

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

SEPTEMBER 8, 2014

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

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

OPERATIONAL STRATEGIES (CAO/Staff)

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, September 8, 2014
10:00 a.m.**

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

AGENDA

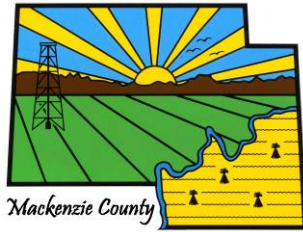
			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the August 27, 2014 Regular Council Meeting	7
DELEGATIONS:	4.	a) b)	
GENERAL REPORTS:	5.	a) CAO Report	19
		b) Municipal Planning Commission Meeting Minutes	29
		c)	
TENDERS:	6.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	7.	a) None	
COMMUNITY SERVICES:	8.	a) Fort Vermilion Area Board of Trade – Roof Repair Funding Request	43
		b)	

ENVIRONMENTAL SERVICES:	9.	a)		
		b)		
OPERATIONS:	10.	a)	Second Access Request – NE 17-105-15-W5M	47
		b)	Second Access Request – SE 8-106-13-W5M	51
		c)		
		d)		
		e)		
PLANNING & DEVELOPMENT:	11.	a)	Unauthorized Developments	55
		b)	Properties with Legal but not Physical Access	59
		c)		
		d)		
FINANCE:	12.	a)		
		b)		
ADMINISTRATION:	13.	a)	Letter of Support – La Crete Sawmills	63
		b)		
		c)		
		d)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	65
IN CAMERA SESSION:	15.	a)	Legal	
		b)	Labour	
		c)	Land	

NOTICE OF MOTION: 16. Notices of Motion

NEXT MEETING DATES: 17. a) Regular Council Meeting
Wednesday, September 24, 2014
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the August 27, 2014 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the August 27, 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 27, 2014 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

- PRESENT:** Bill Neufeld Reeve (arrived at 11:51 a.m.)
Jacquie Bateman Councillor
Peter F. Braun Councillor
Elmer Derksen Councillor
John W. Driedger Councillor
Eric Jorgensen Councillor
Josh Knelsen Councillor
Ricky Paul Councillor
Lisa Wardley Councillor
- REGRETS:** Walter Sarapuk Deputy Reeve
- ADMINISTRATION:** Ron Pelensky Acting CAO, Director of Community Services &
Operations
John Klassen Director of Environmental Services &
Operations
Byron Peters Director of Planning & Development
Mark Schonken Interim Director of Finance
Carol Gabriel Manager of Legislative & Support Services
- ALSO PRESENT:** Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on August 27, 2014 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Due to the absence of the Reeve and Deputy Reeve, Ron Pelensky, Acting CAO, called the meeting to order at 10:06 a.m.

Mr. Pelensky called for nominations for Acting Reeve.

Councillor Wardley nominated Councillor Derksen. Councillor Derksen declined.

Councillor Paul nominated Councillor Jorgensen. Councillor Jorgensen accepted.

MOTION 14-08-544

MOVED by Councillor Wardley

That nominations cease for the position of Acting Reeve.

CARRIED

Councillor Jorgensen was acclaimed as the Acting Reeve.

AGENDA:

2. a) Adoption of Agenda

MOTION 14-08-545

MOVED by Councillor Braun

That the agenda be approved with the following additions/deletions:

- 4. a) Bruce Underhay, Mackenzie Regional Waste Management Commission
- 11. e) Unauthorized Developments
- 12. e) Proposed Speed Zone Amendment – Highway 88:12 km 27.71 to Highway 88:14 km 24.00
- Delete item 10. a) Alberta Community Partnership – Intermunicipal Collaboration (Footner Water Line)

CARRIED

ADOPTION OF PREVIOUS MINUTES:

3. a) Minutes of the August 6, 2014 Regular Council Meeting

MOTION 14-08-546

MOVED by Councillor Wardley

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

CARRIED

GENERAL REPORTS:

5. a) Municipal Planning Commission Meeting Minutes

MOTION 14-08-547

MOVED by Councillor Bateman

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

CARRIED

TENDERS: 6. a) None

COMMUNITY SERVICES: 8. a) None

ENVIROMENTAL SERVICES: 9. a) None

OPERATIONS: 10. a) Alberta Community Partnership – Intermunicipal Collaboration (Footner Water Line)

Item removed from the agenda.

10. b) Fourth Access Request – NE 12-104-18-W5M

MOTION 14-08-548 **MOVED** by Councillor Knelsen

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

CARRIED

10. c) Second Access Request – NE 17-105-15-W5M

MOTION 14-08-549 **MOVED** by Councillor Bateman

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

CARRIED

10. d) Second Access Request – NE 33-106-14-W5M

MOTION 14-08-550 **MOVED** by Councillor Wardley

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

CARRIED

10. e) Third Access Request – NW 22-106-15-W5M

MOTION 14-08-551 **MOVED** by Councillor Knelsen

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

CARRIED

**PLANNING &
DEVELOPMENT:**

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

MOTION 14-08-552

MOVED by Councillor Bateman

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

CARRIED

MOTION 14-08-553

MOVED by Councillor Wardley

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

CARRIED

MOTION 14-08-554

Requires Unanimous

MOVED by Councillor Braun

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.

CARRIED UNANIMOUSLY

MOTION 14-08-555

MOVED by Councillor Derksen

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

CARRIED

Acting Reeve Jorgensen recessed the meeting at 10:52 a.m. and reconvened the meeting at 11:08 a.m.

MOTION 14-08-556

MOVED by Councillor Wardley

That item 10. f) La Crete Ferry Operations be added to the agenda.

CARRIED UNANIMOUSLY

OPERATIONS:

10. f) La Crete Ferry Operations (ADDITION)

MOTION 14-08-557

MOVED by Councillor Wardley

That a letter be sent to BC Hydro, Alberta Environment, and Alberta Transportation requesting the release of water at the Bennett Dam in order for the La Crete Ferry to be operational and that a status update be requested from BC Hydro on the water monitoring stations.

CARRIED UNANIMOUSLY

**PLANNING &
DEVELOPMENT:**

11. b) Policy DEV002 Subdivision Refund

MOTION 14-08-558

MOVED by Councillor Wardley

That Policy DEV002 Subdivision Refund be amended as presented with an application revision fee of \$250.00.

CARRIED

11. c) Bylaw 971-14 Fee Schedule Bylaw

MOTION 14-08-559

MOVED by Councillor Bateman

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

CARRIED

MOTION 14-08-560

MOVED by Councillor Driedger

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

CARRIED

MOTION 14-08-561

Requires Unanimous

MOVED by Councillor Braun

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

CARRIED UNANIMOUSLY

MOTION 14-08-562

MOVED by Councillor Derksen

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

CARRIED

11. d) Rural Development Standards

MOTION 14-08-563

MOVED by Councillor Knelsen

That the minimum setback requirements for gas lines 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.

CARRIED

11. e) Unauthorized Developments (ADDITION)

Reeve Neufeld joined the meeting at 11:51 a.m.

MOTION 14-08-564

Requires Unanimous

MOVED by Councillor Wardley

That administration proceed with issuing stop work orders to all unauthorized developments and follow the entire due process to ensure full compliance.

MOTION 14-08-565

MOVED by Councillor Bateman

That the unauthorized developments be TABLED to the next meeting.

CARRIED UNANIMOUSLY

Acting Reeve Jorgensen turned over the Chair to Reeve Neufeld at 12:06 p.m.

Reeve Neufeld recessed the meeting at 12:06 p.m. and reconvened the meeting at 1:19 p.m.

PUBLIC HEARING:

7. a) Bylaw 930-14 Road Closure Lying West of NE 3-105-15-W5

Reeve Neufeld called the public hearing for Bylaw 930-14 to

order at 1:19 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 930-14 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 Road Closure Bylaw. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on January 14, 2014.

Reeve Neufeld asked if Council has any questions of the proposed Road Closure Bylaw. Discussion was held regarding why the Land Titles Offices does not have historical records.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 930-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 930-14. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 930-14 at 1:23 p.m.

MOTION 14-08-566

MOVED by Councillor Knelsen

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.

CARRIED

DELEGATIONS:

4. a) Bruce Underhay, Mackenzie Regional Waste Management Commission (ADDITION)

MOTION 14-08-567

Requires Unanimous

MOVED by Councillor Wardley

That administration look at the efficiencies (pros/cons) of combining all waste services in the region.

CARRIED UNANIMOUSLY

Reeve Neufeld recessed the meeting at 1:50 p.m. and reconvened the meeting at 2:05 p.m.

FINANCE:

12. a) None

ADMINISTRATION:

13. a) Alberta Community Partnership – Intermunicipal Collaboration (Hazmat Unit)

MOTION 14-08-568

MOVED by Councillor Wardley

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.

CARRIED

13. b) Alberta Community Partnership – Municipal Internship (MI)

MOTION 14-08-569

MOVED by Councillor Bateman

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.

CARRIED

13. c) AUMA – RCMP Topic(s) of Discussion Request

MOTION 14-08-570

MOVED by Councillor Wardley

That the request for discussion topics with the RCMP at the AUMA Convention be received for information.

CARRIED

13. d) Request to Write a Letter to Provincial Government – License Plate Design

MOTION 14-08-571

MOVED by Councillor Jorgensen

That a letter be sent to the Minister of Service Alberta indicating our support of the Wild Rose Country slogan on the Alberta licence plate.

CARRIED

13. e) Proposed Speed Zone Amendment (ADDITION)

MOTION 14-08-572

Requires Unanimous

MOVED by Councillor Braun

That Council support the proposed speed zone amendment along Highway 88:12 km 27.71 to Highway 88:14 km 24.00 from 80 km/h to 100 km/h.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 14-08-573

MOVED by Councillor Paul

That Councillor Jorgensen be authorized to attend the University of Alberta Scenario Planning Municipal Governance and Land-use Framework Alberta Land Institute on October 8, 2014 in Camrose, Alberta.

CARRIED

MOTION 14-08-574

MOVED by Councillor Bateman

That a letter be sent to the Minister of Environment and Sustainable Resource Development reiterating that Mackenzie County requests that commercial fishing in Bistcho lake be reinstated. As stated in our original letter the Colby Report assessed 12 lakes and fishing practices in Zone E, no lakes or practices were assessed in Zone G, and it is unfair to impose a ban on commercial fishing in Zone G based on Zone E's practices and lake assessments.

CARRIED

MOTION 14-08-575

MOVED by Councillor Driedger

That the information/correspondence items be received for information.

CARRIED

IN-CAMERA SESSION:

MOTION 14-08-576 **MOVED** by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:44 p.m.

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

CARRIED

MOTION 14-08-577 **MOVED** by Councillor Driedger

That Council move out of camera at 3:08 p.m.

CARRIED

15. a) Legal – Winter Petroleum Ltd. – Tax Recovery

MOTION 14-08-578 **MOVED** by Councillor Braun

That the Winter Petroleum Ltd. tax recovery update be received for information.

CARRIED

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

**NEXT MEETING
DATES:**

17. a) Regular Council Meeting
Monday, September 8, 2014
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 14-08-579 **MOVED** by Councillor Paul

That the council meeting be adjourned at 3:10 p.m.

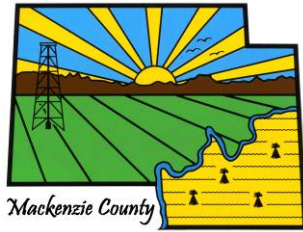
CARRIED

These minutes will be presented to Council for approval on September 8, 2014.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

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

Author: C. Gabriel Reviewed by: _____ CAO _____

MONTHLY REPORT TO THE CAO

For the month of August 2014

From: Ron Pelensky

Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Grading Roads and repairing soft spots Summer crew busy mowing grass and picking up litter Completed dust control program in FV, High Level and Zama Asphalt Crackseal contractor completed roads and Airport Cultivated sand at park Dock extension at Hutch was complete Working on shoulder pull on 13 mile and Blumenort Road Regraveling program started in FV area Set up and removed Agriculture Fair tents and equipment. Assisted with construction of walking trail Numerous maintenance items at Zama park
Buildings	Ongoing	Repaired cooling system at La Crete office Rebuilt wood section of dock at Hutch Lake Assembled office furniture Coordinated Duct cleaning at Zama office Assisted with installing radio equipment at La Crete water plant tower Completed painting and new Eves on Community Hall Relandscaped grass area around Zama office Numerous other small requests
Dogs	Ongoing	Patrolled for dogs in Fort Vermilion and La Crete.
By-Law	Ongoing	Followed up on unsightly property inspections. Dealt with illegal dumping in La Crete. Dealt with Wood Pile fire at Fort Vermilion Transfer station. Provided night security at Agriculture Fair.

Emergency/Disaster Service	August	Working on obtaining a radio frequency license
Health and Safety	Ongoing	Dealt with 5 incidents this month. Attended Health and Safety meeting at the shop. Handed out Safety manuals to each employee.
Peace Officer	August	Patrolled La Crete two separate weekends in August. Issued the following tickets 26 Speeding, 1 seat belts, 2 stunting, 1 fail to stop at stop sign, 1 fail to display license plate, 1 open liquor and 66 warning tickets
Fire Department	August	Fort Vermilion responded to 1 Medical Assists, 1 Motor Vehicle Accident, 1 Structure Fire, 1 Fire at FV Transfer Station, 1 Equipment Fire, 1 Search and Recovery at Fox Lake La Crete responded to 3 medical assists, 2 Motor Vehicle Accident, 1 Skoke House Fire, 3 ESRD Fire, 1 Equipment Fire, 2 FV Assists, 1 Search and Recovery Fox Lake Zama 1 structure fire
Fire Department Training	August	Practical training for 1001 fire training.

Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	August	Town of High Level and Mackenzie County waterline is 99% complete. Ainsworth is setting up boilers Contractor still has some cleanup work left
Fire Smart Grant	Project Complete	Surveyed the proposed area for tree thinning. Manual tree thinning.
Gravel Crushing	August	Contract awarded to Sage Management Ltd. 34000t of gravel crushed at West La Crete pit and 19000t at Fidler Pit
Zama Mower	Project Complete	Mower purchased from Kubota
Bobcat Toolcat and Flail Mower	Project Complete	Bobcat Toolcat and Flail mower purchased from Rentco Eqm Ltd.

Regraveling Tender	August	Contracted awarded to Knelsen Sand and Gravel and Bateman Petroleum Completed Zama, La Crete and most of Fort Vermilion road regraveling
Chip Seal Project	August	Contracted awarded to Westcan sealcoat Gravel is in place. Scheduled to start in Sept
45 St Paving	September	Contracted awarded to Knelsen Sand and Gravel. Scheduled to start in September
Golf Course road High Level	September	Contracted awarded to Knelsen Sand and Gravel. Scheduled to start in September
Zama Pickup truck	September	Truck purchased from High Level Motors. Still waiting for some accessories to be installed.

Personnel Update:

Positions are all filled, Summer staff are hired

Other Comments:

Fort Vermilion rec board installed splash park, waiting for Health Inspector approval to start splash park.

MONTHLY REPORT TO THE CAO

For the Month of August, 2014

From: John Klassen
Director of Environmental Services & Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	<ul style="list-style-type: none"> - Crack sealing is Complete. - Line painting to start beginning of September. - Oil dust control completed.
Roads to New Lands	Ongoing	<ul style="list-style-type: none"> - This is an ongoing venture as we have a number of roads at various stages of construction.
Gravel	July/August	<ul style="list-style-type: none"> - Regraveling in the South area is complete.
Strategic Priorities	Ongoing	<ol style="list-style-type: none"> 1. Rural Water 2. HL North Waterline Assessment 3. _____ <ul style="list-style-type: none"> <input type="checkbox"/> Sewer Servicing Options <input type="checkbox"/> Potable Water Supply Study RFP
Asphalt Patching	September	<ul style="list-style-type: none"> - The larger asphalt patching is to begin in La Crete when the paving projects commence.

Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	The temporary bridge BF 81125 has been installed and is open to traffic.
Loader Purchase	June	The loader is due to arrive in September.

La Crete Street Projects	Summer 2014	Street lights on 101 Street & 103 Ave have been installed.
Grader Tender	Feb 2014	Purchase agreements have been signed. Units will be delivered sometime in Oct.
88 Connector	July 2014	Phase II – Cleanup is complete.
La Crete Lagoon Upgrade	2013/2014	Contractor is in the process completing the storage cell and working on the anaerobic cells.
FV-43 rd Ave Water & Sewer Project	Summer 2014	Project is complete with the deficiency's and workmanship concerns rectified.
2014 Projects	May to Oct, 2014	<ul style="list-style-type: none"> - South access is ready for asphalt. - Spruce Rd reconstruction has begun. - 100 St traffic light, design stage - 50th St FV water & sewer, designing - Lakeside Estates walking trail and street lights is in progress. - WTP Generators are on order and instalment completion is scheduled for December.

Personnel Update:

Other Comments:

Respectfully;

John Klassen
 Director of Environmental Services & Operations
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the month of August 2014

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. Allegedly will begin this fall.
Community Infrastructure Master Plans	Summer 2014	Final Zama draft received. First draft of LC transportation received, but needs work.
North West Bio-Industrial Cluster	Spring 2015	Long term project. Will work with other stakeholders to apply for grant funding and find a full time manager.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Summer 2014	Started evaluating information, working on a draft proposal to take forward for consideration.
Development Agreements	Summer 2014	Need to review, revise and implement new DA's.
Community Investment Readiness package	Summer 2014	Info for the website will be ready any day now.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	2014	Assigning addresses and mapping nearly completed. RFP to close at September 24 council meeting.

Personnel Update:

Summer staff have all returned to school, no other recent changes.

Other Comments:

Development was slow, but starting to pick up a bit again. Starting to catch up on to do lists and outstanding items.

Have had several interesting meetings and discussions on the economic development side. Relationship between County and other players is certainly getting stronger. Temporary Foreign Worker changes will be having a big impact on High Level, starting now. Many groups feel that local First Nations can fill this void.

Unless singled out and sent a letter and invoice, business owners are not getting business licenses. Have to track down and recruit everyone at this point. Very labour intensive, but effective.

MONTHLY REPORT TO THE CAO

For the month of August 2014

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

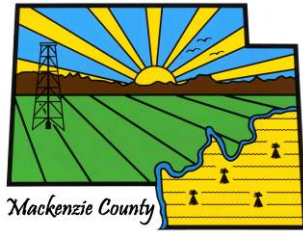
Program/Activity/Project	Timeline	Comments
Pesticide Container collection.	September 12 th .	Clean Farms is collecting empty pesticide containers at the High Level site, La Crete and Tompkins/Blue Hills sites. The Weed Inspector with help from public works is hauling to the Tompkins site as the La Crete site is full.
Roadside Mowing	September 1 st .	All roadside mowing is scheduled to be completed on September 1 st .
Roadside Spraying	Complete	
Water pump and pipe rental	October 31 st .	Fall is normally the busy season. Especially in dry years.

Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Water Management	ongoing	The ASB was hoping to get construction started this fall, however with slow turnaround times from engineers and government departments and unforeseen problems, it appears that may be in jeopardy for 2014.

Personnel Update:

Other Comments:



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the July 24, 2014 Municipal Planning Commission meeting 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 July 24, 2014 be received for information.

Author: _____ Reviewed by: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, July 24, 2014 @ 10:00 a.m.

PRESENT:

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

ADMINISTRATION:

Liane Lambert	Planner
Caitlin Smith	Development Officer
Margaret Fehr	Administrative Assistant, Recording Secretary

MOTION 1. CALL TO ORDER

Jack Eccles called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

MPC-14-07-145 MOVED by Beth Kappelar

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

6. b) Revision on Subdivision Applications

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-14-07-146 MOVED by Wally Schroeder

That the minutes of the July 11, 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 197-DP-14**

**Willy Peters;
Manufactured Home-Single Wide in
Urban Fringe “UF” (La Crete)
Plan 132 0996, Block 01, Lot 01**

MPC-14-07-147 **MOVED** by Elmer Derksen

That Development Permit 197-DP-14 on Plan 132 0996, Block 01, Lot 01 in the name of Willy 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 setbacks:**

- a. **135 feet (41.2 meters) front (North) yard;**
- b. **50 feet (15.2 meters) side (East & West) yards;**
- c. **50 feet (15.2 meters) rear (South) yard; from the property lines.**

2. **The Manufactured Home – Single Wide shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**

3. The undercarriage of the Manufactured Home – Single Wide shall be screened from view by skirting or such other means satisfactory to the Development Authority.

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. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- b) Development Permit Application 200-DP-14
George P Friesen;
Automotive Equipment and Vehicle Services in
Agricultural "A" (Shop Addition) (Blumenort)
SE 4-107-14-W5M**

MPC-14-07-148 **MOVED** by Beth Kappelar

That Development Permit 200-DP-14 on SE 4-107-14-W5M in the name of George P. Friesen 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 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.**
2. **All conditions and requirements by the Alberta Motor Vehicle Industry Council are to be met to their specifications and standards.**
3. **The Shop Addition 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.**
4. **A Mackenzie County Business License is required for this Development.**

5. Minimum building addition setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines **or setbacks required by Safety Codes, whichever is greater. It is the developers responsibility to find out the Safety Codes setback requirements.**
6. The Shop Addition shall be constructed and finished with similar construction materials as the office building and shall compliment the natural features of the building and site.
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. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters (484 sq ft) of building area, which in this case is 15 public parking stalls. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*
8. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
9. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
10. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. **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.

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

CARRIED

5. SUBDIVISION

- a) **Subdivision Application 35-SUB-14
NE 35-106-13-W5M (Wolfe Lake Road East)
Fred & Justina Unrau**

MPC-14-07-149 **MOVED** by Wally Schroeder

That Subdivision Application 35-SUB-14 in the name of Fred & Justina Unrau on NE 35-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of 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.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **Subdivision Application 36-SUB-14
SW 4-107-13-W5M (La Crete Rural)
Benny & Dorothy Peters**

MPC-14-07-150 **MOVED** by Elmer Derksen

That Subdivision Application 36-SUB-14 in the name of Benny & Dorothy Peters on SW 4-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) A 30 meter treed buffer shall be maintained between all development and the drainage ditch on the east side of the acreage.**
 - 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) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

- 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 \$_____ per acre. Municipal reserve is charged at 10%, which is \$_____ per subdivided acre. **10 acres** times \$_____ equals \$_____ **.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) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- 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) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- c) **Subdivision Application 37-SUB-14
SW 31-108-18-W5M (High Level Rural South)
Tarah Krahn**

MPC-14-07-151 MOVED by Beth Kappelar

That Subdivision Application 37-SUB-14 in the name of Tarah Krahn on SW 31-108-18-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 13.94 acres (5.64 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of 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.
 - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

**d) Subdivision Application 06-SUB-14
NE 7-106-13-W5M (La Crete Rural)
Peter F & Susan Unrau**

MPC-14-07-152 **MOVED** by Elmer Derksen

That Subdivision Application 06-SUB-14 in the name of Peter F. & Susan Unrau on NE 7-106-13-W5M be APPROVED with the following conditions:

1. This approval is for one subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) The Proposed parcel is adjacent to and contains wetlands. Any activity that could impact the wetland including drainage, ditching into or out of the waterbody, infilling or excavation would require a Water Act Authorization before beginning any activity.**
 - 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) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of 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.
 - h) ATCO Electric requires a 15 meter right-of-way along the west and south side of the quarter section.

- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

6. MISCELLANEOUS ITEMS

b) Revision on Subdivision Applications

MPC-14-07-153 **MOVED** by Beth Kappelar

That administration create a recommendation for Council to change the fee schedule to reflect revisions on subdivision applications.

CARRIED

a) Action List

MPC-14-07-154 **MOVED** by Jacquie Bateman

That the MPC recommend to Council to look at adding a clause to Development Permits regarding lots with a potential for contamination.

CARRIED

7. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ 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

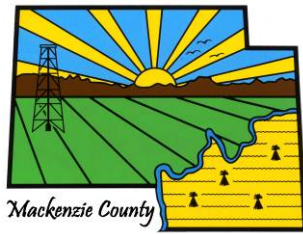
MPC-14-07-155 **MOVED** by Elmer Derksen

That the Municipal Planning Commission Meeting be adjourned at 10:26 a.m.

CARRIED

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

Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Fort Vermilion Area Board of Trade – Roof Repair Funding Request

BACKGROUND / PROPOSAL:

On July 29, 2014, the Fort Vermilion Area Board of Trade submitted a request for funds to replace the roof in the Board of Trade building (which is also the seniors drop in center). The Fort Vermilion Area Board of Trade is a regular recipient of the annual grant to non-profit organizations.

Please see the attached request.

OPTIONS & BENEFITS:

Option 1: Reimburse the Fort Vermilion Board of Trade for cost of the roof repair, subject to receiving quotes.

Option 2: Ask the Board of Trade to submit this request for 2015 budget deliberations

COSTS & SOURCE OF FUNDING:

The estimated cost of \$3,500 for the roof replacement can be funded from Emergency Services Reserve.

SUSTAINABILITY PLAN:

N/A

Author: Elizabeth Nyakahuma **Reviewed by:** _____ **CAO** _____

COMMUNICATION:

The Fort Vermilion Area Board of Trade will be informed of Council's decision.

RECOMMENDED ACTION: (requires 2/3)

That the 2014 budget be amended to include the Fort Vermilion Board of Trade Roof Shingle Replacement at an estimated cost of \$3,500.00 with the funds coming from the Emergency Services Reserve.

Author: Elizabeth Nyakahuma Reviewed by: _____ CAO _____

Fort Vermilion Area Board of Trade
Box 456
4801 River Rd.
Fort Vermilion, AB T0H 1N0
www.fortvermilionboardoftrade.ca




Date: July 24, 2014

To: Mackenzie County,

We, The Fort Vermilion Area Board of Trade are coming to you with a request for funds in the replacement of our current roof on the old part of our Board of Trade building. The roof has become leaky and dilapidated. We estimate the cost to be around \$3500, and are in need of these funds at this time. We trust this will be acceptable and understood. Thank you in advance for your consideration.

Sincerely,

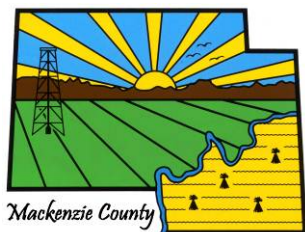


Maarten Braat President

Fort Vermilion Area Board of Trade
Since 1914- *"where Alberta Began"*

RECEIVED
JUL 29 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Second Access Request – NE 17-105-15-W5M

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 access request was brought to Council on August 27, 2014 where the following motion was made.

10. c) Second Access Request – NE 17-105-15-W5M

MOTION 14-08-549 **MOVED** by Councillor Bateman

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

CARRIED

The applicant wishes to reapply for a second access on NE 17-105-15-W5M. The applicant has since applied for a Development Permit for a Single Family Dwelling with attached Garage which would be located at access two. In order for this access to be approved the applicant is willing to remove the third access and will gain access to the southern section of the quarter via the access easement.

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

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

SUSTAINABILITY PLAN:

N/A

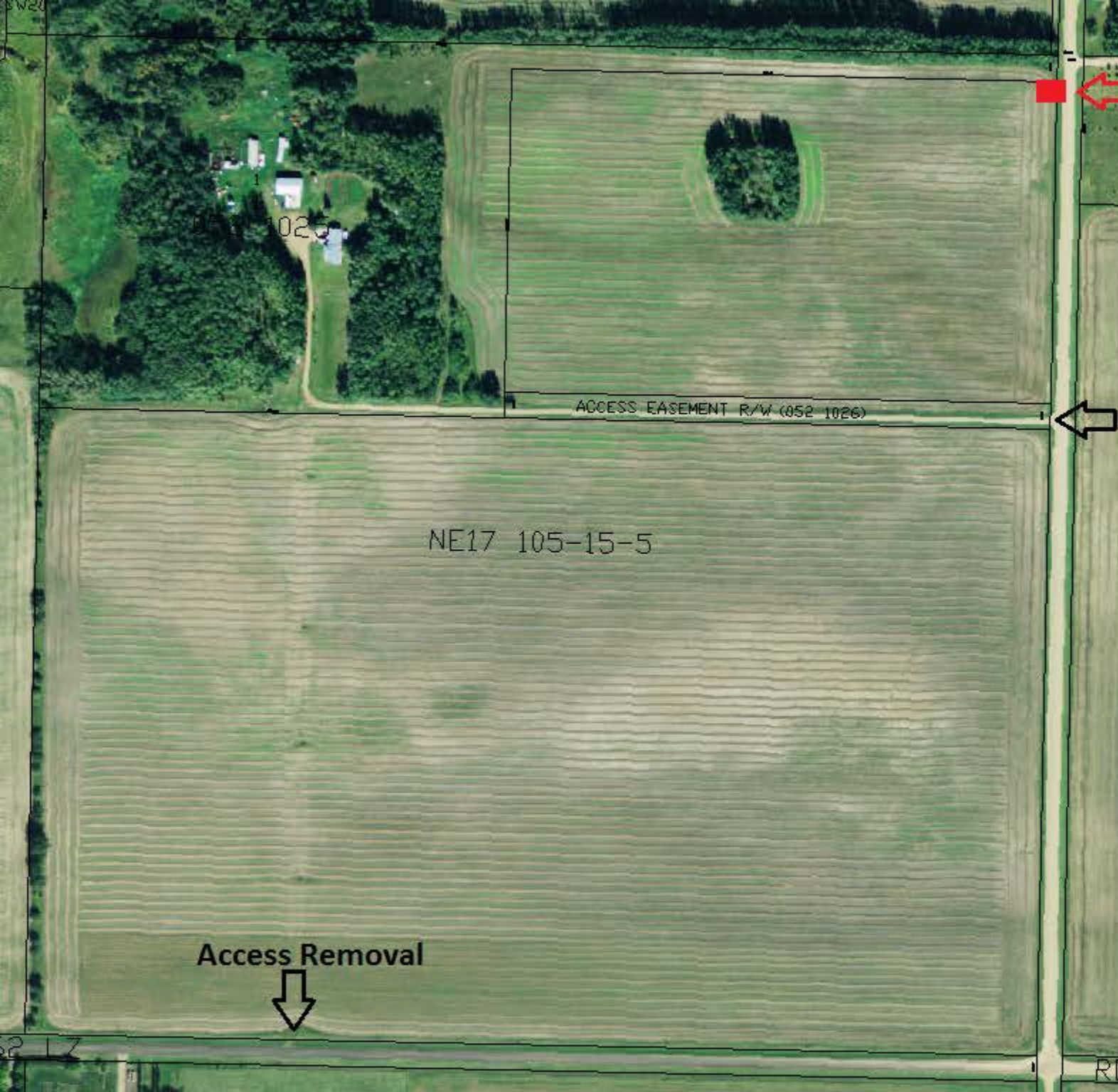
COMMUNICATION:

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: _____ CAO _____



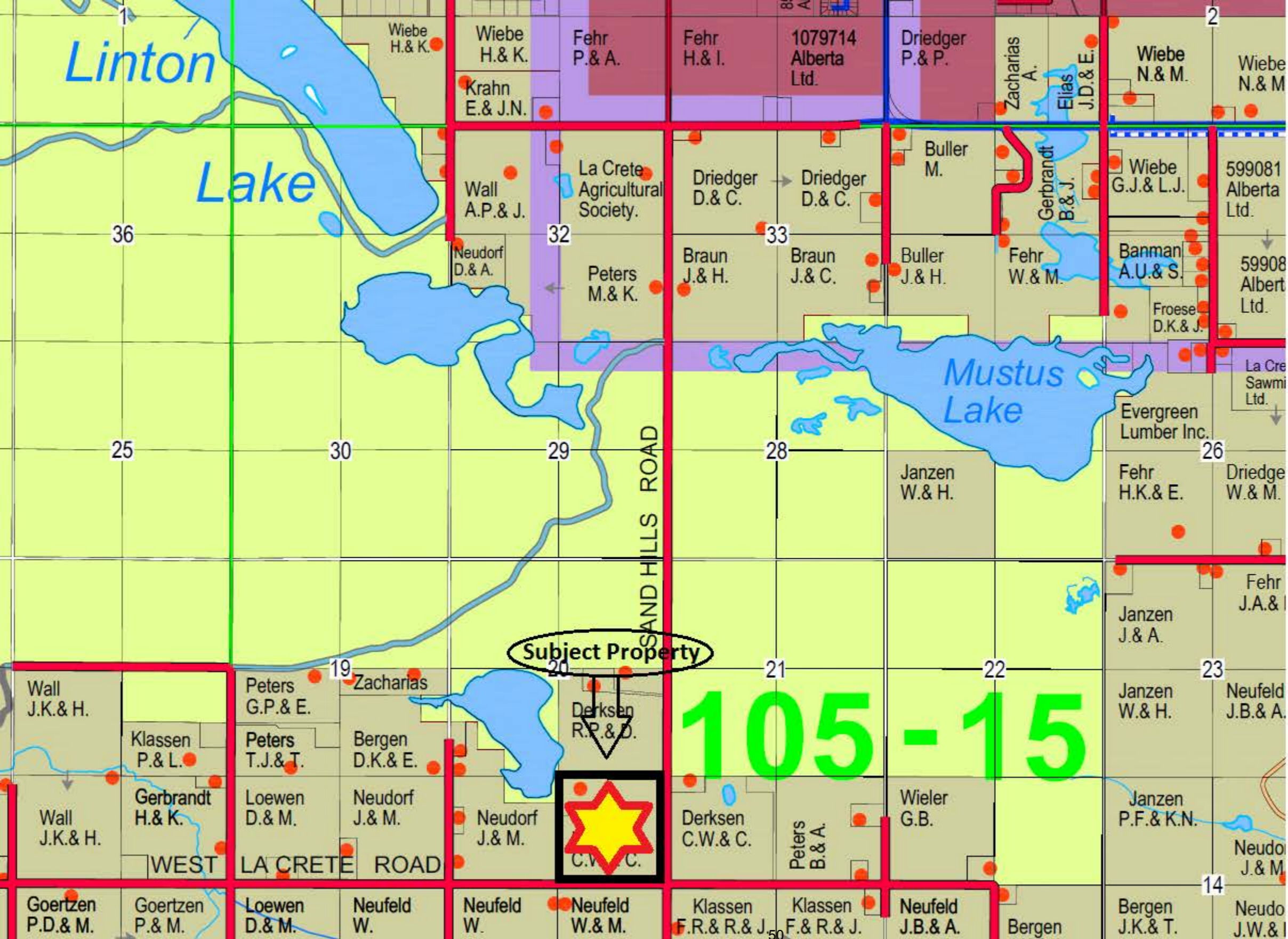
Access 2 (Council Discretion)

Access 1 (Existing)

NE17 105-15-5

ACCESS EASEMENT R/W (052-1026)

Access Removal



Subject Property

105-15



C.V. C.

Linton Lake

Lake

Mustus Lake

SAND HILLS ROAD

WEST LA CRETE ROAD

Wiebe H.& K.

Wiebe H.& K.

Fehr P.& A.

Fehr H.& I.

1079714 Alberta Ltd.

Driedger P.& P.

Zacharias A.

Elias J.D.& E.

Wiebe N.& M.

Wiebe N.& M.

Krahn E.& J.N.

La Crete Agricultural Society.

Driedger D.& C.

Driedger D.& C.

Buller M.

Gerbrandt B.& J.

Wiebe G.J.& L.J.

599081 Alberta Ltd.

36

32

33

Neudorf D.& A.

Peters M.& K.

Braun J.& H.

Braun J.& C.

Buller J.& H.

Fehr W.& M.

Banman A.U.& S.

59908 Albert Ltd.

Froese D.K.& J.

La Cre Sawmi Ltd.

25

30

29

28

26

Evergreen Lumber Inc.

Janzen W.& H.

Fehr H.K.& E.

Driedge W.& M.

Fehr J.A.& I.

Subject Property

21

22

23

Wall J.K.& H.

Peters G.P.& E.

Zacharias

Derksen R.P.& D.

Janzen J.& A.

Neufeld J.B.& A.

Klassen P.& L.

Peters T.J.& T.

Bergen D.K.& E.

105-15

Wall J.K.& H.

Gerbrandt H.& K.

Loewen D.& M.

Neudorf J.& M.

Neudorf J.& M.

Derksen C.W.& C.

Peters B.& A.

Wieler G.B.

Janzen P.F.& K.N.

Neudo J.& M.

Goertzen P.D.& M.

Goertzen P.& M.

Loewen D.& M.

Neufeld W.

Neufeld W.

Neufeld W.& M.

Klassen F.R.& R.& J.

Klassen F.R.& R.& J.

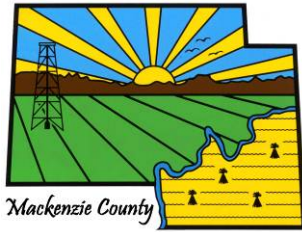
Neufeld J.B.& A.

Bergen

Bergen J.K.& T.

14

Neudo J.W.& I.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Second Access Request – SE 8-106-13-W5M

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.

This parcel can be considered fragmented due to a drainage ditch running through the center of SE 8-106-13-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

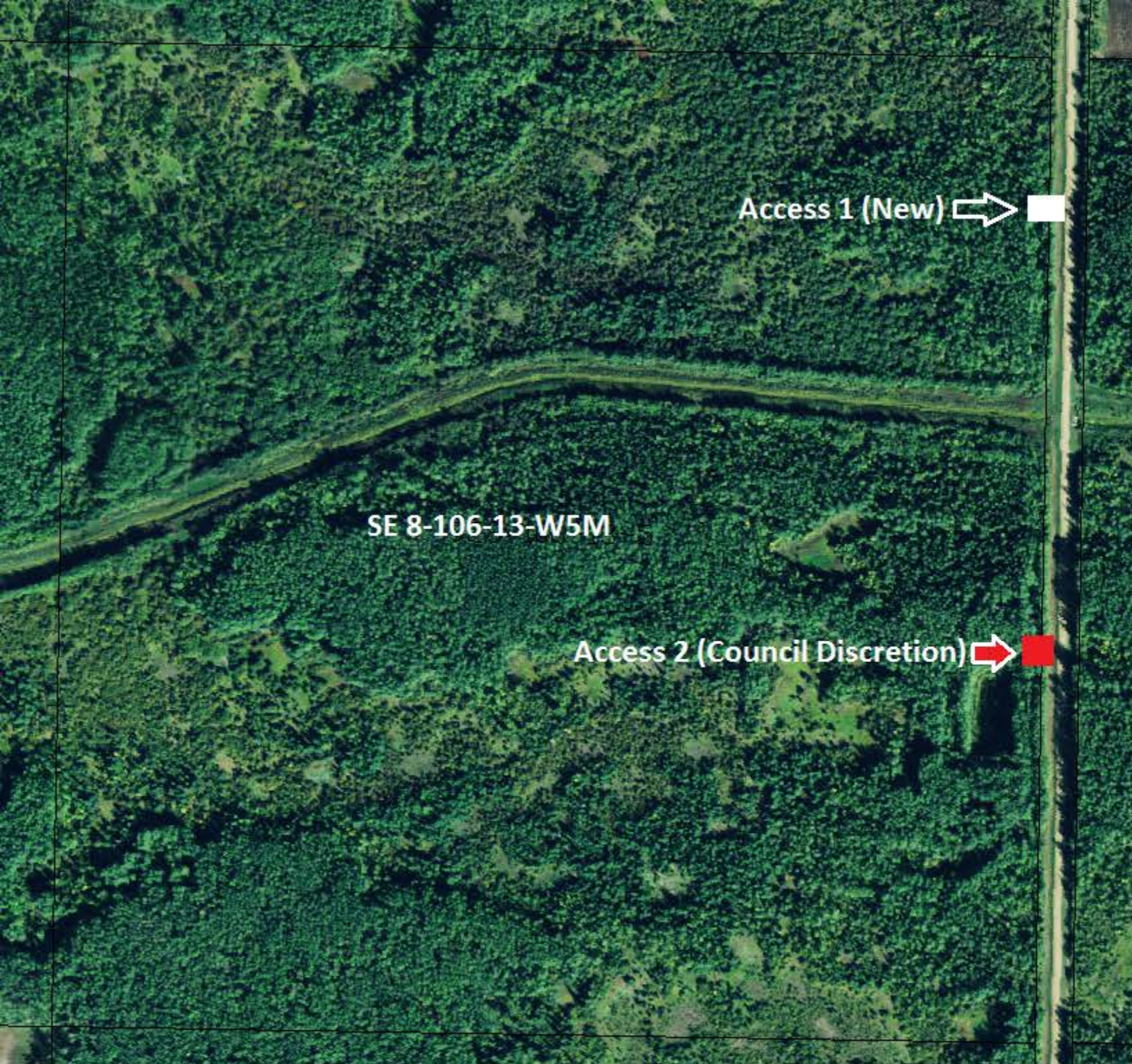
COMMUNICATION:

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

RECOMMENDED ACTION:

That the second access request for SE 8-106-13-W5M be approved.

Author: Sarah Martens Reviewed by: _____ CAO _____



Access 1 (New) →

SE 8-106-13-W5M

Access 2 (Council Discretion) →



When asked if he was planning on getting permits, he informed staff that he's not ready for permits yet.

Case 2: Buffalo Head Prairie

A landowner has constructed what appears to be a shop/house on his property, again with no permits and no proper access. He recently installed an access without requesting one.

Administration called the landowner regarding the unauthorized access which he then came in to apply for. An inspection was then completed on the access where the culvert size was approved but the access did not meet the specifications required by Mackenzie County. Subsequently a second inspection was completed and a larger culvert is required. When his access was denied he said he now wants the County to supply the appropriate culvert. Again, administration does not feel that we should be subsidizing accesses when people are ignoring the rest of the regulations, bylaws and policies that are in place.

The landowner has since applied for a permit for a farm shop, but all indications are that his shop is also his home and has been built much like a home in some regards. Without entering his home we can't be sure of what it is like, but nevertheless all development on the site has been unauthorized.

Case 3: 88 Connector

A landowner started developing a yard last year, with hopes to build a house this summer. He had hoped to purchase a subdivision from the landowner, but when that was denied because it did not comply with the Land Use Bylaw, he made a comment that he would have to try something else, but that he's going to keep on living there anyway. At the time he also said that he had the contractor lined up to install the sewer.

This property has applied for and constructed a road, which was recently approved.

Others have also come into the office and made comments stating that they really just wanted to do what their neighbors did, which is just move onto their property without permits or approvals and save the money of building roads and meeting all of our requirements, but that their conscience got the better of them and they ended up following the rules as required.

The County should not only be relying on people's conscience to ensure compliance, but also relying on our means, such as stop work orders and compliance order, to ensure compliance.

OPTIONS & BENEFITS:

There are really two options.

Option 1:

Author: B Peters Reviewed by: CAO

Pretend that we don't see what is happening and make minimal efforts to get ratepayers in compliance. This option exposes the County to high amounts of liability, and pushes the ratepayers towards dishonesty in order to save money, simply because they can. This also creates frustration for those that do follow the rules, as it makes those that follow the rules more penalized than those that don't. To ignore the rules allows one to save the road building, development permit and safety codes expenses, plus it allows for some level of tax evasion.

Option 2:

Pursue the unauthorized developments to all levels permitted within our bylaws. This means issuing stop work orders and requiring that all county and safety codes requirements be met. This ensures fairness for ratepayers, rewards those that follow the due process and regulations, and punishes those that ignore the County's authority to regulate development.

COSTS & SOURCE OF FUNDING:

There will be some costs incurred by following up with these unauthorized developments. The costs will be borne by the operating budget.

SUSTAINABILITY PLAN:

The Sustainability Plan does not address location of development, but directing more businesses to pre-planned specific locations within the County is a strong theme within our Municipal Development Plan. Half of the ten core values suggest or support the grouping of businesses.

COMMUNICATION:

Administration does not feel a need to advertise the non-compliance of these ratepayers. The communication with the non-compliant ratepayers will be what is legally required.

RECOMMENDED ACTION:

Motion 1:

That administration proceed with issuing stop work orders to all unauthorized developments, and follow the entire due process to ensure full compliance.

Motion 2:

That the County not supply a culvert for accesses to properties that have unauthorized developments, and that policy PW039 be brought back to Council to reflect this change.

Author: B Peters Reviewed by: _____ CAO _____

OPTIONS & BENEFITS:

The options are to provide a rural address on a best guess basis and allow property owners to continue to access their property/homes by illegitimate ways; or to require property owners to build a proper access and assign a corresponding address.

COSTS & SOURCE OF FUNDING:

There will be minimal costs to the county, but the costs to affected ratepayers could be substantial.

SUSTAINABILITY PLAN:

The sustainability plan does not address items of this nature.

COMMUNICATION:

None required.

RECOMMENDED ACTION:

For discussion.

ROAD

042 5464

NW22 106-15-5

NE22 106-15-5

Aspen 1





922 1598

051520

042 5202

NW 16 105-15-5

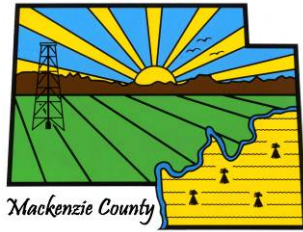
NE 16 105-15-5

942 1074

ROADWAY

1362 LZ

62



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Letter of Support – La Crete Sawmills

BACKGROUND / PROPOSAL:

The La Crete Sawmills is requesting the County's support regarding an extension for their waste burner for the next three years. See attached letter.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

That a letter of support be provided to La Crete Sawmills for their three year extension request for their waste burner.

Author: C. Gabriel Reviewed by: _____ CAO _____

From: [Joulia Whittleton](#)
To: [John Unger](#)
Cc: safety@lacretesawmills.com; [Carol Gabriel](#); [Ron Pelensky](#)
Subject: Re: letter of support
Date: Wednesday, September 03, 2014 3:03:21 PM

Hi John,

We will place your request on Council agenda for their Monday meeting and recommend that a letter of support be provided.

Joulia Whittleton
Mackenzie County
(via I-Phone)

On Sep 3, 2014, at 4:50 PM, "John Unger" <junger@lacretesawmills.com> wrote:

Joulia Wittleton

County Councillors

Good afternoon

At this time we at La Crete Sawmills are under the gun regarding our waste burner. As per provincial plus federal environmental standards we are to shut it down our waste burner by the end of the year. Well that was our full intent with Mustus coming on board. As we both know that has not materialized as of yet and we can't get a direct answer if it will or will not be reality in the next while. We are lead to believe it will happen in time.

If possible we would appreciate a letter of support from your office regarding an extension for the next 3 years as we look at different avenues to utilize our bark. To date we pelletize, all our and Evergreens (neighbouring mill) white wood waste. Also we are presently hauling all of Tolko's shavings from High Level to pelletize (approx. 250 tonne per day).

The bark which is about 80 tonne a day gets burnt in our temperature controlled burner for which we seek an extension for.

Have a blessed day.

John Unger

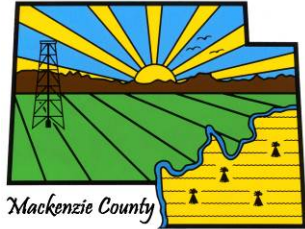
<image003.jpg>

Ceo/President

La Crete Sawmills

Office 780-928-2292

Cell 780-926-6249



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2014
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Correspondence – Alberta Municipal Affairs (Detailed Assessment Audit)
- Correspondence – Alberta Municipal Affairs (Mackenzie Library Board)
- Mackenzie Library Board Meeting Minutes
- Mackenzie Housing Management Board Meeting Minutes
- South Saskatchewan Regional Plan
-
-
-
-
-
-
-
-
-
-
-

RECOMMENDED ACTION:

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

Author: C. Gabriel **Review by:** _____ **CAO** JW

File No. 02501-505-DA

August 20, 2014

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

Dear Ms. Whittleton:

This letter is formal notification that the Assessment Services Branch, Alberta Municipal Affairs, will be performing a detailed assessment audit for Mackenzie County.

Assessment audits are performed under the authority of Part 4 of the Matters Relating to Assessment and Taxation regulation (AR 220/2004). The objective of the detailed assessment audit is to provide an unbiased opinion as to the quality of the 2014 assessment roll. The opinion will be based upon a review of the practices and procedures used by the municipality and the assessor in the administration of the assessment program in relation to the applicable legislation, best practice references, and the audit procedures that are outlined in the provincial Detailed Assessment Audit Manual. As a benefit to the municipality, the audit will identify where opportunities exist to improve assessment performance and the quality of the assessments.

The auditor will contact you and your assessor soon to discuss the audit process and to make arrangements for conducting the audit. Your assessor will be the primary contact with the auditor and he/she should be able to provide any required information.

It would be appreciated if you would inform your council that a detailed assessment audit has been scheduled for your municipality.

If you have any questions, please contact your Assessment Auditor, Rory Badger at 780 638-4019.

Yours truly,



Brian Ferguson
Director, Assessment Audit

cc: Randy Affolder, Assessor

RECEIVED
SEP 4 2014



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR74652

August 25, 2014

Ms. Beth Kappelar
Chair, Mackenzie County Library Board
Box 640
FORT VERMILION AB T0H 1N0

Dear Ms. Kappelar,

I am pleased to announce the sixth annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize great services at public libraries and promote knowledge-sharing within Alberta's library community.

There are a few changes to the awards, for 2015. The categories have been simplified, making for easier applications, and we have a new YOU Libraries Award, to be adjudicated by a popular vote open to all Albertans. All applications/nominations that meet the Minister's Awards criteria will be automatically eligible for the YOU Libraries Award. A jury will continue to pick up to four winning submissions that demonstrate excellence and/or innovation in library service.

Submission forms and additional details are available at www.albertalibraries.ca. The submission deadline is March 13, 2015. Winners will be notified by the middle of April 2015 and announced at the Alberta Library Conference in Jasper (April 30 - May 2, 2015).

If you have any questions on the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to take this opportunity to recognize again the 2014 award recipients: the library boards for Calgary, Fox Creek, Metro Federation (Edmonton, St. Albert, Strathcona County, Fort Saskatchewan) and Innisfail for, respectively, the Grow a Reader mobile app, Time for Tots webisodes, Metro Edmonton ME Card service and Beginner Robotics program.

Thank you for your work in ensuring public libraries are part of strong communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

Greg Weadick
Minister of Municipal Affairs

cc: Ms. Pearl Calahasen, MLA
Lesser Slave Lake

Mr. Bill Neufeld
Reeve, Mackenzie County

RECEIVED
SEP 2 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE

Mackenzie County Library Board (MCLB)
June 19th, 2014 Board Meeting Minutes
Mackenzie County Office
Fort Vermilion, Alberta

Present: Lisa Wardley, Wally Schroeder, Beth Kappelar, La Dawn Dachuk, Lorraine Peters, John Driedger, Lorna Joch.

Regrets: Lucille Labrecque,

1.0 Call to Order: The meeting was called to order by Beth Kappelar at 7:04 p.m.

2.0 Approval of Agenda:

MOTION #2014-05-01 John Driedger moved the approval of the agenda.

CARRIED

3.0 Approval of the Minutes:

MOTION #2014-05-02 Wally Schroeder moved the approval of the May 12/14 minutes as presented.

CARRIED

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 Financial report as of May 31st, 2014:

- Balance brought forward:	\$ 35,152.83
- Total Revenues	\$ 113,021.26
- Total Expenses	\$ 115,374.70
- Ending Bank Balance	\$ 32,799.39

-Total Conversion Funds	\$ 58,905.00
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-Total Conversion Costs to Date	\$ 42,139.59
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-Conversion Funds Left	\$ 16,765.41
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MOTION #2014-05-03 Lisa Wardley moved to accept the financial report as presented.

CARRIED

5.2 Provincial Municipal Development Grant:

- Lorraine Peters submitted the MCLB's application for the Municipal Development Funds.

6.0 Library Reports:

6.1 La Crete:

- Financials to May 31/14: Income of \$39 K, Expenses of \$37 K, Net Income, \$2K, Bank Balance \$86K
- The amalgamation by Insignia should be completed shortly.
- Over 300 children books have been weeded and put up for sale.
- The MCLC cart is used a lot and is appreciated.
- The ATA building must be carefully evaluated to make sure it meets the La Crete Library needs.
- A motion was passed to accept the new service agreement with the County Library Board.
- A discussion was held regarding developing a standard staff evaluation form.
- A new small window library sign will be purchased.
- The book return box needs to be repaired.
- A discussion was held regarding buying a La Crete Chamber of Commerce Membership.
- The inter-library loan boxes which were ordered are much to large.

6.2 Fort Vermilion:

- They are in the process of hiring a new library assistant.
- The new service plan with MCLB was discussed.

6.3 Zama:

- The membership drive draw for the Kindel Reader was held. The membership drive resulted in 42 memberships.
- The massage chair is booked solid.
- All items except those that are oversized have been entered into Insignia.
- An inter library loan was processed with Fort Vermilion Library.
- They may stay open longer this summer than in prior years.
- They are giving away the weeded books. VHS movies are being sold for \$2/each.

...2

6.4 High Level:

- The High Level Library is willing to cooperate with MCLB initiatives.
- They will enter their In House collection into a data base and make it available to MCLB patrons.

MOTION #2014-05-04 Lorraine Peters moved to accept the library reports as presented. **CARRIED**

MOTION #2014-05-05 John Driedger moved that MCLB write a letter to the libraries asking them to submit a current contact list, a current contents insurance policies, audited financial statements, signed service agreements and upcoming society meeting dates. **CARRIED**

MOTION #2014-05-06 La Dawn Dachuk moved that MCLB order smaller inter library loan boxes. **CARRIED**

7.0 Old Business:

7.1 MCLB Web Site:

- The Goodread link and Facebook have been added to the website.
- Email accounts for society members will be added to the website.
- If societies want to join the MCLB website they are to contact Lisa Wardley and give her the information they want included.

7.2 Mackenzie County Library Consortium (MCLC) Conversion Update:

- The La Crete Library Insignia is up and working. New library cards will be issued soon. Students may want to get their own library cards.

7.3 Vacant MCLB Position:

- No applications from Fort Vermilion for the MCLB position were received.
- The position will be advertised again.

8.0 New Business:

8.1 Zama Library Pay scale:

- The Zama library society asked the MCLB to update its pay scale.
- At 9:10 p.m. Lisa Wardley declared herself in conflict and left the meeting.
- The following pay scale was agreed on :

- Years of Service	Hourly Wage:
0 – 2 years	\$11.00/hr.
2 – 5 years	\$12.00/hr.
5 – 10 years	\$15.00/hr.
10 – 15 years	\$18.00/hr.
15 years and up	\$20.00/hr

MOTION #2014-05-07 John Driedger moved to approve the new pay scale for the Zama Library effective July 1/14. **CARRIED**

- Lisa Wardley returned to the meeting at 9:20 p.m.

8.2 Mackenzie Frontier Tourism Association :

MOTION #2014-05-08 Lisa Wardley moved that the MCLB purchase a Mackenzie Frontier Tourism Association Membership for its' three libraries at a total cost of \$150.00. **CARRIED**

9.0 Correspondence:

- No correspondence received.

10.0 In Camera:

- Not required

11.0 Next Meeting Date and Location: Fort Vermilion County Office, August 26/14 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2014-05-09 Lorna Joch moved the meeting adjourned at 9:35 p.m. **CARRIED**

These minutes were adopted this 26th day of August 2014.

Beth Kappelar, Chair

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
June 23, 2014 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen, Chair
Wally Olorenshaw
Ellis Forest
Wally Schroeder-Vice Chair
Peter H. Wieler
John W Driedger
Paul Driedger
Mike Kowal
Cheryl Cunningham-Burns via telephone 10:58 am

Regrets: Jack Eccles

Administration: Barbara Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Dorothy Klassen, Lodge Manager
Henry Goertzen, Property Manager

Call to Order: Chair George Friesen called the Board meeting to order at 10:00 a.m.

Agenda: **Approval of Agenda**

14 - 79 Moved by Ellis Forest

That the agenda be approved as distributed.

Carried

Minutes: **June 2, 2014 Regular Board Meeting**

14 - 80 Moved by Wally Schroeder

That the June 2, 2014 regular board meeting minutes be approved as amended. Item #14-75 should only read That policy GOV-021 Attendance at Board Approved Functions be approved as distributed. Carried

Carried

Reports:

CAO Report

14 - 81

Moved by Mike Kowal

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing Financial Reports– May 31, 2014

14 - 82

Moved by John W Driedger

That the May 31, 2014 Housing financial report be received for information.

Carried

Lodge Financial Reports– May 31, 2014

14 - 83

Moved by Mike Kowal

That the May 31, 2014 Lodge financial report be received for information.

Carried

Assisted Care Financial Reports– May 31, 2014

14 - 84

Moved by Ellis Forest

That the May 31, 2014 Assisted Care financial report be received for information.

Carried

Arrears Report to May 31, 2014

14 - 85

Moved by Peter Wieler

That the May 31, 2014 arrears report be received for information.

Carried

10:56 am Chairman George Friesen called for recess

11:04 am Chairman George Friesen reconvened the meeting

New Business:

Bad Debt

14 - 86

Moved by Wally Olorenshaw

That interest billed to the Town of High Level in the amount of \$6,587.04 from previous years be written off as bad debt.

Carried

Alberta Health Services Contract

14 - 87

Moved by John W Driedger

That the update on collecting the invoiced funding from Alberta Health Services be received for information.

Carried

14 – 88

Moved by Paul Driedger

That the CAO be directed to communicate the importance of keeping seniors in our own communities to other groups

Carried

Land Available for Lodge in High Level

14 - 89

Moved by Ellis Forest

That the CAO be directed to explore the possibilities of working with a developer to construct a lodge in High Level.

Carried

Regional Needs Assessment

14 - 90

Moved by John W Driedger

That the update on the regional needs assessment be received for information.

Carried

Information:

14 - 91

Moved by Paul Driedger

That the following be accepted for information.

- Bank reconciliation for May 31, 2014
-

Carried

In Camera:

Personnel/Legal - Verbal

14- 92

Moved by Mike Kowal

That the meeting move to in camera at 11:21 am.

Carried

14- 93

Moved by John W Driedger

That meeting move out of in camera at 11:30 am.

Carried

Next Meeting Date:

Regular Board Meeting – Aug 25, 2014 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

14- 94

Moved by Peter Wieler

That the board meeting of June 23, 2014 be adjourned at
11:30 am.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

**SOUTH SASKATCHEWAN REGIONAL PLAN
COMES INTO EFFECT ON SEPTEMBER 1, 2014**

On July 23, 2014, the Government of Alberta released the South Saskatchewan Regional Plan (SSRP). The SSRP will come into effect on September 1, 2014 and is the second regional plan to be adopted under the province's Land-use Framework. **Municipalities have obligations under the SSRP.**

This information bulletin discusses the implications of the approval of the SSRP for municipalities in the South Saskatchewan Region. While the SSRP specifically applies to the South Saskatchewan Region, regional plans will eventually be prepared for all of the seven planning regions in the province. Municipalities in the other regions may find the discussion in this bulletin to be of interest.

This information bulletin is not a legal interpretation of the SSRP or the *Alberta Land Stewardship Act (ALSA)* that supports the Land-use Framework and the development of the regional plans. It is advisable that a municipality consult with its legal counsel on any matters arising during the implementation of the regional plan.

What is the South Saskatchewan Regional Plan?

In 2008, following a period of consultation with Albertans, the Government of Alberta adopted the provincial Land-use Framework. The Land-use Framework created seven regions in the province with a requirement to develop a regional land use plan for each region. The SSRP is the second plan approved under the framework.

The SSRP was developed by the Alberta government based on advice from a government-appointed Regional Advisory Council (RAC) and input received through extensive consultation with the public, municipalities, stakeholders and Aboriginal groups over a five-year period that began in November 2009.

Using a cumulative effects management approach, the SSRP sets policy direction for municipalities and other decision-makers in the South Saskatchewan Region over the next 10 years to achieve environmental, economic and social outcomes.

The SSRP has four key components:

- (i) **Introduction** – includes the purpose of the regional plan, land-use planning and decision-making in Alberta, and how the regional plan will inform land-use decisions.

- (ii) **Strategic Plan** – includes the vision for the future of the region along with desired regional outcomes. It builds on existing policies and initiatives by establishing a set of strategic directions that help achieve the regional vision and outcomes.
- (iii) **Implementation Plan** – includes regional objectives, strategies and actions that will be undertaken to support achievement of the regional vision and outcomes and indicators to measure and evaluate progress.
- (iv) **Regulatory Details Plan** – enables achieving the strategic direction and strategies and actions.

The SSRP also sets out monitoring, evaluation and reporting commitments to assess progress. Government will use various mechanisms to formally communicate regional plan progress to the public, including the release of reports on a regular basis that speak directly to the plan, and communications that address more specific aspects of the plan.

An audit committee will be appointed to determine if regional objectives and policies are meeting the purposes of the *ALSA* at least once every five years. A comprehensive review of the plan and a report on its effectiveness will be initiated by the Land Use Secretariat and submitted to the Stewardship Minister at least once every 10 years. This review may result in the plan being amended, replaced, renewed or repealed.

This ongoing cycle of monitoring, evaluating and reporting encourages continuous improvements in decision-making and actions, so current and future generations achieve the desired balance among economic, environmental and social outcomes in the South Saskatchewan Region.

What are some of the *ALSA* definitions that will affect municipalities?

When reviewing the SSRP, municipalities are encouraged to be familiar with the *ALSA* and its applications to municipalities. For example, *ALSA* contains definitions of terms that municipal officials should understand when they read the SSRP; such as “decision-makers”, “local government body”, “regulatory instruments” and “statutory consent.” These definitions appear in the appendix to this bulletin, along with some notes that elaborate on the definitions from a municipal perspective.

What are municipalities obligated to do upon the approval of a regional plan (e.g., the SSRP) under *ALSA*?

The SSRP does not change the municipal planning process for municipalities in the South Saskatchewan Region. The *Municipal Government Act (MGA)* provides the legislative authority for municipalities to make land-use planning and development decisions within their municipal boundaries.

The relationship between a municipality and an *ALSA* regional plan is established in both the *MGA* and *ALSA*. The *SSRP* also provides direction on how the plan applies to municipalities within the South Saskatchewan Region. There are three ways in which a municipality is obligated to ensure it is acting in accordance with the regional plan. These are:

(1) Municipal planning authorities are required to carry out their functions in accordance with any applicable *ALSA* regional plan.

Section 630.2 of the *MGA* specifies that a subdivision authority, a development authority, an entity established under Section 625 (an intermunicipal services agency or regional services commission), a municipal planning commission and/or a subdivision and development appeal board must each carry out its functions and exercise its jurisdiction (as decision-makers) in accordance with any applicable *ALSA* regional plan. This section will apply immediately upon the regional plan coming into force.

(2) The municipal council is required to review its plans and bylaws, and make amendments as necessary to comply with the regional plan.

Section 20 of the *ALSA* specifies that when a regional plan is adopted, local government bodies (e.g., municipal councils) must review their plans and bylaws (and other regulatory instruments), determine what changes are required, make the necessary changes and file a statutory declaration with the provincial Land Use Secretariat stating that the review is complete and the municipality is in compliance with the regional plan (see below).

(3) After the review is complete, the municipality will submit the statutory declaration affirming that it is in compliance with the *ALSA* regional plan.

The *SSRP* specifies that local government bodies will have five years from the plan coming into effect to submit the statutory declaration to the Land Use Secretariat.

The *SSRP* provides a detailed description of how it will apply to municipalities in the South Saskatchewan Region under Part 1: General within the Regulatory Details component of the plan.

- Sections 1 and 2 provide definitions and indicate that the *SSRP* applies to the Crown, decision-makers and local government bodies.
- Section 3 notes that the Introduction, the Strategic Plan and the Implementation Plan are statements of provincial policy that are not intended to have binding legal effect on municipalities.
- Section 4 states that local government bodies, when carrying out their functions and duties, will need to consider the Strategic Plan and the Implementation Plan.

- Section 4(2) stipulates a municipality must not adjourn, defer, deny, refuse, or reject an application or decision-making process for the reason of an incompleteness or transitioning of undertaking a commitment or direction in the strategic plan or implementation plan (e.g., a municipality cannot deny an application because it is in the process of reviewing its statutory plans or waiting for the province to provide environmental management framework information).
- Sections 5 and 6 describe the delegated authorities of the Designated Ministers responsible for specific elements or provisions within the Regulatory Details, as well as their requirement to report on matters within a specific time frame.
- Section 7 details the compliance requirements for local government bodies and decision-making bodies.
- Section 8 relates to the transitional provisions applicable to statutory consents before or after the date the Regulatory Details come into force.

How are municipalities in the South Saskatchewan Region to meet these obligations?

Section 630.2 of the MGA and Section 4 of the SSRP Regulatory Details Plan

Municipalities in the South Saskatchewan Region should begin now to review all components of the SSRP and determine what sections of the plan have implications for their municipal planning and development decisions. This review will ensure that the development authority, subdivision authority, subdivision and development appeal board, municipal planning commission, and municipal council will be aware – once the SSRP comes into force on September 1, 2014 – of SSRP requirements that need to be considered in the course of their decision-making.

However, it should be noted that Section 11(3) of the ALSA allows a statutory consent that has been issued prior to the adoption of the SSRP to continue despite any inconsistency with the SSRP.

Section 20 of the ALSA

As noted previously, municipalities in the South Saskatchewan Region have five years to review their regulatory instruments and file a statutory declaration with the provincial Land Use Secretariat.

An appropriate process for a municipality to adopt to carry out this review might be as follows:

- (1) review the SSRP (all four components) to identify those aspects of the plan that may affect the municipality (this step may be coordinated with the review recommended above in relation to Section 630.2 of the MGA);

- (2) identify all the existing regulatory instruments (e.g., Municipal Development Plan, Area Structure Plan, or land-use bylaw) that will need to be re-examined as part of this review;
- (3) review these regulatory instruments with particular reference to those aspects of the plan identified under step 1;
- (4) decide whether there is a need to make any amendments to align with the SSRP;
- (5) if yes, make the necessary amendments to these instruments; and
- (6) file the statutory declaration with the Land Use Secretariat indicating that the review is complete and all regulatory instruments are in compliance with the SSRP.

For instance, the SSRP expects municipalities to maintain an agricultural land base by reducing the fragmentation and conversion of agricultural land [pp. 109: Strategies (8.19 – 8.22)]. In reviewing their regulatory instruments, municipalities will need to consider whether they have identified areas where agricultural activities should be the primary land use within their municipal boundaries. If these areas are not identified, municipalities will have to consider making any necessary amendments to these regulatory instruments.

Sections 692(8) and (9) of the *MGA* allow municipalities to decide whether public consultation is necessary in amending statutory plans and bylaws to conform to the SSRP. If council decides that consultation would not be beneficial, it may proceed to pass the bylaw without further consultation.

Regulatory Details Plan of the SSRP

Section 4 of the Regulatory Details Plan requires a municipal council to consider the Strategic Plan and Implementation Plan in the SSRP when carrying out any function in respect of council's powers, duties and responsibilities. This goes beyond the requirement (under Section 630.2 of the *MGA*) that a municipality's planning and development entities need to act in accordance with the regional land use plan. This requirement in SSRP means that a municipal council will need to keep the SSRP policies and directions in mind in making decisions or acting on any matter that falls within the jurisdiction of the municipality. For example, the municipality will need to consider the Strategic Plan and the Implementation Plan when looking at opportunities for economic development in the municipality.

What is the relationship between the SSRP and the Provincial Land Use Policies?

In the South Saskatchewan Region, the SSRP will replace the Provincial Land Use Policies developed pursuant to Section 622 of the *MGA*. Similarly, the Provincial Land Use Policies were repealed for the Lower Athabasca Region when the Lower Athabasca Regional Plan came into effect in 2012. However, all other municipalities in the province will continue to use the Provincial Land Use Policies to guide land use planning and development decisions until regional plans are developed in their regions and are approved by the provincial government.

The updated land use policy statements in the SSRP serve to modernize and streamline the provincial land use interests. These policy statements can be found in the Community Development section of the SSRP (pp. 103 – 111). Municipalities are expected to consider the SSRP land use policies in their land use decisions.

What is the Efficient Use of Land Implementation Tools Compendium?

The SSRP includes a section on Efficient Use of Land (pp. 88 – 89). The efficient use of land is one of the seven strategies identified in the provincial Land-use Framework. The intent is to promote the efficient use of land to reduce the footprint of human activities on the Alberta landscape.

To build awareness and understanding of the topic, an Efficient Use of Land Implementation Tools Compendium has been released to the public at the same time as the release of the SSRP. The compendium includes tools and best practices that can be used by land-use planners, land users, and decision-makers as a resource for land use decisions. A copy can be downloaded from the following link:
<https://landuse.alberta.ca/ConservationStewardship/EfficientUseOfLand/Pages/default.aspx>

What if a municipality is found to be not following the SSRP?

If a complaint for non-compliance is filed with the Land Use Secretariat, and if the Land Use Secretariat is satisfied that there is clearly a non-compliance issue with the regional plan, it may refer the matter to a designated Minister, a government department and/or a local government body (Section 62 of *ALSA*).

If, after investigation, a municipality is found to be non-compliant with the SSRP and the matter is referred to the Minister of Municipal Affairs, the Minister may take any of a number of actions as set out in Section 570.01 of the *MGA*, including:

- suspending the bylaw-making power of the municipal authority on any matter(s);
- making bylaws for the municipality on any matter(s);
- withholding money that is payable from the Government of Alberta to the municipality;
- or
- exercising other lawful authority.

How will Municipal Affairs support municipalities?

Municipalities will continue to receive advisory support during the development and implementation of the regional plans. For further information regarding this bulletin, please contact the Planning Unit of Municipal Affairs. For toll-free access, call 310-0000, then 780-427-2225.

To download a copy of the SSRP, or for more information on the regional plan development process or any documents relating to the Land-use Framework, visit <https://www.landuse.alberta.ca/>.

Appendix: ALSA definitions and notes

Four definitions from the ALSA that have implications for municipal operations are:

- (1) **Decision-maker** - a person who, under an enactment or regulatory instrument, has authority to grant a statutory consent, and includes a decision-making body.
- (2) **Local government body** - subject to any regulations made under Section 66,
 - (i) the governing body of a municipal authority as defined in the *MGA*;
 - (ii) the board of directors of a regional services commission under the *MGA*;
 - (ii.1) a growth management board under the *MGA*;
 - (iii) the council of a Métis settlement and the General Council;
 - (iv) a board of directors established under the *Irrigation Districts Act*;
 - (v) a board of trustees established under the *Drainage Districts Act*;
 - (vi) a management body established under the *Alberta Housing Act*;
 - (vii) any person or entity designated as a local government body by any regulations made under Section 66.
- (3) **Regulatory instrument** - subject to any regulations made under Section 66,
 - (i) a bylaw of a local government body;
 - (ii) a rule, code of practice, guideline, directive or instrument having binding, guiding or recommending effect that is enacted under or used for the purpose of administering an enactment;
 - (iii) any of the following instruments of a government department, local government body or decision-making body:
 - (A) policies, plans, objectives or procedures;
 - (B) rules, directions or administrative regulations to guide or direct administrative conduct;
 - (C) instruments used to administer, guide or direct the exercise of regulatory, administrative or decision-making discretion or authority;
 - (D) instruments that manage, authorize, permit or allow an activity, other than a statutory consent or a regulation made under an enactment;
 - (iv) any instrument designated as a regulatory instrument by any regulations made under Section 66; but does not include a General Council Policy.
- (4) **Statutory consent** - a permit, licence, registration, approval, authorization, disposition, certificate, allocation, agreement or instrument issued under or authorized by an enactment or regulatory instrument.

Notes:

“Decision-makers” are bodies or individuals who are responsible for issuing/granting statutory consents such as development permits, subdivision approvals, etc. The definition of decision-makers would include a development authority, subdivision authority, subdivision and development appeal board, municipal planning commission, municipal council (when acting as development authority to approve a direct control development), as well as special committees and boards appointed by council to make decisions. The SSRP requires decision-makers to make decisions in accordance with the regional plan. It

should be noted that Section 11(3) of the *ALSA* allows a statutory consent that has been issued prior to the adoption of the *SSRP* to continue despite any inconsistency with the *SSRP*.

Municipal councils are key entities included in the definition of “local government bodies”. In general, the *SSRP* will have two implications for municipal councils: (1) it will apply when a municipal council makes decisions on “regulatory instruments” such as bylaws (for adopting a land-use bylaw, approving a statutory plan), and/or approving a municipal policy or directives; and (2) it will apply when a council is conducting municipal business such as approving its budget.

“Regulatory instruments” would include, but not be limited to, land-use bylaws, bylaws to adopt/amend a statutory plan (municipal development plans, area structure plans, area redevelopment plans, etc.), a council resolution to adopt a non-statutory plan (outline plans, concept plans, etc.), policies (such as a top-of-the-bank policy, housing density policy, park space standards/allocations, transportation policy such as support for cycling, etc.), directives, development guidelines such as construction design manuals, and other plans such as transportation plans.

“Statutory consents” would include, but not be limited to, development permits, subdivision approvals, servicing agreements, development agreements, business licences, etc.