




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**JANUARY 30, 2024
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, January 30, 2023
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the August 15, 2023 Committee of the Whole Meeting	5
DELEGATIONS:	4.	a) Samaritan's Purse – Mitigation Assistance and Work Update (11:30 a.m.)	15
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Evaluation & Council Self Evaluation

	j)		
	k)		
POLICY REVIEW:	6.	a) Policy ASB009 Rental Equipment - Amendment	67
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		g) Policy DEV009 Subdivision Affidavits - Amendment	119
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	i)		
	j)		
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	7.	a) Telus – Build Progress (3:30 p.m.) (<i>FOIP Sections 21 and 23</i>)	
NEXT MEETING DATE:	8.	a) Regular Council Meeting January 31, 2024 10:00 a.m. Fort Vermilion Council Chambers	
		b) Regular Council Meeting February 13, 2024 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	9.	a) Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the August 15, 2023 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the August 15, 2023 Committee of the Whole Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

Author: _____ Reviewed by: L. Flooren CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the August 15, 2023 Committee of the Whole Meeting be adopted as presented.

Author: _____ **Reviewed by:** L. Flooren **CAO:** _____

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, August 15, 2023
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, AB**

PRESENT:	Josh Knelsen Peter F. Braun Cameron Cardinal David Driedger Lisa Wardley	Reeve Councillor Councillor Councillor Councillor
REGRETS:	Walter Sarapuk Jacquie Bateman Ernest Peters Garrell Smith	Deputy Reeve Councillor Councillor Councillor
ADMINISTRATION:	Darrell Derksen Don Roberts Jennifer Batt Caitlin Smith Byron Peters John Zacharias Willie Schmidt Andy Banman Louise Flooren	Interim Chief Administrative Officer Director of Community Services Director of Finance Director of Planning & Agriculture Director of Projects & Infrastructure Director of Utilities Fleet Maintenance Manager Manager of Operations Manager of Legislative & Support Services/ Recording Secretary
ALSO PRESENT:	Naveen Arora	Mackenzie Applied Research Association (MARA) – Research Scientist

Minutes of the Committee of the Whole Meeting for Mackenzie County held on August 15, 2023 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Knelsen called the meeting to order at 10:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION COW 23-08-102 MOVED by Councillor Wardley

That the agenda be adopted with the following additions:

- 4. a) Mackenzie Applied Research Association (MARA) Fish Pond Presentation
- 5. h) Wadlin Lake Campground Pickleball Court
- 5. i) La Crete Walking Trail
- 5. j) River Tourism

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

- 3. a) **Minutes of the July 11, 2023 Committee of the Whole Meeting**

MOTION COW 23-08-103 MOVED by Councillor Wardley

That the minutes of the July 11, 2023 Committee of the Whole Meeting be adopted as presented.

CARRIED

BUSINESS:

- 5. a) **Municipal Census**

MOTION COW 23-08-104 MOVED by Councillor Driedger

That a recommendation be made to Council that administration research the parameters of a housing needs assessment and bring back during budget discussions.

CARRIED

BUSINESS:

- 5. b) **Gravel Pit Update**

MOTION COW 23-08-105 MOVED by Councillor Cardinal

That a recommendation be made to Council that administration research gravel pit options for future crushing.

CARRIED

Reeve Knelsen recessed the meeting at 11:38 a.m. and reconvened the meeting at 11:53 a.m.

DELEGATION: 4. a) Mackenzie Applied Research Association (MARA)
Fish Pond Presentation (ADDITION)

MOTION COW 23-08-106 MOVED by Councillor Cardinal
Requires Unanimous

That the Mackenzie Applied Research Association (MARA)
Fish Pond Presentation be received for information.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 12:16 p.m. and
reconvened the meeting at 12:50 p.m.

BUSINESS: 5. c) Recreational Dispositions Update

MOTION COW 23-08-107 MOVED by Councillor Wardley

That the Recreational Dispositions Update be received for
information.

CARRIED

BUSINESS: 5. d) Grader Replacements - Budget

MOTION COW 23-08-108 MOVED by Councillor Cardinal
Requires 2/3

That a recommendation be made to Council that administration
be authorized to list the 2016 – 140M grader at the Ritchie
Bros. Auctioneers heavy equipment sale on September 6-8,
2023.

CARRIED

Reeve Knelsen recessed the meeting at 1:57 p.m. and
reconvened the meeting at 2:27 p.m.

BUSINESS: 5. e) Township Road 1050 (27th Baseline Road) 2 Miles
(2022) – Project Update

MOTION COW 23-08-109 MOVED by Councillor Driedger

That the Township Road 1050 (27th Baseline Road) 2 Miles
(2022) – Project Update be received for information.

CARRIED

BUSINESS: 5. f) **Cheque Registers – July 10 – August 11, 2023 (HANDOUT)**

MOTION COW 23-08-110 **MOVED** by Councillor Braun

That the July 2023 Online/Direct Debit payments, and the cheque registers and EFTs from July 10 – August 11, 2023, be received for information.

CARRIED

BUSINESS: 5. g) **MasterCard Statements – June 2023 (HANDOUT)**

MOTION COW 23-08-111 **MOVED** by Councillor Cardinal

That the MasterCard Statements for June 2023 be received for information.

CARRIED

BUSINESS: 5. h) **Wadlin Lake Campground Pickleball Court (ADDITION)**

MOTION COW 23-08-112 **MOVED** by Councillor Braun
Requires Unanimous

That a recommendation be made to Council that administration proceed with the Wadlin Lake Campground Pickleball Court with funds coming from Municipal Reserve and to amend the 2023 Capital Budget not to exceed \$55,000.

CARRIED UNANIMOUSLY

BUSINESS: 5. i) **La Crete Walking Trail (ADDITION)**

MOTION COW 23-08-113 **MOVED** by Councillor Braun
Requires Unanimous

That the La Crete Walking Trail discussion be received for information.

CARRIED UNANIMOUSLY

BUSINESS: 5. j) **River Tourism (ADDITION)**

MOTION COW 23-08-114 **MOVED** by Councillor Braun
Requires Unanimous

That the River Tourism discussion be received for information.

CARRIED UNANIMOUSLY

POLICY REVIEW: **6. a) ADM056 Public Participation Policy**

MOTION COW 23-08-115 **MOVED** by Councillor Wardley

That a recommendation be made to Council that Policy ADM056 Public Participation be amended as discussed at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: **6. b) HR003 Workplace Violence and Harassment – Policy Amendment**

MOTION COW 23-08-116 **MOVED** by Councillor Cardinal

That a recommendation be made to Council that Policy HR003 Workplace Violence and Harassment be amended as presented at the Committee of the Whole Meeting.

CARRIED

Reeve Knelsen recessed the meeting at 3:24 p.m. and reconvened the meeting 3:34 p.m.

CLOSED MEETING: **7. Closed Meeting**

MOTION COW 23-08-117 **MOVED** by Councillor Wardley

That Council move into a closed meeting at 3:34 p.m. to discuss the following:

- 7. a) 2020 Disaster Recovery Program (DRP) Sewer Repair in Fort Vermilion (*FOIP Section 25*)
- 7. b) Family and Community Support Services (FCSS) Fort Vermilion (*FOIP Section 25*)
- 7. c) Outstanding Taxes (*FOIP Sections 21 and 23*)
- 7. d) Country Residential Growth Nodes (*FOIP Sections 23, 24, 25 and 27*)

CARRIED

The following individual were present during the closed meeting discussion. (MGA Section 602.08(1) (6))

- All Councillors Present excluding Deputy Reeve Sarapuk, Councillor Bateman, Councillor Peters and Councillor Smith,
- Darrell Derksen, Interim Chief Administrative Officer
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Byron Peters, Director of Projects & Infrastructure
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Caitlin Smith, Director of Planning & Agriculture joined the meeting at 4:00 p.m.

MOTION COW 23-08-118 **MOVED** by Councillor Wardley

That Council move out of the closed meeting at 4:12 p.m.

CARRIED

CLOSED MEETING: 7. a) **2020 Disaster Recovery Program (DRP) Sewer Repair in Fort Vermilion**

MOTION COW 23-08-119 **MOVED** by Councillor Wardley

That a recommendation be made to Council that administration proceeds with tendering the Fort Vermilion Water & Sewer Line Flood Repairs with tender closing on September 6, 2023.

CARRIED

CLOSED MEETING: 7. b) **Family and Community Support Services (FCSS) Fort Vermilion**

MOTION COW 23-08-120 **MOVED** by Councillor Braun

That a recommendation be made to Council that administration enter into an agreement with the Coalition for Far Northwest Alberta Brighter Futures Society to provide the

services for the Family and Community Support Services Fort Vermilion program.

CARRIED

CLOSED MEETING: 7. c) Outstanding Taxes

MOTION COW 23-08-121 MOVED by Councillor Cardinal

That a recommendation be made to Council that administration present the Tax Recovery Auction properties with proposed dates at an upcoming Council meeting for review.

CARRIED

CLOSED MEETING: 7. d) Country Residential Growth Nodes

MOTION COW 23-08-122 MOVED by Councillor Braun

That the Country Residential Growth Nodes discussion be received for information.

CARRIED

NEXT MEETING DATE: 8. a) Meeting Dates

Committee of the Whole
To be Determined

ADJOURNMENT: 9. a) Adjournment

MOTION COW 23-08-123 MOVED by Councillor Wardley

That the August 15, 2023 Committee of the Whole meeting be adjourned at 4:14 p.m.

CARRIED

These minutes will be presented for approval on January 30, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	January 30, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION Samaritan’s Purse – Mitigation Assistance and Work Update

BACKGROUND / PROPOSAL:

As Council is aware, Mike & Janet Voth with Samaritan’s Purse have been assisting administration and residents affected by the 2020 overland flood, primarily with the mitigation process and relocation.

Samaritan’s Purse assists with questions some residents may have, offering an unbiased opinion, guidance, and relocation experiences.

Mike has been working with contractors, site coordination, while Janet had been completing permits, utility applications, and records of progress through computer program Trello. Both Mike & Janet provide before and after reports on conditions of homes to ensure any moving repairs are completed.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Mitigation funding

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: J. Batt **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Samaritan's Purse update on Mitigation assistance provided be received for information.

Author: J. Batt Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	DELEGATION High Level Forestry Division

BACKGROUND / PROPOSAL:

The High Level Forestry Division, Samantha Davis, Wildfire Operations Officer and Melissa Bulldog, Wildfire Prevention Officer, have offered to discuss with Council the following:

1. 2023 Wildfire Season
2. Current Operations
3. 2024 Projections

Other issues or points of conversation are welcome.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the High Level Forestry Division discussion be received for information.

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Zama Car Wash

BACKGROUND / PROPOSAL:

During the 2024 budget deliberations the development of a car wash in Zama was brought forward.

Internally, Administration discussed the issue and have concerns with moving forward with this project.

Director of Operations (verbal report)
Fleet Manager (verbal report)

OPTIONS & BENEFITS:

Option 1

Receive for information

Option 2

Open the car wash to the public. Payment for the car wash could be made at the county office. Rates would be set at a flat rate depending on the size of vehicle. No cost for installation of coin box.

Option 3

Install coin box. Different options and costs of coin boxes are listed bellow

COSTS & SOURCE OF FUNDING:

By utilizing a Payment System at the County administration building, there would be \$0 required and could be set up as soon as Operating procedure/understanding is in place.

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

Simple Coin Box	\$1,500
Installation/Electrician	\$1,000
Total	\$2,500

Retro Payment Box	\$3,000
Simple Coin Box	\$1,500
Installation/Electrician	\$1,000
Total	\$5,500

Premium Payment Station	\$6,000
Installation/Electrician	\$1,000
Total	\$7,000

All Debit/Credit card payment Stations are subjected to the following fees

- One time account opening Fee - VendPay = **\$99.00**
- One time setup fee - Nayax = **\$30.00 per device**
- Monthly fee @ Nayax Canada = **\$9.95** per unit for Web Reporting / Receipt / Cellular Data
- Monthly fee @ VendPay = **\$10.00** (unlimited devices on the same account)
- Visa / MasterCard transaction fee (minimum \$2.00 transaction) = **2.5% + 10¢ Per transaction**
- Debit / Interac transaction fee (minimum \$2.00 transaction) = **8¢ Per transaction**
- Direct deposit to your account on the Next Business Day
- Monthly statement via Email and Online Account from Payfacto for all Credit and Debit Transactions

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: D. Roberts Reviewed by: _____ CAO: D. Derksen



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- LED Display Timer
- Your Carwash Logo on the face plate
- Water Resistant Stainless Steel housing
- Available with 12 Position Rotary Switch or Touch Screen
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- D.A. Easy change switch selection decals
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306-683-6622



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Unightly Premises - Enforcement Policy/Procedure

BACKGROUND / PROPOSAL:

Unightly Premises Bylaw 908-13 has gone through a review process conducted by the Community Services Committee, Administration and Legal. Although there are recommended changes and an amendment of the Bylaw that will be presented to Council, Administration would recommend the development of an “Enforcement Policy/Procedure”

Although the bylaw provides a tool for administration to use, there has always been an inconsistent method of enforcement and interpretation depending on the current administration/resources and the current political needs.

A Policy/Procedure would provide both Council and Administration a clear understanding on the stages that are needed and taken in order to reach the desired COMPLIANCE within the bylaw. A system that is understood by both Elected officials and Administration.

A Power Point presentation with the following headings will be presented to allow for Council to fully understand the process, methods, costs, and to provide input and discussion.

- Identification Process
- Review Process
- Enforcement Order
 - a. Direct Enforcement
 - b. Enforcement pursuant to a Court Order
- Follow-up – Re-Inspection

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

OPTIONS & BENEFITS:

Option 1

For Administration to enforce the Unsightly Premises Bylaw 908-13 in the current method.

Option 2

For Administration to develop an Enforcement Policy as discussed and bring the policy back to Council for final approval.

COSTS & SOURCE OF FUNDING:

Nil at this time

There may be substantial costs depending on the compliance level required.

Cost of Enforcing Order.

.... if the person responsible does not comply with the Order within a specified time, the municipality will take the action or measure at the expense of the owner and the expenses and costs of remediation are an amount owing to the municipality under section 549 of the MGA and may be added to the tax roll under section 553(1)(c) of the MGA

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Unsightly Premises Bylaw 908-13

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that administration develop an Enforcement Policy as discussed and bring back to a future Council meeting.

Author: D. Roberts Reviewed by: _____ CAO: D. Derksen

**BY-LAW NO. 908-13
MACKENZIE COUNTY**

A Bylaw of the Mackenzie County, in the Province of
Alberta, to regulate unsightly premises.

WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may pass bylaws regulating unsightly premises;

AND WHEREAS unsightly premises are a detriment to surrounding properties and the immediate neighborhood generally;

AND WHEREAS Council deems it advisable to pass a bylaw to regulate unsightly premises;

AND WHEREAS the purpose of this Bylaw is to prevent the existence and proliferation of unsightly premises and to provide a mechanism for the remediation of a property which has become an unsightly premises;

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

1. GENERAL

- 1.1 This Bylaw shall be cited as the Unsightly Premises Bylaw.
- 1.2 In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.
- 1.3 The provision of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, industrial, agricultural, construction, demolition, renovation, landscaping, clean-up, storage or other related activities from being carried out on, or in relation to a premises.
- 1.4 Regard shall be given to the use and location of the property (ie. residential, commercial, industrial, acreage, farm, or located along major public roadway), as well as conditions of any public property which is adjacent to such property (for example slope of ditches, ditches filled with water or gravel), in determining what remedies should be taken and whether a premise is an unsightly premise.
- 1.5 Regard shall be given to the available disposal facilities within the County and/or neighboring municipalities that will able an Owner to comply with this bylaw.

2. **DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires, the term (in alphabetical order):

- a) “Animal material” means any animal excrement and includes all material accumulated on a premises from pet pens, yards, stables, veterinary clinics or hospitals, kennels or feed lots;
- b) “Ashes” means the powdery residue accumulated on a premises left after the combustion of any substance and includes any partially burnt wood, charcoal or coal;
- c) “Building material” means all construction and demolition material accumulated on a premises while constructing, altering, repairing or demolishing any structure and includes, but is not limited to, earth, vegetation or rock displaced during such construction, alteration or repair;
- d) “County Administrator” means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- e) “County” means the municipal corporation of the Mackenzie County;
- f) “Clean-up Order” means an Order issued under this bylaw by the County Administrator with respect to an unsightly premises within the County;
- g) “Enforcement Officer” means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- h) “Equipment” and/or “machinery” means units which have been rendered inoperative by reason of its disassembly, age or mechanical condition and includes any household appliances;
- i) “Fence” means a permanent enclosing material, maximum six foot height, of wood, steel or like materials designated to provide visual screening and not detract from surrounding neighborhood, as permitted by the County’s land use bylaw;
- j) “Garbage” means materials of every description or kind, or abandoned, discarded, or rejected goods disposable in a garbage can or receptacle and includes bottles, metal cans or tins, crockery, glass, grass cuttings, paper, cloth, food, food waste, wrappings, sweepings and the like;

- k) "Occupant" means any person other than the registered owner who is in possession of the Property, including but not limited to, a lessee, licensee, tenant or agent of the Owner.

- l) "Owner" means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit.

- m) "Premises" means the external surfaces of all buildings and the whole or part of any land, including land immediately adjacent to any building or buildings, situated in whole or in part in the County and includes lands or buildings owned or leased by the County;

- n) "Reasonable State of Repair" means the condition of being:
 - i) structurally sound;
 - ii) free from damage;
 - iii) free from rot or other deterioration; and safe for its intended use.

- o) "Right of access" means the right of an Enforcement Officer to enter onto a property to inspect the property to determine whether to issue a Clean-up Order, or to allow work forces access to the property for the purposes of enforcing a Clean-up Order;

- p) "Trash" means materials of every description or abandoned, discarded or rejected goods not disposable in a garbage can or receptacle, included but not limited to trailers, sheds, shacks;

- q) "Work forces" means County employees or contract workers engaged by the County for the purposes of enforcing a Clean-up Order;

- r) "Yard material" means organic matter formed as a result of gardening or horticultural pursuits and includes grass, tree and hedge cuttings and clippings;

- s) "Weeds" means weeds as defined by the Weed Control Act.

3. **RESPONSIBILITIES OF OWNER**

3.1 Property owners shall keep such property and any public property which abuts or flanks such property, in a presentable condition and shall:

- a) Remove garbage, yard material, animal material, building material, and ashes as it accumulates;
- b) Prune and remove trees or shrubs in deteriorating condition located on the premises;
- c) Cut grass and control dandelions and other noxious weeds;
- d) Remove any vehicles, equipment, machinery, trash, or parts thereof;
- e) Not suffer or permit trees, or other vegetation growing on the property to interfere or endanger the lines, poles, conduits, pipes, sewers, public utility laneways or other works of the County;

3.2 Owner of a property in urban areas shall:

- a) maintain all buildings, structures and improvements to their property so that:
 - i) the foundations;
 - ii) exterior walls;
 - iii) roof;
 - iv) windows, including frames, shutters and awnings;
 - v) doors, including frames and awnings;
 - vi) steps and sidewalks; and
 - vii) fences;

are kept in a Reasonable State of Repair.

- b) maintain all fixtures, improvements, renovations, or additions to any building, structure or improvement on their property, including but not limited to:
 - i) exterior stairs;
 - ii) porches;
 - iii) decks;
 - iv) patios;
 - v) landings;
 - vi) balconies; or
 - vii) other similar structures

shall be maintained in a Reasonable State of Repair.

4. **UNSIGHTLY PREMISES**

4.1 Unsightly Premises shall mean any property, whether land, buildings, improvements to lands or buildings, personal property, or any other combination of the above, located on land within the County that, in the opinion of Council, County's Administrator or an Enforcement Officer is unsightly to such an extent as to detrimentally affect the repose, amenities, use, value or enjoyment of the surrounding lands in reasonable proximity to the unsightly premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined by the Municipal Government Act.

4.2 In determining whether a premise is an unsightly premise, an Enforcement Officer shall use the following guideline:

- a) A property or part of it is unsightly when it is characterized by visual evidence of a lack of general maintenance and upkeep by the excessive accumulation on the premises, or any other hazard or condition which poses a danger to public safety:
 - i) Any garbage, trash, building material, ashes, manure, human excrement or sewage, animal material or the whole or a part of an animal carcass, dirt, soil, gravel, rocks, sod, petroleum products, hazardous materials, disassembled equipment or machinery;
 - ii) Uncontrolled grass and weeds on premises;
 - iii) The whole or part of any motor vehicle or vehicles which has no current license plate attached to it and in respect of which, no registration certificate has been issued for the current year, and which is inoperative by reason of removed parts, or equipment;
 - iv) The lack of repair or maintenance of buildings, structures or Property, including but not limited to:
 - i) the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;
 - ii) broken or missing windows, siding, shingles, shutters, eaves or other building material; or
 - iii) significant fading, chipping or peeling of painted areas of buildings, structures or improvements on Property.

4.3 If an Enforcement Officer has reason to believe that any property is an unsightly premise he may exercise a right of access to the property in order to

inspect the premises to determine whether the property contravenes the provisions of this Bylaw.

5. **ISSUING A CLEAN-UP ORDER**

5.1 If an Enforcement Officer considers any property to be an unsightly premise, the Enforcement Officer may issue a Clean-up Order.

5.2 Each Order:

- a) Shall describe the property by
 - i) name, if any, and
 - ii) the municipal address and/or legal description
- b) Shall state that the property contravenes the provisions of this Bylaw.
- c) Shall give reasonable particulars of the extent of the clean up, removal, clearing or other actions required to be made.
- d) Shall state that the clean up, removal, clearing or other actions must be done within 7 to 21 calendar days from the Order date. The timeline will vary due to how the order can be served and which municipal act is being enforced.
- e) Shall state that if the required actions are not done within the time specified, the County may carry out the actions required and charge the cost thereof against the person to whom the Order is directed and if such person does not pay the costs, the costs shall be charged against the property concerned as taxes due and owing in respect of that property, and recovered as such.

5.3 The Order shall be served upon the owner of the property and a copy may be served on any person shown by the records of the Land Titles Office to have an interest in the property.

5.4 An Order may be served:

- a) by being delivered personally to the person who is intended to be served;
- b) by being left with a person apparently over the age of eighteen (18) years at the dwelling place or place of business of the person who is intended to be served; or
- c) by being sent by registered mail to the last known address of the person who is intended to be served as shown on the assessment roll of the County

and the Order shall be deemed to be served upon the expiry of five (5) days after the mailing of the Order.

5.5 If, in the opinion of the Enforcement Officer, service under subsection (5.4) cannot reasonably be effected, the Enforcement Officer may post the Clean-up Order or a copy of the Order in a conspicuous place on the land or property to which the Order relates, or on the private dwelling place of the person who is intended to be served and such Order is deemed to be served upon the expiry of five (5) calendar days after such Clean-up Order is posted.

5.6 County Administrator may extend the time for carrying out a Clean-up Order.

6. APPEALING A CLEAN-UP ORDER

6.1 An Owner or Occupant who receives a written Order under this bylaw may request a review of the Order by written notice to Council within fourteen (14) days of the day on which the Order is received. Upon reviewing the Order, Council may confirm, vary, substitute or cancel the Order.

6.2 An Owner or Occupant or other person affected by the decision of Council under Section 6.1 may appeal to the Court of Queen's Bench, within the time period set out in the *Municipal Government Act*, Section 548.

7. FAILURE TO ACT BY AN OWNER UPON ISSUANCE OF A CLEAN-UP ORDER

7.1 The person to whom an Order is directed shall comply with the directions of the Order as set out in the Order of the Enforcement Officer.

7.2 If a person to whom an Order is directed under this Bylaw fails to carry out the Order within the time stated in such Order, an Enforcement Officer may exercise a right of access to the unsightly premises and may, with whatever work forces as are necessary, enter the premises against which the Order has been issued and carry out the Order.

7.3 The County or persons appointed by it may remove any fencing or other obstructions in carrying out the Order and shall replace or repair any fencing or other obstructions removed or damaged in the course of carrying out the Order.

8. EXPENSES INCURRED IN CARRYING OUT A CLEAN-UP ORDER

8.1 All and any expenses incurred by the County in carrying out an Order under this section constitutes a debt owing to the County from the person to whom the Order is directed.

8.2 The following rates shall apply:

- a) If a third party was engaged in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced double the actual expense.
- b) If the County's work forces were used in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced double the rate specified in the County's Fee Schedule Bylaw in place at the time of clean-up.

9. **MATERIALS COLLECTED IN CARRYING OUT A CLEAN-UP ORDER**

- 9.1 Where the County carries out an Order under this Section the work forces shall deposit any material removed from an unsightly premises at a location designated by the County Administrator.
- 9.2 Notwithstanding subsection (9.1) where an Enforcement Officer is of the opinion that the material removed under subsection (9.1) has no value he may direct that the material be disposed of.
- 9.3 When material removed from an unsightly premise is removed to a location specified by the County Administrator, the County Administrator may direct that the property be disposed of if the person to whom an Order has been issued does not remove the property within fourteen (14) days of being requested in writing to do so by the County Administrator.
- 9.4 If the County sells all or part of a building, structure or improvement that has been removed under this Bylaw, the proceeds of the sale must be used to pay the expenses and costs of the removal and any excess proceeds must be paid to the Owner or Occupant, if entitled to them.

10. **PENALTIES FOR NON-COMPLIANCE WITH THIS BYLAW**

10.1 A person is guilty of an offence and liable for non-compliance with this bylaw.

Clean-up Order is issued as:	Compliance with Clean-up Order	Non-compliance with Clean-up Order
First offence	No Fine	\$250 Fine
Second offence	\$250 Fine	\$250 Fine
Third offence	\$250 Fine	\$250 Fine
Fourth and subsequent Offence	\$250 Fine	\$250 Fine

11. **ADDING AMOUNTS OWING TO A TAX ROLL**

11.1 Within thirty (30) days of ascertaining the amount of the expenses incurred by the County in carrying out the Order to the Owner or issued as a fine per Section 9, a demand for payment shall be sent of these expenses to the person to whom the Order was directed.

11.2 Where the person to whom the Order is directed and a fine is issued per Section 9 fails, within thirty (30) days after a demand for payment, to pay the fines and expenses incurred by the County, the total outstanding amount shall be placed on the tax roll as an additional tax against the land concerned and that amount:

- a) forms a lien on the land in favour of the County, and
- b) shall, for all purposes, be deemed to be taxes imposed and assessed on the land and delinquent under the Municipal Government Act from the date the expenses were incurred.

12. This Bylaw shall come into force and effect upon receiving third reading and shall repeal Bylaw 770-10.

READ a first time this 16th day of July, 2013.

READ a second time this 16th day of July, 2013.

READ a third time and finally passed this 16th day of July, 2013.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – October & November 2023 (HANDOUT)

BACKGROUND / PROPOSAL:

As per Policy FIN028, Mastercard statements are to be reviewed by Council at the Committee of the Whole Meetings.

Administration will provide a copy of the October & November 2023 Mastercard statements at this meeting for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J.Batt **Reviewed by:** _____ **CAO:** D. Derksen

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for October & November 2023 be received for information.

Author: J.Batt Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – December 11, 2023 – January 26-2024 (HANDOUT)

BACKGROUND / PROPOSAL:

At the request of Council, cheque registers are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and/or the CAO in accordance with the Purchasing Policy FIN025. Cheques and EFT’s are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the December 11, 2023 – January 26, 2024 cheque registers and EFT’s, and December 2023 online payments will be available at the meeting.

OPTIONS & BENEFITS:

Administration will continue to present all cheque registers at each Committee of the Whole meeting.

COSTS & SOURCE OF FUNDING:

2023/2024 Budgets.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J Batt **Reviewed by:** _____ **CAO:** D. Derksen

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the December 2023 Online/Direct Debit payments, and the cheque registers and EFT's from December 11, 2023 – January 26, 2024, be received for information.

Author: J Batt Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Inside Outside Studios and iHunter Alberta – Mapping Revenue

BACKGROUND / PROPOSAL:

Administration presented an option to participate in a landownership map program with Inside Outside Studios and iHunter Alberta. Inside Outside Studios and iHunter Alberta offers hunters, businesses and landowners the ability to purchase digital landownership maps, with a portion of the proceeds going back to the municipalities.

There are currently 38 Municipalities that participate, selling between 151-1199 maps each. 252 users purchased Mackenzie County maps providing a revenue of \$4,278 to the municipality.

As this was the first year Mackenzie County participated with Inside Outside Studios and iHunter Alberta, the potential of additional maps being accessed, providing revenue and potential tourism activities will only benefit the County.

OPTIONS & BENEFITS:

Self-generated revenue
Potential Tourism activities

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Promoting the site through social media, taxation and utility notices

Author: J. Batt **Reviewed by:** _____ **CAO:** D. Derksen

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Inside Outside Studios and iHunter Alberta – Mapping report be received for information.

Author: J. Batt Reviewed by: _____ CAO: D. Derksen

Inside Outside Studios Inc
County Map Sales Annual Report
info@ihunterapp.com
January 12, 2024

2023 County Map Sales Annual Report

Greetings,

Inside Outside Studios and the iHunter Alberta app team would like to thank you once again for your continued participation in the landowner map program. We have added six new counties / MDs to the program this year, improving the offering and making iHunter the go to destination for hunters, businesses and landowners for digital land ownership maps.

Sales have increased or remained stable for most counties, and the average royalties have increased again as we continue to reduce our sales overhead. We have introduced <https://store.ihunterapp.com> as an alternative purchasing location for users, which allows us to sell the same digital content with much lower fees than Google or Apple stores. These cost savings continue to be passed on to the County / MD. In light of the cost savings, and to incentivize users to update to the latest version of each map, we are providing a 20% discount when updating from a previous version of the same map (on the new store). The total revenue stays the same as a purchase from Apple/Google, users are happier and more willing to update, and we get the latest version of landowner data in more people's hands.

Due to inflation, we would still recommend increasing the end user map pricing if you feel it is appropriate. We suggest a minimum map pricing of \$19.99 instead of \$14.99, but are willing to consider higher pricing if preferred. For counties that changed this price last year, it doesn't seem to have affected sales.

There are some US-based companies entering the land ownership market, and we anticipate counties may be approached to license your maps. Although our license agreements are not exclusive, we appreciate your continued support of our small Canadian business, and hope that our partnership can continue in a mutually beneficial manner. We are available to discuss our license agreement, exclusive licensing, or any questions you may have.

Thanks again for your continued participation. Reference the data included below to see how your county map sales are comparing to other counties and to previous years. Let us know if there are any questions or concerns about the sales, revenues, or pricing for the upcoming

year. Finally, if you have a new map available, please send it our way and we will get it integrated into the app.

Thanks,

Mark Stenroos

Inside Outside Studios Inc (iHunter Alberta)

	2023	2022	2021	2020	2019
Acadia (2022)	151	133	134	165	106
Beaver (2023)	636	538	620	593	433
Big Lakes (2023)	508	439	-	-	-
Bonnyville (2023)	650	354	541	559	361
Brazeau (2023)	567	479	526	523	365
Camrose (2023)	555	362	419	492	420
Cardston (2023)	630	507	469	576	426
Clear Hills (2021)	368	379	459	393	310
Clearwater (2020)	1199	1001	1244	1435	705
Flagstaff (2022)	474	511	605	587	456
Greenview (202_)	1174	-	-	-	-
Kananaskis I.D. (2009)	289	286	329	395	-
Lac Ste Anne (2021)	525	553	660	624	413
Lacombe (2022)	446	445	454	424	368
Lethbridge (2023)	409	285	373	375	249
Mackenzie (2023)	252	-	-	-	-
Minburn (2023)	405	340	246	276	-
Mountain View (2022)	681	666	-	-	-
Northern Lights (2023)	683	623	-	-	-
Northern Sunrise (2022)	300	327	322	268	256
Paintearth (2023)	414	356	410	404	280
Peace (2022)	231	215	168	191	137
Ponoka (2023)	524	428	430	437	359
Red Deer (2022)	632	668	674	654	490
Saddle Hills (2023)	1283	1133	1167	1038	806
Smoky Lake (2023)	345	326	318	333	226
Smoky River (2023)	373	-	-	-	-
Special Area No. 2 (2023)	660	-	-	-	-
Special Area No. 3 (2023)	378	-	-	-	-
Special Area No. 4 (2023)	382	-	-	-	-
Stettler (2020)	452	460	568	606	539
Sturgeon (2023)	474	300	376	424	253
Taber (2022)	419	450	438	366	295
Wainwright (2023)	548	442	522	489	403
Warner (2023)	577	517	483	536	424
Wetaskiwin (2023)	456	361	-	-	-
Wheatland (2022)	378	438	529	461	301
Woodlands (2022)	753	775	761	704	596



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Northern Alberta Development Council Bursary Program

BACKGROUND / PROPOSAL:

During the May 31, 2023 Council meeting, Council made the following motion:

MOTION 23-05-469 **MOVED** by Councillor Wardley

That administration research the possibility of partnering with Northern Alberta Development Council (NADC) in regards to a matching bursary program.

CARRIED

Administration contacted the NADC administration on partnering on bursary applications, providing additional funding to applicants. It was identified that in order to partner, new criteria would have to be developed outside of our existing Bursary Policy, which would then be reviewed by NADC to determine their commitment.

Administration did review the option of some of the Fort Vermilion School Division secondary schooling as an option, however after the January 9, 2024 item identified by Council on the NADC limited bursary funding allocations, administration is requesting Councils direction on how they wish to proceed.

OPTIONS & BENEFITS:

Option #1

That the Northern Alberta Development Council Bursary Program report be received for information.

Author: J. Batt **Reviewed by:** _____ **CAO:** D. Derksen

Option #2

Administration to continue investigating and developing a secondary partnering bursary with Northern Alberta Development Council.

COSTS & SOURCE OF FUNDING:

Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

ADM049 - Bursaries

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Northern Alberta Development Council Bursary Program report be received for information.

Author: J. Batt Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Agricultural Service Board Terms of Reference - Amendment

BACKGROUND / PROPOSAL:

The Agricultural Service Board (ASB) reviewed the Agricultural Service Board Terms of reference and are recommending that changes be made to the general responsibilities to allow a member at large, or administration to attend Mackenzie Applied Research Association meetings. The ASB summer Tour was also removed from the Approved External Activities as these tours are no longer being offered.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve the Agricultural Service Board Terms of Reference as presented/amended at the Committee of the Whole Meeting.

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

AGRICULTURAL SERVICE BOARD TERMS OF REFERENCE

Refer to Agriculture Service Board Policies & Bylaws

Purpose:

The Agriculture Service Board advises Council on innovative and sustainable agriculture policy and programs designed to assist Mackenzie County (ASB001).

Committee Structure:

The membership of the Board will be comprised of the following (ASB005):

- Reeve – Ex-officio (voting member)
- Two members of Council
- Three members at large
- Chief Administrative Officer or designate
- Agriculture Fieldman
- Other resources as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

Quorum:

Two Councillors and two members at large present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

All members of the Committee will hold office for a two year period with members being appointed at the Organizational Meeting in October.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

Pursuant to the Agricultural Service Board Act (Section 2).

Meeting Schedule:

Meetings will be bimonthly or at the call of the Chair or Agricultural Fieldman (ASB006).

General Responsibilities:

The Board shall (ASB001):

- Establish policies and programs which accomplish their mission.
- Provide and promote programs that strive to improve the economic viability of farms.
- Ensure programs address the changing needs of clients.
- Have good public awareness of policies and programs and those involved in implementing them.
- Provide information /technology transfer to its Clients.
- Ensure that the public sees the Agricultural Service Board as a receptive, responsible, concerned board and that employees show good work ethic.
- Work with the Council in a positive and productive manner.
- Appointment of one Council member, **member at large, or administration** from within its membership to the Mackenzie Applied Research Association.
- Review service level provided by Veterinarian.
- Meet with Veterinarian to discuss issues and concerns from community.
- Negotiate and provide recommendations to Council any contract amendments or renewals.
- Monitor the terms of the contract.
- Ongoing vet services.

Responsible for review of the following Bylaws/Documents:

- Agriculture Service Board Policies & Bylaws

Approved External Activities:

- Provincial ASB Conference (January)
- Regional ASB Conference (1 per year)
- ~~ASB Summer Tours (attend 1 every 2 years)~~

	Date	Resolution Number
Approved		
Amended	2014-10-28	
Amended	2015-10-27	
Amended	2017-10-23	17-10-729
Amended	2018-08-29	18-08-618
Amended	2019-10-22	19-10-565



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	January 30, 2024
Presented By:	Byron Peters, Deputy Chief Administrative Officer & Caitlin Smith, Director of Planning & Agriculture
Title:	La Crete Infrastructure Offsite Levy Bylaw

BACKGROUND / PROPOSAL:

Administration has drafted a bylaw for Council’s review regarding development levies, fees and incentives for future expansion north of the hamlet of La Crete. The bylaw will be a handout for Council to review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

None at this time.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion

Author: S Gibson **Reviewed by:** _____ **CAO:** D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Chief Administrative Officer (CAO) Performance Evaluation & Council Self Evaluation

BACKGROUND / PROPOSAL:

The summary for the CAO’s performance below is taken from the Alberta Municipalities (ABMunis) website:

Ordinarily the CAO is the only employee of a municipal council. The CAO is a position of authority and influence and serves as a link between the council and municipal operations; as such, a high degree of trust between each party is required.

A CAO performance appraisal is a valuable tool for councils to use when assessing competencies and provides an opportunity to establish consistent and regular feedback for the CAO role.

The performance appraisal allows the CAO with the opportunity to draft and discuss their annual objective, assess the results, and make necessary changes for future evaluations.

It is in everyone’s best interests that an atmosphere of trust, respect and transparency develop and characterize this relationship a well-developed and planned CAO performance appraisal can help establish this

Administration is requesting that Mackenzie County Council complete the online CAO performance evaluation using the previously supplied questions.

The mandatory evaluation for the CAO must be completed at the end of the probationary period of January 31, 2024. Administration is asking that the online evaluation be completed by February 2, 2024 at the latest so that the results could be compiled and distributed to Council at the February 13, 2023 Regular Council Meeting.

Author: L. Flooren **Reviewed by:** _____ **CAO:** D. Derksen

As per ADM050 Council-Administration Protocol Policy:

8. j) *An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluations as per the MGA.*

Administration has prepared Council's self evaluation to be completed on an online platform in conjunction with the CAO performance review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

ADM050 Council-Administration Protocol

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to complete the Chief Administrative Officer Performance Evaluation and Council Self Evaluation on the online platform by February 2, 2024.

Author: L. Flooren Reviewed by: _____ CAO: D. Derksen

Mackenzie County

Title	Council/Administration Protocol	Policy No:	ADM050
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Legislation Reference	MGA
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PURPOSE

To establish a framework to clarify the roles of Council and Administration and set out communication standards between Council and Administration and to identify tools that may guide to the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationship between Council and Administration.

POLICY STATEMENT

1. Statement:

Mackenzie County Council recognizes that in order to create an environment for the effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities.

Further, Mackenzie County Council wishes to establish a regime of protocol for regulating relations and communication between Council and Administration in order to promote a sound working relationship. This can be achieved through a comprehensive framework that guides their interaction.

In order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately increase Council's efficiency and effectiveness.

GUIDELINES

2. Definitions:

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, and the Zama Site Supervisor for the County;

- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

3. Municipal Governance Framework:

- a) Council is the political and policy-making arm of the County, while Administration is the administrative and operational arm of the County;
- b) The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and interrelated.
- c) The statutory powers of Council and the CAO are set out in the *Municipal Government Act*.
- d) Council is lead by the Reeve who is the Chief Elected Official as defined in the *Municipal Government Act*.
- e) Administration is led by the CAO whose roles and responsibilities are defined in the *Municipal Government Act*.

4. Roles and Responsibilities:

- a) Council provides direction, makes strategic policy decisions, represents the public's interests, and performs the duties of Councillors as per the *Municipal Government Act*.
- b) Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.
- c) Council is responsible to hire, supervise, and terminate the CAO. Council has one employee: the CAO.
- d) The Reeve acts as Council's spokesperson, facilitates the Council/Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- e) The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, and performs the duties of chief administrative officer as per the *Municipal Government Act*.
- f) The CAO is responsible for the hiring, managing, and terminating of all the employees of the County.
- g) Administration implements Council's policies and programs, assists Council in

meeting their annual business plan priorities, provides decisions-making advice, and communicates customer needs under the direction of CAO.

- h) Council and Administration will adhere to formal channels of communication between each other as established by this policy.

5. Council/Administration General Protocol:

- a) Council and Administration will treat each other with respect and integrity.
- b) Council recognizes the complexities and volume of operational tasks and activities of Administration.
- c) Administration recognizes the value of Councillors' input through the local knowledge of their wards.
- d) The Reeve will advise Council when a Councillor's activities are affecting Administration's performance.
- e) Council will deal with Administration performance concerns by communicating them to the CAO as concerns arise.
- f) The CAO will provide information to all of Council as deemed appropriate in responding to a request from a Councillor.
- g) Managers will advise the CAO if a request for information and/or action from a Councillor may create a significant impact on performance/workload.

6. Council/Administration Communication Protocol (Internal):

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
 - Information that is readily available to the public can be requested from the appropriate Manager directly;
 - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
 - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.

- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.
- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

7. Council/Administration Communication Protocol (External):

- a) Administration will forward external correspondence directed to a Councillor or Council without delay.
- b) If Council receives requests from residents for service or information, Council will refer residents to the appropriate County department or the CAO for action.
- c) Administration will maintain a log of external communications, which come as a request for service, into the County's customer service system. Each Manager will be responsible for maintaining the log for their appropriate department(s).
- d) The Reeve may coordinate and direct Council regarding action and response to be taken by Councillors to verbal or written communications received from external sources. The Reeve will also coordinate these action and responses with the CAO.
- e) The CAO will coordinate and direct Administration regarding action and response to be taken by employees of the County to verbal or written communications received from external sources. The CAO will also coordinate these actions and responses with Council when appropriate.

8. Organizational Tools:

The following organizational tools will be utilized to contribute to a successful working relationship between Council and Administration:

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;

- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;
- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.
- j) An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluation as per MGA.

9. Success Indicators:

The following are indicators of the success of this policy:

- a) Flexibility in organizational hierarchy to deal with urgent matters;
- b) Excellent customer service;
- c) No direct supervision of Administration by individual members of Council;
- d) A clear chain of command;
- e) Higher employee satisfaction;
- f) Achieving Council's business priorities;
- g) Timely communication, both internal and external; and
- h) An informed and involved Council.

10. Policy Implementation and Monitoring:

- a) The Reeve will be responsible for monitoring compliance with this policy by Council.
- b) The CAO will be responsible for monitoring compliance with this policy by

Administration.

11. Policy Review:

This policy shall be reviewed annually during the organizational meeting.

	Date	Resolution Number
Approved	2012-05-01	12-05-309
Amended	2013-04-24	13-04-294
Amended	2017-10-23	17-10-724

SCHEDULE A

COUNCIL SELF-EVALUATION TOOL

PURPOSE:

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

INSTRUCTIONS:

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

DECISION-MAKING

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1 2 3 4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1 2 3 4

3. Council members stay focused on the issue being debated.

1 2 3 4

4. Council members come to meetings prepared; with their “homework” and research done.

1 2 3 4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1 2 3 4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1 2 3 4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation.

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1 2 3 4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1 2 3 4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1 2 3 4

11. Council members represent Council's position as a whole when attending board or committee meetings.

1 2 3 4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1 2 3 4

COUNCIL MEMBER RELATIONS

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1 2 3 4

14. All Council members have equal and timely access to relevant information to support decision making.

1 2 3 4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1 2 3 4

STAFF RELATIONS

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1 2 3 4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1 2 3 4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

- 1 2 3 4

FINAL QUESTIONS

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

21. Please provide any additional comments:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy ASB009 Rental Equipment - Amendment

BACKGROUND / PROPOSAL:

The Agricultural Service Board (ASB) reviewed Policy ASB009 Rental Equipment at the November 30, 2023 ASB meeting and is recommending to Council that changes be made to the policy to coincide with Fee Schedule Bylaw 1277-23.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy ASB009 Rental Equipment as presented/amended at the Committee of the Whole Meeting.

Author: C.Sarapuk **Reviewed by:** _____ **CAO:** D. Derksen

MACKENZIE COUNTY

Title	AGRICULTURE SERVICE BOARD RENTAL EQUIPMENT	Policy No.	ASB009
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Legislation Reference	Municipal Government Act, 5 (b)
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Purpose

To establish guidelines for the use of rental equipment.

Policy Statement and Guidelines

(i) General Rental Equipment

- The Agricultural Service Board will not recommend to purchase rental equipment which is available locally on a rental basis.
- Farmers have first priority for rental equipment, e.g. over community organizations.
- Rental equipment is not to be used for commercial purposes.
- Rental equipment, maintenance expenses and rental rates may be reviewed annually.

(ii) Rental Equipment Policy, Rules and Rates

- Equipment is to be picked up and returned during office hours (8:15 a.m. 4:30 p.m.) Monday to Friday, except holidays.
- ~~Deposits are required before equipment is picked up.~~
- Renter is responsible for entire time equipment is signed out in his/her name.
- There will be no partial day charges. All transactions will be charged a minimum of the rate of one full day covering a period of 24 hours, commencing from the time the transaction is initiated by the renter.
- There will be no charge for Sunday rental if equipment is not used.
- No renter can rent equipment for a period longer than 4 days, unless there is no other demand for the equipment.
- Equipment is to be greased daily by the renter.
- If equipment breaks down, the Mackenzie County office must be notified immediately. Repairs should not be done by the renter.
- Renters will be assessed damages to rental equipment where there is evidence of obvious abuse.

- Renters must ensure equipment is picked up with a vehicle of sufficient size to safely tow equipment along highways.

EQUIPMENT

~~**DEPOSIT AND DAILY RENTAL**~~

Shelterbelt Tree Planter	N/C
Paraplough	N/C
AAFRD Dugout Pump and Pipe fee	As Per current Bylaw
<u>Galager Tag Reader</u>	
<u>Scare Cannon</u>	(Fee Schedule)

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	December 18, 1998	98-390
Amended	April 22, 2004	04-27
Amended	February 5, 2014	ASB-14-02-005



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy ASB013 Beaver Control - Amendment

BACKGROUND / PROPOSAL:

The Agricultural Service Board (ASB) reviewed Policy ASB013 Beaver Control at the November 30, 2023 ASB meeting and is recommending to Council that changes be made to the policy to coincide with Fee Schedule Bylaw 1277-23 as well as changes to the sections referenced in the Wildlife Act.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy ASB013 Beaver Control as presented/amended at the Committee of the Whole Meeting.

Author: C.Sarapuk **Reviewed by:** _____ **CAO:** D. Derksen

MACKENZIE COUNTY

Title	AGRICULTURE SERVICE BOARD – BEAVER CONTROL	Policy No.	ASB013
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Legislation Reference	Municipal Government Act, 5(b)
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Purpose

To implement a Beaver control program.

Policy Statement and Guidelines

It is the policy of Mackenzie County, under the direction of the Agricultural Service Board, to implement a Beaver Control Program.

The purpose of the program is to assist ratepayers experiencing flooding problems of roads, fields, or other situations caused by beaver flooding from unoccupied crown land or ditches under the authority of the Mackenzie County. (Unoccupied crown land does not include the bed and shore of watercourses flowing through private land).

This policy is under the authority of Mackenzie County Agricultural Service Board in conjunction with Alberta Fish and Wildlife. It is funded by Mackenzie County Agricultural Service Board.

Procedure

1. Once a ~~written~~ complaint is received, arrangements are made with the Agricultural Fieldman to investigate.
2. The priority given to complaints shall be:
 - a) Road flooding
 - b) Crop damage/Field flooding
 - c) Any other considerations that cause undue hardships will be handled at the discretion of the Agricultural Fieldman.
3. The Agricultural Fieldman will determine the most efficient method of removing the beaver dam(s). This will either be with excavation equipment or explosive blasting.
- ~~4.~~ If a beaver dam located on privately owned land is causing or likely to cause damage to neighboring property, and the owner fails to undertake or authorize any action to prevent damage, [Section 91 \(1\) Subsection 24](#) of the Wildlife Act – General Wildlife (Ministerial) Regulation shall apply.
- ~~4.~~ The cost to remove dams on private land will be invoiced to the landowner as per the Fee Schedule Bylaw.

5. If there is a complaint received on a grazing reserve, it shall be treated as occupied crown land and the complainant will be dealt with as per this policy.
6. It shall be the responsibility of the Mackenzie County Public Works Department to ensure that any culverts affected by beaver are cleaned.
7. All blasting will be done by a licensed operator with appropriate blasting certification and all blasting will follow all OH&S procedures.
8. Registered trapline holders and Fish and Wildlife will be notified if there are beaver dams on a registered trapline that are causing damage to private property.
9. The County will pay a bounty on beaver tails that were trapped on areas identified by the Agricultural Fieldman, this bounty will only be paid to Local Trappers Associations.
 - a) The Beaver Bounty is set at \$50 per tail on beaver tails trapped on areas identified by Agricultural Fieldman.

A day rate, up to a maximum of two (2) days, will be utilized at the discretion of the Agricultural Fieldman when beaver dams are located in remote areas that require repeated inspections by the trapper and as a result will require a lot of time and travel. Listed below is the fee schedule:

Fee Schedule	
Labour	\$250.00/day
ATV	\$50.00/day
Travel	\$0.54/km

- b) The Agricultural Fieldman will determine if the removal of beaver and dams is warranted. Upon determining that removal is warranted, the Local Trappers Association will be contacted to remove the beaver at the described location. The Agricultural Fieldman will inspect areas when appropriate.
- c) All beaver tails must be counted by the Agricultural Fieldman before payment is authorized.
- d) Legal Land Locations must accompany all beaver tail invoices.

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	2001-03-30	016-01
Amended	2004-04-22	04-27
Amended	2014-02-05	ASB-14-02-005

Amended	2015-03-27	ASB-15-03-27
Amended	2017-04-11	17-04-273



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy ASB022 Shelterbelt Trees - Amendment

BACKGROUND / PROPOSAL:

The Agricultural Service Board (ASB) reviewed Policy ASB022 Shelterbelt Trees at the November 30, 2023 ASB meeting and is recommending to Council that changes be made to the policy to update the order deadline and timeline of when payment for trees will be received.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy ASB022 Shelterbelt Trees as presented/amended at the Committee of the Whole Meeting.

Author: C.Sarapuk **Reviewed by:** _____ **CAO:** D. Derksen

Mackenzie County

Title	Agricultural Service Board Shelterbelt Trees	Policy No:	ASB022
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Legislation References	
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Purpose

To establish Shelterbelt Trees in efforts to promote soil and water conservations and rural and urban beautification.

Policy Statement & Guidelines

Mackenzie County will assist Landowners in the acquisition and distribution of Shelterbelt Trees.

1. Deadline for shelterbelt applications will be ~~May 1~~ December 31 annually.
2. Payment of shelterbelt trees must be received upon delivery of trees ~~at the time of application submission~~.
3. Trees must be picked up from Mackenzie County office in Fort Vermilion.
4. Mackenzie County offers the use of a tree planter at no charge on a first come first serve basis.

Planting Restrictions

1. Trees will be setback from the road centerline a distance of no less than 100 feet (30 meters).
2. To avoid site distance obstruction, the trees will be planted a minimum of 100 feet (30 meters) from the closest point of an intersection.
3. No trees shall be planted closer than 16 feet (5 meters) from the base of a power pole.
4. Trees that meet and exceed 30 feet (9 meters) at maturity must be planted a minimum of 50 feet (15 meters) away from powerlines.

5. Trees that meet and exceed 10 feet (3 meters) at maturity must be planted a minimum of 7 feet away from powerlines.
6. Trees planted within Hamlet boundaries must comply with the Land Use Bylaw.

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	2018-02-13	18-02-107
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy DEV001 Urban Development Standards Amendment

BACKGROUND / PROPOSAL:

The Urban Development Standards Policy DEV001 is being brought forward for review.

Policy DEV001 provide guidelines regarding services and standards to be installed and constructed for new developments inside of hamlet areas.

The item to be added to this policy would be the requirement for all developers creating subdivisions in hamlet to provide and install TELUS Fibre Optic lines as a condition of their approval.

OPTIONS & BENEFITS:

Option 1: To recommend to Council to amend Policy DEV001 Urban Development Standards.

Option 2: Table Policy DEV001 Urban Development Standards for more information.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy DEV001 Urban Development Standards as amended/presented at the Committee of the Whole Meeting.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
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LEGISLATION REFERENCE	Municipal Government Act, Part 17, Division 6/7
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PURPOSE

To establish minimum urban development standards that ensure all urban development is consistent with municipal plans, policies, and bylaws, and to provide clarity to developers respecting the County expectations for urban development. Urban development within the hamlets of Mackenzie County shall be fair, while guaranteeing all future municipal infrastructure meets the engineering and design requirements of the County.

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of each hamlet by creating development policies consistent with Mackenzie County plans, policies, and bylaws. Mackenzie County will provide guidance and vision for development objectives. These policies will be applied equitably and fairly to all within each hamlet.

All beneficiaries of new development should participate in the cost of providing and installing infrastructure in their respective hamlet on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws, and Endeavour to Assist clauses.

GUIDELINES

1. Mackenzie County will:
 - a) adopt development standard requirements for individual urban zonings as indicated in this policy and detailed within the General Municipal Improvement Standard (GMIS),
 - 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, and
 - d) establish the mechanism of any cost sharing, Endeavour to Assist, or other financial considerations.
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer respecting the installation of municipal improvements and adherence to all conditions of approval.

Development Approval: The subdivision/development approval where the application process has been followed and an approval subsequently issued by the County's subdivision/development authority.

Endeavour to Assist: The developer can request that the designated portion of the costs of various municipal improvements paid for by the developer which benefit lands other than the developer's lands be reimbursed or shared. The County does not guarantee reimbursement of these costs.

GMIS: The General Municipal Improvement Standards (engineering guidelines) for the County.

Off-site Levy: The charges payable to the County by the developer for the use and benefits received from the existing or proposed municipal improvements as stated in the Alberta Municipal Government Act.

Local Improvement Bylaw: Local improvements are capital construction (municipal improvement) projects that Council considers to be of greater benefit to a particular neighbourhood of the municipality than to the whole municipality, and that are to be paid for in whole or in part by a tax imposed as a local improvement.

Rural Standard: Asphalt road surfacing, ditches/swales, shallow utilities, street lighting. Gravel roads may be considered in lieu of asphalt as outlined elsewhere in this policy.

The County: Refers to Mackenzie County.

Urban Standard: Curb and gutter, sidewalk, shallow utilities, metal light standards with underground servicing, asphalt road surfacing, and storm sewer.

Zoning: Land use district designations as per the Land Use Bylaw.

FUNDING

Funding for municipal infrastructure improvements required to support an approved development will be provided by the developer. The County, through Endeavour to Assist provisions in the Development Agreement, may provide assistance to the

developer when oversizing is required to collect funds from benefitting lands when the benefitting lands are developed.

When the County constructs municipal improvements in advance of development, the County will, through an Off-site Levy bylaw(s), collect apportioned costs as assigned to benefitting lands.

Where a development requires an arterial road to be constructed, the County shall only consider covering the costs of upgrading the road from a collector to an arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or Local Improvement Bylaw(s) to recover those costs.

All oversizing requirements shall be clearly identified by the developer on the tentative subdivision plan along with a written request for cost sharing, prior to final approval by the subdivision authority.

The County may consider providing a portion of the funding when oversizing, Off-site Levy, Endeavour to Assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of construction.

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

URBAN DEVELOPMENT STANDARDS

The minimum standards for new development are summarized in Table 1 on the following page.

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 only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

Table 1: Zoning Standards Chart

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR ¹ , MHC, MHS	H-CR	FV-CC, LC-TC, LC-MS	FV-HC, LC-HC	FV-LI, LC-LI	FV-HI, LC-HI
Arterial Hamlet 40 m min ROW width	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power
Collector Hamlet 26 m min ROW width	<ul style="list-style-type: none"> urban or rural standard² 	<ul style="list-style-type: none"> rural standard sidewalk u/g power 	<ul style="list-style-type: none"> urban standard 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> rural standard sidewalk o/h power 	<ul style="list-style-type: none"> rural standard o/h power
Local Hamlet 20 m min ROW width	<ul style="list-style-type: none"> urban or rural standard² 	<ul style="list-style-type: none"> rural standard u/g power 	<ul style="list-style-type: none"> urban standard 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> rural standard o/h power 	<ul style="list-style-type: none"> rural standard o/h power
Core Hamlet 22 m min ROW width	<ul style="list-style-type: none"> urban standard 	N/A	<ul style="list-style-type: none"> urban standard 	N/A	N/A	N/A

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 *Illuminating Engineering Society* and *Transportation Association of Canada (TAC)* 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.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility provider’s current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Telephone/Broadband/TELUS Fibre Optic Lines

¹ Applies to the H-R1, H-R1A, H-R1B, and H-R2 Districts.

² The standard will be determined by the County through the evaluation of anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed relevant.

Telephone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

~~Installation of higher grade infrastructure~~ **Installation of TELUS Fibre Optic Services is required by the developer** is encouraged in order to offer telecommunications providers better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in accordance with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County respecting storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS 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. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria shall be in accordance with the County's GMIS.

Sanitary sewer shall be provided for all developments.

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.

Sanitary sewer installations shall be gravity based. If, for economic or construction rationale, a gravity system is determined to not be feasible in an area, a detailed engineering 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

Design criteria shall be in accordance with the County's GMIS.

All new developments shall include the installation of a municipal water system that provides adequate fire flow volumes.

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 residential development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity.

Service Connections on Private Land

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 to meet *Alberta Environment and Parks Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*, and a copy of the engineered drawings shall be provided to the County for review prior to installation.

All private hydrants and valves shall be properly maintained to the standards set forth in the GMIS. 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

Design criteria shall be in accordance with the County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced unless otherwise noted in this Section. 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. In such cases of pavement delay, the road base may require additional work prior to pavement application.

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.

Arterial roads shall be asphalt surfaced in all cases.

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 and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

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 warrant studies shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall consider maintenance and aesthetics.

Arterial roads should not allow for any on street parking.

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, on private property, in order to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

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.

Collector roads shall be asphalt surfaced in all cases.

Conventional grass swales (ditches) may be utilized along collector roads, but ditch design shall consider available right-of-way width, maintenance and aesthetics.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

Trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

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.

Local roads shall be asphalt surfaced in all residential and commercial Land Use Districts. The requirement for asphalt may be waived at the discretion of Council in industrial areas if the following criteria are met:

- Asphalt aprons shall be constructed to prevent the spread of gravel onto collector roads;
- Dust control;
- Other?

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize swales or ditches for storm water management.

Trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

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.

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 in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

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, zebra stripes) 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 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. Refer to Table 1: Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors identified in the La Crete ASP 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.

Private Roads

Private roads shall be designed and constructed in accordance with accepted engineering standards and a copy of the engineered drawings shall be provided to the County for review prior to construction. Although right-of-way widths may be reduced due to lot constraints, road design, materials testing and other related activities shall be undertaken 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

Design criteria shall be in keeping with the County's GMIS.

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 engineering 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 but shall not be limited to:

- 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.

Funding

When road upgrades in 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 recover the landowners' share of the 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 installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will **Endeavour** to Assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227
Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended	30-Jan-15	15-01-053
Amended	2017-02-28	17-02-146
Amended	2020-04-07	20-04-241
Amended	2024-	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration - Amendment

BACKGROUND / PROPOSAL:

The Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003 is being brought forward for review.

Policy DEV003 provides steps for the construction and registration of multi-lot and/or urban subdivisions.

The policy amendments are done to clarify the steps required for the construction and registration of multi-lot and/or urban subdivisions.

OPTIONS & BENEFITS:

Option 1: To recommend to Council to amend Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration as presented.

Option 2: Table Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration for more information.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: J Roberts **Reviewed by:** C Smith **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration as amended/presented at the Committee of the Whole Meeting.

Author: J Roberts **Reviewed by:** C Smith **CAO:** D. Derksen

Mackenzie County

Title	Multi-Lot/Urban Subdivision- Construction & Registration Policy Subdivision Process Policy Urban Subdivision Process Policy	Policy No:	DEV003
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Legislation Reference	Municipal Government Act, Division 7, Sections 652, 655, 657
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Purpose	The purpose of the Multi-Lot/Urban Subdivision Construction & Registration Policy Urban Subdivision Process Policy is to establish steps for the construction and registration of multi-lot and/or urban subdivisions.
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Policy Statement

Mackenzie County receives various requests for the construction and registration of urban and multi-lot subdivisions within the County. This policy will ensure consistency and clarity in how both urban and multi-lot subdivisions will be constructed and registered.

Definitions

The following definitions are used for the purpose of this policy:

Construction Completion Certificate – means a certificate issued by the County following satisfactory construction of Municipal Improvements for a development and marking the commencement of the Warranty Period;

Development Agreement – means an agreement between a developer and Mackenzie County which defines the requirements of the developer and the County for a particular development;

Final Acceptance Certificate – means a certificate issued to a developer following a Final Acceptance Inspection, marking the end of the Warranty Period and indicating the County will assume responsibility of the Municipal Improvements for the particular development;

Mackenzie County Administration – means Mackenzie County Planning & Development department staff;

Multi-lot Subdivision – means the creation of more than two lots out of a parcel of land;

Municipal Improvements – means those municipal services and facilities identified and/or referenced in the Development Agreement;

Subdivision Authority – means the person or body assigned by Council under section 624 of the MGA to exercise development powers, the Municipal Planning Commission;

Subsurface – means improvements being constructed or placed below the surface of the ground and intended to be and remain below the surface of the ground;

Surface – means improvements being constructed or placed above or on top of the surface of the ground and intended to be and remain above the surface of the ground;

Urban Subdivision – means the creation of a lot or lots within hamlet boundaries;

Warranty Period – means a period of two (2) years following Construction Completion Certificate issuance, where the developer is responsible for all maintenance and repairs to the subject Municipal Improvements, prior to Final Acceptance Certificate issuance.

General Provision

This policy is intended to be used in conjunction with the requirements of the Municipal Government Act (MGA), the Subdivision and Development Regulations, and applicable County Bylaws (including the Land Use Bylaw). Where a conflict exists between this policy and the aforementioned provincial requirements and/or County Bylaws, the provincial requirements and County Bylaws will supersede.

This policy addresses how the construction of Municipal Improvements are required to be completed and the steps that are required in order for the County to endorse the registration of the subdivision.

Subdivision Phases

When subdivisions are designed and not all of the lots within the design are being subdivided at the same time, the Development Authority decision will address only the lots within the proposed subdivision. Any future lots will be

considered and decided upon in future subdivision applications. Municipal Improvements for each phase of subdivision shall be constructed and completed in conjunction with the approved subdivision application. No deferral of Municipal Improvements shall be permitted and the construction of Municipal Improvements outside the approved subdivision phase shall not be permitted.

Subdivision Construction and Registration Steps

The steps outlined in this policy commence only after the subdivision application has been approved by the Subdivision Authority.

1. Provision and submission of subdivision engineered plans by the developer or agent (if agent is listed in application) for review by the County’s engineer, that meet the **General Municipal Improvement Standards** (GMIS) minimum requirements.
2. Engineered drawings shall be revised as required by the County’s engineer and/or Mackenzie County Administration before acceptance.
3. Development Agreement is drafted by Mackenzie County Administration and signed by the developer, their agent **and Mackenzie County**.
4. Provision of ~~separate~~ security for subsurface and surface Municipal Improvements as outlined in the following chart:

Municipal Infrastructure requiring Security	Form of Security	Amount of Security Required
Subsurface Municipal Improvements	Irrevocable Letter of Guarantee in a form acceptable to Mackenzie County or a certified cheque.	25% of total engineered construction costs for subsurface Municipal Improvements
Surface Municipal Improvements	Irrevocable Letter of Guarantee in a form acceptable to Mackenzie County or a certified cheque.	25% of total engineered construction costs for surface Municipal Improvements
Subsurface and Surface Municipal Improvements	Performance Bond	100% of total engineered construction costs

The provision of separate security for subsurface and surface Municipal Improvements will result in separate guarantee periods and separate Final Acceptance Certificates for the same.

5. Payment of all fees in full as outlined in the Development Agreement.
6. Letter provided to the developer from the County's engineer authorizing the construction of Municipal Improvements as outlined in the Development Agreement.
7. Upon completion of all Municipal Improvements as required in the Development Agreement, the developer or agent shall provide written notice to the **Mackenzie** County advising of construction completion and requesting inspection. This written notice shall be prepared by the developers engineer and shall include the total costs of the Municipal Improvements.
8. Inspection of the completed Municipal Improvements by Mackenzie County Administration, Mackenzie County's engineer, the developer and developer's engineer within sixty days (60) of receipt of the written notice outlined in number 7.
9. If, in the opinion of Mackenzie County Administration and Mackenzie County's engineer, the Municipal Improvements meets the minimum standards as referenced in the Development Agreement and/or the County's Engineering Standards, a Construction Completion Certificate (CCC) shall be issued by Mackenzie County.
10. If, in the opinion of Mackenzie County Administration and Mackenzie County's engineer, the Municipal Improvements do not meet the minimum standards as referenced in the Development Agreement and/or the County's Engineering Standards, a letter shall be provided to the developer advising of the same and the warranty period will not commence. Steps 7 and 8 shall be completed again until such time as the Construction Completion Certificate is issued. The costs of the second or subsequent construction completion inspection shall be at the cost of the developer, as stated in the Fee Schedule Bylaw and any amendments thereto.
11. The issuance of the Construction Completion Certificate (CCC) shall commence the two (2) year warranty period and further result in Mackenzie County Administration endorsing and submitting to the developer's surveyor the subdivision registration documents.
12. During the two (2) year warranty period, the developer is responsible for maintenance and repairs to all subject Municipal Improvements until such time that the improvements receive a Final Acceptance Certificate from Mackenzie County and ~~Mackenzie County's Engineer~~. Mackenzie County may, at their discretion, enter into an agreement with the developer or agent

to maintain the subject Municipal Improvements during the warranty period at the cost of the developer.

13. Construction of any buildings within the subdivision shall not be permitted to commence until the registration of the subdivision by Alberta Land Titles unless otherwise provided for and processed in accordance with the Land Use Bylaw.
14. Prior to the expiry date of the warranty period, the developer or agent shall request, in writing, an inspection by the County, of the Municipal Improvements.
15. The final inspection shall involve Mackenzie County Administration, Mackenzie County's engineer, the developer or agent and the developer's engineer.
16. If the final inspection reveals no deficiencies, Mackenzie County's ~~engineer~~ shall issue a Final Acceptance Certificate (FAC). If the final inspection reveals deficiencies, the developer will be required to rectify the deficiencies and repeat steps 14 and 15 above until such time as the Final Acceptance Certificate is issued by Mackenzie County's ~~engineer~~. The costs of the second or subsequent final inspections shall be at the cost of the developer as stated in the Fee Schedule Bylaw and any amendments thereto.
17. In the event that Mackenzie County Administration or Mackenzie County's engineer are of the opinion that any repair or replacement required during the warranty period is of a major nature, Mackenzie County shall be entitled, in its discretion, to require a further full warranty period for the specific Municipal Improvement or portion thereof and such further warranty period shall commence upon Mackenzie County issuing written notice to the developer of its acceptance of the repair or replacement work.
18. Upon the issuance of a Final Acceptance Certificate by Mackenzie County for the Municipal Improvements, the developer hereby acknowledges that all right, title, and interest in the Municipal Improvements (excluding facilities owned by private utility companies) located on or under public properties (including utility rights-of-way and easement areas) vests in Mackenzie County without any cost or expense to Mackenzie County, and the Municipal Improvements shall become the property of Mackenzie County.

	Date	Resolution Number
Approved	2011-09-13	11-09-737
Amended	2014-08-06	14-08-533
Amended	2021-03-24	21-03-251
Amended	2024-01-30	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Policy DEV005 Planning Reserve - Amendment

BACKGROUND / PROPOSAL:

The Planning Reserve Policy DEV005 is being brought forward for review.

Policy DEV005 establishes a framework for the dedication of Reserve lands.

The item to be added to this policy would be to include a Municipal Reserve option for the dedication of land for road widening purposes to subdivision approvals.

OPTIONS & BENEFITS:

Option 1: To recommend to Council to amend Policy DEV005 Planning Reserve Policy.

Option 2: Table Policy DEV005 Planning Reserve Policy for more information.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy DEV005 Planning Reserve as amended/presented at the Committee of the Whole Meeting.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

Mackenzie County

TITLE	Planning Reserve Policy	Policy No:	DEV005
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LEGISLATION REFERENCE	Municipal Government Act – Part 17, Division 8 and Division 9
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PURPOSE

Establish a framework for the dedication of Reserve lands.

POLICY STATEMENT

Mackenzie County receives various applications for subdivisions, within both urban and rural areas. As per the Municipal Government Act (MGA), the County may require the dedication of Community Services Reserve (CSR), Conservation Reserve (CR), Environmental Reserve (ER), Municipal Reserve (MR), and/or School Reserve (SR). This policy will clarify the different types of reserve lands and provide a criteria to guide and manage CSR, CR, ER, MR, and SR in Mackenzie County.

DEFINITIONS

The following definitions are used for the purpose of this policy:

Community Services Reserve (CSR) - land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future community services, as designated under Division 9 of the Municipal Government Act (MGA).

Examples of CSR:

- Public library
- Police station
- Fire station
- Ambulance services facility
- Non-profit daycare facility
- Affordable housing

Conservation Reserve (CR) – land dedication collected during the subdivision application process for lands that do not meet the requirements of Environmental Reserve and that the County deems environmentally significant and wishes to conserve, as designated under Division 8 of the Municipal Government Act (MGA).

Examples of CR:

- Wildlife corridors
- Significant tree stands

Environmental Reserve (ER) – land dedication collected during the subdivision application process for lands that are considered undevelopable, unstable, or present a significant risk of personal injury or property damage during development or use of the land, as per Division 8 of the Municipal Government Act (MGA).

Examples of ER:

- Swamp, gully, ravine, or natural drainage course
- Lands that are subject to flooding
- A strip of land, not less than 6 metres in width, abutting the bed and shore of any body of water

Municipal Reserve (MR) – land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future services, as per Division 8 of the Municipal Government Act (MGA).

Examples of MR:

- Public parks
- Groomed parkland of all sizes
- Sports field, including athletic parks
- Land for arenas, pools, leisure, community or cultural centres
- Open space areas around schools or other facilities
- Pathways
- Golf courses
- Redeveloped landfill sites for recreational parks
- Fire Hall
- Municipal infrastructure
- Public recreation areas
- Municipal infrastructure and/or buffers between conflicting land uses

School Reserve (SR) - land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future services, as per Division 9 of the Municipal Government Act (MGA) as requested by the local school authority. This land can also be accepted as Municipal School Reserve (MSR) to be shared between the local school authority and the municipality.

Examples of SR:

- Public parks
- Public recreation area
- School board purposes

GENERAL PROVISIONS

This policy is intended to be used in conjunction with the requirements of the Municipal Government Act (MGA), the Subdivision and Development Regulations and applicable County Bylaws (including the Land Use Bylaw). Where a conflict exists between this policy and the aforementioned provincial requirements and/or County Bylaws, the provincial requirements and County Bylaws will apply.

This policy will provide direction for the acquisition of reserve lands in new subdivisions, the ongoing management of reserve lands, and the considerations required for the disposal of existing reserve lands.

The Municipal Government Act states the required purposes for each type of reserve land as follows:

Community Services Reserve: to allocate lands for use as a public library, a police station, a fire station or an ambulance services facility, or a combination of them, a non-profit day care facility, a non-profit special needs facility, a municipal facility providing service directly to the public, or affordable housing, as set out in the MGA s.671(2.1).

Conservation Reserve: to enable the municipality to protect and conserve land that the subdivision authority deems environmentally significant, as set out in the MGA s.664.2(1)(c,d).

Environmental Reserve: to avoid development of unstable lands, to ensure safe public access to lands, to preserve the natural features of the land and to prevent pollution of land adjacent to water bodies, as set out in MGA s.664(1.1).

Municipal Reserve, School Reserve, or Municipal School Reserve: to allocate lands for use as a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes, as set out in the MGA s.671(2).

For all municipal, environmental or conservation reserve designations, the County shall consider the viability of the project and the developer's economic case. The deciding factor for amount of designation, location of designation, or money in lieu of land shall always be made in the interest of bettering the community at large.

Stormwater ponds that are considered a "natural drainage course" may be designated as ER. If the stormwater pond has a recreational function, it may be designated as MR. A stormwater pond will be designated as a Public Utility Lot (PUL) if the pond is used to reduce peak flow rates to downstream sewer systems and/or watercourses. Another use that would be acceptable is to provide a temporary receiving area for major drainage flows.

As per Section 663 of the MGA, there are several situations where reserves are not required for a subdivision:

- one lot is to be created from a quarter section of land,
- land is to be subdivided into lots of 16.0 hectares or more
- land is to be used only for agricultural purposes,
- the land to be subdivided is 0.8 hectares or less, or
- reserve land, environmental reserve easement of money in place of it was provided in respect to the land that is the subject of the proposed subdivision under this Part or the former Act.

RURAL SUBDIVISIONS

Community Services Reserve (CSR):

Lands that the County would like to set aside for future community services may be dedicated as CSR.

Conservation Reserve (CR):

Lands that the County deems environmentally significant but do not meet the requirements of ER shall be dedicated as CR.

Environmental Reserve (ER):

Environmentally sensitive areas shall be dedicated as either MR or ER, whichever is deemed more beneficial to the County.

Municipal Reserve (MR):

For all subdivisions that require an MR dedication, the County's preference for type of dedication received shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, to provide linear trail and drainage areas or for future municipal infrastructure. The remainder of the dedication shall be as cash in lieu of land.
- Single lot residential subdivisions (excluding the first subdivision from a quarter section) – ~~Cash in lieu of land~~ Land for road widening or cash in lieu.
- Rural country residential subdivisions – A combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses or for road widening purposes, and to protect environmentally sensitive areas.

- For parcels of land that are designated for community recreational purposes, the allotted 10% MR dedication may be waived by the County.
- It is the discretion of the County to determine the percentage of MR dedication regarding recreational uses, whereby the County will evaluate the size of the proposed recreational area.

Municipal (MSR) and/ or School Reserve (SR):

SR shall only be considered when the local school authority specifically requests that the county obtain lands for future school development purposes.

URBAN SUBDIVISIONS

Conservation Reserve (CR):

Lands that the County deems environmentally significant but do not meet the requirements of ER shall be dedicated as CR.

Environmental Reserve (ER):

Environmentally sensitive areas shall be dedicated as either MR or ER, whichever is deemed more beneficial to the County, when considering the long term impact and growth of the surrounding community.

Municipal Reserve (MR):

For all urban subdivisions, MR dedication shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, to provide linear trail and drainage areas or for future municipal infrastructure. The remainder of the dedication shall be as cash in lieu of land.
- Residential subdivisions – Land, or a combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.

VALUE DETERMINATION

Conservation Reserve:

The Municipality is required to compensate the developer, as the land is set aside and therefore unable to be sold or developed. The value determination process for CR shall be the same as that of MR.

Environmental Reserve:

Municipalities are not required to compensate the developer.

Municipal Reserve:

Where cash is required in lieu of land, MR value shall be determined based on the market value for proposed use and the existing servicing of the land in question. Proposed improvements shall not be considered when determining the land value for the purpose of calculating the Municipal Reserve levy.

The MGA states that the applicant shall provide the market value appraisal, and that it must be provided to the County within 35 days of applying for the subdivision approval. As the County has authority over Municipal Reserve lands, Mackenzie County has established a process that will simplify this process for the applicant. Six (6) Municipal Reserve Valuation Areas have been determined within the boundaries of Mackenzie County (*see Appendix A for map*). Each area includes a pre-determined dollar value per acre for both residential and non-residential use. For the purposes of this map, residential refers to any subdivision of a new or existing yard site, and non-residential refers to any other uses such as commercial or industrial. The map in Appendix A includes the majority of the developed areas within Mackenzie County and does not display the entirety of County's boundaries; therefore, it is noted that the pre-determined values for Areas 2 and 6 do apply to lands that extend beyond what is shown on the map.

Should the applicant not be satisfied with the value determined by the County, they may refer back to the MGA and get an independent third party market value appraisal completed and provide it to the County. The County and applicant will then meet to discuss the variation in the assessed values, and jointly agree on the final value.

The total amount of Municipal Reserve money that shall be paid to the County will be included with the subdivision approval.

The MGA states that the maximum amount of land to be designated as municipal or school reserve cannot exceed 10% of the original parcel area, less any lands designated for environmental reserve.

There are a few instances where an exemption from Municipal Reserve is permitted, as per Section 663 of the Municipal Government Act (MGA).

Lands dedicated for the provision of roads or utilities, including storm-water management systems, shall be considered developable lands and will be included in the calculation of MR.

CALCULATIONS

To provide clarity on the calculations for ER dedication:

Environmental Reserve needed:

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>3.50 ha</u>
Area of parcel to be considered for municipal or school reserve:	36.50 ha
Total maximum municipal and/or school reserve dedication (10%):	3.65 ha

No Environmental Reserve needed:

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>0.00 ha</u>
Area of parcel to be considered for municipal or school reserve:	40.00 ha
Total maximum municipal and/or school reserve dedication (10%):	4.00 ha

DEFERRAL

Municipal Reserve (MR) and/or School Reserve (SR):

The subdivision authority may, in some cases, direct that municipal reserve requirements be deferred against. Deferral is only permitted for the remainder of the parcel that is the subject of the proposed subdivision, or for other lands within the municipality that are owned by the person who is applying for subdivision approval. The subdivision authority must file a caveat in a land titles offices against the title of the land to which the deferral relates, as per Section 669 of the MGA.

DISPOSAL

Conservation Reserve:

As per s.674 of the MGA, a CR designation may only be removed if the parcel of land is wholly or substantially destroyed by fire, flood or other event that is beyond a municipalities control and therefore, in Council's opinion, no longer has a purpose to be protected or conserved. Removal of designation may only be permitted through a public process. A public hearing must be held and notices must be posted on or near the CR that is subject of the hearing. Council must direct a designated officer to notify the Registrar and the CR will be removed upon approval. The Municipality then has the authority to sell, lease or otherwise dispose of the land. The proceeds must be used only for the purposes of protecting and conserving other lands that have environmental significance.

Environmental Reserve:

Change of boundaries or use, lease or disposal is permitted. A public hearing must be held and notices must be posted on or near the ER that is subject of the hearing. Proceeds may only be used to provide land for the purposes of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes

Municipal Reserve:

If Council wishes to sell, lease or otherwise dispose of MR, a public hearing must be held and notices must be posted on or near the MR that is subject of the hearing.

School Reserve:

If Council wishes to sell, lease or otherwise dispose of SR, a public hearing must be held and notices must be posted on or near the SR that is subject of the hearing.

DEVELOPER OBLIGATIONS

Conservation Reserve:

May require fencing or other methods to reduce access and/or maintain natural state.

Environmental Reserve:

Must be kept clean and tidy

Municipal Reserve:

The default for MR is that the lands must be landscaped, seeded, and where required, fencing must be put in place. For MR that is intended to be used for a buffer area, the county may ask the developer to keep any existing trees.

	Date	Resolution Number
Approved	2014-03-11	14-03-140
Amended	2019-11-27	19-11-718
Amended	2020-09-22	20-09-579
Amended	2024-	

APPENDIX A

Municipal Reserve Valuation Map

APPENDIX B

**Reserve Policy
Quick Reference Chart**

Table 1. Comparison of conservation reserves, environmental reserves and municipal reserves with reference to the Municipal Government Act (MGA)

	Community Services Reserve (CSR)	Conservation Reserve (CR)	Environmental Reserve (ER)	Municipal Reserve (MR) /School Reserve (SR)
Purpose/Use	To allocate lands for use as a public library, a police station, a fire station or an ambulance services facility, or a combination of them, a non-profit day care facility, a non-profit special needs facility, a municipal facility providing service directly to the public, or affordable housing, as set out in the MGA s.671(2.1).	>To enable the municipality to protect and conserve environmentally significant areas s.664.2(1) >Land must remain in its natural state s.674.1(1)	>To avoid development of unstable lands, to preserve the natural features of the land and to prevent pollution of land adjacent to water bodies as set out in the MGA s.664(1) > Land must be left in its natural state or be used as a public park s.671(1)	To allocate lands for use as a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes, as set out in the MGA s.671.1(1,2).
Timing	At subdivision	At subdivision	At subdivision	At subdivision
Compensation	Municipalities are <u>not required</u> to compensate the developer	Municipalities are <u>required</u> to compensate the developer as the land is set aside and therefore unable to be sold or developed s.664.2(2)	Municipalities are <u>not required</u> to compensate the developer	Municipalities are <u>not required</u> to compensate the developer

<p>Requirements</p>	<p>>Urban Multi-lot subdivisions >Municipality must be interested in allocating land in particular areas for future public municipal services.</p>	<p>>Fair market value required >Must be deemed environmentally significant by the subdivision authority and lands must be identified in the Municipal Development Plan >Lands that could not be required as Environmental Reserve s.664.2(1)</p>	<p>>Scientifically defensible setbacks to prevent pollution >Engineering report including unstable/hazardous lands >Determine lands are a natural drainage course >Determine lands are subject to flooding s.664(1)</p>	<p>>The second subdivision out of a quarter section requires MR</p>
<p>Disposal</p>	<p>> CSR is permitted to be sold, leased, or otherwise disposed of through a public process (public hearing and notices posted on or near CSR)</p>	<p>>Disposal through public process only if lands have been significantly destroyed by unforeseen events >Removal of CR designation is permitted through a public process (public hearing and notices posted on or near CR) >A request is sent to the Registrar >Proceeds from lease/removal must be use only for the purposes of protecting and conserving land that</p>	<p>>Change of boundaries or use, lease or disposal through public process (public hearing and notices posted on or near ER) >Proceeds may be used only to provide land for the purposes of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes s.676(1)</p>	<p>> MR is permitted to be sold, leased, or otherwise disposed of through a public process (public hearing and notices posted on or near MR)</p>

		has environmental significance s.674.1 s.674.2		
Examples	<ul style="list-style-type: none"> >Fire Station >Public Library >Police Station >Ambulance Services Facility 	<ul style="list-style-type: none"> >Wildlife corridors, tree stands >Any feature deemed environmentally significant by the subdivision authority 	<ul style="list-style-type: none"> >A swamp, gully, ravine, coulee or natural drainage course >Land that is unstable, adjacent to a water body or subject to flooding 	<ul style="list-style-type: none"> >Public parks, groomed parkland of all sizes, sports field, including athletic parks, land for arenas, pools, leisure, community or cultural centres >Open space areas around schools or other facilities >Pathways >Golf courses >Redeveloped landfill sites for recreational parks



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture Policy
Title:	DEV009 Subdivision Affidavits - Amendment

BACKGROUND / PROPOSAL:

The Subdivision Affidavits Policy DEV009 is being brought forward for review.

Policy DEV009 defines the process for allowing the registration of a rural subdivision prior to completion of the required conditions.

The items to be added to this policy would be to include development permit affidavits and the retainer fees for an access, road and sewer system affidavit.

OPTIONS & BENEFITS:

Option 1: To recommend to Council to amend Policy DEV009 Subdivision Affidavits.

Option 2: Table Policy DEV009 Urban Development Standards for more information.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy DEV009 Subdivision Affidavits as amended/presented at the Committee of the Whole Meeting.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

Mackenzie County

Title	Subdivision & Development Permit Affidavits	Policy No:	DEV009
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Legislation Reference	Municipal Government Act, Section 655
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Purpose

The purpose of the Subdivision & Development Permit Affidavits policy is to define a formal process for allowing the registration of a rural subdivision or an approval of a development permit prior to the completion of required conditions.

Policy Statement:

Mackenzie County recognizes that during the winter month's road/access construction and other certain conditions cannot proceed. The County offers an alternative option that will allow the subdivision to be registered or a development permit to be issued prior to certain conditions being completed.

Guidelines:

In the event that the Planning & Development Department acknowledges that an access, road, or relocation/upgrade of sewer system cannot be completed due to winter conditions, the following option is offered:

1. The applicant must sign an affidavit in the presence of a Commissioner of Oaths, the affidavit shall contain the development or subdivision number, legal land location, the conditions that must be complied with, the date it must be fulfilled by, and the amount submitted by a certified cheque or money order;
2. Once a signed approval from the Operations Department, or proof that the condition has been completed is received by the Planning & Development Department, only then will the certified cheque or money order be released back to the applicant;
3. Only under special circumstances may this option be considered between May 15 and October 15, that being if the applicant is incapable of completing the required conditions due to forces outside their control, then the decision shall be at the discretion of the Development Authority;

4. In the event that the applicant does not complete the required condition(s) within the timeline, Mackenzie County is authorized to complete the necessary work and invoice the applicant for any costs exceeding the amount provided in the submitted certified cheque or money order.
5. In the event that the County completes the work on behalf of an applicant, an amendment to the Operating Budget in the amount of the excess costs will be required to be completed by Administration.

Retainer:

Sewer System Affidavit: \$5000.00

Access Affidavit: \$5000.00

Road Affidavit: At the discretion of the Operations department.

	Date	Resolution Number
Approved	2016-08-09	16-08-598
Amended	2021-03-24	21-03-253
Amended	2024-01	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 30, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Policy HR007 – Local Authorities Pension Plan

BACKGROUND / PROPOSAL:

Mackenzie County currently has Policy ADM047 Local Authorities Pension Plan which was approved September 24, 2008. Administration has been updating policies to current standards and practices. This policy has not undergone periodic reviews and updates over the years, despite evolving legislative changes.

OPTIONS & BENEFITS:

HR007 Local Authorities Pension Plan (LAPP) will clearly define the requirements as set out in the Employment Pension Plans Act and the Joint Governance of Public Sector Pension Plans Act

COSTS & SOURCE OF FUNDING:

As per current operating budget

SUSTAINABILITY PLAN:

N/A

Author: L. Flooren **Reviewed by:** _____ **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

All policies are shared on Mackenzie County's website for public information.

POLICY REFERENCES:

Collective Agreement – Local 118 Chapter 008

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to rescind Policy ADM047 Local Authorities Pension Plan Policy.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to approve Policy HR007 Local Authorities Pension Plan as amended/presented at the Committee of the Whole Meeting.

Author: L. Flooren Reviewed by: _____ CAO: D. Derksen

Mackenzie County

Title	Local Authorities Pension Plan	Policy No:	HR007 ADM047
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Legislation Reference	MGA Section 5 b) Employment Pension Plans Act Joint Governance of Public Sector Pension Plans Act
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Purpose

~~To be in compliance with the regulations and legislation of the Local Authorities Pension Plan.~~ To establish a policy for the administration of the Local Authorities Pension Plan (LAPP). In the event that this policy conflicts with current legislation, the legislation will prevail.

Guidelines/Responsibilities:

Definitions

"Casual Employee" is regularly scheduled for a period of (4) months or less for a specific job; or relieves for absences the duration of which is (4) months or less; or works on a call-in basis and is not regularly scheduled.

"County" means the Municipality of Mackenzie County.

"Reciprocal Transfer Agreement" allows members to transfer all or part of their service from another registered pension plan (RPP) into LAPP.

"Regular Employee" includes both a Full-time Permanent Employee and a Part-Time Permanent Employee.

"Regular Pay" includes Vacation, Time off in Lieu (TOIL), Sick and Special Leave Pay.

"Summer/Seasonal Employee" are considered casual employees and are scheduled for a period of six (6) months or less for a specific job.

"Temporary Employee" is hired for more than six (6) months, but has an assigned end date to their employment; or is hired to replace a Full-time or part-time Employee who is on a leave of absence for a period in excess of six (6) months; or is hired to replace a Full-time or Part-time Employee who is on leave due to an illness or injury where the Employee has indicated that the duration of such leave will be in excess of six (6) months.

Membership Eligibility

1. In accordance with the Article 18.01 (a) of the Alberta Union of Provincial Employees Local 118/008 Collective Agreement, ~~Full Time, Permanent and Part Time Permanent Staff are eligible for the Local Authorities Pension Plan (hereinafter referred to as "LAPP").~~ "The Employer and the Regular Employee shall pay their share of the monthly payment for the Local Authorities Pension Plan (LAPP) as determined by the conditions of the Pension Plan."

~~Under LAPP, participation is mandatory when an employee works a minimum 30 hours per week on a regularly scheduled basis with no predetermined end date.~~

It is mandatory to participate in LAPP for regular employees that are continuously employed in all positions of 30 hours per week or more with no predetermined end date.

~~Full Time/Part Time Temporary Staff with a defined end date or even that has been established for the end of the employment are not eligible to participate in the plan.~~

New employees will be ~~told~~ informed of their membership status at the time of hire (upon determining membership eligibility).

~~Mackenzie County (hereinafter referred to as the "County")~~ The county will provide eligible employees with a copy of the pension member handbook during their commencement/orientation.

2. ~~The following employees cannot participate in the plan according to the LAPP guidelines:~~ Employees in the following employment categories are not eligible to participate in the LAPP.
 - a. ~~Part Time Temporary employees;~~ Casual Employees;
 - b. ~~Permanent employees working less than 14 hours per week or 728 hrs per service year;~~ Summer/Seasonal Employees;
 - c. ~~Employees that would begin participation in the plan after the end of the year in which they reach age 69;~~ Temporary Employees;
 - d. ~~Employees receiving a monthly pension from the plan based on their previous participation in the plan;~~ Regular employees that work 14 – 30 hours per week or less;
 - e. ~~Married female employees who opted out of the participation plan before July 1, 1978;~~ Employees that would begin participation in

the plan after December 30th of the year in which they reach age 71;

- f. ~~Employees excluded from membership according to this policy.~~ Employees who receive a monthly pension from LAPP based on their previous participation in the Plan;
- g. Elected Officials

Terms of Probationary Period

The probationary period for entering the pension plan is one (1) year less any previous employment with the County ~~(i.e. full-time, permanent, part-time, temporary and casual employment)~~ (i.e. Casual, Regular, Summer/Seasonal and Temporary employee); or

Less any previous period of service with another employer that participates in LAPP, ~~if the member moved immediately from the former employer to the County, including situations where a member moves immediately from one employer to another through an employer amalgamation,~~ and proof of the reciprocal transfer (Appendix A – Transfer Information Request and Authorization Form) between LAPP and other eligible public sector plan as specified in the LAPP Pension guidelines has been received.

Where the probationary period has ended and the employee is:

- a) On a leave without salary;
- b) On maternity/parental leave of absence;
- c) Receiving temporary disability benefits from Workers' Compensation Board (WCB) or a qualified disability plan;

the employee is to be registered with LAPP as soon as their probationary period ends.

Periods of leave or disability as specified above do not extend a probationary period.

Buying Probationary Period as Optional Service

~~Employees may purchase probationary periods of service as optional service. If an employee applies to purchase a probationary period within five years of becoming a member of the LAPP with the County, the cost to purchase the probationary period is based on the contributions that would have been made to the LAPP had the employee been a participant, plus interest. The County would then be liable for the employer's share of the contributions and interest for the probationary period. To purchase the service on a contribution cost~~

~~basis, the employee must be, and have remained throughout the period, employed with the County. If an employee applies to purchase a probationary period more than five years after becoming a member in LAPP, the cost will be calculated using the actuarial reserve costing method and the County is not liable for any portion of the cost.~~

Employees may purchase periods of probationary service as buyback service. If a member elects to purchase a period of probationary service within five years of becoming a member of the Plan and while still employed with the County, the cost to purchase the probationary period is based on the contributions that would have been made to the Plan had the person been a participant, plus interest. If the member pays their share of the contributions plus interest, the employer would then be responsible to pay the employer's share of the contributions and interest for the period. To purchase on a contribution cost basis, the member must be, and have remained throughout the period, employed with the County.

If an active member elects to purchase a period of probationary service more than five years after becoming a member, or when employed with a different employer, the cost will be calculated using an actuarial reserve cost basis. The employer is not liable for any portion of the cost.

Contributions must begin immediately when the period of probationary service is complete for those employees who receive benefits from a qualified disability plan or temporary disability benefits from WCB.

Date of Birth Verification

~~The date of birth will be verified prior to submitting Member Registration Forms by making a photocopy of the participant's original birth certificate. The photocopy will be stamped "This is a true and certified copy" signed and dated by the Plan Administrator for the County.~~

Calculations of Pensionable Service for the Year

The method of calculation to determine the pensionable service will be as follows:

- a) The total number of pay periods for portions of pay periods a member working full-time through the service year would be required to work.

Pensionable Salary

Pensionable salary includes regular pay and retroactive pay.

Employer Compliance

In compliance with LAPP, the County will obtain an independent auditor on an annual basis to examine ~~its~~ **all** records, policies and procedures relevant to pension processed to confirm the accuracy and integrity of the data submitted ~~and that processes are followed~~. The auditor will report their finding directly to Alberta Pension Services Corporation and to the County.

Related Policies/Procedures

Collective Agreement – Local 118 Chapter 008

	Date	Resolution Number
Approved		
Amended		
Amended		