



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**APRIL 12, 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>		<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>
		<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>

## 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 - engage consultant</b></li> <li>2. <b>LAND STEWARDSHIP COMMITTEE - fill positions</b></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, April 12, 2016  
10:00 a.m.**

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

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the March 23, 2016 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) b)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Public Works Committee Meeting Minutes	31
		c) Agricultural Service Board Meeting Minutes	35
		d)	
		e)	
<b>GENERAL REPORTS:</b>	6.	a) CAO Report	41
		b)	
		c)	
<b>TENDERS:</b>	7.	a) None	
		b)	

<b>PUBLIC HEARINGS:</b>	8.	a)	None	
<b>ADMINISTRATION:</b>	9.	a)	Assessment Services	57
		b)	2016 Ratepayer Meetings	61
		c)	Conference Call – Rick Pollard, Stakeholder Relations Manager (Office of the Premier)	
		d)	National Public Works Week Proclamation (May 15-21, 2016)	65
		e)		
		f)		
<b>AGRICULTURE SERVICES:</b>	10.	a)	Genetically Engineered/Roundup Ready Alfalfa	69
		b)		
		c)		
<b>COMMUNITY SERVICES:</b>	11.	a)	Northwest Alberta Regional Resource Sharing Agreement	75
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Bylaw 1025-16 Fee Schedule Bylaw	87
		b)	2016 Budget and 2016 Municipal Tax Rates	131
		c)		
		d)		
<b>OPERATIONS:</b>	13.	a)	Bylaw 1024-16 Road Closure West Side of NW 11-106-12-W5M for Access Request	137
		b)	Policy PW039 - Rural Road Access Construction	147

and Surface Water Management Policy

		c)	Oil Recycling Buildings	177
		d)	Mackenzie Regional Waste Management Commission – Hours of Operation	179
		e)		
		f)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	Bylaw 1021-16 Land Use Bylaw Amendment to Rezone Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1“HRC1” to Public/Institutional “P” (La Crete)	185
		b)	North Point Oversizing Payment	209
		c)	Zama Crown Land Procurement	247
		d)		
		e)		
<b>UTILITIES:</b>	15.	a)	Boyer River Truckfill	251
		b)		
		c)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	253
<b>IN CAMERA SESSION:</b>	17.	a)	Legal	
		b)	Labour <ul style="list-style-type: none"><li>• AUPE Negotiations</li><li>• Organizational Chart</li></ul>	
		c)	Land <ul style="list-style-type: none"><li>• Land Negotiation</li></ul>	
<b>NOTICE OF MOTION:</b>	18.		Notices of Motion	

**NEXT MEETING  
DATES:**

19. a) Committee of the Whole Meeting  
Tuesday, April 26, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
Wednesday, April 27, 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>April 12, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the March 23, 2016 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the March 23, 2016, Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved Council Meetings are posted on the County website.

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the minutes of the March 23, 2016, Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, March 23, 2016  
10:00 a.m.**

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

**PRESENT:** Bill Neufeld Reeve (left the meeting at 5:02 p.m.)  
Walter Sarapuk Deputy Reeve (left the meeting at 3:32 p.m.)  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Elmer Derksen Councillor  
John W. Driedger Councillor  
Eric Jorgensen Councillor  
Josh Knelsen Councillor (left the meeting at 5:02 p.m.)  
Lisa Wardley Councillor

**REGRETS:**

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

**ALSO PRESENT:** Members of the public and media.  
Grade 6 Class – Ridgeview Central School  
Kathy Janzen, La Crete Library Society  
Martha Driedger, La Crete Library Society  
Helen Wiebe, La Crete Library Society  
S/Sgt. Jeff Simpson, Fort Vermilion RCMP

Minutes of the Regular Council meeting for Mackenzie County held on March 23, 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.

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Mr. Kirby's grade six class from Ridgeview Central School was present to observe the Council meeting.

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

**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 16-03-194**

**MOVED** by Councillor Jorgensen

That the agenda be approved with the following additions:

- 4. b) Grade 6 Class – Ridgeview Central School
- 4. c) S/Sgt. Jeff Simpson, Fort Vermilion RCMP
- 9. g) Local Advocacy on the Province's Decision to Eliminate Grants in Lieu of Taxes for Social Housing
- 9. h) Policy ADM046 Hiring Policy
- 10. a) Irrigation
- 13. g) Snow Plow Truck

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the March 8, 2016 Regular Council Meeting**

**MOTION 16-03-195**

**MOVED** by Councillor Wardley

That the minutes of the March 8, 2016 Regular Council Meeting be adopted as presented.

**CARRIED**

**3. b) Minutes of the March 22, 2016 Committee of the Whole Meeting**

**MOTION 16-03-196**

**MOVED** by Councillor Braun

That the minutes of the March 22, 2016 Committee of the Whole Meeting be adopted as presented.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**5. a) Council Committee Reports (Verbal)**

**MOTION 16-03-197**

**MOVED** by Councillor Driedger

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That the Council Committee verbal reports be received for information.

**CARRIED**

**5. b) Public Works Committee Meeting Minutes – March 7, 2016**

**MOTION 16-03-198**      **MOVED** by Deputy Reeve Sarapuk

That the Public Works Committee unapproved meeting minutes of March 7, 2016 be received for information.

**CARRIED**

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

**TENDERS:**      **7. a) La Crete Library Building Renovations – Award**

**MOTION 16-03-199**      **MOVED** by Councillor Wardley

That the La Crete Library Building Renovation be moved to following the La Crete Library Society delegation.

**CARRIED**

**ADMINISTRATION:**      **9. b) Appointment of Members-at-Large**

**MOTION 16-03-200**      **MOVED** by Deputy Reeve Sarapuk

That the Member at Large appointments to the Land Stewardship Committee be tabled to later in the meeting.

**CARRIED**

**MOTION 16-03-201**      **MOVED** by Deputy Reeve Sarapuk

That Mike Kowal be appointed as a Member at Large to the Mackenzie Housing Management Board for the remainder of a one year term ending October 2016.

**CARRIED**

**MOTION 16-03-202**      **MOVED** by Councillor Braun

That administration continue to advertise for the Member at Large

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vacancy on the Assessment Review Board.

**CARRIED**

**9. c) Council Committees**

**MOTION 16-03-203**

**MOVED** by Councillor Wardley

That the Council Committee vacancies be deferred to the May 10, 2016 council meeting for appointment.

**CARRIED**

**9. d) 2016 Strategic Priorities**

**MOTION 16-03-204**

**MOVED** by Councillor Wardley

That the Mackenzie County 2016 Strategic Priorities Chart be approved as presented.

**CARRIED**

**DELEGATIONS:**

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

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

1. Why did some people back off from Bill 6?  
*Councillor Driedger replied that he didn't know why. He felt that more people should have been asking questions of the provincial government at their AAMDC Conference about the process. It seems the elected officials have backed off but not the people.*
2. Why is there a picture of Queen Elizabeth on the wall?  
*Because we are part of the British Commonwealth.*
3. What happens if there aren't enough people at the council meeting?  
*According to our Procedural Bylaw "Quorum" is the majority of all members, being fifty (50) percent plus one (1). Our Council normally has 10 members, therefore we need 6 people to be able to hold a meeting. If we do not have enough then the meeting is cancelled.*
4. Is there a time that you are able to have snacks?

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*The Councillors are able to have snacks anytime but usually when the Reeve calls for a recess.*

**MOTION 16-03-205**      **MOVED** by Councillor Jorgensen

That the Grade 6 students be allowed to have snacks when the meeting is recessed.

**CARRIED**

**ADMINISTRATION:**      **9. e) A Northern Evening with Rachel Notley**

**MOTION 16-03-206**      **MOVED** by Councillor Jorgensen

That the following Councillors be authorized to attend the Northern Evening with Rachel Notley on March 24, 2016 in Falher, AB.

- Councillor Jorgensen
- Councillor Braun
- Councillor Driedger

**CARRIED**

**9. f) Federation of Canadian Municipalities - Strong Northern and Remote Communities**

**MOTION 16-03-207**      **MOVED** by Councillor Wardley

That a letter of support of Federation of Canadian Municipalities' position on "*Strong Northern and Remote Communities*" be sent to the Prime Minister of Canada, Justin Trudeau, urging the federal government to establish and provide necessary support to Canada's northern and remote communities to address essential services and other challenges associated with living in the north and copy the provincial government.

**CARRIED**

**9. g) Local Advocacy on the Province's Decision to Eliminate Grants in Lieu of Taxes for Social Housing (ADDITION)**

**MOTION 16-03-208**      **MOVED** by Councillor Driedger

Requires Unanimous

That a letter be sent to the Minister of Seniors and Housing urging

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them to reinstate the Grants in Place of Taxes funding and that we proceed with AUMA's recommendation to post information on social media.

**CARRIED UNANIMOUSLY**

Reeve Neufeld recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:19 a.m.

The grade 6 students left the meeting at 11:15 a.m.

**9. b) Appointment of Members-at-Large**

Reeve Neufeld turned over the Chair to Deputy Reeve Sarapuk.

**MOTION 16-03-209**

**MOVED** by Reeve Neufeld

That the following individuals be appointed as a Member at Large to the Land Stewardship Committee for a period ending October 2017 and re-advertise the remaining positions.

- Anthony Peters
- George Fehr
- Joe Peters
- Mike Alsterlund

**CARRIED**

Reeve Neufeld resumed the Chair.

**DELEGATIONS:**

**4. c) S/Sgt. Jeff Simpson, Fort Vermilion RCMP  
2016/17 Priorities and Regional Search and Rescue  
Team Working Group**

**MOTION 16-03-210**

Requires Unanimous

**MOVED** by Councillor Jorgensen

That council support S/Sgt. Simpson's initiative in the establishment of a regional search and rescue association.

**CARRIED UNANIMOUSLY**

**MOTION 16-03-211**

Requires Unanimous

**MOVED** by Deputy Reeve Sarapuk

That Council continue with the following priorities for the Fort Vermilion RCMP for 2016-17:

1. Safe Roads
2. Drugs
3. Youth

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\_\_\_\_\_

4. Crime Reduction

**CARRIED UNANIMOUSLY**

**9. h) Policy ADM046 Hiring Policy (ADDITION)**

**MOTION 16-03-212**  
Requires Unanimous

**MOVED** by Councillor Wardley

That an exception be made for the 2016 season for the hiring of summer/seasonal staff by giving preference to the best qualified candidate instead of university/college students in Zama.

**CARRIED UNANIMOUSLY**

Reeve Neufeld recessed the meeting at 12:08 p.m. and reconvened the meeting at 12:49 p.m.

**AGRICULTURE  
SERVICES:**

**10. a) Irrigation (ADDITION)**

**MOTION 16-03-213**

**MOVED** by Councillor Jorgensen

That the irrigation discussion be received for information.

**CARRIED**

**FINANCE:**

**12. a) Request to Waive Penalties**

**MOTION 16-03-214**  
Requires 2/3

**MOVED** by Councillor Derksen

That administration be authorized to write-off the penalties (derived from outstanding utility accounts) in the amount of \$74.63 on tax roll 106106 (Lot 12, Block 10, Plan 2938RS).

**CARRIED**

**OPERATIONS:**

**13. a) Policy PW004 Winter Road Maintenance / Snow Plowing Indicator**

**MOTION 16-03-215**

**MOVED** by Deputy Reeve Sarapuk

That Policy PW004 Winter Road Maintenance / Snow Plowing Indicator be approved as AMENDED.

**CARRIED**

**13. b) Access to New Lands in Blue Hills Area (E½ 30-101-17-**

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**W5M and the S½ 3-102-17-W5M.)**

**MOTION 16-03-216**      **MOVED** by Councillor Knelsen

That administration proceeds with obtaining access in Mackenzie County's name for the E½ 30-101-17-W5M and the S½ 3-102-17-W5M.

**CARRIED**

**13. c) Municipal Climate Change Action Centre – Alberta  
Municipal Solar Program**

**MOTION 16-03-217**      **MOVED** by Councillor Knelsen

That the Alberta Municipal Solar Program be received for information.

**CARRIED**

**PUBLIC HEARINGS:**      **8. a) Bylaw 1019-16 Land Use Bylaw Amendment to Rezone  
Plan 102 2773, Block 1, Lot 1 (Part of SE 17-104-15-  
W5M) from Agricultural "A" to Rural Country  
Residential District 3 "RC3"(La Crete Rural)**

Reeve Neufeld called the public hearing for Bylaw 1019-16 to order at 1:18 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1019-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on February 22, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment.

- What is the plan for a sewage system? A field system.
- Was a percolation test done? This test is not typically required at this stage however it would need to be done prior to the approval of the Subdivision. This is a concern as we move forward.

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- A comment was made that other areas have had issues and a lift station may need to be installed.
- Byron Peters commented that small semi-private lagoons might also be an option however we have not researched this yet.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1019-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1019-16.

- A comment was made that we don't need to take farmland for residences.
- A comment was made that this is the most effective way to accommodate/create housing that is not in town.
- Mr. Derksen stated that percolation tests have been done and doesn't see it as being an issue on the field.

Reeve Neufeld closed the public hearing for Bylaw 1019-16 at 1:30 p.m.

**MOTION 16-03-218**

**MOVED** by Councillor Knelsen

That second reading be given to Bylaw 1019-16 being the rezoning of Plan 102 2773, Block 1, Lot 1 (Part of SE 17-104-15-W5M) from Agricultural "A" to Rural Country Residential District 3 "RC3" (La Crete Rural) to allow for the development of multiple residential lots in the rural area.

**DEFEATED**

**8. b) Bylaw 1020-16 Land Use Bylaw Amendment to Rezone Part of NE 26-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3"(La Crete Rural)**

Reeve Neufeld called the public hearing for Bylaw 1020-16 to order at 1:37 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1020-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the

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proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on February 22, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment.

- Discussion regarding the low lying areas on the property.
- What is the sewer type? Assume it will be a field system. A percolation test needs to be completed.
- What happens if the field system doesn't work? There are other options such as holding tanks, private lagoons, etc.
- Does Rural Country Residential allow for secondary suites?

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1020-16.

- Letter of Opposition from Aron & Nellie Krahn (attached)
- Letter of Opposition from Randy Klassen (attached)
- Letter of Opposition from Gordon & Anna Enns (attached)
- Letter of Opposition from John & Barb Wiebe (attached)

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1020-16.

- Gordon Enns read his letter of opposition.
- James Giesbrecht, adjacent landowner on SE 26-106-14-W5M, stated the following:
  - Roads are not up to date
  - Sewage concerns
  - Flooding concerns
  - The piece that extends onto my land is my best yielding piece
  - Taking away farmland
  - There is cattle in the country
  - Bought the quarter section for that reason
  - Land value decreases
- John Wiebe read his letter of opposition and stated that he also agreed with the other concerns that have already been expressed.
- Willie Froese (applicant) spoke in favor of the proposed bylaw:
  - Bought the property 23 years ago.
  - Built a portion of the road past the land at my own cost and the neighbors are benefiting.
  - My plan was never to knock down the trees.
  - People want to buy acreages; there is potential and

- more need for lots.
- I do a lot of travelling, in southern Alberta there is country residential lots because they want to use the land as ag land.
  - Ag land is important.
  - I already built a ditch on the south side to drain the water. My land is mostly in the trees and the trees will slow down the melt and run off.
  - There are lots of options for sewer.

Reeve Neufeld closed the public hearing for Bylaw 1020-16 at 1:58 p.m.

**MOTION 16-03-219      MOVED** by Councillor Derksen

That second reading of Bylaw 1020-16 being the rezoning of Part of NE 26-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" (La Crete Rural) to allow for the development of multiple lots in the rural area be REFUSED.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:00 p.m. and reconvened the meeting at 2:10 p.m.

**8. c) Bylaw 1021-16 Land Use Bylaw Amendment to Rezone Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HCR1" to Public/Institutional "P" (La Crete)**

Reeve Neufeld called the public hearing for Bylaw 1021-16 to order at 2:13 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1021-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on February 22, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment.

- Has the building always been used as a church? No.

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- Are there residents there now? The original lot was divided into three separate parcels.
- Why was the Public Use taken out of Hamlet Residential?
- A comment was made that you don't need a license to operate a church.
- Byron Peters stated that there are concerns with the gas line and right of way and now there is an acreage adjacent to the property.
- Utility issues will be addressed through the Development Permit.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1021-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1021-16. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 1021-16 at 2:18 p.m.

**MOTION 16-03-220**

**MOVED** by Councillor Bateman

That second reading be given to Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HCR1" to Public/Institutional "P" to allow for a church.

**CARRIED**

**MOTION 16-03-221**

**MOVED** by Councillor Wardley

That third reading of Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HCR1" to Public/Institutional "P" to allow for a church be TABLED for further information.

**CARRIED**

**8. d) Bylaw 1022-16 Service Road Closure**

Reeve Neufeld called the public hearing for Bylaw 1022-16 to order at 2:25 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw

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

1022-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Road Closure Bylaw. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on February 22, 2016.

Reeve Neufeld asked if Council has any questions of the proposed Road Closure Bylaw.

- Can the owner come back later to get the utility right of way? No.
- What happens a hundred years from now when we need the service road? The service road is only on that one lot and does not continue on further lots.
- Are we keeping the front right of way? Yes it is a utility right of way.
- Is there room to widen the road? If there is a need to widen the road we would likely approach it from the other side of the road.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1022-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1022-16. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 1022-16 at 2:32 p.m.

**MOTION 16-03-222**

**MOVED** by Councillor Braun

That administration move forward with Bylaw 1022-16, being a Road Closure Bylaw to close a service road directly north of Plan 052 4622, Block 21, Lot 10 in the Hamlet of La Crete for the purpose of sale and consolidation.

**CARRIED**

**DELEGATIONS:**

**4. a) La Crete Library Society – Kathy Janzen**

**MOTION 16-03-223**

**MOVED** by Councillor Driedger

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

That the La Crete Library Society be authorized to proceed with a longer term plan for an addition on the west side of the building.

**CARRIED**

**TENDERS: 7. a) La Crete Library Building Renovations – Award**

**MOTION 16-03-224 MOVED** by Councillor Wardley

That the La Crete Library Building Renovation proposals be referred to the La Crete Library Building Committee for review.

**MOTION 16-03-225 MOVED** by Councillor Bateman

That the vote on Motion 16-03-224 be TABLED.

**CARRIED**

**MOTION 16-03-226 MOVED** by Councillor Jorgensen

That tabling motion (Motion 16-03-224) be brought back to the table.

**CARRIED**

**MOTION 16-03-224 MOVED** by Councillor Wardley

That the La Crete Library Building Renovation proposals be referred to the La Crete Library Building Committee for review.

**DEFEATED**

**MOTION 16-03-227 MOVED** by Councillor Braun  
Requires 2/3

That the La Crete Library Building Committee be authorized to proceed with the lowest qualifying proposal and that the budget be amended to include the additional \$7,970.00 with funding coming from the General Operating Reserve and that the Committee consider the preservation of the vault.

**CARRIED**

Reeve Neufeld recessed the meeting at 3:32 p.m. and reconvened the meeting at 3:44 p.m.

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

Deputy Reeve Sarapuk left the meeting at 3:32 p.m.

**OPERATIONS:**

**13. d) Sale of County's Asset – Unit 2003, 1994 GMC Topkick**

**MOTION 16-03-228**

Requires 2/3

**MOVED** by Councillor Derksen

That Unit 2003, 1994 GMC Topkick be disposed and that administration proceed with advertising for sealed tenders on this unit.

**CARRIED**

**13. e) 2016 Road Bans**

**MOTION 16-03-229**

**MOVED** by Councillor Bateman

That administration monitor the condition of the County roads and apply a 75% road ban (without permit possibilities) on specific roads when appropriate.

**CARRIED**

**13. f) Gravel for Wadlin Lake**

**MOTION 16-03-230**

Requires 2/3

**MOVED** by Councillor Braun

That administration move the gravel pile from the Tall Cree gravel pit to Wadlin Lake with hauling fees coming out of the Roads Reserve up to \$30,000.

**CARRIED**

**13. g) Snowplow Truck (ADDITION)**

**MOTION 16-03-231**

Requires Unanimous

**MOVED** by Councillor Jorgensen

That the snowplow truck incident be received for information.

**CARRIED**

**IN-CAMERA  
SESSION:**

**17. In-Camera Session**

**MOTION 16-03-232**

**MOVED** by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18

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

(1) at 3:58 p.m.

17. a) Legal

- Gravel Negotiations/Purchasing
- Town of Rainbow Lake – Revenue Sharing

17. b) Labour

- AUPE Negotiations

17. c) Land

**CARRIED**

Reeve Neufeld left the meeting at 5:02 p.m. and turned over the Chair to Councillor Jorgensen.

Councillor Knelsen left the meeting at 5:02 p.m.

**MOTION 16-03-233**

**MOVED** by Councillor Driedger

That Council move out of camera at 5:14 p.m.

**CARRIED**

**17. b) Labour – AUPE Negotiations**

**MOTION 16-03-234**

**MOVED** by Councillor Braun

That the committee proceed with AUPE negotiations as discussed.

**CARRIED UNANIMOUSLY**

**17. a) Legal – Gravel Negotiations/Purchasing**

**MOTION 16-03-235**

**MOVED** by Councillor Derksen

That Mackenzie County enter into a contract with Knelsen Sand & Gravel Ltd. to supply and load 15,000 tonne 4-20 and/or 4-40 gravel from Knelsen Sand & Gravel yard in La Crete for the 2016 season with funds coming from the Gravel Reserve.

**CARRIED UNANIMOUSLY**

**17. a) Legal – Town of Rainbow Lake – Revenue Sharing**

**MOTION 16-03-236**

**MOVED** by Councillor Bateman

That a response be sent to the Town of Rainbow Lake regarding

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

revenue sharing as discussed.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. a) Bylaw 1018-16 – Hawkers and Peddlers**

**MOTION 16-03-237**

**MOVED** by Councillor Bateman

That third reading be given to Bylaw 1018-16 being the Hawkers and Peddlers Bylaw.

**CARRIED**

**ADMINISTRATION:**

**9. a) Bylaw 1023-16 Fee Schedule Bylaw**

**MOTION 16-03-238**

Requires 2/3

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1023-16 being the Fee Schedule Bylaw for Mackenzie County as AMENDED.

**CARRIED**

**MOTION 16-03-239**

Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1023-16 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 16-03-240**

Requires Unanimous

**MOVED** by Councillor Derksen

That consideration be given to go to third reading of Bylaw 1023-16 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 16-03-241**

Requires 2/3

**MOVED** by Councillor Driedger

That third reading be given to Bylaw 1023-16 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**UTILITIES:**

**15. a) Policy UT007 Lagoon Sludge Application to Land Policy**

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



**MOTION 16-03-242**      **MOVED** by Councillor Wardley

That Policy UT007 Lagoon Sludge Application to Land Policy be approved as presented.

**CARRIED**

**15. b) Boyer River Truckfill**

**MOTION 16-03-243**      **MOVED** by Councillor Braun

That the Boyer River truckfill issue be TABLED to the next meeting for more information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 16-03-244**      **MOVED** by Councillor Wardley

That the letter from Jake's Disposal Ltd. dated March 21, 2016 be added to the next council meeting agenda.

**CARRIED**

**MOTION 16-03-245**      **MOVED** by Councillor Wardley

That administration draft a letter in opposition to Bill C-246 Modernizing Animal Protections Act.

**CARRIED**

**MOTION 16-03-246**      **MOVED** by Councillor Derksen

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

**CARRIED**

**NOTICE OF MOTION:**      **18. a) None**

**NEXT MEETING  
DATES:**

**19. a)**      Regular Council Meeting  
Tuesday, April 12, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

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

- b) Committee of the Whole Meeting  
Tuesday, April 26, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
Wednesday, April 27, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 20. a) Adjournment**

**MOTION 16-03-247 MOVED** by Councillor Driedger

That the council meeting be adjourned at 5:42 p.m.

**CARRIED**

These minutes will be presented to Council for approval on April 12, 2016.

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Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED

## Byron Peters

---

**From:** Carol Gabriel  
**Sent:** Friday, March 11, 2016 8:52 PM  
**To:** Liane Lambert; Caitlin Smith; Byron Peters  
**Subject:** Fwd: bylaw no. 1020-16

Sent from my iPhone

Begin forwarded message:

**From:** "[krahnnellie@gmail.com](mailto:krahnnellie@gmail.com)" <[krahnnellie@gmail.com](mailto:krahnnellie@gmail.com)>  
**Date:** March 11, 2016 at 7:07:40 PM MST  
**To:** Office <[office@mackenziecounty.com](mailto:office@mackenziecounty.com)>  
**Subject:** bylaw no. 1020-16

We Aron and Cornelia Krahn are in opposition for the rezoning of NE 26- 106 – 15 W5M, our reasons are for the complaints that could come when we cultivate, spray or combine on our land.

in regards,  
Aron & Nellie

## Byron Peters

---

**From:** Carol Gabriel  
**Sent:** Wednesday, March 23, 2016 8:10 AM  
**To:** Byron Peters; Liane Lambert  
**Subject:** FW: Bylaw No: 1020-16

Carol Gabriel | Director of Legislative & Support Services | Mackenzie County PO Box 640, 4511-46 Ave. | Fort Vermilion  
| AB | T0H 1N0  
Direct: 780.927.3719 ext. 2224 | Main Line: 780.927.3718 Toll Free: 1.877.927.0677 | Cell: 780.926.6540  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

-----Original Message-----

From: Randy [<mailto:rklassen21@gmail.com>]  
Sent: March-22-16 5:03 PM  
To: Office  
Subject: Bylaw No: 1020-16

Dear County This is about bylaw 1020-16 and NE 26-106-15-W5M. As an adjacent landowner I am concerned about about the increased traffic and dust this will bring the roads are not ready for this. Also we have cattle in the area and don't need any more atv activity. This could also increase vandalism and threaten our country way of life. Thank you for considering this. We are opposed to this bylaw! Sincerely Randy and Leanne Klassen

Sent from my iPhone

March 23 2016

Good afternoon. My wife and I have lived to the East of the proposed subdivision, on NW 25 106 W5 since 2002. This is where we raised our family.

The idea of having multiple acreages raises a couple of concerns. This quarter in question is a good area for farming as all 4 sides of this quarter section are being farmed. A concern for the current owner is that if he opens the land, the extra water will create flooding. This would be no different if opening it for acreages. The north half of the quarter is high ground, the south half is low ground, seeing as drainage is already in place, I can't see why this whole quarter couldn't be utilized as farm land. The only time flooding may occur, is in spring during runoff, wouldn't it be better to have this as farm land than to have acreages flooding?

**Arable Land:**

With proper drainage this quarter would be just as productive as all adjoining quarters.

**Access Road:**

With the talk of 20-30 residential lots coming up raises an issue of traffic, as most households have 2 vehicles, which would then become 50 vehicles, and this is not counting teenagers and their vehicles.

In my opinion the access road to this quarter is too narrow to accommodate the large farm equipment, and all the extra traffic. This will become very dangerous as there will be children on ATV's and bicycles. I have never liked calcium for dust control and most likely it will be used on this road.

**ATV:**

Each household will likely own an ATV. Where will they be riding? On the adjoining farmland or on the roads? This will not be acceptable.

**Pets:**

I don't have my dog on a leash and I don't expect anyone else to have their dog tied up. With having so many residences near by, it will create problems. Not only their dogs on my property, but mine on theirs. What happens when 3-5 dogs decide to chase my cows in the fence and possibly killing calves, this could be creating a difficult situation.

I would like to point out the reason we chose to live in the country, and not in town, is because we enjoy the peace and quiet that comes with it. Having a subdivision so close increases traffic and noise, and could decrease our land value as "farm".

Gordon and Anna Enns  
780-926-1446

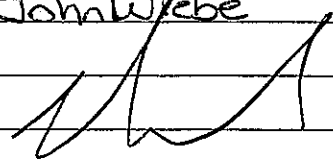
From John + Barb Wiebe

To whom it may concern Mackenzie County  
Box 640  
4511-46 Ave  
Fort Vermilion, AB  
T0H 1N0

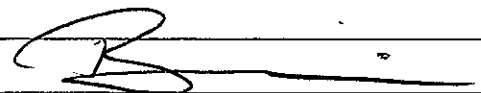
I own 2 quarters touching this quarter. I have really mixed feelings about the Proposed Bylaw. First of all It's wonderful that people have a choice of living in the country, that parts good, but a quarter of land with 20-30 yards its really just like living in town and who wants to farm around it. You are fighting with 50 teenagers wanting to run there quad through your grain fields, we see it all the time. Complaints about sprayer Plane spraying your field, I know its a pain but you have to spray when the need is there. The next thing you know we have to shut our combines down in the evenings, that's what is happening down south I did some research and I know for a fact that there is a lot of land with water + sewer ready to be developed just west of LaCrete

WE DONT WANT IT HERE !!

John Wiebe



Barb Wiebe





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Len Racher – Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Public Works Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the March 22, 2016 Public Works Committee meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Public Works Committee unapproved meeting minutes of March 22, 2016 be received for information.

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

**MACKENZIE COUNTY**  
**Public Works Committee Meeting**  
**March 22, 2016**  
**9:00 a.m.**  
**Meeting Room**  
**Fort Vermilion, AB**

**MINUTES**

**PRESENT:** Bill Neufeld Reeve  
Josh Knelsen Chair  
John W. Driedger Councillor  
Eric Jorgensen Councillor (arrived 9:10)

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Byron Peters Director of Planning & Development  
Fred Wiebe Manager of Utilities  
Jennifer Batt PW Admin Officer  
Sylvia Wheeler PW Admin Officer/Recording Secretary

**ALSO PRESENT:** Peter Braun Councillor  
Mark Onaba WSP  
Garth McCulloch WSP  
James Morgan WSP

**CALL TO ORDER:** 1. a) **Call to Order**  
Chair Knelsen called the meeting to order at 9:05 a.m.

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

**MOTION PW-16-03-016** **MOVED** by Councillor Driedger  
That the agenda be adopted as presented.

**CARRIED**

**MINUTES:** 3. a) **Adoption of Minutes from March 7, 2016**

**MOTION PW-16-03-017** **MOVED** by Reeve Neufeld  
That the minutes from March 7, 2016 Public Works Committee be adopted as presented.

**CARRIED**

**DELEGATIONS:** 4. a) **None**



**NEW BUSINESS: 5. a) 94<sup>th</sup> Avenue, La Crete**

WSP presented the design for 94<sup>th</sup> Avenue in La Crete and 43<sup>rd</sup> Avenue & 45<sup>th</sup> Avenue in Fort Vermilion.

**MOTION PW-16-03-018 MOVED by Councillor Driedger**

That the presentation be received for information.

**CARRIED**

**5. b) Oil Recycling Building**

**MOTION PW-16-03-019 MOVED by Councillor Jorgensen**

That the recommendation to Council be to proceed with obtaining two of the oil recycling buildings, relocate one to Fort Vermilion and one to La Crete with funds being reallocated from the General Operating Reserve.

**CARRIED**

**INFORMATION / CORRESPONDANCE: 6. a) None**

**NEXT MEETING DATE: 7. Next meeting – At the call of the Chair**

**ADJOURNMENT: 8. Adjournment**

**MOTION PW-16-03-020 MOVED by Councillor Jorgensen**

That the Public Works Committee Meeting be adjourned at 9:47 a.m.

**CARRIED**

These minutes were adopted at \_\_\_\_\_ meeting.

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

\_\_\_\_\_  
**Joulia Whittleton,  
Chief Administrative Officer**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Agricultural Service Board Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the April 5, 2016 Agricultural Service Board meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Agricultural Service Board unapproved meeting minutes of April 5, 2016 be received for information.

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

**MACKENZIE COUNTY  
AGRICULTURAL SERVICE BOARD MEETING**

**Tuesday April 5, 2016  
10:00 a.m.  
La Crete, AB**

**PRESENT:** Josh Knelsen ASB Chair  
Bill Neufeld Reeve  
Eric Jorgensen Council Representative (arrived 10:25 am)  
David Doerksen Member at Large  
Terry Batt Member at Large  
Ernie Dyck Member at Large

**ABSENT:**

**ALSO PRESENT:** Joulia Whittleton Chief Administrative Officer  
Grant Smith Agricultural Fieldman  
Colleen Sarapuk Public Works Administrative Officer (Recording Secretary)  
Jacob Marfo MARA  
Neil Simpson MARA

Minutes of the Mackenzie County Agricultural Service Board meeting held on Tuesday, April 5, 2016.

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

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

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

**MOTION ASB 16-04-031 Moved by Ernie Dyck**

That the agenda be adopted with the additions 8.b) Land Lease.

**CARRIED**

**PREVIOUS MINUTES 3.a) Minutes of the February 29, 2016 ASB Minutes**

**MOTION ASB 16-04-032 Moved by Eric Jorgensen**

That the minutes of the February 29, 2016 ASB meeting be approved as presented.

**CARRIED**

**ACTION LIST**

**5.a) Action List**

**MOTION ASB 16-04-033**

**Moved by** David Doerksen

That the action list be received as information.

**CARRIED**

**DELEGATION**

**6.a) MARA Update – Jacob Marfo**

Jacob Marfo updated the ASB on the 2015 MARA projects and results.

**MOTION ASB 16-04-034**

**Moved by** Eric Jorgensen

That the MARA update be received for information.

**CARRIED**

**Meeting Recessed 11:10 A.M.  
Meeting Reconvened 11:15 A.M.**

**7.a) Agricultural Fieldman Report**

**MOTION ASB 16-04-035**

**Moved by** David Doerksen

That the Agricultural Fieldman Report be received for information.

**CARRIED**

**7.c) Project Discussion**

**MOTION ASB 16-04-036**

**Moved by** Eric Jorgensen

That administration obtain an assessment and a cost estimate for the Rosenberger Ditch before the fall of 2016.

**CARRIED**

**MOTION ASB 16-04-037**

**Moved by** Terry Batt

That the Project Discussion be received for information.

**CARRIED**

**7.c) Irrigation Discussion**

**MOTION ASB 16-04-038**

**Moved by** Eric Jorgensen

That the Irrigation Discussion be received for information.

**CARRIED**

**7.d) 2015 Annual Report and ASB Chair Statement**

**MOTION ASB 16-04-039**      **Moved by** Bill Neufeld

That 2015 Annual Report be received for information.

**CARRIED**

**7.e) 2016 Water Pumping Program**

**MOTION ASB 16-04-040**      **Moved by** David Doerksen

That a RFD be sent to Council to amend the fee schedule bylaw to reflect the 2016 water pumping rates.

**CARRIED**

**7.f) Shelter Belt Program**

**MOTION ASB 16-04-041**      **Moved by** Ernie Dyck

That administration research the possibilities for implementing a shelter belt program.

**CARRIED**

**7.g) GE Alfalfa**

**MOTION ASB 16-04-042**      **Moved by** Eric Jorgensen

That a recommendation be taken to council that Mackenzie County be kept a Roundup Ready Alfalfa free zone.

**CARRIED**

**Meeting recessed 12:15 P.M.**

**Meeting reconvened at 12:30 P.M.**

**INCAMERA**

**8.a) Personnel**

**MOTION ASB 16-04-043**      **Moved by** Eric Jorgensen

That the ASB meeting move in camera at 12:30 P.M.

**CARRIED**

**MOTION ASB 16-04-044      Moved by Eric Jorgensen**

That the ASB meeting move out of camera at 12:50 P.M.

**CARRIED**

**MOTION ASB 16-04-045      Moved by Bill Neufeld**

That the in camera discussion be received for information.

**CARRIED**

**SET NEXT MEETING  
DATE**

**9.a) Next Meeting Date**

Call of the Chair

**ADJOURNMENT**

**9.a) Adjournment**

**MOTION ASB 16-04-046      Moved by David Doerksen**

That the ASB meeting be adjourned at 12:52 p.m.

**CARRIED**

These minutes will be present for approval at the next ASB Meeting.

---

Josh Knelsen, Chair

---

Grant Smith, Agricultural Fieldman







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 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 Director reports for March 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 March 2016 be received for information.

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

# Mackenzie County

## Monthly CAO Report to Council – March 2016

I wish to provide a few highlights of March 2016 activities.

I attended the Annual Northern Municipal Law Seminar offered by Reynolds, Mirth, Richards & Farmer LLP in Grande Prairie. The topics covered included: new developments in employment law (medicinal pot at work, common law good faith duty, manager criminal safety conviction, sexual harassment, etc.); stalled or abandoned developments; dirt on contaminates sites; and construction project delivery methods.

I participated in two teleconference meetings with Western Management Consultants. This was in regards to the Regional Sustainability Study – Phase II, as well our finance department provided all the requested information. The next step is to schedule a meeting with the tri-council committee to confirm the direction this phase should take, taking into consideration the reviews and interviews conducted by the consultants.

Administration met with a representative from Environment and Parks (AEP) on March 2, 2016 to discuss various on-going operational initiatives and projects, including the Wetland Policy, LOC/DLO applications, public land sales, etc.

I attended the Northern Alberta Elected Leaders with the Reeve on March 4, 2016 in Slave Lake. Minister of Municipal Affairs Danielle Larivee, Deputy Minister Brad Pickering and some of their staff members were present. The Minister provided an update on the MGA review and answered questions from the Mayors and Reeves.

A meeting with Alberta Health Services representatives took place in regards to the Medical First Responders program (transitioning from Medical Co-Response program) along with a presentation to council. We have a renewed direction as to how we wish proceed.

I prepared materials and attended a meeting with the Minister of Environment and Parks, Shannon Philips, along with our Reeve and Deputy Reeve on March 14, 2016. During the same week, I attended the AAMD&C Spring Convention with Councillors and the AUPE negotiations meetings took place on March 16 & 17, 2016.

AAMD&C representatives (procurement division) visited Mackenzie County on March 21, 2016. They will review and assess the County's current fuel purchases and compare this to the program offered through AAMD&C. The results will be presented to the Finance Committee and Council for info and/or bringing recommendations and asking for direction.

The County's external safety audit took place March 20-23, 2016 this was in order to obtain our Certificate of Recognition (COR). Mackenzie County was successful with a 92% grade. I wish to congratulate our staff for this achievement and thank Council for the support of the County's Health & Safety Program for our employees, contractors and visitors.

In March, we congratulated our employee John Zacharias for receiving the Operator of the Year award from the Alberta Water and Wastewater Operators Association. Mackenzie County truly has a great team of dedicated employees that are well educated, trained and professional.

On the administrative side, I have been busy with completing items as per Council's action list and with the annual performance evaluations for those that report directly to me.

Respectfully submitted,

Joulia Whittleton

## MONTHLY REPORT TO THE CAO

For the Month of March 2016

From: Ron Pelensky  
 Director of Community Services and Operations

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular winter road maintenance which included winging the snow from shoulders. Major repair to the wiring of Machesis Lake Grader. Started to steam culverts in the Hamlet
Dogs	Ongoing	Completed animal patrols in Fort Vermilion, La Crete and Rocky Lane Picked up 3 dogs
Bylaw	Ongoing	Responded to ATV complaint in FV and La Crete
Emergency/Disaster Service	Ongoing	Staff attended a Regional Forestry meeting to Review 2015 events and to review changes to 2016 departmental changes
Health and Safety	Ongoing	Prepped staff on COR Audit Assisted contractor to complete an external COR audit which we passed
Peace Officer	Ongoing	Patrolled La Crete two separate weekends in March. Issued 13 tickets and 33 warnings tickets \$2952.00 in fines issued Preparing policies and SOP for hiring a Peace Officer.
Fire Department	Ongoing	<b>Fort Vermilion</b> Responded to 1 Carbon Monoxide Alarm, 1 Motor Vehicle Fire, 3 Medical Assists <b>La Crete</b> responded to 6 Medical Assists, <b>Zama</b> no calls Met with Alberta Forestry to discuss changes to the Mutual Aid Agreement and to review 2015 Events

Fire Department Training	Ongoing	Regular practices held. La Crete & FV Additional Fire Investigation training and train the trainer courses for Peter Wiebe
Zama Public Works	Ongoing	Regular winter maintenance

### Capital Projects

Zama Shower unit	March	Shower unit is built, and is placed. Waiting for coin operating machine.
Road Regraveling Project	March	Entering into an agreement for the supply of crushed gravel from Knelsen Yard Preparing regravelling contract
Purchase 3 Graders	March	Agreement to purchase graders through Finning is complete. One Grader delivered.
Hutch Lake & Machesis Campground	March	Awarded Caretaker positions to Ken Ward for Machesis Lake and Vern Shelton for Hutch Lake
Bridge Campground	March	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	March	Engineering for the project is underway
FV 45 Ave Cul-de-sac Paving	March	Engineering for the project is underway
Store Road Reconstruction	March	Met with engineers to discuss scope
Heliport Road – oil dust control	March	Discussed plan with FV public works waiting for spring to complete

Fire Department Radios	March	Vector and Motorola has suggested a solution to pager issues and the Fire Dept is testing out a few units
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**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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## MONTHLY REPORT TO THE CAO

For the Month of March 2016

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

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Cleaning out problem ditches of snow to help run off. Ice blading roads
Roads to New Lands	Ongoing	We met with Environment and Parks on March 2, 2016 to discuss the two roads into Bluehills area. We will start the application process and engineering recommendation as to the creek crossing at Buffalo Creek. It was a very productive meeting and many issues were discussed from Wet Land Policy to New Land Auctions. WSP have been tasked with the project to see if the alignment is in the proper place to accommodate the bridge structure at the two locations.
Strategic Priorities	Ongoing	The tenders for summer projects will be set up and finalized soon. We met with Viking Construction and the Library group on March 31/16 to finalize the work that will be completed at the new Library. Water is starting to flow and the Ice Bridge was closed at noon March 31/16. Last year the bridge was closed March 28/15.
Equipment		The grader for LaCrete arrived and is service. The two pickups are here as well.

Projects	Timeline	Comments
<p>BF 78103</p> <p>Salt Shed</p> <p>Hiring</p>	<p>Ongoing</p>	<p>We are entering into negotiations with land owners to build a road to the lands and eliminate this bridge.</p> <p>Lowest bid was Alpine Construction the contract is signed and a startup meeting will take place in April.</p> <p>We will be looking for summer staff start date may be first part of May.</p>
<p>Various work</p>	<p>Ongoing</p>	<p>I talked to Shahid Gill with Alberta Transportation Construction Div. He gave us free of charge 2000 tons of 2-25 gravel for the Wadlin Lake expansion. We have moved the product to Wadlin Lake and stock piled it close to where we will need it once the road system and sites are built. This is planned once it is dry enough. Our plan is to have the sites available for this year's camping season. Due to the economy we feel that our local lakes will be used more this year.</p>

**Personnel Update:**

My one year anniversary was in March and I would like to thank Joulia and Council for their patience while I learned the Mackenzie County ways.

**Other Comments:**

Respectfully,

Len Racher  
 Director of Facilities and Operations (South)



## REPORT TO THE ASB CHAIR & MEMBERS

For the Month of March, 2016

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Farm Tech Conference January 26-28, 2016		I attended this conference. Intense sessions, excellent information ranging from weather forecasts, precision farming to healthy living. Good keynote speakers and a large tradeshow.
Weed warning letters	Spring 2016	Weed notices will be issued in spring of 2016 to ensure control measures are implemented.
Trans Corridor Meeting	March 12, 2016	This is a weed control planning meeting in High Level with local industry (loggers, Forestry, Oil companies, Towns) to educate, assist and receive feedback regarding weed control in 2016. Peace Region Ag Fieldman will host this meeting.
2015 Insect Survey		Alberta Agriculture conducted an insect survey in Mackenzie County in 2015. Pests surveyed were Lygus Bugs, Diamond Back Moths and Bertha Army Worms. See attached survey document.
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 AAAF 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	We met with Alberta Environment in Grande Prairie on February 17 to discuss our application and the required Wetland Assessment. This is the biggest hurdle to overcome to begin this project.
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.

**Personnel Update:**

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**Other Comments:**

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## **REPORT TO THE CAO**

For March 2016

From: Alexandra Codispodi  
Municipal Intern

### **Department: Legislative Services**

- Attended intern wrap up session for my final visit with Municipal Affairs in Edmonton and heard from different recruiters, municipal inspectors and HR advisors. Worked on resumes, interview and presentation skills.
- Attended AAMD&C spring convention.
- Assisted public works with rights of way presentation.
- Updated Council's strategic priorities.
- Drafted letters requested by Council.
- Drafted a records management system that will create guidelines and procedures for electronic filing.

### **Other Comments:**

I received my intern completion certificate from the Deputy Minister and Assistant Deputy Minister during my wrap up session with Municipal Affairs.

## **REPORT TO THE CAO**

For the Month of March 2016

From: Carol Gabriel  
Director of Legislative & Support Services

### **Council:**

- Nomination day for the Ward 7 vacancy was set for Wednesday, April 6, 2016. Five nominations were received and we will proceed with organizing the by-election for May 4, 2016.
- Member at large positions are being advertised with a closing date of April 15, 2016.
- Council committee vacancies will be filled at the May 10, 2016 council meeting.

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

- The March-April 2016 County Image was released on March 31, 2016. The next issue is anticipated to be released mid-May.
- Work has begun on preparing the 2015 Annual Report. The deadline for department submissions was March 31, 2016.
- Redrafting the Subdivision & Development Appeal Board Bylaw and anticipate presenting first reading of the revised bylaw on April 27, 2016.

### **Citizen Engagement:**

- An RFD will be presented to Council on April 12, 2016 to set the 2016 Ratepayer Meetings and discuss the meeting/engagement format.

### **Records Management:**

- In the process of creating a filing procedure for staff and information meetings will be scheduled with administrative staff in this regard sometime in May. Training on council committee minutes, etc. will be included in this training.

### **Human Resources:**

- Several positions are still available and are posted on our website. These positions include the seasonal/summer staff positions.
- Issued staff procedures in regards to travel reservations and the implementation of a Reservation Request Form.
- In the process of creating an employee responsibilities booklet which will assist staff in knowing "who does what" in the organization and various department duties overall.
- Looking into implementing the HR Module to our Diamond financial software in the summer/fall of 2016. This is subject to budget approval.

**Events:**

- Organizing has begun for the 8<sup>th</sup> annual Mackenzie Regional Charity Golf tournament on September 7, 2016. Our first committee meeting was held and invitations will be sent out by the middle of April.
- Once the dates have been set for the annual Ratepayer meetings event planning and advertising will begin.
- Assessment open houses will also be held in conjunction with ratepayer meeting dates.

**Miscellaneous:**

- Completed the 2016 staff wearing apparel program.

**Meetings/Conferences:**

- AUPE Negotiating Committee meetings (March 1, 16, 17, and 30)
- AAMDC Convention
- Meeting with AAMDC Trade Division Representatives (March 21)
- Mackenzie Regional Charity Golf Committee (March 29)

## MONTHLY REPORT TO THE CAO

For the Month of March 2016

**From:** Fred Wiebe  
Manager of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/16	Will commence when summer staff are hired.
Strategic Priorities	1.July	1. Hamlet Easement Strategy

### Capital Projects

Projects	Timeline	Comments
Master Meters	Ongoing	About 5 master meters remaining in each FV and LC. The last few places are proving to be difficult to gain access to but we are working on it.
FV- Hydrant Replacement	July/16	Hydrants are installed. Clean up completed with trench settlements to be repaired in 2016 along with final landscaping and seeding.
FV-Frozen Water Service Repairs	Ongoing	Letters have been sent to all affected residents. Operators to complete further investigations on services this spring.
FV-Raw Water Truckfill Upgrade	April/16	Ross is working on getting this completed in April.
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	Operators had some existing infrastructure issues that they finally resolved for the bypass pumping. Now complete.
LC- Sanitary Sewer Main Upgrade	Oct/16	Reviewing final tender documents before advertising and hoping to close tender at April 27 <sup>th</sup> council meeting.
FV- 48 <sup>th</sup> Ave Water Services	Oct/16	Services installed with asphalt and landscaping to be completed in 2016.
Rural Potable Water Infrastructure	Ongoing	Received final easement agreement on south portion of the project. Waterline tender closes on April 27 <sup>th</sup> and the goal for the truckfill tenders to close on May 10 <sup>th</sup> .
FV- Dechlorination	Complete	Dechlorination equipment is installed, tested and working.
FV- Lagoon Desludge	June/16	Advertising for interested farmers wishing to accept the lagoon sludge for land application.
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	Contractor is scheduled to be in FV in mid-May to complete the media replacement.

**Personnel Update:**

I am pleased to announce that John Zacharias was awarded the Alberta Water and Wastewater Association's Operator of the Year Award!! It's well deserved and I'm super happy for him to have achieved this and we should all be proud of what all of our operators continuously do for us.

**Other Comments:**

I am currently reviewing draft versions of our water treatment operating approvals which expire in June 2016. I applied for application renewal over a year ago to ensure it would

be completed on time. The draft version certainly has more requirements as far as testing and possibly future upgrades depending on how our raw water assessments turn out.

Respectfully submitted,

Fred Wiebe  
Manager of Utilities  
Mackenzie County





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Assessment Services</b>

## **BACKGROUND / PROPOSAL:**

Each Council must appoint an assessor by bylaw. Mackenzie County procured the assessment services through a competitive bid in 2008 jointly with the Towns of High Level and Rainbow Lake. The assessment contract was not awarded on a Regional basis.

As the result, the Alliance Assessment Consultants Ltd. (Randy Affolder) was awarded the County's contract and appointed as the County's assessor. Alliance Assessment Consultants Ltd. is responsible for all assessments within the County with the exception of linear assessments which are prepared by Alberta Municipal Affairs.

The Alliance Assessment Consultants Ltd.'s contract was extended twice, for the second time in 2012. The following motion was made on March 23, 2012:

*That administration be authorized to extend the contract with Alliance Assessment Consultants Ltd. for the provision of assessment services for the 2013-2016 assessment years (2014-2017 taxation years) at \$195,000 per year plus \$20.00 per new agricultural parcel (Alberta Sustainable Resource Development land sales).*

Considering the above extension, Alliance Assessment Consultants Ltd.'s contract will expire on June 30, 2017.

## **OPTIONS & BENEFITS:**

Administration communicated with Randy Affolder regarding the assessment services. We received a letter from Alliance Assessment Consultants Ltd. regarding a possible extension, should council choose this as an option (attached).

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

Therefore, Council has two options:

1. Extend the contract with Alliance Assessment Consultants Ltd. as per the attached letter.
2. Issue a Request for Proposals for the assessment services, for the 2017-2021 assessment years (2018-2022 taxation years), with a closing date of May 30, 2016. This will allow a month for reviewing and awarding a contract and sufficient time to transition should a different contractor be engaged.

The Finance Committee will be discussing this item at their April 8, 2016 meeting and will communicate their recommendation at the council meeting.

**COSTS & SOURCE OF FUNDING:**

Annual operating budget.

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

May 1, 2016

Mackenzie County  
4511-46 Ave  
Fort Vermillion, Alberta  
TOH 1N0

Attention: Joulia Whittleton; Chief Administrative Officer

**RE: Assessment Services Contract Extension**

Dear Joulia,

Further to our recent discussions on the above noted subject, we only have one year left (2016 assessment for 2017 tax year) on our current contract.

Alliance Assessment Consultants would be very pleased to continuing to providing assessment services to the County for an additional five years.

The cost per year for this service would increase from \$195,000 to \$220,000 as a result of inflation and yearly increases in you parcel accounts.

We have enjoyed our interaction with County representatives, council and especially the rate payers for over ten years, and would be pleased to provide our quality assessments into the future.

We trust you find the following in order, please contact me if you have any questions or concerns.

Regards,



Randy Affolder; A.M.A.A.  
President; Alliance Assessment Consultants





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2016 Ratepayer Meetings</b>

## BACKGROUND / PROPOSAL:

The County holds ratepayer meetings annually in La Crete, Fort Vermilion, High Level Rural/Rocky Lane, Zama, and Tompkins Landing.

Meeting dates need to be scheduled for the following locations:

- Fort Vermilion
- La Crete
- Rocky Lane/High Level Rural
- Zama
- Tompkins Landing

In 2015 the format of the ratepayer meetings was changed slightly and included:

- Shortened audited financial statement presentation.
- Introduced an “open house” format and the following organizations were invited to set up an information booth.
  - FCSS
  - MARA
  - Recreation Boards
  - Fish & Wildlife
  - Fire Departments
  - ESRD
  - Chamber/Boards of Trade
- The official meeting portion began at 6:30 p.m.

Further discussion has been held regarding additional format changes for 2016. The following suggestions have been made:

- Meeting should be chaired by a Councillor instead a member of the public
- Remove the financial presentations
- Manned information tables by department to offer more one on one interaction and questions
- Remove the Question & Answer period

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

**OPTIONS & BENEFITS:**

To present the audited financial statements and conduct public engagement as per the County’s Business Plan.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Ratepayer meetings will be advertised in the County Image, Big Deal Bulletin, and the County Facebook page.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 annual ratepayer meetings be held as follows:

- Rocky Lane/High Level Rural - \_\_\_\_\_
- Zama - \_\_\_\_\_
- Tompkins Landing - \_\_\_\_\_
- La Crete – \_\_\_\_\_
- Fort Vermilion – \_\_\_\_\_

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

**MACKENZIE COUNTY  
RATEPAYERS MEETING AGENDA**

**Wednesday, May 27, 2015  
6:30 p.m.**

**La Crete Heritage Centre  
La Crete, Alberta**

- CALL TO ORDER:** 1. a) Call to Order (Reeve)  
b) Introductions (Reeve)
- ELECTION OF CHAIR:** 2. a) Election of a Chair
- AGENDA:** 3. a) Adoption of Agenda
- ADOPTION OF THE PREVIOUS MINUTES:** 4. a) Minutes of the June 17, 2014 Ratepayers Meeting
- REPORTS:** 5. a) Reeve & Council Reports  
b) 2014 Annual Report  
c) 2015 Budget Highlights
- Recess
- QUESTION / ANSWER PERIOD:** 6. a) Question & Answer Period
- ADJOURNMENT:** 7. a) Adjournment







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>National Public Works Week Proclamation (May 15-21, 2016)</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County received notification from the Alberta Public Works Association (APWA) that the APWA Alberta Chapter is seeking support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2016 as National Public Works Week in our communities. This year's theme is "Community Begins Here".

Please review the attached correspondence.

## **OPTIONS & BENEFITS:**

Since the first National Public Works Week celebration in 1960, agencies, municipalities and regions have used the third full week of May to educate and inform the public about the essential role that public works plays in the quality of their community life. Of equal importance is to promote the choice of public works as a career choice for the working force of the future and recognizing those who currently serve in these crucial public roles.

It is recommended that Mackenzie County Council supports this initiative by issuing a proclamation (draft attached).

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

NA

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

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County Council supports and recognizes the National Public Works Week by acknowledging and proclaiming the week of May 15-21, 2016, as Public Works Week in Mackenzie County.

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



March 22, 2016

**Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers**

**Re: National Public Works Week, May 15-21, 2016 – "Public Works – Always There"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2015 as National Public Works Week in your community. This year's theme is "Community Begins Here".

National Public Works Week is observed each year during the third full week of May and this is the 56th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to:  
APWA Alberta Chapter  
44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read 'Peter McDowell'.

Peter McDowell, APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6  
[www.publicworks.ca](http://www.publicworks.ca)



**PROCLAMATION**  
*"Community Begins Here"*  
**PUBLIC WORKS WEEK**  
MAY 15-21, 2016

**WHEREAS:** *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of Mackenzie County; and*

**WHEREAS:** *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

**WHEREAS:** *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

**WHEREAS:** *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

**WHEREAS:** *Public Works Week also recognizes the contributions of public works professionals.*

**NOW THEREFORE,** *I, Bill Neufeld, Reeve of the Mackenzie County, do hereby proclaim the week of **May 15-21, 2016**, as **Public Works Week** in Mackenzie County.*

*Dated this day of \_\_\_\_\_, 2016.*

---

*(Bill Neufeld, Reeve)*



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Genetically Engineered/Roundup Ready Alfalfa</b>

## **BACKGROUND / PROPOSAL:**

Alfalfa is one of the largest crops in Canada in area with Alberta’s output comprising approximately 30% of the country’s total alfalfa hay and seed production.

Many of Alberta’s forage seed producers sell products to countries that forbid the import of genetically modified/engineered alfalfa products and the planting of genetically modified/engineered alfalfa will pose a serious threat to the province’s forage seed exports which included fourteen million kilograms of exported alfalfa seed (estimated at \$75 million) in 2014 as well as export hay, feed supplements and alfalfa sprouts for human consumption.

Alfalfa is the first **perennial** genetically modified/engineered crop that is pollinated by wild and tame insects. Genetically modified (GM)/engineered alfalfa has the ability to cross-pollinate with non-GM alfalfa and there is a high risk of cross contamination due to seed escape and cross pollination which, once it occurs, will be impossible to contain. Feral/wild alfalfa is rampant along ditches, fence lines, field edges, and uncultivated areas throughout Alberta and pollen and gene flow is unavoidable.

Herbicide-resistant (HR) weeds have significantly increased worldwide and in Canada since the introduction of GM crops, thereby causing a corroborating increase in pesticide use and expense incurred by farmers and the resulting increased need to use herbicides other than glyphosate which are potentially more harmful to the environment and human health. Alfalfa is a primary feed source for much of Alberta’s organic animal agricultural production and as such contaminated feed and seed sources will jeopardize the organic status of the industry as well as threaten the booming organic export industry.

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

Neither the CFIA nor Health Canada has done a complete due diligence assessment prior to the approval of genetically modified/engineered alfalfa for release into Canada, having never done a quantified government economic impact assessment on the effects of genetically modified/engineered alfalfa on Canadian export markets.

Please review the attached document.

**OPTIONS & BENEFITS:**

Mackenzie County Agriculture Service Board recommends that Council supports keeping the County a Roundup Ready Alfalfa free zone.

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

Sustainable agriculture environment.

**COMMUNICATION:**

This will be communicated through the County's media resources (County Image, Facebook, etc.)

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County Council supports keeping the County a Roundup Ready Alfalfa free zone.

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

## Genetically Modified Alfalfa

Roundup Ready alfalfa is a genetically modified (GM) crop produced by Monsanto, a multinational agricultural biotechnology corporation based in the United States. Monsanto is the largest producer of genetically modified seeds on the planet as well as the leading manufacturer of Roundup, an herbicide with the active ingredient glyphosate. Roundup Ready alfalfa has been widely touted for its many proclaimed benefits including enhanced weed control options, increased weed control flexibility, potential economic benefits, animal feed safety and livestock health, improved water quality, and the prevention of noxious weed spread (Agricultural Biotechnology in California Series, 2004). All of these professed benefits are directly linked to supposed advantages of using Roundup as a crop herbicide and are arguable in that Roundup by itself is in fact not a sustainable and effective form of weed management. Actual economic benefits are unclear as GM alfalfa crops do not produce higher yields, herbicide costs have actually risen, there are many instances where exported alfalfa products have been rejected due to contamination, and several law suits have arisen in response to adverse effects suffered by non-GMO farmers. Although several GM crops have already been introduced into Canada, alfalfa would be the first important perennial plant to be genetically engineered and introduced into the environment that is cross pollinated by insects and grows as a wild feral plant throughout the world. On January 27, 2011 the U.S. Department of Agriculture (USDA) deregulated Roundup Ready alfalfa after a four-year hiatus during which time further examination was conducted by an internal government body. Since that time and in fact even before the deregulation, spread did occur despite measures taken to keep GE alfalfa contained. Based on what has happened to the alfalfa industry in the United States as well as what has thus far occurred in Canada since the introduction of GM flaxseed, it would appear that there are significant unmitigated risks to allowing the introduction of GM alfalfa into Canada.

Alberta is a valuable producer of Canada's alfalfa, comprising over 30% of the country's total alfalfa output. By area, it is the third largest crop in Canada with over twenty-five million acres in production and over 80% of that production located in the Prairie Provinces (Canadian Biotechnology Action Network, November, 2015). Alfalfa seed exportation increased from 2011 to 2012 by 1.4 million lbs. and at 15 million lbs, ranked third in Canadian exports. China increased its imports in 2011/2012 to 1.02 million lbs. for certified seed, and 845,000 lbs. for common alfalfa seed. Large import increases were also noted from the Netherlands and Russia (D. Wong, Market Specialist, October, 2012). Alfalfa is the single most predominant legume grown for forage in Canada (Canadian Forage and Grassland Association, October, 2012).

Certain countries have very strict laws that forbid the importation of GM products. In 2014, China was Canada's second largest importer of alfalfa seed and at the present time, China has a zero tolerance for GM alfalfa products. Last year China blacklisted three American hay exporters and rejected hundreds of container loads of hay due to the detection of Roundup Ready alfalfa (The Western Producer, November, 2014). Hay is partially comprised of alfalfa and U.S. hay prices have dropped by about 12% due in part to the actions of China. Mountain Sunrise Feed Co., a small hay exporter in the U.S., had been shipping about half its product (1,000 tons per month) to China but has now stopped because of the rejection of several of its cargoes. The owner has been forced to lay off five employees and is now only using 50% of its production capacity due in part to reduced exports. Anderson Hay & Grain, one of the largest U.S. hay exporters, stated that, "It's had a huge impact on our business" (The Wall Street Journal, December, 2014). The presence of Roundup Ready alfalfa in Canadian hay exports could potentially put an end to many export markets for Canadian grass and forage seed growers. Heather Kerschbaumer, president of Forage Seed Canada, personally experienced a \$20,000 loss three years ago when Japan detected a canola seed in a shipment of timothy seed from her farm and subsequently canceled their contract. She is

concerned about Roundup Ready potentially contaminating her alfalfa seed product, which would result in an additional loss of those markets. "We find alfalfa in 60 to 70 percent of the lots shipped out of the Peace. If it is genetically modified, we would lose all those markets as well." Kerschbaumer recently visited the Imperial Valley in California, where the three blacklisted hay producers are located. "They told us if you can't keep it out of Canada, keep it out of the West. If you can't keep it out of the West, you should keep it out of Alberta. If you can't keep it out of Alberta, you should keep it out of the Peace because there will be benefits and bonuses paid on the seed that is produced that is GE free" (The Western Producer, November, 2014). Canada's flax industry has been devastated due to contamination of GM material. In 2009, even though the GM variety of flax (CDC Triffid) had been de-registered by the University of Saskatchewan, about 3.5% of the farmer and elevator flax samples tested positive and contamination was found in exports to 35 countries that had not approved GM flax. As a result Canada's European market, which makes up 60% of its flax market, was closed. A significant decline in Canada's flax production occurred and in 2012 farmers grew 518,200 tonnes of flaxseed as compared to 930,000 tonnes grown in 2009, prior to the contamination incident. The source of GM contamination was not, and may never be, established or identified. In 1995 GM canola was approved in Canada and by 2007 it was established that GM plants had escaped and were apparent in roadside populations. 97.5% of Canada's canola is now GM. Although this incident of contamination did not harm Canada's canola export industry, the option of growing canola has been lost to most, if not all, organic grain farmers in Canada (Canadian Biotechnology Action Network, April, 2013).

As illustrated by past events, it will be highly likely, if not inevitable, that contamination of GM alfalfa will occur in the event that it is allowed introduction into Alberta. The three broad ways in which non-GM alfalfa may be contaminated by GM alfalfa are through seed escape, pollinator-mediated contamination, and contamination through feral and volunteer alfalfa. Contamination can occur in purchased seed, seed spillage during planting, harvest and transport, insufficient cleaning of equipment, hay transport, animal vectors, dormant seed, and volunteer alfalfa growth. Alfalfa is pollinated primarily by leafcutter bees but also by honeybees, wild bees and other native pollinators that are capable of traveling great distances and have unpredictable ranges. Cross-pollination occurs in nature when pollinating insects inadvertently transfer pollen from one plant to another whilst gathering nectar. Since perennial plants such as alfalfa are capable of flowering multiple times per year, the risk of genetic contamination by cross-pollination is significantly higher than annual crops. In a study conducted by researchers from Colorado State University it was found that bees had transmitted pollen from Roundup Ready alfalfa fields to 83% of the sites tested and to the most distant tested site at 1.7 miles from the source of pollen. (Canadian Biotechnology Action Network, April 2013).

Although the majority of Alberta could be considered semi-arid, its climate is significantly diverse due to large fluctuations in altitude and variations of sea surface temperature of the Pacific Ocean. Annual precipitation also varies considerably throughout different areas of the province. No other place in Canada, and few places on earth, have this much variability in both climate and annual water balance (Alberta Water Portal). Weather issues have in the past, and will always have, the potential to play havoc with the timing of cutting and baling of alfalfa and hay crops. Voluntary 'Best Management Practices' for production of GM alfalfa that indicate cutting hay prior to 10% bloom in order to contain gene flow and reduce the possibility of contamination will not work in Alberta with the consistently diverse weather patterns and various precipitation levels across the province. Having fields that are in hay production one year and then seed production the next, or vice-versa, often due to the weather pattern for that year being either cool and wet or hot and dry, will also add to the problem of contamination.



New genetically modified / engineered varieties of alfalfa currently being marketed in the U.S., such as HarvXtra, a low-lignin / roundup ready “stacked trait” alfalfa is being marketed as a great improvement over existing varieties, since the low-lignin trait allows hay to be cut later in the season (at least 50% bloom) without loss of feed quality, thus reducing the effects of weather on timely management and encouraging growers of mixed hay or alfalfa hay fields to take advantage of more tonnage per cut of hay. However this also exposes the potential threat for even greater contamination through pollen transfer and gene flow from these blooming GM alfalfa fields to non-GM nearby fields or feral / wild populations or even individual roadside alfalfa plants within insect flying distance (from three to five miles). It is worthy to note that there are currently non-GM alfalfas, such as the Alforex variety ‘Hi-Gest’, being marketed in the U.S. that have also been bred with low-lignin qualities, and therefore the ‘advantage’ is available in non-GM alfalfas as well.

Rather than reducing herbicide costs to Canadian producers, studies have shown that since the introduction of GM crops into Canada twenty years ago, herbicide sales have more than doubled, increasing by 130% (Canadian Biotechnology Action Network, May 2015). In addition to this increased expense, farmers now face additional complexities with regards to weed management due to the increase of herbicide-resistant weed species now present in Canada. “Based on the proportion of total field area at prairie sites infested with herbicide-resistant (HR) weeds, it is estimated that 7.7 million ha (29% of annually cropped land in the prairies) are infested with (HR) weeds (eight-fold increase from 2001 to 2003), in a total field area of 9.9 million ha (37% of annually cropped land in the prairies) – over a two-fold increase (H. Beckie, January 2014). There are presently five glyphosate-resistant weed species in Canada (Canadian Biotechnology Action Network, May 2015). A scientific study performed by the International Survey of Herbicide Resistant Weeds documents the presence of herbicide-resistant (HR) weeds in Alberta, as well as the increase of glyphosate-resistant weeds worldwide. Of particular importance, and also illustrated in this report, is the increasing challenge that kochia presents, particularly in southern Alberta, as it is not effectively controlled with herbicides currently registered for use on seed alfalfa (Gov’t of AB / Alfalfa Seed Commission of AB, April 2015). The increased emergence and spread of glyphosate-resistant weeds presents a responding increased need for other potentially more environmentally and health harming herbicides such as 2,4D and dicamba to be used in order to maintain control. Repeated use of the same class of pesticides increases the emergence of biotypes that are pesticide resistant, thus the anticipated increase in glyphosate-based herbicide use could reasonably be expected to occur upon the introduction of GM alfalfa into Alberta. Although (HR) weeds can be expected to occur naturally over time, experts in this field feel that GE crops have exacerbated and speeded this issue. Charles Benbrook of the Center for Sustaining Agriculture and Natural Resources at Washington State University notes that, “Heavier doses of herbicides were used on fields that now harbor glyphosate-resistant weeds”. “By its very name, Roundup Ready alfalfa promotes the use of roundup, a glyphosate-based herbicide, rather than promoting the importance of herbicide rotation in accordance with a complete weed management program.”

Alberta’s thriving organic production industry could be jeopardized by allowing the introduction of GM alfalfa into Alberta. As per the Canadian Organic Products Regulations and Standards, which came into force on June 1, 2009, GM ingredients in organic products is prohibited, regardless of whether or not those GM ingredients are authorized (Agriculture and Agri-Food Canada). The organic food market is one of the brighter areas of the Canadian agricultural industry during these difficult economic times and is positioned for exponential growth. According to the census completed on May 16, 2006 there were 2,629 farms with organic production in Alberta, 5.3% of all farms in the province. The predominant group of organic products grown in Alberta was hay or field crops (60.5% of the province’s organic farms), (Statistics Canada). In 2012 organic food sales in Alberta totaled \$416 million which was second only to

British Columbia in the organic fruit market and second only to Ontario in prepackaged groceries (Global News, August 2014). In order to be classified as organic all agricultural products used for feeding livestock must be certified organic to the respective program and cannot contain any GM material (Alberta Organic Producers Association). Dairy cows particularly are fed large amounts of alfalfa feed, although beef, hog, poultry, sheep/lamb and goats may also consume feed containing alfalfa. Therefore any traces of GM alfalfa found in organic hay or feed supplements would critically damage these markets as well as the organic dairy industry. Additionally there is a significant market, both domestic and export, for organic alfalfa seed for hay production which would be destroyed if GM material was detected. Canada currently has high quality seed and a reputation for clean organic products (Saskatchewan Organic Directorate). The introduction of GM canola into Canada in 1995 has devastated the organic canola industry. The unintended presence of GM canola in organic canola fields was not detectable before harvest, nor could it be prevented due to the prevalence of GM canola on prairie farms (Canadian Biotechnology Action Network, April 2013). "Every organic grain farmer has lost the right to grow organic canola free of GMO contamination risk. Every organic grain farmer has lost the ability to sell organic canola into Europe" (Saskatchewan Organic Directorate, May 2006).

It appears at this time that there continues to be a very real threat to Alberta's alfalfa industry if Roundup Ready alfalfa is allowed introduction into the province. Events have proven that the outlined risks, though mitigated on paper, continue to be legitimate outstanding issues of concern. A lawsuit initiated by The Center for Food Safety (CFS) and Earth Justice in 2006 resulted in the U.S. Supreme Court upholding a lower-court ban on such crops, stating that the USDA failed to take into account environmental risks. The ensuing USDA review found that GE alfalfa genes "could be found" in non-GE alfalfa "at low levels", and noted that the commercialization of GE alfalfa would result in greater use of herbicides. According to CFS, however, the USDA did a complete about-face in January 2011, under tremendous industry pressure, and again approved the crop without protections. "The administration relied heavily on industry assurances that its 'best practices' would prevent GE contamination from occurring, despite the overwhelming scientific evidence to the contrary" (Inter Press Service News Agency, September 2013). Indeed despite assurances that Roundup Ready alfalfa would enhance weed control options and flexibility, it appears that the emergence and increased presence of (HR) weeds due to the neighboring increased use of Roundup has created a need for use of a wider variety of herbicides on a crop that typically didn't require application of chemical control in the first place. According to existing USDA data, 90% of all alfalfa produced by farmers in the U.S. was previously grown without the use of herbicides. Due to the planting of GE alfalfa the USDA estimates that up to twenty-three million more pounds of toxic herbicides will be released into the environment each year (Sustainable Pulse, March 2014). This appears to be a rather accurate estimation as studies have shown that herbicide sales have increased by 130% since GM crops were introduced twenty years ago. Rather than protecting the environment from potentially harmful chemicals as promised, the introduction of GE alfalfa in the U.S. has contributed to an increase of these chemicals.

The cost of herbicide is higher than ever, foreign export markets are tightening, alfalfa and organic operations have lost, and others potentially stand to lose, millions of dollars in sales as markets become more limited due to contamination of genetically modified biotypes. This is a direct contradiction to the promised economic benefits. At this time genetically modified / engineered alfalfa must not be allowed introduction into Alberta.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Northwest Alberta Regional Resource Sharing Agreement</b>

## **BACKGROUND / PROPOSAL:**

The Peace Region Fire Chiefs have drafted the attached Mutual Aid Agreement and have asked the Northern Municipalities and Towns to endorse this agreement.

The agreement itself follows the format of a standard mutual aid agreement. The main differences are that there are several municipalities that will participate. It lays out how assistance can be requested, who is in charge of an incident as well as expectations of the requesting agency in terms of indemnifications, liability, cost recovery etc. Currently there are approximately 15 Municipalities / Towns that have signed up under this agreement.

This agreement does not make it mandatory to hire a Municipality or to assist in responding to an emergency or request for service.

Within the agreement, there is a resource ordering form that is set up as a “fill in the blank form” to aid in quick ordering. During the wildfires, much time was spent in typing official letters or request for resources, confirming costs etc. this process will simplify it greatly.

The delegation of authority form itself outlines conditions for response such as lodging, food, and rates. It allows for the requesting agency to delegate the authority to someone else to order equipment or to use as a delegation for incoming resources to operate under certain conditions.

Appendix B outlines the rates that each signatory would be able to charge under the agreement. These rates were suggested as a “fair cost” that is less than highway call rates. Manpower would be based as cost recovery and equipment other than fire equipment would be billed as per construction rates.

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

Overall, the agreement provides a vehicle for the region to efficiently assist each other in times of a major emergency. It also allows for the effective request of resources while reminding requesting agencies of specifics when making requests. This will hopefully prevent future calls of “just sending fire trucks”.

**OPTIONS & BENEFITS:**

**Option 1:**

That Council approves signing the Northwest Alberta Regional Resource Agreement.

**Option 2:**

That Council receive this request for information.

**COSTS & SOURCE OF FUNDING:**

By signing this agreement there will be no immediate costs to the County. The County may incur costs if equipment/manpower was requested under the guidelines of this agreement.

**COMMUNICATION:**

Administration will communicate Council's decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County participates in the Northwest Alberta Regional Resource initiative and that administration be authorized to sign the Northwest Alberta Regional Resource Sharing Agreement.

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

# NORTHWEST ALBERTA EMERGENCY RESOURCE AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_

BETWEEN:

List of signing parties.

**WHEREAS** the parties to this Agreement are all Municipal Corporations or Regional Service Commissions within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

**AND WHEREAS** the purpose of this agreement is provide the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreements.

**AND WHEREAS** each party to this Agreement provides fire protection services within their respective boundaries;

**AND WHEREAS** each of the parties hereto acknowledge and agree that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to any or all of the other parties to this Agreement;

**AND WHEREAS** the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request fire resources and assistance from the other party to this Agreement and to respond to such requests;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meanings:
  - a) “Assistance” shall mean firefighting, fire protection or other resources available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.
  - b) “Claims” shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and

damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.

- c) "Effective Date" shall mean \_\_\_\_\_, 2016.
  - d) "Equipment" shall mean firefighting vehicles, apparatus and other equipment.
  - e) "Personnel" shall mean firefighters, fire officers, command and general staff.
  - f) "Consumables" shall mean tools, equipment and products once used cannot be recovered.
  - g) "Designated Officer" shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegations of authority for the provision of services.
  - h) "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.
  - i) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.
  - j) "Information Flow" shall mean the collection and dissemination of information in regard to signatory parties and designated officer (s)
2. If a Mutual Aid Agreement exists between the Requesting Party and Responding Party that agreement shall take precedence over this Agreement.
  3. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.
  4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other party to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.
  5. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
  6. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.

7. All requests for Assistance pursuant to this Agreement shall be directed to the Designated Officer of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's Designated Officer, the authorized representative will confirm the request with the Responding Party's Designated Officer, or his or her designate as soon as reasonably possible. If the Responding Party's Designated Officer or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

The Requesting Party shall complete the request form "Appendix A" and forward to the manager or designate of the Responding Party at the time of request or as soon as reasonably possible.

8. The Requesting Party Designated Officer may delegate authority to another Responding Party to, request, employ or command equipment or personnel as defined. When operating under the delegation of authority the party doing so must present the delegation of authority form to any Party which is to be requested, employed or commanded.

The delegation of authority form is provided in Appendix C of the document.

9. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's Designated Officer, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the forgoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.

10. When providing Assistance, the following command and control structure will apply:

- a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;
- b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;
- c. The Requesting Party shall have incident command over all incidents which occur within its geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;
- d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;

11. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.

12. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.

A rate schedule for the purposes of billing is provided in Appendix B of the document.

13. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.
14. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.
15. Notwithstanding paragraph 10, 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:
  - a. Failure to respond to a request for Assistance, or failure to provide Assistance;
  - b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;
  - c. Consequential, indirect, exemplary or punitive damages;
  - d. Economic loss;
  - e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;
  - f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.
16. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.



17. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
18. No party may assign this Agreement without the written consent of the other parties hereto.
19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vice versa, as the context of this Agreement may require.
21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.
23. The parties hereto will notify their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.
25. Each party will provide a list of designated officer (s) including primary and emergency contacts to the party managing information flow.
26. It is the responsibility of each party to update the party managing information flow of adoption or changes in status on or before January 31 of each year. The party managing information flow shall disseminate signatory updates by February 28 of each year.
27. The contacts for information flow management are specified in Appendix D.
28. Signatory parties shall provide an affirmation document of the resolution in council of the adoption of this agreement. The affirmation document should provide a corporate seal and signature of those who have authority to enter into the agreement. The affirmation document shall be attached to the Northwest Emergency Resources Agreement.

**APPENDIX A**

Resource Request Form

Requesting Party: \_\_\_\_\_

Responding Party: \_\_\_\_\_

The Requesting Party formally requests the following resources from the Responding Party for an estimated duration of \_\_\_\_\_ days.

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

If further resources are required attach an addition sheet.

A- The Requesting Party agrees that if personnel are to be deployed for greater the 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.

B- The Requesting Party agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.

C- The Requesting Party agrees to pay the Responding Party at the rates specified in Appendix B.

D- The Responding Party Designated Officer will respond Via E-mail as to what resources can be supplied.

Requesting Party Designated Officer: \_\_\_\_\_ Contact Information:

Signature: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPENDIX B

### Rate Schedule

- 1- Mileage – Under One Ton Current CRA Rate FOB To and from event.
- 2- Mileage –One Ton and Over \$00.75 / Km FOB To and from event.
- 3- Lodging – Cost Recovery
- 4- Meals – Breakfast \$20.00 – Lunch \$20.00 – Supper \$ 30.00
- 5- Consumables- Cost Recovery
- 6- Personnel Career – Cost Recovery
- 7- Personnel Volunteer - \$25.00/ Hr. Overtime after 8 (eight) hours at 1.5 X Rate /Day
- 8- Personnel Paid on Call – Cost Recovery
- 9- Damaged Equipment – Cost Recovery of repair or replacement
- 10- Fire Apparatus: Based on 12 Hour Day without staffing
  - i. Type 1 – 2 Engines - \$350.00 / Hr to a Maximum of \$4200.00/Day
  - ii. Type 3 – 5 Engines - \$250.00 / Hr to a Maximum of \$3000.00/Day
  - iii. Type 6 – 7 Engines - \$200.00 / Hr to a Maximum of \$2400.00/Day
  - iv. Tender w/ Rated Pump - \$300.00 / Hr to a Maximum of \$3600.00/Day
  - v. Tender wo/ Rated Pump - \$250.00 / Hr to a Maximum of \$3000.00/Day
  - vi. Ladder - \$350.00 / Hr to a Maximum of \$4000.00/Day
  - vii. ATV – UTV - \$100.00 / Hr to a Maximum of \$1200.00/Day
  - viii. Rescue Heavy - \$350.00 / Hr to a Maximum of \$4200.00/Day
  - ix. Rescue Light - \$200.00 / Hr to a Maximum of \$2400.00/Day
  - x. Squad/Car - \$ 50.00 / Hr to a Maximum of \$ 600.00/Day
  - xi. Sprinkler Trailer - \$400.00 / Day
  - xii. Specialty Apparatus - ie: Hazmat, Responding Party Rate
- 11- Fire Apparatus: Based on 24 Hour Day without staffing
  - i. Command Vehicle - \$100.00 / Hr to a Maximum of \$2400.00/Day
  - ii. Command Center - \$175.00 / Hr to a Maximum of \$4200.00/Day
- 12- Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
- 13- One Time Administration Fee - \$250.00
- 14- Responding Party will provide backup data for cost recovery items.

**APPENDIX C**

Delegation of Authority

Authority has been assigned to \_\_\_\_\_ act on behalf of the  
Municipality of \_\_\_\_\_,  
to mitigate the \_\_\_\_\_ incident.

You have full authority to (request, employ or command) \_\_\_\_\_  
equipment, personnel required. Your primary responsibility is to organize and direct your  
assigned or ordered resources for efficient and effective control of the incident.

You are accountable to \_\_\_\_\_ or his/her designated  
representative listed below.

Financial limitations will be consistent the best approach to the values at risk. Specific direction  
for this incident covering the management and other concerns are:

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_

\_\_\_\_\_ will represent me on any occasion that I am not immediately  
available. This authority is effective \_\_\_\_\_.

\_\_\_\_\_  
Requesting Designated Officer

\_\_\_\_\_  
Designated Officer Signature

\_\_\_\_\_  
Date and Time

## **APPENDIX D**

### Information Flow

The **Town of High Level** has agreed to manage the information flow for all agreed parties associated with Northwest Emergency Resource Agreement.

#### **Letters of affirmation can be sent via post or courier to:**

Town of High Level  
Northwest Emergency Resource Agreement  
Attn: Director of Protective Services  
10511 – 103 St.  
High Level AB  
T0H 1Z0

#### **Updates to Status and Designated Officers lists can be sent via post or courier to:**

Town of High Level  
Northwest Emergency Resource Agreement  
Attn: Rodney Schmidt  
10511 – 103 St.  
High Level AB  
T0H 1Z0

Alternate Contact Methods;

Fax: 780 926 2899

E-Mail [rschmidt@highlevel.ca](mailto:rschmidt@highlevel.ca)





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Bylaw 1025-16 Fee Schedule Bylaw</b>

## BACKGROUND / PROPOSAL:

A Fee Schedule Bylaw is in place to set fees for municipal services.

## OPTIONS & BENEFITS:

Administration received a letter from Alberta Agriculture and Forestry advising of the water pump rent increase for the 2016 water pumping season. Agriculture Service Board reviewed and discussed this correspondence at their last meeting. As the result, the Agricultural Service Board recommends that the following fees be changed:

## EQUIPMENT AND LABOUR

Alberta Agriculture's Irrigation Pump/Pipe	<del>\$150.00/48 hours</del> <b>\$300.00/48 hours</b> \$100.00/each additional 24 hours
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## COSTS & SOURCE OF FUNDING:

Operating Budget

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

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1025-16 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1025-16 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 1025-16 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 1025-16 being the Fee Schedule Bylaw for Mackenzie County.

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



**BYLAW NO. ~~1023-16~~ 1025-16**

**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**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
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

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

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

**RELEASE OF INFORMATION (FOIPP REQUESTS)**

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

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**BUSINESS LICENSES**

Item	Amount	GST
<b>Fees:</b>		
Annual Business License (ABL) – Business Commencement until March 1 <sup>st</sup> – Mandatory	\$0.00	N/A
ABL – Subsequent Years – Mandatory	\$50.00	N/A
ABL – Amendment	\$25.00	N/A
ABL – Replacement	\$25.00	N/A
<b>Penalties:</b>		
No ABL (false information, etc.) – 1 <sup>st</sup> Offence	\$250.00	N/A
No ABL (false information, etc.) – 2 <sup>nd</sup> Offence	\$500.00	N/A
Failure to Comply with ABL – 1 <sup>st</sup> Offence	\$250.00	N/A
Failure to Comply with ABL – 2 <sup>nd</sup> Offence	\$500.00	N/A
Failure to Display ABL	\$50.00	N/A

**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

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**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.

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**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

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**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

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**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.

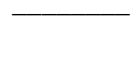
ANNUAL ELECTRICAL PERMIT FEES	
Rating of Establishment (KVA)	Fee
100 or less	\$345.00
101 to 2,500	\$345.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$759.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$1,104.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,621.50 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**

<b>GAS PERMIT FEES</b>		
<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

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**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

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**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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DESCRIPTION	FEE
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
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**

Item	Amount	GST
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	<del>\$150.00/48 hours</del> \$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

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**SOLID WASTE**

**Section 1: Commercial, Construction, Industrial & Institutional Solid Waste Fees**

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Waste Management Commission	
<b>At Transfer Station</b>	
pickup truck (partial load)	\$5.00
pickup truck (full load)	\$10.00
Single axle larger than 1 ton	\$30.00
Trailers shorter than 8'	\$10.00
Trailers 8' - 20'	\$30.00
Trailers over 20'	\$50.00
Untarped loads of commercial, construction, industrial and/or institutional material	\$50.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

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**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**

<b>Day Use</b>	<b>Overnight</b>	<b>Weekly</b>	<b>Shelter Rent</b>	<b>Seasonal or Monthly Camping Stalls</b>	<b>Marina Dock Rental</b>
<b>Wadlin Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	\$8/day with camping stall; \$10/day without camping stall
<b>Machesis Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	Non-Serviced: \$200/Month	N/A
<b>Hutch Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	N/A
<b>Zama Community Park</b>					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	\$50/day for shelter rental	<u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
<b>Tourangeau Lake</b>					
No Charge	N/A	N/A	N/A	N/A	N/A
<b>Fort Vermilion Bridge Campsite</b>					
No Charge	N/A	N/A	N/A	N/A	N/A

**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).

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**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.

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**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		

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**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

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**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\*\**

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

**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
¾" Residential	\$440.00
¾" 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.

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

**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 ~~1017-16~~ 1023-16 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.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

March 16, 2016

Grant Smith  
Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1N0

RECEIVED  
MAR 30 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

**Re: 2016 Water Pumping Program**

We would like to continue the arrangement of leasing our equipment to your district for the 2016 water pumping season. You will be invoiced two hundred dollars (\$200.00) plus GST for each of your clients. Anything you collect over that amount remains with your district to cover costs you may have.

Producers will be responsible for damages to the equipment and producers are responsible to ensure insurance coverage while transporting equipment.

For multi-mile jobs we require that the producer contract the pumping equipment through the Alberta Agriculture and Rural Development unit assigned to the Peace region. This allows us to have a contract in place and can assist with complex projects. Clients can book this by calling 780-422-5000 (toll-free 310-0000).

Please note the following conditions:

- To be used by agricultural producers only (no non-agricultural pumping).
- No effluent pumping.
- Off-season rates are to be double the regular rate (November 1 to April 1). The MD will be charged an off-season rate of \$400 plus GST.

At the end of the season, a list of the client information (name, complete address, postal code, legal land description, distance (source to dugout), water source, dates used, and fee charged) is to be forwarded to the Water Pumping Program for entry into our database. The MD will ensure that the collection of this information is compliant with the Freedom of Information and Protection of Privacy Act. An invoice will be issued to you based on this information.

If you are in accordance with this, please sign the contract and return to the above address.

  
Randy Dexters, Supervisor  
Water Pumping Program

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

cc: Kristen Lorenz, Director, Farm Water Supply Branch  
Jamie Wuite, Executive Director, Irrigation and Farm Water Division



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2016 Budget &amp; 2016 Municipal Tax Rates</b>

**BACKGROUND / PROPOSAL:**

Council approved 2016 Budget at their December 21, 2015 council meeting.

**OPTIONS & BENEFITS:**

Administration received the final assessment for the 2016 taxation year and finalized 2015 financial statements (the audit report will be presented at April 27<sup>th</sup> Regular Council meeting).

The revised budget reflects various changes associated with the assessment changes, subsequent amending motions, and new requests.

Today, Administration is seeking Council's direction on the following:

1. Review and consider the new requests for approval
2. Review of the revised budget based on the actual 2016 assessment
3. Direction on municipal mill rates for the 2016 tax rate bylaw.

Please note that we received the 2016 requisition from Mackenzie Housing Management Board (attached). We were advised that the school requisitions will be provided to the municipalities upon the 2016 Provincial budget announcement (after April 14<sup>th</sup>). Due to council's prior discussion related to the tax rates bylaw, it was our intent to bring the draft bylaw to the April 12, 2016 Council meeting for its first reading. In the absence of the school requisition amount, we are not able to prepare the bylaw. That said, administration requests that Council provides direction with a motion regarding the 2016 Municipal tax rates. Administration will be requesting three readings of the bylaw at the April 27, 2016 Council meeting; this will able us to prepare and issue the combined assessment and tax notices in a timely manner.

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

Please note, since we do not have the 2016 school requisition, we are not seeking the overall revised budget approval. We request that the revisions be discussed and clear direction be provided. These will be incorporated in the final budget document that will be presented at the April 27, 2016 Council Meeting for final approval.

Please note that the 2016 municipal tax revenue in the presented budget is based on the 2015 tax rates:

Assessment class	Mill rate	Minimum tax
Residential	7.508	\$200.00
Farmland	8.508	\$35.00
Non-Residential	11.903	\$400.00

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

The final budget will be communicated via the County’s social media and copies of the final budget will be available to citizens at our offices.

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

**RECOMMENDED ACTION:**

**Motion 1:**

- Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to incorporate the new budget requests in the final 2016 budget as presented.

**Motion 2:**

- Simple Majority       Requires 2/3       Requires Unanimous

That administration drafts the 2016 tax rate bylaw for the April 27, 2016 Council meeting with the following municipal mill rates:

Assessment class	Mill rate	Minimum tax
Residential		
Farmland		
Non-Residential		

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

## Budget Changes

Below is a summary of all the significant changes that were made by administration to the budget, subsequent to the December 21, 2015 budget meeting.

Description	Amount
<b>Operating</b>	<b>\$</b>
<i>Revenue:</i>	
Per December 21, 2015 budget	36,664,688
Municipal Taxes (Latest assessment received)	<u>-1,748,882</u>
Adjusted balance	<u>34,915,806</u>
<i>Expenses:</i>	
Per December 21, 2015 budget	38,846,747
Land Stewardship Committee	21,200 MOTION 16-01-016
Grants to other organizations (Cemetery Grants)	700 MOTION 16-02-068
La Crete sewer emergency repair	45,000 MOTION 16-02-085
Haul gravel at Tall Cree pit to Wadlin Lake	30,000 MOTION 16-03-230
Gravel from Knelsen Sand & Gravel	202,500 MOTION 16-03-235
Grants to other organizations (Old Bay House)	30,550 <b>New - for discussion</b>
Water Testing	3,000 <b>New</b>
Wages (Director of Finance & Peace Officer)	192,978 <b>New</b>
Benefits	20,957 <b>New</b>
WCB	9,127 <b>New</b>
Isolation Cost	-6,000 <b>New</b>
Freight (oil)	20,000 <b>New</b>
Adjusted balance	<u>39,416,759</u>
<b>Non-TCA</b>	
Per December 21, 2015 budget	769,850
Zama - Lot Clean up	50,000 <b>New</b>
Carry forward projects	749,438
Adjusted balance	<u>1,569,288</u>
<b>Reserves</b>	
General Operating	-21,200 MOTION 16-01-016
Non-profit Organizations (Ice Chiller)	-35,400 MOTION 16-02-064
Recreation Facilities - La Crete (Ice Chiller)	-340,000 MOTION 16-02-064
Non-profit Organizations (Cemetery)	-700 MOTION 16-02-068
General Operating (La Crete sewer repair)	-45,000 MOTION 16-02-085
General Operating (La Crete Library)	-7,970 MOTION 16-03-227
Roads Reserve (Gravel haul at Tall Cree)	-30,000 MOTION 16-03-230
Gravel Reserve (Gravel purchase)	-202,500 MOTION 16-03-235
Non-profit Organizations (Old Bay House)	-30,550
Recreation Reserve - Fort Vermilion (correction)	-313
General Operating (Zama lot cleanup)	-50,000
Water Reserve (La Crete - Well number 4)	-150,000
Water Reserve (Fort Vermilion Liftstation Equipment)	-10,000
General Capital (High Level Office Security)	-10,000
General Capital (Payroll Software)	-20,000
Recreation Facilities - Fort Vermilion	-25,000
Recreation Facilities - La Crete	-225,000
Non-profit Organizations	250,000
	Reallocations as per finance committee to correct.
<b>TCA</b>	
<i>Cost:</i>	
Per December 21, 2015 budget	25,884,676
LA - Ice Chiller Replacement	375,400 MOTION 16-02-065
LC - Library Building	7,970 MOTION 16-03-227
Recboard Calculation update	26,533
FV - Liftstation equipment replacement	10,000 <b>New</b>
LA - Well number 4	150,000 <b>New</b>
Payroll software	20,000 <b>New</b>
High Level Office Security	10,000 <b>New</b>
Changes to carry forward projects	<u>-544,467</u>
Adjusted balance	<u>25,940,112</u>

Box 350  
La Crete, Alberta  
T0H 2H0  
Phone: 780-928-4349  
Fax: 780-928-4345

April 4, 2016

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Ms. Whittleton:

**Re: 2016 Heimstaed Lodge Requisitions**

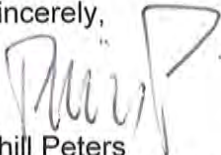
At the March 21, 2016 special board meeting, Mackenzie Housing Management Board approved the audited financial statements for 2015. The 2016 requisition is calculated on the actual deficit (deficiency of revenue over expenses excluding requisition revenue) for 2015 which was \$539,125.00. In addition, 2014 and 2015 were underfunded by a total of \$200,699.00. This brings the total requisition to \$739,824.00.

I have calculated the requisition based on the 2016 equalized assessment of the three contributing municipalities.

<b>Town of Rainbow Lake</b>	<b>\$ 91,928,261</b>	<b>3%</b>	<b>\$ 22,194.00</b>
<b>Town of High Level</b>	<b>\$ 474,230,502</b>	<b>15%</b>	<b>\$110,974.00</b>
<b>Mackenzie County</b>	<b><u>\$2,583,572,495</u></b>	<b><u>82%</u></b>	<b><u>\$606,656.00</u></b>
<b>Totals</b>	<b>\$3,149,731,258</b>	<b>100%</b>	<b>\$739,824.00</b>

A copy of our 2015 audited financial statements is attached for your information. Thank you for your consideration. Should you require further clarification, please contact myself at 780-928-4348 ext. 106.

Sincerely,



Phill Peters  
Operations Manager

Box 350  
La Crete, Alberta  
T0H 2H0  
Phone: 780-928-4349  
Fax: 780-928-4345

April 4, 2016

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Ms. Whittleton:

Re: **2016 Capital Reserve Requisition**

In 2014, Mackenzie County, the Town of High Level, and the Town of Rainbow Lake agreed to be requisitioned for \$500,000.00 annually to support the construction of a lodge in High Level.

I have calculated the requisition based on the 2016 equalized assessment of the three contributing municipalities.

<b>Town of Rainbow Lake</b>	<b>\$ 91,928,261</b>	<b>3%</b>	<b>\$ 15,000.00</b>
<b>Town of High Level</b>	<b>\$ 474,230,502</b>	<b>15%</b>	<b>\$ 75,000.00</b>
<b>Mackenzie County</b>	<b><u>\$2,583,572,495</u></b>	<b><u>82%</u></b>	<b><u>\$410,000.00</u></b>
<b>Totals</b>	<b>\$3,149,731,258</b>	<b>100%</b>	<b>\$500,000.00</b>

Thank you for your consideration. Should you require further clarification, please contact myself at 780-928-4348.

Sincerely,



Barbara L. Spurgeon  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

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

## **BACKGROUND / PROPOSAL:**

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.

## **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.

**Author:** L. Lambert      **Reviewed by:** Len Racher      **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 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 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, subject to public hearing input.

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

**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 \_\_\_\_ day of \_\_\_\_\_, 2016.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

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

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

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Minister of Transportation

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

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

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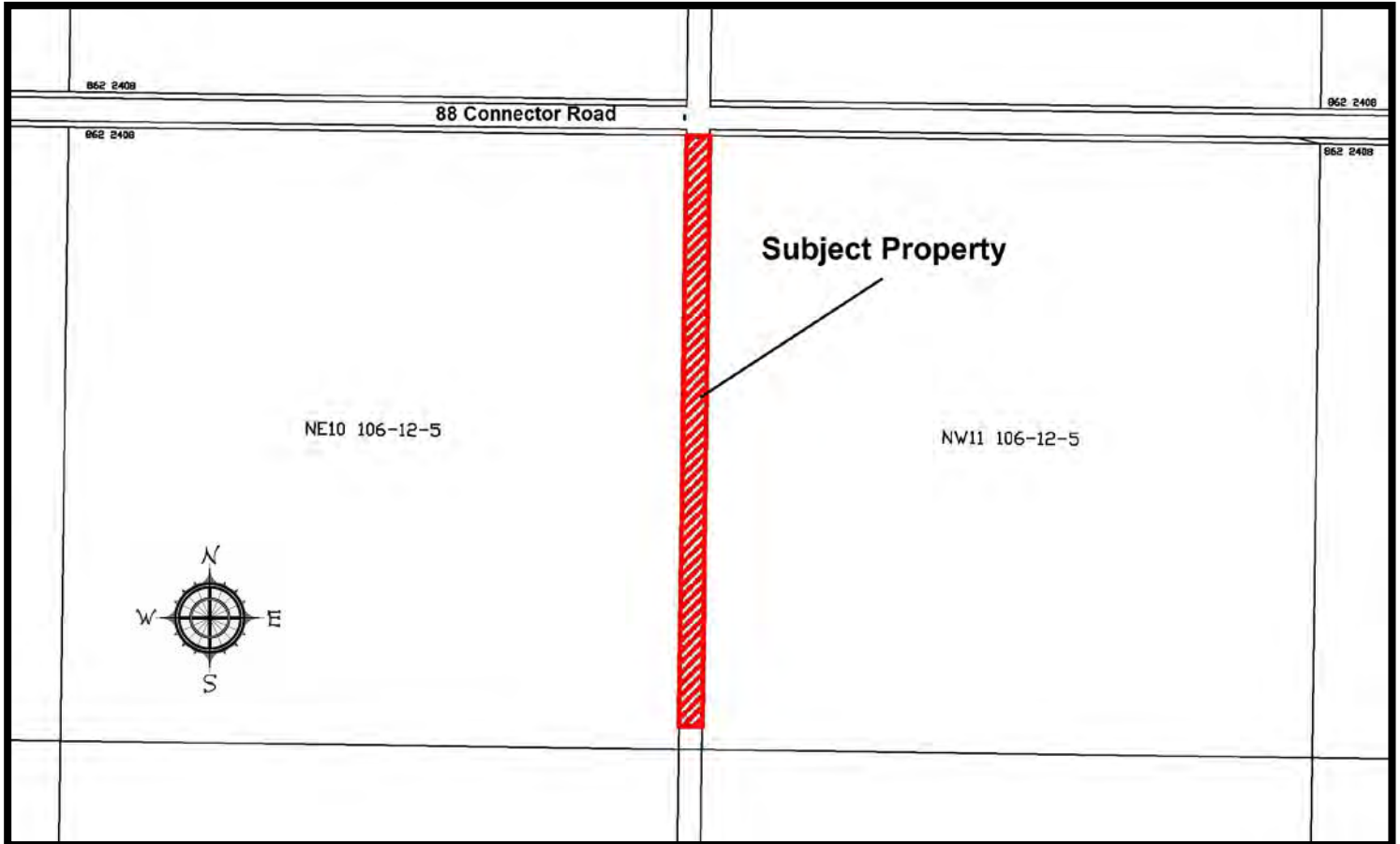
Bill Neufeld  
Reeve

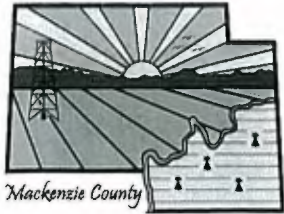
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Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 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.

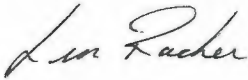
**MOTION 15-04-239 MOVED** by Councillor Knelsen

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

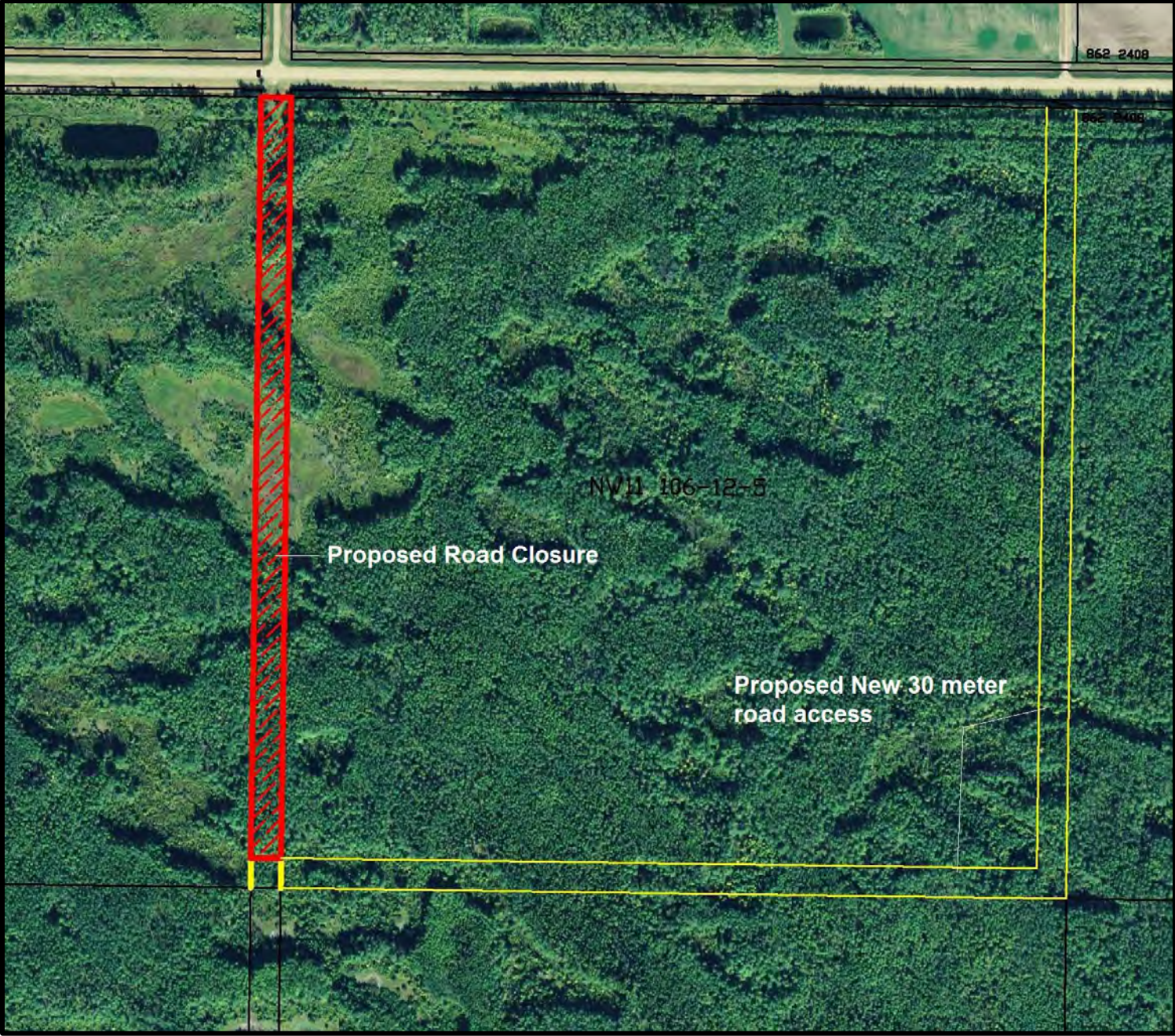
I, Philip Friesen, do hereby agree to the conditions as listed above.

  
Philip Friesen  
Witness

May 22/15  
Date

cc: Caitlin Smith, Development Officer

# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1024-16

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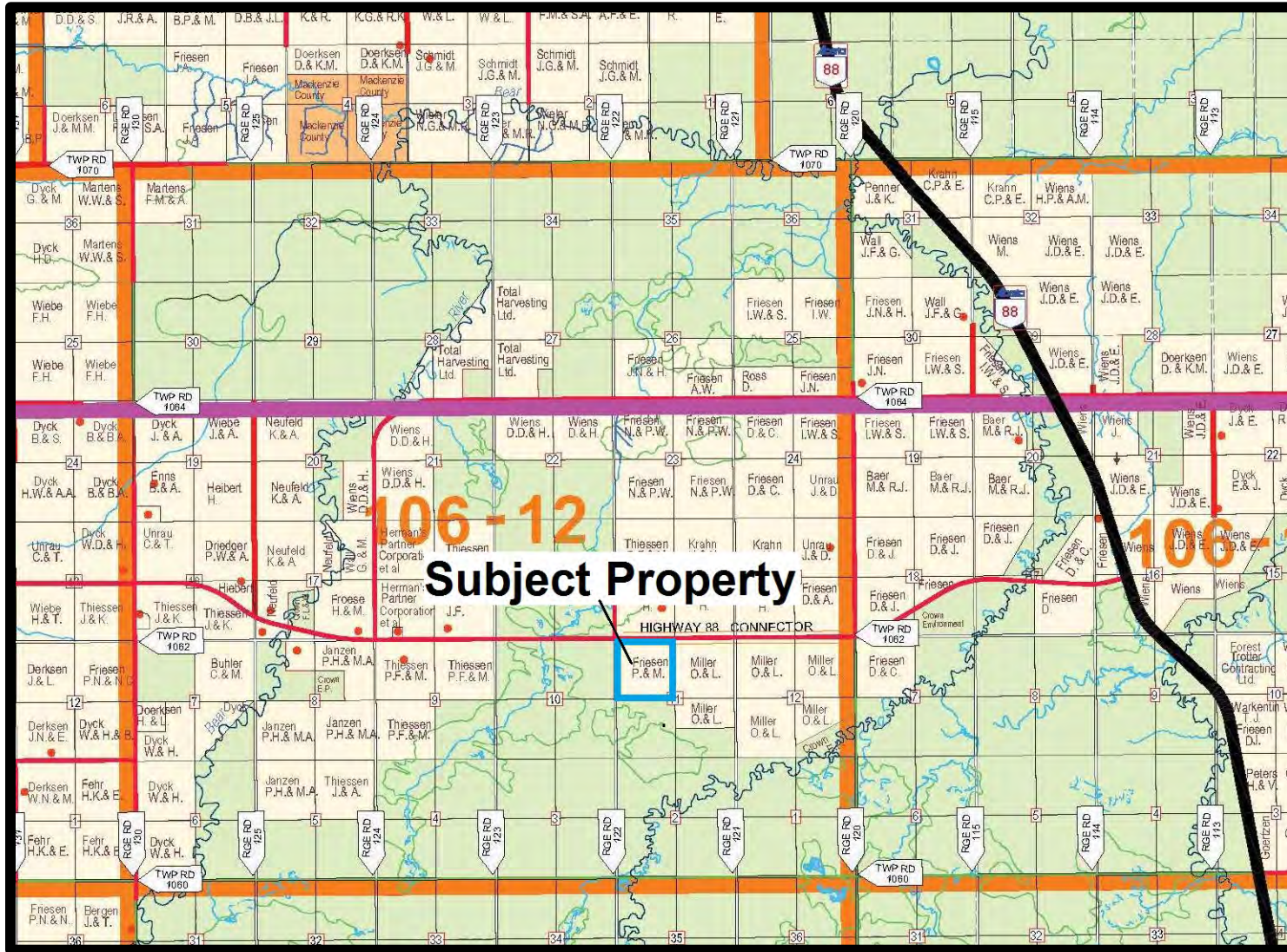
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**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1024-16

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>April 12, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services and Operations</b>
<b>Title:</b>	<b>Policy PW039 – Rural Road, Access Construction and Surface Water Management</b>

**BACKGROUND / PROPOSAL:**

At the November 10, 2015 Council meeting the following direction was given:

**MOTION 15-11-851**      *That administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with the intent that the tax base not be responsible for anything other than the first access and that the municipality have the ability to remove an access.*

**CARRIED**

Changes to the Policy were reviewed at the Public Works Committee meeting and the Committee of the Whole meeting.

Administration is proposing the following amendments to Policy PW039 - Rural Road, Access Construction and Surface Water Management Policy:

**Hamlet** – All access decisions to be completed by Planning and Development with referrals to Public Works and Utility Departments.

**Rural** – Administration may approve up to 2 (two) accesses to a titled property.  
-A shared access to agricultural lands will be encouraged.

Rural Collector/Local	Paved	Gravel	County Upgraded Projects	Supply Culvert	Construction	Maintenance
<b>Primary Access</b>	County's Responsibility <i>*max 4m</i>	County's Responsibility	County's Responsibility	County's Responsibility	Owners Responsibility	County's Responsibility

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

<b>Subsequent Accesses</b>	Owners Responsibility	Owners Responsibility	Owners Responsibility	Owners Responsibility	Owners Responsibility	Owners Responsibility
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**Right of Ways:**

**MOTION 16-02-111**

*That Policy PW039 – Rural Road Access Construction and Surface Water Management and the Land Use Bylaw be brought back to Council with options for more discussion regarding collector road right-of-ways, including sub-division and setback requirement options.*

**CARRIED**

The Public Works Committee recommended that the goal is to increase 20m right of way to 30 meter right of way (ROW). This presentation was reviewed and discussed at the Committee of the Whole meeting.

**New Roads**

- Application to Construct is a trigger to obtain 30m R.O.W.
- County to negotiate land purchase to obtain 30m R.O.W. Recommended by Public Works Committee that purchase price be set at \$555/acre.
- Funding to come from existing New Road Infrastructure Project.
- If land negotiations is unsuccessful the applicant can construct the road on a 20 meter right of way or 20 meter right of way with back slope agreements

**Existing Roads**

***Collector Roads***

- On a yearly basis allocate funds for land purchase
- Any County project with the exception of “Shoulder Pulls” would trigger 30m R.O.W. purchase. If land negotiations are unsuccessful the project will proceed with the construction of a road on a 20 meter right of way or 20 meter right of way with back slope agreements.
- Any subdivision will trigger the County to purchase 30m R.O.W.

***Non Collector – Local Roads***

- Any County projects with the exception of “Shoulder Pulls” would trigger 30m R.O.W. purchase. If land negotiations are unsuccessful the project will proceed with the construction of a road on a 20 meter right of way or 20 meter right of way with back slope agreements.
- Any subdivisions will trigger the County to purchase 30m R.O.W.

The map attached identifies how many kilometers of roads are collector roads and how many 20m right of ways there are.

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

**Subdivisions**

- Planning & Development will bring forward changes to address obtaining 30 M Right of Ways through subdivisions and development.

**OPTIONS & BENEFITS:**

Option #1

That Council approves the amended changes to PW039 - Rural Road, Access Construction and Surface Water Management Policy

Option #2

The Council accepts this report for information.

**COSTS & SOURCE OF FUNDING:**

Funds will be used from the budget to purchase 30 meter right of ways.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

## Mackenzie County

<b>Title</b>	<b>Rural Road, Access Construction and Surface Water Management Policy</b>	<b>Policy No.</b>	<b>PW039</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.</b>
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### **Purpose**

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

### **DEFINITIONS**

**Applicant** – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

**Affected Landowner** – person(s) affected by an application to construct a surface water channel as determined by the Mackenzie County Agricultural Service Board and the Agricultural Fieldman.

**Road Allowance** – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

**Access** – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

**First / Primary Access** – is the first **or primary** access to a rural quarter section or river lot within Mackenzie County. ~~of which the County will maintain in the event of damage caused due to excessive runoff or flooding. The first access is the only access to receive upgrades in the event of municipal road projects.~~

**Temporary Access** – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

**Subsequent Accesses** – additional access to a rural quarter section or river lot within Mackenzie County.

**Surface Water Management Basin** – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

**Surface Water Management Basin Committee** – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

**Permanent Agricultural Surface Water Channel** – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

**Temporary Agricultural Surface Water Channel** – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

**Non-conforming Roads** – roads constructed on road allowances, usually trails that do not meet either past or current County's standards and specifications or have been constructed without approval of the County.

**Incomplete and Sub-standard Road** – less than ½ mile and is located between two sequent quarter property lines.

**Preexisting Road** – a road standard on the incomplete and sub-standard road as defined in this Policy.

**Preexisting Farm Access Roads** – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

**Sub-standard** – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

**Residence** – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

**ESRD** – the Province of Alberta Environment and Sustainable Resource Development.

**AAF** – the Province of Alberta Agriculture and Forestry.

**AEP** – the Province of Alberta Environment and Parks.

**Penalties** – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

**Major Agricultural Surface Water Management Channel** – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

## **ROAD CONSTRUCTION**

### **Policy Statement**

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

### **Guidelines**

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
  - approximate location of legal property boundaries;
  - the length of road to be constructed;
  - identification of proposed surface water management structures (i.e. culverts);
  - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be



reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.

4. New road construction commencing after October 15, will not be inspected for final acceptance until the following July **approved**. Road construction is encouraged to occur between May 15 and October 15. **Any road construction conducted outside of these dates.**
5. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
6. **ESRD AAF** has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify **ESRD AAF** and seek their approval to proceed with the proposed clearing.
7. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
10. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
11. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

12. Mackenzie County shall work towards obtaining a 30m right of way for most roads within the County. The purchase of lands for additional right of ways shall be as per the Fee Schedule Bylaw.
13. Mackenzie County at its sole discretion may allow to construct, or construct roads in a 20m right of way with modified slopes and widths or backslope agreements.

### **Mackenzie County Endeavour to Assist for Local Road Construction**

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;
2. the review and recommendation of surface water;
3. complete approvals under the Water Act, any dispositions;
4. the supply and application of surfacing gravel;
5. the supply of culvert materials;
6. the installation of culverts that exceed 600 mm in diameter or where the twinning of any size culvert is required.

### **ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)**

#### **Policy Statement**

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

#### **Guidelines**

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. Although, once the ground is snow covered and/or frozen, initial and final inspections will not be possible until spring.
2. The Applicant shall be solely responsible for all costs associated with the construction and maintenance of the primary access other than culvert replacement as stated in item #11 the supply of a culvert.
3. The applicant shall be responsible for all costs associated with the construction and maintenance of all subsequent accesses.

4. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

~~5. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.~~

6. During County paving projects, primary accesses on Rural roads shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less. It is recommended that any subsequent accesses to a titled property shall be paved at the ratepayers expenses. If paving is not completed, any damage to the paved edge of the County road shall be repaired at the ratepayers expense.

7. During County paving projects on Hamlet roads the County shall provide a 0.15m paved apron extending from the edge of the shoulder to the property line. However, if the access has been previously paved, the County shall pave the apron to tie in the existing pavement, or property line whichever is less.

8. For accesses to Hamlet General, applicants shall obtain approval from the Planning & Development department. Planning & Development shall confer with the the Public Works and Utilities departments prior to approval.

9. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
10. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
11. ~~Mackenzie County~~ For accesses to Rural areas, administration may approve two access to a titled property. ~~will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council.~~ Where deemed applicable and beneficial, a shared access to agricultural lands will be ~~mandated~~ encouraged.
12. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
13. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
14. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
15. ~~Mackenzie County will consider fund only the first or primary access to a property when upgrades to a Municipal road occur or in the event that and culvert replacement is required of which the property owner will be responsible for 50% cost of the culvert which will be installed by the County.~~
16. ~~The property owner shall be responsible for upgrading costs for subsequent accesses to a property during road upgrades and regular maintenance.~~
17. ~~Mackenzie County has the authority to remove additional accesses to a property, deeming them unnecessary or a hindrance to road maintenance or safety.~~
18. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
19. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.

20. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
21. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.
22. If the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction

### **~~Mackenzie County Endeavour to Assist~~**

~~Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:~~

- ~~1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;~~
- ~~2. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,~~
- ~~3. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, (as described in the aforementioned item #1) when it has been approved and accepted.~~

## **SURFACE WATER MANAGEMENT**

### **Policy Statement**

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

### **Guidelines**

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
  - approximate location of legal property boundaries;
  - the area to be drained by the proposed agricultural surface water management channel;
  - the alignment of the proposed agricultural surface water management channel;
  - the existing ground elevations;
  - the proposed design elevations;
  - a typical cross-section of the proposed surface water management channel; and,
  - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. In order to avoid potential conflicts, the applicant must obtain consent and signatures of all adjacent and affected landowners.
4. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to **ESRD AEP**, along with the survey plan, for approval and may be required to submit a copy of said **ESRD AEP** application and their approval to the County prior to the their application being considered further.

5. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to **ESRD AEP**, along with the survey plan, for approval and shall submit a copy of said **ESRD AEP** application and their approval to the County prior to the their application being considered further.
6. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
7. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
8. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
9. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
10. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
11. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

### **Mackenzie County Endeavour to Assist**

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Dec-12	12-11-845
<b>Amended</b>	12-Feb-13	13-02-069
<b>Amended</b>	27-Mar-13	13-03-189
<b>Amended</b>	16-Jul-13	13-07-492
<b>Amended</b>	08-Oct-13	13-10-692
<b>Amended</b>	26-Mar-14	14-03-177
<b>Amended</b>	27-Sep-14	14-09-609
<b>Amended</b>	14-Apr-15	15-04-246
<b>Amended</b>	29-Apr-15	15-04-302
<b>Amended</b>		



**SCHEDULE A**

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**Surface Water Management Basins**

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**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718 Fax: 780.927.4266

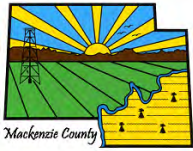
**SCHEDULE B**

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**Agricultural Surface Water Management  
Projects Application**

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**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718 Fax: 780.927.4266



Application # \_\_\_\_\_

## Construction of an Agricultural Surface Water Management Channel Application

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts);
- proof of **ESRD AEP and or AEF** approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road?  Yes  No

If yes, please provide the following:

Name of the applicable road \_\_\_\_\_

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance?  Yes  No

If yes, please provide the following:

Legal location of road allowance \_\_\_\_\_

Is the Applicant willing to enter into a Road Allowance Use Agreement?  Yes  No

What is the estimated size of the contributing area? \_\_\_\_\_ Acres.

Does this project involve a ditch already licensed?  Yes  No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County?  Yes  No

Has the Applicant gained consent from all adjacent and affected landowners? *(as determined by the ASB and Ag. Fieldman)*  Yes  No

If yes, please provide signatures and legal land descriptions below.

SIGNATURE	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**SCHEDULE C**

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**Road Allowance Use Agreement**

**SCHEDULE D**

---

**Local Road Network**

**SCHEDULE E**

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**Road Standards**

## Mackenzie County Rural Road Standards/Specifications

	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Back slope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regraveling		Up to 300m <sup>3</sup> /mi	Up to 200m <sup>3</sup> /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m 30m

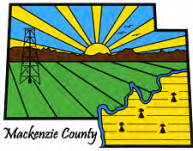
- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)



**SCHEDULE F**

---

**Road Construction Application**



Application # \_\_\_\_\_

## Request to Construct a Road

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- the location of property accesses (driveway);
- Proof of **ESRD AEP and or AEF** approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

---

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718      Fax: 780.927.4266

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

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

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? \_\_\_\_\_ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ROAD CONSTRUCTION PROCEDURE / CHECKLIST

Upon receiving all necessary documentation with Request to Construct a Road, the following procedure will be implemented (***Applicant is responsible to call the County and make arrangements for all site meetings***):

Pre-construction site meeting with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

- Culverts required \_\_\_\_\_
  - Drainage requirements \_\_\_\_\_
- \_\_\_\_\_

Interim inspection at 50% completion with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

- Arising issues \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Final inspection prior to graveling with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final acceptance - Road has been graveled by County on \_\_\_\_\_  
(date)  
Attendees:\_\_\_\_\_

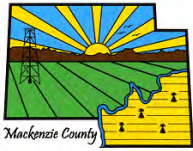
\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Mackenzie County

**SCHEDULE G**

---

**Access Construction Application  
(Approaches/Driveways)**



Application # \_\_\_\_\_

## Request to Construct or Alter an Access

(Approaches/Driveways)

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- proof of contact with affected utility companies; and
- a proposed plan for top soil management (how will you manage the excess topsoil).

Is the proposed access:       A New Access       An Alteration of an Access

If an alteration, please specify:

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

Does the proposed access benefit more than one landowner?       Yes       No

If yes, please provide the following:

Name of the other landowners:

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

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718      Fax: 780.927.4266

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway \_\_\_\_\_

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

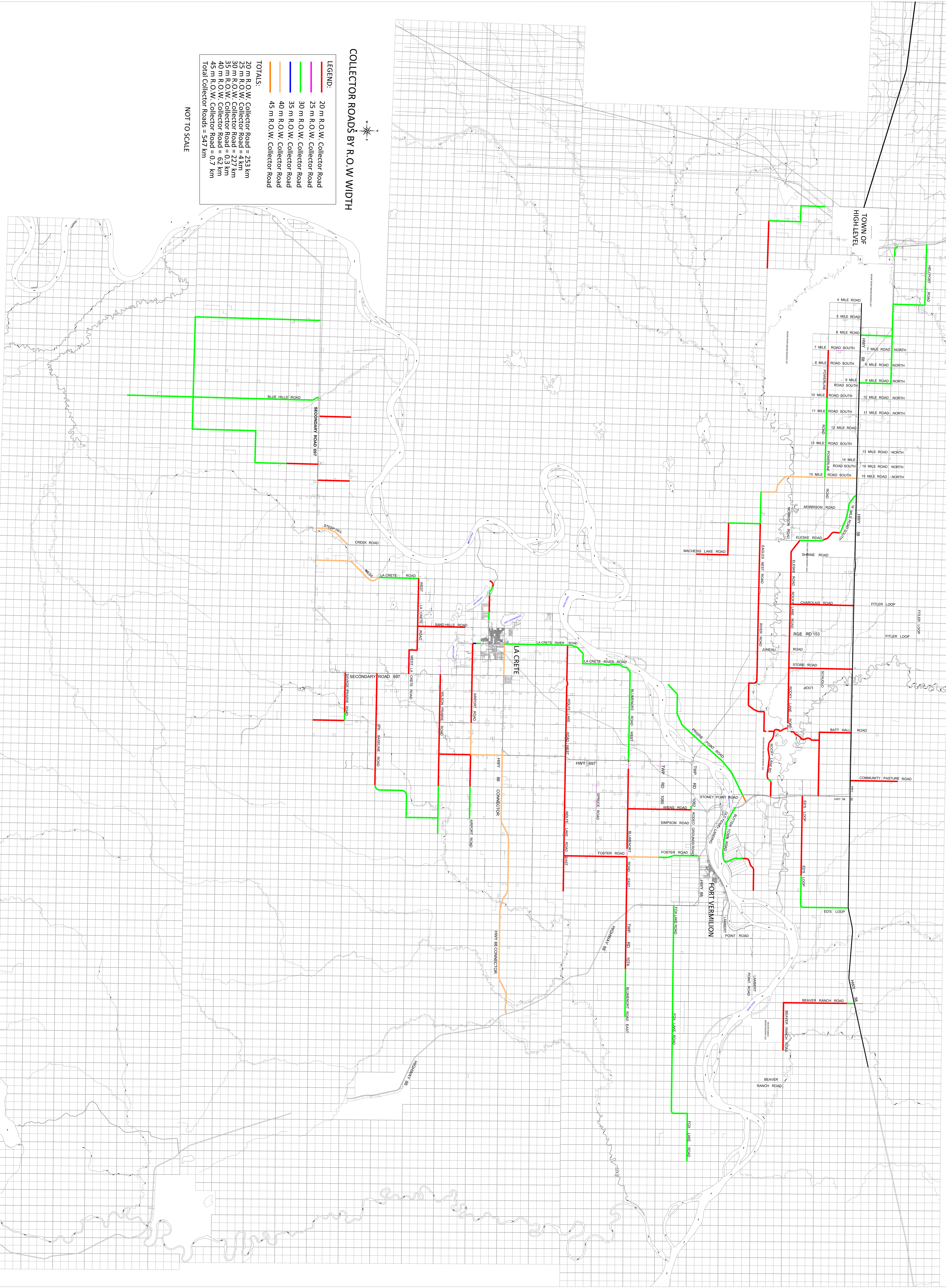
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# COLLECTOR ROADS BY R.O.W WIDTH

LEGEND:	
<span style="color: red;">—</span>	20 m R.O.W. Collector Road
<span style="color: orange;">—</span>	25 m R.O.W. Collector Road
<span style="color: yellow;">—</span>	30 m R.O.W. Collector Road
<span style="color: green;">—</span>	35 m R.O.W. Collector Road
<span style="color: cyan;">—</span>	40 m R.O.W. Collector Road
<span style="color: blue;">—</span>	45 m R.O.W. Collector Road
TOTALS:	
20 m R.O.W. Collector Road	= 253 km
25 m R.O.W. Collector Road	= 4 km
30 m R.O.W. Collector Road	= 227 km
35 m R.O.W. Collector Road	= 0.3 km
40 m R.O.W. Collector Road	= 62 km
45 m R.O.W. Collector Road	= 0.7 km
<b>Total Collector Roads</b>	<b>= 547 km</b>

NOT TO SCALE



TOWN OF HIGH LEVEL

4 MILE ROAD	4 MILE ROAD NORTH
5 MILE ROAD	5 MILE ROAD NORTH
6 MILE ROAD	6 MILE ROAD NORTH
7 MILE ROAD SOUTH	7 MILE ROAD NORTH
8 MILE ROAD SOUTH	8 MILE ROAD NORTH
9 MILE ROAD SOUTH	9 MILE ROAD NORTH
10 MILE ROAD SOUTH	10 MILE ROAD NORTH
11 MILE ROAD SOUTH	11 MILE ROAD NORTH
12 MILE ROAD SOUTH	12 MILE ROAD NORTH
13 MILE ROAD SOUTH	13 MILE ROAD NORTH
14 MILE ROAD SOUTH	14 MILE ROAD NORTH
15 MILE ROAD SOUTH	15 MILE ROAD NORTH





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Oil Recycling Buildings</b>

## BACKGROUND / PROPOSAL:

Mackenzie County offers oil filters and oil recycling at our Transfer Stations. We currently use 1000 liter totes for the oil and barrels for the filters.

In the past Alberta Used Oil Management Association has supplied a facility to places like bottle depots to use for recycling oil products. This facility was a concrete building with secondary containment built into it. Attached is a diagram and a picture of the building.

After speaking to Alberta Used Oil Management Association at the AAMDC Trade Show, administration was made aware that there are places that have these buildings that no longer want them and we can obtain the buildings for little to no cost. The new owner would be responsible for the cost of transporting them to the new location(s).

At the Public Works Committee meeting on March 22, 2016 the following motion was made:

**MOTION PW-16-03-019** *That the recommendation to Council be to proceed with obtaining two of the oil recycling buildings, relocate one to Fort Vermilion and one to La Crete with funding to come from the General Operating Reserve.*

**CARRIED**

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

**OPTIONS & BENEFITS:**

**Option 1:**

That Council recommends obtaining two of the buildings and relocates one of them to the waste transfer stations in Fort Vermilion and one to La Crete.

**Option 2:**

That administration receive this report for information.

**COSTS & SOURCE OF FUNDING:**

Administration has received a rough estimate of \$16,500 for hauling, and \$3,400 for unloading.

The Public Works Committee is recommending that \$20,000 be allocated from the General Operating Reserve.

The Finance Department will be presenting the revised 2016 Budget at April 12, 2016 meeting and this project is included in the revised operating budget draft for council's consideration.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to proceed with the oil recycling facility projects for La Crete and Fort Vermilion, subject to funding as per the revised and approved 2016 Budget.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Mackenzie Regional Waste Management Commission – Hours of Operation</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has received a letter from Jake’s Disposal regarding his concerns with a letter received from the Mackenzie Regional Waste Commission about their changes to hours of operation. Both letters are attached.

Mackenzie Regional Waste Management Commission has stated in the letter dated March 10, 2016 that:

- “the landfill will not accept Commercial loads of MSW after 4:30 p.m. due to operational requirements”;
- “the landfill will be closed on all statutory holidays, with the exception of Commission special projects. If a statutory holidays fall on a Sunday or Monday, the landfill will be closed on the Tuesday.”

In the past, the Commission would allow for call outs on holidays or after hours, and a fee would be charged to the carrier. They have now eliminated this option to carriers. Jake’s Disposal has requested the County’s assistance with the Commission in reconsidering these changes as he states the reduced hours will greatly affects his business.

Administration has contacted John with JL Waste Management, and he has no concerns with the landfill changes.

Administration also contacted Cynthia with L&P Disposals and they have no concerns with the hour changes. The only concern stated was the tipping fee increase as some customers are refusing to pay the increase. With the volume of oilfield dirt being received at the landfill, the hopes were that these fees collected would offset some of the operating costs, and reduce the increase recently instated.

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

Administration has contacted the Manager of the Commission, and he advised us they would look at afterhours callouts on a case-by-case basis.

**OPTIONS & BENEFITS:**

**Option 1:**

That administration writes a letter to Mackenzie Regional Waste Commission.

**Option 2:**

That administration advise Jake's Disposal to send his concerns directly to Mackenzie Regional Waste Commission.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Communicate Councils decision with all parties involved.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

Jake's Disposal Ltd.  
Box 901  
La Crete, Alberta  
T0H 2H0

March 21, 2016

Mackenzie County  
Attn: Councillors

To whom it may concern:

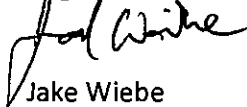
I am writing today to express dissatisfaction in the changes happening at the Mackenzie Regional Waste Station (MRWMC) west of High Level, Alberta.

Effective recently, the MRWMC increased their rates for waste dumping by approximately 22%. Now, recently, they have notified me as their customer, that they will also decrease service, by both decreasing hours that they will be open, and discontinue the callout option.

As the local government, I request your intervention in this process. Considering that their rates greatly increased, I am requesting that their service at least stay the same, if not improve. By this, I mean that callout will still be available, and that the hours of operation also stay the same. If they must cut hours, I would request to have a few ½ days or part days open.

Please feel free to call me to further discuss my concerns. My business will be greatly affected if these proposals will proceed and take effect.

Regards,



Jake Wiebe  
Jake's Disposal  
780-926-9190

RECEIVED  
MAR 22 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Hand delivered. 11:42.

# Mackenzie Regional Waste Management Commission

Box 235, High Level, AB, T0H 1Z0  
Phone No. (780) 926-2958 Fax No. (780) 841-0152



Jakes Disposal  
LaCrete

March 10, 2016

Attn.: Jake Wiebe

**Re: Landfill Hours**

Dear Mr. Wiebe:

At the February 20, 2016 meeting, the Mackenzie Regional Waste Management Commission amended Policy No: 42-06. This Policy concerns the hours of operation of the landfill.

Changes to this Policy effective immediately are:

- The landfill will not accept Commercial loads of MSW after 4:30pm due to operational requirements.
- The landfill will be closed on all Statutory holidays with the exception of Commission special projects. If a Statutory holiday falls on a Sunday or Monday, the landfill will be closed on Tuesday.

If you have any further questions, please contact me at 780-926-2958.

Sincerely

A handwritten signature in cursive script that reads "Bruce Underday".

Manager



## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: <b>42-06</b>
Facility: Mackenzie Regional Landfill	Effective Date: February 1, 2010
Policy Title: <b>Hours of Operation</b>	Page: 1 of 1

**PURPOSE:**

To control public access to the landfill, and limit it to specified times.

**POLICY:**

1. The landfill gates will only be open for public access during the hours of operation as set out in this policy.

2. The hours of operation are:

Tuesday, Wednesday, Thursday, Friday and Saturday	9:00 a.m. to 5:00 p.m.
Sunday and Monday .....	CLOSED
Statutory Holidays .....	CLOSED

3. The landfill will not accept Commercial loads of MSW after 4:30pm due to operational requirements.

4. The landfill will be closed on all Statutory holidays with the exception of Commission special projects. If a Statutory holiday falls on a Sunday or Monday, the landfill will be closed on Tuesday.

**RESPONSIBILITIES:**

5. The landfill personnel will be responsible for opening and closing the landfill gate according to the prescribed hours of operation.

6. The Commission Board shall be responsible for the review and update of this policy.

7. The hours of operation are to be established by the Commission and subject to change as deemed necessary.

	DATE	RESOLUTION
Approved	February 25, 2006	35-06
Amended	January 19, 2010	16-10
Amended	May 23, 2015	55-15
Amended	January 9, 2016	01-16







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1021-16 Land Use Bylaw Amendment to Rezone Plan 142 5001, Block 3, Lot 5 &amp; 6 from Hamlet Country Residential District 1 "HRC1" to Public/Institutional "P" (La Crete)</b>

## BACKGROUND / PROPOSAL:

At the March 23, 2016 Council meeting, the 3<sup>rd</sup> reading for Bylaw 1021-16 being a Land Use Bylaw Amendment to rezone Lots 5 & 6, Block 3, Plan 142 5001 from Hamlet Country Residential District 1 "HCR1" to Public/Institutional "P" was TABLED for further information.

On April 28, 2014, subdivision 10-SUB-14 was approved for three one acre lots by the Municipal Planning Commission. The original drawing submitted by the applicant did not show the required minimal one acre lots and needed to be amended. Prior to administration accepting the final drawing, the intended new owner of lot four began the development of a house and planted trees along what he thought were the property lines. Due to his premature development, the surveyors had to redraw the survey plan for the third time and relocate the proposed property lines to meet the minimum one acre size as well as, keeping the illegally constructed house and the existing house within setback requirements. Meanwhile, the Planning Department had to issue a Stop Work Order on the illegally constructed house. Eventually everything was straightened out and the subdivision was completed.

When notified of the proposed rezoning the owner of lot four brought forth an issue he has with an existing Utility Right of Way on the east side of his property. The landowner claims that the Utility Right of Way was taken from his lot and is not in the correct location.

Prior to the landowner purchasing his lot in 2014, the original lot was registered in 2002. Plan 022 6057 was registered concurrently with the Utility Right of Way, Plan 022 6058. The Utility Right of Way was taken from the remainder of the quarter not the subdivision.

**Author:** L. Lambert      **Reviewed by:** B Peters      **CAO** JW

In discussion with Northern Lights Gas Company, they verify that the existing gas line does vary off the Utility Right of Way. However this would not affect the land owner in any way as it is still outside the required development setback regulations.

The Planning Department does not see an issue with the Subdivision or the existing Utility Right of Way.

### **Prior Background information**

The building on lot five was originally constructed for a church, which was issued a permit in 2005 when "Public Use" was a discretionary use under the Hamlet Country Residential zoning. Hamlet Country Residential 1 or 2 no longer allows "Public Uses" or "Churches" in either permitted or discretionary uses.

The original church disbanded and the new owners purchased the land. The lot was divided into three separate parcels and permits were issued to renovate the church into a residential dwelling with an attached garage and a secondary suite.

Administration was only recently informed that the renovations for permit 232-DP-13 were never completed (only the attached garage was added) instead the building was rented to a church organization. This organization would now like to purchase the building and vacant lot next to it.

This church building seats only 80 people which would require 20 parking stalls. The original development permit required the applicant to provide 38 stalls and to the Planning departments knowledge there has never been an issue with parking.

### **OPTIONS & BENEFITS:**

The Planning and Development Department is in support of this rezoning request as the location has historically been used a church with little or no impact on the surrounding neighborhood.

**MPC-16-02-018 MOVED** by Jacquie Bateman

*That the Municipal Planning Commission recommend to Council for the approval of Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 03, Lot 5 & 6 from Hamlet Country Residential "HCR1" to Public/Institutional "P" to allow for a church.*

**CARRIED**

Author: L. Lambert Reviewed by: B Peters CAO JW

**OPTIONS**

**Option 1: Give third reading**

**Motion:**

That third reading be given to Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 “HCR1” to Public/Institutional “P” to allow for a church.

**Option 2: Refuse third reading**

**Motion:**

That third reading for Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 “HCR1” to Public/Institutional “P” to allow for a church be REFUSED.

**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 papers.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 “HCR1” to Public/Institutional “P” to allow for a church.

Author: L. Lambert      Reviewed by: B Peters      CAO JW

**BYLAW NO. 1021-16**  
**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 an Church.

**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 142 5001, Block 3, Lot 5 & 6

within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 1 "HCR1" to Public/Institutional "P" as outlined in Schedule "A" hereto attached.

READ a first time this 22<sup>nd</sup> day of February, 2016.

PUBLIC HEARING held this 23<sup>rd</sup> day of March, 2016.

READ a second time this 23<sup>rd</sup> day of March, 2016.

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

---

Bill Neufeld  
Reeve

---

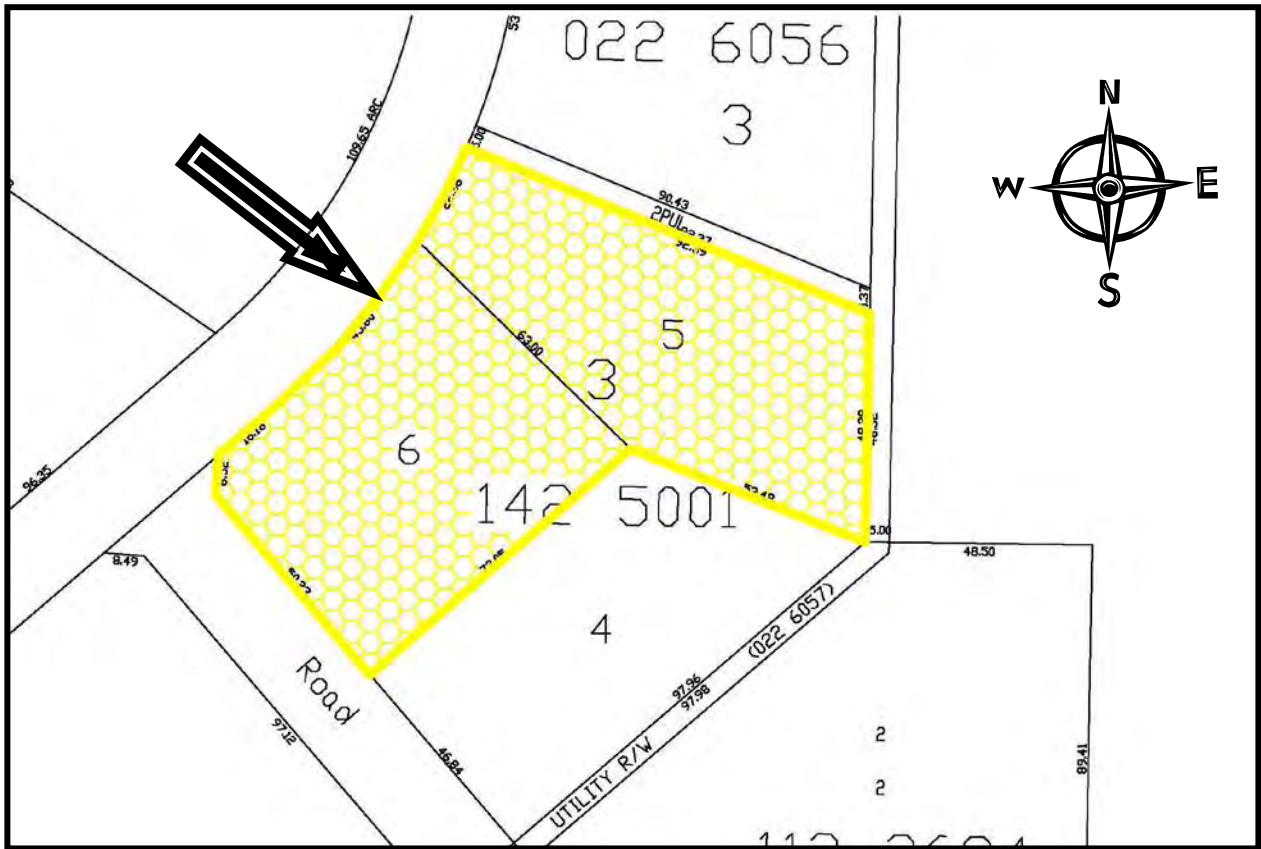
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 1021-16**

**SCHEDULE "A"**

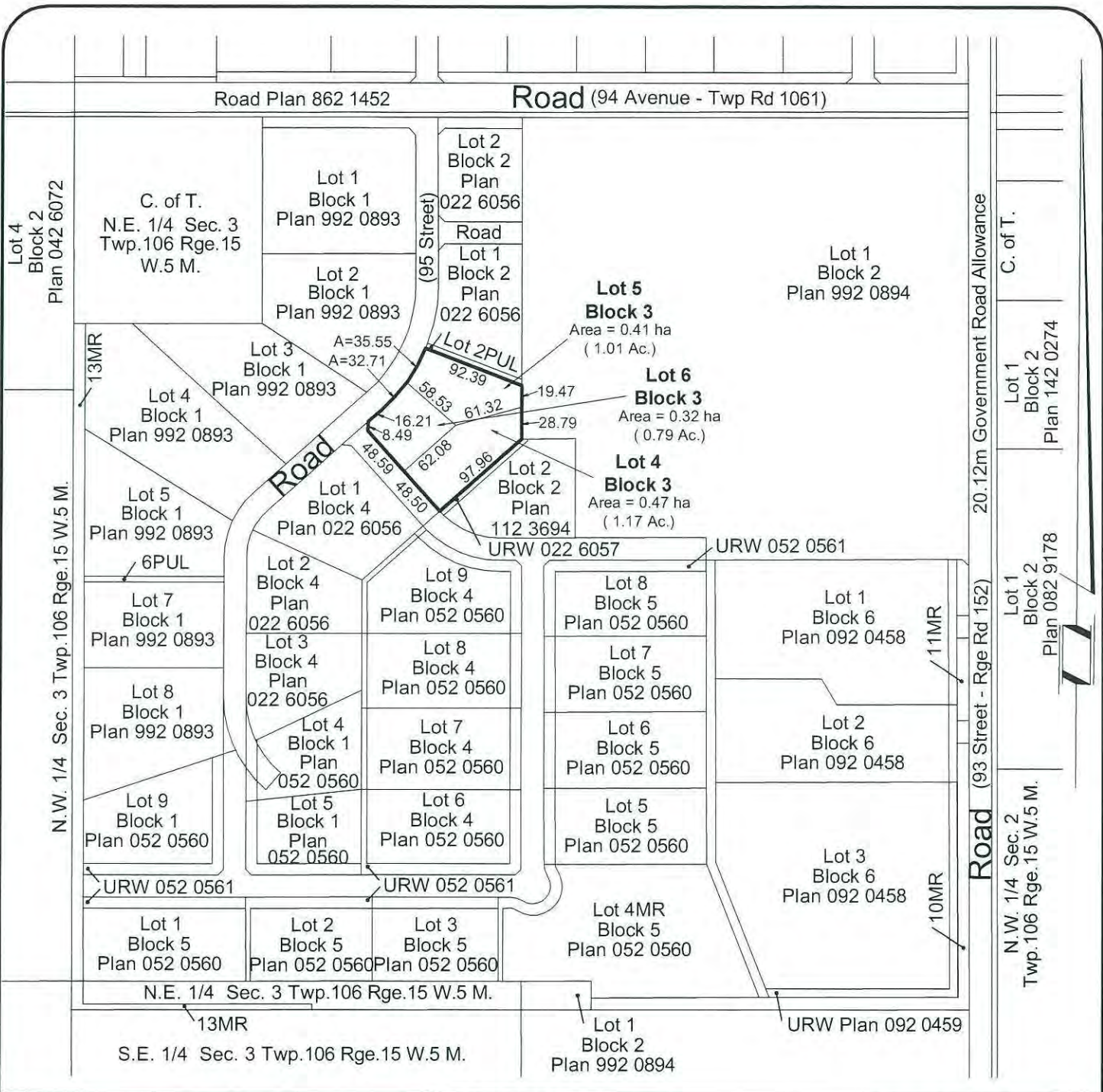
1. That the land use designation of the following property known as:

Plan 142 5001, Block 3, Lot 5 & 6 within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 1 "HCR1" to Public/Institutional "P" as outlined in Schedule "A" hereto attached



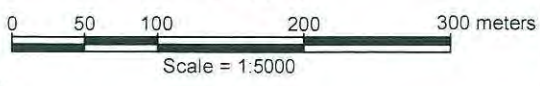
FROM: Hamlet Country Residential "HCR1"

TO: Public/Institutional "P"



20140324 - 12:06 S:\GrandePrairie\010048133\CAD\Working\010048133-SDTN01-R00.dwg

Tentative Plan Showing Proposed  
**SUBDIVISION**  
of part of  
N.E. 1/4 Sec.3 Twp.106 Rge.15 W.5 M.  
Municipal District of Mackenzie No.23  
Alberta



**LEGEND & NOTES**

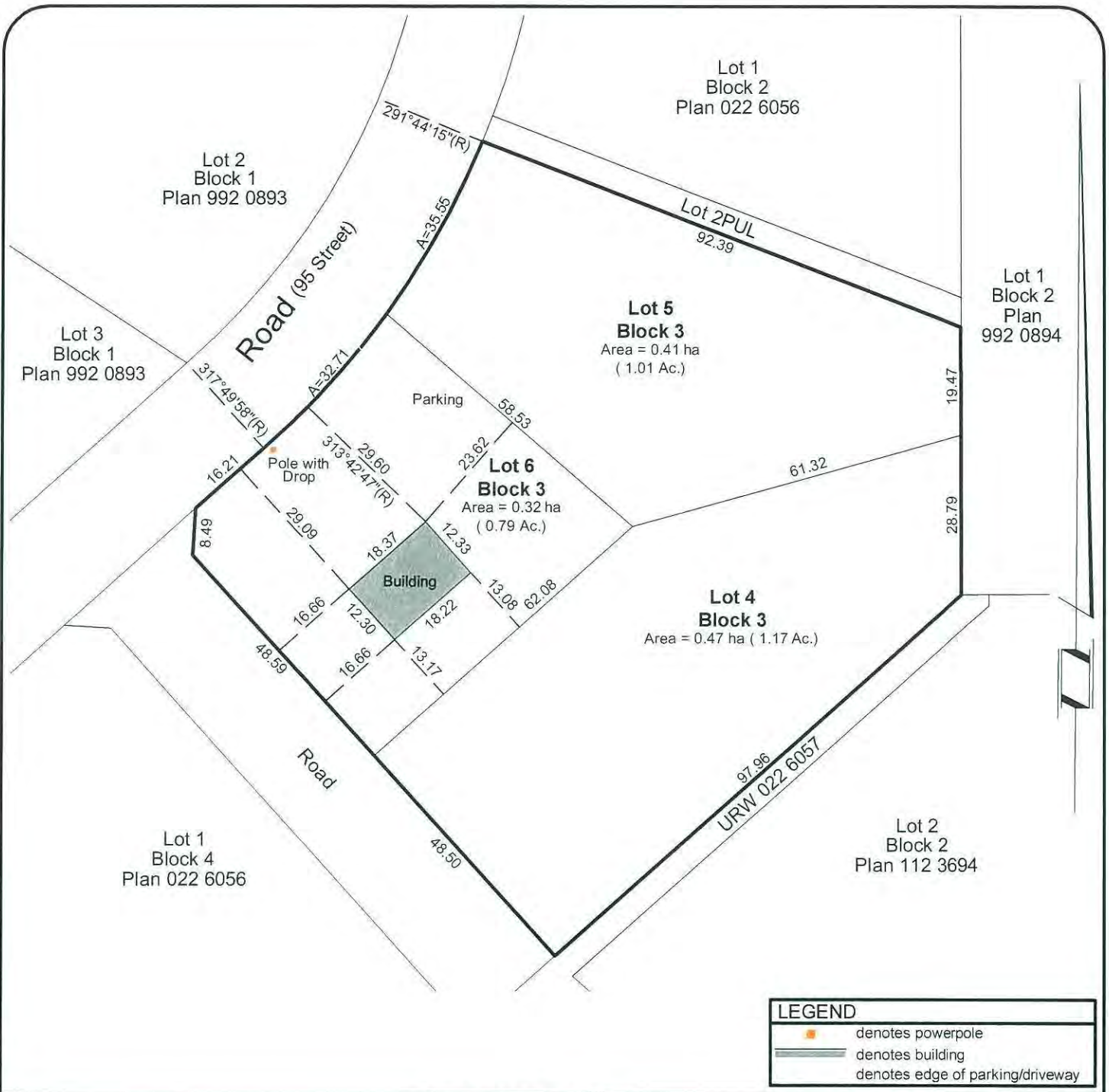
1. Area to be registered shown bounded thus: Containing: 1.20 ha (2.98 Ac.)
2. All dimensions are in meters and decimals thereof.
3. Land is zoned HCR2.
4. There are no sour gas facilities within 1.5km of site.
5. There are no highways within 0.8km of site.
6. Field survey date: March 13, 2014.

**ABBREVIATIONS:**

Ac.	Acres
ha	Hectare
m	Metre
M.	Meridian
Rge.	Range
Sec.	Section
Twp.	Township

**FOCUS SURVEYS  
LIMITED PARTNERSHIP**  
#3, 8909 - 96 Street, Peace River, AB. T8S 1G8  
Phone: 780-624-5631 Fax: 780-624-3732

JOB No. 010048133	
DWG. NO. 010048133-SDTN01-R00	
CK'd By:	Dwn: LB
A.L.S.:	Page: 1 of 3



LEGEND	
	denotes powerpole
	denotes building
	denotes edge of parking/driveway

Tentative Plan Showing Proposed  
**SUBDIVISION**  
of part of  
N.E. 1/4 Sec.3 Twp.106 Rge.15 W.5 M.  
Municipal District of Mackenzie No.23  
Alberta

0 10 20 40 60 meters  
Scale = 1:1000

**LEGEND & NOTES**

1. Area to be registered shown bounded thus: Containing: 1.20 ha (2.98 Ac.)
2. All dimensions are in meters and decimals thereof.
3. Land is zoned HCR2.
4. There are no sour gas facilities within 1.5km of site.
5. There are no highways within 0.8km of site.
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**ABBREVIATIONS:**

Ac.	Acres
ha	Hectare
m	Metre
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Rge.	Range
Sec.	Section
Twp.	Township

**FOCUS SURVEYS  
LIMITED PARTNERSHIP**

#3, 8909 - 96 Street, Peace River, AB. T8S 1G8  
Phone: 780-624-5631 Fax: 780-624-3732

JOB No. 010048133	
DWG. NO. 010048133-SDTN01-R00	
CK'd By:	Dwn: LB
A.L.S.:	Page: 3 of 3

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# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1021-16

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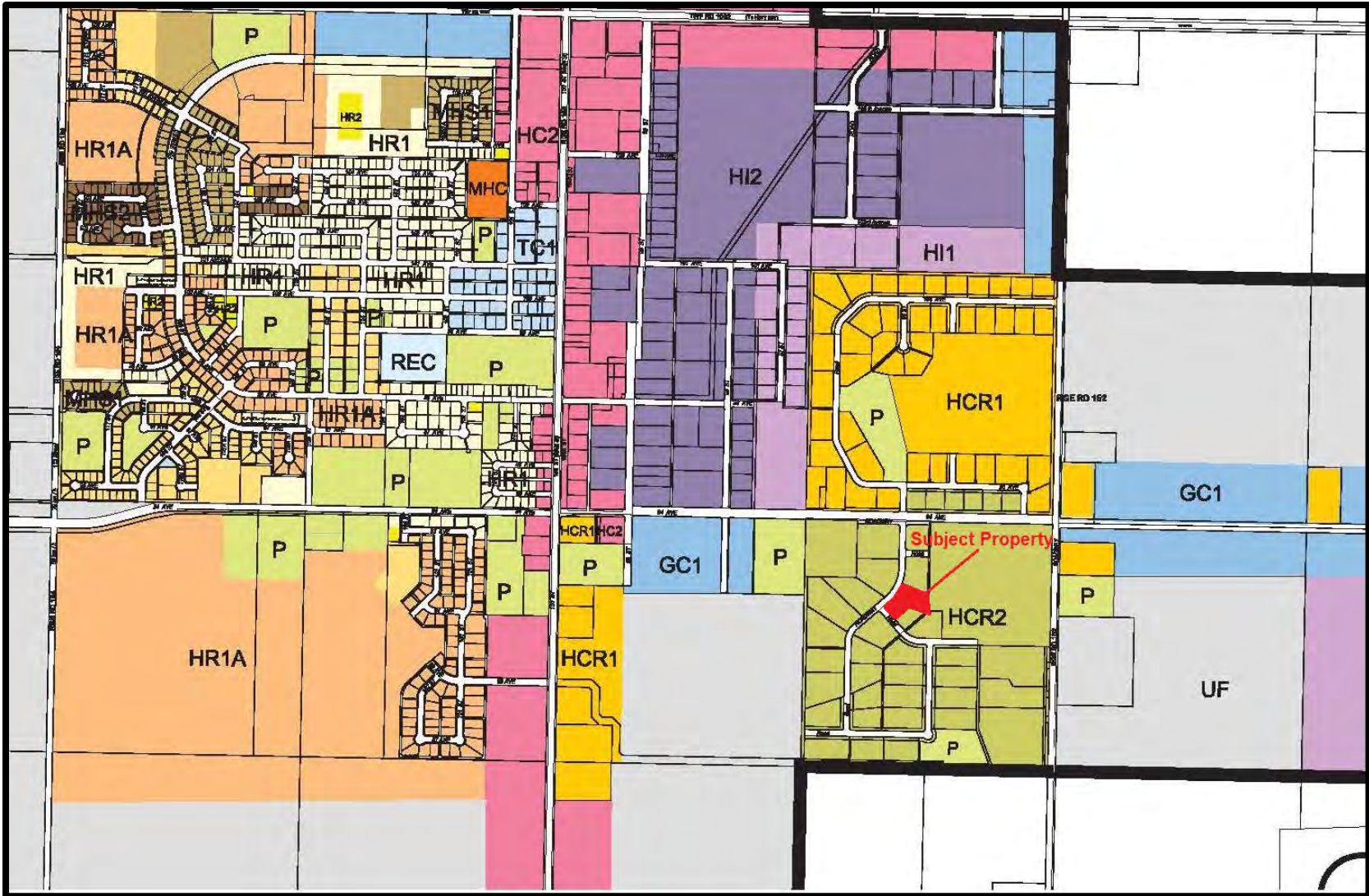
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**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1021-16

NOT TO SCALE

#### Disclaimer

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**Mackenzie County**



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

September 11, 2013

John Nickel  
Box 752  
La Crete, MB R6W 4A8

232-DP-13

Dear Mr. Nickel:

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

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

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

If you have any questions or concerns regarding this matter, please contact the Planning and Development Department at 780-928-3983 or stop by the office. Our office hours are 8:15 a.m. to 4:30 p.m., Monday through Friday.

Yours truly,

Caitlin Smith  
Development Officer

Enclosure



## Mackenzie County

4511-46<sup>th</sup> Avenue

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

Phone (780) 927-3718

Fax (780) 927-4266

## Development Approving Authority

Application No.: 232-DP-13  
Legal Description: Plan 0226056, Block 03, Lot03  
Applicant: John Nickel  
Address: Box 752  
Winkler, MB R6W 4A8  
Development: **Dwelling-Single Family with Garage Attached and Secondary Suite**  
DECISION: **APPROVED (See Attached Conditions)**

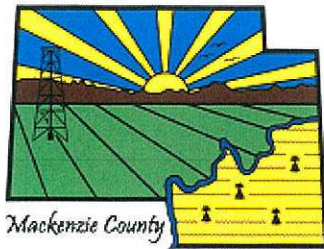
## Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land(s) will not begin until September 25, 2013.
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Subdivision and Development Appeal Board approve the issuance of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Subdivision and Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Date September 11, 2013

  
Municipal Planning Commission



**Mackenzie County**  
4511-46<sup>th</sup> Avenue  
P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266

## Development Approving Authority

### 232-DP-13

#### CONDITIONS OF APPROVAL

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

1. Minimum building setbacks are: 15.2 meters (50 feet) front (West) yard; 7.6 meters (25 feet) rear (East) yard; 4.6 meters (15 feet) North and South side yards, from the property lines.
2. The addition shall be constructed and finished with similar materials as the residence.
3. 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 houses to the satisfaction of the Development Authority.
4. The Municipality has assigned the following address to the noted property 9109-94 Avenue. You are required to display the address (9109) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
5. 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.
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. 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.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) 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.**

**Please note**

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

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

September 11, 2013  
Date of Issue of Notice of Decision

  
Municipal Planning Commission

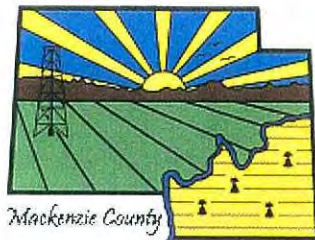
## Important Notices

1. You may wish to appeal the decision of the Development Authority to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of Subdivision and Development Appeal Board at the Mackenzie County office not later than fourteen (14) days after the date of Issue of Notice of Decision.
2. The Land Use Bylaw 462/04 provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Secretary of the Subdivision and Development Appeal Board within fourteen days after the Notice of Decision is published in the local newspaper.
3. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject to an appeal upon a question of law or jurisdiction pursuant to section 688 of The Municipal Government Act. An application for leave to appeal to the Court of Appeal must be made:
  - (a) to judge of the Court of Appeal; and
  - (b) within thirty (30) days after the issue of the decision sought to be appealed.

## Right of Appeal

Sections 683, 684, 685, and 686 of the Municipal Government Act, 2008, states:

- 683 Except as otherwise provided in a land use bylaw, a person may not commence any development unless the person has been issued a development permit in respect of it pursuant to the land use bylaw.
- 684 An application for a development permit is, at the option of the applicant, deemed to be refused if the decision of a development authority is not made within 40 days after receipt of the application unless the applicant has entered into an agreement with the development authority to extend the 40-day period.
- 685 (1) If a development authority
- (a) Fails or refuses to issue a development permit to a person,
  - (b) issues a development permit subject to conditions, or
  - (c) issues an order under section 645,
- the person applying for the permit or affected by the order under section 645 may appeal to the subdivision and development appeal board.
- (2) In addition to an applicant under subsection (1), any person affected by an order, decision or development permit made or issued by a development authority may appeal to the subdivision and development appeal board.
  - (3) Despite subsections (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted.
- 686 (1) A development appeal to a subdivision and development appeal board is commenced by filing a notice of the appeal, containing reasons, with the board within 14 days,
- (a) in the case of an appeal made by a person referred to in section 685 (1), after
    - (i) the date on which the person is notified of the order or decision or the issuance of the development permit, or
    - (ii) if no decision is made with respect to the application within the 40-day period or within any extension under section 684, the date the period or extension expires,
  - (b) in the case of an appeal made by a person referred to in section 685 (2), after the date on which the notice of the issuance of the permit was given in accordance with the land use bylaw.
- (2) The subdivision and development appeal board must hold an appeal hearing within 30 days of receipt of a notice of appeal.
  - (3) The subdivision and development appeal board must give at least 5 days notice in writing of the hearing
    - (a) to the applicant,
    - (b) to the development authority whose order, decision or development permit is the subject of the appeal, and
    - (c) to those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
  - (4) The subdivision and development appeal board must make available for public inspection before the commencement of the hearing all relevant documents and materials respecting the appeal, including
    - (a) the application for the development permit, the decision and the notice of appeal, or
    - (b) the order under section 645.
  - (5) In subsection (3), "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.



# DEVELOPMENT PERMIT APPLICATION

Admin Use Only
Development Permit # <span style="font-size: 1.2em; font-family: cursive;">239-DE-13</span>
Date Received <span style="font-size: 1.2em; font-family: cursive;">Aug 27, 13</span>
Date Accepted

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

## APPLICANT INFORMATION

<b>Applicant Name</b> <span style="font-size: 1.2em; font-family: cursive;">John Mickel</span> ★		<b>Registered Landowner Name (If different than Applicant)</b> <span style="font-size: 1.2em; font-family: cursive;">Believers Fellowship</span>	
<b>Address</b> <span style="font-size: 1.2em; font-family: cursive;">Box 752 Winkler Man. RCW 4A8</span>		<b>Address</b> <span style="font-size: 1.2em; font-family: cursive;">Box 1529 La Crete, AB</span>	
<b>E-mail</b> _____		<b>E-mail</b> _____	
<b>Telephone (Res)</b> <span style="font-size: 1.2em; font-family: cursive;">2043250659</span>	<b>Work or Cell</b> <span style="font-size: 1.2em; font-family: cursive;">2043620600</span>	<b>Telephone (Res)</b>	<b>Work or Cell</b>

## LAND INFORMATION

Legal description of proposed development site									
Registered Plan # <span style="font-size: 1.2em; font-family: cursive;">0226056</span>	Block <span style="font-size: 1.2em; font-family: cursive;">3</span>	Lot <span style="font-size: 1.2em; font-family: cursive;">3</span>	Stall	OR	QTR/L.S	SEC	TWP.	RG	M
Civic Address <span style="font-size: 1.2em; font-family: cursive;">9109 94th Street.</span>				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet <span style="font-size: 1.2em; font-family: cursive;">La Crete.</span>							Quarter Section <input type="checkbox"/>	Acreage <input type="checkbox"/>	
Description of existing use of land: <span style="font-size: 1.2em; font-family: cursive;">Old Church Building.</span>									

## DEVELOPMENT INFORMATION

Describe proposed development: <span style="font-size: 1.2em; font-family: cursive;">( Dwelling - Single Family with Secondary Suite + Garage - Attached )</span>				
<span style="font-size: 1.2em; font-family: cursive;">(w) adding garage 60x26</span>				
<input checked="" type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____		
<input checked="" type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building		
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
<b>Building Size</b>				
Length <span style="font-size: 1.2em; font-family: cursive;">60</span>	Width <span style="font-size: 1.2em; font-family: cursive;">40</span>	Height (Grade to peak)	Sq <sup>2</sup>	Other
<span style="font-size: 1.2em; font-family: cursive;">26'</span>	<span style="font-size: 1.2em; font-family: cursive;">26'</span>			

The land is adjacent to:  Primary Highway  Secondary Highway  Local Road  Hamlet Road

Estimate project time and cost:

A. Start Date  B. End Date  C. Completed Project Cost \$

Attached is: (a) Site plan  Yes (b) Blueprints  Yes (c) Floor plans (~~Manufactured homes~~)  Yes

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

**GEOGRAPHIC INFORMATION**

Is there any of the following within 1/2 mile of the proposed development: (mark Y (yes) or N (no) and provide details for Y)

Land Fill or garbage disposal site  Confined Feedlot Operation  Slope /Coulee/Valley or Ravine  
 Sewage treatment or Sewage Lagoon  Sour Gas Well or pipeline  
 River or Waterbody  Multi lot Residential subdivision

Access Approval Date:

Access:

Is there an Existing Access to proposed site?  
 Yes  No   
*A County Approved Access is required before a Development Permit can be issued (except for site development)*

Does the site location require an access or road to be built to the proposed site?  
 Yes  No

**DECLARATION**

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

Applicant Name (Print) <u>John NichteL</u>		Registered Land Owner Name (Print) <u>BELIEVERS FELLOWSHIP</u>	
Applicant Name (Signature) <u>John NichteL</u>	Date	Registered Land Owner (Signature) <u>[Signature]</u>	Date

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law

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

**FOR ADMINISTRATIVE USE ONLY**

Complies With: MDP Yes  No  ASP Yes  No  AVPA Yes  No

Offsite Levy (If Required): Connection Fee \$  Receipt Number

Land Use Classification: HRC2 Tax Roll No: 076376

Class of Use: Residential (Commercial/Industrial/Residential/Institutional/Home Based Business) Permitted/Discretionary: Discretionary

Proposed Use: Dwelling-Single w/attached Garage + Secondary Suite

Development Application Fee Enclosed:  Yes  No Amount \$ 75.00 Receipt No: 165044





# Development Permit Application

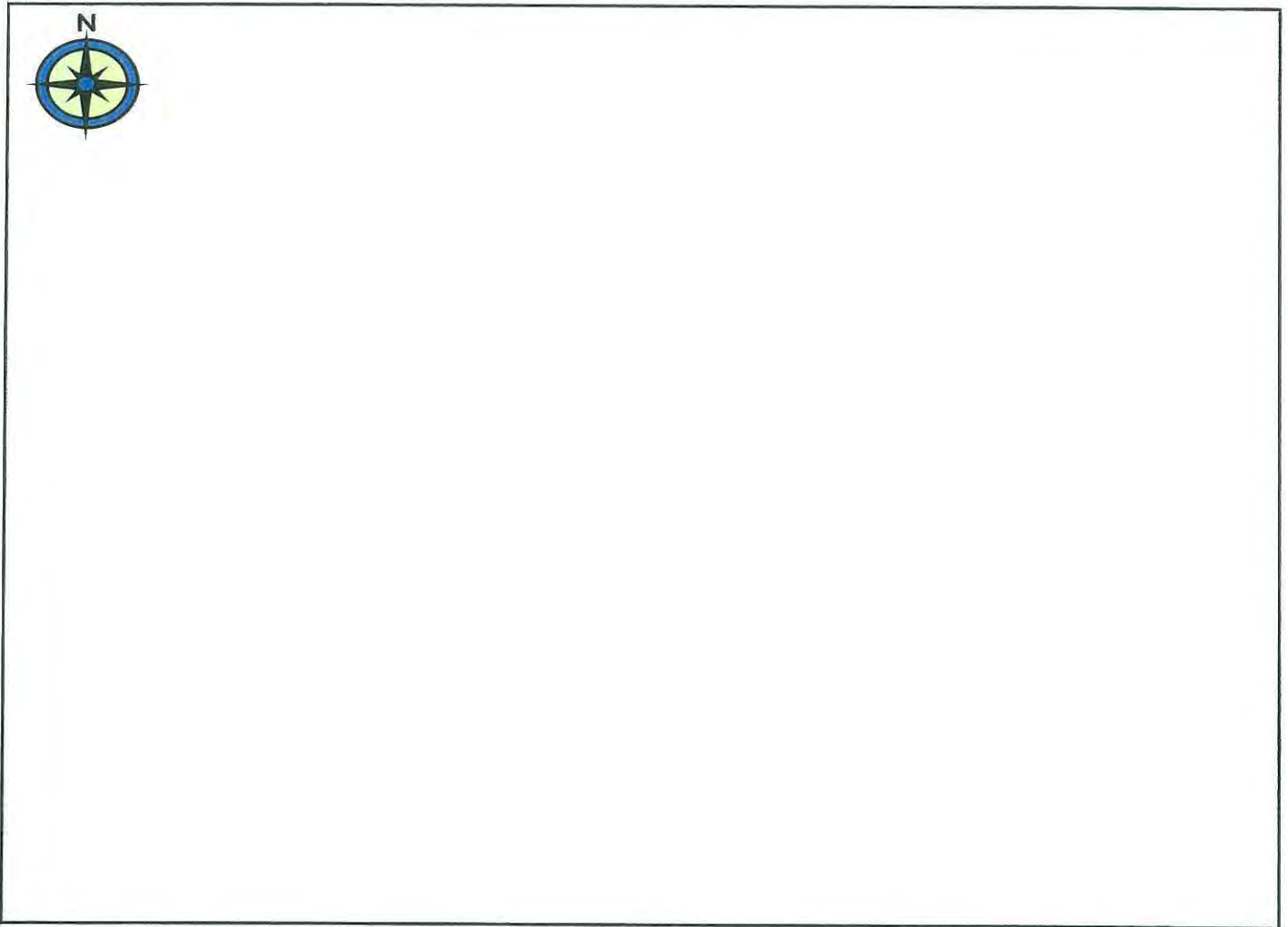
## SITE PLAN

QTR./L.S. SEC TWP RG M PLAN NO. BLK. LOT Size of Parcel  
 \_\_\_\_\_ or \_\_\_\_\_ and \_\_\_\_\_ ac. ha.

Date of site plan: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_



### Information Checklist for site plan

- location/distance of existing buildings from property lines
- location of access/driveway, and distance from intersections
- location of shelterbelts and/or treed areas
- location of parking and loading areas

- location/distance of proposed buildings from property lines
- ravines, creeks, lakes, sloughs, and any other water bodies
- location of road(s), road allowances
- length and width of property

#### Setbacks from Property Lines

FRONT YARD	ft	
_____	m	

REAR YARD	ft	
_____	m	

SIDE YARD (1)	ft	
_____	m	

SIDE YARD (2)	ft	
_____	m	



# DEVELOPMENT PERMIT



File No. 232-DP-13

**Mackenzie County**

**NOT TO SCALE**

**Disclaimer**  
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.





## **Municipal District of Mackenzie No 23**

**P.O Box 1690, La Crete, AB T0H 2H0**

**Phone (780) 928-3983**

**Fax (780) 928-3636**

## **Development Approving Authority**

### **177-DP-05**

#### **CONDITIONS OF APPROVAL**

- 1. Minimum building setbacks: 15.2 meters (50 feet) front yard; 7.6 meters (25 feet) rear yard; 4.6 meters (15 feet) side yard, from the property lines.**
- 2. The architecture, construction materials and appearance of the Church Building shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Officer.**
- 3. The Municipality has assigned the following address to the noted property 9109 - 94 Street. You are required to display the address (9109) 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.**
- 4. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner where applicable.**
- 5. Provide adequate off street parking as follows: The minimum parking standards are 1 stall per 4 seating spaces. Therefore you are required to provide 38 parking spaces. *“One parking space, including the driveway area, shall occupy 300 square feet.”***
- 6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.**
- 7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for M.D. of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developer's expense.**

Please note

1. The Municipal District of Mackenzie does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. The Municipal District of Mackenzie, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. Obtain plumbing, electrical, gas, and building permits as required, at a M.D. #23 office.
3. Call 'Alberta-1st-Call' before you dig. (1-800-242-3447).

It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on necessary permits, contact one of the M.D. of Mackenzie No. 23 offices at 928-3983 (La Crete), 926-5600 (High Level), or 927-3718 (Fort Vermilion). For the fire discipline, contact the Safety Codes Officer at 928-3983(M.D. of Mackenzie No. 23).

June 22, 2005  
Date of Issue of Notice of Decision

\_\_\_\_\_  
Development Officer



## Municipal District of Mackenzie No 23

P.O Box 1690, La Crete, AB T0H 2H0

Phone (780) 928-3983

Fax (780) 928-3636

### Development Approving Authority

Application No.: **177-DP-05**  
Legal Description: *P 022 6056, B 03, L 03*  
Applicant: Believers Fellowship  
Address: Box 1529  
La Crete, AB T0H 2H0  
Development: **Church building**  
DECISION: **APPROVED (See Attached Conditions)**

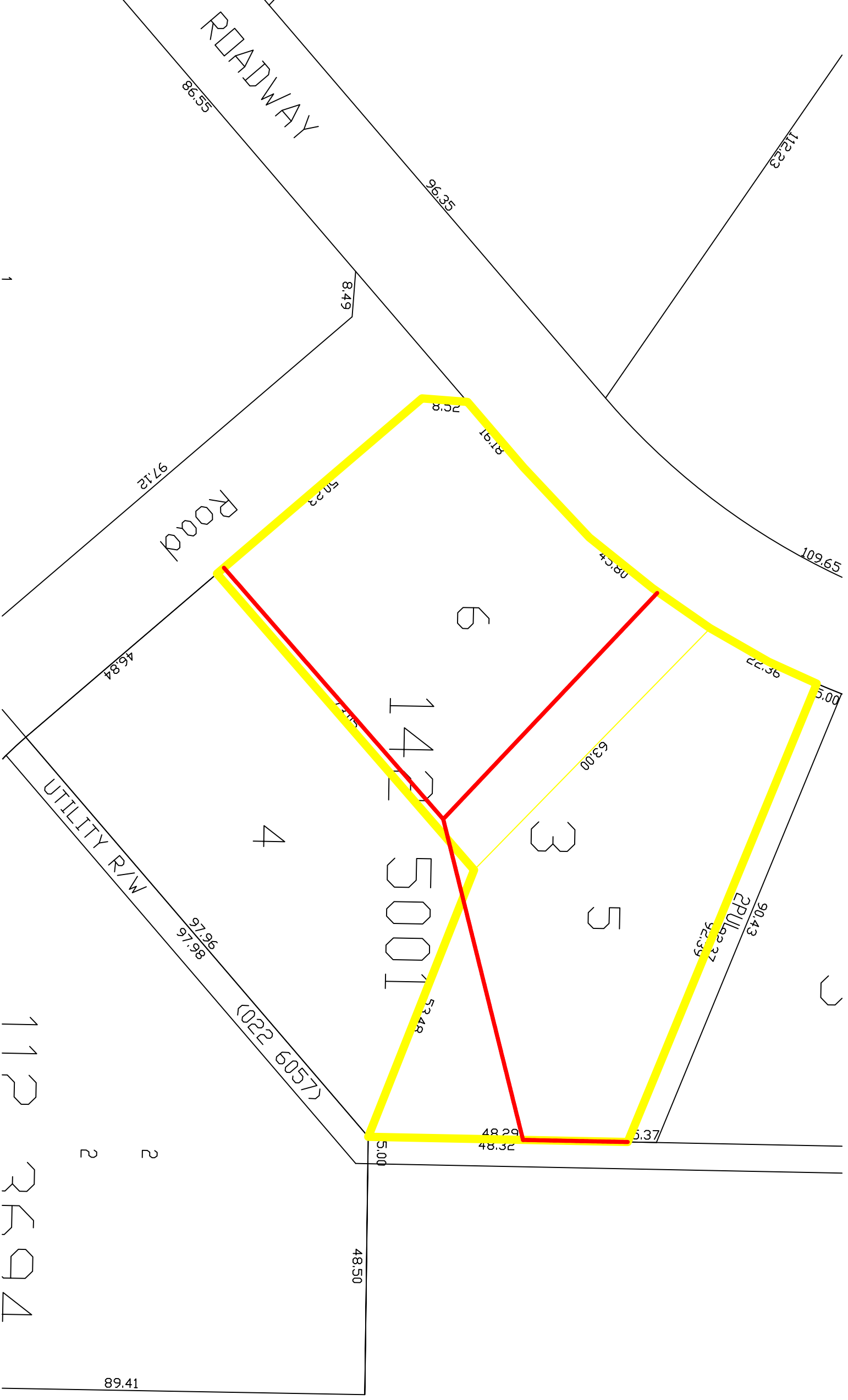
## Development Permit

This permit is issued subject to the following conditions:

- (a) **That the development or construction of the said land(s) will not begin until July 7, 2005.**
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Development Appeal Board approve the issue of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated June 22, 2005

\_\_\_\_\_  
Development Officer



112 3694







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>North Point Oversizing Payment</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has received a request for payment from the developers of North Point Business Park (Dan Derksen/Henry Fehr) for the over sizing of their water mains within the North Point subdivision. Administration was unfamiliar with the water main requirements and the repayment request so a land file search was conducted to understand why the developers would be required to oversize all the water mains within the entire subdivision. The only oversized water main that is believed to have been required is along 103<sup>rd</sup> Avenue.

After a thorough search there is no record or document that states that the developers were required to oversize any of the water mains within the subdivision.

The developers had been paid for their phase 1 water main oversizing as approved by Council on November 28, 2007:

**MOTION 07-11-1093**                      *That authorization be given for payment of \$28,506.03 to Henry Fehr for watermain oversizing along 95<sup>th</sup> Street in NE 10-106-15-W5M in La Crete, to be funded from the General Operating Reserve.*  
*Requires 2/3*

**CARRIED**

The only documentation for this motion is the RFD that mentions policy DEV001 Urban Development Standards (2005-12-13) which stated:

**Section 1.d**  
*M.D. of Mackenzie will pay for the difference in costs when requiring the Developer to oversize the water or sewer mains.*

This motion was passed even though there is no documented proof that the oversizing was a requirement.

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

There is also no condition or mention of water main oversizing within the original Development Agreement 27-SUB-07 but there is a standard clause called an Endeavour to Assist which would mean that the County would help a developer to recover the cost of providing services to future developers.

## **5. ENDEAVOUR TO ASSIST**

5.1 Where the Municipality requests the Developer to extend municipal servicing, including roads, and where the extension of the municipal servicing, including roads, provides services for future development, the municipality shall Endeavour to Assist the developer in recovering a portion of the cost from future developers through individual development agreements.

The developers state that they were told to oversize by the County but are unable to present us with any written record.

### **OPTIONS & BENEFITS:**

Option 1: The County repays the developers for the cost difference of oversizing the entire water main.

Option 2: The County repays the developers for the cost difference of oversizing the 103<sup>rd</sup> Avenue water main.

Option 3: The County refuses to repay the developers for lack of documentation.

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

If Council decides to repay the developers, it will be the difference in costs to oversize water mains. The funds would come from the Operating Budget.

### **SUSTAINABILITY PLAN:**

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

### **COMMUNICATION:**

N/A

### **RECOMMENDED ACTION:**

For discussion.

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



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 28, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services</b>
<b>Title:</b>	<b>Mustus Lake Subdivision Watermain Oversizing Payment</b>

**BACKGROUND / PROPOSAL:**

Henry Fehr developed a commercial / industrial subdivision along 95 Street in NE 10-106-15 W5M in La Crete this past year (see attached map).

As per the minimum requirements of policy DEV001, the water main was oversized along 95 Street in La Crete to allow for future development. The County is required to pay the cost of this over sizing as per section 1.d of the policy.

Section 1.d

“M.D. of Mackenzie will pay for the difference in costs when requiring the Developer to oversize the water or sewer mains.”

**OPTIONS & BENEFITS:**

This is an unbudgeted expenditure that requires Council approval as per Policy FIN 006, as follows:

“If a proposed unbudgeted expenditure is not of an emergency nature and b) any expenditure will exceed the budget for the program or function, Council approval for the expenditure must be obtained.”

Administration recommends that the attached invoice be paid to Henry Fehr. The required improvements have been completed to the County’s satisfaction and the invoice reflects the quantities certified correct by FOCUS.

**COSTS & SOURCE OF FUNDING:**

The cost of the water main over sizing was \$28,506.03 (excluding GST).

**Author:**  M. Driedger       **Review By:** \_\_\_\_\_      **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That authorization be given for payment of \$28,506.03 to Henry Fehr for water main over sizing along 95 Street in NE 10-106-15 W5M in La Crete, to be funded from the General Capital Reserve 97-760.

Author: M. Driedger Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Urban Development Standards</b>	<b>Policy No:</b>	<b>DEV001</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5</b>
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### **Purpose**

Establish urban development standards to ensure consistent development is maintained within the hamlets of the M.D. of Mackenzie.

### **Policy Statement**

The M.D. of Mackenzie and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. These policies should be applied equitably and fairly to all within that community. All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit. Municipal funded projects tend to encourage development while maintaining affordable lot prices.

### **Guidelines**

- 1 M.D. of Mackenzie will:
  - a) adopt development standard requirements for individual urban zoning as indicated in this policy.
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy.
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy.
  - d) pay for the difference in costs when requiring the Developer to oversize the water or sewer mains.
  - e) pay for the difference in costs when requiring the Developer to construct main arterial roads (proportionate to a standard road).
  - f) at the request of the developer, pay for selected improvements via a 100% local improvement levied against the property owner over a 10 year period.
  - g) pay for the storm sewer trunk main.
  
- 2 The developer will be responsible for all costs except where otherwise indicated in this policy.

## Funding

- 1 Costs under \$100,000 accumulated throughout the year will be funded out of the General Capital Reserve, provided there is adequate funds in the reserve.
- 3 Costs exceeding \$100,000 accumulated throughout the year will be either out of the General Capital Reserve or funded through debentures at year-end and amortized over a 10 year period, provided that the M.D. has the ability to borrow these funds pursuant to the MGA.
- 4 Costs of all storm sewer collection facilities within subdivisions.
- 5 Developers shall notify the Municipal District of Mackenzie by October 31 annually of any subdivisions that will require local improvement plans in the following year. The developer shall be responsible for all local improvement charges unless a local improvement bylaw has been passed.

## Urban Development Standards

The following chart indicates the minimum standards on new development.

ZONING	Curb & Gutter	Sidewalk	Under Ground Power	St. Lights (under ground pwr)	Cold mix Roads	St. Lights (OH pwr)	Paved Roads	Storm Sewer Internal	Storm Sewer Trunk Main
MHP				√			√	√	MD
MHS	√*	√*		√			√	√	MD
HCR					√	√		√	MD
All other Residential	√*	√*	√	√			√	√	MD
Commercial	√*	√*	√	√			√	√	MD
Industrial						√			MD

## Definitions

(√) – means the requirement.

(\*) – means Local Improvement.

(MD) – means M.D. of Mackenzie

Zoning – As per the Land Use Bylaw

Storm Sewer Trunk Main – means storm sewer that benefits either present or future development areas as determined by the M.D.

Storm Sewer Internal – means storm sewer that only benefits the subdivision within the development agreement.

Storm Sewer Collection System – can include ditches, ponds and underground piping.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>June 18, 2002</b>	<b>02-460</b>
<b>Amended</b>	<b>Jan 13, 2004</b>	<b>04-009</b>
<b>Amended</b>	<b>June 23, 2004</b>	
<b>Amended</b>	<b>May 10, 2005</b>	<b>05-255</b>
<b>Amended</b>	<b>Dec 13, 2005</b>	<b>05-674</b>

## Developer's Agreement

Developer: **409508 Alberta Ltd. and  
1028347 Alberta Ltd.**

Municipality: **Mackenzie County**

File Number: **27-SUB-07**

Legal Description: **Part of NE 10-106-15-W5M**

**Mackenzie County**



MEMORANDUM OF AGREEMENT dated this 13 day of August, 2007.

BETWEEN:

**MACKENZIE COUNTY**

a municipal corporation, (hereinafter referred to as "the Municipality")

- and -

**409508 Alberta Ltd. and 1028347 Alberta Ltd.**

a body corporate duly authorized to carry on business in the Province of Alberta, (hereinafter referred to as "the Developer")

WHEREAS the Developer is, or is entitled to become, the registered owner of all or a portion of land located within the boundaries of the Municipality and legally described on Schedule "C" attached to and forming part of this Agreement;

AND WHEREAS the Municipality and the Developer have agreed to enter into an Agreement to provide services required within and adjacent to the Lands;

AND WHEREAS subdivision approval of the Lands was granted, subject to the Developer entering into a Development Agreement with the Municipality;

NOW THEREFORE, in consideration of the mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipality and the Developer agree as follows:

**1. DEFINITIONS**

1.1 "Development" means those lands outlined in red on Schedule "C" and forming part of this agreement

1.2 "Engineering Guidelines" means the standards adopted by the Municipality's Council from time to time, respecting construction of Municipal Improvements.

1.3 "Final Acceptance Certificate" means a written acceptance issued by the Municipality for the Municipal Improvements, or a portion thereof, upon the completion of any repairs for defects or deficiencies and the expiration of the Guarantee Period.

1.4 "Guarantee Period" means a period of two (2) years for all Municipal Improvements.

1.5 "Lands" means those lands described on Schedule "C" and forming part of this Agreement.

1.6 "Municipal Improvements" means those municipal services and facilities identified in Section 4 of this Agreement.

**2. SUBDIVISION**

2.1 The Developer shall comply fully with all conditions of any subdivision approval that may be imposed by the subdivision authority (or if the subdivision authority's decision is appealed, the final decision upon appeal).

2.2 Prior to any construction or installation of any of the Municipal Improvements referred to in this Agreement, the Developer shall cause a subdivision plan of the said Lands to be prepared and approved by all necessary approving authorities.

2.3 The Developer shall register the plan of subdivision within twelve (12) months of the date of this Agreement in the Land Titles Office for the North Alberta Land Registration District. The Developer shall provide the Municipality with notice of registration.

2.4 In the event that the plan of subdivision for the Lands has been registered by the Developer, and the Developer fails to proceed with the construction and installation of the Municipal Improvements within the time limits specified herein, the Developer shall, upon receiving written notice from the Municipality to do so, immediately proceed to take all steps necessary to cancel the registration of the plan of subdivision. In any event, the Developer shall have obtained a cancellation of the registration of the plan of subdivision within three (3) months of the Municipality providing written notice to the Developer.

2.5 Notwithstanding anything to the contrary contained in this Agreement, the Developer hereby irrevocably appoints the Municipality as its attorney in fact and in law for the purposes of making all necessary or desirable (in the Municipality's discretion or opinion) applications, executing all necessary or advisable (in the Municipality's discretion or opinion) documents, and taking all further necessary or advisable (in the Municipality's discretion or opinion) steps or actions in order to obtain the cancellation of the registration of the plan of subdivision in accordance with the preceding paragraphs of this Agreement.

2.6 The power of attorney conferred upon the Municipality by the Developer in this Agreement may be exercised by the Municipality in the event that the Developer has not obtained the cancellation of the registration of the plan of subdivision within three (3) months of the Municipality providing written notice to the Developer pursuant to paragraph 2.4 above.

2.7 There shall be no development permit issued for any construction or building placement on a particular lot within the Lands until the installation and construction of all municipal services, with the exception of the asphalt, are completed and the approved subdivision plan is registered with Land Titles.

### **3. PLANS**

3.1 Prior to commencing construction and installation of the Municipal Improvements the Developer shall submit plans and specifications drafted by a professional Engineer (unless otherwise agreed to in writing by the Municipality) to the Municipality for approval.

3.2 The plans and specifications for the construction and installation of the Municipal Improvements for the proposed development shall conform to Municipal Engineering Guidelines as set out in the Municipality's Land Use Bylaw and comply with the Municipality's Engineering Guidelines or the Municipal Engineer's requirements.

3.3 In the event that the plans and specifications required to be submitted by the Developer to the Municipality pursuant to this Agreement are unacceptable to the Municipality, the plans and specifications shall be amended or corrected by or on behalf of the Developer and resubmitted to the Municipality.

3.4 The Developer agrees to supply the Municipality with a complete set of as-built engineering plans for all Municipal Improvements for the Municipality's records, all within six (6) months of acceptance of the Municipal Improvement by the Municipality.

### **4. CONSTRUCTION AND INSTALLATION OF MUNICIPAL IMPROVEMENTS**

4.1. The Developer shall, on or before the 30<sup>th</sup> day of August, 2008, commence construction and installation of the Municipal Improvements on or adjacent to the Lands and shall complete the construction and installation of the Municipal Improvements, at the Developer's own cost and expense, on or before the 30<sup>th</sup> day of August, 2009.

4.2 The Developer shall, construct all roads within the Development, as per approved Plans prior to 30<sup>th</sup> day of August 2009. The developer must ensure that there is adequate surfacing gravel for access to lots developed.

4.3 The Developer is responsible for the construction and cost of construction of the Municipal Improvements, which shall include the following to be constructed in and adjacent to the said Lands:

- (a) All sanitary sewer systems including service lines, mains and appurtenances;
- (b) 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 Municipality. Where trunk storm sewer mains are required, the Municipality shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current Municipal 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.
- (4) Elevation plans for each lot

- (c) All water lines, including all fittings and valves as required by the Municipality;
- (d) Provision of municipal servicing (water, sewer and storm sewer) to each lot;
- (e) Provision of municipal infrastructure (i.e. roads, street lighting, drainage, landscaping) to municipal guidelines.
- (f) Provision of internal roads, sidewalks and other infrastructure as required by the Municipality 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 lift stations, if required, in accordance with Municipal Guidelines.
- (h) Engineered sign package;
- (i) All utilities including electricity, natural gas and telephone. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the Municipality;
- (j) All street lighting with overhead wiring, design and location as required by the Municipality;
- (k) Provision of Utilities right-of-way as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer;
- (l) The Developer is responsible for landscaping to design elevation and seeding with grass or other approved landscaping;
- (m) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and based on the current market value. The current market value for this property is \$3,082.53 per acre. Municipal reserve is charged at 10%, which is \$308.25 per subdivided acre. 42.38 acres times \$308.25 equals \$13, 063.64
- (n) Provision of an agreement with the adjacent landowners for utility lanes if required.

## **5. ENDEAVOUR TO ASSIST**

5.1 Where the Municipality requests the Developer to extend municipal servicing, including roads, and where the extension of the municipal servicing, including roads, provides services for future development, the municipality shall Endeavour to Assist the developer in recovering a portion of the cost from future developers through individual development agreements.

## **6. ACCEPTANCE OF MUNICIPAL IMPROVEMENTS**

6.1 The Developer shall allow the Municipality, upon the Municipality's reasonable request, to enter onto the Lands so that the Municipality may satisfy itself that the Developer is complying with the terms and conditions of the Agreement.

6.2 The Developer shall, during the course of the construction and installation of the Municipal Improvements, provide and maintain adequate inspection services supervised by a professional engineer.

6.3 The Developer shall give written notice to the Municipality when the Developer claims that the Municipal Improvements have been constructed and installed in accordance with this Agreement.

6.4 Within sixty (60) days after inspection of the Municipal Improvements, the Municipality shall advise the Developer in writing of its acceptance or rejection of the Municipal Improvements.

6.5 If the Municipal Improvements are not acceptable to the Municipality, the Developer shall take all steps necessary to rectify the deficiencies. If the Municipal Improvements are acceptable to the Municipality, the Municipality shall issue a Construction Completion Certificate.

6.6 After acceptance of the Municipal Improvements by the Municipality, there shall be a Guarantee Period of two years. During this two-year period, the Municipality shall assume normal operation and maintenance (excluding repairs or matters arising from inadequate or deficient design or construction) of the Municipal Improvements.

6.7 Prior to the expiration of the Guarantee Period, the Developer shall request an inspection by the Municipality of the Municipal Improvements.

6.8 If the inspection reveals no deficiencies, the Municipality shall issue a Final Acceptance Certificate.

6.9 In the event that the Municipality is of the opinion that any repair or replacement required during the Guarantee Period is of a major nature, the Municipality shall be entitled, in its discretion, to require a further full Guarantee Period for the particular Municipal Improvement or portion thereof and such further Guarantee Period shall commence upon the Municipality issuing written notice to the Developer of its acceptance of the repair or replacement work.

6.10 The Municipality and the Developer agree, notwithstanding the issuance of a Final Acceptance Certificate, that the Developer shall be responsible for a period of two years following the issuance of a Final Acceptance Certificate to repair or replace any of the deficiencies in any of the Municipal Improvements which were not discovered prior to the issuance of the Final Acceptance Certificate.

## **7. UTILITY EASEMENTS AND OTHER INSTRUMENTS**

7.1 The Plans, as approved by the Municipality, shall designate rights-of-way of widths adequate to the needs of the Municipality and utility companies for the construction and installation of Municipal Improvements, and shall be of a width and in such locations as required by the Municipality.

## **8. OFF-SITE LEVIES**

8.1 The Developer agrees that the Lands will benefit from new or expanded off-site water, sanitary sewer, roadway and storm drainage facilities which will be utilized to provide Municipal services to the Lands, and accordingly, the Developer covenants and agrees to pay the Municipality off-site levies as established by the Municipality.

8.2 The Developer covenants and agrees that the off-site levies currently established by the Municipality and payable by the Developer to the Municipality are the amounts specified in Schedule "B" of this Agreement and that off-site levies shall be paid upon the execution of this Agreement.

## **9. DEFAULT BY THE DEVELOPER**

9.1 In the event that the Municipality claims that the Developer is in default in the observance and performance of any of the terms, covenants or conditions of this Agreement, the Municipality may give the Developer thirty (30) days notice in writing of such claimed default and require the Developer to rectify the same within the said period of thirty (30) days.

9.2 In addition to its other rights, the Municipality shall be entitled to terminate this Agreement if the Subdivision Plan is not registered on or before twelve (12) months from the date of this Agreement. The termination of this Agreement shall be effective upon the Municipality serving written notice of termination on the Developer. The Developer shall not be entitled to register any Plans of Subdivision for any portion of the Lands unless and until a further written Agreement is entered into between the Developer and the Municipality.

9.3 In the event the Municipality terminates this Agreement pursuant to paragraphs 9.1 and 9.2, it is understood and agreed that any financial obligations of the Developer to the Municipality shall survive and the Municipality shall be entitled to enforce such financial obligations as if this Agreement remained in full force and effect.

9.4 In the event that the Developer has not commenced construction of the Municipal Improvements within the time limits specified in paragraph 4.1, then the Municipality shall be entitled to terminate this Agreement, and the Developer agrees that the termination of this Agreement shall be effective upon the Municipality serving written notice of termination on the Developer.

9.5 In the event this Agreement is terminated, the provisions relating to the cancellation of the Plan of Subdivision shall apply.

## **10. INDEMNITY AND SECURITY**

10.1 The Developer shall indemnify and save harmless the Municipality from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Agreement.

10.2 The Developer covenants and agrees that it shall carry comprehensive liability insurance and including the Municipality as a named insured. The insurance policies shall have the following minimum limits of coverage:

- (i) Public Liability or Property Damage – Bodily Injury – each person TWO MILLION (\$2,000,000.00) DOLLARS; each accident TWO MILLION (\$2,000,000.00) DOLLARS – Property Damage (aggregate) each accident FIVE HUNDRED THOUSAND (\$500,000.00) DOLLARS.

- (ii) Automobile Public Liability and Third Party Property Damage – Owned and Non-Owned Vehicles – Bodily

Injury – each person TWO MILLION (\$2,000,000.00) DOLLARS; each accident TWO MILLION (\$2,000,000.00) DOLLARS – Property Damage, each accident FIVE HUNDRED THOUSAND (\$500,000.00) DOLLARS

10.3 Upon execution of this Agreement the Developer shall deliver and deposit with the Municipality security in the form of an irrevocable letter of credit in an amount equal to 15% of the estimated costs of constructing and installing all of the Municipal Improvements, and the letter of credit shall be in the form acceptable to the Municipality's solicitor.

## **11. COMPLIANCE WITH LAW**

11.1 This Agreement does not constitute approval of any subdivision or development permit or other permits granted on behalf of the Municipality.

11.2 Any provision that is contrary to the law, the same shall be severed and the remainder of this Agreement shall be in full force and effect.

11.3 The Developer shall at all times comply with all legislation, regulations and Municipal Bylaws and resolutions relating to the development of the Lands by the Developer.

## **12. GENERAL**

12.1 The validity and interpretation of this Agreement and of each clause and part hereof shall be governed by the laws of the Province of Alberta.

12.2 A waiver by either party hereto of the strict performance by the other of any covenant or provision of this Agreement shall not constitute a waiver of any subsequent breach of such covenant or provision or any other covenant or provision of this Agreement.

12.3 Whenever under the provisions of this Agreement any notice, demand or request is required to be given by either party to the other, such notice, demand or request may be given by delivery or registered mail to the following address:

Mackenzie County  
P.O. Box 1690  
La Crete Alberta  
T0H 2H0

and

409508 Alberta Ltd. and 1028347 Alberta Ltd.  
Box 1284  
La Crete Alberta  
T0H 2H0

12.4 The Developer acknowledges and agrees that the Municipality shall be at liberty, pursuant to the *Municipal Government Act*, upon the execution of this Agreement, to file at the Land Titles Office for the North Alberta Land Registration District a caveat against the said Lands for the purpose of protecting the Municipality's interest and rights pursuant to this Agreement.

12.5 The Municipality acknowledges and agrees that the said caveat must be discharged when the

terms of this Agreement have been complied with.

12.6 This Agreement shall not be assignable by the Developer without the express written approval of the Municipality, which will not be unreasonably withheld.

12.7 Time shall in all respects be of the essence in this Agreement.

12.8 The Developer shall be responsible for and within thirty (30) days of the presentation of an account, pay to the Municipality any legal and engineering costs, fees, expenses and disbursements incurred by the Municipality through its solicitors and engineers for all services rendered in connection with the preparation, fulfillment, execution and enforcement of this Agreement.

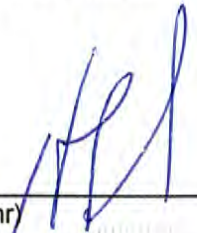
**13. EXECUTION OF AGREEMENT**

13.1 The Developer hereby acknowledges that it is hereby executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that the Developer is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever and that the Developer is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, as of the day and year first above written.

**DEVELOPER**


SEAL/WITNESS \_\_\_\_\_

409508 Alberta Ltd. (Henry Fehr) 

SEAL/WITNESS \_\_\_\_\_

1028347 Alberta Ltd. (Dan Derksen) 

**MACKENZIE COUNTY**

PER:  \_\_\_\_\_  
Operational Services

PER:  \_\_\_\_\_  
Director of Planning

PER:  \_\_\_\_\_  
Municipal Planning Commission

**SCHEDULE "A"**

Copy of Certificate of Title





LAND TITLE CERTIFICATE

S  
 LINC                                      SHORT LEGAL                                      TITLE NUMBER  
 0029 805 570                              5;15;106;10;NE                                      072 356 799

LEGAL DESCRIPTION

MERIDIAN 5 RANGE 15 TOWNSHIP 106  
 SECTION 10  
 QUARTER NORTH EAST  
 CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS  
 EXCEPTING THEREOUT:

	HECTARES (ACRES) MORE OR LESS	
A) PLAN 2905PX                      ROAD	0.761	1.88
B) ALL THAT PORTION DESCRIBED AS FOLLOWS: COMMENCING AT A POINT ON THE SOUTH LIMIT OF ROAD PLAN 2905PX 411 METRES WESTERLY FROM THE EAST BOUNDARY THEREOF; THENCE SOUTHERLY AND AT RIGHT ANGLES TO THE SAID SOUTH LIMIT 140 METRES; THENCE WESTERLY AND PARALLEL TO THE SAID SOUTH LIMIT 146 METRES; THENCE NORTHERLY AND AT RIGHT ANGLES TO THE SAID SOUTH LIMIT TO A POINT THEREON; THENCE EASTERLY ALONG THE SAID SOUTH LIMIT TO THE POINT OF COMMENCEMENT, CONTAINING .....	2.04	5.04
C) PLAN 0321005                      PUBLIC WORK	0.499	1.23 (AREA "A")

EXCEPTING THEREOUT ALL MINES AND MINERALS  
 AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MACKENZIE COUNTY

REFERENCE NUMBER: 032 069 693 +2

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
072 356 799	18/06/2007	TRANSFER OF LAND	\$465,000	\$465,000

OWNERS

409508 ALBERTA LTD..

AND

( CONTINUED )

1028347 ALBERTA LTD..  
BOTH OF:  
BOX 1284  
LA CRETE  
ALBERTA T0H 2H0  
AS JOINT TENANTS

-----  
ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
792 251 926	15/10/1979	UTILITY RIGHT OF WAY GRANTEE - NORTHERN LIGHTS GAS CO-OP LTD. BOX 1600 LA CRETE ALBERTA T0H2H0 "DATA UPDATED BY TRANSFER OF UTILITY RIGHT OF WAY 802027066 AND 842053728 TO MINISTER OF UTILITIES & TELECOMMUNICATION AND NORTHERN LIGHTS GAS CO-OP LTD. AS TO PART SHOWN ON PLAN 8023201 AND 842053727 TO NORTHERN LIGHTS GAS CO-OP LTD. AS TO REMAINDER" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 032138993)
062 447 532	04/10/2006	CAVEAT RE : ACQUISITION OF LAND CAVEATOR - THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23. RICHARD EVANS (PROJECT SERVICES TECHNOLOGIST) BOX 1690 LA CRETE ALBERTA T0H2H0 AGENT - RICHARD EVANS
062 447 533	04/10/2006	CAVEAT RE : EASEMENT

( CONTINUED )

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 1 DAY OF AUGUST, 2007 AT 08:50 A.M.

ORDER NUMBER:9013534

CUSTOMER FILE NUMBER: LC Dev



\*END OF CERTIFICATE\*

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THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE  
SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS  
SET OUT IN THE PARAGRAPH BELOW.


THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR  
OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL  
PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR  
THE BENEFIT OF CLIENT(S).

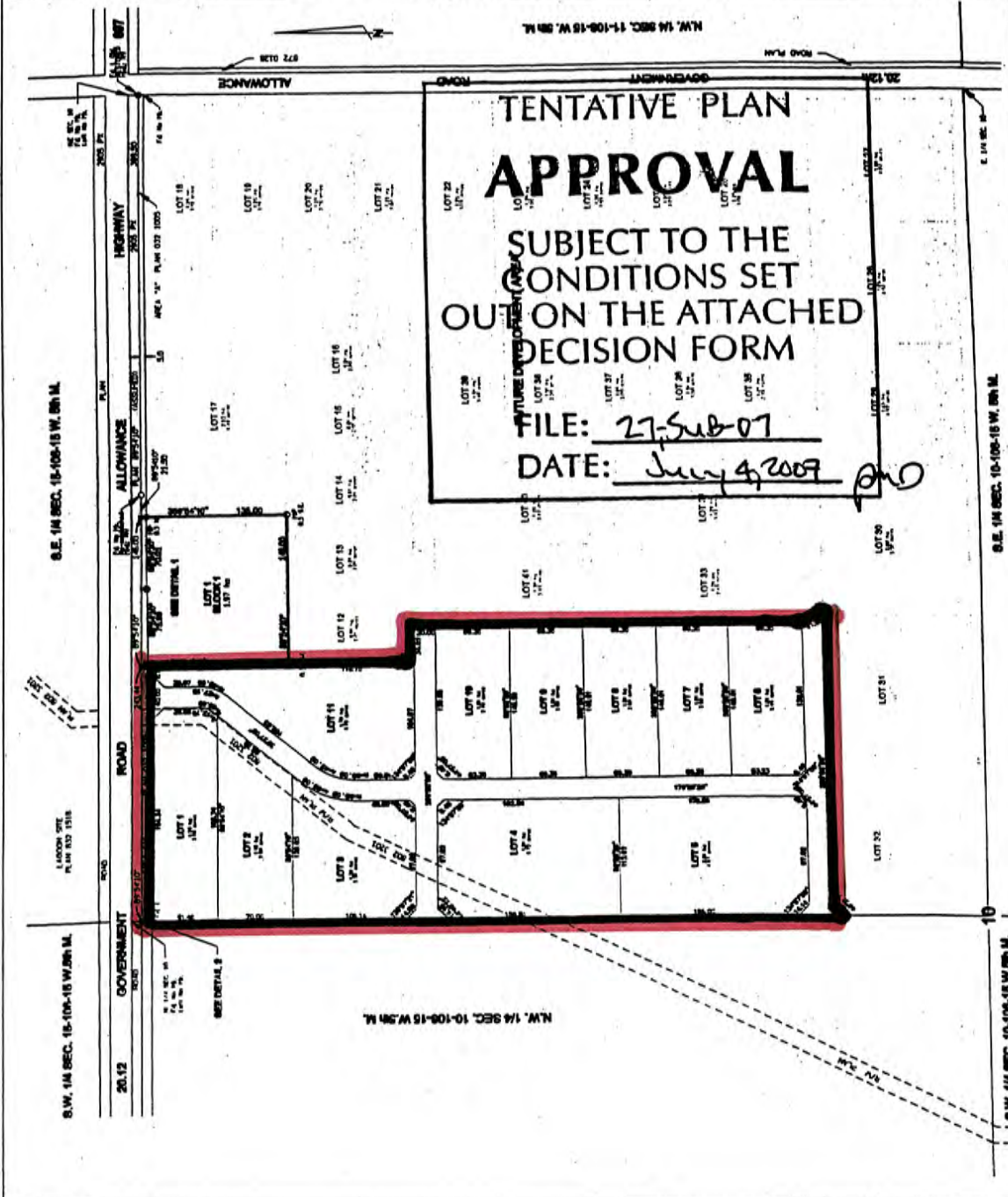
**SCHEDULE "B"****Off-site Levies.**

The Developer shall, in conjunction with the signing of this Agreement, pay to the Municipality \$1000.00 per lot as outlined in red on Schedule "C" 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).

**SCHEDULE "C"**  
Approved Tentative Plan

<b>REGISTERED OWNER:</b> DAN DENSON	<b>REGISTERED AUTHORITY:</b> PRODUCE COUNTY FILE No. 1												
<b>SURVEYOR:</b> WALTER BAYLOR, A.L.S. 	<b>TENTATIVE PLAN SHOWING PROPOSED SUBDIVISION OF PART OF N.E. 1/4 SEC. 10, TWP. 10N, RGE. 15E, W. 5th M. MACKEZEE COUNTY ALABAMA 2007</b>												
<b>NOTES</b> <table border="1"> <tr> <th>No.</th> <th>Date</th> <th>Revisions/Notes</th> </tr> <tr> <td>1</td> <td>JULY 2 2007</td> <td>REVISION FOR COUNTY</td> </tr> <tr> <td>2</td> <td>JULY 16 2007</td> <td>REVISION FOR COUNTY</td> </tr> <tr> <td>3</td> <td>APR. 23, 2007</td> <td>TENTATIVE PLAN</td> </tr> </table>		No.	Date	Revisions/Notes	1	JULY 2 2007	REVISION FOR COUNTY	2	JULY 16 2007	REVISION FOR COUNTY	3	APR. 23, 2007	TENTATIVE PLAN
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3	APR. 23, 2007	TENTATIVE PLAN											
<b>LEGEND:</b> <ul style="list-style-type: none"> <li>1. Areas shaded light gray to indicate and describe proposed.</li> <li>2. Areas shaded dark gray to indicate areas shown otherwise.</li> <li>3. Areas with hatched pattern to indicate areas shown otherwise.</li> <li>4. Lines with dots to indicate the line between ASOTs.</li> <li>5. Lines with dots to indicate the line between ASOTs.</li> <li>6. Lines with dots to indicate the line between ASOTs.</li> <li>7. Lines with dots to indicate the line between ASOTs.</li> <li>8. Lines with dots to indicate the line between ASOTs.</li> <li>9. Lines with dots to indicate the line between ASOTs.</li> <li>10. Lines with dots to indicate the line between ASOTs.</li> </ul>													
<b>APPROPRIATIONS:</b> <ul style="list-style-type: none"> <li>1. ALTA Includes Survey Control Fee</li> <li>2. ALTA Includes Check Fee</li> <li>3. ALTA Includes Check Fee</li> <li>4. ALTA Includes Check Fee</li> <li>5. ALTA Includes Check Fee</li> <li>6. ALTA Includes Check Fee</li> <li>7. ALTA Includes Check Fee</li> <li>8. ALTA Includes Check Fee</li> <li>9. ALTA Includes Check Fee</li> <li>10. ALTA Includes Check Fee</li> </ul>													
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2	APR. 23, 2007	FILED FOR RECORD											



# MACKENZIE COUNTY

<b>TITLE</b>	<b>Urban Development Standards</b>	<b>POLICY NO.</b>	<b>DEV001</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
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## **PURPOSE**

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

## **POLICY STATEMENT**

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

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws and endeavor to assist clauses.

## **GUIDELINES**

1. Mackenzie County will:
  - a) adopt development standard requirements for individual urban zoning as indicated in this policy and detailed within the GMIS,
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
  - d) establish the mechanism of any cost sharing, endeavor to assist, or other financial considerations,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

## **DEFINITIONS**

**Development Agreement:** A contract entered into between the municipality and the developer in regards to the installation of municipal improvements, including all conditions that need to be adhered to.

**GMIS:** refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County

**Off-site Levy:** As defined in the Alberta Municipal Government Act

**Rural Standard:** Built up asphalt surfaced roads with ditches/swales, power, street lighting

**Development Approval:** Refers to a subdivision/development approval where the application process has been followed and an approval subsequently issued by the development authority.

**Urban Standard:** curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer

**Zoning:** As per the Land Use Bylaw

## **FUNDING**

Funding for municipal infrastructure improvements required to support a developer's approved Development will be provided by the developer. The County, within the Development Agreement, will provide assistance to the developer when oversizing is required to collect appropriate funds from benefitting lands when the benefitting lands are further developed.

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

The County may consider providing a portion of the funding when oversizing is required, however this will be subject to negotiation and Council approval. Funding in these situations may also be recouped by way of a local improvement bylaw.

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



**URBAN DEVELOPMENT STANDARDS**

The following chart indicates the minimum standards on new development:

**Zoning Standards Chart**

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

\* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

**UTILITIES**

**Power**

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

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

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

### **Lighting**

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

### **Natural Gas**

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

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

### **Phone/Data**

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

Installation of higher grade infrastructure is encouraged in order to provide telecommunications providers with better options for providing digital data to the community.

### **Storm Sewer**

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

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

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

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the

subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

### **Sanitary Sewer**

Design criteria will be in keeping with Mackenzie County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 5" service to be installed to property line).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

### **Water**

Design criteria will be in keeping with Mackenzie County's GMIS.

All new developments shall include the installation of municipal water which shall provide adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½" service to be installed to property line).

### **Private Servicing**

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

## **ROADS AND ROAD EDGE**

Design criteria will be in keeping with Mackenzie County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay the road base may require additional work prior to pavement application.

### **Arterial**

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

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

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It

is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities.

### **Collector**

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

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

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

### **Local**

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

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

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities.

### **Core Hamlet**

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

All curbs shall be straight faced with clearly defined driveway locations. Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

### **Sidewalks**

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to the Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.

### **Private Roads**

Private streets shall be constructed to an appropriate comparable municipal standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

### **HAMLET REDEVELOPMENT**

Design criteria will be in keeping with Mackenzie County's GMIS.

### **Redevelopment Standards**

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the

overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

### **Upgrading Priorities**

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

### **Funding**

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

### **LEAP FROG DEVELOPMENT**

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

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

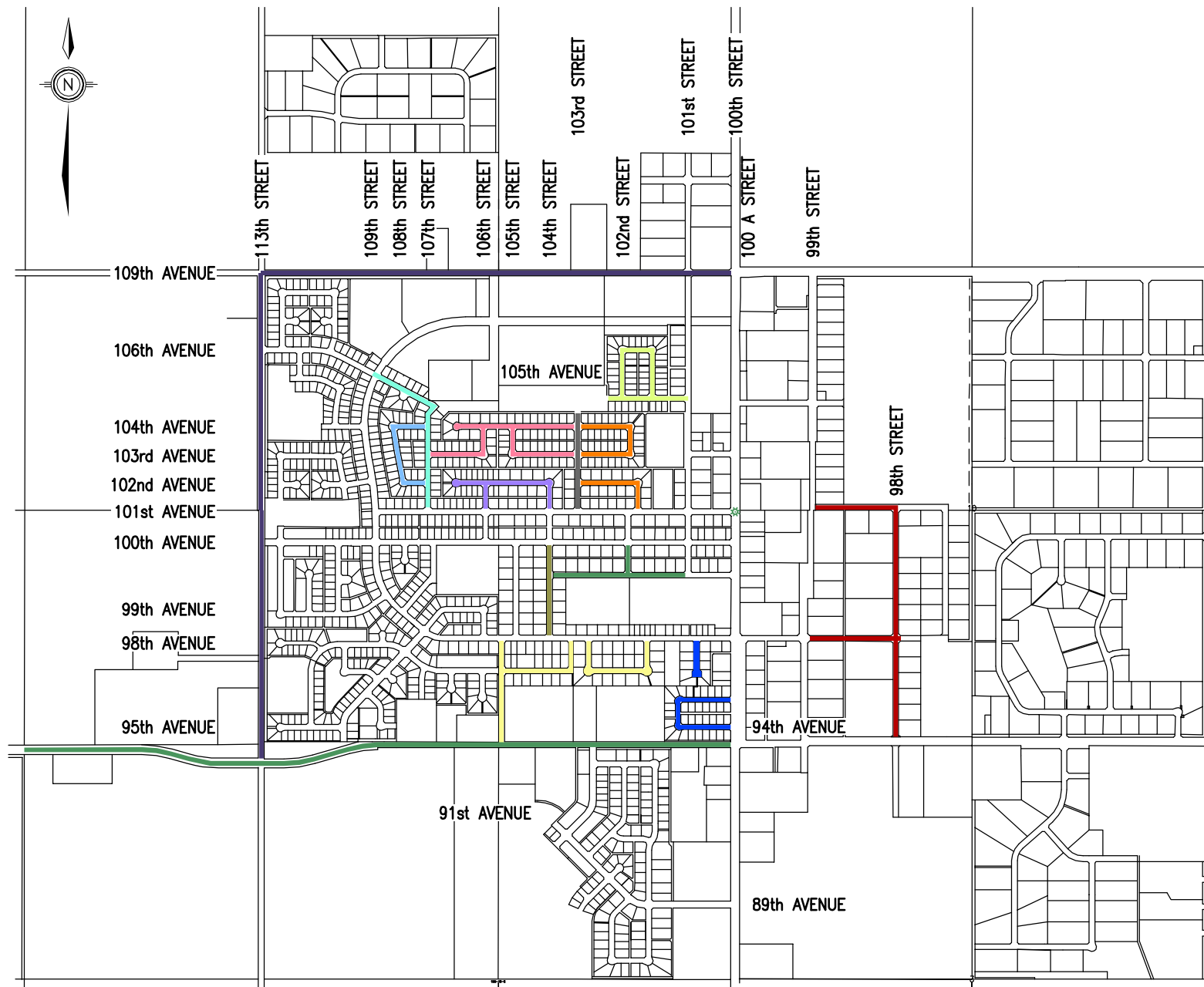
	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	18-Jun-02	02-460
<b>Amended</b>	13-Jan-04	04-009
<b>Amended</b>	23-Jun-04	04-510
<b>Amended</b>	10-May-05	05-255
<b>Amended</b>	13-Dec-05	05-674
<b>Amended</b>	26-Mar-09	09-03-227



<b>Amended</b>	13-Oct-10	10-10-855
<b>Amended</b>	23-Feb-11	11-02-199
<b>Amended</b>	11-Feb-14	14-02-072
<b>Amended</b>	30-Jan-15	15-01-053

## **Appendix A**

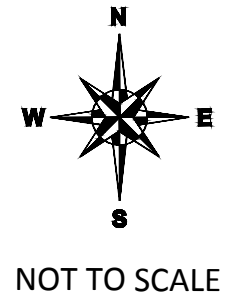
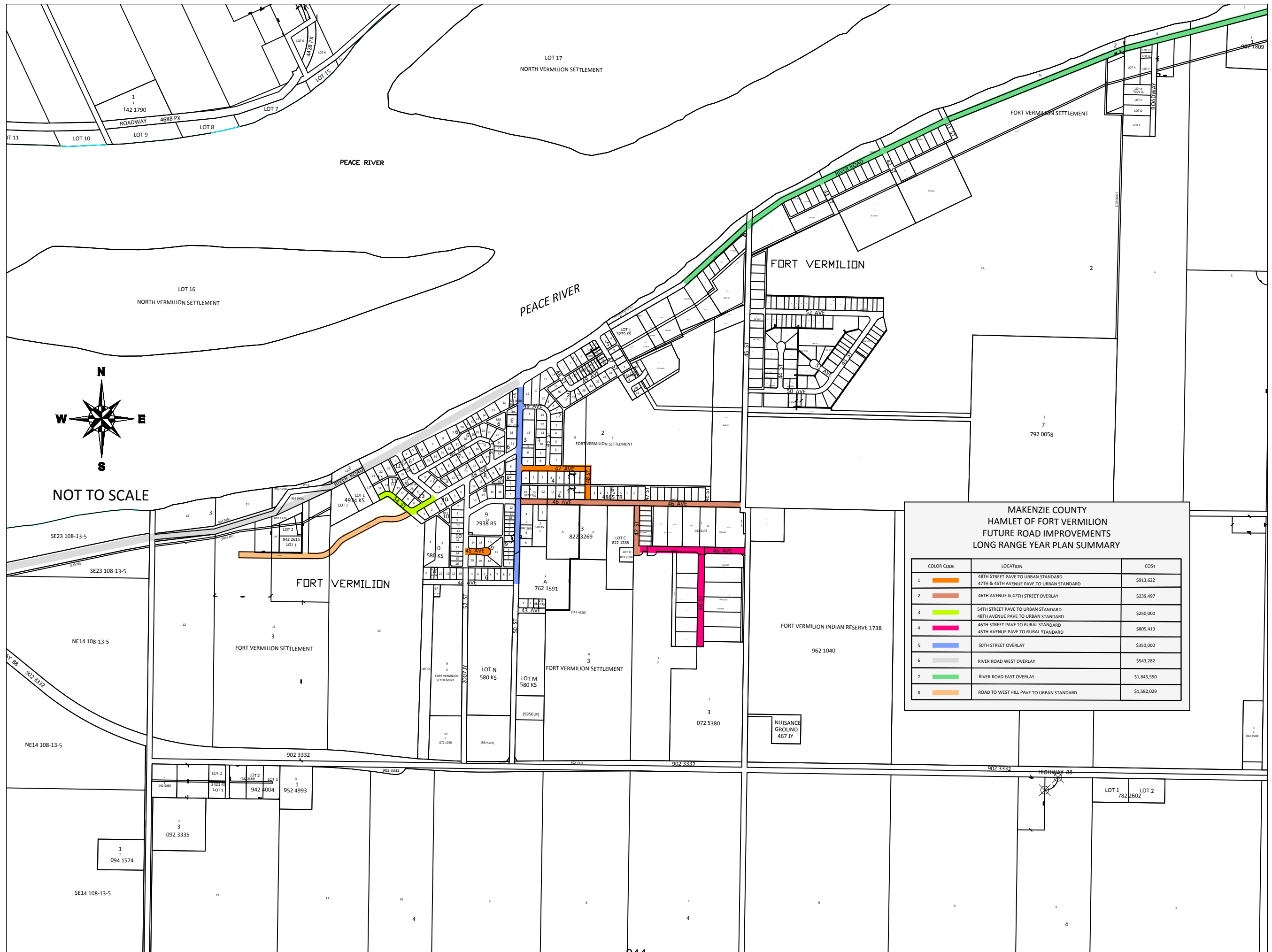
Hamlet road improvement maps



MACKENZIE COUNTY  
 HAMLET OF LA CRETE  
 FUTURE ROAD IMPROVEMENTS  
 LONG RANGE PLAN SUMMARY

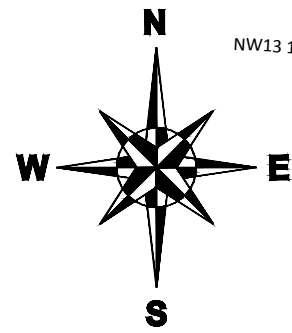
COLOUR CODE	LOCATION	COST
1	94th Avenue Recap	\$645,000
	94th Avenue West of 113th Street Base & Paving	\$945,000
	99th Avenue Paving to Urban Standard	\$1,480,000
	Traffic Lights	\$200,000
2	104th Street Pave to Rural Standard	\$360,000
3	95th & 96th Avenue Pave to Urban Standard	\$1,260,000
	101st Street Pave to Urban Standard	\$320,000
4	106th Street Pave to Urban Standard	\$920,000
	97th Avenue Pave to Urban Standard	\$2,060,000
5	109th Avenue Base & Paving to Rural Standard	\$1,900,000
	113th Street Base & Paving to Rural Standard	\$1,900,000
6	103rd Street Pave to Urban Standard	\$890,000
7	107th Street & 106th Avenue Pave to Urban Standard	\$1,600,000
8	102nd, 103rd, & 104th Avenue Pave to Rural Standard	\$850,000
9	102nd Avenue Pave to Rural Standard	\$600,000
10	103rd & 104th Avenue Pave to Rural Standard	\$1,160,000
11	108th Street Pave to Rural Standard	\$450,000
12	105th & 106th Avenue Pave to Rural Standard	\$840,000
13	98th Street Base & Paving to Rural Standard	\$1,740,000
	TOTAL=	\$20,120,000

SCALE 1:20,000  
 NOVEMBER 25, 2014



**MAKENZIE COUNTY  
HAMLET OF FORT VERMILION  
FUTURE ROAD IMPROVEMENTS  
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	48TH STREET PAVE TO URBAN STANDARD 47TH & 45TH AVENUE PAVE TO URBAN STANDARD	\$913,622
2	46TH AVENUE & 47TH STREET OVERLAY	\$239,497
3	54TH STREET PAVE TO URBAN STANDARD 48TH AVENUE PAVE TO URBAN STANDARD	\$250,000
4	46TH STREET PAVE TO RURAL STANDARD 45TH AVENUE PAVE TO RURAL STANDARD	\$805,413
5	50TH STREET OVERLAY	\$350,000
6	RIVER ROAD WEST OVERLAY	\$543,282
7	RIVER ROAD EAST OVERLAY	\$1,845,590
8	ROAD TO WEST HILL PAVE TO URBAN STANDARD	\$1,582,029

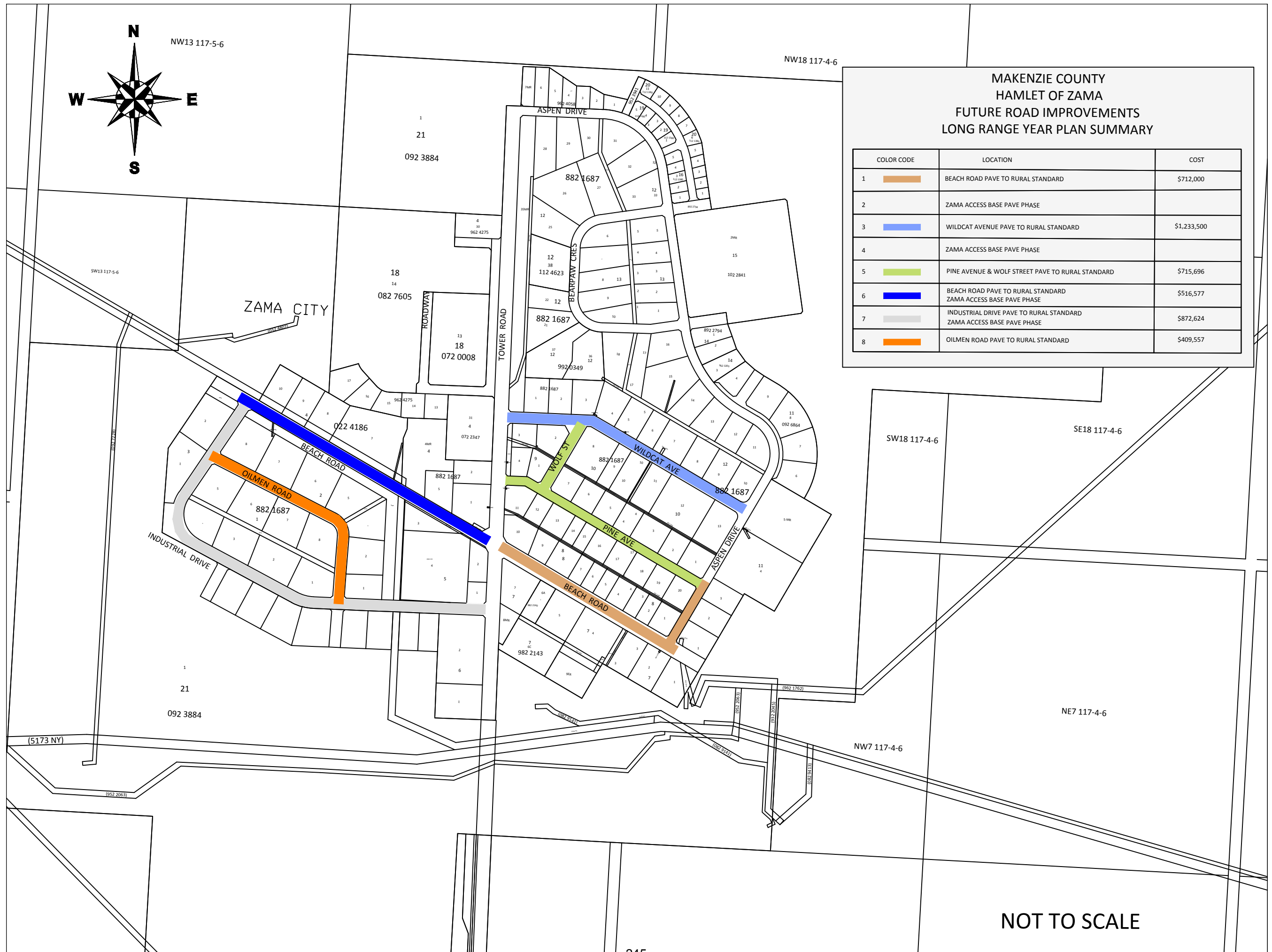


NW13 117-5-6

NW18 117-4-6

**MAKENZIE COUNTY  
HAMLET OF ZAMA  
FUTURE ROAD IMPROVEMENTS  
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	BEACH ROAD PAVE TO RURAL STANDARD	\$712,000
2	ZAMA ACCESS BASE PAVE PHASE	
3	WILDCAT AVENUE PAVE TO RURAL STANDARD	\$1,233,500
4	ZAMA ACCESS BASE PAVE PHASE	
5	PINE AVENUE & WOLF STREET PAVE TO RURAL STANDARD	\$715,696
6	BEACH ROAD PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$516,577
7	INDUSTRIAL DRIVE PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$872,624
8	OILMEN ROAD PAVE TO RURAL STANDARD	\$409,557



NOT TO SCALE





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Zama Crown Land Procurement</b>

## **BACKGROUND / PROPOSAL:**

Over the past years, Mackenzie County Council discussed acquisition of crown land for future expansion of the Hamlet of Zama. As the result, administration submitted an application some years ago. This application is known as PLS 080023. Since it was outstanding for a number of years, the County was contacted by AESRD asking if we are still interested in pursuing it. This question was posed to council, and this resulted in the following motion:

*“That the County move forward with the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap.”*

Despite the above motion, and due to changes in AER regulations related to the land use (residential establishments near oil & gas industry infrastructure), the PLS 080023 was reviewed and it was determined that the County should pursue lands acquisition in a different area around Zama.

Subsequent to a meeting between the County, Apache, the local councilor, the area of the potential land acquisition was revised. There has also been a discussion that the properties under the present PLS would be hard to develop due to the vast amounts of existing pipe lines hindering future development. (See map blue outline)

## **OPTIONS & BENEFITS:**

On March 2, Administration held a meeting with Camille Ducharme, Crown Lands Approvals Manager, Peace Region to discuss the above motion.

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

Camille stated that “Land Swaps” normally are not conducted unless the Crown receives property that is of beneficial use to them such as lands that could be used for “Wildlife or Bird Sanctuary’s” or other such usage. Camille also advised that, if there were any changes to the current PLS, it would more prudent to cancel the exciting PLS and apply for a new one. (See map red outline)

If Council’s direction is such that administration pursues the land acquisition as presented, the following motion will be required:

*That administration be authorized to cancel PLS 080023 and pursues acquisition of other properties as presented in the attached map.*

**COSTS & SOURCE OF FUNDING:**

There will be costs associated with this land purchase. The current budget does not include funds for this land purchase, but his could be addressed at the time an offer to purchase is sent to the County by AEP.

**SUSTAINABILITY PLAN:**

This item relates to the County’s Sustainability Plan under Environmental Sustainability G4. Zama City Development Plan.

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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









Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 2016</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Boyer River Truckfill</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County received a letter dated February 29, 2016 from a concerned resident representing multiple residents in the Rocky Lane area regarding inconvenient access to potable water station in Boyer River.

In previous discussion with the Beaver First Nations Public Works Supervisor Riel Chonkolay, we were advised that due to the coin machine for the truckfill not working residents were only able to fill during the day if an operator was available at the water plant to initiate the filling. There was no filling after hours and the filling during working hours is dependent on the operator being at the water plant. Administration provided Riel some contacts for suppliers that could provide either new parts for their existing system, or with options for upgrades to pin or card systems.

On the March 23, 2015 Council meeting, Council made the following motion:

**MOTION 16-03-243**      **MOVED** by Councillor Braun

*That the Boyer River truckfill issue be TABLED to the next meeting for more information.*

**CARRIED**

An update was received on March 22, 2016 that it was going to be discussed at their March 22, 2016 Chief and Council meeting. I followed up to receive updates but it had not made it onto the agenda for that meeting. Riel requested that I speak with Marilyn Chalifoux (Band Manager) to discuss the issue further.

In my discussions with Marilyn, I was provided a different story. It sounds as if there intake line has frozen and they are currently hauling water from Fort Vermilion to their

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

Boyer water plant in order to supply their distribution system and that it wasn't their coin system that was the issue. Their truckfills are entirely shut down and will continue to be shut down until their line is operational again. She requested that I speak to their Chief Trevor Mercredi if I wanted more information.

**OPTIONS & BENEFITS:**

Option #1

Wait for Beaver First Nations to thaw their water line and their truckfill is operational again.

Option #2

Provide operational aid, upon their agreement, in assessing the issue and providing operational assistance in getting their water plant fully functional.

Option #3

Enter into a mutual aid agreement between Mackenzie County and Beaver First Nations.

**COSTS & SOURCE OF FUNDING:**

Costs would vary depending on the option council would choose and to what extent some of the options would be exercised.

**SUSTAINABILITY PLAN:**

**Strategy C5.2** Provide additional rural potable water truck fill sites so all residents reside within 35 minutes of potable water.

**COMMUNICATION:**

Administration would follow up with communication to the concerned resident as well as communicate with Beaver First Nations depending on the option that we would move forward with.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 12, 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.

- 2016-03-07 Correspondence – Alberta Senior Housing – Planning to Age in Place
- 2016-03-09 Correspondence – Alberta Transportation – Hamlet of Zama City Wastewater Treatment System
- 2016-03-16 Correspondence – Regional Collaboration Program
- 2016-03-22 Correspondence – Alberta Municipal Affairs – MSI
- 2016-03-30 Correspondence – Canada Post – High Level Postal Hours
- 2016-03-31 – Big Lakes County – Invitation to Charity Golf Tournament
- 2016-03-31 Correspondence – Minister of Health - RPAP
- 2016-04-04 Alberta Labour – STEP approval
- Alberta Minister of Affairs – PDD Program
- Fort Vermilion Recreation Board Meeting Minutes
- High Level Forest Public Advisory Meeting Minutes
- Mackenzie County Library Board Meeting Minutes
- MD of Spirit River – Invitation to 100 year celebration
- MD of Peace – Invitation to 100 year celebration
- AEMA Spring Newsletter
- RCMP High Level Regimental Ball
- 
- 

## **OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

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

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



ALBERTA  
SENIORS AND HOUSING

Office of the Minister  
MLA, Edmonton-Riverview

AR40433

March 7, 2016

Federal, Provincial and Territorial Ministers Responsible for Seniors  
*Planning to Age in Place*

I am pleased to share a series of resources that have been developed by the Federal, Provincial and Territorial Ministers Responsible for Seniors Forum to encourage and support people to make plans for aging in place in their home or community.

A four-part *Planning to Age in Place* video series explores what it means to age in place and the value of planning for older age. Topics include: What is Aging in Place? My Home and Neighbourhood, My Social Connections, and My Supports and Services. A factsheet entitled *Plan your future today – Live the life you want tomorrow*, and a *Thinking about your future? Plan now to Age in Place* checklist are provided to assist individuals in assessing how prepared they are for a healthy and enjoyable old age.

These resources are available electronically by going to "Planning for Aging in Place" at [www.seniors.alberta.ca](http://www.seniors.alberta.ca). A limited number of print copies are available. To request copies of these resources, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

The Federal, Provincial and Territorial Ministers Responsible for Seniors Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and collaborate on key projects.

Sincerely,

Lori Sigurdson  
Minister of Seniors and Housing

RECEIVED  
MAR 21 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Enclosures:

- a) The Factsheet: *Plan your future today – Live the life you want tomorrow*
- b) The Checklist: *Thinking about your future? Plan now to Age in Place*

# Plan your future today

## LIVE THE LIFE YOU WANT TOMORROW

### What is “Aging in Place”?

Aging in Place means having the health and social supports and services you need to live safely and independently in your home or your community for as long as you wish and are able.

Most older adults want to age in place in their own home and their own community.

### Why is having a plan important?

Making a plan will give you a better chance to have a satisfying and positive experience as you age, and will help you to age in place.

Planning for Aging in Place could help you improve your future and the future of your loved ones.

### When should I start planning?

The earlier you start planning for Aging in Place, the more prepared you will be to respond to changes that may occur as you age such as changes in your health, finances, mobility or social connections. Being prepared for the future could help you make the most of your later years.

Making choices now could give you greater control over your independence, quality of life and dignity.

For more information on seniors-related topics or to access other tools or videos that can help you Plan for Aging in Place, visit [Canada.ca/Seniors](http://Canada.ca/Seniors) or contact your provincial or territorial government. You may also contact 1 800 O-Canada (1-800-622-6232). TTY users can call 1-800-926-9105.

#### **FEDERAL/PROVINCIAL/TERRITORIAL MINISTERS RESPONSIBLE FOR SENIORS**



This document has been jointly prepared by the Forum of Federal, Provincial and Territorial Ministers Responsible for Seniors. The Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and work collaboratively on key projects.

Québec contributes to the F/P/T Seniors Forum by sharing expertise, information and best practices. However, it does not subscribe to, or take part in, integrated federal, provincial, and territorial approaches to seniors. The Government of Québec intends to fully assume its responsibilities for seniors in Québec.



# Planifiez votre avenir aujourd'hui

## VIVEZ LA VIE QUE VOUS SOUHAITEZ DEMAIN

### Que signifie « vieillir chez soi »?

Vieillir chez soi, c'est disposer des mesures de soutien en matière de santé et des services sociaux dont on a besoin pour vivre de façon sécuritaire et autonome chez soi ou dans sa collectivité aussi longtemps qu'on le souhaite et le peut.

La plupart des aînés souhaitent vieillir chez eux et au sein de leur communauté.

### Pourquoi est-il important de planifier?

Planifier vous donnera une meilleure chance de vivre une expérience satisfaisante et positive en vieillissant et vous aidera à vieillir chez vous.

Planifier pour vieillir chez vous vous permettra d'améliorer votre avenir et celui des êtres qui vous sont chers.

### Quand devrais-je commencer à planifier?

Plus tôt vous commencez à planifier pour vieillir chez vous, mieux vous serez préparés à réagir aux changements pouvant survenir tout au long des années, par exemple sur le plan de votre santé, de vos ressources financières, de votre mobilité ou de vos relations sociales. Vous préparer à l'avenir peut vous aider à profiter pleinement de vos vieux jours.

Faire des choix aujourd'hui peut vous donner davantage de contrôle sur votre indépendance, votre qualité de vie et votre dignité.

Pour de plus amples renseignements sur les sujets touchant les aînés ou pour accéder à d'autres outils et à des vidéos qui pourraient vous aider à planifier pour vieillir chez vous, consultez le site [Canada.ca/Aines](http://Canada.ca/Aines) ou contactez votre gouvernement provincial ou territorial. Vous pouvez également composer le 1 800 O-Canada (1-800-622-6232). Les utilisateurs d'ATS peuvent composer le 1-800-926-9105.

### LES MINISTRES FÉDÉRAL/PROVINCIAUX/TERRITORIAUX RESPONSABLES DES AÎNÉS



Le présent document a été élaboré conjointement par le Forum fédéral, provincial et territorial des ministres responsables des aînés. Le Forum est un organisme intergouvernemental constitué pour partager de l'information, pour discuter des nouveaux enjeux concernant les aînés, et pour travailler en collaboration dans des projets clés.

Le Québec contribue au Forum FPT des aînés par le partage d'expertise, d'information et de bonnes pratiques. Cependant, il n'adhère, ni ne participe aux approches fédérale-provinciales-territoriales intégrées en ce qui concerne la question des aînés. Le gouvernement du Québec entend continuer d'assumer pleinement ses responsabilités auprès des aînés au Québec.

March 9, 2016

Our File: 1560-WWP-ZAMA-2

Mr. Bill Neufeld  
Reeve  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld:

Re: Hamlet of Zama City Wastewater Treatment System

Thank you for providing the final expenditures for the above captioned project. We have reviewed the project cost and can confirm the final expenditure as follows:

Total Net Eligible Project Cost:	\$4,280,836.29
Grant @ 75%:	\$3,210,627.22
Previously Advanced:	\$3,160,000.00
Final Payment Due:	<u>\$ 50,627.22</u>

A grant in the amount of \$50,627.22 is being electronically transferred to Mackenzie County for the Hamlet of Zama City Wastewater Treatment System Project as a final payment under the Alberta Municipal Water/Wastewater Partnership Program.

If you require any further information, please contact Craig Bindner at 780-624-6280, toll-free by first dialing 310-0000.

Yours truly,



Ryan Konowalyk, P.Eng.  
Regional Director

CB/ljl

cc: Debbie Jabbour, MLA Peace River  
Barry Pape, Rural Transportation Engineer, Alberta Transportation

RECEIVED  
MAR 23 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



TOWN OF HIGH LEVEL  
Gateway to the South

COPY

Town of High Level  
10511 - 103<sup>rd</sup> Street  
High Level, AB Canada  
T0H 1Z0  
Telephone: (780) 926-2201  
Facsimile: (780) 926-2899  
town@highlevel.ca  
www.highlevel.ca

File: 1855-22

March 16, 2016

Ms. Glenys Holmberg  
Manager, Grant Compliance and Payments  
Grants Accountability  
Alberta Municipal Affairs  
17<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L4

Dear Ms. Holmberg:

**REGIONAL COLLABORATION PROGRAM (RCP) - Regional Collaboration  
Component – Time Extension (3<sup>rd</sup>)**

Enclosed is the duly signed 2011/12 Amending Conditional Grant Agreement.

On behalf of the Tri-Council Committee, thank you for the third time extension to  
September 30, 2016 to complete the Regional Governance Study project.

Yours truly,

Sandra Beaton  
Municipal Secretary

Cc: Town of High Level, Mayor and Council  
Town of Rainbow Lake, Dan Fletcher, CAO  
Mackenzie County, Joulia Whittleton, CAO

*Info to Council*

Attachment

RECEIVED  
MAR 22 2016

Gateway To The South

MACKENZIE COUNTY  
TOWN OF HIGH LEVEL

AR83612

March 22, 2016

Ms. Joulia Whittleton, Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Dear Ms. Whittleton:

Thank you for submitting the Municipal Sustainability Initiative (MSI) – 2014 Conditional Operating Funding Statement of Funding and Expenditures (SFE).

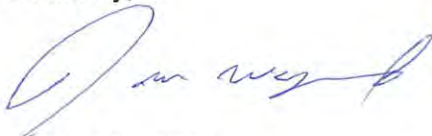
This letter confirms that the municipality's certified SFE report has been submitted as required. We have reviewed your report and are satisfied that it meets the reporting requirements of the MSI Memorandum of Agreement. All reported expenditures have been accepted by the Minister.

Based on the reported amounts, your municipality does not have a funding carry-forward at the end of 2014.

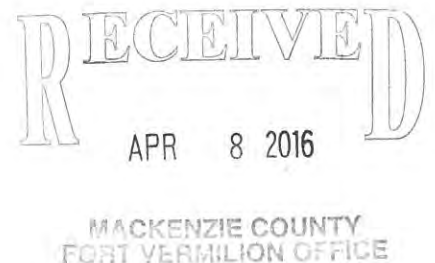
In addition, the funding agreements state that you agree to allow the Minister and/or her agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site, any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such expenditure related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All expenditure related documents shall be kept for a minimum of three years.

If you have any questions, please contact a compliance advisor by dialing 310-0000 toll-free, then 780-427-2225.

Sincerely,



Jason Waywood  
Director, Grant Accountability



Susan Margles

Vice-President  
Government Relations  
and Policy  
CANADA POST  
2701 RIVERSIDE DR SUITE N1200  
OTTAWA ON K1A 0B1

Vice-présidente  
Relations gouvernementales  
et politique  
POSTES CANADA  
2701 PROM RIVERSIDE BUREAU N1200  
OTTAWA ON K1A 0B1

MAR 30 2016

MR. BILL NEUFELD  
REEVE  
MACKENZIE COUNTY  
PO BOX 640  
FORT VERMILION AB T0H 1N0

Dear Mr. Neufeld:

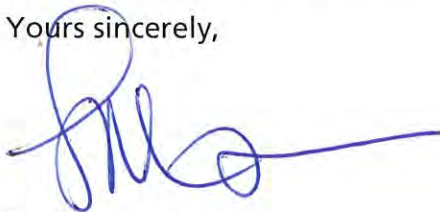
Thank you for your letter regarding postal service in High Level. We certainly appreciate the challenges faced by residents who work shifts or extended hours, and I assure you that providing the community of High Level with efficient and reliable postal service is important to us.

Our local Operations team has reviewed this situation. I am advised that some 400 customers outside the community receive mail delivery to their community mailboxes throughout the business week. Postal box customers at the High Level Post Office were accessing their mail via the postal box lobby up to 7 pm during the week and on Saturdays. While we are not in a position to allow access to the lobby 24 hours a day, 7 days a week for various security reasons, as of March 20, we have adjusted the door timer activation to provide better convenience to customers. The postal box lobby is now accessible during the business week between 6 am and 9 pm, and on Saturdays and Sundays between 9 am and 6 pm.

In addition to the High Level Post Office, there is also a postal dealership in the community that offers a full range of products and services as well as extended hours of operation. It is open from 9 am to 6 pm Monday through Thursday, 9 am to 9 pm on Fridays, and 9 am to 6 pm on Saturdays. With these two offices, we are confident that the retail needs of our customers are being met.

Again, thank you for writing, and I'm pleased that we have been able to offer some assistance. Should you require further information, please do not hesitate to contact Martha Greger, Local Area Manager, at 780-968-0060. Alternatively, Andy Paterson of my Municipal Affairs team is always available to help, and he can be reached at 519-457-5247. We remain committed to meeting the community's postal needs with a high standard of service.

Yours sincerely,



Susan Margles

RECEIVED  
APR 7 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



## BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0

Ph: 780-523-5955 Fax: 780-523-4227

March 31, 2016

Bill Neufeld  
Mackenzie County  
Box 640  
Fort Vermillion AB T0H 1N0

Dear Mr. Neufeld

Re: 3<sup>rd</sup> Annual Big Lakes Invitational Charity Golf Tournament

On behalf of Big Lakes County, I would like to invite you to attend the 3<sup>rd</sup> Annual Big Lakes Invitational Charity Golf Tournament. The funds raised will be shared with Heart & Stroke Foundation and the Stollery Children's Hospital.

The tournament will be held at the High Prairie & District Golf Club on Thursday, August 11, 2016 with a shot gun start at 9:00 a.m. We have enclosed the registration and sponsorship for your perusal.

The Heart and Stroke Foundation is involved with the Stollery Children's Hospital in Infant Neonatal CPR to assist parents going home, many times in the north, with children that are vulnerable and at risk.

Both of these organizations provide extremely valuable research and support to thousands of Albertans annually. Support from the Big Lakes Invitational Charity Golf Tournament will go a long way to fund research for these organizations helping save lives of many Albertans.

Please do not hesitate to contact myself or Jessica Martinson should you have any questions or require any further information or send your registration to the enclosed address. Thank you for your consideration and we would be thrilled to have your participation. We may be reached by phone at 780-523-5955 or email at [jmartinson@biglakescounty.ca](mailto:jmartinson@biglakescounty.ca).

Sincerely,

William (Bill) Kostiw  
CAO

Enclosure

RECEIVED  
APR 6 2016

MACKENZIE COUNTY  
FORT VERMILLION OFFICE



ALBERTA

*Deputy Premier  
Minister of Health  
MLA, Edmonton - Glenora*

MAR 31 2016

AR 135615

Bill Neufeld  
Reeve  
Mackenzie County  
PO Box 640  
4511 - 46 Avenue  
Fort Vermilion, Alberta  
T0H 1N0



Dear Reeve Neufeld:

Thank you for your letter of March 29, 2016, regarding Alberta Health's review of the Alberta Rural Physician Action Plan (RPAP). Your input is welcome and has been shared with officials in the Ministry of Health for consideration as part of this process.

Our Government takes its duty to be a responsible steward of public money very seriously. As RPAP's regular funding cycle comes to a close at the end of March, we are taking this opportunity to review the objectives and outcomes of the program to ensure Albertans are getting the best possible results for their investment.

I recognize the challenges that communities in rural Alberta face in attracting and retaining health professionals. I also recognize the value of the work undertaken by RPAP in its almost 25 years of existence. I am pleased that in 2015/2016 Alberta Health invested more than \$105 million in rural initiatives and programs to support this work, including \$10 million to fund RPAP.

I assure you that RPAP will continue to exist. Our Government has continued funding at the current level until the fall, while we explore how best to use the resources we have to ensure physicians and other health care professionals are available throughout Alberta. I look forward to sharing the results of this review and continuing to work with RPAP and communities in rural Alberta to make sure Albertans get the right care, from the right provider, in the right place, at the right time.

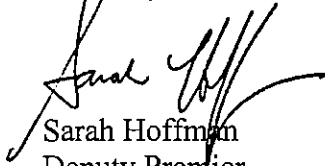
If you wish to discuss this further, you may contact Michele Evans, Acting Assistant Deputy Minister, Professional Services and Health Benefits, Alberta Health. Ms. Evans can be reached at [michele.evans@gov.ab.ca](mailto:michele.evans@gov.ab.ca) or 780-427-8019 (toll-free by first dialing 310-0000).

.../2

Reeve Neufeld  
Page 2

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Hoffman", with a stylized flourish extending to the right.

Sarah Hoffman  
Deputy Premier  
Minister of Health

cc: Michele Evans  
Acting Assistant Deputy Minister, Professional Services and Health Benefits  
Alberta Health





ALBERTA  
LABOUR

*Office of the Minister  
MLA, Edmonton - Mill Woods*

Reference Number: STEP-00480

April 4, 2016

Louise Flooren  
Human Resources Coordinator  
County of Mackenzie  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Dear Louise Flooren:

Thank you for your application to the Summer Temporary Employment Program (STEP). I am pleased to inform you that we are moving forward with your STEP application. I am grateful that employers like you have shown interest in this program, providing opportunities to students in our province.

Our government is proud and excited to re-introduce STEP this year. This program will help open doors for students to gain the skills and on-the-job experience they need to enter the workforce and be successful, while supporting employers across the province, which is especially important in these challenging economic times.

Enclosed is a letter outlining the requirements for the program and information the STEP staff still need from you. To ensure your application is processed, please provide the requested information as quickly as possible. A tip sheet is also enclosed for your reference. For any questions or comments regarding STEP, I encourage you to email [step@gov.ab.ca](mailto:step@gov.ab.ca) or call toll free at 1-866-338-4727.

Thank you again for participating in the STEP program. I wish you and your students the best of luck this summer.

Sincerely,

Christina Gray  
Minister of Labour  
Responsible for Democratic Renewal

Enclosures

Summer Temporary Employment Program  
Labour  
PO Box 1016 Edmonton Main  
Edmonton, AB T5J 2M1

April 4, 2016

Louise Flooren  
Human Resources Coordinator  
County of Mackenzie  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Re: **Summer Temporary Employment Program (STEP)**  
**Reference Number: STEP-00480**

Dear Louise Flooren:

This letter is to inform you that your application to STEP has been conditionally approved.

You have been conditionally approved for the following position(s) for the total STEP funding amount of \$20,585.80.

- General Maintenance Labourer
- General Maintenance Labourer
- General Maintenance Labourer
- Administrative Assistant
- Administrative Assistant

You now have from April 1, 2016 to June 1, 2016 to find your student. Once you have found your student, please complete and submit Form B and the Grant Agreement.

Placement duration cannot start before May 1, 2016 and must end on or before August 31, 2016.

If you require additional information regarding the program, please call 1-866-338-4727 or 780-638-4727, email [step@gov.ab.ca](mailto:step@gov.ab.ca) or visit our website at [www.STEPAlberta.ca](http://www.STEPAlberta.ca).

Thank you for your participation in STEP. We look forward to students gaining valuable employment experience through this program.

Sincerely,

STEP Team

# Congratulations on your successful application for STEP funding!

## Your grant amount

- Your conditional approval amount is based on information that you provided in Form A.
- The actual amount that you are reimbursed cannot exceed the amount indicated in your approval letter.
- The amount of your reimbursement may change as it will be calculated based on actual wages paid and actual duration of employment. This will be determined upon submission of your completion form and payroll documentation, when the summer job is finished.

## What's next?

- Hire a student(s) for your position(s). Confirm student eligibility in the STEP Guidelines.
- Complete and send via Canada Post, a separate Student Hiring Application Form B and Grant Agreement for each student. Find the forms at [www.AlbertaCanada.com/STEP](http://www.AlbertaCanada.com/STEP).
- STEP funding for a position will begin from the date Form B and the Grant Agreement have been approved. For example, the earliest that your STEP student can begin work is May 1<sup>st</sup>. If you receive approval on May 5, funding starts on this date and you are responsible for costs from May 1 to 4.

*The Government of Alberta is not responsible for any costs incurred if a student is hired and paid prior to receiving approval, or if the student is found ineligible.*

## If summer job begins in May

- Submit Form B(s) and Grant Agreement(s) as soon as possible.

*We recommend mailing documents two weeks prior to the proposed start date, to allow time for processing and a decision. If postmarked later than June 1, your STEP application will be cancelled.*

## If summer job begins in June, July or August

- Submit Form B(s) and Grant Agreement(s) no later than June 1, 2016.

*If postmarked later than June 1, your STEP application will be cancelled.*

## Remember...

- STEP positions must be full-time (minimum of 30 hours/week) for a minimum of four (4) weeks.
- Funding is at \$7/hour for a **maximum** of 16 weeks at 37.5 hours/week.
- Summer jobs, whether 4 or 16 weeks long, must take place between May 1 and August 31.
- Non-profits have an interim reimbursement option for positions over 12 weeks long.

Visit [www.AlbertaCanada.com/STEP](http://www.AlbertaCanada.com/STEP) for program criteria and all required forms.

## Questions?

Call or email us. Make sure to quote the reference number on your STEP acceptance letter.

Email: STEP@gov.ab.ca  
Telephone: 780-638-4727 from Edmonton  
Toll-free: 1-866-338-4727 from elsewhere in Alberta



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

AR83280

**Re: Ongoing Safety Codes Exemption for Specified Residences under the Persons with Developmental Disabilities (PDD) Program**

To whom it may concern,

Six months ago, my predecessor Minister Bilous wrote to you regarding placing a pause-period on inspections for accommodations which fall under the *Persons with Developmental Disabilities Safety Standards Regulation* (Regulation). He issued an exemption order under the *Safety Codes Act* for these accommodations in October after our colleague, Minister Irfan Sabir, extended the date for compliance with the Regulation. This meant that the inspection program under this Regulation would not proceed until after a consultation had been completed.

Human Services has been leading an extensive consultation with persons with developmental disabilities, their families, service providers, municipal governments, and other stakeholders to find workable ways to ensure individual safety, while also respecting and supporting individuals in their homes and communities.

Human Services has announced that it will be repealing the existing Regulation as an interim step while the consultation team completes its work developing appropriate solutions for accommodations formerly under this Regulation. To enable the continued work of the consultation team, Municipal Affairs is extending the exemption order under the *Safety Codes Act* until December 30, 2016. This includes the August 2015 Approved Guideline (STANDATA) that applies to accommodations for individuals receiving services from the PDD program. This means that the pause-period for inspections under the *Safety Codes Act* that began last fall will continue until the consultation team and Human Services have completed their work.

While accommodations formerly covered under the Regulation will be exempt from the care or treatment requirements under the Alberta building and fire codes during this time, they will still need to meet residential safety requirements. As with the previous exemption, this pause-period does not apply to a residence in which a person is dependent on the staff of the residence as the person's only means of exit in the event of a fire or where a person may be detained as part of their service plan.

.../2

**Alberta Municipal Affairs continues to encourage individuals, service providers, safety codes officers, and municipalities to work together to identify the safety needs of individuals.**

**In the interim, should any sensitive compliance issues arise, please contact Alberta Municipal Affairs, Alberta Human Services and/or the relevant municipality to ensure the issue is addressed in an appropriate and timely way.**

Sincerely,

A handwritten signature in black ink, appearing to read 'Danielle Larivee', with a stylized, cursive script.

**Hon. Danielle Larivee  
Minister of Municipal Affairs**

# Meeting Minutes

## Fort Vermilion Recreation Board - January 19<sup>th</sup>, 2016

1. Call to Order @ 7:06pm
2. In attendance: Tamie, Cheryl, Ilene, Jed, Thomas, Ricky, Chris, Kristin
3. Additions to Agenda
  - A. Canada's Birthday 2017 – 150th
  - B. County Funding
  - C. Curling Rink Financials
  - D. Aerobics
4. Acceptance of Agenda: Ilene accepts the agenda with additions.
5. Acceptance of Previous Minutes: No minutes available (Leah away).
6. Guests: Louise Smith
7. Financial Statements: Ricky P approves presented financials, Thomas seconds. Carried.
8. Old Business:
  - a. NYE Dance
    - \$3000 profit split with Rodeo Committee;
    - Fire alarm was pulled and found that it was not hooked up with emergency personnel. Chris will look into this and call Fire department to see what the problem is (need upgrade to system. ADT is too far and recommended that we go local. Chris will call the County to see who they use).
    - People fighting at dances. A discussion over, if they should be given a letter or banned. Decided that no and to revisit if still an issue.
    - Group decided that designated drivers will be hired.
    - Contracts need to be made up regarding bands (break times, etc).
  - b. Staff Checklists
    - Chris mentioned that staff have started to use the checklists although sometimes forget to fill in.
  - c. Curling Rink Floors
    - \$20,000 in repairs to curling area. Tabled until next meeting.
    - Contractors must have SeCor.
    - Michaels quote is \$21,697.70 for both levels.
9. New Business:

- a. Winter Carnival
  - Thomas will talk to the Rodeo Committee to see if there is any interest.
- b. Kraft Hockeyville
  - No to submitting an entry, because we don't have hockey here and our community is too small.
- c. Canada's Birthday 2017 – 150<sup>th</sup>
  - Grants are available through the government.
  - Tamie will look in to this.
  - Tabled until next meeting.
- d. County Funding
  - Same funding available (\$185,890).
  - Capitol – Rodeo - \$40,000
  - Curling Rink Renos - \$20,000
  - Playground - \$10,000
  - Ask for a Recreation Coordinator next year.
  - **Ricky made a motion that Thomas and Jed be put in charge of quotes for Rodeo Ground project.**
- e. Curling Rink Financials
  - Send Carla a letter requesting to have any moneys made from the bar to be handed in. Kristin will just pick up the money from Carla and deposit it.
- f. Aerobics
  - Free First month;
  - \$50 each use after that.

10. General Reports:

- a. Manager's Report, Chris Savourd
  - **Thomas made a motion to get a 3<sup>rd</sup> receiver at a cost of \$10.00/month and initial cost of \$100.00 for the gym. Kristin seconded the motion. Motion carried.**
  - Ricky will see if the County could do a Safety Audit on the building and go from there.

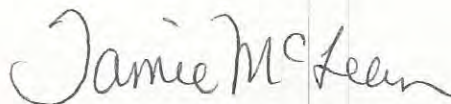
11. Correspondence:

- a. Donation Letter

12. Next Meeting: February 23, 2016

13. In Camera: Items to be discussed.

14. Adjournment @ 9:16pm

# Meeting Minutes

## Fort Vermilion Recreation Board – February 23<sup>rd</sup>, 2016

1. Call to Order @ 7:13pm
2. In attendance: Kristin, Ilene, Louise, Cheryl, Leah, Chris, Jed, Ricky P.
3. Additions to Agenda
  - A. 5 Year Plan
  - B. Ice Plant
  - C.
4. Acceptance of Agenda: Jed approves agenda with additions.
5. Acceptance of Previous Minutes: Ricky Paul approves previous minutes.
  - a. December 15<sup>th</sup>, 2015;
  - b. January 19<sup>th</sup>, 2016.
6. Guests:
7. Financial Statements: Reviewed. Ilene accepts as presented.
8. Old Business:
  - a. Curling Rink Floors
    - Only one quote submitted by Michael Smith;
    - SeCor is not needed by contractor;
    - ***Ilene makes a motion to approve the quote as submitted by Michael Smith. Cheryl seconds the motion. Motion carried.***
  - b. Canada's 150<sup>th</sup> - Item tabled until next meeting.
  - c. Rodeo Plans
    - A Rodeo Committee meeting is scheduled for later this week;
    - Jed will discuss fundraising and Winter Carnival at this meeting.
  - d. Winter Carnival
    - Kristin has prepared a draft agenda;
      - o Friday – Talent Show (Ilene)



- Saturday – Carnival Events (Rodeo)/Hand Games (Chris/Kristin), Curling Bonspiel (Ricky)
- Sunday – Hand Games Final
- April 8, 9, 10<sup>th</sup> in conjunction with Curling Bonspiel;
- ***Ilene makes a motion that we host a Winter Carnival in partnership with the Rodeo Committee;***
- Chris and Kristin will look into a Hand Games tournament.

9. New Business:

- a. Fundraising
  - Planned events (winter carnival);
- b. STEP/Canada Summer Job Grant
  - Summer Youth Rec Program Coordinator;
  - Summer Youth General Laborers.
- c. Outdoor Lighting
  - Lights will be changed. Chris will look into this.
- d. Ag Fair Parade
  - To be held last weekend in August (27<sup>th</sup>);
  - Volunteers an issue;
  - Tabled, Jed will discuss with the Rodeo Committee.
- e. Ice Plant
  - Chiller needs to be replaced within the ice plant;
  - Where are the funds to do this? Will look into where the funds are and also put this item in the budget.

10. General Reports:

- a. Manager's Report, Chris Savourd

11. Correspondence:

12. Next Meeting: March 22, 2016

13. In Camera:

14. Adjournment @ 8:26pm






# ***HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE***

## **MINUTES**

*Tuesday, February 23, 2016*  
5pm, High Level Seniors Center

### **PRESENT:**

Dave West (Tolko)	Murray Wilson (Tolko)
Terry Jessiman (Agriculture & Forestry)	Boyd Langford (Town of Rainbow Lake)
Michael Morgan (Town of High Level)	Barry Toker (Watt Mountain Wanderers)
Charles Laforge (Member of Public)	Walter Sarapuk (MacKenzie County)
Dan Fletcher (Town of Rainbow Lake)	John Thurston (Member of Public)
Melanie Plantinga (Tolko)	Eric Jorgensen (MacKenzie County)
Allen Plantinga (Tolko)	Gerhard Hirtz (Member of Public)
Colin Taylor (Tolko)	Aaron Doepel (LaCrete Sawmills)

### **INFORMATION SENT:**

Fort Vermilion Heritage Center	Paul Ebert (Agriculture & Forestry)
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)
Matt Marcone (The MacKenzie Report)	Dan Coombs (Agriculture & Forestry)
Taylor Andersen (Norbord)	

## **CALL TO ORDER 5:30 pm**

### **1. WELCOME & INTRODUCTIONS**

### **2. ACTION ITEMS FROM JANUARY MEETING**

#### **“Fire Smart” program – Wildfire Technologist Presentation April**

**Operations Field Trip** – John Thurston has been discussing the possibility of taking students interested in a career in forestry out to the harvesting operation near High Level. He will meet with members of the school division tomorrow to see what requirements must be met for this trip to occur. He will inform the HLFAC later.

### **3. ROUND TABLE**

**3.1 Eric Jorgensen** – The County of MacKenzie has ratified Terms of Reference for the Land Stewardship Council

**3.2 Boyd Langford** – A couple of trappers have come to him with concerns about forestry activities on their trap lines. The trap line holders were assured that the harvesting operations occurring in the area would not disturb traps and trails if they were signed and ribboned. This was not the case. Traps were moved, destroyed and the groomed trail that the trappers had built was ruined. The trappers have spoken to a Tolko representative, but did not seem to feel that the situation had been resolved. Allen will contact the Tolko employee who has been in contact with the trappers as well as the trappers and take care of any unresolved issues.

**3.3 Gerhard Hirts** – Is concerned about overweight logging trucks and the effect that they may be having on local roads. What are the legally allowed limits? Should the winter weights be stopped sooner because of the warmer days and climate change? How can it be legal to have 2 bunks piled very high and then 1 bunk nearly empty? How are incidents, such as the logging truck roll over south of town investigated? What about the chips blowing off chip trucks, who is responsible for them? Melanie suggests that a meeting be set up, at Tolko with Gerhard and company representatives to discuss his concerns and reply to his questions. If there is interest we could ask representatives from LaCrete, Norbord and Tolko speak to the PAC about log hauling.

### **4. NEW BUSINESS**

#### **Strategic Landscape Planning Initiative – Dave West**

**North West Regional Woodlands – Audit** – this was tabled until a later meeting

**5. NEXT MEETING – Tuesday, March 22nd, 2016 5pm, High Level Senior Center. Detailed Forest Management Plan 2016**

**6. MEETING ADJOURNED – 7:40pm**



# ***HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE***

## **AGENDA**

*Tuesday, April 5<sup>th</sup>, 2016*  
5pm, High Level Seniors Center

### **1. WELCOME – INTRODUCTIONS**

### **2. ACTION ITEMS FROM FEBRUARY 23<sup>RD</sup>, 2016. MEETING**

#### **2.1. Action Items**

- “Fire Smart” program – The next meeting will be devoted to a presentation and discussion about the “Fire Smart” program. Christine Mahlmann, Victoria Ostendorf, and Kevin Hunt from Alberta Governments’ Agriculture and Forestry department will be presenting and responding to questions.
- School Field trip.

### **3. AROUND THE TABLE**

### **4. NEW BUSINESS**

4.1 Detailed Forest Management Plan Updated – Tim Gauthier

4.2 North West Regional Woodlands - Audit

### **5. NEXT MEETING – Tuesday, April 26<sup>th</sup>, 2016. 5pm (High Level Seniors Center) “Fire Smart” Program Presentation**

### **6. MEETING ADJORNED**

**Mackenzie County Library Board (MCLB)**  
**February 23<sup>rd</sup>, 2016 Board Meeting Minutes**  
**Fort Vermilion County Office**  
**Fort Vermilion, Alberta**

**Present:** Lisa Wardley, La Dawn Dachuk, John W. Driedger, Lorna Joch,  
Lorraine Peters, Irene van der Kloet, Beth Kappelar, Nadia Jensen, Lucille Labrecque (by phone)

1.0 Meeting called to order at 7:00 pm by Beth Kappelar.

2.0 **Approval of Agenda:**

**MOTION #2016-03-01** John moved the approval of the agenda with additions. **CARRIED**

3.0 **Approval of the Minutes:**

**MOTION #2016-03-02** Lorna moved the approval of the February 2 MCLB minutes. **CARRIED**

4.0 **Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

5.0 **Financial:**

5.1 **MCLB Financial Report as of January 31, 2016:**

- Balance Brought Forward: \$ 64,033.46

- Total Revenues \$ 114,002.35

- Total Expenses \$ 5,429.62

- Ending Bank Balance \$ 172,606.19

**MOTION #2016-03-03** John moves accept the financial report as presented. **CARRIED**

5.2 **MCLB 2016 Budget:**

**MOTION #2016-03-04** Lisa moves to accept the MCLB 2016 budget with an amendment of \$1,000 for the bursary.

**MOTION #2016-03-05** LaDawn moves to transfer payments to the library societies. **CARRIED**

**MOTION #2016-03-06** Lucille moves that the cheques for the first instalment are written. **CARRIED**

6.0 **Library Reports:**

6.1 **La Crete:**

- Nothing to report.

6.2 **Fort Vermilion:**

- Nothing to report. FV MCLB members are asked to keep in close contact with FVCLS Board

6.3 **Zama**

- Staffing challenges, working through it.

- Freedom to Read display is set up.

- Received six new ILL from FV Library.

6.4 **High Level:**

- Nothing to report. Beth will check in with them end of March.

6.5 **Mackenzie County Library Consortium (MCLC):**

- Some new patrons are having issues with logging in to Freegal and Freading. Lisa will try to fix it through a conference call with Insignia.

6.6 **LC Building**

- The LCLS would like to explore another renovation plan in addition to what is currently projected. LCLS will present to CAO Mackenzie County. Discussion about the building and renovation priorities.

6.7 **Development Workshop**

- The best location is High Level. All library societies are expected to participate, all in all close to 50 people. The planning committee is to get prices of hotels and pick a date in the fall, then connect with the library societies.

**7.0 Old Business:**

**7.1 Library Signs:**

- Item moved to Action Log.

**7.2 Bursaries:**

- Lorna will tweak the text and add the MCLB logo at the top. All libraries will get a copy, as well as the librarians in the schools.

**7.3 Plan of Service Action Items**

- Tabled, Library Societies to do their updates for the next MCLB meeting.

**7.4 Rack cards**

- The rack cards are to go into the welcome baskets of FVSS. Libraries will each get a pack as well. MCLB would like to see them go into the children's books in the little bookshelves project that was laid out by Mackenzie Coalition for Early Childhood Development (MCECD). Irene will bring that forward at the next meeting on February 29.

**7.5 Blue Hills**

- They are very excited about the library satellite location. There are some practical challenges surrounding the satellite location, such as how to track the books. Lisa will connect with Insignia. The idea is to start small, see how it goes, then possibly expand. How the books are going to be supplied and how they can be tracked needs to be figured out.

**7.6 Mackenzie County Ag Fair**

- MCLB wants to do something during the Mackenzie County Ag Fair. Ideas: a few local authors, let them do presentations at the Ag Fair. Or celebrations of local authors. Lucille will make a poster for the local libraries.

**7.7 Trade shows**

- Zama Library is willing to staff a booth at the High Level Trade Show and possibly at the La Crete Trade show.

**8.0 Correspondence**

**8.1 No correspondence received**

-

**9.0 In Camera:**

- Not required.

**11.0 Next Meeting Date and Location:** Fort Vermilion County Office March 30, 2016 at 7:00 p.m.

**12.0 Adjournment:**

**MOTION # 2016-03-07** John Driedger moved the meeting adjourned at 9:14 p.m.

**CARRIED**

These minutes were adopted this 30th day of March 2016.

  
\_\_\_\_\_  
Beth Kappelar, Chair



## Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0  
E-mail: [mdsr133@mdspiritriver.ab.ca](mailto:mdsr133@mdspiritriver.ab.ca)

Telephone (780) 864-3500  
Fax (780) 864-4303

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*Reeve and Council  
MacKenzie County  
Box 640  
Fort Vermillion, AB T0H 1N0*

*Dear Reeve and Council:*

*RE: Invitation to Attend 100<sup>th</sup> Anniversary Celebration*

*The Municipal District of Spirit River and the Town of Spirit River will be holding our joint Centennial celebration August 5, 6 & 7, 2016. We have a great agenda planned and available for viewing on our website.*

*On behalf of the Municipal District of Spirit River No.133, it is my pleasure to extend an invitation to attend our 100<sup>th</sup> Anniversary Celebration program being held on Saturday August 6, 2016 at the Rycroft Ag Centre located in the Village of Rycroft between 3:00 and 5:00 pm.*

*As one of the Municipal District's neighbouring municipalities, it would be our honor to have a representative from MacKenzie County attend our Anniversary Celebration.*

*It would be appreciated if you could confirm your acceptance to this invitation by April 30, 2016 and also advise if you would like 2 free supper tickets for the banquet which will follow by contacting 780 864-3500 or [mdsr133@mdspiritriver.ab.ca](mailto:mdsr133@mdspiritriver.ab.ca)*

*Yours Sincerely,*

*Stan Bzowy*  
Stan Bzowy, Reeve  
M.D. of Spirit River No. 133



MACKENZIE COUNTY  
FORT VERMILION OFFICE



P.O. Box 34  
BERWYN, AB  
T0H 0E0

Phone: (780) 338-3845  
Fax: (780) 338-2222  
Email: info@mdpeace.com

*Reeve and Council  
Mackenzie County  
PO Box 640  
Fort Vermillion, AB T0H 1N0*

*Dear Reeve and Council:*

*RE: Invitation to Attend 100<sup>th</sup> Anniversary Celebration*

*On behalf of the Municipal District of Peace No. 135, it is my pleasure to extend an invitation to attend our 100<sup>th</sup> Anniversary Celebration being held on Saturday, July 16, 2016 at the Lac Cardinal Hall located west of Grimshaw.*

*As one of the Municipal District's neighbouring municipalities, it would be our honor to have a representative from Mackenzie County attend our Anniversary Celebration.*

*It would be appreciated if you could confirm your acceptance to this invitation by April 30, 2016 and also advise if you would like 2 free supper tickets by contacting 780-338-3845 or info@mdpeace.com.*

*Yours Sincerely,*

*Veronica Bliska, Reeve  
M.D. of Peace No. 135*

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MAR 31 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



# Government of Alberta ■

## Alberta Emergency Management Agency

# Northwest Region Newsletter

Spring Edition/ April 2016

AEMA -10320-99 Street, Grande Prairie, AB. T8V 6J4 Ph. 780 538-5295  
[www.aema.alberta.ca](http://www.aema.alberta.ca)

### IN THIS ISSUE:

WINTER RECAP  
CEMP UPDATE  
CN OPEN LETTER  
PSNS TESTING

*Alberta Emergency Alert: Stop.  
Listen. Respond.*

[www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca)

Emergency Alert mobile  
application at

<http://emergencyalert.alberta.ca/content/about/signup.html> or

Text ALBERTA to 965965 to get  
the app

**For AEA USERS!**

**Logon at:**

[www.activatealert.alberta.ca](http://www.activatealert.alberta.ca)

### NW Region Field Officer

#### Contact Information:

[Ken.hawrylenko@gov.ab.ca](mailto:Ken.hawrylenko@gov.ab.ca)

Cell: 780 292 1155

[Brice.daly@gov.ab.ca](mailto:Brice.daly@gov.ab.ca)

Cell: 780 876-2930

GP Office: 780 538-5295

## Welcome

Welcome to the 2016 Spring Edition of the AEMA Northwest Region newsletter. In this issue, Brice and I will provide you with review from this past winter and discuss upcoming events and news for spring 2016.

First off, we conducted numerous ICS 100 / 200 Training Sessions, ESS and BEM Courses throughout the NW Region. We also attended and facilitated Table Top Exercises based on scenarios of plane crashes and wild land fires.

**EMX 16** was held for 3 days, FEB 24-26 and was a success. Brice worked out of the MD of Greenview Admin Office providing inputs to the Provincial Operations Center in Edmonton. Within the NW Region, the exercise was related to a winter storm scenario that was affecting an area West of Valleyview to an area south of Fox Creek along Hwy #43. The exercise tested many GoA functions and capabilities expanding from the EMX exercise in 2015.

**Community Emergency Management Program (CEMP)** provides your community access to 4 Emergency Management modules; CEMP presently has **over 350** Users province wide; a significant increase since the January 2016 Newsletter! We are regularly adding more information to the Document Library and will be adding even more Templates, Guides and Checklists very soon, so sign in often and browse! We strongly encourage you to sign up and utilize CEMP – as it is an invaluable EM Tool.

We recently received an open letter from CN Rail regarding rail safety pertinent to Communities in the NW Region that have active operating rail lines. We have attached a copy of the open letter on **Page 3** of this newsletter for your review.

**Public Alerting would like to see an increase of stakeholder engagement for the bimonthly Provincial Stakeholder Notification System. (PSNS) The test simply requires Users to enter a keystroke, which enables AEA to confirm the system is functioning correctly. The message is targeted at stakeholders in the role of DEM, DDEM, Fire Chief, D/Chief Fire Chief and CAO. This is a friendly reminder of upcoming tests and the importance of us knowing that the PSNS messages are getting through to you and members of your EM Agency. The next test will be held on **MAR 26, 2016 at 1000hrs and then on MAY 31, 2016 at 1000hrs.****

## Future Training and Emergency courses now available

### ICS REVIEW!

#### Principles and Features

- Common Terminology
- Establish / Transfer of Command
- Chain of Command
- Unity of Command
- Unified Command
- Management by Objectives
- Incident Action Plan (IAP)
- Modular Organization
- Manageable Span of Control
- Comprehensive Resource Management
- Incident Locations and Facilities
- Integrated Communications
- Information and Intelligence Mgmt.
- Accountability
- Dispatch and Deployment

#### Important phone numbers:

**POC: 1-866 618 2362**

#### CANUTEC:

**1-888-226-8832 Emergency Assistance**

**(613) 996-6666 Emerg. Only**

Training and courses – There are a wide selection of courses available to communities in Northwestern Alberta at no cost. Brice and Ken will come to your community and administer the courses. A few courses are also offered free of charge online at: <http://apsts.alberta.ca/online-courses/>

**Incident Command System 100** is a foundational course for anyone involved in emergency management at any level and in any context and covers ICS concepts and principles. (Offered online) Follow this [link](#) for details.

**Basic Emergency Management (BEM) – NEWLY REVAMPED!** - Basis Emergency Management (BEM) how emergency management works in Alberta and beyond. Topics covered include the roles and responsibilities of municipalities in preparing for and responding to a major emergency or disaster. (Offered online or presented in class) **Highly recommended, a sought after course!**

**Alberta Emergency Alert (AEA)** – half day course covering how the provincial alert system works. Students taking this course are required to complete online training on their own in order to qualify as an AEA User. **(Refurbished in Mid-2015)**

**Emergency Social Services (ESS)** – full day course covering a range of ESS issues and topics including the role of ESS, activation of an ESS response plan and setting up a Reception Centre. An important course for anyone involved with the planning, setup or working in a Reception Centre. ICS 100 is recommended as a prerequisite.

**ICS 200 is now offered on line!**

**NEW! Scribing for Emergency Management** – documenting, recording and the retention of information during an incident is crucial. Learn how to do it effectively by attending this half day course. (ICS 100 as a prerequisite is recommended)

**Update!** – We have delivered this course in the NW Region in March 2016 and received positive feedback!

**With the imminent arrival of spring, Brice and Ken are encouraging AEA Users to keep skillsets sharp by creating “Practice Alerts”. Know the various Alerting templates (ie: a phone outage is not the same as a 9-1-1 outage).**

**We are offering to come to you and offer refresher training. Contact us to set up a time for Training.**

**Emergency Management thought of the day: Myth:** Business Continuity Management only applies to the private sector. **Reality:** The public sector must be able to weather disasters and continue their activities just as any private company should.

**Fast Fact: Resiliency** – A measure of how quickly a system recovers from failure

**Ken Hawrylenko and Brice Daly**

I am writing today to share with you important information about rail safety and a new way in which CN and your community can work together to advance the shared goal of keeping communities safe.

CN performs risk assessments on railway lines carrying substantial amounts of dangerous goods, looking at factors such as population and emergency response capabilities.

Under new regulations, CN will incorporate input from municipalities along these routes as part of those risk assessments.

I would like to confirm if CN should be communicating with you, or perhaps your fire chief or emergency response coordinator, about gathering input from your community on risk assessments for the purposes of emergency response planning.

At CN, we recognize that safety is of the utmost importance to you and your citizens, and believe rail safety is a shared responsibility.

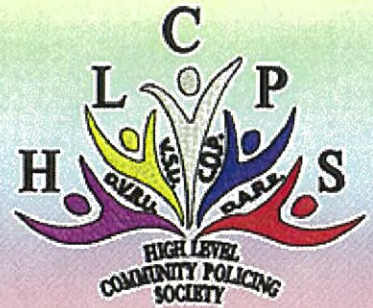
That's why we've worked with the government to support more robust tank car standards and implemented Protective Direction 32 which provides details of the dangerous goods moving through communities.

We've also introduced AskRail, a mobile application that gives first responders real-time information about the contents of rail cars, and worked with the Federation of Canadian Municipalities to develop Guidelines for New Development in Proximity to Railway Operations.

We look forward to continuing our ongoing partnerships with communities as we advance rail safety.

Brent Kossey  
Senior Manager, Government  
and Stakeholder Relations  
10229- 127th Ave  
Edmonton, AB T5E 0B9  
Office: (780) 472-3732  
Cell: (780) 850-3732  
email: [brent.kossey@cn.ca](mailto:brent.kossey@cn.ca)

The High Level Community  
Policing Society



Cordially invites you to attend our annual



2016 RCMP

Regimental Ball

*Saturday April 23, 2016*

Cocktails 6:00 PM  
Dinner 7:00 PM  
Dance 9:00 PM

*Best Western  
Plus Mirage Hotel*

Music by:

**KIKBAK**



*All proceeds will go to  
the High Level Victims  
Support Unit*



*invited!*

*are*

*You*



### *Semi-formal attire please*

*If you would like to donate towards our fundraiser, we are accepting Auction items, door prizes and monetary donations.*

*Tickets only \$50.00 each*

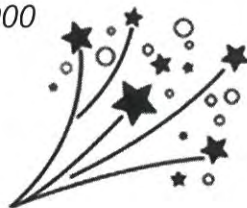
*Cash, Cheques, Visa, Mastercard accepted*

*Available at the detachment*

*For information or to reserve your tickets, please call*

*Carol or Scott at 780 821-7000*

*Or Julie at 780 841-1087*



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MAR 22 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE