



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

JUNE 14, 2016

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
<ol style="list-style-type: none"> <li>1. <b>FISCAL RESPONSIBILITY: Long term planning</b></li> <li>2. <b>CITIZEN ENGAGEMENT: Ratepayers surveys</b></li> <li>3. <b>DEVELOPMENT STANDARDS: Evaluation of infrastructure</b></li> <li>4. <b>POTABLE WATER: Availability &amp; Infrastructure</b></li> <li>5. <b>INDUSTRY RETENTION AND ATTRACTION</b></li> <li>6. <b>CAMPGROUNDS: Expansion</b></li> <li>7. <b>LAND STEWARDSHIP COMMITTEE</b></li> <li>8. <b>MUNICIPAL ROADS: Upgrading</b></li> <li>9. <b>INTER-PROVINCIAL/ TERRITORIAL RELATIONS</b></li> <li>10. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b></li> <li>11. <b>EDUCATION STRATEGY: Environmental information for farmers</b></li> <li>12. <b>INDUSTRY RELATIONS AND GROWTH: Value added</b></li> </ol>	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <i>Provincial Government Relations</i>  <input type="checkbox"/> <i>Transportation Development</i>  <input type="checkbox"/> <i>Health Services</i>  <input type="checkbox"/> <i>La Crete Postal Service</i>  <input type="checkbox"/> <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Codes:</u>  <b>BOLD CAPITALS</b> – Council NOW Priorities  <b>CAPITALS</b> – Council NEXT Priorities  <i>Italics</i> – Advocacy            Regular Title Case – Operational Strategies            * See Monthly Capital Projects Progress Report</p> </div>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
<ol style="list-style-type: none"> <li>1. <b>INDUSTRY RETENTION AND ATTRACTION:</b> meetings with local industries leaders</li> <li>2. <b>INTER-PROVINCIAL/ TERRITORIAL RELATIONS:</b> develop a plan for symposium to share information (CAO &amp; Sustainability Committee)</li> </ol>	May  May	<input type="checkbox"/> <i>Provincial Government Relations</i> <input type="checkbox"/> <i>Transportation Development</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i>	
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
<ol style="list-style-type: none"> <li>1. <b>INDUSTRY RELATIONS AND GROWTH: Value added (review development incentives options)</b></li> <li>2. Tourism Strategy – SWOT analysis</li> <li>3. <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i></li> </ol> <input type="checkbox"/> Economic Development Action Plan	Sept.  Sept. August  May	<ol style="list-style-type: none"> <li>1. <b>EDUCATION STRATEGY: Environmental information for farmers</b></li> <li>2. Emergency Livestock Response Plan</li> <li>3. Agricultural Fair &amp; Tradeshow</li> </ol> <input type="checkbox"/> Easements for Existing Drainage Channels	Oct. August August
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
<ol style="list-style-type: none"> <li>1. <b>CAMPGROUNDS: Expansion - Wadlin &amp; Hutch Lake Plans</b></li> <li>2. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b></li> <li>3. COR Certificate – External Audit Review</li> </ol> <input type="checkbox"/> Construct dock expansion plan for campgrounds as per new design	April  July  March May	<ol style="list-style-type: none"> <li>1. <b>MUNICIPAL ROADS: Upgrading</b></li> </ol> <input type="checkbox"/> Hamlet 5 Year Upgrading Plan – Review & Update <input type="checkbox"/> Engineering Services Procurement RFP	July July  Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
<ol style="list-style-type: none"> <li>1. <b>DEVELOPMENT STANDARDS: Evaluation of infrastructure</b> - engage consultant</li> <li>2. <b>LAND STEWARDSHIP COMMITTEE</b> - fill positions</li> <li>3. Infrastructure Master Plans - complete</li> </ol> <input type="checkbox"/> LC & FV Streetscape - finalize design <input type="checkbox"/> LC & FV Airports - infrastructure review, ph. 1	April  April  April May April	<ol style="list-style-type: none"> <li>1. <b>CITIZEN ENGAGEMENT: Ratepayers surveys</b></li> <li>2. Filing/Records Management Procedure</li> <li>3. By – Election (Ward 7)</li> </ol> <input type="checkbox"/> SDAB Bylaw Review <input type="checkbox"/> Social Media Policy	May May May June
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
<ol style="list-style-type: none"> <li>1. <b>FISCAL RESPONSIBILITY: Long term planning</b></li> <li>2. Non-traditional municipal revenue stream – research options</li> <li>3. Multi-year capital plan</li> </ol>	Sept.	<ol style="list-style-type: none"> <li>1. <b>POTABLE WATER: Availability &amp; Infrastructure</b></li> <li>2. Hamlet Easement Strategy</li> </ol> <input type="checkbox"/> Establish Tactical Plan <input type="checkbox"/> Water Study Rocky Lane and High Level	July

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, June 14, 2016  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the May 25, 2016, Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Ann Everatt, President & CEO of Northern Lakes College (11:00 a.m.)	
		b)	
		c)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Finance Committee Meeting Minutes	21
		c) Municipal Planning Commission Meeting Minutes	29
<b>GENERAL REPORTS:</b>	6.	a) CAO Report	63
		b)	
		c)	
<b>TENDERS:</b>	7.	a) None	

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

- |    |    |   |     |
|----|----|---|-----|
| 8. | a) | Bylaw 1024-16 Road Closure West Side of NW 11-106-12-W5M for Access Request   | 95  |
|    | b) | Bylaw 1030-16 Road Closure Fort Vermilion Bridge Campground   | 105 |
|    | c) | Bylaw 1031-16 Road Closure Fort Vermilion Bridge Campground   | 111 |
|    | d) | Bylaw 1032-16 Road Closure Fort Vermilion Bridge Campground   | 117 |
|    | e) | Bylaw 1033-16 Road Closure Fort Vermilion Bridge Campground   | 123 |
|    | f) | Bylaw 1035-16 Land Use Bylaw Amendment to Rezone Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial 1 "RI1" to Rural General Industrial 2 "RI2" (La Crete Rural) | 129 |
|    | g) | Bylaw 1036-16 Land Use Bylaw Amendment to Add Regulation to Variance Authority  | 137 |
|    | h) | Bylaw 1038-16 Land Use Bylaw Amendment to Add the Definition and Interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS  | 143 |
|    | i) | Bylaw 1040-16 Land Use Bylaw Amendment to Rezone Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 "MHS2" to Hamlet Residential 1 "HR1" (La Crete)     | 153 |

- |                        |    |    |  |     |
|------------------------|----|----|--|-----|
| <b>ADMINISTRATION:</b> | 9. | a) | Housing Board Amalgamation   | 163 |
|                        |    | b) | La Crete Library Facility – Lease Agreement                                | 167 |
|                        |    | c) | June 30, 2016 Regular Council Meeting Time                                 | 177 |
|                        |    | d) | Caribou Protection Plan  | 179 |
|                        |    | e) | RCMP Musical Ride – Request for Support from Fort Vermilion Board of Trade | 185 |
|                        |    | f) |  |     |



		g)		
<b>AGRICULTURE SERVICES:</b>	10.	a)		
		b)		
<b>COMMUNITY SERVICES:</b>	11.	a)	Canada 150 Community Infrastructure Program	197
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Bylaw 1042-16 Fee Schedule Bylaw	217
		b)	La Crete Recreation Society – Budget Reallocation Request	261
		c)	Regional Economic Development Initiative (REDI) – Budget Amendment Request	265
		d)	Financial Reports – January 1 to April 30, 2016	267
		e)	Tax Exemption Request – Brighter Futures Society	283
		f)	Tax Exemption Request – La Crete Polar Cats Snowmobile Club	289
		g)		
		h)		
<b>OPERATIONS:</b>	13.	a)	Airports	295
		b)		
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	Bylaw 1041-16 Road Closure Request for the South Side of SW 18-104-17-W5M (Bluehills Area)	297
		b)	Community Advisory Committee –Streetscape	305

Project

- c)
- d)
- UTILITIES:** 15. a)
- b)
- INFORMATION / CORRESPONDENCE:** 16. a) Information/Correspondence 311
- IN CAMERA SESSION:** 17. a) Legal
- b) Labour
  - CAO Recruitment
- c) Land
  - La Crete Airport Terminal Lease
  - CAO Housing
- NOTICE OF MOTION:** 18. Notices of Motion
- NEXT MEETING DATES:** 19. a) Regular Council Meeting  
June 30, 2016  
10:00 a.m. (*subject to approval of recommendation to change meeting to 1:00 p.m.*)  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
July 12, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- ADJOURNMENT:** 20. a) Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the May 25, 2016 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the May 25, 2016, Regular Council Meeting are attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Approved Council Meetings minutes are posted on the County website.

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the May 25, 2016, Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, May 25, 2016  
10:00 a.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 (arrived at 10:08 a.m.)
Josh Knelsen	Councillor
Ray Toews	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning and Development
Fred Wiebe	Director of Utilities

**ALSO PRESENT:**

- Media
- Members of the Public
- Brian Locher, MPE Engineering
- Natalie Gibson, InnoVisions and Associates
- Trevor Davison, O2 Planning & Design
- Chris Hardwicke, O2 Planning & Design

Minutes of the Regular Council meeting for Mackenzie County held on May 25, 2016 in the Fort Vermilion Council Chambers.

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

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

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

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**MOTION 16-05-391**                    **MOVED** by Councillor Driedger

That the agenda be approved with the following additions:

- 9. f)    Derek Fildebrandt, MLA for Strathmore-Brooks,  
          and Wildrose Shadow Minister of Finance – Visit to  
          Mackenzie Region
- 9. g)    Mighty Peace Watershed Alliance
- 10. a)   Farm and Ranch Workplace Legislation
- 17. a)   Legal – Water Distribution in Zama

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**            **3. a) Minutes of the May 10, 2016, Regular Council  
Meeting**

**MOTION 16-05-392**                    **MOVED** by Deputy Reeve Sarapuk

That the minutes of the May 10, 2016 Regular Council Meeting  
be adopted as presented.

**CARRIED**

**3. b) Notes of the May 24, 2016 Committee of the Whole  
Meeting**

**MOTION 16-05-393**                    **MOVED** by Councillor Braun

That the notes of the May 24, 2016, Committee of the Whole  
Meeting be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**                            **5. a) Council Committee Reports**

**MOTION 16-05-394**                    **MOVED** by Councillor Wardley

That the Council Committee Reports be received for information.

**CARRIED**

**5. b) Land Stewardship Committee Meeting Minutes**

**MOTION 16-05-395**                    **MOVED** by Councillor Driedger

That the Land Stewardship Committee unapproved meeting

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minutes of April 22, 2016 be received for information.

**CARRIED**

**5. c) Municipal Planning Commission Meeting Minutes**

**MOTION 16-05-396**

**MOVED** by Councillor Driedger

That the Municipal Planning Commission approved meeting minutes of May 6, 2016 be received for information.

**CARRIED**

**GENERAL REPORTS:** 6. a) None

**TENDERS:**

7. d) **Fort Vermilion Shop Extension – Awarding of Tender**

Councillor Jorgensen arrived at 10:08 a.m.

**MOTION 16-05-397**

Requires 2/3

**MOVED** by Councillor Toews

That the budget be amended to include an additional \$15,000 from the General Capital Reserve for the Fort Vermilion Shop Extension (total budget \$147,500) and that the project be awarded to the best qualified proponent (Alpine Builders – Option A).

**CARRIED**

**PUBLIC HEARINGS:** 8. a) None

**ADMINISTRATION:** 9. a) **Bylaw 1039-16 Regional Emergency Management Bylaw**

**MOTION 16-05-398**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1039-16 being the Regional Emergency Management Bylaw for Mackenzie County.

**CARRIED**

**MOTION 16-05-399**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1039-16 being the Regional Emergency Management Bylaw for Mackenzie County.

**CARRIED**

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**MOTION 16-05-400**

Requires Unanimous

**MOVED** by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 1039-16 being the Regional Emergency Management Bylaw for Mackenzie County at this meeting.

**DEFEATED**

**9. b) Hamlet of Fort Vermilion Gravel Pit**

**MOTION 16-05-401**

**MOVED** by Councillor Toews

That council pursue the idea of purchasing the land located at Lot 7A, Block 2, Plan FORTVER in the Hamlet of Fort Vermilion from Knelsen Sand & Gravel.

**CARRIED**

**9. c) Public Lands**

**MOTION 16-05-402**

**MOVED** by Councillor Jorgensen

That the County continues to advocate on behalf of our agriculture producers in order to find a balance of environmentally friendly policies that have a negative impact on agricultural production in Mackenzie County.

**CARRIED**

**MOTION 16-05-403**

**MOVED** by Councillor Jorgensen

That the County continue to press for the finalization of our Mackenzie County land sales and to lobby for additional agricultural land.

**CARRIED UNANIMOUSLY**

Reeve Neufeld recessed the meeting at 10:59 a.m. and reconvened the meeting at 11:09 a.m.

**DELEGATIONS:**

**4. a) Streetscape & Economic Development Project O2  
Planning & Design (11:00 a.m.)**

**MOTION 16-05-404**

**MOVED** by Councillor Braun

That the economic development strategy and streetscape design

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strategy/project be approved as presented.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:14 p.m. and reconvened the meeting at 1:03 p.m.

**ADMINISTRATION:**

**9. d) Housing Amalgamation Meeting Update**

**MOTION 16-05-405**

**MOVED** by Deputy Reeve Sarapuk

That a letter of support be provided for the initiative by the Mackenzie Housing Management Board and the High Level Housing Authority to dissolve their respective boards in order to create a new regional housing board.

**CARRIED**

Councillor Toews and Councillor Derksen rejoined the meeting at 1:04 p.m.

**9. e) Fort Vermilion Courthouse**

Councillor Jorgensen rejoined the meeting at 1:10 p.m.

**MOTION 16-05-406**

**MOVED** by Councillor Bateman

That the County express interest to Alberta Infrastructure and/or the Contractor in acquiring the old Fort Vermilion courthouse building.

**CARRIED**

**9. f) Derek Fildebrandt, MLA for Strathmore-Brooks, and Wildrose Shadow Minister of Finance – Visit to Mackenzie Region (ADDITION)**

**MOTION 16-05-407**

Requires Unanimous

**MOVED** by Councillor Braun

That Derek Fildebrandt, MLA for Strathmore-Brooks, and Wildrose Shadow Minister of Finance be invited for lunch with Council on June 16, 2016 in Fort Vermilion.

**CARRIED UNANIMOUSLY**

**9. g) Mighty Peace Watershed (ADDITION)**

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**MOTION 16-05-408**  
Requires Unanimous

**MOVED** by Deputy Reeve Sarapuk

That the Mighty Peace Watershed be received for information.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**10. a) Farm and Ranch Workplace Legislation (ADDITION)**

**MOTION 16-05-409**  
Requires Unanimous

**MOVED** by Councillor Knelsen

That a letter be sent to the provincial government expressing our dissatisfaction with the members appointed to the consultation working groups for the Farm and Ranch Workplace Legislation and the lack of representation from northern Alberta.

**CARRIED UNANIMOUSLY**

**COMMUNITY  
SERVICES:**

**11. a) None**

**FINANCE:**

**12. a) ATCO – Vested vs Non-vested**

**MOTION 16-05-410**

**MOVED** by Councillor Wardley

That the County remain non-vested and that a reserve policy be brought forward for street light replacement.

**CARRIED**

**OPERATIONS:**

**13. a) Compensation Agreement – Wadlin Lake**

**MOTION 16-05-411**

**MOVED** by Councillor Bateman

That administration proceed with the execution of the Compensation Agreement for the Wadlin Lake Site Expansion with FTEN Group of Companies Inc. as presented.

**CARRIED**

**13. b) Dust Control – Product, Cost and Locations**

**MOTION 16-05-412**

**MOVED** by Councillor Braun

That the dust control maps and summary be received for information.

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**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. c) Wall's Landing Road LOC**

**MOTION 16-05-413**

**MOVED** by Councillor Braun

That the County encourage the existing holder of the Wall's Landing Road LOC to transfer the LOC to the new Farm Development Lease (FDL) holder.

**CARRIED**

**14. a) Bylaw 1040-16 Land Use Bylaw Amendment to Rezone Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 "MHS2" to Hamlet Residential 1 "HR1" (La Crete)**

**MOTION 16-05-414**

**MOVED** by Councillor Derksen

That first reading be given to Bylaw 1040-16 being a Land Use Bylaw Amendment for the rezoning of Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 "MHS2" to Hamlet Residential 1 "HR1" to allow for a Dwelling – Single Family, subject to public hearing input.

**CARRIED**

**14. b) North Point Oversizing Payment**

**MOTION 16-05-415**  
Requires Unanimous

**MOVED** by Councillor Wardley

That the payment of \$30,022.21 to Dan Derksen/Henry Fehr for the water main oversizing as shown in the map presented for NE 10-106-15-W5M (North Point Business Park) in La Crete be APPROVED, with funding coming from the Offsite Levy Reserve.

**CARRIED**

Reeve Neufeld recessed the meeting at 1:58 p.m. and reconvened the meeting at 2:05 p.m.

**TENDERS:**

**7. a) Rural Potable Water Infrastructure Contract 3 – Water Storage and Pumping Facilities (2:00 p.m.)**

**MOTION 16-05-416**

**MOVED** by Deputy Reeve Sarapuk

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That the Rural Potable Water Infrastructure Contract 3 – Water Storage and Pumping Facilities tenders be opened.

**CARRIED**

<b>Bidder</b>	<b>Tender Amount</b>
Lear Construction	\$ 5,119,000.00
Alpha Construction	\$ 3,817,450.00
West Pro Infrastructure Ltd.	\$ 4,405,268.65
AGS Ltd.	\$ 4,494,500.00
IPAC Services Corp.	\$ 4,857,820.00
NASON	\$ 4,795,273.99

**MOTION 16-05-417**  
Require 2/3

**MOVED** by Councillor Bateman

That the budget be amended to include an additional \$1,302,516 for the Rural Potable Water Infrastructure Project with funding coming from the General Capital Reserve and that the Water Storage and Pumping Facilities tender be awarded to the lowest qualified bidder and Rural Potable Water Infrastructure Contract 2 – Waterline Installation be awarded to lowest qualified bidder Bluebird Construction with option A (250 mm line), subject to endorsement of the Build Canada Fund.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. d) La Crete Sanitary Sewer Expansion**

**MOTION 16-05-418**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the 2016 Budget be amended by allocating \$100,000 from the General Capital Reserve to the La Crete Sanitary Sewer Expansion project.

**CARRIED**

**UTILITIES:**

**15. a) Fort Vermilion Backwash Waste Dechlorination Project**

**MOTION 16-05-419**  
Requires 2/3

**MOVED** by Councillor Toews

That the 2016 budget be amended by allocating \$50,000 from the Water Treatment Plant Reserve to the Fort Vermilion Backwash Waste Dechlorination project.

**CARRIED**

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**INFORMATION: 16. a) Information/Correspondence**

**MOTION 16-05-420 MOVED** by Councillor Braun

That Councillor Jorgensen be authorized to attend the Northern Health Summit on June 16 & 17, 2016 in Peace River and represent/advocate the Mackenzie Region.

**CARRIED**

**MOTION 16-05-421 MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

Reeve Neufeld recessed the meeting at 2:55 p.m. and reconvened the meeting at 3:03 p.m.

**TENDERS: 7. b) 2016 Line Painting Request for Quotations (3:00 p.m.)**

**MOTION 16-05-422 MOVED** by Deputy Reeve Sarapuk

That the 2016 Line Painting Request for Quotations be opened.

**CARRIED**

Councillor Driedger, Councillor Jorgensen and Councillor Knelsen rejoined the meeting at 3:04 p.m.

<b>Bidder</b>	<b>Bid Amount</b>
AAA Striping	\$ 95,285.33
Marshall Lines	\$ 105,580.32

**MOTION 16-05-423 MOVED** by Councillor Braun

Requires 2/3

That the 2016 Line Painting contract be awarded to the lowest qualified bidder subject to being within budget.

**CARRIED**

**7. c) 2016 Crack Sealing Request for Quotations (3:00 p.m.)**

**MOTION 16-05-424 MOVED** by Deputy Reeve Sarapuk

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That the 2016 Crack Sealing Request for Quotations be opened

**CARRIED**

<b>Bidder</b>	<b>Bid Amount</b>
A & L Maintenance	\$ 96,340.00
Marshall Lines	\$ 68,051.00

**MOTION 16-05-425**

Requires 2/3

**MOVED** by Councillor Braun

That the 2016 Crack Sealing contract be awarded to the lowest qualified bidder subject to being within budget.

**CARRIED**

**IN-CAMERA  
SESSION:**

**17. In-Camera Session**

**MOTION 16-05-426**

**MOVED** by Deputy Reeve Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:19 p.m.

17. a) Legal

- Water Distribution in Zama

17. b) Labour

- CAO Recruitment

17. c) Land

- La Crete Airport Terminal Lease

**CARRIED**

**MOTION 16-05-427**

**MOVED** by Councillor Driedger

That Council move out of camera at 4:05 p.m.

**CARRIED**

**17. a) Legal – Water Distribution in Zama (ADDITION)**

**MOTION 16-05-428**

**MOVED** by Councillor Derksen

That the water distribution in Zama discussion be received for information.

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**CARRIED**

**17. b) Labour – CAO Recruitment**

**MOTION 16-05-429**

**MOVED** by Councillor Braun

That Bill Kostiw be appointed as the Interim CAO effective July 11, 2016 and that the closing date for the CAO advertisement be set for June 30, 2016.

**CARRIED**

**17. c) Land – La Crete Airport Terminal Lease**

**MOTION 16-05-430**

**MOVED** by Deputy Reeve Sarapuk

That administration be authorized to negotiate a lease for the La Crete Airport Terminal as discussed and bring the results to Council.

**CARRIED**

**NOTICE OF MOTION:**

**18. a) None**

**NEXT MEETING  
DATES:**

- 19.**
- a) Regular Council Meeting  
Tuesday, June 14, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
  - b) Regular Council Meeting  
Thursday, June 30, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**20. a) Adjournment**

**MOTION 16-05-431**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:11 p.m.

**CARRIED**

These minutes will be presented to Council for approval on June 14, 2016.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Finance Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the May 24, 2016 Finance Committee meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Finance Committee minutes are posted on DocuShare.

Author: E. Nyakahuma Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved Finance Committee meeting minutes of May 24, 2016 be received for information.

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

**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**May 24, 2016  
1:17 p.m.**

**Fort Vermilion Corporate Office  
Fort Vermilion, Alberta**

**PRESENT:** Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Lisa Wardley Councillor  
Josh Knelsen Councillor  
Bill Neufeld Reeve, ex-officio

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Peng Tian Director of Finance  
Elizabeth Nyakahuma Finance Officer / Recording Secretary  
Carlee Robinson Finance Clerk

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

Peter Braun, Chair called the meeting to order at 1:17 p.m.

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

**MOTION FC-16-05-84 MOVED** by Councillor Bateman

That the agenda be approved with the following additions:

- 8. a) Bursaries – Request for Invoice Reversal – Trisha Ward
- 8. b) Zama Recreation Board Capital

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the April 8, 2016 Finance Committee Meeting**

**MOTION FC-16-05-85 MOVED** by Reeve Neufeld

That the minutes of the April 8, 2016 Finance Committee meeting be approved as presented.

**CARRIED**

**BUSINESS ARISING  
FROM PREVIOUS  
MINUTES:**

4. a) **None**

**DELEGATIONS:**

5. a) **None**

**BUSINESS:**

6. a) **2016 Bursaries**

**MOTION FC-16-05-86**

**MOVED** by Councillor Wardley

That administration brings back Policy ADM049 and the bursary summary spreadsheet to the next Finance Committee Meeting.

**CARRIED**

**MOTION FC-16-05-87**

**MOVED** by Councillor Knelsen

That the 2016 bursaries be awarded as discussed.

**CARRIED**

Councillor Bateman abstained from the vote.

**6. b) Bursaries – Request for Return Service Agreement Deferral – Katelyn Entz**

**MOTION FC-16-05-88**

**MOVED** by Councillor Bateman

That the request for deferral of the Return Service Agreement be approved.

**CARRIED**

**6. c) Bursaries – Request for Invoice Reversal – Colin Derksen**

**MOTION FC-16-05-89**

**MOVED** by Councillor Wardley

That the return service agreement be deferred for one year to 2017.

**CARRIED**

**MOTION FC-16-05-90**      **6. d) Bursaries – Request for Invoice Reversal – Nicole Quick**  
**MOVED** by Reeve Neufeld

That the invoice reversal request be approved as presented.

**CARRIED**

**MOTION FC-16-05-91**      **6. e) FVCC Complex – Circulator Pump Repair**  
**MOVED** by Councillor Bateman

That the Fort Vermilion Recreation Board request of \$3,275 for the emergent repairs be approved with funding coming from the Grants to Other Organizations reserve.

**CARRIED**

**MOTION FC-16-05-92**      **6. f) Emergent Request – La Crete Recreation Board**  
**MOVED** by Councillor Bateman

That the request of \$2,911.50 be approved with funds coming from the Grants to Other Organizations reserve and administration send a letter to the board about budgeting for the expense.

**CARRIED**

**MOTION FC-16-05-93**      **6. g) Councillors' Honorariums and Expense Claims**  
**MOVED** by Councillor Knelsen

That the Councillors' Honorariums and Expense Claims for February and March 2016 be adjusted as discussed.

**CARRIED**

**MOTION FC-16-05-94**      **6. h) MasterCard Statements**  
**MOVED** by Councillor Wardley

That the MasterCard Statements for April 2016 be received for information.

**CARRIED**

**6. i) Cheque Lists**

**MOTION FC-16-05-95**

**MOVED** by Councillor Bateman

That the cheque lists for April 5 to May 23, 2016 received for information.

**CARRIED**

**IN CAMERA:**

**7. a) None**

**ADDITIONS TO  
AGENDA:**

**8. a) Bursaries – Request for Invoice Reversal – Trisha Ward**

**MOTION FC-16-05-96**

**MOVED** by Councillor Wardley

That the Bursaries – Request for Invoice Reversal – Trisha Ward be tabled until the next Finance Committee meeting.

**CARRIED**

**8. b) Zama Recreation Board Capital**

**MOTION FC-16-05-97**

**MOVED** by Councillor Bateman

That the Zama Recreation Board work with administration on the electrical issues.

**CARRIED**

**NEXT MEETING  
DATE:**

**9. a) July 11, 2016 at 1:00 p.m.  
Fort Vermilion Corporate Office**

**ADJOURNMENT:**

**10. a) Adjournment**

**MOTION FC-16-05-98**

**MOVED** by Councillor Knelsen

That the Finance Committee meeting be adjourned at 2:47 p.m.

**CARRIED**

These minutes were approved by the Finance Committee on \_\_\_\_\_, 2016.

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Peter Braun  
Chair, Councillor

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Chief Administrative Officer

DRAFT







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the May 19, 2016 and June 8, 2016 Municipal Planning Commission meetings are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Planning Commission meeting minutes of May 19, 2016 and June 8, 2016 be received for information.

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

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, May 19, 2016 @ 10:00 a.m.**

**PRESENT:** John W. Driedger Chair, Councilor, MPC Member  
Erick Carter Vice Chair, MPC Member  
Jacquie Bateman Councilor, MPC Member  
Jack Eccles MPC Member  
Beth Kappelar MPC Member

**ADMINISTRATION:** Byron Peters Director of Planning and Development  
Liane Lambert Planner  
Caitlin Smith Development Officer/Recording Secretary

**MOTION**

**1. Call to Order**

John W. Driedger called the meeting to order at 10:01 a.m.

**2. Adoption of Agenda**

**MPC-16-05-078**

**MOVED** by Beth Kappelar

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

**6.b) Fort Vermilion Courthouse**

**CARRIED**

**3. Minutes**

**a) Adoption of Minutes**

**MPC-16-05-079**

**MOVED** by Jacquie Bateman

That the minutes of the May 6, 2016 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

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**b) Business Arising from Previous Minutes**

None.

**4. DEVELOPMENT**

- a) 077-DP-16 John Schmidt – Warehouse (Tarp Shelter)  
in “H12” (La Crete)  
Plan 132 5337, Block 03, Lot 03**

**MPC-16-05-080**

**MOVED** by Jacquie Bateman

That Development Permit 077-DP-16 on Plan 132 5337, Block 03, Lot 03 in the name of John Schmidt be APPROVED with the following conditions:

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

- 1. This permit expires May 19, 2017, should the Tarp Shelter need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension. Time extensions can only be approved up to three (3) times before removal is required.**
2. Minimum building setbacks;
  - a) 9.1 meters (30 feet) facing 106<sup>th</sup> Avenue;
  - b) 3.1 meters (10 feet) side (East & West) yards;
  - c) 3.1 meters (10 feet) rear (South) yard; from the property lines.
3. The Tarp Shelter shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
5. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
6. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to

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

7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The Municipality has assigned the following address to the noted property **9145 – 106<sup>th</sup> Avenue**. You are required to display the address (**9145**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
9. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**b) 081-DP-16 Chris & Suzanne Fehr – Keeping of Livestock in “RC3” (Green Acres Subdivision) Plan 102 4542, Block 01, Lot 46**

**MPC-16-05-081**

**MOVED** by Beth Kappelar

That Development Permit 081-DP-16 on Plan 102 4542, Block 01, Lot 46 in the name of Chris & Suzanne Fehr be APPROVED with the following conditions:

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

1. **LIVESTOCK shall be limited to no more than one (1) animal unit per 0.4 ha (1 acre) or part thereof, to a maximum of three (3) animal units.**
2. **Adequate fencing and/or buffering shall be constructed to the satisfaction of the Development**

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**Authority to ensure the on-site confinement of LIVESTOCK and to reduce the impact of noise, odour or visual presence on surrounding properties.**

- 3. Adequate measures, if required by Alberta Agriculture, Food and Rural Development and/or the local Health Authority, for the disposal of animal wastes shall be provided to the satisfaction of the Development Authority.**
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**5. SUBDIVISION**

- a) **11-SUB-16 Frank & Agnes Rosenberger  
(Fort Vermilion)  
Plan 142 5000, Block 5, Lot 2**

**MPC-16-05-082**

**MOVED** by Jacquie Bateman

That Subdivision application 11-SUB-16 in the name of Frank Rosenberger on Plan 142 5000, Block 5, Lot 2, be APPROVED with the following conditions:

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1. This approval is for a single lot subdivision, "Approx." 1.19 acres (0.48 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
  - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
    - a. Developer is required to tie a main sewer trunk to the south and bring it along the road allowance and service this subdivision at maximum depth in order to service further north in the future.
    - b. The existing 4" line that currently cuts through the middle of the proposed lot shall be abandoned.
  - c) Provision of all water lines, including all fittings and valves as required by the County,
  - d) Provision of municipal servicing (water and sanitary sewer) to each lot,
  - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

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

- (1) Drainage of internal road system,
  - (2) Erosion prevention systems, if required,
  - (3) Direction of site drainage, and
  - (4) Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other

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infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;

- g) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW037;
  - a. An access to Plan 4662RS, Lot C shall be provided and constructed at the developer's expense and to county standards.
- h) Provision of street lighting with underground wiring, design and location as required by the County,
- i) Engineered signage package,
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,

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- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
  - m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
  - n) Any outstanding property taxes shall be paid in full prior to registration of title,
  - o) Provision of off-site levies as required by the County as follows:
    - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
      - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
      - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
      - c) new or expanded storm sewage drainage facilities;
      - d) new or expanded facilities for the storage, transfer, or disposal of waste;
      - e) land required for or in connection with any facilities described in clauses (a) to (d); and
      - f) ongoing maintenance of the facilities described in clauses (a) to (d).
- The levy is calculated at \$1,000.00 per lot. 1 lots at \$1,000 equals \$1,000.00,

Total Levies = \$1,000.00

- p) Provision of municipal reserve in the form of money in lieu of land. Specific amount to be based on 10% of the market value of the subject land to be subdivided. (*Final amount will be calculated when a survey plan has been submitted showing the exact acreage*).

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- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

**b) 12-SUB-16 Peace Country Logging  
(Bluehills Area)  
SE 3-104-17-W5M**

**MPC-16-05-083**

**MOVED** by Jack Eccles

That Subdivision Application 12-SUB-16 in the name of Peace Country Logging on SE 3-104-17-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) Enter into a Road Acquisition agreement for the southerly 5.18 meters of the SW 3-107-14-W5M that is required for future road widening.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

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

**CARRIED**

**c) 13-SUB-16 Simpson Family Farm  
(Rural Fort Vermilion)  
SW 10-108-13-W5M**

John W Driedger called a recess at 10:36 a.m. and reconvened at 10:42 a.m.

Ron Pelensky, Director of Community Services and Operations North arrived at 10:42 a.m. to discuss access options and left at 10:50 a.m.

**MPC-16-05-084**

**MOVED** by Erick Carter

That Subdivision Application 13-SUB-16 in the name of Neil Simpson on SW 10-108-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 5.95 acres (2.40 hectares) in size.
2. Applicant/developer shall enter into and abide by a

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Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - a. The panhandle shall be extended to turn 90 degrees at the northwest corner and proceed south to the existing access; this access would then become be a shared access, the panhandle and the balance of the quarter each including half the access. (This Developer's Agreement shall be registered on Title). This option will eliminate the cost of an additional culvert. (see attachment schedule A)
- c) The panhandle shall be consolidated with the SE 10-108-13-W5M at the developer's expense. The consolidation of the panhandle shall be done all at the same time when registered at Alberta Land Titles.
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any**

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**concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**d) 14-SUB-16 David & Gloria Klassen  
(La Crete Rural)  
NE 13-107-15-W5M**

**MPC-16-05-085**

**MOVED** by Jacquie Bateman

That Subdivision Application 14-SUB-16 in the name of David & Gloria Klassen on NE 13-107-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) Enter into a Road Acquisition agreement for the easterly 5.18 meters of the NE 13-107-15-W5M that is required for future road widening.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

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

**CARRIED**

- e) **16-SUB-16 George Zacharias  
(La Crete Rural)  
NE 15-104-18-W5M**

**MPC-16-05-086**

**MOVED** by Jacquie Bateman

That Subdivision Application 16-SUB-16 in the name of Gerhart Zacharias on NE 15-104-18-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie

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County standards at the developer's expense.

- c) Enter into a Road Acquisition agreement for the easterly 5.18 meters of the NE 13-107-15-W5M that is required for future road widening.
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**6. MISCELLANEOUS ITEMS**

**b) Fort Vermilion Courthouse**

Administration should add this item to the upcoming Council agenda.

**a) Action List**

For information.

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7. **IN CAMERA**

a) None

8. **MEETING DATES**

- ❖ June 8, 2016 at 10:00 a.m. in La Crete
- ❖ June 23, 2016 at 10:00 a.m. in Fort Vermilion

9. **ADJOURNMENT**

**MPC-16-05-087**

**MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 11:04 a.m.

**CARRIED**

These minutes were adopted this 8<sup>th</sup> day of June, 2016.

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John W. Driedger, Chair



**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Wednesday, June 8, 2016 @ 10:00 a.m.**

<b>PRESENT:</b>	John W. Driedger	Chair, Councilor, MPC Member
	Jacque Bateman	Councilor, MPC Member
	Jack Eccles	MPC Member
	Beth Kappelar	MPC Member
<b>REGRETS:</b>	Erick Carter	Vice Chair, MPC Member
<b>ADMINISTRATION:</b>	Liane Lambert	Planner
	Caitlin Smith	Development Officer
	Morgan Friesen	Administrative Assistant/Recording Secretary

**MOTION**

**1. Call to Order**

John W. Driedger called the meeting to order at 10:01 a.m.

**2. Adoption of Agenda**

**MPC-16-06-088**

**MOVED** by Jack Eccles

That the agenda be adopted as presented.

**CARRIED**

**3. Minutes**

**a) Adoption of Minutes**

**MPC-16-06-089**

**MOVED** by Jacque Bateman

That the minutes of the May 19, 2016 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) May 6, 2016 MPC Minutes Amendment**

**MPC-16-06-090**

**MOVED** by Beth Kappelar

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That the minutes of the May 6, 2016 Municipal Planning Commission meeting be adopted as amended.

**CARRIED**

**c) Business Arising from Previous Minutes**

None.

**4. DEVELOPMENT**

**a) 094-DP-16 Krysta Meekins – Recycling Facility in  
“ZRB” (Zama)  
Plan 882 1687, Block 11, Lot 02**

**MPC-16-06-091**

**MOVED** by Beth Kappelar

That Development Permit 094-DP-16 on Plan 882 1687, Block 11, Lot 02 in the name of Krysta Meekins be APPROVED with the following conditions:

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

**1. This permit is for the APPROVAL of a Recycling Facility in the Existing Building.**

**2. The Recycling Facility shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**

3. The Recycling Facility shall not involve the storage of goods (bottles) or the sorting of bottles in the public view (Front yard). All activity shall be contained within the structure or in the back of the lot.

4. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.

5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.

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6. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.

7. The Municipality has assigned the following address to the noted property (**1007 – Aspen Drive**). You are required to display the address (**1007**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

8. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.

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

10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

11. If a sign is placed on the property the sign shall be located a minimum of:

a. 200 meters from regulatory signs, and

b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.

12. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.

13. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.

14. The sign shall:

a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,

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

b. Not unduly interfere with the amenities of the district,

c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and

d. Not create visual or aesthetic blight.

15. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

**CARRIED**

**b) 102-DP-16 Simon Peters – Garage – Detached with Storage Loft and Size Variance in “HCR1” (La Crete) Plan 052 2048, Block 03, Lot 09**

**MPC-16-06-092**

**MOVED** by Beth Kappelar

That Development Permit 102-DP-16 on Plan 052 2048, Block 03, Lot 09 in the name of Simon Peters be APPROVED with the following conditions:

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

1. Minimum building setbacks:

a. 15.2 meters (50 feet) front (West) yard;

b. 4.6 meters (15 feet) side (North & South) yards; and

c. 7.6 meters (25 feet) rear (East) yard; from the property lines.

2. A 12% **Size Variance** for the Garage – Detached is hereby granted. The maximum square footage shall not exceed 1200 ft<sup>2</sup>.

3. **A Secondary Suite is not permitted in this Garage – Detached; should the applicant change the intention of this building a new development permit is required.**

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**4. The interior ceiling height of the Garage – Detached shall not exceed than 3.7 meters (12 feet) in height.**

**5. The vehicle entrance doors shall not exceed 3.7 meters (12 feet) in height.**

6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.

**7. The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building.**

8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

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

10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right of- way.

11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

**CARRIED**

**c) 106-DP-16 Arly Roe – Garage – Detached with**

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**Setback Variance in "CR" (Hutch Lake)  
Plan 922 2231,, Lot 11**

**MPC-16-06-093**

**MOVED** by Jack Eccles

That Development Permit 106-DP-16 on Plan 922 2231,, Lot 11 in the name of Arly Roe be APPROVED with the following conditions:

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

- 1. A 50% setback variance from the West property line is hereby granted. The Garage – Detached shall be 3.8 meters (12.5 feet) from the West property line.**
2. Minimum building setbacks:
  - a. 15.2 meters (50 feet) front (East) yard;
  - b. 7.6 meters (25 feet) side (North & South) yards; from the property lines.
- 3. The interior ceiling height of the Garage – Detached shall not exceed than 3.7 meters (12 feet) in height.**
- 4. The vehicle entrance doors shall not exceed 3.7 meters (12 feet) in height.**
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
- 6. The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building.**
7. One (1) RECREATIONAL VEHICLE parking stall plus a minimum of two (2) parking stalls is required.
8. The site shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes.

9. The site 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.

10. All water and sewage disposal must conform to the requirements of the Hutch Lake AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2009.

11. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

12. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

**CARRIED**

**d) 108-DP-16 Joe Doerksen – Secondary Suite in “HR1”  
(La Crete)  
Plan 792 1881, Block 15, Lot 06**

**MPC-16-06-094**

**MOVED** by Jacquie Bateman

That Development Permit 108-DP-16 on Plan 792 1881, Block 15, Lot 06 in the name of Joe Doerksen be APPROVED with the following conditions:

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\_\_\_\_\_

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

**1. This permit is for the APPROVAL of a Secondary Suite in the Existing Dwelling – Single Family.**

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

**3. The Secondary Suite must have a separate entrance that can be directly accessed from outside.**

4. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*

5. The Municipality has assigned the following address to the noted property (**10105 – 104<sup>th</sup> Street**). You are required to display the address (**10105**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

6. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

**CARRIED**

**5. SUBDIVISION**

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**a) 09-SUB-16 Northpoint Business Park  
Part of NE 10-106-15-W5M**

**MPC-16-06-095**

**MOVED** by Jack Eccles

That Subdivision Application 09-SUB-16 in the name of Northpoint Business Park on Part of NE 10-106-15-W5M, be APPROVED with the following conditions;

**1. This approval is for 3 lot subdivision, 10 acres (4.04 hectares) in size.**

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,

b) Provision of access to each lot within the subdivision in accordance with Mackenzie County standards at the developer's expense.

c) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,

d) Provision of all water lines, including all fittings and valves as required by the County,

e) Provision of municipal servicing (water and sanitary sewer) to each lot,

f) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy; The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

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

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g) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision; and shall be constructed to the rural standards as previously approved.

h) Provision of street lighting with overhead wiring, design and location as required by the County, as previously approved in first phase.

i) Engineered signage package,

j) Provision of utilities (power, telephone, etc.) to each lot. Gas may be installed in accordance to the gas company's policies upon request of the service. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached.

k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,

l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.

m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,

n) Any outstanding property taxes shall be paid in full prior to registration of title,

o) Provision of off-site levies as required by the County as follows:

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- i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
  - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - c) new or expanded storm sewage drainage facilities;
  - d) new or expanded facilities for the storage, transfer, or disposal of waste;
  - e) land required for or in connection with any facilities described in clauses (a) to (d); and
  - f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. 3 lots at \$1,000 equals \$3,000.00,

- ii) Subdivision Levies for Water Servicing (Bylaw 440/04) Offsite Levies for water servicing are for the cost of new or expanded facilities for the storage, transmission, treatment or supplying of water. The levy is calculated at \$1,421.40 per acre. Your subdivision is a total of 10 acres. 10 acres at \$1,421.40 equals \$14,210.00.

**Total Levies = \$17,210.00**

**p) Provision of municipal reserve in the form of money in lieu of land. Specific amount to be based on 10% of the market value of the subject land and on the current market value. The current market value for this property is \$40,000.00 per acre. Municipal reserve is charged at 10%, which is \$4000.00 per subdivided acre. 10 acres times \$4000.00 equals \$40,000.00, or**

**q) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made**

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**in accordance to the *Municipal Government Act* Section 667 (1) (a).**

r) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure.

**CARRIED**

**b) 15-SUB-16 Norwood Transport Ltd.  
(La Crete Rural)  
Plan 962 1721, Block 18 Lot 8 & 9**

John W. Driedger declared himself in conflict at 10:10 a.m., turned the position of Chairperson over to Jack Eccles and abstained from the discussion and vote.

**MPC-16-06-096**

**MOVED** by Beth Kappelar

That Boundary Adjustment application 15-SUB-16 in the name of Norwood Transport Ltd. on Plan 962 1721, Block 18, Lot 8 & 9 be APPROVED with the following conditions:

1. This approval is for a **boundary adjustment**, 1.45 acres (0.59 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
    - I. The relocating boundary line shall maintain a minimum distance of 10 feet (3.1 meters) from all existing buildings.
  - b) Provision of access to both Lots in accordance with Mackenzie County standards at the developer's expense.
  - c) All existing CC values (Curb Cocks) and tie-in services (water & sewer) shall remain in front of and within each corresponding lot property lines, should either the CC value or utility services

be outside the corresponding properties it will be at the developer's expense to relocate the CC or services within or in front of their new lot boundaries.

d) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

e) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

f) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

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

**CARRIED**

John W. Driedger resumed position of Chairperson at 10:11 a.m.

**c) 18-SUB-16 John Neufeld  
(La Crete Rural)  
SW 29-106-15-W5M**

**MPC-16-06-097**

**MOVED** by Beth Kappelar

That Subdivision Application 18-SUB-16 in the name of John Neufeld on SW 29-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 12.04 acres (4.87 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

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- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) Enter into a Road Acquisition agreement for the southerly and westerly 5.18 meters of the SW 29-106-15-W5M that is required for future road widening.
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

**Option #1**

- I. Replace the open discharge system with a field system and maintain a maximum of 10 acres,
- e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$8,333.33 per acre. Municipal reserve is charged at 10%, which is \$833.33 per subdivided acre. **10 acres times \$833.33 equals \$8333.00,**
- f) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**

**or**

**Option #2**

- I. The existing pumpout sewer line shall be relocated to meet the 300 foot setback from all property lines thus expanding the acreage size to 12.04 acres.
- e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this

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property is \$8,333.33 per acre. Municipal reserve is charged at 10%, which is \$833.33 per subdivided acre. **12.04 acres times \$833.33 equals \$10,033.29.**

**f) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a) Within 14 days of receiving this approval you must inform the Planning Department of which Option you will be proceeding with.**

**g) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

**h) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**

**i) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.**

**j) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.**

**k) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.**

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

**CARRIED**

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**6. MISCELLANEOUS ITEMS**

- a) **Bylaw 100x-15 Land Use Bylaw Amendment to Rezone Part of NW 13-106-15-W5M from Recreational "REC" to Country Recreational District "CR" (La Crete Rural)**

**MPC-16-06-098**

**MOVED** by Beth Kappelar

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 100x-15 being a Land Use Bylaw Amendment to rezone Part of NW 13-106-15-W5M from Recreational "REC" to Country Recreational "CR" for the purpose of a Multi-lot subdivision providing that the lots are serviced by a low pressure municipal system, subject to public hearing input.

**CARRIED**

**b) Action List**

For information.

**7. IN CAMERA**

- a) None

**8. MEETING DATES**

- ❖ June 23, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ July 7, 2016 at 10:00 a.m. in La Crete
- ❖ July 21, 2016 at 10:00 a.m. in Fort Vermilion

**9. ADJOURNMENT**

**MPC-16-06-099**

**MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:27 a.m.

**CARRIED**

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These minutes were adopted this 23<sup>th</sup> day of June, 2016.

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John W. Driedger, Chair

UNAPPROVED

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

**BACKGROUND / PROPOSAL:**

The CAO and Directors reports for May 2016 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 May 2016 be received for information.

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

# Mackenzie County

## CAO Report

This will be my last report to Mackenzie County Council, although my last date with the County will be July 10, 2016. Instead of concentrating on various tasks that had been completed during the month of May ( and which are many), I wish to highlight importance of working together as a team, recognizing conflict and disagreement will occur and can be healthy, as long as respectful interactions take place. I am attaching an article and some tools to help council to work through tough situations in the future.

Mackenzie County is a great place to live and work in. It is remote, but it is a very well organized municipality and a well taken care of part of Alberta. Since the majority of Albertans have never visited this corner of Alberta, it is hard to be recognized by outsiders. That said, Mackenzie County Council, Mackenzie communities, non-profit groups, volunteers and staff should be proud of their accomplishments over the years. Some challenging but exciting times await Mackenzie County in the future. It is well positioned to continue successfully adjusting to the ongoing changes in our environment.

My message to Council:

Be the visionaries you are elected to be to transform the County into the new era, the post-industrial or creative economy. Regardless of economic challenges ahead due to the major federal and provincial policies shifts, stay passionate, inspire and grow your communities through dedication to the public service, partnerships on all levels, and empower your employees to innovate and venture for the best progress.

My message to Personnel:

*“Concern for people and their needs must form the chief interest of all technical endeavors. Never forget this in the midst of all your diagrams and equations”. – Albert Einstein*

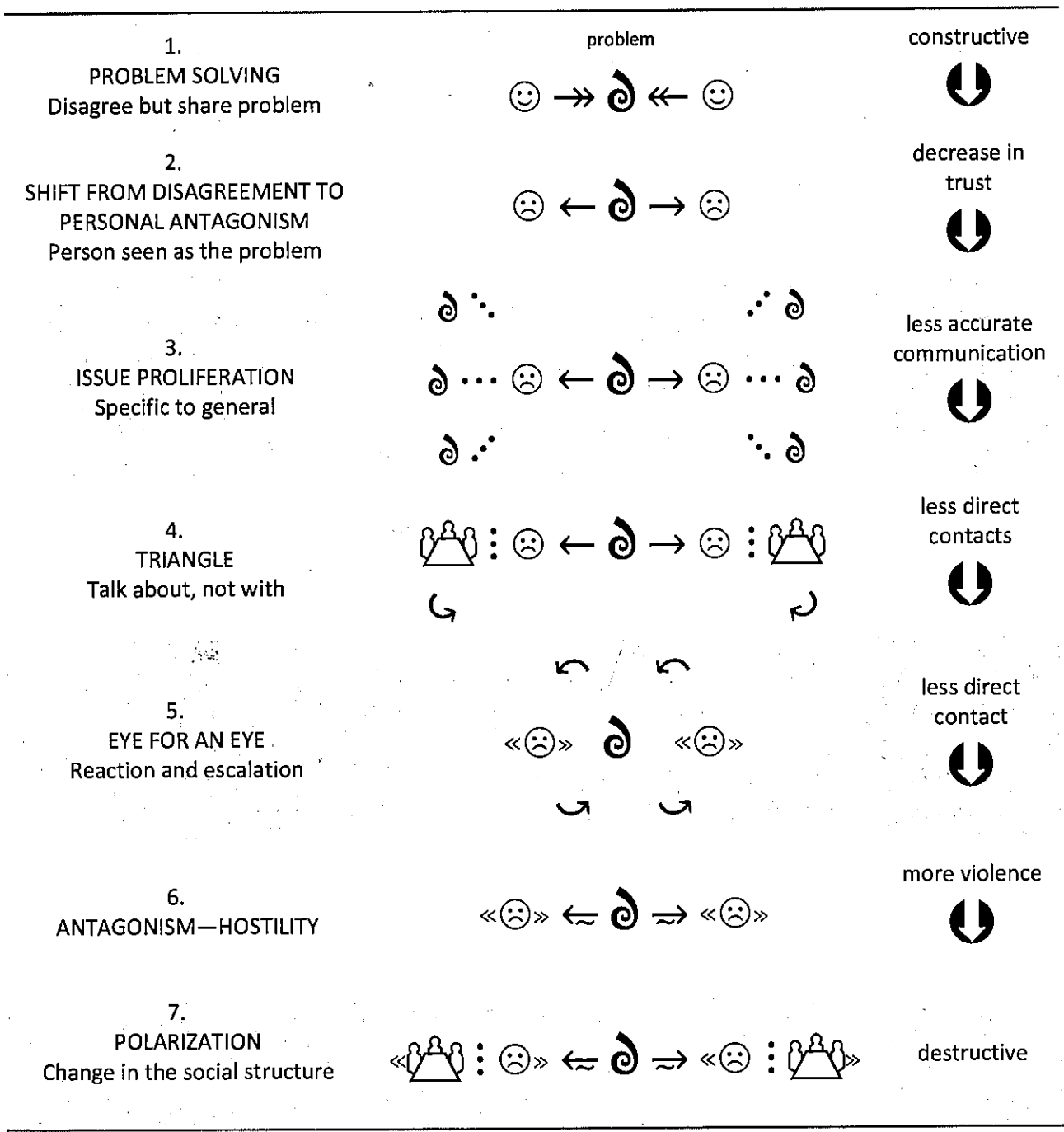
The Mackenzie County team is the best team I have ever had a privilege to work with. You are original, skilled, professional, resourceful, and responsive. You are fun! You have become my extended family and I will miss every one of you. Being a public servant is a privilege and great responsibility; delivering municipal services in a fair and equal manner can be a challenge at times and we are not often recognized for the work we do for the local people. If you have a tough day, remember that honesty, fairness, transparency, good ethics and being accountable will help you to make right decisions and to overcome whatever hurdles may come your way. Keep your positive attitudes and never stop learning!

Respectfully submitted,

Joulia Whittleton

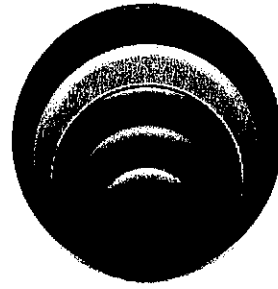
# CONFLICT ESCALATION AND CHANGE

Conflicts, if not addressed in the early stages, can escalate rapidly. When presented with conflict, ask yourself: Where is it at?\*



\*Lederach, John Paul et al., Conflict Transformation MCS, 1989, adapted by Mediation Services.

# WHERE THE CONFLICT LIES



NATURE OF PROBLEM	DESIRED OUTCOME GOAL	APPROACHES	Notes
<p><b>Personal Issues</b></p> <ul style="list-style-type: none"> <li>▫ Personal physical, mental, emotional, spiritual, financial, health problems</li> </ul>	<ul style="list-style-type: none"> <li>▫ Personal health</li> <li>▫ Increased awareness</li> </ul>	<ul style="list-style-type: none"> <li>▫ Talk to a friend</li> <li>▫ See counsellor</li> </ul>	<ul style="list-style-type: none"> <li>▫</li> </ul>
<p><b>Misunderstandings</b></p> <ul style="list-style-type: none"> <li>▫ Problems with perception</li> <li>▫ Miscommunication</li> <li>▫ People taking things the wrong way</li> </ul>	<ul style="list-style-type: none"> <li>▫ Clarity, clear up misunderstandings</li> <li>▫ Improve communication</li> </ul>	<ul style="list-style-type: none"> <li>▫ Explore action/intent/effect</li> <li>▫ Clarify assumptions</li> <li>▫ Be aware of "blind-spots"</li> </ul>	<ul style="list-style-type: none"> <li>▫</li> </ul>
<p><b>Disagreements</b></p> <ul style="list-style-type: none"> <li>▫ Disagreements over specific issues</li> </ul>	<ul style="list-style-type: none"> <li>▫ Decision on issue</li> </ul>	<ul style="list-style-type: none"> <li>▫ Name areas of misunderstanding</li> <li>▫ Shift from positions to underlying interests</li> </ul>	<ul style="list-style-type: none"> <li>▫</li> </ul>
<p><b>Relationship/Styles</b></p> <ul style="list-style-type: none"> <li>▫ Individuals not getting along</li> <li>▫ Lack of trust or good will amongst staff</li> </ul>	<ul style="list-style-type: none"> <li>▫ Behaviour change</li> <li>▫ Manage diversity</li> <li>▫ Increase trust</li> <li>▫ Closure on negative history</li> </ul>	<ul style="list-style-type: none"> <li>▫ Acknowledge parties' communication styles</li> <li>▫ Highlight the differences in style/approach</li> <li>▫ Shift judgement to curiosity</li> </ul>	<ul style="list-style-type: none"> <li>▫</li> </ul>
<p><b>Structure Of System</b></p> <ul style="list-style-type: none"> <li>▫ Rules, roles, policies, or set-up of organization are causing problems</li> </ul>	<ul style="list-style-type: none"> <li>▫ Improve organization's structures (rules and roles)</li> </ul>	<ul style="list-style-type: none"> <li>▫ Requires involvement of others in the organization or family</li> <li>▫ Assess who has influence and ask if they can be involved</li> <li>▫ Assess what can or cannot be changed</li> </ul>	<ul style="list-style-type: none"> <li>▫</li> </ul>
<p><b>Culture Of System</b></p> <ul style="list-style-type: none"> <li>▫ Values, beliefs and or the culture of organization and profession are part of the problem</li> </ul>	<ul style="list-style-type: none"> <li>▫ System change</li> <li>▫ Develop, Renew, align organizational values/beliefs/ culture</li> </ul>	<ul style="list-style-type: none"> <li>▫ Requires involvement of others in the organization or family</li> <li>▫ Consider "fit" within organization</li> <li>▫ Cost/benefit analysis of staying in organization</li> </ul>	<ul style="list-style-type: none"> <li>▫</li> </ul>

## After the Election: How Do Governing Boards Become Effective Work Groups?

Margaret S. Carlson and Anne S. Davidson

In terms of group effectiveness, governing boards face a basic dilemma as soon as members take office. City councils and county commissions are not formed the way most effective work groups are formed. They are elected as individuals, not selected for their complementary skills, knowledge, or experience. Often, they have no clear work task that unites them. They may disagree fundamentally about the role of government and consequently, their role as elected officials. Yet despite these differences, virtually all of the principles of group dynamics apply to a governing board. Issues such as leadership, role definition, and conflict management all contribute to the effectiveness or ineffectiveness of board members' work with one another, with the manager, and with the community they guide.

We believe that inattention to and ineffective management of the elements of group effectiveness are primary sources of unnecessary board conflict. We have found that by addressing these elements early in their development, boards can eliminate much unproductive communication that increases animosity, destroys trust, and makes it more difficult for the board to address substantive issues. This article identifies some of the factors that make group development more chal-

lenging for city and county boards than for other groups; explains the importance of setting group norms for working together in the early stage of a board's development; and describes an intervention we often use to help a board establish an effective working relationship. By developing a shared understanding of both the role of the board and a set of expectations among board members, presiding officials, and managers, we have helped a number of elected officials and managers avoid potential conflicts and resolve existing ones.

### Special Issues in City-County Boards That Make Effective Group Development More Challenging

Governing boards fit the conventional definition of a work group and thus are subject to the same principles of group dynamics as are other groups (Hackman 1987).

1. They have boundaries, interdependence among members, and differentiation of members' roles. This means that it is possible to distinguish members from nonmembers, even if membership changes over time.
2. They have one or more tasks to perform, and the group collectively is held responsible for the product.

3. They operate within an organizational context, so the group must manage relationships with other individuals and groups in a larger social system.

While the principles of group dynamics clearly apply to governing boards, there are special circumstances surrounding their work that do increase the challenges these boards face in becoming effective groups. In this section, we describe some issues that frequently come into play when we attempt to help a governmental board apply the principles of group effectiveness.

- John Carver (1990) points out that although governmental boards have much in common with for-profit and nonprofit boards, they are more likely to be bound by legal requirements in terms of both composition and process. They also differ "in how much public scrutiny they receive, a factor that produces differences in the amount of posturing involved in board dynamics" (1990, 5). Carver contends that many governmental boards have strong, long-established traditions that make it very difficult for them to apply modern management principles.

- Boards often do not see themselves as groups. Consequently, it never occurs to them to spend time on group development. On many boards, the chairperson is seen as the sole member responsible for "group dynamics," which implies keeping the group on track, giving everyone a chance to speak, and moving efficiently through the agenda. Carver and Carver argue that "board members expect too much of the chairperson, for example, when they ask him or her to save the board from being held hostage by its most controlling member.... If the board as a whole does not accept responsibility for the governance process, the best the chairperson can achieve is superficial discipline" (1996, 3).

The notion that every member of the board shares responsibility for group effectiveness is entirely consistent with our research on and experience with groups. However, the

process of electing board members individually (often by wards or districts) makes it unlikely that board members will see themselves as group members who share equal responsibility for effectiveness. In communities where the mayor or county commission chair is elected separately, the notion of the chair as being responsible for the group may be further reinforced.

- Boards who want to work on group development often are faced with negative public perceptions about the value of this work. Boards that take group development seriously generally try to schedule time away from interruptions to have meaningful and open discussions about how to improve their effectiveness. Yet the media—and consequently, the public—often view retreats and special work sessions as pleasure junkets at public expense. At best, these discussions are perceived as a waste of board members' time.

- "Sunshine" and open meetings laws often have the unintended consequence of making it more difficult for board members to discuss issues related to their personal behavior, past ineffectiveness, and attitudes toward one another. It is generally difficult to address aspects of group culture without specific examples of occasions when norms and expectations were violated. Since retreats and work sessions are open meetings that may be attended by the press, some members may be reluctant to hold discussions at a level of specificity that allows the most difficult interpersonal issues to be resolved.

- Contentious political campaigns may turn board members against one another even before they are sworn in. Research on organizations (see McKnight, Cummings, and Chervany 1998) suggests that in many cases, people begin new relationships with high levels of initial trust in one another. In other words, they assume all the other members are well intentioned, reasonable people working for the good of the organization as a whole. Until an individual proves differently, he or she is accorded respect and granted



serious consideration for opinions, ideas, and suggestions. The campaign process that is required to earn a seat on a governing board often encourages attacks on the past performance of that board and/or the manager. Candidates frequently promise to make drastic changes, if elected. Such behavior may create cynicism and a self-fulfilling prophecy that board members may be unable to work together. Thus, the election process is rarely conducive to a board with high levels of initial trust.<sup>1</sup> As a result, many governmental boards must begin the group development process at a much more difficult starting place than the average organizational work group.

- Board members are often elected based on a track record of community involvement and service on other boards and task forces. These individuals have a known history prior to being elected to a city council or county commission and often may have an allegiance to particular special interest groups, neighborhoods, or minority positions. Other board members may assume, sometimes incorrectly, that the intention of a board member is to drive the agenda of groups that the member previously served rather than focus on balancing the needs of the entire community. Again, the initial atmosphere is more likely to be one of distrust rather than trust.

- Board members are, in fact, frequently conflicted about their need to represent a particular constituency versus their need to deal with the "big picture." As Houle (1989) points out, the first efforts of many board members are at least partially self-interested and tied to special purposes for which they were elected. The new board member discovers later, "perhaps with consternation, that the inside viewpoint is not the same as the outside one; often, indeed, it is so different that the desire to carry out an electoral promise is lost" (1989, 28). This dynamic may contribute to fear of public indignation or possible legal attack, conflict among different jurisdictions, and apprehension about the

chances of being reelected. While some work teams experience similar tension about representing others versus speaking for themselves, the issue seldom reaches the complexity of that faced by boards.

- The formal voting process required of governing boards as they reach decisions is often antithetical to open discussion of group process and structure issues. Experienced board members and managers tell us that they begin to feel that "as long as [they] have the votes, who cares?" They are encouraged to think and act in ways that will assure them of votes ahead of time. Many of the methods involve behaviors that some consider to be at best, a system of "good old boy" tradeoffs and at worst, manipulative and underhanded. For example, a member formerly in the minority and now in the majority on a bipartisan board told us that even when he understands and supports the interests of the other side, he is tempted to vote against them just to "show them how it feels for a change." A culture of arguing, of winning and losing, and of refusing to share relevant information develops. It is then difficult to discuss expectations and past communication problems at a level of depth that allows a group to separate conflict based on "getting even" from deeply held values and differences worthy of exploration and debate.

- The turnover rate among elected officials is much higher than on most other types of boards. As many local governments face the intense pressures of rapid growth, increasingly complex social problems, intense pressure from special interest groups, and divisive electoral processes, long-time board members increasingly are choosing to step down. Many board members with whom we work in North Carolina cite increasing difficulties of managing public and family life, which means it is unlikely that they see public office as a long-term part of their community contribution. It seems less and less likely that many members will serve term after term. Coupled with the fact that the av-

erage tenure for city managers nationally is now 5.9 years,<sup>2</sup> it is difficult for governmental boards and their chief executives to have a sense of commitment to one another and to long-term growth together. Some of the deepest levels of group development are probably impractical and unlikely under such conditions.

Although these factors may make effective group development more challenging for governing boards than for other groups, we believe the solution is *not* to avoid group process issues. Our strategy is to encourage board members soon after they take office to begin discussing how they want to work together as a group. The early period in a board's development is a critical time for establishing group norms.

#### Importance of the Early Period in a Board's Development

Because a governing board fits the definition of a work group (whether or not the board defines itself as such), it follows that a board is subject to the principles of group development. Several theorists have emphasized the importance of a group's initial interactions in "setting the tone" for the group's work. Although some theories of group development suggest that a period of time must pass after a group's inception before the group can establish its norms (see Tuckman 1965), more recent research indicates that norms may be established very early in a group's lifespan. In her "punctuated equilibrium" model, Gersick (1988) found that (a) a framework for behavioral patterns emerges at a group's initial meeting and (b) there are few significant shifts in the group's approach to its work, until the group reaches the midpoint of its intended duration or project.

In one of the most comprehensive models of group formation and development, Schein (1988) posits that new group members initially demonstrate self-oriented behavior, which reflects the concerns that any new

member of a group might experience. Before members can begin to pay more attention to each other and to the task(s) facing them, their personal concerns need to be resolved. Concerns include:

1. *intimacy*—"Who am I to be?"
2. *control and influence*—"Will I be able to control and influence others?"
3. *needs and goals*—"Will the group goals include my own needs?"
4. *acceptance and intimacy*—"Will I be liked and accepted by the group?"

Working through these initial concerns is important, because members will remain preoccupied with their own issues until they find a role that is comfortable for them and until the group develops norms about goals, influence, and intimacy. Given the special issues that make group development particularly challenging for city or county boards, self-oriented behavior may be even more pronounced as a new group of elected officials begins its work together. The board typically consists of a mix of incumbents and newcomers, which may accentuate new members' concerns about control and influence. Members may have information from other board members' campaigns that suggests that they will have difficulty accomplishing their desired goals because of opposition or competing goals of other members.

It is important to recognize that the board is essentially a new group, even if only one member changes. Each member has a new relationship with that person, which changes the dynamics of the entire group. Schein states that "every group must go through some growing pains while members work on these issues and find their place. If the formal structure does not permit such growth, the group never becomes a real group capable of group effort. It remains a collection of individuals held together by a formal structure" (1988, 47). We believe this early work is critical for governing boards because in the absence of group discussion and clarification of

these issues, much of a group's energy continues to be devoted to individual coping responses instead of to the job at hand. In extreme cases, board members can develop self-fulfilling prophecies about their early conflicts; instead of seeing these issues as a natural part of a group's development, they may view the difficulties as evidence that "this board will never be able to work together." This interpretation, in turn, could reduce their motivation to work through group process problems as they arise, thereby increasing the likelihood that the group will remain ineffective.

### Intervention Methodology

Despite the challenges facing governing boards and the managers who work with them, we believe that boards can apply the principles of effective group development. In doing so, they can significantly reduce the level of unproductive conflict among board members. Included in "unproductive conflict" are differences rooted in a desire to get even, frustration with the mayor or chair for "not leading," personal antagonisms based on assumptions people have made about each other, and suspicion based on failure of individuals to explain the reasons behind their decisions or behavior.

A basic intervention we have used with a number of boards and managers to improve their working relationships is agreeing on roles and expectations for working together. This is simply an initial step in cultivating an atmosphere that makes possible a more open exchange of ideas and feelings. It helps boards reserve their energy for difficult, substantive issues rather than getting stuck over and over again on lesser problems. Although the intervention in no way eliminates all conflict or lessens the complexity of serving on a governing board, we believe it teaches board members valuable skills for communicating productively when there are fundamental differences.

### Why Intervene on Roles and Expectations?

Whenever there are new board members, new presiding officials, or new managers, explicitly discussing roles and expectations can be helpful. By "role," we mean the cluster of activities that individuals perform in a particular position. In a group setting, a role is often thought of as the cluster of activities that *others expect* individuals to perform in their position (Hellriegel, Slocum, and Woodman 1983). As Schwarz (1994) observes, the set of behaviors associated with a role should be consistent and not dependent on the characteristics of the particular individual filling the role. However,

[i]n practice, the role a person plays results from a combination of the formally defined role, the individual's personality, the person's understanding of the role, the expectations that others have for that role, and the interpersonal relationships that the person has with others in the group. This means that different people may fill the same role somewhat differently. Consequently, group members need to clarify their roles. (1994, 31)

During the intervention, we commonly use "role" to refer to the more formally designed duties and statutory responsibilities an individual should carry out. By "expectations," we refer to the ways in which the person assuming the role and others expect that individual to behave while engaged in formal duties. For example, it is normally part of the formal role of the mayor to preside at meetings. It may be an expectation of the group that, while presiding, the mayor will limit the time each board member or citizen may speak on an issue.

New board members in particular may be confused about the formal role and function of the council or commission. For example, it is not uncommon during campaigns for candidates to promise to change the city school system—a function over which the board to which the candidate seeks election has no authority. Clarifying the role of the

board as a whole can help clear up any confusion regarding the powers of a council or commission.

Even more common, board members and managers have differing expectations about how they and others will behave in their roles. Each assumes that similar expectations are shared. In a roles and expectations discussion recently facilitated by Institute of Government faculty, city council members said they expected their mayor to "keep board meetings on course," "use the gavel readily," and "keep peace and harmony." The mayor, however, said his expectations of council members included "avoid grandstanding," "exhibit professional behavior," "show respect for council members," "don't take cheap shots at other council members or city staff," and "quit asking the mayor to referee."

While these may seem like small differences, they frequently begin a process of increasing dissatisfaction with a mayor, board chair, or manager. Subsequent actions, seen through the subjective lens of "not performing your role as you should," are often negatively interpreted. Before long there is an escalating cycle: each party assumes that the other is not fulfilling expectations, and further assumes that as a result, information cannot be shared openly and differences cannot be discussed candidly. The relationship becomes increasingly strained. The inability to concur on how a role should be carried out is viewed as confirmation that the group cannot discuss difficult issues. Over time, serious communication gaps develop that ultimately lead to deep division and open conflict. The roles and expectations intervention is designed to prevent this negative spiral from developing while helping new groups learn good communication skills.

It is also helpful for experienced board members to periodically review roles and expectations. Using self-critiques, the group can measure effectiveness by tracking how well it is fulfilling agreed-upon roles and expectations. Roles and expectations may also shift and change, depending on the issues facing

the group and the length of time the board has been together. It is not unusual for board members initially to develop relatively basic expectations of one another, such as "come prepared to meetings," "review everything in your packet," or "work closely and interactively with the manager and through her with the staff." As the group develops more sophisticated process skills, expectations may address more complex group issues, such as "we will respect our differences, separating differences in communication style and preferred ways of participating from fundamental values differences." The group may even create a conflict-management process for dealing with fundamental differences. Thus, reviewing roles and expectations is a good investment because it can foster continued growth.

#### Using a Group Effectiveness Model

We base our intervention methodology on the group effectiveness model described in Schwarz (1994) and Carlson (1998). Recognizing that group effectiveness has several components, the model uses three criteria to assess how a group functions:

1. The group delivers services and/or products that meet or exceed the performance standards of the people who receive or review them. It is not sufficient for a group to evaluate and be satisfied with its own work. The customers—those who receive the products or services—must decide whether the output is acceptable. For local government boards, citizens of the community typically make this determination.
2. The group functions in a way that maintains or enhances the ability of its members to work together in the future. Although some groups may come together for just one task, most groups—including governing boards—must work together over time, and it is important to maintain productive relationships in order to avoid "burning out" after a particularly stressful problem or issue.

3. On balance, the group experience satisfies rather than frustrates the personal needs of group members. Most work groups are not (explicitly) concerned with meeting members' needs; they exist to accomplish a task or set of tasks. However, people do hope to meet certain individual needs through the group experience; for example, the need for achievement or recognition. If this does not happen, they are not likely to continue their contributions to the group.

Our experience is that governing boards, and indeed most groups, focus their attention on the first criterion and neglect the second and third. At best, they may recognize the importance of group and individual maintenance functions after group performance begins to suffer. We believe it is important to attend to all three criteria because they work together, especially over time. A city council may be functioning well by the first criterion; for example, it may pass a budget that increases law enforcement services and holds the current tax rate—both of which are important to the voters. However, by the second and third criteria, the council may be suffering; for example, members may blame one another for delays in accomplishing the group's work and may avoid subcommittee assignments because working relationships are strained. Because the criteria of the model are interdependent, the quality of a group's product will likely be affected if all the criteria are not met.

Three factors contribute to a group's ability to meet all three criteria for effectiveness: organizational context, group structure, and group process (Schwarz 1994). These factors and their constituent elements interact to create a complex system (see Figure 1). We will not describe the model in detail here; the relevant point to emphasize for the purpose of this article is that the model can be used to support initial group development as well as to diagnose and remedy specific group problems. The model provides a "checklist"

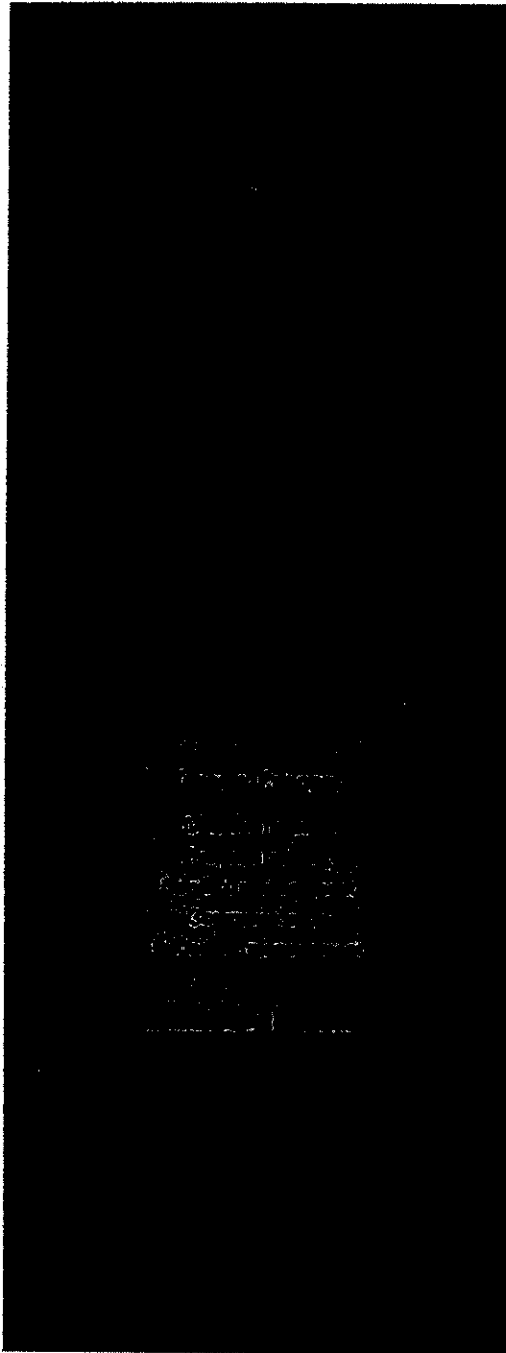
of elements that are needed for effective group functioning, and it can be extremely helpful for group members (and those who work with them) to study the model to determine what needs strengthening for the group to do its work.

A primary reason why the roles and expectations intervention is so useful to boards in their early stages of development is that this discussion provides a point of departure for other elements in the group effectiveness model. As depicted in Figure 1, "clearly defined roles" is the fourth element in the Group Structure factor of the model. As discussed, role clarification is essential to effective board functioning.

However, a discussion of roles and expectations for how board members will work with one another, with the presiding official, and with the manager quickly leads to consideration of factors associated with group structure and process. As board members list their expectations, they may include items such as "I expect other members to talk to me directly when they have a problem with something I've done." This expectation relates to how members will communicate and manage conflict, which affects the Group Process portion of the model. Or a member may state, "I expect others to think about an issue before the meeting, but keep an open mind—don't make your decision until the board has thoroughly discussed it." This begins to establish norms for how the group will make its decisions.

Although some elements may best be discussed in the context of a specific issue or decision (e.g., sufficient time to complete a task), many apply to the group's work as a whole. We have found that an initial discussion of roles and expectations seems to be a manageable way for a group to establish norms about many aspects of its process and structure. In a sense, this intervention structure follows the logic of Fisher and Ury's recommendation (1981) to "separate the people from the problem." Instead of becoming mired in untested inferences about the meaning of

Figure 1: Group Effectiveness Model



From Margaret S. Carlson, A Model for Improving a Group's Effectiveness. *Popular Government* 63 (Summer 1998): 39. The figure was adapted from Roger M. Schwarz, *The Skilled Facilitator: Practical Wisdom for Developing Effective Groups*. San Francisco: Jossey-Bass, 1994. Reprinted with permission.

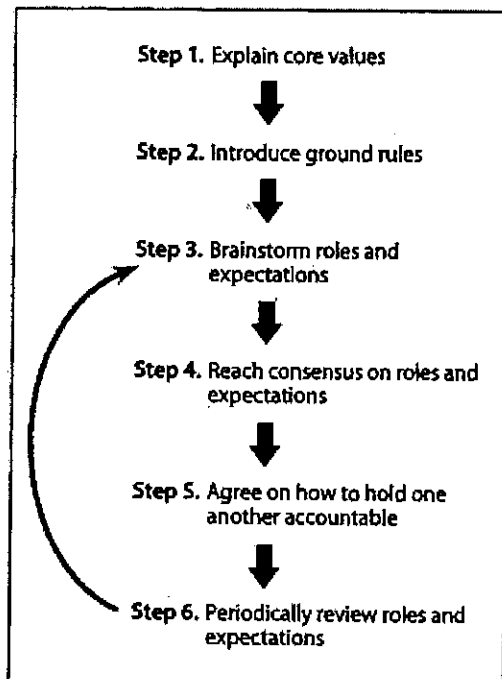
specific events or exchanges between board members, an open discussion of roles and expectations helps a board begin to think more broadly about how it wants to function.

#### Steps of the Intervention

For the roles and expectations intervention, we have developed a format that contains six key steps (see Figure 2).

*Step 1. Explain core values.* As facilitators, we are guided by three core values: valid information, free and informed choice, and internal commitment to the choice (Argyris 1970; Argyris and Schon 1974; Schwarz 1994). "Valid information" means that people share all information relevant to an issue, using specific examples to help others understand and determine for themselves whether the information is true (Schwarz 1994). "Free and informed choice" means that people can define their own objectives and methods for achieving them, basing these choices on valid information. "Internal commitment to the choice" means that people feel responsible for the decisions they make and will work to see that they are implemented. The three values are highly interdependent. It is unlikely that groups or individuals will commit deeply to decisions unless those decisions are based on valid information and free and informed choice.

The core values serve two purposes: they guide effective facilitator behavior, and they guide effective group behavior (Schwarz 1994). When we work with a board, we share these core values and explain how they guide our behavior as facilitators. For example, we will not make decisions for the group, but we will share our observations about the group's decision process and allow the group to choose how it wants to proceed. We also share our belief that these core values underlie effective group behavior; we invite the group to adopt them for the roles and expectations discussion, but—consistent with the value of free and informed choice—the group makes the decision about whether or

**Figure 2:** Steps of the Intervention

not it wishes to act according to these values. Frequently, groups do adopt the core values or ground rules based on these core values (see Step 2) as part of their expectations of one another. Thus, introducing the values and modeling them in our facilitation teaches a board about key principles of group effectiveness.

**Step 2. Introduce ground rules.** A group may find the explanation of the core values helpful, but these values are somewhat abstract and give little concrete guidance about how to communicate effectively. We employ a set of ground rules to help a group discuss its issues productively. These ground rules were developed by Schwarz (1994; 1995) and are based on the three values previously discussed. Examples of ground rules include test assumptions and inferences; share all relevant information; focus on interests, not positions; be specific and use examples; keep the discussion focused; and explain the reasons behind your statements, questions, and actions. Because these ground rules are spe-

cific strategies for creating effective group processes, we briefly describe them for the group and ask if members are willing to use them during the roles and expectations discussion. In most cases, boards agree to use the ground rules. However, even if the group decides not to adopt them, we as facilitators use the ground rules as a guide for diagnosing and intervening on group members' behavior. Frequently, groups like the concept of the ground rules and include an expectation such as "each of us shares all relevant information and how we obtained it" in their agreements with one another.

**Step 3. Brainstorm roles and expectations.** In the third step of the intervention, group members generate a list of expectations for how board members, the presiding official, and (frequently) the manager will behave in their respective roles. We use a prompt such as "I expect other board members (the mayor, the manager) to...." and ask group members to complete the sentence with statements that reflect their expectations for these individuals.

During the planning session for the roles and expectations discussion, the group identifies the relevant parties to include in the discussion. Almost certainly, the list will include board members and the presiding official; typically, the group also lists the manager or chief administrator. Beyond this, some groups will include the attorney, clerk, or others who report directly to the governing board. We usually suggest an order that moves from general to specific; i.e., list expectations that apply to all board members first, then to the presiding official, manager, etc. This helps avoid redundancy and allows group members to make reference to earlier statements when considering other roles. However, the group makes the final decision on the order of the discussion; for example, if the relationship between the board and manager has been particularly strained, the group may opt to begin with a discussion of expectations for the manager's role.

*Step 4. Reach consensus on roles and expectations.* In this step, the group members first examine the list of expectations in detail and ask one another to clarify or explain particular items. It is at this stage that we are most active as facilitators, helping group members to test assumptions and inferences they may be making about others' comments or motives, to share the reasoning behind their statements, and to identify the interests underlying their positions.

Next, group members reach consensus about which items remain on the list and the wording of each. Because the expectations are essentially agreements about how group members wish to work together, it is particularly important to reach consensus at this stage of the discussion; there is nothing officially "binding" about the agreements except group members' commitment to them, so buy-in by all members is vital. At this stage, we usually ask each member if he or she can fully support all of the expectations. If the list is more than a few items long, we often check for consensus with each person about each item on the list. While this may seem laborious, it often brings to light hesitations or concerns which seldom surface when board members concede to an overall question addressed to the group, such as "can everyone support statement number two?" Ultimately, the group develops a shared list of expectation statements that are fully supported by every member of the group.

*Step 5. Agree on how to hold one another accountable.* Agreeing to support a role description and list of expectations is only the first half of the commitment. To change group dynamics, board members must agree to hold themselves and other group members accountable for the degree to which they behave consistently with their shared expectations.

We have found that a good final question for a group's first roles and expectations discussion is, "What do you want to do if group members are not adhering to the expectations you have agreed on today?" Typically,

group members respond that they would like to be told if others observe them acting in a way that is inconsistent with the group's expectations; however, they are reluctant to point out inconsistencies observed in other members. The group often recognizes that it faces a potential bind (i.e., everyone wants to receive feedback, but no one is willing to give it), which elicits an even deeper, more valuable discussion of the group's norms and values. As facilitators, we help group members reframe their thinking about giving feedback to each other. Rather than construing feedback as "constructive criticism" at best, or unkindness at worst, the group realizes that the fairest thing each member can do for one another is to openly discuss perceived inconsistencies. At a much deeper level, the group begins to value creating valid information over saving face.

*Step 6. Periodically review roles and expectations.* In addition to holding one another accountable and providing feedback, the board should periodically review the list of roles and expectations to critique group functioning and revise as necessary. The list can serve as a useful self-assessment tool as board members review their statements and decide what to keep, what to change, and whether or not the group as a whole is operating in a manner that is consistent with its expectations. Even during a group's first roles and expectations discussion, it can be helpful to ask members to imagine reviewing the group's list a year later. This exercise helps the group determine which expectations may need additional clarification or discussion.

A number of the boards we have worked with for several years begin their annual planning retreats by reviewing their roles and expectations list and rating themselves on their performance of each. Members may realize that an expectation that seemed important a year ago was actually designed to deal with a problem that no longer exists. For example, one board dropped the expectation "When you make an inference as a result of what is



said in the paper or by other public sources, check it out with the person quoted." During review at the end of one year, board members agreed that they consistently did this as part of their agreement to test inferences and assumptions. The group no longer needed a separate expectation about doing this specifically for items publicly stated or published. Members felt a genuine sense of accomplishment at their progress in becoming a more effective group.

#### What Specific Results Are Achieved?

In writing about board roles, Carver and Carver argue that "carefully designing areas of board job performance will profoundly channel the interpersonal process of a board. For example, job design influences the types of conflict that will be experienced and whether members will follow a commonly proclaimed discipline or their individual disciplines" (1996, 3). Carver and Carver cite benefits of clarified roles as "depersonalizing subsequent struggles when different individuals have opposing views about the appropriateness of an issue for board discussion" and as lessening "jockeying for power, control of the group through negativism, and diversion of the board into unrelated topics" (1996, 3). We share their view of the value of role clarification; however, it is difficult to quantify the outcomes of this type of intervention. One of the challenges in assessing the intervention's value arises from our belief that it is best to work with a board as early in its development as possible. If we do this, the board will have little or no time to form unproductive norms; therefore, a "before and after" test of group functioning would not be possible. If the group's subsequent interactions appear to be generally effective, we can speculate that the intervention contributed to the group's functioning, but it is certainly more difficult to measure the absence of a particular behavior (e.g., unproductive conflict) than its presence.

Despite the difficulty in measuring the effect of a roles and expectations intervention,

we do have some data to indicate that boards find it to be valuable. We conclude each of our sessions with a group self-critique, in which the group identifies what went well and what members would like to do differently. In approximately 35 roles and expectations interventions that we have facilitated over the past five years, all of the boards reported that the discussion was very useful, and well over half invited us back to facilitate a similar discussion when board membership changed. We have also received information attesting to the lasting effect of this intervention; for example, a mayor recently said to one of us, "That discussion at our retreat four years ago about having conversations outside of board meetings was really a turning point for us; we still refer back to it." Comments such as these add credence to our view that boards achieve substantive, lasting results from these discussions.

#### Future Research

Our lack of quantitative data measuring the effect of these interventions points clearly to one avenue for future research. We plan to collect information on boards that have engaged in discussion of roles and expectations early in their development and to compare them to boards that have not had this type of early intervention.

We would also like to refine our definition of a "new" group. Although we believe—and have witnessed—that the addition of just one new member can profoundly change the dynamics of a board, it is also possible for a board to retain key norms and values even as its membership changes. What are some of the factors that determine whether a board is able to continue to develop effectively as a group in the face of frequent member turnover? If there is not an expectation that the group will stay intact for more than two years, will this affect the depth of the group norms that are established?

Local government boards are confronted with such complex community issues today

that they cannot afford to devote their energies and attention to intraboard conflict that does not increase their capacity to address substantive problems. We believe that the early intervention described here can help a board turn its attention to resolving the community's issues rather than its own.

Margaret S. Carlson is an assistant professor of public management and government at the Institute of Government, University of North Carolina at Chapel Hill. Her areas of specialization include group facilitation, conflict resolution, and performance evaluation. Evaluation of the chief administrator's performance and development of effective groups are among her research interests.

Anne S. Davidson is a lecturer at the Institute of Government, University of North Carolina at Chapel Hill. She specializes in organization development, group facilitation, and change management. Her research interests include the development of self-managing teams and learning organizations.

Together and individually, the authors have designed and facilitated sessions for city councils, county commissioners, management teams, and many other groups. They have also taught facilitation workshops for a variety of organizations.

#### Notes

1. For purposes of this discussion, we are using Rousseau et al.'s definition of trust (1998): "Trust is a psychological state comprising the intention to accept vulnerability based on positive expectations of the intentions or behavior of another."
2. This is the national mean "number of years in current position" from the International City/County Management Association's 1996 State of the Profes-

sion survey. We thank Sebia Clark, ICMA Research Assistant, for providing this data.

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## MONTHLY REPORT TO THE CAO

For the month of May, 2016

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. Current rumour persists that it will begin in 2016.
Community Infrastructure Master Plans	Summer 2016	Final Fort Vermilion and Zama drafts received. Final edits well underway for La Crete. Anticipate completion by end of June, which will then allow the offsite levy portion to begin.
La Crete & Fort Vermilion Design Guidelines & Economic Development Strategy	May 2016	Ec dev and streetscape approved by Council on May 25 <sup>th</sup> . Should have final report by end of June. Next stage will be an implementation strategy.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Community Investment Readiness package	Spring 2016	REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had challenges proceeding with this project, and as a value add to our ec dev strategy we will be provided with profiles.

### Capital Projects

Projects	Timeline	Comments
Rural Addressing	2016	Contractor has resumed sign installations. Progressing well. Will need to focus on teaching people on how to use the signs.
Aerial Photos	2016	Imagery will be acquired during the summer months.

Land Use Bylaw review	2016	Planning to have the RFP awarded in July, for work to begin soon after streetscape project is complete. Project timeline is one year.
Airport Planning	2016	WSP is currently finishing up some preliminary work. After that is complete will assess how to best move forward with detailed planning/implementation.

**Personnel Update:**

Have hired a new Planner, Hayley, and her start date is July 4<sup>th</sup>.

**Other Comments:**

I am told that the province is on track to meet the SARA requirements of having a caribou recovery strategy in place by the end of 2016. Will be interesting to see how this corresponds or dictates elements of the LPRP.

The Alberta Wetland Policy continues to move forward with implementation stages, Green Zone requirements come into effect July 4<sup>th</sup>. This policy and implementation guidelines will pull the County into the middle of wetlands disputes, whether we like it or not.

Development remains very busy, after the unusually slow start to the year.. Lots of complex questions about rezoning, servicing, long term growth that are time consuming and difficult to answer, in addition to all of the development permit applications.

## MONTHLY REPORT TO THE CAO

For the Month of May 2016

**From:** Len Racher  
Director of Facilities and Operations (South)

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	We are prepping the roads to be ready for the dust control program to start first part of May.
Roads to New Lands	Ongoing	Trent has been working with ratepayers to start various roads to new lands projects as well as rural subdivisions.
Strategic Priorities	Ongoing	<p>Wadlin Lake issues are being resolved with Environment and Parks as well as the concerns they have with Park at the Ferry Landing. I will arrange a Community Services meeting to inform them of the concerns.</p> <p>WSP is working on the two bridge files for the Bluehills area to new lands.</p> <p>The 94<sup>th</sup> project in LaCrete will commence once school has finished.</p>
Equipment		The side walk machine that council passed to purchase after the Tool cat burnt has been finalized.

Projects	Timeline	Comments
BF 78103	Ongoing	Trent will be purchasing the land for Mackenzie County to build the road around this bridge file.

Salt Shed		Alpine will be starting the build in a couple of weeks.
Hiring		All summer students have been hired
Various work	Ongoing	I will be attending a work shop in High Prairie on June 7 <sup>th</sup> /16 and a work shop on Airport Regs. In Edmonton on June the 9 <sup>th</sup> /16

**Personnel Update: I am in the process of organizing the car show for the ag fair on Aug. 6<sup>th</sup>/16. My Wife is organizing events at the New riding arena in LaCrete.**

Respectfully,

Len Racher  
 Director of Facilities and Operations (South)

# MONTHLY REPORT TO THE CAO

For the month of May 2016

From: Peng Tian  
Director of Finance

## Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2016 Tax Notice	May 16, 2016	Mailed Tax Notices Monday May 16 <sup>th</sup> , 2016. Deadline for Tax Pre - Authorized Payment application is June 17 <sup>th</sup> , 2016.
Operating Budget Amendments for May 2016	May 31, 2016	The budget amendments for service capacity review (motion 16-04-302) and Brine Pipe repair (motion 16-05-361) have been updated in the accounting systems.
2016 Bursary Program	July 31, 2016	22 applications have been received, and 21 of them have been accepted. Also, the successful and non-successful letters were sent out in May. We are currently waiting for RSA and registration information before making the bursary payments.

### Capital Projects

Capital Budget Amendments for May 2016	May 31, 2016	The budget amendments for purchasing a new tandem axle truck with a sanding box (motion 16-04-320) and Holder C270 (motion 16-04-323) have been completed in the accounting systems.
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### Personnel Update:

We are currently accepting the applications for the payroll clerk position.

### Other Comments:

## MONTHLY REPORT TO THE CAO

For the Month of May 2016

From: Ron Pelensky  
 Director of Community Services and Operations

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular spring road maintenance which included repairing roads after rains.
Dogs	Ongoing	Completed animal patrols in Fort Vermilion, La Crete and Rocky Lane Picked up 1 dog
Bylaw	Ongoing	Responded to back alley complaints in La Crete and unsightly premises issues. Also attended the annual municipal enforcement conference
Emergency/Disaster Service	Ongoing	Responded to Fire near Norbord, declared local state of emergency for the area and evacuated residents in this area. Also responded to a fire Blumenort rd and Foster Rd
Health and Safety	Ongoing	Hosted operator training and Fireworks training for the Fire Dept Completed Building Inspections
Peace Officer	Ongoing	Patrolled La Crete for one weekend in May. Issued 2 tickets and 10 warnings tickets. Talked to 3 residences about extinguishing their campfires. \$342.00 in fines issued Working on a plan to temporary fill the vacant peace officer position as Town of Rainbow Lake agreement expired Preparing policies and SOP for hiring a Peace Officer.
Fire Department	Ongoing	<b>Fort Vermilion</b> Responded to 1 Motor Vehicle accident, 4 Medical Assists, 1 trench rescue, 1 outdoor fire and 1 day assistance to High Level Fire <b>La Crete</b> responded to 5 Medical Assists,



		2 Motor Vehicle Collision, 3 Fire Alarms, 1 Trench rescue assist, 1 transformer fire, 6 outdoor fires, 5 days assisting High Level Fire (Norbord) <b>Zama</b> no calls
Fire Department Training	Ongoing	Regular practices held. La Crete & FV 15 members completed training on Embankment Rescue.
Zama Public Works	Ongoing	Regular spring/summer maintenance. Started Graveling on Zama Access Rd

### Capital Projects

Zama Shower unit	May	Shower unit is built, and is placed.
Road Regraveling Project	May	Knelsen started regravol program in Zama
Purchase 3 Graders	May	Agreement to purchase graders through Finning is complete. One Grader delivered.
Hutch Lake & Machesis Campground	May	Awarded Caretaker positions to Ken Ward for Machesis Lake and Vern Shelton for Hutch Lake. Creating plans for constructing Hutch Lake caretaker site. Horse stalls constructed at Machesis Campground.
Bridge Campground	May	Discussions with Alberta Culture and Tourism about combining archaeological work with former employee Heinz Pyszczyk as he has done plenty of work in the area and will be here again in the fall
FV 43 <sup>rd</sup> Ave Paving	May	Project Awarded to Knelsen Sand and Gravel
FV 45 Ave Cul-de-sac Paving	May	Project awarded to Knelsen Sand and Gravel
Store Road Reconstruction	May	Met with engineers to discuss scope, Raymond Vanpatten negotiating back slope agreements and applying for borrow pits
Heliport Road – oil dust control	May	Discussed plan with FV public works waiting for June to complete

Fire Department Radios	May	Vector and Motorola has resolved pager issues. Radio system is complete
Shoulder Pull	May	Decided to rebuild Blumenort rd east vs shoulder pull as it needed extra soil
Oil Recycling Facilities	May	Buildings are set up, need to change signing and some minor repairs before using
Fort Vermilion Shop extension	May	Awarded to Alpine builders

**Personnel Update:**

One grader operator position off on long term disability. Second grader operator position off on short term disability. David Lizotte has temporary filled the High Level Grader operator position

**Other Comments:**

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## **REPORT TO THE CAO**

For May 2016

From: Alexandra Codispodi  
Municipal Intern

### **Department: Legislative Services**

- Assisted with the Ward 7 by-election as a deputy returning officer.
- Spent a lot of my time researching and applying for Agricultural Fair grants and throughout the month applied to or contacted over 50 companies requesting sponsorships, some of which have already received successful responses. I have also been responsible for maintaining a spreadsheet and documenting our sponsorships as they are received.
- Drafted letters requested by Council and various correspondence as requested by the CAO.
- Assisted with preparation for the SDAB hearing, took minutes during the hearing and proceeded to draft the Board's decision.
- Attended the Society of Local Government Managers leadership workshop and took sessions on:
  - Good government through professional management
  - HR evaluations to improve performance and strengthen the team
  - Reinventing the basics of municipal management by promoting public confidence at the local level
  - Managing conflict
- Researched and drafted a social media policy, a surveillance policy and have begun researching an advertisement policy.

### **Other Comments:**

## **REPORT TO THE CAO**

For the Month of May, 2016

From: Carol Gabriel  
Director of Legislative & Support Services

### **Council:**

- The By-Election day for Ward 7 was held on Wednesday, May 4, 2016. A grand total of 147 electors voted in the election.

### **Bylaws/Policies/Reports/Publications:**

- The May-June 2016 County Image was released by the last week of May.
- A draft of the 2015 Annual Report was forwarded to Council and Directors for final review and comment and will be available online on June 13, 2016. Copies will be distributed at the annual ratepayer meetings.
- Reviewing Council Committee Bylaw drafted by our Intern to be presented to Council in August 2016.

### **Citizen Engagement:**

- Ratepayer meetings have been scheduled and were advertised in the Big Deal Bulletin and the County Image. The Economic Development department is coordinating the various organizations to set up information booths at each event.

### **Records Management:**

- A training session was held with staff on June 9, 2016 regarding records management, filing procedures, council committee minutes, RFD writing for Council, etc.

### **Human Resources:**

- HR has been busy with orientation of new employees including the summer staff.
- Deadline for the CAO recruitment advertisement was changed to June 30, 2016.
- The employee responsibilities booklet which will assist staff in knowing "who does what" in the organization and various department duties overall will be rolled out this summer.
- Arrangements are in progress for a software demonstration prior to purchase the HR Module. The Finance Department, IT Department, and HR will participate in this demonstration.

### **Events:**

- Organizing continues for the 8<sup>th</sup> annual Mackenzie Regional Charity Golf tournament on September 7, 2016.
- Proceeding with setup of the annual Ratepayer meetings and the BBQ's at each location.
- Assessment open houses have also been scheduled as follows:

- June 16 – La Crete
- June 17 – Fort Vermilion
- June 18 - Zama

**Miscellaneous:**

- Created a Property Tax Information Brochure. In preparation for the upcoming issuance of tax notices, open houses, and potential assessment appeals.
- Ongoing updates to the County website
- Ongoing updates to the County Facebook page regarding upcoming events, wildfire updates, etc.
- A Subdivision & Development Appeal hearing was held on May 11, 2016.
- Assisted with the State of Local Emergency relating to the Norbord fire.

**Meetings/Conferences:**

- Emergency Management Agency Meeting (May 2, 2016)
- Assessment Management Meeting (May 26, 2016)
- Canadian Association of Municipal Administrators (CAMA) Conference (May 30 – June 1, 2016)
- Various managers meetings and council meetings

## REPORT TO THE ASB CHAIR & MEMBERS

For the month of May, 2016

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Weed warning letters	Spring 2016	Weed notices will be issued in spring of 2016 to ensure control measures are implemented.
2016 Roadside Vegetation Management Plan		All county roads north of the Peace River will be sprayed. All roads in the county will be mowed. Roads north of the Peace River will receive a single pass cut, roads south of the Peace will receive a full width cut. See attached plan.
Clubroot of Canola and Fusarium Graminearum policies		These policies were drafted following Peace Country AAF Guidelines and were adopted at the February 29 <sup>th</sup> ASB meeting.

### Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management Project	2016	Enviro Mak of Edmonton was retained to complete a wetland assessment for the retention pond location. The information review and field assessment has been completed. All findings will be forwarded to Alberta Environment & Parks when completed. This should be around the end of June. Administration is in the process of getting easements signed.
Blue Hills Erosion Repair	Spring 2016	The original approved bid amount of \$187,000 has been submitted to Northern Roadbuilders. The overage amount of \$35,000 will be decided upon after spring runoff as quantities will be measured then. The survey has been completed. WSP should have the information

		available around June 15 <sup>th</sup> .
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**Personnel Update:**

County Weed Inspectors for 2016 are Josh Driedger and Billy Hayday.

**Other Comments:**

## MONTHLY REPORT TO THE CAO

For the Month of May 2016

**From:** Fred Wiebe  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/16	- Starting up and ongoing throughout summer.
Strategic Priorities	1.July	1. Hamlet Easement Strategy

### Capital Projects

Projects	Timeline	Comments
Master Meters	July/16	Only a few meters remaining in each hamlet which we are hoping to have completed within June.
FV- Hydrant Replacement	July/16	Hydrants are installed. Sidewalk repair and landscaping being arranged to be completed.
FV-Frozen Water Service Repairs	July/16	Operators to complete further investigations on services this spring.
FV-Raw Water Truckfill Upgrade	Complete	Treated truckfill has been piped to east side of building for non-potable use.
LC-Raw Water Truckfill Upgrade	Complete	Deficiencies are corrected and just require O&M documentation.
LC- Lagoon Upgrade	Oct/16	Some seeding to be completed in spring 2016 and 1 year inspection to occur in fall 2016.
LC- Main Lift Station Repair/Upgrade	Complete	Just some site work that needs to be completed.
LC- Sanitary Sewer Main Upgrade	Oct/16	Project started May 23 <sup>rd</sup> with difficulties on 100 street crossing.



FV- 48 <sup>th</sup> Ave Water Services	Complete	Complete.
Rural Potable Water Infrastructure	Jan/17	Tenders awarded, with project start-up meeting scheduled for mid-June.
FV- Dechlorination	Complete	Dechlorination equipment is installed, tested and working.
FV- Lagoon Desludge	Oct/16	No interest was received from farmers, so currently contacting surrounding farmers for land to apply sludge. Received quote results back.
LC- Paving Raw Water Fill	Sept/16	Done in conjunction with 94 <sup>th</sup> ave road improvement.
FV- Paving FV WTP	Sept/16	Done in conjunction with the street improvements in FV.
LC,FV,ZA- Exhaust Thimbles	Aug/16	Consultant has inspected and is working on engineered drawings to be sent to contractors for quotes.
FV- Filter Media Replacement	June/16	One of the two filters is complete with other one to be completed within second week of June.

**Personnel Update:**

All GML's have been hired for our department and are a great asset in helping out with our seasonal maintenance.

**Other Comments:**

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Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities and Operations (South)</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1024-16 Road Closure West Side of NW 11-106-12-W5M for Access Request</b>

## **BACKGROUND / PROPOSAL:**

On April 12, 2016 first reading was given for Bylaw 1024-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-106-15-W5M for the purpose of consolidation.

Prior to the 2<sup>nd</sup> and 3<sup>rd</sup> reading of a road closure bylaw, a public hearing must be held in accordance to the Municipal Government Act. Once the public hearing has been held, the bylaw must receive approval from the Minister of Transportation before it can proceed.

## **Previous background**

On April 4, 2015 an access request was presented to council for the NW 11-106-12-W5M.

Council made the following motion:

*MOTION 15-04-239 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 Highway 88 connector at the cost of the applicant and that an agreement be entered into with the applicant for a forced road allowance.*

An agreement has been signed and the process started. Part of the process is to close the exiting road allowance on the west side of NW 11-106-12-W5M and consolidate it into the quarter section.

This Request for Decision is for the Road Allowance Closure only.

**Author:** L. Lambert      **Reviewed by:** Len Racher      **CAO:** JW

**OPTIONS & BENEFITS:**

Closing this road and reopening it on the east side allows the applicant to construct an access without crossing a large wetland area.

**COSTS & SOURCE OF FUNDING:**

Funding for legal surveying will come from the Capital Budget for New Infrastructure.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw was advertised as per Municipal Government Act requirements as well as notification sent to all adjacent landowners.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Bylaw 1024-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-106-12-W5M for the purpose of consolidation be forwarded to the Minister of Transportation for approval.

**Author:** L. Lambert      **Reviewed by:** Len Racher      **CAO:** JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1024-16**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 1024-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF**  
**STATUTORY ROAD ALLOWANCE IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
**CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Government Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, the consolidation plan will be registered concurrently with the road plan, that portion of the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

MERIDIAN 5 RANGE 12 TOWNSHIP 106  
ALL THAT PORTION OF ORIGINAL GOVERNMENT ROAD ALLOWANCE  
ADJOINING THE WEST BOUNDARY OF THE NORTH WEST QUARTER OF  
SECTION 11 WHICH LIES SOUTH OF THE PRODUCTION WESTERLY OF  
THE SOUTH LIMIT OF ROAD PLAN 8622408, AND WHICH ALSO LIES  
NORTH OF THE PRODUCTION WESTERLY OF THE NORTH LIMIT OF ROAD  
PLAN 162\_\_\_\_\_  
EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 12<sup>th</sup> day of April, 2016.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2016.

Approval valid for \_\_\_\_\_ months.

\_\_\_\_\_  
Minister of Transportation

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2016.

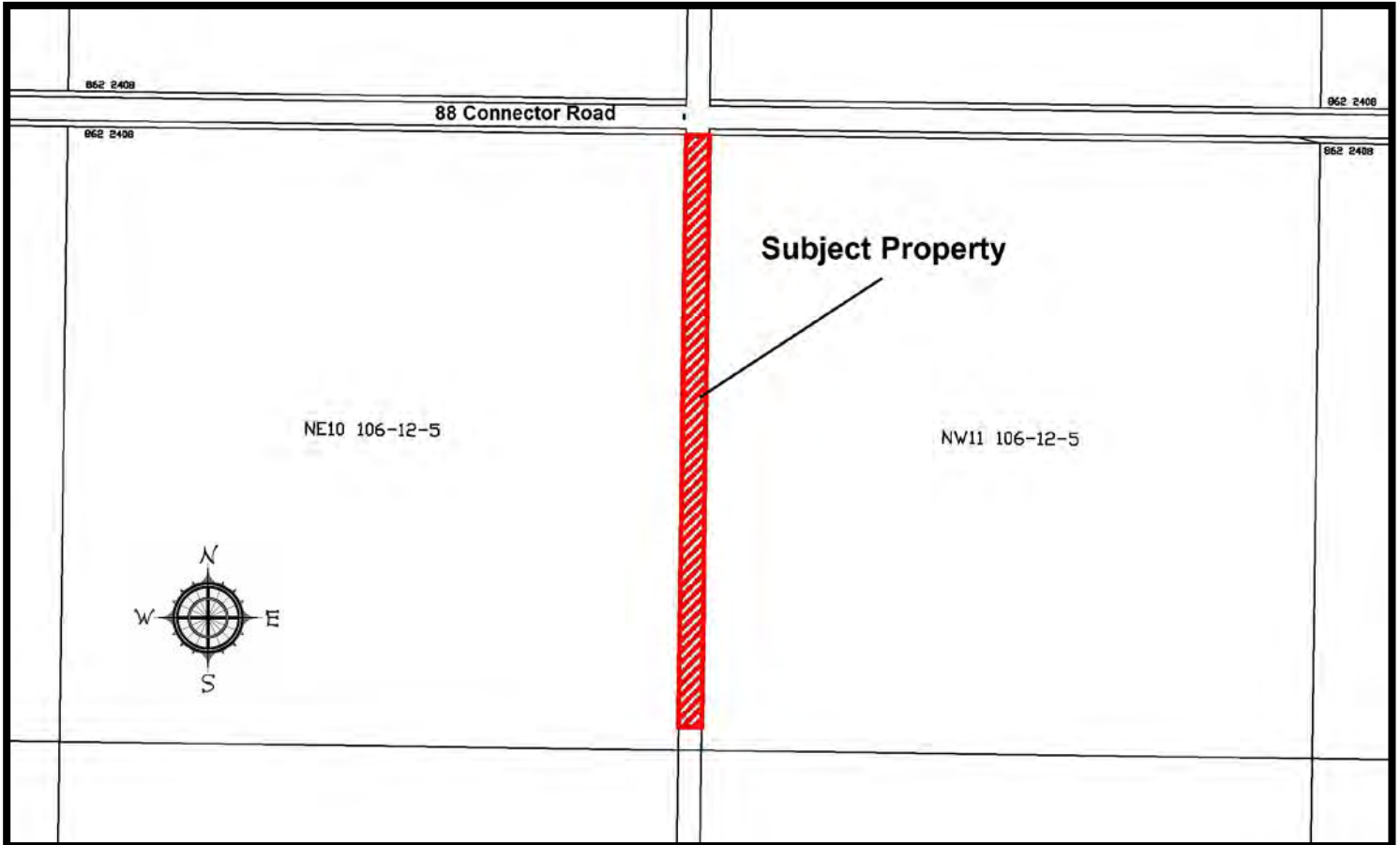
READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

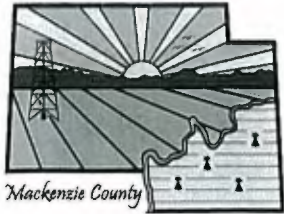
\_\_\_\_\_  
Chief Administrative Officer

**BYLAW No. 1024-16**

**SCHEDULE "A"**







## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

May 20, 2015

Philip Friesen  
Box 811  
La Crete, AB  
T0H 2H0

Dear Mr. Friesen:

### **Request to Construct a Road – NW 11 106 12 W5M**

This letter is to inform you that Mackenzie County wishes to come to an agreement with you that would include the following:

- Mackenzie County will provide assistance to you as per the 'endeavor to assist' in Policy PW039.
- Mackenzie County will 'give' the west boundary road allowance to you for trade with 30 meters of the east boundary of the above mentioned quarter section, which will then become road allowance.
- Mr. Philip Friesen, being the land owner of the above mentioned property, will construct a road on the east boundary of your quarter section in accordance with the standards previously provided to you by Mackenzie County.
- Mr. Philip Friesen, being the land owner of the above mentioned property, will adhere to the Council motion from April 14, 2015 which states:

**OPERATIONS: 10. d) Access – NW 11 106 12 W5M**

Philip Friesen, landowner, was present to discuss his access request on NW 11-106-12-W5M.

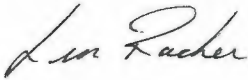
**MOTION 15-04-239 MOVED** by Councillor Knelsen

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.

**CARRIED**

If you understand and are in agreement, please sign the bottom portion of this letter.

Sincerely,



Len Racher  
Director of Facilities & Operations (South)  
LR/sw

I, Philip Friesen, do hereby agree to the conditions as listed above.

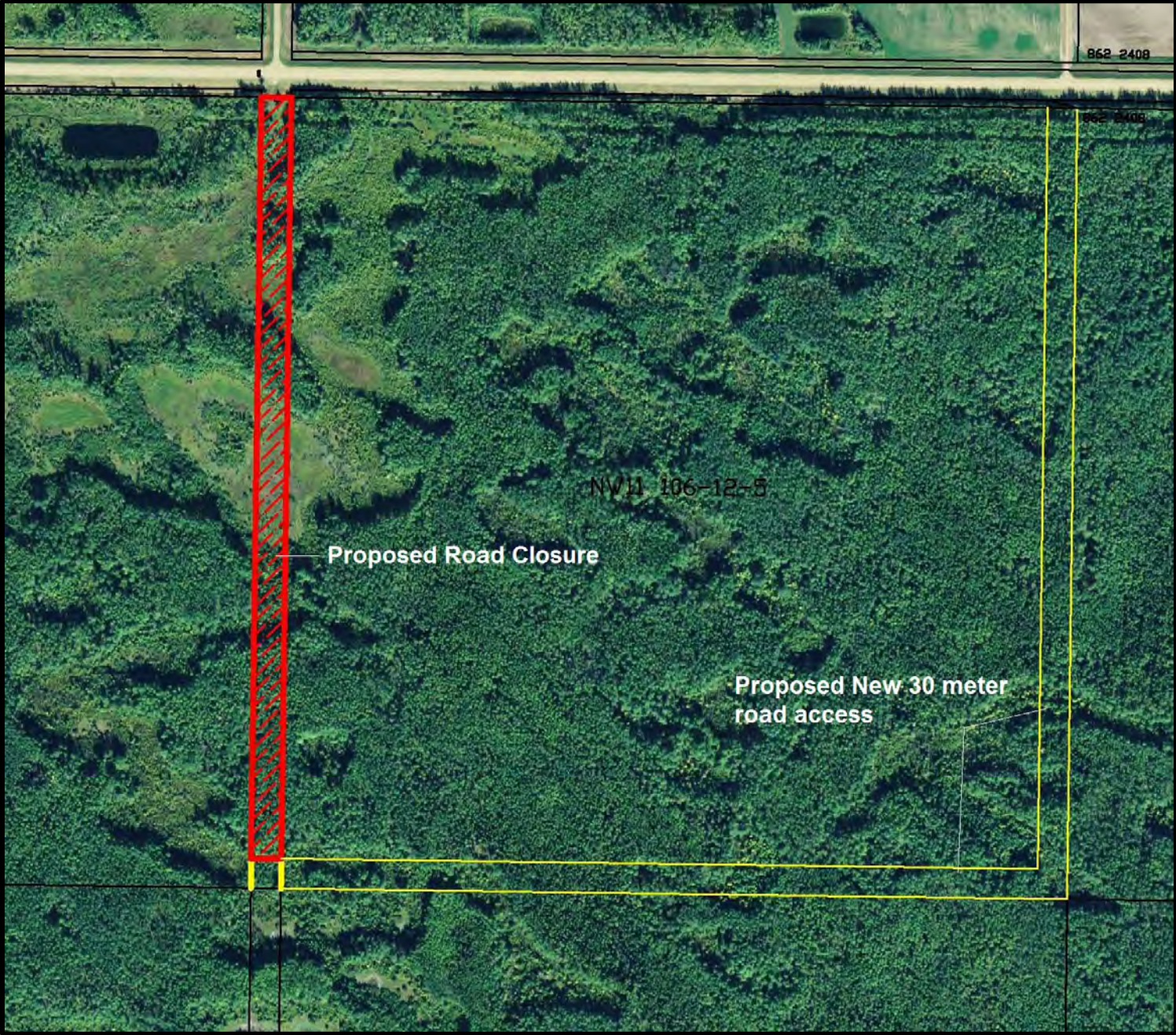
  
Philip Friesen  
Witness

May 22/15  
Date

cc: Caitlin Smith, Development Officer



# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1024-16

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

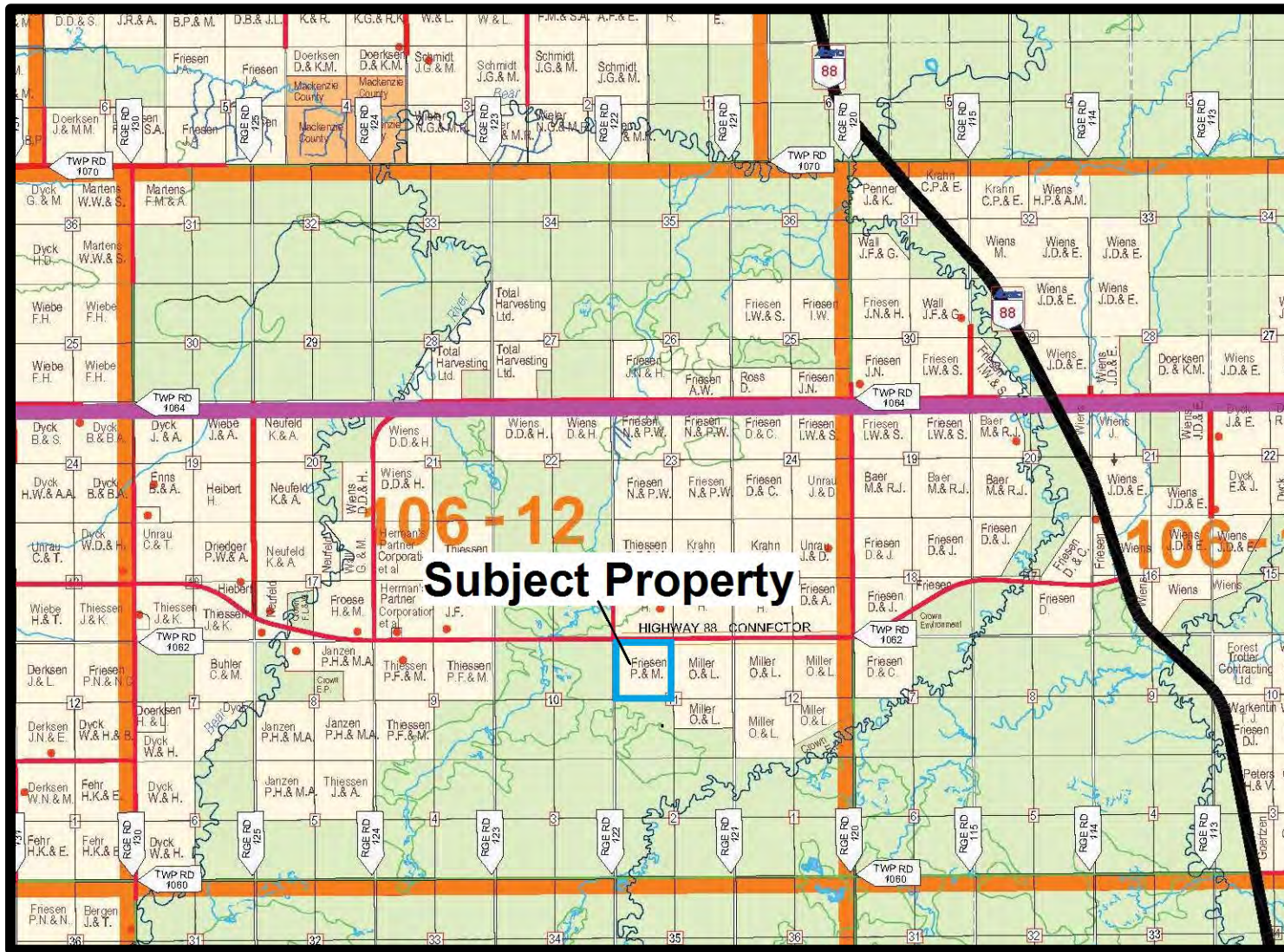
The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1024-16

NOT TO SCALE

**Disclaimer**

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Mackenzie County



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1030-16 Road Closure Fort Vermilion Bridge Campground</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County currently has a Recreational Lease with Alberta Environment and Parks for Bridge Campground # PML 960001, which expires on March 31, 2019. Mackenzie County has been working on combining this lease into one that encompasses a larger area. Part of the process is to cancel and close several small portions of uncanceled road plans and a portion of government road allowance lying within the proposed campground area.

Bylaw 1030-16, being a Road Closure Bylaw for the closing of a portion of statutory road allowance lying between Section 28 & 29 of Township 108, Range 13, W5M for the purpose of consolidation.

Prior to the 2<sup>nd</sup> and 3<sup>rd</sup> reading of a road closure bylaw, a public hearing must be held in accordance to the Municipal Government Act. Once the public hearing has been held, the bylaw must receive approval from the Minister of Transportation before it can proceed.

## **OPTIONS & BENEFITS:**

Administration has worked with Alberta Environment and Parks in extending this lease for an additional 3 years at no cost to Mackenzie County, in order to assist in obtaining a lease with Alberta Forestry for the expansion.

These portions of road closures are required prior to completing the final lease application with Alberta Forestry.

**Author:** L. Lambert      **Reviewed by:** \_\_\_\_\_ **CAO**      JW

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw will be advertised as per the MGA requirements as well as to all adjacent landowners.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Bylaw 1030-16, being a road closure bylaw for the closure of government road allowance between Section 28 and 29 Township 108, Range 13, W5M for the purpose of consolidation be forwarded to the Minister of Transportation for approval.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO JW

**BYLAW NO. 1030-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF**  
**STATUTORY ROAD ALLOWANCE IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
**CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Government Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, a portion of Government Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All that portion of government road allowance between Section 28 and 29. Township 108, Range 13, W5M lying south of the south boundary (Plan 1508PX) as produced across the road allowance, and lying north of the southwest boundary of the camp site parcel (Plan 4112PX) as produced across the road allowance.

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 10<sup>th</sup> day of May, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Minister of Transportation

Approval valid for \_\_\_\_\_ months.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

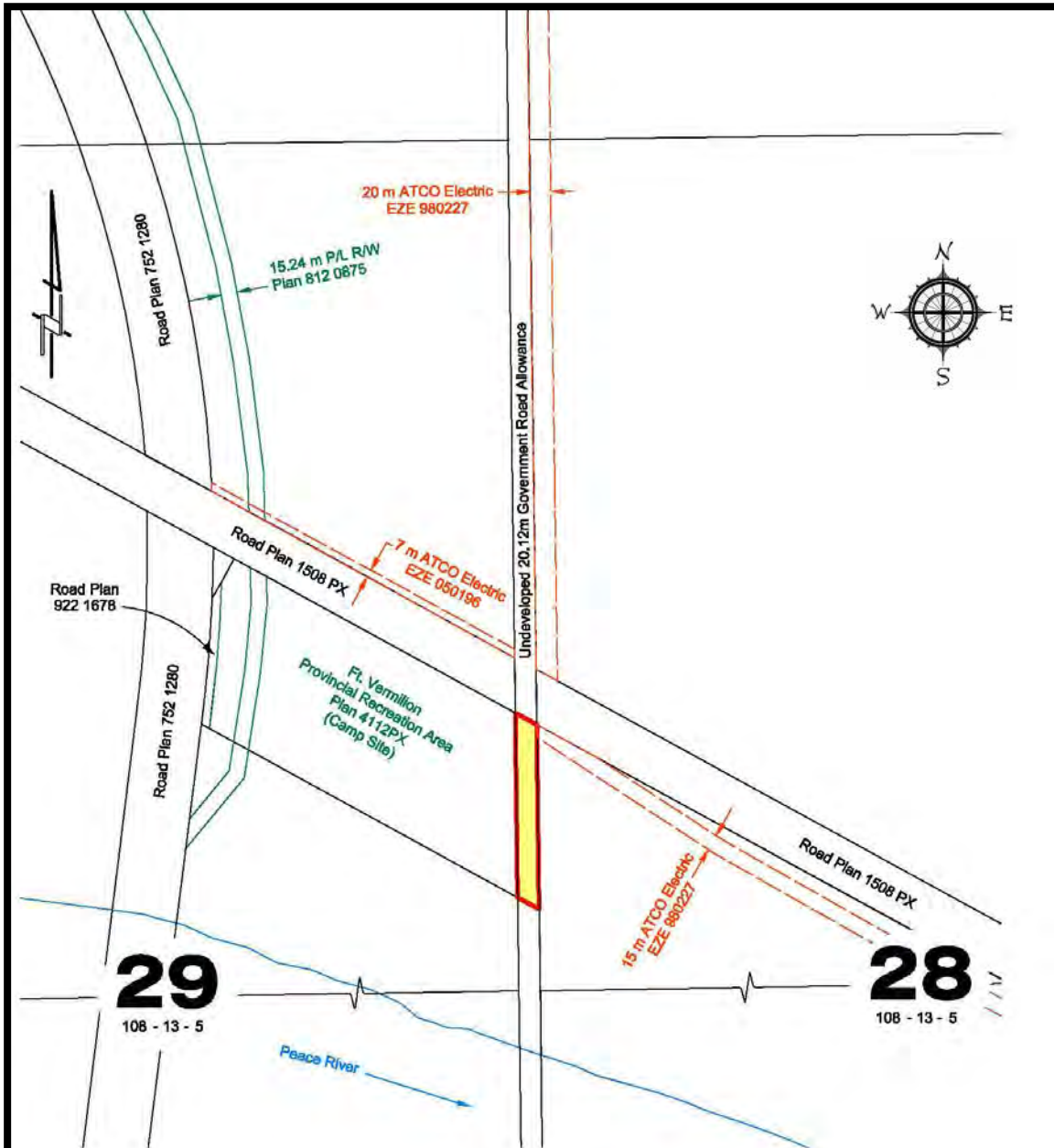
\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



**BYLAW No. 1030-16**

**SCHEDULE "A"**

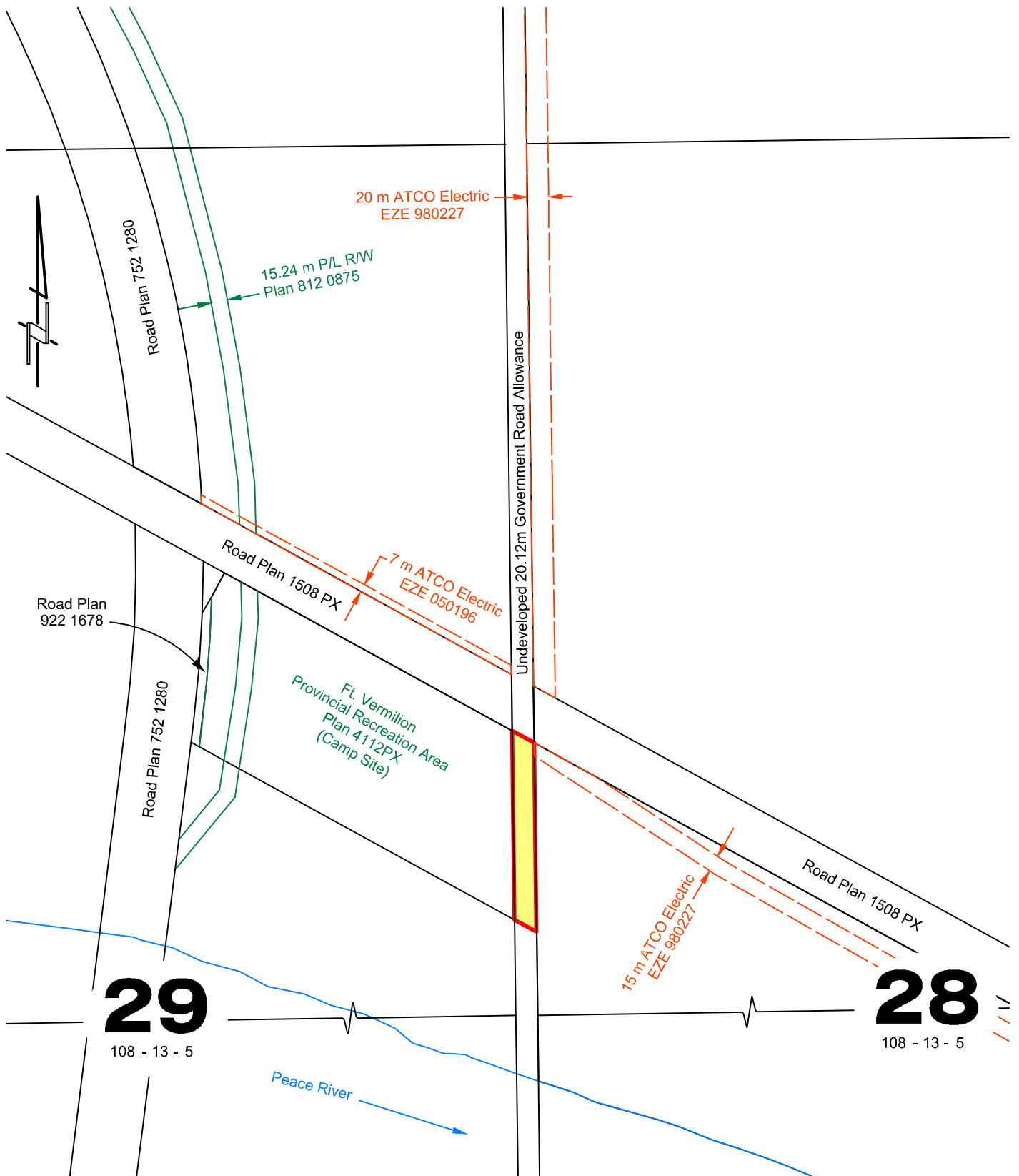


**PROPOSED ROAD CLOSURE**

of Part of  
Government Road Allowance  
Between  
N.W. 1/4 28 and N.E. 1/4 29  
Twp.108 - Rge.13 - W.5M.

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

All that portion of the government road allowance between Section 28 and 29, Township 108, Range 13 W5M lying south of the south boundary (Plan 1508PX) as produced across the road allowance, and lying north of the southwest boundary of the camp site parcel (Plan 4112PX) as produced across the road allowance.



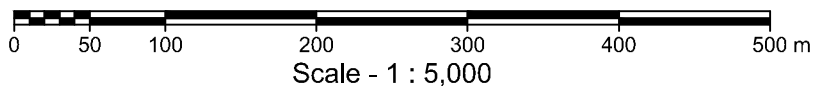
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 Between  
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 Twp.108 - Rge.13 - W.5M.

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

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## Mackenzie County - Alberta 2015



Toll Free: 1-800-465-6233  
[www.altusgeomatics.com](http://www.altusgeomatics.com)

Client File No:		AFE No:	
REV.	Revision:		
0	Date: Mar. 10, 2016	Job No.: 187136	
	File: 187136RC1	Initials: SP - AM	



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1031-16 Road Closure Fort Vermilion Bridge Campground</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County currently has a Recreational Lease with Alberta Environment and Parks for Bridge Campground # PML 960001, which expires on March 31, 2019. Mackenzie County has been working on combining this lease into one that encompasses a larger area. Part of the process is to cancel and close several small portions of uncancelled road plans and a portion of government road allowance lying within the proposed campground area.

Bylaw 1031-16 is a Road Closure Bylaw for all of Plan 2982PX a portion of old road within SE ¼ Section 28 & 29 of Township 108, Range 13, W5M that never got closed and consolidated when the new corner on Buttertown road was constructed.

Prior to the 2<sup>nd</sup> and 3<sup>rd</sup> reading of a road closure bylaw, a public hearing must be held in accordance to the Municipal Government Act. Once the public hearing has been held, the bylaw must receive approval from the Minister of Transportation before it can proceed.

## **OPTIONS & BENEFITS:**

Administration has worked with Alberta Environment and Parks in extending this lease for an additional 3 years at no cost to Mackenzie County, in order to assist in obtaining a lease with Alberta Forestry for the expansion.

These portions of road closures are required prior to completing the final lease application with Alberta Forestry.

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

N/A

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO JW

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw will be advertised as per the MGA requirements as well as to all adjacent landowners.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Bylaw 1031-16, being a road closure bylaw for the closure of all of Plan 2982PX within SE 1/4 Section 28, Township 108, Range 13, W5M lying north and east of Plan 1508PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO JW

**BYLAW NO. 1031-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A**  
**PUBLIC ROAD ALLOWANCE IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
**CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Public Road Allowance as outlined in Schedule “A” attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, a Public Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All of Plan 2982PX within SE 1/4 Section 28, Township 108, Range 13, W5M  
lying north and east of Plan 1508PX

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule “A”

READ a first time this 10<sup>th</sup> day of May, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2016.

Approval valid for \_\_\_\_\_ months.

\_\_\_\_\_  
Minister of Transportation

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2016.

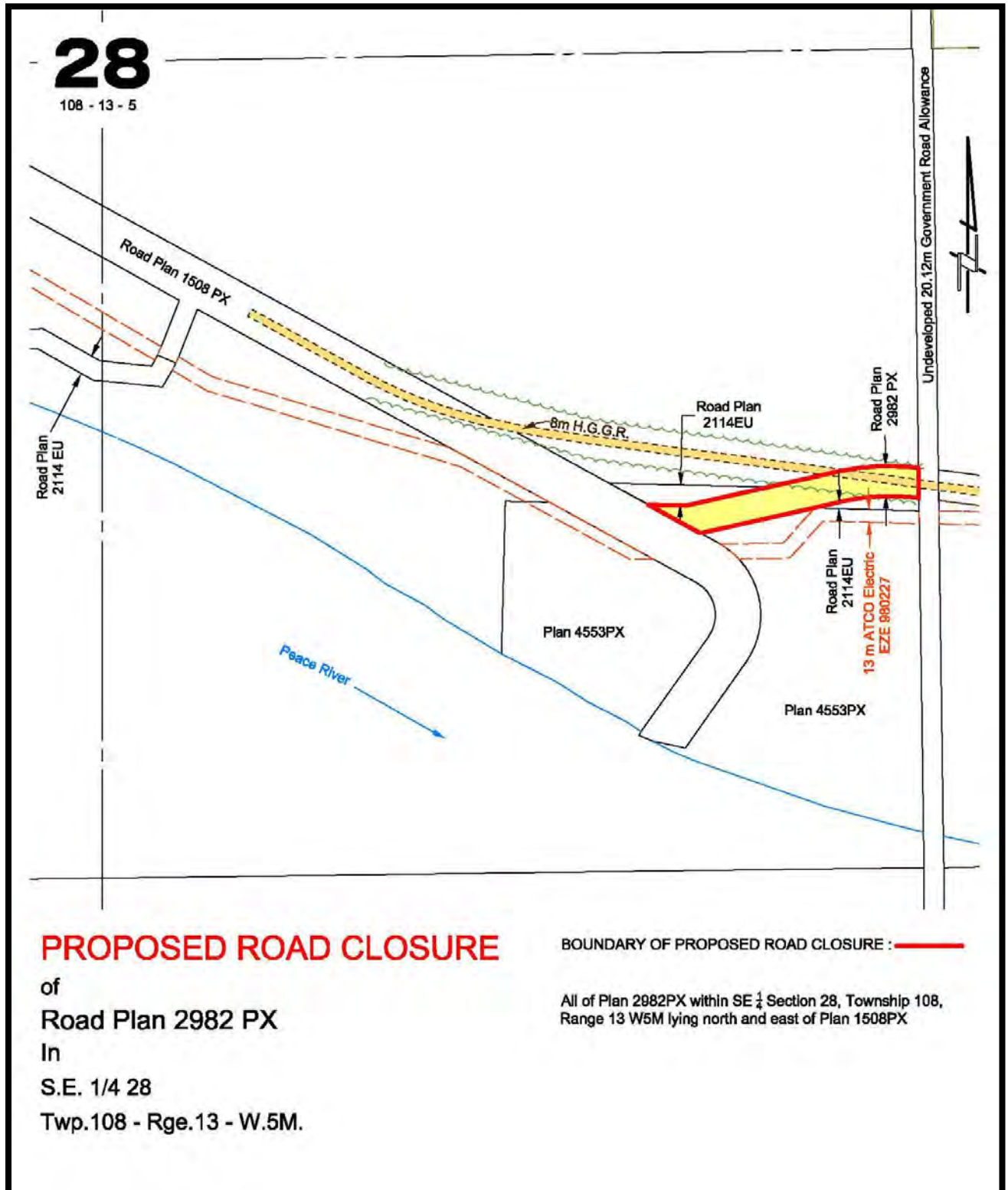
READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

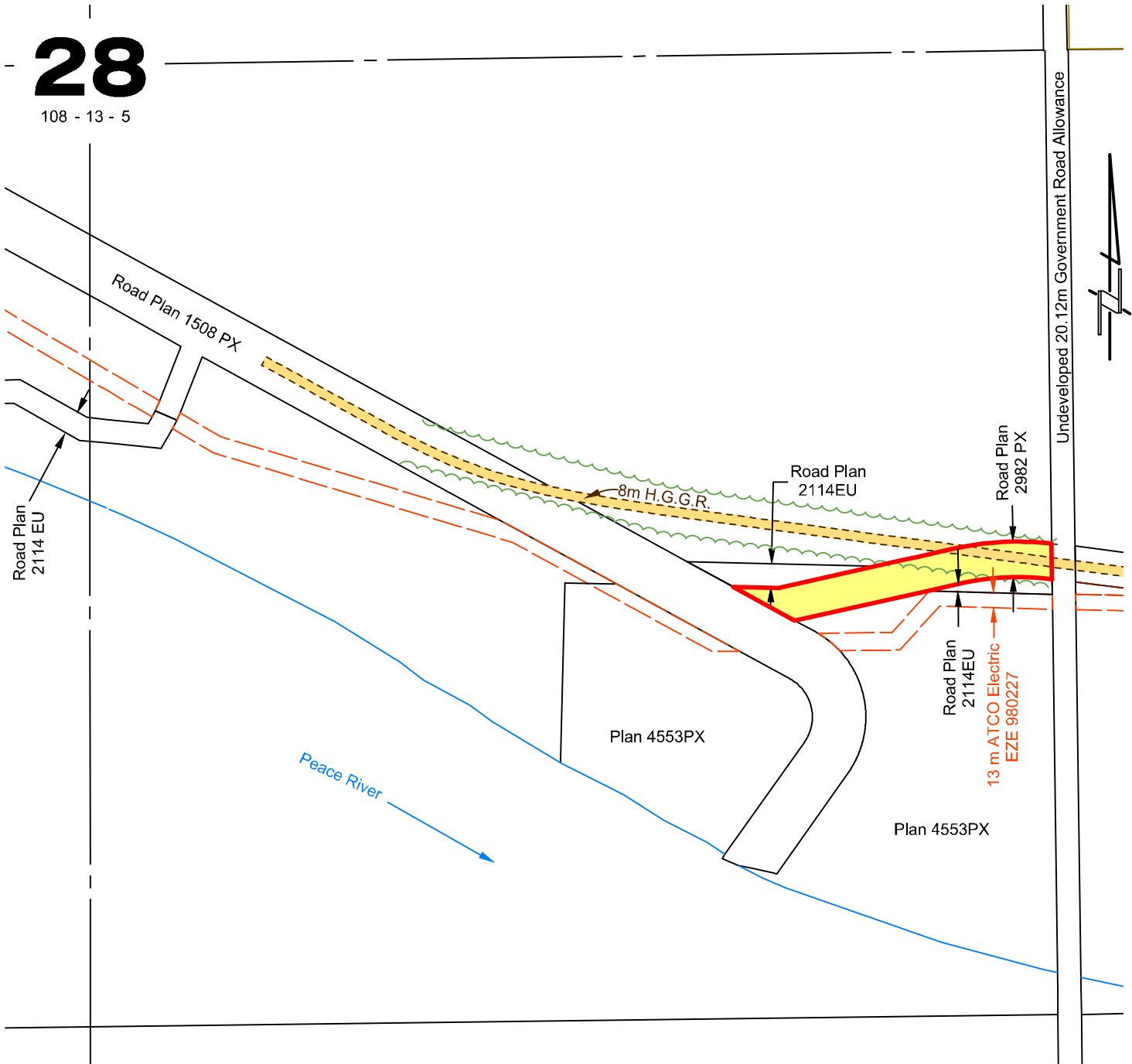
**BYLAW No. 1031-16**

**SCHEDULE "A"**



# 28

108 - 13 - 5



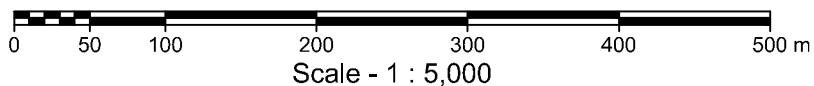
## PROPOSED ROAD CLOSURE

of  
 Road Plan 2982 PX  
 In  
 S.E. 1/4 28  
 Twp.108 - Rge.13 - W.5M.

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

All of Plan 2982PX within SE 1/4 Section 28, Township 108, Range 13 W5M lying north and east of Plan 1508PX

## Mackenzie County - Alberta 2015



Toll Free: 1-800-465-6233  
[www.altusgeomatics.com](http://www.altusgeomatics.com)

Client File No:		AFE No:	
REV.	Revision:		
0	Date: Mar. 10, 2016	Job No.: 187136	
	File: 187136RC4	Initials: SP - AM	





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1032-16 Road Closure Fort Vermilion Bridge Campground</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County currently has a Recreational Lease with Alberta Environment and Parks for Bridge Campground # PML 960001, which expires on March 31, 2019. Mackenzie County has been working on combining this lease into one that encompasses a larger area. Part of the process is to cancel and close several small portions of uncanceled road plans and a portion of government road allowance lying within the proposed campground area.

Bylaw 1032-16 is a Road Closure Bylaw for all of Plan 2144EU within SE ¼ Section 28 & 29 of Township 108, Range 13, W5M being another portion of an old road plan that never got closed and consolidated when the new corner on Buttertown road was constructed.

Prior to the 2<sup>nd</sup> and 3<sup>rd</sup> reading of a road closure bylaw, a public hearing must be held in accordance to the Municipal Government Act. Once the public hearing has been held, the bylaw must receive approval from the Minister of Transportation before it can proceed

## **OPTIONS & BENEFITS:**

Administration has worked with Alberta Environment and Parks in extending this lease for an additional 3 years at no cost to Mackenzie County, in order to assist in obtaining a lease with Alberta Forestry for the expansion.

These portions of road closures are required prior to completing the final lease application with Alberta Forestry.

**Author:** L. Lambert      **Reviewed by:** \_\_\_\_\_ **CAO**      JW

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw will be advertised as per the MGA requirements as well as to all adjacent landowners.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Bylaw 1032-16, being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO JW

**BYLAW NO. 1032-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PUBLIC ROAD ALLOWANCE IN**  
**ACCORDANCE WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL**  
**GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Public Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, a portion of Public Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX.

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 10<sup>th</sup> day of May, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Approval valid for \_\_\_\_\_ months.

\_\_\_\_\_  
Minister of Transportation

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

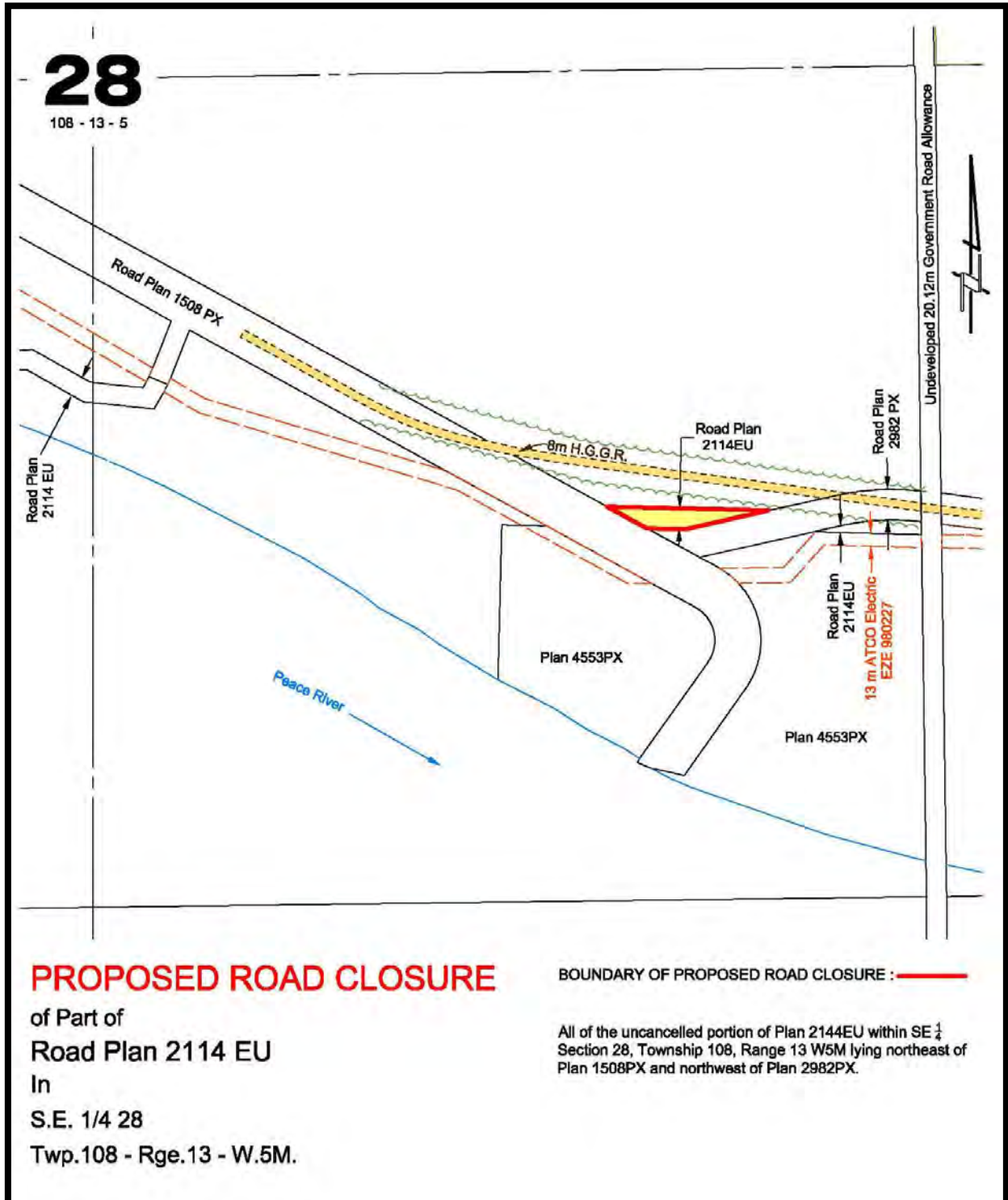
READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

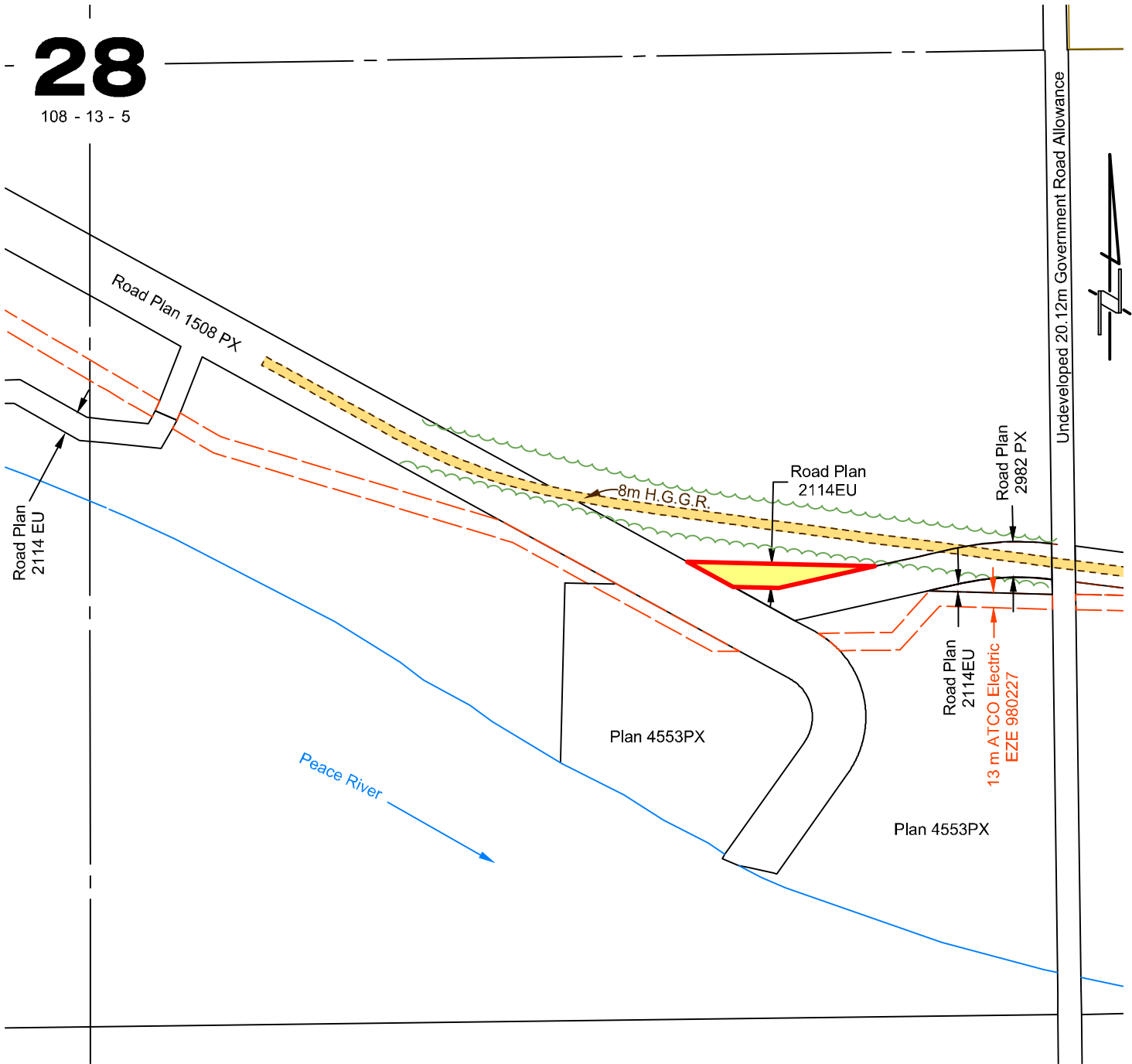
**BYLAW No. 1032-16**

**SCHEDULE "A"**



# 28

108 - 13 - 5



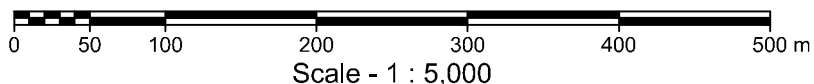
## PROPOSED ROAD CLOSURE

of Part of  
 Road Plan 2114 EU  
 In  
 S.E. 1/4 28  
 Twp.108 - Rge.13 - W.5M.

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

All of the uncanceled portion of Plan 2144EU within SE  $\frac{1}{4}$  Section 28, Township 108, Range 13 W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX.

## Mackenzie County - Alberta 2015



Toll Free: 1-800-465-6233  
 www.altusgeomatics.com

Client File No:		AFE No:	
REV.	Revision:		
0	Date:	Mar. 10, 2016	Job No.: 187136
	File:	187136RC5	Initials: SP - AM



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1033-16 Road Closure Fort Vermilion Bridge Campground</b>

## BACKGROUND / PROPOSAL:

Mackenzie County currently has a Recreational Lease with Alberta Environment and Parks for Bridge Campground # PML 960001, which expires on March 31, 2019. Mackenzie County has been working on combining this lease into one that encompasses a larger area. Part of the process is to cancel and close several small portions of uncancelled road plans and a portion of government road allowance lying within the proposed campground area.

Bylaw 1033-16 is a Road Closure Bylaw for the remainder of Plan 2144EU within SE ¼ Section 28 & 29 of Township 108, Range 13, W5M being another portion of an old road plan that never got closed and consolidated when the new corner on Buttertown road was constructed.

Prior to the 2<sup>nd</sup> and 3<sup>rd</sup> reading of a road closure bylaw, a public hearing must be held in accordance to the Municipal Government Act. Once the public hearing has been held, the bylaw must receive approval from the Minister of Transportation before it can proceed.

## OPTIONS & BENEFITS:

Administration has worked with Alberta Environment and Parks in extending this lease for an additional 3 years at no cost to Mackenzie County, in order to assist in obtaining a lease with Alberta Forestry for the expansion.

These portions of road closures are required prior to completing the final lease application with Alberta Forestry.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO JW

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw will be advertised as per the MGA requirements as well as to all adjacent landowners.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Bylaw 1033-16, being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, township 108, Range 13, W5M lying south of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO JW



**BYLAW NO. 1033-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF**  
**PUBLIC ROAD ALLOWANCE IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
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All of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, township 108, Range 13, W5M lying south of Plan 2982PX

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 10<sup>th</sup> day of May, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Approval valid for \_\_\_\_\_ months.

\_\_\_\_\_  
Minister of Transportation

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

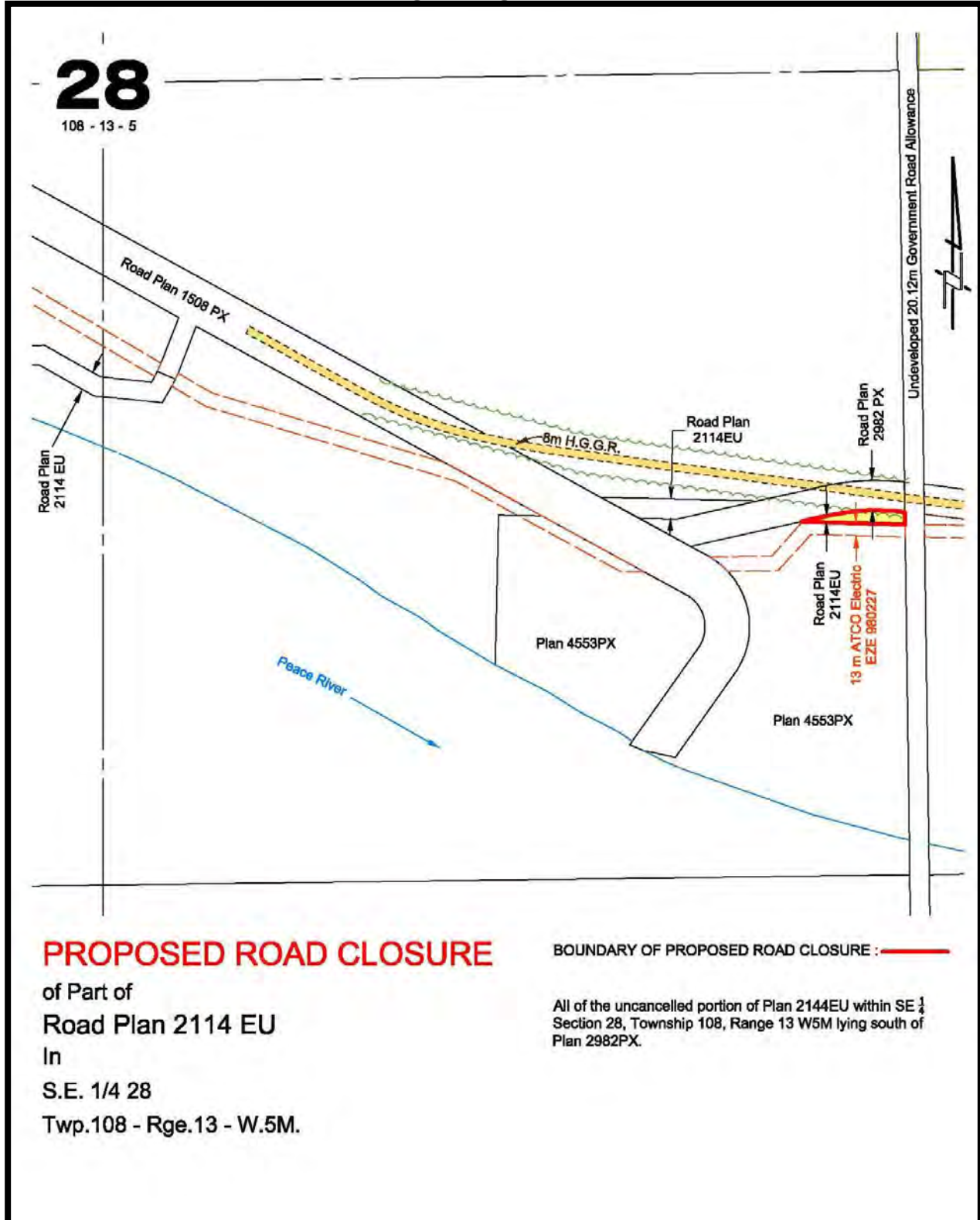
READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

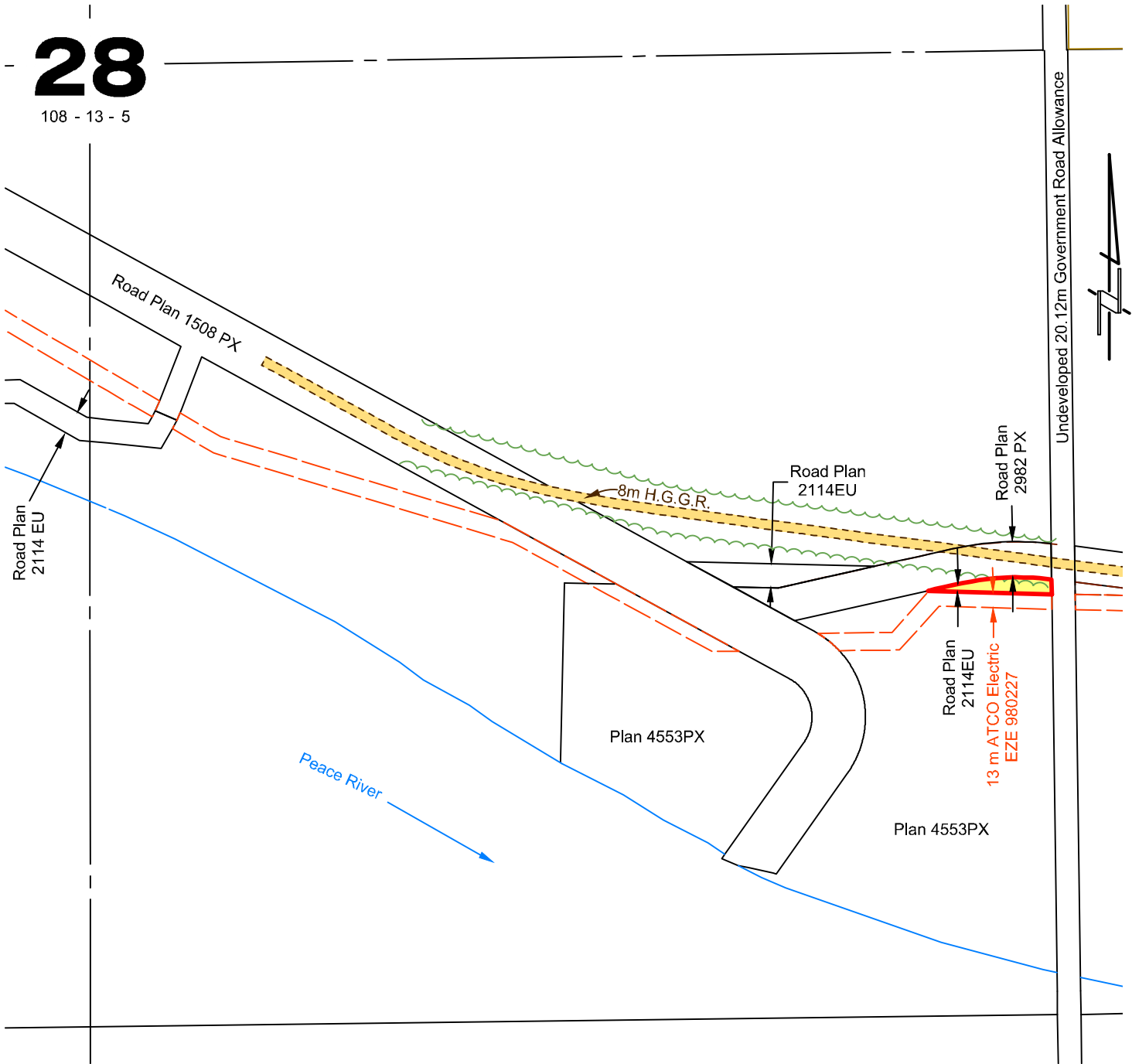
**BYLAW No. 1033-16**

**SCHEDULE "A"**



# 28

108 - 13 - 5



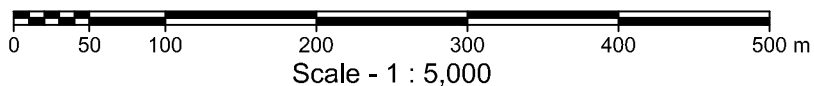
## PROPOSED ROAD CLOSURE

of Part of  
 Road Plan 2114 EU  
 In  
 S.E. 1/4 28  
 Twp.108 - Rge.13 - W.5M.

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

All of the uncanceled portion of Plan 2144EU within SE  $\frac{1}{4}$  Section 28, Township 108, Range 13 W5M lying south of Plan 2982PX.

## Mackenzie County - Alberta 2015



Toll Free: 1-800-465-6233  
[www.altusgeomatics.com](http://www.altusgeomatics.com)

Client File No:		AFE No:	
REV.	Revision:		
0	Date: Mar. 10, 2016	Job No.: 187136	
	File: 187136RC6	Initials: SP - AM	



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1035-16 Land Use Bylaw Amendment to Rezone Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial District "RI1" to Rural General Industrial District "RI2" (La Crete Rural)</b>

## BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Lot 01, Block 02, Plan 132 1401 from Rural Light Industrial 1 "RI1" to Rural General Industrial 2 "RI2" to allow for a Contractor's Business/Yard. Currently, a Contractor's Business/Yard is not considered a use in the Rural Light Industrial 1 district.

This lot was rezoned from Agricultural "A" to Rural Light Industrial 1 "RI1" in 2014. The landowner at the time intended the lot to be sold for industrial use. Considering, that the lot is located directly outside of the hamlet boundary this is the ideal place to introduce light industrial as a transitional zoning to heavier industrial use.

The applicant (Timberbound Construction Ltd.) would like to build a shop for their use and park equipment on their yard. The use of Contractor's Business/Yard is not in the RI1 district but it is in the RI2 district and Ag district. This use isn't considered heavy industrial as it is a service yard and allows for an office. This development should not cause concern for adjacent landowners as it will become an industrial/commercial area in the future.

The item was presented to the Municipal Planning Commission on April 21, 2016 and the following motion was made:

### **MPC-16-04-061**

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 1035-16 being the rezoning of Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial "RI1" to Rural General Industrial "RI2" to allow for a Contractor's Business/Yard.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO** JW

**CARRIED**

This item was also presented to Council and passed first reading on May 10, 2016:

**MOTION 16-05-372** That first reading be given to Bylaw 1035-16 being a Land Use Bylaw Amendment for the rezoning of Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial District “RI1” to Rural General Industrial District “RI2” to allow for a Contractor’s Business/Yard, subject to public input.

**CARRIED**

**OPTIONS & BENEFITS:**

The Planning and Development Department is in support of this rezoning request as the lot is a good location for a Contractor’s Business/Yard, there will be little or no impact on the surrounding neighbours.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw amendment was advertised as per MGA requirements; this includes all adjacent landowners and the local paper.

**RECOMMENDED ACTION:**

**MOTION 1:**

- Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1035-16 being a Land Use Bylaw Amendment for the rezoning of Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial “RI1” to Rural General Industrial “RI2” to allow for a Contractor’s Business/Yard.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO** JW

**MOTION 2:**

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1035-16 being a Land Use Bylaw Amendment for the rezoning of Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial "RI1" to Rural General Industrial "RI2" to allow for a Contractor's Business/Yard.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO** JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1035-16**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**



**BYLAW NO. 1035-16**  
**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 accommodate a Contractor's Business/Yard.

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

1. That the land use designation of the subject parcel known as:

Plan 132 4101, Block 02, Lot 01

within Mackenzie County, be rezoned from Rural Light Industrial District "RI1" to Rural General Industrial District "RI2" as outlined in Schedule "A" hereto attached.

READ a first time this 10<sup>th</sup> day of May, 2016.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Bill Neufeld  
Reeve

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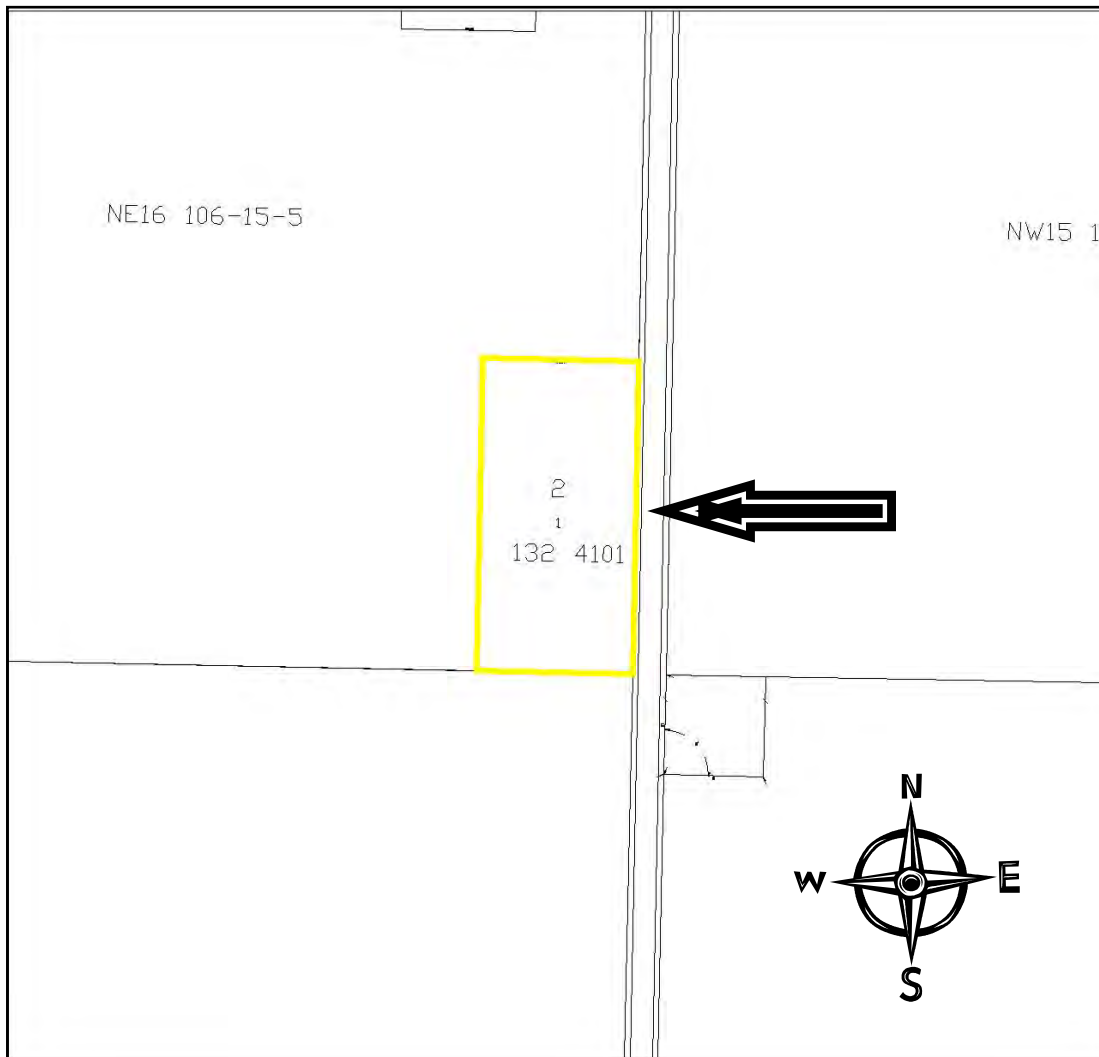
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 1035-16**

**SCHEDULE "A"**

1. That the land use designation of the following property known as:

Plan 132 4101, Block 02, Lot 01 within Mackenzie County, be rezoned from Rural Light Industrial District "RI1" to Rural General Industrial District "RI2"



FROM: Rural Light Industrial District "RI1"

TO: Rural General Industrial District "RI2"

# BYLAW AMENDMENT APPLICATION



Bylaw 10XX-16

#### DISCLAIMER

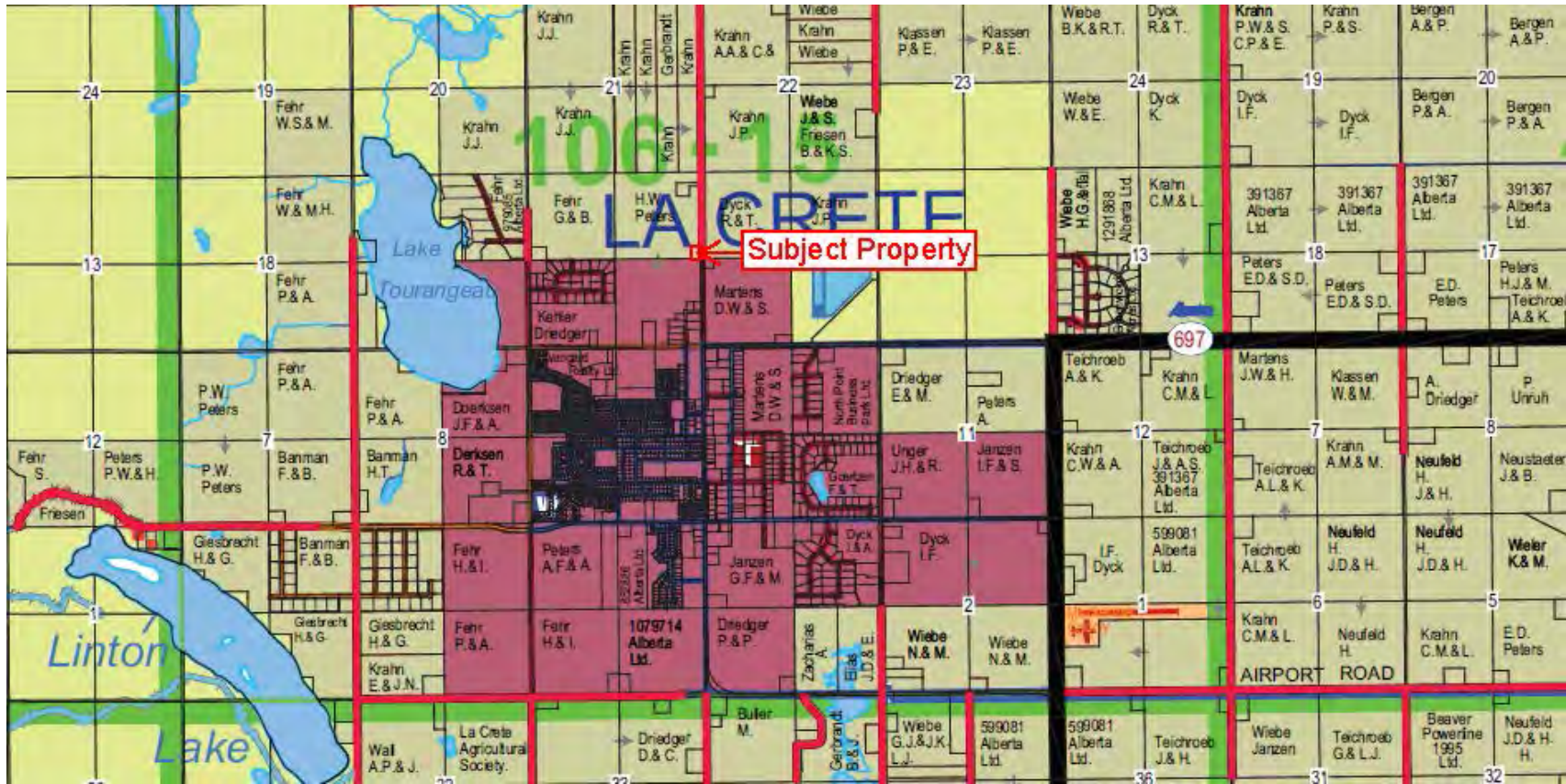
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# BYLAW AMENDMENT APPLICATION



Bylaw 1035-16

NOT TO SCALE

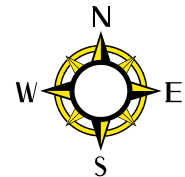
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**Mackenzie County**





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1036-16 Land Use Bylaw Amendment to Add Regulation to Variance Authority</b>

## BACKGROUND / PROPOSAL:

Mackenzie County administration was asked by the Municipal Planning Commission to amend the variance authority of the Urban Fringe district from the Urban district allowable variance to a Rural district allowable variance.

There has been some confusion in regards to the allowable sizes and uses within the Urban Fringe district. Ratepayers are unable to develop garages and shops to the size they desire as the Urban Fringe “UF” district is considered Urban. Since the district is considered urban the allowable variance must reflect this as written in the LUB:

- (a) The Development Authority may approve a variance that is no more than 25% difference for any urban LAND USE DISTRICT and 50% difference for any rural LAND USE DISTRICT from the requirements of setback, DEVELOPMENT area, FLOOR AREA, or HEIGHT as stipulated in this BYLAW.

This district is still considered within hamlet boundary. Though this area is Urban Fringe, it is still being used as a rural district.

This item was presented to the Municipal Planning Commission on April 21, 2016 and the following motion was made:

**MPC-16-04-060** That the Municipal Planning Commission recommend to Council to amend the Land Use Bylaw to add regulation to Section 5.5.6, subject to public hearing input.

**CARRIED**

This item was also presented to Council on May 10, 2016 and passed first reading:

**Author:** C Smith **Reviewed by:** B Peters **CAO:** JW

**MOTION 16-05-373**

That first reading be given to Bylaw 1036-16 being a Land Use Bylaw Amendment to add regulation to Section 5.5.6 Variance Authority, subject to public hearing input.

**CARRIED**

**OPTIONS & BENEFITS:**

This allows for development standards to meet the needs of the current ratepayers as they're on the fringe of the Hamlet.

**COSTS & SOURCE OF FUNDING:**

Advertising costs will come from the Planning and Development Operating budget.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address zoning intention in the County. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw amendment was be advertised as per MGA requirements.

**RECOMMENDED ACTION:**

**MOTION 1:**

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1036-16 being a Land Use Bylaw Amendment to add regulation to Section 5.5.6 Variance Authority.

**MOTION 2:**

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1036-16 being a Land Use Bylaw Amendment to add regulation to Section 5.5.6 Variance Authority.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO:** JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1036-16**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 1036-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**  
**TO ADD REGULATION TO VARIANCE AUTHORITY**

**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 by adding regulation to Variance Authority for the Urban Fringe district.

**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 Section 5.5.6 be amended with the following addition:

**5.5.6 VARIANCE AUTHORITY**

- (a) The Development Authority may approve a variance that is no more than 25% difference for any urban LAND USE DISTRICT and 50% difference for any rural LAND USE DISTRICT from the requirements of setback, DEVELOPMENT area, FLOOR AREA, or HEIGHT as stipulated in this BYLAW.
- (b) Urban Fringe “UF” shall be considered a rural LAND USE DISTRICT when consideration is given to any variance.
- (c) A variance may only be granted if, in the opinion of the Development Authority the subject site:
  - i) Conforms to the use prescribed in this BYLAW,
  - ii) Does not unduly interfere with the amenities of the neighbourhood,



- iii) Does not materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and the proposed DEVELOPMENT conforms with the use prescribed for that in this BYLAW, and/or
- iv) has irregular LOT LINES or shape which creates difficulties in positioning a structure within the required setbacks, in which case the Development Authority may permit the DEVELOPMENT and vary the setback or average the setbacks, such that the proposed variance would not result in a contravention of the above conditions and would not result in a DEVELOPMENT that will:
  - (1) restrict access for emergency response, and
  - (2) restrict the safe passage for pedestrians and vehicles on adjoining sidewalks and roadways.
- (c) Notwithstanding Subsection (c), the Development Authority may refuse a DEVELOPMENT PERMIT for a use or DEVELOPMENT that is not listed as a PERMITTED USE or DISCRETIONARY USE.

READ a first time this 10<sup>th</sup> day of May, 2016.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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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>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1038-16 Land Use Bylaw Amendment to Add the Definition and Interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS</b>

## BACKGROUND / PROPOSAL:

Administration was asked by the Municipal Planning Commission to look into implementing regulations in regards to panhandles/flag lots into the Land Use Bylaw. Administration asked for recommendation from a consultant with knowledge of panhandles and planning concerns.

The attached item is the response we received and his recommendations that could be implemented into the LUB.

This item was presented to the Municipal Planning Commission at the April 7, 2016 MPC meeting and the following motion was made:

**MPC-16-04-046** That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 10xx-16 being a Land Use Bylaw amendment to add a definition and interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS as amended.

### **CARRIED**

This item was also presented to Council on May 10, 2016 and passed first reading:

**MOTION 16-05-376** That first reading be given to Bylaw 1038-16 being a Land Use Bylaw Amendment to add a definition and interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS as amended by the Municipal Planning Commission as AMENDED, subject to public hearing input.

**Author:** C Smith **Reviewed by:** B Peters **CAO** JW

**CARRIED**

The amendment to the panhandle/flag lot definition was incorporated into the bylaw. Wording was changed from “included” to “excluded”.

**OPTIONS & BENEFITS:**

Administration is in favour of the recommendation. The proposed amendment limits the amount of scenarios in which a panhandle/flag lot can be utilized which eliminates the number of requests. With this implementation, the Municipal Planning Commission would have full backing when making decisions in regards to panhandles.

**COSTS & SOURCE OF FUNDING:**

Advertising costs will come from the Planning and Development Operating budget.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address panhandles within the County. As such, the proposed amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw amendment was advertised as per MGA requirements.

**RECOMMENDED ACTION:**

**MOTION 1:**

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1038-16 being a Land Use Bylaw Amendment to add a definition and interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS.

**MOTION 2:**

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1038-16 being a Land Use Bylaw Amendment to add a definition and interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO** JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1038-16**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 1038-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**  
**TO ADD THE DEFINITION AND INTERPRETATION OF**  
**PANHANDLE/FLAG LOT AND ROAD ACCESS**

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

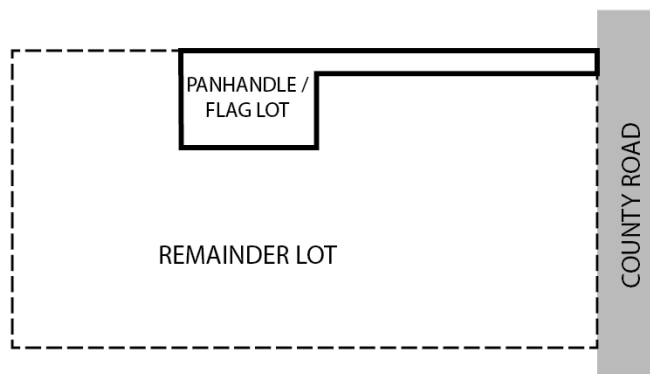
**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding the definition and interpretation of panhandle/flag lot and road access.

**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 Section 3.3 be amended with the following additions:

**“PANHANDLE/FLAG LOT”** means any parcel in the AGRICULTURAL DISTRICT which gains access and road frontage through a narrow strip of land which is an integral part of the parcel. The strip of land providing access shall be excluded in the total acreage size.



**“ROAD ACCESS”** means direct access to a ROAD from a lot, or lawful means of access satisfactory to the Subdivision Authority.

2. That the Mackenzie County Land Use Bylaw Section 6.1 be revised to include:

**6.1 SUBDIVISION APPLICATION PROCEDURES**

*(e) When evaluating an application for subdivision in the Agricultural Land Use District the Subdivision Authority may consider whether a ROAD providing access to the subject property complies with the General Municipal Infrastructure Standards and the Rural Road, Access Construction and Surface Water Management Policy No. PW039.*

3. That the Mackenzie County Land Use Bylaw Section 7.1 be revised to include:

**7.1 ACCESS AND DRAINAGE**

*(d) Applications for subdivision shall be required to demonstrate ROAD ACCESS for proposed lots to the standards established in the General Municipal Improvement Standards or to the satisfaction of the Subdivision Authority.*

- i) When a parcel abuts an undeveloped ROAD, this does not constitute ROAD ACCESS for purposes of subdivision.*
- ii) A subdivision applicant may be required by the Subdivision Authority to construct a ROAD extension at their own expense in order to provide ROAD ACCESS:*
  - Where direct access by a ROAD constructed to meet the General Municipal Improvement Standards does not already exist*
  - In order to provide ROAD ACCESS to the balance of a subdivided lot*
- iii) ROAD construction pursuant to 7.1.d.ii shall be in accordance with the General Municipal Improvement Standards.*
- iv) Notwithstanding 7.1.d.i, 7.1.d.ii, 7.1.d.iii, and at the discretion of the Subdivision Authority, subdividing an existing farmstead or subdividing to create a new lot where ROAD ACCESS is limited by natural features of the site may be done through the use of a PANHANDLE/FLAG LOT with or without extending a ROAD.*

4. That the Mackenzie County Land Use Bylaw Section 8.1 Agricultural “A”, D. be revised to include:

**8.1 AGRICULTURAL "A"**

**D. ADDITIONAL REQUIREMENTS**

- (d) *Subdivision of new Panhandle/Flag Lots shall only occur to subdivide an existing farmstead for subdivision where the proposed or balance of the lot will have ROAD ACCESS that would otherwise be obstructed by natural features of the site, or for subdivision where allowing a panhandle/flag lot will reduce the impact on agricultural uses. A new Panhandle/Flag Lot shall only be within the title property that is being subdivided.*

READ a first time this 10<sup>th</sup> day of May, 2016.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



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[www.mmmgrouplimited.com](http://www.mmmgrouplimited.com)

March 04, 2016

Byron Peters,  
Director of Planning and Development  
Mackenzie County  
4511-46 Ave  
Fort Vermilion, AB T0H 1N0

**RE: Land Use Bylaw Advice regarding panhandle/flag lots**

Byron,

This letter sets out my understanding of the issue posed by panhandle lots, and includes recommended amendments to the Land Use Bylaw that will provide the County the authority to require appropriate and contextual solutions.

### **1) Issue Understanding**

Applicants for subdivision in the Agricultural District are avoiding the construction costs of providing direct road access to proposed subdivisions by using long private driveways with a “flag” or “pan-handle” lot configuration. Council, as the Subdivision Authority, does not find enough backing in the Land Use Bylaw to require applicants to extend the public road network to provide access to the lands being subdivided instead of the long private driveways.

### **2) Goal for Changes to the Land Use Bylaw**

When a subdivision in the Agricultural District takes place that requires logical extension of the existing public road network (formed or unformed) to provide road access to the proposed lot, that the developer is required to provide a public road right of way extension from a formed public road to the proposed lot at their cost.

### **3) Process of Preparing Recommendations**

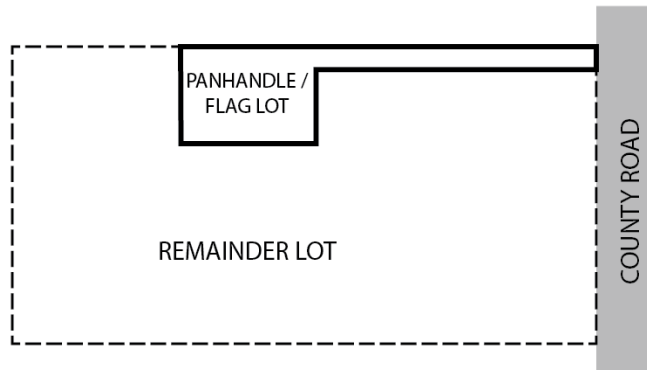
In forming recommendations I reviewed the County’s Municipal Development Plan and Land Use Bylaw and also those from several other similar rural municipalities to review if and how their planning documents deal with similar matters. Also included was a review of the County’s General Municipal Improvement Standards and County Policy No. PW039 Rural Road, Access Construction

and Surface Water Management Policy for any conflicts and needed alignments with the recommended approach.

**4) Recommendations – Land Use Bylaw Amendments**

Recommendation 1. Add the following two new definitions to the Section Three – Definitions and Interpretation to provide clarity around what it is we are trying to regulate.

*PANHANDLE/FLAG LOT means any parcel in the AGRICULTURAL DISTRICT which gains access and road frontage through a narrow strip of land which is an integral part of the parcel. The strip of land providing access shall be included in the total acreage size.*



*ROAD ACCESS means direct access to a ROAD from a lot, or lawful means of access satisfactory to the Subdivision Authority.*

Recommendation 2. Make the following changes to section 6.1 SUBDIVISION APPLICATION PROCEDURES

<b>Recommendation</b>	<b>Rationale</b>
<p>(e) <i>When evaluating an application for subdivision in the Agricultural Land Use District the Subdivision Authority may consider whether a ROAD providing access to the subject property complies with the General Municipal Infrastructure Standards and the Rural Road, Access Construction and Surface Water Management Policy No. PW039.</i></p>	<p>Enables the Subdivision Authority to consider the quality of a road access for a proposed subdivision and compliance with applicable standard/policy, not just whether access is being provided or not.</p>

<b>Recommendation</b>	<b>Rationale</b>
<p><i>(d) Applications for subdivision shall be required to demonstrate ROAD ACCESS for proposed lots to the standards established in the General Municipal Improvement Standards or to the satisfaction of the Subdivision Authority.</i></p>	<p>Applies this section to all subdivision applications in the Agricultural district and requires that they adhere to the GMIS.</p>
<p><i>i) When a parcel abuts an undeveloped ROAD, this does not constitute ROAD ACCESS for purposes of subdivision.</i></p>	<p>Clarifies that an unformed road right of way does not confer road access.</p>
<p><i>ii) A subdivision applicant may be required by the Subdivision Authority to construct a ROAD extension at their own expense in order to provide ROAD ACCESS:</i></p> <ul style="list-style-type: none"> <li><i>• Where direct access by a ROAD constructed to meet the General Municipal Improvement Standards does not already exist</i></li> <li><i>• In order to provide ROAD ACCESS to the balance of a subdivided lot</i></li> </ul>	<p>The County may require an applicant to construct a road extension for access or extend a road right of way to provide or maintain access.</p>
<p><i>iii) ROAD construction pursuant to 7.1.d.ii shall be in accordance with the General Municipal Improvement Standards.</i></p>	<p>Identifies the standard for new road construction.</p>
<p><i>iv) Notwithstanding 7.1.d.i, 7.1.d.ii, 7.1.d.iii, and at the discretion of the Subdivision Authority, subdividing an existing farmstead or subdividing to create a new lot where ROAD ACCESS is limited by natural features of the site may be done through the use of a PANHANDLE/FLAG LOT with or without extending a ROAD.</i></p>	<p>Establishes the exceptions where panhandle/flag lot design for subdivision can be used to address an existing homestead or natural constraint.</p>


<b>Recommendation</b>	<b>Rationale</b>
<p><i>(c) Subdivision of new Panhandle/Flag Lots shall only occur to subdivide an existing farmstead for subdivision where the proposed or balance of the lot will have ROAD ACCESS that would otherwise be obstructed by natural features of the site, or for subdivision where allowing a panhandle/flag lot will reduce the impact on agricultural uses. A new Panhandle/Flag Lot shall only be within the title property that is being subdivided.</i></p>	<p>Limit the use of Panhandle/Flag Lots to specific scenarios</p>

**5) Closure**

Thank you for the opportunity to assist in addressing this issue. I have provided a fairly robust approach to regulating the subdivision of panhandle/flag lots and think that we should discuss whether the degree of proposed regulation meets your expectations.

Please feel free to give me a call at 403-269-7440 x.4525 to discuss my recommended amendments to the Land Use Bylaw and to propose any changes that you might want to suggest.

Yours truly,  
MMM Group



Ben Petch, Senior  
Planner Planning and  
Design



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1040-16 Land Use Bylaw Amendment to Rezone Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” (La Crete)</b>

## BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Lot 14, Block 30, Plan 052 3706 from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” to allow for a Dwelling – Single Family. Currently, a Dwelling – Single Family is not considered a use in the Manufactured Home Subdivision 2 district.

The applicant would like to build a small house (1,352 ft<sup>2</sup>) on their lot which is located on the West side of La Crete. North of this subdivision is a newer subdivision which occupies small homes without attached garages. The applicant would prefer to invest in building a house rather than place a new trailer which is comparable in price.

The intention of the MHS2 district is for the development of smaller, older manufactured homes in urban areas. Administration would like to change this district to allow for single family dwellings as a discretionary use or to eventually rezone to another district.

Hamlet Residential 1 “HR1” allows for most residential uses and is the most versatile district.

This is our first rezoning application for this subdivision but we have received several inquiries and complaints about the current zoning.

This item was presented to the Municipal Planning Commission on May 6, 2016 and the following motion was made:

**Author:** C Smith      **Reviewed by:** B Peters      **CAO** JW

**MPC-16-05-068**

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 1040-16 being the rezoning of Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” to allow for a Dwelling – Single Family.

**CARRIED**

This item was also presented to Council on May 25, 2016 and passed first reading:

**MOTION 16-05-414**

That first reading be given to Bylaw 1040-16 being a Land Use Bylaw Amendment for the rezoning of Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” to allow for a Dwelling – Single Family, subject to public hearing input.

**CARRIED**

**OPTIONS & BENEFITS:**

The Planning and Development Department is in support of this rezoning request as the lot is in a good transition area. This may become a trend with current landowners as stick built houses are more desirable than manufactured homes.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw amendment was advertised as per MGA requirements; this includes all adjacent landowners and the local paper.

**Author:** C Smith **Reviewed by:** B Peters **CAO** JW

**RECOMMENDED ACTION:**

**MOTION 1:**

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1040-16 being a Land Use Bylaw Amendment for the rezoning of Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” to allow for a Dwelling – Single Family.

**MOTION 2:**

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1040-16 being a Land Use Bylaw Amendment for the rezoning of Plan 052 3706, Block 30, Lot 14 from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” to allow for a Dwelling – Single Family.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO** JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1040-16**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**



**BYLAW NO. 1040-16**  
**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 accommodate a Dwelling – Single Family.

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

1. That the land use designation of the subject parcel known as:

Plan 052 3706, Block 30, Lot 14

within the Hamlet of La Crete, be rezoned from Manufactured Home Subdivision 2 “MHS2” to Hamlet Residential 1 “HR1” as outlined in Schedule “A” hereto attached.

READ a first time this 25<sup>th</sup> day of May, 2016.

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 1040-16**

**SCHEDULE "A"**

1. That the land use designation of the following property known as:

Plan 052 3706, Block 30, Lot 14 within the Hamlet of La Crete, be rezoned from  
Manufactured Home Subdivision 2 "MHS2" to Hamlet Residential 1 "HR1"



FROM: Manufactured Home Subdivision 2 "MHS2"

TO: Hamlet Residential 1 "HR1"



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 10 - 16

NAME OF APPLICANT <u>Johan Driedger</u>		
ADDRESS <u>Box 706</u>		
TOWN <u>La Cwete</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>841-5564</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <u>Johan Driedger</u>		
ADDRESS <u>Box 706</u>		
TOWN <u>La Cwete</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>841-5564</u>	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <u>052 3706</u>	BLK <u>30</u>	LOT <u>14</u>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: MH52 TO: HR1

REASONS SUPPORTING PROPOSED AMENDMENT:

— We are requesting to amend the bylaw in place that restricts the ability to build a single story bungalow style home on lot 14, block 30, plan # 052 3706 . Currently this area is zoned as MH52 and we are proposing it be changed to HR1 to allow these changes. The intention is not to allow a vast range of buildings to be built, such as a two story home or other similar drastic changes but instead build a modest house that will provide possible future enhancement in the area but still fall within the overall parameters and style of the surrounding mobile homes.

— If this bylaw is amended to allow such changes we propose to build a 26' x 52' single story home. This style of home provides an alternative option to the real-estate market. The size will allow more space than a mobile home while still following the concept of a house floor plan.

— Due to its simplicity and smaller scale it will be more affordable for those individuals that prefer the style of a house to a mobile home but may not be able to afford a full scale House and basement.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 . RECEIPT NO. \_\_\_\_\_

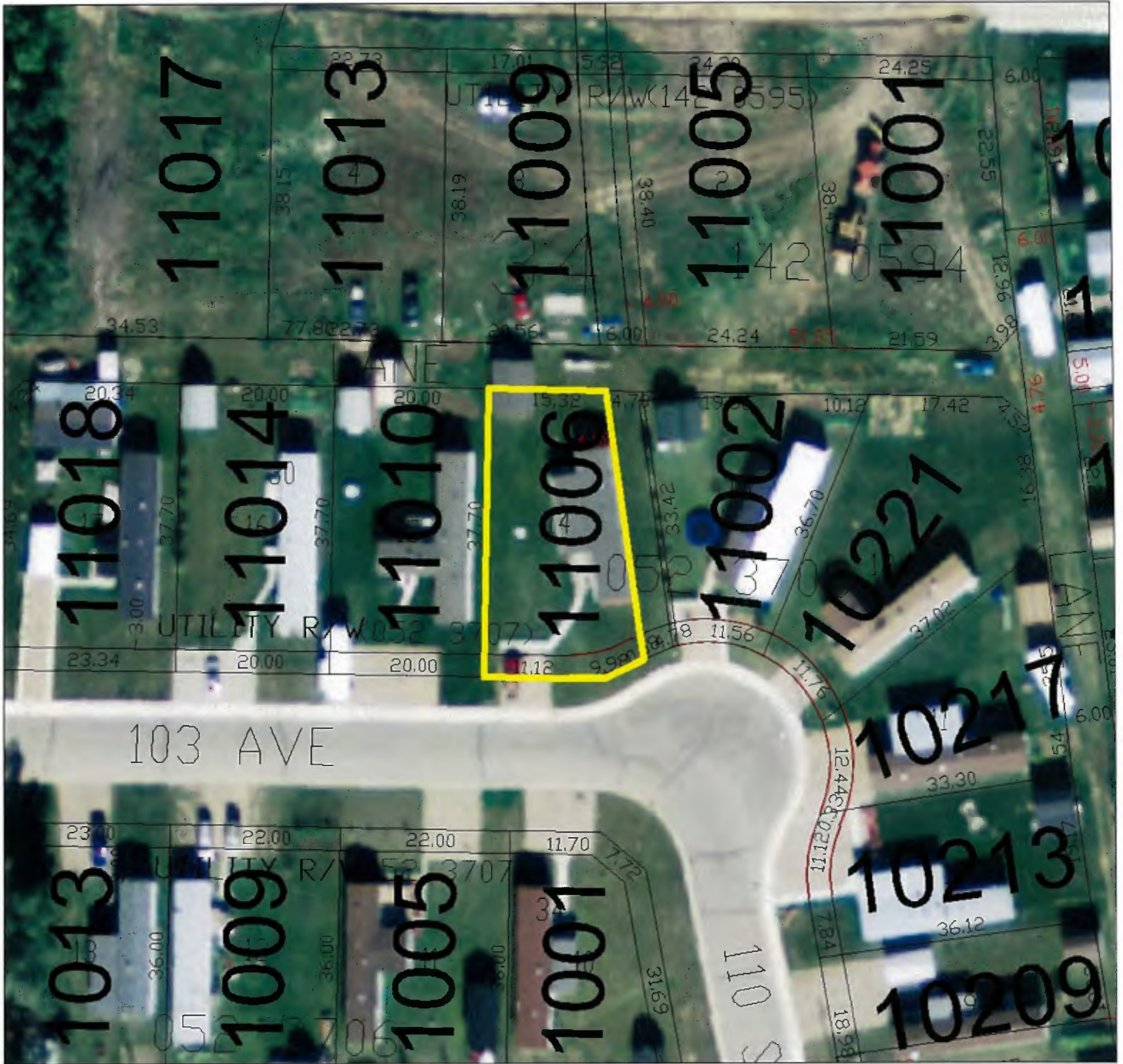
Johan Driedger [Signature] April 22 - 2016  
 APPLICANT DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

Johan Driedger [Signature] April 22 - 2016  
 REGISTERED OWNER DATE



# BYLAW AMENDMENT APPLICATION



BYLAW 10XX-16

## DISCLAIMER

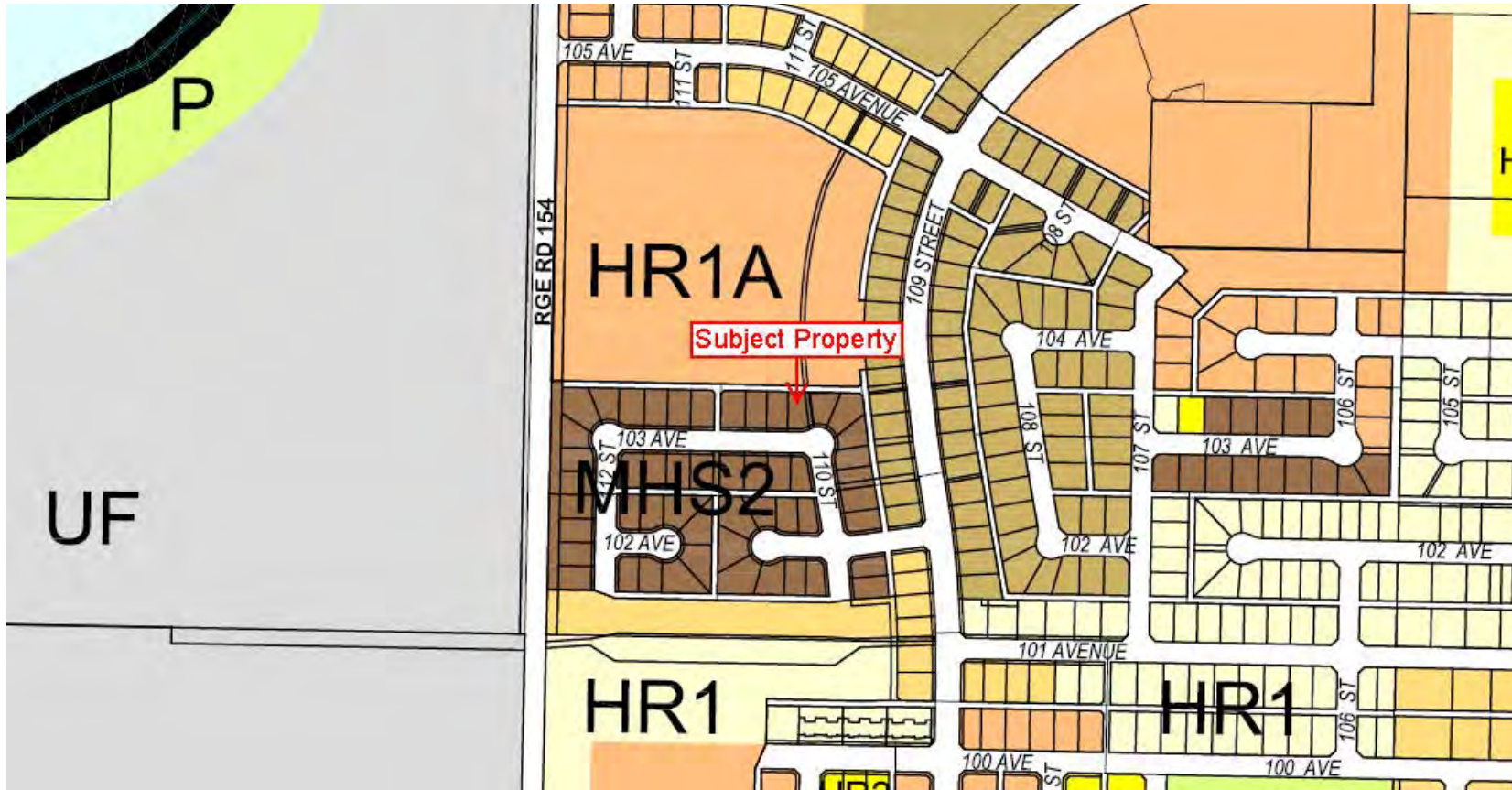
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# BYLAW AMENDMENT APPLICATION



BYLAW NO: 10XX-16

**NOT TO SCALE**

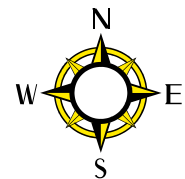
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**Mackenzie County**







Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Housing Board Amalgamation</b>

### **BACKGROUND / PROPOSAL:**

Councillor Toews requested that the following motion made at the May 25, 2016 regular council meeting be brought back for further discussion.

**MOTION 16-05-405**      **MOVED** by Deputy Reeve Sarapuk

That a letter of support be provided for the initiative by the Mackenzie Housing Management Board and the High Level Housing Authority to dissolve their respective boards in order to create a new regional housing board.

**CARRIED**

A copy of the letter of support is attached.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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





## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

May 27, 2016

Chair George Friesen and the Board Members  
Mackenzie Housing Management Board  
Box 350  
La Crete, AB T0H 2H0

Dear Chair and the Board Members:

**RE: REGIONAL HOUSING BOARD**

Mackenzie County Council made the following motion at their May 25, 2016 meeting:

*That the County support the initiative by the Mackenzie Housing Management Board and the High Level Housing Authority to dissolve their respective boards in order to create a new regional housing board.*

We hope that this new board will be better able to focus on the priorities of the region as a whole and will ultimately create enhanced housing opportunities for Mackenzie Region residents.

We look forward to future collaboration between the new board and Mackenzie County.

Should you wish to discuss this matter, please feel free to contact myself at (780) 841-1806, or Joulia Whittleton, Chief Administrative Officer, at (780) 927-3718.

Yours sincerely,

Bill Neufeld  
Reeve  
Mackenzie County

c: Mackenzie County Council  
High Level Housing Authority  
Joulia Whittleton, Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Library Facility – Lease Agreement</b>

## **BACKGROUND / PROPOSAL:**

Council made the following motion at their September 30, 2015 meeting:

*“That administration be authorized to meet with representatives of Mackenzie Library Board and La Crete Library Society to negotiate the facility leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification.”*

As per Council’s direction, Administration reviewed the draft lease agreement with the La Crete Library Society and the draft was provided to the Mackenzie Library Board.

## **OPTIONS & BENEFITS:**

Administration is looking for Council’s approval of the final draft with the La Crete Library Society as presented. Please see the final draft attached.

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

The operating costs of this building will be partially covered by Mackenzie County and partially covered through the grant that the Board provides to the Society.

## **SUSTAINABILITY PLAN:**

N/A

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO: JW

**COMMUNICATION:**

Mackenzie County Council's decision will be communicated to the Board and the Societies.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to enter into a lease agreement for the property legally described as 10502-102 Street, Plan 3969TR, Block 4, Lot 9, in the Hamlet of La Crete, with the La Crete Library Society.

Author: J. Whittleton      Reviewed by: \_\_\_\_\_      CAO: JW

**THIS AGREEMENT MADE THIS DAY OF , 2016**

BETWEEN:

**THE MACKENZIE COUNTY**

(hereinafter called the "Landlord")

- and -

**LA CRETE LIBRARY SOCIETY**

(hereinafter collectively called the "Tenant")

**WHEREAS**, the Landlord is or is entitled to be the legal and beneficial owner of the Land and the Facility; and

**WHEREAS**, the Tenant desires to lease the Land and the Facility from the Landlord with the primary mandate to provide the public library services for the benefit for all citizens of the Mackenzie County, in accordance with the terms and conditions contained in this Agreement; and

**WHEREAS**, the Landlord has agreed to lease to the Tenant, and the Tenant has agreed to lease from the Landlord, the Land and the Facility.

**NOW THEREFORE**, in consideration of the services to be delivered to the Mackenzie County's residents from the public library operations pursuant to this Lease, the Landlord and the Tenant agree as follows:

**1. DEFINITIONS**

In this Lease unless there is something in the subject matter or context inconsistent therewith:

1.1 "Lease" means this lease from time to time may be amended in writing and agreed to by all parties hereto;

1.2 "The Landlord" or "the County" means the Mackenzie County, a municipal corporation, and its successors and assigns;

- 1.3 "Commencement Date" means the \_\_\_\_ of \_\_\_\_\_ 2016, or such other date as may be mutually agreed in writing by the Mackenzie County and the Society;
- 1.4 "The Land and the Facility" means those lands legally described and listed 10502-102 Street, Plan 3969TR, Block 4, Lot 9, in the Hamlet of La Crete, together with all buildings, structures and improvements thereon;
- 1.5 "The Tenant" means the La Crete Library Society, incorporated under the Library Society's Act, Corporate Access Number 5011494563.
- 1.6 "Goods and Service Tax" shall mean the Goods and Services Tax assessed under and pursuant to the Excise Tax Act (Canada) and shall include any other tax imposed supplementary thereto or in substitution therefore;
- 1.7 "Parties" means the parties to this Agreement and "Party" means any one of them;
- 1.8 "Primary and obligatory use" means the use and operations of the Land and the Facility for the purposes of providing public library services.

## **2. TERM**

- 2.1 Term of this agreement shall be a continuous term, commencing on the Commencement Date.
- 2.2 In addition to the forgoing, the Landlord and the Tenant agree to review this agreement every five (5) years, with the first review to be conducted by January 31, 2021. This lease may be amended by a mutual agreement of both Parties.
- 2.3 The Landlord may exercise its right to discontinue this lease in an Event of Default as per Section 7 of this lease.

## **3. RENT**

- 3.1 The Tenant shall, throughout the Term, pay to the Landlord as rent the sum of \$1.00 (one dollar) per year.

3.2 The Landlord and the Tenant hereby represent, warrant, covenant and agree that this lease shall be a net lease for the Landlord, and save and except for as specifically set forth within this lease the Landlord shall not be responsible during the Term for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the operation, maintenance or repair of both the Lands and the Facilities and improvements thereon, unless specifically listed in this agreement.

#### **4. USE OF THE LAND AND THE FACILITY**

4.1 The Tenant shall use the Land and the Facility primarily for the purposes of providing public library services and for such additional activities as approved by the Mackenzie County. In particular, the Landlord expects that the Tenant will provide a reasonable access by the community and general public, within reasonable hours of operations, and at a reasonable price and/or membership fee.

4.2 The Tenant shall use and allow its employees, agents and invitees to use the Landlord Facility only for the purposes permitted in this lease and for no other purpose. In the event that the Tenant desires to use the Land and the Facility for any other additional activity, then in any such case the Tenant shall obtain the prior written consent of the Landlord.

4.3 The Tenant shall at all times observe and comply with, and cause its employees, agents and invitees to observe and comply with all provisions of law including (without limitation) federal and provincial legislative enactments, municipal by-laws and any other governmental regulations which relate to the use of the Land and the Facility and to observe and comply with all police, fire and health regulations imposed by any government authority or fire insurance underwriters and to observe and comply with all those terms and conditions of the insurance policies obtained, by the Landlord, that must be complied with in order to maintain such insurance policies in full force and effect.

4.4 The Tenant shall not do or permit to have done upon the Land and the Facility anything which shall result in the creation of a nuisance, except if the nuisance is rectified by the Tenant within five (5) days of its receipt of a written notice from the Landlord, in the manner provided for in this lease, advising the Tenant of the existence of the nuisance.

4.5 The Tenant shall, from and after the Commencement Date, abide by and observe all the County's policies which apply to County owned or operated lands and buildings.

4.6 The Tenant shall not assign the lease in whole or in part, nor mortgage by either specific or floating charge or encumber in any way whatsoever this lease, the Lands and the Facility or any part thereof, without the prior written consent of the Landlord in each instance, which consent will not be unreasonably withheld. This consent by the Landlord will not constitute a waiver of necessity for consent to a subsequent assignment, subletting, mortgage or encumbrance. This prohibition against assigning will be construed to include a prohibition as against assignment by operation of law.

## **5. THE LANDLORD'S RESPONSIBILITIES**

5.1 The Landlord shall provide financial assistance to the Tenant as follows:

- 5.1.1 Cover the operational utility costs, which shall include and be limited to the cost of water and sewer, electricity, natural gas arising from the reasonable operation of the Land and the Facility.
- 5.1.2 Cover the Land and the Facility insurance costs, which will be based on the County's Insurance Policy.
- 5.1.3 The Landlord shall be responsible to carry out any major structural, heating and cooling elements repairs and/or replacements.
- 5.1.4 The Landlord may assist with snow removal as time permits.

## **6. THE TENANT'S RESPONSIBILITIES**

6.1 The Tenant shall maintain and operate the Land and the Facility as would a prudent facility operator similar in nature, use, location and condition.

6.2 The Tenant shall at its sole cost, be responsible for the following operational cost:

- 6.2.1 Janitorial;
- 6.2.2 Minor or cosmetic building maintenance and repairs;
- 6.2.3 Electrical lights and fixtures repairs;
- 6.2.4 Keep the facility and adjacent public walkways in a safe condition for the employees and public at all times.



- 6.3 The Tenant shall pay promptly when due all Goods and Services Tax applicable to the payment of rent or on any other amounts owed by the Tenant to the Landlord.
- 6.4 The Tenant shall throughout the Term and during any other time the Tenant occupies the Land and the Facility at its sole cost and expense take out and keep in full force and effect the following insurance:
- 6.4.1 Comprehensive general liability insurance with inclusive limits of not less than \$2,000,000;
  - 6.4.2 The contents insurance and any other form of insurance as the Tenant may reasonably require from time to time in form, in amounts and for insurance risks against which a prudent tenant under similar circumstances would insure.
- 6.5 Each insurance policy referred to in 6.3 shall name the Landlord as additional named insured.
- 6.6 The Tenant shall during the Term, at its expense, continuously, actively and diligently keep, inspect, repair and maintain in good order and condition the Land and the Facility, fixtures and machinery thereon, reasonable wear and tear and damage by fire, lightning, tempest or other casualties only excepted.

## **7. THE TENANT'S DEFAULT**

- 7.1 The occurrence of any of the following events shall constitute an Event of Default by the Tenant under this lease:
- 7.1.1 If the Tenant is or becomes insolvent or bankrupt, or if the Tenant:
    - 7.1.1.1 makes any assignment for the benefit of creditors;
    - 7.1.1.2 is declared bankrupt;
    - 7.1.1.3 seeks the protection of the Bankruptcy and Insolvency Act, the Companies Creditor's Arrangement Act of like legislation.
  - 7.1.2 If the Tenant's corporate existence is terminated or if the corporate registrar strikes the Society from the corporate registry;

7.1.3 If the Tenant fails to use the Land and the Facility for the primary and obligatory use as defined in this lease.

7.1.4 If the Tenant breaches any other term of this lease and such default is not cured within 90 (ninety) days following the receipt by the Tenant of a written demand from the Landlord specifying the nature of the default in question.

## 7.2 Remedies

7.2.1 Upon the occurrence of an Event of Default and without the requirement for any demand upon the Tenant, the Landlord may, at its option and by notice in writing (but not otherwise), terminate this lease and the Tenant shall be liable for and shall pay the Landlord any and all damages occasional by reason of the Tenant's default.

7.2.2 The Landlord shall be entitled to all other remedies available to landlords at law, equity or pursuant to any statute now in existence of which may hereinafter come into force in the Event of Default.

## 8. ADDRESSES FOR NOTICES

8.1 All notices, demands, approvals, consents, agreements, offers, payments or requests (a "Notice") provided for in this Agreement shall be in writing and shall be given by personal delivery or by electronic communication that results in a written or printed Notice being given to the applicable address set forth in this Section 14.1. Any Notice, if delivered, shall be deemed to have been validly and effectively given and received on the date of delivery. Any Notice, if sent by telegraphic or electronic communication, shall be deemed to have been validly and effectively given and received on the date of transmission. By giving to the other Party at least ten (10) days notice thereof, any Party may, at any time and from time to time change its address for delivery or communication for purposes of this Section 8.1:

The County's address is:

P.O. Box 640

Fort Vermilion, Alberta, T0H1N0

ATTENTION: Chief Administrative Officer

The Society's address is:  
P.O. Box 609  
La Crete, Alberta, T0H 2H0  
ATTENTION: Chair

IN WITNESS WHEREOF the Parties hereto have set their hands and seals by their proper officers attested in that behalf on the day and year first above written.

LA CRETE LIBRARY SOCIETY

THE MACKENZIE COUNTY

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
VICE CHAIR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>June 30, 2016 Regular Council Meeting Time</b>

### **BACKGROUND / PROPOSAL:**

In order to accommodate the completion of Council's self-evaluation, with facilitator Gordon McIntosh, on the morning of June 30<sup>th</sup>, it is necessary to change the time of the regular council meeting to 1:00 p.m.

### **OPTIONS & BENEFITS:**

To provide the time required to complete Council's evaluation with the facilitator.

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

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

Council meeting dates are published on the County website.

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the June 30, 2016 regular council meeting time be changed to 1:00 p.m.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Caribou Protection Plan</b>

## **BACKGROUND / PROPOSAL:**

See attached provincial news release regarding woodland caribou protection.

Included under separate cover is a copy of the report “Setting Alberta on the Path to Caribou Recovery” prepared by Eric Denhoff dated May 30, 2016.

Below are a few highlighted pages of interest from the report:

- Page 3 – Map showing areas for conservation
- Page 39-42 – Information about NW Alberta (our county)
- Page 49 – Caribou Interpretive centre for the Grande Cache/Whitecourt area (interesting that it should go there, and have industry contribute funding)
- Page 51 – Appendix – list of who was consulted (they say they spoke to Tolko, we are noticeably absent throughout the document)

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



**From:** [alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)  
**To:** [Carol Gabriel](#)  
**Subject:** News Release: Alberta leads Canada on woodland caribou protection  
**Date:** June-08-16 10:06:37 AM

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## Alberta leads Canada on woodland caribou protection

June 08, 2016 [Media inquiries](#)

Mediator's report details strategies for caribou range protection in North and Central Alberta, including permanently protecting an additional 1.8 million hectares, for a total of 4.9 million hectares provincewide.

“Our government inherited a policy logjam and a looming federal deadline to file our plan to recover the caribou and manage critical habitat for caribou throughout the province. Rather than admiring the problem, as had been done for two decades, our government took action. We rolled up our sleeves and looked for solutions. Eric Denhoff engaged every voice on this file, and provided us with a path forward. His recommendations are based on collaborative science and protecting jobs.”

*Shannon Phillips, Minister of Environment and Parks*

Caribou are a threatened species federally and provincially and their populations are declining. Under the federal *Species At Risk Act* the federal government requires the Province of Alberta to manage 65 per cent of critical caribou habitat by October 2017. Government is taking action to provide economic certainty for industries and workers who make their living in the north and to do what's right to protect this iconic animal.

Mr. Eric Denhoff, a seasoned mediator with government, First Nations and the

private sector experience, was retained to engage stakeholders and provide advice and recommendations on a made-in-Alberta caribou protection strategy. The Alberta government has accepted Mr. Denhoff's recommendations and used them as a basis to complete the first draft range plan for the Little Smoky and A La Peche ranges.

Key highlights of the mediator's recommendations include:

- In co-operation with industry, ensuring the restoration of over 10,000 kilometres of legacy seismic lines to caribou habitat in the Little Smoky and A La Peche caribou ranges;
- Increasing the Little Smoky population and reducing reliance on wolf control through a caribou-rearing facility; and
- Providing permanent protection to an additional 1.8 million hectares of caribou range in the Chinchaga, Bischo, Yates and Caribou Mountains ranges, for a grand total of 4.9 million hectares provincially.

With this move, Alberta becomes Canada's leader in permanent protection of woodland caribou ranges, providing more permanent protection than any other province or territory in Canada, both in absolute area and percentage of provincial caribou range area.

"It is encouraging that the Government of Alberta has engaged with stakeholders to hear our ideas and work together to conserve caribou. Moving forward together, a successful plan must conserve the caribou and support the 70 communities and 45,000 jobs in Alberta that depend on forestry."

*Paul Whittaker, President & CEO Alberta Forest Products Association*

"Our industry is encouraged to see the government take action by releasing a caribou range plan for the Little Smoky and A La Peche Ranges. We anticipate the mediator's report and range plan will provide clarity for stakeholders operating within these ranges. The innovative funding approach will enable significant restoration activity in the near term while recognizing the challenges industry is facing in the current economic downturn. While the timeline set forth by government for range restoration is ambitious, the oil and natural gas industry is committed to doing its part to achieve this goal."

*Brad Herald, Vice President, Western Canada Operations,  
Canadian Association of Petroleum Producers*

"This announcement signals some much-needed action on the Alberta caribou file. I look forward to seeing implementation of the bold actions outlined in the Denhoff report. This is a good day for caribou in the province of Alberta."

*Stan Boutin, PhD, University of Alberta professor of population ecology and Alberta Biodiversity Conservation Chair*

The Little Smoky and A La Peche draft plan is being released first as those ranges are the most challenging landscapes for caribou management in Canada. When implemented, the draft range plan will create hundreds of jobs related to range restoration.

"CPAWS welcomes the Government of Alberta's announcement of new protected areas covering 1.8 million hectares in northern Alberta. Protection of the forest in these areas is significant to the viability of some of Alberta's struggling boreal woodland caribou herds and shows that the government is committed to being a leader in caribou conservation in Canada."

*Alison Ronson, Executive Director, Canadian Parks and  
Wilderness Society Northern Alberta*

"We can't turn back the clock for the caribou, but we can choose to make the right decisions for them now and for their future. Our community has been concerned about caribou for more than 40 years and involved in research projects and consultation on the Little Smoky and A La Peche herds for the last 20 years, most recently the process led by Eric Denhoff. We look forward to a meaningful role in the implementation of the range plan and working in close collaboration with key stakeholders to ensure caribou remain a part of the traditional landscape."

President of Aseniwuche Winewak Nation of Canada

With this announcement, the public is encouraged to provide comment until

August 5, 2016 through the [Environment and Parks website](#). Government is committed to meaningful engagement and consultation with First Nations and this process is not designed to replace this commitment.

To ensure Alberta is on the path to caribou recovery, government will be establishing an Expert Committee on Implementation of the Little Smoky and A La Peche Caribou Range Plan, comprised of experts on key implementation topic areas, including Indigenous traditional knowledge. This committee will provide advice and oversight on recovery actions, research and monitoring, with independent recommendations to government annually.

The primary cause of caribou mortality is wolf predation; however, wolves and caribou have co-existed for millennia. The hypothesis with the most scientific support is that increased development and destruction of habitat has allowed wolves to increase their predation of caribou beyond sustainable levels. Caribou have receded from large parts of their historical range in the province. Currently it is estimated that 3,500 remain in Alberta.

## Related information

- [Mediator's Report](#)
- [Draft Range Plan](#)
- [Alberta's Caribou Action Plan](#)
- [Draft Caribou Range Plan Survey](#)
- [Recovery Strategy for Woodland Caribou in Canada](#)
- [Caribou Management in Alberta](#)

## Media inquiries

### [Kyle Ferguson](#)

780-427-2391  
Press Secretary, Environment and Parks

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>RCMP Musical Ride – Request for Support from Fort Vermilion Board of Trade</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County provides support to various community non-profit groups and organizations.

**OPTIONS & BENEFITS:**

Administration received a request from the Fort Vermilion Board of Trade to partner and bring the RCMP Musical Ride to Fort Vermilion in celebration of Canada’s 150<sup>th</sup> birthday. The Fort Vermilion Board of Trade is proposing to invite the RCMP Musical Ride to perform after the County’s Agricultural Fair. They are proposing to use this event as a fundraiser towards the Fort Vermilion Seniors’ Lodge fund.

Please review the attached correspondence. Please note there are specific host and show site requirements outlined in the applications forms which we should be able to satisfy (to be evaluated).

Option 1: Support and partner for the Cross Canada Tour – 150<sup>th</sup> anniversary of Canada

Option 2: Forward the request to the Agricultural Fair Committee for future considerations

**COSTS & SOURCE OF FUNDING:**

There should be no cost, unless the Musical Ride is performing at a venue or an event that falls outside their annual tour rotation. In this case, the venue is required to pay

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO: JW

100% of the incremental cost of the Musical Ride. There is an application process and the deadline is July 15, 2016 for the Cross Canada Tour – 150<sup>th</sup> anniversary of Canada.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

If successful, this event will help to promote tourism in our Region and the County's Agricultural Fair.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: J. Whittleton      Reviewed by: \_\_\_\_\_      CAO: JW

Joulia Whittleton CAO  
Mackenzie County  
Fort Vermilion AB

June 9, 2016

Dear Ms. Whittleton,

I am writing you on behalf of the Fort Vermilion and Area Board of Trade. As I'm sure you are aware, next year is Canada's 150<sup>th</sup> birthday, and the RCMP Musical Ride is doing a Coast to Coast tour. They are currently accepting applications for hosting the show and communities can use it as a way to raise money for local non-profit projects. We are coming to you to ask if the county and council would be willing to partner with us to host them here in Fort Vermilion. What we had in mind, was to use it as a finalé for the 2017 County Ag Fair. The funds raised by admission to the musical ride, would go towards the Fort Vermilion Seniors Lodge Fund. We feel like this would be a tremendous boost for our community and could potentially bring in more tourism for Fort Vermilion. Given the heritage of our town it would be a great way to celebrate. And so we are asking, is this something the council would be willing to consider? If so, please contact me and we can move forward together.

Sincerely,

Sara Schmidt- Director  
On behalf of:  
Fort Vermilion and Area Board of Trade

780-285-0422  
schmidt\_99@hotmail.com

**From:** [Sara Schmidt](#)  
**To:** [Jennifer Batt](#)  
**Date:** Thursday, June 09, 2016 9:15:17 AM

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Good Morning, I sent the information your way, I will hold off on applying until I hear from you. I spoke to Corporal Beach at the Fort Vermilion detachment and they would be enthused to help out where they can. Thank you and I look forward to hearing from you.

Sara Schmidt

Sent from myMail for iOS



# Host the ride



In 2017, the Musical Ride is planning a cross-country tour of Canada in celebration of Canada's 150th anniversary. The RCMP is seeking non-profit organizations to submit an online application to host the Musical Ride during this 2017 tour (</en/cross-canada-tour-150th-anniversary-canada>). Please review our hosting requirements for further information. Due to the large scope of this tour, applications must be received by July 15, 2016.

This is what you need to know to host the Musical Ride in your community.

The Musical Ride has a tour planner that works year-round to plan the upcoming performances of the world famous show. Musical Ride pre-tour planning is conducted one year prior to the actual tour. The Musical Ride tour planner will be happy to answer telephone enquiries; however, requests to host the Musical Ride must be submitted on line (</en/application-form-host-musical-ride>) at least one year prior to the actual tour.

The Musical Ride travels to every province on a four-year rotational basis to ensure that Canadians are given an opportunity to see the Musical Ride. The Musical Ride visits approximately 40 venues annually during a 100-day tour. The host is responsible for paying all stabling and feed costs for the Musical Ride horses, securing a suitable performance site, and organizing all the related logistics. The host can obtain local support to assist in covering the costs of hosting the Musical Ride (subject to certain conditions). A pre-tour site inspection and presentation will be conducted at the cost of the RCMP. Please review our hosting requirements for further information.

Our upcoming annual tour schedule is as follows:

- 2017: Cross Canada Tour - 150th anniversary of Canada
- 2018: Northern Ontario and British Columbia
- 2019: Quebec and Alberta
- 2020: Atlantic Provinces and Saskatchewan
- 2021: Southern Ontario and Manitoba

There are two-types of performances:

- **Community-based performances:**

The Musical Ride travels to the identified provinces (based on the year) and is hosted by non-profit or charitable organizations. The Musical Ride is the main event and additional entertainment is supplied locally to supplement the RCMP's performance. Tickets can be sold for the performance to recover costs and to support a local cause. The Musical Ride performance supports the mandate of the RCMP and the Government of Canada.

- **Cost recovery performances:**

The Musical Ride may supplement their annual tour with major events in other provinces (subject to logistical feasibility) and with international tours. The Musical Ride has performed at venues in the United States, England, Germany and Switzerland, to name a few. When the Musical Ride is requested to perform at a venue or an event that falls outside their annual tour rotation, the venue is required to pay 100 per cent of the incremental cost of the Musical Ride. The Musical Ride performs at large fairs, exhibitions, horse shows, etc. The Musical Ride is either a feature presentation or a supplementary feature at a major show. An estimate of all costs will be provided.

For telephone enquiries, please contact the Musical Ride tour planner at: 613-993-1485.

## Host requirements and pre-tour information

Please review all host requirements and pre-tour information carefully. The RCMP Musical Ride tour planner will review this information with the selected hosts when they complete the pre-tour site inspection and the pre-tour presentation.

▶ **General information**

▶ **Feed and bedding**

▶ **Stabling requirements**

▶ **Types of stabling**

▶ **Existing stables**

▶ **Stalls**

▶ **Arena stabling**

▶ **Large building stabling**

▶ **Temporary structure stabling**

▶ **Musical Ride equipment trailer**

▶ **Stable visits**

▶ **Possible show sites**

## **Show site requirements**

▶ **General information**

▶ **Pre-show**

▶ **Sound**

▶ **Master of ceremonies**

▶ **Seating**

▶ **Honoured guests**

▶ **Parking**

▶ **Washroom facilities**

▶ **Safety and security**

## **The Musical Ride tours with**

- 45 personnel, which includes 39 members of the RCMP
- 4 contracted truck drivers
- 1 bus driver
- 1 farrier

The RCMP pays the salary costs of all Musical Ride personnel.

## **The Musical Ride does not**

- sell merchandise
- sell tickets to performances

[Apply here to host the ride \(/en/application-form-host-musical-ride\)](/en/application-form-host-musical-ride)

**Date modified:**

2016-05-25

# Host the Musical Ride 2017 Application Form – Cross Canada Tour – 150th anniversary of Canada

## **i** Important:

- Deadline date: July 15, 2016
- Late applications will not be considered.
- Please review the [host requirements \(/en/host-ride\)](/en/host-ride) before applying.

## Contact Information

**Organization (required)**

**Contact Name (required)**

**Phone Number (required)**

**E-Mail Address (required)**

**Address (required)**

## About your request

**Show location requested (required)**

**Reason for your organization's request to host the Musical Ride (required)**


**Show date(s) requested (required)**

**Which capital city is nearest to you? (required)**

**What is your distance from the nearest capital city in kilometers? (required)**

**Please provide a rationale as to why your community should be considered for the 2017 cross Canada tour and how it applies to Canada's 150th celebrations: (required)**

**Have you ever hosted the Musical Ride in the past? (required)**


 

**If so, when: (required)**

---

## Stable Facilities

**Please choose a stable type (required)**

**Please Describe: (required)**

---

## Show Site

**Please choose a show site type (required)**

**Please Describe: (required)**

**⚠ Note:** Applications received for the 2017 tour will only be considered for the 2017 tour. Organizers must re-apply using the [standard application form \(/en/application-form-host-musical-ride\)](/en/application-form-host-musical-ride) if they wish to be considered for the normal four-year tour rotation which will resume in 2018.

**Date modified:**

2016-05-24







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Canada 150 Community Infrastructure Program</b>

**BACKGROUND / PROPOSAL:**

On May 20, 2015 Mackenzie County was notified of a grant available to Municipalities, and non-profit organizations in Western Canada. The “Canada 150 Community Infrastructure Program” is a grant available from the Government of Canada in celebration of our country’s 150<sup>th</sup> anniversary. The grant is being administered by Western Economic Diversification Canada, with the total amount available across Canada of \$150 million over a 2 year period. \$46.2 million of which is available over a two year period to the Western provinces (Manitoba, Saskatchewan, Alberta, and British Columbia).

Each eligible applicant may be funded up to 50% of projects cost to a maximum contribution of \$500,000 noting any project request for funding over \$500,000 will be ineligible.

On May 27, 2015 Council made the following motions

**MOTION 15-05-394**                    *That Mackenzie County encourages the recreation boards and non-profit groups within the County to apply for the Canada 150 Community Infrastructure Program.*

**CARRIED**

**MOTION 15-05-395**                    *That administration prepares an application under the Canada 150 Community Infrastructure Program for the projects already identified in the current budget for parks and campgrounds.*

**CARRIED**

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



- Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan or Manitoba); and,
- Be materially complete by **March 31, 2018**.
  - A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended.”

As most projects in the previous application by the County have either begun, or are almost completed administration is requesting direction on which of the previously requested project(s) Council recommends completing a funding application for.

### **Mackenzie County Projects**

Administration has reviewed outstanding eligible Parks and Campground projects and recommends the following option be submitted for matching grant approval:

<b>Project</b>	<b>Budget</b>	<b>Recommended Grant projects</b>	<b>Cost</b>
Bridge Campground	\$12,000	Archeological Assessment	\$45,000
Bridge Campground	\$0	Site Developments	\$30,000
Bridge Campground	\$0	Outhouse	\$20,000
Machesis Lake Equine Campground	\$10,000	Outhouse	\$20,000
Wadlin Lake Campground	\$20,000	Wadlin Lake Campground expansion	\$40,000
		Canada 150 Signage	\$3,000
<b>TOTAL</b>	<b>\$42,000</b>	<b>TOTAL</b>	<b>\$158,000</b>

An additional funding amount of \$37,000 would be required to meet the 50% matching grant amount.

### **Recreation Board Projects:**

#### *Fort Vermilion –Ice Plant Replacement*

The current system is over 30 years old and is experiencing mechanical failures due to it being at the end of its life span. The system currently uses R-22 Freon, a harmful chlorofluorocarbon that damages the ozone layer and affects human health. Through the UN Montreal Treaty, Canada has vowed to eliminate the use of ozone depleting substances, which demonstrates the necessity of phasing out refrigeration systems that use Freon. Ammonia does not deplete the ozone layer and as such has been suggested as a replacement option for Freon in large commercial refrigeration sectors,

Author:         RP         Reviewed by:    CAO:         JW

and this is the replacement that the project intends to make. Ammonia also conserves power because of the lower horsepower to ton refrigeration ratio of the ice plant, which will increase the arena's productivity. Thus, this project will upgrade Fort Vermilion's recreation arena to phase out an ice plant that uses chlorofluorocarbons and replace it with an ammonia based system, in adherence with Canada's current environmental standards. This project will involve construction of a class "T" machinery room with its associated ventilation system as per code requirement. The ammonia refrigeration plant will be installed in this room. This will be followed by replacement of the ice plant by installing a reciprocating compressor. One risk involved with the use of ammonia in a recreation center is the potential for it to leak, however this project places the ammonia in a separate building in order to eliminate risk for the general public in the arena. In addition, this project will install an ammonia gas detection system as well as training for operating staff, to prevent and identify leakage.

A quote of \$980,000 was received from CIMCO Refrigeration for a new ice plant, and steel self-containing compressor room and addition of a dehumidifier to the mix for the Fort Vermilion recreation complex. Due to the grant requirements, it is recommended that the Fort Vermilion Recreation Board would commit \$10,000 in funding towards this project. Mackenzie County would have to commit to \$480,000 for the 50% portion of this application.

### La Crete – Arena Upgrade

The La Crete arena upgrades would include the following upgrades;

- lobby expansion
  - development and engineering
  - electrical upgrades
  - flooring
  - interior and exterior finishing's
  
- kitchen relocation
  - framing
  - electrical
  - kitchen appliances
  
- additional entrance installed on the arena.

Please see attached sketch for details.

The La Crete Recreation Society received an estimate of \$830,000 for the renovations listed above. Due to the grant requirements, it is recommended that the La Crete Recreation Society would commit \$10,000 in funding towards this project, and Mackenzie County would have to commit to \$405,000 for the 50% portion of this application.

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





**SUPPLY & INSTALLATION OF  
A PACKAGED BAP-80A SYSTEM  
C/W;  
SELF CONTAINING STEEL BUILDING**



**Mackenzie County**

**FOR THE  
FORT VERMILION  
RECREATION ARENA**

**TUESDAY, JUNE 07, 2016**

**REV #2**

**SCREW TECHNOLOGY  
ARTIFICIAL  
ICE  
SYSTEM**



**80 TONS  
OF  
COOLING  
CAPACITY**

To: Fort Vermilion Recreation Centre  
 Attn: Ron Pelensky

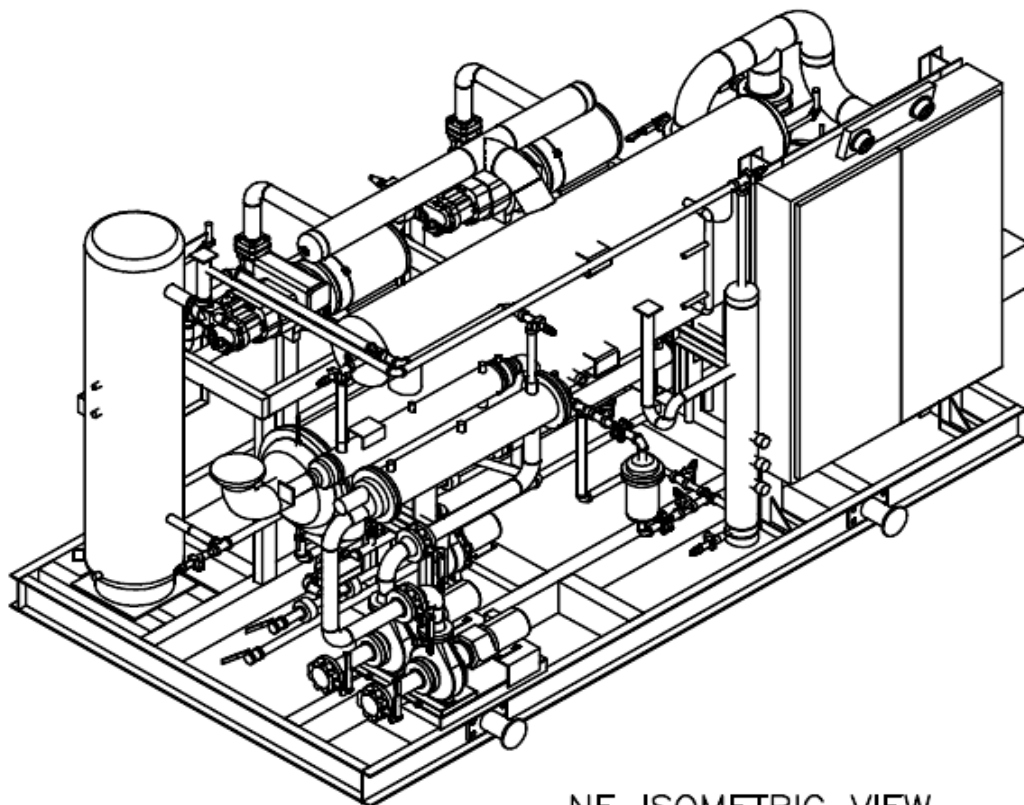
**Subject: BAP-80A Artificial Ice System**

We offer, for your consideration, a system that is economical as well as environmentally friendly. The system offered will be Ammonia (R-717) & Brine Chiller System.

**80 Ton Arena Screw Compressor Package**

**Equipment List:**

1. (2) Bitzer 60 HP screw compressor packages each rated for 38TR at 10dF SST and 95dF SCT absorbing 56 BHP. Includes a common Cimco oil separator vessel on the discharge of the compressors as well as a shell and tube heat exchanger for glycol compressor oil cooling.
2. (1) Cimco **Shell and Tube Chiller** c/w surge drum sized for 80TR and 850 usgpm
3. (1) Evaporative condenser
4. (1) Armstrong 4030 6x5x10 30HP Cooling floor brine pump
5. (1) Armstrong 4030 4x3x8 3HP Heating floor brine pump
6. (1) Armstrong in-line 1.5HP Circulator glycol pump for compressor oil cooling
7. (1) Armstrong 4280 5HP 4x3x6 5HP Condenser water pump
8. (1) PVC condenser water tank
9. (1) Cimco Motor Control Panel



NE ISOMETRIC VIEW

Illustration Only - Actual Package May Be Assembled In A Different Arrangement  
 Package Dimension 28' L x 8'- 6" W – 10'-0" H

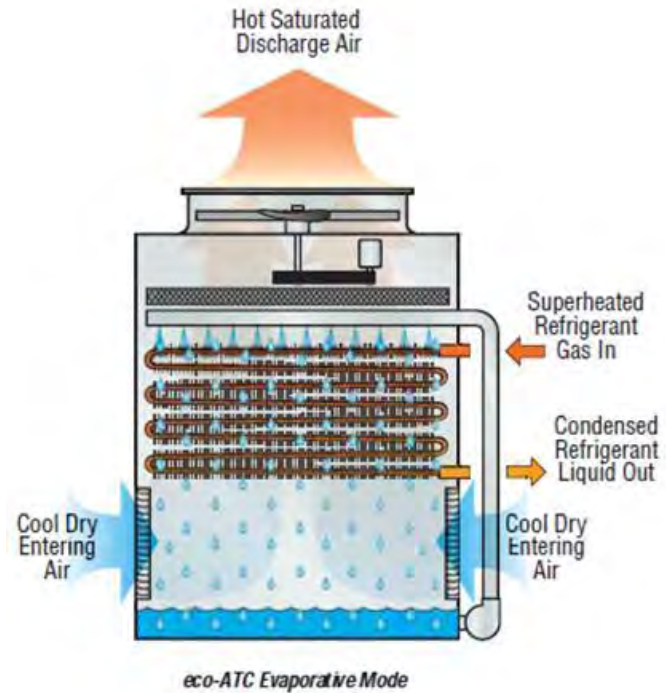
## EVAPORATIVE MODE

**CIMCO** will supply an Enhanced Evaporative condenser to operate dry during the winter and utilize water during the warmer months. The refrigerant gas is discharged from the compressor into the inlet connection of the eco-ATC condenser. Water from the condenser's sump is circulated over the condenser coil, while ambient air is simultaneously drawn into the unit.

As the ambient air moves up through the coil section, a portion of the spray water is evaporated into the air stream. The evaporative process cools the spray water, which in turn cools the tubes containing the refrigerant gas.

The cool tube walls cause the refrigerant gas to give up heat and condense into a liquid.

The condensed liquid flows out of the coil to the high pressure liquid receiver for return to the system. The hot, saturated air is drawn through the drift eliminators, where any entrained water droplets are removed. The condenser's fan then discharges this air stream out of the top of the unit at a high velocity, where it can dissipate harmlessly into the atmosphere. The water which was not evaporated falls into the sump and is recirculated by the spray pump to the water distribution system above the condensing coil section.

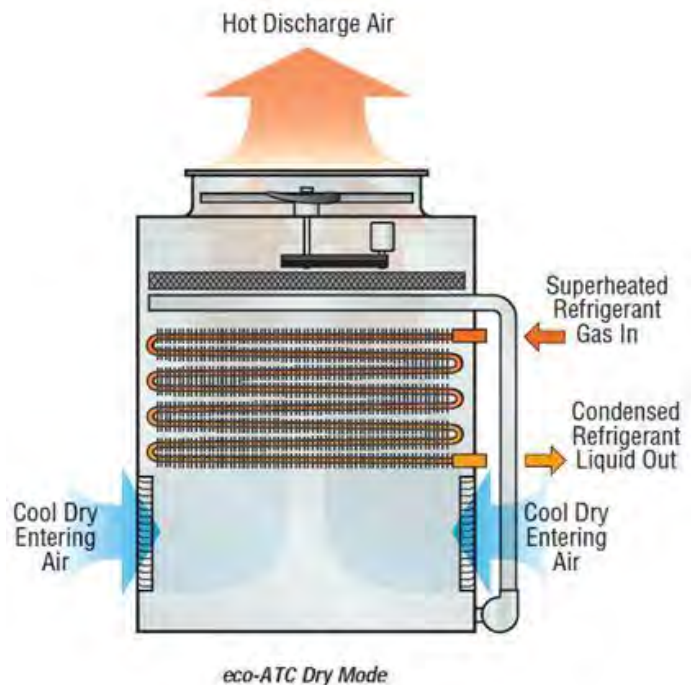


## DRY MODE

The refrigerant gas is discharged from the compressor into the inlet connection of the eco-ATC condenser. Ambient air is drawn into the unit and moves over the heat transfer coil. The air is warmed while the tubes containing the refrigerant gas are cooled.

The cool tube walls cause the refrigerant gas to give up heat and condense into a liquid. The condensed liquid flows out of the coil to the high pressure liquid receiver for return to the system.

The hot discharge air is drawn through the drift eliminators and then the fan then discharges the air stream out of the top of the unit where it can dissipate harmlessly into the atmosphere.





***CIMCO will supply the following material to site;***

1. 80 Tr Refrigeration Package Skid (460/3ph/60hz)
2. Eco-ATC-176 Condenser (Two (2) pieces)
3. Remote Sump Water Tank / Pump Package
4. Steel piping and fittings
5. PVC piping and Fittings

**Shipment to site includes the following:**

1. 28'L x 8'-6"W x 10'H – BAP-80 Package - from our manufacturing facility in Toronto
2. Eco – ATC-176 Evaporative Condenser
3. Condenser Remote Sump Tank and Pump System,
4. Steel and PVC piping and fittings, Freight to Edmonton
5. Freight from Edmonton to Ft. Vermilion, AB.
6. Labour and expenses to assist in unloading and placing equipment in a designated facility
7. Include all craning services for moving and positioning of equipment and erecting building

#### **PIPING MATERIAL INCLUDED**

1. Ammonia Discharge Piping From Refrigeration Package To Condenser
2. Ammonia Liquid Piping From Condenser To Refrigeration Package
3. Cooling Floor Brine Supply And Return Piping To And From Refrigeration Package
4. Heating Floor Glycol Heating Supply And Return Piping To And From Refrigeration Package
5. Condenser Water Supply And Return Piping To And From Condenser Remote Sump
6. Condenser remote Sump Tank and pump
7. Relief Valve Piping

## **CLASS T BUILDING ENCLOSURE**

**Size & Type:** 1 -only 20'-0" x 40'-0" x 14'-0" self-framing gable

**Exterior:** 22 gauge Galvalume

**Interior:** 3" Roxul – walls & roof, c/w 24 gauge plain fluted aluminum lining

**Doors:** 1 - 6'-0" x 7'-0" 20 gauge hollow core R3 steel double door and 16 gauge frame c/w panic hardware (Von Duprin Model 44 TP), locking cylinder, 18" x 20" IWG active leaf, Shanahan's hydraulic closure, 6" aluminum threshold, 2-check chains, 3/8" x 1/2" foam weather stripping, 4 1/2" x 4" 26D Stanley hinges, astragal, 2 barrel bolts, striker plate and double canopy (L.A. Metal Buildings Standard)

**Windows:** 2 - 38" x 36" double glazed storm slider, mill finish c/w 1/2 screen and internal slider latch

**Ventilation:** 30'-0" - Ridge vent (9" throat) c/w chain operator and bird screen

**HVAC:** Emergency and continuous ventilation requirements

1- ET12-1 Explosion proof exhaust fans c/w back guard and shutter 120/1/60

1- et20-2 explosion proof exhaust fan c/w back guard and shutter 120/1/60

2- 18 X 32 XF-344-O-LB manually adjustable intake louvers

C/w flange frame, bird screen, manual wing nut controller and sound dampened hoods

2- 15 kW Ruffneck FX5 suspended unit heaters

C/w basic mounting kit, built in thermostat

**Other:** Professionally Engineered Stamped Drawing for Alberta

Cutouts and 22 gauge flashings for up to 5 – 6” cutouts included

Continuous base flashing, 22 gauge to match exterior

Rust pro exterior screws

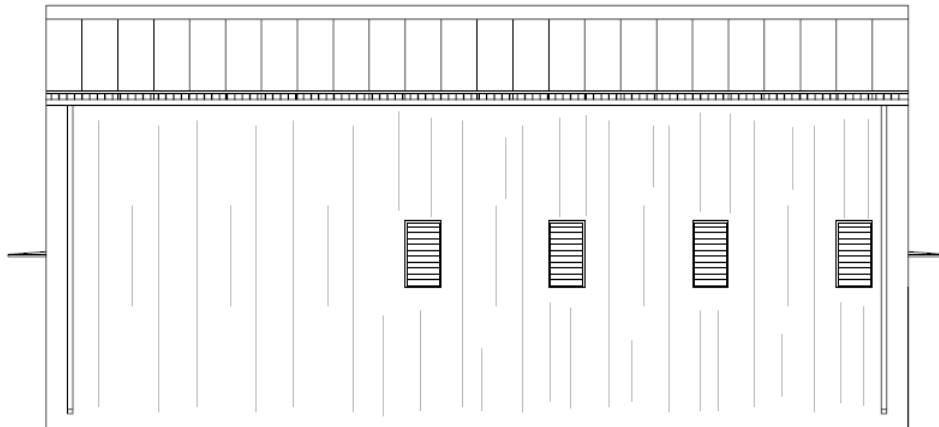
Ice rakes on both low sides

All pipe penetrations sealed

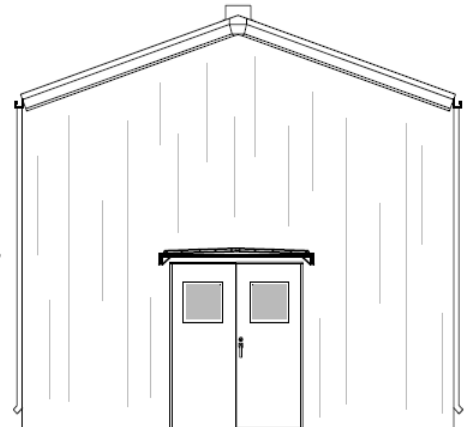
Eaves trough and downspouts both low sides

3 - Tie rods c/w uprights

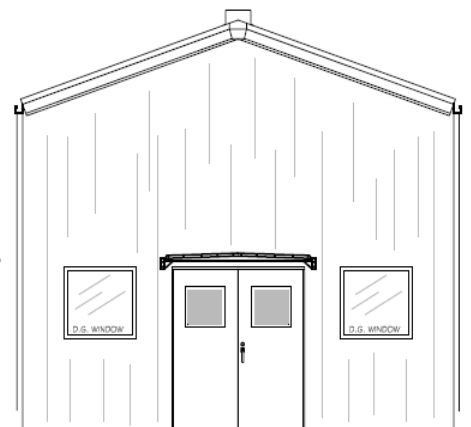
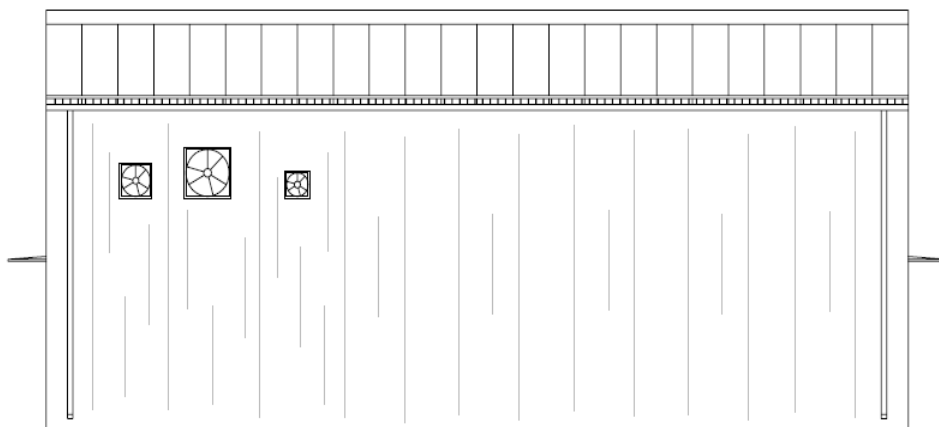
Building will conform to CSA B52 2055, class T engine room standards



SIDE VIEW  
SHOWING LOUVERS, DOWNSPOTS & ICERAKES



END VIEW  
SHOWING DOOR



## ENGINE ROOM ACCESSORIES

CIMCO will supply all standard engine room accessories as follows:

- One ammonia gas mask CSA approved.
- Secondary refrigerant hydrometer.
- Three (3) sets of operating and maintenance manuals.

## AMMONIA GAS LEAK DETECTION

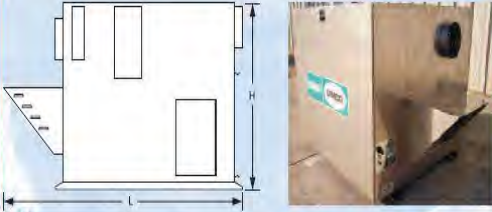
CIMCO will supply and install an ammonia gas detection system that is part of the DDC control system and meets all codes. This detector is to be located within 20' and outside of the engine room. The gas detection comes with the following features.

- Digital display for point and gas value indication (PPM).
- Multi-colour indication for alarm status (low, mid, high).
- 90 dBA audible alarm to indicate high alarm gas concentration.
- Alarm signal to security systems. Connection to CIMCO system by others.
- CSA approved.

## DEHUMIDIFICATION SYSTEM (NEW ITEM)

**CIMCO** will supply install and commission a (460/3/60) Electric desiccant dehumidifier for your arena. The electric desiccant units have increased moisture removing capabilities (in excess of three times as much) when compared to the mechanical (refrigerated) units.

MODEL	CFM	FUEL TYPE	LENGTH	WIDTH	HEIGHT	WEIGHT
Desicon ET	2600	Electric	61 1/4"	40 1/8"	36 1/2"	350 lbs

Entering Air Dry Bulb (db)	Nominal lbs. Moisture Removal Per Hour							
	Entering Air Relative Humidity (%)							
	100%	90%	80%	70%	60%	50%	40%	30%
80	31.4	28.3	27.2	25.9	24.5	22.6	20.3	17.9
75	31.6	27.4	26.4	25.3	24	22.2	20.2	17.6
70	29.1	26.8	26.2	25.2	23.6	21.8	19.9	17.2
65	27.8	26.4	25.6	24.5	22.9	21.4	19.4	16.7
60	27.5	25.8	25.1	24	22.5	20.9	18.9	15.9
55	27	25.3	24.3	23.1	21.8	20.2	18	14.8
50	25.9	24.7	23.6	22.4	21.1	19.4	16.9	13.5
45	25.1	23.8	22.7	21.5	20.2	18.2	15.5	12
40	24.5	22.8	21.7	20.5	18.8	16.6	13.7	10.4

MS-2600 Desiccant Unit

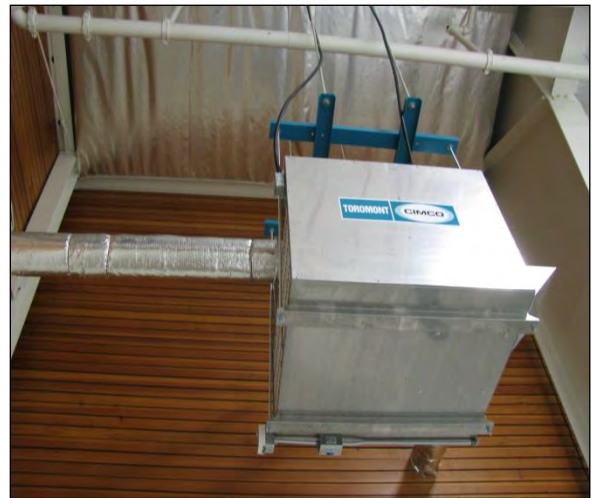
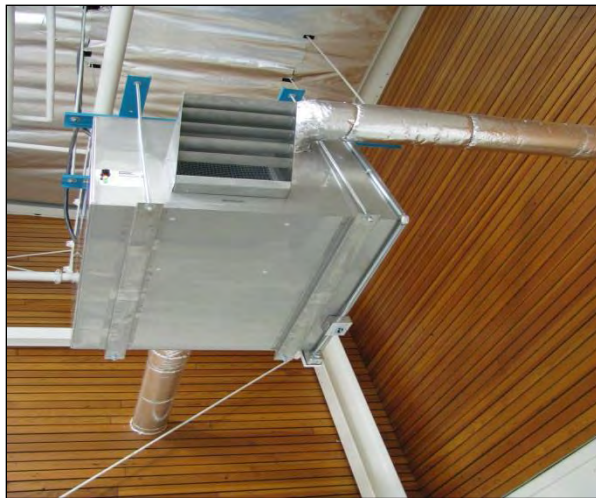
Physical dimensions of the new desiccant units are (61 ¼”L x 40 1/8”W x 36 ½”H) and weigh about 350 lbs. Electrical data for the MS-2600 is shown in the electrical wiring below for breaker and power service requirements. Please make sure that you power supply is (460/3/60) since these units are made to order and will not be able to return them without tons of hassle.

**\*\*\* IMPORTANT: \*\*\***

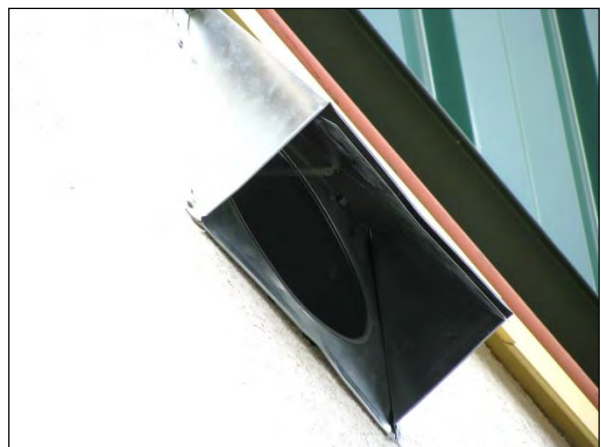
**Commissioning to be done during a pre-scheduled trip to the region, no DEDICATED trip has been allowed, unless otherwise requested by customer at additional coast.**

There will be no requirement for condensate drains from the unit to a drainage hub, the desiccant units do utilize re-generation air flow to dispose of the collected moisture to outdoors through a couple of supply and exhaust air ducts.

I have attached pictures of one of the recent installation for you references in order to provide you with a visual on the final product.



Dehumidifier Sample Installation



Intake & Exhaust Hoods

As illustrated in the above pictures after the unit has been mounted, secured and electrically connected there will be a requirement for two 8” insulated round ducts (regeneration air supply and exhaust lines) to be installed to and from the unit to provide the unit with outdoor air for the purposes of trapped moisture disposal.

### Training

- Once the system is commissioned and operating CIMCO will provide 2 days of training at the project location for the operating staff.

### Warranty

CIMCO provides a one year parts and labour warranty FOB the site on all equipment provided under contract.

## Pricing Summary

Refrigeration Package Supplied & Installed Base BUDGET Price      **\$ 980,000<sup>.00</sup> +GST**

Our Standard Terms of Payment Will Apply

#### OPTIONAL PRICES:

1. Substitute **Shell & Tube Chiller** with a more efficient **Plate Frame Chiller** (same chiller design as La Crete upgraded chiller) supply and installed add **\$50,000<sup>.00</sup> +GST**
2. Air cooled condenser (requiring no water) in place of the proposed Evaporative condenser (requiring water) supply & installed add **\$30,000<sup>.00</sup> +GST**
3. New PVC brine headers for the arena & Curling Rink supply & installed add **\$150,000<sup>.00</sup> +GST**

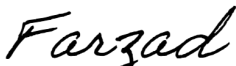
**ADDITIONAL WARRANTY OPTIONS:**

**CIMCO** has implemented a new **PEACE of MIND** extended warrant structure for valued clients like yourself, and I am pleased to announce that your facility is qualified to take advantage of this program. This coverage includes all refrigeration components purchased under this contract as listed below you can purchase at the time of signing the contract or prior to expiration of the standard one year system warranty in order to extend your investment's warranty by additional 1, 3 or 5 years.

One Year Extended	\$29,500	Five Year Extended	\$176,500	<b>CIMCO Care</b>
Three Year Extended	\$98,000	<b>Peace of Mind</b>		

Please review this document in its entirety and contact us if you should require further assistance and/or clarification.

Truly Yours,



Farzad Washeminia, C.Tech.

## OWNERS OBLIGATIONS / CLARIFICATIONS

- All work to be performed by CIMCO personnel during regular working hours.
- Dedicated high speed Ethernet connection via to CIMCO controller for program updates and system access control.
- Provide concrete piles for steel structural stand for the new evaporative condenser its final location TBD. Stand by CIMCO.
- Provide concrete pads to position the new steel building its final location TBD. Steel building dimensions (40'L x 20W x 14'H)
- Provide Housekeeping pads for the refrigeration skid.
- Any power upgrades to the ice plant if required
- All cutting, trenching and patching through walls and ceilings and floors to allow passage of piping necessary for our system.
- Supply one (1) set of architectural drawings of all areas concerning refrigeration equipment and subsequent revised drawings (if required).
- Supply forms, templates and level concrete housekeeping bases for equipment. Install final grouting, as may be required by Cimco or customer on completion.
- Supply all primary supports, or ensure existing supports on floors, ceilings etc. are safe and useable for structural reinforcing for hanger bolts to hang equipment and pipes and to support equipment on roof or floors not on grade.
- Provide temporary water and electric power for lighting and power tool operation.
- Supply and/or installation of all water lines to within 5 feet of CIMCO requirements in machine room. Specifically, water makeup to cooling tower water tank.
- Installation of a water drain for the cooling tower water tank. CIMCO will advise approximate location and size on construction drawing submittals.
- Additional specialty valves such as "back flow preventer valves" required by the local Public Utilities.
- Concrete pad or piles to support the prefab building and the condenser stand,
- Any material or work not covered in the foregoing quotation or mentioned in the owner's obligations will be the responsibility of the owner.
- Ensure refrigeration mechanical room meets "Class T" mechanical room specifications per CSA B52 mechanical refrigeration code.
- Owner is responsible for supplying high speed connection to the PC.
- Owner is responsible for any antivirus software for the PC.
- Owner is responsible for BACnet connection to 3<sup>rd</sup> party devices.
- The BMS shall be native BACnet or BACnet compliant.
- The BMS shall be responsible for providing all of the hardware and/or software required to complete this interface.
- The BMS shall be responsible for connecting their control system through either BACnet over Ethernet or BACnet MS/TP to the CIMCO Refrigeration control panel located inside the refrigeration plant.
- The BMS shall allow for any load connected to the heat recovery system to have it's set point remotely adjusted through the BACnet connection. For example CURRENT SETPOINT = HVAC SETPOINT + CIMCO BIAS.



## TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

### 1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold hereunder (the "goods") shall remain in the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorises the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are or are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

### 2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs hereunder, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labour rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

**3. DELIVERY AND INSTALLATION** - Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labour dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 8 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

### 4. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the



insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

## **5. TERMS OF PAYMENT**

(a) Unless otherwise specified in this Quotation/Contract, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:

(i) Goods sold without installation: 25% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 25% upon acceptance of this quotation by the Purchaser; an additional 30% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 35% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

**6. WARRANTY** - UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HEREUNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the jobsite and charges for labour performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor hereunder, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

**(f) THE FOREGOING CONSTITUTES THE PURCHASER'S EXCLUSIVE REMEDY AND THE VENDOR'S SOLE LIABILITY ARISING OUT OF THE DESIGN, MANUFACTURE, SALE, INSTALLATION, OR USE OF THE GOODS.**

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

**7.** The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

**8. CHANGE IN SCOPE OF WORK** - If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorised officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when inconsistent therewith, shall be subject to all its provisions.

## **9. COMPLETION AND ACCEPTANCE OF WORK**

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:

(i) The Purchaser signs an acceptance certificate;

(ii) The Vendor has installed and, where applicable, successfully tested the installation;

(iii) The Purchaser commences regular use of the goods or related systems;

(iv) An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honour the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

**10. BONDS** - Performance bonds and material and labour payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

**11. MISCELLANEOUS**

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province of Ontario without regard to that province's rules governing conflict of laws.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights hereunder or collecting or attempting to collect all amounts due the Vendor hereunder following default by the Purchaser in the payment or performance of its obligations hereunder, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

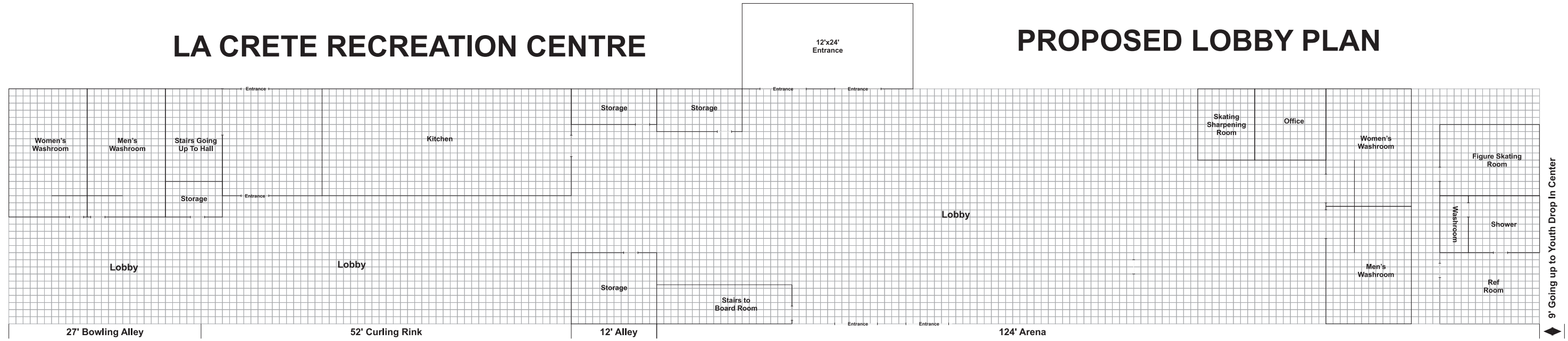
(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

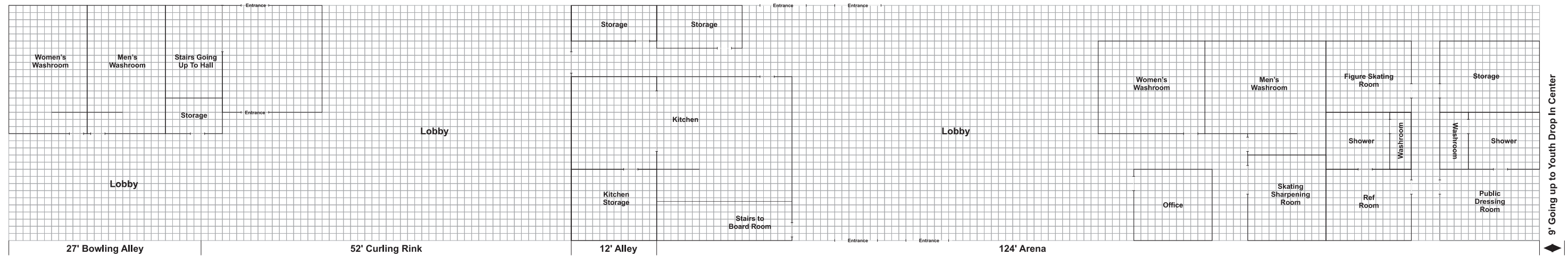
THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

# LA CRETE RECREATION CENTRE

# PROPOSED LOBBY PLAN



# LA CRETE RECREATION CENTRE CURRENT LOBBY







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Bylaw 1042-16 Fee Schedule Bylaw</b>

**BACKGROUND / PROPOSAL:**

Machesis Lake Equine Campground is now open to users, and is scheduled for its Grand Opening July 13, 2016. As this is a new direction for this campground, a fee schedule is required for this area. Administration has reviewed the rates at other equine campgrounds, and with Alberta Parks, and recommends the day rate of \$5 / horse and \$20 / overnight camping (including horses).

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

Administration to communicate Councils decision with Machesis Lake campground caretakers.

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

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1042-16 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1042-16 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3

- Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1042-16 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Motion 4

- Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1042-16 being the Fee Schedule Bylaw for Mackenzie County.

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

**BYLAW NO. 1025-16 1042-16**

**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

**ADMINISTRATION CONT'D**

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)	\$300.00/day \$150.00/half-day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

**APPEAL FEES**

Agricultural Appeal Board

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

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

**RELEASE OF INFORMATION (FOIPP REQUESTS)**

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

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



**BUSINESS LICENSES**

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

**HAWKERS AND PEDDLERS LICENSE**

Item	Amount	GST
<b>Fees:</b>		
Application Processing Fee	\$100.00	N/A
Operational Fee – Per Day	\$30.00	N/A
<b>Penalties:</b>		
First Offense	\$100.00	N/A
Second Offense	\$500.00	N/A
Third & Subsequent Offenses	\$1,000.00	N/A
Failure to Report Operational Days	Invoice for total operational business days in a year	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

**DEVELOPMENT CONT'D**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
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'D**

**ELECTRICAL PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Square footage of area to be wired</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Up to 1200	\$218.50	\$184.00
1201 to 1500	\$287.50	\$218.50
1501 to 2000	\$327.75	\$276.00
2001 to 2500	\$362.25	\$299.00
2501 to 3000	\$391.00	\$322.00
3001 to 3500	\$419.75	\$345.00
3501 to 4000	\$437.00	\$368.00
4001 to 5000	\$460.00	\$402.50

<b>DESCRIPTION</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Mobile/Modular Home Connection only	\$115.00	\$86.25
Temporary and Underground Services (125 amps or less)	Contractor Required	\$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	\$97.75	\$86.25
\$301 – 500	\$109.25	\$97.75
\$501 – 1,000	\$120.75	\$109.25
\$1,001 – 1500	\$132.25	\$120.75
\$1,501 – 2,000	\$143.75	\$132.25
\$2,001 – 2,500	\$155.25	\$138.00
\$2,501 – 3,000	\$161.00	\$143.75
\$3,001 – 3,500	\$169.05	\$149.50

**SAFETY CODES FEES CONT'D**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$3,501 – 4,000	\$179.40	\$155.25
\$4,001 – 4,500	\$198.95	\$165.60
\$4,501 – 5,000	\$203.55	\$170.20
\$5,001 – 5,500	\$219.65	\$182.85
\$5,501 – 6,000	\$230.00	\$192.05
\$6,001 – 6,500	\$238.05	\$198.95
\$6,501 – 7,000	\$248.40	\$207.00
\$7,001 – 7,500	\$258.75	\$216.20
\$7,501 – 8,000	\$269.10	\$224.25
\$8,001 – 8,500	\$278.30	\$232.30
\$8,501 – 9,000	\$288.65	\$240.35
\$9,001 – 9,500	\$299.00	\$249.55
\$9,501 – 10,000	\$309.35	\$257.60
\$10,001 – 11,000	\$317.40	\$264.50
\$11,001 – 12,000	\$327.75	\$273.70
\$12,001 – 13,000	\$338.10	\$281.75
\$13,001 – 14,000	\$348.45	\$290.95
\$14,001 – 15,000	\$357.65	\$297.85
\$15,001 – 16,000	\$378.35	\$304.75
\$16,001 – 17,000	\$388.70	\$315.10
\$17,001 – 18,000	\$396.75	\$324.30
\$18,001 – 19,000	\$407.10	\$331.20
\$19,001 – 20,000	\$419.75	\$339.25
\$20,001 – 21,000	Contractor required	\$348.45
\$21,001 – 22,000	Contractor required	\$350.75
\$22,001 – 23,000	Contractor required	\$359.95
\$23,001 – 24,000	Contractor required	\$368.00
\$24,001 – 25,000	Contractor required	\$377.20

**SAFETY CODES FEES CONT'D**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$25,001 – 26,000	Contractor required	\$384.10
\$26,001 – 27,000	Contractor required	\$393.30
\$27,001 – 28,000	Contractor required	\$401.35
\$28,001 – 29,000	Contractor required	\$410.55
\$29,001 – 30,000	Contractor required	\$417.45
\$30,001 – 31,000	Contractor required	\$424.35
\$31,001 – 32,000	Contractor required	\$430.10
\$32,001 – 33,000	Contractor required	\$437.00
\$33,001 – 34,000	Contractor required	\$445.05
\$34,001 – 35,000	Contractor required	\$450.80
\$35,001 – 36,000	Contractor required	\$457.70
\$36,001 – 37,000	Contractor required	\$463.45
\$37,001 – 38,000	Contractor required	\$470.35
\$38,001 – 39,000	Contractor required	\$477.25
\$39,001 – 40,000	Contractor required	\$483.00
\$40,001 – 41,000	Contractor required	\$491.05
\$41,001 – 42,000	Contractor required	\$496.80
\$42,001 – 43,000	Contractor required	\$503.70
\$43,001 – 44,000	Contractor required	\$510.60
\$44,001 – 45,000	Contractor required	\$516.35
\$45,001 – 46,000	Contractor required	\$523.25
\$46,001 – 47,000	Contractor required	\$529.00
\$47,001 – 48,000	Contractor required	\$537.05
\$48,001 – 49,000	Contractor required	\$543.95
\$49,001 – 50,000	Contractor required	\$549.70
\$50,001 – 60,000	Contractor required	\$608.35
\$61,001 – 70,000	Contractor required	\$675.05
\$70,001 – 80,000	Contractor required	\$740.60

**SAFETY CODES FEES CONT'D**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$80,001 – 90,000	Contractor required	\$807.30
\$90,001 – 100,000	Contractor required	\$872.85
\$100,001 – 110,000	Contractor required	\$906.20
\$110,001 – 120,000	Contractor required	\$954.50
\$120,001 – 130,000	Contractor required	\$1,005.10
\$130,001 – 140,000	Contractor required	\$1,054.55
\$140,001 – 150,000	Contractor required	\$1,104.00
\$150,001 – 160,000	Contractor required	\$1,153.45
\$160,001 – 170,000	Contractor required	\$1,204.05
\$170,001 – 180,000	Contractor required	\$1,252.35
\$180,001 – 190,000	Contractor required	\$1,302.95
\$190,001 – 200,000	Contractor required	\$1,351.25
\$200,001 – 210,000	Contractor required	\$1,385.75
\$210,001 – 220,000	Contractor required	\$1,451.30
\$220,001 – 230,000	Contractor required	\$1,500.75
\$230,001 – 240,000	Contractor required	\$1,550.20
\$240,001 – 250,000	Contractor required	\$1,600.80
\$250,001 – 300,000	Contractor required	\$1,748.00
\$300,001 – 350,000	Contractor required	\$1,913.60
\$350,001 – 400,000	Contractor required	\$2,079.20
\$400,001 – 450,000	Contractor required	\$2,244.80
\$450,001 – 500,000	Contractor required	\$2,409.25
\$500,001 – 550,000	Contractor required	\$2,574.85
\$550,001 – 600,000	Contractor required	\$2,740.45
\$600,001 – 650,000	Contractor required	\$2,906.05
\$650,001 – 700,000	Contractor required	\$3,070.50
\$700,001 – 750,000	Contractor required	\$3,236.10
\$750,001 – 800,000	Contractor required	\$3,401.70

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**SAFETY CODES FEES CONT'D**

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$800,001 – 850,000	Contractor required	\$3,567.30
\$850,001 – 900,000	Contractor required	\$3,731.75
\$900,001 – 950,000	Contractor required	\$3,897.35
\$950,001 – 1,000,000	Contractor required	\$4,062.95

\* 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	\$345.00
101 to 2,500	\$345.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$759.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$1,104.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,621.50 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,311.50 plus 3.00 per 100 KVA over 20,000 KVA

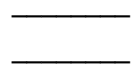
\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**GAS PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS, INCLUDING MOBILE HOMES</b>		
<b>Number of Outlets</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	\$97.75	\$86.25
2	\$120.75	\$97.75
3	\$143.75	\$120.75
4	\$179.40	\$149.50
5	\$224.25	\$187.45
6	\$247.25	\$205.85
7	\$269.10	\$224.25
8	\$289.80	\$241.50
9	\$313.95	\$262.20
10	\$336.95	\$280.60
11	\$350.75	\$292.10
12	\$365.70	\$304.75
13	\$379.50	\$316.25
14	\$395.60	\$330.05
15	\$409.40	\$341.55
16	\$426.65	\$355.35
17	\$440.45	\$366.85
18	\$455.40	\$379.50
19	\$469.20	\$391.00
20	\$485.30	\$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'D**

**GAS PERMIT FEES - RESIDENTIAL**

<b>RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Propane Tank Set	\$103.50	\$86.25
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$115.00	\$86.25

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

**SAFETY CODES FEES CONT'D**

<b>GAS PERMIT FEES - NON-RESIDENTIAL</b>		
<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>BTU Input</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
0-100,000	Contractor Required	\$86.25
100,001-110,000	Contractor Required	\$97.75
110,001-120,000	Contractor Required	\$109.25
120,001-130,000	Contractor Required	\$143.75
130,001-140,000	Contractor Required	\$155.25
140,001-150,000	Contractor Required	\$166.75
150,001-170,000	Contractor Required	\$172.50
170,001-190,000	Contractor Required	\$178.25
190,001-210,000	Contractor Required	\$184.00
210,001-230,000	Contractor Required	\$189.75
230,001-250,000	Contractor Required	\$195.50
250,001-300,000	Contractor Required	\$201.25
300,001-350,000	Contractor Required	\$207.00
350,001-400,000	Contractor Required	\$218.50
400,001-450,000	Contractor Required	\$224.25
450,001-500,000	Contractor Required	\$230.00
500,001-550,000	Contractor Required	\$235.75
550,001-600,000	Contractor Required	\$241.50
600,001-650,000	Contractor Required	\$253.00
650,001-700,000	Contractor Required	\$264.50
700,001-750,000	Contractor Required	\$276.00
750,001-800,000	Contractor Required	\$287.50
800,001-850,000	Contractor Required	\$299.00
850,001-900,000	Contractor Required	\$310.50
900,001-950,000	Contractor Required	\$322.00
950,001-1,000,000	Contractor Required	\$333.50
<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'D**

**GAS PERMIT FEES - NON-RESIDENTIAL**

<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	\$86.25
250,001 to 500,000	Contractor Required	\$143.75
Over 500,000	Contractor Required	\$143.75 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	\$92.00
400,001 to 1,000,000	Contractor Required	\$172.50
Over 1,000,000	Contractor Required	\$172.50 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

<b>NON- RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Propane Tank Set	Contractor Required	\$86.25
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$172.50

Grain Dryer	Contractor Required	\$287.50
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**SAFETY CODES FEES CONT'D**

**PLUMBING PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Fixtures</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	\$97.75	See contractor fees
2	\$109.25	See contractor fees
3	\$120.75	See contractor fees
4	\$132.25	See contractor fees
5	\$143.75	See contractor fees
6	\$155.25	See contractor fees
7	\$161.00	See contractor fees
8	\$171.35	See contractor fees
9	\$188.60	See contractor fees
10	\$202.40	See contractor fees
11	\$213.90	See contractor fees
12	\$224.25	See contractor fees
13	\$234.60	See contractor fees
14	\$247.25	See contractor fees
15	\$257.60	See contractor fees
16	\$269.10	See contractor fees
17	\$281.75	See contractor fees
18	\$289.80	See contractor fees
19	\$302.45	See contractor fees
20	\$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'D**

**PLUMBING PERMIT FEES**

Number of Fixtures	CONTRACTOR
1	\$86.25
2	\$97.75
3	\$103.50
4	\$109.25
5	\$120.75
6	\$126.50
7	\$132.25
8	\$142.60
9	\$157.55
10	\$169.05
11	\$178.25
12	\$187.45
13	\$195.50
14	\$205.85
15	\$215.05
16	\$224.25
17	\$234.60
18	\$241.50
19	\$251.85
20	\$262.20
21	\$269.10
22	\$278.30
23	\$285.20
24	\$292.10
25	\$301.30

Number of Fixtures	CONTRACTOR
26	\$308.20
27	\$315.10
28	\$324.30
29	\$331.20
30	\$338.10
31	\$347.30
32	\$355.35
33	\$361.10
34	\$370.30
35	\$378.35
36	\$385.25
37	\$393.30
38	\$401.35
39	\$410.35
40	\$416.30
41	\$424.35
42	\$433.55
43	\$439.30
44	\$447.35
45	\$456.55
46	\$462.30
47	\$470.35
48	\$479.55
49	\$485.30
50	\$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'D**

**PLUMBING PERMIT FEES**

Number of Fixtures	CONTRACTOR
51	\$500.25
52	\$506.00
53	\$511.75
54	\$517.50
55	\$525.55
56	\$532.45
57	\$537.05
58	\$543.95
59	\$549.70
60	\$556.60
61	\$561.20
62	\$568.10
63	\$575.00
64	\$580.75
65	\$586.50
66	\$592.25
67	\$600.30
68	\$606.05
69	\$611.80
70	\$617.55
71	\$624.45
72	\$631.35
73	\$635.95
74	\$642.85
75	\$648.60

Number of Fixtures	CONTRACTOR
76	\$655.50
77	\$660.10
78	\$667.00
79	\$675.05
80	\$680.80
81	\$683.10
82	\$686.55
83	\$688.85
84	\$692.30
85	\$694.60
86	\$699.20
87	\$701.50
88	\$704.95
89	\$709.55
90	\$710.70
91	\$713.00
92	\$716.45
93	\$721.05
94	\$723.35
95	\$726.80
96	\$730.25
97	\$733.70
98	\$734.85
99	\$738.30
100	\$741.75

**Add \$1.00 for each fixture over 100**

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

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**SAFETY CODES FEES CONT'D**

**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

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**SAFETY CODES FEES CONT'D**

**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 additional Inspection Services.

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 by the contracted Safety Codes Agency. The County will advise residents that these services are available from the contracted agency, and that they are also free to hire other private firms to complete their required inspections.

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Insurance Inspections,
- Electrical Equipment Approvals
- Code Seminars in all disciplines for local contractors.

<b>MISCELLANEOUS</b>
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<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
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 Snowplowing Indicator Sign	\$15.00	Applicable
Winter Maintenance Snowplowing Service	\$20.00 /up to 1/4 mile (400m)	Applicable
Senior/Handicapped Winter Snowplowing Indicator Sign	No Charge	N/A
Senior/Handicapped Snowplow Service (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
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable
Snow Removal within Road Right-of-Ways (Policy PW004)	100% of Alberta Roadbuilders Rates	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.

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

**SOLID WASTE CONT'D**

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>Machesis Lake Equine Campground</b>					
\$5/horse	\$20 incl. horse(s)	\$120 incl. horse(s)	N/A	N/A	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	Monthly: 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



**PARKS CONT'D**

**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

**PARKS CONT'D**

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

**TRAFFIC REGULATIONS CONT'D**

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

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
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

Alberta Transportation Policy #TCE-DC-501 states that Alberta Transportation is to be invoiced for recovery of services according to the rates set in the policy.

Item	Amount
<b><i><u>Response fees including man power:</u></i></b>	
Pumper Unit	As per AT Policy #TCE-DC-501
Ladder Unit (Aerial)	As per AT Policy #TCE-DC-501
Tanker Unit	As per AT Policy #TCE-DC-501
Rescue Unit	As per AT Policy #TCE-DC-501
Command Unit	As per AT Policy #TCE-DC-501
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

ESRD Provincial Incidents – as per Mutual Aid Agreement

Item	Amount
Sprinkler Trailer	\$400.00 per day
Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<b><i><u>Manpower Fee:</u></i></b>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

**FIRE SERVICES FEES CONT'D**

Other Incidents:

<b>Item</b>	<b>Amount</b>
<b><i>Response fees including man power:</i></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
Shoring Equipment	\$200.00 per day
Great Wall Grain Rescue Equipment	\$200.00 per day
Sprinkler Trailer	\$400.00 per day
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15%
Consumable Items	Cost plus 15%
<b><i>Manpower Fee:</i></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.

False Alarms

<b>Item</b>	<b>Amount</b>
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

**FIRE SERVICES FEES CONT'D**

Other Fees

<b>Item</b>	<b>Amount</b>
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)	\$25.00
Small cylinder (30 min)	\$100.00
Cascade cylinder	
Water Flow Testing Reports	\$100.00
File Search (fire inspections and investigations)	\$35.00 per search
Fire Permit	No charge
Fire Inspection Services Within the County	\$50.00 per hour plus expenses
Fire Inspection Services Outside of the County	\$75.00 per hour plus expenses
Re-inspection with Outstanding Fire Code Violations	\$50.00 per visit
Training course(s) to other individuals/groups	Cost plus \$15% administrative fee
Expert Witness Services – Civil Litigation	\$25.00 per hour to a maximum of \$350.00 per day plus expenses
Occupant Load Determination (no charge to non-profit groups)	\$100.00 per certificate

*\*As specified in Fire Services Bylaw*

Note:

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

**DOG CONTROL FEES**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<b>Annual Fees</b>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<b>Lifetime Fee</b>			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
<b>Dog running at large – Handling fee</b>			
1 <sup>st</sup> offence		\$50.00	\$500.00
2 <sup>nd</sup> offence		\$100.00	\$1,000.00
3 <sup>rd</sup> offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00
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		



**DOG CONTROL FEES CONT'D**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
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
Failure to harness or leash a dangerous dog properly penalty			\$500.00

**DOG CONTROL FEES CONT'D**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
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 Standard Rates**

Rate Description	Water Rates	Sewer Rates
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.

**Rural Potable Water Line Rates – Tie-in Directly to the Trunk Line**

**CLASS A**

Water/Sewer Standard Rates\*:

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption

*Class A applies to those that paid the fee in full for rural water tie-in directly to the trunk line\*\* either through a lump sum payment of \$8,000 or by paying the phased rate.*

**CLASS B**

Water/Sewer Standard Rates\* **PLUS** \$133.34 per month (*the phased rate for a maximum five-year period per tie-in*):

Rate Description	Water Rates	Sewer Rates	Phased Rate
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption	\$133.34 per month

*Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line\*\**

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 \_\_\_\_\_

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D**

\*Monthly sewer rate of \$31.52 does not apply to customers that are not connected to the sewer collection system

\*\*Fee for rural water tie-in directly to the trunk line does not include the actual costs of service installation to the property line, a metering chamber and a meter, which must be paid prior to tie-in

**Fees and Deposits**

Description	Fee Amount
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
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

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D**

- (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 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**

<b>Size of Meter</b>	<b>Cost of Meter and Install</b>
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.

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**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D**

**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:

<b>Description</b>	<b>Penalty</b>
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
<b>Description</b>	<b>Penalty</b>
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 ~~1023-16~~ 1025-16 Fee Schedule.

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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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>June 14, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>La Crete Recreation Society – Budget Reallocation Request</b>

## **BACKGROUND / PROPOSAL:**

The La Crete Recreation Society has made a request to transfer capital project budget of \$11,000 from the La Crete Arena Outdoor Storage Facility Project to the Bluehills Rink Boards Project. As the project costs are greater than anticipated the La Crete Recreation Society would like to re-visit the Storage Facility Project in the future when the costs can be better calculated. The transfer would help to better complete all aspects of the Bluehills Project.

See letter request attached.

## **OPTIONS & BENEFITS:**

### **Option 1**

Approve the budget reallocation request by the La Crete Recreation Society.

### **Benefits**

Assist in completing Bluehills project.

### **Option 2**

Not approve the budget reallocation request.

**Author:** C.Robinson      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COSTS & SOURCE OF FUNDING:**

No additional costs for the 2016 budget as it is a reallocated budget from one project to another. The funding remains unchanged: the Bluehills project will be funded from same source of funds as initially budgeted for the Arena Outdoor Storage Facility Project.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

La Crete Recreation Society will be notified by letter of Councils decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For Discussion.

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

## ***La Crete Recreation Society***

*P.O. Box 29 La Crete AB T0H 2H0 10201-99 Avenue  
P:(780) 928-3066 C:(780) 926-0503 F:(780) 928-3022  
[www.nlreccenter.com](http://www.nlreccenter.com)  
[arenam@telus.net](mailto:arenam@telus.net)*

NORTHERN LIGHTS REC. CENTER



May 30, 2016

Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

### **Re: Transfer of Capital Funds**

**Attn: Joulia Whittleton and Ron Pelensky**

To the Council of Mackenzie County,

This letter is for a request to transfer Capital Project funds from the La Crete Arena Outdoor Storage Facility Project to the Bluehills Rink Boards Project. We are requesting the transfer of the full \$ 11,000.00 slated for the Outdoor Storage Facility.

As the cost for the storage facility will be much greater than anticipated, due to it having to be an engineered addition, we believe it best to eliminate this project and re-visit it in the future when costs can be better calculated. We would, however, like to transfer those funds to another project, the Blue Hills Outdoor Rink Boards, as the expected cost on this is also higher than originally anticipated as well. The transfer would allow us to better complete all aspects of the Blue Hills project. For budgeting, we had consulted a local contractor in order to get, what we thought, would be a more accurate estimate according to the plans we had for the project. However, the tenders received for this are substantially higher.

Should you have any questions in regards to this request, please do not hesitate to call Phillip Doerksen at (780) 926-0503 or myself at (780) 285-2238. Phillip can also be reached via email at [arenam@telus.net](mailto:arenam@telus.net), and my email is [abef50@live.ca](mailto:abef50@live.ca).

We thank you for your consideration and look forward to your response.

Kind Regards,

A handwritten signature in black ink, appearing to read "Abe Fehr", written over a circular scribble.

Abe Fehr  
President – La Crete Recreation Society





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Regional Economic Development Initiative (REDI) – Budget Amendment Request</b>

**BACKGROUND / PROPOSAL:**

Regional Economic Development Initiative (REDI) is a Non-Profit organization located in High Level. Mackenzie County has been providing REDI with the amount of \$28,000 as operating grants to support their operations since 2012.

**OPTIONS & BENEFITS:**

2016 operating grant for REDI in 2016 approved budget was reduced to the amount of \$20,000 in error.

**COSTS & SOURCE OF FUNDING:**

2016 grants to other organizations would be increased by the amount of \$8,000 with funding from General Operating Reserve.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

NA

Author: C.Robinson Reviewed by: PT CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 budget be amended to include an additional \$8,000 for the Regional Economic Development Initiative (REDI) grant (total grant amount \$28,000) with funding coming from the Grants to Other Organization Reserve.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 to April 30, 2016</b>

## **BACKGROUND / PROPOSAL:**

The Finance Department provides financial reports to Council as per policy.

## **OPTIONS & BENEFITS:**

Please review the following financial reports for the period January 1 – April 30, 2016:

- Investment Report
- Statements of Operations by Object and Department
- Projects Progress Report
- Aged Receivables

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for the period of January 1 – April 30, 2016 be accepted for information.

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



## Investment Report for April 2016

### Chequing Account on April 30, 2016

Bank account balance 1,028,981

### Investment Values on April 30, 2016

Short term investments (EM0-0377-A)	13,064,210
Short term T-Bill (1044265-26)	237,663
Long term investments (EM0-0374-A)	8,200,802
Short term notice on amount 31 days	1,271
Short term notice on amount 60 days	4,863
Short term notice on amount 90 days	3,792
	<u><u>21,512,601</u></u>

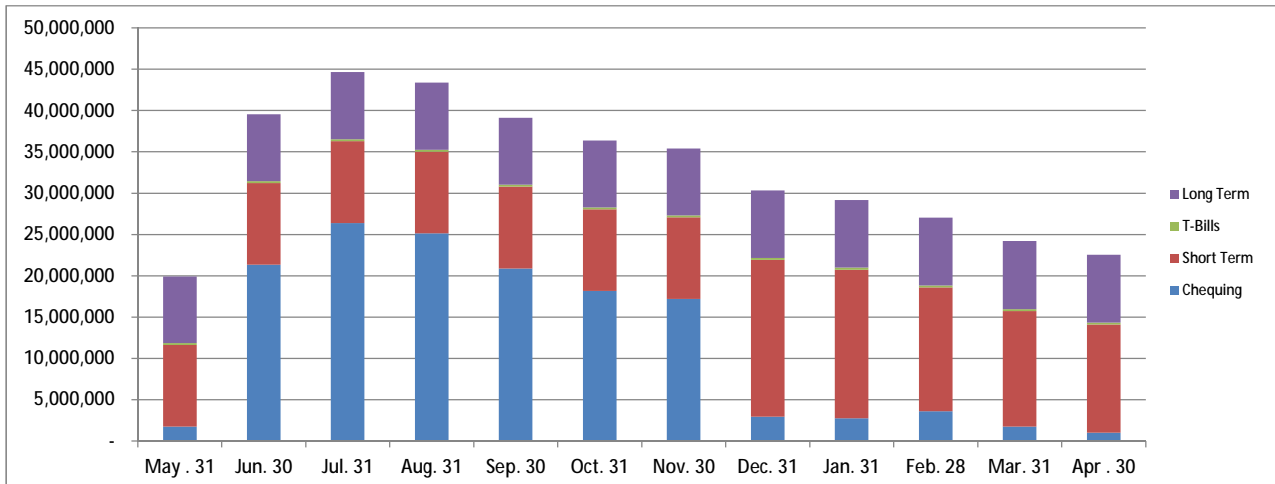
These balances include  
'market value changes'.

### Revenues

	<i>Total</i>	<i>Short Term</i>	<i>Long Term</i>
Interest received	83,238	38,548	44,690
Interest accrued	59,941	35,977	23,964
	<b>143,179</b>	<b>74,525</b>	<b>68,654</b>
Market value changes	35,689		-3,810
Interest received, chequing account	6,423	6,423	
<b>Grand total revenues before investment manager fees</b>	<b>185,292</b>	<b>80,949</b>	<b>64,844</b>
Deduct: investment manager fees for investments	-14,599	-3,437	-11,162
<b>Grand total revenues after investment manager fees</b>	<b>170,693</b>	<b>77,511</b>	<b>53,682</b>

### Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
May . 31	1,747,887	9,883,994	237,057	8,050,877	19,919,815
Jun. 30	21,333,638	9,885,575	237,122	8,105,383	39,561,718
Jul. 31	26,397,330	9,885,600	237,189	8,146,843	44,666,961
Aug. 31	25,123,788	9,886,627	237,255	8,118,107	43,365,777
Sep. 30	20,894,752	9,887,654	237,309	8,119,455	39,139,169
Oct. 31	18,167,602	9,887,630	237,364	8,099,481	36,392,078
Nov. 30	17,188,418	9,888,659	237,417	8,081,738	35,396,233
Dec. 31	2,960,308	18,959,215	237,473	8,171,084	30,328,080
Jan. 31	2,772,109	17,969,964	237,528	8,194,472	29,174,072
Feb. 28	3,613,083	14,980,328	237,579	8,189,257	27,020,247
Mar. 31	1,754,505	13,988,864	237,610	8,237,943	24,218,922
Apr . 30	1,028,981	13,074,135	237,663	8,200,802	22,541,582



MACKENZIE COUNTY  
STATEMENT OF OPERATIONS

April 30, 2016

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$35,309,092	\$33,955,866	\$33,921,049	(\$34,817)	0%
User fees and sales of goods	\$4,619,126	\$1,885,407	\$4,594,216	\$2,708,809	59%
Government transfers	\$1,501,319	\$228,611	\$1,302,914	\$1,074,303	82%
Investment income (operating)	\$500,870	\$120,806	\$360,000	\$239,194	66%
Penalties and costs on taxes	\$1,057,962	\$411,302	\$1,288,413	\$877,111	68%
Licenses, permits and fines	\$539,489	\$177,790	\$448,000	\$270,210	60%
Rentals	\$140,117	\$20,869	\$80,455	\$59,586	74%
Insurance proceeds	\$329,409	\$36,663	\$0	(\$36,663)	
Development levies	\$47,870	\$0	\$0	\$0	
Municipal reserve revenue	\$92,428	\$22,999	\$50,000	\$27,001	54%
Sale of non-TCA equipment	\$8,061	\$0	\$0	\$0	
Other	\$501,684	\$243,943	\$308,000	\$64,057	21%
<b>Total operating revenues</b>	<b>\$44,647,427</b>	<b>\$37,104,256</b>	<b>\$42,353,047</b>	<b>\$5,248,791</b>	<b>12%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$543,500	\$230,253	\$796,640	\$566,387	71%
Administration	\$6,882,710	\$1,766,192	\$7,489,653	\$5,723,461	76%
Protective services	\$1,406,990	\$450,880	\$1,864,996	\$1,414,116	76%
Transportation	\$16,128,251	\$2,441,118	\$18,428,976	\$15,987,858	87%
Water, sewer, solid waste disposal	\$4,793,168	\$774,370	\$4,925,216	\$4,150,846	84%
Public health and welfare (FCSS)	\$639,256	\$534,694	\$781,053	\$246,359	32%
Planning, development	\$1,072,553	\$393,209	\$1,296,071	\$902,862	70%
Agriculture and veterinary	\$1,397,583	\$219,734	\$1,343,446	\$1,123,712	84%
Recreation and culture	\$2,268,946	\$623,157	\$2,324,449	\$1,701,292	73%
School requisitions	\$6,635,781	\$0	\$6,836,582	\$6,836,582	100%
Lodge requisitions	\$788,108	\$0	\$852,083	\$852,083	100%
Non-TCA projects	\$1,092,265	\$169,981	\$1,569,288	\$1,399,307	89%
<b>Total operating expenses</b>	<b>\$43,649,111</b>	<b>\$7,603,588</b>	<b>\$48,508,453</b>	<b>\$40,904,865</b>	<b>84%</b>
<b>Excess (deficiency) before other</b>	<b>\$998,316</b>	<b>\$29,500,668</b>	<b>(\$6,155,406)</b>	<b>(\$35,656,074)</b>	
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$5,102,465	\$0	\$12,635,212	\$12,635,212	100%
Other revenue for capital	\$733,150	\$1,458	\$933,641	\$932,183	100%
Proceeds from sale of TCA assets	\$528,614	\$0	\$492,932	\$492,932	100%
	<b>\$6,364,229</b>	<b>\$1,458</b>	<b>\$14,061,785</b>	<b>\$14,060,327</b>	<b>100%</b>
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$7,362,545</b>	<b>\$29,502,126</b>	<b>\$7,906,379</b>	<b>(\$21,595,747)</b>	
<b>Convert to local government model</b>					
Remove non-cash transactions	\$9,541,342	\$0	\$10,629,659	\$10,629,659	100%
Remove revenue for capital projects	(\$6,364,229)	(\$1,458)	(\$14,061,785)	(\$14,060,327)	100%
Long term debt principle	\$1,669,369	\$0	\$1,578,512	\$1,578,512	100%
Transfers to/from reserves	\$8,820,289	\$0	\$2,895,741	\$2,895,741	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,000</b>	<b>\$29,500,668</b>	<b>\$0</b>	<b>(\$29,500,668)</b>	

Mackenzie County  
Summary of All Units  
For the Four Months Ending April 30, 2016

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
<b>OPERATING REVENUES</b>					
100-Taxation	\$34,974,510	\$33,811,530	\$33,782,194	(\$29,336)	0%
124-Frontage	\$197,247	\$144,337	\$171,497	\$27,160	16%
261-Ice Bridge	\$95,530	\$139,640	\$0	(\$139,640)	
420-Sales of goods and services	\$693,522	\$250,570	\$590,395	\$339,825	58%
421-Sale of water - metered	\$3,006,884	\$1,271,242	\$3,093,285	\$1,822,043	59%
422-Sale of water - bulk	\$918,721	\$363,594	\$910,536	\$546,942	60%
424-Sale of land	\$1	\$0	\$0	\$0	
510-Penalties on taxes	\$1,057,962	\$411,302	\$1,288,413	\$877,111	68%
511-Penalties of AR and utilities	\$61,483	\$23,011	\$48,000	\$24,989	52%
520-Licenses and permits	\$49,879	\$30,270	\$36,000	\$5,730	16%
521-Offsite levy	\$47,870	\$0	\$0	\$0	
522-Municipal reserve revenue	\$92,428	\$22,999	\$50,000	\$27,001	54%
526-Safety code permits	\$342,366	\$98,814	\$325,000	\$226,186	70%
525-Subdivision fees	\$55,156	\$21,824	\$35,000	\$13,176	38%
530-Fines	\$78,310	\$23,423	\$39,000	\$15,577	40%
531-Safety code fees	\$13,777	\$3,460	\$13,000	\$9,540	73%
550-Interest revenue	\$548,519	\$85,116	\$360,000	\$274,884	76%
551-Market value changes	(\$47,649)	\$35,689	\$0	(\$35,689)	
560-Rental and lease revenue	\$140,118	\$20,869	\$80,455	\$59,586	74%
570-Insurance proceeds	\$329,409	\$36,663	\$0	(\$36,663)	
592-Well drilling revenue	\$11,114	\$34,848	\$20,000	(\$14,848)	-74%
597-Other revenue	\$206,704	\$37,569	\$143,500	\$105,931	74%
598-Community aggregate levy	\$101,272	\$0	\$70,000	\$70,000	100%
630-Sale of non-TCA equipment	\$8,062	\$0	\$0	\$0	
790-Tradeshaw Revenues	\$25,580	\$8,875	\$26,500	\$17,625	67%
840-Provincial grants	\$1,501,318	\$228,611	\$1,302,914	\$1,074,303	82%
890-Gain (Loss) Penny Rounding	\$1	(\$1)	\$0	\$1	
990-Over/under tax collections	\$137,336	\$0	(\$32,642)	(\$32,642)	100%
<b>TOTAL REVENUE</b>	<b>\$44,647,430</b>	<b>\$37,104,256</b>	<b>\$42,353,047</b>	<b>\$5,248,791</b>	<b>12%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$6,354,973	\$2,663,433	\$7,168,699	\$4,505,266	63%
132-Benefits	\$1,255,906	\$592,253	\$1,514,850	\$922,597	61%
136-WCB contributions	\$40,547	\$0	\$51,743	\$51,743	100%
142-Recruiting	\$12,848	\$2,490	\$20,000	\$17,510	88%
150-Isolation cost	\$66,993	\$32,922	\$72,000	\$39,078	54%
151-Honoraria	\$478,774	\$221,665	\$648,900	\$427,235	66%
211-Travel and subsistence	\$265,578	\$91,930	\$405,635	\$313,705	77%
212-Promotional expense	\$77,983	\$10,933	\$82,500	\$71,567	87%
214-Memberships & conference fees	\$107,460	\$36,247	\$143,321	\$107,074	75%
215-Freight	\$107,164	\$30,694	\$141,460	\$110,766	78%
216-Postage	\$44,344	\$13,189	\$43,150	\$29,961	69%
217-Telephone	\$124,467	\$21,316	\$123,640	\$102,324	83%
221-Advertising	\$36,405	\$12,031	\$63,220	\$51,189	81%
223-Subscriptions and publications	\$6,878	\$2,896	\$12,738	\$9,842	77%
231-Audit fee	\$75,950	\$30,000	\$76,000	\$46,000	61%
232-Legal fee	\$68,527	\$32,782	\$60,500	\$27,718	46%
233-Engineering consulting	\$240,054	\$29,497	\$166,000	\$136,503	82%
235-Professional fee	\$1,669,025	\$464,582	\$1,815,514	\$1,350,932	74%
236-Enhanced policing fee	\$153,400	\$38,400	\$297,200	\$258,800	87%

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
239-Training and education	\$96,483	\$24,585	\$163,329	\$138,744	85%
242-Computer programming	\$78,633	\$20,207	\$108,681	\$88,474	81%
251-Repair & maintenance - bridges	\$205,079	\$0	\$602,000	\$602,000	100%
252-Repair & maintenance - buildings	\$151,352	\$38,629	\$195,820	\$157,191	80%
253-Repair & maintenance - equipment	\$421,486	\$87,428	\$369,800	\$282,372	76%
255-Repair & maintenance - vehicles	\$64,432	\$15,406	\$81,900	\$66,494	81%
258-Contract graders	\$104,461	\$22,195	\$150,840	\$128,645	85%
259-Repair & maintenance - structural	\$1,596,984	\$148,791	\$1,588,193	\$1,439,402	91%
261-Ice bridge construction	\$77,703	\$90,057	\$120,000	\$29,943	25%
262-Rental - building and land	\$29,340	\$15,181	\$29,812	\$14,631	49%
263-Rental - vehicle and equipment	\$56,773	\$25,633	\$81,695	\$56,062	69%
266-Communications	\$97,814	\$34,214	\$117,638	\$83,424	71%
271-Licenses and permits	\$1,290	\$304	\$8,568	\$8,264	96%
272-Damage claims	\$0	\$1,000	\$5,000	\$4,000	80%
274-Insurance	\$313,112	\$0	\$298,960	\$298,960	100%
342-Assessor fees	\$264,623	\$94,230	\$263,000	\$168,770	64%
290-Election cost	\$0	\$2,490	\$5,000	\$2,510	50%
511-Goods and supplies	\$861,048	\$249,965	\$905,094	\$655,129	72%
521-Fuel and oil	\$740,479	\$306,753	\$1,017,070	\$710,317	70%
531-Chemicals and salt	\$268,567	\$86,800	\$328,700	\$241,900	74%
532-Dust control	\$568,170	\$0	\$728,405	\$728,405	100%
533-Grader blades	\$149,959	\$117,059	\$137,500	\$20,441	15%
534-Gravel (apply; supply and apply)	\$1,612,430	\$113,221	\$1,617,378	\$1,504,157	93%
535-Gravel reclamation cost	\$29,792	\$0	\$0	\$0	
543-Natural gas	\$87,911	\$25,215	\$113,877	\$88,662	78%
544-Electrical power	\$689,859	\$68,631	\$679,037	\$610,406	90%
710-Grants to local governments	\$1,927,281	\$478,080	\$1,805,000	\$1,326,920	74%
735-Grants to other organizations	\$2,068,118	\$1,078,104	\$2,096,245	\$1,018,141	49%
747-School requisition	\$6,635,781	\$0	\$6,836,582	\$6,836,582	100%
750-Lodge requisition	\$788,108	\$0	\$852,083	\$852,083	100%
810-Interest and service charges	\$29,536	\$4,725	\$27,000	\$22,275	83%
831-Interest - long term debt	\$614,288	(\$42,672)	\$562,323	\$604,995	108%
921-Bad debt expense	\$4,324	\$114	\$3,800	\$3,686	97%
922-Tax cancellation/write-off	\$1,190,753	\$0	\$1,502,106	\$1,502,106	100%
970-Other expenses	\$2,260	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$834,784	\$0	\$880,169	\$880,169	100%
994-Change in inventory	(\$216,403)	\$0	\$580,324	\$580,324	100%
995-Depreciation of TCA	\$8,922,961	\$0	\$9,169,166	\$9,169,166	100%
<b>TOTAL</b>	<b>\$42,556,847</b>	<b>\$7,433,605</b>	<b>\$46,939,165</b>	<b>\$39,505,560</b>	<b>84%</b>
<b>Non-TCA projects</b>	<b>\$1,092,265</b>	<b>\$169,981</b>	<b>\$1,569,288</b>	<b>\$1,399,307</b>	<b>89%</b>
<b>TOTAL EXPENSES</b>	<b>\$43,649,112</b>	<b>\$7,603,588</b>	<b>\$48,508,453</b>	<b>\$40,904,865</b>	<b>84%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$998,318</b>	<b>\$29,500,668</b>	<b>(\$6,155,406)</b>	<b>(\$35,656,074)</b>	
<b>OTHER</b>					
840-Provincial transfers for capital	\$5,102,465	\$0	\$12,635,212	\$12,635,212	100%
575-Contributed TCA	\$718,363	\$0	\$323,020	\$323,020	100%
597-Other capital revenue	\$14,787	\$1,458	\$610,621	\$609,163	100%
630-Proceeds of sold TCA asset	\$528,614	\$0	\$492,932	\$492,932	100%
	<b>\$6,364,229</b>	<b>\$1,458</b>	<b>\$14,061,785</b>	<b>\$14,060,327</b>	<b>100%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$7,362,547</b>	<b>\$29,502,126</b>	<b>\$7,906,379</b>	<b>(\$21,595,747)</b>	

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions					
993-NBV value of disposed TCA	\$834,784	\$0	\$880,169	\$880,169	100%
994-Change in inventory	(\$216,403)	\$0	\$580,324	\$580,324	100%
995-Amortization of TCA	\$8,922,961	\$0	\$9,169,166	\$9,169,166	100%
Remove TCA revenues					
Total of OTHER per above	(\$6,364,229)	(\$1,458)	(\$14,061,785)	(\$14,060,327)	100%
Add LTD principle paid					
832-Principle Payments	\$1,669,369	\$0	\$1,578,512	\$1,578,512	100%
Add/Deduct LG model TF to/from reserves					
930-Contributions from Operating Reserve	(\$370,205)	\$0	(\$1,140,906)	(\$1,140,906)	100%
940-Contribution from Capital Reserve	(\$515,310)	\$0	(\$322,326)	(\$322,326)	100%
762-Contribution to Capital (funding TCA projects)	\$3,459,941	\$0	\$871,748	\$871,748	100%
763-Contribution to Capital Reserves	\$3,716,473	\$0	\$3,240,267	\$3,240,267	100%
764-Contribution to Operating Reserves	\$2,529,390	\$0	\$246,958	\$246,958	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,000</b>	<b>\$29,500,668</b>	<b>\$0</b>	<b>(\$29,500,668)</b>	

### Project Progress Report for April 2016

Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
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**Administration Department**

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060		
Payroll software	-		-	20,000	20,000		
FV - Phone System Upgrade	-		-	20,000	20,000		
High Level Office Security	-		-	10,000	10,000		
FV - Fireproof Storage Cabinet (Records)	83	83	-	8,000	8,000		
LC - Library Building	81,593	-	81,593	107,970	26,377	Nearly Complete, walk through week of June 13	75%
Zama Office Entrance (stones and a sign) (CF)	7,246	7,246	-	10,754	10,754		
Land Purchase (South of High Level)	-	-	-	13,000	13,000		
LC Office - Installation of Gnerator	-		-	28,000	28,000	Transfer switch installed, expected completion date of mid June	50%
<i>Total department 12</i>			<i>81,593</i>	<i>235,784</i>	<i>154,191</i>		

**Fire Department**

LC -Aerial Unit Upgrade	-		-	30,000	30,000	Waiting for delivery of truck	0%
FV - New tanker/pumper, with equipment (CF)	-		-	375,000	375,000	Ordered - awaiting truck build	0%
<i>Total department 23</i>			<i>-</i>	<i>405,000</i>	<i>405,000</i>		

**Enforcement Department**

Peace officer vehicle	17,895	-	17,895	80,000	62,105	Received and outfitting with all required equipment	20%
<i>Total department 26</i>			<i>17,895</i>	<i>80,000</i>	<i>62,105</i>		

**Transportation Department**

Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
Heliport Road	1,593		1,593	285,000	283,407	Planning project	5%
AWD Graders (x3) LC, ZA, FV (2-16M, 1-14M)	307,447		307,447	1,416,000	1,108,553	2 graders delivered	20%
FV - 6" pump w/hoses	19,070		19,070	28,000	8,930	Pump received	75%
FV- 43rd Ave, East of 50th Street	-		-	135,000	135,000	Project awarded to Knelsens	0%
FV - 45 Ave Cul-de-sac, East of 52nd Street	-		-	140,000	140,000	Project awarded to Knelsens	0%
FV - PW Pick up Truck	-		-	40,000	40,000	Truck received, awaiting invoicing	0%
Rocky Lane Store Road Reconstruction	760		760	400,000	399,240	Engineering Project	1%
FV - Sander	-		-	10,000	10,000		0%
New Road Infrastructure (CF)	664,616	655,019	9,597	204,981	195,384	8 New Road Applications	5%
FV - Skid Steer Broom	-		-	7,000	7,000		0%
FV - Snowplow blade	-		-	5,500	5,500		0%
LC - Packer/Roller	24,980		24,980	25,000	20	Complete	100%
LC - Sander/Spreader	10,339		10,339	10,000	(339)	Complete	100%
LC - Crew Cab 4x4 Trucks (x2)	76,492		76,492	80,000	3,508	Complete	100%
LC - Engineering & Design for 113 Street and 109 Ave (CF)	53,549	53,549	-	46,451	46,451	Still in Design phase from last year	0%
LC - 94th Ave Ashphalt Overlay	33,347		33,347	870,000	836,653	Contract Awarded	15%
LC - Lagoon Access Paving	-		-	25,000	25,000	Contract Awarded	0%
LC - Dump Trailer	-		-	22,000	22,000	Ordered	0%
High Level South Rebuild (CF)	-	-	-	50,000	50,000	Planning project	0%
LC - Loader Scales	9,520		9,520	9,996	476	Complete	100%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	On hold - No grant received	0%
LC - Salt shed	2,014		2,014	300,000	297,986	Contract Awarded, work to begin mid June	5%

Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
ZA - Tractor	14,900		14,900	30,000	15,100	Complete	100%
BF 78103	827		827	120,000	119,173	Agreement to purchase 30 meter ROW signed	5%
Snow Plow Truck Replacement	-		-	290,000	290,000	Preparing tender	0%
Fire Damaged Toolcat Replacement	-		-	96,464	96,464	Complete	100%
LC - South-Shoulder pull and road rehabilitation(CF)	171,919	171,919	-	128,081	128,081		0%
Gravel Reserve (to secure gravel source) (CF)	31,899	31,899	-	119,101	119,101		0%
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000	Preparing tender	0%
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250	Tender awarded	0%
FV - North- Shoulder pull and road rehabilitation (CF)	147,600	147,600	-	461,661	461,661	Working on Blumenort Road	0%
<i>Total department 32</i>			510,886	11,687,485	11,176,599		

**Airport Department**

FV - Pole Tarp Storage Shed	-	-	-	45,000	45,000	Planning	0%
<i>Total department 33</i>			-	45,000	45,000		

**Water Treatment & Distribution Department**

LC - Paving Raw Water Truckfill Station	-		-	48,000	48,000	Done in conjunction with Street Improvements projects.	5%
FV - 48th Ave Waterline Replacement(CF)	89,251	75,226	14,025	25,774	11,749	Complete.	100%
FV - Paving for Water Treatment Plant	-		-	250,000	250,000	Done in conjunction with Street Improvements projects.	5%
FV - Hydrant Replacement (CF)	49,020	49,020	-	15,980	15,980	Getting quotes for sidewalk replacement and then contractor to finalize landscaping.	95%
LA - Well number 4	-		-	150,000	150,000	Working w/ engineer on the proposal.	1%
ZA - Distribution pump house upgrades (CF & New)	79,625	79,625	-	838,944	838,944	Awaiting grant funding approval.	1%
FV - Frozen Water Services Repairs (River Road) (CF)	14,519	14,486	33	196,214	196,181	Operators are currently collecting more data.	1%



Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
FV - Raw Water Truck fill (pressured and filtered) (CF)	43,930	12,500	31,430	28,400	(3,030)	Diverting treated water truckfill to east side is complete.	100%
LC - Raw Water Truckfill Upgrade	56,662	15,837	40,825	42,163	1,338	Awaiting some final electrical drawings.	99%
LC - Waterline Bluehills	-	-	-	833,250	833,250		0%
LA - Rural Potable Water Infrastructure (CF)	422,206	32,059	390,147	5,260,041	4,869,894	Brushing & clearing complete. Waterline install and Truckfills to begin within June.	10%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Reviewing options w/ engineer.	1%
<i>Total department 41</i>			476,460	8,252,246	7,775,786		

**Sewer Disposal Department**

LC Lagoon Upgrade (CF)	7,254,071	7,218,918	35,153	84,433	49,280	Only grass seeding and 1 year inspection remaining.	98%
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Awaiting grant funding approval.	1%
LC - Main Lift Station Repair & Modification (CF)	61,000	10,900	50,100	51,100	1,000	Repairs complete, some site work still required once ground has settled.	98%
LC - Sanitary Sewermain Upgrades (CF)	43,605	31,187	12,418	793,813	781,395	Project started with some difficulties with crossing 100 street. Should see asphalt on the repair by June 11th.	15%
FV - River Road Lift Station Repair	-	-	-	10,000	10,000	In process of getting quote.	0%
<i>Total department 42</i>			97,671	2,195,398	2,097,727		

**Solid Waste Disposal**

Waste Bins 40 & 6 yd	-	-	-	40,000	40,000	Quotes received	
ZA - WTS Fence	-	-	-	25,000	25,000	Planning	
LC - Blue Hills - Build up ramp (CF)	8,410	8,410	-	3,590	3,590		
<i>Total department 43</i>			-	68,590	68,590		

**Planning & Development Department**

Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
New GIS Computer	9,009		9,009	9,000	(9)		
<i>Total department 61</i>			9,009	9,000	(9)		

#### Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	-	-	-	100,000	100,000		
LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	190,175	178,201	11,974	1,721,800	1,709,826	Letters sent out to landowners requesting easement, wetland assessment complete. Waiting for Alberta Environment and Parks Approval.	
<i>Total department 63</i>			11,974	1,821,800	1,809,826		

#### Recreation Department

FV - Ball Diamonds CF	-	-	-	160,000	160,000		
FV - Ventilations/fans installed	9,453		9,453	6,000	(3,453)		
FV - Skate Shack	-		-	30,000	30,000		
LC - Capital (requests from Recreation Society) CF	66,510	66,510	-	15,000	15,000		
LC - Baseball Tractor/Gate for Arena	-		-	520	520		
Grounds Improvements (2014 - FV Walking Trail) (CF)	522,406	522,406	-	25,394	25,394		
ZA - Old County office - window replacement CF	21,980	-	21,980	9,000	(12,980)		
ZA - Com. Hall: Back Storage Room/Loading dock step	-		-	2,000	2,000		
ZA - Com. Hall: Table & Chair Trolleys (6)	-		-	6,000	6,000		
ZA - Com. Hall: Storage room industrial floor covering	-		-	6,500	6,500		
ZA - Com. Hall: Property Full landscaping	-		-	126,000	126,000		
ZA - Security Camera System	-		-	5,500	5,500		
ZA - Hall electrical upgrades	-		-	1,887	1,887		

Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
ZA - Shower facilities at campground	-	-	-	41,613	41,613		
LC - Splash Park (CF)	-	-	-	255,000	255,000		
FV - Skate Park (CF)	-	-	-	70,000	70,000		
FV - Rodeo Grounds	10,567	-	10,567	40,000	29,433		
FV - Covered Gazebo for Splash Park	-	-	-	10,000	10,000		
FV - Playground Equipment	-	-	-	10,000	10,000		
FV - Curling Rink Renovations	20,000	-	20,000	20,000	-		
LC - Bluehills Rink	-	-	-	30,000	30,000		0%
LC - Outdoor lights (front arena & players' entrance)	-	-	-	5,200	5,200		0%
LC - Upgrade counters & cupboards in minor hockey kitchen	-	-	-	4,800	4,800		0%
LC - Bowling Alley repairs & upgrade	-	-	-	20,147	20,147		0%
LC - 2 NHL nets	-	-	-	2,700	2,700		0%
LC - Wind mesh for Blumenort tennis courts	-	-	-	3,500	3,500		0%
LC - Painting pickleball courts	-	-	-	1,500	1,500		0%
LC - Outdoor Storage Facility (uninsulated)	-	-	-	11,000	11,000		0%
ZA - Water Line to Outdoor Rink Shack	-	-	-	30,000	30,000		0%
LA - Ice Chiller Replacement	91,528	-	91,528	375,400	283,872		25%
<i>Total department 71</i>			153,528	1,324,661	1,171,133		

**Parks & Playgrounds Department**

FV - Hutch Lake Caretaker Site Development	-	-	-	15,000	15,000	Working with Forestry for site development	
Dock Blocks Hutch Lake & Wadlin Lake (CF)	40,099	-	40,099	49,000	8,901	New dock installed. Some extras to come week of June 13	85%
D.A. Thomas Park - Shelter Repair	170	-	170	6,000	5,830	Maintenance Request completed	

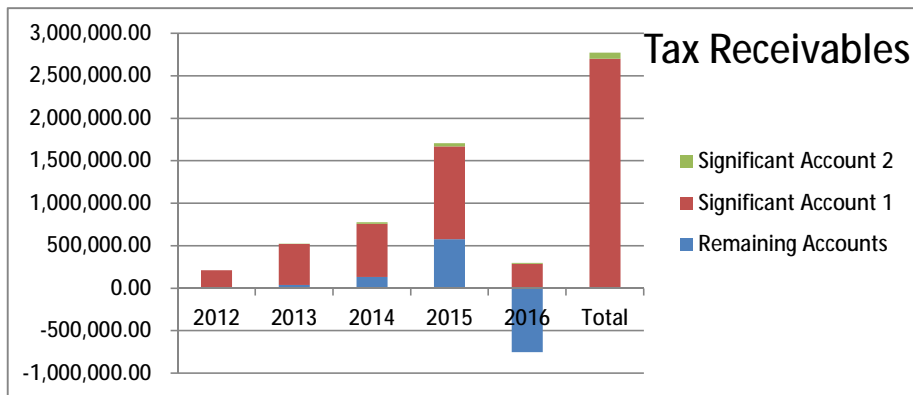
Project Name	Total costs	Costs in prior years	Costs in current year up to April 30, 2016	2016 Budget	Budget Remaining on April 30, 2016	Status Update on April 30, 2016	Percentage of Completion (%)
Machesis Lake - Horse camp - road (CF)	1,612	1,438	174	23,562	23,388	Painting still to be completed - awaiting invoices - Grand Opening July 13, 2016	
Bridge campground - Survey & improvements (CF)	26,950	26,950	-	12,050	12,050	Awaiting Historical Assessment	
LC - Concrete Toilets Knelsen Park	-	-	-	16,000	16,000	Been order for 2 months	
FV - D.A. Thomas Park - Steps	-	-	-	10,000	10,000		
Wadlin Lake - Grounds improvements (CF)	-	-	-	70,000	70,000	Gravel moved in for development, Soil contamination testing Invoices to follow.	40%
<i>Total department 72</i>			40,443	201,612	161,169		

<b>TOTAL 2016 Capital Projects</b>	<b>1,399,459</b>	<b>26,326,576</b>	<b>24,927,117</b>
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## Aged Receivables on April 30, 2016

### Tax Receivables

Year	Amount	Significant Account 1	Significant Account 2	Total Less Significant Accounts
2012	283,971.40	213,176.03	0.00	0.00
2013	525,072.87	483,018.10	1,456.15	40,598.62
2014	777,204.49	622,586.87	19,072.56	135,545.06
2015	1,708,769.06	1,091,616.01	39,218.75	577,934.30
2016	-451,602.58	289,247.62	8,960.07	-749,810.27
Total	2,843,415.24	2,699,644.63	68,707.53	4,267.71



### Tax Receivables from Oil Companies

Company	Total
238568	\$ 9,059.72
009926	\$ 35,694.24
006970	\$ 56,483.52
004542	\$ 24,059.87
010109	\$ 15,648.79
	\$ 140,946.14

### Utility Receivables

Current	\$ 266,303.61
Period 1	\$ 91,941.79
Period 2	\$ 20,091.29
Period 3	\$ 5,455.36
Period 4	\$ 11,119.84
Total	\$ 394,911.89

### Trade Receivables

Current	-\$ 24,642.71
30-60 days	\$ 33,680.21
90 days	\$ 8,804.66
91 and over	\$ 205,692.47
Balance	\$ 223,534.63





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Tax Exemption Request – Brighter Futures Society</b>

**BACKGROUND / PROPOSAL:**

The Brighter Futures Society submitted a letter stating they are a registered non-profit society and requesting their 2016 Local Improvement tax from Bylaw 658/07 with a rate of \$181.86 be exempt from Tax Roll # 296353. They would like to use every dollar saved for programming.

**OPTIONS & BENEFITS:**

**Option 1:** Deny request submitted by non-profit organization for 2016. Application for tax exemption is November 30<sup>th</sup> of the year proceeding the tax year.

**Option 2:** Approve request to grant tax exemption for non-profit society. Draft letter to non-profit organization encouraging Application for Property Tax Exemption be submitted in a timely manner for 2017 tax year.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Author:  P. Tian Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_







Coalition for far Northwest Alberta  
**BRIGHTER FUTURES  
SOCIETY**

"Every child deserves a fair start in life."

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

Re: Curb and Gutter Levy tax roll number 296353  
Our reference: 2016/04

Fort Vermilion, June 1, 2016

Dear Mackenzie County,

Recently we received the tax assessment for our Fort Vermilion Head Start program on 5109-43 Street in Fort Vermilion, AB for an amount of \$181.86.

We are requesting to be exempt from these taxes for the following reasons:

1. We are a non-profit organisation delivering early intervention Head Start (pre-school) programs to children at risk aged 3.5-5 and their families. Our programs (including Fort Vermilion Head Start) are in great demand and well established in the communities. There is obviously a need.
2. We are funded by the Public Health Agency Canada and have not received an increase in funding during the last seven years. With the cost of living rising, it becomes more and more difficult for us to make ends meet as every dollar counts.
3. Every dollar that we save is used in our programs for the benefit of the children and their families. If the County exempts us from these tax levies, we have \$181.83 dollars more in our budget to spend on our programs.

Thank you for your time and consideration. Should you require more information, please do not hesitate to contact me at 780-927-3327 or via email at [admin@northwestalbertabrighterfutures.com](mailto:admin@northwestalbertabrighterfutures.com).

Sincerely,



Irene van der Kloet Ph.D., CHRP  
Executive Director

RECEIVED  
MAY 30 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



## 2016 COMBINED ASSESSMENT AND TAX NOTICE

**MACKENZIE COUNTY**

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

Customer Number  
003821

Tax Roll #	Due Date	Amount Due
296353	Thursday, June 30, 2016	\$181.86

QTR;SEC;TWP;RGE;M	LOT;BLOCK;PLAN	Civic Address
	16 ,06 ,8921752	5109 43 STREET

COALITION FOR FAR NORTHWEST AL  
BOX 789  
  
FORT VERMILION, AB  
T0H 1N0

Copies Sent To:

Penalty Calculations: 6% July 1st      9% September 1st  
12% November 1st    12% January 1st

**PLEASE MAKE CHEQUES PAYABLE TO: MACKENZIE COUNTY**

**Assessment Complaints:**

An assessment complaint must be filed using the prescribed "Assessment Review Board Complaint Form" which is available on the County's website or at any County Office. Complaints must be accompanied by the appropriate fee and received by the Assessment Review Board Clerk by JULY 15, 2016 and should be mailed to: Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0.

**TO AVOID PENALTY CHARGES YOU MUST PAY TAXES BY JUNE 30TH EVEN IF YOU PLAN TO APPEAL  
PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT**

# Mackenzie County

Tax Roll #	Date Mailed	Due Date
296353	Monday, May 16, 2016	Thursday, June 30, 2016

QTR;SEC;TWP;RGE;M	LOT;BLOCK;PLAN	Civic Address	Acres
	16 ,06 ,8921752	5109 43 STREET	0.31000

**ASSESSMENT INFORMATION**

Assessment	Land	Buildings	Other	Exempt	Total Taxable
COMMUNITY HALLS				\$19,450.00	
<b>Totals:</b>	\$0.00	\$0.00	\$0.00	\$19,450.00	\$0.00

**TAX INFORMATION**

Property Tax	Tax Rate	Total	School Tax	Rate	Total
Tax Exempt	.000000		Public School    100.00% Separate School    0.00%		
TOTAL MUNICIPAL TAXES:					\$0.00
TOTAL SCHOOL TAXES:					\$0.00
TOTAL CURRENT TAXES:					\$0.00

LOCAL IMPROVEMENT INFORMATION			Last Year Taxes	Current Year Taxes
Description	Expires	Levy Amount		
curb/gutter 52 Av &	2018	\$181.86	\$181.86	\$0.00
<b>Total</b>				<b>\$181.86</b>

COALITION FOR FAR NORTHWEST A BOX 789	Local Improvement	\$181.86
FORT VERMILION, AB T0H 1N0	Last Year Penalties	\$0.00
	Arrears	\$0.00
	<b>Amount Due</b>	<b>\$181.86</b>

**VISIT WWW.MACKENZIECOUNTY.COM OR CALL (780) 927-3718 FOR MORE INFORMATION**



Mackenzie County  
P.O. Box 640  
Fort Vermilion AB T0H 1N0

# Application for Property Tax Exemption Non Profit Organization

Application deadline November 30<sup>th</sup> of  
the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment				Land Assessment			Building Assessment		

PART 1 – PROPERTY INFORMATION <i>(Required no later than February 15<sup>th</sup> of the taxation year)</i>		
Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner	Postal Code	Fax Number
Address of property for which exemption is requested		
Portion/Area of the property held by the organization <input type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy)
<input type="checkbox"/> No		

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization		Registration Number
Organization's objectives/purposes		
1.		
2.		
3.		
4.		
5.		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_

(Municipality Contact Information)

MAFP1316 (2004/03)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license?  Yes If yes, enclose copy  No Class  Area (Sq.Ft)

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

- 1.
- 2.
- 3.
- 4.

What times are they accessible to the general public?

What are the membership requirements including fees?

Describe the purpose for which the facility is used.

Describe the typical beneficiary and where they reside.

Are there any restrictions in place preventing anyone from using the facility?  Yes  No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?  General Public  Members

**PART 5 – CONTACT INFORMATION**

Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
Mailing Address for non profit organization		Postal Code	Fax Number
President of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
Treasurer of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name (Please Print)

Date

Position

Signature



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Tax Exemption Request – La Crete Polar Cats Snowmobile Club</b>

**BACKGROUND / PROPOSAL:**

The La Crete Snowmobile Club submitted a letter stating they are a registered non-profit society and do not have any revenue incoming for their taxes with only funding through membership sales, donations and Mackenzie County grant support. They are requesting their 2016 Taxes for Roll # 084141 totaling \$406.46 be exempt.

**OPTIONS & BENEFITS:**

**Option 1:** Deny request submitted by non-profit organization for 2016. Application for tax exemption is November 30<sup>th</sup> of the year proceeding the tax year as attached.

**Option 2:** Approve request to grant tax exemption for non-profit society. Draft letter to non-profit organization encouraging Application for Property Tax Exemption be submitted in a timely manner for 2017 tax year.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Author:  P. Tian  Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



La Crete Polar Cats Snowmobile Club  
Box 1323  
La Crete, AB T0H 2H0

**Mackenzie County**  
**Box 640**  
**Fort Vermilion, AB T0H 1N0**

May 19, 2016

**Attention: Counsellors**

**Re: Property Tax Relief**

As a registered non-profit society and a local recreational club, we are asking for you to grant us relief of our property tax invoice in the amount of \$406.46 on land description SE 13 107 16 5. (Tax Roll #084141)

We will first off provide a bit of a picture of one of our club. A variety of club members spend time each year preparing & organizing events, running events, and then cleaning up after the event is complete. On average a rally, for example, would require 5 people to organize, spending on average 8 hours each. Then the preparation of the trails & check points requires another 10 people, spending approx.. 4 hours each. On the day of the rally we normally have 5 check points, each with at least 2 people , again spending an average of 8 hours each. These people converge on the rally's end and finish off the work for the day. If I add these hours we quickly see how just one event requires tonnes of community support – in this example 160 man hours for just one event.

Our best estimate on an average year is that 800 man hours (5 events at 160 hours each) are contributed with just normal events. Any items such as trail development, trail maintenance, new cabin, signage, grant applications, & other political or administrative duties would all be volunteered on top of these hours.

The club does not pay any honorariums and has no funds with which to pay board or executive expenses

Our source of funding for the club consists of a few dollars in membership sales, community donations, & the last 2 years, your grant support which we greatly appreciate. It is our goal to remain as part of the winter recreation scene in Mackenzie County, offering our trails & events as a recreational tourist attraction in Northern Alberta.

Thank you for your consideration to the club in having these taxes waived.

Regards,

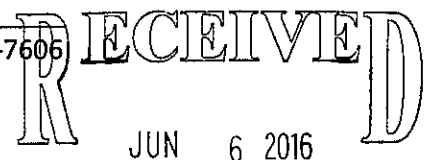


\_\_\_\_\_  
Bernie Doerksen, Treasurer 780-841-1769



\_\_\_\_\_  
Brent Holick, President 780-926-7606

cc: CAO Joulia Whittleton - jwhittleton@mackenziecounty.com



**MACKENZIE COUNTY**  
**FORT VERMILION OFFICE**



## 2016 COMBINED ASSESSMENT AND TAX NOTICE

**MACKENZIE COUNTY**

P.O. Box 640  
Fort Vermilion  
TOH 1N0

AB

Customer Number  
010145

Tax Roll #	Due Date	Amount Due
084141	Thursday, June 30, 2016	\$406.46

QTR;SEC;TWP;RGE;M	LOT;BLOCK;PLAN	Civic Address
SE ,13 ,107 ,16 ,5		

LA CRETE POLAR CATS SNOWMOBILE  
BOX 1323  
  
LA CRETE, AB  
TOH 2H0

Copies Sent To:

Penalty Calculations: 6% July 1st      9% September 1st  
12% November 1st    12% January 1st

**PLEASE MAKE CHEQUES PAYABLE TO: MACKENZIE COUNTY**

**Assessment Complaints:**

An assessment complaint must be filed using the prescribed "Assessment Review Board Complaint Form" which is available on the County's website or at any County Office. Complaints must be accompanied by the appropriate fee and received by the Assessment Review Board Clerk by JULY 15, 2016 and should be mailed to: Box 640, 4511-46 Avenue, Fort Vermilion, AB TOH 1N0.

**TO AVOID PENALTY CHARGES YOU MUST PAY TAXES BY JUNE 30TH EVEN IF YOU PLAN TO APPEAL  
PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT**

### Mackenzie County

Tax Roll #	Date Mailed	Due Date
084141	Monday, May 16, 2016	Thursday, June 30, 2016

QTR;SEC;TWP;RGE;M	LOT;BLOCK;PLAN	Civic Address	Acres
SE ,13 ,107 ,16 ,5			1.00000

**ASSESSMENT INFORMATION**

Assessment	Land	Buildings	Other	Exempt	Total Taxable
Commercial Vacant	\$1,460				\$1,460.00
<b>Totals:</b>	\$1,460.00	\$0.00	\$0.00	\$0.00	\$1,460.00

**TAX INFORMATION**

Property Tax	Tax Rate	Total	School Tax	Rate	Total
Lodge Requisition	0.000347	\$0.51	School Non-Residential	0.004077	\$5.95
Municipal Non-Residential	0.011903	\$400.00	Public School    100.00%		
			Separate School  0.00%		
<b>TOTAL MUNICIPAL TAXES:</b>					\$400.51
<b>TOTAL SCHOOL TAXES:</b>					\$5.95
<b>TOTAL CURRENT TAXES:</b>					\$406.46

**LOCAL IMPROVEMENT INFORMATION**

Description	Expires	Levy Amount
<b>Total</b>		\$0.00

Last Year Taxes	\$0.00	Current Year Taxes	\$406.46
LA CRETE POLAR CATS SNOWMOBI BOX 1323		Local Improvement	\$0.00
LA CRETE, AB TOH 2H0		Last Year Penalties	\$0.00
		Arrears	\$0.00
		<b>Amount Due</b>	<b>\$406.46</b>

**VISIT [WWW.MACKENZIECOUNTY.COM](http://WWW.MACKENZIECOUNTY.COM) OR CALL (780) 927-3718 FOR MORE INFORMATION**



# Application for Property Tax Exemption Non Profit Organization

Application deadline November 30<sup>th</sup> of  
the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment				Land Assessment			Building Assessment		

PART 1 – PROPERTY INFORMATION <i>(Required no later than February 15<sup>th</sup> of the taxation year)</i>		
Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner	Postal Code	Fax Number
Address of property for which exemption is requested		
Portion/Area of the property held by the organization <input type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy)
<input type="checkbox"/> No		

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization		Registration Number
Organization's objectives/purposes		
1.		
2.		
3.		
4.		
5.		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(e) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_  
(Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? <input type="checkbox"/> Yes If yes, enclose copy <input type="checkbox"/> No	Class	Area (Sq.Ft)
--	-------	--------------

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

- 1.
- 2.
- 3.
- 4.

What times are they accessible to the general public?	What are the membership requirements including fees?
Describe the purpose for which the facility is used.	Describe the typical beneficiary and where they reside.

Are there any restrictions in place preventing anyone from using the facility?  Yes  No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?  General Public  Members

**PART 5 – CONTACT INFORMATION**

Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
Mailing Address for non profit organization		Postal Code	Fax Number
President of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
Treasurer of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Airports</b>

## BACKGROUND / PROPOSAL:

Councillor Toews has requested that the following airport items be discussed:

- Automatic Weather Observation System (AWOS)
- Update on the renaming of the Fort Vermilion Airport designator to CW zero P (Motion 15-12-945)

## OPTIONS & BENEFITS:

## COSTS & SOURCE OF FUNDING:

## SUSTAINABILITY PLAN:

## COMMUNICATION:

## RECOMMENDED ACTION:

- Simple Majority     
 Requires 2/3     
 Requires Unanimous

For discussion.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1041-16 Road Closure Request for the South side of SW 18-104-17-W5M (Blue Hills Area)</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has received an application for a road closure in the Blue Hills area. The applicant is asking that all of the undeveloped road allowance (approximately four (4) acres) between SW 18-104-17-W5M and NW 7-104-17-W5M be closed and sold to the applicant so that he can consolidate it into his quarter section.

Administration does not see a need for this road allowance as there is a local road on the west side of the quarter. All parcels of land that this road allowance affects have alternative means of access.

Administration did inform the applicant that policy PW028 has to be followed in the process of selling the road if it's closed.

Bylaw 1041-16 was presented at the May 6, 2016 Municipal Planning Commission meeting where the following motion was made: *(May 6, 2016 MPC minutes need to be amended, the motions wording is incorrect)*

**MPC-16-05-076**                      **MOVED** by Jack Eccles

*That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 1041-16 being a Road Closure Bylaw to Close all of the Government Road Allowance adjoining the south boundary of SW 18-104-17-W5M for the purpose of sale and consolidation, subject to public hearing input.*

**CARRIED**

**Author:** L. Lambert                      **Reviewed by:** \_\_\_\_\_ **CAO:** JW

**OPTIONS & BENEFITS:**

Closing this road and consolidating it with the adjacent lands allows for a larger parcel on the north of the highway and eliminates an unused road allowance.

**COSTS & SOURCE OF FUNDING:**

All cost will be at the developer's expense.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw will be advertised as per Municipal Government Act requirements as well as all adjacent landowners

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1041-16 being a Road Closure Bylaw to close all of the Government Road Allowance adjoining the south boundary of SW 18-104-17-W5M for the purpose of sale and consolidation, subject to public hearing input.

Author: L. Lambert      Reviewed by: \_\_\_\_\_      CAO: JW

**BYLAW NO. 1041-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF**  
**STATUTORY ROAD ALLOWANCE IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
**CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Government Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of sale and consolidation, that portion of the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING SOUTH  
OF THE SOUTH WEST OF 18-104-17-W5M  
EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Minister of Transportation

Approval valid for \_\_\_\_\_ months.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

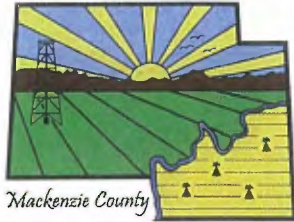


**BYLAW No. 1041-16**

**SCHEDULE "A"**



\$400.00



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 10-16

NAME OF APPLICANT <u>JOHN W HARMS</u>		
ADDRESS <u>Box 325</u>		
TOWN <u>LA CRETE ALTA.</u>		
POSTAL CODE <u>T01 2H0</u>	PHONE (RES.) <u>925-2521</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

### LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>SW</u>	SEC. <u>18</u>	TWP. <u>104</u>	RANGE <u>17</u>	M. <u>5</u>	OR	PLAN	BLK	LOT
-----------------------	-------------------	--------------------	--------------------	----------------	----	------	-----	-----

### LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### REASONS SUPPORTING PROPOSED AMENDMENT:

Close Road on south side of above Quarter

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 RECEIPT NO. \_\_\_\_\_

John W Harms  
 APPLICANT  
Agatha Harms

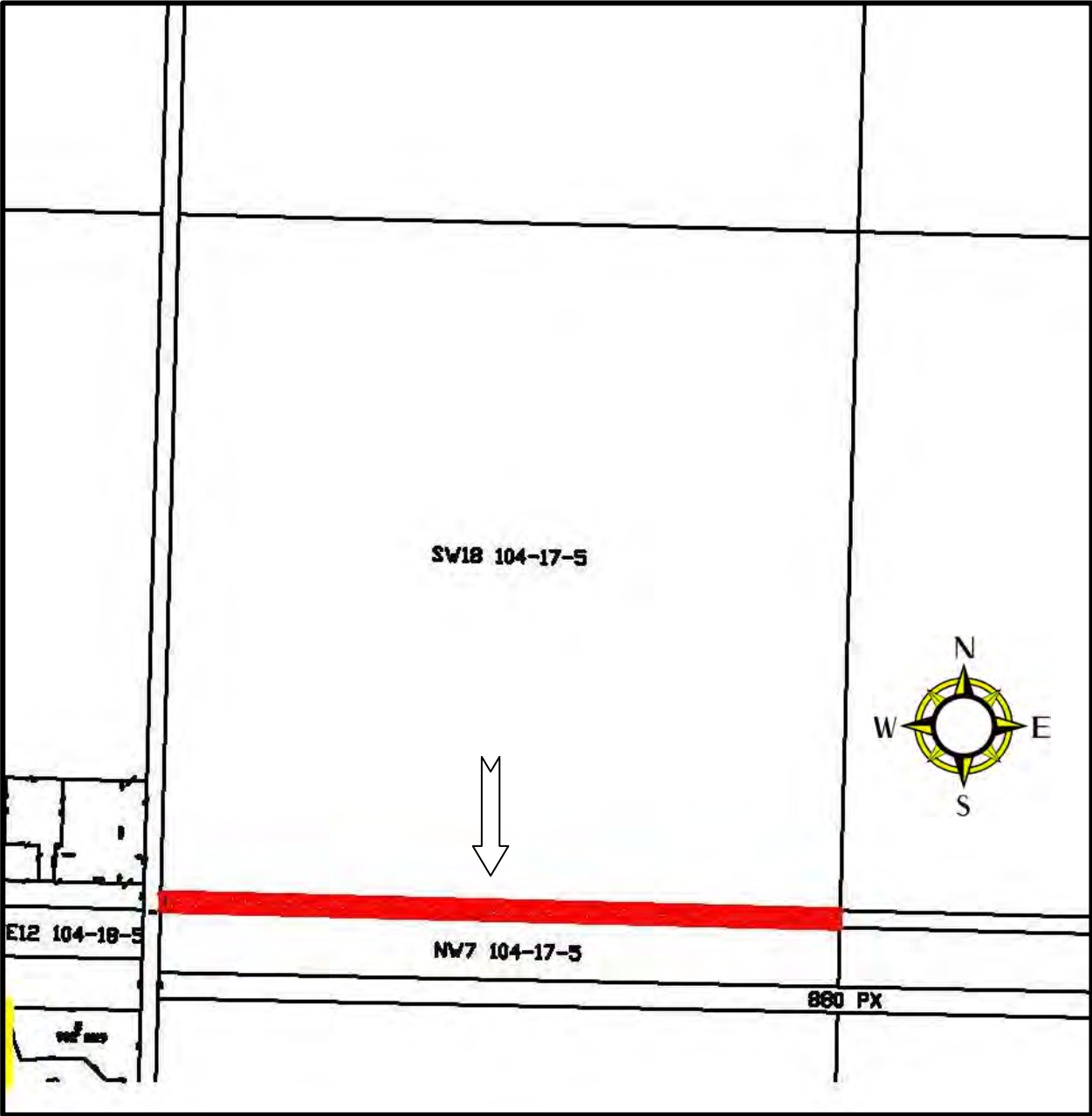
April 25/16  
 DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER \_\_\_\_\_

DATE \_\_\_\_\_

# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1041-16

**NOT TO SCALE**

**Disclaimer**

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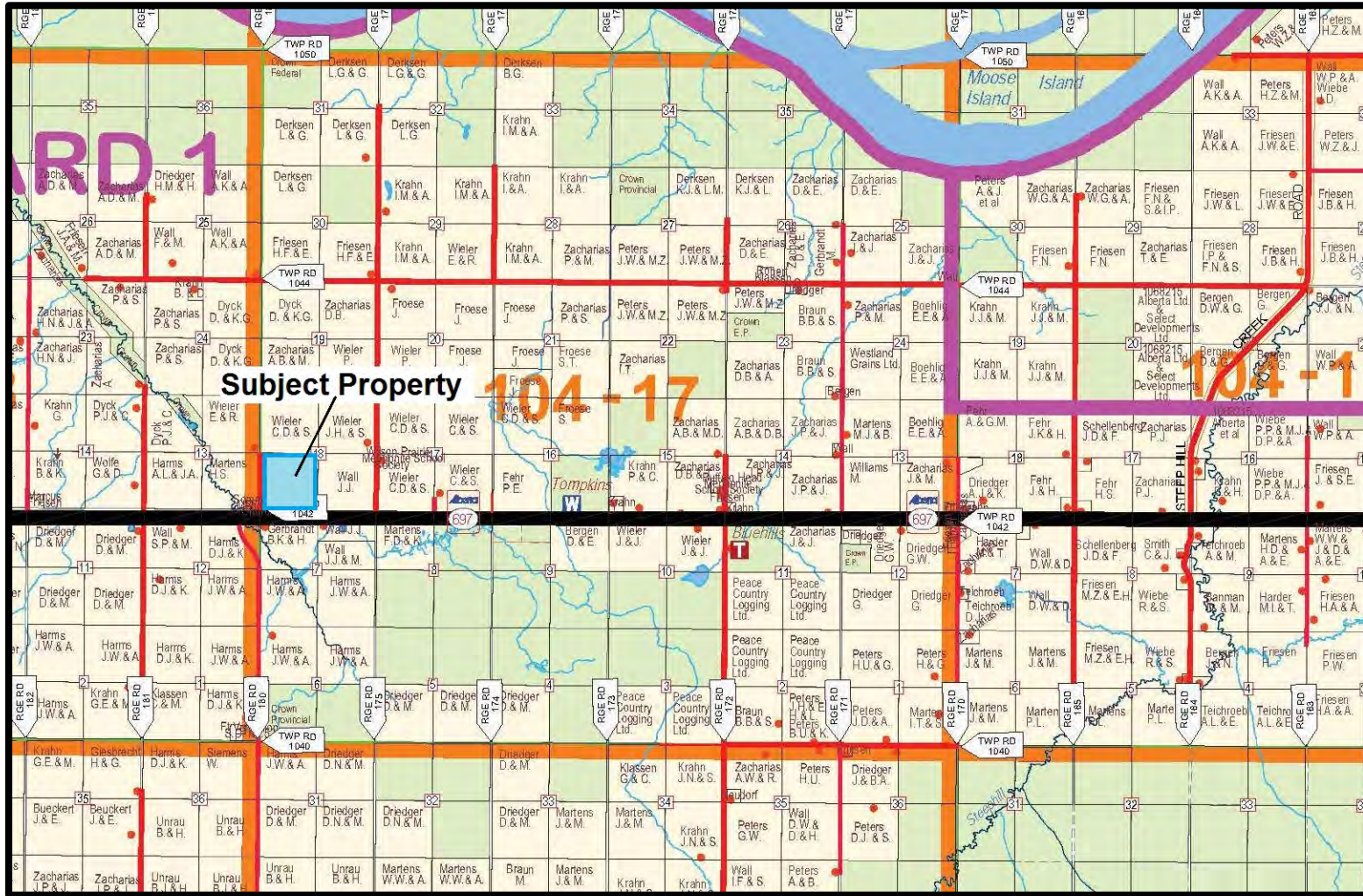
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**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1041-16

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**NOT TO SCALE**



**Mackenzie County**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Community Advisory Committee –Streetscape Project</b>

**BACKGROUND / PROPOSAL:**

As Council is aware, a Community Advisory Committee was created for the streetscape and economic development project. A terms of reference was approved for the committee. Now that the plans have been approved, the terms of reference for the committees have effectively expired. There is a desire within the communities to keep the Community Advisory Committees going in order to begin further informing and implementing some of the concepts.

In order to provide an appropriate mandate, a revised terms of reference is required. Administration believes that revising the terms of reference to transition the committee into an advisory committee is an ideal way to ensure community support for the project as the scope changes from concept to reality.

The mandate for the committee will require additional thought regarding items such as their authority, reporting mechanisms and level of autonomy.

The Community Sustainability Committee was the steering committee for the project, consideration on who/how the advisory committees report to will need to be determined.

The advisory committees fit well with the requirements of the Citizen Engagement Policy, as a project of this nature falls under the consult or collaborate banner in two different areas.

The original terms of reference is attached for information.

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

**OPTIONS & BENEFITS:**

Continuing the committee for each hamlet will ensure that the community continues to inform the direction of the streetscape. Encouraging community involvement should promote the project to proceed faster, smoother, and allow more opportunities for funding or construction partnerships. This will also foster community pride and ownership in the improvements.

There are two basic options available, those being:

- Keep the terms of reference as is, effectively ending the community advisory committees, and informally work with the community to progress with the projects; or,
- revise the terms of reference to formally have a community committee in place to collaboratively work with for the implementation of the streetscape.
  - Authority, autonomy, communications, reporting requirements and budgets would need to be determined

**COSTS & SOURCE OF FUNDING:**

The current advisory committee members have volunteered their time, with the County covering costs of meals and other basic costs for meetings. Expenses are estimated at \$150 per meeting.

This expense would be covered by the planning department’s current operating budget. Depending on the meeting times, there could be some overtime requirements for one or two staff per meeting.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not mention public engagement, but has several aspects regarding community growth and beautification.

**COMMUNICATION:**

A brief communications plan/protocol would be created.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That administration revise the terms of reference for the Community Advisory Committee, and bring them back to the next meeting.

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



## **Community Advisory Committee - Terms of Reference**

### **Background**

The streetscape and façade design guidelines will establish a framework for infrastructure improvements and future development.

For Fort Vermilion, the vision is to build on the existing character and heritage of the community through design standards for River Road and its adjacent downtown area.

### **Committee Structure**

The committee will be chaired by a local County Councilor, and be otherwise comprised of community members representing a variety of groups and interests. The goal is to have 7 to 9 community members on the committee.

Mackenzie County staff will provide support for the committee, and will distribute and collect information, take minutes, provide technical information, facilitate meetings and discussion, and otherwise act on the direction provided by the committee.

### **Purpose and Role of the Committee**

The primary role of the Committee is to offer ideas and provide advice and feedback to the Project Team for the development of streetscape and façade design guidelines for the central downtown and corridors for Fort Vermilion.

The committee's input will be provided directly to the consultant tasked with the Streetscape Design (O2 Planning & Design), and will also be provided to the project steering committee, which is comprised of five (5) County Councilors.

The key documents that the committee will be asked to review include:

- “what we heard” report of the first community visit
- Draft design guidelines
- Draft final design guidelines and report



**Mackenzie County**

[mackenziecounty.com](http://mackenziecounty.com)

4511-46 Avenue  
Fort Vermilion, AB  
T0H 1N0

**T** 1 (780) 927-3718

**E** [office@mackenziecounty.com](mailto:office@mackenziecounty.com)





The committee members will also be asked to informally distribute and discuss the project with their peers and associated groups in order to provide a more informed perspective and feedback for the streetscape standards.

### **Scope of Issues for Discussion**

The Streetscape and Façade Design Guidelines for downtown Fort Vermilion will provide design parameters, guidelines for the streetscape and open spaces that line the corridors, as well as a means by which to evaluate future development proposals.

A determined effort has been made to invite members that represent each of the following interests: Business and Industry; Cultural Heritage; Aboriginal Consultation; Metis Consultation; Environmental Conservation; Active Living; Universal Accessibility; Public Safety; Stakeholder Engagement.

These also represent the primary discussion topics for the committee as the design guidelines are created.

### **Authority**

The committee's authority will be that of an advisory role, providing recommendations to the project steering committee.

### **Meeting Schedule**

The committee is expected to meet about once per month from January through May, with a maximum of six meetings. It is proposed that meetings will be held during the evenings at the Fort Vermilion County Office, but the meeting schedule will be determined at the first meeting.

### **Membership**

#### **a) Eligibility**

All community members affiliated with other community groups are eligible to volunteer or to nominate a colleague. From those who volunteer or are



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nominated, the Steering Committee will appoint members based on the following criteria:

- Distribution across the different subject areas for discussion
- Membership that reflects diversity

**b) Role of Committee Members**

The role of each member will be to review the streetscape design documents and to help inform the implementation plan.

**c) Term of Appointment**

The initial term of appointment will be for six months to correspond with the project timeline.



**Mackenzie County**

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 14, 2016</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 – Town of High Level (Appreciation for Fire Response)
- Correspondence – Alberta Seniors and Housing (Seniors' Week)
- Correspondence – Apache (Road Use Waive Request)
- Correspondence – McAteer, Noreen (Seniors Housing)
- Correspondence – Alberta Municipal Affairs (2013 Provincial Mid-Size Oil and Gas Audit)
- Correspondence – Alberta Municipal Affairs (Centralization of Industrial Assessment)
- Correspondence – AAMDC (Energy and Natural Gas Tender Process Clarification)
- Correspondence – Alberta Transportation (Fox Lake Access Road)
- Correspondence – Alberta Recreation & Parks Association (2016 Annual Conference)
- Correspondence – Alberta Municipal Affairs (2016 MSI Allocation)
- Correspondence – Alberta Municipal Affairs (Municipal Safety Recognition Award)
- Correspondence – Town of High Level (Sports Complex Expansion Design Task Force)
- Correspondence – Alberta Municipal Affairs (2016 Gas Tax Fund Allocation)
- Correspondence – Member of Parliament (Canada 150 Community Infrastructure Program)
- High Level Forests Public Advisory Committee Meeting Minutes
- Mackenzie Housing Management Board Meeting Minutes
- Water North Coalition Meeting Minutes
- Alberta Water and Wastewater Operators Association – 2014 Membership Survey

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

- DMI – 2016 General Development Plan
- Tolko Industries, Norbord, La Crete Sawmills – 2016 General Development Plan
- Northern Lakes College News Release – NLC Graduating Class of 2016 Celebrates
- Alberta Forest Products Association AGM and Conference

**OPTIONS & BENEFITS:**

**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: \_\_\_\_\_



TOWN OF  
**HIGH LEVEL**

Town of High Level  
10511 - 103<sup>rd</sup> Street  
High Level, AB T0H 1Z0  
Canada

Telephone: (780) 926-2201  
Facsimile: (780) 926-2899  
town@highlevel.ca  
www.highlevel.ca

File: 0530-09

May 16, 2016

Reeve Bill Neufeld  
Mackenzie County Corporate Office  
4511-46 Avenue  
Box 640  
Fort Vermilion, AB T0H 1N0

Dear Sir:

On behalf of the Town of High Level, I would like to thank Mackenzie County for providing assistance to the High Level Fire Department during the fire at Norbord.

The rapid response by all involved saved the mill and log yard and prevented further spread of the fire to the Town and region; a potential disaster.

We are fortunate to have had the support of your staff and the resources provided within the region.

Yours truly,

Crystal McAteer  
Mayor

Cc: Town of High Level Council

RECEIVED  
MAY 26 2016

*Gateway To The South*

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Edmonton-Riverview*

AR40512

May 19, 2016

Mr. Bill Neufeld  
Reeve, Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

This year marks the 30th anniversary of Seniors' Week in Alberta, a terrific occasion to come together and honour seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage you to take the opportunity to proclaim Seniors' Week 2016 from June 6-12.

Enclosed you will find a municipal proclamation that you can sign and display in your municipality. The proclamation was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify the province of your proclamation by emailing [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) by June 1, 2016, so that this information can be published on my ministry's website.

Alberta Seniors and Housing is pleased to host an online events calendar where communities can register Seniors' Week events and see what is happening throughout the province. Please visit [www.seniors-housing.alberta.ca](http://www.seniors-housing.alberta.ca) to register Seniors' Week events happening in your community or to print a promotional poster. If you would like a poster to be mailed to you, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

I hope you will join me in celebrating Seniors' Week 2016!

Sincerely,

Lori Sigurdson  
Minister

RECEIVED  
MAY 30 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Enclosure



# Seniors' Week 2016 Proclamation

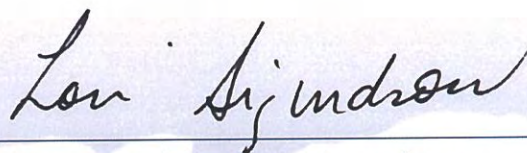
In honour of the contributions of the seniors of this community and throughout Alberta, I do hereby proclaim June 6 – 12, 2016, to be “Seniors’ Week.”

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2016,

in \_\_\_\_\_.

---

Mayor/Reeve



---

Honourable Lori Sigurdson  
Minister of Seniors and Housing



Curtis Kucharuk, Mineral Landman (403) 531-6507  
Email: curtis.kucharuk@can.apachecorp.com  
Fax: (403) 261-1348

May 19, 2016

Mackenzie County  
P.O. Box 640, 4511 – 46<sup>th</sup> Avenue  
Fort Vermillion, Alberta  
T0H 1N0

Attention: Bill Neufeld, Reeve, Mackenzie County

Re: Lithium Formations Discovery – Road Use Waive Request

---

Apache Canada Ltd. ("Apache") is in receipt of your letter dated March 3, 2016. Apache appreciates your interest in the potential lithium development and the support that Apache can offer. Apache has initiated discussions with MGX Minerals Inc. ("MGX"). Apache and MGX will work together to determine the next steps as it relates to the potential assessment of lithium development in the Zama area.

If you have any further questions or comments, please do not hesitate to contact the undersigned. Thank you.

Sincerely,  
APACHE CANADA LTD.

Curtis Kucharuk  
Mineral Landman

cc: Brian Thom, Area Land Manager, Canada Land

RECEIVED  
MAY 25 2016

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**



Noreen McAteer  
5207 – 48 Avenue  
Fort Vermilion, Alberta, T0H 1N0

May 23, 2016

Mr. W. Neufeld, Reeve  
MacKenzie County.  
4511 – 46 Avenue,  
Fort Vermilion, Alberta

Dear Reeve Neufeld:

Re: Meeting held in Heimstead Lodge, May 18, 2016

I would like to bring to your attention that I and another senior and also a rate payer attended a meeting at Heimstead Lodge in LaCrete, Alberta on May 18, 2016. We had no intention of taking part unless requested to do so. The topics to be discussed at this meeting would greatly affect our future as a rate payer of the County and as a senior living in Fort Vermilion. Is it not the policy that all meetings that are funded by public money is open to the public. I believe that the majority, if not all persons present received monetary funds to attend this meeting. We travelled there at our own expense as we realized that the issues discussed would have a significant effect on our future and was very disappointed to be told to leave as the meeting was to be held in camera.

Although, I was told that all communities in the area was represented, there was no one representing the Metis from our community, which makes up approximately two-thirds of our population. We are so very often overlooked and excluded from discussions that affect our lives.

As a rate payer, the increase in Old Age Security was \$5.65 a month a total of \$67.80 a year. In the last five years the land tax on most properties in Fort Vermilion has seen a considerable increase which does pose a hardship on senior rate payers. I was present at a County meeting where a motion was made to assist a neighboring community, which is not in the County, in the amount of eleven million (11,000,000.00). Not only will this probably result in another increase in property taxes but also restricts development in our community as the facility is being over built. I say this as history has shown that this was the case of the hospital being over built in High Level and the economy and services of our community are greatly affected as many of the services have been moved from St. Theresa's Hospital to High Level.

As a senior the future looks dismal, aging in place is a myth, presently, some of our senior's are refusing to leave our community, and are staying home until they become acute care patients. We do not have

As a senior the future looks dismal, aging in place is a myth and, presently, some of our seniors are refusing to leave our community, and are staying home at high risk until they become acute care patients. We do not have the monetary resources as abundantly as other communities, but we have a large number of volunteers working diligently raising funds for a senior's lodge in our community. If a lodge in a neighboring community is over built we realize that our efforts will be jeopardized.

Fort Vermilion is central to First Nation Reserves; North and South Tallcree, Beaver Ranch, John D'or, Fox Lake, Garden River, Dene Tha and Beaver. Fort Vermilion is predominantly Metis with many of our relatives living on reserves. The CEO of the North Peace Tribal Council was present, he is very new to the area and we were looking forward to meeting the only representative for aboriginal people attending this meeting. Metis people make up a large portion of our community, I am Metis and was so disappointed when asked to leave.

When our seniors are placed in a lodge outside our community, quite often there is very little contact with family and friends to the point where their physical and mental health suffers and they lose the will to live.

In closing, I believe that every community should have a senior's lodge, aging in place is vital for the overall well being of seniors and that all meetings, when public funds are being spent, be open to the public. When meetings are held behind closed doors, one can only speculate that the outcome will negatively affect the persons that are being excluded.

Yours truly,

Noreen McAteer

cc: MacKenzie Housing Board

Ms. D. Jabbour, MLA

Mayor, Town of High Level

Mayor, Town of Rainbow Lake

Mr R. Toews, Councillor for Ward 7

North Peace Tribal Council

May 25, 2016

File No. 02501-142-DA

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Dear Joulia:

Re: Following up on the 2013 Provincial Mid-Size Oil & Gas Audit

In the fall of 2013 and spring of 2014 the Assessment Services Branch conducted a detailed audit involving 70 rural municipalities within the Province. The objective of the detailed assessment audit was to provide the Minister and the municipalities an unbiased opinion as to the quality of the oil and gas property assessments on the 2013 tax roll, and a review of practices and procedures used in the valuations.

A copy of the report, including its findings and recommendations, was sent to your municipality on August 1, 2014.

The Assessment Services Branch has completed a follow up review of how municipalities have complied with recommendations made in the audit report.

We are pleased to inform you that your municipality is in compliance with all of the recommendations made in the report.

We thank you for your municipality's cooperation during the audit.

If you have questions or concerns, please contact Barrie Hosack 403 382-4482 or Verle Blazek 403 388-1295; toll free by dialing 310-0000 first.

Yours sincerely,



Brian Ferguson,  
Director, Assessment Audit

cc: Randy Affolder - randy.affolder@telus.net

RECEIVED  
JUN 2 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

AR84941

**MAY 25 2016**

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld,

Thank you for your recent letter regarding the potential centralization of industrial assessment. I understand your concerns on this issue and thank you for raising them. This is one of many policy issues being considered by our government as part of the *Municipal Government Act (MGA)* Review.

Draft legislation amending the new *MGA* will be introduced late this spring so that Albertans can see the intended changes. I will be touring the province this summer to hear feedback on the draft legislation, which will then be reintroduced with any amendments in the fall for final consideration. I look forward to hearing your thoughts on the proposed changes during this time.

I would like to assure you that as part of the *MGA* review we will be seeking further input from stakeholders, including municipalities, on the content of regulations and of minister's guidelines for regulated assessment.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Debbie Jabbour  
MLA, Peace River

RECEIVED  
JUN 1 2016

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

May 26, 2016

To our Valued Members,

To avoid any confusion with marketing efforts of other energy distributors, below will outline the AAMDC 8760 Energy Program's public sector aggregation procurement model when selecting energy and natural gas vendors.

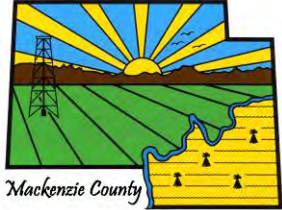
The AAMDC procures its energy with 8760 Energy Group acting as their consultant. The protocols in which the AAMDC Energy Program follow are built on the foundation of the New West Partnership Trade Agreement (NWPTA). Our members' energy requirements are collected and openly tendered onto the Alberta Purchasing Connection (APC). All retail suppliers of energy are able to view and bid on the requirements in an unbiased and transparent manner. A prequalification RFQ is first completed with pricing submissions to follow. Vendors are awarded on the basis of this process.

We welcome all vendors to demonstrate their ability as an energy Retailer by bidding on our submissions posted on Alberta Purchasing Connection (APC).

Should you have any questions or concerns, please do not hesitate to contact:



Carolyn Caldwell  
Manager of Client Relations and Trade  
7870.955.8401  
carolyn@aamdc.com



## *Mackenzie County*

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

May 27, 2016

Ryan Konowalyk  
Regional Director – Peace Region  
Alberta Transportation – Government of Alberta  
Peace River Region  
3<sup>rd</sup> Floor Provincial Building  
Peace River, AB  
T8S 1T4

Dear Mr. Konowalyk

**RE: FOX LAKE ACCESS ROAD**

This letter is in regards to the recent letter sent to Mackenzie County asking the County to help with the establishment of a new road way, namely the Fox Lake Access Road (Highway 58 to the Fox Lake river crossing).

Initially when Mackenzie County was asked to participate with the establishment of this road (years ago) the County was ready to contribute to the operation cost, the province made a decision to extend the road as a part of the Provincial Highway 58 and the County was relieved of any responsibility of that road.

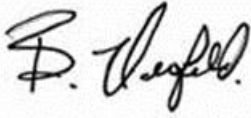
At this time Mackenzie County is not in a financial position to participate in establishing this new road way and further to this we believe that this should be established as a provincial roadway.

In the future Mackenzie County may give consideration for the participation in the operations and maintenance.

Should you have any questions regarding this matter, please feel free to contact myself at 780-841-1806, or Joulia Whittleton, Chief Administrative Officer at 780-927-3718.

Alberta Transportation  
Page 2  
May 27, 2016

Yours truly,

A handwritten signature in black ink, appearing to read "B. Neufeld". The signature is written in a cursive style with a large initial "B".

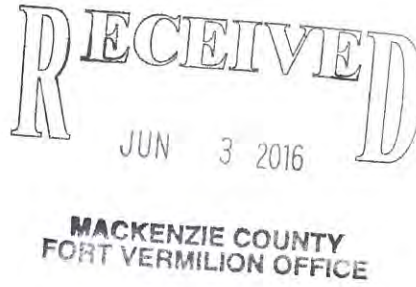
Bill Neufeld  
Reeve

c: Mackenzie County Council  
Joulia Whittleton, Chief Administrative Officer  
Chief Gus Loonskin, Little Red River Cree Nation



May 31, 2016

Reeve Neufeld and Councillors  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0



Dear Reeve Neufeld and Members of Council;

**Subject: 2016 Alberta Recreation and Parks Association (ARPA) Annual Conference and Energize Workshop "Charting the Course"**

I am writing to you on behalf of the Alberta Recreation and Parks Association (ARPA) to invite you to our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 20 to Saturday, October 22, 2016.

In 2015, our conference was attended by 560 delegates, of which almost 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed for elected officials to provide you with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-first year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2016 conference program has been informed and influenced by comments and suggestions from the 2015 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website in July at [www.arpaonline.ca/events/energize-conference](http://www.arpaonline.ca/events/energize-conference).

At this year's conference, we will share findings from the Excellence Series benchmarking and performance metrics programs that ARPA has developed to support informed municipal decision-making. In addition, there will be a presentation and discussion of the "Parks for All" document that emerged from the Canadian Parks Summit held earlier this year in Canmore.

We truly hope you will be able to attend along with your recreation and parks staff members. Our experience is that many participants book their rooms well in advance of the conference, so we would encourage you to arrange your accommodations soon. We look forward to seeing you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Mike Roma", with a long horizontal line extending to the right.

Mike Roma  
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780 415 1745 • fax: 780 451 7915 • email: [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) • web: [www.arpaonline.ca](http://www.arpaonline.ca)





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

AR83362

June 1, 2016

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld,

The Alberta Government is committed to making the lives of Albertans better by working with our municipal partners, and we fully appreciate the Municipal Sustainability Initiative (MSI) has been an important program for your community. Through the MSI we continue to provide significant funding for infrastructure while respecting your local priorities. In keeping with that commitment, I am pleased to confirm MSI funding is just over \$1.2 billion in 2016. This includes funding under the MSI capital, operating, and Basic Municipal Transportation Grant components.

Your total 2016 MSI allocation is \$3,484,111, which includes \$3,360,632 in capital funding and \$123,479 in operating funding.

A more detailed breakdown between MSI funding components is provided in Appendix A (attached). MSI funding amounts for all municipalities are also posted on the Municipal Affairs MSI website at [municipalaffairs.alberta.ca/msi](http://municipalaffairs.alberta.ca/msi).

I look forward to our continued partnership as we work to strengthen Alberta communities.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

Attachment

cc: Debbie Jabbour, MLA, Peace River  
Joulia Whittleton, Chief Administrative Officer, Mackenzie County

Appendix A

Mackenzie County

Municipal Sustainability Initiative (MSI) Funding Break-Down

2016 Capital Funding			2016 Operating Funding	2016 Total MSI Funding
MSI Capital Component	BMTG Component	Sub-Total		
\$2,751,938	\$608,694	\$3,360,632	\$123,479	\$3,484,111

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on 2015 official populations, 2015 education tax requisitions, and 2014 kilometres of local road.
- The allocations for the BMTG component are based on municipal status, with Calgary and Edmonton receiving funding based on litres of road-use gas and diesel fuel sold; the remaining cities and urban service areas receiving funding based on a combination of population and length of primary highways; towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receiving funding based on population; and rural municipalities and Metis Settlements receiving funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

AR84728

June 2, 2016

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion Alberta T0H 1N0

Dear Reeve Neufeld,

Municipal Affairs and the Safety Codes Council would like to thank you for your commitment to Alberta's safety system by presenting your municipality with the Municipal Safety Recognition Award.

The award was established in 2003 to recognize municipalities that have achieved significant milestones in their accreditation histories. Accredited municipalities assume an important role under the *Safety Codes Act*, and we appreciate the excellent services you provide to Albertans.

The safety of all Albertans is the most important priority of the relationship that has evolved between the Government of Alberta, the Safety Codes Council and Alberta's accredited municipalities. We thank you for your dedication and look forward to continuing to work with you in promoting the highest possible level of safety in Alberta communities.

Congratulations on this milestone in your municipality's history.

Sincerely,

Danielle Larivee  
Minister of Municipal Affairs

Robert Blakely  
Chair, Safety Codes Council

Attachment: Municipal Safety Recognition Award

cc: Debbie Jabbour, MLA Peace River



TOWN OF  
**HIGH LEVEL**

Town of High Level  
10511 - 103<sup>rd</sup> Street  
High Level, AB T0H 1Z0  
Canada

Telephone: (780) 926-2201  
Facsimile: (780) 926-2899  
town@highlevel.ca  
www.highlevel.ca

File: 0530 09

June 2, 2016

Councillor Jacquie Bateman  
Mackenzie County Corporate Office  
4511-46 Avenue  
Box 640  
Fort Vermilion, AB T0H 1N0

RECEIVED  
JUN 10 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

**TOWN OF HIGH LEVEL  
SPORTS COMPLEX EXPANSION DESIGN TASK FORCE**

Dear Ms. Bateman:

The Sports Complex Expansion Design Task Force is seeking your input as a member of the Town of High Level Sports Complex Expansion Design Task Force.

The purpose of the Task Force is to provide a forum that allows Council, community stakeholders and the public to provide input through the design development process of the Sports Complex expansion.

The goal of the Task Force is to complete the design development process of the Sports Complex expansion to a Tender stage.

For further information, please contact CAO Adam Clarkson at 780-821-4001 or email: aclarkson@highlevel.ca.

Sincerely,

Crystal McAteer  
Mayor

Cc. Town of High Level Council

*Gateway To The South*





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

AR83363

June 3, 2016

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld,

The Alberta Government is committed to making the lives of Albertans better by working with our federal and municipal partners. In 2014, Canada and Alberta entered into a 10-year agreement governing the administration of the federal Gas Tax Fund (GTF), to assist municipalities in building and revitalizing their local public infrastructure while creating jobs and long-term prosperity. I am pleased to confirm that in the third year of the program, \$218 million in GTF funding will be provided to Alberta's municipalities.

Your 2016 GTF allocation is \$633,478.

GTF funding amounts for all municipalities are also posted on the Municipal Affairs GTF website at [municipalaffairs.alberta.ca/gtf-funding-allocations-eligibility](http://municipalaffairs.alberta.ca/gtf-funding-allocations-eligibility).

I look forward to our continued partnership with you and the federal government as we work to strengthen Alberta communities.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Debbie Jabbour, MLA, Peace River  
Joulia Whittleton, Chief Administrative Officer, Mackenzie County

RECEIVED  
JUN 9 2016

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

## Ottawa

Room 1070, The Valour Building  
Ottawa, ON K1A 0A6  
Tel: 613.996.1783  
Fax: 613.995.1415

## Constituency

Box 4458  
5124-50 Street  
Barrhead, AB T7N 1A3  
Tel: 780.305.0340  
Fax: 780.305.0343  
Toll Free: 1-800-667-8450



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

**Arnold Viersen, MP**

Peace River—Westlock



6 June 2016

Dear Municipal Leader,

I'd like to inform you that, as of May 24, 2016, the second intake of the Canada 150 Community Infrastructure Program (CIP 150) was launched on the Western Economic Diversification Canada (WEDC) website.

Cultural and recreational infrastructure places- like community centres, parks, and arenas- help make our communities feel like home. Over the next two years, WEDC will receive \$46.2 million in funding under the CIP 150. The deadline for applications under the second intake is June 22, 2016.

All information pertaining to the CIP 150, including eligibility can be found at <http://www.wd.gc.ca/eng/18872.asp>. As the Member of Parliament for Peace River—Westlock, it is my privilege and duty to advocate for these projects. In the future, I do hope that you, or your office, will make me aware of any such applications when they are made so that I may assist you.

I believe that by working together, we can ensure that Peace River—Westlock receives its fair share of the substantial amount of federal funding made available.

Sincerely,

Arnold Viersen, MP  
Peace River—Westlock



Arnold.Viersen@parl.gc.ca  
www.mparnold.ca



***HIGH LEVEL FORESTS  
PUBLIC ADVISORY COMMITTEE  
MINUTES***

*Tuesday, April 26, 2016*  
5pm, High Level Seniors Center

**PRESENT:**

- |   |   |
|---|---|
| David Gillespie (Tolko)                         | Adam Marshall (Silvacom)                    |
| Cory Ferguson (Paddle Prairie Metis Settlement) | Keith Beaulieu (North Peace Tribal Council) |
| Trevor Lafreniere (Tolko)                       | Melanie Plantinga (Tolko)                   |
| Mike Morgan (Town of High Level)                | Omar Lazarowich (Member of the Public)      |
| Marissa Green (Norbord)                         | Anne Fleming (Member of the Public)         |
| Taylor Andersen (Norbord)                       | Paul Ebert (Agriculture & Forestry)         |
| Alexandra Sempie (Echo Pioneer)                 |   |
| Ron Pelensky (MacKenzie County)                 |   |
| John Thurston (Hungry Bend Sandhills Society)   | Boyd Langford (Town of Rainbow Lake)        |

**INFORMATION SENT:**

- |  |  |
|--|--|
| Fort Vermilion Heritage Center                               | Walter Sarapuk (MacKenzie County)                    |
| Carol Gabriel (Mackenzie County)                             | Harvey Sewpagaham (LRRCN)                            |
| Paddle Prairie Metis Settlement                              | Lindee Dumas (LRRCN)                                 |
| Conroy Sewpagaham (LRRCN)                                    | Bernie Doerksen (LaCrete Polar Cats)                 |
| Keith Badger (Netaskinan Development)                        | Beverly Noskiye (Peerless Trout First Nation)        |
| Crystal McAteer (Town of High Level)                         | Kieran Broderick (Beaver First Nation)               |
| Baptiste Metchooyeah (Dene Tha')                             | Mike Cardinal (Tallcree First Nation)                |
| Connie Martel (Dene Tha')                                    | Fred Radersma (Norbord)                              |
| Wayne Auger (Lubicon Lake Nation)                            | Timberbound Construction                             |
| Exact Harvesting   | Treetech   |
| Margaret Carroll (High Level & District Chamber of Commerce) | Marilee Cranna Toews (Hungry Bend Sandhills Society) |
| Dave Beck (Norbord)  | Jon McQuinn (LRRF)                                   |
| Claude Duval (Watt Mnt Wanderers)                            | Sugu Thuraisamy (LRRF)                               |
| Christine Malhmann Agriculture & Forestry                    | Tristina Macek (N'Deh Ltd. Partnership)              |
| Barry Toker (Watt Mountain Wanderers)                        | Terry Jessiman (Agriculture & Forestry)              |
| Aaron Doepel (LaCrete Sawmills)                              | Dan Coombs (Agriculture & Forestry)                  |

## CALL TO ORDER 5:30 pm

### 1. WELCOME & INTRODUCTIONS

- a. John Thurston has been asked to represent the Hungry Bend Sandhills Society on the committee.

### 2. ACTION ITEMS FROM APRIL MEETING

- a. **Norbord skilled labor hiring.** Taylor spoke to human resources at the mill. They are attempting to fill skilled labor positions locally. However they have had to go outside the community due to lack of qualified applicants. Dave supports Norbord in that Tolko is also having difficulty finding local tradespeople to work as sawfilers, millwrights etc. People hired become members of the community and not short term contractors flown in just for the jobs.
- b. **John Thurston** – people are still asking about the hog that Tolko is producing. Response - once it leaves the Tolko site it is no longer Tolko's property. However Tolko is perceived as being responsible for it so Dave has done some investigation in response to phone calls about it. In one instance Tolko has halted delivery until the person receiving the hog demonstrates improved management of the product. All people receiving the co-product receive the Tolko hog management plan which outlines methods of handling. The purchasers must meet provincial regulations and have road use permits.
  - i. What are some permitted uses for this co-product?  
Landscaping, some area ranchers are spreading it on marginal land, adding organic material planning to make it arable. One receiver has invested in technology to turn the bark into "hog pucks" which can be used much like pellets for heating.
  - ii. Will these piles spontaneously combust? This is highly unlikely. If the management plans are followed; no. To combust the internal pile temperature would have to reach 150degrees Celsius. Compaction and movement of the material release the heat and oxygen and keeps the temperature down. For example a reading taken on May 4<sup>th</sup> was 8 degrees Celsius.
  - iii. What is the price? Hog sales price is a range that can reach \$7/green tonne depending on market conditions.
- c. Update on Tolko operations
  - i. Oilfield downturn has had positive effect on mill employment. Except for some specific skills the mill has no job vacancies. There are some RAP students at the mill, 3 currently. It might be positive to have more but there are not enough journeymen to supervise additional RAP students. There have been some reassignment and shuffling of supervisors recently. All but 2 of the people were local.
  - ii. Questions



1. How many satellite yards does Tolko have? Six are held, 3 are being utilized this year.

### 3. ROUND TABLE

**What is the process of Consultation with the First Nations for the companies?** Trevor was going to touch on it as it part of the General Development Plan (GDP). LaCrete Sawmills, Norbord, and Tolko (the companies) are required to consult with first nations as part of the GDP and Detailed Forest Management Plan (DFMP) processes. This requirement has been delegated by the government of Alberta. With the new government the process now includes Metis nations.

**How does the Letter of Understanding between Tolko and North Peace Tribal Council affect the consultation process?** We are unsure. The PAC could invite someone to speak to the HLPAC about the Letter and what it means.

**How do the companies hire people for their field work?** Tolko has designated John Somerville as the “go to person” for these questions.

**Are the tree planting contractor’s camp locations recorded in event of emergency?** Yes, each contractor must apply for a TFA (Temporary Field Access) with the government before they set up. These have been approved. One of the contractors is starting camped at the Zama Campground.

### 4. NEW BUSINESS

#### 4.1 General Development Plan Overview – Trevor Lafreniere

Trevor is willing to forward some or all of the presentation to interested parties.

How many people does Tolko employ? There are 313 people working in the mill. When you include Woodlands there are approximately 350 people.

With Tolko harvesting beetle killed pine from P19 (near Keg River) is there a risk of the fires similar to some which occurred in BC mills in past years?

Because there is only a small percentage of pine being processed it is unlikely that the combustible particulate will be produced in a high enough volume to cause an issue.

Will the pine be blue? Yes, there will be some discoloration. This is no longer seen by customers as a defect and will not greatly effect grade.

Will LCSM be taking more fire salvage from P21? No, Trevor believes that they have taken all the salvageable timber that they intend to take from that area.

All approved plans are available on the website, [highlevelwoodlands.com](http://highlevelwoodlands.com), at the companies’ offices or at the governments Agriculture and Forestry office for public review.

#### 4.2 Detailed Forest Management Plan Update – Adam Marshall

All parts of the plan have been submitted. First Nations Consultation is not yet complete. There are a few more meetings to be held prior to final submission.

Have the companies gone to the nations with “Traditional Landuse Study Funds”? This is something that Indigenous Relations handles in the case of Oil and Gas companies and not forestry companies. Forestry companies in Alberta are designated as representatives of the government and are not

required to do these studies. A commitment of the companies in the unapproved plan is to support the formation of a “First Nations Forest Advisory Council” to continually dialogue with the nations. There is a plan to get proposed plans shown to Nations earlier during a “preplanning” stage to make them more easily adaptable.

Have “Long Term Impact Agreements” been done? These requirements are not made of forestry only oil and gas. This would mean a policy change and would be requested of the Government.

5. **NEXT MEETING – Tuesday June 14<sup>th</sup>, 2016 Silviculture Plans and Progress.**
6. **MEETING ADJOURNED – 7:30pm**

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
April 28, 2016 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen-Chair  
John W Driedger –  
Wally Schroeder-Vice Chair via Teleconference 9:56 am  
Paul Driedger  
Wally Olorenshaw via Teleconference 9:57 am  
Ellis Forest  
Peter H. Wieler  
Shirley Rechlo  
Erick Carter  
Mike Kowal

**Regrets:**

**Administration:** Barbara Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Eva Klassen, Lodge Manager  
Phill Peters, Financial Officer

**Call to Order:** Chair George Friesen called the Board meeting to order at 9:58 a.m.

**Agenda:** **Approval of Agenda**

16-56 Moved by John W Driedger

That the agenda be approved as amended to include  
6.5 Resident Survey  
8.1 Legal – in Camera

Carried

**Minutes:** **March 14, 2016 Regular Board Meeting Minutes**

16-57 Moved by Shirley Rechlo

That the March 14, 2016 Regular Board Meeting be approved as distributed.

Carried

**March 21, 2016 Teleconference Board Meeting Minutes**

16-58 Moved by Ellis Forest

That the March 21, 2016 Teleconference Board Meeting be approved as distributed.

Carried

**Reports:** **CAO Report**

16-59 Moved by Paul Driedger

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports** **Lodge Financial Reports – March 31, 2016**

16-60 Moved by Peter Wieler

That the March 31, 2016 Lodge financial report be received for information.

Carried

**High Level Lodge Reports – March 31, 2016**

16-61 Moved by Ellis Forest

That the March 31, 2016 High Level Lodge financial report be received for information.

Carried

**Assisted Care Financial Reports – March 31, 2016**

16-62 Moved by Mike Kowal

That the March 31, 2016 Assisted Care financial report be received for information.

Carried

**Housing Financial Reports – March 31, 2016**

16-63 Moved by Wally Schroeder

That March 31, 2016 Housing financial report be received for information.

Carried

**Arrears Report to March 31, 2016**

16-64 Moved by Erick Carter

That the March 31, 2016 arrears report be received for information.

Carried

**New Business:**

**Health and Safety Coordinator**

16-65 Moved by Paul Driedger

That .4 Health and Safety Coordinator be approved to be hired into a permanent position.

Carried

**High Level Lodge Project Charter**

16-66 Moved by Ellis Forest

That the project charter be received for information.

Carried

**High Level Lodge Update**

16-67 Moved by Shirley Rechlo

That the update on the High Level lodge be received for information.

16-68 Moved by Shirley Rechlo

That the lodge in High Level be named Mackenzie House.

Carried

**Strategic Planning Agenda**

16-69 Moved by Mike Kowal

That the agenda for the Strategic Planning be accepted for information.

Carried

**Resident Survey**

16-70 Moved by John W Driedger

That the Resident Survey be accepted for information.

Carried

**Information:**

16-71 Moved by Mike Kowal

That the following be accepted for information.

- Bank reconciliation for February & March , 2016
- Accommodation Standards License
- Seniors Income

Carried

**In Camera:**

**Land / Legal / Labour**

16-72

Moved by John W Driedger

That the meeting move to in camera at 11:07 am

Carried

16-73

Moved by Shirley Rechlo

That meeting move out of in camera at 11:32 am

Carried

16-74

Moved by John W Driedger

That a request be made to Alberta Seniors and Housing for further investment into Mackenzie House as the municipalities will only support the Lodge portion

Carried

16-75

Moved by Mike Kowal

That a letter be written requesting a meeting with Minister of Health

Carried

**Next Meeting Date:**

Regular Board Meeting – May 30, 2016  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

16-76

Moved by Shirley Rechlo

That the board meeting of April 28, 2016 be adjourned at 11:45 am.

Carried

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George Friesen, Chair

---

Evelyn Peters  
Executive Assistant

**MACKENZIE HOUSING MANAGEMENT BOARD  
SPECIAL BOARD MEETING  
May 19, 2016 – 7:00 P.M.  
TELECONFERENCE**

**In Attendance:** George Friesen-Chair  
John W Driedger –  
Wally Schroeder-Vice Chair  
Paul Driedger  
Wally Olorenshaw via  
Ellis Forest  
Peter H. Wieler  
Shirley Rechlo  
Mike Kowal

**Regrets:** Erick Carter

**Administration:** Barbara Spurgeon, Chief Administrative Officer

**Call to Order:** Chair George Friesen called the Board meeting to order at 7:00 pm.

**Agenda:** **Approval of Agenda**

16-77 Moved by John W Driedger  
That the agenda be approved distributed  
Carried

**New Business:**

**Amalgamation of Housing Authorities**

16-78 Moved by Shirley Rechlo  
That Mackenzie Housing Management Board, along with High Level Housing Authority be dissolved for the purposes of amalgamating the both housing bodies into one new entity to serve the residents of this region.  
Carried



16-79

Moved by Wally Olorenshaw

That George Friesen and Shirley Rechlo be appointed as Mackenzie Housing Management Board's representatives for the purpose of negotiating an amalgamation between High Level Housing Authority and ourselves.

Carried, Unanimous

**Adjournment:**

16-80

Moved by Wally Schroeder

That the teleconference special board meeting of May 19, 2016 be adjourned at 7:43 pm.

Carried

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George Friesen, Chair

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Barbara Spurgeon  
Chief Administrative Officer

MINUTES  
WATER NORTH COALITION (WNC)  
Wednesday, April 27, 2016  
Athabasca, AB

**Attendees**

Jillian Cormier, Alberta Municipal Services Corporation (AMSC) (AUMA)  
Dan Rites, Alberta Water & Wastewater Operators Association (AWWOA)  
Tracey Anderson, Aquatera  
Jamie Giberson, Aspen Regional Water Services Commission  
Grant Dixon, ATAP – Advanced Technology Applications  
Lindsay Johnson, Edmonton Waste Management Centre of Excellence  
Megan Payne, Lesser Slave Watershed Council  
Kevin Haines, Athabasca County  
Robert Nygaard, Big Lakes County  
Ian Willier, Big Lakes County  
Marvin Doran, Birch Hills County  
Michelle Gairdner, City of Grande Prairie  
Jennifer Besinger, County of Grande Prairie  
Bob Marshall, County of Grande Prairie  
Delbert Salopree, Dene Tha First Nation  
Bernard Beaulieu, Dene Tha First Nation  
MJ Siebold, Lac La Biche County  
Ray Skrepnek, M.D. Fairview  
Simon Cardinal, M.D. of Opportunity  
Sandra Eastman, M.D. of Peace No. 135  
Andre Trudeau, M.D. of Smoky River No. 130  
Rachel Ouellette, Northern Lakes College  
Richard Guerin, Regional Municipality of Wood Buffalo (RMWB)  
Shelley Harris, Regional Municipality of Wood Buffalo (RMWB)  
Willis Fitzsimmons, Saddle Hills County  
Roger Loberg, Town of Beaverlodge  
Brad Trimble, Town of Bonnyville  
Mary Nelson, Town of Grande Cache  
Keith Straub, Town of High Level  
Dana Langer, Town of Peace River  
Jonathan Anaka, Town of Wembley

**Advisory/Administration**

Deborah Clarke, Northern Alberta Development Council  
Melonie Doucette, Northern Alberta Development Council  
Kim Pinnock, Northern Alberta Development Council

**Welcome**

Kevin Haines, Athabasca County councillor welcomed the WNC group to Athabasca.

Bob Marshall, Chair, called the meeting to order at 10:07 a.m. Introductions were made.

**Adoption of Agenda**

The following amendments were made to the agenda:

Add: Announcement/Request by Lindsey Johnson with Edmonton Waste Management Centre of Excellence.

It was **MOVED** by Jennifer Besinger **THAT** the agenda be accepted as amended.

**CARRIED**

**Adoption of Minutes of the Faust, December 10, 2015 meeting with amendments:**

Page 1 – Should be **Marvin Doran** and not Marin Doran

Last Page – Should be **Mackenzie County** instead of La Crete

It was **MOVED** by Sandra Eastman **THAT** the minutes of the Faust, December 10, 2015 meeting be accepted as amended.

**CARRIED**

**Announcement: Lindsey Johnson, Edmonton Waste Management Centre of Excellence**

Lindsey also sits as Chair of Western Canada Water's Public Awareness Committee, which is a small group of reps from the constituent organizations of Western Canada Water that work to develop and disseminate public outreach materials and strategies. The WCW magazine is sent out quarterly and has reserved a spot in their upcoming summer magazine for the WNC.

The article has been written with quotes from NADC Acting-Chair, Williard Strebchuk, and WNC Chair, Bob Marshall, and is currently being vetted through NADC communications.

It was **MOVED** by Roger Loberg **THAT** the article be submitted to the WCW magazine once vetted.

**CARRIED**

**Review of Action List: Kim Pinnock, NADC**

Strategic Planning Document was sent out to all northern MLA, Mayors, Reeves, First Nation Chiefs, Metis Settlement Chairs, and to four select ministers: Minister of Environment & Parks, Minister of

Labour, Minister of Municipal Affairs and Minister of Transportation. It is also now accessible on the WNC webpage.

All Presentations made to the WNC are now available on the NADC website.

Bill S-8 information requested and forwarded to Bob Marshall for review, ongoing.

NADC has contacted Environment in regards to a representative attending future meetings, and update will be available in June.

**Subcommittee Update:** Melonie Doucette, NADC

Brief overview of subcommittees that are made up of WNC members and non-members: Public Education, Recruitment & Retention, Advocacy and Training.

NADC has created the following templates in google docs to assist subcommittees:

- Meeting templates
- Chair's meeting
- Expectations Document

Subcommittees will set up:

- Identify Chair person
- Set up Framework and reporting structure
- Determine meeting structure
- Identify Key Items

Follow-up after Subcommittee Discussions:

1. PUBLIC EDUCATION:

- Create Action list and determined priorities
  1. Develop resource library for all members to access.
    - Categorize:
      - Source water
      - Codes of Practice
- Medium priorities would be to approach stewardship branch
- Lesser Slave Water has offered to complete grant application as a non-profit to assist with printed materials.
- Work with other subcommittees for input

2. RECRUITMENT & RETENTION:

- Five priorities:
  1. Sharing Information (look at Needs Assessment Survey)
  2. Compensation
  3. Marketing and communication
  4. Local attraction

5. Career Advancement

- Saskatchewan has a circuit rider program that WNC could draw from.
- Compensation should be shared and reviewed amongst communities – is it comparable across the board?

3. ADVOCACY:

- Create a brochure of resources – i.e. Where to get funding, and long term develop funding models to assist.
- Have AAMDC rep at the table for Advocacy
- Possible presentation at NAEL
- Have WNC at the Water Education Seminar (Meghan Payne)

4. TRAINING:

- Awareness Training for elected officials
- Training guide for northern operators – could add to website to share with stakeholders
- Alberta Environment has to be engaged as most training requirements are mandated from the department.

Subcommittee's next step will be to polish up work plans prior to chair/sub-chair meeting a couple weeks prior to next WNC meeting. The meeting date is to be determined. The key items will require approval by the WNC group.

Subcommittee protocol document will be created by Melonie. The Terms of Reference will be used in setting up the process pieces.

**Roundtable and Topics for Discussion**

- Town of Wembley suggested that district water levels be looked at.
- Big Lakes County utilized the resources that were introduced at the previous WNC meeting by Next Generation in regards to interns, and had one appointed to them.
- M.D. of Opportunity has declared May 15 – 21 Public Works Week (National event)
- Town of Beaverlodge extended invitation to any WNC members if interested in viewing their water plant upgrade, please contact Roger Loberg (rloberg@beaverlodge.ca). During their design utilized input from operators which proved great success.
- Community Partnerships grant approvals and rejection vary across northern region.
- Town of Grand Cache playing supportive key role in water preservation in the area.
- Lesser Slave Watershed Council Meghan Payne also sits on the Alberta Council on Lake Management and they recently completed the Working Lake Management Report and would like stakeholders to review.

**Presentation Ideas:**

Kevin Haines made a MOTION to have Debora Mooney with Alberta Health Services present at upcoming meeting.

**CARRIED**

Grant Dixon suggested that Andy Lamb, Director, Alberta Resilience Program with Environment and Parks come to our next meeting and discuss not only flood mitigation, but also drought.

It was **MOVED** by Mary Nelson that an invitation be extended.

**CARRIED**

**Next Meeting**

The next meeting will be hosted by Mackenzie County and take place Thursday, June 23, 2016 in Mackenzie County exact location yet to be determined.

It was **MOTIONED** by Michelle Gairdner THAT due to proximity of Mackenzie County that the meetings start at 9:00 a.m. and finish at 1:00 p.m.

**CARRIED**

Marvin Doran **MOVED** that the meeting adjourn at 2:06 p.m.

**CARRIED**



**Alberta Water and  
Wastewater Operators  
Association**

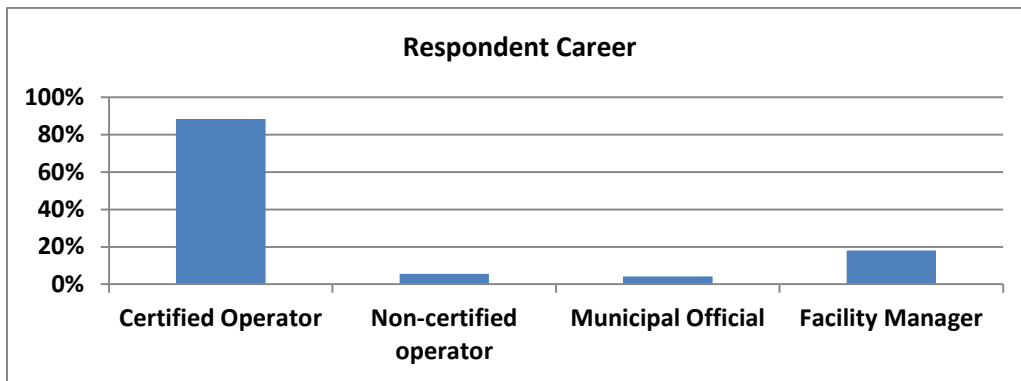
# **2014 Membership Survey**

## AWWOA 2014 SURVEY RESPONSES

The Alberta Water & Wastewater Operator’s Association continually strives to improve the services provided to its membership. Our current Strategic Plan identified the need for a survey to provide the Association with feedback on services provided and to collect statistical information to update our work plans going forward. The AWWOA would like to thank the over 500 people who responded to the survey.

### PART 1 – Respondent Profile

#### Question #1 – Are you a (check all that apply)

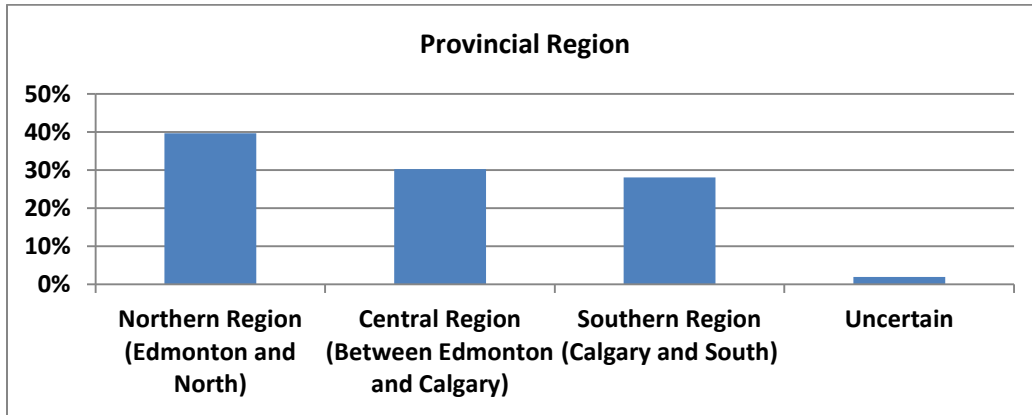


Q1 - Data	Response Percent	Response Count
Certified Operator	88.4%	427
Non-certified operator	5.6%	27
Municipal Official	4.1%	20
Facility Manager	18.0%	87
Other (please specify)		31
<i>answered question</i>		<b>483</b>
<i>skipped question</i>		<b>21</b>

**Other responses to Q1 included:** Marketing & Sales, Administrator, Government Employee, Oilfield Consultant, Supervisor of Utilities, Lab Tech, CAO, Support staff, Manufacturer, Public Works/Town Foreman/Director, Retired, Superintendent, Education Coordinator, Operations Manager, Engineering Consultant, Remote Industrial Camp Employee, Finance, Trainer, CET

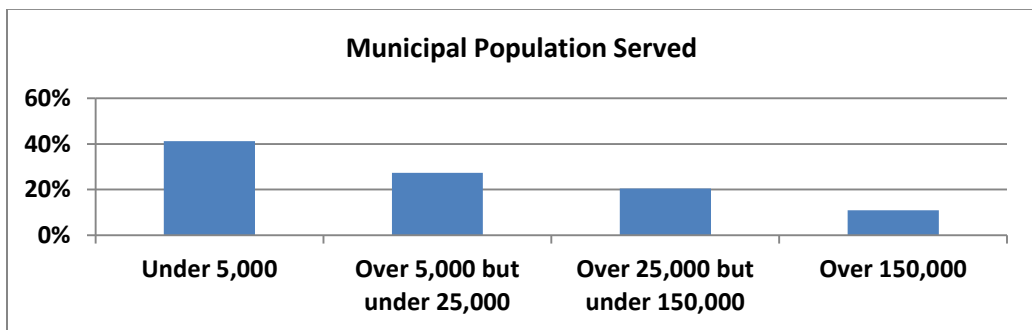


**Question #2 - Please identify the region of the Province of the municipality (or employer) that you are employed with.**



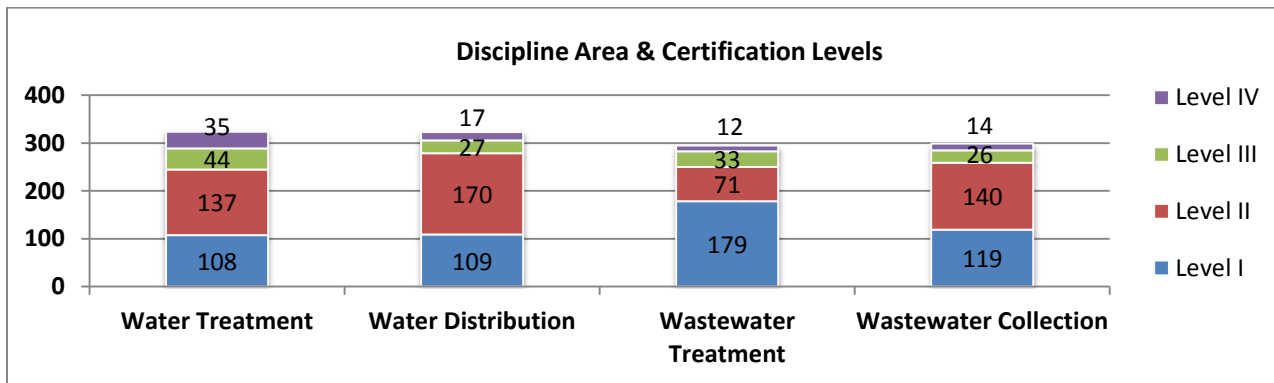
Q2 - Data	Response Percent	Response Count
Northern Region (Edmonton and North)	39.7%	198
Central Region (Between Edmonton and Calgary)	30.3%	151
Southern Region (Calgary and South)	28.1%	140
Uncertain	2.0%	10
<i>answered question</i>		<b>499</b>
<i>skipped question</i>		<b>5</b>

**Question #3 – What is the approximate population of the municipality that you are employed with?**



Q3 - Data	Response Percent	Response Count
Under 5,000	41.3%	201
Over 5,000 but under 25,000	27.3%	133
Over 25,000 but under 150,000	20.5%	100
Over 150,000	10.9%	53
<i>answered question</i>		<b>487</b>
<i>skipped question</i>		<b>17</b>

**Question #4** – If you are not a certified operator proceed to Question 6. If you ARE a certified operator what level of certification do you currently hold (check all that apply) Next question covers Small Systems.



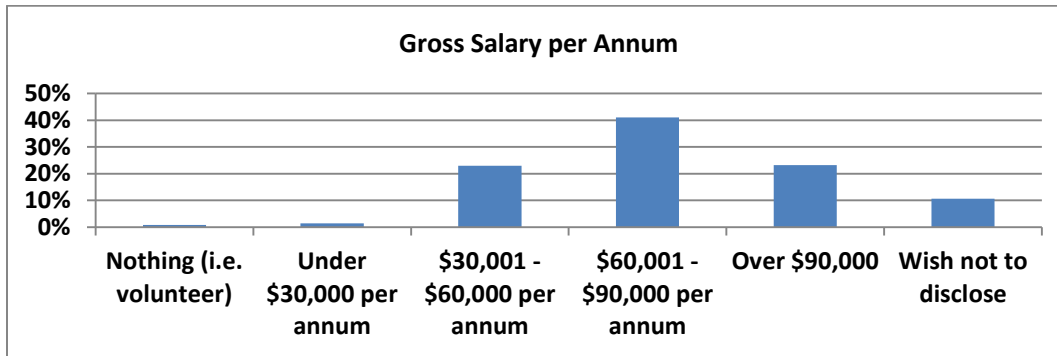
Q4 - Data	WT	WD	WWT	WWC	Response Count
Level I	108	109	179	119	248
Level II	137	170	71	140	242
Level III	44	27	33	26	83
Level IV	35	17	12	14	63
<i>answered question</i>					<b>415</b>
<i>skipped question</i>					<b>89</b>

**Question #5** – Small systems Certified Operator

Q5 - Data	Water	Wastewater	Response Count
Small System	33	27	39
<i>answered question</i>			<b>39</b>
<i>skipped question</i>			<b>465</b>

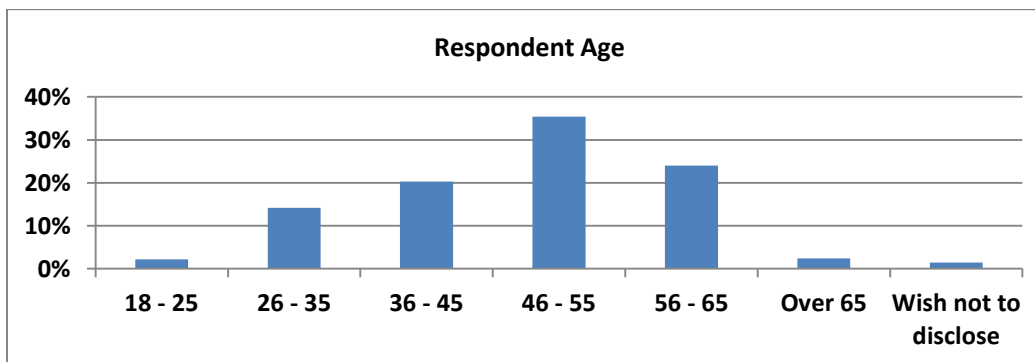
## PART 2 – Salary Survey

### Question #6 – What is your gross salary (not including overtime and on call)?



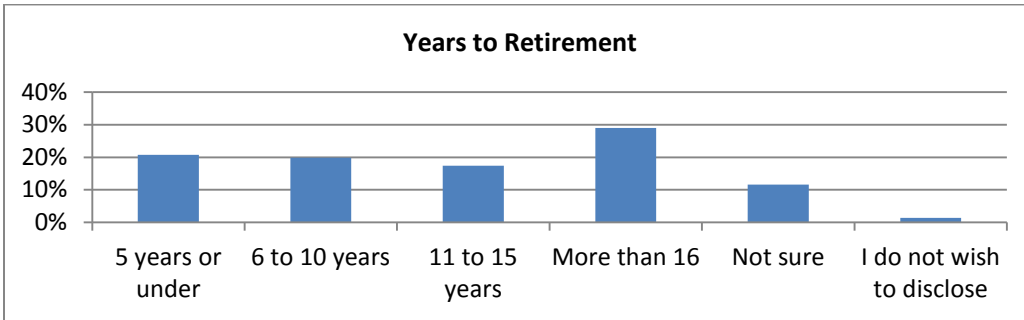
Q6 - Data	Response Percent	Response Count
Nothing (i.e. volunteer)	0.8%	4
Under \$30,000 per annum	1.4%	7
\$30,001 - \$60,000 per annum	23.0%	113
\$60,001 - \$90,000 per annum	41.1%	202
Over \$90,000	23.2%	114
I do not wish to disclose	10.6%	52
<i>answered question</i>		<b>492</b>
<i>skipped question</i>		<b>12</b>

### Question #7 – What is your current age?



Q7 - Data	Response Percent	Response Count
18 - 25	2.2%	11
26 - 35	14.2%	70
36 - 45	20.3%	100
46 - 55	35.4%	174
56 - 65	24.0%	118
Over 65	2.4%	12
I do not wish to disclose	1.4%	7
<i>answered question</i>		<b>492</b>

**Question #8 – In how many years do you plan to retire?**



Q8 - Data	Response Percent	Response Count
5 years or under	20.7%	102
6 to 10 years	19.9%	98
11 to 15 years	17.4%	86
More than 16	29.0%	143
Not sure	11.6%	57
I do not wish to disclose	1.4%	7
<i>answered question</i>		<b>493</b>
<i>skipped question</i>		<b>11</b>



Growing the Future...

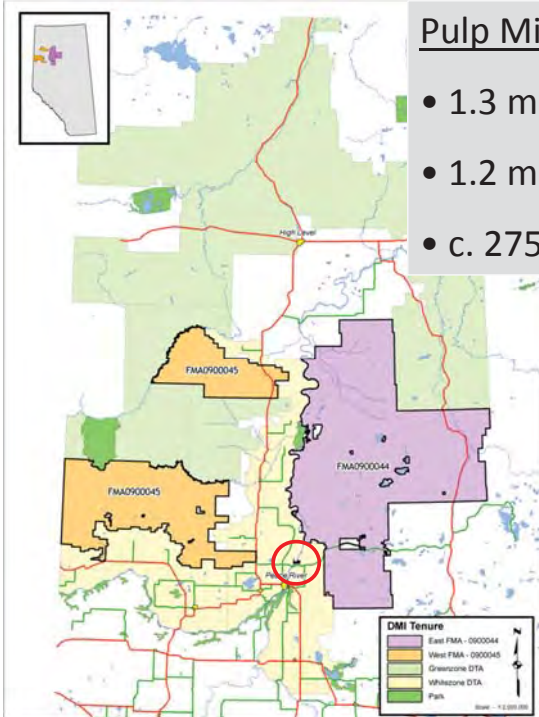
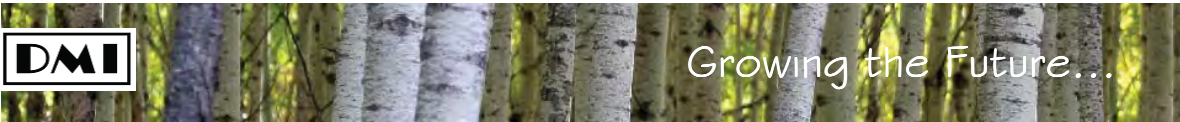


Growing the Future...

- Constructed: 1989
- Product: Kraft Pulp (Hardwood & Softwood)
- Production: 1200-1500 ADMTs/day
- FTE permanent staff: 290-310
- Contractor Workforce: 150-180
- Deliveries:
  - Chips (Bush chipping and residual from local sawmills)
  - Tree-length logs (salvage, incidental from other operators)
  - Biomass (from local sawmills for energy production)

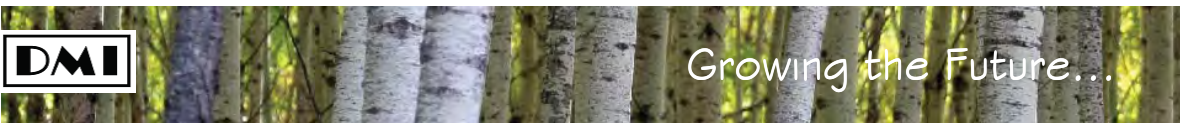






### Pulp Mill Annual Requirements:

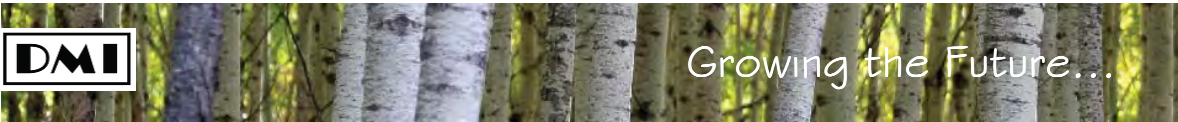
- 1.3 million m<sup>3</sup> deciduous
- 1.2 million m<sup>3</sup> conifer (purchased chips)
- c. 275,000 tonnes biomass



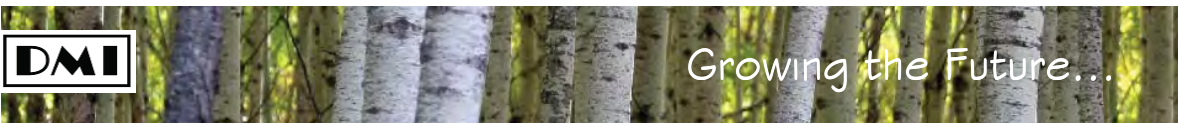
# 2016 General Development Plan

- 2015-2016 highlights
- 2016-2017 harvesting / hauling plans
- Current research and development
- First Nation / Metis consultation
- Opportunities for providing feedback





## Forestry Planning Process in Alberta

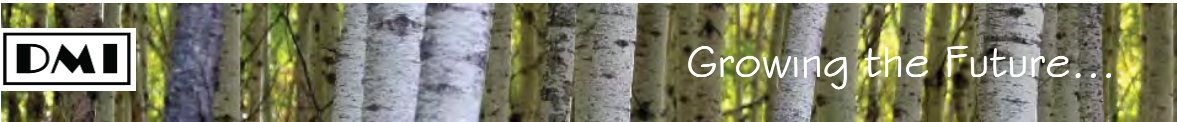


## 2016 General Development Plan

### Purpose:

To provide a projection of activities for the next five years to:

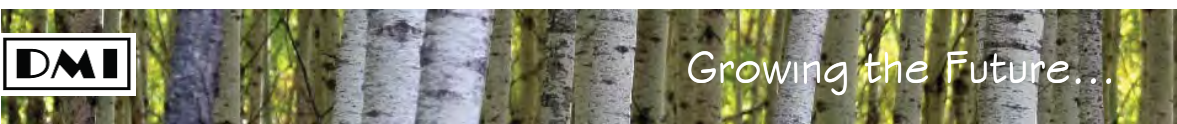
- 1) Guide the integration of activities
- 2) Schedule timber disposition administrative activities
- 3) Predict cut control status
- 4) Co-ordinate the development and reclamation of roads



# 2016 General Development Plan

The primary components of the GDP include:

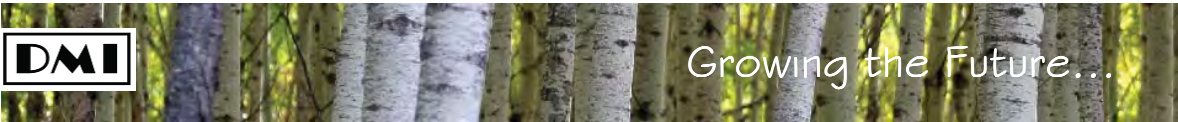
- A five year forecast of the areas scheduled for harvest (with an estimate of the volume to be harvested in each area)
- An overview map of the operating areas
- Cut control tables (identifying the annual allowable cut versus the actual volume harvested)
- As-built information from the previous timber year (i.e. roads, cut blocks, etc) along with any outstanding actions to be completed from the previous timber year (i.e. volume to haul, roads to reclaim etc.)
- First Nation / Metis / Public consultation program.



# 2016 General Development Plan

- GDP Map:
  - Overview of operations.
  - Proposed haul routes and satellite yards.
  - Shows planned operating areas for 5 years (color coded by year).

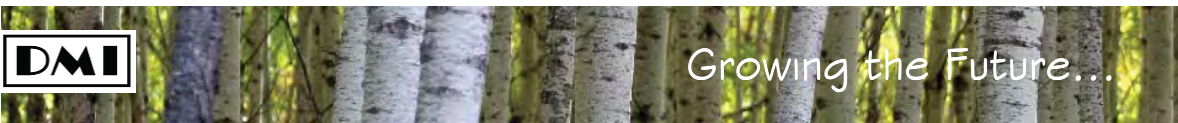




# Harvest Operations

## Portable Chippers

- Currently 8 operating
- Fleet of approximately 70 trucks
- Crown and private lands
- Operations scheduled from July 15<sup>th</sup> until March 31<sup>st</sup>

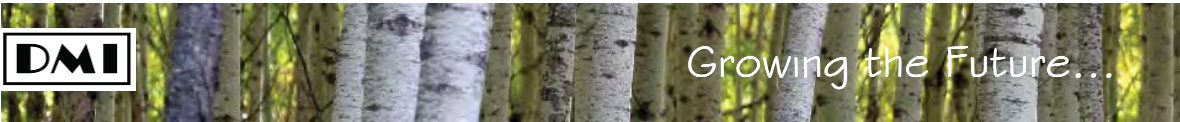


# Highlights – 2015 Season

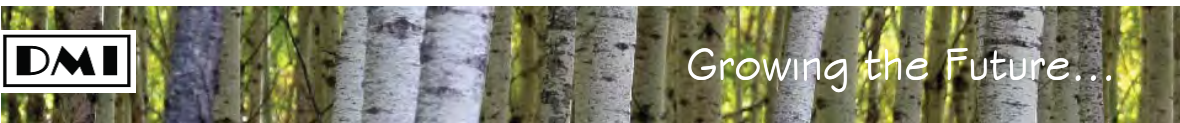
DMI Harvested a total of 72 cut blocks (FMA's and Quotas).

- Total Area (ha): 4555.3
- Average size (ha): 63.2
- Largest Block (ha): 658.9
- Smallest block (ha): 3.5



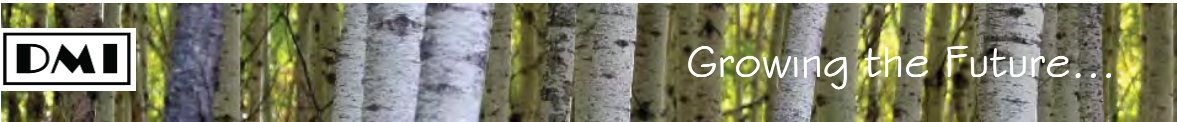


# Examples of Cutblock Size and Shapes



# 2016 Season Operations

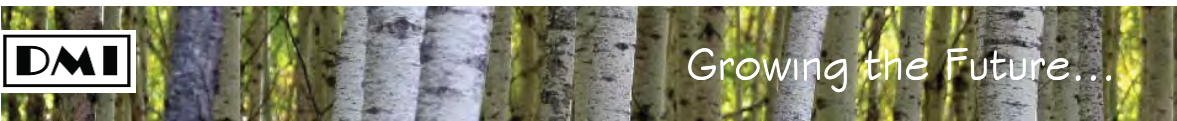
Disposition	M <sup>3</sup>	Number of Loads	Towns Trucks go Through
KR-Vesta Creek	130,000	2,167	Manning
KR-Smeaton Creek	130,000	2,167	Manning
KR-Twin Lakes	20,000	333	Manning
DTLP530011	130,000	2,167	Manning
DTLP200001-WC03	70,000	1,167	Manning
DTLP200001-WC02	130,000	2,167	Manning
SU-Notikewin	100,000	1,667	Dixonville
SU-P2200	100,000	1,667	Dixonville
ST-Whitemud River	130,000	2,167	Dixonville
DH-Whitemud Tower	50,000	833	None
EP-Carmon Creek	50,000	833	None
EP-Whiskey Jack	250,000	4,167	None
EP-Kepler Creek	120,000	2,000	None



# 2016 Season Operations

## Trucking

- ~29,000 loads
- Primarily chip trucks (B-train)
- Satellite yard volume is brought in tree length on Log trucks (Satellite yard volume usually consists of salvage and incidental volume from the conifer operators).



## Access

- Controlled Access
  - Whiskey Jack Creek Bridge (P5-100 road)
  - Keg River Road
  - Restrictions where requested by GOA
- Road construction minimized through co-ordination with other users.
- Existing lines used whenever possible.
  - (e.g. seismic, oilfield roads)
- In-block roads are rehabilitated and when necessary planted (due to compaction) following harvest.





# Silviculture

	Activity (hectares)	
	2015 (Actual)	2016 (Planned)
Site Preparation	17	0
Decompaction (Roads)	30	30
Planting	624	415
Leave For Natural	2647	4004
Surveys (Establishment & Performance)	4277	2767



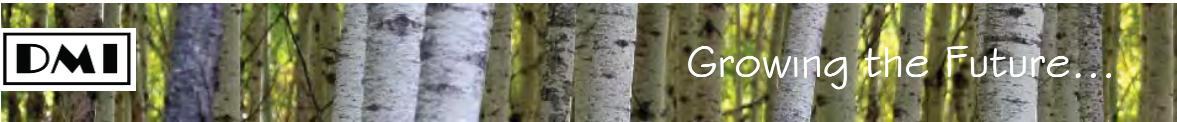
General Development Plan 2016

# Timing of Operations

- Non-frozen Operations
  - July 15<sup>th</sup> to freeze-up
  - Voluntary migratory birds timing restriction in place.
- Frozen Operations
  - Freeze-up (starting end of November) to break-up (mid to end of march)  
These dates are dependent on weather
- Operations in satellite yard (PRPD Mill Site)
  - April to August
- Private land operations
  - July 15<sup>th</sup>- March but normally targeting summer operations

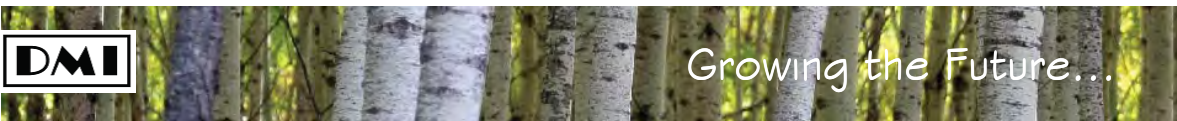


General Development Plan 2016



## DMI Certifications

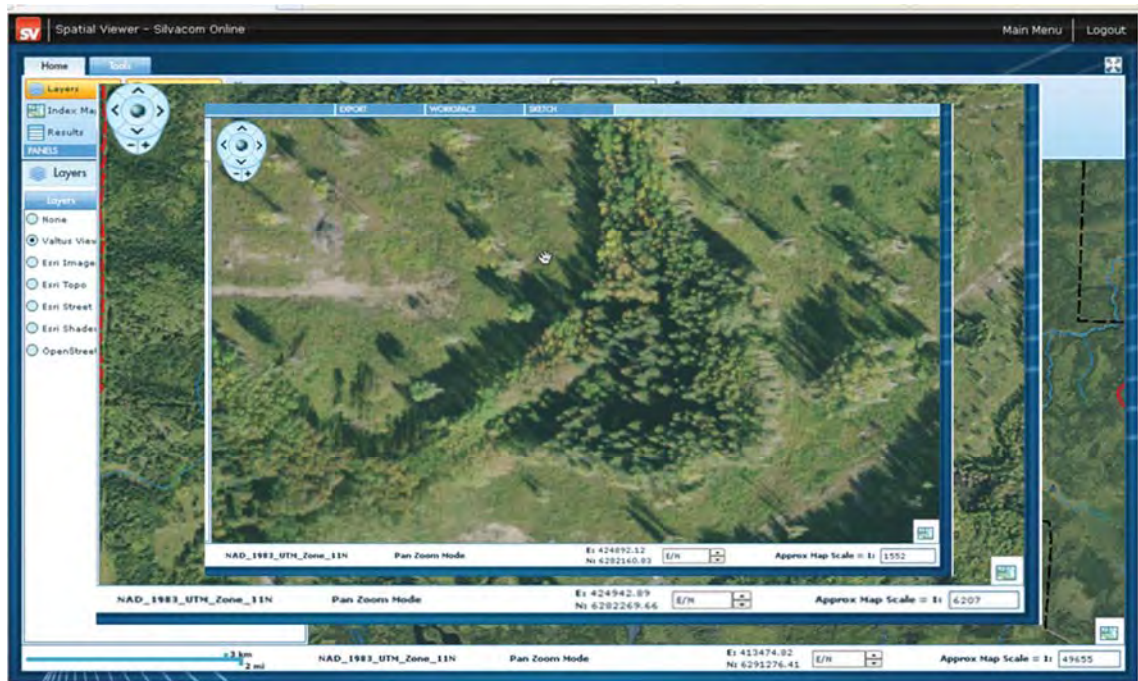
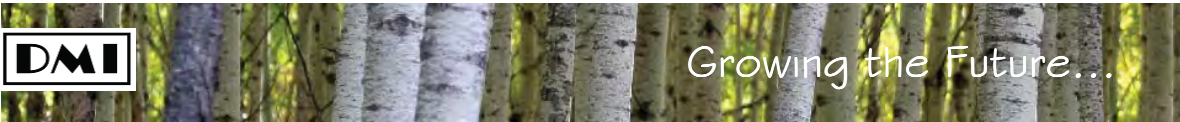
- ISO 14001 Registration
  - Environmental Management System (EMS)
- Sustainable Forestry Initiative (SFI)
  - Forest Management
  - Fiber Sourcing
- Chain-of-Custody
  - PEFC
  - FSC controlled wood from other sources
- All of the Certifications are audited annually (both internal and external)



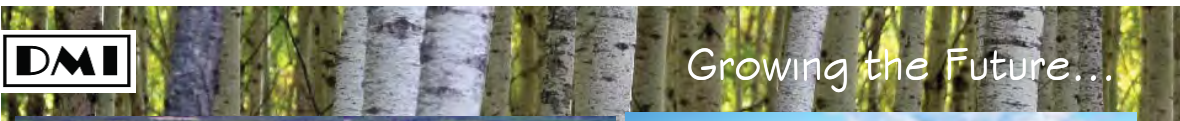
## Initiatives/Achievements

- Enhanced version of wet areas mapping used on the FMA's which will allow staff to identify unmapped streams (using LiDAR).
- Leaf Off Photo updates
- Started doing AVI for the 2 FMA's in preparation for completing new DFMP plans.
- DMI has obtained a 3D imagery workstation, which combined with 2015 leaf off photography will give DMI staff more information when planning / operating cut blocks.
- DMI is currently carrying out a ribbonless boundary trial (with GOV) which involves using GPS technology in harvesting equipment.



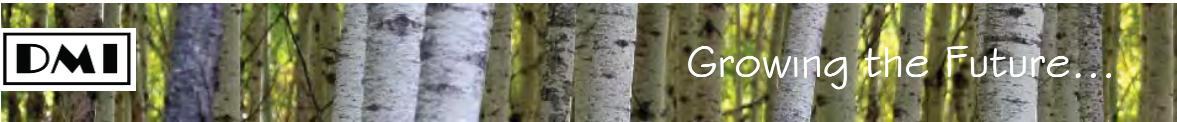


General Development Plan 2015



## DMI's Forest Management Approach

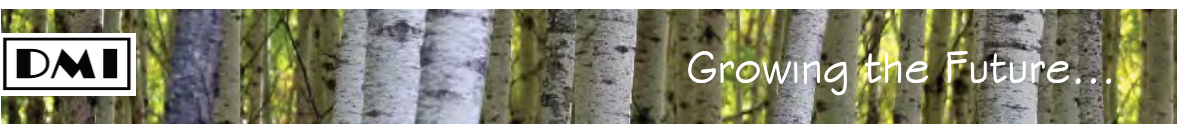
- Ecosystem-based forest management (emulating natural disturbance i.e. fires).
- Pro-active adaptive management & continual improvement systems (SFI certification, ISO/EMS)
- Extensive history of investment in research & collaboration (FRI, EMEND, NCASI, UofA, NAIT-BRI, FPAC, CBFA, NRCan, GoA, FRIAA, ACA).
- Mixedwood forest management tools, Natural Disturbance inspired ecosystem-based practices (i.e. DMI's retention strategy), LiDAR-WAM, BMP's for various sensitive species (i.e. migratory birds)



## Consultation Program / Activities

Information on the 2016 GDP was provided to First Nations and Metis Settlements with traditional use areas that overlap proposed operating areas. Information packages included general locations and timelines of planned harvesting/roads and silviculture activities.

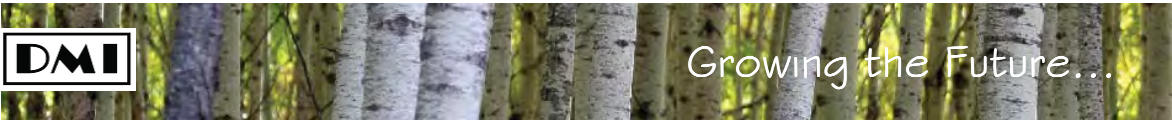
The package also included an overview map, general company information and our specific methods of planning, harvesting and reforestation.



## Consultation Program / Activities

**Public Advisory Committee (PAC)** - PAC is composed of members representing various stakeholder groups, individual viewpoints, government agencies and industries. Meetings are held quarterly and provide an opportunity to give DMI direct feedback on their practices / policies.

Groups / individuals are welcome to make an application to join PAC. All inquiries regarding PAC can be made by calling the DMI Woodlands office at (780) 624 – 7415.



For further information on the General Development Plan, please feel free to contact us:

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# 2016 – 2021 General Development Plan

Tolko Industries · Norbord · La Crete Sawmills

GENERAL DEVELOPMENT PLAN



## Background – “The Companies”

- La Crete Sawmills
  - La Crete, Alberta
  - Established 1989
  - Lumber production
- Norbord (Formerly Ainsworth)
  - Head Office in Toronto, ON
  - 19 Operations
  - High Level OSB mill acquired 2014
  - Oriented Strand Board (OSB)
- Tolko Industries
  - Head Office in Vernon, BC
  - 19 Divisions – BC to Manitoba
  - High Level mill acquired 1999
  - Lumber production

Norbord Inc.



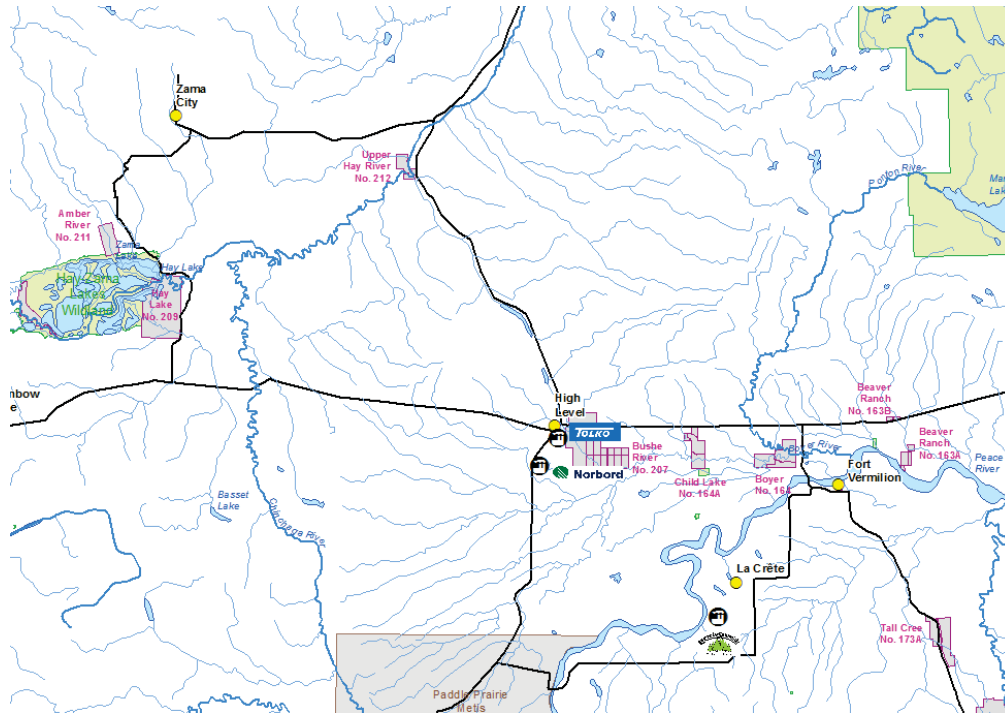
Tolko Industries Ltd.  
High Level Lumber Division



LaCrete Sawmills



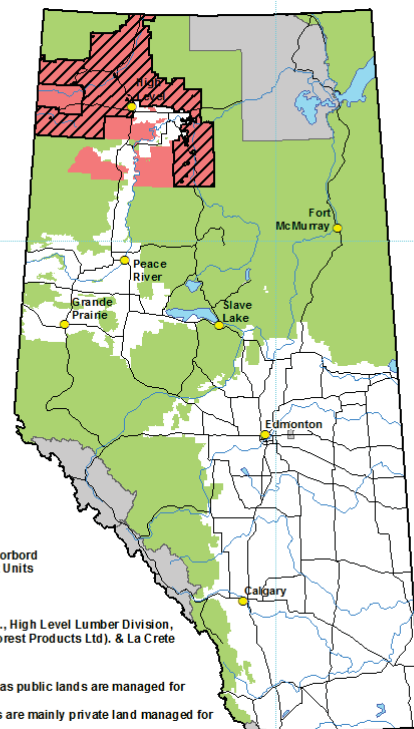
# Background – “The Companies”



# Operating Areas

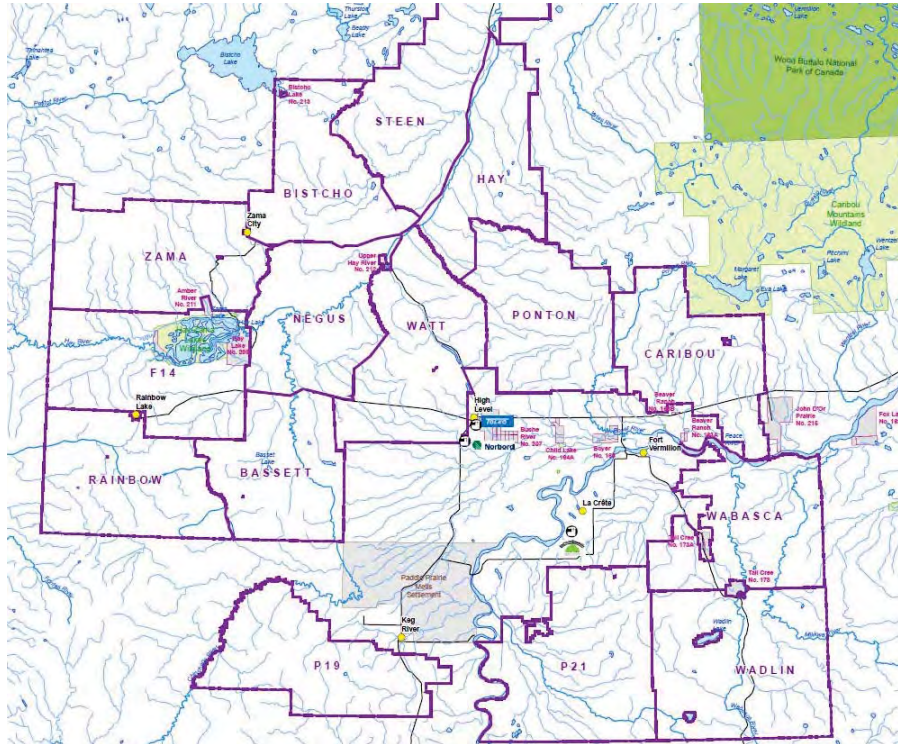
## Forest Management Units

- F26: 3,570,000 ha (Tolko, LCSM, Norbord)
  - F11: 360,000 ha (Norbord)
  - F14: 340,000 ha (Tolko)
  - P21: 360,000 ha (Tolko, LCSM)
  - P19: 250,000 ha (Tolko)
- 
- 4,880,000 ha



- Tolko, La Crête, & Norbord Forest Management Units
- FMA: Tolko Industries Ltd., High Level Lumber Division, Norbord (Footner Forest Products Ltd.), & La Crête Sawmills Ltd.
- Green / White Zone: Green (forested) areas public lands are managed for timber production. White (settled) areas are mainly private land managed for agriculture.

# Operating Areas - Compartments



## On Average every year...

- La Crete Sawmills
  - Cuts 1600 ha
  - Within 60 cutblocks
  - 180,000 - 200,000 m<sup>3</sup>
  - From Nov – March contracts:
    - 45 people
    - 16 equipment
    - 15 trucks
  - 110 mill staff



## On Average every year...

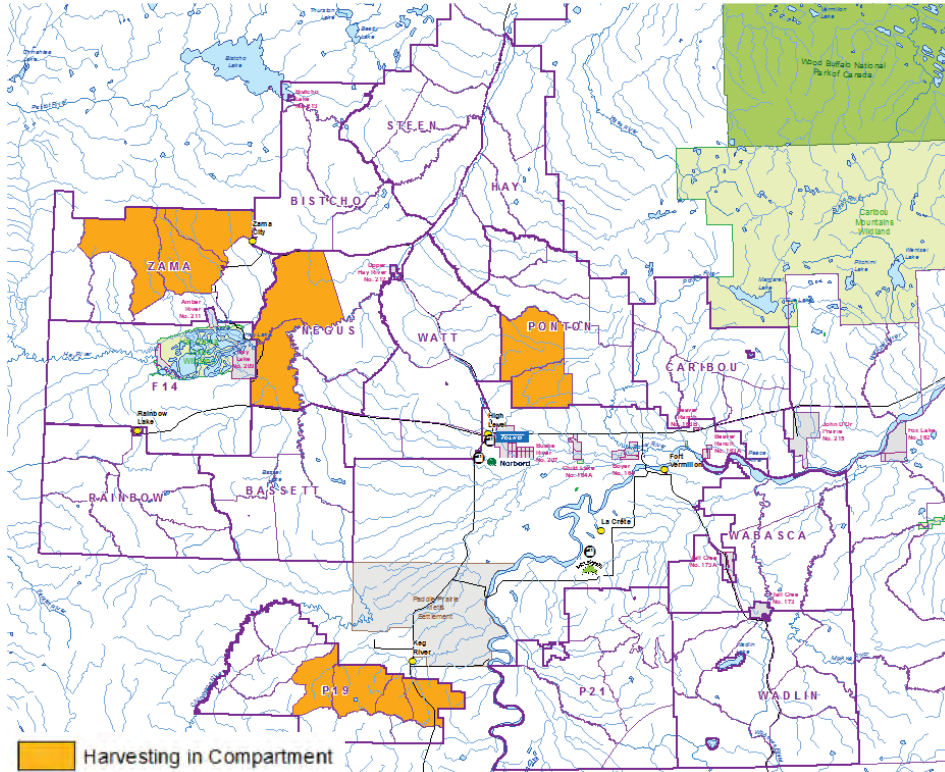
- Norbord (Formerly Ainsworth)
  - Norbord had been inactive since 2007
  - Private wood purchase
  - 2015 logging in F11
  - From Nov – March contracts:
    - 115 people
    - 40 equipment
    - 75 trucks
  - 200 mill staff



## On Average every year...

- Tolko Industries
  - 10,000 ha
  - 500 blocks
  - 1,200,000 - 1,400,000 m<sup>3</sup>
  - From Nov – March contracts:
    - 612 people
    - 159 equipment
    - 200 trucks
    - 5 Camps
  - From May – August contracts:
    - 250 people
    - 4-5 Camps
    - 4-5 helicopters full time
  - Mill +300 staff

## 2015 Harvest Season Recap: Tolko

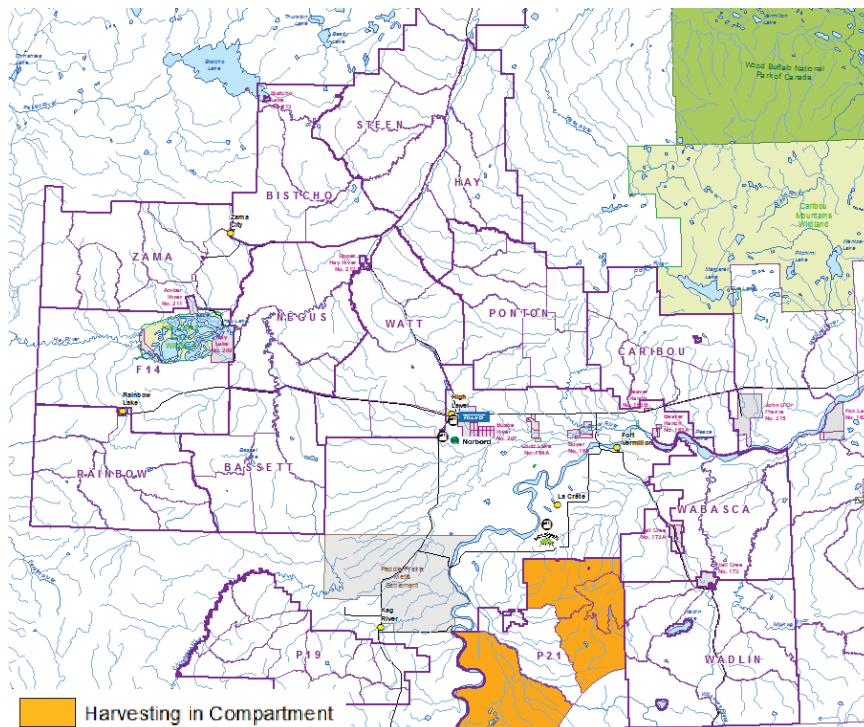


## 2015 Harvest Season Recap: Tolko

- FMA & P19 Harvest
- 453 Blocks
- 7,850 ha
- 1,300,000 m<sup>3</sup> conifer
- Purchase Wood from F23



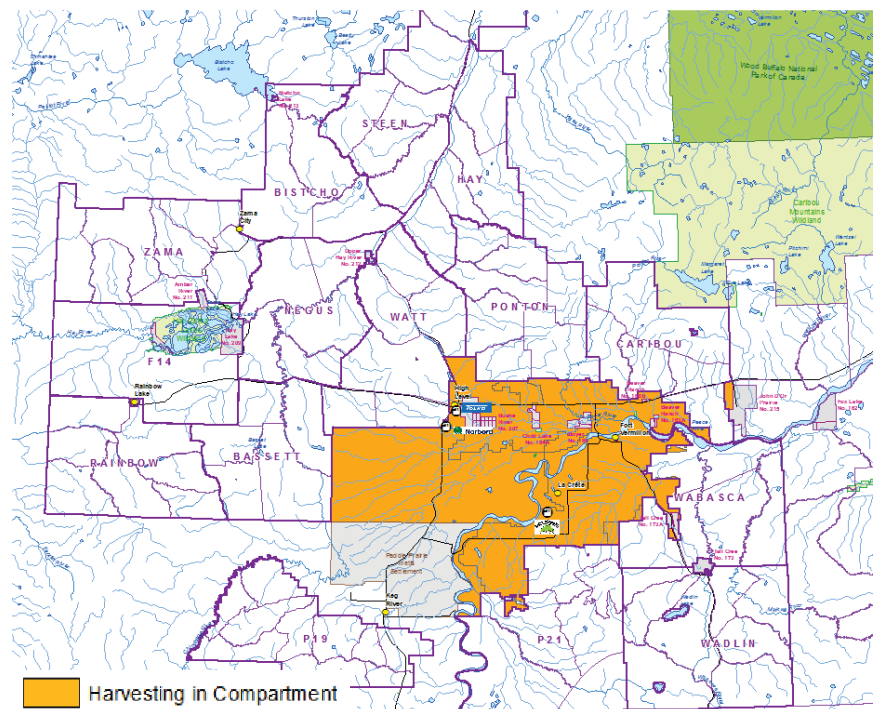
# 2015 Harvest Season Recap: LCSM



# 2015 Harvest Season Recap: LCSM

- P21 Harvest
- 41 Blocks
- 1,069 ha
- 200,000 m<sup>3</sup>
- Fire Salvage & Green Wood

# 2015 Harvest Season Recap: Norbord



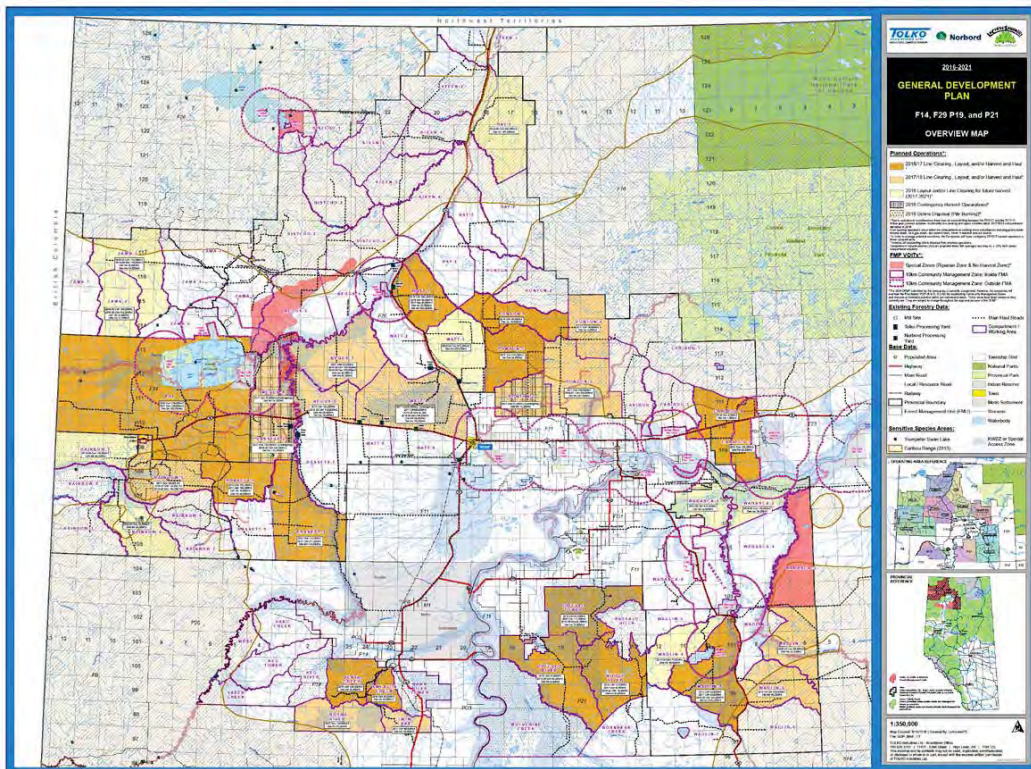
# 2015 Harvest Season Recap: Norbord

- F11 & Private Wood Purchase
- Incidental Deciduous produced by Tolko operations
  - Ponton 5 & 7
  - Negus 2 & 4
  - Zama

# What is a General Development Plan?

- Annual **JOINT** Submission
  - Tolko, Norbord, LCSM = FMA Holder
  - Netaskanin, N'Deh, DMI, Mustus = Quota Holder
- 5 year planning horizon
- Forecast and manage forestry cut control
- Outline long term access requirements
- Forest Health and Fish and Wildlife issues
- Guide the integration of activities among operators and stakeholders
- Basis of First Nation Consultation

## 2016-2021 Overview: “The Companies”



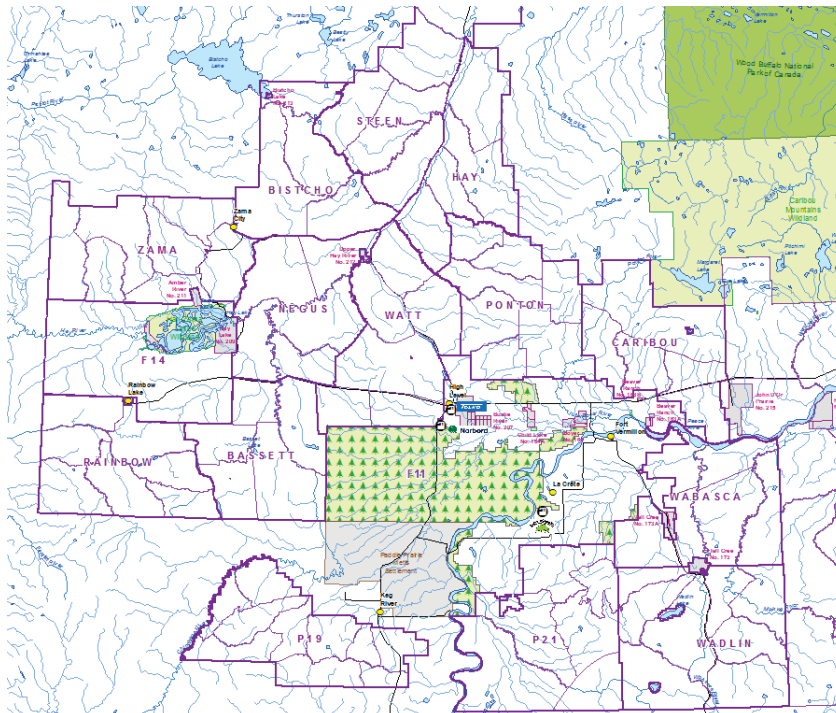




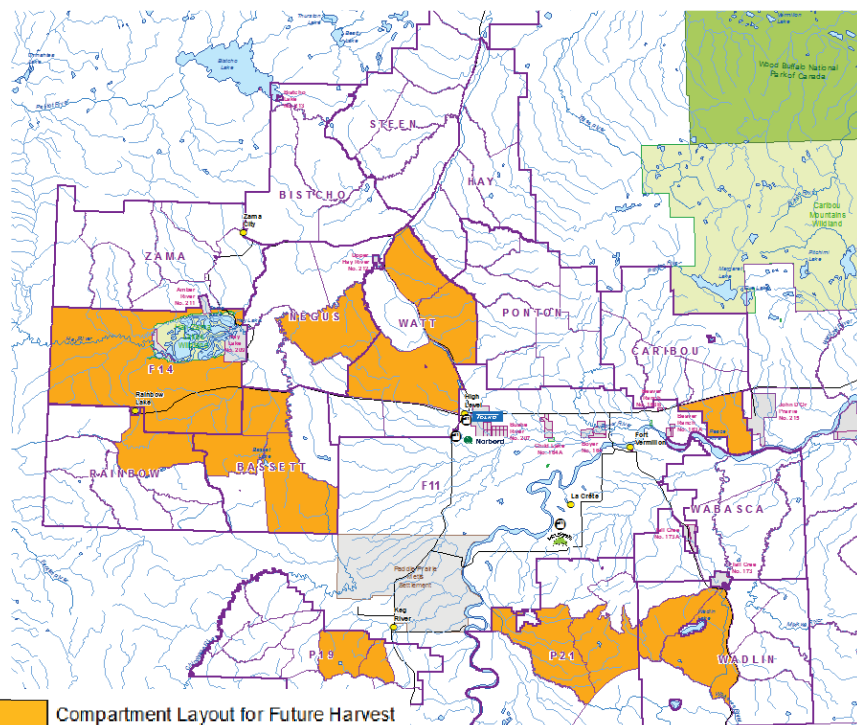



# 2016 Summer Operations: Norbord Silviculture

-  Herbicide
-  Planting



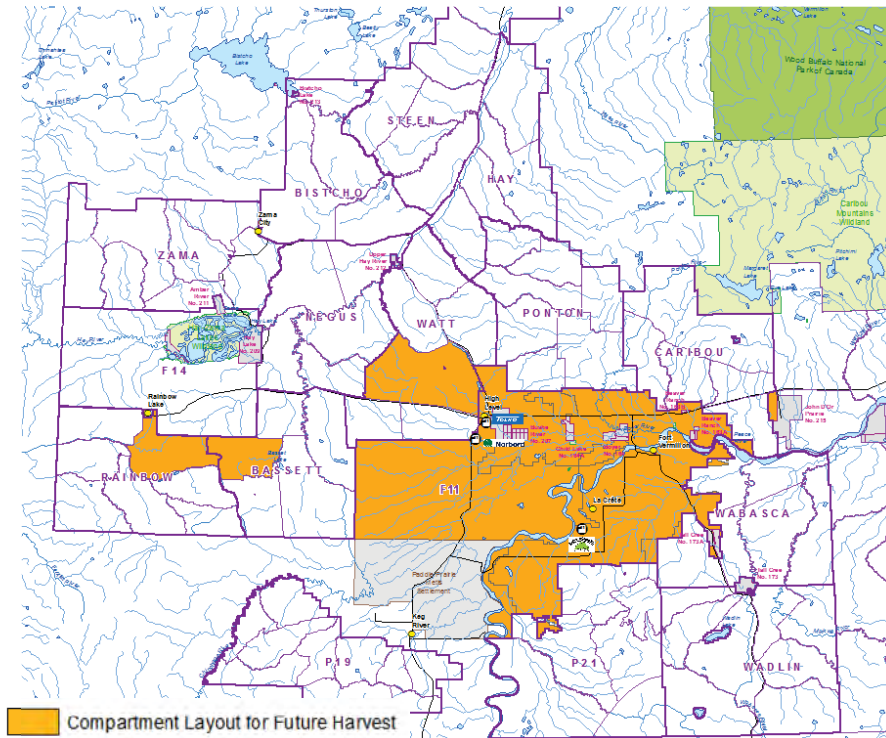
# 2016 Summer Operations: Tolko/LCSM Layout



 Compartment Layout for Future Harvest

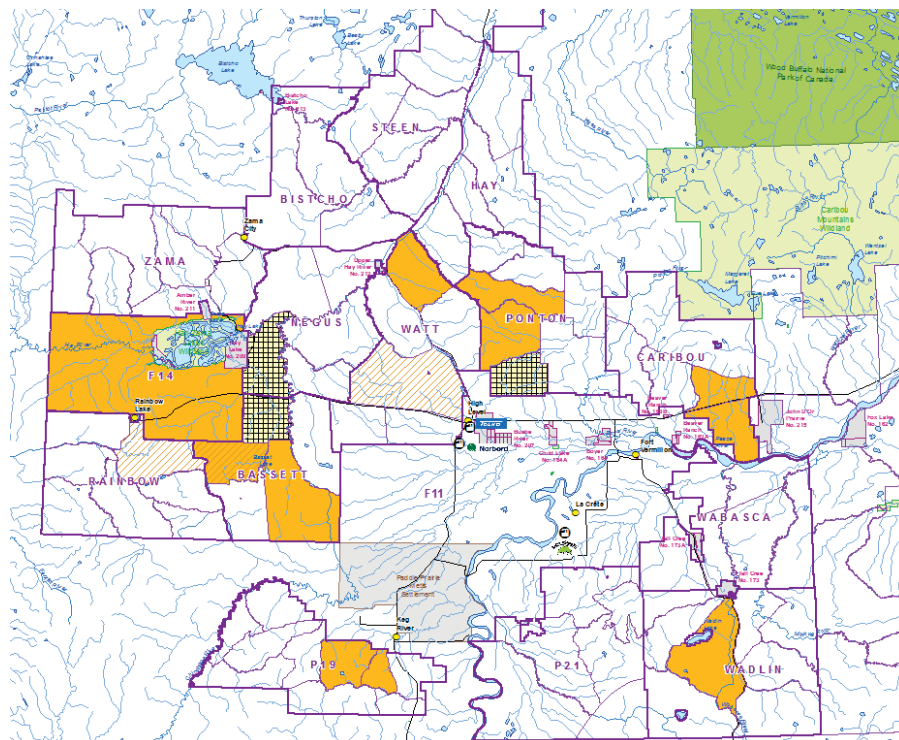


# 2016 Summer Operations: Norbord Layout



# 2016/17 Winter Harvest: Tolko & Purchase Wood (F23, F14, Private)

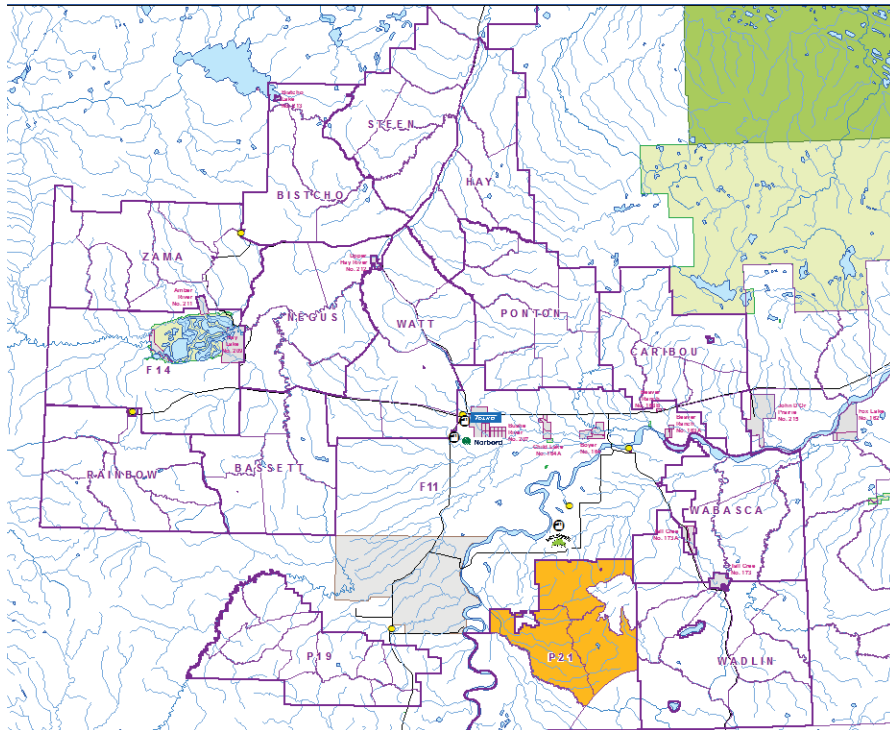
- Incidental Conifer (Dec Harvest)
- Contingency Harvesting
- Primary Harvesting Compartment





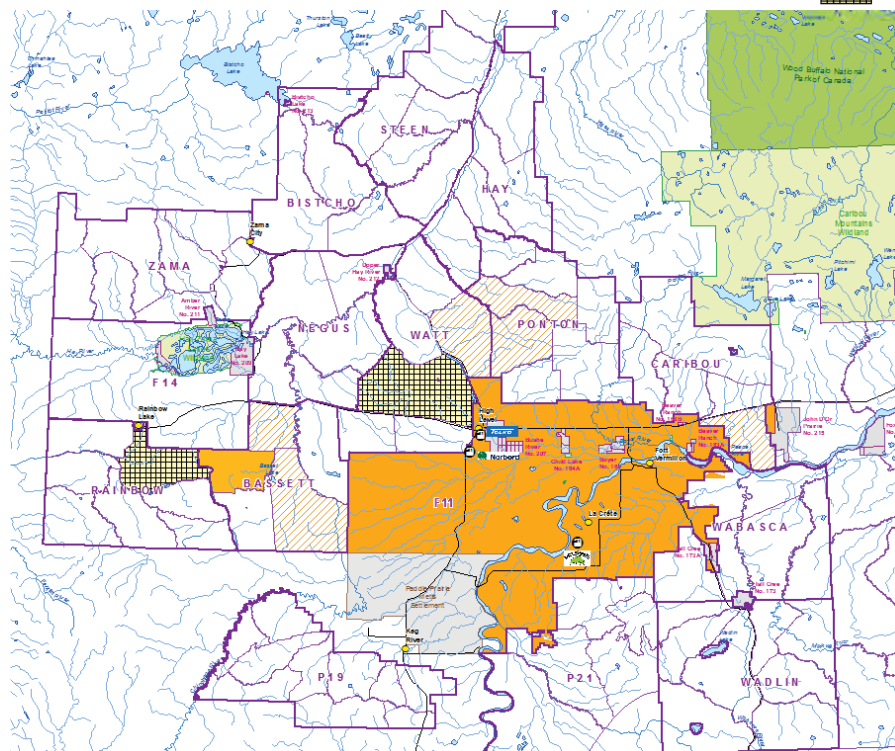
## 2016/17 Winter Harvest: LCSM & Potential Purchase Wood (F23, Private)

- Incidental Conifer (Dec Harvest)
- Contingency Harvesting
- Primary Harvesting Compartment



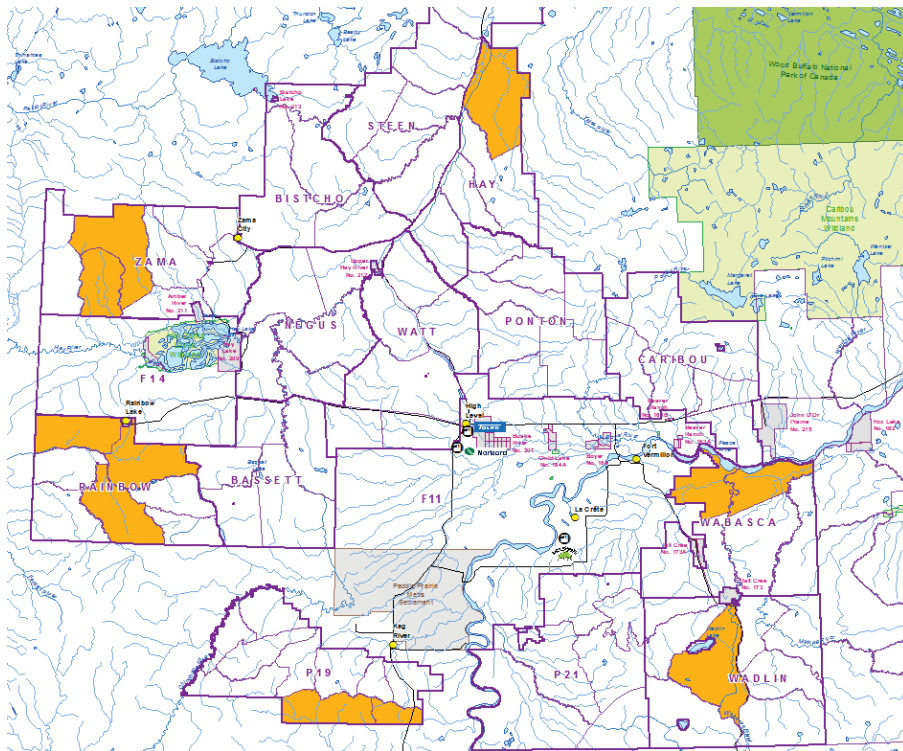
## 2016/17 Winter Harvest: Norbord & Potential Purchase Wood (Private, DTA)

- Incidental Dec (Con Harvest)
- Primary Harvest Compartment
- Contingency Harvesting



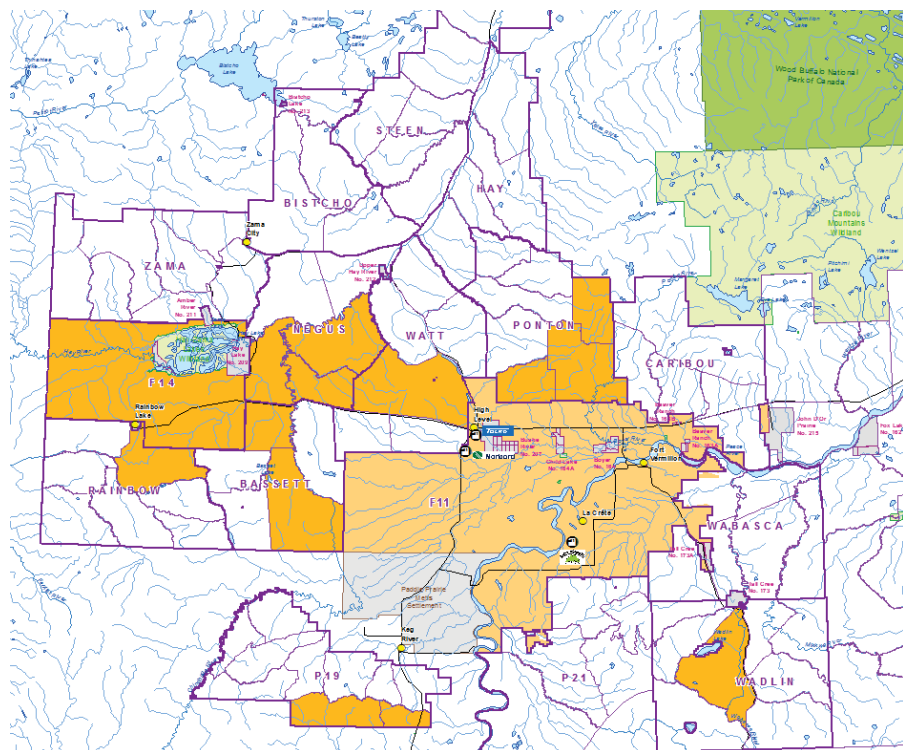
# 2016/17 Winter Line Clearing: "The Companies"

Line Clearing for Future Layout & Harvest





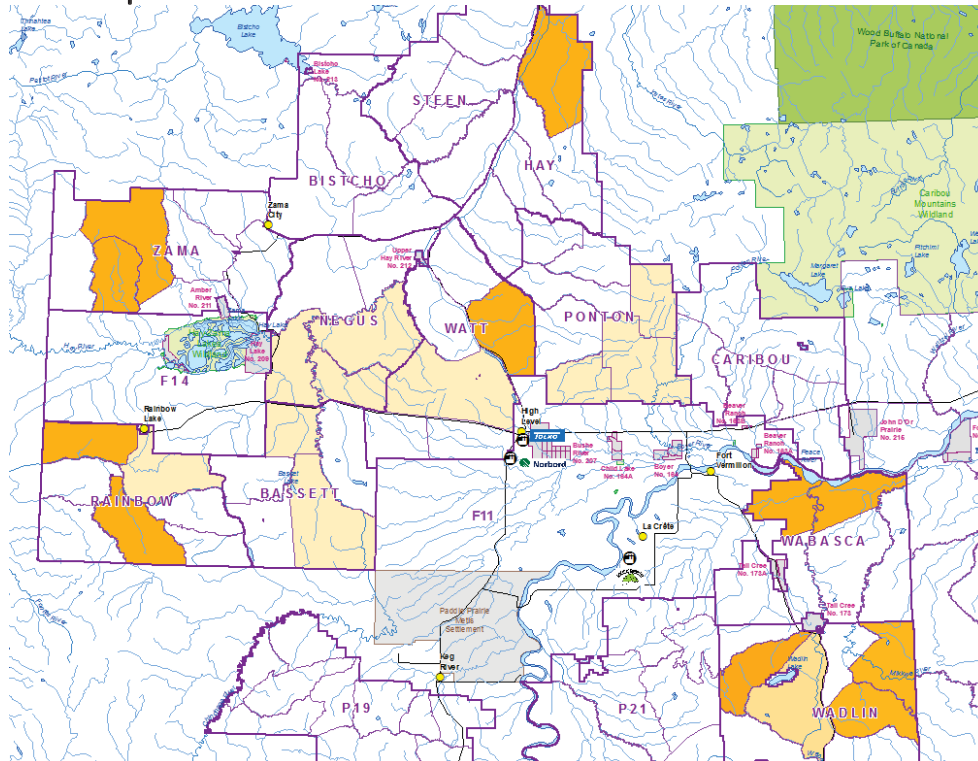
# 2017/18 Planned Harvesting "The Companies"

2017 Harvesting  
 Norbord Harvest



## 2018-2021 Planned Harvesting “The Companies”

 Potential Remaining Volume after 2017 Operations  
 2018-2020 Planned Harvest



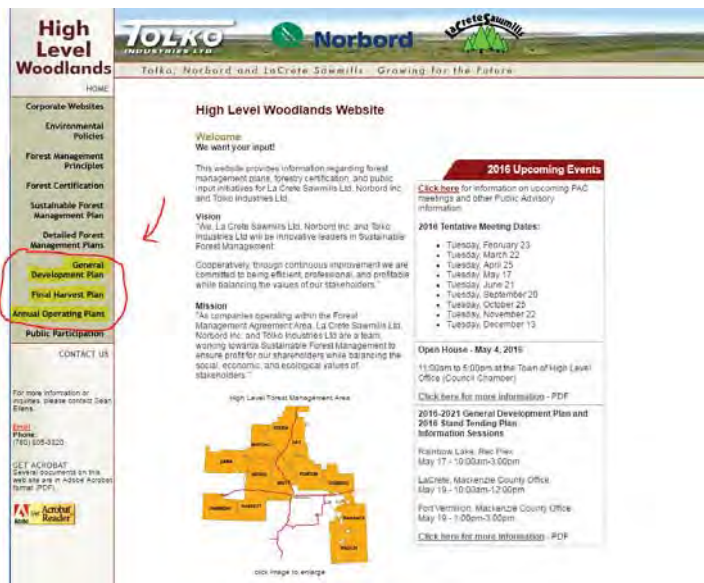
## Annual Post Harvest Activities: The Companies

- Scarification (site prep) occurs where required (late winter)
  - Blocks are targeted by proximity to sawmill and hauling time frame
  - Flexibility around what blocks are scarified if notified by November
- Debris Disposal (burning) occurs mainly in CTL blocks (~50% Tolko Operations; 100% LCSM/Norbord)
  - Target within two years post harvest
  - Winter (outside of fire season)
- Plant within 2 years post harvest (May-July)
- Establishment/Competition survey (May) between 4-8<sup>th</sup> year
- Herbicide Treatment (June-August) based upon Competition survey
  - Required to ensure the success of conifer blocks
  - Efficiently controls grass, herbaceous plants, shrubs and aspen re-growth
- Performance survey (Sept-April) between 11-14<sup>th</sup> year
  - No retreatment, LFN.



## Access and Review Plans...

- All plans (GDP, FHP, AOP, Silviculture) can be reviewed on the High Level Woodlands website
- [www.highlevelwoodlands.com](http://www.highlevelwoodlands.com)



## For more information...

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Woodlands Manager  
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780-928-2292

Norbord Inc.  
Tiffany Olson  
Planning Forester  
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Tolko Industries  
Tim Gauthier  
Woodlands Manager  
780-926-3781





## NEWS RELEASE

### For Immediate Release

Slave Lake, Alberta [June 7, 2016]

### **NLC Graduating Class of 2016 Celebrates the “Best Day of My Life”**

Northern Lakes College proudly celebrated the success of 1385 students on June 3<sup>rd</sup>, 2016. Friends and family celebrated student achievements at the Convocation ceremony held in Slave Lake, Alberta at the Multi-Rec Centre. Eight hundred and ninety-three credit students and an additional 492 continuing education program students celebrated graduation this year. The theme of the ceremony was commemorated with the celebratory tune “Best Day of My Life” by America Authors.

Following Canada’s national anthem, Elder David Matilpi led opening evocation with prayer. Master of Ceremonies Amy Saitz welcomed all attendees and introduced a number of dignitaries including Daniel Vandermeulen, Chair Board of Governors; Colin Piquette, MLA for Athabasca-Sturgeon-Redwater, Debbie Jabour, MLA for Peace River and keynote speaker Tyler Warman, Mayor of Slave Lake.

Ann Everatt, President and CEO of Northern Lakes College, congratulated the graduating class of 2016 with words of motivation and optimism “Today we celebrate your accomplishments and reflect upon your achievements. Today is your day and you’ve worked hard to get here. Remember the lessons you have learned and don’t be afraid to seek new understanding. You have the support of hundreds behind you - look around, everyone in this room is excited for you.”

Chosen by her peers for demonstrating determination and strength following personal loss, Valedictorian Lindsey Goodswimmer encouraged her classmates to persevere. She expressed her strong belief in the ability to succeed in her message to fellow grads. “Never give up. You can achieve anything if you want it bad enough” said Lindsey. Lindsey has completed her academic upgrading and will continue on with her studies in Business Administration.

Mayor of Slave Lake, Tyler Warman, delivered the keynote message, speaking of the unpredictability of life and the gift of lessons learned. “I am very honored to be asked to deliver the keynote address,” he said. “It is my sincerest hope that by sharing the story of my journey in life, grads might take something away that will benefit them. At the very least, I am excited to offer Northern Lakes College’s Class of 2016 my sincerest congratulations.”

Awards were given to students in recognition of outstanding achievement in a variety of areas. Of these, Bailey Lamarche was awarded the Board of Governors Scholarship, a prize honoring the exemplification of “the



philosophy of life long learning". Quentin L'Hirondelle was awarded the Board of Governors Leadership Award, and Ashleigh Laderoute received the Doreen Bellerose Memorial Award for her effort in overcoming obstacles to succeed in personal education. Social Work graduate Jacklyn Deley received both the Governor General's Collegiate Bronze Medal for highest academic standing in a diploma program and the Louise McKinney Scholarship for academic achievement. Donny Yellowknee received the Mabel Grey Award for his achievements in the Academic Upgrading program and for his contribution to a positive learning environment at the Atikameg Campus. Deanna Nanooch received the Student Convocation Award for high academic achievement, and Lilian Beland, Smoky River CEC, received the Friend of Northern Lakes College award for her commitment to the success of students and dedication to volunteerism and community contribution.

The Practical Nursing students celebrated on the evening before with a traditional Capping and Pinning Ceremony. The ceremony is a 150 year old tradition that is conducted in candlelight, and each nursing student is presented with a nursing cap and pin. In 2016, 45 Practical Nurse students from Barrhead, Peace River, Slave Lake and Grande Prairie graduated.



*Students celebrating Convocation*

*Northern Lakes College is a Comprehensive Community Institution offering certificate and diploma programs in Business, Health Sciences, Human Services, Technology, Trades, University Studies and Academic Upgrading. The College collaborates with Campus Alberta partners to offer degree completion opportunities throughout its service region, including a Bachelor of Education. Northern Lakes College also provides a wide variety of certificate programs through its Continuing Education and Corporate Training Department.*

-30-

For media inquiries please contact:  
Valerie Tradewell  
Director, College Advancement  
Northern Lakes College  
780-849-8621

**From:** [Alberta Forest Products Association](#)  
**To:** [Carol Gabriel](#)  
**Subject:** Alberta Forest Products Association 74th AGM and Conference  
**Date:** May-30-16 10:11:30 AM

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Monday, May 30, 2016

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## Alberta Forest Products Association 74th AGM and Conference

Good Morning,

We are pleased to invite you to attend the AFPA's 74th Annual General Meeting and Conference at the Fairmont Jasper Park Lodge from September 21 - 23, 2016. The conference will provide an opportunity for forest industry representatives, senior government officials, and key stakeholders to meet, network, and attend information sessions.

### Registration Information

Event details and registration information can be found on the [AFPA website](#).

Guests registering before June 30, 2016 are eligible for the **early bird rate** and will be entered into a draw for the **early bird prize package**.

We look forward to seeing you in Jasper.



[www.albertaforestproducts.ca](http://www.albertaforestproducts.ca)  
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Edmonton, Alberta T5J 3M1

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