

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

DECEMBER 12, 2011

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, December 12, 2011
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	
STRATEGY & POLICY SESSION:	3.	a)	Strategy & Policy Session 10:00 am – 12 noon (In-Camera)	
ADOPTION OF PREVIOUS MINUTES:	4.	a)	Minutes of the November 30, 2011 Regular Council Meeting	1
DELEGATIONS:	5.	a)		
		b)		
GENERAL REPORTS:	6.	a)	Agriculture Service Board Meeting Minutes – October 13, 2011	13
		b)	Mackenzie Housing Management Board Meeting Minutes – October 12, 2011	19
		c)	Municipal Planning Commission Meeting Minutes – November 10, 2011	27
COMMUNITY & PROTECTIVE SERVICES:	7.	a)	Policy FIN025 Purchasing Authority Directive and Tendering Process	43
		b)		
OPERATIONAL SERVICES:	8.	a)		
		b)		

PLANNING & DEVELOPMENT:	9.	a)	Bylaw 846-11 Plan Cancellation for Consolidation Purposes Plan 2938RS, Block 3, Lots 2 and 14 (Fort Vermilion)	53
		b)		
PUBLIC HEARINGS:	10.	a)	None	
CORPORATE SERVICES:	11.	a)	Bylaw 842-11 Water and Sewer Bylaw	69
		b)	Bylaw 843-11 Fee Schedule Bylaw	93
		c)	Agricultural Land Sales	131
		d)	2012 Interim Budget (handout at the meeting)	
		e)		
		f)		
		g)		
INFORMATION / CORRESPONDENCE:	12.	a)	Information /Correspondence	135
IN CAMERA SESSION:	13.	a)	Legal	
		b)	Labour	
		c)		
		d)		
NEXT MEETING DATE:	14.	a)	Regular Council Meeting Tuesday, January 10, 2012 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	15.	a)	Adjournment	



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Minutes of the November 30, 2011 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 30, 2011 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the November 30, 2011 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, November 30, 2011
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Bill Neufeld	Reeve (via teleconference) (left the meeting at 10:25 a.m.)
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor (arrived at 11:01 a.m. and left the meeting at 3:53 p.m.)
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Director of Corporate Services
John Klassen	Director of Operations
Al Hoggan	Director of Community & Protective Services
Marion Krahn	Supervisor of Planning Services
Chris Wilcott	Development Officer
Carol Gabriel	Executive Assistant

ALSO PRESENT: Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on November 30, 2011 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Deputy Reeve Sarapuk called the meeting to order at 10:08 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 11-11-930 MOVED by Councillor Braun

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

- 11. l) FCM – Sustainable Communities Conference

CARRIED

**STRATEGY & POLICY
SESSION:**

- 3. a) None

**ADOPTION OF
PREVIOUS MINUTES:**

- 4. a) **Minutes of the November 4, 2011 Special Council
(Budget) Meeting**

MOTION 11-11-931

MOVED by Councillor Wardley

That the minutes of the November 4, 2011 Special Council (Budget) meeting be adopted as presented.

CARRIED

- 4. b) **Minutes of the November 8, 2011 Regular Council
Meeting**

MOTION 11-11-932

MOVED by Reeve Neufeld

That the minutes of the November 8, 2011 Regular Council meeting be adopted as presented.

CARRIED

- 4. c) **Minutes of the November 21, 2011 Special Council
Meeting**

MOTION 11-11-933

MOVED by Councillor D. Driedger

That the minutes of the November 21, 2011 Special Council meeting be adopted as presented.

CARRIED

- 11. d) **December Council Meeting Date**

MOTION 11-11-934

MOVED by Reeve Neufeld

That the December 13, 2011 Council meeting be changed to Monday, December 12, 2011.

CARRIED

11. e) Member at Large Appointments

Deputy Reeve Sarapuk declared Joulia Whittleton as a scrutineer for Reeve Neufeld for the purposes of voting for the Member at Large for the Mackenzie Housing Management Board.

MOTION 11-11-935

MOVED by Councillor Braun

That Jack Eccles be appointed to the Mackenzie Housing Management Board for a one year term ending October 2012.

CARRIED

MOTION 11-11-936

MOVED by Councillor J. Driedger

That the ballots be destroyed.

CARRIED

11. k) Highway 88 Connector Paving Project

The vote on the following motion was tabled from the October 26, 2011 regular council meeting.

MOTION 11-10-877

MOVED by Councillor Bateman

That the engineering and grading be completed on Highway 88 to bring it to shovel ready status and that the pavement be put on hold.

DEFEATED

Reeve Neufeld left the meeting at 10:25 a.m.

GENERAL REPORTS:

6. a) Mackenzie County Library Board Meeting Minutes – October 11, 2011

MOTION 11-11-937

MOVED by Councillor Wardley

That the Mackenzie County Library Board Meeting Minutes of October 11, 2011 be received for information.

CARRIED

**COMMUNITY &
PROTECTIVE
SERVICES:**

7. a) Mackenzie Region Hazardous Materials Mutual Aid Agreement

MOTION 11-11-938

MOVED by Councillor Wardley

That the Hazardous Materials Mutual Aid Agreement be accepted as presented, and that Council direct administration to sign the new agreement.

CARRIED

7. b) Zama Recreational Society – County Building Lease

MOTION 11-11-939

MOVED by Councillor Wardley

That administration be directed to amend the existing operating agreement with the Zama Recreational Society by adding the old County building in Zama.

CARRIED

**OPERATIONAL
SERVICES:**

8. a) Policy PW019 – Road Construction Eligibility and Road Allowance Use

Councillor Jorgensen arrived at 11:01 a.m.

Deputy Reeve Sarapuk recessed the meeting at 11:29 a.m. and reconvened the meeting at 11:40 a.m.

DELEGATION:

5. b) Canadian Wildlife Service

MOTION 11-11-940

MOVED by Councillor Flett

That the presentation by the Canadian Wildlife Service on the development of the national recovery strategy for Woodland Caribou – Boreal population be received for information and that administration draft a letter to address the concerns as discussed.

CARRIED

Deputy Reeve Sarapuk recessed the meeting at 12:48 p.m. and reconvened the meeting at 1:34 p.m.

5. c) Mackenzie Library Board

Presentation by Councillor Wardley and Beth Kappelar, Chair of the Mackenzie Library Board.

MOTION 11-11-941

MOVED by Councillor Derksen

That the presentation by the Mackenzie Library Board be received for information.

CARRIED

DELEGATION:

5. a) Ilene Lizotte (Highway 88 Connector)

MOTION 11-11-942

MOVED by Councillor Jorgensen

That the presentation by Ilene Lizotte regarding Highway 88 Connector concerns be received for information.

CARRIED

Deputy Reeve Sarapuk recessed the meeting at 2:31 p.m. and reconvened the meeting at 2:48 p.m.

MOTION 11-11-943

MOVED by Councillor D. Driedger

That Policy PW019 Road Construction Eligibility and Road Allowance Use be TABLED to the next council meeting.

CARRIED

**PLANNING &
DEVELOPMENT:**

**9. a) Bylaw 825-11 Internal Subdivision Road
Cancellation South of Plan 082 5028, Block 1, Lot 1
(Part of SE 18-110-18-W5M) (High Level Rural)**

MOTION 11-11-944

MOVED by Councillor Wardley

That second reading be given to Bylaw 825-11, being a Road Closure Bylaw for the closure and sale of all that portion of Internal Subdivision Road Allowance lying adjacent to and south of Plan 082 5028, Block 1, Lot 1 for the purpose of reverting the lands back into Part of SE 18-110-18-W5M, from which it was taken.

CARRIED

MOTION 11-11-945

MOVED by Councillor J. Driedger

That third reading be given to Bylaw 825-11, being a Road Closure Bylaw for the closure and sale of all that portion of Internal Subdivision Road Allowance lying adjacent to and south of Plan 082 5028, Block 1, Lot 1 for the purpose of reverting the lands back into Part of SE 18-110-18-W5M, from which it was taken.

CARRIED

PUBLIC HEARINGS:

10. a) None

CORPORATE SERVICES:

11. a) Policy FIN026 Tangible Capital Assets Accounting

MOTION 11-11-946

MOVED by Councillor Braun

That Policy FIN026 Tangible Capital Assets Accounting be amended as presented.

CARRIED

11. b) Request to Waive a Penalty on a Utility Account

MOTION 11-11-947

MOVED by Councillor Braun

That the request to waive a penalty on a utility account be denied.

CARRIED

11. c) Financial Report – October 31, 2011

MOTION 11-11-948

MOVED by Councillor Braun

That administration assist the La Crete Community Library Society in compiling cost information for a stand-alone facility in conjunction with the Mackenzie Library Board.

CARRIED

MOTION 11-11-949

MOVED by Councillor J. Driedger

That the financial reports for the period ended October 31,

2011 be accepted for information.

CARRIED

11. f) Northern Alberta Development Council

MOTION 11-11-950

MOVED by Councillor J. Driedger

That Council support Councillor Braun in his application to sit on the Northern Alberta Development Council.

CARRIED UNANIMOUSLY

11. g) Leading the North Conference

MOTION 11-11-951

MOVED by Councillor Flett

That the following Councillors be authorized to attend the Leading the North Conference in Fort McMurray, AB on January 25 – 27, 2012.

- Councillor Jorgensen
- Councillor J. Driedger
- Councillor D. Driedger

CARRIED

11. h) Growing the North Conference

MOTION 11-11-952

MOVED by Councillor Wardley

That Mackenzie County sponsor the lunch in the amount of \$5,000.00 at the 2012 Growing the North Conference in Grande Prairie, AB on February 22 – 23, 2012 to be funded from the General Operating Reserve.

CARRIED

MOTION 11-11-953

MOVED by Councillor Braun

That the following Councillors be authorized to attend the 2012 Growing the North Conference in Grande Prairie, AB on February 22 – 23, 2012.

- Councillor Braun
- Councillor Wardley
- Councillor Derksen
- Councillor Flett

- Deputy Reeve Sarapuk
- Reeve Neufeld

CARRIED

11. i) Northern Forest Opportunities Seminar

MOTION 11-11-954

MOVED by Councillor Flett

That the following Councillors be authorized to attend the Northern Forest Opportunities Seminar on December 13, 2011 in La Crete, Alberta.

- Councillor Braun
- Councillor Derksen
- Councillor J. Driedger
- Deputy Reeve Sarapuk
- Councillor Flett
- Councillor Jorgensen

CARRIED

11. j) Northern Lakes College 2011 Board Retreat and Community Consultation

MOTION 11-11-955

MOVED by Councillor Bateman

That Councillor Flett and Councillor Braun be authorized to attend the Northern Lakes College 2011 Board Retreat and Community consultation on December 5 & 6, 2011 in Peace River, AB.

CARRIED

11. l) FCM Sustainable Community Conference (ADDITION)

MOTION 11-11-956

Requires Unanimous

MOVED by Councillor Wardley

That the FCM Sustainable Communities Conference in Ottawa, Ontario on February 8 – 12, 2012 be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

12. a) Information/Correspondence

MOTION 11-11-957

MOVED by Councillor Wardley

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

CARRIED

IN CAMERA SESSION:

MOTION 11-11-958

MOVED by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:44 p.m.

- 13. a) Legal
- 13. b) Labour

CARRIED

Councillor Jorgensen left the meeting at 3:53 p.m.

MOTION 11-11-959

MOVED by Councillor J. Driedger

That Council move out of camera at 4:20 p.m.

CARRIED

13. a) Legal

MOTION 11-11-960

MOVED by Councillor Braun

That the legal update be received for information.

CARRIED

13. b) Labour

MOTION 11-11-961

MOVED by Councillor Derksen

That the legal update be received for information.

CARRIED

**NEXT MEETING
DATE:**

14. a) Regular Council Meeting
Monday, December 12, 2011
10:00 a.m.

Fort Vermilion Council Chambers

ADJOURNMENT: **15. a) Adjournment**

MOTION 11-11-962 **MOVED** by Councillor Braun

That the regular council meeting be adjourned at 4:21 p.m.

CARRIED

These minutes will be presented to Council for approval on December 12, 2011.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Agriculture Service Board Meeting Minutes – October 13, 2011

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the October 13, 2011 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Agriculture Service Board meeting minutes of October 13, 2011 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

Thursday October 13, 2011

10:00 a.m.

**Council Chambers
Fort Vermilion, AB**

PRESENT:	Walter Sarapuk	Chair
	Dicky Driedger	Council Representative
	Joe Peters	Member at Large
	Danny Friesen	Member at Large
	Carla Komarnicki	Member at Large

ABSENT:

ALSO PRESENT:	Roy Brideau	CAO
	Grant Smith	Agricultural Fieldman
	Colleen Nate	Admin Officer, Recording Secretary

Minutes of the Agricultural Service Board meeting for Mackenzie County held on Thursday October 13, 2011.

CALL TO ORDER: **1. a) Call to Order**
Chair Sarapuk called the meeting to order at 10:55 am.

AGENDA: **2. a) Adoption of Agenda**

MOTION 11-105 **MOVED** by Joe Peters

That the agenda be adopted with the addition of 5.j) Tony Batt Drainage; 5.k) Rosenberger Erosion

CARRIED

ADOPTION OF THE PREVIOUS MINUTES: **3. a) Minutes of the July 22, 2011 Agricultural Service Board Meeting**

MOTION 11-106

Moved by Joe Peters
That that minutes of the August 31, 2011 Agricultural Service Board Meeting be amended as discussed.

Business From Previous Minutes

CARRIED
4.a) NONE

MOTION 11-107 **5.a) Water Management Project Construction Eligibility and Prioritization (Policy ASB015)**
Moved by Danny Friesen

That the policy ASB015 discussion be tabled until the next ASB meeting.

CARRIED

MOTION 11-108 **5.b) Draft Water Management in County Ditch and Road Allowance**
Moved by Joe Peters

That the draft water management policy be tabled until the next ASB meeting.

CARRIED

MOTION 11-109 **5.c) Farm Women's Conference**
Moved by Dicky Driedger

That Carla Komarnicki and Colleen Nate be authorized to attend the Farm Women's Conference in Grande Prairie November 17 & 18, 2011.

CARRIED

MOTION 11-110 **5.d) AIPC Request**
Moved by Danny Friesen

That the ASB purchase a membership for the AIPC and donate \$250.00.

CARRIED.

Chair Sarapuk recessed the meeting at 12:05pm

Chair Sarapuk called the meeting back to order at 12:45pm

MOTION 11-111 **5. e) 2011 Regional Conference**
Moved by Danny Friesen

That administration speak with Dave Brenann of ARD regarding an issue previously discussed with Danny Friesen. RE: alfalfa crop insurance.

CARRIED.

MOTION 11-112 **5.f) Drainage Discussions**
Moved by Dicky Driedger

That the ASB Meeting move in camera at 1:10pm

CARRIED

Moved by Dicky Driedger

MOTION 11-113 That the ASB meeting move out of camera at 1:20pm.

CARRIED

5.g) 2011 Structural Repair and Maintenance Budget
Moved by Carla Komarnicki

That the remaining funds from the 2-63-30-259 budget be transferred to the County Drainage Reserve in December 2011 so the remaining funds can be utilized in 2012.

CARRIED

MOTION 11-114 **5.h) Ag Disaster RFD**
Moved by Joe Peters

That the letter in regards to the Ag Disaster be sent to the Minister.

CARRIED

MOTION 11-115 **5.i) 2013 Provincial Conference Venue**
Moved by Joe Peters

That the letters regarding the Provincial Conference be received as information.

CARRIED

MOTION 11-116 **5.j) Tony Batt Drainage**
Moved by Danny Friesen

That the Tony Batt Drainage be completed this year with funds from 2011 Operating Budget as per day labour.

CARRIED.

**NEXT MEETING
DATE**

6.a) Next Meeting Date

Next meeting will be held on November 16, 2011 9:00 am at the Fort Vermilion Council Chambers.

**ADJOURNMENT
MOTION 11-117**

**7.a) Adjournment
Moved by** Walter Sarapuk

That the ASB meeting be adjourned at 2:10 pm.

CARRIED

These minutes were approved on November 16, 2011.

Walter Sarapuk, Chair

Grant Smith, Agricultural Fieldman



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Mackenzie Housing Management Board Meeting Minutes – October 12, 2011

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the October 12, 2011 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes of October 12, 2011 be received for information.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
October 12, 2011 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance:

George Friesen, Chair
John W. Driedger, Vice Chair (11:03)
Peter H. Wieler
Shirley Rechlo
Wally Olorenshaw
Abe Peters
Ellis Forest
Dave Neufeld (10:21)

Regrets:

Dawn Moberly
Reuben Derksen

Administration:

Barb Spurgeon, Chief Administrative Officer
Dorothy Klassen, Lodge Manager
Zona Peters, Health Care Manager
Scott Shelton, Housing Manger
Lisa Unruh, Executive Assistant
Henry Goertzen, Maintenance Supervisor
Lloyd Janzen, Kitchen Supervisor

Call to Order:

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

Agenda:

Approval of Agenda

11-130

Moved by Ellis Forest

That the agenda be approved as presented.

Carried

.Minutes: **August 29, 2011 Board Meeting**

11-131 Moved by Peter H. Wieler

That the minutes of the August 29, 2011 Regular Board meeting be approved as distributed.

Carried

Reports: **CAO Report**

11-132 Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

Dave Neufeld entered the meeting at 10:21 a.m.

Financial Reports **Housing – August 31, 2011**

11-133 Moved by Peter H. Wieler

That the August 31, 2011 Housing financial report be received for information.

Carried

Lodge – August 31, 2011

11-134 Moved by Dave Neufeld

That the August 31, 2011 Lodge financial report be received for information.

Carried

Assisted Care – August 31, 2011

11-135 Moved by Shirley Rechlo

That the August 31, 2011 Assisted Care financial report be received for information.

Carried

Arrears Report

11-136 Moved by Ellis Forest

That the August 2011 arrears report be received for information.

Carried

New Business:

Housing Budget 2012

11-137 Moved by Peter H. Wieler

That the proposed 2012 housing budget be approved for submission to Alberta Housing and Urban Affairs.

Carried

AHS – Contract

11-138 Moved by Ellis Forest

That the update on the Alberta Health Services Contract be received for information.

Carried

Peace Zone Meeting

11-139 Moved by Dave Neufeld

That Mackenzie Housing Management Board members are authorized to attend the October 19 Peace Zone meeting in Fahler.

Carried

Budget Assumption – Heimstaed Rent

11-140

Moved by Ellis Forest

That rent for the Heimstaed Seniors' Lodge be increased to \$1200.00 per month effective February 1, 2012.

Carried

11-141

Moved by Peter H. Wieler

That rent for the current residents in the Heimstaed Lodge who receive AISH remain at \$1100.00 until such time as their funding can cover it.

Carried

John W. Driedger entered the meeting at 11:03 a.m.

Lease Negotiations Update

11-142

Moved by Ellis Forest

That rent continued to be paid to La Crete Municipal Nursing Association in the amount of \$300,000.00 annually for the next five years and that after 2026 the rent will be .5% of the appraised value, but not to exceed \$100,000 annually.

Carried

11-143

Closet Doors

Moved by John W. Driedger

That the update on closet doors was received for information.

Carried

Information Items:

11-144 Moved by Wally Olorenshaw

That the following items be received for information:

Bank reconciliation for August 2011
Insight
Correspondence from AHU

Carried

Chairman Friesen recessed the regular board meeting at
11:17 a.m.

Chairman Friesen reconvened the regular board meeting at
11:30 a.m.

In Camera:

**Application for SHRI
AHS – Contract
CAO Evaluation**

11-145 Moved by Ellis Forest

That consideration be given to move in camera at 11:30 a.m.

Carried

11-146 Moved by Dave Neufeld

That consideration be given to move out of in-camera at
12:43 p.m.

Carried

11-147 Moved by Wally Olorenshaw

That the application received for a trailer in Zama be denied
as they do not meet the minimum requirements at this time.

Carried

11-148 Moved by Ellis Forest

That a letter be written to AHS stating the position of the Board in regard to the existing Health Contract.

Carried

11-149 Moved by John W. Driedger

That a 5 percent increase in salary be approved for the CAO as discussed.

Defeated

11-150 Moved by Ellis Forest

That a 10 percent increase in salary be approved for the CAO as discussed.

Carried

Next Meeting Date: Regular Board Meeting
TBA
Fireside Room – Phase I
Heimstaed Lodge

Adjournment:

George Friesen adjourned the board meeting at 12:45 p.m.

George Friesen, Chair

Lisa Unruh,
Executive Assistant



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes – November 10, 2011

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the November 10, 2011 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of November 10, 2011 be received for information.

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

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, Alberta**

Thursday, November 10, 2011 @ 10:00 a.m.

PRESENT

John W. Driedger	Chair, Councillor, MPC Member
Wally Schroeder	Vice-Chair, MPC Member (via teleconference)
Jacque Bateman	Councillor, MPC Member
Danny Friesen	MPC Member
Beth Kappelar	MPC Member
Liane Lambert	Development Officer
Jennifer Braun	Administrative Assistant

ALSO PRESENT

Roy Brideau	Chief Administrative Officer
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ABSENT

Joulia Whittleton	Director of Corporate Services
Marion Krahn	Supervisor of Planning Services

1. CALL TO ORDER

Roy Brideau called the meeting to order at 10:18 a.m.

2. ADOPTION OF AGENDA

MOTION 11-269 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. IN CAMERA

MOTION 11-270 **MOVED** by Jacque Bateman

The Municipal Planning Commission go in camera at 10:21 a.m.

CARRIED

MOTION 11-271 **MOVED** by Jacque Bateman

The Municipal Planning Commission go out of in camera at 11:18 a.m.

Roy Brideau recessed the meeting at 11:18 a.m.

Roy Brideau reconvened the meeting at 11:34 a.m.

4. **ELECTIONS**

a) **Chair**

Roy Brideau called for nominations for the position of Chairperson.

Beth Kappelar nominated Wally Schroeder.
Wally Schroeder accepted.

Roy Brideau called for nominations a second time.

Danny Friesen nominated John W. Driedger.
John W. Driedger accepted.

Roy called for nominations a third time.
No nominations received.

MOTION 11-272 **MOVED** by Beth Kappelar

That nominations for the position of Chairperson cease.

CARRIED

Roy Brideau declared John W. Driedger Chairperson by majority vote.

MOTION 11-273 **MOVED** by Beth Kappelar

That the ballots be destroyed.

CARRIED

b) **Vice-Chair**

Roy Brideau called for nominations for the position of Vice Chairperson.

John W. Driedger nominated Wally Schroeder.

Wally Schroeder accepted.

Roy Brideau called for nominations a second time.
No nominations received.

Roy Brideau called for nominations a third time.
No nominations received.

MOTION 11-274 MOVED by Danny Friesen

That nominations for the position of Vice Chairperson cease.

CARRIED

Roy Brideau declared Wally Schroeder Vice Chairperson by acclamation.

5. OATH OF CONFIDENTIALITY

Oath of Confidentiality was completed by Beth Kappelar.

Roy Brideau turned the meeting over to Chairperson John W. Driedger at 11:37 a.m.

6. MINUTES

a) Adoption of Minutes

MOTION 11-275 MOVED by Wally Schroeder

That the minutes of the October 24, 2011 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

No business arising from the previous Minutes.

7. DEVELOPMENT

**a) Development Permit Application 188-DP-11
Peace Mennonite Church; Public Use**

(2 Portable Classroom Units)
Part of NE 33-105-14-W5M; La Crete Rural

MOTION 11-276 **MOVED** by Danny Friesen

That Development Permit 188-DP-11 on Part of NE 33-105-14-W5M in the name of Peace Mennonite Church 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: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. The Portable Classroom Units shall meet all Alberta Safety Codes requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.
4. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3275.
5. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
6. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

CARRIED

- b) Development Permit Application 267-DP-11
La Crete Motel
Intensive Recreational Use (2 RV Stall);
Plan 982 1128, Block 25, Lot 5; La Crete**

MOTION 11-277 **MOVED** by Wally Schroeder

That Development Permit 267-DP-11 on Plan 982 1128, Block 25, Lot 5 in the name of La Crete Motel 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 RV Stall setbacks are: 9.14 meters (30 feet) east (front) yard, 1.52 meters (5 feet) north and south side yards, 3.0 meters (10 feet) west rear yard, from property lines, or setbacks required by Safety Codes, whichever is greater. It is the developers' responsibility to find out the Safety Codes setback requirements.**
2. **The thoroughfare and the RV stalls shall be adequately graveled for dust control purposes.**
3. **A sign shall be posted within the property lines, clearly indicating that the RV stalls are for the La Crete Motel.**
4. **The appearance of the RV stalls shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.**
5. **This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.**
6. **The municipality has assigned the following address to the noted property 10502-101 Street and 10506-101 Street. Once the lots have been consolidated, you are required to display the address (10502) to be clearly legible from the**

street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

7. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.**
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) **Development Permit Application 268-DP-11
Ed Wiebe; Garage - Detached with Size Variance
Plan 052 0560, Block 5, Lot 1; La Crete**

MOTION 11-278 **MOVED** by Beth Kappelar

That Development Permit 268-DP-11 on Plan 052 0560, Block 5, Lot 1 in the name of Ed Wiebe be APPROVED with the following conditions:

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

1. Minimum building setbacks: 15.24 meters (50 feet) north (front) yard; 7.62 meters (25 feet) south (rear) yard; 4.57 meters (15 feet) east and west (side) yards; from the

property lines.

2. **A 460 square foot variance for the Garage - Detached is hereby granted. The maximum area of the Garage - Detached shall be 1536 square feet.**
3. **The interior ceiling height of the Garage - Detached shall not exceed than 3.7 meters (12 feet) in height and be a maximum of one storey.**
4. **The vehicle entrance doors shall not exceed 3.7 meters (12 feet) in height.**
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. **The Garage - Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
8. 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.
9. 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.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations

and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- d) **Development Permit Application 270-DP-11
Jacob & Caroline Braun; Home Based Business and Sign
(Cee-Jay's Health Products Ltd.)
Part of SE 33-105-15-W5M; La Crete Rural**

MOTION 11-279 **MOVED** by Danny Friesen

That Development Permit 270-DP-11 on Part of SE 33-105-15-W5M in the name of Jacob and Caroline Braun 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 may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. **The Home Based Business portion of the business is approved to be operated out of the dwelling only and the area for it shall not exceed an area of 200 square feet (18.58 square meters).**
3. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
4. There shall not be any outdoor business activity or storage of materials on site related to the Home Based Business.
5. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
6. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

7. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The sign shall not be placed within the Road Right of Way.
9. The sign shall be placed on the property and the sign shall be located a minimum of:
 - a. 200 meters (656 feet) from regulatory signs, and
 - b. 3.1 meters (10 feet) from the outer edge of the road or not less than 1.5 meters (5 feet) from the property line.
10. The sign shall be a minimum of 1.5 meters (5 feet) to a maximum of 2.5 meters (8 feet) in height above the shoulder of the road.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
13. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of any signs must be concealed from view.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
16. 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

8. SUBDIVISION

**a) Subdivision Application 28-SUB-11
Part of SE 16-106-15-W5M; La Crete
852886 Alberta Ltd. (Paul Driedger)**

MOTION 11-280 **MOVED** by John W. Driedger

That Subdivision Application 28-SUB-11 in the name of 852886 Alberta Ltd. (Paul Driedger) on Part of SE 16-106-15-W5M, be REVISED with the following conditions;

1. This approval is for an 11 lot subdivision, 22.12 acres (8.952 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
 - c) Provision of all water lines, including all fittings and valves as required by the County,
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot,
 - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

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

- (1) Drainage of internal road system,
- (2) Erosion prevention systems, if required,
- (3) Direction of site drainage, and

(4) Elevation plans for each lot

- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW037;
- h) Provision of street lighting with underground wiring, design and location as required by the County,
- i) Engineered signage package,
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.

- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- n) Any outstanding property taxes shall be paid in full prior to registration of title,
- o) Provision of off-site levies as required by the County as follows:
 - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - c) new or expanded storm sewage drainage facilities;
 - d) new or expanded facilities for the storage, transfer, or disposal of waste;
 - e) land required for or in connection with any facilities described in clauses (a) to (d); and
 - f) ongoing maintenance of the facilities described in clauses (a) to (d).
The levy is calculated at \$1,000.00 per lot. 11 lots at \$1,000 equals \$11,000.00,
 - ii) Gravity Sewer Main Extension Levy (Bylaw338/02) are imposed for the construction and installation of the Gravity Sewer Main Extension and are charged on a cost per hectare basis within the benefiting area at \$4,111.23 per hectare for development. The Gravity Sewer Main Extension Off-Site levy for 8.952 hectares equals \$36,803.73.

Total Levies = \$48,803.73

- p) Provision of municipal reserve in the form of money in lieu of land. Specific amount to be based on 10% of the market value of the subject land to be subdivided.
- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of

subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

**b) Subdivision Application 31-SUB-11
SW 7-105-14-W5M; La Crete Rural
Joseph F. and Sarah Froese**

MOTION 11-281 MOVED by Danny Friesen

That Subdivision Application 31-SUB-11 in the name of Joseph Frank Froese and Sarah Froese on SW 7-105-14-W5M be APPROVED with the following conditions.

1. This approval is for a single lot subdivision, 10.09 acres (4.08 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - b. Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense.
 - c. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - i.) The existing pumpout shall be relocated to meet required setbacks.
 - d. Provision of a storm water management plan. Please contact Liane Lambert, Development Officer, at (780) 927-3718 to discuss the requirements for your subdivision.
 - e. Dedication of the most westerly 5.18 meters of the proposed subdivision for future road widening.

- f. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- g. Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5,000 per acre. Municipal reserve is charged at 10%, which is \$500.00 per subdivided acre. 10.09 acres times \$500 equals \$5,045.00.
- h. Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i. Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

9. MISCELLANEOUS ITEMS

a) Development Statistics Report

MOTION 11-282 MOVED by Beth Kappelar

That the Development Statistics Report be received for information.

CARRIED

b) Action List

The Action List of October 24, 2011 was reviewed.

10. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ November 28, 2011 at 10:00 a.m. in La Crete
- ❖ December 8, 2011 at 10:00 a.m. in Fort Vermilion
- ❖ December 19, 2011 at 10:00 a.m. in La Crete

11. **ADJOURNMENT**

MOTION 11-283 **MOVED** by Beth Kappelar

That the Municipal Planning Commission meeting be adjourned at 12:04 p.m.

CARRIED

These minutes were adopted this 28th day of November 2011.



John W. Driedger, Chair

We recommend that an implementation date of June 1, 2012 be set as the final date for all contractors working for or, considering, working for the County to be COR/SECOR certified. This 6 month lead time will allow for contractors to become COR/SECOR certified and administration will advertise and communicate to the local community this new requirement.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as presented.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
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Purpose <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.
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Policy Statement, Definitions and General Guidelines

1. Policy Statement

Policy will provide guideline for the purchasing of goods and services and on the tendering process.

2. Definitions

Recurring expenditure:

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

Tender:

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

Bidder:

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

Council:

- For the purpose of this policy, “Council” means Council as whole.

Designated Officer:

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

COR:

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

SECOR

- Small employer COR. Specifically designated for organizations with 10 employees or less.

3. Responsibilities

Chief Administrative Officer (CAO) and/or Designate Officer will:

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

Chief Administrative Officer (CAO) and/or Designate Officer and the Reeve and/or Deputy Reeve will:

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Corporate Services will:

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.

- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

4. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

Purchasing Authority

5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

a) Chief Administrative Officer	As approved by Budget
Director of Corporate Services & Assistant CAO	As approved by Budget
Director of Operations (North)	
Community & Protective Services	\$10,000
Director of Operations (South)	\$10,000
Supervisor of Planning & Development	\$10,000
Hamlet of Zama Supervisor	\$10,000
Agricultural Field Man	\$10,000

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

6. Spending Authority in a Disaster Situation

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No expenditure or total of such expenditures shall exceed the approved budget amount of each general ledger code without prior authorization of the CAO or Council.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from the CAO or Council prior to the commitment of the purchase. Approval is deemed to be given when the CAO signs and dates the purchase order requiring approval.
- c) It shall be the responsibility of each individual preparing a purchase order to know the estimated amount and not to exceed his/her limit or budget; the individual requesting approval must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

8. Tendering Process and Proposal Call Process

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and copies to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
Purchase Scale	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials; and >\$10,000 to \$199,999 for construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials; and \$200,000 and up for construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)	Yes (tender contract to be signed by CAO and Reeve)

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
- i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
 - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
 - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.

- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. The tender opening shall be held at the Fort Vermilion Corporate office in a presence of CAO or designated officer or Council and be recorded using a Tender Document Form.
 - iv. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom or Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

11. Security, Bonding and Other Requirements

- a) Prior to awarding of the contract, all security, insurance, and if required naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- b) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender within 15 days after award of tender.
- c) A Performance Bond or equitable security is required and the successful bidder shall submit it to the municipality following the award of tender, within the time specified, and the municipality shall retain the Performance Bond until the terms of the tender are complete. The Performance Bond will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the award.

A Performance Bond must be obtained for all projects per the following threshold:

Road Infrastructure Projects	Water/Sewer Infrastructure (underground construction)	Buildings
\$200,000 and up	\$75,000 and up	\$100,000 and up

- d) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- e) COR is required for construction tenders of \$200,000 and up and **effective June 1, 2012; COR/SECOR is required for all tenders, request for proposals, bids submitted and contracts/work awarded with the exception of Waste Transfer Station Operators and Campground Caretakers.**

12. Analysis of Tenders

- a) The following factors, presented without any priority, shall be used to evaluate all bids received:
 - i. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - ii. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - iii. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - iv. **Standardization** of goods to reduce inventory and future costs.
 - v. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - vi. **Life Cycle Costs** of goods or services.

- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or designated officer or Council.

	Date	Resolution Number
Approved	11-Dec-07	07-12-1120
Amended	09-Dec-08	08-12-979
Amended	30-Mar-11	11-03-278
Amended		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	Marion Krahn, Supervisor of Planning Services
Title:	Bylaw 846-11 Plan Cancellation for Consolidation Purposes Plan 2938RS, Block 3, Lots 2 and 14 (Fort Vermilion)

BACKGROUND / PROPOSAL:

The Planning Department received a Plan Cancellation application to cancel Plan 2938RS, Block 3, Lots 2 and 14 for the purpose of consolidation into one (1) lot for the future expansion of the new grocery store built on Lot 14.

In 2009, Plan 2938RS, Block 3, Lots 3 and 4 (now Lot 14) were consolidated by Bylaw 748-09 in order to make room for a proposed service station. The original two lots were of irregular shape causing issues in the design and layout of the proposed development. The lands have since been sold and the construction and operation of a Grocery Store approved earlier this year.

Once again, an issue arose with not enough space for the proposed development (Grocery Store) in meeting setbacks and parking requirements. To fit the proposed building onto the lot, the applicant requested for a no side yard setback on the north side of Plan 2938RS, Block 3, Lot 14. In order to grant this request, the applicant had to choose one of the following three options;

- 1) Consolidate Lot 14 with Lot 2, or
- 2) move the north property line of Lot 14 north to meet the setback requirements, or
- 3) Rezone Plan 2938RS, Block 3, Lot 2 back to Hamlet Commercial, which allows for no side yard setbacks.

The applicant chose option 3 which was convenient and the fastest at the time to bring the proposed building into compliance and allow construction of the building as soon as possible.

Author: L. Lambert **Reviewed by:** M. Krahn **CAO** J. Roy Brideau

The rezoning allowed for no side yard setback however did not address the Safety Codes requirements for the separation between the proposed building and the existing bakery on Lot 2. The Safety Codes Act requires either a specified distance between these two buildings or the construction of a firewall. The developer did not wish to construct a firewall and instead has chosen to remove the bakery building. This removal is in progress.

The owner/applicant of the Grocery Store (First Town Foods) is now requesting to consolidate Lot 14 with Lot 2 in order to create additional room for future development of the grocery store and any additional parking space that will be required for the same.

This application was presented to the Municipal Planning Commission (MPC) at their November 28, 2011 meeting where the following motion was made:

MOTION 11-288 *That the Municipal Planning Commission recommendation to Council be for the approval of Bylaw 8__-11, being a Plan Cancellation Bylaw to cancel and consolidate Plan 2938RS, Block 3, Lots 2 and 14 into one lot, subject to the public hearing input.*

Bylaw number 846-11 has since been assigned to this application.

OPTIONS & BENEFITS:

Consolidation of lots can be completed by Bylaw or by registration of a consolidation plan. The applicant chose the Bylaw option as it is less costly.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

That first reading be given to Bylaw 846-11, being a Plan Cancellation Bylaw to cancel and consolidate Plan 2938RS, Block 3, Lots 2 and 14 into one lot, subject to the public hearing input.

Author: L. Lambert Reviewed by: M. Krahn CAO J. Roy Brideau

BYLAW NO. 846-11

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

**FOR THE PURPOSE OF CANCELLING A PORTION OF A
PLAN OF SUBDIVISION
IN ACCORDANCE WITH SECTION 658 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,
REVISED STATUTES OF ALBERTA 2000.**

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

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

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, 421874 Alberta Ltd., being the registered owner of Plan 2938RS, Block 3, Lots 2 and 14, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 2938RS, Block 3, Lots 2 and 14, as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 15.

READ a first time this ___ day of _____, 2011.

READ a second time this ___ day of _____, 2012.

READ a third time and finally passed this ___ day of _____, 2012.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

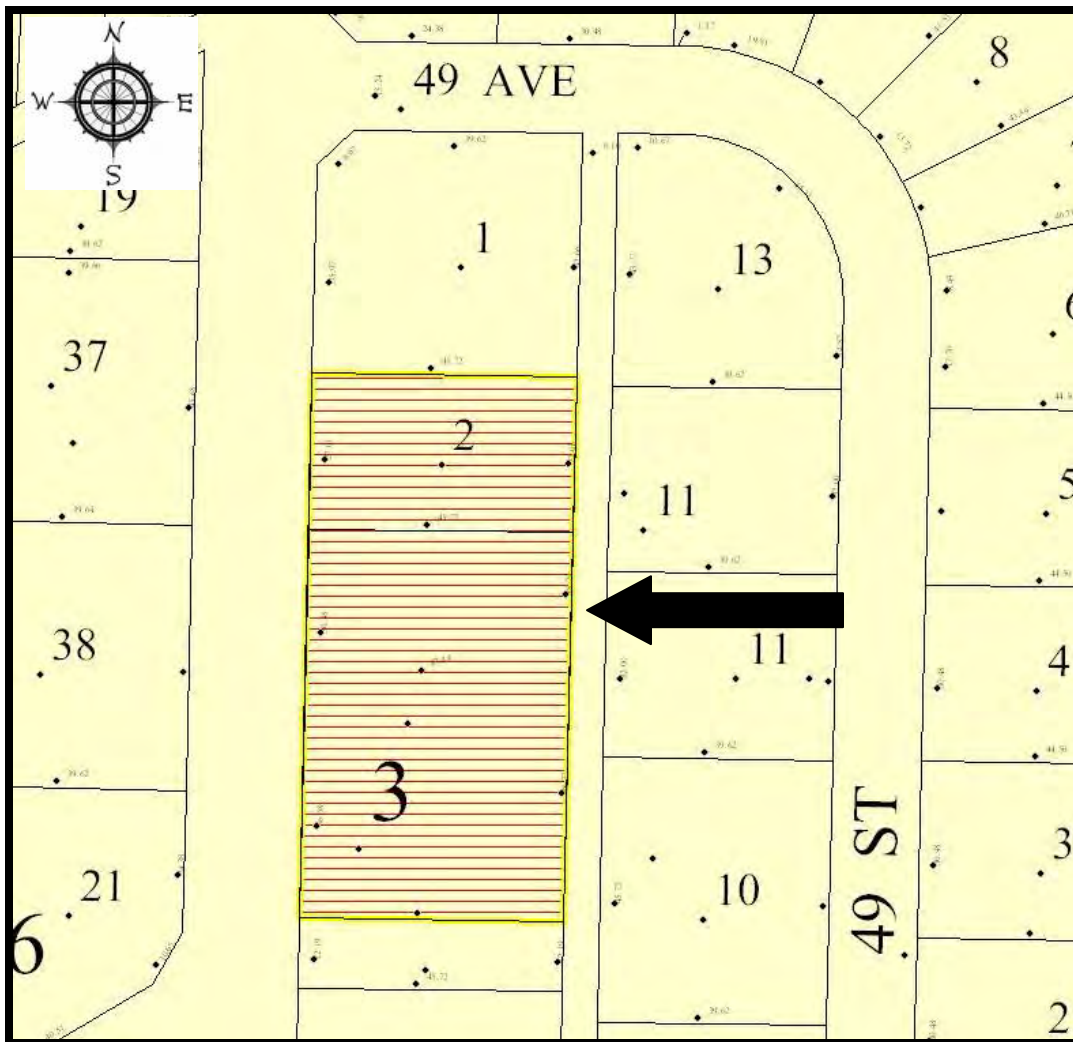
BYLAW No. 846-11

SCHEDULE "A"

1. That the Subdivision Plan, known as:

Plan 2938RS, Block 3, Lots 2 and 14
(4805 – 50th Street, 4801 – 50th Street)

located within the Hamlet of Fort Vermilion, be cancelled in full and consolidated as Lot 15.





49 AVE

15

16

19

1

13

R36

37

2

11

38

Lot 11

3

12

25

24

21

6

10

49 ST

51 ST

23

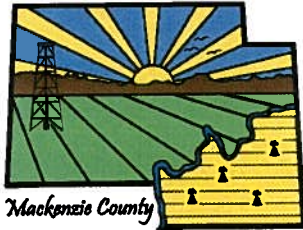
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FORT VIEW

50th Street

9

12



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

August 11, 2011

First Town Foods
Box 669
Fort Vermilion AB T0H 1N0

159-DP-11

Attention: Jake Schmidt

Dear Mr. Schmidt:

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

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

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

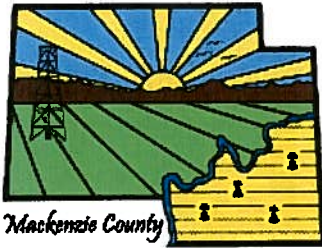
If you have any questions or concerns regarding this matter, please contact Liane Lambert, Development Officer, at 780-927-3718 in Fort Vermilion or 780-928-3983 in La Crete or you may stop by any of our offices. Our office hours are 8:15 a.m. to 4:30 p.m., Monday through Friday.

Yours truly,



Liane Lambert,
Development Officer

Enclosure



Mackenzie County

4511-46th Avenue

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

Phone (780) 927-3718

Fax (780) 927-4266

Development Approving Authority

Application No.:	159-DP-11
Legal Description:	Plan 2938RS, Block 3, Lot 14
Applicant:	First Town Foods
Address:	Box 669 Fort Vermilion AB T0H 1N0
Development:	Retail Store (Grocery Store)
DECISION:	APPROVED (See Attached Conditions)

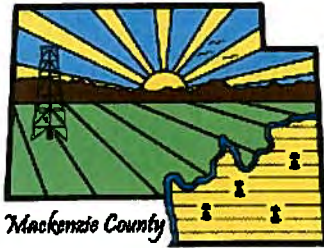
Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (b) That the development or construction will be carried out in accordance with the approved plans and application.
- (c) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated August 3, 2011

Marion Krahn,
Supervisor of Planning and Development



Mackenzie County

4511-46th Avenue

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

Phone (780) 927-3718

Fax (780) 927-4266

Development Approving Authority

159-DP-11

CONDITIONS OF APPROVAL

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

1. Minimum building setbacks are:
 - i. 9.1 metres (30 feet) front yard facing 50th Street,
 - ii. 3.0 metres (10 feet) rear yard (east) and,
 - iii. If the lot is bounded on both sides by land classified as "Hamlet Commercial 1" or "Hamlet Commercial 2", no side yard requirement is necessary, except where a side yard is provided, it shall be no less than 1.5 metres (5 feet), or **setbacks required by Safety Codes, in accordance to building construction and structure, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.**
2. A no side yard setback on the north property line shall be allowed providing that the minimum of one of the following three options is complied with:
 - i. Plan 2938RS, Block 3, Lot 14 is consolidated with Plan 2938RS, Block 3, Lot 5,
 - ii. a boundary adjustment of Plan 2938RS, Block 3, Lot 5 is completed, or
 - iii. Plan 2938RS, Block 3, Lot 5 is rezoned from Direct Control District 2 "DC2" to Hamlet Commercial District 1 "HC1" prior to construction.
3. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area, which in this case is 30 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*
4. The Municipality has assigned the following address to the noted property **4801- 50th Street**. You are required to display the address (**4801**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
5. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

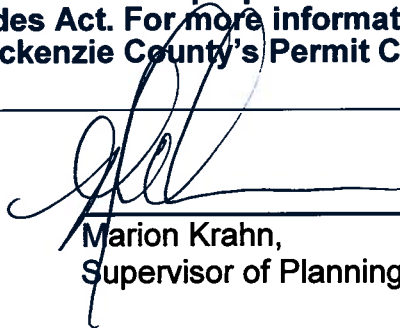
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties
8. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs,
 - b. Not less than 1.5 meters from the curb/sidewalk, and
 - c. A minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
9. The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.
10. The site 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. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
13. Wiring and conduits of the sign must be concealed from view.
14. 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.
15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

Please note

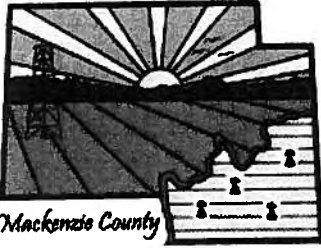
1. Mackenzie County does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. Mackenzie County, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. Obtain all the required Safety Codes Permits pertaining to your development. These permits consist of Building, Gas (Propane), Electrical, Plumbing and Private Sewage Disposal Systems.
3. Call 'Alberta-One-Call' before you dig. (1-800-242-3447).

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

August 3, 2011
Date of Issue of Notice of Decision



Marion Krahn,
Supervisor of Planning and Development



DEVELOPMENT PERMIT APPLICATION

Admin Use Only
Development Permit # 159-DP-11
Date Received June 23, 2011
Date Accepted July

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

APPLICANT INFORMATION					
Applicant Name FIRST TOWN FOODS			Registered Landowner Name (if different than Applicant) GEORGE + MARTHA SCHMIDT		
Address Box 669 FT. VERMILION, AB			Address Box 220 Fort Vermilion, AB T0H 1N0		
Postal Code T0H 1N0	Telephone (Res) 780-927-3880 <small>(Home)</small>	Work or Cell 926-1119	Postal Code T0H 1N0	Telephone (Res) 927-3886	Work or Cell 926-0148

LAND INFORMATION									
Legal description of proposed development site									
QTR./L.S.	SEC	TWP.	RG	M	or	Registered Plan # 2938 RS	Block 3	Lot 14	Stall
Quarter Section	Acreage	Hamlet Lot	MLL/MSL/TFA		Acres/Ha	Civic Address 4001-50 Street			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Lot Length 150'	Lot Width 220'		
Description of existing use of land					Vacant lot				

DEVELOPMENT INFORMATION			
Describe proposed development: BUILD GROCERY STORE			
<input type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input checked="" type="checkbox"/> Commercial /Industrial Building	
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building	
Setbacks from Property Lines			
FRONT YARD 30 <input checked="" type="checkbox"/> ft <input type="checkbox"/> m	REAR YARD 10 <input checked="" type="checkbox"/> ft <input type="checkbox"/> m	SIDE YARD (1) 5 <input checked="" type="checkbox"/> ft <input type="checkbox"/> m	SIDE YARD (2) 90 <input checked="" type="checkbox"/> ft <input type="checkbox"/> m

Building Size

Length 100'	Width 130'	Sq ² 9743	Other
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The land is adjacent to: Primary Highway Secondary Highway Local Road Hamlet Road

Estimate project time and cost:

A. Start Date	B. End Date	c. Completed Project Cost \$ 800,000.00
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Attached is: (a) Site plan Yes (b) Floor plans Yes

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

GEOGRAPHIC INFORMATION

Is there any of the following within 1/2 mile of the proposed development: (check all that apply and provide details)

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

Access:

curb, gutter & side walk

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

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

Applicant Name (Print) JAKE SCANZISO		Registered Land Owner Name (Print) GEORGE SCHMIDT	
Applicant Name (Signature) <i>[Signature]</i>	Date	Registered Land Owner (Signature) <i>[Signature]</i>	Date

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

FOR ADMINISTRATIVE USE ONLY

Land Use Classification: AC1 Tax Roll No: 105976

Proposed Use of land or Building: Commercial

Development Application Fee Enclosed: Yes No Amount \$ 50.00 Receipt No: 134638

I/We understand that this application will not be accepted without the following: (a) appropriate development information
\$25 (residential, farm, public institution)
\$50 (commercial, industrial, home based business)

Fort Vermilion Office: P.O. Box 640 Fort Vermilion AB T0H 1N0 Phone: (780) 927-3718 Fax: (780) 928-4266
Email: lambert@mackenziecounty.com

La Crete Office: P.O. Box 1690 La Crete AB T0H 2H0 Phone (780) 928-3983 Fax: (780) 928-3636

Lot 2 to be consolidated into Lot 14

Bakery (To be Removed)

Truck Unload Area

Retail Store

Sidewalk

Parking Space

38

21

6

Lot 14

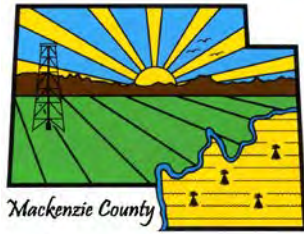
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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Bylaw 842-11 Water & Sewer Bylaw

BACKGROUND / PROPOSAL:

County Council established a Water & Sewer Bylaw.

OPTIONS & BENEFITS:

During the 2012 operating budget review meeting, Council directed administration to recalculate the water rates for metered and cardlock users and passed the following motion:

That the Water & Sewer Bylaw be revised and brought back to Council to increase the municipal residential water rate to an 80% recovery rate and the truck fill water rate to a 90% recovery rate.

Administration prepared a new bylaw to reflect the newly proposed rates. The fee related items have been removed from the Water and Sewer Bylaw and placed into the Fee Schedule Bylaw.

COSTS & SOURCE OF FUNDING:

The increase in the rate will help to offset the cost of treating and distributing water, treating and disposing of sewer.

Author: J. Whittleton **Reviewed By:** _____ **CAO** _____

RECOMMENDED ACTION:

Motion 1:

That first reading be given to Bylaw 842-11 being the Water and Sewer Bylaw for Mackenzie County.

Motion 2:

That second reading be given to Bylaw 842-11 being the Water and Sewer Bylaw for Mackenzie County.

Motion 3: (requires unanimous)

That consideration be given to go to third reading for Bylaw 842-11 being the Water and Sewer Bylaw for Mackenzie County.

Motion 4:

That third and final reading be given to Bylaw 842-11 being the Water and Sewer Bylaw for Mackenzie County.

Author: _____ Review Date: _____ CAO _____

BYLAW NO. 798-11 842-11

**BEING A BYLAW OF THE MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
RESPECTING THE WATER AND SEWER SYSTEM**

WHEREAS Part 3 Division 3 of the Municipal Government Act, Being Chapter M-26 of the Revised Statutes of Alberta, 2000, empower municipalities to provide municipal public services, and

WHEREAS Mackenzie County Council may pass a bylaw governing the management of the Municipalities water system, sewer system and storm drainage system,

~~**WHEREAS** the Mackenzie County has not increased/amended the water/sewer rates since January 2010, and currently expenses to operate the water and sewer systems exceeds revenues,~~

WHEREAS, Mackenzie County provides water and sewer services.

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

SHORT TITLE

1. This bylaw may be cited as the “Water and Sewer Bylaw”.

DEFINITIONS

2. In this bylaw, unless the context otherwise requires,
 - a) **“Authorized Employee”** is a person appointed by the County’s Chief Administrative Officer to act on behalf of the County with regard to the County’s water and sewer and storm drainage systems.
 - b) **“Bulk Water”** means any containers that exceed 20 litres.
 - c) **“CAO”** means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the Municipal Government Act and the County’s Chief Administrative Officer Bylaw.
 - d) **“Catch Basin”** means storm sewer inlets that filter out debris such as leaves and litter. They are typically located next to street curbs or within Utility Right of Ways.

- e) **“Code”** means the Alberta Environmental Protection standards and guidelines for Municipal Waterworks, Wastewater and Storm Drainage systems and/or the Alberta Plumbing Code.
- f) **“Commercial”** means a service provided to a commercial establishment owned and operated by a business or individual for profit and service through a meter where the size of the meter is 5/8” to 4”(residential) 1”-4” (Commercial) inclusive. Commercial includes a plant that is used to produce or manufacture goods or services through some kind of industrial process.
- g) **“Consumer”** means a corporation, or person, or contractor, or occupant, or owner requiring the service and who is responsible for the cost of the same, as the context requires.
- h) **“Council”** means the Council of Mackenzie County elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta.
- i) **“County”** means Mackenzie County.
- j) **“Designate”** means a person appointed by the CAO to act on the County’s behalf with regard to the County’s water and sewer and storm drainage systems.
- k) **“Hamlet(s)”** means the unincorporated communities of Zama, Fort Vermilion, and La Crete as established with designated boundaries and approved by Mackenzie County.
- l) **“Infrastructure”** means public systems, services, and facilities of a country or region that are necessary for economic activity, including but not limited to water and sewer services.
- m) **“Interceptor”** means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into a drainage system.
- n) **“Minimum water and sewer facilities”** means one water closet toilet and one cold water tap connected to the water and sewer mains.
- o) **“Municipal Government Act”** means the Municipal Government Act, RSA 2000, Chapter M-26, as amended or repealed and replaced from time to time.
- p) **“Registered Owner”** means the person registered as the owner of the property pursuant to the provisions of the Land Titles Act (Alberta).

- q) **“Sewer”** means sanitary sewer system including all mains, treatment and storage facilities in Hamlets within Mackenzie County.
- r) **“Storm drainage”** means storm drainage system, including ditches, catch basins, underground works, and outflows in Hamlets within Mackenzie County.
- s) **“Water”** means Mackenzie County Waterworks system including all the mains, storage and treatment facilities.

USE AND CONTROL OF THE WATER, SEWER AND DRAINAGE SYSTEM

- 3. The use and control of all water, sewer and drainage systems belonging to Mackenzie County, now laid down, constructed, or built subsequent to the passing of this bylaw, shall be in accordance with this bylaw and shall be under the management and control of the Chief Administrative Officer of Mackenzie County.
- 4. The following regulations apply to the usage of water and sewer supplied by Mackenzie County in the hamlets of Zama, Fort Vermilion, and La Crete as established with designated boundaries and approved by Mackenzie County.

REQUIREMENT TO CONNECT TO WATER AND SEWER MAINS

- 5. No water and sewer connections other than that specified in **the Section 3.2 of Bylaw 462/04 (County’s Land Use Bylaw)** shall be undertaken within the Mackenzie County, unless an application for it has been approved by the Development Officer and all required Permits have been issued. Permit applications shall be supplemented by any plans, specifications or other information considered necessary by the Development Officer.
- 6. Each and every dwelling and every occupied building situated on land abutting the water and/or sewer mains of the Hamlet, shall be connected with connections approved by Mackenzie County to the said water and/or sewer mains and shall be serviced with at least the minimum water and sewer facilities. Mackenzie County may designate an individual firm to enter on the land, building, erection, or structure to install water and/or sewer services and charge the cost thereof against the land, building, erection or structure in question, in the same manner as taxes and with the same priority as to lien and to payment thereof, as in the case of ordinary Municipal taxes. All existing Hamlet Residential development must connect to municipal services with the exception of Hamlet Country Residential development.
- 7. At such time as the Development Permit has been approved, the owner shall complete an application for water and sewer installation form and forward the

same to the nearest County office where the development is to take place. Once application has been received and approved by the County, the County shall provide the water and/or sewer service to the property line. All costs pertaining to the construction and supplies used for the water/sewer service shall be charged back to the property owner.

8. All construction/installations of water/sewer services from water/sewer mains to property line shall cease on October 1 of each calendar year and commence again on May 1 of each calendar year. Any variance to the mentioned dates would be at the discretion of the CAO.
9. Provisions of interceptors/Catch Basins:
 - a) (1) Grease, oil and sand interceptors shall be provided on private property by the owner for all garages/shops with floor drains, gasoline service stations and vehicle and equipment washing establishments. Restaurants, also, shall provide grease traps.
 - b) All interceptors shall be:
 - (1) of a type and capacity approved and certified under the Alberta Plumbing Code,
 - (2) located to be readily and easily accessible for cleaning and inspection, and,
 - (3) maintained by the owner or occupier at his/her expense.
10. No person shall receive services provided by the County without approval of Mackenzie County.
11. No person shall discharge into the sewer system any commercial or industrial waste of such nature that may prevent or impair the efficient operation of the sewer system or any part thereof.
12. No person shall do any work upon or interfere in any way with the water or sewer system unless specifically authorized to do so by the Chief Administrative Officer or designate.
13. The owner of any building connected to the water and/or sewer system shall, at all reasonable times, allow or permit the Utilities Officer or his/her agent to enter into and upon the premises for the purpose of inspecting connections, drains, and any other apparatus used in connection with the water and sewer system.
14. The owner/occupant shall, at his/her own expense, maintain all infrastructure from his/her property line to the building.

TAPPING WATER AND SEWER MAINS

15. No persons except authorized employees of the County, or persons duly authorized by the County, shall make any connection whatsoever with any of the public pipes or mains in the public thoroughfares of the County, which shall meet the Alberta Plumbing code. All water service/sewer pipes laid in private property, between the property line and the water meter, shall be of a material that meets the Alberta Plumbing code. No connection may be made to the water service pipe between the property line and the water meter, unless such connection is metered and is approved by the Chief Administrative Officer or designate. All sewer service pipes laid in private property, between the property line and the interior of the building, shall be of a material to meet the Alberta Plumbing Code. Unless otherwise approved in writing by a certified engineer, all sewer connections must have a back flow prevention device installed, and such device must meet the Alberta Plumbing Code and may be inspected by a Utilities Officer. All tapping and backfilling shall be done to meet the Alberta Plumbing Code and at the cost of the developer
16. A separate and independent water and sewer service shall be provided to every lot, unless otherwise required or approved in writing by the Chief Administrative Officer or designate.

INSPECTIONS

17. All connections shall be inspected and approved by an authorized employee prior to back fill. However, any damage during backfilling shall be the responsibility of the landowner. If any connections to the County's water and sewer system are covered or concealed before it is inspected, or tested, it shall be uncovered if the authorized employee so directs.
18. A minimum of two (2) working days notice is required for all inspections. If the inspection is an urgent situation requiring a response in less then the required two (2) working days, and the County agrees to respond in less then two (2) working days, the cost of responding to such a request may be billed at a rate in accordance with fee **as indentified in the County's Fee Schedule Bylaw Schedule "A"**, in addition to normal fees to the person, corporation, or other such entities to whom the water and sewer charges are being billed, have been billed or will be billed.

WATER METERS

19. Each and every water service attached to the water system shall be metered and the water consumed, as indicated by the meter, shall be paid for in accordance with **as indentified in the County's Fee Schedule Bylaw Schedule "A"**.
20. All water meters shall be supplied and installed by Mackenzie County at the

expense of the developer / owner. All water meter installations shall be carried out by qualified personnel and each installation shall be subjected to an inspection by a person authorized or employed by Mackenzie County.

- 21.** All meters, are and shall remain the property of Mackenzie County and as such shall be moved, changed, repaired, etc. by authorized employees only and at the discretion of the County.
- 22.** All water meters and remote readers must be installed in an approved location set by the developer and the Utilities Officer and be readily accessible to authorized persons for the purpose of reading, inspecting or changing same.
- 23.** The consumer shall give access to an authorized person or persons who may be under contract to Mackenzie County to a meter for the purpose of reading, inspecting, or changing same, and shall be responsible to keep said meter free from damage. The consumer may be liable for any damage which occurs to the meter.
- 24.** The consumer must report to Mackenzie County any damage caused to their meter within one regular working day upon discovering the damage.
- 25.** An authorized employee may undertake such repairs/replacements and charge all costs to the account of the consumer.
- 26.** Repairs necessitated to meters through normal operation and wear and tear will be repaired by the County, and will be considered as an operating expense and as such, charged to the water department.
- 27.** No meter by-pass line shall be installed without having obtained prior written approval by the Chief Administrative Officer or designate.
- 28.** All meters and meter installations shall be sealed by the County. Where a by-pass line and valve are installed around the meter, this valve shall also be sealed only and are not to be broken, except in the case of emergency when the seal on a by-pass valve may be broken. The breaking of any seals whether by accident or emergency shall be reported immediately to the County.
- 29.** No person shall:
 - i) interfere with the seals or tamper with any meter.
 - ii) tamper with any remote water meter reader or connection thereto.
 - iii) willfully, and without authority, hinder, interrupt, or cut off the supply of water.
- 30.** Any damage caused to meters and/or remote water meter readers through abuse, tampering, freezing or hot water shall be considered the responsibility of the consumer. Damage to the remote water meter reader will be repaired or

replaced with all costs being assigned to the account of the customer.

31. Should any person claim a meter is not working properly and is over reading, the said person shall pay a fee to Mackenzie County the sum **as identified in the County's Fee Schedule Bylaw Schedule "A"**. The meter will then be removed from service and given a proper bench test. Should the said meter be found to over read by more than 3%, the said person shall be refunded their fee. Any meter which meets the requirements previously stated shall be considered adequate and the person shall forfeit the said fee to Mackenzie County to cover costs of removal and test of the said meter. All conveniences during business hours shall be afforded the said person to witness meter tests.
32. The size of all meters installed shall be determined by Mackenzie County and will not necessarily conform to the size of service pipe installed in the building but will, however, be based on the estimated rate of consumption.
33. Should a meter cease to operate between reading periods; billing of the account will be done on an estimated consumption for the period. This estimate will be based on previously obtained consumption figures.

FIRE HYDRANTS AND VALVES

34. Except as hereinafter provided, no persons other than authorized persons set out by Mackenzie County shall open, close, operate, or interfere with any valve, hydrant or fire plug, or draw water there from.
35. The Chief of a Rural Fire Protection Association or a Voluntary Fire Brigade, his assistants and officers, are authorized to use the hydrants or plugs for the purpose of extinguishing fires, for making trail of hose pipe or for fire protection, but all such uses shall be under the direction and supervision of the said Chief or his/her duly authorized assistants and in no event shall an inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug. No person shall in any matter obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish or any other matter which could cause obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within twenty (20) feet of the hydrant in the direction parallel with the said property line.

RATIONING OF WATER

36. The Chief Administrative Officer of Mackenzie County may order water rationing as and when needed.

DAMAGED CURB STOPS

37. The property owner may be held responsible for any damages incurred by the

owner on the curb stop which services the property owner. Mackenzie County may designate an individual firm to repair damages of the said curb stop, and charge the cost of such repairs to the property owner.

CONNECTION OR DISCONNECTION OF SERVICES

38. A minimum of two (2) working days shall be required for connection or disconnection of services. If service is required within the two (2) working days a fee for service will be charged in accordance **with the County's Fee Schedule Bylaw Schedule "A"**
39. After any construction, reconstruction, alteration, change or the completion of any work requiring a permit, **WATER SHALL NOT BE TURNED ON** to any building or premises until the work has been done to the satisfaction of an authorized person.
40. Water shall be turned on or off at the curb stop **ONLY** by an authorized person.
41. The County shall not be held responsible for damages caused within a residence or other building as a result of turning water on or off at a curb stop.

ADMINISTRATION OF WATER AND SEWER COSTS

42. All water/sewer accounts shall be set up in the name of the owner of the property unless otherwise approved by the Chief Administrative Officer or designate.
43. Water and sewer service charges or rates shall be levied and collected monthly from all persons, corporations, or other such entities connected to and utilizing the Hamlets of Zama, Fort Vermilion, and La Crete water and sewer system in accordance with **the County's Fee Schedule Bylaw Schedule "A"**.
44. Water accounts shall be payable to Mackenzie County at the Zama, Fort Vermilion, High Level, or La Crete office, or such other places as designated by Council.
45. The Chief Administrative Officer or designate may shut off or discontinue water service for non-payment of account or failure to make application for water/sewer connection. Fee to reconnect such service as per **the County's Fee Schedule Bylaw Schedule "A"**
46. Any charges for damage or rates, penalties and/or fees levied, shall be subject to court action if the occupant is a person other than the owner of the property; or in the case of the owner of the property to the same penalties and is collectable by the same procedure as taxes levied by Mackenzie County.
47. Failure of the consumer, being charged for water service, to receive a statement

of account shall in no way affect the liability of such consumer to pay such levies and charges.

48. Upon closure of an account where the consumer is the owner of a mobile home, and is removing such mobile home from the lot on which it was situated, must return the water meter to the Mackenzie County office. Mackenzie County will refund money to the consumer **as per the County's Fee Schedule Bylaw Schedule "A"** within forty (40) days upon return of the water meter, providing the meter is returned in good condition.

DISPOSAL OF WATER

49. No person being an owner, occupier, or tenant of any house, building or other premises which are supplied with water from the water system shall vend, sell, or dispose of bulk water therefrom, or give away, or permit the same to be taken or carried away, or use, or supply it to the use or benefit of others, or to any use other than his/her own use and benefit, or shall increase the supply of water beyond that fixed by the rating of the premises, or shall wrongfully, negligently, or improperly waste any water, unless prior written approval has been received by the Chief Administrative Officer or designate.

WELLS AND OTHER SOURCES OF SUPPLY OF WATER

50. No wells or other source of supply of water except the Hamlets of Mackenzie County water system shall be used in the County without prior written permission having been obtained by the Chief Administrative Officer or designate.
51. Any such permission may be withdrawn by order of the Chief Administrative Officer or designate at any time, without notice, and no person shall use a well or other source of supply of water after a permit for use of the same has been withdrawn.

USE AND PROTECTION OF SEWER SYSTEM

52. No person shall throw, deposit or leave in or upon any Hamlet sewer or storm drainage, or any trap, basin, grating, or other appurtenance of any Hamlet sewer, any butchers' offal, garbage, litter, manure, rubbish, sweepings, sticks, stones, bricks, feathers, tar, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, glass, rags, cinders, ashes, any inflammable, hydrocarbon or explosive material, or refuse matter of any kind, except feces, urine, the necessary closet paper, waste water, slops properly discharged through the Hamlet sanitary sewer.
53. No person shall permit to be discharged into any sewer, any liquid or liquids which would prejudicially effect the sewers or the disposal of the sewage, or any matter of substance by which the free flow of the sewage may be interfered with, or any chemical refuse, or other trade waste, or any waste stream, condensing

water, or other liquids of a higher temperature than sixty-five (65) degrees Celsius.

54. No person shall make or cause to be made any connection with any Hamlet sewer, house drain, or appurtenance thereof for the purpose of conveying, or which may convey, into the same any roof drainage, weeping tile, cistern or tank overflow, condensing or cooling water, or discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Hamlets sewer or house drain connected therewith without the written permission of the Chief Administrative Officer or designate.
55. No person shall turn, lift, remove, or tamper with the cover of any manhole ventilator or other appurtenance of any Hamlet sewer, except duly authorized employees of the County.
56. No person shall cut, break, pierce, or tap any Hamlet sewer or appurtenance thereof, or induce any pipe, tube, trough, or conduit into any Hamlets sewer, unless so authorized by an authorized employee of the County.
57. No person shall interfere with the free discharge of any Hamlet sewer, or part thereof, or do any act or thing which may impede, obstruct the flow, or clog up any Hamlet sewer or appurtenance thereof.
58. Authorized employees of Mackenzie County shall have the right at all reasonable times to enter houses or places which have been connected with the Hamlet sewers, and facilities must be given him to ascertain whether or not any improper material or liquid is being discharged into the sewer, and he/she shall have the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged which are liable to injure the sewers or obstruct the flow of sewage.

USE AND PROTECTION OF THE STORM DRAINAGE SYSTEM

59. No person shall throw, deposit or leave in or upon any Hamlet storm drainage system, or any trap, basin, grating, or other appurtenance of the Hamlet drainage system, any butchers' offal, garbage litter, manure, rubbish, sweepings, sticks, stones, bricks, feathers, tar, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, glass, rags, cinders, ashes, any inflammable or explosive material, feces, urine, closet paper, waste water, slops, or any other liquid or chemical or refuse matter of any kind.

RURAL WATER LINE CONNECTIONS

- 60. A registered owner requesting access to the rural water line shall be required to enter into a Rural Water Connection Contract as per **Schedule A G**;
- 61. All registered owners shall be required to sign an access agreement at no cost to the County prior to any service being provided.

CONTRAVENTION

- 62. A person who contravenes a provision of this Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in **the County's Fee Schedule Bylaw. Schedule "B" of this Bylaw or, on summary conviction to a fine not less than twenty (\$20.00) and not more than five thousand (\$5,000.00), and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.**
- 63. Violation tickets shall be issued in accordance with the Provincial Offences Procedure Act.

RESCINDING OF FORMER BYLAWS

- 64. This Bylaw rescinds Bylaw No. **798-11 790-10 and Bylaw No. 237/00.**

DATE OF COMMENCEMENT

- 65. This Bylaw shall take effect after receiving three readings.

READ a first time this day of , 2011.

READ a second time this day of , 2011.

READ a third time and finally passed this day of , 2011.

Bill Neufeld
Reeve

Roy Brideau
Chief Administrative Officer

**BYLAW NO. 842-11 798-11
SCHEDULE "A"**

**SCCHEDULE OF WATER RATES, PENALTIES, AND FEES AND DEPOSITS
FOR THE HAMLETS OF ZAMA, FORT VERMILION,
AND LA CRETE WATER WORKS SYSTEM**

(A) Water System Rates – Monthly Fixed Fee (Applicable to Metered Users):

~~———— \$15.73 / per month~~

(B) Water Consumption Charges – Treated Water (Applicable to Metered and Truck & Barrel Fill Users):

Rate per Cubic Meter ~~———— \$2.13/ cubic meter up to January 31, 2011~~

~~———— \$2.43/ cubic meter effective February 1, 2011~~

(C) Water Rates – Raw

Rate for raw water ~~———— \$1.49/ cubic meter up to January 31, 2011~~

~~———— \$1.70/ cubic meter effective February 1, 2011~~

(D) Sewer Rates – Monthly

Shall be applied at ~~33.50%~~ of the total water charge amount.

(E) Fees and Deposits

(i) ~~———— Application fee for new service – \$20.00~~

(ii) ~~———— Transfer from one service to another – \$20.00~~

(iii) a) ~~———— Reconnection of service due to non-payment of account in
———— accordance with Section 53 – \$50.00~~

b) ~~———— Fee for service required to connect or disconnect water upon the
request of the customer within the two (2) working days
requirement in accordance with Section 47 – \$20.00~~

(iv) ~~———— Fee for inspection of water connection within the required two (2) day
notification in accordance with Section 25 – \$20.00~~

~~(v) — Deposit for cardlock — \$100.00 for residential; \$500 for commercial or industrial users~~

~~(vi) — Deposit for keylock — \$20.00~~

~~(vii) — As per section 28, the cost of water meters and the installation fees, based on commercial or residential, are as follows:~~

Size of Meter	Cost of Meter	Installation Fee
5/8"	\$170.00	\$65.00
3/4" Residential	\$214.00	\$65.00
3/4" Commercial	\$214.00	\$125.00
1"	\$272.00	\$125.00
1 1/2"	\$620.00	\$125.00
2"	\$850.00	\$125.00
3"	\$1,612.00	\$125.00
4"	\$2,625.00	\$125.00

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

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

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

~~(viii) — Upon the return of a water meter from the person in accordance with Section 56 due to the closure of an account, Mackenzie County will refund that person fifty (50%) percent of the original amount paid for the meter upon initial installation.~~

~~(ix) — A \$50.00 fee for water meter testing in accordance with Section 40.~~

~~(x) — Deposits may be transferable from one service to another by the same consumer.~~

~~(xi) — The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money~~

~~to the customer within forty (40) days.~~

- ~~(xii) — In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.~~
- ~~(xiii) — Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.~~
- ~~(xiv) — \$50.00 per hour fee per utilities officer for services required to construct, repair, or service where the responsibility for required work was born by the developer, consumer or corporation.~~

~~(F) — **Rural Water Line Connection Fees**~~

~~Option 1:~~

~~\$1,200 lump sum payment upon the Rural Water Connection Contract signing (Schedule C)~~

~~\$10,800 lump sum prior to connection to the water line~~

~~Option 2:~~

~~\$1,200 lump sum payment upon the Rural Water Connection Contract signing (Schedule C)~~

~~\$114.55 / per month as a phased repayment of capital contribution costs towards the construction of rural water line for a period not to exceed 10 (ten) years with the payment starting date being the date of the connection to the water line~~

**BYLAW NO. 798-11
SCHEDULE "B"**

**SCHEDULE OF FINES
FOR THE HAMLETS OF FORT VERMILION, LA CRETE AND ZAMA
WATER WORKS SYSTEM**

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

SECTION	DESCRIPTION	PENALTY
6	Failing to connect to county owned water and sewer facilities	\$2,500.00
9	Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
7,10, 11, 12, 15,23, 24, 25, 27, 29, 34, 40, 54, 55, 56	Interfering/Tampering with Municipal water or sewer systems	\$2,500.00
13, 23, 50	Failing to allow County staff or agent to enter premises	\$250.00
14	Failing to maintain water or sewer system	\$100.00
15	Failure to use proper material	\$250.00
15	Failure to install backflow preventer	\$150.00
15	Failure to execute proper tapping or backfilling	\$250.00
17	Covering a water or sewer system prior to inspection	\$250.00
17	Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$500.00
28	Failure to report broken seal to County	\$20.00
35	Obstruction of Fire Hydrants/Valves	\$100.00
49	Illegal disposal of water	\$1,500.00
50	Well or other source of water supply	\$150.00
51, 52, 53 & 58	Illegal disposal in sewer or storm drainage system	\$2,500.00

**BYLAW NO. ~~798-11~~ 842-11
SCHEDULE "C" "A"**

THIS AGREEMENT MADE AND ENTERED INTO THIS _____ DAY OF
____, A.D. 20__

Mackenzie County

in the Province of Alberta

and

NAME: _____ PHONE NO. (Home) _____

TAX ROLL NO.: _____ PHONE NO. (Work) _____

POSTAL ADDRESS: _____

SERVICE LOCATION: _____

LEGAL LAND DESCRIPTION _____

(hereinafter called the "Customer")

WHEREAS the Customer desires a supply of water for use at the service location; and

WHEREAS water service is available to all farming, residential and other consumers who have met current ownership requirements of the County; and

WHEREAS this document is deemed to be an application only for service until it is executed under seal by the duly authorized officers of the County; and

WHEREAS the County at all times reserves the right to refuse any application for just cause;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, covenants and agreement herein contained the parties agree as follows:

- 1. DELIVERY AND SALE:** The County shall sell and deliver water to the Customer, so far as is practical to do so at the Service Location provided in the contract. The County will install the Rural Water Line as a “trickle system” at a guaranteed rate of 2 gallons per minute.

- 2. TITLE:** The title to the distribution system up to and including the meter and including the extensions to serve other members or Customers shall be vested in the County notwithstanding the contribution to the cost hereof made by the Customer. The County shall have the right to make use of and/or continue the said water line extension for the purpose of serving other members or consumers.

- 3. METER/CURBCK (CC) LOCATION:** The water meter and CC shall be placed on the Customer’s property at a point which the County shall have the sole right to determine. Title of water supplied by the County shall pass from the County to the Customer at the outlet of the water meter. All owners, tenants or occupants of any building wherein a water service is installed shall give access to every facility for the introducing, placing, inspecting and reading of such meter and shall protect it from interference or damage from frost or otherwise.

- 4. LONG DISTANCE CONNECTIONS:** Costs of connections exceeding 300 (three hundred) meters shall be paid by the Customer.

- 5. RIGHT OF WAY:** The Customer hereby grants to the County a blanket utility right-of-way and easement, where it does not conflict with the other existing easements, that the County requires in order to construct and maintain it’s distribution system to serve the Customer or any current or future consumers of the County, upon the terms and conditions of the County’s standard easement agreement across all lands in which the consumer has or may acquire an interest (the Customers Land), to the full extent of that interest. The Customer further agrees to execute prior to construction of the distribution system all documents which the County may require to be executed for the purpose of registering the County’s standard easement agreement. The utility right-of-way and easement hereby granted shall remain in full force and effect for as long as the County, its successors and assigns desire and so long as the County, its successors and assigns, continue to operate and maintain distribution lines across the Customers Land and will continue to operate notwithstanding the discontinuance of service by the County, its successors and assigns, or the termination of this Agreement.

6. ACCESS: The County, its servants, agents, and nominees shall have the right of reasonable access to the Customers Land and buildings at all reasonable times for the purpose of inspecting any of the lines, equipment or appliances upon the Customers Land whether the same are the property of the County or the Customer, and for the purpose of repairing or maintaining the same, of removing all or any part of the same which are the property of the County.

7. MAINTENANCE: The County shall at its sole risk and expense maintain the pipelines, meters, regulators, and other facilities needed to deliver water to the outlet of the meter. The County shall perform all maintenance and make repairs, renewals, or replacements as it sees fit to do so. The County will not however, be responsible for repairs, renewals, replacements or maintenance of the Customers piping or equipment beyond the Curbscock (CC) which is designated at the point of delivery. The Customer shall be responsible for repairs, renewals, replacements or maintenances of the customer's piping or equipment beyond CC.

8. DOWNSTREAM CONSTRUCTION: The Customer shall be liable for the costs of installations of all secondary piping beyond the outlet of the meter and within his own premises including the piping from the point of delivery to the buildings and shall assume all risk and responsibility with respect to such piping and his equipment and protection of the same. The consumer agrees that any such piping shall be done in conformity with all laws, statues, by-laws, rules and regulations made by the County and applicable engineering guidelines. The County shall have the right to inspect such piping but such inspection shall not relieve the Customer of his responsibility in respect of such piping and installation, or in respect of any of his equipment or appliances.

Downstream construction is defined as being within the established boundaries of the Customers serviced Farm Yard. The Customer shall not add or sell water to other residential structures, including houses, trailers, or businesses that are not directly owned by him, exist on the serviced yard or are further than 200 yards from the primary dwelling. Service to these situations must be through the County and NOT by a Customer. The County reserves the right to discontinue service to the primary service location on the decision of the County that a service violation has been installed.

The Customer acknowledges that the supply of water by the County to the service location is provided at a maximum flow rate of 2 gallons per minute and that the Customer must construct, at his own sole cost and expense, a holding tank for reserve purposes that will be suitable and adequate for his anticipated water requirements.

In the event that the Customer subdivides the parcel of land to which water is supplied hereunder, this Agreement shall apply to that portion of the subdivided land upon which the point of delivery is located. Water service shall only be available to the other subdivided parcel or parcels pursuant to a new Customer Contract or Contracts.

9. WARNING AND INDEMNITY: The County shall incur no liability by reason of failure to supply water for any cause beyond the reasonable control of the County, nor shall it be liable for loss, costs, or damages to persons or property arising or resulting from the supply or use of water. The Customer is hereby warned of the danger from contact with any part of the County's lines or equipment, and he shall at all times exercise every reasonable precaution necessary to prevent damage to said lines and equipment. In the event of any accident, injury or damages which were caused by a direct or indirect action of the Customer, shall be full responsibility of the Customer, and the Customer shall at all times indemnify and save harmless the County from any and all claims for damages arising by reasons of any such accident, injury or damages. The Customer shall be responsible for all damages to lines and equipment on his property due to his and/or his agent's negligence.

10. RESALE: The Customer shall not resell water delivered to him under the terms of the Agreement.

11. DISCONTINUANCE OF SERVICE: The County shall have the right to discontinue or refuse to continue the supply of water to the Customer for any of the following reasons:

- 11.1 lack of supply of water,
- 11.2 repairs or alterations to the County's piping or equipment;
- 11.3 conditions which in the opinion of the County are dangerous to life or property;
- 11.4 to prevent fraud, abuse to County property or the resale to others of water;
- 11.5 non-payment of any account when due;
- 11.6 the insolvency or bankruptcy of the consumer;
- 11.7 the use not in conformity with the provisions of the Agreement by the Customer of any water;
- 11.8 the breach by the Customer of any of the provisions of this Agreement;

The County shall not be required to provide notice of discontinuance for the reasons set out in sub clauses (11.1) to (11.3) inclusive but shall give forty-eight (48) hours notice of discontinuance for the reasons set out in sub clauses (11.4) to (11.8) inclusive.

The discontinuance of the supply of water for any of the reasons aforesaid shall in no way affect any other rights or remedies that the County may have against the Customer. The County shall have the right to charge the Customer a reconnection fee as set from time to time by Council of the County before the supply of water is reconnected after discontinuance for any of the reasons set out in sub clauses (11.3) to (11.8).

12. NOTICE: The County may serve any discontinuance notice, or other document required to be served hereunder by mailing the same by prepaid registered mail to

the Customer at the address herein provided or by delivering the same by prepaid registered mail to the Customer at the address herein provided or by delivering the same to the premises where water is being supplied by the County and/or attaching the same to the door of the premises. In the event the clause 15 is hereof applies, notice shall be given by mail to the Customer and by delivery to the premises where water is being supplied. The Customer may give notice to the County by delivering the same to the County's Chief Administrative Officer or by mailing the same by prepaid registered mail to the County at the address herein provided. The addresses of the parties hereto, to which communications and notices may be served and to which all payments shall be made are as follows:

Customer: *[Insert Name]*

[Insert Address]

**Attention: Chief Administrative Officer
Mackenzie County
P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0**

Any such notice or document shall be conclusively deemed to have been given and received if delivered, on the date of such delivery, or if mailed, ten (10) calendar days after such mailing. Either party may change its address by notice in writing served upon the other party.

13. WATER RATES AND CONNECTION FEES:

a) The Customer shall pay to the County monthly water bill at a rate set by the County in the **Fee Schedule Water & Sewer Services** Bylaw and/or as otherwise stipulated in such Bylaw. The Bylaw may be amended from time to time.

b) As a contribution to the capital costs:

Option 1:

\$1,200 lump sum payment upon the Rural Water Connection Contract signing
(Schedule **A €**)

\$10,800 lump sum prior to connection to the water line

Option 2:

\$1,200 lump sum payment upon the Rural Water Connection Contract signing
(Schedule **AG**)

\$114.55 / per month as a phased repayment of capital contribution costs towards the construction of rural water line for a period not to exceed 10 (ten) years with the payment starting date being the date of the connection to the water line

- c) Accounts for water which are not paid when due shall incur a late payment penalty as per the County's applicable policies and/or bylaws.

14. RENTAL PROPERTY: In the event that the Customer has entered into or hereafter enters into an agreement whereby the Customer's land to which water is supplied is rented to a third party, the Customer shall be liable to the County for all rates, charges and other costs (including interest thereon) charged hereunder notwithstanding that the third party has entered into a Customer Contract with the County and notwithstanding that the invoice for water consumption and the operating charge is addressed to such third party.

15. TRANSFER: This Agreement is not transferable or assignable by the Customer without the consent of the County. In the event that the County consents to an assignment, the Customer shall not be relieved of an existing debt or obligation to the County.

16. VERBAL AGREEMENTS: No promises, agreements or representations by an agent or employee of the County shall be binding upon the County unless the same is incorporated into this Agreement before it is signed and accepted by the County.

17. AGENTS: Notwithstanding anything herein contained the County shall be entitled to assign all or any of its rights or obligations under this Agreement and may from time to time appoint, employ or engage a person, firm or corporation to do any act or thing which the County is required or entitled to do hereunder either in its own name or in the name of the County. In such event, such person, firm or corporation shall have the rights to access to the Customer's Lands set out in Clauses 5 and 6 herein.

18. DEFINITIONS: IT IS UNDERSTOOD that Clause 16 herein, this Agreement shall ensure to the benefit of and be binding upon the County, its successors and assigns and Customer, his executors and administrators, successors and assigns and that wherever the singular or masculine is used herein the same shall be construed as meaning the plural or feminine or a body corporate where the context so requires and that if the Customer is two or more parties the agreements and covenants on their party shall be deemed to be joint and several.

19. ENCUMBRANCE: The Customer hereby charges and encumbers all his estate and interest in the Customer's Land to the extent of any monies owing by the Customer to the County from time to time under the terms hereof together with any costs, including all legal costs on a solicitor and client basis, incurred by the County in the enforcement of any terms of this Customer contract; and acknowledges and agrees that the County may, register a Caveat against the title to the Customer's Lands respecting such debt. The foregoing shall be an addition to, and not in derogation from or substitution for, any other rights or remedies to which the County may be entitled.

20. REGULATIONS: This Agreement is made subject to any rules and regulations passed by the County from time to time and of any governmental body having jurisdiction and such rules and regulations form a part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed these presents as of the _____ day of _____, A.D. 20_____.

SIGNED SEALED AND DELIVERED

Mackenzie County

Per: _____

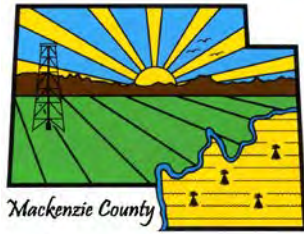
In the presence of:

Per: _____
(Customer)

Per: _____
(Witness)

Per: _____
(Customer)

Per: _____
(Witness)



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Bylaw 843-11 Fee Schedule Bylaw

BACKGROUND / PROPOSAL:

County Council established a Fee Schedule Bylaw.

OPTIONS & BENEFITS:

During the 2012 operating budget review meeting, Council directed administration to recalculate the water rates for metered and cardlock users and passed the following motion:

That the Water & Sewer Bylaw be revised and brought back to Council to increase the municipal residential water rate to an 80% recovery rate and the truck fill water rate to a 90% recovery rate.

Administration prepared a new bylaw to reflect the newly proposed rates. Please note that as we move towards having all County's rates under one bylaw, the fee related items have been removed from the Water and Sewer Bylaw and placed into the Fee Schedule Bylaw.

Please review the attached bylaw that incorporates the fee schedule portion from the existing Water & Sewer Bylaw and reflects the proposed changes in rates effective February 1 2012.

COSTS & SOURCE OF FUNDING:

The increase in the rate will help to offset the cost of treating and distributing water, treating and disposing of sewer.

Author: J. Whittleton **Reviewed by:** _____ **CAO** _____

RECOMMENDED ACTION:

Motion 1:

That first reading be given to Bylaw 843-11 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2:

That second reading be given to Bylaw 843-11 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3: (requires unanimous)

That consideration be given to go to third reading for Bylaw 843-11 being the Fee Schedule Bylaw for Mackenzie County.

Motion 4:

That third and final reading be given to Bylaw 843-11 being the Fee Schedule Bylaw for Mackenzie County.

Author: _____ Review Date: _____ CAO _____

BYLAW NO. 840-11 843-11

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

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Section 8(c)(i), requires fees to be established by bylaw.

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

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

ADMINISTRATION

Item	Amount	GST
Photocopying	\$0.25/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$25.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$25.00/per request	Applicable
Compliance Certificates	\$50.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps	\$25.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$50.00 \$10.00	Applicable
Hamlet Maps	\$10.00	Applicable
Aerial Photos	Size 8.5 x 11 to 11 x 17": black & white - \$5.00 color - \$10.00; Size over 11 x 17 up to 30 x 41.5" black & white - \$50.00 color - \$100.00	Applicable

Item	Amount	GST
Boardroom Rental (no charge to non-profit community groups)	\$50.00/day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

DEVELOPMENT

Item	Amount	GST
Area Structure Plan	\$15.00	Applicable
Municipal Development Plan	\$25.00	Applicable
Land Use Bylaw	\$35.00	Applicable
Land Use Bylaw Amendment	\$150.00	N/A
Development Permit - Other than Commercial or Industrial	\$25.00	N/A
Development Permit – Commercial and Industrial	\$50.00	N/A
Development Permit after Legal Counsel Intervention	Legal Fee Cost	N/A
Development Permit Time Extension	\$50.00	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Time Extension (Single Lot)	\$250.00	N/A
Subdivision Time Extension (Multi-Lot)	\$500.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A

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

SAFETY CODES FEES

BUILDING PERMIT FEES

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

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

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

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

SAFETY CODES FEES (CONT)

INDUSTRIAL CAMP FEES

BUILDING	FEE
1 to 50 person capacity	\$500.00
51 to 100 person capacity	\$750.00
101 to 200 person capacity	\$1,250.00
201 to 250 person capacity	\$2,000.00
251 to 300 person capacity	\$3,000.00

PLUMBING	FEE
1 to 50 person capacity	\$150.00
51 to 100 person capacity	\$200.00
101 to 200 person capacity	\$300.00
201 to 250 person capacity	\$450.00
251 to 300 person capacity	\$650.00

ELECTRICAL	FEE
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

GAS	FEE
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

PRIVATE SEWAGE	FEE
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

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

SAFETY CODES FEES (CONT)

ELECTRICAL PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Square footage of area to be wired	HOMEOWNER	CONTRACTOR
Up to 1200	\$190.00	\$160.00
1201 to 1500	\$250.00	\$190.00
1501 to 2000	\$285.00	\$240.00
2001 to 2500	\$315.00	\$260.00
Over 2500	\$315.00 plus \$0.10/sq ft over 2500 sq ft	\$260.00 plus \$0.10/sq ft over 2500 sq ft

DESCRIPTION	HOMEOWNER	CONTRACTOR
Mobile/Modular Home Connection only	\$100.00	\$75.00
Temporary and Underground Services (125 amps or less)	Contractor Required	\$75.00

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

OTHER THAN NEW RESIDENTIAL		
INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$0 – 300	\$85.00	\$75.00
\$301 – 500	\$95.00	\$85.00
\$501 – 1,000	\$105.00	\$95.00
\$1,001 – 1500	\$115.00	\$105.00
\$1,501 – 2,000	\$125.00	\$115.00
\$2,001 – 2,500	\$135.00	\$120.00
\$2,501 – 3,000	\$140.00	\$125.00
\$3,001 – 3,500	\$147.00	\$130.00
\$3,501 – 4,000	\$156.00	\$135.00
\$4,001 – 4,500	\$173.00	\$144.00
\$4,501 – 5,000	\$177.00	\$148.00
\$5,001 – 5,500	\$191.00	\$159.00

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$5,501 – 6,000	\$200.00	\$167.00
\$6,001 – 6,500	\$207.00	\$173.00
\$6,501 – 7,000	\$216.00	\$180.00
\$7,001 – 7,500	\$225.00	\$188.00
\$7,501 – 8,000	\$234.00	\$195.00
\$8,001 – 8,500	\$242.00	\$202.00
\$8,501 – 9,000	\$251.00	\$209.00
\$9,001 – 9,500	\$260.00	\$217.00
\$9,501 – 10,000	\$269.00	\$224.00
\$10,001 – 11,000	\$276.00	\$230.00
\$11,001 – 12,000	\$285.00	\$238.00
\$12,001 – 13,000	\$294.00	\$245.00
\$13,001 – 14,000	\$303.00	\$253.00
\$14,001 – 15,000	\$311.00	\$259.00
\$15,001 – 16,000	\$329.00	\$265.00
\$16,001 – 17,000	\$338.00	\$274.00
\$17,001 – 18,000	\$345.00	\$282.00
\$18,001 – 19,000	\$354.00	\$288.00
\$19,001 – 20,000	\$365.00	\$295.00
\$20,001 – 21,000	Contractor required	\$303.00
\$21,001 – 22,000	Contractor required	\$305.00
\$22,001 – 23,000	Contractor required	\$313.00
\$23,001 – 24,000	Contractor required	\$320.00
\$24,001 – 25,000	Contractor required	\$328.00
\$25,001 – 26,000	Contractor required	\$334.00
\$26,001 – 27,000	Contractor required	\$342.00
\$27,001 – 28,000	Contractor required	\$349.00
\$28,001 – 29,000	Contractor required	\$357.00
\$29,001 – 30,000	Contractor required	\$363.00

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$30,001 – 31,000	Contractor required	\$369.00
\$31,001 – 32,000	Contractor required	\$374.00
\$32,001 – 33,000	Contractor required	\$380.00
\$33,001 – 34,000	Contractor required	\$387.00
\$34,001 – 35,000	Contractor required	\$392.00
\$35,001 – 36,000	Contractor required	\$398.00
\$36,001 – 37,000	Contractor required	\$403.00
\$37,001 – 38,000	Contractor required	\$409.00
\$38,001 – 39,000	Contractor required	\$415.00
\$39,001 – 40,000	Contractor required	\$420.00
\$40,001 – 41,000	Contractor required	\$427.00
\$41,001 – 42,000	Contractor required	\$432.00
\$42,001 – 43,000	Contractor required	\$438.00
\$43,001 – 44,000	Contractor required	\$444.00
\$44,001 – 45,000	Contractor required	\$449.00
\$45,001 – 46,000	Contractor required	\$455.00
\$46,001 – 47,000	Contractor required	\$460.00
\$47,001 – 48,000	Contractor required	\$467.00
\$48,001 – 49,000	Contractor required	\$473.00
\$49,001 – 50,000	Contractor required	\$478.00
\$50,001 – 60,000	Contractor required	\$529.00
\$61,001 – 70,000	Contractor required	\$587.00
\$70,001 – 80,000	Contractor required	\$644.00
\$80,001 – 90,000	Contractor required	\$702.00
\$90,001 – 100,000	Contractor required	\$759.00
\$100,001 – 110,000	Contractor required	\$788.00
\$110,001 – 120,000	Contractor required	\$830.00
\$120,001 – 130,000	Contractor required	\$874.00
\$130,001 – 140,000	Contractor required	\$917.00

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$140,001 – 150,000	Contractor required	\$960.00
\$150,001 – 160,000	Contractor required	\$1,003.00
\$160,001 – 170,000	Contractor required	\$1,047.00
\$170,001 – 180,000	Contractor required	\$1,089.00
\$180,001 – 190,000	Contractor required	\$1,133.00
\$190,001 – 200,000	Contractor required	\$1,175.00
\$200,001 – 210,000	Contractor required	\$1,205.00
\$210,001 – 220,000	Contractor required	\$1,262.00
\$220,001 – 230,000	Contractor required	\$1,305.00
\$230,001 – 240,000	Contractor required	\$1,348.00
\$240,001 – 250,000	Contractor required	\$1,392.00
\$250,001 – 300,000	Contractor required	\$1,520.00
\$300,001 – 350,000	Contractor required	\$1,664.00
\$350,001 – 400,000	Contractor required	\$1,808.00
\$400,001 – 450,000	Contractor required	\$1,952.00
\$450,001 – 500,000	Contractor required	\$2,095.00
\$500,001 – 550,000	Contractor required	\$2,239.00
\$550,001 – 600,000	Contractor required	\$2,383.00
\$600,001 – 650,000	Contractor required	\$2,527.00
\$650,001 – 700,000	Contractor required	\$2,670.00
\$700,001 – 750,000	Contractor required	\$2,814.00
\$750,001 – 800,000	Contractor required	\$2,958.00
\$800,001 – 850,000	Contractor required	\$3,102.00
\$850,001 – 900,000	Contractor required	\$3,245.00
\$900,001 – 950,000	Contractor required	\$3,389.00
\$950,001 – 1,000,000	Contractor required	\$3,533.00

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

SAFETY CODES FEES (CONT)

ANNUAL ELECTRICAL PERMIT PROCESS

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

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

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

ANNUAL ELECTRICAL PERMIT FEES

Rating of Establishment (KVA)	Fee
100 or less	\$300.00
101 to 2,500	\$300.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$660.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$960.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,410.00 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,010.00 plus 3.00 per 100 KVA over 20,000 KVA

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

SAFETY CODES FEES (CONT)

GAS PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Number of Outlets	HOMEOWNER	CONTRACTOR
1	\$85.00	\$75.00
2	\$105.00	\$85.00
3	\$125.00	\$105.00
4	\$156.00	\$130.00
5	\$195.00	\$163.00
6	\$215.00	\$179.00
7	\$234.00	\$195.00
8	\$252.00	\$210.00
9	\$273.00	\$228.00
10	\$293.00	\$244.00
11	\$305.00	\$254.00
12	\$318.00	\$265.00
13	\$330.00	\$275.00
14	\$344.00	\$287.00
15	\$356.00	\$297.00
16	\$371.00	\$309.00
17	\$383.00	\$319.00
18	\$396.00	\$330.00
19	\$408.00	\$340.00
20	\$422.00	\$352.00
Add \$15.00 per outlet over 20		

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

SAFETY CODES FEES (CONT)

GAS PERMIT FEES

RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$90.00	\$75.00
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$100.00	\$75.00

Grain Dryer	Contractor Required	\$250.00
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NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	Contractor Required	\$75.00
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$150.00

REPLACEMENT OF NON-RESIDENTIAL APPLIANCES	FEE
First Appliance Add \$15.00 for each additional appliance	\$70.00

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



SAFETY CODES FEES (CONT)

GAS PERMIT FEES		
NON-RESIDENTIAL INSTALLATIONS		
BTU Input	HOMEOWNER	CONTRACTOR
0-100,000	Contractor Required	\$75.00
100,001-110,000	Contractor Required	\$85.00
110,001-120,000	Contractor Required	\$95.00
120,001-130,000	Contractor Required	\$125.00
130,001-140,000	Contractor Required	\$135.00
140,001-150,000	Contractor Required	\$145.00
150,001-170,000	Contractor Required	\$150.00
170,001-190,000	Contractor Required	\$155.00
190,001-210,000	Contractor Required	\$160.00
210,001-230,000	Contractor Required	\$165.00
230,001-250,000	Contractor Required	\$170.00
250,001-300,000	Contractor Required	\$175.00
300,001-350,000	Contractor Required	\$180.00
350,001-400,000	Contractor Required	\$190.00
400,001-450,000	Contractor Required	\$195.00
450,001-500,000	Contractor Required	\$200.00
500,001-550,000	Contractor Required	\$205.00
550,001-600,000	Contractor Required	\$210.00
600,001-650,000	Contractor Required	\$220.00
650,001-700,000	Contractor Required	\$230.00
700,001-750,000	Contractor Required	\$240.00
750,001-800,000	Contractor Required	\$250.00
800,001-850,000	Contractor Required	\$260.00
850,001-900,000	Contractor Required	\$270.00
900,001-950,000	Contractor Required	\$280.00
950,001-1,000,000	Contractor Required	\$290.00
Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU		

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

SAFETY CODES FEES (CONT)

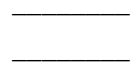
GAS PERMIT FEES

NON-RESIDENTIAL INSTALLATIONS

TEMPORARY HEAT

BTU Input	HOMEOWNER	CONTRACTOR
0 to 250,000	Contractor Required	\$75.00
250,001 to 500,000	Contractor Required	\$125.00
Over 500,000	Contractor Required	\$125.00 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

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



SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Number of Fixtures	HOMEOWNER	CONTRACTOR
1	\$85.00	See contractor fees
2	\$95.00	See contractor fees
3	\$105.00	See contractor fees
4	\$115.00	See contractor fees
5	\$125.00	See contractor fees
6	\$135.00	See contractor fees
7	\$140.00	See contractor fees
8	\$149.00	See contractor fees
9	\$164.00	See contractor fees
10	\$176.00	See contractor fees
11	\$186.00	See contractor fees
12	\$195.00	See contractor fees
13	\$204.00	See contractor fees
14	\$215.00	See contractor fees
15	\$224.00	See contractor fees
16	\$234.00	See contractor fees
17	\$245.00	See contractor fees
18	\$252.00	See contractor fees
19	\$263.00	See contractor fees
20	\$273.00	See contractor fees
Add \$8.00 for each fixture over 20		

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

SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
1	\$75.00
2	\$85.00
3	\$90.00
4	\$95.00
5	\$105.00
6	\$110.00
7	\$115.00
8	\$124.00
9	\$137.00
10	\$147.00
11	\$155.00
12	\$163.00
13	\$170.00
14	\$179.00
15	\$187.00
16	\$195.00
17	\$204.00
18	\$210.00
19	\$219.00
20	\$228.00
21	\$234.00
22	\$242.00
23	\$248.00
24	\$254.00
25	\$262.00

Number of Fixtures	CONTRACTOR
26	\$268.00
27	\$274.00
28	\$282.00
29	\$288.00
30	\$294.00
31	\$302.00
32	\$309.00
33	\$314.00
34	\$322.00
35	\$329.00
36	\$335.00
37	\$342.00
38	\$349.00
39	\$357.00
40	\$362.00
41	\$369.00
42	\$377.00
43	\$382.00
44	\$389.00
45	\$397.00
46	\$402.00
47	\$409.00
48	\$417.00
49	\$422.00
50	\$429.00

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

SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
51	\$435.00
52	\$440.00
53	\$445.00
54	\$450.00
55	\$457.00
56	\$463.00
57	\$467.00
58	\$473.00
59	\$478.00
60	\$484.00
61	\$488.00
62	\$494.00
63	\$500.00
64	\$505.00
65	\$510.00
66	\$515.00
67	\$522.00
68	\$527.00
69	\$532.00
70	\$537.00
71	\$543.00
72	\$549.00
73	\$553.00
74	\$559.00
75	\$564.00

Number of Fixtures	CONTRACTOR
76	\$570.00
77	\$574.00
78	\$580.00
79	\$587.00
80	\$592.00
81	\$594.00
82	\$597.00
83	\$599.00
84	\$602.00
85	\$604.00
86	\$608.00
87	\$610.00
88	\$613.00
89	\$617.00
90	\$618.00
91	\$620.00
92	\$623.00
93	\$627.00
94	\$629.00
95	\$632.00
96	\$635.00
97	\$638.00
98	\$639.00
99	\$642.00
100	\$645.00

Add \$1.00 for each fixture over 100

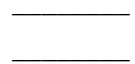
* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES (CONT)

PRIVATE SEWAGE TREATMENT SYSTEMS

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

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



SAFETY CODES FEES (CONT)

OTHER CHARGES AND PAYMENTS

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

Charges for additional services are as follows:

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

Additional Inspection Services

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

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Private Home Inspections for real estate deals (all disciplines),
- Insurance Inspections,
- Electrical Equipment Approvals,
- New Code Book Sales, and
- Code Seminars in all disciplines for local contractors.

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

SAFETY CODES FEES (CONT)

MISCELLANEOUS	
DESCRIPTION	FEE
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Additional Inspection (within 100 km radius)	\$75.00
Additional Inspection (over 100 km radius)	\$125.00
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.

PUBLIC WORKS

Item	Amount	GST
Winter Maintenance Flags	\$20.00/up to 1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control DL 10-40	\$1,000/200 linear meters per application	Applicable
Dust Control for Seniors	No Charge	

EQUIPMENT AND LABOUR

Item	Amount	GST
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sanding Unit & Tandem Truck	\$110.00/hour (minimum charge 1 hr)	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Labour	\$25.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour (minimum charge 1 hr.)	Applicable
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable

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

AIRPORTS

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

PARKS

Section 1: General Park Fees

Day Use	Overnight	Weekly	Group Camping	Seasonal or Monthly Camping Stalls	Marina Dock Rental
Wadlin Lake					
No Charge	\$20	\$120	\$50 basic fee plus \$16/unit/day plus \$250 damage deposit	<u>Seasonal:</u> May 1-Sept.30: \$1,500 plus \$250 damage deposit	\$28/day with camping stall; \$10/day without camping stall
Machesis Lake					
No Charge	\$20	\$120	N/A	N/A	N/A
Hutch Lake					
No Charge	\$20	\$120	N/A	N/A	N/A
Zama Community Park					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	N/A	<u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
Tourangeau Lake					
No Charge	N/A	N/A	N/A	N/A	N/A
Fort Vermilion Bridge Campsite					
No Charge	N/A	N/A	N/A	N/A	N/A

Note: Where available, the Group Camping Fee allows for reservation of shelter for renter's use only. Basic fee is applicable for shelter only (no R.V.s).

Section 2: Penalties

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

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

Section 2: Penalties Cont'd

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

Note:

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

TRAFFIC REGULATIONS

Traffic Regulation Bylaw Part 2: Parking

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

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

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

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

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

Traffic Regulation Bylaw Part 5: Miscellaneous

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

Note:

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

FIRE SERVICES FEES

Provincial Roadways Incidents

Item	Amount
<u>Response fees including man power:</u>	
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15%
<u>Manpower Fee:</u> (if only manpower is requested/needed)	
Officers	\$50.00 per man hour
Firefighter	\$40.00 per man hour

Other Incidents:

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

Note:

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

False Alarms

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

Other Fees

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

	day plus expenses
Occupant Load Determination (no charge to non-profit groups)	\$100.00 per certificate

*As specified in Fire Services Bylaw

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:
 - (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
 - (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

DOG CONTROL FEES

Fees & Penalties	General	Dogs	Dangerous Dogs
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
Annual Fees			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
Lifetime Fee			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
Dog running at large – Handling fee			
1 st offence		\$50.00	\$500.00
2 nd offence		\$100.00	\$1,000.00

Fees & Penalties	General	Dogs	Dangerous Dogs
3 rd offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00
Worry or annoy any other animal penalty	\$50.00		
Damage to public or private property penalty		\$50.00	\$250.00
Upset waste receptacles or scatter contents thereof (Section 1. (b) or Dog Control Bylaw)	\$100.00		
Leave dog unattended in motor vehicle penalty		\$50.00	\$250.00
Fail to provide water, food, shelter or proper care penalty	\$100.00		
Abuse or abandonment of dog penalty	\$250.00		
Dog in prohibited areas as set by Council penalty	\$100.00		
Failure to report dog with a communicable disease penalty	\$100.00		
Failure to confine a dog with a communicable disease penalty	\$100.00		
Failure to keep dog confined for nor less than ten (10) days penalty	\$50.00		
Interfere or threaten an Animal Control Officer penalty	\$250.00		
Induce a dog or assist a dog to escape capture penalty	\$250.00		
Falsely represent him/herself as being in charge of a dog penalty	\$100.00		
Allow, or attempt to allow, a dog(s) to escape from a vehicle, cage, or lice trap penalty	\$100.00		
Remove or attempt to remove a dog from an Animal Control Officer penalty	\$250.00		
Unconfined female dog in heat penalty	\$50.00		
Failure to remove defecation	\$50.00		
Impoundment fees (to be verified with the veterinarian)		Amount expended	Amount expended

Fees & Penalties	General	Dogs	Dangerous Dogs
Veterinary fees (to be verified with the veterinarian)		Amount expended	Amount expended
Destruction of dog fees (to be verified with the veterinarian)		Amount expended	Amount expended
Failure to keep a dangerous dog(s) confined penalty			\$500.00
Improper pen or other structure penalty			\$200.00
Give false information when applying for dangerous dog license penalty			\$500.00
Failure to keep dangerous dog muzzled penalty			\$500.00
Failure to harness of leash a dangerous dog properly penalty			\$500.00
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

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

Note:

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

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS

Water/Sewer Rates

Rate Description	Fixed Fee	Consumption Fee
Water Rates for Metered Users	Up to January 31, 2012 - \$15.73/month	Up to January 31, 2012 - \$2.43/m ³
	February 1, 2012 - \$30.67/month	February 1, 2012 - \$2.84/m ³
Water Rates for Cardlock Users (treated water)	NA	Up to January 31, 2012 - \$2.43/m ³
		February 1, 2012 - \$3.20/m ³
Water Rates for Cardlock Users (untreated water)	NA	Up to January 31, 2012 - \$1.70/m ³
		February 1, 2012 - \$2.38/m ³
Sewer Rate for Metered users		33.5% of the total water charge amount

Penalties

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

Fees and Deposits

- (i) Application fee for new service -\$20.00
- (ii) Transfer from one service to another -\$20.00
- (iii) a) Reconnection of service due to non-payment of account in accordance with Section 53 -\$50.00
 b) Fee for service required to connect or disconnect water upon the request of the customer within the two (2) working days requirement in accordance with Section 47 -\$20.00
- (iv) Fee for inspection of water connection within the required two (2) day notification in accordance with Section 25 -\$20.00
- (v) Deposit for cardlock -\$100.00 for residential; \$500 for commercial or industrial users
- (vi) Deposit for keylock -\$20.00
- (vii) As per section 28, the cost of water meters and the installation fees, based on commercial or residential, are as follows:

Size of Meter	Cost of Meter	Installation Fee
5/8"	\$170.00	\$65.00
3/4" Residential	\$214.00	\$65.00
3/4" Commercial	\$214.00	\$125.00
1"	\$272.00	\$125.00
1 1/2"	\$620.00	\$125.00
2"	\$850.00	\$125.00
3"	\$1,612.00	\$125.00
4"	\$2,625.00	\$125.00

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

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

in 6 equal payments.

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

- (viii)** Upon the return of a water meter from the person in accordance with Section 56 due to the closure of an account, Mackenzie County will refund that person fifty (50%) percent of the original amount paid for the meter upon initial installation.
- (ix)** A \$50.00 fee for water meter testing in accordance with Section 40.
- (x)** Deposits may be transferable from one service to another by the same consumer.
- (xi)** The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (xii)** In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.
- (xiii)** Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.
- (xiv)** \$50.00 per hour fee per utilities officer for services required to construct, repair, or service where the responsibility for required work was born by the developer, consumer or corporation.

Rural Water Line Connection Fees

Option 1:

\$1,200 lump sum payment upon the Rural Water Connection Contract signing (Water and Sewer Bylaw Schedule A)

\$10,800 lump sum prior to connection to the water line

Option 2:

\$1,200 lump sum payment upon the Rural Water Connection Contract signing (Water and Sewer Bylaw Schedule A)

\$114.55 / per month as a phased repayment of capital contribution costs towards the construction of rural water line for a period not to exceed 10 (ten) years with the payment starting date being the date of the connection to the water line

Fines for Water/Sewer

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

SECTION	DESCRIPTION	PENALTY
6	Failing to connect to county owned water and sewer facilities	\$2,500.00
9	Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
7,10, 11, 12, 15,23, 24, 25, 27, 29, 34, 40, 54, 55, 56	Interfering/Tampering with Municipal water or sewer systems	\$2,500.00
13, 23, 50	Failing to allow County staff or agent to enter premises	\$250.00
14	Failing to maintain water or sewer system	\$100.00
15	Failure to use proper material	\$250.00
15	Failure to install backflow preventer	\$150.00
15	Failure to execute proper tapping or backfilling	\$250.00
17	Covering a water or sewer system prior to inspection	\$250.00
17	Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$500.00
28	Failure to report broken seal to County	\$20.00
35	Obstruction of Fire Hydrants/Valves	\$100.00
49	Illegal disposal of water	\$1,500.00
50	Well or other source of water supply	\$150.00
51, 52, 53 & 58	Illegal disposal in sewer or storm drainage system	\$2,500.00

Note: A person who contravenes a provision of this the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in Schedule

"B" of this Bylaw or, on summary conviction to a fine not less than twenty (\$20.00) and not more than five thousand (\$5,000.00), and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

2. ~~The Safety Codes Fees portion of this Bylaw shall be in full force and effect starting September 1, 2011.~~
3. This Bylaw shall come into force and effect upon receiving third reading and shall repeal and replace Bylaw 839-11 840-11.
4. ~~This Bylaw also replaces and repeals Bylaw 497/05 effective September 1, 2011.~~

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

READ a first time this _____ day of _____, 2011.

READ a second time this _____ day of _____, 2011.

READ a third time and finally passed this _____ day of _____, 2011.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Agricultural Land Sales

BACKGROUND / PROPOSAL:

The Agricultural Land Use Planning Committee is tasked with working with Alberta Sustainability Resource Development on identifying the potential lands for sale as part of the three phase plan.

OPTIONS & BENEFITS:

The Committee held a meeting on December 1, 2011. AB SRD representatives presented the updated plans. AB SRD highlighted some land areas that were initially identified for sale in Phase 1 but subsequently some concerns from the Department of Fisheries were received.

Please review the attached map. In order to allocate the acres of removed to lands to some other proposed areas for sale, the committee passed the following motion:

That a recommendation be taken to Council to apply the acres removed due to the Fisheries concerns (TWP 101-17) to the newly identified lands for sale in Stage 2 (purple coloured area on the presented map) and Council supports offering TWPs 108 & 107 (the purple lands) for sale in stage 2.

COSTS & SOURCE OF FUNDING:

NA

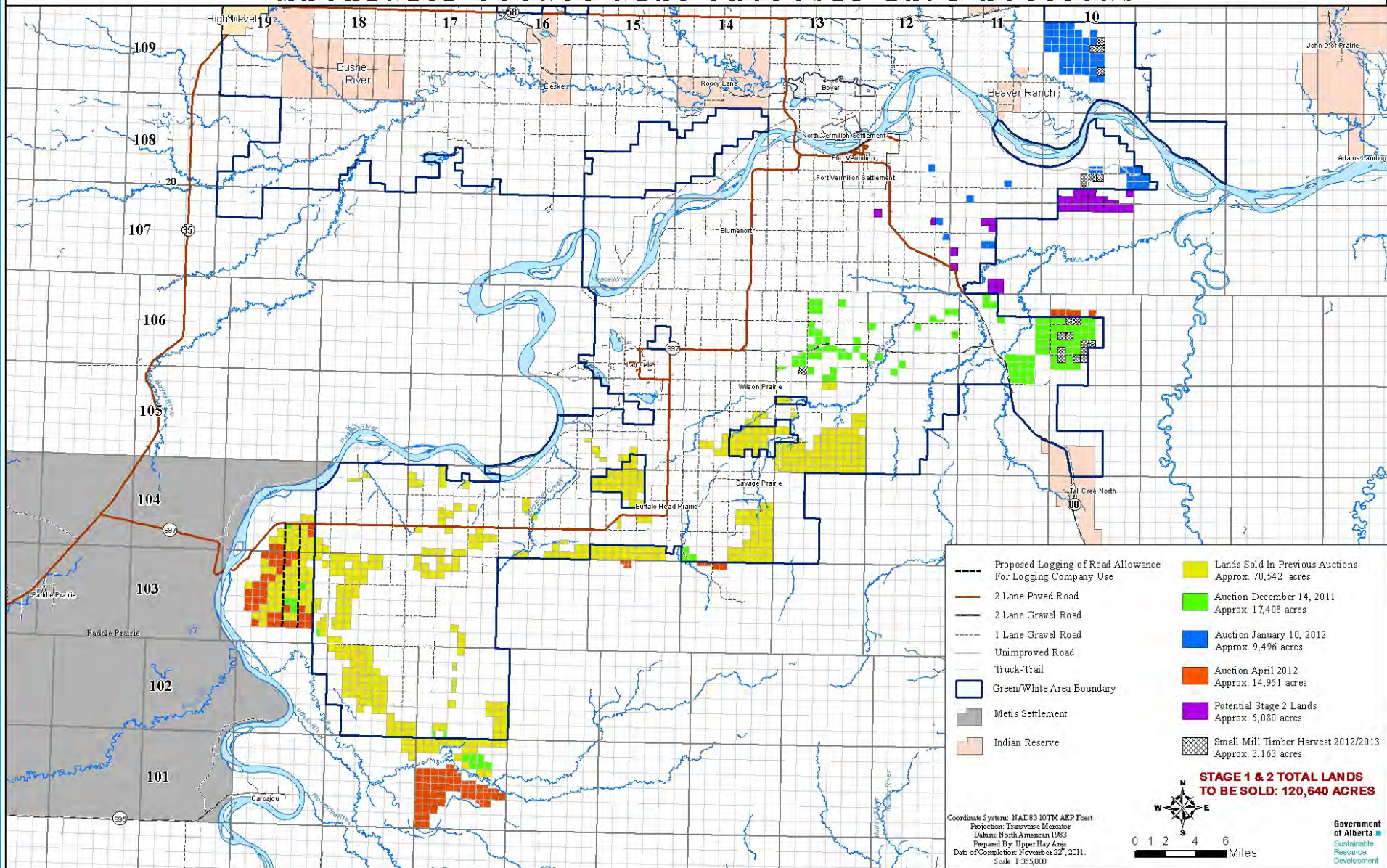
Author: J. Whittleton **Reviewed by:** _____ **CAO** _____

RECOMMENDED ACTION:

That Council request Alberta Sustainable Resource Development to apply the acres removed from TWP 101-17, due to the Fisheries concerns, to the newly identified lands for sale in Stage 2 and recommend offering the lands within TWPs 108 & 107 for sale in Stage 2.

Author: _____ Review Date: _____ CAO _____

MACKENZIE COUNTY NEXT PROPOSED LAND AUCTIONS



- Proposed Logging Road Allowance For Logging Company Use
- 2 Lane Paved Road
- 2 Lane Gravel Road
- 1 Lane Gravel Road
- Unimproved Road
- Truck-Trail
- Green/White Area Boundary
- Metis Settlement
- Indian Reserve
- Lands Sold in Previous Auctions
Approx. 70,542 acres
- Auction December 14, 2011
Approx. 17,403 acres
- Auction January 10, 2012
Approx. 9,496 acres
- Auction April 2012
Approx. 14,951 acres
- Potential Stage 2 Lands
Approx. 5,080 acres
- Small Mill Timber Harvest 2012/2013
Approx. 3,163 acres

Coordinate System: NAD83 10TM AEP Foerst
 Projection: Transverse Mercator
 Datum: North American 1983
 Prepared By: Upper Hay Area
 Date of Completion: November 22, 2011
 Scale: 1:355,000



STAGE 1 & 2 TOTAL LANDS TO BE SOLD: 120,640 ACRES

Government of Alberta
 Sustainable Resource Development

**Mackenzie County
Action List as of November 30, 2011**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
September 9, 2008 Council Meeting			
08-09-633	That the Parks & Recreation Committee explores other regional locations for a provincial campground.	Al	In progress
August 11, 2009 Council Meeting			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia	In Progress
November 10, 2010 Regular Council Meeting			
10-11-1060	That third reading be given to Bylaw 783-10, being a temporary road dedication bylaw for the existing roadway through the N ½ 26-104-14-W5M for the purpose of access to Part of SE 26-104-14-W5M (Plan 002 3789, Block 1, Lot 1).	Marion	Negotiations underway
10-11-1061	That administration proceed with registering the road plan as per Bylaw 783-10	Marion	Negotiations underway
February 8, 2011 Regular Council Meeting			
11-02-129	That administration investigate options for a snow dump area in the La Crete area before the 2011-12 winter season.	John	2012 Budget
March 8, 2011 Regular Council Meeting			
11-03-249	That the Finance Committee be authorized to discuss fire invoicing issues with the Town of High Level.	Joulia Finance	12-Sep-11 Special Meeting
March 30, 2011 Regular Council Meeting			
11-03-279	That the Policy RESV016 La Crete Emergency Service Reserve be TABLED for further review.	Al	Under review
April 12, 2011 Regular Council Meeting			
11-04-350	That administration be authorized to enter into a Memorandum of Understanding with the Fort Vermilion School Division regarding the County's three year commitment to contribute \$50,000 annually towards the Rocky Lane Public School Agriculture Program with the funding being channeled through the Rocky Lane Agricultural Society.	Joulia	Rocky Lane Ag Society reviewing a draft agreement.
11-04-362	That the Waste Management Ad Hoc Committee bring back implementation models for hamlet	Al	Al and Councillor Braun attending a waste

Motion	Action Required	Action By	Status
	residential waste collection in La Crete.		conference.
11-04-369	That the Finance Committee be authorized to meet with the Town of High Level representatives to discuss the Airport Vicinity Protection Area, potable water line arrangements, the Annexation Agreement and the Regional Mutual Aid Agreement.	Roy Joulia	Ongoing
11-04-370	That an offer be made to Alberta Health Services to lease out the High Level, La Crete and Fort Vermilion ambulance facilities as discussed.	Al	In progress
May 10, 2011 Regular Council Meeting			
11-05-447	That administration be authorized to assist the La Crete Agricultural Society in their pursuit of acquiring a space for the purpose of developing a "Jubilee Plaza".	Roy	Report with location options (pros & cons) completed. Contact information for preferred location being researched.
11-05-451	That Council request that staff work with the La Crete Swimming Pool Committee to assist them in the development of a business plan approach for the La Crete Swimming Pool project.	Roy	Ongoing
May 31, 2011 Regular Council Meeting			
11-05-510	That administration brings forward the dust control policy for review and the application procedure for information.	Roy	December 2011
June 29, 2011 Regular Council Meeting			
11-06-551	That Mackenzie County retract motion 11-02-150 and 11-03-307 and award Superior Safety Codes a three year Safety Codes Services Contract subject to the current fees remaining in place for the first three months of the contract term and that the new fees as proposed by Superior Safety Codes commence thereafter and that the fee split be 70/30 percent for Superior Safety Codes and Mackenzie County respectively.	Marion	Draft agreement under review, will be ready for signature shortly.
July 27, 2011 Regular Council Meeting			
11-07-606	That administration develop a policy for hamlet utility servicing that reflect the options and benefits as discussed and review the existing water/sewer Bylaw.	John	Meeting scheduled for October 28, 2011
August 9, 2011 Regular Council Meeting			
11-08-624	That administration prepare a plan to evaluate the preservation of 100A street in La Crete for future road expansion and that no development on these lands be approved.	Joulia	In progress
11-08-648	That the minimum lots sizes in HR1A and HR2 be brought back for discussion.	Marion	In progress

Motion	Action Required	Action By	Status
August 22, 2011 Regular Council Meeting			
11-08-674	That the following approach be taken to gather the information for the Upper and Lower Peace Region Position Paper on local level (Mackenzie Municipal Service Agency Initiative): <ol style="list-style-type: none"> 1. A council workshop be set for October 3, 2011 at 2:00 p.m. in Fort Vermilion to Discuss and complete the MMSA's Land Use Framework survey; 2. The survey be made available to public at the County's offices (voluntary participation) 3. Send the survey to the industry stakeholders; 4. Participate in a tri-council regional meeting if possible. 	Joulia	Complete except for item 4
11-08-683	That administration write a letter to Alberta Transportation to erect a ferry sign at Blumenort intersection.	Roy	Drafting letter
11-08-689	That Council direct administration to sign the Mutual Aid Agreement with the Town of High Level and the Town of Rainbow Lake, for fire services within Mackenzie Region, as presented.	Al	In progress
September 13, 2011 Regular Council Meeting			
11-09-705	That the Hazardous Materials Mutual Aid Agreement be TABLED for further information.	Al	
September 23, 2011 Regular Council Meeting			
11-09-762	That administration bring back emergent type changes to the Land Use Bylaw as they relate to the Hamlet of Zama.	Marion	Data provided to Councillor, awaiting response
11-09-763	That, in order to undertake the priority Water Treatment Plant Improvement and the Main Lift Station Upgrade projects in the Hamlet of Zama, administration prepares and submits two applications under the Alberta Water & Wastewater Program for these projects and that the following action be taken:	John	
11-09-767	That administration prepare a statement that can be shared with the public regarding protocol for in-camera sessions.	Roy	
11-09-770	That administration prepare a report of the history of the La Crete post office and present options to Council to address the safety concerns.	Joulia	In progress
October 26, 2011 Regular Council Meeting			
11-10-865	That the County fill the ditch on the right of way (NW 21-106-15-W5M), level the culvert, and build a berm on H. Klassen's land as per Alberta Environment's request.	John	In progress

Motion	Action Required	Action By	Status
November 4, 2011 Budget Council Meeting			
11-11-885	That the Water & Sewer Bylaw be revised and brought back to Council to increase the municipal residential water rate to an 80% recovery rate and the truck fill water rate to a 90% recovery rate.	Joulia	30-Nov-11
November 8, 2011 Regular Council Meeting			
11-11-894	That the Tompkins Landing ice bridge contract be awarded to the lowest qualifying bidder for the remaining two years of the three year term which expires on April 30, 2013.	John	
11-11-910	That the engineering and gravel crushing be completed on the Highway 88 Connector with funding coming from the Highway 88 connector project.	Joulia	
11-11-911	That the low income housing program for the Hamlet of Zama be explored.	Joulia	
11-11-912	That the three Zama trailers be rented until there is an improvement in the economic situation and reassess the future of the trailers at that time.	Joulia	
11-11-913	That the sale of tax forfeiture public land auction date be set for May 1, 2012 in Fort Vermilion.	Joulia	01-May-12
11-11-918	That the unused funds from 2-63-30-259 be transferred to the Municipal Drainage Reserve at the yearend closing.	Joulia	
11-11-924	That the Funding New Transportation Routes document be communicated to the Alberta Provincial Government as discussed.		
November 30, 2011 Regular Council Meeting			
11-11-939	That administration be directed to amend the existing operating agreement with the Zama Recreational Society by adding the old County building in Zama.		
11-11-940	That the presentation by the Canadian Wildlife Service on the development of the national recovery strategy for Woodland Caribou – Boreal population be received for information and that administration draft a letter to address the concerns as discussed.		
11-11-943	That Policy PW019 Road Construction Eligibility and Road Allowance Use be TABLED to the next council meeting.		
11-11-948	That administration assist the La Crete Community Library Society in compiling cost information for a		

Motion	Action Required	Action By	Status
	stand-alone facility in conjunction with the Mackenzie Library Board.		

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Joulia, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Marion, John, Al, Don	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Al	
Review/develop a plan for maintaining municipal infrastructure;	Al, Don, John, Grant	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Marion	
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Al, Don, John	
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	Al, Don, John	