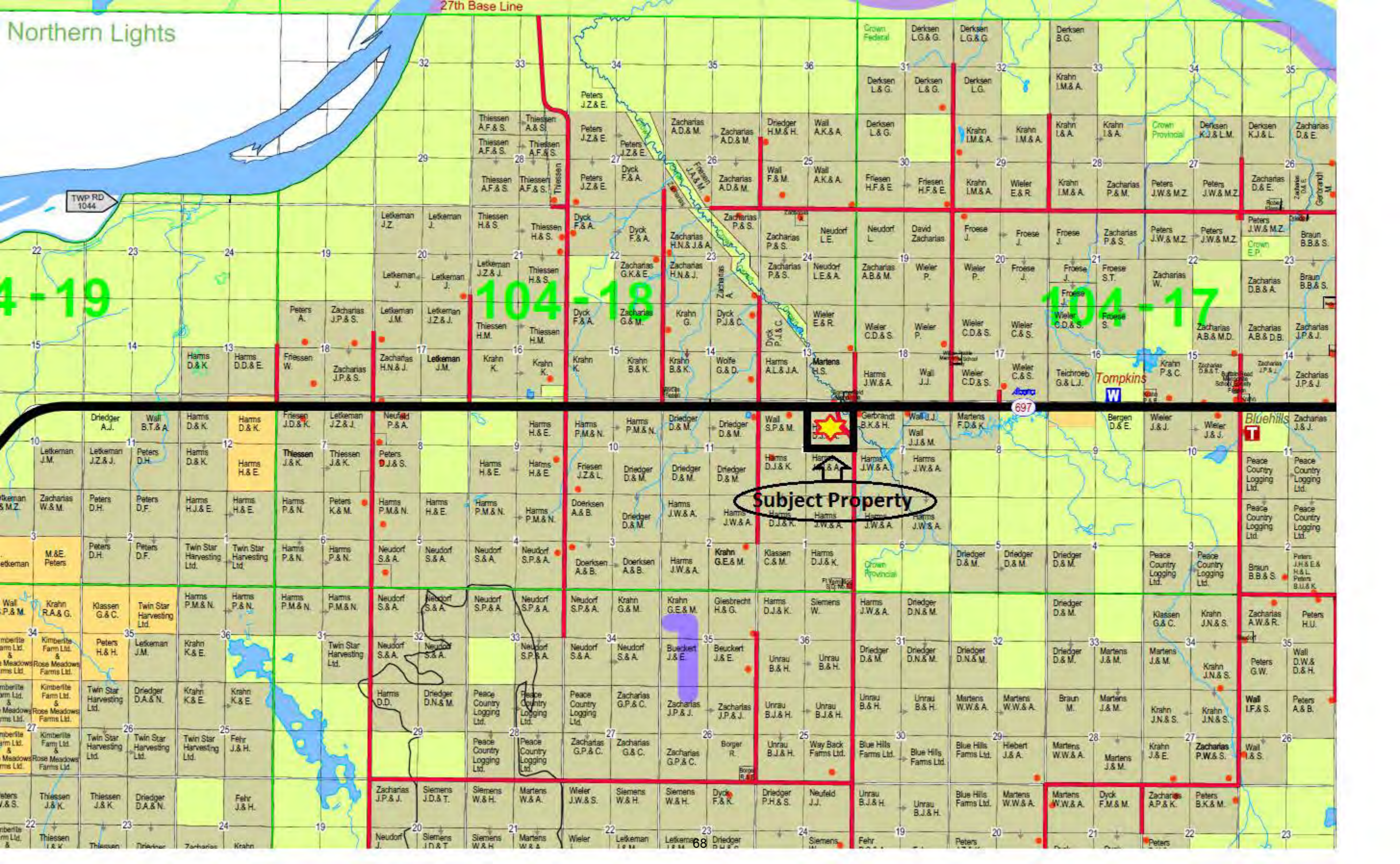
TWP RD 1044

4-19

104-18

104-17

Subject Property







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Second Access Request – NE 17-105-15-W5M</b>

**BACKGROUND / PROPOSAL:**

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

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

As this parcel could be considered fragmented due to an easement separating the north part of the quarter from the south, two accesses would be desirable.

As per policy, administration cannot approve this therefore this application is being presented to Council for consideration.

**OPTIONS & BENEFITS:**

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

Option 2: To deny the second access.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:**  Sarah Martens  **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will write a letter to the applicant on the decision of Council.

**RECOMMENDED ACTION:**

That the second access request for NE 17-105-15-W5M be approved.

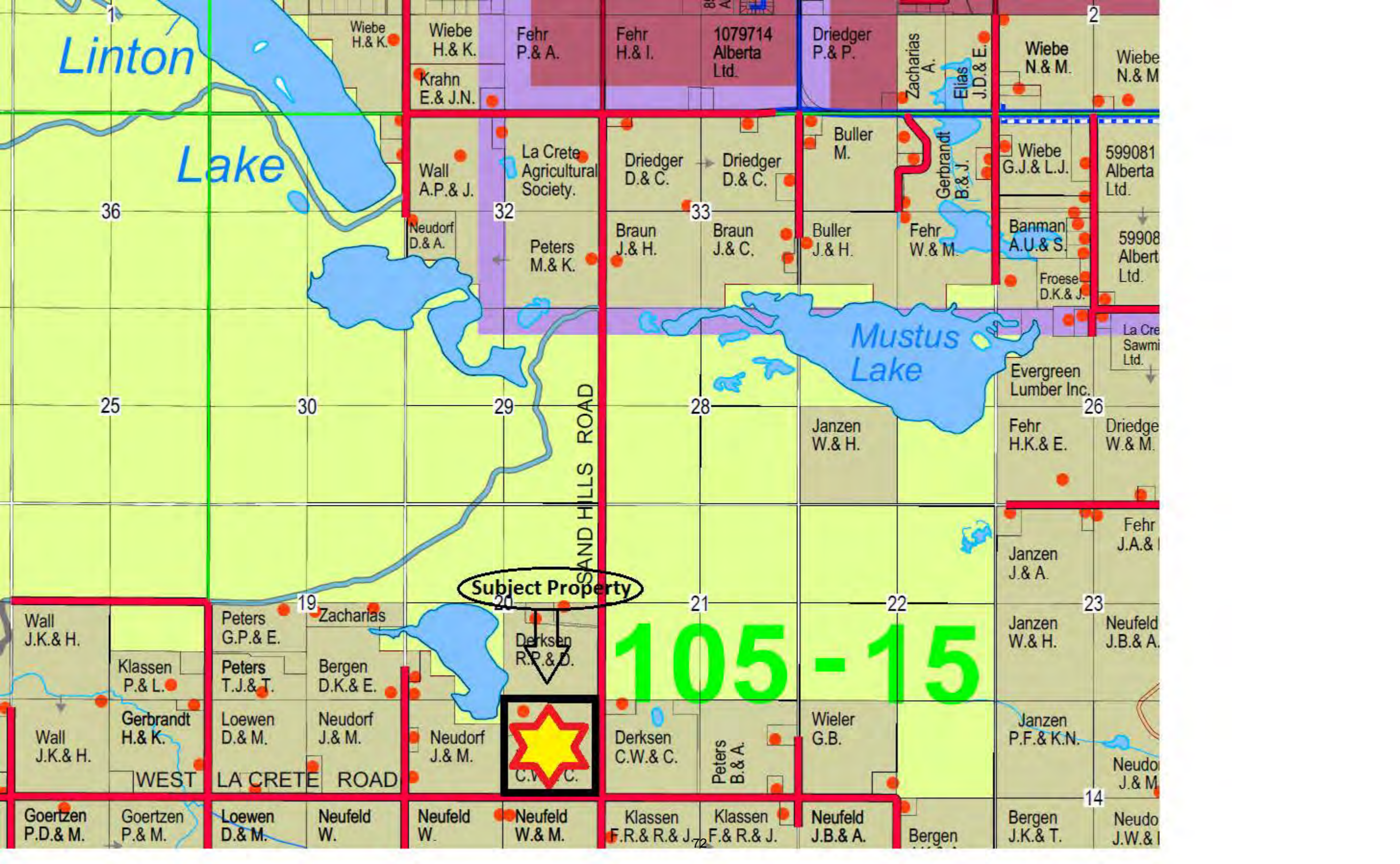
**Author:** Sarah Martens **Reviewed by:** John Klassen **CAO** \_\_\_\_\_



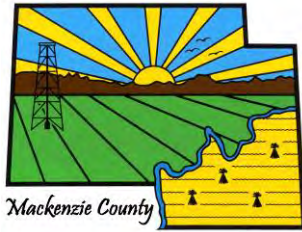
**Access 2 (Council Discretion)**

**Access 1 (Existing)**









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Second Access Request – NE 33-106-14-W5M</b>

### **BACKGROUND / PROPOSAL:**

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

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

The applicant wishes to add a second access to NE 33-106-14-W5M in order to maintain the windrow. Farm machinery and equipment currently cross the neighbor's field in order to gain access onto NE 33-106-14-W5M.

As per policy, administration cannot approve this therefore this application is being presented to Council for consideration.

### **OPTIONS & BENEFITS:**

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

Option 2: To deny the second access.

### **COSTS & SOURCE OF FUNDING:**

N/A

**Author:** Sarah Martens **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will write a letter to the applicant on the decision of Council.

**RECOMMENDED ACTION:**

That the second access request for NE 33-106-14-W5M be approved.

**Author:** Sarah Martens **Reviewed by:** John Klassen **CAO** \_\_\_\_\_



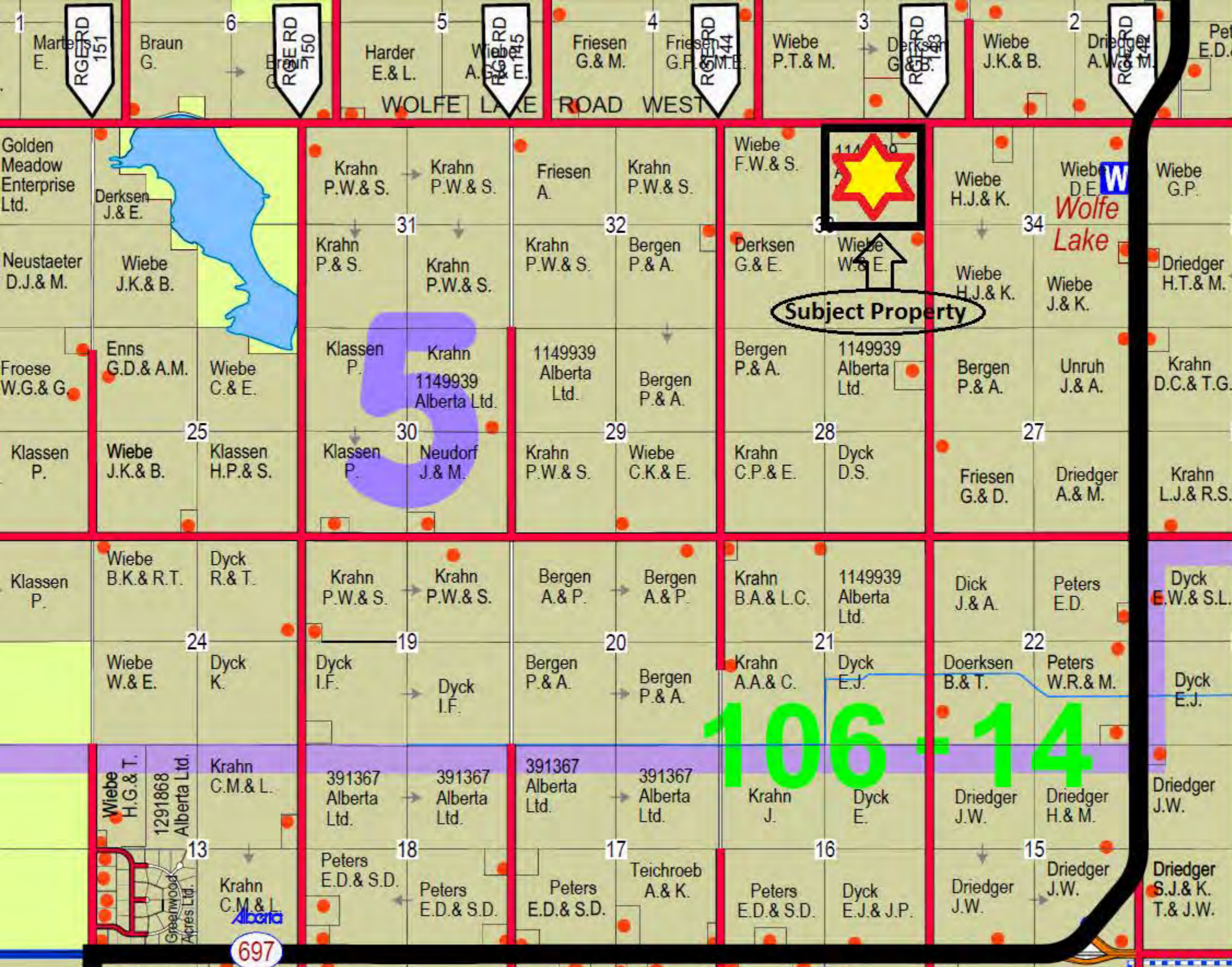


Access 1 (Existing)

NE 33-106-14-W5M

Access 2 (Council Discretion)





WOLFE LAKE ROAD WEST

Wolfe Lake

Subject Property

106-14

697





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Third Access Request – NW 22-106-15-W5M</b>

**BACKGROUND / PROPOSAL:**

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

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

The applicant wishes to construct a third access to NW 22-106-15-W5M in order to gain access onto the field, he is currently accessing through the ditch along the north boundary in order to avoid accessing via paved road with high traffic.

As per policy, administration cannot approve this therefore this application is being presented to Council for consideration.

**OPTIONS & BENEFITS:**

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

Option 2: To deny the third access.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:**  Sarah Martens  **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will write a letter to the applicant on the decision of Council.

**RECOMMENDED ACTION:**

That the third access request for NW 22-106-15-W5M be \_\_\_\_\_.

**Author:** Sarah Martens **Reviewed by:** John Klassen **CAO** \_\_\_\_\_

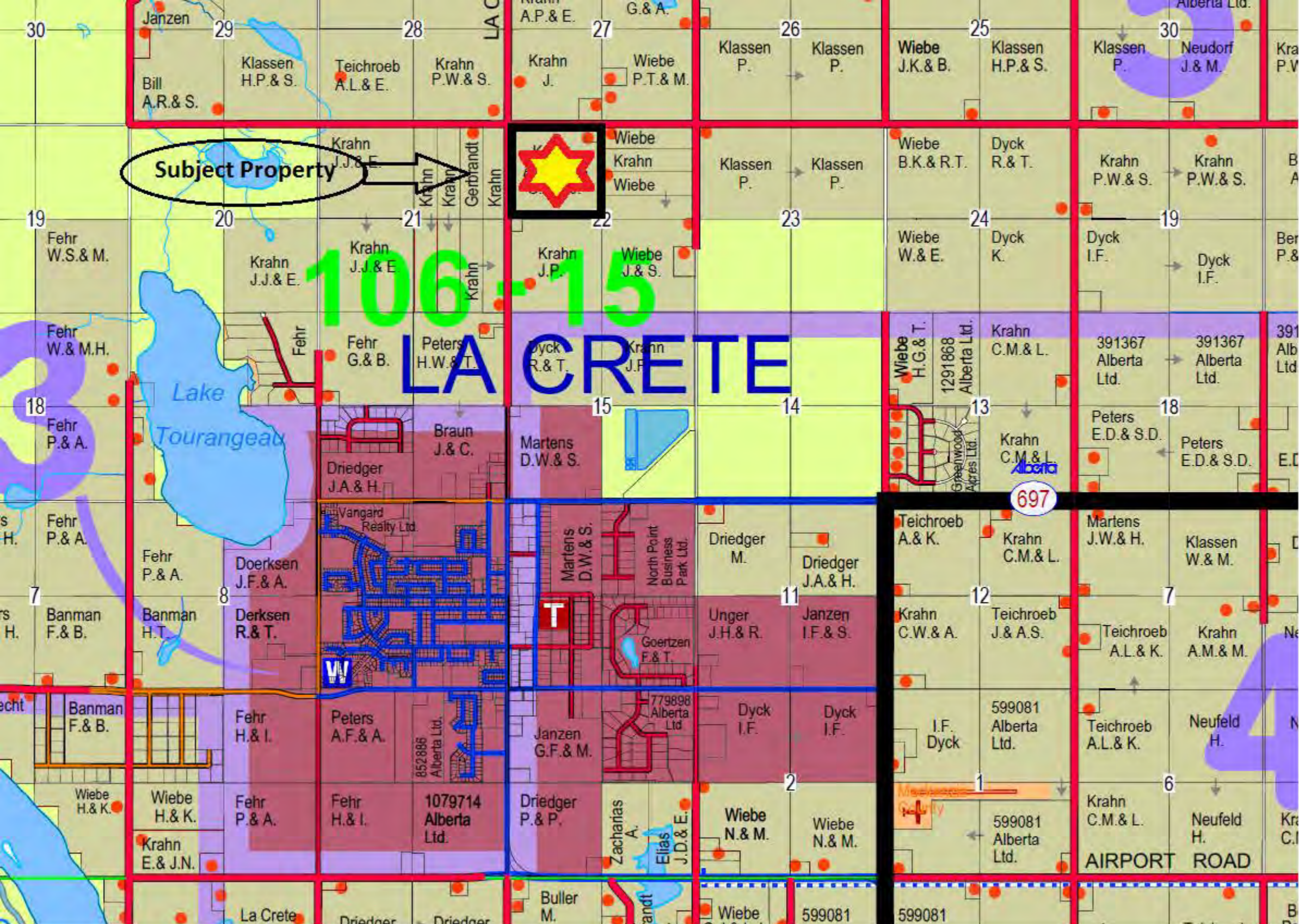


Access 3  
Council  
Discretion

Access 2 (Existing Access)

Access 1 (Existing Access)





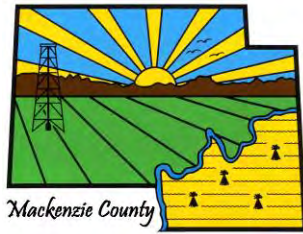
Subject Property

106-15

LA CRETE

697





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 970-14 Amending Bylaw 934-14 being a Road Closure for Consolidation Purposes – Plan 082 7605, Block 18, Lot 14 &amp; Plan 962 4275, Block 4, Lot 30 within the Hamlet of Zama</b>

### **BACKGROUND / PROPOSAL:**

Bylaw 934-14, being the Closure of an internal Subdivision road within the Hamlet of Zama for the purpose of consolidation, was approved at the June 23, 2014 Council meeting.

The bylaw was sent to Alberta Land Title for registration, but it was sent back as Land Titles did not accept the description for meters and bounds.

An amendment is required to Bylaw 934-14 with a description that is suitable to Alberta Land Titles. This amendment does not change the intent of the original bylaw.

### **OPTIONS & BENEFITS:**

Without the amendment to Bylaw 934-14, Alberta Land Titles will not accept the Road Closure.

### **COSTS & SOURCE OF FUNDING:**

The applicant will cover the cost of consolidation.

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

**RECOMMENDED ACTION:**

**MOTION 1:**

That first reading be given to Bylaw 970-14, being an amendment to Bylaw 934-14 legal description.

**MOTION 2:**

That second reading be given to Bylaw 970-14, being an amendment to Bylaw 934-14 legal description.

**MOTION 3:** *(requires unanimous)*

That consideration be given to proceed to third reading of Bylaw 970-14, being an amendment to Bylaw 934-14 legal description at this meeting.

**MOTION 4:**

That third reading be given to Bylaw 970-14, being an amendment to Bylaw 934-14 legal description.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 970-14**

**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 passed all three readings of Bylaw 934-14 determined that the public road allowance, as outlined on Schedule "A" attached hereto, be subject to a road closure, and,

**WHEREAS**, Bylaw 934-14 requires an amendment to the plan description, and

**NOW THEREFORE**, BE IT RESOLVED THAT THE COUNCIL OF MACKENZIE COUNTY DOES HEREBY AMEND THE DESCRIPTION IN BYLAW 934-14 TO READ AS FOLLOWS:

PLAN 962 4275

ALL THAT PORTION OF ROAD AND CORNER CUTOFF LYING EAST OF THE SOUTHERLY PRODUCTION OF THE EAST BOUNDARY OF LOT 27 BLOCK 4 SAID PLAN AND LYING WEST OF THE NORTHERLY PRODUCTION OF THE EAST BOUNDARY OF LOT 1 BLOCK 18 SAID PLAN EXCEPTING THEREOUT ALL MINES AND MINERALS

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.

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Bill Neufeld  
Reeve

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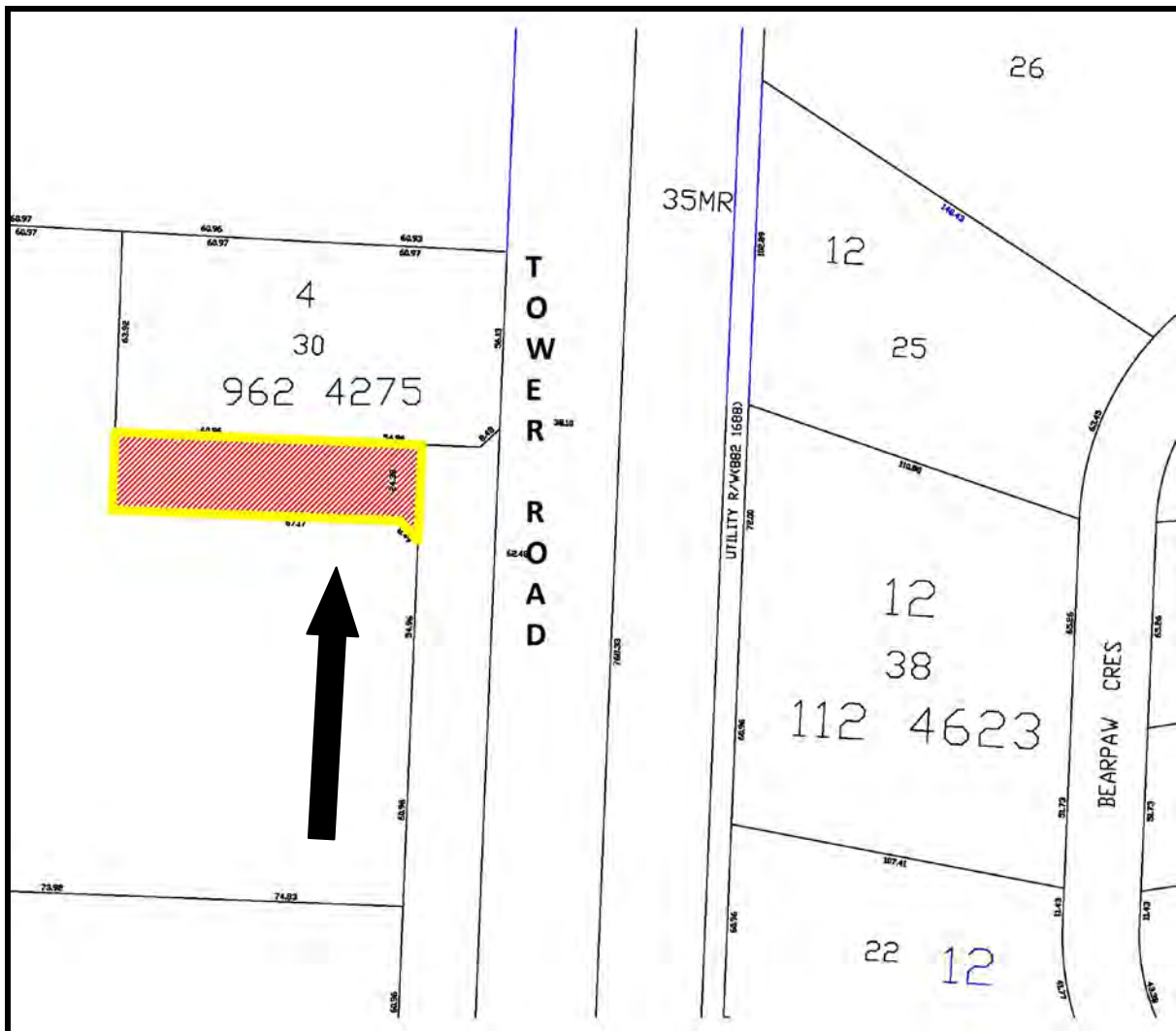
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 970-14**

**SCHEDULE “A”**

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

Plan 962 4275 All that portion of Road and corner cutoff lying east of the southerly production of the east boundary of Lot 27 Block 4 said plan and Lying west of the northerly production of the east boundary of lot 1 block 18 said plan Excepting thereout all mines and minerals





CAROL GABRIEL  
Manager of Legislative Services

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 26<sup>th</sup> day of March, 2014.

  
\_\_\_\_\_  
Bill Neufeld  
Reeve  
\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this 28<sup>th</sup> day of April, 2014.

APPROVED this 16 day of May, 2014.

  
\_\_\_\_\_  
Minister of Transportation

Approval valid for \_\_\_\_\_ months.



Page 2 of 3

**CAROL GABRIEL**  
Manager of Legislative Services

Mackenzie County Bylaw 934-14  
Road Closure – Public Road Allowance

READ a second time this 23<sup>rd</sup> day of June, 2014.

READ a third time and finally passed this 23<sup>rd</sup> day of June, 2014.



Bill Neufeld  
Reeve



Joulia Whittleton  
Chief Administrative Officer



Mackenzie County Bylaw 934-14  
Road Closure – Public Road Allowance

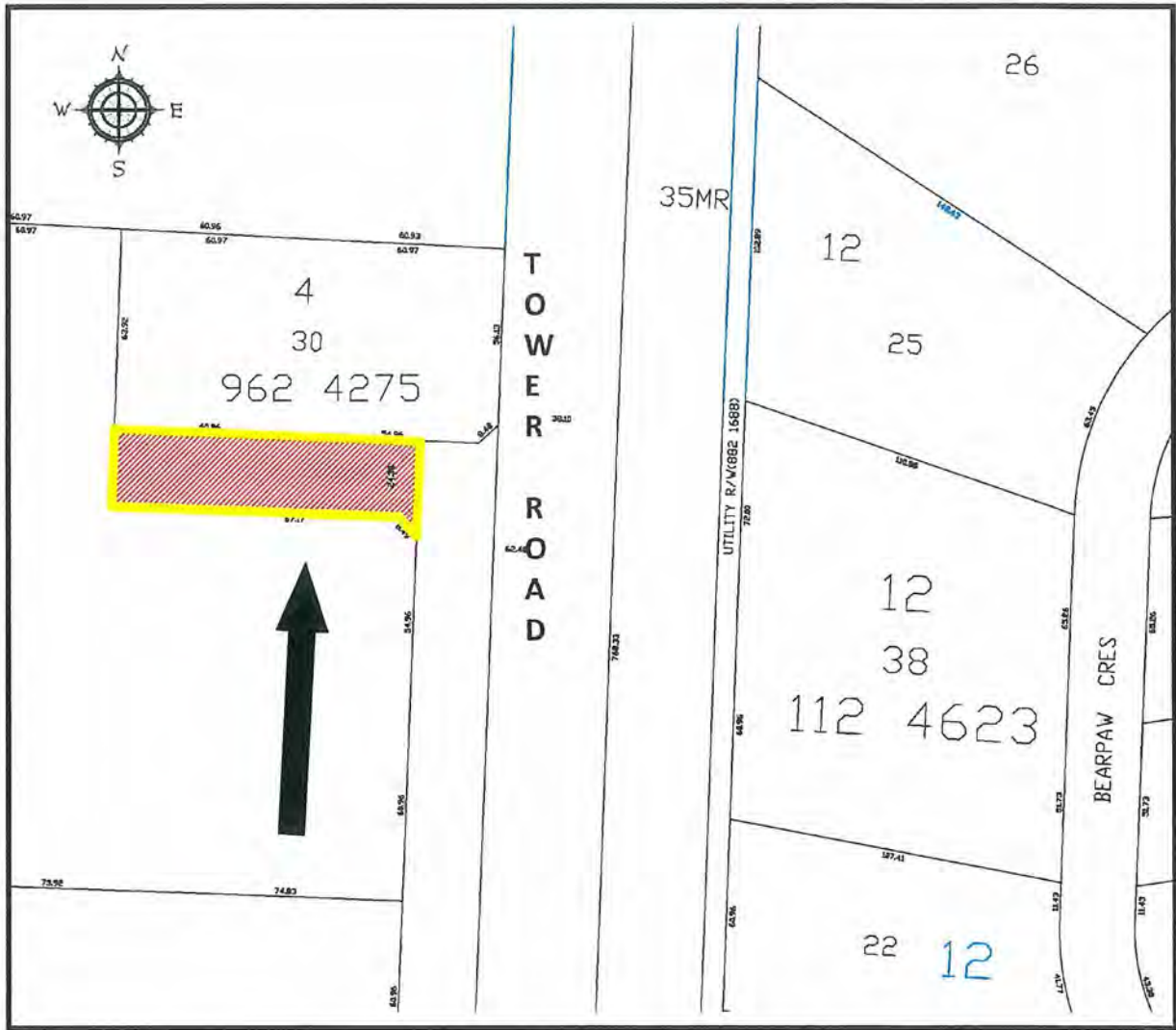
**CAROL GABRIEL**  
Manager of Legislative Services

**BYLAW No. 934-14**

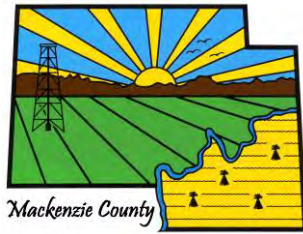
**SCHEDULE "A"**

- 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.







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy DEV002 Subdivision Refund</b>

**BACKGROUND / PROPOSAL:**

Recently the Planning Department has had to deal with subdivision clients wishing to amend their proposed acreage size after a decision has already been made by the MPC. Generally small changes that do not reflect the acreage size are not an issue. However, recently applicants have requested for size changes that require recirculation of the application. One applicant is now on their third revision.

Recirculation of the application is time consuming as the revision has to be recirculated to all adjacent landowners and Utility companies. And in some cases may require re-advertising in the local paper. For subdivision applications we do not charge the applicant for advertising costs.

The Planning Department feels that a re-circulation fee should be charged to any applicant who wishes to amend their proposed subdivision size or location after circulation has been completed. This can be done by amending policy DEV002, Subdivision Refund and Revisions, and the Fee Schedule Bylaw.

A clarification on the wording in the Subdivision Refund policy is required as it has been asked if an applicant's application was refused could they request their fee back. The refund policy does not state whether a refund is allowed if an application is refused.

Proposed additions to DEV002:

3. **Subdivision Refusals**, no refund will be given if an application is REFUSED in accordance to the Land Use Bylaw.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

4. **Subdivision Revisions**, if an applicant requests that a revision be made to the size of an application the following fee will be required:

Recirculation Fee – to be applied when applicant changes acreage sizes after circulation and or approval.

**Option 1**

50% of original fee

**Option 2**

25% of original fee

**Option 3**

\$250.00 (To cover the cost of any additional advertising fees)

The Municipal Planning Commission was presented this policy revision on August 11, 2014 and made the motion to support the change and recommends Option 3.

**MPC-14-08-165**     **MOVED** by Jacquie Bateman

That the Municipal Planning Commission’s recommendation to Council is for the approval of amending Policy DEV002 with a Subdivision Revisions fee of \$250.00.

**COSTS & SOURCE OF FUNDING:**

There will be no costs to implement this change and should reduce future costs.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address County Policies.

**COMMUNICATION:**

Developers will be advised of the policy amendment when they apply for a subdivision.

Author: L. Lambert     Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**RECOMMENDED ACTION:**

That Policy DEV002 Subdivision Refund be amended as presented.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

## Mackenzie County

Title	Subdivision Refund & Revisions	Policy No:	DEV002
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### Purpose

Establish guidelines for granting refunds for cancelled or withdrawn subdivision applications **and/or a revision to an application.**

### Policy Statement

Mackenzie County sometimes receives requests from developers to refund **application fees** **an application fee and from time to time requests to revise their application after an approval has been made.** This policy will ensure consistency in addressing **refund these requests.**

### General Provisions

For the purpose of this policy, Mackenzie County Administration means “Mackenzie County administrative staff”.

All subdivision refund **and revision** requests shall be provided to Mackenzie County Administration in writing using the prescribed form. A subdivision refund **or revision** request is deemed received when a written and signed request is received by Mackenzie County Administration.

### Guidelines

1. **Subdivision Refunds**, by Mackenzie County Administration, will be granted in the following amounts if the subdivision application is withdrawn or cancelled at the following stages:
  - a) 75% - of the fee, if the refund request is made before the Municipal Planning Commission ~~issues a written decision~~ **makes a decision** or if the request is made within 14 days after the date by which the Municipal Planning Commission is required to render a subdivision decision pursuant to the Subdivision and Development Regulation, A.R. 43/2002, whichever occurs first.

Notwithstanding, if an agreement is made pursuant to section 681 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, to extend the time for the Municipal Planning Commission to render a decision on the subdivision application, then the 75% refund of the fee, if the refund request is made before the Municipal Planning Commission issues a written decision or if the request is made within 14 days after the extended date by which the Municipal Planning Commission is required to render a subdivision decision, whichever occurs first.

- b) If the entering into a Development Agreement with the County constitutes a condition of subdivision approval, then 50% of the fee if the refund request is made after the Municipal Planning Commission has issued a subdivision application decision, but before a Development Agreement has been prepared, the latter of which will occur when the terms of the Development Agreement have been finalized, and the Development Agreement is ready for execution.
  - c) If the entering into a Development Agreement with the County constitutes a condition of subdivision approval, then 25% of the fee if the refund request is made after the Development Agreement has been prepared, but before the Development Agreement has been executed by the parties.
  - d) If the entering into a Development Agreement with the County does not constitute a condition of subdivision approval, then 50% of the fee if the refund request is made after the Municipal Planning Commission has issued a subdivision application decision, but before the plan of subdivision or other instrument that effects the subdivision has been submitted to the Municipal Planning Commission.
  - e) If the entering into a Development Agreement with the County does not constitute a condition of subdivision approval, then 25% of the fee if the refund request is made after the plan of subdivision or other instrument that effects subdivision has been submitted to the Municipal Planning Commission, but before the Municipal Planning Commission has endorsed the plan of subdivision or other instrument that effects subdivision pursuant to section 657 of the *Municipal Government Act*, R.S.A. 2000, c. M-26.
  - f) Subject to section 2, no refund will be given at any time after the Development Agreement has been executed, or the plan of subdivision or other instrument that effects subdivision has been endorsed by the Municipal Planning Commission, whichever occurs first.
2. No refund will be given at any time after the Development Agreement has been executed, or the plan of subdivision or other instrument that effects subdivision has been endorsed by the Municipal Planning Commission, whichever occurs first, unless the subdivision cannot continue due to policies and requirements implemented by other government agencies and in which case the refund shall be 25% of the fee.
  3. Only the original applicant or agent may withdraw or cancel a subdivision application. In the situation where the applicant and/or agent are not the registered landowner, the signature of the registered landowner is required to be included on the withdrawal/cancellation request.
  4. Only the original applicant or agent may seek to be granted a subdivision refund. If at any time during the subdivision process, the original applicant or agent withdraws

the subdivision application, the application shall subsequently be considered cancelled regardless of any land sale that may have occurred.

5. **Subdivision Refusals**, no refund will be given if an application is REFUSED in accordance to the Land Use Bylaw.

6. **Subdivision Revisions**, if an applicant requests that a revision be made to the size of an application the following fee will be required:

Recirculation Fee – to be applied when applicant changes acreage sizes after circulation and or approval.

**Option 1**

50% of original fee

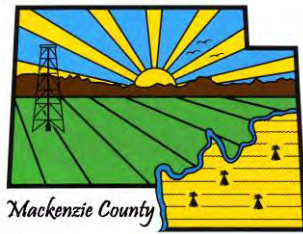
**Option 2**

25% of original fee

**Option 3**

\$250.00 (To cover the cost of any additional advertising fees)

	Date	Resolution Number
Approved	14-Dec-10	10-12-1135



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 971-14 Fee Schedule Bylaw</b>

**BACKGROUND / PROPOSAL:**

At their August 11, 2014 meeting, the Municipal Planning Commission made a motion recommending the approval of an amendment to policy DEV002 Subdivision Refund. Part of that amendment to DEV002 is an addition to the Fee Schedule Bylaw. The following is a summary of the addition and attached is the amended fee schedule bylaw:

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

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



<b>Subdivision Revision/Re-Advertising Fee</b>	<b>\$250.00</b>	<b>N/A</b>
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

A clerical error was found on Page 36 of the Bylaw whereby the “per hour” was missing as indicated below. Administration recommends that this be corrected.

Fee for after hour emergency call out of County employee for services born by the consumer	\$100.00/hr (minimum 1 hr charge)
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**OPTIONS & BENEFITS:**

**Option 1**

That council agrees to the change and amends the fee schedule by-law

**Option 2**

That council accepts this report for information

**COSTS & SOURCE OF FUNDING:**

The changes should provide a slight increase in revenues to the County

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will advise applicants when they apply for a subdivision.

**RECOMMENDED ACTION:**

**Motion 1**

That first reading be given to Bylaw 971-14 being the Fee Schedule Bylaw.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**Motion 2**

That second reading be given to Bylaw 971-14 being the Fee Schedule Bylaw.

**Motion 3** (requires unanimous)

That consideration be given to go to third reading of Bylaw 971-14 being the Fee Schedule Bylaw at this meeting.

**Motion 4**

That third reading be given to Bylaw 971-14 being the Fee Schedule Bylaw.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**BYLAW NO. 961-14 971-14**

**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**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
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**

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

**DEVELOPMENT**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
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
<b>Subdivision Revision/Re-Advertising Fee</b>	<b>\$250.00</b>	<b>N/A</b>
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**

<b>RESIDENTIAL</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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

<b>COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL</b>
\$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**

<b>BUILDING</b>	<b>FEE</b>
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

<b>PLUMBING</b>	<b>FEE</b>
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

<b>ELECTRICAL</b>	<b>FEE</b>
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

<b>GAS</b>	<b>FEE</b>
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

<b>PRIVATE SEWAGE</b>	<b>FEE</b>
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

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**SAFETY CODES FEES (CONT)**

**ELECTRICAL PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Square footage of area to be wired</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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

<b>DESCRIPTION</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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

<b>OTHER THAN NEW RESIDENTIAL</b>		
<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$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

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<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$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

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$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

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<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$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

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**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**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Outlets</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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
<b>Add \$15.00 per outlet over 20</b>		

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

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**SAFETY CODES FEES (CONT)**

<b>GAS PERMIT FEES</b>
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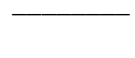
RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$90.00	\$75.00
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$100.00	\$75.00

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)**

<b>GAS PERMIT FEES</b>		
<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>BTU Input</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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
<b>Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU</b>		

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

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**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES**

<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>TEMPORARY HEAT</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
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

<b>REPLACEMENT GAS APPLIANCES</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
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**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Fixtures</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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
<b>Add \$8.00 for each fixture over 20</b>		

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

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**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

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**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

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**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,

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**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.

<b>MISCELLANEOUS</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
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

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**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.

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**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

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**SOLID WASTE**

**Section 1: General Solid Waste Fees**

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Landfill Authority	
<b>At Transfer Station</b>	
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.

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Section 2: Residential Waste Collection – Hamlet of La Crete

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

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

**PARKS**

**Section 1: General Park Fees**

Day Use	Overnight	Weekly	Shelter Rent	Seasonal or Monthly Camping Stalls	Marina Dock Rental
<b>Wadlin Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	\$8/day with camping stall; \$10/day without camping stall
<b>Machesis Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	Non-Serviced: \$200/Month Min 3 months	N/A
<b>Hutch Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	N/A
<b>Zama Community Park</b>					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	\$50/day for shelter rental	<u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
<b>Tourangeau Lake</b>					
No Charge	N/A	N/A	N/A	N/A	N/A
<b>Fort Vermilion Bridge Campsite</b>					
No Charge	N/A	N/A	N/A	N/A	N/A



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:

<b>Section (Municipal Parks Bylaw)</b>	<b>Offence</b>	<b>Penalty</b>
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

<b>Section (Municipal Parks Bylaw)</b>	<b>Offence</b>	<b>Penalty</b>
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).

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**TRAFFIC REGULATIONS**

Traffic Regulation Bylaw Part 2: Parking

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
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

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
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

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
Section 13(1)	Operate / Park Heavy Vehicle in Prohibited Area	\$75.00

Traffic Regulation Bylaw Part 5: Miscellaneous

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

**ESRD Provincial Incidents – as per Mutual Aid Agreement**

Item	Amount
<b><i>Response fees including man power:</i></b>	
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
<b><u>Response fees including man power:</u></b>	
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%
<b><u>Manpower Fee:</u></b> (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.

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False Alarms

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

Other Fees

Item	Amount
Violation Ticket*– 1 <sup>st</sup> Offence	\$250.00
Violation Ticket* – 2 <sup>st</sup> 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:

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- (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**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<b>Annual Fees</b>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<b>Lifetime Fee</b>			
– 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 – <b>Handling fee</b>			
1 <sup>st</sup> offence		\$50.00	\$500.00
2 <sup>nd</sup> offence		\$100.00	\$1,000.00
3 <sup>rd</sup> 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

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

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<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
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**

<b>Rate Description</b>	<b>Water Rates</b>	<b>Sewer Rates</b>
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$31.52/month plus \$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m <sup>3</sup> 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**

<b>Description</b>	<b>Fee Amount</b>
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

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

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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

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DESCRIPTION	PENALTY
Failure to install sewer backflow preventer	\$150.00
Failure to install cross connection control device	\$500.00
Failure to execute proper tapping or backfilling	\$250.00
Covering a water or sewer system prior to inspection	\$250.00
Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$500.00
Failure to report broken seal to County	\$50.00
Obstruction of Fire Hydrants/Valves	\$100.00
Illegal disposal of water	\$1,500.00
Well or other source of water supply	\$250.00
Illegal disposal in sewer or storm drainage system	\$2,500.00

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 **961-14**.

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

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.

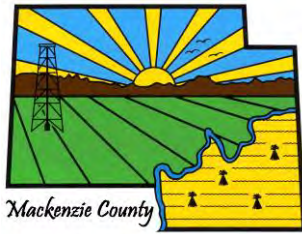
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Bill Neufeld  
 Reeve

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Joulia Whittleton  
 Chief Administrative Officer

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Rural Development Standards</b>

**BACKGROUND / PROPOSAL:**

At a recent Council meeting direction was given to review the Urban Development Standards policy, but to also expand the policy to cover country residential developments. Administration desires to expand the policy further to include all developments in rural areas, and to include an assortment of guidelines and requirements.

Recently the gas co-op contacted administration regarding road crossing procedures and setbacks from county roads. The gas co-op has traditionally followed Alberta Transportation specification of staying 100 feet (30.5 m) away from a road when paralleling the road, and asked if that practice needs to be maintained. Administration believes that the setback can be reduced significantly without any negative impacts to the County. There is currently no policy outlining utility placement in rural areas, therefore it is being brought forward for consideration.

Administration recommends including clarity on these items, as well as an assortment of other related and applicable items, in a comprehensive policy to more efficiently develop our County.

**OPTIONS & BENEFITS:**

The County has the option to provide clear direction on utility locations in and adjacent to county roads and rights-of-way and providing clear requirements that need to be met, or to continue with the status quo. The benefit of implementing a policy is that it would provide clear requirements to staff and utility providers regarding utility locations.

**Author:**  B Peters      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_



**COSTS & SOURCE OF FUNDING:**

There will be minimal costs to implement this change and should reduce future costs and conflicts due to increased clarity surrounding rural developments and standards.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address items of this nature.

**COMMUNICATION:**

The Policy amendment will be advertised as required. Affected parties will be informed.

**RECOMMENDED ACTION:**

That the setback requirements for gas crossings be reduced to 9 m from a 20 m road allowance and 4 m from a 30 m road allowance, and that administration proceed with creating a rural development standards policy which incorporates these changes.

Author: B Peters Reviewed by: CAO



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Community Partnership – Intermunicipal Collaboration (Hazmat Unit)</b>

**BACKGROUND / PROPOSAL:**

Municipal Affairs has recently revamped the Regional Collaboration Grant. The new program titled Alberta Communities Partnership is now in place.

The Intermunicipal Collaboration component includes regional emergency services vehicles as eligible capital expenses.

**OPTIONS & BENEFITS:**

Mackenzie County, Towns of High Level and Rainbow Lake entered into a Hazmat unit agreement. The unit is scheduled for replacement and each municipality has budgeted for their respective shares in 2014.

Administration has met with the Town of High Level administration and agreed that the Region should take advantage of this program for the Regional benefit.

**COSTS & SOURCE OF FUNDING:**

2014 Capital Budget and Regional Collaboration Grant

The estimated cost of the Hazmat Truck is \$325,000, the County’s 40% contribution equates to \$130,000.

**Author:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO** JW

**SUSTAINABILITY PLAN:**

The new unit will be used in response calls for hazardous materials accidents.

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

That Mackenzie County participates in joint application under the Alberta Community Partnership – Intermunicipal Collaboration program with the Towns of High Level and Rainbow Lake for the acquisition of a Hazardous Materials Unit, with the Town of High Level be appointed as the project's managing partner.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_ JW \_\_\_\_\_

## Schedule 1 – Intermunicipal Collaboration

### 1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities involved in strategic approaches to regional service delivery.

IC funding support:

- provides a financial incentive to explore and implement new or enhanced regional municipal service solutions;
- promotes innovation, viability, cost savings, and improved development and delivery of regional municipal services; and
- strengthens communities by supporting new and mature partnerships to establish, enhance, review, or expand a regional municipal service.

### 2. Eligible Entities

The following entities are eligible to apply for funding under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, improvement districts, specialized municipalities, and special areas);
- Métis settlements; and
- Townsite of Redwood Meadows Administration Society.

The IC component is intended to fund partnerships led by municipalities with populations of 55,000 or less; however municipalities with populations greater than 55,000 may take part in IC applications as project participants. Refer to 6a below for details.

### 3. Eligible Projects

Eligible project types include both exploration and implementation activities associated with a new or enhanced regional municipal service, and can include activities ranging from governance and planning, to capital expenditures and limited term pilot projects.

Examples of eligible projects under the IC component include:

- undertake a shared services feasibility study;
- develop an intermunicipal development plan;
- construction or enhancement of existing regional waterline infrastructure;
- develop a regional emergency services plan and purchase supporting emergency response vehicle and equipment;
- expand existing regional curbside recycling program, which may include purchase of additional recycling vehicles and bins; and
- conduct a regional water operator pilot project.

#### 4. Eligible Capital Expenses

A regional capital asset<sup>6</sup> is an eligible expense under the IC component if it supports two or more municipalities in the provision of a new or enhanced<sup>7</sup> regional municipal service, and meets the following conditions:

- the asset must be owned by the municipality or partnership; and
- general repairs or maintenance do not qualify as an enhancement if they only bring the asset back to its normal design life or original state.

Examples of qualifying capital assets include:

- regional transit infrastructure and vehicles;
- telecommunication and information technology hardware required to operate a regional asset;
- regional emergency services vehicles;
- regional water or wastewater lines; and
- building used to provide regional services.

#### 5. Ineligible Expenses

The following expenses are ineligible:

- requisition payments;
- Goods and Services Tax (GST); and
- existing or ongoing operating costs beyond a limited term.

#### 6. Project Criteria

All projects funded through the IC component must meet the following two criteria:

##### a) Partnership Requirement

Eligible applicants under the IC component must partner with one or more other eligible entities in order to qualify for funding. The entity leading the project is considered to be the Managing Partner, and must be an entity with a population of 55,000 or less. The partnering municipalities do not have any population restrictions.

The Managing Partner will be responsible for all administrative requirements such as preparing and submitting the municipal grant application on behalf of the collaborating partners; entering into a conditional grant agreement with the Government of Alberta to receive, manage, and account for the grant funds; reporting to the project participants; and reporting to the Province of Alberta on behalf of the participants.

<sup>6</sup> A regional capital asset refers to an asset that is used in the delivery of a regional municipal service and has an expected life of more than one year.

<sup>7</sup> Enhancement of a capital asset refers to the replacement or rehabilitation of an existing capital asset in order to increase service potential, physical output, or service capacity of the capital asset; lower the associated operating costs; extend the useful life; or improve the quality of output. Rehabilitation is the complete replacement or rebuilding of a major component of a capital asset to extend its useful life beyond the original expected or design life.

## **b) New or Enhanced Regional Municipal Service**

Projects pursued under the IC component must result in a new or enhanced regional municipal service and be clearly driven by the partnering municipalities. A municipal service means any activity or work undertaken or provided for, or on behalf, of the municipality, for the purpose of providing good government, facilities, or other items that are necessary or desirable for all or part of the municipality, or to develop and maintain safe and viable communities. The range of services offered by a municipality is determined by municipal councils, and can be provided directly or through another public authority, person, or entity.

## **7. Grant Amounts**

The grant funding maximum is \$350,000 per project, per year.

## **8. Component Conditions**

### **a) Number of Applications**

Eligible entities who apply as Managing Partners are limited to submission of two project applications per year.

### **b) 2015/16 Cost-share Requirement**

Beginning in the 2015/16 program year, the IC component will fully fund the first \$100,000 towards project costs, followed by a 50/50 cost-share of the remaining project costs up to an additional \$250,000, with a total maximum funding amount of \$350,000. The Managing Partner is responsible for determining how the municipal cost-share contribution will be allocated amongst project participants. Refer to Section 5.4 of the guidelines for information on eligible cost-share funding sources.

The Managing Partner is responsible for reconciling the cost-share commitments and must maintain records that detail expenditures, including the cost-share amount. The partnerships 50% cost-share amount must be expended proportionately to the 50% grant funding amount.

All project costs, including the cost-share portion, must meet eligibility criteria. The matching funds must be in the form of verifiable cash contributions. The application requires a budget breakdown of anticipated project costs and the funding commitment from partnering municipalities.

### **2015/16 Cost-share Example**

Two municipalities partner to apply under the IC component for a grant of \$250,000 to purchase a new fire truck for regional fire service delivery. The total project cost is \$400,000. The grant will provide the first \$100,000 without cost-share. Therefore the partnership must also contribute \$150,000 towards the project. The total ACP grant amount would be \$250,000 towards the \$400,000 project.

	<b>2015/16</b>
ACP Grant – No-cost-share	\$100,000
ACP Grant – Cost-share	\$150,000
Municipal Cash Contribution	\$150,000
<b>Total Project Cost</b>	<b>\$400,000</b>

### c) Multi-year Funding

Municipalities may apply for multi-year funding for an individual project up to three years in duration, without having to re-apply each year. The application must include estimated budgets for subsequent years' funding, which must include the cost-share component in the calculations. Municipalities will be required to submit annual reporting to confirm the project is on track before subsequent years of funding are approved. Payments for multi-year funded projects will be made on an annual basis.

Since a cost-share component will be introduced in the 2015/16 program year, requests for multi-year funding will need to include the cost-share commitment.

#### Multi-year Funding Example

Three municipalities are partnering to apply for funding over three years to design and construct a regional recreation centre with a total project cost of \$1,550,000. In year one, they will apply their grant funds towards the facility design. In years two and three they will apply their grant funds towards two distinct phased construction projects. In order to receive the maximum grant amount available in years two and three, the municipalities will have to contribute \$250,000 in 2015/16 and 2016/17.

	<b>2014/15*</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Total</b>
ACP Grant – No Cost-share	\$350,000	\$100,000	\$100,000	\$550,000
ACP grant – Cost-share	-	\$250,000	\$250,000	\$500,000
Municipal Cash Contribution	-	\$250,000	\$250,000	\$500,000
<b>Total Project Cost</b>	<b>\$350,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$1,550,000</b>

\*No cost-share requirement in 2014/15

## 9. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget. Payment of IC funding for single payment or the first payment of a multi-year project is conditional on a CGA being duly executed.

Payment of second and third year multi-year grant payments are subject to the grant recipient reporting that the previous years' funding has been significantly expended for the intended use.

Payment of multi-year funding is as follows:

- the 2015/16 payment is contingent on the managing partner demonstrating, through the annual reporting, that 25% of the 2014/15 funding has been expended, and an



amending conditional grant agreement has been duly executed. From the 2015/16 program year forward, reporting must be submitted that demonstrates that 50% of the first year funding has been expended, and an amending conditional grant agreement has been duly executed.

- The 2016/17 payment is contingent on the grant recipient demonstrating through the annual reporting that 100% of the 2014/15 grant funding and 50% of the 2015/16 grant funding has been expended, the cost-shared amount of the 2015/16 has been expended proportionately, and an amending conditional grant agreement has been duly executed.

## 10. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed.

Funding that is not expended within the agreed to project completion date must be returned to the Government of Alberta.

## 11. Reporting Conditions

The grant recipient must submit reporting in a prescribed package that contains the following:

- Basic information – collects grant details and key contact information, and provides program contact information.
- Statement of Funding and Expenditures (SFE) – The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to the project(s). The managing partner will complete the SFE for the IC component. For applications with a cost-sharing component, the final reporting must demonstrate that the cost-share amount is expended proportionately as per the Alberta Community Partnership grant program guidelines. Multi-year funded projects will require an interim SFE for years one and two or until such time as the project is completed, and the second and third year reporting must include all previous years' project amounts to demonstrate the cost-share amount has been expended proportionately.

The SFE must be signed by the Chief Administrative Officer or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation, such as reports, drawings, and invoices for project costs must be retained by the municipality for a minimum of three years following completion of the project. The reporting package can be accessed on the ACP website:

<http://municipalaffairs.alberta.ca/albertacommunitypartnership.cfm>

The SFE may be subject to review by the Provincial Auditor General. The reporting package contains an optional program evaluation form for the grant recipient to provide comments on the ACP program structure and administration, as well as any other comments regarding the program.

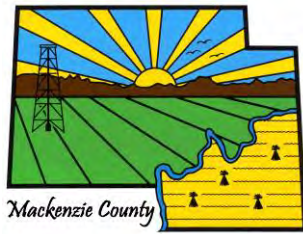
## **12. Application and Review Process**

For the IC component, applications are reviewed in the order they are received and can be submitted throughout the program year. However, applications received before November 30th will be considered in the current fiscal year. Applications received after this date may be deferred to the next fiscal year. It is anticipated that project applications will be processed and applicants advised of project acceptance status within 10 to 12 weeks.

The Managing Partner and partnering municipalities must confirm their participation on a project through council resolutions, and the Managing Partner must retain these resolutions. They do not need to be submitted with the application, but the Managing Partner must confirm that resolutions are in place and at a later date, Municipal Affairs program representatives may ask to see the resolutions.

Eligible entities may participate in multiple projects per year. However, entities submitting applications as a Managing Partner are limited to two applications per year as outlined in 8a.

Separate applications are required for each project.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Community Partnership – Municipal Internship (MI)</b>

**BACKGROUND / PROPOSAL:**

Municipal Affairs has recently revamped the Regional Collaboration Grant. The new program titled Alberta Community Partnership is now in place.

The Municipal Internship component is available to municipalities (no partnership is required) for administrative, finance officer and land use planning stream.

**OPTIONS & BENEFITS:**

Mackenzie County’s organizational chart includes an *Assistant to CAO* position and our budget includes funding for this full time position.

Administration recommends that the County applies for funding under the Municipal Internship Administrative Stream.

**COSTS & SOURCE OF FUNDING:**

Operating Budget and grant funds.

**SUSTAINABILITY PLAN:**

Having an intern may help the County to recruit and retain qualified employees for various administrative/managerial positions.

**Author:** J. Whittleton      **Reviewed by:** \_\_\_\_\_ **CAO** JW

**COMMUNICATION:**

As per the Municipal Internship program requirements

**RECOMMENDED ACTION:**

That Mackenzie County administration submits an application under the Municipal Internship program for the administrative stream type of intern with the County's funding portion coming from the operating budget.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_ JW \_\_\_\_\_

## Schedule 5 – Municipal Internship

### 1. Objective

The Municipal Internship (MI) component provides support to municipalities or planning service agencies to recruit, train and retain competent municipal employees who can progress into leadership positions in three streams. The intent of this program component is to help train interns so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta's municipal sector.

### 2. Eligible Entities

Only certain entities are eligible under the MI component, including:

- municipalities (cities, towns, villages, summer villages, municipal districts, and specialized municipalities);
- Townsite of Redwood Meadows Administration Society;
- the Capital Region Board and the Calgary Regional Partnership; and
- municipally-controlled planning service agencies.

Applicants requesting funding under the MI component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

Population Size	Type of Intern
population between 700 and 100,000	Administrator stream
population between 2,500 and 100,000	Finance Officer stream
population between 5,000 and 100,000	Land Use Planner stream

### 3. Eligible Projects

The MI component has three streams:

#### a) Administrator

The Administrator stream allows for the hosting of an intern for a one-year program. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.

#### b) Finance Officer

The Finance Officer stream allows for the hosting of an intern for a one-year program. Host organizations help train and develop interns by providing them with learning opportunities in the finance department and exposure to other key functional areas of municipal operations and management.

#### c) Land Use Planner

The Land Use Planner stream allows for the hosting of an intern for a two-year period. Host organizations must undertake the majority of land use planning activities in-house and have a senior planner on staff to supervise the intern. Interns in the Land Use Planner stream are expected to work towards attaining the Registered Professional Planner accreditation by documenting their education and responsible professional

experience in the logbook under the Alberta Professional Planners Institute, the affiliate of the Canadian Institute of Planners. Host organizations should ensure the interns submit their logbooks and that a Registered Professional Planner signs off on the logbook or that arrangements are made for an accredited planner from outside the municipality to be available for this purpose.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each host (e.g. two or three months on a rotating basis or the term may be split into two six-month blocks).

Having the opportunity to work closely with staff, council, and senior management in a municipality or a planning service agency is a valuable experience for new professionals pursuing a career in the municipal sector.

Internship program representatives can be contacted for further details.

#### **4. Ineligible Expenses**

The following expenses are ineligible:

- requisition payments;
- Goods and Services Tax (GST); and
- existing or ongoing operating costs beyond a limited term.

#### **5. Project Criteria**

Just as interns are expected to demonstrate certain attributes, host organizations are also expected to meet certain criteria, including:

- a) The municipality must meet the population thresholds as outlined in Schedule 5, Section 2, to be eligible for grant funding. Municipally-owned planning service agencies are also eligible for the Land Use Planner stream;
- b) For the Land Use Planner stream, host organizations must undertake the majority of their planning in-house and have a senior planner on staff;
- c) A strong council-administration relationship must exist and there must be strong commitment from both groups to have an intern;
- d) There must be an organizational commitment to the MI program's vision and goals;
- e) A dedicated supervisor is named for the intern. The Supervisor is to be the CAO or a senior manager (Administrator stream); Senior Planner (Land Use Planner stream); or the Chief Financial Officer (Finance Officer stream).
- f) A sufficient commitment of resources, both financial and staff, must be made; and
- g) There must be an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern.

## 6. Grant Amounts

The amounts available under the MI component vary by host type as follows:

- Administrators: \$43,000
- Finance Officers: \$43,000
- Land Use Planners: \$67,000

## 7. Component Conditions

- a) A municipality or organization can apply under any or all of the streams of this program component in a program year; however, the applicant must complete separate applications as each stream is evaluated separately.
- b) Collaboration with another municipality is not required to host an intern if the municipality has the capacity and/or desire to host on its own. A municipality may wish to partner with another municipality if it is not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the Internship program website at <http://www.municipalaffairs.alberta.ca/ms/internship/> for information on these functional areas and program expectations.
- c) If choosing to collaborate to host, partnerships of two or three municipalities are recommended. Contact program representatives to discuss your plans for collaborative arrangements, particularly for those involving larger numbers of partners.

## 8. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget. Payment of MI funding is conditional on a CGA being duly executed.

## 9. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures effective February 1 of the hosting year. Administrator and Finance Officer internships are to be completed one year from the intern start date; Land Use Planner internships are to be completed two years from the intern start date.

Funding that is not expended within the agreed to project completion date must be returned to the Government of Alberta.

## 10. Reporting Conditions

The grant recipient must submit reporting in a prescribed package that contains the following:

- Basic information – collects grant details and key contact information, and provides program contact information.
- Statement of Funding and Expenditures (SFE) – The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to the project(s).



- Additionally, supporting documentation is required and may include an Interim Report, a First Year Report and/or a Final Year Report, as per the CGA.

The SFE must be signed by the Chief Administrative Officer or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation, such as reports, drawings, and invoices for project costs must be retained by the municipality for a minimum of three years following completion of the project. The reporting package can be accessed on the ACP website:

<http://municipalaffairs.alberta.ca/albertacomunitypartnership.cfm>

The SFE may be subject to review by the Provincial Auditor General. The reporting package contains an optional program evaluation form for the grant recipient to provide comments on the ACP program structure and administration, as well as any other comments regarding the program.

## **11. Application Process**

Applications for the MI component are due by October 1 of the program year, with the internship to commence the following May.

MI applications are evaluated all at once, after the October 1 deadline. Funding is awarded based on information provided in the ACP application form up to the maximum number of internship positions available in the program year.

Applicants must complete a grant application form that is available on the ACP website.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services and Operations</b>
<b>Title:</b>	<b>AUMA – RCMP Topic(s) of Discussion Request</b>

**BACKGROUND / PROPOSAL:**

Administration received an email from RCMP S/Sgt Peter Pilgrim inquiring if Mackenzie County would like to meet with the Commanding Officer at this year's AUMA Conference on September 24<sup>th</sup> and 25<sup>th</sup> to discuss a specific matter concerning Mackenzie County Council.

**OPTIONS & BENEFITS:**

**Option 1**

Communicate Mackenzie County's interest in meeting with the Commanding Officer, and identify agenda topic to discuss.

**Benefit**

Scheduling a meeting with the Commanding Officer to discuss Mackenzie County could assist in a solution to the topic Council chooses.

**Option 2**

Receive this request for information.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Communicate with S/Sgt Peter Pilgrim Councils wishes.

**RECOMMENDED ACTION:**

For discussion

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**From:** [Joulia Whittleton](#)  
**To:** [Ron Pelensky](#); [Carol Gabriel](#)  
**Subject:** Fwd: AUMA Meeting  
**Date:** Friday, August 15, 2014 1:27:11 AM

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For council meeting discussion. Thanks

Joulia Whittleton  
Mackenzie County  
(via I-Phone)

Begin forwarded message:

**From:** Peter PILGRIM <[peter.pilgrim@rcmp-grc.gc.ca](mailto:peter.pilgrim@rcmp-grc.gc.ca)>  
**Date:** August 13, 2014 at 10:23:48 PM GMT+4  
**To:** "[tderreck@highlevel.ca](mailto:tderreck@highlevel.ca)" <[tderreck@highlevel.ca](mailto:tderreck@highlevel.ca)>, Joulia Whittleton <[jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)>  
**Subject:** **AUMA Meeting**

Joulia/Tom




As each of you are well aware, AUMA meetings will be held on September 24 and 25. I have been asked to inquire if someone from either the Town of High Level or MacKenzie County will want to meet with the Commanding Officer for the RCMP in Alberta. If you do have someone attending and you would like to meet they are asking for specific topics so that they can schedule their time accordingly.

If each of you could consult with your respective councils it would be appreciated. I have been given an August 22nd date to reply.

Thank you

Peter

S/Sgt Peter Pilgrim  
NCO i/c High Level RCMP Detachment  
High Level, Alberta  
T0H 1Z0

 Work: 780-821-7010  
 Cell: 780-841-7725  
 Email: [Peter.Pilgrim@rcmp-grc.gc.ca](mailto:Peter.Pilgrim@rcmp-grc.gc.ca)

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky – Director of Community Services and Operations</b>
<b>Title:</b>	<b>Request to Write a Letter to Provincial Government – License Plate Design</b>

### **BACKGROUND / PROPOSAL:**

The Province is proposing to change their License Plate design and was asking for feedback from Albertans.

A request was made to administration that we send a letter to Doug Griffiths that Alberta should keep the rosebush in their License Plate design.

### **OPTIONS & BENEFITS:**

#### **Option 1**

Administration write a letter on behalf of Mackenzie County to the Provincial Government and request the rosebush stay in their new License Plate design.

#### **Option 2**

Accept the report for information

### **COSTS & SOURCE OF FUNDING:**

No cost to the county

### **SUSTAINABILITY PLAN:**

N/A

Author: RP Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

For discussion

Author: RP Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



## The Licence Plate Debate

Wild Rose Country.

As Albertans, we've proudly showcased this slogan on our licence plates and welcome signs for decades. We identify with it. It's part of who we are.

Recently, the government announced it was redesigning Alberta's licence plates to refresh their look and make them safer and easier to read. Both are legitimate reasons to change the plates.

However, the government is also using it to scrap the slogan we've all come to know and love. Wild Rose Country will no longer appear on our licence plates.

It's hard to believe this is anything but a calculated political move. I'm extremely proud of the work our Wildrose team has done holding the PCs to account and giving Albertans a real alternative, but it's no secret the government isn't exactly our biggest fans.

There is no reason for the PCs to eliminate our time-honoured slogan from our licence plates other than to settle a political score.

But this is nothing new. We've seen this government use your tax dollars for partisan purposes for years. You just have to see one of the PC orange and blue Building Alberta signs to know that. But this latest ploy shows just how far they will go in their petty partisan games.

The worst part about this entire ordeal, however, is that the decision doesn't reflect what Albertans want. Polls show six out of 10 Albertans think removing Wild Rose Country from the licence plates is a bad idea. Our own poll came up with similar results, with nearly 65 per cent support for the Wild Rose Country staying.

While the government has put the plate's visual design to a public vote, the slogan debate has remained off the table. Service Alberta Minister Doug Griffiths said he'd consider putting the slogan to a vote, too, if Albertans showed a desire for it.

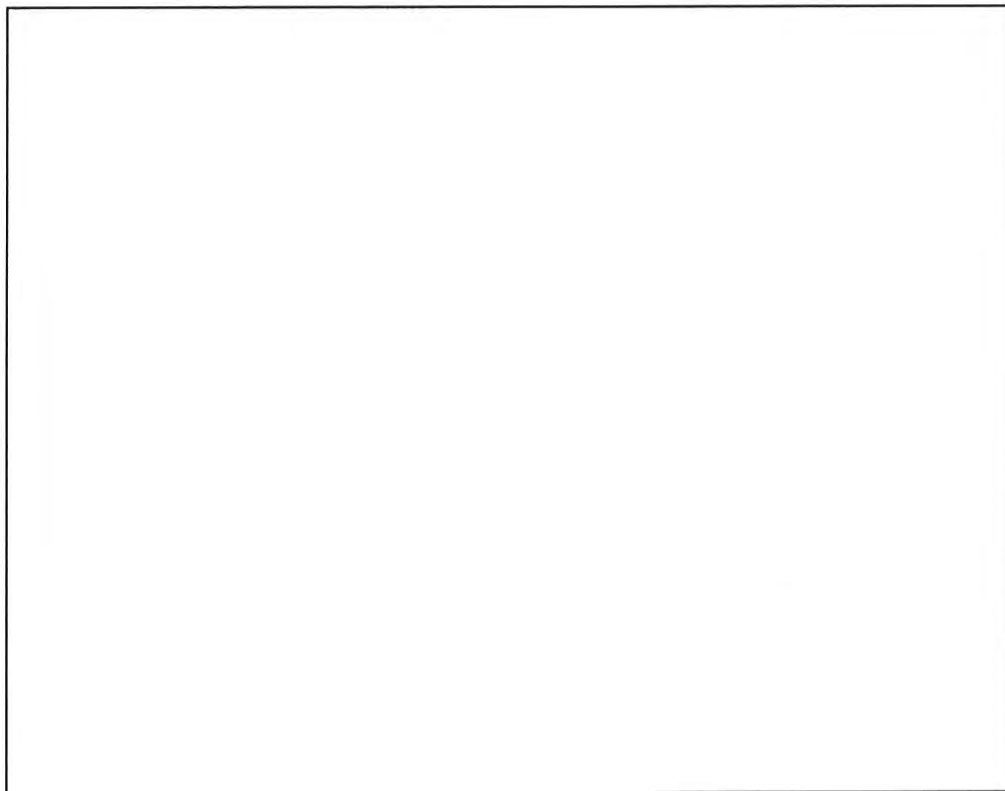
Well, the verdict is in. When it comes to our slogan – Wild Rose Country – Albertans are clear: It should stay.

Let's hope Mr. Griffiths is a man of his word.

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## Licence Plate Design Contest

As you know, Alberta boasts some of the most talented graphic artists in the world. However, when the PC government decided to redesign Alberta's licence plates, they were completely ignored. Instead, the government chose an American firm to provide design options for Albertans to vote on. Wildrose believes anything they can do, you can do better. We are inviting Alberta artists and graphic designers to showcase their talents and ideas for a new provincial licence plate. Submissions will be evaluated and finalists chosen. Albertans will then vote on the final designs online. Let's see what you've got!



See the full contest rules at: [wildrose.ca](http://wildrose.ca)

Deadlines:

Design submission: August 3, 12 p.m.

Selection process: August 4

Voting period: August 5-18

**Winning announcement: August 19**

---

ALBERTA.CA IS CHANGING. SEE THE NEW SITE BEFORE WE LAUNCH.

### Vote for Alberta's new licence plate

Alberta is getting a new licence plate. The plate will feature a new design, Alberta's website address and new logo, and a reflective coating that will help make roads and communities safer.

The online vote for Alberta's new licence plate is now closed.

Thank you to the many who voted and submitted additional feedback. We are now working hard to go through all of your comments. Please stay tuned for information about next steps in the coming weeks.

Read the news release: [Albertans to choose province's new licence plate](#) (July 8)

### Design options

Version 1



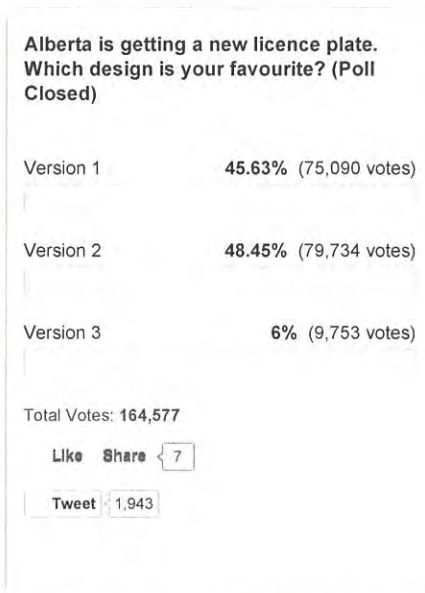
Version 2



Version 3



Click images to enlarge



Please send any comments about the plate redesign to: [newplate@gov.ab.ca](mailto:newplate@gov.ab.ca)





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 27, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

**BACKGROUND / PROPOSAL:**

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

- Correspondence – Alberta Transportation (La Crete Sewage Lagoon Expansion Project Funding Transfer)
- Correspondence – Alberta Environment & Sustainable Resource Development (Commercial Fishery)
- Correspondence – Alberta Municipal Affairs (Provincial Assessment Audit)
- Correspondence – Spectra Energy
- Correspondence – Alberta Culture (Stars of Alberta Volunteer Awards)
- Correspondence – AUMA (MGA)
- Tri-County Meeting Minutes and Action List
- Municipal Government Act Review – Summary of Input and Identified Issues
- AUMA Conference
- U of A Municipal Governance Reform and Land Use Planning in Alberta: Scenario Planning Workshop
- Alberta Municipal Governance Symposium
- Deh Cho Travel Connection
- 
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**RECOMMENDED ACTION:**

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

**Author:** C. Gabriel      **Review by:** \_\_\_\_\_ **CAO** JW

July 24, 2014

Our File: 1560-WWP-MACK-7

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

Dear Reeve Neufeld:

**Re: Alberta Municipal Water/Wastewater Partnership  
Hamlet of La Crete Sewage Lagoon Expansion Project**

Please be advised that a grant in the amount of \$450,000 is being electronically transferred to Mackenzie County. This amount represents an advance payment under the Alberta Municipal Water/Wastewater Partnership and is provided to assist you with the Hamlet of La Crete Sewage Lagoon Expansion project.

We are pleased to assist you with this worthwhile endeavour.

Yours truly,



Danny Jung, P.Eng.  
Acting Regional Director

CB/ljl

cc: Honourable Frank Oberle, MLA Peace River  
Danny Jung, Infrastructure Manager, Alberta Transportation  
Dave McIntyre, Water/Wastewater Specialist, Alberta Transportation

RECEIVED  
AUG 12 2014

MACKENZIE COUNTY  
FORT VERMILION OFFICE





ALBERTA

ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT

*Office of the Minister  
MLA, West Yellowhead*

August 1, 2014

Reeve Bill Neufeld  
MacKenzie County  
PO Box 640  
4511 - 46 Avenue  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

Thank you for your July 15, 2014, letter regarding the Government of Alberta's decision to close its commercial fishery effective August 1, 2014.

The Government of Alberta is committed to the long-term sustainability of Alberta's fish populations in our lakes. Over the last few years many concerns have been raised about the sustainability of Alberta's commercially fished lakes, including the apportionment of fish between user groups and the difficulties in commercial fishers avoiding sport fish by-catch. In response, Environment and Sustainable Resource Development worked with commercial fishers to develop a third-party independent review of commercial fishing management.

Following this review the Colby Report was prepared. Environment and Sustainable Resource Development has accepted this report and, following additional provincial assessments, concluded the long-term sustainability of commercially fished lakes is no longer viable.

Sincerely,

Robin Campbell  
Minister

RECEIVED  
AUG 15 2014

MACKENZIE COUNTY  
FORT VERMILION OFFICE



File No: 02501-DA

August 1, 2014

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

Dear: Ms. Whittleton:

On behalf of the Minister of Municipal Affairs, we have completed a province wide detailed assessment audit of mid-sized oil and gas properties located in rural municipalities and are pleased to provide you with a copy of the audit report.

The objective of the detailed assessment audit is to provide the Minister and the municipalities an unbiased opinion as to the quality of the oil and gas property assessments on the 2013 tax roll year, and a review of practices and procedures used in the valuations.

The report identifies where opportunities exist to improve assessment performance and is intended to act as a basis for action in addressing the findings and recommendations of the audit where applicable. In addition to this report and specific to your municipality, property specific details have been sent out to your assessor including:

- A listing of "municipality exceptions" (prepared for each municipality using ASSET data and reviewed with each of the assessors at the start of the audit) as a basis for action to be taken by your assessor to address the exceptions listed for the municipality.
- A listing of sample properties inspected/reviewed by Assessment Audit with the auditor's comments. It is expected that the assessor will take action in addressing any discrepancies identified.
- A listing of unmatched sites in your municipality cross referenced with ABADATA (oil and gas mapping software) with a request to review for the upcoming assessment roll.

**RECEIVED**  
AUG 01 2014

.../2

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

**Alberta** ■  
Freedom To Create. Spirit To Achieve.

Ms. Joulia Whittleton  
Page 2

Please note that a follow-up to this audit will be conducted to evaluate the progress made by the assessor in addressing the findings and recommendations relating to your municipality.

I extend my appreciation to your assessor for the cooperation received during the course of the audit. Should you or the council have any questions about the audit or the report, please contact Steve Kutanzi at 403-381-5599.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian W. Ferguson". The signature is fluid and cursive.

Brian Ferguson  
Director, Assessment Audit

Encl.

cc: Randy Affolder, Assessor  
Steve Kutanzi, Assessment Auditor

# PROPERTY SPECIFIC AUDIT



## MID-SIZE OIL & GAS PROPERTY

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## **PART A - EXECUTIVE SUMMARY**

### **1.0 Overview**

#### **1.1 Introduction**

Assessments are prepared in accordance with Part 9 of the Municipal Government Act (MGA) and the regulations. Audits of assessments are performed under the authority of section 20 of the Matters Relating to Assessment and Taxation Regulation (Alberta Regulation 220/2004) by assessment auditors who are appointed by the Minister of Municipal Affairs.

Oil and gas properties are special-purpose facilities that do not typically sell or rent. Consequently, assessment performance is not easily measured by annual statistical testing, and an audit of assessment practices and procedures is required.

#### **1.2 Objective of the Audit**

The objective of this assessment audit is to:

- Provide an unbiased opinion as to the quality of 2012 oil and gas property assessments.
- Review the assessment practices employed in the valuation of these properties.
- Make recommendations to improve assessment quality where needed.

#### **1.3 Scope of the Audit**

##### **In Scope**

The assessments of industrial properties that include machinery and equipment range from a few thousand dollars to several hundred million and are found in all manufacturing and processing sectors. This audit does not include the assessment values at the extremes but focuses on the mid-size oil and gas properties with assessed values between \$100,000 to \$100,000,000.

The audit was conducted in all rural municipalities (see Appendix 1 for listing). As part of the review, Assessment Audit interviewed assessors on their practices in the valuation of these properties, reviewed oil and gas property assessment data reported into ASSET, conducted on-site inspections and reviewed calculations on a random sampling of properties within the municipalities. It should be noted that some of the assessors interviewed complete work in more than one of the municipalities.

## Out of Scope

The following topics are out of scope for this audit:

- Provincial and municipal tax policy;
- Equalized assessment and education requisition policy;
- Business Assessment and taxation provisions in Part 10 of the Act, other than those for property tax;
- Supplementary assessments; and
- Linear property assessments.

## 2.0 Findings of Audit

Assessment Audit concludes that most of the assessors' practices and valuations are reasonable. The audit makes the following recommendations to improve assessment quality:

### Data Collection and Maintenance

Some assessors do not have an adequate inspection program to ensure that property characteristics are complete and accurate. It is recommended that:

1. A re-inspection cycle should be no less frequent than 3-5 years supplemented by annual RFIs (Requests for Information) with follow-up when no information is provided to the RFI by the property owner.

### Sufficient and Accurate Property Information

Many assessors are not reporting or coding oil and gas properties as prescribed in the *Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual*." It is recommended that:

1. The assessors more accurately identify oil and gas properties by using the correct actual use code:
  - M105012 for oil and gas facilities used in connection with petroleum resource extraction;
  - M102052 for oil refineries and gas plants used to refine or process petroleum;
  - M102092 for plants used to produce chemical products derived from petroleum (e.g. plastics, lubricants, gels, resins, methanol etc.).
2. The assessors use ASSET's standardized model quality structure codes when reporting building classifications in the municipality's annual return submission.

### **Machinery and Equipment Assessment Minister's Guidelines**

Assessments of Machinery and Equipment (M&E) at well sites are prepared using the rates in the Minister's Guidelines. For the assessor to prepare the assessment, a thorough inventory of the machinery and equipment on the site is required. The audit found that the inventory listed on the assessment record did not accurately reflect what was on the site for a significant number of accounts. The inaccurate inventory may have resulted from poor re-inspection practices and/or an increased difficulty in accessing sites due to property owners' vandalism and safety measures. It is recommended that:

1. The Assessment Services Branch (ASB) explores options to reduce the number of inspections required by the assessor through standardizing or streamlining assessment methodology.

### **Machinery and Equipment Located at Non-Producing Well Sites**

Assessors are inconsistent in their treatment of machinery and equipment at non-producing well sites.

1. It is recommended the assessors follow the practice as suggested in Assessment Bulletin No. 09-07 in assessing connected components capable of being used in production.

### **Building and Structure Assessments**

Buildings and structures are to be assessed at market value. The cost approach is ordinarily used. The audit found that assessors are inconsistent in their application of the cost approach leading to inequitable value estimates. To assist in the fair and equitable assessment of metal oil and gas buildings:

1. It is recommended that all assessors employ the *Alberta 2001 Metal Buildings Cost Manual* with the included depreciation tables and annual modifiers.

### **Industrial Plant Assessment Using Construction Cost Reporting Guide (CCRG)**

Assessments of industrial plants are based on actual project costs. The *Construction Cost Reporting Guide (CCRG)* is to be used by the assessor in the valuation process. The following equity and application issues have been identified:

- Some older plants, or those where the assessments were created by previous assessors, lacked sufficient detailed historical cost information.
- Excluded and non-assessable cost adjustments often lacked proper documentation, and in many instances, were "negotiated" by owners and assessors.
- CCRG compliance for large plants requires sophisticated accounting, legal, engineering, and valuation expertise. Municipalities not having the resources and expertise are more prone to having unsupported, negotiated assessments, or are more likely to accept self-assessments prepared by industrial plant owners.



It is recommended that either one or a combination of the following options be implemented by Alberta Municipal Affairs:

1. Revise existing legislation to simplify and add more clarity to reporting requirements and valuation methodology used to value large industrial properties on reported costs. Consultations with stakeholders can assist the ministry to determine where revisions can be made and where clarity can be improved.
2. Develop a “best practices guide” for a fair and equitable valuation of large industrial plants and implement/sponsor instructional workshops for assessors on the use of the guide in connection with existing *2005 Construction Cost Reporting Guide*.
3. Work with the Alberta Assessors Association (AAA) to develop a training program to assist in the valuation of property assessed using the CCRG.

### **Site Valuation**

The land is to be valued at market value. The spectrum of the assessor’s practice for site (land) valuation varies from no assessment to complex models with multiple variables.

1. It is recommended that the assessors, in a fair and equitable manner, assess land at oil and gas sites at market value with guidance from *Assessment Bulletin 13-02*.

### **3.0 Acknowledgements**

The cooperation received from all of the assessors is greatly appreciated. We received all available reports and explanations that were requested to conduct the review in a timely and courteous manner.

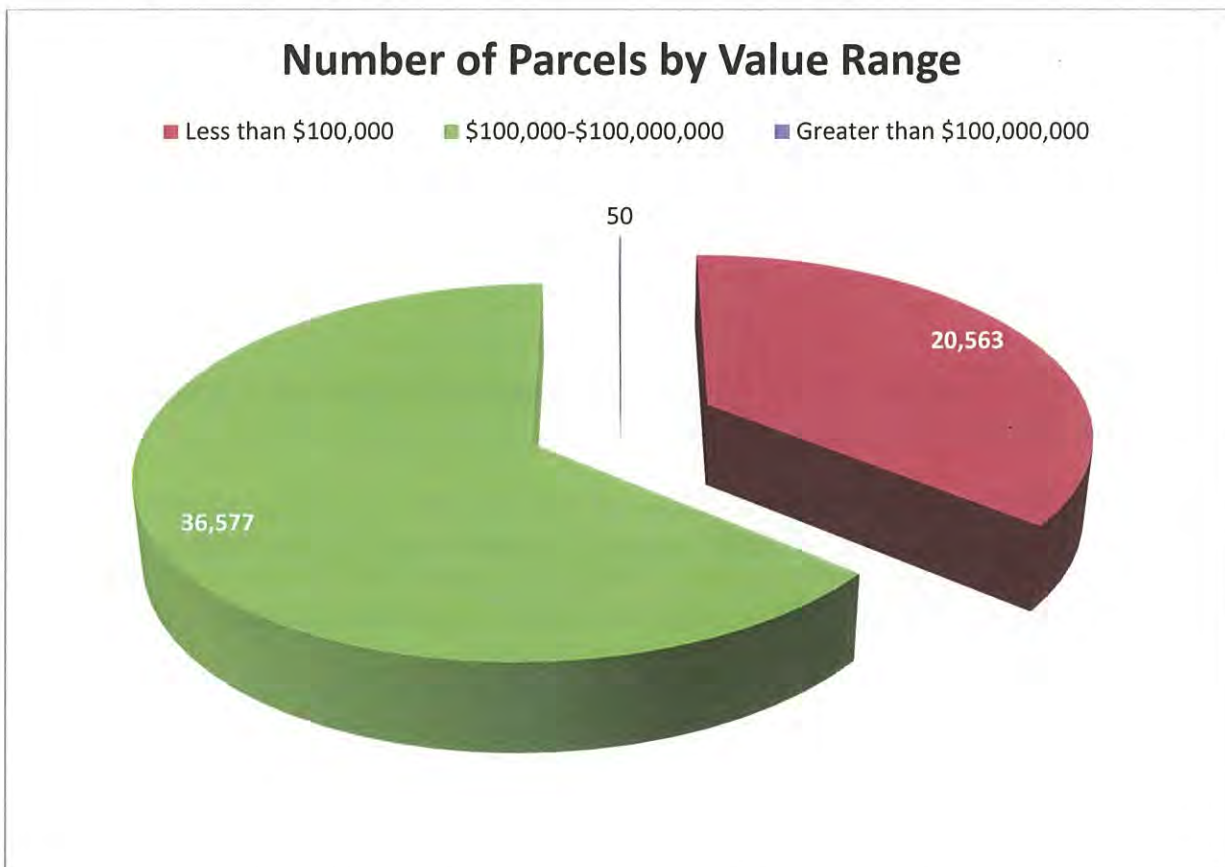
## **PART B- INTRODUCTION**

Oil and gas properties do not typically sell or rent, therefore assessment performance is not easily measured by statistical testing. For 70 rural municipalities included in this audit, Assessment Audit interviewed 33 assessors on their practices in the valuation of these properties, reviewed oil and gas property assessment data reported into ASSET, conducted on-site inspections on about 250 properties, and reviewed the calculations of a sample of 394 properties (selected randomly as a representative sample for each assessor). It should be noted that some of the assessors interviewed complete work in more than one of the selected municipalities.

### **1.0 Distribution of Assessment**

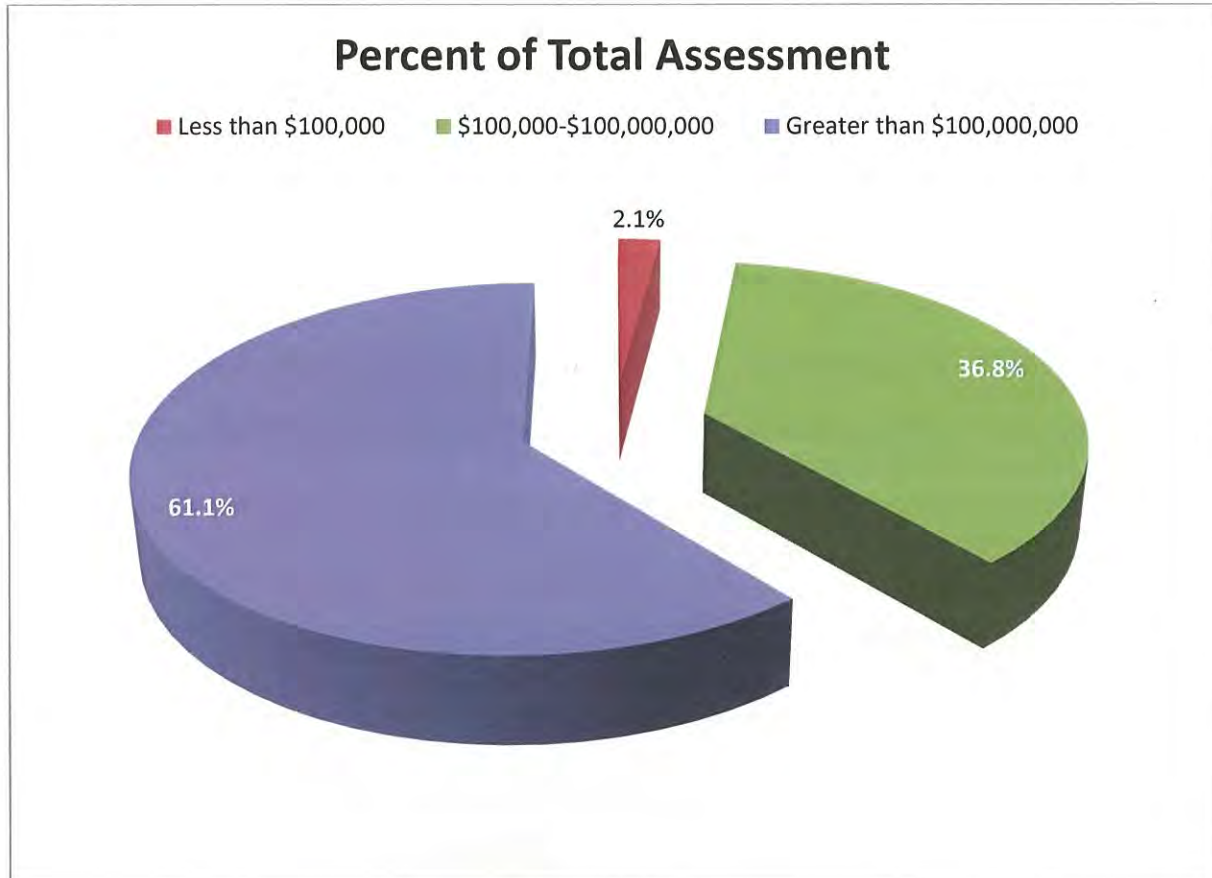
For the municipalities, the following chart shows the breakdown by number of oil and gas parcels within 3 value ranges:

- Number of oil and gas parcels with total assessment less than \$100,000 (below project scope),
- Number of oil and gas parcels with total assessment between \$100,000 and \$100,000,000 (within project scope),
- Number of oil and gas parcels with total assessment greater than \$100,000,000 (above project scope).



The value range reviewed in this audit encompasses the largest number of oil and gas properties (36,577) within the 70 municipalities.

For the municipalities, the following chart shows the breakdown by percent of total oil and gas assessment within the 3 value ranges noted above:

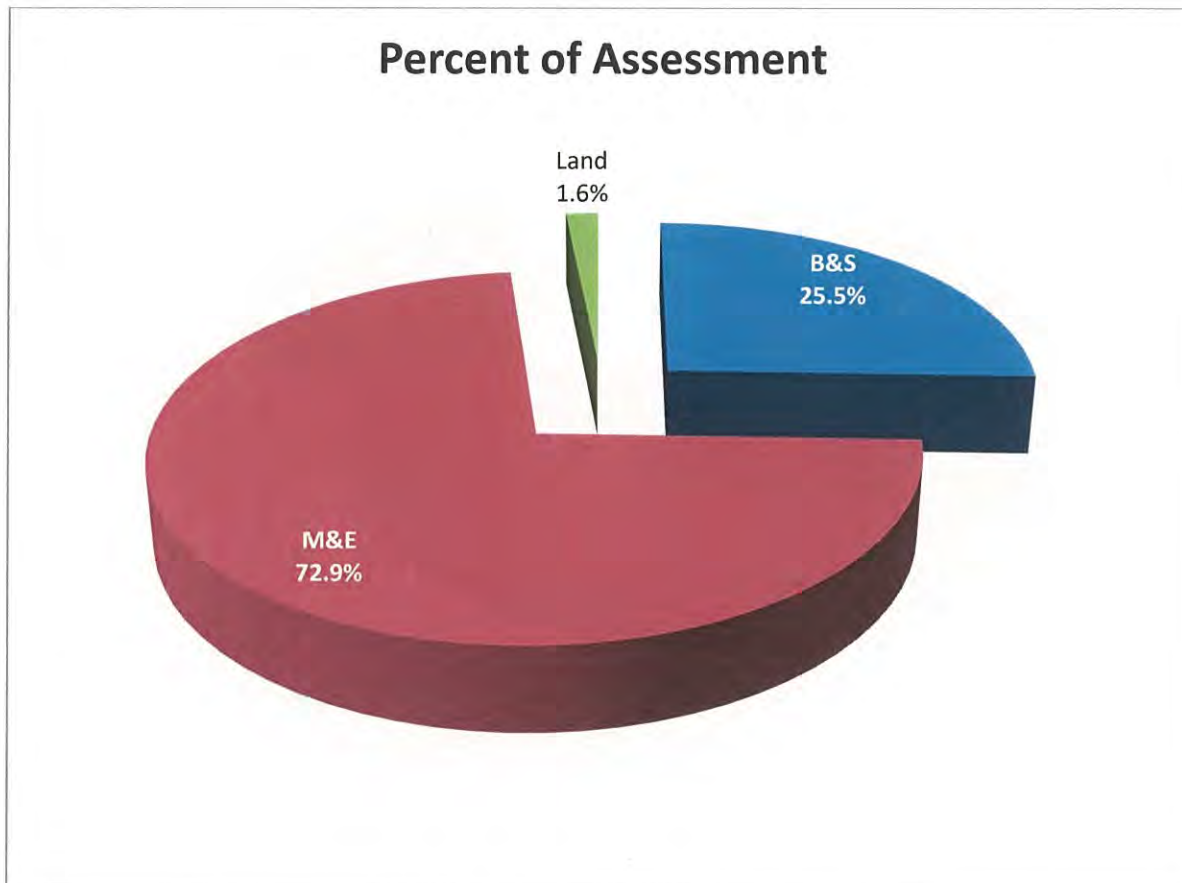


The value range reviewed in this audit encompasses 36.8% of the total oil and gas assessment in the 70 municipalities.

In Alberta, oil and gas properties are subject to two statutory valuation standards. The land and buildings and structures (B&S) must be valued based on the market value standard. The machinery and equipment (M&E) must be valued following the regulated procedures set out in the 2012 Alberta Machinery and Equipment Minister’s Guidelines or the 2005 Construction Cost Reporting Guide (CCRG).



The following chart shows the percentage breakdown between land, buildings and structures, and machinery and equipment assessment of approximately 36,500 mid-size oil and gas properties located in the municipalities totalling 21.6 billion dollars of assessment:

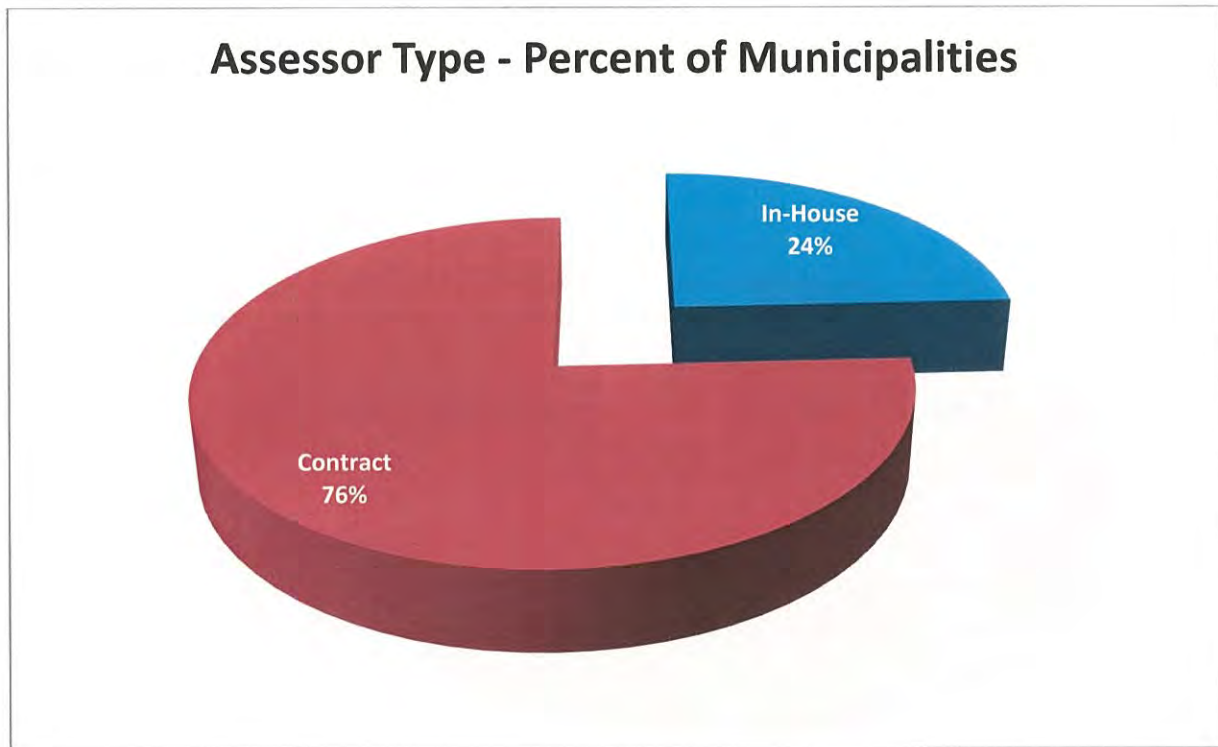


Machinery and equipment comprises the greatest portion of total oil and gas assessment (72.9%) and land the least (1.6%).

## 2.0 Preparation of Assessment

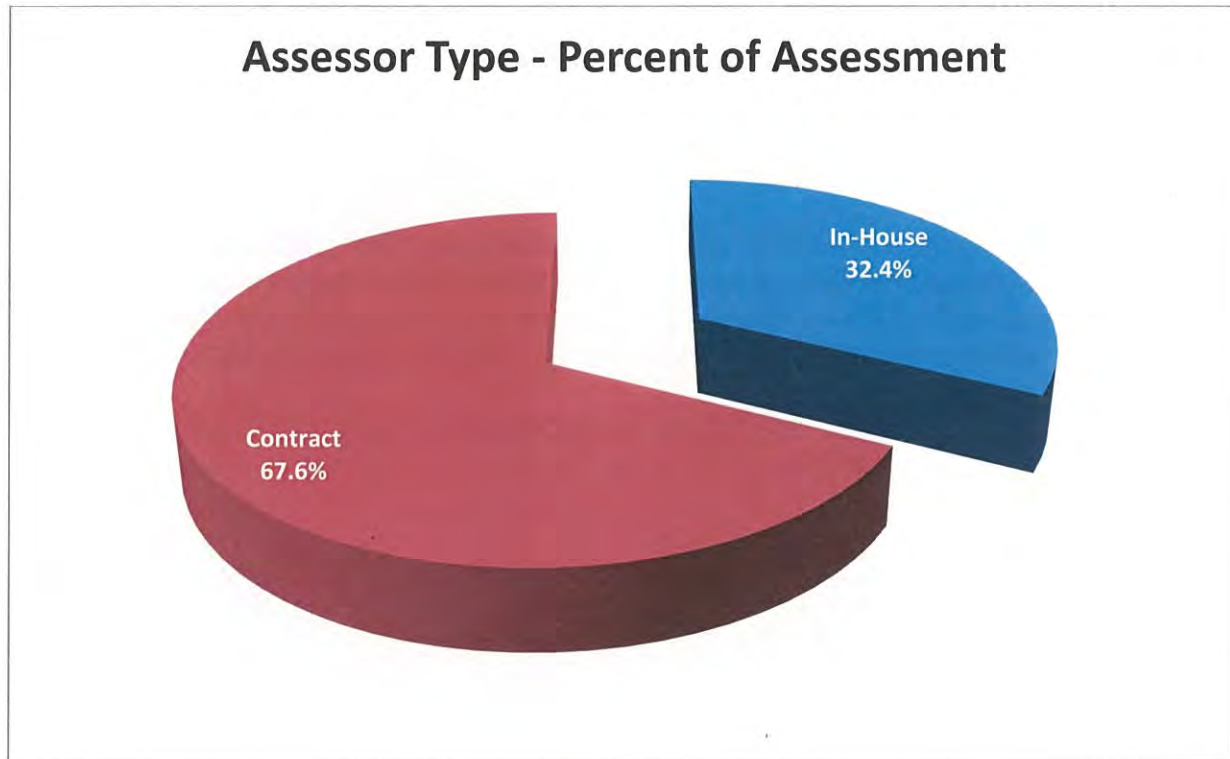
Assessments of oil and gas property are prepared by professional, certified assessors. Assessors who are employed by the province prepare the assessments for linear property and assessors who are employed by municipalities prepare assessments of non-linear property. An assessor is hired by a municipality as an employee of the municipality (in-house) or as a contractor.

The following chart indicates the percent of municipalities within this review that have their oil and gas assessments prepared in-house and those having their assessments prepared using a contract service:



Most of the municipalities (76%) within this review have their oil and gas assessments prepared by contractors.

The following chart indicates the percentage of total oil and gas assessment breakdown within this review that has been prepared by in-house assessors and percentage prepared by contract assessors:



Assessment contractors prepare about 68% of total oil and gas assessment within the municipalities and in-house assessors prepare approximately 32%.



## **PART C – PROCESS ORIENTED PROCEDURAL REVIEW**

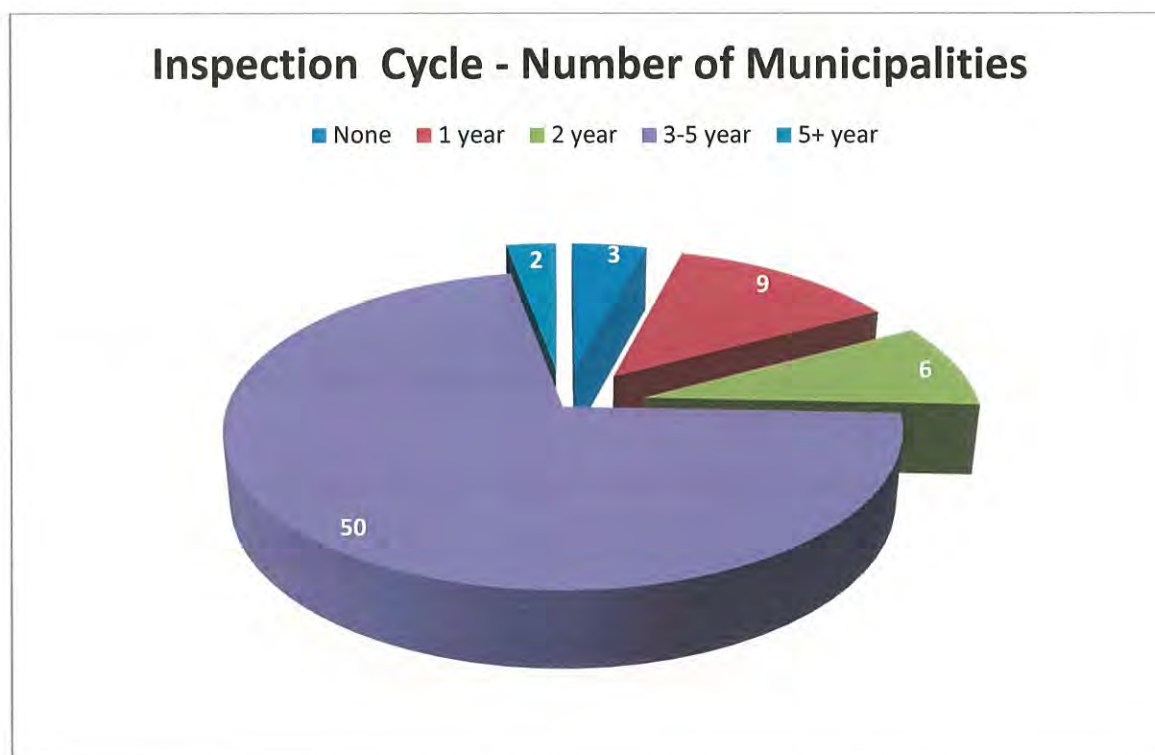
Process oriented procedural reviews examine assessment methodology and procedures. The focus is on the assessors' practices in the preparation of oil and gas assessments; determine whether legislative requirements are met; appropriate manuals are used and professional standards and guidelines are followed.

### **1.0 Data Collection and Maintenance**

#### **1.1 Data Inspection**

The Property Assessment in Alberta Handbook (PAAH) and other assessment texts discuss the importance of sufficient and accurate property information used in the fair and equitable valuation of real property. Data inspection is an on-site process of capturing and valuing new improvements and other changes to the property base.

The following chart summarizes the assessor responses on inspection cycles conducted in the 70 municipalities:

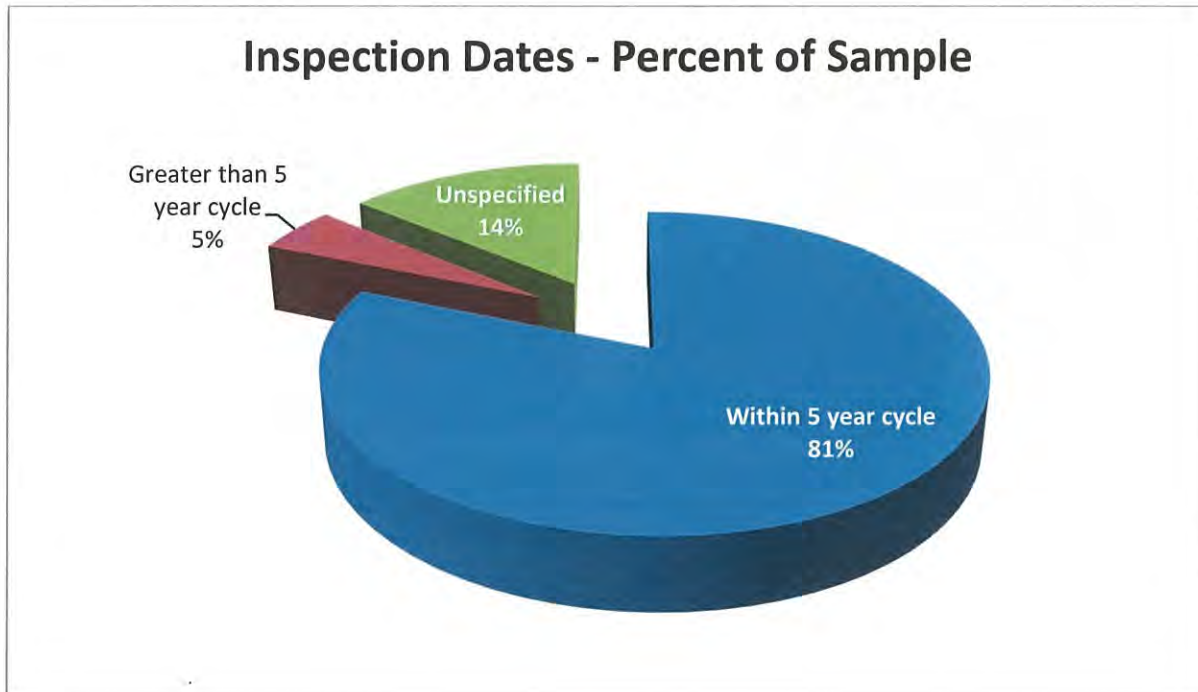


In all but 5 (approximately 93%) of the municipalities, the assessors stated that re-inspections are conducted within a 5 year cycle. Three municipalities do not have an inspection cycle and 2 have cycles greater than 5 years (representing approximately 7% of the municipalities).



For the sample of 394 properties randomly selected for the audit, Assessment Audit reviewed the inspection dates noted on the assessor's property detail report along with inspection data reported in the assessor's annual ASSET submission.

The following chart summarizes the inspection dates on the selected sample of properties:



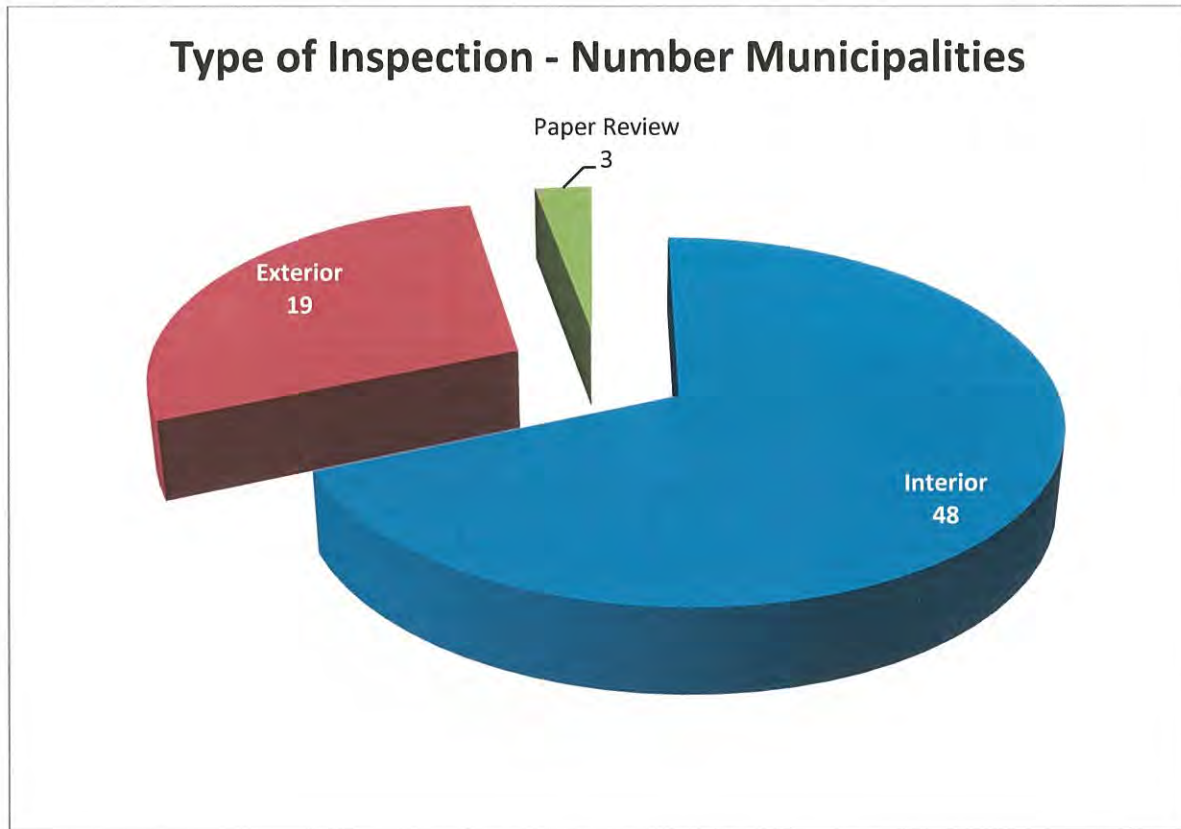
Inspections within the last 5 years have been conducted on 81% of the properties selected in the sample. Inspection dates were not reported or entered on the assessor's property detail reports for 14 % of the properties and 5% of the properties have inspection dates older than 5 years.

Inspections may include exterior inspections (from the road), interior inspections or data inventory mail outs<sup>1</sup>. It is a desirable best practice to inspect the interior of the property, particularly if a building permit has been issued or if any upgrades or changes to the property are suspected. Although interior inspections should be carried out when possible, it is realized that the assessor cannot get into all properties, nor may it be feasible to do so in some municipalities.

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<sup>1</sup> Property owner (or agent) reports additions or corrections to inventory listed on the assessor's mailed out detailed assessment record.

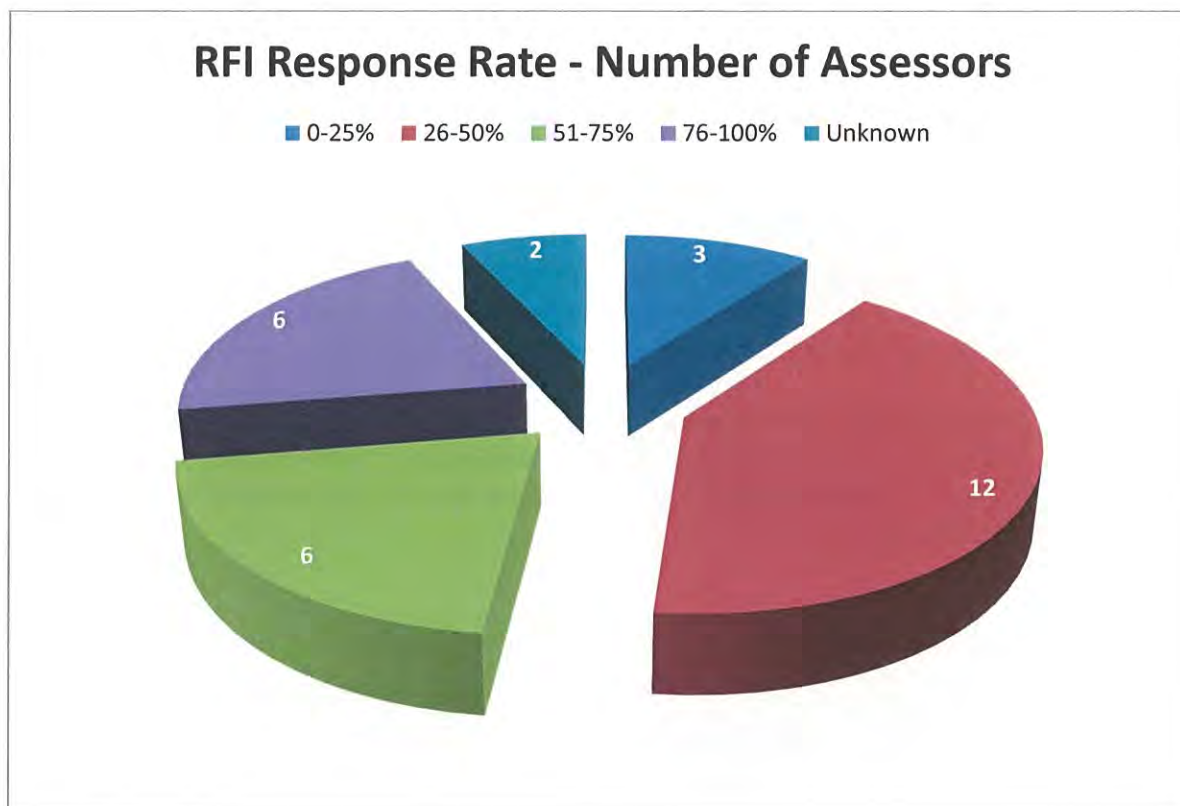
The following summarizes the type of inspections conducted in the project municipalities as stated by the assessors:



On-site inspections are conducted in all but 3 municipalities in which case the assessor only conducts a paper review based on the information provided by the owner/agent. Although building permit reports, formal requests for information (RFI) and data inventory mailers are good sources of information, these should only be supplements to a routine inspection program which includes interior inspections if possible.

Formal requests for information (RFI) to the property owner (or his agent) can be a useful resource in the data collection stage for planning the inspection program as well as obtaining pertinent physical and descriptive information used in the valuation process.

The following chart summarizes the response rate for the 29 assessors (of 33 interviewed) that send out requests for information annually:



Only 6 assessors have a response rate to their information request of greater than 75%. The average response rate is 55%.

When a response to an RFI is not received from the property owner (or his agent), 17 assessors stated that no further action is taken.

The follow up action taken by the remaining 12 assessors include:

- a second letter or an email requesting the information;
- a follow up phone call to the company;
- contacting the field operator directly for the information; or
- flagging the company's holdings for an inspection.

## Recommendations:

The Property Assessment and Assessment Administration textbook published by the International Association of Assessing Officers (IAAO) states in part that *“a component of a good data maintenance program is a periodic inspection of all properties to ensure that property characteristics are complete and accurate. The credibility of the assessed values is compromised if the physical characteristics of the property are either incorrect or seriously out of date.”*

For oil and gas properties, it is recommended that:

- A re-inspection cycle should be no less frequent than 3-5 years supplemented by annual RFIs (Requests for Information) with follow-up when no information is provided to the RFI by the property owner.

Although a current practice of only a few assessors, other assessors should consider web based products or other third party sources of information showing location and description of above ground facilities to ensure that all oil and gas property within the municipality is being assessed.

### 1.2 Sufficient and Accurate Property Information

The Municipal Government Act (MGA), Matters Relating to Assessment and Taxation (AR 220/2004) and Minister’s Guidelines list and discuss required data elements and the importance of complete and accurate information needed to produce accurate assessments. Assessment Audit reviewed the data reported in the annual ASSET submission for required data elements as well as a random sampling of 394 properties (of which 249 were site inspected) to determine if any data is incorrect or missing. A copy of the auditor’s findings has been provided to the assessor.

The following table indicates the number of municipalities where Assessment Audit described the assessor’s inventory as:

**Yes:** the data is correct and reported in the ASSET data load.

**Partial:** the data is partially correct and reported in the ASSET data load.

**No:** the data is incorrect and/or not reported in the ASSET data load.



The results for the 70 municipalities are summarized below:

Property Information	Findings			Comments
	#Yes	#Partial	#No	
Legal description	58	12	0	12 municipalities had only some of the legal descriptions reported into ASSET, although all have the legal descriptions included on the assessor's detail property records.
Parcel size	4	19	47	There is much uncertainty and inconsistency amongst the assessors on the valuation of market land in the assessment of oil and gas sites and therefore, many do not ascribe a parcel size for these property types. This topic is discussed in more detail in the "Site Valuation" section of the report.
Actual use code	29	25	16	Many assessors are not coding oil and gas properties as "special purpose". Some assessors use the Petro Chemical Processing code (M102092) to wrongly describe oil and gas facilities involved in resource extraction. As well, oil refineries and gas plants should be coded as M102052 and not resource extraction (M105012).
Building and structure data	19	45	6	<p>For the 249 properties site inspected by Assessment Audit:</p> <ul style="list-style-type: none"> <li>• 59 building discrepancies were noted where, at the time of the inspection, the assessor's detailed record either indicated a building which was no longer present or a building present but not listed on the assessment record.</li> <li>• 54 of the total 573 buildings listed on the assessment records had incorrect sizes.</li> <li>• 10 accounts had site improvements (e.g. yard lighting, industrial fencing, communication towers) not assessed.</li> <li>• 10 errors were found on the 26 accounts with site improvements assessed (either assessed but no longer on site, a wrong description or coded as Machinery and Equipment instead of Buildings and Structures).</li> </ul> <p>Most common issue with the data reviewed of the 394 sample properties is the inconsistent application of depreciation calculated using age life tables. The suggested age life schedule in the Alberta 2001 Metal Buildings Cost Manual is not being consistently applied (similar buildings range in age life from 30-70 years).</p> <p>Age life assignments of relocatable office trailers (Model 870) are also being applied inconsistently, ranging from 20-50 years. Further results are discussed in the Valuation Section of the report under the heading "Building and Structure Assessments."</p> <p>The 999-99-99 code, rather than a standardized Model Quality Structure codes are reported into ASSET for a significant number of buildings (not referring to structures such as fencing, lighting etc.) and some are not reporting building sizes.</p>
Machinery and equipment data	31	37	2	Although only minor inventory errors in many accounts, a significant amount involved assessable digital equipment that are not described in Schedule A of the Alberta Machinery and Equipment Minister's Guidelines. However, some discrepancies in inventory were significant and indicated that the assessor has not been at the site for some time. Other minor miscellaneous data errors include: wrong Assessment Year Modifier used, wrong age life assignment, B&S assessed as M&E (yard lighting, industrial fencing etc.), M&E assessed as B&S (overhead cranes, electrical entrance to site), application of abnormal depreciation over 100% and use of negative depreciation (which infers appreciation). More discussion on machinery equipment is included in the following section on Valuation of Oil and Gas Property.

## Recommendations

For each assessable property, the expertise of the assessor is relied upon for determining the predominant actual use, and if applicable, a secondary actual use of the property. Actual use codes are used in the annual audit ratio study process and as query criteria in ASSET. Table 8 in the Recording and Reporting Information for Assessment audit and Equalization Assessment Manual (also referred to as the RnR Manual) provides for the details of the coding scheme. There are 4 levels to the codes.

The RnR Manual states:

*Level 1, 2 and 3 identify property types. Level 4 is an indicator that:*

- *the property is typical or that no special conditions exist for that property type,*
- *there are some special conditions that require users of the information to be aware or,*
- *a unique or special purpose property was built for one purpose only and is not readily comparable to other properties.*

Special purpose properties are designed and equipped to fulfill specific manufacturing and/or production functions. This design purpose makes these properties somewhat unique in terms of their limited appeal to other types of users and typically do not rent or sell, and for equalization purposes, are assigned a level of 1.000 in ASSET.

It is recommended that:

- The assessors more accurately identify oil and gas properties by using the correct actual use code:
  - M105012 for oil and gas facilities used in connection with petroleum resource extraction,
  - M102052 for oil refineries and gas plants used to refine or process petroleum,
  - M102092 for plants used to produce chemical products derived from petroleum (e.g. plastics, lubricants, gels, resins, methanol etc.).

Classification schemes group like items for the purpose of comparative analysis. A standardized improvement classification code set has been developed in ASSET for province wide information collection and sharing. Table 9 of the RnR Manual sets out the department's standard for improvement classification codes (Model-Quality-Structure).

The manual states in part:

*“Each municipality must maintain a table on ASSET that cross references its classification codes to the department’s standard Model Quality Structure codes. A municipality’s classification for each improvement on the property must be reported with the CAMA.XML file.”*

- It is recommended that the assessors use ASSET’s standardized model quality structure codes when reporting building classifications in the municipality’s annual return submission.

## **2.0 Valuation of Oil and Gas Property**

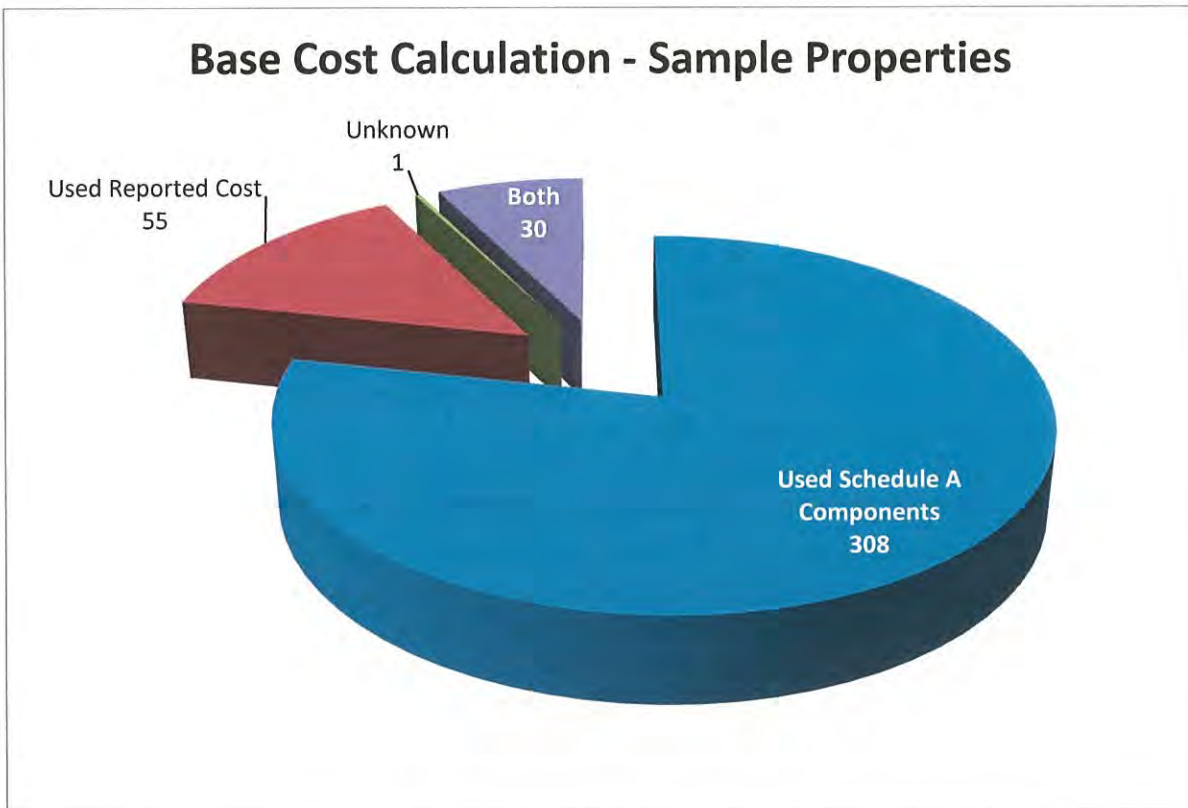
### **2.1 Machinery and Equipment Described in Minister’s Guidelines “Schedule A”**

Section 293 of the MGA and Section 9 of the Matters Relating to Assessment and Taxation (AR 220/2004) require that the assessor prepare assessments for machinery and equipment following the procedures described in the Alberta Machinery and Equipment Assessment Minister’s Guidelines. The rates in the Minister’s Guidelines under Schedule A reflect typical costs for field installations of component types. These rates must be used to determine base cost for that property and no changes or adjustments to the rates are permissible. For machinery and equipment components not described in Schedule A, reported costs can be used to determine base cost.

The following chart indicates the number of properties in the sample of 394 accounts that were assessed using:

- Schedule A components
- Combination of both Schedule A components and reported cost
- Reported costs
- Unknown





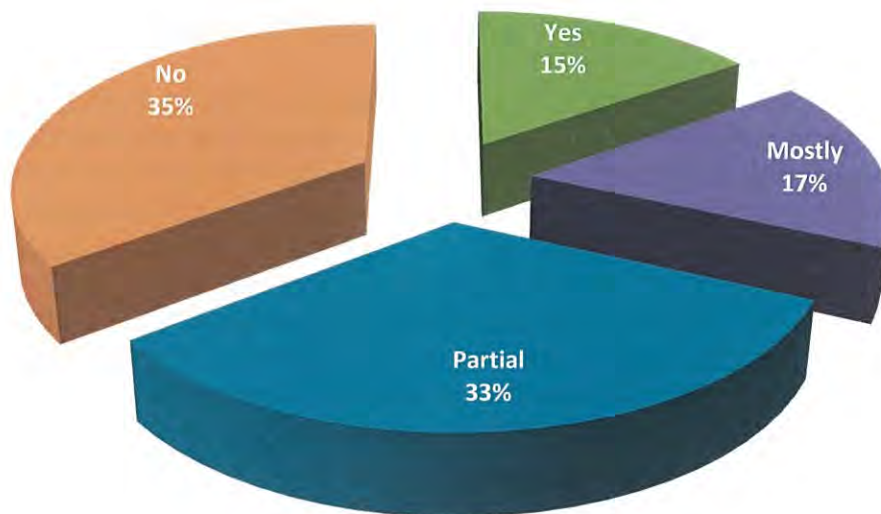
Most of the sample properties (308) were assessed using the component rates from Schedule A of the Minister’s Guidelines and on 55 accounts, the assessors used reported costs from the owner. On 30 accounts, a combination of Schedule A component rates and reported costs were used, often because the assessable items are not found in the Minister’s Guidelines. The unknown account is a property that was inspected by Assessment Audit for which the assessor had no record.

Two hundred and forty-nine properties were site inspected by Assessment Audit to compare inventory on site to inventory assessed in accordance with the requirements of the Minister’s Guidelines.

The following chart indicates the percentage of the sample where Assessment Audit described the assessor’s inventory as:

- **Yes** - Machinery and equipment found on site valued in accordance with the Minister’s Guidelines and accurately described.
- **Mostly** - Machinery and equipment descriptions and calculations mostly correct with only minor exceptions (not significantly impacting final assessment).
- **Partial** - Machinery and equipment found on site more or less valued in accordance with the Minister’s Guidelines with some errors in the description (significant enough to warrant the assessor’s attention).
- **No** - Significant differences between machinery and equipment assessed and machinery and equipment found on site needing correction by the assessor.

### Percent Compliant With Minister's Guidelines - Sample Properties



Approximately 1/3 (“yes “and “mostly” categories) of the sites inspected were valued in compliance with the Minister’s Guidelines (some sites have minor but insignificant exceptions). Most of the inspections (68%) indicated that some action is required by the assessor to improve the quality of the assessment. Some discrepancies may be a result of the inspection cycle as to when the site was last visited by the assessor. Discrepancies in the inventory and/or calculations will be discussed with the assessor with the recommendation to inspect the site and correct any errors in description and/or calculation for the upcoming year.

The results of a more in-depth review of accounts with discrepancies in the description of machinery and equipment assessed under Schedule A of the Minister’s Guidelines and site inspected by Assessment Audit (231 accounts), are summarized below:

Component Category	Number of Properties with Discrepancies	Percent of Total Sample
Missed Digital (Electronic) Equipment	53	23%
Issues Related to M&E at non-producing well sites	25	11%
B&S Assessed as M&E or M&E assessed as B&S	4	2%
Major Machinery & Equipment Items*	59	26%
Minor Machinery & Equipment Items**	206	89%

\* Major M&E items include; separators, dehydrators, treaters, compressors etc.

\*\* Minor M&E items include: tanks, flares, pumps, chemical injectors, control valves, meters, etc.



The discrepancies identified in the above analysis are defined as:

- Equipment found on site but not on the assessment record.
- Equipment not found on site but still on the assessment record.
- Description of the equipment is incorrect e.g. size, age, etc.
- Equipment is disconnected or blinded off but still assessed.
- Equipment is not assessed but still connected or not blinded off.

With recent advancements in technology, digital equipment is frequently found on the sites, much of which are not found in the Minister’s Guidelines and therefore not assessed by many assessors. Of concern from the above table is the number of accounts with discrepancies in the major machinery and equipment items. Some of these may be a result of when the site was last inspected, the type of inspection conducted by the assessor (drive-by exterior inspection, interior inspection, or paper review) or no response by the owner to an information request (RFI) by the assessor. Issues related to machinery and equipment assessment on non-producing well sites (11% of the sample) are discussed further in following section 2.2 of the report. A small percentage (2%) of the sample had buildings and structures assessed as M&E and vice versa. These appear to be just an oversight by the assessor and will be reviewed with the assessor. Most of the discrepancies (89% of the properties) were minor items that are often changed out frequently by the field operators, and individually, will not impact the overall value of the site significantly.

A breakdown of the minor machinery and equipment items missed per site are summarized below:

Discrepancies per Site	Number of Properties	Percent of Total Sample
No discrepancies	25	11%
1 to 4	92	40%
5 to 15	93	40%
Greater than 15	21	9%
Sample Total	231	100%

Approximately half (51%) of the above sites (no discrepancies or sites with less than 5) in the sample for this analysis would have assessments that would be acceptable. There is a concern with approximately half (49%) of the properties inspected that had minor machinery and equipment discrepancies of 5 or greater where the sum difference could be significant to warrant an assessment value change.

## Recommendations

A good inspection program is the key to complete and accurate data for valuation purposes. Assessment Audit recognizes that as a result of company safety concerns and vandalism at field sites, inspections are becoming increasingly more difficult with fenced sites and locked gates. Personal protective equipment is a must, attending company safety orientation sessions are becoming company policy, and often, company escorts are required for the assessor to get on site. Regarding digital equipment not found in the Minister's Guidelines, it has been observed that there are some assessors researching and developing their own rates for this type of equipment and have offered this information to the Assessment Services Branch.

- It is recommended that the Assessment Services Branch (ASB) explore options to reduce the number of inspections required by the assessor through standardizing or streamlining assessment methodology.

### 2.2 Machinery and Equipment Located at Non-Producing Well Sites

In response to an inconsistency in the assessment of machinery and equipment located at non-producing well sites, the Assessment Services Branch prepared Assessment Bulletin No. 09-07 (November 2009) recommending the following as a best practice for assessors:

*When machinery and equipment is physically isolated by disconnecting, blinding or the equipment is otherwise altered so as to prevent its operation or the continuous flow or processing of a product, then it no longer meets the definition of machinery and equipment in the Matters Relating to Assessment and Taxation Regulation (MRAT), therefore it should not be assessed as Machinery and Equipment.*

*Machinery and equipment that remains connected to a well (regardless of the well status) and is capable of operating is considered "an integral part of an operational unit intended for or used in the manufacturing and processing....." and thus meets the definition of MRAT and is assessable and taxable as Machinery and Equipment.*

A review of the practices and procedures of the 33 assessors interviewed, 9 assessors (or 27%) stated that, even though the machinery and equipment is still fully connected or not blinded off, the machinery and equipment is not assessed when:

- The well status is described as "inactive,"
- The facility has been out of service for some time (no production),
- The well head is chained off.

In one municipality, the buildings and structures are also "zeroed out" when the above conditions exist.

## Recommendations

To ensure there is consistent treatment and application of the valuation of machinery and equipment at non-producing well sites,

- It is recommended the assessors follow the practice as suggested in Assessment Bulletin No. 09-07 in assessing connected components capable of being used in production.

### 2.3 Building and Structure Assessments

Because the sales comparison and income approaches are not viable approaches to value these special purpose properties, the Property Assessment in Alberta Handbook (PAAH) recommends the cost approach as the primary approach to value. The cost approach requires that buildings and structures be "*inspected, areas quantified, age and condition noted and utility analyzed*". Cost manuals provide the basis for an estimation of replacement cost new (RCN) as of a particular date and then depreciation is deducted as of the valuation date (July 1, 2012 for this audit) resulting in a value which will be an estimate of the contribution of the improvements to the market value of the property. In Alberta, the replacement cost new of oil and gas buildings and structures is usually estimated from the following sources:

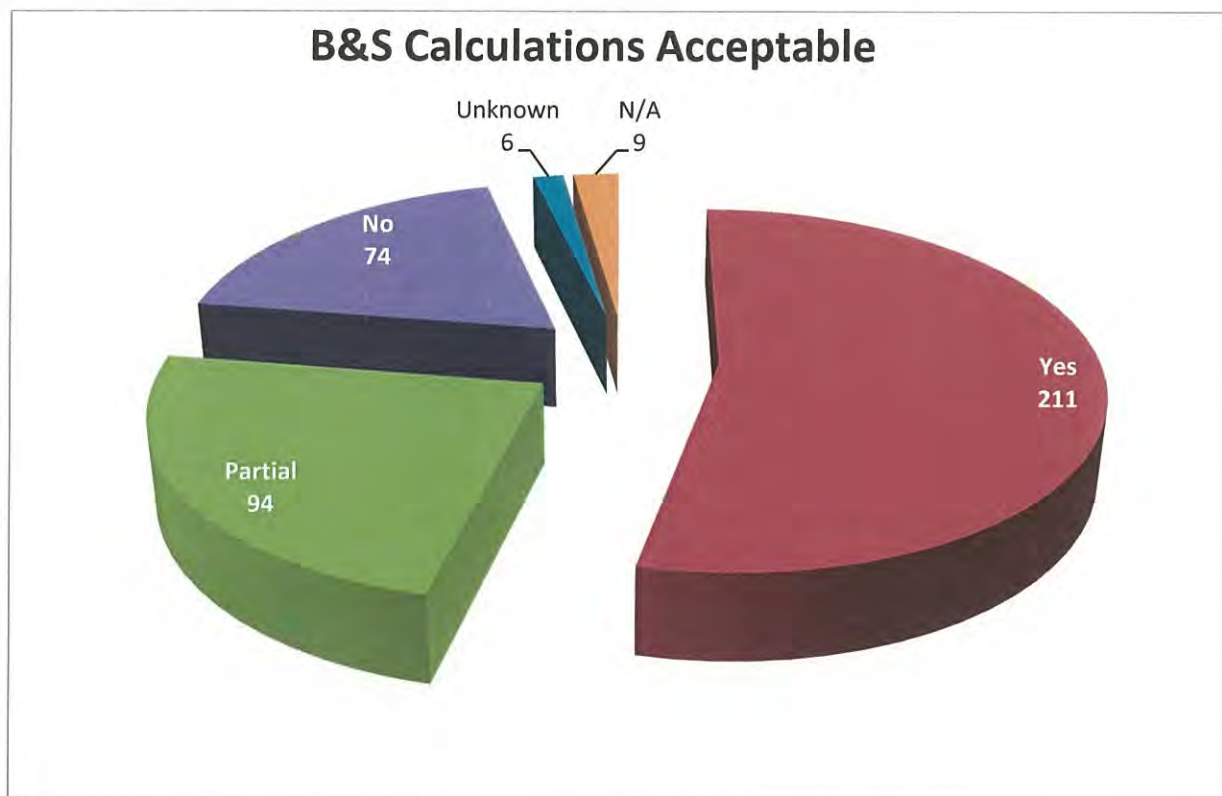
- The Marshall Valuation Service Manual
- The Alberta 2001 Metal Buildings Cost Manual
- Reported actual costs

Assessment Audit reviewed the building and structure (B&S) data of the 394 accounts selected as the sample. Calculations were checked on all accounts which included a review of classifications, cost conversion factors (where reported costs were used in the valuation), age life assignments, modifiers and depreciation.

The following chart summarizes the number of the sample properties where Assessment Audit describes the assessor's description, classification and calculations as:

- **Yes** - All buildings and structures accurately described and calculations correct.
- **Partial** - Most of the buildings and structures accurately described and/or aspects of the calculation are questionable.
- **No** - Buildings and structures description and/or calculation are incorrect.
- **Unknown** - Assessment value only, no calculations or description reported into ASSET or on the assessor's detail property record to review.
- **N/A** - No buildings or structures on site





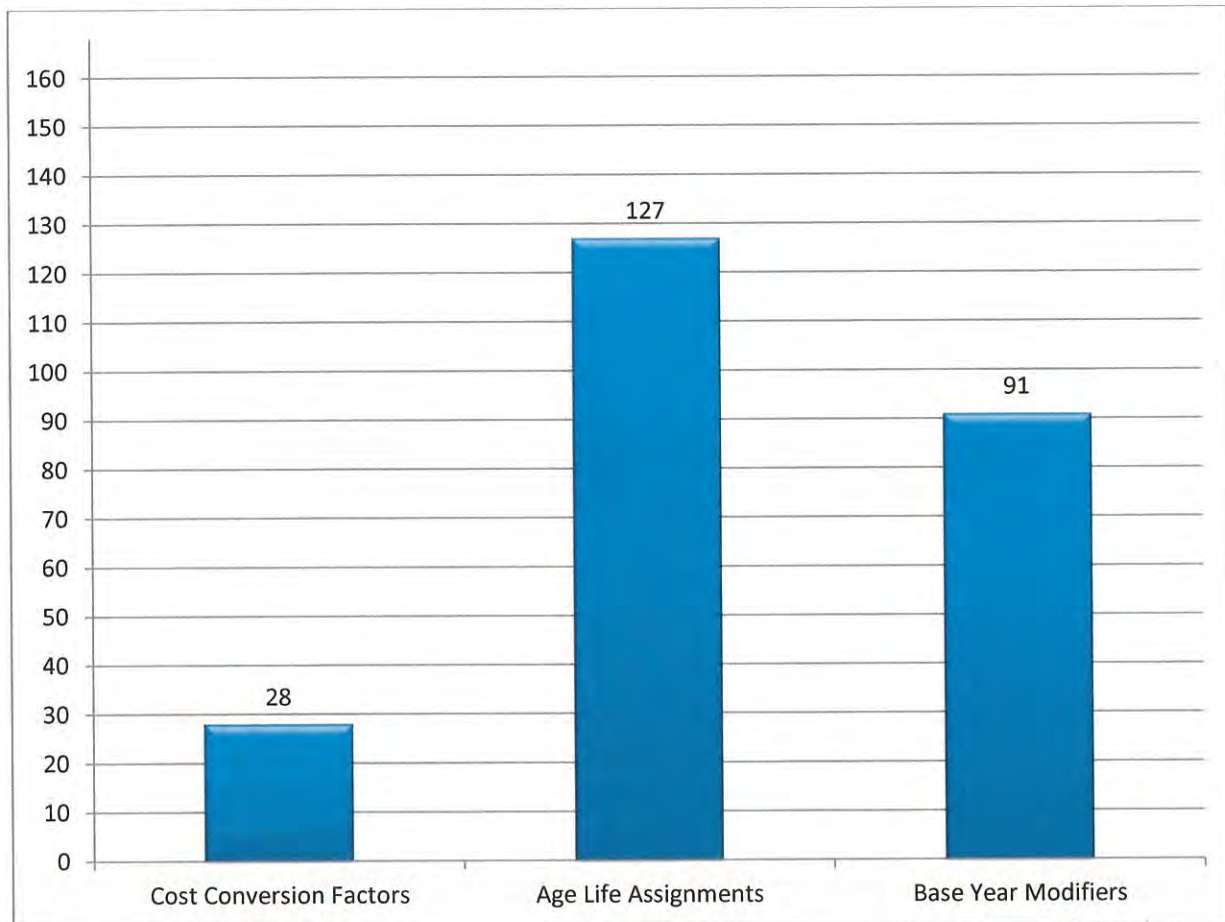
Of the sample, most of the building and structure calculations and descriptions are acceptable. One hundred and sixty-eight accounts need some attention from the assessor and 6 accounts had no detail information on the buildings and structures for Audit to review other than an assessment amount.

Of the 168 properties needing the assessors' attention (no and partial findings), inconsistencies were noted in either the:

- Cost conversion factors (where reported costs were used in the valuation) - conversion factors are used to convert the reported cost of a building and structure from the year it was constructed to a manual base cost.
- Anticipated age life assignments - anticipated age life is the estimated useful life of the improvement over which it is depreciated. Depreciation is estimated by considering the age of the improvement relative to its anticipated age life.
- Base Year Modifiers – means the factor which is applied to the base cost of the buildings and structures in order to adjust the base cost to the year of assessment.

The following bar graph summarizes the results of the review:

### Building and Structure Calculation Inconsistencies

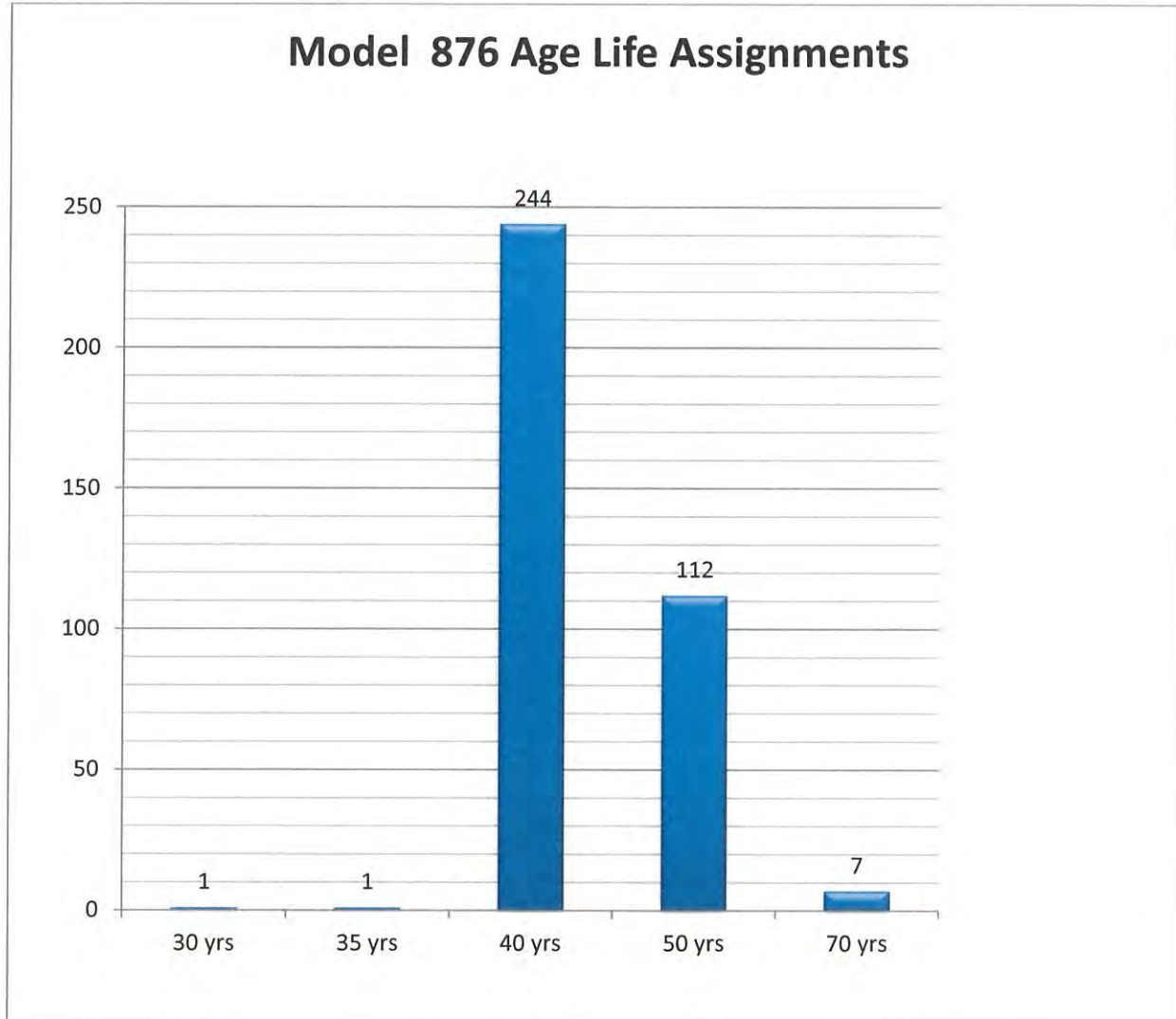


Cost conversion factors used for many of the cost reported buildings and structures were factors from Table 1 of the Machinery and Equipment Minister's Guidelines and then modified by the Schedule B Assessment Year Modifiers for machinery and equipment. Assessment Audit identified 28 accounts where the cost conversion factors used by some assessors appeared to be a derivative of the cost indices from the discontinued 1984 Alberta Assessment Manual and others used factors where Assessment Audit is uncertain as to their origin.

The review indicated a large number of inconsistencies (127) in the assignment of Anticipated Age Life which is used to calculate depreciation. For similar class of construction (e.g. Model 876) age life assignments varied from 30 to 70 years.



The following bar chart is an illustration of inconsistencies in age life assignment for Model 876 relocatable oil and gas buildings:



For model type 876, most of the accounts (244) used 40 year age life as suggested in the Alberta 2001 Metal Buildings Cost Manual. A significant number of accounts (112) used a 50 year age life for the same building class and a few accounts used 30, 35 and 70 year age lives.

The following table in Section 1-13 of the Alberta 2001 Metal Buildings Cost Manual is presented as a guide to assist in the consistent determination of normal depreciation:

Model	Class of Construction	Anticipated Age Life
610	Self-Framing Metal Warehouses	40
615	Rigid Frame Metal Warehouses	50
876	Relocatable Metal Warehouses	40

Sixteen variations of Base Year Modifiers (BYM) were noted in the 394 sample properties reviewed. The following table summarizes the various modifiers used in the calculation of the building and structure assessments:

Base Year Modifiers	Number of Observations	Comments
1.00	4	Marshall Valuation Services Manual calculation
1.34	18	Machinery and Equipment 2012 AYM from Minister's Guidelines
1.51	5	2000 BYM from 1984 Assessment Manual
1.56	1	2001 BYM from 1984 Assessment Manual
1.69	4	2003 BYM from 1984 Assessment Manual
1.91	5	2010 BYM from 2001 Alberta Metal Buildings Cost manual
1.97	15	2011 BYM from 2001 Alberta Metal Buildings Cost manual
2.02	274	2012 BYM from 2001 Alberta Metal Buildings Cost manual
2.35	3	Factored BYM from 1984 Assessment Manual
2.39	9	Factored BYM from 1984 Assessment Manual
2.43	5	Factored BYM from 1984 Assessment Manual
2.46	2	Factored BYM from 1984 Assessment Manual
2.49	31	Factored BYM from 1984 Assessment Manual
2.55	2	Factored BYM from 1984 Assessment Manual
2.57	1	Factored BYM from 1984 Assessment Manual
2.64	8	Factored BYM from 1984 Assessment Manual
N/A	6	No B&S assessment on site
Unknown	1	Property not found on assessor's records
<b>Total</b>	<b>394</b>	

The 2012 Base Year Modifier of 2.02 from the Alberta 2001 Metal Buildings Cost Manual was used for most of the metal oil and gas buildings and the 2012 Assessment Year Modifier (AYM) of 1.34 from the 2012 Machinery and Equipment Minister's Guidelines was used in 18 accounts where reported costs formed the basis of the assessor's calculations. Four accounts used a modifier related to the Marshall Valuation Service Manual and 91 accounts used other modifiers; many calculated as a factored up version of the discontinued 1984 Alberta Assessment Manual base year modifiers.

## Recommendations

- To assist in the fair and equitable calculation of metal building assessments: it is recommended that all assessors employ the *Alberta 2001 Metal Buildings Cost Manual* with the included depreciation tables and annual modifiers.

### 2.3 Plant Assessment Using Construction Cost Reporting Guide (CCRG)

The Construction Cost Reporting Guide (CCRG) is a document used to convert the actual project costs of machinery and equipment to an assessment value. Assessment Audit reviewed 4 high-valued oil and gas properties in 4 rural municipalities for this project. Sample properties ranged in year built from 1956 to 2010 and ranged in assessed value from \$65M to \$90M. The primary purpose of this review is to review the practices and procedures employed by the assessor in preparing the assessment, measured against Assessment Audit's framework of best practices. This framework of best practices, compiled into an *Industrial Plant Review* template (see Appendix 2), was developed using the Construction Cost Reporting Guide, the *Industrial Audit Guide* and guidance provided by an expert utility advisor from the Linear Property Unit.

The 4 municipalities were selected because:

- These municipalities have a significant amount of specialty property assessment,
- The facilities selected include assessments completed using both market value and regulated standards,
- Location of these municipalities span northern to southern Alberta,
- These municipalities represent a cross section of assessment delivery options; 2 prepared entirely by in-house assessors, 1 prepared entirely by contract assessor and 1 prepared by a combination of in-house and contract assessors.

### Audit Procedure Review

The *Industrial Plant Review* template, through a series of identified tasks, is structured to review three main aspects of preparing a large cost based plant assessment. These are:

- Is the assessor familiar with cost reporting requirements?
- Are the assessor's calculated assessments in compliance with legislation?
- Does the assessor follow best practice guidelines?

In addition to interviewing the assessor and acquiring the assessor's detailed calculation sheets for land, machinery and equipment (M&E) and buildings and structures (B&S), the auditor also requested additional information (if available) from the assessor which included the company's detailed total construction cost listing for the project, process flow diagrams, site plot plans, the calculations for excluded costs and any other supporting documentation in the assessor's possession.

An onsite tour of the plants, if possible, was requested by Assessment Audit. Unfortunately, due to logistic issues with the owners of the plants (e.g. weather conditions, availability of staff, timing etc.), only one plant out of the four was available for a tour.

It should be noted however, the auditor, in every instance promptly received requested information (if available) and copies of documents from the assessor as long as the request did not breach confidentiality requirements.

Upon completion, all observations relating to procedural deficiencies and or assessment accuracy will be shared on an individual basis with the assessors in the sample.

### **Findings:**

#### **Is the Assessor Familiar With Cost Reporting Requirements?**

The review template encompasses 14 tasks that are deemed "required" for reporting costs by the plant owner in calculating total project cost. Many of these tasks require that the assessor has sufficient expertise in the use of the cost approach to valuation and in requesting and understanding required cost documentation to support and calculate the assessment for the property.

The tasks reviewed in this section are as follows:

- Does the assessor have the initial detailed budgets and final forecasted costs for the project?
- Has the company provided the true and total actual project cost (fixed asset listing) and included a signed statement verifying costs?
- Has the assessor calculated the total actual project construction costs prior to the application of CCRG, MGA, and Matters Relating to Assessment and Taxation (MRAT)?
- Has the company provided its' own analysis of total actual project costs?
- Is there any lump sum contracts included in the total construction costs?
- Has a copy of the contract (procurement) for the lump sum costs (indicating the detailed cost components) been provided?
- Was the facility built using "in-house" construction or an EPC (Engineering, Procurement, & Construction) firm?

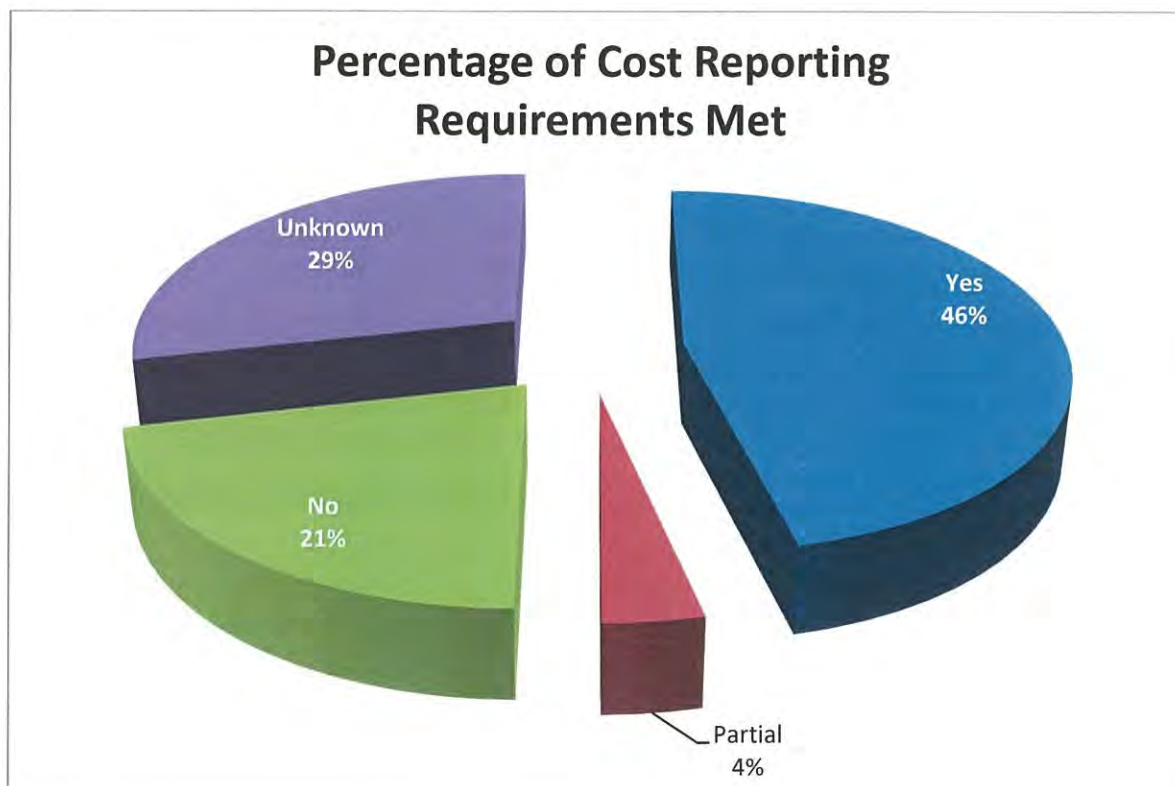


- Have commissioning costs been reported as part of the total project costs?
- Have costs for construction management been identified?
- Has a complete project *chart of accounts* been received?
- Have detailed cost reports been received?
- Has a model been used to assign costs to various property types?
- Has the allocation of overhead costs been based on actual costs?
- Have extraordinary conditions been attributed to the project which increases exempt costs?

The auditor's findings for each task were captured in a spreadsheet under four different categories as follows:

- **Yes** - The assessor has met the requirements of the task listed.
- **Partial** - The assessor has partially met the requirements of the task listed.
- **No** - The assessor has not met the requirements of the task listed.
- **Unknown** - It is unknown due to insufficient information if the assessor has met the requirements of the task listed.

The following chart indicates the auditor's findings in regards to this section of the review:



The review indicated that:

- For 46% of the tasks, the assessor has requested, obtained and documented the required cost information from the plant owner.
- For 29% of the tasks, due to insufficient information available, it is unknown if the assessor has met the requirements of the tasks listed.
- For 25% of the tasks listed, the assessor either partially met or not met the requirements.

Three tasks that scored the lowest (No and/or Partial) for the sample were:

- Does the assessor have the initial detailed budgets and forecasted costs for the project?
- Has a copy of the contract (procurement) for the lump sum costs (indicating the detailed cost components) been provided?
- Has a complete project chart of accounts been received by the assessor?

### **Are the Assessor's Calculated Assessments in Compliance With Legislation?**

This section of the review template encompasses 32 tasks deemed as legislative requirements and must be used by the assessor in the calculation of the assessment. Many of these tasks require that the assessor have sufficient expertise (along with the owner's co-operation) to request and receive adequate documentation supporting the amount of excluded costs (*as stated in the CCRG*) in determining assessable cost for the property.

The tasks reviewed in this section are as follows:

- Have non-assessable (excluded) costs been removed from total project construction cost in accordance with section 298 of the MGA?
- Is the assessor's methodology with respect to determining the portion of the assessment attributable to a water supply and distribution system, water conveyance system or sewage conveyance system operated in connection with a manufacturing or processing plant verifiable based on actual costs?
- Have the building and structure costs and the cost of machinery and equipment been properly allocated?
- When the land assessment is based on the value of finished industrial land (stripped and graded), have the actual site preparation costs been excluded?

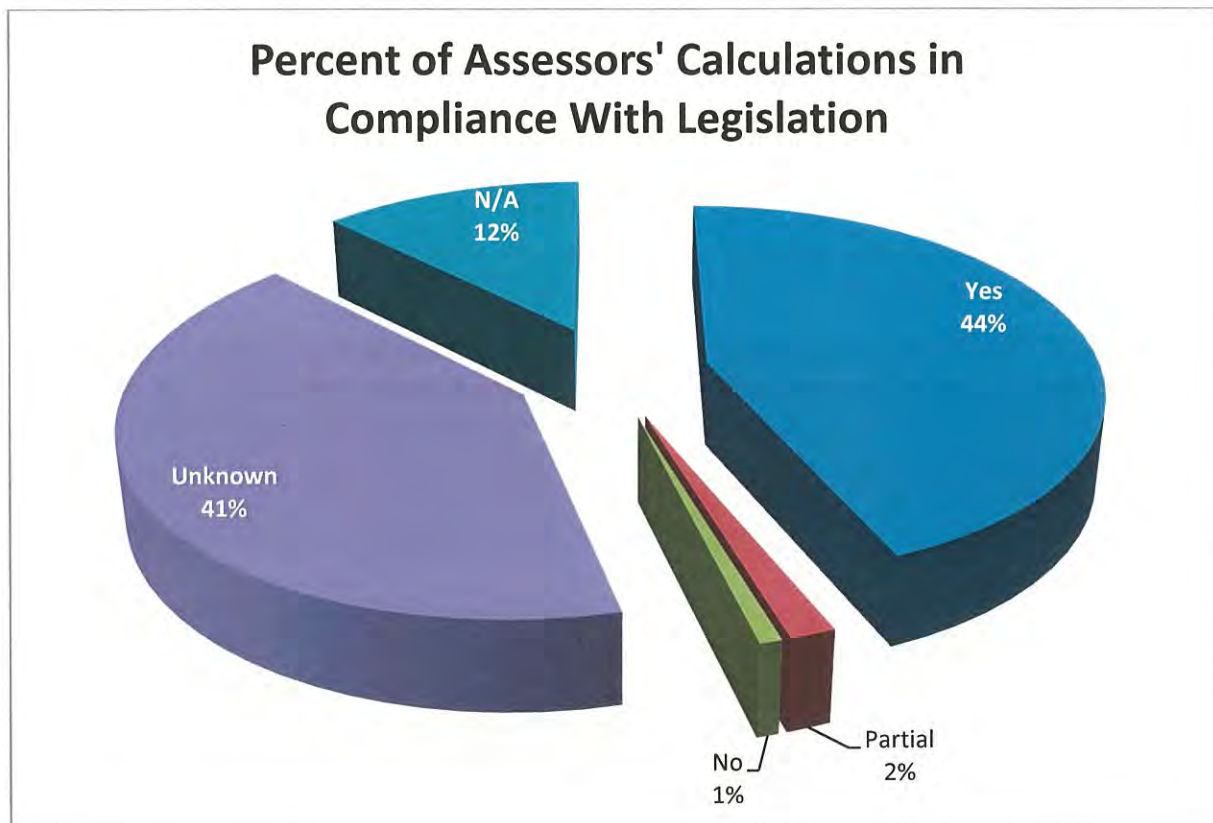


- Are cranes and crane ways used operationally as part of the process assessed as machinery and equipment?
- Are tanks used exclusively for storage assessed as buildings and structures?
- Are the assessor's practices with respect to application of the Minister's Guidelines acceptable?
- Does the assessor have acceptable evidence and documentation on the amount of obsolescence granted under Schedule "D"?
- Have non-assessable costs (excluded direct and indirect) been removed from the total project construction cost in accordance with the CCRG?
- Have the abnormal costs listed in the CCRG been considered, calculated consistently and documented? (Assessment Audit reviewed a list of 22 separate items as part of this specific task. e.g. feasibility studies, cancellation charges, commissions, royalties, mobile equipment, etc.).

The auditor's findings for each task are captured in a spreadsheet under four different categories as follows:

- **Yes** - The assessor has met the requirements of the task listed.
- **Partial** - The assessor has partially met the requirements of the task listed.
- **No** - The assessor has not met the requirements of the task listed.
- **Unknown** - It is unknown due to insufficient information if the assessor has met the requirements of the task listed.
- **N/A** - The task listed is not applicable to the specific plant.

The following chart indicates the auditor's findings in regards to this section of the review:



The review indicated that:

- For 44% of the tasks, the assessor has requested received and documented adequate costing information from the plant owner and has calculated the assessment in accordance with legislation.
- For 41% of the tasks, due to insufficient information, it is unknown to Assessment Audit if the assessor has met requirements of the task listed. This is a notable deficiency which has limited the auditor's ability to conclude whether the assessment meets the current legislative requirements.
- 3% of the tasks were either partially met or not met. Within the sample, only one task reviewed for a property was not in compliance and one task for another property was deemed to be in partial compliance.
- 12% of the tasks listed were not applicable for the various specific plants in the sample.

### Does the Assessor Follow Best Practice Guidelines?

This section of the review template encompasses 9 tasks deemed as best practice guidelines that should be followed by assessors in the administration, preparation and defense of the assessments. Many of these tasks require the assessor to have sufficient knowledge in the use of the cost approach to value and expertise to identify and request adequate documentation.

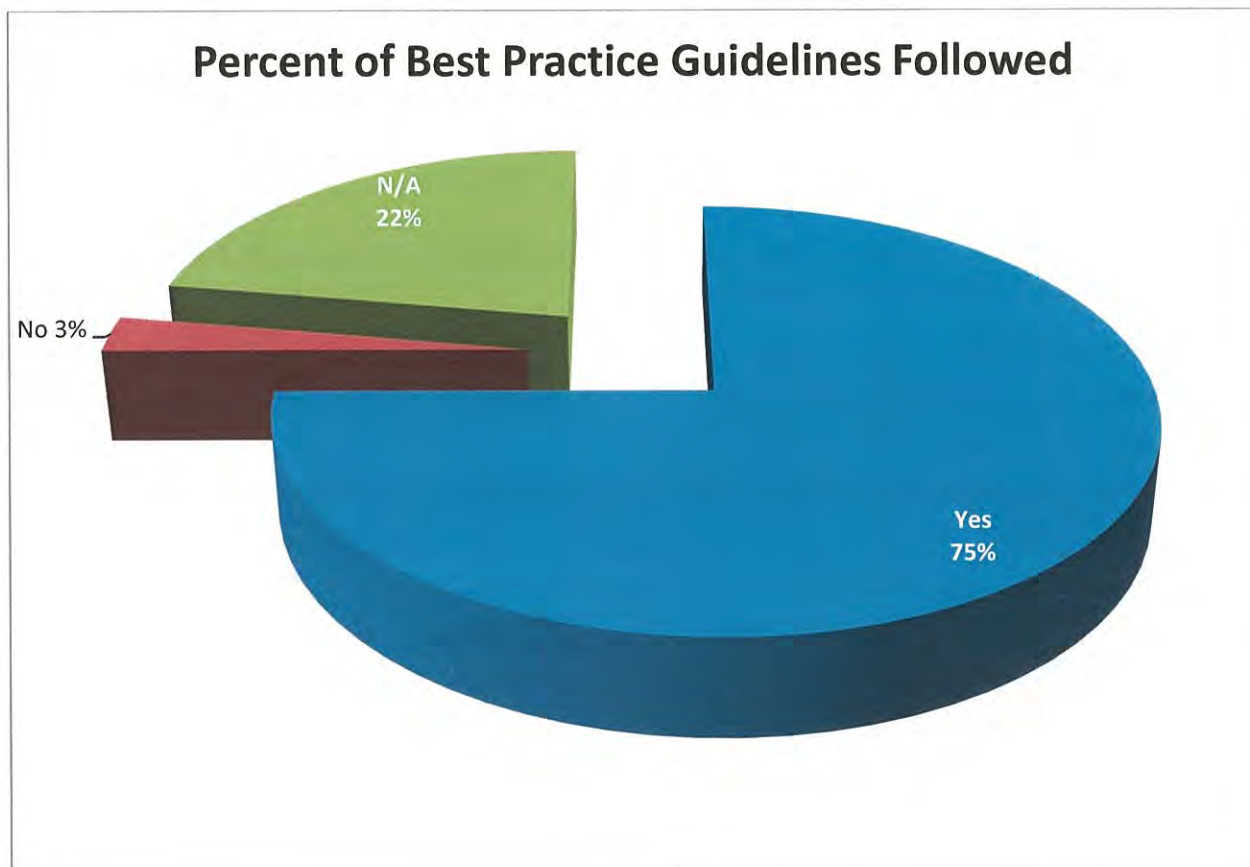
The tasks reviewed in this section are as follows:

- Is the assessor's policy, with respect to providing the auditor with all information requested by the Minister, acceptable?
- Does the assessor have the current project plot plan?
- Does the assessor have process-flow diagrams and narratives, including a project execution plan, for the facility?
- Is the assessor's knowledge of processes involved in the plant operation satisfactory?
- Has the assessor verified the accuracy of submitted property data by completing a review and onsite inspection?
- Does the assessor have documentation to validate the assessment and is he using best practices with respect to information storage, retrieval and security?
- Does the assessor conduct an annual review of additional depreciation granted under Schedule "D"?
- Does the assessor send out a RFI on an annual basis and does he follow up on missing and/or insufficient information?
- Does the municipality have a supplementary assessment?

The auditor's findings for each task are captured in a spreadsheet under three different categories as follows:

- **Yes** - The assessor has met the requirements of the task listed.
- **No** - The assessor has not met the requirements of the task listed.
- **N/A** - The task listed is not applicable to the specific plant reviewed.

The following chart indicates the auditor’s findings in regards to this section of the review:



The review indicates that for the most part (75%), the assessors for the sample properties followed best practice guidelines in the preparation and calculation of the assessments.

Within the sample, only one task (3%) reviewed for a property was deemed not in accordance with best practice guidelines.

### **Observations and Conclusions**

All assessors in the sample are senior assessors with considerable knowledge and experience in valuation of large industrial cost reported properties; hence, the auditor believes that the results of this sample review are more indicative of a higher quality assessment. Through the candid discussions with these assessors, the auditor appreciates the insights gained on issues and challenges facing assessment jurisdictions in the valuation of large oil and gas properties.

Although the sample size is small, through the interviews with the assessors and the in-depth review of the information available, the following equity and application issues have been identified in the valuation of large industrial cost reported properties:

- Some older plants, or those where the assessments were created by previous assessors, lacked sufficient detailed historical cost information. Tasks labeled “unknown” by the auditor are an issue, since the auditor, assessor, and perhaps the property owner are unable to ascertain whether the overall assessed values are fair or equitable.
- Excluded and non-assessable cost adjustments often lacked proper documentation, and in many instances, were “negotiated” by owners and assessors. As a risk, assessors may be unable to support/defend assessments because of the lack of documentation to support the “why” and “what” of any adjustments.
- The existing methodology to value large cost reported industrial plants is a complicated process requiring accounting, legal, engineering, and valuation expertise to properly create equitable and accurate assessments. Jurisdictions having access and financial means for these resources have a better opportunity to prepare a quality assessment. Those not having the resources and expertise are more prone to having unsupported, negotiated assessments, or are more likely to accept self-assessments prepared by industrial plant owners reporting pre-adjusted cost renditions (pre-adjusted for excluded and non-assessable costs based on company opinion).

Because the above findings are based on a small sample, Assessment Audit believes that the findings should be confirmed by completing a further review of a larger sample of cost reported properties using the newly developed Industrial Plant Review template.

Before privatization in 1995, Alberta Municipal Affairs completed the valuations of these complex properties employing specialized practitioners working as a unit, resulting in a more consistent application than what is observed in today’s approach. Assessment Audit is of the opinion that many of the assessors (particularly those that only have “one of” these kinds of properties) have not been provided with adequate training or clear direction in the valuation of these large complex properties and in the application of the *2005 Construction Cost Reporting Guide*.

Although the scope of the CCRG portion of the review was for oil and gas plants under a \$100M, the same inferences can be extrapolated to apply to the larger facilities in the province.

It is also an observation that the majority of trained and experienced assessors are nearing retirement age.

## Recommendations

It is recommended that either one or a combination of the following options be implemented:

1. Revise existing legislation to simplify and add more clarity to reporting requirements and valuation methodology used to value large industrial properties on reported costs. Consultations with stakeholders can assist the ministry to determine where revisions can be made and where clarity can be improved.
2. Develop a “best practices guide” for a fair and equitable valuation of large industrial plants and implement/sponsor instructional workshops for assessors on the use of the guide in connection with existing *2005 Construction Cost Reporting Guide*.
3. Work with the Alberta Assessors Association (AAA) to develop a training program to assist in the valuation of property assessed using the CCRG.

### 2.4 Site Valuation

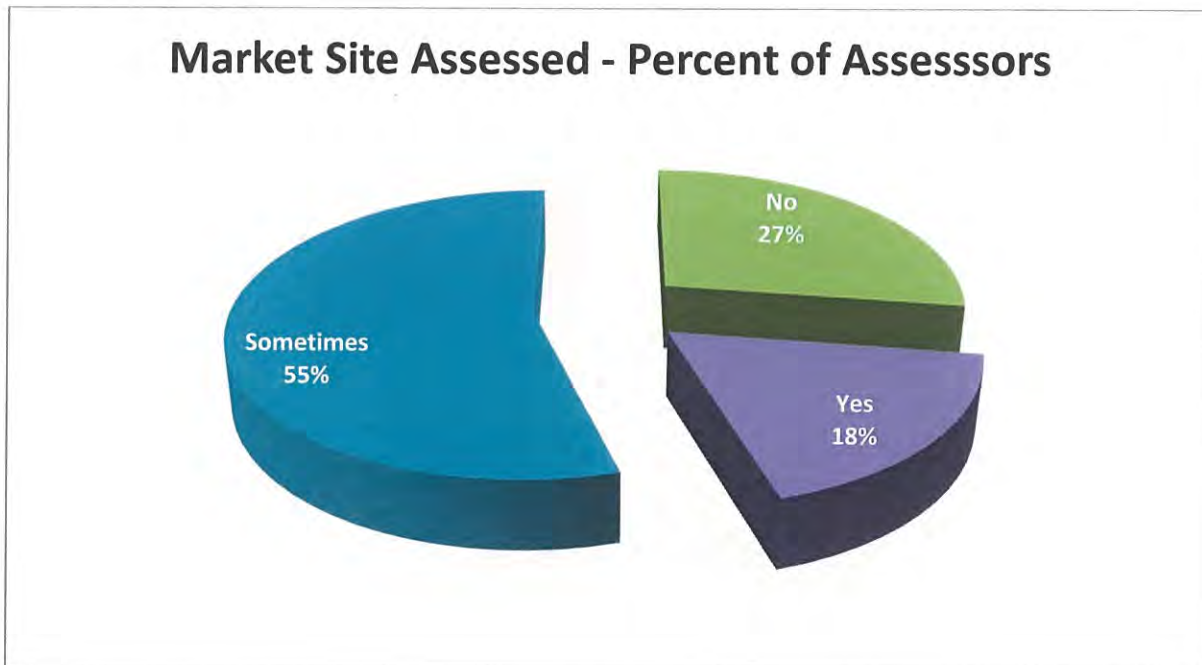
Unless specifically stated in *Matters Relating to Assessment and Taxation* (AR 220/2004), the valuation standard for a vacant or improved parcel of land is market value. Section 4 of the *Matters Relating to Assessment and Taxation* regulation (AR220/2004) states that:

- (1) *The valuation standard for a parcel of land is*
  - (a) *market value, or*
  - (b) *if the parcel is used for farming operations, agricultural use value.*
- (3) *Despite subsection (1)(b), the valuation standard for the following property is market value:*
  - (a) *a parcel of land containing less than one acre*
  - (e) *any area that*
    - (i) *is located within a parcel of land,*
    - (ii) *is used for commercial or industrial purposes,*
    - (iii) *cannot be serviced by using water and sewer distribution lines located in land that is adjacent to the parcel.*

Market value is determined using mass appraisal, must be an estimate of the value of the fee simple estate in the property and reflect typical market conditions for similar properties to the subject property.

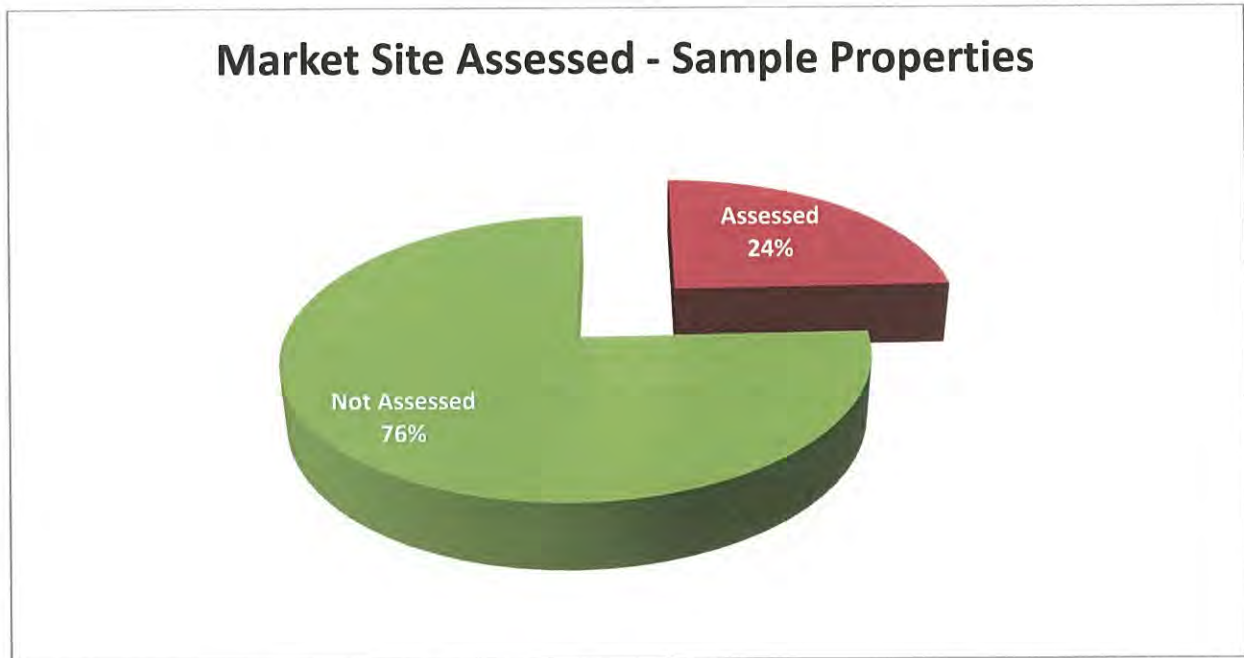


The following chart summarizes the assessors' stated practices on the valuation of oil and gas lease sites in the selected municipalities:



Approximately 55% of the assessors interviewed stated that some kind of a market value is assessed to sites of larger facilities (e.g. refineries, gas plants, large batteries, compressor stations) and not to smaller sites (e.g. separator sites, metering sites, small batteries). About 27% of the assessors stated that they do not assess any site value unless the company has titled ownership of the parcel and 18% stated that a market site is considered for all sites.

Land valuations were reviewed for the sample of 394 properties selected for the audit and the following chart summarizes the results:



Two hundred and ninety eight properties (approximately  $\frac{3}{4}$ ) of the 394 sample properties do not have a market site assessed. The improvement assessment on these properties ranged from \$48,220 - \$71,984,030. For the properties with a market site assessment (approximately  $\frac{1}{4}$ ), the improvement assessment ranged from \$76,890 - \$88,173,000.

### Recommendations

The Act and the Matters Relating to Assessment and Taxation Regulation provides for the assessor to value oil and gas lease sites at market value. Assessment Bulletin No. 13-02 (July 2013) produced by the Assessment Services Branch provides additional information on the valuation of land at well sites.

- It is recommended that the assessors, in a fair and equitable manner, assess land at oil and gas sites at market value with guidance from *Assessment Bulletin 13-02*.

## APPENDIX 1

### SELECTED MUNICIPALITIES AUDITED

REGION	MUNICIPALITY	ASSESSOR TYPE (IN HOUSE OR CONTRACT)
Lethbridge	Cardston County	Contract
Lethbridge	County of Forty Mile	In house
Lethbridge	County of Newell	Contract
Lethbridge	County of Warner	Contract
Lethbridge	Cypress County	In house
Lethbridge	Lethbridge County	In house
Lethbridge	MD of Acadia	Contract
Lethbridge	MD of Pincher Creek	Contract
Lethbridge	MD of Ranchland	Contract
Lethbridge	MD of Taber	In house
Lethbridge	MD of Willow Creek	Contract
Lethbridge	Vulcan County	Contract
<b>TOTAL</b>	<b>12</b>	
Calgary	Kananaskis ID	Contract
Calgary	Kneehill County	In house
Calgary	MD of Bighorn	Contract
Calgary	MD of Foothills	Contract
Calgary	Mountain View County	Contract
Calgary	Rocky View County	In house
Calgary	Special Areas	In house
Calgary	Starland County	Contract
Calgary	Wheatland County	In house
<b>TOTAL</b>	<b>9</b>	
Red Deer	Camrose County	Contract
Red Deer	Clearwater County	In house
Red Deer	County of Stettler	Contract
Red Deer	County Paintearth	Contract
Red Deer	County Wetaskiwin	Contract
Red Deer	Flagstaff County	Contract
Red Deer	Lacombe County	In house
Red Deer	MD of Provost	Contract
Red Deer	MD of Wainwright	Contract
Red Deer	Ponoka County	Contract
Red Deer	Red Deer County	Contract
<b>TOTAL</b>	<b>11</b>	

REGION	MUNICIPALITY	ASSESSOR TYPE (IN HOUSE OR CONTRACT)
Edmonton	Athabasca County	Contract
Edmonton	Beaver County	In house
Edmonton	Brazeau County	Contract
Edmonton	County of Minburn	Contract
Edmonton	County of Barrhead	Contract
Edmonton	County of St Paul	Contract
Edmonton	County of Two Hills	Contract
Edmonton	County of Vermilion River	Contract
Edmonton	Lac Ste. Anne County	Contract
Edmonton	Lamont County	Contract
Edmonton	Leduc County	In house
Edmonton	MD of Bonnyville	Contract
Edmonton	MD of Lesser Slave River	Contract
Edmonton	Parkland County	In house
Edmonton	Smoky Lake County	Contract
Edmonton	Strathcona County	In house
Edmonton	Sturgeon County	In house
Edmonton	Thorhild County	Contract
Edmonton	Westlock County	Contract
Edmonton	Woodlands County	Contract
Edmonton	Yellowhead County	Contract
<b>TOTAL</b>	<b>21</b>	
Grande Prairie	Birch Hills County	Contract
Grande Prairie	Clear Hills County	Contract
Grande Prairie	County of Grande Prairie	In house
Grande Prairie	County of Northern Lights	Contract
Grande Prairie	Mackenzie County	Contract
Grande Prairie	MD of Big lakes	Contract
Grande Prairie	MD of Fairview	Contract
Grande Prairie	MD of Greenvew	Contract
Grande Prairie	MD of Peace	Contract
Grande Prairie	MD of Smoky River	Contract
Grande Prairie	MD of Spirit River	Contract
Grande Prairie	Northern Sunrise County	In house
Grande Prairie	Saddle Hills County	Contract
<b>TOTAL</b>	<b>13</b>	
Fort McMurray	ID 349	Contract
Fort McMurray	Lac La Biche County	Contract
Fort McMurray	MD of Opportunity	Contract
Fort McMurray	RM of Wood Buffalo	Contract
<b>TOTAL</b>	<b>4</b>	

## APPENDIX 2

The following template is an internal document developed to assist the auditor in the review of the assessment practices used in the valuation of industrial cost reported properties.

### Industrial Plant Review Template

**A REVIEW OF THE PROCESS USED BY THE ASSESSOR IN THE APPLICATION OF THE 2005 CONSTRUCTION COST REPORTING GUIDE AND APPLICABLE LEGISLATION TO PREPARE THE ASSESSMENT FOR THE FOLLOWING PROPERTY:**

**MUNICIPALITY:**

**FACILITY:**

Task Reviewed	Required/ Desirable/ Information	Findings Yes/No/ Unknown	Auditor Comments:
<b>Section A- The assessor is familiar with standards for reporting costs as follows:</b>			
1. Does the assessor have the initial detailed budgets and final forecasted costs for the project?	Best practice guidelines		
2. Has the company provided the true and total actual project cost (fixed asset listing) and included a signed statement verifying costs?	Best practice guidelines		
3. Has the assessor calculated the total actual project construction costs prior to the application of CCRG, MGA, and MRAT?	Best practice guidelines		
4. Has the company provided its own analysis of total actual project costs?	Best practice guidelines		
5. Are there any lump sum contracts included in the total construction costs?	Best practice guidelines		
6. Has a copy of the contract (procurement) for the lump sum costs (indicating the detailed cost components) been provided?	Best practice guidelines		
7. Was the facility built using "in-house" construction or an EPC (Engineering, Procurement, & Construction) firm?	Information only.		
8. Have commissioning costs been reported as part of the total project costs?	Best practice guidelines		
9. Have costs for Construction Management been identified?	Best practice guidelines		
10. Has a complete project chart of accounts been received?	Best practice guidelines		
11. Have detailed cost reports been received?	Best practice guidelines		
12. Has a model been used to assign costs to various property types?	Best practice guidelines		
13. Has the allocation of overhead costs been based on actual costs?	Required by legislation (CCRG)		
14. Have extraordinary conditions been attributable to the project which increases exempt costs?	Required by legislation (CCRG)		
<b>Section A Findings:</b>			

Task Reviewed	Required/ Desirable/ Information	Findings Yes/No/ Unknown	Auditor Comments:
<b>Section B- The assessor is familiar with legislation and has applied it correctly to calculate the property's assessment:</b>			
1. Have non-assessable item (excluded) costs been removed from total project construction cost in accordance with section 298 of the MGA?	Required by MGA s.298		
2. The assessor's policy, with respect to determining the portion of the assessment attributable to a water supply and distribution system, water conveyance system or sewage conveyance system operated in connection with a manufacturing or processing plant is verifiable based on actual costs.	Required by MGA s.298(1)		
3. Building and structure costs and the cost of machinery and equipment have been properly allocated.	Required by Legislation		
4. When the land assessment is based on the value of finished industrial land (stripped and graded), the actual site preparation costs are excluded.	Required by legislation (CCRG)		
5. Cranes and crane ways used operationally, as part of the process, are assessed as machinery and equipment.	Required by legislation (CCRG)		
6. Tanks used exclusively for storage are assessed as building and structures.	Required by legislation (MGA)		
7. The assessor's policy, with respect to application of the Minister's Guidelines, is acceptable.	Required by legislation (Ministers Guidelines)		
8. The assessor has acceptable evidence and documentation of the amount of obsolescence granted under Schedule "D".	Required by Part 5 of the Minister's Guidelines		
9. Have non-assessable item (excluded direct and indirect) costs been removed from the total project construction cost in accordance with the CCRG?	Required by legislation (CCRG) and Interpretive guide.		
<b>The following abnormal (excluded) costs have been considered, calculated consistently and documented:</b>			
10. Feasibility Studies	Required by legislation (CCRG)		
11. Cancellation Charges	Required by legislation (CCRG)		
12. Commissioning, Pre-Production Run & Start-Up	Required by legislation (CCRG)		
13. Consumable Materials	Required by legislation (CCRG)		
14. Royalties, Licenses and Patent Fees	Required by legislation (CCRG)		
15. Mobile Equipment	Required by legislation (CCRG)		
16. Spare Equipment	Required by legislation (CCRG)		
17. Design Changes, Alterations and Modifications	Required by legislation (CCRG)		
18. Interference costs	Required by legislation (CCRG)		
19. Goods and Services Tax	Required by legislation (CCRG)		
20. Import Duty and Brokerage Fees.	Required by legislation (CCRG)		



Task Reviewed	Required/ Desirable/ Information	Findings Yes/No/ Unknown	Auditor Comments:
21. Bonus or Penalty	Required by legislation (CCRG)		
22. Computer Costs.	Required by legislation (CCRG)		
23. Travel Costs	Required by legislation (CCRG)		
24. Transportation Costs	Required by legislation (CCRG)		
25. Interest During Construction (IDC)	Required by legislation (CCRG)		
26. Overtime Costs	Required by legislation (CCRG)		
27. Un-productive labour due to extraordinary conditions.	Required by legislation (CCRG)		
28. Accommodation costs	Required by legislation (CCRG)		
29. Staff Training Costs	Required by legislation (CCRG)		
30. Meal Costs	Required by legislation (CCRG)		
31. Property Taxes	Required by legislation (CCRG)		
<b>Findings Section B:</b>			
<b>Section C- The assessor adheres to best practice guidelines for the following miscellaneous procedural tasks:</b>			
1. The assessor's policy, with respect to providing the auditor with all information requested by the Minister, is acceptable.	Required by MGA s.293(3)		
2. Does the assessor have the current project plot plan?	Best practice guidelines		
3. Does the assessor have process flow diagrams and narratives, including a project execution plan, for the facility?	Best practice guidelines		
4. The assessor's knowledge of processes involved in specialty plant operation is satisfactory.	Best practice guidelines		
5. The assessor has verified the accuracy of submitted property data by completing a review and onsite inspection.	Best practice guidelines		
6. There is documentation to validate the assessment and the assessor is using best practices with respect to information storage, retrieval and security.	Best practice guidelines		
7. Annual review of additional depreciation granted under Schedule "D" is conducted.	Best practice guidelines		
8. Assessor sends out an RFI on an annual basis and follows up on missing and or insufficient information.	Best practice guidelines		
9. If the municipality has a supplementary assessment, the auditor should request a copy.	Information only		
<b>Findings Section C:</b>			



**Spectra Energy Transmission**

3985 22nd Avenue

Prince George BC V2N 1B7

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
4511-46th Avenue  
Fort Vermillion, AB T0H 1N0

RECEIVED  
AUG 15 2014

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

Dear Reeve Neufeld,

As you know, over the last 56 years Spectra Energy has demonstrated our commitment to playing a positive role in creating healthy and sustainable communities throughout our operating areas. Our goal is to be the Partner of Choice for communities and one way to accomplish this is by working together to make sustainable decisions. Our approach is guided by and measured against the objectives reflected in **Spectra Energy's 2013 Sustainability Report**.

The theme "A Sustainable Approach to What's Next" really defines what we believe and how we run our business here at Spectra Energy. Through regular and proactive communication with community leaders like you, we are endeavouring to achieve sustainability across all of our business practices, so we can better meet North America's energy needs.

*At Spectra Energy, sustainability is not an isolated function or a 'feel good' platitude. It is integral to our business, culture, strategy, actions, decisions, stakeholder interactions and long-term success. Every employee is expected and empowered to perform his or her job in a responsible, sustainable manner, and my primary role as chief executive is to protect and enhance the sustainability of our business.*

*-Gregory L. Ebel, Chairman, President and CEO*

Really, it's about delivering safe, reliable and responsible operations which meet our customers' energy needs, while benefitting our community partners. And also, it's about conducting business ethically and safely, respecting the environment and placing tremendous value in our people, as well as in the communities we serve.

We're happy to report that Spectra Energy is making steady progress in many areas. And we're honoured to be recognized for delivering on our sustainability commitments. You'll see by our Performance Scorecard that we have achieved, and even surpassed, many of our goals. Yet, we are aware of the continual need for improvement, and the collaborative effort required in many areas to integrate sustainability in our daily work.

A key component in furthering our sustainability goals is creating an opportunity to continue the dialogue and collect your feedback on our 2013 report. I'd like to extend an invitation to sit down and discuss how we can better achieve a healthy balance among the economic, environmental and social considerations that are important to you. Please RSVP to my colleague Heather Darin at 250-960-2058, or email her at: [hdarin@spectraenergy.com](mailto:hdarin@spectraenergy.com) indicating your interest in accepting this invitation.

A handwritten signature in black ink, appearing to read 'Steve Henderson', followed by a long horizontal line.

Steve Henderson, Manager

Community and Aboriginal Relations

Spectra Energy

*In keeping with sustainable environmental practices, we are enclosing one printed copy and encourage you to share the online report with your colleagues. You may access both interactive and PDF formats from our website at [spectraenergy.com](http://spectraenergy.com).*



ALBERTA  
CULTURE

*Office of the Minister  
MLA, Edmonton-Glenora*

## Stars of Alberta Volunteer Awards 2014 - Call for Nominations

In every Alberta town and city, we have ordinary people who do extraordinary things that make our communities the kind of vibrant, welcoming places we can all take pride in.

These volunteers are your friends and neighbours, the young people and seniors and the moms and the dads who can be counted on to help make that fundraiser a success or serve on that volunteer board. The compassion and concern of volunteers touch the lives of anyone who enjoys a local festival, attends an event at a community centre or who receives a comforting smile at a hospital or a helping hand at a food bank.

Volunteers give freely of their talents and time to make a difference. Will you take the time and make a difference by helping us honour outstanding volunteers in your community?

The Stars of Alberta Volunteer Awards recognize Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members. Any Albertan whose volunteer efforts have played a significant role during their lifetime is eligible. Six awards are presented annually; two in each category of youth, adult and senior. The awards will be presented at a special ceremony in Edmonton on International Volunteer Day, December 5.

I encourage you to nominate an outstanding volunteer today.

For more information, please refer to the enclosed 2014 Stars of Alberta Volunteer Awards nomination form or visit the Community and Voluntary Services page on our website at [www.culture.alberta.ca](http://www.culture.alberta.ca). The deadline for nominations is Monday, September 15.

Thank you for your support in recognizing Alberta's volunteers.

Heather Klimchuk  
Minister

Enclosure

RECEIVED  
AUG 15 2014

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**





August 8, 2014

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

RECEIVED  
AUG 13 2014

Dear Mayor Neufeld:

MACKENZIE COUNTY  
FORT VERMILION OFFICE

This is an exciting time for municipalities in Alberta!

With the leadership race in the existing provincial political party in power well underway, coupled with a rare review of the Alberta *Municipal Government Act*, local governments have an exceptional opportunity to help shape political dialogue, shift important issues to the forefront of provincial decision-makers' – and the public's – minds and influence and encourage much-needed change.

Municipalities must have the authority and resources to effectively deliver services, manage growth and attract business and investments to their communities. **BOLD** leadership from the province is essential to make this happen.

To ensure municipalities' voices are heard and their important issues addressed, the AUMA has developed an *Advocacy Strategy* and *Tactical Plan*, which focuses on three key priorities that the AUMA Board developed during its strategic planning retreat in January 2014:

1. re-shape the *MGA* to address the realities of cities, towns and villages;
2. improve the revenue-transfer process (transfers to municipalities must address local and/or regional priorities); and
3. develop a framework for reasonable revenue- and cost-sharing arrangements between municipalities.

It is critical that all municipalities deliver a unified voice to the Province about these priorities; this is particularly important, given the tendency of the provincial government to slow its legislative agenda during leadership elections. The AUMA's *Tactical Plan* does just that.

The *Plan* includes *Reference Guides* for both elected officials and municipal government administrations, which can provide assistance to local Councils to ensure key messages are relayed consistently and at every opportunity.

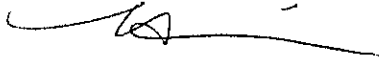
The *Guide* for AUMA's members features:

- the objectives of the *Tactical Plan*;
- a list of key messages and supporting points for your use;
- tips to incorporate the key priorities and localize this messaging into your Council's regular communications;
- three Backgrounders – one on each key priority; and
- methods to report your efforts and any results back to the AUMA.

We encourage you to use this *Guide* and to use the tools contained therein whenever possible. If the Province hears the same message from all elected officials and municipalities across Alberta, it is more likely they will listen and respond. Together, we are stronger.

If you have any questions or concerns, please contact me.

Sincerely,



Helen Rice  
AUMA President

cc. Ms. Joulia Whittleton, CAO

Enclosures (6)

1. AUMA Tactical Plan: Quick Reference Guide for Members (Elected Officials)
2. Backgrounder: a new MGA
3. Backgrounder: Revenue transfer programs
4. Backgrounder: revenue- and cost-sharing
5. AUMA Tactical Plan: Key Messages
6. Quick Reference Postcard





## **Influencing Positive Change: AUMA Tactical Plan (Quick Reference Guide for Elected Officials)**

The 2014 political landscape has brought unprecedented opportunity to have the challenges municipalities confront daily receive greater attention. In order to influence the Government of Alberta and ensure municipalities are heard and solutions delivered, we need AUMA members to come together in solidarity and support.

### **Our shared priorities**

With the PC leadership race well underway, the AUMA is leveraging the opportunity to influence the next Premier and provincial caucus on major issues facing municipalities. From now until the final leadership votes in September – and beyond, the AUMA will pursue opportunities to ensure that candidates, existing MLAs, opposition leaders and other key stakeholders acknowledge and understand the three key priorities set out by the AUMA Board and supported by AUMA members and why they are so important for Alberta:

- 1) Reshape the Alberta *Municipal Government Act (MGA)* to address the realities of cities, towns and villages
- 2) Improve the revenue-transfer process; transfers to municipalities must address local and/or regional priorities
- 3) Develop a framework for reasonable revenue- and cost-sharing arrangements between municipalities

Throughout the leadership race, and in the development of a new government, we want to see provincial leaders champion – and then own – these priorities for the health and sustainability of Alberta’s cities, towns and villages.

- **Appendix A – Backgrounders**

### **Key messages**

A key component of our efforts will be activating a simple set of messages to support the value that municipalities deliver to Alberta. Each of the AUMA’s priority areas and each aspect of our advocacy addresses:

- why the health of municipalities is important to Alberta’s progress and
- why these priorities are important to municipalities and all Albertans.

### **Overarching message**

Municipalities must have the authority and resources to effectively deliver services, manage growth and attract business and investments to their communities. ***BOLD leadership from the province is essential to making this happen.***

- **Appendix B – Key Messages**

### **The AUMA action plan**

The AUMA has developed a tactical plan to ensure effective communication about these priorities:

- A new *MGA*
- The infrastructure and services and growth deficit
- Revenue- and cost-sharing agreements

## The role of elected officials in municipalities

While the AUMA has a number of tactics planned for each priority, the **most significant impact will come from AUMA members** talking about these priorities through the course of their regular communications. *Please tap into your established networks to take advantage of existing opportunities you have to deliver key messages about these AUMA priorities.*

## Getting the message out

The AUMA has supplied your administration with a resource guide to assist staff in seamlessly incorporating key messages around these priorities into the communications you are already engaging in.

This package includes:

- a guide for municipal staff to support elected officials in communicating AUMA's key messages;
- key messages;
- backgrounders;
- a social media framework;
- a media resource guide;
- a Quick Reference Postcard; and
- a method for reporting back to the AUMA.

Examples of high-impact ways to incorporate these messages include:

- public events where MLAs or Ministers are in attendance;
- infrastructure announcements (whether they be jointly with other municipalities, other orders of government or local initiatives);
- social program funding (e.g.: FCSS) announcements;
- grant-funding decisions;
- new business openings or expansions;
- new facility construction or upgrades/improvements to existing facilities; and
- interviews with local media.

The AUMA will provide its members with regular updates as the campaign moves forward.

For more information, visit [auma.ca](http://auma.ca), or call 310.AUMA (toll-free).

## Contact

**John McGowan**, CMA, ICD.D  
AUMA CEO  
310.AUMA (Toll-free)  
[jmcgowan@auma.ca](mailto:jmcgowan@auma.ca)



[facebook.com/theAUMA](https://facebook.com/theAUMA)



[twitter.com/theAUMA](https://twitter.com/theAUMA)





## Priority one: Re-shape the Alberta MGA to address the realities of cities, towns and villages

Municipalities need the resources to meet the ever-changing needs of their communities.

To learn more please visit [www.auma.ca](http://www.auma.ca)

### REVENUE BASE

Municipalities are overly reliant on property taxes (which typically cover 50 to 65 per cent of a municipality's operating expenses) and provincial grants. The provincial government takes approximately 30 per cent of the property taxes collected by municipalities to fund education.

Not all regions have equal tax bases. Some areas in Alberta have small populations, but significant industrial development, which pays a large portion of the property taxes required. Communities with larger populations have a greater share of property taxes paid by individual homeowners.

Many municipalities have no choice but to increase property taxes to cope with Alberta's rapid growth, which puts enormous pressure on municipal infrastructure and programs. Most municipalities cannot increase property taxes any higher.

Municipalities require access to other revenue sources to reduce the strain on the property tax and provincial grant systems. The new *MGA* should allow municipalities to:

- share existing, or provide access to new, taxing authorities and
- create new fees and taxes
- provide municipalities with the authority to make decisions on a broader range of taxes and fees, including:
  - consumption taxes;
  - personal and corporate income taxes; and
  - telecommunication taxes.
- establish a framework to distribute a portion of provincial revenues to municipalities, including a mechanism for an ongoing, unconditional transfer payments to municipalities, based on a one per cent increase in the provincial income taxes.

The existing *MGA* does not provide the legislative framework required for today's growing communities. A modernized *MGA* needs to:

- broaden municipal tax bases;
- establish provincial revenue sharing mechanisms; and
- facilitate and incentivize intermunicipal and regional cooperation.





## Priority two: Ensure revenue transfer programs meet local and regional priorities

Cities, town and villages do not draw enough from their current tax-base to meet their significant responsibilities. The province needs to implement a consistent, healthy program municipalities can rely on to address problems and make plans.

To learn more please visit [www.auma.ca](http://www.auma.ca)

Alberta is home to more than four million people, an increase of more than one million since the *Municipal Government Act (MGA)* was enacted in 1995. Another one million are expected to move to the province within the coming decade, signifying a need to strengthen and modernize the *MGA*. Alberta's municipalities need to be empowered and appropriately financed, to accommodate this growth and related pressures.

Some of the growth pressures facing Alberta's municipalities include an anticipated population growth of two to three million by 2040, population loss in some geographic areas, and significant municipal debt and infrastructure deficits. These highlight the continued, long-term growth expectations for the province and its municipalities; the variability in population and service growth needs that span Alberta's municipal sector; and the evidence of the evolving financial pressures on municipalities, in terms of debt loads and infrastructure requirements.

Taking on debt to finance infrastructure has often been a solution; however, municipalities have already used up significant portions of their debt limits to meet this demand. With growing population-based pressures, infrastructure deficits and rising municipal debt, moving away from status quo is imperative.

### IMPACT OF GROWTH ON MUNICIPALITIES

- Municipalities will struggle to finance the cost of growth. These costs are significant and often exceed municipal revenues generated. Property taxes are insufficient to keep pace with economic and population expansion.
- Municipalities will not share equitably in the revenues generated through growth. Economic and demographic growth generates significant revenue for the provincial and federal governments through income taxes. As property taxes are much less sensitive to growth, municipalities do not benefit in the same way. As all orders of government are responsible for financing growth, they need to share revenues.
- Municipalities will be required to work more closely with their neighbours. Growth will complicate intermunicipal and regional relations. As the population of the province increases, municipalities will be challenged to develop new approaches to regional cooperation, intermunicipal dispute resolution and intermunicipal cost- and revenue-sharing. Additional sources of pressure on municipalities include competition for land and revenues.

The AUMA and its member municipalities recommend the *MGA* be amended to ensure that:

- provincial resource revenues are shared equitably among municipalities according to a transparent and predictable formula;
- core provincial grants and transfer programs are legislatively protected and indexed to growth;
- provincial grants and transfers cannot be altered unilaterally by the provincial government;
- delegated provincial roles and responsibilities (including FCSS, policing and lodges) are funded appropriately; and
- a transparent process be in place to ensure changes to the delegation of provincial roles and responsibilities are reviewed and approved by municipalities.





### Priority three: Develop a framework for reasonable revenue- and cost-sharing arrangements between municipalities

The province needs to ensure that cities, towns and villages share fairly in the municipal costs arising from economic growth.

To learn more please visit [www.auma.ca](http://www.auma.ca)

While growth and urbanization have presented significant challenges to many municipalities, these trends have also created additional opportunities for municipalities to work together. Unfortunately, the inequitable revenue- and cost-sharing amongst municipalities continues to make it challenging for municipalities to maintain financial viability. Municipalities are often faced with accommodating energy-driven growth within their boundaries, but lack access to the revenues generated by industrial development and linear infrastructure outside of their boundaries.

The AUMA, and its member municipalities, believe many of the issues associated with growth and urbanization can be addressed and overcome through inter-municipal cooperation and revenue-/cost- sharing and recommends the new *Municipal Government Act (MGA)* commit the provincial government to encouraging and enforcing regional and intermunicipal cooperation and collaboration.

A regional cooperation framework that enables municipalities to work together should:

- provide municipalities with the authority to enter into agreements with other municipalities;
- encourage municipalities to use their authority and flexibility to create modern and diverse governance models and service delivery arrangements;
- respect municipal autonomy by pursuing voluntary collaborative arrangements whenever possible;
- recognize that a one-size-fits-all approach is not feasible, given the diversity of Alberta's regions and municipalities;
- encourage and facilitate intermunicipal revenue- and cost- sharing; and
- include transparent mechanisms to resolve intermunicipal disputes.

#### **A NEW RELATIONSHIP**

The AUMA has long advocated for a new relationship between the provincial government and Alberta's municipalities, one based on an equitable partnership that promotes ongoing investment in the communities where Albertans live and work. A new relationship should:

- promote municipal sustainability;
- coordinate the planning, delivery and financing of public services;
- ensure municipalities have the financial capacity to meet their obligations as an order of government;
- revamp provincial grants and transfers to address joint government initiatives, particularly around the provision of community infrastructure;
- provide assistance to those municipalities with limited tax capacity; and safeguard municipalities by ensuring provincial downloading is matched with appropriate resources.





## Influencing Positive Change: AUMA Tactical Plan (Key Messages)

### Overarching message

Municipalities must have the authority and resources to effectively deliver services, manage growth and attract businesses and investments to their communities. **BOLD leadership from the province is essential to making this happen.**

### Shared priorities

- 1) Reshape the Alberta Municipal Government Act (MGA) to address the realities of cities, towns and villages
- 2) Improve the revenue-transfer process; transfers to municipalities must address local and/or regional priorities
- 3) Develop a framework for reasonable revenue- and cost-sharing arrangements between municipalities

### Key Messages

- **Cities, towns and villages are on the front-lines, confronting the challenges of growth resulting from a thriving energy sector**
  - Cities, towns and villages are directly responsible for delivering reliable services to their residents, to ensure safe, healthy and strong communities.
  - Alberta has been growing at a rate of 22 000 new residents every three months, or nearly 100 000 per year. It is anticipated this will continue for the next decade.
  - This rapid growth, coupled with a booming economy, puts insurmountable pressures on local infrastructure, as municipalities continue to deal with significant decay resulting from decades of inadequate, unstable funding and increased downloading of responsibilities from the province – without appropriate resources to handle them.
  - Municipalities are responsible for delivering core services, such as roads, bridges, policing, emergency services, water and waste water systems, and the like.
  - Municipalities provide much more than “core services,” including social and recreational services, but lack resources and funding to effectively deliver them.
  - New residents do not bring affordable housing, infrastructure, social services, recreational facilities, emergency services or policing tucked into their belongings when they arrive—municipalities lack the resources to keep up.
  - In the 1960s, municipalities were responsible for maintaining roughly 30 per cent of infrastructure; today, they are responsible for about 60 per cent.
  
- **Cities, towns and villages understand and encourage the need to attract business development to ensure long-term viability and sustainability**
  - Cities, towns and villages are directly responsible for creating and nurturing a welcoming business environment.
  - Municipalities are integral to maintaining Alberta’s position as an economic powerhouse.



- Alberta’s municipalities contribute substantially to Canada’s GDP, which ensures funding for social, economic and environmental programs that benefit all Albertans – and all Canadians.
  - A strong, healthy infrastructure – roads, transportation systems, water, recreation and leisure facilities, emergency and policing services and family supports – are key factors that businesses consider when determining whether to invest, establish roots or expand in a community.
  - To ensure the ongoing economic health of Alberta and Canada, municipalities require the resources to effectively manage infrastructure. This will signal to the business community that these cities, towns and villages are worth investing in and will ensure municipalities continue attracting the necessary workforce.
- **Cities, towns and villages are the order of government most directly responsible for the quality of life of their residents**
    - Municipalities need a new partnership with the other governments – one in which they are respected partners of the provincial and federal governments.
    - This new partnership needs to be enshrined in the municipal constitution – the *MGA*.
    - Municipalities must be recognized as a legitimate order of government.
    - The existing *MGA* requires more than just a review; it must be overhauled and brought into the 21st century, but this requires **BOLD** leadership from the Province.
    - Municipalities must be equal government partners at the table in creating and maintaining a new *MGA*.
    - Under municipalities’ existing relationship with the province, property taxes are the only major form of funding that municipalities have to repair/maintain crumbling infrastructure and to plan for—and deliver – new services to communities; however, municipalities directly retain only 10 per cent of tax revenues. The existing property tax system must be updated.
    - The new *MGA* must clearly identify a modernized partnership, where municipalities need not rely on handouts from other orders of government.
    - The new *MGA* must contain revenue-enabling authority to access other revenue sources – not just property taxation, grants and user-fees. This does not necessarily mean giving new taxing authority to municipalities; it means providing municipalities with the legislative authority to share in existing tax revenue room currently retained by other orders of government. Through this linkage, municipalities can grow with the economy and effectively address growth challenges.
    - There must be a deep understanding that a one-sized-fits-all approach does not work—what works for the City of Calgary will not work for the Village of Marwayne—but as the government closest to the people, municipalities are in the best position to determine local needs and priorities; this requires flexibility, empowerment and principles-based—not prescriptive or regulated—legislation.

For more information, visit [auma.ca](http://auma.ca), or call 310.AUMA (toll-free).

## Contact

### Corporate Communications

780.643.5633

[communications@auma.ca](mailto:communications@auma.ca)



[facebook.com/theAUMA](https://facebook.com/theAUMA)



[twitter.com/theAUMA](https://twitter.com/theAUMA)

**TRI-COUNTY COMMITTEE MEETING MINUTES**  
**MACKENZIE COUNTY, NORTHERN SUNRISE COUNTY & MUNICIPAL DISTRICT OF**  
**OPPORTUNITY**  
**JUNE 26, 2014 – MAMOWINTOWIN CULTURAL CENTRE, CADOTTE LAKE**

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**IN ATTENDANCE:**

**MACKENZIE COUNTY:** Bill Neufeld, Reeve  
Peter F. Braun, Councillor  
John W. Driedger, Councillor  
Elmer Derksen, Councillor  
Josh Knelsen, Councillor  
Ricky Paul, Councillor  
Joulia Whittleton, Chief Administrative Officer  
Carol Gabriel, Manager of Legislative & Support Services

**NORTHERN SUNRISE COUNTY:** Marie Dyck, Deputy Reeve  
Doug Dallyn, Councillor  
Peter Thomas, Chief Administrative Officer  
Jesse Sopko, Director of Legislative Services  
Jason Lussier, Municipal Intern

**MD OPPORTUNITY:** Paul Sinclair, Reeve  
Dollie Anderson, Deputy Reeve  
Louie Okemow, Councillor  
Leo Alook, Councillor  
Roy Yellowknee, Councillor  
Hal Taron, Councillor  
Helen Alook, Chief Administrative Officer

**CALL TO ORDER: 1. Call to Order**

Deputy Reeve Dyck called the meeting to order at 11:00 a.m.

Deputy Reeve Dyck welcomed everyone to Cadotte Lake and brought regrets on behalf of Reeve Kolebaba.

**2. Election of Chair**

**MOTION 14-06-01** **MOVED** by Reeve Neufeld

That Marie Dyck be elected Chairperson for the meeting.

**CARRIED**

**3. Introductions**

Introductions were made around the table.

**4. Adoption of Agenda**

**MOTION 14-06-02**            **MOVED** by Deputy Reeve Anderson

That the June 26, 2014 meeting agenda be adopted as presented.  
**CARRIED**

**5. Adoption of Minutes from January 16, 2014 Meeting**

**MOTION 14-06-03**            **MOVED** by Councillor Braun

That the minutes of the January 16, 2014 meeting be adopted as presented.  
**CARRIED**

**6. Review of Action Items as of June 26, 2014**

The three CAOs reviewed the Action Item List and provided verbal updates accordingly.

**MOTION 14-06-04**            **MOVED** by Councillor Braun

That a letter be sent to the Northern Alberta Development Council (NADC) requesting support in advocating for the construction of a road between Red Earth Creek and Fort McMurray (Road 686), with the first 14 kilometres being the highest priority.

**CARRIED**

**MOTION 14-06-05**            **MOVED** by Reeve Neufeld

That the Action Item List updated to June 26, 2014 be received for information.

**CARRIED**

**UNFINISHED  
BUSINESS:**

**7(a) Tri-County Committee Terms of Reference**

Joulia Whittleton reviewed the proposed Tri-County Committee Terms of Reference.

**MOTION 14-06-06**            **MOVED** by Councillor Dallyn

That the Tri-County Committee Terms of Reference be adopted with the following amendment:

***Decision Making:** All decisions shall be made by consensus from each member municipality. Consensus will have been achieved when the members of the Tri-County in attendance at a meeting can accept the result and no member municipality is absolutely opposed to it. All parties are expected to act reasonably and actively try to achieve consensus. All*

*items that fail to receive consensus from all member municipalities shall be considered defeated and shall not be permitted to be placed on agenda for a period of six months.*

**CARRIED**

**With the Terms of Reference approved, directives from the Tri-County Committee will be carried out through consensus.**

**7(b) Landfill Information**

The three CAOs reviewed the information included in the meeting agenda regarding the landfills that exist in each of the three municipalities.

**DIRECTIVE 14-06-07**

That the landfill information for the three municipalities be received for information.

**CARRIED**

**7(c) Kilometre Markings on Highway 88**

Joulia Whittleton reviewed the sample quotes for the supplies and manpower required to install kilometre markings signs on the portion of Highway 88 in Mackenzie County.

**DIRECTIVE 14-06-08**

That the three CAOs research the total cost of installing kilometre markings on the entire stretch of Highway 88 from the Northwest Territories border to Red Earth Creek in accordance with Alberta Transportation's regulations, and bring a request to their respective Councils seeking a financial contribution of one-third of the entire project cost.

**CARRIED**

Deputy Reeve Dyck recessed the meeting for lunch at 11:58 a.m.

Deputy Reeve Dyck reconvened the meeting at 12:45 p.m.

**7(d) Land Use Framework Update & Species at Risk Act (SARA)**

Joulia Whittleton provided an update on the AAMDC resolution regarding the *Species at Risk Act* (SARA) that was approved by the Association membership at the 2014 Spring Convention. She advised that there was no new update from Silvacom.

**DIRECTIVE 14-06-09**

That the three CAOs request a meeting with Silvacom in conjunction with the AAMDC Fall Convention being held in Edmonton, AB from

November 18-20, 2014.

**CARRIED**

**DIRECTIVE 14-06-10**

That the Tri-County Committee send a letter to the Alberta Association of Municipal Districts and Counties (AAMDC) asking for an update on the status of Resolution #14-4S- Species at Risk Act (SARA) approved at the 2014 AAMDC Spring Convention.

**CARRIED**

**7(e) Communication Upgrade (Cell Service Coverage)**

Peter Thomas provided an update on behalf of Northern Sunrise County. He advised that TELUS has a new cell tower in Harmon Valley and is constructing another in Three Creeks, which will improve services for those areas. He noted that TELUS comes to Council annually to provide an update on their projects within the County.

Joulia Whittleton provided an update on behalf of Mackenzie County. She advised that Alberta First Responders are constructing a tower at the Highway 88 Connector Road. She indicated issues with getting in contact with anyone at TELUS. Peter Thomas will send her the information for Northern Sunrise County's contact person.

Helen Alook provided an update on behalf of the Municipal District of Opportunity. She noted that Rogers is constructing 17 towers in 2014 within the M.D. boundaries.

**DIRECTIVE 14-06-11**

That the updates regarding communication upgrade (cell service coverage) be received for information.

**CARRIED**

Councillor Braun advised the Northern Alberta Development Council (NADC) committee members will be touring the region, meeting with elected officials and learning of their concerns to formulate advocacy to the provincial government.

Councillor Okemow identified a lack of kilometre markers on Highways 688 and 986 between Peace River and Red Earth Creek. As this stretch of highway intersects only Northern Sunrise County and the Municipal District of Opportunity, it was noted that it is not an item of interest to the Tri-County Committee.

**DIRECTIVE 14-06-12**

That the issue of kilometre markers along Highways 688 and 986 be

referred to the CAOs of Northern Sunrise County and the Municipal District of Opportunity to research and bring options back to their respective Councils.

**CARRIED**

**NEW BUSINESS:**

**8(a) Movement of Oil- Northern Gateway Pipeline**

Peter Thomas reviewed the Government of Canada press release regarding the approval of the Northern Gateway Pipeline with 209 conditions. The movement of oil and gas was an item discussed at a previous Tri-County Committee meeting.

**DIRECTIVE 14-06-13**

That the Government of Canada press release regarding the approval of the Northern Gateway Pipeline be received for information.

**CARRIED**

**CORRESPONDENCE**

**9(d) Honourable Wayne Drysdale, Minister of Transportation, April 7, 2014 RE: East Peace Resource Road**

**DIRECTIVE 14-06-14**

That a letter be sent to Alberta Environment and Sustainable Resource Development seeking support for the upgrade of the East Peace Resource Road to an all-weather access road, as the road is an important corridor for primary resource extraction.

**CARRIED**

**DIRECTIVE 14-06-15**

**Correspondence Items 9(a)-(c) and 9(e)**

That the correspondence items 9(a)-(c) and 9(e) of the June 26, 2014 Tri-County Committee meeting be received for information.

**CARRIED**

**NEXT MEETING:**

**10. Next Meeting- to be hosted by the Municipal District of Opportunity**

The next Tri-County Committee meeting will be held on October 27, 2014 at 10:00 a.m. in Wabasca.

**ADJOURNMENT:**

Deputy Reeve Dyck adjourned the meeting at 1:22 p.m.

These minutes were approved by the Tri-County Committee on \_\_\_\_\_, 2014.



**TRI-COUNTY MEETING ACTION LIST  
MACKENZIE COUNTY, NORTHERN SUNRISE COUNTY  
AND MD OF OPPORTUNITY  
As of June 26, 2014**

Motion	Action Required	Action By	Status
September 9, 2013 Meeting			
	That Administration jointly follows up on the Weed Control Item and provides a report to the Tri-Council.	Helen (Opportunity)	
June 26, 2014 Meeting			
14-06-04	That a letter be sent to the Northern Alberta Development Council (NADC) requesting support in advocating for the construction of a road between Red Earth Creek and Fort McMurray (Road 686), with addressing the first 14 kilometres being the highest priority.	Joulia (MC)	
14-06-06	That the Tri-County Committee Terms of Reference be approved with amendment that decisions will be made by consensus.	Joulia (MC)	
14-06-08	That the three CAOs research the total cost of installing kilometre markings on the entire stretch of Highway 88 from the Northwest Territories border to Red Earth Creek in accordance with Alberta Transportation's regulations, and bring a request to their respective Councils seeking a financial contribution of one-third of the entire project cost.	All	
14-06-09	That the three CAOs request a meeting with Silvacom in conjunction with the AAMDC Fall Convention being held in Edmonton, AB from November 18-20, 2014.	Joulia (MC)	
14-06-10	That the Tri-County Committee send a letter to the Alberta Association of Municipal Districts and Counties (AAMDC) asking for an update on the status of Resolution #14-4S- <i>Species at Risk Act</i> (SARA) approved at the 2014 AAMDC Spring Convention.	Joulia (MC)	
14-06-12	That the issue of kilometre markers along Highways 688 and 986 be referred to the CAOs of Northern Sunrise County and the Municipal District of Opportunity to research and bring options back to their respective Councils.	Peter (NSC) Helen (Opportunity)	
14-06-14	That a letter be sent to Alberta Environment and Sustainable Resource Development seeking support for the upgrade of the East	Joulia (MC)	

Motion	Action Required	Action By	Status
	Peace Resource Road to an all-weather access road, as the road is an important corridor for primary resource extraction.		

# Municipal Government Act Review

## Summary of Input and Identified Issues

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Developed by KPMG for Alberta Municipal Affairs

July 31, 2014



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## Purpose

This document provides a high-level summary of the stakeholder engagement process that occurred as part of the *Municipal Government Act (MGA) Review*, including the timing, stakeholders included, and number of participants. It also provides a list of the principal policy issues that were identified by stakeholders, as well as options to address these issues.

## The Municipal Government Act Review

The *MGA* is designed to help build strong, prosperous and sustainable communities throughout Alberta. Alberta Municipal Affairs (AMA) is reviewing and refreshing the *MGA* to address evolving circumstances and priorities in Alberta's many communities, and to ensure the *MGA* continues to meet its objective. A successful *MGA* review process will continue to position Alberta as the leading Canadian jurisdiction in terms of municipal legislation, having incorporated sound thinking, input and research into a clear Act that meets the needs of the Province, municipalities, and Albertans. In order to achieve this vision, an inclusive and comprehensive engagement process was implemented to ensure stakeholders across the province have opportunities to provide input to the review.

The *MGA* Review has included a number of different avenues for engaging with Albertans and stakeholder organizations, including:

- regional engagements held in person around the province;
- a website and extensive online workbook;
- a questionnaire distributed to municipal councillors in Fall 2013; and
- inviting written submissions from individuals, municipalities, and other organizations.

An external Advisory Committee provided advice on the consultation process. Membership of the Committee was comprised of representatives from the following organizations:

- Alberta Association of Municipal Districts and Counties (AAMDC);
- Alberta Rural Municipal Administrators' Association (ARMAA);
- Alberta Urban Municipalities Association (AUMA);
- Alberta Chambers of Commerce;
- City of Calgary;
- City of Edmonton; and
- Local Government Administration Association (LGAA).

## Regional Engagement Process

As part of the *MGA* Review, regional engagement sessions were held in eleven locations around the province, to give Albertans an opportunity to provide input in person. In each location, the following types of sessions were held:

- technical sessions for each of the three major themes of the *MGA*: Governance and Administration, Assessment and Taxation, and Planning and Development;
- a Business and Industry Session;
- a Municipal Administrators Session;
- an Elected Officials Session; and
- a Public Open House.

These engagements were conducted in February 2014 to April 2014 in the following locations throughout the province:

Location	Dates	Attendees
Edmonton	February 5-7	330
Fort McMurray	February 12-14	45
Vermilion	February 19-21	65
Lethbridge	February 26-28	144
Edson	March 5-7	54
Red Deer	March 12-14	215
Brooks	March 26-28	48
Grande Prairie	April 2-4	134
Calgary	April 9-11	314
Medicine Hat	April 14-16	55
Peace River	April 23-25	66

Sessions were promoted via news releases, direct email invitations, social media, and by the Minister of Municipal Affairs at stakeholder conventions. Information on regional session locations, dates and registration was located on the *MGA* Review website.

Nearly 1,500 participants attended the sessions, representing municipal governments, industry, technical experts, and the general public. Feedback received about the sessions was extremely positive (See Appendix A).

The input collected through the regional engagement sessions was made available to the public via “What We Heard” summaries posted on the *MGA* Review website (<http://mgareview.alberta.ca/what-we-heard/>). Summaries of what was heard through



the workbook and written submissions will also be made available on the *MGA* Review website once completed.

## Policy Issues and Options Identified

Alberta Municipal Affairs has been working to synthesize a list of the major policy issues identified through the *MGA* Review process. The result is a list that does not necessarily include every suggestion received, but does address the major areas where there is an opportunity to improve on the current *MGA*. In addition to the engagement activities described above, the present list of issues reflects input from over 1,900 amendment requests received for the *MGA*, as well as from government policy experts.

It is important to emphasize that stakeholder input suggests the existing *MGA* is a strong piece of legislation, and though it requires some improvements, the Act in general is working well. Notwithstanding this overall endorsement, a number of substantial policy issues have been identified to be addressed through the *MGA* Review. In total, 54 policy issues are listed below, together with several options to address each, including the option to maintain the current approach under the *MGA* (i.e., “status quo”). The options listed below were developed using input and submissions from engagement with stakeholders.

Considerable policy analysis and synthesis of stakeholder input has already been conducted to arrive at the list summarized below. These issues and options will continue to be refined, however, as the review proceeds toward drafting of the new legislation. It is expected that as further analysis and targeted consultations proceed over the next several months, the list of options will be expanded and refined. Ultimately, options for each policy issue will be presented to Cabinet for decision.

### Summary: Policy Issues and Options

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
1.	<b>Roles and Responsibilities of the Province and Municipalities:</b> Should the Province legislate municipal and provincial roles and responsibilities?	The relationship between the province and municipalities is implied but not explicitly mentioned in the <i>MGA</i> or other legislation.	List roles and responsibilities of the province and municipalities explicitly in the <i>MGA</i> .	Utilize a preamble in the Act to describe the relationship between the province and municipalities, not in specific detail but in broad intent.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
2.	<p><b>Inclusion of Preamble(s) and/or Purposes in the MGA:</b></p> <p>Should the <i>MGA</i> provide clearer direction to the courts in interpreting the legislation by providing purpose statements that describe the intention of the policies?</p>	<p>The governance and assessment provisions of the <i>MGA</i> do not have explicit purpose statements, only the planning provisions include an explicit purpose statement.</p>	<p>Add a general purpose statement in the <i>MGA</i> and include explicit purpose statements for the governance, assessment, and planning provisions that define the relationship between municipalities and the province.</p>	<p>Remove all purpose statements from the <i>MGA</i>.</p>	
3.	<p><b>The One-Act-Fits-All Framework:</b> Should the <i>MGA</i> provide for different levels of autonomy and authority for different sizes and/or types of municipalities?</p>	<p>The <i>MGA</i> considers all municipalities equal regardless of capacity, population, or geographic location; however some municipalities are seeking specialized legislation.</p>	<p>Provide specialized legislation for certain municipalities based upon their capacity, population, and/or geographical location.</p>		
4.	<p><b>Municipally Controlled Corporations:</b> What role, if any, should Municipal Affairs have in the establishment and operation of municipally controlled corporations?</p>	<p>Municipalities require the approval of the Minister of Municipal Affairs to establish a municipally controlled corporation. The ministry has limited expertise to evaluate the increasing complexity of applications that municipalities are bringing forward, and the ministry has no authority to monitor the activities of the corporation once it has been established.</p>	<p>Legislate clear requirements for municipal responsibility for the establishment, operation and transparency of municipally controlled corporations, and eliminate the requirement for Ministerial approval of their formation.</p>	<p>Maintain current requirements for Ministerial approval, and introduce new provisions authorizing Municipal Affairs to monitor ongoing activities of the corporations and enforce compliance with legislative and regulatory requirements.</p>	
5.	<p><b>Enforcement of the MGA:</b> Should the current approach of relying on the courts to enforce compliance with the <i>MGA</i> be maintained, or should some other legislated mechanism be introduced?</p>	<p>The <i>MGA</i> provides a high degree of municipal autonomy and enforcement is at the local level, through the courts, or, in certain circumstances by the Minister.</p>	<p>Enhance the use of existing provincial enforcement mechanisms, such as municipal inspectors or assessment auditors and create new mechanisms to deal with clarification and non-compliance of the Act.</p>	<p>Establish a legislated body that would be responsible for clarifying the legislation and for enforcing matters related to municipal governance, assessment, and planning (i.e. Municipal Ombudsman or Municipal Auditor General).</p>	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
6.	<b>Accountability and Conduct of Elected Officials:</b> Who should be accountable for ensuring municipally elected officials are conducting themselves in an ethical, businesslike, and lawful manner, and what should be the consequences if they are not?	Issues of councillor accountability and conduct are addressed locally or through Ministerial directives following an inspection, inquiry or audit.	Continue to allow municipalities to adopt a voluntary code of conduct, but expressly enable them through the legislation to include locally determined obligations and enforcement mechanisms.	Require all municipalities to adopt a mandatory code of conduct which must meet or exceed basic standards established in the <i>MGA</i> , and empower municipalities to enforce the code of conduct.	
7.	<b>Public Consultation Requirements:</b> Should the Province legislate minimum standards for municipalities with respect to public consultation practices?	The <i>MGA</i> provides flexibility for municipalities to determine their own best practices for consultation with their citizens, under certain circumstances.	Formalize the use of standardized guidelines for all municipal consultation with their citizens	Require municipalities to adopt mandatory consultation plans which must meet or exceed basic standards established under the <i>MGA</i> . Enhance processes for enabling citizens to bring forward bylaw proposals for council consideration.	
8.	<b>Open Council Meetings:</b> Should municipal councils have expanded flexibility to meet in private?	The <i>MGA</i> requires councils to hold meetings in public unless the purpose is to discuss specific matters as permitted under the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> .  There is no definition of “council meeting” in the <i>MGA</i> , and there is a perception of a lack of transparency in some council deliberations.	Expand the exemptions for disclosure as defined under FOIP to allow for the educating and training of elected and appointed officials.	Define “council meeting” in the <i>MGA</i> to include what matters, in addition to the exceptions for disclosure under FOIP, may be closed to the public.	
9.	<b>Petitioning Processes:</b> Should the <i>MGA</i> make it easier for the public to petition against municipal policies and decisions?	With respect to petitions, the <i>MGA</i> mandates a percentage of eligible signatories and time limits for completion, which can be challenging for the public to meet.	Update provisions to increase flexibility for municipalities and their citizens on existing petitionable matters (for example, include online signatures, etc.).	Provide municipalities over a certain population size special treatment for petition requirements.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
10.	<b>Public Notification Requirements:</b> Should the Province allow municipalities to determine their own notification methods to maximize effectiveness and efficiency?	The <i>MGA</i> typically relies on traditional communication methods (such as mail and newspapers) to notify the public and stakeholders in various situations.	Provide municipalities with some flexibility to pass a bylaw that specifies how citizens will be notified (for example, bylaws that are required to be advertised, development permit notifications, etc.).	Require municipalities to enhance notifications through both traditional hard copy and new electronic methods.	
11.	<b>Roles and Responsibilities of Council and Administration:</b> Should the <i>MGA</i> provide mechanisms to enforce the prohibition against council engaging in administrative duties and functions?	The <i>MGA</i> sets out the respective responsibilities of council and administration, and prohibits council encroachment into administrative duties. The <i>MGA</i> does not provide any specific mechanism to address violations of the legislated relationship; thus, individual councils are largely left to monitor their own behaviour, which can leave CAOs in a difficult position given the employee-employer relationship of administration to council.	Enhance existing provincial mechanisms (such as inspectors) or establish a new legislated body to address alleged violations.	Introduce mandatory orientation and training requirements for elected officials, and rely on municipal self-monitoring based upon better training and awareness.	
12.	<b>Elected Officials Training Requirements:</b> Should the <i>MGA</i> establish minimum standards for council orientation and training of elected officials?	The <i>MGA</i> does not require council orientation and training following a municipal election.  Municipal Affairs provides voluntary training on council roles and responsibilities as requested.	Legislate standards for council orientation following a municipal election (E.g. timelines, roles and responsibilities, conflict of interest, councillor liabilities, procedural rules, etc.)		
13.	<b>Participation of Elected Officials on Municipal Boards, Authorities, and Commissions:</b> Should the Province prohibit municipal councillors from sitting on municipal boards and authorities to reduce the perception of bias in decisions?	Councillors are currently not prohibited from sitting on many boards and authorities. This can cause a perception of bias when council members sit on boards and authorities.	Establish abstention and disclosure criteria for councillors when sitting on boards and authorities and promote the use of regional membership.	Prohibit councillors from sitting on boards and authorities and create a regional pool of members.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
14.	<p><b>Strategic Corporate Planning:</b></p> <p>Should the <i>MGA</i> place more onus on municipalities to plan for the future, by requiring the development, implementation, and updating of tools such as business plans, strategic plans, and asset management plans?</p>	<p>The <i>MGA</i> does not require municipalities to adopt future-focused governance plans; however a number of municipalities do so as a best practice.</p>	<p>Legislate future-focused governance plans, such as business plans, strategic plans, and asset management plans.</p>	<p>Establish non-legislative incentives to promote governance planning from councils (i.e. new grant program)</p>	
15.	<p><b>Criteria for Municipal Structures:</b></p> <p>Should the Province enforce criteria for municipal structures?</p>	<p>Population and land density are the determining factors in categorizing municipalities; however municipalities choose what structure type they request the Minister to grant them.</p>	<p>Amend municipal structure provisions, and enforce these, and link to minimum servicing standards.</p>	<p>Mandate a viability review for municipalities that do not meet the requirements of their current structure type.</p>	
16.	<p><b>Municipal Viability Measurement:</b> Should the <i>MGA</i> establish minimum thresholds for measuring municipal viability, and include a mechanism to address situations where municipalities do not meet the thresholds?</p>	<p>Currently the <i>MGA</i> does not establish measurement criteria for determining the viability of a municipality. However, Municipal Affairs' Municipal Sustainability Strategy identifies 10 key measures to assist in determining the viability of municipalities.</p>	<p>Legislate the 10 key measures (e.g. Percentage of provincial/ federal grants of total municipal revenue, substantial reduction in non-residential assessment over a period of time, etc.) as viability criteria that would trigger the viability review process.</p>		
17.	<p><b>Dispute Resolution/ Mediation:</b> Should the Province mandate additional dispute resolution mechanisms in advance of third party intervention (the Province, appeal boards, or the courts)?</p>	<p>Except for annexations, the <i>MGA</i> does not require dispute resolution mechanisms. The province offers voluntary dispute resolution support for municipalities in various capacities and situations.</p>	<p>Enhance the scope of dispute resolution mechanisms to include mechanisms for businesses and landowners and mandate in advance of third party intervention.</p>	<p>Mandate the use of dispute resolution mechanisms and create an arm's-length dispute resolution tribunal.</p>	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
18.	<b>Regional Collaboration:</b> Should municipalities be required to cooperate with each other?	Cooperation initiatives between neighboring municipalities are voluntary and in some cases have not lead to proactive planning, development and service delivery.	Retain voluntary cooperation but establish a process that is tied to incentives.	Retain voluntary cooperation until certain triggers have been met, then mandatory regional collaboration via statutory plans or shared services would be required.	
19.	<b>Annexation Requirements:</b> What conditions should municipalities be required to meet before an annexation application is accepted?	The <i>MGA</i> enables municipalities to make an annexation application for any reason at any time, which can lead to conflict between neighbouring municipalities regarding how growth should occur.	Establish principles for annexation within the <i>MGA</i> , and require municipalities to adopt Intermunicipal Development Plans, which contemplate boundary growth, based on population thresholds. This process would include potential mediation.	Minimum densities are mandated/defined in urban areas prior to allowing annexations to proceed.	
20.	<b>Annexation Compensation:</b> How should compensation be determined in an annexation order?	Within annexations, compensation is completed on an ad-hoc basis by the annexation order, which does not compensate those impacted by annexation in a consistent manner.	Include provisions to guide municipalities in assessing impacts of annexation to determine compensation (e.g. linkages with taxation, farming operations, rural gas co-ops etc.). The Municipal Government Board would be bound to honour municipally negotiated agreements.	Include provisions to ensure the Municipal Government Board assesses the impacts of annexation to determine compensation (e.g. linkages with taxation, farming operations, rural gas co-ops etc.). The Municipal Government Board would determine that amount of compensation.	



	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
21.	<b>Additional Municipal Taxation Powers:</b> Should municipalities be granted authority to levy new and broader types of taxes?	The current taxation powers are: property tax, business tax, special tax, well drilling equipment tax, business revitalization zone tax, local improvement tax, as well as fees and levies.	Allow for additional municipal taxation powers through binding public plebiscites for any new taxes such as: amusement, gaming, alcohol, tourism, property transfer, vehicle registration, and fuel, or through expanding the scope of existing taxes and levies.	Allow for additional municipal taxation powers that are applied at the discretion of the municipality.	
22.	<b>Sharing of Provincial Revenues:</b> Should the Province commit to legislated revenue sharing with municipalities?	Provincial revenue transfers to municipalities are non-legislated, and administered by the Province through grant funding to municipalities.	Develop legislated funding arrangements for municipalities based on municipal type.		
23.	<b>Education Property Tax Collection:</b> Should the Province continue to require municipalities to collect and submit education property taxes without reimbursement for administrative costs?	Municipalities collect and submit education property tax to the Alberta School Foundation Fund, with no reimbursement for administration. Municipalities do not view education property tax as a local tax as they have little local control over its distribution.	Maintain collection of education property taxes at the municipal level, and establish a framework to offset the costs of administering the education property tax collection and remission.	Discontinue the collection of education property tax at the municipal level, and replace with a provincial framework to collect the necessary revenues.	
24.	<b>Regional Funding Approaches:</b> Should the Province legislate mandatory sharing of municipal tax revenues from linear property?	Revenue sharing between municipalities is voluntary. Municipal Affairs informally encourages municipally-initiated regional agreements on various items through sharing of best practices, mediation support for local negotiations, etc. Currently there is the perception of inequitable distribution of linear property tax revenues, however linear pooling does not occur.	Specify that linear pooling is not under consideration, and establish a provincial framework that more actively promotes collaborative municipally-initiated regional revenue sharing (e.g. recommended formulas, best practices, provincial acknowledgements and incentives, etc.)	Establish a linear property tax pooling formula that would be collected provincially and distributed across the Province.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
25.	<p><b>Development Levies:</b> Should municipalities be given additional freedom to use funds collected from developers for other municipal purposes? Should the <i>MGA</i> include requirements for a more open and inclusive process in determining development levies?</p>	<p>The <i>MGA</i> limits what off-site and redevelopment levies can be used to pay for (e.g. water, wastewater, roads, etc.); however, there is limited flexibility to use offsite levies and redevelopment levies for other types of services. Additionally, disputes surrounding the calculation and use of offsite levies and redevelopment levies are dealt with through the courts.</p>	Defer decision pending outcomes from the Development Levies Symposium in Fall 2014.	Establish a dispute resolution process in the levy bylaw and calculation process.	
26.	<p><b>Well Drilling Equipment Tax:</b> Should industries other than oil and gas pay for damages to roads? If so, which industries (e.g. forestry, agriculture, mining)?</p>	A well drilling equipment tax (WDET) imposes a tax only on oil and gas drilling equipment to offset the cost of road damages. This tax does not apply to other industries operating in a municipality.	Defer decisions pending outcomes from recent stakeholder meetings anticipated to occur in summer 2014.	Discontinue the WDET and add drilling costs onto the linear property assessment rates.	
27.	<p><b>Property Tax Recovery:</b> Should municipalities have more flexibility in recovering taxes?</p>	Property tax collection and recovery provisions for property (e.g. linear properties) are procedural in order to recognize and protect owners' rights, and non-collection of taxes can result in potential municipal liability.	For oil and gas (linear) properties, allow municipalities to apply to the Alberta Energy Regulator's "Orphan Well Fund" to assist in the recovery of taxes. Maintain existing procedures for recovery of other taxes.	Provide more flexibility in the tax recover process to allow municipalities a greater ability to recovery unpaid taxes in a timely manner.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
28.	<b>Industrial Property: Harmonization:</b> Should linear property, machinery and equipment property, and railway property be assessed and taxed in the same manner?	Currently machinery and equipment is assessed and taxed differently from linear property, and there are two separate types of assessable railway property (main lines and spur lines), each with different valuation standards. There are inconsistencies in the application of these standards at the municipal level.	Harmonize the assessment of linear property, machinery and equipment property, and railway property into a single type of regulated industrial property based on principles that would improve equity within the non-residential assessment and tax class.		
29.	<b>Industrial Property: Definitions:</b> Should the province update the definitions in the legislation to reflect current characteristics and technologies?	Existing linear property and machinery and equipment property definitions overlap, and challenges regarding the clarification of these definitions occurs at the local level or through the courts.	Update definitions to reflect existing industrial property technologies and practices.		
30.	<b>Industrial Property: Valuation Methodology:</b> Should the buildings and structures and land at sites that are predominately regulated industrial property be assessed using a regulated process?	Currently all buildings and structures and lands are assessed at market value, including those at sites that are predominately regulated property.	Assess buildings, structures, and land at regulated industrial plants using regulated rates.		
31.	<b>Industrial Property: Timing of First Assessment and Supplementary Assessments:</b> Should linear property, machinery and equipment and railway be assessed and taxed while under construction?	Linear property is assessed for property tax purposes once it completed or capable of being used; machinery and equipment is assessed once it is operational; railway and all other property is assessable based on its stage of completeness at the end of each year.	Use the term “operational” as the test for the date when all regulated industrial property (linear, machinery and equipment and railway) is first assessed and allow all regulated industrial property to be taxed for the portion of the year in which it became operational.		

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
32.	<b>Industrial Property: Statutory Assessment Level:</b> Should the 23 percent assessment reduction on machinery and equipment property continue?	Currently machinery and equipment property receives a 23 percent assessment reduction, while linear property and railway property do not.	Reduce the assessment of all regulated industrial property by 23 percent.	Do not reduce the assessment of all regulated industrial property by 23 percent.	
33.	<b>Farm Property: Assessment of Farm Residences:</b> Should owners of farm land continue to receive an exemption on their residence?	Owners of farm land receive an assessment exemption to their residences based on the amount of farm land they own. The purpose and amount of this exemption has not been updated since the 1980s. No other acreage owners receive this exemption.	Remove the assessment exemption on farm residences.	Update the amount of the assessment exemption on farm residences.	
34.	<b>Farm Property: Assessment of Farm Land:</b> Should farm land continue to be assessed at agriculture use value?	Farm land is assessed at its agricultural use value through regulated rates and processes. These rates have not been updated since the 1980s.	Assess farm land at its agricultural use values through annually updated regulated rates and procedures.	Assess farm land at market value.	
35.	<b>Farm Property: Assessment of Farm Land Intended for Development:</b> Should farm land soon to be developed be assessed and taxed at its agricultural use value?	Farm land is assessed and taxed annually at its agricultural use value until the year in which it converted to a non-farm use.	When farm land held for speculative purposes is converted to a non-farm use, apply a retroactive market-value-based levy to the property owner.	Assess and tax farm land held for speculative purposes annually at its market value.	
36.	<b>Farm Property: Assessment of Farm Buildings and Intensive Livestock Operations:</b> Should farm buildings, including those in urban areas, and those that are used for intensive livestock operations, continue to receive significant reductions in assessment?	Farm buildings are exempt from assessment in rural areas, and are only assessable to a 50% level in urban areas. As such rural municipalities containing intensive livestock operations receive little property tax revenue from this sector.	Assess farm buildings used for intensive livestock operations at their agricultural use value in rural and urban areas.	Assess all farm buildings at their agricultural use value in rural and urban areas.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
37.	<b>Airport Property:</b> Should airport terminals not owned by municipalities continue to be assessed at market value?	Airport terminals not owned by municipalities are wholly or partially assessed and taxed at market value. Airport terminals under expansion are subject to significant changes in assessment from year to year making it difficult to predict property tax liabilities.	Airport terminals are assessed using a regulated “per-passenger” rate.	Airport terminals assessed using a hybrid valuation model based on both market value assessment and a “per passenger” rate.	
38.	<b>Linking Residential and Non-Residential Tax Rates:</b> Should there be an established differential between tax rates for non-residential properties and residential properties?	Currently, there are no legislated links between residential and non-residential property tax rates and, as a result, some non-residential properties pay a significantly higher rate of taxes in some municipalities.	Establish a legislated link between residential and non-residential municipal tax rates within established guidelines.		
39.	<b>Splitting the Non-Residential Property Class:</b> Should municipalities be allowed to charge different tax rates for large industrial properties and for small local businesses?	Municipalities do not have the ability to sub-class improved non-residential tax classes and, as a result, smaller non-residential properties (small businesses) are levied the same tax rate as large industrial properties (e.g. oil and gas properties).	Allow municipalities to establish sub-classes for the improved non-residential tax class to differentiate between small and large businesses. This should only be done in concert with a legislated link between residential and non-residential tax rates (see item immediately above).		
40.	<b>Education Tax on Industrial Properties:</b> Should education tax be levied against all industrial property?	Machinery and equipment property and electric power generation property are levied a 0% education property tax rate, while linear property and railway property are levied the non-residential education property tax rate.	Do not levy education property tax on all regulated industrial property.	Levy education property tax on all regulated industrial property.	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
41.	<b>Industrial Property: Jurisdiction for Complaints:</b> Should the Municipal Government Board hear complaints on all heavy industrial property?	Machinery and equipment property assessment complaints are heard at the local level, while linear property assessment complaints are heard by the Municipal Government Board.	Hear all assessment complaints related to regulated industrial property at the Municipal Government Board.		
42.	<b>Assessment Complaint Period:</b> Is the 60 day complaint period appropriate?	A property owner may file an assessment complaint within 60 days of receiving an assessment notice, which has been deemed by some stakeholders to be too long.	Shorten the 60 day complaint period to 45 days.	Allow municipalities to establish their own complaint periods, with a legislated minimum and maximum amount of days.	
43.	<b>Access to Assessment Information for Assessors and Property Owners:</b> Should more onus be placed on the assessor or the property owner to provide appropriate information prior to the appeals process?	Existing flexibility in the <i>MGA</i> gives assessors the ability to request any information deemed “necessary” from property owners to accurately prepare an assessment. It also requires municipalities to provide property owners with information “sufficient” to determine how their assessment is prepared.	Prescribe the specific requirements of what constitutes “necessary” and “sufficient” assessment information.		
44.	<b>Property Assessment and Tax Exemptions:</b> How can the Province ensure that assessment and tax exemptions are applied consistently across the Province?	Many property assessment and tax exemptions in the <i>MGA</i> are not consistently applied and do not necessarily reflect current property uses.	Add clarity to property assessment and tax exemption terms to ensure consistency in meeting provincial objectives.		
45.	<b>Industrial Property: Centralized Assessment:</b> Should the Province be responsible for the assessment of all regulated industrial property?	The application of definitions and valuation methodologies are varied due to the complex nature of regulated industrial properties. Assessment of these properties is currently separated between municipalities and the province.	All regulated industrial property is assessed by one provincial assessment body.	All regulated industrial property is assessed by local municipal assessors.	



	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
46.	<b>Decision Making Timelines:</b> Should the <i>MGA</i> provide greater clarity and direction regarding timelines for the review and approval of subdivision or development permit applications?	The <i>MGA</i> specifies timelines for issuing decisions and lodging appeals for subdivision and development applications. However, timelines for ensuring these applications contain accurate information are not specified, which can create delays in approval timelines.	Update and enhance timelines for decision making processes of particular applications. Specify within the legislation the stage at which an application is deemed complete and the date from when a decision must be made.	Provide flexibility for municipalities to determine their own timelines for determining when an application is complete and for issuing a decision.	
47.	<b>Purpose, Types, and Content of Plans:</b> What plans should municipalities be required to adopt and what should be the content of these plans?	The <i>MGA</i> specifies the purpose, types and content of development plans (statutory and non-statutory).	Recognize Integrated Community Sustainability Plans as an optional statutory plan and update and enhance existing plan criteria, detail and scope.	Require municipalities to adopt Intermunicipal Development Plans, based on population thresholds, and recognize Integrated Community Sustainability Plans as an optional statutory plan.	
48.	<b>Hierarchy and Relationships of Plans:</b> Should the hierarchy and relationship of statutory plans, non-statutory plans and <i>Alberta Land Stewardship Act</i> regional plans be legislated?	<p>Within the <i>MGA</i> there is no explicit hierarchy amongst statutory and non-statutory plans, which has resulted in court challenges when there is an inconsistency amongst the plans.</p> <p>The legislation indicates that <i>Alberta Land Stewardship Act</i> regional plans are paramount over municipal statutory plans and that statutory plans must be consistent with each other.</p>	Identify within the legislation the hierarchy, relationship and sequence of development between statutory plans, the land use bylaw and non-statutory plans.		

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
49.	<b>Provincial Land Use Policies:</b> Should the Province continue to have land use policies that apply province wide?	Once all <i>Alberta Land Stewardship Act</i> regional plans are created, the land use policies within the <i>MGA</i> will be repealed. This could cause a gap in land use policies if the <i>Alberta Land Stewardship Act</i> regional plans do not adequately cover the policies that are currently within the land use policies.	Do not repeal the land use policies when the <i>Alberta Land Stewardship Act</i> regional plans are completed.	Create new land use policies in the future that address any policy gaps that may occur as a result of the <i>Alberta Land Stewardship Act</i> regional plans.	
50.	<b>Reserve Land Dedication:</b> Should municipalities be given more flexibility in requesting land from developers?	During the subdivision application process, municipalities can require up to 10% be dedicated as reserve land without compensation to the developer; however the land dedication process is not always appropriate in ensuring that there is enough suitable reserve land dedicated. During redevelopment, no additional land can be dedicated.	Municipalities can require that up to 10% can be dedicated as reserves. Enable municipalities to require land dedication during redevelopment.	Establish a new basis for reserve dedication related to the number of households created in the plan. Do not allow land dedication for commercial and industrial subdivision purposes.	
51.	<b>Permitted Uses of Reserve Lands:</b> Should municipalities be given freedom to use reserve lands that have been provided by developers with no compensation, as they deem appropriate?	The <i>MGA</i> limits what municipalities may use various types of reserve land for (e.g. public park, school, buffer purpose, etc.).	Expand the scope to allow municipalities more flexibility in the uses of reserve land, but limit these uses for public use only.	Expand the scope to allow municipalities more flexibility in the uses of reserve land and these uses can be for public use and for public-private partnership use that is complementary to public use (e.g. coffee houses in recreation centers, libraries).	

	Policy Issue	Status Quo Option	Option 1	Option 2	Additional Options
52.	<b>Environmental Reserve:</b> Should the purpose of ER be expanded to include lands that are environmentally sensitive or in need of protection?	The <i>MGA</i> identifies situations where municipalities may require ER land dedication, and states that it is to prevent pollution and to provide public access to a body of water. In practice, ER is typically used for land not suitable for development.	Expand the purpose of “ER” for environmental conservation and define “body of water.”		
53.	<b>Subdivision Appeals: Provincial Interest:</b> Should local subdivision and development appeal boards be given the authority to hear subdivision appeals where there is a “provincial interest”?	The Municipal Government Board hears subdivision appeals where there is a “provincial interest”; however, there are instances where this definition has led to appeals being filed to the wrong appeal board.	Redefine “provincial interest” and clarify “body of water” in the <i>MGA</i> and continue to have appeals where there is a “provincial interest” be heard by the Municipal Government Board.	Require that all appeals to be heard by the Subdivision and Development Appeal Board.	
54.	<b>Subdivision and Development Appeal Board Training Requirements:</b> How should the province ensure that local subdivision and development appeal boards are knowledgeable?	Municipalities appoint public and council members to planning authorities with voluntary training provided by Municipal Affairs; however there is sometimes a lack of interested parties, appropriate expertise, and impartiality of the members.	Establish a mandatory training program to increase expertise and ability to address impartiality concerns with the members.	Establish qualification requirements or criteria (e.g. no council members). In the absence of locally qualified people then members would be appointed by the province.	

## Next Steps

The Province is working to complete analysis of these issues and options in preparation for the introduction of the new legislation. This entails considerable collaboration among government ministries in order to refine solutions to address the identified issues. In addition, the Minister of Municipal Affairs will be undertaking targeted consultations to engage with key stakeholders about policy issues and options. In August, the Minister will be conducting a focus group of elected officials that includes:

- Mayor Naheed Nenshi, City of Calgary
- Mayor Don Iveson, City of Edmonton
- Mayor Steve Christie, Mayor of Lacombe & AUMA Director, Cities up to 500,000
- Helen Rice, President, AUMA
- Bob Barss, President, AAMDC

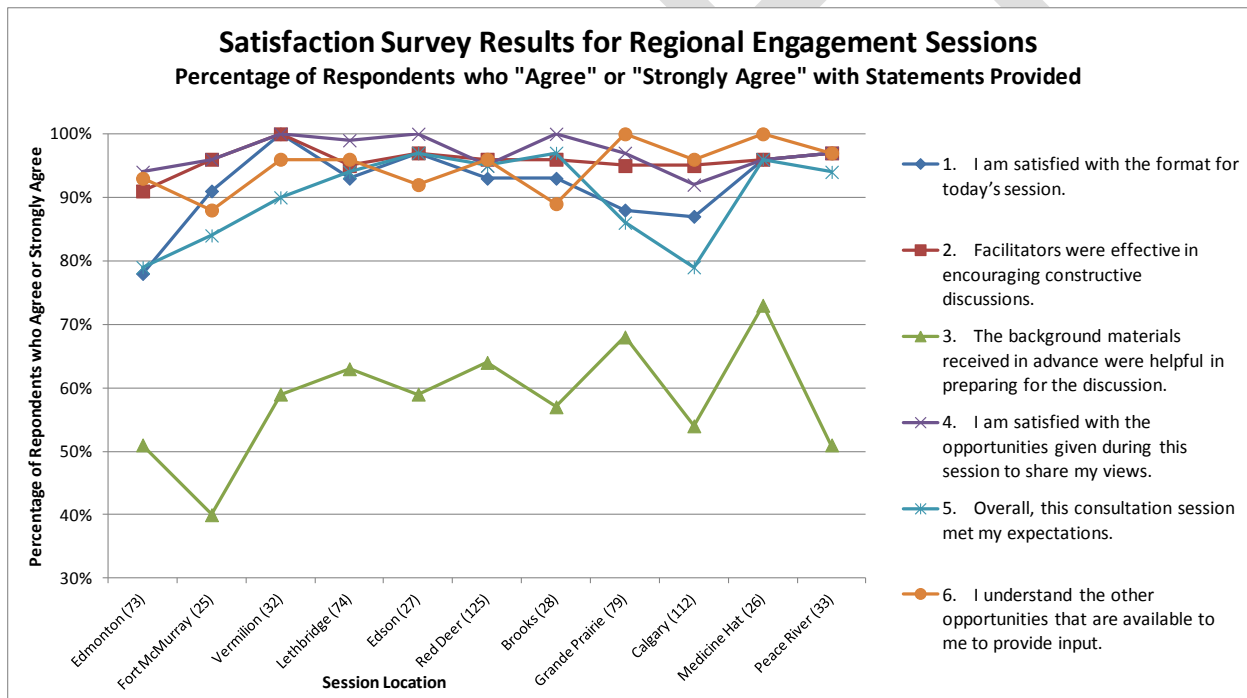
A similar focus group process is being developed to engage with other key stakeholders, including industry. Following these targeted consultations, policy decisions by Cabinet decisions and legislative drafting process will begin in late 2014 to prepare new legislation.

## Appendix A: Engagement Session Evaluation Results

At each of the stakeholder engagement sessions, participants were given the opportunity to complete an evaluation form to capture their perspective on the effectiveness of the session. The survey asked participants to rate six statements regarding components of the session according to the following scale:

*Strongly Disagree | Disagree | Neutral or Unsure | Agree | Strongly Agree*

A total of 634 surveys were collected. The graph below presents the respondents' level of agreement with statement. Overall, participants expressed very high levels of satisfaction with the stakeholder engagement sessions, with 90% or more of respondents agreeing or strongly agreeing with statements 1, 2, 4, 5, and 6. The lowest ratings, related to the background materials for the sessions, were still positive, with at least half of respondents in all locations except one rating the materials as helpful.





# AUMA CONVENTION AMSC TRADE SHOW

# 2014

September 24-26 Edmonton  
Shaw Conference Centre

## Making All Matters Local



WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

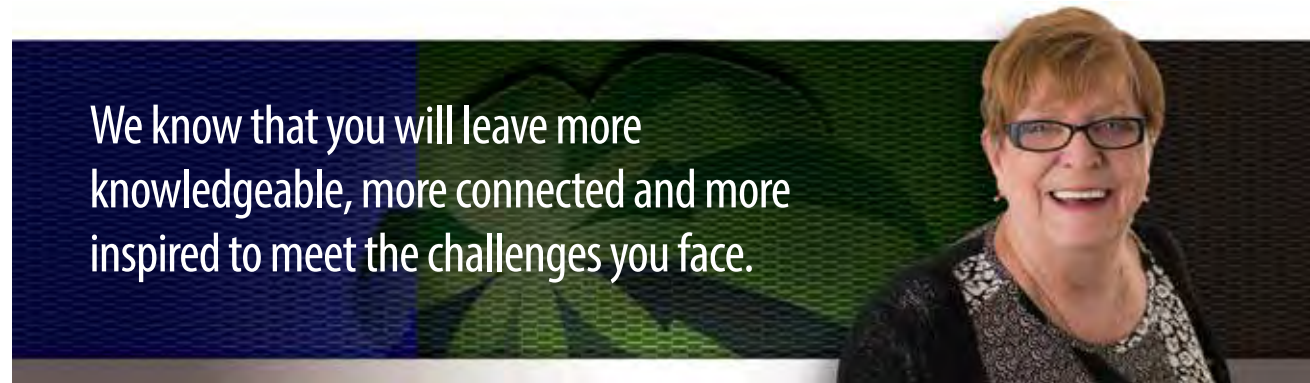
WE ARE YOUR  
advocate



# Chair's Message

## Plan to join us at the 2014 AUMA Convention and AMSC Trade Show.

Hello to all of my colleagues in municipal government. It's hard to believe, but it's that time already—time to register for this year's convention. Just nine short months ago we were catching our breath after a successful election campaign, anxious to tackle the challenges facing both our communities and the very foundation of municipal government in Alberta.



These past months presented newly elected officials with a steep learning curve and pushed all community leaders to stand up for local matters. That makes the theme for this year's convention—Making All Matters Local—even more relevant as we in municipal government continue to deal with real issues that affect real people every day; and we understand that no matter where they begin, they end at home with people in our communities.

AUMA has worked hard over the course of the last 109 years to be the experts in municipalities, creating a framework to identify the issues, understand the challenges, navigate the landscape, develop the relationships and create a foundation for effectively supporting our members. The results of those efforts are reflected in the events and activities at our annual convention and trade show.

The convention committee has put together an itinerary that offers something for everyone; with the anticipation that you will leave more knowledgeable, more connected and more inspired to meet the challenges you face.

Take some time to review and consider attending the Pre-Convention Sessions which are intended to elevate the effectiveness of community leaders; the Annual General Meeting and Committee Reports which provide an update as to the progress of key initiatives, and the various Education Sessions which offer convention delegates an opportunity to strengthen various aspects of community leadership. Government Day will prove to be quite interesting this year as we will have a newly minted Premier of Alberta by convention and quite possibly a new cabinet.

Plan to make the most of convention—listen, learn, share and vote—committing to make your mark in municipal government. The value that our annual convention and trade show offers is second to none and I look forward to seeing you there.

A handwritten signature in black ink, which appears to be "Helen Rice".

Sincerely,  
Helen Rice,  
AUMA President, Convention Chair

# 2014 Program

## Monday, September 22

10:00 am – 5:00 pm Elected Officials Education Program Sessions<sup>†</sup>

## Tuesday, September 23

7:00 am – 5:30 pm Registration  
9:00 am – 4:00 pm Pre-Convention Sessions<sup>†</sup>

## Wednesday, September 24

7:00 am – 4:00 pm Registration  
7:00 am – 8:00 am Hot Buffet Breakfast  
8:00 am – 8:30 am Morning Announcements  
8:30 am – 9:45 am Board & Committee Reports  
10:00 am – 11:30 am CAO/CFO Session  
10:15 am – 11:30 am Board & Committee Reports  
11:30 am – 12:30 pm Lunch  
12:30 pm – 1:30 pm Opening Ceremonies & Keynote  
1:30 pm – 2:00 pm AUMA Annual General Meeting  
2:00 pm – 3:00 pm Municipal Government Act Session  
3:00 pm – 4:00 pm Resolutions  
3:00 pm – 5:30 pm Trade Show Dessert Reception  
4:15 pm – 5:00 pm Supplementary Sessions  
5:00 pm – 7:00 pm Municipal Affairs Reception  
After 6 pm Sponsor's Networking Evening

## Thursday, September 25

7:00 am – 4:00 pm Registration  
7:00 am – 7:30 am Government of Alberta Hot Buffet Breakfast  
7:30 am – 7:35 am Announcements  
7:40 am – 8:15 am Municipal Excellence Awards  
8:30 am – 9:30 am Dialogue with Ministers  
9:45 am – 10:45 am Dialogue with Ministers  
10:00 am – 2:00 pm Trade Show Opening  
11:00 am – 11:30 am Premier's Address  
11:30 am – 1:30 pm Trade Show Luncheon including Prize Draws  
1:45 pm – 2:45 pm Education Sessions  
3:00 pm – 4:00 pm Education Sessions  
7:30 pm – 9:30 pm City of Edmonton Reception\*

## Friday, September 26

7:00 am – 12:00 pm Registration  
7:00 am – 8:00 am Hot Buffet Breakfast  
7:55 am – 8:00 am Priorities Survey & Announcements  
8:00 am – 8:45 am Opposition Parties  
8:45 am – 9:00 am FCM President  
9:00 am – 10:00 am Election of President and Directors  
10:00 am – 10:30 am Resolutions  
10:30 am – 11:00 am Election of Vice President(s)  
11:00 am – 11:25 am Federal Update  
11:25 am – 11:50 am Minister of Municipal Affairs  
11:50 am Closing

\*City of Edmonton Reception tickets are sold separately.

<sup>†</sup>The Elected Officials Education Program and Pre-Convention sessions are available at a separate cost, see page 5 for details.



### As a registered delegate, you...

- provide important input into building and improving the framework for the municipal order of government in Alberta.
- learn about the obligations of an elected official.
- set the priorities for AUMA for the coming year.
- have an opportunity to network with Alberta's municipal leaders.
- address key issues directly in the Dialogue with Ministers sessions.
- are inspired by Opening Ceremonies featuring top keynote speaker Frank O'Dea.
- participate in your choice of timely education sessions to help you address the latest key challenges facing municipalities.
- network with key service providers addressing municipal challenges at the AMSC Trade Show, network with colleagues and enjoy the dessert reception Wednesday afternoon and lunch with exhibitors Thursday.
- choose who will represent your municipality on the AUMA Board.
- appreciate convenient shuttle service with Edmonton Transit to and from Convention hotels.

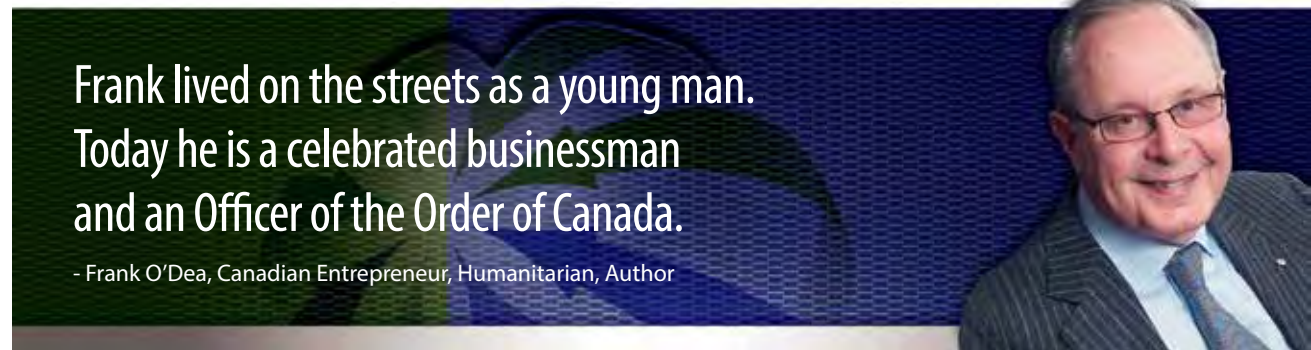


# Keynote Speaker

## Frank O'Dea: Canadian Entrepreneur, Humanitarian, Author

As a young man, Frank O'Dea was homeless—living on the streets, panhandling for nickels and dimes. Today, he is a celebrated businessman and an Officer of the Order of Canada.

At 30, he and a partner opened the first Second Cup café. After growing that business to 150 locations across Canada and the United States, he sold his interests and pioneered the industry of on-site document shredding with Proshred Security.



His life of service began by sitting on boards of directors for charities and not-for-profit organizations. This led to his co-founding Street Kids International, an organization created to help homeless children in third world countries. Soon after, he became the founding Chair of War Child (Canada), an organization that fights against suffering and abuse for children in war affected countries; and co-founded the Canadian Landmine Foundation, an organization that raises funds and awareness for the dismantling of minefields around the world. Today, O'Dea sits on the board of the Canadian Institute for Advanced Research; and as founding Chair of AGSI Global, developing affordable housing in Sao Paulo, Brazil and Thompson, Manitoba.

## MGA Session

Wednesday, September 24 2:00 - 3:00 PM

### Modernizing the Alberta Municipal Government Act

Attend this special session for a status update on the modernization of the MGA.

Subsequent to the historic multi-stakeholder meeting at AUMA's President's Summit on the MGA and submissions of stakeholder input, including one from AUMA to the province in the spring, everyone is awaiting the response from Municipal Affairs.

The Act will address:

- Alberta's municipal infrastructure and services deficit
- Revenue requirements to maintain infrastructure and services **and** meet demands of growth
- Effective governance at the municipal order of government
- Productive and collaborative relationships

It's time for bold leadership and innovative changes...

"We have been preparing for this opportunity for many years, through studies, Minister's Reports, working groups—the list goes on. The problems are known. The solutions are clear.

It's time for bold leadership and innovative changes—the kind that will ensure the economic, social and environmental wellbeing of our communities."

- Helen Rice  
President AUMA.

# Elected Officials Education Program

**Monday, September 22 10:00 AM - 5:00 PM**  
*Separate cost of \$340*

## **Messaging for success: communications and media relations**

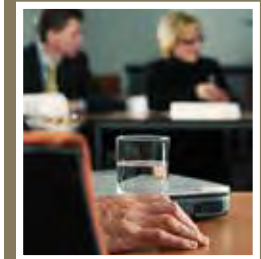
Everyone communicates. Not everyone communicates effectively. As an elected official, your success depends on the ability to communicate with a wide variety of stakeholders. What does it mean to communicate effectively? How can I become comfortable speaking in public? Why is it important to develop a strategy for communicating with the media? Communication is often taken for granted, but even the best ideas can be misunderstood and overlooked if not communicated properly.

## **Municipal leadership**

What skills and qualities make for a strong leader? This course focuses on various aspects of leadership, including: creating a vision, setting priorities, seeking solutions, enabling others to act, and managing change. The goal of this course is to encourage elected officials to understand their leadership style and how it affects decision-making, delegation of responsibility and collaboration with members of council and the public. Participants will learn about personal leadership growth strategies.



These sessions are offered as part of the Elected Officials Education Program. Visit them at the AMSC Trade Show for more details on the program.



# Pre-Convention Sessions

**Tuesday, September 23 9:00 AM - 4:00 PM**  
*Separate cost of \$365*

## **The legal perspective: issues of interest to municipalities**

The lawyers of Reynolds Mirth Richards & Farmer LLP will offer a session that covers both Planning & Development and Human Resources issues of interest to municipalities. Recent court decisions impacting planning and development decisions commonly made by municipalities will be discussed. The human resources portion will explore several topics including bring your own device policies, privacy and human rights issues. If time permits, RMRF will also undertake a review of the new Canadian Anti-Spam Legislation implemented on July 1, 2014.

## **Drawing from experience: comprehensive emergency planning**

When disaster strikes, it is the local government that leads the initial response in their communities. Are you prepared for any situation? Attend this session to become more informed about what is needed to create a comprehensive emergency plan for your community. You will have the opportunity to explore and discuss various elements including: risk assessment, mitigation, preparedness, planning, response and recovery. Participants will learn first-hand from a panel of experts and fellow municipal colleagues about their experience.

Making All Matters Local



# Committee Reports

**Wednesday, September 24 8:30 - 9:45 AM**

## **Infrastructure and Energy Standing Committee Operationalizing Asset Management**

Municipalities are constantly challenged to meet the increasing needs of their communities with limited resources. These challenges, while amplified by high growth and aging infrastructure, can be effectively addressed when decision makers adopt sound asset management practices. The key benefits of which are realized through the prioritization of demands and allocation of resources. In this session, municipal leaders from Alberta and beyond will share their experiences and insights relating to the importance of effective asset management. Attendees will learn how to integrate asset management principles into both capital planning and service delivery activities, and to proactively utilize information about insured infrastructure.

## **Sustainability and Environment Standing Committee A tale of two municipalities: challenges and opportunities in brownfield redevelopment**

Alberta municipalities across the province are home to hundreds of brownfield sites - derelict properties where past actions have resulted in actual or perceived contamination. These properties detract from investment, blight our landscapes, and prevent economic and social development. Sit in on this session to learn about the primary barriers to brownfield redevelopment and possible approaches Alberta communities can take to return these sites back to productive use. Leaders from Alberta and British Columbia municipalities will share lessons learned and success stories.

## **Women in Municipal Government Committee Mastering the art of juggling: tips for balancing work and home responsibilities**

Municipal leaders have to manage complex schedules and often, stressful situations. That poses a challenge for maintaining a healthy balance between work and personal life. Guest speaker Ariel Haubrich, a Certified Professional Counsellor, will share her insights on time and stress management and achieving overall wellness. Participants will also pick up some tips from their peers about surviving and thriving in such a demanding role. This session is not gender specific; open to all delegates who are interested in learning how to juggle!

## **AMSC Board of Governors / MUNIX Boards of Directors Member services meeting the needs of municipalities**

The AMSC Board of Governors provides guidance, direction and oversight to a diverse portfolio of services. As such, members derive benefit from aggregated pricing for various service programs including: Energy, Risk Management, Insurance, Employee Benefits, Retirement Services, Consulting and Investments. Join us for a brief overview of the progress of the AMSC Board, MUNIX Board and AGM.

## **APEX Board of Directors Defined benefit plan performance and trends**

The APEX Board of Directors was established to provide oversight and direction for the APEX Defined Benefit Plan and has now expanded its oversight to include all retirement service plans. The Board is comprised of industry experts and is chaired by a member of the AUMA Board of Directors. Attend this session to find out how well the plan has done and the work of the Board in the past year.



# Committee Reports

**Wednesday, September 24 10:15 - 11:30 AM**

## **Safe and Healthy Communities Standing Committee** **Seniors' housing: challenges, issues and possible solutions**

It is well documented that between 2016 and 2031, the fastest growing segment of the Canadian population will be that of people ages 65 and above - seniors. This significant demographic shift will trigger a number of challenges for municipalities as they endeavour to provide housing and supports to seniors that allow people to maintain their independence and consider both personal and societal sustainability. In this session, attendees will learn from experts in seniors' care about various housing options, supports and creative solutions.

## **Municipal Governance Standing Committee** **Regionalization: what it holds for the future of municipal governance**

The concept of regionalization is being raised more frequently by municipal leaders as they explore viable approaches to achieving municipal sustainability. However, the issue remains contentious and the impacts of regionalization are often hotly debated. Approaches vary along a continuum from inter-municipal cooperation and cost-sharing agreements to regional governance and amalgamation. This presentation will explore the range of challenges and opportunities related to regionalization and will provide members with information on how this trend could best be utilized to benefit their respective municipalities.

## **Small Communities Committee** **Fostering inter-municipal cooperation**

In this session, delegates will learn first-hand from their peers about the ways in which small communities can forge successful relationships with municipal partners and community leaders. Inter-municipal cooperation is considered a cornerstone of success in smaller communities. Elected officials from selected communities engaging in co-operative relationships will share their experiences - offering guidance and encouragement to municipal leaders seeking to benefit from opportunities for cooperation. Representatives from Municipal Affairs will also share resources relating to supporting inter-municipal cooperation.

## **Audit and Finance Committee** **Financial performance: AUMA strategies and results**

AUMA adheres to a thorough and stringent process in managing its own finances and those of its wholly-owned subsidiary, the Alberta Municipal Services Corporation. In this session, the Audit & Finance Committee will deliver a review of the financial statements and present its approach to investment. AUMA's CFO will provide an overview, to ensure that members are well versed in how membership dues are managed and how they provide a financial foundation to deliver effective advocacy and valued services.

## **Executive Committee**

AUMA's Executive Committee is a catalyst for change across Alberta's municipal landscape. Responsible for driving both provincial and federal advocacy initiatives, the Executive Committee represents Alberta's communities on a wide array of issues. In this session, members will become more knowledgeable about the activities on both the provincial and federal fronts, reviewing the status of initiatives undertaken over the course of the past year as well as those ahead.





# Supplementary Sessions

**Wednesday, September 24 4:15 - 5:00 PM**

## **Persons with Disabilities: An untapped labour pool**

People with disabilities offer public sector employers access to a significant and largely untapped pool of talent. This group represents many disciplines and skills often required by the local ecosystem. In this interactive session, participants will examine the issues, challenges, solutions and benefits to hiring and accommodating persons with disabilities in the public workplace. Everyone will gain a better understanding of the business case for employing those with disabilities, and what actions can be taken by their organizations to improve workplace accessibility.

## **Alberta Recreation and Parks Association**

Alberta Recreation and Parks Association recently introduced a new program, the Excellence Series, to help municipalities make better decisions and improve the quality of their recreation and parks in their community. Online services include: RecMetrics, RecFocus, RecExcel and Yardstick; providing councils and administrators with information and processes to effectively manage one of their largest budget areas. Users can compare their performance against other municipalities and sector standards, communicate more effectively with citizens, and community leaders. Attend this session and discover how easy and cost-effective it is to achieve greater certainty and results for your community!

## **Combined Heat and Power**

Combined Heat and Power (CHP) refers to the dual use of an engine to generate electricity as well as heat. Fuelled by clean and affordable natural gas, CHP units are more efficient than conventional power plants, produce less emissions and offer reliability to the end user. In this session hosted by former Alberta Minister of Municipal Affairs, Rob Renner, attendees will learn about CHP and its environmental, economic and resilience-related benefits. Hear case studies of commercial installations, presented by Dan Cloutier, president of Power Ecosystems and receive information outlining a program funded by the Climate Change and Emissions Management Corporation.

## **Federation of Canadian Municipalities**

### **Federal Election 2015: Amplifying the Municipal Message**

The next federal election provides the municipal sector with a significant opportunity to elevate local issues within the national agenda. The FCM is working with municipal elected officials across the country to achieve success. AUMA members - you know your communities, you understand the issues, and importantly, you know how to get things done. Attend the FCM Election Readiness Workshop to be a part of and help shape our federal election strategy. Learn about the Hometown Champions project and find out how you can get involved. With your help, we'll ensure that local issues will be front and centre in Election 2015.

## **CAO/CFO Session**

**Wednesday, September 24 10:00 - 11:30 AM**

The role of a Chief Officer in the municipal arena is a complex one, providing a balance between the direction of council and the needs of the community. Effective local leadership requires an appreciation for the context within which decisions are made and how stakeholders are engaged through those decisions. While good governance practice is an expectation at all levels of government, municipal administrators are regarded as key enablers of impact for a wide array of citizens. In this session, participants will gain an enhanced understanding of the main modalities that enable governance effectiveness in public roles.

## Government Day

### Thursday, September 25



Government Day offers delegates a chance to hear, first-hand, the perspectives of the Premier, the Minister of Municipal Affairs and various Cabinet Ministers.

Due to the PC Leadership vote taking place Sept 6, we will have a new Premier by convention, and quite possibly, a new cabinet. This will make your presence even more vital.

The first Dialogue with Ministers session is 8:30 am and the second will follow at 9:45 am.

Provincial ministers will respond to delegate questions and outline their plans for supporting the communities in which Albertans choose to live, work and raise their families.

## Education Sessions

**Thursday, September 25 1:45 - 2:45 PM**

### **Dedicated Public Safety Broadband**

Public safety in Canada is threatened by the inability of personnel to have reliable access to multi-media information and communicate readily with one another as the situation demands it. Communication issues had a major effect on first responders during the last three major emergencies in Alberta: Lake Wabamun Derailment, Slave Lake Fire, and the Southern Alberta floods. Join this session to get an update on the provincial and federal positions on spectrum dedicated to all emergency response personnel and the role AUMA serves in the process.

### **A new model for Municipal Governance: Amalgamation and Regionalization**

Municipalities are challenged to develop and implement new approaches to regional cooperation, including frameworks for intermunicipal cost and revenue sharing, land use planning and dispute resolution. This session relates directly to a resolution that will be debated at convention and is a continuation of the dialogue pertaining to the modernization of the MGA. Delegates are invited to participate in the discussion where a panel of Alberta's municipal leaders from centres of varying sizes will share their experiences and insights.

### **Extended Session: High River - a case study in recovery and resiliency** **1:45 - 4:00 PM**

The floods of 2013 affected many Alberta communities. The impact was more significant in some areas than others and the resources available to address the aftermath were more abundant in some than in others as well. One year later, across the affected areas, the effects of the flood remain. In this convention session, participants will learn first-hand from the experiences of the Town of High River. As seen through the lens of a small-town municipal government, convention delegates will gain important insight into the details contributing to successful pre and post disaster planning, preparation and implementation.



# Education Sessions

**Thursday, September 25 1:45 - 2:45 PM**

## CAO Performance Evaluations: the role of council

The MGA section 205.1 mandates that a council must provide the chief administrative officer with an annual written performance evaluation. However, it doesn't offer specifics as to what should be included or how to conduct the evaluation. Gord Syme of Conroy Ross Partners will provide participants with information on the role of council, best practices, a suggested format of the evaluation and an annual cycle to follow to ensure it is valuable to both Council and the CAO.

## Collision Reporting Centres: Reducing police administrative burden

Collision Reporting Centres (CRCs) have helped municipal police provide superior service to their residents and reduce administrative costs. In Lethbridge, the CRC has resulted in an estimated time savings of 4,600 police hours and nearly 2,000 administrative hours each year. Additionally, municipalities can access and analyze road safety data compiled through the reporting mechanism (e.g. road surface conditions, time of collision incidents, nature of collision). Panel speakers will share their experiences with CRCs and discuss the benefits to municipalities.

## “The Client, the Coach and the Wardrobe” Coaching to achieve more meaningful conversations

Leaders in public office have to inspire, persuade and influence others through their communication with peers, colleagues and members of the public. David Ramsey, an accredited executive coach, will lead an interactive session that looks at the concept of coaching and why it is one of the top leadership tools used today. Participants will explore case study examples and receive effective tools to be able to incorporate certain aspects of coaching to improve communications, solve problems and help people move forward.

### What members have said about convention

*“I always take the early sessions. If it's your first convention or if you've been on council for 20 years you always walk away with new information – these people are full of answers.”*

- Vanessa Van Der Meer,  
Mayor, Village of Linden  
(2nd term, 4th convention)

*“You recognize that government and administration are on the same team trying to hit the same targets based on council's list of priorities and it is administration's job to deliver that plan.”*

- CAO Jody Quickstad,  
Town Manager, Town of Vegreville

## City of Edmonton Reception

**Thursday, September 25 7:30 - 9:30 PM**

*This is a ticketed event.*

### City Hall, 1 Sir Winston Churchill Square

Please join Edmonton City Council and the members of the Coalition of Civic Unions for refreshments, great conversation and door prizes. You will have an opportunity to enjoy young local musical talent while touring City Hall and networking with colleagues.

Tickets: \$15.00 per person

All tickets must be purchased in advance. No tickets will be available at the door.

# Education Sessions

**Thursday, September 25 3:00 - 4:00 PM**

## Effective Media Communications

The media can be an effective tool for municipalities that need and want to communicate with their residents. The intent is to develop a positive working relationship with media - informing them, getting them onside and engaging them in the overall communications process. A well thought out and executed framework that defines clear goals, roles and responsibilities for council and administration as well as concise and consistent messaging can generate tangible results. Session participants will come away with an appreciation for the importance and value of media relations.

## The Power of Storytelling: How to impassion your audience

Join Anne Tomsic, Chief Storyteller and communications expert, for an engaging discussion about the benefits of incorporating the art of storytelling into your municipality's communications mix. You will learn how to: differentiate your message; educate and inform in a memorable, shareable way; use effective storytelling techniques for oral presentations, video and social media; be authentic—providing value: the keys to good storytelling that goes viral; choose the right story to tell; leverage the same story across different mediums.

## Energized for Excellence

In today's fast-paced and competitive work environment it's important to stand out and make an impact for yourself and those you serve...while staying healthy and motivated along the way. It's clear that abundant energy is at the core of excellence in work and in life. Without it your enthusiasm and output will be poor, and with more of it your passion and productivity will soar! Join Health and Productivity Expert Michelle Cederberg in looking at health and productivity in a more profound way.

## Generating New Revenue Channels

Are you seeking to generate additional revenues outside of property taxes and user fees? Have you considered corporate sponsorship? Perhaps you are not sure where to start the process. What is the upside...the downside? In this interactive session, representatives from Alberta municipalities will share their experiences in securing sponsorship dollars. A leading municipal sponsorship consulting agency will offer some guidance for small towns and metro centres, drawing on case studies, research and facts.

## Local Government Administration Association: Administrative Briefings

This session will explore the options councils have in the settings where they will conduct business. When should and shouldn't an item be addressed in camera? What makes a gathering of council a public meeting?

### What members have said about convention

*"I like our time together as councillors. When you come together at convention there's a different kind of bonding that takes place. You also receive information from different people across the province, broadening our perspective."*

- Judy Kokotilo-Bekkerus, Councillor,  
Town of Beaverlodge  
(3rd term, 7th convention)

*"It's been a great opportunity to build some new relationships and connect with other officials. The Keynote was Fantastic!"*

- Glen Finstad, Councillor,  
City of Leduc  
(2nd term, 4th convention)

*"When you are a small municipality it is hard to get your voice heard. I like the direction AUMA is going. They are focussing on the right issues - issues that concern municipalities of every size."*

- Shelley Ross, Deputy Mayor,  
Town of Bruderheim  
(4th term, 8th convention)

*"The courses – they were great. I loved the Laughing Matters session – I am going to take the Ultimate Rock-Paper-Scissors concept to our local junior high school."*

- Vanessa Van der Meer,  
Councillor, Village of Linden

Making All Matters Local



# New to Convention?

Every year, the AUMA Convention and AMSC Trade Show is packed with opportunities to learn new skills, to connect with people, and to become better informed about the issues facing Alberta municipalities. This year is no exception and to help you get the most from your convention experience, we have some tips:

## What does my registration fee include?

- admission to the AGM and Opening Ceremonies, including the Keynote Address, all committee reports, education and supplemental sessions. You may also attend and participate in the Resolution Sessions (depending on your membership status), Dialogue with the Ministers, and general addresses delivered by the Premier, the Minister of Municipal Affairs and Opposition Party Leaders
- trade show viewing, dessert reception and lunch
- shuttle service to and from host hotels
- full buffet breakfast and lunch Wednesday and Thursday, breakfast and lunch-to-go Friday
- refreshment breaks
- connect with provincial cabinet ministers and network with other municipal leaders.

## Where do I register?

Register online at [auma.ca](http://auma.ca).

When you arrive at the Shaw Conference Centre, proceed to the Assembly Level where the registration desk will be located. The registration desk is where you get your convention package (including your name tag, voting information, CLiKAPAD, pre-purchased event tickets, and Partners' Program packages). Your nametag is your admission to the sessions and meals, so it is a must-wear item during convention.

Each registered delegate will also receive a convention handbook. This handbook is an invaluable resource containing transportation information, facility floor plans, session details, resolutions, and day-to-day agendas.

## How do I vote on resolutions and for the 2014-15 Board of Directors?

With your CLiKAPAD of course!

Make your vote count. Be sure to attend the resolutions session on Wednesday, Sept 24 at 3:00 PM and Friday, Sept 26 at 10:00 AM in Hall A.

A copy of the resolutions book will be included in your convention package.

AUMA Board elections take place **Friday, Sept 26**. Nominations must be received at the AUMA office by email to [ReturningOfficer@auma.ca](mailto:ReturningOfficer@auma.ca) no later than **4:30 p.m. Thursday, Sept 11**.

Election times:

- President: 9:00 am
- Directors: immediately following President election
- Vice-Presidents: approx 10:30 am

Cast your vote using the CLiKAPAD handheld voting device.





# New to Convention?

## What is a CLiKAPAD?

Delegates with voting privileges receive a CLiKAPAD with their registration packages. Be sure to keep it with you, as this device is used for voting purposes during the resolutions session, elections and setting priority for 2015 initiatives. It is very important that the CLiKAPAD is returned to AUMA before you leave the convention. If you do forget to hand it in, if you leave it in your hotel room or take it with you, AUMA will not be contacting you to ensure its safe return. Rather, you will be charged \$300. So don't forget!

## Tell me about the meals

Wednesday morning starts out with a full buffet breakfast and lunch outside of Hall A. Later in the day, the Sun Life Dessert Reception will be hosted in the AMSC Trade Show in Halls B/C. Join us for the Government of Alberta Breakfast Thursday, and then in Halls B/C for the AMSC Trade Show lunch. Friday brings you a full buffet breakfast and lunch-to-go to get you on your way home.

## What is the deal with resolutions?

At this year's convention, a number of policy papers and resolutions have been tabled for debate and member voting. Resolutions sessions will be held on Wednesday, Sept 24 starting at approximately 3:00 pm and Friday, Sept 26 at 10:00 am. Resolutions were to be submitted to AUMA by May 31 and will be provided in your convention handbook (provided onsite when you register). Only voting delegates will receive a CLiKAPAD electronic device and will be able to vote.

## What about the AGM?

The Annual General Meeting will be held Wednesday, Sept 24. Elected officials can vote during the AGM.

## What can I find at the trade show?

The AMSC Trade Show is held Wednesday, Sept 24 and Thursday, Sept 25 in conjunction with the annual convention. The trade show takes place in Halls B/C. There will be more than 100 exhibitors offering products and services that are relevant to municipalities' needs.



## Is there a mobile app available to download?

Absolutely. Check out the AUMA Convention App to connect with the program agenda, up-to-date information and each other. Simply download it from the App Store, Google Play, or visit [auma2014.zerista.com](http://auma2014.zerista.com).

An introductory email is provided when registering (*ensure you register with your own email address*), but if you do not receive it, a representative at the Registration Desk can help.

Once connected, use the AUMA 2014 app to find everything you need to know: find recommendations, build a custom schedule, join in discussions, explore exhibitors and learn about solutions, find people, set-up meetings and send messages.

Visit [auma2014.zerista.com](http://auma2014.zerista.com) to download the Convention App.

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# Info & Hospitality Desk

The City of Edmonton will host an Information & Hospitality Desk during peak periods Wednesday to Friday. City staff will be on hand to answer your questions about Edmonton, including interesting attractions, restaurants, medical services, shopping, esthetic services and transportation.

## Transportation

Shuttle service to the Shaw Conference Centre will be offered to delegates staying at the Chateau Lacombe, Delta Edmonton Centre Suite, and The Sutton Place Hotel. Due to close proximity, the shuttle service will not be offered from The Fairmont Hotel Macdonald, The Courtyard by Marriott or The Westin Hotel.

Shuttle service will be offered during peak periods of the convention on Wednesday, Thursday and Friday.

If you or your partner has special transportation requirements, please note this upon registration.

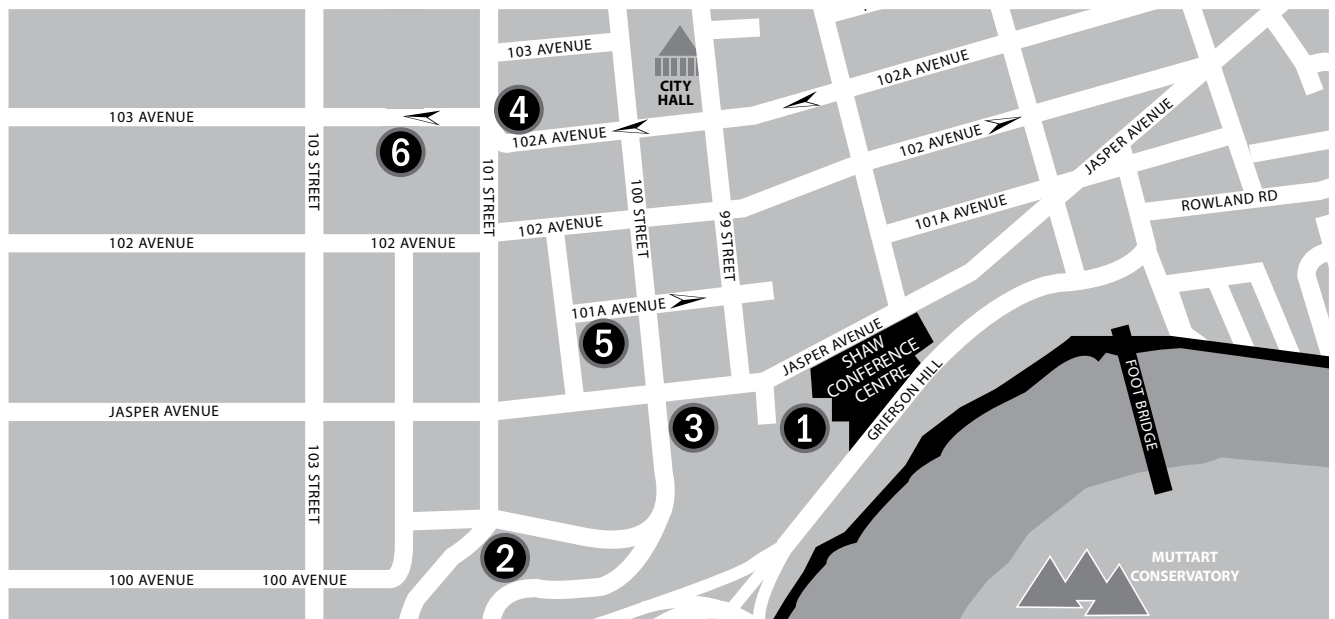
## Where to stay in Edmonton

Accommodations are subject to availability on a first-come, first-served basis.

These hotels have room blocks on hold for the event; to qualify for the special convention room rates, please identify yourself as an AUMA delegate when you make your reservation.

A deposit will be required. Visit [www.auma.ca](http://www.auma.ca) for details.

Please note that room blocks may already be full and the AUMA rate will no longer be available. Rooms may become available later at hotels that are currently sold out. Check back later and often.



## Hotel Legend

- |   |  |   |
|---|--|---|
| <p><b>1</b> Courtyard Marriott<br/>1-866-441-7591<br/><a href="http://www.marriott.com/hotels/travel/yegy-courtyard-edmonton-downtown">http://www.marriott.com/hotels/travel/yegy-courtyard-edmonton-downtown</a></p> | <p><b>3</b> Fairmont Hotel Macdonald<br/>1-800-257-7544<br/><a href="http://www.fairmont.com">www.fairmont.com</a></p>             | <p><b>5</b> The Westin Edmonton<br/>1-780-426-3636<br/><a href="http://www.thewestinedmonton.com">www.thewestinedmonton.com</a></p>   |
| <p><b>2</b> Chateau Lacombe<br/>1-877-660-8550<br/><a href="http://www.chateaulacombe.com">www.chateaulacombe.com</a></p>   | <p><b>4</b> Sutton Place<br/>1-866-378-8866<br/><a href="http://www.edmonton.suttonplace.com">www.edmonton.suttonplace.com</a></p> | <p><b>6</b> Delta Edmonton Centre Suite<br/>1-888-890-3222<br/><a href="http://www.deltahotels.com/Hotels/Delta-Edmonton-Centre-Suite-Hotel">www.deltahotels.com/Hotels/Delta-Edmonton-Centre-Suite-Hotel</a></p> |

# Partner's Program

The following activities are open to partners of convention delegates. Minimum and maximums registration limits apply.

## Wednesday, September 24 10:00 AM - 2:00 PM

### West Edmonton Mall Shopping Experience

Enjoy a shopping experience in North America's largest shopping mall. You will be welcomed by a mall representative who will provide you with a West Edmonton Mall shopping bag, map, coupon book and a feature sheet with new stores listed. Enjoy the mall at your leisure, dine on Bourbon Street or at one of the many fine eateries located throughout the mall. The bus returns to the Shaw Conference Centre at 2:00 p.m.

**Cost: \$16.00**

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## Wednesday, September 24 12:00 - 4:00 PM

### Afternoon Warriors

Spend an afternoon with some of Canada's finest young men and women in uniform. You will depart the Shaw Conference Centre for Canadian Forces Base Edmonton at noon where you will be met by senior leaders who will escort you to the Officer's mess for a luncheon prepared by military chefs.

Following lunch, activities are planned to give you a small taste of what it is like to be a soldier in the Canadian Forces. Pants, long sleeved shirts and sturdy boots highly recommended.

**Cost: \$45.00**

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## Thursday, September 25 12:30 - 3:00 PM

### Wine and Cheese Tasting at Vinomania

Allow yourself to be guided through a great selection of wines by Mr. Gurvinder Bhatia, owner of Vinomania, one of Canada's top 20 wine stores. He is the wine columnist for the Edmonton Journal and Global TV, wine editor for Quench (Canada's most widely distributed wine and food publication columnist and international wine judge.)

Mr. Bhatia will share his passion for fine wine and food with you until 3:00 p.m. at which time you will be bused back to the Shaw Conference Centre. Bread and cheese will be served during your tasting.

**Cost: \$70.00**



# General info & registration fees

Registration fees\* for the 2014 AUMA Convention are:

Type	Member	Non-Member
Event Early Bird	\$700	\$875
Event after Early Bird	\$825	\$1025
On Site	\$875	\$1225
One Day Early Bird	\$600	\$700
One Day after Early Bird	\$650	\$750
EOEP Sessions Sept 22 only	\$340	\$340
Pre-Convention Sessions Sept 23 only	\$365	\$365

**Early bird deadline is: 4:00 pm MST August 29, 2014**

Average temperatures in Edmonton for September range between 3°-17°C.

Be sure to bring suitable outerwear. Casual business attire is suggested for all activities.

\*Prices do not include GST

## Register & pay in 1 of 3 ways

1. Online at [auma.ca](http://auma.ca)
2. **Download** (you can find it at [www.auma.ca](http://www.auma.ca)) and complete the registration, scan and email to [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com) (Cheque or money order payable to: "AMSC 2014")
3. **Mail payment and completed registration form** (keep a copy for your records)
 

2014 AUMA Convention  
 AMG Solutions Inc.  
 Attention: Leah Doyle  
 P.O. Box 53058 14035 - 105 Ave NW  
 Edmonton, AB T5N 0Z1  
 For inquiries email [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com) or phone 780-668-3005

*You will receive either a receipt or invoice for your registration within two working days of registering. If you do not receive either, email [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com).*



HOST CITY:

# THE CITY OF Edmonton

2014  
AUMA  
CONVENTION  
AMSC TRADE SHOW  
Making All Matters Local



WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate



# Save the Date

## **Municipal Governance Reform and Land Use Planning in Alberta: Scenario Planning Workshop**

**Date: October 8, 2014**

**Time: 9:00 a.m – 4:00 p.m**

**Location: Mayer Community Hall,  
University of Alberta,  
Augustana Campus, Camrose, Alberta**

**Please RSVP by August 29, 2014**



**UNIVERSITY OF ALBERTA**  
ALBERTA CENTRE FOR SUSTAINABLE  
RURAL COMMUNITIES

Alberta  
Land  
Institute



**Scenario Planning Municipal Governance and Land-Use Framework**  
**Alberta Land Institute**  
**Mayer Community Hall,**  
**University of Alberta, Augustana Campus | Camrose, AB**  
**Wednesday October 8, 2014**

<b>Item</b>	<b>Time</b>	<b>Activity</b>	<b>Person</b>	<b>Location(s)</b>
<b>1</b>	<b>9:00 – 10:00</b>	Welcome, Introduction and Background	Lars Hallström & Naomi Finseth	
<b>2</b>	<b>10:00 – 10:15</b>	<b>Break</b>		
<b>3</b>	<b>10:15 – 11:15</b>	Better Governance – What is the ideal governance model for municipalities	Lars Hallström	
<b>4</b>	<b>11:15 – 12:00</b>	Proximal and Distal Causes – How could factors (such as LUF and regional planning) affect how this ideal is reached?	Lars Hallström	
<b>5</b>	<b>12:00 – 12:30</b>	<b>Lunch</b>		
<b>6</b>	<b>12:30 – 13:20</b>	Mini Scenarios – Participants will be asked to discuss in groups 3 different scenarios and discuss what actions would need to be taken to reach the optimal outcome	Lars Hallström	
<b>8</b>	<b>13:20 – 14:10</b>	Scenario Selection	Lars Hallström	
<b>9</b>	<b>14:10 – 14:30</b>	<b>Break</b>		
<b>10</b>	<b>14:30 – 16:00</b>	Plenary Discussions – Group discussion surrounding how to reach optimal outcome based on selected scenario.	Lars Hallström	
<b>11</b>	<b>16:00 – 16:30</b>	Next Steps/ Agreement Process	Lars Hallström	



# ALBERTA MUNICIPAL GOVERNANCE SYMPOSIUM

Montrose Cultural Centre  
Grande Prairie, Alberta  
September 5, 2014

time left  
**15 23 04**  
days hrs min

[Home](#)
[Schedule](#)
[Panels ↓](#)
[Location](#)
[Registration](#)
[Resources ↓](#)

## Schedule

Panels		05 SEPTEMBER 2014
8:30 AM	<b>Welcome - Event Moderator: <a href="#">Alberta PrimeTime Host, Michael Higgins</a></b>	
8:45 AM	<b>Are We in Alignment With Our Communities?</b> <a href="#">Details →</a>	
9:30 AM	<b>"Draw Your Region"</b> Facilitated session where attendees are asked to consider what makes a region and draw their region on a outline map of the province.	
9:45 AM	<b>Coffee &amp; Networking Break</b>	
10:15 AM	<b>The Challenges of Rural &amp; Small Communities</b> <a href="#">Details →</a>	
11:15 AM	<b>Amalgamation Politics</b> <a href="#">Details →</a>	
12:00 PM — 1:00 PM	<b>Break for lunch</b>	
1:00 PM	<b>Building &amp; Maintaining Community Identity</b> <a href="#">Details →</a>	
1:45 PM	<b>Governing Regionally Today</b> <a href="#">Details →</a>	
2:30 PM	<b>Coffee &amp; Networking Break</b>	
3:15 PM	<b>Being Pro-Active: Choosing To Lead</b> <a href="#">Details →</a>	
4:00 PM	<b>Closing Remarks</b>	

Alberta Municipal Governance Symposium - Sept 5 © Copyright 2014 City of Grande Prairie



August 15<sup>th</sup>, 2014

**Deh Cho Travel Connection Partners;**

### **Deh Cho Travel Connection – 2014 Marketing Contribution Request**

The Deh Cho Travel Connection (DCTC) is a tourism marketing coalition of 25 communities and municipal districts that has been promoting the Deh Cho Travel route in northern Alberta, north-eastern British Columbia and the southern Northwest Territories for the past 20 years. The success of the DCTC's marketing efforts is its ability to pool the community contributions into an effective marketing critical mass. The DCTC then packages the collection of local and regional tourism attractions to promote the route as an adventure tourism destination.

Through your community's contribution of \$750.00, the DCTC is able to successfully delivering a range of marketing initiatives and promotional materials totaling on average, roughly \$36,000 per year (proposed 2014 to 2018 average). Whenever possible, the DCTC's marketing funds are used to leverage additional marketing opportunities through our partnerships with Travel Alberta, NWT Tourism and, Northern BC Tourism.

We have attached for your information, a copy of the DCTC's 2014 *Backgrounder and Marketing Outline* with some additional details on our past marketing activities and materials used in the promotion of the Deh Cho Travel route and your communities.

The DCTC's 2014/2015 marketing plan includes several key projects such as;

- A revision and printing of the iconic DCTC brochure/map that will now focus on highlighting tourism experiences throughout the travel route;
- A major upgrade to our website "www.dehchotravel.ca" will be undertaken this fall and will include new interactive features and improve linkage to community websites;
- We are planning on changing-up our summer promotion campaign to persuade visitors to spend more time in your communities by incorporating an "adventure challenge" component to the passport program;
- Consideration is being given to developing other new promotional resources and support mechanisms to assist Visitor Centre staff in promoting your community and the travel route.

With your continued support we can continue to improve our current marketing efforts and prepare plans for future activities. By copy of the enclosed invoice, the DCTC is requesting your annual financial contribution of \$750.00 for the 2014 calendar year. To demonstrate that your contribution to the DCTC marketing coalition is achieving an excellent "return on investment", we have attached a detailed overview of our marketing and promotional activities.

In closing, the DCTC would like to apologize for the lateness of our annual contribution request. During the past year we have made a change to our financial administration and Grande Prairie Regional Tourism Association has graciously agreed to take on this responsibility. We would ask that you update your contribution payment information to account for this change.

For more information on the DCTC please contact Mike Couvrette – DCTC Administrative Coordinator by phone at (867) 872-6432 or email at [Mike\\_Couvrette@gov.nt.ca](mailto:Mike_Couvrette@gov.nt.ca).

Sincerely, on behalf of the DCTC

Mike Couvrette  
Administrative Coordinator – DCTC

**Contributions can be remitted to:**

Deh Cho Travel Connection  
c/o: Grande Prairie Regional Tourism Association  
#114, 11330 – 106 Street  
Grande Prairie, AB T8V 7X9

## MARKETING ACTIVITIES

### Brochure & Map Fulfillment brochure

- Circulation: - English (20,000), French (5,000), German (2,000)  
 - being reproduced this fall
- Distribution: - 12,000± brochures/year  
 - trade shows, Visitor centres, 1-800 enquires  
 - travel trade, resellers, RV rentals, etc.
- Content: - 18" x 24" overall size, double 6-fold  
 - 12" x 18" route map (25%)  
 - community and campground services, driving tips (25%)  
 - descriptive experiences content and pictures (50%)

### Website: [www.dehchotravel.ca](http://www.dehchotravel.ca)

Year	Visits	Unique visitors	Pages viewed	Pages per visit	Average duration	Bounce rate	% New visits
2013	7,296	5,902	19,904	2.7	2:26 min	52.0%	79.8%
2012	6,356	4,790	25,104	4.0	3:24 min	42.9%	74.2%
2011	4,671	3,221	23,734	5.0	3:36 min	35.8%	66.8%

Google Analytics – audience overview

- Note: - Visits stats do not include all visits due to browser privacy settings people may set.
- Content: - Partnering communities have several links back to designated website(s)  
 - Includes “calendar of events” updated in March of each year  
 - Inter-active Google map with many selectable viewing options  
 - 2012 upgrades; additional content, new inter-active map, improved photo gallery

### Print Advertising (2013 campaign)

Publication	Ad format	Potential readership/circulation
the Milepost	full page – color	Core RV market – 40k copies
RV West	multiple ¼ pg ads	540,000 annual readership
Globe & Mail travel section	2 co-op ads*	1.1 million national circulation
RV Rental Association	½ page ad	6,500 RV rental clients

### Trade Show Partnering Proposed for 2014/15

Canadian markets	Regional markets	Long-haul market
• Edmonton RV Exposition	• Grande Prairie	• Quartzsite RV show
• Outdoor Adventure (tba)	• Peace River trade fair	
	• La Crete spring trade show	
	• Dawson Creek Kiwanis show	
	• Fort St John CKNL show	
	• Yellowknife spring trade fair	

## Trades show continued

- As well, DCTC's brochures, passport vouchers, postcards and other materials are distributed at trade show by; Travel Alberta, Northern BC Tourism, NWT Tourism, and other local and regional tourism marketing organizations.

## Passport campaign (*adventure challenge*)

- Promotional campaign that was introduced in 2008 as means of increasing "foot traffic" at local Visitor Centres and has handed out approximately 5,000 passports to date. To be eligible for the prize draw participants need 12 stamps from communities in BC, Alberta and NWT (from 4 VICs in each region)
- Due to number of competing passport campaigns, the DCTC is proposing to introduce a new contest format – the *Adventure Challenge*.
- In addition to driving "foot-traffic" to the Visitor Centre for stamps, participants will be required to partake in a local activity or visit specific tourism attractions.
- Prize format will likely not change. Final details of the program will be available by late September 2014 and will require some coordination with participating communities over the winter (2014/15)..

## Other Marketing & Promotion;

Community DCTC Postcards: We have designed an assortment of community featured postcards that are individualized for any partnering community. DCTC will coordinate a bulk purchase or provide the graphic file for third party printing.

Display Banners: DCTC will provide a canvas banners to any Visitor Centre wishing to display them. The banner is a general promotional or awareness item that highlights the DCTC route. The main feature on the banner is the DCTC route map. Banners are 24"w by 60"h.

DCTC Rack Cards: The DCTC is designing several rack cards that are intended to promote awareness of themed activities and experiences along the route. Cards will be made available to be given out at trade shows and at your visitor centre.

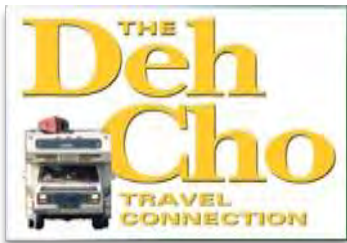
FAM Trips: Familiarization (FAM) trips for travel media and trade are coordinated through our partnering provincial and territorial Destination Marketing Organizations. The FAM trips provide an opportunity for travel writers and trade persons to actually experience the route first hand and to promote it in articles or stories in various media publications, blogs, etc.

Trip Itineraries: The DCTC website includes two suggested trip itineraries for the route. These online resources are an excellent starting point for travelers planning their vacations and provide a general outline of the wide range of activities and experiences along the route. Trip itineraries will be updated over the 2014/15 winter and are based on a 12-14 day vacation.

Media/Trade Kits: DCTC has a detailed information package that will now be circulated to wide range of media and travel trade outlets providing background information and other material to engage the interest of travel writers, (suggested story-lines, tourism experiences, highlighting special events or festivals). We are also providing this information to the travel trade (bus-tour operators, travel resellers, etc.).

**Connecting the Mackenzie, Liard and Alaska Highways  
Alberta – Northwest Territories – British Columbia**





## Connecting Canada's northern Highways!

### Mackenzie Highway

The principal route to northern Alberta and the NWT, starting as Hwy #35 in Grimshaw, AB and continuing as Hwy #1 in the NWT, where it is often called the waterfalls route with the spectacular Louise and Lady Evelyn falls.

### Liard Highway

The Liard Highway is a western access route to the NWT from north-eastern BC, and offers fantastic opportunities for the avid adventurer to explore the vast wilderness landscape. Travel along the foothills of the Mackenzie Mountains and home to Nahanni National Park Reserve.

### Alaska Highway

Travel along the first 450 Kms of the historic Alaska Highway, gateway to British Columbia's Peace River Valley. Experience the history, natural beauty and hospitality of the region with its distinctive rural lifestyle and discover its pioneering legacy.



## Backgrounder and Marketing Outline - 2015

# Deh Cho Travel Connection

## What is the Deh Cho Travel Connection?

### A travel destination!

The Deh Cho Travel Connection (route) is the scenic travel route that links the Mackenzie, Liard and Alaska Highways that cross northern Alberta, northern British Columbia and the Northwest Territories.

### A collaborative marketing coalition!

The Deh Cho Travel Connection is a coalition of communities, municipal and regional tourism organizations and agencies that are working together to market the Deh Cho Travel Connection route as a tourism destination.

The success of the Deh Cho Travel Connection is attributable to the commitment and expertise of this diverse working group who vigorously market the lure of our unique northern wildlife, nature, culture, heritage and hospitality as a drivable wilderness adventure experience.

## What does the Deh Cho Travel Connection market?

### A travel adventure!

The Deh Cho Travel Connection does not promote any specific products or adventures. It does however, focus on drawing tourists to your community where local visitor centre staff and tourism operators can encourage these guests to visit your local attractions, partake in local activities, embrace your community's lifestyle and experience your local hospitality, which will convince tourists to stay in your community longer.

**A driving wilderness adventure.** The Deh Cho Travel Connection promotes the route and region as a tourism destination to a variety of tourists who are seeking a drivable vacation experience.

**A menu of "side-trips" and adventures off the beaten path.** The Deh Cho Travel Connection also encourages tourists to visit communities that are not directly on the route, or to hike, canoe or try out other activities that take them off the beaten path.

**Recreational, nature-based, historical and cultural tourism adventures.** The Deh Cho Travel Connection provides communities an excellent medium to promote a range of recreational, nature-based, cultural and heritage activities.

## Who does the Deh Cho Travel Connection market to?

### The explorer!

The Deh Cho Travel Connection's primary market is the touring nature-lover explorer. Someone who wants to get "side-tracked", who is independent, has freedom in their schedule, and has an inclination to explore. They may be on their way to the Yukon or Alaska or just heading north to discover the unexplored wilderness. They may have a weekend adventure planned out or are just wandering with the camera ready for that spectacular photo-op. They may be on their way to visit an old friend or just looking for a wholesome family festival.

The one thing they likely have in common is that they are driving. It might be a 40' RV or a 5<sup>th</sup> wheel camper, it might be the family car or van, a pick-up truck or SUV, it might even be a bicycle or a motorcycle. Another thing they have in common is they are looking for something new.

## A Brief History

### Deh Cho Travel Connection

The first organized meeting of the Deh Cho Travel Connection was held back in 1991 between individuals from Hay River, NT and High Level, AB who wanted to investigate the possibility of marketing a circle-drive or loop through their regions.

The Mackenzie Highway was a well established travel route in northwestern Alberta and the southern Northwest Territories. It also became apparent that the Liard Highway could be a natural “connection” to the Alaska Highway in northeastern British Columbia, completing an adventurous travel loop.

At that time, the tourism sector in northern Alberta was still maturing, while in northeastern British Columbia traffic for the Alaska Highway was strong, they were both looking for new angles to promote their areas. They also recognized that any increased traffic heading to the Northwest Territories resulted in flow-through traffic for their regions.

The marketing of this new loop would provide an interesting challenge as it traversed three unconnected market regions. It was apparent that a unique marketing coalition would be needed to promote the route. The group also recognized the simple fact that many of the traditional contributing funders were already tied to their own local and regional tourism marketing campaigns.

A partnership was established with the governing principles that wherever practical, the use of partner’s staff would be used and accessible funds would be pooled. Those funds would be devoted solely to market and promote the route on behalf of all partners.

Over the many years, the core structure and purpose of the coalition remain unchanged.

## Organizational Overview

### Purpose:

**To raise the awareness of and to actively promote the Deh Cho Travel Connection route as a viable and realistic northern tourism and adventure opportunity.**

### Structure:

The Deh Cho Travel Connection team consists of a fluid alliance of community and regional stakeholders who are typically involved in tourism or economic development activities throughout the loop. Team members are expected to volunteer to participate for specific tasks or projects and it is assumed that they would complete these as part of their regular duties. In the interest of focusing all resources into marketing and promotion, the Deh Cho Travel Connection has not become an incorporated society. The group has been comfortable with this structure as all financial and administrative functions are being performed within the bounds of provincially accountable organizations.

Decisions regarding the overall direction and mandate of the Deh Cho Travel Connection are typically decided upon through consensus at the twice-yearly general meetings.

### Committees:

The ongoing activities and support structure of the Deh Cho Travel Connection is administered by a combination of representative “Leads” from each of the participating jurisdictions (Alberta, British Columbia, Northwest Territories) and by appointed “Committee” members.

The “Leads” serve as the primary contact person on behalf of the jurisdiction and actively work with the Committees and the appointed administrative coordinator in dealing with all ongoing functions and activities.

The Marketing Committee is responsible to implement marketing activities that are established and updated during the general meetings. They are also responsible to review and act upon other additional marketing and promotional opportunities as they arise and agreed to by the majority of the committee members.

The Web Committee is responsible to oversee ongoing improvements and to ensure that the organization’s website is current, continues to serve as a responsive marketing aid to the public, and provides an integral communication link for contributing members.

Committees meet twice yearly as part of the general meeting format. As well, regular monthly tele-conference meetings are held. Committees have at least 2 designated representatives from each jurisdiction.

### Partners and Funding:

The Deh Cho Travel Connection team consists mainly of staff working for community-based tourism organizations, municipalities, and provincial or territorial government agencies. The team also consists of members who are volunteers and representatives from the community or area Chamber of Commerce, elected municipal or district officials.

Being that the Deh Cho Travel Connection is a marketing coalition, funding contributions are actively solicited from all member partners on a yearly basis to fulfill financial obligations set out in the organization’s Marketing Plan. Since the ability of some partners to meet the financial contributions may vary, provisions can be made to allow for in-kind or other value-added remuneration on a short term basis. The consolidated funds may also be used to leverage other third party funding opportunities as they arise.

### Administrative Functions:

Industry, Tourism & Investment (Government of NWT) provides program coordination. Grande Prairie Regional Tourism Association has agreed to take on responsibility for our financial and accounting service.

## Core Marketing Activities

### Website ([www.dehchotravel.ca](http://www.dehchotravel.ca))

"www.dehchotravel.ca" is a principal marketing tool for the Deh Cho Travel Connection. The primary intent of the web-site is to serve as a central portal or gateway to direct enquiries to your community site for their detailed information needs. The 5-year marketing outline identifies the web-site and social media content as priority marketing objectives. The use of these forums is intended to encourage increase traffic to the web-site within a superior user functionality and interactivity

The DCTC now has a dedicated FaceBook page as we enter into the social media realm. The web-site will undergo a significant upgrade in the fall/winter of 2014/15 and will include an improved an interactive *Google Maps*, updated photo and video gallery collection and other new features.

### Passport Campaign

The Deh Cho Travel Connection will be revamping its passport campaign. Although the program was quite popular, there are now several other competing destinations using the same format. We want something new and intriguing and a program that will encourage visitors to actively participate in community tourism activities and attractions, thus spending more time in your community.

The success of the new program will require coordination with participating communities stepping forward with ideas for local tourism adventures.

### Brochure

The distinctive "green and gold" fold-out brochure and map continues to be a popular hand-out at trade shows and visitor centres and provides an invaluable source of information for tourists travelling the Deh Cho Travel Connection. The new content format focuses on highlighting exciting experiences that visitors can encounter will travelling throughout the route. It will be available in English, French and German.

The brochure highlights attractions and side trips along the route, features a useful map and distance calculator, and provides charts outlining services available in communities and campgrounds for the traveler.

### Consumer Trade Shows

RV shows, Outdoor Adventure and regional consumer trade shows provide a strategic venue for the Deh Cho Travel Connection to "connect" directly with potential travelers within our primary target markets. Shows that have been considered critical to our target marketing segment include: Quartzsite Arizona (US market) and Edmonton RV shows, a presence at several trade fairs within our membership communities.

The Deh Cho Travel Connection also receives broader market exposure at shows that are attended by our partnering Destination Marketing Organizations (Travel Alberta, NWT Tourism, and Northern BC Tourism) and by our various participating regional tourism associations.

### Advertising and Promotion

The Deh Cho Travel Connection recognizes that there is significant value to be realized in advertising in key general touring travel publications such as the RV'ers bible, "*The Milepost*" and other prominent adventure travel publications. These publications will continue to be the primary media for print advertisement investment.

When other cooperative market opportunities become available, these will be evaluated by the Marketing Committee and a decision will be based on their ability to provide measurable marketing value.

## Partners

### Deh Cho Travel Connection

#### Participating Partners

##### ALBERTA:

- Town of Grimshaw
- Town of High Level
- Town of Manning
- Town of Peace River
- Fairview
- Fort Vermilion
- La Crete
- Valleyview
- Mackenzie County
- County of Northern Lights
- Grande Prairie Regional Tourism
- Mighty Peace Tourism Association
- Mackenzie Frontier Tourism Association
- Smoky River Tourist Association
- Northern Alberta Development Council
- Alberta North TDR

##### BRITISH COLUMBIA:

- City of Fort St John
- District of Chetwynd
- Tourism Dawson Creek
- Hudson's Hope
- Pouce Coupe
- Taylor
- Tumbler Ridge
- Northern Rockies Regional District (Fort Nelson)
- Northern British Columbia Tourism Association

##### NORTHWEST TERRITORIES:

- City of Yellowknife
- Town of Fort Smith
- Town of Hay River
- Fort Simpson
- Fort Liard
- NWT Tourism
- Dept Industry, Tourism and Investment (Deh Cho, North Slave, South Slave, Tourism & Parks)
- Parks Canada (Wood Buffalo National Park)

## Side Trips

### Deh Cho Travel Connection

Promoting to those who want to get ...  
"Side-tracked"

#### ~ in Alberta:

*Culture...* visit the heritage site in La Crete and learn about the Mennonite pioneers or... quick drive to nearby Fort Vermilion to can visit one of Alberta's two oldest communities.

*Legends...* learn about a local legend of Peace River – visit the historic site of 12-Foot Davis.

#### ~ in British Columbia:

*Adventure...* during your visit to Tumbler Ridge or to Hudson's Hope, you have an opportunity to follow in some humongous footprints... try a hike at one of the dinosaur track-ways.

*Discovery...* want to drop in on a world capital... How about the "Chainsaw Sculpture Capital of the World". Visit Chetwynd to see a series of unique wooden chainsaw sculptures depicting indigenous animals and birds.

#### ~ in the Northwest Territories:

*History...* your trip to Fort Smith can provide a look back on the role that the majestic northern rivers and waterways played in opening the north during a visit to the Northern Life Museum.

*Recreation...* Yellowknife is not all Precambrian rock. You can find plenty of greens and sand on the local golf course and - if a raven steals your ball – it still counts as a stroke.

#### ~ Something for everyone

The Deh Cho Travel Connection plans to promote adventures to those people who are the "Free Spirited" travelers as well as to those seeking a more relaxing an educational experience, the "Authentic Experienter".

## Connect with us!

### Deh Cho Travel Connection

c/o: Northwest Territories Tourism

PO Box 610

Yellowknife NT X1A 2N5

Phone: 1-800-661-0788

E-Mail: [info@spectacularnwt.com](mailto:info@spectacularnwt.com)

Website: [www.dehchotravel.ca](http://www.dehchotravel.ca)

## Looking Ahead

The long term goal of the Deh Cho Travel Connection is to remain an effective collaborative marketing coalition with a focus of promoting our communities and regions to vacationers who are seeking an authentic and unique "adventure travel experience" in Canada's north.

However, the partnership acknowledges that all partners must realize some benefits from their investments and as such, the Deh Cho Travel Connection must deliver more than the traditional or run-of-the-mill marketing programs. We realize the significance of product development and packaging to the tourism industry and its resulting economic impact to host communities. To maximize your return on investment we will continue to expand our successful marketing suite to keep pace with your region's tourism development and offerings of market-ready products.

To complement our Core Marketing Activities the Deh Cho Travel Connection is planning to launch several new marketing support initiatives in the near future:

- Maintaining an informative "media kit" to provide enticing information about the route, communities, attractions and potential experiences. The kit will be used to lure travel writers and travel trade promoters to explore the route and our communities.
- Broaden our target market audience beyond the hardcore RV'ers to include the more inquisitive "adventure travelers" by fully incorporating the latest marketing techniques from Canadian Tourism Commission, the *Explorer Quotient™*, a completely new way to find those customers that will spend more and stay longer.
- Expanding our marketing suite by developing additional promotional materials that can be easily adapted for use by local visitor centres and tourism support organizations. This will include postcards and bookmarks, display panels and posters, and as well, activity and attraction based flyers or brochures.

### The benefits of participation

Through the ongoing marketing activities of this marketing coalition, the "Deh Cho Travel Connection" is now a recognized and accepted travel destination "brand". This brand continues to grow in popularity as a destination of choice for the adventurous vacationer seeking out new and exciting experiences.

The "Deh Cho Travel Connection" and its network of partners want to assure you that your community's contribution will realize significant benefits. We can best achieve our marketing goals by pooling our resources and years of industry expertise.

**Connecting the Mackenzie, Liard and Alaska Highways  
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