



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

MAY 10, 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"> 1. FISCAL RESPONSIBILITY: Long term planning 2. CITIZEN ENGAGEMENT: Ratepayers surveys 3. DEVELOPMENT STANDARDS: Evaluation of infrastructure 4. POTABLE WATER: Availability & Infrastructure 5. INDUSTRY RETENTION AND ATTRACTION 6. CAMPGROUNDS: Expansion 7. LAND STEWARDSHIP COMMITTEE 8. MUNICIPAL ROADS: Upgrading 9. INTER-PROVINCIAL/ TERRITORIAL RELATIONS 10. RECREATION CENTRES & ARENA UPGRADES 11. EDUCATION STRATEGY: Environmental information for farmers 12. INDUSTRY RELATIONS AND GROWTH: Value added 	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <i>Provincial Government Relations</i> <input type="checkbox"/> <i>Transportation Development</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Codes:</u> BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report</p> </div>

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
<ol style="list-style-type: none"> 1. INDUSTRY RETENTION AND ATTRACTION: meetings with local industries leaders 2. INTER-PROVINCIAL/ TERRITORIAL RELATIONS: develop a plan for symposium to share information (CAO & Sustainability Committee) 	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"> 1. INDUSTRY RELATIONS AND GROWTH: Value added (review development incentives options) 2. Tourism Strategy – SWOT analysis 3. <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i> <input type="checkbox"/> Economic Development Action Plan	Sept. Sept. August May	<ol style="list-style-type: none"> 1. EDUCATION STRATEGY: Environmental information for farmers 2. Emergency Livestock Response Plan 3. Agricultural Fair & Tradeshow <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"> 1. CAMPGROUNDS: Expansion - Wadlin & Hutch Lake Plans 2. RECREATION CENTRES & ARENA UPGRADES 3. COR Certificate – External Audit Review <input type="checkbox"/> Construct dock expansion plan for campgrounds as per new design	April July March May	<ol style="list-style-type: none"> 1. MUNICIPAL ROADS: Upgrading <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"> 1. DEVELOPMENT STANDARDS: Evaluation of infrastructure - engage consultant 2. LAND STEWARDSHIP COMMITTEE - fill positions 3. Infrastructure Master Plans - complete <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"> 1. CITIZEN ENGAGEMENT: Ratepayers surveys 2. Filing/Records Management Procedure 3. By – Election (Ward 7) <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"> 1. FISCAL RESPONSIBILITY: Long term planning 2. Non-traditional municipal revenue stream – research options 3. Multi-year capital plan 	Sept.	<ol style="list-style-type: none"> 1. POTABLE WATER: Availability & Infrastructure 2. Hamlet Easement Strategy <input type="checkbox"/> Establish Tactical Plan <input type="checkbox"/> Water Study Rocky Lane and High Level	July

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, May 10, 2016
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
		b) Oath of Office – Councillor Ward 7 (Fort Vermilion)	7
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the April 27, 2016 Regular Council Meeting	9
		b)	
DELEGATIONS:	4.	a) Beth Kappelar, Chair, Mackenzie Library Board (11:30 a.m.)	
		b)	
		c)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Community Services Committee Meeting Minutes	23
		c)	
GENERAL REPORTS:	6.	a) CAO Report	29
		b)	
		c)	

TENDERS:	7.	a)	Sale of Asset 1994 GMC Topkick – Unit #2003 (tender closes at 1:00 p.m.)	53
		b)	2016 Road Improvement Project (tender closes at 2:01 p.m.)	55
		c)	Fort Vermilion Shop Extension (tender closes at 3:00 p.m.)	57
PUBLIC HEARINGS:	8.	a)	None	
ADMINISTRATION:	9.	a)	Bylaw 1034-16 Subdivision and Development Appeal Board	59
		b)	Council Committees	83
		c)	Fox Lake Access Road	97
		d)	La Crete Library Facility	109
		e)	Zama Crown Land Procurement	149
		f)	Land Stewardship Committee	155
		g)		
		h)		
AGRICULTURE SERVICES:	10.	a)		
		b)		
COMMUNITY SERVICES: (11:15 a.m.)	11.	a)	Bylaw 1037-16 Municipal Parks Bylaw	161
		b)	La Crete Recreation Society – Brine Pipe Replacement Funding Request	175
		c)		
		d)		

FINANCE: (11:00 a.m.)	12.	a)	Maranatha Evangelical Church – 2016 Property Tax Exemption Request	181
		b)	Noralta Inn West – 2016 Property Tax Exemption Request	185
		c)		
		d)		
OPERATIONS: (1:00 p.m.)	13.	a)	Bylaw 1030-16 Road Closure Fort Vermilion Bridge Campground	187
		b)	Bylaw 1031-16 Road Closure Fort Vermilion Bridge Campground	193
		c)	Bylaw 1032-16 Road Closure Fort Vermilion Bridge Campground	199
		d)	Bylaw 1033-16 Road Closure Fort Vermilion Bridge Campground	205
		e)		
		f)		
PLANNING & DEVELOPMENT: (1:30 p.m.)	14.	a)	Bylaw 1027-16 Land Use Bylaw Amendment to Rezone Part of NE 11-106-15-W5M from Agricultural “A” to La Crete Highway Commercial District “HC2” (La Crete Rural)	211
		b)	Bylaw 1028-16 Land Use Bylaw Amendment to Rezone Part of SW 8-106-15-W5M from Agricultural “A” to Rural County Residential District 3 “RC3”(La Crete Rural)	221
		c)	Bylaw 1029-16 Land Use Bylaw Amendment to Rezone Part of NW 16-104-16-W5M from Agricultural “A” to Rural County Residential District 3 “RC3”(La Crete Rural)	233
		d)	Bylaw 1035-16 Land Use Bylaw Amendment to Rezone Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial 1 “RI1” to Rural General Industrial 2 “RI2” (La Crete Rural)	247

	e)	Bylaw 1036-16 Land Use Bylaw Amendment to Add Regulation to Variance Authority	253
	f)	Bylaw 1038-16 Land Use Bylaw Amendment to Add the Definition and Interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS	257
	g)	2015 Municipal Census, Mackenzie County	267
	h)		
	i)		
UTILITIES:	15.	a)	
		b)	
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence 281
IN CAMERA SESSION:	17.	a)	Legal
		b)	Labour <ul style="list-style-type: none">• AUPE Negotiations Update• CAO Recruitment
		c)	Land
NOTICE OF MOTION:	18.		Notices of Motion
NEXT MEETING DATES:	19.	a)	Committee of the Whole Meeting Tuesday, May 24, 2016 10:00 a.m. Fort Vermilion Council Chambers
		b)	Regular Council Meeting Wednesday, May 25, 2016 10:00 a.m. Fort Vermilion Council Chambers
ADJOURNMENT:	20.	a)	Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Oath of Office – Councillor Ward 7 (Fort Vermilion)

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

As a result of the By-Election for Ward 7 (Fort Vermilion) held on May 4, 2016, the new Councillor is required to take the attached oath of office.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

Author: C. Gabriel Reviewed by: _____ CAO: JW

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, RAY TOEWS, of Mackenzie County, in the

Province of Alberta, MAKE OATH AND SAY:

1. THAT I will execute according to law and to the best of my ability the duties required of me as a Councillor in the public service of the Mackenzie County in the Province of Alberta.
2. THAT I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my appointment as Councillor.

SWORN (or AFFIRMED) before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
10th day of May, 2016.)
)
)
)
)
)

RAY TOEWS
Councillor

A Commissioner for Oaths/Notary
Public in and for the Province of Alberta

Witness



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the April 27, 2016 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 27, 2016, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the April 27, 2016, Regular Council Meeting be adopted as presented.

Author: C. Simpson Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, April 27, 2016
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor (left the meeting at 5:40 p.m.)
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Lisa Wardley	Councillor (left the meeting at 5:25 p.m.)

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Peng Tian	Director of Finance
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Fred Wiebe	Director of Utilities
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary

ALSO PRESENT: Members of the public and media.

Minutes of the Regular Council meeting for Mackenzie County held on April 27, 2016 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:26 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 16-04-287 MOVED by Councillor Driedger

That the agenda be approved with the following additions:

4. c) Morgan Bamford, Indigenous Relations

- 9. e) Blue Hills Ratepayers Meeting
- 17. b) AUPE Negotiations

CARRIED

Reeve Neufeld recessed the meeting at 10:33 a.m. and reconvened the meeting at 10:42 a.m.

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the April 12, 2016 Regular Council Meeting**

MOTION 16-04-288

MOVED by Deputy Reeve Sarapuk

That the minutes of the April 12, 2016 Regular Council Meeting be adopted as AMENDED.

CARRIED

- 3. b) Notes of the April 26, 2016 Committee of the Whole Meeting**

MOTION 16-04-289

MOVED by Councillor Braun

That the notes of the April 26, 2016 Committee of the Whole Meeting be adopted as presented.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

- 5. a) Council Committee Reports (verbal)**

MOTION 16-04-290

MOVED by Deputy Reeve Sarapuk

That administration meet with Tolko regarding the hauling of wood chips.

CARRIED

MOTION 16-04-291

MOVED by Councillor Wardley

That the council committee verbal reports be received for information.

CARRIED

DELEGATIONS:

- 4. a) Wilde & Company Audited Financial Statement**

Presentation

Kyle Bodnarchuk and Michael Marcaccio, Wilde & Company Chartered Accountants, presented the draft 2015 audited financial statements via teleconference.

FINANCE: **12. c) 2015 Audited Financial Statement and Financial Information Return (DRAFTS)**

MOTION 16-04-292 **MOVED** by Councillor Jorgensen
Requires 2/3

That the 2015 Audited Financial Statement and Financial Information Return be approved as AMENDED.

CARRIED

COUNCIL COMMITTEE REPORTS: **5. b) Finance Committee Meeting Minutes**

MOTION 16-04-293 **MOVED** by Deputy Reeve Sarapuk

That the Finance Committee unapproved meeting minutes of April 8, 2016 be received for information.

CARRIED

5. c) Municipal Planning Commission Meeting Minutes

MOTION 16-04-294 **MOVED** by Councillor Driedger

That the Municipal Planning Commission unapproved meeting minutes of April 7, 2016 and April 21, 2016 be received for information.

CARRIED

5. d) Tompkins Crossing Committee Meeting Minutes

MOTION 16-04-295 **MOVED** by Councillor Wardley

That the Tompkins Crossing Committee unapproved meeting minutes of April 8, 2016 be received for information.

CARRIED

FINANCE: **12. b) 2016 Budget**

MOTION 16-04-296

Requires 2/3

MOVED by Councillor Wardley

That the 2016 Budget be approved as presented.

CARRIED

12. a) Bylaw 1026-16 – 2016 Tax Rate Bylaw

MOTION 16-04-297

Requires 2/3

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 16-04-298

Requires 2/3

MOVED by Councillor Knelsen

That second reading be given to Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 16-04-299

Requires Unanimous

MOVED by Councillor Driedger

That consideration be given to go to third reading of Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 16-04-300

Requires 2/3

MOVED by Councillor Braun

That third reading be given to Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

CARRIED

GENERAL REPORTS: 6. a) None

ADMINISTRATION: 9. a) **Policy FIN025 Purchasing Authority Directive and Tendering Process Policy**

MOTION 16-04-301

MOVED by Councillor Driedger

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as follows:

- All tenders procured through public advertising must be

opened at a duly called council meeting.

- \$75,000 and up for goods and materials and construction projects – open advertised tenders or proposal.

CARRIED

Reeve Neufeld recessed the meeting at 12:13 p.m. and reconvened the meeting at 1:02 p.m.

9. b) Service Capacity Review

MOTION 16-04-302

Requires 2/3

MOVED by Councillor Knelsen

That Gordon McIntosh, Local Government Leadership Institute, be engaged to facilitate a service capacity review as per his proposal and that the budget be amended to include \$10,000 with funding coming from the General Operating Reserve.

CARRIED

9. c) Creation of a Centralized Authority for the Preparation of Industrial Assessment

MOTION 16-04-303

MOVED by Councillor Bateman

That a letter be sent to Municipal Affairs in opposition to the creation of a centralized authority for the preparation of industrial assessment.

CARRIED

9. d) Appointment of Members-at-Large

MOTION 16-04-304

MOVED by Councillor Bateman

That Ernie Dyck be appointed as a Member at Large to the Land Stewardship Committee for a period ending October 2017.

CARRIED

9. e) Blue Hills Ratepayers Meeting (ADDITION)

MOTION 16-04-305

Requires Unanimous

MOVED by Councillor Jorgensen

That the Blue Hills Ratepayers Meeting be changed to June 28, 2016.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 16-04-306

MOVED by Councillor Jorgensen

That the following Councillors be authorized to attend the Municipal Government Act session on June 22, 2016 in Peace River.

- Reeve Neufeld
- Councillor Braun
- Councillor Knelsen

CARRIED

MOTION 16-04-307

MOVED by Councillor Bateman

That Councillor Jorgensen be nominated for the Board of Director position on the Mighty Peace Watershed Alliance.

CARRIED

MOTION 16-04-308

MOVED by Councillor Knelsen

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

CARRIED

DELEGATIONS:

4. b) Mackenzie Housing Management Board – Barb Spurgeon

Deputy Reeve Sarapuk stepped out of the meeting at 2:01 p.m.

MOTION 16-04-309

MOVED by Councillor Knelsen

That the Mackenzie Housing Management Board update be received for information.

CARRIED

Reeve Neufeld recessed the meeting at 2:22 p.m. and reconvened the meeting at 2:30 p.m.

TENDERS:

7. b) Rural Potable Water Infrastructure Contract 2 –

Waterline

MOTION 16-04-310 **MOVED** by Councillor Jorgensen

That the Rural Potable Water Infrastructure Contract 2 - Waterline tenders be opened.

CARRIED

Tender summary attached.

MOTION 16-04-311 **MOVED** by Councillor Braun

That the Rural Potable Water Infrastructure Contract 2 – Waterline not be awarded until after the tenders for Contract 3 – Truckfills are opened.

CARRIED

7. c) Tender – La Crete Sanitary Sewer Rehabilitation

MOTION 16-04-312 **MOVED** by Councillor Driedger

That the La Crete Sanitary Sewer Improvements tenders be opened.

CARRIED

Tenders Received:

Good Brothers Construction	\$747,850.00
Northern Road Builders	\$912,230.00

MOTION 16-04-313 **MOVED** by Councillor Braun

That the La Crete Sanitary Sewer Improvements contract be awarded to the lowest qualified bidder.

CARRIED

Councillor Bateman declared herself in conflict at 2:51 p.m. and abstained from the discussion and the vote.

7. a) 2016 Regravelling Program

MOTION 16-04-314 **MOVED** by Councillor Braun

That the 2016 Regravelling Program tenders be opened.

CARRIED

Tenders Received:

	Schedule A	Schedule B	Schedule C	Schedule D
Knelsen Sand & Gravel	\$188,790	\$163,800	\$62,400 \$40,600 \$103,000	\$36,000
BJ Hinson Contracting Ltd.	\$189,000	\$193,500	\$93,600 \$56,550 \$150,150	\$31,500
Northwest Contracting Ltd.	\$176,400	\$170,550	\$68,400 \$45,675 \$114,075	\$30,750
Bateman Petroleum Sales Ltd.	\$189,000	\$320,400	\$80,400 \$48,575 \$128,975	\$34,500

MOTION 16-04-315

MOVED by Councillor Wardley

That the 2016 Regravelling Program Tender be awarded to the lowest qualified bidder of each schedule.

CARRIED

Councillor Bateman resumed her seat at the table at 3:03 p.m.

Reeve Neufeld recessed the meeting at 3:04 p.m. and reconvened the meeting at 3:18 p.m.

DELEGATIONS:

4. c) Morgan Bamford, Indigenous Relations

Deputy Reeve Sarapuk rejoined the meeting at 3:22 p.m.

MOTION 16-04-316

MOVED by Councillor Jorgensen

That the presentation regarding the First Nations-Municipal Community Economic Development Initiative be received for information.

CARRIED

PUBLIC HEARINGS:

8. a) None

AGRICULTURE SERVICES:

10. a) None

**COMMUNITY
SERVICES:**

11. a) None

OPERATIONS:

13. a) Policy PW039 – Rural Road, Access Construction and Surface Water Management

MOTION 16-04-317

MOVED by Councillor Bateman

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

CARRIED

13. b) Policy PW040 Hamlet Utility Corridors and Back Alleys

MOTION 16-04-318

MOVED by Councillor Knelsen

That Policy PW040 Hamlet Utility Corridors and Back Alleys be amended as presented to include hamlet maps in the form of Schedule 'A' and Schedule 'B' as presented and that the maps be presented to the public through the County Image and Ratepayer meetings for input.

CARRIED

13. c) Policy PW041 Backslope Policy

MOTION 16-04-319

MOVED by Councillor Bateman

That Policy PW041 Backslope Policy be approved as AMENDED to include Schedule A Backslope Agreement.

CARRIED

13. d) Snow Plow Truck Replacement

MOTION 16-04-320

Requires 2/3

MOVED by Councillor Bateman

That the purchase of a new tandem axle truck with a sanding box, wing and plow for \$290,000 to replace the unit written off by the insurance due to damages be APPROVED with funds coming from insurance proceeds \$109,146 and \$180,854 from the Equipment Reserve.

CARRIED

MOTION 16-04-321 **MOVED** by Councillor Bateman

That administration review the insured values for buildings and equipment and report back to Council.

CARRIED

13. e) Utility Tractor Purchase - Zama

MOTION 16-04-322 **MOVED** by Councillor Wardley

That administration be authorized to proceed with purchasing the utility tractor for the Hamlet of Zama as currently budgeted and planned, and that La Crete Recreation Board be advised to submit a request for a tractor in due process through 2017 budget request submission.

CARRIED

13. f) Unit #2350 – Fire Damaged Toolcat Replacement

MOTION 16-04-323 **MOVED** by Councillor Braun
Requires 2/3

That administration be authorized to purchase the Holder C270 for \$96,463 with \$37,000 coming from the insurance proceeds and the additional \$59,464 coming from the Vehicle & Equipment Reserve.

CARRIED

ADMINISTRATION: **9. b) Service Capacity Review**

MOTION 16-04-324 **MOVED** by Councillor Jorgensen

That the Service Capacity Review be scheduled for June 27 – 29, 2016.

CARRIED

MOTION 16-04-325 **MOVED** by Deputy Reeve Sarapuk

That the June 28, 2016 Committee of the Whole meeting be cancelled.

CARRIED

MOTION 16-04-326 **MOVED** by Councillor Braun

That the June 29, 2016 regular council meeting be changed to June 30, 2016.

CARRIED

Reeve Neufeld recessed the meeting at 4:30 p.m. and reconvened the meeting at 4:38 p.m.

**PLANNING &
DEVELOPMENT:**

14. a) None

UTILITIES:

15. a) None

**IN-CAMERA
SESSION:**

17. In-Camera Session

MOTION 16-04-327

MOVED by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:39 p.m.

17. a) Legal

17. b) Labour

- Council Self-Evaluation
- CAO Self Evaluation
- AUPE Negotiations

17. c) Land

CARRIED

Councillor Wardley left the meeting at 5:25 p.m.

Councillor Derksen left the meeting at 5:40 p.m.

MOTION 16-04-328

MOVED by Councillor Driedger

That Council move out of camera at 5:45 p.m.

CARRIED

17. b) Labour – AUPE Negotiations

MOTION 16-04-329

MOVED by Councillor Braun

That the AUPE negotiations update be received for information.

CARRIED

17. b) Labour – CAO Self-Evaluation

MOTION 16-04-330 **MOVED** by Councillor Driedger

That the CAO evaluation letter be issued as presented.

CARRIED

17. b) Labour – Council Self-Evaluation

MOTION 16-04-331 **MOVED** by Deputy Reeve Sarapuk

That the Council self-evaluation be TABLED to the end of June following the Service Capacity Review.

CARRIED

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

**NEXT MEETING
DATES:**

- 19.** a) Regular Council Meeting
 Tuesday, May 10, 2016
 10:00 a.m.
 Fort Vermilion Council Chambers
- b) Committee of the Whole Meeting
 Tuesday, May 24, 2016
 10:00 a.m.
 Fort Vermilion Council Chambers
- b) Regular Council Meeting
 Wednesday, May 25, 2016
 10:00 a.m.
 Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 16-04-332 **MOVED** by Councillor Driedger

That the council meeting be adjourned at 5:52 p.m.

CARRIED

These minutes will be presented to Council for approval on May 10, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Community Services Committee Meeting

BACKGROUND / PROPOSAL:

Unapproved minutes of the April 25, 2016, Community Services Committee Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved minutes of the April 25, 2016, Community Services Committee Meeting be received for information.

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

**MACKENZIE COUNTY
Community Services Meeting**

**April 25, 2016
1:00 PM**

**La Crete Meeting Room
La Crete, Alberta**

MINUTES

PRESENT:

Lisa Wardley	Councillor/Chair
Peter Braun	Councillor/Vice Chair
John Driedger	Councillor
Bill Neufeld	Reeve

ALSO PRESENT:

Joulia Whittleton	Chief Administrative Officer (left meeting at 3:27pm)
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities and Operations (South)
Jennifer Batt	Public Works Administrative Officer / Recording Secretary
Sylvia Wheeler	Public Works Administrative Officer
Wanita Mitchell	Public Works Administrative Assistant
Dave Fehr	Public Works Supervisor
Paul Driedger	Wadlin Lake Steering Committee (arrived 3:10pm)
Andrew Friesen	Wadlin Lake Steering Committee (arrived 3:10pm)

CALL TO ORDER:

1. Call to Order: 1:10 p.m.

Chair Wardley called the meeting to order.

AGENDA:

2. Adoption of Agenda

ADDITIONS:

MOTION CS-06-04-01

MOVED by Councillor Braun

That the agenda be approved as presented.

CARRIED

MINUTES:

3. Minutes of the November 2, 2015 meeting

MOTION CS-16-04-02

MOVED by Councillor Driedger

That minutes of the November 2, 2015 Community Services Committee meeting is adopted as amended.

- *amendment to motion CS-15-11-059 Title of Councillor*

CARRIED

NEW BUSINESS:

- 4 a. **Community Services Terms of Reference**

MOTION CS-16-04-03 **MOVED by Reeve Neufeld**

That the Community Services Committee Terms of Reference be received for information.

CARRIED

4. b **Wadlin Lake Update**

MOTION CS-16-04-04 **MOVED by Councillor Driedger**

That administration purchase the Wadlin Lake marina dock from EZ Dock as per Quote #3 for \$43,056.58 with funding coming from the Capital Project budget.

CARRIED

4. c. **Proposed Changes to Bylaw 796-11**

MOTION CS-16-04-05 **MOVED by Councillor Driedger**

That the Community Services Committee recommend to Council to amend Bylaw 796-11 Municipal Parks Bylaw as amended.

CARRIED

4. d. **Bridge Campground Update**

MOTION CS-16-04-06 **MOVED by Reeve Neufeld**

That the Bridge Campground report be received for information.

CARRIED

4. e. **Proposed Campground Opening Date**

MOTION CS-16-04-07 **MOVED by Reeve Braun**

That the proposed Campground Opening date of May 13, 2016 be received for information.

CARRIED

Chair Wardley recessed the meeting at 2:55 p.m. and reconvened the meeting at 3:10 p.m.

4. f. **Firewood for Campgrounds/Parks**

MOTION CS-16-04-08 **MOVED by Councillor Braun**

That administration brings further information on costs for contracting firewood supplying hauling to the next Community Services Committee meeting for review.

CARRIED

4. g. **Recreation Capital Projects**

MOTION CS-16-04-09

MOVED by Reeve Neufeld

That the Recreation Capital Projects update report be received for information.

CARRIED

DELEGATIONS:

5. a. **Wadlin Lake Steering Committee**

Paul Driedger and Andrew Friesen present on behalf of the Wadlin Lake Steering Committee.

Work completed in 2015

- Cleared roadway to new camping area
- Cleared area for 54 stalls + 1 group camping area

Work planned for 2016

- Mulch to be removed from roadway, and roads graveled. Mackenzie County has gravel on site to complete this work.
- Some sites require minimal grading, gravel.
- Borrow pit development
- Geo textile and culverts may be required in some areas – to be provided by Mackenzie County
- Trailer parking site development is a priority and will be completed right of way
- 8 sites should be available shortly
- Donations have been committed by some individuals for fire pits for the new sites. Steering Committee will continue to promote donations to complete development of sites in the expansion area.

Work planned for 2017

- Complete balance of sites not completed in 2016
- Continue fundraising for donations towards site development

Julia Whittleton left the meeting (3:27 pm)

MOTION CS-16-04-10

MOVED by Councillor Braun

That the Community Services Committee recommends to Council that 220 nights in the form of 220 - \$20 gift certificates issued by Mackenzie County, be given in trust to the Wadlin Lake Steering Committee for distribution to those individuals that make donations toward the Wadlin Lake expansion.

CARRIED

MOTION CS-16-04-11

MOVED by Reeve Neufeld

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.

- 5. a) Legal
- 5. a) Labour
- 5. a) Land
 - Wadlin Lake

MOTION CS-16-04-12

MOVED by Councillor Driedger

That Council move out of camera at 4:03 p.m.

CARRIED

MOTION CS-16-04-13

MOVED by Councillor Driedger

That the Community Services Committee recommends to Council that administration bring to Council a long term service agreement with F10 Group of Companies for Lot #1, #2, and #3 in the expansion area at Wadlin Lake at no cost for 10 years, and 2 Marina spots at no cost for a period of 5 years for their donation of developing 55 new sites at Wadlin Lake campground.

CARRIED

ADDITIONS:

6. a. **NONE**

NEXT MEETING DATE:

7. a. The next Community Service Committee Meeting be at the call of the Chair.

MOTION CS-16-04-14

MOVED by Councillor Braun





ADJOURNMENT:

Meeting was adjourned at 4:13 pm

CARRIED

Wadlin Campsite





TRANSPORTATION

-  Paved Primary
-  Ferry Crossing
-  Campground Roads
-  New Campground Roads




WATER

-  Creek

Existing Developments

-  Campsite - In Operation
-  Cleared Campsites
-  Planned Activity Site
-  Road Right of Way

Proposed Developments

-  Proposed Dock Improvements
-  Planned Boat Trailer Parking
-  Proposed Borrow Pit



Planned Boat Trailer Parking

Planned Playground Site

Planned Group Site

Proposed Dock Re-Alignment



1:2,500

Date: May 4, 2016





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for April are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO report for April 2016 be received for information.

Author: C. Gabriel Reviewed by: _____ CAO: _____

Mackenzie County

Monthly CAO Report to Council – April 2016

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

Mackenzie County administration met with Alberta Agriculture and Forestry representatives on April 1, 2016 to discuss the Mutual Aid Agreement in preparation for the 2016 season. Multiple items were discussed: local and northwest mutual aid sharing, fireworks, 2015 events (what went well and what requires changing), radio communications, deployment post 24 hours, etc. Some of this was tested during early May already as we are heading into a very dry season.

On April 6, 2016 a meeting was held with ATCO representatives. Administration and ATCO discussed the upcoming activities and project for this season, changes in procedures, cost responsibilities, emergency response. A presentation for invested vs. non-invested street lights and LED lights was made. Administration invited ATCO to Council's COW meeting to present this information and a request for decision will be coming to Council on May 25, 2016 with calculations and pros and cons of moving from non-invested to invested street lights system. We will be looking for Council's direction.

The 2016 Audited Financial Statements and 2016 budget were finalized in April and presentations were made to Council. The 2016 tax rate bylaw was approved. Please note that I received a notification from Municipal Affairs that the County should expect a linear assessment change notification due to ATCO generation plants 1, 2, 3 in Rainbow Lake area being disconnected (prior to October 2015). The assessments for these properties are included in the current assessment but now will be removed. I discussed this with Randy Affolder. This change could potentially bring more implications as the current assessment for these properties is as follow: \$12M in linear, \$21M in M&E and \$5M in buildings and structures assessments.

The County re-signed the extended aggregate purchase agreements for electricity and gas (Zama) through the AAMD&C program. We were also notified to add \$1.12 per gigajoule for 2017 and \$1.68 gigajoule for 2018 to our budgets for gas due to cost of renewables.

On April 13th, I assisted the Reeve and Deputy Reeve during the conference call with Rick Pollard, Relations Manager of the Office of Premier. A document was assembled subsequently and sent to Mr. Pollard and our MLA Debbie Jabbour. It is available on DocuShare for your information. There are no new materials, just an assembly of documents for the Office of the Premier to support the County's discussion points.

The Town of High Level hired a consultant to develop a Fire Smart plan. The Plan will not be limited to the area within the Town's boundary but will look at the areas outside in all directions. The County is providing GIS data and will be commenting on the draft Plan.

During April 13 & 14 two sessions were held and facilitated by Dr. Gordon McIntosh. On April 13th Council had an opportunity to discuss their self-evaluation and CAO performance evaluation. On April 14th, Gordon facilitated the Situational Leadership workshop for the management team. Both events were very productive for Council and staff. I am attaching a summary prepared by Gordon that captures the discussion points identified by the Management Team; these are to be worked through during the upcoming months to make this County perform to its best capacity.

AUPE negotiations update will be provided in camera.

All departments are proceeding with their projects and summer activities, a few tenders will be open at Council's May meetings.

On the administrative side, I have completed all annual performance evaluations for those that report directly to me during the month of April. The County's general staff meeting was held on April 28, 2016. The agenda included OHS, COR, employees' survey, suggestion boxes updates; the 2016 budget and the updated Council's business plan were provided. Mackenzie County has an excellent group of employees that take pride in what they do and are committed to excellent public service.

Please review the attached Directors reports and your questions are welcome.

Respectfully submitted,

Joulia Whittleton

April 18, 2016

To: J. Whittleton and Management Team
From: Dr. Gordon McIntosh
Subject: **ORGANIZATIONAL SUCCESS SESSION**

The Council Governance Check-in, CAO Appraisal and the Situational Leadership (Staff) Workshop (April 13 & 14, 2016) identified a number of areas for attention to enhance Mackenzie County's organizational success.

The following Organizational Success Indicators were used to assess governance and organizational effectiveness:

1. Adherence to defined political and administrative **roles and responsibilities**.
2. Efforts to develop and achieve **strategic directions**.
3. Ability to develop a smooth transition of **plans into action**.
4. Attention to monitor and recognize **organizational** and **staff performance**.
5. Facilitation of a positive and productive **organizational environment**.
6. Accountability for the efficient use of **organizational resources**.
7. Ensure complete information and discussion to arrive at **good decisions**.
8. Consistency of attention to **internal and external communication**.
9. Respect for **diverse opinions**.
10. State of organizational stability while addressing **changing conditions** and **issues**.
11. Evaluation of the satisfaction levels and efficiency of **service delivery**.
12. Maintenance of external **relations and partnerships**.
13. Honor the principles of **transparent processes** and **servicing the public interest**.

The following emerging topics were discussed at the staff workshop:

- **Service Capacity**

Joulia will bring forth options to undertake a service capacity review that seeks to articulate service expectations, assess current delivery, identify service targets for review, and determine service adjustments. It is desired that this take place before the start of the 2017 budget process.

- **Budget Process**

Administration will schedule a time to ask Council '*what works well*' and '*areas for attention*' for the budget process to guide their review of best practices to bring forth a revised budget template for the 2017 process.

- **Staff attendance at Council.**

Joulia will look at scheduling staff presence to match topics of relevance. This will require adjustments to the agenda and Council adherence so conversations do not take place without the relevant manager.

- **Council Follow-up**

Joulia will modify the Follow-Up Action List (FUAL) to ensure the status is noted – target date and ‘status change’ reason. It was agreed that the FUAL should be reviewed every quarter on status changes and continued relevance.

- **Committee Matters**

Administration will record full Committee resolutions (vs. ‘*as discussed*’) and provide key ‘rationale’ – pros and cons (vs. *verbatim*) for a recommendation.

- **Decision Making Options**

The management team thought that recommendations should be cited by the Committee Chairperson. The Chairperson could then ask for background from or direct ‘information’ questions to the appropriate staff person.

- **Purchasing Policy**

Review the policy to ensure clarity for the opening of tenders by administration and/or at Council Committees.

These items should be placed on the Follow-Up Action List with responsibility assignment and target dates.

Other items identified for future discussions at future Management Team meetings include:

- **Attention to Council strategic direction – priorities and expectations**
- **Staff/management communication**
- **Long Term Financial Plan**
- **Better Coordination of Public Information**
- **Creating an organizational culture to adapt to change**
- **Respect for diverse opinions within the organization and region**

I trust the forgoing accurately portray the informal discussions of emerging topics in a manner that facilitates follow up the ideas and issues raised. If you have any questions or I can be of any further assistance, please to not hesitate to contact me.

Mackenzie County – Conference Call with Rick Pillard, Relations Manager, Office of Premier, Alberta

April 13, 2016

Topics outline:

1. Our Economy:

- a. **Unemployment** is an issue due to distraction of oil & gas industry;
- b. **Well abandonment program** – we would like to see strong encouragement from our provincial government to the industry partners to increase their rate of carrying out this program; this in turn will provide jobs to those that were employed in the industry before the downturn, hopefully “carrying” people through the hard times;
- c. **Diversification** – more emphasis should be placed on agriculture and northern agriculture research; while there are some small wins – development of the Mackenzie Oat Processors project in Mackenzie County, more investment in diversifying on local level while utilising the local grown products is required; more investment in the agricultural research should be provided;
- d. **Distance to market** is a huge challenge for our Region;
- e. **Carbon Tax** will place additional strain on people living in the North (see the attached letters);
- f. **Agricultural land preservation and expansion** must continue (see the Phase map) – we are still waiting for the Phase 3 sales, the specific parcels have not been identified, although we understood First Nations consultations had been concluded). Please review the attached “Developing the Northern Corridor” report which identifies a huge potential of our Region.

2. Capital Investment in Infrastructure:

- a. **Transportation** – need to expand the “high & wide” corridors to allow for flow of goods;
- b. **Hwy 58** extension East (to Fort Chipewyan, AB) and West (to Fort Nelsen, BC);
- c. **Rail** infrastructure (7 Generations, Mat Vickers) – we would like to see this project going ahead; this will help with getting our products to new markets;
- d. **Municipal infrastructure** – replacement and maintenance (roads, bridges, water treatment plants, airports, lagoons, surface water management, etc.);
- e. **Mackenzie County specific** (see the attached summary and a map of the sales-to-date):

- **sale of 118,936 acres of land** placed a significant pressure on our municipality;
- the County has requested the Province to assist with funds to construct new roads (gravel road accesses), but received no assistance this far;
- accessing new lands in the southern area of the municipality (Blue Hills area) is impossible without two new bridge structures for which we have no funds;
- at very least, we are looking for **financial assistance to install the two new bridges in Blue Hills area**;
- In order to create an orderly approach to **surface water management** within the area of new agricultural land expansion (**a function of the provincial government, but is not being addressed to meet the local needs**), the County requires funds. The County submitted an application under the **Alberta Community Resilience** program, but was not successful.

3. Other:

- a. **Farm and Ranch Workplace Regulations consultations** – the province must find a way to undertake **adequate consultation** (see the exchanged letters);
- b. Bill 246 (Federal Government) – Modernizing Animal Protection Act – we need **adequate consultation** before something of this nature is either introduced or passed;
- c. A municipality is not able to be adequately engaged in consultations/discussions relative to proposed changes to **Federal legislative** documents (Acts, regulations); **the province is involved, but little or no information is provided until post approval**. In order to adequately address impacts on people, we request that more information be provided, including options to

MONTHLY REPORT TO THE CAO

For the Month of April 2016

From: Ron Pelensky
Director of Community Services and Operations

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular spring road maintenance which included repairing some minor washouts.
Dogs	Ongoing	Completed animal patrols in Fort Vermilion, La Crete and Rocky Lane Picked up 1 dog
Bylaw	Ongoing	Responded to ATV complaints in La Crete and vandalism at Blumenort transfer station and Atlas landing
Emergency/Disaster Service	Ongoing	Monitored Ice break up and overland flooding
Health and Safety	Ongoing	Reviewed COR audit results with managers and staff Building Inspections
Peace Officer	Ongoing	Patrolled La Crete three separate weekends in April. Issued 8 tickets and 41 warnings tickets. Many issues with ATV not stopping. \$4380.00 in fines issued Preparing policies and SOP for hiring a Peace Officer.
Fire Department	Ongoing	Fort Vermilion Responded to 1 Tanker assist, 2 Medical Assists La Crete responded to 6 Medical Assists, 1 Motor Vehicle Collision, 2 Structure Fires Zama no calls
Fire Department Training	Ongoing	Regular practices held. La Crete & FV 14 members trained on Fire Works Safety & Legal Awareness, confined space training, rope training and grain rescue training.
Zama Public Works	Ongoing	Regular spring/summer maintenance

Capital Projects

Zama Shower unit	April	Shower unit is built, and is placed. Waiting for coin operating machine.
Road Regraveling Project	April	Entered into an agreement for the supply of crushed gravel from Knelsen Yard Opened regravelling tenders, waiting award
Purchase 3 Graders	April	Agreement to purchase graders through Finning is complete. One Grader delivered.
Hutch Lake & Machesis Campground	April	Awarded Caretaker positions to Ken Ward for Machesis Lake and Vern Shelton for Hutch Lake. Creating plans for constructing Hutch Lake caretaker site.
Bridge Campground	April	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 rd Ave Paving	April	Project is out for tender
FV 45 Ave Cul-de-sac Paving	April	Project is out for tender
Store Road Reconstruction	April	Met with engineers to discuss scope, Raymond Vanpatten negotiating back slope agreements and borrow pits
Heliport Road – oil dust control	April	Discussed plan with FV public works waiting for June to complete
Fire Department Radios	April	Vector and Motorola has resolved pager issues
Shoulder Pull	April	Blumenort rd east, signing backslope agreements and borrow pit agreements (its more a rebuild than shoulder pull)
Oil Recycling Facilities	April	Contract to relocate it has been awarded and dates to move the site are being organized.

Fort Vermilion Shop extension	April	Request for Proposal is currently being advertised
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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 April 2016

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

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Graders and crew are repairing soft spots as frost leaves.
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. Ferry is running.
Equipment		The tool cat in LaCrete was written off due to a wiring fire.

Projects	Timeline	Comments
BF 78103 Salt Shed Hiring	Ongoing	<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 May to ensure frost is out of ground.</p> <p>We will be looking for summer staff start date may be first part of May.</p>
Various work	Ongoing	<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 some of 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> <p>Once completed there will be 53 new sites. 94th ave. and Forts roads for this year's projects are being worked on and finalized. We have placed ¾ crush on the new section of road rebuilt last year at Blumenort.</p>

Personnel Update:

My wife and I will be on holidays from May 1st. for two weeks relaxing at a resort on Vancouver Island near Parksville. I'll miss the north every day hehe.

Other Comments:

Respectfully,

Len Racher
Director of Facilities and Operations (South)

MONTHLY REPORT TO THE CAO

For the month of April 2016

From: Peng Tian
 Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2015 Audited Financial Statements and Financial Information Return	May 2, 2016	2015 financial statements with auditor's report and signed and dated 2015 FIR with auditor's report have been submitted to Alberta Municipal Affairs by our auditors by May 2, 2016.
2016 Operating Budget	April 30, 2016	2016 Final Operating Budget was approved by Council and posted on County's website by April 30, 2016.
2016 Tax Rate Bylaw	April 30, 2016	2016 Tax Rate Bylaw was approved by Council and posted on County's website by April 30, 2016.
Grants to Local Governments	Ongoing	50% of 2016 operating grant to Town of Rainbow Lake was paid out by end of March, 2016. 2016 operating grant to Town of High Level will be calculated and paid out by May 31, 2016.

Capital Projects

2016 Capital Budget	April 30, 2016	2016 Final Capital Budget was approved by Council and posted on County's website by April 30, 2016.
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Personnel Update:

The new assessment and taxation clerk and payroll clerk were hired in April 2016. We are in the process of accepting and reviewing the applications for the controller position and interviewing some candidates.

Other Comments:

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REPORT TO THE ASB CHAIR & MEMBERS

For the month of April, 2016

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Weed warning letters	Spring 2016	Weed notices will be issued in spring of 2016 to ensure control measures are implemented.
Trans Corridor Meeting	March 12, 2016	These were weed control planning meetings in High Level and Peace River with local industry (loggers, Forestry, Oil companies, Towns and Alberta Transportation) to educate, assist and receive feedback regarding weed control in 2016. Eight people attended in High Level, approximately fifty in Peace River.
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 th 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 th 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:

There were 19 applications received for the Weed Inspector position. Josh Driedger of La Crete was hired. His start date is May 24th. This seasonal position ends October 31st. Bill Hayday of Rocky Lane is the incumbent green zone (oilpatch, outlying areas) Weed Inspector.

Other Comments:

MONTHLY REPORT TO THE CAO

For the month of April, 2016

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. Current rumour persists that it will begin in 2016.
Community Infrastructure Master Plans	Winter 2016	Revisions were nearly completed, but since 2015 census data is available indicating over 30% population difference for La Crete from what was originally used, are re-calculating all of the La Crete numbers.
La Crete & Fort Vermilion Design Guidelines & Economic Development Strategy	May 2016	Final draft of streetscape design to be circulated through the steering and advisory committees by May 19 th . Ec dev and streetscape to be presented to council on May 25 th for approval.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Community Investment Readiness package	Spring 2016	REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had challenges proceeding with this project, so we may reconsider our approach after we receive our economic development strategy.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	2016	Contractor to resume sign installation as soon as ground conditions allow.
Aerial Photos	2016	Imagery will be acquired during the summer months.

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

Personnel Update:

All current positions are filled. Planner interviews completed on the week of May 2nd, should have someone in place this summer. Should have a more accurate update within a week.

Other Comments:

Attended the Economic Developers Alberta conference in early April, where I presented on our combined economic development and streetscape project. As always, learned a lot and made many great acquaintances.

Development has absolutely taken off in the last month. Lots of complex questions about rezoning, servicing, long term growth that are time consuming and difficult to answer, in addition to all of the development permit applications.

REPORT TO THE CAO

For April 2016

From: Alexandra Codispodi
Municipal Intern

Department: Legislative Services

- Developed an internal document describing Mackenzie County employee duties and areas of responsibility.
- Drafted an RFP for the Fort Vermilion Shop: Office Extension.
- Prepared the advertisements for the above noted RFP.
- Drafted an update to the Subdivision and Appeal Board Bylaw.
- Drafted letters requested by Council.
- Attended situational leadership workshop.
- Attended Alberta Municipal Clerks Association Conference and its sessions regarding:
 - Administrative briefings and in camera meetings
 - FOIP FAQs for municipalities including acceptable surveillance practices
 - Skills to help relieve overload and stress
 - Creating an inspiring workplace
 - The MGA review and amendments
 - The determination of population regulation review
 - Municipal by-election
- Researched and drafted a Council Committees Bylaw.
- Applied for donations for the Mackenzie County Agricultural Fair.

Other Comments:

REPORT TO THE CAO

For the Month of April 2016

From: Carol Gabriel
Director of Legislative & Support Services

Council:

- The advance vote for the Ward 7 vacancy was held on Saturday, April 30, 2016 from 12 noon to 4:00 p.m. A total of 22 electors voted. The By-Election day was held on Wednesday, May 4, 2016. A grand total of 147 electors voted in the election. A copy of the unofficial election results are attached.
- Member at large positions will be re-advertised in the County Image. However the Assessment Review Board training was held in the spring and no additional training dates are currently available. Approximately 5 positions remain open on the Land Stewardship Committee, and 1 position on the Assessment Review Board.
- Council committee vacancies will be filled at the May 10, 2016 council meeting for the Community Services Committee, Emergency Response Committee, and the Public Works Committee.

Bylaws/Policies/Reports/Publications:

- The May-June 2016 County Image is tentatively scheduled to be released by mid-May.
- Work is continuing on the preparation of the 2015 Annual Report. A draft report should be available by May 13, 2016.
- A redrafted Subdivision & Development Appeal Board Bylaw has been prepared and is being presented to Council for adoption on May 10, 2016. The redrafted bylaw will clarify inconsistencies that existed in the current bylaw in regards to membership and quorum.
- Reviewing Council Committee Bylaw drafted by our Intern to be presented to Council on May 25, 2016.

Citizen Engagement:

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

Records Management:

- In the process of creating a filing procedure for staff and an information meeting has been scheduled with administrative staff for June 1, 2016. Training on council committee minutes, RFD writing for Council, etc. will be included in this training.

Human Resources:

- Two positions are still available and are posted on our website. These positions include a Finance Controller and a Planner.
- HR has been busy with orientation of new employees including the summer staff.
- The employee responsibilities booklet which will assist staff in knowing “who does what” in the organization and various department duties overall will be rolled out by May 13, 2016.
- The budget was approved to include the purchase of an HR Module to our Diamond financial software. Arrangements are in progress for a software demonstration prior to purchase. The Finance Department, IT Department, and HR will participate in this demonstration.

Events:

- Organizing continues for the 8th annual Mackenzie Regional Charity Golf tournament on September 7, 2016.
- Proceeding with setup of the annual Ratepayer meetings and the BBQ’s at each location.
- Assessment open houses have also been scheduled as follows:
 - June 16 – La Crete
 - June 17 – Fort Vermilion
 - June 18 - Zama

Miscellaneous:

- Created a Property Tax Information Brochure. In preparation for the upcoming issuance of tax notices, open houses, and potential assessment appeals.
- Ongoing updates to the County website
- Ongoing updates to the County Facebook page regarding upcoming events, wildfire updates, road bans, etc.
- A Subdivision & Development Appeal was received and the hearing is scheduled for May 11, 2016.

Meetings/Conferences:

- Participated in the Situational Leadership Workshop with Gordon McIntosh (April 14, 2016)
- Alberta Municipal Clerks Conference (April 20-22, 2016)
- General Staff Meeting (April 28, 2016)
- Various managers meetings and council meetings

Mackenzie County

2016 Municipal By-Election – Ward 7 (Fort Vermilion) UNOFFICIAL Election Results

FOR IMMEDIATE RELEASE

Wednesday, May 4, 2016, 8:29 p.m.

The following are the unofficial election results for the municipal by-election for the position of Councillor Ward 7 (Fort Vermilion). These results remain unofficial until 12 noon on Sunday, May 8, 2016.

The **UNOFFICIAL** results are as follows:

Candidate	Number of Votes	Nominee Status
BEAVER, Peter	22	
CONGO, Michael I.	12	
FLETT, Odell M.	41	
LA FORGE, Charles	14	
TOEWS, Ray	58	ELECTED (New)



Julia Whittleton, Chief Administrative Officer / Returning Officer
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MONTHLY REPORT TO THE CAO

For the Month of April 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	- Starting up and ongoing throughout summer.
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	Operators to complete further investigations on services this spring.
FV-Raw Water Truckfill Upgrade	April/16	Currently in progress and will be complete by the time this report is being read.
LC-Raw Water Truckfill Upgrade	Complete	Deficiencies are corrected and just require O&M documentation.
LC- Lagoon Upgrade	Oct/16	Some seeding to be completed in spring 2016 and 1 year inspection to occur in fall 2016.
LC- Main Lift Station Repair/Upgrade	Complete	Just some site work that needs to be completed.
LC- Sanitary Sewer Main Upgrade	Oct/16	Opened tenders and confirming some final details before award.

FV- 48 th Ave Water Services	Oct/16	Services installed with asphalt and landscaping to be completed in 2016.
Rural Potable Water Infrastructure	Ongoing	Tenders for contract 2 – waterline received. Contract 3 – Truckfills to be opened at May 25 th meeting.
FV- Dechlorination	Complete	Dechlorination equipment is installed, tested and working.
FV- Lagoon Desludge	June/16	No interest was received from farmers, so currently contacting surrounding farmers for land to apply sludge. Received quote results back.
LC- Paving Raw Water Fill	Sept/16	Done in conjunction with 94 th 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:

We have hired our LC summer GML's and are working on filling the FV summer GML position as well.

Other Comments:

We met with Chief Trevor Mercredi to discuss the water plant issues at Boyer River. It seems that there is a combination of issues. The waterline had been frozen but they thawed it and it's working again. Chief Mercredi explained that they can't keep up to the water hauler demands mostly due to their rates being too low which attracts people to use their water. Their coin machine is outdated and is not designed to accept higher rates than what they were charging. He further explained that they would still fill people's tanks but they needed to come to their office to pay. We offered our help if they would have future issues with the frozen line, that we could aid with using our pump temporarily.

Respectfully submitted,

Fred Wiebe
 Manager of Utilities
 Mackenzie County

COMMUNICATION:

Administration to notify all proponents of Councils decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the tenders for the sale of Unit # 2003, 1994 GMC Topkick truck be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the sale of Unit #2003, 1994 GMC Topkick truck be awarded to the highest bidder.

Author: R. Pelensky Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Ron Pelensky, Director of Community Services and Operations (North)
Title:	TENDER 2016 Road Improvement Project

BACKGROUND / PROPOSAL:

As per the 2016 approved capital budget WSP prepared and advertised the 2016 Road Improvement Project Tender, with a closing date of 2:01 p.m. on May 10, 2016.

OPTIONS & BENEFITS:

Option 1:

That the 2016 Road Improvement Project Tender be awarded to the lowest qualified bidder.

Option 2:

That the 2016 Road Improvement Project be brought to Public Works Committee to review and recommend options how to reduce the scope of the project so it aligns with the budget.

COSTS & SOURCE OF FUNDING:

Funding – To be funded from the approved 2016 capital budget.

Schedule "A"	Fort Vermilion	Budget	Total
	43 rd Ave	\$135,000	
	45 th Ave	\$140,000	
	Water Treatment Plant	\$250,000	
			\$525,000

Author: R. Pelensky Reviewed by: _____ CAO: JW

Schedule "B"	La Crete		
	Lagoon Access	\$25,000	
	Raw Water Truck Fill	\$48,000	
	94 th Ave	\$870,000	
			\$943,000
		Grand Total	\$1,468,000

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2016 Road Improvement project tenders be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the 2016 Road Improvement Project Tender be awarded to the lowest qualified bidder.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Ron Pelensky, Director of Community Services and Operations (North)
Title:	TENDER Fort Vermilion Shop Extension

BACKGROUND / PROPOSAL:

As per the 2016 approved budget administration advertised the Fort Vermilion Shop Extension Tender, with a closing date of 3:00 p.m. on May 10, 2016.

OPTIONS & BENEFITS:

Option 1:

That the Fort Vermilion Shop Extension Tender be reviewed by administration and recommends be brought to Council for awarding.

Option 2:

That the Fort Vermilion Shop Extension Tender be awarded to the best qualified proponent.

COSTS & SOURCE OF FUNDING:

Funding:

To be funded from the approved 2016 capital budget of \$132,250.

SUSTAINABILITY PLAN:

N/A

Author: R. Pelensky Reviewed by: _____ CAO: JW

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Shop Extension Tender be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Shop Extension Tender be reviewed by administration and that recommendations be brought to Council for awarding.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1034-16 Subdivision and Development Appeal Board

BACKGROUND / PROPOSAL:

The Subdivision and Development Appeal Board was established by Bylaw 036/95 and subsequently amended by Bylaw 079/97.

Inconsistencies exist in the current bylaw in regards to membership and quorum. Therefore, an amended bylaw is being presented to provide clarification and consistency.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Mackenzie County Bylaws are available to the public through our website.

Author: C. Gabriel **Reviewed by:** _____ **CAO:** JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1034-16 being the Subdivision and Development Appeal Board for Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1034-16 being the Subdivision and Development Appeal Board for Mackenzie County.

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1034-16 being the Subdivision and Development Appeal Board for Mackenzie County at this meeting.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1034-16 being the Subdivision and Development Appeal Board for Mackenzie County.

Author: _____ Reviewed by: _____ CAO: JW

BYLAW NO. 1034-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 624, Council may establish a Development Authority, and

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

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

1. TITLE

- a) This Bylaw shall be cited as the Subdivision and Appeal Board Bylaw.

2. DEFINITIONS

In the Bylaw:

- a) **“Act”** - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) **“Appellant”** - means the person who has served written notice of an appeal to the Secretary of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) **“Board”** - means the Appeal Board established pursuant to this Bylaw.
- d) **“Chairman”** – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.

- e) **“Council”** - means the Mackenzie County Council.
- f) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- g) **“Municipality”** - means the municipal corporation of Mackenzie County.
- h) **“Secretary”** - means the person appointed by Council to act as Secretary of the Board.
- i) **“Subdivision Approving Authority”** - is the authority appointed by Council to decide applications for subdivision.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

3. ESTABLISHMENT

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

4. DUTIES

The Board shall:

- a) Decide upon all appeals referred to it by the Secretary of the Board, including an:
 - i) appeal of a development permit decision issued by the development authority;
 - ii) appeal of a stop order issued by the development authority; and
 - iii) appeal of a notice of decision for subdivision issued by the development authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. MEMBERSHIP

- a) The Membership of the Board shall consist of:
 - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing;

- ii) five (5) Members at Large, of which two (2) will sit on the Board at any one hearing.
- b) Members of the Board shall be appointed annually by resolution of Council at the Organizational Meeting held in October.
- c) All members of the Board will hold office for a one year term.
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.

6. QUORUM

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.

7. CHAIRMAN

- a) The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman at the commencement of each Hearing.

8. ABSENT BOARD MEMBERS

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.

- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

9. SIGNING AUTHORITY

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) An officer appointed by Council may sign on behalf of the Board.

10. SECRETARY OF THE BOARD

- a) The Council shall appoint a Secretary to the Board who may be an employee of the municipality.

The Secretary shall:

- b) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- c) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- d) attend all meetings of the Board and shall keep the following records with respect thereto:
 - i) the minutes of all meetings and hearings;
 - ii) all applications;
 - iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;
 - v) notes as to each representation;
 - vi) the names and addresses of those making representations at the hearing;
 - vii) the decision of the Board;
 - viii) the reasons for the decision of the Board;
 - ix) the vote of the Members of the Board on the decision;
 - x) records of all notices of decision and of persons to whom they were sent;

- xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
 - xii) such other matters as the Board may direct or the Secretary may determine.
- e) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- f) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
- i) all applications, notices, stop orders, and decisions related to the appeal, and
 - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

11. PUBLIC HEARING

- a) The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

12. SPECIAL MEETING

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Secretary may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Secretary of the Board. The Board is allowed to hold a special meeting to:
 - i) Determine who should be notified of the Board hearing, and
 - ii) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

13. DECISIONS

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.

- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

14. PROVINCE OF ALBERTA APPEAL PROCEDURE

- a) The Secretary shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

15. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.

16. REMUNERATION & TRAVEL EXPENSES

- a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

17. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 036/95 and Bylaw 079/97 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

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

BYLAW NO. 079/97

BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO AMEND BYLAW 036/95
TO ESTABLISH THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS Section 624 of the Municipal Government Act, 1994, Chapter M-26.1, and amendments thereto, empowers a Council to establish a Development Authority, and

WHEREAS Section 627 of the Municipal Government Act, 1994, Chapter M-26.1, and amendments thereto, empowers a Council to establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

NOW THEREFORE, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. *THAT Section 3.0.1 of Schedule "A" of Bylaw No. 036/95, being a Municipal District of Mackenzie No. 23 Bylaw, be amended as follows: "The Board is hereby established and shall consist of eight (8) members appointed by resolution of Council of which five (5) will sit on the Board at any one hearing as noted in section 3.2.0 (MEMBERSHIP)."*
2. *THAT Section 3.8.1(a)(iii) of Schedule "A" of Bylaw No. 036/95 be amended as follows: "appeal of a notice of decision for subdivision issued by the subdivision approving authority."*
3. *THAT this Bylaw is effective upon the date of the third and final reading.*

First Reading given on the 27th day of March, 1997

Reuben Derksen
Reuben Derksen, Reeve

Dennis Litke
Dennis Litke, C.A.O.

Second Reading given on the 27th day of March, 1997

Reuben Derksen
Reuben Derksen, Reeve

Dennis Litke
Dennis Litke, C.A.O.

Third Reading and Assent given on the 27th day of March, 1997

Reuben Derksen
Reuben Derksen, Reeve

Dennis Litke
Dennis Litke, C.A.O.

SCHEDULE "A"

Bylaw No. 079/97

MUNICIPAL DISTRICT OF MACKENZIE NO. 23

SUBDIVISION AND DEVELOPMENT

APPEAL BOARD BYLAW

SR

R.D.

BYLAW NO. 079/97**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SUBDIVISION AND DEVELOPMENT APPEAL BOARD****SECTION 1.0.0 GENERAL**

1.0.1 This Appeal Board Bylaw may be cited as the "Bylaw".

SECTION 2.0.0 DEFINITIONS

2.0.1 In the Bylaw:

- (a) "Municipality" means the Municipal District of Mackenzie No. 23.
- (b) "Act" means the Municipal Government Act, 1994, and amendments thereto.
- (c) "Board" means the Appeal Board established pursuant to this Bylaw.
- (d) "Council" means the Municipal District of Mackenzie No. 23 Council.
- (e) "Members at Large" are Members of the Board who are no Councillor's of the Municipality.
- (f) "Secretary" means the person appointed by Council to act as Secretary of the Board.
- (g) "Development Officer" means the designated officer, person or organization appointed by Council pursuant to the Act.
- (h) "Subdivision Approving Authority" is the authority appointed by Council to decide applications for subdivision.
- (i) "Appellant" means the person who has served written notice of tan appeal to the Secretary of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- (j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

SECTION 3.0.0 ADMINISTRATION

3.0.1 The Board is hereby established and shall consist of eight (8) members appointed by resolution of Council of which five (5) will sit on the Board at any one hearing as noted in section 3.2.0 (MEMBERSHIP).

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- 3.0.2 The Members of the Board are hereby considered “authorized persons”.
- 3.1.0 ELIGIBILITY
- 3.1.1 No person who is appointed by the municipality as the development officer, an employee, or a non-resident of the Municipal District of Mackenzie No. 23 shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- 3.2.0 MEMBERSHIP
- 3.2.1 The Membership of the Board shall consist of two (2) Members of Council, and a pool of five (5) Members at Large of which three (3) will sit on the Board at any one hearing.
- 3.2.2 A Member of Council’s appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- 3.2.3 Members of the Board may be appointed by Council annually, or as required, subject to the provisions of this Bylaw.
- 3.2.4 Subject to other provisions of this Bylaw, one (1) Member of Council, as appointed by Council, may be an alternate Member of the Board if:
- (a) A Member of the Board who is also a Member of Council pursuant of this Bylaw is unable to participate as a Member of the Board.
- 3.3.0 APPEAL FEES
- 3.3.1 Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council.
- 3.4.0 REMUNERATION, TRAVELING AND LIVING EXPENSES
- 3.4.1 The Members of the Board shall be entitled to such Remuneration, traveling and living expenses, as may be fixed from time to time by resolution of Council.
- 3.5.0 QUORUM
- 3.5.1 Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- 3.6.0 ABSENT BOARD MEMBERS
- 3.6.1 A Member of Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- 3.6.2 In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman

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being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

3.7.0 CHAIRMAN

3.7.1 The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman.

3.7.2 The Chairman and Vice-Chairman shall hold office for the duration of their appointment to the Board or until such time as their written resignation from those positions.

3.8.0 DUTIES

3.8.1 The Board shall:

- (a) Decide upon all appeals referred to it by the Secretary of the Board, including an:
 - (i) appeal of a development permit decision issued by the development authority;
 - (ii) appeal of a stop order issued by the development authority; and
 - (iii) appeal of a notice of decision for subdivision issued by the subdivision approving authority.
- (b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

3.9.0 SIGNING AUTHORITY

3.9.1 An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.

3.9.2 An officer appointed by Council may sign on behalf of the Board.

3.10.0 DECISIONS

3.10.1 The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.

3.10.2 The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.

3.11.0 SPECIAL MEETING

3.11.1 Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Secretary may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Secretary of the Board. The Board is allowed to allowed to hold a special meeting to:

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- (a) Determine who should be notified of the Board hearing; and
- (b) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

3.11.0 PUBLIC HEARING

- 3.11.1 The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- 3.11.2 The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

SECTION 4.0.0 SECRETARY OF THE BOARD

- 4.0.1 The Council shall appoint a Secretary to the Board who may be an employee of the municipality.
- 4.0.2 The Secretary shall attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- 4.1.1 Functions of the Secretary

The Secretary of the Board shall:

- (a) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- (b) shall attend all meetings of the Board and shall keep the following records with respect thereto:
 - (i) the minutes of all meetings and hearings,
 - (ii) all applications,
 - (iii) records of all notices of hearings and of persons to whom they were sent,
 - (iv) copies of all written representations to the Board,
 - (v) notes as to each representation,
 - (vi) the names and addresses of those making representations at the hearing,
 - (vii) the decision of the Board,
 - (viii) the reasons for the decision of the Board,
 - (ix) the vote of the Members of the Board on the decision,
 - (x) records of all notices of decision and of persons to whom they were sent,
 - (xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
 - (xii) such other matters as the Board may direct or the Secretary may determine.
- (c) the Secretary shall:
 - (i) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board,

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R.D.

- (ii) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
 - (a) all applications, notices, stop orders, and decisions related to the appeal; and
 - (b) written notice of appeal from individuals believe that they are affected by the decision, order, or notice.

SECTION 5.0.0 PROVINCE OF ALBERTA APPEAL PROCEDURE

5.0.1 The Secretary shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

SECTION 6.0.0 RESCISSION OF FORMER BYLAW

6.0.1 Improvement District Order No. 012/94, being the Municipal District of Mackenzie No. 23 Development Appeal Board Order, and any amendments thereto, is hereby rescinded.



BYLAW NO. 036/95

Amended 4-03
Bylaw 079/97

BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS Section 624 of the Municipal Government Act, 1994, and amendments thereto, empowers a Council to establish a Development Authority, and

WHEREAS Section 627 of the Municipal Government Act, 1994, and amendments thereto, empowers an Council to establish a Development and Subdivision Appeal Board, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

NOW THEREFORE, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, DULY ASSEMBLED, hereby ENACTS as follows:

1. *THAT Improvement District Order No. 012/94, and all amendments thereto, being an Improvement District Order for Improvement District No. 23 in the Province of Alberta, is hereby rescinded.*
2. *THAT the Municipal District of Mackenzie No. 23 Council establish the Municipal District of Mackenzie No. 23 Subdivision and Development Appeal Board in accordance with the provisions described in attached Schedule "A".*

The adoption of this Bylaw is effective upon the date of the passing of the third and final reading of this resolution.

READ A FIRST time this 12th day of December, 1995.

B. Neufeld
Bill Neufeld, Reeve

P. Litke
Dennis Litke,
Chief Administrative Officer

READ A SECOND time this 12th day of DECEMBER, 1995.

B. Neufeld
Bill Neufeld, Reeve

P. Litke
Dennis Litke,
Chief Administrative Officer

THIRD READING and ASSENT given on the 12TH day of DECEMBER, 1995.

B. Neufeld
Bill Neufeld, Reeve

P. Litke
Dennis Litke,
Chief Administrative Officer

SCHEDULE "A"

Bylaw No. 036/95

MUNICIPAL DISTRICT OF MACKENZIE NO. 23

SUBDIVISION AND DEVELOPMENT

APPEAL BOARD BYLAW

H
B.W.

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

SECTION 1.0.0: GENERAL

1.0.1 This Appeal Board Bylaw may be cited as the "Bylaw".

SECTION 2.0.0: DEFINITIONS

2.0.1 In the Bylaw:

- (a) "Municipality" means the Municipal District of Mackenzie No. 23.
- (b) "Act" means the Municipal Government Act, 1994, and amendments thereto.
- (c) "Board" means the Appeal Board established pursuant to this Bylaw.
- (d) "Council" means the Municipal District of Mackenzie No. 23 Council.
- (e) "Members at Large" are Members of the Board who are not Councillors of the Municipality.
- (f) "Secretary" means the person appointed by Council to act as Secretary of the Board.
- (g) "Development Officer" means the designated officer, person or organization appointed by Council pursuant to the Act.
- (i) "Subdivision Approving Authority" is the authority appointed by Council to decide applications for subdivision.
- (j) "Appellant" means the person who has served written notice of an appeal to the Secretary of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- (k) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

SECTION 3.0.0: ADMINISTRATION

3.0.1 The Board is hereby established and shall consist of five (5) members appointed by resolution of Council.

3.0.2 The Members of the Board are hereby considered "authorized persons".

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3.1.0 ELIGIBILITY

3.1.1 No person who is appointed by the municipality as the development officer, an employee, or a non-resident of the Municipal District of Mackenzie No. 23 shall be appointed to the Board by Council, subject to the provisions of this Bylaw.

3.2.0 MEMBERSHIP

3.2.1 The Membership of the Board shall consist of two (2) Members of Council and a pool of five (5) Members at Large of which three (3) will sit on the Board at any one hearing..

3.2.2 A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.

3.2.3 Members of the Board may be appointed by Council annually, or as required, subject to the provisions of this Bylaw.

3.2.4 Subject to other provisions of this Bylaw, one (1) Member of Council, as appointed by Council, may be an alternate Member of the Board if:

- (a) A Member of the Board who is also a Member of Council pursuant to this Bylaw is unable to participate as a Member of the Board.

3.3.0 APPEAL FEES

3.3.1 Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council.

3.4.0 REMUNERATION, TRAVELLING AND LIVING EXPENSES

3.4.1 The Members of the Board shall be entitled to such Remuneration, travelling and living expenses, as may be fixed from time to time by resolution of Council.

3.5.0 QUORUM

3.5.1 Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.

3.6.0 ABSENT BOARD MEMBERS

3.6.1 A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.

3.6.2 In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

3.7.0 CHAIRMAN

3.7.1 The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman.

3.7.2 The Chairman and Vice-Chairman shall hold office for the duration of their appointment to the Board or until such time as their written resignation from those positions.

3.8.0 DUTIES

3.8.1 The Board shall:

- (a) Decide upon all appeals referred to it by the Secretary of the Board, including an:
 - (i) appeal of a development permit decision issued by the development authority;
 - (ii) appeal of a stop order issued by the development authority; and
 - (iii) appeal of a notice of decision for subdivision issued by the development authority.
- (b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

3.9.0 SIGNING AUTHORITY

3.9.1 An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.

3.9.2 An officer appointed by Council may sign on behalf of the Board.

3.10.0 DECISIONS

3.10.1 The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.

3.10.2 The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.

3.11.0 SPECIAL MEETING

3.11.1 Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Secretary may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Secretary of the Board. The Board is allowed to hold a special meeting to:

- (a) Determine who should be notified of the Board hearing; and
- (b) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

3.11.0 PUBLIC HEARING

3.11.1 The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.

- 3.11.2 The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

SECTION 4.0.0 SECRETARY OF THE BOARD

- 4.0.1 The Council shall appoint a Secretary to the Board who may be an employee of the municipality.

- 4.0.2 The Secretary shall attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.

4.1.1 Functions of the Secretary

The Secretary of the Board shall:

- (a) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- (b) shall attend all meetings of the Board and shall keep the following records with respect thereto:
 - (i) the minutes of all meetings and hearings,
 - (ii) all applications,
 - (iii) records of all notices of hearings and of persons to whom they were sent,
 - (iv) copies of all written representations to the Board,
 - (v) notes as to each representation,
 - (vi) the names and addresses of those making representations at the hearing,
 - (vii) the decision of the Board,
 - (viii) the reasons for the decision of the Board,
 - (ix) the vote of the Members of the Board on the decision,
 - (x) records of all notices of decision and of persons to whom they were sent,
 - (xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
 - (xii) such other matters as the Board may direct or the Secretary may determine.
- (c) the Secretary shall:
 - (i) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board,
 - (ii) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
 - (a) all applications, notices, stop orders, and decisions related to the appeal; and
 - (b) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

SECTION 5.0.0 PROVINCE OF ALBERTA APPEAL PROCEDURE

5.0.1 The Secretary shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

SECTION 6.0.0 RESCISSION OF FORMER BYLAW

6.0.1 Improvement District Order No. 012/94, being the Municipal District of Mackenzie No. 23 Development Appeal Board Order, and any amendments thereto, is hereby rescinded.

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JS



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Council Committees

BACKGROUND / PROPOSAL:

Following Councillor Paul’s resignation on March 8, 2016, the following Committees were left with vacancies.

- Community Services Committee
- Emergency Response Committee
- Public Works Committee

Council opted to reappoint members to these committees after the By-Election on May 4, 2016. Appointments would be for the remainder of the one-year term ending in October 2016.

A copy of the Terms of Reference for each Committee is attached for reference.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: C. Gabriel **Reviewed by:** _____ **CAO:** JW

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the Community Services Committee for the remainder of the term ending October 2016.

- _____

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the Emergency Response Committee for the remainder of the term ending October 2016.

- _____

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the Public Works Committee for the remainder of the term ending October 2016.

- _____

Author: C. Gabriel Reviewed by: _____ CAO: JW

Community Infrastructure & Municipal Services

COMMUNITY SERVICES COMMITTEE

Purpose:

To provide recommendations to Council determining the levels of service at existing and future recreational facilities; to liaison with local Recreation Boards and Family and Community Support Services groups: to provide recommendations to Council on Bylaw enforcement issues

Committee Structure:

The membership of the Committee will be comprised of the following:

- Reeve – Ex-officio (voting member)
- Four members of Council
 - Fort Vermilion – at least one member from either Ward 6, 7 or 8
 - La Crete – at least one member from Ward 1, 2, 3, 4 or 5
 - Zama – at least one member from Ward 9 or 10
 - One Council member at large
- Chief Administrative Officer or designate
- Director of Facilities & Operations
- Director of Community Services & Operations
- Other resources as required

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

Quorum:

Any three Councillors present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

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

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

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

The Committee shall appoint 1 member to each local Recreation Board and FCSS Organization from within its membership.

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall:

- Review and recommend service levels for municipal recreational facilities;
- Review and recommend priorities for improvement to existing and development of new recreational facilities, including multi-year forecast;
- Give consideration to how recreational facilities within Mackenzie County promote tourism in the region;
- Review and recommend policies and bylaws relating to;
- Review and recommend improvements to operating agreements with the local Recreation Boards for the municipally owned recreational facilities;
- Liaison with the local Recreation Boards with aim to enhance programs and services at municipal facilities, including participation in their local regular meetings;
- Review annual Family and Community Support Services reports and liaison with the local FCSS groups with aim to enhance programs and services, including participation in their local regular meetings;
- Develop and maintain a public information program related to available recreational and social services opportunities.
- Liaison with other non-profit organizations (ie. La Crete Ferry Campground).
- Review provincial lease agreements (ie. Machesis, etc.)
- Review and recommend solutions on Bylaw enforcement issues (ie. Dog Complaints)
- Review and recommend Fire & Rescue Services

Responsible for review of all Bylaws/Documents relating to:

- Municipal Parks
- Mackenzie County Recreational Areas
- Bylaw Enforcement
- Recreational Capital
- Fire and Rescue Services

Approved External Activities:

- Attendance of Recreation Boards' local regular meetings with the same privileges as any other Board Director (one member per community).
- Attendance of FCSSs' local regular meetings as a voting member (one member per community)
- Parks Conference (one member per year)
- FCSS Conference (one member per year)

(updated 2013-11-29, 2014-10-28, 2015-01-13)

(updated 2015-10-27)

(updated 2015-11-10)

Community Infrastructure & Municipal Services

EMERGENCY RESPONSE COMMITTEE

Refer to Bylaw 721/09 Municipal Emergency Management Agency

Purpose:

To carry out Council's statutory powers and obligations under the Emergency Management Act.

Committee Structure:

The membership of the Committee will be comprised of the following:

- Reeve
- Two members of Council
- Chief Administrative Officer or designate
- Director of Community Services & Operations
- Executive Assistant to the CAO & DEM Coordinator
- Other resources as required

Quorum:

Any two Members present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

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

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

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council.

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall:

- Review the Municipal Emergency Plan and related programs on a regular basis (4.2);
- Advise Council on the development and status of the Municipal Emergency Plan and related programs at least once annually (4.2);
- Declare a State of Local Emergency pursuant to the *Emergency Management Act* (5.1);
- Do all acts and take all necessary proceedings to address the emergency pursuant to the *Emergency Management Act* in the absence of a quorum of Council (5.2);

Responsible for review of the following Bylaws/Documents:

- Municipal Emergency Plan

Approved External Activities:

- Emergency Management Courses
- Disaster Forum (all members)

(updated 2014-10-28)

(updated 2015-10-27)

Community Infrastructure & Municipal Services

PUBLIC WORKS COMMITTEE

Purpose:

To assist Council in providing direction and guidance on issues relating to public works, water, wastewater, sewer, and solid waste management services.

Committee Structure:

The membership of the Committee will be comprised as follows:

- Reeve – Ex-officio (voting member)
- Four members of Council
- One member of the Mackenzie Regional Waste Management Commission (when waste is discussed)
- Chief Administrative Officer or designate
- Director of Facilities & Operations
- Director of Community Services & Operations
- Manager of Utilities
- Others as required

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

Quorum:

Any three Councillors present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

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

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

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall assist Council in monitoring the activities and programs as follows:

General

- The Committee shall stay informed and respond to federal and provincial environmental initiatives affecting municipal operations and surface water management;
- Provide overall guidance and direction in areas of environmental protection, including water supply, solid waste management.

Public Works Services:

- Review and recommend priorities for municipal road improvements, including a multi-year plan for municipal roadway infrastructure;
- Review rural and hamlet road maintenance and service level policies and recommend improvements as applicable;
- Review and recommend priorities for major municipal equipment replacement, including a multi-year forecast;
- Review and recommend policies for municipal equipment replacement;
- Develop and maintain a public information program related to municipal roadway use.

Water, Wastewater and Sewer Services:

- Review and recommend policies for sustainable development of municipal water, and sewer services infrastructure;
- Review and recommend priorities for continuing rural water line development, including a multi-year forecast;
- Develop and recommend policies related to rural water line laterals system development;
- Develop and maintain a public information program related to rural water line laterals system development.

Solid Waste Disposal Services:

- Review and recommend improvement to bylaws and policies for solid waste collection and disposal;
- Review and recommend priorities for development of solid waste collection and disposal facilities, including a multi-year forecast;

- Review existing operational programs (e.g. tires, batteries, recyclables collections), service levels and recommend improvements as necessary;
- Encourage continuing implementation of recycling programs;
- Develop and maintain a public information program related to sustainable and responsible solid waste disposal practices.

Responsible for review of the following Bylaws/Documents:

- Public Works Policies
- Equipment Replacement Policies
- Water & Sewer Systems Bylaw
- Solid Waste Disposal Policies & Bylaws

Approved External Activities:

- Recycling Council of Alberta Conference (two members per year)

(updated 2014-01-14)

(updated 2015-10-27)



Mackenzie County

MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2015 – 2016

ABORIGINAL CONSULTATION COMMITTEE (Terms of Reference)		
All Council		<i>Joulia Whittleton</i>
AGRICULTURAL APPEAL BOARD (Bylaw 943-14) (14-03-147)		
Deputy Reeve Sarapuk Councillor Braun Councillor Driedger		<i>Carol Gabriel</i>
AGRICULTURAL LAND USE PLANNING COMMITTEE (Terms of Reference)		
Reeve (Ex-officio) Councillor Bateman Councillor Driedger Councillor Jorgensen Councillor Knelsen		<i>Joulia Whittleton Byron Peters</i>
AGRICULTURAL SERVICE BOARD (Policy ASB005)		
Councillor Jorgensen Councillor Knelsen	Terry Batt David Doerksen Ernie W. Dyck	<i>Joulia Whittleton Grant Smith*</i>
ASSESSMENT REVIEW BOARD (Bylaw 760/10)		
Councillor Braun Councillor Wardley (alternate)	Jerry Chomiak (2016) Joe Froese (2018)	<i>Carol Gabriel</i>
COMMUNITY ADVISORY COMMITTEE (AD HOC) – ECONOMIC DEVELOPMENT & STREETScape PROJECT (Terms of Reference)		
Community Sustainability Committee (Steering Committee) Councillor _____ (FV)	Public members selected by Committee.	<i>Byron Peters</i>
COMMUNITY SERVICES COMMITTEE (Terms of Reference)		
Reeve (Ex-officio) Councillor Braun Councillor Driedger Councillor _____ Councillor Wardley		<i>Ron Pelensky* Len Racher</i>
COMMUNITY SUSTAINABILITY COMMITTEE (Terms of Reference)		
Reeve (Ex-officio) Councillor Braun Councillor Driedger Councillor Jorgensen Councillor Wardley		<i>Joulia Whittleton Byron Peters*</i>



Mackenzie County

MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2015 – 2016

EMERGENCY RESPONSE COMMITTEE (Bylaw 721/09)		
Reeve		<i>Joulia Whittleton</i>
Deputy Reeve		<i>Ron Pelensky</i>
Councillor _____		<i>Carrie Simpson*</i>
FINANCE COMMITTEE (Terms of Reference)		
Reeve (Ex-officio)		<i>Joulia Whittleton</i>
Councillor Bateman		<i>Mark Schonken*</i>
Councillor Braun		
Councillor Knelsen		
Councillor Wardley		
INTER-MUNICIPAL PLANNING COMMISSION (Agreement)		
Councillor Bateman	Beth Kappelar	<i>Byron Peters</i>
Councillor Driedger		
INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (Agreement)		
Councillor Wardley	Joe Froese	<i>Carol Gabriel</i>
Councillor Knelsen (alternate)	Wally Schroeder	
LAND STEWARDSHIP COMMITTEE (Terms of Reference)		
Councillor Bateman (MPC)	Anthony Peters	<i>Byron Peters</i>
Councillor Driedger (CSC)	George Fehr	
Councillor Jorgensen (ALUPC)	Joe Peters	
Councillor Knelsen (ASB)	Mike Alsterlund	
	Ernie Dyck	
MACKENZIE HOUSING MANAGEMENT BOARD (Ministerial Order)		
Councillor Driedger	Wally Schroeder (LC)	<i>Joulia Whittleton (liaison)</i>
Councillor Knelsen (alternate)	Peter H. Wieler (LC)	
	Erick Carter (FV)	
	Mike Kowal (FV)	
MACKENZIE LIBRARY BOARD (Bylaw 150/98)		
Councillor Driedger	Lorna Joch (2016) (Rural)	<i>Joulia Whittleton (liaison)</i>
Councillor Wardley	Lorraine Peters (2017) (LC)	
	Lucille Labrecque (2017) (FV)	
	Beth Kappelar (2018) (HL Rural)	
	La Dawn Dachuk (2017) (FV)	
	Irene van der Kloet (2017) (LC)	
	Nadia Jensen (2016) (Zama/Rotating)	



Mackenzie County

MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2015 – 2016

MUNICIPAL PLANNING COMMISSION (Bylaw 563/06)

Councillor Bateman	Jack Eccles (LC)	<i>Byron Peters</i>
Councillor Driedger	Erick Carter (FV)	
	Beth Kappelar (HL)	

PUBLIC WORKS COMMITTEE (Terms of Reference)

Reeve (Ex-officio)	<i>Joulia Whittleton</i>
Councillor Driedger	<i>Ron Pelensky</i>
Councillor Jorgensen	<i>Len Racher*</i>
Councillor Knelsen	<i>Fred Wiebe</i>
Councillor _____	

REGIONAL SUSTAINABILITY STUDY COMMITTEE

Reeve Neufeld	<i>Joulia Whittleton</i>
Councillor Bateman	
Councillor Driedger	
Councillor Jorgensen	
Councillor Wardley	

SUBDIVISION & DEVELOPMENT APPEAL BOARD (Bylaw 079/97)

Councillor Wardley	Jerry Chomiak	<i>Carol Gabriel</i>
Councillor Knelsen (alternate)	Joe Froese	
	Wally Schroeder	

TOMPKINS CROSSING COMMITTEE (Terms of Reference)

Reeve (Ex-officio)	<i>Joulia Whittleton</i>
Councillor Braun	<i>Len Racher*</i>
Councillor Driedger	
Councillor Knelsen	

* Responsible for preparing committee packages.



Mackenzie County

MACKENZIE COUNTY
EXTERNAL COMMITTEES WITH COUNTY REPRESENTATION
2015 – 2016

CARIBOU MOUNTAINS WILDLAND ADVISORY COMMITTEE

Councillor Jorgensen *Julia Whittleton*
Deputy Reeve Sarapuk (alt)

COMMUNITY FUTURES NORTHWEST

Deputy Reeve Sarapuk *Byron Peters*

HAY ZAMA BISON ADVISORY COMMITTEE

Councillor Wardley *Julia Whittleton*

HAY ZAMA COMMITTEE & TOURISM SUB-COMMITTEE

Councillor Knelsen *Julia Whittleton*
Councillor Wardley

HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

Deputy Reeve Sarapuk *Julia Whittleton*

HIGH LEVEL RECREATION FACILITY TASK FORCE

Councillor Bateman *Ron Pelensky*

LA CRETE COMMUNITY ADULT LEARNING COUNCIL

Councillor Braun *Julia Whittleton*

MACKENZIE APPLIED RESEARCH ASSOCIATION

Member appointed by ASB *Grant Smith*

MACKENZIE FRONTIER TOURIST ASSOCIATION

Councillor Driedger *Carol Gabriel*
Councillor Wardley

MACKENZIE REGIONAL COMMUNITY POLICING SOCIETY (VSU)

Councillor Driedger *Julia Whittleton*

MACKENZIE REGIONAL WASTE MANAGEMENT

Councillor Driedger (2017) *Ron Pelensky*
Councillor Knelsen (2017)

MIGHTY PEACE WATERSHED ALLIANCE REP.

Councillor Jorgensen *Julia Whittleton*

NORTHEAST COMMUNITY ADULT LEARNING COUNCIL

Councillor Jorgensen *Julia Whittleton*

NORTHERN LAKES COLLEGE CEC

Councillor Bateman *Julia Whittleton*

NORTHERN LIGHTS FOREST EDUCATION SOCIETY

Councillor Wardley *Grant Smith*

NORTHERN TRANSPORTATION ADVISORY COUNCIL

Councillor Driedger *Julia Whittleton*
Councillor Jorgensen

PARTNERS IN PREVENTION COMMITTEE

Councillor Wardley *Don Roberts*

REGIONAL ECONOMIC DEVELOPMENT INITIATIVE (REDI)

Councillor Braun *Byron Peters*
Councillor Wardley

VETERINARY SERVICES INCORPORATED

Deputy Reeve Sarapuk *Grant Smith*
Councillor Driedger (alt)

WATER NORTH COALITION

Councillor Jorgensen *Fred Wiebe*
Councillor Knelsen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Fox Lake Access Road

BACKGROUND / PROPOSAL:

Mackenzie County was approached by Little Red River Cree Nation in March 2014 regarding partnering on the Fox Lake Access Road project. A presentation was made to Council by Chief Laboucan and Glen Newman, AMEC Engineering. A copy of their presentation is attached. The following motion was passed:

“That Council support the Fox Lake Access Road project in principle.”

The County provided a letter that reflected the above motion. The Little Red River Cree Nation applied for a grant under the Build Canada Fund program (First Nations component). We were advised that they were not approved for funding at that time.

OPTIONS & BENEFITS:

This project has been rejuvenated by the Little Red River Cree Nations with new funding opportunities to come out of the most recent federal and provincial budgets. As the result, Ryan Konowalyk, Peace River Regional Director with Alberta Transportation, inquired from Council regarding the County’s intent to participate and support this project.

Administration was contacted by Alberta Transportation as a follow up to the most recent meeting. Please see the attached email and a copy of the letter that was issued years ago in relation to a similar request and arrangements. Although it appears as the County was ready to contribute to the operating cost, the province made a decision to extend that road as a part of the provincial Highway 58, therefore the County was relieved of any responsibility for that road.

Author: _____ **Reviewed by:** _____ **CAO:** JW

In particular, the following question is asked:

“Would the County be prepared to provide an informal/estimated figure for the operations/maintenance contribution?”

Administration’s estimate to operate and maintain the road is \$158,610 (see the attached calculation).

COSTS & SOURCE OF FUNDING:

The costs will depend on Council’s decision regarding the level of participation in this project/partnership. The annual operating cost would have to be included in the annual operating budgets.

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

Councils’ decision will be communicated to Alberta Transportation and the Little Red River Cree Nation.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW

Fox Lake Road Maintenance

Distance from pit to road	111 km	
Length of road	14 km	
Gravel application	200 tonne per km	
Cost to haul gravel	0.35 \$/km	County contractor rate
Application frequency	2 years	
Total gravel to be used	2,800	every two years
	1,400	avg per year
Total gravel haul cost	57,820	
Gravel unit cost	9.85	cost per tonne
Total gravel cost	13,790	
Total regravelling cost	71,610	Annual
County maintenance		
Estimated contractor	7,250	monthly ($\$10,000/40\text{km} \times 14\text{km} + \$10,000/40\text{km} \times 30\text{km} \times 0.5(\text{factor})$)
	87,000	Annually
Total maintenance cost	<u>158,610</u>	

From: [Ryan Konowalyk](#)
To: [Joulia Whittleton](#)
Subject: Fox Lake Access Road - O&M
Date: May-02-16 10:31:35 AM
Attachments: [EDMONTON-#1658148-v1-FOX LAKE ACCESS PDF.PDF](#)

Joulia,

As we all try to move the Fox Lake Access Road project forward it is AT's understanding the County is tentatively supportive with some concerns that need to be addressed:

- Capital costs of constructing the road, conducting legal survey, registering the road as a public roadway, etc would not be borne by the County
- The roadway would become a County roadway, assurances for future capital improvement requirements would need to be addressed
- Typically operation and maintenance of such a gravel highway costs ~\$155,000 per year
 - The County would prefer to have LRRCN conduct the maintenance with a monetary contribution from the County

Does this capture the discussion we had at Council last week?

Would the County be prepared to provide an informal/estimated figure for the operations/maintenance contribution? I have attached an agreement from 2002 between the County and the FN, I believe this is the old agreement we discussed.

Regards,

Ryan Konowalyk, P.Eng.
Regional Director - Peace Region
Alberta Transportation - Government of Alberta
Peace River, Alberta

Tel 780-624-6280
Fax 780-624-2440

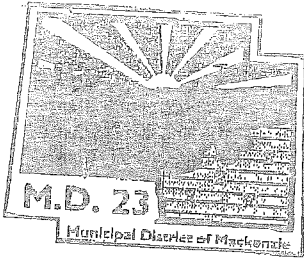
511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>
<https://twitter.com/511Alberta>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received



Municipal District of Mackenzie No. 23
P.O. Box 640, Fort Vermilion, AB. T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266

September 19, 2002

Chief Johnsen Sewepagan
Little Red River Cree Nation
Box 30
Jean D'or Prairie, AB, T0H 3X0

Dear Sir,

Re: Highway 58 East to Garden River

Further to today's meeting of our respective councils we are prepared to enter into a License of Occupation (LOC) with the Little Red River Cree Nation (LRRCN) whereby you will be assuming all liabilities and responsibility for the roads from the Wentzel River to the Wood Buffalo Park boundaries (43 km) as well as the access road from Highway 58 to Jean D'or Prairie I.R. (1.5 km). This agreement shall also contain the following additional terms:

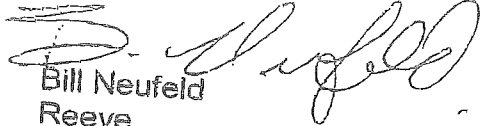
- The term of the agreement is for twenty years. Both parties shall meet and review the agreement at least every five years and changes shall be incorporated into the agreement if mutually agreed upon.
- The Municipal District of Mackenzie will contribute operating costs to LRRCN in the amount of \$51,000 for each of the first ten years and \$61,000 for each of the following ten years. During construction, this will be prorated based on the amount of road completed.

It is also understood that we will not assume any project management responsibilities and we will also obtain a written commitment from Alberta Transportation that they will retain the existing Primary Highway 58. Our administration will be drafting a final agreement for council approval and this will be forwarded for your signature soon thereafter.

.../2

Thank you for cooperation on this matter and feel free to contact me if you have any questions.

Yours truly,


Bill Neufeld
Reeve

- c.c. Ken Boutillier, ADM, Alberta Northern and Aboriginal Affairs
- John Engleder, Regional Director, Alberta Transportation
- Fred Jobin, Director, Operational Programs and Policies, INAC

LITTLE RED RIVER CREE NATION



Chronological no.
File reference no. 0711221-B

COUNCIL RESOLUTION

Quorum consists of seven (7) Council Members					Cash free balance
					Capital account \$ _____
Date of duly convened meeting	Day	Month	Year	Province	Revenue account \$ _____
	2	1	07	Alberta	

WHEREAS: the undersigned, being the duly elected Chief and Council for the Little Red River Cree Nation (the "Nation") are empowered to act on behalf of the Nation, and Council having met in quorum at a duly convened meeting;

AND WHEREAS: The Chief and Council of the Little Red River Cree Nation, are committed and in support of the ongoing development of the construction of the Garden River access road, from the Wentzel River to the community of Garden River as a first phase of the Garden River/Fox Lake access Road project. And it is understood that construction of the Fox Lake Access would be completed as a second Phase of the project.

NOW THEREFORE BE IT RESOLVED THAT:

The Chief and Council of the L.R.R.C.N. authorize and approve this project.

(Councillor Daniel Nanooch)

(Councillor Michael Nanooch)

(Councillor Delmer D'Or)

(Chief Gas Loonskin)

(Councillor Lester Nanooch)

(Councillor Floyd Anger)

(Councillor Alfred Seesegeon)

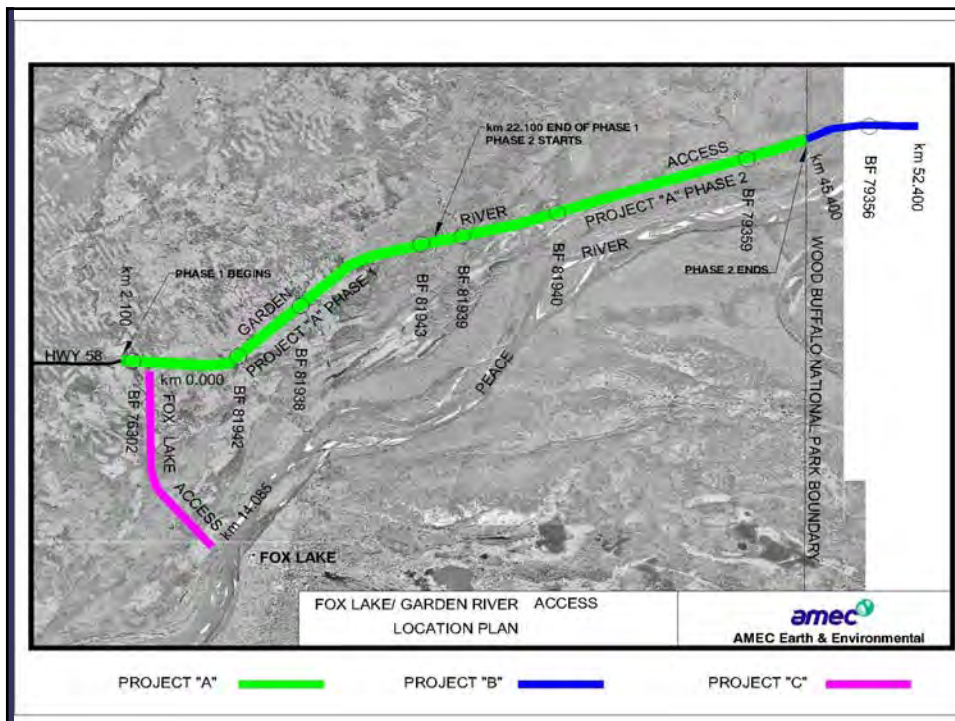
(Councillor Arthur Laboucan)

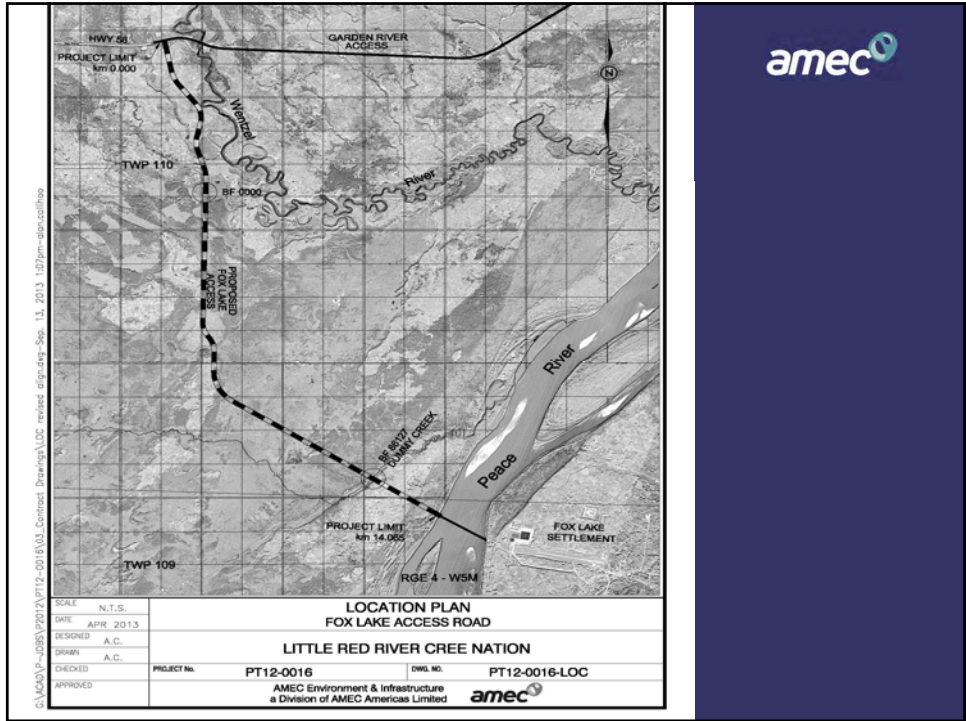
(Councillor Henry Grandjambe)

(Councillor Lorne Tallacee)

(Councillor Joan Laboucan)

LITTLE RED RIVER CREE NATION Fox Lake Access Road







History

- The Little Red River Cree Nation has been actively involved with promoting the construction of all weather access roads into the communities of Garden River and Fox Lake since the 1950's
- CEEA Approval for the Project was obtained in 2005 which was based on 6 phases of construction, Fox Lake Access Road is the 5th phase of the project
- Fox Lake Access Road consists of 14 km of roadway construction one large diameter bridge culvert and a 14 m single span SC girder bridge.

Design/Construction

The Roadway into The community of Garden River was completed in 2012 at a cost of 46 million dollars
An LOC for the proposed Fox Lake Access Road was cleared last winter at a cost of 1.2 Million dollars
The roadway and bridge design for the project is complete and pending DFO and AE approvals the project is ready to tender
The LRRCN would like to secure funding of 14 million dollars to complete the construction of this phase of the project by October 2015.

Funding Partnerships

- The roadway constructed into Garden River and the proposed roadway into Fox Lake provides economic development to all Albertans.
- Funding for the project may be available under the Build Canada Fund
- LRRCN would like to Partner with Mackenzie County to apply for funding under this program

Preliminary Construction Cost Estimate

- The estimate construction cost including contingency and engineering is \$13.7 million.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	La Crete Library Facility

BACKGROUND / PROPOSAL:

Alberta Treasury Branch donated their old property/building in the Hamlet of La Crete to Mackenzie County for the purpose of providing library services to Mackenzie County residents in La Crete and area.

La Crete Library Society has been providing library services from the La Crete Public School for a number of years. The Society is tentatively scheduled to move into the new building in mid-June 2016. The building is currently being renovated by the County. The Society also received a grant from the Alberta Lottery Fund towards improvements to this facility and they are using some of the funds towards window replacements and other improvements.

OPTIONS & BENEFITS:

La Crete Library Society provides library services to La Crete and area residents. The Society is funded by the Mackenzie County Library Board that receives funding from Mackenzie County.

After reviewing a draft lease agreement between Mackenzie County and La Crete Library Society, Mackenzie County Council made the following motion at their September 30, 2015 meeting:

“That administration be authorized to meet with representatives of Mackenzie Library Board and La Crete Library Society to negotiate the facility leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification.”

Author: _____ Reviewed by: _____ CAO: JW

As our first step, Mackenzie County administration met with the La Crete Library Society representatives. The draft agreement was reviewed and some changes were made. The draft lease agreement is attached.

As our second step, Mackenzie County administration attended the Mackenzie County Library Board meeting to review the same draft agreement. The Board's discussion took a turn into a different direction – the Board believes that the lease agreement for this facility and for the Zama Library facility (as there is no leasing agreement in place for it) should be established between Mackenzie County and the Board. The Board's position is such that the Board provides the library services under a Ministerial Order; therefore they should be responsible for the facilities' leases. Another reason for this is: if the dissolution of a Society was ever to happen, it may disrupt the library services provision in a scenario whereby the leasing agreement for the facilities is between the County and the Societies. A motion to that effect was made at the meeting and the Board was going to send a letter to Mackenzie County Council on this subject. At the time of writing this request for decision, no letter has been received from the Mackenzie County Library Board.

NOTE:

Mackenzie County's office in Zama hosts the Zama Library. This building was constructed with a grant from Build Canada Fund (2/3 of the library space was funded by this grant).

Fort Vermilion Library facility is owned by the Fort Vermilion Library Society.

Mackenzie County pays the utilities for both, Zama and Fort Vermilion. Mackenzie County also provides janitorial services, and grounds maintenance in Zama.

From an administrative perspective, either of the arrangements will work, but some technicalities would need to be worked out (for example, the sub-leasing agreements between the Board and the Societies will have to form a part of the agreement between the County and the Board). The arrangements may have an impact on the Societies' abilities to apply for grants for these facilities. The federal and provincial granting agencies would typically like to see a long term lease agreement in place between a facility owner and the Society, if they are to provide any funds towards the facility; or they may be satisfied with the sub-leasing agreements.

Administration is looking for Council's direction for both facilities: La Crete and Zama.

COSTS & SOURCE OF FUNDING:

The operating costs of this building will be partially covered by Mackenzie County and partially covered through the grant that the Board provides to the Society.

Author: _____ Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Mackenzie County Council's decision will be communicated to the Board and the Societies.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW

THIS AGREEMENT MADE THIS DAY OF , 2016

BETWEEN:

THE MACKENZIE COUNTY

(hereinafter called the "Landlord")

- and -

LA CRETE LIBRARY SOCIETY

(hereinafter collectively called the "Tenant")

WHEREAS, the Landlord is or is entitled to be the legal and beneficial owner of the Land and the Facility; and

WHEREAS, the Tenant desires to lease the Land and the Facility from the Landlord with the primary mandate to provide the public library services for the benefit for all citizens of the Mackenzie County, in accordance with the terms and conditions contained in this Agreement; and

WHEREAS, the Landlord has agreed to lease to the Tenant, and the Tenant has agreed to lease from the Landlord, the Land and the Facility.

NOW THEREFORE, in consideration of the services to be delivered to the Mackenzie County's residents from the public library operations pursuant to this Lease, the Landlord and the Tenant agree as follows:

1. DEFINITIONS

In this Lease unless there is something in the subject matter or context inconsistent therewith:

1.1 "Lease" means this lease from time to time may be amended in writing and agreed to by all parties hereto;

1.2 "The Landlord" or "the County" means the Mackenzie County, a municipal corporation, and its successors and assigns;

- 1.3 "Commencement Date" means the ____ of _____ 2016, or such other date as may be mutually agreed in writing by the Mackenzie County and the Society;
- 1.4 "The Land and the Facility" means those lands legally described and listed 10502-102 Street, Plan 3969TR, Block 4, Lot 9, in the Hamlet of La Crete, together with all buildings, structures and improvements thereon;
- 1.5 "The Tenant" means the La Crete Library Society, incorporated under the Library Society's Act, Corporate Access Number 5011494563.
- 1.6 "Goods and Service Tax" shall mean the Goods and Services Tax assessed under and pursuant to the Excise Tax Act (Canada) and shall include any other tax imposed supplementary thereto or in substitution therefore;
- 1.7 "Parties" means the parties to this Agreement and "Party" means any one of them;
- 1.8 "Primary and obligatory use" means the use and operations of the Land and the Facility for the purposes of providing public library services.

2. TERM

- 2.1 Term of this agreement shall be a continuous term, commencing on the Commencement Date.
- 2.2 In addition to the forgoing, the Landlord and the Tenant agree to review this agreement every five (5) years, with the first review to be conducted by January 31, 2021. This lease may be amended by a mutual agreement of both Parties.
- 2.3 The Landlord may exercise its right to discontinue this lease in an Event of Default as per Section 7 of this lease.

3. RENT

- 3.1 The Tenant shall, throughout the Term, pay to the Landlord as rent the sum of \$1.00 (one dollar) per year.

3.2 The Landlord and the Tenant hereby represent, warrant, covenant and agree that this lease shall be a net lease for the Landlord, and save and except for as specifically set forth within this lease the Landlord shall not be responsible during the Term for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the operation, maintenance or repair of both the Lands and the Facilities and improvements thereon, unless specifically listed in this agreement.

4. USE OF THE LAND AND THE FACILITY

4.1 The Tenant shall use the Land and the Facility primarily for the purposes of providing public library services and for such additional activities as approved by the Mackenzie County. In particular, the Landlord expects that the Tenant will provide a reasonable access by the community and general public, within reasonable hours of operations, and at a reasonable price and/or membership fee.

4.2 The Tenant shall use and allow its employees, agents and invitees to use the Landlord Facility only for the purposes permitted in this lease and for no other purpose. In the event that the Tenant desires to use the Land and the Facility for any other additional activity, then in any such case the Tenant shall obtain the prior written consent of the Landlord.

4.3 The Tenant shall at all times observe and comply with, and cause its employees, agents and invitees to observe and comply with all provisions of law including (without limitation) federal and provincial legislative enactments, municipal by-laws and any other governmental regulations which relate to the use of the Land and the Facility and to observe and comply with all police, fire and health regulations imposed by any government authority or fire insurance underwriters and to observe and comply with all those terms and conditions of the insurance policies obtained, by the Landlord, that must be complied with in order to maintain such insurance policies in full force and effect.

4.4 The Tenant shall not do or permit to have done upon the Land and the Facility anything which shall result in the creation of a nuisance, except if the nuisance is rectified by the Tenant within five (5) days of its receipt of a written notice from the Landlord, in the manner provided for in this lease, advising the Tenant of the existence of the nuisance.

4.5 The Tenant shall, from and after the Commencement Date, abide by and observe all the County's policies which apply to County owned or operated lands and buildings.

4.6 The Tenant shall not assign the lease in whole or in part, nor mortgage by either specific or floating charge or encumber in any way whatsoever this lease, the Lands and the Facility or any part thereof, without the prior written consent of the Landlord in each instance, which consent will not be unreasonably withheld. This consent by the Landlord will not constitute a waiver of necessity for consent to a subsequent assignment, subletting, mortgage or encumbrance. This prohibition against assigning will be construed to include a prohibition as against assignment by operation of law.

5. THE LANDLORD'S RESPONSIBILITIES

5.1 The Landlord shall provide financial assistance to the Tenant as follows:

- 5.1.1 Cover the operational utility costs, which shall include and be limited to the cost of water and sewer, electricity, natural gas arising from the reasonable operation of the Land and the Facility.
- 5.1.2 Cover the Land and the Facility insurance costs, which will be based on the County's Insurance Policy.
- 5.1.3 The Landlord shall be responsible to carry out any major structural, heating and cooling elements repairs and/or replacements.
- 5.1.4 The Landlord may assist with snow removal as time permits.

6. THE TENANT'S RESPONSIBILITIES

6.1 The Tenant shall maintain and operate the Land and the Facility as would a prudent facility operator similar in nature, use, location and condition.

6.2 The Tenant shall at its sole cost, be responsible for the following operational cost:

- 6.2.1 Janitorial;
- 6.2.2 Minor or cosmetic building maintenance and repairs;
- 6.2.3 Electrical lights and fixtures repairs;
- 6.2.4 Keep the facility and adjacent public walkways in a safe condition for the employees and public at all times.

- 6.3 The Tenant shall pay promptly when due all Goods and Services Tax applicable to the payment of rent or on any other amounts owed by the Tenant to the Landlord.
- 6.4 The Tenant shall throughout the Term and during any other time the Tenant occupies the Land and the Facility at its sole cost and expense take out and keep in full force and effect the following insurance:
- 6.4.1 Comprehensive general liability insurance with inclusive limits of not less than \$2,000,000;
 - 6.4.2 The contents insurance and any other form of insurance as the Tenant may reasonably require from time to time in form, in amounts and for insurance risks against which a prudent tenant under similar circumstances would insure.
- 6.5 Each insurance policy referred to in 6.3 shall name the Landlord as additional named insured.
- 6.6 The Tenant shall during the Term, at its expense, continuously, actively and diligently keep, inspect, repair and maintain in good order and condition the Land and the Facility, fixtures and machinery thereon, reasonable wear and tear and damage by fire, lightning, tempest or other casualties only excepted.

7. THE TENANT'S DEFAULT

- 7.1 The occurrence of any of the following events shall constitute an Event of Default by the Tenant under this lease:
- 7.1.1 If the Tenant is or becomes insolvent or bankrupt, or if the Tenant:
 - 7.1.1.1 makes any assignment for the benefit of creditors;
 - 7.1.1.2 is declared bankrupt;
 - 7.1.1.3 seeks the protection of the Bankruptcy and Insolvency Act, the Companies Creditor's Arrangement Act of like legislation.
 - 7.1.2 If the Tenant's corporate existence is terminated or if the corporate registrar strikes the Society from the corporate registry;

7.1.3 If the Tenant fails to use the Land and the Facility for the primary and obligatory use as defined in this lease.

7.1.4 If the Tenant breaches any other term of this lease and such default is not cured within 90 (ninety) days following the receipt by the Tenant of a written demand from the Landlord specifying the nature of the default in question.

7.2 Remedies

7.2.1 Upon the occurrence of an Event of Default and without the requirement for any demand upon the Tenant, the Landlord may, at its option and by notice in writing (but not otherwise), terminate this lease and the Tenant shall be liable for and shall pay the Landlord any and all damages occasional by reason of the Tenant's default.

7.2.2 The Landlord shall be entitled to all other remedies available to landlords at law, equity or pursuant to any statute now in existence of which may hereinafter come into force in the Event of Default.

8. ADDRESSES FOR NOTICES

8.1 All notices, demands, approvals, consents, agreements, offers, payments or requests (a "Notice") provided for in this Agreement shall be in writing and shall be given by personal delivery or by electronic communication that results in a written or printed Notice being given to the applicable address set forth in this Section 14.1. Any Notice, if delivered, shall be deemed to have been validly and effectively given and received on the date of delivery. Any Notice, if sent by telegraphic or electronic communication, shall be deemed to have been validly and effectively given and received on the date of transmission. By giving to the other Party at least ten (10) days notice thereof, any Party may, at any time and from time to time change its address for delivery or communication for purposes of this Section 8.1:

The County's address is:

P.O. Box 640

Fort Vermilion, Alberta, T0H1N0

ATTENTION: Chief Administrative Officer

The Society's address is:
P.O. Box 609
La Crete, Alberta, T0H 2H0
ATTENTION: Chair

IN WITNESS WHEREOF the Parties hereto have set their hands and seals by their proper officers attested in that behalf on the day and year first above written.

LA CRETE LIBRARY SOCIETY

THE MACKENZIE COUNTY

CHAIR

REEVE

VICE CHAIR

CHIEF ADMINISTRATIVE OFFICER

From: [Beth Kappelar](#)
To: [Joulia Whittleton](#)
Subject: Fw: Package to Council May 2016
Date: May-05-16 7:02:07 AM
Attachments: [2013 - 2018 plan of service updatemay2014.pdf](#)
[AB Libraries Act.pdf](#)
[Agreement HL and County 2013-2015.docx](#)
[LC Library agreement 2001.pdf](#)
[LCLibrary ATB Letter Feb2013.docx](#)
[Library Service Agreement April2014 Final.pdf](#)
[Mackenzie Library Board - LC ATB building - letter of support.pdf](#)
[MCLB Policy Manual Final May12 2014.pdf](#)
[Schedule E Insurance Nov 2014.docx](#)

Hi Joulia,

Please find enclosed our letter from MCLB to Mackenzie County Council for May 10th mtg. Please advised as to what time this will be on the agenda, as I will be attending the mtg to speak to it.

Thanks, Beth

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

From: [Lisa Wardley](#)

To: [Beth Kappelar](#) ; irenevanderkloet@live.ca ; [John W Driedger](#) ; 'La Dawn Dachuk' ; [Lisa](#) ; lornaj@fvvd.ab.ca ; [Lorraine Peters, Library](#) ; [Lucille Labrecque](#) ; [Nadia Jensen](#)

Sent: Wednesday, May 04, 2016 2:25 PM

Subject: Package to Council May 2016

Mackenzie County Library Board

Box 640

Fort Vermilion, AB T0H 1N0

May 4, 2016

Mackenzie County Council

At our last MCLB meeting, on April 25, 2016 that was held in La Crete, there was discussion and consensus that the agreement for the old ATB building in La Crete needs to be between the Mackenzie County Library Board and Mackenzie County. This can also encompass the Zama Library Space, using one agreement with two schedules showing the details of each.

Then the MCLB will review and amend the existing agreement with the La Crete Community Library Society and the Zama Library Society to reflect this agreement with Mackenzie County. There has never been a formal agreement covering the library space in Zama

The MCLB was created by the Province of Alberta and Mackenzie County on November 12, 1998.

We follow the Alberta Libraries Act, the Alberta Libraries Regulation and fall under the direction of Alberta Municipal Affairs Library Division as well as relevant Policies set by Mackenzie County, as well as our own Bylaws and Policies. We have a regional board structure, with staggered terms to ensure continuity, 2 from the La Crete area, 2 from the Fort Vermilion area, 1 from rural High Level, 1 County Rural, 1 from Zama area and 2 County Councilors. We have been operating in the current structure for 18 years.

Our authority is given to us by the Alberta Libraries Act:

Libraries Act: Section 7 Board duties The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

1983 cL-12.1 s13

As the MCLB is ultimately responsible for Library services but have always felt that local autonomy

is important we have been provincial 'rebels' in operating our libraries through Operating Agreements with the local Library Societies that delegate the daily operation of their service point (library). We are the only Municipal Board in the Province that has Societies operating the Service Points and we have continually justified this within our Service Plans that are submitted and approved by the Province. Part of this continued 'rebel' behavior success is the relationship between the MCLB and the Societies, the strong Policies that we have in relation to these partnerships, and that the Societies have strong Policies that are reviewed by the MCLB and also follow the MCLB policies and all provincial regulations. And the fact the all involved in library services in this region work hard to offer services matched to the community and maximize the funding that we receive with fundraising, donations and local support for all our service points. We also have a Service Sharing Agreement with the High Level Municipal Library Board and have an agreement with FVSD for the current La Crete Library Space.

Library space in La Crete has been an ongoing issue for a long time and starting to be formally recognized in the 2006-2009 Plan of Service that was completed by the MCLB and in all Plan of Service's since then and in the detailed presentation to Council in 2011. This then carried through the years, as we were involved (as was the Society) in the assessment of adding on to the School, discussing with the County during LC admin building design, reviewing the old Super J building and then taking the initiative when the ATB announced they were moving.

Council made a Motion on September 30, 2015 that reads:

That Administration be authorized to meet with representatives of Mackenzie County Library Board and the La Crete Library Society to negotiate the facility (future La Crete Public Library) leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification.

So in closing we feel that the agreement required needs to be between the Mackenzie County Library Board and Mackenzie County.

Sincerely

Beth Kappelar, Chair
Mackenzie County Library Board
Sent via email



This email has been checked for viruses by Avast antivirus software.

www.avast.com

Mackenzie County Library Board

Plan of Service

5 Year Strategic Plan

2013 – 2018

Board Approved:

Date: _____

Chair: *x* _____

Vice Chair: *x* _____

October 2012

INTRODUCTION

This report will detail our Mission Statement, Goals and Strategies which the Mackenzie County Library Board (MCLB), in partnership with our member libraries to guide Library Services through the next five years.

PROCESS

A Regional / community Needs Assessment survey was completed in partnership with our member Libraries, during the Spring/Summer of 2012. Our member libraries held meetings to review the data from their libraries and provide the Board with at least three goal statements with actions to address the data gathered from the patrons and community. The Board then reviewed submitted data and created and adopted this strategic plan in which will guide Mackenzie County Library services throughout the next five years.

Our Plan of Service was based upon input from library patrons, non-library users, society members and staff, board members, councilors and the general public. As well as other generated non-library reports on social needs of each community.

HISTORY & INFORMATION

Mackenzie County is located in the north-west corner and is the largest municipality in the Province of Alberta. It covers approximately 80,000 square kilometers, which is bigger than the province of New Brunswick. Total County population is 10,927 (2011 Federal Census). Over and above our hamlet populations, our rural Population as of census is 8090 (spread out over the whole region, large cluster service area around La Crete)

The Mackenzie County Library Board (MCLB) was jointly created by the Province and Mackenzie County on November 12, 1998. The MCLB has three member libraries located in the Hamlets of Fort Vermilion, La Crete and Zama City.

Zama City Public Library (ZCCL):

Zama City is located approx 165 kms North-West of the Town of High Level, in the very north-west corner of the Municipality. The hamlet census population is 225, with a very high transient population. The Library is located in the Cornerstone Building owned by Mackenzie County. ZCCL has provided service to the Zama City community since 1974.

Fort Vermilion Public Library (FVCL):

Fort Vermilion is located on the banks of the Peace River, along Highway 88, roughly in the center of the Municipality. The hamlet census population is 727, along with a large 1st Nation and rural population. The Library is located in their own building, owned by the Library Society FVCL has provided service to the Fort Vermilion Community since the 1930's.

La Crete Public Library (LCCL):

La Crete is located in the south-west end of the Municipality along Highway 697. The hamlet census population is 1885, with a very large rural population. The Library is located in the La Crete Public School, owned by Fort Vermilion School Division. LCCL has provided services to the La Crete community since 1962.

In order to keep local autonomy, meet the needs of the individual communities and successfully operate three libraries with the distance spread that occurs in Mackenzie County, the MCLB has Operating Service Agreements with the three local library societies. These societies operate the

Libraries on a day to day basis and meet the needs of the individual communities they serve, while implementing the direction set by the MCLB.

We also have a partnership agreement with the Town of High Level Library to offer services to the Mackenzie County residents.

. The Mackenzie County Library Board is made up of appointed members from:

- 2 from the La Crete Area*
- 2 from the Fort Vermilion Area*
- 1 from Rural High Level Area*
- 1 from the Zama Area*
- 1 from County Rural*
- 2 Mackenzie County Representatives*

Our member terms are staggered. We have 3 year, 2 year and one year terms for Board Members. Our Board structure is set for regional representation as well as staggered terms to ensure that all communities and interests are addressed, and that the Board has the continuity to be effective and efficient. All board members are appointed by Mackenzie County Council.

MISSION STATEMENT

To enrich lives and communities through universal access to knowledge, lifelong learning and literacy.

VISION STATEMENT

To develop strong libraries, that are dynamic community destinations for knowledge, inspiration, innovation and cultural awareness.

GOALS AND STRATEGIES

Goal #1.

To increase library memberships, awareness and visibility.

Measure:

- *5% regional membership increase by the year end 2017*

OVERALL STRATEGIES

WHO

Greater promotion and advertising. (ie: all available media, signage, innovative and creative community promotion displays, county image, etc)	Societies, MCLB
Improved accessibility (hours of service, community accessibility programs, partnerships with external agencies, etc)	Societies, MCLB
Promote library services to funding bodies. Provide financial support based on available funding to the Societies.	MCLB
Continue to showcase regionally significant cultural publications (Mennonite, regional history, oilfield, aboriginal, local autobiographies, supporting regional authors, etc)	Societies, MCLB
Implementation of Regional Library Card & Inter-library loaning (goal was identified within previous Plan of Service, continue to gain financial support to bring this goal to fruition)	MCLB, Societies
Increase regional programming and initiatives to meet the needs of the individual communities.	MCLB, Societies
All inclusive patron base, eliminate dual standards for membership benefits	MCLB, Societies
<i>Short Term, individual library actions are attached on separate sheet that will be reviewed and updated annually</i>	MCLB, Societies

Goal #2:

Greater Community Engagement

Measure:

- *Youth and Senior membership and/or regional user rates will increase by 5% by year end 2017.*
- *2017 Community needs assessment returns will meet or exceed 5% of total population.*

STRATEGIES

WHO

Expand Society membership to include youth and seniors or create brainstorming library groups that include all age or demographic groups	Societies
Continue to increase and maintain book and non-book collections in order to engage return visits by all age and group demographics	Societies
Mackenzie Regional Library sharing and lending Partnerships within our three libraries	MCLB, Societies
Increased library programming for all age and group demographics, as well as regional programming opportunities	Societies, MCLB
Target and implement youth based services and programming to entice and retain youth patrons	Societies, MCLB
Continue or implement Senior partnerships or outreach programs that target Senior demographic	Societies
<i>Short Term, individual library actions are attached on separate sheet that will be reviewed and updated annually</i>	MCLB, Societies

Goal #3:

Enhance communications and relationships with our Library Societies

Measure:

- *80% of Society meetings have Board Member attendance*
- *To have the three libraries represented directly on the MCLB*
- *Cohesive Library Team; MCLB, Societies and Staff all working together on the successful implementation of the MCLB Vision Statement*

STRATEGIES

WHO

Regular MCLB Board member attendance at the Society meetings.	MCLB, Societies
Strive to have MCLB Board members who are directly involved in the local Societies or Library	MCLB, Societies
Strive to host regional meetings, training and events to engage and include Board, Societies and Staff.	MCLB
Continue to offer additional conditional grant funding for regional conferences and programming	MCLB
Continue to assist the Societies with the overall goal of providing quality library services to our region. (Governing policies, financial policies, MCLB and Society meetings communicated and held at convenient times and locations, open door policy for Board members)	MCLB, Societies
<i>Short Term, individual library actions are attached on separate sheet that will be reviewed and updated annually</i>	MCLB, Societies

Goal #4:

To provide inviting library facilities within our region.

Measure:

- *5% regional membership increase by the year end 2017*
- *Inclusion of La Crete library building on long-term Capital projects list*

STRATEGIES	WHO
Offer and maintain inviting and accessible facilities	Societies
Review Municipal Affairs Library Assessment and review and implement recommendations where required	Societies, MCLB
Complete feasibility plan and advocate for a future expanded Library facility in La Crete.	La Crete Society, MCLB
Individual Societies to implement initiatives related to their area demographic	Societies
<i>Short Term, individual library actions are attached on separate sheet that will be reviewed and updated annually</i>	MCLB, Societies

PLAN OF SERVICE IMPLEMENTATION

This is a living document that will assist our Societies and the Board on an ongoing basis. Our actions should be tied to the Plan of Service and its included goals in some form or another. Schedule annual meetings with Societies to determine our progress achieving the goals detailed in the service plan and to update the short term goals that are outlined within for each Library.

REGIONAL LIBRARIAN

The MCLB has been urged by Municipal Affairs Library Division that once the County Population reaches 10,000 a Regional Librarian Position must be looked at.

The MCLB has struggled with this Regional Librarian scenario for many reasons and has decided that within this 5-year strategic plan that the MCLB will to continue to operate as we are without a Regional Librarian Position.

Rational:

- While our County population exceeds the 10,000; our individual communities are far from the population number and our actual library patrons are approximately 25% of total county population.
- Our total budget to operate three libraries and the Board is less than \$250,000; which does not give us the resources to hire and retain a Regional Librarian.
- Our partnership with the three local Societies and their long standing history of providing service to the communities is strong, viable and working well.
- Our patron satisfaction is relatively high and 89% of the surveyed patrons would recommend their library to others.
- We have dedicated staff in all libraries, and a strong volunteer base that is working well for the delivery of library services.
- Our three libraries are very different demographically and the grass roots hands on approach of the local Societies works extremely well to keep in tune with the different community needs.
- The distance between communities lends to extreme difficulty in providing one regional staff the opportunity to adequately operate the libraries effectively. (258 kms between Zama City and La Crete, with 60 kms of the Zama Rd being gravel)

Short Term Goals / Actions

MCLB

2013-2014

GOAL #1 & #2: To increase library memberships, awareness and visibility and greater community engagement

ACTIONS:

- Promote libraries in County Image regularly
- Create and distribute a regional library newsletter annually
- Revamp and renew the current MCLB website
- Explore additional regional partnership opportunities
- Explore, develop and implement a regional library card model
- Explore, develop and implement regional sharing and inter-library loan system
- Explore, develop and implement regional add-on services
- Lobby and gain additional funding for regional service add-ons.

GOAL #3: *Enhance communications and relationships with our Library Societies*

ACTIONS:

- Ensure that Societies are aware of date, time and location of MCLB Meetings
- Promote Society members or suggestions for filling vacancies on MCLB
- Update and implement additional working policies and procedures to assist libraries with efficient library service delivery
- Keep and enhance 'open door' attitude for effective two-way communication between MCLB and Societies
- Explore additional information sharing opportunities using our website

GOAL #4: *To provide inviting library facilities within our region.*

ACTIONS:

- Continue to explore options for enhanced library building in La Crete
- Continue to support individual libraries in meeting their individual goals that meet community needs
- Continue to support 'outside the box' ideas within our libraries

Short Term Goals / Actions
Zama Community Library
Submitted by Zama City Library Society
2013-2014

GOAL #1: To increase library memberships, awareness and visibility

ACTIONS:

- Regular membership drives at local establishments
- Enhanced signage within library
- Enhanced signage outside library
- Enhanced signage throughout community
- Community Newsletter & Mailouts
- Maintain and keep current the Facebook Page
- Switch the in-house library displays often
- Place a drop box within the community in a secure location
- Continue to improve in-house services (ie: Book lists, similar authors,
- Continue to maintain non-traditional collections (ie: Audio, CNIB, Video, cake pans) and research additional non-traditional collections (ie: ebooks)

GOAL #2: Special Events, Programming and Fundraising

ACTIONS:

- Start and maintain a regular coffee night
- Start and maintain regular special event programming
- Continue Real Men Read displays and promotion
- Continue to enhance the Wellness Room
- Continue to monitor community for non-traditional services that the library can provide
- Start a in-house material fundraising campaign (ie: bookmarks, journals, book lights etc)

GOAL #3: Partnerships

ACTIONS:

- Continue partnership with the Zama Recreation Society
- Continue partnership with Zama City School
- Continue partnership with Mackenzie County
- Engage new partnerships to enable additional educational and community events, programs and initiatives in our community

Short Term Goals / Actions
La Crete Community Library
Submitted by La Crete Library Society
2013-2014

GOAL #1: To increase basic library services for the community

ACTIONS:

- New library building
- Better signage within library

GOAL #2: To increase visibility of library services in community

ACTIONS:

- Start and maintain a Facebook page
- Keep the website current
- Create a new pamphlet / brochure for the library

GOAL #3: Promote literacy in the community

ACTIONS:

- Start a community **Book Club**
- Start a monthly **Book Swap**

Short Term Goals / Actions
Fort Vermilion Community Library
Submitted by Fort Vermilion Library Society
2013-2014

GOAL #1: To increase basic library services for the community

ACTIONS:

- Gain familiarity with the Video Conferencing Equipment
 - Training, lunch hour sessions, community learning sessions
- Better signage outside the library
- Create and maintain a used book area
- Organize and structure the basement storage area

GOAL #2: To increase visibility of library services in community

ACTIONS:

- Maintain a Facebook page
- Keep the website current
- Create a new pamphlet / brochure for the library
- Establish a coffee bar in the conference room

Update on Service Plan – May 2014 Mackenzie County Library Board

GOAL #1 & #2: To increase library memberships, awareness and visibility and greater community engagement

ACTIONS:

- Create and distribute a regional library newsletter annually
 - First edition was printed, Fall of 2013, attached for review.
 - Developing 2nd edition for Fall of 2014
- Revamp and renew the current MCLB website
 - Upgraded, easier to use site was launched in April 2014
 - Continuing to add features that are thought based and have value
 - www.mclboard.com
- Explore additional regional partnership opportunities
 - Have had multiple meetings with Fort Vermilion School Division on additional partnership possibilities
- Explore, develop and implement a regional library card model
 - Implemented regional card system at our three libraries as well as a partner card for High Level Library in March 2014
- Explore, develop and implement regional sharing and inter-library loan system
 - Implementing MCLC (Mackenzie County Library Consortium) services within our region. All three libraries will be on the same electronic system and linked with a single electronic database, patron search capabilities, inter-library loan capabilities. Working out the privacy details for shared database with FVSD in regards to LCCL.
- Explore, develop and implement regional add-on services
 - Have implemented regional add-on services: Fregal Music, Freading E-books and Rocket Languages. Accessible by using the new regional library cards.
 - Will continue to explore additional add-on opportunities
- Lobby and gain additional funding for regional service add-ons.
 - Have gained additional continued funding from Mackenzie County for regional MCLC services.

GOAL #3: *Enhance communications and relationships with our Library Societies*

ACTIONS:

- Ensure that Societies are aware of date, time and location of MCLB Meetings
 - Continuing to work on two-way communication between MCLB and Societies
- Promote Society members or suggestions for filling vacancies on MCLB
 - Have one vacant position on MCLB, trying to find dedicated member that has strong ties to Fort Vermilion Library to fill the vacancy.
- Update and implement additional working policies and procedures to assist libraries with efficient library service delivery
 - Updated Policy & Procedure Manual is set for adoption at the May 2014 meeting, have instituted MCLC policies, additional financial and budgetary policies for Societies
- Keep and enhance 'open door' attitude for effective two-way communication between MCLB and Societies
- Explore additional information sharing opportunities using our website

GOAL #4: *To provide inviting library facilities within our region.*

ACTIONS:

- Continue to explore options for enhanced library building in La Crete
 - Have expressed interest with Mackenzie County support to acquire the ATB building in La Crete for future Library
- Continue to support individual libraries in meeting their individual goals that meet community needs
 - Continue to gain monthly library reports and assist where we can to assist
- Continue to support 'outside the box' ideas within our libraries

**AGREEMENT FOR THE OPERATION
OF A JOINT PUBLIC AND SCHOOL LIBRARY**

THIS AGREEMENT made in duplicate this 25th day of April, 2001.

BETWEEN:

THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LIBRARY BOARD

A corporation established pursuant to Part 2 of the Libraries Act,
being Chapter L-12.1 of the Revised Statutes of Alberta, 1980
(hereinafter referred to as the "Board")

Of the First Part

-and-

THE FORT VERMILION SCHOOL DIVISION NO. 52

(hereinafter referred to as the "School Authority")

Of the Second Part

WHEREAS the Board and the School Authority each has a collection of library materials which it desires to consolidate with the collection of the other in order that better library service may be made available to all residents of the hamlet of La Crete, Alberta and environs; and in the La Crete Public School;

AND WHEREAS each party has resolved to enter into an agreement providing for the terms and conditions under which the libraries of the parties may be consolidated and established, maintained and operated as a joint library;

NOW THEREFORE the parties hereto agree as follows:

1. The book collections of the parties shall be consolidated into one book stock in the library and shall be made available for circulation to all residents of La Crete and environs.
2. The library shall be established in the school at the shared expense of the School Authority and the Board in a room or rooms adequate for the purpose that shall be:

- a. Open to the public outside of the hours during which the school is in operation for regular classes, including evening hours, weekend hours or both as indicated in the Libraries Regulations and the Bylaws of the Board,
 - b. readily accessible to the proper offices and facilities, including washrooms,
 - c. maintained, heated and cleaned by the School Authority,
 - d. properly designated by interior and exterior signage,
 - e. accessible to members of the Board or staff for governing and administrative purposes.
- 3.
- a. The School Authority shall provide such staff as may be required to administer to the needs of those using the library during school hours. The responsibilities of this person are listed in Appendix "A".
 - b. The Board shall provide such staff as may be required to administer to the needs of those using the library during public library hours. The responsibilities of this person are listed in Appendix "B".
 - c. An agreement shall be reached by the School Authority and the Board regarding the responsibilities of the staff person(s) provided to operate the library during school library and public library hours.
- 4.
- a. Any book or other library item placed in the library by a party on the coming into force of this agreement or purchased at any time from funds provided by either party shall remain the property of the party that provided it or whose funds were used to purchase it, as this may be.
 - b. The librarian(s) shall designate each book or library item as the property of one of the parties by:
 - i. Placing an imprint of the ownership stamp of the appropriate party in the book or library item,
 - ii. making a notation as to ownership in the shelf list, and
 - iii. keeping a separate shelf list and card catalogue.
5. Each party shall:
- a. Develop policies to decide what books or other library materials shall be purchased from the funds provided by that party, and

- b. may delegate the authority to the librarian(s).
- 6. The La Crete Public School Librarian shall represent the school authority while this agreement remains in force.
- 7. This agreement shall come into force on September 1, 2000 and will remain in force for no less than three years thereafter.
- 8. After the expiration of three years from the coming into force of this agreement, the agreement shall continue in force from year to year unless and until either party gives to the other party six (6) months notice in writing of the intention to terminate this agreement.
- 9. Where the agreement is terminated pursuant to Section 8, the librarian (s) shall:
 - a. Recall all the books and library materials that are on loan to students at the school or members of the public at the time.
 - b. Return all books and library materials being the property of the Board and all shelf list cards and other records relating thereto, to the Board.

IN WITNESS WHEREOF the parties hereto have executed this Agreement in duplicate at the Hamlet of La Crete in the Province of Alberta, this 25 day of April A.D., 2001.

**THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23
LIBRARY BOARD**



Anne Martens, Chair

THE FORT VERMILION SCHOOL DIVISION NO. 52



**Russell A. Horswill
Secretary - Treasurer
Fort Vermilion School Division No. 52**

APPENDIX "A"

RESPONSIBILITIES OF THE SCHOOL LIBRARIAN

1. During school hours, circulation of the book collection will be the responsibility of the school staff.
2. The school staff will be responsible for the ordering, cataloguing, and filing of new materials that have been purchased with funds from the school.
3. All sections of both libraries will be mixed on the shelving, with all aspects of filing and circulating being the responsibility of the school staff during school hours.
4. The repairing, rebinding, and weeding of the school's share of the collection will be the responsibility of the school staff.
5. As policies regarding overdue, lost or damaged books will follow those policies in effect for the La Crete Community Library, the school staff will be responsible for the enforcing of said policies during school hours.
6. The school staff will make note of any damages to furniture, equipment, or parts of any library collection; the responsibility for any damages incurred during school hours will be the responsibility of the La Crete Public School.

APPENDIX "B"

RESPONSIBILITIES OF THE PUBLIC LIBRARIAN

1. Circulation of the collection will be the responsibility of the Community Library staff.
2. The Community Library staff will be responsible for the ordering, cataloguing, and filing of new materials that have been purchased with funds from the La Crete Community Library.
3. All sections of both libraries will be mixed on the shelving, with all aspects of filing and circulating being the responsibility of the Community Library staff during public hours.
4. The video collection will be the sole responsibility of the Community Library staff. Videos may only be circulated during public hours.
5. The Community Library staff will be responsible for the repairing, rebinding, and weeding of materials purchased with funds from the La Crete Community Library.
6. The Community Library staff will make note of any damages done to furniture, equipment, or parts of either collection. Damages incurred during public hours will be the responsibility of the La Crete Community Library.
7. The Community Library staff will enforce all policies regarding overdue, lost, or damaged books or materials during public hours.

LIBRARY SERVICE AGREEMENT

Between:
Mackenzie County Library Board
- and -
Fort Vermilion Library Society
La Crete Library Society
Zama City Library Society

1. The Societies as listed above (hereafter referred to as “the Society”) are governed by the Province of Alberta Societies Act as well as the Alberta Libraries Act in respect to deliverance of library services. The Mackenzie County Library Board (hereafter referred to as “MCLB”) is governed by the Province of Alberta Libraries Act.
2. The Society recognizes that the authority for the administration of community library services lies with the MCLB in accordance with the Alberta Libraries Act, and the MCLB Bylaws, Policies and Procedures, and any and all related Provincial or Municipal regulations.
3. The MCLB and Society recognizes that the day to day operation of the local library is transferred from the MCLB to the Society by agreement of this ‘Library Service Agreement’, as long as the Society meets and/or exceeds the terms of this agreement.
4. The Society recognizes that once purchased on behalf of the Library the ownership of all materials, collections, equipment and furniture lies with the MCLB.
5. The MCLB recognizes that in the case of Fort Vermilion Library Society the ownership of the Library Building lies with the Society. The Society will not charge the MCLB rent for the use of the facility.
6. The MCLB recognizes that in the case of the Zama City Library the ownership of the Library space lies with Mackenzie County. Building space under separate agreement.
7. The MCLB recognizes that in the case of the La Crete Community Library the ownership of the Library space lies with the Fort Vermilion School Division. Building space under separate agreement.
8. The Society recognizes that the requirement exists to follow the Alberta Libraries Act in the deliverance of library services as well as the MCLB Bylaws, Policies and Procedures.
9. Fundraising for any expenses other than the approved budgeted expenses that encompass the transfer payments remains the responsibility of the Society.

Fundraising dollars will be shown within financial statements and all items purchased with fundraising funds fall under point #3.

10. Society honorariums, if applicable, are the responsibility of the Society, and will not be funded by operational grant dollars.
11. Members of the Society are recruited at the community level, and elected in accordance of the Society bylaws.
12. Members of the MCLB are appointed by Mackenzie County Council; the MCLB must ensure regional representation is maintained.
13. The following are areas of responsibility for the Society on behalf of the MCLB:
 - a. Comply with all MCLB Bylaws, Policies and Procedures, and Library Act;
 - b. Positive advocacy for the MCLB and local Library Services at the community level;
 - c. Assume all tasks associated with daily operations of the Library and all related services;
 - d. Responsible for collection management, maintenance, and development;
 - e. Monthly (for MCLB meetings, and/or when requested) provide a monthly report, either in person, or through the local MCLB representatives, including library's successes and challenges, statistics, program news, financial, and any other information felt relevant;
 - f. Responsible for all financial transactions required for the day to day operations of the Library;
 - g. Work hand in hand with MCLB, and other regional libraries for the efficient delivery of library services;
 - h. Ensure that expenditures adhere to the annual budget;
 - i. Adopt Library Policies, Procedures and Bylaws, that comply with MCLB, for the day to day operations of the Library;
 - j. The Society will ensure that adequate insurance is held on all assets of the Library, and provide proof of Insurance yearly to the MCLB;
 - k. No later than September 30 of each year, (or when requested) the Society will create and submit an annual budget for complete library services, including building expenses and fundraising information to the MCLB for approval;
 - l. File current year bi-annual financial reports to the MCLB;
 - m. File annual past year audited financial year-end statements to the MCLB, for all financial activity, by April 30 of each year;
 - n. Strive to keep abreast of new library developments, including provincial and federal legislation that will improve or affect services offered, adapt to new ideas and changing methods in order to offer improved library services;
 - o. Will engage in strategic planning – assessing community/use needs, setting objectives, evaluating, measuring effectiveness of library programs and making recommendations to the MCLB
 - p. Will engage in strategic planning – assessing community/use needs, setting objectives, evaluating, measuring effectiveness of library programs and making recommendations to the MCLB
 - q. Assist in local recruitment for the MCLB vacancies;
 - r. Make policy and procedure recommendations to the MCLB;
 - s. Public Relations through promotion of awareness and participation of community library programs and services

14. The MCLB will:
 - a. Provide funding through grants to fund library services;
 - b. Provide regionally adopted Library Policies, Procedures and Bylaws that will govern the direction of the library;
 - c. Provide in conjunction with local libraries and submit all required information for Provincial Libraries Branch requirement, i.e. Plan of Service and Needs Assessments, financial and program data, or other legislation as required;
 - d. Compile and present annual Budget Requests to Mackenzie County for Library Services;
 - e. Offer regional programming whenever possible;
 - f. Provide a regional MCLB Website for promotion of Library services in our region;
 - g. Actively promote regional library services and programs in our communities;
 - h. The Board will undertake long range strategic planning including, but is not limited to the Plan of Service, Mission Statement, marketing plan.
 - i. Provide educational and teambuilding workshops and seminars whenever possible.

15. The effective date of this agreement shall be from date listed below. This agreement will remain in force from year to year unless and until either party gives to the other party six months notice in writing of the intention to change or terminate this agreement. Any changes to this agreement must be as mutually agreed and evidenced in writing.

16. In the event of termination for whatever reason, the parties acknowledge and agree that the MCLB shall retain ownership of all library collections, materials, furniture and equipment.

17. In the event of termination for whatever reason, the parties acknowledge and agree that all funds that have been raised on behalf of the Library or remaining budget dollars will be transferred to the MCLB, for continuation of local Library Services.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the duly authorized officers on the following date.

Dated this _____ day of _____, 2014

THE MACKENZIE COUNTY LIBRARY BOARD

Per: _____
Print Name & Position Signature

FORT VERMILION LIBRARY SOCIETY

Per: _____
Print Name & Position Signature

LA CRETE LIBRARY SOCIETY

Per: _____
Print Name & Position Signature

ZAMA CITY LIBRARY SOCIETY

Per: _____
Print Name & Position Signature

Mackenzie County Library Board
Box 640
Fort Vermilion, AB T0H 1N0

February 10, 2013

Alberta Treasury Branch
Dale Lechelt, Managing Director of Facilities and Real Estate
dlechelt@atb.com

RE: La Crete Alberta Current Alberta Treasury Branch Building, for Long-term Community Library Use.

It has been announced that the ATB is moving to a new location in the community to better serve the need of their clients. The Mackenzie County Library Board, in conjunction with the La Crete Library Society and Mackenzie County would like to take this opportunity and express a sincere interest in the current Alberta Treasury Branch building in La Crete, AB.

The La Crete Library is a combination school/community library currently housed in the La Crete Public High School. The La Crete Community Library has been offering service in some form to the Community and surrounding area since before 1962. They currently offer quality library service in their current space, and do the best they can with the limited space options available. Having a dual community/school library has its pros and cons, and the La Crete Community Library Society does everything possible to offer services to the Community, while working around the High School programs and classes.

In order to keep up with the growing population, diverse needs and expanding the services currently offered, a larger space is required.

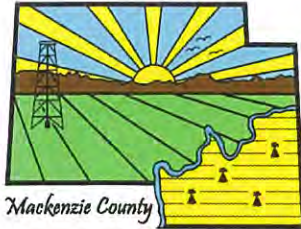
The Mackenzie County libraries are funded through Grants from Mackenzie County and the Province of Alberta, as well as through fundraising. The possibility of a larger space has been discussed and researched for the past few years, but with current budget constraints, and the space availability in the Community, a new or different building has not been possible.

We would like to request a chance to discuss the possibilities of acquiring the current ATB Building for the long-term use for the La Crete Community Public Library.

Sincerely

Beth Kappelar, Chairperson
Mackenzie County Library Board

Cc: Mackenzie County
La Crete Library Society Chairperson
Mackenzie County Board Members
ATB, Branch Manager Herman Steuernagel



Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266

Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

January 31, 2013

Beth Kappelar, Chairperson
Mackenzie Library Board
P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Beth,

RE: ATB FINANCIAL BUILDING IN THE HAMLET OF LA CRETE

Please accept this letter as a support letter from Mackenzie County Council regarding the potential acquisition of the ATB Financial building in the Hamlet of La Crete for the purposes of housing the La Crete Community Library.

Mackenzie County will appreciate receiving updates on the Board's progress in this endeavor.

If you require assistance, please contact me at our office (780) 927-3718 or on my cell (780) 841-8343.

Sincerely,

Joulia Whittleton
Chief Administrative Officer

Cc: Mackenzie County Council

SCHEDULE 'E' ~ Library Society Insurance Requirements

The Mackenzie County Library Board strives to ensure proper and exemplary operation of all library service points under its umbrella.

The Mackenzie County Library Board views that it is imperative that all library societies have adequate insurance coverage for asset protection as well as the protection of the volunteers and staff.

All three library societies (Fort Vermilion, La Crete and Zama City) will engage or continue to be an additional insured under the Mackenzie County Jubilee Insurance policy. The insurance premiums will be the responsibility of the Society and will be incorporated into their annual budget.

Minimum coverage limits / parameters will be set as follows:

- Minimum Comprehensive General Liability Policy: (as outlined by Additional Insured requirements by Mackenzie County). Including non-owned automobile, tenant's liability, administrative liability, wrongful dismissal, and any other heading under this Comprehensive coverage under the program.
- Minimum Blanket Bond & Crime Insurance Coverage: to ensure the society and public funds are protected
- Adequate Replacement Contents Insurance Coverage: amounts may vary to each individual library. A yearly review of the contents amount will be completed by the Society to ensure adequate replacement coverage of all collections, materials, equipment, furniture, etc, owned by the society. A detailed inventory listing, along with pictures will be kept up to date, reviewed annually and a copy kept off-site in the case verification and replacement is required.
- Adequate building coverage: individual to each library, and only if applicable. A yearly review of the replacement value will be required by the Society. And every five years an outside source will be requested to review the replacement cost of the building, in the case of total loss.
- A detailed copy of each library society's insurance coverage will be forwarded to the MCLB.

From: [Lisa Wardley, Mackenzie County](#)
To: [Joulia Whittleton](#); [Beth Kappelar](#)
Subject: FW: requested documents for Joulia - MCLB
Date: May-06-16 1:27:38 PM
Attachments: [image001.png](#)
[Scan 16.pdf](#)

My apologies, thought was ministerial order as stated in libraries act, we were told by Municipal Affairs that we were formed in conjunction between the county and the province, so there must be a provincial letter somewhere as well but we can't find a copy.... needed minister approval or something... here is a copy of the bylaw

Lisa Wardley

Lisa Wardley
Mackenzie County
Councilor Ward 10 - Zama
Cell: 780-841-5799
lisa@mackenziecounty.com



From: Irene van der Kloet [mailto:irenevanderkloet@live.ca]
Sent: May 6, 2016 9:07 AM
To: Lisa Wardley <lisa@mackenziecounty.com>; sbkapp@telusplanet.net
Subject: requested documents for Joulia

Good morning,

Further to your request about a letter about the MCLB: there is no letter. I checked all files. The Alberta Libraries Act Chapter L-11 states that a council may establish a municipal library board and that a bylaw accordingly should be submitted to the minister.

I have attached:

The section of the AB Libraries Act Chapter L-11 where it says the above, plus
The bylaw in which Mackenzie County installs the MCLB.

Sorry I did not get this to you sooner, I was in Edmonton the last two days. Just got back last night.

Let me know if you need anything else, pls text or call me at 780-247-1707.

Thx,
Irene

BY-LAW NO. 150/98

**BEING A BY-LAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,
IN THE PROVINCE OF ALBERTA**

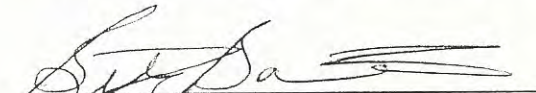
TO ESTABLISH A MUNICIPAL LIBRARY BOARD

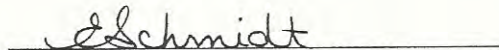
WHEREAS the Council of the Municipal District of Mackenzie No. 23 deems it expedient to propose the establishment of a Municipal Library Board,

NOW THEREFORE with the authority and under the provisions of Part 2 of "The Libraries Act", being Chapter L-12.1, 1983, the Council of the Municipal District of Mackenzie No. 23 duly assembled, enacts as follows:

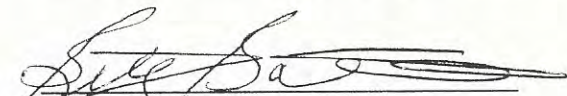
1. There shall be established a Municipal Library Board for the Municipal District of Mackenzie No. 23, to be known as "M.D. of Mackenzie Library Board".
2. The Municipal Library Board shall manage, regulate, and control the municipal libraries.
3. Parts 2 and 5 of "The Libraries Act" and Amendments and Regulations pertaining thereto shall govern the policies of the Municipal Library Board.
4. This By-law shall take effect on the date of the final passing thereof and shall be reviewed by January 1, 2000.

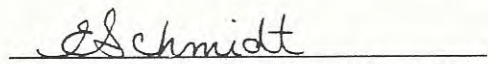
First Reading given on the 10th day of November, 1998.


Betty Bateman, Chairperson


Eva Schmidt, Municipal Secretary

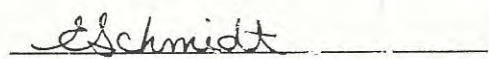
Second Reading given on the 10th day of November, 1998.


Betty Bateman, Chairperson


Eva Schmidt, Municipal Secretary

Third Reading and Assent given on the 12th day of November, 1998.


Betty Bateman, Chairperson


Eva Schmidt, Municipal Secretary



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Zama Crown Land Procurement

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 Alberta Environment & Parks (AEP) 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 Alberta Energy Regulator (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:

The following information was presented to Council at April 12, 2016 meeting:

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.

Council made the following motion at their April 10, 2016 meeting:

“That the Zama Crown Land Procurement be TABLED until the April 27, 2016 Council meeting.”

Since that meeting, administration reviewed the land ownership data within the existing Zama Hamlet boundary. All of this property is currently under one title owned by Mackenzie County. There is some County infrastructure located within this property (for example, the waste transfer station). In order to make any arrangements for either selling or trading with the provincial government, the County needs to clearly identify what portion of this property is to be subdivided and offered for trade/sale to the provincial government. Administration recommends proceeding with the identification and subdivision process simultaneously with submitting an application for the lands identified in the attachment.

If Council is in agreement with that, the following motion will be required:

That administration be authorized to proceed as follows:

- *cancel PLS 080023;*
- *pursue acquisition of land parcels as identified on the attached map in red;*
- *identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.*

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.

Author: Don Roberts Reviewed by: _____ CAO: JW

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

Preview

S
 LINC SHORT LEGAL TITLE NUMBER
 0034 313 734 0923884;21;1 102 145 574 +1

LEGAL DESCRIPTION
 PLAN 0923884
 BLOCK 21
 LOT 1

CONTAINING 311.6 HECTARES (769.98 ACRES) MORE OR LESS
 EXCEPTING THEREOUT:

	HECTARES	(ACRES)	MORE OR LESS
A) PLAN 8922794 - SUBDIVISION	5.69	14.06	
B) PLAN 8923048 - SUBDIVISION	6.17	15.25	
C) PLAN 9922512 - ROAD	1.21	2.99	
D) PLAN 0926864 - SUBDIVISION	3.93	9.71	
E) PLAN 1022841 - SUBDIVISION	8.82	21.79	

EXCEPTING THEREOUT ALL MINES AND MINERALS
 AND THE RIGHT TO WORK THE SAME

ATS REFERENCE: 6;4;117;7;NW

ATS REFERENCE: 6;4;117;18

ATS REFERENCE: 6;5;117;12

ATS REFERENCE: 6;5;117;13;S

ATS REFERENCE: 6;5;117;13;NE

ATS REFERENCE: 6;4;117;OT

ATS REFERENCE: 6;5;117;OT

ESTATE: FEE SIMPLE

MUNICIPALITY: MACKENZIE COUNTY




REFERENCE NUMBER: 092 220 021 +5

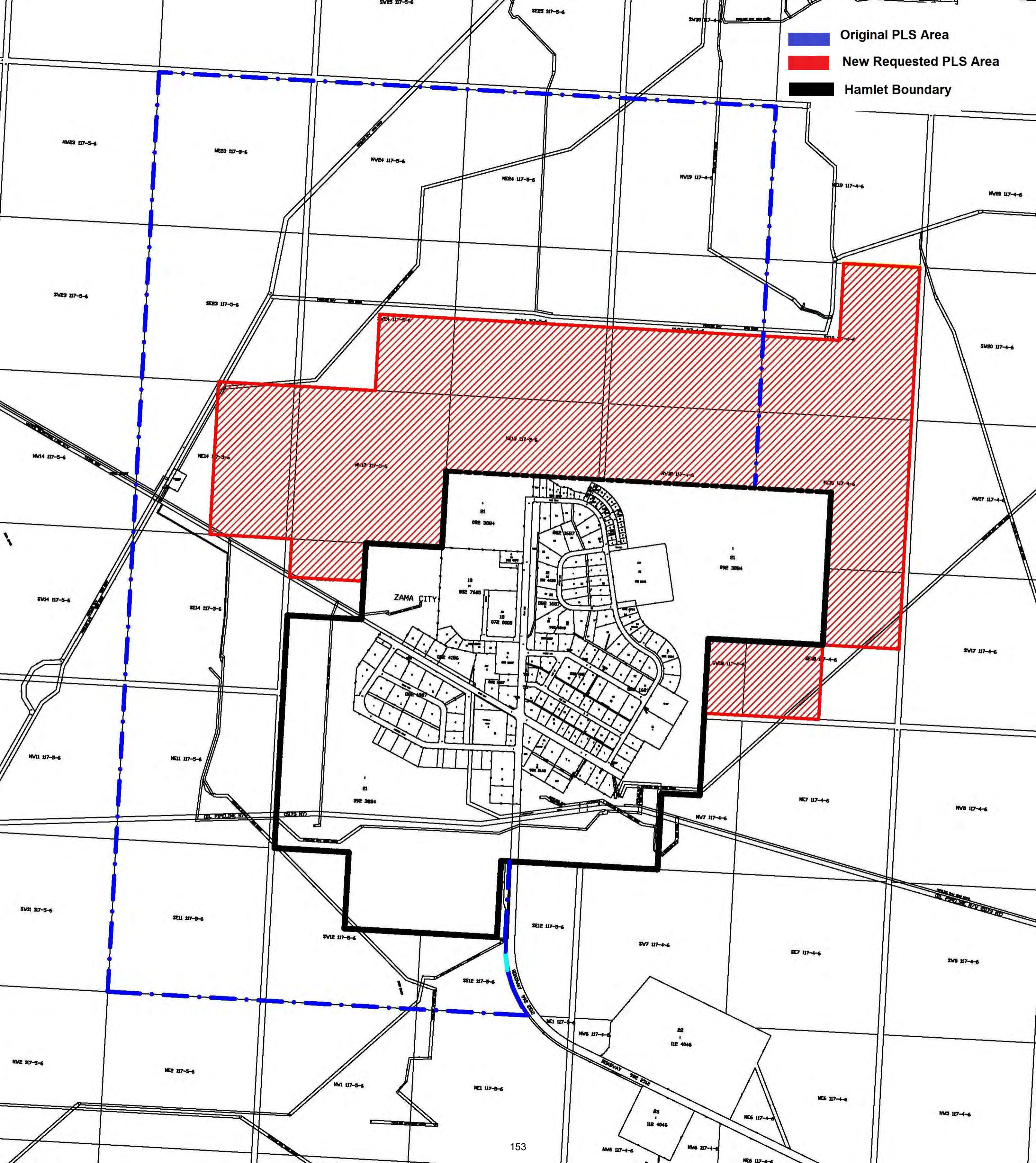
REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
102 145 574	03/05/2010	SUBDIVISION PLAN		

OWNERS

MACKENZIE COUNTY.
 OF 4511-46 AVE
 P.O. BOX 640
 FORT VERMILION
 ALBERTA T0H 1N0

[Close](#)

-  Original PLS Area
-  New Requested PLS Area
-  Hamlet Boundary





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Land Stewardship Committee

BACKGROUND / PROPOSAL:

Discussion was held at the Tri-Council meeting on May 4, 2016 regarding the County’s Land Stewardship Committee membership and that consideration be given to amend the Terms of Reference to include membership by the Town of High Level and the Town of Rainbow Lake.

The following motion was made:

Moved by: Eric Jorgensen

That the Tri Council requests Mackenzie County to review and amend the Terms of Reference for the Mackenzie County Land Stewardship Committee allowing for the appointment of members from both the Town of High Level and the Town of Rainbow Lake, further that a request be made of both the Town of High Level and the Town of Rainbow Lake to appoint members to the Mackenzie County Land Stewardship Committee.

CARRIED BY CONSENSUS

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: C. Gabriel Reviewed by: _____ CAO: _____

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

Environmental Stewardship

LAND STEWARDSHIP COMMITTEE

Purpose:

To provide recommendations to Council regarding land stewardship practices. The Committee's primary role is to learn and understand the issues and impacts of current, pending and proposed legislation as it relates to land use, deriving strategies on how to mitigate the negative impacts on the County, and provide recommendations to Council on how to best address the issues.

Committee Structure:

The membership of the committee shall be comprised as follows: include four (4) Councillors and between five (5) and ten (10) members at large.

- Four (4) members of Council
- Five (5) to ten (10) members at large
- Chief Administrative Officer or designate
- Director of Planning & Development
- Agricultural Fieldman
- Others as required

The Councillors appointed to the Committee shall represent these existing committees:

Agricultural Service Board
 Agricultural Land Use Planning Committee
 Municipal Planning Commission
 Community Sustainability Committee

The members at large shall ideally represent varying industries, interests and communities within the County.

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

Quorum:

Any three (3) Councillors and an overall majority of members at large present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

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

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

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

Meeting Schedule:

The Committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall:

- Be familiar with the Alberta Land Stewardship Act and Regulation and how this impacts the County and/or its residents
- Be familiar with the Alberta Wetland Policy and how this impacts the County and/or its residents
- Be familiar with the Alberta Water Act and Regulation and how this impacts the County and/or its residents
- Be familiar with the Alberta Public Lands Act and Regulation and how this impacts the County and/or its residents
- Be familiar with the Species at Risk Act (SARA) and how this impacts the County and/or its residents
- Be familiar with the Mighty Peace Watershed Alliance, their mandate, and how this impacts the County and/or its residents
- Be familiar with the County's Municipal Development Plan, Community Sustainability Plan, Agricultural Service Board Business Plan
 - Utilize this familiarity to identify potential conflicts between provincial and/or federal regulations and County plans and priorities
 - Provide recommendations on whether to revise County plans to comply with provincial and/or federal requirements or to lobby for changes to provincial and/or federal documents
- During the creation of the Lower Peace Regional Plan (LPRP) stay abreast the progress and be informed of potential implications on the County
- Liaise with various industry groups (ie. forestry, oil & gas, farming) to inform them of potential issues and to gather their perspective on issues

- Seek to understand the provincial cumulative effects management framework and how this is likely to impact the County
- Provide recommendations for educational type sessions that would be beneficial for local residents and/or industries as they relate to land use
- Be generally knowledgeable about provincial and federal legislation as it relates to land use and become a local subject matter expert on the relevant issues

Responsible for review of the following Bylaws/Documents:

- N/A

Approved External Activities:

- Regional meetings with industry and/or provincial representatives

(created 2016-01-12)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Bylaw 1037-16 Municipal Parks Bylaw

BACKGROUND / PROPOSAL:

At the April 25, 2016 Community Services Committee meeting the following motion was made:

MOTION CS-16-04-05

That the Community Services Committee recommend to Council to amend Bylaw 796-11 Municipal Parks Bylaw as amended.

CARRIED.

OPTIONS & BENEFITS:

Option 1:

That Bylaw 796-11 be amended as per the attachment.

Option 2:

That Council receives this report for information.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: J Batt **Reviewed by:** Ron Pelensky **CAO:** JW

COMMUNICATION:

Administration would post the amended bylaw on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That first reading be given to Bylaw 1037-16, being the Municipal Parks Bylaw.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That second reading be given to Bylaw 1037-16, being the Municipal Parks Bylaw.

Simple Majority Requires 2/3 Requires Unanimous

Motion 3:

That consideration be given to proceed to the third reading of Bylaw 1037-16, being the Municipal Parks Bylaw.

Simple Majority Requires 2/3 Requires Unanimous

Motion 4:

That the third reading be given to Bylaw 1037-16, being the Municipal Parks Bylaw.

Author: J Batt **Reviewed by:** Ron Pelensky **CAO:** JW

BYLAW ~~796-11~~ 1037-16

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

**TO PROVIDE FOR THE CONTROL AND OPERATION OF
PARKS, CAMPGROUNDS AND OTHER PUBLIC AREAS
WITHIN MACKENZIE COUNTY**

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto the Council of the Mackenzie County may pass bylaws respecting people, activities and things in, on or near a public place or place that is open to the public; and

WHEREAS Mackenzie County and the Province of Alberta have an agreement in place permitting Mackenzie County to administer and enforce the Parks Bylaw at the following sites as described in the Fee Schedule Bylaw and all day use camp areas within the Municipality.

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

SECTION 1 SHORT TITLE

1.1 This Bylaw may be cited as the **“MUNICIPAL PARKS BYLAW”**.

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless context otherwise requires:

- (a) **“ABANDONED”**, means left standing at a location for more than 72 consecutive hours other than pursuant to a license, permit, or other similar authorization, or prior authorization of a Park Officer;
- (b) **“ANIMAL”**, means a domestic animal and includes an animal that is wild by nature but has been domesticated;
- ~~(c) **“CABIN”**, means a non permanent single floor recreational dwelling, no larger then 600 square feet, built on skids used on a seasonal basis, however, does not include industrial or commercial type dwellings.~~
- (d) **“CAMPING ACCOMMODATION UNIT”**, means a;
 - i. tent
 - ii. trailer

- iii. tent trailer
 - iv. van
 - v. truck camper
 - vi. motor home
- (e) **“COUNCIL”**, means the Council of Mackenzie County, duly assembled and acting as such;
- (f) **“FIREARM”**, means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of those things;
- (g) **“HIGHWAY”**, means a highway as defined in the Highway Traffic Act;
- (h) **“INDIVIDUAL CAMPSITE”**, means a separate designated stall under this Bylaw;
- (i) **“MOTOR VEHICLE”**, means a motor vehicle as defined in the Highway Traffic Act;
- (j) **“MUNICIPALITY”**, means Mackenzie County, a Municipal Corporation in the Province of Alberta.
- (k) **“OFF-HIGHWAY VEHICLE”**, means an off-highway vehicle as defined in the Off Highway Vehicle Act;
- (l) **“PARK”**, means land designated as park, campground or recreation area by the Council;
- (m) **“PARK OFFICER”**, means a person appointed as a Park Officer, a Bylaw Enforcement Officer, a Special Constable appointed pursuant to the provisions of the Police Act, a Statute of Alberta, or a member of the Royal Canadian Mounted Police;
- (n) **“PUBLIC AREA”**, means an area in the County normally accessible for use by the public.
- (o) **“SEASONAL CAMPING STALL”**, means an area identified by Mackenzie County for the usage of seasonal or monthly recreational camping, and may include the use of ~~cabin~~/RV; (May 1 – Sept. 30)
- (p) **“WASTE WATER”**, means;
- i. Grey water waste: any waste water commonly used during cooking, washing or bathing, but does not contain human or animal feces or urine, and

- ii. Black water waste: any waste water commonly used to facilitate the flushing of toilets, containing human or animal feces and or urine.
- (q) **“WATER ACTIVITY”**, includes swimming, wading, or any other activity resulting in full or partial immersion of a person’s body into water.

SECTION 3 PARK USAGES

3.1 Any person using a park shall;

- (a) Keep the land and improvements in a condition satisfactory to a Park Officer.
- (b) Comply with the instructions, prohibitions and directions prescribed by all lawfully designated and erected signs and notices.

3.2 Any person vacating a park shall restore the area to a clean and tidy condition.

3.3 No person shall;

- (a) Interfere with the right of others to the quiet and peaceful enjoyment of a park.
- (b) Deface, injure or destroy any municipal property in a park.
- (c) Excavate or remove any tree, plant, or shrub.
- (d) Remove park equipment.
- (e) Display or post any signs or advertisements in a park unless authorized by the Park Officer or Council.
- (f) Remove, deface, damage or destroy any sign boards, signs or notices posted or placed in a park under authority of this or any other Bylaw or Act.
- (g) clean clothing, fish, cooking or eating utensils, vehicles, equipment, or bathe at or near a drinking fountain, standpipe, well or pump in a park.

3.4 All construction must be authorized by the County.

3.5 No person shall carry on a business in a park unless he has received permission from the County for that purpose.

SECTION 4 REGISTRATION AND CAMPING PERMITS

- 4.1 All persons entering a park shall register at the Self-Registration Vault or with a Park Officer.
- 4.2 Each camping accommodation unit must have an individual camping permit.
- 4.3 Notwithstanding subsection 4.1 and 4.2 children under the age of 16 years staying in a tent are exempt from registering provided they are staying in an individual campsite that is currently being occupied by a person(s) with a valid camping permit.
- 4.4 The County may issue individual campsite permits, day use permits, or group camping permits under this Bylaw.
- 4.5 The County may provide for and designate areas for day use and overnight camping.
- 4.6 ~~Permits shall be issued on a first come, first serve basis (with the exception of seasonal camping stalls).~~ Reservations (not seasonal camping stalls) will be accepted at the discretion of the caretakers. Reservations for Wadlin Lake Campground will only to be accepted for the upper level.
- 4.7 No person shall camp overnight in a park except in an area designated for that purpose unless otherwise authorized by a Park Officer and has a valid permit.
- 4.8 No person shall alter a camping permit or transfer a camping permit to another person.
- 4.9 The camping permit shall be made available for inspection by the Park Officer at any time.
- 4.10 A group camping permit may be subject to any conditions the County considers appropriate.
- 4.11 The C.A.O. may, in writing, waive any applicable fee to any person or group.
- 4.12 When a campground or park has individual campsites, the maximum allowable combination of motorized vehicles, camping accommodation units, and towed equipment shall not exceed three (3), of which not more than two (2) shall be motorized vehicles
- 4.13 If neither of the two (2) motorized vehicles permitted under section 4.12 is towing a camping accommodation unit or being used for accommodations, two (2) tents may be kept in a campsite in addition to the vehicles permitted under section 4.12.
- 4.14 No person shall camp for more than fourteen (14) consecutive days in the same campground in a park without the written permission of a Park Officer (does not

pertain to seasonal camping stalls).

- 4.15 An individual campsite shall be considered to be unoccupied when no camping accommodation unit, motor vehicle, or personal belongings are located on the campsite, **unless reserved by the caretaker**.
- 4.16 A camping permit is automatically cancelled if the campsite to which it relates to is unoccupied for 24 consecutive hours.
- 4.17 A Park Officer may cancel a camping permit on written notice to the permit holder, if the permit holder contravenes this Bylaw and the permit holder shall vacate the campsite within one hour of receiving such notice.
- 4.18 On the expiration or cancellation of a camping permit, the permit holder shall ensure that the campsite is vacated and that all personal property is removed.
- 4.19 The County may add to, delete or vary the terms and conditions to which a permit is issued under this Bylaw.
- 4.20 No visitors shall be allowed in the park after 11:00 p.m. Any person remaining in the park after 11:00 p.m. shall be subject to pay the overnight camping fee.
- 4.21 No person shall occupy or remain in an area designated as a day use area after 11:00 p.m. unless authorized by a Park Officer.
- 4.22 Check out time for overnight camping shall be 2:00 p.m., ~~day-rate~~ **overnight** charges shall apply to overnight campers who check out after 2:00 p.m.

SECTION 5 SEASONAL CAMPING STALLS

- 5.1 Where designated areas at campgrounds have been identified for monthly or seasonal usage Mackenzie County will determine through a fair process how to designate seasonal camping stalls to individuals,
- (a) If demand for seasonal camping stalls exceeds the current availability, the County shall determine through a seasonal camping stall draw,
- ~~(b) For seasonal camping stalls designated on an annual term, the individual may continue for an additional year, provided that there is no requirement to go to a camping stall draw and that a completed application, annual fees, and deposit fees, are paid and submitted by March 1 of each year.~~
- 5.2 **Machesis Lake** Seasonal camping stall areas will be identified and designated specific locations and sizes by Mackenzie County ~~and must be used solely for recreational purposes.~~

- 5.3 ~~Any permitted cabins/RV can not exceed 600 square feet (only single floor permitted).~~
- 5.4 Any permitted ~~cabins~~/RV must be a non-permanent removable structure, must be esthetically pleasing ~~and must have prior approval by the Parks and Recreation Committee before the placement on any seasonal camping stall.~~
- 5.5 On a seasonal camping stall the maximum allowable units shall not exceed one ~~cabin~~/RV.
- 5.6 ~~A water/wastewater disposal plan must be submitted with the application to be approved at the discretion of the Parks and Recreation Committee.~~
- 5.7 Any permitted ~~cabin~~/RV must be placed at a location directed by the County.
- 5.8 Only the use of the quiet generators is permitted. This shall be at the discretion of the County.
- 5.9 Permits are non-transferable.**
- 5.10 Seasonal camping stalls must be maintained in a bear proof manner.**

SECTION 6 ACCESS RESTRICTIONS

- 6.1 No person shall enter or remain in a park or portion of a park where travel or access restrictions have been imposed under this Bylaw.

SECTION 7 FIRES

- 7.1 No person shall set, light or maintain a fire in a park except in a fireplace, pit or other facility designed for that purpose.
- 7.2 A person may use any dead vegetation for fuel purposes in a park.
- 7.3 Where the Municipality is of the opinion that a fire hazard exists in a park, the Municipality may, by erecting signs and notices for the purpose, prohibit the setting, lighting or maintaining of fires in all or part of a park.
- 7.4 No fire shall be left unattended or be allowed to spread.
- 7.5 No person shall deposit or dispose of hot coals, ashes, embers or any other burning or smoldering material in a place other than a stove, fire pit, or other place provided for that purpose by the Municipality.

7.6 All fires, hot coals or smoldering materials shall be extinguished before leaving.

7.7 No person shall remove firewood from a park.

SECTION 8 VEHICLES

8.1 No person shall, within a park, operate or ride an off-highway vehicle that is motor driven, except on a designated trail or area unless otherwise authorized by the Municipality.

8.2 A Park Officer may prohibit the entry of a vehicle into any part of a park.

8.3 No vehicle shall be parked in a manner or at a location that impedes traffic.

8.4 No person shall exceed the posted speed limit with a motor vehicle or off-highway vehicle in a park.

8.5 The owner of a motor vehicle or off-highway vehicle which is involved in any contravention of this Bylaw is guilty of an offence.

8.6 When a motor vehicle, off-highway vehicle, boat, trailer, equipment, appliance, article, or object

(a) Is abandoned,

(b) Remains in an area after the authorization to be in that area has expired, or

(c) Is located in a prohibited area,

A Park Officer may remove, store or dispose of this item in accordance with this Bylaw.

8.7 A Park Officer may seize any vehicle, off-highway vehicle, boat, trailer or any equipment, appliance or other article or object that is being used in a park in contravention of this Bylaw, whether it is found in possession of the person alleged to have committed the contravention or not.

8.8 No motor vehicle, off-highway vehicle, boat, trailer, equipment, appliance, article or object that has been removed or seized shall be released to its owner or the owner's agent until all expenses incurred by the Municipality regarding the subject item have been paid. Such charges shall be in addition to any fine or penalty imposed in respect of any violation or to any payment made in lieu of prosecution as provided for in the Fee Schedule Bylaw.

8.9 Pursuant to section 8.8, if any item stored is not claimed by the owner or someone

on his behalf, in return for full payment of costs incurred, within 60 days of its removal, the item and its contents shall be turned over to the Municipality to be disposed of.

SECTION 9 ANIMALS

- 9.1 All persons having the custody or control of an animal shall
- (a) At all times have the animal on a leash.
 - (b) Be responsible for the immediate clean up of the animals waste upon release.
- 9.2 A Park Officer may refuse to admit to a park, or require to be removed from a park, any animal if the animal
- (a) Is not under control,
 - (b) Causes a nuisance,
 - (c) Threatens the life, safety, health, or comfort of any person, or
 - (d) Damages property
- 9.3 A Park Officer and/or any other person acting under the supervision of a Park Officer may capture an animal running at large in a park.
- 9.4 When an animal is captured, the Park Officer shall
- (a) Impound the animal, and
 - (b) Make a reasonable attempt to contact the owner or person having custody of the animal.
- 9.5 Where the owner or person having custody of an animal, claims a captured animal from a Park Officer, that person shall pay the fees as set out in the Mackenzie County's Animal Control Bylaw.
- 9.6 When an animal has been impounded for the time period required in Mackenzie County's Animal Control Bylaw, and no person claims it, a Park Officer may dispose of the animal in accordance with the Animal Control Bylaw.
- 9.7 No person shall bring into a Municipal park, a horse, pony, or beast of burden, unless at a designated site (Machesis Lake equine camp), ~~except~~ or with the written authorization from a Park Officer.

SECTION 10 WASTE DISPOSALS

10.1 No person shall:

- (a) Deposit solid waste matter in a park except in a receptacle or area provided for that purpose by the Municipality.
- (b) Deposit waste water, sewage or any liquid waste except in a receptacle approved by the municipality.
- (c) Bring commercial or residential waste matter into a park for disposal.

10.2 In areas in a park where waste disposal receptacles are not provided, waste matters shall be carried out of the area for disposal.

SECTION 11 NUISANCES

11.1 If, in the opinion of a Park Officer, a nuisance exists on any site which is subject to a permit, the Park Officer may, in writing, order the person causing the nuisance to abate the nuisance, clean the site, or both.

11.2 Where a person fails to comply with an order made pursuant to section 11.1 the Park Officer may take whatever steps are necessary to abate the nuisance, clean the site, or both. All costs incurred as a result of the nuisance shall be paid by the offender.

11.3 No person who has been removed from a park pursuant to this Bylaw shall, within the following 72-hour period, enter or attempt to enter a park.

SECTION 12 FIREARMS

12.1 No person shall discharge a firearm in a park or campground unless the firearm is discharged by a

- (a) A Police Officer,
- (b) A Fish and Wildlife Officer,
- (c) A duly authorized Municipal employee, agent, or contractor in the performance of their duties.

12.2 Notwithstanding section 12.1, a person who is in possession of a firearm in a park shall ensure the firearm is unloaded and

- (a) In a condition such that the barrel and stock are separated and taken apart, or
- (b) Completely enclosed in a locked case or other covering designed for that purpose.

12.3 No person shall hang or dress big game in the park.

SECTION 13 NO SWIMMING

13.1 Any person engaged in swimming, wading or any other Water Activity in a body of water located in a Park or other Public Area, contrary to a “No Swimming” sign posted in respect of that body of water is guilty of an offence and subject to a fine as set out in the Fee Schedule Bylaw.

13.2 Any person in or in the immediate vicinity of a Park or other Public Area who is exercising care, control or supervision of a child or children under twelve (12) years of age who is/are engaged in swimming, wading or any other Water Activity contrary to Section 13.1, is guilty of an offence and subject to a fine as set out in the Fee Schedule Bylaw.

SECTION 14 SIGNAGE

14.1 The Council may:

- (a) Subject to the Traffic Safety Act, control and prohibit the movement of vehicular, pedestrian and other traffic by means of signs and notices designated and erected by it, and
- (b) Designate and erect other signs and notices governing and prohibiting activities that are provided for in this Bylaw.

SECTION 15 ADMINISTRATION

15.1 For the purpose of administering and enforcing this Bylaw, a Park Officer may:

- (a) Enter on and inspect any land, road structure or work in a park;
- (b) Order the repair, alteration, improvement, evacuation or removal of or addition to any unauthorized structure or work in a park;
- (c) Order any person in a park to cease or refrain from any action, omission or conduct that in the opinion of the Park Officer is dangerous to life or

property or detrimental to the use and enjoyment of the park by other persons;

- (d) Require any person in a park to inform a Park Officer of:
 - i. the name, and address of the person, and
 - ii. any fact or intention relating to the use of the park by that person;
- (e) Remove from a park:
 - i. any person making unauthorized use of the park,
 - ii. any person failing to comply with any provisions of this Bylaw, and
 - iii. any person creating a nuisance or disturbance or committing a trespass or any undesirable act.

15.2 Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Should any section of this Bylaw be found to have been improperly enacted for any reason, then such section apart shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

SECTION 16 FEE RATES FOR USE OF CAMPGROUNDS

16.1 Fees pursuant to this Bylaw shall be paid in accordance with the Fee Schedule Bylaw.

SECTION 17 CONTRAVENTIONS

17.1 The Municipality or Park Officer may cancel or suspend a permit issued under this Bylaw if the permit holder contravenes this Bylaw, or any terms or conditions to which the permit is subject.

17.2 Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.

17.3 A Park Officer may commence a summons or offence notice in the form of a violation ticket or long information for the contravention. A Park Officer may serve upon such a person a violation ticket allowing payment of a specified penalty in the amount prescribed in the Fee Schedule Bylaw in lieu of prosecution for the offence.

17.4 Violation tickets shall be issued in accordance with the Provincial Offences Procedure Act.

SECTION 18 EFFECTIVE DATE

18.1 This Bylaw rescinds Bylaw ~~728/09~~ **796-11**.

18.2 This Bylaw shall come into full force and effect upon third and final reading.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to communicate Council's decision with the La Crete Recreation Society.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Recreation Society request for funding for the Brine Pipe repair be APPROVED in the amount of \$16,000 with funding coming from the Grants to Other Organizations Reserve.

Author: R. Pelensky Reviewed by: _____ CAO: JW

La Crete Recreation Society

*P.O. Box 29 La Crete AB T0H 2H0 10201-99 Avenue
P:(780) 928-3066 C:(780) 926-0503 F:(780) 928-3022
www.nlreccenter.com
arenam@telus.net*

NORTHERN LIGHTS REC. CENTER



April 28, 2016

Mackenzie County
Box 640
Fort Vermilion, Alberta
T0H 1N0

Re: Brine Pipe Re-Placement

Attn: Joulia Whittleton and Ron Pelensky

To the Council of Mackenzie County,

It has been brought to our attention by Cimco Refrigeration that we have a portion of Arena & Curling Rink Brine Mains that are in need of replacement, as a length of approximately 10 feet (of both 6" & 3" diameter) are significantly rusted. They have provided an estimated cost of \$ 16,000.00 to replace this portion of line with new 6" and 4" SCH 80 PVC Pipe. This estimate is based on replacement being done at the same time as work being done on our Chiller replacement.

La Crete Recreation Society is asking approval from the Council for the funds requested, as we consider this to be a pressing need. We do apologize for the oversight of this item, but were not told of the need to replace until recently.

Should you have any questions in regards to this request, please do not hesitate to call Phillip Doerksen at (780) 926-0503 or myself at (780) 285-2238. Phillip can also be reached via email at arenam@telus.net, and my email is abef50@live.ca.

We thank you for your consideration and do request a quick response, as work on the chiller will be proceeding shortly.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Abe Fehr', enclosed within a circular scribble.

Abe Fehr
President – La Crete Recreation Society

From: [Ron Pelensky](#)
To: [Jennifer Batt](#)
Subject: FW: La Crete Arena & Curling Rinks Replacement Brine Mains
Date: May-03-16 4:45:12 PM

Please include in the RFD

Ron Pelensky
Mackenzie County
P: 780.927.3718
F: 780.927.4266

From: Farzad Hasheminia [mailto:FHasheminia@toromont.com]
Sent: Tuesday, May 03, 2016 4:34 PM
To: Ron Pelensky
Cc: Marlin Gogowich; Bill Whiting
Subject: La Crete Arena & Curling Rinks Replacement Brine Mains

Ron,

Further to our conversation please find this as our explanation and reasoning behind performing brine mains change out at the time of chiller and pump upgrades.

It began during our last visit when our technician (Kenny) discovered that the arena cold and warm floor mains shown extreme signs of pitting and corrosion on the remaining steel section of the mains. Steel pipes requiring replacement on the arena side are confined to the compressor room as the remaining pipes are already converted to PVC beyond the compressor room walls on the arena side only. The curling mains are also steel and are just as corroded; however, since the trench covers were not removed Kenny could only see about 10' away as he tried to peek through the trench on the curling rink side, we may discover more as we get in there and have the trench covers removed but at this point we could only foresee about 10' of mains requiring replacement.

It is beneficial to the Northern Light Recreations Center and the McKenzie county to have these changes performed at the time of chiller and pump upgrades as most of the travelling expenses would be avoided. If the abovementioned mains to sprung a leak on a later date the cost would be drastically more than what is quoted due to dedicated travel (possibly afterhours and overtime charges) loss of brine charge from the system and also possibility of contaminating the site due to the brine leak and severity of it.

In conclusion, we would recommend a proactive approach to this issue rather than a reactive one, and will save on cost in the process. Please be advised additional charges may apply as more sections of the curling rink mains get exposed and investigated while on site.

Regards,

Farzad Hasheminia
CIMCO Refrigeration

3516 – 56th Ave.
Edmonton, AB.
T6B-3S7

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Toromont Industries Ltd., 3131 Highway 7 West, Concord, ON, L4K 1B7 www.toromont.com (416)667-5511.

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Toromont Industries Ltd., 3131 Highway 7 West, Concord, ON, L4K 1B7 www.toromont.com (416)667-5511.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Peng Tian, Director of Finance
Title:	Maranatha Evangelical Church – 2016 Property Tax Exemption Request

BACKGROUND / PROPOSAL:

Maranatha Evangelical Church has applied for Property Tax Exemption Status. Maranatha Evangelical Church is a non-profit organization that is located at 142 5001; 03; 06 in La Crete and provides evangelization of non-believers, edification of believers, and equipping of believers.

Maranatha Evangelical Church was incorporated February 05, 2015. A copy of the incorporation certificate is available. Maranatha Evangelical Church uses its income for charitable and benevolent purposes not for benefiting the organization’s directors or its employees.

Maranatha Evangelical Church leases one building and an attached two car garage that sits on approximately one acre, 142 5001; 03; 06. There is an attached lot 142 5001; 03; 05 that is approximately one acre for parking purposes,. Copy of the lease is available.

2015 record for the roll 076376 & 084050:

	2015 Combined Assessment and Taxation Notice 076376	2015 Combined Assessment and Taxation Notice 084050
Municipal tax (non-residential)	\$2,572.92	\$436.82
School tax	\$754.26	\$128.05
Lodge tax	\$104.52	\$17.74
TOTAL	\$3,431.70	\$582.61

Total Possible Exemption: \$4,014.31

Author: Mark Schonken Reviewed by: _____ CAO: _____

MOTION 16-04-275

MOVED by Councillor Bateman

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.

CARRIED

OPTIONS & BENEFITS:

There are three methods to obtain an exemption from taxes:

1. *If the assessor does not agree that a property owner qualifies, the property owner files a complaint with the Assessment Review Board and brings evidence and argument to the board that they meet the criteria in the Act and regulations (meeting the criteria would be equivalent to obtaining an exemption under parts 1 & 2 of Community Property Tax Exemption Regulation (COPTER)).*
2. *A property owner can apply to council for an exemption under Part 3 of the COPTER.*
3. *Apply to council on a **yearly basis** for council to exercise its discretion to forgive all or a portion of taxes.*

Ultimately, the Municipal Government Act, s. 347 empowers Council in regards to cancellation, reduction, refund or deferral of taxes:

347 (1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- a) *cancel or reduce tax arrears;*
- b) *cancel or refund all or part of a tax;*
- c) *defer the collection of a tax.*

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

COSTS & SOURCE OF FUNDING:

Annual operating budget

Author: Mark Schonken **Reviewed by:** _____ **CAO:** _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Maranatha Evangelical Church Services be exempt from paying 2016 property taxes for the leased facilities under rolls 076376 and 084050.

Author: Mark Schonken Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Peng Tian, Director of Finance
Title:	Noralta Inn West – 2016 Property Tax Exemption Request

BACKGROUND / PROPOSAL:

Noralta Inn West has applied for Property Tax Exemption Status. Noralta Inn West is a private business that owns 882 1687; 10; 03 and provides portion of a building to Alberta Health Services to house the ambulance and equipment.

A new lease agreement has been signed commencing April 1, 2016 to March 31, 2019. The lease agreement does not reference any property tax payments. Noralta Inn West has provided a letter to confirm that the lease with Alberta Health Services does not include any property tax payments.

Part 3 of COPTER allows non-profit organizations that operate certain facilities to apply directly to the municipality for an exemption from taxation. Alberta Health Services meets the requirements of Part 3 of COPTER, so it should be exempt from municipal property tax when property is used in connection with health region purposes. Since Alberta Health Services does not pay the property taxes, the owner of the property, Noralta Inn West, applied for the tax exemption.

2015 record for the roll 192434:

	2015 Combined Assessment and Taxation Notice 192434
Municipal tax (non-residential)	\$3,386.28
School tax	\$1,017.06
Lodge tax	\$86.77
TOTAL	\$4,490.11

Total Possible Exemption: \$4,490.11

Author: Peng Tian Reviewed by: _____ CAO: JW

OPTIONS & BENEFITS:

Option 1

That the request by Noralta Inn West for a property tax exemption on Tax Roll 192434 be denied.

Option 2

That the 2016 property tax for the portion of building used by Alberta Health Services be exempt.

COSTS & SOURCE OF FUNDING:

Annual operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Noralta Inn West be exempt from paying 2016 property tax for the portion of the building used by Alberta Health Services under tax roll 192434.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning
Title:	Bylaw 1030-16 Road Closure Fort Vermilion Bridge Campground

BACKGROUND / PROPOSAL:

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

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

N/A

Author: L. Lambert Reviewed by: _____ CAO JW

SUSTAINABILITY PLAN:

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

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1030-16, being a road closure bylaw for the closure of government road allowance between Section 28 and 29 Township 108, Range 13, W5M for the purpose of consolidation, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO JW

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

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

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

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

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

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

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this _____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

PUBLIC HEARING held this _____ day of _____, 2016.

APPROVED this _____ day of _____, 2016.

Approval valid for _____ months.

Minister of Transportation

READ a second time this _____ day of _____, 2016.

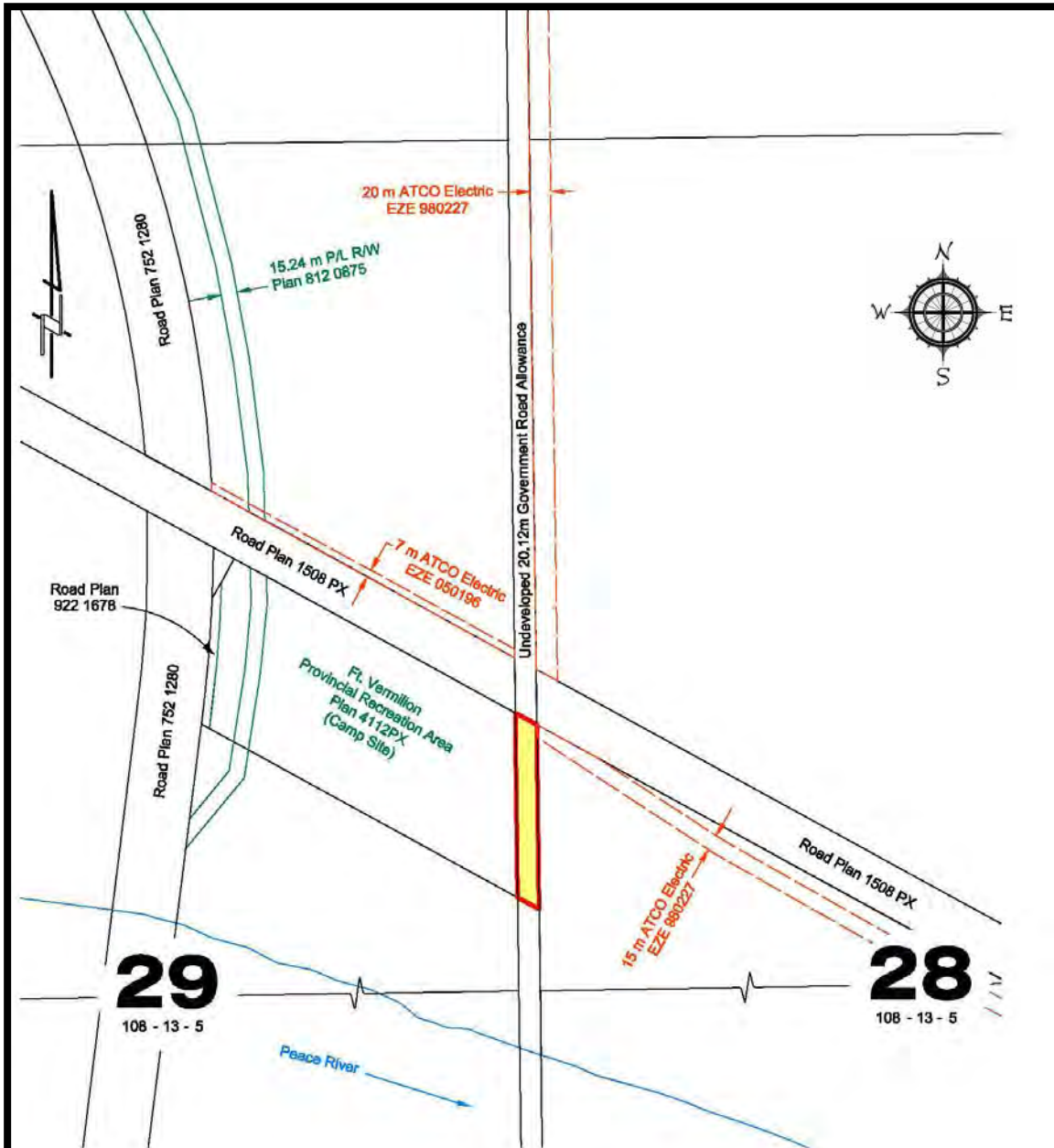
READ a third time and finally passed this _____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1030-16

SCHEDULE "A"

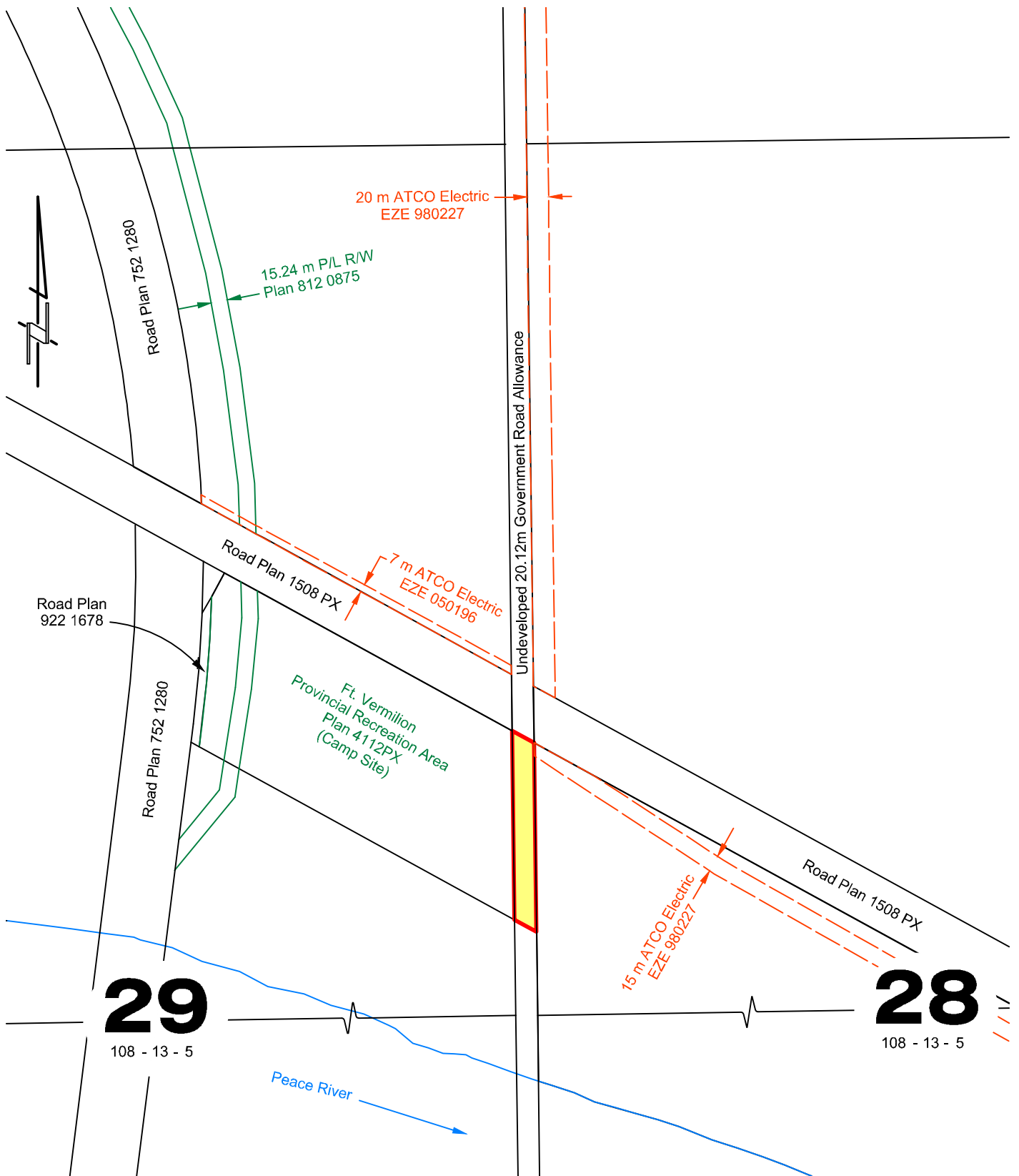


PROPOSED ROAD CLOSURE

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

BOUNDARY OF PROPOSED ROAD CLOSURE : 

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



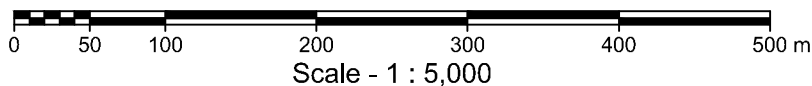
PROPOSED ROAD CLOSURE

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

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

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

Mackenzie County - Alberta 2015



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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning
Title:	Bylaw 1031-16 Road Closure Fort Vermilion Bridge Campground

BACKGROUND / PROPOSAL:

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

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

N/A

Author: L. Lambert Reviewed by: _____ CAO JW

SUSTAINABILITY PLAN:

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

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1031-16, being a road closure bylaw for the closure of all of Plan 2982PX within SE 1/4 Section 28, Township 108, Range 13, W5M lying north and east of Plan 1508PX for the purpose of consolidation, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO JW

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

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

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

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

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

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

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this _____ day of _____, 2016.

Bill Neufeld
Reeve

Julia Whittleton
Chief Administrative Officer

PUBLIC HEARING held this _____ day of _____, 2016.

APPROVED this ____ day of _____, 2016.

Approval valid for _____ months.

Minister of Transportation

READ a second time this ____ day of _____, 2016.

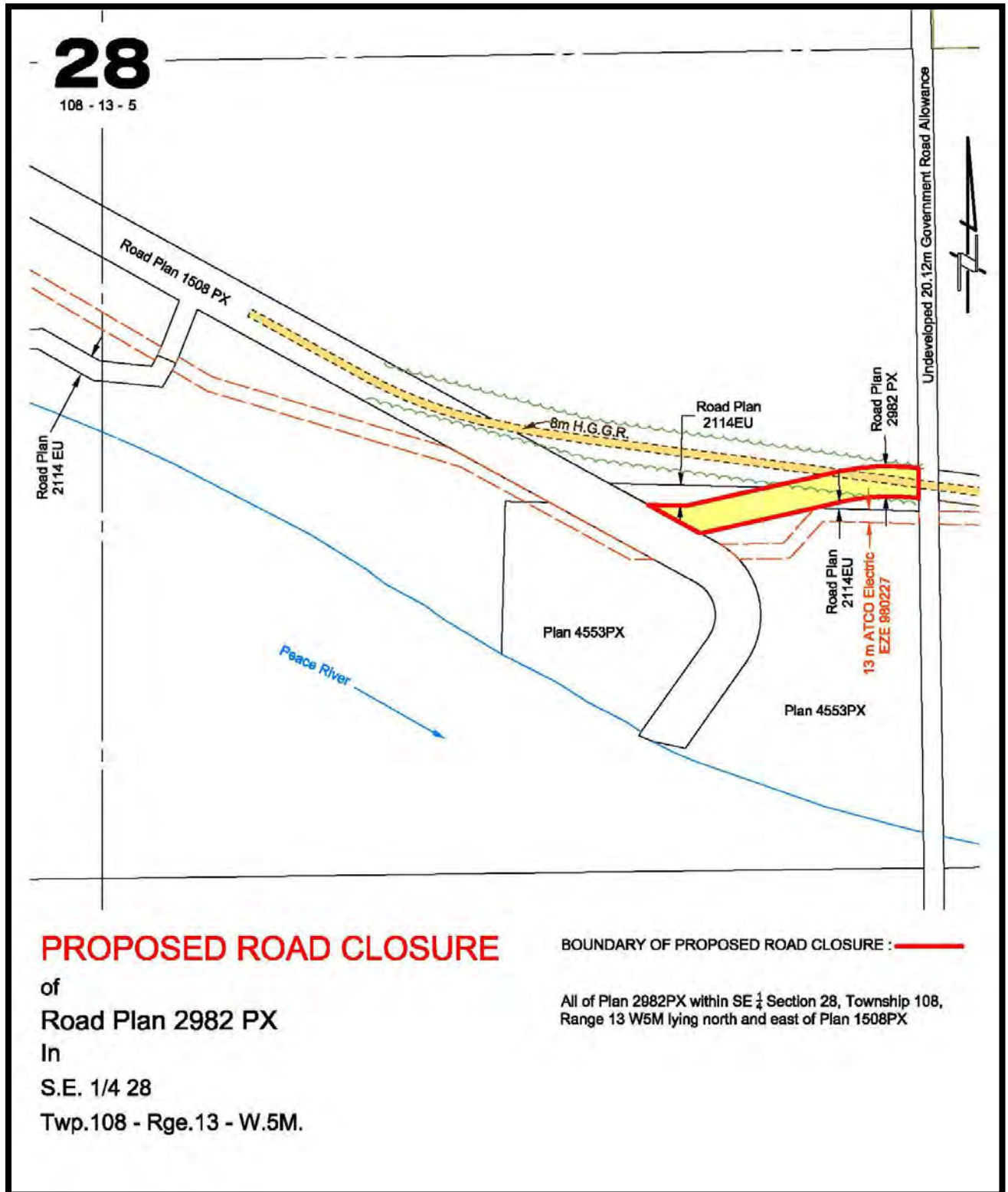
READ a third time and finally passed this ____ day of _____, 2016.

Bill Neufeld
Reeve

Julia Whittleton
Chief Administrative Officer

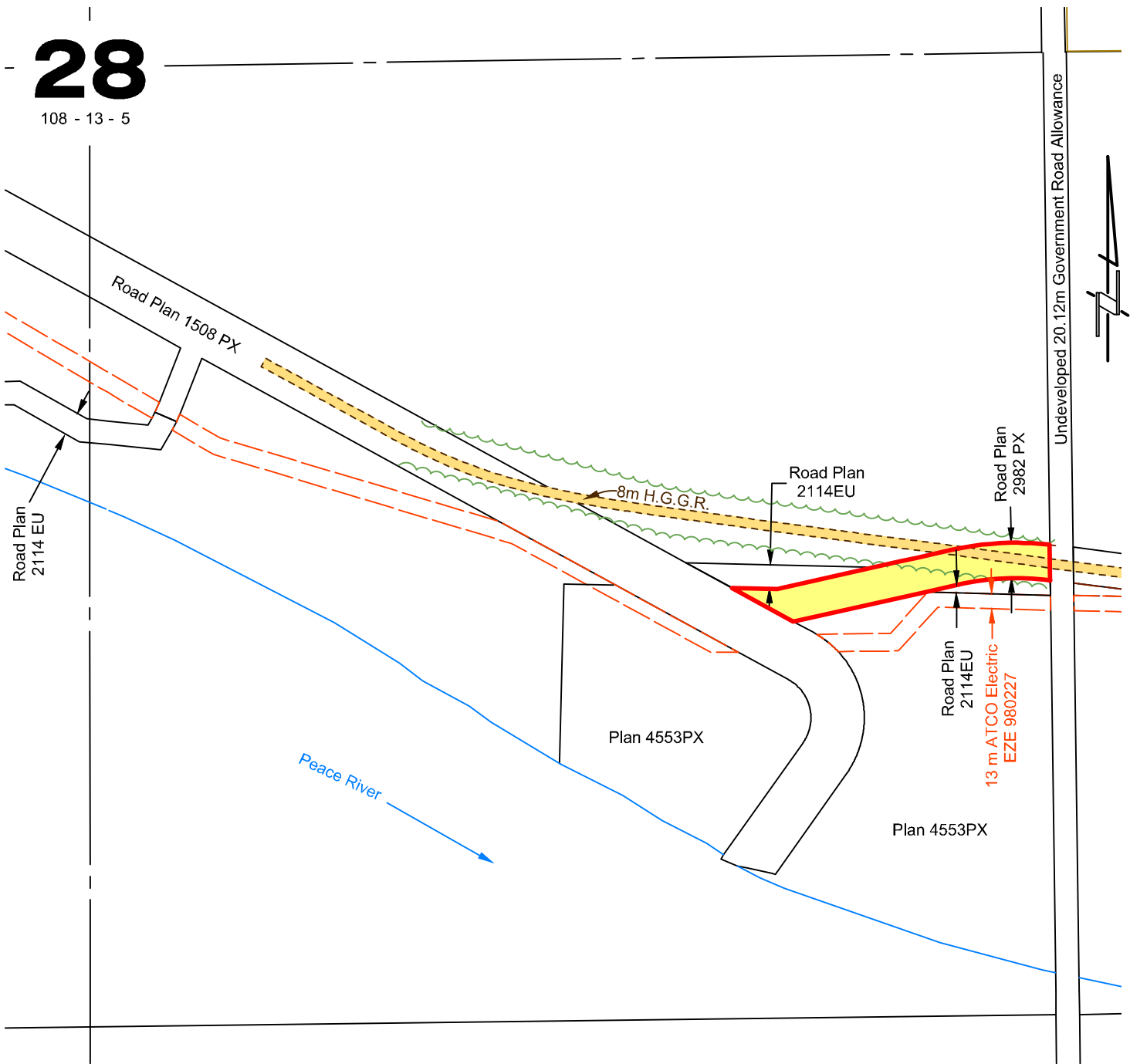
BYLAW No. 1031-16

SCHEDULE "A"



28

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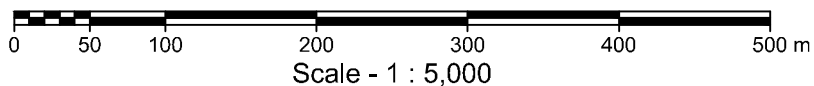
PROPOSED ROAD CLOSURE

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

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

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

Mackenzie County - Alberta 2015



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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1032-16 Road Closure Fort Vermilion Bridge Campground

BACKGROUND / PROPOSAL:

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

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

N/A

Author: L. Lambert Reviewed by: _____ CAO JW

SUSTAINABILITY PLAN:

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

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1032-16, being a road closure bylaw for the closure of all of the uncancelled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX for the purpose of consolidation, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO JW

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

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

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

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

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

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

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule “A”

READ a first time this ____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

PUBLIC HEARING held this ____ day of _____, 2016.

APPROVED this _____ day of _____, 2016.

Approval valid for _____ months.

Minister of Transportation

READ a second time this _____ day of _____, 2016.

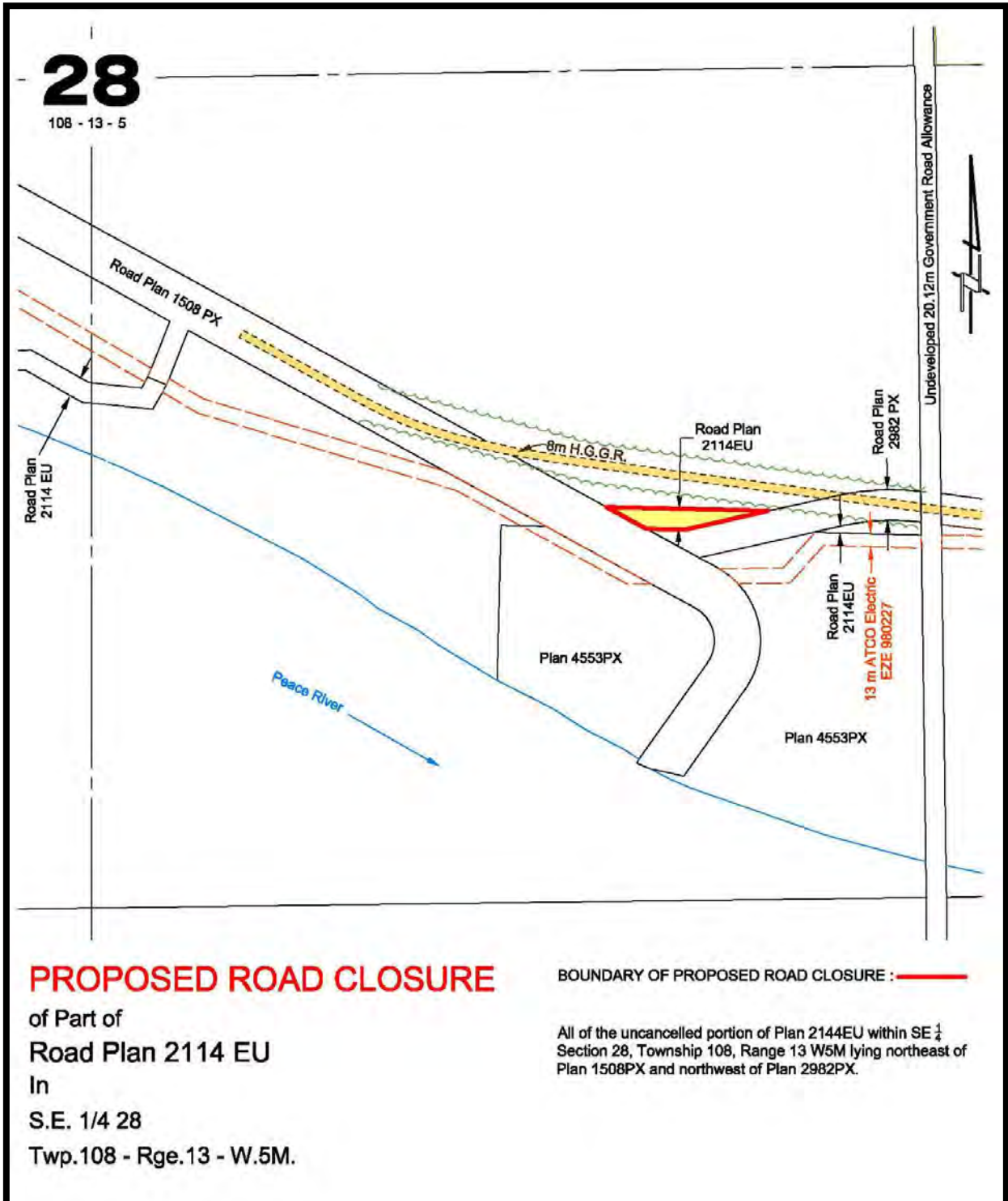
READ a third time and finally passed this _____ day of _____, 2016.

Bill Neufeld
Reeve

Julia Whittleton
Chief Administrative Officer

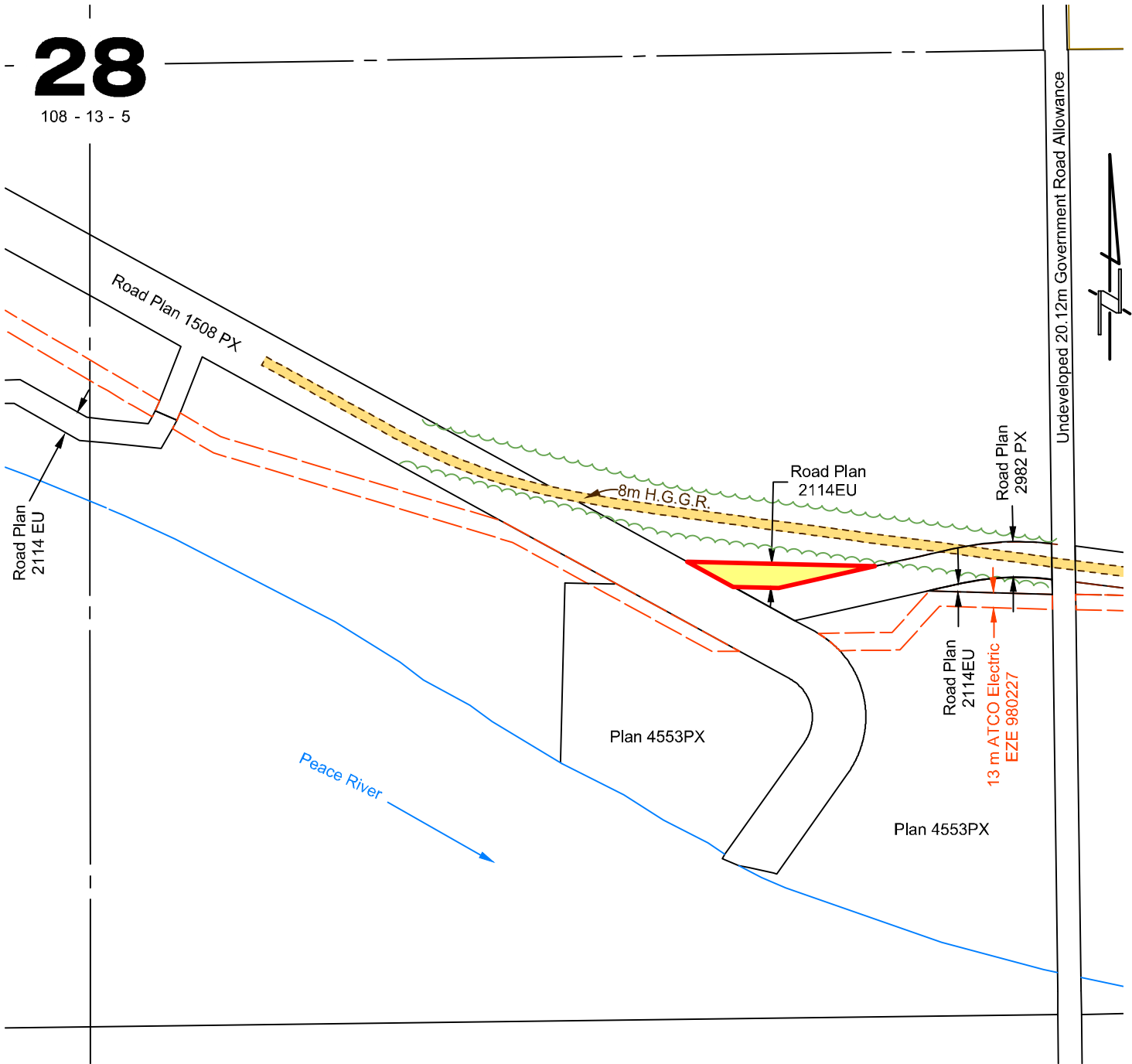
BYLAW No. 1032-16

SCHEDULE "A"



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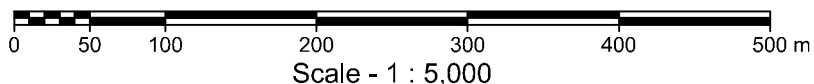
PROPOSED ROAD CLOSURE

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

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

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

Mackenzie County - Alberta 2015



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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1033-16 Road Closure Fort Vermilion Bridge Campground

BACKGROUND / PROPOSAL:

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

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

N/A

Author: L. Lambert Reviewed by: _____ CAO JW

SUSTAINABILITY PLAN:

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

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1033-16, being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, township 108, Range 13, W5M lying south of Plan 2982PX for the purpose of consolidation, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO JW

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

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

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

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

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

All of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, township 108, Range 13, W5M lying south of Plan 2982PX

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this _____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

PUBLIC HEARING held this _____ day of _____, 2016.

APPROVED this _____ day of _____, 2016.

Approval valid for _____ months.

Minister of Transportation

READ a second time this _____ day of _____, 2016.

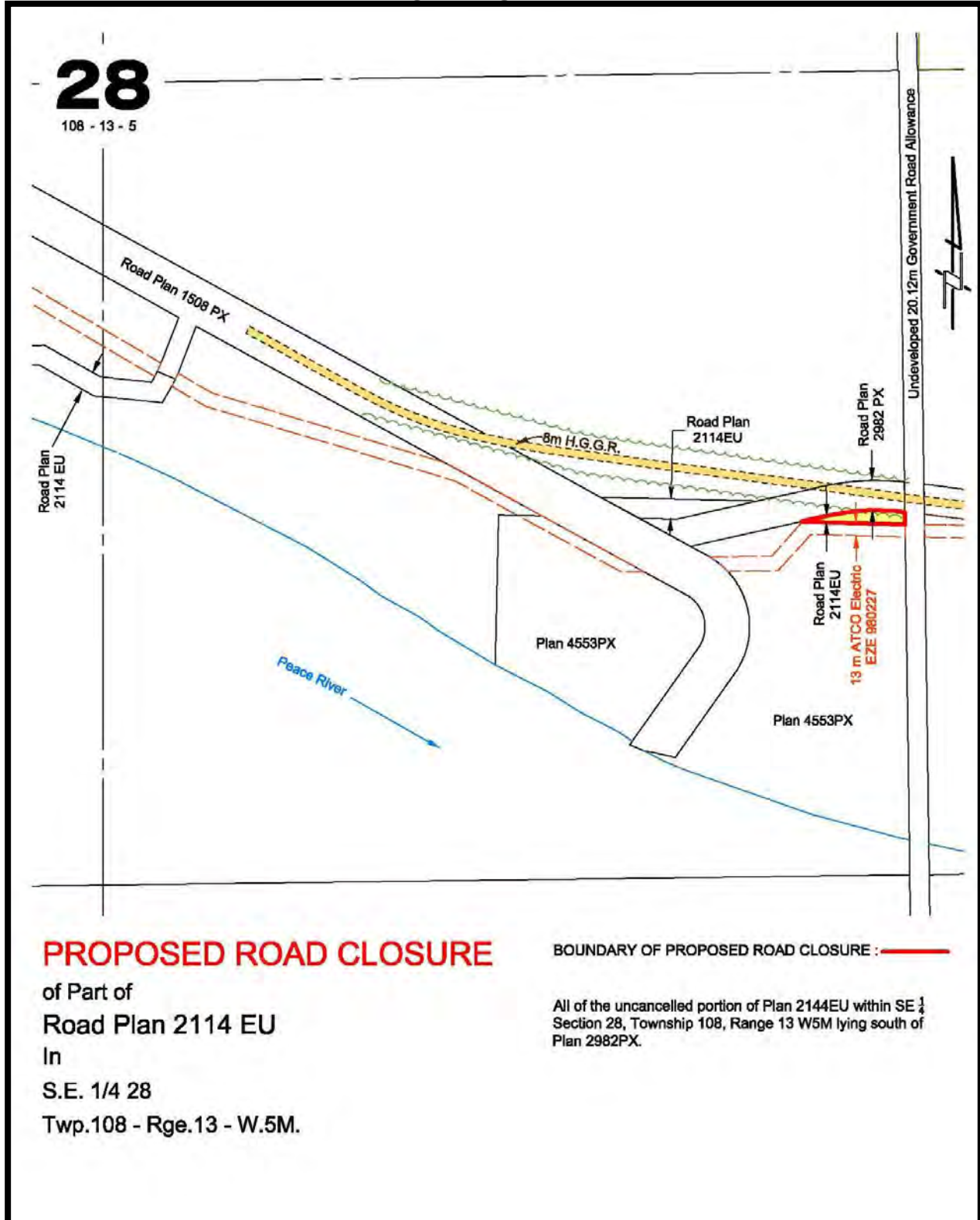
READ a third time and finally passed this _____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

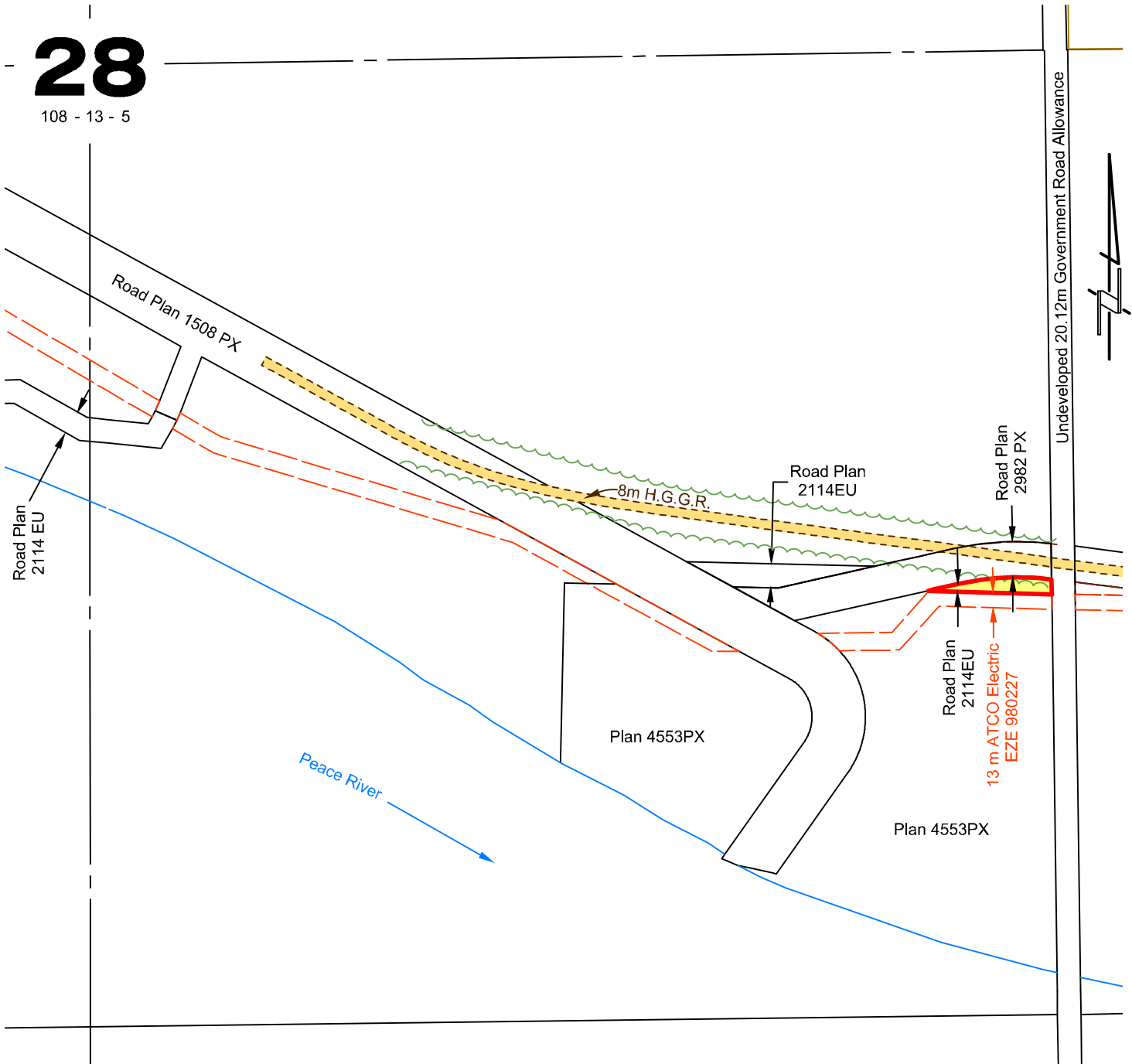
BYLAW No. 1033-16

SCHEDULE "A"



28

108 - 13 - 5



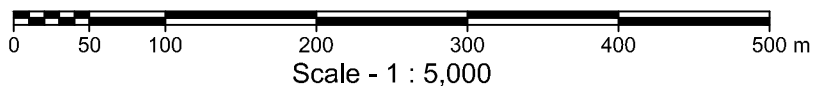
PROPOSED ROAD CLOSURE

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

BOUNDARY OF PROPOSED ROAD CLOSURE : ———

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

Mackenzie County - Alberta 2015



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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1027-16 Land Use Bylaw Amendment to Rezone Part of NE 11-106-15-W5M from Agricultural “A” to La Crete Highway Commercial District “HC2” (La Crete Rural)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of NE 11-106-15-W5M from Agricultural “A” to La Crete Highway Commercial District “HC2” to allow for the development of multiple commercial lots along the La Crete north access and the Buffalo Head intersection.

Bylaw 10xx-16 was presented at the April 21, 2016 Municipal Planning Commission (MPC) meeting where the following motion was made:

MPC-16-04-059 **MOVED** by Beth Kappelar

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 10xx-16 being the rezoning of Part of NE 11-106-15-W5M from Agricultural “A” to La Crete Highway Commercial District “HC2” for commercial development.

This location is the area that the Planning Department recently discussed with the MPC on whether to allow industrial/commercial type development. Although the future long term plans are to see industrial/commercial growth mainly at the north end of town, there is a strip of land adjacent to Highway 697 that should not be allowed residential development due to the close proximity of the sewage lagoons. The far north east corner of this quarter is within this future working area of the sewage lagoon. However the majority of the proposed area is not.

It could also be said that this area would be an ideal location for commercial development as it is in a High Traffic area with lots of visual influence. However this

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

highly visual area would also mean that it could be a challenge and it will be a mandate of the County's to maintain a high quality of order, neatness and a visually pleasing aspect.

This application will require the approval of Alberta Transportation as it is adjacent to Highway 697.

The Land Use Bylaw defines the La Crete Highway Commercial District as follows:

8.18 LA CRETE HIGHWAY COMMERCIAL DISTRICT "HC2"

The general purpose of this LAND USE DISTRICT is to accommodate commercial business, in a comprehensively planned area that may provide a combination of shops, services, offices, entertainment and accommodation. The types of development within this District are moderate to large in size, primarily serve the needs of a regional clientele, are comprehensively planned and designed to demonstrate a wide variety of building types and scale, provide pedestrian and bicycle amenities with attractive landscaping components. Uses in this District incorporate high quality signage, landscaping, site design, and building appearance.

A. PERMITTED USES	B. DISCRETIONARY USES
<ul style="list-style-type: none"> a) AMUSEMENT FACILITY b) BUILDING DEMOLITION OR REMOVAL (<i>Bylaw 932-14</i>) c) BUSINESS SUPPORT SERVICES d) CONVENIENCE STORE e) LAUNDROMAT f) HOTEL g) MEDICAL FACILITY h) MOTEL i) PROFESSIONAL FACILITY j) PUBLIC UTILITY LOT k) TOURIST INFORMATION FACILITY 	<ul style="list-style-type: none"> a) AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES b) BULK FUEL/PROPANE SALES c) BUS DEPOT d) RESTAURANT e) RETAIL GARDEN CENTRE f) RETAIL STORE g) SELF-STORAGE 1 (<i>Bylaw 942-14</i>) h) SERVICE STATION i) SIGNS j) VEHICLE WASH ESTABLISHMENT k) PAWN SHOP l) WAREHOUSE m) VETERINARY CLINIC

OPTIONS & BENEFITS:

Land designated as a commercial area is rarely located in the middle of residential zones. The general practice is to locate commercial development along the major corridor which encourages businesses to congregate along busier streets and central downtown areas. This helps to keep traffic to these sites manageable and alleviates residential areas next to major roadways. The use of service roads eliminates additional access on and off the main access.

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

The La Crete Area Structure Plan breaks down where and how these districts should be located and what kind of relationship there should be with surrounding development.

3.3.2 Highway Commercial Area

Highways create attractive locations for commercial businesses due to relatively higher levels of visibility and access. The commercial uses are anticipated to be in the form of large scale commercial developments (i.e. box stores, power centre, etc) that serve a regional market catchment. It is suggested that an enclosed mall should not be permitted in the Highway Commercial Area until such a time as the town centre is well established as this would likely preclude the growth of the town centre.

When development applications are made for specific sites in the highway commercial area, they should be required to demonstrate the relation between the next nearest buildings and the proposed development. Traffic and pedestrian circulation routes on site need to be specified and rationalized amongst adjacent properties.

- Highway Commercial A. Sites should be designed in a comprehensive manner that integrates with existing and future development opportunities on surrounding sites, including consideration of building design, mass, transportation and site operation. This may require cooperation amongst adjacent property owners through a Concept Scheme, Neighbourhood Structure Plan or Outline Plan process to create attractive and functional commercial areas. Joint access, drainage and parking easement agreements may be required to facilitate cooperative use and development.*
- Highway Commercial B. Development should provide pedestrian and bicycle amenities, including walkways from the main street frontage to main entrances of commercial buildings, and conveniently located bicycle parking.*
- Highway Commercial C. New developments are encouraged to enter into shared parking agreements to meet minimum parking standards. Parking should mainly be provided to the side and rear of new developments.*
- Highway Commercial D. New developments should be subject to landscaping and appearance requirements to ensure that these areas are aesthetically pleasing.*
- Highway Commercial E. Development of properties adjacent to residential areas should address potential land use conflicts through building orientation, landscaped buffers, lighting design, architectural treatments and operational requirements.*
- Highway Commercial F. A property developed with multiple commercial buildings should be designed as a comprehensive development, considering the relation between the appearance and operational characteristics of the different buildings and their individual uses.*
- Highway Commercial G. Low impact design features should be incorporated into development.*

OPTIONS

Option 1

That first reading be given for Bylaw 1027-16 being a Land Use Bylaw Amendment to rezone Part of NE 11-106-15-W5M from Agricultural "A" to La Crete Highway Commercial District "HC2" for commercial development, subject to public hearing input.

Option 2

That first reading for Bylaw 1027-16 being a Land Use Bylaw Amendment to rezone Part of NE 11-106-15-W5M from Agricultural "A" to La Crete Highway Commercial District "HC2" for commercial development 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, but has several references to commercial development and sustainability of community lands and infrastructure:

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth

Goal N3 Optimal use is made of County farm land.

Strategy N3.1 Ensure that the County's Land-Use Bylaw and Municipal Development Plan limit urban or non-agricultural development in unused lands that are best-suited for agriculture.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

Goal E28 *Mackenzie County's economy has the capacity to moderate the local impacts of dramatic economic ups and downturns in resource sector activities. Mackenzie County's overall sustainability will be based on its capacity to adapt to changing conditions and to develop strategies to cope with the volatility inherent in a resource-based economy. Since the County does not have direct control over the global marketplace, measures must be considered to minimize the*

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

impact of the economy's peaks and valleys. Although a concerted effort continues to be made to attract new commercial activity, the County is limited in what it can actually do. A dedicated approach to ensuring that the County's overall infrastructure framework will meet its needs in the coming decades is essential. Growth pressure points tend to be in the areas of transportation, health and educational services.

Strategy S1.3 *Implement policies that place stronger emphasis on commercial development in each hamlet, in conjunction with the County's hamlet development plans.*

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements; this includes all adjacent landowners and the local papers.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1027-16 being a Land Use Bylaw Amendment to rezone Part of NE 11-106-15-W5M from Agricultural "A" to La Crete Highway Commercial District "HC2" for commercial development, subject to public hearing input.

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

BYLAW NO. 1027-16
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 Industrial subdivision.

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:

Part of NE 11-106-15-W5M

within Mackenzie County, be rezoned from Agricultural "A" to La Crete Highway Commercial District "HC2" as outlined in Schedule "A" hereto attached.

READ a first time this ____ day of _____, 2016.

PUBLIC HEARING held this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time and finally passed this ____ day of _____, 2016.

Bill Neufeld
Reeve

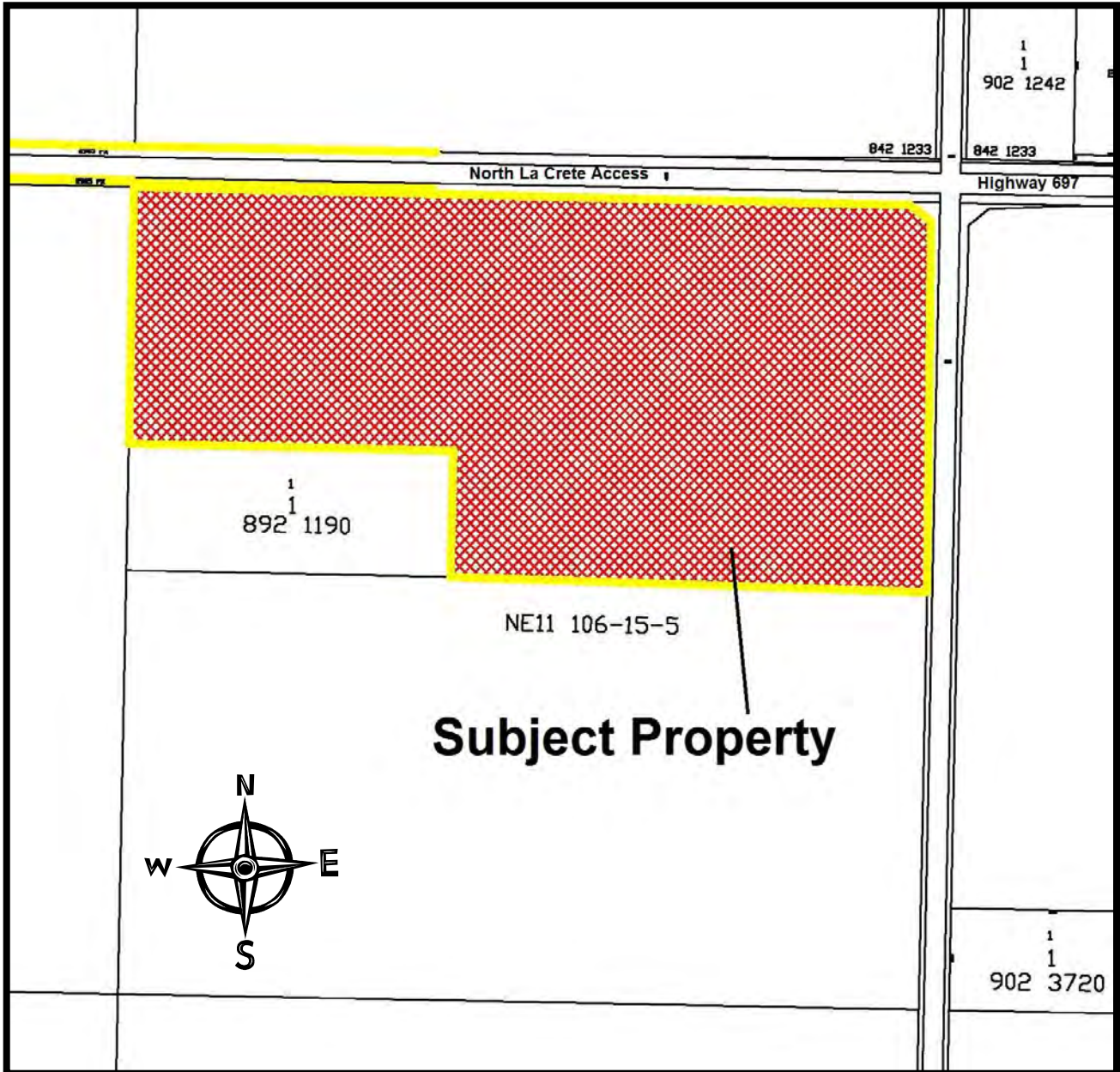
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1027-16

SCHEDULE "A"

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

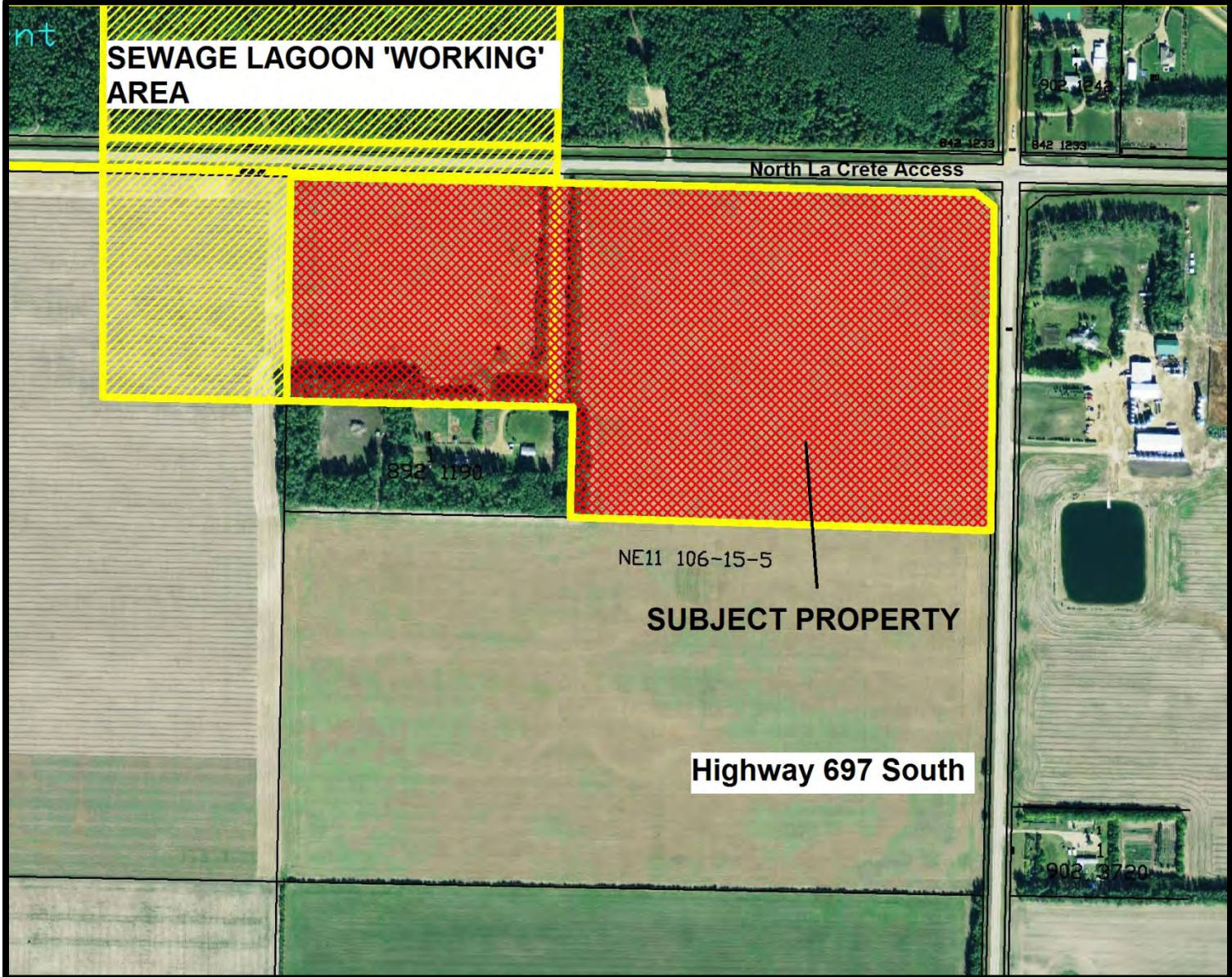
Part of NE 11-106-16-W5M within Mackenzie County; be rezoned from Agricultural "A" to La Crete Highway Commercial District "HC2".



FROM: Agricultural "A"

TO: La Crete Highway Commercial District "HC2"

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1027-16

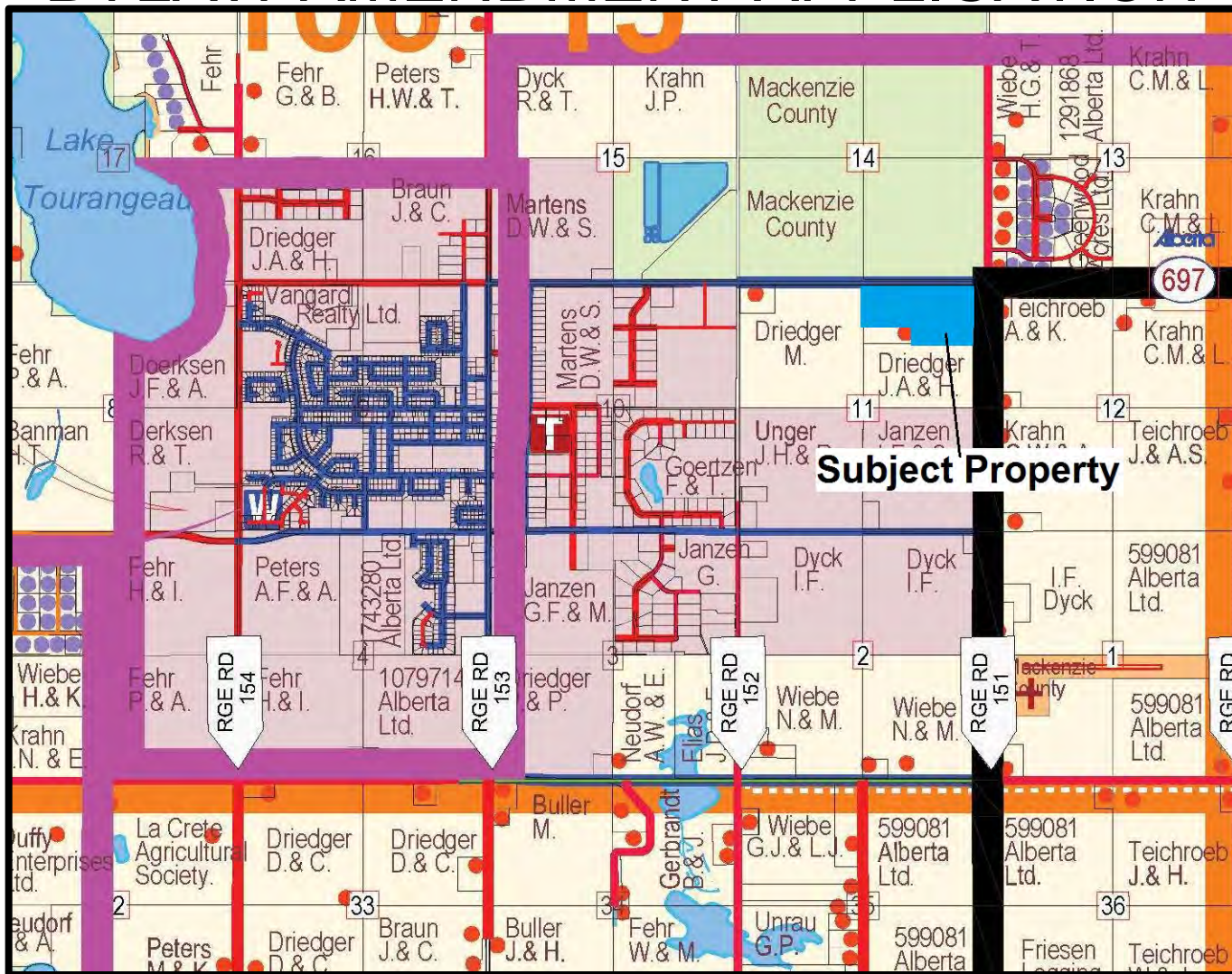
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1027-16

NOT TO SCALE

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Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1028-16 Land Use Bylaw Amendment to Rezone Part of SW 8-106-15-W5M from Agricultural “A” to Rural Country Residential District 3 “RC3”(La Crete Rural)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of SW 8-106-15-W5M from Agricultural “A” to Rural Country Residential “RC3” to allow for the development of multiple residential lots in the rural area just outside the hamlet boundaries of La Crete.

Bylaw 10xx-16 was presented at the April 21, 2016 Municipal Planning Commission meeting where the following motion was made:

MPC-16-04-063

MOVED by Jacquie Bateman

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 10xx-16 being the rezoning of Part of SW 8-106-15-W5M from Agricultural “A” to Rural Country Residential 3 “RC3” to allow for the development of multiple residential lots in the rural area.

This parcel of land is located directly west of La Crete on intersection 94th Ave and range road 155. There is existing rural multi-lot development directly south of the proposed parcel and the quarter to the east of it was recently rezoned to Hamlet Residential 1B “HR1B”.

The applicant is proposing 10 -15 parcels ranging from 3-4 acres in size. They would like to connect to the municipal waterline like the other two country residential developments to the south. They do not have plans of connecting to the municipal sewer system at this time. Their proposal is for individual private sewer systems. Like all others, they will have to be systems that conform with the Alberta Private Sewage Systems Standard of Practice 2009.

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

The Planning Department has had recent concerns in allowing multi-lot residences within the middle of agricultural areas. Even though this location is currently farmed and does have agricultural areas partially surrounding it, those farmed quarters have their restrictions as well. The quarter to the east is zoned for residential development, the quarter to the north is adjacent to Tourangeau Lake, making it an ideal location for country residential district close to a recreational area, and the quarters to the south are already county residential acreages. Only the quarter to the west is agricultural land currently not destined to anything aside from farming.

The proposed area meets several of the Municipal Development Plan objectives as highlighted.

5.1 Country Residential Objectives

- ' Recognize agriculture, its related activities and industries as the predominant land use in the rural area.
- ' Recognize country residential development as a legitimate land use in the rural area, while minimizing potential conflicts with non-residential uses. **(Its currently surrounded by multi-residential use already)**
- ' Provide for the establishment of attractive, well-planned and properly serviced country residential development.
- ' Maintain the rural character of the County and to allow for growth of the established urban areas.

5.2 Country Residential Policies

- 5.2.1 To reduce conflicts with Hamlet growth and industrial and agricultural operations, and to minimize the cost of maintaining roads and other municipal services, country residential communities shall be located in a well-defined area, as shown on the maps within the Hamlet and Industrial Area Structure Plans, leaving the rest of the County primarily agricultural or Crown Land. These country residential areas are located in accordance with the following principles:
- a) have poor soils (CLI Class 5), except where the use of better soils may be justified because **the land is adjacent to urban areas, recreational lakes or river valleys;**
 - b) **do not limit the logical expansion of the Town of High Level, or the Hamlet's of Fort Vermillion, La Crete or Zama City;**
 - c) **located near existing or proposed recreation areas;**
 - d) have potable water supply and are adequately serviced or where municipal servicing can be provided in an efficient and economical manner; **(when the quarter on the east is developed it may be able to**

connect to full municipal services)

- e) have simple and direct access to paved roads and highways; and
- f) will maintain the minimum separation distance from sour gas facilities, gas and oil wells, wastewater treatment plant, landfills, existing CFOs and existing sand and gravel extraction sites as defined by Municipal Government Act, AOPA, or any other relevant legislation.
- g) Do not create potential land use conflicts by locating adjacent to areas which have existing or are proposed for heavy industrial uses. **(Industrial Uses are slated for the north and east side of the hamlet)**

Mackenzie County may consider locations outside of the designated areas provided they meet the conditions of the Policy 5.2.1.

Wherever possible, a landscaped or treed buffer should be provided along the boundaries of country residential lots that are located adjacent to non-residential uses.

If a quarter section being subdivided contains significant areas of Better Agricultural Land, those areas must normally be left as a single large parcel, with the residential lots concentrated on the poorer soil.

Mackenzie County shall discourage the expansion of rural agricultural settlements as these communities are not intended as nodes for future Hamlet locations or future intensive residential developments. **(future intensive residential uses are located on the south and southwest side)**

Any future subdivisions located adjacent to a highway shall take place in a manner that protects the integrity of the highway corridor and may require a service road, subject to the requirements of Alberta Transportation.

OPTIONS & BENEFITS:

The Planning and Development Department feels that this location is an ideal area for country residential development. It's close to the hamlet, not in the middle of agricultural farm land and it's located between existing country residential development and Tourangeau Lake a recreational area. All said points met the objectives and policies of the Municipal Development Plan.

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

Previous concerns with multi-lot rural subdivisions to consider

Multi-lot country residential subdivisions are problematic in nature due to the requirements and the locations in which they are created. These are some of the issues previously noted on the debate of multi-lot subdivision applications:

- The requirement for conducting expensive studies such as Area Structure Plans, Traffic Impact Assessments, soil testing, engineered road and drainage plans, etc.
- The need to meet Alberta Transportation and Infrastructure requirements such as intersection upgrades and comprehensive Area Structure Plans which include adjacent quarter sections. These requirements can greatly impede the subdivision process and make the subdivision very expensive. AIT has informed us that whenever there is a subdivision constructed close to one of their highways that creates more than eight lots, intersection upgrades are required.
- Request for dust control from adjacent property owners, residents of the subdivision, and in some cases from the developers themselves after the development is complete.
- Request for reduced speed zones, usually after subdivision completion as well.
- Concentrated private sewage disposal.
- Increase in municipal road infrastructure placing a strain on municipal operations. All internal subdivision roads become the responsibility of the municipality once the two year warranty period has passed.
- Increased traffic on rural roads.
- Increased assessment is not enough to offset the cost of increased road maintenance.
- Reduction in the quantity of better agricultural land.
- Conflict with adjacent landowners who don't want their country life style altered by high density rural residential districts.
- Potential acreage/farm issues such as spraying, noise, smells, etc.
- Urban sprawl. Rural country residential subdivisions close to Hamlet or Town boundaries have the potential of eventually being absorbed into the urban areas creating a new set of problem due to the size of the lots. La Crete especially is in danger of being "boxed in" by multi-lot acreages, both Hamlet Country Residential and Rural Country Residential.

Additional concerns that need to be considered are:

- Challenges providing adequate/timely fire protection
- Ensuring FireSmart practices are incorporated into the development (ie. requirement for non-flammable exterior cladding & roofing, tree thinning, etc.)
- Level of service 'creep' that will occur for the maintenance and surfacing of the roads, water supply, site drainage, etc.
- Rural large lot development is likely the single least sustainable form of development. Standard convention says that residents can have space/land, or services. Hence in cities people have no space but many services. Residents of

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

large lot country residential tend to expect both. They feel they don't have the space that their rural neighbors do, and therefore want the increased services. Providing increased services for such a low density development is not economically feasible; however.

Several years ago a substantial amount of better agricultural land was rezoned for multi-lot country residential uses, reducing the amount of suitable agriculture land. Since the recent land auctions, more agricultural land has become available, however in allowing multi-lot subdivisions, agricultural land is removed from the agricultural production. According the Municipal Development Plan, it is the County's intent to not only retain but to increase and protect the amount of agricultural land within its boundaries. Therefore, the preferred development of higher density residential dwellings should remain within or adjacent to the hamlet boundaries.

Allowing new and/or additional country residential developments does add to the diversity of housing and lifestyle types available in our region, and this is a definite positive. The thing to consider is whether this is a form of diversity that the County can afford to accommodate over the long term. There is a need to balance the long term financial implications of development with the desires of residents for a diversity of housing options.

OPTIONS

Option 1

That first reading be given to Bylaw 1028-16 being a Land Use Bylaw amendment to rezone Part of SW 8-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area, subject to public hearing input.

Option 2

That first reading of Bylaw 1028-16 being a Land Use Bylaw amendment to rezone Part of SW 8-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area 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, but has several references to housing options and sustainability of community lands and infrastructure:

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

Goal E24 Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages of their lives.

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth

Strategy E26.2 Provide exceptional services that enhance the quality of life in County hamlets and existing rural areas as a means to dissuade residents and newcomers from moving to undeveloped areas to establish small lots or acreages.

Goal N3 Optimal use is made of County farm land.

Strategy N3.1 Ensure that the County's Land-Use Bylaw and Municipal Development Plan limit urban or non-agricultural development in unused lands that are best-suited for agriculture.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements; this includes all adjacent landowners and the local papers.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1028-16 being a Land Use Bylaw amendment to rezone Part of SW 8-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area, subject to public hearing input.

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

BYLAW NO. 1028-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a residential development.

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:

Part of SW 8-106-15-W5M

within Mackenzie County, be rezoned from Agricultural "A" to Rural Country Residential District 3 "RC3" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2016.

PUBLIC HEARING held this _____ day of _____, 2016.

READ a second time this ___ day of _____, 2016.

READ a third time and finally passed this ___ day of _____, 2016.

Bill Neufeld
Reeve

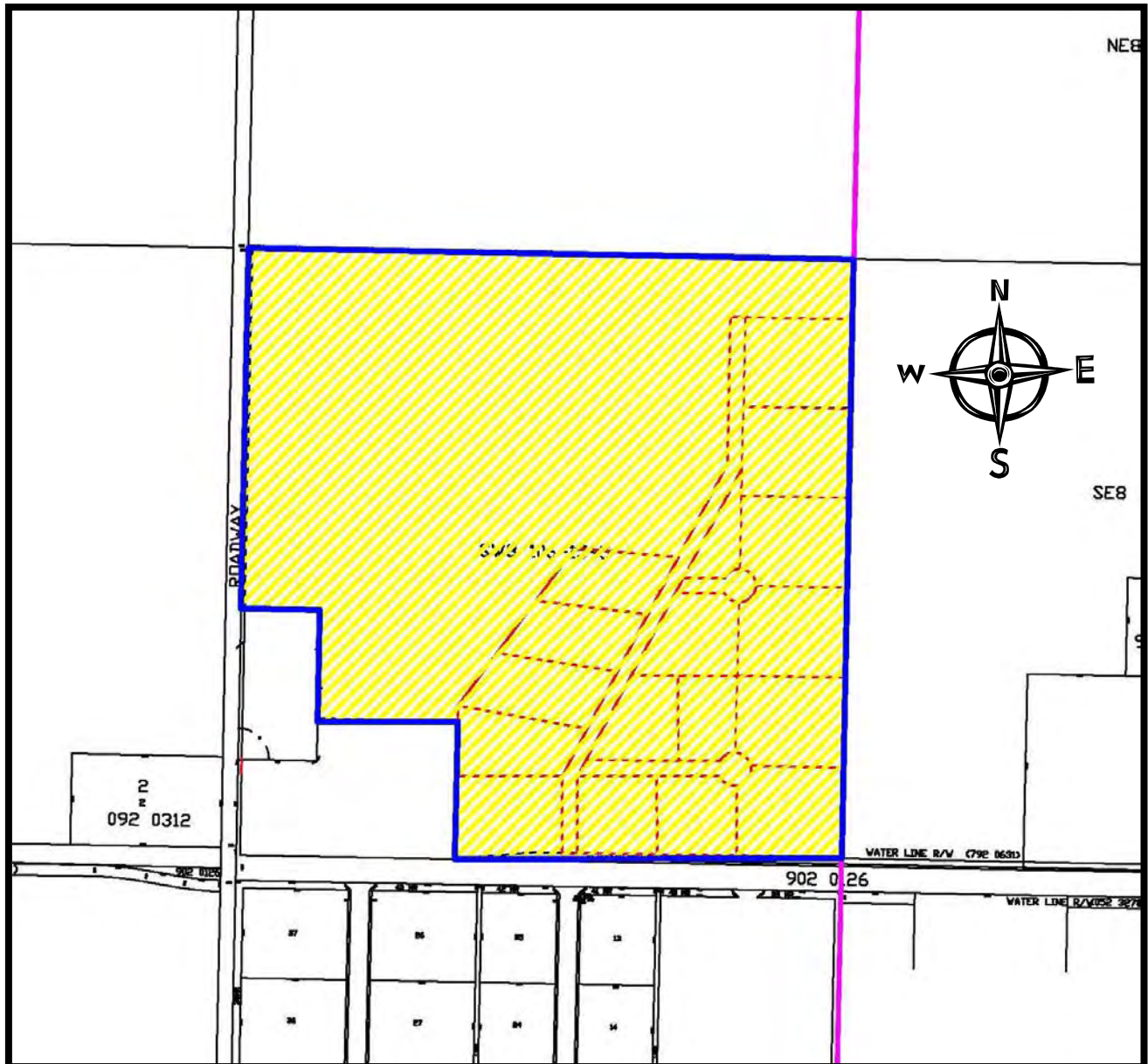
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1028-16

SCHEDULE "A"

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

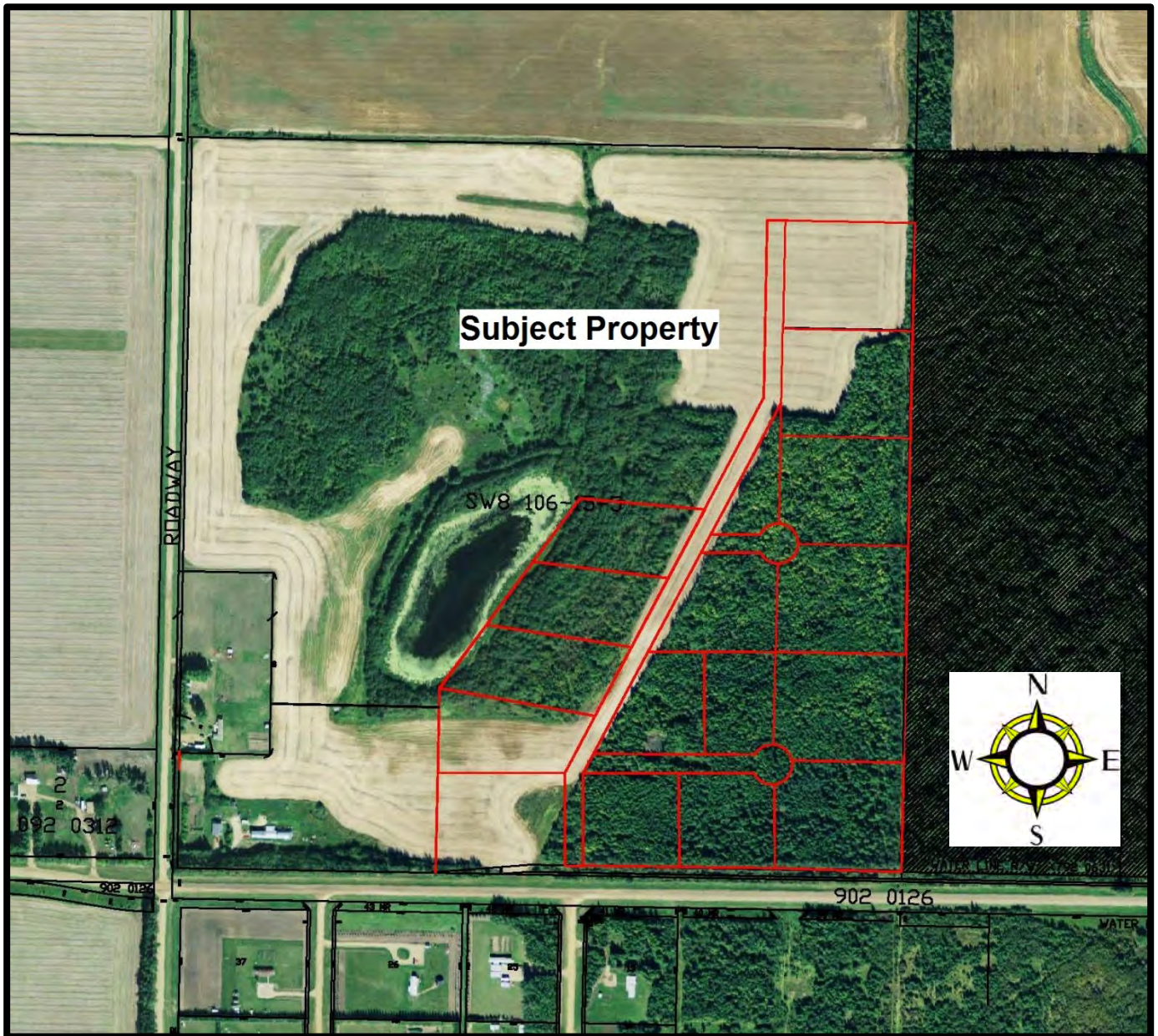
Part of SW 8-106-15-W5M within Mackenzie County; be rezoned from Agricultural "A" to Rural Country Residential District 3 "RC3".



FROM: Agricultural "A"

TO: Rural Country Residential District 3 "RC3"

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1028-16

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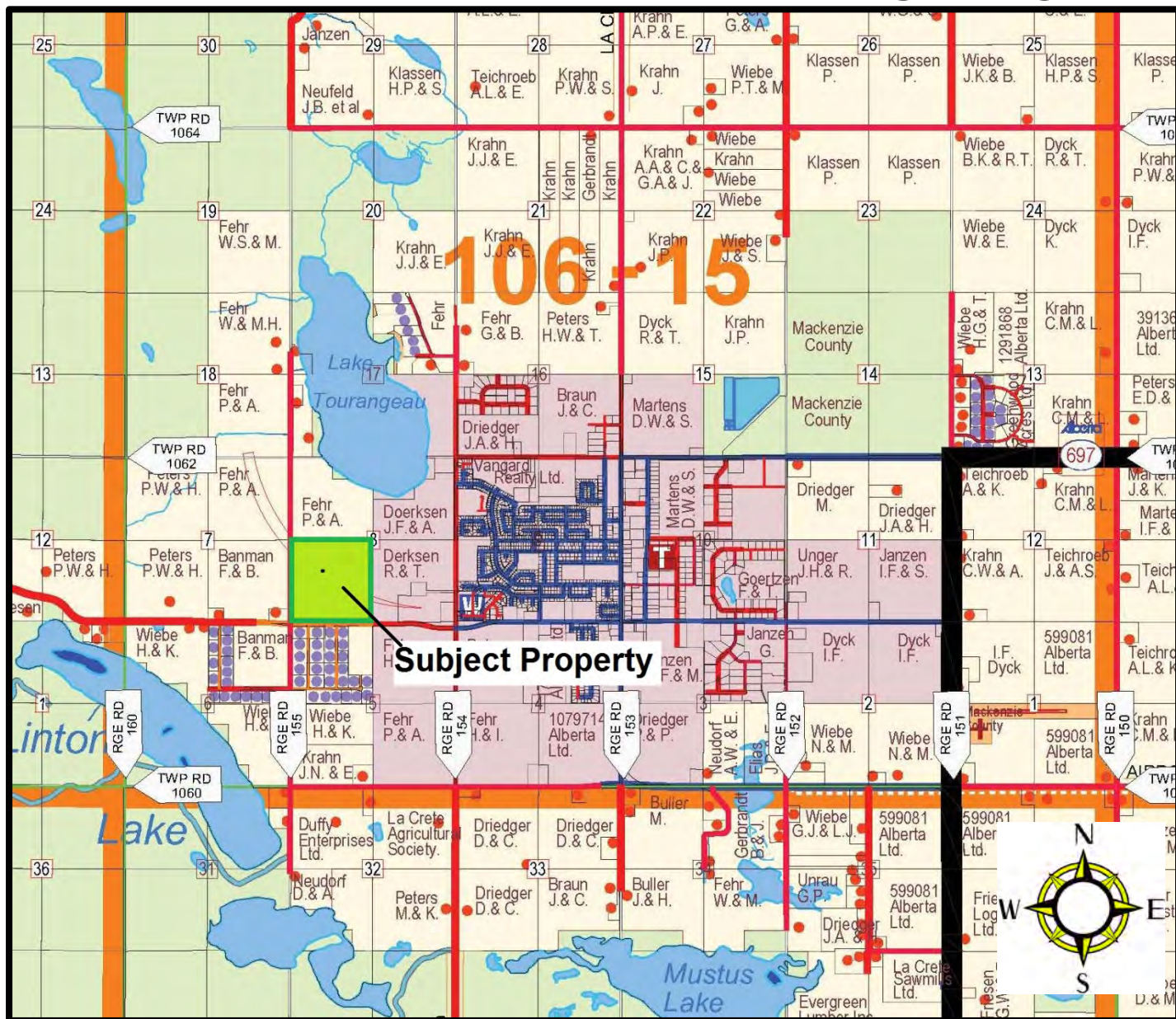
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1028-16

SCALE

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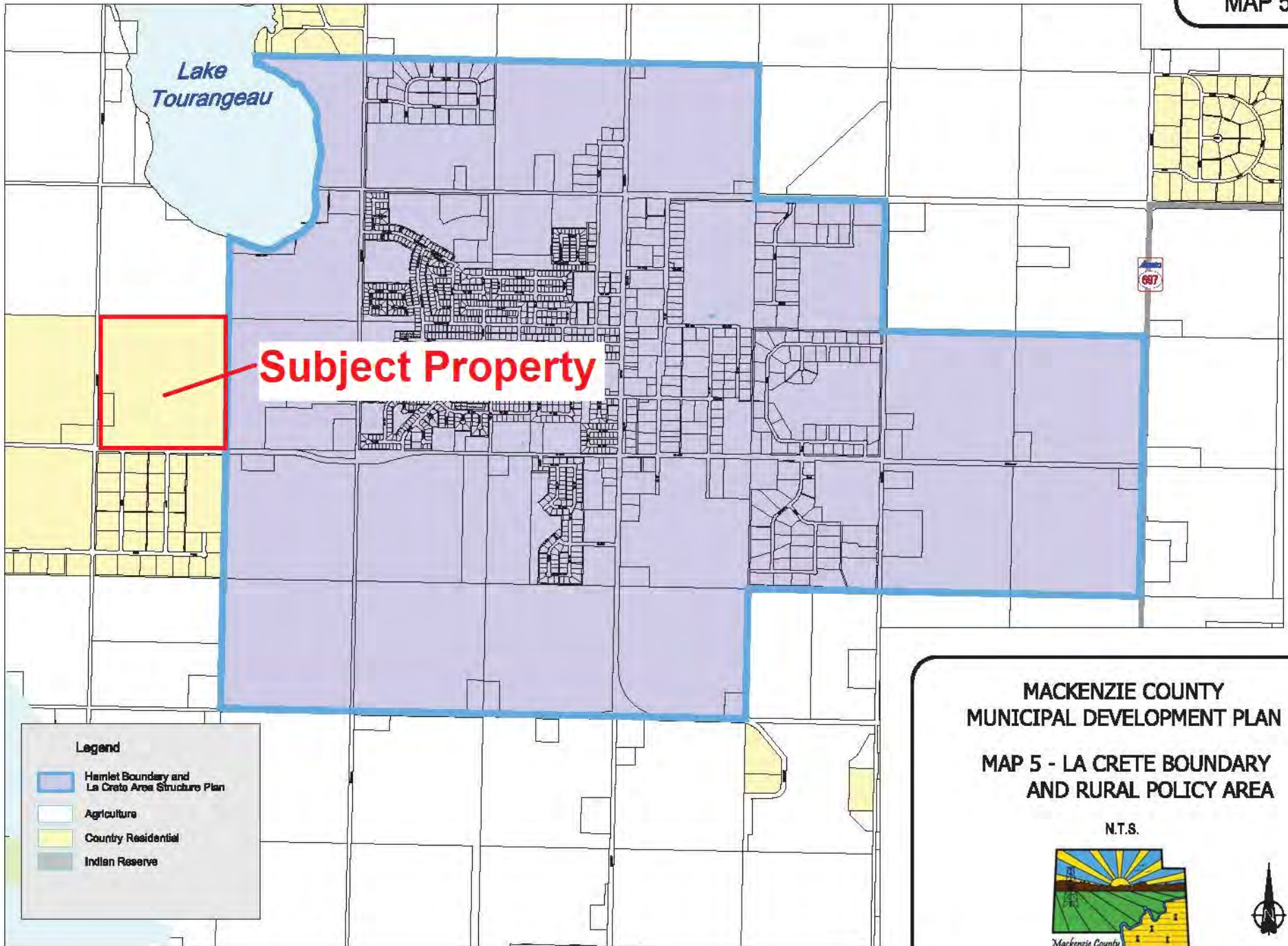
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Mackenzie County

NOT TO



MACKENZIE COUNTY
MUNICIPAL DEVELOPMENT PLAN

MAP 5 - LA CRETE BOUNDARY
AND RURAL POLICY AREA

N.T.S.





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1029-16 Land Use Bylaw Amendment to Rezone Part of NW 16-104-16-W5M from Agricultural “A” to Rural Country Residential District 3 “RC3”(La Crete Rural)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of NW 16-104-16-W5M from Agricultural “A” to Rural Country Residential District 3 “RC3” to allow for the development of multiple residential lots in the rural area.

Bylaw 10xx-16 was presented at the April 21, 2016 Municipal Planning Commission meeting where the following motion was made:

MPC-16-04-062

MOVED by Jacquie Bateman

That the Municipal Planning Commission’s recommendation to Council is for the refusal of Bylaw 10xx-16 being the rezoning of Part of NW 16-104-15-W5M from Agricultural “A” to Rural Country Residential 3 “RC3” to allow for the development of multiple residential lots in the rural area.

This parcel of land is located approximately one mile north of Highway 697 on the Steephill Creek road. The parcel of land is a fragmented portion running parallel with the local road and Steephill Creek which runs north and south through the quarter section. The applicant would like to rezone this fragmented portion into several individual lots for residential use.

Country Residential development has multiple challenges for the planning department and the future of agricultural land within Mackenzie County. In order to protect agricultural lands, the Municipal Development Plan has developed objectives and policies to follow:

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

5.1 Country Residential Objectives

- ' Recognize agriculture, its related activities and industries as the predominant land use in the rural area.
- ' Recognize country residential development as a legitimate land use in the rural area, while minimizing potential conflicts with non-residential uses.
- ' Provide for the establishment of attractive, well-planned and properly serviced country residential development.
- ' Maintain the rural character of the County and to allow for growth of the established urban areas.

5.2 Country Residential Policies

- 5.2.1 To reduce conflicts with Hamlet growth and industrial and agricultural operations, and to minimize the cost of maintaining roads and other municipal services, country residential communities shall be located in a well-defined area, as shown on the maps within the Hamlet and Industrial Area Structure Plans, leaving the rest of the County primarily agricultural or Crown Land. These country residential areas are located in accordance with the following principles:
- a) have poor soils (CLI Class 5), except where the use of better soils may be justified because the land is adjacent to urban areas, recreational lakes or river valleys;
 - b) do not limit the logical expansion of the Town of High Level, or the Hamlet's of Fort Vermillion, La Crete or Zama City;
 - c) located near existing or proposed recreation areas;
 - d) have potable water supply and are adequately serviced or where municipal servicing can be provided in an efficient and economical manner;
 - e) have simple and direct access to paved roads and highways; and
 - f) will maintain the minimum separation distance from sour gas facilities, gas and oil wells, wastewater treatment plant, landfills, existing CFOs and existing sand and gravel extraction sites as defined by Municipal Government Act, AOPA, or any other relevant legislation.
 - g) Do not create potential land use conflicts by locating adjacent to areas which have existing or are proposed for heavy industrial uses.

Mackenzie County may consider locations outside of the designated areas provided they meet the conditions of the Policy 5.2.1.

Wherever possible, a landscaped or treed buffer should be provided along the boundaries of country residential lots that are located adjacent to non-

residential uses.

If a quarter section being subdivided contains significant areas of Better Agricultural Land, those areas must normally be left as a single large parcel, with the residential lots concentrated on the poorer soil.

Mackenzie County shall discourage the expansion of rural agricultural settlements as these communities are not intended as nodes for future Hamlet locations or future intensive residential developments.

Any future subdivisions located adjacent to a highway shall take place in a manner that protects the integrity of the highway corridor and may require a service road, subject to the requirements of Alberta Transportation.

This application will require the approval of Alberta Transportation as it is within 800 meter of highway 697 and will create an increase in the amount of traffic entering and exiting onto the highway.

OPTIONS & BENEFITS:

The Planning and Development Department has some issues and concerns with this rezoning request. We agree that it may not be ideal agricultural land; however it does pose challenges for multiple residential uses. Several of those concerns are:

- a) Area too small for a service road, therefore it will require a minimum of four to five new accesses within a ½ mile stretch,
- b) Area of actual development restricted due to setbacks from road and top of the creek bank. Setback from top of bank could range from 100 to 200 ft.
- c) Sewer disposal, seven to eight sewer systems in one congested area directly adjacent to Steephill Creek. (What kind of soil? Can field systems be used?) **Setback from any water course for an effluence system is a minimum of 300ft.**
- d) Access to the remainder of the quarter. The proposal is to leave a 20 meter road right of way leading up to the creek where it stops. In order to access the remainder of the quarter section a bridge would have to be constructed. The only other alternative would be to leave a portion of the fragmented land on the west side of the creek (equivalent of one lot) as part of the quarter section.

With the combination of setback restrictions for an effluence system from a water source, the 135ft setback from the road and the 100 to 200ft setback from top of bank, leaves very little developable area left on any of the proposed lots, some of the lots

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

have no room at all. There is a possibility that the land could possibly be divided into two workable lots, not smaller multiple lots.

Previous concerns with multi-lot rural subdivisions

Multi-lot country residential subdivisions are problematic in nature due to the requirements and the locations in which they are created. These are some of the issues previously noted on the debate of multi-lot subdivision applications:

- The requirement for conducting expensive studies such as Area Structure Plans, Traffic Impact Assessments, soil testing, engineered road and drainage plans, etc.
- The need to meet Alberta Transportation and Infrastructure requirements such as intersection upgrades and comprehensive Area Structure Plans which include adjacent quarter sections. These requirements can greatly impede the subdivision process and make the subdivision very expensive. AT has informed us that whenever there is a subdivision constructed close to one of their highways that creates more than eight lots, intersection upgrades are required.
- Request for dust control from adjacent property owners, residents of the subdivision and in some cases from the developers themselves after the development is complete.
- Request for reduced speed zones, usually after subdivision completion as well.
- Concentrated private sewage disposal.
- Increase in municipal road infrastructure placing a strain on municipal operations. All internal subdivision roads become the responsibility of the municipality once the two year warranty period has passed.
- Increased traffic on rural roads.
- Increased assessment is not enough to offset the cost of increased road maintenance.
- Reduction in the quantity of better agricultural land.
- Conflict with adjacent landowners who don't want their country life style altered by high density rural residential districts.
- Potential acreage/farm issues such as spraying, noise, smells, etc.
- Urban sprawl. Rural country residential subdivisions close to Hamlet or Town boundaries have the potential of eventually being absorbed into the urban areas creating a new set of problem due to the size of the lots. La Crete especially is in danger of being "boxed in" by multi-lot acreages, both Hamlet Country Residential and Rural Country Residential.

Additional concerns that need to be considered are:

- Challenges providing adequate/timely fire protection
- Ensuring FireSmart practices are incorporated into the development (ie. requirement for non-flammable exterior cladding & roofing, tree thinning, etc.)
- Level of service 'creep' that will occur for the maintenance and surfacing of the roads, water supply, site drainage, etc.

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

- Rural large lot development is likely the single least sustainable form of development. Standard convention says that residents can have space/land, or services. Hence in cities people have no space but many services. Residents of large lot country residential tend to expect both. They feel they don't have the space that their rural neighbors do, and therefore want the increased services. Providing increased services for such a low density development is not economically feasible; however.

Several years ago a substantial amount of better agricultural land was rezoned for multi-lot country residential uses, reducing the amount of suitable agriculture land. Since the recent land auctions, more agricultural land has become available, however in allowing multi-lot subdivisions, agricultural land is removed from the agricultural production. According the Municipal Development Plan, it is the County's intent to not only retain but to increase and protect the amount of agricultural land within its boundaries. Therefore, the preferred development of higher density residential dwellings should remain within the hamlet boundaries.

Allowing new and/or additional country residential developments does add to the diversity of housing and lifestyle types available in our region, and this is a definite positive. The thing to consider is whether this is a form of diversity that the County can afford to accommodate over the long term. There is a need to balance the long term financial implications of development with the desires of residents for a diversity of housing options.

OPTIONS

Option 1

That first reading be given to Bylaw 1029-16 being a Land Use Bylaw amendment to rezone Part of NW 16-104-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area, subject to public hearing input.

Option 2

That first reading for Bylaw 1029-16 being a Land Use Bylaw amendment to rezone Part of NW 16-104-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area be refused.

Option 3

That Bylaw 1029-16 be TABLED until further information is received from the applicant.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

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

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County, but has several references to housing options and sustainability of community lands and infrastructure:

Goal E24 Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages of their lives.

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth

Strategy E26.2 Provide exceptional services that enhance the quality of life in County hamlets and existing rural areas as a means to dissuade residents and newcomers from moving to undeveloped areas to establish small lots or acreages.

Goal N3 Optimal use is made of County farm land.

Strategy N3.1 Ensure that the County’s Land-Use Bylaw and Municipal Development Plan limit urban or non-agricultural development in unused lands that are best-suited for agriculture.

Goal C1 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements; this includes all adjacent landowners and the local papers.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading for Bylaw 1029-16 being a Land Use Bylaw amendment to rezone Part of NW 16-104-15-W5M from Agricultural “A” to Rural Country Residential District 3 “RC3” to allow for the development of multiple residential lots in the rural area be REFUSED.

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

BYLAW NO. 1029-16
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 residential development.

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:

Part of NW 16-104-16-W5M

within Mackenzie County, be rezoned from Agricultural "A" to Rural Country Residential District 3 "RC3" as outlined in Schedule "A" hereto attached.

READ a first time this ____ day of _____, 2016.

PUBLIC HEARING held this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time and finally passed this ____ day of _____, 2016.

Bill Neufeld
Reeve

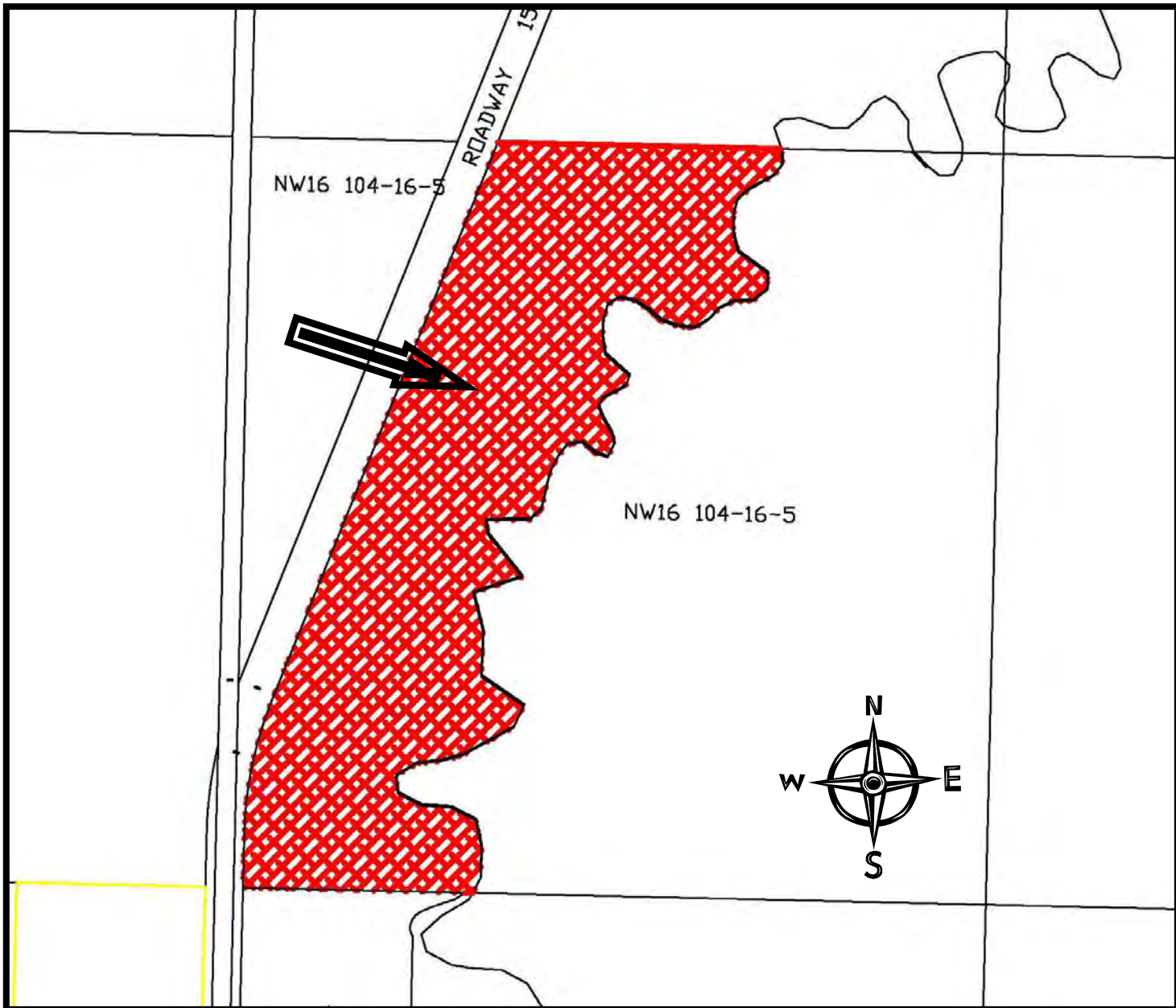
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1029-16

SCHEDULE "A"

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

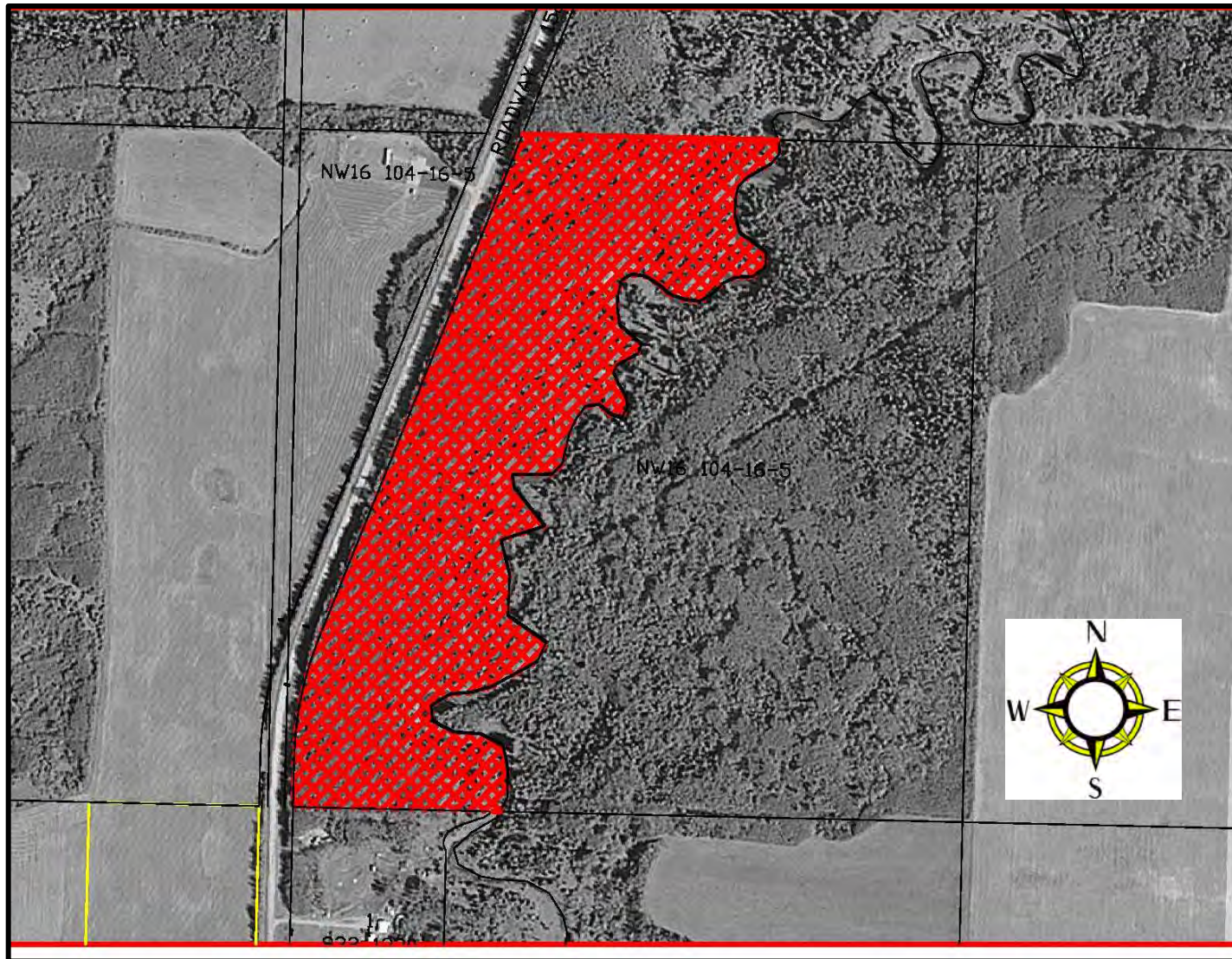
Part of NW 16-104-16-W5M within Mackenzie County; be rezoned from Agricultural "A" to Rural Country Residential District 3 "RC3".



FROM: Agricultural "A"

TO: Rural Country Residential District 3 "RC3"

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1029-16

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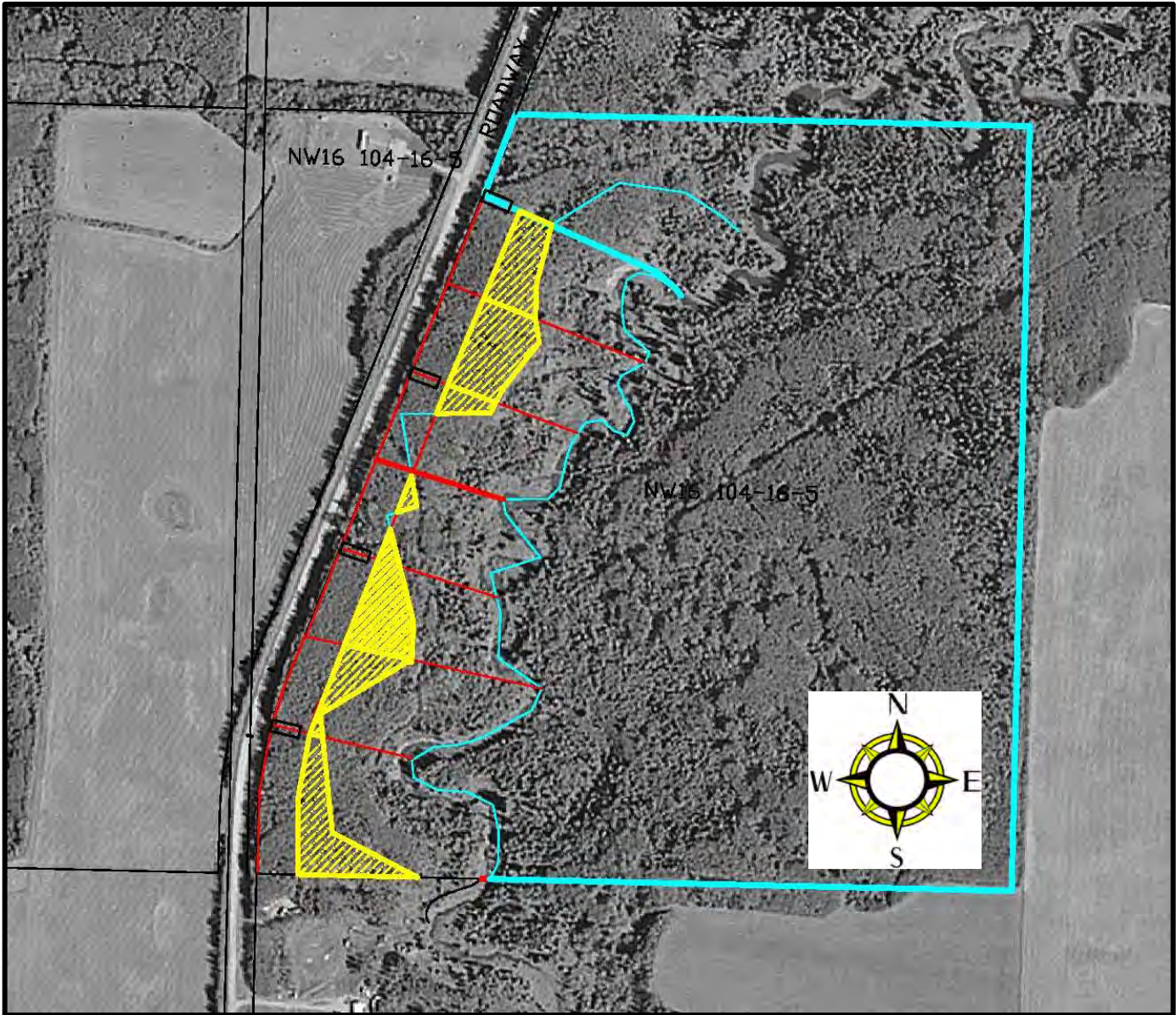
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Mackenzie County

BYLAW AMENDMENT APPLICATION

Developable Area



File No. Bylaw 1029-16

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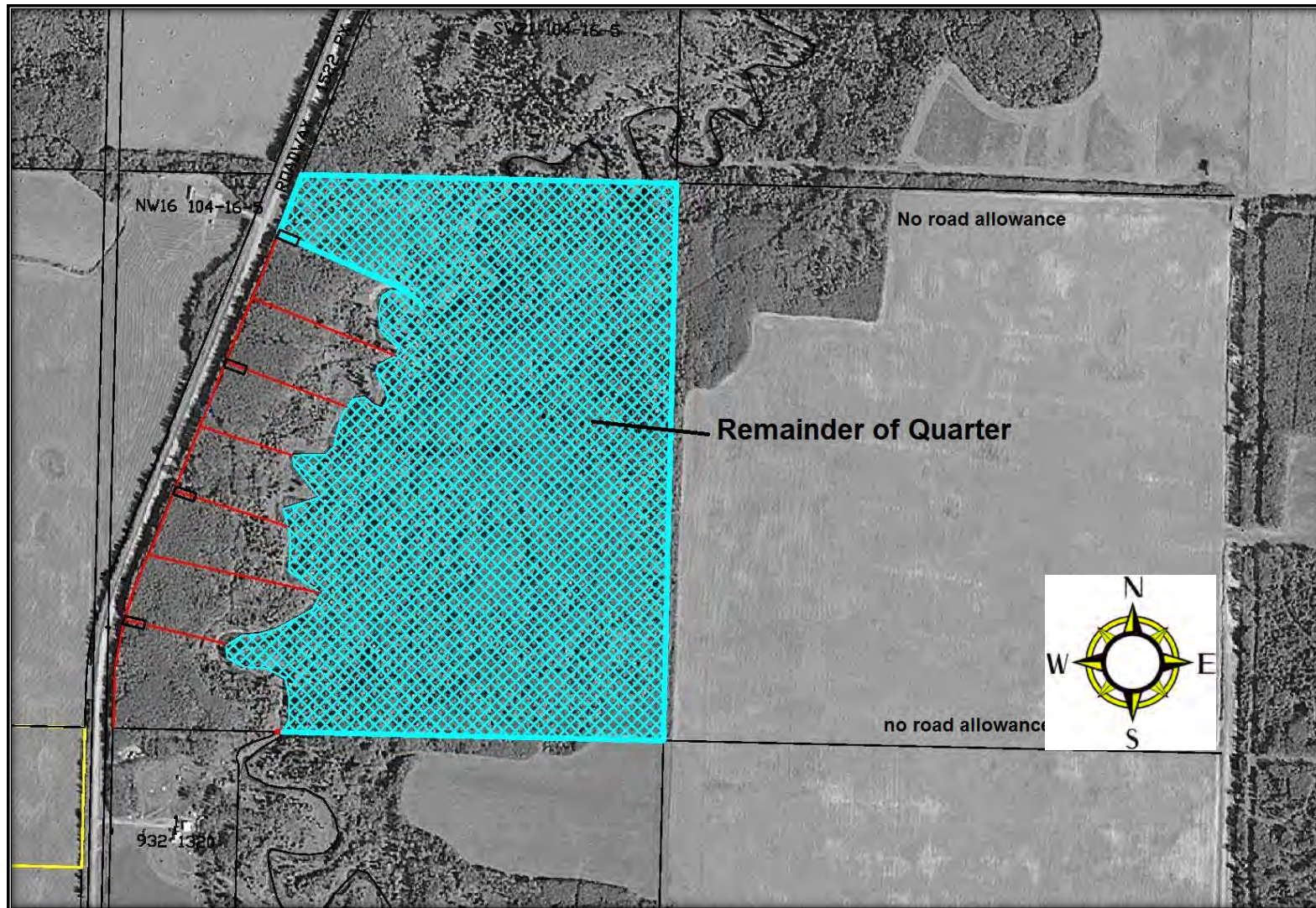
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1029-16

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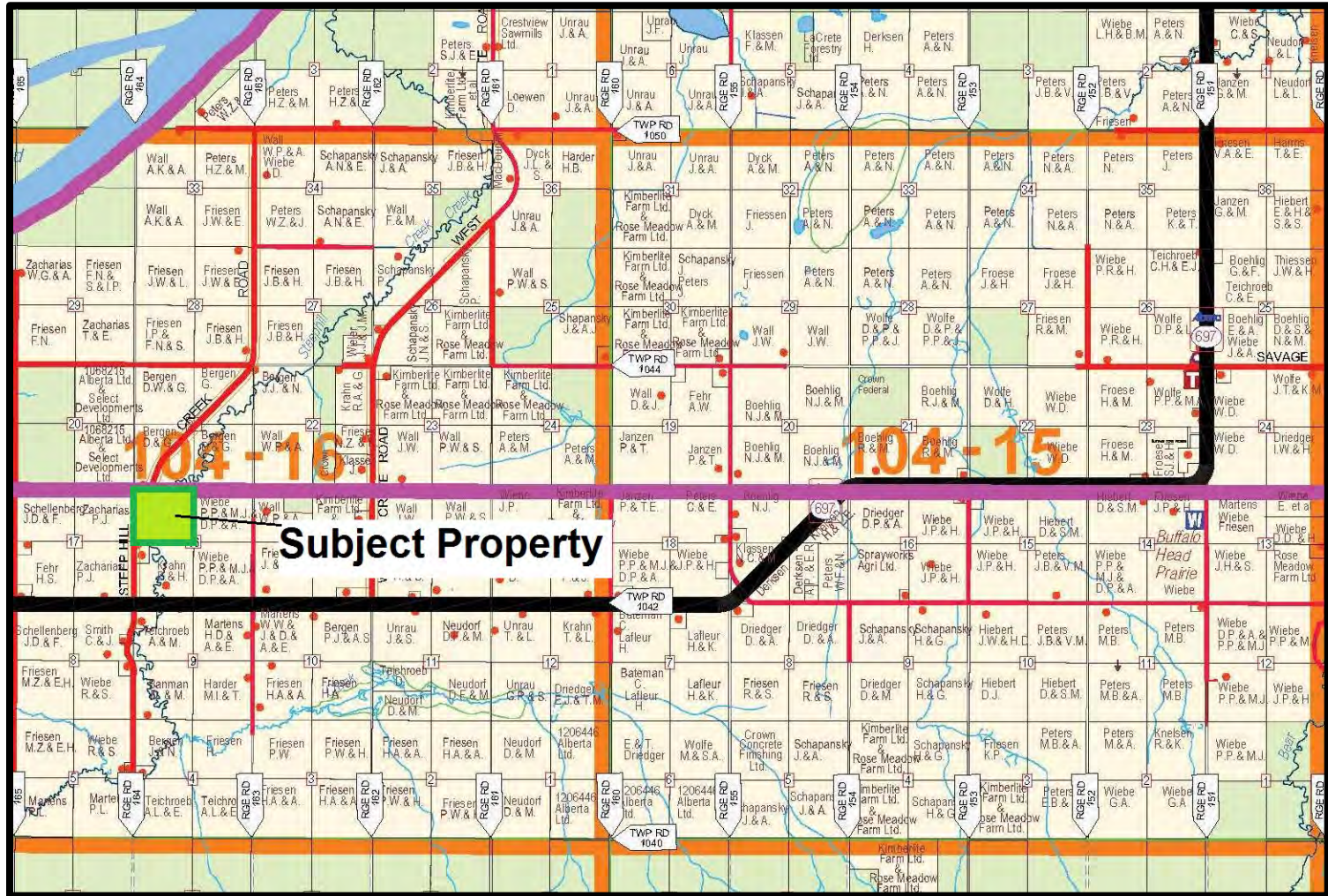
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1029-16

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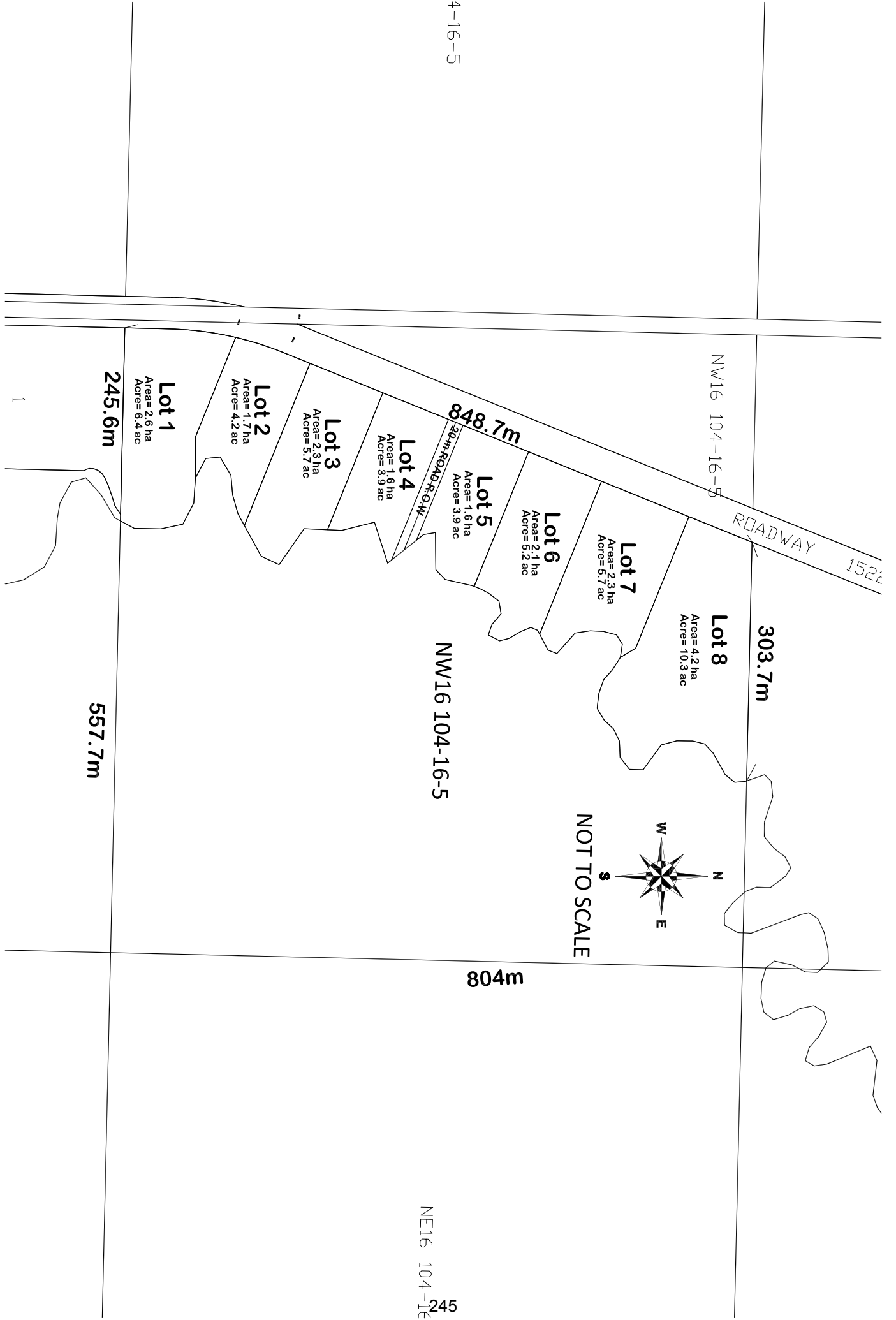
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Mackenzie County

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1035-16 Land Use Bylaw Amendment to Rezone Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial District "RI1" to Rural General Industrial District "RI2" (La Crete Rural)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Lot 01, Block 02, Plan 152 1401 from Rural Light Industrial District "RI1" to Rural General Industrial District "RI2" to allow for a Contractor's Business/Yard. Currently, a Contractor's Business/Yard is not considered a use in the Rural Light Industrial District.

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

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

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

MPC-16-04-061

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

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

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1035-16 being a Land Use Bylaw Amendment for the rezoning of Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial District "R11" to Rural General Industrial District "R12" to allow for a Contractor's Business/Yard, subject to public input.

Author: C Smith Reviewed by: B Peters CAO JW

BYLAW NO. 1035-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Contractor's Business/Yard.

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

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

Plan 132 4101, Block 02, Lot 01

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

READ a first time this ____ day of _____, 2016.

PUBLIC HEARING held this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time and finally passed this ____ day of _____, 2016.

Bill Neufeld
Reeve

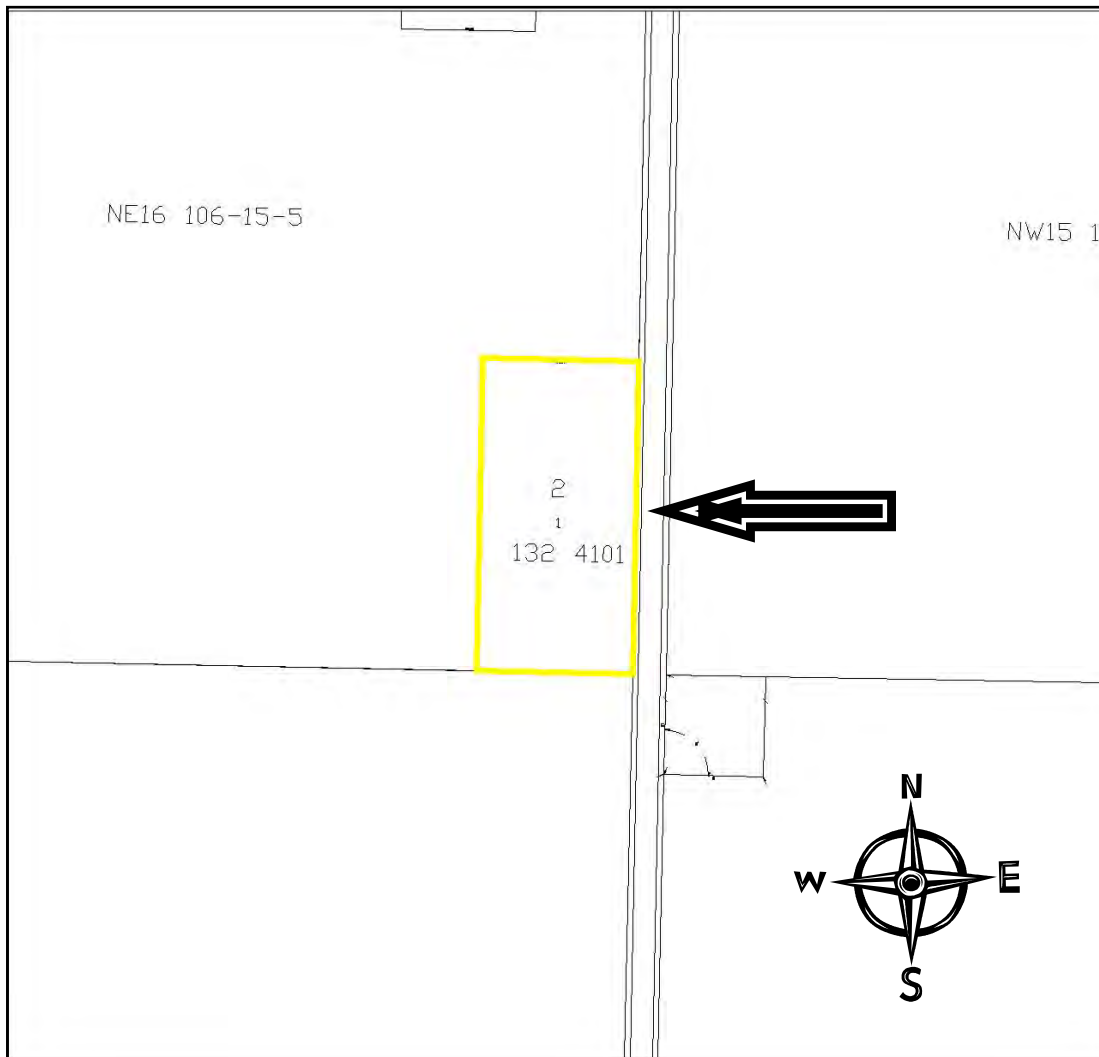
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1035-16

SCHEDULE "A"

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

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



FROM: Rural Light Industrial District "RI1"

TO: Rural General Industrial District "RI2"

BYLAW AMENDMENT APPLICATION



Bylaw 10XX-16

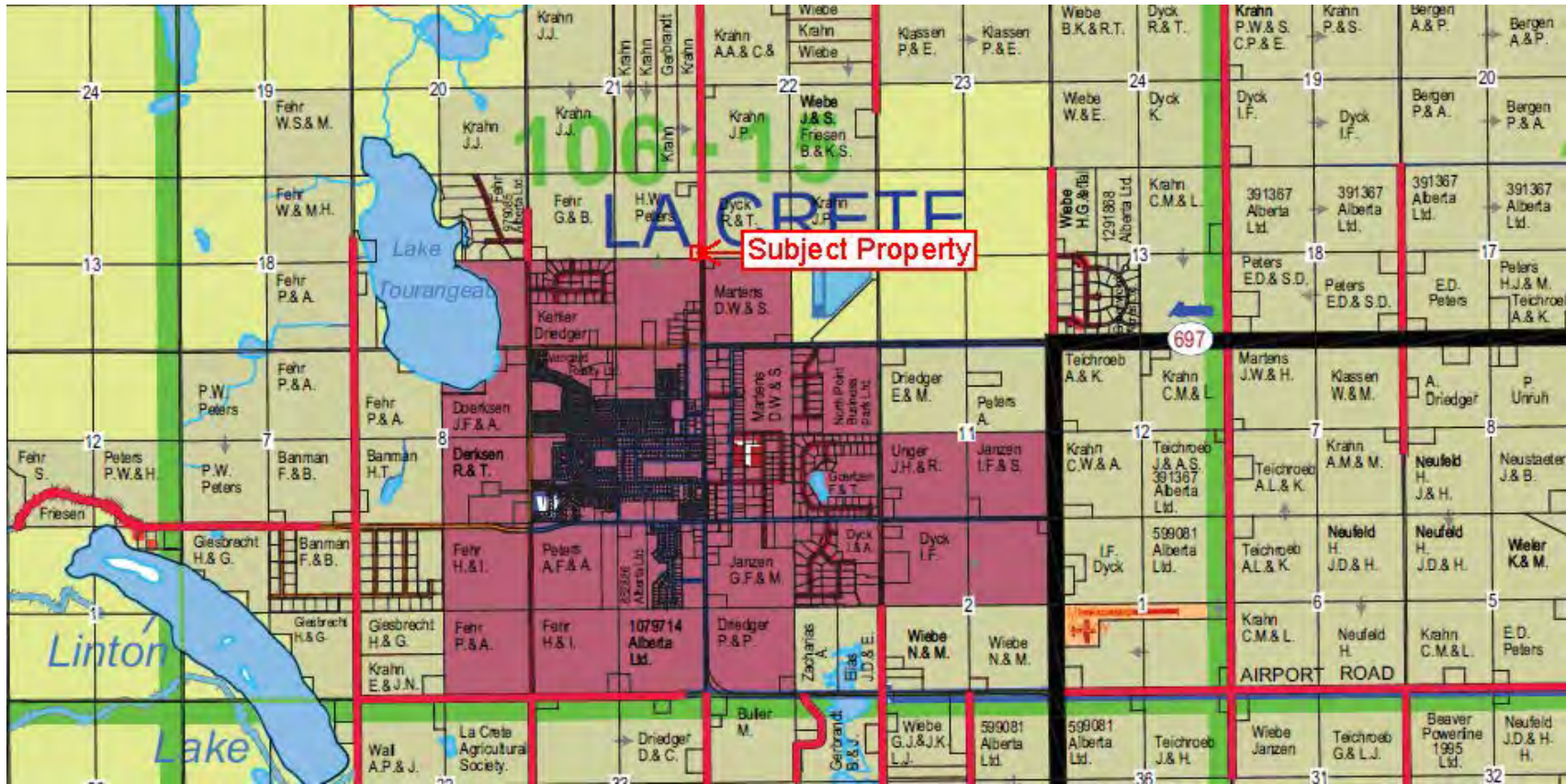
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BYLAW AMENDMENT APPLICATION



Bylaw 100XX-16

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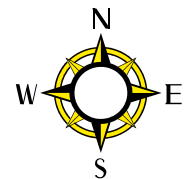
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Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1036-16 Land Use Bylaw Amendment to Add Regulation to Variance Authority

BACKGROUND / PROPOSAL:

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

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

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

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

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

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

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

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

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

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

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

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

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding regulation to Variance Authority for the Urban Fringe district.

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

1. That the Mackenzie County Land Use Bylaw Section 5.5.6 be amended with the following addition:

5.5.6 VARIANCE AUTHORITY

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

(b) Urban Fringe “UF” shall be considered a rural LAND USE DISTRICT when consideration is given to any variance.

(c) A variance may only be granted if, in the opinion of the Development Authority the subject site:

- i) Conforms to the use prescribed in this BYLAW,
- ii) Does not unduly interfere with the amenities of the neighbourhood,

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

READ a first time this ____ day of _____, 2016.

PUBLIC HEARING held this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time and finally passed this ____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1038-16 Land Use Bylaw Amendment to Add the Definition and Interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS

BACKGROUND / PROPOSAL:

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

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

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

MPC-16-04-046

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

CARRIED

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: C Smith Reviewed by: B Peters CAO JW

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

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

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

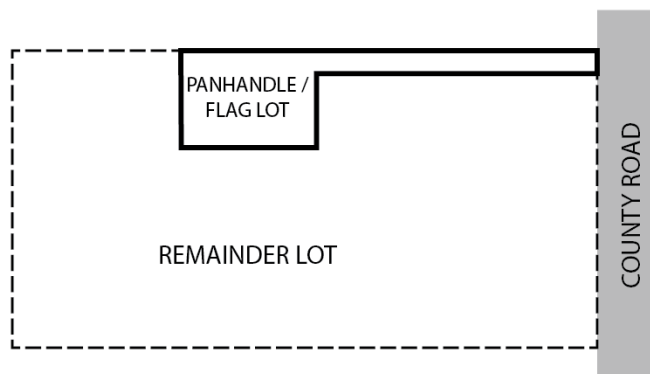
WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

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

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

1. That the Mackenzie County Land Use Bylaw Section 3.3 be amended with the following additions:

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



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

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

6.1 SUBDIVISION APPLICATION PROCEDURES

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

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

7.1 ACCESS AND DRAINAGE

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

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

8.1 AGRICULTURAL “A”

D. ADDITIONAL REQUIREMENTS

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

READ a first time this _____ day of _____, 2016.

PUBLIC HEARING held this _____ day of _____, 2016.

READ a second time this _____ day of _____, 2016.

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

MMM Group Limited
48 Quarry Park Blvd. SE, Suite 220
Calgary, AB Canada T2C 5P2
t: 403.269.7440 | f: 403.269.7422
www.mmmgrouplimited.com

March 04, 2016

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

RE: Land Use Bylaw Advice regarding panhandle/flag lots

Byron,

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

1) Issue Understanding

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

2) Goal for Changes to the Land Use Bylaw

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

3) Process of Preparing Recommendations

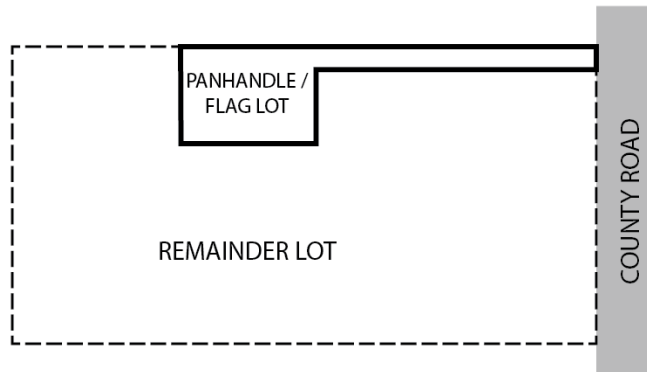
In forming recommendations I reviewed the County’s Municipal Development Plan and Land Use Bylaw and also those from several other similar rural municipalities to review if and how their planning documents deal with similar matters. Also included was a review of the County’s General Municipal Improvement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

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

4) Recommendations – Land Use Bylaw Amendments

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

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



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

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

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

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

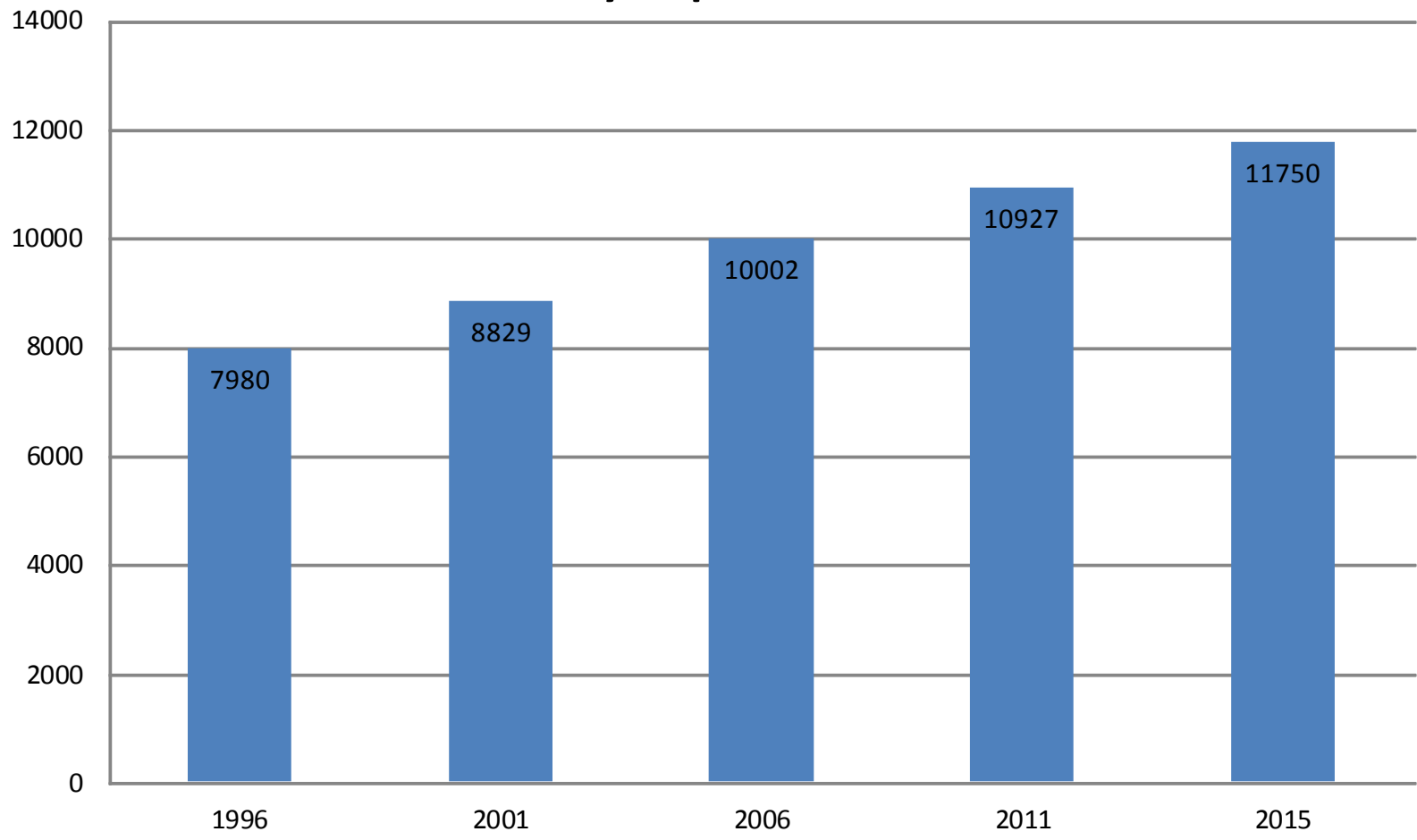
Recommendation	Rationale
<p><i>(c) Subdivision of new Panhandle/Flag Lots shall only occur to subdivide an existing farmstead for subdivision where the proposed or balance of the lot will have ROAD ACCESS that would otherwise be obstructed by natural features of the site, or for subdivision where allowing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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2015 Municipal Census data for Mackenzie County be received for information.

Mackenzie County Population Growth



Age distribution by broad age groups and sex 2011

2011

Age groups	Both sexes	Males	Females
0 to 14	35.7%	36.9%	34.6%
15 to 64	57.9%	57.1%	58.9%
65 and over	6.4%	6.2%	6.5%

2015

Age distribution by broad age groups and sex 2015

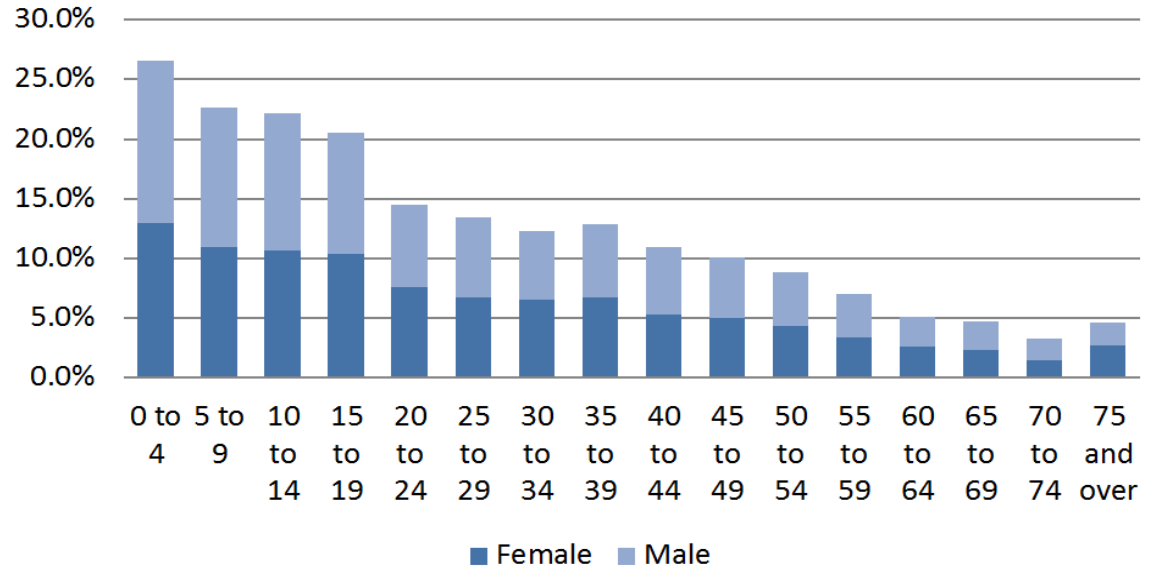
Age groups	Both sexes	Males	Females
0 to 14	34.8%	35.9%	33.9%
15 to 64	58.2%	57.3%	58.9%
65 and over	7.0%	6.8%	7.2%

Population by five –year age groups and sex

2011

	Female	Male
0 to 4	13.0%	13.56%
5 to 9	10.9%	11.75%
10 to 14	10.7%	11.48%
15 to 19	10.4%	10.13%
20 to 24	7.6%	6.87%
25 to 29	6.8%	6.69%
30 to 34	6.6%	5.70%
35 to 39	6.8%	6.15%
40 to 44	5.3%	5.70%
45 to 49	5.0%	5.06%
50 to 54	4.4%	4.52%
55 to 59	3.4%	3.62%
60 to 64	2.6%	2.53%
65 to 69	2.3%	2.44%
70 to 74	1.5%	1.81%
75 and over	2.7%	1.98%

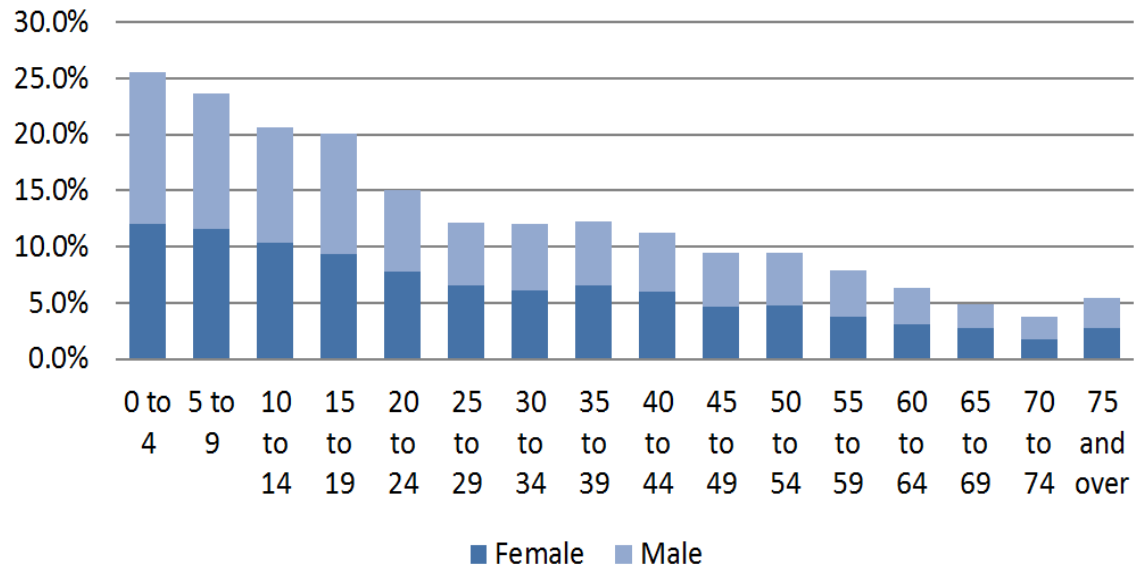
2011



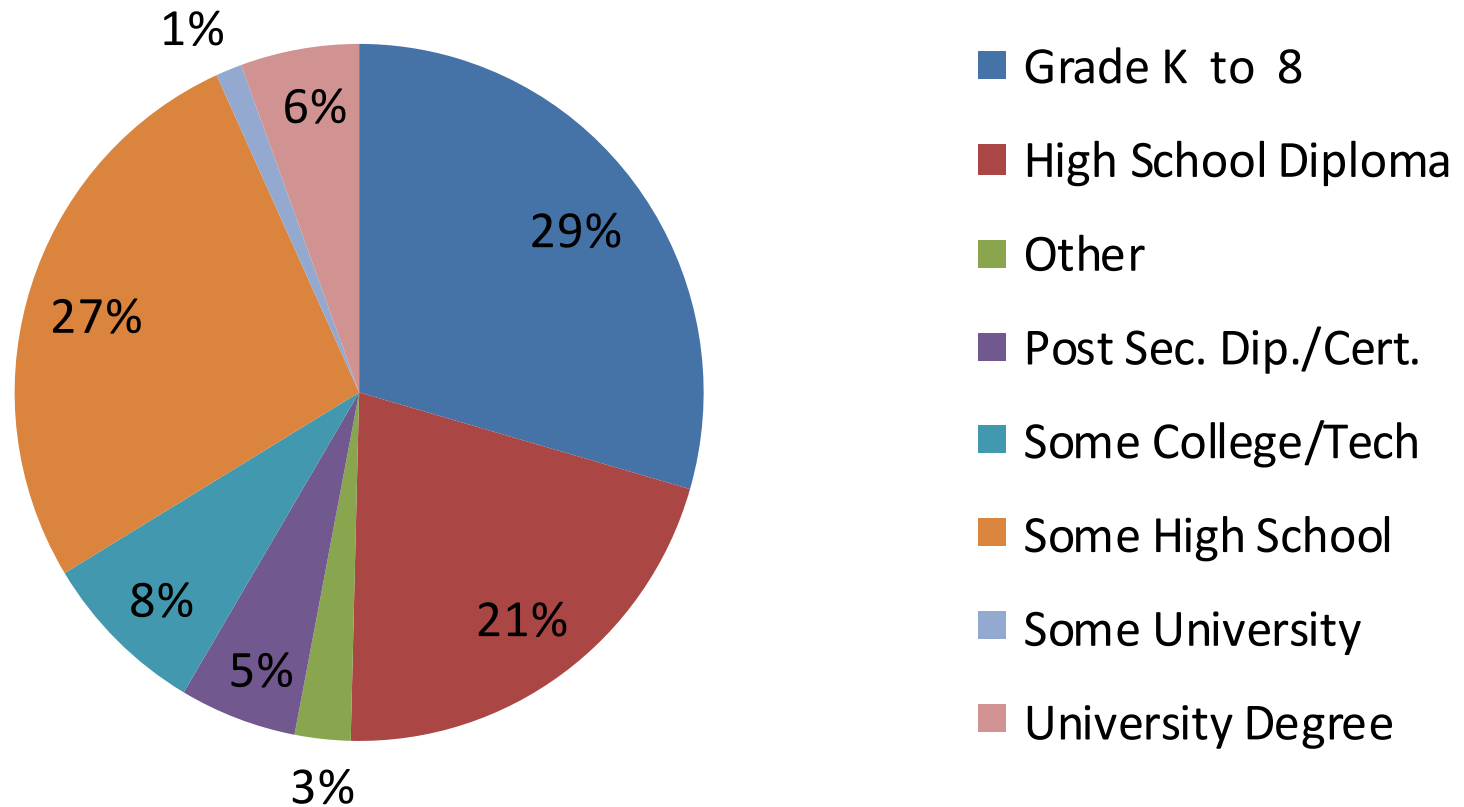
2015

	Female	Male
0 to 4	12.0%	13.6%
5 to 9	11.6%	12.0%
10 to 14	10.3%	10.3%
15 to 19	9.4%	10.7%
20 to 24	7.8%	7.2%
25 to 29	6.5%	5.6%
30 to 34	6.1%	5.9%
35 to 39	6.5%	5.8%
40 to 44	6.0%	5.2%
45 to 49	4.7%	4.8%
50 to 54	4.8%	4.7%
55 to 59	3.8%	4.1%
60 to 64	3.1%	3.2%
65 to 69	2.7%	2.2%
70 to 74	1.8%	2.0%
75 and over	2.8%	2.6%

2015

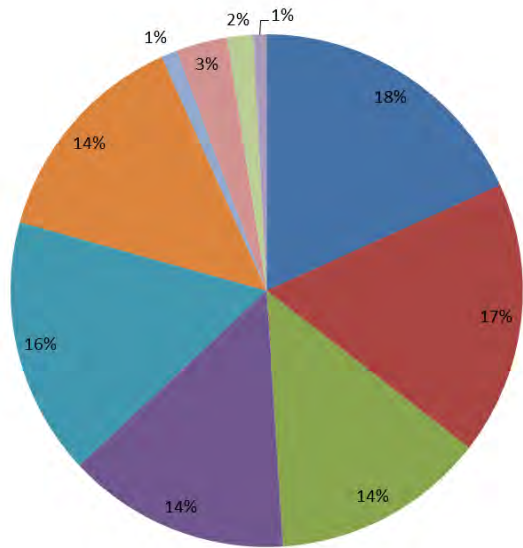


Mackenzie County Education Levels



Graph shows highest level of education attainment achieved in each category

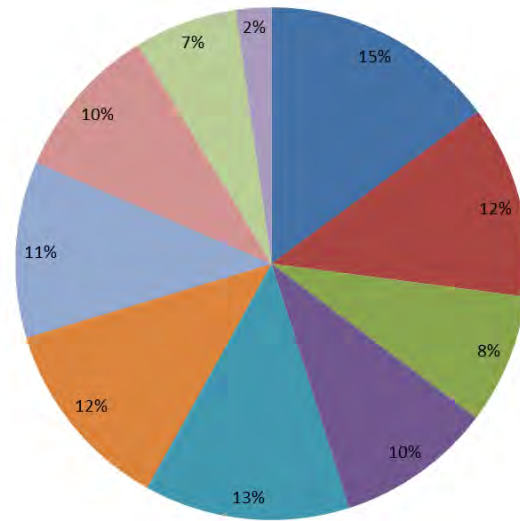
Kindergarden - Grade 8



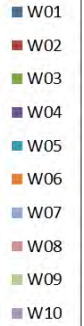
WARDS



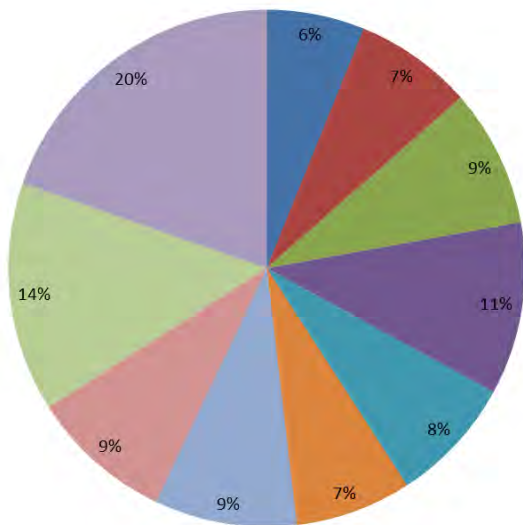
Some High School



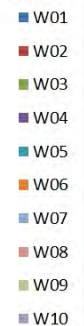
WARDS



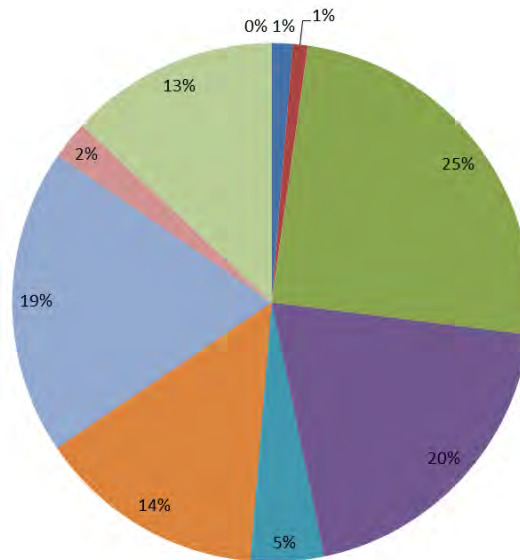
High School Dip



WARDS



Other

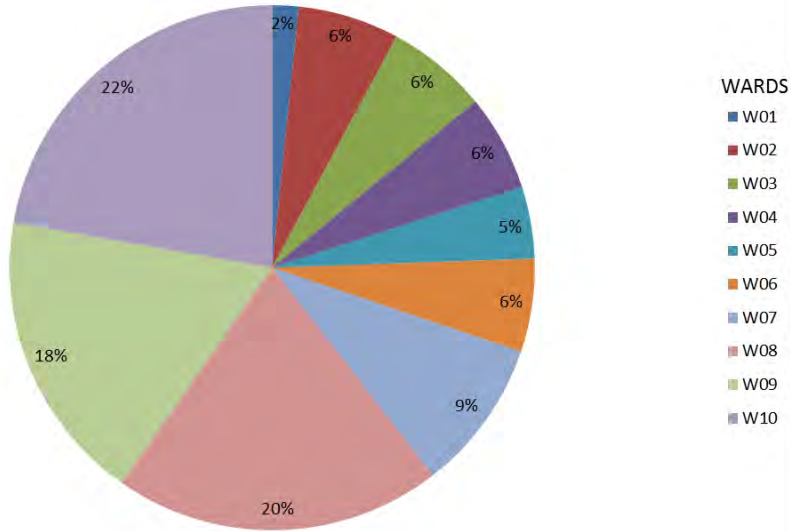


WARDS

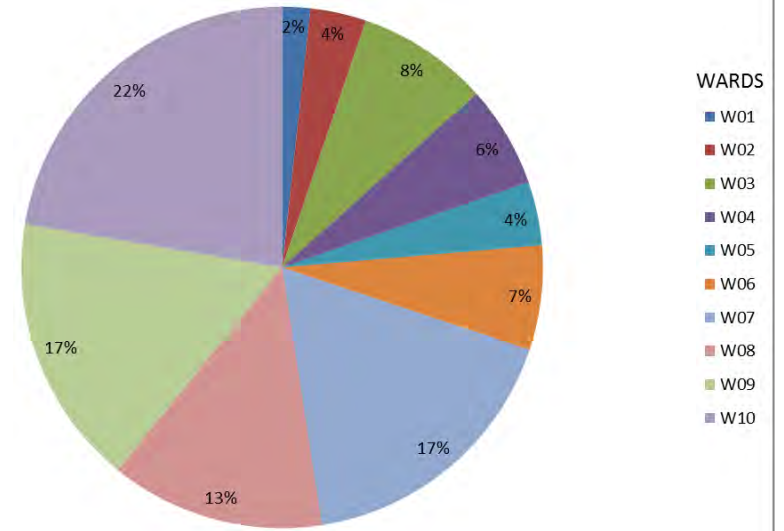


Graph shows highest level of education attainment by category achieved

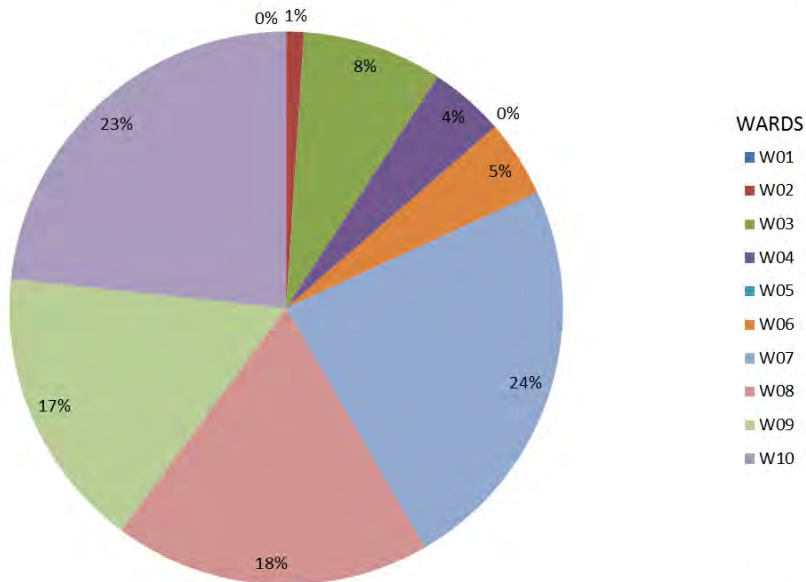
Some College/Tech.



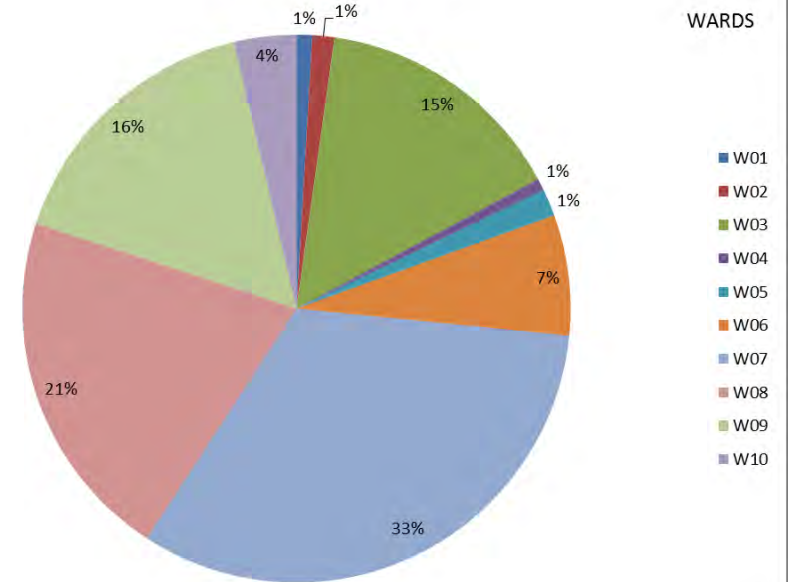
Post Sec. Dip./ Cert



Some University

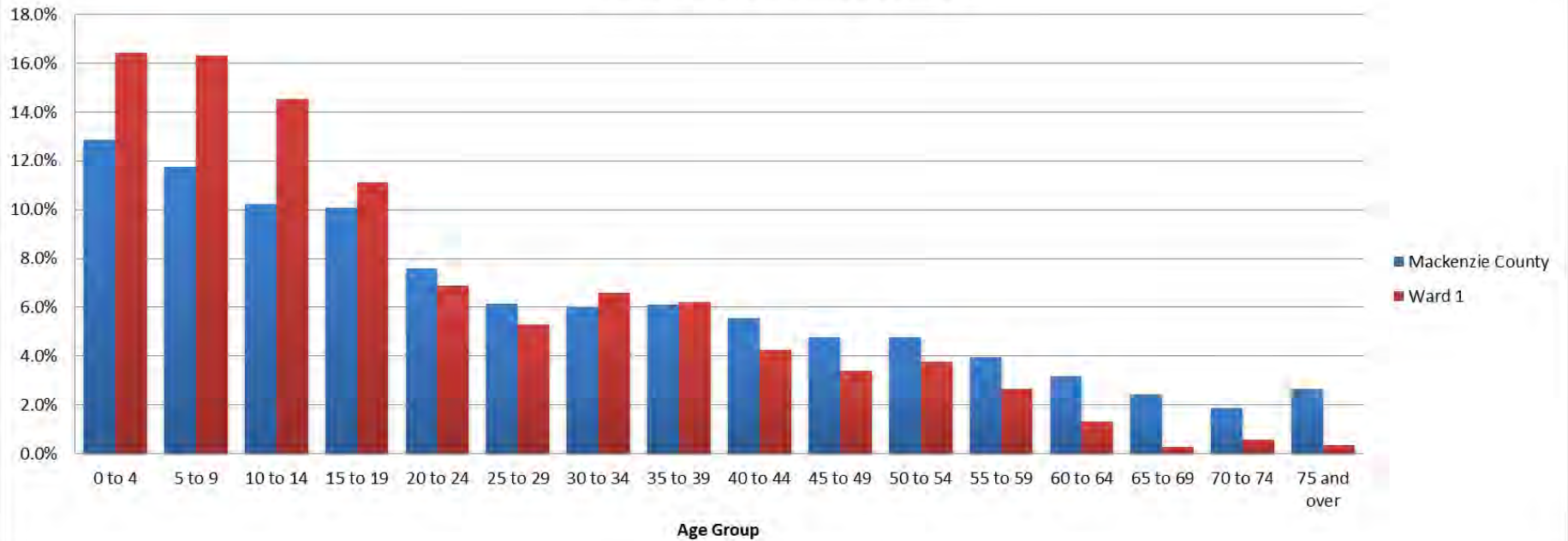


University Degree

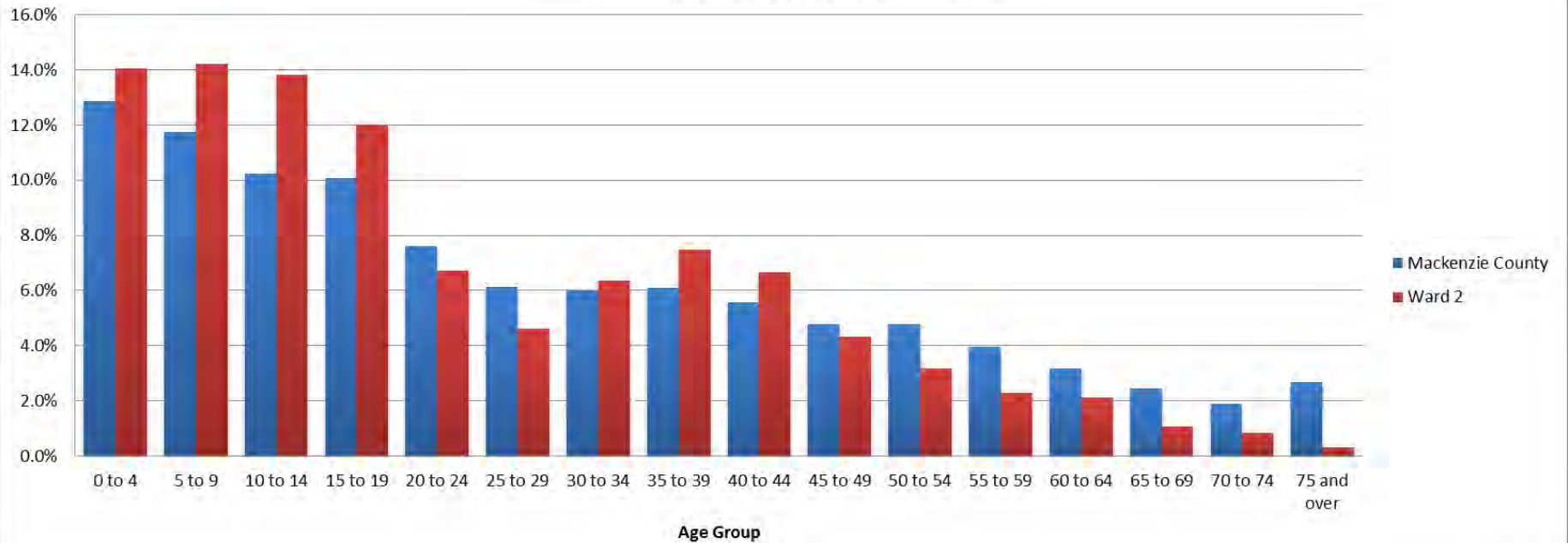


Graph shows highest level of education attainment by category achieved

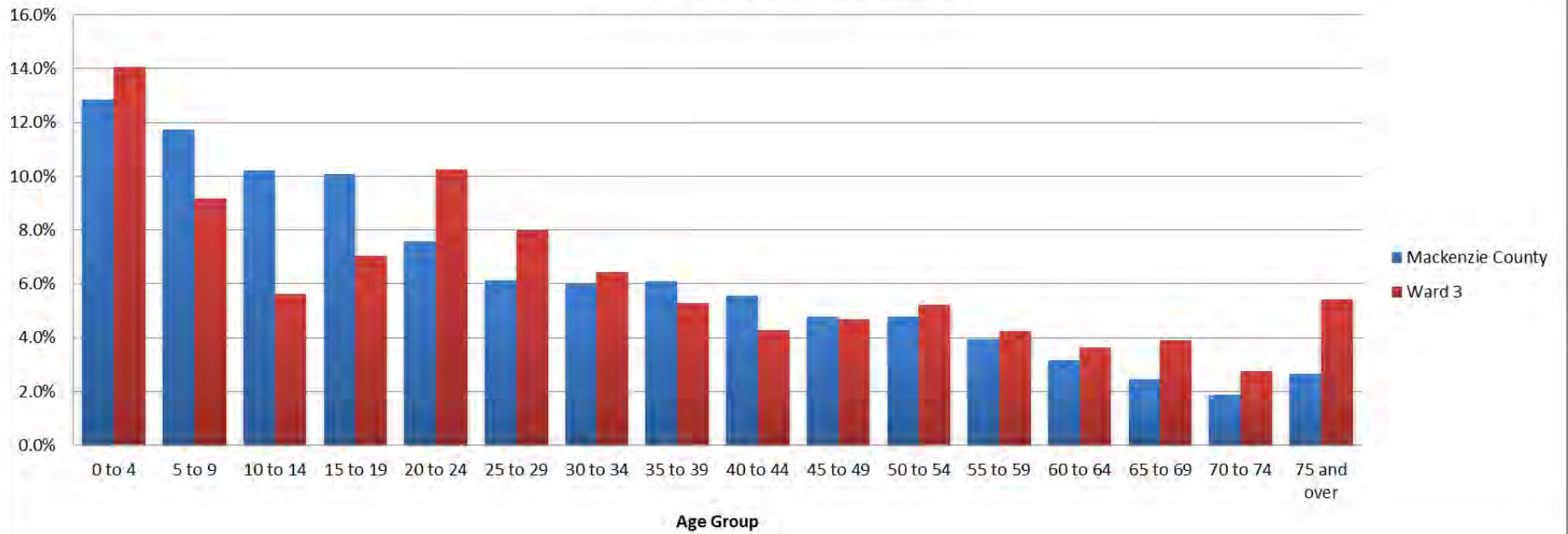
Mackenzie County Ward 1



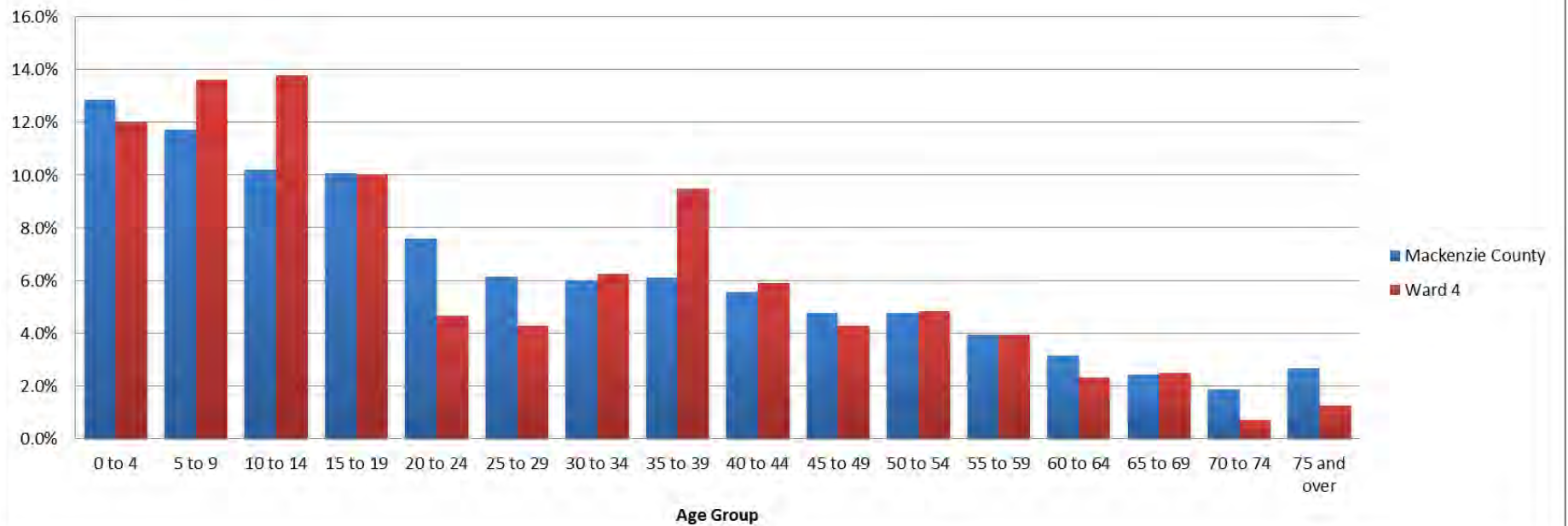
Mackenzie County Ward 2



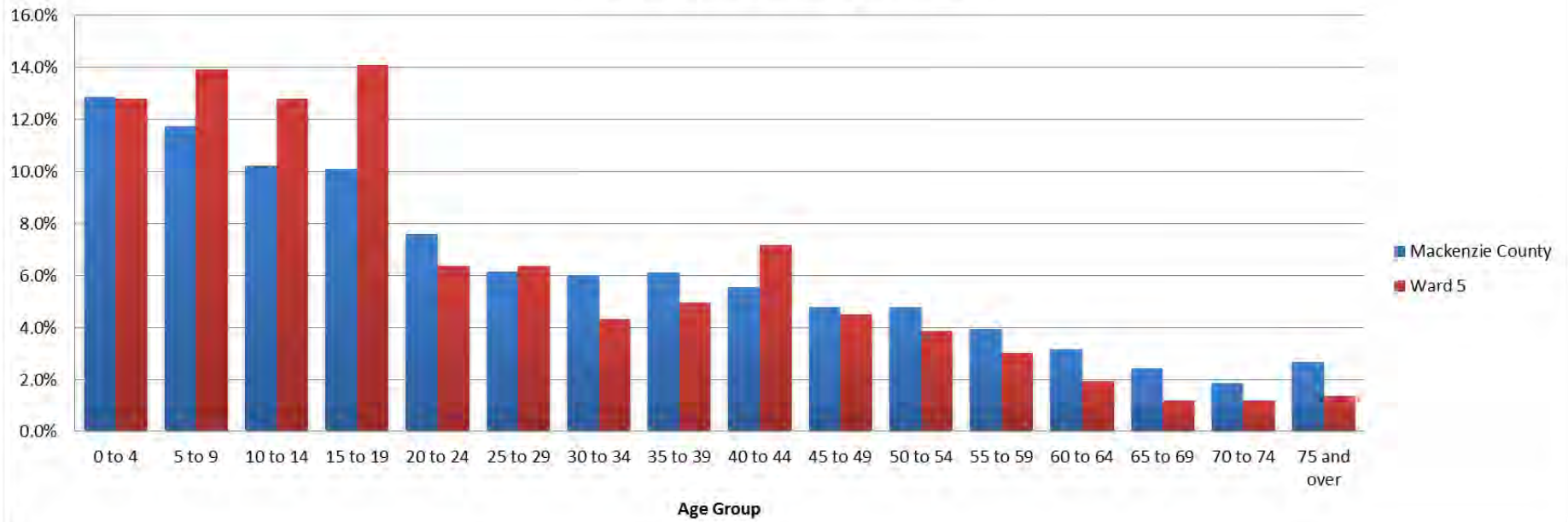
Mackenzie County Ward 3



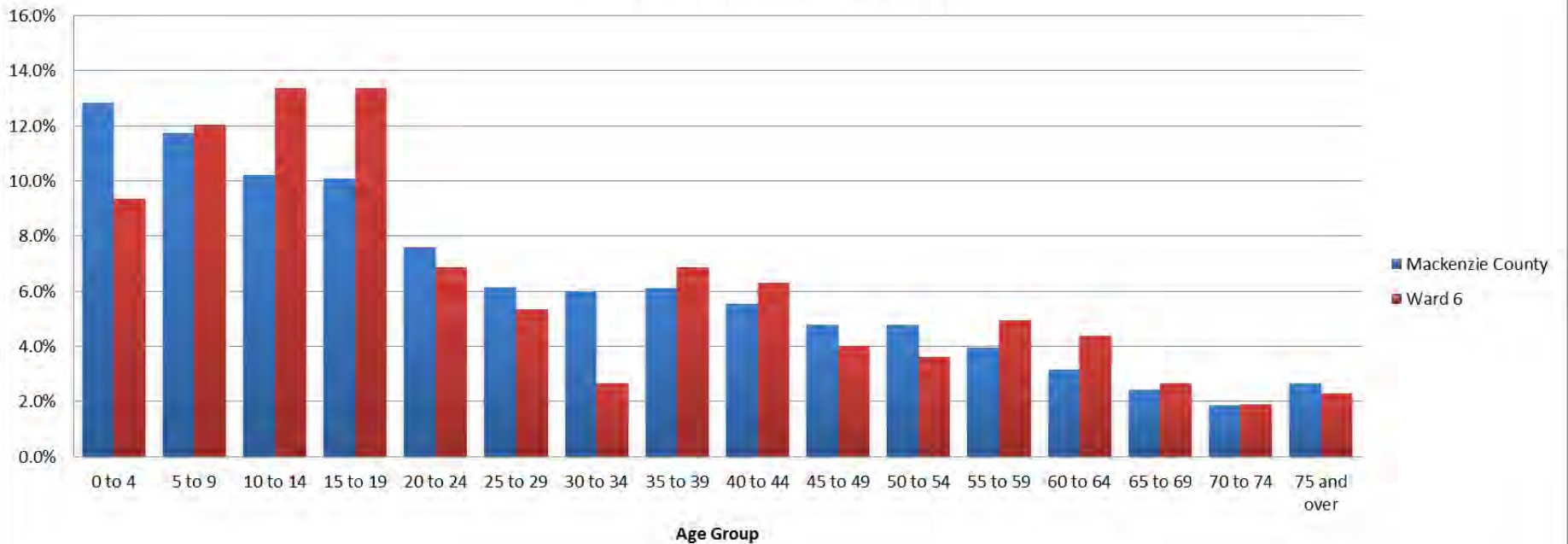
Mackenzie County Ward 4



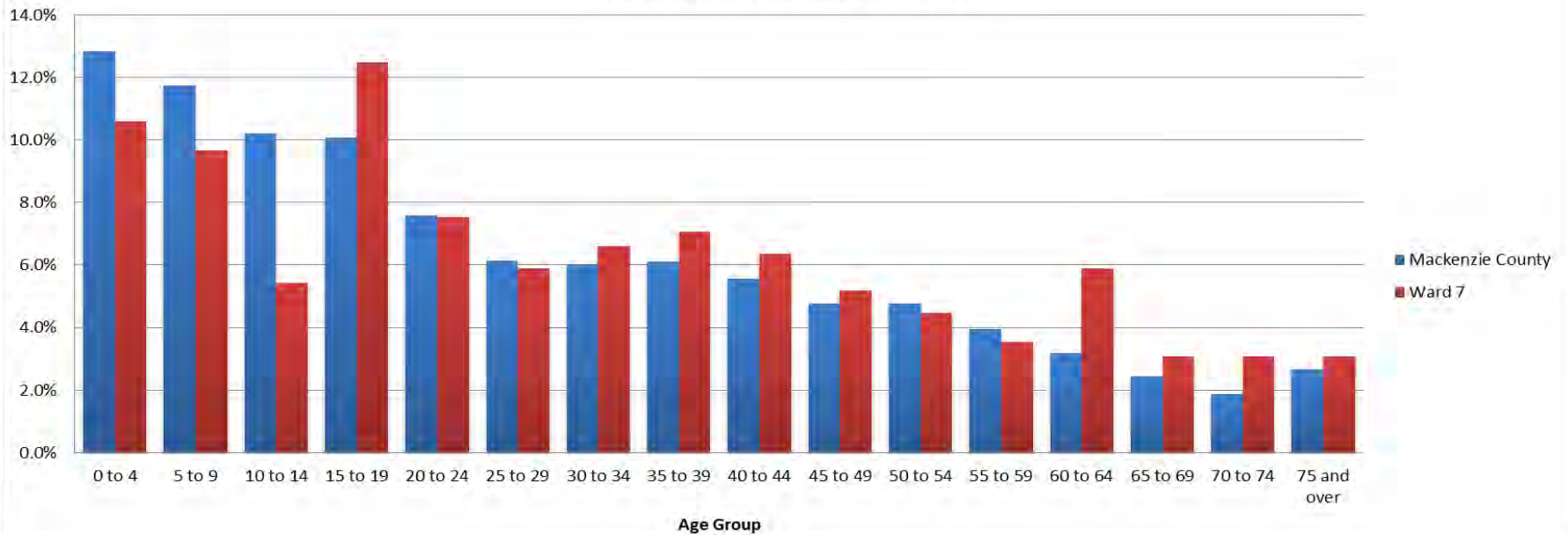
Mackenzie County Ward 5



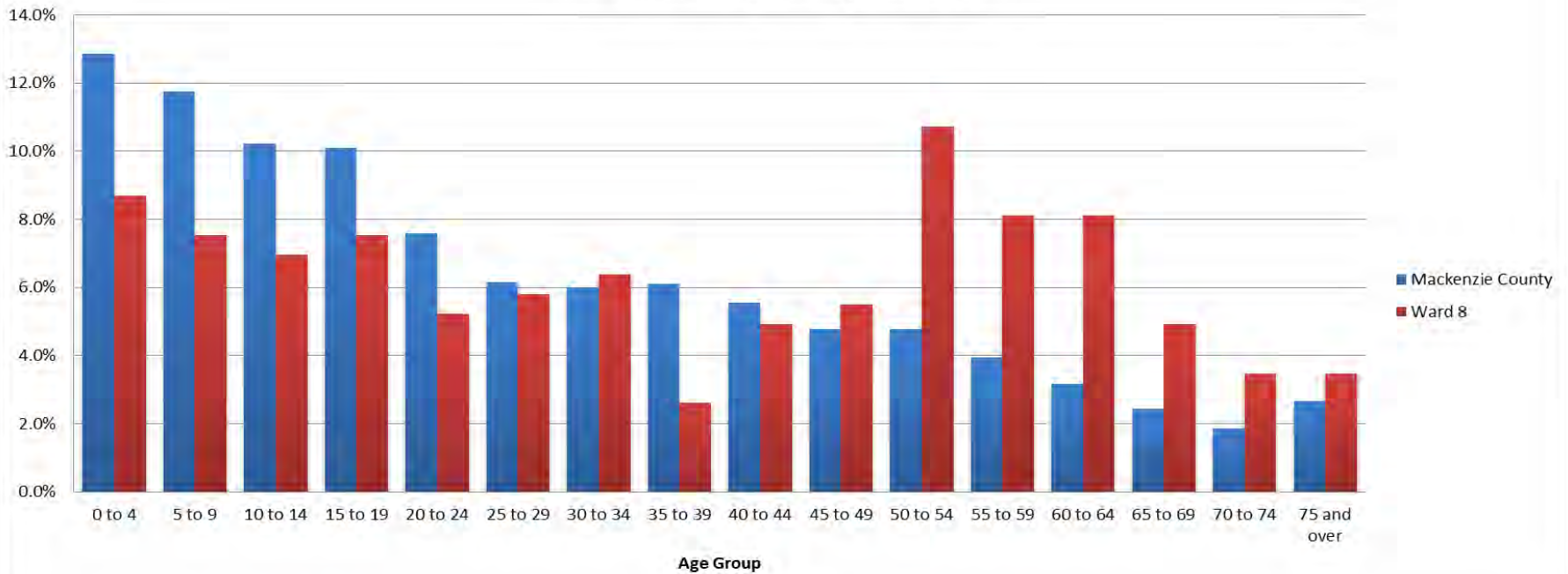
Mackenzie County Ward 6



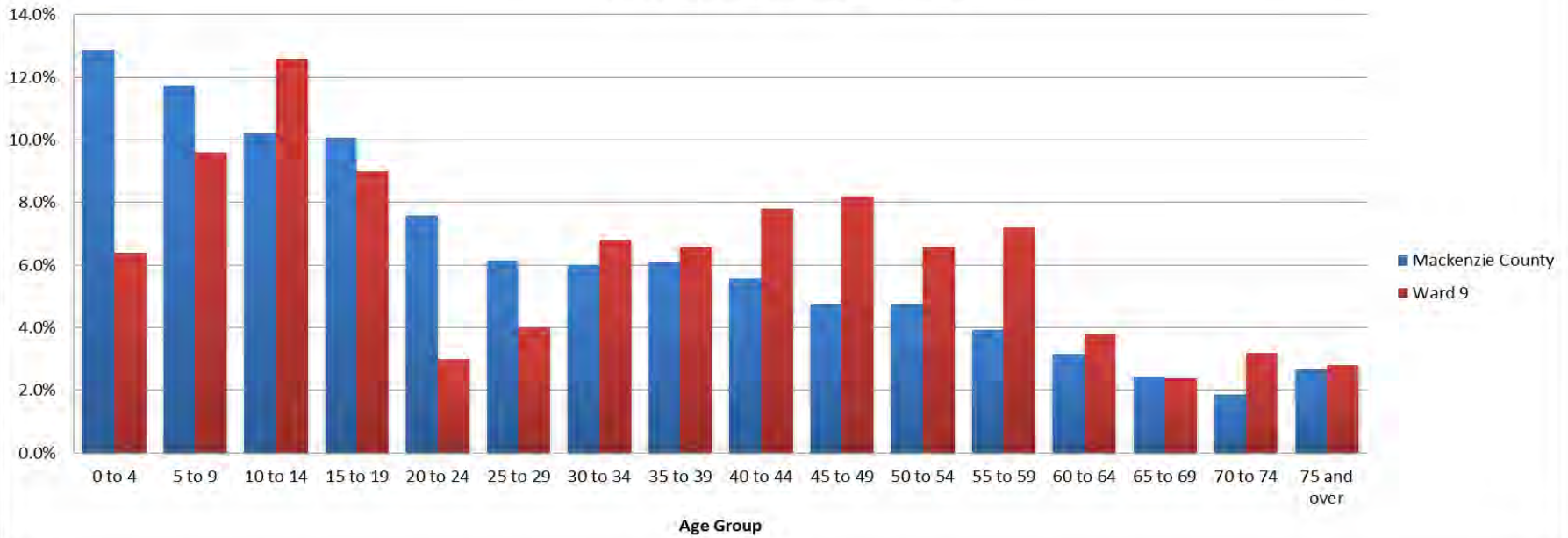
Mackenzie County Ward 7



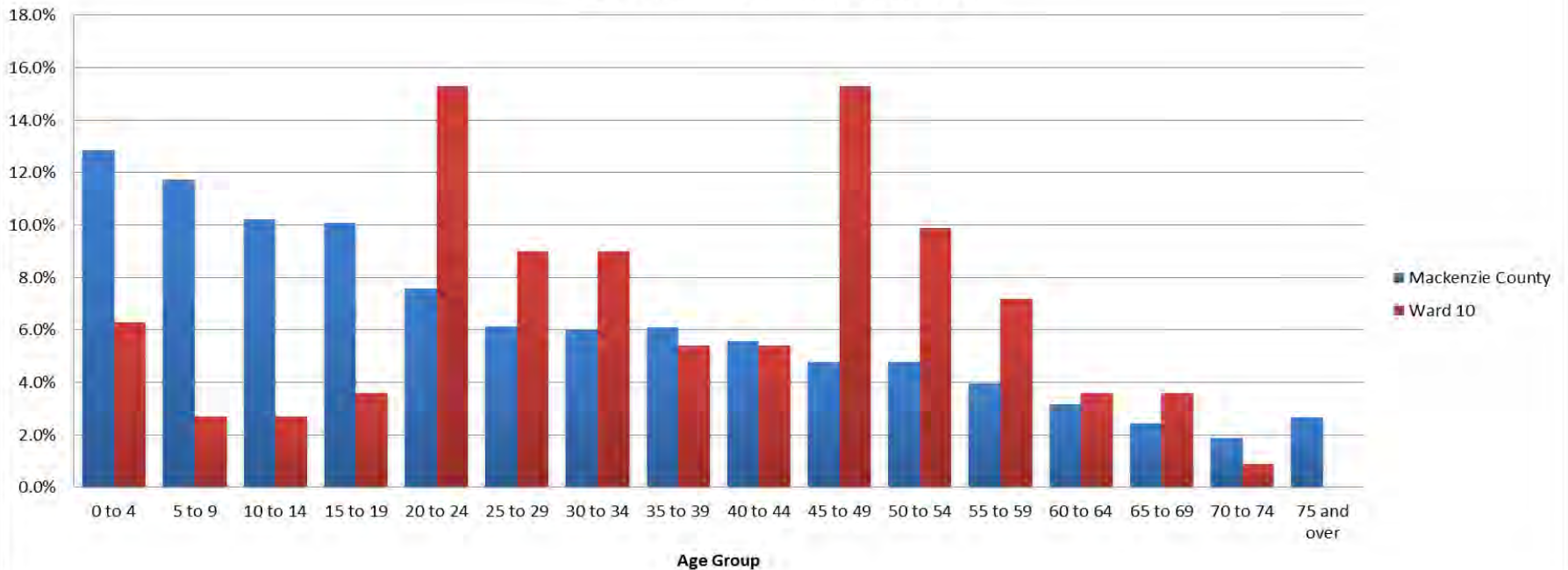
Mackenzie County Ward 8



Mackenzie County Ward 9



Mackenzie County Ward 10





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 10, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Correspondence – Alberta Agriculture & Forestry (Response to the Agriculture Service Board regarding statistics)
- Correspondence – RCMP (AAMDC Meeting Follow-up)
- Correspondence – VSI Services (First Quarter Report)
- Correspondence – AAMDC to Municipal Affairs (Centralized Assessment of Industrial Taxation)
- Correspondence – Tolko, La Crete Sawmills, Norbord (Open House)
- Mackenzie Housing Management Board Meeting Minutes
- La Crete Recreation Society Meeting Minutes
- Fort Vermilion Recreation Board Meeting Minutes
- Athabasca County Fly-In Barbecue
- Greenview Annual Golf Tournament
-
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

Author: C. Gabriel Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

Author: C. Gabriel Reviewed by: _____ CAO: _____



ALBERTA
AGRICULTURE AND FORESTRY

*Office of the Minister
MLA, Whitecourt-Ste. Anne*

RECEIVED
APR 29 2016

APR 26 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE

Mr. Josh Knelsen
ASB Chair
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Knelsen:

Thank you for your March 30, 2016, letter sharing your data concerns. It is disappointing to hear that you were unable to obtain statistics for Mackenzie County.

Our Statistics and Data Development Section produces an annual Agricultural Statistics Yearbook (2014 being the latest edition), which is largely a compendium of Alberta statistics for various topics, including crops, livestock, food and beverage, international exports, and farm income, just to name a few. I would like to refer you to this yearbook (see link below). In this specific case, oats data can be found in Table 87, which shows harvested acres, yield, and production by Census Division, dating back annually to 2005.

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/sdd15546](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/sdd15546)

Admittedly, when it comes to livestock (cattle, in your case), the yearbook does not have similar sub-provincial data. The reason for this is that livestock data tend to be of poor quality and not robust, and thus, it would be irresponsible on our part to publish such information for users like yourself on which to make informed decisions. Instead, we mainly rely on the more credible Census of Agriculture data published by Statistics Canada, which can be found at the link below:

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex14855](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex14855)

You may also want to refer to the Census of Agriculture for some additional crop statistics not contained in our Agricultural Statistics Yearbook, such as number of farms and acres grown, which you may find useful.

You may be interested to note that Statistics Canada will be conducting the 2016 Census of Agriculture on May 10, 2016. I encourage you and your members to participate, as this will help in updating the provincial and sub-provincial data for crops, livestock, and other agricultural variables. To learn more about the Census, or if you have any additional questions, please feel

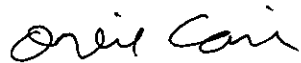
.../2

Mr Knelsen
Page Two

free to contact Mr. Reynold Jaipaul, Director of Statistics and Data Development, at 780-427-5376 (toll-free by first dialing 310-0000) or reynold.jaipaul@gov.ab.ca.

Thank you again for taking the time to write.

Sincerely,



Oneil Carlier
Minister

cc: Debbie Jabbour, MLA, Peace River
Reynold Jaipaul, Director, Statistics and Data Development

Royal Canadian Mounted Police

Commanding Officer
"K" Division



Gendarmerie royale du Canada

Commandant
de la division "K"

April 28, 2016

Reeve Bill Neufeld
Reeve of Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld:

RE: 2016 Alberta Association of Municipal Districts and Counties (AAMDC) Spring Convention

I would like to thank you, your Chief Administrative Officer, and your council member(s) for taking the time out of your busy schedule to meet with my Alberta Royal Canadian Mounted Police Senior Management group, with representatives of the Government of Alberta and myself as Commanding Officer.

Although our sessions are brief, they provide me with an invaluable opportunity to speak with our partners and better understand the real issues that impact Alberta communities.

My other purpose in writing today is to recap our discussion and provide next steps for the items we discussed.

In preparation for our meeting on March 15, 2016 you identified the following issues for discussion:

- adequate staffing levels for the northern districts
- basic service levels versus enhanced levels of service

I am confident that we have already taken steps on many of these items but to refresh our memories these items were identified for follow up on:

District Officer

- to follow-up on resource levels

Mackenzie County

- request to province for more availability to the courthouse

Province

- province to courthouse request once received from the county

RECEIVED
MAY 6 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE

The primary contact for follow-up on these issues will be firstly, the Detachment Commander and secondly, the District Officer for your area.

My goal as Commanding Officer of the Alberta Royal Canadian Mounted Police is to continue to enhance the services we provide to Albertans. The valuable information we shared at the AAMDC Convention is part of the ongoing work we are doing together to provide public safety in our community.

Yours truly,



M.C. (Marianne) Ryan, M.O.M.
Deputy Commissioner
Commanding Officer "K" Division

11140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

Cc: Superintendent Glen Siegersma, Officer in Charge, Corporate and Client Services
Chief Superintendent Brenda Lucki, Officer in Charge, Western Alberta District
Staff Sergeant Brad Giles, Detachment Commander, High Level Detachment
Staff Sergeant Jeff Simpson, Detachment Commander, Fort Vermilion Detachment

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0

PH 780 835 4531

April 29, 2016

Ms. Joulia Whittleton, CAO
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Joulia

I am sending this letter as a follow up to the first quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to gsmith@mackenziecounty.com and cnate@mackenziecounty.com.

Following is an estimate of your current VSI account status:

	Claims	Payments	Balance
Jan. 1, 2016			\$ 1,149
Payments in 2016 First Quarter	\$7,226	\$26,000	27,149 19,923

Your opening balance is subject to slight modification because we do not have the audited financial statement for 2015.

Administrative fees and investment income has not been calculated or included for the first three months of 2016.

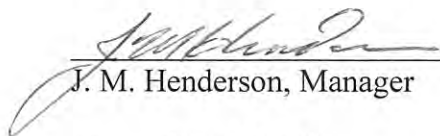
Overall there is a 4.3% increase in total claims for the first quarter of 2016 compared to 2015. Total costs have increased 12.3% over the same time period.

Five (5) of the sixteen (16) VSI jurisdictions had a decrease in their first quarter costs. Decreases ranged from 12.4% to 47.0% of 2015 first quarter costs. Increases, in the other eleven (11) jurisdictions ranged from 3.6% to 110.6% of 2015 first quarter costs.

Your 2016 first quarter claims are \$3,602 (**33.3%**) **lower** than they were in 2015.

If you have any questions or if you detect any errors in the report or in my calculations in this letter please let me know.

Yours sincerely


J. M. Henderson, Manager

cc Grant Smith
Colleen Nate



MACKENZIE COUNTY
FORT VERMILION OFFICE

May 3, 2015

The Honourable Danielle Larivee
Minister of Municipal Affairs
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Larivee;

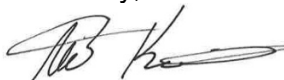
The subject of centralized assessment of industrial taxation has come to forefront lately due in part to a report done by the Alberta Assessors Association. With the release of that report has come a large number of letters from our members opposed to the centralized assessment of industrial property.

Consequently as a board we have reviewed our position through the MGA Review Focus Group on centralized assessment of industrial properties and feel that we must support our membership and consequently change our position.

Currently Issue no. 45 of the MGA Review states on the issue of Industrial Property, Centralized Assessment the AAMDC is in support of Option 1; "The Province would continue to set policy for the assessment of industrial properties. All regulated assessment would be assessed by an independent assessment body that is governed by municipalities".

Given the strong feedback we have had from our membership, it is the opinion of the AAMDC Board of Directors that we must take direction from our members and change our position to one of support for the status quo. Wherein we support the assessment of industrial property to continue to be done by municipalities under the current system.

Yours sincerely,



Al Kemmere
President



April 18, 2016

To Whom It May Concern:

**RE: 2016 Forest Management Plan
 2016 - 2021 General Development Plan
 2016 Stand Tending Plan**

We are writing to notify you that Tolko Industries Ltd., Norbord, and La Crete Sawmills Ltd. (the Companies) are soliciting input for development of the proposed 2016 - 2021 General Development Plan and the 2016 Stand Tending Pan (Herbicide and Mechanical Treatments). The 2016 Forest Management Plan will also be available for review.

An Open House will be held from 11:00am to 5:00pm on Wednesday, May 4, 2016 at the Town of **High Level** office (10511 - 103 Street, High Level). There will be a BBQ from 11:00am to 1:00pm serving lunch and refreshments.

In addition to the Open House, Information Sessions will be held at other locations in the region. Tuesday, May 17th, 10:00am-3:00pm, **Rainbow Lake** Rec Plex. Thursday, May 19th, 10:00 am – 12:00 pm at the, Mackenzie County Office, conference room in **LaCrete** and in **Fort Vermilion** from 1:00 pm – 3:00 pm at the Mackenzie County Office in the Council Chambers.

The attached Overview Map provides information on the proposed operations. Larger maps with more detail will be available at the Open House, Information Sessions or at the Companies offices. The Open House and Information Sessions are for information purposes and are a supplement to notification and engagement with effected stakeholders.

The Companies will continue to support input provided through other forms of communication with the Companies throughout the year. However, to meet submission requirements to Alberta Agriculture and Forestry the Companies will require input on the General Development Plan and the Stand Tending Pan prior to 5:00pm on May 20, 2016.

We ask that you forward this invitation and map to other interested parties as the Open House and Information Sessions are a good opportunity to discuss any questions, concerns or comments about the plans. If you are unable to attend, and would like to discuss any questions, concerns or comments please contact the following to set up an appointment to discuss:

Paul Hewitt, RPF
Operations Forester – Planning

Tolko Industries Ltd. High Level Lumber Division
11401 92 Street
High Level, AB T0H 1Z0
Phone: 780 926 8992
Fax: 780 926 4773
Email: paul.hewitt@tolko.com

Trevor Lafreniere
Forestry Superintendent

Tolko Industries Ltd. High Level Lumber Division
#900 10665 Jasper Avenue
Edmonton, AB T5J 3S9
Phone: 587 985 8526
Fax: 780 926 4773
Email: trevor.lafreniere@tolko.com

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
March 14, 2016 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

- In Attendance:** George Friesen-Chair
John W Driedger – via teleconference at 10:02 am
Wally Schroeder-Vice Chair
Paul Driedger
Wally Olorenshaw
Ellis Forest
Peter H. Wieler
Shirley Rechlo
- Regrets:** Erick Carter
- Administration:** Barbara Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Eva Klassen, Lodge Manager
Henry Goertzen, Property Manager
Phill Peters, Financial Officer
- Call to Order:** Chair George Friesen called the Board meeting to order at 10:00 a.m.
- Agenda:** **Approval of Agenda**
- 16-25 Moved by Ellis Forest
- That the agenda be amended to include:
6.9 Special Board Meeting
- Carried

Minutes: **January 25, 2016 Regular Board Meeting Minutes**

16-26 Moved by Shirley Rechlo

That the January 25, 2016 Regular Board Meeting be approved as distributed.

Carried

February 11, 2016 Special Board Meeting Minutes

16-27 Moved by Paul Driedger

That the February 11, 2016 special Board Meeting be approved as distributed.

Carried

March 1, 2016 Teleconference Meeting Minutes

16-28 Moved by Wally Schroeder

That the March 1, 2016 Teleconference Board Meeting be approved as distributed.

Carried

Reports: **CAO Report**

16-29 Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports **Lodge Financial Reports – January 31, 2016**

16-30 Moved by Ellis Forest

That the January 31, 2016 Lodge financial report be received for information.

Carried

High Level Lodge Reports – January 31, 2016

16-31

Moved by Paul Driedger

That the January 31, 2016 High Level Lodge financial report be received for information.

Carried

Assisted Care Financial Reports – January 31, 2016

16-32

Moved by Peter Wieler

That the January 31, 2016 Assisted Care financial report be received for information.

Carried

Housing Financial Reports – January 31, 2016

16-33

Moved by Peter Wieler

That January 31, 2016 Housing financial report be received for information.

Carried

Arrears Report to January 31, 2016

16-34

Moved by John W Driedger

That the January 31, 2016 arrears report be received for information.

Carried

New Business:

Project Manager

16-35

Moved by Shirley Rechlo

That pivotal Projects Incorporated be contracted to provide project management services.

Carried

Health and Safety Policies

16-36 Moved by Paul Driedger

That policy H&S-001 Health and Safety Policy be approved as presented.

Carried

16-37 Moved by Shirley Rechlo

That policy H&S-002 Roles and Responsibilities be approved as presented.

Carried

16-38 Moved by Shirley Rechlo

That policy H&S-103 Workplace Hazardous Materials Info System Training Policy be approved as presented.

Carried

16-39 Moved by Paul Driedger

That policy H&S-004 Inspection Policy be approved as presented.

Carried

16-40 Moved by Paul Driedger

That policy H&S-005 Incident Reporting and Investigation Policy be approved as presented.

Carried

Strategic Planning

16-41 Moved by Ellis Forest

That Administration arrange for a strategic planning session in April/May 2016.

Carried

Alberta Network of Public Housing Agencies

16-42 Moved by Wally Schroeder

That an application be made to become a member of the Alberta Network of Public Housing Agencies (ANPHA).

Carried

Request to Borrow

16-43 Moved by Wally Olorenshaw

That a letter be sent to the Seniors Minister to request approval to borrow additional funding for the High Level lodge.

Carried

Accommodation Standards Review

16-44 Moved by Paul Driedger

That the results of the 2016 Accommodation Standards Review be received for information.

Carried

2016 Housing Budget

16-45 Moved by Wally Schroeder

That the letter from Alberta Seniors approving the 2015 housing surplus be applied to the 2016 budget be received for information.

Carried

Update on Application to Register a Charity

16-46 Moved by John W Driedger

That the update on the application to register a charity be received for information

Carried

Special Board Meeting

16-47 Moved by Wally Olorenshaw

That a Special Teleconference Board Meeting be held Monday March 21, 2016 at 10:00 am to review Audited Financial Statement.

Information:

16-48 Moved by Wally Schroeder

That the following be accepted for information.

- Bank reconciliation for January 31, 2015
- Newspaper release

Carried

In Camera:

Personnel

16-49 Moved by Wally Olorenshaw

That the meeting move to in camera at 11:17 am

Carried

16-50 Moved by Ellis Forest

That meeting move out of in camera at 11:25 am

Carried

16-51 Moved by Paul Driedger

That a new position, Operations Manager, be created and hired to.

Carried

Next Meeting Date: Regular Board Meeting – April 25, 2016
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

16-52 Moved by Peter Wieler

That the board meeting of March 14, 2016 be adjourned at
11:27 am.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

**MACKENZIE HOUSING MANAGEMENT BOARD
TELECONFERENCE BOARD MEETING
March 21, 2016 – 10:00 A.M.
Heimstaed Lodge**

- In Attendance:** George Friesen-Chair
Ellis Forest – via teleconference
Wally Schroeder-Vice Chair – via teleconference
Paul Driedger
John W Driedger – via teleconference
Shirley Rechlo – via teleconference
Erick Carter
Peter H. Wieler
- Regrets:** Wally Olorenshaw
- Administration:** Barbara Spurgeon, Chief Administrative Officer
Phill Peters, Financial Officer
- Call to Order:** Chair George Friesen called the Board meeting to order at 10:02 a.m.
- Agenda:** **Approval of Agenda**
- 16-53 Moved by Paul Driedger
That the agenda be approved as distributed
Carried
- New Business:** Vivian Taylor from Meyers Norris Penny – Auditor joined meeting via teleconference at 10:00 am
- Audited Financial Statement**
- 16-54 Moved by Shirley Rechlo
That the 2015 audited financial statements be approved as distributed and forwarded to Alberta Seniors.
Carried

Adjournment:

16-55

Moved by Peter Wieler

That the Teleconference board meeting of March 21, 2016
be adjourned at 10:29 a.m.

Carried

George Friesen, Chair

Phill Peters, Financial Officer

LA CRETE RECREATION SOCIETY
REGULAR MEETING
MARCH 10, 2016

Northern Lights Recreation Centre
La Crete, Alberta

President: Abe Fehr, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
Shawn Wieler, Director
Ken Derksen, Director
Jeff Wiebe, Director
John Zacharias, Director
George Derksen, Director
Dave Schellenberg, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager

Call to Order: President Abe Fehr called the meeting to order at 6:01 p.m.

Approval of Agenda

1. Peter Braun moved to accept the agenda as amended.
 - Add 8.3 Ski Hill
 - Add 8.4 Blumenort Improvements (Washroom & natural gas)

CARRIED

Approval of Previous Meeting's Minutes

1. Dave Schellenberg moved to accept the February 18th, 2016 regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. Peter stated that Darlene received a letter of support from Debbie Jabour. This will be submitted with the resubmission of the CFEP Grant.

Review of Action Sheet

1. Gate at Buffalo Head rink – plywood was put on the inside to close it off the gate. This is a hazard. Philip will fix it before Saturday's shiny wrap-up games.

Financial Report

1. Reviewed financials
Ken Derksen moved to accept financials as presented.

CARRIED

Manager's Report – Philip Doerksen

1. Minor hockey was finished this Tuesday.
2. Fox Lake has used the bowling alley 4 or 5 times.
3. Curling has been inconsistent with several cancellations.
4. Another natural gas head has to be ordered. They cost \$3300.
5. A ring device, that works through wifi, is being used to notify staff if someone needs to have their skates sharpened. They can ring the device and then staff can see and talk to the waiting customer.
6. Shane is reorganizing the arena. This is taking a fair amount of time.
7. A toilet was changed.

Shawn Wieler moved to accept Manager's Report as presented.

CARRIED

New Business

8.1 Cold storage

Philip went to the County, he was told that engineer drawings were required. He will be talking to Byron Peters.

8.2 Blue Hills Rink

Philip is putting together a tender package. A sub-committee will be put together to put this package together.

Dave Schellenberg moved to form a sub-committee to produce tender documents for the Blue Hills outdoor rink project.

CARRIED

The sub-committee will be comprised of Philip Doerksen, Abe Fehr, John Zacharias, and Shawn Wieler.

8.3 Ski Hill

A board of 10 has been formed. Dave is the chair. Paperwork is being filled out to form a society. They are hoping documentation will be received by end of next week to put in a temporary trail. This will be a hill for all of Mackenzie County. Will be presenting ski hill plans in various communities around the region.

8.4 Blumenort Improvements

A washroom is needed. Would like to put in a washroom by the tennis courts. The cost of a washroom is \$1200. School division will need to be contacted first because it is their land.

Philip would like to look into the cost of putting in natural gas to the shack. Propane is needed for flooding because there is never enough hot water for flooding. This is the only rink shack without natural gas.

Jeff Wiebe moved to go in camera at 6:58 p.m.

George Derksen moved to go out of camera at 6:59 p.m.

Wendy Morris moved that the meeting be adjourned at 7:01 p.m.

Next Meeting: Thursday, April 14th, 2016

Meeting Minutes

Fort Vermilion Recreation Board – March 22nd, 2016

1. Call to Order @ 7:17pm
2. In attendance: Tamie, Thomas, Leah, Ilene, Louise, Kristin
3. Additions to Agenda
 - A. Playground Equipment
 - B. Summer Golf Program
 - C. Hockey Logo Contest (Centre Ice)
 - D. Kitchen hours
4. Acceptance of Agenda: Ilene accepts the agenda.
5. Acceptance of Previous Minutes:
 - a. February 23, 2016 - Kristin accepts the previous minutes.

6. Guests: Neil Simpson

Neil Simpson represented the Fort Vermilion Volunteer Fire Department (FVVFD) as he has been a member for 3 years. He stated that they receive many calls relating to structural fires to vehicle fires and fitness/strength is necessary as a member. He is asking if the FVRB would support the FVVFD with free membership to the gym. There are 13 members, who are active members who are committed to the service, although 6 members would be using the gym membership if approved.

Kristin makes a motion that all active members be given a free gym membership. A monthly membership list will be submitted in case someone is relieved of their duties and no longer a FVVFD member so that we are up to date. Thomas seconds the motion, motion carried.

7. Financial Statements: Tamie noticed \$3000 was not deposited from a MasterCard payment that was paid twice. She will go to ATB Financial tomorrow to have it corrected.
8. Old Business:

a. Canada's 150th

- Tabled until next year as the celebration is in 2017.
- Grants will be applied for to help with cost of hosting a celebration.

b. Rodeo Committee (Fundraising/Ag Fair Parade)

- Reviewing of rodeo budget and what is needed;
- \$10,000 chutes, \$8000 panels, \$4500 roping chutes have been found although they are still shopping around for better deals;
- FVRB had planned \$20,000 towards Rodeo Committee projects;
- They have fundraised approximately \$11,000;
- Considering a River Break-up Contest at \$2.00/guess as no one else is planning, will look into a license through AGLC (Tamie will look into this).

c. Winter Carnival

- No talent show (no prize money);
- Curling Bonspiel, Draft Hockey Tourney, Family Dance, Concession;
- Rodeo Committe will look after Winter Carnival activities;
- FCSS will look after kids games;
- Stew/Bannock Supper – Carol and Ena will prepare;
- Family Dance – Ms.Brand will DJ;
- Prizes – Kristin will seek donations;
- Chad will organize the Draft Tourney and Puck Shoot Out at \$2.00/puck for kids and \$5.00/puck for adults as well as 50/50 draws.

d. FVRB Fundraising

- Tabled until Tamie looks into AGLC licensing.

e. Ice Plant Chiller Funds

- Tamie will check where funds are for this with Mackenzie County.

f. Debit Machine

- There are full year and half year options to choose from;
- Tamie will get quotes for both.

g. STEP/Canada Summer Job Grant Proposals

- Summer work experience programs available to youth;
- Leah will complete both applications and submit before deadlines.

9. New Business:

a. River Break-up Fundraiser

- Kristin makes a motion that the Rodeo Committee will start a River Break-Up fundraiser. Tamie seconds the motion, motion carried. Tamie will look into the licensing.

b. Summer Activities

- There is summer youth grant available for Golfing activities for \$500. This can be used to buy the clubs to start with. Kristin will be meeting with this organization for more details;
- Swimming Lessons will happen again and will be in partnership with Fort Vermilion Support Services (FVSS).

c. Grant Applications for Future Programs

- It was mentioned that we need to be more proactive in researching grants for programming;
- Kristin will be working with Kevin on grants and proposals for skate park projects, bike safety, and helmets.

d. Playground Equipment

- Equipment will be picked out after the meeting.

e. Hockey Logo

- Centre ice logo needed for next season;
- We will set up a contest and will select a winner that will go centre ice;
- Logos will also be done for Tall Cree Toros, Fort Griffins, Good Ol' Boys, and Fort Falcons;
- Tamie will advertise on facebook.

f. Kitchen Hours

- Carol Nanooch has suggested to keep the kitchen open during the summer with a 50/50 cost share;
- Due to slow activity in the Spring, it is recommended opening mid June through August, continue to pay Carole wages with no cost share, hours of operation will be 4:00pm – 9:00pm Monday to Friday, staying open during events, Carol will do the ordering and staff will unload once order is received.

10. General Reports:

a. Manager's Report

- Old nets that have been replaced will be used at the outdoor rink for next season;
- A new treadmill will be purchased as one is unsafe to use (stops unexpectedly during use);
- March 30th will be a pizza/skate for Pond Hockey group. We will also buy Coach Cameron a gift for her commitment during the season;
- Will get quotes for AC in fitness centre;
- Gym lockers from back room;
- Cabinets, will ask the BLAST program to build for us to display trophies;
- Season end BBQ.

11. Correspondence: None

12. Next Meeting: April 26th, 2016

13. In Camera: No items discussed.

14. Adjournment @ 8:33pm

Jamie McLean
Leah Bette

Athabasca County

6th Annual



Fly-In Barbecue

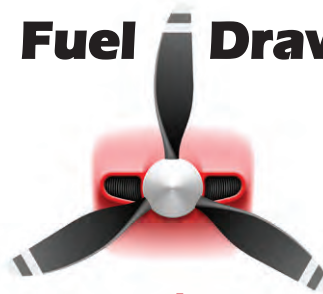
July 16, 2016 - Athabasca Regional Airport

Athabasca Regional Airport (YWM)
11am – 2 pm | Saturday, July 16

- STARS, CASARA, Athabasca Classic Cruisers
- All types of aircraft are welcome | Avgas available
- Displays from sponsors/aviation organizations
- Activities for the kids
- Free barbecue lunch



Fuel Draw



**Win \$200
of Avgas!**



PRIZE DRAW

**Win a 60 minute sight
seeing flight above the
Athabasca region!**

A celebration of all things aviation!



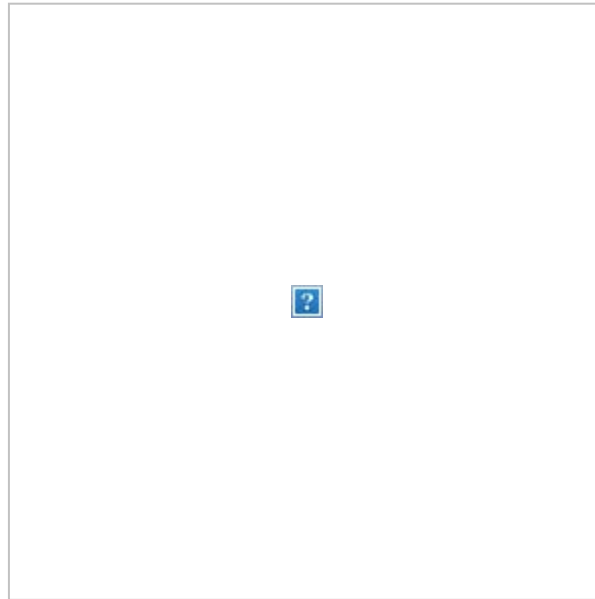
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at the centre of it all

www.athabascacounty.com

Join us on
social media



From: [Diane Carter](#)
To: [Joula Whittleton](#)
Subject: Greenview Annual Golf Tournament 2016
Date: May-03-16 8:41:26 AM



Please Join Us!

May 3, 2016

2016 Fundraiser for the Grande Cache Food Bank

The Municipal District of Greenview No. 16 is pleased to invite you to our 16th Annual Golf Tournament on June 22, 2016 at the Grande Cache Golf & Country Club.

Should you wish to participate, please provide your completed registration form and fee to us by June 8, 2016.

To complete the registration form, download a local copy of the PDF from our website and save your changes. Completed registration forms can be emailed to golf@mdgreenview.ab.ca.

We also have sponsorship opportunities available. The sponsorship deadline to be included in signage and promotional materials is June 1, 2016.

Registration fees and sponsorships may be paid by calling 780-524-7600, visiting in person at our offices, or mailing a cheque to Box 1079 Valleyview, AB T0H 3N0. All registration and sponsorship proceeds go directly to the Grande Cache Food Bank.

Thank you for your generous support of our local communities!