



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**MAY 8, 2015**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. <b>RATEPAYER ENGAGEMENT</b> 2. <b>REGIONAL RELATIONSHIPS</b> 3. <b>FISCAL RESPONSIBILITY</b> 4. <b>POTABLE WATER: Availability &amp; Infrastructure</b> 5. <b>CAMPGROUNDS: Expansion and New Boat Docks</b> 6. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b> 7. <b>MASTER FLOOD CONTROL PLAN &amp; FLOOD CONTROL SYSTEMS</b> 8. <b>TRANSPORTATION DEVELOPMENT</b> 9. <b>ECONOMIC DEVELOPMENT</b> 10. <b>INDUSTRY RELATIONS</b>	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. <b>RATEPAYER ENGAGEMENT – Business Plan</b>	May	1. <b>ECONOMIC DEVELOPMENT – Establish Action Plan</b>	April
2. <b>REGIONAL RELATIONSHIPS</b>	June	2. <b>TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)</b>	April
3. <b>FISCAL RESPONSIBILITY – non-traditional municipal revenue streams</b>		3. <b>INDUSTRY RELATIONS – Meet Industry Partners</b>	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. <b>CAMPGROUNDS – Identify expansion areas &amp; establish policy</b>	June	1. <b>MASTER FLOOD CONTROL PLAN – Completion of Plan</b>	April
2. <b>RECREATION CENTRES &amp; ARENA UPGRADES – Assessment</b>	June	2. Emergency Livestock Response Plan	October
3. <b>COR Certificate – Self Audit</b>	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. <b>RATEPAYER ENGAGEMENT – Citizen Engagement Survey</b>	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. <b>FISCAL RESPONSIBILITY – Mill Rate Discussion &amp; Policy</b>	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. <b>POTABLE WATER – Comprehensive Water Study</b>	June	Codes:	
2. Hamlet Easement Strategy	July	<b>BOLD CAPITALS</b> – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Friday, May 8, 2015  
10:00 a.m.**

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

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the April 27, 2015 Special Council Meeting	7
		b) Minutes of the April 29, 2015 Regular Council Meeting	11
<b>DELEGATIONS:</b>	4.	a) b)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report b) c)	29
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:15 p.m.	
	7.	a) None	
<b>ENVIRONMENTAL SERVICES:</b>	9.	a) Fort Vermilion – Frozen Water Service Repairs b) Water Supply, Treatment and Distribution Study	43 59

		c)		
		d)		
<b>OPERATIONS:</b>	10.	a)	Second Access Request – NW 19-104-17-W5M	137
		b)		
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 994-15 Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations and to Amend Hutch Lake Recreation “HLR” zoning into Country Recreational “CR”	141
		b)	Development Initiatives	149
		c)		
		d)		
<b>FINANCE:</b>	12.	a)	Bylaw 995-15 Fee Schedule Bylaw	153
		b)	ATCO Request – Street Light Poles in the Hamlet of La Crete	195
		c)		
		d)		
<b>ADMINISTRATION:</b>	13.	a)	Federation of Canadian Municipalities (FCM) Conference	207
		b)	2015 Mackenzie County Ratepayer Survey	209
		c)	Councillor Pension Plan	219
		d)	La Crete Agricultural Society – Letter of Support	221
		e)	La Crete Chamber of Commerce – Letter of Support (Jubilee Park)	223

f)

g)

h)

**INFORMATION /** 14. a) Information/Correspondence 233  
**CORRESPONDENCE:**

**IN CAMERA** 15. a) Legal  
**SESSION:** b) Labour  
• Council Self-Evaluation  
• CAO Performance Evaluation  
c) Land

**NOTICE OF MOTION:** 16. Notices of Motion

**NEXT MEETING** 17. a) Regular Council Meeting  
**DATES:** Wednesday, May 27, 2015  
11:00 a.m.  
Conference Room – La Crete County Office

**ADJOURNMENT:** 18. a) Adjournment





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the April 27, 2015 Special Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the April 27, 2015 Special Council meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved council minutes are posted on the County website.

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the minutes of the April 27, 2015 Special Council meeting be adopted as presented.

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

**MACKENZIE COUNTY  
SPECIAL COUNCIL MEETING**

**April 27, 2015  
10:00 a.m.**

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

**PRESENT:** Bill Neufeld Reeve  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Elmer Derksen Councillor (left at 12:07 p.m.)  
John W. Driedger Councillor  
Eric Jorgensen Councillor  
Josh Knelsen Councillor (arrived at 1:36 p.m.)  
Ricky Paul Councillor  
Lisa Wardley Councillor

**REGRETS:** Walter Sarapuk Deputy Reeve

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer

**ALSO PRESENT:** William Kostiw, Vice-President, Bridging Borders Inc.

Minutes of the Special Council meeting for Mackenzie County held on April 27, 2015 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Neufeld called the meeting to order at 10:00 a.m. and signing of the special meeting waiver.

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

**MOTION 15-04-290 MOVED** by Councillor Bateman

That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a) None**

**DELEGATIONS: 4. a) None**

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**BUSINESS:** 5. a) **None**

**MOTION 15-04-291** **MOVED** by Councillor Jorgensen

That Council move in-camera at 10:11 a.m.

**CARRIED**

**IN CAMERA SESSION:** 6. a) **Council Self-Evaluation**

Completion of the annual Council self-evaluation as per Policy ADM050 Council/Administration Protocol.

Councillor Derksen stepped out of the meeting at 10:12 a.m. and returned to the meeting at 10:14 a.m.

Reeve Neufeld recessed the meeting at 10:51 a.m. and reconvened the meeting at 11:00 a.m.

Reeve Neufeld recessed the meeting at 12:06 p.m.

Councillor Derksen left the meeting at 12:07 p.m.

Reeve Neufeld reconvened the meeting at 12:50 p.m.

**IN CAMERA SESSION:** 6. b) **CAO Performance Evaluation**

Completion of the annual CAO performance evaluation as required by the Municipal Government Act.

Councillor Knelsen joined the meeting at 1:36 p.m.

**MOTION 15-04-292** **MOVED** by Councillor Jorgensen

That Council move out of camera at 3:32 p.m.

**CARRIED**

**NEXT MEETING DATE:** 7. a) **Next Meeting Date**

Regular Council Meeting  
Wednesday, April 29, 2015  
1:00 p.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**                    **8. a) Adjournment**

**MOTION 15-04-293**                **MOVED** by Councillor Jorgensen

That the Special Council meeting be adjourned at 3:33 p.m.

**CARRIED**

These minutes will be presented to Council for approval on May 8, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

DRAFT

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the April 29, 2015 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the April 29, 2015 Regular Council meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved council minutes are posted on the County website.

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the minutes of the April 29, 2015 Regular Council meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, April 29, 2015  
1:00 p.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning & Development
Mark Schonken	Interim Director of Finance
Fred Wiebe	Manager of Utilities
Carol Gabriel	Manager of Legislative & Support Services

**ALSO PRESENT:** Grade 6 Students, Ridgeview Central School  
Members of the media and the public

Minutes of the Regular Council meeting for Mackenzie County held on April 29, 2015 in the Fort Vermilion Council Chambers.

Mrs. Karie Becker and Mrs. Valerie Clark's grade six classes from Ridgeview Central School were present to observe the Council meeting.

The students held an election for the position of Junior Reeve. Jalayna Buller was elected the Junior Reeve and took a seat next to the Reeve and Deputy Reeve.

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

Reeve Neufeld and Junior Reeve Buller called the meeting to order at 1:02 p.m.

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

**MOTION 15-04-294 MOVED** by Councillor Wardley

That the agenda be approved with the following additions:

Move item 13. e) FCM Conference Item 16. a) Notice of Motion

10. f) Hill Crest Community School Dust Control Application

10. g) Local Road Request for Proposal

13. f) Centennial Park – Town of High Level

13. g) Tri-Council Meeting Agenda

13. h) Built Rite Invoice to Mackenzie County

13. i) Council Meeting Dates

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the April 14, 2015 Regular Council Meeting**

**MOTION 15-04-295 MOVED** by Councillor Braun

That the minutes of the April 14, 2015 Regular Council meeting be approved as presented.

**CARRIED**

**GENERAL REPORTS: 5. a) Municipal Planning Commission Meeting Minutes**

**MOTION 15-04-296 MOVED** by Councillor Driedger

That the Municipal Planning Commission meeting minutes of March 26, 2015 be received for information.

**CARRIED**

**5. b) Inter-Municipal Planning Commission Meeting Minutes**

**MOTION 15-04-297 MOVED** by Councillor Paul

That the Inter-Municipal Planning Commission meeting minutes

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of March 26 and the draft minutes of April 15, 2015 be received for information.

**CARRIED**

**ENVIRONMENTAL SERVICES:**

**9. a) Rural Waterline Connection Fees**

**MOTION 15-04-298**

**MOVED** by Councillor Bateman

That administration bring back the Fee Schedule Bylaw to include monthly installments for the payment of the rural waterline connection fees.

**CARRIED**

**PUBLIC HEARINGS:**

**7. a) Bylaw 988-15 Land Use Bylaw Amendment to Rezone Part of NW 9-10-15-W5M from Hamlet Residential 1B “HR1B” to Hamlet Residential 2 “HR2” (La Crete)**

Reeve Neufeld and Junior Reeve Buller called the public hearing for Bylaw 988-15 to order at 1:17 p.m.

Reeve Neufeld and Junior Reeve Buller asked if the public hearing for proposed Bylaw 988-15 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld and Junior Reeve Buller asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 25, 2015.

Reeve Neufeld and Junior Reeve Buller asked if Council has any questions of the proposed Land Use Bylaw Amendment.

- Discussion was held regarding the access road. A future road is proposed below the proposed development. There is an undeveloped utility right of way which is not registered. Refer to the map on Page 50. Allowing the rezoning would take away the buffer zone.
- How is this development different than the rezoning that was done in La Crete last year? They are condos vs. mobile homes. The single biggest complaint received is that people don't like the solid wall behind their property.

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The density of condos is the same as duplexes. A transition from mobile homes to condos works but duplexes would be better.

- A comment was made that mobile homes is one class lower so why wouldn't it transition.
- Has the Municipal Planning Commission looked at it? Yes. The precedent was set regarding the buffer zone last year and their decision was not a clear majority so they recommended that it be denied.
- Councillor Braun stated that this is not a fair comparison and supports the proposed development.
- Councillor Bateman stated that there is no difference between a cheap stick built house and a nice mobile home.
- Are the condos two stories? No it is row housing, joined continuously.

Reeve Neufeld and Junior Reeve Buller asked if any submissions were received in regards to proposed Bylaw 988-15. No submissions were received.

Reeve Neufeld and Junior Reeve Buller asked if there was anyone present who would like to speak in regards to the proposed Bylaw 988-15. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld and Junior Reeve Buller closed the public hearing for Bylaw 988-15 at 1:26 p.m.

**MOTION 15-04-299** **MOVED** by Councillor Braun

That second reading be given to Bylaw 988-15 being a Land Use Bylaw Amendment to rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B "HR1B" to Hamlet Residential 2 "HR2" for the purpose of a multi-lot subdivision.

**CARRIED**

**MOTION 15-04-300** **MOVED** by Councillor Derksen

That third reading be given to Bylaw 988-15 being a Land Use Bylaw Amendment to rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B "HR1B" to Hamlet Residential 2 "HR2" for the purpose of a multi-lot subdivision.

**CARRIED**

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**DELEGATIONS:**

**4. b) Grade 6 – Ridgeview Central School**

The grade 6 students were given an opportunity to present their questions to Council.

1. Why did we vote for a pool in La Crete but not for the baseball diamonds?  
*There was no opposition to building the baseball diamonds. There were a lot of different opinions regarding the swimming pool. Many people were opposed as a swimming pool is very expensive. Council discussed the issue and decided to hold a plebiscite to let the people vote on the issue.*
2. How old do you have to be to sign a petition?  
*18 years old. You must be old enough to vote.*
3. How many signatures do we need to be noticed?  
*According to the Municipal Government Act a legal petition requires 10% of the eligible voters. However, Council still has the final decision.*

Councillor Jorgensen stated that you only need one signature to be noticed. Any ratepayer can come to Council as a delegation and there is a process to be added to the agenda. Any letters addressed to Council always come to Council.

4. Where is the majority of your budget spent?  
*The majority of the County's budget is spent on roads – building and maintenance. Our Annual Report shows the breakdown of these costs.*
5. Why didn't we vote for the High Level pool and our taxes go towards it?  
*High Level has its own government (incorporated municipality) and they make decisions for their area. They asked the County to support it. The County has a Regional Service Sharing Agreement with the Town for services they provide to County residents.*
6. Do you sit in a certain order in your meetings?  
*Yes. The name tags are set out after the general election and usually stay the same for the term. Sometimes people talk too much and they have to be moved.*

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7. How much money did you spend last year?  
*\$30 million dollars. Page 157 of the council package shows the County's financial statements and the amount that was spent in 2014. Some municipalities spend over \$100 million more than us.*
8. Where does your money come from?  
*People pay taxes. We also get money from the provincial government. We also have user fees such as sale of maps, building permits, rentals, camping fees, fines, water and sewer, etc.*
9. Where does the provincial government get their money from?  
*Taxes, oil revenues, and gas.*
10. You said you get money from campgrounds, how do the campgrounds get paid?  
*The County pays them.*
11. If there are businesses that get/make more money do they pay more in taxes?  
*The taxes from the municipality are based on property assessment (what the building is worth). Taxes are charged based on the value of the building and not on how much money the business makes. The provincial government, however, charges taxes based on the money they make.*
12. Who has been on Council the longest?  
*The Reeve (34 Years) and Deputy Reeve (25 years).*
13. Is there a limit to how long you can stay on Council?  
*No. An election is held every 4 years and if the people don't like you then you're gone.*
14. How long will it take to pave all the roads in La Crete?  
*A long time. It is very expensive. This year we are paving the road past the post office and it will cost \$1.7 million dollars.*
15. What happens when you spend more than your budget?  
*Under the Municipal Government Act we are not allowed to spend over our budget. We have reserves set aside and Council can add additional money for a project if needed or*

*cancel the project.*

16. Do you have dates set for council meetings?

*Yes, the regular meetings are set for the entire year at the annual organizational meeting in October. Sometimes the meetings are changed and under the Act we can also call Special Meetings.*

The grade 6 students left the meeting at 1:49 p.m.

Reeve Neufeld recessed the meeting at 1:49 p.m. and reconvened the meeting at 1:52 p.m.

**DELEGATIONS:** 4. a) **Wilde & Company – 2014 Audited Financial Statement Presentation**

**FINANCE:** 12. c) **2014 Audited Financial Statements (DRAFT)**

**MOTION 15-04-301** **MOVED** by Councillor Wardley  
Requires 2/3

That the 2014 Audited Financial Statements be APPROVED as presented.

**CARRIED**

**OPERATIONS:** 10. a) **Policy PW039 Rural Road, Access Construction and Surface Water Management Policy**

**MOTION 15-04-302** **MOVED** by Councillor Wardley

That Policy PW039 Rural Road, Access Construction and Surface Water Management Policy be approved as AMENDED.

**CARRIED**

10. b) **Second Access Request – NW-11-105-15-W5M**

**MOTION 15-04-303** **MOVED** by Councillor Wardley

That the second access request for NW-11-105-15-W5M be DENIED.

**DEFEATED**

**MOTION 15-04-304** **MOVED** by Councillor Driedger

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That the second access request for NW-11-105-15-W5M be APPROVED.

**DEFEATED**

**10. c) Second Access Request – SE-26-106-14-W5M (Old Colony Mennonite Church)**

**MOTION 15-04-305**      **MOVED** by Councillor Derksen

That the second access request for SE-26-106-14-W5M (Old Colony Church) be APPROVED subject to an approved development permit for the proposed development.

**CARRIED**

**10. d) Second Access Request SW-3-107-14-W5M**

**MOTION 15-04-306**      **MOVED** by Councillor Braun

That the second access request for SW-3-107-14-W5M be APPROVED as requested subject to an approved development permit and house/yard site construction.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:38 p.m. and reconvened the meeting at 2:51 p.m.

**10. e) Dust Control – Calcium Chloride and Oil**

**MOTION 15-04-307**      **MOVED** by Councillor Bateman

That the dust control areas for 2015 be received for information.

**CARRIED**

**10. f) Hill Crest Community School Dust Control Application (ADDITION)**

**MOTION 15-04-308**      **MOVED** by Councillor Derksen  
Requires Unanimous

That the Hill Crest Community School oil dust control be considered in the 2016 budget deliberations.

**CARRIED UNANIMOUSLY**

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**10. g) Local Road Request for Proposals (ADDITION)**

Councillor Derksen stepped out of the meeting at 3:16 p.m.

**MOTION 15-04-309**  
Requires Unanimous

**MOVED** by Councillor Bateman

That the local road request for proposals be received for information.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) Bylaw 993-15 Plan Cancellation for Consolidation  
Purposes Plan 882 1687, Block 3, Lots 1 and 2 (Zama)**

**MOTION 15-04-310**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 993-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 822 1687, Block 3, Lots 1 and 2 into one lot in the Hamlet of Zama, subject to public hearing input.

**CARRIED**

**11. b) Second Access Request – Plan 982 5932, Block 01,  
Plan 01**

Councillor Derksen rejoined the meeting at 3:18 p.m.

**MOTION 15-04-311**

**MOVED** by Councillor Braun

That the second access request to Plan 982 5932, Block 1, Lot 1 be APPROVED as a temporary access until a major road upgrade is completed or the construction of internal roads.

**CARRIED**

**11. c) PAPI Light Update**

**MOTION 15-04-312**

**MOVED** by Councillor Bateman

That administration proceed with completing the PAPI light deficiencies at the La Crete and Fort Vermilion airports.

**CARRIED**

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**FINANCE:**

**12. a) Bylaw 990-15 Community Aggregate Payment Levy Fee**

Councillor Bateman declared herself in conflict and left the meeting at 3:34 p.m.

**MOTION 15-04-313**  
Requires 2/3

**MOVED** by Councillor Bateman

That third reading be given to Bylaw 990-15, being the Community Aggregate Payment Levy Bylaw that authorizes the imposition of a levy in respect of all sand and gravel businesses operating in the Mackenzie County.

**CARRIED**

Councillor Bateman rejoined the meeting at 3:35 p.m.

**12. b) Bylaw 992-15 – 2015 Tax Rate Bylaw**

**MOTION 15-04-314**  
Requires 2/3

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 992-15 being the 2015 Tax Rate bylaw for Mackenzie County as AMENDED with the following:

That the combined residential and farmland rate remain the same as 2014 and that the combined non-residential remain as proposed for 2015.

**CARRIED**

**MOTION 15-04-315**  
Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 992-15 being the 2015 Tax Rate bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-04-316**  
Requires Unanimous

**MOVED** by Councillor Wardley

That consideration be given to go to third reading of Bylaw 992-15 being the 2015 Tax Rate bylaw for Mackenzie County at this meeting.

**DEFEATED**

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Reeve Neufeld recessed the meeting at 3:49 p.m. and reconvened the meeting at 3:59 p.m.

**MOTION 15-04-317**

**MOVED** by Councillor Knelsen

That Motion 15-04-316, to go to third reading of Bylaw 992-15 being the 2015 Tax Rate bylaw for Mackenzie County, be reconsidered.

**CARRIED**

**MOTION 15-04-318**

Requires Unanimous

**MOVED** by Councillor Bateman

That consideration be given to go to third reading of Bylaw 992-15 being the 2015 Tax Rate bylaw for Mackenzie County.

**CARRIED UNANIMOUSLY**

**MOTION 15-04-319**

Requires 2/3

**MOVED** by Councillor Driedger

That third reading be given to Bylaw 992-15 being the 2015 Tax Rate bylaw for Mackenzie County.

**CARRIED**

**12. d) La Crete Swimming Pool Committee Request**

**MOTION 15-04-320**

**MOVED** by Councillor Bateman

That the La Crete Swimming Pool Committee request be forwarded to the La Crete Recreation Board as the splash park funds are set aside for the Recreation Board.

**CARRIED**

**12. e) Fort Vermilion FCSS Request for Funds**

**MOTION 15-04-321**

Requires 2/3

**MOVED** by Councillor Braun

That the Fort Vermilion FCSS request for funds be APPROVED with funding coming from the Grants to Other Organizations.

**CARRIED**

**12. f) Tax Recovery – Sale of Land/Properties By Public Auction**

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\_\_\_\_\_

**MOTION 15-04-322      MOVED** by Councillor Derksen

That the sale of land by public auction for properties under tax arrears be set for September 30, 2015.

**CARRIED**

**MOTION 15-04-323      MOVED** by Councillor Braun

That the reserve bid for the properties being sold by public auction be set as follows:

Tax Roll #	Ward	Zoning	Legal	Civic	Outstanding Taxes	Reserve Bid
219457	07	MHS-2	2938RS; 01; 11	4720 – 49 Avenue	20,578.08	49,320
229959	07	HCRT	842 0527; 01; 09	4701 – River Road	3,038.82	41,180
229966	07	MHS-2	842 0527; 01; 17	4706 – 49 Avenue	1,556.55	11,640
229967	07	MHS-2	842 0527; 01; 18	4708 – 49 Avenue	1,215.55	27,350
229970	07	MHS-2	842 0527; 01; 21	4714 – 49 Avenue	1,820.07	29,350
229971	07	MHS-2	842 0527; 01; 22	4716 – 49 Avenue	2,283.24	34,690
229972	07	MHS-2	842 0527; 01; 23	4718 – 49 Avenue	2,430.59	43,040
106062	07	HR-1	2938RS; 08; 03	4606 – 50 Street	2,900.35	52,700
300574	09	F	902 2917; 02A; 24		5,155.25	18,040
082047	03	HR3	042 5759; 33; 11	10422 – 109 Street	6,388.49	150,510
082443	10	HG1	072 0008; 18; 13	1030 Tower Road	45,944.56	15,910
148076	07	HR-1	892 1752; 05; 49	5116 – 43 Street	2,489.50	18,020
074410	05	A	NE17-107-12W5		206.00	4,270
229919	09	A1	NE30-110-18W5		63.25	170
296347	07	HR1	892 1752; 05; 52	4323 – 52 Avenue	4,054.71	43,200
077029	01	CR	CARCAJOU ; 02; 10		118.82	2,570
082453	04	HI1	062 6286; 23; 09	9701 – 101 Avenue	6,885.03	184,810
192383	03	HR-1	782 0147; 01; 35	10009 – 95 Avenue	1471.07	87,790
307114	09	HLR	922 2231; ; 21		1,611.13	64,410

**CARRIED**

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



**12. g) Request to Waive Penalties - Tax Roll 082954**

**MOTION 15-04-324**  
Requires 2/3

**MOVED** by Councillor Bateman

That the request to waive the penalties on tax roll 082954 in the amount \$964.78 be APPROVED.

**CARRIED**

**ADMINISTRATION:**

**13. a) Bylaw 991-15 Fee Schedule**

**MOTION 15-04-325**

**MOVED** by Councillor Bateman

That second reading be given to Bylaw 991-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-04-326**

**MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 991-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**13. b) Federation of Canadian Municipalities (FCM) –  
Invitation to Participate in a Workshop with First  
Nations**

**MOTION 15-04-327**

**MOVED** by Councillor Jorgensen

That Mackenzie County participate in the Federation of Canadian Municipalities – Municipal Community Infrastructure Partnership (CIPP) Workshop with First Nations on June 9, 2015 in High Level.

**CARRIED**

**13. c) Mutual Aid Agreements for Emergency Response (Fire  
Services) with First Nations**

**MOTION 15-04-328**

**MOVED** by Councillor Knelsen

That administration respond to the Beaver First Nation indicating June 9, 2015 as a suitable date for the mutual aid agreement

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

negotiations for emergency response (fire services) and that the other First Nations be notified of the expired deadline (April 30, 2015) to which Mackenzie County will not respond to their emergency calls as per previous notifications.

**CARRIED**

**13. d) Agenda Item for May 29, 2015 Tri-County Meeting (with MD of Opportunity and Northern Sunrise County)**

**MOTION 15-04-329**

**MOVED** by Councillor Jorgensen

That the 2015 Alberta Transportation budget cuts to the Tri-County agenda for discussion.

**CARRIED**

**13. f) Centennial Park – Town of High Level (ADDITION)**

**MOTION 15-04-330**

Requires Unanimous

**MOVED** by Councillor Paul

That the letter from the Town of High Level regarding the Centennial Park be received for information.

**CARRIED**

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

**MOTION 15-04-331**

Requires Unanimous

**MOVED** by Councillor Wardley

That the Tri-Council meeting agenda be received for information.

**CARRIED**

**13. h) Built Rite Invoice to the County (ADDITION)**

**MOTION 15-04-332**

Requires Unanimous

**MOVED** by Councillor Driedger

That the Built Rite invoice to the County be received for information.

**CARRIED**

**13. i) Council Meeting Dates (ADDITION)**

**MOTION 15-04-333**

**MOVED** by Councillor Jorgensen

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

Requires Unanimous

That the May 27, 2015 regular council meeting time be changed to 11:00 a.m. and that the June 24, 2015 regular council meeting be changed to Monday, June 22, 2015 to begin at 1:00 p.m.

**CARRIED UNANIMOUSLY**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 15-04-334**

**MOVED** by Deputy Reeve Sarapuk

That the information/correspondence items be received for information.

**CARRIED**

**IN-CAMERA  
SESSION:**

**15. In-Camera Session**

**MOTION 15-04-335**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:07 p.m.

15. a) Legal

15. b) Labour

15. c) Land

**CARRIED**

**MOTION 15-04-336**

**MOVED** by Councillor Driedger

That Council move out of camera at 5:26 p.m.

**CARRIED**

**15. a) Legal – Legal Claim for Road Allowance Clearing**

**MOTION 15-04-337**

**MOVED** by Councillor Driedger

That the legal claim for road allowance clearing be received for information.

**CARRIED**

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

**NOTICE OF MOTION: 16. a) FCM Conference**

**MOTION 15-04-338** **MOVED** by Councillor Bateman

That the Federation of Canadian Municipalities (FCM) Conference attendance and cost be added to the May 8, 2015 regular council meeting agenda.

**CARRIED**

**MOTION 15-04-339** **MOVED** by Councillor Wardley

That Mackenzie County proclaim June 1–7, 2015 as Seniors Week.

**CARRIED**

**NEXT MEETING  
DATES:**

**17. a)** Regular Council Meeting  
Friday, May 8, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

**MOTION 15-04-340** **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 5:29 p.m.

**CARRIED**

These minutes will be presented to Council for approval on May 8, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports are attached for information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the CAO report for April 2015 be received for information.

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



# Mackenzie County

## Monthly CAO Report to Council – April 2015

During the month of April, the 2014 audited financial statements were presented to council and approved; the final 2015 budget was approved, including schools and seniors' lodge requisition; the 2015 property tax bylaw was prepared and approved by Council; the dates for sale of tax forfeiture properties have been set. Administration is working on preparing the 2014 annual report

The provincial election results should be known by the May 8<sup>th</sup> Council meeting date. Council and administration will be tasked, once again, with introductions to the new government officials. The changes in provincial government continually affect municipalities; new offloading and downloading may be expected.

1. **Regional Sustainability Study** – Nichols Applied Management had provided the three CAOs with an Interim Report and a "Way Forward Proposal". I participated in a meeting with the Towns CAOs on March 11<sup>th</sup> to discuss these documents and to formulate a recommendation to Councils regarding how to proceed. Our discussion ended with a conclusion that the documents will be returned to the NAM with our feedback requesting additional responses, and that subsequently these documents be presented to the Regional Sustainability Study Committee for their review, with intent that a recommendation to the three councils will be formulated by the Committee. However, Councils of the Towns of High Level and Rainbow Lake passed motions recommending to discontinue the NAM contract. This item will be discussed during the May 6, 2015 tri-council meeting.
2. **ATB Property in La Crete** – The property transfer agreement is being drafted by ATB representatives and will be communicated to the County. Administration inquired regarding the disposal of furniture and we were informed that some furniture and shelving was sold to the local ATB employees and some furniture and shelving are being left behind. ATB offered another tour to the Committee to see what's left.
3. **Municipal Intern Program** – We now have completed our selection process and hired a new university graduate with a starting date of May 19. I attended the Municipal Interns Supervisor Training provided by Municipal Affairs. One of the points made at the training session is to educate councilors, staff and public about this position:

Taken from the Municipal Affairs website:

### ***"Why Be Part of the Program?"***

*As a host organization in the Municipal Internship Program, you have a unique opportunity to help train, develop, and mentor a new professional in the municipal field. As a host you can...*

***... help develop future municipal leaders and build the capacity of municipal governments***

*Alberta's municipalities are faced with ongoing challenges in finding staff to help accomplish their many important responsibilities. As increasing numbers of senior administrators retire, the need for new*

professionals in the field grows. Organizations who are willing to help train and support these new professionals play a significant role in increasing the capacity of the field.

**... bring new ideas and fresh perspectives to your organization**

Interns in this program come from a wide variety of educational backgrounds, and have varying degrees and types of work experience. This means they bring new ideas and fresh perspectives that may be of value to your organization. Sometimes a new set of eyes or a new question can create valuable discussion in your organization.

**... share your experiences in municipal administration and planning**

Host organizations are a wealth of knowledge, experience and expertise. Interns are eager to learn from this experience, develop their skills, and be supported as they too establish themselves in the municipal field. Hands-on learning and observation is a highly effective means of learning, and are unique opportunities host organizations can provide to these recent graduates.

**... possibly discover a new employee to address succession planning needs in your organization**

The ministry promotes and markets the Internship Program to post secondary students, and coordinates collection of application packages. You will receive a customized CD of applications from graduates who are interested in being part of your organization. You will be able to interview and select the right person for your organization. Although it is not a requirement to hire the intern at the completion of the internship, many interns continue on with their organization in a permanent role.

**... work with interns who are educated, energetic, and want to contribute**

To be eligible for the Internship Program, candidates must meet a number of criteria, including a recently-completed degree or diploma, an interest in learning about municipal management, finance and/or planning, and the desire to work in the public service and establish a career in the municipal field. Interns bring with them a great enthusiasm for learning, new perspectives, strong educational backgrounds, and a willingness to contribute to your organization.

**... gain assistance with special projects**

Because of their education, energy, and desire for learning, interns are generally interested in participating in special projects during their internship. Being involved in initiatives that are important to the organization helps the intern demonstrate their current skills, while building new ones and increasing their knowledge. It can also be an opportunity to show leadership, manage deadlines, and allow them to demonstrate how their efforts have contributed to the organization.

Planning for your intern to be involved in special projects should be done while keeping in mind the expectations of the Program Workplan — it has been designed so that the interns are exposed to key aspects of municipal administration or planning. Depending upon the nature of the special project, it may be beneficial to the intern's experience; however, the project should be only a small part of the intern's activities during the year and should relate directly to their training and development in municipal administration or planning."



4. ***Knelsen Sand & Gravel Proposal*** – we are waiting for their response.
5. ***Council self-evaluation and CAO performance evaluation*** – the annual evaluations were completed. While the CAO annual performance evaluation is mandatory under the MGA, the Council self-evaluation is one of the best practices to follow by Councils. Both evaluations are valuable tools for building and maintaining a successful organization. The hired consultant is expected to submit the final documents by the May 8<sup>th</sup> council meeting with his observations and recommendations, which will be presented in-camera.
6. ***Capital Projects*** – the 2014 Carry Forward projects are being reviewed by the Management Team in order to get these completed ASAP; a number of 2015 capital projects have been tendered and awarded; the road improvements (Hamlets) and other paving projects – the pre-construction meeting takes place May 6. We have a busy season ahead of us, but I am confident we have the necessary resources to complete it.
7. ***La Crete Canada Post office*** – I received a response from Carl Deane, Manager for Real Estate Planning for Canada Post Corporation stating that the La Crete Canada Post office expansion will be starting at the end of May with an expected completion date of September 20, 2015.
8. ***Apache*** – I met with Mike Voytechek, Apache Field Operations Manager. As you know, Apache is one of the largest industrial ratepayers in the County. We discussed various topics, including the County’s interest in the Apache Plant road and Shekilie road. Mike agreed to provide information regarding the road (contracts with other companies for the use, Apache’s costs to upgrade and maintain, etc.). Mike indicated that Apache may be interested in renting offices from the County; they are also interested in working with the County on developing an industrial landfill near Zama. I asked Mike to submit a request in writing; he may be attending the May 8<sup>th</sup> council meeting to discuss these topics in person.
9. ***NADC Round Table*** – I attended the roundtable discussion together with Deputy Reeve Sarapuk and Councilor Peter Braun (also NADC representative) on April 22, 2015 in High Level. Towns of High Level and Rainbow Lake representatives also participated. Janice Simpkins, Executive Director, explained that they are making this tour to learn: 1) best practices initiatives that can be shared among the northern communities; 2) would like to learn about the issues in order to assist. Some “common themes” were: transportation, regulations/legislative barriers - provincial government; HAC representation; rail services; relationships with First Nations.

Respectfully submitted,

Joulia Whittleton

## MONTHLY REPORT TO THE CAO

For the month of April 2015

From: Byron Peters  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. Alberta budget announcement mentioned that the LUF process will be slowed down.
Community Infrastructure Master Plans	Summer 2015	Final Zama draft received. Draft LC transportation plan received-comments provided to eng. Draft FV & LC plans received-comments provided to eng.
North West Bio-Industrial Cluster	Spring 2015	MARA received \$45,000 grant funding for bio-industrial opportunities study. To be complete by end of July.
La Crete & Fort Vermilion Design Guidelines	Fall 2015	Planning to have the RFP out in May, for project completion by fall 2015.
Economic Development Strategy	Summer 2015	Planning to have the RFP out in a couple weeks, for project completion by late summer 2015.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Spring 2015	Business incentives to be presented to Council for initial discussion on May 8.
Community Investment Readiness package	Summer 2015	Information has been added to the website.. REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had hiccups, delaying the start of our work.

## Capital Projects

Projects	Timeline	Comments
Rural Addressing	2015	RFP awarded, project is coming together nicely internally. Contractor has ordered the majority of the signs.

### Personnel Update:

Two summer staff started work on May 4; another will start on May 19.

### Other Comments:

Permits are busy, another normal spring at this point

Several developers have submitted subdivision applications or have met to express their intent to develop and to review preliminary concepts.

Minor renovations to the GIS room have been completed (lighting, electrical, cabinets).

## MONTHLY REPORT TO THE CAO

For the month of April 2015

From: Ron Pelensky  
 Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular spring maintenance, thawing culverts and repairing a few normal road flooding areas TRAVIS system recorded 5 <i>oversize/overweight permits</i> Starting to service summer equipment Confirmed AT will be completing intersection treatments during paving project at range roads 184 and 171
Buildings	Ongoing	Installed anchor points for a confined space system in Zama water plant Replaced some lights and installed cabinets in La Crete office Assisted with setting up towers for new Fire department radio/pager system Changed rate sticker at most of the transfer stations Replaced staff room chairs at La Crete office Numerous other small requests
Dogs	Ongoing	Picked up two dogs in the hamlet of Fort Vermilion Patrolled for dogs Rocky Lane
By-Law	Ongoing	Dealt with 3 bylaw issues in La Crete Hamlet and two bylaw concerns in Fort Vermilion Placed ATV educational pamphlets around La Crete Assisted with right of way clearing Dealing with issue of cat tracks on Hwy 88 Connector
Emergency/Disaster Service	Ongoing	Obtained a radio frequency license. Ordered radios and pagers for fire department. Signed leases with 3 towers, new radios programed, cables ran to towers

Health and Safety	Ongoing	Joint Health and Safety meeting April 22 Assisted with Fire extinguisher hands on training – La Crete Reviewed Hazard assessments at each public works facility Working on conducting an internal Core Audit
Peace Officer	Ongoing	Patrolled La Crete three separate weekends in April. Issued 16 tickets and 78 warnings most of the tickets were speeding while the other ones were fail to stop, fail to carry driver license, failing to wear seatbelt, unsecure loads, faulty equipment etc. \$4574.00 in fines issued
Fire Department	April	<b>Fort Vermilion</b> responded to 2 Medical Assists, 2 Motor Vehicle accidents, 1 Grass fire, 1 Helicopter landing zone set up <b>La Crete</b> responded to 1 Structure fire, 2 Medical Assists, 1 Fire Alarm, 2 Motor vehicle accidents, 3 grass/bush fires and 4 bonfires at the walking trail <b>Zama</b> no calls however started active practice All fire departments submitted their 2015 quarterly honorariums
Fire Department Training	Ongoing	Practiced with a mock incident

### Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	April	Town of High Level and Mackenzie County waterline is 99% complete. Warranty period to expire this year
Fire Smart Grant	2015	Applied for a 2015 grant for Zama however we were denied. Planning on reapplying in April
Gravel Crushing	April	Contract awarded to Sage Management Ltd. Shut down for the winter. Planned for restart in May 21300m <sup>3</sup> of gravel crushed at West La Crete & 30000m <sup>3</sup> at Fidler & 27000m <sup>3</sup> at North Vermilion

Zama Shower unit	April	Shower unit is built, will be installed in the spring
Regraveling Tender	April	Contract was advertised, tenders received and contracts awarded. Regraveling maps being produced
Gravel Truck with Trailer	April	Purchased a Kenworth truck. Unsuccessful at purchasing a trailer at the auction. In the process of receiving quotes for a new one.
Vehicles	April	Contract was advertised, tenders received and contracts awarded to Northstar Chrysler
FV 48 st and 47 Ave Paving	April	Contract awarded to Knelsen Sand & Gravel
Rocky Lane Paving	April	Contract awarded to Knelsen Sand & Gravel
Purchase 3 Graders	April	Graders are ordered through Finning
Meander River Genetic site road improvements	April	Road upgraded, culverts installed and bridge mat installed for light bridge Waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	April	Tender awarded to Northern Road Builders Project planned to start in July 2015
Fire Department Radios	April	Tower and radio infrastructure ready. Switch over planned from May 11 - 15
Fire Department Training yard	April	Training cans purchased (retrofitting started)

**Personnel Update:**

One grader operator position off on long term disability and one mechanic apprentice position off on sick leave

**Other Comments:**

Held a caretakers meeting for park attendants.  
Campgrounds to open Thursday May 14th

## MONTHLY REPORT TO THE CAO

For the Month of April 2015

**From:** Len Racher  
Director of Facilities and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	- grading
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	<ol style="list-style-type: none"> <li>1. Dev. A team environment</li> <li>2. Assess teams ability to complete work load</li> <li>3. Introduce my role to the team and my commitment to helping them complete work load.</li> </ol>
2015 Budget		Get familiar with Mackenzie County budget

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	Work with Trent
Graders, pickups, 5th wheel trailer, wood splitter	Ongoing	Wood splitter and trailer delivered
La Crete Street Projects	Summer 2015	In progress Traffic lights on main street working
88 Connector rd.	On going	Phillip Friesen started we are assisting with survey and moving of phone ped.

Steep Creek	On going	Looking at the options for repair
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**Personnel Update:**

I would like to thank everyone for all the assistance while I get orientated to my role at Mackenzie County

**Other Comments:**

I would like clarification on Motion 15-04-239 it reads – That the access request to NW 11-106-12-W5M be approved and that the access paving be completed during the second lift of asphalt on the Highway 88 Connector at the cost of the applicant and that an agreement be entered into with the applicant for a forced road allowance. My question is what was the intent for the existing road allowance and the new access was it road allowance or just access.

Respectfully;

Len Racher  
Director of Facilities and Operations  
Mackenzie County



## MONTHLY REPORT TO THE CAO

For the month of April, 2015

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
A Clubroot and Blackleg of Canola was held at the La Crete Heritage center on March 18 <sup>th</sup> .		Excellent presentation by Alberta Agriculture
ASB meeting in La Crete on March 27 <sup>th</sup> .		Main topics were the Mowing and Spraying RFP's.
An Ag Fair Committee meeting was held on April 16 <sup>th</sup> .		Updates were given from individuals who were assigned certain tasks. So far everything is on schedule.
Roadside Mowing and Spraying contracts were awarded.		Green Zone Herbicide of La Crete was awarded the spraying contract for 2015-2016. Willie Wolfe, Northwest Mowing and Basic Investment Corp. were awarded the mowing contracts for 2015, 2016 & 2017.

### Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management Project	2015	I met with Alberta Environment in Peace River on March 12 <sup>th</sup> to discuss the status of our application and was informed that it was being reviewed by the Wetlands Division of Alberta Environment in Grande Prairie. No timeline was given regarding their findings.
Tompkins Culvert	2015	The installation was completed on March 20 <sup>th</sup> .
Blue Hills Erosion Repair	2015	WSP has been given approval to proceed with a design and construction cost estimate. Work is to be completed in early summer 2015.

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**Personnel Update:**

Alex Orlesky has been hired as the White Zone (Agricultural Area) Weed Inspector and Bill Hayday has been hired as the Green Zone (Oilfield and areas beyond the Ag area) Weed Inspector.

**Other Comments:**

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Fort Vermilion – Frozen Water Service Repairs</b>

## **BACKGROUND / PROPOSAL:**

Freezing water services have been a long standing issue in Fort Vermilion incurring significant costs to the annual operational budget as well as causing disruptions to customer water supply as well as significant operator's time. We understand that the problem is due to lack of cover existing water services.

For more than 10 years, Mackenzie County has dealing with these issues by the use of various methods; that include trickle (bleeder) systems; and mechanical freeze protection devices (aqua-flo). These approaches have provided a solution, however have caused operational challenges and additionally is causing the County unnecessary expenses.

## **OPTIONS & BENEFITS:**

1. Do-nothing by cancelation of the existing trickle system and Aqua-flo systems that are currently in place placing the entire responsibility of the potential of the water service line freezing upon the shoulders of the property owner. Due to a portion of the service line being located on the public side, this option is not considered to be viable.
2. Status Quo- County continues with its current practice on providing residents and businesses with assistance needed to protect water service lines from freezing. Due to the operational and financial burdens of this option, management is not recommending this as a viable option.
3. Improvements by County – Utilities department to complete the improvements;
  - a. With financial assistance sought from GMF program

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

- i. The County has been informed that they likely will be eligible for the project funding.
  - b. Without financial assistance sought from GMF program
- Note: This option would add an operation burden if County staff are required to coordinate all aspects of this project.

4. Solicit engineering services – to investigate and provide alternatives and estimates on various alternatives;
- a. With financial assistance sought from GMF program
    - i. The County has been informed that they likely will be eligible for the project funding.
    - b. Without financial assistance sought from GMF program
- Note: We would be prudent in hiring an engineering consultant to provide the County with the assistance necessary due to the political nature and the operational difficulties on coordinating this type of a project.

**COSTS & SOURCE OF FUNDING:**

Council approved \$75,000 in the capital budget for FV Frozen Water Service Repairs.

The business case outlines an option to seek funding under the Green Municipal Fund but due to the requirement of a feasibility study (50% grant funded), reporting requirements, and the fact that the grant is only 15% of the loan(80% of the eligible project costs), administration feels it is more feasible to proceed with the project without the funding.

**SUSTAINABILITY PLAN:**

Installation of an engineered system that provides a permanent solution in protecting water service lines from freezing will ensure that all residents are provided with safe, reliable and clean source of drinking water. The engineering solutions will be available to share with other municipalities and agencies that could benefit from the County’s water conservation project. The ultimate goal is to effectively manage the County’s potable water through a water conservation initiative which aligns with the provincial Water for Life Strategy.

**COMMUNICATION:**

The County’s consultant engineering firm will be required to provide the assistance needed in developing an Effective Communication Plan. The Plan will include however not limited to;

- coordinating all methods of public engagement including facilitating meetings;
- development of notices, letters, assessments;
- liaison with all agencies;
- communicate the plan with the affected residents through letters and public meetings

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to proceed with soliciting engineering services (without financial assistance sought from the Green Municipal Fund program) for the Fort Vermilion Frozen Water Service Repairs.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: JW

# Business Case for Capital Project

## Fort Vermillion – Water Conservation Initiative

### **Project Title**

Fort Vermillion- Water Conservation Initiative

### **Type of Capital Expenditure**

This project is to correct existing infrastructure deficiencies with shallow water line servicing. The water conservation initiative will enhance water conservation for the municipality by eliminating the need to waste potable water currently needed to protect water service line from freezing for a number of residents and businesses located in Fort Vermillion...

### **Project Location**

Hamlet of Fort Vermillion with the two specific locations being as follows:

1. Mackenzie Housing – residential properties
2. River Road – businesses within proximity of 50<sup>th</sup> Street

### **Sponsor Department**

Utilities Department  
Fred Wiebe, Manager of Utilities

### **Attachments/Reference Documents**

- Technical paper prepared by Manager of Utilities
- Site map illustrating the subject area of improvements
- List of business and resident names and addresses of affected areas
- General Municipal Fund Documentation <http://www.fcm.ca/home/programs/green-municipal-fund.htm>
- Municipal Government Act-Service connections – owner
- Water for Life Strategy <http://www.waterforlife.alberta.ca/>

# Business Case for Capital Project

## Fort Vermillion – Water Conservation Initiative

### Project Description

Address the current potable water being wasted to protect a number of residential properties and businesses from freezing of individual water service lines.

To protect the lines from freezing, the community must maintain a continuous water flow by either bleeding water or using a mechanically recirculation system during the winter months.

The problem is due to the shallow water service lines are subjected to frost conditions if continuous water flows is not maintained during the winter months. This situation results in a large amount of potable water being wasted. The following is an excerpt from the Province of Alberta's Water For Life Strategy:

*Water conservation – Albertans must understand that water is a scarce resource and that we all have a responsibility to conserve. This will occur through demonstrating best management practices and developing plans to work towards improved conservation, efficiency, and productivity.*

The following are a number of options that are considered as permanent solutions on improving the current wasting of potable water:

- Re-install water service lines at proper depth that will address the potential of freezing;
- Insulate the area above the water service lines at an appropriate depth providing protection from freezing;
- Replace the water service line with insulated piping (Urecon) allowing to maintain existing depth
- Combination of the three alternatives dependent upon the recommendations provided by the consultants based on their investigation and analysis

### Related Project

This project will need to be discussed with each of the shallow utility agencies to ensure the agencies have the opportunity to review and provide their comments on the project once the design is complete. This will provide shallow utility companies to schedule their proposed work plans with the County's improvement schedule.

Also, the roads Capital Plan will need to be reviewed to determine if there are any issues relating to future works that may have an effect on the project.

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

#### Alternatives or Options

1. Do-nothing by cancelation of the existing trickle system and Aqua-flo systems that are currently in place and placing the entire responsibility of, the potential of the water service line freezing, upon the shoulders of the property owner.
2. Status Quo- County continues with its current practice on providing residents and businesses with assistance needed to protect water service lines from freezing.
3. Improvements by County – Utilities department to complete the improvements;
  - a. With financial assistance sought from GMF program
  - b. Without financial assistance sought from GMF program
4. Solicit engineering services – to investigate provide alternatives and estimates on various alternatives;
  - a. With financial assistance sought from GMF program
  - b. Without financial assistance sought from GMF program

#### Advantages/Disadvantages of each Alternative

1. Do-nothing will subject the municipality to unfavorable criticism and likely litigation by affected property owners. By not having a controlled continuous flow during the winter months, service lines will freeze and possibly burst. Property owners will be required to ensure their service line is protected and likely will need to bleed their lines to maintain a continuous flow during the winter months. The municipality will not provide any monetary compensation for the water wasted and will not be responsible for protective devices such as the Aqua-flo mechanical system.

#### The advantage:

- property owner is held accountable for all water wasted to maintain a continuous flow during winter months;
- the municipality is relieved of dealing with the problems associated with the utility customer's trickle system however, we can anticipate that calls from customers will need to be dealt with due to the expected increase of frozen service lines;
- utility customer responsible for all aspects of the trickle system;
- County's Operational department relieved of the responsibility in operating the trickle system



## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

The disadvantage:

- County Operational department will be requested to assist the customer whenever water interruption occurs due to frozen lines;
- County is responsible for any damages, repairs needed or operational concerns for the water service line portion located on the public property side of the service line;
- Political pressure from the numerous complaints that will be received from all of the affected property owners;
- Water continued to be wasted by the customers bleeding their individual systems;
- Does not demonstrate good environmental stewardship;

*Note: This option has so many pitfalls for both the property owner and the municipality that it simply should not be included as a viable option therefore not to be considered.*

2. Status-Quo - option has been in place for over 10 years and has incurred significant costs to the annual operational budget. The loss in revenue, cost to maintain the trickle system, the interruption that customers are being subjected to, the possibility that the system will fail and, most detrimental, wasting of potable water are all good reasons that the Status-quo alternative is to be abandoned as soon as possible.

The advantage - it does provide a solution for the problem of shallow water service lines susceptible to freezing during the winter months.

The disadvantage – water loss due to the trickle system operation to maintain a continuous water flow during winter months; costly County customer reimbursement of the maximum 1.44 m<sup>3</sup> per day for water wasted; potential of system failures that will hamper the continuous water flow and potentially cause a frozen line situation. This alternative is a continuation of wasting potable water that results in:

- Public nuisance
- Water loss equates to loss in County revenues
- Contradiction to environmental good stewardship
- System failure results in disruption to the service and costly repairs

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

3. Improvements by County alternative will include the County Utility department coordinating all facets of the project. This alternative includes two separate options that primarily is subject to acquiring provincial financial assistance. The assistance is from the Federation of Canadian Municipalities - Green Municipal Fund (GMF) program.

The County's Fort Vermillion Water Conservation Initiative falls within the GMF funding program under the "water conservation" component of the program's Water Sector Funding.

- a. With financial assistance sought from GMF program

Advantage -The County, upon receiving the approval for funding, will receive financial assistance of up to 80% on the eligible costs of the project in the form of a Loan and a Grant. The Grant portion is a maximum of 15% of the Loan amount.

Disadvantage – The project scheduling will be subject to the program's approval of the County's application for the GMF funding.

- b. Without financial assistance sought from GMF program

Advantage – County has more control on the scheduling

Disadvantage – County funds the entire project without any support from the provincial funding agency.

4. Solicit Engineering Services for an engineering solution that will result in conservation of potable water that currently is being wasted to ensure service lines do not freeze during the period of October to April. This alternative also has two options similar to Improvements by County alternative. The assistance from the Federation of Canadian Municipalities - Green Municipal Fund (GMF) program is also a consideration with this alternative.

- a. With financial assistance sought from GMF program

Advantage –The County, upon receiving the approval for funding, will receive financial assistance of up to 80% on the eligible costs of the project in a form a Loan and a Grant. The Grant portion is a maximum of 15% of the Loan amount.

Disadvantage – The project scheduling will be subject to the program's approval of the County's application for the GMF funding.

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

b. Without financial assistance sought from GMF program

Advantage – County has more control on the scheduling

Disadvantage – County funds the entire project without any support from the provincial funding agency.

In consideration of the two options, this alternative will be require that the consultant develop a feasibility study that will address all of the issues associated with the current situation. The following is a list that the consultant will need to address within their study:

- a. Determine the extent of the Project;
- b. Provide alternatives that will address wasting of potable;
- c. Each alternatives to include cost estimates;
- d. Facilitate a communication plan that ensures that “who needs to know” will be well informed;
- e. Determine if an Environmental Assessment is required for any part of the improvements;
- f. Coordinate all works relating to the project including all aspects of completion of the improvements;
- g. Completing a geo-technical study to determine the best and most practical solution;
- h. Coordinate efforts with County to provide assistance with preparation of the following;
  - i. Council report for the purpose of Council, by resolution, providing the municipality's evidence of commitment to the project;
  - ii. Risk Management Plan for the project;
  - iii. Application for funding under the GMF program;
  - iv. Communication plan for the project;
  - v. Evidence of consultation with provincial departments;

The advantage of this alternative is the maximum efforts and focus will be provided ensuring a best solution for the water conservation project is achieved. An Engineering Consultant will provide a third party review on a number of excellent initiatives already being considered by County Utilities department. The Consultant will also provide a reasonable buffer between the public and the County officials.

This project will be politically sensitive and should be buffered due to:

- the possibility of service interruptions that will require close observation and monitoring of the project scheduling of the recommended alternatives;

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

- there may be cost that the property owner is responsible for which may result in a “push-back” response from the customer placing political pressure upon Management and members of Council.

The disadvantage is the project schedule will be subject to the GMF funding program criteria. Currently the County continues and will continue to seek information to determine if this funding program will continue to allow the municipality to commence work well in advance to receiving funding approval. This is a critical element that will influence the project schedule.

Engineering consulting services will add a cost to the project however, the additional costs will be outweighed by the value added to the project.

*Based on the value added and the financial assistance that may be provided through the GMF programming, Solicit Engineering Services with the GMF financial assistance provided is the recommended alternative.*

#### **Benefits of Chosen Option**

The preferred option- Solicit Engineering Services with GMF assistance will ensure that all possible options are investigated in addressing the water conservation initiative needed to mitigate the existing potable water being wasted in Fort Vermillion.

This option will provide the expertise needed from an engineering firm that has the capability and capacity to effectively engage with all of the stakeholders- including the public.

An engineering firm responsible with managing the project will relieve the County from administrative and operational demands that will obviously result. A consultant will be able to assist with dealing with each of the politically sensitive elements of the project.

An engineering firm will be able to navigate through the provincial challenges and assist the County in providing whatever will be needed for the Green Municipal Fund program.

The financial assistance provided by the GMF program will provide the County with the financial resources needed for the project.

#### **Project Issues**

The project includes a number of different challenges. An audit will be required to determine what properties that will be subject to the study.

Each affected property will need to be investigated to determine the treatment that will be most effective to address the issue of shallow service lines.

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

Securing the funding from the GMF program will provide the financial assistance necessary to ensure the success of the project. A strong case must be made and from part of the County's Initial Review application. This Business Case will be part of the supporting documentation for the Initial Review that is required prior to officially applying for the financial assistance.

Of greatest importance is to determine the responsibility of the customer. The Municipal Government Act, section 37(1) states "*The owner of a parcel of land is responsible for the construction, maintenance and repair of a service connection of a municipal utility located above, on or underneath of the parcel*" Each property owner will be informed that they are responsible for all costs associated with whatever they do on their parcel.

#### **Project Scope and Schedule**

1. Do-nothing – this option is not practical therefore is not to be considered.
2. Status Quo – the difference between the Do-nothing and this alternative is the County will continue with the current practice in dealing with the issue of the shallow utilities. County will continue its involvement in providing both monetary and operational assistance to the customers towards the program to protect water line services from freezing.
3. Improvements by County
  - a. With financial assistance sought from GMF program – the scope of work will include all works to be accomplished by the County departments and will include:
    - i. Commence application process for GMF funding
    - ii. Determine the extent of the Project;
    - iii. Provide alternatives that will address wasting of potable;
    - iv. Each alternatives to include cost estimates;
    - v. Facilitate a communication plan that ensures that "who needs to know" will be well informed;

*Note: The schedule is conditional and needs to be determined if the project can proceed in advance of officially receiving GMF funding approval.*

Commence project June 1<sup>st</sup>, 2015

Complete project November 15th, 2015

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

- b. Without financial assistance sought from GMF program – the scope of this alternative is similar to the previous alternative with the only difference, there will be no GMF restrictions imposed. The scope of work will include all works to be accomplished by the County departments and will include:
- i. Determine the extent of the Project;
  - ii. Provide alternatives that will address wasting of potable;
  - iii. Each alternatives to include cost estimates;
  - iv. Facilitate a communication plan that ensures that “who needs to know” will be well informed;

The schedule for this alternative will be as follows:

Commence project May 1<sup>st</sup>, 2015

Completion of project October 1<sup>st</sup>, 2015

4. Solicit Engineering Services – similar to the previous alternative, this one also has two options that include financial assistance provided by the GMF program. The scope of work will be as follows for both options however the schedule will be different between the with GMF funding and without GMF funding options due to the GMF program restrictions uncertainty:
- a. Develop terms of reference for the engineering study;
  - b. Commission the engineering to proceed with the study;
  - c. Engineer to:
    - i. Determine the extent of the Project;
    - ii. Provide alternatives that will address wasting of potable;
    - iii. Each alternatives to include cost estimates;
    - iv. Facilitate a communication plan that ensures that “who needs to know” will be well informed;
    - v. Determine if an Environmental Assessment is required for any part of the improvements;
    - vi. Coordinate all works relating to the project including all aspects of completion of the improvements;
    - vii. Completing a geo-technical study to determine the best and most practical solution;
    - viii. Coordinate efforts with County to provide assistance with preparation of the following:
      1. Council report for the purpose of Council, by resolution, providing the municipality’s evidence of commitment to the project;
      2. Risk Management Plan for the project;
      3. Application for funding under the GMF program;
      4. Communication plan for the project;
      5. Evidence of consultation with provincial departments;

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

The schedule for this alternative will be as follows:

Commence project May 1<sup>st</sup>, 2015

Completion of project December 15<sup>th</sup>, 2015

#### **Funding Source**

The preferred alternative, Solicit Engineering Services with the option of GMF funding has an excellent chance that it will be considered eligible for funding under the Green Municipal Fund program. It does meet the criteria under the program's Water Sector- water conservation initiative.

Project Costs the cost for the Capital Project is as follows:

Project costs including engineering	\$200,000
Project contingency	\$50,000
Project Total Cost	\$250,000

Source of Project Cost as follows:

- GMF – Loan (80% of eligible costs) \$200,000
- GMF - Grant (15% of Loan amount) \$30,000
- County Contributions \$20,000
- Total Project Costs \$250,000

The Green Municipal Fund (GMF) is a source of funding made available by FCM to municipalities that meet the program's eligibility criteria. The County has been informed that the Fort Vermillion-Water Conservation Initiative project is a candidate for consideration as a Capital Project under the Program's Water Sector Funding- water conservation category. GMF will provide a maximum of 80% of all eligible costs through a combination of Loan and a Grant equivalent to 15% of the Loan amount.

GMF approval process - the process is lengthy and will take at least 6 months, upon receiving the County's application for financial assistance, until a formal approval is provided.

GMF Disbursement of Funds – is typically disbursed upon the completion of the project. This again will take some time however the County likely will have the Capital project completed in advance of GMF formally approving of the County's application for funding. In other words, immediately following the formal approval for funding, the County will be able to submit a Final Report on the project and request for the funds eligible under the GMF program.

Re-imburement costs – any eligible project costs incurred after the date the GMF application is received can be reimbursed under the GMF Program.

## Business Case for Capital Project

### Fort Vermillion – Water Conservation Initiative

County contributions - currently Council has approved \$75,000 for the Fort Vermillion Water Conservation Initiative in within the County's Capital Budget.

Project Cash Requirements due to timing of GMF funding being formally approved and forwarded to the municipality, the County will be required to front-end the necessary funds to cover the project costs subject to Council's approval for the project to proceed immediately.

The GMF program will fund up to 80% of the project's eligible cost from a combination of Loan and Grant. The Grant is a maximum of 15% of whatever the Loan amount is.

#### **Project Operating Cost (Savings) estimate**

The following is the approximate annual costs that reflect the operational issues that the County is subjected to due to the need to ensure the water service lines are protected from freezing:

Approximate annual water loss - 5600m <sup>3</sup> x \$3.91	\$21,896
Contractor costs for thawing services (annual)	\$5,835
<u>Approximate annual County staff costs</u>	<u>\$3,000</u>
Total Operational Costs	\$30,731/Annually

Note 1: This does not include the cost of the Aqua-Flo unit such as power consumed and the Capital cost to install.

Note 2: In addition, the contractor costs as well as the County staff costs can vary greatly depending on the winter conditions for that given year. The value used above reflects current 2014/15 winter costs thus far.

#### **Assumptions**

- Cost estimates have been estimated w/o any inflationary factors
- Funding approval provided by the GMF program

#### **Linkage to Other Agencies**

- The Federation of Canadian Municipalities
- Mackenzie Housing



[Skip to main content](#)

# Green Municipal Fund

## GMF Update: Renewed funding offer

After extensive research and consultation with municipalities, their partners, and other sustainability stakeholders, FCM has renewed the GMF funding offer to remain responsive and relevant to municipal sustainability needs.

To best manage the funding available and to support the strongest initiatives, **these updates went into effect on April 1, 2015:**

- An **updated competitive selection process** for capital projects in the energy, transportation, waste and water sectors
- Updated **eligibility criteria and funding limits** for all funding streams
- An updated **application process**, as well as new application forms and support tools for applicants

Updates	Previous offer	Renewed offer In effect April 1, 2015
<b>Competitive selection process</b> (energy, transportation, waste and water capital projects)	<ul style="list-style-type: none"> <li>• Applications accepted year-round; funding decisions made six times per year</li> </ul>	<ul style="list-style-type: none"> <li>• Applications accepted year-round; funding decisions made twice per year (February and September)</li> <li>• Applicants for energy, transportation, waste and water capital project funding undergo an Initial Review before completing the full application form</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• <b>Plans:</b> funding for sustainable neighbourhood action plans, community brownfield action plans and greenhouse gas (GHG) reduction plans</li> <li>• <b>Feasibility studies and field tests:</b> must align with criteria for capital projects</li> <li>• <b>Capital projects:</b> <a href="#">energy</a>, <a href="#">transportation</a>, <a href="#">waste</a> and <a href="#">water</a></li> <li>• <b>Capital projects:</b> <a href="#">brownfields</a></li> </ul>	<ul style="list-style-type: none"> <li>• No change</li> <li>• Must align with <b>updated criteria</b> for capital projects</li> <li>• <b>Field tests</b> are now called <b>pilot projects</b></li> <li>• <b>Capital projects:</b> <a href="#">energy</a>, <a href="#">transportation</a>, <a href="#">waste</a> and <a href="#">water</a></li> <li>• A range of updates</li> <li>• <b>Capital projects:</b> <a href="#">brownfields</a></li> <li>• Some updates</li> </ul>
<b>Funding limits and eligible costs</b>	<ul style="list-style-type: none"> <li>• <b>Plans:</b> Up to 50% of eligible costs; maximum grant of \$175,000</li> <li>• <b>Feasibility studies:</b> Up to 50% of eligible costs; maximum grant of \$175,000</li> <li>• <b>Field tests:</b> Up to 50% of eligible costs; maximum grant of \$175,000</li> <li>• <b>Capital projects</b> — energy, transportation, waste and water: Loans for up to 80% of eligible costs to a maximum of \$10 million combined with a grant for up to 20% of the loan amount; high-ranking projects may qualify for higher loan amounts under certain provisions.</li> </ul>	<ul style="list-style-type: none"> <li>• No changes</li> <li>• No changes</li> <li>• Now called <b>pilot projects</b></li> <li>• Maximum funding amount raised from \$175,000 to \$350,000</li> <li>• Loans for up to 80% of eligible costs to a maximum of \$5 million, combined with a grant for up to 15% the loan amount</li> </ul>

- Applicants with high-ranking projects may be eligible for a loan of up to \$10 million combined with a grant for 15% the loan amount
- Capital projects — brownfields: Loans for up to 80% of eligible costs (no loan limit)\*
- No changes

#### Application form and resources

- New [application forms and resources](#) now available

*\*Subject to various conditions and approval*

#### Questions?

We're here to help! Connect with a GMF Advisor at 613-907-6208 or 1-877-997-9926.

[Subscribe](#) for GMF Updates to receive information on the new funding offer, as well as other GMF news, resources and opportunities.

Page Updated: 01/04/2015

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Water Supply, Treatment and Distribution Study</b>

## **BACKGROUND / PROPOSAL:**

The County engaged the services of Associated Engineering to complete a detailed comprehensive study to develop a strategy for meeting the water supply needs of the area.

## **OPTIONS & BENEFITS:**

The objectives of the study were to evaluate the existing water treatment facilities, in terms of:

- Raw water quality and quantity;
- Supply or treatment constraints; and
- Upgrades to meet current standard.
- To evaluate the municipal water sources (the Peace River and groundwater wells) to supply the region.
- Investigate the feasibility of mixing water from the Fort Vermilion and La Crete Water Treatment Plants.

Associated Engineering submitted the results of the study in a draft report. A presentation to Council was made during the April 29, 2015 Committee of Whole at meeting and a copy of the draft study is attached to this RFD.

The presented options were as follows:

1. Maintaining two systems as currently
2. Establishing the LA Crete as a hub for potable water provision in the future
3. Establishing the Fort Vermilion as a hub for potable water provision in the future

The study discusses the above options, pros and cons of each and the high level estimated costs of each option.

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: JW

Please note regarding of the options to be selected by Council, administration would like to undertake an assessment of the La Crete Water Treatment Plant capacity and a report on the remaining life expectancy with the funds remaining in the Mackenzie Comprehensive Water Supply, Treatment and Distribution Study budget. Administration is seeking your support in this regard.

**COSTS & SOURCE OF FUNDING:**

The Mackenzie Potable Water Supply project has \$10,100 remaining upon completion of the report by Associated Engineering.

**SUSTAINABILITY PLAN:**

Council's direction and the Water Supply Treatment and Distribution Study will be included as a schedule in the Mackenzie County Sustainability Plan.

**COMMUNICATION:**

The study will be available for public viewing on our website.

**RECOMMENDED ACTION:**

**Motion 1:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie County Comprehensive Water Supply, Treatment and Distribution Study be accepted as presented and that the County pursue the following option

\_\_\_\_\_.

**Motion 2:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration proceeds with assessment of the La Crete Water Treatment Plant capacity and a report on the remaining life expectancy, subject that the costs do not exceed \$10,000 remaining in the Mackenzie Comprehensive Water Supply, Treatment and Distribution Study.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: JW

## REPORT

### Mackenzie County

### Water Supply Treatment and Distribution Study

**Draft**



April 2015



DRAFT

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## Executive Summary

### 1 INTRODUCTION

Mackenzie County has seen steady growth within the rural communities in and around the Fort Vermilion and La Crete areas. Providing high quality drinking water supply to all residents within the County, especially the rural customers, has proven to be a challenge. In order to meet the Province's "Water for Life" strategy and the County's goals, a detailed comprehensive study is required to determine the best path forward. To deal with the anticipated growth, within Mackenzie County, a set of strategies needs to be developed to ensure the proper options for water supply and treatment.

The County engaged the services of Associated Engineering to complete a detailed comprehensive study to develop a strategy for meeting the water supply needs of the area. The objectives of the study are:

- To evaluate the existing water treatment facilities, in terms of:
  - Raw water quality and quantity;
  - Supply or treatment constraints; and
  - Upgrades to meet current standard.
- To evaluate the municipal water sources (the Peace River and groundwater wells) to supply the region.

In addition, the County wants to investigate the feasibility of mixing water from the two existing Water Treatment Plants (located in Fort Vermilion and La Crete). Mixing of potable water from these two sources concerns the County, as there is a potential for physical and chemical reactions that may create undesirable effects and result in aesthetic or compliance issues.

### 2 WATER MIXING (BLENDING) ANALYSIS

Associated Engineering completed the following: computer modeling, a bench-scale analysis for scaling potential and disinfectant residual decay, and a simulated distribution system analysis. The scaling potential analysis looks at how water will interact with pipes. Both modeling scenarios (computer and bench-scale analysis) showed that the scale potential indexes were in the recommended operating ranges, as long as the pH of the treated water was greater than 7.8. The analysis also concluded the following:

- Free chlorine residual is a suitable secondary disinfectant for this regional system assuming pipeline residence time is less than 7 days.
- Disinfectant by-product formation potential did not show higher concentration at longer residence time.
- Boosting free chlorine residual did not increase disinfectant by-product formation in bench-scale testing.

### 3 WATER SUPPLY OPTIONS

Associated Engineering developed the design criteria in conjunction with the County and calculated the water demand requirements for meeting the future population growth in the region. Associated Engineering evaluated the existing water infrastructure (source to distribution) and identified capacity requirement for the following planning horizons:

Planning Horizon	Year
—	2016
10	2026
20	2036
30	2046

In order to provide long term sustainable potable water supply to the study area (the Fort Vermilion and La Crete supply areas), the County and Associated Engineering identified the following three water supply options:

**Option 1 – Separate System**

- Both Water Treatment Facilities (Fort Vermilion and La Crete) will continue to operate.
- Upgrades/expansions are required for each facility and will be targeted for the growth/expansion needs of the respective supply zones.
- The existing 150 mm transfer pipeline (Fort Vermilion to La Crete) will continue to operate, thus providing the ability to transfer water across the supply zone.

**Option 2 – Regional System**

Under this scenario, two additional water supply options were evaluated:

**Option 2(a) – Fort Vermilion Regional Hub**

- Central treatment facility located in Fort Vermilion will supply potable water to the entire study area.
- La Crete water supply and treatment facilities will be abandoned.
- The existing La Crete water treatment plant will be converted into a distribution pump station; the existing distribution pump station and pipeline will continue to operate.
- Additional transfer pipeline and booster stations to facilitate water transfer.

**Option 2(b) – La Crete Regional Hub**

- Central treatment facility located in La Crete will supply potable water to the entire study area.
- The Fort Vermilion water supply and treatment facilities will be abandoned.
- The existing Fort Vermilion water treatment plant will be converted into a distribution pump station; existing distribution pump station and pipeline will continue to operate.

Infrastructure deficiencies for the current and future conditions (10, 20, and 30 year planning horizons) were identified.



#### 4 REGIONAL PIPELINE ANALYSIS

In 2013, the County installed a 150 mm regional rural pipeline between Fort Vermilion and La Crete. This pipeline is currently disconnected between Fort Vermilion and La Crete, via isolation valves, due to a concern with water mixing. The option for supplying a truckfill station approximately halfway between La Crete and Fort Vermilion, using the existing 150 mm rural waterline, was analysed. Using a delivery pressure of 14.3 (20 psi) and the operating pressure of the existing distribution system, the existing rural waterline can produce a maximum flow of 4.86 L/s when supplied from Fort Vermilion and 5.85 L/s when supplied from La Crete. In order to transfer more water, the existing pipeline needs to be upgraded.

A hydraulic analysis was completed in order to identify the pipeline and pumping requirements for the regional supply options (Option 2(a) and Option 2(b)). In addition, a hydraulic analysis was completed to supply water through a Truckfill system to the following communities:

- La Crete to Buffalo Head Prairie;
- La Crete to Tompkins Landing; and
- Fort Vermilion to Rocky Lane.

Based on the hydraulic analysis, the following infrastructure needs were identified:

Supply Route	Infrastructure
La Crete to Tompkins Landing Truckfill	Booster pump station and 21 Km of 200 mm supply line
La Crete to Buffalo Head Prairie Truckfill	Booster pump station and 14.5 Km of 200 mm supply line
Fort Vermilion to Rocky Lane	Booster pump station and 29.5 Km of 200 mm supply line
Option 2(a): Regional Hub - Fort Vermilion to La Crete	Booster pump station and 46 Km of 550 mm diameter supply line
Option 2(b): Regional Hub- La Crete to Fort Vermilion	46 Km of 300 mm diameter supply line

#### 5 COST ESTIMATES AND OPTION EVOLUTION

Conceptual cost estimates were prepared for all the three options for comparison purposes as shown in the following table:

Option	Capital Construction Cost 30 Year Total (2015 \$ million)
Option 1: Separate System	\$54.5
Option 2(a): Fort Vermilion Regional Hub	\$88.9
Option 2(b): La Crete Regional Hub	\$74.3

Option 1 provided the best value (least overall cost), followed by Option 2(b).

In addition to capital costs, a set of non-financial factors that have impact on the options, but are difficult to quantify financially, were identified. The three water supply options were ranked, based on the non-financial factors on a scale of 1 to 5, with 1 being least favorable to 5 being most favorable.

Option 1 has the best ranking overall, based on the non-financial ranking.

## 6 CONCLUSIONS

Blending of the two treated water sources has not indicated any concerns with water quality issues provided the pH of the treated water is maintained above 7.8.

Option 1 provides the best capital value. It allows optimization of the capital investment (staged utilization). However, the following issues/disadvantages need to be considered with this option:

- Fort Vermilion WTP and intake pump chamber is located close to flood hazard zone;
- Upgrades and/or expansion of the La Crete plant are immediately required;
- Long term raw water availability for La Crete is an issue (may need a new river intake in the future); and
- Need for raw water storage at La Crete (future).

Option 2(b) is second best capital value overall. The facility is closer to the demand center in the long run. The following issues/disadvantages also need to be considered with this option:

- Raw water availability for La Crete is an issue and may need a new river intake (immediately);
- Raw water storage (immediately); and
- Plant upgrades/expansion (immediately).

Option 2(a) is the least capital value (highest capital cost) overall. This provides the ability to use the existing intake and raw water storage for the short/medium term. However, the following issues/disadvantages need to be considered with this option:

- Fort Vermilion intake and water treatment plant are located close to flood zone; and
- Fort Vermilion water treatment plant expansion (immediate).

Infrastructure planning for future growth needs is a continuous process. Therefore, the County should review the growth/demand needs of the community on a continuous basis (every 5-10 year interval) and revise the planning goals as required.

In this respect, Option 1 is the best option, at this stage, as it provides an opportunity to continue the operation of existing facilities and potentially switch over to Option 2(b) at the right time.

The study identified the following issues that require further investigation/attention:

## 6.1 Fort Vermilion

The existing water treatment plant and the intake transfer pump station are located in close proximity to the Peace River. Associated Engineering reviewed the Alberta Flood Hazard Map (refer to Figure 3-1) for this location. At this stage, it appears that the water treatment plant and the raw water storage reservoirs are not located in the flood areas. However, the intake transfer pump station appears to be very close to the flood hazard area.

## 6.2 La Crete

The existing wells are classified as “Ground Water Under Direct Influence” (GWUDI) wells, due to their close proximity to surface water. It is also reported that one of the ground water wells is drawing sand. Water treatment systems supplied by GWUDI wells are required to be provided with a treatment system that can achieve a minimum 3-log removal credit for *Giardia* and *Cryptosporidium*, and 4-log removal credit for Virus. The current treatment scheme (green sand filters and ion-exchange softeners followed by chlorination) typically is not considered to provide any log removal credit for *Cryptosporidium*.

This issue was discussed with George Neurohr, with Alberta Environment and Sustainable Resource Development (ESRD), during the review meeting on February 27, 2015. Mr. Neurohr indicated the following:

- The County has applied for a renewal of the operating licence (EPEA), and the ESRD is reviewing the application.
- After the review, ESRD will advise the County of any additional level of treatment system required (such as Ultraviolet disinfection).

The existing ground water wells at La Crete are not adequate enough to meet the long term raw water demands for both Option 1 (separate system) and Option 2(b): Regional System. Depending on the actual growth in the region, the wells are likely to run out of capacity in 10-20 years' time. In order to secure long term raw water supply, the County may need to migrate to a surface water source, which will require construction of a river intake structure in the Peace River.

Alternatively, the County can evaluate if additional wells can be constructed to provide additional capacity. However, it should be noted that this will require additional hydrogeological investigations, field well testing, etc. to identify a suitable well (which may or may not be feasible). In addition, the cost of a new well development and associated infrastructure (power supply, access road, etc.) needs to be considered.

The hydraulic capacity of the existing water treatment plant is operating close to the immediate water demand needs under peak day demand conditions and may require upgrades/expansion or additional treatment, in the near future. Any upgrades/expansion requirement for the La Crete water treatment plant should consider implications of potential future surface water from Peace River.

## 7 RECOMMENDATIONS

### 7.1 Short Term

- Continue with Option 1 – Operate two separate systems
- Fort Vermilion:
  - No major capital upgrade is required. Some operational improvements/minor upgrades may be implemented.
  - Evaluate the risk due to flooding and re-assess risk rating as necessary. Consider implementing flood defenses around the intake pump chamber.
- La Crete:
  - As a short term basis, carryout an on-site testing of the existing filters, to see if the filters can be operated at a higher flow rate.
  - Subject to direction from ESRD, the County may be required to address issues related to the GWUDI status : Options include reclassification of wells as high quality water or additional treatment (UV).
  - Existing WTP is operating close to the hydraulic capacity under Peak Day Demand conditions. Any upgrades/expansion requirements for the La Crete WTP should consider implications of potential future surface water from Peace River.
  - County to develop a strategy for securing long term raw water supply. Options include constructing a new river intake structure in the Peace River, or evaluate if additional wells can be constructed to provide additional capacity.
- Utilize the existing 150mm transfer pipeline between Fort Vermilion and La Crete. Consider construction of a new truckfill halfway between Fort Vermilion and La Crete to alleviate routing maintenance issues (flushing of the pipeline segments) and to provide water to rural customers.

### 7.2 Long Term

- Implement Option 2 (b).
- La Crete:
  - Construct new regional WTP hub at La Crete (new intake, water treatment plant and expanded storage).
- Fort Vermilion:
  - Abandon existing WTP facility at Fort Vermilion and covert it as a distribution pumphouse.
  - Provide additional potable water storage.
- Construct a new regional pipeline ( 46 Km of 300mm pipeline).

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## 1 Introduction

### 1.1 BACKGROUND

Mackenzie County has seen steady growth within the rural communities in and around the Fort Vermilion and La Crete areas. Providing high quality drinking water supply to all residents within the County, especially the rural customers, has proven to be a challenge. In order to meet the Province's "Water for Life" strategy and the County's goals, a detailed comprehensive study is required to determine the best path forward.

The County currently has three water treatment plants (WTP), located in Zama City, Fort Vermilion, and La Crete. To streamline the efforts for this study, the main focus will be on the supply, treatment, and distribution for Fort Vermilion, La Crete, and their surrounding rural residents.

To deal with the anticipated growth, within Mackenzie County, a set of strategies need to be developed to ensure the options for water supply, treatment, and distribution meet both the short term and long term potable water objectives.

### 1.2 PROJECT SCOPE

- Establish Design Criteria.
- Evaluate the existing water treatment facilities in terms of:
  - Raw water quality and quantity;
  - Supply or treatment constraints; and
  - Upgrades to meet current standards.
- Evaluate municipal water sources (the Peace River and groundwater wells) to supply the region.

This will include:

- Water quality and quantity investigation;
- Water chemistry and blending analysis;
- Establish an ultimate regional system concept;
- Establish interim regional supply and staging plan;
- Establish treatment upgrade options at La Crete and Fort Vermilion WTPs;
- Provide conceptual level drawings for each alternative; and
- Deliver Summary Report and present to Council.

The scope of the current study is limited to the Fort Vermilion and La Crete areas, as identified in Section 2.1.

## 2 Design Criteria and Water Demand

### 2.1 STUDY AREA

The project study area consists of the following areas (refer to Figure 2-1):

- Hamlet of Fort Vermilion (FV);
- Rocky Lane High Level Rural (RL);
- Fort Vermilion Rural Areas;
- Hamlet of La Crete; and
- La Crete Rural Areas: Buffalo Head Prairie and Tompkins Landing.

### 2.2 POPULATION

One of the variables in assessing a community's municipal servicing components is the population. The population will:

- Provide a measure of the quantity of water required.
- Impact the consumption peak factors.
- Impact the distribution system based on population concentration (density).

The population data for the study area was provided by Mackenzie County. Future population projections were estimated, based on the growth rates recommended by Mackenzie County (refer to Table 2-1).<sup>1,2</sup>

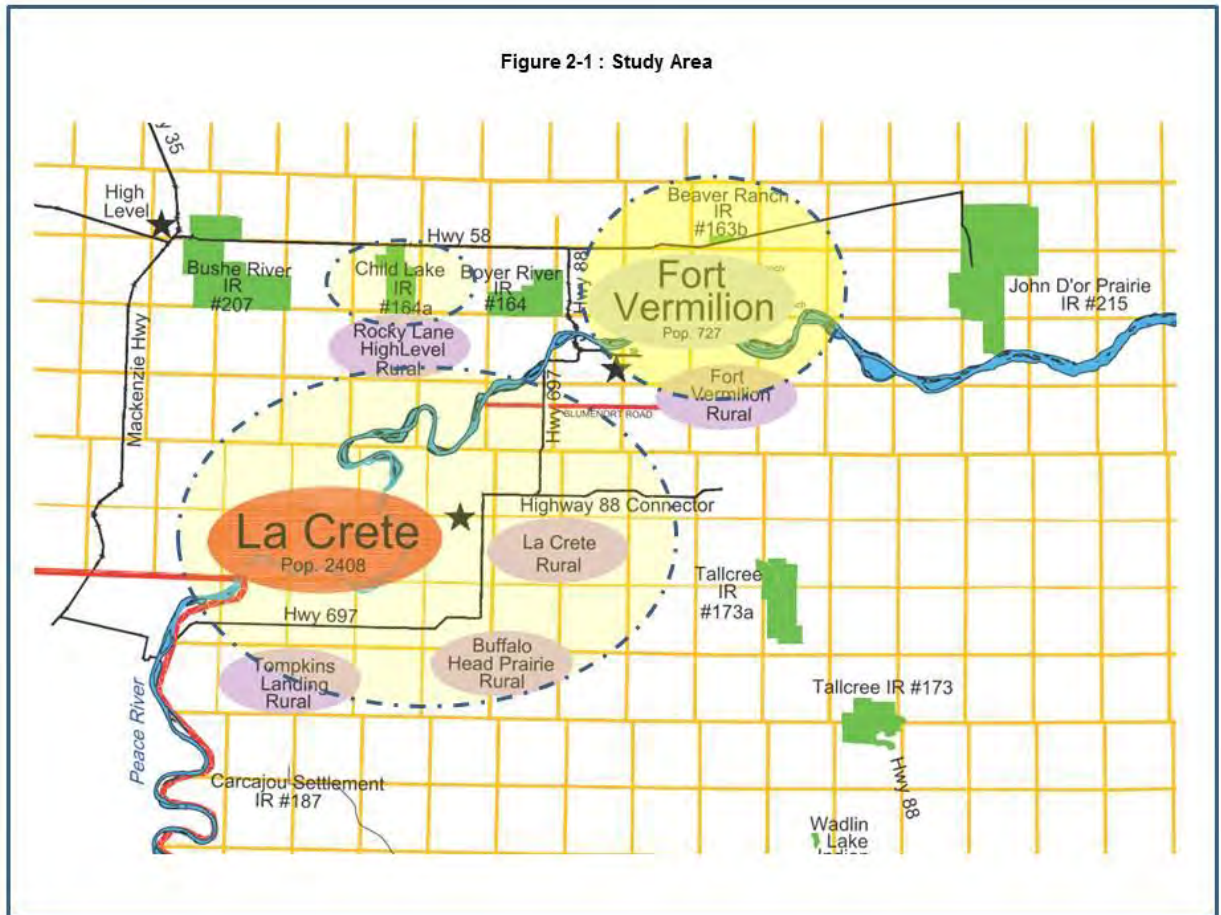
**Table 2-1  
Population Projections**

Planning Range	Year	Fort Vermilion (2%)	La Crete (20%)	Rural Areas				Totals
				La Crete	RL	FV	Total	
0	2016	742	2,890	5,976	1,015	1,393	8,384	12,015
10	2026	765	4,491	7101	1206	1655	9,961	15,217
20	2036	797	6,468	8436	1432	1966	11,835	19,100
30	2046	829	9,314	10023	1702	2336	14,061	24,204
50	2066	897	19,313	14148	2402	3298	19,849	40,059
75	2091	990	48,058	21,769	3,696	5,074	30,540	79,588

<sup>1</sup> Data compiled from: Population data provided by B. Peters, Mackenzie County; Mackenzie County ASP, March 2013.

<sup>2</sup> Growth rate per 5 years.

Figure 2-1  
Study Area



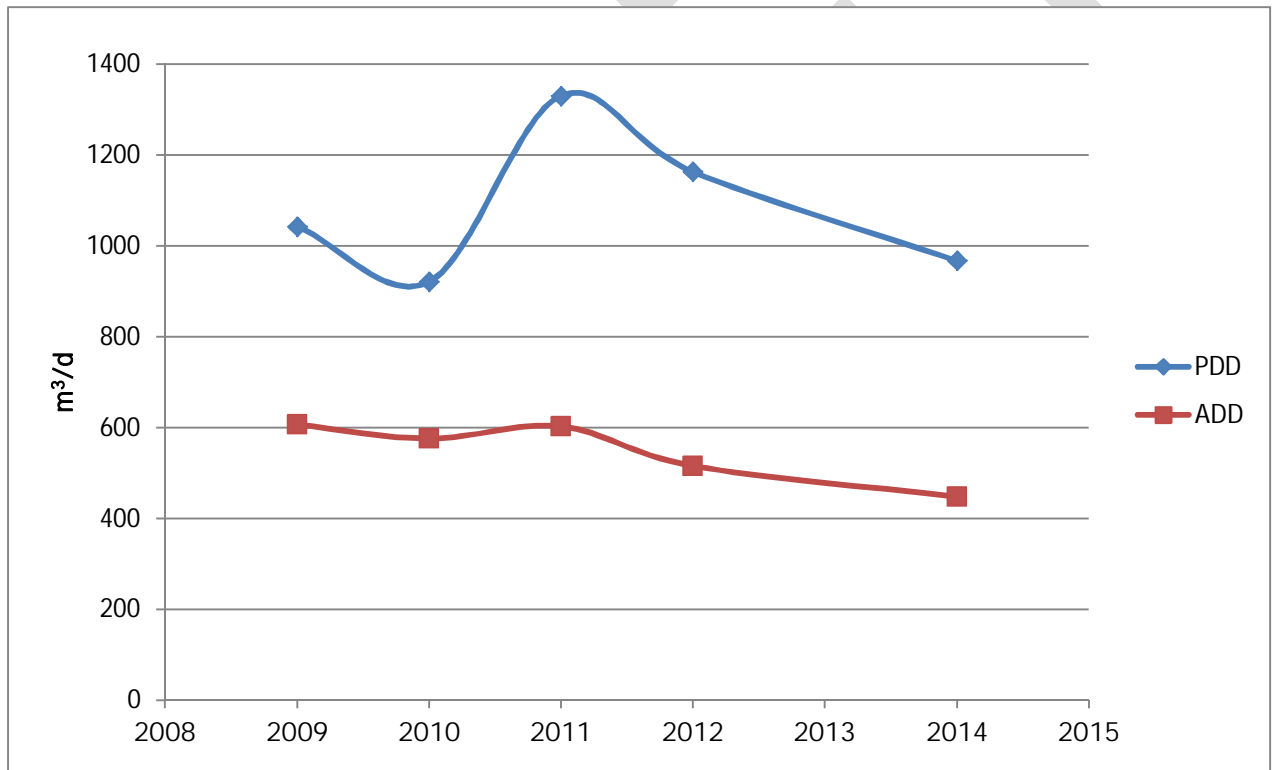
2.3 WATER DEMAND ANALYSIS

2.3.1 Historic Water Demand

Associated Engineering (AE) collected and analysed the historical operational data from the Mackenzie County.

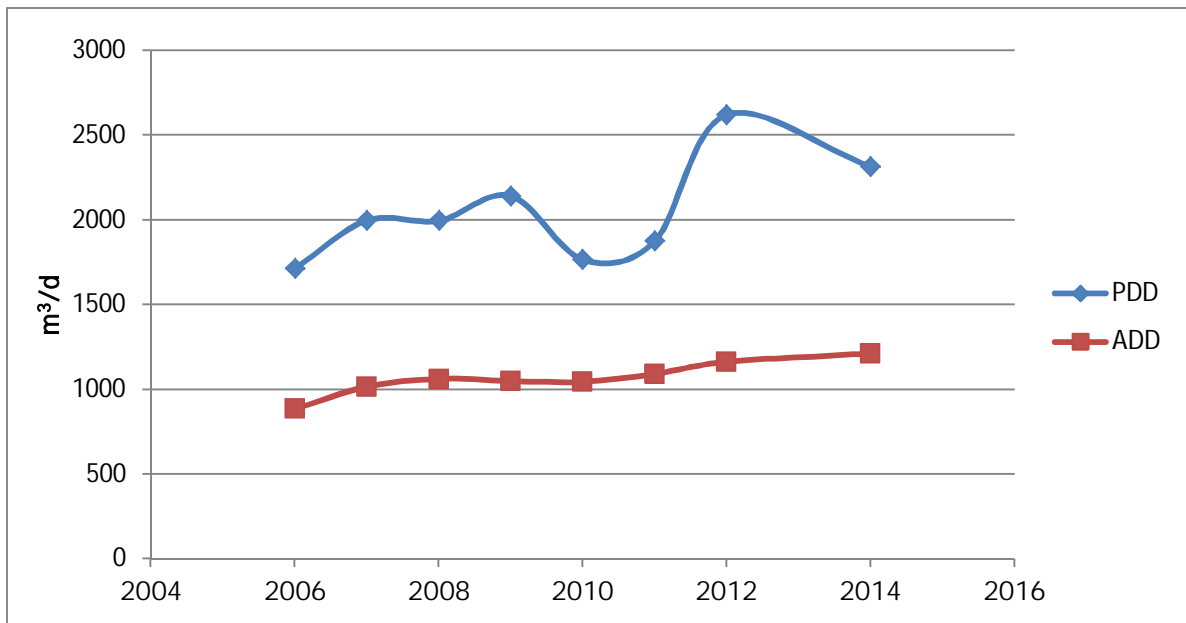
Figure 2-2 shows the historical flow trend for the Fort Vermilion Water Treatment Plant (WTP) (2009 to 2014). As seen in Figure 2-2, the Average Day Demand (ADD) has reduced between 2009 and 2014. This is understood to be as a result of controlling bleeders in the distribution system. The Peak Day Demand (PDD) follows the ADD pattern, except in 2011 where there appears to be a large variation. It is understood that this was caused by a high truck fill usage from a commercial operation in 2011.

Figure 2-2  
Historic Flow Trends for Fort Vermilion



The historical flow trend showing the ADD and PDD for La Crete for the period from 2009 to 2014 is shown in Figure 2-3. The water demand in La Crete has shown a steady increase.

**Figure 2-3  
Flow Trend for La Crete**



### 2.3.2 Per Capita Water Consumption

Historic per capita water consumption is calculated by dividing the Average Day Demand by the population served and is expressed as Litres of water consumed per Person per Day (L/p/d). In calculating the per capita consumption, the distinction is made between communities serviced by fully piped system and those served by truck fill system. Communities served by truck fill tend to have lower per capita water consumption than those served by fully piped system.

Historic per capita consumption for Fort Vermilion and La Crete are shown in Table 2-2, for both fully piped and truck fill systems.

**Table 2-2  
Historic per Capita Consumption<sup>3</sup>**

Location	Fully Piped (Distribution) System (L/p/d)	Truck Fill System (L/p/d)
Fort Vermilion	605 (369 in 2014)	74

<sup>3</sup> Historic data 2011

Location	Fully Piped (Distribution) System (L/p/d)	Truck Fill System (L/p/d)
La Crete	307	64

Based on the historical consumption and in discussion with the County, the per capita design values were agreed upon as shown in Table 2-3.

**Table 2-3**  
per Capita Consumption: Recommended Design Value

Location	Fully Piped (Distribution) System (L/p/d)	Truck Fill System (L/p/d)
Design Value for both Fort Vermilion and La Crete	360	120

### 2.3.3 Peaking Factors

Table 2-4 shows the 2009 to 2014 peak day factors and the recommended peak day factors for this study.

**Table 2-4**  
Peak Day Factors (2009 to 2014)

Municipality	Peak Day Factor					Average Peak Day Factor	Recommended Peak Day Factor
	2009	2010	2011	2012	2014		
Fort Vermilion	1.7	1.6	2.2	2.25	2.15	1.98	2.0
La Crete	2.03	1.7	1.7	2.25	1.9	1.92	2.0

The peak hour demand is the maximum expected demand in a water distribution system (not transmission pipeline) over a short period of time. Most facilities are not equipped to measure peak hour demands; therefore, experience and judgement are often used to establish a rate. The peak hour demand is used to determine sizing and pumping requirements. For small communities, peak hour factors can range from 3 to 5. As this study does not include sizing of the distribution pumps, peak hour factors will not be used. In the subsequent design phases, the Peak hour factor will need to be established.

## 2.4 WATER DEMAND PROJECTIONS

Future water demand is calculated using the recommended per capita value in Table 2-3, based on the population projections (Table 2-1). The following tables show water demand projections for Fort Vermilion and La Crete.

**Table 2-5  
Fort Vermilion Water Demand**

Planning Horizon	Year	ADD (m <sup>3</sup> /d)	PDD (m <sup>3</sup> /d)
0	2016	556	1,112
10	2026	619	1,237
20	2036	695	1,389
30	2046	783	1,566
50	2066	1,007	2,014
75	2091	1,409	2,818

**Table 2-6  
La Crete Water Demand**

Planning Horizon	Year	ADD (m <sup>3</sup> /d)	PDD (m <sup>3</sup> /d)
0	2016	1,757	3,515
10	2026	2,469	4,938
20	2036	3,341	6,682
30	2046	4,556	9,112
50	2066	8,651	17,301
75	2091	19,913	39,826

## 2.5 TREATED WATER DISTRIBUTION

To estimate pipeline sizes, AE has made the following design assumptions, which are consistent with AWWA standards and with communities of similar size and demands.

### 2.5.1 Operating Pressures

The recommended normal operating system pressures are:

- Minimum pressure at peak hour demand 280 kPa (40 psi)
- Target minimum pressure 345 kPa (50 psi)

- Target maximum system pressure 551 kPa (80 psi)
- Minimum delivery pressure to a reservoir 140 kPa (20 psi)

The recommended minimum system pressures during a fire event are:

- Residual pressure at demand hydrant 140 kPa (20 psi)
- Zone pressure 280 kPa (40 psi)

Target minimum and maximum pressures identified above are as recommended by AE.

### 2.5.2 Pipe Roughness Coefficient (“C-Value”)

The “C-Value” (roughness co-efficient) is one of the variables in the Hazen-Williams equation for determining the liquid flow through a pipe. It represents the material and the condition of the pipe. It is recommended that a “C” value of 130 be applied for the proposed pipe, this will allow for a more conservative design.

### 2.5.3 Pipe Velocity

Water velocity is one of the main criteria in pipeline design. Sudden changes in velocity can create pressure surges and possibly negative pressure, which can cause serious pipe (equipment) damage. Increased velocities require higher pumping heads and can result in higher energy costs.

The recommended maximum velocity in the transmission line is 1.5 m/s, during peak flow conditions. If higher velocities are to be used, water hammer analysis and life cycle cost analysis should be undertaken.

## 2.6 TREATED WATER STORAGE

It is a good practice to provide adequate storage in a water system for operational needs (peak day), supply interruptions, and fire flow demands.

Alberta Environment and Sustainable Resource Development’s (ESRD) Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems recommend the following empirical formula for calculating treated water storage volume:

$$S = A + B + \text{the greater of C or D}$$

- S = total storage requirement, m<sup>3</sup>
- A = Fire protection storage, m<sup>3</sup>
- B = Equalization storage = 25% Peak Day, m<sup>3</sup>
- C = Emergency storage = 15% of Average Day, m<sup>3</sup>
- D = Disinfection contact (CT) storage, m<sup>3</sup>



For regional systems supplied by long transmission mains, AE recommends the following formula, which is more conservative than the ESRD formula:

$$S = A + \text{Peak Day Demand}$$

The above formula is used to reflect the inherent risks associated with a regional system where the supply zone relies solely on the transfer pipeline. Should any pipe break or leakage occurs in the regional transfer pipeline, then the above formula provides the storage capacity to sustain fire demand and one day peak day flow for the supply zone. This however will result in larger storage facilities and higher capital cost comparing to using the ESRD formula. During detailed design stage, the County could consider using ESRD formula if the County is prepared to accept the risks and have alternative contingency plans.

**2.6.1 Fire Protection Storage**

Fire storage requirements are generally designed in accordance with the Fire Underwriter’s Survey; however, the provision of a designed fire protection system is at the discretion of the individual municipality. Fire Underwriters Survey (FUS) provides recommendations for fire flow rates and durations. This is the commonly accepted criteria for evaluating the volume of storage the municipality should maintain for fire protection purposes. If a municipality owns and operates a water distribution system with fire hydrants on the system, there is an expectation that a level of fire protection exists. Larger municipalities/larger distribution systems have accepted this expectation and strive to provide this form of protective service to their ratepayers.

Mackenzie County provided an extract from the draft General Municipal Improvement Standards, which recommends the fire flows shown in Table 2-7.

**Table 2-7  
General Municipal Improvement  
Standards Recommendations**

Location	Fire Flow
Single Family Residential	61 L/s
Town Houses	91 L/s
Walk-up Apartments	152 L/s
Schools	91 L/s
Commercial	190 L/s
Industrial	227 L/s

Based on the fire flows from Table 2-7, the required duration of fire flow recommended by Fire Underwriters Survey ( FUS) is shown in Table 2-8. Based on these two design values, storage for fire flow storage (A) is calculated as follows:

$$A = 227 \text{ L/s} \times 2.5 \text{ hours} = 2,046 \text{ m}^3$$

**Table 2-8  
Required Duration for Fire Flow**

Fire Flow Required (L/s)	Duration (hours)
33	1.0
50	1.25
66	1.50
83	1.75
100	2.0
133	2.0
167	2.0
200	2.5
233	3.0

\* Interpolate for Intermediate Figures.

## 2.7 RAW WATER REQUIREMENTS

Raw water demand estimation is critical to evaluate:

- Adequacy of the water supply source ( Intake system/ wells) and transmission system; and
- Raw water storage requirements.

Raw water demand is calculated using the following formula:

$$\text{Raw water demand} = \text{treated water demand} + \text{in-plant losses} + \text{raw water truckfill requirements}$$

In- plant losses are typically estimated from the difference between raw water and treated water flow from past records and are expressed as a percentage of treated water flow or raw water flow. In-plant losses are typically dependent on the water treatment technology used and operational practices, and reflect the amount of water wasted in the treatment process.

The historical flow records for the existing WTPs indicate the following:

- Fort Vermilion WTP: In-plant loss = 22% of treated water.
- La Crete: In-plant loss = 10% of treated water.

For planning purpose, AE recommends the following:

- Fort Vermilion WTP: in-plant loss = 30% of treated water
- La Crete: In-plant loss = 20% of treated water

The above values will need to be re-visited, during subsequent design phases, depending on the technology selected for the water treatment facilities.

Raw water demand requirements are calculated based on the above criteria and are provided in Tables 2-9 and 2-10.

**Table 2-9  
Fort Vermilion Raw Water Demand**

Planning Horizon	Year	ADD (m <sup>3</sup> /d)	PDD (m <sup>3</sup> /d)
—	2016	723	1,445
10	2026	804	1,609
20	2036	903	1,806
30	2046	1,018	2,036
50	2066	1,309	2,618
75	2091	1,832	3,663

**Table 2-10  
La Crete Raw Water Demand**

Planning Horizon	Year	ADD (m <sup>3</sup> /d)	PDD (m <sup>3</sup> /d)
0	2016	2,109	4,218
10	2026	2,963	5,925
20	2036	4,009	8,018
30	2046	5,467	10,934
50	2066	10,381	20,761
75	2091	23,896	47,791

## 3 Water Supply System Assessment

Associated Engineering carried out a visual assessment of the water treatment facilities and reviewed the historical documents including as-built drawings and existing Drinking Water Safety Plans. A summary of the assessment is provided in this section.

### 3.1 FORT VERMILION

#### 3.1.1 Raw Water Supply System

Fort Vermilion's raw water supply is from the Peace River. The intake system consists of 250 mm and 300 mm pipes that deliver water from the river to a pumping chamber by gravity. Water from the pumping chamber is pumped to the two raw water storage ponds (94,000 m<sup>3</sup> capacity each) via a 150 mm pipe and 200 mm pipes. There is ability to bypass the raw water storage ponds and pump directly to the WTP via the 150 mm pipe.

The storage ponds are aerated with a fine bubble aeration system. Air compressors for the aeration system are housed in a shed located along the berm.

It should be noted that any modification/upgrade to the existing intake pipe will require approval from provincial and federal regulators, including the Department of Fisheries and Ocean (DFO), Transport Canada (Navigable water), and ESRD. Any modifications/upgrades of intake will need to comply with the latest (at the time of construction) regulations.

#### 3.1.2 Treatment and Distribution System

Water from the raw water ponds is transferred to the treatment trains via two raw water pumps (duty/standby). A dedicated raw water truckfill pump is also used to supply raw water.

Raw water flows to the package treatment system. The package treatment system (BCA/Corix system) consists of: rapid mix tanks, sedimentation (tube settlers), and dual media filtration. Filtered water from the package system flows via gravity to the underground clearwell cells (Cells 1, 2, and 3). The total treated water storage capacity (all cells combined) is 1,590 m<sup>3</sup>.

Cell 1 has three distribution supply pumps and one engine driven fire pump. Cell 2 has a truckfill pump that supplies water to the truckfill and a barrel fill; and a backwash supply pump.

Backwash waste, de-sludge waste, and plant waste (with the exception of washroom waste) are collected in an underground tank and discharged back to Peace River via gravity.

A backup generator is not available. The fire pumps are engine driven; however without power, the plant may not operate and sustain demands for a longer duration power outage as identified in the Drinking Water Safety Plan.

### 3.1.3 Chemical Systems

- Polymer and poly aluminium chloride (PACL) are dosed at the flocculation chamber.
- Chlorine (gas) is dosed at the filter outlets.
- Chlorine gas and dosing equipment is housed in a separate room in the old WTP area.
- Polymer and PACL are dosed from day tanks located in the old WTP area.

### 3.1.4 Issues/Points Noted

- The package system (BCA systems -now a part of Corix) was installed in 1999. The modulating valves are manual (with pilots). Operator also indicated that there is no ability to adjust flow to individual filters.
- The package system tanks appear to be in good conditions. The condition of the underdrain and media are unknown.
- Operator indicated issue with isolating clearwells and potential short circuiting issues. In addition one of the inter-connecting valves has failed closed.

### 3.1.5 Existing Water Supply system risks/vulnerabilities

The existing WTP and the intake transfer pump station are located in the close proximity of the Peace River. AE reviewed the Alberta Flood Hazard map (refer to Figure 3-1) for this location. At this stage, it appears that the WTP and the raw water storage reservoirs are not located in the flood areas. However, the intake transfer pump station appears to be close to the flood hazard area.

The WTP's floor level is 257.5 m (based on DCL Siemen's drawings) and the design flood level is 253.36 m (1 in 100 flood level). The top of this intake pump chamber is 255.118 m.

Overall, it appears the intake transfer pump station is not expected to flood (based on the flood hazard map), but potential flooding may be possible for the surrounding areas, thus limiting access. The County should periodically review the flood hazard map for any changes and consider strengthening flood defences around the intake transfer pump station.

Figure 3-1  
Alberta Flood Hazard Map (2015)



**Legend**

- Floodway
- Flood Fringe
- Overland Flow (Flood Fringe)
- Water Body
- Under Review
- Cross Section and Design Flood Level
- First Nation Boundary
- Municipal Boundary

Information as depicted is subject to change, therefore the Government of Alberta assumes no responsibility for discrepancies at time of use.  
 Base Data provided by Spatial Data Warehouse Ltd  
 National Framework Data © Department of Natural Resources Canada. All rights reserved.  
 Alberta Road Network data provided by GeoBase®  
 Alberta Environment and Sustainable Resource Development  
 © 2015 Government of Alberta

<b>Flood Hazard Map</b>		
Project: ALBERTA 10TM	Datum: NAD 83	Date: 2015-Mar-31
<a href="http://maps.ard.alberta.ca/FloodHazard/viewer.aspx?viewer=Mapping#">http://maps.ard.alberta.ca/FloodHazard/viewer.aspx?viewer=Mapping#</a>		

### 3.2 LA CRETE

#### 3.2.1 Raw Water Supply System

Raw water is supplied by three ground water wells, situated close to the Pace River, and conveyed via the 400 mm and 350 mm pipes. A raw water booster pump station pumps the water to a raw water truck fill station and the new WTP. There are no raw water storage ponds.

The existing wells are classified as “Ground Water Under Direct Influence” (GWUDI) wells by ESRD, due to its close proximity to the River. It is also reported that one of the ground water wells is drawing sand.

A report by Omni-McCann (2004 Water Well Installation Program, Omni-McCann) concluded the following, based on a step draw down test and 24 hour aquifer test:

“The potential yield from the aquifer is unknown at this time. However, it appears that the combined average day capacity of the wells is in the order of 2,300 m<sup>3</sup>/day with a combined maximum pumping capacity of 6,100 m<sup>3</sup>/day”.

Without additional testing, at this point for the purpose of this study, the above values are considered as limiting factors for water availability from the existing wells.

#### 3.2.2 Treatment and Distribution

Water from the wells is initially passed through a 200 mm basket strainer to capture sand prior to the Green Sand (Iron and Manganese) filters. Filtered water from the green sand filters then flows to the Ion-exchange softeners. Currently, there are four filters and two softeners.

There are two underground clearwells (Cell 1 and Cell 2), downstream of the softeners. The capacity of existing treated water storage (Cells 1 and 2 combined) is 1,450 m<sup>3</sup>. Cell 2 contains 2 distribution pumps, 1 barrel fill pump, 1 truckfill pump, and 1 backwash pump. There are two additional slots for future distribution pumps.

Backwash waste, softener waste, and plant waste (with the exception of washroom waste) are collected in an underground tank and discharged back to the local sewer.

The old plant, located along 94 Avenue (east of 100 Street), was abandoned, and converted into a distribution pumphouse. This distribution pumphouse has three distribution pumps and one engine driven fire pump. The treated water storage capacity of this distribution pumphouse is 1,792 m<sup>2</sup>.

Neither facility has a backup generator available. The fire pump at the distribution pumphouse is engine driven; however without backup power, the WTP may not operate and sustain demands for a longer duration power outage.

### 3.2.3 Chemical Systems

It is understood that potassium permanganate provision exists, but has not been used due to colour issues.

Chlorine (sodium hypochlorite) is dosed for pre-chlorination (u/s of filters) and at the softener outlets/upstream of Cell 1.

Brine solution is prepared in a separate underground tank and pumped to the softeners for regeneration.

### 3.2.4 Issues/Points Noted

Water treatment systems, supplied by GWUDI wells, are required to be provided with a treatment system that can achieve a minimum 3-log removal credit for *Giardia* and *Cryptosporidium*, and 4-log removal credit for Virus. The current treatment scheme (green sand filters and ion-exchange softeners followed by chlorination) typically is not considered to provide any log removal credits for *Cryptosporidium*.

This issue was discussed with George Neurohr, with Alberta Environment and Sustainable Resource Development (ESRD), during the review meeting on February 27, 2015. Mr. Neurohr indicated the following:

- The County has applied for a renewal of the operating licence (EPEA), and the ESRD is reviewing the application.
- After the review, ESRD will advise the County of any additional level of treatment system required (such as Ultraviolet disinfection).
- If any additional treatment systems are required, then a time scale for implementing the system will be indicated in the approval.

Alternatively, the County can complete additional studies to certify the existing ground water wells as “high quality ground water wells”, in which case, no further treatment will be necessary.



## 4 Water Mixing (Blending) Study Summary

A suitable interim or staged regional supply system may require multiple sources in order to supplement shortages. Mixing of potable water from two sources (Fort Vermilion WTP and La Crete WTP) was concern for the County as there is potential for physical and chemical reactions creating undesirable effects, resulting in aesthetic or compliance issues.

AE completed a computer simulation, based on the water quality testing data supplied by the County and bench-scale testing, based on treated water samples collected on February 27, 2015, by AE. A detailed technical memorandum is attached in Appendix A.

AE carried out computer modeling and bench-scale analysis for scaling potential, disinfectant residual decay and simulated distribution system analysis. The scaling potential was computer and bench-scaled model at various mixing scenarios to see how the two treated water will interact over a large variety of possible operating conditions. The desktop and bench-scale scaling or corrosion potential prediction do not exhibit dramatic changes when La Crete and Fort Vermillion indicating that the blending treated water will not change current conditions for scaling or corrosion seen in either distribution system.

The other important water quality factor in operating a regional water system is disinfectant residual maintenance. Associated Engineering conducted a disinfectant residual decay and simulated distribution system study. The study looks at how long residual can be maintained in a distribution system, and determines how much disinfectant by-products can form in a distribution system. These studies found:

- Free chlorine residual is a suitable secondary disinfectant for this regional system assuming pipeline residence time is less than 7 days.
- Disinfectant by-product formation potential did not show higher concentration at longer residence time.
- Boosting free chlorine residual did not increase disinfectant by-product formation in bench-scale testing.

## 5 Water Supply Option Evaluation

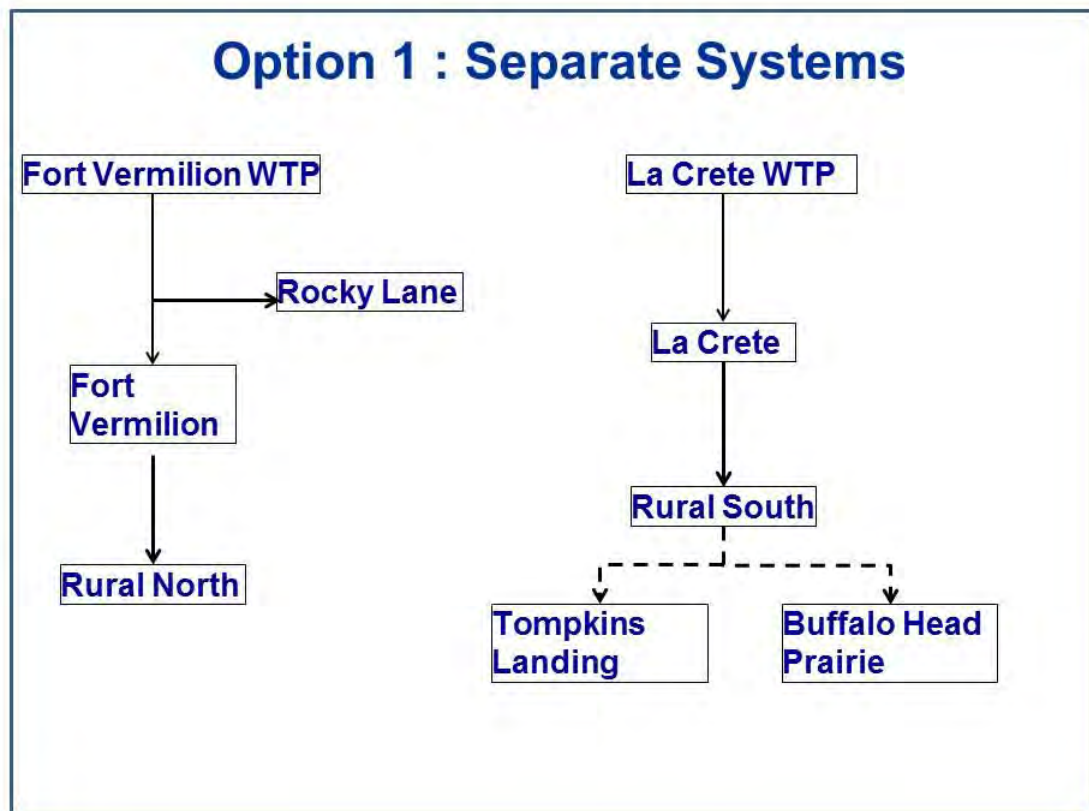
### 5.1 OVERVIEW OF OPTIONS

In order to meet the long term water supply requirements of the study areas, the following three water supply options are evaluated in this section.

#### 5.1.1 Option 1: Separate System

- Both the Water Treatment Facilities (Fort Vermilion and La Crete) will continue to operate.
- Upgrades /expansion required for each facility will be targeted for the growth/expansion needs of the respective supply zones.
- The existing 150 mm transfer pipeline (Fort Vermilion to La Crete) will continue to operate thus providing the ability to transfer water across the supply zones.

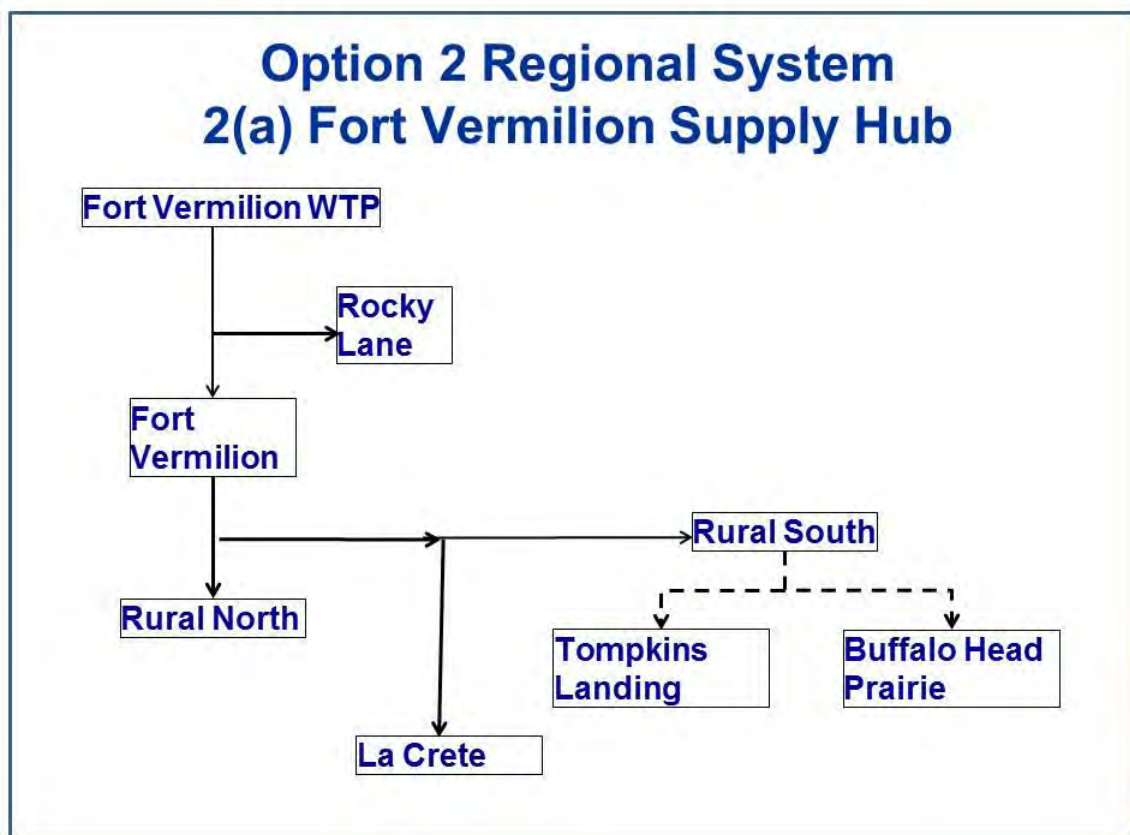
Figure 5-1  
Option 1: Separate Systems



5.1.2 Option 2(a): Fort Vermilion Regional Hub

- Central treatment facility located at Fort Vermilion will supply potable water to the entire study area.
- La Crete Water supply and treatment facilities will be abandoned.
- Existing La Crete WTP will be converted as distribution pump station; existing distribution pump station and pipeline will continue to operate.
- Additional transfer pipeline and booster stations to facilitate water transfer.

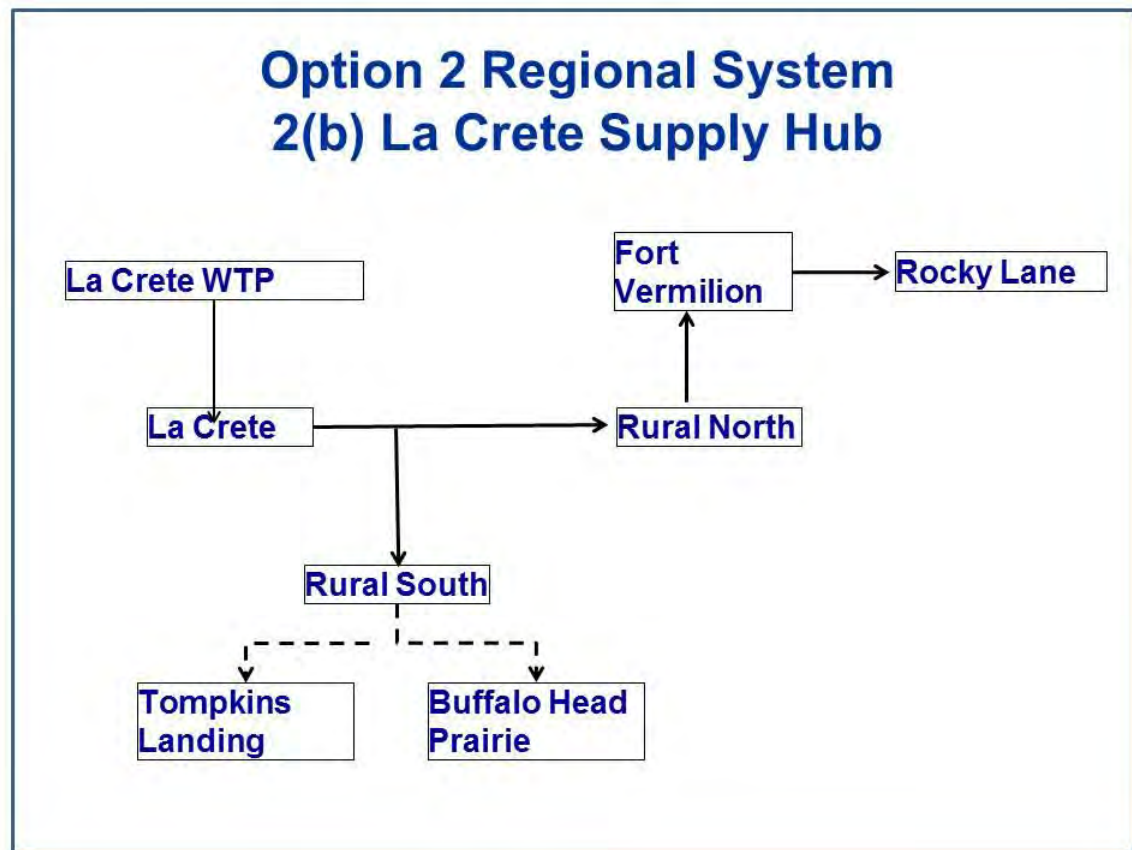
Figure 5-2  
Option 2(a): Regional System/Fort Vermilion Supply Hub



### 5.1.3 Option 2(b): La Crete Regional Hub

- Central treatment facility located at La Crete will supply potable water to the entire study area.
- Fort Vermilion Water supply and treatment facilities will be abandoned.
- Existing Fort Vermilion WTP will be converted as distribution pump station; existing distribution pump station and pipeline will continue to operate.

Figure 5-3  
Option 2(b): Regional System/La Crete Supply Hub



## 5.2 INFRASTRUCTURE NEEDS ASSESSMENT OVERVIEW

For each of the above identified supply option, an evaluation of the adequacy of the current infrastructure against future needs using a source to tap approach. The improvements/ additional infrastructure required to address the deficiency were identified. The overall goal was to evaluate the infrastructure requirement and associated capital investment requirement for all the supply options in order to identify the best way forward. The evaluation covers the following infrastructures:

- Raw water source (intake/wells) and transmission;
- Raw water storage;

- Treatment; and
- Potable water storage.

**5.3 RAW WATER SOURCE AND TRANSMISSION**

Based on the projected raw water demand for Fort Vermilion (FV) and La Crete (LC), the adequacy of the existing infrastructure is evaluated, and deficiencies are summarized in Table 5-1.

**Table 5-1  
Options Adequacy**

Planning Horizon	Year	Option 1		Option 2(a)	Option 2(b)
		FV	La Crete	FV Hub	La Crete Hub
0	2016	Intake	Wells	Raw water transfer pipe	New Intake
10	2026	—	New Intake	—	—
20	2036	—	—	Upgrade 250 mm intake	—
30	2046	—	—	—	—

- Option 1: La Crete raw water demand exceeds the capacity of the existing wells by 2026 and additional wells (if feasible) or a new river intake (more likely) will be required. For cost estimation purpose a new river intake is assumed.
- Option 2(a): The existing 250 mm River intake at Fort Vermilion will need to be upgraded by 2036. In addition the existing raw water transmission pipeline (150 mm) from the existing intake pump station to the raw water ponds need to be upgraded (immediate).
- Option 2(b): La Crete raw water demand exceeds the capacity of the existing wells for current conditions (Fort Vermilion and La Crete combined), and additional wells (if feasible) or a new river intake (more likely) will be required. For cost estimation purpose a new river intake is assumed. The existing raw water transmission pipeline will be adequate for current and future demands.
- Modification or new river intake will require new ESRD and Federal approvals and river intake will need to comply with current (at the time of approval) regulatory standards/guidelines. Federal approvals include approval from Department of Fisheries and Ocean (DFO) and Transport Canada (navigable waters), and potential First Nation consultations.

5.4 RAW WATER STORAGE

It is a good practice to provide adequate amount of raw water storage to mitigate risks due to loss of supply or water quality issues. In the situation like Fort Vermilion that draws water from a river source that has all year flow, AE recommends adequate storage requirements to meet operational needs and emergency demands. There will be situations (as listed below), where the intake needs to be shut down and under these circumstances, the raw water storage will be utilized to sustain water production:

- Ice breaks and ice jams;
- Spring runoff/ice melt causing water quality issues (turbidity, TOC, colour spikes);
- Accidental spills; and
- Potential flooding of intake pump station.

The amount of storage required is dependent on the length of time the intake needs to be shut down. A detailed historic analysis of the river flow and ice conditions along with historic analysis of river water quality data will be required to establish the raw water storage requirements. At this stage, based on the review of the Drinking Water Safety Plan and input obtained from operators based on past experience, the following criteria will be used to establish the raw water storage volume:

$$\text{Raw water storage volume (m}^3\text{)} = 60 \text{ days} \times \text{ADD (m}^3\text{/day)} + \text{Raw water truck fill volume}$$

During predesign stage, depending on the option selected, this criterion can be re-evaluated to determine if this provides sufficient storage to mitigate the risk.

**Table 5-2  
Option 1: Raw Water Storage Requirement**

Planning Range	Year	FV (m <sup>3</sup> )		La Crete (m <sup>3</sup> )	
		Required	Surplus (+)/ Deficit (-)	Required	Surplus (+)/ Deficit (-)
0	2016	43,960	144,040	127,735	—
10	2026	48,858	139,142	178,956	-178,956
20	2036	54,782	133,218	241,740	-241,740
30	2046	61,670	126,330	329,217	-329,217

**Table 5-3  
Option 2: Raw Water Storage Requirement**

Planning Range	Year	Option 2(a) FV (m <sup>3</sup> )		Option 2(b) La Crete (m <sup>3</sup> )	
		Required	Surplus (+)/ Deficit (-)	Required	Surplus (+)/ Deficit (-)
0	2016	171,695	16,305	171,695	-171,695
10	2026	227,814	-39,814	227,814	-227,814
20	2036	296,522	-108,522	296,522	-296,522
30	2046	390,886	-202,886	390,886	-390,886

- Option 1: Existing raw water storage ponds at Fort Vermilion provides sufficient volume for the projected 30 year raw water flow for Fort Vermilion supply zone. La Crete, however, will need raw water storage (based on the assumption that a new river intake source is likely required by 2026).
- Option 2(a): existing raw water storage ponds need to be expanded by 2026. Land availability for raw water expansion need to be investigated if this option was selected.
- Option 2(b): La Crete will require new raw water storage ponds based on the assumption that a new river intake source is likely required. Land availability need to be investigated if this option was selected.

## 5.5 WATER TREATMENT

The following table provides the hydraulic treatment capacity required for the different options and identifies the deficiencies.

**Table 5-4  
Option 1: WTP Treatment Capacity Review**

Planning Range	Year	FV (m <sup>3</sup> )		La Crete (m <sup>3</sup> )	
		Capacity Required <sup>4</sup>	Surplus (+)/ Deficit (-)	Capacity Required <sup>3</sup>	Surplus (+)/ Deficit (-)
0	2016	1112	630	3515	49
10	2026	1237	505	4938	-1374
20	2036	1389	353	6682	-3118
30	2046	1566	176	9112	-5548

<sup>4</sup> Capacity required is calculated based on projected peak day demands.

- Option 1: Existing WTP at Fort Vermilion has hydraulic capacity for 30 year projected water demand of the Fort Vermilion supply zone. However routine operational upgrades as identified in Section 2 will be required. The WTP at La Crete is operating close to the hydraulic limit (under peak day flow conditions) and may need to be upgraded or expanded in the near future. In addition, subject to the review of the EPEA application by ESRD, a UV system may be required in the near future. Also, if La Crete were to switch to a river intake from current wells, the current treatment scheme will not meet the regulatory requirements and will require an alternative treatment system (conventional treatment system, membrane filtration, etc., that is suitable for treating surface water).

**Table 5-5  
Option 2: WTP Treatment Capacity Review**

Planning Range	Year	Option 2(a) FV (m <sup>3</sup> )		Option 2(b) La Crete (m <sup>3</sup> )	
		Capacity Required	Surplus (+)/ Deficit (-)	Capacity Required	Surplus (+)/ Deficit (-)
0	2016	4,627	-2,885	4,627	-1,063
10	2026	6,175	-4,433	6,175	-2,611
20	2036	8,071	-6,329	8,071	-4,507
30	2046	10,677	-8,935	10,677	-7,113

- Option 2(a) will require expansion of the existing Fort Vermilion WTP (or new WTP) in the immediate future.
- Option 2(b) will require expansion of the existing La Crete WTP (or new WTP) in the immediate future and depending on the water source alternative/additional treatment schemes may also be required.

At this stage, for cost analysis, a new Water Treatment scheme based on treating potential surface water (Peace River) is considered for La Crete for both Option 1 and Option 2(b).

### 5.6 TREATED WATER STORAGE

Treated water storage requirements were calculated based on the criteria indicated in Section 2.8. For Option 1, the storage volume is calculated based on ESRD’s formula.

For Option 2(a), storage volume is calculated as follows:

- For the supply side ( Fort Vermilion WTP), ESRD formula for storage requirement for the supply zone (Fort Vermilion)
- At the distributing side (La Crete distribution) storage volume = Fire Flow (A) + PDD for La Crete.

For Option 2(b), the same approach is used. In this case, La Crete will be supply side and Fort Vermilion will be distribution side.



Storage requirements for the different options are provided in the following tables:

**Table 5-6  
Option 1: Treated Water Storage**

Planning Range	Year	FV (m <sup>3</sup> )	La Crete (m <sup>3</sup> )
		Surplus (+)/ Deficit (-)	Surplus (+)/ Deficit (-)
0	2016	-817	54
10	2026	-858	-409
20	2036	-908	-976
30	2046	-965	-1,765

**Table 5-7  
Option 2: Treated Water Storage**

Planning Range	Year	Option 2(a) FV – Hub		Option 2(b) La Crete – Hub	
		FV	La Crete	FV	La Crete
		Surplus (+)/ Deficit (-)	Surplus (+)/ Deficit (-)	Surplus (+)/ Deficit (-)	Surplus (+)/ Deficit (-)
0	2016	-817	-2,319	-1,568	54
10	2026	-858	-3,742	-1,693	-409
20	2036	-908	-5,486	-1,845	-976
30	2046	-965	-7,916	-2,022	-1,765

## 5.7 INFRASTRUCTURE NEEDS SUMMARY

Infrastructure needs are summarized in the Table 5-8 based on the following infrastructure planning timelines to determine capital investment requirement for different planning horizon:

- Intake/New Source: 50 years.
- Raw Water Storage: 30 years:
  - Footprint: 30 years.
  - Storage cells: 10 to 20 years and expand/upgrade as required.
- Water Treatment Plant: 20 years:
  - Footprint: 30 years.
  - Equipment: 10 to 20 years.
- Potable Storage System: 10 to 20 years.

**Table 5-8  
Option 1: Infrastructure Upgrades Summary**

Planning Horizon	FV					La Crete				
	Intake	Raw Water Transfer PS & Main	Raw Storage	WTP	Treated Storage	Source/ Wells	Raw Storage	Raw Water Transfer PS & Main	WTP	Treated Storage
10				Minor Upgrades	1000 m <sup>3</sup>				3,000 m <sup>3</sup> /d	1,000 m <sup>3</sup>
20						New Intake	328,000 m <sup>3</sup>	PS Upgrade		
30									3,000 m <sup>3</sup> /d	800 m <sup>3</sup>

**Table 5-9  
Option 2(a): Fort Vermilion Hub Infrastructure Upgrades Summary**

Planning Horizon	FV					La Crete				
	Intake	Raw Water Transfer PS & Main	Raw Storage	WTP	Treated Storage	Source/ Wells	Raw Storage	Raw Water Transfer PS & Main	WTP	Treated Storage
10		Upgrade	200,000 m <sup>3</sup>	6,500 m <sup>3</sup> /d	1,000 m <sup>3</sup>				Abandon	5,500 m <sup>3</sup>
20	Upgrade 250 mm pipe									
30				2,500 m <sup>3</sup> /d						2,500 m <sup>3</sup>

**Table 5-10  
Option 2(b): La Crete Infrastructure Upgrades Summary**

Planning Horizon	FV					La Crete				
	Intake	Raw Water Transfer Main	Raw Storage	WTP	Treated Storage	Source/ Wells	Raw Storage	Raw Water Transfer Main	WTP	Treated Storage
10				Abandon	2,000 m <sup>3</sup>	New Intake	390,000 m <sup>3</sup>		4,500 m <sup>3</sup> /d	1,000 m <sup>3</sup>
20										
30									2,000 m <sup>3</sup> /d	800 m <sup>3</sup>

DRAFT

## 6 Regional Pipelines Analysis

In 2013, the County installed a 150 mm regional rural pipeline between Fort Vermilion and La Crete. This pipeline is currently disconnected in between Fort Vermilion and La Crete via isolation valves due to concern with water mixing. The hydraulic capacity and adequacy of the existing 150 mm pipeline evaluated for the regional supply options (Option 2(a) and Option 2(b)), in this section.

In addition, pipeline options to supply water through a Truckfill to the following communities were also investigated:

- La Crete to Buffalo Head Prairie;
- La Crete to Tompkins Landing; and
- Fort Vermilion to Rocky Lane.

### 6.1 ALIGNMENT

Based on Alberta Transportation regulations, any alignment following a highway will need to be constructed 30 m outside of the highway's right-of-way (R.O.W.). Due to this regulation, the alignment will need to pass through Crown and private land and will need to acquire a pipeline R.O.W. for each individual private land. The alignment will also pass through agricultural land and may require a Conservation and Reclamation approval, based on the Environmental Protection Enhancement Act. Further discussion on the Conservation and Reclamation approval is in Section 5.4 Environmental Approvals and Issues.

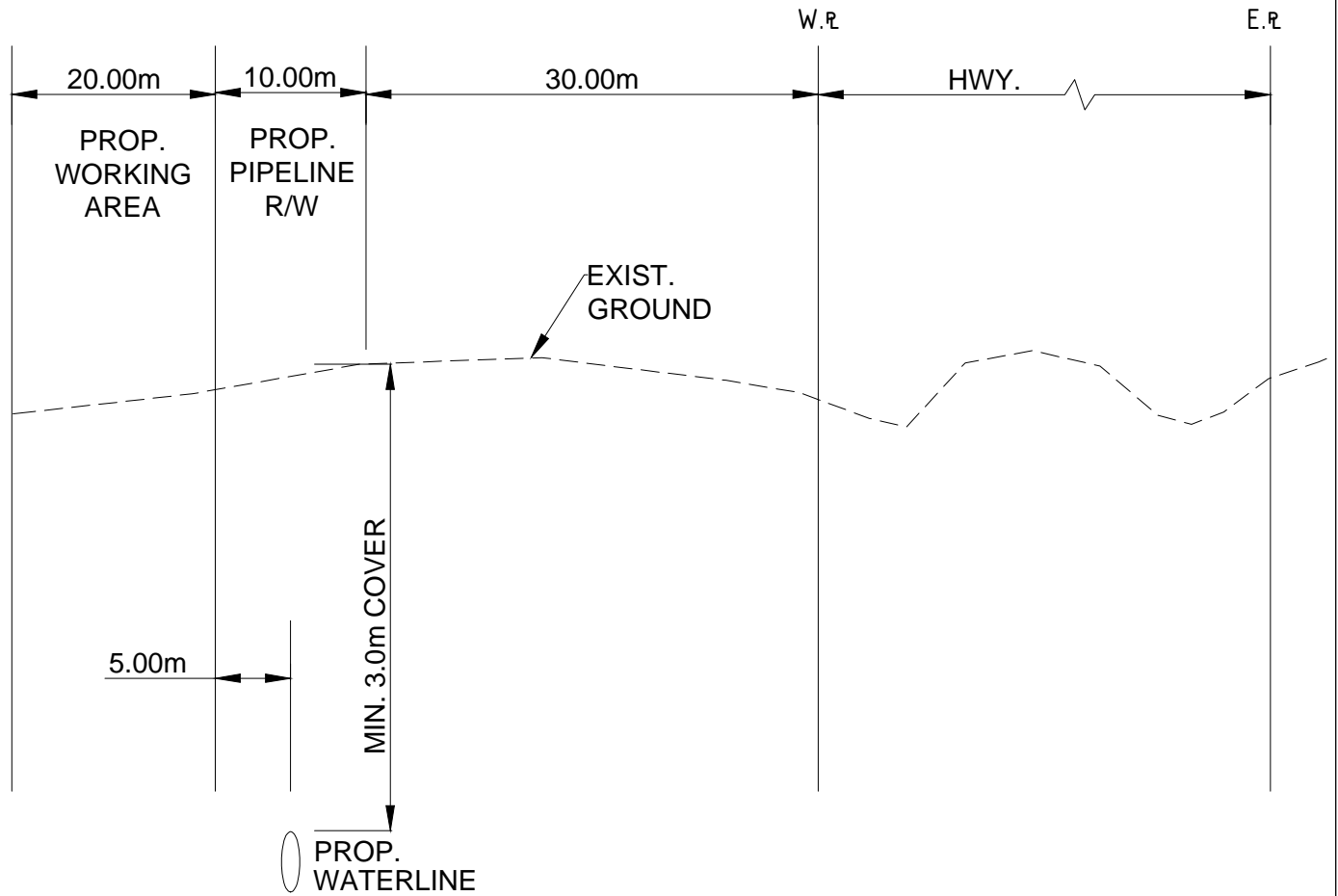
Alignments that follow County roads will be allowed to construct the pipeline inside the right-of-way. This option will eliminate most of the land acquisitions needed from Crown and private land owners. This alignment will reduce the environmental impact and a conservation and reclamation approval may not be needed, although the environmental protection guidelines will still need to be adhered to. The proposed waterline cross section within private land is shown in Figure 6-1.

#### 6.1.1 Buffalo Head Prairie Truckfill

The proposed alignment for the Buffalo Head Prairie Truckfill will start at La Crete and follow Highway 697 south for approximately 14.5 km until it ends at Buffalo Head Prairie. The pipeline will need to cross township roads and creeks. The proposed alignment is shown in Figure 6-2.

#### 6.1.2 Tompkins Landing Truckfill

The proposed alignment for the Tompkins Landing Truckfill will start at La Crete and follow Range Road 154 south until Township Road 1052. Going along Township Road 1052, the pipeline will turn south again at Range Road 161. It will follow Range Road 161 until it turns into Range Road 162. The pipeline will end at the intersection of Range Road 162 and Highway 697. The proposed alignment is approximately 21 km long. It will need to cross both township roads and range roads. The proposed alignment is shown in Figure 6-2.

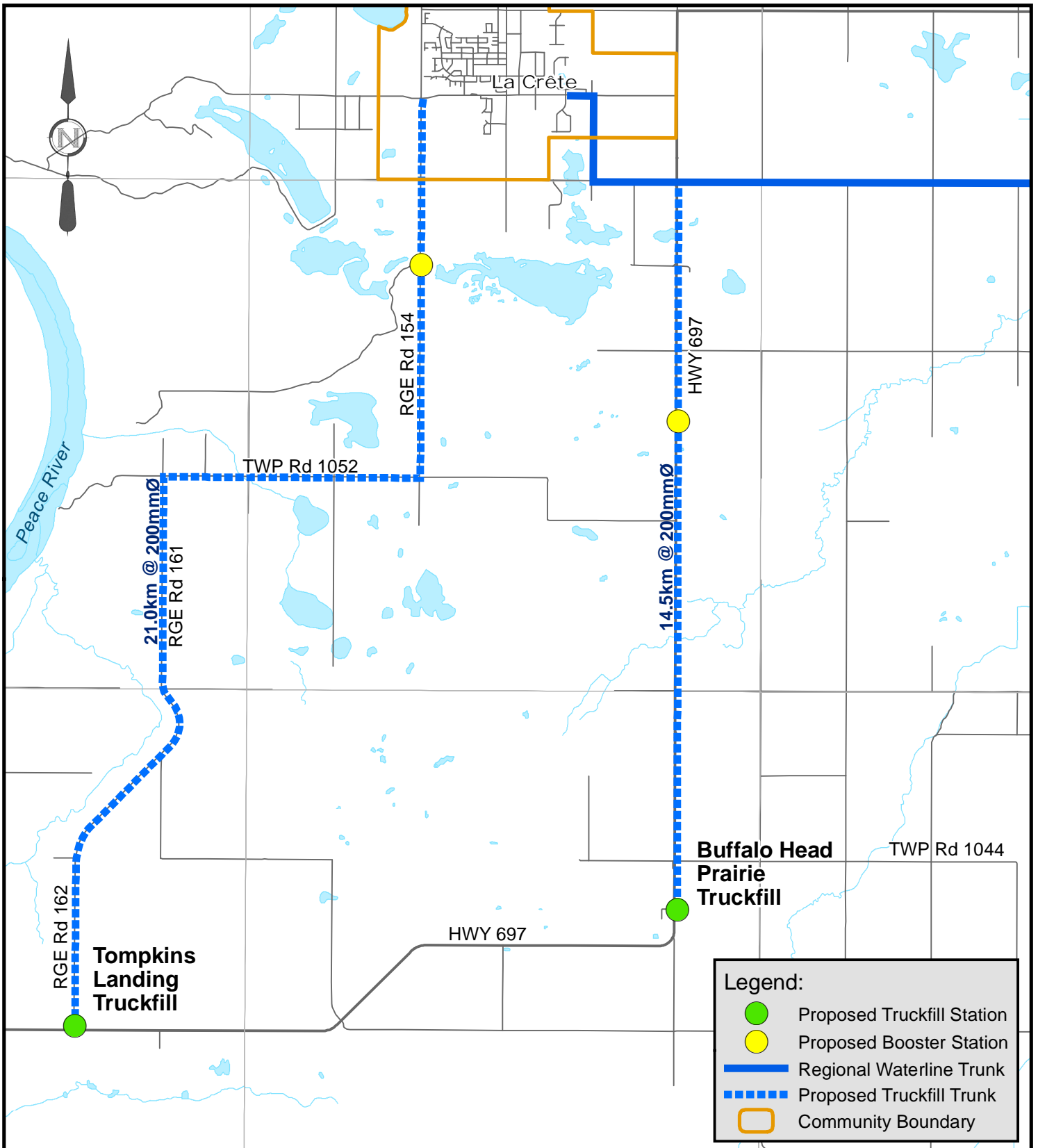


# MACKENZIE COUNTY REGIONAL WATERLINE

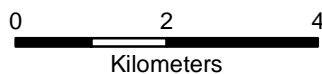
PROPOSED WATERLINE  
CROSS SECTION WITHIN PRIVATE LAND



Title: 10-01  
 Date: 2007/02/08  
 L:\Drawings\2006\10-01\10-01.dwg  
 Author: J. L. GIBSON\JL\GIBSON\10-01.dwg (RM)



**Mackenzie County Regional Waterline**  
**Figure 6-2**



Scale: 1:100,000  
 Date: April, 2015  
 Project: 2014-3320.000.140  
 Coordinate System: NAD 1983 UTM Zone 11N  
 Drawn By: KR



### 6.1.3 Rocky Lane Truckfill

The proposed alignment for the Rocky Lane Truckfill will start at Fort Vermilion and follow Highway 88 west and then north until Township Road 1093. There it will turn west and then north at Range Road 140. It will follow Range Road 140 until it turns west again on Township Road 1094. From there, the pipeline turns north on Range Road 143 until it hits Highway 58. Following Highway 58 west, the pipeline ends at the intersection of Highway 58 and Range Road 145. This alignment is approximately 29.5 km long and will have to cross township roads, range roads, highways, creeks, and a river. The proposed alignment is shown in Figure 6-3.

### 6.1.4 Regional Water Supply Hub Options

The alignment for either Fort Vermilion or Le Crete to become a hub for supplying water will follow the existing 150mm Dia. rural line to connect the two areas with a truckfill option at the intersection of Township Road 1064 and Range Road 140. This alignment is approximately 46.0 km long and will have to cross township roads, range roads, highways, and creeks. The proposed alignment is shown in Figure 6-4.

## 6.2 LAND ACQUISITION

When an alignment follows an Alberta Highway, the proposed alignment will need to be 30.0 m outside of existing highway right-of-ways (R.O.W.), for which a pipeline R.O.W. acquisition will be required. This will put the pipeline R.O.W. on private lands or Crown lands. For sections of the alignment within private lands, a 10.0 m R.O.W. and a 20 m working area will be acquired from the landowner. An agreement addressing landowner conditions, requirements, and compensation will be required. For sections of the alignment within Crown lands, a proposed 10.0 m R.O.W. and a 20.0 m working easement will need to be acquired. The proposed R.O.W. cross section of the water transmission line is also shown in Figure 6-1.

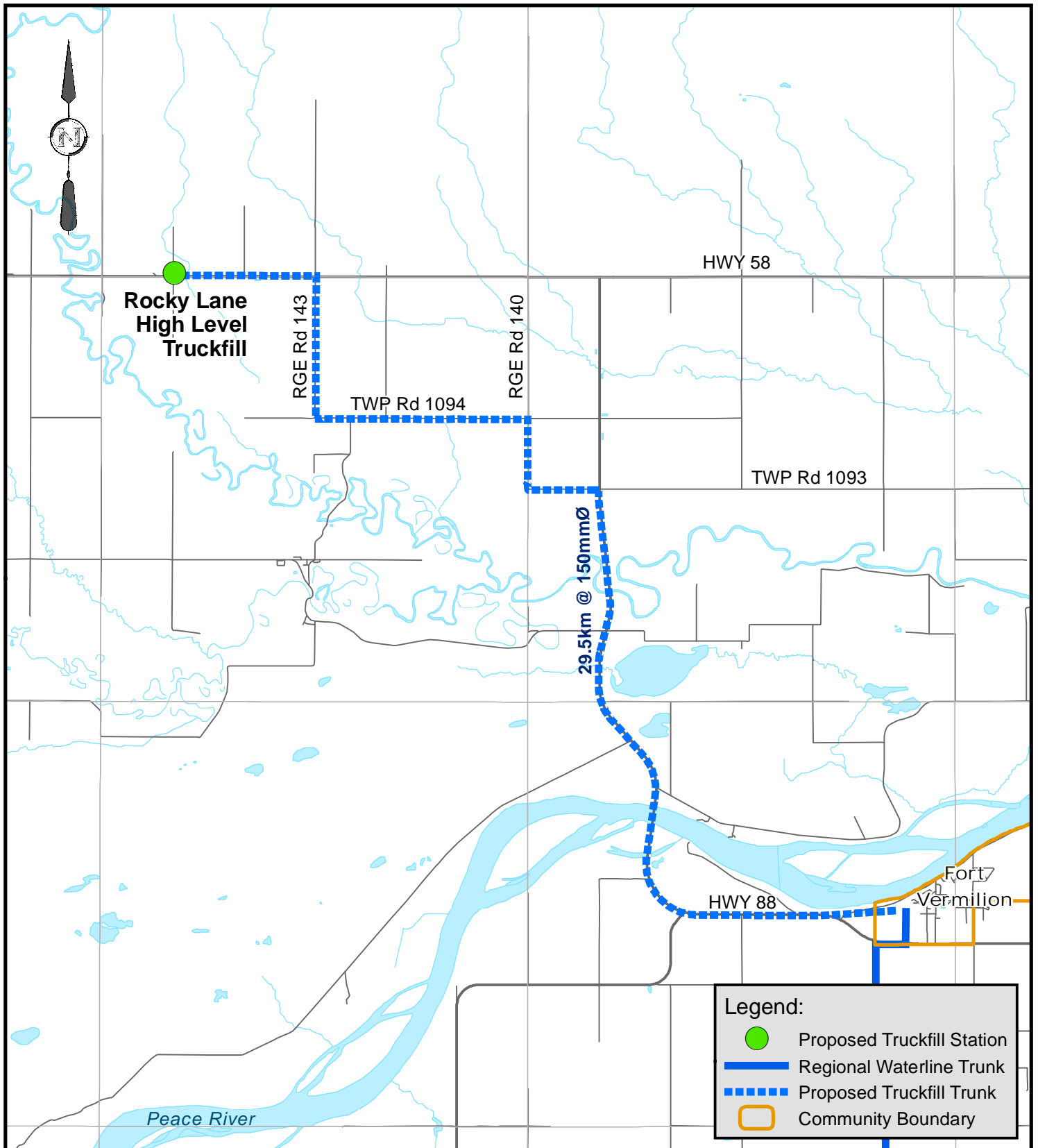
In addition to Municipal, Crown, and private lands, the proposed alignment passes through lands owned by Alberta Transportation and crosses creeks and utilities. These authorities will need to be contacted, in order to obtain crossing agreements.

## 6.3 HYDRAULIC ANALYSIS

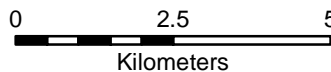
A hydraulic analysis was completed on the proposed waterline options. The analysis is based on the pipeline conveying the 30-year peak day demand and a pipe material of HDPE DR 11.

During the initial phases of the transmission lines, the demands experienced in the pipe will be lower than the design, resulting in longer periods for the water to travel through the pipeline. Due to this, chlorine residuals will need to be investigated during the detail design phase.

All conceptual hydraulic grade lines (HGL) are presented in Appendix B.



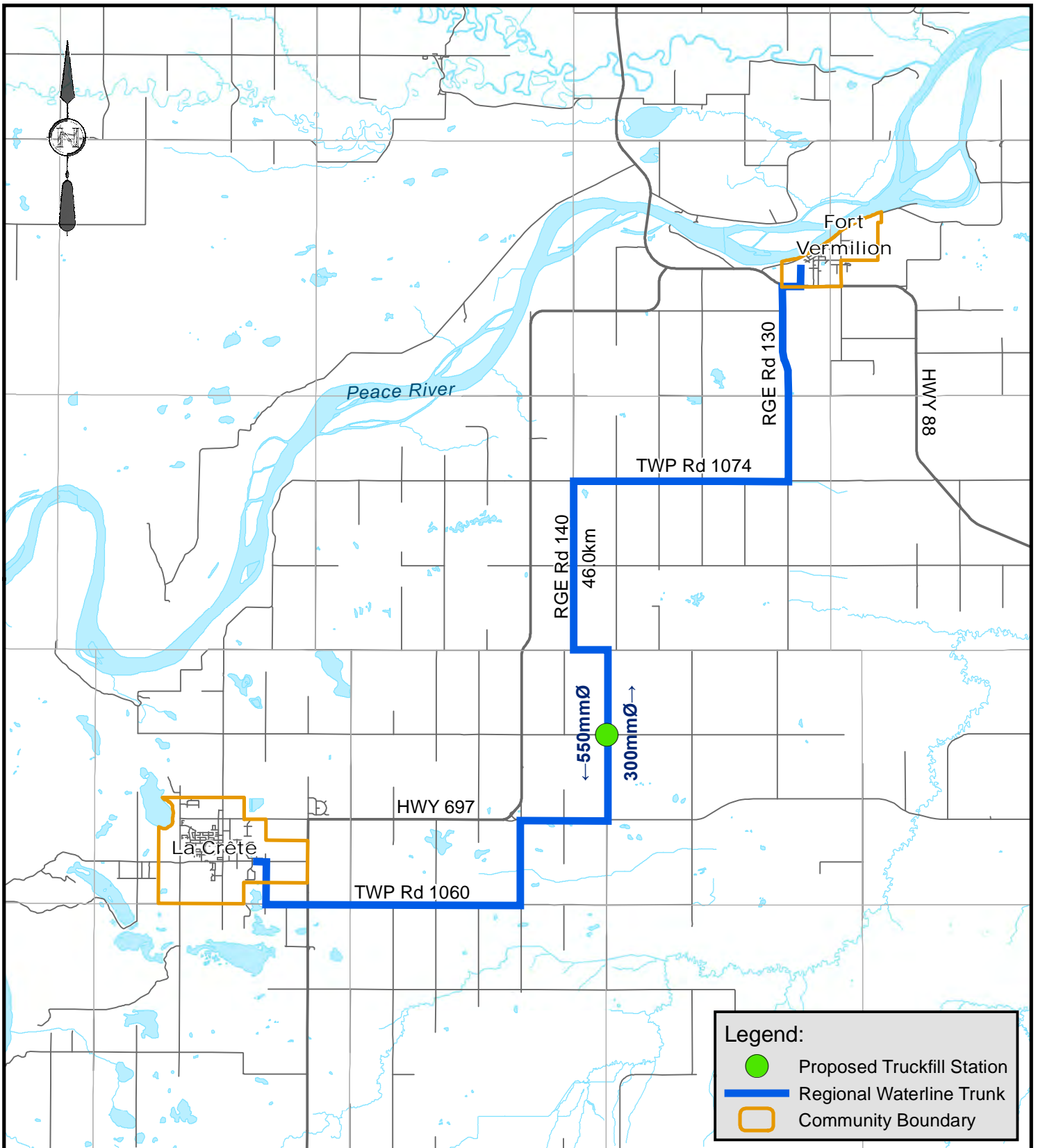
**Mackenzie County Regional Waterline**  
**Figure 6-3**



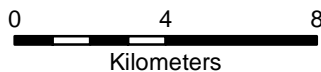
Scale: 1:120,000  
 Date: April, 2015  
 Project: 2014-3320.000.140  
 Coordinate System: NAD 1983 UTM Zone 11N  
 Drawn By: KR







**Mackenzie County Regional Waterline  
Figure 6-4**



Scale: 1:200,000  
 Date: April, 2015  
 Project: 2014-3320.000.140  
 Coordinate System: NAD 1983 UTM Zone 11N  
 Drawn By: KR



### 6.3.1 Buffalo Head Prairie Truckfill

Based on the analysis, the Buffalo Head Prairie Truckfill option can convey the design flow of 13.9 L/s with a 200 mm diameter (nominal) pipe. Using the existing La Crete distribution pressure of 39.3 m (56 psi) and maintaining a minimum pressure of 14.3 m (20 psi), this option will require a booster station installed approximately halfway along the alignment to supply the required demand to the truckfill.

### 6.3.2 Tompkins Landing Truckfill

The Tompkins Landing Truckfill option can convey the design flow of 13.9 L/s with a 200 mm diameter (nominal) pipe. Using the existing La Crete distribution pressure and maintaining a minimum pressure of 14.3 m (20 psi), this option will require a booster station installed along the alignment to supply the required demand to the truckfill.

### 6.3.3 Rocky Lane Truckfill

The Rocky Lane Truckfill option can convey the design flow of 5.61 L/s with a 150 mm diameter (nominal) pipe. To maintain a minimum pressure of 14.3 m (20 psi) and using the existing distribution pressure of 59.7 m (85 psi) from Fort Vermilion, this option will require a booster station installed along the alignment to supply the required demand to the truckfill.

### 6.3.4 Fort Vermilion Supply Hub

The option for a combined distribution system with Fort Vermilion as the hub was analysed. To supply the La Crete required peak day demand of 105.46 L/s, the existing rural waterline will need to be upgraded to a 550 mm diameter (nominal). Using the existing Fort Vermilion distribution pressure, a booster station will need to be installed approximately halfway to supply the required demand to La Crete and surrounding area.

The option for Fort Vermilion to supply water to a truckfill station approximately halfway to La Crete using the existing 150mm rural waterline was also analysed. Using a delivery pressure of 14.3 (20 psi) and the operating pressure of the existing distribution system, the existing rural waterline can produce a maximum flow of 4.86 L/s.

### 6.3.5 La Crete Supply Hub

The option for La Crete to be the hub in a combined distribution system was also analysed. To supply the required peak day demand of 23.4 L/s, the existing rural waterline will need to be upgraded to a 300 mm diameter (nominal). The existing La Crete distribution pressure of 39.3 m (56 psi) is enough pressure to supply the required demand to Fort Vermilion without the need for a booster station.

The option for La Crete to supply water to a truckfill station approximately halfway to Fort Vermilion using the existing 150 mm rural waterline was also analysed. Using a delivery pressure of 14.3 m (20 psi) and the existing operating pressure of the distribution system, the existing rural waterline can produce a maximum flow of 5.85 L/s.

### 6.4 ENVIRONMENTAL APPROVALS AND ISSUES

The following regulatory agencies have been identified as having potential regulatory interest, regarding the proposed water treatment plants:

- ESRD.
- Transport Canada.
- Fisheries and Oceans of Canada.

#### 6.4.1 Regulatory Stakeholders

The following regulatory agencies will be contacted regarding project notifications or request for approvals or licenses:

- ESRD:
  - Diversion Licences;
  - Approval to Construct; and
  - Approval to Operate.
- Navigable Waters: Approval for works within water bodies; and
- Fisheries and Oceans of Canada: Approval for works within water bodies.

#### 6.4.2 Environmental Protection Act

The Environmental Protection Enhancement Act (EPEA), Conservation and Reclamation guidelines for pipelines separates pipelines into two classes. The classification of the pipeline is based on the pipeline index and is calculated based on the following formula:

- Outside diameter (OD) of the pipe (in mm) x length of the pipeline (in km);
- Pipelines with an index greater than 2,690 are considered to be Class 1 pipelines; and
- Pipelines with an index less than 2,690 are considered to be Class 2 pipelines.

Class 1 pipelines are required to obtain a Conservation and Reclamation approval prior to any surface disturbance. In addition Class 1 pipelines must meet the criteria for a reclamation certification. Class 2 pipelines do not require a Conservation and Reclamation Approval. Although Class 2 pipelines do not require a formal approval, they are still expected to adhere to the Environmental Protection Guidelines, and meet the criteria for reclamation certification.

The pipeline index only takes into consideration sections of pipeline that have been installed using an open cut or similar method of pipe installation. Pipelines that are “ploughed in”, horizontal directional drilled method or located within community boundaries do not count towards the overall index of the project.

The preliminary design has assumed horizontal directional drilling of construction for the majority of the alignments. Using the guidelines and calculation above, the pipeline index will be less than 2,690 and considered a Class 2 pipeline. A conservation and reclamation approval is not required.

### 6.4.3 Historical Resources Act

The Historical Resources Act (HRA) protects the collective heritage of the province for the knowledge and enjoyment of future generations. Section 34 of the HRA prohibits the damage of archaeological or paleontological resources.

An Application for Historical Resources Act Clearance should be sent to Alberta Culture to confirm if a Historic Resources Impact Assessment for archaeological resources needs to be done.

### 6.4.4 Wildlife Act

The Wildlife Act includes provisions for endangered species protection and recovery plans, including habitat critical to the listed species. The potential for effects on wildlife and wildlife habitat will be addressed through a desktop Biophysical Impact Assessment (BIA). The BIA is the environmental assessment process that is used to develop environmental mitigation plans for projects on public lands in Alberta. It includes sections on listed species (endangered, threatened, and of special concern) and sensitive habitat areas.

### 6.4.5 Water Act

#### 6.4.5.1 Diversion License

Mackenzie County will need to get diversion licensing for each of the water treatment plants and work with ESRD for Approval.

#### 6.4.5.2 Water Course Crossings

Notification under ESRD's Water Act, Codes of Practice for the Crossing of Watercourses will be required for creeks/streams.

### 6.4.6 Fisheries Act

Fisheries and Oceans (DFO) will be notified of the proposed stream crossings along the alignment. Notification packages will be prepared, which will outline the details of the proposed crossings.

### 6.4.7 Navigable Waters Act

It is anticipated that there will not be any regulatory requirements under the Navigable Waters Act. If required, Horizontal Directional Drill methods will be used and not have any adverse impact on navigation. Again, notifications will be sent to Navigable Waters, regarding the proposed stream crossings, if necessary.

### 6.4.8 Spills and Contaminants

The construction contractor will be required to provide an approved spill and contaminant mitigation procedure which meets all regulatory acts.

## 6.5 CONSTRUCTION ISSUES

### 6.5.1 Construction Method for Pipeline

#### 6.5.1.1 Horizontal Directional Drilling

Horizontal directional drilling is a trenchless construction technique capable of guided bored installations of new pipe and conduit. Developed in the 1970's through the merging of oil field and water well technologies, horizontal directional drilling has grown to encompass several hundred contractors across North America. Municipalities and utility providers have increasingly utilized this technique, as it is non-invasive and has the ability to cross surface structures and rivers with only minor surface disturbance at the start and finishing points of the installation.

Horizontal directional drilling is conducted in two phases. First, a pilot bore is launched from the drill rig at the surface and guided or steered utilizing an electronic locator system to the target or exit location also located at the surface. Once the drill string reaches the surface at the exit location, a back reamer is attached to the drill string and pulled back to the entry point. As the reamer is pulled through the pilot bore, the reamer enlarges the bore by cutting or displacing soil. This process increases the diameter of the borehole to be greater than that of the pipe being installed. The product pipe is pulled from the target location to the drill rig, after the borehole is of adequate diameter to accommodate the pipe. Throughout the installation process the drill rig injects drilling fluid through the drill stem to the reamer or drill head to assist in cutting and transporting soil out of the borehole to the surface. The drilling fluid is typically a mixture of bentonite and water, with additional admixtures to assist the installation by lubricating the bore for the pulling of the product pipe, as well as stabilizing the borehole.

The design elements related to HDD are topography and surface features, radius of curvature, exit angle, depth below surface, geotechnical conditions, pipe material and product pipe lay-down area.

To directional drill a pipeline, the pipe joints either need to be fused together, such as high density polyethylene (HDPE) pipe, welded together such as solvent welded polyvinyl chloride (PVC) pipe or welded steel pipe, or mechanically joined PVC pipe.

During design and analysis it should be noted that the inside diameter of HDPE pipe is smaller than the inside diameter of an equivalent nominal size PVC pipe for the same pressure rating. Hence, a larger HDPE pipe is required to provide similar capacity for the same velocity and hydraulic head.

The following work will be required to install the pipe using the directional drilling method:

- Excavation of an exit/entry pit (6 m x 10 m per pit).
- Supply and installation of the pipeline.
- A pipe lay down and stringing areas (preferably along the pipeline alignment).
- Stripping and stockpiling of soils within the temporary work area (20 m x 20 m per pit).
- Crop compensation associated with the temporary work area.
- Rehabilitation of the affected areas.
- Cleaning of equipment prior to leaving each individual property, to prevent the spread of club root and other noxious seeds or spores.

### 6.5.2 Construction Along Roadways

The contractor is to ensure one lane of traffic is allowed during construction of the pipeline. Construction traffic and equipment will rut up the existing roadways requiring additional maintenance, during the construction period.

### 6.5.3 Geotechnical Investigation

A geotechnical investigation is required to determine the anticipated ground conditions along the proposed alignment. This will help to anticipate the ground conditions and help the contractor to prepare for any potential problems.

### 6.5.4 Temporary Fencing

Use of temporary fencing may be required, in order to keep livestock out of construction zones and planted areas. The period in which these temporary fences remain on site depends on how soon the affected areas are restored to their original condition. These requirements will be refined following detailed discussions with landowners and recommendations from the conservation and reclamation plan.

### 6.5.5 Safety

Safety issues will need to be identified and addressed. Examples of safety issues are:

- Work adjacent to highways, roads, creeks and rivers;
- Work adjacent to pipelines, power lines;
- Ground conditions (i.e., soft soils); and
- Urban settings, rural residences.

The safety of both the contractor and the public must be ensured at all times. All regulatory guidelines by Occupational Health and Safety and Workers' Compensation Board will be enforced.

**6.5.6 Disposal of Super Chlorinated Water**

Disposal of super chlorinated water used to disinfect the pipeline must be completed to the Alberta Environmental Protection Act.

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## 7 Cost Estimates

Capital Construction cost estimates were calculated for the different options and are shown in Table 7-1. The following assumptions should be noted:

- Cost estimates are conceptual, high-level, Order of Magnitude costs for option comparison and selection only and are based on extrapolated costs from benchmark data from previous projects.
- There are several cost Variability factors that can significantly influence the cost estimates, such as:
  - Technology selection for water treatment (future);
  - Type of intake (bank, mechanical screen, end of pipe screen, etc.);
  - Land costs;
  - Building architecture; and
  - Construction cost variability.
- Land, ROW, and G.S.T. are not included.

### 7.1 CAPITAL CONSTRUCTION COST SUMMARY

A capital construction cost summary is shown in Table 7-1.

### 7.2 COST ESTIMATE (STAGING)

Table 7-2 provides the capital cost distribution across the planning horizon based on the infrastructure needs identified in Section 5.



**Table 7-1  
Cost Summary by Infrastructure (2015 \$ millions)**

Item	Option 1			Option 2(a)			Option 2(b)		
	FV	La Crete	Totals	FV	La Crete	Totals	FV	La Crete	Totals
Intake	\$0.2	\$10.0	\$10.2	\$10.4	\$0.0	\$10.4	\$0.0	\$10.0	\$10.0
Raw Water Reservoir	\$0.0	\$6.4	\$6.4	\$4.6	\$0.0	\$4.6	\$0.0	\$7.4	\$7.4
WTP	\$0.2	\$32.1	\$32.3	\$30.0	\$0.1	\$30.1	\$0.1	\$34.0	\$34.1
Potable Storage	\$2.0	\$3.6	\$5.6	\$2.0	\$16.0	\$18.0	\$4.0	\$3.6	\$7.6
Pipelines	\$0.0	\$0.0	\$0.0	\$25.8	\$0.0	\$25.8	\$0.0	\$15.2	\$15.2
<b>Totals</b>	<b>\$2.4</b>	<b>\$52.1</b>	<b>\$54.5</b>	<b>\$72.8</b>	<b>\$16.1</b>	<b>\$88.9</b>	<b>\$4.1</b>	<b>\$70.2</b>	<b>\$74.3</b>

**Table 7-2  
Capital Cost Distribution (2015 \$ millions)**

Planning Year	Option 1			Option 2(a) FV Hub			Option 2(b) La Crete Hub		
	FV	La Crete	Totals	FV	La Crete	Totals	FV	La Crete	Totals
0-10	\$2.4	\$22.1	\$24.5	\$48.2	\$11.1	\$59.3	\$4.1	\$56.6	\$60.7
10-20	\$0.0	\$16.4	\$16.4	\$14.6	\$0.0	\$14.6	\$0.0	\$0.0	\$0.0
20-30	\$0.0	\$13.6	\$13.6	\$10.0	\$5.0	\$15.0	\$0.0	\$13.6	\$13.6
<b>Totals</b>	<b>\$2.4</b>	<b>\$52.1</b>	<b>\$54.5</b>	<b>\$72.8</b>	<b>\$16.1</b>	<b>\$88.9</b>	<b>\$4.1</b>	<b>\$70.2</b>	<b>\$74.3</b>

\* M = Millions

### 7.3 NON-FINANCIAL FACTORS

In addition to capital costs, there are several non-finical factors that need to be taken into consideration. Table 7-3 provides a list of non-financial factors (risks, issues, and disadvantages):

**Table 7-3  
Non-Financial Factors**

Criteria	Option 1	Option 2(a) FV Hub	Option 2(b) La Crete Hub
Regulatory Approvals	New River Intake for La Crete (medium to long term)	Upgrade existing intake/new intake (medium to long term)	New River Intake for La Crete (immediate)
Operational Resource	Need to operate and maintain two facilities	Only one facility to operate and maintain	Only one facility to operate and maintain
Intake Pump Station Operational Risks	Current location close to flood hazard area	Current location close to flood hazard area	Intake pump station can be located away from potential flood zones
Raw Water Source	La Crete need to switch to river intake (medium term) River water quantity/availability (future risk)	River water quantity/availability (future risk)	La Crete need to switch to river intake (immediate)
Operational Flexibility	High – either source can provide strategic back up	Limited to WTP built-in design features	Limited to WTP built-in design features
Capital Funding utilization	Optimized - Can be staged to meet the growth needs (between two zones). Wait and see approach	High initial investment	High initial investment
Land Availability	Future expansions	Future expansions	Need for new raw Water storage ponds

The above non-financial factors are scored on a subjective scoring range of 1 to 5 (1= least favorable and 5 = most favorable), based on their relative comparison. Table 7-4 provides the scoring for the non-financial factors.

**Table 7-4  
Scoring of Non-Financial Factors**

Factor	Score		
	Option 1	Option 2(a) FV Hub	Option 2(b) La Crete Hub
Regulatory Approvals	3	3	3
Operational Resource	2	4	4
Intake Pump Station Operational Risks	3	3	4
Raw Water Source	3	3	3
Operational Flexibility	4	2	2
Capital Funding Utilization	4	3	3
Land Availability	3	2	1
<b>Total Score</b>	<b>22</b>	<b>18</b>	<b>20</b>

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## 8 Conclusions and Recommendations

### 8.1 CONCLUSIONS

This study evaluated three different water supply options for the supply areas within the Mackenzie County:

Option 1 provides the best capital value. It allows optimization of the capital investment (staged utilization). However, the following issues/disadvantages need to be considered with this option:

- Upgrades and/or expansion of the La Crete WTP are immediately required;
- Long term raw water availability for La Crete (may need new river intake in the future); and
- Need for raw water storage at La Crete (future).

Option 2(b) is second best capital value overall. Facility is closer to the demand center in the long run. Issues/Disadvantages:

- Raw water availability for La Crete – new river intake(immediate);
- Raw water storage (immediate); and
- WTP upgrades/expansion (immediate).

Option 2(a) is the least capital value overall. This provides the ability to use existing intake and raw water storage for short /medium term. Issues/Disadvantages:

- Fort Vermilion WTP Expansion (immediate).

Based on the range of non-financial factors evaluated in Section 7.3, Option 1 has the best ranking overall.

Infrastructure planning for future growth needs is a continuous process and as such the County should review the growth/demand needs of the community on a continuous basis (every 5-10 year interval), and revise the planning goals as required.

In that respect, Option 1 is the best option at this stage as it provides an opportunity to continue the operation of existing facilities and potentially switch over to Option 2(b), at the right time.

The study identified the following issues that require further investigation/attention:

#### 8.1.1 Fort Vermilion

- The existing WTP and the intake transfer pump station are located in the close proximity of the Peace River. Associated Engineering reviewed the Alberta Flood Hazard map (refer to Figure 3-1) for this location. At this stage, it appears that the WTP and the raw water storage reservoirs are not located in the flood areas. However, the intake transfer pump station appears to be close to the flood hazard area.

- Overall, it appears the intake transfer pump station is not expected to flood (based on the flood hazard map) but potential flooding may be possible for the surrounding areas limiting access. The County should periodically review the flood hazard map for any changes and consider strengthening flood defences around the intake transfer pump station.

### 8.1.2 La Crete

The existing wells are classified as Ground Water Under Direct Influence (GWUDI) wells by ESRD due its close proximity to surface water. It is also reported that one of the ground water wells is drawing sand. Water treatment systems, supplied by GWUDI wells, are required to be provided with a treatment system that can achieve a minimum 3-log removal credit for *Giardia* and *Cryptosporidium*, and 4-log removal credits for Virus. The current treatment scheme (green sand filters and ion-exchange softeners followed by chlorination) is typically not considered to provide any log removal credit for *Cryptosporidium*.

One option will be to install an Ultra Violet (UV) disinfection system downstream of the existing softeners to provide the required log removal credits for *Giardia* and *Cryptosporidium*. Alternatively, the County can complete additional studies to certify the existing ground water wells as “high quality ground water wells”, in which case, no further treatment will be necessary.

The above issue was discussed with Mr. George Neurohr, from Alberta Environment and Sustainable Resource Development (ESRD), during the review meeting on February 27, 2015. Mr. Neurohr indicated the following:

- The County has applied for a renewal of the operating licence (EPEA), and the ESRD is reviewing the application.
- After the review, ESRD will advise the County of any additional level of treatment system (such as an Ultra Violet disinfection) required.

The existing ground water wells, at La Crete, are not adequate enough for meeting the long term raw water demands for both Option 1 (separate system), and Option 2(b): Regional System. Depending on the actual growth in the region, the wells are likely to run out of capacity in 10-20 years' time. In order to secure a long term raw water supply, the County may need to migrate to a surface water source, which will require construction of a river intake structure in the Peace River.

Alternatively, the County can evaluate if additional wells can be constructed to provide additional capacity. However, it should be noted that this will require additional hydro geological investigations, field well testing, etc., to identify a suitable well (which may or may not be feasible). In addition, the cost of a new well development and the associated infrastructure (power supply, access road etc.) needs to be considered. Potential costs of a new well development can range from \$100K to \$300K. However, there are no guarantees that a new well, with a sufficient capacity of good quality water and within a suitable distance from the existing transmission pipeline, is available.

The hydraulic capacity of the existing WTP is operating close to the immediate water demands (under peak day demand conditions), and may require upgrades/expansion or additional treatment in the near future. Any upgrades/expansion requirements for the La Crete WTP should consider implications of potential future surface water from Peace River. The existing treatment scheme (green sand filter and softeners) will not be suitable for treating surface water. An alternative treatment system (such as a conventional treatment system) will be required. Some of the existing system components, such as the distribution pumps and the chemical systems (chlorination), can be re-utilized.

### 8.2 RECOMMENDATIONS

#### 8.2.1 Short Term

- Continue with Option 1 – Operate two separate systems.
- Fort Vermilion:
  - No major capital upgrade is required. Some operational improvements/minor upgrades may be implemented.
  - Evaluate the risk due to flooding and re-assess risk rating as necessary. Consider implementing flood defenses around the intake pump chamber.
- La Crete:
  - As a short term basis, AE recommends completing the on-site testing of the existing filters, to see if the filters can be operated at a higher flow rate. This might delay the upgrade of the existing La Crete WTP.
  - Subject to direction from ESRD, the County may be required to address issues related to the GWUDI status: Options include reclassification of wells as high quality water or additional treatment (UV).
  - Existing WTP is operating close to the hydraulic capacity under Peak Day Demand conditions. Any upgrades/expansion requirements for the La Crete WTP should consider implications of potential future surface water from Peace River.
  - County develop a strategy for securing long term raw water supply. Options include constructing a new river intake structure in the Peace River, or evaluate if additional wells can be constructed to provide additional capacity.
- Utilize the existing 150mm transfer pipeline between Fort Vermilion and La Crete. Consider construction of a new truckfill halfway between Fort Vermilion and La Crete to alleviate routing maintenance issues (flushing of the pipeline segments) and to provide water to rural customers.

#### 8.2.2 Long Term

- Implement Option 2 (b).
- La Crete
  - Construct new regional WTP hub at La Crete ( new intake, water treatment plant and expanded storage).

- Fort Vermilion:
  - Abandon existing WTP facility at Fort Vermilion and convert it as a distribution pumphouse.
  - Provide additional potable water storage.
- Construct a new regional pipeline ( 46 Km of 300mm pipeline).

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Appendix A – Water Quality Technical Memorandum

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**Owner:** Mackenzie County  
**Project:** Comprehensive Water Supply, Treatment and Distribution Study  
**File No.:** 2014.3320.00.E.03.00  
**Date:** April 24, 2015  
**Revision:** 0

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**Subject:** Treated Water Blending Feasibility

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## 1 Introduction

Mackenzie County (County) has initiated a comprehensive water supply options assessment that included either La Crete WTP or Fort Vermillion WTP or both WTPs supplying the Mackenzie County regional system. Associated Engineering (AE) has determined potential operating scenarios for a staged Mackenzie County water system that comprised of mixing 20%, 33%, 50%, 66% and 80% of the La Crete WTP produced water with Fort Vermillion WTP treated water.

## 2 Treated Water Summary

The Guidelines for the Canadian Drinking Water Quality (GCDWQ) are established by the Federal-Provincial-Territorial Committee on Drinking Water and published by Health Canada. The GCDWQ guidelines are grouped into two categories:

- **Maximum Acceptable Concentrations (MAC)** limits have been established for certain substances that are known or suspected to cause adverse effects on health on the basis of lifetime consumption.
- **Aesthetic Objectives (AO)** limits apply to certain substances or characteristics of drinking water that can affect its acceptance by consumers or interfere with practices for supplying good water.

Table 1 and Table 2 summarize the water quality data from the La Crete WTP and Fort Vermillion WTP, respectively, from the annual water quality test reports from 2009 to 2014. The GCDWQ limits for selected water quality parameters are also included in those tables.

None of the listed water quality parameters in Table 1 and Table 2 exceeded the allowable limits of GCDWQ. The average water quality concentration over the five year period was used for the desktop assessment of blending.

**Table 1  
La Crete Treated Water Quality Summary**

Parameter	GCDWQ Limits	MAC or AO	La Crete Treated Water					Average
			2014-05-28	2012-10-04	2011-12-21	2010-01-11	2009-12-15	
pH	6.5 – 8.5	AO	7.9	7.6	7.3	7.3	7.2	7.5
Sodium, mg/L	200	AO	161	132	144	129	108	135
Potassium, mg/L	-	-	2	-	3	3	3	2
Calcium, mg/L	-	-	11.7	20.4	22.3	24.6	26.9	21.2
Magnesium, mg/L	-	-	3.1	5.7	5.85	6.17	7.89	5.7
Iron, mg/L	0.3	AO	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01
Manganese, mg/L	0.05	AO	<0.001	<0.001	-	-	-	<0.001
Fluoride, mg/L	1.5	MAC	0.3	0.2	0.2	0.3	0.2	0.2
Chloride, mg/L	250	AO	13.8	13.9	19	13.6	16.6	15.4
Sulphate, mg/L	500	AO	30.0	26.4	48.2	27.9	23.9	31.3
Total Alkalinity, mg/L as CaCO <sub>3</sub>	-	-	340	338	329	331	307	329
Hardness, mg/L as CaCO <sub>3</sub>	500	AO	42	74	80	87	100	77
Total Dissolved Solids, mg/L	500	AO	401	404	440	403	371	404
Total Organic Carbon, mg/L	-	-	1.1	1.9	1.2	1.4	0.5	1.2

**Table 2**  
**Fort Vermillion Treated Water Quality Summary**

Parameter	GCDWQ Limits	MAC or AO	Fort Vermillion Treated Water					Average
			2014-08-20	2013-3-04	2012-04-12	2011-10-27	2010-04-04	
pH	6.5 – 8.5	AO	7.8	7.7	8.1	8	8	7.9
Sodium, mg/L	200	AO	5.7	4.39	6.5	7.6	4.5	5.7
Potassium, mg/L	-	-	0.7	0.57	0.9	0.9	<0.6	0.8
Calcium, mg/L	-	-	27.4	37	35.5	37	34.5	34.3
Magnesium, mg/L	-	-	7.7	7.98	8.1	8.7	7.3	8.0
Iron, mg/L	0.3	AO	<0.01	<0.01	<0.01	<0.01	<0.1	<0.01
Manganese, mg/L	0.05	AO	<0.001	0.001	<0.005	<0.005	<0.005	<0.001
Fluoride, mg/L	1.5	MAC	<0.10	0.25	<0.05	<0.05	<0.05	0.10
Chloride, mg/L	250	AO	12.7	10.8	15	21	11	14
Sulphate, mg/L	500	AO	21.6	20.2	25	27	20	23
Total Alkalinity, mg/L as CaCO <sub>3</sub>	-	-	67	95	99	94	100	91
Hardness, mg/L as CaCO <sub>3</sub>	500	AO	100	125	120	125	116	117
Total Dissolved Solids, mg/L	500	AO	116	138	150	159	131	139
Total Organic Carbon, mg/L	-	-	1.56	1.25	2	-	2	1.7

### 3 Desktop Review of Blending

Treated water from a WTP is often in stable equilibrium of chemical constituents. Depending on the chemical balance of the treated water that determines the water stability, it could be corrosive, scale-forming (precipitates calcium) or neutral (preferred). If water is too corrosive, the water may dissolve metals like copper and lead from distribution pipelines which may have health effects for consumers. If water is too scale forming, the scale may reduce the diameter of distribution piping leading to pipe line plugs and can also decrease the life of water appliances such as water heaters. When possible, the best practice is to have the treated water slightly scale forming as the small formation of scale provides a protective coating on distribution pipes.

The stability of the water is influenced by water quality parameters such as alkalinity, pH, calcium, chlorides and sulphates content. The blending of difference source water can have a significant effect on the stability of water and the blended water could become either corrosive or scale-forming.

Although a number of indices have been developed, such indices do not accurately predict the water stability but can only give a probable indication of stability. A common water stability index, Langelier Saturation Index (LSI) was used to evaluate the stability of the blended treated waters from La Crete and Fort Vermillion WTPs at various blending ratios. Common characteristics of LSI are as follows:

- LSI is a measurement of a water tendency to develop calcium carbonate scale (scale-forming) or dissolve calcium (corrosive) based on calcium carbonate equilibrium
- When  $LSI > 0$ , water is supersaturated with respect to calcium carbonate and scaling may occur
- When  $LSI < 0$ , water is unsaturated with respect to calcium carbonate and may remove scaling
- When  $LSI = 0$ , water is consider to be neutral (i.e. neither scale-forming or scale-removing)
- Common operating range of LSI is from - 1 to +1 (narrower range close to zero is often preferred)

A desktop assessment of blending of two waters was conducted by using WaterPro! ® Software. The averages of the last five years of treated water quality data were used in the water modeling software. Table 3 summarizes the results from the desktop blending analysis. Table 3 also presents the LSI values from desktop modelling using the water sample collected on February 27, 2015.

**Table 3**  
**Summary of LSI – Desktop Modeling**

LSI	Treated Water	Blended Water					Treated Water
	Fort Vermillion	80% Fort Vermillion	67% Fort Vermillion	50% Fort Vermillion	33% Fort Vermillion	20% Fort Vermillion	La Crete
		20% La Crete	33% La Crete	50% La Crete	67% La Crete	80% La Crete	
Based on historical average water quality data	-0.02	-0.15	-0.17	-0.19	-0.20	-0.21	-0.23
Based on February 27, 2015 water quality data	-0.07	0.13	0.20	0.27	0.32	0.34	0.35

The Mackenzie county operators indicated that they have not experienced any issues with scaling or corrosion within the distributions system in both Fort Vermillion and La Crete. Based on the summary of scaling potential indices:

- While the Fort Vermillion water LSI values were consistent but the La Crete treated water stability varied between being corrosive and scale-forming.
- Small changes are noted in the LSI values when a greater percentage of La Crete treated water is added.
- LSI values are within the common operating range
- Since both the La Crete and Fort Vermillion treated waters are reported as non-corrosive by the operators, the blended water is also likely to be non-corrosive.

## 4 Bench-Scale Blending Tests

### 4.1 WATER STABILITY

AE collected treated water samples from both WTPs on February 27<sup>th</sup> and conducted bench-scale blending tests on March 2<sup>nd</sup> at various blending ratios. AE did not observe precipitation or visible water quality changes during the tests. Table 4 summarizes selected water quality data and the calculated LSI of the two treated water sources and after blending at different ratios.

**Table 4  
Summary of Blended Water Quality Data**

Water Quality Parameter	Treated Water	Blended Water					Treated Water
	Fort Vermillion	80% Fort Vermillion	67% Fort Vermillion	50% Fort Vermillion	33% Fort Vermillion	20% Fort Vermillion	La Crete
		20% La Crete	33% La Crete	50% La Crete	67% La Crete	80% La Crete	
Total Dissolved Solids, mg/L	160	370	330	280	250	210	430
pH	7.77	7.98	7.95	7.94	7.98	7.94	7.96
Total Alkalinity, mg/L as CaCO <sub>3</sub>	99	290	260	210	190	150	340
Calcium (Total), mg/L	40	28	30	33	34	37	25
Chloride, mg/L	16	16	16	16	16	15	17
Sulphate, mg/L	26	29	28	28	27	27	30
Magnesium (Dissolved), mg/L	8.6	7.3	7.4	7.7	7.9	8.1	7.0
Nitrate, mg/L as N	0.079	0.057	0.12	0.066	0.069	0.071	0.049
<b>Calculated LSI</b>	<b>-0.07</b>	<b>0.37</b>	<b>0.34</b>	<b>0.29</b>	<b>0.31</b>	<b>0.22</b>	<b>0.35</b>

Based on the summary of scaling potential indices:

- LSI values are within the common operating range
- Since both the La Crete and Fort Vermillion treated waters are reported as non-corrosive by the operators, the blended water is also likely to be non-corrosive.

## 4.2 SIMULATED DISTRIBUTION SYSTEM ANALYSIS

### 4.2.1 Residence Time

Regional pipeline increase water age, as water has longer travel time to reach last consumer, which may affect water quality especially by decreasing the disinfectant residual concentration and by increasing the disinfection by-product (DBP) concentration. It should be noted that the residence time in the pipes would decrease as future demands increase the pipe flows and reduce such negative impacts. As regional lines are typically sized for future capacity (25 years), the residence time or water age in the pipelines can be significantly higher during the initial stages. Table 5 summarizes the various residence time that each pipeline based on initial average day flow using proposed pipeline size and alignment. The assumptions for determining initial average pipeline flows were:

- Middle truckfill service 20% of the La Crete rural population and service 20% of the Fort Vermillion rural population at 120 L/c/d
- Buffalo Head truckfill service 20% of the La Crete rural population at 120 L/c/d
- Tompkins Landing truckfill service 20% of the La Crete rural population at 120 L/c/d
- Rocky Lane truckfill service 100% of the Rocky Lane rural population at 120 L/c/d

**Table 5**  
**Summary of Regional Pipelines Residence Time**

Pipeline		Pipeline Diameter	Pipeline Length	Pipeline Volume	Community Demands	Residence Time
Start	End	(mm)	(km)	(m <sup>3</sup> )	(m <sup>3</sup> /day)	(days)
La Crete/Fort Vermillion	Middle Truckfill <sup>1</sup>	150	23	406	180.0	4.6
La Crete	Fort Vermillion	300	47	3322	556	6
Fort Vermillion	La Crete	550	47	11166	1757	6.4
La Crete	Buffalo Head Truckfill	200	14.5	456	143.5	3.2
La Crete	Tompkins Landing Truckfill	200	21.5	675	143.5	4.8
Fort Vermillion	Rocky Lane Truckfill	150	29.5	521	121.8	4.3

<sup>1</sup> Residence time assumes truckfill located in the middle of pipeline and truckfill alternating every other day from either La Crete or Fort Vermillion

The various regional pipelines have a residence time between 3.2 and 6.4 days at initial average day demand. Based on AE's past experience with regional line, these resident times will allow for a free chlorine disinfectant as long as free chlorine boosting occurs prior to entering the service reservoir.

#### 4.2.2 DBP Formation Potential Simulation

AE conducted chlorine decay and 7 day disinfection by-product formation Potential on a 50:50 blend of La Crete and Fort Vermillion treated water. The tests were conducted at 12°C using the following two scenarios:

- Blending the water using the existing chlorine residual
- Blending water with additional sodium hypochlorite to boost the total chlorine residual to 3.0 mg/L.

Figure 1 summarizes the chlorine decay from both the blending of existing chlorine residual from the treated water collecting from the WTP and the boosting of the residual to 3.0 mg/L of the blended water. The chlorine residual decay test occurred over 7 days maintained a residual above the required 0.1 mg/L for both scenarios.

**Figure 1**  
**Summary of Chlorine Decay**

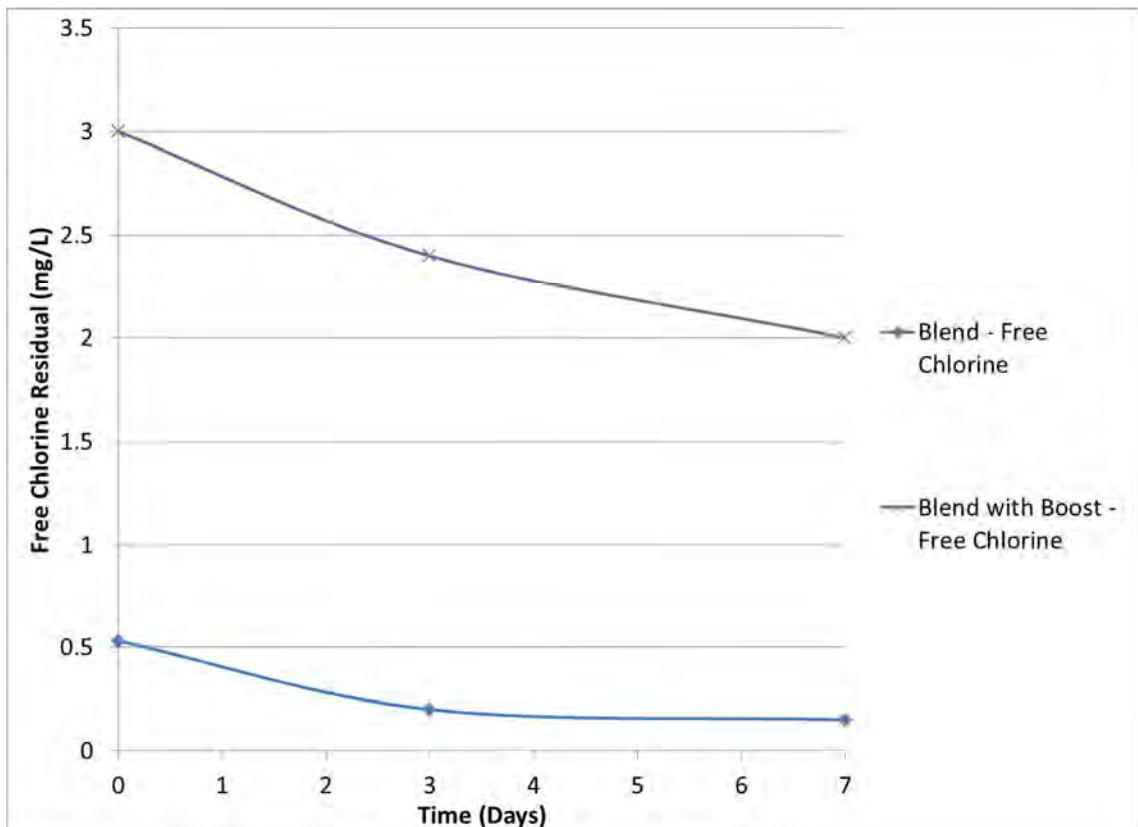
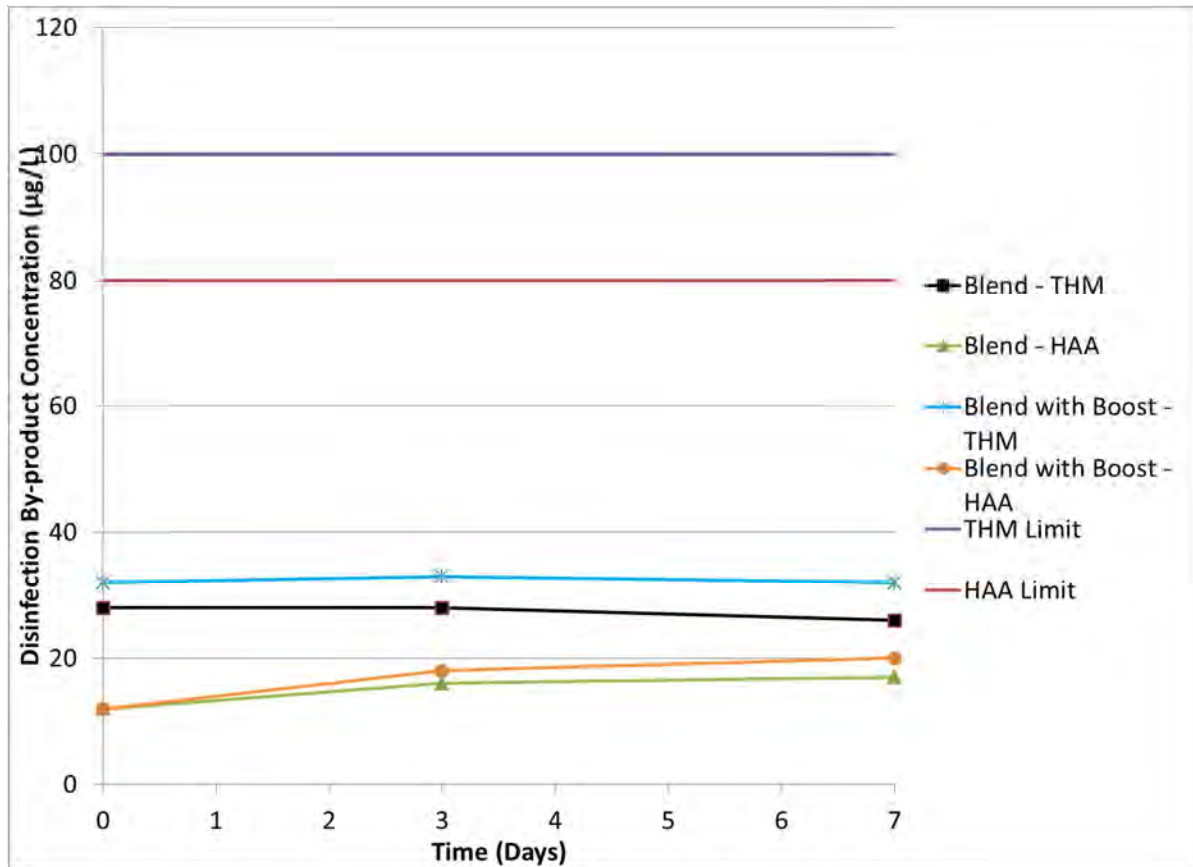




Figure 2 summarizes the DBP formation potential simulation results. The DBP formation potential simulation indicates that both the THM and HAA formed after 7 days of reaction were below the regulatory limits of 100 and 80 µg/L, respectively. The THM concentration was elevated in the testing sample with chlorine boost but was still below the GCDWQ THM limits.

**Table 6**  
**Summary of Simulated Distribution System and Chlorine Decay**



## 5 Summary

### 5.1 WATER STABILITY

The distribution system operation in both La Crete and Fort Vermillion reportedly do not experience issues with corrosion or scaling. The desktop and bench-scale scaling or corrosion potential prediction do not exhibit dramatic changes when blending La Crete and Fort Vermillion treated waters indicating that the blending treated water likely will not significantly change current conditions for scaling or corrosion seen in either distribution system.

### 5.2 SIMULATED DISTRIBUTION SYSTEM ANALYSIS

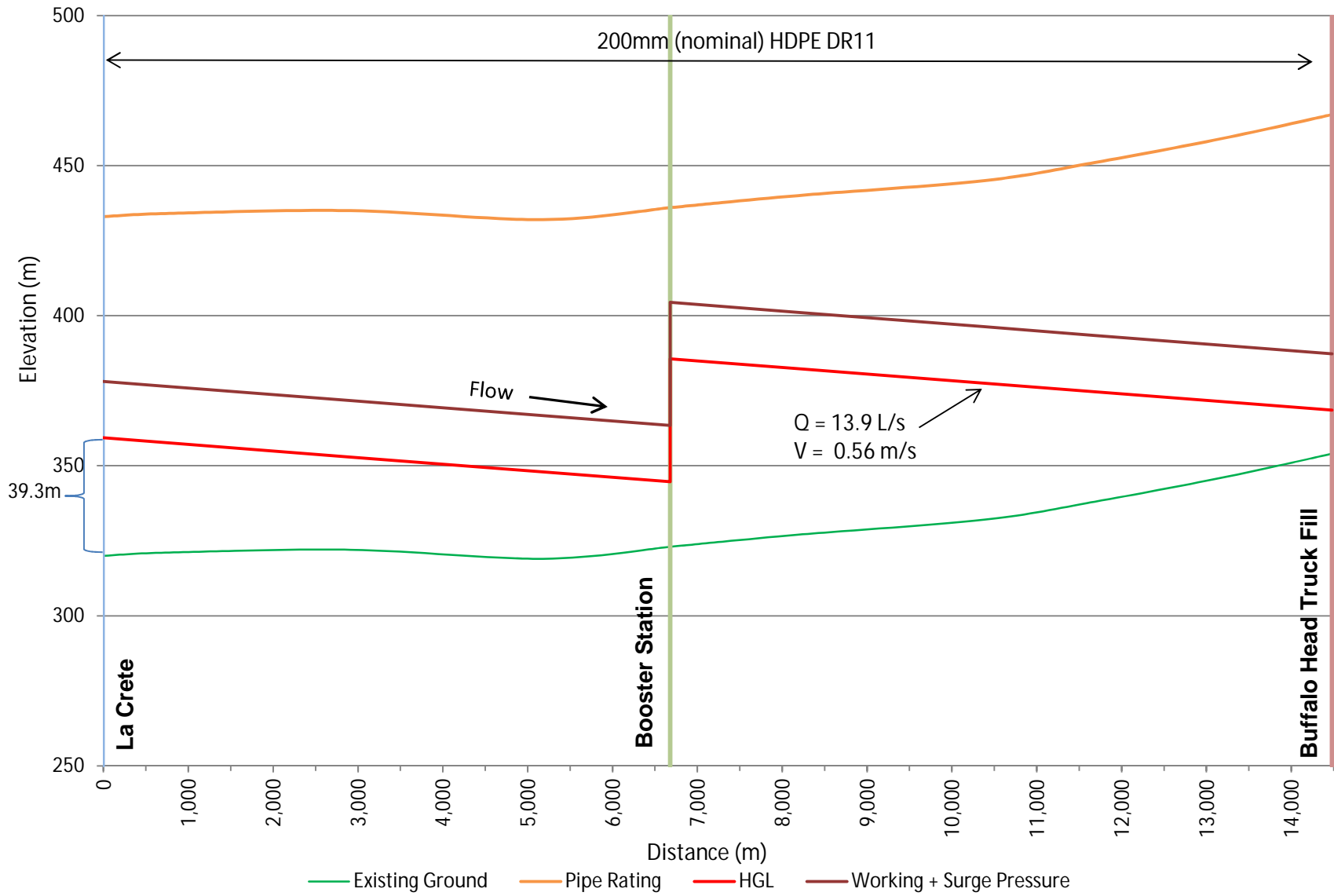
The residence time in the various regional pipelines ranged from 3.2 to 6.4 days. A free chlorine decay simulation and a disinfection by-product formation potential simulation were conducted during the study showed both the current residual and boosted residual could maintain the required free chlorine residual in the regional pipelines for seven days. The disinfection by-product formation potential simulation indicated that current level of free chlorine residual would not cause THM or HAA levels to exceed regulatory guidelines (GCDWQ limits). The disinfection by-product formation potential simulation with the boosted chlorine residual caused the THM concentration to increase but the increase in THM levels did not cause THM or HAA to approach regulatory guidelines limits.

Appendix B – Conceptual Hydraulic Grade Lines

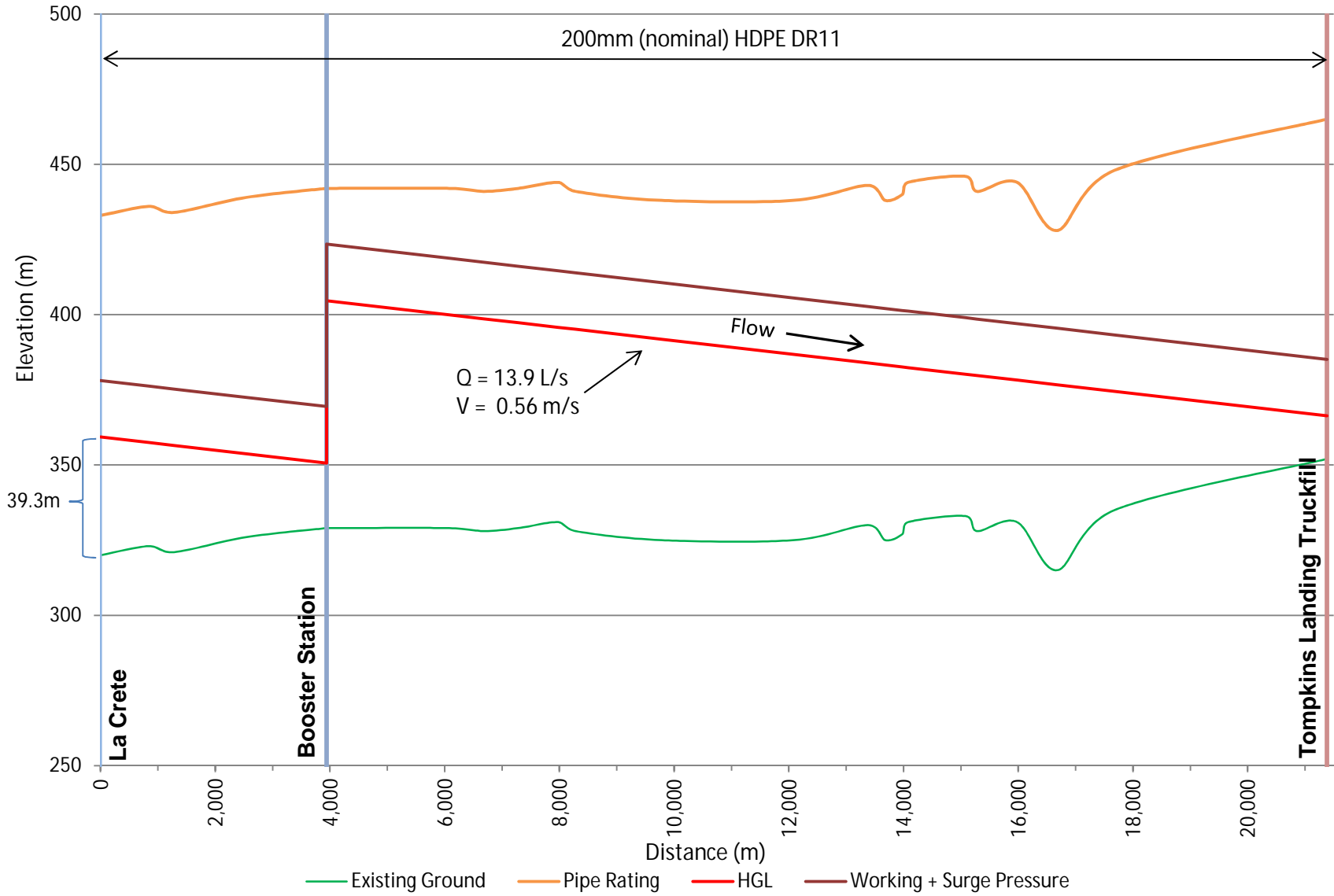
DRAFT



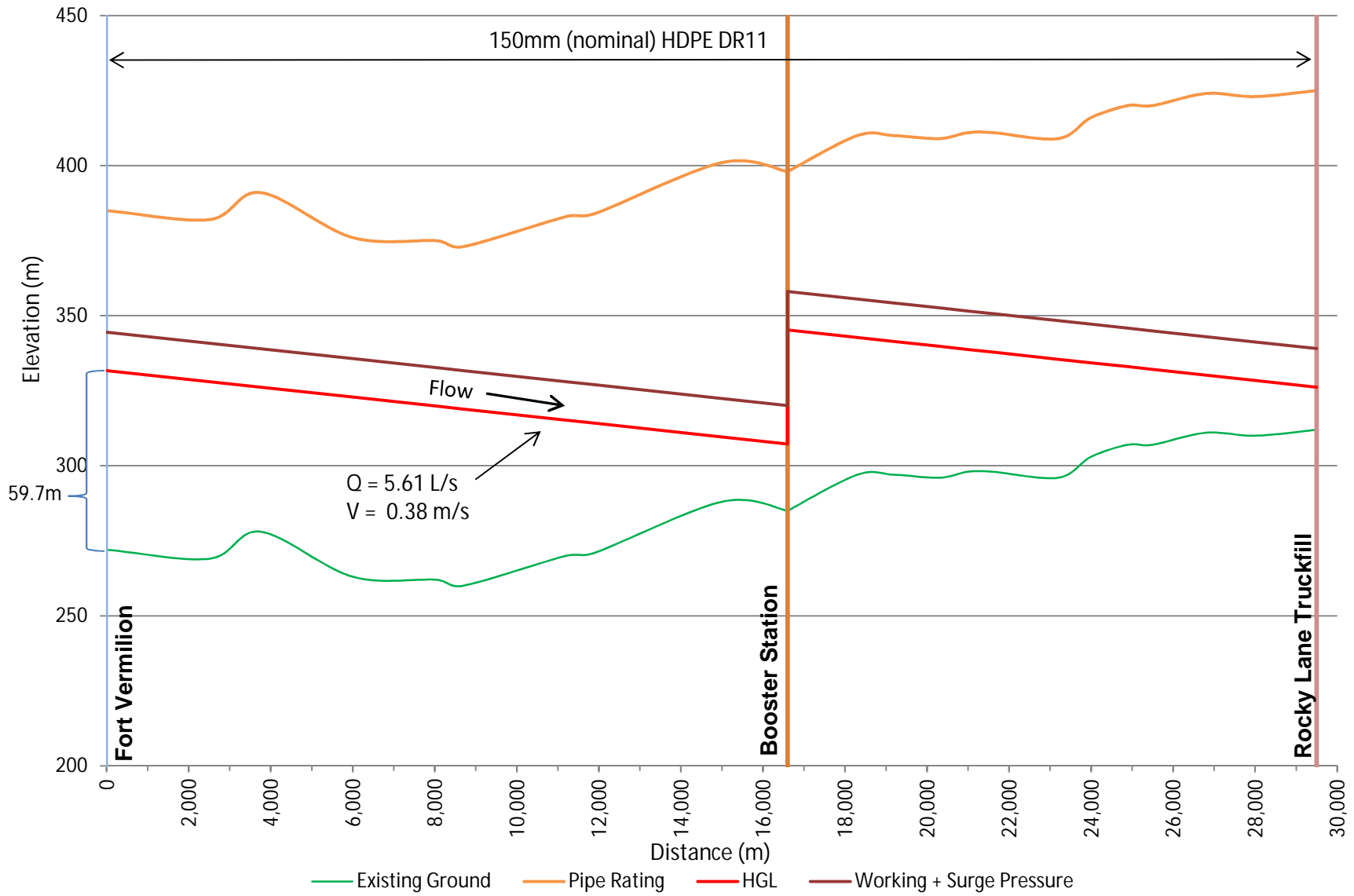
MacKenzie County  
Regional Waterline  
Proposed Buffalo Head Truckfill (30-year Peak Day)



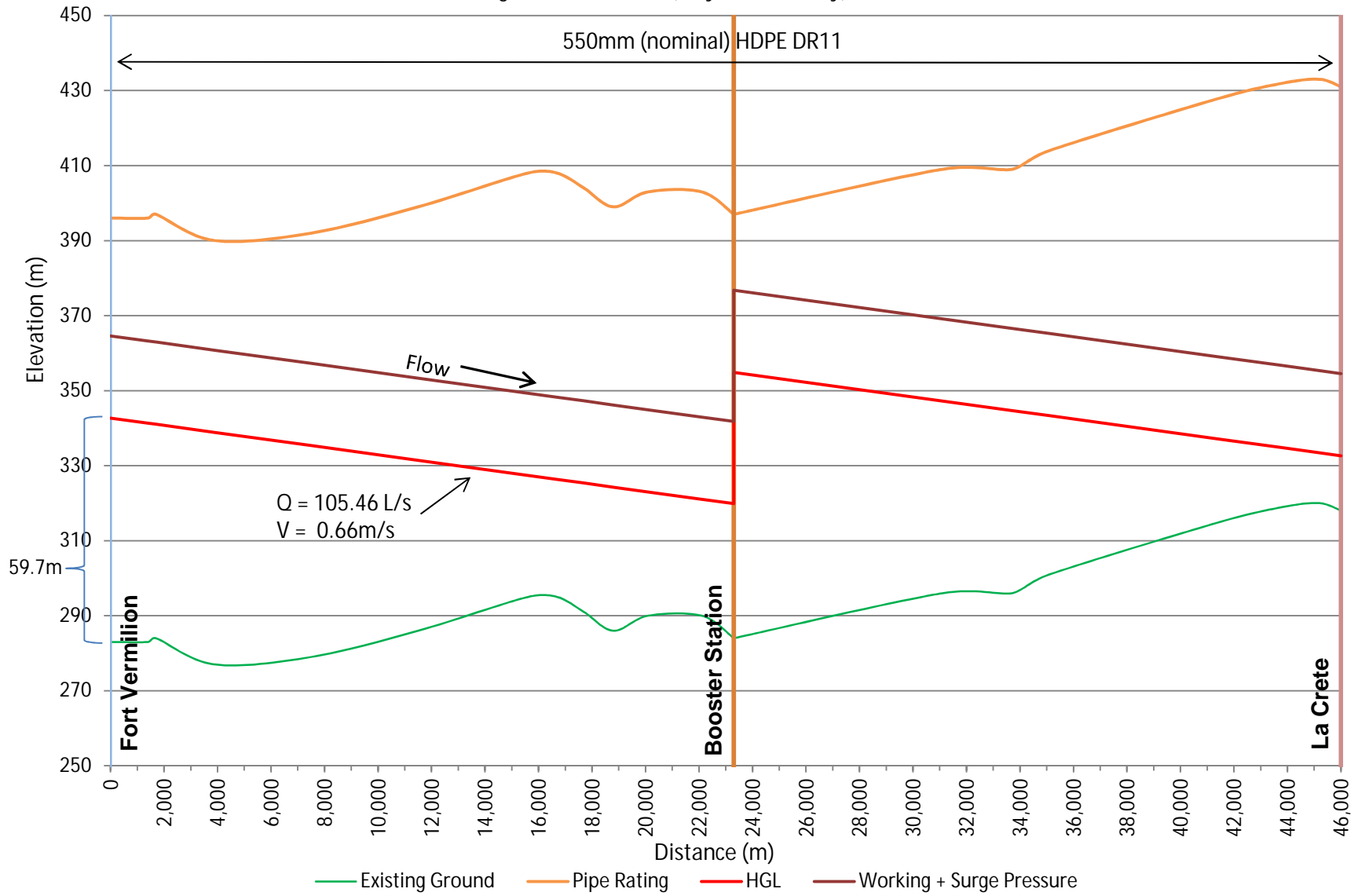
MacKenzie County  
Regional Waterline  
Proposed Tompkins Landing Truckfill (30-year Peak Day)



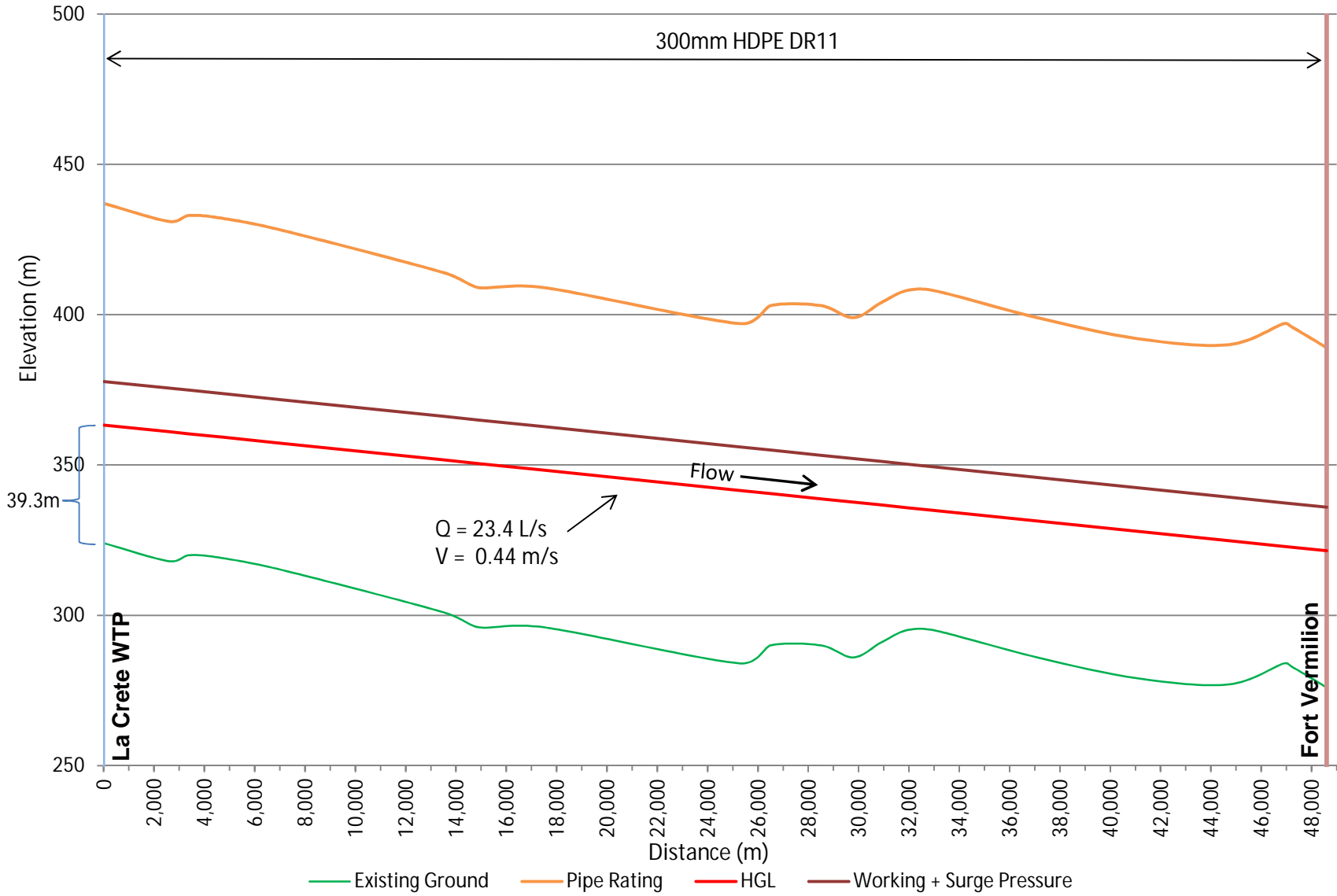
MacKenzie County  
Regional Waterline  
Proposed Rocky Lane Truckfill (30-year Peak Day)



MacKenzie County  
 Regional Waterline  
 Fort Vermilion Supply Hub  
 Existing Rural Waterline (30 year Peak Day)



MacKenzie County  
 Regional Waterline  
 La Crete Supply Hub  
 Existing Rural Waterline (Peak Day)







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Second Access Request – NW 19-104-17-W5M</b>

**BACKGROUND / PROPOSAL:**

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

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

Applicant is requesting the second access for a yard site. The existing will be used for agricultural purposes.

**OPTIONS & BENEFITS:**

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

Option 2: To deny the second access.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION:**

Administration will write a letter to the applicant stating Council decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

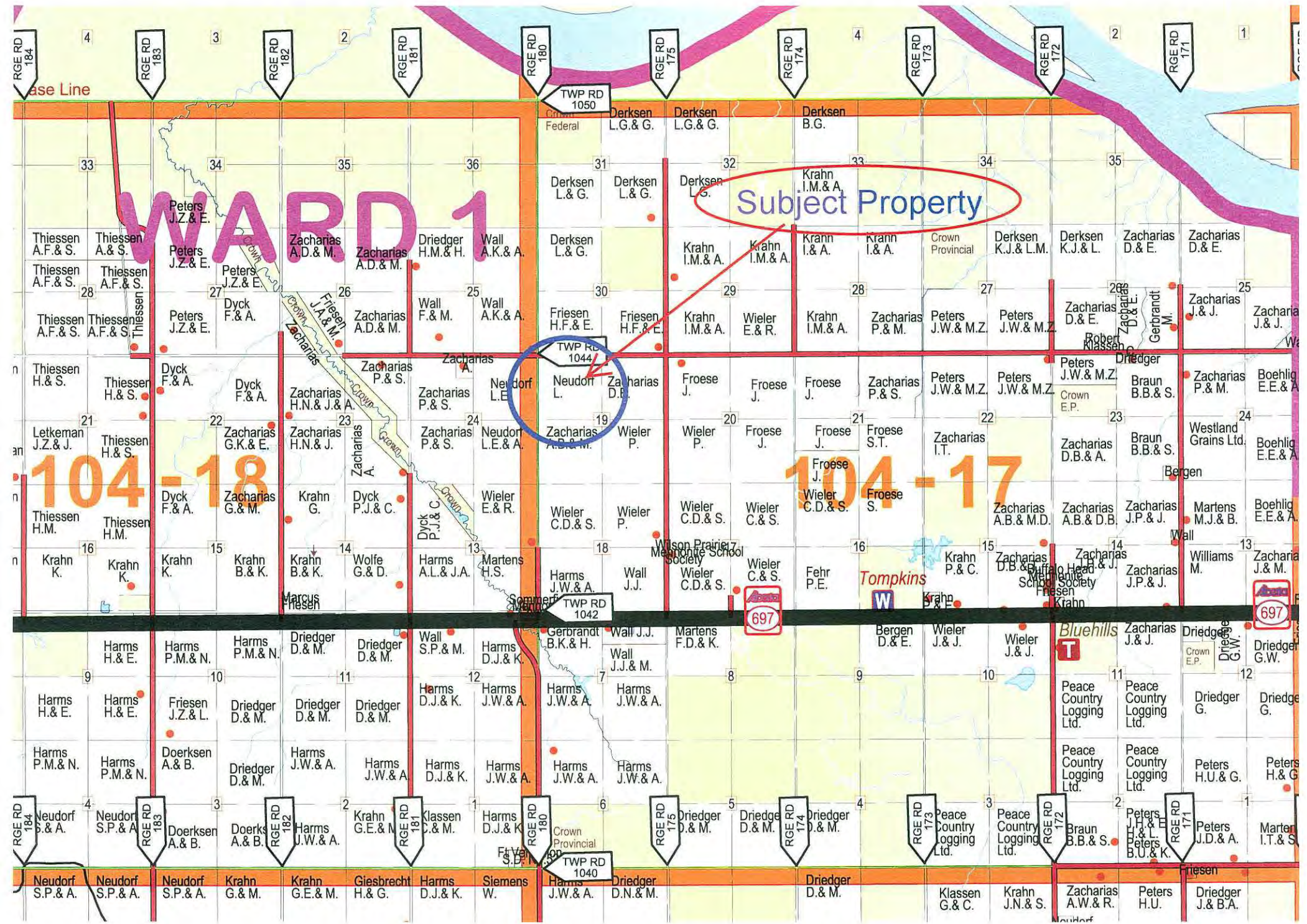


Access #2  
Council Discretion



Access #1  
Existing

NW 19 104 17 W5M





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 994-15 Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations and to Amend Hutch Lake Recreation “HLR” zoning into Country Recreational “CR”</b>

## BACKGROUND / PROPOSAL:

This item is being presented to address the future development of Township Road 1062 (88 connector road).

The 88 connector has been paved and is expected to be a prevalent truck route in the near future. It is projected that once the road is busier it may have to be doubled as most high traffic highways do. In order to prepare for this happening it is suggested that the building setbacks from the existing road be increased to ensure space for highway upgrades.

There has been a considerable increase of development taking place adjacent to the connector road. Currently, there is more development north of the connector with several existing yard sites that already access directly onto the connector. With this in mind, it would make more sense to apply an increased building setback only to the properties south of the connector road.

The suggested setback is double the current setback (135 feet) from the road which would equal 270 feet from right of way.

This item was presented to the Municipal Planning Commission at the February 12, 2015 meeting. The following motion was made:

**MPC-15-02-018**     *That the Municipal Planning Commission recommend to Council the approval of Bylaw 9\_\_-15 being a Land Use Bylaw Amendment to add Section 7.49 to General Regulations, subject to public hearing input.*

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

Hutch Lake Recreation “HLR” district was made specifically for the lots directly adjacent to Hutch Lake. These lots were created to give ratepayers an opportunity to build their own cottages and park their RV’s while enjoying lake life without having to stay at a campsite. Now, it has become more than a summer get away. Many owners have built cottages and live at Hutch Lake year-round. This was thought to be an issue but instead it has peaked interest in offering more sites where a person can live full time in a recreational area. In order to have more recreational areas, such as Wadlin Lake, to become available for residences the area must be zoned appropriately. The golf courses in the area may also want to utilize unoccupied land for residential development.

Currently, the zoning district used in Hutch Lake is made specifically for Hutch Lake but the Land Use Regulations can be utilized in other areas. In order for the district to be used it must be less unambiguous.

To prevent having to make a whole new zoning administration proposes amending the existing Hutch Lake “HLR” zoning to Country Recreational “CR”. This new title will have the same regulations as the existing zoning with a few amendments.

The Municipal Planning Commission made the following motion at the April 23, 2015 meeting:

**MPC-15-04-56**      *That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9\_\_-15 being a Land Use Bylaw Amendment to revise Section 8.16 as discussed, subject to public hearing input.*

**OPTIONS & BENEFITS:**

Proactive planning with the 88 connector will save the County time and money in the long run. It is easier to change setback requirements now for future expansions before new yard sites are created.

A title change will allow for more recreational areas to create lots for purchase which will give the County new tax revenue. This will also give ratepayers the ability to build permanent cottages for seasonal living in recreational areas.

**COSTS & SOURCE OF FUNDING:**

Costs will consist of advertising the public hearing, and will be borne by the Planning Departments operating budget.

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

**SUSTAINABILITY PLAN:**

The sustainability plan does not address any topics that affect this bylaw amendment.

**COMMUNICATION:**

The bylaw amendment will be advertised as per MGA requirements.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 994-14 being a Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations (Section 7.49) and to Amend Hutch Lake Recreation "HLR" zoning into Country Recreational "CR" (Section 8.16), subject to public hearing input.

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

**BYLAW NO. 994-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

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

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

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to allow for an increased setback regulation for properties south of Township Road 1062 (88 Connector) and to amend the Mackenzie County Land Use Bylaw to revise Hutch Lake Recreational to Country Recreational.

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

1. That the Mackenzie County Land Use Bylaw be amended with the following additions:

Add Section 7.49 to read as:

**7.49 Township Road 1062 (88 Connector Road) Setback**

- (a) Minimum setback shall be:

82.3 meters (270 feet) along the south side of Township Road 1062 to maintain the future use as a major utility corridor.

Add Section 8.1 D. (c) to read as:

**8.1 AGRICULTURAL “A”**

**D. ADDITIONAL REQUIREMENTS**

- (c) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

Add Section 8.23 D. (d) to read as:



**8.23 PUBLIC/INSTITUTIONAL “P”**

**D. ADDITIONAL REQUIREMENTS**

- (c) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

Add Section 8.24 D. (c) to read as:

**8.24 RECREATION “REC”**

**D. ADDITIONAL REQUIREMENTS**

- (c) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

Add Section 8.30 D. (d) to read as:

**8.30 RURAL LIGHT INDUSTRIAL DISTRICT “RI1”**

**D. ADDITIONAL REQUIREMENTS**

- (d) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

2. That the Mackenzie County Land Use Bylaw be amended with the following changes:

Revise Section 8.16 to read as:

**8.16 COUNTRY RECREATIONAL “CR” (Replaces former HLR)**

The general purpose of this LAND USE DISTRICT is to permit the DEVELOPMENT of seasonal recreational areas at Hutch Lake in Mackenzie County. All DEVELOPMENTS shall conform to the Hutch Lake relevant AREA STRUCTURE PLAN. This zoning is specific to recreational areas.

A. PERMITTED USES	B. DISCRETIONARY USES
a) ANCILLARY BUILDING/SHED b) COTTAGE c) DECK, (including a DECK screen enclosure, a DECK awning/canopy) for the recreation vehicle or COTTAGE d) YARD SITE DEVELOPMENT	a) GARAGE – DETACHED

**C. DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

**(a) Dwelling Density (maximum):**

1 RECREATIONAL VEHICLE and 1 COTTAGE per LOT

**(b) LOT Area (minimum):** 0.2 ha (0.5 acres)

**(a) Lot Dimensions (minimum):**

LOT WIDTH (minimum): 30.5 m (100 feet)

LOT DEPTH (minimum): 45.7 m (150 feet)

**(b) Minimum Setbacks:**

YARD – FRONT: 15.2 m (50 feet)

YARD – SIDE: 7.6 m (25 feet)

YARD – REAR: 7.6 m (25 feet)

**(c) LOT COVERAGE (maximum):**25%

The density of DEVELOPMENT (number of LOTS per hectare/acre) shall be in accordance with the provisions of the ~~Hutch Lake~~ relevant AREA STRUCTURE PLAN.

**D. ADDITIONAL REQUIREMENTS**

- (a) The provision of access to each LOT shall be as required by the Development Authority and developed in accordance with County standards.
- (b) One (1) RECREATIONAL VEHICLE parking stall plus a minimum of two (2) parking stalls.
- (c) There shall be no allowance for on-street parking.
- (d) Each LOT shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes. Approval shall be required by the Development Authority prior to the removal of trees and/or vegetation from any LOT.
- (e) All DEVELOPMENT on a LOT shall be of a style and appearance which is compatible with the natural qualities of the recreation area. The character and appearance of all DEVELOPMENT on each recreation LOT shall be maintained to minimize any adverse impacts which may occur on adjacent recreation LOTS or the recreation area in general.
- (f) All water and sewage disposal must conform to the requirements of the ~~Hutch Lake~~ relevant AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2009.

**E. ADDITIONAL REQUIREMENTS**

The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment adjoining DEVELOPMENT and character of the site to the satisfaction of the Development Authority.

**F. OTHER REQUIREMENTS**

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2015.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Development Incentives</b>

## **BACKGROUND / PROPOSAL:**

The topic of Development Incentives has come up a few times over the years. No policy has been adopted in regard to development incentives, likely because the merit to implement them in our hamlets has not been identified.

As part of the new Area Structure Plans that were adopted in 2013, and the subsequent Land Use Bylaw revisions, there is now additional commercial zoned property in La Crete’s core that is to be developed into a larger, more vibrant downtown. As part of the same planning revisions, zoning changes were made in Fort Vermilion to help create a better downtown core and feel along River Road and near the 50<sup>th</sup> Street intersection. New development capitalizing on these policy changes has yet to occur.

Additionally, both Fort Vermilion and Zama have not seen much in the way of land development for quite a few years, and the population in both of the communities remains nearly unchanged, although there is a high demand for housing in Fort Vermilion.

With these challenges identified, there is the potential to use development incentives as a means to achieve the specific goals of downtown development in La Crete and Fort Vermilion, and land development in Fort Vermilion and Zama.

## **OPTIONS & BENEFITS:**

There are two different scenarios proposed:

Downtown growth in Fort Vermilion and La Crete:

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

Implement a tax break that takes place over a 5 year term. Year 1 they pay taxes based on the existing undeveloped/residential rate, Year 2 is based on existing undeveloped/residential rate or 20% of the new assessed value, whichever is greater. Every year increase the amount paid by 20% until in year 6 they pay full value.

This could save a new business up to \$10,000 per year in taxes which would aid in their cash flow, without the County incurring an actual cost (lost potential revenue is the only cost). See attached spreadsheet for example calculations, based on 2014 assessed values and taxes in the downtown core area in La Crete.

**Fort Vermilion and Zama Land Development:**

Waive the minimum tax per lot on newly developed lots for up to 5 years, or until a Development Permit is issued for the lot or until the lot is sold, whichever occurs first.

This would allow developers to develop larger developments (more lots), which is more efficient, without the cost of sitting on the lots and paying the taxes until the lots sell or are developed. Again, the only cost to the County is the lost potential revenue.

With a challenge clearly identified, the County can create policy to help eliminate the challenge and spur on positive change and development. Implementing an incentive could potentially be what is needed to trigger new growth in the identified areas, and would be used as a marketing tool to encourage the new growth. Administration recommends that any new incentive only be implemented after the new streetscape and design standards for the La Crete and Fort Vermilion downtown areas are completed, which should be this fall.

Both of the suggestions would take considerably more homework to implement, and the development of an actual policy and/or bylaw. There may also be alternative ways to encourage development that administration has yet to explore. Prior to undertaking any of that work and spending more time developing a detailed plan and draft policies and/or bylaws, it is being presented to Council to see if Council agrees to the merits of the proposal, and values additional work taking place on its regard.

**COSTS & SOURCE OF FUNDING:**

There are no costs that require funding. Overall County revenue increase based on the development would be deferred until five years after the development occurs.

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

**SUSTAINABILITY PLAN:**

There are many areas of the Sustainability Plan that refer to job opportunities, efficient land use, clustered commercial areas, and diversified economy and communities, such as goals E10, E16, E18, N6, S1, S4. None of the goals specify incentives, but encourage what it is that the County would be trying to accomplish through the use of incentives.

**COMMUNICATION:**

As required.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

	Current Summary					Proposed Revenue with Incentive							
	land	improvements	total assesment	taxes		yr 1	yr 2	yr 3	yr 4	yr 5	yr 6	Total Paid	Total Saved
<b>Business</b>													
1 \$	48,170 \$	264,820 \$	312,990 \$	4,916		1,734	1,734	1,966	2,950	3,933	4,916	17,233	12,263
2 \$	50,120 \$	421,500 \$	471,620 \$	7,408		1,734	1,734	2,963	4,445	5,926	7,408	24,210	20,238
3 \$	101,370 \$	196,540 \$	297,910 \$	4,679		1,734	1,734	1,872	2,807	3,743	4,679	16,569	11,505
4 \$	108,620 \$	1,215,010 \$	1,323,630 \$	21,142		1,734	4,228	8,457	12,685	16,914	21,142	65,160	61,692
5 \$	97,650 \$	296,180 \$	393,830 \$	6,186		1,734	1,734	2,474	3,712	4,949	6,186	20,789	16,327
average = \$	81,186 \$	478,810 \$	559,996 \$	8,866	increased revenue = \$	- \$	2,494 \$	9,062 \$	17,929 \$	26,795 \$	35,661 \$	91,941	
median = \$	97,650 \$	296,180 \$	393,830 \$	6,186	"lost" tax revenue = \$	35,661 \$	33,167 \$	26,599 \$	17,732 \$	8,866 \$	- \$	122,025	
												143,961	122,025
<b>Residential</b>													
1 \$	39,240 \$	139,670 \$	178,910 \$	1,792									
2 \$	38,170 \$	88,970 \$	127,140 \$	1,676									
3 \$	40,160 \$	127,830 \$	167,990 \$	2,160									
4 \$	36,470 \$	95,380 \$	131,850 \$	1,320									
average = \$	38,510 \$	112,963 \$	151,473 \$	1,737									
median = \$	38,705 \$	111,605 \$	150,310 \$	1,734									





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 995-15 Fee Schedule Bylaw</b>

## **BACKGROUND / PROPOSAL:**

The following changes/amendments are being recommended in the attached Fee Schedule Bylaw.

### **Safety Codes Fees**

The Fee Schedule bylaw was amended in late 2014 to accommodate a fee increase for the safety codes fees as a result of our negotiations with our contractor. At the time a note was added to several sections that effective January 1, 2015 fees are increased by 15%. This revision just makes the bylaw more user friendly and includes the 15% increase directly in the values shown.

### **Bylaw 061/96 Energy Fees Schedule**

At the February 25, 2015 Council Meeting, the following motion was made to rescind the energy fee schedule bylaw. In accordance with the Municipal Government Act, Bylaws cannot be rescinded by motion and must be repealed by Bylaw. Therefore, administration has added the repeal of this Bylaw to the proposed Bylaw.

**MOTION 15-02-154      **MOVED** by Councillor Braun**

That Bylaw 061/96 Energy Fees Schedule be rescinded.

**CARRIED**

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

**Rural Waterline Connection Fees**

A motion was made at the April 29, 2015 Council meeting to include monthly installments for the payment of rural waterline connection fees. Administration is working on this and will bring back the Bylaw in the near future to include these fees.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Copies of Bylaws are available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 995-15 being the Fee Schedule Bylaw for Mackenzie County.

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 995-15 being the Fee Schedule Bylaw for Mackenzie County.

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 995-15 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

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

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 995-15 being the Fee Schedule Bylaw for Mackenzie County.

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

**BYLAW NO. 991-15 995-15**

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

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw.

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

**1. SHORT TITLE**

This bylaw may be cited as the “Fee Schedule Bylaw”

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

**ADMINISTRATION**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Photocopying	\$0.25/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$25.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$25.00/per request	Applicable
Compliance Certificates	\$50.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps 42" bond paper 50"-60" photo paper	\$25.00 \$90.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$50.00 \$10.00	Applicable
Hamlet Maps Not laminated Laminated	\$10.00 \$40.00	Applicable

Item	Amount	GST
Aerial Photos & Customized Prints	Size 8.5 x 11 to 11 x 17": black & white - \$5.00 color - \$10.00;  Size over 11 x 17 up to 30 x 41.5" black & white - \$50.00 color - \$100.00	Applicable
Boardroom Rental (no charge to non-profit community groups)	\$50.00/day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

**APPEAL FEES**

Agricultural Appeal Board

Relevant Act	Amount	GST
Weed Control Act	\$500.00	N/A
Soil Conservation Act	\$50.00	N/A
Agricultural Pests Act	\$100.00	N/A

Note: The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

**RELEASE OF INFORMATION (FOIPP REQUESTS)**

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

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**BUSINESS LICENSES**

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

**DEVELOPMENT**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Area Structure Plan	\$25.00 Hard Copy	Applicable
Municipal Development Plan	\$50.00 Hard Copy	Applicable
Land Use Bylaw	\$50.00 Hard Copy	Applicable
General Municipal Standards Manual	\$50.00 Hard Copy	Applicable
File Search	\$50.00	Applicable
Written Zoning Confirmation Request	\$25.00 Per Lot	Applicable
Compliance Request – Residential	\$50.00 Per Lot	Applicable
Compliance Request – Commercial/Industrial	\$75.00 Per Lot	Applicable
Revised Letter of Compliance (within 3 months)	50% of Full Price	Applicable
Rush Compliance Request (1-3 Business Days)	Double Listed Price	Applicable
Municipal Development Plan Amendment	\$2,000.00	N/A
Area Structure Plan Amendment	\$2,000.00	N/A
Land Use Bylaw Amendment	\$700.00	N/A
Land Use Bylaw Rezoning	\$400.00	N/A
Road Closure Bylaw	\$400.00	N/A
Bylaw Amendment Advertising & Notification Cost	Invoice According to Cost + 5% Administration Fee	Applicable
Development Permit - Other than Commercial or Industrial – Permitted Use	\$50.00	N/A
Development Permit - Other than Commercial or Industrial – Permitted Use with Variance	\$90.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use	\$90.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance	\$90.00	N/A
Development Permit – Commercial and Industrial – Permitted Use	\$100.00	N/A

Item	Amount	GST
Development Permit – Commercial and Industrial – Permitted Use with Variance	\$150.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	\$150.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	\$150.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$50.00	N/A
Development Prior to Development Permit Issuance	1 <sup>st</sup> Offence - \$250.00 Fine 2 <sup>nd</sup> Offence - \$500.00 Fine 3 <sup>rd</sup> Offence - \$1,000.00 Fine	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Revision/Re-Advertising Fee	\$250.00	N/A
Subdivision Time Extension (Single Lot)	\$250.00	N/A
Subdivision Time Extension (Multi-Lot)	\$500.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A
Rural Addressing Sign – required only after initial Rural Addressing Project is complete (required for all new rural yardsites, either at time of Subdivision or Development Permit approval, whichever occurs first)	\$70.00	Applicable

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



**SAFETY CODES FEES**

**BUILDING PERMIT FEES**

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

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

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

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

**SAFETY CODES FEES (CONT)**

**INDUSTRIAL CAMP FEES (EFFECTIVE JANUARY 1, 2015 – CHARGE AS PER COMMERCIAL/INDUSTRIAL/INSTITUTIONAL FEES)**

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

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

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

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

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

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

**SAFETY CODES FEES (CONT)**

**ELECTRICAL PERMIT FEES (EFFECTIVE JANUARY 1, 2015 — FEES ARE INCREASED BY 15%)**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Square footage of area to be wired</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Up to 1200	<del>\$190.00</del> \$218.50	<del>\$160.00</del> \$184.00
1201 to 1500	<del>\$250.00</del> \$287.50	<del>\$190.00</del> \$218.50
1501 to 2000	<del>\$285.00</del> \$327.75	<del>\$240.00</del> \$276.00
2001 to 2500	<del>\$315.00</del> \$362.25	<del>\$260.00</del> \$299.00
2501 to 3000	<del>\$340.00</del> \$391.00	<del>\$280.00</del> \$322.00
3001 to 3500	<del>\$365.00</del> \$419.75	<del>\$300.00</del> \$345.00
3501 to 4000	<del>\$380.00</del> \$437.00	<del>\$320.00</del> \$368.00
4001 to 5000	<del>\$400.00</del> \$460.00	<del>\$350.00</del> \$402.50

<b>DESCRIPTION</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Mobile/Modular Home Connection only	<del>\$100.00</del> \$115.00	<del>\$75.00</del> \$86.25
Temporary and Underground Services (125 amps or less)	Contractor Required	<del>\$75.00</del> \$86.25

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

<b>OTHER THAN NEW RESIDENTIAL</b>		
<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$0 – 300	<del>\$85.00</del> \$97.75	<del>\$75.00</del> \$86.25
\$301 – 500	<del>\$95.00</del> \$109.25	<del>\$85.00</del> \$97.75
\$501 – 1,000	<del>\$105.00</del> \$120.75	<del>\$95.00</del> \$109.25
\$1,001 – 1500	<del>\$115.00</del> \$132.25	<del>\$105.00</del> \$120.75
\$1,501 – 2,000	<del>\$125.00</del> \$143.75	<del>\$115.00</del> \$132.25
\$2,001 – 2,500	<del>\$135.00</del> \$155.25	<del>\$120.00</del> \$138.00
\$2,501 – 3,000	<del>\$140.00</del> \$161.00	<del>\$125.00</del> \$143.75
\$3,001 – 3,500	<del>\$147.00</del> \$169.05	<del>\$130.00</del> \$149.50

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$3,501 – 4,000	<del>\$156.00</del> \$179.40	<del>\$135.00</del> \$155.25
\$4,001 – 4,500	<del>\$173.00</del> \$198.95	<del>\$144.00</del> \$165.60
\$4,501 – 5,000	<del>\$177.00</del> \$203.55	<del>\$148.00</del> \$170.20
\$5,001 – 5,500	<del>\$191.00</del> \$219.65	<del>\$159.00</del> \$182.85
\$5,501 – 6,000	<del>\$200.00</del> \$230.00	<del>\$167.00</del> \$192.05
\$6,001 – 6,500	<del>\$207.00</del> \$238.05	<del>\$173.00</del> \$198.95
\$6,501 – 7,000	<del>\$216.00</del> \$248.40	<del>\$180.00</del> \$207.00
\$7,001 – 7,500	<del>\$225.00</del> \$258.75	<del>\$188.00</del> \$216.20
\$7,501 – 8,000	<del>\$234.00</del> \$269.10	<del>\$195.00</del> \$224.25
\$8,001 – 8,500	<del>\$242.00</del> \$278.30	<del>\$202.00</del> \$232.30
\$8,501 – 9,000	<del>\$251.00</del> \$288.65	<del>\$209.00</del> \$240.35
\$9,001 – 9,500	<del>\$260.00</del> \$299.00	<del>\$217.00</del> \$249.55
\$9,501 – 10,000	<del>\$269.00</del> \$309.35	<del>\$224.00</del> \$257.60
\$10,001 – 11,000	<del>\$276.00</del> \$317.40	<del>\$230.00</del> \$264.50
\$11,001 – 12,000	<del>\$285.00</del> \$327.75	<del>\$238.00</del> \$273.70
\$12,001 – 13,000	<del>\$294.00</del> \$338.10	<del>\$245.00</del> \$281.75
\$13,001 – 14,000	<del>\$303.00</del> \$348.45	<del>\$253.00</del> \$290.95
\$14,001 – 15,000	<del>\$311.00</del> \$357.65	<del>\$259.00</del> \$297.85
\$15,001 – 16,000	<del>\$329.00</del> \$378.35	<del>\$265.00</del> \$304.75
\$16,001 – 17,000	<del>\$338.00</del> \$388.70	<del>\$274.00</del> \$315.10
\$17,001 – 18,000	<del>\$345.00</del> \$396.75	<del>\$282.00</del> \$324.30
\$18,001 – 19,000	<del>\$354.00</del> \$407.10	<del>\$288.00</del> \$331.20
\$19,001 – 20,000	<del>\$365.00</del> \$419.75	<del>\$295.00</del> \$339.25
\$20,001 – 21,000	Contractor required	<del>\$303.00</del> \$348.45
\$21,001 – 22,000	Contractor required	<del>\$305.00</del> \$350.75
\$22,001 – 23,000	Contractor required	<del>\$313.00</del> \$359.95
\$23,001 – 24,000	Contractor required	<del>\$320.00</del> \$368.00
\$24,001 – 25,000	Contractor required	<del>\$328.00</del> \$377.20
\$25,001 – 26,000	Contractor required	<del>\$334.00</del> \$384.10

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$26,001 – 27,000	Contractor required	<del>\$342.00</del> <b>\$393.30</b>
\$27,001 – 28,000	Contractor required	<del>\$349.00</del> <b>\$401.35</b>
\$28,001 – 29,000	Contractor required	<del>\$357.00</del> <b>\$410.55</b>
\$29,001 – 30,000	Contractor required	<del>\$363.00</del> <b>\$417.45</b>
\$30,001 – 31,000	Contractor required	<del>\$369.00</del> <b>\$424.35</b>
\$31,001 – 32,000	Contractor required	<del>\$374.00</del> <b>\$430.10</b>
\$32,001 – 33,000	Contractor required	<del>\$380.00</del> <b>\$437.00</b>
\$33,001 – 34,000	Contractor required	<del>\$387.00</del> <b>\$445.05</b>
\$34,001 – 35,000	Contractor required	<del>\$392.00</del> <b>\$450.80</b>
\$35,001 – 36,000	Contractor required	<del>\$398.00</del> <b>\$457.70</b>
\$36,001 – 37,000	Contractor required	<del>\$403.00</del> <b>\$463.45</b>
\$37,001 – 38,000	Contractor required	<del>\$409.00</del> <b>\$470.35</b>
\$38,001 – 39,000	Contractor required	<del>\$415.00</del> <b>\$477.25</b>
\$39,001 – 40,000	Contractor required	<del>\$420.00</del> <b>\$483.00</b>
\$40,001 – 41,000	Contractor required	<del>\$427.00</del> <b>\$491.05</b>
\$41,001 – 42,000	Contractor required	<del>\$432.00</del> <b>\$496.80</b>
\$42,001 – 43,000	Contractor required	<del>\$438.00</del> <b>\$503.70</b>
\$43,001 – 44,000	Contractor required	<del>\$444.00</del> <b>\$510.60</b>
\$44,001 – 45,000	Contractor required	<del>\$449.00</del> <b>\$516.35</b>
\$45,001 – 46,000	Contractor required	<del>\$455.00</del> <b>\$523.25</b>
\$46,001 – 47,000	Contractor required	<del>\$460.00</del> <b>\$529.00</b>
\$47,001 – 48,000	Contractor required	<del>\$467.00</del> <b>\$537.05</b>
\$48,001 – 49,000	Contractor required	<del>\$473.00</del> <b>\$543.95</b>
\$49,001 – 50,000	Contractor required	<del>\$478.00</del> <b>\$549.70</b>
\$50,001 – 60,000	Contractor required	<del>\$529.00</del> <b>\$608.35</b>
\$61,001 – 70,000	Contractor required	<del>\$587.00</del> <b>\$675.05</b>
\$70,001 – 80,000	Contractor required	<del>\$644.00</del> <b>\$740.60</b>
\$80,001 – 90,000	Contractor required	<del>\$702.00</del> <b>\$807.30</b>
\$90,001 – 100,000	Contractor required	<del>\$759.00</del> <b>\$872.85</b>

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$100,001 – 110,000	Contractor required	<del>\$788.00</del> <b>\$906.20</b>
\$110,001 – 120,000	Contractor required	<del>\$830.00</del> <b>\$954.50</b>
\$120,001 – 130,000	Contractor required	<del>\$874.00</del> <b>\$1,005.10</b>
\$130,001 – 140,000	Contractor required	<del>\$917.00</del> <b>\$1,054.55</b>
\$140,001 – 150,000	Contractor required	<del>\$960.00</del> <b>\$1,104.00</b>
\$150,001 – 160,000	Contractor required	<del>\$1,003.00</del> <b>\$1,153.45</b>
\$160,001 – 170,000	Contractor required	<del>\$1,047.00</del> <b>\$1,204.05</b>
\$170,001 – 180,000	Contractor required	<del>\$1,089.00</del> <b>\$1,252.35</b>
\$180,001 – 190,000	Contractor required	<del>\$1,133.00</del> <b>\$1,302.95</b>
\$190,001 – 200,000	Contractor required	<del>\$1,175.00</del> <b>\$1,351.25</b>
\$200,001 – 210,000	Contractor required	<del>\$1,205.00</del> <b>\$1,385.75</b>
\$210,001 – 220,000	Contractor required	<del>\$1,262.00</del> <b>\$1,451.30</b>
\$220,001 – 230,000	Contractor required	<del>\$1,305.00</del> <b>\$1,500.75</b>
\$230,001 – 240,000	Contractor required	<del>\$1,348.00</del> <b>\$1,550.20</b>
\$240,001 – 250,000	Contractor required	<del>\$1,392.00</del> <b>\$1,600.80</b>
\$250,001 – 300,000	Contractor required	<del>\$1,520.00</del> <b>\$1,748.00</b>
\$300,001 – 350,000	Contractor required	<del>\$1,664.00</del> <b>\$1,913.60</b>
\$350,001 – 400,000	Contractor required	<del>\$1,808.00</del> <b>\$2,079.20</b>
\$400,001 – 450,000	Contractor required	<del>\$1,952.00</del> <b>\$2,244.80</b>
\$450,001 – 500,000	Contractor required	<del>\$2,095.00</del> <b>\$2,409.25</b>
\$500,001 – 550,000	Contractor required	<del>\$2,239.00</del> <b>\$2,574.85</b>
\$550,001 – 600,000	Contractor required	<del>\$2,383.00</del> <b>\$2,740.45</b>
\$600,001 – 650,000	Contractor required	<del>\$2,527.00</del> <b>\$2,906.05</b>
\$650,001 – 700,000	Contractor required	<del>\$2,670.00</del> <b>\$3,070.50</b>
\$700,001 – 750,000	Contractor required	<del>\$2,814.00</del> <b>\$3,236.10</b>
\$750,001 – 800,000	Contractor required	<del>\$2,958.00</del> <b>\$3,401.70</b>
\$800,001 – 850,000	Contractor required	<del>\$3,102.00</del> <b>\$3,567.30</b>
\$850,001 – 900,000	Contractor required	<del>\$3,245.00</del> <b>\$3,731.75</b>
\$900,001 – 950,000	Contractor required	<del>\$3,389.00</del> <b>\$3,897.35</b>

**SAFETY CODES FEES (CONT)**

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$950,001 – 1,000,000	Contractor required	<del>\$3,533.00</del> <b>\$4,062.95</b>

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

**ANNUAL ELECTRICAL PERMIT PROCESS**

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

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

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

ANNUAL ELECTRICAL PERMIT FEES	
Rating of Establishment (KVA)	Fee
100 or less	<del>\$300.00</del> <b>\$345.00</b>
101 to 2,500	<del>\$300.00</del> <b>\$345.00</b> plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	<del>\$660.00</del> <b>\$759.00</b> plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	<del>\$960.00</del> <b>\$1,104.00</b> plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	<del>\$1,410.00</del> <b>\$1,621.50</b> plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	<del>\$2,010.00</del> <b>\$2,311.50</b> plus 3.00 per 100 KVA over 20,000 KVA

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

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**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES (EFFECTIVE JANUARY 1, 2015 – FEES ARE INCREASED BY 15%)**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Outlets</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	<del>\$85.00</del> \$97.75	<del>\$75.00</del> \$86.25
2	<del>\$105.00</del> \$120.75	<del>\$85.00</del> \$97.75
3	<del>\$125.00</del> \$143.75	<del>\$105.00</del> \$120.75
4	<del>\$156.00</del> \$179.40	<del>\$130.00</del> \$149.50
5	<del>\$195.00</del> \$224.25	<del>\$163.00</del> \$187.45
6	<del>\$215.00</del> \$247.25	<del>\$179.00</del> \$205.85
7	<del>\$234.00</del> \$269.10	<del>\$195.00</del> \$224.25
8	<del>\$252.00</del> \$289.80	<del>\$210.00</del> \$241.50
9	<del>\$273.00</del> \$313.95	<del>\$228.00</del> \$262.20
10	<del>\$293.00</del> \$336.95	<del>\$244.00</del> \$280.60
11	<del>\$305.00</del> \$350.75	<del>\$254.00</del> \$292.10
12	<del>\$318.00</del> \$365.70	<del>\$265.00</del> \$304.75
13	<del>\$330.00</del> \$379.50	<del>\$275.00</del> \$316.25
14	<del>\$344.00</del> \$395.60	<del>\$287.00</del> \$330.05
15	<del>\$356.00</del> \$409.40	<del>\$297.00</del> \$341.55
16	<del>\$371.00</del> \$426.65	<del>\$309.00</del> \$355.35
17	<del>\$383.00</del> \$440.45	<del>\$319.00</del> \$366.85
18	<del>\$396.00</del> \$455.40	<del>\$330.00</del> \$379.50
19	<del>\$408.00</del> \$469.20	<del>\$340.00</del> \$391.00
20	<del>\$422.00</del> \$485.30	<del>\$352.00</del> \$404.80
<b>Add \$15.00 per outlet over 20</b>		

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



**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES (~~EFFECTIVE JANUARY 1, 2015 – FEES ARE INCREASED BY 15%~~)**

<b>RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Propane Tank Set	<del>\$90.00</del> <b>\$103.50</b>	<del>\$75.00</del> <b>\$86.25</b>
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	<del>\$100.00</del> <b>\$115.00</b>	<del>\$75.00</del> <b>\$86.25</b>

Grain Dryer	Contractor Required	<del>\$250.00</del> <b>\$287.50</b>
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<b>NON- RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Propane Tank Set	Contractor Required	<del>\$75.00</del> <b>\$86.25</b>
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	<del>\$150.00</del> <b>\$172.50</b>

<b>REPLACEMENT OF NON-RESIDENTIAL APPLIANCES</b>	<b>FEE</b>
First Appliance Add \$15.00 for each additional appliance	<del>\$70.00</del> <b>\$80.50</b>

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

**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES (~~EFFECTIVE JANUARY 1, 2015 – FEES ARE INCREASED BY 15%~~)**

<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>BTU Input</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
0-100,000	Contractor Required	<del>\$75.00</del> <b>\$86.25</b>
100,001-110,000	Contractor Required	<del>\$85.00</del> <b>\$97.75</b>
110,001-120,000	Contractor Required	<del>\$95.00</del> <b>\$109.25</b>
120,001-130,000	Contractor Required	<del>\$125.00</del> <b>\$143.75</b>
130,001-140,000	Contractor Required	<del>\$135.00</del> <b>\$155.25</b>
140,001-150,000	Contractor Required	<del>\$145.00</del> <b>\$166.75</b>
150,001-170,000	Contractor Required	<del>\$150.00</del> <b>\$172.50</b>
170,001-190,000	Contractor Required	<del>\$155.00</del> <b>\$178.25</b>
190,001-210,000	Contractor Required	<del>\$160.00</del> <b>\$184.00</b>
210,001-230,000	Contractor Required	<del>\$165.00</del> <b>\$189.75</b>
230,001-250,000	Contractor Required	<del>\$170.00</del> <b>\$195.50</b>
250,001-300,000	Contractor Required	<del>\$175.00</del> <b>\$201.25</b>
300,001-350,000	Contractor Required	<del>\$180.00</del> <b>\$207.00</b>
350,001-400,000	Contractor Required	<del>\$190.00</del> <b>\$218.50</b>
400,001-450,000	Contractor Required	<del>\$195.00</del> <b>\$224.25</b>
450,001-500,000	Contractor Required	<del>\$200.00</del> <b>\$230.00</b>
500,001-550,000	Contractor Required	<del>\$205.00</del> <b>\$235.75</b>
550,001-600,000	Contractor Required	<del>\$210.00</del> <b>\$241.50</b>
600,001-650,000	Contractor Required	<del>\$220.00</del> <b>\$253.00</b>
650,001-700,000	Contractor Required	<del>\$230.00</del> <b>\$264.50</b>
700,001-750,000	Contractor Required	<del>\$240.00</del> <b>\$276.00</b>
750,001-800,000	Contractor Required	<del>\$250.00</del> <b>\$287.50</b>
800,001-850,000	Contractor Required	<del>\$260.00</del> <b>\$299.00</b>
850,001-900,000	Contractor Required	<del>\$270.00</del> <b>\$310.50</b>
900,001-950,000	Contractor Required	<del>\$280.00</del> <b>\$322.00</b>
950,001-1,000,000	Contractor Required	<del>\$290.00</del> <b>\$333.50</b>
<b>Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU</b>		

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

**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES (~~EFFECTIVE JANUARY 1, 2015 – FEES ARE INCREASED BY 15%~~)**

<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>TEMPORARY HEAT</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 250,000	Contractor Required	<del>\$75.00</del> <b>\$86.25</b>
250,001 to 500,000	Contractor Required	<del>\$125.00</del> <b>\$143.75</b>
Over 500,000	Contractor Required	<del>\$125.00</del> <b>\$143.75</b> plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

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

<b>REPLACEMENT GAS APPLIANCES</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 400,000	Contractor Required	<del>\$80.00</del> <b>\$92.00</b>
400,001 to 1,000,000	Contractor Required	<del>\$150.00</del> <b>\$172.50</b>
Over 1,000,000	Contractor Required	<del>\$150.00</del> <b>\$172.50</b> plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES (EFFECTIVE JANUARY 1, 2015 — FEES ARE INCREASED BY 15%)**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Fixtures</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	<del>\$85.00</del> \$97.75	See contractor fees
2	<del>\$95.00</del> \$109.25	See contractor fees
3	<del>\$105.00</del> \$120.75	See contractor fees
4	<del>\$115.00</del> \$132.25	See contractor fees
5	<del>\$125.00</del> \$143.75	See contractor fees
6	<del>\$135.00</del> \$155.25	See contractor fees
7	<del>\$140.00</del> \$161.00	See contractor fees
8	<del>\$149.00</del> \$171.35	See contractor fees
9	<del>\$164.00</del> \$188.60	See contractor fees
10	<del>\$176.00</del> \$202.40	See contractor fees
11	<del>\$186.00</del> \$213.90	See contractor fees
12	<del>\$195.00</del> \$224.25	See contractor fees
13	<del>\$204.00</del> \$234.60	See contractor fees
14	<del>\$215.00</del> \$247.25	See contractor fees
15	<del>\$224.00</del> \$257.60	See contractor fees
16	<del>\$234.00</del> \$269.10	See contractor fees
17	<del>\$245.00</del> \$281.75	See contractor fees
18	<del>\$252.00</del> \$289.80	See contractor fees
19	<del>\$263.00</del> \$302.45	See contractor fees
20	<del>\$273.00</del> \$313.95	See contractor fees
<b>Add \$8.00 for each fixture over 20</b>		

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

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES (EFFECTIVE JANUARY 1, 2015 – FEES ARE INCREASED BY 15%)**

Number of Fixtures	CONTRACTOR
1	<del>\$75.00</del> \$86.25
2	<del>\$85.00</del> \$97.75
3	<del>\$90.00</del> \$103.50
4	<del>\$95.00</del> \$109.25
5	<del>\$105.00</del> \$120.75
6	<del>\$110.00</del> \$126.50
7	<del>\$115.00</del> \$132.25
8	<del>\$124.00</del> \$142.60
9	<del>\$137.00</del> \$157.55
10	<del>\$147.00</del> \$169.05
11	<del>\$155.00</del> \$178.25
12	<del>\$163.00</del> \$187.45
13	<del>\$170.00</del> \$195.50
14	<del>\$179.00</del> \$205.85
15	<del>\$187.00</del> \$215.05
16	<del>\$195.00</del> \$224.25
17	<del>\$204.00</del> \$234.60
18	<del>\$210.00</del> \$241.50
19	<del>\$219.00</del> \$251.85
20	<del>\$228.00</del> \$262.20
21	<del>\$234.00</del> \$269.10
22	<del>\$242.00</del> \$278.30
23	<del>\$248.00</del> \$285.20
24	<del>\$254.00</del> \$292.10
25	<del>\$262.00</del> \$301.30

Number of Fixtures	CONTRACTOR
26	<del>\$268.00</del> \$308.20
27	<del>\$274.00</del> \$315.10
28	<del>\$282.00</del> \$324.30
29	<del>\$288.00</del> \$331.20
30	<del>\$294.00</del> \$338.10
31	<del>\$302.00</del> \$347.30
32	<del>\$309.00</del> \$355.35
33	<del>\$314.00</del> \$361.10
34	<del>\$322.00</del> \$370.30
35	<del>\$329.00</del> \$378.35
36	<del>\$335.00</del> \$385.25
37	<del>\$342.00</del> \$393.30
38	<del>\$349.00</del> \$401.35
39	<del>\$357.00</del> \$410.35
40	<del>\$362.00</del> 416.30
41	<del>\$369.00</del> \$424.35
42	<del>\$377.00</del> \$433.55
43	<del>\$382.00</del> \$439.30
44	<del>\$389.00</del> \$447.35
45	<del>\$397.00</del> \$456.55
46	<del>\$402.00</del> \$462.30
47	<del>\$409.00</del> \$470.35
48	<del>\$417.00</del> \$479.55
49	<del>\$422.00</del> \$485.30
50	<del>\$429.00</del> \$493.35

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

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES (EFFECTIVE JANUARY 1, 2015 — FEES ARE INCREASED BY 15%)**

Number of Fixtures	CONTRACTOR	Number of Fixtures	CONTRACTOR
51	\$435.00 \$500.25	76	\$570.00 \$655.50
52	\$440.00 \$506.00	77	\$574.00 \$660.10
53	\$445.00 \$511.75	78	\$580.00 \$667.00
54	\$450.00 \$517.50	79	\$587.00 \$675.05
55	\$457.00 \$525.55	80	\$592.00 \$680.80
56	\$463.00 \$532.45	81	\$594.00 \$683.10
57	\$467.00 \$537.05	82	\$597.00 \$686.55
58	\$473.00 \$543.95	83	\$599.00 \$688.85
59	\$478.00 \$549.70	84	\$602.00 \$692.30
60	\$484.00 \$556.60	85	\$604.00 \$694.60
61	\$488.00 \$561.20	86	\$608.00 \$699.20
62	\$494.00 \$568.10	87	\$610.00 \$701.50
63	\$500.00 \$575.00	88	\$613.00 \$704.95
64	\$505.00 \$580.75	89	\$617.00 \$709.55
65	\$510.00 \$586.50	90	\$618.00 \$710.70
66	\$515.00 \$592.25	91	\$620.00 \$713.00
67	\$522.00 \$600.30	92	\$623.00 \$716.45
68	\$527.00 \$606.05	93	\$627.00 \$721.05
69	\$532.00 \$611.80	94	\$629.00 \$723.35
70	\$537.00 \$617.55	95	\$632.00 \$726.80
71	\$543.00 \$624.45	96	\$635.00 \$730.25
72	\$549.00 \$631.35	97	\$638.00 \$733.70
73	\$553.00 \$635.95	98	\$639.00 \$734.85
74	\$559.00 \$642.85	99	\$642.00 \$738.30
75	\$564.00 \$648.60	100	\$645.00 \$741.75
<b>Add \$1.00 for each fixture over 100</b>			

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

**SAFETY CODES FEES (CONT)**

**PRIVATE SEWAGE TREATMENT SYSTEMS**

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

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

**OTHER CHARGES AND PAYMENTS**

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

Charges for additional services are as follows:

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

**Additional Inspection Services**

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

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Private Home Inspections for real estate deals (all disciplines),
- Insurance Inspections,
- Electrical Equipment Approvals,

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**SAFETY CODES FEES (CONT)**

- New Code Book Sales, and
- Code Seminars in all disciplines for local contractors.

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

<b>MISCELLANEOUS</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Additional Inspection (within 100 km radius)	\$75.00
Additional Inspection (over 100 km radius)	\$125.00
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.
Contractor's failure to obtain the proper permits, for the discipline in which they practice, prior to work commencement – due to negligence and/or repeat offences.	2 times the fee shown in the Fee Schedule Bylaw

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**PUBLIC WORKS**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Winter Maintenance Flags	\$20.00 /up to 1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control for Seniors	No Cost.	
TRAVIS Permits for Over Weight and Over Dimensional Vehicles on the following roads: <ul style="list-style-type: none"> <li>• 88 Connector</li> <li>• Assumption (Chateh)</li> <li>• Fox Lake Road</li> <li>• Wadlin Lake Road</li> <li>• Watt Mountain Road (Hutch Lake)</li> <li>• Zama Access</li> </ul>	\$35.00 Non-Refundable	N/A

**EQUIPMENT AND LABOUR**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sewer Line Camera	\$150.00 per hour (minimum charge \$350.00)	Applicable
Sanding Unit & Tandem Truck	\$110.00/hour (minimum charge 1 hr)	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Labour	\$25.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour (minimum charge 1 hr.)	Applicable

Item	Amount	GST
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable

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

### AIRPORTS

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

**SOLID WASTE**

Section 1: Commercial, Construction, Industrial & Institutional Solid Waste Fees

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Waste Management Commission	
<b>At Transfer Station</b>	
pickup truck (partial load)	\$5.00
pickup truck (full load)	\$10.00
Single axle larger than 1 ton	\$30.00
Trailers shorter than 8'	\$10.00
Trailers 8' - 20'	\$30.00
Trailers over 20'	\$50.00
Untarped loads of commercial, construction, industrial and/or institutional material	\$50.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

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Section 2: Residential Waste Collection – Hamlet of La Crete

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

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

**PARKS**

**Section 1: General Park Fees**

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

Section 2: Penalties

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

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

Section 2: Penalties Cont'd

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

**Note:**

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

**TRAFFIC REGULATIONS**

Traffic Regulation Bylaw Part 2: Parking

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

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

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

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

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

Traffic Regulation Bylaw Part 5: Miscellaneous

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



Note:

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

Off-Highway Vehicles Bylaw Offences

Section	Offence	Fine
Section 5 (d)	Contravenes Off-Highway Vehicles Bylaw (First Offence)	\$50.00
Section 5 (e)	Contravenes Off-Highway Vehicles Bylaw (Second Offence)	\$100.00

**FIRE SERVICES FEES**

Provincial Roadways Incidents

If costs are not recovered from the responsible party or their insurance company, Alberta Transportation Policy #TCE-DC-501 (v3) states that Alberta Transportation is to be invoiced for recovery of services at the following rates:

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

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

Item	Amount
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour

Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<b><u>Manpower Fee:</u></b>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

**Other Incidents:**

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

**Note:**

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

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False Alarms

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

Other Fees

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

*\*As specified in Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:

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- (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
- (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

**DOG CONTROL FEES**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<b>Annual Fees</b>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<b>Lifetime Fee</b>			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
Dog running at large – <b>Handling fee</b>			
1 <sup>st</sup> offence		\$50.00	\$500.00
2 <sup>nd</sup> offence		\$100.00	\$1,000.00
3 <sup>rd</sup> offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00

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

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<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to harness of leash a dangerous dog properly penalty			\$500.00
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

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

Note:

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

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS**

**Water/Sewer Rates**

<b>Rate Description</b>	<b>Water Rates</b>	<b>Sewer Rates</b>
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$31.52/month plus \$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m <sup>3</sup> of consumption	N/A
High Level South Waterline	As per agreements	N/A

**Penalties**

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

**Fees and Deposits**

<b>Description</b>	<b>Fee Amount</b>
Application fee for new account move in	\$50.00
Transfer from one account to another	\$50.00
Reconnection of account due to non-payment of account	\$50.00

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Description	Fee Amount
Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw)	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00
Fee for hamlet water and/or sewer main tie-in	\$500.00 plus cost of installation
Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$8,000.00
Fee for rural water tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter	Cost recovery as determined for the specific areas and per Policy UT006 Water Servicing
Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$2,800.00/lot
Fee for water meter testing. Refundable if variance of meter reading is greater than 3%.	\$100.00
Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation	\$75.00/hr (minimum 1 hr charge)
Fee for after hour emergency call out of County employee for services born by the consumer	\$100.00/hr (minimum 1 hr charge)
Deposit for cardlock	\$100.00 for residential \$500.00 for commercial
Lagoon Sewage Disposal Fees (agreement required)	\$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit

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shall be transferred to the general revenue account of Mackenzie County.

- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

**Meter Fees**

Size of Meter	Cost of Meter and Install
5/8"	\$400.00
3/4" Residential	\$440.00
3/4" Commercial	\$520.00
1"	\$620.00
1 1/2"	\$980.00
2"	\$1,260.00

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

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

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

**Fines for Water/Sewer**

The voluntary payment, which may be accepted in lieu of prosecution for a contravention shall be the sum as set in the following table:

DESCRIPTION	PENALTY
Failing to connect to Municipal Utility	\$2,500.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
Interfering/Tampering with Municipal Utility	\$2,500.00
Operation or use of Municipal Utility without authorization	\$250.00
Failing to allow County staff or agent to enter premises	\$250.00
Failing to maintain water or sewer system	\$100.00
Failure to use proper material	\$250.00

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

Note: A person who contravenes a provision of the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in this Bylaw or, on summary conviction to a fine not less than fifty (\$50.00) dollars and not more than five thousand (\$5,000.00) dollars, and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading.
5. This Bylaw repeals **Bylaw 991-15 Fee Schedule** and **Bylaw 061/96 Energy Disposition Fees**.

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>ATCO Request – Street Light Poles in the Hamlet of La Crete</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has a mixture of vested and non-vested street light poles. The difference is in the ownership. The street lights that are owned by ATCO charged out at a higher rate (approximately double) in comparison to the street lights owned by Mackenzie County. The reason for this difference in operating costs is due to the responsibility for replacement or other capital improvements. While ATCO replaces the light bulbs at their costs in all street lights, the capital improvements cost responsibility rests with the owner, and in this case Mackenzie County is the owner.

## **OPTIONS & BENEFITS:**

ATCO personnel have identified twenty four street light poles in the Hamlet of La Crete, that have been installed some time ago, with their bases sitting below the surface. This is causing corrosion and deterioration at the poles, which over time may lead them to fall. Please note that the area identified was developed approximately fifteen years ago. Please review the attached documents provided by ATCO.

Mackenzie County’s practices have changed and therefore there are no issues with the subdivision that were built most recently or going forward.

ATCO representatives provided an \$84,732 estimate to the County to address the street lights poles issue.

### **Option 1:**

Amend the budget and authorize ATCO to proceed with work.

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

**Option 2:**

Budget this work in the 2016 budget (cost may vary).

**Option 3:**

Request ATCO to undertake the work in phases and budget accordingly.

Please note ATCO representatives have indicated that this initiative is driven by an incident that took place in one of the Alberta communities (outside of the Mackenzie Region); therefore leaving the street poles issue unaddressed may result in liability to the owner.

**COSTS & SOURCE OF FUNDING:**

To be determined:

If we proceed in 2015 – General Capital Reserve

If we proceed in 2016 – Municipal Tax and/or Reserves

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Utilities locates will be done by ATCO and Mackenzie County utilities department personnel will be monitoring the project to protect the County’s underground infrastructure.

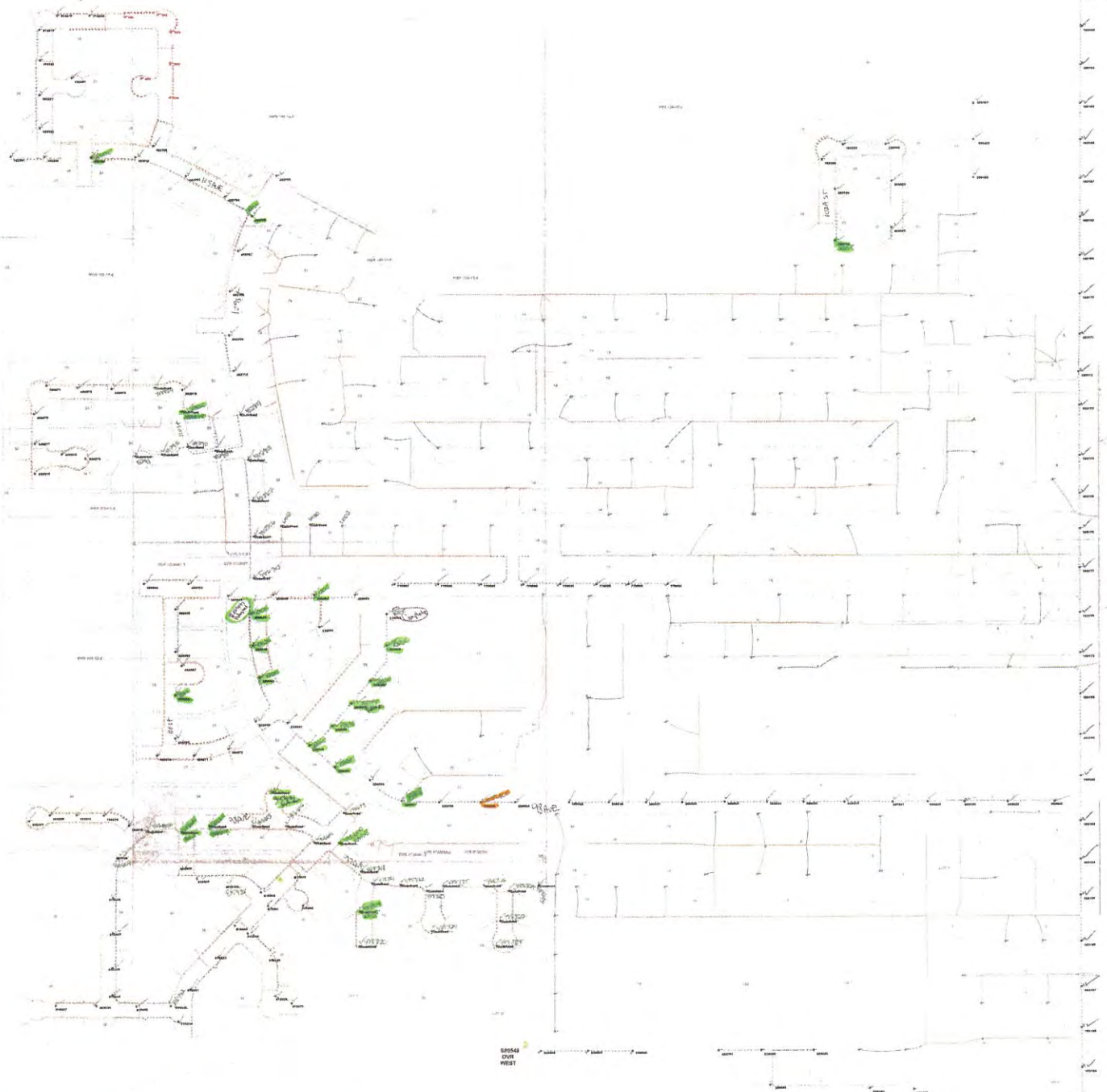
**RECOMMENDED ACTION:**

- Simple Majority
- Requires 2/3
- Requires Unanimous

That the 2015 Budget be amended to include \$85,000 for the Street Light Poles Improvements in the Hamlet of La Crete, with funding coming out the General Capital Reserve.

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

















\$84,732 ∞



Planned Programs - Street Light Maintenance Field Check Form

Work Order Number: D47302 Design Lead: Cathy Abaya  
 Asset Plant Name & Number: Town of Lacrete EL0794  
 Field Checked by: Chris Fournier Field Check Date: Oct 08/14

Invested  
 Non-Invested Customer: Mackenzie County

Asset #	Map #	Address	Overhead Feed?	Base Type	Base Work Required?	Breakaway Base	Extension Required	Bolt Pattern (Inches)	Replace Davit?	New Color/Coating	Festoon Outlet	Attachments (List Type)	Straighten Davit?	Traffic Requirements	Landscaping	Comments
229087	2	9106 102st	No	Steel	Yes - Raise	No	No	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Need to hand expose base-water shut off and secondary powerlines close to structure. need to raise base approx 2ft
229035	1	10610 98AVE	No	Steel	No	No	No	8	Yes (9m Single)	Galvanized	No	None	No	Quiet street, no issues	None required	Change davit
229037	1	10625 98AVE	No	Steel	No	No	Yes - 12"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extension
486600	1	10720 97AVE	No	Steel	Yes - Raise	No	No	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Raise Base as required- to far down to install extension
488319	1	9610 107A ST	No	Steel	No	No	Yes - 8"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found, beware and not damage sidewalk	Install extension
486604	1	10917-98AVE	No	Steel	No	No	Yes - 8"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found, beware and not damage sidewalk	Install extension
486605	1	11001 -98AVE	No	Steel	No	No	Yes - 16"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extension
947844	1	9811 109st	No	Steel	No	No	Yes - 16"	8	No				No	Quiet street, no issues	Gravel dirt- rake back nice	Install extension
229039	1	10709 98 AVENUE	No	Steel	Yes - Raise	No	No	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Raise Base as required- to far down to install extension- approx 2ft to raise
229040	1	10801 98 AVENUE	No	Steel	No	No	Yes - 16"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extension
229058	1	9802 108 STREET	No	Steel	Yes - Raise	No	No	8	No				No	Quiet street, no issues	In gravel-ashphalt	Raise Base as required- to far down to install extension- approx 2ft to raise- May need to hammer asphalt out a little- be easy on it and no major repairs will be required. Refer to pics
229057	1	9814 108 STREET	No	Steel	Yes - Raise	No	No	8	No				No	Quiet street, no issues	In asphalt- will require repair once complete, need to jack hammer out	Raise Base as required- to far down to install extension- approx 2ft to raise-. Refer to pics. Jack hammer will be required. Driveway is sloped to have water run over top of davit- Once exposed check over davit for deterioration. could not complete full survey of davit. Once exposed
229056	1	9818 108 STREET	No	Steel	No	No	Yes - 16"	8	No				No	Quiet street, no issues	In gravel	Install extension
229055	1	9904 108st	No	Steel	No	No	Yes - 12"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extension
229050	1	10817 100 AVENUE	No	Steel	No	No	Yes - 12"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extension



Planned Programs - Street Light Maintenance Field Check Form

Work Order Number: D47302 Design Lead: Cathy Abaya  
 Asset Plant Name & Number: Town of Lacrete EL0794  
 Field Checked by: Chris Fournier Field Check Date: Oct 08/14

Invested  
 Non-Invested Customer: Mackenzie County

Asset #	Map #	Address	Overhead Feed?	Base Type	Base Work Required?	Breakaway Base	Extension Required	Bolt Pattern (Inches)	Replace Davit?	New Color/Coating	Festoon Outlet	Attachments (List Type)	Straighten Davit?	Traffic Requirements	Landscaping	Comments
229046	1	9926 109 STREET	No	Steel	No	No	Yes - 12"	8	No				No	Quiet street, no issues may require to park on customers driveway	Nice lawn	Install extention- while on site digging up to install extention raise pedastal #229047 at same time. Unable to access door at current time. Refer to pics
229045	1	9918 109st	No	Steel	No	No	Yes - 16"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
229043	1	9910-109 STREET	No	Steel	No	No	Yes - 8"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
486568	1	10921 110st	No	Steel	No	No	Yes - 12"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
488876	1	10213 110st	No	Steel	No	No	Yes - 8"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
482706	1	10430 109st	No	Steel	No	No	Yes - 8"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
482700	1	11021 105Ave	No	Steel	No	No	Yes - 16"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
182271	2	10105 87 Ave	No	Steel	No	No	Yes - 8"	8	No				No	Quiet street, no issues	Very nice lawn, put back so as found	Install extention
229033	1	10505 102A st	No	Steel	No	No	Yes - 12"	8	No				No	Quiet street, no issues may require to park on customers driveway	Grass and shrubs	Install extention





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Federation of Canadian Municipalities (FCM) Conference</b>

**BACKGROUND / PROPOSAL:**

At the April 29, 2015 Council meeting the following Notice of Motion was made:

**MOTION 15-04-338**      **MOVED** by Councillor Bateman

That the Federation of Canadian Municipalities (FCM) Conference attendance and cost be added to the May 8, 2015 regular council meeting agenda.

**CARRIED**

In October 2013 the following motion was made that all Councillors be authorized to attend the FCM Conference which administration has been following since.

**MOTION 13-10-823**      **MOVED** by Councillor Wardley

Requires Unanimous

That all Councillors be authorized to attend the FCM Conference/Annual General Meeting.

**CARRIED UNANIMOUSLY**

Subsequently, another motion was made in November 2013 to allow Councillors the choice to attend either the FCM Conference or the FarmTech Conference for the year 2014 only.

**MOTION 13-11-877**      **MOVED** by Councillor Wardley

That Councillors have the option to attend the annual FCM Conference in June 2014 or the FarmTech Conference in January 2014.

**CARRIED**

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

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

The following are approximate costs per person for attending the FCM Conference which is being held in Edmonton this year. Seven Councillors are currently registered for the conference.

Conference Fee	\$799.00
Honorariums	\$1,400.00
Mileage	\$750.00
Meals (not including meals covered at the conference)	\$150.00
Lodging	\$850.00
Other	\$70.00
<b>Total (per person)</b>	<b>\$4,019.00</b>

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2015 Mackenzie County Ratepayer Survey</b>

**BACKGROUND / PROPOSAL:**

The Mackenzie County 2015-2017 Business Plan identifies “Ratepayer Engagement” as a strategic priority under Governance and Leadership.

An action identified under Ratepayer Engagement is to undertake a ratepayer survey. Administration has drafted a survey and a copy is attached for Council review and comment.

**OPTIONS & BENEFITS:**

To allow residents an opportunity to provide feedback on the services that the municipality provides.

The results will be used to establish future strategies related to municipal services and customer service improvements. These strategies will be communicated to the ratepayers. The ratepayer surveys will be an annual undertaking. This will be reflected in the Citizens Engagement Policy that will be drafted and presented to Council during one of the upcoming council meetings.

**COSTS & SOURCE OF FUNDING:**

N/A

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

**SUSTAINABILITY PLAN:**

Citizen engagement and “buy-in” to Council’s policies help to build a stronger, sustainable community.

**COMMUNICATION:**

Paper copies of the survey will be available at the Annual Ratepayer Meetings as well as every County office. An online version will be made available near the end of May 2015.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2015 Mackenzie County Ratepayer Survey be approved as presented.

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

## MACKENZIE COUNTY RATEPAYER SURVEY – 2015



The Reeve, Councillors and the Administration of Mackenzie County are interested in your opinions regarding municipal services. The information from this survey will be used to provide guidance to make decisions regarding civic services, and help shape the priorities for the future.

Please be assured that all your responses are confidential, and you will not be personally identified. Your input is extremely valuable in helping the County understand the status of civic services and what actions need to be undertaken to better serve the needs of Mackenzie County’s residents.

The survey deadline is June 30, 2015.

### COUNTY SERVICES

	Excellent	Good	Average	Below Average	N/A
How would you rate the job the County is doing in providing the following program or service?					
• Agricultural Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Building Maintenance (offices, arenas, shops, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Bylaw Enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Economic Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Family and Community Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Fire Department Response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Hamlet Road Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Permitting Services (building, subdivision, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Recreation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Rural (Gravel) Roads Maintenance – Summer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**COUNTY SERVICES CON'TD**

	Excellent	Good	Average	Below Average	N/A
How would you rate the job the County is doing in providing the following program or service?					
• Rural (Gravel) Roads Maintenance – Winter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Sewer Disposal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Solid Waste Disposal (garbage)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Support Services for Seniors (ie. dust control, snow removal, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Water Treatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you rate the overall level and quality of services and programs provided by Mackenzie County?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**FINANCIAL PLANNING**

Considering the services provided by the County, overall, do you think you get good value or poor value for the property taxes you pay? Would you say you get...

<input type="radio"/>	Very Good Value
<input type="radio"/>	Good Value
<input type="radio"/>	Poor Value
<input type="radio"/>	Very Poor Value
<input type="radio"/>	Don't Know/Not Sure

Municipal property taxes are the primary ways to pay for services provided by the County. Due to the increased cost for maintaining current service levels and infrastructure, the County must balance taxation and service delivery levels. To deal with this situation, which of the following options would you most like the County to pursue?

<input type="radio"/>	Increase Taxes – to enhance or expand services
<input type="radio"/>	Increase Taxes – to maintain services at the current level
<input type="radio"/>	Cut Services – to maintain taxes at the current level
<input type="radio"/>	Cut Services – to reduce taxes
<input type="radio"/>	Don't Know / Not Sure
<input type="radio"/>	Other Suggestions (please specify) _____

**COMMUNICATIONS**

	Yes	No
Have you contacted or dealt with a member of Mackenzie County Council in the last year?	<input type="radio"/>	<input type="radio"/>
Have you contacted or dealt with Mackenzie County or one of its employees in the last year?	<input type="radio"/>	<input type="radio"/>

What department or area of the County did you last have contact with?			
<input type="radio"/>	Bylaw Enforcement (ie. animal control, noise control, etc.)	<input type="radio"/>	Planning & Development
<input type="radio"/>	Councillor	<input type="radio"/>	Public Works
<input type="radio"/>	County Office	<input type="radio"/>	Utilities
<input type="radio"/>	Finance/Corporate Services	<input type="radio"/>	Other (please specify) _____

	Excellent	Good	Average	Below Average	N/A
How would you rate your most recent contact with the County?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Don't Know
Thinking of your personal dealings with Mackenzie County, your general impressions and anything you may have read, or heard, please identify whether you agree or disagree with each of the following statements about the County?					
• County staff are courteous, helpful, and knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• County staff are easy to get a hold of when I need them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The quality of services from the County is consistently high.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The County responds quickly to requests and concerns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**COMMUNICATIONS CONT'D**

	Too Much	Too Little	Just the Right Amount	Don't Know
In your opinion, do you currently receive too much, too little, or just the right amount of information from the County?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Thinking about yourself, what is your main source of information you receive from the County? Please select all that apply.			
<input type="radio"/>	Bulletin Board	<input type="radio"/>	Echo/Pioneer
<input type="radio"/>	Councillor(s)	<input type="radio"/>	Family
<input type="radio"/>	County Facebook Page	<input type="radio"/>	Telephone
<input type="radio"/>	County Image	<input type="radio"/>	Word of Mouth
<input type="radio"/>	County Ratepayer Meetings	<input type="radio"/>	Other (please specify) _____
<input type="radio"/>	County Website		

**PERCEPTIONS ABOUT STAFF AND COUNCIL: MUNICIPAL REPUTATION**

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Don't Know
Thinking about your personal dealings with Mackenzie County and anything you may have read, seen or heard, please indicate if you agree or disagree with each of the following statements.					
• Mackenzie County is accountable to the community for leadership and governance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Mackenzie County practices open and accessible government.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Mackenzie County does the best it can with the money available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Mackenzie County always takes resident's views into consideration when making decisions that affect them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**PRIORITIES**

Thinking about the priorities in Mackenzie County's 2015-2016 Strategic Priorities Plan; please identify the <b>top three priorities</b> that you feel Mackenzie County should address in the next twelve months.	
<input type="radio"/>	Campgrounds (expansion and new boat docks)
<input type="radio"/>	Economic Development
<input type="radio"/>	Industry Relationships (meeting and assisting through lobbying the industry partners whenever possible to boost their success)
<input type="radio"/>	Master Flood Control Plan and Flood Control Systems (overland flooding in agricultural areas)
<input type="radio"/>	Potable Water Availability (rural and urban areas)
<input type="radio"/>	Ratepayer Engagement
<input type="radio"/>	Recreational Centers and Arena Upgrades
<input type="radio"/>	Regional Partnerships (with the Towns and/or First Nations)
<input type="radio"/>	Transportation Development (establish five-year rural and urban roads upgrading plan)

**QUALITY OF LIFE**

	Very Good	Good	Poor	Very Poor	Don't Know
How would you rate the overall quality of life in Mackenzie County today? Would you say it is...?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Improved	Stayed the Same	Worsened	Don't Know
Do you think the quality of life has improved, stayed the same, or worsened in the last three years?				
• Budget Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**QUALITY OF LIFE CONT'D**

	Improved	Stayed the Same	Worsened	Don't Know
Do you think the quality of life has improved, stayed the same, or worsened in the last three years?				
• Development/Commercialization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Farmland/Agricultural Zone Conversion to Other Uses (ie. residential)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Infrastructure Road Repair / Road Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Leadership and Effort by County Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Municipal Programs and Services in General	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Parks and Recreation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Public Infrastructure Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Quiet Community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Utilities (water, sewer, waste)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Don't Know
To what degree do you agree or disagree with each of the following statements:					
• Mackenzie County is a great community to raise a family.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Mackenzie County communities have a bright future.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Mackenzie County has a vibrant and healthy local economy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



What comments/suggestions do you have for the improvement of Mackenzie County?


Other Comments


**THIS SECTION IS OPTIONAL:**

In which area of the municipality do you reside?

- |   |   |
|---|---|
| <input type="radio"/> Tompkins/Blue Hills | <input type="radio"/> Fort Vermilion Rural  |
| <input type="radio"/> West La Crete       | <input type="radio"/> Fort Vermilion Hamlet |
| <input type="radio"/> La Crete Hamlet     | <input type="radio"/> Rocky Lane            |
| <input type="radio"/> La Crete Rural      | <input type="radio"/> High Level Rural      |
| <input type="radio"/> Blumenort           | <input type="radio"/> Zama                  |

**INSTRUCTIONS:**

Please drop off your completed survey form before June 30, 2015 to any County office or mail it to the address below:

2015 Mackenzie County Survey  
Box 640  
Fort Vermilion, AB  
T0H 1N0

If you have any questions regarding the survey please contact the Chief Administrative Officer at 780.927.3718.

Thank you very much for taking the time to provide feedback.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Councillor Pension Plan</b>

**BACKGROUND / PROPOSAL:**

At the February 25, 2015 Council meeting the following motion was made in regards to participation in the AAMDC Councillor Pension Plan.

**MOTION 15-02-137**      **MOVED** by Councillor Braun  
 Requires Unanimous

That Mackenzie County participates in the AAMDC Councillor Pension Plan and retroactive option to the beginning of the term (November 2013) to be made available.

**CARRIED UNANIMOUSLY**

Following this motion and in discussions with the benefit provider it has been determined that Councillors are not eligible to buy back their years of service to the beginning of the term. However, there is an option for the parties to contribute a lump sum payment into the plan.

Two Councillors have currently signed up for the pension plan effective April 1, 2015 and a motion of Council is required in order for the County to approve a one-time lump sum payment.

**OPTIONS & BENEFITS:**

Option 1

That the County contribute a one-time lump sum payment into the Councillor Pension Plan subject to the Councillor providing a matching one-time lump sum contribution for the period November 1, 2013 to March 31, 2015.

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

Option 2

That the County contribute a one-time lump sum payment into the Councillor Pension Plan for the period November 1, 2013 to March 31, 2015.

Option 3

That the Councillor Pension Plan one-time lump sum payment be received for information.

**COSTS & SOURCE OF FUNDING:**

One time lump sum contribution amounts for the period November 1, 2013 to March 31, 2015 are as follows:

	County Contribution	Councillor Contribution
Councillor A	\$3,195.00	\$3,195.00
Councillor B	\$2,715.00	\$2,715.00

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Agricultural Society – Letter of Support</b>

## **BACKGROUND / PROPOSAL:**

See attached request from the La Crete Agricultural Society for their Community Initiatives Operating Grant application.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Community Initiatives Operating Grant application.

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

# La Crete Agricultural Society

Box 791, La Crete AB, T0H 2H0

(780)928-4447

lcheritagecentre@gmail.com

lacreteheritagecentre.weebly.com

Mackenzie County

Box 640

Fort Vermilion, AB

T0H 1N0

April 30, 2015

Dear County Council and CEO, Joulia Whittleton:

We would like to request a support letter from the Mackenzie County for a Community Initiatives Operating Grant. The CIP operating grant is to help us with wages and training for core staff - myself (Program Coordinator) and Jeremy Wiebe (Museum Collections & Project Manager). We are asking for \$30,000 over two years - \$15,000 per year. We've never been successful with this grant yet, but wish to try again asking for a lesser amount. With an additional staff member we're going to need additional funding to make it work long-term.

Both of us are working towards our Certificate in Museum Studies, but courses are usually in central or southern Alberta and costly to attend. Therefore we figured some training costs into the grant as well. We need to operate by professional museum standards to keep our "Recognized Museum" status.

Sincerely:

Susan Siemens

La Crete Ag Society

(780)928-4447



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Chamber of Commerce – Letter of Support (Jubilee Park)</b>

### **BACKGROUND / PROPOSAL:**

See attached request from the La Crete Chamber of Commerce regarding a letter of support required for their Farm Credit Canada AgriSpirit grant application for Jubilee Park amenities.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the La Crete Chamber of Commerce for their Farm Credit Canada AgriSpirit grant application for Jubilee Park amenities.

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



*La Crete & Area Chamber of Commerce*  
P.O. Box 1088, La Crete, AB T0H 2H0  
Phone: 780.928.2278 Fax: 780.928.2234  
[www.lacretechamber.com](http://www.lacretechamber.com)

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Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1N0

**Jubilee Park Committee**

Box 1088  
La Crete, AB  
T0H 2H0



May 4, 2015

Mackenzie County Council and CAO Joulia Whittleton:

The Jubilee Park Committee wishes to apply to Farm Credit Canada's AgriSpirit grant for park amenities.

Non-profit groups are only eligible to apply if they partner with their municipalities. We are writing to request permission to partner with the Mackenzie County to apply to FCC. If approved the funding would be sent to the county and would then need to be forwarded to the La Crete Chamber of Commerce. The Chamber would then forward it into the Jubilee Park account.

If the grant is approved, (decision to be made known in August) FCC will forward a template letter to the county to be signed saying that you're giving permission to funnel the funding through the county.

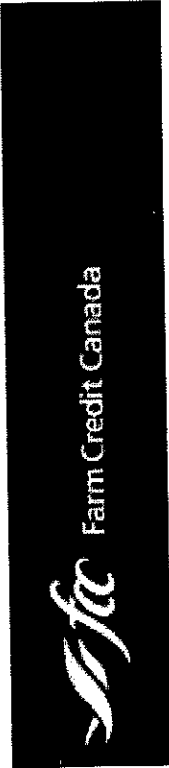
The Mackenzie County will not be required to sign a contract nor do the final reporting.

Sincerely,

Andrew Fehr

President, La Crete & Area Chamber of Commerce





Print

## Introduction

You have four hours to complete your application.

This form will time out after four hours of inactivity, so we recommend you begin by printing a copy. Click on Printable Form in the top right corner of your screen.

Applications cannot be saved, so we recommend you print a copy before you click the Submit button.

Submission deadline is 11:59 p.m. EDT on May 18, 2015. Only online applications will be accepted. Late or incomplete applications will not be accepted.

Thank you for your commitment to rural Canada.

Press Next to begin.

## Project or Event

Mouse over titles to view definitions.

\* Required Fields

\* **Project or Event Name**

\* **Address**

\* **City**

\* **State/Prov./Region**

\* **Postal Code**

\* **Phone**

Commemorative Park Amenities
Box 1088
La Crete
Alberta
T0H 2H0
(780)841-4648

**Fax**

(780)928-3034

**Website**

lacretechamber.com

## Profile

Mouse over titles to view definitions. Click on date selector for dates.

\* Required Fields

\* **Cash Budget Asked**

CAD10,000.00

\* **Will your project be completed by December 31, 2017?**

Yes

\* **Select the option that best describes your organization:**

non-profit partnering with a municipal body

226

\* **What is your charitable organization or non-profit registration number? (00000000RR0000) If not applicable, write N/A.**

5013708705

**If you are a registered charity applying using your parent or umbrella organization's registration number, provide the name, phone number and email address of the parent or umbrella organization and ensure you have permission to apply using that number.**

**If you are a non-profit organization partnering with a municipal body, enter the name, phone number and email address of your municipal partner and ensure you have their permission to apply for funding with the municipal body as a partner.**

Mackenzie County, (780)927-3718,  
jwhittleton@mackenziecounty.com

\* **Which category does your project fit best?**

capital investment - fixed assets (buildings, equipment)

\* **What focus area best describes your project?**

community and recreation

Is it your organization's mission to directly support one or more of these groups? If so, which one(s)?

not applicable

\* How did you hear about the FCC AgriSpirit Fund?

Email

\* Please summarize your project in one sentence. For example: To purchase a fire truck.

To purchase and install a washroom and two pergolas for benches

## General Questions

Select your best answer for each section. A question you have already answered, for statistical reasons, could be asked again, for evaluation purposes.

\* Required Fields

**Describe the need or opportunity that exists for your project, including how it will enhance the quality of life for people who live in rural communities.**

A commemorative park was started in the town of La Crete in 2013 and we need some additional amenities for the public. The park presently has a hill for winter sledding, a pond for skating, and newly paved walking trails for biking and walking, a new gazebo and two pond fountains. We now need a washroom facility, sixteen benches, and two pergolas (for some of the benches) in our new commemorative park to meet the needs of the public. The park stands to benefit the community in the following ways:

1. Social interaction - an in-town park for community and family events.
2. Physical benefits - many of the park's features provide opportunities for physical exercise.
3. Mental and emotional benefits - a peaceful and beautiful place for seniors, people with disabilities, and stressed working people to go and find tranquility and enjoy the fountains, trees, and flower beds.

**Explain your project, including a description of its current status and specifically how the money from the FCC AgriSpirit Fund will be used.**

In 2011 we celebrated 75 years of settlement in La Crete. As a result of our celebration a decision was made to develop a commemorative park as a long-term benefit to the community. Development was started in 2013. In 2015 we purpose to develop Phase III in our Jubilee Park. In Phase I we fundraised, reshaped the hill, dug the pond and planted some trees. In Phase II we fundraised, put a liner in the pond, put rocks around the pond,

purchased two fountains, paved over 900 meters of walking trail, built a gazebo, installed a bridge, started some landscaping, and planted a few more trees. In Phase III we are fundraising to build a washroom facility, purchase sixteen benches, and built two pergolas. these three items are how the money from the FCC AgriSpirit Fund will be used. We will also be working at landscaping some more.

**\* If FCC chooses to support your project, how will you promote our involvement? Select all that apply.**

- Press release/press conference
- recognition in promotional materials (newsletter, website, print ads)
- announcement at grand opening or event
- permanent signage (required)
- social media
- naming rights

**\* How often will your project be used?**

- daily throughout the year (180+ days per year)
- daily in certain seasons (50-179 days per year)
- once or twice a month (25-49 days per year)
- fewer than 25 days per year

**How are community volunteers involved in your project?**

At least 50 - community volunteers provided equipment and labourers to dig the pond, reshape the hill, plant the trees, install the fountains, and start landscaping and leveling the ground.

**What obstacles or challenges may interfere with the completion of the project?**

Lack of funding.

**Does your project have a focus on agriculture?**

No

**\*Please check which area best describes your project:**

- Community enhancement project or service (e.g. community halls, centres and facilities; sports and recreation facilities)
- Health and safety (e.g. hospitals, clinics, fire departments, equipment)
- Education (e.g. educational/interactive equipment, permanent exhibit, library resources)
- Arts and culture (e.g. sound equipment, pottery equipment, stage)
- Other (e.g. playground, park pathways)

**\*How many rural communities will benefit from this project?**

- 7 or more
- 5 to 6
- 3 to 4
- 1 to 2

**List those communities:**

Blumenort  
 La Crete  
 Buffalo Head Prairie  
 Blue Hills

**\*What percentage of the population in those communities will benefit from the project? Omit the**

**%.**

50

**\*A direct beneficiary is someone who uses or participates in the project. How many people will be**

**direct beneficiaries of your project each year?**

5,000

**Describe the direct beneficiaries and how they will benefit.**

Local residents and tourists. They will benefit by the town beautification, and opportunities for physical, social and mental and emotional health benefits. Already we have seen a number of wedding couples and family groups take their photos there.

**What is the population of your community?**

11,000

What is the total cost of the project?

37,700

What is the total amount of funds received to date?

27,550

What is the breakdown of funds received to date? (Grants, fundraising activities, private donations and in-kind donations)

Community Initiatives Program - \$10,000  
Isbrand Friesen Family - \$1250  
Dave & Susan Siemens - \$1300  
UFA - \$15,000

\*Financial commitment - what percentage of total funding has your project received to date? Omit the %.

73

## Contact Form

Mouse over titles to view definitions. Please fill in this Contact Form and then click on Next.

Salutation

Ms.

\*First Name

Susan

\*Last Name

Siemens

Job Title

\*Organization

La Crete Area Chamber of Commerce Society

Website

lacretechamber.com

* Street	Box 1088
* City	La Crete
Country	Canada
* State / Prov. / Region	Alberta
* Zip / Postal Code	T0H 2H0
* Email	lheritagecentre@gmail.com
* Confirm Email	lheritagecentre@gmail.com
* Phone	(780)841-4648
Alternate Phone	(780)928-2278
Mobile	(780)841-4648
Fax	(780)928-3034

231

## Your Comments

**Use the area below to type or paste comments. Thank you for your application, we will reply shortly.**

We are seeing the community starting the use the park year round. It offers such a variety of activities that the whole family has a great place to spend a few hours or a day on the week ends.  
The park is owned by the Mackenzie County and they are committed to long-term up-keep. The Chamber of Commerce has been partnering with the Mackenzie County from the very start.  
We are truly grateful for this opportunity to apply to Farm Credit Canada for funding. We appreciate your role in our community and country. Truly we are the better for it.

\* Do you consent to receive electronic messages from FCC about the FCC AgriSpirit Fund?

Yes

## Review and Submit

Your summary is now ready. You may review or print it before submitting by clicking on the link above. To edit your document, please use the Previous button on this page. Please note that you will not be able to make any changes once you submit your proposal. Do not forget to click on the Submit button below.

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## BACKGROUND / PROPOSAL:

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

- Correspondence – CN (Transportation of Dangerous Goods)
- Correspondence – AAMDC (Drinking Water Regulations)
- Correspondence – Alberta Municipal Affairs (Regional Collaboration Program)
- Correspondence – VSI Services (First Quarter Report)
- Correspondence – AFSC (Fort Vermilion Office Closure)
- Mackenzie Library Board Meeting Minutes
- Mackenzie Housing Management Board Meeting Minutes
- Municipal Dispute Resolution Services – Education Workshops
- 2015 FVSD Awards Ceremony
- MMSA Monitor April 2015
- Greenview Memorial Golf Tournament
- 
- 
- 
- 
- 
- 

## OPTIONS & BENEFITS:

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

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

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



www.cn.ca

**Corporate Services**

**Sean Finn**  
Executive Vice-President  
Corporate Services  
and Chief Legal Officer

935 de La Gauchetière Street West  
16<sup>th</sup> Floor  
Montreal, Quebec H3B 2M9  
Canada  
T 514-399-7091  
F 514-399-4854

**Services corporatifs**

Vice-président exécutif  
Services corporatifs et chef de la  
direction des Affaires juridiques

935, rue de La Gauchetière Ouest  
16<sup>e</sup> étage  
Montréal (Québec) H3B 2M9  
Canada  
T 514 399-7091  
Tc 514 399-4854

March 23, 2015

His Worship Bill Neufeld  
Mayor of the Mackenzie County  
4511 - 46 Avenue  
Box 640  
Fort Vermillion, AB T0H 1N0

Dear Reeve Neufeld,

We are pleased to confirm that CN recently made available a list of all dangerous goods carried by CN on its rail lines through your municipal jurisdiction, to your municipality's authorized agent, Joulia Whittleton. This was done under the terms of Transport Canada's Protective Direction 32, under which your municipality or city is registered to receive this information.

As per the terms of the federal Protective Direction 32, this information is to be used for emergency response planning and first responder training only.

CN remains committed to working with the municipalities in which we operate on matters of common interest, and we recognize that safety is of the utmost importance to you and your citizens and is a shared responsibility. Please do not hesitate to contact the CN Public and Government Affairs regional manager for your territory, Mr. Brent Kossey at (780) 472-3732 or [brent.kossey@cn.ca](mailto:brent.kossey@cn.ca), if you have any issues you wish to discuss with CN.

Thank you for your continued support with this very important initiative.

Sincerely,

Sean Finn

RECEIVED  
APR 22 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE



Partners in Advocacy & Business

RECEIVED  
APR 29 2015

April 23, 2015

Dr. Donald Reid  
Drinking Water Quality Regulator  
Drinking Water and Wastewater  
Alberta Environment and Sustainable Resource Development  
15<sup>th</sup> Floor Oxbridge Place  
9820 – 106 Street  
Edmonton, AB T5K 2J6

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Dear Dr. Reid,

This letter is intended to supplement the Alberta Association of Municipal Districts and Counties' (AAMDC) formal feedback on the proposed changes to Alberta's drinking water regulations. An attempt to consolidate the views of our 69 members into a single consultation response form was extremely challenging, although this form has been submitted. As our membership represents a diversity of views on drinking water regulation, a document that summarizes the consultation questions and includes responses in which consensus was not achieved is attached to this letter for your reference.

In addition, AAMDC members identified a number of concerns that should be considered as they will have significant impact on municipal operations and budgets. These concerns are as follows:

- There is a lack of information related to the implementation of the proposed regulatory changes. Successful implementation will require a collaborative effort by municipal and provincial governments and support from the province in this endeavour will be essential.
- Implementation of proposed changes could have significant financial impacts on municipalities and should be clearly communicated as such.
- The regulator should be responsible for overseeing drinking water safety plans. The costs associated with auditing these plans should fall to the regulator, not water suppliers.
- Defining the "tap" as the point of compliance will be difficult to manage and create severe challenges in conducting sampling at privately owned properties.
- The introduction of the Provincial Water Hygiene Card is restrictive, unnecessary and will be onerous for municipalities to manage.
- The lack of clarity as to how rural water systems will be categorized (either category 1 or category 2) will have considerable impacts on municipalities who use these systems.
- The proposal that category 2 systems require certified operators will create significant financial and staffing challenges. There is currently a shortage of certified operators in Alberta, and this change will exacerbate that shortage.

The AAMDC is also quite concerned about the lack of a public consultation process for these proposed changes. Firstly, it was extremely challenging to aggregate the views of our members into a single document. Alberta's rural municipalities have a wide variety of capacities and challenges related to water delivery, and their individual input would be quite valuable to the Government of Alberta. Secondly, and even more importantly, expecting municipalities to explain and justify these changes to residents without having had a role in developing them places an unreasonable burden upon municipal administrators and elected officials. Some of these proposed changes will have serious operational and fiscal impacts on municipalities, many of which will be directly felt by residents. It is extremely important that municipalities are properly informed of these changes and provided an opportunity to provide their input.

While we understand access to safe drinking water is essential for all Albertans, the AAMDC believes further public consultation on this issue is needed to enable municipalities to sufficiently prepare for the potential changes identified. We look forward to working with the Ministry as this progresses.

Sincerely,



Al Kemmere  
President

Cc: Mr. Bill Werry, Deputy Minister, ESRD  
Mr. Dale Brown, CAO, County of Forty Mile  
Mr. Bill Rogan, CAO, County of Grande Prairie  
Mr. Brian Bowles, CAO, Leduc County  
Ms. Joulia Whittleton, CAO, Mackenzie County  
Mr. Tony Martens, CAO, Mountain View County  
Ms. Theresa Van Oort, CAO, County of Northern Lights  
Mr. Ross Rawlusyk, CAO, Starland County  
Mr. Rob Coon, CAO, Strathcona County  
Ms. Cynthia Vizzutti, CAO, MD of Willow Creek

AR78729

April 23, 2015

Ms. Joulia Whittleton, Chief Administrative Officer  
MacKenzie County  
PO Box 640  
Fort Vermillion AB T0H 1N0

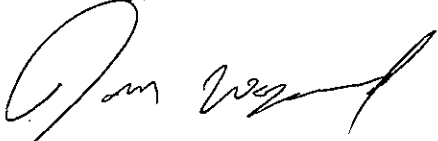
Dear Ms. Whittleton:

**Re: Regional Collaboration Program (RCP) – Mediation and Cooperative Processes Component**

Thank you for submitting the 2012/13 Intermunicipal Cooperation Protocols project reporting, funded by a \$50,000 RCP grant.

This letter confirms that the McKenzie County has satisfactorily complied with the completion date and the reporting requirements of the conditional grant agreement signed on November 2, 2012.

Sincerely,



Jason Waywood  
Director, Grant Accountability

RECEIVED  
APR 30 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

# V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0

PH 780 835 4531

April 30, 2015

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

Dear Joulia

I am sending this letter as a follow up to the first quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to [gsmith@mackenziecounty.com](mailto:gsmith@mackenziecounty.com) and [cnate@mackenziecounty.com](mailto:cnate@mackenziecounty.com).

Following is an estimate of your current VSI account status:

	Claims	Payments	Balance
Jan. 1, 2015			\$ 1,109
Payments in 2015		\$25,400	26,509
First Quarter	\$10,829		15,680

Your opening balance is subject to slight modification because we do not have the audited financial statement for 2014.

Administrative fees and investment income has not been calculated or included for the first three months of 2015.

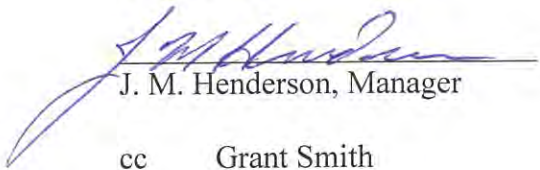
Overall there is a 20.3% increase in total claims for the first quarter of 2015 compared to 2014. Total costs have increased 18.3% over the same time period. The increased value of cattle is considered to be the most likely cause of the increased demand.

Four (4) of the sixteen (16) VSI jurisdictions had a decrease in their first quarter costs. Decreases ranged from 1.9% to 39.5% of 2014 first quarter costs. Increases, in the other twelve (12) jurisdictions ranged from 1.0% to 140% of 2014 first quarter costs.

Your 2015 first quarter claims are \$6,318 (**140.0%**) **higher** than for the first quarter of 2014.

If you have any questions or if you detect any errors in the report or in my calculations in this letter please let me know.

Yours sincerely

  
J. M. Henderson, Manager

cc Grant Smith  
Colleen Nate

RECEIVED  
MAY 4 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

May 1, 2015

Mr. Bill Neufeld  
County Reeve  
Mackenzie County  
P.O Box 640  
4511-46 Avenue  
Fort Vermilion, AB T0H 1N0

Dear Mr. Neufeld:

Thank you for your letter expressing your concerns regarding the closure of the AFSC office in Fort Vermilion slated for May 1, 2015. My colleague George Groeneveld asked that I respond to your concern on behalf of the AFSC Board of Directors.

The decision to close branches was a difficult one to make and was not made by one person in isolation. The Government of Alberta understands that this office closure impacts the community of Fort Vermillion. However, these changes were necessary as a result of the fiscal challenges presented to AFSC and the Government of Alberta.

As AFSC's clients become more streamlined and efficient in how they run their enterprises, so must AFSC. Many months were spent reviewing all branches across the province and business decisions were made based on geography, proximity of other locations and what made fiscal sense. In addition to staffing costs, there are many other infrastructure costs to branch locations – rent, power, telecommunications and data lines are a few examples. AFSC had to consider those costs, along with proximity of other services for clients to make the best fiscal decision possible.

Overall, this consolidation allows AFSC to provide more services in each location for many of our clients. This common sense approach allows AFSC to provide streamlined services as efficiently as possible. It is important to note that when AFSC approached the review, we did it from the client experience perspective to ensure that the needs of clients would be fully supported.

In addition to these office closures, AFSC has taken other business measures to reduce costs – for instance, AFSC will save \$1.2 million in discretionary spending through reductions to travel, training, contracted services and advertising.

.../2

RECEIVED  
MAY 6 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE



As a result of these decisions, there are a number of staffing changes throughout AFSC, half of which are in the Lacombe Central Office and half are associated with the branch offices. A total of 16 AFSC management and staff positions across the province have been terminated, 14 positions that are currently vacant will be eliminated and seven employees have been offered transfers.

AFSC will still be providing full services to our clients in the Mackenzie County area from the La Crete office and we have been working with them closely over the last several weeks to transfer their files over. This will be as seamless as possible with limited disruption to our clients, who we value and appreciate. We are committed to working with each of our clients from the Mackenzie County to help them grow their business and manage their risk.

Thank you for your time to provide me with your comments and concerns. I hope my letter provides you with insight into why AFSC has closed the Fort Vermilion office and the measures undertaken to transition the clients to another service location.

Sincerely,

**AGRICULTURE FINANCIAL SERVICES CORPORATION**



Brad Klak  
President and Managing Director / Board Member

c: Honourable Verlyn Olson, Minister of Agriculture and Rural Development  
Mackenzie County Council  
Joulia Whittleton, Chief Administrative Officer  
George Groeneveld

H:\Brad Klak\LETTERS\2015\015.docx

**Mackenzie County Library Board (MCLB)**  
**March 9, 2015 Board Meeting Minutes**  
**Fort Vermilion County Office**  
**Fort Vermilion, Alberta**

**Present:** Lisa Wardley, Wally Schroeder, Lorraine Peters, Lorna Joch, Irene van der Kloet  
La Dawn Dachuk, Lucille Labrecque, John Driedger.

**Regrets:** Beth Kappelar

**1.0 Call to Order:** The meeting was called to order by John Driedger at 7:03 p.m.

**2.0 Approval of Agenda:**

**MOTION #2015-02-01** Lisa Wardley moved the approval of the agenda as revised.

**CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2015-02-02** Wally Schroeder moved the approval of the Jan. 28/15 minutes as presented.

**CARRIED**

**4.0 Review of Action Items:**

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

**5.0 Financial:**

**5.1 Financial report as of Feb. 28/2015:**

- Balance Forward \$ 40,437.03

- Total Revenues \$ 115,004.58

- Total Expenses \$ 2,039.70

- Ending Balance \$ 153,401.91

**MOTION #2015-02-03** Lisa Wardley moved to accept the financial report as presented.

**CARRIED**

**5.2 MCLB 2014 Financial Audit:**

**MOTION: #2015-02-04** La Dawn Dachuk moved to accept the 2014 MCLB financial audit as presented.

**CARRIED**

**5.3 MCLB Funding to Date:**

- \$114,000.00 was received from the County and \$1000.00 from WSP in the current budget year.

**6.0 Library Reports:**

**6.1 La Crete:**

- Financials to Feb 28/15: Income \$6K, Expenses \$14K, Bank Balance \$91K
- Farm Credit presented the La Crete Library Society with a cheque for \$2,500.00.
- Since the library is so busy, circulation of 8,701 in Feb, a student will be hired for 6 hrs/wk.
- A new DVD cleaner will be bought for \$9,995.00.
- Public computer use is dropping.
- They have completed a policy review.
- They are still working on obtaining contents insurance for their library.
- The Sr. tea will be held June 1/15. Rustic Roots will be asked to donate flowers.
- They are looking to finalize the entertainment for the Salmon Grill.
- Lorna Joch and Kathy Janzen were elected Society co-chairs at their AGM held Feb. 2/15.

**6.2 Fort Vermilion:**

- They are using the Stage #1 program to track their finances.
- They held a "Human Book" program. It needs more advertising if done again.
- The building assessment has been completed. They are assessing their level of contents insurance.

**MOTION: #2015-02-05** Lisa Wardley moved that MCLB go in camera at 7:39 p.m,

**CARRIED**

**MOTION: #2015-02-06** La Dawn Dachuk moved that MCLB come out of in camera at 8:05 p.m.

**CARRIED**

- Lorraine Peters will ensure that all CRA submissions are completed.
- Their AGM will be held Apr. 27/15. New Society members will be recruited.

**6.3 Zama:**

- The “Mom’s Pantry” fundraiser netted the library \$880.00.
- 245 items were added to the collection to date this year. The total collection value is \$201,850.00.
- They are still trying to get their GST rebates.
- Their yearend financial report should be ready for the next MCLB meeting.

**6.4 High Level:**

- The High Level rural patrons are entitled to the same interlibrary loan services through the Peace Library Network they had before. Their library cards must be entered into Insignia.
- They discussed the services they provide to the High Level rural patron for the \$15,500.00 funding they receive from the County.

**MOTION #2015-02-07** Lorraine Peters moved to accept the library reports as presented.

**CARRIED**

**7.0 Old Business:**

**7.1 La Crete Library ATB Building:**

- There is a teleconference meeting with ATB personnel scheduled for Mar 23/15.
- The La Crete Library Society is working on the operational costs for the new library.

**8.0 New Business:**

**8.1 Rate Payers Meetings/ Trade Show Materials:**

**MOTION: #2015-02-08** Lorraine Peters moved that the Libraries be requested to set up and man information booths at their local rate payers meetings.

**CARRIED**

**MOTION: #2015-02-09** La Dawn moved that Lisa Wardley use up to \$4,000.00 to purchase the supplies to set up the rate payer meeting booths.

**CARRIED**

**8.2 Alberta Library Conference:**

**MOTION: #2015-02-10** Lisa Wardley moved that MCLB not send anyone to the Alberta Libraries Conference held in Jasper from Apr 30/15 to May 3/15.

**CARRIED**

**9.0 Correspondence:**

**9.1** Letter to Roy Patter (ATB)

**9.2** 2015 Minister’s Senior Service Awards

**9.3`** Letter from Public Library Services Branch re: School housed Public Libraries.

**10.0 In Camera:**

- Not required

**11.0 Next Meeting Date and Location:** Fort Vermilion County Office, April 28, 2015 at 7:00 p.m.

**12.0 Adjournment:**

**MOTION # 2015-01-08** John W. Driedger moved the meeting adjourned at 9:08 p. m.

**CARRIED**

**These minutes were adopted this 28<sup>th</sup> day of April, 2015**

---

**John Driedger Vice- Chair**

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
March 16, 2015 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen-Chair- via teleconference  
Jack Eccles  
Wally Olorenshaw  
Ellis Forest- via teleconference  
Wally Schroeder-Vice Chair  
Peter H. Wieler  
Josh Knelsen  
Paul Driedger  
Mike Kowal  
Shirley Rechlo

**Regrets:**

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

**Call to Order:** Vice Chair Wally Schroeder called the Board meeting to order at 10:00 a.m.

**Agenda:** **Approval of Agenda**

15-21 Moved by Ellis Forest

That the agenda be approved as distributed

Carried

**Minutes:**

**February 9, 2015 Regular Board Meeting**

15-22 Moved by Mike Kowal

That the February 9, 2015 Regular board meeting minutes be approved as distributed.

Carried

**Reports:**

**Financial Reports**

**CAO Report**

15-23 Moved by Peter Wieler

That the Chief Administrative Officer report be received for information.

Carried

10:07 am Wally Olorenshaw joined the meeting

10:08 am Josh Knelsen joined the meeting

**Housing Financial Reports – February 28, 2015**

15-24 Moved by Jack Eccles

That February 28, 2015 Housing financial report be received for information.

Carried

**Lodge Financial Reports – February 28, 2015**

15-25 Moved by Paul Driedger

That the February 28, 2015 Lodge financial report be received for information.

Carried

**High Level Lodge Report – February 28, 2015**

Moved by Wally Olorenshaw

15-26 That the February 28, 2015 High Level Lodge financial report be received for information.

Carried

**Assisted Care Financial Reports – February 28, 2015**

15-27 Moved by George Friesen

That the February 28, 2015 Assisted Care financial report be received for information.

Carried

**Arrears Report to February 28, 2015**

15-28 Moved by Ellis Forest

That the February 28, 2015 arrears report be received for information.

Carried

**New Business:**

**Accommodation Standards Audit**

15-29 Moved by Josh Knelsen

That the summary of the Accommodation Standards Audit and the procedures to correct the outstanding non-compliant areas are received for information.

Carried

**AHS Amending Agreement**

15-30

Moved by Paul Driedger

That the draft amending agreement between Alberta Health Service and Mackenzie Housing Management be approved.

Carried

**NAS/Hard Drive Quote - On-site Backup**

15-31

Moved by Mike Kowal

That the necessary hardware be purchased to implement an on-site backup of electronic data

Carried

**Family & Resident Survey**

15-32

Moved by Shirley Rechlo

That the 2015 client and family satisfaction surveys be received for information.

Carried

**Notice of Termination – Lease Agreement**

15-33

Moved by Jack Eccles

That the letter from Alberta Health Services terminating the office space lease in the Heimstaed be received for information.

Carried

**Information:**

**Information items**

15-34

Moved by Mike Kowal

That the following be accepted for information.

- Bank reconciliation for January 2015
- Bank reconciliation for February 2015

- Newspaper releases

Carried

10:51 am Vice Chairman Wally Schroeder called for recess

11:00 am Vice Chairman Wally Schroeder reconvened the meeting

11:00 am Vivian Tayler from Meyers Norris Penny joined the meeting via teleconference

### **2014 Financial Audit**

15-35

Moved by Paul Driedger

That the 2014 audited financial statements be approved as distributed and forwarded to Alberta Seniors.

Carried

11: 37 am Vice Chair Wally Schroeder called for a recess

11:38 am Paul Driedger left the meeting

11:44 am Vice Chair Wally Schroeder reconvened the meeting

15-36

### **High Level Lodge**

That motion 14-180 be rescinded.

Josh Knelsen requested a recorded vote

Opposed – Wally Schroeder, Peter Wieler, Wally Olorenshaw, Mike Kowal, Paul Driedger, Jack Eccles, Shirley Rechlo, Ellis Forest, George Friesen

In-favor- Josh Knelsen

**In Camera:**

### **Legal / Land / or Labor**

**Next Meeting Date:**

Regular Board Meeting – April 27, 2015 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge



**Adjournment:**

15-37

Moved by Mike Kowal

That the board meeting of March 16, 2015 be adjourned at 11:49 am.

Carried

---

Wally Schroeder, Vice Chair

---

Evelyn Peters  
Executive Assistant

2014

Date	Location	Workshop
Oct 23-24	Arrowwood/Milo	Finding Agreement
Oct 29-30-31	Canmore	Public Input Design
Nov 5-6-7	Cochrane	Workplace Conflict
Nov 27-28	Rocky Mtn House	Negotiation Effectively
Dec 10-11-12	Lacombe	Public Input Design

2015

Date	Location	Workshop
Jan 15-16	Sedgewick	Finding Agreement
Feb 25-26-27	Edmonton	Group Facilitation

**On demand, subject to availability:**

Understanding Conflict Styles  
Coaching for Conflict Resolution

Please contact Irene Black at [irene.black@gov.ab.ca](mailto:irene.black@gov.ab.ca),  
T. 780.644.3124, toll free by dialing 310-0000 first or  
Megan McKenna at [megan.mckenna@gov.ab.ca](mailto:megan.mckenna@gov.ab.ca)  
T. 780.422.8848, toll free by dialing 310-0000 first

Workshops run from 8:30am - 4:30pm daily, participants  
are asked to arrive 15 minutes early.  
Information on workshop venues is available online at:  
[www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm)

REGISTRATION | COST

Registration opens September 30, 2014 and closes 5  
business days prior to workshop start dates.

Register for workshops online at:  
<http://municipalaffairs.alberta.ca/online-event-registration.cfm>

Workshop fees are \$125 per participant and include lunch  
and snacks. Payment must be made in advance of  
workshops by cheque as detailed on the registrant invoice.

**Cancellation policy:**

All withdrawals must be received 5 working days prior  
to the course start date and are subject to a \$25  
administration fee.



View our upcoming Workshops at:  
[municipalaffairs.alberta.ca/1489.cfm](http://municipalaffairs.alberta.ca/1489.cfm)

to **local solutions**  
**local issues**

Municipal Dispute Resolution Services at Alberta Municipal  
Affairs encourages collaborative governance, provides  
mediation and dispute resolution support, and offers education  
courses on interest-based principles of negotiation. The goal is  
to build municipal capacity and support local solutions to local  
issues.

The education program is held annually from September to  
March and is intended for municipal officials and community  
leaders. The program offers three streams of workshops:  
negotiation, workplace, and public input.

**Workshops offered in cooperation with:**

Alberta Association of Municipal Districts and Counties  
Alberta Urban Municipalities Association  
Alberta Municipal Affairs

**In partnership with:**

City of Lacombe  
Clearwater County  
Flagstaff County  
Town of Canmore  
Town of Cochrane  
Villages of Arrowwood and Milo

CONTACT | US

For more information about the workshops listed, please contact:

**Irene Black**, Intermunicipal Mediation Advisor

E [Irene.black@gov.ab.ca](mailto:Irene.black@gov.ab.ca)  
T 780-644-3124, toll free by  
dialing 310-0000 first

**Megan McKenna**, Municipal Dispute Resolution Advisor

E [Megan.mckenna@gov.ab.ca](mailto:Megan.mckenna@gov.ab.ca)  
T 780-780-422-8848, toll free by  
dialing 310-0000 first



Alberta Municipal Affairs  
17th Floor, Commerce Place  
10155 – 102 Street NW  
Edmonton, Alberta T5J 4L4  
[www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm)  
250

2014 | 2015

NEGOTIATION | SERIES

Finding Agreement  
Negotiating Effectively  
Applied Negotiation

WORKPLACE | SERIES

Workplace Conflict Resolution  
Coaching for Conflict Resolution  
Understanding Conflict Styles

PUBLIC INPUT | SERIES

Public Input Design  
Group Facilitation  
Collaborative Leadership



EDUCATION

MUNICIPAL  
DISPUTE  
RESOLUTION  
SERVICES



## NEGOTIATION | SERIES

### **Finding Agreement** (2-days)

In this introduction to conflict resolution methods, participants will build a foundation of knowledge and develop a set of communication skills to positively impact local initiatives.

Participants will learn how to:

- identify parties' positions and interests
- manage different working and conflict styles
- promote understanding and reach agreement

**Instructor: Barbara McNeil**

Arrowwood	October 23-24, 2014
-----------	---------------------

Sedgewick	January 15-16, 2015
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### **Negotiating Effectively** (3-days)

Participants will be introduced to a principled, interest-based negotiation model and have the opportunity to practice communication skills. Building on Fisher and Ury's book *Getting to Yes*, this workshop provides hands-on negotiation training.

Participants will learn how to:

- clarify and understand issues
- identify parties' interests and feelings
- create acceptable solutions

**Instructor: ADR Education**

Rocky Mountain House	November 26-27-28, 2014
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### **Applied Negotiation** (2-days)

Negotiation skills will be reviewed, enhanced and put into practice. Participants will learn how to:

- deal with different types and levels of conflict
- strengthen interpersonal interactions
- gain confidence in using an interest based process

**Instructor: ADR Education**

Offered every second year
---------------------------

## WORKPLACE | SERIES

### **Workplace Conflict Resolution** (3-days)

This workshop is designed to assist people who may be party to a conflict themselves, or are responsible for staff involved in a conflict, providing participants with a framework for resolving personnel issues. Participants will learn how to:

- understand the workplace conflict dynamic
- create collaborative conflict resolution processes
- resolve human resource management issues

**Instructor: ADR Education**

Cochrane
----------

November 5-6-7, 2014
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### **Coaching for Conflict Resolution** (2-days)

Coaching is an informal approach to conflict resolution and is often effective in situations where people are drawn into a conflict as a third party. This workshop will explore the principles and benefits of the coaching model. Participants will learn how to:

- assess personal response in conflict
- understand the impact of organizational structure
- use strategies and techniques to coach others through their conflict

**Instructor: Municipal Dispute Resolution Services Team**

*Please contact Irene Black at [Irene.black@gov.ab.ca](mailto:Irene.black@gov.ab.ca) or Megan McKenna at [megan.mckenna@gov.ab.ca](mailto:megan.mckenna@gov.ab.ca) if you are interested in hosting this on-demand workshop.*

### **Understanding Conflict Styles** (1-day)

Conflict is something that everyone deals with daily, and it is a common human experience. Conflict can have very positive and productive outcomes, and how you choose to approach and respond to it makes all the difference! Participants will learn how to:

- understand your own conflict style
- work better with other conflict styles
- practical tips and tools for positively managing conflict

**Instructor: Municipal Dispute Resolution Services Team**

*Please contact Irene Black at [Irene.black@gov.ab.ca](mailto:Irene.black@gov.ab.ca) or Megan McKenna at [megan.mckenna@gov.ab.ca](mailto:megan.mckenna@gov.ab.ca) if you are interested in hosting this on-demand workshop.*

## PUBLIC INPUT | SERIES

### **Public Input Design** (3-days)

This workshop provides municipal leaders with the skills and tools to design, deliver, and facilitate effective public input. Staff involved in land-use planning, development approvals, recreation and communications will benefit from attending.

Participants will learn to:

- select the best public input method for a situation/group
- use decision-making tools and build terms of reference
- evaluate capacity to use social media

**Instructor: Susanna Haas-Lyons**

Canmore	October 29-30-31, 2014
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Lacombe	December 10-11-12, 2014
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Laptops are recommended days 2 and 3 of this workshop.

### **Group Facilitation** (3-days)

This interactive workshop will benefit municipal staff that are called upon to lead and/or facilitate public forums. Information sharing, open discussions and demonstrations will ensure participants' success in their community and leadership efforts.

Participants will learn to:

- engage appropriate facilitation principals and techniques
- use the "focused conversation method" to lead and facilitate
- use proven consensus building workshop methods appropriate for diverse settings
- select the most appropriate facilitation method for each group and situation

**Instructor: Gene Roach**

Edmonton	February 25-26-27, 2015
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### **Collaborative Leadership**

This workshop equips leaders with the skills needed to work collaboratively on highly conflicting and politically sensitive issues.

**Instructor: TBA**

Please check our Website regularly for more information about the dates this workshop will be offered.

[www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm)

## “ WORKSHOP QUOTES

*"Very interactive...I really enjoyed being challenged with questions and being involved in the learning process."*

*Great instructor, good venue, great value for the time."*

*"I liked the casual style where everyone felt comfortable with asking questions and commenting. It made for a very open session"*

*"Great instructor, good venue, great value for time and money"*

*"It never ceases to amaze me the quality of education we receive for the buck"*

## DRAFT SAMPLE

### Workshop Hosting Letter of Understanding

Date

This Letter of Understanding between Municipal Dispute Resolution Services (**MDRS**) at Alberta Municipal Affairs and the Name of Municipality (**Host**) provides details of the partnership struck to offer a workshop during the DATES workshop season as part of the *Let's Resolve* education program:

Workshop Name: Finding Agreement  
Dates: TBD  
Times: 8:30 am to 4 pm

#### Workshop Description:

As the first in the series, this introductory course is designed specifically for community leaders, including administrative and elected officials. The objective of the workshop is to assist participants in gaining an understanding of conflict sources, dynamics and attitudes and the impact this has on the conflict resolution process. This course will give participants the skills to better collaborate with others, resolve difficult issues, and reach effective agreements.

#### Instructor:

Barbara McNeil brings a wealth of knowledge and experience in teaching a variety of conflict management courses, such as mediation, negotiation, and effective communication.

## TERMS

In general, this letter of understanding stipulates that the Host is given 10 seats at the workshop for covering the expenses associated with the venue and all catering.

## RESPONSIBILITIES OF THE HOSTS:

- A. Provide a facility room for the workshop that should;
  - a. Be suitable for up to 20 workshop attendees and 3 instructional staff;
  - b. Be wheelchair accessible;
  - c. Have a table for the instructor positioned at the front of the room;
  - d. Accommodate no more than 5 people per table in classroom formation facing front;
  - e. Have a table for snacks and lunch materials on a side wall or outside the room;
  - f. Have ample wall space for poster materials;
  - g. Be relatively quiet.
- B. Provide coffee service/juice and morning snacks for all attendees;
- C. Provide lunch for all attendees:
  - a. Host must accommodate dietary restrictions;
- D. Guarantee **ten (10)** attendees from the host municipalities:
  - a. Attendees should participate voluntarily;
  - b. Attendees may be council members, staff, members of boards and agencies, and other municipal leaders.

## RESPONSIBILITIES OF MUNICIPAL DISPUTE RESOLUTION SERVICES:

- A. Contract with instructor, covering all instructional and travel costs;
- B. Provide instructional materials including:
  - a. Technology;
  - b. Manuals;
  - c. Flipcharts and markers.
- C. Registration of up to 10 participants, additional to those of the host(s), using the Municipal Affairs online registration system;
- D. Promote workshops through a brochure available online and mailed to all Alberta municipalities in the fall and winter.

## COMMUNICATION AND CONTACTS

Primary communication will be by email.

MDRS will facilitate the workshop arrangements with the primary contact identified below. A secondary contact is required as a back-up only.

### CONTACT(S) FOR THE HOST(S):

Name of Municipality  
Address

#### PRIMARY CONTACT

Attention:  
Position:  
Tel :  
Fax:  
E-mail:

#### SECONDARY CONTACT

Attention:  
Position:  
Tel :  
Fax:  
E-mail:

### CONTACTS FOR MDRS:

Municipal Dispute Resolution Services  
Alberta Municipal Affairs  
17th floor, Commerce Place  
10155-102 Street  
Edmonton, Alberta T5R 4L4

Attention: Irene Black  
Tel: 780-644-3124  
Fax: 780-420-1016  
E-mail: irene.black@gov.ab.ca

Attention: Megan McKenna  
Tel: 780-422-8848  
Fax: 780-420-1016  
E-mail: megan.mckenna@gov.ab.ca

## TIMELINES

TBD Host should advise MDRS of the workshop venue so that it can be included in promotional materials, including:

- Location (address, e.g. City Hall
- Contact information.

TBD Host will provide MDRS with the names, positions, and emails of 10 participants by email (to ensure certificates of participation are prepared).

TBD MDRS will notify Host of any dietary restrictions of attendees.

## SIGNATURES

### FOR MDRS

**Irene Black**  
MDRS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR THE HOSTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 2015 FVSD Awards Ceremony

*The Fort Vermilion School Division No. 52 Board of Trustees  
invite you and your spouse/guest to attend a banquet  
and awards presentation on Friday, May 29, 2015*

~~~

*Best Western Mirage Hotel, High Level  
Supper at 6:00 p.m.*

*Entertainment during supper by Safire  
Awards presentation to follow*

~~~

*Please confirm your attendance and meal choices (see reverse)  
with Darlene Bergen at 780-927-3766 or [darleneb1@fvsd.ab.ca](mailto:darleneb1@fvsd.ab.ca)  
by Wednesday, May 20, 2015.*

---

### *Meal Choices*

*Starter (no choices) – Oasis Salad organic greens with sun dried cranberries, strawberry slices,  
orange segments and raspberry vinaigrette dressing.*

*Main Course Option #1 – Prime Rib served with red wine reduction sauce and comes with  
roasted garlic mashed potato and market veggies*

*or*

*Main Course Option #2 – Roasted Chicken Supreme stuffed with Ricotta Cheese  
and Spinach served with zesty tomato sauce and comes with roasted garlic mashed potatoes and  
market vegetables*

*Dessert Option #1 – Butter Pecan Cake*

*or*

*Dessert Option #2 – Vanilla Flavored Crème Brûlée*

*Vegetarian and gluten free meals are available upon request.  
Please also indicate any allergy concerns*

RECEIVED  
APR 24 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

# MMSA Monitor

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APR 29 2015  
MACKENZIE COLLEGE OF  
COMMUNITY SERVICES



MACKENZIE MUNICIPAL SERVICES AGENCY

Volume 23, Issue 04/15

APRIL 2015

## NEW STRATEGIC PLAN AND NEW SERVICE AGREEMENTS

After a long and winding journey, the Mackenzie Municipal Services Agency has adopted a new five year Strategic Plan and with that have entered into new service agreements with its' members for 2015 up to and including 2019. The new strategic plan was formulated by a working committee comprised of the Executive Committee and two Chief Administrative Officers and also based on input from the MMSA Staff. Their work began in early 2014 and culminated in the adoption by the General Board at their meeting on August 22, 2014.

Our new Mission states "The Mackenzie Municipal Services Agency is a professional planning organization that guides the development of its member municipalities through the provision

of innovative, comprehensive, and collaborative planning services based on a co-operative and cost effective approach." Through the establishment of goals and strategies, the implementation of the new Strategic Plan will focus on expanding and strengthening relationships with the member municipalities. The Agency is committed to provide the highest quality innovative and progressive land use planning services.

As December 2014 was the termination date for the municipal services agreements under the previous strategic plan and funding formula, new agreements were required in order to move forward. Through the summer and fall of 2014, the Executive Committee and members of staff made presentations to sixteen councils which included

current and potential new members. After all was completed, ten of the current members signed back on and the Agency also signed on two new members – The Municipal District of Smoky River and the Town of Falher. The Town of Fairview and the Village of Hines Creek determined that budget constraints would not allow them to participate at this time.

As we move forward, the Agency would like to thank all members for their past and continued support and we look forward to working with all of you in the years to come. A special thank you to the Members of the Executive Committee – Ron Longtin, Veronica Bliska, Carolyn Kolebaba and Elaine Manzer for contributing their time to participate in the many delegations to all of the Councils.

## CHAIRMAN'S REMARKS

By Ron Longtin

It is with a renewed sense of purpose that the Agency moves forward into implementing our new Strategic Plan. The plan sets out our course of action for the next five years and reinforces the importance of communication with our members. The Plan also stresses the need for the increase in efficiency in the delivery of services and ensuring that our members are provided with a qualified and professional service in a cost-effective manner. As Chair of the Agency, I look forward to working with all of our Members in making sure that we stay on track in meeting our goals and that the Agency continues to be progressive in providing planning services to the region.

As part of the delegations that the Agency made to all of the Councils in the past year, it was very

evident to me that planning is an integral part of the future of our communities and the region as a whole. Although land use planning principles can be applied with a broad stroke, it is equally important to recognize the unique characteristics of each community and it is this standard that provides the foundation for the Agency to build on when considering the future direction of our communities.

This also affords me the opportunity to welcome the Municipal District of Smoky River No. 130 as a new member to the Agency, as well, to welcome back the Town of Falher. It is always good to see new faces at the table.

In closing, thank you to all for your past and continued support and I look forward to working with you in the year to come.



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WELCOME NEW STAFF



Leonardo Guzman  
Senior GIS Technologist

Leonardo Guzman joined the MMSA staff September 15, 2014 as the Senior GIS Technologist. His expertise includes GIS analysis and development, web mapping, remote sensing and data analysis.

At the MMSA he is responsible for the customization of GIS software, the management of the databases and the development and updating of the web mapping services.

Currently, he is working on creating the new web mapping system and updating the municipal maps and GIS data.

Leonardo (Leo as he likes to be called) is a registered member of APEGA, holds a Bachelor's degree in Civil Engineering and a Master's degree in Geomatics from the Université libre de Bruxelles. His past work experience includes being the Geomatics Coordinator for Canatec

Associates International, a Calgary based company that provides sea-ice related consulting services (Leo had the opportunity to visit the high latitudes of the Arctic Ocean on an icebreaker as a support technician) and TransCanada pipelines where he was part of the GIS department.

In his free time he likes to play volleyball and learn languages, right now he is teaching himself Russian.

IS THIS A MANUFACTURED (MOBILE) HOME OR NOT? - How To Interpret and Administer Your LUB

By Alisha Mody

Development Authorities often struggle to distinguish between manufactured (mobile) and modular homes when considering development permit applications. On a recent conference trip MMSA planners took the opportunity to visit the Jandel Homes Sales Center outside of Edmonton, to learn more about manufactured and modular products. As a result of this trip, MMSA planners were able to learn useful tips that can help Development Authorities considering these applications.

Definitions of manufactured or mobile homes generally identify a steel frame as a defining characteristic. However, determining whether the proposed development application under consideration is a manufactured home, compared to a modular product may not be clear unless the development authority knows what to look for (and what plans to require as part of the application). Requiring a Foundation Plan as part of the Development

Permit Application is an easy way to determine if the proposed building is on a steel frame or truss floor (see Figure 1). If the foundation plan shows a steel frame, then the proposed building is a manufactured home and the application should be dealt with in accordance to the manufactured home provisions of the LUB.

However, the presence of a steel frame may not regulate all proposed buildings that a municipality would want to define as a manufactured home. Including design details such as width-to-length ratios within the manufactured (mobile) home definition can help the municipality regulate manufactured homes as intended. Therefore, the MMSA is currently conducting a review our member municipalities' manufactured home definitions in their Land Use Bylaws and will provide the municipalities with recommended changes late this spring.

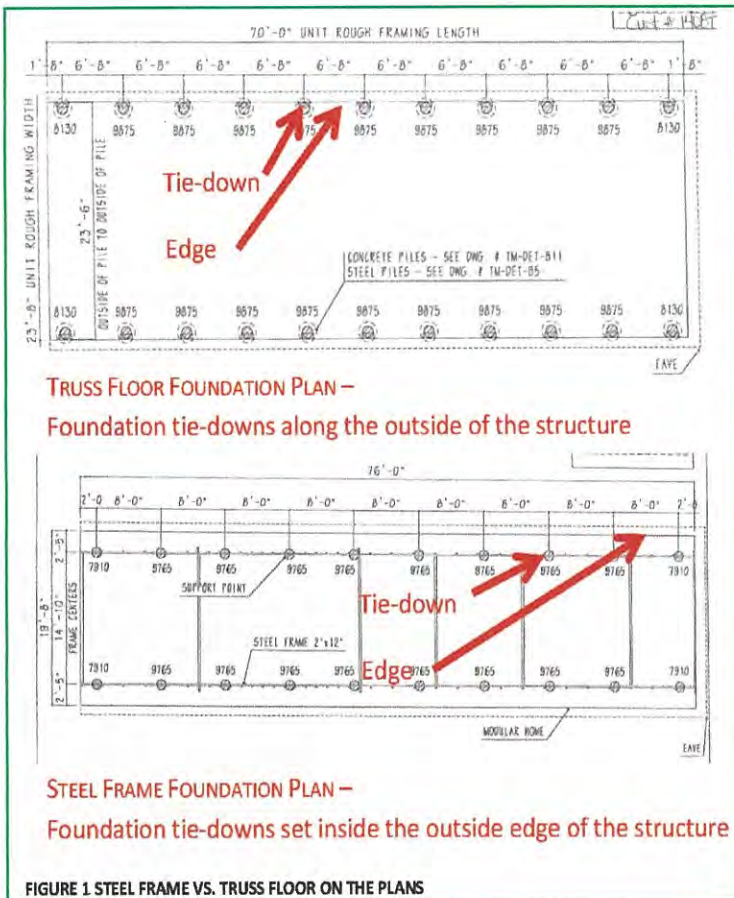


FIGURE 1 STEEL FRAME VS. TRUSS FLOOR ON THE PLANS



## HIGH PRAIRIE LAND USE BYLAW REVIEW

By Havan Surat and Philip Rough

The primary issue driving this review relates to the zoning of land in the downtown and highway corridor areas of the Town. In 2001, the Town of High Prairie replaced conventional commercial and industrial zoning in its downtown, highway commercial and industrial areas with Direct Control zoning. The intent of this change was to provide increased flexibility for development approvals in these key areas of the Town, and therefore facilitate local economic development. Since that time, it has been determined that this strategy has not achieved the intended goals, and that a return to conventional zoning is desired. In addition, both a Corporate Review (2010) and Municipal

Inspection Report (2012) have indicated that Direct Control zoning is inappropriate in this context. More recent issues associated with a lack of appeal opportunities have further demonstrated that an alternative approach to Direct Control zoning is required.

In August 2014, the Town of High Prairie requested the MMSA to submit a proposal for the Land Use Bylaw Review/Rewrite. The Agency was awarded the contract and began the project in October 2014.

The Land Use Bylaw update includes two main areas of review. The first review involved updating the bylaw to reflect current standards and regulations. Revisions and additions to the land use

definitions and additional standards for specific land uses were made. These changes will help to ensure effective management and control of new developments in the Town.

The second part of the review includes the creation of 3 new commercial districts for the Town that will replace the existing *Direct Control* District. The current Land Use Bylaw did not include a Commercial District. The Agency worked closely with the Assessment Department of the Town to identify existing land uses that would help facilitate the creation of the 3 new commercial districts. The division of commercial development into

three districts is primarily based on the location of the uses. The 3 new commercial districts are Downtown Commercial, Highway Commercial and Secondary Commercial. The Secondary Commercial district includes commercial development outside the established downtown area.

The Land Use Bylaw received first reading from Council in April. Over the next couple of months, the Land Use Bylaw will go through the public consultation and Council review and final endorsement process.



## LAND USE MATRIX - A NEW LUB ANALYSIS TOOL AT THE MMSA

By Alisha Mody

A land use matrix is a spreadsheet that provides a snapshot of all the uses enabled (as either discretionary or permitted) within a municipality's Land Use Bylaw (LUB). As MMSA staff have been engaging in a number of Land Use Bylaw reviews recently, the matrix

has become a key analysis tool. The matrix allows planners to systematically review what uses are enabled within a municipality and where each use is enabled. This review often identifies inconsistencies and duplication within the bylaw, and allows planners to recommend changes to simplify and rationalize the

LUB.

Manning was the first MMSA municipality with a land use matrix incorporated into their LUB in 2014. Current LUB processes using the matrix as an analysis tool include: Clear Hills County, Peace River, Northern Sunrise County and High Prairie. The MD of Peace

expects to use the tool this year as well, for a minor LUB review of their enabled uses. Over time MMSA will develop the matrix for each of our member municipalities, as a useful snapshot to aid in the administration of the bylaw and an essential analysis tool for Land Use Bylaw reviews.

Use	Districts										
	Agricultural (A)	Country Residential (CR)	Highway Development (HD)	Rural Industrial (RM)	Natural Resource Extraction (NRM)	Resource Rural Industrial (RRM)	Rural Recreational (RR)	Forestry (F)	Hamlet Residential (HR)	Hamlet Commercial (HC)	Hamlet Industrial (HM)
Abattoir	D			D							
Agriculture, Extensive	P		P	D				P			
Agriculture, Intensive	P										
Agricultural Industry	D			D							D
Agricultural Machinery Sales and Service			D								
Agricultural Pursuits, Minor		D									
Agricultural Supply Depot			D	D						D	
Ancillary Building and/or Use	P	P	P	P	P	P	P	P	P	P	P
Automobile Sales and Service			P							D	



**Planning Today for Your Community's Tomorrow.**



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E-mail: [info@mmsa.ca](mailto:info@mmsa.ca)  
Website: [www.mmsa.ca](http://www.mmsa.ca)

The Mackenzie Municipal Services Agency provides land use planning and subdivision services for a large area in northwest Alberta. In a region stretching from Northern Sunrise County in the south and east to the Town of Rainbow Lake in the north, we provide municipal planning services to 12 member municipalities, pursuant to Section 625 of the Municipal Government Act. We also provide a full range of services on a contract fee-for-service basis.

**Contact Us:**

Check Out Our Website  
[www.mmsa.ca](http://www.mmsa.ca)  
For Subdivision Application Packages And Internet Web Maps

<b>Karen Diebert</b> , Manager <a href="mailto:karen.diebert@mmsa.ca">karen.diebert@mmsa.ca</a>	<b>Kate Churchill</b> , Planning Intern <a href="mailto:kate@mmsa.ca">kate@mmsa.ca</a>
<b>Havan Surat</b> , Manager of Planning <a href="mailto:havan@mmsa.ca">havan@mmsa.ca</a>	<b>Leonardo Guzman</b> , Senior GIS Technologist <a href="mailto:leonardo@mmsa.ca">leonardo@mmsa.ca</a>
<b>Elise Willison</b> , Senior Planner <a href="mailto:elise@mmsa.ca">elise@mmsa.ca</a>	<b>Audra Lindsey</b> , GIS Technologist <a href="mailto:audra@mmsa.ca">audra@mmsa.ca</a>
<b>Alisha Mody</b> , Municipal Planner <a href="mailto:alisha@mmsa.ca">alisha@mmsa.ca</a>	<b>Brenda Taylor</b> , Administrative Assistant <a href="mailto:info@mmsa.ca">info@mmsa.ca</a>
<b>Philip Rough</b> , Municipal Planner <a href="mailto:philip@mmsa.ca">philip@mmsa.ca</a>	

MUNICIPALITY	REPRESENTATIVE	MUNICIPALITY	REPRESENTATIVE
Village of Berwyn	Ron Longtin	Town of Rainbow Lake	Boyd Langford
Village of Nampa	Ed Skrlík	Clear Hills County	Charles Johnson
Town of Falher	Donna Buchinski	M. D. of Fairview No.136	Ray Skrepnek
Town of Grimshaw	Tanya Wearden	M. D. of Smoky River No. 130	Donald Dumont
Town of Manning	Sunni-Jeanne Walker	M. D. of Peace No.135	Sandra Eastman
Town of Peace River	Elaine Manzer	Northern Sunrise County	Garrett Tomlinson

**AROUND THE REGION**

**NEW COMMITTEE MEMBERS**

On the December 5, 2014 the MMSA Board of Directors held their annual Organizational meeting.

Elected to the **Executive Committee** are:

- Ron Longtin, Chair (Village of Berwyn)
- Elaine Manzer, Vice-Chair (Town of Peace River)
- Tanya Wearden, Member (Town of Grimshaw)
- Sunni-Jeanne Walker, Member (Town of Manning)
- Garrett Tomlinson, Member (Northern Sunrise County)

The **ROBERT E. WALTER MEMORIAL SCHOLARSHIP**

Review Panel members are:

- Ed Skrlík (Village of Nampa)

- Boyd Langford (Town of Rainbow Lake)
- Sandra Eastman (M. D. of Peace No. 135)

**STAFF GOODBYES:**

In March, Babak Behnia relocated to St. Albert joining the St. Albert Planning Department.

**MIGHTY PEACE TOURIST ASSOCIATION:**

In January, the MPTA office relocated to the Grimshaw Business Centre on the north end of Main Street in Grimshaw. Their website [www.mightypeace.com](http://www.mightypeace.com) provides the new contact information. After working with the MPTA for 15 years, the Agency wishes the MPTA *Good Luck* in their new location and their future endeavours.



**From:** [Joulia Whittleton](#)  
**To:** [Carol Gabriel](#)  
**Subject:** FW: Invitation to Greenview Memorial Golf Tournament June 12, 2015  
**Date:** Tuesday, April 28, 2015 4:54:01 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)

---

For Council info.

*Joulia Whittleton*

Chief Administrative Officer

## **Mackenzie County**

P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada  
Direct Tel: 780.927.3719 ext. 2223  
Tel.: 780.927.3718, Fax: 780.927.4266  
Toll Free: 1.877.927.0677  
Cell: 780.841.8343 Email: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)



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---

**From:** Diane Carter [mailto:[mail@senderauthenticated.com](mailto:mail@senderauthenticated.com)] **On Behalf Of** Diane Carter  
**Sent:** April-28-15 4:11 PM  
**To:** Joulia Whittleton  
**Subject:** Invitation to Greenview Memorial Golf Tournament June 12, 2015

## Fundraiser for Caribou Centre & Canadian Red Cross

The Municipal District of Greenview No. 16 is pleased to invite you to our 15th Annual Greenview Memorial Golf Tournament on June 12, 2015 at the Grovedale Golf & Country Club. We also have many sponsorship opportunities available.

Please provide your completed registration and fee to us by May 19, 2015. Sponsorship deadline to be included in signage and promotional materials is May 11, 2015.

To complete the registration form, download a local copy of the PDF and save your changes. Completed registrations can be emailed to [golf@mdgreenview.ab.ca](mailto:golf@mdgreenview.ab.ca).

Register Now

[Register Now](#)

[Unsubscribe](#)

Box 1079 Valleyview, AB T0H 3N0

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