MUNICIPAL DISTRICT OF MACKENZIE NO. 23
COUNCIL MEETING
Wednesday, May 24, 2006
1:00 p.m.

Community Hall
Zama, 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 May 9, 2006 Regular Council Meeting.....4
		b)	Minutes of the May 5, 2006 CAO Interviews
BUSINESS ARISING OUT OF THE MINUTES:	4.	a)	
DELEGATIONS:	5.	a)	There are no items under this heading
		b)	
PUBLIC HEARINGS:	6.	a)	There are no items under this heading
COUNCIL COMMITTEE REPORTS:	7.	a)	Council Committee Reports
GENERAL REPORTS:	8.	a)	Action List.....16
		b)	Minutes of the May 12, 2006 MPC meeting.....20

PLANNING, EMERGENCY, AND ENFORCEMENT SERVICES:

9. a) Evacuations Sidewalk – Reallocation of Funds Capital Project 06-25-30-06.....32

b) La Crete Ambulance Society Invoices.....37

c) Vehicle Purchase.....39

d) Bylaw 578/06 – Fee Schedule.....41

e) Bylaw 579/06 – Land Use Bylaw Amendment To Include Non – permanent Additions to Mobile Homes In a Hamlet Residential – Commercial Transitional District 45

f) Intersection of North La Crete Access with Highway 697 50

g)

h)

OPERATIONAL SERVICES:

10. a) Hwy 697 and 88 Connector Intersection.....53

b) Assumption Bypass.....55

c) Resource Road Program.....58

d)

e)

CORPORATE SERVICES:

11. a) ADM044 – Dress Code Policy.....61

b) 2006 Ed Stelmach Golf Tournament.....64

c)

d)

e)

IN CAMERA SESSION: 12. a) There are no items under this heading.

b)

c)

NEXT MEETING DATE: 13. a) **Regular Council Meeting**
Tuesday, June 13, 2006
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 14. a) Adjournment

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

Tuesday, May 9, 2006
10:00 a.m.
Council Chambers, Fort Vermilion, Alberta

PRESENT:		
	Bill Neufeld	Reeve
	John W. Driedger	Councillor
	Willy Neudorf	Councillor
	Lisa Wardley	Councillor
	Stuart Watson	Councillor
	Peter Braun	Councillor
	Greg Newman	Councillor
ALSO PRESENT:	Youlia Whittleton	Acting Chief Administrative Officer
	Wanita Mitchell	Administrative Assistant/ Recording Secretary
	John Klassen	Utilities Supervisor
	Paul Driedger	Director of Emergency & Enforcement Svcs.
	And members of the public	
ABSENT	Walter Sarapuk	Deputy Reeve
	Jim Thompson	Councillor
	Ed Froese	Councillor

Minutes of the Regular Council meeting for the Municipal District of Mackenzie No. 23 held on May 9, 2006 in Council Chambers, Fort Vermilion, Alberta.

CALL TO ORDER: **Call to Order**

1.a Reeve Neufeld called the meeting to order at 10:04 a.m.

ADOPTION OF AGENDA: **Agenda Approval**

ADDITIONS: **2.a** **MOVED** by Councillor Driedger

MOTION 06-316 That the agenda for May 9, 2006 be approved with the following additions:

- 12.b Medical Clinic
- 12.c Chief Administrative Officer Recruitment
- 9.c Public Works Week
- June 13th Meeting

CARRIED

PREVIOUS MINUTES:

3.a Minutes of the April 26, 2006 Regular Council Meeting

MOTION 06-317
Council Minutes 042606

MOVED by Councillor Driedger

That the minutes of the April 26, 2006 Regular Council Meeting be adopted as amended.

CARRIED

BUSINESS ARISING:

4.a There was no business arising from the minutes.

DELEGATIONS:

5.a Gail Tucker and Colin Needham, Sustainable Resource Development

Reeve Neufeld welcomed Gail Tucker and Colin Needham.

The Councilors received an update in respect of the Integrated Land Use Planning Terms of Reference.

The proposed Water Front Cottage Development in the MD of Mackenzie was discussed. A letter of intent is required from the MD of Mackenzie in order to start the process.

The Reeve thanked Gail Tucker and Colin Needham for attending.

10:31 a.m. Councillor Froese arrives

5.b Mr. J. Lewis Patmore of Patmore Oilfield Services Ltd

Reeve Neufeld welcomed Mr. J. Lewis Patmore.

Mr. Patmore inquired about finding an economical viable solution to access fill material for lot development in Zama, Alberta. Mr. Patmore suggested purchasing two lots adjacent to his lots in order to develop a borrow pit.

Mr. Paul Driedger, Director of Planning, stated it is not safe to develop a borrow pit within the Hamlet limits. Mr. Driedger suggested that Mr. Patmore approaches the Sustainable Resource Development (SRD) for availability of the dirt fill material in the Zama area.

Mr. Patmore indicated that he has approached the SRD. The closest possible source of the fill material is one mile from the

material is one mile from the Hamlet of Zama. Mr. Patmore stated that hauling costs would be significant.

The Reeve thanked Mr. Patmore for attending.

MOTION 06-318 **MOVED** by Councillor Newman

That Administration brings back various options for obtaining fill dirt for Zama lots.

CARRIED

RECESS Reeve Neufeld called for recess at 10:55 a.m.
Reeve Neufeld reconvened the meeting at 11:04 a.m.

5.c Ernest & Young LLP and Karen Fisher – Teleconference (page 141)

Reeve Neufeld welcomed Ernest & Young LLP by teleconference to discuss the 2005 Audit Results and Communications.

Alan Rudosky, Ernist & Young LLP, discussed the 2005 Audit findings and results.

The Reeve thanked Ernest & Young and Karen Fisher by teleconference.

CORPORATE SERVICES:

11.a 2005 Audited Financial Statements and Financial Information Report

MOTION 06-319 **MOVED** by Councillor Neufeld

That 2005 Financial Statements be approved as presented.

CARRIED

COUNCIL COMMITTEE AND CAO REPORTS:

7.a Council Committee Reports

Council verbally reviewed meetings and workshops:

Councillor Driedger – Mackenzie Library, Chief Administrative Officer Interviews, Caribou Management, Buffalo Head School, Airport/ La Crete, Trade Show, Volunteer Supper,

Councillor Neudorf – Airport Open House, Mediation/ High Level, Buffalo Head School, Agricultural Land Task Force, Chief Administrative Officer Interviews

Councillor Wardley – MD Library Board, Zama Recreation Board

Councillor Watson – Mediation/ High Level, Mackenzie Commission

Councillor Newman – Cost Sharing, Chief Administrative Officer short listing

Councillor Braun – Airport/ La Crete, Mediation / High Level, Mackenzie Waste, Buffalo Head Prairie School, Chief Administrative Officer interviews, Municipal Planning Commission

Councillor Froese – Municipal Planning Commission, CAO Interviews

Reeve Neufeld – Mediations, Airport/Fort Vermilion & La Crete, Buffalo Head Prairie Intersection, Northern Lakes / High Level, AG Land Task Force, Chief Administrative Officer Interviews

MOTION 06-320 **MOVED** by Councillor Neudorf

That the Council reports be accepted as information.

CARRIED

7.b Acting Chief Administrative Officer/ Director of Corporate Services Report

MOTION 06-321 **MOVED** by Councillor Newman

That the Acting Chief Administrative Officer/ Director of Corporate Service report be accepted as information.

CARRIED

7.c Emergency Services Directors Report

MOTION 06-322 **MOVED** by Councillor Neudorf

That the Emergency Services report be accepted as information

CARRIED

RECESS Reeve Neufeld called for recess at 12:12 p.m.
Reeve Neufeld reconvened the meeting at 1: 13 p.m.

7.d Roads Supervisor Report

MOTION 06-323 **MOVED** by Councillor Braun

That the Acting Roads Supervisor report be accepted as information.

CARRIED

7.e Planning Supervisor Report

MOTION 06-324 **MOVED** by Councillor Wardley

That the Planning Supervisor Report be accepted as information.

CARRIED

7.f Utilities Operations Report

MOTION 06-325 **MOVED** by Councillor Neudorf

That the Utilities Operations Report be accepted as information

CARRIED

GENERAL REPORTS:

8.a There are no items under this Heading

OPERATIONAL SERVICES:

9.a Sale of Gravel from Tompkins Pit

MOTION 06-326 **MOVED** by Councillor Newman

That no gravel be sold out of the Tompkins pit for the 2006 year. That Policy PW014 – Sale of M.D. Gravel for personal use be adopted as presented.

CARRIED

9.b Gravel Tendering

MOTION 06-327 **MOVED** by Councillor Neudorf

That a gravel crushing be tendered with the following alternative:

- A three year supply of gravel over three years with a condition that enough gravel be crushed in all municipal pits for each regravelling season throughout the tree years, or:
- A three year supply of gravel over one year.

and that the site work and preparation be included as a deletable item; and that the cost of purchasing a gravel crusher be brought back in conjunction with the gravel crushing tender.

CARRIED

9.c Public Works Week (Addition)

MOTION 06-328 **MOVED** by Councillor Wardley

That May 21-27, 2006 be proclaimed Public Works Week.

CARRIED

IN CAMERA SESSION:

MOTION 06-329 **MOVED** by Councillor Watson

That Council give consideration to go in camera at 1:58 p.m. in accordance with the Freedom of Information and Protection of Privacy Act to discuss:

12.a La Crete MD Office Building (IN CAMERA)

12.b Medical Clinic (IN CAMERA) (Addition)

12.c Chief Administrative Officer Recruitment (IN CAMERA) (Addition)

CARRIED

IN CAMERA SESSION:

MOTION 06-330

MOVED by Newman

That Council came out of camera at 2:55 p.m.

CARRIED

MOTION 06-331
Requires 2/3

MOVED by Froese

That Chief Administrative Officer Contract be accepted as discussed.

CARRIED

MOTION 06-332
Requires 2/3

MOVED by Councillor Watson

That Acting Chief Administrative Officer receives compensation of $ 3,000 per month during Chief Administrative Officer Recruitment.

CARRIED

RECESS

Reeve Neufeld called for a recess at 3:01 p.m.
Reeve Neufeld reconvened the meeting at 3:15 p.m.

10.a Bylaw 574/ 06 – Land Use Bylaw Amendment

MOTION 06-333

MOVED by Councillor Neudorf

That first reading be given to Bylaw 574/06, to rezone Plan 2938RS, Block 02. Lot 01 from Hamlet Residential Commercial Transitional District "HRCT" to Hamlet Residential District "HR1".

CARRIED

10.b Bylaw 575/06 Land Use Bylaw Amendment to Agricultural District 1 "A1"

MOTION 06-334 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 575/06 being a Land Use Bylaw amendment to redefine Section 7.3.E Number of Dwelling Units.

CARRIED

10.c Bylaw 576/06 Reserve Property Closure Plan 4357MC, Block 5, Lot R. Fort Vermilion.

MOTION 06-335 **MOVED** by Councillor Driedger

That first reading be given to Bylaw 576/06 being a Bylaw to close Reserve Plan 4357MC, Block 5, Lot R.

CARRIED

10.d Mackenzie Housing Management Board Lots in Fort Vermilion

MOTION 06-336 **MOVED** by Councillor Driedger

That the Municipal District of Mackenzie offer to take possession of Lot 9, Plan 4726TR in exchange for another residential lot within the Hamlet of Fort Vermilion.

CARRIED

10.e Subdivision Application 25-SUB-05 Andy's Mobile Repair Service, 4.79 Acres (1.94 Hectares) Subdivision on SE 16-106-15-W5M (La Crete)

MOTIONS 06-337 **MOVED** by Councillor Driedger

That the subdivision application fee by Andy's Mobile Repair Service be received as information.

CARRIED

10.f Buffalo Head Prairie Intersection

MOTION 06-338 **MOVED** by Councillor Braun

That the Buffalo Head Prairie Intersection be received as information.

CARRIED

10.g La Crete Ball Park Committee

MOTION 06-339 **MOVED** by Councillor Braun

That 15.9 acres of land on SE 16-106-15-W5 be acquired within the Hamlet of La Crete as a Municipal Park.

CARRIED

MOTION 06-340 **MOVED** by Councillor Froese

That the La Crete Recreation Society be authorized to proceed with a ball Park when the land has been acquired for a Municipal Park.

CARRIED

11.b Bylaw 571/06 – 2006 Tax Rate Bylaw

MOTION 06-341
Requires 2/3

MOVED by Councillor Newman

That the 2006 Municipal Tax Rate be established as follows:

1. 6.885 for residential and farmland;
2. 11.028 for non-residential.

CARRIED

MOTION 06-342
Bylaw 571/06
Second Reading
Requires 2/3

MOVED by Councillor Froese

That first reading be given to Bylaw 571/06 being a tax rate by-law for the MD of Mackenzie.

CARRIED

MOTION 06-343
Bylaw 571/06
Third Reading
Requires 2/3

MOVED by Councillor Watson

That second reading be given to Bylaw 571/06 being a tax rate by-law for the MD of Mackenzie.

CARRIED

MOTION 06-344
Bylaw 571/06
unanimous

MOVED by Councillor Braun

That consideration be given go to third reading of Bylaw 571/06 being a tax rate by-law for the MD of Mackenzie.

CARRIED

MOTION 06-345
Bylaw 571/06
Third Reading
Requires 2/3

MOVED by Councillor Driedger

That third reading be given to Bylaw 571/06 being a tax rate by-law for the MD of Mackenzie.

CARRIED

MOTION 06-346
Bylaw 571/06
Third Reading
Requires 2/3

MOVED by Councillor Neudorf

That additional $824,637 municipal taxation revenue collected due to changes in the municipal tax rate be contributed to the Roads Reserve.

CARRIED

11.c Appointments of mediators

MOTION 06-347

MOVED by Councillor Wardley

That Barbara McNeil and Andrew Fulton be appointed as mediators for the 2006 negotiations with the Town of High Level.

CARRIED

Councillor Newman leaves at 4:30 p.m.

11.d Municipal bursaries program

MOTION 06-348 **MOVED** by Councillor Wardley

That the 2006 deadline to submit a bursary application be extended to June 16, 2006.

CARRIED

MOTION 06-349 **MOVED** by Councillor Braun

That the municipal bursaries be made available to students within two years from a graduation date and have graduated from a public school within the Mackenzie Region, and either student or family must be living in the MD of Mackenzie.

CARRIED

MOTION 06-350 **MOVED** by Councillor Neudorf

That returning students, who live in the MD of Mackenzie or whose families live in the MD of Mackenzie, and these students have graduated from a public school within the Mackenzie Region, may reapply and be considered for a bursary.

CARRIED

MOTION 06-351
requires 2/3

MOVED by Councillor Froese

That 2006 operating budget be amended by increasing the current bursaries budget from $6,000 to $10,000 with funds coming from the general operating fund

CARRIED

11.e Capital projects 2006 Progress Report and Year to-date Income Statement

MOTION 06-352
requires 2/3

MOVED by Councillor Wardley

That the capital project progress and the year-to-date operating income statement be received for information.

CARRIED

NEXT MEETING DATE:

13.a Regular Council Meeting:
Wednesday, May 24, 2006
1:00 p.m. Community Hall, Zama

ADJOURNMENT:

14.a Call for Adjournment

MOTION 06-353 **MOVED** by Councillor Neudorf

That the regular Council meeting of Tuesday, May 9, 2006 be adjourned at 5:04 p.m.

CARRIED

These minutes will be presented for approval on May 24, 2006

M.D. of Mackenzie
Action List
As of May 9, 2006

Council Meeting Motions Requiring Action

Motion Date & Name	Action Required	Status
03-128 Feb 25 Eva / Paul	That Municipal District of Mackenzie enter into an agreement with the Dene Tha First Nation to maintain the existing road adjacent to the west boundary of sections 30 and 31-109-18-W5M for the unrestricted use of it. (Four mile road)	Met with AIT/ Schedule meeting with Den Tha First Nations
05-358 June 30 Eva & Paul	That Minister Cardinal's office is contacted in regard to lake front lots.	Schedule committee meeting & letter of intent
05-387 July 27 Paul	That a bylaw be prepared to address the minimum maintenance standards required privately owned property to be maintained.	Under-review
05-447 Sept 13 Eva	That the closed 100 A Street properties in La Crete be sold for one dollar ($1.00) to adjacent landowners directly east of the closed road; subject to meeting all required conditions of the Municipal Government Act, and utility right of ways be put in place for municipal works.	Waiting for easements.
Sept 28 Paul	Councillor Thompson expressed concern over emergency services communications during times when phone service was down. Paul Driedger is providing two way radios to emergency personnel, and for providing residents with all of the local emergency numbers for each community.	Protective Services agenda. Information to go to the public on local emergency numbers when 911 is inaccessible.
05-689 Dec. 13 Eva / Rick	Review the Airport Vicinity Protection Study	Pending negotiations. Eva is checking with other municipalities.
Dec. 13 Paul	Administration will write to the RHA for clarification about inter-facility transfers for the region.	In progress. MRES is meeting with RHA regularly.

06-175 Mar 7 Grant	That the Agricultural Services Board investigates options to assist with current wolf overpopulation in this area.	In progress; working with local Fish & Wildlife
06-93 Feb. 8 Wanita	That administration contacts the organizers of the Action for Effective Communication Workshop to plan a local workshop for the High Level area.	Postponed.
Feb. 8 Joulia	Council requests a copy of minutes from upcoming Northern Lights Health Authority stakeholders meeting.	Received a letter from Bernie Blaise enquiring $ 800,000 funding.
06-106 Feb. 8 Joulia	That legal counsel is sought regarding the status of the Ministerial Order H002-2002 regarding the Mackenzie Housing Management Board.	Research Building Ownership Information; in contact with legal counsel.
06-173 Mar 7 Rick	Request for proposals be sent out and advertised for Assumption Bypass project	Tenders are out; closing date Thursday, May 11, 2006
06-176 Mar 7 John/ Grant	Administration starts process to lobby government for additional staff/funding for local fish & wildlife office.	Letter sent on May 1, 2006.
06-178 Mar 7 John	Administration set up a meeting with High Level and Footner regarding water supply and this be referred to the Operations Committee	On hold until HL agreements are finalized.
06-221 Mar 22 Paul	Protective Services Committee review policy or bylaw regarding refunding/waiving of invoices for fires.	In progress; will be reviewed at next PSC Meeting.
06-235 April 11 Wanita	That all members be authorized to attend the Assessment Review Board training	Send an update to members.

06-242 April 11 Rick	That the MD request a copy of the Hwy 697 Flood Study that was conducted in the 1990's and updated in 1998. This study is than to be reviewed by AG Services Board	In progress
06-244 April 11 Rick	That the MD of Mackenzie No.23 write a letter to Alberta Infrastructure and Transportation requesting that the provincial funds for both intersections be combined and applied to the lighting installation at the intersection of Hwy 88 and 50th Street.	Letter was sent on May 1, 2006
06-247 April 11 Paul	That first reading be given to Bylaw 571/06, being a bylaw on Anti – Bulling within the Municipal District of Mackenzie	In progress, review with stakeholders. *Mix up – reintroduce as Bylaw 573/06, 1st reading given on April 11/ 06, (571/06)*
06-250 April 11 Paul	That the Protective Services Committee members be authorized to attend the OH&S "Code of Practice for Fire Fighters" session in High Level	In progress
06-270 April 11 Joulia	That the MD pursue an option to draft a memorandum of understanding for consultation with the First Nations	In progress
Addition 9.d April 26 MJ & Rick	45 Street Improvements Councillor Thompson mentioned that it seems that some of the base structure alongside the sidewalks along 45 Street in Fort Vermilion is settling and losing some of its structure.	In progress
06 – 295 April 26 Rick	Buffalo Head Prairie Intersection That both options for the Buffalo Head Prairie Intersection be brought forward to the community in a public meeting for their input	AIT working on cost estimate; MD negotiation
06-297 April 26 John	That a letter be written to John Engleder, Alberta Infrastructure and Transportation, requesting that they provide the pavement for the highway 697, La Crete North Access Road, and range Road 15-1 upgrade.	Letter has been sent.
06-301 April 26 Paul	That a letter of support be written to La Crete Minor Hockey Association for hosting the 2007 Bantam Provincials.	In progress.
Addition 10.h April 26 Paul	Councillor Thompson pointed out a fire hazard with the Hamlet boundaries in the middle of residential lots. Paul Driedger will take a look into this problem.	In Review

06-314 April 26 Eva	That the La Crete MD Office Building Task Force be given approval to proceed with negotiations for the Mustus Lake Centre in La Crete.	In Progress
06-318 May 9 John	That Administration brings back various options for obtaining fill dirt for Zama lots.	Next RCM; Wednesday, May 24,2006
06-326 May 9 Wanita	That no gravel be sold out of the Tompkins pit for the 2006 year. That Policy PW014 – Sale of M.D. Gravel for personal use be adopted as amended	Take out red line/ Completed
06-327 May 9 Rick	That a gravel crushing be tendered with the following alternative: • A three year supply of gravel over three years with a condition that enough gravel be crushed in all municipal pits for each regravelling season throughout the three years, or: • A three year supply of gravel over one year. and that the site work and preparation be included as a deletable item; and that the cost of purchasing a gravel crusher be brought back in conjunction with the gravel crushing tender.	In progress
06-328 May 9 Wanita	That May 21 – 27, 2006 be proclaimed Public Works Week.	Completed
06-336 May 9 Eva	That the Municipal District of Mackenzie offer to take possession of Lot 9, Plan 4726TR in exchange for another residential lot within the Hamlet of Fort Vermilion.	In progress
06-338 May 9 Paul	That the Buffalo Head Prairie Intersection be received as information.	In progress
06-339 May 9 Paul	That 15.9 acres of land on SE 16-106-15-W5 be acquired within the Hamlet of La Crete as a Municipal Park.	In progress
06-340 May 9 Paul	That the La Crete Recreation Society be authorized to proceed with a ball Park when the land has been acquired for a Municipal Park.	In progress

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item #_____

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**John Klassen, Acting Roads Supervisor**
Title:	**Fill for Zama Lots**

ORIGINAL

3

BACKGROUND / PROPOSAL:

At the May 9, 2006 Council Meeting, Council requested that administration brin options for obtaining fill for lots in Zama.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration has investigated different locations for fill dirt in Zama. Three locations were looked at, with the closest location being approximately 1 mile south of Zama along Zama Access Road. This location contains a borrow pit with what seems to be a large amount of possible fill for the Zama lots.

To access this burrow pit, a Surface Materials License needs to be taken out with Sustainable Resource Development. There are application fees and reclamation costs associated with this application.

Option 1
That private individuals be encouraged to apply for the Surface Materials License and provide fill for properties in Zama.

Administration recommends this option as the costs of the license and reclamation would fall on private individuals benefiting from the disposition.

Option 2
That the Municipal District apply for the Surface Materials License and provide fill for landowners in Zama. This would require the MD to monitor the borrow pit and keep track of those landowners taking borrow and also take on the costs of application and reclamation.

Author: M. Driedger	Reviewed:	C.A.O.:

COSTS / SOURCE OF FUNDING:

Cost of Application
Reclamation Deposit
Surcharge for Public Pits

RECOMMENDED ACTION:

That private individuals be encouraged to apply for the Surface Materials License and provide fill for properties in Zama.

Author: M. Driedger	Reviewed:	C.A.O.:

Municipal District of Mackenzie No. 23
Municipal Planning Commission Meeting

Friday, May 12, 2006

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Mustus Lake Center (MD Office)
La Crete, Alberta

PRESENT	Peter Braun	Chair
	Daryl Zielsdorf	Vice-Chair, MPC Member
	Jack Eccles	MPC Member
	Ed Froese	Councillor
	Manfred Gross	MPC Member
	Paul Driedger	Director of Planning
	Vicky Krahn	Planning and Development Administrative Support

1. CALL TO ORDER

Peter Braun called the meeting to order at 6:30 p.m.

2. ADOPTION OF AGENDA

MOTION 06-129 **MOVED** by Daryl Zielsdorf

That the agenda be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES

MOTION 06-130 **MOVED** by Councillor Froese

That the minutes of the May 3, 2006 Municipal Planning Commission be adopted as presented.

CARRIED

4. DEVELOPMENT PERMIT APPLICATIONS

a) Development Permit Application 43-DP-06
Heimstaed Three; Addition (Alzheimer Centre and Ambulance Bay)
Plan 952 3371, Block 11, Lot 12 & 13

Carl Derksen and Helen Braun were present to discuss the

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proposed development with the Municipal Planning Commission members.

MOTION 06-131 **MOVED** by Jack Eccles

That Development Permit 43-DP-06 on Plan 952 3371, Block 11, Lot 12 & 13 be approved with the following conditions:

1. Minimum building setbacks: 4.6 meters (15 feet) West boundary; 7.6 meters (25 feet) North boundary; 0 foot setback East boundary for Ambulance Bay.

2. New construction only. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

3. The proposed Alzheimer Centre building size to be constructed as per plan submitted with Development Permit application.

4. The proposed Ambulance Bay must be constructed and completed at same time as proposed Alzheimer Centre.

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

6. Prior to commencement of any construction, contact John Klassen, Utilities Supervisor at 928-3835 to identify water line size for service and fire protection.

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

8. All on-site Drainage including parking areas must be tied into the Municipal Infrastructure, which may include storm sewer.

9. The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.

10. Consolidation of the following:

    Plan 752 1580, Block 11, Lot 6
    (9810-105 Street),

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Plan 752 1580, Block 11, Lot 7
(9806-105 Street),
Plan 752 1580, Block 11, Lot 8
(9802-105 Street),
Plan 952 3371, Block 11, Lot 13
(9813-106 Street),
Plan 952 3371, Block 11, Lot 12
(9809-106 Street),
Plan 952 3371, Block 11, Lot 11
(9805-106 Street),
Plan 952 3371, Block 11, Lot 10
(9801-106 Street)

to create one lot.

11. Provide adequate on site parking as follows: The minimum parking standards are 1 stall per 4 patients or resident beds plus, 1.5 stall per employee required during the maximum work shift. A minimum total of 51 parking stalls are needed for the complete development *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*

12. The existing angle parking, on 98th Avenue on the south side of the Heimstaed building, shall be changed to parallel parking as determined by the Municipality.

13. A location be determined for the purpose of overflow parking.

CARRIED

b) Development Permit Application 69-DP-06
Riverside Retail; Carwash (1 stall) (Revised)
Plan 2938RS, Block 1, Lot 4

MOTION 06-132 **MOVED** by Daryl Zielsdorf

That Development Permit 69-DP-06 on Plan 2938RS, Block 01, Lot 04 be approved with the following conditions:

1. Minimum carwash setbacks:
   a. north boundary 22.86 meters (75 feet);
   b. south boundary 5.24 meters (50 feet);
   c. east boundary 1.5 meters (5 feet);
   d. west boundary 15.24 (50 feet).

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2. Enviro tank shall be situated in the south west corner of the lot facing north and south and meeting the following minimum setbacks:
   1. North boundary 9.1 meters (30 feet)
   2. South boundary 3.0 meters (10 feet)
   3. East boundary 1.5 meters (5 feet)
   4. West boundary 1.5 meters (5 feet)

3. All conditions set out by the Petroleum Tank Management Association of Alberta shall be adhered to.

4. Must meet all requirements of the Alberta Fire Code. Contact the local fire chief for required conditions.

5. The Developer must construct Bollards surrounding the proposed tank site.

6. Vehicles are to enter the carwash from the south end and exit from the north end.

7. New construction only. The architecture, construction materials and appearance of the building and other structures shall be similar to the existing primary building and to accepted standards that shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

8. Provide adequate clear signage locating exits, entrance and parking.

9. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of building area, which in this case is 3 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*

10. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner where applicable. Contact the MD of Mackenzie Senior Utility Officer prior to construction to obtain the correct size of line and all other requirements.

11. The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.

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

CARRIED

c) Development Permit Application 106-DP-06
Helena Wall; Four (4) foot high Fence (side & rear yard)
Plan 862 1431, Block 17, Lot 22

MOTION 06-133 **MOVED** by Councillor Froese

That Development Permit 106-DP-06 on Plan 862 1431, Block 17, Lot 22 (10201–103 Avenue) be approved with the following conditions:

1. No fence along front boundary allowed.
2. No person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedges, or any object over three feet in height above the lowest street grade adjacent to the intersection.
3. The fence must not encroach onto adjacent properties.

CARRIED

d) Development Permit Application 111-DP-06
Margaret Fehr; Four foot high Fence (front yard)
Plan 912 3390, Block 19, Lot 14

MOTION 06-134 **MOVED** by Daryl Zielsdorf

That Development Permit 111-DP-06 on Plan 912 3390, Block 19, Lot 14 (10309–104 Avenue) be approved with the following conditions:

1. Maximum height of fence: Four (4) feet front yard (front 25 feet of property); six (6) feet rear yard.
2. No person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedges, or any object over three feet in height above the lowest street grade adjacent to the intersection.

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3. The fence must not encroach onto adjacent properties.

CARRIED

e) Development Permit Application 117-DP-06
Fort Vermilion School Division; Install 1 – 5000 liter (1000 gallon) Above Ground Diesel Tank
SE 1-104-18-W5M

MOTION 06-135 **MOVED** by Jack Eccles

That Development Permit 117-DP-06 on SE 1-104-18-W5M be approved with the following conditions:

1. Minimum development setbacks: 41.15 meters (135) front yard; 15.24 meters (50 feet) rear yard; 15.24 meters (50 feet) side yard, from property lines.

2. The Developer must construct Bollards surrounding the proposed tank site.

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

4. All conditions set out by the Petroleum Tank Management Association of Alberta shall be adhered to.

5. Must meet all requirements of the Alberta Fire Code. Contact the local fire chief for required conditions.

CARRIED

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f) Development Permit Application 118-DP-06
Fort Vermilion School Divison; Install 1 – 5000 liter (1000 gallon) Above Ground Diesel Tank with a 50 % variance on the North boundary
SE 23-104-15-W5M (Plan 772 0008, Lot B)

MOTION 06-136 **MOVED** by Jack Eccles

That Development Permit 118-DP-06 on SE 23-104-15-W5M (Plan 772 0008, Lot B) be approved with the following conditions:

1. Minimum setbacks: 41.14 meters (135 feet) from road allowance; 15.34 meters (50 feet) from any other property lines
2. A variance of 50% on the north property line setback is hereby granted for the placement of the diesel tank.
3. The Developer must construct Bollards surrounding the proposed tank site.
4. All conditions set out by the Petroleum Tank Management Association of Alberta shall be adhered to.
5. Must meet all requirements of the Alberta Fire Code. Contact the local fire chief for required conditions.

CARRIED

g) Development Permit Application 119-DP-06
Fort Vermilion School Divison; Install 1 – 5000 liter (1000 gallon) Above Ground Diesel Tank with a 50 % variance on the North and West boundary
Plan 962 1175, Block 1, Lot 5

MOTION 06-137 **MOVED** by Daryl Zielsdorf

That Development Permit 119-DP-06 on Plan 962 1175, Block 01, Lot 05) be approved with the following conditions:

1. Minimum setbacks: 41.14 meters (135 feet) from road allowance; 15.34 meters (50 feet) from any other property lines

2. A variance of 50% on the north and west property line setback is hereby granted for the placement of the diesel tank.

3. The Developer must construct Bollards surrounding the proposed tank site.

4. All conditions set out by the Petroleum Tank Management Association of Alberta shall be adhered to.

5. Must meet all requirements of the Alberta Fire Code. Contact the local fire chief for required conditions.

CARRIED

h) Development Permit Application 120-DP-06
Wilson Prairie Mennonite School; Basement and Addition
SW 14-105-15-W5M (Plan 892 3135, Block 1, Lot 1)

MOTION 06-138 **MOVED** by Councillor Froese

That Development Permit 120-DP-06 on SW 14-105-15-W5M (Plan 892 3135, Block 1, Lot 1) be approved with the following conditions:

1. The Developer shall obtain permits for all Buildings/Development currently not approved on the proposed property.

2. Minimum building setbacks for School/Porch Addition: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.

3. The architecture, construction materials and appearance of the School and porch addition shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Officer.

4. Provide adequate on site parking to accommodate school staff, students, bussing and events.

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

6. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for M.D. of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developer's expense.

CARRIED

i) Development Permit Application 121-DP-06
David Schmidt; Detached Garage
Plan 942 2615, Lot 1

MOTION 06-139 **MOVED** by Jack Eccles

That Development Permit 121-DP-06 on Plan 942 2615, Lot 01 be approved with the following conditions:

1. Minimum building setbacks: 22.86 meters (75 feet) from the front property line; 4.6 meters (15 feet) side yard: 7.6 meters (25 feet) rear yard from the property lines.

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

3. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for MD of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developer's expense.

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

CARRIED

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j) Development Permit Application 122-DP-06
Auto Teck; Automotive Repair and Used Car Sales
Part of SE 16-106-15-W5M

MOTION 06-140 **MOVED** by Councillor Froese

That Development Permit 122 -DP-06 on Part of SE 16-106-15-W5M be approved with the following conditions:

1. Building Setbacks:
   North Boundary: Minimum 9.1 meters (30 feet)
   West Boundary: Minimum 9.1 meters (30 feet)
   East Boundary: Same setback as La Crete Tire Craft from boundary.
   South Boundary: Minimum 1.5 meters (5 feet)

2. New construction only. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

3. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner where applicable.

4. No person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedges, or any object over three feet in height above the lowest street grade adjacent to the intersection.

5. The fence must not encroach onto adjacent properties.
6. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of building area, which in this case is 10 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*

7. The lowest opening of the 2.0% shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.

8. The municipality has assigned the following address to the noted property (To be assigned). You are required to display the address (To be assigned) to be

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clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

9. Any additions to the main building will require a separate development permit.

10. The total site area shall have a positive surface drainage.

11. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for MD of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developer's expense.

CARRIED

5. SUBDIVISION APPLICATIONS:

a) Subdivision Application 61-SUB-05
Plan 932 3376, Block 17, Lot 6
Ken Wiebe

MOTION 06-141 **MOVED** by Councillor Froese

That the Municipal Planning Commission enter into a Developers Agreement with Ken Wiebe for the subdivision of 3.12 acres of land being on lot Plan 932 3376, Block 17, Lot 6.

CARRIED

6. HYDROGEOLOGIST REPORT REQUIREMENT (SUBDIVISION REGULATIONS)

MOTION 06-142 **MOVED** by Jack Eccles

That the letter submitted by Jeneane Grundberg with Brownlee Barristers and Solicitors be accepted as information.

CARRIED

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MOTION 06-143 **MOVED** by Councillor Froese

That any current and future subdivisions that have a water source to be hauled (i.e. cistern) not be required to provide a hydrogeologist report.

CARRIED

7. MUNICIPAL GOVERNMENT BOARD APPEAL(60-SUB-05)

That the letter from the Municipal Government Board regarding Subdivision application 60-SUB-06 be received as information.

8. NEXT MEETING DATE:

Next Municipal Planning Commission meeting date is scheduled for Tuesday, May 23, 2006 at 4:00 p.m. in Fort Vermilion.

9. ADJOURNMENT:

MOVED by Manfred Gross

That the meeting be adjourned at 7:27 p.m.

CARRIED

These minutes were adopted this _____ day of May 2006.

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

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24th, 2006**
Presented By:	**Paul Driedger** **Director of Planning, Emergency and Enforcement Services**
Title:	**Evacuation Sidewalk – Reallocation of Funds** **Capital Project 06-25-30-06**
Agenda Item No:	

BACKGROUND / PROPOSAL:

The 2006 Capital budget included project 6-25-30-06 Evacuation Sidewalk. This sidewalk was to link the La Crete Heimstaed Lodge and the La Crete Long Term Care Facility. With the new development commencing this year the sidewalk is no longer required and an official request has been made by Mackenzie Housing to have the project funds reallocated.

The request is for a sidewalk linking the La Crete Altenheim at 105 street to the Altenheim units and sidewalk on 104 street along the north boundary of lot 6 and 11, Block 9, Plan 751-1580.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This request is to help facilitate the safe movement of seniors and persons with assisted living needs to be more mobile between the units and also linking the Heimstaed and Altenheim with the downtown core. Currently there are no sidewalks for use by residents and many of them require the use of walking aids.

OPTIONS:

N/A

FINANCIAL IMPLICATIONS:

This request is only for the reallocation of the current $7,031.00, any additional funding required for this project would be the responsibility of Mackenzie Housing Management.

Author: J. Gabriel	Reviewed:	C.A.O.: Acting.

RECOMMENDED ACTION:

MOTION 1

That the 2006 Capital budget project 6-25-30-06 Evacuation Sidewalk funding be reallocated for the construction of a sidewalk along the north boundary of lot 6 and 11, Block 9, Plan 751-1580.

Author: J. Gabriel	Reviewed:	C.A.O.:

Mackenzie Housing Management
P.O. Box 357
LaCrete, Alberta
T0H 2H0
780-928-4349 phone 780-928-4345 fax

May 12, 2006

Paul Driedger
Director of Emergency and enforcement Services
Box 708
La Crete, Alberta
T0H 2H0

Re: Sidewalk construction

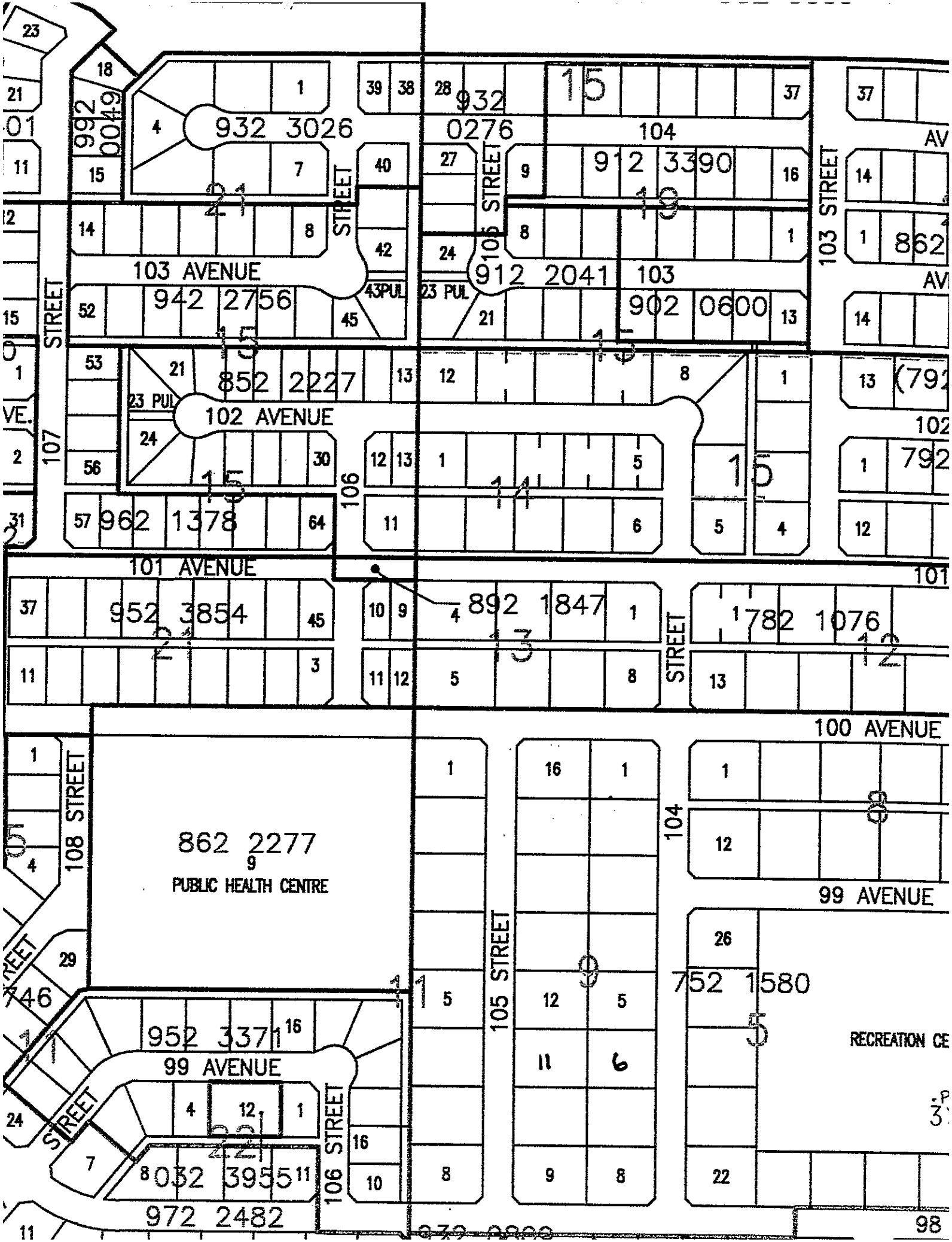
It is my understanding that the M.D. has approved and budgeted for the construction of a sidewalk on the Heimstaed Lodge property. The sidewalk was to complete the connection of the Heimstaed Lodge emergency entrance with the La Crete Continuing Care Center to allow for emergency transferring of clients between the two facilities. This sidewalk was a critical connection for the then emergency plan but with the construction of the Assisted Living Units this sidewalk is not needed as the construction project will cover that piece of property and the two facilities will be connected by paved access.

I would ask that the dollars allocated for the above project be reallocated to another project that would provide safety for community seniors. Across the street from the Lodge are senior's self-contained units, seniors from Altenheim 1 and 3 walk across the property from 105 street to 104 street on their way to the post office or other business up town. These residents are often dependant on walking aids such as canes or walkers and walking across the grass is difficult. A sidewalk connecting 105 street and 104 street may prevent a bad fall and help seniors live independent longer.

Mackenzie Housing Management recognizes the need for a sidewalk and had requested dollars for the paving of the parking lot between the two properties and then a sidewalk would have been a minimal expense but other priorities had to be considered. Installing a new heating system in the Altenheim became the priority this year and for 2007 a new roof on the facility will be the priority.

I thank you for your consideration to this request; if you need further information please contact me at 928-4349.

Helen Braun
CAO
Mackenzie Housing Management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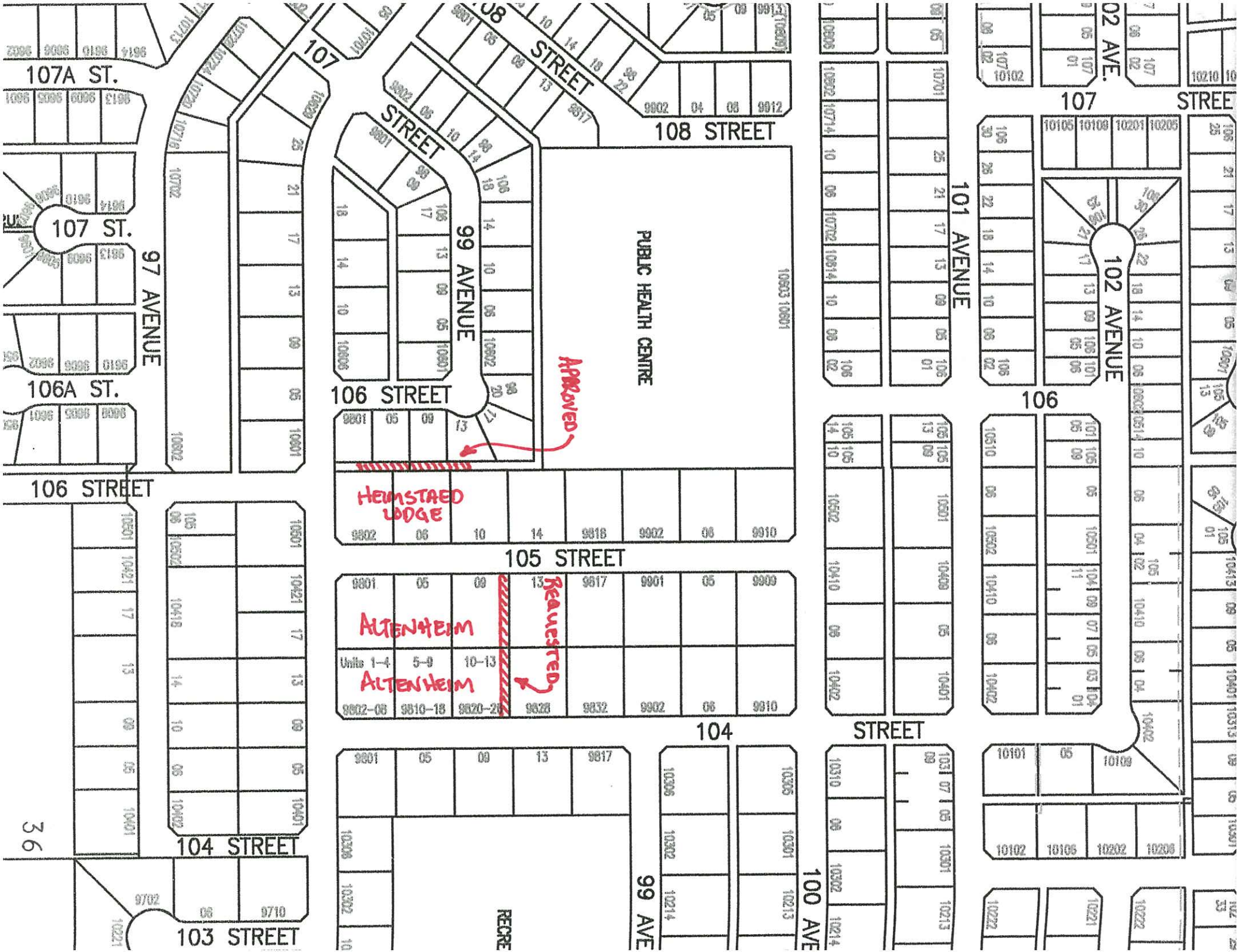
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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	**Regular Council**
Meeting Date:	**May 24, 2006**
Presented By:	**Paul Driedger** **Director of Planning, Emergency & Enforcement Services**
Title:	**La Crete Ambulance Society Invoices**
Agenda Item No:	

BACKGROUND / PROPOSAL:

On October 1, 2005 the Mackenzie Regional Emergency Services took over the La Crete Ambulance Society.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The La Crete Ambulance Society had many outstanding invoices that MRES gained possession of upon taking over the society. The invoices date back numerous years and cause much confusion to the ratepayers when the invoices are being mailed out, now in 2006. The invoices outstanding total $4,283.75.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That all outstanding La Crete Ambulance Society Invoices be cancelled.

Author: D. Schmidt	Reviewed:	Acting C.A.O.:

La Crete Ambulance Society Invoices

NAME	PCR #	INCIDENT DATE	INVOICE #	OUTSTANDING BALANCE
Wall, David & Katharina	7984338	December 1, 2003	3782	$356.68
P & H Grain Terminal (746851 AB Ltd)	7984365	February 3, 2004	4072	$70.00
Harder, Peter M. & Marie	7984388	March 8, 2004	3765	$358.97
Kipling, Richard	7984464	May 17, 2004	3768	$436.83
Kipling, Leonard	7984462	May 17, 2004	3767	$146.00
Braun, George	7984247	September 30, 2004	3749	$363.55
Klassen, Fred	7984250	October 15, 2004	3769	$368.13
Fisher, Trevor & Suzanne	7984287	October 31, 2004	3759	$361.26
Banman, Herman & Trudy	N/A	N/A	3746	$717.94
North Peace Tribal Council	N/A	N/A	3774	$1,104.39
TOTAL OUTSTANDING BALANCE				**$4,283.75**
*** Please note that Invoice #3774, North Peace Tribal Council is for three seperate incidents:**				
Narcisse Auger	*7984241	August 17, 2004	3774	$358.97
Sheldon Friesen	*8452354	December 6, 2004	3774	$358.97
Keiren E. Lambert	*8452428	March 13, 2005	3774	$386.45
Total Invoice Outstanding				**$1,104.39**
*** Please note that Invoice #3746, for Herman and Trudy Banman is for two seperate incidents:**				
Banman, Herman & Trudy	*8452399	March 11, 2005	3746	$358.97
Banman, Herman & Trudy	*8452427	March 13, 2005	3746	$358.97
Total Invoice Outstanding				**$717.94**

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

Agenda Item No:	

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**Paul Driedger** **Director of Planning, Emergency and Enforcement Services**
Title:	**Vehicle Purchase**

BACKGROUND/PROPOSAL:

Administration is asking to purchase two vehicles. One would be for the new Chief Administrative Officer and the second one would be for the General Maintenance Labourer in Zama.

OPTIONS/BENEFITS:

The Acting CAO, Joulia Whittleton and I met with the new Chief Administrative Officer "CAO" to discuss the MD of Mackenzie, and the New CAO indicated that he would prefer an MD of Mackenzie vehicle for municipal work. He requested the vehicle be a quad cab to facilitate passengers when required for road tours, etc.

The second vehicle would be for our new General Maintenance Labourer "GML" Jordan Schaffer, in Zama. Jordan who was hired as an EMT for Zama has also accepted the part time GML position required in Zama and also was elected as Fire Chief for Zama Fire-Rescue. For his duties as the GML Jordan requires a vehicle which was not budgeted for in 2006. This vehicle would also be used as a first response for the Fire Chief which could also assist with the transportation of additional emergency responders. We would equip this vehicle the same as we did for the Leadhand position in La Crete who is also the Fire Chief for La Crete Fire-Rescue. This provides for the Leadhand to respond from wherever he is working directly to the incident rather than to the firehall first and also assists with traffic control on the scene of an emergency. For the dollars spent on lighting and siren it is a large benefit to have the additional traffic control at the scene of an emergency or when responding to an incident.

Author:	Reviewed:	C.A.O.: Acting

COSTS & FUNDING:

New CAO	
Vehicle (4x4 quadcab)	$34,400
Rails/storage box	$2,000
Communications	$3,600
TOTAL	$40,000

Zama GML	
Vehicle (4x4 quadcab)	$34,400
Rails/storage box	$2,000
Communications	$3,600
Lights/siren	$6,000
TOTAL	$46,000

We are requesting that $86,000 be budgeted for the purchase of two vehicles.

RECOMMENDED ACTION:

Motion: requires 2/3

That the 2006 capital budget be amended to include the purchase of two vehicles at a cost of $86,000 to be funded from the General Capital Reserve.

Author:	Reviewed:	C.A.O.:

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item #_____

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**Eva Schmidt, Planning Supervisor**
Title:	**Bylaw 578/06 – Fee Schedule**

BACKGROUND / PROPOSAL:

On occasion, subdivision applications are withdrawn by the applicant for various reasons and at various stages of the subdivision process. To be equitable, the fee schedule bylaw needs to reflect parameters around refunding money to the applicant.

OPTIONS & BENEFITS:

In accordance with Council direction, the attached Fee Schedule Bylaw shows an amendment that allows for subdivision application refunds only when the subdivision application is unable to proceed due to circumstances beyond the control of the applicant or the MD.

COSTS & FUNDING:
N/A

RECOMMENDED ACTION:

Motion 1
That first reading be given to Bylaw 578/06, being a Fee Schedule bylaw.

Motion 2
That second reading be given to Bylaw 578/06, being a Fee Schedule bylaw.

Motion 3
That consideration be given to go to third reading of Bylaw 578/06, being a Fee Schedule bylaw, at this meeting.

Motion 4
That third reading be given to Bylaw 578/06, being a Fee Schedule bylaw.

Author: Eva Schmidt, Planning Supervisor	**Review Date:**	**C.A.O:** Acting

BY-LAW NO. 578/06

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BEING A BY-LAW OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA TO ESTABLISH A FEE SCHEDULE FOR SERVICES

WHEREAS, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, Section 8(c)(i), requires fees to be established by bylaw.

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

1. The following Service Fee Schedule be adopted:

Item	Amount	G.S.T.
Photocopying	$ 0.25/sheet	Applicable
Laminating	Double cost of map (min $5)	Applicable
Tax Certificates	$25.00	N/A
Compliance Certificates	$50.00	N/A
Land Titles	$5.00	Applicable
M.D. Ownership Maps	$15.00	Applicable
M.D. Ownership Map booklet	$50.00	Applicable
Hamlet maps	$5.00	Applicable
Aerial Photo's	$5.00	Applicable
All custom maps up to 17" x 22"	$5.00	Applicable
All custom maps larger than 17" x 22"	$10.00	Applicable
River map	$10.00	Applicable
Area Structure Plan	$15.00	Applicable
General Municipal Plan	$25.00	Applicable
Land Use Bylaw	$35.00	Applicable
Land Use Bylaw Amendment	$150.00	N/A
Development Permit - Other than commercial or industrial	$50.00	N/A
Development Permit – Commercial and Industrial	$150.00	N/A
Development Permit after commencement of construction	Double regular D.P. fee	N/A
Subdivision and Development Appeal - refundable if appeal is successful	$250.00	N/A
Subdivision Time Extension	$50.00	N/A
Subdivision or Boundary Adjustment Application - refundable only where the subdivision is unable to proceed due to circumstances beyond the control of the applicant or the MD	$700 + $200/lot created	N/A
Boardroom Rental	$50.00/day	Applicable

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Council or other Board minutes	**$5.00/set**	**Applicable**
Snow Plow Flags	**$15.00/1/4 mile**	**Applicable**
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	**No Charge**	**N/A**
Dust Control		
DC 100 Oil	**$1500/200 linear meters, Guaranteed for 3 years**	**Applicable**
Calcium Chloride	**$500/200 linear meters per application**	**Applicable**
Dust Control for Seniors	**No Charge**	
Alberta Agriculture's Irrigation Pump/Pipe	**$300.00/48 hours $100.00/each additional 24 hours**	**Applicable**

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2. Equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide, less 20%.

3. This bylaw revokes all previous bylaws with fees pertaining to fees in this bylaw.

4. In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

First Reading given on the _____ day of _____, 2006.

_____ _____
Bill Neufeld, Reeve Executive Assistant

Second Reading given on the _____ day of _____, 2006.

_____ _____
Bill Neufeld, Reeve Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2006.

_____ _____
Bill Neufeld, Reeve Executive Assistant

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item #_____

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**Eva Schmidt, Planning Supervisor**
Title:	**Bylaw 579/06 – Land Use Bylaw Amendment To Include Non-permanent Additions to Mobile Homes In a Hamlet Residential – Commercial Transitional District**

BACKGROUND / PROPOSAL:

On a couple of occasions recently, we have received requests for Mobile Home additions in a Hamlet Residential – Commercial Transitional District "HRCT".

OPTIONS & BENEFITS:

Our Land Use Bylaw does not allow for structural changes to buildings within a HRCT district because once a residential building in this district needs to be replaced the district of that lot changes to commercial use. However, non-permanent additions to Mobile Homes, should be allowed since they can easily be removed.

Attached Bylaw 579/06 allows for a non-permanent addition to a Mobile Home within a HRCT district.

COSTS & FUNDING:

N/A

RECOMMENDED ACTION:

Motion 1
That first reading be given to Bylaw 579/06, being a Land Use Bylaw amendment to include non-permanent additions to Mobile Homes in a Hamlet Residential – Commercial Transitional District "HRCT".

Author: Eva Schmidt, Planning Supervisor	**Review Date:**	Acting **C.A.O.:**

Motion 2
That second reading be given to Bylaw 579/06, being a Land Use Bylaw amendment to include non-permanent additions to Mobile Homes in a Hamlet Residential – Commercial Transitional District "HRCT".

Motion 3
That consideration be given to go to third reading of Bylaw 579/06, being a Land Use Bylaw amendment to include non-permanent additions to Mobile Homes in a Hamlet Residential – Commercial Transitional District "HRCT", at this meeting.

Motion 4
That third reading be given to Bylaw 579/06, being a Land Use Bylaw amendment to include non-permanent additions to Mobile Homes in a Hamlet Residential – Commercial Transitional District "HRCT".

Author: Eva Schmidt	**Review Date:**	Acting **C.A.O.:**

BYLAW NO. 579/06

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

TO AMEND DISCRETIONARY AND PERMITTED USES IN 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 Hamlet Residential – Commercial Transitional District in the Municipal District of Mackenzie No. 23 Land Use Bylaw.

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

7.12 HAMLET RESIDENTIAL - COMMERCIAL TRANSITIONAL DISTRICT "HRCT"

The general purpose of this district is to permit commercial developments in areas of hamlets that are changing over time from residential areas to commercial areas.

A. DISCRETIONARY USES

(1) Agricultural machinery sales and service.
(2) Ancillary building or use.
(3) Automotive equipment sales and/or service.
(1) Bus depot.
(2) Car wash
(3) Dwelling unit in conjunction with a discretionary use provided it is incorporated in the same building and the total floor area

of the dwelling unit shall be less than the floor area for the other use.

(4) Hotel.
(5) Intensive recreational use.
(8) Laundromat.
(9) Lumber yard.
(10) Mobile/Manufactured Home Sales and Service.
(11) Motel
(12) General service.
(13) Professional office.
(14) Public use.
(15) Recreation vehicle sales and service.
(16) Restaurant.
(17) Retail store.
(18) Service station.

B. RESIDENTIAL USES

Residential buildings are regarded as non-conforming buildings in this land use district. Non-permanent additions to Mobile Homes, minor renovations, repairs, and other actions for the purpose of maintaining the dwelling will be allowed. Major structural changes, rebuilding, or replacement of residential buildings will not be allowed.

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C. SITE REQUIREMENTS

Lot area, floor area, site setbacks, building design and other development considerations shall conform to the development standards described in the Hamlet Commercial 1 District "HC1".

D. ON-SITE PARKING

In accordance to Section 4.28 of this Bylaw.

E. LANDSCAPING

In accordance to Section 4.23 of this Bylaw.

First Reading given on the _____ day of _____, 2006.

_____ _____
Bill Neufeld, Reeve Executive Assistant

Second Reading given on the _____ day of _____, 2006.

_____ _____
Bill Neufeld, Reeve Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2006.

_____ _____
Bill Neufeld, Reeve Executive Assistant

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

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**Paul Driedger** **Director of Planning, Emergency and Enforcement Services**
Title:	**Intersection of North La Crete Access with SH697** **John Klassen subdivision**
Agenda Item No:	

SUMMARY PROPOSAL / BACKGROUND:

Council had written a letter to Alberta Infrastructure and Transportation requesting assistance with the upgrade of the intersection on the North La Crete Access Road and SH 697.

DISCUSSION

Attached is the response from Alberta Infrastructure and Transportation regarding the request. They are not willing to assist with any of the upgrade but encourage the developer to contact the contractor for the pavement overlay project on SH697 for the possibility for some work to be done with the overlay project.

See attached Letter.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDED ACTION:

Receive as information.

Author:	Reviewed:	C.A.O.: Acting
		50

Alberta
INFRASTRUCTURE AND TRANSPORTATION

PEACE REGION
Office of the Regional Director

Room 301, Provincial Building
Bag 900-29
Peace River, AB T8S 1T4

Telephone 780/624-6280
Fax 780/624-2440

2005 Alberta Centennial

May 12, 2006

Our Files: 2112-(5-15-106-13 SW)
2180-23

Mr. William Neufeld, Reeve
Municipal District of Mackenzie No. 23
P.O. Box 1690
La Crete, Alberta
T0H 2H0

Dear Reeve Neufeld:

Re: <u>Intersection of North La Crete Access with Highway 697</u>

Thank you for your letter of April 26, 2006 asking that Alberta Infrastructure and Transportation undertake part of the improvement of this intersection.

Please note that the accepted Traffic Impact Assessment states that a Type IIIb intersection is warranted to accommodate the projected traffic volumes in 2025 without adding the traffic to be generated by the Klassen subdivision. The study also states that the existing intersection is already a modified Type IIIb. The most significant modification is that the existing westbound tapers on the east and west legs of the intersection are longer than required for a standard Type IIIb intersection. Therefore, the existing intersection is anticipated to be able to accommodate the traffic growth along the highway from the existing developments over the next twenty years.

Please note that the changes from a Type IIIb intersection to a Type IIIc are all on the north side of the intersection to accommodate the increased traffic on the local road to the north. The Department will require work be undertaken on the north side of the intersection only, prior to the first phase of subdivision of SW 13-106-15-W5M. Given that the intersection does not require improvement to accommodate the growth in highway traffic and that all the work to be done is to accommodate the change in the traffic that will enter and exit Range Road 151, Alberta Infrastructure and Transportation is not prepared to undertake any of this work. The developer may wish to approach the contractor to make a private arrangement to have work done while the overlay project is underway on Highway 697.

.../2

Please call Bill Gish, Operations Manager, at (780) 624-6280, if you have any questions regarding this matter.

Yours truly,

John Engleder, P.Eng.
Regional Director

RL/tj

cc: Bill Gish, Operations Manager - Peace River, Alberta Infrastructure & Transportation

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item #_____

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**John Klassen, Acting Roads Supervisor**
Title:	**Hwy 697 and 88 Connector Intersection**

BACKGROUND / PROPOSAL:

Request for Proposals for the Highway 697 and 88 Connector Intersection project closed on May 15, 2006. Since the total of the lowest compliant bid is in excess of the budgeted amount, Council must award the contract as per policy ADM004 – Tendering and Contract Award.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

3 Request for Proposals were received for the Highway 697 and 88 Connector project.

Contractor	Proposal
Bear River Ventures	$ 223,706.00
Forest Trotter	$ 465,400.00
Pine Ridge Logging	$ 548,048.00

The MD may be able to use fill from an old road to the north of the proposed through road to build the road. This would delete 8500m3 of fill from the contract, an estimated contract amount of $19,635.00.

Approved Budget (from Roads Reserve)		$147,200
Estimated project cost:		
Tender Amount	$ 223,706	
Contingency (10%)	$ 22,370	
Engineering	$ 34,271	
Less 8500m3 fill from Contract	$ - 19,635	
Total cost		$260,712
Over Budget		$113,512

Author: M. Driedger	Reviewed:	C.A.O.: Acting

The total estimated cost of the project is $260,712, including engineering and contingency (excluding GST) and excluding the cost of 8,500m3 of fill. This is approximately 77% over budget.

Option 1:

That the contract for the Highway 697 and 88 Connector project be awarded to Bear River Ventures for $223,706.00 with additional $113,512 coming from the Roads Reserve.

Option 2:

That contract not be awarded and Alberta Infrastructure and Transportation be contacted with a request that they allocate funds to the Highway 697 and 88 Connector project for the asphalt and signage off of Highway 697.

Option 3:

That contract be awarded to the Bear River Ventures with a deletion of granular base course, asphalt concrete pavement and signage, and Alberta Infrastructure and Transportation be contacted with a request that they allocate funds to the Highway 697 and 88 Connector project for the asphalt and signage off of Highway 697.

COSTS / SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

Option 3:

That contract be awarded to the Bear River Ventures with a deletion of granular base course, asphalt concrete pavement and signage, and Alberta Infrastructure and Transportation be contacted with a request that they allocate funds to the Highway 697 and 88 Connector project for the asphalt and signage off of Highway 697.

Author: M. Driedger	Reviewed:	C.A.O.: Acting

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item #_____

Meeting:	**Regular Council Meeting**
Meeting Date:	**May 24, 2006**
Presented By:	**John Klassen, Acting Roads Supervisor**
Title:	**Assumption Bypass**

BACKGROUND / PROPOSAL:

Tenders for the Assumption Bypass project closed on May 11, 2006. 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:

Four (4) tenders were received for the Assumption Bypass project.

Contractor	Tender
Dechant Construction	$5,894,960.00
Thompson Bros. Construction	$7,364,780.00
Staheli Construction	$7,638,465.00
BYZ Construction Inc.	$8,117,600.00

Approved Budget (includes $1,017,000 grant and $1,089,507 from Roads Reserve) $2,106,507

Estimated project cost:		
Tender Amount (less site occupancy)	$ 5,782,460	
Contingency (10%)	$ 580,250	
Potential Site Occupancy Bonus	$ 10,800	
Engineering	$ 296,642	
Total cost		$6,670,152
Over budget		$4,563,645

Alberta Infrastructure and Transportation has approved $1,500,000 grant for this project. This is the maximum provincial grant amount eligible under this program. The additional $483,000 grant funds are not reflected in our budget. Considering this, we are over budget by $4,080,645.

Author: M. Driedger	Reviewed:	C.A.O.: Acting

Option 1:

That Alberta Infrastructure and Transportation be approached for additional funding for the Assumption Bypass project (see attachment). If successful, the budget could be adjusted accordingly and the project be authorized to go ahead.

Option 2:

That the Assumption Hill Bypass project be cancelled.

COSTS / SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

Option 2:

That the Assumption Hill Bypass project be cancelled.

Author: M. Driedger	Reviewed:	C.A.O.: Acting

Alberta
INFRASTRUCTURE AND TRANSPORTATION

Grants to Municipalities
Resource Road Program
PROJECTS APPROVED IN THE YEAR 2004 - as of December 31, 2004

Location	Project Description	Grant Amount
Brazeau County	Range Road 81	$787,763
Cochrane	Griffin Road Phase 3	$381,519
County of Athabasca No. 12	Calling Lake Connector (C) Road - Phase 2	$1,126,362
County of Vermilion River No. 24	Crown Hill Road	$440,850
Cypress County	Township Road 202	$1,213,305
Kikino	Kikino Metis Settlement Road	$393,000
Lac Ste. Anne County	Township Road 541	$250,150
Lacombe County	Spruceville Road South	$776,178
Municipal District of Bonnyville No. 87	La Corey North - Phase 5 - Grading	$2,250,000
Municipal District of Greenview No. 16	Forestry Trunk Road - Phase 1	$1,500,000
Municipal District of Lesser Slave River No. 124	Old Smith Hwy - Phase 3 - Regrading	$1,500,000
Municipal District of Mackenzie No. 23	Assumption Hill By-pass	$1,500,000
Municipal District of Northern Lights No. 22	Chinchaga Forestry Road	$1,375,367
Municipal District of Provost No. 52	Gibson Road	$298,500
Municipal District of Spirit River No. 133	Township Road 780	$813,500
Smoky Lake County	Hwy 28 to Hwy 36 Connector	$670,000
Wheatland County	Glenmore Trail (W)	$435,920
Yellowhead County	Rodeo Road (Range Road 180)	$837,099
	Total:	**$16,549,512**

Notes:

1) The above amounts represent the currently proposed grant allocation to each municipality under this program.

2) While every effort is made to ensure that this information is correct, the amounts shown are for general information only and may or may not coincide with the final grant payment(s) to the municipality.

3) The grant amounts are subject to verification by the Provincial Auditor General.

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item No:

Meeting:	**Regular Council Meeting**
Meeting Date:	May 24, 2006
Presented By:	Joulia Whittleton, Acting CAO/ Director of Corporate Services
Title:	**Resource Road Program**

BACKGROUND / PROPOSAL:

The Municipality applied for the Resource Road Program funding for the following two projects:

- ✓ La Crete 99th Street – 109 to 98th Ave road reconstruction project - the 2006 Capital Budget includes $920,000 for La Crete 99th Street – 109 to 98th Ave road reconstruction project with 50% or $460,000 grant funding and 50% or $460,000 from the Roads Reserve.

- ✓ Husky South Resource Road reconstruction project - this project has not been included in the 2006 Capital Budget. Total estimated project costs: $1,720,000. Source of funding is proposed as follows: 50% $860,000 RRP grant; 50% from the Mackenzie and Husky partnership. Husky and their partner in the Rainbow Plant agreed to fund 25% of the costs. In dollar terms, the Municipal 25% contribution would be $430,000.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

We received a letter from the Alberta Infrastructure and Transportation informing us that these projects have not been approved for the 2006/2007 construction year.

Administration recommends that these projects applications be reviewed, updated and resubmitted for the 2007/2008 construction year. The deadline for applications is November 30, 2006.

COSTS / SOURCE OF FUNDING:

Costs will be addressed during the 2007 budget process.

RECOMMENDED ACTION:

That the MD of Mackenzie reapplies for funding for the 2007/2008 construction year under the Resource Road Program for the La Crete 99th Street – 109 to 98th Ave road reconstruction project and for the Husky South Road project.

Author:	Reviewed:	C.A.O.:

Alberta
INFRASTRUCTURE AND TRANSPORTATION

2005 Alberta Centennial

PEACE REGION
Office of the Regional Director

Room 301, Provincial Building
Bag 900-29
Peace River, AB T8S 1T4

Telephone 780/624-6280
Fax 780/624-2440
email: john.engleder@gov.ab.ca

April 28, 2006

Our File: 1560-RRP-23

Ms. Joulia Whittleton, Acting Chief Administrative Officer
Municipal District of Mackenzie No. 23
Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Ms. Whittleton:

RE: Resource Road Program
Husky Road South and 99 Street Upgrade in La Crete

I wish to acknowledge your applications for funding under the Resource Road Program for the above projects.

These projects were reviewed by the Interdepartmental Review Committee. However, they did not receive a rating score high enough to receive an approval at this time.

As you can appreciate, a significant number of applications were received under the Resource Road Program. Please indicate if you wish these projects to be reviewed for the 2007/08 program year. If so, advise this office and forward any updated information prior to November 30, 2006 for consideration in the 2007 construction year.

If you have any questions, please contact Wayne Franklin at (780) 624-6280.

Yours truly,

John Engleder, P.Eng.
Regional Director

RECEIVED
MAY 08 2006
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
M.D. - FORT VERMILLION

Attachment
DJ:mlb

cc: Wayne Franklin, Infrastructure Manager, Alberta Infrastructure and Transportation

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M.D. of Mackenzie No. 23

Request For Decision

Agenda Item No:

Meeting:	**Regular Council Meeting**
Meeting Date:	May 24, 2006
Presented By:	Joulia Whittleton, Acting CAO/ Director of Corporate Services
Title:	**ADM044 – Dress Code Policy**

BACKGROUND / PROPOSAL:

The MD of Mackenzie employees often meet with the public members. Administration believes that an employee appearance contributes to an overall image of the Municipality.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In order to improve the MD of Mackenzie's public image, administration recommends implementing a Dress Code Policy.

Please review ADM044 policy.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the ADM044 – Dress Code Policy be adopted.

Author:	Reviewed:	Acting C.A.O.:

Municipal District of Mackenzie No. 23

Title	Employee Dress Code	Policy	ADM044

Purpose

To provide guidelines for staff in presenting themselves in a positive, professional manner when representing the Municipal District of Mackenzie.

Policy Statement

The Municipal District of Mackenzie believes staff appearance and personal hygiene must reflect a positive professional image and be suitable for the conditions in the work place and the type of work performed.

Staff attire shall be in accordance with the position they hold and at all times be presentable to the public. All office staff will assume that they may have contact with the public when considering appropriate dress.

Where the specific requirements of the environment in which an employee works differs from that of a business office, then operational issues such as safety and quality control will dictate the appropriate dress standards in accordance the Municipal District of Mackenzie Health and Safety Policy.

An employee shall receive an overview and a copy of this policy upon commencement. Upon non-compliance with this policy, the following steps shall be taken:

1. A warning from his/her immediate supervisor shall be issued and a review of this policy shall be undertaken.
2. The employee shall be sent home to change into appropriate clothing and a second warning shall be issued.
3. An employee shall be disciplined as per the Collective Agreement between the MD of Mackenzie and the Alberta Union of Provincial Employees.

The Chief Administrative Officer may use discretion in relaxing the appearance expectations where conditions support relaxation.

Guidelines

To ensure that all customers and co-workers are comfortable in the specific work setting, a general guideline for appropriate appearance is as follows:

a) Clothing and footwear should always be in good repair, well fitting, and clean. Tight fitting clothes are not acceptable.

b) Inappropriate appearance includes, but is not limited to the following:

- short (defined as above mid thigh) shorts and skirts;
- exposed midriff and /or cleavage
- exposed under garments
- jogging/sweat suits
- skin tight leggings
- sweatshirts or tee-shirts with pictures or with messages that are rude, discriminatory, degrading, or sexual in tone
- tube tops
- halter tops
- spaghetti straps
- muscle shirts
- bare feet without shoes
- body piercing, with the exception of earrings, shall be minimally distracting.

c) Casual Fridays are permitted provided that casual attire does not contravene the dress-code policy.

	Date	Resolution Number
Approved		
Amended		
Amended		

M.D. of Mackenzie No. 23

Request For Decision

Agenda Item No:

Meeting:	**Regular Council Meeting**
Meeting Date:	May 24, 2006
Presented By:	Joulia Whittleton, Acting CAO/ Director of Corporate Services
Title:	**2006 Ed Stelmach Golf Tournament**

BACKGROUND / PROPOSAL:

The 2006 Ed Stelmach Golf Tournament is scheduled for June 16, 2006.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This event is well attended by the Alberta Ministers and MLAs; it provides opportunities for networking and sharing ideas.

COSTS / SOURCE OF FUNDING:

Please see costs on the attached registration form.

RECOMMENDED ACTION:

That the Reeve be authorized to attend the 2006 Ed Stelmach Golf Tournament on June 16, 2006.

Author:	Reviewed:	Acting C.A.O.:

CAO Report.

2006 Ed Stelmach Golf Tournament

June 16, 2006

Golf Registration & Dinner

When: Friday, June 16, 2006
9:00AM to 10:30AM - Registration / Continental Breakfast
11:00AM - Shotgun Tee-off 5:00PM - Dinner & Silent Auction

Where: Golf: Fort-In-View Golf Course (On Range Rd #230, 1KM off HW 37)
www.fortinview.com
Dinner: Normandy Room (Fort Saskatchewan Legion)
9964 - 93 Avenue, Fort Saskatchewan

Cost: $135 -18-holes golf, cart, & dinner
$50 - Dinner only
$350 - Hole Sponsorship

Name _____
Street Address _____
Municipality _____
Postal Code _____
Telephone _____
Fax _____
E-mail _____

When possible, we will confirm registration by e-mail or fax

Golf, Cart & Dinner [ ] Dinner only [ ] Hole Sponsorship [ ]

Requested Partners: _____ _____ _____

Prize Donation? _____

Silent Auction to follow dinner - Auction Item donations appreciated

Please send registration form and cheque payable to:
Ed Stelmach Golf Tournament
c/o Ed Marler
61 Westwood Lane
Fort Saskatchewan, AB
T8L 4N6
Fax: 998-1326

For more information, please contact: Ed Marler (780) 499-5795
emarler@scrapersedge.com

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URGENT AAMD&C Member Bulletin – May 17, 2006

EUB REQUEST FOR INPUT

The Alberta Energy and Utilities Board (EUB) is initiating a trial process that expands existing practices for resolving conflicts between surface and subsurface rights' owners. This trial process is set to begin in September 2006 and will run until April 2007.

The EUB has provided the AAMD&C with the attached draft bulletin for the membership's consideration. In line with this document, the EUB has requested the Association's input and, as such, has provided the following questions to address:

- Is there a problem with access to land, and if so, what is the magnitude of the problem? What is the real issue? (i.e. compensation, changing societal values, NIMBY)
- Is the proposed approach, as contained in the draft bulletin, on the right track or are we totally off the mark? (early engagement and some concept of development planning)
- What are certain companies doing that make them successful with respect to access to land?
- What benefits would the AAMDC take away from this approach? What are the drawbacks? (What's in it for me?)
- Is there a political risk for the EUB doing nothing but maintaining the status quo?

As well, if there are other areas that you would like to comment on, please do so.

Input must be sent to the AAMD&C by **June 7, 2006.** Shortly thereafter, a meeting will be held with the EUB to discuss the feedback we have received.

Please send your answers and comments to Michelle Hay of the AAMD&C via e-mail at michelle@aamdc.com, or by fax to (780) 955-3615.

Enquiries may be directed to:

Gerald Rhodes, AAMD&C
Executive Director
(780) 955-4077

Andre Tremblay, AAMD&C
Director of Advocacy, Policy and Communications
(780) 955-4079

EUB Alberta Energy and Utilities Board

640 - 5 Avenue SW Calgary Alberta Canada T2P 3G4 Tel 403 297-8311 Fax 403 297-7336 www.eub.gov.ab.ca

Draft

Bulletin [20XX-XX]

[Date of issue]

Early Engagement for Oil and Gas Development

The Alberta Energy and Utilities Board (EUB) is initiating a trial preapplication process that expands upon existing practices and requirements for resolving conflicts between surface and subsurface rights owners. The approach will focus on a broader engagement between industry and the public before applications are filed with the EUB and in its initial implementation will apply to intensive energy developments on private lands. Companies will be expected to present and discuss overall development plans for the specific geographical area in question with landowners and other interested parties in a forum convened or overseen by the EUB.

Background

As the search for energy supply in Alberta continues to target shallow gas, coalbed methane (CBM), and other unconventional resources, the pace and surface intensity of oil and gas operations is expected to increase. This trend presents new challenges in addressing stakeholder concerns for the EUB's surface facility approval process.

Landowners, occupiers, and other interested parties, such as municipalities, are concerned about potential impacts, the information to assess them, and their opportunity to influence the course of intensive development. The oil and gas industry is concerned that access to mineral rights they hold is delayed or prevented because of uncertain or protracted regulatory approval processes.

The EUB is aware that these issues have been the subject of many third-party reviews of regulatory policy and process associated with energy development in Alberta. The EUB also recognizes that its regulatory process represents only a part of the overall regulatory system.

Early Engagement Process

This is a pilot process intended to apply to intensive energy developments, such as CBM, on privately owned or occupied lands for the period of September 2006 to April 2007. It will give a wider number of interested parties a meaningful opportunity for more effective engagement early in the development of an intensive energy project, well before any actual hearing that may result from a one-off facility application.

The proposed process will be initiated and guided by the EUB during the trial period. The EUB will provide a structured opportunity (not a formal hearing or an inquiry) for industry, landowners, and other interested parties to review the development plans for a specified geographical area. Industry would set out the scope, nature, magnitude, and timing of their plans; landowners, municipalities, and other interested parties would furnish their input and concerns; the EUB would preside over this forum.

Such a meaningful exchange of information among all interested parties should result in a common knowledge base with respect to projects, including potential benefits, anticipated impacts, and mitigation alternatives. The purpose is to work with stakeholders in developing operational tools and solutions within the EUB's jurisdiction that will anticipate and mitigate impacts at the earliest possible stage of development appropriate to the scale of the project. Operational considerations might include, for example, pad drilling, noise mitigation measures, joint use of existing pipeline rights-of-way, central compression facilities, proliferation guidelines and other best practices. Matters resolved in this engagement process would form the basis of a routine development application.

Benefits

The EUB believes that this proposed approach has significant benefits for both the public and industry relative to the existing site-specific EUB application approval process, including

- early opportunity for interested parties to exchange information and identify issues,
- development criteria resulting in increased routine applications,
- reduced regulatory litigation burden for public and industry, and
- opportunity, as well, for stakeholders to identify and resolve issues that may not be within EUB jurisdiction.

Relationship to Other Initiatives

Government departments, the EUB, and various sector stakeholders recognize there are unresolved concerns between multiple users of public and private lands in Alberta. Other initiatives with different timelines and scope are currently under way to assist in the resolution of conflicts between multiple surface users (e.g., the Integrated Land Management Project). The EUB process outlined in this bulletin is not intended to duplicate the ongoing work of other initiatives. The EUB anticipates that this process will begin to examine primarily the lands contained in east-central Alberta where CBM development is currently under way. The EUB hopes that its initiative will contribute to the overall resolution of multi-land-use conflicts in Alberta.

Design and Testing

The EUB has established an executive steering committee and will have staff team in place by February 15, 2006, to work on the process design. Part of the design will be the selection of a geographical area or development target to test the new process. Our goal is to commence our first test of the new process in the fall of 2006.

Stakeholder Feedback

The EUB is interested in hearing what stakeholders believe would make the process of value to them and successful. In addition, we are seeking input on a suitable candidate for our initial test of the process. The staff design team will contact some stakeholders in the spring 2006 timeframe for feedback on process design.

EUB Contacts

Michael J. Bruni is the primary contact at the EUB. We look forward to hearing from stakeholders by _____.

Michael J. Bruni
Executive Manager
Energy Team

ALBERTA OMBUDSMAN
Focused on Fairness

April 28, 2006

BILL NEUFELD
REEVE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
PO BOX 640
FORT VERMILION AB T0H 1N0

Dear Reeve Neufeld:

The Alberta Ombudsman has updated its communication instruments and would like to keep you informed. As you are aware, we do not have jurisdiction over municipalities. However, since you may receive inquiries from the public asking for direction with regards to unfair treatment by provincial government authorities and some professional organizations, I want to provide you with some information about my office.

Enclosed are copies of our pamphlet, general business card and a poster for display. It would be very much appreciated if your office displayed these items. If your municipality has a community directory on its internet site, we would be interested in providing a link to our home page. Should you require additional items, please contact our Office at (780) 427-2756.

Thank you for your ongoing support to the Alberta Ombudsman.

Yours very truly,

G. B. (Gord) Button
Alberta Ombudsman

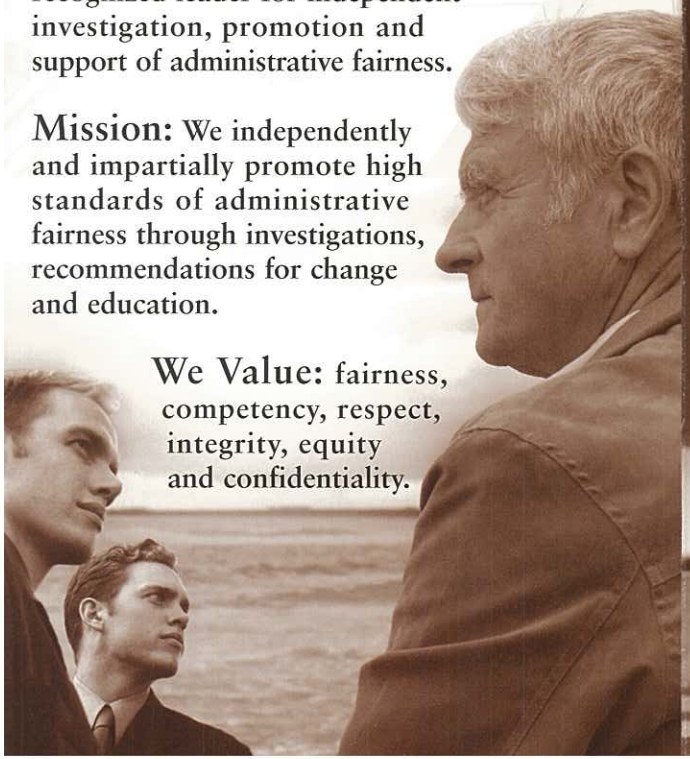
RECEIVED
MAY 03 2006
MUNICIPAL DISTRICT
OF MACKENZIE NO. 23
M.D. - FORT VERMILLION

10303 Jasper Avenue NW Suite 2800 Edmonton, Alberta T5J 5C3 • Phone (780) 427-2756 • Fax: (780) 427-2759
301 6th Avenue SW Suite 2560 Calgary, Alberta T2P 3W2 • Phone (403) 297-6185 • Fax (403) 297-5121 • www.ombudsman.ab.ca • om.buds@ombudsman.ab.c

Vision: The Alberta Ombudsman is the recognized leader for independent investigation, promotion and support of administrative fairness.

Mission: We independently and impartially promote high standards of administrative fairness through investigations, recommendations for change and education.

We Value: fairness, competency, respect, integrity, equity and confidentiality.



Contacts

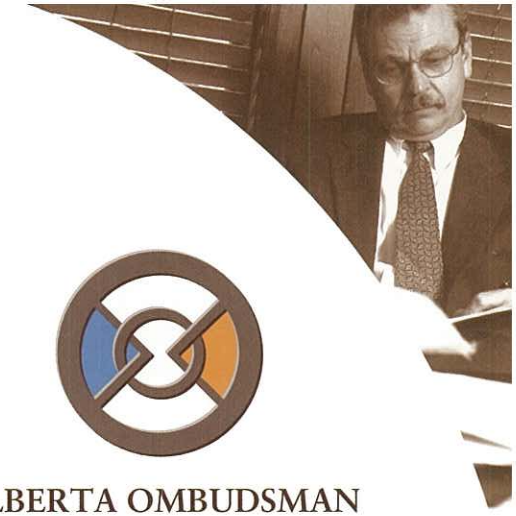
Edmonton
Suite 2800, 10303 Jasper Avenue NW
Edmonton AB T5J 5C3
Phone (780) 427-2756
Fax (780) 427-2759

Calgary
Suite 2560, 801 – 6 Ave SW
Calgary AB T2P 3W2
Phone (403) 297-6185
Fax (403) 297-5121

Call toll free 310-0000 and dial either office

E-mail (for general information)
om.buds@ombudsman.ab.ca

Web site (online complaint form)
www.ombudsman.ab.ca

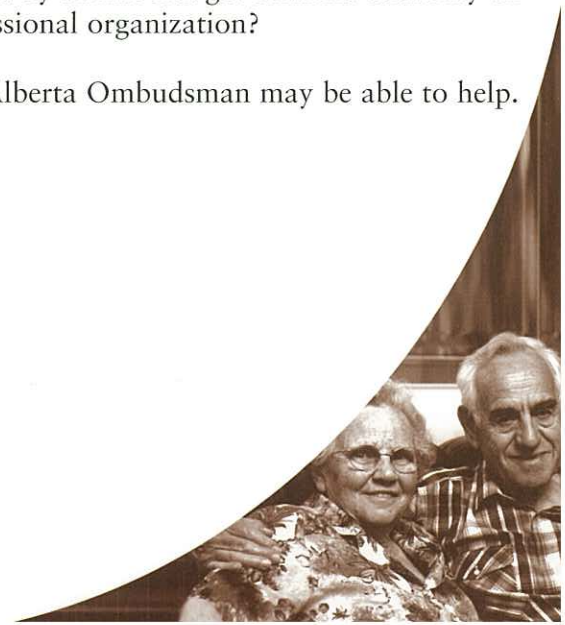


ALBERTA OMBUDSMAN

Focused on Fairness

Do you have a complaint about how you were treated by an Alberta government authority or professional organization?

The Alberta Ombudsman may be able to help.



WHAT does the Ombudsman do?

The Alberta Ombudsman determines administrative fairness. We respond to complaints of unfair treatment by provincial government authorities and professional organizations.

The Ombudsman

- is independent from government
- is impartial: we are focused on fairness
- is approachable and responsive
- provides services free of charge
- is not an advocacy service

WHO can the Ombudsman investigate?

The Ombudsman investigates the actions and decisions of Alberta government departments, agencies, boards and commissions. We also investigate complaints against several professional bodies, including some health professions, accounting professions, foresters and veterinarians. See our Website for the complete list.

Organizations we DO NOT investigate include federal or municipal governments, MLAs, police, universities, schools, matters handled by the courts and private matters. We will likely be able to direct you to the proper office to make your complaint.

WHEN should I complain to the Ombudsman?

Before the Ombudsman can review your complaint you should try to resolve it directly with the authority you are complaining about. That means you should complete their appeal process and if they don't have one, then take your complaint directly to a supervisor within the authority.

If you have completed this process and you still feel you were treated unfairly, then contact us.

If you require assistance or advice, our oral intake process provides information about the Alberta Ombudsman and referrals. Please call us for more information.

HOW do I make a complaint?

Your complaint must be in writing and you must sign it. An online complaint form is available on our Website. Your complaint should include:

- Your name, address and phone number
- The name of the department, authority or professional body you are complaining about
- Details about your complaint
- An explanation of what you have done to resolve the problem
- Information about why you feel you were treated unfairly
- Copies of any relevant documents

WHAT happens after I complain?

Your complaint will be reviewed and the Ombudsman will determine if we can investigate. You will receive a letter explaining his decision.

If an investigation is launched, the Ombudsman will thoroughly examine all relevant information. You will be contacted throughout the process and you will receive a letter explaining the final outcome of the investigation.

If the Ombudsman cannot investigate your complaint, you may be referred to another office for advice or help.

FILE COPY

LEGISLATIVE ASSEMBLY
ALBERTA

Len Webber, M.L.A.
Calgary – Foothills Constituency

April 24, 2006

Dear Stakeholders:

The security industry is expected to experience increased demands in the coming years. It is important that standards be developed to keep pace with the anticipated growth and give Albertans a sense of safety and security in their communities. In April 2005, I was appointed by Honourable Harvey Cenaiko, Alberta Solicitor General and Minister of Public Security to lead the review of the *Private Investigators and Security Guards Act.*

Over the last year, stakeholders were consulted and research was completed across Canada and internationally to develop the draft directions contained in the attached Consultation Paper. I would like to take this opportunity to thank those who participated in the consultation process. I look forward to continuing to work with stakeholders as recommendations are developed that will be submitted to the Solicitor General and Minister of Public Security for consideration in developing changes to the legislation.

Before the recommendations can be developed, your views on the proposed directions are appreciated. Please submit your feedback prior to June 9th, 2006. I look forward to reviewing your comments and ideas for the future direction of the security industry.

Sincerely,

Len Webber

Len Webber
Chair, of the Review
MLA Calgary-Foothills

Attachment

RECEIVED
MAY 04 2006
MUNICIPAL DISTRICT
OF MACKENZIE NO. 23
M.D. - FORT VERMILLION

Legislature Office: 713 Legislature Annex, Edmonton AB T5K 1E4 Ph. (780)415-9586 Fx. (780)422-1671

Consultation Paper

Government MLA Review of the *Private Investigators and Security Guards Act*

Alberta Solicitor General and Public Security

April 18, 2006
ISBN: 0-7785-4695-0

INTRODUCTION

Private security is a rapidly growing and changing industry in Alberta. However, legislation has not kept pace with this expansion or with the needs of the industry and the public. The security industry plays a vital role in enhancing public safety by providing protection and security services through a range of private and public agencies.

The present legislation originated with the *Private Detective Act* in 1948, which evolved into the *Private Investigators and Security Guards Act* in 1965. Currently, approximately 4,500 licensed security guards and 620 licensed private investigators operate in Alberta. The province is also home to over 90 licensed security guard companies and 150 private investigator agencies. These numbers do not include internal or in-house security or other sectors of the unlicensed security industry. Through the *Criminal Code of Canada*, the Solicitor General and Ministry of Public Security also licenses approximately 1,140 locksmiths and 1,360 individuals who require the use of vehicle lock out tools which are commonly tow truck operators or those in the automotive or auto body technician trades.

Review process

Government only regulates a small portion of the security industry in Alberta. Over the next several years, it is anticipated that the security industry will grow at an increasing rate to respond to the demands for increased security by the public and businesses.

In April 2005, Harvey Cenaiko, Solicitor General and Minister of Public Security appointed Len Webber, MLA, Calgary-Foothills as Chair to review the *Private Investigators and Security Guards Act*. The goal of the review is to ensure the legislation is effective, reflective of industry changes over the last 40 years and integrated into the overall strategy for public safety.

The review is currently ongoing and has included stakeholder consultations across Alberta and Canada as well as research from across the country and internationally. Over 130 submissions were received from the stakeholders such as security guards, private investigators, locksmiths, tow truck companies, police services, armoured car companies, the energy sector, shopping centers, grocery stores, restaurants and hotels, educational institutions and the general public. Stakeholders also expressed their views at more than 25 meetings held on the review of the security industry. The intent of this document is to seek additional stakeholder feedback in refining the directions and developing recommendations.

INTENT OF CONSULTATION PAPER

This document contains draft directions based on the stakeholder consultations and research. Feedback received from this report will assist in further developing recommendations that will benefit both the security industry and the public it serves by increasing the quality of the service provided and promoting confidence in the industry as a whole. The intent of this report is to gain further stakeholder input into developing recommendations that will enhance public safety and security and assist in safeguarding life and property while respecting the rights of those involved. The submissions received to date will continue to be reviewed and relied on throughout the development of the recommendations.

This Consultation Paper offers a summary of stakeholder feedback and an overview of some of the changes being considered to the *Private Investigators and Security Guards Act*, including:

- Parameter of licensing
- Minimum qualifications
- Training standards
- Use of equipment
- Accountability
- Licensing and portability
- Renewing licences
- Standards for uniforms and vehicles
- Communication

HOW CAN I PROVIDE MY IDEAS FOR THE REVIEW?

Upon reading this document, there are several ways you or your organization can respond. Please be as specific as possible in your written response in terms of identifying your area of interest in the report and additional areas for consideration.

Please provide your comments before **June 9th, 2006** by:

- Mail:
  Government MLA Review of the
  Private Investigators and Security Guards Act
  Alberta Solicitor General and Public Security
  10th Floor, John E Brownlee Building
  10365 – 97 Street
  Edmonton AB T5J 3W7

- Email: securityindustry.review@gov.ab.ca

- Fax: (780) 427-1903

Updates will be posted at www.securityindustryreview.gov.ab.ca

If you require additional copies of this Consultation Paper or you have any questions, call (780) 427-3149 or toll free at 310-0000.

I. PARAMETERS OF LICENSING – WHO SHOULD BE LICENSED?

Current Situation
Under the current *act*, private investigators and contracted security guards must be licensed. Contract security generally involves services provided by security guards to protect people or property that have been contracted through a business, agency or individual. Private investigators generally obtain information about the personal character and actions of a person. They also search for missing persons.

In addition, through the *Criminal Code of Canada* individuals who require automobile master keys and tools for entry into vehicles also require a licence. This commonly includes locksmiths and individuals who provide vehicle lock out services.

Stakeholder Feedback
The majority of respondents indicated when an area significantly impacts public security and safety, it should be considered for licensing under the *act*. Also, those that are already regulated or subject to stringent industry standards, such as barristers and solicitors, insurance adjustment agencies or financial institutions who may perform investigations should not be licensed under the *act*.

Proposed Direction
In protecting the safety and security of people and property, companies and individuals who are providing a security function and interact with the public or are performing activities that could impact the civil liberties of others should be licensed. Those that are already highly regulated are being considered for exclusion from licensing.

The directions discussed below are consistent with other jurisdictions across Canada and internationally. Transitional provisions for those sectors that may be licensed are also being considered. The following agencies and security personnel are being considered for inclusion in the licensing requirements:

(i) Security guards

The definition of a security guard would be clarified and expanded to include activities involved in guarding or patrolling for the purpose of protecting property or persons. This would include roles such as bodyguards, door supervisors and security staff or bouncers in bars who provide supervision and security on the floor. Also, in-house security guards who are providing security services to their employers' property such as shopping malls or office buildings would also be licensed.

Rationale
There are minimal differences between in-house security and a contracted security function. Also, the role of doormen, security staff or bouncers often involves similar activities performed by a security guard. Expanding and clarifying the definition of a security guard will provide consistency in the standards across the province.

(ii) *Security guard dog companies*

This would include guard dogs that detect explosive devices and provide security for intrusion, detection and tracking.

Rationale
A guard dog that is used for security is viewed as additional enforcement to support security guards in completing their duties.

(iii) *Private investigators*

Private investigators would continue to be licensed and the definition would be clarified to include those who engage in the following:

- obtaining and providing information as to the conduct, personal character, identity, location, education, employment and assets of any person or business,
- investigating accidents, property damage, and crimes or offences involving any person or business, including the whereabouts of a missing person,
- investigating stolen or lost property incidents in an attempt to locate or recover the property,
- surveillance activities, and
- providing an investigative role through a business where the activities are being completed externally to the organization and involve a third party.

Some activities performed by private investigators may have a higher degree of impact on the privacy and rights of individuals and may impact public interest. To ensure the publics' security is protected, additional safeguards and criteria are being considered for those private investigators that perform these types of activities.

Rationale
The directions increase the standards for private investigators, provide consistency across the province and more accurately reflect their current role.

(iv) Loss prevention personnel

Loss prevention personnel should be licensed to reflect their unique responsibilities involved in preventing, detecting or apprehending shoplifters.

Rationale
In performing their duties, loss prevention personnel who are usually in plain clothes may impact civil liberties when interacting with the public, thus should be licensed.

(v) Alarm companies

Alarm companies that install, maintain, monitor and respond to alarm systems used to detect burglary, breaking or entering, intrusion or theft in residential or commercial buildings would require licensing.

Rationale
Alarm systems are designed to protect lives and property, thus affecting the safety and security of individuals involved.

(vi) Vehicle lock out service providers

Individuals who require a restricted automobile master key or commonly called a vehicle lock bypass tool used to gain access to a locked vehicle should *continue* to be licensed. These individuals are often tow truck operators or fall under the automotive and auto body technician trades.

Rationale
Developing provincial legislation that clarifies the types of tools this industry requires will minimize security risks to the public.

(vii) Locksmiths

Locksmiths should *continue* to be licensed. However, the activities of locksmiths should be clarified to include installing, maintaining and repairing mechanical and electronic locking devices such as safes and vaults, cutting restricted keys and unlocking building doors and vehicles.

As part of the licensing requirements, locksmiths should:

- hold a Locksmith trade certificate; or
- be a registered apprentice in the Alberta Apprenticeship Program.

Rationale
Clarifying the activities of locksmiths and requiring mandatory training will strengthen the quality of service and minimize security risks to the public.

II. *Minimum Qualifications*

Current Situation
The current legislation requires that an applicant for a private investigator or security guard be at least 18 years of age, of good character, complete a criminal record check and submit fingerprints. These conditions also apply to licensing agencies or businesses under the act.

Stakeholder Feedback
Overall, respondents agreed that private investigator and security guard agencies and individuals and any other security agency should abide by more comprehensive and stringent licensing requirements. This should include minimum standards such as a more comprehensive criminal record check and proof of a business licence.

Proposed Direction
It should be clarified that before an agency, which involves an individual, partnership or body corporate, is eligible to receive a licence, the following minimum standards should be met:

- be a registered company in Alberta with an address in the province, and
- pass a site inspection before licensing or alternatively once a licence is issued.

The licence holder and agency employees performing a security function should also meet the following:

- be at least 18 years of age with the exception of those applying for a locksmith licence, who may be under 18 years and enrolled in the locksmith apprenticeship program,
- be of good character and reputable,
- be a Canadian citizen or a person lawfully admitted to Canada for permanent residence,
- supply a driver's licence abstract,
- submit to an advanced criminal record check, and
- have three reference checks of the employee completed by the employer.

For those agencies and employers whose primary purpose is not security or investigations, a different set of requirements is being considered. Also, for those establishments that are required to obtain a liquor licence, coordination with Alberta Gaming is being explored to ensure that duplication in processes is minimized.

III. TRAINING STANDARDS

Current Situation
Under the current legislation, there are no mandatory minimum educational or training requirements for private investigators and security guards in Alberta.

Stakeholder Feedback
The majority agreed mandatory training requirements for those who require a license under the new legislation should be developed. They indicated that there should be minimum education and training standards. The majority said the industry should be responsible for training costs.

Proposed Direction
Mandatory training as part of the minimum qualifications will help improve industry standards and enhance public safety and security. Job specific training is the key to ensure security agencies and personnel have the necessary skills as it pertains to ensuring the safety and security of those involved.

Alberta Solicitor General and Public Security would establish training certification and re-certification standards in consultation with stakeholders. Employers and employees would cover all training costs.

IV. USE OF EQUIPMENT

Current Situation
Under the current act, security guards and private investigators are not allowed to use equipment such as batons.

Stakeholder Feedback
The majority of respondents said that Alberta Solicitor General and Public Security should have the authority to prescribe specific types of devices, the circumstances of their use and the level of training required to use them.

Proposed Direction
The Alberta Solicitor General and Public Security should have the authority to approve handcuffs and batons. All other equipment and devices, including pepper spray, should be prohibited. By strengthening and clarifying the types of devices and equipment security personnel may use, the public can be assured that standards are being adhered to.

V. ACCOUNTABILITY

Current Situation
The effectiveness of the legislation is dependent somewhat on the system established to monitor and enforce the requirements. Under the current *act*, Alberta Solicitor General and Public Security may suspend, cancel or refuse to renew a licence. However, the current legislation provides only minimal authority to monitor the operation of agencies and personnel and address or penalize unethical practices of security guard or private investigator companies and personnel.

Currently, all agency applicants must post a $5,000 surety bond with the Alberta Solicitor General and Public Security before a license is issued. The bond is required in the event that the principal and/or employee of the principal fail in any respect to perform faithfully, honestly and lawfully in the business of employment.

Stakeholder Feedback
To ensure the industry adheres to standards, respondents indicated that Alberta Solicitor General and Public Security should oversee and monitor the operation of the security industry. Also, more serious incidents such as the use of force and formal written complaints regarding the conduct of a business or its employee should be reported to the Alberta Solicitor General and Public Security. For those situations where the agency or individual licence is cancelled, an appeal process should be established.

Reaction was mixed regarding replacing surety bonds with increased liability insurance. However, the majority of respondents agreed that agencies performing security functions should provide proof of adequate liability insurance.

Proposed Direction
Alberta Solicitor General and Public Security would have increased authority to ensure compliance to standards. Industry monitoring and enforcement of standards would be enhanced by expanding the authority of Alberta Solicitor General and Public Security for inspections. Provisions for sanctions and fines would be similar to those already in place with the addition of allowing the inspector to issue a verbal or written warning, fine on the spot or request formal charges against the licensee. For those agencies or individuals that have their licence cancelled due to lack of compliance to the standards, the current process involving an appeal to Law Enforcement Review Board would continue.

As a requirement for licensing, agencies would need to have a minimum of $2 million in liability insurance. Bonds are not being considered as a requirement at this time as there have been minimal claims on bonds over the years.

VI. LICENSING AND PORTABILITY

Current Situation
Licensed security personnel cannot take their licence from company to company or be employed by more than one company at the same time under the same licence. In situations where an employee moves to another agency, the employer needs to apply to Alberta Solicitor General and Public Security for another licence.

Stakeholder Feedback
Respondents indicated that individuals should be allowed to retain their licence when moving to another employer.

Proposed Direction
A streamlined process for licensing and portability is recommended to allow the industry to be responsive to the security needs of the public.

VII. RENEWING LICENCES

Current Situation
All licenses are required to be renewed annually based on a calendar year.

Stakeholder Feedback
The majority of stakeholders agreed that annual applications should be staggered throughout the year and consideration should be given to extending licenses in some circumstances for up to two years or longer.

Proposed Direction
As the industry is continually growing and personnel are entering and leaving sometimes every few months or within the year, a staggered one-year renewal is recommended for agencies and security personnel based on the yearly anniversary date of application.

VIII. STANDARDS FOR UNIFORMS AND VEHICLES

Current Situation
Although the current legislation and policy provides some guidelines for uniforms and vehicle markings, in many instances security guards wear uniforms, drive vehicles and use insignia very similar to those of police. This creates some confusion for the public.

Stakeholder Feedback
According to the majority of respondents, security uniforms and vehicles should have identifying marks to distinguish them from police officers. These marks should include the word "security" on security guard uniforms and vehicles.

Proposed Direction
Alberta Solicitor General and Public Security would approve all uniforms and vehicle markings for all uniformed security personnel. Those who currently have approval to be in plain clothes would remain so.

IX. COMMUNICATION

Current Situation
Currently communication with stakeholders occurs on an as needed basis.

Stakeholder Feedback
The majority of stakeholders favored a communication process to support the development of industry-wide standards for recruitment, training, education and a code of conduct.

Proposed Directions
Mechanisms should be further explored in terms of determining the best approach to support stakeholder involvement and enhance communication between the Solicitor General and Public Security and stakeholders. This may include bi-annual newsletters, website updates and industry-government meetings.

challenge north
Today's Promise 2006
Tomorrow's Reality

May 2, 2006

Dear Conference Delegate:

Thank you for attending and contributing to the Northern Alberta Development Council's (NADC) Challenge North 2006 Conference - *Today's Promise, Tomorrow's Reality.* Your efforts towards making the conference a success were greatly appreciated.

Putting together a conference of this magnitude requires a year of planning and organizing. While the team at NADC thinks it is a worthwhile endeavor, we believe it is more important that the delegates feel the same way. We need your input to evaluate what we did right and what we did wrong. The next conference is three years away. We, however, need your input now so we can ensure the Challenge North 2009 conference is better yet.

Attached you will find an evaluation form which will enable NADC to get your feedback on the conference. If you would complete the evaluation and mail it or fax back to the NADC office in Peace River, it would be greatly appreciated. Out contact information is:

Northern Alberta Development Council
Postal Bag 900-14 Provincial Building
9621-96 Avenue
Peace River, AB T8S 1T4
Fax: 780-624-6184

We look forward to your comments about the Conference and continuing our work with you.

On behalf of the NADC Council Team, thank you for your participation and efforts. We are busy working on the material we collected ensuring your time was well spent.

Sincerely,

Dan Dibbelt
Executive Director
Northern Alberta Development Council

challenge north 2006
Today's Promise Tomorrow's Reality

CHALLENGE NORTH 2006 EVALUATION

Please complete this evaluation form and place it in one of the Evaluation Drop Boxes.

Your comments help us to determine the success of Challenge North 2006 in meeting the needs of northerners and assist us in planning future conferences.

1. **What type of organization do you represent?** (check more than one if applicable)

☐ Municipal government
☐ Aboriginal government/organization
☐ Provincial government
☐ Education
☐ Health
☐ Industry or business
☐ Other (please specify) _____

2. **How did you learn about Challenge North 2006?** (check more than one if applicable)

☐ Brochure in the mail
☐ NADC Communiqué
☐ NADC Website
☐ Newspaper
☐ Word of mouth
☐ Radio
☐ Other (please specify) _____

3. **Please rate the following elements of the conference from 1 (poor) to 10 (excellent):**

Conference brochure	____	Meals	____
Background report	____	Format of agenda	____
Facility	____	Conference organization	____

Comments: _____

_____

_____

4. **Please indicate your main objectives in attending the conference and rate how well you were able to meet these objectives from 1 (poor) to 10 (excellent):**

☐ Networking	____	☐ Input into strategies	____
☐ Information	____	☐ Other: _____	____

Please comment and/or tell us how the conference could better meet your objectives.

_____

_____

_____

Continued over

challenge north 2006
Today's Promise Tomorrow's Reality

EVALUATION

5. **How relevant were the presentations to your interests and needs?** Please rate from 1 (poor) to 10 (excellent)

Plenary Sessions:

Keynote Speaker: Mark Partridge ___
Monica Coneys ___
Rick Boychuk ___
Panel ___
Q & A Session ___

Concurrent Sessions:

A: Vibrant Communities ___
B: Effective Partnerships ___
C: Toolbox 1 ___
D: Toolbox 2 ___

Comments: _____

_____

_____

6. **How useful were the working group sessions in helping you to identify development strategies for your community and the region as a whole?** Please rate the sessions that you attended from 1 (poor) to 10 (excellent):

Transportation ___
Infrastructure ___
Human Resources ___
Housing ___
Environment ___
Health ___
Post-secondary Training ___
Education ___
Economic Development & Tourism ___
Protective Services & Social Issues ___

Comments: _____

_____

_____

_____

7a) What new ideas or strategies did you hear about at the conference?

_____

_____

_____

b) Which strategies, if any, would you consider exploring further or implementing?

_____

_____

_____

8. **Based on this experience, would you attend another Challenge North conference?**

☐ Yes ☐ No ☐ Unsure

Thank you for taking the time to fill out this evaluation.

Please place completed form in one of the Evaluation Drop Boxes.

Regional Economic Development Initiative
for Northwest Alberta

REDI
Northwest Alberta
incredible!

April 2006

Joulia Whittleton, Acting CAO
Municipal District of Mackenzie No. 23
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Joulia Whittleton

This letter is to confirm that the Regional Economic Development Initiative for Northwest Alberta (REDI) has received your 2006-07 membership fees. I would like to thank you for your continued participation in REDI.

Enclosed you will find a copy of REDI's 2006-07 Annual Operations Plan. If you have any questions about our initiatives for the upcoming year, please don't hesitate to contact me or your organization's REDI representative.

Once again, thank you for your support.

Sincerely,

Boyd Langford, Chair
Regional Economic Development Initiative for Northwest Alberta

Cc: John W. Driedger, REDI representative

RECEIVED
MAY 11 2006
MUNICIPAL DISTRICT
OF MACKENZIE NO. 23
M.D. - FORT VERMILLION

Phone: 780.926.4233 Box 210, High Level, AB T0H 1Z0 Fax: 780.926.2162
www.rediregion.ca

Regional Economic Development Initiative for Northwest Alberta (REDI)

REDI
Northwest Alberta
incredible!

Annual Operations Plan 2006-07

March 2006

TABLE OF CONTENTS

1.0 BACKGROUND

The Regional Economic Development Initiative Association for Northwest Alberta (REDI) is a partnership of the Town of High Level, the Town of Rainbow Lake, the M.D. of Mackenzie, Paddle Prairie Métis Settlement, La Crete Chamber of Commerce, Rainbow Lake Chamber of Commerce, High Level Chamber of Commerce, Fort Vermilion Board of Trade and industry and community partners.

The region encompassed by REDI is geographically located in the far northwest portion of Alberta and is located within the M.D. of Mackenzie #23 and the Métis settlement of Paddle Prairie—a population of more than 23,000 residents. Despite its remote location it is one of the few regions of Canada that is experiencing steady and strong growth, both in its economy and population base.

REDI is registered as a society under *The Societies Act of Alberta* in the name of Regional Economic Development Initiative Association for Northwest Alberta. The Society bylaws of REDI include the membership requirements, and procedures for meetings, roles and responsibilities for the Board of Directors, and officers.

Members & Populations

Member Community	Population
Town of High Level	4,199
Town of Rainbow Lake	1,186
Paddle Prairie Métis Settlement	581
MD of Mackenzie #23	6,604
Fort Vermilion	871
La Crete	2,039
Zama	173
First Nations	5,589
Total Population	21,242

Source: Official Population List 2004. Alberta Municipal Affairs, MD of Mackenzie #23 Census 2003

Member Organizations
Northern Alberta Institute of Technology
Mackenzie Economic Development Corporation (Community Futures)

2.0 MISSION AND CORE BUSINESSES

Mission: To promote, support and enhance economic growth and diversification in Northwest Alberta through regional cooperation and partnerships.

Vision: REDI will be the region of choice for current and future generations. We will boast a sustained and diversified economy that creates prosperity and opportunity for all residents.

REDI will achieve this vision through a vibrant economy that capitalizes on abundant natural resources, promotes strong business relationships, and supports cooperative partnerships.

Core Businesses

#	CORE BUSINESS	INITIATIVES 2005-08
1	Investment Attraction	▪ Attend conferences and trade shows ▪ Determine participation in EuroMission 2006 ▪ Compile past performance about the region ▪ Update regional profile ▪ Maintain Albertafirst.com community profiles and business directory
2	Marketing & Promoting Partnerships	▪ Encourage and facilitate partnerships ▪ Develop marketing plan for the region ▪ Develop marketing materials ▪ Maintain and enhance www.rediregion.ca ▪ Design and circulate REDI newsletter ▪ Expand membership ▪ Attend regional trade shows ▪ Foster effective internal communication
3	Economic Diversification & Opportunity Identification	▪ Identify Mackenzie Valley pipeline opportunities ▪ Facilitate Northwest Alberta Agricultural Ventures Concept ▪ Facilitate a woodlot opportunities seminar ▪ Research agricultural quotas ▪ Facilitate follow up to recreational study
4	Advocacy for Infrastructure & Transportation	▪ Facilitate airport study ▪ Advocate for improved and extended highways in the region, specifically Highways 58 and 88 ▪ Advocate for improved phone coverage and rail links

3.0 2006-07 INITIATIVES SCHEDULE & BUDGET

RESOURCE SOURCE >>			REDI	AED	AMA	Other	Total
CORE BUS. 1 - Investment Attraction		**Schedule**					**$6,000**
1	Attend tradeshows: Meet the North (Edmonton, May), coordinate Hay River trade show (Sept.)	May 8-10, & Sept. 9-10		$4,000			$4,000
2	Maintain Albertafirst.com community profiles & business directory	Sept. '06 & Jan.'07		$2,000			$2,000
CORE BUS. 2 - Marketing & Promoting Partnerships							**$48,000**
1	Encourage & facilitate partnerships	Ongoing	$500				$500
2	Develop marketing plan and marketing materials	May – Oct. '06		$14,000		CISP $14,000	$28,000
3	Maintain & enhance web site	Ongoing-weekly	$2,000				$2,000
4	Circulate REDI Review newsletter (2 issues)	Oct. '06 & March '07	$2,000				$2,000
5	Expand membership	Ongoing	$1,000				$1,000
6	Attend regional trade shows	TBD	$4,000				$4,000
7	Foster effective internal communications	Ongoing	$500				$500
8	Rural Community Economic Development (RCED) project partnership with MEDC	TBD	$10,000				$10,000
CORE BUS. 3 - Economic Diversification & Opportunity I.D.							**$109,000**
1	Identify Mackenzie Valley pipeline opportunities	Ongoing					$0
2	Facilitate Northwest Alberta Agricultural Ventures Concept	Ongoing	$12,500		$41,500		$54,000
3	Investigate agricultural quotas	Summer '06		$5,000			$5,000
4	Facilitate follow-up recreational study	May – Dec. '06			$37,500	Municipalities $12,500	$50,000
CORE BUS. 4 - Advocacy for Infrastructure & Transportation							**$110,000**
1	Airport study facilitation	May '06			$35,000	Municipalities $25,000	$60,000
2	Coordinate regional advocacy & return on investment study for Highways 58 and 88	May '06 – March '07	$15,000	$35,000			$50,000
3	Advocate for improved phone coverage	Ongoing					$0
4	Advocate for improved rail links	Ongoing					$0
REDI OPERATIONS							**$56,600**
1	Accounting & legal fees		$2,500				$2,500
2	Advertising and marketing		$1,500				$1,500
3	Annual General Meeting	June '06	$1,500				$1,500
4	Meeting expenses		$1,500				$1,500
5	Miscellaneous		$1,000				$1,000
6	Office Supplies (phone, postage, etc.)		$2,500				$2,500
7	Professional development		$3,000				$3,000
8	REDI Administration ($500/mo) & Finance ($250/mo)			$9,000			$9,000
9	REDI Project Coordinator ($2,500/mo + travel $300/mo)		$2,600	$31,000			$33,600
10	Sponsorship		$500				$500
	TOTAL SOURCES ALL INITIATIVES		**$64,100**	**$100,000**	**$114,000**	**$51,500**	**$329,600**

4.0 2006-07 WORK PLAN

CORE BUSINESS 1	**Investment Attraction**
INITIATIVE #1.1	Attend conferences and tradeshows
ACTION REQUIRED	▪ Attend Meet the North trade show in Edmonton and participate in a joint Northwest Alberta display similar to 2005. ▪ Coordinate Chambers/Board of Trade participation in Hay River Trade Show. ▪ Distribute information to Chambers and partners about other trade shows of interest.
EXPECTED RESULT (S)	▪ Contacts made through trade shows with NWT and Yukon businesses, government personnel and elected officials. ▪ Increased cooperation amongst the four local chambers/board of trade. ▪ Heightened cooperation amongst northwestern Alberta communities through regional village concept at Meet the North ▪ Heightened awareness of REDI and Northwest Alberta.
PERSONNEL INVOLVED	REDI Project Coordinator (lead), REDI Project Secretary, Management committee, Board members
SCHEDULE	Meet the North, Edmonton – May 8-10, 2006 Hay River Trade Show – Sept. 9-10, 2006
BUDGET (Estimate)	$4,000
PROGRESS TO DATE	In Sept. 2005, REDI attended Opportunities North in Whitehorse. Attempted coordination of local chambers to attend Hay River Trade Show, but did not attend due to lack of interest/response from chambers.
RISK MANAGEMENT (Issues & Solutions)	▪ Distance and cost of travel to shows – Partner with municipalities and other organizations to reduce costs.
COMMENTS	Opportunities North was a worthwhile event in which to participate. REDI partnered with the Towns of High Level and Rainbow Lake, within the Regional Village organized by the City of Grande Prairie. REDI's display focused on promoting transportation corridors between the Yukon and the REDI region.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 1	**Investment Attraction**
INITIATIVE #1.2	Maintain Albertafirst.com community profiles and business directory
ACTION REQUIRED	▪ Maintain and update REDI region business directory on Albertafirst.com database using the BUS system. ▪ Encourage the development of dynamic community profiles for all member communities and assist with annual updates. Participate in Albertafirst community profile contest. ▪ Communicate the benefits of Albertafirst membership to municipalities. ▪ Monitor usage of business directory and real estate tools on www.rediregion.ca.
EXPECTED RESULT(S)	▪ Accurate database of businesses, addresses (postal, e-mail, website), telephone/fax numbers, products and services. ▪ 90% inclusion rate from businesses. ▪ All REDI member communities have community profile on Albertafirst.com. ▪ Municipalities recognized the value of membership in Albertafirst.com.
PERSONNEL INVOLVED	REDI Project Secretary (lead), Co-manager, Contractor, Albertafirst.com staff, Chambers, Municipal staff
SCHEDULE	Letter to municipalities – June 2006 Community profile updates – Nov. 2006 Business directory update – Jan. 2007
BUDGET (Estimate)	$2,000
PROGRESS TO DATE	A business directory update was completed in late 2004/early 2005 and was updated in March 2006. The REDI region business directory is linked to www.rediregion.ca.
RISK MANAGEMENT (Issues & Solutions)	▪ Lack of commitment from municipalities to update community profiles. ▪ Resources and time to undertake the lengthy process of updating the business directory. Explore hiring the same student as last year to perform update. ▪ Resources to pay membership fees in Albertafirst.com should municipalities choose not to pay their own member fees.
COMMENTS	Having the business directory linked to REDI's web site makes it crucial that information in the directory is up to date. The use of the BUS system allows for an easier update process – less work should be required in the future as the system can automatically send update reminders to businesses. REDI paid membership fees for the municipalities for the first two years, and stopped paying in 2006.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.1	Encourage and facilitate partnerships
ACTION REQUIRED	▪ Maintain and enhance relationship with the Northwest Territories. Discuss opportunities to partner on NWAAVC project. ▪ Invite Northern Beef Initiative to make a presentation to REDI Board. ▪ Participate in targeted trade shows (see Initiative 1.1). ▪ Maintain participation (through REDI Board members) in the Northwest Coordinator Development Corporation. ▪ Participate in Regional Rail Committee
EXPECTED RESULT(S)	▪ Contacts made and/or re-established with NWT businesses, government personnel and elected officials at Prospects North. ▪ The REDI region is considered a important stakeholder by the NWT. ▪ REDI is kept informed and involved in regional teams and initiatives.
PERSONNEL INVOLVED	REDI Project Coordinator (lead), Board Members, Co-manager, NWAAVC consultant
SCHEDULE	Ongoing
BUDGET (Estimate)	$500
PROGRESS TO DATE	
RISK MANAGEMENT (Issues & Solutions)	▪ None
COMMENTS	REDI members are well connected through region and bring information from various committee work and membership (i.e. NCDC) back to REDI's membership. REDI has yet to participate in Northern Beef Initiative – following presentation, Board should determine level of involvement, if any.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.2	Develop marketing plan and marketing materials
ACTION REQUIRED	▪ Hire a professional marketing consultant to develop a practical, effective marketing plan for the REDI Region, with a focus on attracting investors and entrepreneurs to the region. ▪ Distribute request for proposals and select consultant to undertake project. ▪ Develop marketing materials, as identified in the Marketing Plan, to support regional marketing, including a trade show display. ▪ Maintain supply of business cards, envelopes and letterhead.
EXPECTED RESULT(S)	▪ A practical marketing plan that targets businesses, entrepreneurs and investors. ▪ Increased awareness amongst investors and entrepreneurs about business and investment opportunities in the REDI region. ▪ REDI maintains a consistent and professional visual identity.
PERSONNEL INVOLVED	Co-manager (lead), Consultant, Management committee, Board members
SCHEDULE	Request for proposals distributed – April 2006 Consultant selected and project underway – May 2006 Plan complete – September 2006
BUDGET (Estimate)	$28,000 (applied to CISP for $14,000) - $20,000 for plan and $8,000 for materials
PROGRESS TO DATE	In 2006, each chamber/board of trade and municipality was asked to submit it Top 10 List of Business Opportunities in the region. This is to be considered in developing the plan. The REDI Board approved a draft request for proposals in Fall 2005. Regional investment profile and web site was completed in March 2005. A new logo for REDI was created in Nov. 2004 and is being used on all REDI marketing materials. REDI sign to use on MEDC's "Northwestern Alberta" display was completed in 2005.
RISK MANAGEMENT (Issues & Solutions)	▪ Finding a marketing professional that is familiar with the region. ▪ Ensuring a practical, cost-effective marketing strategy is completed. ▪ Resources and capacity to implement the plan's recommendations.
COMMENTS	A marketing plan is required to focus REDI's investment attraction efforts by identifying key audiences and strategies for reaching those audiences. Substantial work has been done in developing a regional investment profile, which is a major marketing tool for REDI.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.3	Maintain and enhance REDI web site – www.rediregion.ca
ACTION REQUIRED	▪ Ensure web site is maintained on a regular basis. ▪ Post regional news articles and events on site. ▪ Create new pages as required for REDI projects. ▪ Encourage others to link to the REDI site. ▪ Track visits to REDI web site using quarterly web statistic provided by web site contractor (New Harvest Media). Summarize web statistics using existing template and present to the Board quarterly.
EXPECTED RESULT(S)	▪ Site in maintained as needed, monthly at a minimum. ▪ Web site features up-to-date and relevant information. ▪ Promote the region to investors and partners.
PERSONNEL INVOLVED	REDI Project Secretary (lead), REDI Project Coordinator, Co-manager, Management committee
SCHEDULE	Ongoing – weekly updates or as needed
BUDGET (Estimate)	$2,000
PROGRESS TO DATE	The REDI web site is being kept current. New pages for the NWAVVC project were added in 2005-06.
RISK MANAGEMENT (Issues & Solutions)	▪ Time required to keep web site current. ▪ Update software housed only on REDI Project Secretary's computer which limits who can update the site.
COMMENTS	REDI's web site was launched in March 2005. MEDC staff are trained in Macromedia Contribute software to update the site. In 2005-06, REDI pre-paid the web designer for 13 hours of maintenance, X hours are remaining. REDI's site is hosted by InCentre for a monthly fee. The domain is registered with www.domainsatcost.ca and was renewed for another year in Feb. 2006.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.4	Circulate REDI newsletter (The REDI Review)
ACTION REQUIRED	▪ Select newsletter contractor. ▪ Create and distribute print newsletter – twice per year. Post PDF on web site. ▪ Review and update REDI Review mailing list prior to each mailing.
EXPECTED RESULT(S)	▪ Members feel connected to REDI. ▪ Stakeholders are informed about REDI activities.
PERSONNEL INVOLVED	Co-manager (lead), REDI Project Coordinator, REDI Project Secretary, Contractor
SCHEDULE	Newsletter distributed in October 2006 and March 2007
BUDGET (Estimate)	$2,000
PROGRESS TO DATE	2005-06 newsletters were distributed in Dec. 2005 and March 2006.
RISK MANAGEMENT (Issues & Solutions)	▪ Finding contractor with skills to complete the newsletter. ▪ Using the newsletter design template, designed by contractor who has since left the region.
COMMENTS	The REDI Review was launched in March 2005 (300 copies printed) and mailed to a distribution list of 120 members, partners and stakeholders in Alberta and the NWT.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.5	Expand Membership
ACTION REQUIRED	▪ Undertake membership drive to promote industry and corporate memberships. ▪ Develop a targeted list of potential members, including businesses, institutions and First Nations. ▪ Create a printed information sheet about the benefits of being a REDI member. ▪ Presentations to and meetings with potential new members by REDI Board Members
EXPECTED RESULT(S)	▪ Minimum of $1,000 in new membership fees collected. ▪ Potential members are visited by REDI board members. ▪ Increased awareness about REDI within the region's business community.
PERSONNEL INVOLVED	REDI Project coordinator (lead), Co-manager, Board members
SCHEDULE	Ongoing
BUDGET (Estimate)	$1,000
PROGRESS TO DATE	REDI's first corporate members, NAIT and MEDC, joined in 2005.
RISK MANAGEMENT (Issues & Solutions)	▪ Lack of interest of institutions/industry to participate. ▪ Difficulty scheduling presentations/meetings with target audiences due to busy schedules.
COMMENTS	
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.6	Attend Regional Trade Shows
ACTION REQUIRED	▪ REDI to participate in trade shows and/or Meet the Community night of each Chamber/ Board of trade in the region. ▪ Through marketing budget, investigate ordering a REDI display unit.
EXPECTED RESULT(S)	▪ Public awareness of REDI is raised. ▪ REDI is viewed as supportive of chamber/board of trade initiatives.
PERSONNEL INVOLVED	REDI Project Coordinator (lead), REDI Project Secretary, Co-manager, Board Members
SCHEDULE	La Crete Chamber – April 28-29, 2006 High Level Chamber – Sept. 15-16, 2006 Fort Vermilion Board of Trade and Rainbow Lake Chamber – REDI display/presentation at Chamber meeting or other event – Date TBD
BUDGET (Estimate)	$4,000
PROGRESS TO DATE	This is a new initiative for 2006-07.
RISK MANAGEMENT (Issues & Solutions)	▪ Staff to work the trade shows – considering hiring staff ▪ Lack of a REDI display and promotional items to give away. ▪ Consider partnering with other organizations, such as MEDC.
COMMENTS	REDI meeting reports and other publications are available on REDI's web site. Confidential information, such as minutes, are available only for Members on the REDI AED Intranet, however this has not been updated in the last year.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.7	Foster effective internal communication
ACTION REQUIRED	▪ Continue to produce The REDI Report, weekly communication e-mailed to members, CAOs and chamber staff on Fridays. ▪ REDI project coordinator to attend minimum of one meeting of a member organization each month (i.e. council meeting, chamber lunch). ▪ Implement REDI's communication plan as appropriate.
EXPECTED RESULT(S)	▪ Members feel informed and involved in REDI initiatives. ▪ Members know where to find information about REDI. ▪ CAOs of member municipalities are informed about REDI activities.
PERSONNEL INVOLVED	REDI Project Coordinator (lead), Co-manager, REDI Project Secretary, Management committee
SCHEDULE	Ongoing REDI Report – distributed weekly Monthly – attendance at one member organizations' meeting (each member organization visited twice per year)
BUDGET (Estimate)	$500
PROGRESS TO DATE	The REDI Report was introduced in Nov. 2004 and is proving to be an effective method of keeping members informed, without inundating them with information. Some REDI information has been posted on the AED Intranet site and board members received a presentation on how to access this site, but it is not being used or updated.
RISK MANAGEMENT (Issues & Solutions)	▪ Time it takes information to be posted on Intranet – documents are e-mailed to AED for their staff to post.
COMMENTS	REDI meeting reports and other publications are available on REDI's web site. Confidential information, such as minutes, are available only for Members on the REDI AED Intranet, however this has not been updated in the last year.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 2	**Marketing & Promoting Partnerships**
INITIATIVE #2.8	Support Rural Community Economic Development Regional Projects
ACTION REQUIRED	▪ Support Mackenzie Economic Development and community groups in applying to the Rural Community Economic Development Fund for project assistance. ▪ Provide financial and project support as required.
EXPECTED RESULT(S)	▪ Minimum of 2 community economic development projects supported by REDI. ▪ REDI is viewed as a supportive partner in CED projects.
PERSONNEL INVOLVED	Co-manager (lead), Management committee, MEDC
SCHEDULE	TBD
BUDGET (Estimate)	$10,000
PROGRESS TO DATE	MEDC is coordinating applications on behalf of community groups / chambers to receive funding from RCED. Projects for 2006-07 are still to be determined.
RISK MANAGEMENT (Issues & Solutions)	▪
COMMENTS	
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 3	**Economic Diversification & Opportunity Identification**
INITIATIVE #3.1	Mackenzie Valley Pipeline Project – Opportunity identification
ACTION REQUIRED	▪ Monitor newspaper articles and other sources of information about the Mackenzie Valley Pipeline project. ▪ Have REDI representation at any information sessions or hearings in the region. ▪ Distribute information to interested parties. ▪ Provide regular updates at REDI meetings.
EXPECTED RESULT(S)	▪ Opportunities with the Mackenzie Valley Pipeline identified and acted upon. ▪ Members are well informed on status of project.
PERSONNEL INVOLVED	REDI Project Coordinator (lead), Co-manager, REDI Project Secretary, Management committee
SCHEDULE	
BUDGET (Estimate)	$0
PROGRESS TO DATE	In 2004-05, five reports on the Mackenzie Valley pipeline project were provided to REDI members. Little was done on the project in 2005-06.
RISK MANAGEMENT (Issues & Solutions)	▪ Lack of information about the project and opportunities.
COMMENTS	
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 3	**Economic Diversification & Opportunity Identification**
INITIATIVE #3.2	Facilitate the Northwest Alberta Agricultural Ventures Concept (NWAAVC)
ACTION REQUIRED	▪ Continue to sell memberships in the project. ▪ Apply for and follow up on grant funding to hire a consultant to complete a detailed business plan. ▪ Continue to liaise with provincial government departments responsible for ethanol, biogas and cattle. ▪ Oversee consultant who will be responsible for the detailed business plan. ▪ Coordinate establishing a new steering committee with representation from members in the various communities in the region and REDI Management Committee. ▪ Coordinate, organize and assist with all steering committee meetings. ▪ Coordinate the transfer of the project to the investors once they have formed a company to take the project forward.
EXPECTED RESULT(S)	▪ Committee buy-in shown through purchasing memberships. ▪ Steering committee formed. Committee makes decision to proceed with the project or not. ▪ If project proceeds, business plan completed. ▪ Final result will be a multi-million dollar facility that will help diversify the region's economy, provide local employment, provide producers with a guaranteed market for their products, and give good return on investment to investors.
PERSONNEL INVOLVED	Management Committee (lead), Project Contractor, Project steering committee, Co-manager, Board Members, AARFD, WD, Municipal councils, local producers, investors
SCHEDULE	Communication to investors, producers & community – ongoing Steering Committee formed – May 2006 Funding for business plan secured – Sept. 2006 Tender business plan - when funding is in place Detailed business plan completed - 4 months after contract awarded (goal is to be completed by Dec. 2007) Business plan completed – Dec. 2007
BUDGET (Estimate)	$54,000
PROGRESS TO DATE	Community information sessions held in Fall 2005. Brochures, articles and the REDI web site promoted the project. In Feb. 2006, REDI reps met with Alberta Agriculture and WD regarding business plan funding. More community presentations to be held in March 2006.
RISK MANAGEMENT (Issues & Solutions)	▪ High budget project with potential for not proceeding. ▪ Community and producer buy-in is critical to the success of the project. ▪ Securing funding to develop business plan provides a challenge.
COMMENTS	Alberta Municipal Affairs has committed funds to this project.

Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 3	**Economic Diversification & Opportunity Identification**
INITIATIVE #3.3	Investigate agricultural quotas
ACTION REQUIRED	▪ Hire contractor to develop and implement a plan to investigate agricultural quotas in the region. ▪ Contractor to provide recommendations regarding if advocacy for increasing quotas in the region is required and if opportunities exist. ▪ Communicate with producers regarding quotas and potential opportunities.
EXPECTED RESULT(S)	▪ REDI has a better understanding of agricultural quotas ▪ Agricultural producers are provided with information about quotas and opportunities, if any ▪ Continued support of the region's agricultural sector
PERSONNEL INVOLVED	Co-manager (lead), Contractor, REDI Project Secretary, Management committee, Alberta Agriculture and other agencies
SCHEDULE	Contractor hired – May 2006 Project underway – June- Aug. 2006 Report to Board – Sept. 2006
BUDGET (Estimate)	$5,000
PROGRESS TO DATE	The REDI Project Secretary did some exploratory work in this area in 2004, but soon realized that the quota system is very complicated and further expertise and research would be needed to continue with the project.
RISK MANAGEMENT (Issues & Solutions)	
COMMENTS	
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 3	**Economic Diversification & Opportunity Identification**
INITIATIVE #3.4	Facilitate Follow up to Recreational Study
ACTION REQUIRED	▪ Facilitate completion of a Ski Hill Feasibility Study. ▪ Oversee the consultant responsible for phase I of the project, to develop a viability/feasibility study on a downhill ski facility in the region. Depending on recommendation, move to phase II (engineering, location, etc.), as appropriate. ▪ Start work on cross country and snowmobile trails portion of project, depending on outcomes of ski hill feasibility.
EXPECTED RESULT(S)	▪ Feasibility of downhill ski facility is determined. ▪ Enhanced recreational opportunities in Northwest Alberta that contribute to tourism and quality of life for current and future residents.
PERSONNEL INVOLVED	REDI Project Coordinator (lead), Recreation committee, Consultant, Municipalities
SCHEDULE	May – Dec. 2006
BUDGET (Estimate)	$50,000
PROGRESS TO DATE	Recreation committee formed in 2005, with representation from each municipality (one staff and one councillor) and REDI. Committee developed Terms of Reference and hiring of contractor is underway.
RISK MANAGEMENT (Issues & Solutions)	▪ Buy in from local residents. ▪ Resources to complete projects.
COMMENTS	Alberta Municipal Affairs and the three municipalities have committed funds to this project.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 4	**Advocacy for Infrastructure & Transportation**
INITIATIVE #4.1	Airport Study Facilitation
ACTION REQUIRED	▪ Facilitate completion of phase two of the Regional Airport Study under the guidance of the Airport Committee. Provide one management board member to sit on Airport Committee. ▪ Through committee, oversee contractor (EBA Consulting) who is responsible for facilitating next steps and project management including: socio economic study; land use bylaw amendments; completing master plans for the airports, capital and operating budgets; and joint marketing strategy. ▪ During and upon completion of the study, facilitate airport committee to determine regional governance model, if any, for airports.
EXPECTED RESULT (S)	▪ Greater awareness of economic impact of airports through completion of a social economic assessment. ▪ Enhanced capacity of all airports and improve flight availability. ▪ Increase opportunity for business growth and attraction. ▪ Enhanced partnerships to enhance regional cooperation.
PERSONNEL INVOLVED	Co-Manager (lead), Consultant (EBA Consulting), Airport committee, Board members
SCHEDULE	Community open houses – April 2006 Study completed – May 2006
BUDGET (Estimate)	$60,000 (Total budget $96,000, of which $36,000 was paid out in 2005-06)
PROGRESS TO DATE	Follow-up to initial airport study completed in March 2004. Substantial work on the project was completed in 2005-06. Draft master plans completed by March 2006, and community open houses scheduled for April 2006. Total project budget
RISK MANAGEMENT (Issues & Solutions)	▪ Airport protectionism ▪ Buy-in from regional carriers ▪ Bringing municipalities together
COMMENTS	Alberta Municipal Affairs and the three municipalities have committed funds to this project.
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 4	**Advocacy for Infrastructure & Transportation**
INITIATIVE #4.2	Coordinate regional advocacy & return on investment study for Highways 58 and 88
ACTION REQUIRED	▪ Hire and oversee contractor to coordinate the work of the municipalities and other groups on Highways 58 and 88. ▪ Form Highway committee, using model of other REDI committees. ▪ Contractor to develop and implement plan for regional facilitation, and recommended action to lobby government. ▪ Conduct Return on Investment studies for each highway to prove business case. ▪ Work with out-of-region local governments and organizations. ▪ Continued support for Highway 88 committee.
EXPECTED RESULT (S)	▪ The infrastructure is in place to ensure the region is connected and competitive. ▪ REDI is seen as an important advocate for the region. ▪ Work of municipalities is coordinated. ▪ Lobbying of governments is conducted in a coordinated, professional manner.
PERSONNEL INVOLVED	Co-manager (lead), Contractor, REDI Highways Committee, Management Committee, Municipalities (in and out of region)
SCHEDULE	Project underway – April 2006 Committee formed – May 2006 Action Plan complete – June 2006
BUDGET (Estimate)	$50,000
PROGRESS TO DATE	
RISK MANAGEMENT (Issues & Solutions)	▪ Competing priorities of municipalities ▪ Other government departments jurisdiction for highways, i.e. Alberta Transportation
COMMENTS	
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 4	**Advocacy for Infrastructure & Transportation**
INITIATIVE #4.3	Advocate for improved phone coverage
ACTION REQUIRED	▪ Support local Chambers and other organizations in advocating for improved telephone and cell phone coverage. ▪ Review research undertaken in Feb/March 2006 and determine next steps.
EXPECTED RESULT (S)	▪ REDI is seen as an important advocate for the region. ▪ The infrastructure is in place to ensure the region is connected and competitive.
PERSONNEL INVOLVED	REDI Co-manager (lead), Management Committee
SCHEDULE	May 2006 – Review research June 2006 – Determine next steps, if any Ongoing – support of chambers and other organizations
BUDGET (Estimate)	$0
PROGRESS TO DATE	In Feb/March 2006, REDI researched telephone installation wait times, cell phone and internet (including wireless and SuperNet) coverage in the region. This information was presented to the Board in March 2006.
RISK MANAGEMENT (Issues & Solutions)	▪ Telus business practices out of REDI's control. ▪ SuperNet is not yet up and running throughout the region.
COMMENTS	
Last Update	March 2006

2006-07 WORK PLAN

CORE BUSINESS 4	**Advocacy for Infrastructure & Transportation**
INITIATIVE #4.4	Advocate for Improved Rail Links
ACTION REQUIRED	▪ Liaise with and participate in rail-based organizations as appropriate, including the Regional Rail Committee and the Northwest Corridor Development Corporation. ▪ Provide support to local municipalities on rail issues and opportunities, as requested. ▪ Monitor newspapers and research rail-related articles and opportunities.
EXPECTED RESULT (S)	▪ REDI is seen as an important advocate for the region. ▪ The infrastructure is in place to ensure the region is connected and competitive.
PERSONNEL INVOLVED	Board Members (lead), REDI Project Coordinator
SCHEDULE	Ongoing
BUDGET (Estimate)	$0
PROGRESS TO DATE	Ongoing
RISK MANAGEMENT (Issues & Solutions)	▪ Ensuring information flows from individual board members and project committees to the rest of REDI Board.
COMMENTS	REDI members are well connected through region and bring information from various committee work and memberships (i.e. NCDC) back to REDI.
Last Update	March 2006

5.0 FINANCIAL STATEMENTS

Assumptions to Financial Statements

The following assumptions relate to the projected income statement and financial statements, as attached, for REDI's operations from April 1, 2006 until March 31, 2007:

- Membership fees are estimated at $65,300 based on continued membership from existing member communities.
- Alberta Economic Development (AED) for the year 2006 will contribute up to $60,000, calculated on a 3:1 ratio based on a REDI member's contributions to a maximum of $60,000. AED will also provide one-time project funding of $40,000.
- In 2005, on behalf of the MD of Mackenzie, REDI applied for and was approved for an implementation grant of $150,000 from the Alberta Municipal Affairs Regional Partnerships Initiative. The municipalities are contributing $37,500 ($12,500 each) to this initiative. Approximately $36,000 in AMA funds were used in 2005-06, the remainder are carried over to 2006-07. Projects must be completed by March 31, 2008.
- Mackenzie Economic Development Corporation (MEDC), through a contract with REDI, provides administrative and financial support to REDI.
- REDI contracts a Project Coordinator, consisting of approximately 16 hours per week.
- Alberta Economic Development (Peace River office) provides REDI with a Co-Manager, equivalent to a half-time staff position, and some administrative support.
- In-kind services provided by AED and MEDC have not been reflected in the financial statements.

REDI
Projected Income Statement
For the year ended March 31, 2007

Income			
Government Grants		265,500	
AED	100,000		
AMA Implementation Grant	114,000		
Community Investment Support Program (CISP)	14,000		
Municipal contributions - AMA Grant	37,500		
Membership Fees		65,000	
MD of Mackenzie #23	21,750		
Town of High Level	27,450		
Town of Rainbow Lake	7,500		
Paddle Prairie	3,600		
High Level Chamber of Commerce	1,000		
La Crete Chamber of Commerce	1,000		
Rainbow Lake Chamber of Commerce	430		
Fort Vermilion Board of Trade	270		
Corporate/Industry (NAIT & MEDC)	2,000		
Total Income			$330,500
Expenses			
Core business 1	6,000		
Core business 2	48,000		
Core business 3	109,000		
Core business 4	110,000		
Operations	56,600		
Total Expenses			$329,600
Net position			$900
Opening Bank Balance			166,470.23
Accounts Receivable			37,367.79
Accounts Payable			(43,975.59)
Closing Bank Position			159,862.43

REDI
Balance Sheet
As of March 31, 2006

ASSETS		
ASSETS		
ATB - Acct # 0018414-01		157,050.68
ATB – In Trust - Acct # 0074438-01		9,419.55
Accounts Receivable		37,367.79
TOTAL ASSETS		203,838.02
TOTAL ASSETS		203,838.02
		==========
LIABILITIES		
LIABILITIES		
Accounts Payable		43,975.59
Accrued Liabilities		850.00
Prepaid Memberships		28,450.00
GST Collected	12,411.65	
GST Paid on Purchases	(19,163.91)	
GST Receivable / Payable		(6,752.26)
TOTAL LIABILITIES		66,523.33
TOTAL LIABILITIES		66,523.33
EQUITY		
EQUITY		
Retained Earnings - Prior Year		50,890.89
Accumulated Surplus		3,493.66
Current Earnings		82,930.14
TOTAL EQUITY		137,314.69
TOTAL EQUITY		137,314.69
LIABILITIES AND EQUITY		203,838.02
		==========

6.0 Membership & Administration

REDI Members

Name	Position Title	Community Represented
Board Members		
Boyd Langford*	Chair	Town of Rainbow Lake
Walter Sarapuk*	Vice-Chair	MD of Mackenzie #23
Jerry Chomiak*	Secretary-Treasurer	Town of High Level
Clark McAskile*	Management Committee Chair	Town of High Level
John Watt		Town of Rainbow Lake
John W. Dreidger		MD of Mackenzie #23
Vacant		Paddle Prairie Métis Settlement
Peter Braun		La Crete Chamber of Commerce
Sylvia Kennedy		High Level Chamber of Commerce
Tony Schulter*		Rainbow Lake Chamber of Commerce
Wayne Strach		Fort Vermilion Board of Trade
Joan Goldhawk		Northern Alberta Institute of Technology
General Members		
Mike Osborn		Mackenzie Economic Development Corporation

*Denotes members of the REDI Management Committee

REDI Administration

Co-manager: Michael Cheeks, Alberta Economic Development
Project Coordinator: Gary Johnson
Administration / Finance: Mackenzie Economic Development Corporation

Address: 9908 – 99 Street
Box 210
High Level, Alberta TOH 1ZO

Telephone: (780) 926-7314
Fax: (789) 926-2162
Email: info@rediregion.ca

Website: www.rediregion.ca

REDI Organizational Chart