

# MACKENZIE COUNTY

## REGULAR COUNCIL MEETING

DECEMBER 8, 2014

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

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

## OPERATIONAL STRATEGIES (CAO/Staff)

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the November 26, 2014 Regular Council Meeting	7
		b) Minutes of the December 4, 2014 Special Council (Budget) Meeting	17
<b>DELEGATIONS:</b>	4.	a) Lyle Fullerton, Special Projects Coordinator, ESRD – Managing Disease Risk in Alberta’s Wood Bison Program (1:30 p.m.)	19
		b)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	33
		b) Tompkins Crossing Committee Meeting Minutes – December 8, 2013	47
		c) Municipal Planning Commission Meeting Minutes	53
		d)	
<b>TENDERS:</b>	6.	a) Bridge File 75117 – Bridge Culvert Installation and Other Work (1:01 p.m.)	67

**PUBLIC HEARINGS:** Public hearings are scheduled for 1:00 p.m.

7. a) None

**COMMUNITY SERVICES:**

8. a) Third Party Work Requests – 2014 Search and Rescue Incidents 69

b) 2012 & 2013 Fort Vermilion Fire Department Honorariums 121

c)

d)

**ENVIRONMENTAL SERVICES:**

9. a) Bylaw 980-14 Amending Bylaw 959-14 being a Bylaw Respecting the Water and Sewer System – 94 Avenue Sewer Connection Fee Bylaw 125

b) Comprehensive Water Supply, Treatment and Distribution Study 135

c) La Crete Lagoon Project Contract – Northern Road Builders Request for Time Extension 157

d)

e)

**OPERATIONS:**

10. a) La Crete Residential Waste Collection Contract - Renewal 163

b) Zama Airport 191

c)

d)

**PLANNING & DEVELOPMENT:**

11. a) La Crete Transportation Master Plan (Draft) 203

b) Policy DEV001 Urban Development Standards (Draft) 229

c) Policy DEV007 Rural Development Standards (Draft) 245

		d)	Road Closure and Sale – Zama	253
		e)		
		f)		
<b>FINANCE:</b>	12.	a)	Policy ADM054 Fuel Usage	257
		b)	Request to Reimburse a Penalty	263
		c)		
		d)		
<b>ADMINISTRATION:</b>	13.	a)	Bylaw 979-14 Fee Schedule	265
		b)	Mackenzie Regional Housing Needs Assessment	309
		c)	2015 Growing the North Conference Sponsorship	523
		d)	Honorariums to Attend Community Events	527
		e)	Committees (Councillor Paul)	529
		f)		
		g)		
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a)	Information/Correspondence	531
<b>IN CAMERA SESSION:</b>	15.	a)	Legal <ul style="list-style-type: none"><li>• Property Damage Claims</li><li>• Superior Safety Codes Contract</li></ul>	
		b)	Labour <ul style="list-style-type: none"><li>• CAO Vacation Days</li></ul>	
		c)	Land	
<b>NOTICE OF MOTION:</b>	16.		Notices of Motion	

**NEXT MEETING  
DATES:**

- 17. a) Special Council (Budget) Meeting  
Thursday, December 18, 2014  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
Tuesday, January 13, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

- 18. a) Adjournment



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the November 26, 2014 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the November 26, 2014 Regular Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

Approved council minutes are posted on the County website.

### **RECOMMENDED ACTION:**

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

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, November 26, 2014  
1:00 p.m.**

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

**PRESENT:**

Bill Neufeld	Reeve (teleconference) (left the meeting at 1:35 p.m.)
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

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

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on November 26, 2014 in the Fort Vermilion Council Chambers.

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

Deputy Reeve Sarapuk called the meeting to order at 1:04 p.m.

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

**MOTION 14-11-812 MOVED** by Councillor Braun

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

\_\_\_\_\_  
\_\_\_\_\_



- 13. c) WSP Charitable/Not for Profit Donation
- Delete Item 13. b) Mackenzie Regional Housing Needs Assessment
- 13. d) Tri-Council Meeting Agenda
- 13. e) Committees
- 15. a) Personal
- 8. c) Community Services Committee Meeting Date

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

- 3. a) Minutes of the November 12, 2014 Regular Council Meeting**

**MOTION 14-11-813**

**MOVED** by Councillor Wardley

That the minutes of the November 12, 2014 Regular Council meeting be adopted as presented.

**CARRIED**

**OPERATIONS:**

- 10. a) Reconstruct Bridge File 75060**

Councillor Jorgensen stepped out of the meeting at 1:09 p.m.

**MOTION 14-11-814**  
Requires 2/3

**MOVED** by Councillor Bateman

That the 2014 Budget be amended by \$48,000 to include work on Bridge File 75060, with funds coming from the Roads Reserve.

**CARRIED**

**MOTION 14-11-815**

**MOVED** by Councillor Braun

That administration be authorized to amend the bridge maintenance contract to include Bridge File 75060.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

- 11. a) 303-DP-14 776203 Alberta Ltd. – Natural Resource Extraction Industry (Gravel Pit) in F (La Crete Rural)**

Councillor Jorgensen rejoined the meeting at 1:18 p.m.

**MOTION 14-11-816**

**MOVED** by Councillor Braun

\_\_\_\_\_  
\_\_\_\_\_

That Development Permit 303-DP-14 be referred back to the Municipal Planning Commission for decision as discussed.

**CARRIED**

**ADMINISTRATION: 13. a) Fort Vermilion School Division Educational Priority Consultation Opportunity**

Councillor Jorgensen stepped out of the meeting at 1:34 p.m.

**MOTION 14-11-817 MOVED** by Reeve Neufeld

That Councillor Wardley (Reeve's Delegate), Councillor Knelsen and Councillor Bateman be authorized to attend the Fort Vermilion School Division Educational Priority Consultation session on January 9, 2015.

**CARRIED**

Reeve Neufeld left the meeting at 1:35 p.m.

**MOTION 14-11-818 MOVED** by Councillor Wardley

That Council's Strategic Priorities Session be rescheduled to January 7 and 8, 2015.

**CARRIED**

Councillor Jorgensen rejoined the meeting at 1:36 p.m.

**DELEGATIONS: 4. a) None**

**GENERAL REPORTS: 5. a) None**

**TENDERS: 6. a) None**

**PUBLIC HEARINGS: 7. a) None**

**COMMUNITY SERVICES: 8. a) Appointment of Fire Chief and Deputy Fire Chief – Fort Vermilion Fire and Rescue**

**MOTION 14-11-819 MOVED** by Councillor Braun

That Peter Wiebe be appointed as the Fire Chief for Fort Vermilion Fire and Rescue on a one (1) year term basis.

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\_\_\_\_\_

**CARRIED**

**MOTION 14-11-820**

**MOVED** by Councillor Jorgensen

That Larry Schartner be appointed as the Deputy Fire Chief for Fort Vermilion Fire and Rescue for a two-year term.

**CARRIED**

**8. b) Appointment of Fire Chief & Deputy Fire Chief –  
Zama Fire and Rescue**

**MOTION 14-11-821**

**MOVED** by Councillor Bateman

That Council move in-camera at 1:39 p.m.

**CARRIED**

**MOTION 14-11-822**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 1:41 p.m.

**CARRIED**

**MOTION 14-11-823**

**MOVED** by Councillor Bateman

That Mike Kettle be appointed as the Fire Chief for Zama Fire & Rescue for a two year term.

**CARRIED**

**8. c) Community Services Committee Meeting Date  
(ADDITION)**

**MOTION 14-11-824**

Requires Unanimous

**MOVED** by Councillor Braun

That a Community Services Committee Meeting be scheduled for December 17, 2014 at 1:00 p.m. in Fort Vermilion.

**CARRIED UNANIMOUSLY**

**ENVIRONMENTAL  
SERVICES:**

**9. a) Chemicals and Potable Water Filling**

**MOTION 14-11-825**

**MOVED** by Councillor Jorgensen

\_\_\_\_\_  
\_\_\_\_\_

That administration installs signs at the County's truckfill stations stating that no chemicals or chemical containers are allowed on site.

**CARRIED**

**MOTION 14-11-826**

**MOVED** by Councillor Braun

That administration brings forward the fee schedule bylaw with amendment to include a fine of \$500 for bringing chemicals, chemical containers, or sprayers onto or near a potable truckfill station.

**CARRIED**

Deputy Reeve Sarapuk recessed the meeting at 1:58 p.m. and reconvened the meeting at 2:11 p.m.

**FINANCE:**

**12. a) Financial Reports – January 1 to October 31, 2014**

**MOTION 14-11-827**

**MOVED** by Councillor Braun

That the financial report for the period, January 1 – October 31, 2014, be accepted for information.

**CARRIED**

**13. b) Mackenzie Regional Housing Needs Assessment**

Item deleted from the agenda.

**13. c) WSP Charitable/Not for Profit Donation**

**MOTION 14-11-828**

**MOVED** by Councillor Wardley

That Council select the Mackenzie County Library Board as the recipient of the \$1,000.00 donation from WSP which was won at the AAMDC Fall Convention.

**CARRIED**

**13. d) Tri-Council Meeting Agenda (ADDITION)**

**MOTION 14-11-829**

Requires Unanimous

**MOVED** by Councillor Bateman

That the Crime Reduction Unit be invited to the Tri-Council

\_\_\_\_\_  
\_\_\_\_\_

Meeting on December 17, 2014 and that policing be added to the agenda and that administration research a funding option through the Alberta Community Partnership.

**CARRIED UNANIMOUSLY**

**13. e) Committees (ADDITION)**

**MOTION 14-11-830**

Requires Unanimous

**MOVED** by Councillor Jorgensen

That the committee discussion be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 14-11-831**

**MOVED** by Councillor Driedger

That the County purchase a table at the Rocky Lane Agricultural Society Community Supper on November 29, 2014.

**CARRIED**

**MOTION 14-11-832**

**MOVED** by Councillor Wardley

That the information/correspondence items be received for information.

**CARRIED**

**IN-CAMERA SESSION: 15. In-Camera Session**

**MOTION 14-11-833**

**MOVED** by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:32 p.m.

15. a) Legal

15. b) Labour

15. c) Land

**CARRIED**

Councillor Jorgensen stepped out of the meeting at 3:11 p.m.

\_\_\_\_\_  
\_\_\_\_\_

**MOTION 14-11-834**

**MOVED** by Councillor Wardley

That Council move out of camera at 3:12 p.m.

**CARRIED**

**15. a) Legal – Superior Safety Codes Contract**

**MOTION 14-11-835**

**MOVED** by Councillor Paul

That administration be authorized to negotiate the Superior Safety Codes contract extension, as discussed, effective January 1, 2015.

**CARRIED**

**15. a) Legal – Personal (ADDITION)**

Discussion item.

Councillor Jorgensen rejoined the meeting at 3:13 p.m.

**MOTION 14-11-836**

Requires Unanimous

**MOVED** by Councillor Jorgensen

That Councillor Paul and Councillor Jorgensen be authorized to attend the meeting regarding Fox Lake Road on November 27, 2014 without honorariums.

**DEFEATED**

**NOTICES OF MOTION:**

**16. a) Honorariums to Attend Community Events**

**NEXT MEETING**

**DATES:**

**17. a) Regular Council Meeting**

Monday, December 8, 2014

10:00 a.m.

Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

**MOTION 14-11-837**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 3:18 p.m.

**CARRIED**

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

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\_\_\_\_\_

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the December 4, 2014 Special Council (Budget) Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the December 4, 2014 Special Council (budget) meeting will be distributed at the meeting.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

Approved council minutes are posted on the County website.

### **RECOMMENDED ACTION:**

That the minutes of the December 4, 2014 Special Council (Budget) meeting be adopted as presented.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Lyle Fullerton, Special Projects Coordinator, ESRD – Managing Disease Risk in Alberta’s Wood Bison Program</b>

### **BACKGROUND / PROPOSAL:**

See attached presentation.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

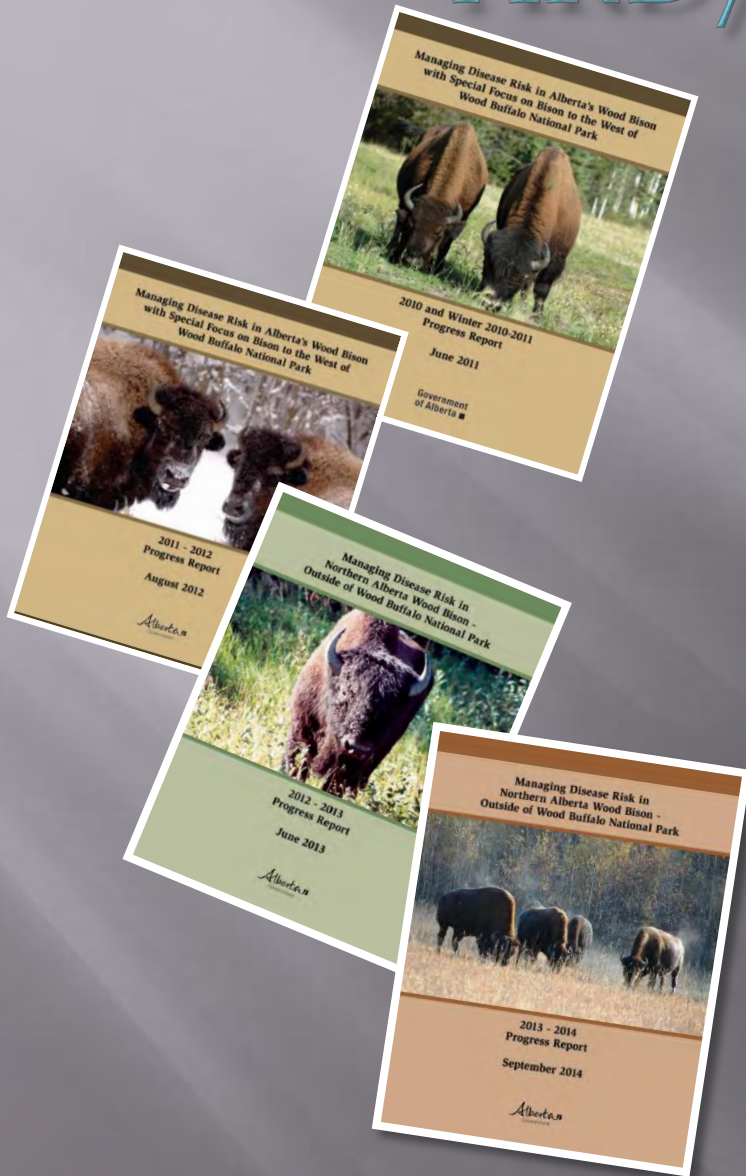
Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# MANAGING DISEASE RISK IN BISON OUTSIDE OF WBNP

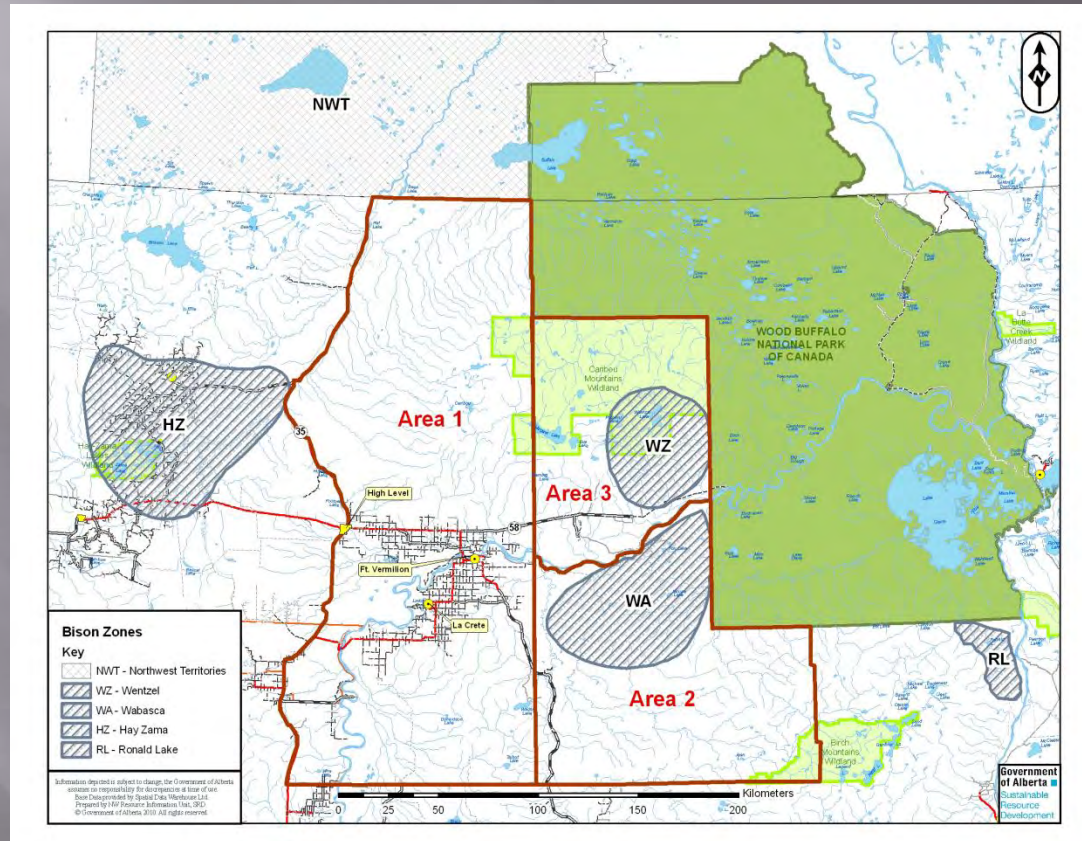
Fall 2014 Update

# ARD/ESRD Bison



- ❑ Overview of disease containment.
- ❑ Population assessments.
- ❑ Surveillance Hwy 35 & Ag Zone.
- ❑ Public reporting/Response Plan.
- ❑ Disease sampling.
- ❑ 2012 added Ronald Lake - consistency with GOA and NRS.
- ❑ Communication Strategy
- ❑ DNA Analysis
- ❑ National Recovery Strategy
- ❑ Long-term Strategy

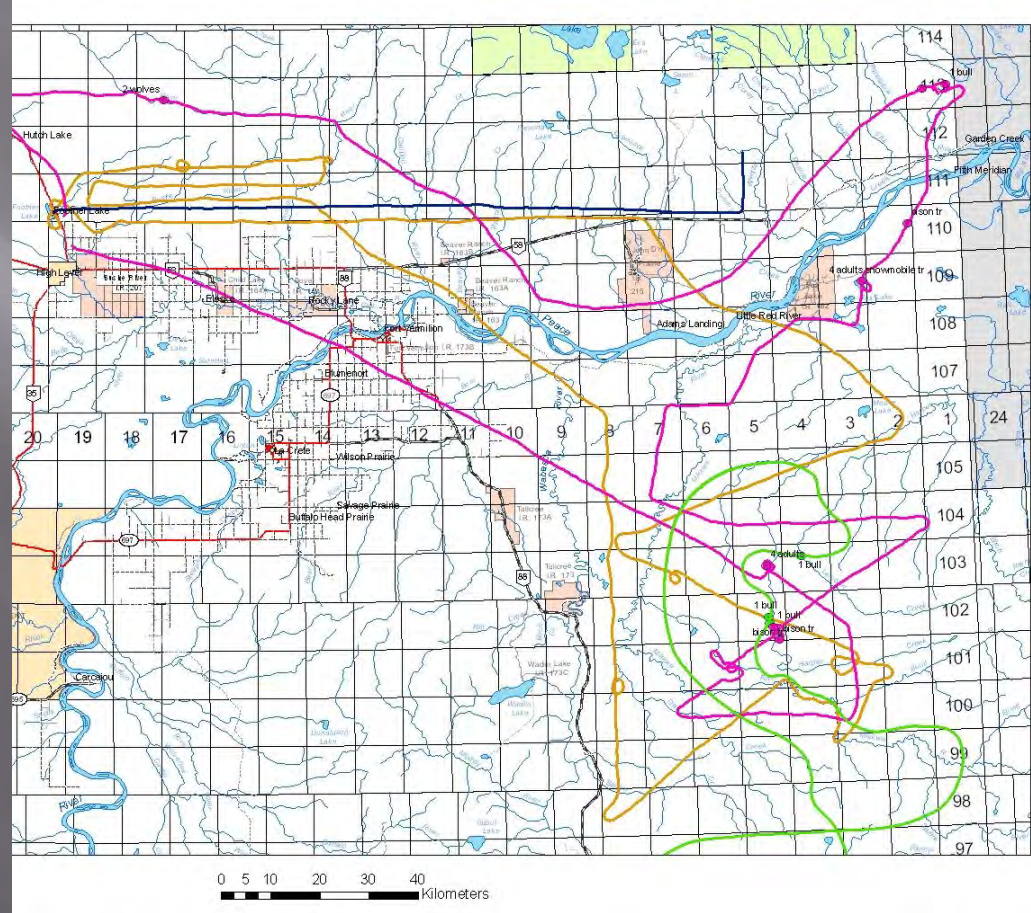
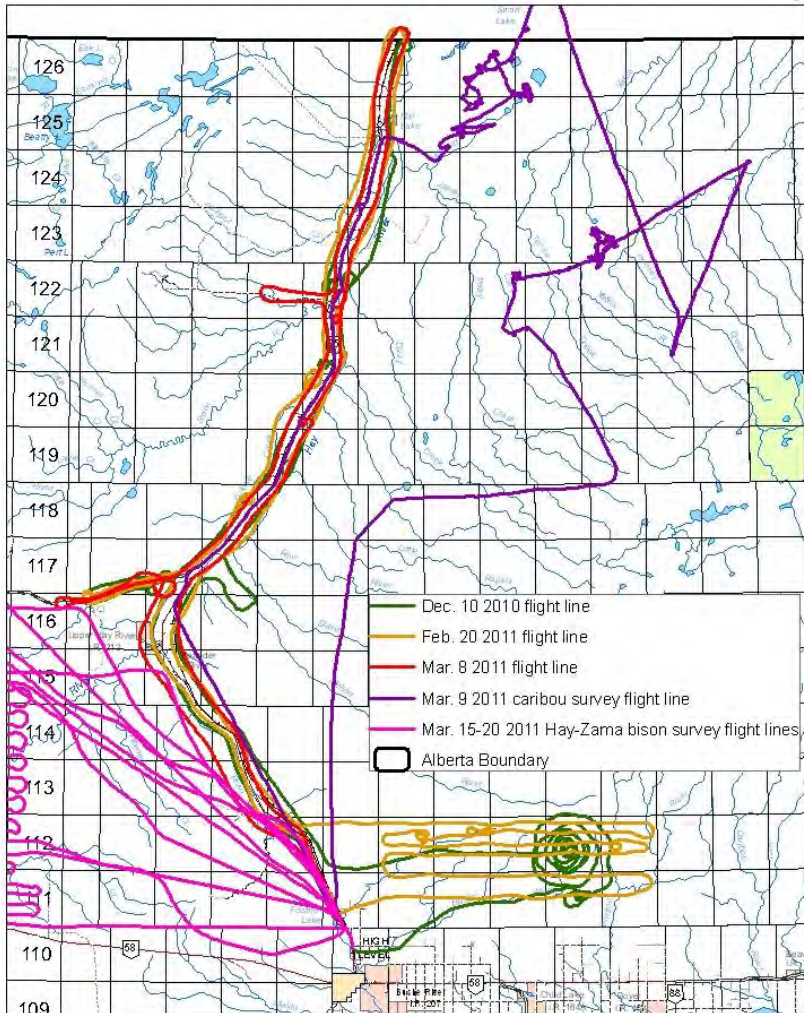
# Population Assessments



- Area 1 2013 – no bison
- Area 2 2010 – 35 bison, 2014 est. 15 interior
- Area 3 2011 – 200 bison, 2015 survey...

# Surveillance

Highway 35 bison surveillance flights





# Public Reporting

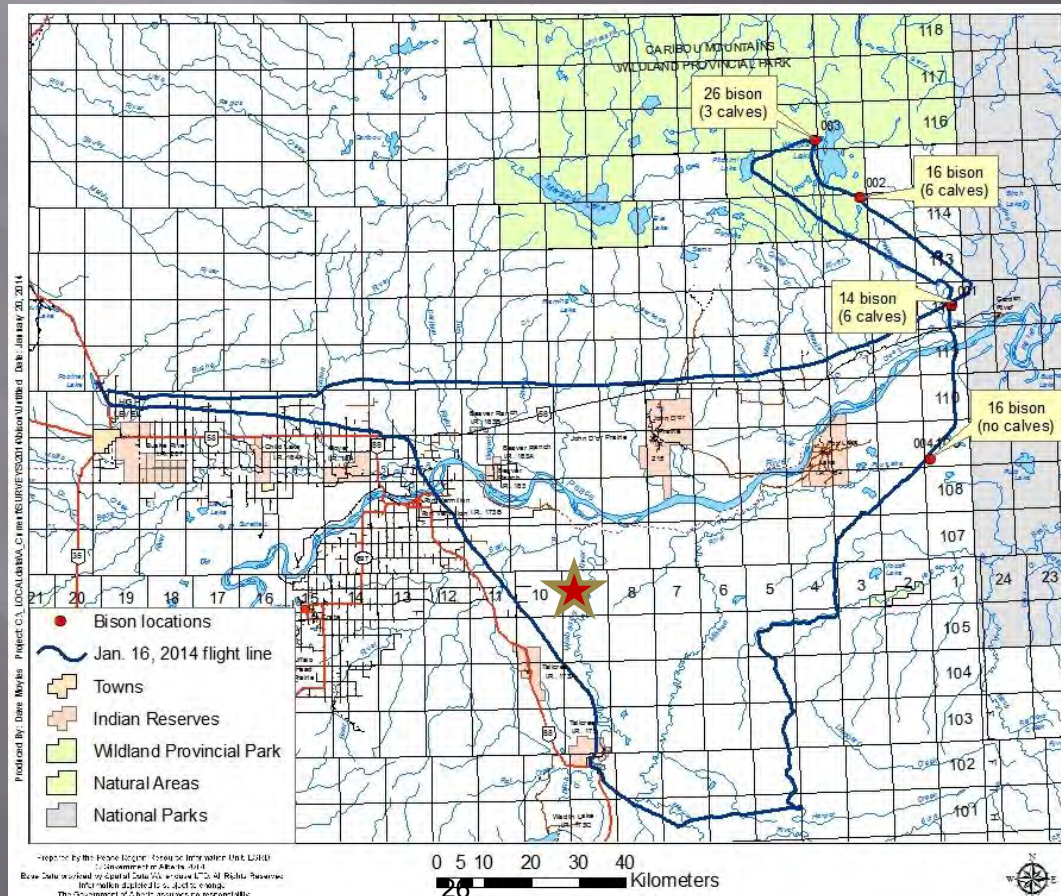
Encourage reporting bison:

- ❑ Posters – public/agriculture producers
- ❑ Local aviation companies/pilots, transportation workers, railroad employees.
- ❑ Bison sighting cards to trappers, oil and forest industry
- ❑ LIS information sharing.
- ❑ ESRD staff reporting of sightings.



# Response Actions

- Reports north of HWY 58 and south east of Ft. Vermilion were investigated with no bison located.
- Surveillance flight February 6 located a bull within the Agriculture Zone; bison killed/sampled on Feb. 7.



# Disease Sampling



- ▣ Wentzel 2011 - 7 samples all negative for TB, 3 positive for brucellosis.

- ▣ Wabasca/Mikkwa, 2011, 2012, 2013/14 - 21 samples all negative for TB and brucellosis.

- ▣ Ronald Lake, 2010- 2014, 73 samples, all negative for TB and brucellosis.



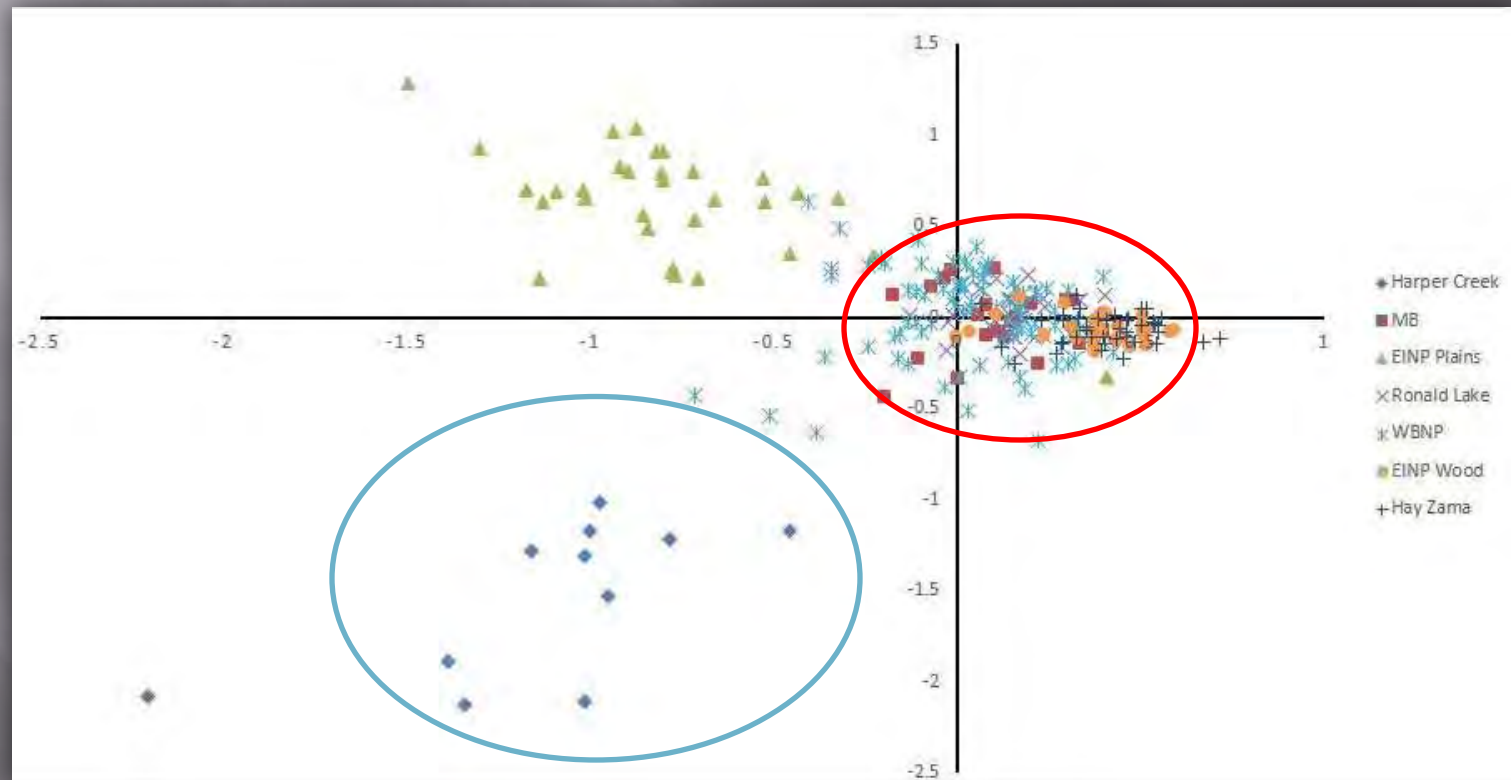
# Disease Sampling

- ▣ 2013/14 experimented with net-gunning bison.
- ▣ Only blood and DNA samples .



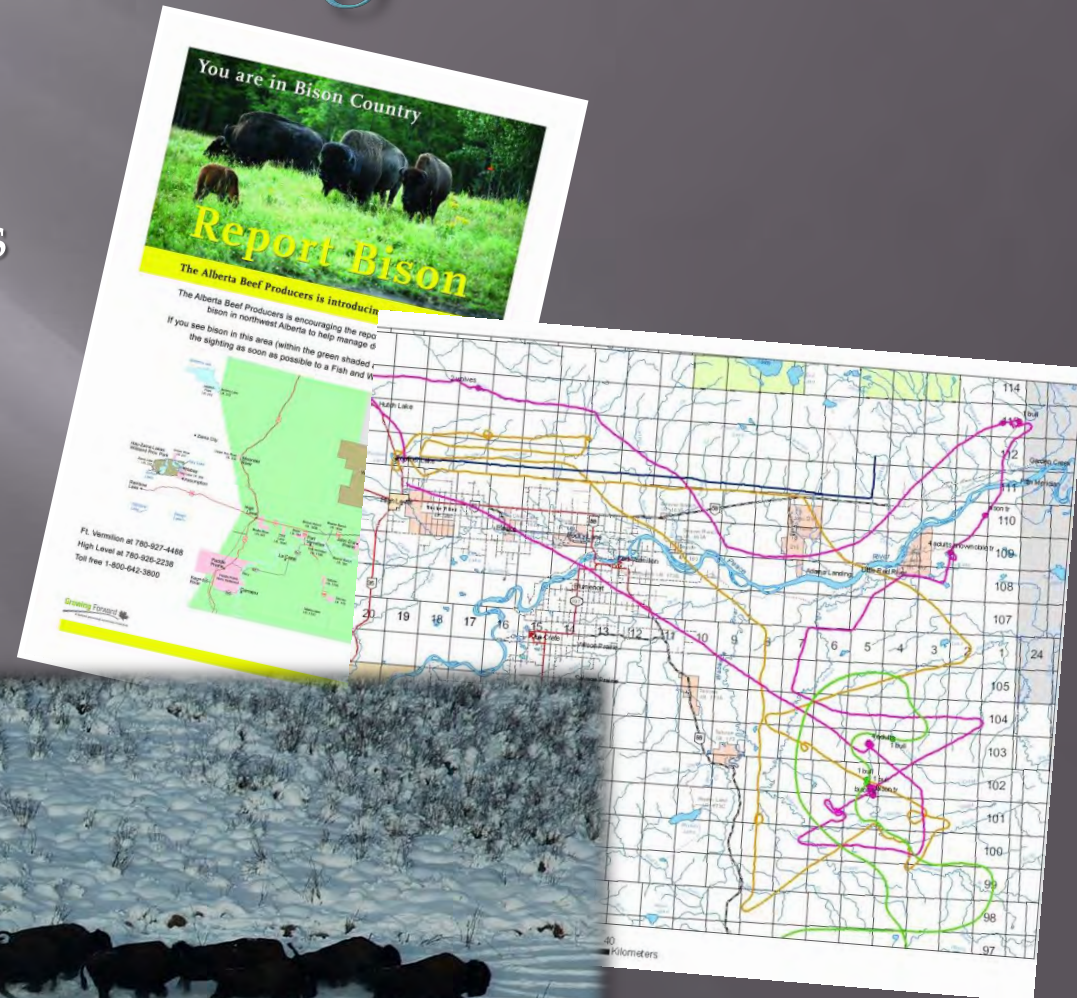
# Genetic Sampling

- Understand relatedness of various herds/populations within Alberta.



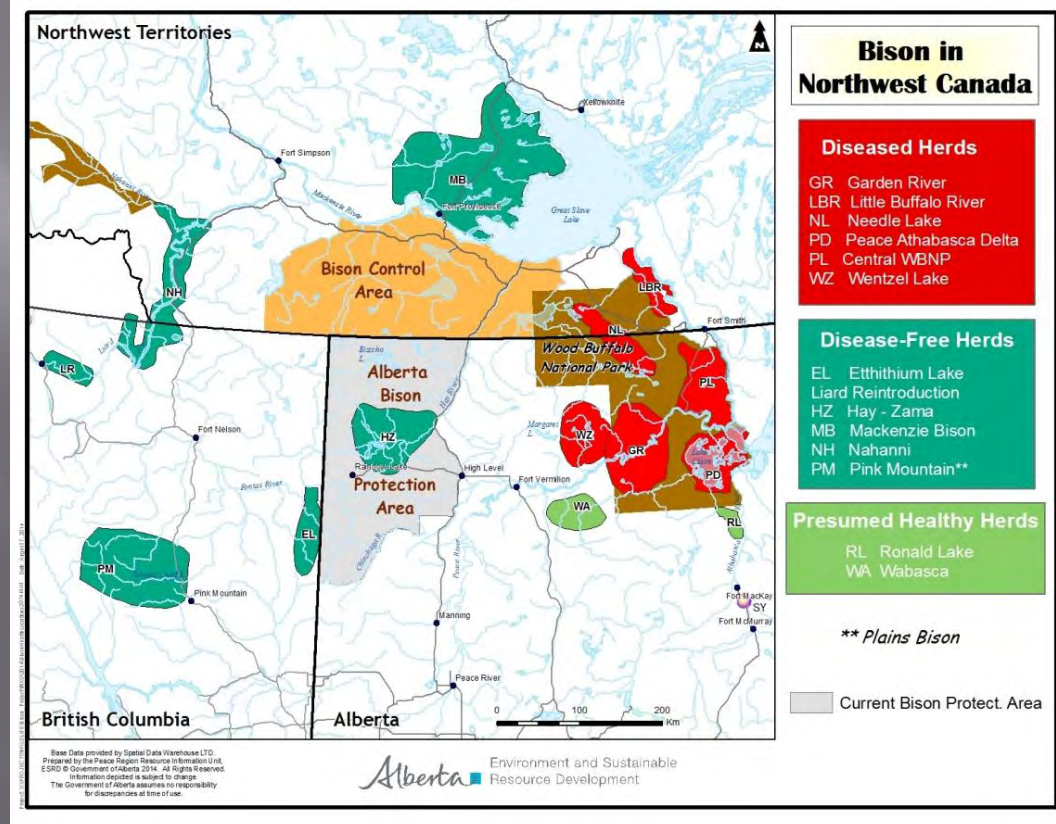
# 2014/15 Program

- Public Reporting
- Response to sightings
- Surveillance
- Area 3 Survey
- Long-term Strategy



# Going Forward

- ▣ Maintain disease-free populations; ongoing disease surveillance.
- ▣ Herd management strategies.
- ▣ WBNP bison containment.
- ▣ Long term strategy and engagement.



Questions?





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

### **BACKGROUND / PROPOSAL:**

The CAO and Director reports are attached for information.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

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

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

# Mackenzie County

## Monthly CAO Report to Council – November 2014

The following provides highlights on some completed or ongoing initiatives:

1. **Strategic Priorities Chart** – the Chart was updated by administration and approved by Council at July 14 meeting; administration is proceeding as directed. I am preparing a package for January 7 & 8 priorities session.
2. **Regional Sustainability Study** –It is expected that the next committee meeting will include the project progress report, the proposal for moving forward, and the committee will be seeking Councils affirmation on the direction to move forward. I've requested a meeting with the towns CAOs as there has been no progress on this initiative. I've met with Gerry Fardoe during AAMD&C convention and reiterated what was discussed at our last meeting. Gerry has indicated that he has not received a new or revised contract with the date extension.
3. **Regional Housing Needs Assessment** – The final draft is expected to be received on December 1 and will be presented to Council at their December 8 2014 meeting.
4. **Buffalo Head Drainage** – Administration prepared and submitted an application for funding under the Alberta Community Resilience Program. We were advised that the applications review is complete and a review of the recommendations by the Minister is in progress so we should expect to learn about success of our application in the next couple of weeks.
5. **Build Canada Fund** –The estimated timeline for releasing the final guideline is two months. The program may be open for application in early 2015. Administration identified a number of projects within the eligible projects criterion (based on the known information today) and will present the list to Council for prioritizing. It is important to mention that the timeline to submit will be narrow, therefore it is critical to be prepared with our estimates and engineering documents if applicable.
6. **Mackenzie Regional Waste Commission** – The Commission members have discussed testing of the lands (identified by Mackenzie County as “ESRD application PLS13003”). The Commission is considering funding the test program. If the site is found suitable and establishment of a second landfill site is feasible, the Commission is willing to acquire lands from the County at costs. The member municipalities were requested to pass motions in support to: 1) taking a regional approach for expanding the landfill via the County's land acquisition (PLS13003); 2) MRWC acquiring the County's land at cost subject to testing and feasibility assessment (at MRWC costs). Mackenzie County and Town of Rainbow Lake councils passed the motions as requested and discussed. We are waiting for THL response before proceeding with issuing FN consultation letters.
7. **East Peace Resources (P5) Road** –I would like to receive further direction from council regarding this road.
8. **2015 Budget** – the budget work continues and administration is working on putting together the capital plan. Council has scheduled two budget meetings in December (4<sup>th</sup> and 18<sup>th</sup>).

9. **Holidays** – the County’s offices will be closed on December 24, 25, 26, and January 1.
10. **Personnel** - Interviews for Director of Facilities and Operations (South) have been scheduled on December 9 & December 15. If these are unsuccessful, a recruiting firm will be engaged as approved by Council.
11. **Crime Reduction Unit MOU** – a presentation was made to council. We are still waiting for RCMP’s official request to extend the current agreement.
12. **Tolko’s request to reclassify bridges on provincial highway** – two meetings were held regarding this subject, one with Minister Wayne Drysdale and one with Deputy Minister Andre Carbould. We are expecting a response from them before the end of the year.
13. **Fox Lake (South Access)** – we have been participating in finding a solution to the Fox Lake winter access via old Tolko’s LOC and some (now) private parcels of land. Permission to utilize the County’s road allowance for winter access was granted.

Please review the attached Directors reports and we will be happy to answer any questions Council may have.

Respectfully submitted,  
Joulia Whittleton

## MONTHLY REPORT TO THE CAO

For the month of November 2014

From: Ron Pelensky  
 Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Final reshaping of gravel roads before winter Still cleaning up tree branches at Machesis Lake campground. They are also cleaning a few culvert ends Contractor brushed some trees on Rocky Lane road Crew mixed salt with winter sand pile. Set up Christmas lights in Fort Vermilion Winter snow removal started Admin completed TRAVIS registration and activated the system Installed new clutch in service truck Installed wings on graders Repaired cylinder in one grader and repairing water pump in another grader Sent the Tool cat out for warranty repair (Peace River)
Buildings	Ongoing	Inspected and repaired Insulation/heat trace wire in trailers in Zama Repaired mobile home damage from break and enter Ordered and set up storage shelters in transfer station Repaired multiple lights in buildings Assembled new chairs in Fort office Installed printer cabinet at Fort office Repaired multiple door hinges and lock assemblies Numerous other small requests
Dogs	Ongoing	Patrolled for dogs in Fort Vermilion and Rocky Lane School
By-Law	Ongoing	Dealt with vandalism of county signage and red lights Dealt with issues with garbage collection

		storage in La Crete Dealing with issue of cat tracks on Hwy 88 Connector Dealing with unapproved drainage ditch in Blue Hills
Emergency/Disaster Service	Ongoing	Obtained a radio frequency license. Obtained quotes for radios.
Health and Safety	Ongoing	Health and Safety meeting at the shop and office. Training program for Bear awareness now implemented Attended Ice Bridge start up meeting Responded to several incidents
Peace Officer	November	Patrolled La Crete three separate weekends in November. Issued 40 tickets and 48 warnings. Most of the tickets were speeding while the other ones were failing to stop, stunting, no insurance, no registration \$8566 in fines issued
Fire Department	November	<b>Fort Vermilion</b> responded to 1 Medical Assists, 1 Motor vehicle collision, 1 Structure fire, 1 carbon monoxide Alarm  <b>La Crete</b> responded to 7 Medical Assists, 4 Motor Vehicle Accident, 2 structure fires, 1 fuel spill, 1 aircraft standby  <b>Zama</b> No responses  Completing the invoicing for the year and working with FV on their honorariums calcalations
Fire Department Training	November	Practical training for 1001 fire training (Hazmat awareness and operation training).

### Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	November	Town of High Level and Mackenzie County waterline is 99% complete. Ainsworth is setting up boilers Invoices to Town of High Level and Ainsworth were sent out.
Fire Smart Grant	Project Complete	Surveyed the proposed area for tree thinning. Manual tree thinning.

Gravel Crushing	November	Contract awarded to Sage Management Ltd. 21300m3 of gravel crushed at W La Crete & 30000m3 at Fidler & 27000m3 at N Vermilion
Zama Mower	Project Complete	Mower purchased from Kubota
Bobcat Toolcat and Flail Mower	Project Complete	Bobcat Toolcat and Flail mower purchased from Rentco Eqm Ltd.
Regraveling Tender	Project Complete	Contracted awarded to Knelsen Sand and Gravel and Bateman Petroleum Project complete
Chip Seal Project	Project Complete	Contracted awarded to Westcan Sealcoat Project is complete
45 St Paving	Project Complete	Contracted awarded to Knelsen Sand and Gravel
Golf Course road High Level	Project Complete	Contracted awarded to Knelsen Sand and Gravel. Project Completed
Zama Pickup truck	Project Complete	Truck purchased from High Level Motors. Project completed.
Meander River Genetic site road improvements	November	Road upgraded, culverts installed and bridge mat installed for light bridge Waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	November	Tender for the replacement of culvert is presently being advertised, (closing date Dec 8) Working on easements

**Personnel Update:**

One positions off on sick leave.  
Fort Vermilion foreman returned to work.  
Mike Kettle was elected new Fire Chief in Zama

**Other Comments:**

Fort Vermilion Rec Board installed ice at outdoor rink

## MONTHLY REPORT TO THE CAO

For the month of November 2014

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Wilson Prairie Flood Control		This project was completed on November 14th. Length of the project was approximately 1.2 miles (1800 meters). All work was done using day labor contractors. A total of 8 culverts were installed (800mm). All that remains to be done is grass seeding which will be done in the spring of 2015. Funding for this project was from the 2014 ASB Operating Budget.
Local seed cleaning plants were inspected on November 7 <sup>th</sup> .	Annually	Frontier Seed Cleaning Plant (La Crete) achieved a rating of 97%. High Level Seed Cleaning Plant achieved a rating of 94%. Mackenzie County issues an annual operating license to both plants subject to them achieving a 60% percent efficiency rating as per provincial standards.
Water Pump & Pipe rental	October 31	There were a total of 24 rentals in 2014. Most rentals take place in late fall as ratepayers attempt to fill dugouts for the winter.

### Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management		Waiting for approvals from AB Environment. It is the intent to begin construction in 2015. This will be about a 3Phase project.


**Personnel Update:**

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**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the month of November 2014

From: Byron Peters  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. RAC may be chosen in spring 2015.
Community Infrastructure Master Plans	Summer 2014	Final Zama draft received. Draft LC transportation plan received. Still waiting on draft FV & LC plans
North West Bio-Industrial Cluster	Spring 2015	MARA submitted grant application to do more feasibility research. Manitoba Harvest is pushing forward with recruiting more growers in our region.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Fall 2014	Leap frog developments are being addressed in Urban Development Standards policy. Business incentives to come be discussed in the new year.
Development Agreements	Fall 2014	Completed. Only a few changes that were needed.
Community Investment Readiness package	End 2014	Information has been added to the website, working on final review. REDI is completing profiles, and we plan to create portfolios after REDI has completed current project.

### Capital Projects

Projects	Timeline	Comments
Rural Addressing	2014	RFP awarded, but delaying the project until 2015 to ensure a smoother implementation.

**Personnel Update:**

None to report at this time.

**Other Comments:**

Permits are relatively slow, staff catching up on other projects.

Andrew & I attended Alberta Tourism Investment Forum on November 5<sup>th</sup>, representing the County and REDI. We were disappointed in the turnout and low number of leads. Disappointment was mutual among all presenters we spoke to.

Permits Open house was decently attended. 20 builders showed up, but some of the builders that cause the most headaches were noticeably absent. But overall we feel that it was a constructive event.

The La Crete gun range issue keeps coming up. Met with some adjacent landowners to discuss their concerns. Administration reviewed the conditions of the original Development Permit for the gun range, and one of the conditions is that a protective notation be placed on adjacent lands. There is a protective notation on the crown lands, but nothing on the adjacent private lands. Should the County wish, there would be an opportunity to revoke the existing permit based on the gun club not meeting the original permit. This would address concerns of several neighbors and other local groups, but would obviously create a challenge for the gun club.

## MONTHLY REPORT TO THE CAO

For the Month of November, 2014

**From:** John Klassen  
Director of Environmental Services & Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	- Snow Removal
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	1. Rural Water 2. HL North Waterline Assessment 3. _____ <input type="checkbox"/> Sewer Servicing Options <input type="checkbox"/> Potable Water Supply Study RFP
2015 Budget	Sept - Jan	-Compiling the Capital Budget.

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	Bridge maintenance contract is in progress.
Loader Purchase	June	Complete
La Crete Street Projects	Summer 2014	Atco will look into why the fuses don't seem to last on 101 St streetlights.
Grader Tender	Feb 2014	All units have arrived.

La Crete Lagoon Upgrade	2013/2014	This project will carry over into spring of 2015.
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**Personnel Update:**

Terry Peters has been hired as an equipment operator for the La Crete area.

Tracy Peters the full time grader operator for beat #2 has chosen not to return but has signed an agreement to be a relief operator in the south region.

Jake Peters the interim grader operator for beat #2 has resigned and we are currently advertising for that position.

Joshua Krahn through the La Crete public school system has started at the La Crete shop under the RAP program.

**Other Comments:**

As this will be my last report I would like to thank everyone whom I've had the pleasure of working with over the past 12 years and wish all a healthy and productive future.

Respectfully;

John Klassen  
 Director of Environmental Services & Operations  
 Mackenzie County

## MONTHLY REPORT TO THE CAO

For the month of November 2014

From: Mark Schonken  
Interim Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Investments	Jan 15	Short-term investment options are being reviewed.
Operating Budget	Dec 18	2 <sup>nd</sup> Budget meeting on Dec 4 <sup>th</sup> .
Capital Budget	Jan 15	1 <sup>st</sup> Budget meeting on Dec 4 <sup>th</sup> .
Interim Audit	24-25 Oct	Final Audit will be 3 <sup>rd</sup> week in March.
Property Tax Audit	Sept	Await outcome of the audit.

### Capital Projects

Projects	Timeline	Comments
Meander Gravel Leases	2015	Working with ESRD to have the leases transferred. Full SML applications are required.
Fort Vermilion North SML	Dec.	SML has been submitted; ESRD requested an extension to review.
Pressure sealer	On hold	

### Personnel Update:

No personnel changes
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**Other Comments:**

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Tompkins Crossing Committee Meeting Minutes – December 8, 2013</b>

### **BACKGROUND / PROPOSAL:**

The adopted minutes of the December 8, 2013 meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

That the Public Works Committee meeting minutes of December 8, 2013 be received for information.

Author: S. Wheeler Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**MACKENZIE COUNTY  
Tompkins Crossing Committee**

**Tuesday December 3, 2013  
2:00 p.m.**

**Conference Room  
La Crete, Alberta**

**PRESENT:**

Josh Knelsen	Councillor, Ward 1
Elmer Derksen	Councillor, Ward 5
Bill Neufeld	Reeve
John W. Driedger	Councillor, Ward 4

**ADMINISTRATION:**

Joulia Whittleton	CAO
Bill Kostiw	Executive Director of Infrastructure Development & Government Relations
John Klassen	Director of Environmental Services & Operations
John Martens	Lead Hand
Sylvia Wheeler	Public Works Administrative Officer

**ALSO PRESENT:**

Sub-Contractors (PHK Herefords Contracting)  
Philip Krahn  
Billy Krahn  
John Krahn

**CALL TO ORDER:**

**1. a) Call to Order**

CAO Joulia Whittleton called the meeting to order at 2:00 p.m.

**ORGANIZATION:**

**2. a) Election of Chair**

CAO called for nominations for the position of Chair for  
Tompkins Crossing Committee.

First Call: Reeve Neufeld nominated Councillor Knelsen.

Second Call: No further nominations.

Third Call: No further nominations.

**MOTION 13-12-005**

**MOVED** by Councillor Derksen

\_\_\_\_\_  
\_\_\_\_\_



That nominations cease for the position of Chair.

**CARRIED**

Councillor Knelsen was acclaimed as Chair for Tompkins Crossing Committee.

**2. b) Election of Vice-Chair**

CAO called for nominations for the position of Vice-Chair for Tompkins Crossing Committee.

First Call: Councillor Knelsen nominated Councillor Derksen.

Second Call: No further nominations.

Third Call: No further nominations.

**MOTION 13-12-006**

**MOVED** by Councillor Driedger

That nominations cease for the position of Vice-Chair.

**CARRIED**

Councillor Derksen was acclaimed as Vice-Chair for Tompkins Crossing Committee.

**AGENDA:**

**3. a) Adoption of Agenda**

**MOTION 13-12-007**

**MOVED** by Councillor Derksen

That the agenda be adopted as presented.

**CARRIED**

**MINUTES:**

**4. a) Adoption of Minutes from June 27, 2013**

**MOTION 13-12-008**

**MOVED** by Vice-Chair Derksen

That the minutes from June 27, 2013 be adopted as presented.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

**NEW BUSINESS: 5. a) Alberta Transportation Delegation – Pre Construction Agenda**

On speaker phone Mae Stewart and James Estey.

Attachment: AT Minutes

**5. b) GPR Training Session**

GPR training Session is scheduled for December 19, 2013. Invitation to attend was offered to Alberta Transportation.

**NEXT MEETING: 6. a) At the call of the Chair**

**ADJOURNMENT: 7. a) Adjournment**

**MOTION 13-12-009 MOVED** by Councillor Driedger

That the meeting be adjourned at 3:05.

**CARRIED**

These minutes were adopted at November 7, 2014 meeting.

\_\_\_\_\_  
**Josh Knelsen, Chair**

\_\_\_\_\_  
**John Klassen,  
Director of Environmental  
Services & Operations**

**Alberta Transportation  
&  
Mackenzie County  
Tompkins Landing Pre-Construction Meeting  
December 3 , 2013 – 2:00 PM  
Mackenzie County Council Chamber, La Crete**

<p><b>Attendance:</b> Mae Stewart, Transportation James Estey, Transportation Phillip Krahn, PHK Herefords Billy Krahn, PHK Herefords John Krahn, PHK Herefords</p>	<p>Joulia Whittleton, Mackenzie John Klassen, Mackenzie Josh Knelsen, Mackenzie John W Dreydger, Mackenzie Bill Neufeld, Mackenzie Bill Kostiw, Mackenzie Elmer Derksen, Mackenzie John Martens, Mackenzie Sylvia Wheeler, Mackenzie</p>
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Recorded by: Mae Stewart

		Action	By
1.	<b><u>Introductions</u></b>		
2.	<b><u>Review of Last Year's Operations</u></b> <ul style="list-style-type: none"> <li>• Job well done. No major incidents or problems.</li> </ul>		
3.	<b><u>Safety Pre-Construction Meeting</u></b> <ul style="list-style-type: none"> <li>• See attached</li> </ul>		
4.	<b><u>Contract CON0014862</u></b> <ul style="list-style-type: none"> <li>• We are operating under a new agreement</li> <li>• OH&amp;S has revised the "Best Practice for Building and Working Safely on Ice Covers in Alberta". This new agreement reflects any changes in the Best Practice.</li> <li>• According to this new document, the maximum legal allowable load for the icebridge is 63.5 tonnes. It was previously 62.5 tonnes.</li> <li>• Inspection and measurement reports are to be sent to both the department's High Level office, attention Rommel Directo, and the Peace River office, attention Mae Stewart.</li> </ul>		
5.	<b><u>Traffic Accomodation Strategy</u></b> <ul style="list-style-type: none"> <li>• The TAS is outlined in the Operations and Safety Plan.</li> </ul>		
6.	<b><u>GPR Testing</u></b> <ul style="list-style-type: none"> <li>• J. Klassen will revise the "5000kg to End of Season" section of the GPR proposal to include manual testing once per week and GPR testing twice per week once the ice bridge has reached its maximum capacity of 63.5t. This schedule will continue until the testing shows a decrease in ice thickness. Once the ice starts to decrease, manual tests will be done as per the Best Practice.</li> </ul>	<b>Revise and Submit GPR Proposal</b>	J. Klassen

	<ul style="list-style-type: none"> <li>Once the weather starts to warm up and water starts to pool on the crossing, manual testing must occur as per the Best Practice.</li> <li>J. Klassen will then submit this document to M. Stewart for approval.</li> <li>The County is holding GPR Training all day on December 19 starting at 8:30am.</li> </ul>		
7.	<p><b><u>Alberta 511 Updates</u></b></p> <ul style="list-style-type: none"> <li>For now, Rommel will update 511 as was done last season.</li> <li>We should add 511 to the notification list. Mae to check if 511 staff will update 511 based on this notification.</li> </ul>	<b>Check with 511 Staff</b>	M. Stewart
8.	<p><b><u>Operations and Safety Plan v1.10 and On-Site Representation</u></b></p> <ul style="list-style-type: none"> <li>Operations and safety plan has been accepted by the department.</li> <li>The signed On-Site Representation form has been received by the department.</li> <li>A copy of both will be retained on-site by the contractor, along with the Best Practice document.</li> </ul>		
9.	<p><b><u>Other Business</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

The adopted minutes of the November 7, 2014 Municipal Planning Commission meeting are attached.

### **OPTIONS & BENEFITS:**

N/A

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

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

N/A

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

**RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of November 7, 2014 be received for information.

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

**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Friday, November 7, 2014 @ 10:00 a.m.**

**PRESENT:**

Jack Eccles	MPC Member
Erick Carter	MPC Member
Beth Kappelar	MPC Member
John W Driedger	Councilor, MPC Member
Jacque Bateman	Councilor, MPC Member

**ADMINISTRATION:**

Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Margaret Fehr	Administrative Assistant, Recording Secretary

**MOTION**

**1. CALL TO ORDER**

Byron Peters called the meeting to order at 10:04 a.m.

**2. ADOPTION OF AGENDA**

**MPC-14-11-216** **MOVED** by John W Driedger

That the agenda be adopted as presented.

**CARRIED**

**3. ELECTIONS**

**a) Chair**

Byron Peters called for nominations for the position of Chairperson

First Call: Beth Kappelar nominated John W Driedger. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**MPC-14-11-217** **MOVED** by Jack Eccles

That the nominations cease for the position of chairperson.

**CARRIED**

Byron Peters declared John W Driedger Chairperson by acclamation.

**b) Vice Chair**

Byron Peters called for nomination for the position of Vice Chairperson

First Call: Jacquie Bateman nominated Jack Eccles. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**MPC-14-11-218** **MOVED** by Beth Kappelar

That nomination cease for the position of Vice Chairperson.

**CARRIED**

Byron Peters declared Jack Eccles Vice Chairperson by acclamation.

**4. OATH OF CONFIDENTIALITY**

New Public Member completed Oath of Confidentiality.

Byron Peters turned the meeting over to Chairperson John W Driedger at 10:07 a.m.

**5. REVIEW OF MPC'S MANDATE, ROLE & RESPONSIBILITIES**

John W Driedger reviewed MPC's mandate, role and responsibilities with MPC members.

**MPC-14-11-219** **MOVED** by Erick Carter

That review of MPC's mandate, role & responsibilities be received for information.

**CARRIED**

**6. REVIEW OF PROCEDURAL BYLAW 969-14**



John W Driedger reviewed Procedural Bylaw 969-14 with MPC members.

**MPC-14-11-220**     **MOVED** by Erick Carter

That Procedural Bylaw 969-14 be received for information.

**CARRIED**

**7.    MINUTES**

**a) Adoption of Minutes**

**MPC-14-11-221**     **MOVED** by Beth Kappelar

That the minutes of the October 23, 2014 Municipal Planning Commission meeting be adopted as amended.

**CARRIED**

**b) Business Arising from Previous Minutes**

There was no business arising from previous minutes.

**8.    DEVELOPMENT**

**a) Development Permit Application 290-DP-14  
JFP Skidding Ltd.; Natural Resource Extraction Industry  
(Gravel Pit) in Agricultural “A”(Rocky Lane Area)  
Part of NW 03-110-12-W5M**

**MPC-14-11-222**     **MOVED** by Beth Kappelar

That Development Permit 290-DP-14 on Part of NW 03-110-12-W5M in the name of JFP Skidding Ltd. be approved with the following conditions:

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

- 1. A written disposition is required from Alberta Environmental and Sustainable Resource Development for permission to access across Crown land.**

2. Developer shall obtain all applicable Provincial approvals prior to commencing development. Copies of all approvals shall be submitted to Mackenzie County.
3. The applicant shall be responsible for the maintenance of all hauling and access roads.
4. Minimum setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
5. The site, when depleted, must be reclaimed to Alberta Environmental Protection standards.
6. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

- b) Development Permit Application 295-DP-14  
Appliance Hospital;  
Retail Store in La Crete Hamlet Commercial “HC2” (La Crete)  
Plan 5232TR, Block 06, Lot 01**

**MPC-14-11-223**

**MOVED** by Jacquie Bateman

That Development Permit 295-DP-14 on Plan 5232TR, Block 06, Lot 01 in the name of Appliance Hospital be approved with the following conditions:

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

1. This permit approval is for the operation of a Retail Store and Professional Facility out of the existing building.
2. **The Retail Store shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**

3. 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.
4. The municipality has assigned the following address to the noted property **10302-100<sup>th</sup> Street**. You are required to display the address (**10302**) 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. 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.
7. 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 1 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
8. The sign shall be located a minimum of:
  - a. 20 meters from regulatory signs, and
  - b. Not less than 1.5 meters from the curb/sidewalk.
9. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
10. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,

- b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
13. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of the sign must be concealed from view.
15. 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.
16. 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.
17. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**9. SUBDIVISION**

- a) **Subdivision Application 40-SUB-14  
NW 1-104-18-W5M (Tompkins Area)  
Buffalo Head Mennonite School**

**MPC-14-11-224** **MOVED** by Jacquie Bateman

That Subdivision application 40-SUB-14 in the name of Buffalo Head Mennonite School on NW 1-104-18-W5M be APPROVED with the following conditions:

- 1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 ha) in size.
- 2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of an access to the subdivision and the balance of the quarter shall be in accordance with Mackenzie County standards at the developer's expense.
- c) **Range road 182 shall be extended south through Township Road 1040 till it connects with the developed portion of Range Road 182. This road shall be constructed at the developer's expense and prior to registration at Land Titles.**
- d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, TELUS and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- b) Subdivision Application 44-SUB-14  
SW 24-106-15-W5M (La Crete Rural)  
Martin Schmidt**

**MPC-14-11-225**      **MOVED** by Beth Kappelar

That Subdivision Application 44-SUB-14 in the name of Martin Schmidt on SW 24-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
    - a. Range road 151 shall be constructed to County standards and extend 25 meters past the acreage access.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
  - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

- c) **Subdivision Application 45-SUB-14  
SW 34-105-15-W5M (La Crete Rural)  
John Buller**

That Subdivision Application 45-SUB-14 in the name of John Buller on SW 34-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** double lot subdivision, 10 acres (4.04 hectares) and 6 acres (2.43 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All encroaching buildings shall be relocated prior to registration at Alberta Land titles.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
    - i. The pumpout sewer discharge pipe on Lot 2 shall be relocated to the location as indicated by the surveyors prior to the registration at Alberta Land titles.
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - h) 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.
  - i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a**

**result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**c) Subdivision Application 46-SUB-14  
SW 31-108-18-W5M (88 Connector)  
John & Katherine Thiessen**

**MPC-14-11-227**      **MOVED** by Beth Kappelar

That Subdivision Application 46-SUB-14 in the name of John & Katharina Thiessen on SW 18-106-12-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
    - i. Access to the acreage shall be off Range Road 130.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.



- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**10. MISCELLANEOUS ITEMS**

a) **Action List**

For information.

**11. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ November 20, 2014 at 10:00 a.m. in Fort Vermilion
- ❖ December 11, 2014 at 10:00 a.m. in La Crete
- ❖ January 15, 2015 at 10:00 a.m. in Fort Vermilion

**12. ADJOURNMENT**

**MPC-14-11-228** **MOVED** by Jacquie Bateman

That the Municipal Planning Commission Meeting be adjourned at 10:35 a.m.

**CARRIED**

These minutes were adopted this 20<sup>th</sup> day of November, 2014.

---

John W Driedger, Chair





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>TENDER Bridge File 75117 – Bridge Culvert Installation and Other Work</b>

### **BACKGROUND / PROPOSAL:**

WSP was engaged to develop and tender the construction project BF 75117.

The tender is scheduled to close at 1:00 pm on December 8, 2014.

### **OPTIONS & BENEFITS:**

For discussion.

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

Costs - TBD at tender opening.

Funding to comply with **Council Motion 14-08-527:**

*That the 2014 budget be amended to include \$668,000 for BF 75117 capital project with \$417,000 coming from the Disaster Recovery Program and \$251,000 coming from the existing 2014 capital budget for BF 75117, and the remaining pre-approved municipal funds in the amount of \$74,000 be set into the Public Works Reserve and kept in abeyance for this project until the tender is complete and the final Disaster Recovery funding is known.*

### **SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

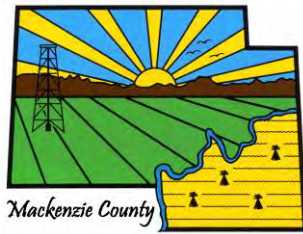
Motion 1

That the Bridge File 75117 – Bridge Culvert Installation and Other Work tenders be opened.

Motion 2

That the Bridge File 75117 – Bridge Culvert Installation and Other Work tender be awarded to the lowest qualifying bidder subject to an Engineering review and being within budget.

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



## MACKENZIE COUNTY

### REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Third Party Work Requests – 2014 Search and Rescue Incidents</b>

**BACKGROUND / PROPOSAL:**

La Crete and Fort Vermilion Fire and Rescue responded to a call for assistance during two search and rescues in 2014 (South Tall Cree & Fox Lake). It is unclear as to who requested the support of the Fire & Rescue Departments, however purchases were made for supplies, and boats were ascertained.

There may have been some confusion at the time that the boats were offered, as some were under the understanding that some of the boats were volunteered, while others were requested with an assumption of payment. The County has received invoices from 5 individuals, and 1 company for boat rental services.

As per the County's Fee Schedule Bylaw, the County pays 80% of the current Alberta Road Builders Rate (ARBR), however boats are not an item listed within the book. Administration did research other locations that offer boat rental ie. Wadlin Lake, Slave Lake area, and found an average daily price of \$260 for a recreational boat, similar to the ones that were used. In addition to this administration was recommending to apply the same vehicle mileage rate as the County's \$0.54/km

A majority of incidents that require third party services have been for water trucks to assist with structural or vehicle fires, which are listed in the ARBR book. These third party charges have been re-invoiced at cost +15% to the appropriate individual/company as per the Fee Schedule Bylaw. Unfortunately with this incident, it is unclear as to who is the responsible party to receive the invoice, or if one is to be issued for the services, or if the costs are to be absorbed by Mackenzie County.

Administration is unclear as to how to proceed with such requests for payment, as Policy EMR004 does not specify Search & Rescue, and Third Party requests without reimbursement. A copy of all invoices incurred for both searches is attached for review.

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

**OPTIONS & BENEFITS:**

**Option 1:**

That council creates Mutual Aid Agreements with the adjacent First Nations so when assistance is requested levels of response are predetermined with rates.

And

That council asks administration to compensate the current invoice requests at \$260/day for boat rental and \$0.54/km for vehicle allowance

And

That council should discuss if costs should be recovered from First Nations.

**Benefit:**

The creation of Mutual Aids will provide administration and fire department with direction on how to respond to future requests. The payment of part of the third party invoices will reimburse the parties for their out of pocket expenses and some wear and tear of their assets.

**COSTS & SOURCE OF FUNDING:**

If approved, the costs will be absorbed in the 2014 Operating Budget.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Administration will communicate with the Third Party Companies/Individuals Councils decision.

**RECOMMENDED ACTION:**

**Motion 1:**

That administration be authorized to enter into mutual aid agreements with First Nations for emergency services.

**Motion 2:**

That administration bring back Policy EMR004 Level of Fire Service with the addition of Search and Rescue services under the "Service Standards" section.

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

**Motion 3:**

That administration be authorized to compensate the current invoice requests at \$260/day for boat rental and \$0.54/km for vehicle allowance for the 2014 Search and Rescue Incidents.

**Motion 4:**

That council debate recovering charges from the 2014 Search and Rescue Incidents.

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

## Mackenzie County

Title	Level of Fire Service	Policy No.	EMR004
<p><b>Purpose</b></p> <p>To establish the minimum level of service for individual fire services provided in the municipality and to establish the process for approving the establishment or increase of fire services.</p>			
<p><b>General Policy Statement and Guidelines</b></p> <p>Mackenzie County recognizes that it is responsible for fighting and controlling fires within the County pursuant to the <i>Forest and Prairie Protection Act</i>, and that it may pass bylaws under the Municipal Government Act respecting safety, health, and welfare of people and the protection of people and property. The County is also aware that it cannot provide fire suppression services to its citizens and their property at a level similar or equal to larger urban municipalities, and that any structure or vehicle fire that occurs may result in total loss of that structure or vehicle. Mackenzie County has based this policy statement on the following criteria. Mackenzie County covers a vast geographical region and fire suppression services are staffed only by volunteer fire fighters with limited training and equipment and whose availability cannot be guaranteed.</p> <p><b><u>Part 1 – Service Standards</u></b></p> <p>1.1 The County cannot guarantee a specific response time because distances vary across our large County. And as in the case of volunteer fire departments, the availability of the volunteers to operate the equipment cannot be guaranteed on a daily basis.</p> <p>1.2 The County will provide basic exterior fire suppression only, except by departments or individuals who are properly trained for interior attack.</p> <p>1.3 Volunteer Fire Departments may assist in vehicle rescue efforts using vehicle extrication tools when properly trained individuals are present.</p> <p>1.4 Volunteer Fire Departments may assist in medical responses when properly trained individuals are present.</p>			



## **Part 2 – Volunteer Fire Departments**

- 2.1 Mackenzie County encourages and supports the formation of volunteer fire departments in the hamlets of Fort Vermilion, Zama, La Crete and the rural community surrounding the Blue Hills area.
- 2.2 These departments will operate through their Chiefs under the direction and collaboration with Mackenzie County via the Chief Administrative Officer (CAO) and the Director of Emergency Services who may set guidelines on operations from time to time as per the Standard Operating Procedures.
- 2.3 Council, by resolution shall appoint all Fire Chiefs and Deputies for the Volunteer Fire Departments operating within the County in accordance with the policies and procedures established in Bylaw 684/08.
- 2.4 The appointment of a Volunteer Fire Chief shall not constitute an appointment as a Designated Officer pursuant to the Municipal Government Act.
- 2.5 Otherwise departments can structure as per the Standard Operating Procedures.

## **Part 3 – Training Standards**

- 3.1 Mackenzie County will provide funding for the Fire department to facilitate training courses or send volunteers to courses that are related to fire and or rescue training.
- 3.2 The Chief shall present the training needs of their department to the Director of Emergency Services. The training budget will then be developed and allocated as per the training needs for each volunteer department.
- 3.3 Subject to budget constraints, the County may fund additional courses if needs become present throughout the year that were not anticipated.

## **Part 4 – Equipment Standards**

- 4.1 While the County will strive, where practical, to keep equipment up to National Fire Protection Association standards, the standard shall not be adopted as a minimum within this policy, because it may limit the use of equipment that could

- be useful in fire suppression that does not meet the standard.
- 4.2 Notwithstanding section 4.1, Mackenzie County will service each piece of equipment and test it to ensure that it can be operated in a safe manner before placing the equipment into service.
- 4.3 The County will set up schedules for the testing of equipment, either by the departments, or County staff.
- 4.4 Fire Service Apparatus owned and approved for operations by the County are listed on Schedule "A".(Attached)
- 4.5 Any specialized, or other major equipment, either acquired by donation or purchased from department funds, must be approved by the County, whether there is, or is not, a budgetary implication to the County, and such approval must be obtained prior to the donation or purchase being made. Failure to do so may result in the department having to cover all costs associated with the donated or purchased equipment.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	May 14, 2003	03-317
<b>Amended</b>	June 23, 2003	03-419
<b>Amended</b>	August 24, 2004	04-638
<b>Amended</b>	December 13, 2005	05-677
<b>Amended</b>	December 13, 2005	05-679
<b>Amended</b>	October 29, 2008	08-10-836

**SCHEDULE "A"**

Fire Department Apparatus List

<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
9129	2007 Peterbuilt	Pumper Truck	FVFR
9108	1991 GMC	Water Tanker	FVFR
9106	1991 GMC	Pumper Truck	FVFR
		Rescue Boggan	FVFR
	New	Rescue Alive for 2003	FVFR
9121	2003 Freightliner	Rescue Vehicle	FVFR
<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
9103	1977 GMC	Pumper Truck – Tompkins	LCFR
9105	1988 Ford	Pumper Truck	LCFR
9107	1991 GMC	Water Tanker	LCFR
9128	2006 Peterbuilt	Rescue Vehicle	LCFR
		6 x 6 Polaris Fire Caddy	LCFR
		Rescue Boggan	LCFR
		Rescue Alive	LCFR
9122	2004 Peterbuilt	Pumper Truck	LCFR
<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
9109	1994 GMC	Pumper Truck	ZFR
9118	2001 Ford F350	Rescue Vehicle	ZFR
<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
9115	1993 Ford E350	MCI Unit	LCFR
1642	2003 Dodge Quad Cab	First Response Unit	MCES

Fox Lake Search Rescue August 16-17, 2014

**FOX LAKE**

Date	Invoice #	Company		Sub Total	GST	Total
8/16/2014	7531	Blue Hills Country General	Fishing lures	\$373.65	\$18.68	\$392.33
8/16/2014	882168	Home Hardware	Fishing lures & 28" tool box	\$203.73	\$10.19	\$213.92
8/16/2014	46850	First Fire & Safety Ltd	120 ft rope	\$240.00	\$12.00	\$252.00
8/16/2014	206740192	UFA	Fishing tackle	\$162.50	\$8.13	\$170.63
8/16/2014	1360	Co-Op	Food Supplies	\$258.00	\$6.77	\$264.77
8/16/2014	302517745	UFA	Pipe 18ft	\$22.68	\$1.13	\$23.81
8/18/2014	882435	Home Hardware	Mask & Fin	\$41.98	\$2.10	\$44.08
8/20/2014	1-57615	Payless Mobility	EchoMap (camera)	\$774.99	\$38.75	\$813.74
8/20/2014	7563	Blue Hills Country General	Fishing lures	\$1,685.40	\$84.27	\$1,769.67
8/20/2014	20356	Wahsall	Boat Rental	\$11,300.00	\$565.00	\$11,865.00
8/21/2014	941856	John Wiebe	Boat Rental	\$1,300.00		\$1,300.00
8/26/2014	1923872	Norpine	Floor Plate	\$50.88	\$2.54	\$53.42
8/26/2014	1923868	Norpine	Asst tools and chain	\$327.51	\$16.38	\$343.89
<b>TOTAL</b>				<b>\$25,145.36</b>	<b>\$765.94</b>	<b>\$17,507.26</b>

All Invoices

Blue Hills Country General  
 Box 496  
 La Crete, Alberta  
 T0H 2H0

Date 16/08/2014  
 Invoice # 7531

Invoice To

Phone # 780 928 2962  
 Fax # 780 928 2239  
 E-mail bluehillscg@yahoo.ca

P.O. No. Terms Project  
 John Dor Body ...

Qty	Description	Rate	Amount
12	#4 RED/WHITE	7.95	95.40
12	#4 YELLOW/RED DIAMOND	7.95	95.40
12	#4 YELLOW/BLACK DIAMOND	7.95	95.40
11	#4 GREEN FROG	7.95	87.45

NOTE: JOHN DOR BODY RECOVERY

Fox Lake

*[Handwritten Signature]*  
 Peter Wick

**Sales Tax Summary**

GST@5.0% 18.68  
 Total Tax 18.68

Thank you for your business.

**Total** \$392.33

GST/HST No. 824856702



PAGE: 1/1  
PW  
7-253899

LA CRETE HOME HARDWARE  
Box 1017,  
La Crete, AB, T0H 2H0  
(780) 928-3750 G.S.T: R136397239

14/08/16 12:22 a  
CUSTOMER: 8398  
INVOICE: 88216

SOLD TO : MACKENZIE COUNTY  
BOX 640

SHIP TO : MACKENZIE COUNTY  
BOX 640

FT VERMILION, AB, T0H 1N0  
(780) 928-3983 x P.O.#: fire dept la crete

FT VERMILION, AB, T0H 1N0

\*\*\*\*\* INVOICE \*\*\*\*\*

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
12855	LURE, #4 FW LN THOMPSN	6	EA	T	5.99 /EA	35.94
12681	LURE, #4 FT LN THMPNS	3	EA	T	6.99 /EA	20.97
12402	LURE, #4 YELLOW/FLAME DIAMONDS	9	EA	T	5.99 /EA	53.91
1112501	BOX, TOOL 28" STRUCTURAL FOAM FATMX	1	EA	DT	44.99 /EA	44.99
12461	LURE, #4 YLW/RD LN THMSN	8	EA	T	5.99 /EA	47.92

*Fox Lake Search/Recovery*

*IPWD  
for Wirbe*

Item Total 203.73  
G.S.T 10.19  
Sub Total 213.92

Amounts Tendered  
CHARGE TO: HOUSE ACCOUNT 213.92

RECEIVED  
SEP 10 2014  
RECEIVED

PLEASE RECYCLE  
S.V.P. RECYCLER

Received By  
Payment Due 15 Days from Statement  
1% per Month Charged on Overdue Balances

# First Fire & Safety Ltd.

Box 1899  
10010 - 100 Ave  
La Crete, Alberta T0H 2H0

# INVOICE

Invoice No.: 46850  
Date: 08/16/2014  
Ship Date:  
Page: 1  
Re: Order No.

**Sold to:**

Mackenzie County  
Box 640  
Fort Vermillion, Alberta T0H 1N0

**Ship to:**

Mackenzie County  
LA CRETE, Alberta

Business No.: 870013547RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
3/8		120	ft Rope	G	2.00	240.00
			G - GST 5%			12.00
			GST			
<p><i>Fox Lake Recovery</i></p> <p>RECEIVED MACKENZIE COUNTY FORT VERMILLION</p>						
<p>First Fire &amp; Safety Ltd. GST: #87001 3547 RT0001</p> <p>Shipped By: _____ Tracking Number: _____</p> <p>Comment: Sign Here <u><i>[Signature]</i></u></p> <p>Sold By: <u><i>Peter Wicke</i></u></p>						
<b>Total Amount</b>						<b>252.00</b>



DEBIT UNDERCHARGE CHARGE

Suite 700  
4838 Richard Road SW  
Calgary, Alberta T3E 6L1

UFA LA CRETE AGENCY

10301 100 STREET

LA CRETE, AB

TOH 2HO

(780)928-3886 FAX: (000)000-0000


\*\* Credit Dept. Copy \*\*

Time: 6:03:42

REFERENCE		DATE
INVOICE #		
206740192		8/16/2014

(PICK UP)

SOLD TO: MACKENZIE COUNTY  
 PO BOX 640  
 4511-46 AVE  
 FORT VERMILION AB T0H1N0

PLAN	CUSTOMER #	ORDER NUMBER	SALESPERSON				
	8918971		ERIAN				
PRODUCT #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TAX	EXTENDED PRICE	
6624	FISHING TACKLE	19.00	EA	7.29	N Y	138.51	
6604	HOME AND AUTO	1.00	EA	23.99	N Y	23.99	
duplicate invoice:							
PO#: FOX LAKE SEARCH & RECOVERY							
Account Instruction:							
							
SUB TOTAL :						162.50	

SIGNATURE: *Peter Wiede* GST : 8.13  
 TOTAL : 170.63

PAYMENT AMOUNT: .00

HST, PST & GST COLUMNS -  
 Y - PRODUCT IS TAXABLE  
 N - PRODUCT IS ZERO-RATED FOR TAX PURPOSES  
 E - PRODUCT IS EXEMPT FROM TAX

BALANCE DUE: 170.63

HST/GST REGISTRATION NUMBER IS R105452049

Thanks!



5 @ \$2.40 EA	\$12.00	
LIPTON BRISK CUBE	\$11.48	
ENVIRO FEE	\$0.24	
Deposit	\$2.40	
LIPTON BRISK CUBE	\$11.48	
ENVIRO FEE	\$0.24	
Deposit	\$2.40	
BAG ICE	\$2.50	
BAG ICE	\$2.50	
BAG ICE	\$2.50	
BAG ICE	\$2.50	
SPRITE 24 PACK	\$10.98 G	
ENVIRO FEE	\$0.24 G	
Deposit	\$2.40	
GATORADE FRT PNCH		
8 @ \$7.49 EA	\$59.92 G	
SPECIAL		
Enviro Fee		
8 @ \$0.06 EA	\$0.48 G	
Deposit		
8 @ \$0.60 EA	\$4.80	
BALANCE DUE	\$264.77	
CHARGE	\$264.77	
[K] 90053		
CHANGE	\$0.00	
TAX-CODE	TAXABLE-VAL	TAX-VALUE
GST 5%	\$135.43	\$6.77 G
P.O. SLIP #C136000045151		

CASHIER NAME: HENRY  
 C0119 #5151 16:39:00 16AUG2014  
 S01360 R004

THANK YOU FOR  
 SHOPPING AT  
 LA CRETE CO-OP  
 PHONE (780)928-3963  
 FAX (780)928-3223  
 GST # R102927787

*LDW Fox Lake  
 Peter Wiebe Search/Recovery*



WELCOME  
 TO  
 LA CRETE CO-OP  
 YOUR COMMUNITY BUILDER

MEMBER OWNED  
 THANK YOU FOR YOUR  
 PATRONAGE!

MACKENZIE COUNTY  
 MEMBER#: 90053

NUTRI GRAIN BARS	\$12.99
QKR VALUE PACK BAR	\$7.29 G
NUTRI GRAIN BARS	\$12.99
QUAKER DIPS VP CAR	\$7.79 G
QKR CHWY CHOC CHIP	\$10.98 G
ADVERTISED SPECIAL	
GATORADE FRT PNCH	
4 @ \$7.49 EA	\$29.96 G
SPECIAL	
Enviro Fee	
4 @ \$0.06 EA	\$0.24 G
Deposit	
4 @ \$0.60 EA	\$2.40
GATORADE FRC GRAPE	\$7.49 G
SPECIAL	
Enviro Fee	\$0.06 G
Deposit	\$0.60
AQUAFINA 24X500ML	
5 @ \$6.99 EA	\$34.95
SPECIAL	
Enviro Fee	
5 @ \$0.24 EA	\$1.20
Deposit	



CHARGE SALE

Suite 700  
4838 Richard Road SW  
Calgary, Alberta T3E 6L1

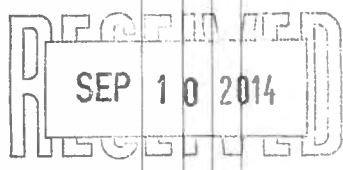
LA CRETE FARM STORE  
HIGHWAY 697 MAIN STREET  
P.O. BOX 130  
LA CRETE ALBERTA T0H 2H0  
(780)928-3088 FAX: (780)928-3096

\*\*\*\* CUSTOMER COPY \*\*\*\*  
Time: 15:01:01

REFERENCE	
INVOICE #	DATE
302517745	8/16/2014

(PICK UP)

SOLD TO: MACKENZIE COUNTY  
PO BOX 640  
4511-46 AVE  
FORT VERMILION AB T0H1N0

PLAN	CUSTOMER #	ORDER NUMBER	SALESPERSON					
	8918971		CASSANDRA					
PRODUCT #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	HST	PST	GST	EXTENDED PRICE
93516	PIPE BLK 3/4" P/FT	18.00	FT	1.26		N	Y	22.68
duplicate invoice:								
PO#: LA CRETE FIRE								
Account Instruction:								
<i>Fox Lake Search/Recovery</i>								
<i>[Signature]</i> Peter Wide								
								

Payment due date is 25th day after Statement date

SUB TOTAL : 22.68

GST : 1.13

TOTAL : 23.81

TOTAL SAVINGS : 31.14

PAYMENT AMOUNT : .00

SIGNATURE: \_\_\_\_\_

HST, PST & GST COLUMNS -  
Y - PRODUCT IS TAXABLE  
N - PRODUCT IS ZERO-RATED FOR TAX PURPOSES  
E - PRODUCT IS EXEMPT FROM TAX

BALANCE DUE: 23.81

HST/GST REGISTRATION NUMBER IS R105452049

*Thanks!*



PAGE: 1/1  
SCW  
3-447676

LA CRETE HOME HARDWARE  
Box 1017,  
La Crete, AB, T0H 2H0  
(780) 928-3750 G.S.T: R136397239

14/08/18 12:53 pm  
CUSTOMER: 83983  
INVOICE: 882435

SOLD TO : MACKENZIE COUNTY  
BOX 640

SHIP TO : MACKENZIE COUNTY  
BOX 640

FT VERMILION, AB, T0H 1N0  
(780) 928-3983 x

FT VERMILION, AB, T0H 1N0

\*\*\*\*\* INVOICE \*\*\*\*\*

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
14193	FINS, LRG SUPER SPORT B4-094/1	1	EA	T	29.99 /EA	29.99
7160754	MASK, SWIM ADULT DELUXE	1	EA	T	11.99 /EA	11.99

FF 168  
CFR  
Fox LAKE  
SEARCH  
Recovery  
IDW



Item Total	41.98
G.S.T	2.10
Sub Total	44.08
Amounts Tendered	
CHARGE TO: HOUSE ACCOUNT 83983	44.08

RECEIVED  
AUG 26 2014

PLEASE RECYCLE  
S.V.P. RECYCLER

Received By \_\_\_\_\_  
Payment Due 15 Days from Statement  
1% per Month Charged on Overdue Balances

PAYLESS MOBILITY INC  
 10603-100ST BOX 2139  
 LA CRETE, AB  
 T0H 2H0  
 PHONE: (780) 928-3448  
 FAX: (780) 928-2013

GST NO. 839978525  
 ACCOUNT NUMBER: 37  
 Previous Balance: \$574.33  
 New Balance: \$1,388.07  
 REPRESENTATIVE LD

DATE: Aug 20, 2014 1 16pm  
 INVOICE NO.: 1-57615  
 BRANCH: 01  
 ENTERED BY: LEAH DRIEDGER (LD)  
 TYPE: SALE



**BILL TO:**  
 MACKENZIE COUNTY (633)  
 PO BOX  
 640  
 FORT VERMILION, AB  
 T0H 1N0 CAN  
 (780) 928-3983

**NOTES:**  
 Ordered by Peter Wiebe  
 Fire Dept

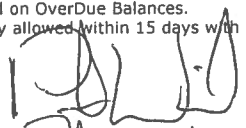
QTY	ITEM NO.	DETAIL	DESCRIPTION	SERIAL NO.	PRICE TAX	AMOUNT
1	5708	ECHOMAP 50DV	5708612000	321004402	774.99 TN	774.99

RECEIVED  
 SEP 5 2014

*Fox Lake Recovery*

MACKENZIE COUNTY  
 FORT VERMILION OFFICE

The above goods and services have been received in good order.  
 Please charge this sale to my account. I acknowledge payment  
 is due 15 Days from Statement date.  
 2% per Month Charged on OverDue Balances.  
 Refunds & Returns only allowed within 15 days with receipt.

Signature   
 Peter Wiebe

Tender	Amount		
ACCOUNT CHARGE	813.74	SUB TOTAL	774.99
337		GST:	38.75
		PST:	0.00
		<b>TOTAL</b>	<b>\$813.74</b>
		TOTAL TENDERED	813.74
		CHANGE DUE	\$0.00

Blue Hills Country General  
 Box 496  
 La Crete, Alberta  
 T0H 2H0

Date	Invoice #
8/20/2014	7563

Invoice To
Mackenzie County Box 640 Fort Vermillion, AB T0H 1N0

Phone # 780 928 2962  
 Fax # 780 928 2239  
 E-mail bluehillscg@yahoo.ca

P.O. No.	Terms	Project

Qty	Description	Rate	Amount
16	#4 RED/WHITE	7.95	127.20
42	#4 YELLOW/BLACK DIAMOND	7.95	333.90
70	#4 YELLOW/RED DIAMOND	7.95	556.50
9	#4 CHARTREUSE/RED SPOTS	7.95	71.55
19	#4 GREEN FROG	7.95	151.05
36	#4 LEMON/FLAME 5 DIAMONDS	7.95	286.20
2	#4 BLACK/WHITE	7.95	15.90
18	#4 FLO ORANGE/WHITE	7.95	143.10

*Large. FSN Hooks*

*Searching for Body*

**RECEIVED**

AUG 20 2014

MACKENZIE COUNTY  
 FORT VERMILION OFFICE

**Sales Tax Summary**

GST@5.0%	84.27
Total Tax	84.27

Thank you for your business.	<b>Total</b>	\$1,769.67
------------------------------	--------------	------------

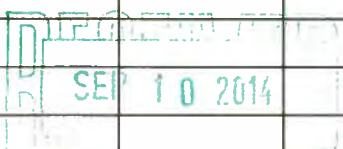
# WASHALL

BOX 415  
 LA CRETE, ALBERTA T0H 2H0  
 CELL: 780-841-1995 • FAX: 780-928-3683  
 washallgeorge@gmail.com

**INVOICE**  
**20356**

CONSIGNEE TO:	Mackenzie County	DATE:	Aug 20 2014
CLIENT:	Box	STREET AND NUMBER:	P.O. BOX
ADDRESS:	Fort Vermillion	CITY:	PROVINCE:
JOB #:		LOCATION:	Fox Lake Search Recovery
LEASE:		P.O. #:	

UNIT	DESCRIPTION OF WORK	Hrs. / Day	Day / Rate	TOTAL
Snowcat 1				
Snowcat 2	Supply 3 Boots With		1000 <del>00</del> Per Boat	9000 <del>00</del>
<del>700 Skidster</del>				
320 Cat Hoe	operators included Travel		Per Day	
320T Skidsteer				
300S Skidsteer	To + From Site Searching		260.00	2340.00
Water Truck				
Body Job	For 3 missing People in			
Pressure Truck				
Service Truck	Fox Lake For 3 Days			
Crew Truck 1				
Crew Truck 2	2 Deck man x 3 Days		300 <del>00</del> Per Day	1800 <del>00</del>
Medic Truck			Per Man	
20 Kil Light Tower				
8 Kil Light Tower	Supply Material + Build			500 <del>00</del>
6 Kil Light Tower				
550 Snowmobile	Search equipment For			
Porta Potties				
Gooseneck Trailer	Fire Department			
Man Hours				
Subsistence	Charge			
				2840.00
				142.00
				2982.00



 OPERATOR SIGNATURE	 CONSULTANT SIGNATURE	Sub total	11300 <del>00</del>
		G.S.T. # 136120706	565 <del>00</del>
		<b>AMOUNT</b>	<b>11865<del>00</del></b>

Comments:

Fox Lake  
Search

OUR NUMBER **941856**  
DATE **Aug 21/14**  
CUSTOMER'S ORDER

Source: John Wiese  
ADDRESS Box 1865  
Co Crete  
70H 210

SHIP TO Mackenzie County  
ADDRESS \_\_\_\_\_

TAX REG. NO. \_\_\_\_\_ SALESPERSON \_\_\_\_\_

FOB \_\_\_\_\_ TERMS \_\_\_\_\_ VIA \_\_\_\_\_

**INVOICE**

QUANTITY	DESCRIPTION	PRICE	AMOUNT
700 Km	truck use	1.00	700.00
12 hrs	Road use	50.00	600.00
700 @ .54	16 M'S Road		378.00
			260.00
			638.00
TOTAL			1300.00

*John Wiese*

PREPAID  
SEP 10 2014

BlueLine DC31

©BlueLine®, 2010



**INVOICE**  
**1923872**

26-Aug-2014 3:22 pm

Page 1 of 1

10533 - 100 Street, PO BOX 160  
LA CRETE, AB T0H 2H0

Phone: 780-928-3912  
Fax: 780-928-3760

Email: officela@norpine.ab.ca  
Web: www.norpine.ca

User tl: Jack Wiebe  
Invoiced by: Jack Wiebe

P.O. # foxlake recovery

Ship Via:  
Salesman:

**Sold to:** MUN030LA  
MACKENZIE COUNTY  
STEPHANIE STEUERNAGEL  
BOX 640  
FORT VERMILION, AB T0H 1N0

**Ship to:**  
780-928-3983

Prod	Item	Description	Ordered	Shipped	Unit \$	Extended
COW-	G PLATE	FLOOR PLATE	24	24	2.12	50.88
		Goods and Services Tax	1	1	2.54	2.54



Stocked	Non-Items	Stocked	Cores	Enviro Charges	Misc Charges	Other Charges	GST	PST	Payments	Document Total
50.88	0.00	0.00	0.00	0.00	0.00	0.00	2.54	0.00	0.00	53.42

**Amount Outstanding: \$53.42**

A SERVICE CHARGE OF 2.5% PER MONTH WILL BE ADDED ON ACCOUNTS 30 DAYS OR MORE PASSED DUE. THESE ITEMS REMAIN THE PROPERTY OF NORPINE AUTO SUPPLY (96) LTD. UNTIL FULLY PAID. ALL RETURNS MUST BE MADE WITHIN 7 DAYS ALONG WITH COPY OF INVOICE. AND A RESTOCKING CHARGE MAY APPLY AS PER RETURN POLICY.

peter wiebe

Authorized Signature

PROTECT YOUR CREDIT RATING,  
KEEP YOUR ACCOUNT CURRENT.

G.S.T. 8920 38555 RT  
NO GOODS RETURNED  
WITHOUT PERMISSION





**INVOICE**  
**1923868**

26-Aug-2014 3:19 pm

Page 1 of 1

10533 - 100 Street, PO BOX 160  
LA CRETE, AB T0H 2H0

Phone: 780-928-3912  
Fax: 780-928-3760

Email: officela@norpine.ab.ca  
Web: www.norpine.ca

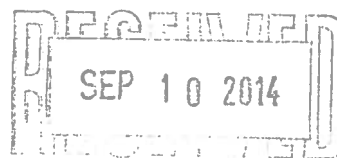
User tl: Jack Wiebe  
Invoiced by: Jack Wiebe

P.O. # foxlake recovery  
Ship Via:  
Salesman:

**Sold to:** MUN030LA  
MACKENZIE COUNTY  
STEPHANIE STEUERNAGEL  
BOX 640  
FORT VERMILION, AB T0H 1N0

**Ship to:**  
780-928-3983

Prod	Item	Description	Ordered	Shipped	Unit \$	Extended
SHW-	458540000	CONTRACTORS FLUOR ORANGE	3	3	6.40	19.20
SHW-	R00909	FLAT WHITE PAINT	2	2	10.33	20.66
	EHC - \$0.10	Environmental Handling Charge	2	2	0.10	0.20
CHL-	338	8" CUTTER PLIERS	1	1	25.02	25.02
JET-	711112	6" ADJUSTABLE WRENCH	2	2	11.02	22.04
PIC-	7066-0-C	7.5" BLACK TIES 100/PK	1	1	5.16	5.16
DYN-	66430	1/8 QUICK LINK	10	10	0.35	3.50
DYN-	66420	SNAP HOOK	59	59	0.82	48.38
DYN-	66421	SNAP HOOK	20	20	1.05	21.00
WIR-	77001	3/32" AIRCRAFT CABLE	13	13	125.00	3.25
DYN-	77081	3/32 CRIMP SLEEVE	18	18	1.75	31.50
DYN-	66430	1/8 QUICK LINK	40	40	0.35	14.00
DYN-	66420	SNAP HOOK	41	41	0.82	33.62
DMC-	PCC316	CHAIN WORKING LOAD LIMIT 800LBS	93	93	0.86	79.98
		Goods and Services Tax	1	1	16.38	16.38



Stocked Items	Non-Stocked	Cores	Enviro Charges	Misc Charges	Other Charges	GST	PST	Payments	Document Total
327.31	0.00	0.00	0.20	0.00	0.00	16.38	0.00	0.00	343.89

**Amount Outstanding: \$343.89**

A SERVICE CHARGE OF 2.5% PER MONTH WILL BE ADDED ON ACCOUNTS 30 DAYS OR MORE PASSED DUE. THESE ITEMS REMAIN THE PROPERTY OF NORPINE AUTO SUPPLY (96) LTD. UNTIL FULLY PAID. ALL RETURNS MUST BE MADE WITHIN 7 DAYS ALONG WITH COPY OF INVOICE. AND A RESTOCKING CHARGE MAY APPLY AS PER RETURN POLICY.

*[Handwritten Signature]*

peter wiebe

Authorized Signature

PROTECT YOUR CREDIT RATING,  
KEEP YOUR ACCOUNT CURRENT.

G.S.T. 8920 38555 RT  
NO GOODS RETURNED  
WITHOUT PERMISSION

Fox Lake Search Rescue August 16 - 17, 2014 Boats

<b>FOX LAKE</b>						
<b>Date</b>	<b>Invoice #</b>	<b>Company</b>		<b>Sub Total</b>	<b>GST</b>	<b>Total</b>
8/20/2014	20356	Wahsall	Boat Rental	\$11,300.00	\$565.00	\$11,865.00
8/21/2014	941856	John Wiebe	Boat Rental	\$1,300.00		\$1,300.00
		<b>TOTAL</b>		<b>\$12,600.00</b>	<b>\$565.00</b>	<b>\$13,165.00</b>

Boat Rental only

Fox Lake Search

OUR NUMBER **941856**  
 DATE **Aug 21/14**  
 CUSTOMER'S ORDER

SEARCHED Salm Wiese  
 ADDRESS Box 1865  
Co Crete  
TOH 2HO

SHIP TO Mackenzie County  
 ADDRESS \_\_\_\_\_

TAX REG NO \_\_\_\_\_ SALESPERSON \_\_\_\_\_ FOB \_\_\_\_\_ TERMS \_\_\_\_\_ VIA \_\_\_\_\_

INVOICE

QUANTITY	DESCRIPTION	PRICE	AMOUNT
700 Km	truck use	1.00	700.00
12 hrs	Roat use	50.00	600.00
700 @ .54	16 m's Roat		378.00
			530.00
			898.00
			1300.00
TOTAL			1300.00

*Salm Wiese*

RECEIVED  
 SEP 10 2014

2 days

BlueLine DC31

©BlueLine®, 2010

# WASHALL

BOX 415  
 LA CRETE, ALBERTA T0H 2H0  
 CELL: 780-841-1995 • FAX: 780-928-3683  
 washallgeorge@gmail.com

**INVOICE**  
**20356**

CONSIGNEE TO:	Mackenzie County	DATE:	Aug 20 2014
CLIENT:	Box	STREET AND NUMBER	P.O. BOX
ADDRESS:	Fort Vermillion	CITY	PROVINCE
JOB #:		LOCATION:	Fox Lake Search Recovery
LEASE:		P.O. #	

UNIT	DESCRIPTION OF WORK	Hrs. / Day	Day / Rate	TOTAL
Snowcat 1				
Snowcat 2	Supply 3 Boats With		1000.00 Per Boat	9000.00
320 Cat Hoe	operators included Travel		Per Day	
320T Skidsteer	To + From Site Searching		260.00	2340.00
300S Skidsteer				
Water Truck				
Body Job	For 3 missing People in			
Pressure Truck				
Service Truck	Fox Lake For 3 Days			
Crew Truck 1				
Crew Truck 2	2 Deck man x 3 Days		300.00 Per Day	1800.00
Medic Truck			Per Man	
20 Kil Light Tower				
8 Kil Light Tower	Supply Material + Build			500.00
6 Kil Light Tower				
550 Snowmobile	Search equipment For			
Porta Potties				
Gooseneck Trailer	Fire Department			
Man Hours				
Subsistence	Charge			
				2840.00
				1420.00
				2980.00
				11300.00
				565.00
				11865.00

SEP 10 2014

 OPERATOR SIGNATURE  
 CONSULTANT SIGNATURE

Sub total 11300.00  
 G.S.T. # 136120706 565.00  
**AMOUNT 11865.00**

Comments:

Fox Lake Search Rescue Fire Department

**FOX LAKE**

<b>Date</b>	<b>Position</b>	<b>Hours</b>	<b>Incident #</b>
8/16/2014	Chief	17	85-LCFR-2014
8/16/2014	Lieutenant	17	85-LCFR-2014
8/16/2014	Lieutenant	17	85-LCFR-2014
8/16/2014	Fire Fighter	17	85-LCFR-2014
8/16/2014	Fire Fighter	17	85-LCFR-2014
8/16/2014	Fire Fighter	17	85-LCFR-2014
8/16/2014	Fire Fighter	17	85-LCFR-2014
8/16/2014	Fire Fighter	17	85-LCFR-2014
8/16/2014	Deputy Chief	16.5	76-FVFR-2014
8/16/2014	Captian	16.5	76-FVFR-2014
8/17/2014	Chief	7	86-LCFR-2014
8/17/2014	Lieutenant	17	86-LCFR-2014
8/17/2014	Lieutenant	17	86-LCFR-2014
8/17/2014	Fire Fighter	17	86-LCFR-2014
8/17/2014	Fire Fighter	17	86-LCFR-2014
8/17/2014	Fire Fighter	17	86-LCFR-2014
8/17/2014	Fire Fighter	17	86-LCFR-2014
8/17/2014	Deputy Chief	16.5	77-FVFR-2014
8/17/2014	Captian	16.5	77-FVFR-2014
<b>TOTAL HRS</b>		<b>311</b>	

South Tall Cree Search Rescue July 19-21, 2014

**SOUTH TALL CREE**

Date	Invoice #	Company		Sub Total	GST	Total
7/17/2014	7948	Co-Op	Meal	\$110.24	\$4.23	\$114.47
7/19/2014	1	Frank Teichroeb	Boat Rental	\$366.42		\$366.42
7/19/2014	1	Jack Wiebe	Boat Rental	\$366.42		\$366.42
7/20/2014	52437	Subway	Meal	\$166.55	\$7.45	\$174.00
7/20/2014	1	Ernest Schellenberg	Boat Rental	\$837.84		\$837.84
7/20/2014	2	Frank Teichroeb	Boat Rental	\$837.84		\$837.84
7/20/2014	2	Jack Wiebe	Boat Rental	\$837.84		\$837.84
7/20/2014	3446	Abe Driedger	Boat Rental	\$628.56	\$31.43	\$659.99
7/21/2014	8764	LC Home Hardware	Supplies	\$213.81	\$10.69	\$224.50
7/21/2014	2	Ernest Schellenberg	Boat Rental	\$471.18		\$471.18
7/21/2014	3	Jack Wiebe	Boat Rental	\$471.18		\$471.18
7/21/2014	8840	Co-Op	Meal	\$97.66	\$3.29	\$100.95
7/23/2014	46373	First Fire & Safety Ltd	Supplies	\$869.50	\$43.48	\$912.98
7/24/2014	1914784	Norpine	Supplies	\$284.15	\$14.21	\$298.36
8/11/2014	EXPENSE	Peter Neufeld	Km's	\$345.60		\$345.60
		<b>TOTAL</b>		<b>\$6,904.79</b>	<b>\$60.98</b>	<b>\$7,019.57</b>
		Fire Department member				

All Invoices



WELCOME  
TO  
LA CRETE CO-OP  
YOUR COMMUNITY BUILDER

MEMBER OWNED  
THANK YOU FOR YOUR  
PATRONAGE!

RECOVER TRANSACTION

COOP FOAM PLATES		
3 @	\$3.99 EA	\$11.97 G
PEPSI TRAY		
3 @	\$8.99 EA	\$26.97 G
ENVIRO FEE		
3 @	\$0.24 EA	\$0.72 G
Deposit		
3 @	\$2.40 EA	\$7.20
COOP GLD SPRNG WATER		
5 @	\$5.99 EA	\$29.95 G
2 @ LQD DISCOUNT		\$7.96 G
Enviro Fee		
7 @	\$0.24 EA	\$1.68
Deposit		
7 @	\$2.40 EA	\$16.80
ROYALE BATHROOM TI		\$6.99 G
BALANCE DUE		\$114.47
CHARGE		\$114.47
[K] 90053		
CHANGE		\$0.00

TAX-CODE	TAXABLE-VAL	TAX-VALUE
GST 5%	\$84.55	\$4.23 G

P.O. SLIP #0136000077948

CASHIER NAME: COMMUNITY  
C0111 #7948 12:45:47 17JUL2014  
S01360 R007

THANK YOU FOR  
SHOPPING AT  
LA CRETE CO-OP  
PHONE (780)928-3363  
FAX (780)928-3223  
GST # R102927787

*South Tall Ca*

Frank Teichroeb

# INVOICE

Box 2442  
LaCrete, AB  
T0H 2H0  
Phone 780 502-7732

DATE: 7/19/2014

TO:  
Mackenzie County

Box 640  
T0H 1N0  
780 927-3718

FOR:  
South Tall Cree Search & Rescue  
Boat Services

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>\$1.09/km</del> <i>.54</i>	<del>\$209.28</del> <i>103.68</i>
Boat Rental with Captain	3	\$52.38	\$157.14
TOTAL			<del>\$366.42</del> <i>260.82</i>

Make all checks payable to Frank Teichroeb

THANK YOU FOR YOUR BUSINESS!

*Walter Wiebe*



Jack Wiebe

# INVOICE

Box 1865  
LaCrete, AB  
T0H 2H0  
Phone 780 926-0756

DATE: 7/19/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

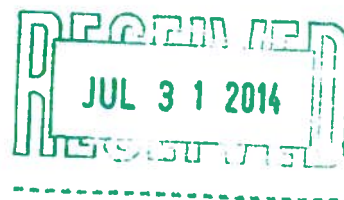
DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>.54</del> \$1.09/km	<del>103.65</del> \$209.28
Boat Rental with Captain	3	\$52.38	\$157.14
		TOTAL	<del>\$366.42</del>

260.82

Make all checks payable to Jack Wiebe

THANK YOU FOR YOUR BUSINESS!

*Jack Wiebe*  
Peter Wiebe



# NOT PAID

PRELIMINARY RECEIPT

Store #52437 tko 07/20/14 13:01:24  
Subway Sandwiches & Salads

La Crete AB

Trans# 5 Clerk 001 Brenda  
Dwr1 TRDT 072014 Reg-ID REG-CAFE

Receipt # 0000000000

--- ITEM --- QTY PRICE MEMO PLU  
\* \* \* TRANSACTION NOT YET COMPLETE \* \* \*

CCC	fr	10	T	\$	6.89	10211
				=	\$	68.90
Pizza Pep Pr		12	T	\$	6.29	33002
				=	\$	75.48
COOKIES-12		1		\$	6.89	10014
COOKIES-12		1		\$	6.89	10014
COOKIES-6		1		\$	3.79	10013
Milk		1	T	\$	2.30	36535
Milk		1	T	\$	2.30	36535
Rounding		1		\$	0.00	55005

SUBTOTAL \$ 166.55  
Sales Tx \$ 7.45

TAKE-OUT \*\*TOTAL \$ 174.00

\* \* \* TRANSACTION NOT YET COMPLETE \* \* \*

*Handwritten:*  
Peter Wide  
Relaxing  
South Tall Cree

C

**Ernest Schellenberg**

**INVOICE**

Box 873  
LaCrete, AB  
T0H 2H0  
Phone 780 502-9394

DATE: 7/20/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>54 \$1.09/km</del>	<del>103.68 \$209.28</del>
Boat Rental with Captain	12	<del>\$52.38</del>	<del>\$628.56</del>
		<i>day rate:</i>	<i>260.00</i>
		TOTAL	<del>\$837.84</del>

*363.68*

Make all checks payable to Ernest Schellenberg

THANK YOU FOR YOUR BUSINESS!

*Peter Wiebe*

Frank Teichroeb

INVOICE

Box 2442  
LaCrete, AB  
T0H 2H0  
Phone 780 502-7732

DATE: 7/20/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>1.09</del> <i>.54</i> \$1.09/km	<del>209.28</del> <i>103.00</i>
Boat Rental with Captain	12	\$52.38	\$628.56
		<i>day rate</i>	<i>260.00</i>
TOTAL			<del>837.84</del>

Make all checks payable to Frank Teichroeb

*363.68*

THANK YOU FOR YOUR BUSINESS!

*Peter Wiebe*



Jack Wiebe

INVOICE

Box 1865  
LaCrete, AB  
T0H 2H0  
Phone 780 926-0756

DATE: 7/20/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>\$1.09/km</del> <i>1.51</i>	<del>\$209.28</del> <i>103.68</i>
Boat Rental with Captain	12	\$52.38	\$628.56
		<i>day rate</i>	<i>260.00</i>
TOTAL			<del>\$837.84</del>

*363.68*

Make all checks payable to Jack Wiebe

THANK YOU FOR YOUR BUSINESS!

*[Signature]*  
Peter Wiebe

OUR NUMBER  
NOTRE COMMANDE

003446

DATE

July 20, 2014

CUSTOMER'S ORDER  
COMMANDE DU CLIENT

DU 19

Mackenzie County

ADDRESS

Box 640 Fort Vermilion AB

TOH 1N0

SHIP TO  
ENVOYER A

Abe Dredger

ADDRESS

Box 1985 La Crete AB

TOH 2H0

SA REG. NO.  
O. ENREG. TAX.

SALEPERSON  
VENDUEUR

YOU

TERMS  
CONDITIONS

VIA  
MODE

QUANTITY  
QUANTITE

DESCRIPTION

PRICE  
PRIX

AMOUNT  
MONTANT

12 Hours Boat Rent to Fire and Rescue at South Tall Cree Wabesca River

\$52.38

Per Hour

RECEIVED

X

12 Hours

628.56

July 31 2014

day rate for boat

260.00

13.00

831.43

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Six Hundred Fifty Nine

99

TOTAL

\$659.99



PAGE: 1/1  
AP  
7-251793

LA CRETE HOME HARDWARE  
Box 1017,  
La Crete, AB, T0H 2H0  
(780) 928-3750 G.S.T: R136397239

14/07/21 12:12  
CUSTOMER: 838  
INVOICE: 8764

SOLD TO : MACKENZIE COUNTY  
BOX 640

SHIP TO : MACKENZIE COUNTY  
BOX 640

FT VERMILION, AB, T0H 1N0  
(780) 928-3983 x

FT VERMILION, AB, T0H 1N0

\*\*\*\*\* INVOICE \*\*\*\*\*

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
5462828	CORD, POLYP PARACORD 1/8"X50'	8	EA	T	4.39 /EA	35.12
12461	LURE, #4 YLW/RD LN THMSN	11	EA	T	5.99 /EA	65.89
12855	LURE, #4 FW LN THOMPSN	6	EA	T	5.99 /EA	35.94
12460	LURE, #4 RD/WHT LN THMPSN	1	EA	T	5.99 /EA	5.99
12717	LURE, #4 YB LN THMPSN	6	EA	T	5.99 /EA	35.94
24032	STURGEON RIG, 80LB 30" 5PK	7	EA	T	4.99 /EA	34.93

*South Tall Cree  
Search/Recovery*



Item Total 213.81  
G.S.T 10.65  
Sub Total 224.50

Amounts Tendered  
CHARGE TO: HOUSE ACCOUNT 83983 224.50



*Wiebe*

Received By

Payment Due 15 Days from Statement  
1% per Month Charged on Overdue Balances



*C*

**Ernest Schellenberg**

**INVOICE**

Box 873  
LaCrete, AB  
T0H 2H0  
Phone 780 502-9394

DATE: 7/21/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

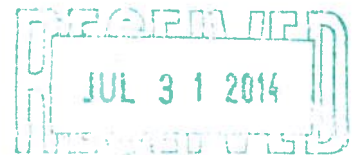
DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>54</del> \$1.09/km	<del>103.68</del> \$209.28
Boat Rental with Captain	5	\$52.38	\$261.90
		<i>day rate</i>	<i>260.00</i>
TOTAL			<del>\$471.18</del>

*363.68*

Make all checks payable to Ernest Schellenberg

THANK YOU FOR YOUR BUSINESS!

*[Signature]*  
Peter Widbe





Jack Wiebe

INVOICE

Box 1865  
LaCrete, AB  
TOH 2H0  
Phone 780 926-0756

DATE: 7/21/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
TOH 1N0  
780 927-3718

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>\$1.09/km</del> <i>1.54</i>	<del>\$209.28</del> <i>103.68</i>
Boat Rental with Captain	5	\$52.38	\$261.90
		<i>day rate</i>	<i>260.00</i>
TOTAL			<del>\$417.18</del> <i>471.18</i>

Make all checks payable to Jack Wiebe

*471.18*  
*363.68*

THANK YOU FOR YOUR BUSINESS!

*[Signature]*  
Peter Wiebe



WELCOME  
TO  
LA CRETE CO-OP  
YOUR COMMUNITY BUILDER

MEMBER OWNED  
THANK YOU FOR YOUR  
PATRONAGE!

RECOVER TRANSACTION

QKR TO GO CINN RLL	\$4.49	G
CP GLD GRN BAR CAR	\$3.49	G
COOP GLD SPRNG WATER		
5 @ \$5.49 EA	\$27.45	G
Enviro Fee		
5 @ \$0.24 EA	\$1.20	
Deposit		
5 @ \$2.40 EA	\$12.00	
CP GLD GRN BAR CHP	\$3.49	G
CP GLD GRN BAR CHP	\$3.49	G
L BRISK TEA	\$5.98	
ENVIRO FEE	\$0.12	
Deposit	\$1.20	
NESTEA ICED TEA	\$5.98	
ENVIRO FEE	\$0.12	
Deposit	\$1.20	
NUTRI GRAIN RASP		
1 @ 2 FOR \$8.00	\$4.00	G
CEREAL BARS		
1 @ 2 FOR \$8.00	\$4.00	
QKR TO GO CINN RLL	\$4.49	G
QKR TO GO CINN RLL	\$4.49	G
CP GLD GRN BAR CHP	\$3.49	G
CP GLD GRN BAR CAR	\$3.49	G
CP GLD GRN BAR CAR	\$3.49	G

BALANCE DUE	\$100.95
CHARGE	\$100.95
[K] 90053	
CHANGE	\$0.00

TAX-CODE	TAXABLE-VAL	TAX-VALUE
GST 5%	\$65.86	\$3.29 G

P.O. SLIP #0136000078840

CASHIER NAME: COMMUNITY  
C0111 #8847 12:04:43 21JUL2014  
S01360 R007

THANK YOU FOR  
SHOPPING AT  
LA CRETE CO-OP

PHONE (780)928-3963  
FAX (780)928-3223  
GST # 102927797



South  
Tall  
Crete  
Search

# First Fire & Safety Ltd.

Box 1899  
10010 - 100 Ave  
La Crete, Alberta T0H 2H0

# INVOICE

Invoice No.: 46373  
Date: 07/23/2014  
Ship Date:  
Page: 1  
Re: Order No.

**Sold to:**  
Mackenzie County  
Box 640  
Fort Vermillion, Alberta T0H 1N0

**Ship to:**  
Mackenzie County  
LA CRETE, Alberta

Business No.: 870013547RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	each	416	3/8 rope	G	2.00	832.00
	each	5	cleavices	G	7.50	37.50
			South Tall Cree			
			G - GST 5%			43.48
			GST			
<p><i>12/11/14</i> <i>Peter Wiebe</i> <i>Search/Recovery</i></p>						
First Fire & Safety Ltd. GST: #870013547 RT0001						
Shipped By: _____ Tracking Number: _____						
Comment: Sign Here _____					<b>Total Amount</b>	912.98
Sold By: _____						



10533 - 100 Street, PO BOX 160  
LA CRETE, AB T0H 2H0

Phone:                    Email:  
Fax:                        Web:

**Sold to:** MUN030LA  
MACKENZIE COUNTY  
STEPHANIE STEUERNAGEL  
BOX 640  
FORT VERMILION, AB T0H 1N0

User tl: Jack Wiebe  
Invoiced by: Jack Wiebe

**Ship to:**  
  
780-928-3983

**INVOICE**  
**1914784**

24-Jul-2014 8:36 am

Page 1 of 1

P.O. # south tallcree recove

Ship Via:

Salesman:

Prod	Item	Description	Ordered	Shipped	Unit \$	Extended
WIR-	77001	3/32" AIRCRAFT CABLE	212	212	125.00	53.00
DYN-	66420	SNAP HOOK	11	11	8.40	9.24
DYN-	66430	1/8 QUICK LINK	7	7	3.51	2.46
DYN-	66420	SNAP HOOK	139	139	8.40	116.76
DYN-	66430	1/8 QUICK LINK	143	143	3.51	50.19
DYN-	77081	3/32 CRIMP SLEEVE	22	22	1.75	3.85
DYN-	77081	3/32 CRIMP SLEEVE	278	278	1.75	48.65
		Goods and Services Tax	1	1	14.21	14.21

Stocked Items	Non-Stocked	Cores	Enviro Charges	Misc Charges	Other Charges	GST	PST	Payments	Document Total
284.15	0.00	0.00	0.00	0.00	0.00	14.21	0.00	0.00	298.36

A SERVICE CHARGE OF 2.5% PER MONTH WILL BE ADDED ON ACCOUNTS 30 DAYS OR MORE PASSED DUE. THESE ITEMS REMAIN THE PROPERTY OF NORPINE AUTO SUPPLY (96) LTD. UNTIL FULLY PAID. ALL RETURNS MUST BE MADE WITHIN 7 DAYS ALONG WITH COPY OF INVOICE, AND A RESTOCKING CHARGE MAY APPLY AS PER RETURN POLICY.

**Amount Outstanding: 298.36**

peter wiebe

Authorized Signature

PROTECT YOUR CREDIT RATING,  
KEEP YOUR ACCOUNT CURRENT.

G.S.T. 8920 38555 RT  
**NO GOODS RETURNED  
WITHOUT PERMISSION**

## Mackenzie County Expense Claim

Name of Claimant: Peter Neufeld  
 Address: Box 2006  
La Crete AB T0H2H0  
 Position: Lieutenant

Date August 11/14

Date 2013	Depart Arrive Times	Description of Trip and Other Expenses	Vehicle KM	Rate	Mileage Expense	Meals			Other Expenses	
						B	L	D		\$
08/11/14		Haul personel from LaCrete	640	0.500	<del>\$330.00</del>				\$ -	
		to Fox Lake,		.54	\$345.60				\$ -	
		for Search and Recovery		0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
				0.500	\$ -				\$ -	
<b>TOTALS</b>			0		\$ -				\$ -	\$ -

**Please note:**  
 Breakfast: \$15.00  
 Lunch: \$15.00  
 Dinner: \$25.00

**TOTAL CLAIM:** \$ ~~330.00~~

\$345.60



DATE August 11 2014

DATE Sept. 22/14

[Signature]  
 Signature of Claimant

[Signature]  
 Approved By

As per the Honorariums and Expense Claim Reimbursement Bylaw:  
 \* You may claim \$17.50 personal expenses for each 24 hour period on travel status.  
 \* You may also claim either: reimbursement of cost of hotel accommodation or an allowance of \$50.00 per night.

South Tall Cree Search Rescue July 19-21, 2014 Boats

**SOUTH TALL CREE**

Date	Invoice #	Company		Sub Total	GST	Total
7/19/2014	1	Frank Teichroeb	Boat Rental	\$366.42		\$366.42
7/19/2014	1	Jack Wiebe	Boat Rental	\$366.42		\$366.42
7/20/2014	1	Ernest Schellenberg	Boat Rental	\$837.84		\$837.84
7/20/2014	2	Frank Teichroeb	Boat Rental	\$837.84		\$837.84
7/20/2014	2	Jack Wiebe	Boat Rental	\$837.84		\$837.84
7/20/2014	3446	Abe Driedger	Boat Rental	\$628.56	\$31.43	\$659.99
7/21/2014	2	Ernest Schellenberg	Boat Rental	\$471.18		\$471.18
7/21/2014	3	Jack Wiebe	Boat Rental	\$471.18		\$471.18
<b>TOTAL</b>				<b>\$4,817.28</b>	<b>\$31.43</b>	<b>\$4,848.71</b>
Fire Department member						

*Boat Rental only*

OUR NUMBER  
NOTRE COMMANDE

003446

DATE July 20, 2014

CUSTOMER'S ORDER  
COMMANDE DU CLIENT

TO  
FROM  
ADDRESS  
MACKENZIE COUNTY  
Box 640 Fort Vermilion AB  
T0H 1N0

SHIP TO  
ENVOYER A  
ADDRESS  
ABE DRIEDGER  
Box 1985 La Crete AB  
T0H 2H0

V. REG. NO.  
D. ENREG. TAX.

SALGESPON  
VERBODEN

IOU

TERMS  
CONDITIONS

VIA  
MODE

QUANTITY QUANTITE	DESCRIPTION	PRICE PRIX	AMOUNT MONTANT
12 Hours	Boat Rent to Fire and Rescue at South Tall Cree Wabesca River	\$52.38	Per Hour
			\$52.38
			12 Hours
			628.56
			160.00
			13.00
			31.43
			99.99
			659.99

RECEIVED

July 21, 2014

delivered by post

MACKENZIE COUNTY  
FORT VERMILLION OFFICE

987  
P8  
P8  
TYP

TOTAL  
TOTAL

Ernest Schellenberg

INVOICE

Box 873  
LaCrete, AB  
T0H 2H0  
Phone 780 502-9394

DATE: 7/20/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>54</del> \$1.09/km	<del>103.68</del> \$209.28
Boat Rental with Captain	12	\$52.38	\$628.56
		<i>day rate</i>	<i>260.00</i>
TOTAL			<del>837.84</del>

*363.68*

Make all checks payable to Ernest Schellenberg

THANK YOU FOR YOUR BUSINESS!

*Peter Wiebe*



Ernest Schellenberg

INVOICE

Box 873  
LaCrete, AB  
T0H 2H0  
Phone 780 502-9394

DATE: 7/21/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718



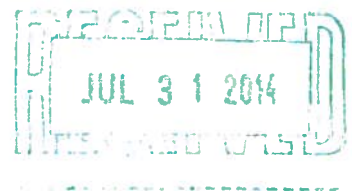
DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>.54</del> \$1.09/km	<del>103.68</del> \$209.28
Boat Rental with Captain	5	\$52.38	\$261.90
		<i>day rate</i>	<i>260.00</i>
TOTAL			<del>\$471.18</del>

*363.68*

Make all checks payable to Ernest Schellenberg

THANK YOU FOR YOUR BUSINESS!

*[Handwritten Signature]*  
Peter Wide



Frank Teichroeb

INVOICE

Box 2442  
LaCrete, AB  
TOH 2H0  
Phone 780 502-7732

DATE: 7/20/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
TOH 1N0  
780 927-3718



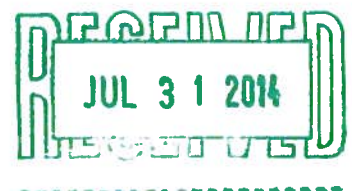
DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>\$1.09/km</del> <i>.54</i>	<del>\$209.28</del> <i>103.68</i>
Boat Rental with Captain	12	\$52.38	\$628.56
		<i>day rate</i>	<i>260.00</i>
		TOTAL	<del>\$837.84</del> <i>363.68</i>

Make all checks payable to Frank Teichroeb

*363.68*

*[Handwritten Signature]*  
Peter Wiebe

THANK YOU FOR YOUR BUSINESS!



Frank Teichroeb

INVOICE

Box 2442  
LaCrete, AB  
T0H 2H0  
Phone 780 502-7732

DATE: 7/19/2014

TO:  
Mackenzie County

Box 640  
T0H 1N0  
780 927-3718

FOR:  
South Tall Cree Search & Rescue  
Boat Services

DESCRIPTION	HOURS	RATE	AMOUNT
Travel Charge	192 kms	<del>1.09/km</del> .54	<del>\$209.28</del> 103.68
Boat Rental with Captain	3	\$52.38	\$157.14
TOTAL			<del>\$366.42</del> 260.82

Make all checks payable to Frank Teichroeb

THANK YOU FOR YOUR BUSINESS!

*Handwritten signature:*  
Peter Wiebe

Jack Wiebe

# INVOICE

Box 1865  
LaCrete, AB  
T0H 2H0  
Phone 780 926-0756

DATE: 7/19/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

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		TOTAL	<del>\$366.42</del>

260.82

Make all checks payable to Jack Wiebe

THANK YOU FOR YOUR BUSINESS!

*[Handwritten Signature]*  
Peter Wiebe

RECEIVED  
JUL 31 2014  
REGISTRATION

Jack Wiebe

INVOICE

Box 1865  
LaCrete, AB  
T0H 2H0  
Phone 780 926-0756

DATE: 7/20/2014

TO:  
Mackenzie County

FOR:  
South Tall Cree Search & Rescue  
Boat Services

Box 640  
T0H 1N0  
780 927-3718

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		day rate	260.00
		TOTAL	\$837.84

363.68

Make all checks payable to Jack Wiebe

THANK YOU FOR YOUR BUSINESS!

*[Handwritten Signature]*  
Peter Wiebe

Jack Wiebe

INVOICE

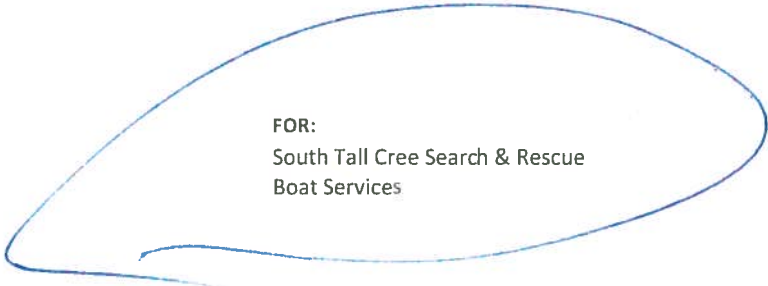
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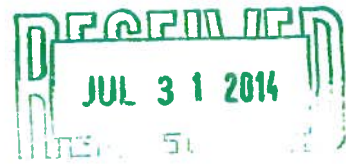
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Travel Charge	192 kms	<del>1.09/km</del> <i>103.68</i>	<del>\$209.28</del>
Boat Rental with Captain	5	\$52.38	<del>\$261.90</del>
		<i>dayrate</i>	<i>260.00</i>
TOTAL			<del>\$417.18</del>

Make all checks payable to Jack Wiebe

~~471.18~~  
*363.68*

THANK YOU FOR YOUR BUSINESS!

*[Signature]*  
Peter Wiebe











## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>2012 &amp; 2013 Fort Vermilion Fire Department Honorariums</b>

### **BACKGROUND / PROPOSAL:**

In 2012, there was a large turnover of fire department volunteers, including the Fire Chief. Administration has been working with the Fort Vermilion Fire Department assisting them in collecting the data they required to submit the 2012 & 2013 honorariums. The Fort Vermilion Fire Department has now assigned a volunteer to collect and calculate the information. As a result, on November 17, 2014 a final calculation was received, which includes the 2012, 2013, and 2014 honorariums totaling \$36,802.25.

Administration requires Councils decision on how to precede with payment of the outstanding years honorariums, as Policy ADM013 section 6 states:

*No payment will be provided to any volunteer if they fail to provide the current year information after January 31 of the following year **unless** there is a Council resolution authorizing such payment.*

### **OPTIONS & BENEFITS:**

#### **Option 1:**

Authorize payment of 2012 & 2013 honorariums.

#### **Benefit:**

Keep volunteer spirits positive, and compensate them for the time spent.

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

**COSTS & SOURCE OF FUNDING:**

The costs can be absorbed within the 2014 Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Administration will communicate with the Fort Vermilion Deputy Fire Chief Councils decision.

**RECOMMENDED ACTION:** (requires 2/3)

That the 2012 and 2013 honorariums for the Fort Vermilion Fire Department be approved and processed as submitted.

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

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Signing Authority for Volunteer Fire Fighters Remuneration</b>	<b>Policy No:</b>	<b>ADM013</b>
--------------	---	-------------------	---------------

<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5 b)</b>
------------------------------	---

<b>Purpose</b>	To establish signing authority and payment dates for the remuneration of volunteers within MD fire departments.
----------------	---

### **Policy Statement and Guidelines**

Council recognizes the need for verification and timely payment of the remuneration of honorariums for volunteer fire fighters within the Municipality.

1. Each Fire Chief or his designate will provide the Director of Planning and Emergency Service with a written monthly summary of the volunteers and applicable hours and hourly rates. This information must be supplied within 30 days following the month the volunteers attended a fire, fire practice or training.
2. The approved remuneration rates for volunteers are subject to Bylaw 301/02, Schedule A.
3. Volunteer members will supply their hourly information to their Fire Chief or designate as soon as practical after their attendance at a fire, fire practice or training.
4. Payment will be made on the following basis to each of the volunteer fire fighters subject to the Bylaw 301/02 as follows:

Fire Chief (monthly honoraria)

- a. Months of January to March – paid on or about May 15
- b. Months of April to June – paid on or about August 15
- c. Months of July to September – paid on or about November 15
- d. Months of October to December – paid on or about January 31 of the following year\*

Fire Fighters (hourly honoraria)

- a. Months of January to October – paid on or about November 15
- b. Months of November to December – paid on or about January 31 of the following year\*

\* This timing is necessary in order to close off the previous year-end accounts and the issuance of applicable T4 slips.

- 5. No payment will be made to any volunteer if she/he does not provide the appropriate documentation to their Fire Chief or designate.
- 6. No payment will be provided to any volunteer if they fail to provide the current year information after January 31 of the following year **unless** there is a Council resolution authorizing such payment.

	Date	Resolution Number
Approved	Oct. 23, 2003	03-464
Amended		
Amended		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Bylaw 980-14 Amending Bylaw 959-14 being a Bylaw Respecting the Water and Sewer System – 94 Avenue Sewer Connection Fee Bylaw</b>

**BACKGROUND / PROPOSAL:**

Bylaw 959-14 was approved at the June 11, 2014 Council meeting, being an amendment to Bylaw 455/04 *Respecting the Water and Sewer System – 94 Avenue Sewer Connection Fee Bylaw* which was approved at the February 8, 2005 Council meeting.

Bylaw 959-14 was an amendment to clarify the legal description in Bylaw 455/04 based on the information in Schedule A. After Bylaw 959-14 was approved by Council on June 11, 2014 a map which was not attached to either bylaw was brought forward from the original RFD. This map showed lands which the bylaw applied to and more clerical/typographical errors regarding legal descriptions were noted.

As per attachment, administration has corrected the clerical and typographical errors.

**OPTIONS & BENEFITS:**

That the Bylaw matches current addressing.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:** Sarah Martens      **Reviewed by:** John Klassen      **CAO** JW

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

**Motion 1:**

That first reading be given to Bylaw 980-14, being an amendment to Bylaw 959-14 94<sup>th</sup> Avenue Sewer Connection Fee.

**Motion 2:**

That second reading be given to Bylaw 980-14, being an amendment to Bylaw 959-14 94<sup>th</sup> Avenue Sewer Connection Fee.

**Motion 3:** *(requires unanimous)*

That consideration be given to proceed to third reading of Bylaw 980-14, being an amendment to Bylaw 959-14 94<sup>th</sup> Avenue Sewer Connection Fee at this meeting.

**Motion 4:**

That third reading be given to Bylaw 980-14, being an amendment to Bylaw 959-14 94<sup>th</sup> Avenue Sewer Connection Fee.

**Author:** Sarah Martens      **Reviewed by:** John Klassen      **CAO** JW

**BYLAW NO. 980-14**

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

**TO AMEND MACKENZIE COUNTY BYLAW 959-14  
94 AVE SEWER CONNECTION FEE BYLAW  
IN THE HAMLET OF LA CRETE**

**WHEREAS**, Mackenzie County has adopted Mackenzie County Bylaw 959-14 on June 11, 2014;

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta has deemed it appropriate to correct typographical and clerical errors respecting legal descriptions in Schedule 'A' of Bylaw 959-14;

**WHEREAS**, the Municipal Government Act authorizes a municipality by bylaw to revise a bylaw passed by the municipality; and

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

1. That Bylaw 959-14 Schedule 'A', Section 1 be replaced with the following:

**A) Sewer Connection Fee – 94 Avenue La Crete**

The approved 94 Avenue Water and Sewer Servicing Project  
Cost of installation will be recovered through a service connection fee of **\$3,958.00/residential lot and \$6,582.00/industrial lot** affecting the following lots in the hamlet of La Crete:

**North of 94<sup>th</sup> Avenue:**

From 94<sup>th</sup>avenue along 92<sup>nd</sup> street to 95<sup>th</sup> avenue, from 92<sup>nd</sup> street along 95<sup>th</sup> avenue and 95<sup>th</sup> street to 100<sup>th</sup> avenue to the East side of plan 0424700, Block 2, Lot 14; along 94<sup>th</sup> street South of 100<sup>th</sup> avenue.

<b>Plan</b>	<b>Block</b>	<b>Lot</b>
032 5931	03	01
032 5931	03	02
032 5931	03	03
032 5931	03	04
032 5931	03	05
032 5931	03	06
032 5931	04	01
032 5931	04	02

Plan	Block	Lot
032 5931	04	03
032 5931	04	04
032 5931	04	05
022 5319	01	02
022 5319	01	03
032 5939	01	04
032 5939	01	05
032 5931	02	05
032 5931	02	06
022 5319	02	01
022 5319	02	02
022 5319	01	06
022 5319	01	07
022 5319	01	08
022 5319	01	09
022 5319	02	03
022 5319	02	04
042 4700	01	10
042 4700	01	11
042 4700	01	12
042 4700	01	13
042 4700	01	14
042 4700	02	05
042 4700	02	06
042 4700	02	07
042 4700	02	09
042 4700	02	10
042 4700	02	12
042 4700	02	13

**South of 94<sup>th</sup> Avenue:**

From 94<sup>th</sup> avenue along 94<sup>th</sup> & 95<sup>th</sup> street to 88<sup>th</sup> avenue; from the West side of Plan 0520560, Block 5, Lot 1 along 88<sup>th</sup> avenue to 93<sup>rd</sup> street; from 88<sup>th</sup> avenue along 93<sup>rd</sup> street to 91<sup>st</sup> avenue; from 94<sup>th</sup> street along 91<sup>st</sup> avenue to the East side of Plan 0520560. Block 5, Lot 8.

Plan	Block	Lot
992 0893	01	01
992 0893	01	02
992 0893	01	03
992 0893	01	04
992 0893	01	05



Plan	Block	Lot
992 0893	01	07
992 0893	01	08
022 6056	02	02
022 6056	03	01
022 6056	03	03
022 6056	04	01
022 6056	04	02
022 6056		
022 0560	04	10
052 0560	04	04
052 0560	04	05
052 0560	04	06
052 0560	04	07
052 0560	04	08
052 0560	04	09
052 0560	01	09
052 0560	05	01
052 0560	05	02
052 0560	05	03
052 0560	05	05
052 0560	05	06
052 0560	05	07
052 0560	05	08
112 3694	2	2
092 0458	6	1
092 0458	6	2
092 0458	6	3
052 0560	5	4MR
142 5001	3	4
142 5001	3	5
142 5001	3	6
<b>Standard ATS</b>		
NE 3-106-15-W5M		

**Industrial Area:**

From 94<sup>th</sup> avenue along 98<sup>th</sup> street to 101 avenue; from 98<sup>th</sup> street along 101 avenue to 99<sup>th</sup> street; and from Lot 16, Block 5, plan 8921327 along 99<sup>th</sup> street to the North end of Plan 9421213, Block 19, Lot 3.

Plan	Block	Lot
942 1213	19	3
3707NY		C

Plan	Block	Lot
5936RS		
NW10-5936RS	RW	106
892 1327	5	16
962 1721	18	6
962 1721	18	7
962 1721	18	8
962 1721	18	9
962 1726	18	10
942 0728	17	9E
942 0728	17	9W
022 7658	22	1
022 7658	22	2
022 7658	22	3
022 7658	22	4
022 7658	22	5
022 7658	22	6
022 7658	21	1
022 7658	21	2
022 7658	21	3
022 7658	21	4
022 7658	21	5
022 7658	21	6
062 8217	17	10
062 8217	17	11
082 7720	18	6
082 7720	18	7
052 4622	23	4
052 4622	23	5
052 4622	23	6
052 4622	23	7
052 4622	23	8
062 6286	23	10
SW10-5936RS	RW	106

2. This Bylaw shall take effect on the date of the third and final reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

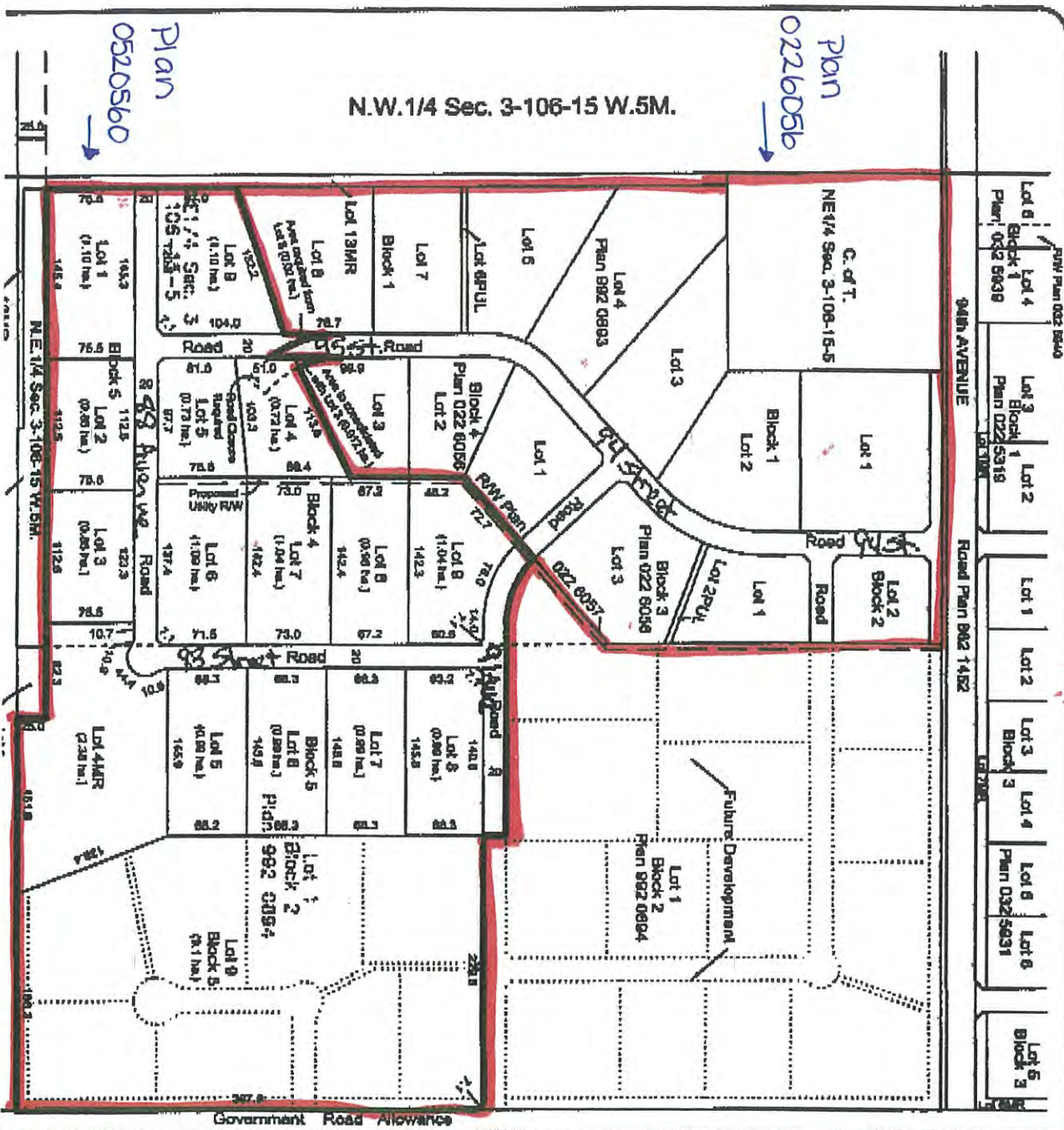
READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer



RESIDENTIAL

N.W. 1/4 Sec. 2-106-15 W.5M.

Road Plan 892 1923

C. of T.

Road Plan 892 1923

**Tentative Plan**  
 Proposed Subdiv  
 Lot 8, Block 1, Pl  
 Closed Road, Pl  
 Lot 1, Block 2, Pl  
 and Part of  
 N.E. 1/4 Sec. 3, T

Lacrete  
 in M.D. of Macke  
**Legend**

All Measurements are expres  
 Area dealt with by this plan a  
 Containing Within:  
 N.E. 1/4  
 Lot 1,  
 Lot 8,  
 Close

Corner outlines are 5.0 x 5.0 in  
 ha. . . . . Hedera  
 SEC. . . . . Section  
 TWP. . . . . Township  
 RGE. . . . . Range  
 M. . . . . Meridian  
 C. of T. . . . . Certificate of Title  
 PUL. . . . . Right of Way  
 Municipal Utility Lot  
 MR. . . . . Municipal Reserve



RESIDENTIAL

Official Plat of the City of Miami, Florida, for the purpose of subdividing the property of Adams Land Co.

N.W. 1/4 Sec. 10-106-18 W. 5M.

N.E. 1/4 Sec. 10-106-15 W. 5M.

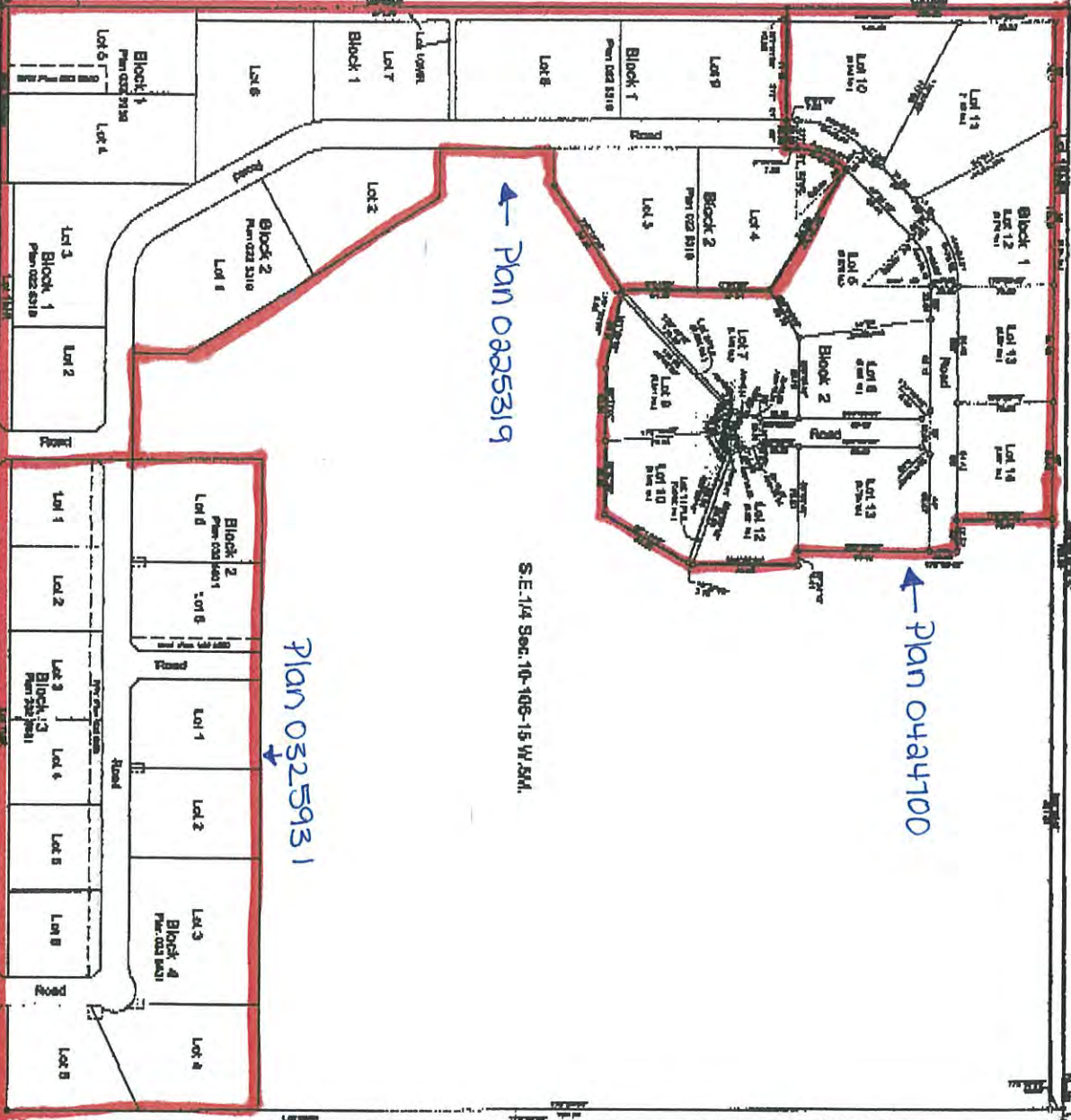
S.W. 1/4 Sec. 10-106-18 W. 5M.

S.E. 1/4 Sec. 10-106-15 W. 5M.

N.W. 1/4 Sec. 3-106-18 W. 5M.

N.E. 1/4 Sec. 3-106-15 W. 5M.

Palm Avenue



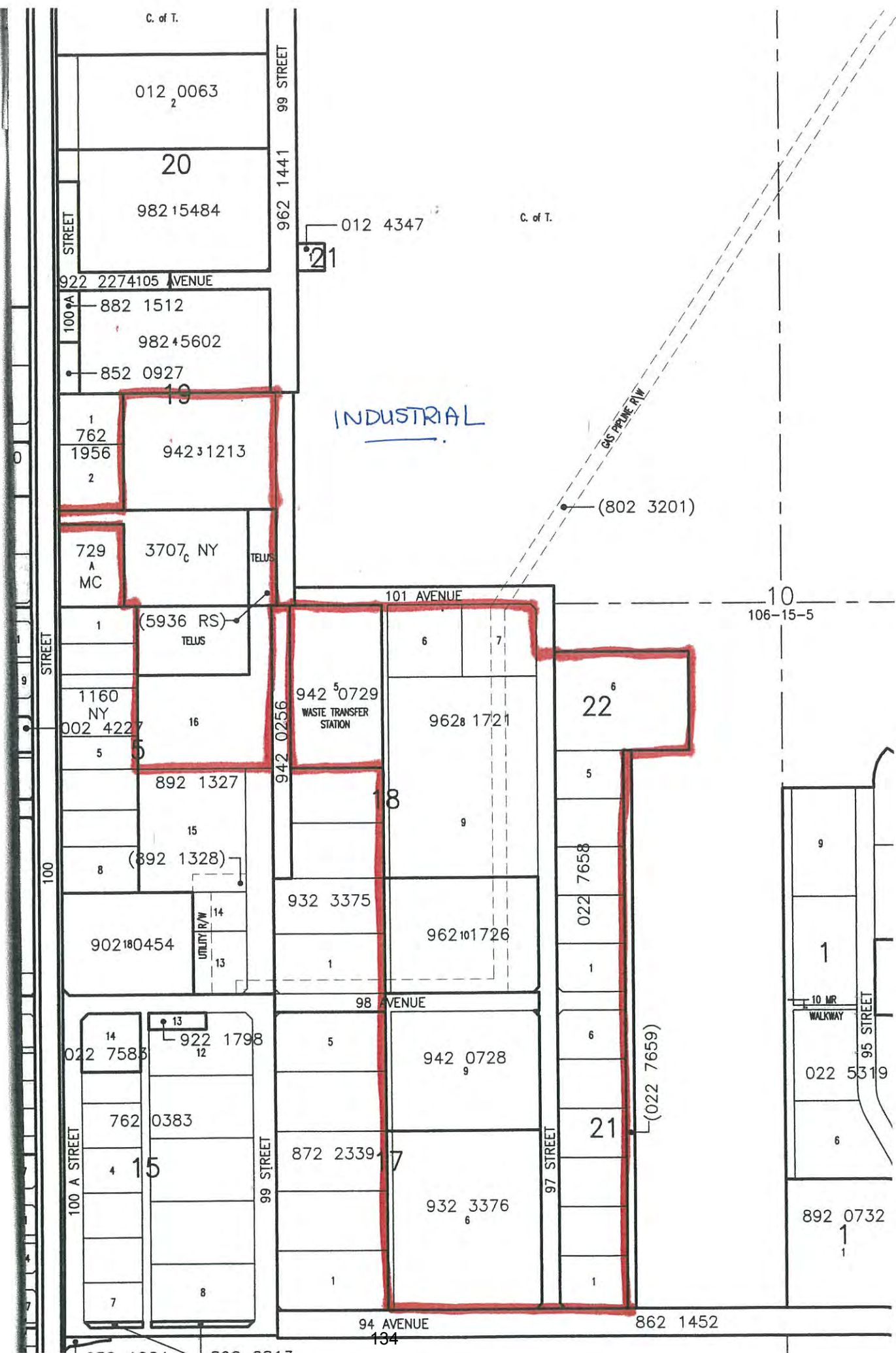
S.W. 1/4 Sec. 11-106-15 W. 5M.

ALSO SEE  
 City of Miami  
 Department of  
 Planning and  
 Economic Development  
 3150 N.W. 25th Ave., 2nd Floor  
 Miami, FL 33135  
 (305) 259-2000

**Municode**  
**Miami**  
**PLAN 5**

**LEGEND:**  
 Shaded Area: Property of the City of Miami  
 Dotted Area: Property of the State of Florida  
 Solid Line: Boundary of the City of Miami  
 Dashed Line: Boundary of the State of Florida  
 Solid Line with Dots: Boundary of the City of Miami and the State of Florida

**REGISTERED**  
 SUBDIVISION





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Comprehensive Water Supply, Treatment and Distribution Study</b>

### **BACKGROUND / PROPOSAL:**

Administration developed and advertised a “Request for Proposal” pertaining to a Comprehensive Water Supply, Treatment and Distribution Study for Mackenzie County.

The closing date for the RFP was 2:00 PM November 26, 2014 and five firms submitted proposals within the allotted time frame.

An evaluation criteria was created on a percentage basis which formed part of the RFP (please see page 8, item 5 of the attached RFP).

Based on the said evaluation criteria all five proposals were relatively close and thus resulted in cost being the final deciding factor of which administrations recommendation rests.

### **OPTIONS & BENEFITS:**

#### Option 1:

That Mackenzie County awards the Comprehensive Water Supply, Treatment and Distribution Study to the lowest qualifying bidder. (Recommended)

#### Option 2:

That Mackenzie County cancels the Comprehensive Water Supply, Treatment and Distribution Study. (Not recommended)

#### Benefits:

This study is geared towards developing current and long term solutions for the supply, treatment and delivery of potable water to the region.

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

**COSTS & SOURCE OF FUNDING:**

Proposal Bids: (excluding GST)

Stantec Consulting Ltd - \$150,781.00  
MPE Siemens - \$112,280.00  
AMEC Environment - \$109,389.00  
WSP Canada Inc. - \$83,500.00  
Associated Engineering - \$79,900.00

To be funded from the 2014 approved Non TCA budget.

Current 2014 budget = \$200,000 County levy + \$150,000 other funding = \$350.000 total.

Administration will propose to carry forward \$90,000 of the County levy into 2015 to fund the Comprehensive Water Supply, Treatment and Distribution Study.

**SUSTAINABILITY PLAN:**

I believe this falls within and qualifies under long term planning.

**COMMUNICATION:**

Awarding and signing of the contract will follow the motion of Council.

**RECOMMENDED ACTION:**

That the Comprehensive Water Supply, Treatment and Distribution Study be awarded to Associated Engineering for the lump sum bid price in the amount of \$79,900.00.

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





# Request for Proposals

Comprehensive  
Water Supply,  
Treatment and  
Distribution Study

**MACKENZIE COUNTY**



**REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO THE:  
COMPREHENSIVE WATER SUPPLY, TREATMENT, & DISTRIBUTION STUDY  
(the “Study”)**

**INSTRUCTIONS TO PROPONENTS**

**1.0 INTRODUCTION**

**1.1 Purpose of RFP**

- 1.1.1 **Mackenzie County** seeks innovative proposals from interested parties for the following:

**Comprehensive Water Supply, Treatment, & Distribution Study (“the Study”).**

Proposals are to include a list of certifications, experience on similar projects and a general description as to how the Proponent will handle the County’s needs. It is the Proponent’s responsibility to identify any inability to meet the requirements specified in this RFP.

- 1.1.2 **Mackenzie County (the “County”)** is the sole and legal proponent for the Study contract.

- 1.1.3 If the County receives a proposal acceptable to it, the County will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the County, in its sole and unfettered discretion, will negotiate regarding the terms of a contract (the “Contract”) to perform the Study.

**1.2 Submission of RFP**

- 1.2.1 Proponents shall submit their Proposal in an envelope marked “Request for Proposal for **Mackenzie County Comprehensive Water Supply, Treatment, Distribution Study**” (the “Proposals”) on or before 2:00:00 p.m. (Mountain Standard Time) on November 26, 2014 (the “RFP Closing Time”) to:

**Mackenzie County  
Attention: Joulia Whittleton, CAO  
P.O. Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0**

No faxed or electronically submitted Proposals will be accepted by the County.

- 1.2.2 Proposals will be opened following the RFP Closing Time. No Proposal(s) submitted after the RFP Closing Time will be accepted.

- 1.2.3 Each Proponent may submit only one Proposal. Collusion between Proponents will be sufficient cause for the affected proposal(s) to be rejected outright by the County without further consideration.
- 1.2.4 Any inquiries respecting this RFP should be directed, in writing, to:
- Joulia Whittleton, CAO  
jwhittleton@mackenziecounty.com
- 1.2.5 Each Proponent shall designate within 5 days of the receipt of this RFP, and no later than 7 calendar days prior to the RFP Closing Time of this RFP, one (1) person to whom any additional information, as may be deemed relevant to this RFP by the County, may be communicated. The name and contact information is to be emailed to the County's designated contact person indicated in paragraph 1.2.4 above noted.
- 1.2.6 The County is under no obligation to respond to any inquiry submitted to it in respect of this RFP.
- 1.2.7 If the County, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed to all Proponents who have requested a copy of this RFP and completed the acknowledgment form. Such written response(s) will be issued in the form of an addendum to this RFP, and will be deemed to be part of this RFP.
- 1.2.8 No inquiry submitted to the County will be responded to after **November 14, 2014**.

### 1.3 **General Conditions Applicable to this RFP**

#### 1.3.1 **Appendices and Addenda**

The appendices to this RFP and any subsequent addenda are incorporated into and form part of this RFP. The information and data contained in any appendices and any subsequent addenda may form the basis upon which a contract engagement will be entered into the Contract will be entered with the County.

#### 1.3.2 **Disclaimer of Liability and Indemnity**

By submitting a Proposal, a Proponent agrees:

- 1.3.2.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 1.3.2.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 1.3.2.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;

- 1.3.2.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- 1.3.2.5 to hold harmless the County, its elected officials, officers, employees, agents, advisors or partnering entities in this undertaking, and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- 1.3.2.6 that it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents, advisors, and partnering entities in this undertaking on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.3.2.7 that the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the County's acceptance or non-acceptance of a Proposal; and
- 1.3.2.8 to waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Proponent for the Contract whom the County deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the County and acknowledges that the County may negotiate and contract with any Proponent it desires.

### 1.3.3 **No Tender and no Contractual Relationship**

The Proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable the County to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the County and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the County and the Proponent arising from this RFP or the submission of a Proposal.

Further, the Proponent acknowledges that a Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract.

#### 1.4 **Discretion of the County**

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section 1.4 prevail, govern and override all other parts of this RFP. The County is not bound to accept any Proposal. At any time prior to execution of the Contract, the County may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the Study or proceed with the Study on different terms. All of this may be done with no compensation to the Proponents or any other party.

The County reserves the right, in its sole and unfettered discretion, to:

- 1.4.1 utilize any ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the Study, and the scope of the Study;
- 1.4.3 waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;
- 1.4.5 determine whether any Proposal meets the submission requirements of this RFP; and
- 1.4.6 negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.4.7 negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

#### 1.5 **Selection**

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the County.

#### 1.6 **Disqualification**

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by the County, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be

complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

## **1.7 Representations and Warranties**

- 1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.
- 1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.
- 1.7.3 No implied obligation of any kind by, or on behalf of, the County shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the County, are and shall be the only representations and warranties that apply.
- 1.7.4 Information referenced in this RFP, or otherwise made available by the County or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the County, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

## **2.0 STUDY OVERVIEW AND DESCRIPTION OF THE WORK TO BE PERFORMED**

**Please refer to Schedule "A".**

## **3.0 PROPOSAL REQUIREMENTS**

The County reserves the right, but is not required, to reject any Proposal that does not include the requirements.

### **3.1 Description of the Proposal**

- 3.1.1 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 3.1.2 Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the Study. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.

- 3.1.3 Proposals shall include a description of the individuals who will be performing the Study including their previous experience and qualifications.
- 3.1.4 Proposals shall include a list of previous work of a similar nature to the Study required by the County as set out in this RFP.
- 3.1.5 Prices for the Study shall be inserted by the Proponent in the form attached hereto as **Schedule "B"** and the form shall be submitted by the Proponent at the time of the submission of its Proposal.
- 3.1.6 The proposed fees shall include an allowance for at **least four (4) progress meetings/updates, a draft report, and two (2) public presentations (to council or public)**, discussions, and miscellaneous items such as telephone toll charges, computer charges, reproduction costs, stationery, etc., and all applicable travel costs.

### 3.2 Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

- 3.2.1 Proposals and the pricing form attached as **Schedule "B"**, must be signed by the representative for the Proponent;
- 3.2.2 if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3 if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5 if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

## 4.0 MANDATORY SUBMISSION REQUIREMENTS

### 4.1 Documents to be Submitted with the Proposal

At the time of the submission of its Proposal, the Proponent shall provide the following:

- 4.1.1 Proponent's resumes.

- 4.1.2 Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission;
- 4.1.3 A copy of all licenses, certifications, qualification issued by the relevant authorities, which the Proponent may require in order to perform the Study contemplated by the RFP, if applicable; and

#### 4.2 **Insurance to be carried by Successful Proponent**

At the time of the submission of its Proposal, the Proponent shall provide evidence of insurance coverage as follows:

- 4.2.1 standard automobile, bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- 4.2.2 a comprehensive general liability insurance policy providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
  - 4.2.2.1 non-owned automobiles;
  - 4.2.2.2 independent subcontractors;
  - 4.2.2.3 contractual liability including this Agreement.
- 4.2.3 Proponent's Compensation coverage for all employees, if any, engaged by the Study in accordance with the laws of the Province of Alberta;
- 4.2.4 Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than **TWO MILLION (\$2,000,000.00) DOLLARS** per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and
- 4.2.5 such other insurance as the County may from time to time reasonably require.

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the County and any other party designated by the County as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County. The Proponent shall, upon the request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.



- 4.3 Seven (7) copies of the proposal shall be submitted to Mackenzie County including (1) copy for Alberta Environment and Sustainable Resource Development and one (1) copy for Alberta Transportation. Each hard copy will include an accompanying digital copy of the report on USB drive.

## 5.0 EVALUATION

- 5.0 After the RFP Closing Time, the County will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.
- 5.1 In evaluating the Proposals received, the County will consider all of the criteria listed below in Section 5.2, and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the County has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 5.2 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the County to award points in respect of the criteria noted below (the "Evaluation Criteria"). Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight	Score
<p><b>Company/Project Team</b></p> <ol style="list-style-type: none"> <li>1. <i>Regional Water Systems Experience</i></li> <li>2. <i>Water Treatment and Water Chemistry Experience</i></li> <li>3. <i>Project Team Members and Level of Expert Input</i></li> <li>4. <i>Demonstrated Level of Commitment to Project</i></li> <li>5. <i>References for Similar Projects</i></li> </ol>	25%	
<p><b>Methodology/Proposal Thoroughness</b></p> <ol style="list-style-type: none"> <li>1. <i>Project Understanding (scope)</i></li> <li>2. <i>Level of Detail in Proposed Sequence of work</i></li> <li>3. <i>Project Schedule</i></li> </ol>	35%	
<p><b>Proposal Cost (Fees and Disbursements)</b></p>	40%	
<b>TOTAL</b>	<b>100%</b>	

The County may select a Proponent with the highest, or not necessarily the highest, Points with whom to negotiate the contract for the Study. Points will be assigned for each criteria based on the information provided in the proponent's submission. Scoring will be consistently applied by the County's evaluation team through the use of the specified scoring system noted below.

Points will be awarded on a scale of 0 to 10 as noted below:

<b>Score</b>	<b>Description</b>
0-2	UNACCEPTABLE: does not satisfy the requirements of the criterion in any way
3	VERY POOR: address some requirements but only minimally
4	POOR: addresses most of the requirements of the criterion but is lacking in critical areas
5	MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level
6	SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion
7	ABOVE AVERAGE: fully meets all of the requirements of the criterion
8	SUPERIOR: exceeds the requirements of the criterion
9-10	EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion

5.3 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.

5.4 At all times, the County reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

## **6.0 OTHER**

### **6.1 Period Open for Consideration**

The Proposals received shall remain irrevocable for a period of sixty (60) days following the RFP Closing Date in order to allow for the County to undertake the evaluation of the Proposals received and to undertake the negotiations as provided for herein.

### **6.2 Information Disclosure and Confidentiality**

All documents submitted to the County will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Proposals can be kept confidential under FOIP.

### **6.3 Independent Determination**

A Proposal will not be considered by the County if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

### **6.4 Documents**

All documents submitted by a Proponent shall become the property of the County upon being presented, submitted, or forwarded to the County. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of the County upon their being presented, submitted or forwarded to the County.

### **6.5 Agreement on Internal Trade and New West Partnership Trade Agreement**

The provisions of the Agreement on Internal Trade, Part IV, Chapter Five – Procurement and Annex 502.4, ("AIT") and the New West Partnership Trade Agreement ("NWPTA") apply to this Proposal.

### **6.6 Other Conditions**

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The County is not responsible for undertaking any investigations to assist the Proponent.

### **6.7 Law and Forum of Proposal**

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.



**Schedule “A”**

**Request for Proposals  
Mackenzie County Comprehensive  
Water Supply, Treatment &  
Distribution Study**

**PROJECT OVERVIEW**

**AND**

**DESCRIPTION OF WORK**

## Mackenzie County Comprehensive Water Supply, Treatment & Distribution Study

### 1. Overview

Mackenzie County is comprised of three hamlets which include La Crete, Fort Vermilion and Zama City. This proposal will focus on the hamlets of La Crete and Fort Vermilion and Mackenzie County rural areas.

The Fort Vermilion water treatment plant is supplied with raw water from storage ponds which are filled with water pumped intermittently from the Peace River. The raw water stored in these ponds is transferred, as needed, to the water treatment plant. The plant's treatment process is conventional treatment (flocculation, sedimentation, filtration) followed by reservoir storage of treated potable water. This water is then pumped into the distribution system supplying Fort Vermilion. Potable water from this plant is available via three truckfills to users outside the Hamlet's distribution system.

The Fort Vermilion plant has a design capacity of 22 liters per second; or approximately 1820 cubic meters per day based on 23 hours of run time per day. Current plant production is approximately 670 cubic meters per day or 37% of the plant's capacity. The last plant upgrades related to water quality or quantity took place in 2000 and was designed by DCL Siemens Engineering Ltd.

<b>Fort Vermilion</b>	<b>Source</b>	<b>Last Upgrade</b>	<b>Average Daily Flow (M<sup>3</sup>/Day) 2013</b>	<b>Maximum Daily Flow (M<sup>3</sup>/Day) 2013</b>	<b>Peak Hourly Demand (Liters/Hour) 2013</b>
Current	River	2000	670	1289	111,667*
Design	River	2000	N/A	1820	303,333*

\*Peak hourly demand is calculated as the average daily flow x 4

The La Crete water treatment plant is supplied with raw water from wells adjacent to the Peace River. Raw water from these wells is pumped intermittently when required by the water treatment plant. The plant's treatment process involves greensand filtration for iron and manganese removal, and ion exchange for hardness reduction. Treated water is stored in reservoirs and pumped from these into the hamlet's distribution system. Potable water is available via two truckfills to users outside the hamlet's distribution system.

The La Crete plant has a design capacity of 45 liters per second; or approximately 3730 cubic meters per day based on 23 hours of run time per day. The 2013 average plant production was 1362 cubic meters per day or 36% of the plant's capacity. A new raw water supply line and a new water treatment plant were built in 2004 and were designed by DCL Siemens Engineering Ltd. Raw water supply is limited by existing wells to 7300

cubic meters per day out of three wells combined. One well however has been observed to be producing sand which supplies 2500 cubic meter per day of the aforementioned allowed diversion total.

<b>La Crete</b>	<b>Source</b>	<b>Last Upgrade</b>	<b>Average Daily Flow (M<sup>3</sup>/Day) 2013</b>	<b>Maximum Daily Flow (M<sup>3</sup>/Day) 2013</b>	<b>Peak Hourly Demand (Liters/Hour) 2013</b>
<b>Current</b>	Wells	2005	1362	2249	227,000*
<b>Design</b>	Wells	2005	N/A	3730	621,667*

\*Peak hourly demand is calculated as the average daily flow x 4

## 2. Purpose of the Water Assessment

The Assessment will explore short term (5-25 year) and long term (25-75 year) water supply, treatment, and distribution options. It will ensure that the area has a long term reliable source of water supply for treatment and will supply recommendations to improve serviceability of treated water to the rural areas surrounding these two hamlets.

### **Fort Vermilion Projected Population Growth, 2006-2031**

<b>Year</b>	<b>Conservative 0.0%</b>	<b>Anticipated 2.0%</b>	<b>Optimistic 5.0%</b>
2006	714	714	714
2011	714	721	750
2016	714	736	787
2021	714	750	827
2026	714	765	868
2031	714	781	911

### **La Crete Projected Population Growth, 2006-2031**

<b>Year</b>	<b>Conservative 10.0%</b>	<b>Anticipated 20.0%</b>	<b>Optimistic 35.0%</b>
2006	2,166	2,166	2,166
2011	2,383	2,599	2,924
2016	2,621	3,119	3,948
2021	2,883	3,743	5,329
2026	3,171	4,491	7,194
2031	3,488	5,390	9,712

<b>Year</b>	<b>Conservative 0.0%</b>	<b>Anticipated 15.0%</b>	<b>Optimistic 50.0%</b>
2006	225	225	225
2011	225	259	338
2016	225	298	506
2021	225	342	759
2026	225	394	1,139
2031	225	453	1,709

<b>Year</b>	<b>Conservative 5.0%</b>	<b>Anticipated 9.0%</b>	<b>Optimistic 15.0%</b>
2006	6,897	6,897	6,897
2011	7,242	7,518	7,932
2016	7,604	8,194	9,121
2021	7,984	8,932	10,489
2026	8,383	9,736	12,063
2031	8,803	10,612	13,872

### 3. Objectives, Scope of the Study and Deliverables

The Assessment will be a comprehensive review of the existing of the water sources, the long term future supply options, and a treated water delivery plan to rural users.

Specifically, Mackenzie County wants the study to:

- Provide an overview of the two different water supplies currently being used, the limitations of the said sources, what their benefits and drawbacks are, and a serviceable population limit of each.
- Review and recommend long term water supply options for Mackenzie County.
- Review and recommend future water treatment systems and assess whether Mackenzie County should remain with two separate treatment systems or as one large system and the most beneficial location of such.
- Assess and provide options to allow rural residents easier access to potable water. (Direct delivery vs. rural cardlock systems).
- Assess and forecast the potential water needs of the following geographical areas: (a) Fort Vermilion – La Crete, (b) La Crete – Buffalo Head – Tompkins Landing, (c) Fort Vermilion – Rocky Lane Rural/High Level Rural, and identify



strategic locations of watering points and transmission mains. The Consultant is expected to identify and recommend corridors and methods for servicing the La Crete, Buffalo Head, Tompkins/Blue Hills, Fort Vermilion, Rocky Lane and High Level rural areas.

- If the Consultant's recommendation will be to maintain the current water sources, it is expected that the Consultant will assess the blending of La Crete's groundwater supply with treated surface water from Fort Vermilion, especially combined water chemistry, disinfection practices, monitoring requirements and blending methods
- For each potable water alternative, provide design basis, conceptual drawings, staged expansion, implementation schedules, full cost analysis, etc... to ensure completeness, and as a basis for costing and making recommendations for implementation of each phase and alternative.
- Provide for each alternative, estimates on capital, operation, purchase, maintenance and engineering costs.
- The Life Cycle Cost Analysis (= present net worth analysis) that compare capital, operation and maintenance costs over the life span of the different systems shall be used to provide a clear understanding of alternative alignments water nodal points and any treatment strategies, assessment of the project costs (use design horizon of 25 years for water equipment and civil structures, and 50 years for pipelines), to make the best decisions.
- Identify sources and amounts of potential funding and financing strategies
- Prepare a pre-design report setting forth the parameters and methods on which to base the detailed design.

It is expected that the Consultant will:

- Recommend a long term(25-75 year) source supply
- Determine most suitable location for source(s)/treatment(s) while thinking of costs, population growth, and elevations
- Identify how the projected population in each of the rural areas will be serviced

#### 4. **The Proposed Timeline (Project Schedule):**

Please include your firm's proposed time line, including milestone dates, draft report delivery dates, presentation to council, final report date, etc.

**Schedule “B”**

**Request for Proposals  
Mackenzie County Comprehensive  
Water Supply, Treatment, &  
Distribution Study**

**PRICING FORM**

**PRICING FORM**

**REQUEST FOR PROPOSALS:  
MACKENZIE COUNTY COMPREHENSIVE WATER SUPPLY, TREATMENT &  
DISTRIBUTION STUDY**

We, \_\_\_\_\_  
(Company)

of \_\_\_\_\_  
(Business Address)

having examined the RFP Documents as issued by: Mackenzie County (the "County"), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the RFP Documents for the RFP Sum as follows:

- |                              |          |
|------------------------------|----------|
| 1. Sub-Total (excluding GST) | \$ _____ |
| 2. GST                       | \$ _____ |
| 3. Total                     | \$ _____ |

in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date and except as may be otherwise provided in the RFP Documents.

Please attach the detail breakdown of the price calculation.

**Appendices to RFP Pricing Form:**

Please append the mandatory information as specified on Section 4 of RFP.

The information required by the Instructions to Proponents is provided in the attached Appendices and forms an integral part of this RFP.

**Declarations:**

We hereby acknowledge and declare that:

- (a) we propose to perform the Work as set out in our Proposal;
- (b) no person, firm or corporation other than the undersigned has any interest in this RFP or in the proposed Work for which this RFP is made;
- (c) we hereby acknowledge and confirm that County has the right to accept any Proposal or to reject any or all Proposals in accordance with the Instructions to Proponents;
- (d) this RFP is open to acceptance for a period of sixty (60) days from the date of RFP Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: \_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Street Address or Postal Box Number)*

\_\_\_\_\_  
*(City, Province & Postal Code)*

*(Apply SEAL above)*

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_  
*(Please Print or Type)*

Witness: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Lagoon Project Contract – Northern Road Builders Request for Time Extension</b>

### **BACKGROUND / PROPOSAL:**

La Crete lagoon expansion project was awarded to Northern Road Builders. The contract completion date was October 31, 2014.

### **OPTIONS & BENEFITS:**

The contractor was not able to fully complete the project within the specified time frame and is requesting an extension to June 30, 2015.

Please review the attached documents (NRB's request, remaining work schedule and the updated budget and cost to-date document). The engineering recommendation letter will be communicated at the meeting.

#### **Option 1:**

To grant an extension. If an extension is granted, the County will not be able to apply the penalty.

If this option is selected, the following motion will apply:

That administration be authorized to extend Northern Road Builders contract for the La Crete lagoon project to June 30, 2015 and as per the engineering recommendation.

#### **Option 2:**

To not grant an extension and apply penalties as per the contract.

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

If this option is selected, the following motion will apply:

That the request to grant an extension to Northern Road Builders for the La Crete lagoon project to June 30, 2015 be denied and that administration be authorized to apply late penalties as per the signed contract.

Another alternative in this option is to negotiate with the contractor and hear his arguments regarding the delay in the project. Although the contractor's letter states the delay was due to the rainy weather this past fall, it has to be noted that the contractor had struggled with having an adequate volume of equipment on site during winter and summer months and this was noted multiple times in the project meetings.

**COSTS & SOURCE OF FUNDING:**

This project is included in 2014 capital budget and any unused funds will be carried forward to 2015.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Administration recommends Option 2 with the negotiating alternative.

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



Bus: 780-928-4900

Fax: 780-928-4915

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## ***CONTRACT COMPLETION EXTENSION REQUEST***

**Project:** La Crete Sewage Lagoon Upgrades & Expansion  
**Contractor:** Northern Road Builders  
**Client:** Mackenzie County  
**Consultant:** WSP / FOCUS  
**Date:** November 27, 2014

Northern Road Builders requests an extension for the above mentioned project completion date to **June 30, 2015**. Reasons for the extension request as follows:

- Substantial amount of rain days during late September and during October delayed the production progress.

Please note, as of November 27 2014, the project is approximately 90% completed.

We feel the partnering was good on this project and look forward to an expedient completion in 2015.

Sincerely,

*Paul Driedger,*  
Assistant Manager



## Tentative Construction Schedule 2015 La Crete Sewage Lagoon Upgrades & Expansion

We are estimating 6 weeks of work to complete the project in 2015. Our proposed startup is May 18<sup>th</sup> if the ground is thawed and dry enough to commence with construction.

### May 18 – June 30

- 1) Complete Facultative Cell #2 and Anaerobic Cells
- 2) Complete cross-flow structures for Cell #2
- 3) Forcemains will be installed via directional drilling
- 4) Remaining culvert installations (3) across access road
- 5) Access onto 109<sup>th</sup> Avenue (La Crete North Access) to be upgraded
- 6) Topsoiling and seeding berms and access road sideslopes
- 7) Erosion Control, fencing and cleanup

*including widening  
of Lagoon access  
road*

*part of #1) truck dumping swale (a part of one anaerobic cells)  
(concrete work)*



**FOCUS CORPORATION**  
**PROJECT COST SUMMARY & COMPARISON**

**PROJECT NO.** 060800045

**DATE:** December 3, 2014

**OWNER:** Mackenzie County

**PROJECT:** La Crete Sewage Lagoon Upgrades & Expansion - 2013

ITEM NO.	DESCRIPTION Storage Sized for 20 Years Project Population	December 3, 2014	March 25, 2014 Estimate
<b>A</b>	<b><u>Land Costs</u></b>	<b>( Option B )</b>	
A1	Land Purchase	\$68,442.70	\$68,442.70
<b>B</b>	<b><u>Geotechnical Work</u></b>		
B1	Geotechnical Investigation (Complete)	\$45,000.00	\$45,000.00
B2	Monitoring Wells	\$40,000.00	\$33,000.00
<b>C</b>	<b><u>Upgrades and Expansions</u></b>		
C1	Contract #1; Clearing and grubbing (complete)	\$461,900.00	\$461,900.00
C2	Contract #2; Upgrades & Expansion - Revised Unit Quantity	\$5,738,460.00 \$183,375.00	\$5,738,460.00
C3	Materials Testing Allowance during construction (To November 30, 2014: \$38,036.89)	\$60,000.00	\$100,000.00
C4	Contingency Allowance (To November 30, 2014: \$36,940.00)	\$70,000.00	\$100,000.00
C5	Contract #2; Engineering (254 work days) Contract #2; Additional Engineering for work after October 31, 2014 (+52 work days)	\$482,000.00 \$62,400.00	- -
	<b>ESTIMATED PROJECT COST</b>	<b>\$7,211,577.70</b>	<b>\$7,028,802.70</b>

*Note: The above cost estimate does not include a value for G.S.T.  
Based on the Contractor's completion schedule of June 30, 2015 the County could assess a penalty up to \$114,400.00 (52 days x \$2,200.00)*





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>La Crete Residential Waste Collection Contract - Renewal</b>

### **BACKGROUND / PROPOSAL:**

The current La Crete Residential waste collection contract with D & E Ventures expires December 31, 2014. The contract has the option to renew for two (2) one year terms.

### **OPTIONS & BENEFITS:**

#### **Option:**

Continue with the services currently in place.

#### **Benefit:**

The ratepayers are happy with the service, and the rate is reasonable. Retendering the contract may change these circumstances.

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

2015 Operating Budget

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

Administration will communicate with D & E Ventures councils decision.

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

**RECOMMENDED ACTION:**

That a one year extension be approved for the D & E Ventures contract for the La Crete residential waste collection, with an expiry date of December 31, 2015.

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

D & E Ventures

December 3, 2014

Mackenzie County

Box 640

Fort Vermilion, AB

T0H 1N0

Dear Ron Pelensky,

I am writing to let you know that D & E Ventures would like to request the year contract extension as stated in the current contract. This extension would be from January 1<sup>st</sup>, 2015 thru December 31<sup>st</sup>, 2015.



David Bergen.

Addendum No. _____	Date: _____
Addendum No. _____	Date: _____
Addendum No. _____	Date: _____

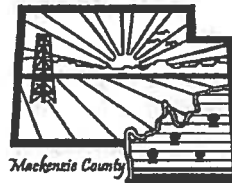
# MACKENZIE COUNTY

## Contract and Specifications

For

## COLLECTION OF LA CRETE RESIDENTIAL WASTE

### Collection, Disposal and Other Work





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

January 23, 2013

D & E Ventures  
Box 2242  
La Crete, AB T0H 2H0

**Re: Additional work to La Crete Residential Waste Contract**

---

Dear Mr. Bergen,

As per our conversation on January 22, Mackenzie County would like to add additional work to the existing residential waste collection contract.

Under section 5.21 Extra Work, we are asking you to supply garbage collection service for additional waste receptacles at a fee of \$1 per bin/ pick up. This extra work would carry on for the length of the contract.


The process would be as follows:

- The county would look after selling the tags to the residences
- The residences would place the tag on their additional waste receptacles that require emptying
- D & E Ventures would empty the receptacles and collect the tags
- D & E Ventures would submit the collected tags and their invoice for payment

If you are in agreement of this extra work request please sign, witness and return a copy to our office.

  
\_\_\_\_\_  
D & E Ventures Dave Bergen

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Ron Pelensky Director of Community Service & Operation

## **Notice to Bidders – Collection of La Crete Residential Waste Contract**

For information regarding this project, you may contact the Director of Community and Protective Services in Fort Vermilion, Al Hoggan at (780) 927-3718. Please be advised that Proposals are to be submitted in a **sealed envelope** addressed as follows:

### **Do Not Open Proposal Documents** **Collection of La Crete Residential Waste Proposal**

**Mackenzie County**  
**P.O. Box 640, 4511 - 46 Avenue**  
**Fort Vermilion, AB T0H 1N0**  
**Attention: Al Hoggan**  
**Director of Community and Protective Services**

Please use the Proposal envelope provided.

Sealed Proposals **must** be received at the Mackenzie County office in Fort Vermilion, located at 4511 46 Avenue or by registered mail to PO Box 640, Fort Vermilion, AB T0H 1N0 no later than **12:00 pm** on the **27<sup>th</sup> day of June, 2012**.

Proposals will be opened at **2:00 pm** on the **27<sup>th</sup> of June, 2012** at the Mackenzie County office in Fort Vermilion; public may be present.

Mackenzie County reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. Mackenzie County reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest by way of any legal proceeding or action, the right of Mackenzie County to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons Mackenzie County deems appropriate. Without limiting the generality of the foregoing, Mackenzie County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision.

Proposal packages may be obtained from Mackenzie County offices in Fort Vermilion and La Crete.



## INSTRUCTION TO BIDDERS

- 2 -

**1.0 INSTRUCTION TO BIDDERS – COMPLETING PROPOSAL FORMS****1.1 CONDITIONS FOR PROPOSAL SUBMISSIONS**

Bidders may submit Proposals at the following locations only:

Mackenzie County  
P.O. Box 640  
4511 46 Avenue  
Fort Vermilion AB T0H 1N0  
Phone: (780) 927-3718

Bidders may submit Proposals only up to **12:00 pm** local time on **June 27, 2012**. Bidders must submit Proposals on the forms issued with this Proposal Document.

When Submitting a Proposal all pages entitled "Proposal Forms" and all addenda issued by Mackenzie County must be submitted, sealed in the envelope provided, to the **Director of Community and Protective Services** of Mackenzie County at the above noted address. It shall be marked "**Collection of La Crete Residential Waste Proposal**", time and date of tender opening clearly marked on the lower right hand corner of the envelope.

The bidder must indicate its name and address clearly in the upper left hand corner of the envelope so that the Proposal can be identified.

**1.2 COMPLETING PROPOSAL FORMS**

The "Unit Price Schedule" must be completed by:

- a. showing the basic Unit Price per site collected
- b. showing the sum of all Proposal item totals in the space marked "Total Proposal".



## INSTRUCTION TO BIDDERS

- 3 -

**1.3 Addenda**

When an addendum is issued by Mackenzie County, the covering letter containing instruction regarding the addendum shall be attached to the inside front cover of the "Contract and Specifications" book. The individual items included in the addendum shall be inserted in accordance with the covering letter. Addenda, when issued, form part of these contract documents.

**1.4 Changes and Withdrawals of Proposal Submissions**

If a bidder wished to change his/her Proposal before the closing time of the Proposal, he/she may retrieve the Proposal by presenting receipt to the Proposal opening counter, modify his Proposal and return the sealed envelope to the Proposal counter before the opening time.

Alternatively, if this change is to the basic unit price schedule only, he/she may do so VIA Facsimile (FAX) message, on the Proposal Amendment Form provided in Section 4.0, to (780) 927-4266, marked "**ATTENTION: MR. AL HOGGAN - CONTRACT OPENING**". To be acceptable, the change must be received no later than 30 minutes prior to proposal opening on the closing date for this contract.

Mackenzie County accepts no responsibility for faxed changes. It is the bidder's responsibility to confirm receipt of any faxed changes.

**1.5 Project Inquiries**

For Information regarding this Proposal, you may contact:

Al Hoggan  
Director of Community and Protective Services  
Mackenzie County  
P.O. Box 640  
Fort Vermilion AB T0H 1N0  
Phone: (780) 927-3718  
Fax: (780) 927-4266  
Email: ahoggan@mackenziecounty.com



PROPOSAL FORMS

- 5 -

**2. PROPOSAL FORMS**

**2.1 Proposal for Provision of Services**

To Mackenzie County of the Province of Alberta:

*D & E Ventures*

(Name of Contractor)

the undersigned, hereby proposes and agrees to execute all the work of every description required in the collection of La Crete Residential Waste and other work for the following:

**Hamlet of La Crete as specified in Schedule "B"**

Collection of La Crete Residential Waste in strict accordance with the conditions and specifications, for the unit prices in the unit price schedule enclosed.

The undersigned acknowledges receipt of the following addenda,

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

which shall form part of the Proposal Document.



**2.2 Basic Unit Price Schedule**

Collection Of La Crete Residential Waste "Schedule "A"	
Collection of La Crete Residential Waste per site/per month	\$5.95
Collection of La Crete Residential Waste TOTAL PROPOSAL	143,109.4

based on 859 sites/month.

**2.3 Proposal Agreement**

Should this Proposal be accepted, the undersigned agrees to enter into written agreement with Mackenzie County for the faithful performance of the works covered by this Proposal, in accordance with the said conditions and specifications and complete the said work.

The undersigned hereby agrees that he will not withdraw this Proposal after the time fixed for receiving Proposals,

- (a) until some other person has entered into a contract with Mackenzie County for the performance of the work and/or the supplying of the materials specified in the notice inviting Proposal, or
- (b) until thirty-five days after the time fixed for receiving this Proposal,

Mackenzie County reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. Mackenzie County reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of Mackenzie County to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons Mackenzie County deems appropriate. Without limiting the generality of the foregoing, Mackenzie County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision.

**2.4 Proposal Signing and Sealing**

An authorized signing officer shall affix his signature to this Proposal. The Proposal shall be either sealed with the Company Seal, or the Affidavit of Execution of the Witness shall be completed. Failure to comply may result in the Proposal being rejected.



PROPOSAL FORMS

- 7 -

**AFFIDAVIT OF EXECUTION  
CANADA  
PROVINCE OF ALBERTA  
TO WIT:**

I, Frank Bergen of LaCrete in the Province of Alberta <sup>solemnly Affirm</sup> and Dedare (Seal) <sub>W.D.</sub> make oath and say:

(1) That I was personally present and did see David Bergen named in the annexed instrument, and who is known to me to be the person named therein, duly sign and execute the same for the purposes named therein; that the same was executed at the Town of LaCrete in the said Province, and that I am the Owner subscribing witness thereto;

(2) That I personally know the said David Bergen and he is in my belief of the full age of eighteen years. ~~SWORN~~ before me at LaCrete <sup>Affirmed</sup> <sub>W.D.</sub> Town of LaCrete

in the Province of Alberta, this 21 day of June 2012

Jay  
Witness Sign Here

Wilhelm Friesen  
A Commissioner for Oaths in and for the Province of Alberta

D & F Ventures  
Contractor's Name (Company Name)

David Friesen  
Authorized Signature

Box 2242  
Address

T0H 2H0  
Postal Code

780 841 6959  
Contractor's Telephone Number

Witness

Date June 21 / 2012

Wilhelm Friesen A Commissioner of  
Oaths in and for the Province of  
Alberta. My Appointment Expires  
June 29, 2014



CONTRACT FORMS

- 9 -

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**Certificate(s) of Insurance  
(Inserted Here)**

Wilhelm Friesen A Commissioner of  
Oaths in and for the Province of  
Alberta. My Appointment Expires  
June 30, 2011



CONTRACT FORMS

- 11 -

**3.0 CONTRACT FORMS**

**MACKENZIE COUNTY**

**CONTRACT (Page 1)**

THIS Agreement made and concluded in triplicate as of this 21st  
 day of June, 2012 between Mackenzie County of the first part and  
D & E Ventures  
 of the Town of LaCrete in the Province of  
Alberta

(hereinafter called "the Contractor") of the second part.

WITNESSETH, that for and in consideration of the covenants and agreements on the part of Mackenzie County, hereinafter contained and the prices hereinafter mentioned, the Contractor for himself, his executors, administrators and assigns, covenants and agrees with Mackenzie County to do, furnish and perform the works, materials, matters, and things required to be done, furnished and performed, in the manner hereinafter described, in connection with following work or works, namely:

**Collection of La Crete Residential Waste**

in strict accordance with the conditions and specifications of said work hereto attached, and to deliver the same over, complete and fully finished in every particular to Mackenzie County.



CONTRACT FORMS  
- 12 -

**MACKENZIE COUNTY**

**CONTRACT (Page 2)**

IT is mutually agreed that the attached proposal of the Contractor, together with the conditions, specifications and any special provisions herein designated and referred to are hereby made and shall be considered part of this Agreement the same as herein fully set forth.

IN CONSIDERATION WHEREOF, and upon the Contractor fully completing and executing in every particular the work herein contracted for within the time herein before set out, and upon the said Contractor satisfying the said Mackenzie County that all just claims for labour and materials and for damages in connection with the work have been paid, the said Mackenzie County covenants, promises and agrees to pay unto and to the said Contractor for the actual amount of work done and materials in place at the unit prices stated in the Contractor's attached proposal or tender.

IN WITNESS WHEREOF, the Contractor has hereunto set his hand and seal as of the day and year herein mentioned, and documents have been signed and sealed by the representatives of Mackenzie County, on behalf of Mackenzie County.

SIGNED, SEALED AND DELIVERED BY THE CONTRACTOR IN THE PRESENCE OF:

Frank Bergen  
Frank Bergen (witness)

Don [Signature]  
Contractor

SIGNED AND SEALED ON BEHALF OF THE MACKENZIE COUNTY

per \_\_\_\_\_  
Julia Whittleton, Chief Administrative Officer

\_\_\_\_\_  
(witness)





PROPOSAL AMENDMENT FORM

- 13 -

**4.0 PROPOSAL AMENDMENT FORMS**

We, \_\_\_\_\_  
 (Name of Contractor)

the undersigned, modify the basic unit price schedule for our Proposal as shown in the following table.

UNIT PRICE SCHEDULE CHANGES				
Replacing ALL previous Unit Price Schedule Changes				
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE CHANGE + OR -	TOTAL CHANGE FOR THIS ITEM + OR -
<b>+ or - Change in Total Proposal</b>				

We also acknowledge and agree that:

1. This change supersedes all previous changes including those to other bid items. Previously submitted changes are all null and void.
2. We accept full responsibility for any lack of confidentiality arising from the use of this process.
3. Failure of these revisions to arrive on time, accurately or completely for any reason will render these revisions null and void.

4. David J. [Signature] being Owner  
 Signature Position in Company  
 of D&E Ventures dated June 21 2012  
 Company Name Date

**Mackenzie County is NOT responsible for faxed amendments not being received.**



GENERAL CONDITIONS

- 14 -

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**5. GENERAL CONDITIONS**

**5.1 Definitions**

**Dangerous Goods** As identified in CANUTEC Guide, and in accordance with the Transportation of Dangerous Goods Act.

**Hazardous Waste:** A substance or mixture of substances, other than pesticide, that exhibits characteristics of flammability, corrosively, reactivity or toxicity and any substance that is designated as a hazardous substance within the meaning of the regulations.

**Liquid Waste:** Any waste in liquid form obtained from an industrial process or activity.

**Sludge:** A thick liquid resulting from a settling process.

**5.2 Contract Documents**

The "Contract Documents" consist of the letter of acceptance of Contractor's completed Proposal, the executed Contract Form, the General Conditions, Supplementary Conditions, Specifications when used, and those parts of the Bidding Requirements documents having application during performance of the Contract.

Mackenzie County, shall decide on questions arising under the Contract Documents, interpret requirements therein, and judge performance thereof.

The Contractor shall at all times have a copy of the Contract Documents in the trucks performing the work, as well as in their office.

**5.3 Assignments**

The Contractor shall not assign the contract services, nor shall they subcontract the performance of all or any portion of the work to be performed pursuant to this Contract without the written consent of the Chief Administrative Officer or designate.



## GENERAL CONDITIONS

- 15 -

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**5.4 Subcontracts**

Mackenzie County will recognize the Contractor only. Nothing contained in the Contract Documents shall create any contractual relationship between Mackenzie County and any of the Contractor's subcontractors. Contractor agrees to bind every subcontractor by the terms of the Contract Documents, as far as applicable to the performance of the Contract.

**5.5 Federal Goods and Services Tax**

Contract basic unit price shall exclude any allowance for the Federal Goods and Services Tax.

**5.6 Protection of Work and Property**

The Contractor shall take reasonable precautions to protect Mackenzie County's property from damage during the performance of the Contract. The Contractor shall repair any damage to Mackenzie County's property caused by a careless or negligent act of the Contractor or any of its subcontractors during the execution of the work described herein.

**5.7 Indemnification**

Contractor shall indemnify and hold harmless Mackenzie County, its employees and agents, from all claims, demands, actions and costs. This is including, without restriction, all legal cost on a solicitor and his own client full indemnity basis whatsoever that may arise, directly or indirectly out of any act or omission of the Contractor, his employees or agents, in the performance or non-performance of the Contract by the Contractor including, without restriction, the enforcement of the terms of this Contract. Such indemnity shall survive completion or termination of the Contract.

Mackenzie County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature that may be suffered or sustained by the Contractor, his employees or agents in the performance of the Contract.



## GENERAL CONDITIONS

- 16 -

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**5.8 Liability Insurance**

The Contractor shall provide and maintain the following insurance coverage for the duration of the term stated herein.

Comprehensive or Commercial General Liability Insurance, with an insurer licensed in Alberta, with limits of not less than **\$2,000,000** inclusive per occurrence (annual general aggregate, if any, not less than **\$5,000,000**) against bodily injury, death and property damage. Such insurance shall include the following endorsements: premises, property, and operations, Contractor's protective, blanket contractual, non-owned auto, employees as additional insured, broad form property damage, cross liability, 30 days advance notice to Mackenzie County of cancellation or material change. Mackenzie County should also be included as an Additional Insured.

Automobile Liability Insurance on all vehicles owned, operated or licensed in the name of the Contractor with limits of not less than **\$2,000,000**.

Contractor shall provide Mackenzie County with proof that comprehensive or commercial liability insurance coverage are in effect and meet specified conditions. Such proof shall be in form of a certificate of insurance submitted with the tender Documents.

**5.9 Regulatory Requirements**

Contractor shall comply with all laws, ordinances, rules, regulations, order, codes and other legally enforceable requirements applicable to the Contractor and the performance of the Contract.

Contractor shall comply with the Occupational Health and Safety Act and regulations issued pursuant thereto.

**Occupational Health and Safety Act**

The Contractor shall familiarize himself, his staff and his subcontractors with the terms of the Occupational Health and Safety Act and Regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Contractor acknowledges that he is a "Principal Contractor, Employer and/or Worker" as defined in the Occupational Health and Safety Act, and that he shall, as a condition of the Contract, comply with the Occupational Health and Safety Act and the regulations thereunder.

Copies of current legislation can be obtained from the following:



## GENERAL CONDITIONS

- 17 -

Publication Services  
Government of Alberta  
11510 Kingsway Avenue  
Edmonton, Alberta  
T5G 2Y5

or

Queen's Printer Bookstore  
Main Floor, McDougall Centre  
455 - 6th Street S.W.  
Calgary, Alberta  
T2P 4E8

Or at [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

If Alberta Occupational Health and Safety conducts a worksite inspection which results in "orders" being issued to the Contractor, the Contractor shall immediately supply copies of these orders to Mackenzie County.

The Contractor will be required to have COR/SECOR certification within six (6) months of the signing of this contract.

#### 5.10 Materials and Equipment

Unless otherwise specified, Contractor shall provide, maintain, and pay for all materials, tools, machinery, equipment, temporary facilities, controls, and conveniences, necessary for the performance of the Contract.

#### 5.11 Labor

The Contractor shall provide all labor necessary for the performance of the Contract. The Contractor's employees shall be skilled in and competent to properly perform the tasks assigned to them and, when required by laws, rules, regulations or the Contract Documents.

#### 5.12 Defective Services

"Defective Services" means goods and services, including materials and equipment used or provided by the Contractor in the performance of the Contract, which are, in Mackenzie County's opinion, unsatisfactory, faulty or deficient, or do not conform to the Contract Documents.

If, at any time, Mackenzie County notifies the Contractor of Defective Services, the Contractor shall promptly rectify such Defective Services and render acceptable services.



## GENERAL CONDITIONS

- 18 -

**5.13 Mackenzie County's Right to Terminate**

Should the Contractor be pronounced bankrupt, or becomes insolvent, Mackenzie County may, without prejudice to any other right or remedy he may have, terminate the Contract upon providing 30 days written notice to the Contractor.

If the Contractor fails to comply with the requirements of the Contract, Mackenzie County may notify the Contractor in writing that he is in default of his contractual obligations and instruct him to correct the default within 15 days immediately following the receipt of such notice. If the Contractor fails to correct the default in the time specified in the notice, Mackenzie County may, without prejudice to any other right or remedy he may have, terminate the Contract by providing the Contractor with written notice to that effect, specifying the exact date when the termination occurred.

If Mackenzie County terminates the Contract the Contractor shall be entitled to be paid for all services rendered in accordance with the Contract Documents up to date of termination.

**5.14 Modification of Contract Work**

Mackenzie County, without invalidating the Contract, may at any time modify the services being rendered under the Contract, consisting of additions, deletions or alterations. If required on account of such changes ordered by Mackenzie County, equitable adjustments shall be made to the Contract Price. Such changes shall be authorized by written order from the Chief Administrative Officer or designate.

Mackenzie County has the right to request additional pickups outside the pickup frequency outlined in "schedule B" at the rate set by the Contractor in "Schedule A."

Mackenzie County has the right to manipulate pickup frequency, dates, times, and additions or removals of waste receptacles at their discretion throughout the term of the contract.

**5.15 Contract Term**

? The Term of the Contract shall be for two (2) years and four (4) months commencing on the 1<sup>st</sup> day of **September, 2012** and ending on the 31<sup>st</sup> day of **December, 2014**.

Mackenzie County may, prior to the expiry of the contract time, extend the contract time, twice only, for a further 1 year period subject to the same terms, covenants and conditions as contained within this Contract.



## GENERAL CONDITIONS

- 19 -

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**5.16 Payment**

Unless otherwise agreed, payment will be made monthly, based on services rendered during preceding payment period. Amounts to be paid shall be based on the contract basic unit price adjusted for additions or deletions to the "Schedule B". Invoices for payment shall include the Federal Goods and Service Tax, if applicable. Mackenzie County will review invoices and may adjust amounts claimed when necessary.

Mackenzie County may withhold all or part of any amount payable to Contractor in order to protect Mackenzie County or third parties from loss due to Contractors.

Contractor's invoice for final payment under the Contract shall include:

1. Letter of Clearance from Worker's Compensation Board,

**5.17 Worker's Compensation Board Coverage**

The Contractor must maintain Worker's Compensation Board Coverage in good standing throughout the duration of the Contract.

**5.18 Omissions or Errors**

The Contractor shall not take advantage of any apparent error or omission in the Contract, but shall immediately bring such apparent error or omission to the attention of Mackenzie County. Mackenzie County shall make corrections or modifications as may be necessary for the fulfillment of the work described herein.

**5.19 Quantities**

Payment to the Contractor will be made only for the actual performance of the services in accordance with the terms and conditions as described herein. It is understood that the quantities that the contract unit price is based are approximate pickup sites, derived from the most recent information available to Mackenzie County at the time the contract was executed. The estimated quantities are not guaranteed and are only provided to aid in the derivation of unit prices.



## GENERAL CONDITIONS

- 20 -

**5.20 Examination of Work**

It is agreed that execution of the agreement by the Contractor shall be conclusive evidence that the bidder has investigated all areas and aspects of the Contract Work and does assume all risk regarding the performance of the services.

**5.21 Extra Work**

Any extra work performed by the Contractor must receive prior approval from the or designate and that an agreed value or cost be determined and agreed upon. The Contractor shall present his claim for extra work, supported by proper vouchers giving details as to dates, quantities, rates, third party invoices and such other supporting documentation that Mackenzie County requires.

**5.22 Security**

The Bidder shall furnish a bid security of **Five Thousand dollars (\$5,000)** with the **Proposal Documents**.

The Contractor shall furnish performance security in the amount of **five thousand dollars (\$5,000.00)** within twenty-one (21) days of Mackenzie County accepting their bid.

- 1) due and faithful performance of the contract, and;
- 2) payment in full of all claims for labor and materials used or reasonably required for use in the performance of the Contract.

The security shall be in the form of:

- 1) Bond
- 2) Certified Cheque
- 2) Irrevocable Letter of Credit

The security shall be made payable to Mackenzie County, and extend for the complete term of the Contract.

At receipt of the Performance Security by the Mackenzie County and execution of the contract by both parties, the Contractors bid security will be returned to them.





## GENERAL CONDITIONS

- 21 -

If the Contractor defaults in any of its obligations under this Contract Mackenzie County may, at its option, perform any such obligation after fifteen (15) days written notice to the Contractor. All costs incurred by Mackenzie County in performing such obligation shall be payable by the Contractor, and at Mackenzie County's sole discretion may be deducted from or paid out of the security held pursuant to the terms of this contract.

**5.23 Set Off Provisions**

Mackenzie County may, at any time, set off any and all amounts which may become owed by the Contractor to Mackenzie County pursuant to the terms of this contract against any payments which may become due and owing to the Contractor pursuant to the terms of this Contract until all amounts which may be owed to Mackenzie County are paid in full.

**6.0 SUPPLEMENTAL CONDITIONS****6.1 Description of Work**

The work detailed herein deals specifically with the collection and hauling of domestic waste from residences and selected sites inside the La Crete Hamlet boundary to the La Crete Waste Transfer Station, situated inside the La Crete Hamlet boundary.

The domestic residential waste shall be deposited into specific 40 cubic yard waste bins.

**6.2 Equipment**

Truck(s) utilized to perform the work described herein shall have a valid Alberta vehicle registration and a current commercial vehicle inspection certificate. Single axle, double axle trucks, or trailer units are acceptable for the collection of waste, but Mackenzie County reserves the right to disallow the use of any vehicle which at their discretion is deemed to be unsafe to the general public or poses a risk to the La Crete Waste Transfer Station.

At no time shall the county be affected by the failure of equipment from the Contractor, If the Contractor cannot meet the schedule for collection of La Crete residential waste due to equipment failure, Mackenzie County may hire an independent contractor to ensure waste removal is carried out. All costs incurred shall be charged back to the original contractor.



## SUPPLEMENTAL CONDITIONS

- 22 -

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The Contractor shall maintain the truck to the minimum standard as established by the commercial vehicle inspection certificate at all times for the term of the Contract. If in the opinion of Mackenzie County any truck that is not in satisfactory mechanical condition shall be removed from services until the necessary repairs have been made. Mackenzie County will inspect all equipment that is proposed to be used to complete the contract prior to the contract beginning.

The Contractor shall provide the necessary communications equipment for each vehicle that they can reach the operators of the vehicles at any time and any location.

**6.3 Operators Requirements**

The Contractor shall provide skilled, licensed, and capable operators familiar with highway traffic movements, local road traffic movements, and the laws governing vehicular traffic.

**6.4 Emergency Response**

The Contractor shall develop an emergency response plan to cover the collection of La Crete residential waste. The plan shall detail the action on site and the agencies to be contacted if dangerous goods or hazards waste has been incorporated in with the domestic waste.

**6.5 Waste Transfer Stations**

Mackenzie County shall ensure that the transfer sites are accessible at all times, and to ensure that specific 40 yard bins are available to the Contractor on the specific collection days.

Mackenzie County shall provide the Contractor with the names of contact persons and telephone numbers where information on the waste transfer stations and select sites will be available.

The Contractor shall be responsible for the removal of all waste that becomes scattered in and around the transfer stations and along the haul routes during the loading, unloading and hauling of the waste.

The Contractor shall be responsible for the maintenance and replacement of any property of Mackenzie County which is damaged during the execution of the work described herein.



## SUPPLEMENTAL CONDITIONS

- 23 -

The Contractor shall notify Mackenzie County immediately if the residential waste receptacles contain the following:

1. Used oil
2. Hazardous Waste
3. Liquid Waste
4. Any Sludge
5. Untreated Pathological Waste
6. Explosives
7. Dead Animals
8. Animal and Agricultural Waste
9. Dangerous Goods
10. Burning Refuse or Hot Ashes
11. Any other wastes that may be designated as not acceptable by Mackenzie County

Under no circumstances shall the Contractor undertake the haul of this waste.

#### 6.6 Other Work

The Contractor shall haul no other waste or refuse other than the quantities collected during the collection of La Crete Residential Waste unless:

- (1) Permission is granted in writing by Mackenzie County to undertake such work.
- (2) The company or individual the work is being undertaken for is identified.
- (3) An estimate on the quantity and frequency of the work is identified.

The Contractor shall be responsible to ensure that all waste conforms to that which is accepted at the waste transfer station.

#### 6.7 Contract Quantities

The quantities given of monthly pickups are estimated quantities based on information from current Mackenzie County census and utilities data.

The Contractor shall provide to Mackenzie County monthly, records of all actual quantities of residences receiving collection.



## SUPPLEMENTAL CONDITIONS

- 24 -

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**6.8 Scavenging**

The Contractor or his employees shall not engage in the scavenging of waste materials at any of the waste transfer stations or from any collection site or residence.

**6.9 Road Bans/Weight Restrictions**

For weight restrictions or road bans placed on any road or access to any of the waste transfer stations identified herein, the Contractor shall be responsible for obtaining all approvals and/or special haul permits. All costs associated with approvals and/or haul permits shall be borne by the Contractor. Any costs associated with compliance with this section are to be compensated through the basic unit prices in the Proposal Documents.

**6.10 Payment**

Payment shall be based on the basic Contract Unit Price per residential site/per month

Transportation to the La Crete Waste Transfer Station and disposal of waste there is incidental to the Contract and no other form of compensation will be given.

Payments in accordance with the Contract shall constitute full compensation for work completed. Including furnishing of all equipment, labor, tools, machinery and work incidental thereto as well as any expenses incurred due to any cause whatsoever except as otherwise provided herein.

Mackenzie County will make payments on a monthly basis upon receipt of an invoice, complete with collection records from the Contractor.



## SUPPLEMENTAL CONDITIONS

- 25 -

**6.11 Request for Contract Price Adjustment**

At times events outside of reasonable control combine to inflate costs in the economy such as significant increases in fuel costs or landfill tipping fees and etc. In the event that the Contractor experiences such inflation and it significantly increases the costs of his operations as he attempts to fulfill the terms of this contract, Mackenzie County will consider an adjustment to the Contract Price on request from the Contractor.

The Contractor must submit a written request for adjustment to his contract unit price to the Chief Administrative Officer or designate. The written request must outline the nature of the adjustment, the reason for the adjustment, the percentage increase in operational costs, and the adjustment amount requested. Mackenzie County will take the request into consideration and, if in agreement, may authorize, by written order, equitable adjustments be made to the Contract Price.

**At no time is the Mackenzie County obligated in any way whatsoever to grant the Contractors request for a Contract Price adjustment.**

**6.12 County Responsibility**

Mackenzie County is responsible to ensure that the waste transfer stations are capable of accepting waste, having available bin space to permit the acceptance of waste during the dates that Mackenzie County has stipulated as pick collection dates.

**6.13 Penalty Clause**

If in the opinion of Mackenzie County the Contractor is in default of services, Mackenzie County reserves the right to administer a fine in the amount of one thousand dollars (\$1,000.00) per occurrence in accordance with General Condition 5.12 or terminate the contract pursuant to General Condition 5.13.

**6.14 Contract Extension**

In accordance with General Condition 5.15, the Contract **may** be extended by two, one-year periods at the **discretion of Mackenzie County**.

**6.15 Other**

The Contractor will at all times understand and comply with the Hamlet Residential Waste Collection By-law.



**Schedule "B"**  
**Collection Sites**

July 9

July 16

Aug 1





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Zama Airport</b>

**BACKGROUND / PROPOSAL:**

At the April 28, 2014 council meeting the following motion was made:

*MOTION 14-04-257                      MOVED by Councillor Wardley  
That the Zama airport remain as is with a NOTAM and that  
administration investigate the costs of re-designating and  
possible reopening of the airport to fixed wing aircraft in the  
future.  
CARRIED*

- REFERENCE:**
- Aerodrome Registration AC 301-002
  - Canadian Aviation Regulations 301.04 -301.09 (CARS)
  - Unpaved Runway Surfaces AC 300-004
  - Drew Barns – Nav Canada Civil Aviation Safety Inspector.

**Administrations findings are as follows:**

- There are no filing fees with Nav. Canada to register an Aerodrome.
- Zama is a registered Aerodrome. Not a certified Airport or certified Heliport. CFT 9 is listed with Nav Canada. This designation allows Mackenzie County to operate an Airstrip and/or Helipad within this area. All aerodromes must follow the following regulations “Best Practices” as listed in CARS 301.05-301.09 (attachment)
  - Warning Notices
  - Wind Direction Indicators
  - Lighting (if used at night)
  - Prohibitions (Fences Gates)
  - Fire Prevention

**Author:** D. Roberts                      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

- The Zama Airstrip is subjected to standards put forth in the “Unpaved Runway Surfaces” Advisory Circular issued by Transport Canada.
- The “Registered” designation should not be confused with a “Certified” Airport or Helipad. Airports or Heliports must be Certified if they have any characteristics listed in CARS 302.01(attachment)
- The Zama airstrip CFT 9 is presently closed to all fixed wing aircraft. The only cost associated with possible reopening of the airstrip would be the costs incurred with the fixing of the runway and the implication of the above Best Practices.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

This item relates to the County’s Sustainability Plan under Environmental Sustainability G4. Zama City Development Plan

**COMMUNICATION:**

**RECOMMENDED ACTION:**

For discussion.

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



“operator” means the person in charge of an aerodrome, and includes an employee, agent or other authorized representative of that person; (*exploitant*)

“public way” means any road, path or sidewalk maintained for the use of members of the public; (*voie publique*)

“Water Aerodrome Supplement” means a publication concerning water aerodromes that is intended to be used to supplement enroute charts and the *Canada Air Pilot*. (*Supplément hydroaérodromes*)

SOR/97-518, s. 1; SOR/2002-226, s. 1; SOR/2003-58, s. 1; SOR/2011-285, s. 3.

#### SUBPART 1 — AERODROMES

##### *Application*

**301.01** This Subpart applies in respect of all aerodromes except airports, heliports and military aerodromes.

SOR/2007-87, s. 5.

##### *Inspection*

**301.02** The operator of an aerodrome shall, without charge, at the request of a Department of Transport inspector, allow the inspector access to aerodrome facilities and provide the equipment necessary to conduct an inspection of the aerodrome.

##### *Registration*

**301.03** (1) Subject to subsection (2), where the oper-

c) *Héliports et les héli-plates-formes — Normes et pratiques recommandées. (aerodrome standards and recommended practices publications)*

«Supplément hydroaérodromes» Publication concernant les hydroaérodromes, destinée à compléter les cartes en route et le *Canada Air Pilot*. (*Water Aerodrome Supplement*)

«surface de limitation d’obstacles» [Abrogée, DORS/2011-285, art. 3]

«voie publique» Chemin, passage ou trottoir entretenu pour l’usage du public. (*public way*)

DORS/97-518, art. 1; DORS/2002-226, art. 1; DORS/2003-58, art. 1; DORS/2011-285, art. 3.

#### SOUS-PARTIE 1 — AÉRODROMES

##### *Application*

**301.01** La présente sous-partie s’applique aux aérodromes, sauf les aéroports, les héliports et les aérodromes militaires.

DORS/2007-87, art. 5.

##### *Inspection*

**301.02** L’exploitant d’un aérodrome doit, sur demande d’un inspecteur du ministère des Transports, permettre à celui-ci, sans frais, l’accès aux installations de l’aérodrome et lui fournir l’équipement nécessaire à l’inspection de l’aérodrome.

##### *Enregistrement*

**301.03** (1) Sous réserve du paragraphe (2), lorsque

*Warning Notices*

**301.05** Where low-flying or taxiing aircraft at or in the vicinity of an aerodrome are likely to be hazardous to pedestrian or vehicular traffic, the operator of the aerodrome shall immediately

- (a) post notices warning of the hazard on any public way that is adjacent to the manoeuvring area; or
- (b) where such a public way is not owned or controlled by the operator, inform the authorities responsible for placing markings on the public way that there is a hazard.

*Wind Direction Indicator*

**301.06** (1) Except where the direction of the wind at an aerodrome can be determined by radio or other means such as smoke movement in the air or wind lines on water, the operator of the aerodrome shall install and maintain at the aerodrome a wind direction indicator that is

- (a) of a conspicuous colour or colours;
- (b) in the shape of a truncated cone;
- (c) visible from an aircraft flying at an altitude of 300 m (1,000 feet) above the wind direction indicator; and
- (d) illuminated when the aerodrome is used at night.

(2) When an aerodrome is closed permanently, the operator of the aerodrome shall immediately remove all of the wind direction indicators installed at the aerodrome.

*Lighting*

**301.07** (1) Subject to subsection (2), where a runway is used at night, the operator of the aerodrome shall indicate each side of the runway along its length with a line of fixed white lights that is visible in all directions from

*Signalisation des dangers*

**301.05** Lorsqu'un aéronef évoluant à basse altitude ou circulant au sol à un aéroport ou dans son voisinage est susceptible de mettre en danger les piétons ou les véhicules, l'exploitant de l'aéroport doit immédiatement, selon le cas :

- a) afficher des avis signalant la présence de dangers le long des voies publiques adjacentes à l'aire de manoeuvre;
- b) informer des dangers les autorités responsables du marquage des voies publiques dans les cas où ces voies n'appartiennent pas à l'exploitant ou ne sont pas régies par lui.

*Indicateur de direction du vent*

**301.06** (1) Si la direction du vent à l'aéroport en cause ne peut être déterminée par les communications radio ou d'autres moyens tels la présence de fumée dans l'atmosphère ou de rides sur l'eau, l'exploitant de l'aéroport doit y installer en permanence un indicateur de direction du vent présentant les caractéristiques suivantes :

- a) il est d'une couleur ou de plusieurs couleurs voyantes;
- b) il est de forme tronconique;
- c) il est visible d'un aéronef en vol à une altitude de 300 m (1 000 pieds) au-dessus de l'indicateur de direction du vent;
- d) il est éclairé lorsque l'aéroport est utilisé la nuit.

(2) Lorsque l'aéroport est définitivement désaffecté, l'exploitant doit immédiatement en retirer les indicateurs de direction du vent.

*Balisage lumineux*

**301.07** (1) Sous réserve du paragraphe (2), lorsqu'une piste est utilisée la nuit, l'exploitant de l'aéroport doit baliser chaque côté de la piste au moyen de feux fixes blancs disposés en rangée sur toute la longueur de la piste et visibles d'un aéronef en vol, de

an aircraft in flight at a distance of not less than two nautical miles.

(2) Where it is not practical to provide at an aerodrome the fixed white lights referred to in subsection (1) for reasons such as the lack of an available electrical power source or insufficient air traffic, the operator of the aerodrome may, if a fixed white light is displayed at each end of the runway to indicate runway alignment, use white retro-reflective markers that are capable of reflecting aircraft lights and that are visible at a distance of not less than two nautical miles from an aircraft in flight that is aligned with the centre line of the runway.

(3) The lines of lights or retro-reflective markers required by subsection (1) or (2) shall be arranged so that

(a) the lines of lights or markers are parallel and of equal length and the transverse distance between the lines is equal to the runway width in use during the day;

(b) the distance between adjacent lights or markers in each line is the same and is not more than 60 m (200 feet);

(c) each line of lights or markers is not less than 420 m (1,377 feet) in length and contains no fewer than eight lights or markers; and

(d) each light or marker in a line of lights or markers is situated opposite to a light or marker in the line of lights or markers on the other side of the runway, so that a line connecting them forms a right angle to the centre line of the runway.

(4) Fixed white lights displayed at each end of a runway pursuant to subsection (2) shall be placed so that they are not likely to cause a hazard that could endanger persons or property.

(5) Where a taxiway is used at night, the operator of the aerodrome shall indicate each side of the taxiway with a line of fixed blue lights or blue retro-reflective markers placed so that the two lines of lights or markers

toutes les directions, à une distance d'au moins deux milles marins.

(2) Lorsqu'il n'est pas pratique d'installer à un aéroport les feux fixes blancs visés au paragraphe (1) pour des motifs tels que le fait qu'il n'y a pas de source d'énergie électrique disponible ou que la circulation aérienne ne justifie pas une telle installation, l'exploitant de l'aéroport peut, si un feu fixe blanc est disposé à chaque extrémité de la piste afin d'indiquer l'alignement de celle-ci, utiliser des balises rétroréfléchissantes blanches pouvant refléter les feux d'un aéronef et qui sont visibles de l'aéronef en vol lorsque celui-ci est aligné sur l'axe de piste à une distance d'au moins deux milles marins.

(3) Les rangées de feux ou de balises rétroréfléchissantes visées aux paragraphes (1) ou (2) doivent être disposées de la façon suivante :

a) les rangées de feux ou de balises sont parallèles et d'égale longueur et l'espacement transversal des rangées est égal à la largeur de la piste utilisée pendant le jour;

b) l'espacement longitudinal des feux ou des balises de chaque rangée est constant et ne dépasse pas 60 m (200 pieds);

c) chaque rangée de feux ou de balises mesure au moins 420 m (1 377 pieds) de long et compte au moins huit feux ou balises;

d) les feux ou les balises des deux rangées sont situés les uns vis-à-vis des autres de manière qu'une droite imaginaire les reliant soit perpendiculaire à l'axe de la piste.

(4) Les feux fixes blancs disposés à chaque extrémité de la piste en application du paragraphe (2) doivent être disposés de manière à n'être pas susceptibles d'entraîner un risque qui pourrait mettre en danger les personnes ou les biens.

(5) Lorsqu'une voie de circulation est utilisée la nuit, l'exploitant de l'aéroport doit baliser chaque côté de cette voie au moyen de feux fixes bleus ou de balises ré-

are parallel and the distance between adjacent lights or markers in each line is not more than 60 m (200 feet).

(6) Where a manoeuvring area or part thereof or a heliport is closed, the operator of the aerodrome shall not operate the lights or keep the retro-reflective markers thereon, except as required for maintenance of the lights and markers.

(7) Where an aerodrome is used at night, the operator of the aerodrome shall indicate an unserviceable portion of the movement area with fixed red lights, red retro-reflective markers or floodlighting.

(8) Where an aircraft parking area at an aerodrome is used at night, the operator of the aerodrome shall indicate the boundary of the area with fixed blue lights or blue retro-reflective markers, placed at intervals not exceeding 60 m (200 feet), or with floodlighting.

(9) Subject to subsection (10), where a heliport is used at night for the take-off or landing of helicopters, the operator of the heliport shall illuminate the entire take-off and landing area with floodlights or

(a) where the take-off and landing area is rectangular, shall indicate the boundary with no fewer than eight fixed yellow lights, including one light at each corner, placed so that adjacent lights are not more than 13 m (42.5 feet) apart; or

(b) where the take-off and landing area is circular, shall indicate the boundary with no fewer than five fixed yellow lights placed so that adjacent lights are not more than 13 m (42.5 feet) apart.

(10) Where it is not practical to provide at a heliport the fixed yellow lights referred to in subsection (9) for reasons such as lack of an available electrical power source or insufficient air traffic, the operator of the heliport may use yellow retro-reflective markers that are capable of reflecting aircraft lights and that are visible at a distance of not less than two nautical miles from an aircraft in flight that is aligned with the approach path, if

troréfléchissantes bleues disposés en rangées parallèles et espacés d'au plus 60 m (200 pieds).

(6) Sauf à des fins d'entretien des feux ou des balises rétroéfléchissantes, il est interdit à l'exploitant d'un aérodrome de faire fonctionner les feux ou de laisser les balises rétroéfléchissantes sur une aire de manoeuvre ou un tronçon de celle-ci ou sur un héliport fermés.

(7) Lorsqu'un aérodrome est utilisé la nuit, l'exploitant de l'aérodrome doit délimiter les parties inutilisables de l'aire de mouvement au moyen de feux fixes rouges, de balises rétroéfléchissantes rouges ou d'un éclairage par projecteur.

(8) Lorsqu'une aire de stationnement pour aéronefs à un aérodrome est utilisée la nuit, l'exploitant de l'aérodrome doit délimiter cette aire au moyen de feux fixes bleus ou de balises rétroéfléchissantes bleues, espacés d'au plus 60 m (200 pieds), ou d'un éclairage par projecteur.

(9) Sous réserve du paragraphe (10), lorsqu'un héliport est utilisé la nuit pour le décollage ou l'atterrissage d'hélicoptères, l'exploitant de l'héliport doit éclairer l'ensemble de l'aire de décollage et d'atterrissage par des projecteurs ou délimiter cette aire par l'un des moyens suivants :

a) dans le cas d'une aire rectangulaire, par au moins huit feux fixes jaunes, dont un à chaque angle, disposés à intervalles d'au plus 13 m (42,5 pieds);

b) dans le cas d'une aire circulaire, par au moins cinq feux fixes jaunes, disposés à intervalles d'au plus 13 m (42,5 pieds).

(10) Lorsqu'il n'est pas pratique d'installer sur un héliport les feux fixes jaunes visés au paragraphe (9) pour des motifs tels que le fait qu'il n'y a pas de source d'énergie disponible ou que la circulation aérienne ne justifie pas une telle installation, l'exploitant de l'héliport peut utiliser des balises rétroéfléchissantes jaunes pouvant refléter les feux d'un aéronef et qui sont visibles de l'aéronef en vol lorsque celui-ci est aligné sur l'axe d'approche à une distance d'au moins deux milles ma-

(a) a light source is provided to show the location of the heliport; or

(b) where there is only one path for approach and departure, two lights are used to show the approach orientation.

(11) Where the lighting required by subsections (1), (2), (5) and (7) to (10) is operated by a radio-controlled system capable of activation from an aircraft, the system shall meet the requirements set out in Schedule II to this Subpart.

(12) The operator of an aerodrome may display flare pots to provide temporary lighting for the landing or take-off of aircraft.

#### *Prohibitions*

**301.08** No person shall

(a) walk, stand, drive a vehicle, park a vehicle or aircraft or cause an obstruction on the movement area of an aerodrome, except in accordance with permission given

(i) by the operator of the aerodrome, and

(ii) where applicable, by the appropriate air traffic control unit or flight service station;

(b) tow an aircraft on an active movement area at night unless the aircraft displays operating wingtip, tail and anti-collision lights or is illuminated by lights mounted on the towing vehicle and directed at the aircraft;

(c) park or otherwise leave an aircraft on an active manoeuvring area at night unless the aircraft displays operating wingtip, tail and anti-collision lights or is illuminated by lanterns suspended from the wingtips, tail and nose of the aircraft;

(d) operate any vessel, or cause any obstruction, on the surface of any part of a water area of an aerodrome that is to be kept clear of obstructions in the interest of aviation safety, when ordered, by signal or otherwise,

rins à condition que l'une des conditions suivantes soit respectée :

a) une source lumineuse indique l'emplacement de l'héliport;

b) deux feux sont utilisés pour indiquer l'orientation de l'aire d'approche, s'il y a seulement une trajectoire d'approche et de départ.

(11) Lorsque le balisage lumineux visé aux paragraphes (1), (2), (5) et (7) à (10) est mis en marche à partir de l'aéronef par un système télécommandé, ce dernier doit satisfaire aux exigences figurant à l'annexe II de la présente sous-partie.

(12) L'exploitant d'un aérodrome peut se servir de torchères en guise de balisage lumineux provisoire pour le décollage ou l'atterrissage des aéronefs.

#### *Interdictions*

**301.08** Il est interdit :

a) de circuler à pied, de se tenir debout, de conduire un véhicule ou de stationner un véhicule ou un aéronef sur l'aire de mouvement d'un aérodrome ou d'y créer un obstacle, sauf si une permission a été accordée à la fois par :

(i) l'exploitant de l'aérodrome,

(ii) l'unité de contrôle de la circulation aérienne ou la station d'information de vol compétente, s'il y a lieu;

b) de remorquer un aéronef la nuit sur une aire de mouvement en service, à moins que les feux de bout d'aile, de queue et d'anti-collision de l'aéronef ne soient allumés ou que l'aéronef ne soit illuminé par des feux montés sur le véhicule de remorquage et orientés vers l'aéronef;

c) de stationner ou de laisser un aéronef sur une aire de manoeuvre en service la nuit, à moins que les feux de bout d'aile, de queue et d'anti-collision de l'aéronef ne soient allumés ou que des luminaires ne soient accrochés aux bouts d'aile, à la queue et au nez de l'aéronef;

- to leave or not to approach that area by the appropriate air traffic control unit or flight service station or by the operator of the aerodrome;
- (e) knowingly remove, deface, extinguish or interfere with a marker, marking, light or signal that is used at an aerodrome for the purpose of air navigation, except in accordance with permission given
- (i) by the operator of the aerodrome, and
  - (ii) where applicable, by the appropriate air traffic control unit or flight service station;
- (f) at a place other than an aerodrome, knowingly display a marker, marking, light or signal that is likely to cause a person to believe that the place is an aerodrome;
- (g) knowingly display at or in the vicinity of an aerodrome a marker, marking, sign, light or signal that is likely to be hazardous to aviation safety by causing glare or by causing confusion with or preventing clear visual perception of a marker, marking, sign, light or signal that is required under this Subpart;
- (h) allow a bird or other animal that is owned by the person or that is in the person's custody or control to be unrestrained within the boundaries of an aerodrome except for the purpose of controlling other birds or animals at the aerodrome as permitted by the operator; or
- (i) discharge a firearm within or into an aerodrome without the permission of the operator of the aerodrome.
- d) d'utiliser un bateau ou de créer un obstacle quelconque sur la surface d'un plan d'eau d'un aérodrome qui doit être gardé exempt d'obstacles pour assurer la sécurité aérienne, après que l'unité de contrôle de la circulation aérienne ou la station d'information de vol compétente ou encore l'exploitant de l'aérodrome a ordonné à quiconque, par des signaux ou d'autres moyens, de quitter les lieux ou de ne pas s'en approcher;
- e) de sciemment enlever, déformer, éteindre ou déranger à l'aérodrome une balise, une marque, un feu ou un signal servant à la navigation aérienne, sauf si une permission a été accordée à la fois par :
- (i) l'exploitant de l'aérodrome,
  - (ii) l'unité de contrôle de la circulation aérienne ou la station d'information de vol compétente, s'il y a lieu;
- f) à un endroit autre qu'un aérodrome, de placer sciemment une balise, une marque, un feu ou un signal susceptibles de faire croire à la présence d'un aérodrome;
- g) de placer sciemment à un aérodrome ou dans son voisinage une balise, une marque, un panneau de signalisation, un feu ou un signal susceptibles de constituer un danger pour la sécurité aéronautique, parce qu'ils provoquent un éblouissement, risquent d'être confondus avec une balise, une marque, un panneau de signalisation, un feu ou un signal exigés par la présente sous-partie ou diminuent la perception visuelle de ceux-ci;
- h) de laisser en liberté, dans les limites d'un aérodrome, un oiseau ou un autre animal dont une personne est propriétaire ou dont elle a la garde, sauf aux fins d'éloigner d'autres oiseaux ou animaux de l'aérodrome avec la permission de l'exploitant de l'aérodrome;
- i) de tirer des projectiles avec une arme à feu à l'intérieur ou vers l'intérieur d'un aérodrome sans la permission de l'exploitant de l'aérodrome.

*Fire Prevention*

**301.09** (1) Subject to subsection 301.07(12) and subsections (2) and (3), no person shall, while at an aerodrome, smoke or display an open flame

- (a) on an apron;
- (b) on an aircraft loading bridge or on a gallery or balcony that is contiguous to or that overhangs an apron; or
- (c) in an area where smoking or the presence of an open flame is likely to create a fire hazard that could endanger persons or property.

(2) The operator of an aerodrome may, in writing, authorize maintenance or servicing operations on an apron that involve the use, production or potential development of an open flame or that involve the production or potential development of a spark where the operations are conducted in a manner that is not likely to create a fire hazard that could endanger persons or property.

(3) The operator of an aerodrome may permit smoking in an enclosed building or shelter located on an apron where such smoking is not likely to create a fire hazard that could endanger persons or property.

*Prévention des incendies*

**301.09** (1) Sous réserve du paragraphe 301.07(12) et des paragraphes (2) et (3), il est interdit de fumer ou d'exposer une flamme nue aux endroits suivants d'un aérodrome :

- a) sur une aire de trafic;
- b) sur une passerelle d'embarquement ou sur une galerie ou un balcon contigus à une aire de trafic ou la surplombant;
- c) en tout lieu où fumer ou exposer une flamme nue est susceptible d'entraîner le risque d'un incendie qui pourrait mettre en danger les personnes ou les biens.

(2) L'exploitant d'un aérodrome peut autoriser, par écrit, l'exécution, sur l'aire de trafic, des travaux de maintenance ou des travaux d'entretien courant qui comportent l'utilisation ou la production réelle ou éventuelle d'une flamme nue, ou qui provoquent ou risquent de provoquer des étincelles, si l'exécution de ces travaux n'est pas susceptible d'entraîner le risque d'un incendie qui pourrait mettre en danger les personnes ou les biens.

(3) L'exploitant d'un aérodrome peut donner la permission de fumer à l'intérieur d'un bâtiment ou d'un abri fermés situés sur une aire de trafic, si ce n'est pas susceptible d'entraîner le risque d'un incendie qui pourrait mettre en danger les personnes ou les biens.

Systèmes d'aides visuelles	Nombre de réglages d'intensité	Sélection de niveau d'intensité (pourcentage de puissance de sortie des appareils d'éclairage)			
		Systèmes offrant 3 sélections (type K)			Systèmes à sélection unique (type J)
		3 pressions	5 pressions	7 pressions	
Balisage lumineux de bord de piste, de seuil de piste et d'extrémité de piste :					
- moyenne intensité	3	10%	30%	100%	note 2
- faible intensité	1	100%	100%	100%	100%
Feux d'identification de piste (RILS)	3	fermé	fermé ou 30%	100%	note 3
	1	fermé	fermé ou 100%	100%	
Indicateur de direction du vent	1	100%	100%	100%	100%
Phare d'aérodrome	1	100%	100%	100%	100%

Note 1 : Le balisage lumineux d'approche à moyenne intensité ne doit pas être contrôlé par un système n'ayant qu'une seule sélection d'intensité à l'exception d'un système lumineux d'approche omnidirectionnel (ODALS).

Note 2 : Ces systèmes ne doivent pas être contrôlés par un système n'ayant qu'une seule sélection d'intensité.

Note 3 : Ces appareils d'éclairage peuvent être réglés à 10%, 100% ou fermés.

## SUBPART 2 — AIRPORTS

[SOR/2007-87, s. 6]

*Division I — General*

[SOR/2006-85, s. 2]

## Application

**302.01** (1) Subject to subsection (2), this Subpart applies in respect of

- (a) an aerodrome that is located within the built-up area of a city or town;
- (b) a land aerodrome that is used by an air operator for the purpose of a scheduled service for the transport of passengers; and
- (c) any other aerodrome, other than an aerodrome referred to in subsection (2), in respect of which the Minister is of the opinion that meeting the requirements necessary for the issuance of an airport certificate would be in the public interest and would further the safe operation of the aerodrome.

## SOUS-PARTIE 2 — AÉROPORTS

[DORS/2007-87, art. 6]

*Section I — Généralités*

[DORS/2006-85, art. 2]

## Application

**302.01** (1) Sous réserve du paragraphe (2), la présente sous-partie s'applique :

- a) aux aérodromes situés dans la zone bâtie d'une ville ou d'un village;
- b) aux aérodromes terrestres utilisés par un exploitant aérien afin de fournir un service aérien régulier de transport de passagers;
- c) à tout autre aérodrome, autre qu'un aérodrome visé au paragraphe (2), pour lequel le ministre est d'avis que le respect des exigences nécessaires à la délivrance d'un certificat d'aéroport serait dans l'intérêt public et augmenterait la sécurité quant à l'utilisation de l'aérodrome.



(2) This Subpart does not apply in respect of

- (a) a military aerodrome;
- (b) a land aerodrome referred to in paragraph (1)(b) where the Minister has issued a written authorization for each air operator using the aerodrome to land at and take-off from the aerodrome; or
- (c) heliports.

(3) The Minister shall issue an authorization referred to in paragraph (2)(b) where it is possible to specify conditions in the authorization that will ensure a level of safety in respect of the use of the aerodrome that is equivalent to the level of safety established by this Subpart, and, in any such authorization, the Minister shall specify those conditions.

SOR/2007-87, s. 7.

#### Application for Airport Certificate

**302.02** (1) An applicant for an airport certificate shall submit to the Minister for approval

- (a) an application for an airport certificate; and
- (b) a copy of the proposed airport operations manual in respect of the airport.

(2) The application referred to in paragraph (1)(a) shall be signed, in ink, by the applicant and shall be in the form set out in the aerodrome standards and recommended practices publications.

#### Issuance of Airport Certificate

**302.03** (1) Subject to subsection 6.71(1) of the Act, the Minister shall issue an airport certificate to an applicant authorizing the applicant to operate an aerodrome as an airport if the proposed airport operations manual, submitted pursuant to paragraph 302.02(1)(b), is approved by the Minister pursuant to subsection (2) and

- (a) the standards set out in the aerodrome standards and recommended practices publications are met; or
- (b) on the basis of an aeronautical study, the Minister determines that

(2) La présente sous-partie ne s'applique pas :

- a) aux aérodromes militaires;
- b) aux aérodromes terrestres visés à l'alinéa (1)b) si le ministre a délivré une autorisation écrite aux termes de laquelle l'exploitant aérien peut utiliser cet aérodrome pour y atterrir ou y décoller;
- c) aux héliports.

(3) Le ministre délivre l'autorisation visée à l'alinéa (2)b) s'il est possible de préciser dans l'autorisation des conditions visant l'utilisation de l'aérodrome qui permettront d'assurer un niveau de sécurité équivalent à celui établi par la présente sous-partie; en pareil cas, le ministre précise dans l'autorisation ces conditions.

DORS/2007-87, art. 7.

#### Demande de certificat d'aéroport

**302.02** (1) Le demandeur d'un certificat d'aéroport doit soumettre à l'approbation du ministre :

- a) une demande de certificat d'aéroport;
- b) un exemplaire du manuel d'exploitation d'aéroport proposé pour l'aéroport en question.

(2) La demande visée à l'alinéa (1)a) doit être signée, à l'encre, par le demandeur et présentée en la forme énoncée dans les publications sur les normes et pratiques recommandées pour les aérodromes.

#### Délivrance du certificat d'aéroport

**302.03** (1) Sous réserve du paragraphe 6.71(1) de la Loi, le ministre délivre au demandeur un certificat d'aéroport l'autorisant à exploiter un aérodrome comme aéroport, si le manuel d'exploitation d'aéroport, présenté en application de l'alinéa 302.02(1)b), est approuvé conformément au paragraphe (2) et si, selon le cas :

- a) les normes énoncées dans les publications sur les normes et pratiques recommandées pour les aérodromes sont respectées;
- b) d'après une étude aéronautique, le ministre juge que les conditions suivantes sont réunies :





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>La Crete Transportation Master Plan (Draft)</b>

**BACKGROUND / PROPOSAL:**

As part of the Infrastructure Master Plans project, a Transportation Master Plan (plan) has been completed for La Crete. Our consultant has provided a draft copy for our review. Administration has reviewed and has noted a few minor changes that need to be made (primarily correcting small details on maps).

The final plan will be included in the new Urban Development Standards and will be frequently referenced for both future development, and when considering upgrades to existing infrastructure. Therefore, it is critical that the final plan align with the goals of Council and with the Urban Development Standards policy.

Administration will ensure that the policy and the plan align, however Council’s review is needed to ensure that it aligns with the goals of Council.

The plan highlights areas where future upgrades are needed, what the upgrades may be, and the proposed costs of the upgrades. The plan roughly prioritizes the upgrades, but in a format that allows the County to further prioritize the needs.

**OPTIONS & BENEFITS:**

The plan provides direction and proposed costs to ensure that La Crete’s transportation network is functional and well maintained, and suggested improvements that will be needed once more development occurs.

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





**Mackenzie County**

# **MACKENZIE COUNTY**

## **INFRASTRUCTURE MASTER PLAN - DRAFT DOCUMENT 4**

### **HAMLET OF LA CRETE TRANSPORTATION MASTER PLAN**

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October 2014

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**DCL SIEMENS**

**Contents**

**1.0 Introduction ..... 1**

1.1. PURPOSE AND SCOPE ..... 1

1.2. BACKGROUND INFORMATION ..... 1

1.3. POPULATION ..... 2

1.4. FUTURE EXPANSION ..... 2

**2.0 Current Condition ..... 3**

**3.0 Alternative Transportation ..... 5**

3.1 CURRENT SYSTEM ..... 5

3.2 GREEN CORRIDORS ..... 5

3.3 CORE CORRIDORS ..... 5

**4.0 Vehicular Traffic ..... 8**

4.1 ARTERIAL ROADWAYS ..... 8

**4.1.1 Future Arterial Roads ..... 9**

**4.1.2 Changes to Existing Roadways ..... 9**

4.2 HAMLET COLLECTOR ROADWAYS ..... 11

**4.2.1 Future Hamlet Collector Roads ..... 11**

**4.2.2 Changes to Existing Roadways ..... 11**

4.3 HAMLET LOCAL ROADWAYS ..... 11

**4.3.1 Future Hamlet Local Roads ..... 12**

**4.3.2 Changes to Existing Roads ..... 12**

4.4 HAMLET ROAD GEOMETRY ..... 12

**4.4.1 Existing Municipal Reserves Requiring Action ..... 12**

**4.4.2 Additional Right-of-Way at Major Intersections ..... 13**

**5.0 Signalization ..... 18**

**6.0 Costs ..... 20**

**7.0 Closure ..... 21**

### **List of Appendices**

- Appendix A Area Structure Plan – Hamlet of La Crete, Bylaw No. 895-13  
Appendix B Trafco Canada – Traffic Reports

### **List of Tables**

- Table 1.1 Design Year and Population Reference  
Table 4.1 Future Road Development  
Table 4.2 AADT for Arterial Roadways  
Table 6.1 Road Works Cost Estimates

### **List of Figures**

- Figure 2.1 Hamlet of La Crete Future Road Rehabilitation  
Figure 3.1 Hamlet of La Crete Future Pedestrian Network  
Figure 3.2 Green Link Typical Section  
Figure 3.3 Town Center Street Typical Section  
Figure 4.1 Hamlet of La Crete Future Road Classification  
Figure 4.2 Infrastructure Master Plans – Intersection Layout A  
Figure 4.3 Infrastructure Master Plans – Intersection Layout B  
Figure 5.1 Hamlet of La Crete Candidates for Signalization

## **1.0 Introduction**

### **1.1. PURPOSE AND SCOPE**

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

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

### **1.2. BACKGROUND INFORMATION**

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

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

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



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

**1.3. POPULATION**

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

**1.4. FUTURE EXPANSION**













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

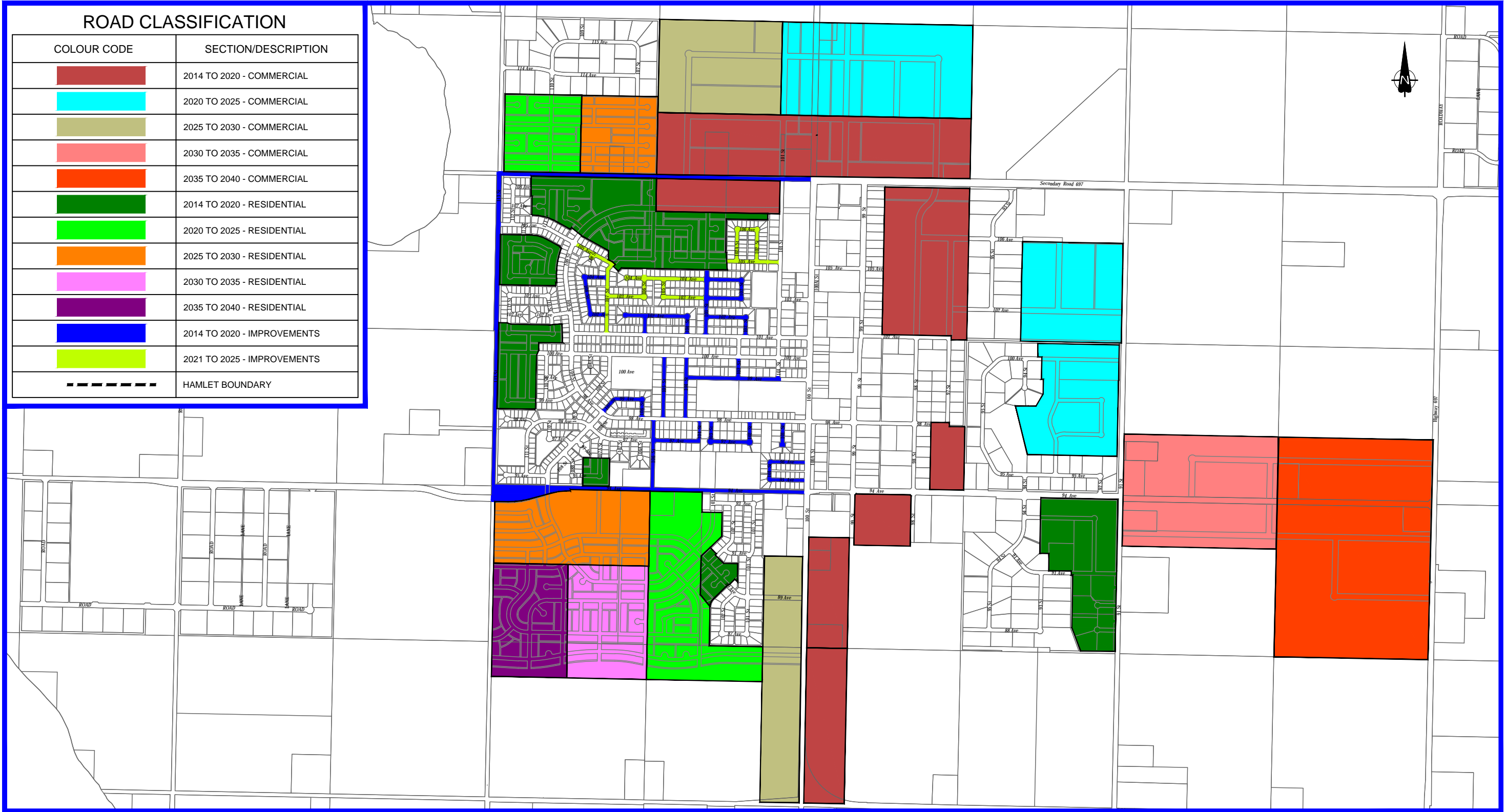
## 2.0 Current Condition

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

DRAFT

**ROAD CLASSIFICATION**

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



**MACKENZIE COUNTY**

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

## **3.0 Alternative Transportation**

### **3.1 CURRENT SYSTEM**

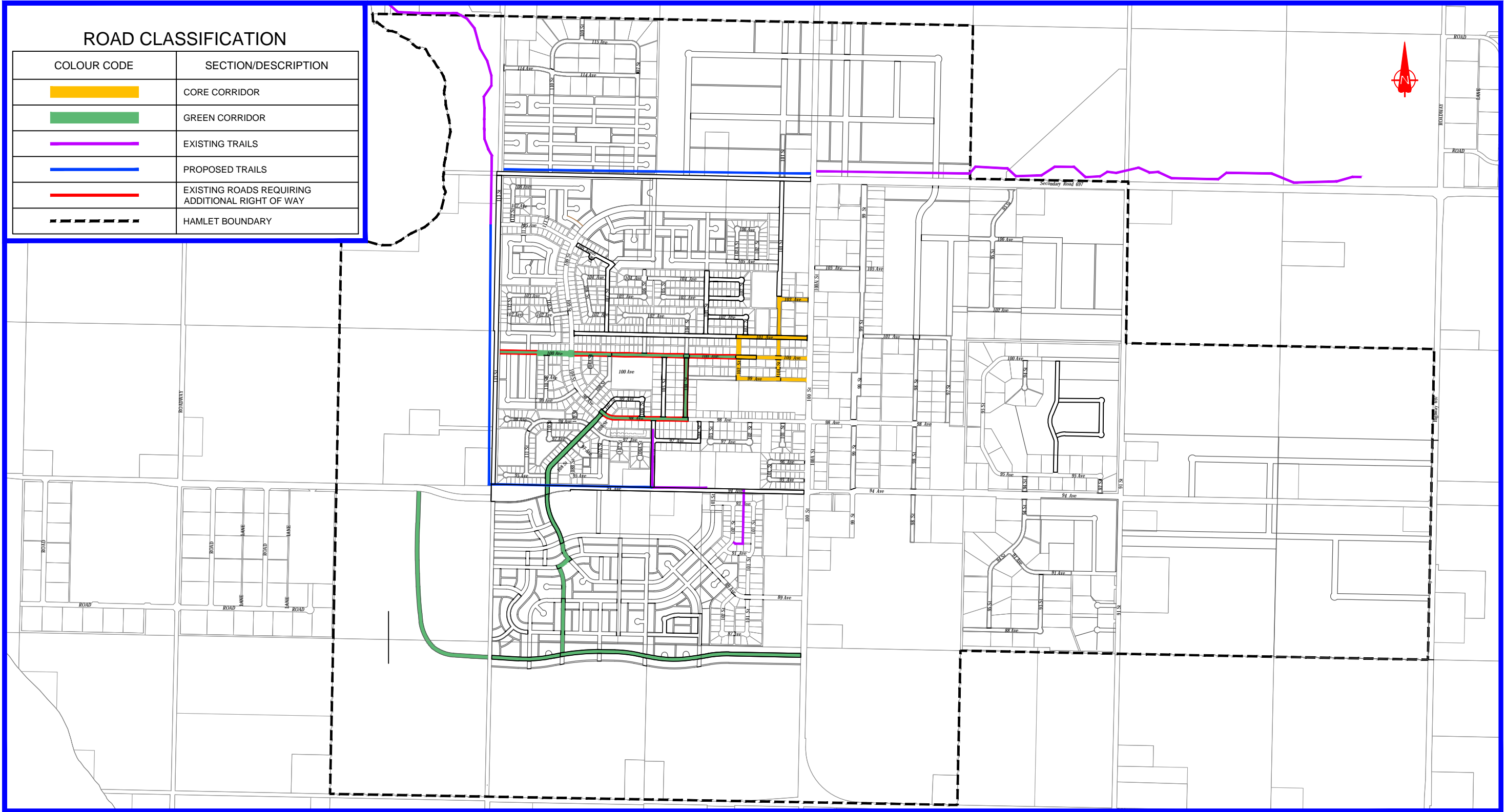
The existing Area Structure Plan identifies several corridors which require special consideration for pedestrian and bicycle traffic. These corridors are separated into two categories for commercial centre corridors, and green corridors. Figure 3.1 adapts the general alignment put forth in the Area Structure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







### **3.2 GREEN CORRIDORS**

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

### **3.3 CORE CORRIDORS**

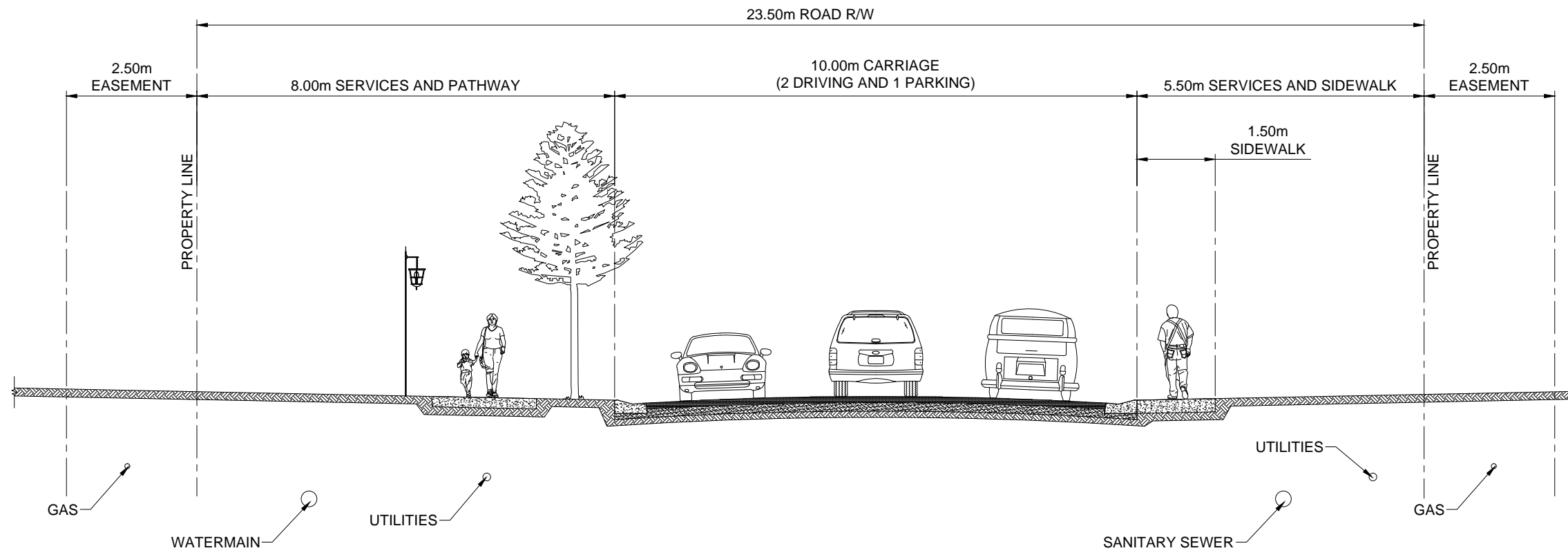
The Area Structure Plan identifies town centre corridors as 20 meter right-of-ways with a single lane of traffic and a parking lane in each direction, with utilities located beneath the centre of the road as shown in Figure 3.3. These corridors provide a 2 meter sidewalk on each side of the road, and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



ROAD CLASSIFICATION	
COLOUR CODE	SECTION/DESCRIPTION
	CORE CORRIDOR
	GREEN CORRIDOR
	EXISTING TRAILS
	PROPOSED TRAILS
	EXISTING ROADS REQUIRING ADDITIONAL RIGHT OF WAY
	HAMLET BOUNDARY

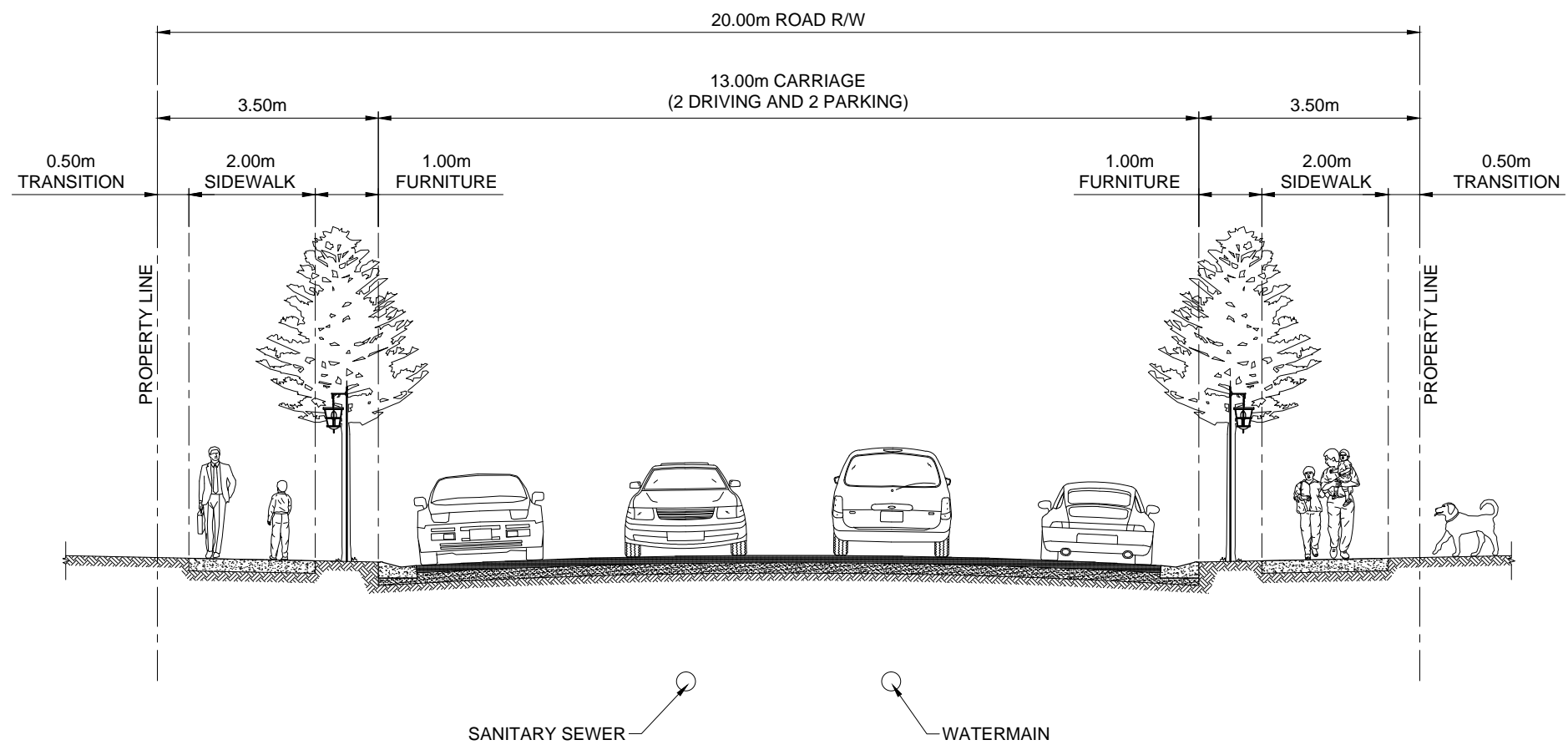
# MACKENZIE COUNTY

**FIGURE 3.1 – HAMLET OF LA CRETE  
FUTURE PEDESTRIAN NETWORK**



**FIGURE 3.2 - GREEN LINK TYPICAL SECTION**

N.T.S.



**FIGURE 3.3 - TOWN CENTER STREET TYPICAL SECTION**

N.T.S.

## 4.0 Vehicular Traffic

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

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

### 4.1 ARTERIAL ROADWAYS

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

#### **4.1.1 Future Arterial Roads**

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

#### **4.1.2 Changes to Existing Roadways**

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

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



**Table 4.2  
AADT for Arterial Roadways**

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

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

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

## **4.2 HAMLET COLLECTOR ROADWAYS**

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

### **4.2.1 Future Hamlet Collector Roads**

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

### **4.2.2 Changes to Existing Roadways**

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

## **4.3 HAMLET LOCAL ROADWAYS**

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

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

#### **4.3.1 Future Hamlet Local Roads**

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

#### **4.3.2 Changes to Existing Roads**

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

### **4.4 HAMLET ROAD GEOMETRY**

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

#### **4.4.1 Existing Municipal Reserves Requiring Action**

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

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

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

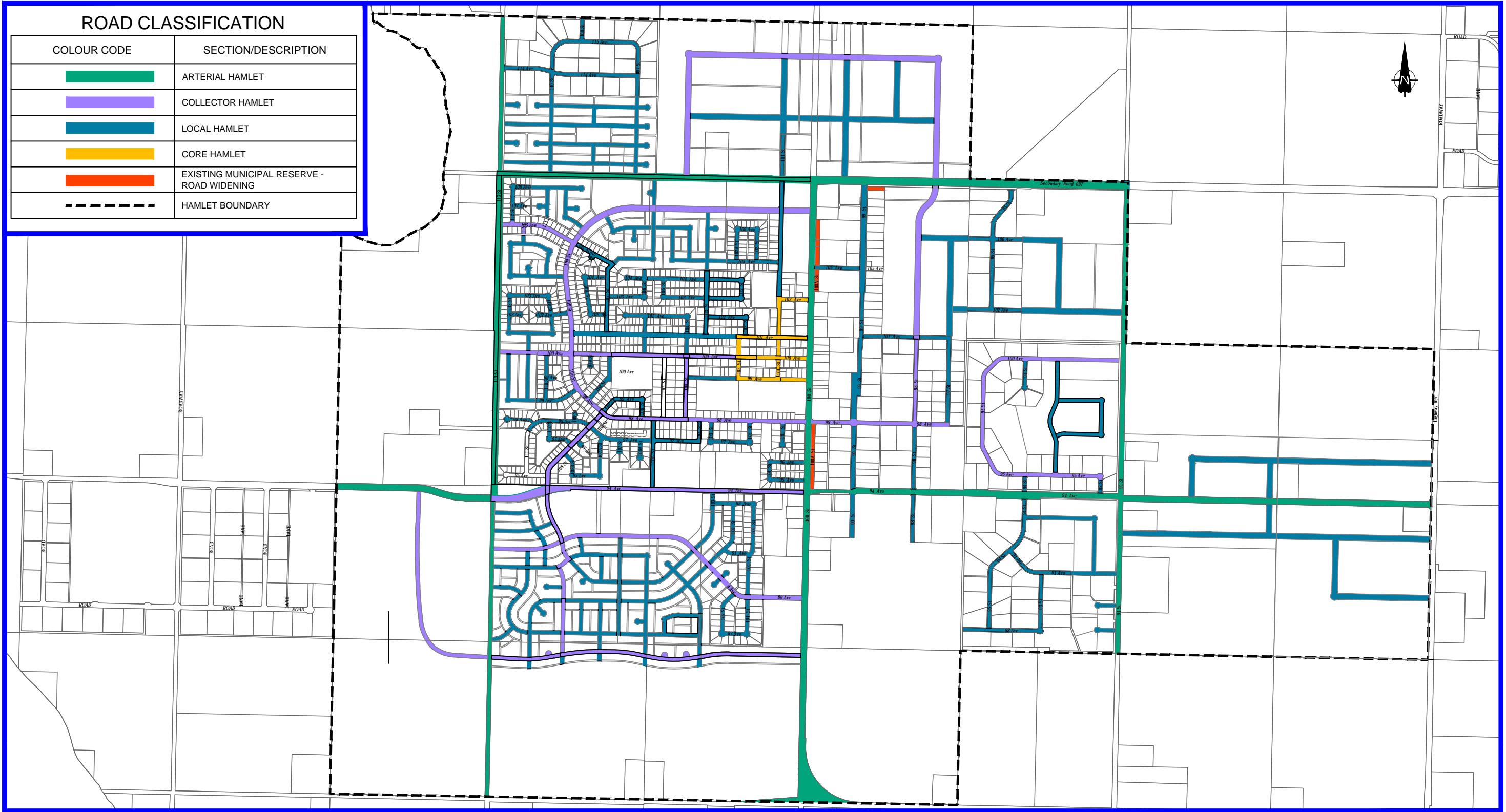
There are two types of municipal reserves present on 109<sup>th</sup> Avenue. The first affects a single lot, and has a total width of 20 m on 99<sup>th</sup> Street. The second reserve is continuous along 99<sup>th</sup> Street to the eastern Hamlet boundary and varies between 5 and 10 m wide. The existing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

#### **4.4.2 Additional Right-of-Way at Major Intersections**

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

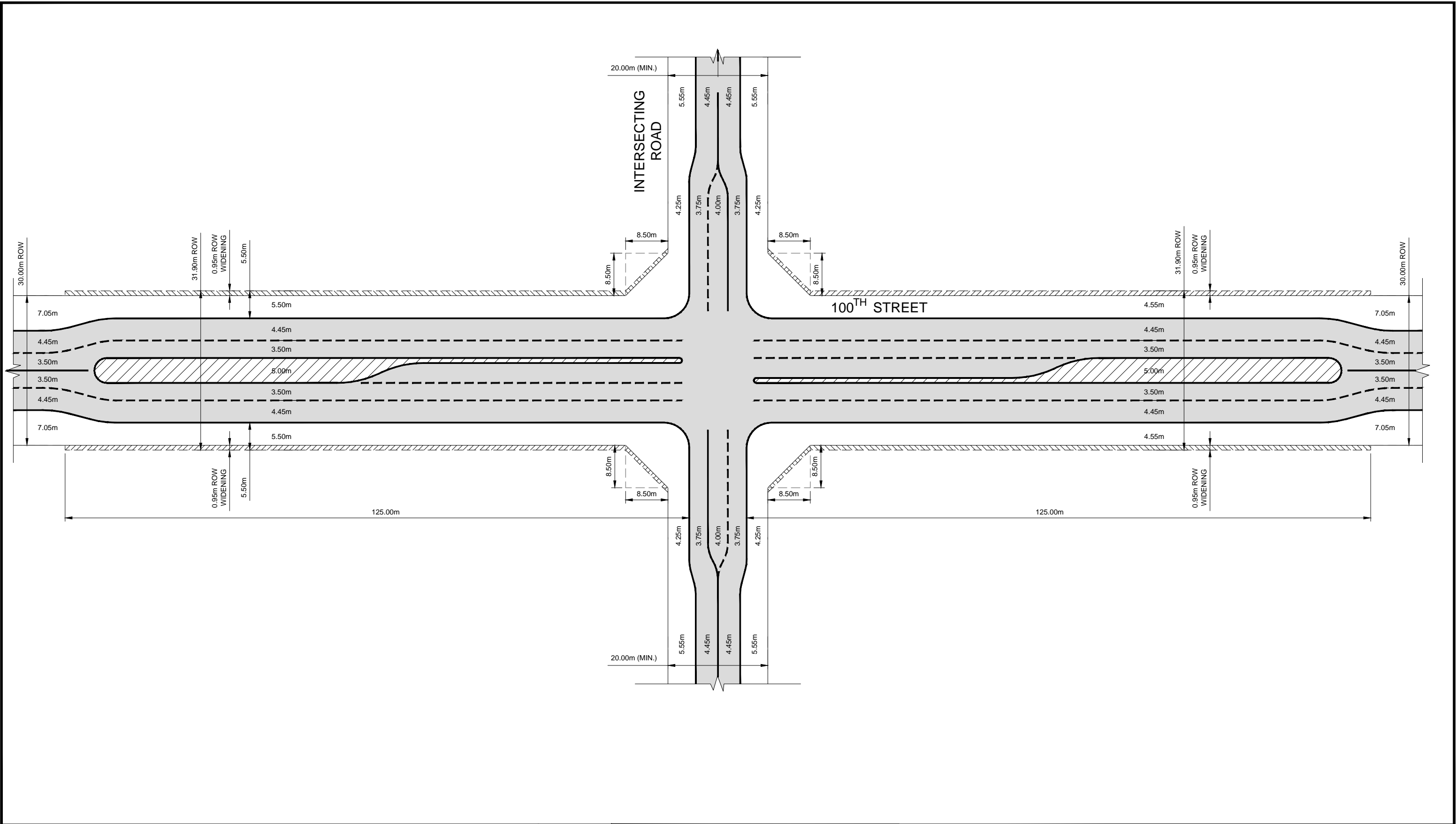
<b>Table 4.2 Recommended Future Road Geometry</b>		
<b>Item</b>	<b>Minimum Width (m)</b>	<b>Measurement</b>
Hamlet Arterial	37.0	Right-of-Way
Hamlet Collector	24.0	Right-of-Way
Hamlet Local	20.0	Right-of-Way
Hamlet Core	20.0	Right-of-Way
Green Corridor	24.0	Right-of-Way
Travel Lane - Standard	4.45	Lane
Travel Lane - Intersection	4.20	Lane
Passing Lane	3.50	Lane
Left Hand Turn Bay	3.30	Lane
Right Hand Turn Bay	3.75	Lane
Shared Turn Lane	5.0	Lane

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# MACKENZIE COUNTY

**FIGURE 4.1 – HAMLET OF LA CRETE  
FUTURE ROAD CLASSIFICATION**



LEGEND

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**PERMIT NUMBER: P 3753**  
The Association of Professional Engineers,  
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SCALE	NOT TO SCALE

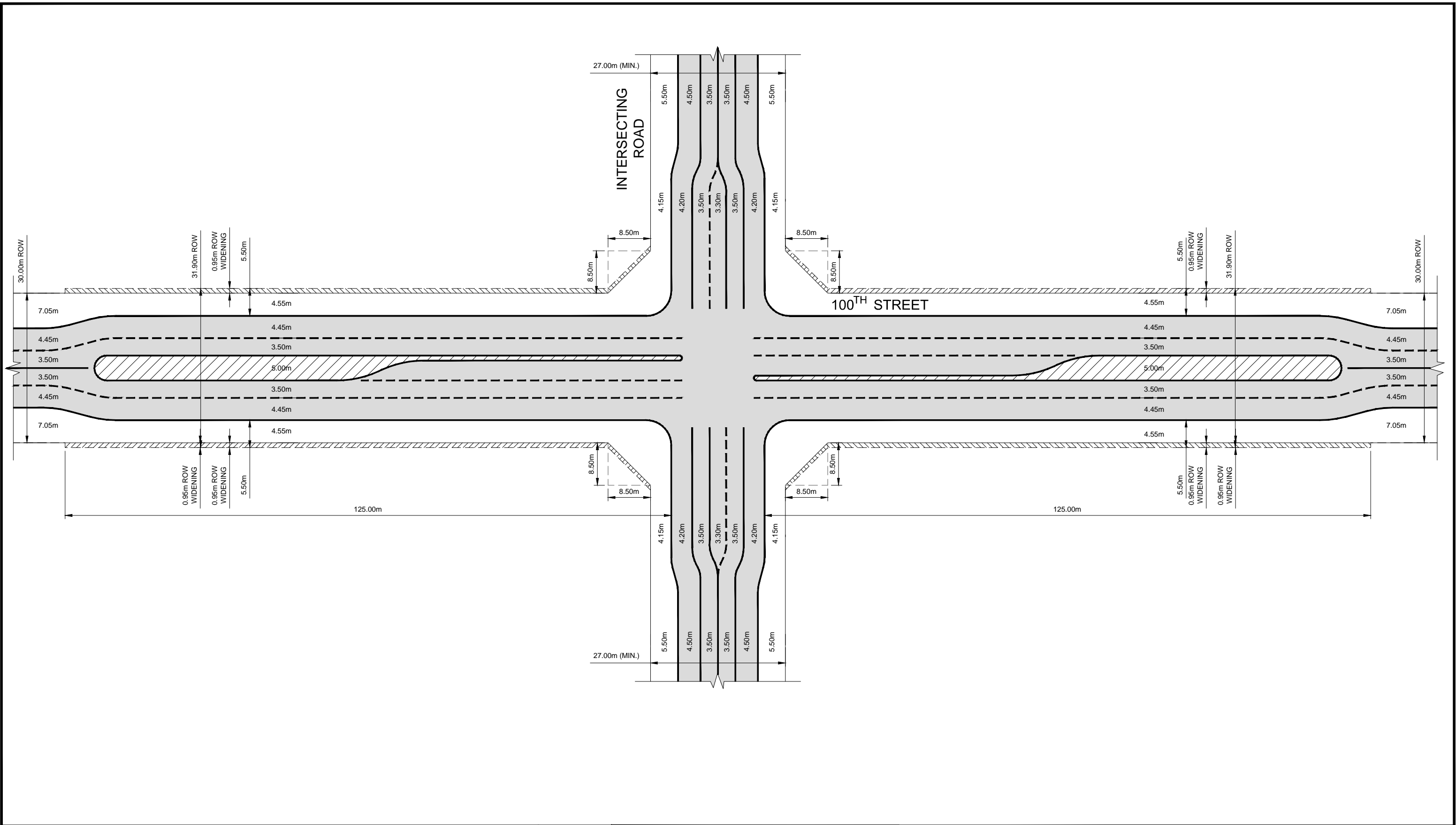
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MACKENZIE COUNTY

INFRASTRUCTURE MASTER PLANS  
FIGURE 4.2  
INTERSECTION LAYOUT A

DRAWING No. SK-100



LEGEND

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INFRASTRUCTURE MASTER PLANS  
FIGURE 4.3  
INTERSECTION LAYOUT B

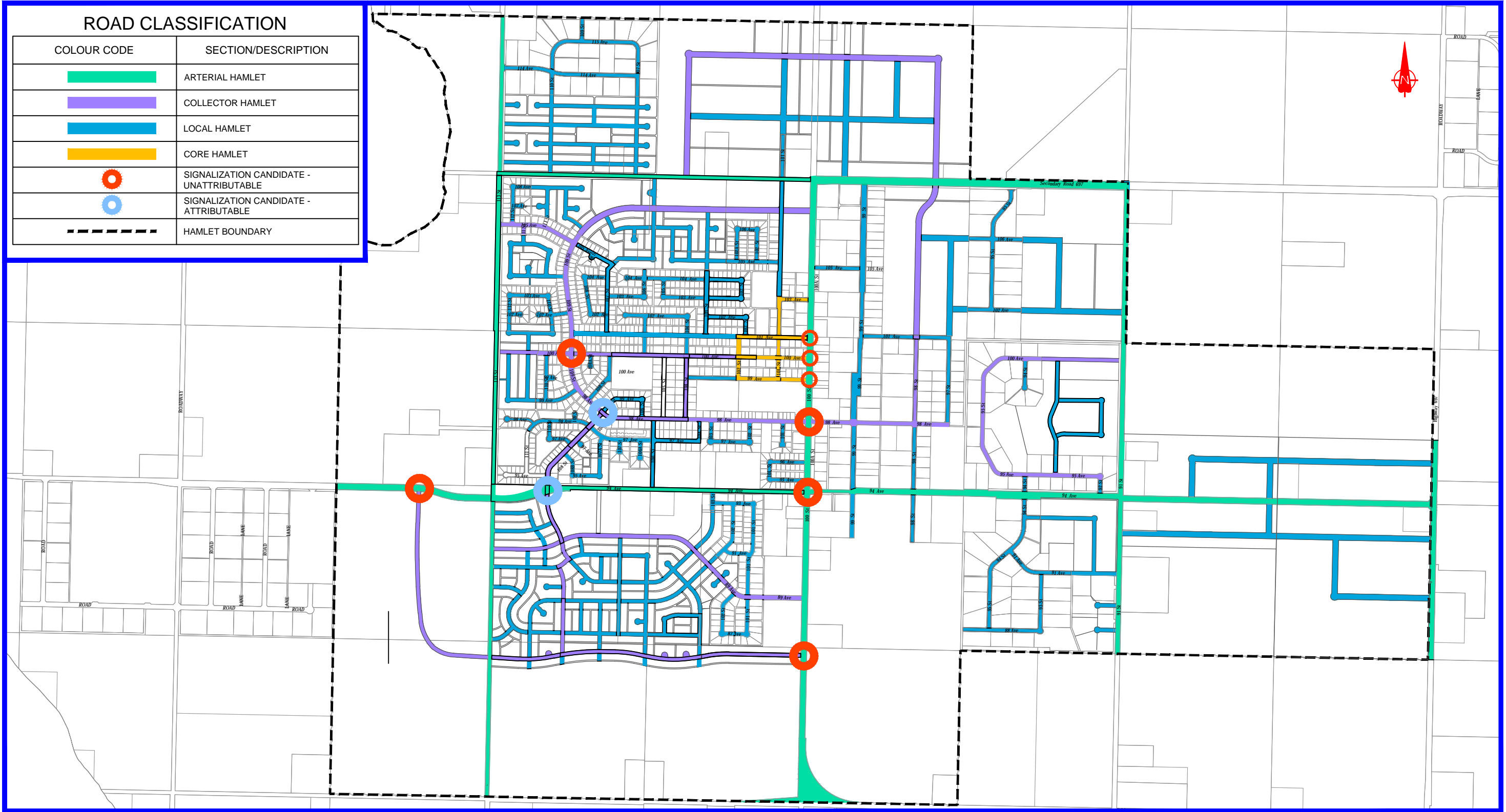
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## **5.0 Signalization**

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

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



## MACKENZIE COUNTY

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

## 6.0 Costs

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

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

## **7.0 Closure**

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

DRAFT



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy DEV001 Urban Development Standards (Draft)</b>

**BACKGROUND / PROPOSAL:**

Administration has developed a completely re-worked Urban Development Standards. The primary reason for overhauling the policy is to provide clear direction to staff, who can then provide clear direction to developers and engineers, about the standards that need to be met for new developments.

Our current General Municipal Improvement Standards (engineering guidelines), contain all the technical details, but don't specify what triggers the need for an 11 m road versus a 9 m road, or no sidewalk, sidewalk on one side or both sides, and all sorts of those types of details.

The first draft of the policy is attached for initial review and comments. It will also be presented at the next Public Works Committee meeting on December 16<sup>th</sup> for a more thorough review. Initial comments, thoughts and concerns from all of Council will be constructive though, and by presenting this to all of Council early on it provides more time for feedback.

Some of the biggest changes are:

- All new hamlet roads need to be paved
- Sidewalks are required pretty much everywhere (only collector roads in heavy industrial is exempt)
- Guidelines for the type of information that needs to be provided if we are expected to relax our standards
- Limiting conventional ditches, adding bio-swales and inverted crown roads as an alternative

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

## **OPTIONS & BENEFITS:**

A more comprehensive policy will clarify the county’s expectations regarding the type of infrastructure that needs to be installed for new developments.

The increased standards that are proposed are primarily only addressing current complaints (such as paved roads and more sidewalks), and are intended to reduce the future obligation on the County to provide the upgrades that most people already want.

As our hamlets continue to urbanize, grow, and be more connected, the residents tend to want the same level of service that large towns and cities have. By requiring developers to provide a larger piece of this level of service, it will significantly reduce the costs to the County.

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

Different standards will effect operating and maintenance costs, but it is not anticipated to create a significant increase. No calculations have been done to assess the potential operating budget implications.

Capital requirements and expectations to the County will be reduced, but it will increase the cost of developing, and these costs will inevitably be passed onto new homebuyers and new businesses.

## **SUSTAINABILITY PLAN:**

Several areas of the Sustainability Plan that relate to this policy:

Community Pride – Strengthening community pride creates the incentive to attend to community maintenance, cleanliness, and esthetic appeal.

Goal E17: Mackenzie County is an attractive destination for non-residents... and remains an attractive home for County residents at all stages of their lives.

Goal N6: Mackenzie County’s hamlet land-use plans are designed to provide energy efficient means of access between key destinations in the community.

Strategy C1.3: Establish policies that will ensure that residents of each hamlet have an attractive and well managed community park site that:

- Is easily accessible
- Is linked to other parks...

Goal C3: The County continues to provide high quality utility services and ensures that:

- Meet quality standards consistent with current national standards and demand
- Are stable and reliable

Author:         B Peters         Reviewed by:    CAO   JW

- Are each financially self-sustaining at both operational and capital levels

**COMMUNICATION:**

Administration feels that current developers shall be consulted regarding the proposed policy changes, and plans to set up meetings with current developers to gather their opinion on the proposed changes. This is planned to take place after the Public Works Committee has the opportunity to complete a detailed review and provide feedback to administration.

**RECOMMENDED ACTION:**

That draft Policy DEV001 Urban Development Standards be received for information.

Author: B Peters Reviewed by: CAO JW

# MACKENZIE COUNTY

<b>TITLE</b>	<b>Urban Development Standards</b>	<b>POLICY NO.</b>	<b>DEV001</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
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## **PURPOSE**

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

## **POLICY STATEMENT**

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. These policies should be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit.

## **GUIDELINES**

1. Mackenzie County will:
  - a) adopt development standard requirements for individual urban zoning as indicated in this policy,
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

## **DEFINITIONS**

**Zoning:** As per the Land Use Bylaw

**Full Urban Standard:** curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer



**Rural Standard:** Built up asphalt surfaced roads with ditches/swales

**FUNDING**

Funding for new improvements will typically be provided by the developer. The County will endeavor to assist by collecting back appropriate funds when oversizing is required.

The County may consider providing a portion of the funding when oversizing is required, however this will be subject to negotiation and Council approval.

Costs for constructing arterial roads shall typically be borne by the County. Where a developer requires that an arterial road be constructed, the County shall only cover the costs of upgrading the road from collector to arterial standard.

**URBAN DEVELOPMENT STANDARDS**

The following chart indicates the minimum standards on new development:

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	full urban standard	rural standard sidewalk u/g power	full urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	full urban standard	rural standard u/g power	full urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	full urban standard	N/A	full urban standard	N/A	N/A	N/A

\* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

## **UTILITIES**

### **Power**

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will be considered where it's deemed practical, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

### **Lighting**

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

### **Storm Sewer**

In areas with a high water table, storm sewer servicing shall be provided to each lot. This allows for weeping tile and sump pumps to be connected to the storm sewer system.

The water table shall be determined by utilizing standpipe piezometers, or other similar means, within the proposed developable area. Ideally multiyear groundwater elevation data will be available to the developer's engineers and to the County.

It shall be considered a high water table where the groundwater elevation can reasonably be expected (1:5 yr) to be at the foundation level of the proposed buildings. When there is insufficient information provided to make an educated decision, the default shall be to require storm servicing.

NOTE! Need to consider the liability implications of requiring residents to connect weeping tile and sumps to underground storm sewer. If backups occur, or storm system freezes, who's problem is it?

Storm water retention ponds shall be constructed when required by the County, to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows.

### **Sanitary Sewer**

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 6" service to be installed to property line).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

### **Water**

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½" service to be installed to property line).

### **Private Servicing**

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered, and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

### **ROADS AND ROAD EDGE**

All new roads constructed within hamlets shall be asphalt surfaced. In remote areas of the County, paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability.

Alternative surfacing materials may also be proposed, but all proposals shall include detailed information on initial costs and life cycle cost analysis, including preventative maintenance measures.

### **Arterial**

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways shall be utilized in order to concentrate the turning movements of traffic. Driveways shall be well defined in order to help delineate where to expect traffic turning.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersection.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, either on the edge of the ROW or on private property.

### **Collector**

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales) or an inverted crown with centerline storm inlets. Conventional ditches shall not be constructed as part of any new

hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic needing to back onto the roadway when leaving a property. When possible, locate buildings which will likely draw high amounts of traffic near an intersection with an arterial road.

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, either on the edge of the ROW or on private property.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

### **Local**

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales for storm water catchment. Inverted road profiles with centerline storm collection may also be utilized in industrial and heavy commercial districts.

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space.

### **Core Hamlet**

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

All curbs shall be straight faced with clearly defined driveway locations. Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

### **Sidewalks**

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase the safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 3.0 m wide asphalt.

## **Private Roads**

Private streets shall be constructed to an appropriate comparable standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

## **HAMLET REDEVELOPMENT**

### **Redevelopment Standards**

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief report shall be prepared outlining the long term benefits of working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

### **Upgrading Priorities**

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

**Funding**

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

**LEAP FROG DEVELOPMENT**

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the developer shall upfront all costs of the development, including oversizing.

The County will endeavor to assist in the recovery of these costs from other benefitting developers at the time of the future developments by way of issuing and collecting offsite levies.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	18-Jun-02	02-460
<b>Amended</b>	13-Jan-04	04-009
<b>Amended</b>	23-Jun-04	04-510
<b>Amended</b>	10-May-05	05-255
<b>Amended</b>	13-Dec-05	05-674
<b>Amended</b>	26-Mar-09	09-03-227
<b>Amended</b>	13-Oct-10	10-10-855
<b>Amended</b>	23-Feb-11	11-02-199
<b>Amended</b>	11-Feb-14	14-02-072
<b>Amended</b>		

NOTE: Needs to go in Engineering Guideline:

Developer to provide geotechnical testing to determine the bearing capacity of soil and other criteria needed to specify proper foundations for the area under development.



# MACKENZIE COUNTY

<b>TITLE</b>	<b>Urban Development Standards</b>	<b>POLICY NO.</b>	<b>DEV001</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
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## **PURPOSE**

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

## **POLICY STATEMENT**

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. These policies should be applied equitably and fairly to all within that community. All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit. Municipal funded projects tend to encourage development while maintaining affordable lot prices.

## **GUIDELINES**

1. Mackenzie County will:
  - a) adopt development standard requirements for individual urban zoning as indicated in this policy,
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
  - d) pay for the difference in costs when requiring the Developer to oversize the water, sanitary sewer or storm sewer mains, and
  - e) pay for the difference in costs when requiring the Developer to construct main arterial roads (proportionate to a standard road)
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

**FUNDING**

1. Upon an administrative review of a proposed subdivision plan, the oversizing of roads and/or servicing lines may be requested by the County. In this situation, the County shall reimburse the Developer for the costs of the over-sizing.
2. County Administration shall bring oversizing requests to Council for review and approval during the annual budget deliberations.
3. Costs accrued by the County due to oversizing infrastructure shall be collected back from benefitting landowners by way of offsite levies. Offsite levies are to be collected when the benefitting property is developed.

**URBAN DEVELOPMENT STANDARDS**

The following chart indicates the minimum standards on new development.

Zoning	Curb & Gutter	Sidewalk	Under Ground Power	Street Lights (under ground power)	Street Lights (over head power)	Paved Roads (hot mix)	Storm Sewer
MHP				√		√	√
MHS	√*	√*		√		√	√
HCR							√
All other Residential	√*	√*	√	√		√	√
Commercial	√*	√*	√	√		√	√
Industrial					√		

**Definitions**

(√) – means the requirement

(\*) – means Local Improvement

(Zoning) – As per the Land Use Bylaw

(Storm Sewer Trunk Main) – means storm sewer that benefits either present or future development areas as determined by the County

(Storm Sewer Internal) – means storm sewer that only benefits the subdivision within the Developers Agreement

(Storm Sewer Collection System) – may, include but is not limited to, ditches, ponds and underground piping

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	18-Jun-02	02-460
<b>Amended</b>	13-Jan-04	04-009
<b>Amended</b>	23-Jun-04	04-510
<b>Amended</b>	10-May-05	05-255
<b>Amended</b>	13-Dec-05	05-674
<b>Amended</b>	26-Mar-09	09-03-227
<b>Amended</b>	13-Oct-10	10-10-855
<b>Amended</b>	23-Feb-11	11-02-199
<b>Amended</b>	11-Feb-14	14-02-072





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy DEV007 Rural Development Standards (Draft)</b>

**BACKGROUND / PROPOSAL:**

Administration has created a first draft of a Rural Development Standards policy. This is to partially address rural multi-lot developments, and partially to address utility locations in our rural areas. Both of these items are not currently addressed in any policy or bylaw.

Council provided direction earlier this fall to proceed with creating this policy, and now the first draft is being presented for general feedback. This policy will also be discussed at the December 16<sup>th</sup> Public Works Committee meeting.

**OPTIONS & BENEFITS:**

A policy providing detail about utility locations will help reduce the number of potential conflicts when the County upgrades or widens roads and drainage in rural areas. Providing rural servicing standards will ensure that all ratepayers are treated equally when they plan to develop, and provides more consistency as a whole.

**COSTS & SOURCE OF FUNDING:**

There are no cost implications anticipated.

**SUSTAINABILITY PLAN:**

A couple areas of the Sustainability Plan relate to this policy:

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

Goal E17: Mackenzie County is an attractive destination for non-residents... and remains an attractive home for County residents at all stages of their lives.

Goal C3: The County continues to provide high quality utility services and ensures that:

- Meet quality standards consistent with current national standards and demand
- Are stable and reliable
- Are each financially self-sustaining at both operational and capital levels

**COMMUNICATION:**

Once the policy is approved, utility providers will be notified. An article will be included in the County Image, and potential developers will be notified when they come in with questions.

**RECOMMENDED ACTION:**

That draft Policy DEV007 Rural Development Standards be received for information.

Author: B Peters Reviewed by: CAO JW

# MACKENZIE COUNTY

<b>TITLE</b>	<b>Rural Development Standards</b>	<b>POLICY NO.</b>	<b>DEV007</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
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## **PURPOSE**

Establish rural development standards to ensure consistent development is maintained within the rural areas of the County.

## **POLICY STATEMENT**

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the region by creating development policies consistent with community objectives. These policies should be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit.

## **GUIDELINES**

1. Mackenzie County will:
  - a) adopt development standard requirements for individual zoning districts and locations as indicated in this policy,
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

## **DEFINITIONS & INTERPRETATION**

**Zoning:** As per the Land Use Bylaw

**RCR** - Rural Country Residential, inclusive of any of the more specific zoning districts that begin with this designation.

## **FUNDING**

Funding for new improvements will typically be provided by the developer. The County will endeavor to assist by collecting back appropriate funds when oversizing is required.

The County may consider providing a portion of the funding when oversizing is required, however this will be subject to negotiation and Council approval.

The majority of costs for constructing arterial roads shall typically be borne by the developer. Where a developer requires that an arterial road be constructed, the County shall only cover the costs of upgrading the road from collector to arterial standard.

## **URBAN DEVELOPMENT STANDARDS**

### **UTILITIES**

Utility crossings shall cross County roads perpendicular to the road wherever practicable. Notification shall be provided to the County prior to crossing any county road or other property or infrastructure. See Schedule A for Road Crossing Authorization form (to be created).

### **Gas**

All new developments shall allow for the provision of natural gas servicing. Gas lines shall be located, at minimum, 9 m outside of any 20 m road right of way, and 4 m outside of any 30 m road right of way.

### **Power**

New power installations are anticipated to be overhead, and located in or adjacent to County road rights of way as per ATCO Power's current practice.

RCR developments shall be serviced with underground power.

For all transmission lines, the provincial regulatory process shall be followed, and the requirements and recommendations that result from that process shall be adhered to. The County also expects to be independently consulted with for all proposed power transmission projects.

### **Lighting**

Street lighting will not typically be installed in rural areas.

In all RCR or rural industrial developments some level of road and intersection lighting may be required. Lighting will be expected to provide illumination only for areas anticipated to have high traffic (vehicle, ATV or pedestrian) volumes.



Where a development is anticipated to significantly increase the traffic at a particular intersection, the County may request, as part of a traffic impact assessment, that intersection lighting also be assessed.

### **Storm Sewer**

Storm sewer servicing is anticipated to be solely surface based with no underground infrastructure. Culverts shall be adequately sized to meet the required flow volumes and to be easy to maintain.

In RCR or rural industrial developments, storm water retention ponds may be required to mitigate the downstream effects of the development. Overall peak storm flows shall not be increased as a result of a development.

Oversized ditches along roadways will be strongly discouraged, and only permitted when clearly proven to be the most viable option, when considering construction costs, long term maintenance and safety.

Where additional right of way is required to facilitate the surface drainage, the developer is responsible for all aspects of the acquisition of such right of way.

### **Sanitary Sewer**

For all farm and agriculture zoned acreages, the sanitary sewage shall be dealt with on an individual basis, and will typically be a surface pump out or field system. All installations shall meet provincial requirements.

For all RCR and rural industrial developments, sanitary sewer shall be considered collectively. Field systems may still be granted, however extensive soil testing and ground water monitoring shall be conducted prior to construction to ensure the long term viability of compactly placed field systems.

In areas where the proximity to existing infrastructure permits, low pressure sanitary systems shall be encouraged. All low pressure systems shall be fully engineered, with pump and pipe sizing appropriately designed for full build out of the system. Extra consideration shall be given for odour concerns where the low pressure system feeds into a gravity system, or where air releases may be located.

All sanitary sewer systems that will be under county ownership and/or maintenance shall be located within a right of way. Location of water lines shall be permitted within an existing road right of way. If additional right of way is required, the developer is responsible for all aspects of the acquisition of such right of way.

### **Water**

Water servicing will typically be up to each individual property owner. For all RCR and rural industrial developments, water servicing shall be considered collectively. It is anticipated that many developments will be serviced by wells or cisterns.

For all rural multi-lot developments adjacent to an existing County rural waterline, the development is required to connect to the waterline. All connections will be trickle systems.

Where proximity to an existing County rural waterline permits, it is encouraged that new developments connect to the line.

All water mains that will be under county ownership and/or maintenance shall be located within a right of way. Location of water lines shall be permitted within an existing road right of way. If additional right of way is required, the developer is responsible for all aspects of the acquisition of such right of way.

### **ROADS AND ROAD EDGE**

All new grid roads constructed outside the hamlets shall be constructed as per policy PW039. All new roads serving RCR or rural industrial developments shall be constructed according to the County's General Municipal Improvement Standards.

Road widths shall be determined based on anticipated traffic types and volumes.

Appropriate intersections shall be constructed to accommodate traffic turn movements.

Aprons shall be paved when a new road joins to an existing asphalt surfaced road. See policy PW039 for details.

When a proposed development is anticipated to cause significant additional traffic, a traffic impact assessment shall be completed by a certified professional. Depending on the outcome of the assessment, road upgrades may be required by the County. Upgrades may consist of road widening, road reconstruction to increase the road structure, dust control by either temporary (oil/calcium) or permanent (asphalt) products, intersection improvements, lighting, and other measures that are warranted.

### **Arterial**

The County has few rural arterial roads. Zama Access Road, 88 Connector and La Crete North & South access roads are the only roads currently identified as arterial. La Crete north? Heliport? Does it need to be arterial for County to consider paving? Road widening? ROW acquisition?

**Collector**

Collector roads are identified within PW039. RCR and rural industrial developments are encouraged to locate along collector roads in order to mitigate traffic concerns and reduce the amount of road upgrades required.

Developers are expected to construct collector roads as per policy PW039.

**Local**

Developers are expected to construct local roads as per policy PW039. Developments that may cause intensive traffic shall be strongly discouraged from being located along local roads.

**Sidewalks/Trails**

Sidewalks are not anticipated to be constructed in rural areas. Trails, either asphalt or gravel/mulch, may be required for RCR or rural industrial developments, depending on location, anticipated pedestrian traffic and other factors.

**Private Roads**

Private roads shall be constructed to an appropriate comparable standard as if it were a public road. This applies to developments such as commercial developments with multiple tenants on a common property.

**Upgrading Priorities**

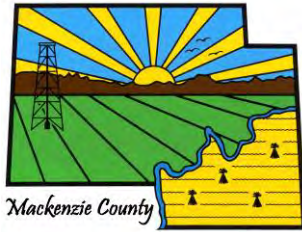
When considering road upgrades in the rural areas, the County shall prioritize roads in the following order:

1. Arterial
2. Collector
3. Local

Policy PW039 currently identifies the rural road classifications and designations. Need to verify.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Road Closure and Sale – Zama</b>

**BACKGROUND / PROPOSAL:**

At the June 23, 2014 Council Meeting, Bylaw 934-14 was passed. Bylaw 934-14 is a road closure bylaw that closed a portion of road within the Hamlet of Zama.

The County agreed to proceed with the road closure when the adjacent landowner requested that it be closed. The County proceeded on the basis that the road and some adjacent lands would be consolidated into a single parcel.

The landowner, in his initial request to have the road closed and to purchase the property, requested that it be sold for one dollar (\$1).

Council has made no motion regarding the sale price of the closed road, so administration proceeded with obtaining the assessed value for the property and offered it to the adjacent landowner for that price (\$3,991.00), as per our standard procedure.

The landowner has again requested to purchase the property for \$1. See attached letter.

Administration does not have the authority to reduce the sale price below the assessed value, so the request is being brought forward to Council for consideration.

**OPTIONS & BENEFITS:**

Reducing the sale price will facilitate the property selling quickly, which allows the potential developer to utilize the property.

Not reducing the sale price may result in the property not being sold.

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

**COSTS & SOURCE OF FUNDING:**

There should be no costs to the County.

**SUSTAINABILITY PLAN:**

Items of this nature are not addressed in the sustainability plan.

**COMMUNICATION:**

As required.

**RECOMMENDED ACTION:**

For discussion.

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

# PATMORE OILFIELD SERVICES LTD.

## GENERAL OILFIELD CONSTRUCTION

Box 665, High Level, AB, T0H 1Z0

Office: 780-841-0211 Fax: 780-841-0266

November 19, 2014

Mackenzie County

Box 640, Fort Vermilion, AB, T0H 1Z0

Attention: Reeve Bill Neufeld

Re: Land use Bylaw Amendment Application to close a Portion of Road within Zama

Please find enclosed a copy of a letter from Liane Lambert regarding the above application.

Our initial offer for this piece of property was for one dollar (\$1.00) and as such our offer still stands.

We cannot justify paying \$3991.00.

We would respectfully request the council to review this matter.

Regards,

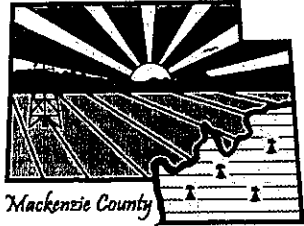


J. Lewis Patmore

Patmore Oilfield Services Ltd.

RECEIVED  
NOV 25 2014

MACKENZIE COUNTY  
FORT VERMILION OFFICE



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

October 24, 2014

Patmore Oilfield Services Ltd.  
Box 665  
High Level, AB T0H 1Z0

**Bylaw 934-14**

Dear Sir:

**Land Use Bylaw Amendment Application  
to Close a Portion of Road within Zama**

On September 24, 2014 Bylaw 934-14, being a Road Closure Bylaw was registered at Alberta Land titles. This bylaw officially closes that portion of road between Plan 082 7605, BI 18, Lot 14 and Plan 962 4275, BI 4, Lot 30 in Zama (See attached Bylaw).

Consolidation of these lots can now proceed. Please contact a qualified surveyor to complete the process. The purchase fee for the Closed Road is 3,991.00. \*

If you have any questions or concerns regarding this matter, please call me at (780) 927-3718 or (780)-928-3983 or stop by the office. Our office hours are 8:15 a.m. to 4:30 p.m., Monday through Friday.

Yours truly,

  
Liane Lambert,  
Planner

Enclosure

**RECEIVED**  
NOV 25 2014

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy ADM054 Fuel Usage</b>

### **BACKGROUND / PROPOSAL:**

Upon review of County fuel usage and tracking, it was decided that a Fuel Policy should be drafted to establish guidelines for employees and other related parties. A draft policy was taken to the November 28, 2014 Finance Committee meeting and the following motion was made:

**MOTION FC-14-11-79**      **MOVED** by Vice Chair Knelsen

That the draft fuel policy be revised and brought to Council for approval.

**CARRIED**

Attached is a revised drafted policy.

### **OPTIONS & BENEFITS:**

The policy and procedure ensures that staff will have responsibilities defined and will aid in the internal control of fuel usage.

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

Operating Budget.

**Author:** E. Nyakahuma      **Reviewed by:** MS      **CAO** JW

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

To be available all Mackenzie County employees.

**RECOMMENDED ACTION:**

That Policy ADM054 Fuel Usage be approved as presented.

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

## Mackenzie County

<b>Title</b>	<b>Fuel Usage</b>	<b>Policy No:</b>	<b>ADM054</b>
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<b>Legislation Reference</b>	<b>MGA</b>
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### **PURPOSE**

To provide standard policy regarding the use of Mackenzie County issued fuel cards and Mackenzie County fuel.

### **POLICY STATEMENT**

#### **1. Statement:**

Mackenzie County Council recognizes that in order for staff to carry out their duties, administration must have access to resources such as fuel. Mackenzie County Council wishes to establish a policy for fuel cards and access to Mackenzie County fuel to staff that requires fuel for work purposes.

Related Policies: ADM001 and ADM002

### **GUIDELINES**

#### **2. Definitions:**

- a) "Fuel cards" – Mackenzie County issued fuel cards from various suppliers;
- b) "Mackenzie County fuel" – Fuel from tanks located at County shops and tanks designated for rural graders

#### **3. Roles & Responsibility**

- a) Mackenzie County employees shall have access to a fuel card or fuel key for shop fuel tanks if required to perform their duties as approved by the CAO or designate.
- b) Employees attending out of town courses related to their work may have access to a fuel card at the request of their supervisor.
- c) All employees using Mackenzie County fuel shall be required to keep accurate records and submit fuel sheets to the Finance department on a monthly basis.
- d) In the event that a fuel card is not available, an employee shall be reimbursed for fuel costs at the supervisor's discretion.

- e) Fuel card PIN information will not be shared with anyone.
- f) Fuel cards and Mackenzie County fuel may not be used for personal use.
- g) Non-adherence with the above clauses in this policy may result in disciplinary action by the appropriate authority.
- h) Employees approved to have a fuel card shall sign a Fuel Cardholder Agreement (Schedule A).
- i) Management shall be responsible for monitoring compliance with this policy.
- j) Chief Administrative Officer or Designate shall oversee compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

Schedule A

**Fuel Cardholder Agreement**

Requirements for use of the County issued Fuel Card:

1. The fuel card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The fuel card must be used in accordance with the provisions of the Fuel Usage Policy established by Mackenzie County, as attached hereto.
3. Fuel sheet must be filled out each time fuel is acquired and submitted on a monthly basis.

*Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the fuel card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the fuel card or who violates the provisions of the cardholder agreement.*

Fuel Card Vendor & Number: \_\_\_\_\_

Received by: \_\_\_\_\_  
Name (Please Print)

Department: \_\_\_\_\_

CAO Signature: \_\_\_\_\_

I acknowledge receipt of the attached Fuel Usage Card Policy and agree to abide by said Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

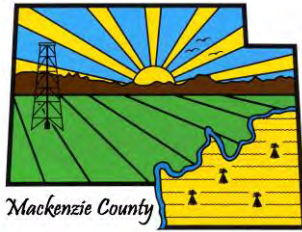
*(Below, for Finance Department Use Only)*

**Fuel Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Request to Reimburse a Penalty</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County received a request to reimburse a penalty for the property known as 3383ET; 03; 02 in the Hamlet of Fort Vermilion.

### **OPTIONS & BENEFITS:**

The property known as 3383ET; 03; 02 was sold and the outstanding property taxes were paid on behalf of the seller to Mackenzie County by Mathieu Hryniuk LLP. The cheque was sent back to Mathieu Hryniuk in error and therefore a penalty was applied.

While investigating, the 9% penalty was applied to the outstanding balance and the seller feels that they should not have to pay the amount of \$32.17.

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

\$32.17 paid from general operating budget

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

N/A

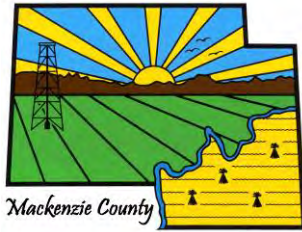
**Author:** Norma Croy **Reviewed by:** \_\_\_\_\_ **CAO** JW

**RECOMMENDED ACTION:**

That administration be authorized to reimburse the seller of 3383ET; 03; 02 property in the Hamlet of Fort Vermilion for \$32.17 in penalties.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 979-14 Fee Schedule</b>

**BACKGROUND / PROPOSAL:**

A revised Fee Schedule Bylaw is attached identifying several areas which have been recommended for change.

Administration – Maps & Aerial Prints

The County’s GIS Department has the capabilities to provide better and additional products to what is currently being offered to ratepayers. There are no cost changes proposed for existing products, just clarification and new fees for new products.

Release of Information (FOIPP Requests)

Bylaw 187/99 was in place to establish fees for information requests. Administration recommends consolidating this bylaw into the Fee Schedule Bylaw.

Planning & Development Fees

The Planning Department researched the cost to advertise Development Permits (DP) that require advertising (discretionary uses and variances). For 2014 the average advertising cost per DP was right around \$20. The Planning Department feels that the fees for these DP’s needs to be increased to more accurately reflect the expenses incurred to process these applications. All DP’s that are a discretionary use or require a variance require advertising, staff time to write an RFD, and must be presented to the Municipal Planning Commission for a decision.

Due to the implementation of Rural Addressing, an additional fee is needed to cover the costs of new future signage that is needed as new rural yardsites are developed. This fee will cover the costs of the County providing the sign, post and hardware.

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

The Planning Department strongly feels that we need to work with, rather than against, our community. That said, there are people and businesses that don't seem so willing to work with the County. Because of this, the Planning Department recommends adding an increasing fine amount for contractors that habitually don't get their permits on time. Although this fine is not specific to contractors, it is rare that an individual homeowner would be subject to multiple offences.

#### Public Works – Winter Maintenance Flags

Due to the high cost of providing this service administration recommends that the fee per flag be increased to \$40.00.

#### Public Works – TRAVIS Permit Fees

Addition of a \$20.00 permit fee for overweight and over dimensional vehicles on the following roads:

- 88 Connector
- Assumption (Chateh)
- Fox Lake Road
- Wadlin Lake Road
- Watt Mountain Road (Hutch Lake)
- Zama Access

#### Solid Waste Fees

Reflecting the price operators are charging at the transfer station as there is no load size difference between a ½ ton, ¾ ton, and 1 ton trucks.

#### Parks

In order to encourage additional use at the Machesis Lake campground, administration recommends removing the minimum 3 month requirement.

#### Fire

Reflects the changes made in the agreement with ESRD.

#### High Level South Waterline Fees

The Shared Services Agreement with the Town of High Level states that:

- 9.23 The Town shall charge the County the same rate as it charges to its own ratepayers. **The County agrees to charge its ratepayers at a rate no less than what the Town charges to its residential and non-residential users respectively.**

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

The Water Supply Agreement with Ainsworth states that:

1. (v) **“Rate” means the water rates applicable to customers serviced by or through the High Level Rural (South) Line, as established from time to time by the Council of the Supplier by bylaw or otherwise.** This rate shall be based on the principles as set out in the American Water Works Association manuals of practice addressing water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Commission.

The Town of High Level’s water rates are shown in the table below:

Customer	Charge	Minimum Consumption	Additional Charges	Total
<b>Residential</b>	<b>Monthly</b>	<b>14 Meters Cubed \$39.50</b>	<b>\$1.75 per M<sup>3</sup></b>	<b>\$39.50</b>
<b>Non Residential</b>	<b>Monthly</b>	<b>32 Meters Cubed \$64.00</b>	<b>\$2.00 per M<sup>3</sup></b>	<b>\$64.00</b>
Footner Line	Monthly	14 Meters Cubed \$50.00	\$2.50 per M <sup>3</sup>	\$50.00
<b>Bulk Water</b>	<b>Per M<sup>3</sup></b>	<b>\$3.00 per Meter Cubed</b>	<b>\$3.00 per M<sup>3</sup></b>	<b>\$3.00</b>
Account Transfer	Per Charge	\$25.00		\$25.00
Curb Stop Turn On	Per Use	\$50.00		\$50.00
Curb Stop Turn Off	Per Use	\$50.00		\$50.00

The Town of High Level has been invoicing the County at \$2.00 per M<sup>3</sup> for the Ainsworth portion.

Based on the agreements in place the County will be charging the same rates as are currently established in the Fee Schedule Bylaw.

Water/Sewer – Fees and Deposits

The Finance Committee reviewed these fees at their September 9, 2014 meeting and recommend that the application fee for new account move in and the fee to transfer from one account to another be increased to \$50.00.

Fines for Water/Sewer

As per Council Motion 14-11-826 administration has added the \$500.00 fine for bringing chemicals, chemical containers, or sprayers onto or near a potable truckfill station.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

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

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

All Bylaws are posted on the County website for public access. If required, fees are also advertised in the County Image.

**RECOMMENDED ACTION:**

Motion 1

That first reading be given to Bylaw 979-14 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2

That second reading be given to Bylaw 979-14 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3 *(requires unanimous)*

That consideration be given to go to third reading of Bylaw 979-14 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Motion 4

That third and final reading be given to Bylaw 979-14 being the Fee Schedule Bylaw for Mackenzie County.

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

**BYLAW NO. ~~971-14~~ 979-14**

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

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw.

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

**1. SHORT TITLE**

This bylaw may be cited as the “Fee Schedule Bylaw”

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

**ADMINISTRATION**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Photocopying	\$0.25/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$25.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$25.00/per request	Applicable
Compliance Certificates	\$50.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps 42" bond paper 50"-60" photo paper	\$25.00 \$90.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$50.00 \$10.00	Applicable
Hamlet Maps Not laminated Laminated	\$10.00 \$40.00	Applicable

Item	Amount	GST
Aerial Photos & Customized Prints	Size 8.5 x 11 to 11 x 17": black & white - \$5.00 color - \$10.00;  Size over 11 x 17 up to 30 x 41.5" black & white - \$50.00 color - \$100.00	Applicable
Boardroom Rental (no charge to non-profit community groups)	\$50.00/day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

**APPEAL FEES**

Agricultural Appeal Board

Relevant Act	Amount	GST
Weed Control Act	\$500.00	N/A
Soil Conservation Act	\$50.00	N/A
Agricultural Pests Act	\$100.00	N/A

Note: The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

**RELEASE OF INFORMATION (FOIPP REQUESTS)**

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

\_\_\_\_\_  
 \_\_\_\_\_

**BUSINESS LICENSES**

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

**DEVELOPMENT**

Item	Amount	GST
Area Structure Plan	\$25.00 Hard Copy	Applicable
Municipal Development Plan	\$50.00 Hard Copy	Applicable
Land Use Bylaw	\$50.00 Hard Copy	Applicable
General Municipal Standards Manual	\$50.00 Hard Copy	Applicable
File Search	\$50.00	Applicable
<del>Business Certificate</del>	<del>\$50.00</del>	<del>N/A</del>
Written Zoning Confirmation Request	\$25.00 Per Lot	Applicable
Compliance Request – Residential	\$50.00 Per Lot	Applicable
Compliance Request – Commercial/Industrial	\$75.00 Per Lot	Applicable
Revised Letter of Compliance (within 3 months)	50% of Full Price	Applicable
Rush Compliance Request (1-3 Business Days)	Double Listed Price	Applicable
Municipal Development Plan Amendment	\$2,000.00	N/A
Area Structure Plan Amendment	\$2,000.00	N/A
Land Use Bylaw Amendment	\$700.00	N/A
Land Use Bylaw Rezoning	\$400.00	N/A
Road Closure Bylaw	\$400.00	N/A
Bylaw Amendment Advertising & Notification Cost	Invoice According to Cost + 5% Administration Fee	Applicable
Development Permit - Other than Commercial or Industrial – Permitted Use	\$50.00	N/A
Development Permit - Other than Commercial or Industrial – Permitted Use with Variance	<del>\$75.00</del> <b>\$90.00</b>	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use	<del>\$75.00</del> <b>\$90.00</b>	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance	<del>\$75.00</del> <b>\$90.00</b>	N/A



Item	Amount	GST
Development Permit – Commercial and Industrial – Permitted Use	\$100.00	N/A
Development Permit – Commercial and Industrial – Permitted Use with Variance	<del>\$125.00</del> \$150.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	<del>\$125.00</del> \$150.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	<del>\$125.00</del> \$150.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$50.00	N/A
Development Prior to Development Permit Issuance	1 <sup>st</sup> Offence - \$250.00 Fine 2 <sup>nd</sup> Offence - \$500.00 Fine 3 <sup>rd</sup> Offence - \$1,000.00 Fine	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Revision/Re-Advertising Fee	\$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
Rural Addressing Sign – required only after initial Rural Addressing Project is complete (required for all new rural yardsites, either at time of Subdivision or Development Permit approval, whichever occurs first)	\$70.00	??

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

**SAFETY CODES FEES**

**BUILDING PERMIT FEES**

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

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

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

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

**SAFETY CODES FEES (CONT)**

**INDUSTRIAL CAMP FEES**

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

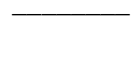
<b>PLUMBING</b>	<b>FEE</b>
1 to 50 person capacity	\$150.00
51 to 100 person capacity	\$200.00
101 to 200 person capacity	\$300.00
201 to 250 person capacity	\$450.00
251 to 300 person capacity	\$650.00

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

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

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

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



**SAFETY CODES FEES (CONT)**

**ELECTRICAL PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Square footage of area to be wired</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Up to 1200	\$190.00	\$160.00
1201 to 1500	\$250.00	\$190.00
1501 to 2000	\$285.00	\$240.00
2001 to 2500	\$315.00	\$260.00
2501 to 3000	\$340.00	\$280.00
3001 to 3500	\$365.00	\$300.00
3501 to 4000	\$380.00	\$320.00
4001 to 5000	\$400.00	\$350.00

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

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

<b>OTHER THAN NEW RESIDENTIAL</b>		
<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$0 – 300	\$85.00	\$75.00
\$301 – 500	\$95.00	\$85.00
\$501 – 1,000	\$105.00	\$95.00
\$1,001 – 1500	\$115.00	\$105.00
\$1,501 – 2,000	\$125.00	\$115.00
\$2,001 – 2,500	\$135.00	\$120.00
\$2,501 – 3,000	\$140.00	\$125.00
\$3,001 – 3,500	\$147.00	\$130.00

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<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$3,501 – 4,000	\$156.00	\$135.00
\$4,001 – 4,500	\$173.00	\$144.00
\$4,501 – 5,000	\$177.00	\$148.00
\$5,001 – 5,500	\$191.00	\$159.00
\$5,501 – 6,000	\$200.00	\$167.00
\$6,001 – 6,500	\$207.00	\$173.00
\$6,501 – 7,000	\$216.00	\$180.00
\$7,001 – 7,500	\$225.00	\$188.00
\$7,501 – 8,000	\$234.00	\$195.00
\$8,001 – 8,500	\$242.00	\$202.00
\$8,501 – 9,000	\$251.00	\$209.00
\$9,001 – 9,500	\$260.00	\$217.00
\$9,501 – 10,000	\$269.00	\$224.00
\$10,001 – 11,000	\$276.00	\$230.00
\$11,001 – 12,000	\$285.00	\$238.00
\$12,001 – 13,000	\$294.00	\$245.00
\$13,001 – 14,000	\$303.00	\$253.00
\$14,001 – 15,000	\$311.00	\$259.00
\$15,001 – 16,000	\$329.00	\$265.00
\$16,001 – 17,000	\$338.00	\$274.00
\$17,001 – 18,000	\$345.00	\$282.00
\$18,001 – 19,000	\$354.00	\$288.00
\$19,001 – 20,000	\$365.00	\$295.00
\$20,001 – 21,000	Contractor required	\$303.00
\$21,001 – 22,000	Contractor required	\$305.00
\$22,001 – 23,000	Contractor required	\$313.00
\$23,001 – 24,000	Contractor required	\$320.00
\$24,001 – 25,000	Contractor required	\$328.00
\$25,001 – 26,000	Contractor required	\$334.00

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$26,001 – 27,000	Contractor required	\$342.00
\$27,001 – 28,000	Contractor required	\$349.00
\$28,001 – 29,000	Contractor required	\$357.00
\$29,001 – 30,000	Contractor required	\$363.00
\$30,001 – 31,000	Contractor required	\$369.00
\$31,001 – 32,000	Contractor required	\$374.00
\$32,001 – 33,000	Contractor required	\$380.00
\$33,001 – 34,000	Contractor required	\$387.00
\$34,001 – 35,000	Contractor required	\$392.00
\$35,001 – 36,000	Contractor required	\$398.00
\$36,001 – 37,000	Contractor required	\$403.00
\$37,001 – 38,000	Contractor required	\$409.00
\$38,001 – 39,000	Contractor required	\$415.00
\$39,001 – 40,000	Contractor required	\$420.00
\$40,001 – 41,000	Contractor required	\$427.00
\$41,001 – 42,000	Contractor required	\$432.00
\$42,001 – 43,000	Contractor required	\$438.00
\$43,001 – 44,000	Contractor required	\$444.00
\$44,001 – 45,000	Contractor required	\$449.00
\$45,001 – 46,000	Contractor required	\$455.00
\$46,001 – 47,000	Contractor required	\$460.00
\$47,001 – 48,000	Contractor required	\$467.00
\$48,001 – 49,000	Contractor required	\$473.00
\$49,001 – 50,000	Contractor required	\$478.00
\$50,001 – 60,000	Contractor required	\$529.00
\$61,001 – 70,000	Contractor required	\$587.00
\$70,001 – 80,000	Contractor required	\$644.00
\$80,001 – 90,000	Contractor required	\$702.00
\$90,001 – 100,000	Contractor required	\$759.00

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$100,001 – 110,000	Contractor required	\$788.00
\$110,001 – 120,000	Contractor required	\$830.00
\$120,001 – 130,000	Contractor required	\$874.00
\$130,001 – 140,000	Contractor required	\$917.00
\$140,001 – 150,000	Contractor required	\$960.00
\$150,001 – 160,000	Contractor required	\$1,003.00
\$160,001 – 170,000	Contractor required	\$1,047.00
\$170,001 – 180,000	Contractor required	\$1,089.00
\$180,001 – 190,000	Contractor required	\$1,133.00
\$190,001 – 200,000	Contractor required	\$1,175.00
\$200,001 – 210,000	Contractor required	\$1,205.00
\$210,001 – 220,000	Contractor required	\$1,262.00
\$220,001 – 230,000	Contractor required	\$1,305.00
\$230,001 – 240,000	Contractor required	\$1,348.00
\$240,001 – 250,000	Contractor required	\$1,392.00
\$250,001 – 300,000	Contractor required	\$1,520.00
\$300,001 – 350,000	Contractor required	\$1,664.00
\$350,001 – 400,000	Contractor required	\$1,808.00
\$400,001 – 450,000	Contractor required	\$1,952.00
\$450,001 – 500,000	Contractor required	\$2,095.00
\$500,001 – 550,000	Contractor required	\$2,239.00
\$550,001 – 600,000	Contractor required	\$2,383.00
\$600,001 – 650,000	Contractor required	\$2,527.00
\$650,001 – 700,000	Contractor required	\$2,670.00
\$700,001 – 750,000	Contractor required	\$2,814.00
\$750,001 – 800,000	Contractor required	\$2,958.00
\$800,001 – 850,000	Contractor required	\$3,102.00
\$850,001 – 900,000	Contractor required	\$3,245.00
\$900,001 – 950,000	Contractor required	\$3,389.00

**SAFETY CODES FEES (CONT)**

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$950,001 – 1,000,000	Contractor required	\$3,533.00

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

**ANNUAL ELECTRICAL PERMIT PROCESS**

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

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

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

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

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

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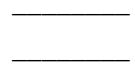


**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES**

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

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



**SAFETY CODES FEES (CONT)**

<b>GAS PERMIT FEES</b>
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<b>RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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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<b>NON- RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
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

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

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



**SAFETY CODES FEES (CONT)**

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

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

**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES**

<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>TEMPORARY HEAT</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 250,000	Contractor Required	\$75.00
250,001 to 500,000	Contractor Required	\$125.00
Over 500,000	Contractor Required	\$125.00 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

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

<b>REPLACEMENT GAS APPLIANCES</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 400,000	Contractor Required	\$80.00
400,001 to 1,000,000	Contractor Required	\$150.00
Over 1,000,000	Contractor Required	\$150.00 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

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**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES**

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

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

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES**

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

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

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

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**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES**

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

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

**Add \$1.00 for each fixture over 100**

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

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**SAFETY CODES FEES (CONT)**

**PRIVATE SEWAGE TREATMENT SYSTEMS**

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

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

**OTHER CHARGES AND PAYMENTS**

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

Charges for additional services are as follows:

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

**Additional Inspection Services**

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

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Private Home Inspections for real estate deals (all disciplines),
- Insurance Inspections,
- Electrical Equipment Approvals,

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**SAFETY CODES FEES (CONT)**

- New Code Book Sales, and
- Code Seminars in all disciplines for local contractors.

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

<b>MISCELLANEOUS</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Additional Inspection (within 100 km radius)	\$75.00
Additional Inspection (over 100 km radius)	\$125.00
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.
Contractor's failure to obtain the proper permits, for the discipline in which they practice, prior to work commencement – due to negligence and/or repeat offences.	2 times the fee shown in the Fee Schedule Bylaw

**PUBLIC WORKS**

Item	Amount	GST
Winter Maintenance Flags	<del>\$20.00</del> \$40.00/up to 1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control for Seniors	No Cost.	
TRAVIS Permits for Over Weight and Over Dimensional Vehicles on the following roads: <ul style="list-style-type: none"> <li>• 88 Connector</li> <li>• Assumption (Chateh)</li> <li>• Fox Lake Road</li> <li>• Wadlin Lake Road</li> <li>• Watt Mountain Road (Hutch Lake)</li> <li>• Zama Access</li> </ul>	\$20.00 Non-Refundable	N/A

**EQUIPMENT AND LABOUR**

Item	Amount	GST
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sewer Line Camera	\$150.00 per hour (minimum charge \$350.00)	Applicable
Sanding Unit & Tandem Truck	\$110.00/hour (minimum charge 1 hr)	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Labour	\$25.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour (minimum charge 1 hr.)	Applicable

Item	Amount	GST
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable

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

**AIRPORTS**

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

**SOLID WASTE**

Section 1: **General Commercial, Construction, Industrial & Institutional** Solid Waste Fees

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional <del>Landfill—Authority</del> <b>Waste Management Commission</b>	
<b>At Transfer Station</b>	
<del>½-ton</del> pickup truck (partial load)	\$10.00 \$5.00
<del>¾-ton</del> pickup truck (full load)	\$15.00 \$10.00
1-ton truck	\$25.00
2-ton truck	\$30.00
3-ton truck	\$35.00
5-ton truck	\$100.00
<b>Single axle larger than 1 ton</b>	<b>\$30.00</b>
Trailers shorter than 8'	\$10.00
Trailers 8' - 20'	\$30.00
Trailers over 20'	\$50.00
Untarped loads of commercial, construction, industrial and/or institutional material	\$50.00
<del>Trucks larger than 5-ton</del> <b>Tandem or tridem axle trucks</b> are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

Section 2: Residential Waste Collection – Hamlet of La Crete

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

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

**PARKS**

Section 1: General Park Fees

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

Section 2: Penalties

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

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

Section 2: Penalties Cont'd

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

**Note:**

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



**TRAFFIC REGULATIONS**

Traffic Regulation Bylaw Part 2: Parking

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

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

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

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

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

Traffic Regulation Bylaw Part 5: Miscellaneous

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

Note:

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

Off-Highway Vehicles Bylaw Offences

Section	Offence	Fine
Section 5 (d)	Contravenes Off-Highway Vehicles Bylaw (First Offence)	\$50.00
Section 5 (e)	Contravenes Off-Highway Vehicles Bylaw (Second Offence)	\$100.00

**FIRE SERVICES FEES**

Provincial Roadways Incidents

If costs are not recovered from the responsible party or their insurance company, Alberta Transportation Policy #TCE-DC-501 (v3) states that Alberta Transportation is to be invoiced for recovery of services at the following rates:

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

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

Item	Amount
<b><u>Response fees including man power:</u></b>	
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour

Rescue Unit	\$400.00 per hour
Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<i>Manpower Fee: (if only manpower is requested/needed)</i>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

Other Incidents:

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

Note:

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

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False Alarms

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

Other Fees

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

*\*As specified in Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:

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- (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
- (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

**DOG CONTROL FEES**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<b>Annual Fees</b>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<b>Lifetime Fee</b>			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
<b>Dog running at large – Handling fee</b>			
1 <sup>st</sup> offence		\$50.00	\$500.00
2 <sup>nd</sup> offence		\$100.00	\$1,000.00
3 <sup>rd</sup> offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00

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

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<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to harness of leash a dangerous dog properly penalty			\$500.00
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

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

Note:

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

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS**

**Water/Sewer Rates**

<b>Rate Description</b>	<b>Water Rates</b>	<b>Sewer Rates</b>
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$31.52/month plus \$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m <sup>3</sup> of consumption	N/A
<b>High Level South Waterline</b>	<b>As per agreements</b>	<b>N/A</b>

**Penalties**

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

**Fees and Deposits**

<b>Description</b>	<b>Fee Amount</b>
Application fee for new account move in	<del>\$20.00</del> \$50.00
Transfer from one account to another	<del>\$20.00</del> \$50.00
Reconnection of account due to non-payment of account	\$50.00

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Description	Fee Amount
Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw)	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00
Fee for hamlet water and/or sewer main tie-in	\$500.00 plus cost of installation
Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$8,000.00
Fee for rural water tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter	Cost recovery as determined for the specific areas and per Policy UT006 Water Servicing
Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$2,800.00/lot
Fee for water meter testing. Refundable if variance of meter reading is greater than 3%.	\$100.00
Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation	\$75.00/hr (minimum 1 hr charge)
Fee for after hour emergency call out of County employee for services born by the consumer	\$100.00/hr (minimum 1 hr charge)
Deposit for cardlock	\$100.00 for residential \$500.00 for commercial
Lagoon Sewage Disposal Fees (agreement required)	\$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit

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shall be transferred to the general revenue account of Mackenzie County.

- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

**Meter Fees**

Size of Meter	Cost of Meter and Install
5/8"	\$400.00
3/4" Residential	\$440.00
3/4" Commercial	\$520.00
1"	\$620.00
1 1/2"	\$980.00
2"	\$1,260.00

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

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

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

**Fines for Water/Sewer**

The voluntary payment, which may be accepted in lieu of prosecution for a contravention shall be the sum as set in the following table:

DESCRIPTION	PENALTY
Failing to connect to Municipal Utility	\$2,500.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
Interfering/Tampering with Municipal Utility	\$2,500.00
Operation or use of Municipal Utility without authorization	\$250.00
Failing to allow County staff or agent to enter premises	\$250.00
Failing to maintain water or sewer system	\$100.00
Failure to use proper material	\$250.00

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

Note: A person who contravenes a provision of the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in this Bylaw or, on summary conviction to a fine not less than fifty (\$50.00) dollars and not more than five thousand (\$5,000.00) dollars, and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading.
5. This Bylaw repeals and replaces:

- a. Bylaw 971-14 Fee Schedule;
- b. Bylaw 061/94 Energy Disposition Fees;
- c. Bylaw 165/99 Fees for Building, Electrical, Plumbing and Gas Permits;
- d. Bylaw 187/99 Fee Schedule for the Release of Information Requested Pursuant to the Freedom of Information and Protection of Privacy Act; and
- e. Bylaw 313/02 Fees for Building, Electrical, Plumbing and Gas Permits.

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie Regional Housing Needs Assessment</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County, Town of High Level and Town of Rainbow Lake, along with Mackenzie Housing Management Board, High Level Housing Authority, and La Crete Municipal Nursing Association have engaged SHS Consulting in undertaking the Mackenzie Regional Housing Needs Assessment.

### **OPTIONS & BENEFITS:**

The Terms of Reference for this project was developed by the stakeholders.

Please review the final draft of the Mackenzie Regional Housing Needs Assessment.

In order for the Regional housing bodies to utilize the document, the three participating municipalities are requested to review and approve the document by a motion.

The Committee comprised of the three municipalities, the housing and the nursing association members have reached consensus and recommend the final draft for approval to councils.

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

This project has been funded under the Regional Collaboration funding stream through Municipal Affairs.

Mackenzie County is the managing partner municipality.

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

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

The final document will be posted on the County's website.

**RECOMMENDED ACTION:**

That the Mackenzie Regional Housing Needs Assessment be approved as presented.

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

NOVEMBER 2014

# MACKENZIE REGIONAL HOUSING NEEDS ASSESSMENT

Executive Summary

PREPARED BY:



This **Regional Housing Needs Assessment** was prepared for Mackenzie County, the Town of High Level, the Town of Rainbow Lake, the Mackenzie Housing Management Board and the High Level Housing Authority by SHS Consulting.

The SHS project team is composed of: Ed Starr, Jodi Ball, Johanna Hashim and Narmadha Rajakumar



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>III</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>ASSESSMENT OF HOUSING NEEDS IN MACKENZIE REGION.....</b>	<b>2</b>
Challenges to Meeting Housing Needs and Gaps .....	2
Housing Needs Summary .....	4
Findings .....	4
Implementation Strategies .....	16
Conclusion.....	18
<b>TOWN OF HIGH LEVEL .....</b>	<b>20</b>
Key Findings.....	20
<b>TOWN OF RAINBOW LAKE.....</b>	<b>21</b>
Key Findings.....	21
<b>HAMLET OF LA CRETE.....</b>	<b>22</b>
Key Findings.....	22
<b>HAMLET OF FORT VERMILION .....</b>	<b>23</b>
Key Findings.....	23
<b>HAMLET OF ZAMA.....</b>	<b>24</b>
Key Findings.....	24
<b>FIRST NATIONS AND MÉTIS COMMUNITIES.....</b>	<b>25</b>
Key Findings.....	25

## ACKNOWLEDGEMENT

We would like to thank the many stakeholders who contributed to this study. In particular, we would like to thank the Mackenzie Regional Housing Working Committee: Barb Spurgeon, George Friesen, Joulia Whittleton, Jackie Bateman, Eric Jorgensen, Josh Knelsen, John Driedger, Lisa Braun, Josef Pelyhe, Tom Derrick, Crystal McAteer, Chris MacLeod, Dan Fletcher, and Wally Olorenshaw who provided us with background information, shared their experiences and insights, and provided us with direction throughout the process.

We would also like to thank the representatives of the various provincial and local agencies, organizations and community groups who provided us with background information, data and their input. In particular we would like to thank representatives of Alberta Health Services, the seniors organizations from High Level and Fort Vermilion, representatives from First Nations communities, local landlords, housing developers, and business owners.

Finally, we would like to thank the residents of Mackenzie Region for sharing their experiences, insights and stories through various meetings, interviews and consultation sessions throughout the study process.

Together, these experiences highlight the great work underway and demonstrate leadership in working to provide housing for all current and future residents of Mackenzie Region.

Thank you.

# INTRODUCTION

The Mackenzie Regional Housing Needs Assessment was undertaken to identify current and future housing needs in the Mackenzie Region and to develop recommended actions to address the identified needs. A statistical analysis of a range of indicators to determine current and future need and demand for housing was undertaken for the Region as a whole, as well as the five communities located within the Region– the Town of High Level, the Town of Rainbow Lake, the Hamlet of La Crete, the Hamlet of Fort Vermilion, and the Hamlet of Zama, and the First Nations reserves and Métis settlement also located within the Region. Population, household and dwelling projections were also developed to determine the future housing gaps in the Region. Data gathered and analyzed for the Region includes both rural and urban settlement areas, as well as First Nations and Métis communities and comes from a wide range of sources, including the Federal Census, Alberta Health Services, local municipal Census data, First Nations sources and special studies carried out in the area.

In-person interviews, telephone interviews, focus groups with key stakeholders, and public open houses were also undertaken to further explore housing and support service issues facing the Region as a whole, as well as the individual communities, and identify potential options for addressing these issues. These consultations provided additional insight on the housing issues relevant to the different population groups in the Region, including seniors and Aboriginal peoples.

In this report, we identify the housing needs for Mackenzie Region as a whole and put forward a series of recommendations for consideration by the stakeholders responsible for meeting these needs. We then provide our key findings from the analysis of housing needs in each of the five urban settlement areas and among the First Nations and Métis communities. A more detailed Technical Appendix Report accompanies this report to provide additional data and analysis.

# ASSESSMENT OF HOUSING NEEDS IN MACKENZIE REGION

Mackenzie Region is made up of the communities within Mackenzie County, the Towns of High Level and Rainbow Lake, the rural areas surrounding these more urbanized communities as well as the First Nations and Métis reserves. The history of these communities is quite diverse. Fort Vermillion is Alberta's oldest community, with a history stretching back to the early fur trading era, while High Level, Rainbow Lake and Zama were settled more recently largely to service resource based industries such as oil and gas and forestry. La Crete was established by the Mennonite community and maintains this predominant culture today. Numerous First Nations communities were established in the area, contributing to a significant Aboriginal population, especially in proximity to High Level and Fort Vermillion. Many Aboriginal individuals and families work, shop and obtain various services within these centres and many have found housing there as well. While each community has unique characteristics and distinct housing needs, there are housing needs and issues that are common for the Region as a whole. These are discussed below, followed by a series of recommendations for consideration by the stakeholders responsible for meeting these needs.

## CHALLENGES TO MEETING HOUSING NEEDS AND GAPS

There are a number of challenges to meeting housing needs and gaps across the Mackenzie Region. These are discussed below.

### *Distance*

Mackenzie Region covers a vast land area of 82,000 square kilometres (larger than some Canadian provinces) with a small, widely dispersed population. This means that accessing housing and services from one part of the Region to another is one of the major challenges facing residents of Mackenzie Region. In addition, as with other rural areas, there are very limited support services in the different communities. Access to health and dental services is an issue, where residents have to travel long distances to see a doctor or a dentist or to go to the hospital. Providing home care services is also a challenge, not only because of limited staff and resources but also because home care staff often have to travel great distances and are only able to spend a very limited amount of time with each client. Transportation is also an issue as there is currently no public transit or even a taxi service. This is an issue particularly for seniors and persons with disabilities who are unable to drive.

Distance barriers not only bring difficulties in providing and obtaining services; they cause isolation and emotional depression. Rural areas, in particular, are home to many seniors on fixed incomes who are unable to drive and face severe isolation. Extreme weather often experienced in the area can cause them to be unreachable, sometimes for days on end.

Distance can cause unwanted separation of families and friends. Given that the only assisted living Lodge in the Region is located in La Crete, it can take upwards of 4-5 hours in each direction to travel from one end of the Region to the other to visit a loved one. Families can be faced with the choice of losing a full day's pay simply to visit a parent in the Lodge. One of the key priorities from a housing standpoint, therefore, is ensuring facilities and services are available throughout the Region to help overcome the problems posed by distance.

### *Culture*

There are three distinct cultures in Mackenzie Region - Aboriginal, Mennonite, and others. While this makes the Region and its inhabitants unique, it also contributes to the challenge of successfully providing suitable housing and support services. Seniors, in particular, are often uncomfortable when required to live within an unfamiliar cultural environment, leading to depression and an unhappy quality of life. This also means that one solution cannot address all of the housing and support service needs of the whole Region.

### *Disparity in Incomes*

Mackenzie Region's economy is primarily resource-based. As such, it has a large number of people who live in the area for part of the year to access job opportunities. This leads to a great demand for seasonal housing. The economy also contributes to the Region having individuals and families with very high incomes as well as those with very low incomes. As such, there is a need for housing options for both income groups as well as those who may not live in the Region permanently.

### *Difficulty Attracting Workers*

Given the Region's remote location, extreme weather, isolation and lack of services, it is often difficult for employers to recruit and retain employees. Housing options are needed that will help employers attract qualified workers to the area.

### *High Construction Costs*

The remote location of Mackenzie Region in general, and some of the more distant parts of the Region in particular, make it difficult to obtain building materials and qualified construction trades. This drives up the cost of developing new housing in many areas, which puts it out of reach of much of the population, and/or discourages investment in residential development.

## HOUSING NEEDS SUMMARY

The following chart presents a summary of the number and proportion of housing units that are needed across Mackenzie Region by 2031.

	High Level	Rainbow Lake	La Crete	Fort Vermilion	Mackenzie Region (Total) <sup>1</sup>
<b>Total dwellings by 2031</b>	1,421	359	1,430	282	8,477
<b>New dwellings needed by 2031</b>	146	54	630	37	2,777
<b># of new self-contained seniors units</b>	30-36	3 to 5	152-177	47-55	232 to 273
<b># of new assisted/ supportive living beds</b>	38-67	-	63-110	25-38	126 to 215
<b>% affordable</b>					10% +
<b>% new that should be multi dwelling-units</b>	34%	28%	31%	57%	17.1%
<b>% new that should be single detached units</b>	66%	72%	69%	43%	82.9%
<b>% of rental units</b>	50%	70%	50%	50%	
<b>% of owned units</b>	50%	30%	50%	50%	

The summary of key findings from the housing needs assessment and recommendations to address the identified gaps is presented below. More detailed findings, including the detailed assessment for each community within Mackenzie Region, can be found in the Technical Appendix.

## FINDINGS

Below we assess the housing needs of the Mackenzie Region as a whole. This assessment considers the above challenges, together with the information that was gathered from our consultations and data analysis.

### There is a need for seniors self-contained units

The Region's population is aging. In fact, the rate of aging of the population has been noticeably faster than the Province as a whole since 1996. In particular, the 45 to 64 year age group is increasingly rapidly, indicating that the Region will likely be seeing a further large increase in its senior population over the next 15 to 20 years, and will need to plan for age-friendly communities. Discussions with stakeholders confirm that the senior population in Mackenzie Region is indeed growing, partly due to the fact that more and more people have now put down permanent roots in these communities and want to stay in the Region with their families and friends, as opposed to leaving when they retire. In addition, many who have lived

<sup>1</sup> Including rural areas and reserves.

in the Region for most of their lives want to stay and age in their own communities. These observations point to the need for an immediate expansion in the supply of housing options for seniors across the Region.

The senior population in Mackenzie Region is relatively young when compared to other Canadian communities. This points to the need to place a major emphasis on seniors self-contained units, as most of these seniors are capable of independent living. Many simply need a form of housing that is more suited to their needs (i.e. smaller and easier to maintain, more accessible, more affordable than larger single family dwellings). This observation would help support decisions by Mackenzie Housing and the High Level Housing Authority to replace some of their scattered single family dwellings with self-contained seniors apartments more suited to their needs.

Some senior households may find ownership housing out of reach as the average income for a senior-led household can only afford approximately the average value of dwellings in the Region. While many seniors will generally have equity in their current homes and farms, there are likely a number of seniors who will need affordable housing options. There is a continuous wait list for the seniors' units in Fort Vermilion and La Crete with a wait of about 12 – 14 months; while the other units currently do not have a wait list, their occupancy rate is close to 100%. It should be noted that increasing the availability of home care should come hand in hand with increasing the supply of seniors self-contained units. Otherwise, initiatives to facilitate aging in place will not be fully successful.

### Recommendation

A total of **232-273 new seniors self-contained** units should be added to the existing supply in the Region over the next 20 years, as follows:

High Level: **30-36 units**

Fort Vermillion: **47-55 units**

La Crete: **152-177 units**

Rainbow Lake: **3-5 units**

These figures incorporate needs for Aboriginal and rural populations. These figures were estimated using population projections for those aged 65 years and older and the average

household size of seniors living in rural areas after deducting the estimated number of seniors who would require assisted living units.

### There is a need for seniors assisted-living units

It has been observed that the difficult way of life, isolation, lack of services and a high Aboriginal population has resulted in many seniors requiring assisted/supported forms of accommodation at an earlier age than in larger urban communities such as Edmonton or Calgary. At present, there is only one assisted living facility in the Region – Heimstead Lodge in La Crete. As well as being inadequate to service the current and growing need for seniors supported housing, its location many hours' drive from communities such as High Level, leaves seniors and their families who live at the

other end of the Region with a serious gap in their housing options. Given the severe negative consequence of this gap, it is highly important that efforts be made to provide such accommodation in the High Level area to overcome this significant distance-related challenge.

It was also observed that there are not long waiting lists for the existing long term care units found at various locations in the Region. Stakeholders explained that waiting lists for long-term care do not reflect the actual need in the community. According to stakeholders, many people who need assisted living accommodation or long term care choose not to apply for these or withdraw their approved application as they do not want to be sent to a facility outside of their community where family and friends would not be able to visit them. Stakeholders have also stated that many people who are currently in long term care would be better served in a supported/assisted living environment. This observation points further to the need to immediately fill the gap in supported/assisted seniors housing in unserved areas of the Region.

One concept favoured by many stakeholders and seniors themselves in our consultation sessions was the “continuum of care campus” or “hub” model that is proving increasingly popular and successful elsewhere in Alberta and across Canada. These developments incorporate a variety of accommodations and supports to help seniors age in place and avoid the negative impact of relocating as their condition and needs change. Seniors self-contained

- **5.1%** of population are **seniors** 65 years and older in 2011;
- **8.2%** of population expected to be **seniors** in 2031
- **83.8%** **increase in seniors** from 1996 to 2011;
- **123.8%** **increase in seniors** expected from 2011 to 2031



apartments, assisted living beds, and support agencies can co-locate to provide more opportunities for common area amenities and more opportunities for socializing among residents. They are also more efficient to operate and resource. Discussions with Alberta Health Services found particular interest in this concept. Land resources are readily available within many communities across the Region to accommodate such facilities. Therefore, we would strongly recommend this type of approach be considered in order to address all levels of need among area seniors and to help them achieve their goal of aging in place.

Discussions with First Nations representatives indicated a keen interest in partnering in the provision of seniors housing, particularly in High Level and Fort Vermillion, given the large Aboriginal populations adjacent to these communities, their connection to these communities for employment and services and the lack of seniors housing on Reserve. Any initiatives to expand the supply of seniors housing should include an approach to First Nations representatives to determine their level of potential participation.

At the same time, it is important to note that most seniors in Canada prefer to remain in their own homes as long as possible. Governments at all levels across the country have been expanding home care programs in order to help these individuals achieve this goal. This not only improves their quality of life; it saves the taxpayer the high cost of building and operating institutional facilities. It is recognized, therefore, that as well as adding to the supply of self-contained and supported/assisted seniors housing, the Region should advocate strongly for expansion of home care services and supports across the area so that more seniors will have the option of aging in place within their existing home.

### Recommendation

A total of **126-215 new assisted living units** (i.e. Lodge beds) for seniors should be added to the existing supply in the Region over the next 20 years. These figures incorporate needs for Aboriginal and rural populations. The **immediate priority** should be to add at least **38 assisted living (Lodge) beds in High Level**, given the gap in assisted living units that currently exists in that end of the Region and the need to overcome the distance-related challenges facing seniors and their families in that area. Over the next 20 years, the number of new assisted living units/beds should be increased as follows:

High Level: **38-67 beds**

Fort Vermillion: **25-38 beds**

La Crete: **63-110 beds**

These recommendations are calculated based on population projections for seniors 65 years and older and by using the 2013 provincial capture rate (5.2%) and national capture rate (8.9%) for seniors housing units as reported by CMHC.

### There is a need for special needs housing options

Residents of Mackenzie Region have similar disease prevalence rates to the province as a whole, but much higher emergency department visit rates for mental and behavioural disorders, higher mortality rates, and lower life expectancy, indicating a greater need for home care and supportive housing options to serve special needs in the Region compared to other areas. As well, almost a quarter of ambulatory care visits were outside of the Region, and the rate for people with three or more chronic diseases per 100 population was higher in Mackenzie Region compared to the province.

In addition, there is a high prevalence of people with FASD in Mackenzie Region. While there are no statistics on the prevalence of FASD in Canada or Alberta, research estimates that 9 in every 1,000 babies are born with FASD. In Alberta, this means that there are more than 36,000 Albertans with FASD, and an estimated 450 babies are born with the disorder every year. According to stakeholders, there are more than 100 people in Mackenzie Region who currently suffer from this disease and who require housing and supports. Enrollment in NWR FASD programs has been increasing significantly as well – in 2010, there were 38 clients in the Family program, compared to 80 in 2014, and there were just 16 youth clients in 2010, compared to 62 in 2014. This further indicates a growing need for FASD supports in the Region. While the Mackenzie Regional FASD network is currently working on a housing pilot project for people with FASD, there may still be a need for additional housing and supports for these individuals.

- **1,999.4** was the **emergency department visit** rate per 100,000 persons in Region for **mental and behavioural disorders** in 2010
- **685.8** **mortality rate** per 100,000 persons in Region in 2010
- **76.8** was the **life expectancy** in Region in 2010
- **23.1%** of all ambulatory care visits in Region in 2010 **were outside the Region**
- **2.6** rate for people with **three or more chronic diseases** per 100 population in Region in 2010

In the North Zone (NZ)<sup>2</sup>, less of the population reported their perceived health and perceived mental health as good or excellent when compared to the Province as a whole. As well, rates of hospitalized strokes and potentially avoidable mortality were higher in the NZ than in the overall province, as were 30-day medical readmission rates and readmission rates for mental illness. Additionally, the NZ had higher mental illness hospitalization rates compared to the Province, but lower mental illness patient days.

### Recommendation

Mackenzie Region should ensure the pilot project for **persons with FASD** goes forward immediately. This facility should be located in **High Level** in view of the **high incidence of individuals with FASD** in that community and should feature a **secure complex** with some individual apartments and some “lodge-type” units and be operated by High Level Housing Authority.

### There is a need for housing options for low-income households

As expected, younger households tend to have lower incomes and therefore are prevalent in the lower income deciles. For those aged 65 years and over, almost all households are in the lowest three income deciles, likely due to changes in income status arising from exiting the work force and the fixed incomes associated with many in this age group.

Among renters there is a clear linear decline in the propensity to rent as income increases. In general, couples were more likely to be found in the higher income deciles, as were multiple family households. Non-family households are generally found in the lower income deciles. Nearly half of one-person households were in the first (lowest) income decile in 2010, and an additional third were in deciles two to four. As household size grows, households are less likely to be in the lower income deciles. The large

- **\$98,716** average household income in 2010
- **28.3%** of households in **lowest three income deciles** in 2010
- **41.7%** of **renter** households in **lowest three income deciles** in 2010
- **61.5%** of **non-family** households in **lowest three income deciles** in 2010
- **74.6%** of **one-person** households in **lowest four income deciles** in 2010
- **12.2%** incidence of **low income** in 2010

<sup>2</sup> The North Zone Health Region represents all of Northern Alberta, up to the southern boundaries of Jasper Park, Yellowhead County, Lac Ste. Anne County, Westlock County, Thorhild County No. 7, Smoky Lake County, St. Paul County No.19, and Bonnyville District.

proportion of one-person households in the bottom income deciles demonstrates a strong need for smaller units of affordable housing for single households with low incomes.

Two-thirds of households in the lowest income decile were spending 30% or more of their income on housing costs. Furthermore, almost a fifth of households maintained by a person under the age of 25 years were spending 30% or more of their income on housing costs in 2010, and just below a sixth of senior households. Almost a quarter of non-family households were experiencing affordability challenges as well, whereas only a minimum number of couple, lone-parent or multiple family households were.

The 2011 average rent is affordable to all households except for the majority of those in the lowest income decile. The majority of the households in the first three deciles are unable to afford the 2011 average value of dwellings. It should also be pointed out that the 2011 Census average reported for rent levels is well below current levels identified by stakeholders in consultations sessions across the Region. It was pointed out that those looking for rental housing today in most parts of the Region are regularly facing rents of well beyond \$1,000 per month for virtually any type of rental housing. As well, those who earn minimum wage or are on Alberta Works or receive seniors benefits will find average rents far out of reach.

A quarter of renter households spent more than 30% of their income on housing in 2010 (which is above the almost fifth of owners who were in the same situation). Both proportions have increased since 1995, which indicates a need for more affordable housing options for lower-income households.

It is critical, therefore, that the supply of rental housing units to be added include a significant proportion of units that are affordable to households in the three lowest income deciles.

- **25.4%** of **renter** households spending **30% or more of their income** on housing costs in 2010
- **22.3%** of **non-family** households spending **30% or more of their income** on housing costs in 2010
- **66.3%** of households in the **first income decile** were spending **30% or more of their income** on housing costs in 2010

### Recommendation

**At least 10%** of all new dwellings in the Region, excluding the Reserves, should be housing **affordable to households in the lowest three income deciles**.

### **There is a need to expand the supply of affordable housing options**

As expected, younger households tend to have lower incomes and therefore are prevalent in the lower income deciles. For those aged 65 years and over, almost all households are in the lowest three income deciles, likely due to changes in income status arising from exiting the work force and the fixed incomes associated with many in this age group. Many senior households in Mackenzie Region are most likely in need of affordable housing as are many younger households who are just entering the workforce or are in school and thus have lower incomes as well.

Some senior households may find ownership housing out of reach as the average income for a senior-led household can only afford approximately the average value of dwellings in the Region. While many seniors will generally have equity in their current homes and farms, there are likely a number of seniors who will need affordable housing options. It is therefore important to ensure an adequate supply of housing units affordable to moderate-income households, including working households and seniors on fixed incomes.

### **There is a need to diversify the housing stock in the Region**

Overall, the population in Mackenzie Region is notably younger than the population in Alberta, likely due to the large number of individuals working in resource-based industries who live in the Region with their families. Youth comprised half of the Region's population in 2011. The next largest population group were young and middle-aged adults aged 25 to 44 years. These findings suggest a need for more housing options for younger families and single individuals.

The Region's Aboriginal population is also growing, and as of 2011 Aboriginal persons comprised over a third of the Region's population (including the reserves and Métis settlement). Discussions with stakeholders across the area made it clear that many Aboriginal individuals are highly dependent on non-reserve communities for employment, various services and supports and, for many, various types of housing – especially affordable housing and seniors housing which are currently lacking on Reserve. Indeed, discussions with Mackenzie Housing Management and the High Level Housing Authority found that the majority of units in many of their buildings in High Level and Fort Vermillion were occupied by Aboriginal individuals and families.

- **56.0% increase** in population from 1996 to 2011; **36.7% increase** in population expected from 2011 to 2031
- **21,610 total population** in 2011;  
**29,532 total population** expected in 2031
- **52.1%** of population are **youth** under the age of 25 years in 2011
- **37.6%** of population were **Aboriginal persons** in 2011;  
**51.1% increase in Aboriginal persons** from 1996 to 2011

Households are also expected to increase at a higher rate than the population over the next 20 years. The rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen provincially. The drop in household size is likely due to the increasing tendency to have fewer children, the increase in the number of single individuals as well as the aging of the population. The decline in household sizes points to the need to ensure that future housing supply corresponds to this trend by providing smaller units suited to households comprised of fewer persons. This observation, for example, could help Mackenzie Housing or the High Level Housing Authority support decisions to sell off some of their scattered single family homes and replace them with more suitable one and two bedroom apartment units.

The largest group of households in the Region are two person-households, and this age group's share had increased since 1996. This group is followed closely by four to five person households. There have also been increasing proportions of multiple family households, which may be partly due to the fact that, according to stakeholders, the number of unrelated individuals sharing a home or families sharing a home with extended family members was increasing due to the challenges in finding suitable and affordable accommodation.

- **37.0% increase** in households from 1996 to 2011;
- **48.8% increase** in households expected from 2011 to 203
- **3.4 average persons** per household in 2011
- **28.4%** of households were **two-person households** in 2011; **26.4%** of households were **four and five-person households** in 2011
- **18.6%** of households were **non-family households** in 2011; **10.3%** of households were **multiple-family households** in 2011

This trending illustrates a growing number of families with children, indicating that young families are having a strong influence on household composition in the Region and a corresponding influence on the type of housing required to meet local needs; i.e., despite the aging of the population, there continues to be a strong need for more family housing as well.

Furthermore, single-detached homes accounted for the largest share of the housing stock in Mackenzie Region in 2011, following by a significant proportion of movable dwellings. There were few other housing types. This low rise profile has remained fairly consistent over the last 15 years. While most

households would prefer single detached homes, this housing type is generally not appropriate for seniors who may have difficulty with the upkeep of these homes. Additionally, single detached homes are generally less affordable in terms of both purchasing and ongoing maintenance than other dwelling types so this may present a challenge for lower income households as well as one-person households.

Of all private dwellings, including both the permanent and seasonal stock, seasonal dwellings represent approximately a tenth of all dwellings. Many seasonal dwellings are occupied by transient workers employed in resource industries.

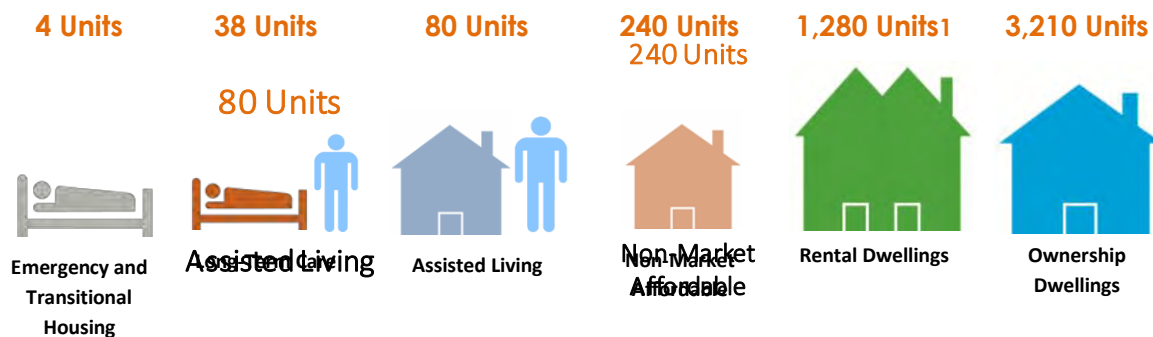
Residential building activity in Mackenzie Region has been trending up in recent years, but the majority of new development in the Region has been ownership (freehold) single-detached homes and mobile homes. While new units are being added to the stock, these trends demonstrate a continuing lack of diversity in the housing stock that is being built in the Region. The majority of the new development in the Region is located in La Crete.

As well, there have been a similar number of starts and completions from year to year, which suggests a high rate of absorption in the local market, limited new inventory and short completion horizons for units that are started. These characteristics reflect a local

development market that is very demand-oriented and is not prone to carrying inventories on speculation.

- **71.0%** of dwellings were **single-detached** homes in 2011; **17.8%** of dwellings were movable dwellings
- **78.6%** of single-detached dwellings and **85.6%** of movable dwellings were **owner occupied** in 2011
- **\$187,372** average value of dwellings in 2011
- **\$743** average monthly rent in 2011

Accordingly, it is important that a larger portion of new housing be more diverse than in the past, including row and townhouse units and apartments. The following provides an overview of the housing stock in Mackenzie Region.



### Recommendations

- **2,777** new dwellings should be added to the supply of housing in the Region by **2031**.  
**1,708** of these new dwellings should be added **outside of the Reserves, with the remaining 1,069 to be added on Reserve**. **13.6% to 16.0%** of the new 1,708 dwellings required off-reserve should be built with **accessible/Universal Design features** to allow independent living among seniors and persons with disabilities and to facilitate aging at home. These estimates are based on population projections, average household size for all households as well as average household size for seniors.



- **17.1%** of new dwellings should be **multi-family units** (i.e. rows, four plexes, low rise apartments, etc.)

### The economic conditions in the Region have an impact on the need for housing

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford

- **6.6% unemployment rate** in 2011 in Region not including reserves and Métis settlement

housing in the community. Provincially, Alberta far outpaced all other provincial economies in 2013 and is expected to continue growing. Much of the positive economic activity is a result of the still-growing energy sector, which can be seen in Mackenzie Region as well.

Locally, the main economic drivers are found in the forestry, oil and gas, construction and agriculture industries, which have led to booming economies in many areas throughout the Region. Some towns/hamlets are also retail, administrative, and social service centres and health centres for the overall Region.

Recent turmoil in the global economy has negatively affected many of Canada's export based industries as well, however, which could have an impact on the Region's economy. Recent declines, particularly in the forestry sector, have been a major source of economic concern within the Region and have led to slowdowns in population growth and housing development activity in some areas, especially High Level.

The demand for labour and the desire to maintain and sustain a permanent resident population will be an ongoing challenge for some communities in the Region, as remote, rural areas often lack the resources to engage in regional marketing and face perceptions of lacking quality of place amenities workers are seeking. This results in influxes of temporary workers that contribute to a decline in permanent resident populations.

Accordingly, resolving housing needs goes hand-in-hand with economic development initiatives. Housing incentives should be considered that would help support economic development initiatives in the Region. According to stakeholders, the limited supply of rental housing options is having a negative impact on many employers' ability to recruit and retain staff and is resulting in many households having to 'double up' or live in unsuitable housing.

## Recommendations

- The three municipalities and local housing agencies should consider providing financial and/or in-kind incentives to encourage the development of **affordable rental housing** throughout the Region, particularly, the development of housing **with accessible/Universal Design features** as part of all new residential development.
- **27%** of all new dwellings in the Region, excluding the Reserves, should be **rental** housing and **73%** should be **ownership** dwellings.

## IMPLEMENTATION STRATEGIES

In addition to the recommendations outlined above, there are a number of strategies that would assist in addressing the identified housing needs. These implementation strategies include actions related to partnerships, advocacy and changes to Municipal policies.

### Partnerships

1. The three municipalities, Mackenzie Housing Management Board, High Level Housing Authority and other stakeholders should consider **partnering with the First Nations** to build some of the seniors housing options, particularly since there are currently very limited options for seniors on reserve and many of these First Nations seniors will have to move to one of the communities in the Region. In particular, First Nations representatives should be approached as potential partners for any seniors housing being developed in High Level and Fort Vermilion.
2. The Town of High Level and Mackenzie County should consider **providing municipally-owned land** for multi-level of care facilities for seniors.
3. High Level Housing Authority and Mackenzie Housing Management Board should explore **partnerships with educational institutions** in the area to identify opportunities where students and recent graduates can assist in developing affordable housing as part of their training or requirements for certification.
4. High Level Housing Authority and Mackenzie Housing Management Board should consider **partnering with private developers/landlords** to increase the supply of affordable and market rate rental housing in all communities in the Region.

5. The three municipalities as well as High Level Housing Authority and Mackenzie Housing Management Board should explore **partnerships with community-based organizations** to build affordable rental and ownership housing through financial and/or in-kind contributions.
6. The local municipalities should **facilitate discussions** between private landlords/ developers and major employers in the Region, such as Alberta Health Services, to explore rental agreements that will minimize risk for private developers/landlords while increasing the supply of rental housing for employees.
7. The County should **facilitate a forum with private developers and landlords** and share the results of this housing needs assessment to encourage the private sector to increase the supply of both furnished and unfurnished market rate rental housing, including smaller units for singles, students and seniors as well as larger units for families.

### Advocacy

8. In view of the increasing number of seniors in need of supports and their relatively younger age profile, the three municipalities should jointly advocate to Alberta Health Services to **increase home care services in the Region** to allow more seniors to age in their own homes and delay moving to assisted/supportive living or long term care facilities.
9. The Mackenzie Housing Management Board should apply to the recently established Alberta Ministry of Seniors for **funding under its recently announced Affordable Supportive Living Initiative (ASLI) to assist in the development of seniors assisted living units**. Funding for at least 38 new Lodge beds in High Level should be pursued immediately. The Provincial announcement set a deadline for applications at December 19, 2014.
10. The Mackenzie Housing Management Board should also advocate for Provincial funding to assist in the development of a **minimum of 30 new seniors self-contained affordable rental apartment units**.
11. The Town of Rainbow Lake should request the Mackenzie Housing Board to consider the development of an **affordable rental fourplex** to help meet the current need for more affordable rental housing in Rainbow Lake.
12. Mackenzie Housing Board, in partnership with the municipalities, should advocate to the provincial and federal governments for capital and operational funding to **expand the**

**specialized dementia wing at Heimstead Lodge in La Crete.** Adding on to the current facility will result in operational efficiencies and allow management to recruit more specially trained staff to care for residents living with dementia.

### Municipal Development Plans

- 13.** Municipalities within Mackenzie Region should add policies in their Municipal Development Plans that **specifically encourage and support the development of special needs housing**, including housing for senior citizens and persons with disabilities.
- 14.** Municipalities within Mackenzie Region should add policies on accessibility for persons with physical disabilities in their Municipal Development Plans by **requiring the provision of accessible housing** as part of new residential developments.
- 15.** Municipalities within Mackenzie Region should strengthen policies in their Municipal Development Plans to **encourage and support the development of a range of affordable housing options**, both rental and ownership options, throughout the different communities.
- 16.** Municipalities within Mackenzie Region should **adopt housing targets** for various types of housing, as noted in the Housing Needs Summary presented earlier in this report.

## CONCLUSION

Mackenzie Region is made up of five main communities, rural areas and Reserves. Until recently, some of these communities have had a relatively transient population. These communities are now maturing and their residents are putting down more permanent roots. As such, these individuals and families need a broader range of housing options to meet their current and future needs and to enable the development of more complete and stable communities. As with the rest of the country, Mackenzie Region is seeing an aging of its population, indicating a need for more seniors housing options. The large turnouts witnessed during the consultation sessions undertaken for this study are evidence of the intensity of the interest among residents and their families in meeting these needs.

Meeting the housing needs of all residents throughout the housing continuum, including seniors housing, rental housing, special needs housing, low income housing and affordable housing, cannot be the sole responsibility of one agency or body. While the three municipalities in Mackenzie Region have a vital role in responding to the housing needs of current and future residents, creating a broad range of housing options relies on the

collaboration of many stakeholders. The provincial and federal governments share responsibility in the provision of funding to help meet the housing goals of the Region. First Nations communities share many of these needs and can be important partners in developing solutions. The private sector also has an important role to play, particularly in the provision of market rate housing. Mackenzie Housing Management Board and High Level Housing Authority have the responsibility of properly planning and administering the social and assisted/supportive housing stock in the Region. Mackenzie Region residents themselves have the responsibility to contribute to meeting the identified goals in each community and, as such, need to increase their efforts by committing local resources, establishing partnerships to leverage available resources and jointly advocating to senior levels of government. Successfully meeting the housing needs in Mackenzie Region will depend on cultivating strong and lasting partnerships, collaborations and the sharing of resources.

As a next step and to ensure the successful implementation of the recommended actions outlined in this study, it will be critical to develop and adopt an implementation plan, which will include prioritizing recommended actions, identifying required resources, and identifying indicators to measure success. ***In particular, an immediate opportunity exists for Provincial funding to assist in the development of assisted living units through the newly-formed Ministry of Seniors. Mackenzie Housing Management Board, supported by area municipalities, First Nations and other community stakeholders, should ensure application is made by the December 19, 2014 deadline for funding under the Affordable Supportive Living Initiative.***

The above analysis identifies the needs across Mackenzie Region. The following sections provide summaries of the analysis which led to the recommendations for each of the five urban settlements and for First Nations and Métis populations. The Technical Appendix accompanying this report provides the full data analysis utilized to help arrive at the conclusions and recommendations for the study.

# TOWN OF HIGH LEVEL

The Town of High Level began as a resource town in the late 1940's and early 1950's with a largely transient population. Since then the Town has evolved into a maturing community with a more permanent population, some of whom have lived in the Town all their lives and would like to retire there. At the same time, High Level is the service centre for a wider area incorporating a large rural population and several First Nations Reserves. The development of more industries, services and amenities, including a Regional hospital, has led to even more people wanting to settle in the Town of High Level. These developments indicate a need to provide a broader range of housing options than what currently exists, including options for the aging population, the large service sector population, Aboriginal individuals and families and families with children.

The following are the key findings from the analysis of High Level. The detailed analysis, along with recommendations, is contained in the Technical Appendix Report.

## KEY FINDINGS

- While the overall population in High Level has recently experienced a slight decline, Aboriginal, senior and baby boomer population groups have continued to increase.
- There is a need to diversify the housing stock in High Level to accommodate different household types, including couples with children, single individuals and two-person households.
- Non-family, lone-parent, younger and smaller households in High Level are more likely to experience affordability issues, which suggests a need for affordable housing units suitable for smaller households.
- There is a need for more affordable rental units for lower-income households as well as more market-rate rental units for moderate income households who may have moved to the Town for employment but may not have plans to stay permanently.
- There is a need for more seniors housing options in High Level, both independent self-contained units as well as assisted living options. While the population is aging, many seniors are in the younger stages of seniors age groups; therefore the need for assisted living, which tends to serve those in the more elderly age groups, will continue to grow over time. Stakeholders have noted that many individuals who are currently in long term care would be better served in assisted/supportive living units/beds.
- FASD is a significant and growing problem in the High Level area. This need is partly being addressed by the housing pilot project being undertaken by the Mackenzie FASD Network in High Level. This project should be strongly supported by all levels of government.

# TOWN OF RAINBOW LAKE

Oil was discovered in the area around the Town of Rainbow Lake in the mid 1960s which resulted in an 'oil boom' and the development of the Town. Initially, the Town had a large transient population of mostly workers in the oil fields but it has evolved and now has a more permanent population. Mainly due to being a young community which is reliant on a single industry, Rainbow Lake faces housing issues that are different from most areas in the rest of the Region. The main housing gap in the Town is for rental housing for individuals and families who do not work directly for the oil and gas companies, including Town staff, health services staff, and service sector employees. The Town has quite a young population profile and therefore is not expected to experience a strong need for seniors housing for many years.

The following are the key findings from the analysis of Rainbow Lake. The detailed analysis, along with recommendations, is contained in the Technical Appendix Report.

## KEY FINDINGS

- The population in Rainbow Lake is decreasing for most age groups, except the baby boomer and senior populations. These population groups are expected to continue to increase at higher rates than the rest of the population over time.
- There is a need to diversify the housing stock in Rainbow Lake to accommodate different household types as well as to ensure better living conditions.
- Rainbow Lake is comprised mostly of households led by persons of working age that are renters, but most are not experiencing affordability issues.
- There is a need for some affordable rental housing units as well as market rate rental units.

# HAMLET OF LA CRETE

The Hamlet of La Crete is the fastest growing community in Mackenzie Region outside of the reserves, with the largest proportion of residential development occurring within the Hamlet and its surrounding rural areas. While still a smaller community, it is the business centre for several industries in the Region. In addition, it has a strong cultural characteristic which attracts people of Mennonite background from all over the world to settle permanently in the Hamlet, thus contributing to its significant growth. Unlike some areas of the Region, the Hamlet of La Crete has a fairly stable and permanent population, many of whom have lived in the community all their lives and have no intention of leaving when they retire. This has led to a very sizable senior population. Considering that the Hamlet also has a number of services and amenities that are attractive to seniors, such as the only seniors lodge in the Region as well as a larger number of independent housing options for seniors, it continues to attract and retain many seniors from the surrounding rural areas. As such, it is important to ensure that there is an appropriate range of housing options for the growing population.

The following are the key findings from the analysis of La Crete. The detailed analysis, along with recommendations, is contained in the Technical Appendix Report.

## KEY FINDINGS

- The population in La Crete, particularly the youth and senior population groups, is increasing and will continue to increase, while household size is decreasing.
- A large proportion of the County's development is taking place in La Crete but there is a need to diversify the housing stock beyond its current low-rise and movable dwelling profile to accommodate different household types, including singles, couples without children, students and seniors.
- Smaller and non-family households are more likely to rent and are more likely to experience affordability issues.
- There is a need for more non-market rental and market rate rental units to meet the needs of households with low- and moderate incomes as well as households who are not yet prepared to move to home ownership.
- There is a need for more seniors independent/ self-contained units in the La Crete market area. A total of 152-177 should be added by 2031.
- The increasing seniors population, increasing by 52.8% from 1996 to 2011, suggests a need for more assisted/supportive living units in the community. A total of 63-110 should be added by 2031.



# HAMLET OF FORT VERMILION

The Hamlet of Fort Vermilion is the oldest community in Alberta. In spite of this, it has a relatively small population base which has seen little change in the last few years. Due to the age of the community and the fact that Fort Vermilion is the Region's public services centre, the population of the Hamlet and its surrounding rural areas is relatively stable and permanent. Many people have lived in the area all their lives and intend to stay after they retire, providing suitable housing is available for them. This growing seniors population and the very limited housing options for seniors in the area underlines a major gap in the community. The fact that Fort Vermilion is also the centre for public services and knowledge industries suggests a need for a broader range of housing options to ensure that the community continues to attract and retain related businesses and employees to the Hamlet. A number of First Nations communities are in close proximity to Fort Vermilion, and depend heavily on Fort Vermilion for employment, support services and housing. Virtually all of the Mackenzie Housing Board units in Fort Vermilion are occupied by Aboriginal households.

The following are the key findings from the analysis of Fort Vermilion. The detailed analysis, along with recommendations, is contained in the Technical Appendix Report.

## KEY FINDINGS

- The population in Fort Vermilion is decreasing for most age groups, except the baby boomer and senior populations. These population groups are expected to continue to increase at higher rates than the rest of the population over time.
- There is a need to diversify the housing stock in Fort Vermilion to accommodate different household types, including two- and three-person households and seniors.
- One-person and non-family households are more likely to rent in Fort Vermilion, as are young adults and older adults close to retirement age.
- There is a need for more rental housing units, particularly market rate units, in Fort Vermilion. Stakeholders noted that the limited supply of rental housing is severely impacting employers' ability to recruit and retain staff, including health care staff.
- There is a need for seniors housing options in Fort Vermilion, both independent as well as assisted living options.

# HAMLET OF ZAMA

The Hamlet of Zama is located in the middle of one of the largest known oil and gas fields in Alberta. As such, it has a large number of temporary residents who are directly or indirectly employed by the oil and gas companies. It also has a small number of permanent residents, but most people are in the area for employment purposes. As such, the housing needs in the community are mainly focused on rental housing for people working in the service sector and the development of a more permanent housing stock as the existing stock is mostly made up of movable dwellings.

The following are the key findings from the analysis of Zama. The detailed analysis, along with recommendations, is contained in the Technical Appendix Report.

## KEY FINDINGS

- The population in Zama, which is mostly made up of working age individuals, has decreased but is expected to increase by more than 90% in the next twenty years (depending on the economic health of the local oil and gas sector).
- The majority of dwellings are mobile homes and there are a large number of seasonal dwellings, reflecting the transient nature of the population.
- One- and two-person make up the majority of households in Zama, indicating a need for smaller housing options.

# FIRST NATIONS AND MÉTIS COMMUNITIES

A large number of First Nations and Métis peoples view the communities of Mackenzie Region as part of their home community. As such, they have a significant influence on the need and demand for housing in these communities.

The following are the key findings from the analysis of First Nations and Métis housing needs. The detailed analysis, along with recommendations, is contained in the Technical Appendix Report.

## KEY FINDINGS

- The population on reserve is increasing and is expected to continue to increase to 2031. An increase of about 1,064 on reserve dwelling units is required between now and 2031 to keep pace with this growth.
- The senior Aboriginal population on reserve is expected to increase by about 80% from 2011 to 2031 and it is expected that some of these seniors will move to the more urban areas of the Region, particularly High Level and Fort Vermilion, to access support services and more appropriate housing options.
- By 2031, it is estimated that there will be 20 to 35 seniors who would require assisted/supportive living facilities. These needs have been incorporated into the recommended seniors facilities within the urban communities of the Region.
- The proportion of multiple and other family households on reserve is increasing. Stakeholders suggest that this is due to the limited housing options that are forcing families to 'double up'. Efforts need to be taken to expand the supply of on reserve housing to reverse this trend and provide more suitable accommodation
- The condition of housing on reserve is a key concern. Efforts need to be taken to provide assistance to enable the repair and improvement of such dwellings.

NOVEMBER 2014

# MACKENZIE REGIONAL HOUSING NEEDS ASSESSMENT

Technical Appendix

PREPARED BY:



This **Regional Housing Needs Assessment** was prepared for Mackenzie County, the Town of High Level, the Town of Rainbow Lake, the Mackenzie Housing Management Board and the High Level Housing Authority by SHS Consulting, under the direction of a Working Committee.

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# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>I</b>
<b>LIST OF TABLES AND FIGURES</b> .....	<b>IV</b>
FIGURES .....	IV
TABLES .....	V
<b>INTRODUCTION</b> .....	<b>1</b>
STUDY BACKGROUND .....	1
PURPOSE OF THE STUDY .....	2
APPROACH TO THE STUDY .....	3
<b>MACKENZIE REGION</b> .....	<b>6</b>
POPULATION TRENDS AND PROJECTIONS .....	6
HOUSEHOLD TRENDS AND PROJECTIONS.....	11
ECONOMIC ANALYSIS .....	17
HEALTH ANALYSIS .....	21
HOUSEHOLD INCOME .....	24
HOUSING SUPPLY.....	28
HOUSING AFFORDABILITY .....	41
POLICY FRAMEWORK ANALYSIS .....	45
KEY FINDINGS AND CONCLUSIONS .....	48
<b>APPENDIX A: COMMUNITY PROFILES</b> .....	<b>55</b>
<b>TOWN OF HIGH LEVEL</b> .....	<b>56</b>
POPULATION TRENDS AND PROJECTIONS .....	56
HOUSEHOLD TRENDS AND PROJECTIONS.....	60
ECONOMIC ANALYSIS .....	65
HOUSEHOLD INCOME .....	66
HOUSING SUPPLY.....	69
HOUSING AFFORDABILITY .....	79
POLICY FRAMEWORK ANALYSIS .....	82
KEY FINDINGS AND CONCLUSIONS .....	84

<b>TOWN OF RAINBOW LAKE.....</b>	<b>87</b>
POPULATION TRENDS AND PROJECTIONS .....	87
HOUSEHOLD TRENDS AND PROJECTIONS.....	91
ECONOMIC ANALYSIS .....	95
HOUSEHOLD INCOME .....	95
HOUSING SUPPLY.....	97
HOUSING AFFORDABILITY .....	101
POLICY FRAMEWORK ANALYSIS .....	103
KEY FINDINGS AND CONCLUSIONS .....	104
<b>HAMLET OF LA CRETE.....</b>	<b>106</b>
POPULATION TRENDS AND PROJECTIONS .....	106
HOUSEHOLD TRENDS AND PROJECTIONS.....	110
ECONOMIC ANALYSIS .....	114
HOUSEHOLD INCOME .....	115
HOUSING SUPPLY.....	116
HOUSING AFFORDABILITY .....	125
POLICY FRAMEWORK ANALYSIS .....	128
KEY FINDINGS AND CONCLUSIONS .....	129
<b>HAMLET OF FORT VERMILION .....</b>	<b>131</b>
POPULATION TRENDS AND PROJECTIONS .....	131
HOUSEHOLD TRENDS AND PROJECTIONS.....	135
ECONOMIC ANALYSIS .....	139
HOUSEHOLD INCOME .....	140
HOUSING SUPPLY.....	141
HOUSING AFFORDABILITY .....	148
POLICY FRAMEWORK ANALYSIS .....	151
KEY FINDINGS AND CONCLUSIONS .....	152
<b>HAMLET OF ZAMA.....</b>	<b>154</b>
POPULATION TRENDS AND PROJECTIONS .....	154
HOUSEHOLD TRENDS AND PROJECTIONS.....	156
ECONOMIC ANALYSIS .....	158

HOUSING SUPPLY.....	159
POLICY FRAMEWORK ANALYSIS.....	160
KEY FINDINGS AND CONCLUSIONS .....	161
<b>FIRST NATIONS AND MÉTIS COMMUNITIES.....</b>	<b>162</b>
POPULATION TRENDS AND PROJECTIONS .....	162
HOUSEHOLD TRENDS AND PROJECTIONS.....	166
HOUSING SUPPLY.....	168
KEY FINDINGS.....	170
<b>APPENDIX B: SENIORS HOUSING OPTIONS.....</b>	<b>171</b>
<b>APPENDIX C: GLOSSARY.....</b>	<b>174</b>



# LIST OF TABLES AND FIGURES

## FIGURES

Figure 1. Historical and Projected Population Trends, Overall Mackenzie Region, 1996-2031.....	7
Figure 2. Historical and Projected Population by Proportion of Age Group, Overall Mackenzie Region, 1996-2031 ..	8
Figure 3. Historical and Projected Population Growth Trends by Age Group, Overall Mackenzie Region, 1996-2031 .....	10
Figure 4. Household Size Trends in Proportion, Core Mackenzie Region, 1996-2011 .....	13
Figure 5. Household Type Breakdown, Overall Mackenzie Region, 1996-2011 .....	14
Figure 6. Trends in Tenure, Core Mackenzie Region, 1996-2011 .....	15
Figure 7. Dwelling Type Breakdown, Overall Mackenzie Region, 1996-2011 .....	30
Figure 8. Dwelling Type by Tenure, Core Mackenzie Region, 2011 .....	31
Figure 9. Spending More than 30% of Income on Housing by Tenure Trends, Core Mackenzie Region, 1996-2011 .	42
Figure 10. Historical and Projected Population Trends, Town of High Level and Overall Mackenzie Region, 1996-2031.....	57
Figure 11. Historical and Projected Population by Proportion of Age Group, Town of High Level, 1996-2031 .....	58
Figure 12. Historical and Projected Population Trends by Age Group, Town of High Level, 1996-2031 .....	59
Figure 13. Household Size Trends in Proportion, Town of High Level, 1996-2011 .....	61
Figure 14. Household Type Breakdown, Town of High Level, 1996-2011.....	62
Figure 15. Trends in Tenure, Town of High Level, 1996-2011 .....	63
Figure 16. Dwelling Type Breakdown, Town of High Level, 1996-2011 .....	70
Figure 17. Dwelling Type by Tenure, Town of High Level, 2011 .....	71
Figure 18. Spending More than 30% of Income on Housing by Tenure Trends, Town of High Level, 1996-2011.....	79
Figure 19. Historical and Projected Population Trends, Town of Rainbow Lake and Overall Mackenzie Region, 1996-2031.....	88
Figure 20. Historical and Projected Population by Proportion of Age Group, Town of Rainbow Lake, 1996-2031....	89
Figure 21. Historical and Projected Population Trends by Age Group, Town of Rainbow Lake, 1996-2031.....	90
Figure 22. Household Size Trends in Proportion, Town of Rainbow Lake, 1996-2011 .....	92
Figure 23. Household Type Breakdown, Town of Rainbow Lake, 1996-2011 .....	93
Figure 24. Trends in Tenure, Town of Rainbow Lake, 1996-2011 .....	94
Figure 25. Dwelling Type Breakdown, Town of Rainbow Lake, 1996-2011 .....	98
Figure 26. Dwelling Type by Tenure, Town of Rainbow Lake, 2011 .....	99
Figure 27. Spending More than 30% of Income on Housing by Tenure Trends, Town of Rainbow Lake, 1996-2011 .....	102
Figure 28. Historical and Projected Population Trends, Hamlet of La Crete and Overall Mackenzie Region, 2001-2031.....	107
Figure 29. Historical and Projected Population by Proportion of Age Group, Hamlet of La Crete, 2001-2031.....	108
Figure 30. Historical and Projected Population Trends by Age Group, Hamlet of La Crete, 2001-2031.....	109
Figure 31. Household Size Trends in Proportion, Hamlet of La Crete, 2001-2011 .....	111
Figure 32. Household Type Breakdown, Hamlet of La Crete, 2001-2011 .....	112
Figure 33. Trends in Tenure, Hamlet of La Crete, 2001-2011 .....	113
Figure 34. Dwelling Type Breakdown, Hamlet of La Crete, 1996-2011 .....	118
Figure 35. Dwelling Type by Tenure, Hamlet of La Crete, 2011 .....	119

Figure 36. Spending of 30% of Income on Housing by Tenure Trends, Hamlet of La Crete, 2001-2011.....	126
Figure 37. Historical and Projected Population Trends, Hamlet of Fort Vermilion and Overall Mackenzie Region, 2001-2031.....	132
Figure 38. Historical and Projected Population by Proportion of Age Group, Hamlet of Fort Vermilion, 2001-2031 .....	133
Figure 39. Historical and Projected Population Trends by Age Group, Hamlet of Fort Vermilion, 2001-2031 .....	134
Figure 40. Household Size Trends in Proportion, Hamlet of Fort Vermilion, 2001-2011.....	136
Figure 41. Household Type Breakdown, Hamlet of Fort Vermilion, 2001-2011.....	137
Figure 42. Trends in Tenure, Hamlet of Fort Vermilion, 2001-2011.....	138
Figure 43. Dwelling Type Breakdown, Hamlet of Fort Vermilion, 2001-2011.....	143
Figure 44. Dwelling Type by Tenure, Hamlet of Fort Vermilion, 2011.....	143
Figure 45. Spending Over 30% of Income on Housing by Tenure Trends, Hamlet of Fort Vermilion, 2001-2011....	149
Figure 46. Historical and Projected Population Trends, Hamlet of Zama and Overall Mackenzie Region, 2001-2031 .....	155
Figure 47. Population by Proportion of Age Group, Hamlet of Zama, 2001-2031 .....	156
Figure 48. Household Size Trends in Proportion, Hamlet of Zama, 2001-2011 .....	157
Figure 49. Historical and Projected Population Trends, Reserves, Métis Settlement and Overall Mackenzie Region, 1996-2031.....	163
Figure 50. Historical and Projected Population by Proportion of Age Group, Reserves and Métis Settlement, 1996-2031.....	163
Figure 51. Historical and Projected Population Trends by Age Group, Reserves and Métis Settlement, 1996-2031 .....	165
Figure 52. Household Type Breakdown, Reserves and Métis Settlement, 1996-2011.....	167
Figure 53. Dwelling Type Breakdown, Reserves and Métis Settlement, 1996-2011 .....	169

## TABLES

Table 1. Components of Population Growth, Division 17 Alberta, 2001-2013 .....	11
Table 2. Place of Work for Residents of Mackenzie County, 2011 .....	20
Table 3. Place of Residence for Persons that Work in Mackenzie County, 2011.....	20
Table 4. Household Income Deciles (Based on Mackenzie County Incomes), Core Mackenzie Region, 2011 .....	25
Table 5. Alberta Senior Benefits Program Benefit Amounts, 2014.....	27
Table 6. Mackenzie Housing Portfolio, 2014.....	35
Table 7. High Level Housing Portfolio, 2014 .....	36
Table 8. Special Needs Services, Mackenzie Region, 2014 .....	37
Table 9. Household Income Deciles (Based on Mackenzie County Incomes), Town of High Level, 2011.....	67
Table 10. High Level Housing Authority, 2014 .....	75
Table 11. Special Needs Services, Town of High Level, 2014 .....	75
Table 12. Household Income Deciles (Based on Mackenzie County Incomes), Town of Rainbow Lake, 2011.....	96
Table 13. Household Income Deciles (Based on Mackenzie County Incomes), Hamlet of La Crete, 2011.....	115
Table 14. Special Needs Services, Mackenzie Region, 2014 .....	121
Table 15. Special Needs Services, Hamlet of La Crete, 2014.....	122
Table 16. Household Income Deciles (Based on Mackenzie County Incomes), Hamlet of Fort Vermilion, 2011 .....	141
Table 17. Mackenzie Housing Portfolio, 2014.....	145
Table 18. Special Needs Services, Hamlet of Fort Vermilion, 2014 .....	146

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Finally, we would like to thank the residents of Mackenzie Region for sharing their experiences, insights and stories through various meetings, interviews and consultation sessions throughout the study process.

Together, these experiences highlight the great work underway and demonstrate leadership in working to provide housing for all current and future residents of Mackenzie Region.

Thank you.

# INTRODUCTION

## STUDY BACKGROUND

The Mackenzie Region is located in Northwest Alberta and is comprised of three municipalities: Mackenzie County, the Town of High Level and the Town of Rainbow Lake, as well as adjacent rural areas and First Nations and Métis communities. Mackenzie County is Alberta's largest county in terms of land area, covering an area larger than the entire province of New Brunswick.

With an economy based strongly on primary resources, especially oil and gas, the Region is seeing steady growth, heightening the need to ensure an appropriate range of housing for existing and future residents. At the same time, the area's population is aging, bringing a need for greater options for the accommodation of a growing number of senior citizens. Issues around affordability, the availability of rental housing, housing for those with special needs and other related concerns are also being raised across the area.

The Region's housing vision is to ensure that there is a sufficient supply, choice and diversity of housing within the Region. Given the diverse range of communities across the Region, housing needs and demands vary from place to place, depending on the character of the community, the type of housing existing within each area and demographic and socioeconomic factors affecting housing need and demand. The housing needs from rural areas and from First Nations reserves are also affecting housing requirements within the Region.

In order to ensure the Region's growing housing needs are met and its housing vision can be achieved, the participating municipalities are undertaking a process to develop strategies aimed at providing the right mix of market and non-market housing across the Mackenzie Region.

Accordingly, the Regional Housing Needs Assessment is being undertaken. The fundamental goal of the Needs Assessment is:

*To explore current and future housing need, demand, supply and affordability and provide insight into the key drivers behind the housing markets within the Mackenzie Region communities, with the main emphasis being placed on seniors' and social housing needs. The Assessment is expected to be inclusive, assessing the needs of all residents across all tenures, housing types and locations, and consider the housing needs of specific groups.*

## PURPOSE OF THE STUDY

The Needs Assessment is aimed at achieving a wide-ranging set of findings and conclusions that, together, comprise the purpose of the project. These include:

- Providing an overview of the Region’s housing market, including drivers, mechanisms and constraints (including the levels of historical development within each community).
- Providing credible and robust evidence to determine the current and future housing needs.
- Considering future demographic, employment and socioeconomic trends and identifying unmet housing demand for specific groups, housing types, tenures and locations.
- Obtaining the view of stakeholders to better understand the characteristics of housing need and demand.
- Determining the nature and influence of the local housing market on housing typology, location, tenure, commuting and employment
- Identifying unmet needs and gaps within the current and anticipated future housing market and providing recommendations to address those gaps and unmet market demand.
- Informing housing development investment decisions by both the private and not-for profit sectors.
- Providing data to support the seniors’ housing needs across the Region, including independent, lodge and assisted living.

The Assessment identifies needs for the Region overall, as well as the needs for individual communities, including the Town of High Level, the Town of Rainbow Lake, the Hamlet of La Crete, the Hamlet of Fort Vermilion, the Hamlet of Zama, surrounding rural areas and the Region’s Aboriginal population.

### *Objectives*

In order to achieve the overall goal and purpose of the study, a number of specific objectives were developed. The study assesses housing need and demand across the full housing continuum (including market and non-market housing) within the identified communities and the Region as a whole. The intent is to place greater emphasis on seniors’ and social housing needs, while also addressing the housing needs of persons with mental and/or physical disabilities. It looks at opportunities and challenges each community faces and the role housing can play in contributing to the long term sustainability of these communities. The Assessment

also encompasses the assessment of the support services that are essential or beneficial to be located in proximity to some types of housing.

The specific objectives are:

- Ascertaining the nature and level of current housing need and demand
- Obtaining an understanding of the characteristics of future housing markets
- Estimating the future number of households requiring market and social housing based upon housing typology, location, unmet needs and potential market demand
- Informing strategies aimed at providing the right mix of housing in the future – both market and affordable, including the size of the subsidized housing market
- Understanding the housing requirements of specific groups, projecting into the future; and
- Informing policy and housing development

## APPROACH TO THE STUDY

A statistical analysis of a range of indicators to determine current and future need and demand for housing was undertaken for the Region as a whole, as well as the five communities – the Town of High Level, the Town of Rainbow Lake, the Hamlet of La Crete, the Hamlet of Fort Vermilion, and the Hamlet of Zama, the adjacent rural areas and the First Nations reserves and Métis settlement.

In-person interviews, telephone interviews, focus groups with key stakeholders, and public open houses were also undertaken to further explore housing and support service issues facing the Region as a whole, as well as the individual communities, and potential options for addressing these issues. These consultations provided additional insight on the housing issues relevant to the different population groups in the Region, including seniors and Aboriginal peoples.

### *Sources of Information*

Sources of information for this report include Statistics Canada community profiles, topic-based tabulations from the Census, and custom tabulations for 2011 from the Census. Other sources include various agency websites, data from First Nations sources and data and reports from the County of Mackenzie, Town of High Level, Town of Rainbow Lake, and the local hamlets and unofficial censuses for Mackenzie County. As well, information from interviews and focus groups with key informants from the community and the general public are referenced throughout this report.

It should be noted that wherever possible, the most current and reliable data sources have been used in study analysis. Time series reporting and the level of detail/geography can vary by source and these can influence the reliability of the data on which findings are based. For instance, Census reporting periods are every 5 years with an associated lag for release of data after the actual Census year. While traditionally quite reliable, the lack of reporting between Census years requires interpretive trending in certain instances. Where estimates or projections are used in the study due to data availability or limitations, these are noted in the analysis along with any assumptions that have been applied.

### *Study Area*

The study area for the Regional Housing Needs Assessment is the Mackenzie Region, which as noted, includes Mackenzie County, the Town of High Level, the Town of Rainbow Lake, rural areas surrounding the settlement areas and a number of First Nations reserves and a Métis settlement. Data and information for the three hamlets located in Mackenzie County - La Crete, Fort Vermilion, and Zama City - are also included where available. To provide additional context to the analysis, data for the province is also presented.

The First Nations reserves and Métis settlement included are:

- Hay Lake 209 IRI
- Upper Hay River 212 IRI
- Bushe River 207 IRI
- Child Lake 164A
- Boyer River 164 IRI
- Beaver Ranch 163, 163a and 163b IRI (Census data not available for 1996, 2001, 2006; National Household Survey data not available for 2011)
- John D`Or Prairie 215 IRI
- Fox Lake 162 IRI
- Tall Cree 173 and 173A IRI
- Fort Vermilion 173B IRI (Census data not available for 1996, 2001, 2006)
- Carcajou Settlement 187 IRI (Census data not available for 1996, 2001, 2006; National Household Survey data not available for 2011)

### *Data Limitations*

Due to low Statistics Canada Census response rates in some areas, some of the demographic and housing data were unavailable for certain areas, especially the Hamlets. Any available data that contained enough responses to be representative of the community was included in the

analysis of this report. It should also be noted that there may be some discrepancies particularly for smaller counts due to Statistics Canada rounding and data suppression to ensure confidentiality.

### *Methodology for Population and Dwelling Projections*

The population projections were based on the trends from three Census periods (2001, 2006 and 2011), modified to take into account current and expected economic conditions as determined through local consultations. A flow-through factor, which takes into account deaths, migration and births (for the 0-4 years age group), was applied to each age group to calculate the projected number of people in each age group.

Dwelling projections are based on historical average household size (based on three Census periods) and the population counts and projections, with the assumption that one household equals one dwelling. In addition, projections have been adjusted to take into account the current context and historical trends in each area.

The estimated number of seniors requiring assisted/ supportive living beds/units was calculated as a range by applying the provincial capture rate of 5.2% and the national capture rate of 8.9% for seniors housing of this type (as reported in CMHC's Seniors Housing Report for Alberta for 2014) to the number of people 65 years and older in 2011 as well as the projected number in 2031. While CMHC applies this capture rate to persons 75 years and older and the average age in seniors housing facilities in the country is 85 years, for the purposes of this study, the rate was applied to the number of seniors 65 years and older. This was done due to the fact that there are very limited support service options for seniors within the communities of Mackenzie Region and these greatly influence when a senior moves from their own home to an assisted/ supportive living environment and further reflect the younger age profile of elders on reserve in need of assisted forms of seniors housing.

### *Organization of Report*

This report is organized to provide an overview of housing needs in Mackenzie Region as a whole. This is followed by Appendix A, which contains individual assessments of needs in each of the five main communities comprising the Region – High Level, Rainbow Lake, La Crete, Fort Vermilion and Zama. A section on the needs of First Nations and Métis communities is also provided. Appendix B provides some examples of seniors housing options that may be appropriate for communities throughout Mackenzie Region. Appendix C is a glossary of housing terms used throughout the report.



# MACKENZIE REGION

This section analyzes data on the “core” Mackenzie Region, which includes the Hamlets of La Crete, Fort Vermilion, and Zama City; the remaining rural areas of the County; the Town of High Level; and the Town of Rainbow Lake. Where available, data on the overall Mackenzie Region, which includes the reserves and Métis settlement, has been referred to as well. While the municipalities are not responsible for addressing housing needs on the reserves, many First Nations and Métis peoples consider the settlement areas in the Region as part of their home community (especially High Level and Fort Vermilion) and as such, have an effect on the need and demand for housing in these communities. The findings and conclusions arrived at in this section are the result of both statistical research from published sources and input received from public consultation sessions and stakeholder interviews conducted across the Region.

## POPULATION TRENDS AND PROJECTIONS

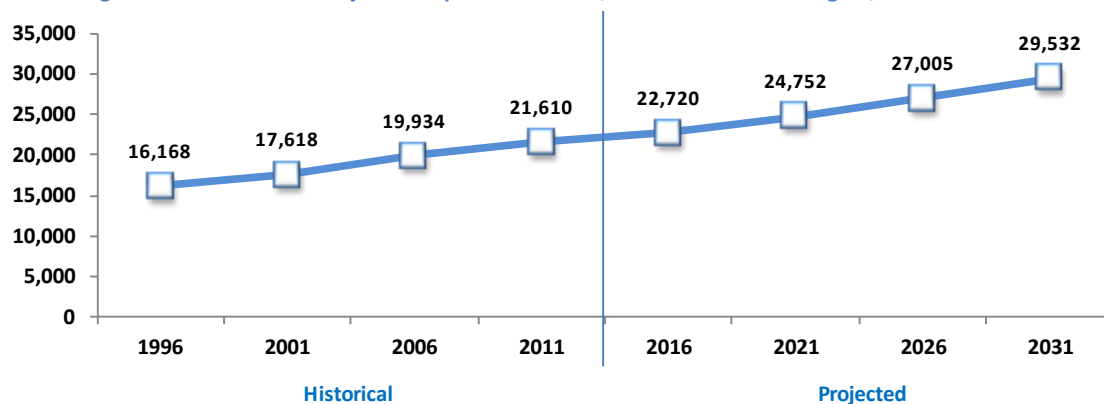
Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

### *Trends and Projections by Age*

In 2011, the population of Mackenzie Region excluding population on reserve and the Métis settlement stood at 15,438. This represented an overall increase of 26.4% from 1996, with the population growing at greater rates from 1996 to 2001 (8.5%) and 2001 to 2006 (12.1%), compared to a lower rate of growth (3.9%) during the recession from 2006 to 2011. The Region’s growth rates have fluctuated more than the rates for the Province of Alberta, where the population has grown steadily each year, resulting in an increase for the province of 35.2% from 1996 to 2011.

At the same time, the numerous reserves and Métis settlement located within the Region have grown at increasingly higher growth rates every five years, rising from a reported 3,957 persons in 1996 to 6,172 in 2011, a total increase of 56.0%. When this data is taken into account, the overall Mackenzie Region has grown from a population of 16,168 in 1996 to 21,610 in 2011, an increase of 33.7%. The overall Region experienced similar population growth rates to the core Region in 1996 to 2011, but a notably higher rate in 2011 (8.4%), confirming that the reserve population has an influence on population growth in the overall Region.

Figure 1. Historical and Projected Population Trends, Overall Mackenzie Region, 1996-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

The population in Mackenzie Region is notably younger than the population in Alberta, with a median age of 22.6 years compared to Alberta's 36.5 years. Local stakeholders have commented that this younger age profile is primarily due to the large number of individuals working in resource-based industries.

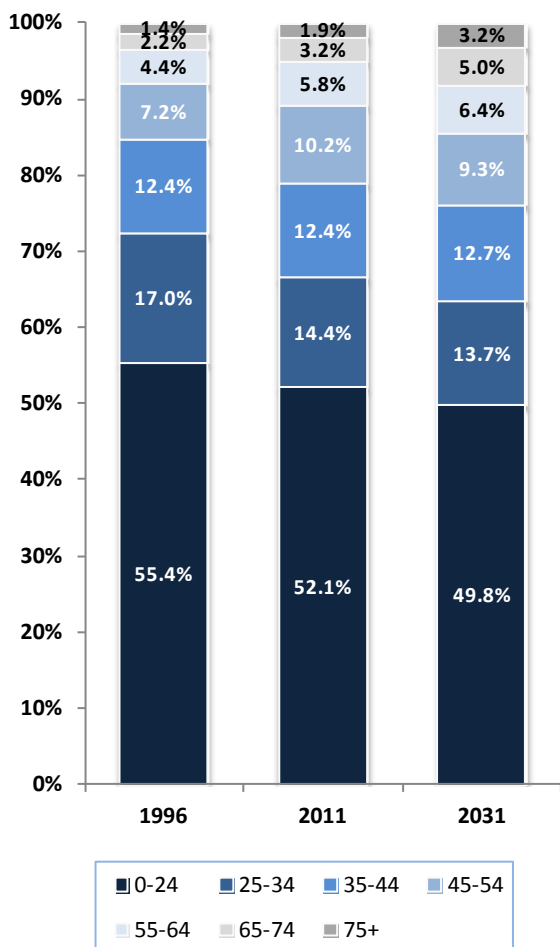
In 2011, youth under the age of 25 years made up 50.1% of the total population of the Region, a slight decrease from 53.5% in 1996. In comparison, youth under the age of 25 years comprised just 32.4% of the total provincial population in 2011.

The next largest population group were young and middle-aged adults aged 25 to 44 years who comprised another quarter of the Region's total population. This age group's population share has remained relatively stable since 1996 as well, just decreasing a few percentage points, but the number of persons aged 25 to 44 years has increased 12.3%.

Taking into account the population of the reserves and Métis settlement, the proportion of youth under the age of 25 years in the overall Region was 52.1% in 2011, down slightly from 55.4% in 1996. This number is slightly higher for the overall Region compared to the core Region because the reserves and Métis settlement have an even higher proportion of youth (57.7% in 2011 down from 61.1% in 1996). Similar to the core Region, persons aged 25 to 44 years represent 26.8% of the overall Region's population, down from 29.4% in 1996. The number of persons in this age group has increased 18.3% over this time period.

These findings indicate that the Region's population is largely composed of working age adults and their children, and the increasing number of working age adults contributes to a growth in the labour force. These findings also suggest a need for housing options for younger families and single individuals.

Figure 2. Historical and Projected Population by Proportion of Age Group, Overall Mackenzie Region, 1996-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

Despite the large proportion of younger individuals, the Region’s population is also aging. In fact, the rate of aging of the population has been noticeably faster than the Province as a whole since 1996. From 1996 to 2011, the number of seniors aged 65 years and older in Mackenzie Region increased 87.2%. In 2011, seniors made up 5.2% of the total population of the Region, which is an increase from their 3.5% proportion in 1996. In comparison, the senior population of the Province of Alberta increased 52.0% from 1996 to 2011, although seniors comprised 14.8% of the province’s total population in 2011 – almost triple the proportion of Mackenzie Region. For the overall Region including the reserves and Métis settlement, seniors comprised a similar 5.1% of the population, up from 3.6% in 1996, with the number of seniors increasing 83.8%.

Similarly, discussions with stakeholders confirm that the senior population in Mackenzie Region is indeed growing. Stakeholders noted that this is partly due to the fact that more and more people have now put down permanent roots in

these communities and want to stay in the Region with their families and friends, as opposed to leaving when they retire, which was often the case when some of the communities were in their early stages of development and served more as short-term employment centres. In addition, many who have lived in the Region for most of their lives want to stay and age in their own communities.

As well, the number of persons aged 45 to 64 years in the Region increased 80.1% from 1996 to 2001, to make up 17.2% of the Region’s population in 2011. For the overall Region, this age group increased 78.9% to comprise 16.0% of the overall Region’s population. The growth in this age group indicates that the Region will likely be seeing a further large increase in its senior population over the next 15 to 20 years, and will need to plan for an age-friendly community, which includes a range of housing and support service options to meet the needs of the aging population. At the same time, it will be important to ensure that there continues to be a

diversity of housing options that can serve a range of age groups, particularly those aged 25-54 years who have a large presence in the Region and whose continued residence in the Region will be important in providing the services and amenities required by the Region's aging population.

It should also be noted that the senior population in Mackenzie Region is relatively young when compared to other Canadian communities. As such, while there is need for accommodation with higher levels of support, there is also a significant need for seniors self-contained units with accessible/ Universal Design features for individuals capable of independent living with modest levels of support. These units will allow seniors to stay in their own homes longer, thus deferring or even completely avoiding the need to move to assisted/supportive living units, nursing homes or long term care homes. Research has shown that most seniors would like to live in their own homes. Studies have also found that seniors who live in their own homes with access to appropriate support services tend to stay physically and cognitively healthy and independent longer than those who live in special care facilities such as nursing homes and assisted living facilities.

At the same time, however, it is important to recognize that, over time, many of the seniors currently capable of independent living will continue to age and the need for accommodation with higher levels of support will grow in the future. It is important to anticipate these needs and start planning now to meet them.

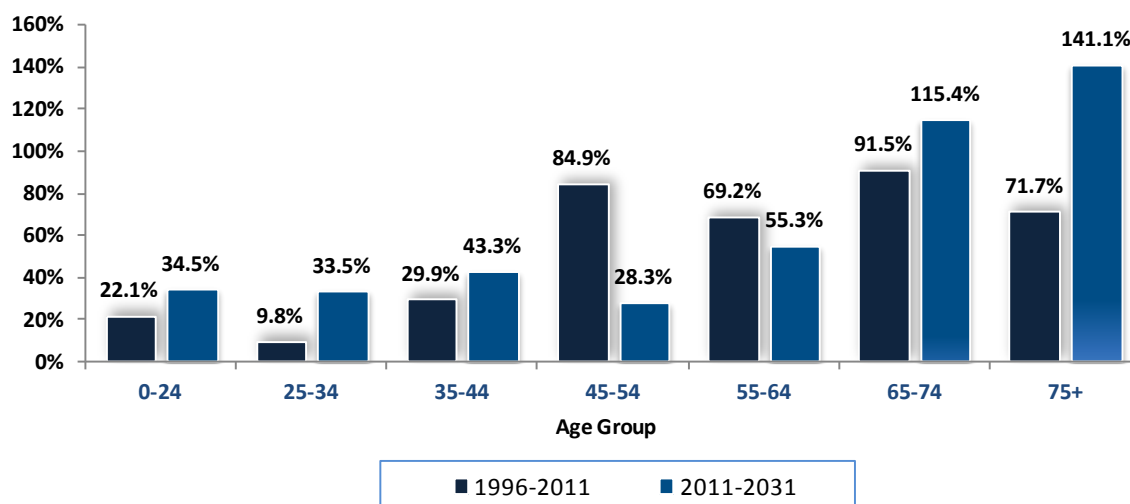
### PROJECTIONS

Based on population projections calculated according to the methodology described at the beginning of this report, the overall Region's population is expected to increase by 7,922 persons, or 36.7%, from 2011 to 2031, to reach 29,532 persons.

When broken down by age, the number of youth under the age of 25 years are expected to increase 34.3% by 2031 to reach 14,711 persons, whereas seniors 65 years and over are expected to increase 123.8% during this time period to 2,417 persons. In 2031, youth are expected to comprise 49.8% of the total population (down slightly from 52.1% in 2011), and seniors 8.2% (up from 5.1% in 2011).

While the numbers of persons aged 25 to 44 years and 45 to 64 years are each expected to increase approximately 38% from 2011 to 2031, the proportions of these age groups will remain about the same (approximately 26% and 16% respectively).

Figure 3. Historical and Projected Population Growth Trends by Age Group, Overall Mackenzie Region, 1996-2031



Source: Statistics Canada Census, 1996 - 2011; SHS Calculations, 2014

### Aboriginal Population

Not including the reserves and Métis settlement, the 2011 Census reported that Mackenzie Region is home to 1,955 Aboriginal persons. From 1996 to 2011, this population group grew 37.7% to comprise 12.7% of the Region's total population. In comparison, during this same time period, Alberta's Aboriginal population grew 79.7%, but the population group comprised just 6.1% of the province's overall population in 2011. Accordingly, Mackenzie Region has twice the proportion of Aboriginal population as the province as a whole.

Including the reserves and Métis settlement, there was a reported total of 8,127 Aboriginal persons in the overall Mackenzie Region in 2011. This overall population has risen 51.1% since 1996 and as of 2011 made up more than a third (37.6%) of the Region's overall population. While housing and services on the reserves and Métis Settlement are not under the jurisdiction of the municipalities, the large number of Aboriginal persons in the Region has a significant influence on the housing market and need for services in the two Towns and three Hamlets within the Region. Discussions with stakeholders across the area made it clear that many Aboriginal individuals are highly dependent on these communities for employment, various services and supports and, for many, various types of housing. Indeed, a large number of non-market housing units operated by Mackenzie Housing Management Board and High Level Housing Authority are occupied by Aboriginal seniors, families and single individuals. Therefore, any assessment of housing needs in these communities must include the needs of the Aboriginal population within Mackenzie Region.

The Aboriginal senior population in the core Region has grown at a lower rate than the overall senior population, rising 45.5% from 2001 to reach a reported 80 persons in 2011. In contrast, the Aboriginal senior population in the Province of Alberta has grown 181.9% from 2001 to 2011. When looking at the overall Region as a whole, Aboriginal seniors have grown from a reported 260 persons in 1996 to 350 persons in 2011, an increase of 34.6%, suggesting that the number of seniors on the reserves and Métis settlement is not increasing as quickly as the Aboriginal seniors in the rest of the Region. As well, overall, the number of Aboriginal seniors in the Region is not growing as quickly as the total number of seniors.

### Components of Population Growth

The make-up of growth and from where it originates are also important indicators in understanding population trending. In-year statistics for selected years show the rise in population since 2001 in Division 17 (which includes Mackenzie Region), reflecting net gains resulting from in-migration and natural increase. As can be seen, natural population growth has outpaced immigration and migration, at approximately double the rate each year highlighted. This signals a growing population of young families with high birth rates, which, when combined with immigration and in-migration to the area, is more than enough to make up for out-migration. At the same time, however, it is important to note that, on average, 750-1,000 persons per year do migrate out of the area to other parts of the province, showing the transient nature of a significant portion of the population.

Table 1. Components of Population Growth, Division 17 Alberta, 2001-2013

Year	Natural Increase	Immigrants vs Emigrants	Net Interprovincial Migration	Net Intraprovincial Migration	Total Growth
2001 - 2002	948	122	381	-1,092	359
2006 - 2007	1,070	75	584	-756	973
2012 - 2013	968	83	519	-990	580

Source: Statistics Canada, Components of Population Growth, CANSIM 051-0063, 2001-2013

## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, housing needs are more directly related to the characteristics of households. Each household requires a dwelling unit; therefore it is critical to understand trends in the number, tenure, size and type of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

## *Trends and Projections*

Based on Statistics Canada census data, there were 4,480 households in Mackenzie Region in 2011. This was up notably (33.7%) from the 3,350 recorded in 1996 and reflective of the population growth during that same period. Like population, total households grew at higher rates prior to 2006, with growth rates of 13.7% from 1996 to 2001 and 15.7% from 2001 to 2006. In comparison, from 2006 to 2011, the number of households grew just 1.6%. Similarly, the number of households in Alberta has grown 42.0% since 1996.

For the Region as a whole, including the reserves and Métis settlement, there were 5,705 households in 2011. This is a similar increase of 37.0% from 4,165 households in 1996. Like population and household rates for the core Region, total households grew at higher rates prior to 2006, with growth rates of 15.1% from 1996 to 2001, 13.6% from 2001 to and just 4.8% from 2006 to 2011. This significant drop in household growth rates can be attributed to slower population growth from 2006 to 2011 and stable household sizes.

Based on population projections and the predicted change to average household size in 2031, it is estimated that there will be 8,477 households in the overall Region in 2031, an increase of 48.8% or approximately 2,777 households. It should be noted that, unlike population, the rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen provincially. This is particularly relevant to housing needs, because the need for more dwellings is directly related to growth in households. This expected growth in households will require the addition of a similar number of new dwelling units across the Region (i.e. 2,777 new units) to keep pace with demand.

## *Trends in Household Size, Type, Tenure*

### *Household Size*

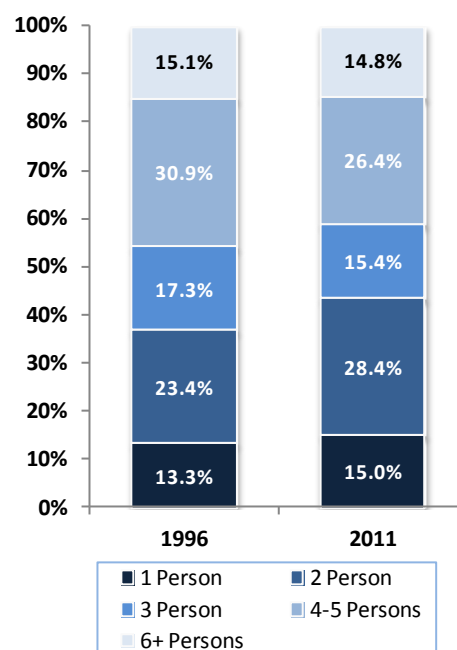
The higher rate of growth in the number of households noted above compared to the population growth is primarily due to the decreasing average household size in the Region. Historically, and currently, Mackenzie Region has consistently had much higher average household sizes than the Province of Alberta overall, reflective of its younger age profile. In 1996 the average household size in Mackenzie Region was at 3.3 persons, compared to 2.7 for Alberta. Since 1996, both averages have dropped slightly, however, with the Region average household size dropping to 3.1, and the average dropping provincially to stand at 2.6 in 2011. The drop in household size is likely due to the increasing tendency to have fewer children, the increase in the number of single individuals as well as the aging of the population. The decline in household sizes points to the need to ensure that future housing supply corresponds to this

trend by providing a higher percentage of smaller units suited to households comprised of fewer persons.

When including the reserves and Métis settlement, the average household size is notably higher at 3.4 persons per household, down from 3.7 persons in 1996. This higher overall average household size is due to the much higher average household sizes in the reserves and Métis settlement, which stood at 4.3 persons per household in 2011.

When examined further, the data indicates the largest group of households in the Region are two person-households at 28.4% in 2011, a share that has steadily increased from 1996 when they comprised 23.4% of all households. This group is followed closely by four to five person households, which comprised 26.4% of all households, down from 30.9% in 1996, followed by one, three and six person households, which each comprised approximately 15% of all households. One-person households were up slightly from 13.3% and three-person households down slightly from 17.3% in 1996. Six-person households were similarly down from 15.1%.

Figure 4. Household Size Trends in Proportion, Core Mackenzie Region, 1996-2011



Source: Statistics Canada Census, 1996- 2011

In comparison, in the province as a whole, six person households comprised just 3.5% of all households in 2011, and four to five person households 21.4% of all households. The share of one-person households is also double that of the Region at 24.7%, although two person-households are still the largest share at 34.3%. One-person households have increased the most since 1996, by 55.8%, closely followed by two-person households at 53.4%. This data suggests that while households are, in general, becoming smaller, there is still a need for housing options to accommodate larger households, particularly young families.

### Household Type

Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

In 2011, 75.9% of all Mackenzie Region households were one-family households, a share that has dropped slightly since 2006 when it was 78.0%. The proportion remained relatively stable

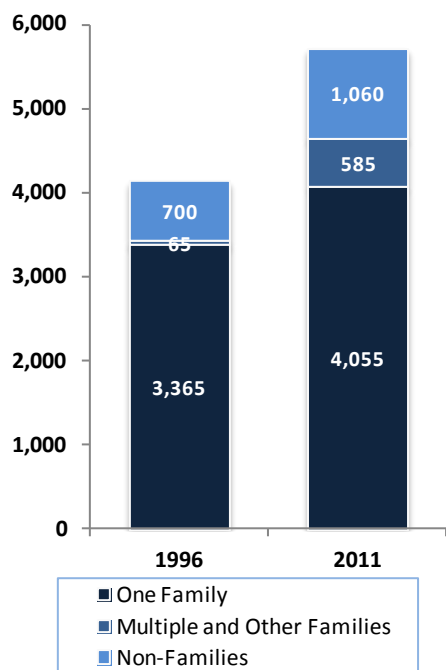


from 2001 to 2006, but had dropped slightly as well between 1996 and 2001. Broken down further, 47.1% of all households in the Region were comprised of couples with children, with another 22.6% representing couples without children, and 6.2% were lone parent families.

Non-family households (singles and two or more unrelated individuals) comprised 18.5% of households in 2011, which is higher than their 1996 share but lower than their shares in 2001 and 2006, when they made up approximately 20% of all households. Multiple and other family households (comprised of more than one family unit) have seen their share rise consistently since 1996, when there were just 10 multiple families in the Region, to reach 5.7% of all households in 2011. This increase in the proportion of multiple and other family households may be partly due to the fact that, according to stakeholders, the number of unrelated individuals sharing a home or families sharing a home with extended family members was increasing due to the challenges in finding suitable and affordable accommodation.

For the Region as a whole that includes the reserves and Métis settlement, 71.1% of all households were one-family households, a share that has dropped significantly since 1996 when it was 81.5%. Similar to the core Region, the proportion remained relatively stable from 2001 to 2006, but had dropped slightly between 1996 and 2001 and 2006 and 2011. Broken down further, 44.2% of all households in the Region were comprised of couples with children, with another 19.2% representing couples without children, and 7.7% were lone parent families,

Figure 5. Household Type Breakdown, Overall Mackenzie Region, 1996-2011



Source: Statistics Canada Census, 1996-2011

indicating a higher proportion of lone-parents on the reserves and Métis settlement and less couples.

In comparison to the core Region, multiple families represented 10.3% in the overall Region and non-families 18.6%. While the proportion of non-families is the same, there is a much higher proportion of multiple families, suggesting that this household type is more popular amongst the reserves and Métis settlement. This is supported by stakeholders who stated that the number of families who lived with extended family members or other families in one dwelling was increasing. Stakeholders stated that this trend had more to do with necessity due to the limited supply of housing as opposed to choice.

These findings suggest that the Region’s population is largely composed of working age adults and their children. Comparatively, in Alberta as a whole, couples with children comprised just 26.9% of all households in 2011, and couples

without children another 31.0%. Lone parents on the other hand made up 8.1% of all households, and multiple and other families another 2.1%. Non-families represented 31.9%, which was notably more than the Region’s share. The number of multiple families in Alberta has also risen 141.3% since 1996, when they were 11,560 households, to 27,900 households in 2011, indicating a surge in multiple families living together in Alberta. This large growth in multiple family households may be largely due to the limited supply of affordable and appropriate housing which is leading individuals and families to ‘double up’.

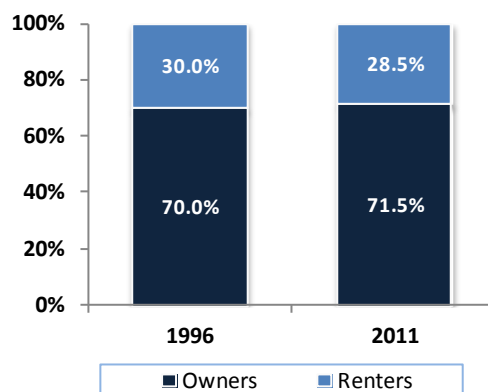
This trending illustrates a growing number of families with children, indicating that young families are having a strong influence on household composition in the Region and a corresponding influence on the type of housing required to meet local needs; i.e., despite the aging of the population, there continues to be a strong need for more family housing as well.

### Household Tenure<sup>1</sup>

In 2011, some 3,210 or 71.5% of households in Mackenzie Region owned their homes, with the remaining 1,280 or 28.5% renting. The share of renters grew from 1996 to 2001, declined from 2001 to 2006, and then rose slightly in 2011. In actual numbers, the number of renters, however, has grown 27.4% since 1996, whereas the number of owners has grown 37.2%.

Provincially, the share of renters has consistently dropped from 31.8% in 1996 to stand at 25.9% in 2011, a similar rate of rental tenure as witnessed in Mackenzie Region. As well, the number of owner households has grown 54.0% while the number of rental households has increased 15.4%. Emerging lower interest rates and increasing incomes over this period have helped to make ownership more attractive to some renter households which in part explains the rise in ownership tenure.

Figure 6. Trends in Tenure, Core Mackenzie Region, 1996-2011



Source: Statistics Canada Census, 1996 - 2011

### Age of Household Maintainer

When broken down by the age of household maintainer, ownership is shown to be prevalent in households led by persons aged 35 and over in 2011. Less than half (40%) of the primary household maintainers under the age of 25 years were owners, compared to more than 75% of primary household maintainers aged 35 to 54. Over 65% of primary household maintainers aged 25 to 34 were also owners, as were three-quarters of those aged 55 to 64 years. Nearly all

<sup>1</sup> Tenure data is not available for the reserves and Métis settlement

(95.8%) primary household maintainers over the age of 65 years were reported to be owners as well.

Comparatively, just 30.9% of primary household maintainers under the age of 25 years were owners in the province as whole in 2011. For those aged 25 to 34 years, the ownership rate was nearly double at 59.7%, and this rose even higher to 73.9% for those aged 35 to 44 years. Ownership rates were above 80% for all age groups aged 45 years and over as well. This indicates that ownership is available to more households in Mackenzie Region than in the province overall. However, the greater proportion of younger adults that are renters, which is partly due to the lifestyle of this age group and their incomes (as younger adults generally have lower incomes), indicates a need for more rental housing options in the Region, especially for younger adults.

### ***Household Size***

According to 2011 Census data, ownership is more common in larger households in Mackenzie Region, as households that have two or more persons have ownership rates of approximately 75% whereas one-person households have an ownership rate of just over half (52%), signalling a growing demand for rental units among smaller individual-led households. This difference is similar at the provincial level where 59.5% of one-person households are owners, whereas 76.8% of two-person households own their home and 80.5% of three-plus person households.

### ***Household Type***

According to Census data, the households most likely to rent in Mackenzie Region are non-family and lone parent households. Just 50.3% of non-family households and 53.7% of lone parent led households owned their home in 2011, whereas 69% to 86% of all other household types were owners. This is also true at the provincial level as well, where 56.9% of non-families and 62.7% of lone parents are owners, and other households have ownership rates over 76%. The lower ownership rates in the Region for non-families are largely due to households that need affordable rental housing and often live together to save on housing costs.

The aforementioned data suggest that, in spite of the large proportion of homeowners in the Region, there is a need for rental housing options for households who may not have the financial capacity to buy their own homes, such as one-person and non-family households, as well as households who may be in the Region on a short term basis for employment opportunities

### *Aboriginal Households*

While, as noted above, the number of Aboriginal persons in the Region has grown, the reported number of Aboriginal-led households has declined 13.3% since 2001 to reach 490 households in 2011. This could be due to a decrease in household size in the Aboriginal community. In contrast, Alberta's Aboriginal households have fluctuated, growing a reported 29.0% from 2001 to 2006, and then declining a reported 16.8% from 2006 to 2011.

Including the households in the reserves and Métis settlement, there were a total of 1,715 Aboriginal households in the overall Mackenzie Region. This overall household count has increased 10.6% since 2001, contrary to the Aboriginal household count that does not include the reserves and Métis settlement, indicating a greater growth of households in the reserves and Métis settlement.

### *Persons Living with Disabilities*

There were a reported 385 households with a member experiencing a physical or mental activity limitation often in Mackenzie Region in 2011, representing 8.6% of all households in the Region. The majority of these households were owners, except for 25 households (6.5%). Given the aging population in the Region it is likely that the proportion of households with a member experiencing an activity limitation will increase. Therefore there will be continuing demand for housing that meets the needs of particular household types. This will have an impact on the design and location of housing that can accommodate the needs of these households.

## ECONOMIC ANALYSIS

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford housing in the community.

Provincially, Alberta far outpaced all other provincial economies in 2013. Alberta's economy has grown by an average growth rate of 4.3% in the past four years, or almost twice the national average (2.3%) during that time, and is expected to continue growing at similar rates in 2014.<sup>2</sup> Much of the positive economic activity in Alberta is a result of the still-growing energy sector with significant investment in the oil sands ongoing and crude oil production rising rapidly. The bright job prospects in the province attract workers from outside the province and strong in-

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<sup>2</sup> Royal Bank of Canada (RBC). (June 2014). Provincial Economic Outlook.

migration in turn will remain a main conduit to growth<sup>3</sup>. These provincial factors of growth can be seen locally within the Mackenzie Region as well.

Recent turmoil in the global economy has negatively affected many of Canada's export based industries as well, however, which could have an impact on the Region's economy. Recent declines in the forestry sector, in particular, have been a major source of economic concern within the Region. The demand for labour and the desire to maintain and sustain a permanent resident population will be an ongoing challenge for some communities in the Region, as remote, rural areas often lack the resources to engage in regional marketing and face perceptions of lacking quality of place amenities workers are seeking. This results in influxes of temporary workers that contribute to a decline in permanent resident populations.<sup>4</sup>

Locally, the Town of High Level has served as one of the main economic centres and service providers for the region for many years. The main economic base for High Level is forestry, oil and gas, and agriculture. The Town's economy grew rapidly in the early 2000s before slowing in the latter part of the 2000s as the global recession made its impact on two major economic sectors: forestry, and oil and gas<sup>5</sup>. Indeed, uncertainty around the future of the local forestry sector has contributed to a noticeable slowdown in recent population growth and housing development activity in High Level.

High Level's central location within the northern Peace Region has allowed the Town to emerge as one of the dominant retail and professional service centres for the area. High Level has also become the main service and processing centre for the region's logging industry due to the location of lumber mills in the Town's industrial area.<sup>6</sup> In addition, the recent completion of Northwest Health Centre, which serves the residents of the entire Region, has contributed to making High Level the Regional centre for health care services. The presence of the hospital has also increased employment opportunities in the Town.

La Crete is also a dominant business centre in Mackenzie County and, despite its small size, is home to many business concentrations across the economy. Although agriculture, forestry and construction are generally seen as key industries within the community, La Crete has a strong retail and service sector including education, health care, and public administration services.<sup>7</sup>

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<sup>3</sup> Royal Bank of Canada (RBC). (June 2014). Provincial Economic Outlook.

<sup>4</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

<sup>5</sup> Town of High Level. (2010). Municipal Development Plan.

<sup>6</sup> Town of High Level. (2010). Municipal Development Plan

<sup>7</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

La Crete is also a significant industrial centre in Mackenzie County with a concentration of businesses in agri-business, lumber and wood products, construction and manufacturing<sup>8</sup>. The robust local economy is helping to support a rapidly growing population and active housing development.

There are two large oil and gas fields in Rainbow Lake and Zama, which provide services to the oil industry. Brought into existence to serve one of the largest conventional oil and gas fields in Alberta, Zama City is the smallest and most remote of the Mackenzie County's hamlets. Due to the community's small size and reliance on a single industry, there are only a few businesses in any industry. The largest employer is Apache Canada whose parent company, Apache, is a multinational exploration and production company in the oil and gas industry. Beyond this oil and gas extraction company, the largest concentration of businesses is in the construction industry. These construction companies are servicing Apache Canada's extraction operations.<sup>9</sup>

Fort Vermilion serves as the main public sector services centre for Mackenzie County. Given Fort Vermilion's role as a regional administrative centre, it is not surprising that the highest proportion of workers are in public administration, education and health and social services. While not representing the highest proportion of workers, there are a considerably higher proportion of people engaged in professional, scientific and technical services and real estate, rental and leasing than in the county or the rural service area. This supports the notion that Fort Vermilion is in a stronger position to attract knowledge industries as these industries typically choose to locate near other 'like' industries.<sup>10</sup>

### *Migration Patterns*

As with labour market trends, commuting flows help inform where residents work and where employees of jobs in Mackenzie Region commute from. This information can be useful in understanding the impacts that commuting flows may have on local housing demands. It is important to note that the following figures reflect the usual place of work<sup>11</sup>.

<sup>8</sup> Scheffer Andrew Ltd. (2013). Hamlet of La Crete Area Structure Plan

<sup>9</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

<sup>10</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

<sup>11</sup> 'Usual Place of Work' is defined by Statistics Canada as persons who report to the same (usual) workplace location. Respondents are asked to provide the street address, city, town, village, township, municipality or Indian reserve, province/territory and postal code of their workplace. If the full street address was not known, the name of the building or nearest street intersection could be substituted. Teleworkers who spend less than one-half of their workweek working at their home office are asked to report the full address of their employer. Persons whose workplace location varied, but who reported regularly to an employer's address at the beginning of each shift, are asked to report the full address of the employer. This does not include persons who do not go from home to the

In 2011, 75.2% of Mackenzie County's residents worked in the County itself, which includes the Hamlets of La Crete, Fort Vermilion, and Zama. Another 19.2% of the County's residents (410 persons) also worked in the Town of High Level. Additionally, 2.8% of the County's residents worked outside of the Mackenzie Region in the Town of Vermilion (60 persons), and another 1.6% worked in the City of Grande Prairie (35 persons), and 1.2% in the Town of Peace River (25 persons).

**Table 2. Place of Work for Residents of Mackenzie County, 2011**

Place of Work for Residents of Mackenzie County		
	#	%
<b>Mackenzie County</b>	1,610	75.2%
<b>Town of High Level</b>	410	19.2%
<b>Town of Vermilion</b>	60	2.8%
<b>City of Grande Prairie</b>	35	1.6%
<b>Town of Peace River</b>	25	1.2%
<b>TOTAL</b>	2,140	100%

Source: Statistics Canada, Census Profile, 2011

In contrast, nearly all (98.5%) of the persons that work in Mackenzie County were residents of the County in 2011, with the remaining persons who have their place of work in the County comprised of residents of the Town of High Level. These proportions are quite high and reflective of Place of Work figures, and suggest that it is more likely for County residents to work outside of the County's official boundaries (ie: in other Regional communities, such as the Town of High Level, or outside of the Region itself), than it is for non-County residents to work within the County's boundaries.

This analysis demonstrates that the housing market within Mackenzie Region is essentially "self-contained", with little commuting outside the area. One interesting observation about commuter flows which came from local stakeholders was the comment that Fort Vermilion is starting to become a commuter shed for La Crete and could face increasing growth pressures as more employees working in La Crete look further afield for housing opportunities.

**Table 3. Place of Residence for Persons that Work in Mackenzie County, 2011**

Place of Residence for Persons that Work in Mackenzie County		
	#	%
<b>Mackenzie County</b>	1,610	98.5%
<b>Town of High Level</b>	25	1.5%
<b>TOTAL</b>	1,635	100%

Source: Statistics Canada, Census Profile, 2011

same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.

### Unemployment and Labour Participation

The labour force participation rate in the core Region slowly decreased from 80.0<sup>12</sup>% in 1996 to 77.4% in 2011 which was slightly higher than provincial participation rates, which hovered around 73% during that period.

In contrast, the unemployment rate in the Region has fluctuated significantly with local economic trends. Sitting at 6.2% in 1996, it declined to 4.5% in 2001 during a period of strong local economic growth and then dropped even more to 3.7% in 2006, before the recession. Post-recession, the unemployment rate reached 6.6% in 2011, which is higher than the provincial rate of 5.8%. Provincial rates experienced similar fluctuations throughout these census years, however, as can be seen below.

When the rates from the reserves and Métis settlement are taken into account, a different picture is seen. In the overall Region, the labour participation rate has slowly declined from 64.1% in 1996 to just 58.6% in 2011, whereas the unemployment rate dropped from 15.1% in 1996 to 11.6% in 2001, only to rise in 2006 to 14.8% and then again in 2011 to 17.0%. These high unemployment rates and lower participation rates when compared to the core Region are due to the much lower labour participation rates and high unemployment rates in the reserves and Métis settlement. In 2011, the reserves and Métis settlement participation rate was just 39.9% and the unemployment rate 27.4%, highlighting a need for employment support for the reserves and Métis settlement population and for affordable housing for those experiencing economic difficulty.

## HEALTH ANALYSIS

Primary Health Care provides an entry point into the health care system and links individuals to medical services and social and community supports. The following section analyses Mackenzie Region primary health data from the Region's Alberta Health Services Primary Health Care - Community Profile (February 2013). This data is important as it is another indicator of need for supportive housing options in the Region.

In 2010, the disease with the highest prevalence rate (per 100 population) by far in Mackenzie Region was hypertension. The rate associated with this disease was similar to the provincial rate (14.9% vs. 14.2% in Alberta). Other chronic diseases included diabetes (5.9% compared to 5.1% provincially), ischemic heart disease (4.8% compared to 4.0% provincially) and chronic obstructive pulmonary disease (2.2% compared to 1.8% provincially).

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<sup>12</sup> Average of participation and unemployment rates for the areas within the Region



In addition to diseases, mental and behavioural disorders are particularly important from a population health perspective as well. In 2010, Mackenzie Region's emergency department visit rate for mental and behavioural disorders was much higher than the provincial emergency department visit rate per 100,000 population (1,999.4 vs. 465.8 in Alberta).

The mortality rate (per 100,000 population) due to all causes was much higher in Mackenzie Region compared to the province (685.8 vs. 519.2 in Alberta) and the most frequent cause of death reported between 2001 and 2010 was diseases of the circulatory system. During 2001 to 2010 mental and behavioural disorders accounted for 1.6% of all deaths in the Region. Residents of Mackenzie Region had a life expectancy at birth of 76.8 years compared to 80.5 years for Alberta as a whole.

Many Mackenzie Region residents received ambulatory care services at facilities located outside the Region in 2011/2012. These visits made up 23.1% (or 15,906 visits) of all ambulatory care visits and most such visits (36.8% of all external visits) were to the University of Alberta Hospital in Edmonton. On average, the highest emergency visit rates, for selected health conditions, reported for Mackenzie Region during 2003 to 2010 were due to acute upper respiratory infections

Mackenzie Region's separation rate for ambulatory care sensitive conditions (per 100,000 population) was similar to the corresponding rural remote provincial rate (1,235.8 vs. 1,242.0 Alberta rural remote). The age-standardized rate for people with three or more chronic diseases per 100 population was higher in Mackenzie Region compared to the province however (2.6 vs. 2.2 in Alberta).

Accord to the Statistics Canada 2013 North Zone Health Profile, in the North Zone (NZ)<sup>13</sup>, less of the population reported their perceived health (55% vs 62% in Alberta) and perceived mental health (69% vs 73% in Alberta) as good or excellent when compared to the Province as a whole. As well, rates of hospitalized strokes (143 vs 126 in Alberta) and potentially avoidable mortality (242 vs 193 in Alberta) per 100,000 population were higher in the NZ than in the overall province, as were 30-day medical readmission rates (15% vs 13.4% in Alberta) and readmission rates for mental illness (12.2% vs 9.9% in Alberta). Additionally, the NZ had higher mental illness hospitalization rates per 100,000 population compared to the Province (592 vs 427 in Alberta), but lower mental illness patient days per 100,000 population (504 vs 665 in Alberta).

<sup>13</sup> The North Zone Health Region represents all of Northern Alberta, up to the southern boundaries of Jasper Park, Yellowhead County, Lac Ste. Anne County, Westlock County, Thorhild County No. 7, Smoky Lake County, St. Paul County No.19, and Bonnyville District.

Fetal Alcohol Spectrum Disorder (FASD) has also been identified as an issue in Mackenzie Region. FASD is the umbrella term used to describe a range of disabilities, caused by drinking alcohol while pregnant, that may include physical birth defects and health problems including developmental delays, learning disabilities, memory problems, as well as difficulties in communicating feelings and understanding consequences. While there are no statistics on the prevalence of FASD in Canada or Alberta, research estimates that 9 in every 1,000 babies are born with FASD<sup>14</sup>. In Alberta, this means that there are more than 36,000 Albertans with FASD, and an estimated 450 babies are born with the disorder every year<sup>15</sup>. According to stakeholders, there are more than 100 people in the Region who currently suffer from this disease and who require housing and supports.

The Alberta Northwest Regional FASD Society served 207 clients 2013 to 2014, and more than half were between the ages of 24 and 64 years. Enrollment in NWR FASD programs has been increasingly significantly as well – in 2010, there were 38 clients in the Family program, compared to 80 in 2014, and there were just 16 youth clients in 2010, compared to 62 in 2014. This further indicates a growing need for FASD supports in the Region. This need is partly being addressed by the housing pilot project being undertaken by the Mackenzie FASD Network in High Level.

The above figures demonstrate the health-related difficulties associated with isolation, lack of community supports and the tough way of life many experience as workers in resource-based industries. They also help explain the reason why seniors at a younger age need a greater level of supports than in large communities to the south, and why the incidence of conditions such as FASD are much higher in this area. These findings have significant impacts on the need for assisted living facilities for seniors and on the need to provide suitable housing and supports for persons with special needs, such as those experiencing FASD.

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<sup>14</sup> Province of Alberta, FASD in Alberta, <http://fasd.alberta.ca/>

<sup>15</sup> Ibid.

## HOUSEHOLD INCOME<sup>16</sup>

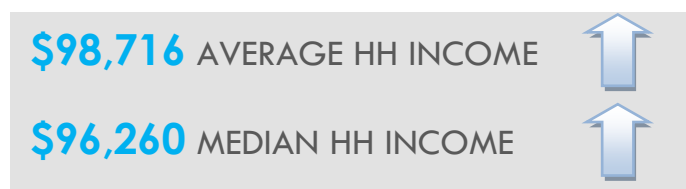
The economic capacity of a household is an important element in determining housing need. By examining income trends and characteristics, it is possible to better identify what is affordable for households and the housing options that are available to them within a community.

### *Trends in Average and Median Incomes*

Average and median incomes in Mackenzie Region are generally higher than provincial averages, although the rate of increase in incomes over time has also been lower than the provincial growth rates. In terms of 2010 household incomes<sup>17</sup>, Mackenzie Region had an average of \$98,716 and a median of \$96,260, up notably from the 1995 average (\$60,827) and median (\$55,124). These lagged slightly behind the 2010 provincial average of \$100,819 but not the median of \$78,632. The average household income increased by 62.2% from 1995 compared to a 97.2% increase experienced in the province as a whole. Similarly, the median household income for the Region increased by 74.6% from 1995 compared to an 84.1% increase for Alberta.

The high average and median incomes in the Region can partially be attributed to the very high income levels in the Town of Rainbow Lake, where the average income was \$130,803 and the median income \$145,847 in 2010. Looking at the County alone, the household income levels are much lower, with an average household income of \$76,679 and a median of \$68,017.

The ratio of median to average income has also remained higher for the Region, suggesting a more even income distribution as compared to the province. However, there has been a



notable decline in this ratio for Alberta since 1995, signalling a growing disparity between lower and higher incomes, whereas the Region's ratio has risen since 1995.

Similar trends are seen in individual income figures, where in 2010 the Region's median income was \$40,608 and the average was \$50,182. In comparison, the Province's median and average levels were \$36,606 and \$50,956 respectively. These income levels grew at similar rates to the household income levels, although the Region's growth in individual median income was slightly lower (61.4%) than their household income growth.

<sup>16</sup> Income data is not available for the reserves and Métis settlement

<sup>17</sup> Average of the average and median household incomes for the areas within the Region

### Household Income by Income Deciles

While figures for average household income provide a general sense of household income, looking at the distribution of income within the local context provides greater detail of the economic capacity of households in Mackenzie Region. Income deciles divide the total universe (i.e. households) into ten equal portions of income groups. These deciles are used throughout the following analysis to provide a more detailed picture of the Region's household profile.

Table 4. Household Income Deciles (Based on Mackenzie County Incomes), Core Mackenzie Region, 2011

Household Income Decile		#	%
Decile 1	\$31,138 and under	550	12.4%
Decile 2	\$31,139 to \$42,662	350	7.9%
Decile 3	\$42,663 to \$49,517	355	8.0%
Decile 4	\$49,518 to \$60,551	450	10.1%
Decile 5	\$60,552 to \$68,017	325	7.3%
Decile 6	\$68,018 to \$76,026	420	9.4%
Decile 7	\$76,027 to \$88,245	370	8.3%
Decile 8	\$88,246 to \$99,627	355	8.0%
Decile 9	\$99,628 to \$133,712	545	12.3%
Decile 10	\$133,713 and over	725	16.3%
<b>TOTAL</b>		<b>4,445</b>	<b>100.0%</b>

Source: Statistics Canada, Census Custom Tabulation, 2011

### Household Income Deciles by Age of Primary Household Maintainer

As expected, younger households tend to have lower incomes and therefore are prevalent in the lower income deciles. For youth under 25, 85.4% were in the bottom three deciles in 2010 in Mackenzie Region. Among 25-44 year olds, the majority (42.1%) were in the top three deciles. Another 45.1% were in deciles four to seven. In comparison, 30.9% of 45-64 year olds were in deciles four to seven compared to 49.0% in the top three deciles, and all households led by a person aged 65 years and older were in the bottom three deciles. As prime working years for adults, this higher income status for those of working age is expected. As also expected, however, the trend reverses in the older age groups. This starts to provide an understanding of the importance of affordability in the provision of housing options for seniors.

For those aged 65 years and over, almost all households are in the lowest three deciles, likely due to changes in income status arising from exiting the work force and the fixed incomes associated with many in this age group. This finding indicates that many senior households in Mackenzie Region are most likely in need of affordable housing as are many younger

households who are just entering the workforce or are in school and thus have lower incomes as well.

### *Household Income Deciles by Tenure*

Among renters there is a clear linear decline in the propensity to rent as income increases. In 2010, some 26.5% of tenant households were in the lowest decile, decreasing to 18.5% in the top income group. Another 15.2% of households were in deciles two and three, as well as in deciles eight and nine. With ownership households, just 8.2% were in the first decile, and 17.4% were in deciles two and three, compared to 29.7% in the top and ninth decile. Overall, owners were more evenly distributed throughout the deciles, although the proportions grew slightly in the higher deciles.

There is a clear relationship between low incomes and renters which underscores the critical importance of ensuring an adequate supply of affordable rental housing for households of lower income.

### *Household Income Deciles by Household Type*

In examining incomes by household type, some expected tendencies were noted. In general, couples were more likely to be found in the higher income deciles, as were multiple and other family households. In 2010 the highest concentration of couples with children (42.5%) and couples without children (38.3%) were found in the top three deciles. However, couples without children saw a much higher concentration of households in the bottom three deciles (36.2%) compared to couples with children (13.4%). Lone parent-led households were split between decile one, four and seven.

The majority (57.1%) of multiple/other family households were in the top two deciles and the remaining households were split between decile one and six. Among non-family households however, fully more than one half (61.5%) were in the three lowest income deciles in 2010, with the majority of those households in the lowest decile. Another 19.7% were in deciles four to seven, and 18.9% in the top three deciles. This data supports the notion that households with multiple potential wage earners tend to have higher incomes as compared to non-family households.

### *Household Income Deciles by Household Size*

Nearly half (40.7%) of one-person households were in first (lowest income) decile in 2010, and an additional 33.9% were in deciles two to four. Just 16.1% of one-person households were in the top three deciles. In comparison, 12.0% of two-person households were in the first decile,

but 33.9% in deciles two to four. Another third of two-person households were also in the top three deciles. As would be expected, 45.4% of three-plus person households were the top three deciles, and just 10.4% were in the bottom three deciles. The large proportion of one-person households in the bottom deciles demonstrates a strong need for smaller units of affordable housing for single households.

### Other Sources of Income

From time to time, households can encounter situations where they may need to seek income assistance in order to secure the basic necessities of life, namely food, shelter or support. The two social assistance programs in Alberta that provide assistance to pay for food and housing are Alberta Works (AW) and Assured Income for the Severely Handicapped (AISH). The shelter/living allowances available under these programs – the maximum amounts made available province-wide – are \$595/monthly for a couple family with two children under Alberta Works, and a maximum monthly living allowance of \$1,588 for households receiving AISH.

As for seniors' benefits, in general, for July 1, 2014 to June 30, 2015, a single senior with an annual income of \$26,200 or less, and senior couples with a combined annual income of \$42,500 or less, are eligible for a cash benefit. The following guideline benefit levels are for seniors whose income includes a full OAS pension:

Table 5. Alberta Senior Benefits Program Benefit Amounts, 2014

Accommodation and Marital/Cohabitation Status	Maximum Annual Benefit
<b>Homeowner, Renter or Lodge Resident</b>	
Single Senior	\$3,360
Senior Couple	\$5,040
<b>Other Residence Categories</b>	
Single Senior	\$2,340
Senior Couple	\$4,680

Source: Government of Alberta, 2014

### Incidence of Low Income

Another important measure of housing affordability is the incidence of low income. Statistics Canada previously used the low income cut-offs (LICO) to identify the incidence of low income families and singles within a community. Statistic Canada defined the low income cut-off as:

*Income levels at which families or persons not in economic families spend 20% more than average of their before tax income on food, shelter and clothing.*

With the 2011 census, Statistics Canada introduced a modified measure for defining low income households. This measure is termed the after-tax low income measure (LIM-AT). Based on this new measure, there were 1,865 persons in Mackenzie Region living in low income households in 2010, representing 12.2% of the population. Unfortunately, the introduction of the new measure makes it inappropriate to compare this figure with historical figures based on LICO and reported in prior census years.

In examining census years prior to 2011, LICO measures for the Region indicate a decline in low income households, especially in the 2000 to 2005 period. In 2005, there were 780 individuals living in low income households in the County<sup>18</sup> representing 7.8% of the population. In the core Region, the incidence of low income went from 13.3% in 1995 to 11.4% in 2000. The incidence of low income in Alberta has similarly declined, dropping from 18.4% in 1995 to 12.2% in 2005. The Region, therefore, has had somewhat of a less severe incidence of low income households than Alberta as a whole at the time of the 2006 Census, perhaps pointing to the improving economic conditions experienced in the Region at that time.

## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

This section provides an overview of the current housing trends in Mackenzie Region, including the existing housing stock throughout the continuum, recent housing activity, and a housing affordability analysis.

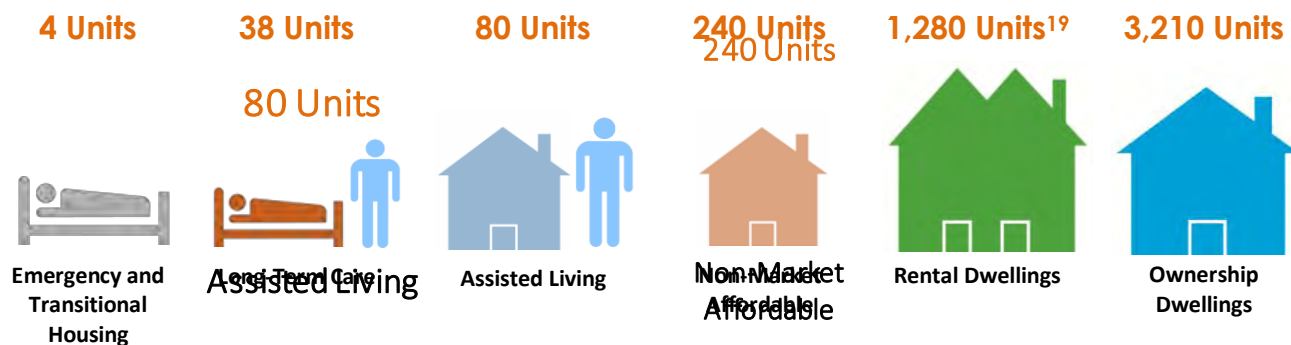
### *Continuum of Housing*

Housing is an important element in building a complete, healthy and inclusive community. Ideally, the housing market can be viewed as a continuum where the supply of housing responds to the range of housing demand in a community. However, due to a range of social, economic and geographic factors the full range of housing needs in a community are not always met in the private housing market. This is particularly true for individuals and families with low

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<sup>18</sup> Incidence of low income data for 2006 for the Towns of Rainbow Lake and High Level is not available

incomes or persons with special housing needs. Instead, the housing needs of these individuals and families are often met by non-market housing provided by the public and not-for-profit sectors. The following provides an overview of the housing stock in Mackenzie Region.



### Seasonal Dwellings

While typically not a significant part of the local housing supply, trends in seasonal dwellings can provide insights as to housing market activity for a given area. Seasonal dwellings are dwellings that are not meant to be occupied year-round and are normally built to a lesser standard than year-round dwellings.

In 2011 it is estimated there were 533 seasonal dwellings in Mackenzie Region representing 10.6% of all private dwellings. Including seasonal dwellings, there were a total of 5,023 private dwellings in the overall Mackenzie Region in 2011. Many of these dwellings are occupied by transient workers employed in resource industries. Comparatively, 7.6% of the province’s total dwelling stock is estimated to be seasonal dwellings.

### Trends in Dwelling Types

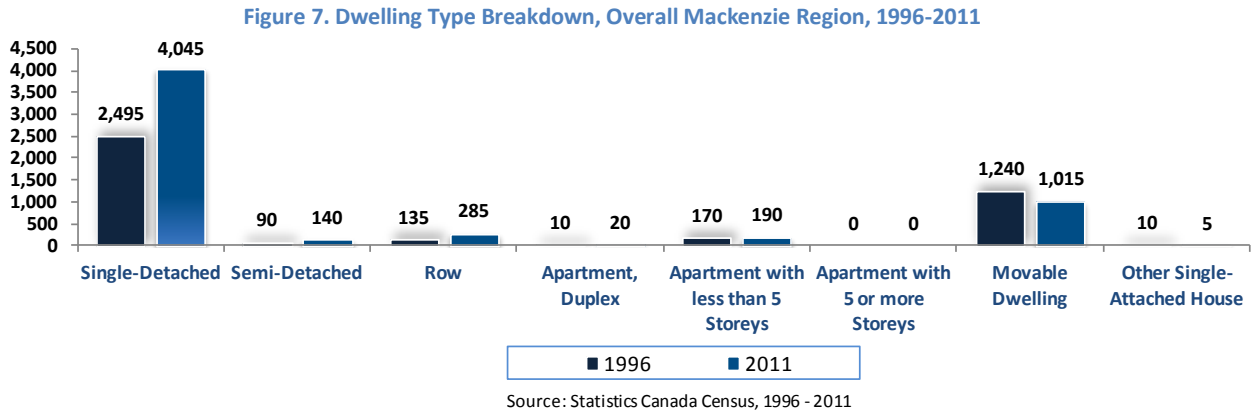
In 2011, detached homes accounted for the largest share of the housing stock in the core Mackenzie Region as they comprised 68.0% of all units. Movable dwellings contributed 19.4%, followed by row (5.2%) and low rise (less than five storey building) apartments at 4.2%. There was even a more limited share of semi-detached units at 2.6%.

When the reserves and Métis settlement dwellings are included, the proportion of single-detached dwellings rises to 71.0% and the movable dwelling share decreases to 17.8%. Other

<sup>19</sup> This number can include some non-market affordable housing and supported housing.



dwelling type proportions remain mostly the same, except for the share of low-rise apartments which was 3.3%, indicating more concentration of single-detached homes on the reserves than in the rest of the County. This mix of housing has the lower density profile that one might expect in rural areas such as Mackenzie Region.



This low rise profile has remained fairly consistent over the last 15 years. The share of detached units has grown modestly from 55.3% in 1996 for the core Region, while the share of movable dwellings has decreased from 33.3%. In 1996, the other housing types’ share of total dwellings were similar to 2011.

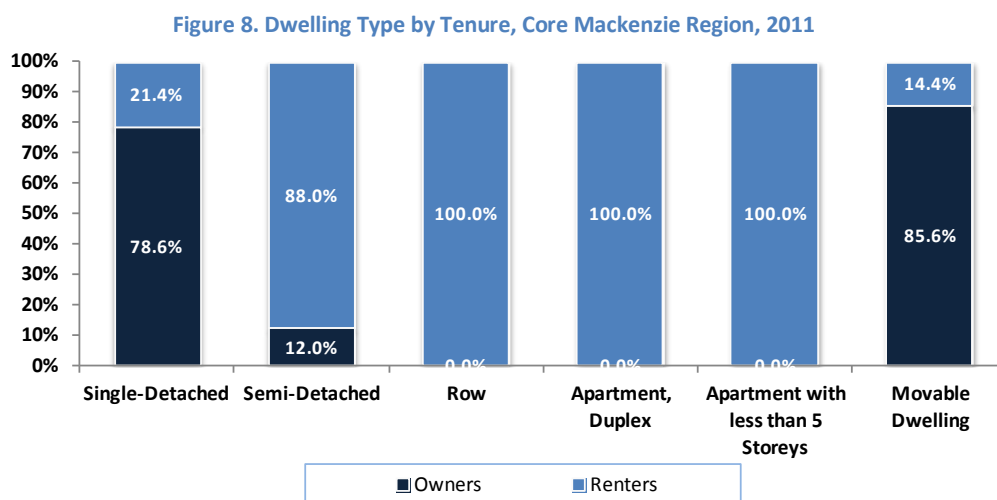
While a low density profile continues to be the dominant form of housing in the Region, there are other housing options in the form of movable dwellings, and the number of row houses and low rise apartments is increasing, leading to more diversity in housing options. For the overall Region including the reserves and Métis settlement, the 1996 share of single-detached dwellings was higher at 60.1%, and the share of movable dwellings was lower at 29.9%. Other housing type proportions were again similar. While most households would prefer single detached homes, this housing type is generally not appropriate for seniors who may have difficulty with the upkeep of these homes. Additionally, single detached homes are generally less affordable than other dwelling types so this may present a challenge for lower income households as well as one-person households.

In Alberta detached homes were less predominant in 2011 at 63.5%. While low density housing remains a dominant component of the stock and apartments contribute a sizable share, recent provincial trending is seeing increased supply in mid-density forms (i.e. row housing, duplexes).

## Dwellings by Tenure

The great majority of the core Region's detached dwellings in 2011 (78.6%) were owner occupied. Ownership rates are also high for movable dwellings (85.6%). In contrast, nearly all semi-detached (88%) and most row houses, duplex apartments, and low-rise apartments were rentals. Recent building trends do indicate some diversity in the Region's housing stock. For example, the newly constructed condominium bungalows for seniors in La Crete are row houses.

Based on 2011 figures for Alberta, a slightly higher share of detached homes are owned provincially (90.2%). This higher rate of ownership is more evident among semi-detached (68.5%) and row homes (55.4%), which in the Region mainly function only as rental housing. The ownership rate provincially for movable dwellings is similar to Mackenzie Region's rate, at 84.2%.



Source: Statistics Canada Census, 2011

This availability of rental tenure across lower density housing forms in the Region indicates a considerable range of housing options that might not traditionally be found in a typical purpose-built rental market. This reflects the composition of the overall housing stock in the Region. It must be noted, however, that low rise forms of rental tenure are a less stable form of rental housing than higher density forms, as individual owners may remove such units from the rental stock at any time. Additionally, these housing forms are generally less affordable than higher density housing forms and may require more maintenance from both the landlord and the tenant. In particular, they are not a highly suitable form of housing for seniors, as they require considerable maintenance and upkeep which is increasingly difficult as aging occurs, are often less accessible and also tend to require higher utility costs than apartments and other such forms of housing.

### *Age and Condition of Dwellings*

As of 2011, some 6.2% of the dwelling stock in Mackenzie Region was identified as built between 1946 and 1970. No housing exists in the Region that was built prior to 1946. The majority of units (48.1%) were constructed between 1971 and 1990. By contrast, only 35.4% of provincial units were constructed between 1971 and 1990 and 20.5% were constructed between 1946 and 1970. As well, about 4.0% of housing units in the province were built prior to 1946.

Similar to the Region, 40.1% of provincial stock was built between 1991 and 2011 compared to 45.7% of the Region's stock. This trending illustrates a similar proportion of newer housing stock in Mackenzie Region and the province, but overall the province has an older housing stock than the Region. The newer housing stock is largely due to the fact that some of the communities in the Region are relatively new.

When including the dwellings on the reserves and Métis settlement, 24.3% of the overall Region's housing was built between 1961 and 1980, and another 24.4% between 1981 and 1990. Half of the overall Region's housing was built after 1990.

Like age, the condition of the housing stock is also an indicator of its ability to accommodate needs. In 2011, based on the census questionnaires of households, some 6.5% of the Region's housing stock was identified as requiring major repairs while 28.8% required minor repairs. Provincially, there were similar rates of repairs required where 7.0% was identified as requiring major repairs and 24.8% required minor work.

All of the housing units that required major repairs were either single-detached housing or movable dwellings. Focusing on upgrading the condition of housing in the Region that may have deteriorated and/or replacing substandard housing should be a priority to ensure the rate of major repairs does not increase. Including the dwellings on the reserves and Métis settlement, the rate of major repairs required goes up to 14%, highlighting a much higher amount of dwellings in need of major repair on the reserves and Métis settlement.

### *Trends in Ownership and Rental Housing*

#### **Ownership Housing**

The home ownership market is a valuable form of personal investment and often viewed as the most important way to build personal assets. For many households it is the ideal form of housing and can offer a form of investment, security, and quality in accommodation. For households with lower incomes, frail health, or special needs that are unable to afford or cope

with home ownership, the availability of other housing options is critical. This section provides an overview of the trends in average house prices for ownership housing.

In 2011, the average value of dwellings<sup>20</sup> in the core Mackenzie Region was \$187,372. This was up by 18.3% from \$158,332 in 2006 and up 172.9% since 1996 when the average value of owned dwellings was \$68,655, suggesting high demand driving up prices. According to data from CMHC and Mackenzie County tax roll assessments, the average resale house price as of spring 2014 was \$166,846. The farm residential house price from the County's tax roll assessments was \$107,725, indicating a much lower dwelling value for farm dwellings.

**\$187,372** AVERAGE HOUSE PRICE



Continued low interest rates and sustained incomes have enabled purchasers to buy more house for their

dollar and this in turn has supported an active market. Upward changes in interest rates or levelling off in income patterns could dampen activity and temper pricing but could also reduce housing affordability for those attempting to access the ownership market or who are in the ownership market and have larger mortgages.

### ***Private Rental Market Housing***<sup>21</sup>

Rental housing fulfills a number of roles in the housing market. It offers a flexible form of accommodation, provides relief from day-to-day maintenance of home ownership, and often provides more modest unit sizes. Additionally, rental housing is generally more affordable than home ownership. In most cases, rental dwellings tend to require lower monthly payments than the principal, interest, taxes, utilities, and maintenance costs associated with home ownership. Rental housing also does not oblige a down payment, legal and closing fees, land transfer tax, and other costs associated with a purchase of a home.

According to Statistics Canada National Household Survey data, the average cost of rental dwellings in the core Mackenzie Region in 2011 was \$743/month. This is an increase of 61.8% in monthly rental costs from 1996 and equates to an annual average increase of 4.1% over the 15

**\$743/MONTH** AVERAGE RENT



year period. Discussions at focus groups and public open houses suggested that many are paying much more for rent,

<sup>20</sup> Based on Statistics Canada Census average value of dwellings. An average of the areas in Mackenzie Region, not including the reserves and Métis settlement, is used.

<sup>21</sup> Average rental cost data by unit size and vacancy rates for the Region are not available

particularly in more remote locations with a severe shortage of rental accommodation, such as Rainbow Lake.

Stakeholders have noted that the supply of rental housing across the Region is severely limited and does not meet the need. According to stakeholders, the limited supply has led to overcrowding with many workers, particularly those with lower incomes, having to share housing with as many as eight to ten other individuals. Other stakeholders have noted that the limited supply of rental housing has become a barrier to recruiting and retaining employees, including professionals, such as nurses and support workers. As the Region's population continues to age, it is important to ensure that there is an adequate supply of rental housing for younger individuals and families, many of whom provide support services to the growing senior population. A full range of housing options is key to creating a complete, healthy community and a vibrant local economy.

### *Social Housing Units*

The provision of affordable<sup>22</sup> social housing is essential to meet the needs of several population groups, including seniors on a fixed income, youth, students, single parent families, or individuals with a modest earning job.

Social housing is most commonly associated with the provision of rental housing through government subsidies for households with low incomes who would otherwise not be able to afford housing in the private rental market. Social housing plays an important role in the housing continuum as the presence of an adequate amount of social housing in a community ensures that all households, including those with lower incomes, will have affordable, appropriate, stable, and secure housing.

The Mackenzie Housing Management Board manages the provision of social housing in the hamlets and rural areas of the County. As of mid-2014, there are a total of 214 Mackenzie Housing units in the Region, specifically in Fort Vermilion (32.5% of all units) and La Crete (67.5% of all units). The majority of these units (37.4% or 80 units) are located in the Seniors' Lodge in La Crete. Another 52 units (24.3%) are for low-income families, and 42 (19.6%) for low-income seniors. The remaining units are split between rent supplements to the landlord, rent supplements to the tenant, and affordable ownership housing. The 214 units are geared towards Aboriginal households (48.1%), Mennonite households (41.1%) and other households.

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<sup>22</sup> Housing is considered affordable if the cost of housing does not exceed 30% of the gross income of a household.

Table 6. Mackenzie Housing Portfolio, 2014

Program			Location	
	#	%	Fort Vermilion	La Crete
<b>Low Income Family</b>	52	24.3%	39	13
<b>Low Income Seniors</b>	42	19.6%	12	30
<b>Rent Supplement to Tenant</b>	10	4.7%		8
<b>Private Landlord</b>	12	5.6%		12
<b>Affordable Ownership Housing</b>	18	8.4%	18	
<b>Seniors Lodge</b>	80	37.4%		80
<b>TOTAL</b>	<b>214</b>	<b>100%</b>	69	143

Source: Mackenzie Housing, 2014

There is a continuous wait list for the seniors' self-contained units in Fort Vermilion and La Crete with a wait of about 12 – 14 months while the other units currently do not have a wait list although the occupancy rate is close to 100%. Some stakeholders have suggested that due to the lack of a wait list and the limited supply of rental housing in the Region, the eligibility criteria for these units are sometimes relaxed to provide accommodation to households who are facing challenges finding market rate housing. While this practice helps address the need in the short term, some stakeholders have stated that these criteria should be followed strictly to ensure that these social housing units are set aside for households who are facing housing affordability challenges and who have no other options, whether on the reserves or in the settlement areas.

The High Level Housing Authority also provides social housing to Mackenzie Region residents in the Town of High Level. As of mid-2014, it managed 106 units, 22.6% of which were rent supplements and direct-to-tenant subsidies. Another 19.8% were self-contained apartments for seniors (located in White Spruce Village), and the remainder were community housing units.

Of the units for seniors and the community housing units, 46.3% were single-family dwellings. Another 15.8% were duplexes and triplexes, and 14.6% four plexes. Apartments made up another 14.6% and the remaining 8.5% were town and row houses. The organization's 2012 Business Plan indicates that it is currently looking at selling these single-family dwellings to fund the development of an apartment complex for individuals, families and seniors. This initiative is aimed at increasing the housing stock as well as lowering the organization's maintenance budget. Certainly, the expanding seniors' population would be better served by units more suited to their needs than single family dwellings.

Table 7. High Level Housing Portfolio, 2014

Type of Unit	#	%
Single Family Dwelling	38	46.3%
Town/Row House	7	8.5%
Duplex	7	8.5%
Triplex	6	7.3%
Fourplex	12	14.6%
Apartment	12	14.6%
<b>TOTAL</b>	<b>82</b>	<b>100%</b>

Source: High Level Housing Authority, 2014

### *Seniors Assisted Living and Other Special Needs Housing*

Special needs housing includes housing that has appropriate design features and essential supports that make it possible for persons with special needs to live independently. This type of housing is normally provided for persons with a serious mental illness, intellectual disabilities or challenges, physical disabilities and for frail and/or cognitively impaired elderly persons. Special needs housing (also called supportive housing or assisted living) is typically provided on a permanent basis as individuals need both the housing and support services throughout their life stages. Special needs housing may be public, private, or operated by a non-profit agency.

Special needs housing and services are provided to residents of the Region by Alberta Health Services through facilities such as the Northwest Health Centre, St. Theresa General Hospital and the La Crete Continuing Care Centre. In addition, the Mackenzie Housing Management Board provides housing and supports to residents of the seniors' assisted living lodge in La Crete (Heimstead Lodge).

The services provided by Alberta Health Services include Needs Assessments, Coordinated Access Services for Continuing Care Living Options, Home Care, Placement Coordination, Discharge Planning, Financial and Legal referral service and assistance. Waitlists for Supported Living and Long Term Care vary as clients are waiting for various placement options anywhere from three months to two years.

Table 8. Special Needs Services, Mackenzie Region, 2014

Program	Location					TOTAL
	High Level	La Crete	Fort Vermilion	Paddle Prairie	Rainbow Lake	
Alberta Health Services - Families First Caseloads	25	26	4	3	3	61
Alberta Health Services - Assertive Outreach Caseloads	6	6	8	3		23
Long Term Care Beds	10	20	8			38
Homecare Senior Clients						46

Source: Mackenzie County, 2014

Alberta Health Services' 'Families First' program, which involves a social worker assisting families in their home with child rearing instruction, is assisting 61 households as of mid-2014. Their 'Assertive Outreach Services' program, where personal support workers provide support in the homes of chronic mental health clients who are unable to attend outpatient services, was assisting 23 clients as of mid-2014. All Alberta Health Services clients function in their home settings and as such generally do not need a supportive living facility to provide additional services. There are also four emergency shelter beds offered through Safe Home, an emergency shelter for women who are victims of domestic abuse.

Alberta Health Services provides services, including supportive living, home care and long term care, to residents of High Level, Rainbow Lake and Mackenzie County. The North Peace Tribal Nursing Association provides home care services to most of the reserves in Mackenzie Region. The Nursing Association currently has about 100 to 110 home care clients (on reserve) but according to stakeholders, about 30 of these clients would be better served in assisted living or long term care. Home care services through the North Peace Tribal Nursing Association are about 30 minutes to an hour per week but this depends on the care plan, and services provided include monitoring for diabetics, post operation, palliative care, care of amputees and wound care.

The County has a total of 38 Long-Term Care (LTC) beds and 46 homecare senior clients, as of mid-2014. There is also currently one person waiting in High Level and one waiting at the La Crete site for a LTC bed, as well as one person awaiting placement in the community. Stakeholders have suggested that these waiting lists do not reflect the actual need in the community. According to stakeholders, many people who need assisted living accommodation or long term care choose not to apply for these or withdraw their approved application as they do not want to be sent to a facility outside of their community where family and friends would not be able to visit them, due to the lack of such accommodation within the Region.



According to Alberta Health Services staff, about 10% of individuals who have qualified for assisted living or long term care have withdrawn their application and chosen to continue to live at home, often at great risk to their health. Using the provincial (5.2%) and national (8.9%) capture rate for seniors housing as well as the current seniors population in order to project the range of such needs, it is estimated that, at present, about 56 to 96 seniors 65 years and older who are residents of Mackenzie Region are in need of assisted/supportive living facilities. In total, based on population and household projections, it is estimated that there will be a need for 126 to 215 additional assisted living beds/units for seniors in order to make up the current gap and meet future needs by 2031. These figures take into account projected population and households across Mackenzie Region, including settlement areas, rural areas and First Nations reserves and the Métis settlement.

Based on the current population in the different communities in the Region, about half of the seniors 65 years and older who currently require assisted/supportive living are residents of La Crete and its adjacent rural area, about a quarter are residents of High Level and its adjacent rural and First Nations areas and about a fifth are residents of Fort Vermilion and its adjacent rural and First Nations areas. Using population projections for 2031, La Crete's share increases to almost 60% while the proportion in High Level decreases to just over a fifth and Fort Vermilion's share decreases to just under a fifth of all seniors 65 years and older who may require assisted/ supportive living. While the number of seniors in all of these areas is expected to increase in the next twenty years, the increase in La Crete's proportionate share is due to the greater proportion of seniors as well as the high population growth rates in that community. This data suggests a need for assisted/supportive living facilities in all three communities (i.e. High Level, Fort Vermilion and La Crete) in addition to the 80 bed facility that currently exists in La Crete.

Specifically, the projected need for additional assisted living beds in Mackenzie Region by 2031 for each community is:

Location	Need for Assisted Living Beds
High Level	38-67
Fort Vermilion	25-38
La Crete	63-110
Rainbow Lake	0
Zama	0
<b>TOTAL</b>	<b>126-215</b>

The Province of Alberta recently announced the formation of a new Ministry of Seniors which, among other responsibilities, is also responsible for affordable housing options and services for Albertans most in need, and helping Alberta’s aging population have the supports that are inclusive and responsive to the diverse needs of seniors to lead healthy lives in their homes and communities. The Ministry recently announced that it was targeting 1,500 continuing care living spaces across the province under a program entitled “Affordable Supportive Living Initiative (ASLI), which will provide 50% of the capital funding to develop such facilities. Residents of such facilities will have their own private rooms, meals, housekeeping and 24-7 nursing care services, depending on their care needs. The deadline for applications is December 19, 2014. Mackenzie Housing Management Board should make it a top priority to apply for these funds to help meet the needs identified above. Given the gap in assisted living units in the High Level area and the huge distance challenges facing families from this end of the Region visiting seniors living at La Crete or outside the Region, providing units in this area should be the top priority for such funds at the outset. A minimum of 38 new lodge beds should be pursued for High Level at this time.

The population analysis also noted that the majority of seniors in Mackenzie Region are in the early stages of aging (i.e. near the 65 year age level). Most of these seniors are capable of independent living with modest levels of support. Discussions at public open houses found that most of these seniors would prefer to remain in their existing homes as long as possible, or live in seniors self-contained apartments that offered better affordability and accessibility than their current dwelling prior to entering a more institutional setting such as an assisted living Lodge. In order to serve the growing number of seniors in this situation, there is a need to both expand home care services being delivered by Alberta Health Services and to increase the supply of seniors self-contained apartments. Our projections for additions to the supply of seniors self-contained apartments needed by 2031 are as follows:

Location	Need for Seniors Self-Contained Apartments
High Level	30-36
Fort Vermilion	47-55
La Crete	152-177
Rainbow Lake	3-5
Zama	0
<b>TOTAL</b>	<b>232-273</b>

These projections take into account the needs of adjacent rural areas and First Nations reserves.

Discussions with stakeholders found a strong interest in continuing care campuses which combine seniors self-contained apartments with assisted living beds and supports from service agencies. A particular effort should be made to explore this option in view of its ability to support aging in place and the efficiencies that would be realized in operations.

### *Trends in Building Activity*

Residential building activity in Mackenzie Region has been trending up in recent years, averaging 128 new permits between 2011 and 2013 versus 116 permits from 2007 to 2010. Based on building permit data, in 2013 there were 125 new buildings added comprised of 74 single family (59.2%), 6 multi-family buildings (4.8%) and 43 mobile homes (34.4%), as well as one mobile home removed in High Level. Over the last seven years some 447 new singles, 352 mobile homes, and 12 multi-family buildings have been added. While this data shows that new units are being added to the stock, it also shows a continuing lack of diversity in the housing stock that is being built in the Region. Should this trend continue, many changing housing needs will go unmet.

### *Housing Starts and Completions*

An additional supply indicator is the number of housing starts and completions which help to illustrate upcoming market activity in the short term. According to CMHC data, there were 247 single detached housing starts in Mackenzie County between 2011 and 2013, with 90 recorded in 2013. These were accompanied by 38 row (6 of which were in 2013), 4 semis (0 of which were in 2013), and 8 apartment units (0 of which were in 2013) during the same time period. The majority of these homes were freehold (264) or condominium (25) in tenure with the exception of the 8 rentals constructed in 2012. Most of this activity was in the La Crete area, which will be shown further later in this report.

Completions dropped in 2012, from 103 in 2011 to 88, and then rose slightly to 93 in 2013. Completions included 77 freehold single detached homes in 2013 followed by 3 freehold row homes, 5 condominium row homes, and 8 rental apartments. The similarity in the number of starts and completions from year to year suggests a high rate of absorption in the local market, limited new inventory and short completion horizons for units that are started. These characteristics reflect a local development market that is very demand-oriented and is not prone to carrying inventories on speculation. As noted above, most of this activity was in the La Crete area.

### *Residential Development Potential*

Another key consideration in housing supply is ensuring that anticipated growth can be accommodated within the community. This potential for residential development is generally measured in terms of available lots or based on assumptions about the potential yield of lands designated for residential development. This is an important factor as it can influence what is made available in the market place and at what price.

There are currently 893 hectares of net developable residential lands available for an estimated capacity of 4,567 to 4,907 additional single-detached dwellings in the Region not including the reserves and Métis settlement. The majority of these units (2,269) are located within the hamlet of La Crete.

### *Dwelling Projections*

Based on population projections, it is estimated that there will be 8,477 dwellings needed in the overall Region in 2031, meaning an additional 2,777 dwellings will need to be provided, 1,708 of which would be built in the Regional areas outside of the reserves. Of the 2,777 additional dwellings that will be needed, 17.1% (or 475 dwellings) should be multi-units (ie: row and towns, low-rise apartments) with the remaining units comprised of single-detached homes. Approximately 27% of all dwellings added by 2031 should be rental dwellings.

## HOUSING AFFORDABILITY<sup>23</sup>

Housing is the single largest monthly expenditure for most households; thus accessing affordable, adequate, and suitable housing is a pressing concern for many individuals and families. Research has shown that housing affordability is a problem that is disproportionately faced by lower income households. It is also a concern for some moderate income households who choose to spend a large proportion of their income on housing to be able to move from the rental market to the homeownership market. Seniors on fixed pensions also often face significant affordability challenges.

Housing affordability is a critical element in the social well-being of all residents and an adequate supply of affordable housing greatly contributes to the creation of healthy and economically prosperous communities. Measuring housing affordability involves comparing housing costs to the ability of a household to meet those costs. Income and wages are used as a measure of housing affordability.

<sup>23</sup> Data not available for reserves and the Métis settlement

## Income Spent on Shelter Costs by Tenure, Age of Household Maintainer, and Household Type

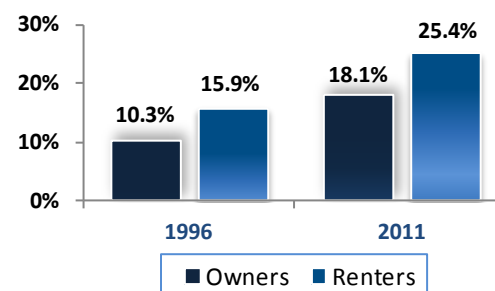
Statistics Canada defines ‘income spent on shelter’ as the proportion of a household’s average monthly household income which is spent on housing costs. This percentage is calculated by dividing the total shelter-related expenses by the household’s total monthly income and multiplying the result by 100. These expenses include the monthly rent or the mortgage payment and the costs of electricity, heat, municipal services, property taxes and other shelter-related expenses<sup>24</sup>. Housing is considered affordable if the household spends less than 30% of their total before-tax income on housing costs.

### Income Spent on Shelter by Tenure

Using the affordability benchmark of 30%, the ability of households in Mackenzie Region to meet housing costs

was evaluated. Based on data from the Census, a quarter of renter households spent more than 30% of their income on housing in 2010 (25.4% or 325 households), which is above the 18.1% (580 households) of owners who were in the same situation. In the case of renters, 12.0% (150 households) were spending between 30 to 49 percent on rent while another 7.6% (95 households) spent 50% or more of their household income on housing. Among owners, 7.2% of households (200 households) spent 30 to 49 percent of household income on shelter costs while another 4.5% (125 households) spent 50% or more of income on housing. Not surprisingly, renters who tend to have lower incomes are more likely to experience affordability challenges as compared to their owner counterparts.

Figure 9. Spending More than 30% of Income on Housing by Tenure Trends, Core Mackenzie Region, 1996-2011



Source: Statistics Canada Census, 1996 - 2011

In examining historical figures, housing affordability issues have actually increased in the core Region since 1995 for both owners and especially renters. In the case of owners, the proportion of these households experiencing affordability challenges rose from 10.3% (240 households) in 1996. Renters saw more dramatic changes, rising from 15.9% (160 households) of renters spending 30% or more of their income on housing costs. This increase in households likely experiencing affordability challenges indicates a need for more affordable housing options for lower-income households. This data is supported by discussions with stakeholders

<sup>24</sup> Statistics Canada 2006 Census Dictionary

who identified the limited supply of affordable housing, particularly affordable rental housing for individuals and families, as one of the key housing issues in Mackenzie Region.

#### *Income Spent on Shelter by Age of Household Maintainer*

In 2010 the core Region saw 18.3% of households (75 households) maintained by a person under the age of 25 years spending 30% or more of their income on housing costs. Just 8.0% of households (250 households) maintained by a person between the ages of 25 to 64 years were spending 30% or more of their income on housing costs, and 12.3% of senior households (35 households) were also experiencing affordability challenges. This is to be expected as both younger and older households tend to have lower incomes compared to working age households. This data suggests the need for affordable housing options for both younger households as well as senior households.

#### *Income Spent on Shelter by Household Type*

In 2010 8.5% of couple households (235 households) in the Region were spending 30% or more of their income on housing costs, whereas, according to the Census, only a minimum number of lone-parent or multiple family households were doing so. In comparison, 22.3% of non-family households (165 households) were experiencing affordability challenges, and 10.8% of non-family households (80 households) were spending 50% or more of their income on housing costs, suggesting that the affordable housing needs for non-family households need to be addressed. This data is supported by discussions with stakeholders who noted that many single individuals working in lower-paying jobs were facing significant challenges in finding affordable housing.

#### *Income Spent on Shelter Costs by Household Income Deciles*

As one might expect, housing affordability problems tend to decrease as household income rises. In examining income decile data for 2010, no affordability issues were identified for households above the fifth income decile (above \$60,551). Approximately 66.3% of households in the first decile (295 households) were spending 30% or more of their income on housing costs, including 5.6% (25 households) spending 50% to 69% and 29.2% (130 households) spending more than 70%. As well, 20.6% of decile two (65 households), 7.0% of decile three (20 households), and 13.6% of decile four (55 households) were spending between 30% and 49% of their income on housing costs, indicating a possibility of affordable challenges for these households.

### *Affordability of Ownership and Rental Housing*

A household with the average household income in 2011 of \$98,716 can safely afford to purchase a home of a maximum of \$398,917 or pay monthly rental costs of \$2,468. Both the average value of dwellings (\$182,372) and average rental costs (\$743/month) for the Region are far below what the average income household can afford.

However, the 2011 average rent (\$743/month) is affordable to all households except for the majority of those in the first decile, as those at the top of this group can afford up to \$778/month safely. The majority of the households in the first three deciles are unable to afford the 2011 average value of dwellings (\$182,372), as the top of decile three can safely afford a house price of \$200,101.

It should also be pointed out that the 2011 Census average reported for rent levels is well below current levels identified by stakeholders in consultations sessions across the Region. It was pointed out that those looking for rental housing today in most parts of the Region are regularly facing rents of well beyond \$1,000 per month for virtually any type of rental housing.

The average household income for a senior-led household in the Region was \$49,148 in 2011. A senior with this average household income can afford a house price of \$198,610 or a monthly rent of \$1,229. The house price seniors earning the average household income can afford is not much more than the average value of dwellings (\$182,372), suggesting that some senior households may find ownership housing out of reach. While many seniors will generally have equity in their current homes and farms, there are likely a number of seniors who will need affordable housing options.

The average household income for a household in the Region where the primary household maintainer is Aboriginal was \$74,501 in 2011. A household with this average household income can afford a house price of \$301,063 and a monthly rent of \$1,863, which are well above the average value of dwellings (\$182,372) and average rental costs (\$743/month) for the Region.

### *Income Assistance and Housing Affordability*

The minimum wage in Alberta is \$9.95/hour as of 2014, which equates to \$20,696/year if working full-time (40 hours a week). At this income level, the average value of dwellings (\$182,372) and average rental costs (\$743/month) for the Region are far out of reach.

Alberta Works provides \$436/month in core shelter payments to a two-adult household, which is far below the average rent level of \$743/month for the Region. A couple with one child receive \$575/month, which is also significantly below the average rent level.

As well, maximum annual seniors benefit for a single senior of \$3,360 provides just \$280/month for housing costs, which is not nearly enough to meet average rent levels in the County, unless the household is earning close to the \$26,200 income threshold in addition to the benefit or unless the seniors already has a home with substantial equity.

## POLICY FRAMEWORK ANALYSIS

### *Mackenzie County Municipal Development Plan*

The Municipal Development Plan (MDP) for Mackenzie County provides direction on all planning matters in the County. Specifically, it is meant to address the future land use within the municipality; the manner in which future development occurs; coordination of land use, future growth patterns and other infrastructure with adjacent municipalities; provision of required transportation systems; and, provision of municipal services and facilities. The MDP was prepared in accordance with Section 632 of the Municipal Government Act and was adopted in November 2009. This Plan is based on the Going Forward review process which was undertaken between September 2008 and July 2009 and provided opportunities for the public and other stakeholders to make suggestions and provide feedback on the Plan. The version of the MDP used for this review includes amendments as of November 13, 2013.

As part of the Going Forward review process, ten principles were identified which reflect the character of the community and will guide decisions made by Council or Administration and provide a foundation for the policies of the MDP. One of these principles is: *residents can find adequate, affordable accommodation*. The MDP has policies for country residential development and residential developments in general. It also has specific policies for the three hamlets. The objectives for the hamlets include providing a variety of housing types within all hamlets and planning for future subdivision and development of residential areas (6.1). The residential objectives go further in stating that the County aims to allow a full range of housing types to meet the demands of various income groups and lifestyles (7.1). There is also a policy that supports infill housing on underutilized sites as long as these are compatible with the existing and adjacent uses (7.2.3). The MDP also has a policy that the County will work with Mackenzie Housing and stakeholders to identify appropriate sites for affordable housing as well as medium and high density housing. The MDP identifies criteria to determine these sites



which include proximity to community services and amenities, compatibility with the surrounding land uses, and being dispersed throughout a neighbourhood (7.2.5).

### *Inter-Municipal Cooperation and Collaboration*

The three municipalities within Mackenzie Region: Mackenzie County, Town of High Level and Town of Rainbow Lake, work together on initiatives that affect the entire Region. As such, these municipalities have established inter-municipal protocols to formalize this relationship and to set the parameters within which these collaborative initiatives are administered. These protocols include guidelines on roles and responsibilities, decision making, speaking on behalf of the Tri-Council, meetings, and information flow.

#### *Agreement with the Town of High Level*

Mackenzie County has a Regional Service Sharing Agreement (RSSA) with the Town of High Level. The purpose of this Agreement is to share services provided by the Town to County residents living in close proximity to the Town. These services include recreation, the use of the airport, fire protection and potable water. In exchange for these services, the County shares revenues from service areas within a 40 kilometre radius from the Town. The Town is provided with an annual payment equal to 25% of the property tax levied by the County on all the properties in the service area or \$500,000, whichever is larger. In addition, the County provides funding for the Town's capital projects at the rate of: 20% for recreation projects, 30% for airport projects, and 50% for fire protection projects.

Mackenzie County and the Town of High Level also have an Inter-Municipal Development Plan (IMDP) and the purpose of this Plan is to jointly control the development within an area around High Level. This is accomplished through a joint Inter-Municipal Planning Commission. The IMDP has policies that address residential development. These identify where residential development is to occur and the land use bylaws that will govern this development.

#### *Agreement with the Town of Rainbow Lake*

Mackenzie County also has a Revenue Sharing Agreement with the Town of Rainbow Lake. The purpose of this agreement is to provide the Town with a consistent and predictable funding source from which to fund services for residents of the Town. The funding amount is based on annual assessments of property within a certain area (sphere of influence) and is approximately 10% (about \$800,000) of the total property taxes collected within this area.

### *Mackenzie Housing Management Board Strategic Plan*

Mackenzie Housing Management Board provides affordable housing to individuals, families and seniors in Fort Vermilion, La Crete, Zama and Rainbow Lake as well as the residents of nine reserves in the Region. There are a total of 214 units in the organization's portfolio, which includes Community Housing units (52 units), rent supplements for units with private landlords (12 units), Direct to Tenant Rent Supplements, self-contained units for seniors (42 units), supportive housing units for seniors (80 units), and ownership housing units (18 units). Rents for the affordable rental units are based on 30% of the household's gross income with maximum rents set by the Board on an annual basis.

The organization has identified four goals in its Business Plan for 2014-2016 as well as 11 objectives and 36 strategies to accomplish these goals. These goals include providing adequate and suitable housing for low-income residents and seniors, meeting the needs of residents through the services provided by the organization, preparing to manage change and growth in the organization, and looking for opportunities to improve existing partnerships and create new ones. The objectives include expanding lodge facilities to other parts of the Region and increasing affordable housing units.

Mackenzie Housing Management Board has the legal authority to requisition funds from area ratepayers to help finance its operations. This is a significant financial tool to assist the Board in financially supporting assisted living units and other forms of housing needed across its service area.

### *High Level Housing Authority Business Plan*

High Level Housing Authority provides affordable housing for individuals and families in the Town of High Level. Its vision statement is: *to ensure that housing needs are met within our community and region for those individuals and families of moderate means or special needs. To ensure that our seniors can age in place.* The organization's 2012 Business Plan identifies three goals and the objectives to accomplish these goals. One of these goals is to work with the Town and other partners to build a lodge facility in High Level. The other goals include developing a long term housing plan for the community and identifying groups to partner with.

The organization currently has a total of 21 self-contained apartments for seniors and 61 Community Housing Units. In addition, it provides rent supplements for nine units with a private landlord and provides Direct to Tenant Subsidies for 15 clients. The organization is currently re-evaluating its housing portfolio and considering selling single family dwellings and

constructing a complex that will accommodate more families and fixed income individuals and couples.

### *Province of Alberta Ministry of Seniors*

The Province of Alberta recently announced the formation of a new Ministry – the Ministry of Seniors. This Ministry will be responsible for affordable housing options and services for Albertans most in need, and helping Alberta’s aging population have the supports that are inclusive and responsive to the diverse needs of seniors to lead healthy lives in their homes and communities. The new Minister of Seniors recently announced:

“Government is committed to providing safe, affordable, quality housing that meets the diverse needs of Alberta seniors. I will work with community and faith-based partners to make sure that seniors can receive the care they need, in an appropriate place, while staying close to family and friends”

Ministry of Seniors Press Release, October 20, 2014

As noted earlier, this Ministry just announced a funding program entitled Affordable Supportive Living Initiative, under which funding is being made available to assist in the development of assisted living units. Mackenzie Housing Management Board should make it a top priority to apply for funding for a minimum of 38 Lodge beds in High Level by the application deadline of December 19, 2014.

## KEY FINDINGS AND CONCLUSIONS

Below we summarize the key findings and conclusions about housing needs in the Region as a whole.

### *Key Findings*

- The population in Mackenzie Region, particularly the youth and senior population groups, is increasing and will continue to increase.
- The average household size in the Region is decreasing, indicating a need to provide more housing options for smaller households while still ensuring an adequate supply of housing options for families.
- There is a need to diversify the housing stock in the Region beyond its current low-rise profile to accommodate the changing demographics.

- Youth, senior, one-person, non-family, and lone-parent households are most likely to experience housing affordability issues.
- There is a need for more affordable rental housing options in the Region. There are a growing number of households who cannot afford the average rents in the Region and who require more affordable options or financial assistance from governments.
- There is a need for more market rate rental housing options for single individuals, couples without children, students, and families who have just moved to the Region. The limited supply of rental housing options is having a negative impact on many employers' ability to recruit and retain staff and is resulting in many households having to 'double up' or live in unsuitable housing.
- The senior population in the Region is increasing and will continue to increase in the next twenty years. The majority of these seniors are younger seniors who would be able to live independently if they had access to home care services as well as housing with accessible/ Universal Design features.
- There are currently a growing number of seniors who can no longer live on their own and who would be better served in an assisted/supportive living environment. This group of seniors is expected to increase over the next twenty years.

## Recommendations

Below we provide recommendations addressing the needs identified in the above analysis.

### Housing for Seniors

1. A total of **126-215 new assisted living units** (i.e. Lodge beds) for seniors should be added to the existing supply in the Region over the next 20 years, as follows:

High Level: **38-67 beds**

Fort Vermillion: **25-38 beds**

La Crete: **63-110 beds**

These figures incorporate needs for Aboriginal and rural populations.

These recommendations are calculated based on population projections for seniors 65 years and older and by using the 2013 provincial capture rate (5.2%) and national capture rate (8.9%) for seniors housing units as reported by CMHC.

2. The **immediate priority** should be to add at least **38 assisted living (Lodge) beds in High Level**, given the gap in assisted living units that currently exists in that end of the Region

and the need to overcome the distance-related challenges facing seniors and their families in that area.

3. A total of **232-273 new seniors self-contained** units should be added to the existing supply in the Region over the next 20 years, as follows:

High Level: **30-36 units**

Fort Vermillion: **47-55 units**

La Crete: **152-177 units**

Rainbow Lake: **3-5 units**

These figures incorporate needs for Aboriginal and rural populations. These figures were estimated using population projections for those aged 65 years and older and the average household size of seniors living in rural areas after deducting the estimated number of seniors who would require assisted living units.

4. An emphasis should be placed on providing the recommended assisted living and seniors self-contained units in **continuum of care campuses** wherever possible (see Appendix B for examples). These facilities can be built in phases as the need increases and resources become available. These facilities should be built to B2 occupancy standards to be able to respond to the changing support service requirements of residents without the need for residents to move from one facility to another. At least **10% of the units should be set aside for individuals with low incomes.**

### Housing Supply

5. **2,777 new dwellings** should be added to the supply of housing in the Region by **2031.**
6. **1,708** of these new dwellings should be added **outside of the Reserves, with the remaining 1,069 to be added on Reserve.**

### Housing Mix

7. **17.1%** of new dwellings should be **multi-family units** (i.e. rows, four plexes, low rise apartments, etc.)
8. **13.6% to 16.0%** of the new 1,708 dwellings required off-reserve should be built with **accessible/Universal Design features** to allow independent living among seniors and persons with disabilities and to facilitate aging at home. These estimates are based on population projections, average household size for all households as well as average household size for seniors.

### Rental Housing

9. **27%** of all new dwellings in the Region, excluding the Reserves, should be **rental** housing and **73%** should be **ownership** dwellings.

### Affordable Housing

10. **At least 10%** of all new dwellings in the Region, excluding the Reserves, should be housing **affordable** to households in the lowest three income deciles.

### Special Needs Housing

11. Mackenzie Region should ensure the pilot project for **persons with FASD** goes forward immediately. This facility should be located in **High Level** in view of the **high incidence of individuals with FASD** in that community and should feature a **secure complex** with some individual apartments and some “lodge-type” units and be operated by High Level Housing Authority.

### Economic Development and Housing

12. The three municipalities and local housing agencies should consider providing financial and/or in-kind incentives to encourage the development of **affordable rental housing** throughout the Region.
13. The three municipalities should consider providing financial and/or in-kind incentives to encourage the development of rental and ownership housing **with accessible/Universal Design features** as part of all new residential development

### Implementation Strategies

A number of implementation strategies should be pursued in order to support the above recommendations. These are outlined below.

### Partnerships

1. The three municipalities, Mackenzie Housing Management Board, High Level Housing Authority and other stakeholders should consider **partnering with the First Nations** to build some of the seniors housing options, particularly since there are currently very limited options for seniors on reserve and many of these First Nations seniors will have to move to one of the communities in the Region. In particular, First Nations representatives should be approached as potential partners for any seniors housing being developed in High Level and Fort Vermilion.
2. The Town of High Level and Mackenzie County should consider **providing municipally-owned land** for multi-level of care facilities for seniors.
3. High Level Housing Authority and Mackenzie Housing Management Board should explore **partnerships with educational institutions** in the area to identify opportunities where students and recent graduates can assist in developing affordable housing as part of their training or requirements for certification.
4. High Level Housing Authority and Mackenzie Housing Management Board should consider **partnering with private developers/landlords** to increase the supply of affordable and market rate rental housing in all communities in the Region.
5. The three municipalities as well as High Level Housing Authority and Mackenzie Housing Management Board should explore **partnerships with community-based organizations** to build affordable rental and ownership housing through financial and/or in-kind contributions.

6. The local municipalities should **facilitate discussions** between private landlords/ developers and major employers in the Region, such as Alberta Health Services, to explore rental agreements that will minimize risk for private developers/landlords while increasing the supply of rental housing for employees.
7. The County should **facilitate a forum with private developers and landlords** and share the results of this housing needs assessment to encourage the private sector to increase the supply of both furnished and unfurnished market rate rental housing, including smaller units for singles, students and seniors as well as larger units for families.

### Advocacy

8. In view of the increasing number of seniors in need of supports and their relatively younger age profile, the three municipalities should jointly advocate to Alberta Health Services to **increase home care services in the Region** to allow more seniors to age in their own homes and delay moving to assisted/supportive living or long term care facilities.
9. The Mackenzie Housing Management Board should apply to the recently established Alberta Ministry of Seniors for **funding under its recently announced Affordable Supportive Living Initiative (ASLI) to assist in the development of seniors assisted living units**. Funding for at least 38 new Lodge beds in High Level should be pursued immediately. The Provincial announcement set a deadline for applications at December 19, 2014.
10. The Mackenzie Housing Management Board should also advocate for Provincial funding to assist in the development of a **minimum of 30 new seniors self-contained affordable rental apartment units**.
11. The Town of Rainbow Lake should request the Mackenzie Housing Board to consider the development of an **affordable rental fourplex** to help meet the current need for more affordable rental housing in Rainbow Lake.
12. Mackenzie Housing Board, in partnership with the municipalities, should advocate to the provincial and federal governments for capital and operational funding to **expand the specialized dementia wing at Heimstead Lodge in La Crete**. Adding on to the current facility will result in operational efficiencies and allow management to recruit more specially trained staff to care for residents living with dementia.



## Municipal Development Plans

13. Municipalities within Mackenzie Region should add policies in their Municipal Development Plans that **specifically encourage and support the development of special needs housing**, including housing for senior citizens and persons with disabilities.
14. Municipalities within Mackenzie Region should add policies on accessibility for persons with physical disabilities in their Municipal Development Plans by **requiring the provision of accessible housing** as part of new residential developments.
15. Municipalities within Mackenzie Region should strengthen policies in their Municipal Development Plans to **encourage and support the development of a range of affordable housing options**, both rental and ownership options, throughout the different communities.
16. Municipalities within Mackenzie Region should **adopt housing targets** for various types of housing, as noted in the Housing Needs Summary below:

## Housing Needs Summary

The following chart presents a summary of the number and proportion of housing units that are needed across Mackenzie Region by 2031.

	High Level	Rainbow Lake	La Crete	Fort Vermilion	Mackenzie Region (Total) <sup>25</sup>
<b>Total dwellings by 2031</b>	1,421	359	1,430	282	8,477
<b>New dwellings needed by 2031</b>	146	54	630	37	2,777
<b># of new self-contained seniors units</b>	30-36	3 to 5	152-177	47-55	232 to 273
<b># of new assisted/ supportive living beds</b>	38-67	-	63-110	25-38	126 to 215
<b>% affordable</b>					10% +
<b>% new that should be multi dwelling-units</b>	34%	28%	31%	57%	17.1%
<b>% new that should be single detached units</b>	66%	72%	69%	43%	82.9%
<b>% of rental units</b>	50%	70%	50%	50%	
<b>% of owned units</b>	50%	30%	50%	50%	

<sup>25</sup> Including rural areas and reserves.

# APPENDIX A: COMMUNITY PROFILES

# TOWN OF HIGH LEVEL

The Town of High Level began as a resource town in the late 1940's and early 1950's with a largely transient population. Since then the Town has evolved into a maturing community with a more permanent population, some of whom have lived in the Town all their lives and would like to retire there. The development of more industries, services and amenities, including a Regional hospital, has led to even more people wanting to settle in the Town of High Level. These developments indicate a need to provide a broader range of housing options than what currently exists, including options for the aging population, the large service sector population, and families with children, to be able to create a more complete community.

The following discussion provides a demographic, housing supply and policy framework analysis of the Town of High Level and its surrounding rural areas. It provides an overview of the different factors that influence housing need and demand in the area. The information obtained for this analysis combines data from published sources with input received at public consultation sessions and stakeholder interviews.

## POPULATION TRENDS AND PROJECTIONS

Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

### *Trends and Projections by Age*

In 2011, the population of High Level stood at 3,641, up from 3,093 in 1996. This represented an overall increase of 17.7%, although the population declined 6.3% from 2006 to 2011 when the recession took place, after rising 11.3% from 1996 and 2001 and 12.9% from 2001 and 2006. In contrast, the overall Mackenzie Region has grown from a population of 16,168 in 1996 to 21,610 in 2011, an increase of 33.7%, and maintained positive growth rates between each census period from 1996 to 2011.

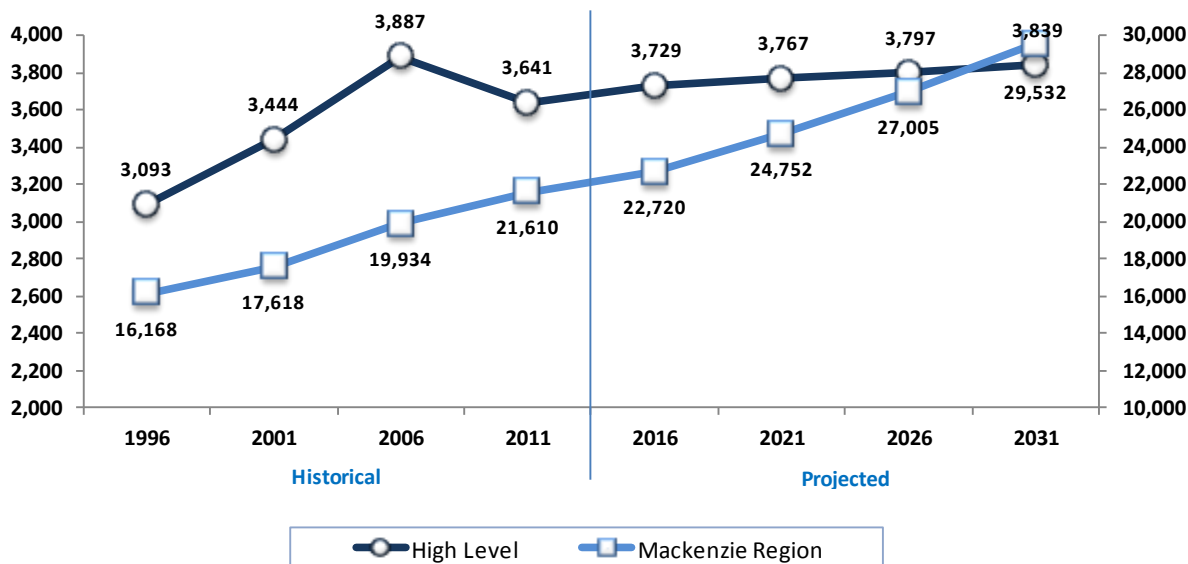
The 3,641 population is considered to be the main population of the Town of High Level; however there are a number of rural communities outside of the official boundaries of the Town that residents generally associate with 'rural High Level'. This includes all of the population of Ward 9 of Mackenzie County and approximately 30%<sup>26</sup> of the population of Ward 8. According to the County's 2010 unofficial municipal census, the population of Ward 9 in 2010

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<sup>26</sup> According to estimates from the County's planning department, as of September 2014.

was 584<sup>27</sup>, down from 886 in 2003, and 30% of Ward 8 was 114 persons, down from 143 in 2003. This additional rural population that consider High Level to be their main service area would affect the use and demand of services in High Level.

Figure 10. Historical and Projected Population Trends, Town of High Level and Overall Mackenzie Region, 1996-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

In 2011, youth under the age of 25 years made up 43.5% of the total population of High Level (or 1,585 persons). The number of persons in this age group has barely changed since 1996. In comparison, youth under the age of 25 years comprised 52.1% of the total population of the overall Region in 2011 (or 10,935 persons), down slightly from 55.4% in 1996 (or 8,955 persons).

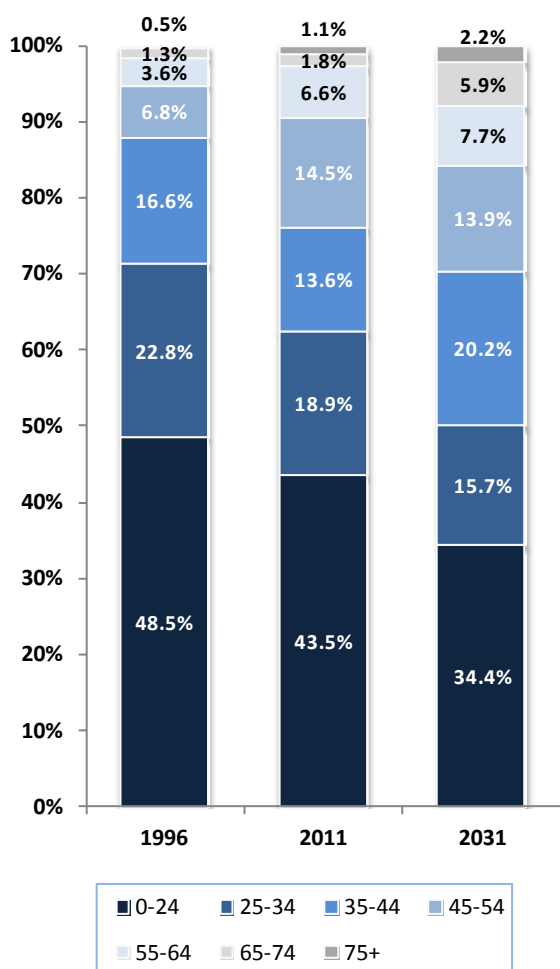
The next largest population group were young and middle-aged adults aged 25 to 44 years who comprised another third (32.5% or 1,185 persons) of High Level’s total population. This age group’s population share has remained relatively stable since 1996 as well, just decreasing a few percentage points, and the number of persons aged 25 to 44 years has also decreased 2.9%. Persons aged 25 to 44 years represented 26.8% of the overall Region’s population in 2011, down from 29.4% in 1996. The number of persons in this age group, however, has increased 18.3% over this time period.

These findings indicate that High Level’s population is largely composed of working age adults and their children, and the proportion of these age groups has not changed over the last 15 years. These findings suggest a need for housing options for younger families and single

<sup>27</sup> Excluding temporary residents.

individuals in order to ensure these households, which make up the majority of the households in High Level, have adequate and appropriate housing that encourages them to stay in High Level.

**Figure 11. Historical and Projected Population by Proportion of Age Group, Town of High Level, 1996-2031**



Source: Statistics Canada Census, 1996- 2011; SHS Calculations, 2014

population in 2011, up from 10.3% in 1996. For the overall Region, this age group has increased 78.9% to comprise 16.0% of the overall Region’s population. The growth in this age group indicates that High Level will be seeing a large increase in its senior population over the next 15 to 20 years, and will need to plan for an age-friendly community, which includes a range of housing and support service options to meet the needs of the aging population. At the same time, it will be important to ensure that there continues to be a diversity of housing options that can serve a range of age groups, particularly those aged 25-54 years who have a large presence in the Town and whose continued residence in High Level will be important in

Despite the large proportion of younger individuals, High Level’s population is also aging.

From 1996 to 2011, the number of seniors aged 65 years and older in High Level has increased 90.9% to reach 105 persons. Most of these individuals are in the younger stages of senior age, with very few individuals at the more elderly level.

In 2011, seniors made up 2.9% of the total population of High Level which is an increase from their 1.8% proportion in 1996. In comparison, for the overall Region, seniors comprised 5.1% of the population, up from 3.6% in 1996, with the number of seniors increasing 83.8%. Similarly, discussions with stakeholders confirm that the senior population in the Town is growing. Stakeholders noted that this is partly due to the fact that people now want to stay where they are as opposed to leaving when they retire. Many have grown up in High Level, raised their families here and developed permanent roots.

As well, even though the overall population has declined slightly, the number of persons aged 45 to 64 years in High Level has increased 140.6% from 1996 to 2011, to make up 21.1% of the Town’s

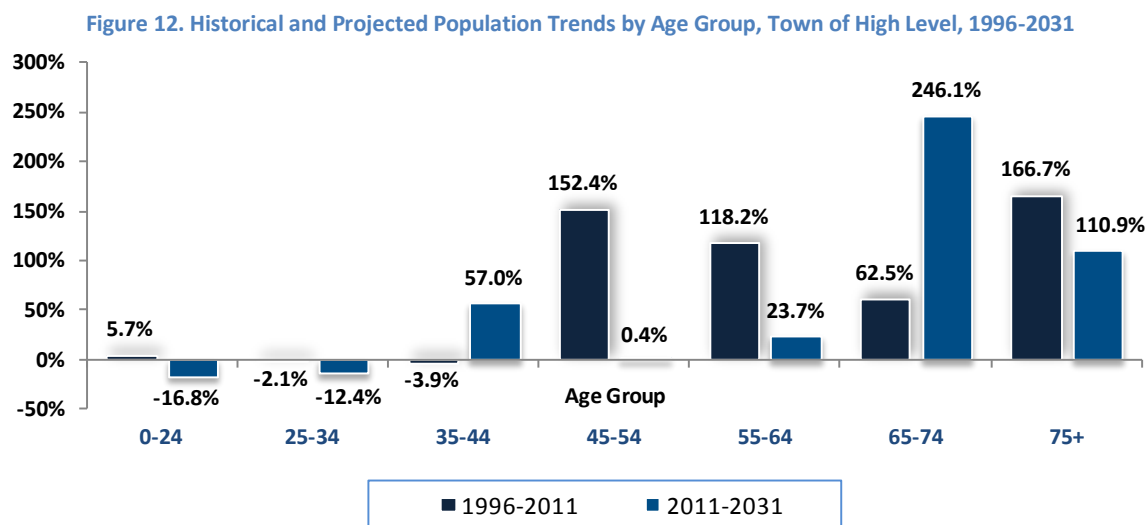
providing the services and amenities required by the Town’s aging population. Stakeholders have noted that there are very limited housing options, both affordable and market rate options, for single individuals and families in this age group.

**PROJECTIONS**

Based on population projections calculated according to the methodology described at the beginning of this report (Introduction - Methodology for Population and Dwelling Projections), High Level’s population is expected to increase by 198 persons, or 5.3%, from 2011 to 2031, to reach 3,839 persons. This growth, of course, will be highly dependent on local economic conditions, particularly in the forestry sector, which has historically employed much of the area’s labour force.

When broken down by age, the proportion of youth under the age of 25 years is expected to decrease and make up 34.4% of the total population in 2031, whereas the proportion of seniors 65 years and over is expected to increase another 194.6% during this time period to make up 8.1% of the total population of High Level.

While the numbers of persons aged 25 to 44 years and 45 to 64 years will increase 16.6% and 7.6% respectively from 2011 to 2031, the proportions of these age groups will remain the same (approximately 36% to 33% and 21% respectively).



Source: Statistics Canada Census, 1996 - 2011; SHS Calculations, 2014

With regard to the rural areas, the population of rural High Level (Ward 9 and a portion of Ward 8) is expected to make up a smaller proportion of the overall rural population by 2031, comprising approximately 2.8% of the County’s population. The decrease in the proportion of

the population living in rural areas may be partly due to the fact that some people move to the more urban areas, such as the main Town for employment or to be close to services. This is supported by input from residents and key stakeholders who noted that some individuals and families have moved to the Town for employment and more appropriate housing options. In contrast, seniors in the rural areas are expected to make up 7.5% of High Level's rural population by 2031, up from 4.6% in 2011. This trend shows that similar to the more urban areas, the rural population around High Level is also aging. This population will likely contribute to the need for age-friendly housing options as well as services and amenities for seniors in the Town of High Level.

### *Aboriginal Population*

The Aboriginal population of High Level has experienced the highest growth in the Region at 68.5% in the last 15 years to reach a reported 1,095 persons or 30.1% of the total population, compared to just 21% in 1996 when there were a reported 650 Aboriginal persons in High Level.

In comparison, not including the reserves and Métis settlement, Mackenzie Region is home to 1,955 Aboriginal persons, as of 2011. From 1996 to 2011, this population group has grown 37.7% to comprise 12.7% of the Region's total population. These figures show that High Level is currently home to 56.0% of the non-reserve Aboriginal population of the Region.

## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, these needs are more directly related to the characteristics of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

### *Trends and Projections*

Based on census data, there were 1,275 households in High Level in 2011. This was up notably (28.8%) from the 990 recorded in 1996 and is higher than the population growth during that same period. This indicates that household size in High Level is most likely shrinking and so there are more households being created compared to the growth in population. In comparison, the number of households in the Region as a whole has grown 37.0% since 1996 to reach 5,705 households in 2011, similar to its 33.7% population growth, indicating that the average household size in the Region as a whole has remained relatively the same.

Based on population projections and the predicted change to average household size in 2031, it is estimated that there will be 1,421 households in High Level in 2031, an increase of 11.5% or approximately 146 households. It should be noted that, unlike population, the rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen within High Level and overall provincially. This is particularly relevant to housing needs, because the need for more dwellings is directly related to growth in households.

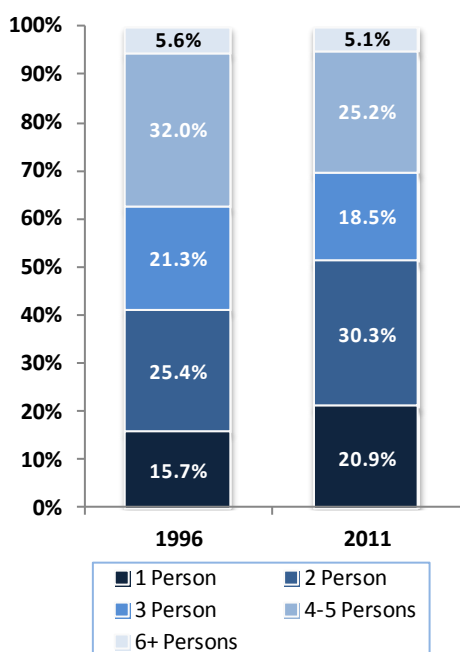
### Trends in Household Size, Type, Tenure

#### Household Size

The higher rate of growth in the number of households noted above compared to the population growth is largely due to the decreasing average household size in High Level. Historically, and currently, High Level has consistently had lower average household sizes than the Region overall. In 1996 the average household size in High Level was at 3.0 persons, compared to 3.7 for the Region. Since 1996, both averages have dropped slightly with High Level’s average household size dropping to 2.8 in 2011, and the Region’s average dropping to stand at 3.4 in 2011. The drop in household size may be due to the increasing tendency to have fewer children and thus smaller households. The decline in household sizes points to the need to ensure that future housing supply corresponds to this trend by providing smaller units suited to households comprised of fewer persons. This trend is supported by discussions with

stakeholders who noted the need for more housing options to accommodate smaller households such as empty nesters, couples without children, and single individuals.

Figure 13. Household Size Trends in Proportion, Town of High Level, 1996-2011



Source: Statistics Canada Census, 1996- 2011

When examined further, the data indicates that the largest group of households in High Level are two person-households at 30.3% in 2011, a share that has steadily increased from 1996 when they comprised 25.4% of all households. This group is followed closely by four to five person households, which comprised 25.2% of all households, down from 32.0% in 1996, followed by one and three person households, which each comprised approximately 20% of all households. One-person households were up from 15.7% and three-person households down slightly from 21.3% in 1996. Six-person households comprised just 5.1% of the total population and were down slightly from 5.6%. The number of one-person and two-person households have increased at far greater



rates over the past 15 years (71% and 54% respectively) compared to larger household sizes (18% to 1.6%).

In contrast, six person households comprised 14.8% of all households in the Region in 2011, and four to five person households 26.4% of all households, meaning over 40% of the Region’s households are families of four or more persons. The largest group of households in the Region however were two person-households at 28.4% in 2011, a share that has steadily increased from 1996 when they comprised 23.4% of all households. One and three person households each comprised approximately 15% of all households. One-person households were up slightly from 13.3% and three-person households down slightly from 17.3% in 1996. This data suggests that while households are, in general, becoming smaller, there is still a need for housing options to accommodate larger households, particularly young families.

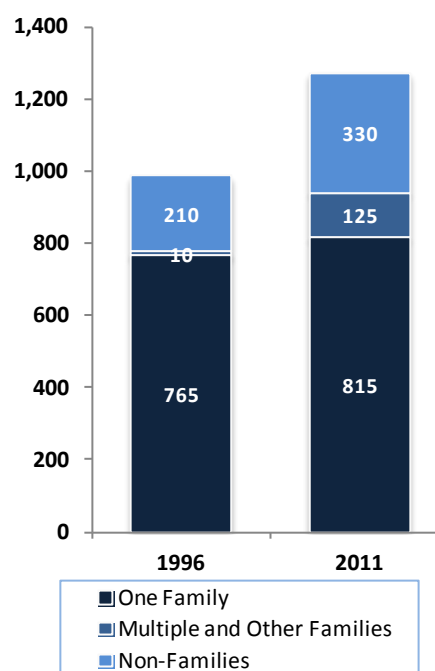
### Household Type

Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

In 2011, 64.2% of all High Level households were one-family households, a share that has dropped since 1996 when it was 77.7%. Broken down further, 33.1% of all households in High Level in 2011 were comprised of couples with children, with another 20.5% representing couples without children, and 10.6% were lone parent families.

Non-family households (singles and two or more unrelated individuals) comprised 26.0% of households, which is higher than their 1996 and 2006 share but similar to their shares in 2001, when they made up 26.6% of all households. Multiple and other family households (comprised of more than one family unit) have seen their share rise consistently from 1996 and 2006, and jump even higher from 2006 to 2011 to reach 9.8% of all households or 125 households (up from 1.0% or 10 households in 1996). This large growth in multiple family households likely is primarily due to the limited supply of affordable housing which is leading individuals and families to ‘double up’.

Figure 14. Household Type Breakdown, Town of High Level, 1996-2011



Source: Statistics Canada Census, 1996-2011

This increase in the proportion of multiple and other family households may be partly due to the fact that, according to stakeholders, the number of unrelated individuals sharing a home or families sharing a home with extended family members was increasing due to the challenges in finding suitable and affordable accommodation.

For the Region as a whole 71.1% of all households were one-family households, a share that has similarly dropped significantly since 1996 when it was 81.5%. Broken down further, 44.2% of all households in the Region were comprised of couples with children, with another 19.2% representing couples without children, and 7.7% were lone parent families, indicating a higher proportion of lone-parents and less couples in the Region as a whole.

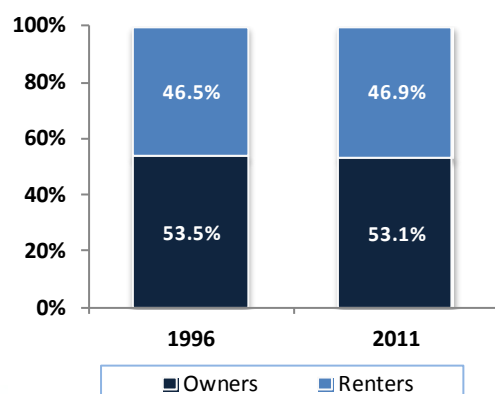
Furthermore, multiple families represented 10.3% in the overall Region and non-families 18.6%. While the proportion of non-families is the same, there is a much higher proportion of multiple families, suggesting that this household type is more popular amongst the overall Region. This is supported by stakeholders who stated that the number of families who lived with extended family members or other families in one dwelling was increasing. Stakeholders stated that this trend had more to do with necessity due to the limited supply of housing as opposed to choice.

This trending illustrates a growing number of families with children, indicating that young families are having an influence on household composition in the community and a corresponding influence on the type of housing required to meet local needs.

### Household Tenure

In 2011, some 680 or 53.1% of households in High Level owned their homes with the remaining 600 or 46.9% renting. The share of renters shrunk from 1996 to 2006, before rising from 2006 to 2011 to a similar level as in 1996. In real terms, however, the number of renters has grown 30.4% since 1996, whereas the number of owners has grown 28.3%.

Figure 15. Trends in Tenure, Town of High Level, 1996-2011



Regionally, the share of renters grew from 30.0% in 1996 to 2001, declined from 2001 to 2006, and then rose slightly in 2011 to stand at 28.5%, a much lower rental rate than is seen in High Level. As well, the number of owner households has grown 37.2% while the number of rental households has increased 27.4%. Emerging lower interest rates and increasing incomes over this period have helped to make ownership more attractive to some renter households which in part

Source: Statistics Canada Census, 1996 - 2011

explains the rise in ownership tenure. Discussions with stakeholders also indicate that the lack of rental housing options in the area has led to increased home ownership.

### ***Age of Household Maintainer***

When broken down by the age of household maintainer, ownership is shown to be prevalent in households led by persons aged 25 and over in 2011. Less than a quarter (22.6%) of the primary household maintainers under the age of 25 years were owners, compared to more than 50% of primary household maintainers aged 25 to 64. Most primary household maintainers over the age of 65 years were owners as well.

Comparatively, 40% of primary household maintainers under the age of 25 years were owners in the Region in 2011. For those aged 35 to 54 years, the ownership rate was greater than 75%. Over 65% of primary household maintainers aged 25 to 34 were also owners, as were three-quarters of those aged 55 to 64 years. Nearly all (95.8%) primary household maintainers over the age of 65 years were owners as well.

This indicates that ownership is available to more households in Mackenzie Region overall than in High Level. However, the greater proportion of younger adults that are renters, which is partly due to the lifestyle of this age group and their incomes (as younger adults generally have lower incomes), indicates a need for rental housing options in High Level and the Region.

### ***Household Size***

According to 2011 Census data, ownership is more common as household size grows in High Level, as households that have two or more persons have ownership rates ranging from 50.7% to 57.7% whereas one-person households have an ownership rate of just under half (47.5%), signalling growing demand for rental units among smaller individual-led households. This difference is much more pronounced at the regional level, however, where 52.0% of one-person households are owners, compared to 75.8% of two-person households who own their home and 76.5% of three-plus person households.

### ***Household Type***

According to Census data, the households most likely to rent in High Level are non-family, multiple family and lone parent households. Just 48.6% of non-family households, 42.1% of multiple family households, and 26.9% of lone parent led households owned their home in 2011, whereas 62.5% of couples with and without children were owners. This is also true at the regional level as well, where 50.3% of non-families and 53.7% of lone parents are owners, and other households have ownership rates over 69%. The lower ownership rates in the High Level for non-families and multiple families could be due to the higher number of households who

need affordable rental housing and often live together to save on housing costs. The aforementioned data suggests that in spite of the large proportion of homeowners in High Level, there is still a need for rental housing options for households who may not have the financial capacity to buy their own homes, such as lone-parent, multiple family and non-family households.

### *Aboriginal Households*

While, as noted above, the number of Aboriginal persons in High Level has grown significantly, the number of Aboriginal-led households has risen only 4.1% since 2001 to reach a reported 255 households in 2011. The number of households rose from 2001 to 2006 and then declined from 2006 to 2011. This could be due to a decrease in household size in the Aboriginal community and economic conditions leading households to live together. In contrast, the overall Aboriginal household count in the Region has increased 10.6% since 2001.

## ECONOMIC ANALYSIS

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford housing in the community.

Locally, the Town of High Level has served as one of the main economic centres and service providers for the region for many years. The Town's economy grew rapidly in the early 2000s before slowing in the latter part of the 2000s as the global recession made its impact on two major economic sectors: forestry, and oil and gas<sup>28</sup>. The main economic base for High Level is forestry, oil and gas, and agriculture. High Level's central location within the northern Peace Region has allowed the Town to emerge as one of the dominant retail and professional service centres for the area. High Level has also become the main service and processing centre for the region's logging industry due to location of lumber mills in the Town's industrial area.<sup>29</sup> In addition, the recent completion of Northwest Health Centre, which serves the residents of the entire Region, has contributed to making High Level the Regional centre for health care services. The presence of the hospital has also increased employment opportunities in the Town. These economic trends will likely result in the continued need for employees and, by extension, housing options for these employees and their families.

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<sup>28</sup> Town of High Level. (2010). Municipal Development Plan.

<sup>29</sup> Town of High Level. (2010). Municipal Development Plan

### Unemployment and Labour Participation

The labour force participation rate in High Level slowly decreased from 86.2% in 1996 to 81.1% in 2006, only to rise again to 85.7% in 2011 which was slightly higher than regional participation rate which stood at just 58.6% in 2011.

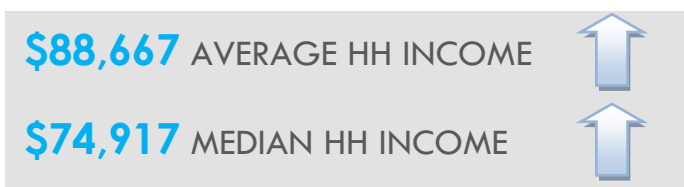
In contrast, the unemployment rate in High Level has fluctuated significantly with local economic trends. Sitting at 5.9% in 1996, it declined to 2.4% in 2001 during the local economic growth and was steady through 2006 before the recession when it was 2.8%. Post-recession, the unemployment rate reached 5.8% in 2011, which is much lower than the Regional rate of 17.0%. The high unemployment rates and lower participation rates in the Region as a whole are likely due to the much lower labour participation rates and high unemployment rates in the reserves and Métis settlement, which affect the Regional rates.

## HOUSEHOLD INCOME

The economic capacity of a household is an important element in determining housing need. By examining income trends and characteristics, it is possible to better identify what is affordable for households and the housing options that are available to them within a community.

### Trends in Average and Median Incomes

Average and median incomes in High Level are generally lower than Regional averages, as are rates of increase in incomes over time. In terms of 2010 household incomes, High Level had an average of \$88,667 and a median of \$74,917, up notably from the 1995 average (\$57,845) and median (\$50,818). These lagged behind the 2010 Regional average of \$98,716 and median of \$96,260. The average household income increased by 53.3% from 1995 compared to a 62.2% increase experienced in the Region. Similarly, the median household income for High Level increased by 47.4% from 1995 compared to a 74.6% increase for the Region.



Similar trends are seen in individual income figures, where in 2010 High Level's median income was \$44,583 and the average was \$47,518. In comparison, the Region's median and average levels were \$40,608 and \$50,182, respectively. High Level's income levels grew at notably

higher rates to the household income levels, at 79.1% and 64.4% for median and average individual incomes.

### *Household Income by Income Deciles*

While figures for the average household income provide a general sense of household income, looking at the distribution of income within the local context provides greater detail of the economic capacity of households in High Level. Income deciles divide the total universe (i.e. all households in the Region) into ten equal portions of income groups. The income range of each decile is then applied to High Level's population to determine how much of High Level's population is in each of the Region's income deciles.

**Table 9. Household Income Deciles (Based on Mackenzie County Incomes), Town of High Level, 2011**

Household Income Decile		#	%
<b>Decile 1</b>	\$31,138 and under	220	17.1%
<b>Decile 2</b>	\$31,139 to \$42,662	60	4.7%
<b>Decile 3</b>	\$42,663 to \$49,517	70	5.4%
<b>Decile 4</b>	\$49,518 to \$60,551	145	11.3%
<b>Decile 5</b>	\$60,552 to \$68,017	50	3.9%
<b>Decile 6</b>	\$68,018 to \$76,026	125	9.7%
<b>Decile 7</b>	\$76,027 to \$88,245	70	5.4%
<b>Decile 8</b>	\$88,246 to \$99,627	65	5.1%
<b>Decile 9</b>	\$99,628 to \$133,712	200	15.6%
<b>Decile 10</b>	\$133,713 and over	280	21.8%
<b>TOTAL</b>		<b>1,285</b>	<b>100.0%</b>

Source: Statistics Canada, Census Custom Tabulation, 2011

As can be seen above, a large proportion (37.4%) of High Level's households were in the top two income deciles in 2010. Another 21.8%, however, were in the bottom two income deciles and 16.7% were in deciles three and four, indicating there are a significant number of lower-income households in High Level.

### *Household Income Deciles by Age of Primary Household Maintainer<sup>30</sup>*

As expected, younger households tend to have lower incomes and therefore are prevalent in the lower income deciles. For youth under 25, 85.7% were in the bottom three deciles in 2010 in High Level. Among 25-44 year olds, the majority (56.8%) were in the top three deciles, although 23.9% were still in the bottom two deciles. In comparison, less than 1.0% of 45-64

<sup>30</sup> Income decile data broken down into various subcategories is incomplete. Data does not exist for senior-led households.

year olds were in the bottom three deciles, and just 10% were in deciles four to five. Just under 60% were in the top two deciles. As prime working years for adults, this higher income status for those of working age is expected.

### *Household Income Deciles by Tenure*

Among renters there is a clear linear decline in the propensity to rent as income increases. In 2010, some 26.8% of tenant households were in the lowest decile, decreasing to 17.9% in the top income group. Another 15% of households were in deciles two and three, as well as in deciles eight and nine. With ownership households, just 9.8% were in the first decile, and 8.3% were in deciles two and three, compared to 45.5% in the top and ninth decile.

There is a clear relationship between low incomes and renters which underscores the critical importance of ensuring an adequate supply of affordable rental housing for households of lower income.

### *Household Income Deciles by Household Type*

In examining incomes by household type, some expected tendencies were noted. In general, couples were more likely to be found in the higher income deciles, as were multiple family households. In 2010 the highest concentration of couples with children (67.4%) and almost all couples without children were found in the top three deciles. Lone parent-led households were split between decile one and four.

The majority (69.2%) of multiple family households were in the top deciles and the remaining households were found in decile 1. Among non-family households, however, fully more than one half (57.6%) were in the three lowest income deciles in 2010, with the majority of those households in the lowest decile. Another 13.6% were in deciles four to five. This data supports the notion that households with multiple potential wage earners tend to have higher incomes as compared to non-family households.

### *Household Income Deciles by Household Size*

A third (33.3%) of one-person households were in the first decile in 2010, and an additional 42.1% were in deciles two to four. Just 5.3% of one-person households were in the top three deciles. In comparison, 16.2% of two-person households were in the first decile, but 23.5% in deciles two to four. Another 47.1% of two-person households were also in the top three deciles. As would be expected, 68.2% of three-plus person households were the top three

deciles, and just 12.1% were in the bottom three deciles. The large proportion of one-person households in the bottom deciles demonstrates a strong need for smaller units of affordable housing for single households.

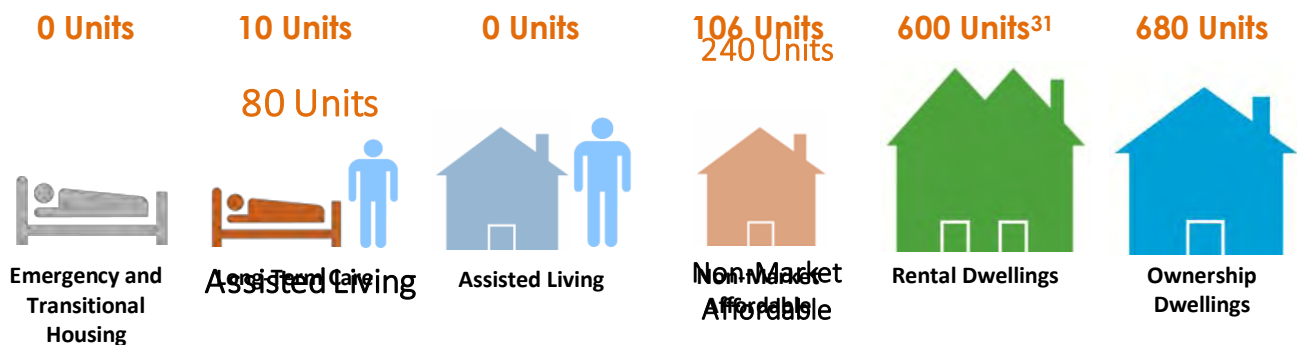
## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

This section provides an overview of the current housing trends in High Level, including the existing housing stock throughout the continuum, recent housing activity, and a housing affordability analysis.

### Continuum of Housing

Housing is an important element in building a complete, healthy and inclusive community. Ideally, the housing market can be viewed as a continuum where the supply of housing responds to the range of housing demand in a community. However, due to a range of social, economic and geographic factors the full range of housing needs in a community are not always met in the private housing market. This is particularly true for individuals and families with low incomes or persons with special housing needs. Instead, the housing needs of these individuals and families are often met by non-market housing provided by the public and not-for-profit sectors.



<sup>31</sup> This number can include some non-market affordable housing and supported housing.



### Seasonal Dwellings

While typically not a significant part of the local housing supply, trends in seasonal dwellings can provide insights as to housing market activity for a given area. Seasonal dwellings are dwellings that are not meant to be occupied year-round and are normally built to a lesser standard than year-round dwellings.

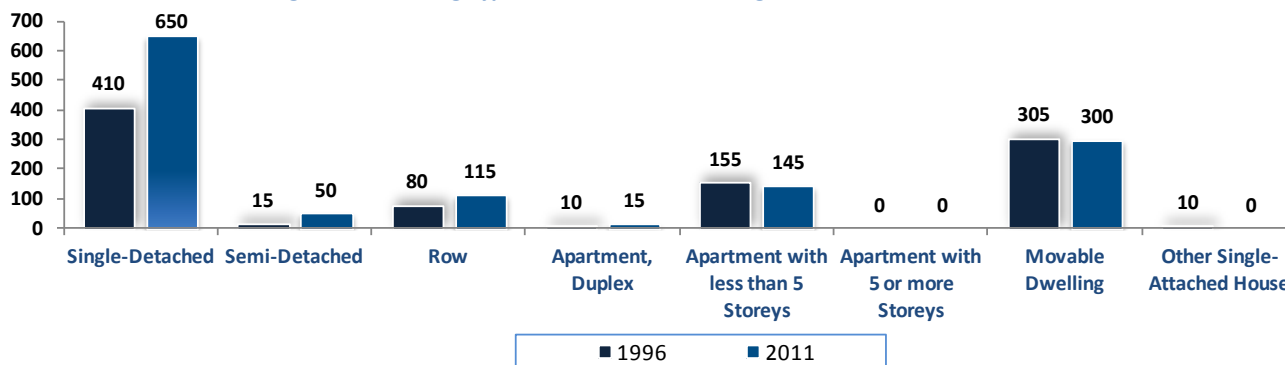
In 2011 it is estimated there were 191 seasonal dwellings in High Level representing 13.1% of all private dwellings. Including seasonal dwellings, there were a total of 1,471 private dwellings in High Level in 2011. Comparatively, 10.6% of the Region’s total dwelling stock is estimated to be seasonal dwellings.

### Trends in Dwelling Types

In 2011, detached homes accounted for the largest share of the housing stock in High Level as they comprised 51.0% of all units. Movable dwellings contributed 23.5%, followed by low rise (less than five storey building) apartments at 11.4%. There was a limited share of row homes (9.0%), semi-detached units (3.9%) and duplex apartments (1.2%).

In comparison, the proportion of single-detached dwellings in the overall Region was 71.0% in 2011 and the movable dwelling share was 17.8%. There were few other housing types. This mix of housing has the lower density profile that one might expect in rural areas such as Mackenzie Region. However, the above data indicates that High Level has a much higher movable dwelling proportion than the Region as a whole, as well as higher proportions of multiple dwelling types, suggesting that High Level as a Town has more diversity in its dwellings than the overall Region. As a whole though, High Level’s dwellings are mainly low-rise.

Figure 16. Dwelling Type Breakdown, Town of High Level, 1996-2011

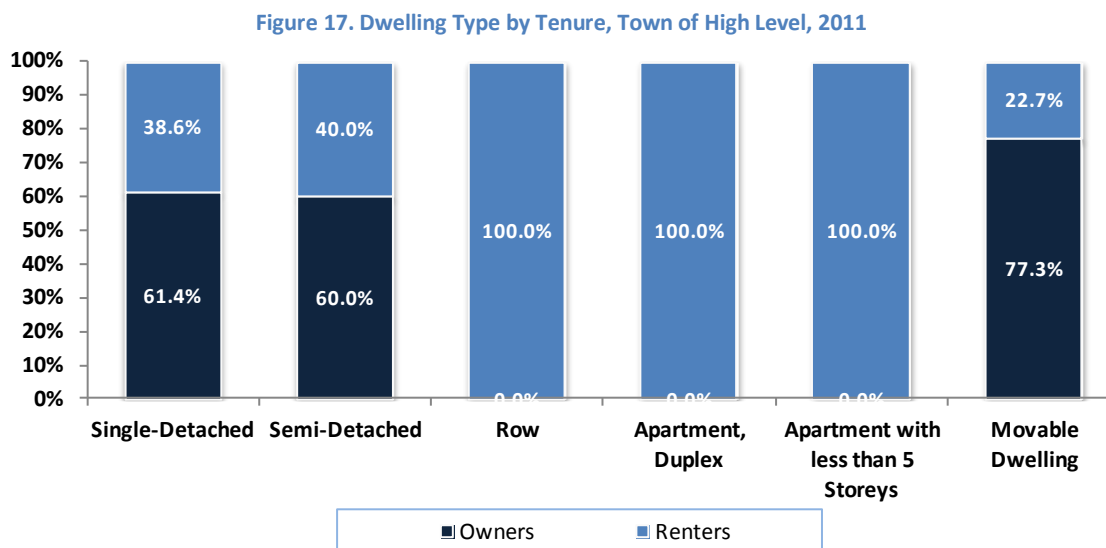


Source: Statistics Canada Census, 1996 - 2011

The low rise profile in High Level has increased over the last 15 years, as the share of single and semi-detached dwellings has grown and the share of low-rise apartments and movable dwellings has decreased. While most households would prefer single detached homes, this housing type is generally not appropriate for seniors who may have difficulty with the upkeep of these homes. Additionally, single detached homes are generally less affordable than other dwelling types so this may present a challenge for lower income households as well as one-person households.

### Dwellings by Tenure

The great majority of High Level’s detached dwellings in 2011 (61.4%) were owner occupied. Ownership rates are also high for movable dwellings (77.3%). In contrast, nearly all semi-detached (60%) and all row houses, duplex apartments, and low-rise apartments were rentals. Based on 2011 figures for the Region, a much higher share of detached homes are owned regionally (78.6%), but the ownership rate for movable dwellings is more similar (85.6%). Rental rates for other housing types are similar to High Level as well – 88% of semi-detached and all row houses, duplex apartments, and low-rise apartments were rentals.



Source: Statistics Canada Census, 2011

This availability of rental tenure across lower density housing forms in High Level indicates a range of housing options that might not traditionally be found in a typical purpose-built rental market. This reflects the composition of the overall housing stock in the Town. It must be noted, however, that low rise forms of rental tenure are a less stable form of rental housing than higher density forms, as individual owners may remove such units from the rental stock at

any time. Additionally, these housing forms are generally less affordable than higher density housing forms and may require more maintenance from both the landlord and the tenant.

### *Age and Condition of Dwellings*

As of 2011, some 3.2% of the dwelling stock in High Level was identified as built between 1946 and 1970. Census data shows that there are no housing units in High Level built prior to 1946. The majority of units (42.5%) were constructed between 1971 and 1990, and another 39.3% was built between 1996 and 2005, indicating that the housing stock in High Level is relatively new.

For the Region as a whole, 24.3% of the overall Region's housing was built between 1961 and 1980, and another 24.4% between 1981 and 1990. Half of the overall Region's housing was built after 1990. The newer housing stock is partly due to the fact that some of the communities in the Region, such as parts of High Level, are relatively new.

Like age, the condition of the housing stock is also an indicator of its ability to accommodate needs. In 2011, based on the census questionnaires of households, some 3.8% of High Level's housing stock was identified as requiring major repairs while 32.8% required minor repairs. Regionally, there rate of major repairs required was much higher at 14% but the rate of minor repairs was similar at 28.8%.

All of the housing units that required major repairs were either single-detached housing or movable dwellings. Focusing on upgrading the condition of housing in High Level that may have deteriorated and/or replacing substandard housing should be a priority to ensure the rate of major repairs does not increase.

### *Trends in Ownership and Rental Housing*

#### **Ownership Housing**

The home ownership market is a valuable form of personal investment and often viewed as the most important way to build personal assets. For many households it is the ideal form of housing and can offer a form of investment, security, and quality in accommodation. For households with lower incomes, frail health, or special needs that are unable to afford or cope with home ownership, the availability of other housing options is critical. This section provides an overview of the trends in average house prices.

In 2011, the average value of dwellings<sup>32</sup> in High Level was \$201,350. This was up by 21.6% from \$165,607 in 2006 and up 168.8% since 1996 when the average value of owned dwellings was \$74,898, possibly suggesting high demand driving up prices. According to 2014 sales data

**\$201,350** AVERAGE HOUSE PRICE



from High Level's Owner Database, the average sale house price as of spring 2014 was \$204,406. For a condominium

unit, the average sale price was \$173,000 and for a mobile home it was \$67,864.

In comparison, in 2011 the average value of dwellings<sup>33</sup> in Mackenzie Region was \$187,372. This was up by 18.3% from \$158,332 in 2006 and up 172.9% since 1996 when the average value of owned dwellings as \$68,655. According to data from CMHC and Mackenzie County tax roll assessments, the average resale house price as of spring 2014 was \$166,846. The farm residential house price from the County's tax roll assessments was \$107,725, indicating a much lower dwelling value for farm dwellings.

### ***Private Rental Market Housing***<sup>34</sup>

Rental housing fulfills a number of roles in the housing market. It offers a flexible form of accommodation, provides relief from day-to-day maintenance of home ownership, and often provides more modest unit sizes. Additionally, rental housing is generally more affordable than home ownership. In most cases, rental dwellings tend to require lower monthly payments than the principal, interest, taxes, utilities, and maintenance costs associated with home ownership. Rental housing also does not oblige a down payment, legal and closing fees, land transfer tax, and other costs associated with a purchase of a home.

According to Statistics Canada National Household Survey data, the average cost of rental dwellings in High Level in 2011

**\$940/MONTH** AVERAGE RENT



was \$940/month. This is an increase of 58.0% in monthly rental costs from 1996 and equates to an annual average increase of 3.9% over the 15 year period. The average cost of rental dwellings in Mackenzie Region in 2011 was \$743/month, an increase of 61.8% from 1996 and which results in an annual average increase of 4.1% from 1996 to 2001.

Stakeholders at consultation sessions noted that the above published rental rates, which included market and non-market rental housing, under-report the costs of market rental

<sup>32</sup> Based on Statistics Canada Census average value of dwellings

<sup>33</sup> Based on Statistics Canada Census average value of dwellings. An average of the areas in Mackenzie Region, not including the reserves and Métis settlement, is used.

<sup>34</sup> Average rental cost data by unit size and vacancy rates for the Region are not available

housing in High Level. It was noted that, due to a lack of such housing, it is not uncommon to find rents well over \$1,000 per month for basic rental units in High Level.

Stakeholders have noted that the lack of market-rate rental housing options has been limiting employers' ability to attract and retain employees. It was also suggested that the lack of affordable rental options was forcing lower-income individuals to 'double up', resulting in overcrowding. There is also a need for rental housing options for families who may not yet be ready to move to homeownership.

### *Social Housing Units*

Having a full range of housing options to meet the needs of all residents in a community is a key contributor to maintaining a high quality of life, a vibrant local economy, and a healthy community. The provision of affordable<sup>35</sup> housing is essential to meet the needs of several population groups, including seniors on a fixed income, youth, students, single parent families, or individuals with a modest earning job.

Social housing is most commonly associated with the provision of rental housing through government subsidies for households with low incomes who would otherwise not be able to afford housing in the private rental market. Social housing plays an important role in the housing continuum as the presence of an adequate amount of social housing in a community ensures that all households, including those with lower incomes, will have affordable, appropriate, stable, and secure housing.

The High Level Housing Authority provides social housing to residents of the Town of High Level. As of mid-2014, it manages 106 units, 22.6% of which were rent supplements and direct-to-tenant subsidies. Another 19.8% were self-contained apartments for seniors (located in White Spruce Village), and the remainder were community housing units. Of the units for seniors and the community housing units, 46.3% were single-family dwellings. Another 15.8% were duplexes and triplexes, and 14.6% four plexes. Apartments made up another 14.6% and the remaining 8.5% were town and row houses.

The organization's 2012 Business Plan indicates that it is currently looking at selling these single-family dwellings to fund the development of an apartment complex for individuals, families and seniors. This initiative is aimed at increasing the housing stock as well as lowering the organization's maintenance budget. Replacing the Housing Authority's portfolio with apartments also presents an opportunity for the organization to address the accessibility issues

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<sup>35</sup> Housing is considered affordable if the cost of housing does not exceed 30% of the gross income of a household.

in housing for seniors and persons with physical disabilities that have been noted by stakeholders. Certainly, the expanding seniors' population would be better served by units more suited to their needs than single family dwellings.

Table 10. High Level Housing Authority, 2014

Type of Unit	#	%
Single Family Dwelling	38	46.3%
Town/Row House	7	8.5%
Duplex	7	8.5%
Triplex	6	7.3%
Fourplex	12	14.6%
Apartment	12	14.6%
<b>TOTAL</b>	<b>82</b>	<b>100%</b>

Source: High Level Housing Authority, 2014

### Seniors Assisted Living and Special Needs Housing

Special needs housing provides housing that has appropriate design features and essential supports that make it possible for persons with special needs to live independently. This type of housing is normally provided for persons with a serious mental illness, intellectual disabilities or challenges, physical disabilities and for frail and/or cognitively impaired elderly persons. Special needs housing (also called supportive housing or assisted living) is typically provided on a permanent basis as individuals need both the housing and support services throughout their life stages. Special needs housing may be public, private, or operated by a non-profit agency.

Special needs housing and services are provided to residents of High Level by Alberta Health Services through facilities such as the Northwest Health Centre. The services provided by Alberta Health Services include Needs Assessments, Coordinated Access Services for Continuing Care Living Options, Home Care, Placement Coordination, Discharge Planning, Financial and Legal referral service and assistance. Ten of the Region's long-term care beds are in High Level. There is currently one person waiting in High Level for long-term care.

Table 11. Special Needs Services, Town of High Level, 2014

Program	
Alberta Health Services - Families First Caseloads	25
Alberta Health Services - Assertive Outreach Caseloads	6
Long Term Care Beds	10
Homecare Senior Clients	

Source: Mackenzie County, 2014

Alberta Health Services also offers a 'Families First' program, which involves a social worker assisting families in their home with child rearing instruction. The program was assisting 25 households in High Level as of mid-2014. Their 'Assertive Outreach Services' program, where personal support workers provide support in the homes of chronic mental health clients who are unable to attend outpatient services, was assisting 6 clients in the Region as of mid-2014. All Alberta Health Services clients function in their home settings and as such generally do not need a supportive living facility to provide additional services.

Stakeholders have suggested that the waiting list for long term care does not reflect the actual need in the community. According to stakeholders, many people who need assisted living accommodation or long term care choose not to apply for these as they are afraid of being sent to a facility outside of their community where family and friends would not be able to visit them. For example, Alberta Health Services staff have noted that about 10% of clients who qualify for assisted living withdrew their application when they found out that they would be placed outside of their community.

The data presented earlier in this section show that High Level currently has no assisted living or supportive housing units. While the majority of seniors in High Level are within the younger age groups, our consultation sessions showed clearly that there are still a number of seniors who currently require assisted/supportive living, highlighting a gap in housing options for seniors.

Using the provincial (5.2%) and national (8.9%) capture rate for seniors supportive housing/assisted living as well as the current seniors population, it is estimated that 38-67 assisted living units should be added in High Level by 2031. This would serve seniors currently living in High Level, seniors in adjacent rural areas and Aboriginal seniors in need of such accommodation.

At the same time, our projections show a need for a minimum of 30-36 seniors self-contained units in High Level to serve those seniors in need of more suitable accommodation but not yet in need of higher levels of supports. These should be pursued immediately.

Further, many seniors pointed out that their actual preference was to remain in their existing home as long as possible, which could be made possible by an expansion in home care services and resources. Research has shown that most seniors would prefer to age in their own homes and they generally stay healthy and live longer when they are provided with the supports they need within their own homes. In terms of government resources, providing home care services is generally more affordable than the cost of assisted/supportive living. In view of the

importance of home care in enabling seniors to age in place and in reducing the high cost of institutionalization, stakeholders should advocate strongly to Alberta Health Services for a significant expansion in resources being invested in home care for area seniors.

A great deal of interest was shown at public open houses and in stakeholder interviews in continuum of care campuses that combine seniors self-contained units, assisted living beds and support service agencies. These would enable seniors to age in place while remaining in the same location and also provide efficiencies in operation. Strong consideration should be given to this type of facility in any future planning.

The issue of distance to existing assisted living facilities was raised constantly in all of our consultations in the High Level area. It was pointed out that the closest assisted living Lodge was in La Crete, which is several hours' drive from High Level, and even farther from adjacent rural areas and First Nations reserves. The drive can be particularly arduous in the extreme weather conditions often faced in the area. Other options are even more distant and place a severe burden on family and friends trying to provide supports to their elders. Given the total lack of assisted living units in this end of the Region in the face of a rapidly growing need, we would suggest that filling this gap be the top priority of stakeholders pursuing the development of additional assisted living units in Mackenzie Region.

As noted earlier, Fetal Alcohol Spectrum Disorder (FASD) has also been identified as an issue in Mackenzie Region. According to stakeholders, there are more than 100 people in the Region who currently suffer from this disease and who require housing and supports, and a large number of them are located in High Level.

The Alberta Northwest Regional FASD Society served 207 clients 2013 to 2014, and more than half were between the ages of 24 and 64 years. Enrollment in NWR FASD programs has been increasingly significantly as well – in 2010, there were 38 clients in the Family program, compared to 80 in 2014, and there were just 16 youth clients in 2010, compared to 62 in 2014. This further indicates a growing need for FASD supports in the Region. This need is partly being addressed by the housing pilot project being undertaken by the Mackenzie FASD Network in High Level. This project should be strongly supported by all levels of government.

### *Trends in Building Activity*

Residential building activity in High Level has been stagnant in recent years, averaging one to five new permits between 2013 and 2008. In 2007, there were 14 permits, half of which were for mobile homes. Based on this data, over the last seven years some 26 new dwellings have been added. Of these, the majority were mobile homes and some modular homes. Few single-family dwellings have been added in recent years. While this data shows that a few new units



are being added to the stock, it also shows a lack of diversity in the housing stock that is being built in High Level.

There was also minimal building activity in the rural areas of High Level, and all of it was low-rise - in 2012, 5 single-family units and 2 manufactured single-wide homes were built in Ward 9, and 1 single-family dwelling in Ward 8, compared to 4 single-family units and 2 manufactured single-wide homes built in Ward 9, and 2 single-family dwellings in Ward 8 in 2013.

### *Residential Development Potential*

Another key consideration in housing supply is ensuring that anticipated growth can be accommodated within the community. This potential for residential development is generally measured in terms of available lots or based on assumptions about the potential yield of lands designated for residential development. This is an important factor as it can influence what is made available in the market place and at what price.

There are currently 113 hectares of net developable residential lands available for an estimated 1,130 to 1,469 single-detached dwellings in High Level, based on developing 10 to 13 units per hectare<sup>36</sup>. In spite of the available capacity to develop housing, stakeholders have noted that private investors have been reluctant to build in High Level in recent years due to the uncertain economic conditions.

### *Dwelling Projections*

Based on population projections, it is estimated that there will be 1,421 dwellings needed in High Level in 2031, meaning an additional 146 dwellings will need to be provided. Of the 146 additional dwellings that will be needed, 34% additions should be multi-units (ie: row and towns, low-rise apartments) while single detached homes should make up approximately 66% of new additions. Given the lack of rental housing availability, the Town should aim for a rental and ownership split of 50% each.

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<sup>36</sup> High Level Municipal Development Plan.

## HOUSING AFFORDABILITY<sup>37</sup>

Housing is the single largest monthly expenditure for most households, thus accessing affordable, adequate, and suitable housing is a pressing concern for many individuals and families. Research has shown that housing affordability is a problem that is disproportionately faced by lower income households. It is also a concern for some moderate income households who choose to spend a large proportion of their income on housing to be able to move from the rental market to the homeownership market.

Housing affordability is a critical element in the social well-being of all residents and an adequate supply of affordable housing greatly contributes to the creation of healthy and economically prosperous communities. Measuring housing affordability involves comparing housing costs to the ability of a household to meet those costs. Income and wages are used as a measure of housing affordability.

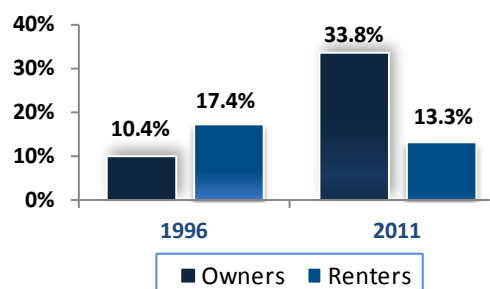
### *Income Spent on Shelter Costs by Tenure, Age of Household Maintainer, and Household Type*

Statistics Canada defines 'income spent on shelter' as the proportion of a household's average monthly household income which is spent on housing costs. This percentage is calculated by dividing the total shelter-related expenses by the household's total monthly income and multiplying the result by 100. These expenses include the monthly rent or the mortgage payment and the costs of electricity, heat, municipal services, property taxes and other shelter-related expenses<sup>38</sup>. Housing is considered affordable if the household spends less than 30% of their total before-tax income on housing costs.

#### *Income Spent on Shelter by Tenure*

Using the affordability benchmark of 30%, the ability of households in High Level to meet housing costs was evaluated. Just 13.3% of renter households (80 households) spent more than 30% of their income on housing in 2010, compared to a third of owners (230 households) who were in the same situation. In the Region, a quarter of renter households spent more than 30% of their income on housing in 2010 (25%), which is above the 18.1% of owners spending 30% or

Figure 18. Spending More than 30% of Income on Housing by Tenure Trends, Town of High Level, 1996-2011



Source: Statistics Canada Census, 1996 - 2011

<sup>37</sup> Data not available for reserves and the Métis settlement

<sup>38</sup> Statistics Canada 2006 Census Dictionary

more of their income on housing costs.

In examining historical figures, housing affordability issues have actually increased in High Level since 1995 for owners and decreased for renters. In the case of renters, the proportion of these households experiencing affordability challenges dropped from 17.4% (80 households) in 1996, although the number of renters spending 30% or more of their income on housing costs has stayed the same. Owners saw more dramatic changes, rising from 10.4% of owners (55 households) spending 30% or more of their income on housing costs in 1995. Between 1995 and 2010, however, there have been fluctuations in affordability with the proportion of renter households spending 30% or more of their income on housing costs rising until 2000 before dropping slightly in 2005 and significantly in 2010, and the opposite trends taking place with the ownership proportion. The larger proportion of owners experiencing housing affordability issues may be partly due to households getting into homeownership before they are financially prepared to do so due to the limited rental housing options in the area. This increase in households possibly experiencing affordability challenges indicates a need for more affordable ownership housing options as well as more rental housing options.

#### *Income Spent on Shelter by Age of Household Maintainer*

In 2010 High Level saw 23.3% of households (35 households) maintained by a person under the age of 25 years spending 30% or more of their income on housing costs. Just 11.7% of households (115 households) maintained by a person between the ages of 25 to 64 years were spending 30% or more of their income on housing costs. The Census did not identify any senior households experiencing affordability challenges, although discussions with local stakeholders indicated that affordability was a concern to some area seniors, especially those on fixed pensions. This is to be expected as both younger households tend to have lower incomes compared to working age households, and many seniors likely have paid-off their homes. This data suggests the need for affordable housing options for both younger households and seniors.

In comparison, in the Region overall 18.3% of households maintained by a person under the age of 25 years were spending 30% or more of their income on housing costs and just 8.0% of households maintained by a person between the ages of 25 to 64 years were spending the same. As well, 12.3% of senior households in the Region were also experiencing affordability challenges.

### *Income Spent on Shelter by Household Type*

In 2010 9.7% of couple households (65 households) in High Level were spending 30% or more of their income on housing costs. In comparison, 18.8% of non-family households (65 households) were experiencing affordability challenges, and 10.1% of non-family households were spending 50% or more of their income on housing costs (35 households), suggesting that the affordable housing needs for non-family households need to be addressed. This data is supported by discussions with stakeholders who noted that many single individuals working in lower-paying jobs were facing significant challenges in finding affordable housing.

Similarly, in the Region 5.8% of couple households in the Region were spending 30% or more of their income on housing costs. As well, 22.3% of non-family households were experiencing affordability challenges, and 10.8% of non-family households were spending 50% or more of their income on housing costs.

### *Affordability of Ownership and Rental Housing*

A household in High Level with average household income in 2010 of \$88,667 can safely afford to purchase a home of a maximum of \$358,308 or pay monthly rental costs of \$2,217. Both the average value of dwellings (\$201,350) and average rental costs (\$940/month) for High Level are far below what the average household income can afford.

However, the 2011 average rent (\$940/month) is affordable to all households except for the majority of those in the first decile, as those at the top of this group can afford up to \$778/month safely, and some in the second income decile, where the top end earns \$42,662/annually and can afford \$1,066/month in rent. Households in the first three deciles (350 households) are also unable to afford the 2011 average value of dwellings (\$201,350), although many could afford the 2014 average price for a mobile home (\$67,864).

The average household income for a senior led household in High Level was \$61,930 in 2010. A senior household with this average household income can afford a house price of \$250,263 or a monthly rent of \$1,548. The house price seniors earning the average household income can afford is not much more than the average value of dwellings (\$201,350), suggesting that some senior households may find ownership housing out of reach. While many seniors will generally have equity in their current homes and farms, there are still a number of seniors who will need affordable housing options, including affordable rental housing and assisted living.

The average household income for a household in High Level where the primary household maintainer is Aboriginal was \$76,787 in 2010. A household with this average household income

can afford a house price of \$310,301 and a monthly rent of \$1,920, which are above the average value of dwellings and average rental costs for the Town.

### *Income Assistance and Housing Affordability*

The minimum wage in Alberta is \$9.95/hour as of 2014, which equates to \$20,696/year if working full-time (40 hours a week). At this income level, the average value of dwellings (\$201,350) and average rental costs (\$940/month) for High Level are far out of reach.

Alberta Works provides \$436/month in core shelter payments to a two-adult household, which is far below the average rent level of \$940/month for High Level. A couple with one child receive \$575/month, which is also significantly below the average rent level.

As well, the maximum annual seniors benefit for a single senior of \$3,360 results in just \$280/month for housing costs, which is not nearly enough to meet average rent levels in the Town, unless the household is earning close to the \$26,200 income threshold in addition to the benefit or unless the seniors already has a home with significant equity.

## **POLICY FRAMEWORK ANALYSIS**

### *Town of High Level Municipal Development Plan*

The current Municipal Development Plan for the Town of High Level was adopted in July 2010. It was developed in conjunction with the Community Sustainability Plan (CSP) through a wide range of public and stakeholder engagement initiatives to reflect the community's vision. Part of the vision for the Town is that everyone has a home and that the community offers diverse housing options including houses, apartments affordable housing units and seniors' complexes.

Section 3.3 of the MDP describes the Town's preferred growth strategy which aims to accommodate future residential and commercial growth within the current existing Town boundary with particular emphasis on enhancing the Downtown Core. One of the key points of the growth strategy is the diversification of residential housing options resulting in a wide range of housing choices from estate lots to multi-family units. There is also an objective to increase residential density from 10 units per hectare to approximately 12-14 units per hectare and that this residential development occur within the existing areas of the Town.

Chapter 4 of the MDP identifies several objectives and policies related to a sense of community. The Plan includes policies to promote an inclusive and family-oriented community culture as

well as attracting and retaining residents by providing appropriate amenities. Policies related to seniors include identifying the need to explore options for seniors lodging to ensure that the needs of seniors are provided for within the Town. The Plan also states that the Town should encourage regional health care providers to ensure that senior care services are available and to plan for new services as the demographics shift.

Chapter 7 of the Plan addresses land use development and states that there is room for flexibility and creativity in the guidelines outlined in the section to be able to respond to current circumstances and the Town's culture. This section includes several policies that address residential development. There is also a policy that provides for an appropriate supply of serviced land to accommodate short, medium and long term growth and that development and the availability of land will be continuously monitored.

Chapter 9 of the MDP identifies objectives and policies related to residential development within the Town. The Plan acknowledges the need for greater diversity in housing types and promoting residential development clustering where appropriate. The Plan also has a policy that supports an overall residential density of 12-14 units per hectare within each new residential area. There are policies that support a range of housing types and innovative housing forms, including higher density developments.

Section 9.4 of the MDP has policies related to the provision of attainable and affordable housing. These policies include encouraging a range of housing options, types and prices, including affordable housing and housing that encourages residents to age in place. There is also a policy that notes the need to develop an Affordable Housing Strategy to identify at risk groups who are in need of affordable housing.

The MDP for the Town of High Level has several objectives and policies that encourage and support a wide variety of housing options for different household types and income levels. It also has policies that support housing for seniors and housing that facilitates aging in place. The Town may want to consider adding policies for the provision of accessible housing for persons with disabilities as well as to further facilitate aging in place.

## KEY FINDINGS AND CONCLUSIONS

Below we outline the key findings and conclusions from the above research.

### *Key Findings*

- While the overall population in High Level has recently experienced a slight decline, Aboriginal, senior and baby boomer population groups have continued to increase.
- There is a need to diversify the housing stock in High Level to accommodate different household types, including couples with children, single individuals and two-person households.
- Non-family, lone-parent, younger and smaller households in High Level are more likely to experience affordability issues, which suggests a need for affordable housing units suitable for smaller households.
- There is a need for more affordable rental units for lower-income households as well as more market-rate rental units for moderate income households who may have moved to the Town for employment but may not have plans to stay permanently.
- There is a need for more seniors housing options in High Level, both independent self-contained units as well as assisted living options. While the population is aging, many seniors are in the younger stages of seniors age groups; therefore the need for assisted living, which tends to serve those in the more elderly age groups, will continue to grow over time. Stakeholders have noted that many individuals who are currently in long term care would be better served in assisted/supportive living units/beds.
- FASD is a significant and growing problem in the High Level area. This need is partly being addressed by the housing pilot project being undertaken by the Mackenzie FASD Network in High Level. This project should be strongly supported by all levels of government.

### *Conclusions and Recommendations*

#### **Housing Projections**

- Based on population and household projections, an estimated 1,421 dwellings will be needed in High Level by 2031 which translates to an additional 146 dwellings. Approximately 34% of these dwellings should be multi-family dwellings (i.e. rows, low-rise apartments, etc.) to accommodate the changing demographics.

### Housing Options for Seniors<sup>39</sup>

- Approximately 38-67 assisted living beds should be added in High Level by 2031.
- Approximately 30-36 seniors self-contained units should be added in High Level by 2013.
- This presents an opportunity to build a multi-level of care facility in High Level with a combination of independent units and assisted/ supportive living units/beds. A de-linked model would be ideal where accommodation is separate from support services to allow for the changing needs of residents as they age. A significant proportion of these beds or units should be set aside for low income seniors or persons living with disabilities while some bed/units may be rented out at market rates for those who require the supports available in the facility but who have higher incomes or equity from their existing homes or farms. This facility should be built to B2 occupancy standards as per discussions with Alberta Health Services.
- The Mackenzie Housing Management Board and community stakeholders should advocate to the Province to provide capital and operating funding to help build a multi-level of care facility in High Level.
- In view of their experience in operating the assisted living facility in La Crete, the Mackenzie Housing Management Board should be requested to play a strong role in the operation of the facility.
- The Mackenzie Housing Management Board should consider partnering with the First Nations to build housing options in High Level for seniors, including assisted/ supportive living options and independent living options.
- The Town of High Level should consider contributing municipally-owned land as the site for the recommended seniors multi-level facility.
- The Town should advocate to Alberta Health Services to increase the availability of home care support services to better meet the needs of current as well as future residents and to facilitate aging in place.

### Special Needs

- The FASD special needs pilot project in High Level should be strongly supported with a target of implementation in 2015.

### Municipal Development Plan

- The Town should add policies in its MDP for the provision of accessible housing for persons with disabilities as well as to further facilitate aging in place.

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<sup>39</sup> Examples of housing options for seniors are provided in the Appendix



## Incentives

- The Town should consider providing financial and/or in-kind incentives to encourage the development of market rate rental housing options by the private sector for moderate income single individuals and families.
- The Town should consider providing financial and/or in-kind incentives to encourage private developers to build homes with accessible/ Universal Design features to facilitate aging in place.

# TOWN OF RAINBOW LAKE

Oil was discovered in the area around the Town of Rainbow Lake in the mid 1960s which resulted in an 'oil boom' and the development of the Town. Initially, the Town had a large transient population of mostly workers in the oil fields but it has evolved and now has a more permanent population. Mainly due to being a young community which is reliant on a single industry, Rainbow Lake faces housing issues that are different from most areas in the rest of the Region. The main housing gap in the Town is for rental housing for individuals and families who do not work directly for the oil and gas companies, including Town staff, health services staff, and service sector employees. The Town has quite a young population profile and therefore is not expected to experience a strong need for seniors housing for many years.

The section analyzes demographic, housing and affordability data on the Town of Rainbow Lake and combines it with information obtained through public consultation in order to arrive at findings and conclusions about housing needs in the area.

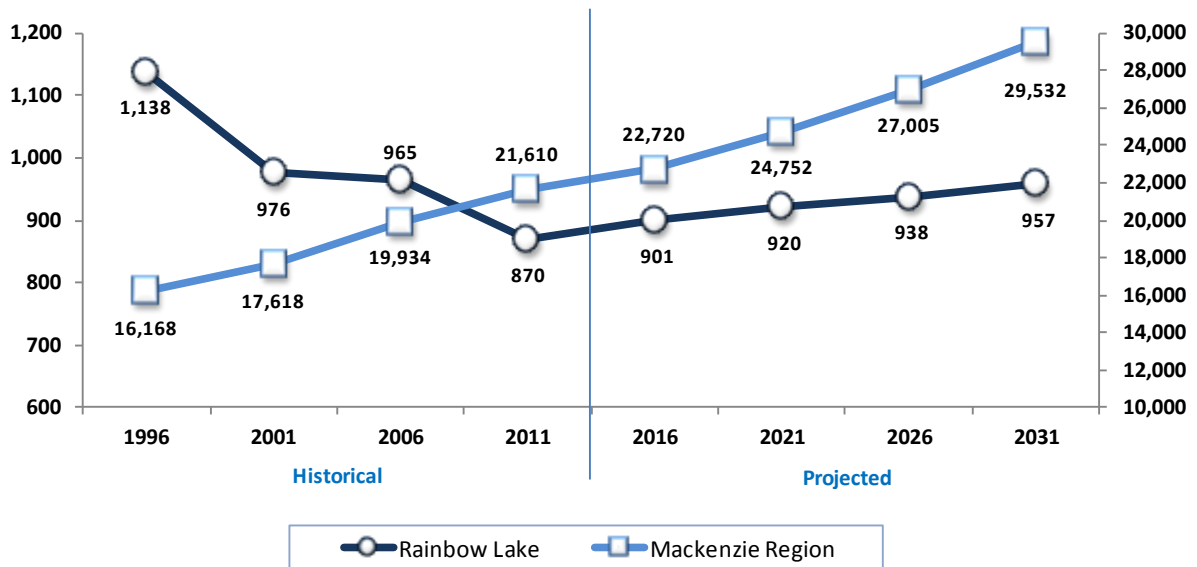
## POPULATION TRENDS AND PROJECTIONS

Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

### *Trends and Projections by Age*

In 2011, the population of Rainbow Lake stood at 870, down from 1,138 in 1996. This represented an overall decrease of 23.6%, or an average decrease of 1.6% annually. In contrast, the overall Mackenzie Region has grown from a population of 16,168 in 1996 to 21,610 in 2011, an increase of 33.7%, and maintained positive growth rates between each census period from 1996 to 2011.

Figure 19. Historical and Projected Population Trends, Town of Rainbow Lake and Overall Mackenzie Region, 1996-2031



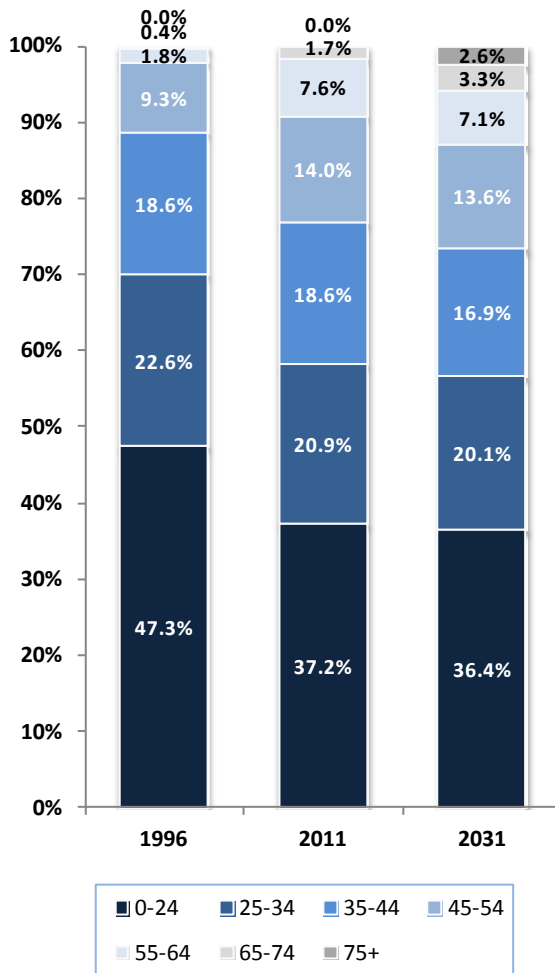
Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

In 2011, youth under the age of 25 years made up 32.7% of the total population of Rainbow Lake (or 320 persons), down notably from 1996 when they comprised 47.4% of the population. The number of persons in this age group has decreased 40.2% since 1996 as well. In comparison, youth under the age of 25 years comprised 52.1% of the total population of the overall Region in 2011 (or 10,935 persons), down slightly from their 55.4% share in 1996 (or 8,955 persons), but up in real numbers.

The next largest population group were young and middle-aged adults aged 25 to 44 years who comprised another 39.5% (or 1,185 persons) of Rainbow Lake’s total population. This age group’s population share has remained relatively stable since 1996 as well, just decreasing a couple percentage points, and the number of persons aged 25 to 44 years has also decreased 26.9%. Persons aged 25 to 44 years represented 26.8% of the overall Region’s population in 2011, down from 29.4% in 1996. The number of persons in this age group has increased 18.3% over this time period however.

These findings indicate that Rainbow Lake’s population is largely composed of working age adults and their children, and the proportion of working age adults has not changed over the last 15 years while the proportion of youth has shrunk considerably. These findings suggest a need for housing options for younger families and single individuals in order to ensure these households have adequate and appropriate housing and are not leaving the Town due to the lack of housing options.

Figure 20. Historical and Projected Population by Proportion of Age Group, Town of Rainbow Lake, 1996-2031



Source: Statistics Canada Census, 1996- 2011; SHS Calculations, 2014

Rainbow Lake has a small number of seniors. From 1996 to 2011, the number of seniors aged 65 years and older in Rainbow Lake has increased modestly in real numbers to reach 15 persons (from a reported 5 in 1996). In 2011, seniors made up just 1.7% of the total population of Rainbow Lake which is an increase from their 0.4% proportion in 1996. In comparison, for the overall Region, seniors comprised 5.1% of the population, up from 3.6% in 1996, with the number of seniors increasing 83.8%. Given their small numbers, there is not an urgent need to provide a range of housing options in Rainbow Lake for this segment of the population.

Although the overall population has declined and there are few seniors, the number of persons aged 45 to 64 years in Rainbow Lake increased 48.0% from 1996 to 2011, to make up 21.6% of the Town’s population in 2011, up from 11.1% in 1996. For the overall Region, this age group has increased 78.9% to comprise 16.0% of the overall Region’s population. The growth in this age group indicates that Rainbow Lake could be seeing an increase in

their senior population over the next 15 to 20 years, although the number of seniors in the community will remain quite modest. Overall, it will be important to ensure that there continues to be a diversity of housing options that can serve a range of age groups, particularly those aged 25-54 years who have a large presence in the Town.

**PROJECTIONS**

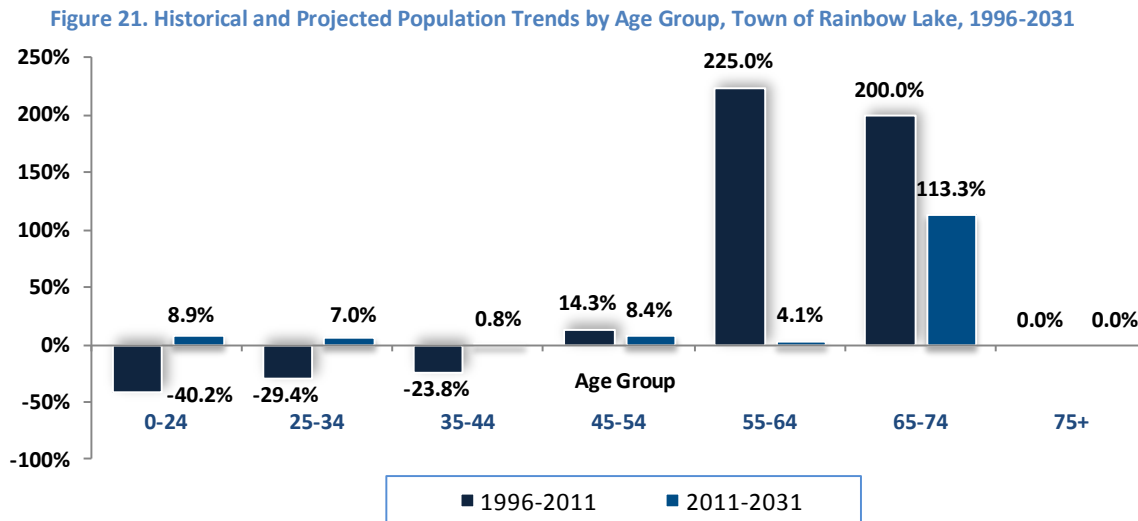
Based on population projections, Rainbow Lake’s population is expected to grow just 8.1% from 2011 to 2031, to reach 957 persons.

When broken down by age, the number of youth under the age of 25 years is expected to increase by 4.2% by 2031 to reach 349 persons or 36.4% of the total population, whereas



seniors 65 years and over are expected to increase another 185.0% during this time period to 57 persons, or 6.0% of the total population of Rainbow Lake.

While the numbers of persons aged 25 to 44 years and 45 to 64 years will each rise 4.1% from 2011 to 2031, the proportions of these age groups will remain the same (approximately 37% and 21% respectively).



Source: Statistics Canada Census, 1996 - 2011; SHS Calculations, 2014

### Aboriginal Population

The Aboriginal population of Rainbow Lake has fluctuated over the past 15 years, rising from a reported 55 persons in 1996 to 165 persons in 2006, only to drop to a reported 60 persons in 2011, which represents 6.9% of the total population of Rainbow Lake, compared to their 4.8% share of the total population in 1996. Overall from 1996 to 2011, the reported Aboriginal population has risen 9.1% in Rainbow Lake. In comparison, not including the reserves and Métis settlement, Mackenzie Region is home to 1,955 Aboriginal persons, as of 2011. From 1996 to 2011, this population group has grown 37.7% to comprise 12.7% of the Region’s total population.

## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, these needs are more directly related to the characteristics of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

### *Trends and Projections*

Based on census data, there were 305 households in Rainbow Lake in 2011. The number of households decreased 16.4% from the 365 households recorded in 1996. In comparison, the number of households in the Region as a whole grew 37.0% since 1996 to reach 5,705 households in 2011, similar to its 33.7% population growth, indicating stagnant household sizes in the Region as a whole.

Based on population projections and the predicted change to average household size in 2031, it is estimated that there will be 359 households in Rainbow Lake by 2031, an increase of 17.7% or approximately 54 households. It should be noted that, unlike population, the rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen within Rainbow Lake and overall provincially. This is particularly relevant to housing needs, because the need for more dwellings is directly related to growth in households.

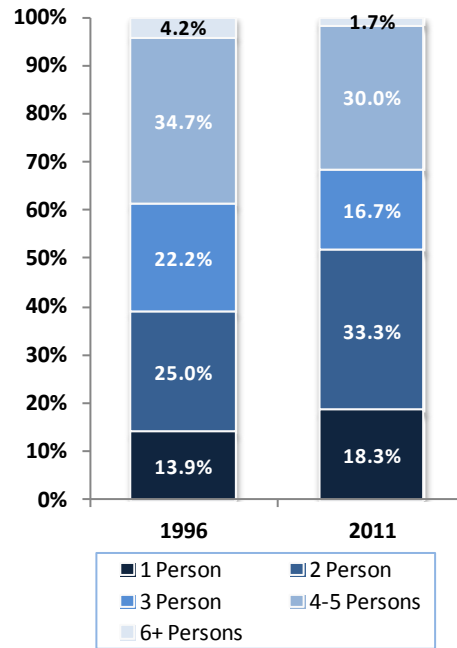
### *Trends in Household Size, Type, Tenure*

#### *Household Size*

The higher rate of growth in the number of households noted above compared to the population growth may be due to the decreasing average household size in Rainbow Lake. Historically, and currently, Rainbow Lake has consistently had lower average household sizes than the Region overall. In 1996 the average household size in Rainbow Lake was at 3.1 persons, compared to 3.7 for the Region. Since 1996, both averages have dropped slightly however, with Rainbow Lake's average household size dropping to 2.8 in 2011, and the Region's average dropping to stand at 3.4 in 2011. The drop in household size may be due to increasing tendency to have fewer children and thus smaller households. The decline in household sizes points to the need to ensure that future housing supply corresponds to this trend by providing more smaller units suited to households comprised of fewer persons.

When examined further, the data indicates that the largest group of households in Rainbow Lake are two person-households at 32.7% in 2011, a share that has steadily increased from 1996 when they comprised 25.0% of all households. This group is followed closely by four to five person households, which comprised 29.5 % of all households, down from 34.7% in 1996, followed by one and three and person households, which each comprised approximately 17 to 18% of all households. One-person households were up from 13.9% and three-person households down from 22.2% in 1996. Six-person households comprised just 1.7% of the total population and were down slightly from 4.2%. The number of one-person and two-person households has increased over the past 15 years (10% and 11% respectively) compared to decreases in the larger household sizes.

Figure 22. Household Size Trends in Proportion, Town of Rainbow Lake, 1996-2011



Source: Statistics Canada Census, 1996- 2011

In contrast, six person households comprised 14.8% of all households in the Region in 2011, and four to five person households make up 26.4% of all households, meaning over 40% of the Region’s households are families of four or more persons. The largest group of households in the Region however were two person-households at 28.4% in 2011, a share that has steadily increased from 1996 when they comprised 23.4% of all households. One and three person households each comprised approximately 15% of all households. One-person households were up slightly from 13.3% and three-person households down slightly from 17.3% in 1996.

This data suggests that while households are, in general, becoming smaller, there is still a need for housing options to accommodate larger households, particularly young families.

### Household Type

Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

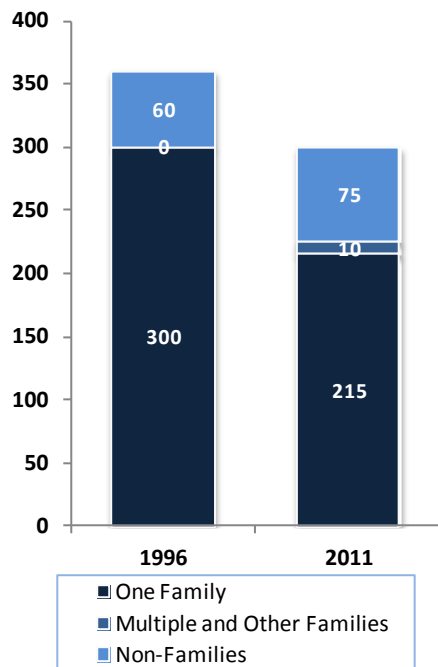
In 2011, 71.7% of all Rainbow Lake households were one-family households, a share that has dropped since 1996 when it was 83.3%. Broken down further, 41.7% of all households in

Rainbow Lake in 2011 were comprised of couples with children, with another 26.7% representing couples without children, and 3.3% were lone parent families.

Non-family households (singles and two or more unrelated individuals) comprised 25.0% of households, which is higher than their 1996 share when they made up 16.7% of all households. Multiple and other family households (comprised of more than one family unit) have seen their share rise slightly from 1996 to reach 3.3% of all households or 10 households (up from 0 households in 1996). Household trending illustrates a growing number of non-families, which could have an influence on household composition in the community and a corresponding influence on the type of housing required to meet local needs.

For the Region as a whole 71.1% of all households were one-family households, a share that has similarly dropped significantly since 1996 when it was 81.5%. Broken down further, 44.2% of all households in the Region were comprised of couples with children, with another 19.2% representing couples without children, and 7.7% were lone parent families, indicating a higher proportion of lone-parents and less couples in the Region as a whole.

Figure 23. Household Type Breakdown, Town of Rainbow Lake, 1996-2011



Source: Statistics Canada Census, 1996- 2011

Furthermore, multiple families represented 10.3% in the overall Region and non-families 18.6%. While the proportion of non-families is the same, there is a much higher proportion of multiple families, suggesting that this household type is more popular in the Region as a whole. This is supported by stakeholders who stated that the number of families who lived with extended family members or other families in one dwelling was increasing. Stakeholders stated that this trend had more to do with necessity due to the limited supply of housing as opposed to choice.

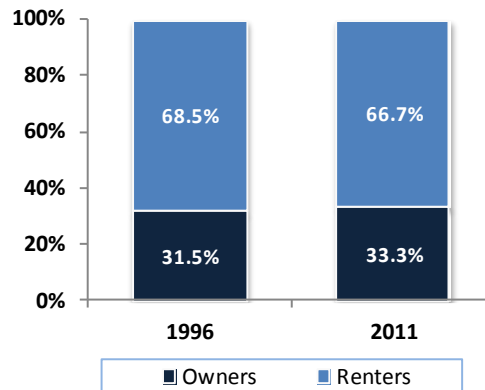
This trending illustrates a growing number of families with children, indicating that young families are having an influence on household composition in the community and a corresponding influence on the type of housing required to meet local needs.



### Household Tenure

In 2011, some 100 or 33.3% of households in Rainbow Lake owned their homes with the remaining 200 or 66.6% renting. The share of renters rose from 1996 to 2006, before shrinking from 2006 to 2011 to a similar level as in 1996. In real terms, the number of renters has declined at a similar rate over the last 15 years (20.0% decline) compared to the number of owners (13.0% decline). While the number of renters decreased in the last few years, the large proportion of renters in Rainbow Lake is partly due to the fact that a large number of housing units in the area are owned by the oil and gas companies and rented out as a benefit to their employees. Regionally, the share of renters grew from 30.0% in 1996 to 2001, declined from 2001 to 2006, and then rose slightly in 2011 to stand at 28.5%, a much lower rental rate than is seen in Rainbow Lake. As well, the number of owner households has grown 37.2% while the number of rental households has increased 27.4%.

Figure 24. Trends in Tenure, Town of Rainbow Lake, 1996-2011



Source: Statistics Canada Census, 1996 - 2011

### Age of Household Maintainer

When broken down by the age of household maintainer, the data shows that the only household maintainers in Rainbow Lake are in the age group of 25 to 54. Of this age group, which is the working age group, 66.6% were renters in 2011. In comparison, for the Region overall, 75% of those aged 35 to 54 years were owners. Over 65% of primary household maintainers aged 25 to 34 were also owners, as were three-quarters of those aged 55 to 64 years. Nearly all (95.8%) primary household maintainers over the age of 65 years were owners as well. The lack of youth and senior household maintainers in Rainbow Lake indicates that the Town does not have the services and/or housing to retain or attract these households, which should be considered for future development to be able to build a more complete community.

### Household Size

According to 2011 Census data, ownership is most common in two person households, as these households had an ownership rate of 50.0% in 2011, compared to 21.4% of three or more person households and one-person households, signalling growing demand for rental units among smaller individual-led households and larger households. An opposite trend is seen at the regional level, however, where 52.0% of one-person households are owners, compared to 75.8% of two-person households who own their home and 76.5% of three-plus person households, indicating that rental tenure is much more common in Rainbow Lake.

## ECONOMIC ANALYSIS

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford housing in the community.

### *Unemployment and Labour Participation*

The labour force participation rate in Rainbow Lake slowly decreased from 86.1% in 1996 to 83.2% in 2006, only to rise again to 85.7% in 2011 which was notably higher than regional participation rate which stood at just 58.6% in 2011. This data strongly illustrates the heavy concentration of population in the working age group in Rainbow Lake.

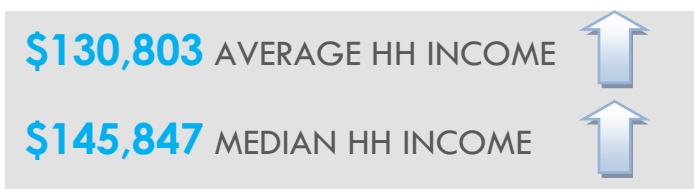
In contrast, the unemployment rate in Rainbow Lake has fluctuated significantly with local economic trends. Sitting at 7.7% in 1996, it declined to 4.9% in 2001 during the local economic growth and was steady through 2006. Post-recession, the unemployment rate reached 5.8% in 2011, which is much lower than the Regional rate of 17.0%. The high unemployment rates and lower participation rates in the Region as a whole are primarily due to the much lower labour participation rates and high unemployment rates in the reserves and Métis settlement, which affect the Regional rates.

## HOUSEHOLD INCOME

The economic capacity of a household is an important element in determining housing need. By examining income trends and characteristics, it is possible to better identify what is affordable for households and the housing options that are available to them within a community.

### *Trends in Average and Median Incomes*

Average and median incomes in Rainbow Lake are much higher than all other areas in Mackenzie Region, as are rates of increase in incomes over time. In terms of 2010 household incomes, Rainbow Lake had an average of \$130,803 and a median of \$145,847, almost double the 1995 average (\$77,733) and median (\$73,280). As mentioned, these income levels are significantly higher than the 2010 Regional average of \$98,716 and median of \$96,260. The average household income increased by 68.3% from 1995 compared to a 62.2%



increase experienced in the Region. In comparison, the median household income for Rainbow Lake increased by 99.0% from 1995 compared to a 74.6% increase for the Region.

Similar trends are seen in individual income figures, where in 2010 Rainbow Lake's median income was \$49,980 and the average was \$68,129. In comparison, the Region's median and average levels were \$40,608 and \$50,182, respectively. Rainbow Lake's income levels grew at lower rates to the household income levels, at 50.6% and 66.1% for median and average individual incomes.

Income data show that affordability is not as great a concern within Rainbow Lake as in other parts of the Region.

### *Household Income by Income Deciles*

While figures for the average household income provide a general sense of household income, looking at the distribution of income within the local context provides greater detail of the economic capacity of households in Rainbow Lake. Income deciles divide the total universe (i.e. all households in the Region) into ten equal portions of income groups. The income range of each decile is then applied to Rainbow Lake's population to determine how much of Rainbow Lake's population is in each of the Region's income deciles.

**Table 12. Household Income Deciles (Based on Mackenzie County Incomes), Town of Rainbow Lake, 2011**

Household Income Decile		#	%
<b>Decile 1</b>	\$31,138 and under	25	9.8%
<b>Decile 2</b>	\$31,139 to \$42,662	0	0.0%
<b>Decile 3</b>	\$42,663 to \$49,517	0	0.0%
<b>Decile 4</b>	\$49,518 to \$60,551	15	5.9%
<b>Decile 5</b>	\$60,552 to \$68,017	0	0.0%
<b>Decile 6</b>	\$68,018 to \$76,026	0	0.0%
<b>Decile 7</b>	\$76,027 to \$88,245	0	0.0%
<b>Decile 8</b>	\$88,246 to \$99,627	15	5.9%
<b>Decile 9</b>	\$99,628 to \$133,712	45	17.6%
<b>Decile 10</b>	\$133,713 and over	155	60.8%
<b>TOTAL</b>		<b>255</b>	<b>100.0%</b>

Source: Statistics Canada, Census Custom Tabulation, 2011

As can be seen above, the vast majority (84.3%) of Rainbow Lake's households were in the top three income deciles in 2010. Another 9.8% were in the bottom income decile and the remaining 5.9% were in decile 4, indicating there is a small proportion of lower-income households in Rainbow Lake.

## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

This section provides an overview of the current housing trends in Rainbow Lake, including the existing housing stock throughout the continuum, recent housing activity, and a housing affordability analysis.

### *Trends in Dwelling Types*

While typically not a significant part of the local housing supply in most communities, in Rainbow Lake seasonal dwellings form a large proportion of all dwellings and trends in seasonal dwellings can provide insights as to housing market activity for a given area. Seasonal dwellings are dwellings that are not meant to be occupied year-round and are normally built to a lesser standard than year-round dwellings.

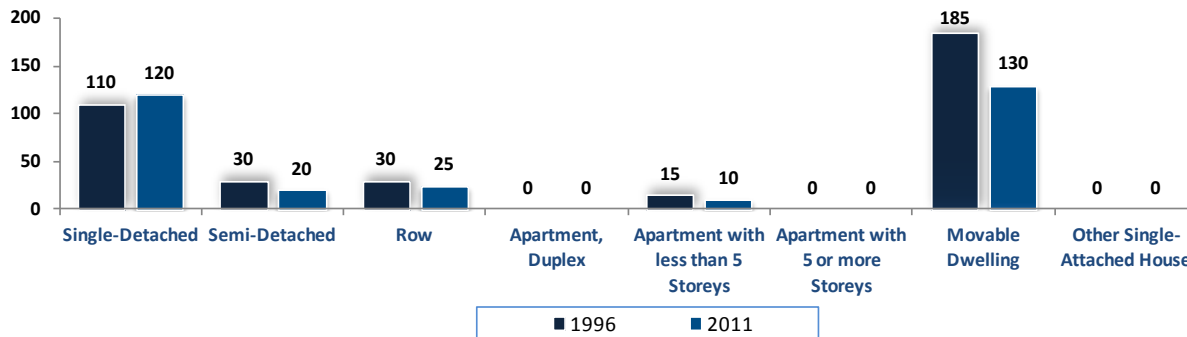
In 2011 it is estimated there were 119 seasonal dwellings in Rainbow Lake representing 28.1% of all private dwellings. Including seasonal dwellings, there were a total of 419 private dwellings in the Town of Rainbow Lake in 2011. Comparatively, 10.6% of the Region's total dwelling stock is estimated to be seasonal dwellings.

According to the Census, there were 100 owned homes and 200 rental homes, including non-market affordable rental units, in Rainbow Lake in 2011. Moveable dwellings accounted for the largest share of the housing stock in Rainbow Lake as they comprised 42.6% of all units. Single-detached homes contributed another 39.3%. There was also a limited share of row homes (8.2%), semi-detached units (6.6%) and apartments in buildings with fewer than five storeys (3.3%).

In comparison, the proportion of single-detached dwellings in the overall Region was 71.0% in 2011 and the movable dwelling share was 17.8%. There were few other housing types. This mix of housing has the lower density profile that one might expect in rural areas such as Mackenzie Region. However, the above data indicates that Rainbow Lake has a much higher movable dwelling proportion than the Region as a whole, suggesting that Rainbow Lake as a Town has more 'temporary' dwellings that are for rent to the working age population that would come to Rainbow Lake for work but not to settle, which explains the high rental tenure rates and few

youth or senior-led households. While many moveable dwellings are well-built, discussions with stakeholders indicate that there are some moveable dwellings that are in bad condition and are not insulated well as they were not meant to be year-long dwellings. This suggests a need to shift to more permanent forms of housing. Many of these units also have extremely high rents, which make it difficult to attract persons working at more modest wages in service industries. These observations point to the need to expand the supply of more permanent and affordable forms of rental housing.

Figure 25. Dwelling Type Breakdown, Town of Rainbow Lake, 1996-2011



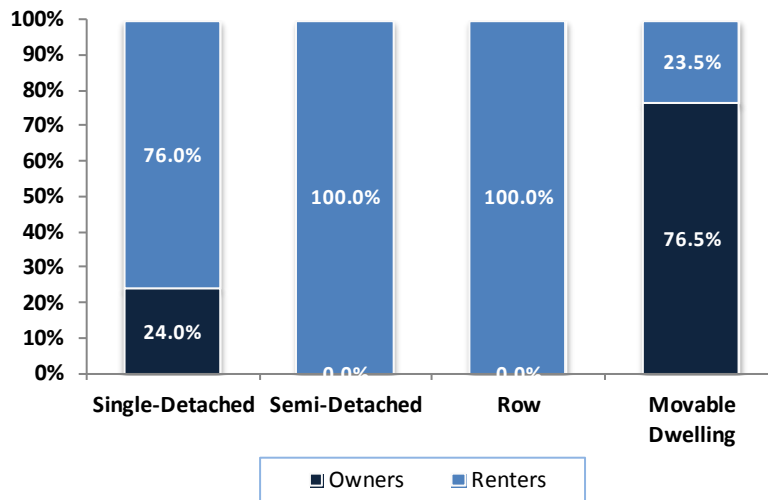
Source: Statistics Canada Census, 1996 - 2011

The low rise profile in Rainbow Lake has increased slightly over the last 15 years, as the share of single detached and movable dwellings has grown and the share of low-rise apartments and semi and row has decreased or remained the same. While most households would prefer single detached homes, this housing type is generally not appropriate for seniors who may have difficulty with the upkeep of these homes. Additionally, single detached homes are generally less affordable than other dwelling types so this may present a challenge for lower income households as well as one-person households.

### Dwellings by Tenure

The great majority of Rainbow Lake’s movable dwellings in 2011 (76.5%) were owner occupied. In contrast, nearly all single-detached (76.0%) and all semi-detached, row houses, and low-rise apartments were rentals. Based on 2011 figures for the Region, a much higher share of detached homes are owned regionally (78.6%), but the ownership rate for movable dwellings is more similar (85.6%). Rental rates for other housing types are similar to Rainbow Lake as well – 88% of semi-detached and all row houses, duplex apartments, and low-rise apartments were rentals.

Figure 26. Dwelling Type by Tenure, Town of Rainbow Lake, 2011



Source: Statistics Canada Census, 2011

### Age of Dwellings

As of 2011, some 8.6% of the dwelling stock in Rainbow Lake was identified as built between 1961 and 1970. According to the Census, no housing exists in Rainbow Lake that was built prior to 1961. The majority of units were constructed between 1971 and 1985 (41.3%) and 1986 and 1995 (46.5%), with an additional 3.4% built after 1995, indicating an overall young housing stock in Rainbow Lake.

For the Region as a whole, 24.3% of the overall Region’s housing was built between 1961 and 1980, and another 24.4% between 1981 and 1990. Half of the overall Region’s housing was built after 1990. The newer housing stock is partly due to the fact that some of the communities in the Region, such as Rainbow Lake, are relatively new.

### Trends in Ownership and Rental Housing

#### Ownership Housing

The home ownership market is a valuable form of personal investment and often viewed as the most important way to build personal assets. For many households it is the ideal form of housing and can offer a form of investment, security, and quality in accommodation. For households with lower incomes, frail health, or special needs that are unable to afford or cope with home ownership, the availability of other housing options is critical. This section provides an overview of the trends in average house prices.

In 2011, the average value of dwellings<sup>40</sup> in Rainbow Lake was \$158,932. This was up by 139.7% from 1996 when the

**\$158,932** AVERAGE HOUSE PRICE



average value of owned dwellings was \$66,291. Similarly, in 2011 the average value of dwellings<sup>41</sup> in Mackenzie Region was \$187,372. This was up by 18.3% from \$158,332 in 2006 and up 172.9% since 1996 when the average value of owned dwellings as \$68,655. Continued low interest rates and sustained incomes have enabled purchasers to buy more house for their dollar and this in turn has supported an active market. Upward changes in interest rates or levelling off in income patterns could dampen activity and temper pricing but could also reduce housing affordability for those attempting to access the ownership market or who are in the ownership market and have larger mortgages.

### ***Private Rental Market Housing***<sup>42</sup>

Rental housing fulfills a number of roles in the housing market. It offers a flexible form of accommodation, provides relief from day-to-day maintenance of home ownership, and often provides more modest unit sizes. Additionally, rental housing is generally more affordable than home ownership. In most cases, rental dwellings tend to require lower monthly payments than the principal, interest, taxes, utilities, and maintenance costs associated with home ownership. Rental housing also does not oblige a down payment, legal and closing fees, land transfer tax, and other costs associated with a purchase of a home.

While there are a greater number of rental units compared to ownership units in Rainbow Lake, many of these rental units are owned by the oil and gas companies and provided to their employees as a benefit. Stakeholders<sup>42</sup> have stated that there are very limited rental housing options in the Town for individuals and families who are not directly employed by the oil and gas industries. This has led to overcrowding, tenants living in unsuitable conditions, and difficulties for employers in recruiting and retaining staff.

According to Statistics Canada National Household Survey data, the average cost of rental dwellings in Rainbow Lake in 2011 was \$709/month. This is an increase of 120.2% in monthly

**\$709/MONTH** AVERAGE RENT



rental costs from 1996 and equates to an annual average increase of 8% over the 15 year period. As well, stakeholders

stated that as of mid-2014, the average rent for a mobile home was \$1,500/month and the

<sup>40</sup> Based on Statistics Canada Census average value of dwellings

<sup>41</sup> Based on Statistics Canada Census average value of dwellings. An average of the areas in Mackenzie Region, not including the reserves and Métis settlement, is used.

<sup>42</sup> Average rental cost data by unit size and vacancy rates for the Region are not available

average rent for a single detached was \$2,500/month. These latter figures further emphasize the need to expand the supply of more affordable permanent rental accommodation in Rainbow Lake.

The average cost of rental dwellings in Mackenzie Region in 2011 was \$743/month, an increase of 61.8% from 1996 and which results in an annual average increase of 4.1% from 1996 to 2001.

### *Dwelling Projections*

Based on population projections, it is estimated that there will be 359 dwellings needed in Rainbow Lake in 2031, meaning an additional 54 dwellings will need to be built, or about 2-3 units per year. Of the 54 additional dwellings that will be needed, 28% of units should be multi-units (ie: row and towns, low-rise apartments) to meet the increasing number of smaller households with the remaining units comprised of single-detached homes. The Town should aim for a rental and ownership split of 70% rental and 30% ownership.

Of the 54 new dwellings in 2031, approximately 7.5% to 9% (3 to 5) will need to be built with accessibility features for seniors (65 years and older) to facilitate aging in place. In addition, it is estimated that by 2031, applying the methodology used previously in the report, there will be 2 to 3 seniors who would be better served in an assisted/ supportive living facility. This is insufficient to justify the development of an assisted living/supportive housing facility in Rainbow Lake at present. The population projections do not indicate sufficient need to support such a facility in the foreseeable future.

## **HOUSING AFFORDABILITY<sup>43</sup>**

Housing is the single largest monthly expenditure for most households, thus accessing affordable, adequate, and suitable housing is a pressing concern for many individuals and families. Research has shown that housing affordability is a problem that is disproportionately faced by lower income households. It is also a concern for some moderate income households who choose to spend a large proportion of their income on housing to be able to move from the rental market to the homeownership market.

Housing affordability is a critical element in the social well-being of all residents and an adequate supply of affordable housing greatly contributes to the creation of healthy and economically prosperous communities. Measuring housing affordability involves comparing

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<sup>43</sup> Data not available for reserves and the Métis settlement



housing costs to the ability of a household to meet those costs. Income and wages are used as a measure of housing affordability.

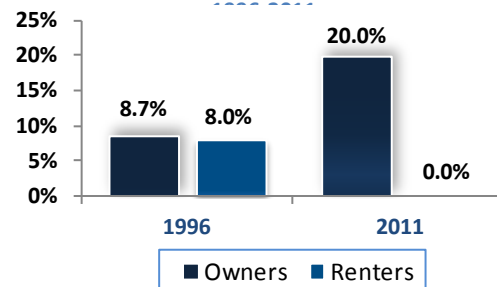
### *Income Spent on Shelter Costs by Tenure, Age of Household Maintainer, and Household Type*

Statistics Canada defines ‘income spent on shelter’ as the proportion of a household’s average monthly household income which is spent on housing costs. This percentage is calculated by dividing the total shelter-related expenses by the household’s total monthly income and multiplying the result by 100. These expenses include the monthly rent or the mortgage payment and the costs of electricity, heat, municipal services, property taxes and other shelter-related expenses<sup>44</sup>. Housing is considered affordable if the household spends less than 30% of their total before-tax income on housing costs.

#### *Income Spent on Shelter by Tenure*

Using the affordability benchmark of 30%, the ability of households in Rainbow Lake to meet housing costs was evaluated. In 2011, 5.4% of all households (15 households) were spending 30% or more of their income on housing costs. In comparison, in the Region as a whole, 13.2% of all households were spending 30% or more of their income on housing costs. This suggests a need for some affordable rental housing options for these households, although potential affordability challenges are not widespread. Development of an affordable rental four plex, for example, would be a highly suitable option to meet the needs of such households.

**Figure 27. Spending More than 30% of Income on Housing by Tenure Trends, Town of Rainbow Lake,**



Source: Statistics Canada Census, 1996 - 2011

In examining historical figures, housing affordability issues have fluctuated over time since 1995 for both owners and renters. Generally, no more than 20 households of either tenure are spending 30% or more of their income on housing costs though.

<sup>44</sup> Statistics Canada 2006 Census Dictionary

### *Affordability of Ownership and Rental Housing*

A household with the Rainbow Lake average household income in 2010 of \$130,803 can safely afford to purchase a home of a maximum of \$528,582 or pay monthly rental costs of \$3,270. Both the 2011 average value of dwellings (\$158,932) and average rental costs (\$709/month) for Rainbow Lake are far below what the average household income can afford. The average rents for a mobile home (\$1,500/month) and a single-detached home (\$2,500/month) are also affordable.

However, the 2014 average rents for a mobile home and a single-detached home are not affordable to the households in the first income decile, which comprised 9.8% of all households, and those in the fourth income decile, which were another 5.9% of households. Those at the top of the first decile can afford up to \$778/month safely, and those at the top of the fourth decile can afford a rent of up to \$1,514/month safely. The average house price is also not affordable to households in the first decile.

## **POLICY FRAMEWORK ANALYSIS**

### *Town of Rainbow Lake Municipal Development Plan*

The purpose of the Town's Municipal Development Plan (MDP) is to provide a framework to guide local decision making with regard to land use, infrastructure and future growth. The version used for this review is the 2008 draft.

Section 4.2 of the MDP has policies that address residential development in Rainbow Lake. This section includes objectives for future residential development, one of which is to provide high quality, safe and livable residential areas and the policies to support this objective. Another objective is to accommodate a variety of housing types and the policies to support this objective include allowing for a full range of housing types.

While the Town's MDP sets out a number of policies to guide residential development, including providing a range of housing types, there are no policies related to providing housing options for a range of incomes and lifestyles, including affordable housing, housing for senior citizens and housing for persons with disabilities.

## KEY FINDINGS AND CONCLUSIONS

The following are the key findings and conclusions arising from the above analysis.

### Key Findings

- The population in Rainbow Lake is decreasing for most age groups, except the baby boomer and senior populations. These population groups are expected to continue to increase at higher rates than the rest of the population over time.
- There is a need to diversify the housing stock in Rainbow Lake to accommodate different household types as well as to ensure better living conditions.
- Rainbow Lake is comprised mostly of households led by persons of working age that are renters, but most are not experiencing affordability issues.
- There is a need for some affordable rental housing units as well as market rate rental units.

### Conclusions/ Recommendations

#### Housing Projections

- Based on population and household projections, it is estimated that by 2031, an additional 54 dwellings will be required in Rainbow Lake. Of the 54 additional dwellings that will be needed, 28% of units should be multi-units (ie: row and towns, low-rise apartments) to meet the increasing number of smaller households with the remaining units comprised of single-detached homes.
- It is recommended that approximately 7.5% to 9% of the additional dwellings (i.e. 3-5 units) be built with accessible/ Universal Design features to accommodate persons with disabilities and the aging population.

#### Housing Options for Seniors<sup>45</sup>

- The Town should continue to monitor the aging of the population to determine whether it would support the development of a multi-level of care facility combining independent units for seniors with assisted living units at some point in the future. Current demographics do not support the provision of such a facility at present.

#### Advocacy

- The Town should request the Mackenzie Housing Board to consider the development of an affordable rental fourplex to help meet the current need for affordable rental housing in Rainbow Lake.

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<sup>45</sup> Examples of housing options for seniors are provided in the Appendix

### Incentives

- The Town should consider providing financial and/or in-kind incentives to encourage the development of affordable and market rate rental housing options by the private sector.
- The Town should consider providing financial and/or in-kind incentives to encourage private developers to build homes with accessible/ Universal Design features that exceed the requirements of the Building Code.

### Municipal Development Plan

- The Town should add policies in its Municipal Development Plan that encourage and support the development of a range of housing options, including options for different household types, tenures and income levels to be able to develop a more complete community.
- The Town should add policies in its Municipal Development Plan that encourage and support the development of housing which incorporate accessible/ Universal Design features for persons with disabilities and to facilitate aging in place.
- The Town should add policies in its Municipal Development Plan which encourage and support the development of both affordable and market rate rental housing options.

# HAMLET OF LA CRETE

The Hamlet of La Crete is the fastest growing community in Mackenzie Region outside of the reserves, with the largest proportion of residential development occurring within the Hamlet and its surrounding rural areas. While still a smaller community, it is the business centre for several industries in the Region. In addition, it has a strong cultural characteristic which attracts people of Mennonite background from all over the world to settle permanently in the Hamlet, thus contributing to its significant growth. Unlike some areas of the Region, the Hamlet of La Crete has a fairly stable and permanent population, many of whom have lived in the community all their lives and have no intention of leaving when they retire. This has led to a very sizable senior population. Considering that the Hamlet also has a number of services and amenities that are attractive to seniors, such as the only seniors lodge in the Region as well as a larger number of independent housing options for seniors, it continues to attract and retain many seniors from the surrounding rural areas. As such, it is important to ensure that there is an appropriate range of housing options for the growing population.

The section analyzes demographic, housing and affordability data on the Hamlet of La Crete. The information contained in this section was provided through published data sources and input from public consultation and stakeholder interview sessions.

## POPULATION TRENDS AND PROJECTIONS

Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

### *Trends and Projections by Age*

In 2011, the population of La Crete stood at 2,408, up from 1,783 in 2001. This represented an overall increase of 35.1%. In comparison, the overall Mackenzie Region has grown from a population of 17,618 in 2001 to 21,610 in 2011, an increase of 22.7%.

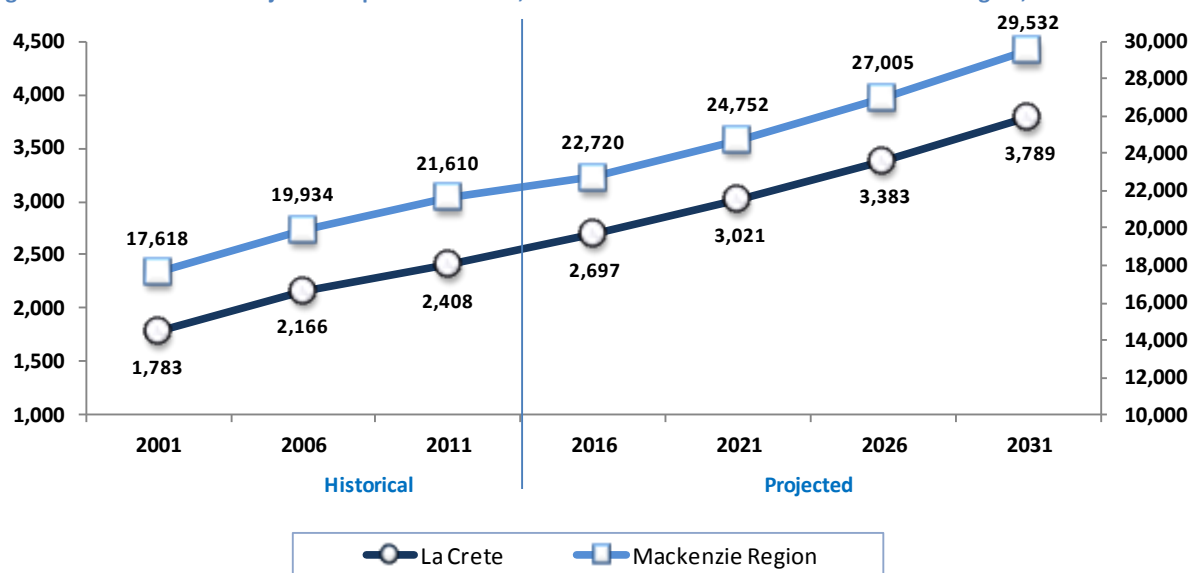
The 2,408 population is considered to be the main population of the Hamlet of La Crete; however, there are a number of rural communities outside of the official boundaries of the Hamlet that residents generally associate with 'rural La Crete'. These areas combine with the Hamlet to create the La Crete market area. This includes all of the population of Wards 2, 4 and 5 of Mackenzie County and approximately 50%<sup>46</sup> of the population of Ward 1.

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<sup>46</sup> According to estimates from the County's planning department, as of September 2014.

According to the County’s 2010 unofficial municipal census, the population of Wards 2, 4 and 5 in 2010 was 3,352<sup>47</sup>, up from 3,244 in 2003, and 50% of Ward 1 was 661 persons, up from 648 in 2003. This additional rural population that consider La Crete to be their main service area would affect the use and demand of services in La Crete. Adding these numbers to the reported population for the Hamlet brings the population of the La Crete market area to approximately 6,421 as of 2011. Recent growth since the census has likely increased this number further.

Figure 28. Historical and Projected Population Trends, Hamlet of La Crete and Overall Mackenzie Region, 2001-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

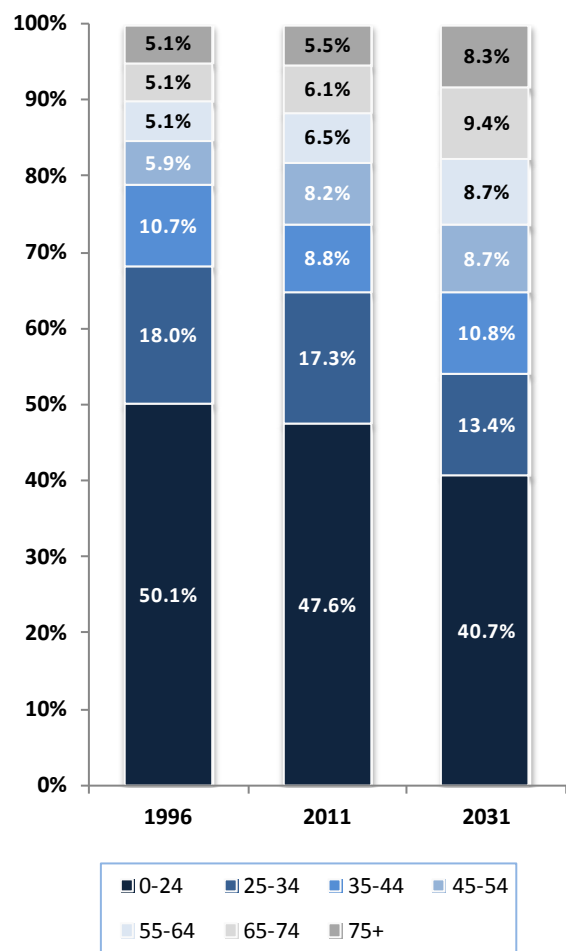
In 2011, youth under the age of 25 years made up 47.6% of the total population of La Crete (or 1,130 persons), which is similar to their 50.1% proportion in 2001. The number of persons in this age group has increased notably (27.0%) however. Similarly, youth under the age of 25 years comprised 52.1% of the total population of the overall Region in 2011 (or 10,935 persons), down slightly from the 53.1% in 2001.

The next largest population group were young and middle-aged adults aged 25 to 44 years who comprised another quarter (26.1% or 620 persons) of La Crete’s total population. This age group’s population share has decreased slightly since 2001, while the number of persons has increased 21.6%. Similarly, persons aged 25 to 44 years represented 26.8% of the overall Region’s population in 2011, down from 29.4% in 1996. The number of persons in this age group has increased 18.3% over this time period however.

<sup>47</sup> Excluding temporary residents.

These findings indicate that La Crete’s population is largely composed of working age adults and their children, and the proportion of these age groups has not changed over the last 15 years. These findings suggest a need for housing options for younger families and single individuals in order to ensure these households, which make up the majority of the households in La Crete, have adequate and appropriate housing.

Figure 29. Historical and Projected Population by Proportion of Age Group, Hamlet of La Crete, 2001-2031



Source: Statistics Canada Census, 1996- 2011; SHS Calculations, 2014

Despite the large proportion of younger individuals, La Crete’s population is also aging and has by far the highest proportion of seniors of any community in Mackenzie Region. From 2001 to 2011, the number of seniors aged 65 years and older in La Crete increased 52.8% to reach 275 individuals. In 2011, seniors made up 11.6% of the total population of La Crete, which is an increase from their 10.2% proportion in 2001. In comparison, seniors comprised 5.1% of the population of the Region as a whole, up from 4.0% in 2001, with the number of seniors increasing a similar 50.3%. Thus, the proportion of seniors in La Crete is more than double the Regional average. This trend is supported by discussions with stakeholders who state that residents tend to stay in La Crete as they age as opposed to moving to another community.

Confirming that the aging trend will continue, the number of persons aged 45 to 64 years in La Crete increased 79.5% from 2001 to 2011, to make up 14.7% of the Hamlet’s population in 2011, up from 11.0% in 2001. For the overall Region, trends are similar, as this age group increased 78.9% to comprise 16.0% of the overall Region’s

population. The growth in this age group indicates that La Crete will likely be seeing a continued large increase in its senior population over the next 15 to 20 years, and will need to plan for an age-friendly community, which includes a range of housing and support service options to meet the needs of the aging population. At the same time, it will be important to ensure that there continues to be a diversity of housing options that can serve a range of age groups, particularly those aged 25-54 years who have a large presence in the Hamlet, who need larger housing

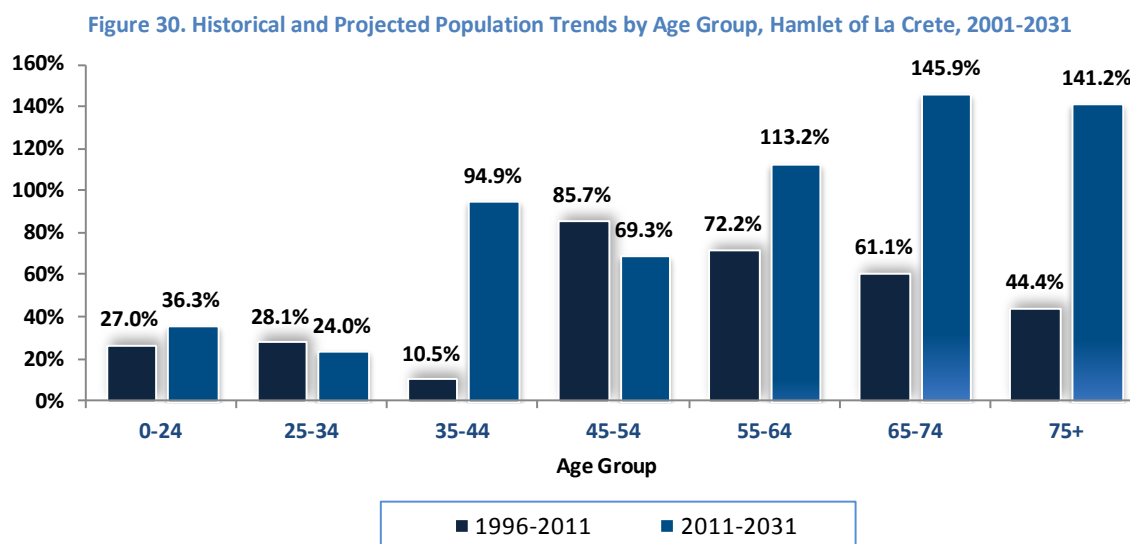
options to accommodate families and whose continued residence in La Crete will be important in ensuring the continued growth of the community.

### PROJECTIONS

Based on population projections, the Hamlet of La Crete’s population is expected to increase by 1,381 persons, or 59.5%, from 2011 to 2031, to reach 3,789 persons.

When broken down by age, the number of youth under the age of 25 years are expected to increase 36.3% by 2031 to reach 1,540 persons while their proportion shrinks to 40.6% of the total population, whereas seniors 65 years and over are expected to increase another 143.7% during this time period to reach 670 persons or 17.7% of the total population of La Crete.

While the numbers of persons aged 25 to 44 years and 45 to 64 years are expected to increase 48.0% and 88.8% respectively from 2011 to 2031, the proportions of these age groups will remain relatively similar (24.2% and 17.4% in 2031 respectively).



Source: Statistics Canada Census, 1996 - 2011; SHS Calculations, 2014

Based on the trends in the County’s unofficial municipal Census, the population in Wards 2 and 4 is expected to increase while the population in Wards 1 and 5 is expected to decrease by 2031. The decrease in some of the rural wards may be partly due to some people moving into the more urban areas of La Crete and some youth leaving rural areas to settle in urban centres. As a whole, rural and urban La Crete are expected to comprise 85.6% of the County’s population in 2031, up from 74.7% in 2010. Seniors are expected to comprise approximately 7.5% of the rural population.



## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, these needs are more directly related to the characteristics of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

### *Trends and Projections*

Based on census data, there were 810 households in the Hamlet of La Crete in 2011. This was up notably (45.9%) from the 550 recorded in 2001 and is higher than the population growth during that same period, indicating that household size in La Crete is shrinking and so there are more households being created compared to the growth in population. In comparison, the number of households in the Region as a whole has grown 19.0% since 2001 to reach 5,705 households in 2011, similar to its 22.7% population growth, indicating that household size in the Region as a whole has remained relatively similar since 2001.

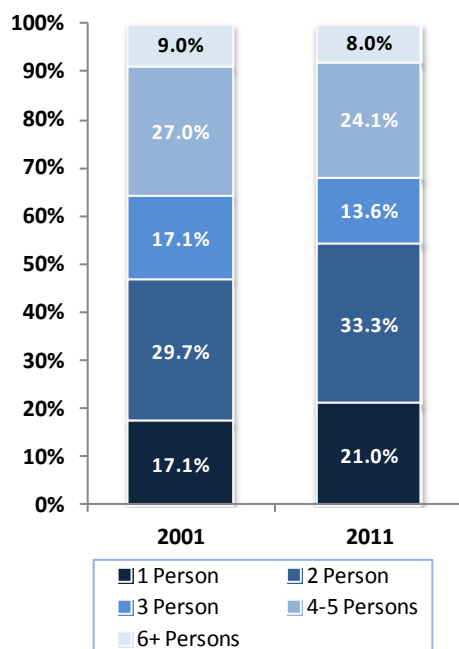
Based on population projections and the predicted change to average household size in 2031, it is estimated that there will be 1,430 households in La Crete in 2031, an increase of 76.5% or approximately 630 households. It should be noted that unlike population, the rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen within La Crete and overall provincially. This is particularly relevant to housing needs, because the need for more dwellings is directly related to growth in households.

### *Trends in Household Size, Type, Tenure*

#### *Household Size*

The higher rate of growth in the number of households noted above compared to the population growth may be due to the decreasing average household size in La Crete. Historically, and currently, La Crete has consistently had lower average household sizes than the Region overall. In 2001 the average household size in La Crete was at 3.1 persons, compared to 3.4 for the Region. Since 2001, both averages have dropped slightly however, with La Crete's average household size dropping to 2.9 in 2011, and the Region's average dropping to stand at 3.4 in 2011. The drop in household size may be due to an increasing tendency to have fewer children and thus smaller households. The decline in household sizes points to the need to ensure that future housing supply corresponds to this trend by providing more smaller units suited to households comprised of fewer persons.

Figure 31. Household Size Trends in Proportion, Hamlet of La Crete, 2001-2011



Source: Statistics Canada Census, 1996-2011

When examined further, the data indicates that the largest group of households in La Crete are two person-households at 33.3% in 2011, a share that has slightly increased from 2001 when they comprised 29.7% of all households. This group is followed closely by four to five person households, which comprised 24.1% of all households, down from 27.0% in 2001, followed by one and three person households, which comprised approximately 21.0% and 13.6% of all households, respectively. One-person households were up from 17.1% and three-person households down slightly from 17.1% in 2001. Six-person households comprised just 8.0% of the total population and were down slightly from 9.0%. The number of one-person and two-person households have increased at far greater rates over the past 15 years (79% and 64% respectively) compared to larger household sizes (30% to 16%).

In contrast, six person households comprised 14.8% of all households in the Region in 2011, and four to five person households 26.4% of all households, meaning over 40% of the Region's households are families of four or more persons. The largest group of households in the Region, however, were two person-households at 28.4% in 2011, a share that has steadily increased from 1996 when they comprised 23.4% of all households. One and three person households each comprised approximately 15% of all households. One-person households were up slightly from 13.3% and three-person households down slightly from 17.3% in 1996.

This data suggests that in La Crete, household sizes are becoming smaller, indicating a need for housing options to accommodate smaller households. The data also suggests a continued need for housing options to accommodate larger households such as young families. This data is supported by discussions with stakeholders who noted that there are a growing number of couples and young families in La Crete.

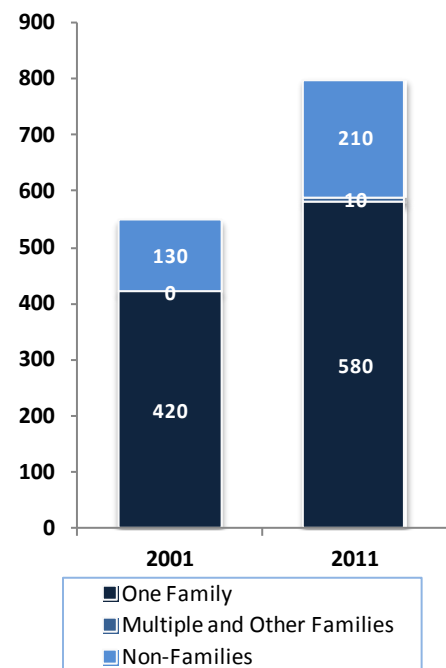
### Household Type

Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

In 2011, 72.5% of all La Crete households were one-family households, a share that has dropped just slightly since 2001 when it was 76.4%. Broken down further, 40.6% of all households in La Crete in 2011 were comprised of couples with children, with another 27.5% representing couples without children, and 4.4% were lone parent families.

Non-family households (singles and two or more unrelated individuals) comprised 26.3% of households, which is similar to their shares in 2001, when they made up 23.6% of all households. The number of non-family households has grown 61.5% from 2001. Multiple and other family households (comprised of more than one family unit) have seen their share rise from 2001 and 2006, and remain steady from 2006 to 2011 to reach 1.3% of all households or 10 households (up from 0 reported in 2001). This latter figure indicates that, contrary to some other communities in the Region, there is little evidence of families doubling up due to a shortage of appropriate housing in La Crete. The growing number of non-families could have an influence on household composition in the community and a corresponding influence on the type of housing required to meet local needs.

Figure 32. Household Type Breakdown, Hamlet of La Crete, 2001-2011



Source: Statistics Canada Census, 1996- 2011

For the Region as a whole 71.1% of all households were one-family households, a share that has similarly dropped significantly since 1996 when it was 81.5%. Broken down further, 44.2% of all households in the Region were comprised of couples with children, with another 19.2% representing couples without children, and 7.7% were lone parent families, indicating a higher proportion of lone-parents in the Region as a whole. Furthermore, multiple families represented 10.3% in the overall Region and non-families 18.6%.

### Household Tenure

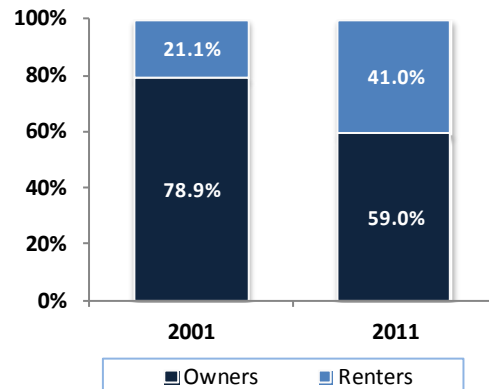
In 2011, some 425 or 59.0% of households in La Crete owned their homes with the remaining 295 or 41.0% renting. The share of renters has grown significantly from 2001 (from 21.1%) to 2011 whereas ownership has dropped significantly (from 78.9% in 2001). In real terms, the number of renters has grown 156.5% since 2001, whereas the number of owners has dropped 1.2%. Regionally, the share of renters declined from 30.5% in 2001 to 2006, and then rose slightly in 2011 to stand at 28.5%, a much lower rental rate than is seen in La Crete. As well, the

number of owner households has grown 37.2% while the number of rental households has increased 27.4%.

**Age of Household Maintainer**

When broken down by the age of household maintainer, ownership is shown to be prevalent in households led by persons aged 35 and over in 2011. Less than half (44.2%) of the primary household maintainers under the age of 25 years and 54.3% of maintainers between the age of 25 to 34 were owners, compared to more than 70% of primary household maintainers aged 35 to 54. All primary household maintainers over the age of 55 years were owners as well.

Figure 33. Trends in Tenure, Hamlet of La Crete, 2001-2011



Source: Statistics Canada Census, 1996 - 2011

Comparatively, 40% of primary household maintainers under the age of 25 years were owners in the Region in 2011. For those aged 35 to 54 years, the ownership rate was greater than 75%. Over 65% of primary household maintainers aged 25 to 34 were also owners, as were three-quarters of those aged 55 to 64 years. Nearly all (95.8%) primary household maintainers over the age of 65 years were owners as well.

This indicates that ownership rates in La Crete are similar to the Region. However, the greater proportion of younger adults that are renters, which is partly due to the lifestyle of this age group and their incomes (as younger adults generally have lower incomes), indicates a need for more rental housing options in La Crete and the Region.

**Household Size**

According to 2011 Census data, ownership is more common as household size grows in La Crete, as households that have two or more persons have ownership rates of two-thirds whereas one-person households have an ownership rate of just over half (57.1%), signalling growing demand for rental units among smaller individual-led households. This difference is much more pronounced at the regional level however where 52.0% of one-person households are owners, compared to 75.8% of two-person households who own their home and 76.5% of three-plus person households.

### **Household Type**

According to Census data, many household types are more likely to rent in La Crete. Most couples without children, 57.4% of couples with children and 58.6% of non-family households were renters in 2011.

This is dissimilar to the regional level, where 50.3% of non-families and 53.7% of lone parents are owners, and other households have ownership rates over 69%. The lower ownership rates in La Crete for all household types could be due to the existence of rental housing in La Crete, as there is less rental housing available in other communities compared to ownership housing.

The aforementioned data suggests that in spite of the large proportion of homeowners in La Crete, there is still a need for rental housing options for households who may not have the financial capacity to buy their own homes as well as those who are in the community for employment opportunities but who may not be ready to settle there permanently.

## **ECONOMIC ANALYSIS**

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford housing in the community.

Despite its small size, La Crete is home to many businesses across the economy. Although agriculture, forestry and construction are generally seen as key industries within the community, La Crete has a strong retail and service sector including education, health care, and public administration services.<sup>48</sup> La Crete is also a significant industrial centre in Mackenzie County with a concentration of businesses in agri-business, lumber and wood products, construction and manufacturing<sup>49</sup>. These economic conditions may partly explain the significant growth in the population of the community in the last few years. This is supported by stakeholders who note that they are seeing many individuals and families immigrating to La Crete from as far away as South America for job opportunities as well as the services and amenities available in the community. There is also a strong Mennonite cultural component of the population which is attractive to others of a similar cultural background who continue to be attracted to La Crete from outside the Region.

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<sup>48</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

<sup>49</sup> Scheffer Andrew Ltd. (2013). Hamlet of La Crete Area Structure Plan

## HOUSEHOLD INCOME

The economic capacity of a household is an important element in determining housing need. By examining income trends and characteristics, it is possible to better identify what is affordable for households and the housing options that are available to them within a community.

### Trends in Average Incomes

Average incomes in La Crete are generally lower than Regional

**\$65,197** AVERAGE HH INCOME



averages, as are rates of increase in incomes over time. In terms of 2010 household incomes, La Crete had an average of \$65,197, up from the 2000 average (\$56,211). These lagged behind the 2010 Regional average of \$98,716. La Crete's average household income increased by just 16.0% from 2000 compared to a 43.0% increase experienced in the Region. These lower income levels in La Crete may help explain the strong interest in renting.

### Household Income by Income Deciles

While figures for the average household income provide a general sense of household income, looking at the distribution of income within the local context provides greater detail of the economic capacity of households in La Crete. Income deciles divide the total universe (i.e. all households in the Region) into ten equal portions of income groups. The income range of each decile is then applied to La Crete's population to determine how much of La Crete's population is in each of the Region's income deciles.

Table 13. Household Income Deciles (Based on Mackenzie County Incomes), Hamlet of La Crete, 2011

Household Income Decile		#	%
Decile 1	\$31,138 and under	110	15.5%
Decile 2	\$31,139 to \$42,662	70	9.9%
Decile 3	\$42,663 to \$49,517	70	9.9%
Decile 4	\$49,518 to \$60,551	85	12.0%
Decile 5	\$60,552 to \$68,017	85	12.0%
Decile 6	\$68,018 to \$76,026	75	10.6%
Decile 7	\$76,027 to \$88,245	35	4.9%
Decile 8	\$88,246 to \$99,627	75	10.6%
Decile 9	\$99,628 to \$133,712	65	9.2%
Decile 10	\$133,713 and over	40	5.6%
<b>TOTAL</b>		<b>710</b>	<b>100.0%</b>

Source: Statistics Canada, Census Custom Tabulation, 2011

As can be seen above, a large proportion (25.4%) of La Crete's households were in the top three income deciles in 2010. Another 21.8% were in the bottom two income deciles, however, and 16.7% were in deciles three and four, indicating that while there are a large number of households with high incomes, there are also a significant number of lower-income households in La Crete.

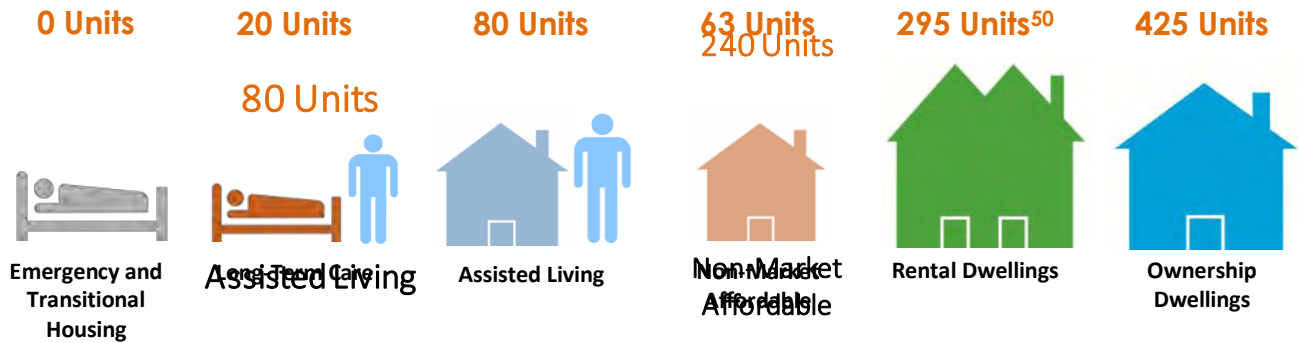
## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

This section provides an overview of the current housing trends in La Crete, including the existing housing stock throughout the continuum, recent housing activity, and a housing affordability analysis.

### *Continuum of Housing*

Housing is an important element in building a complete, healthy and inclusive community. Ideally, the housing market can be viewed as a continuum where the supply of housing responds to the range of housing demand in a community. However, due to a range of social, economic and geographic factors the full range of housing needs in a community are not always met in the private housing market. This is particularly true for individuals and families with low incomes or persons with special housing needs. Instead, the housing needs of these individuals and families are often met by non-market housing provided by the public and not-for-profit sectors. The figure below shows that La Crete possesses a wider range of housing types, including a Lodge providing 80 assisted living units – the only accommodation of this nature in Mackenzie Region.



### Seasonal Dwellings

While typically not a significant part of the local housing supply, trends in seasonal dwellings can provide insights as to housing market activity for a given area. Seasonal dwellings are dwellings that are not meant to be occupied year-round and are normally built to a lesser standard than year-round dwellings.

In 2011 it is estimated there were 33 seasonal dwellings in La Crete representing just 3.9% of all private dwellings. Including seasonal dwellings, there were a total of 753 private dwellings in the Hamlet of La Crete in 2011. Comparatively, 10.6% of the Region’s total dwelling stock is estimated to be seasonal dwellings. Accordingly, La Crete is not seen as a transitional community – most residents who come to La Crete are seeking a more long term and permanent style of living.

### Trends in Dwelling Types

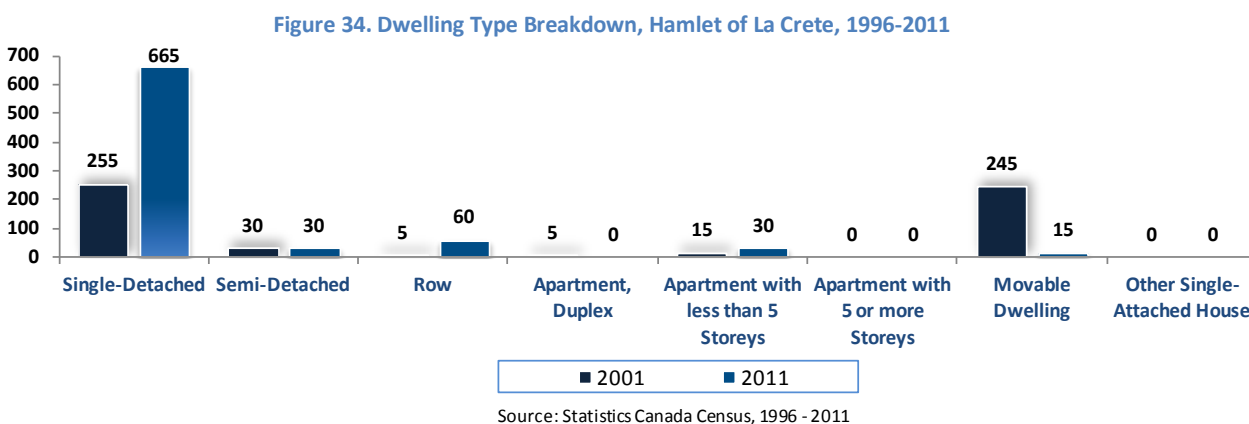
In 2011, detached homes accounted for the largest share of the housing stock in La Crete as they comprised 83.1% of all units. Row homes contributed 7.5% followed by low rise (less than five storey building) apartments and semi-detached homes each at 3.8%. There was also a limited share of moveable dwellings (1.9%).

In comparison, the proportion of single-detached dwellings in the overall Region was 71.0% in 2011 and the movable dwelling share was 17.8%. There were few other housing types. This mix of housing has the lower density profile that one might expect in rural areas such as Mackenzie Region. However, the above data indicates that La Crete has a higher low-density profile than the Region as a whole, including much lower proportions of multiple dwelling types, suggesting that the overall Region has more diversity in its dwellings than the Hamlet of La Crete. Given the wide range of household types and income levels in La Crete, the predominance of single

<sup>50</sup> This number can include some non-market affordable housing and supported housing.



detached dwellings is not fully serving the increasingly diverse housing needs of the community.



The low rise profile in La Crete has generally remained stable since the last census period, although it has changed somewhat since the 2011 Census with the development of a number of row condominium units in La Crete targeted to area seniors. While most households would prefer single detached homes, this housing type is generally not appropriate for seniors who may have difficulty with the upkeep of these homes. Additionally, single detached homes are generally less affordable than other dwelling types so this may present a challenge for lower income households as well as one-person households. Accordingly, a greater emphasis on a wider range of housing types would help meet the diverse range of housing needs in La Crete.

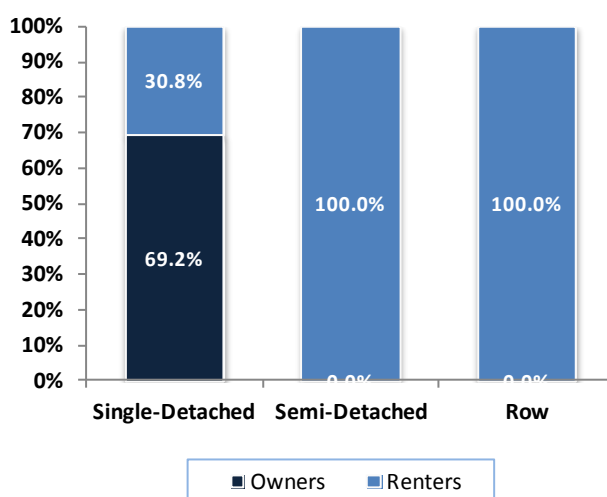
### *Dwellings by Tenure*

The great majority La Crete's detached dwellings in 2011 (69.2%) were owner occupied. Ownership rates are also high for movable dwellings (77.3%). In contrast, most semi-detached and row houses were rentals. This has changed somewhat since 2011 with the development of several new condominium row units after the Census.

Based on 2011 figures for the Region, a higher share of detached homes are owned regionally (78.6%), but there was also a higher ownership rate for movable dwellings (85.6%). Rental rates for other housing types were similar to La Crete – 88% of semi-detached and most row houses were rentals. While the availability of rental tenure across lower density housing forms in La Crete reflects the composition of the overall housing stock, these housing forms are generally less affordable than higher density housing forms and may require more maintenance from both the landlord and the tenant. Stakeholders have noted that there is a very limited supply of rental housing in the hamlet and that private landlords often have wait lists for their

units. In addition, stakeholders noted the need for smaller rental units for singles and couples. Stakeholders also suggested a need for smaller, more affordable units for students. There was also a need for furnished units for both individuals and families who may have recently arrived in La Crete and have not yet found permanent accommodation or who are only staying for a short period of time.

Figure 35. Dwelling Type by Tenure, Hamlet of La Crete, 2011



Source: Statistics Canada Census, 2011

### Age and Condition of Dwellings

As of 2011, some 6.2% of the dwelling stock in La Crete was identified as built between 1946 and 1970. Most housing units in La Crete were built after 1946. The majority of units (50.3%) were constructed between 1971 and 1990, and another 28.3% were built between 1991 and 2011, indicating an overall newer housing stock in La Crete. For the Region as a whole, 24.3% of the overall Region's housing was built between 1961 and 1980, and another 24.4% between 1981 and 1990. Half of the overall Region's housing was built after 1990.

Like age, the condition of the housing stock is also an indicator of its ability to accommodate needs. In 2011, based on census data, some 7.6% of La Crete's housing stock was identified as requiring major repairs while 26.9% required minor repairs. Regionally, the rate of major repairs required was much higher at 14% but the rate of minor repairs was similar at 28.8%, suggesting that, in general, homes in La Crete were in better condition compared to those in the Region as a whole.

## Trends in Ownership and Rental Housing

### Private Rental Market Housing<sup>51</sup>

Rental housing fulfills a number of roles in the housing market. It offers a flexible form of accommodation, provides relief from day-to-day maintenance of home ownership, and often provides more modest unit sizes. Additionally, rental housing is generally more affordable than home ownership. In most cases, rental dwellings tend to require lower monthly payments than the principal, interest, taxes, utilities, and maintenance costs associated with home ownership. Rental housing also does not oblige a down payment, legal and closing fees, land transfer tax, and other costs associated with a purchase of a home.

According to data from Mackenzie County's Planning Department, the average cost of a one-bedroom

**\$750/MONTH** AVERAGE RENT



apartment in La Crete in 2014 was \$750/month. The average cost for a two-bedroom was \$850/month and \$950/month was the average cost for a three-bedroom unit. As well, the average rental cost for a mobile home was \$1,000/month.

The average cost of rental dwellings in Mackenzie Region in 2011 was \$743/month, an increase of 61.8% from 1996 and which results in an annual average increase of 4.1% from 1996 to 2001.

### Social Housing Units

Having a full range of housing options to meet the needs of all residents in a community is a key contributor to maintaining a high quality of life, a vibrant local economy, and a healthy community. The provision of affordable<sup>52</sup> housing is essential to meet the needs of several population groups, including seniors on a fixed income, youth, students, single parent families, or individuals with a modest earning job.

Social housing is most commonly associated with the provision of rental housing through government subsidies for households with low incomes who would otherwise not be able to afford housing in the private rental market. Social housing plays an important role in the housing continuum as the presence of an adequate amount of social housing in a community ensures that all households, including those with lower incomes, will have affordable, appropriate, stable, and secure housing.

<sup>51</sup> Average rental cost data by unit size and vacancy rates for the Region are not available

<sup>52</sup> Housing is considered affordable if the cost of housing does not exceed 30% of the gross income of a household.

The Mackenzie Housing Management Board manages the provision of social housing in the hamlets and rural areas of the County. As of mid-2014, there are a total of 214 Mackenzie Housing units in the Region, 143 of which are in La Crete (66.8% of all units). The majority of these units (55.9% or 80 units) are located in the Seniors' Lodge in La Crete. Another 13 units are for low-income families, and 30 for low-income seniors in independent, self-contained units. The remaining units are split between rent supplements to the landlord and rent supplements to the tenant. There is a continuous wait list for the seniors self-contained units in La Crete with a wait of about 12 – 14 months while the other units currently do not have a wait list although the occupancy rate is close to 100%.

Table 14. Special Needs Services, Mackenzie Region, 2014

Program	#	%	Location	
			Fort Vermilion	La Crete
Low Income Family	52	24.3%	39	13
Low Income Seniors	42	19.6%	12	30
Rent Supplement to Tenant	10	4.7%		8
Private Landlord	12	5.6%		12
Affordable Ownership Housing	18	8.4%	18	
Seniors Lodge	80	37.4%		80
<b>TOTAL</b>	<b>214</b>	<b>100%</b>	<b>69</b>	<b>143</b>

Source: Mackenzie Housing, 2014

### *Seniors Assisted Living and Special Needs Housing*

Special needs housing provides housing that has appropriate design features and essential supports that make it possible for persons with special needs to live independently. This type of housing is normally provided for persons with a serious mental illness, intellectual disabilities or challenges, physical disabilities and for frail and/or cognitively impaired elderly persons. Special needs housing (also called supportive housing or assisted living) is typically provided on a permanent basis as individuals need both the housing and support services throughout their life stages. Special needs housing may be public, private, or operated by a non-profit agency.

Special needs housing and services are provided to residents of the Region by Alberta Health Services through facilities such as the Northwest Health Centre and the La Crete Continuing Care Centre. In addition, the Mackenzie Housing Management Board provides housing and supports to residents of the seniors' assisted living lodge in La Crete (Heimstead Lodge). The services provided by Alberta Health Services include Needs Assessments, Coordinated Access Services for Continuing Care Living Options, Placement Coordination, Discharge Planning, Financial and Legal referral service and assistance. Waitlists for Supported Living and Long Term Care vary as clients are waiting for various placement options anywhere from three months to

two years. Twenty of the Region’s long-term care beds are in La Crete. There is also currently one person waiting in La Crete for long-term care. Stakeholders have noted that many of the individuals who are currently in long term care would be better served in assisted/supportive living facilities.

**Table 15. Special Needs Services, Hamlet of La Crete, 2014**

Program	
Alberta Health Services - Families First Caseloads	26
Alberta Health Services - Assertive Outreach Caseloads	6
Long Term Care Beds	20
Homecare Senior Clients	

Source: Mackenzie County, 2014

Alberta Health Services’ ‘Families First’ program, which involves a social worker assisting families in their home with child rearing instruction, was assisting 26 households in La Crete as of mid-2014. Their ‘Assertive Outreach Services’ program, where personal support workers provide support in the homes of chronic mental health clients who are unable to attend outpatient services was assisting 6 clients in La Crete as of mid-2014. All Alberta Health Services clients function in their home settings and as such generally do not need a supportive living facility to provide additional services.

The Northwest Health Centre serves High Level, Fort Vermilion, and La Crete with Home Care, Acute, and Long Term Care supports, as well as provides Supported Living in La Crete.

A key facility located within La Crete is the Heimstead Seniors Lodge, an 80 bed assisted living facility operated by Mackenzie Housing Management Board. It was originally built by the community’s Nursing Association to provide housing for 12 people from the community whose families wanted to keep them in the community. The land on which the Lodge is built was donated by a local church and community members and most of the capital funding for the project was donated by the community. The first phase of the current structure, which had 32 beds, was built in 2000. The last phase, Phase 3 with 18 beds, was built in 2008. Residents are low- and moderate income seniors who pay no more than the cost of a long term care bed in rent. Most of the operational expenses are covered by rents and by income from a thrift store while the rest is funded by the three municipalities. Alberta Health Services provides funding for the cost of the support services.

Heimstead Lodge is currently the only assisted/supportive living facility in the Region, providing accommodation and services to all the residents of the Region, including First Nations peoples who currently make up about 20% of the Lodge's residents. The Lodge also has 18 beds set aside for persons living with dementia. Discussions with local stakeholders as well as a review of recent literature on the subject indicate that the need for dementia-specific accommodation and supports will increase as the population ages. Considering the highly specialized staff training and design required to accommodate persons living with dementia, expanding the current facilities in Heimstead Lodge may be the most efficient and effective approach to meeting this identified and very specialized gap.

Stakeholders have suggested that the waiting list for long term care does not reflect the actual need in the community. According to stakeholders, many people who need assisted living accommodation or long term care choose not to apply for these as they are afraid of being sent to a facility outside of their community where family and friends would not be able to visit them.

Using the provincial (5.2%) and national (8.9%) capture rate for seniors supportive housing/assisted living as well as the current seniors population, it is estimated that 63 – 110 assisted living units should be added in La Crete by 2031. This would serve seniors currently living in La Crete, as well as seniors in adjacent rural areas.

At the same time, our projections show a need for a 152-177 seniors self-contained units in La Crete to serve those seniors in need of more suitable accommodation but not yet in need of higher levels of supports. These should be pursued immediately.

Further, as in other communities in Mackenzie Region, many seniors pointed out that their actual preference was to remain in their existing home as long as possible, which could be made possible by an expansion in home care services and resources. Research has shown that most seniors would prefer to age in their own homes and they generally stay healthy and live longer when they are provided with the supports they need within their own homes. In terms of government resources, providing home care services is generally more affordable than the cost of assisted/supportive living. In view of the importance of home care in enabling seniors to age in place and in reducing the high cost of institutionalization, stakeholders should advocate strongly to Alberta Health Services for a significant expansion in resources being invested in home care for area seniors.

A great deal of interest was shown at public open houses and in stakeholder interviews in continuum of care campuses that combine seniors self-contained units, assisted living beds and

support service agencies. These would enable seniors to age in place while remaining in the same location and also provide efficiencies in operation. Strong consideration should be given to expanding the existing Lodge in this fashion if possible.

Stakeholders also pointed out that if an assisted living facility is developed in High Level, some of the current demand for Heimstead Lodge in La Crete from persons in the other end of the Region would decline, thereby eventually freeing up space in La Crete to meet more of the local demand.

### *Trends in Building Activity*

Residential building in La Crete has been active in recent years, averaging 35 to 46 new permits annually between 2012 and mid-2014. Based on this data, over the last 3 years some 118 new dwellings have been added, comprising 41% of the County's total building permits, indicating that a good portion of the County's development activity is taking place in La Crete.

There was also notable building activity in the rural areas of La Crete and all of it was low-rise. In 2012, 20 single-family units and 8 manufactured single-wide homes were built in Wards 1, 2, 4 and 5. In comparison 34 single-family units and 14 manufactured single-wide homes were built in Wards 1, 2, 4 and 5 in 2013, suggesting that building activity has picked up recently.

While this data shows that new units are being added to the stock, it also shows a lack of diversity in the housing stock that is being built in La Crete. This suggests a need to build a broader range of housing types, including smaller units, multi-family units and units with accessible/ Universal Design features to accommodate the increasing number of one- and two-person households as well as the aging population in La Crete.

### *Residential Development Potential*

Another key consideration in housing supply is ensuring that anticipated growth can be accommodated within the community. This potential for residential development is generally measured in terms of available lots or based on assumptions about the potential yield of lands designated for residential development. This is an important factor as it can influence what is made available in the market place and at what price.

There are currently 499 hectares of net developable residential lands available for an estimated 2,269 single-detached dwellings in La Crete<sup>53</sup>. While this shows that there is more than enough

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<sup>53</sup> La Crete Area Structure Background Report.

land available for residential development in the long term, a more diverse housing stock should be encouraged in the future to meet the changing demographic profile of the community.

### *Dwelling Projections*

Based on population projections, it is estimated that there will be 1,430 dwellings needed in La Crete in 2031, meaning an additional 630 dwellings will need to be provided. Of the 630 additional dwellings that will be needed, 31% (or 325 units) should be multi-units (ie: row and towns, low-rise apartments) with the remaining units comprised of single-detached homes. The recommended proportion of multiples is significantly higher than the current proportion as it is meant to help address the need for housing options for the increasing number of smaller households, including singles, students, couples without children and seniors. The Hamlet should aim for a rental and ownership split of 50%.

## HOUSING AFFORDABILITY<sup>54</sup>

Housing is the single largest monthly expenditure for most households, thus accessing affordable, adequate, and suitable housing is a pressing concern for many individuals and families. Research has shown that housing affordability is a problem that is disproportionately faced by lower income households. It is also a concern for some moderate income households who choose to spend a large proportion of their income on housing to be able to move from the rental market to the homeownership market.

Housing affordability is a critical element in the social well-being of all residents and an adequate supply of affordable housing greatly contributes to the creation of healthy and economically prosperous communities. Measuring housing affordability involves comparing housing costs to the ability of a household to meet those costs. Income and wages are used as a measure of housing affordability.

### *Income Spent on Shelter Costs by Tenure, Age of Household Maintainer, and Household Type*

Statistics Canada defines 'income spent on shelter' as the proportion of a household's average monthly household income which is spent on housing costs. This percentage is calculated by dividing the total shelter-related expenses by the household's total monthly income and multiplying the result by 100. These expenses include the monthly rent or the mortgage

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<sup>54</sup> Data not available for reserves and the Métis settlement

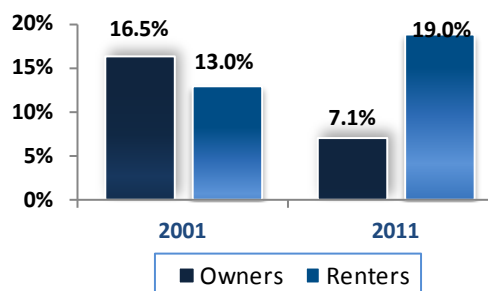


payment and the costs of electricity, heat, municipal services, property taxes and other shelter-related expenses<sup>55</sup>. Housing is considered affordable if the household spends less than 30% of their total before-tax income on housing costs.

### *Income Spent on Shelter by Tenure*

Using the affordability benchmark of 30%, the ability of households in La Crete to meet housing costs was evaluated. About 19.0% of renter households (55 households) spent more than 30% of their income on housing in 2010, compared to 7.1% of owners (30 households) who were in the same situation. In the Region, a quarter of renter households spent more than 30% of their income on housing in 2010 (25%), which is above the 18.1% of owners spending 30% or more of their income on housing costs.

Figure 36. Spending of 30% of Income on Housing by Tenure Trends, Hamlet of La Crete, 2001-2011



Source: Statistics Canada Census, 1996 - 2011

In examining historical figures, housing affordability issues have fluctuated in La Crete since 2000 for renters, and dropped for owners. In the case of renters, the proportion of these households experiencing affordability challenges rose from 13.0% (15 households) in 2000 to 22.2% (10 households) in 2005, only to drop again in 2010 to 19.0% (55 households). Owners saw more of a linear trend, dropping from 16.5% of owners (70 households) spending 30% or more of their income on housing costs in 2000 to just 7.1% in 2010 (30 households).

This notable proportion of households possibly experiencing affordability challenges indicates a need for more affordable housing options for lower-income households, especially renter households.

### *Income Spent on Shelter by Household Type*

In 2010 a reported 27.0% of non-family households (50 households) in La Crete were spending 30% or more of their income on housing costs, whereas only a minimal number of the other households were, suggesting that priority should be given to address the affordable housing needs for non-family households, which include single individuals living alone or with roommates.

In comparison, in the Region 22.3% of non-family households were experiencing affordability challenges, and 10.8% of non-family households were spending 50% or more of their income on housing costs.

<sup>55</sup> Statistics Canada 2006 Census Dictionary

### *Affordability of Ownership and Rental Housing*

A household with the La Crete average household income in 2010 of \$65,197 could safely afford to purchase a home of a maximum of \$263,465 or pay monthly rental costs of \$1,630. Both the 2011 average value of dwellings for the Region (\$187,372) and average rental costs (\$850/month for a two-bedroom unit) for La Crete are far below what the average household income could afford.

However, the 2014 average rent (\$850/month for a two-bedroom unit) is affordable to all households except for the majority of those in the first decile, as those at the top of this group can afford up to \$778/month safely, and some in the second income decile, where the top end earns \$42,662/annually and can afford \$1,066/month in rent. Households in the first two deciles (180 households) are also unable to afford the 2011 average value of dwellings in the Region (\$187,372).

The average household income for a senior led household in La Crete was \$36,746 in 2010. A household with this average household income can afford a house price of \$148,493 and a monthly rent of \$919. The house price seniors earning the average household income can afford is notably lower than the average value of dwellings in the Region, suggesting that some senior households may find ownership housing out of reach. While many seniors will generally have equity in their current homes and farms, there are clearly a number of seniors who will need affordable housing options.

### *Income Assistance and Housing Affordability*

The minimum wage in Alberta is \$9.95/hour as of 2014, which equates to \$20,696/year if working full-time (40 hours a week). At this income level, the average rental costs (\$850/month for a two-bedroom unit) for La Crete are far out of reach.

Alberta Works provides \$436/month in core shelter payments to a two-adult household, which is far below the average rent level of \$850/month for a two-bedroom unit in La Crete. A couple with one child receive \$575/month, which is also significantly below the average rent level.

As well, the maximum annual seniors benefit for a single senior of \$3,360 results in just \$280/month for housing costs, which is not nearly enough to meet average rent levels in the Hamlet, unless the household is earning close to the \$26,200 income threshold in addition to the benefit or unless the seniors already has a home with significant equity.

## POLICY FRAMEWORK ANALYSIS

### *La Crete Area Structure Plan Background Report (2013)*

This background report is a non-statutory report prepared as part of the Area Structure Plan (ASP) for the Hamlet of La Crete. The purpose of the ASP is to provide a framework for future development within the hamlet based on policy direction from the Mackenzie County Municipal Development Plan Bylaw 735-09. The policies and actions identified in the ASP are meant to influence the Mackenzie County Land Use Bylaw, development standards, neighbourhood area plans, subdivision design and development approvals to ensure that the long term vision for growth that was determined by the process to create the ASP is achieved.

The Background Report examines the current context in the Hamlet of La Crete and undertakes population and household projections to determine future need. It then identifies key challenges, opportunities and actions to address the identified need. With regard to housing need, the report identifies the need for 1,345 new residential units by 2033 based on the high growth scenario for the population projections. It also recommends a housing stock mix of 25% multi-family and 75% single detached housing moving forward. The report also identifies the need to encourage a mix of housing options to accommodate the shifting demographics, including housing options for young families and seniors. The report also identifies areas throughout the hamlet which are appropriate for residential development, including higher density, multi-family residential units.

The vision for the Hamlet of La Crete which was developed through the ASP process is: *In 20 years, La Crete is envisioned to be a vibrant community serving a cultural and commercial centre for the surrounding agricultural community while providing opportunities for all ages through a diversity of housing, recreation and employment opportunities in a rural setting.* One of the objectives identified to accomplish this vision is to *recognize the changing needs of the community by allowing a range of housing choices, including multi-family.*

These findings and the vision for La Crete are consistent with the findings arising from our analysis and should continue to be supported.

## KEY FINDINGS AND CONCLUSIONS

The following are the key findings and conclusions arising from the above analysis.

### Key Findings

- The population in La Crete, particularly the youth and senior population groups, is increasing and will continue to increase, while household size is decreasing.
- A large proportion of the County's development is taking place in La Crete but there is a need to diversify the housing stock beyond its current low-rise and movable dwelling profile to accommodate different household types, including singles, couples without children, students and seniors.
- Smaller and non-family households are more likely to rent and are more likely to experience affordability issues.
- There is a need for more non-market rental and market rate rental units to meet the needs of households with low- and moderate incomes as well as households who are not yet prepared to move to home ownership.
- There is a need for more seniors independent/ self-contained units in the La Crete market area. A total of 152-177 should be added by 2031.
- The increasing seniors population, increasing by 52.8% from 1996 to 2011, suggests a need for more assisted/supportive living units in the community. A total of 63-110 should be added by 2031.

### Conclusions/ Recommendations

#### Housing Projections

- Based on population projections, an additional 630 dwelling units will be needed in the La Crete market area by 2031. About 31% of these dwellings should be multi-family units, such as row/townhouses, fourplexes, and low rise apartments.

#### Housing Options for Seniors<sup>56</sup>

- A total of 63-110 assisted living beds should be added in the La Crete market area by 2031.
- Approximately 152-177 additional seniors self-contained rental housing units should be added by 2031.
- This presents an opportunity to expand Heimstead Senior's Lodge into a multi-level of care facility built to B2 occupancy standards<sup>57</sup>. A large proportion of these beds/units should be set aside for low income seniors and persons living with disabilities while other beds/units

<sup>56</sup> Examples of housing options for seniors are provided in the Appendix

<sup>57</sup> B2 is an occupancy classification in the Alberta Building Code

can be rented out at market rates to those who require support services but who have higher incomes or equity from an existing home or farm.

- Heimstead Senior's Lodge currently has 18 beds for persons living with dementia. Discussions with local stakeholders and a review of recent literature on the subject shows that strong growth is anticipated in the need for such specialized supports. Mackenzie Housing Management Board, in partnership with the municipalities, should advocate to the provincial and federal governments for capital and operational funding to expand its specialized dementia wing. Adding on to the current facility will result in operational efficiencies and allow management to recruit more specially trained staff to care for residents living with dementia.
- The County should advocate to Alberta Health Services to increase the availability of home care support services in the La Crete area to better meet the needs of current as well as future residents and to facilitate aging in place.

### Partnerships

- The County should facilitate a forum with private developers and landlords and share the results of this housing needs assessment to encourage the private sector to increase the supply of both furnished and unfurnished market rate rental housing, including smaller units for singles, students and seniors as well as larger units for families. Mackenzie Housing Management Board should enter into partnerships with these developers by providing rental subsidies to renters in need of affordable rental accommodation and enabling them to find their own units on the private market.

### Incentives

- The County should consider providing financial and/or in-kind incentives to encourage private developers to build homes with accessible/ Universal Design features that exceed the requirements of the Building Code.

# HAMLET OF FORT VERMILION

The Hamlet of Fort Vermilion is the oldest community in Alberta. In spite of this, it has a relatively small population base which has seen little change in the last few years. Due to the age of the community and the fact that Fort Vermilion is the Region's public services centre, the population of the Hamlet and its surrounding rural areas is relatively stable and permanent. Many people have lived in the area all their lives and intend to stay after they retire, providing suitable housing is available for them. This growing senior population and the very limited housing options for seniors in the area underlines a major gap in the community. The fact that Fort Vermilion is also the centre for public services and knowledge industries suggests a need for a broader range of housing options to ensure that the community continues to attract and retain related businesses and employees to the Hamlet.

The section analyzes demographic, housing and affordability data on the Hamlet of Fort Vermilion. The information contained in this section was provided through published data sources and input from public consultation and stakeholder interview sessions.

## POPULATION TRENDS AND PROJECTIONS

Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

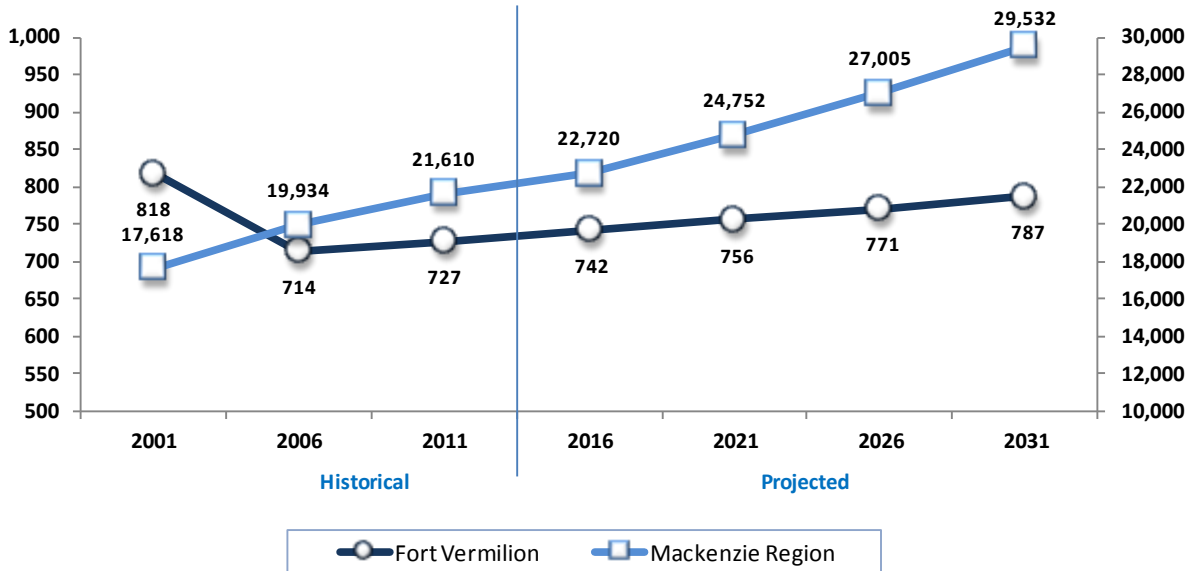
### *Trends and Projections by Age*

According to Statistics Canada Census data, the population of the Hamlet of Fort Vermilion stood at 727 in 2011, down from 818 in 2001. This represented an overall decrease of 11.1%; the population declined 12.7% from 2001 to 2006 and rose 1.8% from 2006 to 2011. Similarly, the unofficial municipal census of Mackenzie County found a decrease in the population of Ward 7, which is considered 'urban Fort Vermilion', from 871 in 2003 to 726 in 2010; a decrease of 16.6% which is higher than the decrease reported in the Statistics Canada Census. In contrast, the overall Mackenzie Region has grown from a population of 17,618 in 2001 to 21,610 in 2011, an increase of 22.7%.

The 727 population is considered to be the main population of the Hamlet of Fort Vermilion; however, there are a number of rural communities outside of the official boundaries of the Hamlet that residents generally associate with 'rural Fort Vermilion'. This is represented by the population of Ward 6 of Mackenzie County and approximately 70% of the population of Ward

8<sup>58</sup>. According to the County’s 2010 unofficial municipal census, the population of Ward 6 in 2010 was 651<sup>59</sup>, down from 700 in 2003, and 70% of the population of Ward 8 in 2010 was 266, down from 335 in 2003. This additional rural population that consider Fort Vermilion to be their main service area would affect the use and demand of services in Fort Vermilion. There are also a large number of First Nations and Métis who are currently living on reserves but who consider Fort Vermilion to be their main service area and who would affect the use and demand of services in Fort Vermilion as well.

Figure 37. Historical and Projected Population Trends, Hamlet of Fort Vermilion and Overall Mackenzie Region, 2001-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

In 2011, youth under the age of 25 years made up 45.2% of the total population of Fort Vermilion (or 330 persons), down from their 51.2% proportion in 2001. The number of persons in this age group has decreased notably (20.5%) as well. Similarly, youth under the age of 25 years comprised 52.1% of the total population of the overall Region in 2011 (or 10,935 persons), down slightly from the 53.1% in 2001.

The next largest population group were young and middle-aged adults aged 25 to 44 years who comprised almost a third (30.3% or 220 persons) of Fort Vermilion’s total population. This age group’s population share has stayed the same since 2001, while the number of persons has decreased 12.0%. Similarly, persons aged 25 to 44 years represented 26.8% of the overall Region’s population in 2011, down from 29.4% in 1996. The number of persons in this age group has increased 18.3% over this time period however.

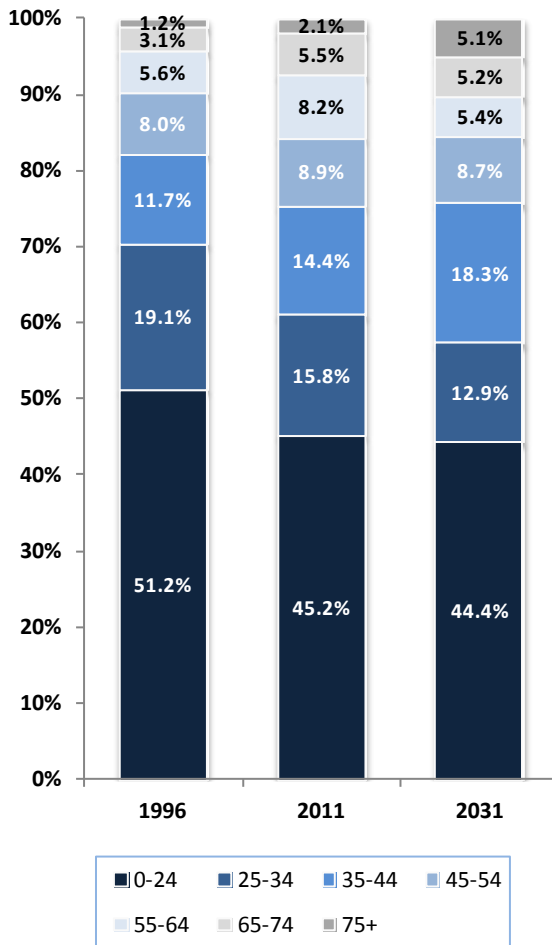
<sup>58</sup> According to estimates from the County’s planning department, as of September 2014.

<sup>59</sup> Excluding temporary residents.

These findings indicate that the Fort Vermilion’s population is largely composed of working age adults and their children, and the proportion of these age groups has not changed over the last 15 years. These findings suggest a need for housing options for younger families and single individuals in order to ensure these households, which make up the majority of the households in Fort Vermilion, have adequate and appropriate housing.

Despite the large proportion of younger individuals, Fort Vermilion’s population is also aging.

**Figure 38. Historical and Projected Population by Proportion of Age Group, Hamlet of Fort Vermilion, 2001-2031**



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

From 2001 to 2011, the number of seniors aged 65 years and older in the Hamlet of Fort Vermilion increased 57.1% to reach 55 persons. In 2011, seniors made up 7.6% of the total population of Fort Vermilion, which is an increase from their 4.3% proportion in 2001. In comparison, for the overall Region, seniors comprised 5.1% of the population, up from 4.0% in 2001, with the number of seniors increasing a similar 50.3%. Thus, the population of Fort Vermilion is somewhat older than the Region as a whole. Discussions with stakeholders confirm that the senior population in the Hamlet is growing. There are also a large number of seniors living in rural areas and First Nations reserves in close proximity to Fort Vermilion who add to this aging population.

Confirming that the aging trend will only continue, the number of persons aged 45 to 64 years in Fort Vermilion increased 13.6% from 2001 to 2011, to make up 17.1% of the Hamlet’s population in 2011 (125 persons), up from 13.6% in 2001. This growth trend is lower than overall Region, however, as this age group

has increased 78.9% to comprise 16.0% of the overall Region’s population. The growth in this age group indicates that Fort Vermilion will likely see a continued increase in their senior population over the next 15 to 20 years, and will need to plan for an age-friendly community, which includes a range of housing and support service options to meet the needs of the aging population. At the same time, it will be important to ensure that there continues to be a



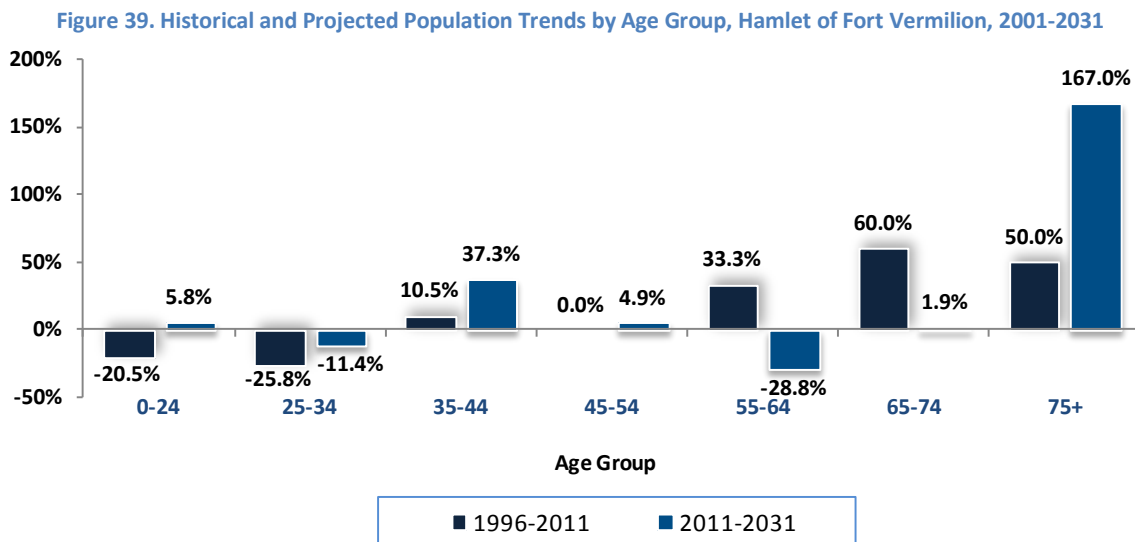
diversity of housing options that can serve a range of age groups, particularly those aged 25-54 years who have a large presence in the Hamlet and whose continued residence in Fort Vermilion will be important in providing the services and amenities required by the Hamlet’s aging population.

**PROJECTIONS**

Based on population projections, the Hamlet of Fort Vermilion’s population is expected to increase by 60 persons, or 7.8%, from 2011 to 2031, to reach 787 persons. The presence of several public sector employers and its increasing role as a commutershed for nearby La Crete are two key factors that are expected to bring some population growth to the area.

When broken down by age, the number of youth under the age of 25 years are expected to increase 5.8% by 2031 to reach 349 persons while their proportion stays steady at 44.3% of the total population, whereas seniors 65 years and over are expected to increase another 46.9% during this time period to reach 81 persons or 10.3% of the total population of Fort Vermilion.

While the numbers of persons aged 25 to 44 years and 45 to 64 years are expected to increase 11.9% and decrease 11.3% respectively from 2011 to 2031, the proportions of these age groups will remain similar (31.3% and 14.1% in 2031 respectively).



Source: Statistics Canada Census, 1996 - 2011; SHS Calculations, 2014

With regard to ‘rural Fort Vermilion’, the population is expected to decrease slightly over the next twenty years, following the trend seen in the 2003 and 2010 unofficial municipal census. This decrease may be partly due to people moving to the more urban areas of the County for employment opportunities as well as to be closer to services and amenities and some youth

leaving rural areas to settle within urban communities. Rural and urban Fort Vermilion as a whole are expected to make up about 11.1% of the County's population by 2031.

## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, these needs are more directly related to the characteristics of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

### *Trends and Projections*

Based on census data, there were 240 households in the Hamlet of Fort Vermilion in 2011. This was down (5.9%) from the 255 recorded in 2001 and represents a slower decline than the population growth during that same period, indicating that household size in Fort Vermilion is most likely shrinking and so there are more households being created compared to the decline in population. In comparison, the number of households in the Region as a whole has grown 19.0% since 2001 to reach 5,705 households in 2011, similar to its 22.7% population growth.

Based on population projections and the predicted change to average household size in 2031, it is estimated that there will be 282 households in Fort Vermilion in 2031, an increase of 17.5% or approximately 42 households. It should be noted that unlike population, the rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen within Fort Vermilion and overall provincially. This is particularly relevant to housing needs, because the need for more dwellings is directly related to growth in households.

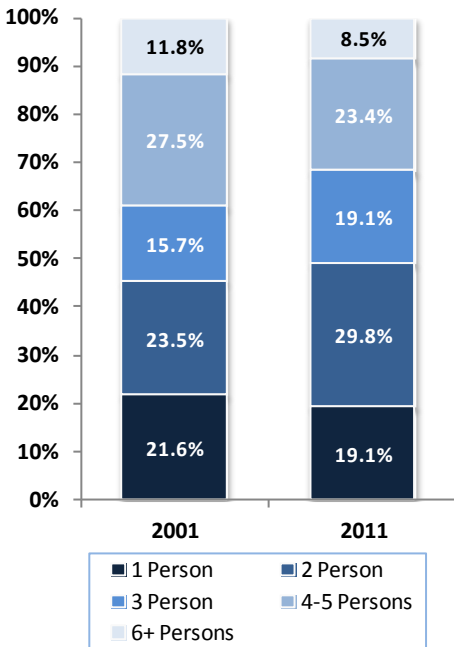
### *Trends in Household Size, Type, Tenure*

#### *Household Size*

The higher rate of growth in the number of households noted above compared to the population growth may be due to the decreasing average household size in Fort Vermilion. Historically, and currently, Fort Vermilion has consistently had lower average household sizes than the Region overall. In 2001 the average household size in Fort Vermilion was at 3.2 persons, compared to 3.4 for the Region. Since 2001, both averages have dropped slightly however, with Fort Vermilion's average household size dropping to 3.0 in 2011, and the Region's average dropping to stand at 3.4 in 2011. The drop in household size may be due to

an increasing tendency to have fewer children and thus smaller households. The decline in household sizes points to the need to ensure that future housing supply corresponds to this trend by providing more smaller units suited to households comprised of fewer persons.

Figure 40. Household Size Trends in Proportion, Hamlet of Fort Vermilion, 2001-2011



Source: Statistics Canada Census, 1996-2011

When examined further, the data indicates that the largest group of households in Fort Vermilion are two person-households at 29.8% in 2011, a share that has increased from 2001 when they comprised 23.5% of all households. This group is followed closely by four to five person households, which comprised 23.4% of all households, down from 27.5% in 2001, followed by one and three person households, which each comprised 19.1% of all households. One-person households were down from 21.6% and three-person households up slightly from 15.7% in 2001. Six-person households comprised just 8.8% of the total population and were down slightly from 11.8%. The number of two-person and three-person households have increased at far greater rates over the past 15 years (17% and 13% respectively) compared to decreases ranging from 18% to 33% for other household sizes, including an 18.2% decrease in one-person households.

In contrast, six person households comprised 14.8% of all households in the Region in 2011, and four to five person households 26.4% of all households, meaning over 40% of the Region’s households are families of four or more persons. The largest group of households in the Region however were two person-households at 28.4% in 2011, a share that has steadily increased from 1996 when they comprised 23.4% of all households. One and three person households each comprised approximately 15% of all households. One-person households were up slightly from 13.3% and three-person households down slightly from 17.3% in 1996.

This data suggests that there is a need for housing options to accommodate smaller households, as two to three-person households are growing in Fort Vermilion. In addition, there is still a need to ensure that there are housing options for families in spite of the real number decreases in the larger household sizes. Stakeholders also suggested that some families from La Crete have started to buy homes in Fort Vermilion due to the lower house prices in the hamlet and this may influence the demand for housing in Fort Vermilion in the future.

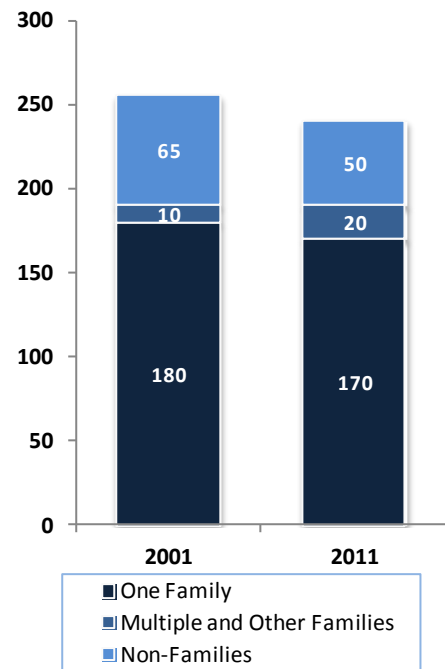
**Household Type**

Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

In 2011, 70.8% of all Fort Vermilion households were one-family households, a share that has stayed the same since 2001. Broken down further, 33.3% of all households in Fort Vermilion in 2011 were comprised of couples with children, with another 20.8% representing couples without children, and 16.7% were lone parent families.

Non-family households (singles and two or more unrelated individuals) comprised 20.8% of households, which is slightly lower than their share in 2001, when they made up 25.5% of all households. The number of non-family households has declined 23.1% from 2001 as well. Multiple and other family households (comprised of more than one family unit) have seen their share rise to reach 8.3% of all households or 20 households (up from 10 households in 2001). Household trending illustrates families with children and multiple and other families are making up an increasing proportion of the households in the hamlet while non-families are declining, suggesting a need for housing options to accommodate these household types. Also, the housing stock may need to be diversified to retain/attract other household types, such as non-families and multiple and other families.

**Figure 41. Household Type Breakdown, Hamlet of Fort Vermilion, 2001-2011**



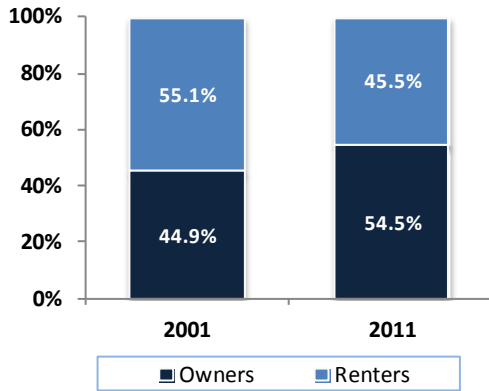
Source: Statistics Canada Census, 1996- 2011

For the Region as a whole 71.1% of all households were one-family households, a share that has similarly dropped significantly since 1996 when it was 81.5%. Broken down further, 44.2% of all households in the Region were comprised of couples with children, with another 19.2% representing couples without children, and 7.7% were lone parent families, indicating a higher proportion of lone-parents in the Region as a whole. Furthermore, multiple families represented 10.3% in the overall Region and non-families 18.6%. There is a similar proportion of multiple families in the Region overall, suggesting that this household type is as popular in Fort Vermilion as the overall Region.

**Household Tenure**

In 2011, some 150 or 54.5% of households in the Hamlet of Fort Vermilion owned their homes with the remaining 125 or 45.5% renting. The share of renters has dropped from 2001 (from

**Figure 42. Trends in Tenure, Hamlet of Fort Vermilion, 2001-2011**



Source: Statistics Canada Census, 1996 - 2011

55.1%) to 2011 whereas ownership has risen (from 44.9% in 2001). In real terms, the number of renters has declined 7.4% since 2001, whereas the number of owners has risen 36.4%.

Regionally, the share of renters declined from 30.5% in 2001 to 2006, and then rose slightly in 2011 to stand at 28.5%, a much lower rental rate than is seen in Fort Vermilion. As well, the number of owner households has grown 37.2% while the number of rental households has increased 27.4%. Emerging lower interest rates and increasing incomes over this period

have helped to make ownership more attractive to some renter households which in partly explains the rise in ownership tenure in the Region and Fort Vermilion. The limited supply of rental housing in the community may also partly explain the increase in home owners.

**Age of Household Maintainer**

When broken down by the age of household maintainer, ownership is shown to be prevalent in households led by persons aged 35 and over in 2011. Less than half (40.0%) of the primary household maintainers under the age of 35 years were owners, compared to most of the primary household maintainers aged 35 to 54, and most of the primary household maintainers aged 65 years and over. In contrast, nearly all primary household maintainers between the ages of 55 and 64 years were renters.

Comparatively, 40% of primary household maintainers under the age of 25 years were owners in the Region in 2011. For those aged 35 to 54 years, the ownership rate was greater than 75%. Over 65% of primary household maintainers aged 25 to 34 were also owners, as were three-quarters of those aged 55 to 64 years. Nearly all (95.8%) primary household maintainers over the age of 65 years were owners as well.

This indicates that ownership rates in Fort Vermilion are similar to the Region. However, the greater proportion of young adults are renters, which is partly due to the lifestyle of this age group and their incomes (as younger adults generally have lower incomes); this indicates a need for rental housing options in Fort Vermilion and the Region.



### **Household Size**

According to 2011 Census data, ownership is more common in 2-person households in Fort Vermilion, as households that have two persons had ownership rates of 87.5% whereas households with three or more persons had ownership rates of just 38.5% and almost none of the one-person households were owners, signalling growing demand for rental units among smaller individual-led households and larger family households. At the regional level, ownership is more common amongst larger households as 52.0% of one-person households are owners, compared to 75.8% of two-person households who own their home and 76.5% of three-plus person households.

### **Household Type**

According to Census data, approximately 86.4% of couples without children and 50% of couples with children were owners, whereas nearly all non-family households were renters in 2011.

This is dissimilar to the regional level, where 50.3% of non-families and 53.7% of lone parents are owners, and other households have ownership rates over 69%. The aforementioned data suggests that in spite of the large proportion of homeowners in Fort Vermilion, there is still a need for rental housing options for households who may not have the financial capacity to buy their own homes, such as non-family households.

## **ECONOMIC ANALYSIS**

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford housing in the community.

Fort Vermilion serves as the main public sector services centre for Mackenzie County. Given Fort Vermilion's role as a regional administrative centre, it is not surprising that the highest proportion of workers are in public administration, education and health and social services. While not representing the highest proportion of workers, there is a considerably higher proportion of people engaged in professional, scientific and technical services and real estate, rental and leasing than in the county or the rural service area. This supports the notion that Fort Vermilion is in a stronger position to attract knowledge industries as these industries typically choose to locate near other 'like' industries. Fort Vermilion also has a higher proportion of workers in manufacturing and mining and oil and gas extraction than the

surrounding rural area.<sup>60</sup> This indicates a need to ensure an appropriate and adequate range housing options within the hamlet to attract these industries and their employees.

## HOUSEHOLD INCOME

The economic capacity of a household is an important element in determining housing need. By examining income trends and characteristics, it is possible to better identify what is affordable for households and the housing options that are available to them within a community.

### *Trends in Average Incomes*

Average incomes in Fort Vermilion are generally lower than Regional averages, as are rates of increase in incomes over time. In terms of 2010 household incomes, Fort Vermilion had an average of \$78,298, up from the 2000 average (\$55,230). These lagged behind the 2010 Regional average of \$98,716.

**\$78,298** AVERAGE HH INCOME



Similar to the Region, however, Fort Vermilion's average household income increased by 41.8% from 2000 compared to a 43.0% increase experienced in the Region.

### *Household Income by Income Deciles*

While figures for the average household income provide a general sense of household income, looking at the distribution of income within the local context provides greater detail of the economic capacity of households in Fort Vermilion. Income deciles divide the total universe (i.e. all households in the Region) into ten equal portions of income groups. The income range of each decile is then applied to Fort Vermilion's population to determine how much of Fort Vermilion's population is in each of the Region's income deciles.

<sup>60</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

Table 16. Household Income Deciles (Based on Mackenzie County Incomes), Hamlet of Fort Vermilion, 2011

Household Income Decile		#	%
Decile 1	\$31,138 and under	35	14.9%
Decile 2	\$31,139 to \$42,662	30	12.8%
Decile 3	\$42,663 to \$49,517	15	6.4%
Decile 4	\$49,518 to \$60,551	20	8.5%
Decile 5	\$60,552 to \$68,017	0	0.0%
Decile 6	\$68,018 to \$76,026	55	23.4%
Decile 7	\$76,027 to \$88,245	0	0.0%
Decile 8	\$88,246 to \$99,627	40	17.0%
Decile 9	\$99,628 to \$133,712	0	0.0%
Decile 10	\$133,713 and over	40	17.0%
<b>TOTAL</b>		<b>235</b>	<b>100.0%</b>

Source: Statistics Canada, Census Custom Tabulation, 2011

As can be seen above, a large proportion (34.0%) of Fort Vermilion's households were in the top three income deciles in 2010. Another 34.1% were in the bottom three income deciles however, and the remainder were in deciles four to six, indicating there are a significant number of lower-income households in Fort Vermilion.

## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

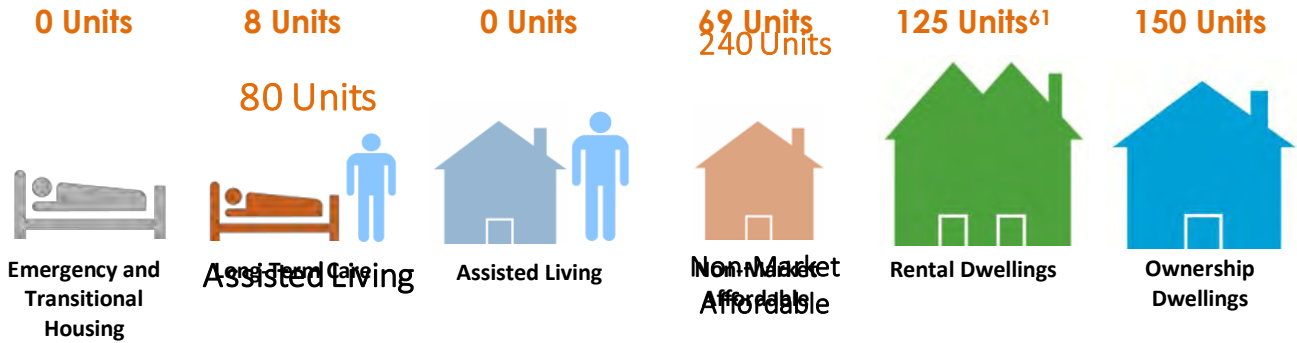
This section provides an overview of the current housing trends in Fort Vermilion, including the existing housing stock throughout the continuum, recent housing activity, and a housing affordability analysis.

### *Continuum of Housing*

Housing is an important element in building a complete, healthy and inclusive community. Ideally, the housing market can be viewed as a continuum where the supply of housing responds to the range of housing demand in a community. However, due to a range of social, economic and geographic factors the full range of housing needs in a community are not always met in the private housing market. This is particularly true for individuals and families with low



incomes or persons with special housing needs. Instead, the housing needs of these individuals and families are often met by non-market housing provided by the public and not-for-profit sectors. The figure below shows the range of dwelling types in the Hamlet.



### Seasonal Dwellings

While typically not a significant part of the local housing supply, trends in seasonal dwellings can provide insights as to housing market activity for a given area. Seasonal dwellings are dwellings that are not meant to be occupied year-round and are normally built to a lesser standard than year-round dwellings.

In 2011 it is estimated there were 39 seasonal dwellings in Fort Vermilion representing 14.0% of all private dwellings. Including seasonal dwellings, there were a total of 314 private dwellings in the Hamlet of Fort Vermilion in 2011. Comparatively, 10.6% of the Region’s total dwelling stock is estimated to be seasonal dwellings.

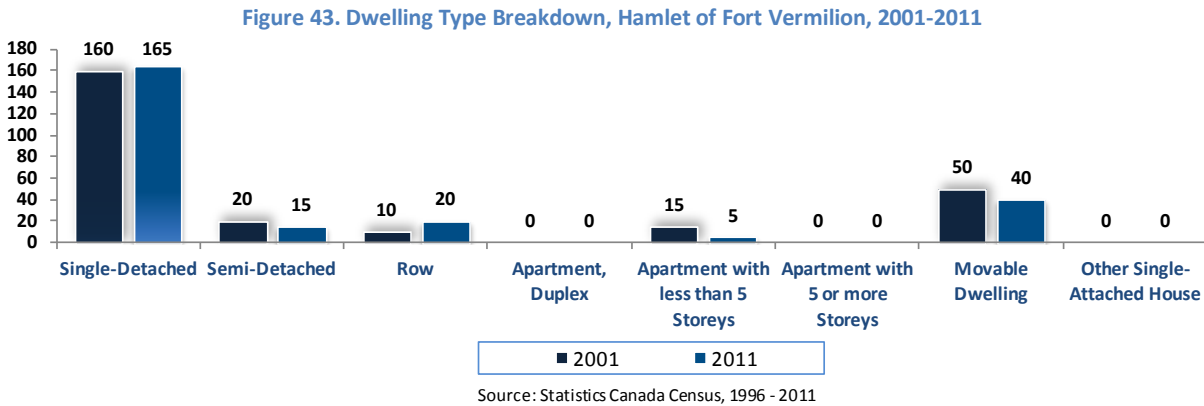
### Trends in Dwelling Types

In 2011, detached homes accounted for the largest share of the housing stock in Fort Vermilion as they comprised 67.3% of all units. Movable dwellings contributed another 16.3% followed by row homes (8.2%), semi-detached homes (6.1%), and low rise (less than five storey building) apartments (2.0%).

In comparison, the proportion of single-detached dwellings in the overall Region was 71.0% in 2011 and the movable dwelling share was 17.8%. There were few other housing types. This mix of housing has the lower density profile that one might expect in rural areas such as Mackenzie Region. However, the above data indicates that Fort Vermilion has a slightly lower low-density profile than the Region as a whole, including slightly higher proportions of multiple dwelling

<sup>61</sup> This number can include some non-market affordable housing and supported housing.

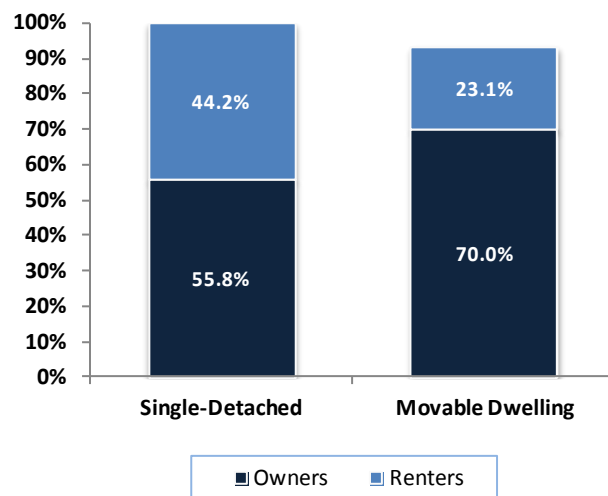
types, suggesting that Fort Vermilion has somewhat more diversity in its dwellings than the Region as a whole. The low rise profile in Fort Vermilion has remained stable since the last census period, as dwelling type proportions have not changed significantly.



### Dwellings by Tenure

The great majority Fort Vermilion’s detached dwellings in 2011 (55.8%) were owner occupied. Ownership rates are also high for movable dwellings (70.0%). Based on 2011 figures for the Region, a higher share of detached homes (78.6%) and movable dwellings (85.6%) are owned regionally. As previously mentioned, the high ownership rates may be partly due to the limited supply of rental housing in the area. Stakeholders stated that finding rental housing, whether affordable or market rate rentals, in Fort Vermilion was a challenge. Also, the limited supply of rental housing was having a negative impact on some employers’ ability to recruit and retain employees, including health care staff. Private developers suggested that they would be open to building more market rate rental housing if they had rental agreements with some of the major employers, such as Alberta Health Services, to minimize their risk.

**Figure 44. Dwelling Type by Tenure, Hamlet of Fort Vermilion, 2011**



Source: Statistics Canada Census, 2011

### Age and Condition of Dwellings

As of 2011, some 15.1% of the dwelling stock in Fort Vermilion was identified as built between 1946 and 1970. The majority of units (62.3%) were constructed between 1971 and 1990, and another 22.6% was built between 1996 and 2005, indicating an overall newer housing stock in Fort Vermilion. For the Region as a whole, 24.3% of the overall Region's housing was built between 1961 and 1980, and another 24.4% between 1981 and 1990. Half of the overall Region's housing was built after 1990.

Like age, the condition of the housing stock is also an indicator of its ability to accommodate needs. In 2011, based on the census questionnaires of households, 40.0% of Fort Vermilion's housing stock was identified as requiring minor repairs. Regionally, the rate of major repairs required was 14% but the rate of minor repairs was 28.8%. This data shows some concerns about the condition of the housing stock in Fort Vermilion.

### Trends in Ownership and Rental Housing

#### Private Rental Market Housing<sup>62</sup>

Rental housing fulfills a number of roles in the housing market. It offers a flexible form of accommodation, provides relief from day-to-day maintenance of home ownership, and often provides more modest unit sizes. Additionally, rental housing is generally more affordable than home ownership. In most cases, rental dwellings tend to require lower monthly payments than the principal, interest, taxes, utilities, and maintenance costs associated with home ownership. Rental housing also does not oblige a down payment, legal and closing fees, land transfer tax, and other costs associated with a purchase of a home.

According to data from Mackenzie County's Planning Department, the average cost of a two-bedroom duplex in Fort Vermilion in 2014 was \$1,200/month. The average cost for a mobile home was \$950/month. The average cost of rental dwellings in Mackenzie Region in 2011 was \$743/month, an increase of 61.8% from 1996 and which results in an annual average increase of 4.1% from 1996 to 2001.

**\$1,200/MONTH** AVERAGE RENT



<sup>62</sup> Average rental cost data by unit size and vacancy rates for the Region are not available

## Social Housing Units

Having a full range of housing options to meet the needs of all residents in a community is a key contributor to maintaining a high quality of life, a vibrant local economy, and a healthy community. The provision of affordable<sup>63</sup> housing is essential to meet the needs of several population groups, including seniors on a fixed income, youth, students, single parent families, or individuals with a modest earning job.

Social housing is most commonly associated with the provision of rental housing through government subsidies for households with low incomes who would otherwise not be able to afford housing in the private rental market. Social housing plays an important role in the housing continuum as the presence of an adequate amount of social housing in a community ensures that all households, including those with lower incomes, will have affordable, appropriate, stable, and secure housing.

The Mackenzie Housing Management Board manages the provision of social housing in the hamlets and rural areas of the County. As of mid-2014, there are a total of 214 Mackenzie Housing units in the Region, 69 of which are in Fort Vermilion (32.2% of all units). The majority of these units (56.5%) are for low-income families, and another 17.4% are for low-income seniors. It was noted by stakeholders that a large number of these units are occupied by Aboriginal households, showing the importance of Fort Vermilion as a source of affordable housing for these individuals. The remaining units are for affordable ownership housing. Some stakeholders have suggested that there is still a need for additional affordable rental units particularly for families and single individuals.

Table 17. Mackenzie Housing Portfolio, 2014

Program			Location	
	#	%	Fort Vermilion	La Crete
Low Income Family	52	24.3%	39	13
Low Income Seniors	42	19.6%	12	30
Rent Supplement to Tenant	10	4.7%		8
Private Landlord	12	5.6%		12
Affordable Ownership Housing	18	8.4%	18	
Seniors Lodge	80	37.4%		80
<b>TOTAL</b>	<b>214</b>	<b>100%</b>	<b>69</b>	<b>143</b>

Source: Mackenzie Housing, 2014

<sup>63</sup> Housing is considered affordable if the cost of housing does not exceed 30% of the gross income of a household.

**Seniors Assisted Living and Special Needs Housing**

Special needs housing provides housing that has appropriate design features and essential supports that make it possible for persons with special needs to live independently. This type of housing is normally provided for persons with a serious mental illness, intellectual disabilities or challenges, physical disabilities and for frail and/or cognitively impaired elderly persons. Special needs housing (also called supportive housing or assisted living) is typically provided on a permanent basis as individuals need both the housing and support services throughout their life stages. Special needs housing may be public, private, or operated by a non-profit agency.

Special needs housing and services are provided to residents of the Region by Alberta Health Services through facilities such as St. Theresa General Hospital in Fort Vermilion. The services provided by Alberta Health Services include Needs Assessments, Coordinated Access Services for Continuing Care Living Options, Home Care, Placement Coordination, Discharge Planning, Financial and Legal referral service and assistance.

**Table 18. Special Needs Services, Hamlet of Fort Vermilion, 2014**

Program		
Alberta Health Services - Families First Caseloads		4
Alberta Health Services - Assertive Outreach Caseloads		8
County Long Term Care Beds		8
County Homecare Senior Clients		

Source: Mackenzie County, 2014

Alberta Health Services’ ‘Families First’ program, which involves a social worker assisting families in their home with child rearing instruction, was assisting 4 households in Fort Vermilion as of mid-2014. Their ‘Assertive Outreach Services’ program, where personal support workers provide support in the homes of chronic mental health clients who are unable to attend outpatient services was assisting 8 clients in Fort Vermilion as of mid-2014. All Alberta Health Services clients function in their home settings and as such generally do not need a supportive living facility to provide additional services.

Eight of the Region’s long-term care beds are in Fort Vermilion. Stakeholders suggested that some residents who have qualified for assisted living or long term care have withdrawn their application and chosen to stay at home at great risk to their health as they do not want to move out of their community.

Using the provincial (5.2%) and national (8.9%) capture rate for seniors supportive housing/assisted living as well as the current seniors population, it is estimated that 25-38 assisted living units should be added in Fort Vermilion by 2031. This would serve seniors currently living in Fort Vermilion, seniors in adjacent rural areas and Aboriginal seniors in need of such accommodation.

At the same time, our projections show a need for 47-55 seniors self-contained units in Fort Vermilion to serve those seniors in need of more suitable accommodation but not yet in need of higher levels of supports.

Further, many seniors pointed out that their actual preference was to remain in their existing home as long as possible, which could be made possible by an expansion in home care services and resources. Research has shown that most seniors would prefer to age in their own homes and they generally stay healthy and live longer when they are provided with the supports they need within their own homes. In terms of government resources, providing home care services is generally more affordable than the cost of assisted/supportive living. In view of the importance of home care in enabling seniors to age in place and in reducing the high cost of institutionalization, stakeholders should advocate strongly to Alberta Health Services for a significant expansion in resources being invested in home care for area seniors.

A great deal of interest was shown at public open houses and in stakeholder interviews in continuum of care campuses that combine seniors self-contained units, assisted living beds and support service agencies. These would enable seniors to age in place while remaining in the same location and also provide efficiencies in operation. The site at St. Theresa General Hospital may offer the opportunity to develop a facility of this nature.

### *Trends in Building Activity*

Residential building activity in Fort Vermilion has been relatively inactive in recent years, averaging 2 to 8 new permits annually between 2012 and mid-2014. Based on this data, over the last 3 years some 17 new units have been added, comprising 5.9% of the County's total building permits, indicating that a small portion of the County's development activity is taking place in Fort Vermilion.

There was also limited activity in the rural areas of Fort Vermilion and all of it was low-rise. In 2012, 2 single-family units and 2 manufactured single-wide homes were built in Wards 6 and 8. In comparison 5 single-family units and 1 manufactured single-wide home were built in Wards 6 and 8 in 2013, suggesting that building activity has remained the same recently.

This data shows that only a few new units are being added to the stock. The data also shows a lack of diversity in the housing stock that is being built in Fort Vermilion.

### *Residential Development Potential*

Another key consideration in housing supply is ensuring that anticipated growth can be accommodated within the community. This potential for residential development is generally measured in terms of available lots or based on assumptions about the potential yield of lands designated for residential development. This is an important factor as it can influence what is made available in the market place and at what price.

There are currently 136 hectares of net developable residential lands available for an estimated 532 single-detached dwellings in Fort Vermilion<sup>64</sup>. This appears more than sufficient to accommodate future housing requirements.

### *Dwelling Projections*

Based on population projections, it is estimated that there will be 282 dwellings needed in Fort Vermilion in 2031, meaning an additional 37 dwellings will need to be provided. Of the 37 additional dwellings that will be needed, 57% (or 21 dwellings) should be multi-units (ie: row and towns, low-rise apartments) with the remaining units comprised of single-detached homes.

The Hamlet should aim for a rental and ownership tenure split of 50%.

## **HOUSING AFFORDABILITY<sup>65</sup>**

Housing is the single largest monthly expenditure for most households, thus accessing affordable, adequate, and suitable housing is a pressing concern for many individuals and families. Research has shown that housing affordability is a problem that is disproportionately faced by lower income households. It is also a concern for some moderate income households who choose to spend a large proportion of their income on housing to be able to move from the rental market to the homeownership market.

Housing affordability is a critical element in the social well-being of all residents and an adequate supply of affordable housing greatly contributes to the creation of healthy and economically prosperous communities. Measuring housing affordability involves comparing

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<sup>64</sup> Fort Vermilion Area Structure Background Report.

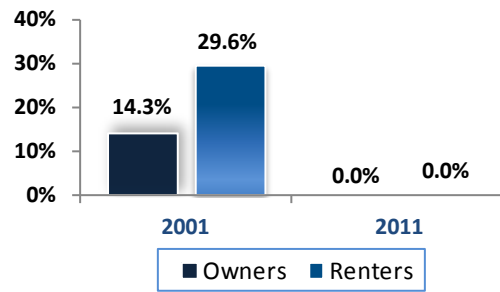
<sup>65</sup> Data not available for reserves and the Métis settlement

housing costs to the ability of a household to meet those costs. Income and wages are used as a measure of housing affordability.

### Income Spent on Shelter Costs by Tenure, Age of Household Maintainer, and Household Type

Statistics Canada defines ‘income spent on shelter’ as the proportion of a household’s average monthly household income which is spent on housing costs. This percentage is calculated by dividing the total shelter-related expenses by the household’s total monthly income and multiplying the result by 100. These expenses include the monthly rent or the mortgage payment and the costs of electricity, heat, municipal services, property taxes and other shelter-related expenses<sup>66</sup>. Housing is considered affordable if the household spends less than 30% of their total before-tax income on housing costs.

Figure 45. Spending Over 30% of Income on Housing by Tenure Trends, Hamlet of Fort Vermilion. 2001-2011



Source: Statistics Canada Census, 1996 - 2011

#### Income Spent on Shelter by Tenure

Using the affordability benchmark of 30%, the ability of households in Fort Vermilion to meet housing costs was evaluated. According to Statistics Canada data, most households in Fort Vermilion were spending 30% or less of their household income on housing costs in 2011. In comparison, in the Region, a quarter of renter households spent more than 30% of their income on housing in 2010 (25%), which is above the 18.1% of owners spending 30% or more of their income on housing costs.

In examining historical figures, housing affordability issues have improved in Fort Vermilion for renters since 2000. The proportion of these households experiencing affordability challenges dropped from 29.6% (40 households) in 2000 to 9.5% (10 households) in 2005 to almost none in 2010. In comparison, owners fluctuated more, rising from 14.3% of owners (15 households) spending 30% or more of their income on housing costs in 2000 to 20.0% (25 households) in 2005, to almost none in 2010.

### Affordability of Ownership and Rental Housing

The Fort Vermilion average household income in 2010 of \$78,298 can safely afford to purchase a home of a maximum of \$316,407 or pay monthly rental costs of \$1,957. Both the 2011 average value of dwellings for the Region (\$187,372) and average rental costs (\$1,200/month

<sup>66</sup> Statistics Canada 2006 Census Dictionary



for a two-bedroom duplex) for Fort Vermilion are far below what the average household income can afford.

However, the 2014 average rent (\$1,200/month for a two-bedroom duplex) is affordable to all households except for those in the bottom two income deciles (65 households), as those at the top of this group earns \$42,662/annually and can afford \$1,066/month in rent. Households in the first two deciles are also unable to afford the 2011 average value of dwellings in the Region (\$187,372).

The average household income for a senior led household aged 65 to 74 years in Fort Vermilion was \$106,798 in 2010. This average household income can afford a house price of \$431,577 and a monthly rent of \$2,670. The house price seniors earning the average household income can afford is notably higher than the average value of dwellings in the Region.

### *Income Assistance and Housing Affordability*

The minimum wage in Alberta is \$9.95/hour as of 2014, which equates to \$20,696/year if working full-time (40 hours a week). At this income level, the average rental costs (\$1,200/month for a two-bedroom duplex) for Fort Vermilion are far out of reach.

Alberta Works provides \$436/month in core shelter payments to a two-adult household, which is far below the average rent level of \$1,200/month for a two-bedroom duplex in Fort Vermilion. A couple with one child receive \$575/month, which is also significantly below the average rent level.

As well, the maximum annual seniors benefit for a single senior of \$3,360 results in just \$280/month for housing costs, which is not nearly enough to meet average rent levels in the Hamlet, unless the household is earning close to the \$26,200 income threshold in addition to the benefit or unless the seniors already has a home with significant equity.

## POLICY FRAMEWORK ANALYSIS

### *Fort Vermilion Area Structure Plan Background Report (2013)*

This non-statutory report contains background analysis that was undertaken as part of the Hamlet of Fort Vermilion Area Structure Plan (ASP) process. The ASP is meant to guide the development of the hamlet over the next twenty years. The ASP is primarily based on policy direction from the Mackenzie County Municipal Development Plan Bylaw 735-09.

The analysis in the report has identified the potential for a declining population trend although there are a large number of residents in Fort Vermilion within the 15 years and younger age group. With regard to housing demand, the report identifies a need for 58 new residential units by 2033 based on the high growth scenario. It also identifies the need for diversification of the housing stock to meet the needs of all age groups, including younger groups and seniors. While it is anticipated that the slow rates of growth will continue, there is a growing population of seniors who will need housing options. The report recommends that compact residential development be encouraged in proximity to health and residential services to accommodate seniors. It also encourages the expansion of health care uses around the hospital.

The vision for the hamlet is: *In 20 years, Fort Vermilion is envisioned to be a quiet community with a rural character that celebrates its heritage as one of the oldest communities in Alberta and its connection to the Peace River in order to create tourism opportunities. Fort Vermilion will serve as a commercial and cultural centre for the surrounding community, while providing opportunities for all ages through a diversity of housing, recreation and employment opportunities.*

Our analysis is consistent with the above vision. In particular, the aging of the population will increase the need to provide a diversity of housing opportunities for seniors.

## KEY FINDINGS AND CONCLUSIONS

The following are the key findings and conclusions arising from the above analysis.

### Key Findings

- The population in Fort Vermilion is decreasing for most age groups, except the baby boomer and senior populations. These population groups are expected to continue to increase at higher rates than the rest of the population over time.
- There is a need to diversify the housing stock in Fort Vermilion to accommodate different household types, including two- and three-person households and seniors.
- One-person and non-family households are more likely to rent in Fort Vermilion, as are young adults and older adults close to retirement age.
- There is a need for more rental housing units, particularly market rate units, in Fort Vermilion. Stakeholders noted that the limited supply of rental housing is severely impacting employers' ability to recruit and retain staff, including health care staff.
- There is a need for seniors housing options in Fort Vermilion, both independent as well as assisted living options.

### Conclusions

#### Housing Projections

- Based on population and household projections, an estimated 282 dwellings will be needed in Fort Vermilion by 2031 which translates to an additional 37 dwellings. About 57% of these dwellings should be multi-family dwellings (i.e. rows, low-rise apartments, etc.) to accommodate the changing demographics.

#### Housing Options for Seniors<sup>67</sup>

- A total of 25-38 assisted living beds should be added in Fort Vermilion by 2031.
- Approximately 47-55 additional seniors self-contained rental housing units should be added by 2031.
- The site at St. Theresa General Hospital should be explored as the potential location for a multi-level of care facility built to B2 occupancy standards<sup>68</sup>. A large proportion of these beds/units should be set aside for low income seniors and persons living with disabilities while other beds/units can be rented out at market rates to those who require support services but who have higher incomes or equity from an existing home or farm.

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<sup>67</sup> Examples of housing options for seniors are provided in the Appendix

<sup>68</sup> B2 is an occupancy classification in the Alberta Building Code

- The County should advocate to Alberta Health Services to increase the availability of home care support services in the Fort Vermilion area to better meet the needs of current as well as future residents and to facilitate aging in place.

### **Partnerships**

- The County and Mackenzie Housing Management Board should consider partnering with the First Nations to build housing options for seniors, including assisted/ supportive living options and independent living options, particularly since a large proportion of the assisted/supportive living beds/units required in Fort Vermilion would be for First Nations seniors.
- The County and Mackenzie Housing Management Board should facilitate discussions between private developers/ landlords and major employers in the area, such as Alberta Health Services, to enter into rental agreements that will encourage the private sector to increase the supply of market rate rental housing.

### **Incentives**

- The County should consider providing financial and/or in-kind incentives to encourage private developers to build homes with accessible/ Universal Design features to facilitate aging in place.

# HAMLET OF ZAMA

The Hamlet of Zama is located in the middle of one of the largest known oil and gas fields in Alberta. As such, it has a large number of temporary residents who are directly or indirectly employed by the oil and gas companies. It also has a small number of permanent residents, but most people are in the area for employment purposes. As such, the housing needs in the community are mainly focused on rental housing for people working in the service sector and the development of a more permanent housing stock as the existing stock is mostly made up of movable dwellings.

The section analyzes demographic, housing and affordability data on the Hamlet of Zama.

## POPULATION TRENDS AND PROJECTIONS

Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

### *Trends and Projections by Age*

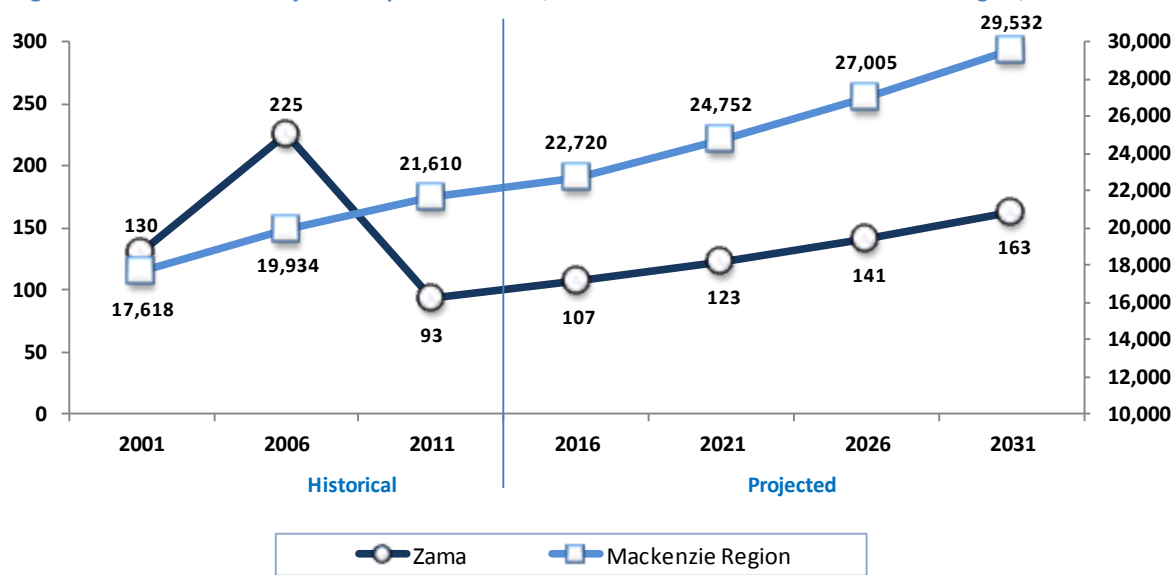
In 2011, the population of Zama stood at 93, down from 130 in 2001. This represented an overall decrease of 28.5% - the population rose 73.1% from 2001 to 2006 but dropped 58.7% from 2006 to 2011. In contrast, the overall Mackenzie Region has grown from a population of 17,618 in 2001 to 21,610 in 2011, an increase of 22.7%.

The 93 population is considered to be the main population of the Hamlet of Zama; however, there are a number of rural communities outside of the official boundaries of the Hamlet that residents generally associate with 'rural Zama'. This includes all of the population of Ward 10 of Mackenzie County. According to the County's 2010 unofficial municipal census, the population of Ward 10 in 2010 was 141<sup>69</sup>, down from 173 in 2003. This additional rural population that consider Zama to be their main service area would affect the use and demand of services in Zama.

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<sup>69</sup> Excluding temporary residents.

Figure 46. Historical and Projected Population Trends, Hamlet of Zama and Overall Mackenzie Region, 2001-2031



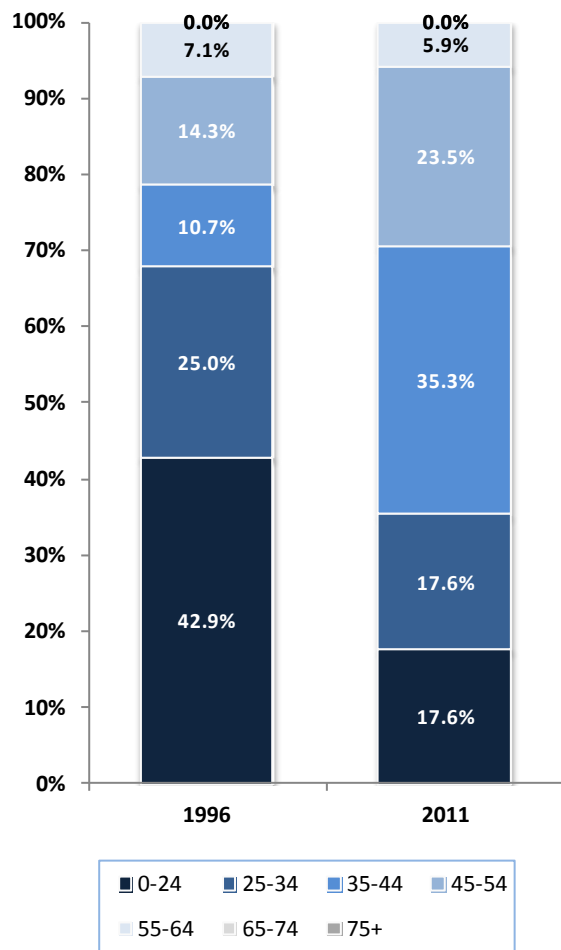
Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

In 2011, youth under the age of 25 years made up 17.6% of the total population of Zama (or 15 persons), which is much lower than their 42.9% proportion in 2001. The number of persons in this age group has decreased notably (75.0%) as well. In contrast, youth under the age of 25 years comprised 52.1% of the total population of the overall Region in 2011 (or 10,935 persons), down slightly from the 53.1% in 2001.

The largest population group were middle-aged adults aged 35 to 54 years who comprised more than half (58.8% or 50 persons) of the Zama's total population. This age group's population share has increased considerably (58.8%) since 2001, while the number of persons has increased 42.9% as well. Persons aged 25 to 24 years represented another 17.6% of the population. In contrast, persons aged 25 to 44 years represented 26.8% of the overall Region's population in 2011, down from 29.4% in 1996. The number of persons in this age group has increased 18.3% over this time period however.

These findings indicate that the Zama's population is mostly working age adults, and the proportion of this age group has increased over time. These findings suggest a need for housing options for younger families and single individuals in order to ensure these households have adequate and appropriate housing.

Figure 47. Population by Proportion of Age Group, Hamlet of Zama, 2001-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

There were no seniors recorded in Zama in 2011. In contrast, for the overall Region, this age group has increased 78.9% to comprise 16.0% of the overall Region’s population. Approximately 5.95% of the population was aged 55 to 64 years however, indicating that Zama could be seeing a senior population in the near future.

According to projections in the Hamlet’s Area Structure Plan, the population of Zama is expected to grow 91.8% from 2011 to 2031 to reach 163 persons. The population in the rural area surrounding Zama is expected to make up a smaller proportion of the total population of the County’s rural areas by 2031, decreasing from just over 1% based on the unofficial 2010 municipal census to less than 1% in 2031. This trend may be due to the increase in population in the other rural areas of the County as well as people moving to more urban areas of the Region, particularly since this area is currently primarily temporary work camps.

## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, these needs are more directly related to the characteristics of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

## Trends and Projections

Based on census data, there were 35 households in Zama in 2011. This was down 22.2% from the 45 recorded in 2001, and is also 58.8% lower than the 85 households recorded in 2006. In comparison, the number of households in the Region as a whole has grown 19.0% since 2001 to reach 5,705 households in 2011, similar to its 22.7% population growth.

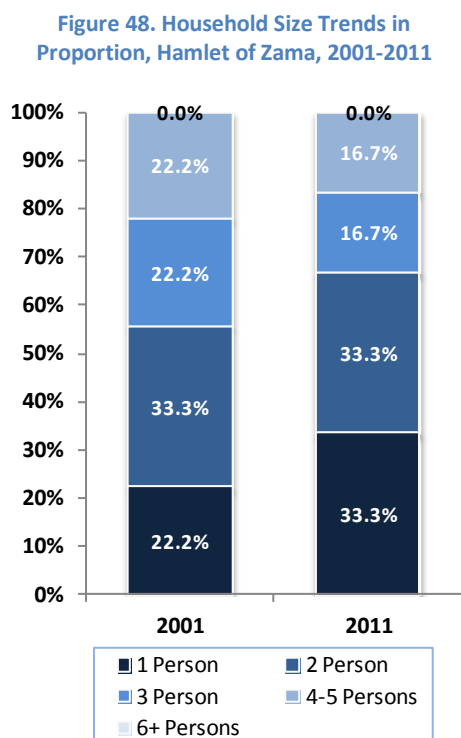
## Trends in Household Size, Type, Tenure

### Household Size

The slightly lower rate of decline in the number of households noted above compared to the population decline may be due to the decreasing average household size in Zama. Historically, and currently, Zama has consistently had lower average household sizes than the Region overall. In 2001 the average household size in Zama was at 2.6 persons, compared to 3.4 for the Region. Since 2001, both averages have dropped slightly, with Zama's average household size dropping to 2.1 in 2011, and the Region's average dropping to stand at 3.4 in 2011. The lower average household size in Zama compared to the rest of the Region may be partly due to the large proportion of individuals who go to the area mainly for employment opportunities and who may not have their families with them as they may not have plans to settle in the area permanently.

This trend suggests a need for housing options for smaller household sizes. It also speaks to the transitional nature of this population.

When examined further, the data indicates that the largest group of households in Zama are one and two person-households at 33.3% each in 2011, a share that has slightly increased for one-person households from 2001 when they comprised 22.2% of all households, and remained the same for two-person households. These groups are followed by three and four to five person households, which each comprised 16.7% of all households, down from 22.2% each in 2001. The number of one-person households has stayed the same over the past 15 years compared to declines in larger household sizes.



Source: Statistics Canada Census, 1996-2011

In comparison, two person-households in the Region as a whole made up 28.4% of all households in 2011, a share that has steadily increased from 1996 when they comprised 23.4%



of all households. One and three person households each comprised approximately 15% of all households. One-person households were up slightly from 13.3% and three-person households down slightly from 17.3% in 1996.

### Household Type

Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

In 2011, 42.9% of all Zama households were one-family (couples without children) households, a share that has dropped notably since 2001 when it was 66.7%. Non-family households (singles and two or more unrelated individuals) comprised another 42.9% of households, which is higher than their share in 2001, when they made up 33.3% of all households. Multiple and other family households (comprised of more than one family unit) have seen their share rise from 2001 to 2011 from 0% to reach 14.7% of all households or 5 households. The increase in non-family, multiple family and other family households may be due to the limited rental housing options in the area which is resulting in some individuals and families ‘doubling up’.

## ECONOMIC ANALYSIS

Changing economic conditions influence the demand for housing within a community, both in terms of the number of housing units required as well as the ability of households to afford housing in the community.

There are two large oil and gas fields in Rainbow Lake and Zama, which provide services to the oil industry. Brought into existence to serve one of the largest conventional oil and gas fields in Alberta, Zama City is the smallest and most remote of the Mackenzie County’s hamlets. Due to the community’s size and reliance on a single industry, there are only a few businesses in any industry. The largest employer is Apache Canada whose parent company, Apache, is a multinational exploration and production company in the oil and gas industry. Beyond this oil and gas extraction company, the largest concentration of businesses is in the construction industry. These construction companies are servicing Apache Canada’s extraction operations.<sup>70</sup> This suggests a need for housing options suitable for smaller households who may only be in the area on a temporary basis.

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<sup>70</sup> Millier Dickinson Blais. (2013). Mackenzie County Area Structure Plans: Economic Opportunities and Competitive Advantages Report

## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

This section provides an overview of the current housing trends in Zama.

### *Trends in Dwelling Types*

While typically not a significant part of the local housing supply, in Zama seasonal dwellings form a large proportion of all dwellings and trends in seasonal dwellings can provide insights as to housing market activity for a given area. Seasonal dwellings are dwellings that are not meant to be occupied year-round and are normally built to a lesser standard than year-round dwellings.

In 2011 it is estimated there were 38 seasonal dwellings in Zama representing 51.4% of all private dwellings, indicating a large temporary population in the Hamlet. Including seasonal dwellings, there were a total of 73 private dwellings in the Hamlet of Zama in 2011. Comparatively, just 10.6% of the Region's total dwelling stock is estimated to be seasonal dwellings. Anecdotal information from stakeholders indicates that there is a much larger number of seasonal dwellings in Zama within the work camps.

In 2011, mobile homes accounted for most of the housing stock in Zama as they comprised 85.7% of all units. The remaining 14.3% of units were single-detached dwellings. In comparison, the proportion of single-detached dwellings in the overall Region was 71.0% in 2011 and the movable dwelling share was 17.8%. The large proportion of mobile homes in Zama is largely due to the transient nature of the community as well as the challenges associated with building permanent housing, including increased costs and the need to import trades and materials from other communities.

Stakeholders noted that most of the dwellings in Zama are owned by the oil and gas companies and are provided to their employees. Unfortunately, this has resulted in very limited housing options for people who are not directly working for these companies.

Based on population and dwelling projections, it is estimated that by 2031, a total of 86 dwellings will be required in Zama which means an additional 51 dwellings. As much as possible, more permanent dwellings should be encouraged, including single detached and multi-family units. It should be noted that there are challenges in estimating the size of the population and number of dwellings required in Zama in the next twenty years due to the transient nature of the current population as well as the economic uncertainty of future gas and oil employment. As such, these projections represent the lower end of the potential growth range in order to be cautious about growth.

### *Trends in Building Activity*

There have been no building permits issued in either the main or rural Zama since 2012.

### *Residential Development Potential*

Another key consideration in housing supply is ensuring that anticipated growth can be accommodated within the community. This potential for residential development is generally measured in terms of available lots or based on assumptions about the potential yield of lands designated for residential development. This is an important factor as it can influence what is made available in the market place and at what price. There are currently 145 hectares of net developable residential lands available for an estimated 636 single-detached dwellings in Zama<sup>71</sup>. This is more than sufficient to accommodate projected growth.

## **POLICY FRAMEWORK ANALYSIS**

### *Zama Area Structure Plan Background Report (2013)*

This background report is a non-statutory document prepared as part of the Hamlet of Zama Area Structure Plan (ASP) process. The ASP is primarily based on policy direction from the Mackenzie County Municipal Development Plan Bylaw 735-09 and aims to provide a framework for future development within the hamlet.

The background report examines the current context and estimates the population and households into 2031. As part of this analysis, it was noted that while the permanent population in the hamlet is less than a hundred people, the seasonal population increases to approximately 5,000 during the winter months. This significant increase in the population may

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<sup>71</sup> Zama Area Structure Background Report.

have implications for municipal infrastructure planning, including the planning for residential development.

With regard to housing demand, key actions identified in the background report include the need to identify new residential areas to allow for 225 new residential units and creating residential areas that are separate from working areas to enable high quality of life and choice of living location. The need to plan for the seasonal worker population was also noted as a key action. The need to separate residential uses from industrial uses while ensuring flexibility in some areas for live-work arrangements was noted in the report.

The vision for Zama that was developed as part of the ASP process is: *In 20 years, Zama City is envisioned to be an oil and gas services centre with an expanded permanent population that supports the local provision of basic commercial services and offers a great place for people to work, live and play in a northern rural setting.*

## KEY FINDINGS AND CONCLUSIONS

The following are the key findings and conclusions arising from the above analysis.

### Key Findings

- The population in Zama, which is mostly made up of working age individuals, has decreased but is expected to increase by more than 90% in the next twenty years (depending on the economic health of the local oil and gas sector).
- The majority of dwellings are mobile homes and there are a large number of seasonal dwellings, reflecting the transient nature of the population.
- One- and two-person make up the majority of households in Zama, indicating a need for smaller housing options.

### Conclusions

- Approximately 51 new dwellings will be needed by 2031. Efforts should be made to develop more permanent forms of housing.
- Mackenzie Housing Management Board may want to explore partnerships with the private sector to develop some affordable and market rate rental units for households who do not have access to housing provided by the major employers in the area.

# FIRST NATIONS AND MÉTIS COMMUNITIES

The section analyzes demographic, housing and affordability data for the reserves and Métis communities of Mackenzie Region. While the municipalities and Housing Agencies are not responsible for housing on reserve, a large number of First Nations and Métis peoples view the communities of Mackenzie Region as part of their home community. Indeed, a large number of non-market units operated by Mackenzie Housing Management Board and High Level Housing Authority are occupied by Aboriginal residents in need of affordable housing. As such, they have a significant influence on the need and demand for housing in these communities. The information provided in this section was derived from published sources and from interviews with relevant stakeholders.

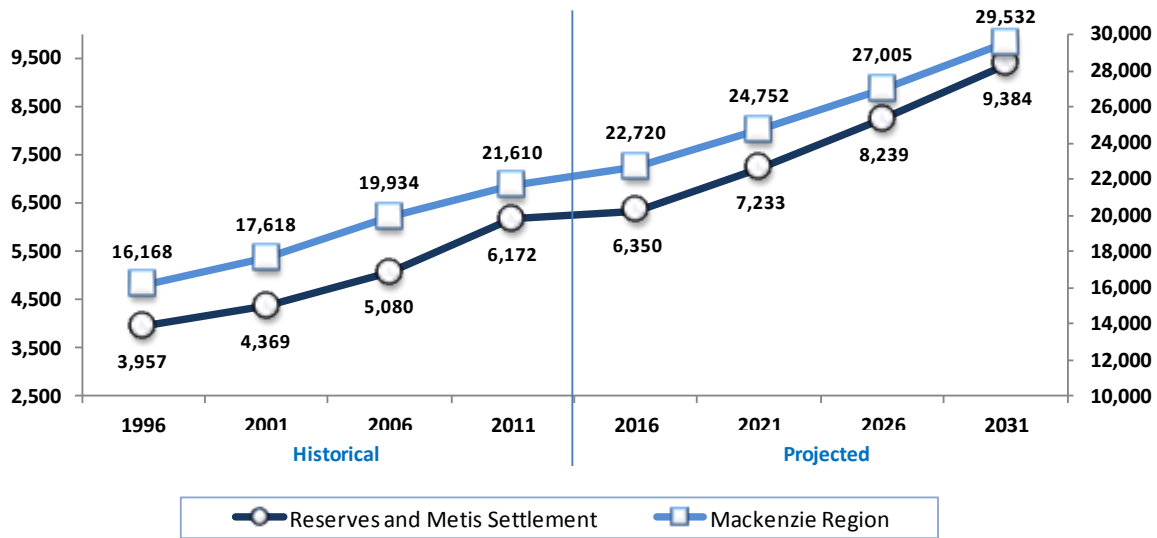
## POPULATION TRENDS AND PROJECTIONS

Population characteristics, such as the age and composition of the population, are important factors that influence the demand for housing in a community.

### *Trends and Projections by Age*

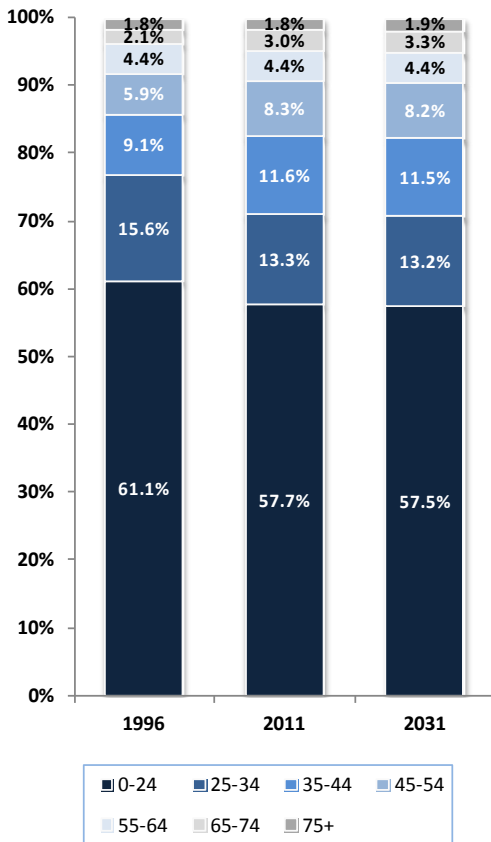
In 2011, the population of the reserves and Métis communities as reported in the Census stood at 6,172, up from 3,957 in 1996. This represented an overall increase of 56.0%. In contrast, the overall Mackenzie Region (including reserves and Métis communities) grew from a population of 16,168 in 1996 to 21,610 in 2011, an increase of 33.7%. Accordingly, the First Nations population in these areas is growing much faster than the overall Regional population.

Figure 49. Historical and Projected Population Trends, Reserves, Métis Settlement and Overall Mackenzie Region, 1996-2031



Source: Statistics Canada Census, 1996-2011; SHS Calculations, 2014

Figure 50. Historical and Projected Population by Proportion of Age Group, Reserves and Métis Settlement, 1996-2031



Source: Statistics Canada Census, 1996- 2011; SHS Calculations, 2014

In 2011, youth under the age of 25 years made up 57.7% of the total population of the reserves and

Métis communities (or 3,215 persons), which is slightly higher than their 53.5% proportion in 1996. The number of persons in this age group has increased notably (32.2%) as well. Similarly, youth under the age of 25 years comprised 52.1% of the total population of the overall Region in 2011 (or 10,935 persons), down slightly from the 53.1% in 2001.

The next largest population group were young and middle-aged adults aged 25 to 44 years who comprised another 24.9% (or 1,385 persons) of the reserves and Métis communities' total population. This age group's population share has remained relatively stable since 1996 as well, just increasing a couple of percentage points, and the number of persons aged 25 to 44 years has also increased 41.3%. Persons aged 25 to 44 years represented 26.8% of the overall Region's population in 2011, down from 29.4% in 1996. The number of persons in this age group, however, has increased 18.3% over this time period.

These findings indicate that the reserves and Métis communities' population is largely composed of working age adults and their children, and these proportions have just increased slightly over the last 15 years. These findings suggest a need for housing options for younger families and single individuals in order to ensure these households have adequate and appropriate housing and are not leaving the reserves and Métis communities due to the lack of available housing. Indeed, discussions with the Denetha Tribal Council in the High Level area found that there are growing waiting lists for on reserve family housing, ranging from 70 to 200 applicants.

Despite the large proportion of younger individuals, the reserves and Métis communities' population is also aging. From 1996 to 2011, the number of seniors aged 65 years and older in the reserves and Métis communities has increased a reported 74.2% to reach a reported 270 persons. In 2011, seniors made up 4.8% of the total population of the reserves and Métis communities which is an increase from their 3.4% proportion in 1996. Similarly, for the overall Region, seniors comprised 5.1% of the population, up from 3.6% in 1996, with the number of seniors increasing 83.8%.

As well, the number of persons aged 45 to 64 years in the reserves and Métis communities has increased a reported 72.0% from 1996 to 2011, to make up 12.7% of the area's population in 2011, up from 9.1% in 1996. For the overall Region, this age group has increased 78.9% to comprise 16.0% of the overall Region's population. The growth in this age group indicates that the reserves and Métis communities will likely be seeing a large increase in their senior population over the next 15 to 20 years, and will need to plan to accommodate these individuals, including providing a range of housing and support service options to meet the needs of the aging population. Discussions with stakeholders indicate that there are currently no housing options for seniors on the reserves and as such, some of these seniors would likely choose to move to one of the communities of Mackenzie Region, particularly High Level and Fort Vermilion, to access more appropriate housing and support services, including assisted/supportive living options. Indeed, the Lodge in La Crete already accommodates some First Nations residents. Provision of assisted living units in High Level and Fort Vermilion would enable these individuals to move closer to families and friends and also free up beds in La Crete for the local population. Discussions with First Nations representatives noted that the cultural differences among the Mennonite population primarily served at Heimstead Lodge and the Aboriginal elders can make it uncomfortable for them to live in this facility and that they would prefer to live with a greater number of individuals of their own culture.

**PROJECTIONS**

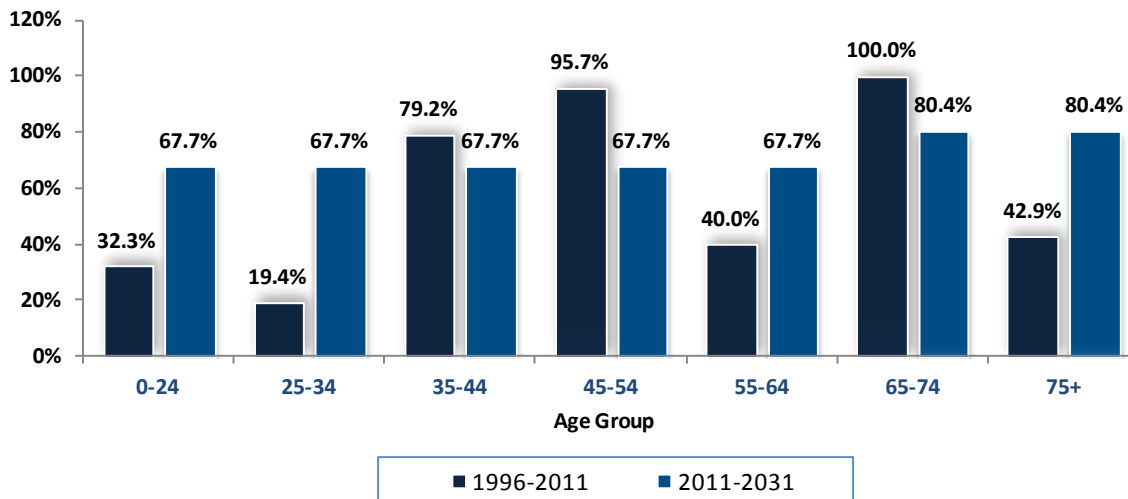
Based on population projections, the reserves and Métis communities’ population is expected to increase by 3,212 persons, or 47.9%, from 2011 to 2031, to reach 9,384 persons.

When broken down by age, the number of youth under the age of 25 years are expected to increase 67.7% by 2031 to reach 5,392 persons or 57.5% of the total population, whereas seniors 65 years and over are expected to increase another 80.4% during this time period to 487 persons or 5.2% of the total population of the reserves and Métis communities.

While the numbers of persons aged 25 to 44 years and 45 to 64 years will increase 67.7% respectively from 2011 to 2031, the proportions of these age groups will remain the same (approximately 24.8% and 12.6% respectively).

The number of seniors 65 years and older living on reserve is expected to increase by about 80.4% by 2031. Based on discussions with stakeholders, approximately 50% of First Nations and Métis seniors who would need assisted/ supportive living would likely seek to move to High Level while the rest would likely seek to move to Fort Vermilion. As such, these additional individuals have been taken into account in the estimates for seniors housing needs in High Level and Fort Vermilion.

Figure 51. Historical and Projected Population Trends by Age Group, Reserves and Métis Settlement, 1996-2031



Source: Statistics Canada Census, 1996 - 2011; SHS Calculations, 2014



## HOUSEHOLD TRENDS AND PROJECTIONS

While overall population is an important indicator of housing need, these needs are more directly related to the characteristics of households. Examining household trends and characteristics can help more clearly project future housing demand and the form it will take. These characteristics are discussed in greater detail in the following sections and include household tenure, size and type.

### *Trends and Projections*

Based on census data, there were a reported 1,225 households in the reserves and Métis communities in 2011. This was up 50.3% from the 815 recorded in 1996. In comparison, the number of households in the Region as a whole has grown 37.0% since 1996 to reach 5,705 households in 2011, similar to its 33.7% population growth.

Based on population projections and the predicted change to average household size in 2031, it is estimated that there will be 2,289 households in the reserves and Métis communities in 2031, an increase of 86.9% or approximately 1,064 households. Accordingly, there is a need to add this number of new housing units on the reserves over the next 20 years (or about 50 units per year) to keep pace with this growth in demand. With a total of 12 reserves in the Region, this works out to about 4 new units per year per reserve over this time period.

It should be noted that unlike population, the rate of growth in households will be higher due in part to the continued trend towards smaller households which is being seen within the reserves and Métis communities and overall provincially. This is particularly relevant to housing needs, because the need for more dwellings is directly related to growth in households.

### *Trends in Household Size, Type, Tenure*

The higher rate of growth in the number of households noted above compared to the population growth may be due to the decreasing average household size in the reserves and Métis communities. Historically, and currently, the reserves and Métis communities have consistently had higher average household sizes than the Region overall. In 1996 the average household size in the reserves and Métis communities was at 4.6 persons, compared to 3.7 for the Region. Since 1996, both averages have dropped slightly, however, with the reserves and Métis communities' average household size dropping to 4.3 in 2011, and the Region's average dropping to stand at 3.4 in 2011. The drop in household size may be due to an increasing tendency to have fewer children and thus smaller households as well as to the aging of the

population. The decline in household sizes points to the need to ensure that future housing supply corresponds to this trend by providing more smaller units suited to households comprised of fewer persons.

**Household Type**

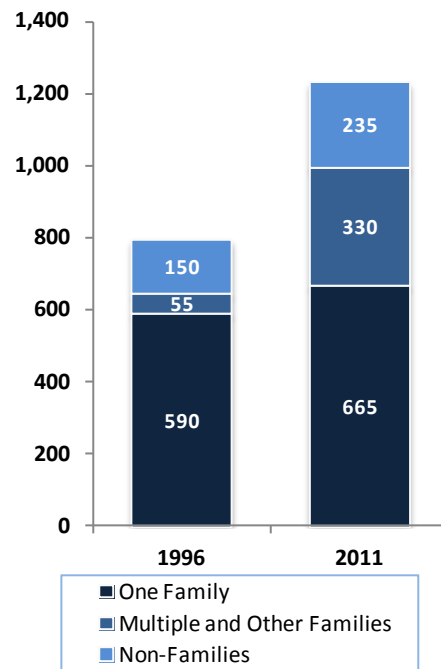
Household type has a direct impact on housing need as the composition and make-up of a household influences its accommodation requirements. This is particularly evident as our historical definition of family has expanded to include many less traditional structures (i.e. multi-generational, single parent, unrelated adults, etc.).

In 2011, 54.0% of all the reserves and Métis communities’ households were one-family households, a share that has dropped since 1996 when it was 74.2%. Broken down further, 33.7% of all households in the reserves and Métis communities in 2011 were comprised of couples with children, with another 6.9% representing couples without children, and 13.4% were lone parent families.

Non-family households (singles and two or more unrelated individuals) comprised 19.1% of households, which is the same as their 1996 share when they made up 18.9% of all households. Multiple and other family households (comprised of more than one family unit) have seen their share rise significantly from 1996 to reach 26.8% of all households (up from 6.9% of households in 1996). This latter figure is an indicator of a serious lack of appropriate housing, which is causing an increasing number of families to double up. Household trending illustrates a growing number of non-families and multiple families (in real number terms, non-family households have grown 56.7% and multiple families 500.0%), which could have an influence on household composition in the community and a corresponding influence on the type of housing required to meet local needs.

For the Region as a whole 71.1% of all households were one-family households, a share that has similarly dropped significantly since 1996 when it was 81.5%. Broken down further, 44.2% of all households in the Region were comprised of couples with children, with another 19.2% representing couples without children, and 7.7% were lone parent families, indicating a higher proportion of lone-parents and less couples in the Region as a whole.

Figure 52. Household Type Breakdown, Reserves and Métis Settlement, 1996-2011



Source: Statistics Canada Census, 1996-2011

Furthermore, multiple families represented 10.3% in the overall Region and non-families 18.6%. There are notably lower proportions of non-families and multiple families in the Region, suggesting that this household type is more popular amongst the reserves and Métis communities. This is supported by stakeholders who stated that the number of families who lived with extended family members or other families in one dwelling was increasing. Stakeholders stated that this trend had more to do with necessity due to the limited supply of housing as opposed to choice.

## HOUSING SUPPLY

Housing supply is measured by the available housing options for households within a community. An important aspect of assessing housing availability is to compare recent housing activity to housing demand characteristics and trends. This allows an examination of the extent to which housing supply matches housing demand and identifies any gaps in the current housing supply.

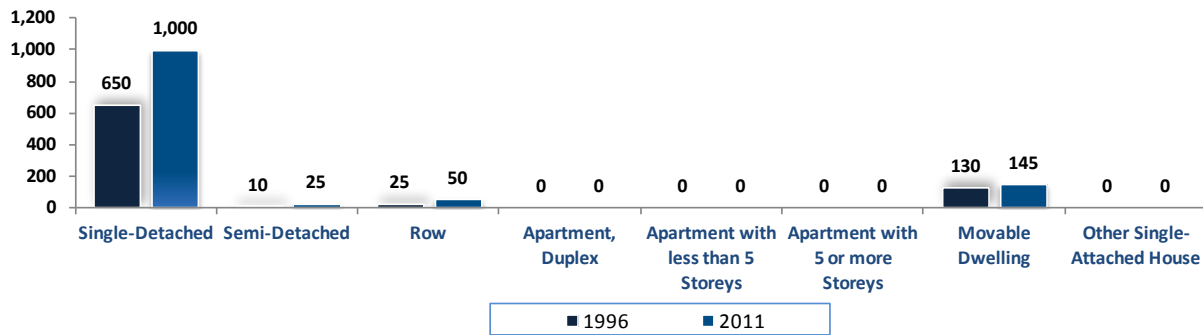
This section provides an overview of the current housing trends in reserves and Métis communities.

### *Trends in Dwelling Types*

In 2011, single-detached dwellings accounted for most of the housing stock on the reserves and Métis communities as they comprised 82.0% of all units. Another 11.9% of units were movable dwellings, and 4.1% were row homes. There were also a limited amount of semi-detached dwellings (2.0%). Stakeholder consultations indicated that there were no housing options developed specifically for seniors within these reserves or Métis communities.

In comparison, the proportion of single-detached dwellings in the overall Region was 71.0% in 2011 and the movable dwelling share was 17.8%. There were few other housing types. This mix of housing has the lower density profile that one might expect in rural areas such as Mackenzie Region. However, the above data indicates that the reserves and Métis communities have a much higher single-detached dwelling proportion than the Region as a whole, suggesting that these areas have less diversity in their dwellings than the overall Region.

Figure 53. Dwelling Type Breakdown, Reserves and Métis Settlement, 1996-2011



Source: Statistics Canada Census, 1996 - 2011

The low rise profile in the reserves and Métis communities has increased over the last 15 years, as the shares of single and semi-detached and row dwellings have grown and the share of movable dwellings has decreased. While most households would prefer single detached homes, this housing type is generally not appropriate for seniors who may have difficulty with the upkeep of these homes.

The number of dwellings required on reserves is expected to increase 86.9% to reach 2,289 dwellings in 2031, resulting in a need for an additional 1,064 dwellings on reserve. Accordingly, a steady increase in the supply of housing on reserve will be required to keep pace with the growing demand.

### Age and Condition of Dwellings

As of 2011, some 1.3% of the dwelling stock in the reserves and Métis communities was identified as built prior to 1960. The majority of units were constructed between 1961 and 1990 (48.7%) and 1991 to 2000 (25.8%), with an additional 24.2% built after 2000. For the Region as a whole, 24.3% of the overall Region’s housing was built between 1961 and 1980, and another 24.4% between 1981 and 1990. Half of the overall Region’s housing was built after 1990. This suggests that the reserves have a slightly older housing stock compared to the Region as a whole.

About 40.2% of the dwellings on the reserves and Métis communities were identified as needing major repairs in 2011, and 37.0% were also identified as being unsuitable for living. This indicates a need to focus on the upgrading/replacing of unsuitable housing in the reserves and Métis communities, and a program to help maintain housing and keep it from falling into disrepair.

## KEY FINDINGS

The following are the key findings and conclusions arising from the above analysis.

- The population on reserve is increasing and is expected to continue to increase to 2031. An increase of about 1,064 on reserve dwelling units is required between now and 2031 to keep pace with this growth.
- The senior population is expected to increase by about 80% from 2011 to 2031 and it is expected that some of these seniors will move to the more urban areas of the Region, particularly High Level and Fort Vermilion, to access support services and more appropriate housing options.
- By 2031, it is estimated that there will be 20 to 35 seniors who would require assisted/supportive living facilities. These needs have been incorporated into the recommended seniors facilities within the urban communities of the Region.
- The proportion of multiple and other family households on reserve is increasing. Stakeholders suggest that this is due to the limited housing options that are forcing families to 'double up'. Efforts need to be taken to expand the supply of on reserve housing to reverse this trend and provide more suitable accommodation
- The condition of housing on reserve is a key concern. Efforts need to be taken to provide assistance to enable the repair and improvement of such dwellings.

# APPENDIX B: SENIORS HOUSING OPTIONS

The following are examples of seniors housing options that may be appropriate for some of the communities in Mackenzie Region.

## Multi-Level Care Facilities

Multi-level care facilities provide more than one level of care. They have the advantage of having more services available for residents in independent/self-contained units, less duplication of facilities and services, easier movement from one care level to another as support service needs increase, and allow couples to stay together even when they have different levels of care requirements. These facilities may combine independent/ self-contained units with assisted living units as well as units specifically designed for persons living with dementia. Residents in the entire facility have access to support services and amenities. Some facilities extend these services to the surrounding community, thus creating a hub of services and increasing efficiencies while also increasing the service area.

## Supportive Housing with Higher Level of Supports

This model is a supportive housing/ assisted living facility with higher level of supports that provides seniors who require 24-hour nursing care an alternative to living in a long term care home. It includes multi-skilled staff available 24 hours a day, including a registered nurse and assisted living support workers to support residents with their personal care needs such as bathing, toileting, dressing, meal preparation and feeding, and medication administration.

This model is different from a long term care facility as residents would be in suites as opposed to rooms. Suites would have their own bathroom and kitchenette as well as a staff call system. Each suite would be wheelchair accessible. Admission requirements would be similar to those for a long term care facility and the cost of care may be partially subsidized by government funding. Separating the cost of care from the cost of accommodation would allow residents to choose the type of housing unit and service package they want based on their needs.

One advantage of this model is that it allows couples to stay together even if they have different care needs. Larger suites would allow a couple to live together and avoid the separation that generally occurs when one partner has to go into long term care. Considering that data on life expectancy shows that the gap between men and women is decreasing, there

will be more couples aging together rather than the trends in past years where the oldest seniors were mostly female.

One challenge to the replication of this model is that it may not be financially feasible to provide or sustain the level of services of a long term care home for a smaller project. On the other hand, if the services can be extended to seniors in the community, this may create economies of scale and not only allow the necessary services to be provided within the project but also allow more seniors in the community to receive a higher level of services in their own homes.

### Home Care

Home care services are support services provided to seniors living in their own homes, whether these are single family homes or in apartment buildings. This model facilitates aging in place by providing support services that would generally be provided in a supportive housing facility in a senior's own home. In addition to allowing seniors to stay in their own homes longer, this model is a cost-effective alternative to assisted living or even long term care. Research done by the Balance of Care Research Group from the University of Toronto found that there is considerable potential to support seniors who are at risk of losing their independence safely and cost-effectively in the community. Estimates for the divert rate based on service-by-service delivery in the home resulted in a 14% overall divert rate or 33% divert rate if assisted living options were also considered. This means that between 14% and 33% of people could be effectively supported at home as opposed to a long term care facility or supportive housing at an equal or lesser cost to the public health care system<sup>72</sup>.

### Abbeyfield Houses

Abbeyfield houses are small-scale accommodation for seniors who live like a large "family" in one house, each with their own bed-sitting room but who share facilities such as a communal living room, kitchen and dining room. In general, there are about seven to ten people in one Abbeyfield house with residents sharing two meals a day in the communal dining room. A live-in housekeeper attends to the daily running of the house, the shopping and the preparation and serving of meals.

Abbeyfield is an international society dedicated to providing older people with affordable, companionable and secure housing in a family-type household within their local community. There are more than 1,100 Abbeyfield Houses worldwide and 30 houses currently operating in

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<sup>72</sup> Williams, P. And Watkins, J. (2009). The Champlain Balance of Care Project: Final Report.

Canada<sup>73</sup>. This model has many advantages in terms of being able to use existing housing stock and efficiencies with regard to home care services. The difference with this model is that it is geared toward seniors with lower incomes as units are rented, not owned, and the houses are set-up and run on a not-for-profit basis under the management of a volunteer board of directors. Costs, including all meals, are shared by the residents.

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<sup>73</sup> Abbeyfield Houses Society of Caledon (2014). What is Abbeyfield. Accessed from: <http://www.abbeyfieldcaledon.org/>



# APPENDIX C: GLOSSARY

The following are definitions of terms used throughout this profile. Definitions are from Statistics Canada.

**Dwelling:** For the purposes of this study, a private dwelling with a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons.

**Household:** For the purposes of this study, a private household is a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad.

**Household Maintainer:** The person residing in the household that is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. If no person in the household is identified as making such payments, the reference person may be so identified by default.

**Immigrant:** A person who is or has ever been a landed immigrant/permanent resident. A landed immigrant/permanent resident is a person who has been granted the right to live in Canada permanently by immigration authorities. Immigrants are either Canadian citizens by naturalization (the citizenship process) or permanent residents (landed immigrants) under Canadian legislation.

## **Structural Types of Dwellings:**

### *Single-detached house*

A single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house.

### *Semi-detached house*

One of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has

no dwellings either above it or below it, and the two units together have open space on all sides.

*Row house*

One of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses.

*Apartment, duplex*

One of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings.

*Apartment, building that has five or more storeys*

A dwelling unit in a high-rise apartment building which has five or more storeys.

*Apartment, building that has fewer than five storeys*

A dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys.

*Other single-attached house*

A single dwelling that is attached to another building and that does not fall into any of the other categories, such as a single dwelling attached to a non-residential structure (e.g., a store or a church) or to another residential structure (e.g., an apartment building).

*Movable dwelling - Movable dwelling*

Includes mobile homes and other movable dwellings such as houseboats and railroad cars.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2015 Growing the North Conference Sponsorship</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County has sponsored the Growing the North Conference over the past number of years.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

That Mackenzie County sponsor the 2015 Growing the North Conference Sponsorship as a \_\_\_\_\_ sponsor in the amount of \$\_\_\_\_\_.

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

**From:** [Cindy Simigan](#)  
**To:** [Carol Gabriel](#)  
**Subject:** Sponsorship GTN  
**Date:** Tuesday, November 25, 2014 11:00:13 AM  
**Attachments:** [GTN Sponsorship 2015.docx](#)  
[ATT00001.htm](#)

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Hi Carol,

The 5<sup>th</sup> annual Growing the North Conference is fast approaching and I would like to take a moment to thank you for your past participation in our event as a sponsor.

Last year's event was the most attended in the history of the Growing the North conference, and continued success is partially due to the generosity of sponsors like you.

Many compliments were received on the event last year and included favorably regarding the speakers, the venue and the quality of information garnered. Your backing has helped make this event the success that it is.

As an expression of our gratitude for your continued support, we would like to offer your company first right of refusal on renewing your current level of sponsorship, for the 2014 Growing the North Conference. There have been some minor adjustments to the sponsorship levels, refer to the attached sheet for updated schedule.

Sponsorships will be made available to other interested parties on December 1<sup>st</sup>, 2014. Please let us know before that date if you would like to take advantage of this offer.

Thank you for your continued support of our endeavors and we look forward to working with you and your team at future events.

Sincerely,

*Cindy Simigan*

**Events Manager**

Grande Prairie & District

Chamber of Commerce

P 780.532.5340 F 780.532.2926

[cindy@gpchamber.com](mailto:cindy@gpchamber.com)

[www.grandeprairiechamber.com](http://www.grandeprairiechamber.com)

# SPONSORSHIP PACKAGE DETAILS

<p><b>Platinum Sponsorship: \$10,000</b></p> <ul style="list-style-type: none"> <li>• 8 complimentary registrations</li> <li>• Opportunity to introduce your company to the delegates (5 Minutes intro)</li> <li>• Showcase display space</li> <li>• Acknowledgement in delegate package</li> <li>• Acknowledgement on web site</li> </ul> <p>Choose One:</p> <p><input type="checkbox"/> <b>Sponsored Speaker</b></p> <p><input type="checkbox"/> <b>Delegate Gift Sponsor</b></p>
<p><b>Gold Sponsorship: \$5,000</b></p> <ul style="list-style-type: none"> <li>• 4 complimentary registrations</li> <li>• Showcase display space</li> <li>• Acknowledgement in delegate package</li> <li>• Acknowledgement on web site</li> </ul> <p>Choose One:</p> <p><input type="checkbox"/> <b>Lunch</b></p> <p><input type="checkbox"/> <b>Program Sponsor</b></p> <p><input type="checkbox"/> <b>Hospitality Sponsor</b></p> <p><input type="checkbox"/> <b>Technical Sponsor</b></p>
<p><b>Silver Sponsorship: \$2,500</b></p> <ul style="list-style-type: none"> <li>• 2 complimentary registrations</li> <li>• Showcase display space</li> <li>• Acknowledgement in delegate package</li> <li>• Acknowledgement on web site</li> </ul> <p>Choose One:</p> <p><input type="checkbox"/> <b>Coffee Break</b></p> <p><input type="checkbox"/> <b>Decor Sponsor</b></p> <p><input type="checkbox"/> <b>Networking Sponsor (networking event sponsor)</b></p>
<p><b>Bronze Sponsorship: \$1,000</b></p> <ul style="list-style-type: none"> <li>• 1 complimentary registrations</li> <li>• Showcase display space</li> <li>• Acknowledgement in delegate package</li> </ul> <p>Choose One:</p> <p><input type="checkbox"/> <b>Centerpiece Sponsor</b></p> <p><input type="checkbox"/> <b>Youth Sponsor (3 youth attendees to attend conference)</b></p>
<p><b>Other Sponsorship Opportunities</b></p> <p><b>Networking Give A Way</b></p> <ul style="list-style-type: none"> <li>• Sponsor 1 of 6 IPADS</li> </ul> <p><b>Valued Contributor In-Kind Donations (Door prize)</b></p> <ul style="list-style-type: none"> <li>• Acknowledgement in delegate package</li> </ul>





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Honorariums to Attend Community Events</b>

### **BACKGROUND / PROPOSAL:**

Discussion item presented by Councillor Bateman.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

For discussion.

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







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Committees (Councillor Paul)</b>

### **BACKGROUND / PROPOSAL:**

Discussion item presented by Councillor Paul.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

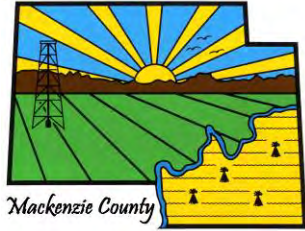
### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

For discussion.

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





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2014</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

**BACKGROUND / PROPOSAL:**

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

- Action List
- Correspondence – MP Rodger Cuzner (Temporary Foreign Worker Program)
- Correspondence – Alberta Transportation (Highway 697 at NE 2-107-14-W5M)
- Correspondence – Alberta Transportation (Tolko Bridges)
- Correspondence – Alberta ESRD (Managing Disease Risk Bison Progress Report)
- Mackenzie Housing Management Board Meeting Minutes
- AAMA Newsletter
- Mackenzie Frontier Tourist Association AGM
- ARHCA Industry Trendwatch
- AHS – Ebola Letter to Municipalities
- NWR FASD Society Grand Opening
- 
- 
- 

**RECOMMENDED ACTION:**

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

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

**Mackenzie County  
Action List as of November 26, 2014**

***Council Meeting Motions Requiring Action***

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>July 9, 2012 Council Meeting</b>			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	John Byron	In progress
<b>February 27, 2013 Council Meeting</b>			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron P.	Application for lease in progress
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia	In progress Letter sent to DM Rob Penny and meeting held
<b>October 8, 2013 Council Meeting</b>			
13-10-693	That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs.	Ron P. Mark	In progress
<b>October 30, 2013 Council Meeting</b>			
13-10-798	That administration investigate further options for future bridge replacement.	John K. Ron P.	PW Committee
13-10-833	That administration negotiate with the property owner for the mobile home encroaching into laneway.	Byron Joulia	In progress Will be moved after combining season.
<b>March 11, 2014 Council Meeting</b>			
14-03-135	That the road use agreement and the TRAVIS implementation options be referred to the Public Works Committee.	Don	PW Committee
14-03-141	That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys.	Ron John	PW Committee

Motion	Action Required	Action By	Status
<b>March 26, 2014 Council Meeting</b>			
14-03-187	That administration proceed with revising street names in the Hamlet of La Crete as required, and that a full list be taken back to Council for approval prior to implementation.	Byron	In progress
<b>April 28, 2014 Council Meeting</b>			
14-04-257	That the Zama airport remain as is with a NOTAM and that administration investigate the costs of re-designating and possible reopening of the airport to fixed wing aircraft in the future.	Don	In progress 2014-12-08
14-04-276	That administration bring back a revised Policy DEV001 Urban Development Standards to include low and high pressure sewer system options for all multi-lot development.	Byron	In progress 2014-12-08
<b>June 11, 2014 Council Meeting</b>			
14-06-407	That the Community Services Committee be instructed to review the current policy regarding capital funding in regards to non-profit organizations.	Mark Ron	In progress. Policy reviewed by Finance Committee and Community Services Committee
<b>June 23, 2014 Council Meeting</b>			
14-06-439	That the Finance Committee undertakes the Municipal Sustainability Self-Assessment provided by Municipal Affairs and presents the results to Council.	Mark Joulia	Finance Committee
14-06-444	That the existing data supplied by Nichols Applied Management through the regional sustainability study be highlighted at the open houses and made available at the 2015 ratepayer meetings.	Joulia	2015 Ratepayers Meeting
<b>July 14, 2014 Council Meeting</b>			
14-07-467	That administration assesses the local road access width on RR 17-2 and Highway 697 (Blue Hills) and RR 14-5 and Highway 697 (4 miles east of La Crete 100 <sup>th</sup> Street).	John	In progress Public Works Committee for review
14-07-493	That administration write a response to Mennonite Mutual Insurance Co. (Alberta) Ltd. as discussed.	Joulia	
14-07-494	That administration explore possible projects under the Alberta Community Resilience program.	Management Team	BHP Drainage Application submitted
<b>August 6, 2014 Council Meeting</b>			
14-08-527	That the 2014 budget be amended to include \$668,000 for BF 75117 capital project with \$417,000 coming from the Disaster Recovery Program and \$251,000 coming from the existing 2014 capital budget for BF 75117, and the remaining pre-approved municipal funds in the amount of \$74,000 be set into the Public Works	Mark Ron	In progress Tender opening 2014-12-08

Motion	Action Required	Action By	Status
	Reserve and kept in abeyance for this project until the tender is complete and the final Disaster Recovery funding is known.		
August 27, 2014 Council Meeting			
14-08-557	That a letter be sent to BC Hydro, Alberta Environment, and Alberta Transportation requesting the release of water at the Bennett Dam in order for the La Crete Ferry to be operational and that a status update be requested from BC Hydro on the water monitoring stations.	Joulia	In progress
14-08-563	That the minimum setback requirements for gas lines be reduced to 9 m from a 20 m road allowance and 4 m from a 30 m road allowance, and that administration proceed with creating a rural development standards policy which incorporates these changes.	Byron	In progress 2014-12-08
14-08-574	That a letter be sent to the Minister of Environment and Sustainable Resource Development reiterating that Mackenzie County requests that commercial fishing in Bistcho lake be reinstated. As stated in our original letter the Colby Report assessed 12 lakes and fishing practices in Zone E, no lakes or practices were assessed in Zone G, and it is unfair to impose a ban on commercial fishing in Zone G based on Zone E's practices and lake assessments.	Joulia	
September 24, 2014 Council Meeting			
14-09-614	That the County does not assign an address to properties with legal but no physical access and that the development department notifies the affected landowners to resolve access issues and <b>that administration request a legal opinion.</b>	Byron	In progress
14-09-625	That administration be authorized to proceed with installation of Highway 88 kilometer signs from the intersection of Highway 58 to Red Earth with funding coming from the Non-TCA project.	Ron	In progress Signs ordered
October 14, 2014 Council Meeting			
14-10-648	That the second access request for SW 12-106-13-W5M be APPROVED contingent on the applicant paying the unauthorized development fee.	John	
14-10-649	That administration be authorized to implement a yearly registration form for rural residents, hamlet residents not in the residential collection program, multifamily dwellings, apartments, trailer courts, and non-profit organizations wishing to have garbage containers for yard site pick up.	Ron	In progress
14-10-662	That administration bring back the Fee Schedule	Byron	2014-10-31

Motion	Action Required	Action By	Status
	bylaw to include a fee for the cost of supplying future rural addressing signs.		
14-10-669	That administration uses County engineering surveys and engineer recommended quantities for all future requests for proposals for rural road reconstruction jobs to be overseen in-house.	Mgmt Team	In progress
14-10-680	That administration be authorized to extend the Frontier Veterinary Services Agreement for one year (2015).	Grant	In progress
14-10-682	That the following items be included on the Tri-County meeting agenda on October 27, 2014: <ul style="list-style-type: none"> <li>• P5 (East Peace) Road</li> </ul>	Joulia	Waiting for new meeting date
<b>October 29, 2014 Council Meeting</b>			
14-10-751	That Mackenzie County commits to selling the proposed landfill lands (ESRD application PLS13003) upon acquisition for costs to the Mackenzie Regional Waste Commission due to their commitment to incur the land testing costs, and subject to suitability and feasibility of the second landfill being developed at the identified location.	Joulia Ron	In progress
14-10-761	That the County enter into a long term land lease with the La Crete Chamber of Commerce for \$1.00 per year for locating the Chamber building at the Jubilee Park and that administration review the lease details.	Byron	
14-10-762	That administration be authorized to negotiate a one year contract extension with L & P Disposal for the hauling of the transfer station waste and that it include an option for hauling the Town of Rainbow Lake transfer station waste, subject to the Town of Rainbow Lake paying their portion of the transfer station hauling costs.	Ron	
14-10-765	That the County move forward with the application for the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap.	Don	
14-10-772	That the letter from the La Crete Agricultural Society regarding personal lender debt be received for information and that administration send a response letter outlining the County's financial contributions to date.	Joulia	
14-10-777	That administration be authorized to proceed as discussed regarding the winter petroleum tax recovery.	Mark Joulia	
<b>October 31, 2014 Special Council Budget Meeting</b>			

Motion	Action Required	Action By	Status
14-10-781	That the 2015 dust control budget be set at \$1M and that administration bring back additional information including dust control policies, mapping, hamlet road plans, etc.	Mgmt Team	2015 Budget Meeting 2014-12-04
14-10-782	That a letter be sent to the Town of High Level requesting additional information and justification regarding the following 2015 capital requests: <ul style="list-style-type: none"> <li>• Extension of water and sewer services for the leased tenants at the airport</li> <li>• Airport lawn equipment items, and</li> <li>• Costs for the training grounds fire hydrant.</li> </ul>	Joulia	
14-10-785	That any 2014 surplus revenue from water and sewer be contributed to the Water Reserve.	Mark	
<b>November 12, 2014 Council Meeting</b>			
14-11-791	That Council follows up to the response letter from Alberta Environment and Sustainable Resource Development in regards to the East Peace Resource Road.	Joulia	
14-11-800	That a letter be sent to InterVISTAS Consulting Inc. in response to the request for input regarding the Canada Transportation Act which outlines our regions challenges.	Ron	
14-11-802	That a letter be sent to Ainsworth encouraging them to develop a long-term plan for employees to reside locally and that Jim Lake, President and CEO, be invited to the Tri-Council meeting on December 17, 2014.	Joulia	
14-11-803	That a letter be sent to Alberta Environment & Sustainable Resource Development requesting that they work with the Zama Recreation Society to obtain a bison for taxidermy purposes.	Don	
14-11-805	That a letter be sent to Dr. Jim Starke inviting him to our region to discuss the Rural Health Review process.	Joulia	
14-11-809	That the Waste Hauling Agreement between Mackenzie County and the Town of Rainbow Lake be approved as presented.	Ron	
<b>November 26, 2014 Council Meeting</b>			
14-11-825	That administration installs signs at the County's truckfill stations stating that no chemicals or chemical containers are allowed on site.	John	
14-11-826	That administration brings forward the fee schedule bylaw with amendment to include a fine of \$500 for bringing chemicals, chemical containers, or sprayers onto or near a potable truckfill station.		2014-12-08



Motion	Action Required	Action By	Status
14-11-829	That the Crime Reduction Unit be invited to the Tri-Council Meeting on December 17, 2014 and that policing be added to the agenda and that administration research a funding option through the Alberta Community Partnership.	Joulia	
14-11-835	That administration be authorized to negotiate the Superior Safety Codes contract extension, as discussed, effective January 1, 2015.	Byron	

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

Tasks	Responsibility	Approximate Deadline
<b>Sustainable governance items:</b>		
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, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
<b>Service delivery items:</b>		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
<b>Infrastructure items:</b>		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
<b>Economic vitality items:</b>		
Bring options regarding establishing an annual business licensing;	Byron	Completed
<b>Risk management items:</b>		
Review and report to Council regarding a municipal service continuity plan;	Management Team	In progress
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	In progress



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Rodger Cuzner*

Member of Parliament  
Cape Breton—Canso

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MACKENZIE COUNTY  
FORT VERMILION OFFICE

November 10, 2014

Crystal McAteer, Mayor  
Boyd Lanford, Mayor  
Bill Neufeld, Reeve  
Mackenzie Regional Alliance of Municipalities  
4511-46 Ave.  
Box 640  
Fort Vermilion AB T0H 1N0

Dear Mayor McAteer, Mayor Lanford and Reeve Neufeld:

**RE: Temporary Foreign Worker Program**

Thank you for your September 30, 2014 letter concerning the Temporary Foreign Worker Program (TFWP). I always appreciate input from community leaders who can speak to the real life impact of government actions. I hear and understand your concerns and frustration with the TFWP reforms. I and my party are open to working with stakeholders to not only insure our local labour markets are not distorted for Canadian workers, but that our businesses and communities are not put at risk from labour shortages where no Canadian worker can be found.

I have heard arguments from both sides of this very contentious issue. Our party has been clear from the onset of the program's controversies what we wanted the government to do. Instead of reacting to high profile cases with one off reforms, we pushed for an open and transparent review of the entire program. Canada is a diverse country, and the government's one-size-fits-all approach fails to do justice to our country's regions and industries.

One major disappointment from the recent changes was that no new pathways to citizenship were provided to temporary foreign workers, something our party supports. In fact, not only did the recent changes not move in that direction, they will make it more difficult for low wage TFWs to seek citizenship.

.../2

*Ottawa*

Room 130, Confederation Building, Ottawa, Ontario K1A 0A6  
Tel.: 613-992-6756 Fax.: 613-992-4053  
rodger.cuzner@parl.gc.ca  
rodgercuzner.liberal.ca



*Constituency Office*

78 Commercial Street PO Box 2107  
Dominion, Nova Scotia, B1G 1B4  
Tel.: 902-842-9763 Fax: 902-842-9025  
rodger.cuzner.c1@parl.gc.ca

Throughout our history, providing pathways to citizenship has been at the core of Canada's immigration policy. This commitment — long upheld by governments of various political stripes — has since been abandoned by this government. Although new pathways to citizenship will not solve the entire problem, it would provide one solution that many groups, including labour and business, have advocated for. Those who come to this country and work hard should have a fair and reasonable chance at becoming Canadian citizens.

This past summer I had the opportunity to visit two large meat processing plants in Manitoba that rely on the TFWP and immigration to address their labour shortages. One company that has become a model with respect to transitioning temporary foreign workers to permanent residency is Maple Leaf Foods at their unionized western meat packing plants.

Maple Leaf is a perfect example of how a company has used immigration as part of the solution to their labour shortage by working collaboratively with its union, local and provincial governments, settlement agencies, schools and service groups. As a result, not only have their Canadian employees' jobs not been placed in jeopardy, but it has allowed many of their TFWs to achieve permanent residency; thereby strengthening the economic and social fabric of the communities they now call home.

Thank you again for sharing your concerns. This is certainly a complex issue that will take our collective effort to solve. Feel free to contact me anytime to discuss this issue further.

Sincerely,



Rodger Cuzner, MP

Liberal critic for Employment & Social Development, Labour

November 26, 2014

Our Files: 1960 - HWY 697  
2140 - MACK

Ms. Joulia Whittleton  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, Alberta  
T0G 1N0

Dear Ms. Whittleton,

**Re: Highway 697 at NE 2 107 14 W5M, Mackenzie County**

Thank you for your letter dated November 14, 2014 in reference to Mackenzie County Council's motion requesting Alberta Transportation to address the safety issue at the above noted location.

It has been brought to my attention that on November 20, 2014, department staff from High Level noticed that the berm that was constructed in the right-of-way along Highway 697, has been lowered and landscaped in an acceptable manner, presumably by the current landowner of NE 2-107-14-W5. Lowering of the berm addresses the safety concerns, especially during winter driving conditions that were initially raised by Mackenzie County.

Attached for your reference is a letter that was sent to the landowner of NE 2-107-14-W5, Mr. Frank Driedger, reiterating the development permit requirement under Section 4 of the Highway Development and Protection Regulation.

Please feel free to contact our Highway Operations Section in Peace River at 780-624-6280 if you have any additional development control inquiries and or safety concerns.

Yours truly,



Danny Jung, P.Eng.  
Acting Regional Director

RD/ww

Attachments

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MACKENZIE COUNTY  
FORT VERMILION OFFICE



Highway 697

NE 2 107 14 W5M

Before Photos – Taken October 9, 2014





Highway 697

NE 2 107 14 W5M

After Photos – Taken Nov 24, 2014 (approx.)



November 25, 2014

Our File: 2511-(5-14-107-2 NE)

Mr. Frank Driedger  
Box 604  
La Crete, Alberta  
T0H 2H0

Dear Mr. Driedger:

Re: **Construction of a Ditch Block in the Highway Right-of-way  
West of Highway 697; NE 2-107-14-W5M  
Mackenzie County**

Please note that, subject to Section 4 of the Highways Development and Protection Regulation, you require a permit from this department before any development may proceed. Any development or work within 300m of the highway or 800m from an intersection, a permit is required from this office.

Attached is an application for roadside development for your future reference. There is no fee associated with this application. Please call me at Peace River, telephone (780) 624-6280, if you have any questions regarding this matter.

Yours truly,



Marlene Cobick  
Development and Planning Technologist

MC

Attachment

cc: Joulia Whittleton, CAO, Mackenzie County, Fort Vermilion  
Paul Catt, Alberta Transportation, High Level



## **ROADSIDE DEVELOPMENT APPLICATION GENERAL INSTRUCTIONS**

**COMPLETE THE ATTACHED APPLICATION FORM – please print.** Indicate the development proposed and details of location, access, estimated cost (best estimate) etc, as required.

**PLEASE NOTE:** Application forms must be completed for all proposed developments, including change in use of existing development or access, within 300 metres of the highway right-of-way boundary or within 800 metres of the centre point of an intersection of the highway with another public road.

The development may not proceed until a permit has been issued by Alberta Transportation subject to the provisions of the Public Highways Development Act, Chapter P28 RSA 1995, and the Highway Development Control Regulations (Alberta Regulations 242/96) and amendments thereto.

**ACCESS** - Direct highway access is a potential safety hazard to highway users and will only be permitted when considered essential by the Department. Property with access via a local road will not normally qualify for direct highway access. Where direct access is essential only one direct highway access per quarter section will be permitted. If the proposal includes access to an existing or proposed new or upgraded municipal road intersection with a provincial highway, approval from the local municipality must be provided.

**SETBACK** – Every proposal will be assessed on an individual basis and the setbacks determined after reviewing the specifics of the proposal and future highway improvement plans. The general minimum setback for all development is 70 metres from the highway centre-line and no closer than 40 metres from the highway right-of-way boundary except where these distances must be increased to allow for highway widening.

**VEGETATION** – Placement of any trees, hedges or shrubs within 30 metres from the highway right-of-way boundary, or 60 metres from the centre-line of the highway, whichever distance is greater, is prohibited without a permit.

**APPLICATION** must be signed by the registered owner and authorized agent, if applicable.

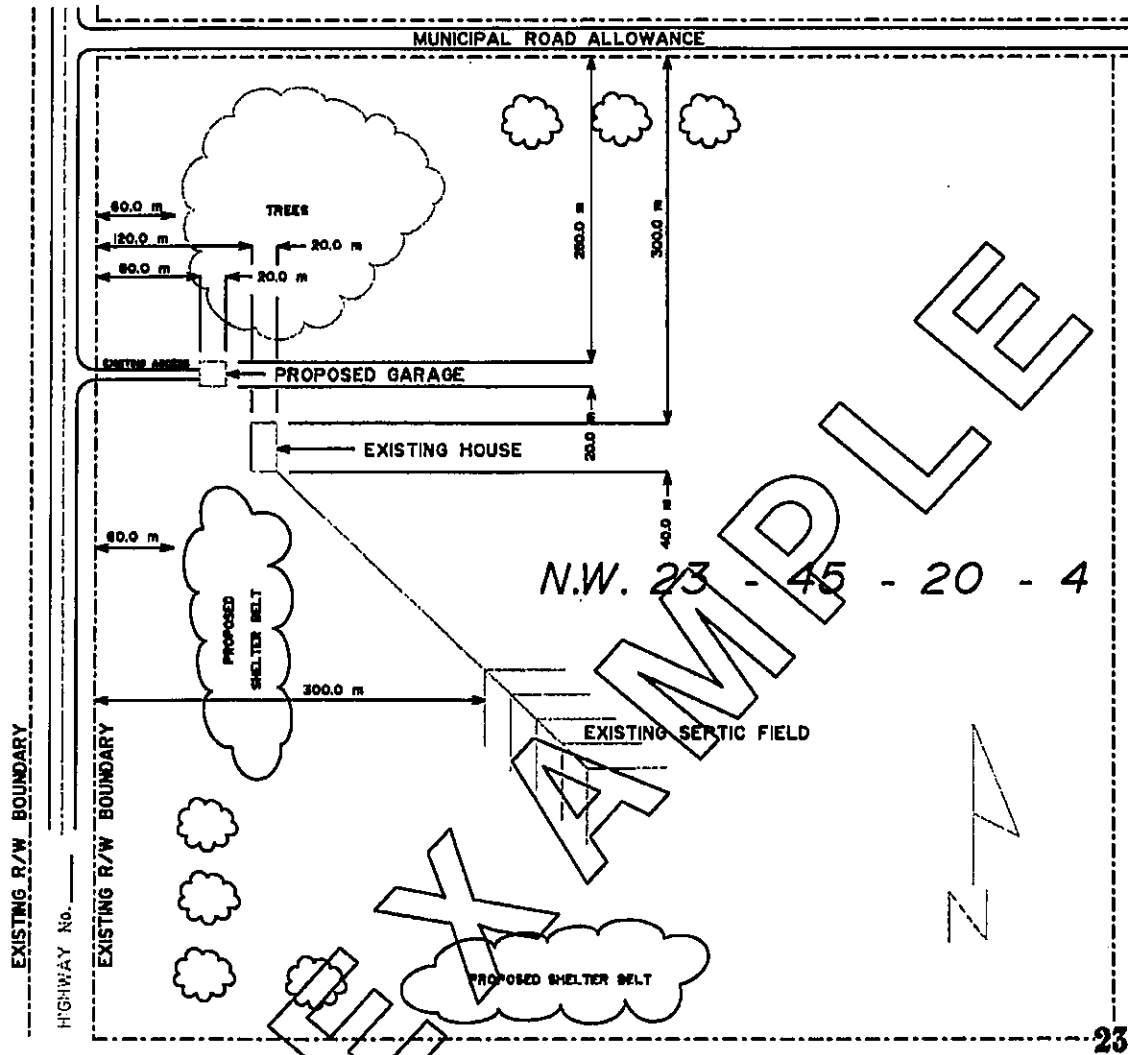
**SEPARATE "SIGN APPLICATION"** shall be submitted for any proposed sign.

**SITE PLAN** showing setback and location of the existing and proposed development and access must be provided. Building details are not required but location, size and type of building must be shown (see attached example). If the plan size is larger than this page four copies must be provided. Applicant must sign each copy of the plan.

**RETURN** your **ROADSIDE DEVELOPMENT APPLICATION** to the appropriate Alberta Transportation District Office.

CALGARY	2 <sup>nd</sup> Floor, 803 Manning Road N.E. T2E 7M8	(403)297-8311
LETHBRIDGE	3 <sup>rd</sup> Floor, Administration Building, 909 3 <sup>rd</sup> Avenue N. T1H 0H5	(403)381-5480
RED DEER	#404, 4920 – 51 <sup>st</sup> Street T4N 6K8	(403)340-5200
HANNA	P.O. Box 1300 Provincial Building 401 Centre Street T0J 1P0	(403)854-5550
VERMILION	Box 28, 4701 – 52 <sup>nd</sup> Street T9X 1J9	(403)853-8178
ATHABASCA	Unit #2, Jewell Building, 3803 – 53 <sup>rd</sup> Street T9S 1A9	(780)875-2824
EDSON	2 <sup>nd</sup> Floor, Provincial Building, 111 – 54 <sup>th</sup> Street T7E 1T2	(780)723-8250
STONY PLAIN	Room 223, Provincial Building, 4709 – 44 <sup>th</sup> Avenue T7Z 1N6	(780)963-5711
GRANDE PRAIRIE	1 <sup>st</sup> Floor, Provincial Building, 10320 – 99 <sup>th</sup> Street T8V 6J4	(780)538-5310
PEACE RIVER	Bag 900, Box 29, 9621 96 Avenue, T8S 1T4	(780)624-6130
FORT MCMURRAY	6 <sup>th</sup> Floor, West Tower, 9915 Franklin Avenue T9H 2K4	(780)723-7430

Permit No. \_\_\_\_\_



NOTE: DISTANCES MAY BE SHOWN  
IN METRES OR IN FEET

SITE PLAN

Signature of Applicant

# ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

(print please)

Alberta Transportation Permit # \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City/Town/Village** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_ **e-mail** \_\_\_\_\_

**Landowner's Name** \_\_\_\_\_

(if different from above)

**Mailing Address** \_\_\_\_\_

**City/Town/Village** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_ **e-mail** \_\_\_\_\_

**APPLICATION IS HEREBY MADE TO:** (Please provide a description of the proposed development including all proposed above and below ground installations. Attach a detailed report if necessary.)

\_\_\_\_\_

\_\_\_\_\_

*Also attach a plan showing in detail the location of all existing and proposed development and access.*

**Property Information**

(NE, NW, SE, SW)      ¼ Section      Township      Range      West of Meridian

Lot      Block      Plan Number      Parcel size (acres or hectares)

Highway No. \_\_\_\_\_ kilometres \_\_\_\_\_ of \_\_\_\_\_  
(north, south, etc.)      (City, Town or Village)

Distance of the proposed development to the highway right-of-way boundary \_\_\_\_\_ metres

Name of Municipality	Existing / Proposed Land Use	Estimated cost of proposed development
_____	_____	_____

It is understood that all works will be constructed, altered, maintained or operated at the sole expense of the undersigned, and that any work must not begin before a permit has been issued by Alberta Transportation.

In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. The Applicant also consents to a person designated by Alberta Transportation to enter upon land for the purpose of inspection during the processing of this application.

The issuance of a permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw or act which may affect this project.

I \_\_\_\_\_ hereby certify that  I am the registered owner  
(print full name) \_\_\_\_\_  
Signature

I \_\_\_\_\_ hereby certify that  I am authorized to act on  
(print full name) \_\_\_\_\_  
the owner's behalf \_\_\_\_\_  
Signature

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for roadside development.

(Date) \_\_\_\_\_

# ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PRIMARY HIGHWAY

Alberta Transportation Permit # \_\_\_\_\_

Note: distances may be shown  
in metres or feet

## SITE PLAN

Signature of Applicant: \_\_\_\_\_



ALBERTA  
TRANSPORTATION

*Office of the Minister  
MLA, Grande Prairie-Wapiti*

AR63323

November 27, 2014

Ms. Crystal McAteer  
Mayor, Town of High Level  
Mackenzie Regional Alliance of  
Municipalities  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

Mr. Bill Neufeld  
Reeve, Mackenzie County  
Mackenzie Regional Alliance of  
Municipalities  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

Mr. Boyd Langford  
Mayor, Town of Rainbow Lake  
Mackenzie Regional Alliance of  
Municipalities  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

Dear Mayor McAteer, Reeve Neufeld and Mayor Langford:

Thank you for your letter regarding the AECOM report on bridge load capacity commissioned by Tolko Industries. As Minister of Transportation, I am pleased to respond.

I am able to advise you that increased weights on the Ponton River and Lawrence River bridges on Highway 58 have been approved; however, any increase in maximum allowable weight on the Hay River Bridge is still under review.

I understand a meeting was held on November 5, 2014 with Reeve Neufeld and Ms. Joulia Whittleton, Chief Administrative Officer, Mackenzie County and Mr. Andre Corbould, Deputy Minister, Alberta Transportation to discuss the AECOM report. This meeting provided an opportunity to discuss your concerns with the Hay River bridge and my department is working on solidifying possible next steps by mid-December 2014.

If you have any additional concerns please contact Mr. Corbould at 780-427-6912; toll-free by first dialing 310-0000, or by email at [Andre.Corbould@gov.ab.ca](mailto:Andre.Corbould@gov.ab.ca).

Thank you again for taking the time to write and for sharing the AECOM report.

Sincerely,

Wayne Drysdale  
Minister

cc: Honourable Frank Oberle, MLA Peace River  
Pearl Calahasen, MLA Lesser Slave Lake  
Andre Corbould, Deputy Minister, Alberta Transportation

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MACKENZIE COUNTY  
FORT VERMILION OFFICE

November 28, 2014

Bill Neufeld -Reeve  
McKenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

RECEIVED  
DEC 4 2014

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Dear Stakeholder:

**Subject: Managing Disease Risk in Northern Alberta's Bison with Special Focus on Bison outside of Wood Buffalo National Park – Progress Report 2013/14 and Workplan for 2014/15.**

I am writing to provide you with the 2013/14 Progress Report and 2014/15 work plan for this important program. Hi-lights from our work last year includes:

- Surveillance flights detected only 1 bison within the Agricultural Zone south of Ft. Vermilion. This bison was killed and tested (negative) for brucellosis.
- Brucellosis testing of 12 bison from the Wabasca/Mikkwa herd, and 49 bison from Ronald Lake herd was negative for the disease. The total number of bison sampled is 24 for the Wabasca/Mikkwa and 73 for the Ronald Lake herds. In Wood Buffalo National Park this disease typically occurs at 30 - 40% prevalence. We cannot say definitively that brucellosis does not occur in these populations, but we can say if it does occur, it would be there at very low levels and would likely not have been in the herd for very long.
- DNA analysis of wild bison in Alberta showed that the Wabasca/Mikkwa bison and Ronald Lake bison were unique from other bison in Alberta and from each other.
- The disease sampling to date and the genetic typing of the Wabasca/Mikkwa and Ronald lake herds inform us that these herds are unique from the WBNP diseased bison and their disease prevalence is far below expected. The information gathering component of the Disease Risk Program is now complete.

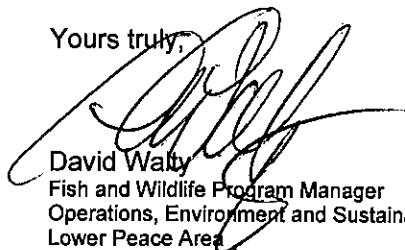
For 2014/15 program we are planning to:

- Continue surveillance programs to reduce the risk of diseased bison mixing with Ronald Lake, Wabasca/Mikkwa and Zama Bison herds.
- Conduct a population survey for the Wentzel Lake diseased population, to determine changes in herd size and therefore risk.
- Conduct a population survey for the Ronald Lake herd.
- Continue the surveillance program to prevent the Hay Zama herd from expanding range east of Hwy 35.
- Expand hunting opportunities to control diseased bison herds
- Discontinue disease testing Ronald Lake and Wabasca/Mikkwa herds for 3 to 5 years.
- Continue to explore a long term bison disease containment and disease risk elimination strategy.

Should you have any questions on the program please do not hesitate to contact Lyle Fullerton, Special Projects Coordinator, Wildlife Management at 780 624-6496 or [Lyle.Fullerton@gov.ab.ca](mailto:Lyle.Fullerton@gov.ab.ca) for bison west of WBNP, or Joann Skilnick, Wildlife Biologist, 780 743-7258 or [Joann.Skilnick@gov.ab.ca](mailto:Joann.Skilnick@gov.ab.ca) for the Ronald Lake herd.

For more information on the program, please visit the website:  
<http://www.srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx>.

Yours truly,



David Walty  
Fish and Wildlife Program Manager  
Operations, Environment and Sustainable Resource Development  
Lower Peace Area

cc: Lyle Fullerton  
Joann Skilnick

**Managing Disease Risk in  
Northern Alberta Wood Bison -  
Outside of Wood Buffalo National Park**



**2013 - 2014  
Progress Report**

**September 2014**

*Alberta*  
Government



ISBN: to come (online version)  
Posted December 2014

# Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>1.0 Hay-Zama Wild Bison Management .....</b>	<b>2</b>
<b>2.0 East of Highway 35 Disease Surveillance and Risk Reduction.....</b>	<b>5</b>
2.1 Detection Approach .....	5
2.1.1 Update on Aerial Surveillance Flights.....	5
2.1.2 Public Reporting .....	5
2.2 Response Plan .....	6
<b>3.0 Population Monitoring Plan East of Highway 35.....</b>	<b>7</b>
3.1 Population Estimate and Distribution .....	7
3.1.1 Aerial Survey .....	7
3.1.2 Public Reporting .....	9
3.2 Disease Status of Bison Outside of Wood Buffalo National Park.....	9
3.2.1 Disease Sampling and Herd Genetics .....	10

## List of Tables

Table 1. Disease Samples for Areas 2, 3 and Ronald Lake .....	11
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## List of Figures

Figure 1. Bison Herds Currently Classified as Diseased or Disease-Free .....	2
Figure 2. Hay-Zama 2014 Bison Survey Herd Locations.....	4
Figure 3. Aerial Survey Areas for Bison Population Estimates .....	7
Figure 4. Locations of Bison Area 2 Survey March 3-5, 2014.....	8
Figure 5. Locations of bison disease samples obtained during 2013/14 in Area 2.....	12
Figure 6. Locations of bison disease samples obtained during 2013/14 in the Ronald Lake area .....	13



## Introduction

Alberta has long recognized that the key issue regarding the management of wild bison is the threat of tuberculosis and brucellosis spreading from infected animals in and around Wood Buffalo National Park to livestock (cattle and domestic bison) and to healthy wild bison.

These introduced cattle diseases represent an ongoing threat to Alberta's livestock industry since they could result in trade restrictions and significant economic losses. In addition, wood bison are listed nationally as "threatened" and by Alberta as "endangered." It will be impossible to fully restore healthy, wild bison populations until these livestock diseases are eradicated, since recovery herds will need to be kept small and relatively confined to reduce their risk of becoming infected. There is also a risk of disease transmission to humans and to other wildlife species. In 1990, a federal Environment Assessment Panel recommended completely eradicating all bison from Wood Buffalo National Park (WBNP), followed by restocking with disease-free animals. This recommendation was not implemented by the federal government.

Alberta's long-term goal is to eliminate the disease risk. This would remove the risk to Alberta's livestock industry and would allow the restoration of wild populations of wood bison across northern Canada. The restoration of wood bison populations would fill a key ecological role and provide substantial cultural and economic benefits to Alberta. Until this long-term goal can be achieved, the interim approach is to prevent the spread of tuberculosis and brucellosis from diseased wild bison to domestic livestock and disease-free wild bison.

Alberta's approach for managing the disease risk to both domestic livestock and free-ranging wood bison is detailed in "Managing Disease Risk in Northern Alberta Wood Bison – Outside of West

of Wood Buffalo National Park." This approach implemented by Environment and Sustainable Resource Development (ESRD) and Agriculture and Rural Development (ARD) with assistance from Mackenzie County and the Alberta and Canadian cattle and bison industry organizations was focused on the area to the west of the park. In 2012/13, the Ronald Lake bison herd, near the south east corner of the park, was added to the program to ensure bison management objectives in Alberta are consistent and within the scope of the National Recovery Strategy for Wood Bison in Canada.

The approach has three broad components:

- Hay-Zama wild bison herd management;
- Disease surveillance and risk reduction east of Highway 35; and
- Monitoring populations of wild bison east of Highway 35 and in the Ronald Lake area.

The objectives for monitoring the Ronald Lake herd are to determine:

- Population size and range distribution;
- Disease status of the herd;
- Movements of the herd relative to bison within Wood Buffalo National Park; and
- Genetic relatedness of the herd to other provincial herds.

The following is the fourth progress report on this approach and includes work undertaken during 2013 and the winter of 2014. The June 2011, May 2012, and June 2013 Progress Reports are available at; <http://esrd.alberta.ca/fish-wildlife/wildlife-diseases/wood-bison-disease-management.aspx>

# 1.0 Hay-Zama Wild Bison Management

**Objective** - To maintain the wild Hay-Zama wood bison herd free of bovine tuberculosis and brucellosis by limiting their numbers and distribution, particularly east toward Highway 35, thereby reducing the opportunity for exposure to diseased bison from the vicinity of Wood Buffalo National Park (WBNP).

The Hay-Zama wood bison reintroduction program was started in 1983 to re-establish a healthy population of wood bison in northwestern Alberta. This was a significant element in the

national wood bison management plan, which called for at least one self-sustaining herd in each of Alberta, BC, Yukon, Northwest Territories and WBNP. The Hay-Zama bison herd has grown rapidly in numbers and distribution since 1994. A goal of the 2008 draft recovery strategy for wood bison in Canada was to protect "clean" recovery herds from contact with diseased animals. Hay-Zama bison are disease-free, while bison populations in and around WBNP are known or assumed to be infected.

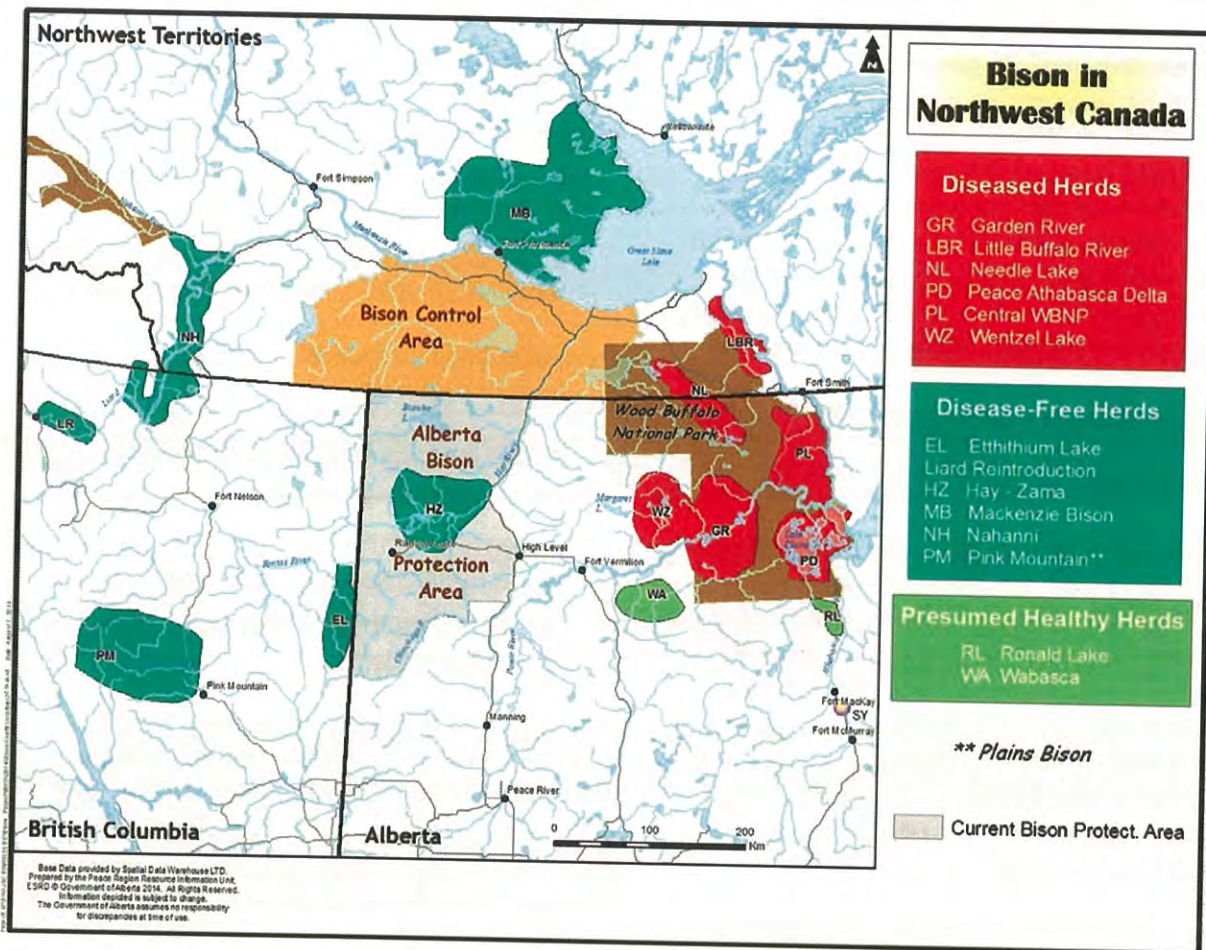


Figure 1. Bison Herds Currently Classified as Diseased or Disease-Free

The Hay-Zama bison herd has been monitored since the original release. The total number of bison peaked in the winter of 2008 when 652 animals were seen in 63 different groups. Observed range expansion raised concerns over bison moving east toward diseased bison from WBNP. In particular, there was specific concern over several instances of bison moving east along the Zama road to and beyond Highway 35. In the spring of 2008, it was determined that a highly regulated hunting season would be instituted and scheduled annually to stop the Hay-Zama herd from continuing to increase in numbers and distribution. The hunt serves two objectives relevant to this strategy:

- It protects the Hay-Zama herd from the near-inevitability of becoming infected as their numbers and distribution increased. **If this happened, there is a strong probability that the whole herd would have to be culled.**
- It allowed for a significant amount of disease testing.

### Update

From 2008/09 to the end of the 2012/13 bison hunting season, a total of 521 bison were harvested. A total of 279 samples were collected for disease surveillance of bovine tuberculosis and brucellosis and has been reported on in previous progress reports. The hunting season was suspended for 2013/14 due to bison mortality from severe winter weather of 2012/13. The hunt will resume in 2014/15.

### Hay-Zama Bison Population Status

A population survey of the Hay-Zama herd was conducted from February 24 to 27, 2014. A total of 501 bison in 21 groups was found (Figure 2). With the new calf crop in spring/summer of 2014, and an annual average recruitment of 11 per cent, the pre-season population estimate is 556 bison. The Hay-Zama bison hunt will be continued in 2014/15 with 105 licences (70 Aboriginal and 35 non-Aboriginal) and a projected harvest goal of 65 to 70 bison. More information is available at: <http://mywildalberta.com/Hunting/GameSpecies/WoodBisonHuntHayZama.aspx>. 2.0 East of Highway 35 Disease Surveillance and Risk

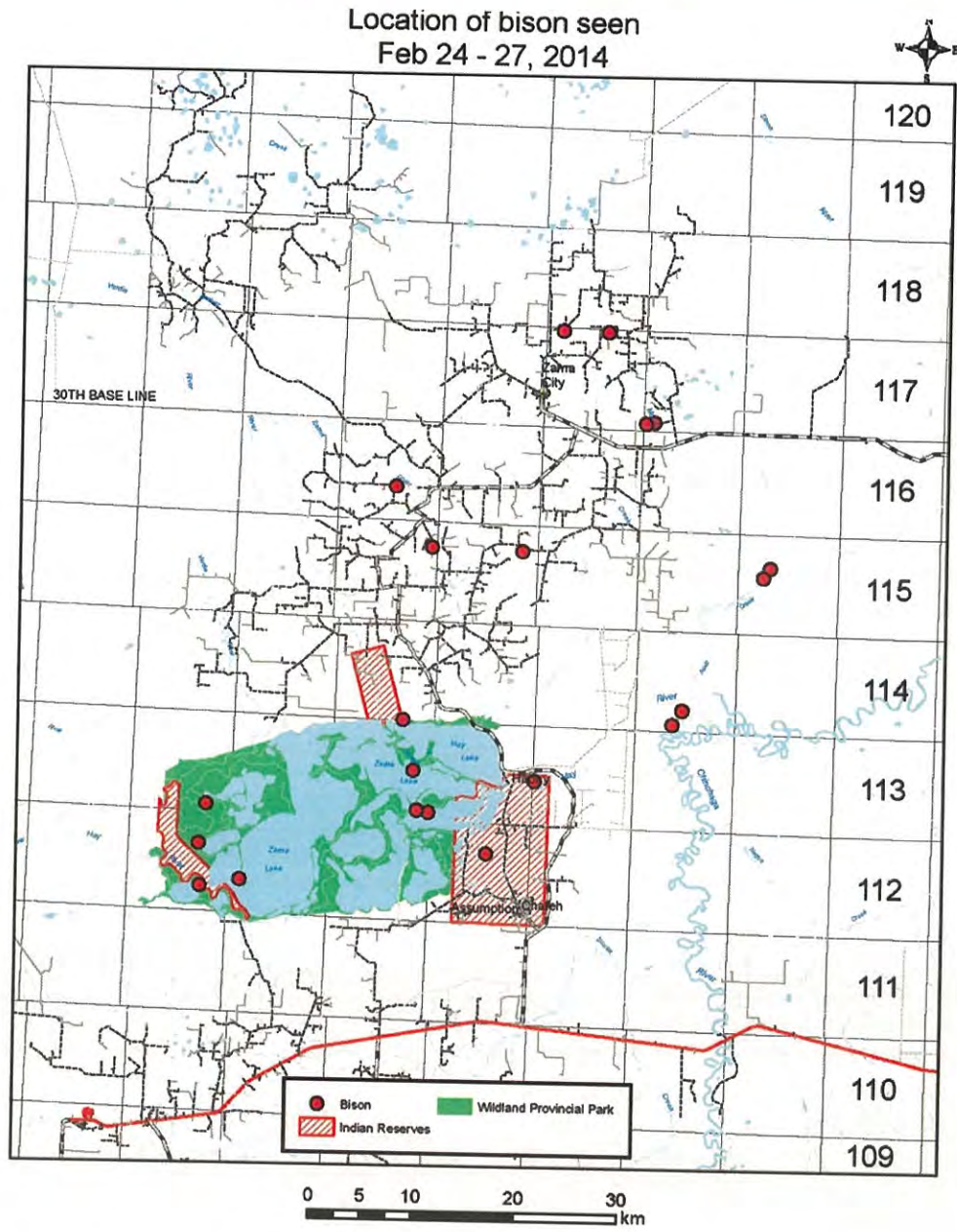


Figure 2. Locations of Hay-Zama Bison observed during survey February 24-27, 2014

## 2.0 Disease Surveillance and Risk Reduction East of Highway 35

The probability of bison moving west from the Wentzel herd or from the populations in the Wabasca-Mikkwa area is high. Gates et al. (2001) identified several routes that bison would likely use to move west. As well, bison from the Hay-Zama herd would most likely move east along these same routes. Most of the favourable travel routes pass through the agriculture zones in and around Ft. Vermilion and La Crete, and therefore pose the greatest threat to domestic livestock.

### 2.1 Detection Approach

**Objective** - To detect any wild bison on private agriculture lands near Ft. Vermilion and La Crete and the Agricultural and Highway 35 Surveillance Zones.

Surveillance areas have been identified along Highway 35 and around the Agricultural Area Zone. The Highway 35 Surveillance Zone stretches 10 km on both sides of Highway 35 from the High Level airport north to the Alberta – N.W.T. boundary. The Agricultural Area Zone contains farmland along Highway 58 from High Level to Fort Vermilion and farmland in the La Crete – Fort Vermilion area. Ongoing surveillance flights also explore associated areas that are potential movement corridors. The purpose of the Highway 35 surveillance zone is to detect animals that:

- (i) may be moving from the east (high risk of infection) toward the Hay-Zama herd, or
- (ii) Hay-Zama animals moving from the west toward the high risk area.

The purpose of the Agricultural Area Surveillance Zone is to detect bison (presumed infected) that may be moving from known population areas

in WBNP, Wabasca-Mikkwa and Wentzel Lake areas. The closest known wild bison herd is in the Harper Creek drainage some 58 kilometres from agricultural lands.

#### 2.1.1 Update on Aerial Surveillance Flights

##### Highway 35 Surveillance Zone

Surveillance flights were flown by ESRD staff in the Highway 35 Surveillance Zone on January 17, February 5, and March 24 2014. No bison or bison sign was detected during these flights.

##### Agricultural Area Surveillance Zone

Surveillance flights were flown by ESRD staff in the Agricultural Surveillance Zone on January 16, February 6, and March 24, 2014.

During 2013/14 three bull bison were found in or in proximity to the Agricultural Surveillance Zone.

1. March 2013, bison bull killed by a hunter 20 km south east of South Tall Cree in Township 102 Range 6.
2. February 6, 2014, a bison bull located along the Wabasca River, killed by ESRD and Fish and Wildlife Enforcement staff in Township 106 Range 9.
3. March 3, 2014, a bison bull found killed by wolves 11 kilometres east of South Tall Cree in Township 102 Range 7.

#### 2.1.2. Public Reporting

**Objective** - To encourage client groups associated with government, as well as the general public, to report wood bison sightings in the surveillance zones.



**Update**

Public communication through the "Bison Watch" program continued throughout 2013/14 reporting period.

In November 2013, annual Fish and Wildlife District public meetings in High Level and LaCrete were used to encourage stakeholders and the public to report sightings of bison within a 10-kilometre strip along either side of Highway 35.

The Government of Alberta (ARD/ESRD), "*Managing Disease Risk in Northern Alberta Wood Bison – Outside of Wood Buffalo National Park*" June 2013 Progress Report was sent to First Nation, Métis, agricultural, local municipal, hunting and outfitting stakeholders in June 2013.

Posters and advertisements to encourage agriculture producers, to report bison sightings were developed by the Alberta Beef Producers and placed in local newspapers and agriculture notice boards.

Additional posters and public contacts were used to ask the public to report bison sightings east of Highway 35.

**2.2 Response Plan**

**Objective** - To remove all wild bison detected on private agricultural lands near Ft. Vermilion and La Crete and in any of the Agricultural and Highway 35 Surveillance Zones. Wherever possible, meat should be salvaged and tissue samples for disease detection should be collected.

**2.2.1** Response efforts will involve active removal by shooting and killing of any bison detected through surveillance activities. Tissue sampling and disease testing will be an integral component of these efforts.

**2.2.2 Sustainable Resource Development staff**

from High Level and Ft. Vermilion Districts will action bison reports. Reports outside normal office hours will be investigated through 1-800-642-3200 RAP line. Government will engage aboriginal and non-aboriginal hunters, outfitters, landowners, etc. to facilitate removal and salvage of meat where feasible and to ensure blood and tissue samples are collected and tested. Remote access by helicopter may be required in some instances.

**Update**

A total of three response actions were undertaken during 2013/14.

1. October 21, report of 40 -50 bison on the Zama Highway north of High Level in proximity to Highway 35. Approximately 50 bison had moved very close to Highway 35. ESRD and Fish and Wildlife Enforcement staff responded by hazing bison back to the west. One bison bull was killed, samples taken and the meat salvaged during this operation.
2. November 5, report of three bison southeast of Fort Vermilion 20 km. A helicopter search of the area revealed only moose. Subsequent surveillance flights continued to search for these bison.
3. February 6, a bison bull was located along the Wabasca River during a surveillance flight. On February 7, ESRD and Fish and Wildlife Enforcement staff killed the bull and obtained disease samples.

### 3.0 Population Monitoring East of Highway 35

The number of bison east of Highway 35, their movements and distribution over time is unknown and remains a significant factor in our assessment of disease risk. To our knowledge, most bison reside in two herds, referred to as the Wentzel and Wabasca-Mikkwa herds. This program initiated a survey to estimate the entire bison population in Alberta outside WBNP, and will subsequently survey every three years to assess population changes over time.

As noted earlier with respect to the Hay-Zama population, herd size is an important risk factor. In addition, a program confirming the disease status of these herds will be needed before establishing long term goals and strategies for them. Currently, bison east of Highway 35 are offered no conservation protection with the exception of bison found within Caribou Mountains Wildland Provincial Park.

#### 3.1 Population Estimate and Distribution

Objective - To determine with some precision the numbers and distribution of wild bison in northern Alberta in areas surrounding Wood Buffalo National Park.

##### 3.1.1 Aerial Survey

The area outside of WBNP has been divided into three areas to facilitate and prioritize bison surveys (Figure 6). It is proposed to survey all areas over a three-year period in order of priority, and then conduct monitoring surveys of each herd on a three-year cycle to evaluate size and distribution changes over time.

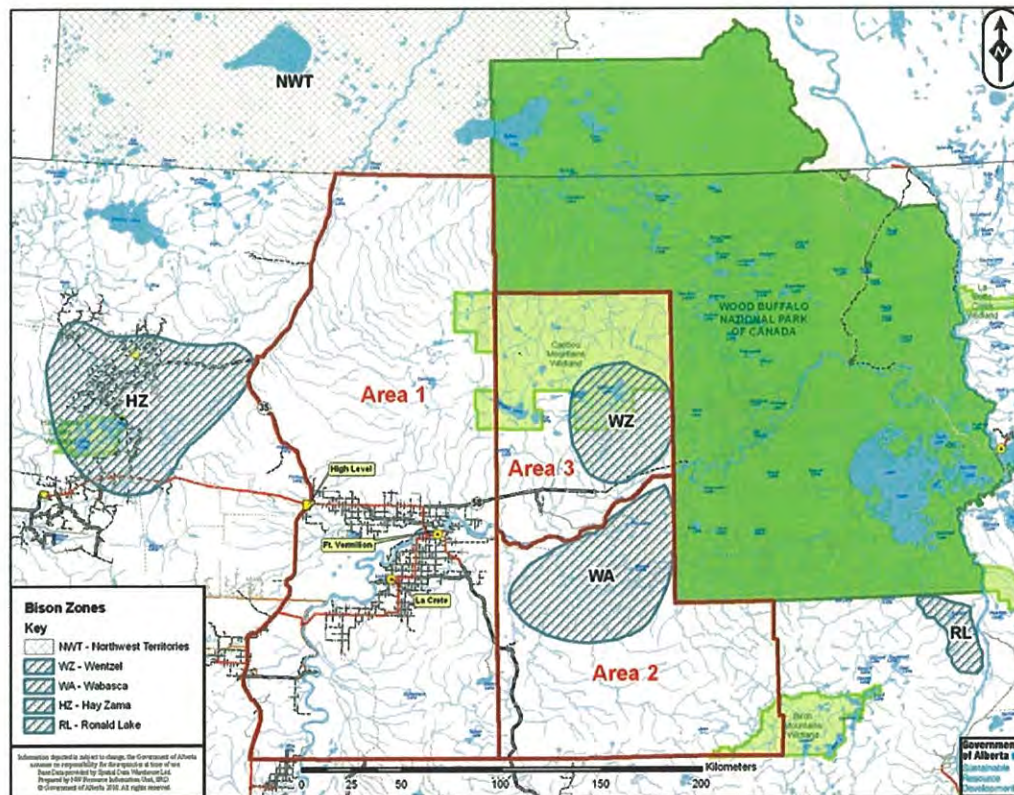


Figure 3. Aerial Survey Areas for Bison Population Estimates

There are no confirmed sightings of bison in Area 1, and it is assumed there is no resident population of bison in Area 1.

### Update

Surveys for bison in each of the three Areas have been reported in previous Progress Reports. A survey of Area 2, Wabasca/Mikkwa herd, was conducted March 3 to 5, 2014. A total of 15 bison and one wolf-killed bull were found within the

interior of the survey area. A further 56 bison were located just west (within 10 kilometres) of WBNP, east of Fox Lake (Figure 4). These bison are considered part of the Garden River herd and move in and out of WBNP seasonally. Other wildlife including 3 caribou, several lynx and wolves were seen on the survey. Moose were recorded, but given the poor to adequate snow conditions no attempt at determining density was calculated.

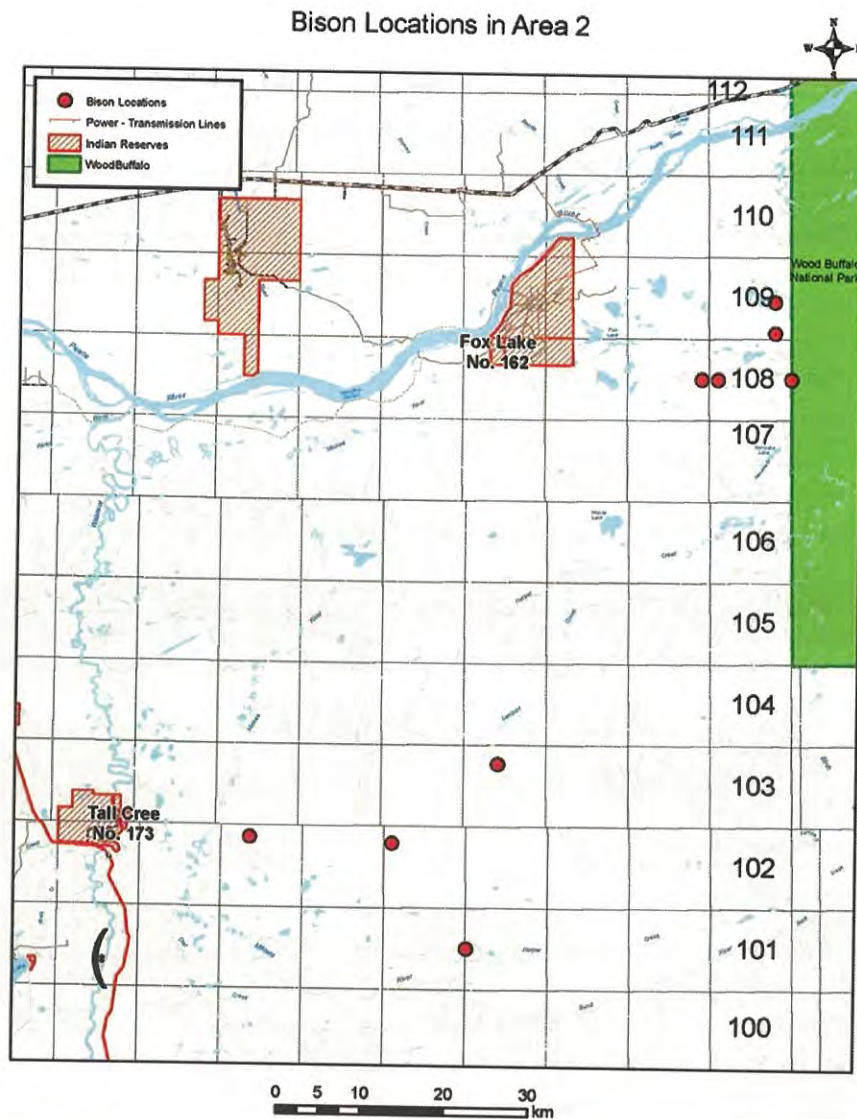


Figure 4. Locations of Bison Area 2 Survey March 3-5 2014

### 3.1.2 Public Reporting

Encourage the public, bison hunters, trappers and outfitters, First Nation bands and aboriginal harvesters to report bison sightings and local knowledge regarding preferred habitat use and seasonal movements in each of the three areas.

#### Update

As with public reporting in the surveillance zones, posters and information were provided to the public.

Public reporting of bison or bison sign during 2013/14 included:

1. March 15, report of 1 bull southeast of Fort Vermilion approximately 60km, this animal was subsequently killed by a local hunter.
2. July 29, report of 1 bull approximately 50 km west of WBNP, near Foggy Tower. This bison would be part of the Wentzel Lake or Garden River Boundary herd.
3. October 21, report of 40 -50 bison on the Zama Highway north of High Level in proximity to Highway 35. Approximately 50 Hay-Zama bison had moved very close to Highway 35 and were about to cross. ESRD staff influenced the herd to turn back to the west.
4. November 5, report of three bison southeast of Fort Vermilion 20 km. A search of the area revealed only moose.
5. January 15, report of six bison just outside Wood Buffalo National Park on Highway 58. These bison are believed to be part of the Garden River Boundary herd which move in and out of WBNP.

### 3.2 Disease Status of Bison Outside of Wood Buffalo National Park

**Objective** - To determine the disease status of bison in northern Alberta to the west and south-east of Wood Buffalo National Park.

Data on the prevalence of brucellosis and tuberculosis in the outlier herds (Wentzel and Wabasca-Mikkwa) is incomplete and inconclusive. However, outlier herds have been assumed to be associated with bison from the park, which are known to harbour these diseases. Bison east of Highway 35 are assumed diseased and are classified as non-wildlife under The *Wildlife Act*. As a result, they are not protected and can be hunted year-round except in the Caribou Mountains Wildland Provincial Park. Alberta Health issued a public advisory for the area in 1992, urging anyone handling, processing and consuming potentially diseased bison to take precautions. Regardless of current status, the proximity to the parent WBNP disease reservoir puts all outlier herds at a high risk of infection.

To ultimately assess the risk of disease transmission to livestock and disease-free wild bison and to plan surveillance and containment programs in the future, efforts will be made to determine the disease status for each outlier herd. Sampling will generally be conducted by government staff, but if the opportunity presents itself through the ongoing harvest of bison by hunters in the area, the samples collected voluntarily may still be tested. Hunters may be supplied with a limited number of sampling kits and be provided with information on the two diseases suspected to be in the bison so that the risks can be assessed and the proper precautions can be taken.

### 3.2.1 Disease Sampling

The proposed disease sampling is a phased approach, with each progressive phase increasing in cost, statistical precision and sample size. Bison will be salvaged opportunistically where interested individuals and ground access are available. The disease-testing program for a given herd will be terminated as soon as one of the two diseases (bovine tuberculosis or brucellosis) is detected. The herd will be ranked as diseased. The disease sampling is based on the following assumptions:

- that outlier herds have similar prevalence of bovine tuberculosis or brucellosis to that occurring in WBNP (40 to 50 per cent);
- that it may take small sample sizes to detect disease presence if it is at high prevalence;
- that detection of either disease is enough evidence to classify a bison herd as diseased.

#### **2011-2014**

Phase one will use Government or contract collection of two to four animals from each herd for each year of the program, or until the presence of disease is detected. All collection efforts will focus on sampling older bulls wherever possible. With potentially high prevalence, we may be able to establish disease status in one or two years. This phase will run no more than three years.

If there are no diseased bison detected during 2011 – 2014 sampling, Government will evaluate the option of implementing higher precision sampling phases.

To date disease sampling has entailed:

1. Three separate blood samples and one lung sample were submitted to the High Level Fish and Wildlife office by an outfitter successfully hunting bison in Area 3 in 2011. Serology tests conducted by the Canadian Food Inspection Agency (CFIA) revealed

that two adult female bison tested positive for exposure to brucellosis. These results were provided to the public in an Information Bulletin July 28, 2011.

2. One blood and lung sample had been submitted to the Fort McMurray Fish and Wildlife office by a hunter in 2011.
3. A disease sampling program was conducted in December 2011 to confirm disease status in bison in Areas 2 and 3. A total of four bison from the Wabasca/Mikkwa and seven bison from the Wentzel herds were sampled. Laboratory tests conducted on the four samples from the Wabasca/Mikkwa herd were negative for both tuberculosis and brucellosis. These results do not mean that the Wabasca/Mikkwa herd is not infected with either of these diseases as the number tested did not provide a large enough sample to indicate the herd is disease-free. Laboratory tests were conducted on seven samples from the Wentzel herd, all were negative for tuberculosis and three samples had evidence of exposure to brucellosis. The results were provided to the public in an Information Bulletin June 29, 2012.
4. A disease sampling program was conducted in December 2012 to increase the sample size and confirm disease status in bison in Area 2 and Ronald Lake. A total of eight bison from the Wabasca/Mikkwa and eleven bison from the Ronald Lake herds were sampled. Laboratory tests conducted on all the samples were negative for both tuberculosis and brucellosis. These results did not mean that the Wabasca/Mikkwa, or Ronald Lake herds are not infected with either of these diseases as the number tested did not provide a large enough sample to indicate the herd is disease-free. An additional 13 blood samples were collected from the Ronald Lake herd when bison were captured for a collaring program in March 2013. Serology tests were negative for both tuberculosis and brucellosis from these samples.

- Genetic material has been archived for each bison sample to support investigations into the origin of these populations.

### **Update**

The number of disease samples for Area 2 (Wabasca/Mikkwa) herd, Area 3 (Wentzel) herd and Ronald Lake herd is summarized in Table 1. During 2013/14 the number of disease samples was increased from Area 2 by twelve:

- Samples from a bull bison killed in the Agricultural Surveillance Zone Feb. 7. Results were negative for brucellosis.
- Hunter samples provided for a bull and cow bison harvested March 14 and 15.
- Samples from three bull bison lethally sampled during the disease sampling March 26.
- Samples from six mature cows non-lethally sampled during disease sampling March 26.

The disease sampling program on March 26 began with the objective to non-lethally (net-gunning) sample 8 mature cows in Area 2. Given very poor snow conditions and significant hunting activity, sample animals could not be located. The decision was made to lethally sample three bulls in the Lambert Creek area as they were the only bison seen during flights to locate suitable bison for net-gunning. A final search was conducted and a herd of bison was located with suitable animals for testing near Harper Creek. A total of six mature cows were sampled using net-gunning (Figure 5). All bison tested from the interior of Area 2 have been negative for bovine brucellosis.

**Table 1.**  
**Number of Disease Samples from Areas 2 and 3 and Ronald Lake**

Year	Area 2	Area 3	Ronald Lake
2010/11			1
2011/12	4	10	
2012/13	8		23
2013/14	12		49
<b>Total</b>	<b>24</b>	<b>10</b>	<b>73</b>

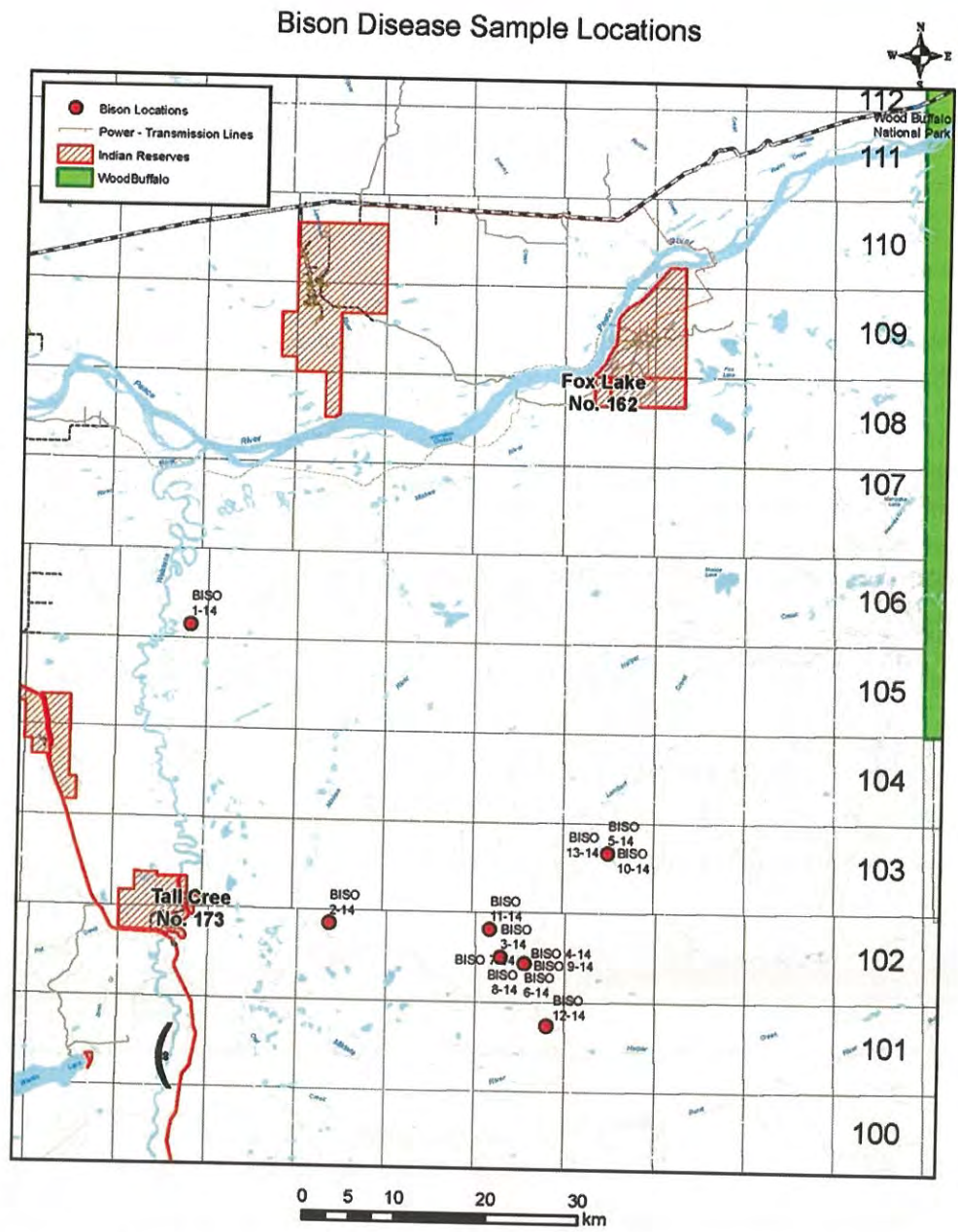


Figure 5. Locations of bison disease samples obtained during 2013/14 in Area 2

Following the 2012/2013 Ronald Lake program, the assumption that disease prevalence at rates similar to those found in WBNP was rejected. In 2013/2014, ESRD began testing the alternative hypothesis that the Ronald Lake Bison are not diseased. The goal was to test for a disease prevalence rate of less than 5 per cent with a 99 per cent certainty for an estimated population size of approximately 200 (Cannon and Roe 1982). Serum samples from five bulls were collected on March 10 and 11, 2014. Serum samples from an additional seven bulls and 37 cows were collected between March 27 and 29, 2014. See Figure 6 for sample locations. All samples tested negative for disease providing further support that if the herd is diseased, the disease occurs at a low prevalence within the herd.

### **Disease Sampling Summary**

The disease status of free-ranging bison, as with any wild population, cannot be determined definitively as almost every animal would have to be tested. In wild populations we estimate the disease status by rigorously sampling enough animals to reach a confidence level well below the expected rate of disease prevalence. Testing within Wood Buffalo National Park indicates that these diseases typically occur at a 30-40 per cent prevalence in similar herds. Disease testing of bison in Area 3 documented the presence of brucellosis. Testing of bison from Area 2 and Ronald Lake did not reveal evidence of brucellosis which indicates 95 per cent confidence that the disease (if it exists at all in the

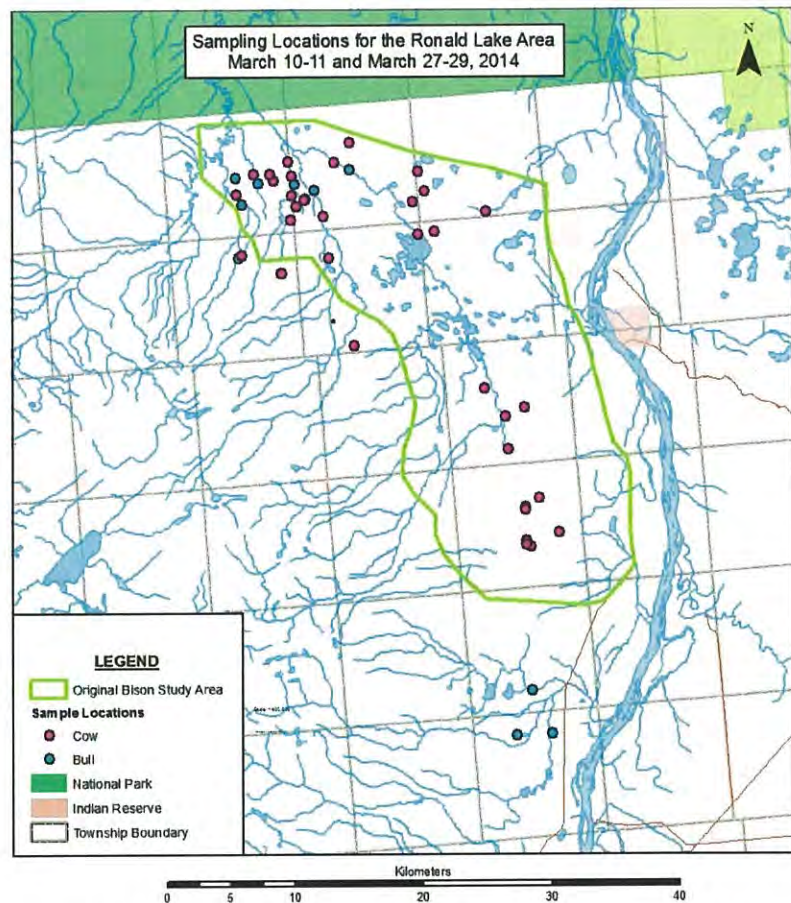


Figure 6. Locations of bison disease samples obtained during 2013/14 in the Ronald Lake area

herd) is below 5 per cent prevalence. Thus we cannot say definitively that brucellosis does not occur in these populations, but we can say if it does occur, it would be there at very low levels. We will therefore manage both the Ronald Lake herd and Wabasca/Mikkwa herds as disease free until we receive other information that indicates the herd is infected. Further testing and higher levels of confidence would be necessary in the future to know if the herd remains disease free.

### **Northern Alberta Bison Genetics**

As reported on in the June 2013 Progress Report, the bison genetic program was implemented in 2012/13 to assist in understanding bison movements and dispersal which has the



potential to shape how local populations are interconnected and subsequently determine how diseases are spread.

Understanding dispersal patterns of Alberta's free ranging bison also is important to identify the natural history of particular bison groups. For example, there is uncertainty in the origin of a group of approximately 200 bison inhabiting an area west of the Athabasca River, east of the Birch Mountains, and south of Wood Buffalo National park, known as the Ronald Lake Bison herd. Currently, ESRD assumes these bison are migrants from Wood Buffalo National Park.

To determine both the fine-scale genetic population structure and inter-population movement, ESRD will analyse genetic markers (microsatellites) specific to the bison genome. The analysis will build on previous efforts (Wilson and Strobeck 1999 a,b), to delineate and characterize bison populations in northern Alberta including Wood Buffalo National Park.

Tissue collection for DNA analysis has been ongoing since 2008 using samples collected from hunter harvested bison during the Hay-Zama disease surveillance program (Table 2). Additional samples were collected from Wentzel Lake, Wabasca/Mikkwa and Ronald Lake during disease surveillance programs in 2011 and 2012. Samples also were obtained from Wood Buffalo and Elk Island National Parks through collaborations with Parks Canada and the Canadian Food Inspection Agency.

### **Update on Genetic Program**

Population genetics were employed on 253 bison individuals from all local bison groups in the province. Results from comparative analyses determined 7 bison groups, which include Elk Island National Park (EINP) wood bison, EINP Plains bison, Wabasca/Mikkwa, Ronald Lake, Mackenzie Bison Sanctuary, Hay Zama/ Rainbow Lake and WBNP. Wabasca/Mikkwa bison were the most genetically differentiated

bison group and are genetically isolated from all other groups. This group also showed more genetic similarities to the EINP Plains bison than to any other group. Ronald Lake was genetically similar to WBNP bison; however, the level of differentiation between these two groups was strong, suggesting negligible genetic exchange. Additionally, there was no indication from the results of this report to suggest that any of the peripheral bison populations have maintained genetic integrity to a "pure" wood bison as there were varying degrees of hybridization with plains bison identified.

### **Update on 2012-13 Recommendations**

It was recommended that two new strategies be incorporated into the approach "Managing Disease Risk in Alberta's Wood Bison With Special Focus on Bison to the West of Wood Buffalo National Park."

1. ESRD will work with Tourism, Parks and Recreation (TPR) to amend regulations to facilitate hunting bison in the Caribou Mountains Wildland Park as a mechanism to restrict range distribution and numbers of animals in the Wentzel Lake wood bison herd. Initial discussions between TPR and ESRD regarding facilitating a bison hunt in the Caribou Mountains WP occurred and will continue based on the need for this potential activity as a risk management tool.
2. Include the Ronald Lake bison herd south and east of WBNP as part of the disease management program. This would include bringing local stakeholders and aboriginal groups up-to-date on the disease management program, establishing good estimates for herd size and distribution, and determining the herd's disease status. Note: Although this herd does not pose any risk to domestic animals nor disease-free bison herds, the status of all herds is required for any long-term solution to eliminating disease sources.

The Ronald Lake bison herd has been added as part of this disease management program. Local stakeholders and aboriginal groups have been included in the general stakeholder list for the Disease Management Program to provide information and opportunity to comment or consult on that program. In addition, a Ronald Lake Technical Team has been formed to share knowledge, and direct further study of that herd.

### Literature cited:

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Wilson GA and C Strobeck. 1999a. The isolation and characterization of microsatellite loci in bison, and their usefulness in other artiodactyls. *Animal Genetics* 30: 226–227.

Wilson GA and C Strobeck. 1999b. Genetic variation within and relatedness among wood and plains bison populations. *Genome* 42: 483-496.

### References

To find more information on bison disease management, go to:

<http://esrd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx>

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**MACKENZIE HOUSING MANAGEMENT BOARD**  
**Organizational BOARD MEETING**  
**October 30, 2014 – 10:00 A.M.**  
**Fireside Room – Heimstaed Lodge**

**In Attendance:**

George Friesen  
Jack Eccles  
Wally Olorenshaw  
Ellis Forest  
Wally Schroeder  
Peter H. Wieler  
Josh Knelsen - joined at 10:07 am  
Paul Driedger

**Regrets:**

Mike Kowal

**Administration:**

Barbara Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Phill Peters, Financial Advisor

**Call to Order:**

Chief Administrative Officer, Barbara L Spurgeon called the organizational meeting to order at 10:00 am

**Agenda:**

**Approval of Agenda**

14- 133

Moved by Peter Wieler

That the agenda be approved as presented.

Carried

**Oath of confidentiality**

All board members signed the oath of confidentiality

**New Business:**

**Election of Chair Person**

Barbara Spurgeon asked for nominations for the position of Chair

Wally Schroeder nominated George Friesen, George Friesen accepted

14-134

Moved by Peter Wieler

That Nominations cease

Carried

George Friesen declared Chair by acclamation.

George Friesen in chair at 10:05 a.m.

**Election of Vice-Chair**

Ellis Forest nominated Wally Schroeder, Wally Schroeder accepted

14-135

Moved by Wally Olorenshaw

That Nominations cease

Carried

Wally Schroeder declared Vice-Chair by acclamation.

**Appointment of Signing Authority**

14-136

Moved by Peter Wieler

That Paul Driedger be given signing authority, as per policy #Adm-001Signing Authorities

Carried

**Terms of Reference-Building Committee**

14-137

Moved by Wally Schroeder

That the terms of reference – building Committee be received as information

Carried

**Building Committee**

14-138

Moved by Paul Driedger

That the building committee be

George Friesen, Ellis Forest, Wally Olorenshaw, Wally Schroeder, Josh Knelsen

Carried

**Regional Needs Assessment Committee**

14-139

Moved by Ellis Forest

That Wally Schroeder be appointed to the Regional Needs Assessment Committee

Carried

**Meeting Dates**

14-140

Moved by Wally Schroeder

That the meeting dates be amended to the following dates:

December 1, 2014

January 26, 2015

March 12, 2015

April 27, 2015

May 28, 2015

June 29, 2015

August 31, 2015

September 28, 2015

November 2, 2015

Carried

**Adjournment**

14-141

Moved by Wally Olorenshaw

That the Organizational meeting of October 30, 2014 be adjourned at 10:35 a.m.

Carried

---

George Friesen Chair

---

Evelyn Peters  
Executive Assistant

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
October 30, 2014 – 10:30 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:**

George Friesen – Chair  
Wally Schroeder – Vice Chair  
Jack Eccles  
Wally Olorenshaw  
Ellis Forest  
Peter H. Wieler  
Josh Knelsen  
Paul Driedger

**Regrets:**

Mike Kowal

**Administration:**

Barbara Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Phill Peters, Financial Advisor

**Call to Order:**

Chair George Friesen called the Board meeting to order at 10:40 a.m.

**Agenda:**

**Approval of Agenda**

14-142

Moved by Ellis Forest

That the agenda be amended to include  
6.4 – Affordable Housing  
8.1 – In Camera Legal/Land

Carried

**Minutes:**

**September 29, 2014 Regular Board Meeting**

14-143

Moved by Paul Driedger

That the September 29, 2014 regular board meeting minutes be approved as distributed.

Carried



**Reports:**

**CAO Report**

14-144

Moved by Ellis Forest

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports**

**Housing Financial Reports– September 30, 2014**

14-145

Moved by Jack Eccles

That September 30, 2014 Housing financial report be received for information.

Carried

**Lodge Financial Reports– September 30, 2014**

14-146

Moved by Peter Wieler

That the September 30, 2014 Lodge financial report be received for information.

Carried

**Assisted Care Financial Reports– September 30, 2014**

14-147

Moved by Josh Knelsen

That the September 30, 2014 Assisted Care financial report be received for information.

Carried

**Arrears Report to September 30, 2014**

14-148

Moved by Jack Eccles

That the September 30, 2014 arrears report be received for information.

Carried

14-149 Moved by Wally Olorenshaw

That administration be directed to draft a policy addressing Lodge arrears.

Carried

**New Business:** **Estimated operating costs for a new small lodge**

14-150 Moved by Ellis Forest

That the estimated operating costs for a new lodge be received for information.

Carried

**Proposed New Lodge Site**

14-151 Moved by Wally Schroeder

That the update on the proposed new lodge site be received for information

Carried

**Affordable Housing**

14-152 Moved by Wally Olorenshaw

That the affordable housing update be received as information

Carried

**Information:**

14-153 Moved by Wally Olorenshaw

That the following be accepted for information.

- Bank reconciliation for September 30, 2014
- 

Carried

**In Camera:**

**Legal / Land**

14-154

Moved by Paul Driedger

That the meeting move to in camera at 11:37 am

Carried

14-155

Moved by Ellis Forest

That meeting move out of in camera at 11:50 am

Carried

14-156

Moved by Wally Schroeder

That approval for land acquisition as negotiated with the Town of High Level

Carried

14-157

Moved by Wally Olorenshaw

That the Board Committee has authority to make non-financial decisions with updates to the Board on regular basis

Carried

14-158

Moved by Peter Wieler

That administration send out a request for proposal for an architectural service to design a new lodge in High Level

Carried

14-159

Moved by Wally Olorenshaw

That we work with High Level Housing Authority to transfer senior self-contained program to Mackenzie Housing Management Board

Carried

Regular Board Meeting

October 30, 2014

Page 5 of 5

**Next Meeting Date:** Regular Board Meeting – December 1, 2014 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

14-160 Moved by Paul Driedger

That the board meeting of October 30, 2014 be adjourned at  
12:03 am.

Carried

---

George Friesen, Chair

---

Evelyn Peters  
Executive Assistant



# AIRPORT NEWS

Strengthening the Viability, Growth and Safety of Community Airports in Alberta

Volume 9 No. 23 December 1, 2014

Alberta Airports Management Association®

## AIRPORT PROFILE: Athabasca Regional Airport (CYWM), AB



The Athabasca Regional Airport (CYWM) is located just five minutes outside of Athabasca, Alberta and 150 kms northeast of Edmonton, Alberta. The facility's operator, Athabasca County, is positioning itself for future growth in the oilsands region and has been investing in the future of the airport by putting in place additional amenities and safety features for pilots.

The airport serves a variety of aircraft from privately owned single engine models to executive jets, commercial twin otters and helicopters. An air courier services also flies into the airport twice-daily on weekdays. To prepare for additional airport use a new water cistern has been installed to service the facility's terminal building, which offers a public washroom and telephone. There is also vehicle parking available for workers who are flown regularly to work sites located to the north of Athabasca.

The County offers an AVGAS (100 LL) self-serve system along the apron near the terminal facility. Fleet accounts are available and make it more convenient for private users and companies who use the fuelling system on a regular basis. The fuel system operates using chip and pin technology for added security and accepts all major credit and debit cards.

A first in North America, a new LED Precision Approach Path Indicator (PAPI) light system has been added to increase safety for pilots landing at the airport. The lights have been tested and are operational as of October 1, 2014. The lights work with the airport's ARCAL system, and turn on automatically when pilots activate the runway lights.



**PHYSICAL LOCATION/ RADIO FREQUENCY** - The Athabasca Regional Airport is a registered Aerodrome located approximately 1.5 km east of Athabasca on Hwy 55, and approximately 1.5 km north on Range Road 221. GPS coordinates for the airport are: 54°44'35"N 113°12'19"W. The radio frequency for the Athabasca Airport is 123.2 MHz.

**RUNWAY SPECIFICATIONS** - The airport has a 4000 x 100 foot asphalt runway (16/34) with an elevation of 1971 ft/601m MSL. Other runway features include a WAAS (Wide Area Augmentation System) that allows aircraft to descend to a minimum of 250 ft on approaches in poor weather; a non-directional beacon; medium intensity edge lighting and REILS lights; an ARCAL system; and, LED PAPI lights.

**FOR VISITORS** - For those choosing Athabasca as a destination, the Town has a variety of choices when it comes to restaurants, hotels, services and events throughout the year. There are many events and historical places to explore and the region's natural beauty will make you want to return again. For those flying in, a taxi service and rental car service is available to help get you to your destination, a hot meal or relaxing hotel, and back to the airport again. Aviation enthusiasts are invited each year to attend a Fly-In Barbecue which takes place the third weekend of July. In 2014 over 30 aircraft and 450 people attended the event.

Health, Safety and Facilities Coordinator – Norm DeWet 780-675-2273| [ndewet@athabascacounty.com](mailto:ndewet@athabascacounty.com)



## Senior Wildlife Biologist

### About Avisure

Avisure specializes in wildlife risk mitigation for the aviation industry. Our services include consulting, research, providing expert advice and airfield wildlife management to reduce the occurrence and impact of wildlife strike. As leaders in our field we have worked with over 60 airports worldwide, and employ a professional team dedicated to best practice environmental management ([www.avisure.com](http://www.avisure.com)). We love what we do!

We are looking for a Site Manager for our Vancouver International Airport (YVR) team in Canada, the position is responsible for managing the whole project as well as advancing our North American operations. The successful applicant will possess excellent knowledge of birdlife and have the ability to effectively manage Wildlife Hazard Management Programs.

This position requires strong leadership, organizational and inter-personal skills as you will be responsible for managing a large team of staff and subcontractors and liaising directly with our client. This is a demanding role, requiring you to perform all the duties of the Wildlife Biologists and be available for on call and weekend work. In return we offer an attractive salaried position which provides the opportunity for learning and career development. Initially, you will undergo a period of training in wildlife risk mitigation to learn the essential requirements of the YVR program.

Our Wildlife Management team are required to disperse and manage wildlife populations around runways, taxiways and surrounding areas using radio communications and various dispersal tools. The work schedules cover 7 days a week, 24 hours per day, 365 days per year.

### Selection Criteria

#### Essential skills and attributes

1. Excellent people manager
2. Excellent communicator – written and oral
3. Ability to train and mentor staff
4. Experience working on airport wildlife strike mitigation programs
5. Demonstrated skill in wildlife identification, particularly local birds
6. Demonstrated ability to use problem solving techniques to safely and effectively harass and disperse wildlife from the aerodrome and adjacent habitat
7. Situational awareness particularly in relation to identifying safety considerations involving aircraft movement, wildlife presence, and the activity of other vehicles, equipment and people utilizing the airport
8. Demonstrated experience in the handling, operation and maintenance of firearms
9. Current class 5 drivers license and ability to follow safe vehicle operation and traffic procedures for aerodromes
10. Computer literacy and ability to maintain electronic records
11. A strong commitment to safety and safe work practices and a willingness to promote Avisure's safety culture

#### Desirable skills and attributes

1. Higher education qualification in wildlife biology/ecology/conservation or equivalent experience
2. Ability to acquire an unrestricted Possession and Acquisition Licence (PAL) for firearms use
3. Ability to acquire a Restricted Area Identification Card (RAIC) – requires criminal record checks
4. Aircraft Radio/Telephone Operators Proficiency
5. Ability to acquire D-AVOP
6. Standard First Aid certification
7. Experience/qualifications in animal behavior, and/or dog training
8. Experience/license in use and maintenance of small watercraft.

We believe in finding the right people and helping them to excel at what they do in a culture of respect and support. Please tell us how you can become part of our vision by emailing a cover letter including maximum **one-paragraph responses to each of the selection criteria** and your resume to [contact@avisure.com.au](mailto:contact@avisure.com.au) before 15th December 2014.



<b>AAMA Board of Directors</b>	Chair	William Stewart, Airport Manager, Whitecourt Airport, <a href="mailto:william.stewart@woodlands.ab.ca">william.stewart@woodlands.ab.ca</a>
	Past Chair	Doug Mark, Manager, Operations/Terminal Services, Grande Prairie Airport <a href="mailto:dmark@grandeprairieairport.com">dmark@grandeprairieairport.com</a>
Directors	Dave Bellows, Airport Manager, Peace River Airport, <a href="mailto:dbellows@peacriver.net">dbellows@peacriver.net</a>	
	Ken Fowler, Airport Manager, Rocky Mountain House Airport <a href="mailto:kwfowler@harewaves.net">kwfowler@harewaves.net</a>	
	Wade Frasz, Airport Manager, Lloydminster Airport, <a href="mailto:airport@lloydminster.ca">airport@lloydminster.ca</a>	
	Jules Miclette, Airport Manager, Manning Municipal Airport, <a href="mailto:miclettej@countyofnorthernlights.com">miclettej@countyofnorthernlights.com</a>	
	Gerald Pellerin, Director of Operations, Town of Edson, <a href="mailto:gpells@townofedson.ca">gpells@townofedson.ca</a>	
Treasurer	William Stewart, Airport Manager, Whitecourt Airport, <a href="mailto:william.stewart@woodlands.ab.ca">william.stewart@woodlands.ab.ca</a>	
	Leonard Weiss, Operations Manager, Red Deer Airport, <a href="mailto:L.Weiss@flyredder.com">L.Weiss@flyredder.com</a>	
	Ken Skahl, Airport Manager, Slave Lake Airport Services Commission, <a href="mailto:ken@slavelakeairport.ca">ken@slavelakeairport.ca</a>	

**From the Internet Airport Reference Database:**


[Cold Lake Regional Airport Waiting List Application](#)  
[Red Deer Airport 2013 Financial Statements](#)  
[Integrated Noise Model Accuracy for General Aviation Aircraft – Transportation Research Board](#)  
[Kincardine Municipal Airport Preliminary Economic Impact Study – June 4, 2014](#)

**CONFERENCES & TRAINING – 2014**

December 1-5 [IAAE Canada Online Courses](#)  
[Accreditation IAAE 2014 Canada Academy](#) – Edmonton, AB  
[IAAE Canada Training Plan 2015](#)

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# AIRPORT NEWS MEDIA WATCH - ARTICLE INDEX

1. Lot Lease Agreement (Bella Coola)
2. Swift Current Family Business Assembles Aviation Survival Kits for Worldwide Distribution
3. Flying Through Memories (Penticton Regional)
4. Airport Clubhouse (Terminal Licence Agreement) (Oliver)
5. Professional Services Award (Shuswap Regional)
6. Transportation Services Report (Bella Coola, Denny Island)
7. Winter Maintenance Tender (Bella Coola)
8. Tenant Lease Renewal (Bella Coola)
9. Work Begins to Upgrade Brooks Health Centre Heliport
10. Air Ambulance Makes Training Flight to Airport
11. Request for Additional Funding for Airport Building Maintenance (Rocky Mountain House)
12. City of Yorkton Wins Two Marketing Awards
13. Land Clearing Contract (Bella Coola)
14. New Airport Welcome Sign (Bella Coola)
15. Pilot Concerns over Landing and Parking Fees (Bella Coola)
16. Sale of Business (Bella Coola)
17. Airport Expansion Project (Cache Creek)
18. Voting Underway for Business Awards (Terrace)
19. Penticton Rolls Out the Red Carpet for WestJet
20. WestJet Launches Service Between Calgary and Penticton
21. Clear Skies on First WestJet Flight to Penticton
22. Lot Size Concern (La Crete)
23. ACRD Commits Cash to Improving Alberni Airport
24. Plane Damaged at Beiseker Airport
25. Air Canada Named One of Canada's Top 100 Employers for 2015
26. Security Delays at GP Airport (Grande Prairie)
27. Qualicum Beach Second World War Veteran Gets to Fly Again
28. Terrace City Council Candidate: Lynne Christiansen
29. Paid in Alberta (Nanaimo)
30. Defunct Airport Lights Help Finance Skateboard Park (Rimbeiy)
31. No More Border Services at Campbell River Airport
32. Town Council Creates Airport Management Board (Rosetown)
33. WestJet Applauds Fee Cuts at Abbotsford Airport
34. Border Services Clarified (Campbell River)
35. Regional Airport Agreement Signed (Lloydminster Municipal)
36. Reports of Drones Flying Near Manned Planes & Airports Are Up Dramatically
37. Plane Makes Emergency Return to Airport (Canadian Rockies International)
38. South-Eastern Alberta Establishment of Class F (Restricted) Airspace (Foremost)
39. Investment at Stony Rapids Airport – Enhancing Safety in Northern Saskatchewan
40. New Non-Stop Flight From YLW to Trail Announced
41. Curious Crowd Turns Up for Beiseker Town Hall Meeting

**NOTE TO READERS:** The links connect to many news sites where content is cycled rapidly. If you wait too long before reading, the links will disappear. We invite readers to submit articles and photographs related to their airport operation so others may benefit from the information.

July 10, 2014

## 1. Lot Lease Agreement – Central Coast Regional District Board Minutes

Motion 14-07-19 - M/S Directors McCullagh/Lande that the Board approve entering into a lease agreement with Mark Sudweeks for Lot 12 at the Bella Coola Airport starting August 1, 2014 per the original parameters of a lease agreement approved by resolution 13-07-16 in July 2013.





The Crashkit International aviation survival kits are hand assembled in Swift Current for distribution around the world. Photo supplied by Crashkit International

**2. Swift Current Family Business Assembles Aviation Survival Kits for Worldwide**

**Distribution** – by Matthew Liebenberg, Prairie Post

A family business in Swift Current is the supplier of aviation survival kits to the Royal Canadian Air Force's fleet of CC-150 Polaris transport aircraft that is used for strategic operations around the world and to transport dignitaries, including the Prime Minister and Governor General. The Crashkit International Corporation aviation survival kits have been hand assembled in Swift Current since 2004.

**July 21, 2014**



**3. Flying Through Memories** – by Mark Brett, Penticton Western News

Staring at the gleaming, silver B-25 Mitchell bomber on the tarmac at Penticton Regional Airport Monday, tears welled up in Hank Siemen's eyes as memories came flooding back. For the 85-year-old Okanagan Falls resident it was like seeing an old friend for the first time in more than 50 years.

**August 25, 2014**

**4. Airport Clubhouse (Terminal Licence Agreement)** - Minutes of the Committee of the Whole Meeting of the Council of the Town of Oliver

The Chief Financial Officer's summarized his conversation with Mr. Seder of the Oliver Flying Club regarding the draft agreement. He advised the Town will insure the building; however, the Flying Club would need to carry general liability insurance as well as content insurance. The matter was subsequently referred back to the airport committee with discussion on options.

**5. Professional Services Award** – City of Salmon Arm Council Minutes

Motion 0306-2014 – Moved by Councillor Cannon, Seconded by Councillor Reimer THAT: Council award the update of Future Development Plan for the Shuswap Regional Airport to WSP Canada Inc., in accordance with the proposed price of \$10,000.00 plus applicable taxes. **CARRIED UNANIMOUSLY**

**September 11, 2014**

**6. Transportation Services Report** – Central Coast Regional District Board Minutes

The Transportation Services Report contains information regarding the Safety Management System, lease lots, signage, maintenance and operations at both the Denny Island and Bella Coola Airports. Motion 14-09-40 - M/S Directors Lande/McCullagh that the Transportation Services Report dated September 4, 2014 be received. **CARRIED**

**7. Winter Maintenance Tender** – Central Coast Regional District Board Minutes

Motion 14-09-41 – M/S Directors Pootlass/Lande that the tender for winter maintenance at the Bella Coola Airport, 2014-2015, be received and the contract awarded to Matthews Contracting. **CARRIED**

**8. Tenant Lease Renewal** – Central Coast Regional District Board Minutes

Laurie Sissons, on behalf of Bella Coola Air, spoke to the early renewal of their leases for Lots 3, 4 and 8 at the Bella Coola Airport in order to facilitate a potential sale of their business. The current leases expire at the end of 2017. Motion 14-09-42 - M/S Directors Pootlass/Lande that the leases for Bella Coola Airport Lots 3, 4 and 8 be renewed effective January 1, 2015 for a period of twenty years. **CARRIED**

**September 17, 2014**

**9. Work Begins to Upgrade Brooks Health Centre Heliport** – Alberta Health Services via Prairie Post

The upgraded heliport will accommodate STARS air ambulance's newest and fastest helicopter, the AgustaWestland AW139, and provide better access to emergency care for local and area patients. The project costs about \$475,000 and will take six weeks to complete.



October 1, 2014

**10. [Air Ambulance Makes Training Flight to Airport](#)** – by Devin Wilger, Yorkton News Review  
The newest helicopter in the STARS Air Ambulance fleet is making its way around the province, and it recently stopped in Yorkton in order to train local emergency services. The big difference with the new AW139 over the existing helicopters in the fleet is range



STARS is taking their new helicopter around the province to help familiarize local emergency services with the new machine. Pictured above, Tara Oliver demonstrates some of the features inside the aircraft.

October 7, 2014

**11. Request for Additional Funding for Airport Building Maintenance** - Town of Rocky Mountain House Council Minutes

The Airport Terminal experienced some additional maintenance costs that exceeded the budget amount. Moved by Councillor Verhesen to approve an additional \$5,000 from Council contingency funds for basement remediation of drywall and tiles to fix the moisture problems at the Airport Terminal Building. Carried.

October 8, 2014

**12. [City of Yorkton Wins Two Marketing Awards](#)** – by Devin Wilger, Yorkton News Review

The City of Yorkton has taken home two Marketing Canada awards from the Economic Development Association of Canada. The package which received the recognition contains the Community, Investor, Economic and [Airport Profiles](#), two videos, as well as the bookmarks and other handouts.



THE CITY OF YORKTON has won two Marketing Canada awards for the recently released Community Profile. Pictured above are Roy Lanaway, Communications Manager, Mayor Bob Maloney, and Gord Shaw, Director of Planning and Engineering.

October 9, 2014

**13. [Land Clearing Contract](#)** – Central Coast Regional District Board Minutes

The west end land clearing contract was awarded to Elamar Enterprises Ltd in the amount of \$9,870.00 and the field renovation contract was awarded to Mitch Lorimer in the amount of \$2,099.50 per hectare. Work is currently under way as a continuation of a tree falling project earlier in 2014 and will be completed later this fall.

**14. [New Airport Welcome Sign](#)** – Central Coast Regional District Board Minutes

Brian Bonn continued the legacy of his late father, Willi Bonn, by designing, building and installing a new 'Welcome' sign for the Bella Coola Airport. The previous sign was destroyed by a windstorm that hit the airport last December.

**15. [Pilot Concerns over Landing and Parking Fees](#)** – Central Coast Regional District Board Minutes

Area C Director Lande brought forward concerns of a local pilot who resides in his Electoral Area. The concerns surround the CCRD's Bella Coola Airport Rates and Charges Bylaw No. 422.

**16. [Sale of Business](#)** – Central Coast Regional District Board Minutes

The owners of Bella Coola Air contacted the CAO to inform it appears positive that they may have sold their float plane and operations certificate effective later this month. Indications are the float plane will not be based here.

October 14, 2014

**17. Airport Expansion Project** – Village of Cache Creek Council Minutes

Bert William to conduct an Archaeological Preliminary Field Reconnaissance of the reduced application area based on Section 16 placed on remainder of leased area which will still allow Village of Cache Creek future development opportunities such as additional hangar space.

October 20, 2014

**18. [Voting Underway for Business Awards](#)** – Terrace Standard

Voting is now open for the Terrace and District Chamber of Commerce's 2014 Business Excellence Awards. ...  
Newsmaker of the year: the Terrace-Kitimat Airport Society for the expansion of the Northwest Regional Airport...



October 22, 2014

19. [Penticton Rolls Out the Red Carpet for WestJet](#) – by Mark Brett, Penticton Western News

There's gonna be a party. They'll be rolling out the red carpet for the Oct. 26 arrival of the inaugural WestJet Encore flight at Penticton Regional Airport.

October 27, 2014

20. [WestJet Launches Service Between Calgary and Penticton](#) – Penticton Western News

WestJet launched a new daily non-stop service between Calgary & Penticton on Sunday. "We're excited to be bringing our low fares & remarkable guest experience to the South Okanagan," said Paul Harvalias, WestJet vice-president, revenue management.

October 28, 2014

21. [Clear Skies on First WestJet Flight to Penticton](#) – by Mark Brett, Penticton Western News

Sipping South Okanagan wines in flight over the snow-capped Rockies, passengers aboard Sunday's inaugural WestJet Encore flight 3281 from Calgary to Penticton were all smiles. One of the people with the broadest grin was Karen Anderson, owner of Calgary Food Tours Inc. seated in row 15.

October 29, 2014

22. [Lot Size Concern](#) – Mackenzie County Council Minutes

Motion 13-10-766 - MOVED by Deputy Reeve Sarapuk: That the La Crete airport lot size concern be received for information. CARRIED

October 30, 2014

23. [ACRD Commits Cash to Improving Alberni Airport](#) – Alberni Valley News

The Alberni-Clayoquot Regional District wants to invest more than \$8 million in the two airports it operates, in the Alberni Valley and on the West Coast. The ACRD operates both the Long Beach Airport (airport designator CYAZ) and the Alberni Valley Regional Airport (CBS8).

November 3, 2014

24. [Plane Damaged at Beiseker Airport](#) – by Monique Massiah, Rocky View Weekly

Signs displaying the usage of the tie-down area at Beiseker will be put up following an incident where a private plane was damaged. Council reviewed a letter from David St. Amand dated Oct. 12, which stated St. Amand had a conversation over the phone with Beiseker Mayor Ray Courtman in last September regarding the damage to St. Amand's aircraft.

November 4, 2014

25. [Air Canada Named One of Canada's Top 100 Employers for 2015](#) – CNW

MONTREAL - Air Canada has been recognized as one of "Canada's Top 100 Employers" for a second consecutive year in an annual employer survey by Mediacorp Canada Inc. The national competition, which begins by examining the recruitment histories of more than 80,000 employers across Canada, chooses top companies after conducting a detailed review of their operations & Human Resources practices, including a comparison of others in their industry & region.



Capt. Jaren Belrose and first officer Shauna Epp on the flight deck of the WestJet Q400 look over a map of Penticton on the ground at Kelowna International Airport Thursday while waiting for passengers to start boarding. The same type of aircraft will be used in the direct service between Penticton and Calgary, Alta. which begins Sunday.

— image credit: Mark Brett/Western News



**26. [Security Delays at GP Airport](#)** – by Tom Bateman, Grande Prairie Daily Herald-Tribune  
 If you're planning to check luggage while departing from the Grande Prairie Airport in the next day or two, authorities are warning that it'll take more time to get through security. A problem with the checked baggage screening equipment at the airport is forcing security agents to screen all bags by hand. That equipment is the responsibility of the Canada Air Transport Security Authority (CATSA).



An attendant and a Flair Airlines Boeing 737-400 charter airplane are silhouetted on the Grande Prairie Airport tarmac on Tuesday, Nov. 4, 2014. TOM BATEMAN/DAILY HERALD TRIBUNE/QMI AGENCY



Lynne Christiansen is seeking re-election as a Terrace city councillor in the 2014 municipal election. / Staff

**27. [Qualicum Beach Second World War Veteran Gets to Fly Again](#)** – by Randy Parcels, The Parksville Qualicum Beach News

On Wednesday, Oct. 29, Jim Hannibal, of the Parksville Qualicum Aero Club, took Howard Bouey, a 94-year-old resident of Qualicum Beach's The Gardens and a former Second World War bomber pilot, for a ride in Parksville Qualicum Aero Club's Cessna 172. The club's 172 is available to the club's flying members as well as non-flying members via its KIWI program.



From left, Jim Hannibal of the Parksville Qualicum Aero Club, Second World War veteran Howard Bouey and Marcella Andrews of The Gardens at the Qualicum Beach Airport last week. — image credit: RANDY PARCELS PHOTO

**28. Terrace City Council Candidate: Lynne Christiansen** – Terrace Standard  
 She said the biggest breakthrough by the council now ending its three-year term was the progress made in securing, developing & now selling portions of the

city's Skeena Industrial Development Park. "I think our biggest accomplishment and our biggest drive is the airport lands and striving for that industrial base," she said.



Dean and Joss Child share a brief farewell at the Nanaimo Airport on Tuesday morning. The father of two was flying to Alberta to work for two weeks. Photograph by Ben Ingram/Daily News

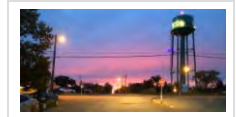
November 6, 2014

**29. [Paid in Alberta](#)** – by Ben Ingram, Nanaimo Daily News

On Tuesday morning, as passengers begin to arrive at the Nanaimo Airport to catch the day's first flights, young men bound for Alberta can be seen sharing goodbyes with friends, family & significant others. Hugs and 'I love you's' are exchanged in anticipation of the weeks ahead, when these couples will again be separated in the name of family-supporting wages harvested from Alberta's oil and gas sector.

**30. [Defunct Airport Lights Help Finance Skateboard Park](#)** – by Treena Mielke, Rimbey Review

The skateboard project for Rimbey could soon have \$1,000 added to its coffers thanks to a deal now struck between council & Lacombe Flying Club. At its regular meeting Monday, council gave the green light to CAO Lucien Cloutier to contact the Lacombe Flying Club to make arrangements to remove the lights in exchange for a \$1,000 donation to the Kinsmen Skateboard Park Project.



An Airport Management Board has been created with Kevin Davies as Rosetown town council's representative.

November 7, 2014

**31. [No More Border Services at Campbell River Airport](#)** – by Mike Davies, Campbell River Mirror

The Canadian Border Services Agency (CBSA) informed the public in the Oct. 31 edition of the Mirror that its Campbell River location would cease operations as of Nov. 1. "All existing client services will be relocated to the Comox Valley Airport," according to the public notice.

**32. [Town Council Creates Airport Management Board](#)** – by Lynden Thorpe, WestCentralOnline.com

Rosetown town council approved setting up a group to manage the airport. The council approved the creation of the board after a recommendation from Public Works at the October 20th council meeting. The resolution also named community and business development manager, Kevin Davies, as council's representative on the Airport Management Board.

November 10, 2014

**33. [WestJet Applauds Fee Cuts at Abbotsford Airport](#)** – CNW

CALGARY - WestJet today applauded the Abbotsford International Airport for dropping its airport improvement fee by 50%, and eliminating fees for aircraft parking, bridge fees and bag-handling.



**November 11, 2014**

**34. [Border Services Clarified](#)** – Campbell River Mirror

A clarification is required for a story we ran last week entitled, "No more border services at Campbell River airport." The Campbell River Canadian Border Services Agency (CBSA) office which closed was not located at the airport.

**November 12, 2014**

**35. [Regional Airport Agreement Signed](#)** – Wire Service Media

An agreement has been signed between the City of Lloydminster & the County of Vermilion River to develop a regional airport plan for the Lloydminster Municipal Airport. The City of Lloydminster & the County of Vermilion River have consented to a formal Memorandum of Understanding in regards to developing a Regional Airport Plan.

**36. [Reports of Drones Flying Near Manned Planes & Airports Are Up Dramatically](#)** – by Joan Lowy, The Associated Press

More than a million small drone aircraft have been sold in the past few years, and a growing number of them are turning up in the skies near airports and airliners, posing a risk of collision. ... Customs and Border Protection flies high-altitude drones along the U.S. borders with Mexico and Canada.

**November 13, 2014**

**37. [Plane Makes Emergency Return to Airport](#)** – The Daily Townsman

CRANBROOK - The smell of smoke caused a Pacific Coastal flight to return to the Canadian Rockies Int'l Airport Thursday morning. Around 8:10am Pacific Coastal flight 630 left the Canadian Rockies Int'l Airport bound for Vancouver. Once airborne there was a noticeable smell of smoke.

**38. [South-Eastern Alberta Establishment of Class F \(Restricted\) Airspace](#)** – NAV CANADA Notice of Change

NAV CANADA, the country's provider of civil air navigation services, has completed an aeronautical study to review the requirement to establish Class F (restricted) special use airspace (CYR) in south-eastern Alberta for the purpose of conducting beyond-line-of-sight flight tests of unmanned aerial vehicles (UAVs). UAV operations will be based at the Foremost, AB aerodrome located approximately 50NM east of Lethbridge, AB.

**39. [Investment at Stony Rapids Airport – Enhancing Safety in Northern Saskatchewan](#)** - CNW

STONY RAPIDS, SK - Rob Clarke, Member of Parliament for Desnethé—Missinippi—Churchill River, on behalf of the Honourable Lisa Raitt, Minister of Transport, today announced that the Government of Canada is investing \$7,405,840 over two years, to enhance safety at the Stony Rapids Airport.

**November 14, 2014**

**40. [New Non-Stop Flight From YLW to Trail Announced](#)** - KelownaNow

Kelowna International Airport has announced a new non-stop destination that will be offered six days a week. Pacific Coastal Airlines will begin service to Trail beginning January 12<sup>th</sup>, 2015.

**November 15, 2014**

**41. [Curious Crowd Turns Up for Beiseker Town Hall Meeting](#)** – by Monique Massiah, Rocky View Weekly

About 15 residents took part in the Nov. 10 Beiseker Town Hall Meeting at the Beiseker Community Centre. According to Beiseker Mayor Ray Courtman, residents asked why the village was not collecting tie-down fees at the local airport, as was reported in the Nov. 11 Rocky View Weekly.

**PLEASE NOTE THE CONTACT INFORMATION FOR THE ASSOCIATION**

ALBERTA AIRPORTS MANAGEMENT ASSOCIATION  
AAMA Office Attention: Wayne Steel  
BOX 1705 CAMROSE AB T4V 1X6  
PHONE 780-678-5226 email: [abarpt@telus.net](mailto:abarpt@telus.net)

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AAMA AIRPORT NEWS

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Provided for members of AAMA <http://www.albertairports.ca/> email: [abarpt@telus.net](mailto:abarpt@telus.net)



# You Are Invited!

Mackenzie Frontier Tourism Association

## AGM

When: Wednesday, December 10, 2014

Where: Stardust Motor Inn-Olivier Room

Supper at 5:30 pm

Meeting at 7:00 pm

RVSP

[dmacleod@cfnwa.ab.ca](mailto:dmacleod@cfnwa.ab.ca)



# industry trend watch

*International Market Trends Impacting the Roadbuilding & Heavy Construction Industry*

December 2014

## General Economic Perspective

Civil construction industry in Alberta remains a flurry of activity as contractors strive to complete projects before the real flurries close the season for 2014. Temperatures of +5°C allow paving to continue, and until the ground is frozen our dirt, grading and underground sectors work busily away. As the chill of winter hits us in the face every morning, the highway maintenance sector is already prepared to ensure that everyone's winter travels are safe and sound. Even as the season is winding down, the industry has its eye on 2015 already. Will the Government of Alberta (GOA) maintain its budget for rehab of \$265 million? Will Alberta Transportation (AT) get 75% of their 2015 project tenders out by the end of December? Will the preponderance of attention to the declining quality of infrastructure and the realization that continual underinvestment in maintenance is a bad thing finally resonate with political leaders?

The political landscape in Alberta may be a little more stable now with the PC's choosing a new leader, who quickly announced a slate of ministers, and ultimately won four by-elections to bring these folks into the house.

In fact, one might posit that since Jim Prentice took the role of premier, the political moves coming from that office seem to have dampened the amount of verbal rhetoric and inventory of mud available for use by opposition parties and the media. Perhaps as a province we can now focus on the economic challenges presented by declining energy prices, escalating populace demands, and the rising costs of maintaining the level of healthcare in the province. We have a population growth in Alberta over 3%, and the infrastructure requirements for this increase in population is staggering. In fact, these population increases are equal to a city the size of the metro area of Red Deer, on an annual basis. This requires a plan for investing in infrastructure, a review of funding models and requirements, and ultimately some tough decisions relative to good governance versus good politics.

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**arhca**



Graeme Hamilton (National Post) offers 10 things you need to know about Canada's growing population:

**Getting bigger all the time:** Thanks primarily to immigration, Canada's population is projected to continue growing over the next 50 years. Under a medium-growth scenario, the population — 35.2 million in 2013 — is projected to reach 43.5 million in 2028 and 51 million in 2063.

**We're getting older** As the baby-boom generation hits old age, the proportion of people 65 and older in the population shoots up. By 2030, when the youngest baby-boomers turn 65, nearly a quarter of the Canadian population will be 65 and older. The aging population will mean more deaths and a slower rate of population growth.

**Invest in birthday candles** In 2013, there were just under 7,000 Canadians who had reached age 100. By 2063, with aging boomers and medical advances, this number will swell to more than 62,000 under a medium-growth scenario. The population aged 80 and over is projected to hit nearly 5 million by 2063, up from 1.4 million in 2013.

**Workers wanted** In 2013, 69% of the population was of working age, between 15 and 64 years old. All projection scenarios show that figure dropping significantly, hitting roughly 60% in 2030 before leveling off.

**The shrinking East** Most projection scenarios show Newfoundland and Labrador, Nova Scotia and New Brunswick all losing population over the next 25 years. This is because of their relatively older age structure, their small share of Canadian immigration and their tendency to lose people to other provinces. Newfoundland is projected to be the hardest hit, dropping to 455,600 under the medium-growth scenario from 526,700 in 2013.

**Except Prince Edward Island** P.E.I. is the Atlantic outlier, projected to see its population increase by 23% under a medium-growth scenario. This is because Islanders are younger than their Atlantic neighbours and less inclined to emigrate. Still, P.E.I. will remain the smallest province, with a projected 0.4% of the Canadian population.

**Quebec will grow thanks to immigration** But its share of the Canadian population will continue to shrink. From 28.9% of the population in 1951, Quebec was down to 23.2% in 2013 and — with a projected 9.4 million people — it will hit 21.6% in 2038.

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**Alberta rising** Under most scenarios, Alberta will overtake British Columbia by 2030 to become Canada's third most populous province after Ontario and Quebec. With a relatively young population, relatively high fertility and substantial internal migration gains, it is projected to experience the highest population growth of all provinces, reaching between 5.6 million and 6.8 million in 2038. In 2013, its population was 4 million.

**Immigration the key to growth** As has been the case since the early 1990s, "migratory increase" will be the key factor countering the impact of aging on population growth for the next 50 years. In Ontario, for example, immigration will propel the population to 16.6 million in 2038, up from 13.5 million in 2013.

**These are educated guesses** A major change in immigration policy could throw off estimates, as could an unforeseen restructuring of the economy. As an illustration of the uncertainty, Canada's population in 2063 is projected to increase by 14% under a low-growth scenario and 80% under a high-growth scenario. Statistics Canada demographer Patrice Dion said the projections are nonetheless useful to policy-makers. *"I can say that, overall, population projections tend to do better than weather predictions," he joked (National Post, 2014).*

The Consumer Price Index (CPI) in Alberta at the end of October is 3.0%, a result primarily of rising costs of fresh meat, fruit and vegetables, and surging natural gas prices. Crude prices remain in the \$73 USD per barrel range, and given the large inventory on hand globally, and the significant increases of shale production, it begets an interesting discussion on where this price will end up. The GOA is already warning the populace that the budget will be balanced, and if cuts have to be made to accomplish that so be it.

*"We will keep the budget balanced this year through discipline and careful financial management. With lower oil prices forecast for the second half of the year, we will make the fiscally responsible decisions to keep government operating in the black while addressing infrastructure needs as Alberta continues to grow."*

- Jim Prentice, Premier

*"While we remain financially on track for this year, the recent and significant drop in oil prices reinforces the need to be fiscally prudent and responsible. We will protect our financial position and ensure we are delivering government services efficiently and effectively."*

- Robin Campbell, President of Treasury Board and Minister of Finance

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According to the European Central Bank (ECB), for 2014, in contrast to purely financial assets, oil prices can be expected to be predictable to some extent. This is because crude oil is a physical commodity whose price, at least beyond the very short term, is determined by oil demand, oil supply and the level of inventories (e.g. Barsky and Kilian 2004, Hamilton 2009). Hamilton (2009), for example, lists several simple theories of the expected oil price that could provide some basis for forecasting oil prices. The degree in which the oil price forecast can be improved using information from the physical oil market depends on the extent in which the oil price behaves as a financial asset (see also Alquist et al. 2013). Purely financial assets tend to immediately reflect macroeconomic news according to the efficient market hypothesis, making the random walk assumption typically the best predictor for future developments. For oil prices, this is not purely the case. Although oil prices have increasingly behaved as financial asset prices over the past decade (Fratzscher et al. 2014), they have been shown to not fully act as such (e.g. Kilian and Vega 2011). This is indirectly also confirmed by several studies that demonstrate that the oil price forecast can be improved by including information on economic activity for example (e.g. Alquist et al 2013). As such, looking for methods to improve the oil price forecast beyond the random walk can also be justified from a theoretical perspective (ECB, 2014).

### **The Canadian View**

Consumer price inflation accelerated to 2.4% year-on-year in October, from 2% in September. The rate in October corresponded to the highest level since February 2012.

While most of the developed world is concerned about a slowdown in inflation following the recent collapse in global commodity prices, particularly oil, Canada is in the unfamiliar position of exceeding its inflation target. Consumer prices accelerated across the board in October, with the quickest growth in shelter (supported by a 20% rise in natural gas prices) and food (driven up by higher prices for meat). Gasoline prices have flagged for four consecutive months but were still 0.6% higher year on year in October, and the larger transportation index grew by 1.1%.

The core index, the less-volatile measure chosen by the Bank of Canada (BOC), rose by 2.3% year on year in October, the fastest rate since February 2012, and above the BOC target of 2%. Nevertheless, inflationary compression should dissipate in the coming months as poorer global oil prices reduce transport and winter heating costs. To supplement, there is little indication of the economy overheating. The BOC governor, Stephen Poloz, said in a recent speech that it will take "around two years" before Canada's output disparity closes and its economy is back to operating at full capacity.

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The most recent economic data seem to support Mr Poloz's claims. Real Gross Domestic Product (GDP) languished in July and tightened in August. There are, however, some signs that the economy is set for a more robust run in the coming months. The unemployment rate dropped from 7.1% in June to 6.5% in October. Meanwhile, US demand for Canadian exports will be heightened by the exceptional performance from south of the border (and by the depreciation of the Canadian dollar against the US currency), and lower oil prices will soon permit greater household discretionary spending.

The BOC remains assured that there is still abundant slack in the economy and, at the start of November, Mr Poloz said that he considers low inflation would be more problematic for policymakers than high prices. There is no indication that the acceleration in inflation will spur the BOC to lift interest rates any sooner than previously expected.

The Canadian dollar (CAD) is currently around 88.7 USD cents. Most economists believe that the Canadian dollar will continue to fluctuate a bit in 2015, though most also believe that it will float within 85 to 89 cents. CPI in Canada at the end of October was 2.4%. Canadian real GDP growth is projected to average around 2.25% during 2014–16.

### **The World View**

According to the Economist Intelligence Unit (EIU), reasons for optimism about the outlook for the global economy remain scarce and fleeting as 2015 begins, with considerable downside risks involving most of the world's largest economies. Only in the US and the United Kingdom (UK), among developed nations, does the path of economic recovery feel firm under foot, following a harrowing month in Japan and additional poor data from Europe. The EIU anticipates the divergence between the US and the UK and the rest to become more conspicuous in 2015-16, once the Federal Reserve and the Bank of England begin to raise interest rates, while the Bank of Japan and the European Central Bank (ECB) continue to run ultra-loose monetary policies.

Evolving markets are performing better than Europe and Japan, but have their own sets of worries. China remains a global star, but the government is trying to squash the froth from the financial system without causing growth to slow too much. Over-regulation and meddlesome economic policies have crippled Brazil, and Russia, already weakened by Ukraine-inspired sanctions, will almost certainly face recession because of falling oil prices. India's new pro-business government is off to a slow start. Most of the rest of the emerging world is struggling to increase exports because of weak demand from Europe and China. (EIU, 2014).

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Global growth in 2015 should receive some support from the substantial decline in the international oil price since mid-2014, which has seen dated Brent Blend fall from US\$105-\$110/barrel to less than US\$80/barrel. By some measures, each decline of US\$10/b adds around 0.1 percentage points to global GDP growth.

The US continues to be contentedly the best-performing of the advanced economies. Real GDP grew by 3.5% in the third quarter, after growing at a blistering rate of 4.6% in the second. Employers have created more than 200,000 jobs in each of the last ten months, which is proving a catalyst for other improvements: consumer spending is nearly 70% of US GDP, so when more jobs are created, more income is available to be spent. This in turn gives businesses the confidence to invest and leads to more hiring. Consequently, consumer confidence in November was at its highest level since 2007, and applications for unemployment benefits are at multi-year lows. Federal, state and local governments, which spent little during the depths of the slowdown, are allocating money again for roads, schools and defence (EIU, 2014).

Europe, by contrast, remains the sick man of the global economy. The ECB cut its main interest rate in September and began an asset-purchase programme—measures that could help the economy around the edges but will not be game-changers. The euro zone grew by 0.2% quarter on quarter in July-September, narrowly avoiding recession. Europe's banking system is on the slow road to recovery, but lending is still falling in annual terms. Debt levels remain high, budgets are strained and the political mood is sour almost everywhere. The Russia-Ukraine crisis has badly damaged investor sentiment in northern Europe, which has drained some of the life out of the German economy (EIU, 2014).

The past month has been dismal in Japan. The economy shrank by 0.4% quarter on quarter in the third quarter, extending a slump generated by a rise in the consumption tax. Real GDP growth in China slowed fractionally in the third quarter, to 7.3% year on year, from 7.5% in the second. This meant that average growth for the first three quarters of 2014 was 7.4%, in line with the government's target of growth of "around 7.5%" for the year. Importantly, the economy has not reached this level autonomously. After a mildly disappointing first quarter, the government unveiled a series of "mini-stimulus" policies, such as additional spending on social housing and a minor loosening of monetary policy in order to meet its target.

The Indian economy looks more robust now than it did a year ago, when it was buffeted by capital flight and a collapse in the rupee. At 5.7% year on year on a factor-cost basis, growth in April-June was the fastest for nine quarters, albeit still poor by pre-global crisis standards. It is expected a revival of large infrastructure projects to contribute to GDP growth of 6% in 2014/15 (EIU, 2014).

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The Ukraine crisis dominates the outlook for the transition region, hitting investor sentiment and consumer confidence. Western sanctions imposed on Russia have weakened that country's sluggish economy. We estimate that Russia will grow by just 0.4% in 2014, and, as it accounts for one-half of the region's GDP, this will depress the aggregate. Despite the ceasefire and peace plan agreed by Ukraine and pro-Russian separatists in September, the most likely outcome in eastern Ukraine is a "frozen" conflict. Under this scenario, the Ukrainian economy will experience only a weak recovery in 2015, Russia's economy will contract, hit by lower oil prices and foreign sanctions, and growth will limp to 1.5% in 2015, from an estimated 1.1% in 2014.

Latin America is experiencing another year of sub-par growth in 2014, slowing to 1.4% from 2.6% in 2013. The regional aggregate is being held down by Brazil, the region's largest economy, where growth of just 0.4% is expected for the full year, and only a modest rise, to 1.4%, in 2015.

Political unrest and violence will continue to undermine growth in the Middle East and North Africa, but 2015 might prove a better year than 2014, despite the decline in oil prices. Elsewhere, the non-oil sectors of the United Arab Emirates (UAE) and Qatar are showing strength and will help to support regional investments.

The US dollar continues to soar against almost every currency, the result of surging US growth, the end of the Fed's quantitative easing program and softness in other economies. The nominal trade-weighted value of the US dollar has climbed by 6% since July to its highest level since April 2009. Meanwhile, the euro has depreciated by 10% against the dollar since May, reflecting the very different outlooks for the two economies. The euro zone is growing, but only just, and the ECB has introduced a series of measures to loosen monetary policy and fight deflation.

Deteriorating conditions for global oil markets have led us to revise the price forecast for Brent to an average of US\$88/barrel in 2015 (from US\$97.63/barrel previously) and US\$85.19/barrel in 2016. Political risk in producing countries could lead to momentary upward shocks in volatility, but no return to prices sustained over US\$100/barrel is expected in the medium term, owing to strong supply growth in the US and other major producers, weak consumption growth and a strong US dollar. In other markets the retreat of many financial institutions from commodity trading suggests that prices will more closely reflect fundamentals, and this will help to insulate prices from the vagaries of global liquidity (EIU, 2014).

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From the Scotia economics publication we have a Christmas projection. Feast, then shop. No wait. Shop, then feast. In what order this occurs depends on the individual as US Thanksgiving and the unofficial start to the holiday shopping season arrive this Thursday. Black Friday, weekend sales, and then Cyber Monday will follow. At issue is whether the consumer sector will accelerate on the back of the improvement in confidence readings, jobs, and lower gasoline bills. Thus far, there is scant evidence of such momentum other than narrowly based trend strength in auto purchases that are crowding out gains in other forms of consumption. According to the National Retail Federation (NRF), last year the average shopper finished 45% of their holiday season buying by the Sunday before shoppers go online Monday and the whole weekend rakes in \$50 billion in sales. How many people wait until that last week to do their shopping?

### **Workforce Issues**

The issue of future workforce in Alberta is going to become a significant hurdle for economic activity in the near future. This has been somewhat delayed by baby boomers hanging on for a few more years, but within the next 18 to 24 months even this labor pool will be dry.

The workforce shortages for Alberta while near and dear to every business heart in the province pale when the topic reaches a national discussion. The political view of this problem is very regional, and given all the press relative to Temporary Foreign Worker's (TFW), this will not be an acceptable option for business either. The challenge for the government will be how they can incent people to leave Ontario and Quebec and move west to where the jobs are.

### **Regulatory and OH&S Issues**

A joint committee with Alberta Sand and Gravel (ASGA) is working on industry feedback to the changes in the Occupational Health and Safety (OH&S) code, a consultant has been hired to assimilate the feedback data, and focus is on the Occupational Exposure Limits (OEL) and Part 36, the mining provisions. ARHCA continues to work with OH&S on getting the OEL for silica on the review list.

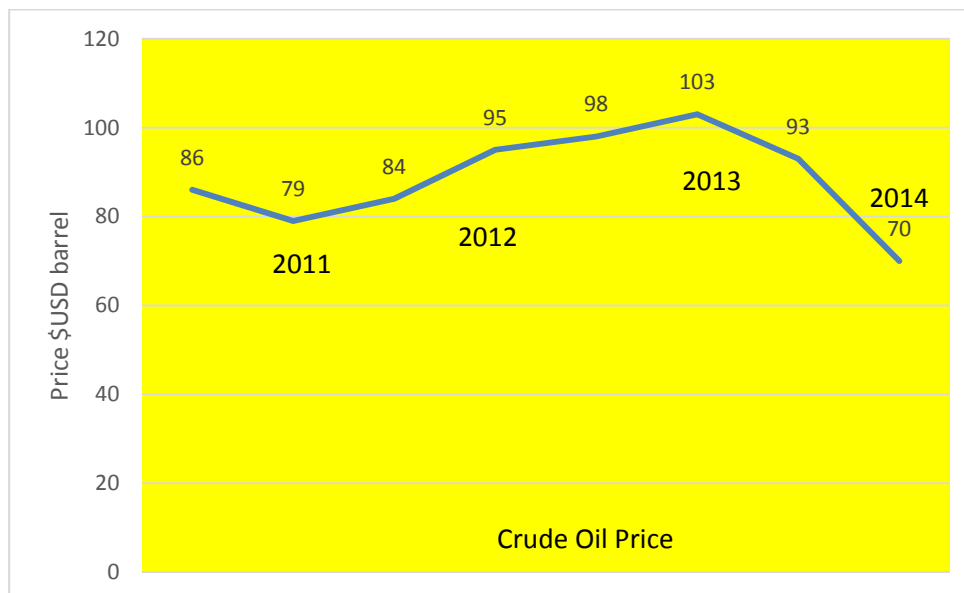
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## Economic data and costing trends

### Construction Materials Cost Trends

	Q3/13	Q1/14	Q2/14	Q4/14
Portland cement	220.00T	220.00T	227.00T	227.00T
Diesel fuel	1.18/litre	1.10/litre	1.15/litre	1.14/litre
Asphalt Cement (rack price)	680.00 Rack	650.00 Rack	665.00 Rack	760.00 Rack
Steel	+1.00 percent	+6.00 percent	+1.00 percent	+1.00 percent
Haul rates	16xT per KM	17xT per KM	18xT per KM	18xT per KM
Gravel	16-18T	16-20T	17-21T	15-20T
Labour Rates	+3.00 percent	+3.00 percent	+3.00 percent	+3.00 percent
Concrete Pipe	+1.00 percent	+5.00 percent	+1.00 percent	+1.00 percent
PVC Pipe	+1.00 percent	+5.00 percent	+1.00 percent	+9.00 percent
Consumer Price Index	+1.0 percent	+3.90 percent	+1.90 percent	+3.00 percent
Construction materials indicator	+2.50 percent	+2.00 percent	+1.00 percent	+3.00 percent
Market Modifier	+2.00 percent	+3.30 percent	+1.50 percent	+1.00 percent

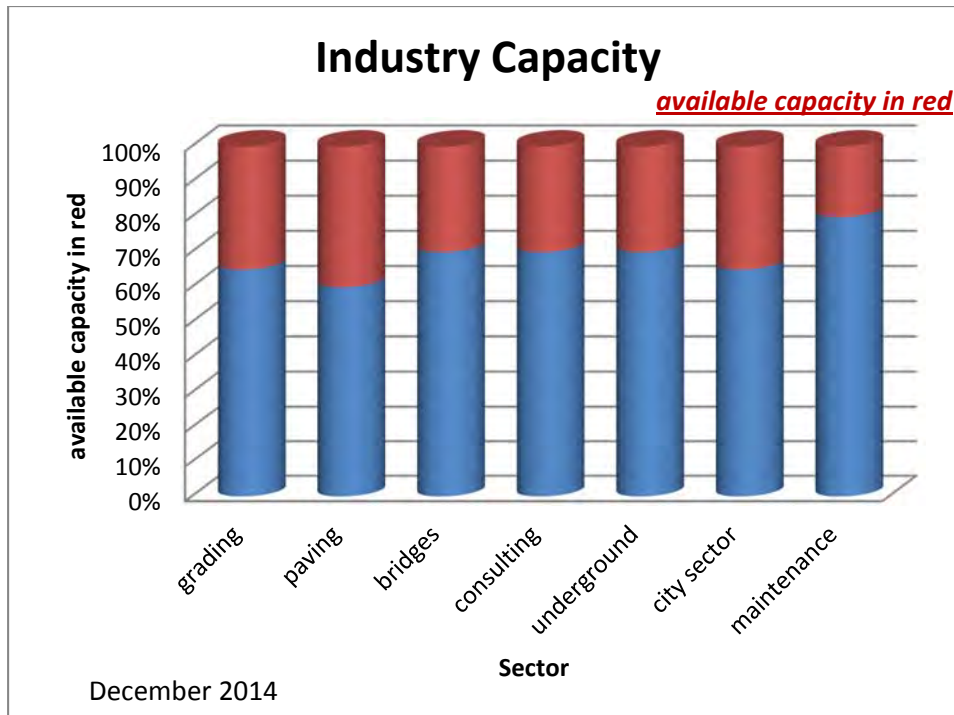
### Crude Oil Trends



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## Industry Capacity



The capacity of the industry in Alberta is tremendous, and the industry is a critical partner in the construction and maintenance of transportation infrastructure. Our industry has the capacity, the skill sets, and the experience to be able to help governments build solutions to transportation issues. The civil construction industry like any other functions well when there is consistency in funding activity.

***Please send your comments, questions and suggestions to [gene@arhca.ab.ca](mailto:gene@arhca.ab.ca). We would like to expand this publication to cover topics of interest to you and your business. Our goal is to ensure you have the information that will allow you to make better decisions.***

November 20, 2014

To: Municipalities of Alberta

Although the risk of Ebola in Alberta remains very low, Alberta Health Services (AHS) is working to ensure the province is prepared.

Comprehensive protocols and guidelines have been developed to provide the highest level of protection to all first responders and their patients.

Health care teams have received additional training and are equipped with enhanced Personal Protective Equipment (PPE). Designated sites have been established in Calgary and in Edmonton to manage the ongoing care of an Ebola patient. Emergency Medical Services (EMS) has initiated a multi-phased strategy, establishing strike teams in Calgary and Edmonton. Additional EMS teams will become operational in other communities as training expands in the coming weeks.

Screening tools have been developed for use in all acute care and community health sites to identify a possible Ebola case. New dispatch protocols are also in place to better protect all first responders. If the new screening tool identifies a possible Ebola case, EMS will take the lead to limit potential exposure to Medical First Responders, fire and police. This will be done by advising our partners in advance and may include a request to “stand down”.

An updated Ebola Virus Disease (EVD) plan can be found at AHS' main Ebola information site: [www.albertahealthservices.ca/ebola](http://www.albertahealthservices.ca/ebola). It includes information for the public and for health care workers. We are inviting all Albertans to visit this website as their source of Ebola information. The website is being updated as further information becomes available. As part of the EVD plan, there are designated sites in Calgary and in Edmonton for the care of Ebola patients. Care of waste disposal is one of the aspects that is considered.

The Public Health Agency of Canada (PHAC) and US Centers of Disease Control and Prevention (CDC) consider disposal of patient waste using sanitary sewers safe, however using the guidelines outlined by the City of Edmonton's Drainage Services and the City of Calgary's Water Quality Services, AHS has created a plan to dispose of waste from patients with confirmed Ebola as biomedical waste and not using the sewer system.

As of today, there have been no confirmed cases of Ebola in Alberta or Canada. We remain committed the safety of Albertans and the front line staff that cares for them every day. We will continue to monitor the situation and provide updates when they become available.

If you have any concerns or questions, please contact Health Link Alberta.

Thank you,



Dr. Gerry Predy  
Senior Medical Officer of Health

**\*\*\*GRAND OPENING\*\*\***

**Tuesday, December 9, 2014**

**5101 – River Road, Fort Vermilion, AB  
(Murray Building)**

**5:00 – 7:00 p.m.**

**Please join us as we celebrate the Grand Opening of  
our NWR FASD Society - Mackenzie Network  
Eastern Office**

**Guest Speakers    Supper    Meet the Staff  
Door Prizes**