

Barb

MUNICIPAL DISTRICT OF MACKENZIE NO. 23
COUNCIL MEETING

Tuesday, August 24, 2004
6:00 p.m.

Council Chambers
Fort Vermilion, Alberta

AGENDA

CALL TO ORDER: 1. a) Call to Order

AGENDA: 2. a) Adoption of Agenda

ADOPTION OF THE PREVIOUS MINUTES: 3. a) Minutes of the August 10, 2004 Regular Council Meeting

Page 7

BUSINESS ARISING OUT OF THE MINUTES: 4. a)

DELEGATIONS: 5. a)

PUBLIC HEARINGS: 6. a) Bylaw ⁴⁴⁶466/04 – Land Use Bylaw Amendment to Rezone Pt. NE 01-106-16-W5M From Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3"

Page 19

b)

COUNCIL COMMITTEE AND CAO REPORTS: 7. a) Council Committee Reports

b) CAO Report

c) CAO Resignation

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MINUTES OF THE BOARD OF DIRECTORS
OF THE DISTRICT OF COLUMBIA

MEETING OF THE BOARD OF DIRECTORS
Held at the District Office
Washington, D.C.

January 15, 1964

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Minutes of the Meeting of the Board of Directors
Held at the District Office
Washington, D.C.

Page 3

Minutes of the Meeting of the Board of Directors
Held at the District Office
Washington, D.C.

**GENERAL
REPORTS:**

8. a)

**OPERATIONAL
SERVICES:**

9. a) Bridge File 74852 – Bear River Bridge Repairs **Page 35**
- b) 94th Avenue Servicing **Page 37**
- c) Contract 3 – Water Treatment Plant Offsite Servicing **Page 39**
- d)
- e)

**PLANNING, EMERGENCY,
AND ENFORCEMENT
SERVICES:**

10. a) Bylaw 416/04 – Land Use Bylaw Amendment to Rezone from Agricultural District 1 “A1” to Rural Country Residential District 2 “RC2” NW 21-110-19-W5M **Page 41**
- b) Bylaw 466/04 Land Use Bylaw Amendment Agricultural District “A1” to Rural Industrial District “RM1” SW 06-110-15-W5M **Page 51**
- c) Policy EMR004- Level of Fire Services Zama Fire and Rescue **Page 59**
- d) Development Permit #251-DP-04 NW 31-109-13-W5M Direct Control District 2 “DC2” **Page 65**
- e) Fire Invoice #2310 Vehicle Fire May 2, 2004 **Page 75**
- f) Policing Task Force Recommendations to Council **Page 77**
- g)
- h)
- i)

CORPORATE SERVICES:

- 11. a) Bylaw 464/04 and 467/04 – Local Improvement Charges Bylaw and Capital Property Borrowing Bylaw *Page 85*
- b) Tourism and Social Impact Study – Hay Zama Wildland Provincial Park *Page 93*
- c) AAMD&C Fall Convention *Page 105*
- d) Municipal Safety Recognition Award *Page 129*
- e) Municipal Internship Program *Page 135*
- f) Provincial Network of Policing Concerns *Page 155*
- g) Fort Vermilion Walking Trails *Page 161*
- h) Peace Country Tender Beef Co-op *Page 165*
- i)
- j)
- k)

IN CAMERA SESSION:

12. a)

NEXT MEETING DATE:

- 13. a) Regular Council Meeting
Wednesday, September 8, 2004
10:00 a.m.
Fort Vermilion
- b) Special Council Meeting - Public Hearings
Monday, August 23, 2004
4:00 p.m. at the Fort Vermilion Council Chambers
7:00 p.m. at the La Crete Arena

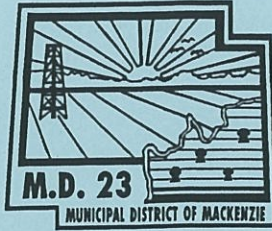
ADJOURNMENT:

14. a) Adjournment

- 1) ...
- 2) ...
- 3) ...
- 4) ...
- 5) ...
- 6) ...
- 7) ...
- 8) ...
- 9) ...
- 10) ...

...

...



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	August 10, 2004 Regular Council Meeting Minutes
Agenda Item No:	3.2)

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the August 10, 2004 Regular Council Meeting.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the August 10, 2004 regular council meeting be adopted as presented.

Author:

Reviewed:

C.A.O.:

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
REGULAR COUNCIL MEETING**

**Tuesday, August 10, 2004
10:00 a.m.**

**Council Chambers, Municipal District of Mackenzie Office
Fort Vermilion, Alberta**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (Left 12:20 P.M.)
Betty Bateman	Councillor
Greg Newman	Councillor (Left 12:20 p.m.)
John W. Driedger	Councillor
Joe Peters	Councillor (Left 12:05 p.m.)
Odell Flett	Councillor
Pat Kulscar	Councillor
Wayne Thiessen	Councillor

ABSENT:

Willie Wieler	Councillor
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ALSO PRESENT:

Harvey Prockiw	Chief Administrative Officer
Barb Spurgeon	Executive Assistant
Joulia Whittleton	A/Director of Corporate Services
Paul Driedger	Director of Planning and Emergency Services
Grant Smith	Agricultural Fieldman

Minutes of the regular Council meeting for the Municipal District of Mackenzie No. 23 held on Tuesday, August 10, 2004 in the Council Chambers of the Municipal District of Mackenzie office, Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:05 a.m.

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

MOTION 04-593 MOVED by Councillor Thiessen

That the agenda be adopted as amended:

By deleting:

5. a) Joe Ferdais

and adding:

5. b) Peace Library Systems

11. e) Bill C17 Challenge

11. f) NADC Meeting

11. g) Dress Policy

12. b) Personnel

CARRIED

**BUSINESS ARISING
OUT OF THE
MINUTES:**

4. a)

There were no items under this heading.

DELEGATIONS: 5. b) **Peace Library Systems**

Reeve Neufeld welcomed Linda Duplessis, Director, and Rennie Gauchie, Chairperson, from the Peace Library Systems (PLS) to the meeting at 10:07 a.m.

Ms. Duplessis and Mr. Gauchie discussed the services being offered by PLS and the benefits of these services to MD residents.

Reeve Neufeld thanked Ms. Duplessis and Mr. Gauchie who left the table at 10:40 a.m.

MOTION 04-594 MOVED by Councillor Bateman

That the Mackenzie Library Board be asked to provide a recommendation on membership in the Peace Library Systems.

CARRIED

**ADOPTION OF
THE PREVIOUS
MINUTES:**

3. a) **Minutes of the July 27, 2004
Regular Council Meeting**

MOTION 04-595 **MOVED** by Councillor Peters

That the minutes of the July 27, 2004 Regular Council Meeting be adopted as amended.

CARRIED

**PUBLIC
HEARINGS:**

6. a)

There were no items under this heading.

**COUNCIL
COMMITTEE AND
CAO REPORTS:**

7. a) **Council Committee Reports**

Councillors provided verbal reports on meetings attended since previous reporting:

Deputy Reeve Sarapuk reported on SDAB Hearing.

Councillor Driedger reported no meetings.

Councillor Peters reported no meetings.

Councillor Bateman reported on Ambulance Task Force, EXH.

Councillor Flett reported on Ambulance Task Force.

Councillor Newman reported no meetings.

Councillor Kulscar reported on Ambulance Task Force.

Councillor Thiessen reported no meetings.

Reeve Neufeld reported no meetings.

MOTION 04-596 **MOVED** by Councillor Driedger

That the Council Committee verbal reports be received as information.

CARRIED

7. b) CAO Report

MOTION 04-597 **MOVED** by Councillor Peters

That the verbal report submitted by the Chief Administrative Officer be accepted as presented.

CARRIED

GENERAL REPORTS:

8. a) Capital Projects 2004 Progress Report & Year to Date Operating Income Statement

MOTION 04-598 **MOVED** by Councillor Newman

That the Capital Projects 2004 Progress Report & Year to Date Operating Income Statement be received for information.

CARRIED

Reeve Neufeld Recessed the meeting at 11:10 a.m.

Reeve Neufeld reconvened the meeting at 11:22 a.m.

OPERATIONAL SERVICES:

9. a) Director's Report

MOTION 04-599 **MOVED** by Deputy Reeve Sarapuk

That the written report submitted by the Director of Operational Services be accepted as presented.

CARRIED

PLANNING, EMERGENCY, AND ENFORCEMENT SERVICES:

10. a) Bylaw 461/04 – Municipal Reserve Property Closure
Part of Plan 8821687 Block 4 Lot 4MR, Zama

MOTION 04-600
Bylaw 461/04
First Reading

MOVED by Councillor Bateman

That first reading be given to Bylaw 461/04 being a Bylaw to close part of Municipal Reserve Plan 8821687 Block 4 Lot 4MR.

CARRIED

10. b) Bylaw 465/04 – Fire Services Bylaw

MOTION 04-601
Bylaw 465/04
First Reading

MOVED by Councillor Thiessen

That first reading be given to Bylaw 465/04, being the Fire Services Bylaw.

CARRIED

MOTION 04-602
Bylaw 465/04
Second Reading

MOVED by Councillor Peters

That second reading be given to Bylaw 465/04, being the Fire Services Bylaw.

CARRIED

MOTION 04-603
Unanimous Consent

MOVED by Councillor Kulscar

That consideration be given to go to third reading for Bylaw 465/04, being the Fire Services Bylaw.

CARRIED

MOTION 04-604
Bylaw 465/04
Third Reading

MOVED by Councillor Bateman

That third reading be given to Bylaw 465/04, being the Fire Services Bylaw.

CARRIED

10. c) Bistcho Lake Fire – Property Damage

MOTION 04-605

MOVED by Councillor Thiessen

That the Department of Sustainable Resource Development be asked to compensate the owners of the burnt out cabins on Bistcho Lake.

CARRIED

MOTION 04-606 MOVED by Councillor Bateman

That a letter of support be written for the lease holders to secure a more suitable area to build their cabins.

CARRIED

Councillor Peters left the meeting at 12:04 p.m.

10. d) Zama Fire & Rescue Training Update

MOTION 04-607 MOVED by Councillor Thiessen

That the Zama Fire & Rescue training update be received as information.

CARRIED

10. e) Offer to Purchase Plan 2938RS Block 3 Lot 8

MOTION 04-608 MOVED by Councillor Driedger

That the offer to purchase Lot 8 Block 8 Plan 2938RS be received for information.

CARRIED

MOTION 04-609 MOVED by Councillor Bateman

That consideration be given to move in camera to discuss issues under the Freedom of Information and Protection of Privacy, Alberta Regulation 200/95 (12:08 p.m.).

CARRIED

**IN CAMERA
SESSION:**

12. a) Offer to Purchase Old Administrative Building

Freedom of Information and Protection of Privacy, Alberta Regulation 200/95.

12. b) Personnel

Freedom of Information and Protection of Privacy, Alberta Regulation 200/95.

MOTION 04-610 **MOVED** by Councillor Thiessen

That Council come out of camera (12:20 p.m.).

CARRIED

MOTION 04-611 **MOVED** by Councillor Flett

That the offer of \$95,000 (plus GST) be accepted for the property on 4604 – 46 Street, Lot 2, Plan 582 1615.

CARRIED

Reeve Neufeld recessed the meeting at 12:20 p.m.
Reeve Neufeld reconvened the meeting at 1:05 p.m.

**CORPORATE
SERVICES:**

11. a) **Physician's Medical Clinic**

MOTION 04-612 **MOVED** by Councillor Driedger

That a Reeve Neufeld, Councillor Bateman and Councillor Kulscar be appointed to the Physician's Clinic Task Force.

CARRIED

11. b) **Municipal Elections**
Appointment of Returning Officer
Advance Polls

MOTION 04-613 **MOVED** by Councillor Bateman

That Barbara Spurgeon be appointed as Returning Officer for the Municipal District of Mackenzie municipal election in October 2004.

CARRIED

MOTION 04-614 **MOVED** by Councillor Kulscar

That an Advanced Vote be approved for the fall 2004 municipal elections.

CARRIED

11. c) NCDC Fall Convention

MOTION 04-615 **MOVED** by Councillor Kulscar

That Reeve Neufeld be authorized to participate in the Northwest Corridor Development Corporation Fall Conference September 29 to October 1, 2004.

CARRIED

MOTION 04-616 **MOVED** by Councillor Bateman

That Councillors be authorized to attend the Northwest Corridor Development Corporation Fall Conference in High Level September 29 to October 1, 2004.

CARRIED

11. e) Bill C17 Challenge

MOTION 04-617 **MOVED** by Councillor Kulscar

That a special Council Workshop be held with Cambridge Strategies on September 22, 2004 at 9:00 a.m. to strategically plan the next steps on the challenge of Bill C17.

CARRIED

11. f) Northern Alberta Development Corporation Meeting

MOTION 04-618 **MOVED** by Councillor Kulscar

That Councillors be authorized to attend the Northern Alberta Development Corporation meeting in High Level on September 28 & 29, 2004.

CARRIED

Staff Dress Code

A general discussion was held regarding the staff dress code.

11. d) **Highway 88 Presentation**

Council reviewed the Highway 88 presentation.

NEXT

MEETING DATE:

13. a) **Special Council Meeting – Public Hearing**

Monday, August 23, 2004

4:00 p.m.

Fort Vermilion Council Chambers

Special Council Meeting – Public Hearing

Monday, August 23, 2004

7:00 p.m.

La Crete Arena

Regular Council Meeting

Tuesday, August 24, 2004

6:00 p.m.

Fort Vermilion Council Chambers

ADJOURNMENT: 14. a) **Adjournment**

MOTION 04-619 **MOVED** by Councillor Thiessen

That the Regular Council meeting be adjourned (2:35 p.m.).

CARRIED

These minutes were adopted this _____ day of _____ 2004.

Bill Neufeld, Reeve

Barbara Spurgeon,
Executive Assistant



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	August 24, 2004
Presented By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	PUBLIC HEARING Bylaw 446/04 – Land Use Bylaw Amendment to Rezone Pt. NE 01-106-16-W5M From Agricultural District 1 “A1” to Rural Country Residential District 3 “RC3”
Agenda Item No:	(62)

BACKGROUND / PROPOSAL:

Council passed first reading of Bylaw 446/04 at their May 18, 2004 meeting being a bylaw to re-zone a part of NE 1-106-16-W5M from Agricultural District 1 “A1” to Rural Country Residential District 3 “RC3”. A lake largely covers the property. The owner wants to create country residential lots to allow for residences and owner/operator businesses.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The rezoning complies with the M.D. of Mackenzie Land Use Bylaw. There are only about 15 arable acres on the property that can be used for subdividing.

The intent of the M.D. of Mackenzie Land Use Bylaw Rural Country Residential District 3 “RC3” and its uses are as follows:

5.3.D RURAL COUNTRY RESIDENTIAL DISTRICT 3 “RC3”.


The general purpose of this district is to provide for the development of multi-lot country residences.

A. PERMITTED USES

- (1) Single detached dwelling.

B. DISCRETIONARY USES

- (1) Modular home
- (2) Mobile home.
- (3) Ancillary building or use.
- (4) Bed and breakfast.

Author: 

Reviewed: 

C.A.O. 

- (6) Public use.
- (7) Garden suite.
- (8) Owner/Operator business.
- (9) Shop.

C. LOT AREA

(1) Country Residential Uses:

- a) Minimum Lot Area: 1.2 hectares (3.0 acres).
- b) Maximum Lot Area: up to 2.02 hectares (5 acres) unless otherwise approved by the Subdivision Authority.

D. MINIMUM FRONT YARD SETBACK

Lot fronting onto a provincial highway or local road:
40.8 metres (134 feet) from right of way.

Lot fronting onto an internal subdivision road:
15.24 metres (50 feet) from right of way.

E. MINIMUM SIDE YARD SETBACK

7.6 metres (25 feet) from property line, or

in the case of a corner site the width of the side yard adjoining the side street shall not be less than 15.24 metres (50 feet), or

15.2 metres (50 feet) from property line adjacent to "Agricultural" or "Forestry" districts.

F. MINIMUM REAR YARD SETBACK

7.6 metres (25 feet), or


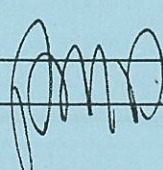
15.2 metres (50 feet) from property line adjacent to "Agricultural" or "Forestry" districts.

G. MAXIMUM SHOP SIZE

Maximum floor area is 12.19 meters by 18.28 meters (40 feet by 60 feet) or 222.83 square meters (2,400 square feet).

Maximum height is 6.09 meters (20 feet).

H. ADDITIONAL REQUIREMENTS

Author: 	Reviewed: 	C.A.O.:
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- (1) Buildings shall be either of new construction or moved in unless otherwise require by the Development Officer. Exterior finish to be wood, metal, or similar siding, brick or stucco to the satisfaction of the Development Officer. The finish and appearance of buildings should complement other structures and natural site features.
- (2) No mobile homes shall exceed the age of 10 years when they are moved onto the property.
- (3) All mobile homes to be factory built with walls of pre-finished baked enamel aluminum siding, vinyl siding or the equivalent and peaked shingled roof, to the satisfaction of the Development Officer.
- (4) If mobile homes are placed upon a basement, solid footings and concrete or wood block foundation wall or skirting should be required so that the appearance, design and construction will compliment the mobile home. The undercarriage of the mobile home shall be screened from view.
- (5) All ancillary structures to mobile homes, such as patios, porches, additions, etc., shall be factory prefabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will compliment the mobile home.
- (6) All areas on a mobile home lot not developed by walkways, driveways or parking aprons shall be grassed and landscaped to the satisfaction of the Development Officer.
- (7) The side and rear yards of the lots must be screened through the use of trees or have some other suitable screening as approved by the Development Officer.

I. THE KEEPING OF ANIMALS

A maximum of one non-domestic animal per 3-acres or 2 non-domestic animals per 5 acres.

COSTS / SOURCE OF FUNDING:

N/A


RECOMMENDED ACTION (by originator):

MOTION

That second reading be given to Bylaw 446/04 to re-zone Pt. NE 1-106-16-W5M from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".

MOTION

That third reading be given to Bylaw 446/04 to re-zone Pt. NE 1-106-16-W5M from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".

Author: 

Reviewed: 

C.A.O.:

MD of Mackenzie

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW _____

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



BYLAW NO. 446/04

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

WHEREAS, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate a multi-lot country residential subdivisions.

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 the land use designation of the subject parcel known as Part of NE 1-106-16-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".**
- 2. That Schedule "A" become the Area Structure Plan for Part of NE 01-106-16-W5M.**

First Reading given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Second Reading given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

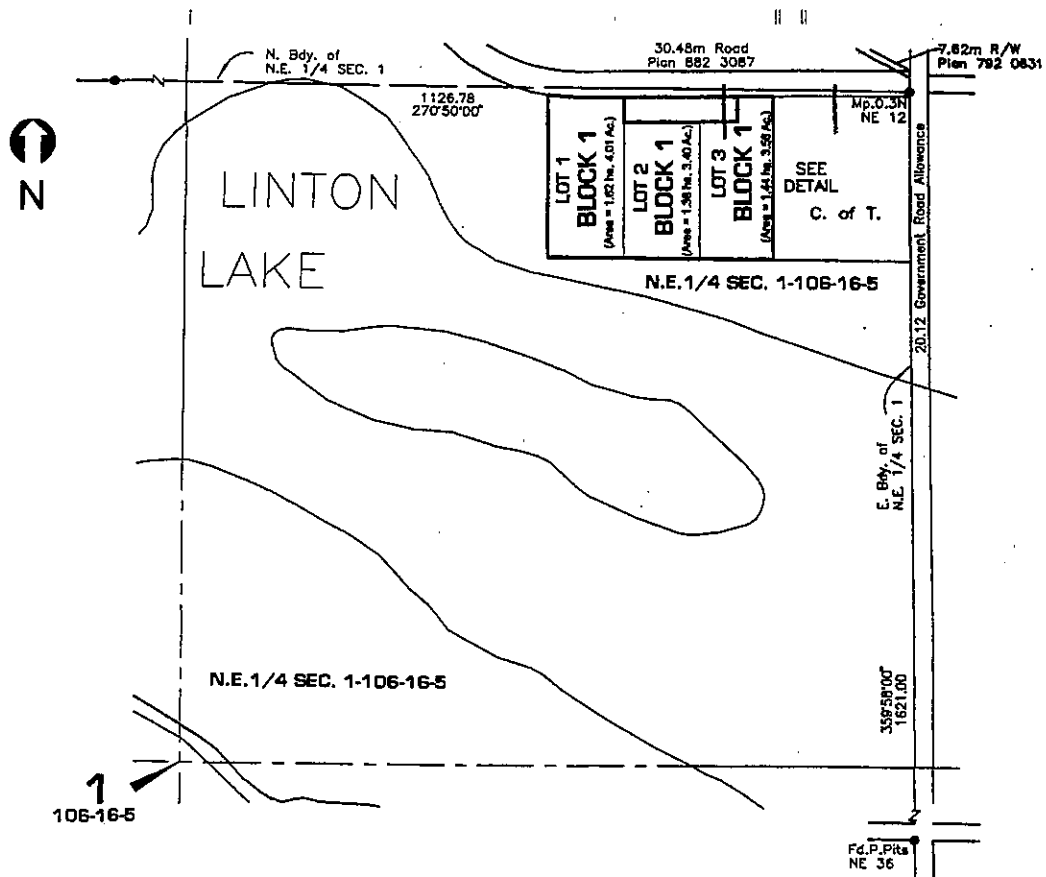
Barbara Spurgeon, Executive Assistant

BYLAW No. 446/04

SCHEDULE "A"

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

Pt. of NE 23-104-15-W5M be amended from Agricultural 1 "A1" to Rural Country Residential District 3 "RC3".



From: Agricultural District 1 "A1" to

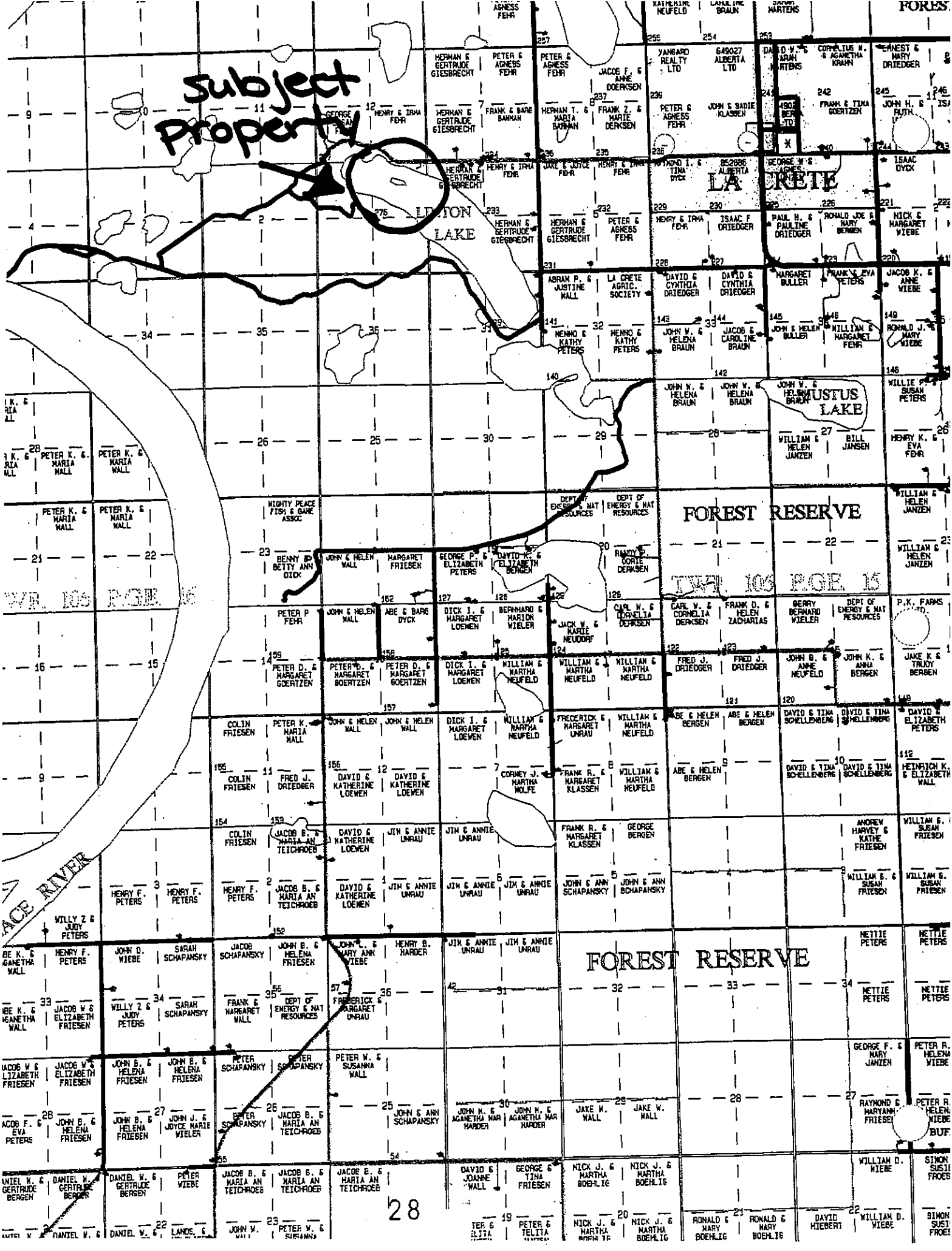
To: Rural Country Residential District 3 "RC3"

Bill Neufeld, Reeve

Barb Spurgeon, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2004.

Subject Property



1 K. & RIA LL

1 K. & RIA LL

WR. 106 S. R. 16 E. S. 16

ICE RIVER

#150,
TOWNSHIP 23



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <u>JAKS FEHR</u>		
ADDRESS <u>LA ROUTE</u>		
TOWN <u>LA ROUTE</u>		
POSTAL CODE <u>T011-2110</u>	PHONE (RES.)	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <u>HENRY FEHR</u>		
ADDRESS		
TOWN		
POSTAL CODE <u>T011 2110</u>	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>NE</u>	SEC. <u>01</u>	TWP. <u>100</u>	RANGE <u>16</u>	M. <u>5</u>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: AG TO: ~~RES~~ RC3

REASONS SUPPORTING PROPOSED AMENDMENT:

I HAVE NO NEED FOR HOMES BUT
NEED FOR BINS & SHOP

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150

RECEIPT NO. _____

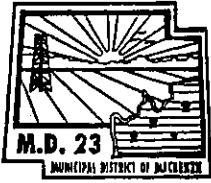
APPLICANT _____

DATE May 11/02

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER _____

DATE May 11/02



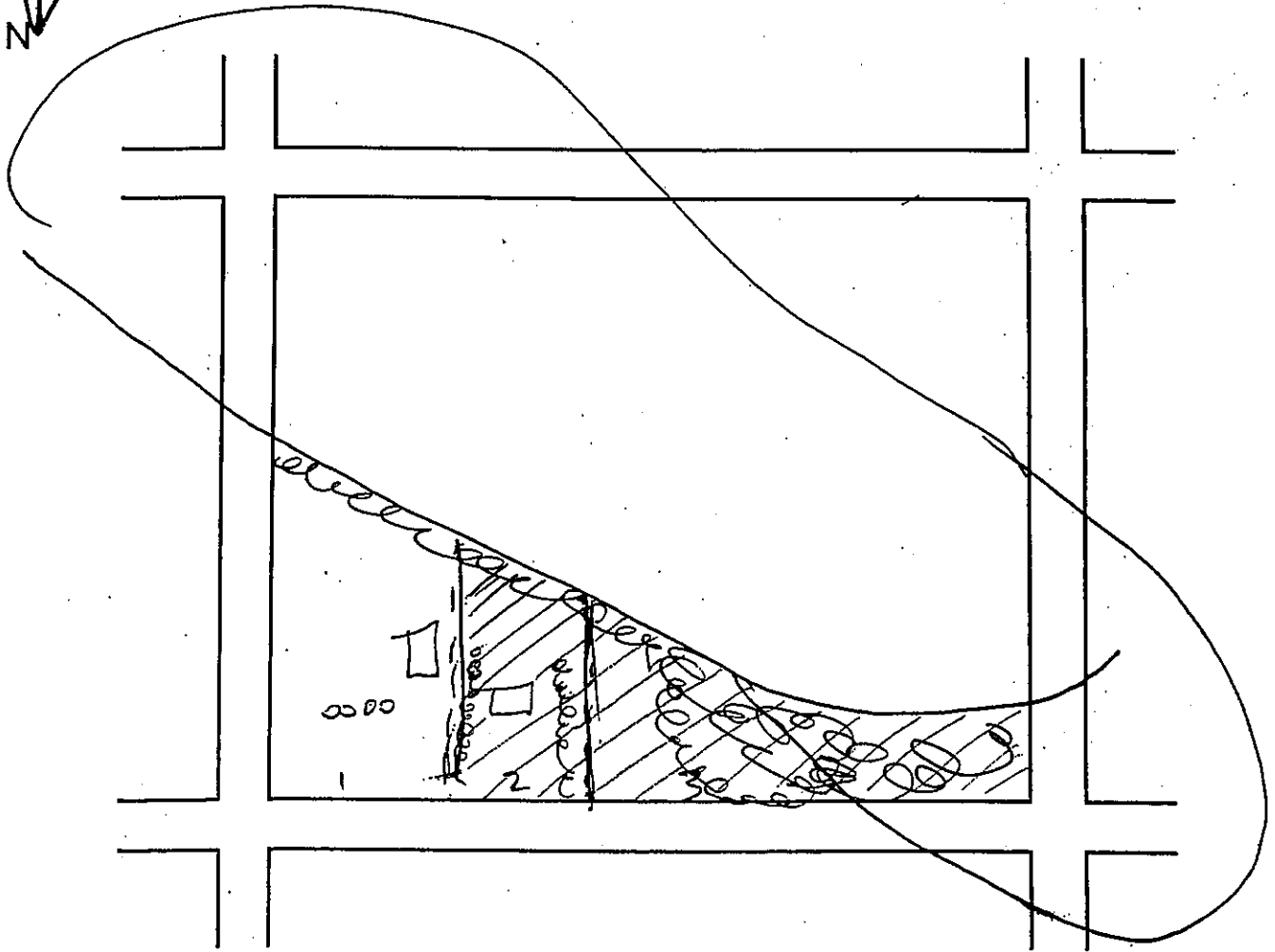
Subdivision Application

SITE PLAN

QTR./L.S.	SEC	TWP	RG	M	PLAN NO.	BLK.	LOT	Size of Parcel
NE 1/4	01	106	16	WS				ac. ha.

Date of site plan: _____

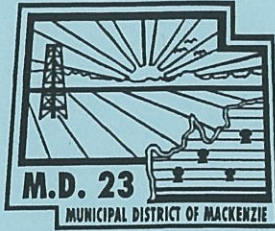
Remarks: _____



Information Checklist for site plan

- location of existing buildings from property lines
- location of access/driveway, and distance from intersections
- location of shelterbelts and/or treed areas
- length and width of proposed subdivision
- location of proposed subdivision from property lines
- ravines, creeks, lakes, sloughs, and any other water bodies
- location of road(s), road allowances

NOTE: Where buildings are existing the property must be surveyed by a qualified land surveyor.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 27, 2004
Presented By:	Harvey Prockiw, CAO
Title:	CAO Resignation
Agenda Item No:	7. c)

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see attached letter.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author:

Reviewed:

C.A.O.:

August 19, 2004

Reeve and Council
M.D. of Mackenzie No. 23
Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Reeve Neufeld and Council,

Please consider this letter as formal resignation as the CAO with the M.D. I have accepted the CAO position with Lamont County and this will allow Susan and I to spend much more time with our family.

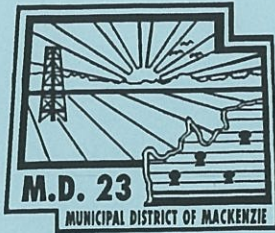
My time with this organization has been very rewarding and I am truly thankful for the opportunity to serve the residents in this region. It has been a pleasure to work with this council and I hope to retain the friendships developed over the last 4 years.

Yours truly,



Harvey Prockiw
CAO





M.D. of Mackenzie No. 23 Request for Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Michel Savard, Director of Operational Services
Title:	Bridge File 74852 – Bear River Bridge Repairs
Agenda Item No:	9.2)

BACKGROUND / PROPOSAL:

During the month of June it was brought to our attention that the Bear River Bridge in the Buffalo Head area had some damage and was need of immediate repair. Through consultation with Alberta Transportation and EHX Consulting we have determined the type and the cost of the repairs required through a competitive tender. Two bids were received with the low bid information below.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Since the M.D. is required to cover the initial cost of the project, this repair needs to be set up as a capital project so we can proceed with the awarding of the tender. The GAP funding will follow upon completion of the project.

Presently we have \$11,053.75 for bridge repairs and maintenance and do not anticipate using the full budgeted amount this year. With this in mind we have sufficient funds within the operating budget to cover the expense of the Municipalities portion of \$1,098.28.

FINANCIAL IMPLICATIONS:

The cost of the repairs are as follows;

Alberta Transportation Gap Funding	M.D. of Mackenzie Portion	Project Total
\$30,756.52	\$1,098.28	\$31,854.80

RECOMMENDED ACTION:

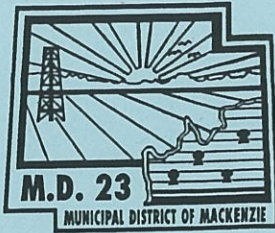
That the 2004 Capital Budget be amended by adding the following project:

- Bridge File 74852, Bear River Bridge Repairs with a total cost of \$31,854.80 be funded as follows:
 - \$30,756.52 Alberta Transportation GAP funding
 - \$1,098.28 Operating Budget

Author: J. Gabriel

Reviewed: 

C.A.O.: 



M.D. of Mackenzie No. 23 Request for Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Michel Savard Director of Operational Services
Title:	94 th Avenue Servicing
Agenda Item No:	9 b)

BACKGROUND / PROPOSAL:

At the April 20, 2004 Council Meeting, Council approved the water and sewer servicing along 94th Avenue.

Motion 04-268

"That the 2004 Capital budget be amended by adding the following project:

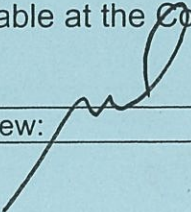

94th Avenue Servicing with a total cost of \$1,489,000 funded as follows;

- Provincial Grant \$85,000
- Water and sewer portion recovered through off site levy, \$566,896 be funded from general capital reserve 04-760-97
- Water Portion recovered through local improvements \$488,800 be funded from debenture
- Sewer recovered through connection fee \$348,304 be funded from general operating reserve 04-711-12"

Tenders for the La Crete 94th Avenue Servicing closed on August 19, 2004. Since the total of the tender is more that \$500,000, Council must award the contract as per policy ADM004 – Tendering and Contract Award.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Official results will be available at the Council meeting

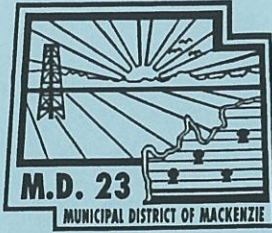
Author: M. Krahn	Review: 	Dept. Operations	C.A.O. 
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FINANCIAL IMPLICATIONS:

RECOMMENDED ACTION:

That the contract for La Crete 94th Avenue Servicing be awarded to _____ for \$
_____.

Author: M. Krahn	Review:	Dept. Operations	C.A.O.
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M.D. of Mackenzie No. 23 Request for Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Michel Savard Director of Operational Services
Title:	Contract 3 – Water Treatment Plant Offsite Servicing
Agenda Item No:	9.c)

BACKGROUND / PROPOSAL:

At the February 25, 2004 Special Council meeting, Council approved that DCL Siemens tender out the La Crete Water Treatment Plant Upgrade Project.

Motion 04 – 121

“That DCL Siemens be authorized to tender out the La Crete Water Treatment Plant Project as presented.”

Tenders for Contract 3 – Water Treatment Plant Offsite Servicing closed on August 20, 2004. Since the total of the tender is more that \$500,000, Council must award the contract as per policy ADM004 – Tendering and Contract Award.

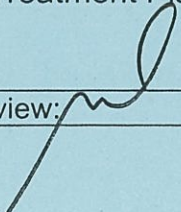

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Official results will be available at the Council meeting

FINANCIAL IMPLICATIONS:

RECOMMENDED ACTION:

That Contract 3 – Water Treatment Plant Offsite Servicing be awarded to _____ for \$_____.

Author: M. Krahn	Review: 	Dept. Operations	C.A.O. 
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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	August 24, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Bylaw 416/04 – Land Use Bylaw Amendment to Rezone From Agricultural District 1 “A1” to Rural Country Residential District 2 “RC2” NW 21-110-19-W5M
Agenda Item No:	10 a)

BACKGROUND / PROPOSAL:

The applicant is requesting to re-zone a part of NW 21-110-19-W5M from Agricultural District 1 “A1” to Rural Country Residential District 2 “RC2”. The owner would like to rezone the 26 acres adjacent to Highway 35 so that it can be subdivided into 5-acre parcels and sold.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

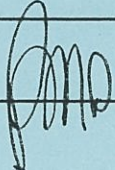

Bylaw 416/04 was given 1st reading at the March 23, 2004 Council Meeting. Second reading was given at the May 4, 2004 meeting. Third reading was postponed until the applicant provide the MD with an Area Structure Plan for the proposed parcel. The Area Structure Plan was received and is attached as “Schedule A” to the Bylaw.

The rezoning complies with the M.D. of Mackenzie Land Use Bylaw and the Inter-municipal Development Plan. The application was sent to the Town of High Level for comments in accordance with the Inter-Municipal Development Plan. Town of High Level responded with no concerns to this development (see attached letter).

The application was also sent to Alberta Transportation for comments. Alberta Transportation has no concerns regarding the rezoning but have some access concerns for the subdivision.

I. REZONING REQUIREMENTS

- (1) In order to ensure a firm commitment for development has been received the following are requirements for the rezoning application:
 - (a) An Area Structure Plan for the parcel.

Review:		Dept.	C.A.O.	
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- (b) A minimum of 10 parcels per rezoning application, or where the total area to be rezoned is less than 20.2 hectares (50 acres), the total developable area must be subdivided.
 - (c) The subdivision must have legal access that meets Municipal District of Mackenzie standards.
 - (d) Where the existing municipal road is not up to the standard required for the parcel, a road request or upgrade must be part of the subdivision application.
- (1) Once approval has been granted, the developer shall have a period of one (1) year, or as required by the Development Authority, to develop the subdivision including, but not limited to, the installation of utilities, roads and plan registration.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

MOTION 1

That third reading be given to Bylaw 416/04 to re-zone Pt. NW 21-110-19-W5M from Agricultural District 1 "A1" to Rural Country Residential District 2 "RC2".

Review:		Dept.	C.A.O.
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BYLAW NO. 416/04

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

WHEREAS, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate residential subdivisions.

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 the land use designation of the subject parcel known as Part of NW 21-110-19-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Country Residential District 2 "RC2".**
- 2. That the attached Schedule "A" be adopted as the Area Structure Plan for Part of NW 21-110-19-W5M.**

First Reading given on the _____ day of _____, 2004.

Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Bill

Second Reading given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

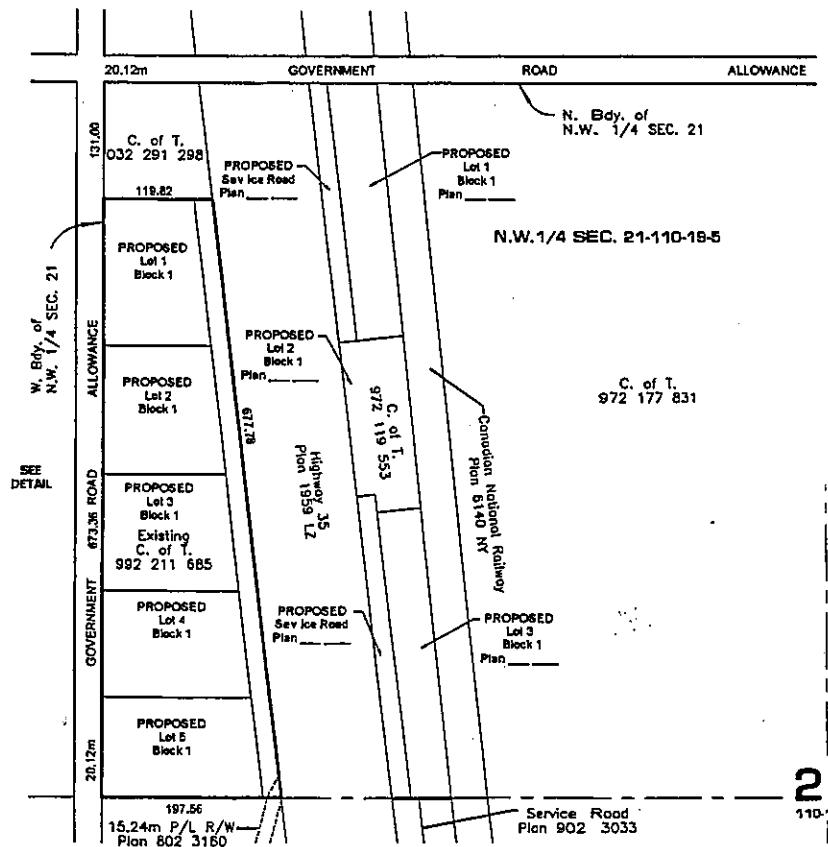
Barbara Spurgeon, Executive Assistant

SCHEDULE "A"

BYLAW No. 416/04

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

Pt of NW 21-110-19-W5M, as depicted below, be amended from Agriculture District 1 "A1" to Rural Country Residential District 2 "RC2":

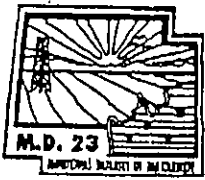


FROM: Agricultural District 1 "A1"
TO: Rural Country Residential District 2 "RC2"

Bill Neufeld, Reeve

Barb Spurgeon, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2004.



Po Box 1690
LA CRETE, AB TOH 240

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT		
ADDRESS <i>Same</i>		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER <i>Willy Driedger</i>		
ADDRESS <i>Box</i>		
TOWN <i>High Level</i>		
POSTAL CODE <i>TOH 170</i>	PHONE (RES.) <i>790</i>	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <i>NW</i>	SEC. <i>21</i>	TWP. <i>T10</i>	RANGE <i>R9</i>	M. <i>W5</i>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: ~~26 acres~~ *Agriculture* TO: *Rural Country Residential*
~~5-5 acre pieces~~ *District 2 RC*

REASONS SUPPORTING PROPOSED AMENDMENT:

*We have no use for all 26 acres and so we want to
subdivide it and turn it into cash.*

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150.00

RECEIPT NO. _____

[Signature]
APPLICANT

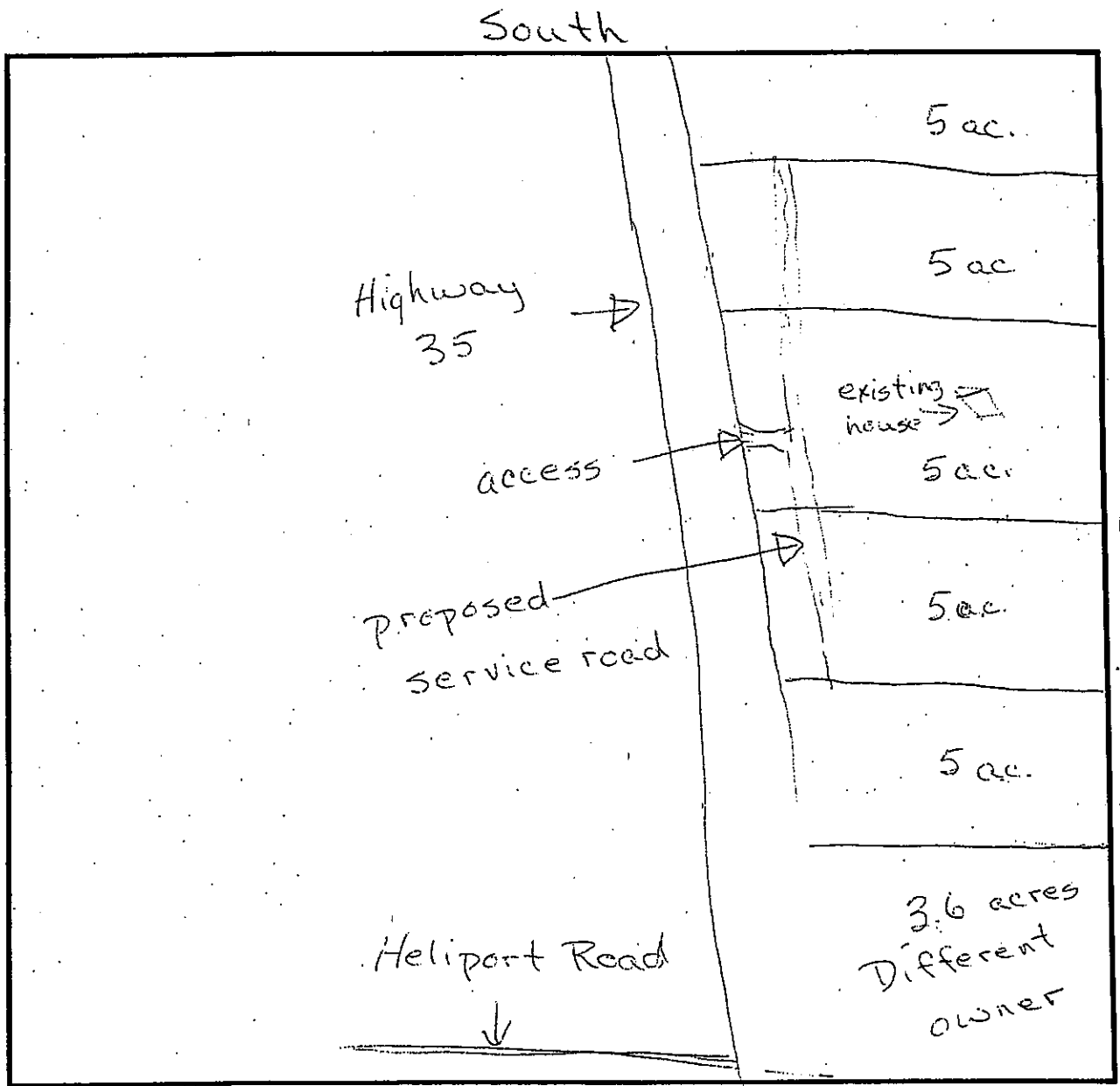
Feb 4/04
DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

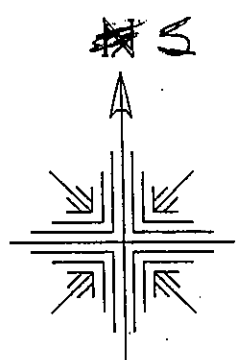
REGISTERED OWNER

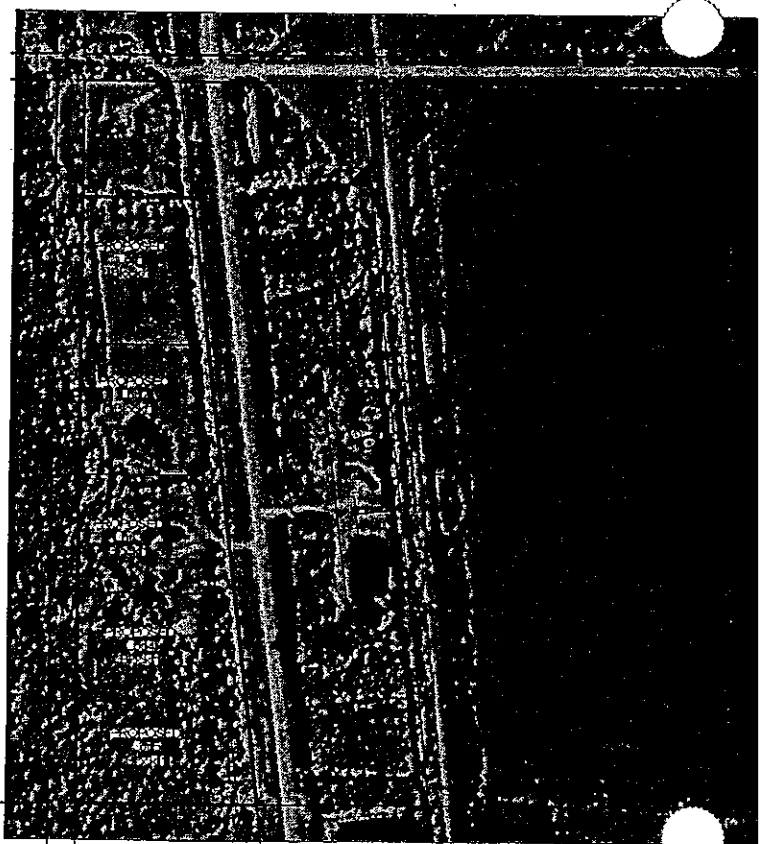
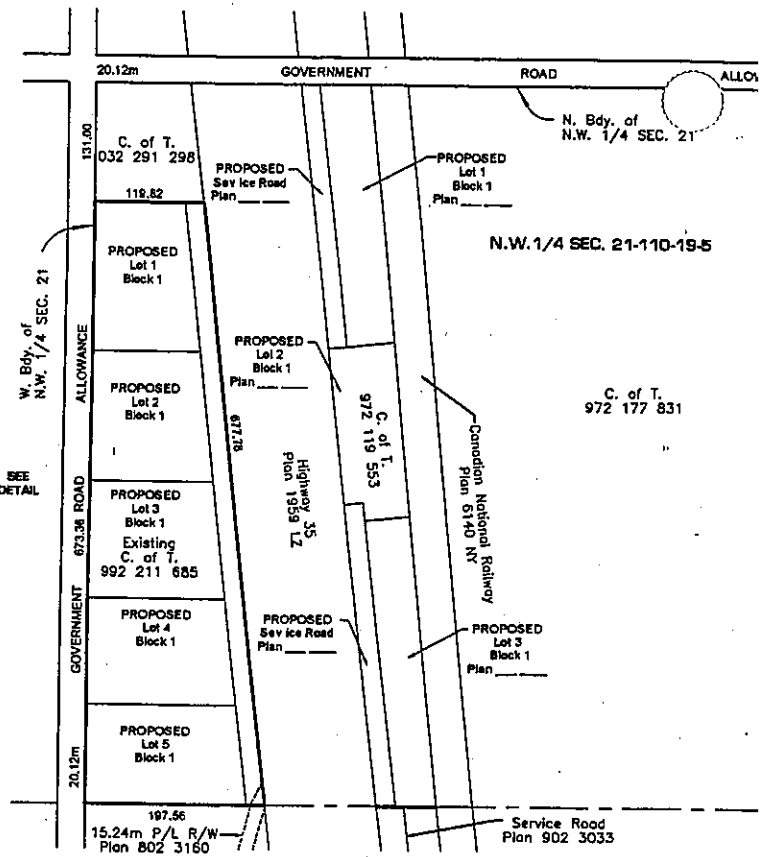
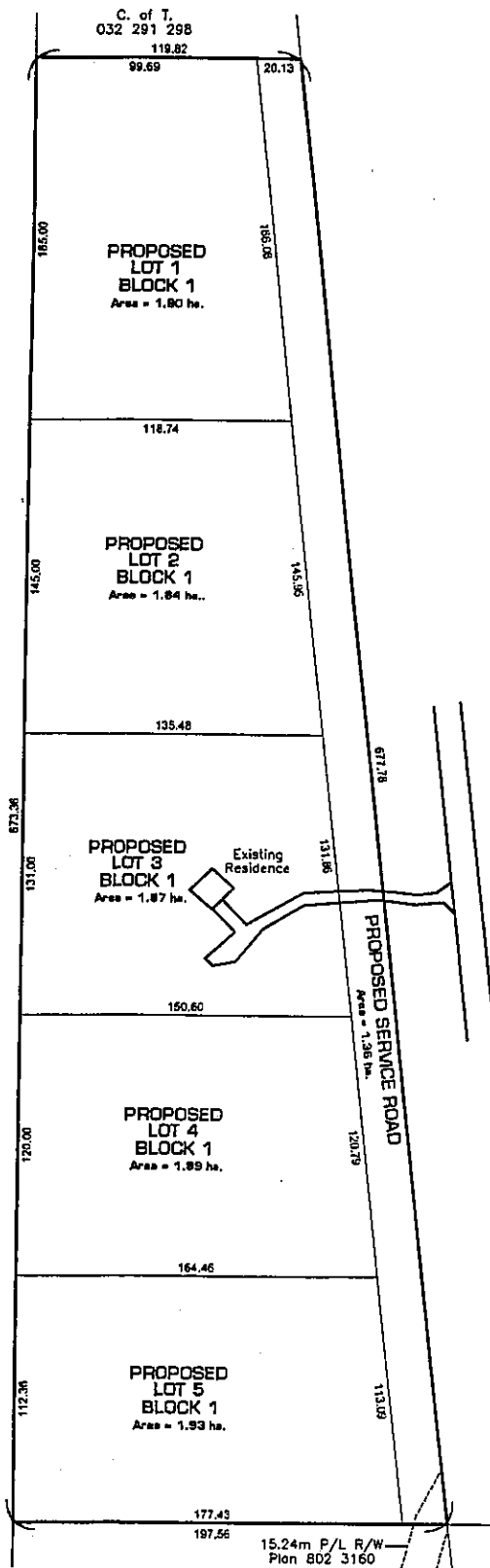
Feb 4/04
DATE

Sketch Plan



NW 21-110-19-WSM
Willy Driedger







TWP 112

TWP 111

TWP 110



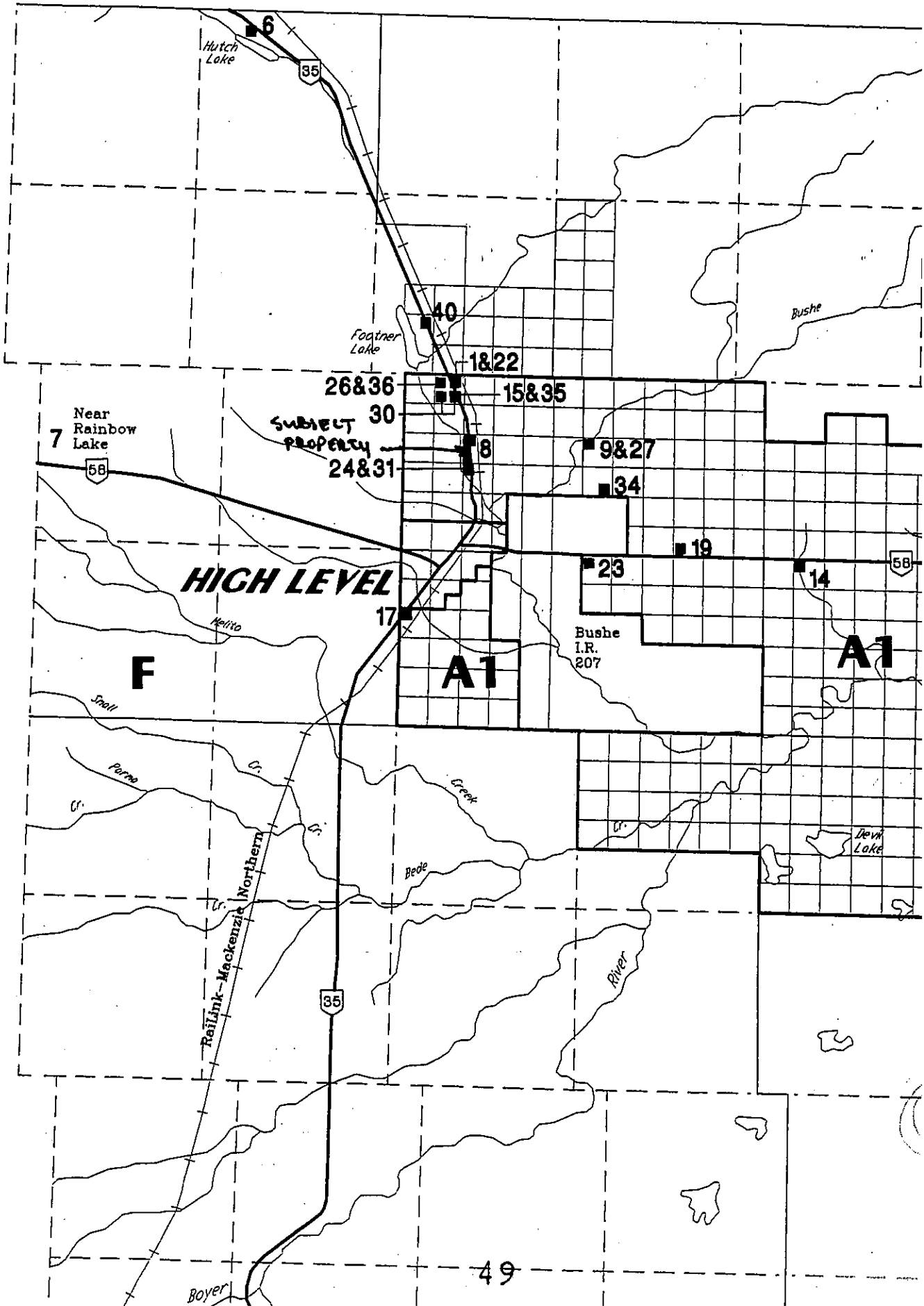
TWP 109

TWP 108

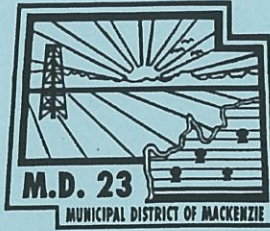
TWP 107



TWP 106







M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Paul Driedger Director of Planning, Emergency and Enforcement Services
Title:	Bylaw 466/04 LUB Amendment Agriculture District "A1" to Rural Industrial District "RM1" SW 6-110-15-W5
Agenda Item No:	10 b)

BACKGROUND / PROPOSAL:

The applicant is requesting to re-zone a part of SW 6-110-15-W5M from Agricultural District 1 "A1" to Rural Industrial District 1 "RM1". The owner wants to operate a Manufacturing firm from this location. This Manufacturing firm will be to build CSA approved Modular/Panelized Homes.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The current zoning Agricultural District 1 "A1" does not allow for a manufacturing firm to be operated. The applicant constructs factory constructed buildings and structures –Modular/Panelized Homes within a closed structure then transports the units to various locations. His current location of construction no longer suits his requirements and would like to move the operation to his shop on the SW quarter of 6-110-15-W5.

The current location is required to be rezoned to Rural Industrial District 1 "RM1". This zoning does allow for a Manufacturing firm to be operated within.

5.5.A RURAL INDUSTRIAL DISTRICT 1 "RM1"

The general purpose of this district is to accommodate industrial buildings and uses which are deemed better suited to rural rather than urban areas.

A. PERMITTED USES

- (1) Extensive Agriculture and farm buildings.

B. DISCRETIONARY USES

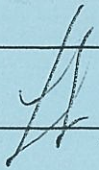
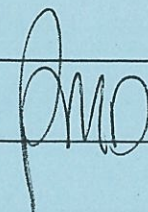

- (1) Agricultural supply depot.
- (2) **Bulk fertilizer sales. (Bylaw 181/99)**
- (3) Bulk fuel storage.
- (4) **Bulk propane sales. (Bylaw 181/99)**
- (5) Contractor's business.
- (6) Fertilizer sales.
- (7) **Industrial Camps (Bylaw 212/00)**
- (8) Manufacturing firm.
- (9) Natural resource extraction industry.
- (10) Oil and gas servicing.
- (11) Public use.
- (12) **Petroleum facility. (Bylaw 181/99)**
- (13) Salvage/storage yard.
- (14) Security suite.
- (15) Sewage lagoon, sewage treatment plant.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

MOTION

That first reading be given to Bylaw 466/04 to re-zone Pt. SW 6-110-15-W5M from Agricultural District 1 "A1" to Rural Industrial District 1 "RM1".

Author: 	Reviewed: 	C.A.O.: 
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BYLAW NO. 466/04

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

WHEREAS, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate residential subdivisions.

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 the land use designation of the subject parcel known as Part of SW 6-110-15-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Industrial District 1 "RM1". See attached Schedule "A".

First Reading given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Second Reading given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

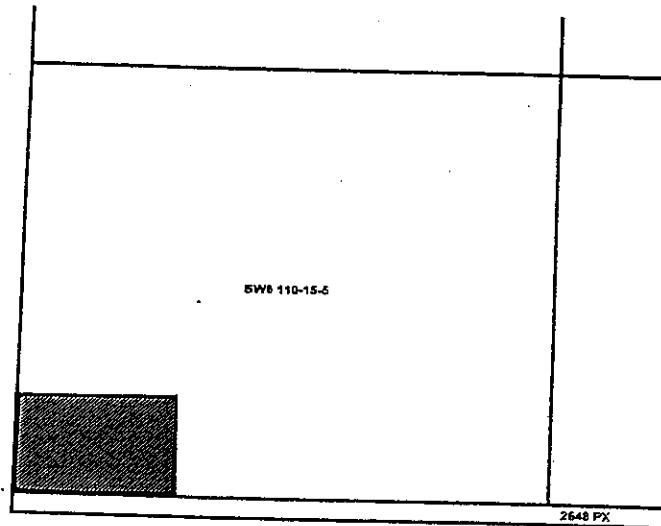
Barbara Spurgeon, Executive Assistant

SCHEDULE "A"

BYLAW No. 466/04

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

Part of SW 6-110-15-W5 in the Municipal District of Mackenzie be amended from Agricultural District 1 "A1" to Rural Industrial District 1 "RM1".



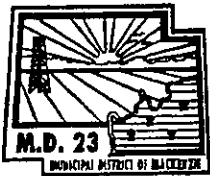
From: ***Agricultural District 1 "A1"***

To: Rural Industrial District 1 "RM1"

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

EFFECTIVE THIS DAY _____ OF _____



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. Bylaw 466/04

NAME OF APPLICANT <u>Osborne Rose</u>		
ADDRESS <u>Box</u>		
TOWN <u>High Level AB</u>		
POSTAL CODE <u>T04-1Z0</u>	PHONE (RES.)	BUS. <u>0-4</u>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER <u>Same</u>		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./S. <u>SW</u>	SEC. <u>6</u>	TWP. <u>110</u>	RANGE <u>15</u>	M. <u>5</u>	OR	PLAN <u>—</u>	BLK <u>—</u>	LOT <u>—</u>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Agriculture 1 "A1" TO: Rural Industrial District "R11"

REASONS SUPPORTING PROPOSED AMENDMENT:

The applicant would like to operate a Manufacturing firm building CSA factory built finished Houses, these are government approved Houses. these building would be built in an existing shop on the above location.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150.00 RECEIPT NO. _____

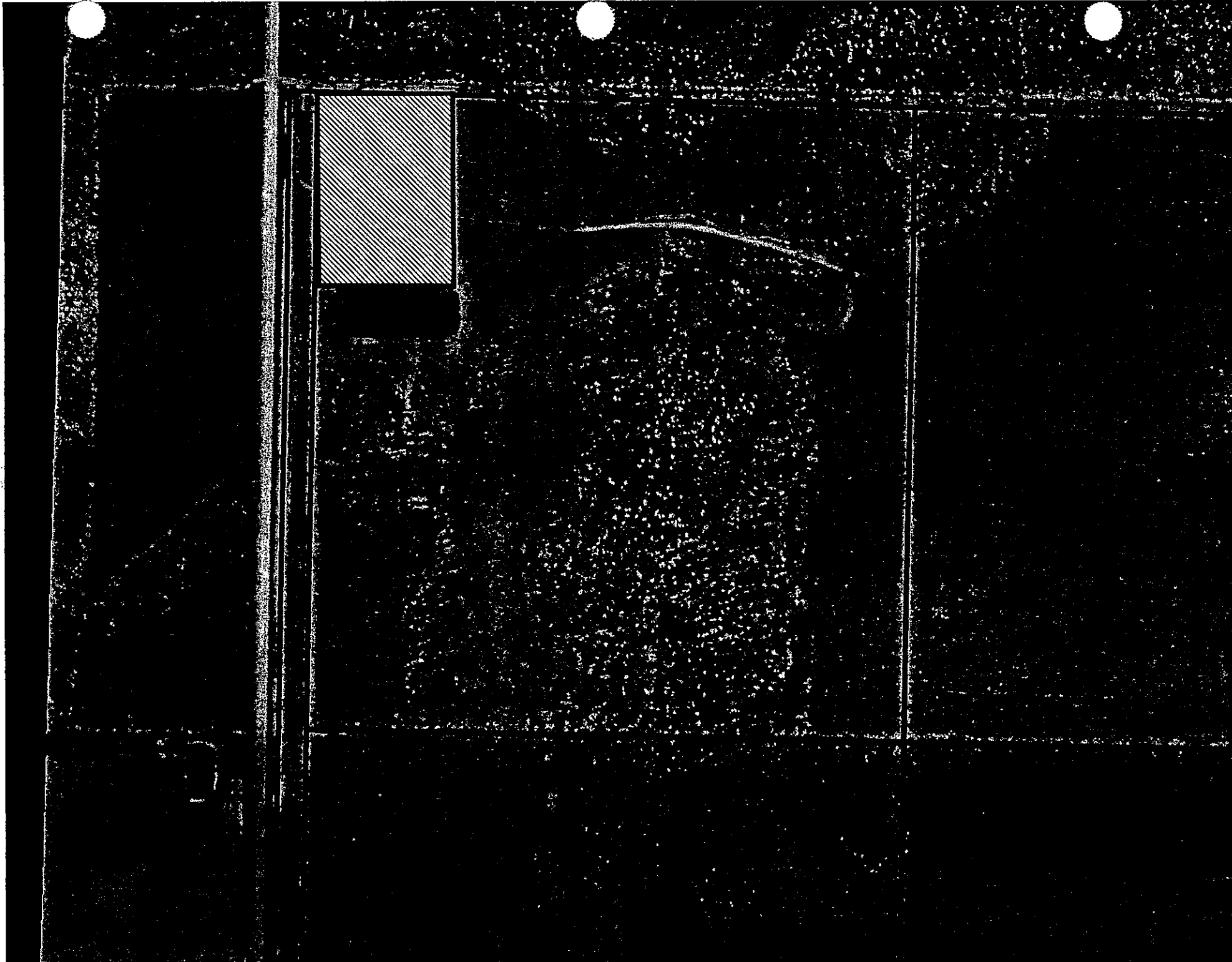
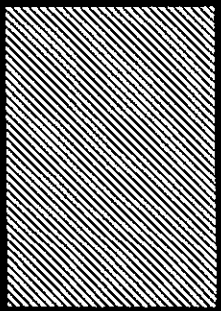
Osborne Rose
APPLICANT

July 22/04
DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER _____

DATE _____



Certificate of Compliance

Certificate: 1433903

Master Contract: 220204

Project: 1433903 (Edition 1)

Date Issued: August 28, 2003

Issued to: **Rosc Construction (1997) Ltd.**
P.O. Box 776, 9500 - 98th Avenue
High Level, AB T0H 1Z0
CANADA

The products listed below are eligible to bear the CSA Mark shown



KPH
Issued by: **Khaled Habib, P.Eng.**
Certification Engineer

[Signature]
Authorized by: **Patricia Pasemko**
Operations Manager

PRODUCTS

CLASS 8131-01 FACTORY CONSTRUCTED BUILDINGS AND STRUCTURES -- Modular/Panelized Homes.

Certification of Modular Homes under the CSA -- A277 Program.

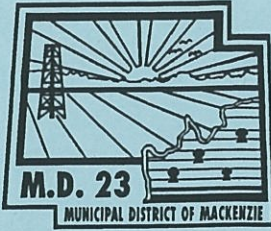
Homes are: Single Family Dwellings, Comprised of Single Modules in Single Storey Configurations.
Structural: Conventional Wood Frame Construction and Plumbing System.
Electrical Rating: 120/240 V ac, 60Hz., 200A max.
Heating/Ventilation: Central Forced Air Furnaces. Units may be Electric, Natural Gas or LPG Fired.
Systems may be Equipped With Air Conditioning.
Plumbing: Conventional Drainage and Vent Systems to a Maximum of 240 Hydraulic Fixture Units.

(CSA Design Label #93.0 for Modular Homes) (Applicable Jurisdictional Insignias)

APPLICABLE REQUIREMENTS

CSA Standard*	A277-01	Procedure for Certification of Factory-Built Houses.
	C22.1	Canadian Electrical Code, Part 1 - As Jurisdictionally Amended.
	149.1	Natural Gas and Propane Installation Code-As Jurisdictionally Amended.
National Standards*		National Building Code of Canada, - As Jurisdictionally Amended.
		National Plumbing Code of Canada, - As Jurisdictionally Amended.

Jurisdictions may require homes to comply with Jurisdictional / Municipal Codes in lieu of National Codes.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	August 24, 2004
Presented By:	Paul Driedger Director of Planning, Enforcement & Emergency Services
Title:	Policy EMR004 – Level of Fire Service Zama Fire and Rescue
Agenda Item No:	10c)

BACKGROUND / PROPOSAL:

Policy EMR004 was amended at the June 22, 2004 Council with Zama Fire & Rescue's Level of Service decreased from a Level 6 to a Level 2 due to lack of membership. Since then a community meeting was held to discuss municipal concerns and the procedure to increase the level of fire service back to Level 6.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Approximately 35-40 members have signed up with the Zama Fire Service but due to the time of the course (daytime), some could not attend the training that was held from August 3 to August 20. Mark Andrews was contracted to provide the training to a Level 6 fire services.

Both the pumper unit and rescue vehicle were delivered to Zama Firehall on Friday, July 30, 2004 to be utilized for training purposes only. Prior to delivery of the units a mechanic inspection was done on both units.

The training was held from August 3rd – 20th.

- The S600 course (pumper training) had 11 members in attendance.
- The S300 course (SCBA/ropes/rescue/ladders etc.) had 10 members in attendance.
- The S100 (Vehicle Extrication) had 10 members in attendance.

Mark Andrews is very impressed with the group. He stated that it is an "Excellent core group of members."

The training will continue as well as in-house training for member not able to attend formal training.

With the current training we are recommending that Zama Fire & Rescue's Level of Service be brought back up to a Level 6 with the condition that they meet all the requirement of level 6 within 6 months.

Existing Policy

The "Level of Fire Service" within the M.D. for each individual department is approved as follows:

	<u>Current Level</u>	<u>Desired Level</u>
a. Fort Vermilion Fire & Rescue	6, A	6, A, H-1
b. La Crete Fire & Rescue	6, A, H-1	6, A, B, H-1, H-2 (NH ₃)
c. Zama Fire & Rescue	2	Level 4 and H-1 Training
d. High Level Fire Department	6 (Contract)	
e. Rainbow Lake Fire Department	6 (Contract)	
f. Tompkins***	2	Level 4 & H-1 training
g. Rocky Lane		Fire Services Agreement
h. Beaver Ranch		Fire Services Agreement

Reference to Schedule "B"

*Tompkins is part of La Crete Fire & Rescue and all aspects of the training to a Level 4 & H-1 training be through the La Crete Fire & Rescue.

Proposed Policy

The "Level of Fire Service" within the M.D. for each individual department be approved as follows:

	<u>Current Level</u>	<u>Desired Level</u>
a. Fort Vermilion Fire & Rescue	6, A	6, A, H-1
b. La Crete Fire & Rescue	6, A, H-1	6, A, B, H-1, H-2(NH ₃)
c. Zama Fire & Rescue	6**	6, H-1
d. High Level Fire Department	6 (Contract)	
e. Rainbow Lake Fire Department	6 (Contract)	
f. Tompkins*	2	Level 4 & H-1 training
g. Rocky Lane		Fire Services Agreement
h. Beaver Ranch		Fire Services Agreement

Reference to Schedule "B"

*Tompkins is part of La Crete Fire & Rescue and all aspects of the training to Level 4 & H-1 training be through the La Crete Fire & Rescue.


** Zama Fire & Rescue has 6 months to meet or exceed the Level 6 requirements.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That the Levels of Fire Service Policy EMR004 be adopted as presented.

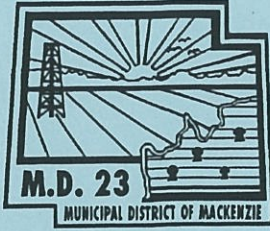
Author: G. Peters	Reviewed:	C.A.O.:	
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Municipal District of Mackenzie No. 23

Title	LEVEL OF FIRE SERVICE	Policy No.	EMR004
<p style="text-align: center;">Purpose</p> <p>To establish the minimum level of service for individual fire services provided in the municipality and to establish the process for approving the establishment or increase of fire services.</p>			
<p style="text-align: center;">Policy Statement and Guidelines</p> <p>The Municipality shall determine the level of fire services to be provided to its residents. The level of service shall be reviewed during the budget process.</p> <p style="text-align: center;">Such a review may result in an amendment to this policy.</p> <ol style="list-style-type: none">1. Fire Protection Response areas are identified on Schedule "A". (Attached Map)2. Different levels of service are listed on Schedule "B" (Attached), which may be amended from time to time considering all contributing factors.3. Fire Service Apparatus owned and approved for operations by the M.D., are listed on Schedule "C".(Attached)4. Fire terms glossary on Schedule "D". (Attached)5. To establish, enhance or change a Fire Service requested by Council, the public or by the existing Fire Service, the following process must be completed. <p><u>Step One</u> Application: Provide Council with the following items in the application.</p> <ul style="list-style-type: none">• Type of fire service requested• Distance from existing fire services• Population of the area• Number of committed volunteer fire fighters• Level of community commitment• Call volume• Cost of equipment, apparatus, training etc.• Capital and annual operating costs• Letter of commitment from existing responding Fire Service• Other relevant information <p><u>Step Two</u> Council is to consider the criteria and determine:</p> <ul style="list-style-type: none">• is it feasible to establish a new fire service and to what level, or• is it feasible to upgrade the existing fire service and to what level.			

Title	LEVEL OF FIRE SERVICE Con't	Policy No.	EMR004																											
<p><u>Step Three</u> Council may amend the Level of Service policy during the budget process or from time to time; identifying:</p> <ul style="list-style-type: none"> • the newly established fire service, or • the increase in level of service of the existing fire service. <p><u>Step Four</u> Establish the appropriate SOP for the increased level of service.</p>																														
<p>The "Level of Fire Service" within the M.D. for each individual department is approved as follows:</p> <table border="1" data-bbox="235 703 1429 1071"> <thead> <tr> <th></th> <th><u>Current Level</u></th> <th><u>Desired Level</u></th> </tr> </thead> <tbody> <tr> <td>a. Fort Vermillion Fire & Rescue</td> <td>6, A</td> <td>6, A, H-1</td> </tr> <tr> <td>b. La Crete Fire & Rescue</td> <td>6, A, H-1</td> <td>6, A, B, H-1, H-2(NH₃)</td> </tr> <tr> <td>c. Zama Fire & Rescue</td> <td>2</td> <td>Level 4 and H-1 Training</td> </tr> <tr> <td>d. High Level Fire Department</td> <td>6 (Contract)</td> <td></td> </tr> <tr> <td>e. Rainbow Lake Fire Department</td> <td>6 (Contract)</td> <td></td> </tr> <tr> <td>f. Tompkins*</td> <td>2</td> <td>Level 4 & H-1 training</td> </tr> <tr> <td>g. Rocky Lane</td> <td></td> <td>Fire Services Agreement</td> </tr> <tr> <td>h. Beaver Ranch</td> <td></td> <td>Fire Services Agreement</td> </tr> </tbody> </table> <p>Reference to Schedule "B"</p> <p>*Tompkins is part of La Crete Fire & Rescue and all aspects of the training to a Level 4 & H-1 training be through the La Crete Fire & Rescue.</p>					<u>Current Level</u>	<u>Desired Level</u>	a. Fort Vermillion Fire & Rescue	6, A	6, A, H-1	b. La Crete Fire & Rescue	6, A, H-1	6, A, B, H-1, H-2(NH ₃)	c. Zama Fire & Rescue	2	Level 4 and H-1 Training	d. High Level Fire Department	6 (Contract)		e. Rainbow Lake Fire Department	6 (Contract)		f. Tompkins*	2	Level 4 & H-1 training	g. Rocky Lane		Fire Services Agreement	h. Beaver Ranch		Fire Services Agreement
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h. Beaver Ranch		Fire Services Agreement																												

	Date	Resolution Number
Approved	June 24, 2003	03-419
Amended	April 20, 2004	04-290
Amended	June 22, 2004	04-580



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Development Permit # 251-DP-04 NW 31-109-13-W5 Direct Control District 2 "DC2"
Agenda Item No:	10 d)

BACKGROUND / PROPOSAL:

On August 26, 2003 an application for a Convenience & Liquor Store was applied for in a Direct Control District. Council approved the Development permit # 205-DP-03 with conditions.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The application was approved with the following conditions:

That Development Permit # 205-DP-03 be approved for the following conditions:

1. Development Permit #205-DP-03 expires on the 27th day of October 2004, to be brought back to council for review prior to expiration.
2. Building setbacks as existing, prior to any additions or relocations another permit will be required.
3. Provide parking as follows: The minimum parking standards are 1 stall per 45 sq m of gross floor area. *"One parking space, including the driveway area, shall occupy 300 square feet."*
4. The access and egress to and from the Convenience and Liquor store is to be a minimum 8 metre road top graveled to the MD standards.
5. Sufficient lighting to light up the parking area and liquor store.
6. Only the existing house is to be used for residential purpose.
7. The proposed store as indicated on the Real Property Report to be used for the proposed Convenience and Liquor store.

8. The hours of operation for the Liquor store shall be from 10:00am to 11:00pm seven days a week.
9. Obtain all other approvals from other Government Agencies as required. (Agriculture, Environment, Housing and Consumer Affairs Division, **Alberta Gaming and Liquor Commission**, PTMMA, etc.)
10. Comply to applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780)-926-7000

The applicant would like to request a change to the original permit. It is stated in condition number seven; '*The proposed store as indicated on the Real Property Report to be used for the proposed Convenience, and Liquor store.*' The applicants would like to change this condition. It is not feasible for them to have the convenience store within the same building as the liquor store for insurance purposes. Therefore they are requesting with another permit application to operate the convenience store from the existing mobile as indicated on the Real Property Report.

The applicants would also like to add an additional mobile to expand the size and join the two units as one.

- Option 1) Approve Development Permit # 251-DP-04 with proposed conditions.
- Option 2) Approve Development Permit # 251-DP-04 with other conditions.
- Option 3) Refuse Development Permit # 251-DP-04.

RECOMMENDED ACTION:

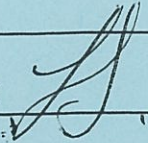
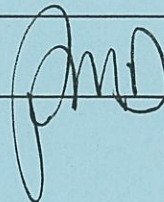

Option 1

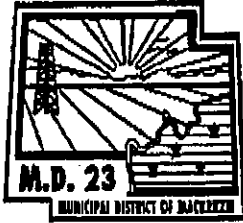
MOTION

That Development Permit # 251-DP-04 be approved for the following conditions:

1. Building setbacks as existing, prior to any additions or relocations another permit will be required. The moved on mobile home to be joined directly onto the existing mobile home as part of the convenience store.
2. Provide parking as follows: The minimum parking standards are 1 stall per 45 sq m of gross floor area. "*One parking space, including the driveway area, shall occupy 300 square feet.*"
3. Sufficient lighting to light up the parking area and Convenience/liquor store.
4. Only the existing house is to be used for residential purpose.
5. The proposed store as indicated on the Real Property Report to be used for the Liquor store only.
6. Obtain all other approvals from other Government Agencies as required. (Agriculture, Environment, Housing and Consumer Affairs Division, Alberta Gaming and Liquor Commission, PTMMA, etc.)

7. Comply to applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780)-926-7000

Author: 	Reviewed: 	C.A.O.: 
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Development Permit Application

APPLICANT INFORMATION

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

I/We understand that this application will not be accepted without the following: (a) appropriate development information (b) Application fee: \$25 (residential, farm, public institution) \$50 (commercial, industrial, home based business)

Name of Applicant	Mailing Address	Postal Code	Phone Number
DIANE LONGARD MICHAEL FLEWELLING	Box Fort Vermillion	TOH 1N0	

Registered Landowner	Mailing Address	Postal Code	Phone Number
AS ABOVE			

QTR./L.S.	SEC	TWP	RG	M	PLAN NO.	BLK	LOT	Size of Parcel
NW	31	109	13	W5				

What is the property currently being used for: FARM LIQUOR STORE

The proposed development is for: Commercial Industrial Residential Farm Home Occupation Other

Description of proposed development: CONVENIENCE STORE - SEE ATTACHED

The property is adjacent to a: Primary Highway Secondary Highway Local Road No Road

Proposed commencement and completion of development: Start Date: ASAP End Date: UNKNOWN

Square footage of Development: 600 Proposed building size: 600 Width: 10x60

Approximate construction value (if applicable): \$

DECLARATION

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

	Aug 5/04		Aug 5/04
Signature of Applicant	Date	Signature of Registered Landowner	Date

NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of the Municipal District of Mackenzie No 23.

For Administrative Use Only

Development Permit Application No: 251-DR-04 Date Received:

Land Use Classification: Tax Roll No:

Proposed Use of land or Building:

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

Asphalt Road

Road

Allowance

High

Road Plan 2809 PX

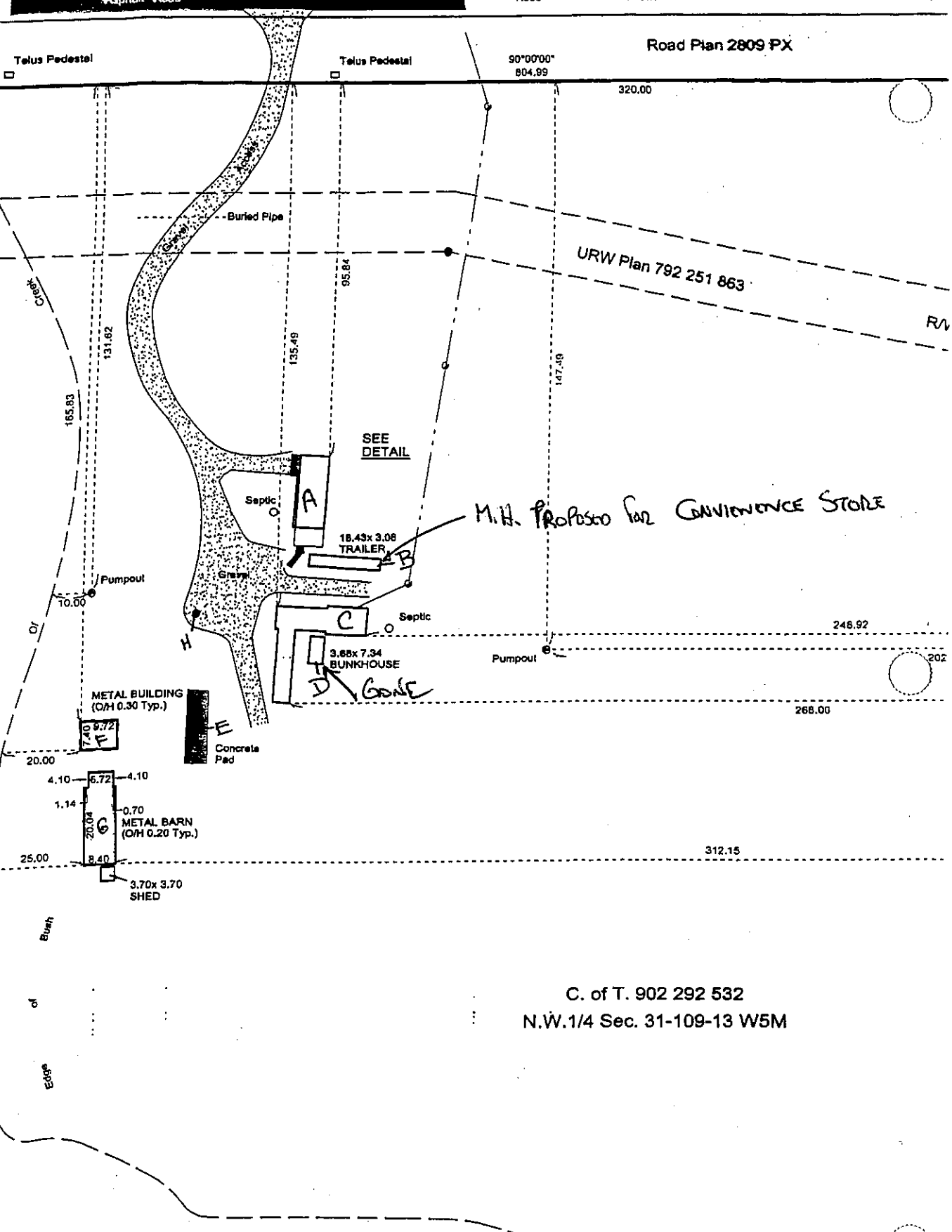
90°00'00"
804.89

320.00

W Plan 802 2660

URW Plan 792 251 863

R/W



M.H. PROPOSED FOR CONVENIENCE STORE

SEE DETAIL

C. of T. 902 292 532
N.W.1/4 Sec. 31-109-13 W5M

Box
FORT VERMILION, AB T0H 1N0

2004 August 5

RE: Development Permit Application

We have already received permission to have a convenience/liquor store on our property. Unfortunately we cannot locate our convenience store in our liquor store building, per our present permit, for the following reasons:

1. Our insurance company has informed us that we should not, for safety's sake, place another furnace in the building as the building is mostly comprised of floating buildings. Our insurance would not cover a fire due to the addition of an extra furnace, and as an entire wall would have to be placed between the liquor store and the convenience store, we would need another furnace.
2. Our liquor store is now (after having been open since December 6) completely taken up by the liquor store sales area as well as by storage of extra stock.

We request that we be allowed to open a convenience store in the existing trailer on our property. This trailer is referred to in our Real Property Report as "to be moved". Unfortunately we have not been able to sell this trailer and have no where else to store it. This is probably fortunate as it makes an ideal place to open a convenience store.

Please give us permission to change the actual location of the convenience store into the trailer rather than in the permitted store now being taken up fully by the liquor store.

We also ask permission to expand this building as its present size is approximately 600 sq. Ft. (old measurements) and this as time goes by will not be large enough. The trailer is free standing.

Yours truly,

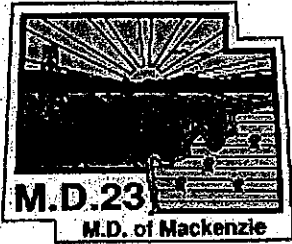
Diane Longard



Michael Fleuelling







Municipal District of Mackenzie No 23

P.O Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266

Development Approving Authority

Application No.: 251-DP-04
Legal Description: NW 31-109-13-W5
Applicant: Dianne Longard & Mike Fleuelling
Address: Box 224
Fort Vermilion, AB T0H 1N0
Development: Convenience Store
Additional Mobile Home to Existing Mobile
Home to be used for Convenience Store
DECISION: APPROVED (See Attached Conditions)

Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (b) That the development or construction will be carried out in accordance with the approved plans and application.
- (c) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Authority. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.
- (d) There is no appeal to the Subdivision and Development Appeal Board allowed in regards of a Council decision on a development permit application as stated section 641 of the Municipal Government Act, 1994.

Dated August 26, 2003

Reeve



Municipal District of Mackenzie No 23

P.O Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266

Development Approving Authority

251-DP-04

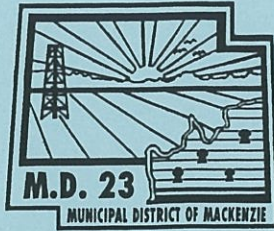
CONDITIONS OF APPROVAL

1. Building setbacks as existing, prior to any additions or relocations another permit will be required. The moved on mobile home is to be joined directly onto the existing mobile home as part of the convenience store.
2. Provide parking as follows: The minimum parking standards are 1 stall per 45 sq m of gross floor area. "One parking space, including the driveway area, shall occupy 300 square feet."
3. Sufficient lighting to light up the parking area and Convenience/liquor store.
4. Only the existing house is to be used for residential purpose.
5. The proposed store as indicated on the Real Property Report to be used for the Liquor store only.
6. Obtain all other approvals from other Government Agencies as required. (Agriculture, Environment, Housing and Consumer Affairs Division, Alberta Gaming and Liquor Commission, PTMMA, etc.)
7. Comply to applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780)-926-7000

Please note

1. The Municipal District of Mackenzie does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. The Municipal District of Mackenzie, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. Obtain plumbing, electrical, gas, and building permits as required, at a M.D. #23 office.
3. Call 'Alberta-1st-Call' before you dig. (1-800-242-3447).

It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on necessary permits, contact one of the M.D. of Mackenzie No. 23 offices at 928-3983 (La Crete), 926-5600 (High Level), or 927-3718 (Fort Vermilion). For the fire discipline, contact the Safety Codes Officer at 928-3983(M.D. of Mackenzie No. 23).



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	August 24, 2004
Presented By:	Paul Driedger Director of Planning, Enforcement & Emergency Services
Title:	Fire Invoice #2310 Vehicle Fire May 2, 2004
Agenda Item No:	10 e)

BACKGROUND / PROPOSAL:

On May 2, 2004 Tim Peters called La Crete Fire & Rescue due to his vehicle burning. He had started it to let it warm up and removed the battery. About 4 hours later he noticed smoke coming from the right front fender well and from under the hood.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

We received a letter from Tim Peters stating that he was a student and only had a part-time job (letter attached). Tim also came into the office at an earlier date and said that the car was also not insured so there was no insurance to pay for the invoice.

Fire Services Bylaw 465/04 clause 14.5 allows the person to appeal to the Director of Emergency Services. The Director of Emergency Services did not waive the invoice so the applicant is requesting to appeal to Council as per clause 14.5(a). "Only the costs greater than one thousand dollars (\$1000.00) shall be considered for review unless undue hardship can be demonstrated to Council." Council has the option to waive any portion of the invoice as they see fit.

Option 1: That invoice #2310 in the amount of \$1,145.25 be waived.

Option 2: That Tim Peters pay the minimum \$1,000.00 and the remaining amount of \$145.25 be waived.


Option 3: That Tim Peters pay the full amount of invoice #2310 in the amount of \$1,145.25.

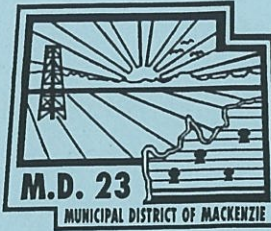
COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

Option 2: That Tim Peters pay the minimum \$1,000.00 and the remaining amount of \$145.25 be waived.

Author: G. Peters	Reviewed:	C.A.O.:	
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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	August 24, 2004
Presented By:	Policing Task Force
Title:	Policing Task Force recommendations to Council
Agenda Item No:	10 F)

BACKGROUND / PROPOSAL:

As Council is aware, the Policing Task Force established by Council has been working diligently to resolve the policing concerns brought forward by Council.

The issues the Task Force reviewed were:

1. Basic Policing
2. Fort Vermilion RCMP Detachment Staffing Shortage
3. Zama Policing
4. Centralization
5. Enhanced Policing
6. Special Constable Program

The Task Force had numerous meetings with the RCMP and also met with the Honourable Heather Forsyth to discuss the MD's policing concerns.

A report was presented to the Solicitor General, Honourable Heather Forsyth on July 5th 2004 to discuss the following issues:

- Basic policing,
- Fort Vermilion Detachment staffing and service levels,
- Zama policing, and
- Centralization

The Task Force also discussed the status of the Enhanced Policing and the benefits seen to date as well as the Special Constable Program.

On July 9, 2004 there was a meeting held in High Level with the RCMP to discuss the integration of police services for the region.

Author:

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C.A.O.:

The Task Force met on August 18th to develop their recommendation to Council on the policing concerns addressed.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Basic Policing

What is basic policing for a community?

- Is it the amount of crime?
- Is it number of residents?
- Is it determined by population/member?
- Is geography/distance considered?
- Why is it that the population per member for our municipality is approximately 3600/member while the average in the province is 300-400/member?

The Province has a policy paper on *Enhanced Levels of Service* which states, "Pursuant to the *Police Act* of Alberta, the Solicitor General is responsible for ensuring that an adequate and effective level of policing is maintained throughout Alberta. The *Police Act* requires the Province to provide provincial policing to every town, new town, village and summer village that has a population that is not greater than 2,500 (now 5000) and **every municipal district** and Metis settlement, at no direct cost. In April 1992, Alberta entered into the Provincial Police Service Agreement with the Government of Canada to provide policing by the RCMP Provincial Police Service to these municipalities".

The Task Force also elaborated on the following five strategies identified by the province for providing policing:

- Safe/secure communities,
- Youth,
- Terrorism,
- Organized crime and
- Aboriginal communities.

With the detail provided by the Task Force in their report it clearly identified the need for additional policing to meet the provincial "*basic policing level*".

Recommendation

To continue discussions with the province for additional policing to a level that would meet or exceed the "basic policing level" which would again allow the officers time to provide community programs such as school talks, bike rodeos, DARE program, etc.

Author:

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C.A.O.:

Fort Vermilion Detachment Staffing and Service Levels

The Task Force questioned how resources were allocated throughout the province. Who determines the funding for each district? How is it decided where officers are allocated throughout the province? The MD goal is to receive enough members to bring the population per member down to 1000 population per member (*currently 3600 per member*).

The distances within the Fort Vermilion detachment area between Fort Vermilion and the 19 communities they respond too were reviewed which included one community only having access via airplane for part of the year. These distances equate to a great deal of travel time when responding to calls. It also means that if two calls are received at the same time within the district the officers must choose which one they will respond to. It can literally take hours to travel from one area to the next within their response area. Some distances amount to travel time equivalent to travel from Edmonton to Calgary.

The Task Force recommended that distance and traveling conditions (gravel) should be considered when allocating resources to districts such as the Fort Vermilion detachment. Over 80% of the roads in our area are gravel or dirt roads.

Fort Vermilion RCMP Detachment area covers 19 hamlets, settlements and rural areas with an approximate population of 13,673 and covers approx. 60,000 square kilometres. This vast region holds within it a multitude of cultural diversity. There are several distinct cultures while other communities are made up of multi-cultural populations.

- 1 Beaver First Nations' Community
- 3 Little Red River Cree Nations' Communities
- 5 Tallcree First Nations Communities
- 5 Mennonite Communities

In addition there are many first generation immigrants living in this region. ie. from the Middle East, India, China & European countries as well as a large population influx from South America.

The entire MD has seen a 21.3% population increase (1,707) between 1996 and 2003. For example, La Crete has seen a population increase of 60.2% since 1982.

The staffing in Fort Vermilion currently is: 1 RCMP Sergeant / Split Chief of Police for the North Peace Tribal, 2 RCMP Constables, 2 RCMP First Nation Policing positions (to spend 80% of their time on the Reserves), 2 North Peace Tribal Police Members to spend 100% of their time on Reserves (excluding Boyer River) and 2 RCMP provincial positions stationed in Fox Lake (which also requires relief from Fort Vermilion). This means there are only 2.5 RCMP members responsible for policing the Municipal District of Mackenzie geographical area of approximately 40,000 square km's with an

Author:

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C.A.O.:

approximate population of 9,000 residents. Is 2.5 RCMP members serving approximately 9000 people (3600 people per member) adequate and effective policing? *The Task Force did not think so.*

As identified previously by the RCMP, services such as school talks, DARE program, bike rodeo and minor complaints had to be cut due to the staffing shortage. This leaves the officers only responding reactively and the ratepayers contacting the Special Constables for immediate services.

The Task Force also addressed the issue of caseloads. There had been a decrease in the amount of cases per member. Why the caseload decrease when the population was increasing? The Task Force determined it was due to:

1. Not enough officers to do the work.
2. No proactive enforcement, only reactive response.
3. People have given up reporting as no one can come anyway.
4. The MD's Special Constables are being called instead of the RCMP.

At a meeting with Superintendent Bernie House on January 16, 2004 Superintendent B. House stated that Fort Vermilion was first on the list to receive another officer if more should be allocated for his district within the province.

We have been informed that the Province has recently approved another full time RCMP position for the Fort Vermilion rural area. An officer from Fox Creek will fill this position. It is a permanent position but currently there is no housing for this position in Fort Vermilion. If the MD would provide housing for the permanent position in La Crete (would have to be available soon) that person would still be working out of the Fort Vermilion Detachment but could take the police vehicle home and be available to respond to life threatening situations in La Crete if required (not on call 24/7). By having his/her presence there would benefit La Crete as well. This is not the enhanced policing position.

RCMP 'K' Division has also suggested that if Fort Vermilion had room for a single recruit that they could put in a business case to have a recruit sent to Fort Vermilion. There is housing available in Fort Vermilion for a single recruit.

Recommendation

That Municipal District of Mackenzie provide a residence including utilities (power, heating and water) in La Crete for a RCMP member and charge \$500 rent and the funding for 2004 be from the current Enforcement Services budget.

Author:

Reviewed:

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C.A.O.:

Zama Policing

The Assumption detachment is currently policing Zama which leads to concerns for our residents. The Task Force felt that Zama is not receiving adequate service from this detachment due to a number of reasons such as higher priorities within closer vicinity of the detachment, shortage of staffing and physical access to the community of Zama.

The response boundary for the High Level Detachment is approximately 30 kilometres from the community of Zama. A suggestion from the Task Force was that the responsibility of Zama should be shifted from Assumption to High Level because the road access from High Level to Zama is an all weather road in excellent condition where the road between Assumption and Zama is not an all weather road (both spring and fall or during heavy rainfalls the road is only passable with specific vehicles). High Level's rural case load is lower than Assumption and High Level also has more resources to call upon for use.

The Task Force has not received any response to this either way. The new Sergeant in Assumption is very keen on having a good working relationship with the community of Zama and providing more regular patrols to Zama.

Recommendation

That the Municipal District of Mackenzie continue to work with the local RCMP to ensure an adequate level of policing is provided to Zama.

Centralization

The Task Force identified the concerns with regional centralization due to the distances combined including the diversity of issues. It doesn't make sense to centralize 3 detachments in a geographic area as large as Edmonton and Calgary, so why centralize the detachments in our Municipality. The Task Force sees the benefits of having 3 different Sergeants reporting for each of the 3 different areas. Each has its own issues and important things to report.

To have 3 detachments cover 12% of Alberta's land mass is not appropriate service. Centralization becomes less assessable to the community and more focused on the central office location.

On July 9, 2004 the RCMP clarified that the integration process is not to be mistaken for a money issue fix but to look after the driving force of service, to relieve the pressure so that service issues can be addressed. Any savings that do arise, will be put back into policing the community and not into the government.

It was noted by the RCMP that the police tend to get territorial and stick to their designated boundaries. They need to tear down those boundaries and work throughout

Author:

Reviewed:

C.A.O.:

the communities, which means the basic concept of people interacting with people regardless of the geography.

A result of the meeting was that no integration of police reporting within the Municipal District will occur. It will be expected that the detachment commanders teleconference once a week or however deemed suitable. It will also revert back to the old way that each Detachment Commander will report individually to the Municipal District.

Recommendation

That the Municipal District of Mackenzie continue to work with the local RCMP to increase the level of policing throughout the region.

Enhanced Policing

The Enhanced Policing program for La Crete has been very successful to date. The RCMP officers on shift have been busy with both enforcement and education. The community has been impressed with the service and the benefits have been obvious since the program was initiated. An example would be that we kept 41 vehicles off the road on Grad Night due to the joint enforcement of the Enhanced Policing, RCMP and Special Constable program. We have been utilizing officers from Fort Vermilion, High Level, Assumption and Red Earth. Currently we are providing the enhanced policing approximately 24 hrs per week at overtime rates.

With the enhanced policing position right now, the MD is paying the RCMP officer on duty approximately for 24 hours of work at double time. If we were to hire a fulltime officer for La Crete, we would be paying them 40 hours of work per week at regular time.

The current cost of the enhanced policing position is approximately \$75,000 annually but only for approximately 24 hours per week. For a fulltime enhanced position the cost including all equipment and vehicle would be approximately \$101,000 plus the cost of housing but that person would be dedicated to La Crete. The RCMP currently is charging their members IN Fort Vermilion \$500/month housing rent including utilities.

Recommendation

- 1. That Municipal District of Mackenzie enter into a 3 year contract with the province for a Fulltime Enhanced Policing position to be residing in La Crete and the funding for 2004 be from the current Enforcement Services budget.*
- 2. That Municipal District of Mackenzie provide a residence including utilities (power, heating and water) in La Crete for the Enhanced Policing position and charge \$500 rent and the funding for 2004 be from the current Enforcement Services budget.*

Special Constable Position

The MD Special Constable Program started with 4 positions in 1998/1999 and has been reduced to 1 position currently. 1 person went to RCMP, 1 person moved south to work as a Special Constable and 1 person changed to another position within the MD (SC position kept vacant until policing review was completed) leaving the MD with 1 filled position currently. We also have another member appointed as a Special Constable but still requiring the training (volunteer member) and 1 member appointed as an Auxiliary member also requiring training (volunteer member).

Our Special Constables have authority under a number of different Acts such as The Animal Protection Act, The Dangerous Dogs Act, Part of the Environmental Protection and Enhancement Act, Part of The Gaming and Liquor Act as it relates to Enforcement, Part of The Mental Health Act, The Petty Trespass Act, The Provincial Offences Procedure Act, The Traffic Safety Act and The Trespass to Premises Act as well as enforcing Municipal Bylaws. The Special Constables were given a lot of the same authority as the RCMP with the exception of the criminal code due to specific reasons such as long RCMP response times and RCMP staffing shortage.

We require at least 1 more Special Constable to cover the entire municipality. With only 1 Special Constable being employed by the MD we have not been able to enforce our current bylaws properly. With the 'working alone legislation' we can not send 1 Special Constable to remote areas such as Zama. We have been utilizing the volunteer members when patrolling to Zama. Another fulltime Special Constable would also benefit in assisting with municipal enforcement along with traffic safety act infractions, throughout our vast area of response (Tompkins to Zama) and campgrounds (not been able to cover much this summer).

Recommendation

That the vacant fulltime Special Constable Position be amended to a seasonal position (June-August) and training be provided for the volunteer members.

COSTS / SOURCE OF FUNDING:

Current Budget – vacant Special Constable Position unused from February (being utilized for Enhanced Policing since June 18th (240 hrs to-date) ~\$14,400.

Description	2004	2005
Enhanced Policing Officer (\$101,000 per year) (may be some moving cost?)	\$33,600	\$101,000
Enhanced Policing Housing in La Crete (\$500 +utilities \$250 cost per month minus \$500.00 rent)	\$ 1,000	\$ 3,000
RCMP Housing in La Crete (\$500 +utilities \$250 cost per month minus \$500.00 rent)	\$ 1,000	\$ 3,000

Author:

Reviewed:

C.A.O.:

Seasonal Special Constable	\$0	\$ 12,500
Approximate Costs (2004 based on 4 months)	\$35,600	\$ 119,500

RECOMMENDED ACTION:

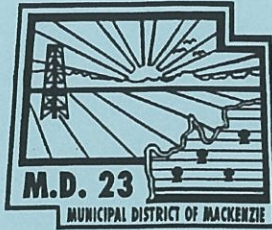
Motion

1. To continue discussions with the province for additional policing to a level that would meet or exceed the "basic policing level" which would again allow the officers time to provide community programs such as school talks, bike rodeos, DARE program, etc.
2. That Municipal District of Mackenzie provide a residence including utilities (power, heating and water) in La Crete for a RCMP member and charge \$500 rent and the funding for 2004 be from the current Enforcement Services budget.
3. That the Municipal District of Mackenzie continue to work with the local RCMP to ensure an adequate level of policing is provided to Zama.
4. That the Municipal District of Mackenzie continue to work with the local RCMP to increase the level of policing throughout the region.
5. That Municipal District of Mackenzie enter into a 3 year contract with the province for a Fulltime Enhanced Policing position to be residing in La Crete and the funding for 2004 be from the current Enforcement Services budget.
6. That Municipal District of Mackenzie provide a residence including utilities (power, heating and water) in La Crete for the Enhanced Policing position and charge \$500 rent and the funding for 2004 be from the current Enforcement Services budget.
7. That the vacant fulltime Special Constable Position be amended to a seasonal position (June-August) and training be provided for the volunteer members.
8. That a letter be written to the Solicitor General, , Honourable Heather Forsyth in appreciation for addressing some of our policing concerns.
9. That a resolution be brought forward at the AAMD&C Convention requesting the province establish a basic level of policing including provisions for funding.

Author:

Reviewed:

C.A.O.:



M.D. of Mackenzie No. 23

Request For Decision

Meeting: Regular Council Meeting

Meeting Date: August 24, 2004

Presented By: Bill Landiuk

Title: Local improvement charge by-laws amendment bylaw 464/04 and Capital property borrowing bylaw for the La Crete water system amendment bylaw 467/04

Agenda Item No: 11a

BACKGROUND / PROPOSAL:

During months of April to June, Council has approved numerous local improvement charge by-laws. In order for MD of Mackenzie to have sufficient cash to fund the local improvements projects, we will require borrowing of funds from Alberta Capital Finance Authority (ACFA) as specified in the approved bylaws. Due to recent changes in lending policies implemented by ACFA, in particular the change of a repayment term, an amendment of the currently approved bylaws is required. In addition, MD of Mackenzie borrowing bylaw for the construction of the La Crete water system has to be amended.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

We must amend our current 2004 local improvement charge bylaws and La Crete water system borrowing bylaw in order to be in compliance with the ACFA new Lending Policy and be able to borrow funds successfully by intended date. In the future, we will be using a new local improvement charge and borrowing bylaw format suggested by ACFA.

See the local improvement amendment by-law 464/04 and capital property borrowing amendment by-law 467/04.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

1. That council approves local improvement charge amending bylaw 464/04

Motion 1:

That first reading be given to Bylaw 464/04 being a local improvement charges amendment by-law for the MD of Mackenzie.

Motion 2:

That second reading be given to Bylaw 464/04 being a local improvement charges amendment by-law for the MD of Mackenzie.

Motion 3:

That consideration be given to go to third reading of Bylaw 464/04 being a local improvement charges amendment by-law for the MD of Mackenzie.

Motion 4:

That third reading be given to Bylaw 464/04 being a local improvement charges amendment by-law for the MD of Mackenzie.

2. That council approves capital property borrowing amendment bylaw 467/04

Motion 1:

That first reading be given to Bylaw 467/04 being a capital property borrowing amendment bylaw for the MD of Mackenzie.

Motion 2:


That second reading be given to Bylaw 467/04 being a capital property borrowing amendment bylaw for the MD of Mackenzie.

Motion 3:

That consideration be given to go to third reading of Bylaw 467/04 being a capital property borrowing amendment bylaw for the MD of Mackenzie.

Motion 4:

That third reading be given to Bylaw 467/04 being a capital property borrowing amendment bylaw for the MD of Mackenzie.

Author: YW	Reviewed:	C.A.O.: 
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**BYLAW NO. 464/04
BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LOCAL IMPROVEMENT
CHARGES BYLAWS:**

<u>Bylaw No:</u>	<u>Bylaw Description:</u>
422/04	La Crete 101 Ave – curb, gutter, sidewalk
423/04	La Crete 99 Ave – curb, gutter, sidewalk
424/04	La Crete 101 Str – curb, gutter, sidewalk
425/04	La Crete 93 Ave – curb, gutter, sidewalk
426/04	JL Investments – curb, gutter, sidewalk
427/04	Fort Vermilion 49Ave – curb, gutter, sidewalk
430/04	La Crete 108 Street – sidewalk installation

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie No. 23 Local Improvement Charge bylaws 422/04, 423/04, 424/04, 425/04, 426/04, 427/04, 430/04, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Local Improvement Charge bylaws by removing some definitions and inserting new definitions, as hereunder stated, in the Municipal District of Mackenzie No. 23 Local Improvement Charge Bylaws 422/04, 423/04, 424/04, 425/04, 426/04, 427/04, 430/04.

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 the following definition replace clause 4:

The funding shall bear interest, at a rate not exceeding ten per centum (10%), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable in semi-annual or annual instalments.

2. That the following definition replace clause 5:

The funding shall be issued in such manner that the principal and interest will be combined and made payable in, as nearly as possible, equal semi-annual or annual instalments over a period of ten (10) years.

3. That the following definition be inserted as clause 6:

The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipal district of Mackenzie for the amount and purpose as authorized by this by-law, namely the local improvement charge bylaw.

4. That the following definition be inserted as clause 7:

The Municipality shall levy and raise in each year municipal taxes sufficient to pay indebtedness.

5. That the clauses 6, 7, 8 be renumbered as 8, 9, 10 accordingly.

That this bylaw shall come into effect upon the passing of the third and final reading.

First reading given on the ___ day of _____.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Second reading given on the ___ day of _____.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Third reading given on the _____ day of _____.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

BYLAW NO. 467/04

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 CAPITAL PROPERTY
BORROWING BYLAW FOR THE CONSTRUCTION OF THE LA CRETE WATER
SYSTEM**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie No. 23 Capital property borrowing bylaw for the construction of the La Crete water treatment plant.

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Capital property borrowing bylaw for the construction of the La Crete water system by removing some definitions and inserting new definitions, as hereunder stated, in the Municipal District of Mackenzie No. 23 Capital property borrowing bylaw for the construction of the La Crete water system No. 437/04.

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 the following definition replace paragraph 5:

WHEREAS, the said indebtedness is to be repaid over a period of ten (10) years in annual or semi-annual instalments, with interest not exceeding ten per centum (10 %), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable annually or semi-annually; and

2. That the following definition replace clause 4:

The debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal annual or semi-annual instalments over a period of ten (10) years.

3. That this bylaw shall come into effect upon the passing of the third and final reading.

First reading given on the ___ day of _____.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Second reading given on the ___ day of _____.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant

Third reading given on the ___ day of _____.

Bill Neufeld, Reeve

Barbara Spurgeon, Executive Assistant



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 27, 2004
Presented By:	Harvey Prockiw, CAO
Title:	Tourism and Social Impact Study – Hay Zama Wildland Provincial Park
Agenda Item No:	111b)

BACKGROUND / PROPOSAL:

The Hay Zama Committee is an advisory committee to the Minister of Community Development with regard to management of the Hay Zama Lakes Wildland Provincial Park.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Tourism Subcommittee has recommended that a biophysical and social impact study be completed with the intent that the pros and cons of tourism of this internationally significant wetland complex be examined. The Tourism Subcommittee had recommended that this study be done in the context of the larger tourism region being the boundaries of MD 23. However due to funding shortfalls a regional analysis can not be completed. The Hay Zama Committee is looking for a financial commitment to support the smaller study and more of a financial commitment to expand the study to include the larger area.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That an expanded tourism study be supported in principle.

Author:

Reviewed:

C.A.O.:

Reeve Bill Neufeld
Municipal District of Mackenzie No. 23
P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0

July 26, 2004

Dear Reeve Neufeld:

Re: Tourism and Social Impact Study – Hay Zama Wildland Provincial Park

One of the functions of the Hay Zama Committee is as an advisory committee to the Minister of Alberta Community Development with regard to management of the Hay Zama Lakes Wildland Provincial Park. The Tourism Subcommittee of the Hay Zama Committee is comprised of representatives of the Dene Tha' Band Council, Municipal District of Mackenzie Council and Parks staff.

Upon the recommendations of the Tourism Subcommittee, the Parks and Protected Areas Division is currently tendering out a *Request for Proposal for a Biophysical and Social Impact Study from Tourism at Hay Zama Wildland* (see attached terms of reference). The intent of this study is multifaceted, but is meant to be a proactive approach to examining the pros and cons of tourism of this internationally significant wetland complex.

Even though this study focuses on the Hay Zama Wildland, the Tourism Subcommittee has always felt the regional context in which tourism has to be examined for this region. However, as dollars are short, Alberta Community Development could not expand this study to a broader context that would include the placement of this site within a more comprehensive regional analysis. [The boundaries of the M.D. Of Mackenzie No. 23 have been suggested as the borders of a regional analysis]. A more comprehensive regional analysis would suggest the best alternative tourism opportunities that would compliment visitation to the Hay Zama Wildland.

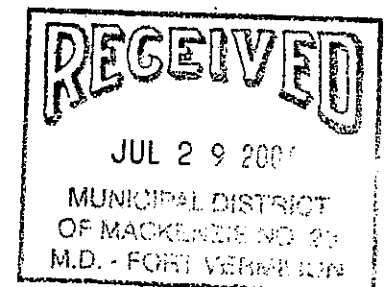
If you feel that your municipality, First Nation or organization could benefit by the current study, we would welcome you as a funding partner. Alternatively, if you would like to see this current study expanded to place this site within the context of a more comprehensive regional analysis, we will look at negotiating this additional requirement into the final contract with the successful proponent (to the extent that additional dollars are committed). A representative from your organization will have a seat on the tourism subcommittee to ensure that your dollars are well spent in either case.

We look forward to your response by August 30th, 2004.

Sincerely,



Ken Zurfluh
Area Manager

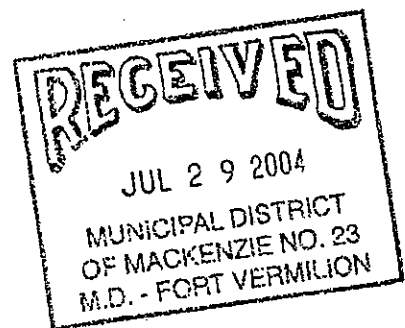




PROPOSAL CALL
FOR
CONSULTING SERVICES

at

**HAY-ZAMA LAKES WILDLAND PROVINCIAL
PARK**



**Potential Biophysical and Social Impacts
From
Tourism at Hay-Zama Lakes Wildland Provincial Park**

Terms of Reference

1.0 Project Background

The Hay-Zama Lakes Wildland Provincial Park (HZLWPP) is a wetland of continental importance to spring and autumn migrating ducks and geese. Water birds from three of four North American Flyways (Pacific, Central and Mississippi) utilize this protected area. Up to 375,000 ducks and geese use this area during the autumn migration period. It is estimated that 6% of the world population of Snow Geese (*Anser caerulescens*) and 7% of the world population of Canada Geese (*Branta canadensis*) use the Hay-Zama complex.

For this reason **The Convention on Wetlands of International Importance especially as Waterfowl Habitat, (RAMSAR Convention 1971)**, designated Hay-Zama wetlands as a RAMSAR site on May 24th 1982, designation number 4C008. The designation as a RAMSAR site holds no legislative caveats, rather it indicates that Canada and thereby the Province of Alberta has signed a document stating certain internationally accepted protocols will be followed in managing the Hay-Zama wetlands. Note that in March 22, 1999 the Provincial Government via Order-in-Council number 202/99 designated the site as Hay-Zama Lakes Wildland Provincial Park.

Potentially by March 31st 2006 hydrocarbon exploration and new developments will be eliminated from the zone known as Area 1 in HZLWPP. The total removal of all infrastructure associated hydrocarbon extraction from HZLWPP is scheduled for January 2017. Generally the stakeholders within the immediate vicinity of the Wildland Provincial Park believe the curtailment of the oil and gas exploration and development is a step in the right direction in an effort to preserve and sustain the ecological integrity of these wetlands. The next logical step is to focus on the long-term future of HZLWPP in terms of using these wetlands prudently for cultural and economic benefit in a manner that allows for a functioning and sustainable ecosystem as per the RAMSAR site listing. Tourism in its broadest sense, if managed correctly, that promotes and respects the cultural diversity of the Dene Tha' as well as the natural beauty of the area, will contribute to the Provincial Park's mandate and potentially create employment.

2.0 Project Purpose and Scope

The purpose of this study is to:

- Obtain an understanding of the potential Tourism opportunities for the Hay-Zama Lakes and Chateh.
- Obtain an understanding of what the Dene Tha' of Chateh expect from Tourism and what limits they would place on the public visiting Chateh and the Hay-Zama Lakes complex.
- Obtain an understanding of what the biological limits of acceptable change are for Hay-Zama Lakes Wildland Provincial Park as it relates to increased visitation.
- Identify sources of potential partnerships in the realm of biodiversity monitoring in Northern Alberta for review and consideration.

This study will be used by the Hay-Zama Lakes Tourism Sub-Committee to map out a potential pathway that stakeholders can pursue during the fading out of the oil and gas industry's footprint within the Provincial Park.

The study will take place within the Hay-Zama Lakes Wildland Provincial Park, Chateh and immediately surrounding area.

3.0 Project Objectives

- Provide an annotated bibliography based on a literature search of the environmental and cultural aspects of the Hay-Zama Lake basin. This review should include but not necessarily be limited to, published literature, unpublished reports and consultations with knowledgeable individuals.

- Provide a list of five to ten critical biological indicators that when monitored would illustrate when biological and social limits of acceptable change have been reached within the Hay-Zama Lakes complex related to increased visitation. Suggest an economically efficient monitoring program for the selected indicators.
- Survey the community of Chateh to ascertain the Dene Tha' impression regarding increased visitation of the village and Hay-Zama Lakes Wildland Provincial Park.
- Survey the Dene Tha' Elders as to the level and type of tourism that would be beneficial to the band, if any. Also obtain a list of activities by none aboriginals, that the Dene Tha' Elders believe to be unacceptable.
- Provide a list of potentially economically viable and realistic Tourism opportunities available for the area. This would include a standard cost/benefit analysis for both the Park and Chateh.
- Provide an overview of the industrial and human activities upstream of Hay-Zama Lakes complex that may affect the potential Tourism activities of the area.
- Provide an overview of cumulative effects, if any, which should be considered.
- Identify existing biodiversity monitoring initiatives, provide an executive summary of these initiatives including objectives, methods, etc, and then ascertain whether these may be compatible with monitoring the indicators identified in this project.
- Provide a comprehensive summary report acceptable to Parks and Protected Areas as outlined in Section 5.

4.0 Methodology

This section by no means, is intended to limit the consultant to any specific methods of accomplishing the set out objectives outlined in Section 3. The consultant is expected to use professional judgment and industry acceptable methods in the preparation of this document. However the consultant will be required to include the following to obtain some of the data required.

- The sources for the literature review will include but not be limited to: Parks and Protected Areas, including the Alberta Natural Heritage Information Centre, Ducks Unlimited, Sustainable Resource Development, Dene Tha', RAMSAR and the Hay-Zama Committee.
- Member(s) of the Dene Tha' will be hired to survey the community of Chateh and the Elders. The survey format and questions will be developed in consultation with and approved by, the Dene Tha' council or a representative of the council.

5.0 Project Report

A summary report will be completed to the satisfaction of Parks and Protected Areas. Prior to the summary report, five copies of a draft summary report will be supplied for comment. The final summary report will incorporate the comments from the draft. Five copies of the summary and one digital copy of the final report and photographs will be submitted to Parks and Protected Areas. The text for the digital copy will be in Microsoft WORD/Microsoft Excel.

The document will contain the following sections in addition to any other relevant information:

- Title
- Executive Summary or Abstract
- Table of contents
- Introduction
- Project description and study site
- Survey methods
- Results
- Literature review
- Dene Tha' Surveys
- Tourism potential
- Inventory of Biological Indicators
- Monitoring program
- Potential Cumulative Effects
- Other Biodiversity Monitoring Programs
- Discussion
- Recommendations
- Conclusion
- Literature cited
- Maps

6.0 Data Management

Data management can be recorded on hard copy data forms, in field notebooks, or in digital data files that are compatible with government IT systems. The consultant will discuss this aspect to the project with the Project Authority.

7.0 Schedule and Liaison

All aspects of this project as outlined in Section 9, must be completed prior to March 1st 2005.

The submission date for the Proposal is August 23rd 2004. The Hay-Zama Lakes Tourism Sub Committee will be reviewing the proposals submitted and making a selection of the successful proponent by September 3rd 2004.

A meeting with the successful proponent will be set up as soon as conveniently possible, but before September 17th 2004. A more detailed schedule of liaisons and time lines for this proposal will then be drafted.

8.0 Materials Supplied to the Contractor

- Loaned copies of relevant reports and maps in the possession of Parks and Protected Areas
- Aerial Photos of the study site.

9.0 Materials Supplied to the Department

- Five unbound copies of the final summary report and one digital copy of the final summary report
- Spreadsheet or database of annotated bibliography
- All original data, including field notes and photographs. One copy of the raw data in digital form (on CD) will be supplied.
- Maps as requested

10.0 Property and Confidentiality

All materials, publications, objects, all documents and information, all displays, reports and other property made, and all products and deliverables created or gathered, for or pursuant to the provision of the services are property solely of the Minister, and upon completion of the services or such time as the Project Authority may request shall be delivered to the Project Authority





M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 27, 2004
Presented By:	Harvey Prockiw, CAO
Title:	AAMD&C Fall Convention
Agenda Item No:	11c)

BACKGROUND / PROPOSAL:

The Alberta Association of Municipal District & Counties are holding the 96th Annual Fall Convention November 15-18, 2004.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is the convention package with respect to the AAMD&C Fall Convention.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That Councillors be authorized to attend the AAMD&C Fall Convention in Edmonton November 15-18, 2004.

Author:

Reviewed:

C.A.O.:



ALBERTA ASSOCIATION of MUNICIPAL DISTRICTS & COUNTIES

2510 SPARROW DRIVE • NISKU, ALBERTA T9E 8N5 • TELEPHONE: (780) 955-3639 FAX: (780) 955-3615
www.aamdc.com • email: aamdc@aamdc.com

August 10, 2004

To All AAMD&C Members:

I am pleased to enclose the following information with respect to AAMD&C's 96th Annual Convention to be held November 15-18, 2004 in Edmonton:

- 1) Convention Call;
- 2) "Draft" Convention Program;
- 3) 2004 Master Long Service List;
- 4) Long Service List Update Form – please submit by **September 17, 2004**;
- 5) In Memoriam Form – please submit by **September 17, 2004**;
- 6) Credentials Form – please submit by **October 20, 2004**; and
- 7) Hotel Reservation Form – please submit by **October 20, 2004**;

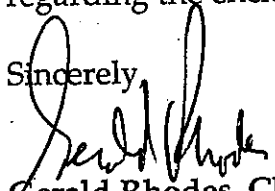
Please ensure that all convention forms are submitted to the AAMD&C office by the dates indicated above, so that we can meet our contractual obligations with the hotels and our publication deadlines.

The Convention Program is still in a "draft" status, however, we will include the final Program in the delegate registration packages. The Convention Program is also available on the AAMD&C Website (www.aamdc.com) and will be updated as changes occur.

We have appointed Air Canada as the official airline for the Fall 2004 Convention. Should you require flights, please contact Air Canada's North America toll free number at 1-800-361-7585 or local number (514) 393-9494 or your Travel Agent and take advantage of Special Discounted Airfares. Our Convention number is CV042588. By ensuring that the convention number appears on your ticket, you will be supporting your Association.

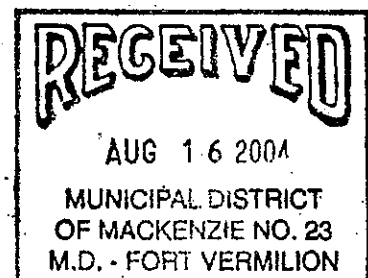
I look forward to seeing you at the Fall 2004 Convention. If you have any questions regarding the enclosed information, please do not hesitate to contact our office.

Sincerely,


Gerald Rhodes, CLGM
Executive Director

GR/daz

Attachments







CONVENTION CALL

FALL 2004



This is to advise that the 96th Annual Fall Convention of the Alberta Association of Municipal Districts and Counties will be held at the Delta Edmonton South and Coast Terrace Inn from November 15 to November 18, 2004 in Edmonton.

The Opening Ceremonies will take place on Tuesday, November 16th at 8:30 a.m. in the Grand Ballroom on the main level of the Delta Edmonton South. We have included a "draft" copy of the Convention Program for your reference.

REPRESENTATION AT THE CONVENTION

Bylaw 5 - Reads as follows:

- "a) All membership dues must be paid in order to entitle a full member or affiliate member to representation at any convention.
- b) Any members or affiliate members, having paid their membership fees in full, may send any number of delegates to the annual convention, but such number shall not exceed the number of its councillors. Each delegate must furnish credentials duly signed by the Chief Elected Officer and Chief Administrative Officer of his or her municipality, or in the case of affiliate members, the Chair of their Advisory Council and their Chief Administrative Officer.
- c) Councillors or officers of members or affiliate members of the Association, who are not delegates, may attend the convention, and shall have the privilege of the floor in debate, but shall not be entitled to vote."

MEMBERSHIP FEES

Bylaw 2 - Reads as follows:

- "c) In all cases, the fee shall be paid to the treasurer of the Association and shall be due and payable September 1st of each year."

REGISTRATION AND FEES

Registration will begin on Monday, November 15th at 8:00 a.m. until 8:00 p.m. in the foyer to the Grand Ballroom on the main level of the Delta Edmonton South. The registration desk will reopen on Tuesday, November 16th at 7:00 a.m. in the same location and will remain there for the duration of the Convention.

As in previous years, we will invoice each jurisdiction for registration fees after convention. As yet, the registration fee has not been determined, but will be arrived at when all expenses are known. We are committed to keeping the registration fee as reasonable as possible.

We have a link on the AAMD&C Website (www.aamdc.com) specifically for conventions. You may register on-line opposed to faxing or mailing in the four registration/information forms that we require completed for Convention, which are the In Memoriam, Credentials, Hotel Registration, and Long Service List Update forms. The "draft" Convention Program is also available on the website and the Program will be occasionally updated prior to Convention with any major changes. The final Convention Program will be included in the delegate registration packages.

Should you have any questions or difficulties with the on-line registration, please feel free to contact Darla Zuk or Kristin Lewis at (780) 955-3639, and they will be glad to assist you. If you choose not to utilize the on-line registration for convention, we have attached these forms for your completion and submission.

HOTEL REGISTRATION

Hotel guestrooms have been reserved respectively at the Delta Edmonton South, Coast Terrace Inn, Greenwood Inn, Travelodge South and Holiday Inn for the Fall 2004 Convention. Hotel rates have been secured as follows:

Delta Edmonton South

4404 Gateway Boulevard

Edmonton, Alberta T6H 5C2

Toll Free: 1-800-268-1133 Tel: (780) 434-6415 Fax: (780) 436-9247

\$99.00	Standard – queen, double/double (single/double occupancy)
\$109.00	Delta Premier (single/double occupancy)
\$210.00	King suites (separate sitting area) – four available
\$299.00	Bi-level Suites (bedroom in loft with living room/dining room) – four available

The Coast Terrace Inn

4440 Gateway Boulevard
Edmonton, Alberta T6H 5C2
Toll Free: 1-888-837-7223 Tel: (780) 437-6010 Fax: (780) 431-5804

\$99.00 Single/double occupancy (two queen or one king)
\$169.00 Executive suite (accommodates 20 people reception style) - seven available

Greenwood Inn

4485 Gateway Boulevard
Edmonton, Alberta T6H 5C3
Toll Free: 1-888-233-6730 Tel: (780) 431-1100 Fax: (780) 437-3455

\$99.00 Single occupancy (one queen bed)
\$109.00 Double occupancy (two queen beds)
\$189.00 Suites (separate sitting area) - three available

Travelodge South

10320 - 45 Avenue
Edmonton, Alberta T6H 5K3
Toll Free: 1-800-578-7878 Tel: (780) 436-9770 Fax: (780) 436-3529

\$69.00 Single/double occupancy (1 bed)
\$79.00 Triple/quad occupancy (2 beds)
\$99.00 Suites (accommodate 5 people) - five available

Holiday Inn - The Palace

4235 Gateway Boulevard
Edmonton, Alberta T6H 5C3
Toll Free: 1-800-565-1222 Tel: (780) 438-1222 Fax: (780) 438-0905

\$84.00 Single/double occupancy
\$135.00 Suites (accommodate 8 people) - three available

All guestrooms are subject to provincial room tax of 5% plus 7% GST and all attendees will be billed individually for the guestroom and incidentals when they check out of the hotel. Check in time is 3:00 p.m. and check out time is 12:00 Noon. In the case of a late checkout, a late charge will apply unless prior arrangements have been made with the front desk. Please note that all smoking and non-smoking requests are subject to availability. For your convenience, ample parking is available at all four facilities at no charge.

HOTEL RESERVATION FORM

The hotel reservation form is enclosed and is also available on the AAMD&C website for on-line registration. If you choose not to register on-line, please complete the attached form and return it to the AAMD&C office, attention: Darla Zuk, by mail or fax prior to **Wednesday, October 20, 2004**. This is the same deadline for the on-line registration. Due to our contractual obligation with the hotels, this information must be received at the AAMD&C office by the deadline noted above.

We will utilize respectively the Delta Edmonton South, Coast Terrace Inn, Greenwood Inn, Travelodge South, and Holiday Inn for our guestrooms requirements. We will use the Hotel Rotation List on the next page to coordinate your guestroom requirements. Please note that there is a separate Rotation List for the Fall and Spring Conventions.

FALL 2004 HOTEL ROTATION

- | | | |
|------------------------|-------------------|----------------------|
| 1) Cypress | 23) Thorhild | 46) Smoky Lake |
| 2) Willow Creek | 24) Wood Buffalo | 47) Two Hills |
| 3) Peace | 25) Wetaskiwin | 48) Vermilion River |
| 4) Acadia | 26) Ponoka | 49) Yellowhead |
| 5) Minburn | 27) Paintearth | 50) Barrhead |
| 6) Mountain View | 28) Athabasca | 51) Leduc |
| 7) Sturgeon | 29) Newell | 52) Wainwright |
| 8) Foothills | 30) Smoky River | 53) Camrose |
| 9) Lacombe | 31) Strathcona | 54) Kneehill |
| 10) Birch Hills | 32) Red Deer | 55) Fairview |
| 11) Saddle Hills | 33) Lac Ste. Anne | 56) Stettler |
| 12) Clear Hills | 34) Pincher Creek | 57) Bighorn |
| 13) Mackenzie | 35) Lamont | 58) Brazeau |
| 14) Ranchland | 36) Spirit River | 59) Northern Sunrise |
| 15) Lesser Slave River | 37) Flagstaff | 60) Bonnyville |
| 16) Big Lakes | 38) Special Areas | 61) Lakeland |
| 17) Northern Lights | 39) Greenview | 62) Grande Prairie |
| 18) Opportunity | 40) Provost | 63) Lethbridge |
| 19) Warner | 41) Rocky View | 64) St. Paul |
| 20) Beaver | 42) Forty Mile | 65) Westlock |
| 21) Woodlands | 43) Cardston | 66) Vulcan |
| 22) Wheatland | 44) Parkland | 67) Clearwater |
| | 45) Starland | 68) Taber |

ROOM CONFIRMATIONS & CANCELLATIONS

In order to eliminate the need to supply a credit card for individual guestrooms, we have been given authorization to use the custom Hotel Reservation Form, which we have developed to protect both the hotels and the Association.

Your guaranteed reservations with the individual confirmation numbers for your jurisdiction will be sent to your office in early November via facsimile once all hotel guestrooms have been assigned by the respective hotels.

Due to the continuous adjustments required to the vast amount of hotel guestrooms prior to Convention, we implemented a process with respect to changes, cancellations and/or additions to hotel reservations. AAMD&C will still utilize the current rotational system for allotment to the various hotels, however, once we forward via facsimile the confirmation numbers to your office, each jurisdiction will be responsible for any changes, cancellations and/or additions to their guestroom allotment. To ensure accuracy to your rooming list, we would greatly appreciate it if you would refrain from sending any adjustments to your rooming list after the submission date of October 20, 2004 until you receive your confirmation numbers.

AAMD&C will not be responsible for making any of these changes on your behalf after the confirmation numbers have been assigned and your office has been advised via facsimile. As these adjustments will be made directly by your office, AAMD&C will not be held responsible for any no shows or errors to your rooming block. **The cancellation policy we have negotiated with the various hotels is a 24-hour cancellation prior to arrival date.** If you cancel your reservation after the 24-hour timeframe and the guestroom is not resold, you will be charged for one night at the rates noted above.

For your convenience, we have included the hotel toll free numbers for each hotel, as noted previously. Should you have any difficulties making adjustments to your room block, please contact Darla Zuk, AAMD&C, at (780) 955-4076, and she will gladly assist you in resolving any issues with the hotels.

SUITE ASSIGNMENT

In recent years, we have had numerous requests for suites and the requests have exceeded the number of suites available. As a result, some conflicts have arisen relative to the assignment of the suites. Please note that the suites will be assigned on the same rotation basis as the regular guestrooms. We hope that this process will give all members the opportunity to access the limited suites.

CREDENTIALS FORM

The credentials form is enclosed and is also available on the AAMD&C website for on-line registration. If you choose not to register on-line, please complete the attached form and return it to the AAMD&C office, attention: Darla Zuk, by mail or fax prior to **Wednesday, October 20, 2004**. This is the same deadline for the on-line registration. This will ensure that voting privileges are extended to all delegates. For clarity, we would ask that you print or type in the names of the attendees on this form.

CONVENTION PROGRAM

We have enclosed the "draft" program for the Fall 2004 Convention, and it is also located on the AAMD&C website. The Convention Program on our website will be updated occasionally with any major changes prior to convention, and the final Program will be included in the registration packages for all delegates.

PARTNERS' PROGRAM

We have not finalized the arrangements for the Partners' Program, but we are very excited about the new changes we have planned for this year. Further details along with the draft Program and registration form will be sent to member municipalities in September 2004.

LONG SERVICE LIST

With the municipal elections this fall, the AAMD&C Executive decided to conduct the Long Service Award presentation for councilors who served 9 and 15 years of municipal service at the Spring 2004 Convention. As we traditionally hold the Long Service Award presentation at our fall conventions, there was some confusion on the submission process and therefore, some award recipients were missed and/or did not receive their long service pin. A memorandum dated August 10, 2004 has been sent to all member municipalities to update our records for the councillors that have served 9 or 15 years of municipal service and for distribution of the long service pins to those that did not receive their pin at the Spring 2004 Convention.

We are now in the process of updating our Long Service List for the Fall 2004 Convention Handbook. As per the attached list, we have made the changes according to our records and we will update the attached list with the new additions and/or changes from the submissions missed at the Spring 2004 Convention. If there are any adjustments or if you have additional names to include for **councillors who have 15 years or more of municipal service and/or administrators who have 9 or more years of municipal service**, please send the Long Service List Update Form via fax or mail to the AAMD&C Office, attention: Darla Zuk, prior to **Friday, September 17, 2004**. The Long Service List Update Form is also available on the AAMD&C website for on-line registration.

Please note that pins will be presented to those that have served 20, 30, 35 and 40 years of municipal service and plaques are given at 25 years of service.

IN MEMORIAM

The Association has for many years recorded the passing of councillors and administrators of the municipal districts and counties in our Convention Handbook. Please forward the In Memoriam form with the names of councillors and administrators (past and present) who have passed away during this past year via fax or mail to the AAMD&C Office, attention: Darla Zuk, prior to Friday, September 17, 2004. The In Memoriam Form is also available on the AAMD&C website for on-line registration. A copy of the handbook will be sent to the next of kin after the Convention.

MAYORS/REEVES MEETING

A Mayors/Reeves Meeting will be held in conjunction with the Fall 2004 Convention commencing at 4:00 p.m. on Monday, November 15, 2004. The meeting will be held in the Imperial Ballroom on Level P1 of the Coast Terrace Inn. The Agenda will be sent under separate cover prior to Convention.

MUNICIPAL SUPERVISORS

The Alberta Municipal Supervisor's Association (AMSA) is scheduled to meet on November 16-18, 2004. AMSA will contact its members directly relative to their program and meeting locations.

EXECUTIVE ELECTIONS

As per the amendment to the AAMD&C Bylaws that was approved by the delegates at the Spring 2000 Convention, elections for AAMD&C Executive members at the Fall 2004 Convention will all take place on Wednesday, November 17, 2004, according to the following schedule:

Nominations for President	9:00 a.m.
Election of President	11:30 a.m.
Nominations for Vice President	1:00 p.m.
Election of Vice President	3:30 p.m.
Nominations and Election of District Directors	4:00 p.m.

Note that elections will take place at the Fall 2004 Convention for directors in District 1 (South) and District 4 (North). Separate meeting rooms will be arranged for the District elections and these rooms have been noted in the attached "draft" Convention Program.

HANDLING OF RESOLUTIONS

Bylaw 6(l) Reads:

"Resolutions from individual members shall be in the hands of the Executive Director at least four weeks prior to all conventions." Thus, the deadline for resolutions to be in our office will be Monday, October 18, 2004. "Resolutions passed at a duly constituted District Meeting shall be in the hands of the Executive Director at least two weeks prior to all conventions."

HANDLING OF EMERGENT RESOLUTIONS

Bylaw 6(l) Reads:

"An emergent resolution, defined as one submitted after the deadline aforementioned, on a subject or problem that has arisen subsequent to the deadlines and not endorsed at a district meeting may be accepted at the pleasure of the convention." (600 copies required).

To be considered "emergent", a resolution must meet the following criteria:

- it must deal with an issue of significance to rural municipalities which arises after the deadline for submission of resolutions and before the date of the Convention; and
- members must agree that the issue requires debate prior to the next AAMD&C Convention due to a deadline for action or response.

LATE RESOLUTIONS

Bylaw 6(l) Reads:

"Resolutions received after the deadlines aforementioned and not falling under the definition of an emergent resolution will not be dealt with."



FALL 2004 "DRAFT" CONVENTION PROGRAM

MONDAY, NOVEMBER 15, 2004

8:00 a.m. – 8:00 p.m.

REGISTRATION/INFORMATION DESK

Foyer to Grande Ballroom, Main Level, Delta

10:00 a.m.

COUNCILLOR ORIENTATION AND REFRESHER SESSION

Grande Ballroom, Main Level, Delta

- Orientation to AAMD&C
 - Policy and Communication
 - Trade Division
 - Insurance Services
- Society of Local Government Managers
- Alberta Rural Municipal Administrators Association

12:00 p.m.

BUFFET LUNCHEON

Jubilee Ballroom, Level P2, Coast

1:00 p.m.

COUNCILLOR ORIENTATION AND REFRESHER SESSION (CONTINUED)

Grande Ballroom, Main Level, Delta

- Mock Council Meeting – Brownlee LLP
- Roles and Responsibilities of Reeves/Mayors, Council and Administration
- Municipal Governance & Legislation
- Council Conflict Resolution

4:00 p.m.

REEVES/MAYORS MEETING

Imperial Ballroom, Level P1, Coast

5:00 p.m. – 6:30 p.m.

MEET YOUR MLAS AND THE MINISTER'S OPEN HOUSE (Tentative)

Palm Room, Main Level, Coast

7:00 p.m.

ANNUAL MEETING

Grande Ballroom, Main Level, Delta

IN MEMORIAM

MONDAY, NOVEMBER 15, 2004 (CONTINUED)

PRESENTATION OF ANNUAL REPORTS

- President's Report
- Executive Report
- Financial Statements
 - AAMD&C
 - Jubilee Insurance Agencies Ltd.

8:00 p.m. - 10:00 p.m.

WELCOME RECEPTION

Courtesy of - TBA
Imperial Ballroom, Level P1, Coast

TUESDAY, NOVEMBER 16, 2004

7:00 a.m. - 8:30 a.m.

BUFFET BREAKFAST

Courtesy of Aon Reed Stenhouse Inc. (*Tentative*)
Atrium Café, Main Level, Coast

7:00 a.m. - 4:30 p.m.

REGISTRATION/INFORMATION DESK

Foyer to Grande Ballroom, Main Level, Delta

8:30 a.m.

OPENING CEREMONIES

Grande Ballroom, Main Level, Delta
O Canada - Led by: TBA

INVOCATION

Led by Tom Forgrave (*Invited*)

WELCOMING ADDRESSES

- HIS WORSHIP, MAYOR BILL SMITH (*Invited*)
City of Edmonton
- HIS WORSHIP, MAYOR DAVE BRONCONNIER (*Invited*)
City of Calgary
- THE HONOURABLE GUY BOUTILIER (*Invited*)
Minister of Municipal Affairs
- THE HONOURABLE LOIS HOLE (*Invited*)
Lieutenant Governor of Alberta

TUESDAY, NOVEMBER 16, 2004 (CONTINUED)

INTRODUCTION OF FRATERNAL DELEGATES

SPECIAL RECOGNITION
R.W. Hay Administrators' Award

PRESENTATION OF LONG SERVICE AWARDS

9:30 a.m. BREAK FOR REFRESHMENTS
Courtesy of Rural Committee of CEA (*Tentative*)

- Amec Infrastructure Limited
- EXH Engineering
- Stewart Weir Group

10:00 a.m. RESOLUTION SESSION

11:00 a.m. TBA

12:00 p.m. BEEF ON A BUN LUNCHEON
Courtesy of Rural Committee of CEA (*Tentative*)

- Amec Infrastructure Limited
- EXH Engineering
- Stewart Weir Group

Jubilee Ballroom, Level P2, Coast

1:00 p.m. KEYNOTE SPEAKER
Grande Ballroom, Main Level, Delta

2:00 p.m. FEDERATION OF CANADIAN MUNICIPALITIES (*Invited*)
President Ann MacLean

2:15 p.m. NEW DEAL

2:30 p.m. REFRESHMENTS AVAILABLE IN VARIOUS BREAKOUT SESSIONS
Courtesy of Fleming Kambeitz LLP (*Tentative*)

3:00 p.m. – 4:30 p.m. BREAKOUT SESSIONS - CONCURRENT

TOPIC - TBA
Imperial Ballroom, Level P1, Coast

- Managing Subdivision and Development Relying on On-Site Sewage Systems

Crystal Gallery, Main Level, Delta

TOPIC - TBA
Grande Ballroom, Main Level, Delta

THURSDAY, NOVEMBER 18, 2004 (CONTINUED)

- 11:30 a.m. CLOSING SPEAKER: THE HONOURABLE RALPH KLEIN (*Invited*)
Premier of Alberta
- 11:45 a.m. UNFINISHED BUSINESS
The Queen
- 12:00 p.m. MEET MEMBERS OF CABINET AND MLA'S LUNCHEON
Courtesy of Alberta Municipal Affairs
Jubilee Ballroom, Level P2, Coast

2004 MASTER LONG SERVICE LIST

M.D. of Acadia

Larry Heeg 12
Gary Peers (Mun. Admin.) 24

County of Athabasca

Lorraine Gislason 15
Edgar Koehler 15
Don McGladdery 9
Bud Miller 9
Jim Woodward (Co. Mgr.) 20

County of Barrhead

Diane Begert (Dir. Fin./Admin.) 21
Alex Fluet 15
Steve Holsted 9
Lawrence Miller 15
Dale Uhrbach (Co. Mgr.) 24

Beaver County

Margaret Jones (C.A.O.) 16
Dennis Miciak 16

M.D. of Big Lakes

Craig Bissell 13
John Eriksson (C.A.O.) 22

M.D. of Bighorn

Birch Hills County

Ben Boettcher 25
Shirley Emerson 14
Philippe Ouellet 12

M.D. of Bonnyville

Robert A. Doonanco (Mun. Mgr.) 35
Eva Urlacher 16
John Zaboschuk 24

Brazeau County

Bart Guyon 12
Jack Starling 9

County of Camrose

Ray Adamson 12
Jack Lyle 15
Vern Peterson 15

Cardston County

Terry Helgeson 24
Bill Peterson 15
Bryan Phillips (C.A.O.) 13
Floyd Smith 16

M.D. of Clear Hills

Clearwater County

Milton Elliot 12
Brian Irmen (Mun. Mgr.) 26
Wilf Tricker 9

Cypress County

Keith Bender (Asst. Mgr.) 21
Ken Graumans 9
Floyd Haas 30
Jo Van Ooyen 15
Jack Osadczuk 22
LeRay Pahl 18
Lutz Perschon (Mun. Mgr.) 29
George Russill 15

M.D. of Fairview

Walter Doll 18
Elden Mclachlan 12

Flagstaff County

Shelly Armstrong (C.A.O.) 19
Floyd Hihn 15
Gerald Stayura 16
Jim Tindall 15

M.D. of Foothills

Top Gerrit 9
Flores Groeneveld 15
Ron Laycraft 9
Roy McLean 15
Harry Riva Cambrin (Mun. Mgr.) 27
Bill Robinson (Mun. Treasurer) 19

County of Forty Mile

Ronald Lane 12
Leonard Mitzel 15

2004 MASTER LONG SERVICE LIST

County of Grande Prairie

Roy Borstad	15
Richard Harpe	18
Patricia Jacobs	15
Everett McDonald	12
Brock Smith	18

M.D. of Greenview

Rennie Cauchie	15
Wayne Drysdale	12
Tony Yelenik	15

Kneehill County

Lac Ste. Anne County

Derril Butler	9
Harold Gibson	9
Bonnie Hansen (Asst. Admin.)	21
Ron Kidd	12
John Snider	9
Wendy Snow	9
Len Szybunka (Mun. Admin.)	29
George Turk	12
Dennis Waters	9

Lacombe County

Terry Hager (Co. Comm.)	28
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Lakeland County

Duane Coleman (C.A.O.)	14
Andy Thompson	15

Lamont County

Helen Patterson	15
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Leduc County

Ed Chubocha	18
Larry Majeski (Co. Mgr.)	35
Don Mosicki	9
Ortlieb Reinhold	11
Darryl Rubis (Asst. Co. Mgr.)	13

M.D. of Lesser Slave River

Jack Ramme (C.A.O.)	18
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County of Lethbridge

David Oseen	12
Hans Rutz	18
Eugene Wauters	12

M.D. of Mackenzie

Betty Bateman	24
Bill Neufeld	24
Walter Sarapuk	15

County of Minburn

Orest Berezan	9
Wilma Cherniawsky	12
Sid Hinton	15
Edward P. Hlus	18
Ron Petruk	24
David Marynowich (Co. Mgr.)	25

Mountain View County

Dave Derksen	24
Pat James	12
Harold Johnsrude (Comm.)	26
Tony Martens (Asst. Comm.)	21
Ben Penner	15

County of Newell

Wayne Daniels	12
Vincent Fabian	35
Marg Loewen	12
Alan Martens (Co. Admin.)	11

M.D. of Northern Lights

James McCracken	18
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Northern Sunrise County

Garry Lindstrom	9
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M.D. of Opportunity

Leo Alook	22
Victor Gladue	12
Paul Sinclair	15

County of Paintearth

Robert (Rocky) Dahmer	12
Julie Falkenberg (Co. Admin)	27
Tyrrill Hewitt	12
Boyd Jackson	12
Wayne Richardson	12

2004 MASTER LONG SERVICE LIST

Parkland County

Phyllis Kobasiuk 15
James V. Simpson (Co. Comm.) 31

M.D. of Peace

Brian Grant 15
George Musa 15
Joyce Sydnes (Admin.) 26

M.D. of Pincher Creek

Ponoka County

Charlie Cutforth (Admin.) 27
Gawney Hinkley 15

M.D. of Provost

Gillman Crone 12
Iris Larson (Admin.) 24
Judy Larson (Asst. Admin.) 14
Thomas Schneider 12

M.D. of Ranchland

Twyla Cyr (Mun. Admin.) 15
Ronald Davis 21
Harry Streeter 19

Red Deer County

Penny Archibald 15
Earl Kinsella 15

M.D. of Rocky View

Bob Cameron 12
Larry Korschuk 13
Valerie Schmaltz (C.A.O.) 31

Saddle Hills County

Kevin Miner (C.A.O.) 16
Tim Stone 9

County of St. Paul

Robert Bouchard 24
Tim Mahdiuk (Asst. Co. Mgr.) 16

Smoky Lake County

Dareld Cholak 16
Cary Smigerowsky (Co. Mgr.) 23

M.D. of Smoky River

Robert Brochu 9
Donald Dumont 15
Louis Tokarz 12
Lucien G. Turcotte (Admin.) 32

Special Areas Board

M.D. of Spirit River

Starland County

Allen Avramenko 9
Shirley Bremer (Asst. Admin.) 14
Arthur H. Grenville 21
Barry McLeod 14
Ross Rawlussyk (Mun. Admin.) 17
Don Thompson 15

County of Stettler

Jack Hayden 15

Strathcona County

Vern Hartwell 12
Shirley Jolly 15

Sturgeon County

Jerry Kaup 12
Larry Kirkpatrick (Co. Comm.) 28
Lawrence Kluthe 18
Graeme MacKay 12
Vic Pasay 12

M.D. of Taber

Murray D. Brown 15
Clarence Schile (Mun. Admin.) 34
Hank G. Van Beers 12
Cecil Wiest 39

2004 MASTER LONG SERVICE LIST

County of Thorhild

Lyle Kuzik	18
Nick Lazowski	21
Henry Zolkewski	9

County of Two Hills

John Leonty	12
Gary Popowich (Co. Admin.)	34
Allen Saylor	9

County of Vermilion River

Peter Green	15
Brent Romanchuk	9
Glenda Thomas (Co. Admin.)	15
Richard Van Ee	21

Vulcan County

Wayne R. Davey	12
Grant Lahd	18
Darryl McDonald	12

M.D. of Wainwright

Phil Valleau	30
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County of Warner

Emma Hulit	18
Robert Jones	12
Gordon Peterson	15
Lenore Rockenbach	15
Allan Romeril (Admin.)	17

Westlock County

Wyatt A. Glebe (Admin.)	30
Donald Currie	12
Robert Jackson	18
Edward LeBlanc (Asst. Admin.)	19
Albert St. Louis	18

County of Wetaskiwin

Bill Angus	12
Ed Burghardt	12
Frank Coutney (Co. Admin.)	23
Garry Dearing	12
Rodney Hawken (Dir. of Fin.)	16
Nancy Watson	12
Richard Wilson	12

Wheatland County

Ben Armstrong	12
Jennifer Deak (C.A.O.)	19
Shirley Reinhardt	12
Ernie Maser (Co. Mgr.)	35

M.D. of Willow Creek

Evan Berger	12
Earl Hemmaway	12
Ian Sundquist	10

Regional Municipality of Wood Buffalo

Woodlands County

Douglas Borg	18
Albert McMillan	9

Yellowhead County

Fred Priestley-Wright	12
George Webster	15

ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES
FALL 2004 CONVENTION
NOVEMBER 15 – NOVEMBER 18, 2004
DELTA EDMONTON SOUTH/COAST TERRACE INN

LONG SERVICE LIST UPDATE

Please return the completed Long Service List Update Form to our office by Friday, September 17, 2004. If we do not receive an update from your jurisdiction by this date, we will assume that there are no additions, deletions or changes to the attached Long Service List.

Name of Jurisdiction:

First Name	Last Name	Title	Description of Update (i.e. addition, deletion, change)	No. of years of Municipal Service

ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES
 FALL 2004 CONVENTION
 NOVEMBER 15 – NOVEMBER 18, 2004
 DELTA EDMONTON SOUTH/COAST TERRACE INN

IN MEMORIAM FORM

The Association has for many years recorded the passing of councillors and administrators of the municipal districts and counties in our annual handbook. Please forward the names of your councillors and administrators (past and present) who have passed away during this past year. Using the form below please state clearly their position, i.e. Mayor/Reeve, Councillor, Administrator, etc. A copy of the handbook will be sent post convention to the next of kin.

Please forward this information prior to Friday, September 17, 2004.

Name		Date Deceased:
Position		
Served	From	To
Name of Relative (Next of Kin)		
Address		

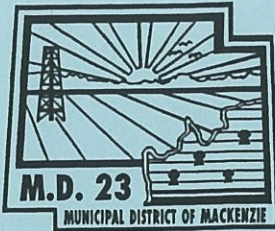
Name		Date Deceased:
Position		
Served	From	To
Name of Relative (Next of Kin)		
Address		

Name		Date Deceased:
Position		
Served	From	To
Name of Relative (Next of Kin)		
Address		

Name		Date Deceased:
Position		
Served	From	To
Name of Relative (Next of Kin)		
Address		

Jurisdiction:

Signature of Chief Administrative Officer:



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 24, 2004
Presented By:	Barbara Spurgeon, Executive Assistant
Title:	Municipal Safety Recognition Award
Agenda Item No:	11d)

BACKGROUND / PROPOSAL:

The Government of Alberta has partnered with the Safety Codes Council in establishing the Municipal Safety Recognition Award in order to recognize municipalities that have achieved a five-year milestone in their accreditation history.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Minister of Municipal Affairs has awarded the Municipal District of Mackenzie a certificate in recognition of five years accreditation under the Safety Codes Act.


COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That the correspondence on the Municipal Safety Recognition Award be received for information.

Author: K. McNeil

Dept.

C.A.O. 



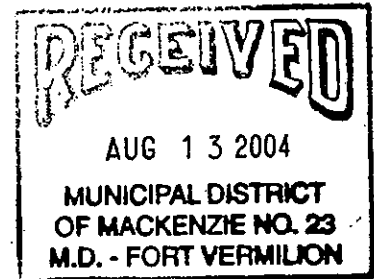
ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

Office of the Minister
MLA, Fort McMurray

AR21598

August 9, 2004

Reeve William Neufeld
Municipal District of Mackenzie No. 23
Box 640
Fort Vermilion, Alberta
T0H 1N0



Dear Reeve Neufeld:

We would like to take this opportunity to thank you for your commitment to Alberta's safety system and to present your municipality with a Municipal Safety Recognition Award.

The award has been established to recognize those municipalities that have achieved five-year milestones in their accreditation history and the important role these municipalities assume under the *Safety Codes Act*. Your MLAs are supportive of this initiative.

As you know, the safety of all Albertans is our top priority – it is evident that you share this sentiment. The role you play under the *Safety Codes Act* is invaluable and we thank you for your commitment.

There is no question that the partnership between the Government of Alberta, the Safety Codes Council and Alberta's accredited municipalities benefits Albertans and we encourage you to continue working together with us to ensure Albertans live in safe communities.

Congratulations on this milestone in your municipality's history.

Best personal regards,

Guy Boutilier
Minister

Dr. Ken Sauer
Chair, Safety Codes Council

Attachment

cc: Honourable Mike Cardinal, MLA
Athabasca-Wabasca Constituency

Honourable Pearl Calahasen, MLA
Lesser Slave Lake Constituency

Mr. Gary Friedel, MLA
Peace River Constituency

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ALBERTA
MUNICIPAL AFFAIRS

THE MUNICIPAL SAFETY RECOGNITION AWARD

PRESENTED TO

MUNICIPAL DISTRICT OF MACKENZIE NO. 23

IN RECOGNITION OF 5 YEARS OF ACCREDITATION
UNDER THE SAFETY CODES ACT

JUNE, 2004

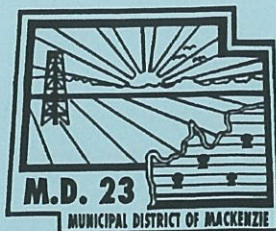
Handwritten signature of Guy Boutilier.

HONOURABLE GUY BOUTILIER
MINISTER OF ALBERTA MUNICIPAL AFFAIRS
MLA, FORT MCMURRAY

Handwritten signature of Dr. Ken Sauer.

DR. KEN SAUER, CHAIR
SAFETY CODES COUNCIL





M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	August 24, 2004
Presented By:	Bill Landiuk, Director of Corporate Services
Title:	Municipal Internship Program
Agenda Item No:	11e)

BACKGROUND / PROPOSAL:

Alberta Municipal Affairs is sponsoring a 2005-06 Municipal Internship Program. The program is designed to attract recent post-secondary graduates to the field of municipal administration. Its objective is to assist in the training and development of competent, well-rounded senior municipal administrators. Alberta Municipal Affairs will provide a \$34,000 grant to ten municipalities selected to host an intern.

Municipalities are invited to submit an application to host an intern. The intern would be with the municipality for a 12-month period starting May 2005 to be completed no later than June 30, 2006.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Host municipalities are expected to provide significant commitment for supervision and training. Strong commitment is needed from the CAO, council, and management team and will also involve time from staff. The advantages are the possibility of securing an intern that may agree to remain with the MD following the 12-month period and exposing the excellent career opportunities and rich heritage and resources available in the MD to attract other municipal administrators.

The grant application deadline is September 17, 2004 and notification will be given in November to municipalities selected to host interns.

Attached are additional information and a draft application.

Author: *Griffiths* Dept.

C.A.O. *[Signature]*

COSTS / SOURCE OF FUNDING:

Municipalities are expected to top up intern salary, benefits, and expenses related to recruitment, ministry workshops, courses, conference fees, and other professional development opportunities.

Alberta Municipal Affairs recognizes that the financial commitment is only preliminary but they use the figures to evaluate municipal expectations. Average salary in previous years has been \$33-36,000. Figures are subject to negotiations directly with the intern.

Administration has calculated municipal contribution as follows:

	Provincial Grant	Municipal Contribution	Total
Salary & Benefits	\$ 25,000	\$ 25,000*	\$ 50,000
Expenses	\$ 9,000	\$ 5,000	\$ 14,000
Totals	\$ 34,000	\$ 30,000	\$64,000

*Estimated benefits include:

\$ 1,831	Canadian Pension Plan
\$ 1,081	Employment Insurance
\$ 3,792	SunLife
<u>\$ 898</u>	Alberta Health Care
\$ 7,602	

RECOMMENDED ACTION (by originator):

That Administration be directed to submit an application for the 2005-06 Municipal Internship Program.

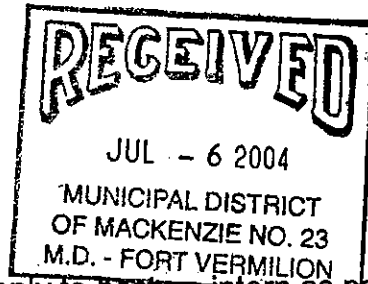
Author:	Dept.	C.A.O.
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Commerce Place
10155 – 102 Street
Edmonton Alberta
Canada T5J 4L4

Telephone: (780) 427-2225
Fax: (780) 420-1016

June 28, 2004

Mr. Harvey Prockiw
Chief Administrative Officer
M.D. of Mackenzie No. 23
PO Box 640
Fort Vermillion, Alberta
T0H 1N0



Dear Mr. Prockiw:

Alberta Municipal Affairs invites you to apply to host an intern as part of the 2005-06 Municipal Internship Program. Ten municipalities or municipal partnerships will be selected to host a municipal intern for a 12-month period beginning in the spring of 2005. This is a unique opportunity to help develop the future leaders of Alberta's municipal sector.

The objective of the Municipal Internship Program is to work with Alberta municipalities to help address succession planning issues by providing individuals interested in pursuing a career in municipal administration the opportunity to gain first-hand experience and knowledge. It is hoped that the interns participating in this program will become the future CAOs and senior administrators of Alberta's municipal governments. This program is an investment in the future of municipal government, as this is the first step in a career path for these individuals. As such, hosting an intern is a significant commitment that requires municipal efforts in supervision and training. A substantial grant is provided to each host municipality to help with costs associated with hosting an intern. However, host municipalities will find it necessary to provide additional financial resources to top up salary and benefits, as well as expenses related to courses, conference fees, and other professional development opportunities. Host municipalities contribute to the future strength of municipal government in Alberta by making this commitment of time, energy, and resources.

Details about the Municipal Internship Program can be obtained by visiting the program Web site at www.municipalaffairs.gov.ab.ca/ms/internship. The Web site has resources for potential host municipalities and potential interns. All interested municipalities need to visit this Web site because it outlines the steps required to complete the application process. The Workplan on the site provides an overview of the program and an outline of the types of activities an intern is expected to undertake during the internship.

If your municipality is interested in hosting an intern for 2005-06, please submit a completed municipal internship program grant application package as found on the Web site noted above. You are welcome to partner with one or more neighbouring municipalities to host an intern. Should you wish to partner, you will need to specify which municipality will be the managing partner for this initiative. The managing partner should submit the application on behalf of the municipalities participating in the partnership.

To ensure the timely commencement of the 2005-06 internship, please ensure that your completed documentation is returned to the department no later than September 17, 2004. The department will select the host municipalities for the 2005-06 internship in October 2004.

Since only ten internship positions will be funded this year, it is likely that not every municipality applying will be selected to host an intern. If your municipality is not selected as an intern host this year, you are encouraged to apply for next year's program.

If you have any questions about the Internship Program, please refer to the Web site or contact Ms. Wendy Peters at (780) 427-2225 or RITE 310-0000.

Thank you for your interest in helping build strong local governments.

Yours truly,



Michael Merritt
Executive Director
Municipal Services Branch

**Alberta Municipal Affairs
Municipal Internship Program
Workplan 2005/06**

Objective

The objective of the Municipal Internship Program is three fold:

- To assist Alberta municipalities in their succession planning efforts to recruit, train and retain competent municipal employees who can progress into leadership positions;
- To encourage more individuals to enter the local government field and offer recent graduates who are interested in a career in municipal administration the opportunity to have first hand, real life, practical experience and training in the Alberta municipal environment; and
- To assist Alberta Municipal Affairs in meeting its goal of fostering "an effective, responsive, cooperative and well managed local government sector" by encouraging and providing Alberta municipalities with the tools and programs to improve self-sufficiency.

Recruiting Municipalities and Interns

Host Municipality Selection Criteria

In selecting the municipalities that will host interns for 2005/06, the ministry will be looking for municipalities that demonstrate a variety of characteristics. These characteristics are used because they help provide a comprehensive view of the municipality and help assess the capacity for the municipality to dedicate the extensive time and resources needed to make the program a success for all involved.

The criteria for selection are:

- The municipality has a population between 700 and 75,000, or has hosted an intern in the last 3 years;
- A strong council-administration relationship exists and there is strong commitment from both groups to have an intern;
- There is an organizational commitment to the Internship Program's vision and goals;
- The CAO or a senior manager has agreed to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, has been made; and

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- There is an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

Host Municipality Selection Process

1. Municipalities interested in hosting an intern for 2005/06 must submit a municipal grant application no later than September 17, 2004.
2. The ministry will select the host municipalities for the 2005/06 internships in October 2004.
3. One requirement of the grant agreement is the submission of the Workplan, customized for the municipality's unique situation. The Workplan is to be submitted, along with a signed conditional grant agreement, by early January 2005.
4. In early February 2005, the application packages for the candidates on the shortlist created by the ministry will be forwarded to the host municipalities.
5. Host municipalities will have the months of February and March to interview the candidates they are interested in and need to make a final selection by April 8, 2005.
6. In April, the supervisors from the host municipalities will attend an orientation session at Municipal Affairs.
7. Interns should begin work in May 2005.

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Intern Selection Criteria

The selection criteria for interns are:

- A recently completed post-secondary degree or diploma;
- A desire to experience and learn the functions of a municipality;
- Work or volunteer experience that is related to the skills needed in municipal administration;
- Willingness to relocate to host municipality if necessary; and
- Work, educational or volunteer-related references.

In addition to the minimum recruitment criteria, interns are also expected to be able to demonstrate a number of desirable attributes, including:

- Some basic knowledge about local government;
- A interest in pursuing a career in municipal administration;
- Experience working with community groups or involvement with volunteer community organizations;
- A desire to influence public policy and community development through public service;
- Flexibility in terms of hours and job requirements, with travel required;
- Problem solving ability; and
- Positive public relations skills.

The host municipality may set additional criteria pertaining to the needs of their specific municipality.

Intern Selection Process

The ministry will work with the host municipalities to select an intern. The ministry will accept intern applications, create a shortlist of eligible candidates and forward the short listed applications to the host municipalities. The hosts will then conduct their own interview and hiring process to find the most suitable candidate.

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Municipal Internship Program
Workplan 2005/06**

1. Promotional materials will be sent to post-secondary institutions and internship program staff will be attending career fairs during the fall 2004.
2. The municipalities selected as hosts will be determined by October 2004 and posted on the Internship Web site.
3. Interns interested in applying must submit their application package by January 21, 2005. The ministry will process the applications and create a shortlist of those candidates who meet the criteria specified. This shortlist will be forwarded to those municipalities that have been selected to host interns at the beginning of February.
4. Beginning in February, host municipalities will be responsible for contacting candidates, setting interviews, and negotiating contract terms. The final selection of interns should be completed by April 8, 2005.
5. Employment should commence in May 2005. The host municipality and the intern will determine the specific start date.

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Implementing the Workplan

The supervisor, with assistance and support from senior managers and other resources in the host municipality, is required to instruct, mentor, and coach the intern in ten key functional areas of the organization. Other areas of interest, as agreed to by the municipality and the intern, may be pursued. Where additional learning needs are identified, the municipality, the ministry, other institutions and agencies may provide educational and training opportunities. It is the responsibility of the supervisor to assist the intern in understanding and blending into the corporate culture of the organization because awareness and consideration of the organization's corporate culture will be key to the completion of the Workplan and a successful internship experience.

The key areas of training can be completed within the first ten months of the program. For the remaining two months, the interns can focus on particular areas of interest. The intent is to provide the necessary training and experience for the intern to be successful established on a career path.

The checklist on the following pages outlines the key functional areas and lists the activities recommended for each topic. Details about the activities are included in the intern Guidebook. The suggested timelines are flexible and can be modified to best suit each municipality. However, the timelines should be used to determine a tentative schedule for the year so that the intern has the opportunity to spend time in each functional area. The ten functional areas are:

1. Governance
2. Administration
3. Human Resource Management
4. Financial Services
5. Protective Services
6. Public Works
7. Utilities
8. Land Use Planning
9. Family and Community Support Services
10. Recreation and Culture Services

**Alberta Municipal Affairs
Municipal Internship Program
Workplan 2005/06**

Workplan

Municipal Government in Alberta	Planned Date for Activity	Completion Date
Prepare a brief summary on the history and political structure of your host municipality		
Review your host municipality's present type/status and whether it had a different status in the past and what it may be in the future		
Gain an understanding of the content of the MGA as a reference resource along with other pertinent legislation		

Governance (suggested time frame – 3 - 4 weeks)	Planned Date for Activity	Completion Date
Meet the mayor or reeve and council members to gain insight into their motivation of why they serve on council		
Review the advantages and disadvantages of a ward system		
Investigate the methods of electing the CEO		
Identify the different methods used by your host municipality to inform and gather input from the public		
Assist in the preparation of an agenda		
Prepare a request for decision complete with research and background for council's consideration		
Attend a series of council meetings to observe the actions of council members as they discuss issues and make decisions		
Determine the process used by council members to gather information as they form an opinion		
Identify the different methods and techniques used by council to aid in their ability to make decisions at council meetings		
Assist in the preparation of the council minutes and follow them through to approval at the subsequent council meeting		
Observe and identify those elements which lead to a		

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professional working relationship between the members of council and the CAO		
Investigate current agreements that exists between your host municipality and other neighbouring municipalities		
Arrange a visit to a neighbouring municipality and compare and contrast that municipality to your host municipality		
Prepare an actual bylaw or a bylaw amendment and a policy or a policy amendment		
Participate in strategic planning sessions, determine the type of business plan developed within your host municipality, and how it is used as a management tool		

Management (suggested time frame – 3 - 4 weeks)	Planned Date for Activity	Completion Date
Observe, discuss, and gain knowledge of the daily functions of the CAO, to understand and appreciate the diverse functions and responsibilities of this position		
Interview the CAO to gain insight into the position and what has motivated the CAO to pursue this career		
Understand the process used in the establishment of objectives and performance measures for the CAO		
Become familiar with the record keeping systems and follow a request for information through the levels of review, approval and release		
Become familiar with administrative polices and understand their applicability		
Meet staff and create an organizational chart		
Prepare an internal staff report on a topic pertinent to a current situation and have it addressed by the senior management team		
Attend a senior management meeting to observe business presented, communication processes, and interaction between management staff		
Observe and identify the different communications methods/strategies used within the organization and to determine the usefulness of each for differing situations		

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Human Resources Services (suggested time frame 3 weeks)	Planned Date for Activity	Completion Date
Learn how to apply the different provincial acts in the municipality and how to access the legislation relevant to human resource management		
Review the human resource policies of the municipality and become familiar with their content		
Identify elements that contribute to organizational development		
If possible, observe the recruitment process for filling a vacant position in the municipality		
Review the present compensation policies and become knowledgeable about their application		

Financial Services (suggested time frame – 4 -5 weeks)	Planned Date for Activity	Completion Date
Review the appropriate sections of the MGA and related provincial regulations pertaining to the finance function		
Observe the budget preparation process by working with management as it prepares budget calculations		
Learn how the different parts of the organization are intertwined by the budget document		
Gain an understanding of how property is assessed, and how the assessment is used in the calculation of taxes		
Prepare a list of all sources of revenue available to your host municipality, identifying the percentage of revenue derived from each		
Determine the degree of flexibility the municipality has in adjusting the revenues derived from the different sources		
Become familiar with the different types of financial reports		
Understand the significance of these reports in the overall management of the municipality's financial position		

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Learn the processes and procedures in place by working with the personnel who are responsible for the relevant sub-ledgers		
Work at the front counter to gain an understanding of the tasks associated with that position and to interact with the general public		

Protective Services (suggested time frame – 3 - 4 weeks)	Planned Date for Activity	Completion Date
Determine the relationship between the police service and the police commission or committee, and the relationship between the police commission or committee and council		
Recognize how the authority of the commission or council over the police service is demonstrated		
Become familiar with the police budget, how it is determined, and who is responsible for it		
Learn about the relationship between the municipality's police services and local policing initiatives and programs		
Meet the bylaw officer(s) and the special constable(s) to learn about their roles, responsibilities, and relationships in the municipality		
Become familiar with the structure of the fire department and how it is managed		
Become familiar with the services provided to the community by the fire department		
Learn about the fire-fighting capabilities of the municipality and the types of fire-fighting equipment available		
Review the operation and management of the ambulance service and understand the significance of the service to the community		
Become familiar with the ambulance services provided to the community		
Understand the municipality's emergency plan and the roles of the officials and committees		

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Learn how your municipality is covered by the 911 call centre operation		
Learn how your municipality deals with safety codes and inspections		

Public Works (suggested time frame – 3 - 4 weeks)	Planned Date for Activity	Completion Date
Become familiar with municipal responsibilities pertaining to rights-of-way obligations and roadway maintenance		
Understand elements to be considered when a municipality develops policies pertaining to the development of sidewalks, pathways, and the lighting of publicly owned property		
Become familiar with the management of storm water to appreciate why its control and management is important to the municipality		
Identify the different types of equipment and understand the function of each		
Understand the preventative maintenance and replacement schedule of all equipment		
Identify those services that require the opinions and services of engineers or engineering technicians		
Understand the operation of the municipality's public transit system and to familiarize yourself with the policies and practices required to establish an effective system		

Utilities (suggested time frame – 3 weeks)	Planned Date for Activity	Completion Date
Understand the type of operation the host municipality has established to manage and operate its water utility		
Understand the type of operation the host municipality has established to manage and operate its sanitary wastewater collection and treatment system		
Become familiar with the programs implemented in the municipality pertaining to the management of solid waste		

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Learn about the provision of utility services other than the more traditional municipal services of water, wastewater, and solid waste management		
Become familiar with the process for utility billing		
Review municipality's life cycle maintenance program		

Land Use Planning (suggested time frame – 3-4 weeks)	Planned Date for Activity	Completion Date
Become familiar with the various land use plans and planning authorities that exist in your municipality		
Understand the review processes by following an ASP or an ARP application through to approval, amendment, or rejection		
Review the contents of the LUB and understand the different land use districts within the municipality		
Understand the process of subdividing lands along with the authority and responsibility placed upon municipalities		
Follow a development application through the various stages of approval and appeal if an appeal is made		
Follow an application for a building permit through the appropriate reviews		

Family and Community Support Services (suggested time frame – 2 - 3 weeks)	Planned Date for Activity	Completion Date
Learn about the FCSS programs offered by the municipality		
Investigate the programs being offered by FCSS through formal agreements with outside agencies or organizations		
Identify the specific groups that play an active role in delivering social needs and programs and to become familiar with the role they play in the community		
Shadow FCSS staff by attending meetings, experiencing day-to-day office activities, and interviewing the FCSS manager on staff requirements and expectations		

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Recreation & Culture Services (suggested time frame – 2 - 3 weeks)	Planned Date for Activity	Completion Date
Become familiar with the different types of support the municipality and community groups obtain from provincial departments and related agencies		
Determine the municipality's practice in having reserve lands dedicated for recreational purposes		
Identify the recreational activities and programs delivered within the municipality along with the related facilities provided by the municipality		
Understand the municipality's involvement in the development and promotion of the local culture and heritage of the municipality		
Gain an appreciation of the extent volunteerism is involved in the delivery of services within the municipality		
Understand the processes required to identify and develop regional programs and activities		

Local MLA Office (suggested time frame – 1 week)	Planned Date for Activity	Completion Date
Become familiar with the operations of MLA office		
Understanding of provincial political structure		

Vacation (suggested time frame – total of 2 weeks during the year)	Planned Date for Activity	Completion Date

AUTHORITY to establish this grant is provided under the Municipal Affairs Grants Regulation.

NAME AND MAILING ADDRESS OF MUNICIPALITY		CHIEF ADMINISTRATIVE OFFICER	
Municipal District of Mackenzie No. 23		Name:	Harvey Prockiw
Box 640		Title:	Chief Administrative Officer
Fort Vermilion, Alberta		Telephone:	(780) 927-3718
T0H 1N0		E Mail:	hprockiw@md23.ab.ca

PART 1 – GENERAL REQUIREMENTS

Amount of Grant: \$34,000

Purpose and Use of Grant: The grant will be used to contribute to the costs of hosting an intern in the municipality. This intern will be gaining training and experience in the practices of local government, pursuant to a workplan agreed to by the municipality and the Minister's representative.

Grant Budget: \$25,000 of the grant will be used to contribute to the intern's salary and \$9,000 will be available to cover other intern expenses (see table in Part 3 for eligible expenses). You may determine how the expense funding will be allocated based on your municipality's preference and need. You will be required to document how the funding was used at the end of the internship.

Project Timeline: The project timeline will be for one year, commencing the date the intern starts his/her placement. The start date should be no later than May 31, 2005.

All Grants Previously Received From Municipal Affairs (only): A table detailing this information for the current and prior year will be completed and attached to your application by Municipal Affairs staff upon receipt of the signed grant application.

PART 2 – GRANT ELIGIBILITY *(This section must be filled in by all applicants)*

Has the municipality hosted an intern under this program and/or is the population of the municipality applying between 700 and 75,000, based on Municipal Affairs official population figures as of September 1, 2003?

Yes No If No, the municipality is ineligible.

PART 3 – PROGRAM REQUIREMENTS

(Please fill in this section or attach your replies to this form – your replies will be evaluated)

1. What will your municipality be contributing towards salary and expenses?

Please indicate what contribution you will make to the intern's salary.

	Provincial Grant	Municipal Contribution	Total
Salary	\$ 25,000	\$ 25,000	\$ 50,000

Please indicate how the \$9,000 provision for other expenses will be allocated and any additional contributions you will make to expenses.

Refer to the Grant Application Guidelines for instructions on completing this table.

Expenses	Minimum	Maximum	Municipal Request	Municipal Contribution	TOTAL
<i>Required:</i> Recruitment	\$1,000	\$1,000	\$ 1,000	\$1,000	\$2,000
<i>Required:</i> Ministry Workshops	\$1,000	-	\$1,000	\$2,000	\$3,000
<i>Required:</i> Professional Development Courses	\$1,000	-	\$2,500	\$750	\$3,250
<i>Required:</i> Conference or Convention Fees	\$1,000	-	\$2,500	\$750	\$3,250
<i>Optional:</i> Relocation Costs	\$0	-	\$1,000	\$0	\$1,000
<i>Optional:</i> Laptop Computer	\$0	\$2,500	\$0	\$0	\$0
<i>Optional:</i> Association Membership or Meeting Fees	\$0	-	\$1,000	\$0	\$1,000
<i>Optional:</i> Safety Gear	\$0	-	\$0	\$500	\$500
TOTAL			\$9,000	\$5,000	\$14,000

2. What does your municipality have to offer to a potential intern (in terms of learning opportunities, training resources, etc.)?

Learning Opportunities: As a rural municipality with growing hamlets, there are extensive learning opportunities of both urban and rural municipal services including subdivision and development, emergency, enforcement, transportation, water/sewer utilities, solid waste disposal, recreational, community support, financial, and agricultural services. As Alberta's geographically largest municipality, we have four offices in four very unique communities that challenge both administration and council to accommodate these differing needs and interests while preserving responsible governing. Also, two towns and numerous Indian Reservations are located within MD boundaries which present further challenges of cooperating with other governments for mutual benefits and interests. The MD also has a colorful past; in 1996, its designation changed from improvement district to specialized municipality producing changes to roles within the organization. All of these aspects guarantee an intern an excellent learning experience in the unique field of municipal government.

Training Resources: Municipal revenue and budgeting allows the municipality to make competitive wages and career development opportunities a priority. Sufficient allowance can be made in the MD budget to support the financial commitment indicated in the charts above. A spare laptop will also be provided to the intern. The CAO has over thirteen years of experience in municipal government and is prepared to supervise, coach, and

mentor the intern with the support of council and his management team. His management team also has significant experience in municipal government; one director in particular has been with the MD through designation changes from an improvement district to a specialized municipality.

Personal Interests: This region offers exciting recreational and cultural opportunities along with modern conveniences. **Cultural:** Fort Vermilion has a rich heritage as being a first community in Alberta and an instrumental participant in the fur trade along the Peace River; La Crete was established by French settlers but prospered with the settlement of Mennonite farmers; and aboriginal communities within MD boundaries have held on to much of their culture. **Recreational:** Various wildlife and landscapes provide exciting outdoor adventures such as fly-in fishing, guided hunting, bird-watching, historical canoe and boating routes, camping, and hiking. Other modern recreational and entertainment facilities are also available. **Social:** This region has excellent schools, and health, emergency, and 911 services are available throughout the MD.

3. Why is your municipality interested in hosting an intern?

Because of the MD's distance from major city centers, it is difficult to recruit and retain qualified and experienced management personnel. Therefore, the MD fully understands and supports the objectives of this program. This opportunity would provide excellent exposure for the municipality to attract administrators by showing off its excellent career opportunities and rich heritage and resources that make this area particularly exciting to live and work in.

4. Based on the internship workplan (see Web site), what activities would you have an intern involved with if you were a host?

Most of the activities listed on the workplan can be accomplished at the MD; therefore, the CAO and intern would jointly prioritize items within each functional area depending on the intern's interest and department's situation. As of time of submission, only items related to public transit could not be completed with us, and agricultural services could be added if the intern was interested. The MD would ensure the intern was adequately immersed in each functional area.

At the onset of the 12-month period, the MD would hold council and staff functions to integrate the intern and accommodate activities under *Municipal Government in Alberta, Governance, and Management*. Within each functional area, the workplan would be conducted to provide both a general introduction to the area and applicable legislation followed by participatory activities.

5. Who is your proposed intern supervisor and what position does your proposed intern supervisor hold?

Harvey Prockiw, Chief Administrative Officer.

6. What is the willingness and ability of your municipality to contribute staff and financial resources to this project?

This municipality recognizes the value in participating in the Municipal Internship Program as well as the significant contribution of time and resources necessary to make the program a success. We are fully capable of allocating \$30,000 towards this program and ensuring the intern receives adequate support. The CAO and management team would conduct information sessions to inform and involve all staff prior to the intern's arrival. The CAO, management, and intern would jointly establish a schedule to coordinate activities with the most appropriate time these activities occur at the MD. Regular debriefing, management, staff, and department meetings would be conducted to ensure open communication if any issues should arise.

PART 4 – CERTIFICATION (This section must be filled in by all applicants)

We are prepared to enter into a conditional grant agreement with the Province of Alberta governing the use of the grant if this application is approved.

Chief Administrative Officer Approval:

Signature of Chief Administrative Officer

Harvey Prockiw

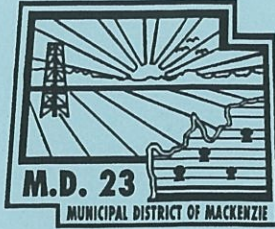
Name of Chief Administrative Officer (please PRINT)

Date

Return this application by September 17, 2004 to:

**Municipal Internship Program
Alberta Municipal Affairs
Municipal Services Branch
17th Floor, 10155 102 Street
Edmonton AB T5J 4L4**

**Telephone: (780) 427-2225
Facsimile: (780) 420-1016**



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 27, 2004
Presented By:	Harvey Prockiw, CAO
Title:	Provincial Network of Policing Committees
Agenda Item No:	11e)

BACKGROUND / PROPOSAL:

The Okotoks Policing Committee is hosting a workshop to establish an information and support network of Policing Committee/Commission members across Alberta.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The workshop will be held September 21 and 22, 2004 in Okotoks, Alberta.

COSTS / SOURCE OF FUNDING:

Travel and honorariums and registration (\$25.00)

RECOMMENDED ACTION:

That Councillor be authorized to attend the Provincial Network of Policing Committees workshop in Okotoks on September 21 and 22, 2004.

Author:

Reviewed:

C.A.O.:

BUILDING A PROVINCIAL NETWORK OF POLICING COMMITTEES/COMMISSIONS IN ALBERTA

YOU ARE INVITED

The Okotoks Policing Committee invites members of Alberta Municipal Policing Committees and Commissions to an Inaugural Workshop September 21-22, 2004 to be held in Okotoks, Alberta. The desired outcome of this workshop is to establish an information and support network of Policing Committee/Commission members across Alberta. Municipalities often share similar challenges when working to keep their communities safe. Vandalism, traffic infractions, youth crime, alcohol abuse, domestic violence, bylaw enforcement, grow-ops and drug related crime, are only a few of the many challenges we face on a day-to-day basis. We can learn from each other, share innovative approaches; optimize use of available police and municipal constable resources. Why stand alone in our efforts to protect our citizens? Let's work together, pool our experiences and build a support network that will facilitate the free flow of ideas. Effective Policing Committees and Commissions can identify community priorities, assist local police detachments and support local Councils, act as a strong voice on behalf of residents, and bring intelligent ideas to the table.

Join us, September 21 and 22, and be part of this initiative to build a network.

Agenda (as at August 6, 2004)

September 21, 2004

5:00 – 7:00 p.m.	Welcome Social (Wine & Cheese)
6:00 – 7:00 p.m.	Dinner (hosted)
7:00 p.m.	Guest Speaker (Solicitor General or representative invited) ~Public safety and policing challenges in the next decade
7:30 p.m. (approximate)	Coffee & Dessert (networking opportunity)

September 22, 2004

8:30 – 9:00 a.m.	Continental Breakfast (hosted)
9:00 – 9:45 a.m.	Crown Prosecutor's office invited ~Role of the courts in safer communities
10:00 – 10:45 a.m.	Dave Blair, Okotoks Protective Services ~Roles and responsibilities of Special Constables

- 11:00 – 11:45 a.m. 'K' Division
~Challenges through the eyes of the Force,
Policing in the 21st Century
- 12:00 – 1:00 p.m. Lunch (hosted)
Key Note Speaker: Area MLA.
- 1:00 – 1:45 p.m. Plenary Session
~What have we learned? Foundation for a
sustainable network.
- 1:45 – 2:00 p.m. Len Ettenhofer, Chair Okotoks Policing Committee.
~Closing Remarks

Session presentations will generally be 20 minutes in length to provide sufficient time for questions, answers and group dialogue. Our emphasis will be on an exchange of experiences and ideas.

Registration

Registration fee is a modest \$25 per person with a maximum fee of \$50 per community, (payable to The Town of Okotoks). Your response by August 30, 2004 would be most appreciated.

Please see attached Registration Form!

Questions?

Please contact:

**Len Ettenhofer,
Chair, Okotoks Policing Committee
by Email: lenhawk@telus.net**

BUILDING A PROVINCIAL NETWORK OF POLICING COMMITTEES/COMMISSIONS IN ALBERTA

Inaugural Workshop

September 21-22, 2004

Okotoks, Alberta

To Register: Email: municipalmanager@okotoks.ca or Fax: (403) 938-7387

Or return completed form by August 30, 2004 with payment to:

Town of Okotoks
P.O. Bag 20
Okotoks, AB T1S 1K1

REGISTRATION FORM

Name:	
Position: (eg: Chair, Policing Committee Member, Councillor, CAO, etc.)	
Community:	
Mailing Address:	
City:	Postal Code:
Phone:	
Email:	
Spouse:	

Method of Payment

Cheque (payable to the Town of Okotoks)

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M.D. of Mackenzie No. 23

Request For Decision

Meeting: **Regular Council Meeting**
Meeting Date: August 24, 2004
Presented By: Barbara Spurgeon, Executive Assistant

Title: **Fort Vermilion Walking Trails**

Agenda Item No: 11F)

BACKGROUND / PROPOSAL:

At the May 27, 2003 Regular Council meeting, Council approved the Fort Vermilion Recreational Trail Committee's plan to construct walking trails extending south past 45th Street, along Highway 88, and back through 52nd Street. For the past year the Fort Vermilion Walking Trails Committee has been working on attaining easements for the proposed walking trail, but fencing requirements in one of the easements has made the committee reconsider the location of the trail.

After viewing our options, we have chosen to use part of the existing nature trail that runs along the Peace River. Our plan is to extend the trail east from the Legion Hall along River Road. As this area lies on municipal property, no easement agreements are required.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is the proposed location of the walking trail.

COSTS / SOURCE OF FUNDING:

Walking Trail Reserve

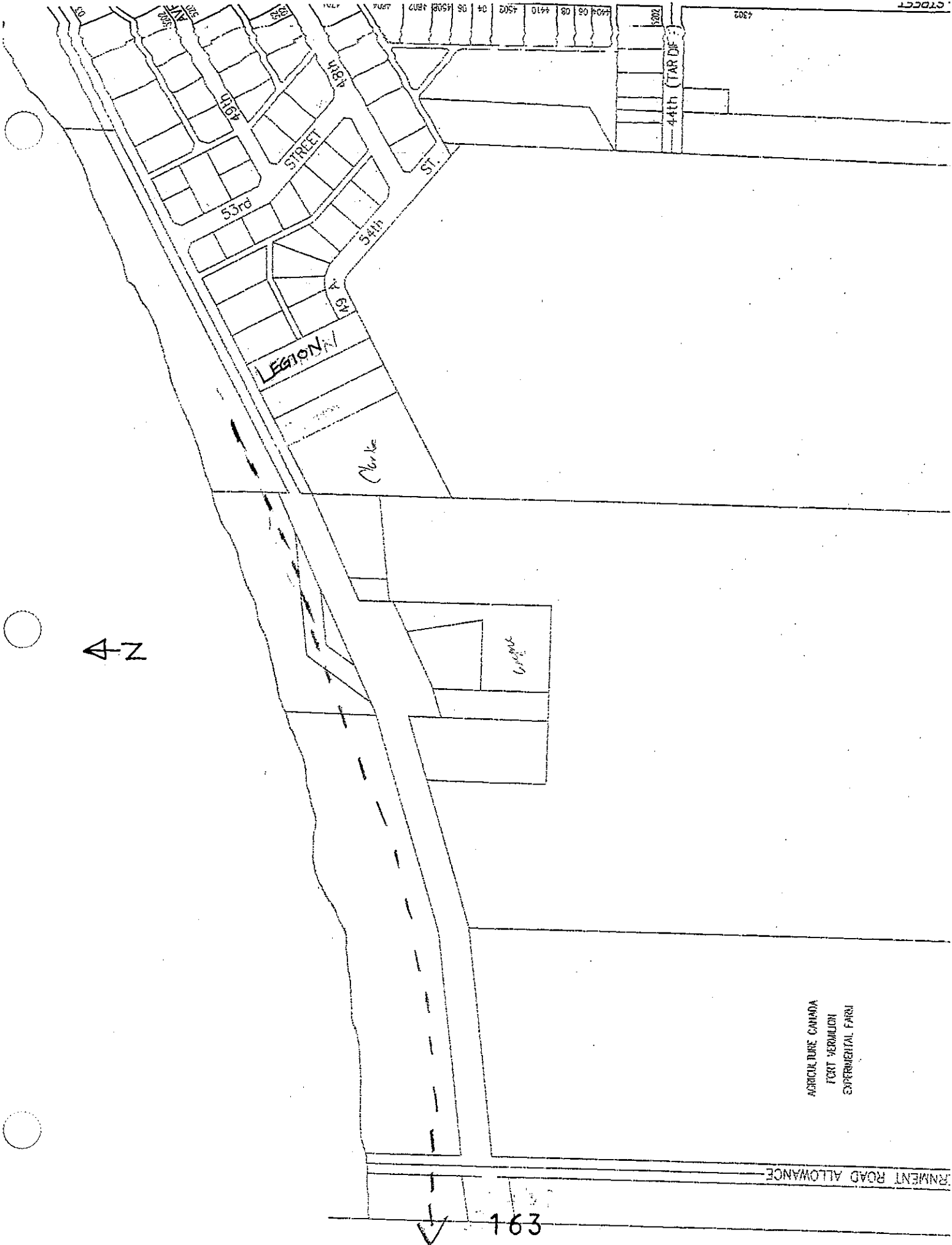
RECOMMENDED ACTION (by originator):

That the proposed walking trail be approved for Fort Vermilion.

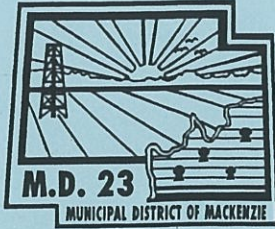
Author: K. McNeil

Dept.

C.A.O.







M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	August 27, 2004
Presented By:	Harvey Prockiw, CAO
Title:	Peace Country Tender Beef Co-op
Agenda Item No:	119)

BACKGROUND / PROPOSAL:

There is a movement to implement a Peace Country Tender Beef Co-op (PCTBC) in the Peace Region.


DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Municipal District of Clear Hills No. 21 passed a resolution requesting the position of other municipalities on the co-op. They have requested that Council advise of their position prior to August 31, 2004.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That in principle, support be given for a Peace Country Tender Beef Co-op (PCTBC) and a letter be sent to the Municipal District of Clear Hills.

Author:	Reviewed:	C.A.O.: 
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MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21

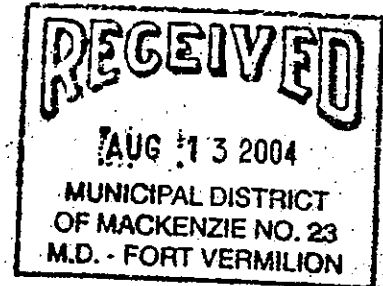
Box 240,
Worsley, Alberta T0H 3W0

Phone: [780] 685-3925
Fax: [780] 685-3960

File No. 2100-8

July 28, 2004

Reeve & Council
M.D. of Mackenzie
Box 640
Fort Vermilion, Alberta
T0H 1N0



SUBJECT: PEACE COUNTRY TENDER BEEF CO-OP

Dear Reeve & Council,

As you may be aware there is a movement for the implementation of the Peace Country Tender Beef Co-op (PCTBC), a co-op slaughter/packing plant, in the Peace Region. There have been numerous information meetings held throughout the Peace Region which have generated discussions on opportunity and feasibility.

During the July 27, 2004 Council meeting, the Municipal District of Clear Hills No. 21 Council passed resolution C697-04 requesting the position of Peace Region municipalities' on the Peace Country Tender Beef Co-op. In order to fully support and potentially aid those involved in the PCTBC Council would like to determine whether there is support from other Peace Region municipalities. Please forward your position to myself prior to August 31, 2004.

I thank you in advance for your cooperation and if you wish to discuss this further please contact myself at (780) 494-2920 or William Kostiw, Chief Administrative Officer, by phone (780) 685-3925 or email at admin@mdclearhills.ab.ca

Yours truly,

A handwritten signature in black ink, appearing to read 'R. Miller'.

Ralph Miller
Reeve

RM/mk

