

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MAY 7, 2013

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

STRATEGIC PRIORITIES CHART

December 2012

COUNCIL PRIORITIES (Council/CAO)

NOW

1. **HOUSING ENTITY: Governance Structure - March**
2. **HWY 88 CONNECTOR: Dev. Control Zone - February**
3. **CANADA POSTAL SERVICE: Location - April**
4. **LAND USE FRAMEWORK: Process Certainty - April**
5. **REGIONAL COLLABORATION: Protocol - March**
6. **HIGH LEVEL: Share Service Agreement - June**
7. **RAINBOW LAKE: Airport Agreement - June**

ADVOCACY

- Zama Road Paving Funds*
- Road Construction Funding Request*
- Canada Postal Service - La Crete*
- Land use Framework Input*

NEXT

- OIL AND GAS STRATEGY
- FIRST NATION RELATIONS: Orientation
- ZAMA ROAD: Business Case
- HAMELT ROAD PRIORITIES PROGRAM
- SURFACE WATER MANAGEMENT PLAN
- OSB PLANT: Water Supply

- PRIVATE ROAD TRANSFER POLICY
- ECONOMIC DEVELOPMENT: Strategy
- TOURISM: Strategy
- BRANDING STRATEGY (2014)
- NEW ROAD CONSTRUCTION FUNDING
- TRANSPORTATION CORRIDOR PLAN

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)

1. **HOUSING ENTITY: Governance Structure - Jan.**
2. **CANADA POSTAL SERVICE: Location - Feb.**
3. **REG. COLLABORATION: Protocol - Mar.**
- HIGH LEVEL: Share Service Agreement**
- RAINBOW LAKE: Airport Agreement**

ECONOMIC DEVELOPMENT (Bill)

1. OIL & GAS STRATEGY
2. ROAD CONSTRUCTION FUNDS: Request - Sept
3. OSB PLANT: Water Supply - June
- ZAMA ROAD: Business Case
- TOURISM: Strategy

COMMUNITY SERVICES (Ron)

1. Orientation and acquaintance with with files/project/ activities (New Director) - March
2. Safety Meetings and Program initiation - Feb.
3. Radio Communication System - March
- Preparation for Municipal QMP Audit (Safety Code Council) - April
- Create a plan to achieve COR Certification - April

AGRICULTURAL SERVICES (Grant)

1. **SURFACE WATER MANG. PLAN - ToR - Jan.**
2. Agricultural Trade Fair - July
3. Open House - April
- Agriculture Research Centre: Lease
-

PLANNING & DEVELOPMENT (Byron)

1. **HWY 88 CONNECTOR: Dev. Zone - Sept.**
2. **LAND USE FRAMEWORK: Process - Oct.**
3. Area Structure Plans - July
- Development Agreement: Revise
- Airport Vicinity Protection Area

LEGISLATIVE SERVICES (Carol)

1. Municipal Elections - Oct.
2. DocuShare Implementation
3. La Crete Swimming Pool Plebiscite: Research - Jan.
- Human resource Policy Review
- Virtual City Hall Implementation

FINANCE (Alison)

1. Long Term Capital Plan - Mar.
- 2.
- 3.
- Master Card Policy
- Internal Controls Procedure Review

PUBLIC WORKS (John & Ron)

1. HAMLET ROADS PROGRAM - Feb.
2. Rural Road Classification System - March
3. Rural Waterline: ToR - May
- Rural Road Plan
- Water Source Plan

CODES: BOLD CAPITALS = Council NOW Priorities; CAPITALS = Council NEXT Priorities; *Italics* = Advocacy; Regular Title Case = Operational Strategies

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, May 7, 2013
10:00 a.m.**

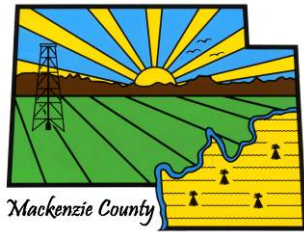
**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the April 24, 2013 Regular Council Meeting	7
DELEGATIONS:	4.	a) Jason Cathcart, Land-Use Policy Manager – 1:30 p.m. b)	
GENERAL REPORTS:	5.	a) CAO Report b)	23
TENDERS:	6.	a) None	
PUBLIC HEARINGS:	7.	a) None	
COMMUNITY SERVICES:	8.	a) Appointment of La Crete Deputy Fire Chief	35
		b) Support for La Crete Jubilee Park Committee	37
		c)	
		d)	

ENVIRONMENTAL SERVICES:	9.	a)	50 th Street Water & Sewer Project (Fort Vermilion)	53
		b)	Raw Water Truck Fill (Fort Vermilion)	57
		c)		
		d)		
OPERATIONS:	10.	a)	County Applied Dust Control	59
		b)		
		c)		
PLANNING & DEVELOPMENT:	11.	a)	Airport Development	73
		b)	Development Permit Application 86-DP-13 Hanger at the La Crete Airport (Plan 122 2189, Area A, Lot 8) (La Crete Rural)	75
		c)	Development Permits for Structure Removal	83
		d)		
		e)		
CORPORATE SERVICES:	12.	a)	Bylaw 901-13 – Local Improvement Tax for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete	85
		b)	Bylaw 902-13 – Local Improvement Tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion	93
		c)	Allocation to General Capital Reserve	99
		d)	Land Sale by Public Auction	101
		e)		
		f)		

ADMINISTRATION:	13.	a)	Bylaw 891-13 Elections Bylaw	103
		b)	Policy ADM052 Electronic Access and Acceptable Use Policy	107
		c)	Reserve Land	121
		d)	Strategic Priorities Chart – April 2013 Update	133
		e)		
		f)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	135
IN CAMERA SESSION:	15.	a)	Legal <ul style="list-style-type: none">• Seniors Housing• Regional Collaborative Governance• Regional Service Sharing Agreement	
		b)	Labour <ul style="list-style-type: none">• CAO Evaluation	
		c)	Land <ul style="list-style-type: none">• Treeosco Inc. (Mustus Energy)	
NEXT MEETING DATE:	16.	a)	Regular Council Meeting Tuesday, May 28, 2013 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	17.	a)	Adjournment	



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the April 24, 2013 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 24, 2013 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

That the minutes of the April 24, 2013 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, April 24, 2013
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor (arrived at 10:22 a.m.)
Lisa Wardley	Councillor (via teleconference)

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
William (Bill) Kostiw	Director of Infrastructure Development & Government Relations
John Klassen	Director of Environmental Services & Operations
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning and Development
Alison Kilpatrick	Director of Corporate Services
Carol Gabriel	Manager of Legislative & Support Services

ALSO PRESENT: Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on April 24, 2013 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:11 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 13-04-251 MOVED by Councillor Braun

That the agenda be approved with the following addition:
11. d) Municipal Reserve

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the April 9, 2013 Regular Council Meeting

MOTION 13-04-252

MOVED by Councillor Flett

That the minutes of the April 9, 2013 Regular Council meeting be adopted as presented.

CARRIED

3. b) Minutes of the April 12, 2013 Special Council Budget Meeting

MOTION 13-04-253

MOVED by Councillor D. Driedger

That the minutes of the April 12, 2013 Special Council budget meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

5. a) Municipal Planning Commission Meeting Minutes – March 28, 2013

MOTION 13-04-254

MOVED by Deputy Reeve Sarapuk

That the Municipal Planning Commission meeting minutes of March 28, 2013 be received for information.

CARRIED

TENDERS:

6. a) None

PUBLIC HEARINGS:

7. a) None

**COMMUNITY
SERVICES:**

8. a) Bylaw 893-13 – Hamlet Residential Waste Collection

MOTION 13-04-255

MOVED by Councillor Wardley

That first reading be given to Bylaw 893-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

CARRIED

MOTION 13-04-256

MOVED by Councillor Braun

That second reading be given to Bylaw 893-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

CARRIED

MOTION 13-04-257

Requires Unanimous

MOVED by Councillor Derksen

That consideration be given to proceed to third reading of Bylaw 893-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 13-04-258

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 893-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

CARRIED

8. b) Policy COM001 Parks Caretaker Bonus Policy

Councillor Jorgensen arrived at 10:22 a.m.

MOTION 13-04-259

MOVED by Councillor Braun

That Policy COM001 Parks Caretakers Bonus Policy be approved as presented and that administration proceeds with implementation for the 2013 season.

CARRIED

**ENVIRONMENTAL
SERVICES:**

9. a) None

OPERATIONS:

10. a) None

**PLANNING &
DEVELOPMENT:**

11. a) Area Structure Plans

MOTION 13-04-260

MOVED by Councillor J. Driedger

That the Area Structure Plans be tabled to after the delegation presentation.

CARRIED

**11. b) Development Permit 69-DP-13 Simon Driedger
(Shop-Farm in "A") (La Crete)**

The Reeve asked Councillor J. Driedger if he was in conflict of interest as the Developer is Councillor J. Driedger's son. Councillor J. Driedger did not declare himself in conflict at this time.

Following the discussion, Councillor J. Driedger declared himself in conflict and abstained from the vote.

MOTION 13-04-261

MOVED by Deputy Reeve Sarapuk

That Development Permit 69-DP-13 on SW 14-106-14-W5M in the name of Simon Driedger be APPROVED with the following conditions:

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

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
2. An Approved Roadside Development Permit is required from Alberta Transportation. All conditions and requirements by Alberta Transportation shall be met to their specifications and standards prior to commencement of development. (Contact Alberta Transportation at 1-780-624-6280).
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. The Shop - Farm is approved for agricultural purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Shop - Farm for commercial or

industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.

5. The Shop – Farm shall not be used as a dwelling.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

11. c) Development Statistics Report 2013 January to March 2011 to 2013 Comparison

MOTION 13-04-262

MOVED by Councillor Derksen

That the development statistics report 2013 January to March comparisons be received for information.

CARRIED

11. d) Municipal Reserve (ADDITION)

MOTION 13-04-263

MOVED by Councillor Derksen

That administration be instructed to further research Municipal Reserve and bring it back to Council.

CARRIED UNANIMOUSLY

**CORPORATE
SERVICES:**

12. a) 2013 Operating and Capital Budget

MOTION 13-04-264

Requires 2/3

MOVED by Councillor J. Driedger

That the 2013 budget inclusive of school and seniors requisitions be approved as presented.

CARRIED

Reeve Neufeld recessed the meeting at 11:07 a.m. and reconvened the meeting at 11:30 a.m.

12. b) Bylaw 892-13 Tax Rate Bylaw

Reeve Neufeld recessed the meeting at 11:37 a.m. and reconvened the meeting at 11:43 a.m.

MOTION 13-04-265

Requires 2/3

MOVED by Councillor Braun

That first reading be given to Bylaw 892-13 being the 2013 Tax Rate bylaw for Mackenzie County as amended to change the 2013 municipal tax rate to the 2012 combined rate.

CARRIED

MOTION 13-04-266

Requires 2/3

MOVED by Councillor Wardley

That Bylaw 892-13 being the 2013 Tax Rate bylaw be amended to include a minimum tax rate of \$20.00 per farmland tax roll.

CARRIED

MOTION 13-04-267

Requires 2/3

MOVED by Councillor J. Driedger

That second reading be given to Bylaw 892-13 being the 2013

Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 13-04-268

Requires Unanimous

MOVED by Councillor Derksen

That consideration be given to go to third reading of Bylaw 892-13 being the 2013 Tax Rate bylaw for Mackenzie County.

DEFEATED

Reeve Neufeld recessed the meeting at 12:10 p.m. and reconvened the meeting at 12:56 p.m.

MOTION 13-04-269

Requires 2/3

MOVED by Councillor Jorgensen

That Council reconsider Motion 13-04-268 at this meeting.

CARRIED

MOTION 13-04-270

Requires Unanimous

MOVED by Councillor Wardley

That consideration be given to go to third reading of Bylaw 892-13 being the 2013 Tax Rate bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 13-04-271

Requires 2/3

MOVED by Councillor Jorgensen

That Bylaw 892-13 being the 2013 Tax Rate bylaw be amended to remove the minimum tax rate of \$20.00 per farmland tax roll.

CARRIED

MOTION 13-04-272

Requires 2/3

MOVED by Councillor J. Driedger

That third reading be given to Bylaw 892-13 being the 2013 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 13-04-273

MOVED by Councillor Wardley

That administration investigate the farmland tax rates prior to the 2014 tax year.

CARRIED

DELEGATION:

4. a) FASD Society

Wanda Belland and Carrie Demkiw made a presentation to Council regarding the Supported Independent Living Program in the Mackenzie Region.

MOTION 13-04-274

MOVED by Councillor Flett

That a letter of support be provided to the Northwest Region FASD Society for their Supported Independent Living Program in the Mackenzie Region.

CARRIED

DELEGATION:

4. b) Wilde & Company (Audited Financial Statement)

Kyle Brodnarchuk, CA, Wilde & Company Chartered Accountants presented the 2012 Audited Financial Statements via teleconference.

**CORPORATE
SERVICES:**

12. c) 2012 Audited Financial Statements

MOTION 13-04-275

MOVED by Councillor Bateman

That the 2012 Audited Financial Statements and 2012 Financial Information Report be approved as presented.

CARRIED

Reeve Neufeld recessed the meeting at 2:03 p.m. and reconvened the meeting at 2:14 p.m.

DELEGATION:

4. c) ColasCanada Inc (Dust Control)

Presentation by Jeri Romaniuk, ColasCanada Inc., and Jason Panter, ACP Applied Products, regarding an alternate dust control product.

MOTION 13-04-276

MOVED by Councillor Wardley

That administration investigate and bring back options for utilizing the ACP product as a dust control option.

CARRIED

Reeve Neufeld recessed the meeting at 2:56 p.m. and reconvened the meeting at 3:07 p.m.

DELEGATION:

4. d) Mackenzie Housing Management Board

Barb Spurgeon, CAO of the Mackenzie Housing Management Board, appeared before Council.

15. a) Legal – Seniors Housing

MOTION 13-04-277

MOVED by Councillor Flett

That Council move in-camera at 3:09 p.m.

CARRIED

MOTION 13-04-278

MOVED by Councillor Wardley

That Council move out of camera at 3:58 p.m.

CARRIED

MOTION 13-04-279

MOVED by Councillor Derksen

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

CARRIED

Reeve Neufeld recessed the meeting at 3:59 p.m. and reconvened the meeting at 4:08 p.m.

DELEGATION:

4. e) Scheffer Andrew (Area Structure Plans)

Ben Petch, Senior Planner with Scheffer Andrew presented the draft Area Structure Plans.

**PLANNING &
DEVELOPMENT:**

11. a) Area Structure Plans

MOTION 13-04-280

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 894-13 being the Fort

Vermilion Area Structure Plan.

CARRIED

MOTION 13-04-281

MOVED by Councillor Derksen

That first reading be given to Bylaw 895-13 being the La Crete Area Structure Plan.

CARRIED

MOTION 13-04-282

MOVED by Councillor Jorgensen

That first reading be given to Bylaw 896-13 being the Zama Area Structure Plan.

CARRIED

MOTION 13-04-283

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 897-13 being the Connector Industrial Area Structure Plan.

CARRIED

MOTION 13-04-284

MOVED by Councillor Flett

That first reading be given to Bylaw 898-13 being the Fort Vermilion Industrial Area Structure Plan.

CARRIED

MOTION 13-04-285

MOVED by Councillor Jorgensen

That first reading be given to Bylaw 899-13 being the Footner Lake Industrial Area Structure Plan.

CARRIED

MOTION 13-04-286

MOVED by Councillor D. Driedger

That first reading be given to Bylaw 900-13 being the Mackenzie Highway Industrial Area Structure Plan.

CARRIED

MOTION 13-04-287

MOVED by Deputy Reeve Sarapuk

That administration proceed with holding public open houses for the Area Structure Plans in each of the communities, during the dates of May 21 – 24, 2013.

CARRIED

MOTION 13-04-288

MOVED by Councillor Jorgensen

That the Area Structure Plan open houses be held as follows:

- May 21 – Zama
- May 22 – La Crete
- May 23 – High Level
- May 24 – Fort Vermilion

CARRIED

ADMINISTRATION:

13. a) Bylaw 888-13 Bylaw Enforcement Officer

MOTION 13-04-289

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 888-13 being the Bylaw Enforcement Officer bylaw for Mackenzie County.

CARRIED

13. b) Modified Voting Procedure

MOTION 13-04-290

MOVED by Councillor Wardley

That the Local Authorities Election Act permits the operation of only one voting station for each voting subdivision, Mackenzie County hereby applies to Municipal Affairs for an Order authorizing the Council of Mackenzie County to pass a bylaw permitting the returning officer to designate more than one voting station in a subdivision and that the Order be without an expiry date.

CARRIED

13. c) Bylaw 891-13 Elections Bylaw

MOTION 13-04-291

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 891-13 being an Election

Bylaw for Mackenzie County.

CARRIED

13. d) Policy FIN018 Local Improvement Tax Application

MOTION 13-04-292
Requires 2/3

MOVED by Councillor Wardley

That Policy FIN018 Local Improvement Tax Application Policy be amended as presented.

CARRIED

MOTION 13-04-293

MOVED by Councillor Jorgensen

That the La Crete 101st Street and 103rd Avenue 2013 Reconstruction project be exempt from local improvement charges for street light upgrades.

CARRIED

13. e) Policy ADM050 Council/Administration Protocol

MOTION 13-04-294

MOVED by Deputy Reeve Sarapuk

That Policy ADM050 Council/Administration Protocol be approved as amended.

CARRIED

13. f) Tri County Meeting – Future Road Networks (Mackenzie County, Northern Sunrise – MD of Opportunity)

MOTION 13-04-295

MOVED by Councillor J. Driedger

That Council confirms attendance for the Tri-County meeting on May 13, 2013 with Northern Sunrise County and the Municipal District of Opportunity and that the draft agenda be approved as presented.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 13-04-296

MOVED by Councillor Wardley

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

CARRIED

IN CAMERA SESSION:

MOTION 13-04-297

MOVED by Councillor Braun

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:46 p.m.

- 15. a) Legal
- 15. b) Labour
- 15. c) Land

CARRIED

MOTION 13-04-298

MOVED by Councillor Jorgensen

That Council move out of camera at 6:14 p.m.

CARRIED

15. a) Legal – Regional Collaborative Governance

MOTION 13-04-299

MOVED by Deputy Reeve Sarapuk

That the regional collaborative governance update be received for information.

CARRIED

15. b) Labour

15. c) Land – Treeosco Inc. (Mustus Energy)

MOTION 13-04-300

MOVED by Councillor Wardley

That administration continue to negotiate with Treeosco Inc. (Mustus Energy) as discussed.

CARRIED

**NEXT MEETING
DATE:**

16. a) Regular Council Meeting
Tuesday, May 7, 2013
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

17. a) Adjournment

MOTION 13-04-301

MOVED by Councillor Bateman

That the council meeting be adjourned at 6:16 p.m.

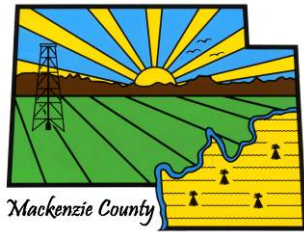
CARRIED

These minutes will be presented to Council for approval on May 7, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

That the CAO report for April 2013 be received for information.

Author: C. Gabriel **Review by:** _____ **CAO** _____

Mackenzie County

Monthly CAO Report to Council – April 2013

A lot of progress is being made in all departments. Overall, our organization's health has improved substantially. The management team attended the Municipal Affairs workshop; various topics were discussed (tax recovery, planning, finances, procedures). A lot of focus is being placed on Council's goals and priorities. 2013 budget was finalized in April and now we are proceeding with projects and activities.

This report provides highlights on some completed or ongoing initiatives.

1. **AB Agriculture and Rural Development** – we are in the process of finalizing the RFP for the Master Drainage Plan.
2. **Fort Vermilion Research Farm** – I have been staying in contact with AB Agriculture and Rural Development representatives regarding options.
3. **AB Transportation** – Mackenzie County's resource applications for Highway 88 Connector and Zama Access road were denied. Administration will be discussing these projects with the Public Works Committee and will be bringing forward the Committee's recommendation. A letter was sent to the Premier of Alberta requesting a meeting to discuss critical transportation infrastructure for our Region.
4. **Strategic Priorities Report** – The first quarterly review of the Strategic Priorities Chart by Council took place April 22 & 23.
5. **Regional Collaboration** – prepared documents and attended the April 12 & 13 and May 6 & 7 meetings. An update will be provided to Council in-camera.
6. **Housing Boards Amalgamation** – this is an ongoing work with the Implementation Committee. The next meeting is scheduled for May 22, 2013. An update will be provided to Council in-camera.
7. **Mustus Energy Ltd.** – we are continuing negotiations of the Option to Purchase and Sale and Construction agreements with Treeosco. An update will be provided to Council in camera.
8. **Regional Water System** – a letter was sent to the Town of High Level inquiring regarding their interest in a regional water system project with the County.
9. **RCMP** – a new agreement was signed with RCMP for the La Crete office lease space and MOU for La Crete enhanced police (one position) was signed. Zama office space lease calculation was prepared and submitted to the HL Detachment – waiting for their response.
10. **Regional Service Sharing Agreement with the Town of High Level** – prepared documents and attended April 29, 2013 meeting with the Reeve and Deputy. An update will be provided to Council in-camera due to ongoing negotiations.

11. ***Directors Performance Evaluations*** – I have started with evaluations for the past year and will be busy with these through the month of May.

Please review the attached Directors reports and we will be happy to answer any questions Council may have.

Respectfully submitted,
Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of April 2013.

From: Alison Kilpatrick
Director of Corporate Services

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2013 Operating and Capital Budgets	April 24, 2013	Council approved the 2013 operating and capital budgets, including requisitions, in its April 24, 2012 meeting.
2012 Year End Audit	April 24, 2013	The County's auditors, Wilde and Company, Chartered Accounts, presented the 2012 audited financial statements to Council at its April 24, 2012 meeting.
2013 Tax Bylaw	April 24, 2013	Prepared and presented to Council.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project.

Capital Projects

Projects	Timeline	Comments
Analytical support to capital budgeting, expenditure, and reporting processes.	May & June	Reporting requirements to provincial government.

Personnel Update:

Vacancy filled in Finance Clerk position; new incumbent commenced work April 29.

Other Comments:

Pending: Local Improvement tax bylaws; MasterCard policy.

MONTHLY REPORT TO THE CAO

For the Month of April, 2013

From: Name: John Klassen
Director of Environmental Services & Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Working on establishing revised grader beats.
Ice Bridge	Winter 2012/13	Was officially closed on April 12, 2013
Spring Thaw	March/April	The weather has and is playing in our favor therefore we have had no serious flooding to date.
Dust Control	April	Application deadline was April 30 th , we are now compiling the list for the Public Works staff.

Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Summer 2013	With the AT bridge funding having been cut we are waiting for information on which bridges were preapproved in 2012.
La Crete Street Projects	Summer 2013	Compiled the information for the local improvement Bylaw.
Zama water & sewer upgrade projects	2013	Grant applications were submitted and are waiting on approvals.
88 Connector	October 2012	The contractor has assumed the maintenance responsibility for the construction area.
La Crete Lagoon Upgrade	2012/2013	The clearing & grubbing contract is complete plan to tender at the end of May for construction in June with a completion date of August 2014.

FV-50 th Street Water & Sewer Project	Summer 2013	An engineering engagement was signed and design is in progress.
--	-------------	---

Personnel Update:

The Public Works Admin Assistant position for La Crete is still open and being advertised.

Other Comments:

Attachments:

MONTHLY REPORT TO THE CAO

For the month of April 2013

From: Byron Peters
Director of Planning & Development

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	April 2013	Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws
Business Licensing	July 2013	Currently drafting new bylaw
Development Agreements	Spring 2013	Need to review, revise and implement.
Antenna System Siting Protocol	Summer 2013	Need to review and edit entire protocol
Land Use Bylaw review/update	Fall 2013	Will need to thoroughly review and amend after the ASP's are approved

Capital Projects

Projects	Timeline	Comments
Area Structure Plans	June 2013	Open houses scheduled for May 21-24.
Community Infrastructure Master Plans	Winter 2013	DCL has received most data, and has started building models
Rural Addressing	2013	In progress. Jeff & Julius working on this project.
Airport Vicinity Protection Area	April	Draft completed. Will be at next council meeting.

Personnel Update:

We have changed the scope of the EDO position a little bit, hopefully this will allow for more applicants that we feel are properly suited for the position.

Looking forward to getting the summer staff started, should help ease some of the pressure we're facing at the moment.

Other Comments:

Land Use Framework: Latest info is that the process won't start until 2014 sometime. Received final draft of position paper from MMSA, needs to be reviewed and presented to Council for the next meeting.

Attended the Economic Developers Alberta conference at the beginning of April. Very informative, inspiring, and made several good contacts with other EDO's and developers.

Bill K & I met with Environmental Dynamics in late April about creating a caribou report for the County. Discussed creating a paper that defends County's position, land, economy, etc. We were told that defending our position could be tough, but a report that cuts through most of the chaff and provides an unbiased perspective is doable.

Dimestore Fishermen is proposing to be in the County for his first visit on June 6&7. He also wants to attend Fort Vermilion's 225 celebration. We are currently working on coordinating the details of his trip, such as where to fish, eat, sleep, etc.

MONTHLY REPORT TO THE CAO

For the month of April 2013

From: Ron Pelensky

Director of Community Services & Operations

Roads/Bridges

Winter is slow leaving. The crews spent some of their time on regular winter maintenance; however most of their time was spent on spring time items like hauling snow, thawing culverts, and storm drains. The crews also cleaned the winter sand off some of the roads, spot grading and minor road repairs.

Equipment

Regular maintenance continued as usual with the addition of a transmission replacement in one of the older pickup units. Administration and staff continued obtaining quotes for capital purchases on equipment. Approval was given for the purchase of a new lawn mower from the John Deere Dealership. The arrival date is scheduled for late May.

Buildings

We completed 10 maintenance request items in various buildings. Some of the maintenance items completed this month were installation of a water main tee, investigate water leak at Fort Vermillion Office, light fixtures at High Level E.M.S. and installation of a new electric heater in Fort Vermillion Office.

Transfer Station/ La Crete Waste Collection

Training for the new Rocky Lane transfer station attendant continued. Administration worked on improving the month end reports from each transfer station. The Hamlet garbage collection by-law was amended and approved by council.

Parks

A pre start up meeting was held with all the campground caretakers and county staff. Discussions of policies, ad procedures, bonus structures, and campground evaluations were discussed. The bonus policy for the caretakers was approved by the community services committee and council. Jubilee Park committee met with council and submitted a presentation on park development. This was reviewed and discussed at the Community Services Committee. Recommendations will be presented to Council in May.

Health and Safety Program

Safety meetings continued in all departments. The occupational health and safety committee held its monthly meeting. Management agreed to using Northern Lights safety program as a template and steps are taking place to have each department review and edit the sections applicable to them. Our Bylaw /Safety Officer obtained training in WHMIS so he is now certified to train our staff in house. We reviewed and discussed 2 accidents that occurred last month. OHS committee reviewed and made changes to some of the directives in the proposed safety manual.

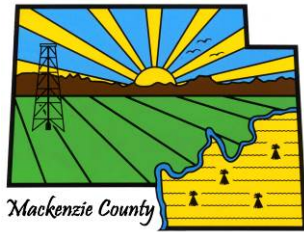
By-law

By-law enforcement continues with enforcement on stray dogs in the hamlet of Fort Vermillion with four dogs being caught. By-law also patrolled the Rocky Lane School as there were issues with dogs there last month.

Fire Departments

In the month of March the La Crete Fire department responded to 3 structure fires, 1 Medical assist calls, and 3 Fire alarm calls. The Fort Vermillion Fire department responded to 1 structure fire, 6 medical assist calls and 1 Fire Alarm call. The Zama Fire Department responded to 2 structure fire calls.

The following training took place: 3 fire department members attended the North West Fire Chief Conference and completed several courses while there. The fire chief also completed a building construction & Protection course and a Properties of Material course. Elections took place for a Deputy Fire Chief in Lacrete Fire Dept. A fire chiefs meeting was also held in Fort Vermillion to discuss various operation and training issues.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Appointment of La Crete Deputy Fire Chief

BACKGROUND / PROPOSAL:

At the end of March 2013, our Deputy Fire Chief of La Crete, Mr. Jack Wiebe gave us his resignation.

In our Fire Services By-law it states:

“The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two year term”

The La Crete Fire department had nominations for a new deputy fire chief and had their volunteers vote on the selections. The members selected Mr. Cornie Wiebe.

OPTIONS & BENEFITS:

Option 1

That council appoint Mr. Cornie Wiebe as La Crete Deputy Fire Chief for a term of two years.

It would be beneficial to support the selection of the volunteer fire department.

Option 2

That council ask administration to seek additional nominations for La Crete Deputy Fire Chief

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

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

RECOMMENDED ACTION:

That Mr. Cornie Wiebe be appointed as La Crete Deputy Fire Chief for a term of two years.

Author: R. Pelensky Reviewed by: _____ CAO _____

The following are the other 2013 requested items the Community Services Committee reviewed:

- Identify underground utilities (recommended to be completed by County staff)
- Occasionally provide some equipment and labour (recommend to be done in normal operation budget)
- Change access to sewer lift station (recommend to be done in existing operation budget)
- Build a shed over sewer lift station (referred to County utility staff for comment and possibly 2013 operation funding)
- Build a fence over the hill (referred to administration to obtain quotes)
- Build steps up NE corner of Hill (denied request as steps would be under snow in the winter when the hill is used)
- Surveillance monitoring (denied as felt it wasn't needed at this time)

Administration also received a Letter from the La Crete Walking Trail Committee in support of the La Crete Jubilee Park Committee proposal and suggested the County transfer \$50,000 of their walking trail fund to the Jubilee Park Committee project for walking trail development.

OPTIONS & BENEFITS:

Improving features in the park beautifies a community and having community groups support and contribute toward it is beneficial.

COSTS & SOURCE OF FUNDING:

Attached is Jubilee Park's proposed budget. If they are successful at obtaining grants and community support the County's costs should be minimal in 2013. In future years the County will be responsible for funding a shed, fence, 2014 additional requests and long term maintenance costs.

COMMUNICATION:

Consideration may be given into holding an open house for public consultation.

RECOMMENDED ACTION:

Motion 1

That Council approve in principal the Jubilee Park Committee proposal of improving La Crete Hill park and ask the Committee to work with administration regarding development.

Author: R. Pelensky Reviewed by: _____ CAO _____

Motion 2 (Requires 2/3)

That the 2013 Capital budget be amended by including \$50,000 towards the Jubilee Park Committee with funding coming from La Crete Walking Trails (\$40,000) reserve funds and 2013 operating (\$10,000) Grants to Other Organizations to the Jubilee Park Committee for walking trail development.

Motion 3

That Council recommend administration establish a trust fund for Jubilee Park Committee and that charitable donation slips be issued upon donation.

Author: R. Pelensky Reviewed by: _____ CAO _____



JUBILEE PARK COMMITTEE

Box 791, La Crete, AB T0H 2H0



Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0



May 1, 2013

Dear Ms. Joulia Whittleton:

On behalf of the La Crete Jubilee Park Committee I would like the Mackenzie County to consider that the \$50,000 reserved for walking trails be accessible to the Jubilee Park for the development of approximately 1000 meters of walking trails in the park.

The committee is presently working at fundraising for the matching \$50,000 as well as for additional funding for other park development costs.

For more information call one of the contacts below:

Sincerely:

Larry Neufeld
La Crete Chamber of Commerce
(780)928-2278

Susan Siemens
La Crete Agricultural Society
(780)928-4447



La Crete Walking Trail Committee
Box 450, La Crete, AB T0H 2H0



Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0



May 1, 2013

Dear Ms. Joulia Whittleton:

This letter is to confirm that the La Crete Walking Trail Committee supports the La Crete Jubilee Park Committee in their endeavors to develop another 1000 meters of walking trails in the Jubilee Park.

The committee supports that the \$50,000 in the "walking trail fund" go to the Jubilee Park for walking trails in the park. The Jubilee Park Committee's vision fulfills the purpose of our committee to provide walking trails for the community.

Sincerely:

A handwritten signature in blue ink that reads "Ann Knelsen".

Ann Knelsen
La Crete Walking Trail Committee Member

2013 Wish List of County:

- ▶ – Support letter for grant writing
- ▶ – Open Trust Fund
- ▶ – Provide charitable receipts to donors
- ▶ – Check for underground services
- ▶ – Provide some equipment/labourer use (just a few hours or days here and there)
- ▶ – Change access to sewer lift station
- ▶ – Build nice shed over sewer lift station
- ▶ – Build fence up and over the hill
- ▶ – Build steps up the NE corner of the hill
- ▶ – Surveillance monitoring



2013 Committee “to-do list” Development Plans

- ▶ Fundraise
- ▶ Plant 100+ trees
- ▶ Dig pond
- ▶ Develop Rooster’s Comb Hill
- ▶ Ground conditioning
- ▶ Seed lawn
- ▶ Additional development as funds allow



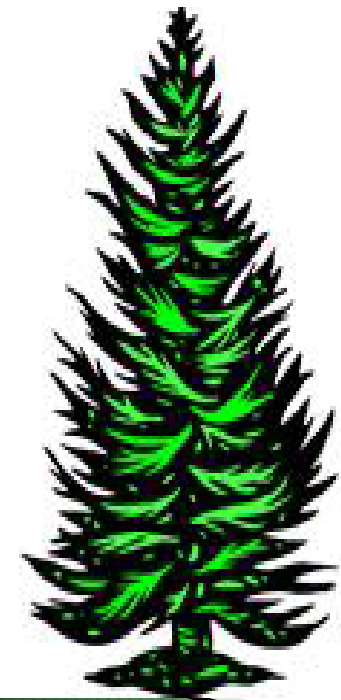
2014 – 2015 Development Plans

- ▶ Pave 1000 metres of walking trails
- ▶ Set up 32 light posts
- ▶ Set up 25 benches
- ▶ Lay bricks around gazebo
- ▶ Build gazebo
- ▶ Build arbor
- ▶ Develop flower beds
- ▶ Develop water fall
- ▶ Install bridge
- ▶ Install sign
- ▶ Washroom facility



Ongoing Expectations from County

- Maintenance/upkeep of trail & pond
- Mowing
- Snow removal
- Annual \$ budget for park flowers
- Watering of young trees and flower beds
- Surveillance monitoring



Ongoing Committee Commitment



- ▶ Design & plant annual flower beds with additional community volunteer help
- ▶ Make improvements as funds allow



Jubilee Park Development Budget

DESCRIPTION	COST
Arbour Supplies \$10,000 + 8 pilings (\$2080) + labour \$2500	\$14,580
Benches with base pads (concrete) 25 x \$875	\$21,875
Boulders/Rocks 25 x \$300	\$7500
Brick work around gazebo	\$5500
Bridge – 30’ steel (\$9630)+ 4 pilings x \$260 (\$1040)	\$10,670
Electrical for fountain & waterfall pumps & light posts	\$15,000
Entrance Sign (\$2000) + posts (\$2000) + 2 pilings x \$750 (\$1500)	\$5500
3 Flag poles (\$550) + Flags (\$50)	\$2000
Fountains – 2 x \$1300	\$2600
Gazebo 18’ x 24’ (\$10,000) + labour (\$3000)	\$13,000
Grass Seed for four acres	\$150
Light Posts (3–lamp) 20 x \$159.99	\$3200

Budget cont'd

DESCRIPTION	COST
Light Posts (solar) 12 x \$500	\$6000
Pond & Rooster's Comb Hill development	\$7650
Pond irrigation system and hoses	\$3000
Pond liner @\$6/sq metre x 1650 m (Nilex)	\$9900
Shrubs - 100 x \$20	\$2000
Surveillance Camera System	\$15,000?
Trees - 150 x \$50 (7500)+ tree planter services (\$6500)	\$14,000
Walking trails (paved) 1000m x \$175/m	\$175,000
Washroom facility	\$15,600
Water fall pump & biological filtration system	\$5000
TOTAL	\$354,725
Prices do not necessarily all include labour as we anticipate	volunteer help

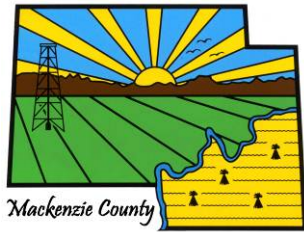
Proposed Jubilee Park Revenue

- ▶ Account Balance\$ 11,000
- ▶ April Fund Raiser.....\$ 7,500
- ▶ Cfep Grant \$125,000?
- ▶ CIF Grant\$125,000?
- ▶ Community Donations\$100,000?
- ▶ TOTAL\$368,500



In-kind/donations already committed

Description	Source	Value
100 trees	John & Ruth Unger	Up to \$5000
Sign Posts	George Zacharias	\$2000
Hoe – 32 hrs x \$185	Jetco	Up to \$5920
Tree planting (150 trees)	Accuracy Works	\$1000 cash back
Cement benches	Countryside Precasting	\$1875 cash back
Boulders	Forest Trotter	\$?



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	50th Street Water & Sewer Project (Fort Vermilion)

BACKGROUND / PROPOSAL:

As per previous discussions surrounding where and when to implement local improvement charges the County seems to have some options with the 50th street project which consists of two components;

- 1) The water and sewer relocation and upgrade of 43rd Ave in Fort Vermilion directly South of the Public High School.
- 2) A water line extension down 50th street from 43rd Ave to Hwy 88. (see plan attached)

OPTIONS & BENEFITS:

Option 1:

To create a local improvement bylaw to recover all or a portion of the costs for the 43rd Ave water and sewer relocation and upgrade area, and develop a connection fee for the 50th street water line extension portion.

Option 2:

That Mackenzie County completely fund the 50th street water and sewer project as proposed in the 2013 capital budget.

In the past the County has implemented local improvement charges or connection fees to recover 100% of the costs for water and sewer projects over a ten year period.

Author: John Klassen **Reviewed by:** _____ **CAO** _____

The benefit of completing this project is that the utilities will be up to municipal standards and within the Counties right of way in order for us to have access for operations and maintenance.

COSTS & SOURCE OF FUNDING:

Current engineering estimates are as follows:

Water & Sewer Upgrades 43 Ave	=	\$205,440.00
Water Line Extension 50 th St	=	<u>\$316,430.00</u>
Total	=	\$521,870.00

2013 Capital Budget: \$521,767.00 from FGTF grant and \$59,233.00 from Debenture for a total of \$581,000.00

COMMUNICATION:

If a local improvement bylaw and connection fees are elected then we will prepare a bylaw and send letters to all the effected property owners.

RECOMMENDED ACTION:

Motion 1:

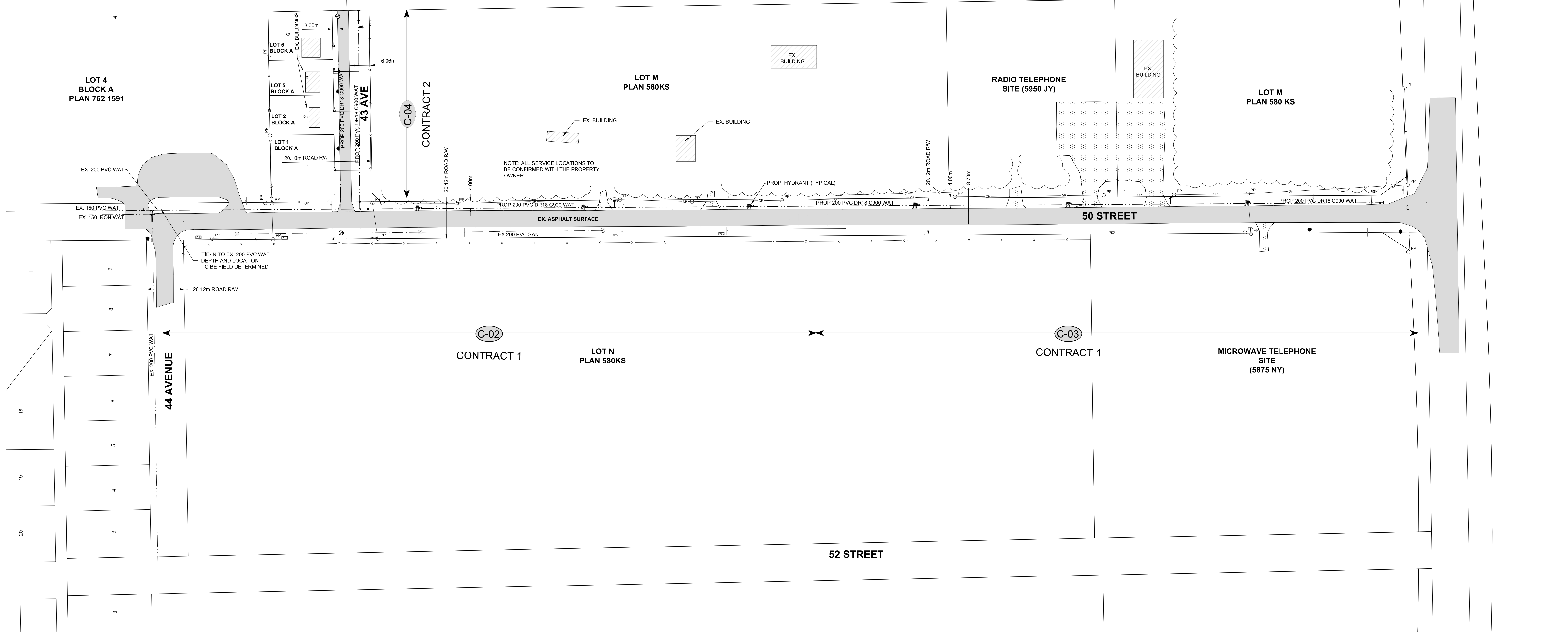
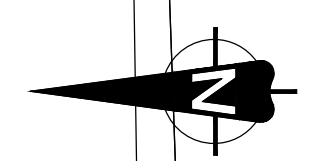
That administration prepares a local improvement bylaw to recover _____% of the costs for the 43rd Avenue water and sewer relocation and upgrade in Fort Vermilion.

Motion 2:

That administration prepares a connection fee bylaw to recover _____% of the costs for the 50th street water line extension portion in Fort Vermilion.

Author: John Klassen Reviewed by: _____ CAO _____

- GENERAL NOTES:**
1. THE CONTRACTOR SHALL CALL ALBERTA ONE CALL AT 1-800-242-3447 AT LEAST THREE (3) WORKING DAYS PRIOR TO BEGINNING ANY EXCAVATION OR REMOVALS.
 2. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND UTILITIES AND SERVICES. UTILITIES SHOWN ARE APPROXIMATE ONLY. CONTRACTOR TO VERIFY LOCATION AND DEPTHS PRIOR TO CONSTRUCTION.
 3. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL GAS LINE CROSSINGS WITH UTILITY COMPANY.
 4. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE BARRICADES, CONSTRUCTION SIGNAGE, TRAFFIC CONTROL, AND FLAGPERSONS.
 5. THE CONTRACTOR IS RESPONSIBLE FOR MEETING OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
 6. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING RESIDENTS AFFECTED BY CONSTRUCTION PROCEDURES AT LEAST SEVEN (7) DAYS PRIOR TO COMMENCING CONSTRUCTION.
 7. THE CONTRACTOR SHALL PROVIDE PUBLIC ACCESS TO SITE-ADJACENT PROPERTIES AT ALL TIMES. ALL CULVERTS AND DITCHES TO HAVE UNDISTURBED FLOW AT COMPLETION OF WORK.
 8. ELEVATIONS OF EXISTING PIPELINES SHOWN ARE TAKEN FROM AVAILABLE RECORD DRAWINGS. THE ACCURACY OF THIS INFORMATION IS NOT KNOWN. THE CONTRACTOR WILL BE REQUIRED TO CONFIRM THE LOCATION AND DEPTH OF THESE PIPELINES PRIOR TO CONSTRUCTION AND PRIOR TO CONNECTING TO PROPOSED PIPELINES.



LEGEND

PERMIT TO PRACTICE
DCL SIEMENS ENGINEERING LTD.
 Signature _____
 Date _____
PERMIT NUMBER: P 3753
 The Association of Professional Engineers,
 Geologists and Geophysicists of Alberta

No.	DATE	DESCRIPTION	BY
6			
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1			

REVISION

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No.	DATE	DESCRIPTION	BY	APPD
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1	2014-04-25	PRELIMINARY	JR	XXX

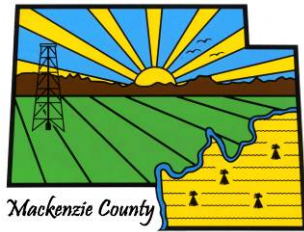
ISSUE

PROJECT No.	23-13-74
DRAWN BY	JR
DESIGNED BY	TAD
CHECKED BY	XXX
SCALE	1:1000

DCL SIEMENS
DCL SIEMENS ENGINEERING LTD.
 CIVIL & MUNICIPAL ENGINEERS
 101, 10630-172 Street Edmonton, AB T5S 1H8
 Phone (780) 486-2000 www.dclsimens.com

MACKENZIE COUNTY
FORT VERMILLION
50TH ST & 43 AVE
WATER AND SEWER EXTENSION
CONTRACT 1 AND 2
OVERALL PLAN

DRAWING No. **01**



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Raw Water Truck Fill (Fort Vermilion)

BACKGROUND / PROPOSAL:

The Fort Vermilion raw water truck fill is currently the only coin operated fill station remaining in operation by Mackenzie County; this unit is old and is in need of replacement.

Administration presented this item to the Public Works Committee with a recommendation of replacing the coin machine with a card lock system the same as we have in all the other locations. We recently replaced one at the La Crete water plant due to transaction capacity, this unit works well and we feel it would be suited for installation at the Fort Vermilion raw water truck fill station being that the usage there is less than at the treated water locations.

The following motion was made at the April 8, 2013 Public Works Committee Meeting:

“That the Public Works Committee recommendation be taken to Council to change the coin operated system at the Fort Vermilion Water Treatment Plant to a card lock system.”

OPTIONS & BENEFITS:

For discussion.

COSTS & SOURCE OF FUNDING:

Costs of approximately \$1,000.00 and to be funded from the 2013 operating budget.

Author: John Klassen **Reviewed by:** _____ **CAO** _____

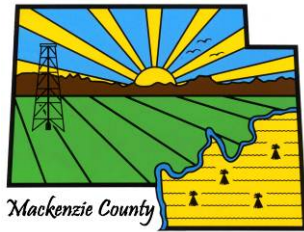
COMMUNICATION:

If the County proceeds with the change we would post signs at the plant as well as advertising it on Face Book, the Web Site, County Image and possibly the Big Deal Bulletin.

RECOMMENDED ACTION:

That administration be authorized to proceed with converting the Fort Vermilion raw water truck fill station from a coin operation to a card lock system.

Author: John Klassen Reviewed by: CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	County Applied Dust Control

BACKGROUND / PROPOSAL:

Each year the County applies dust control in various areas in order to promote safety for motorists within the County.

Attached for your perusal are maps of the areas where dust control was applied in the 2012 season.

Administration is looking for input from Council regarding the application areas and the question is should we continue as per the maps or do they need some revision?

OPTIONS & BENEFITS:

For discussion.

COSTS & SOURCE OF FUNDING:

2013 operating budget.

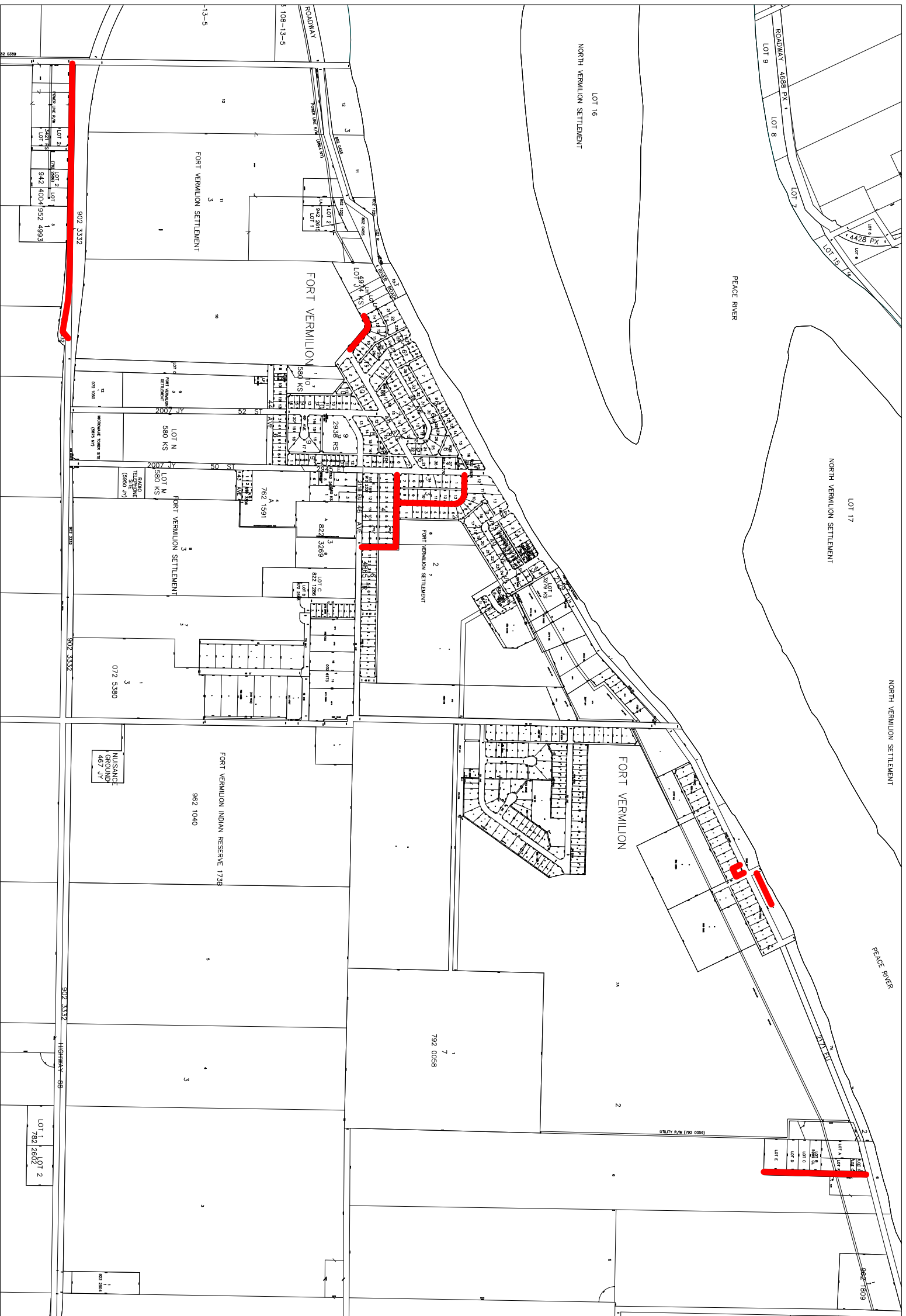
COMMUNICATION:

N/A

RECOMMENDED ACTION:

That the 2013 dust control maps be approved as presented.

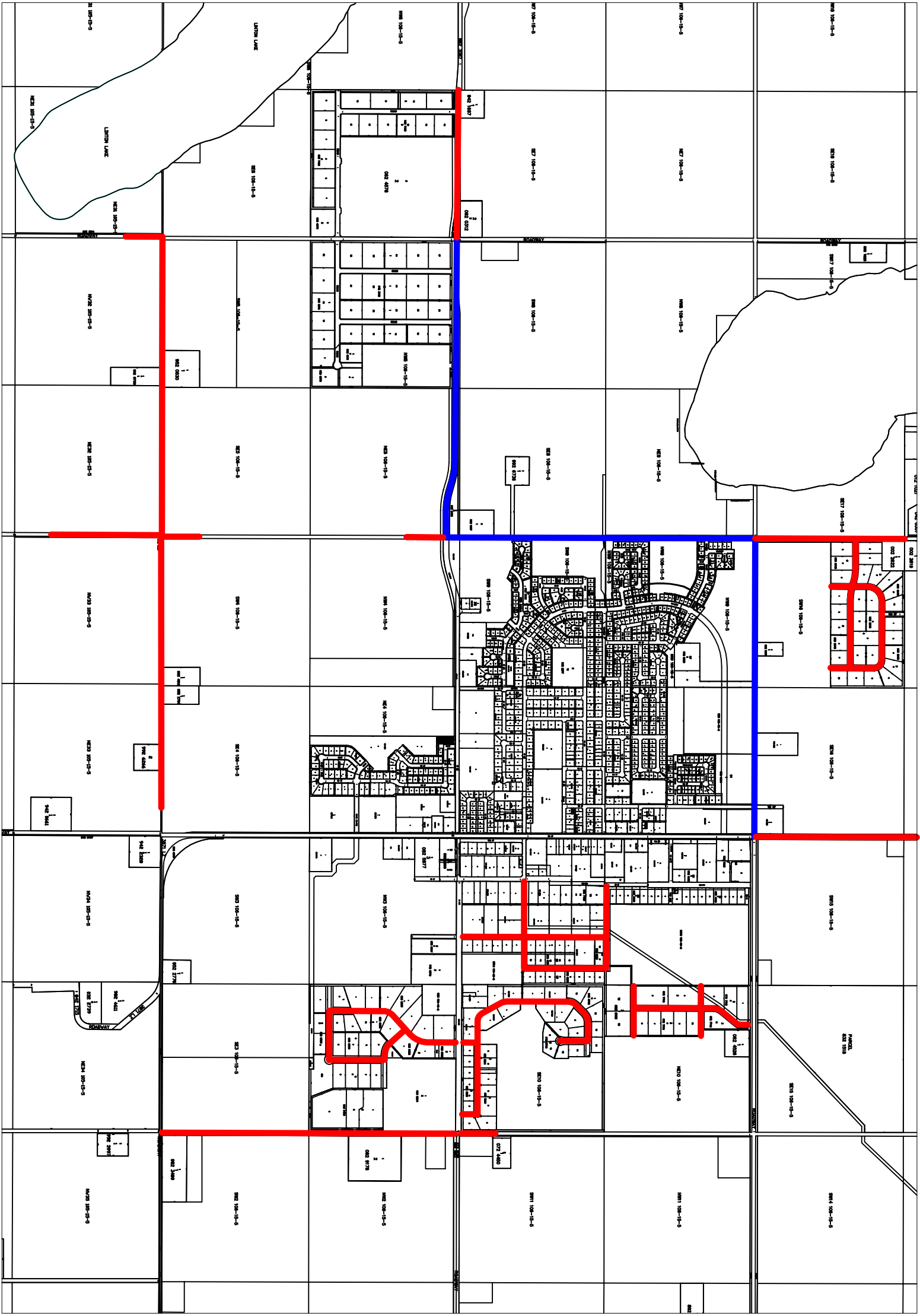
Author: John Klassen **Reviewed by:** _____ **CAO** _____



**Hamlet of Fort
Vermilion County
Applied Dust Control**

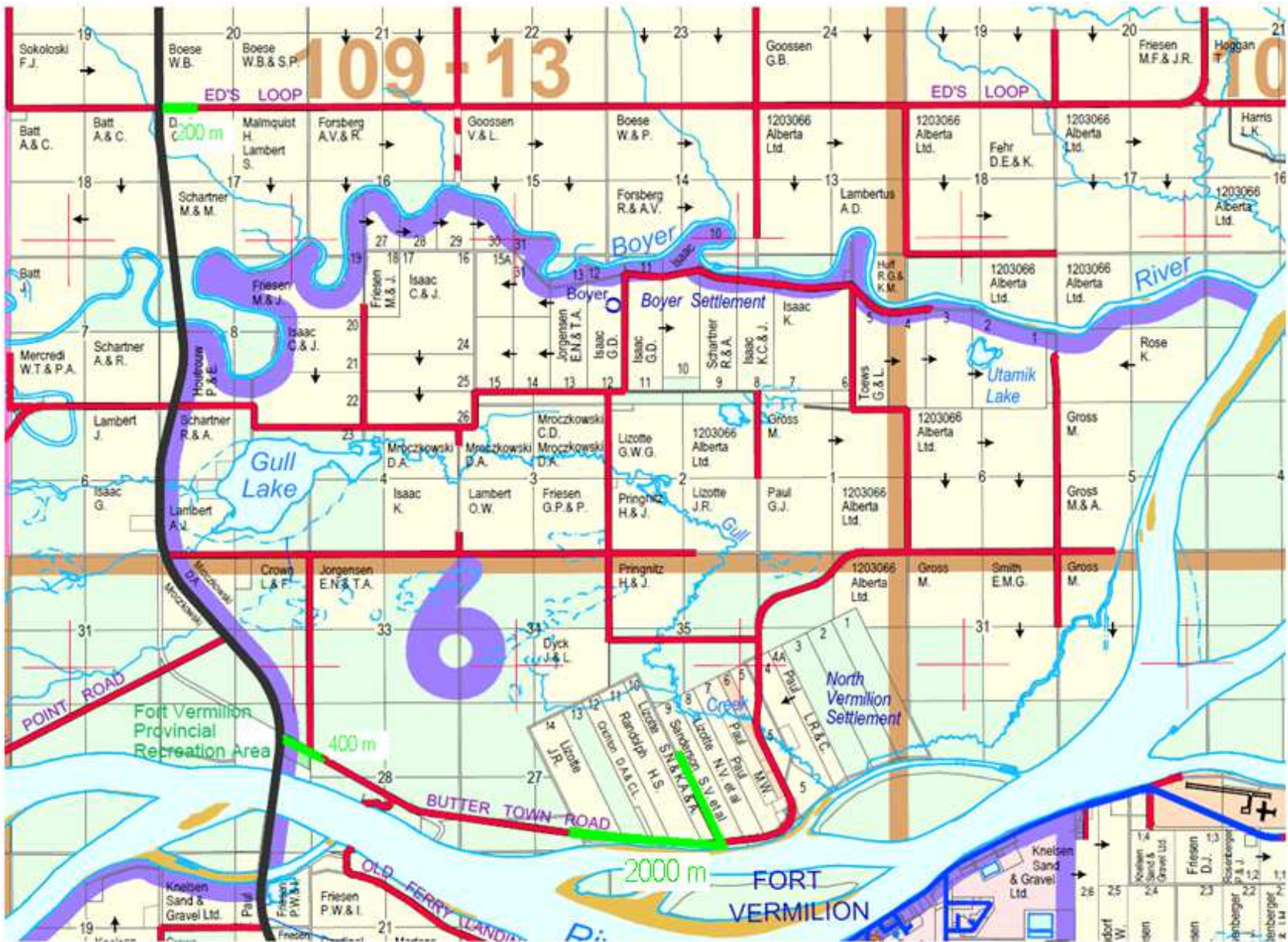
Legend:
 2320 m
 Calcium

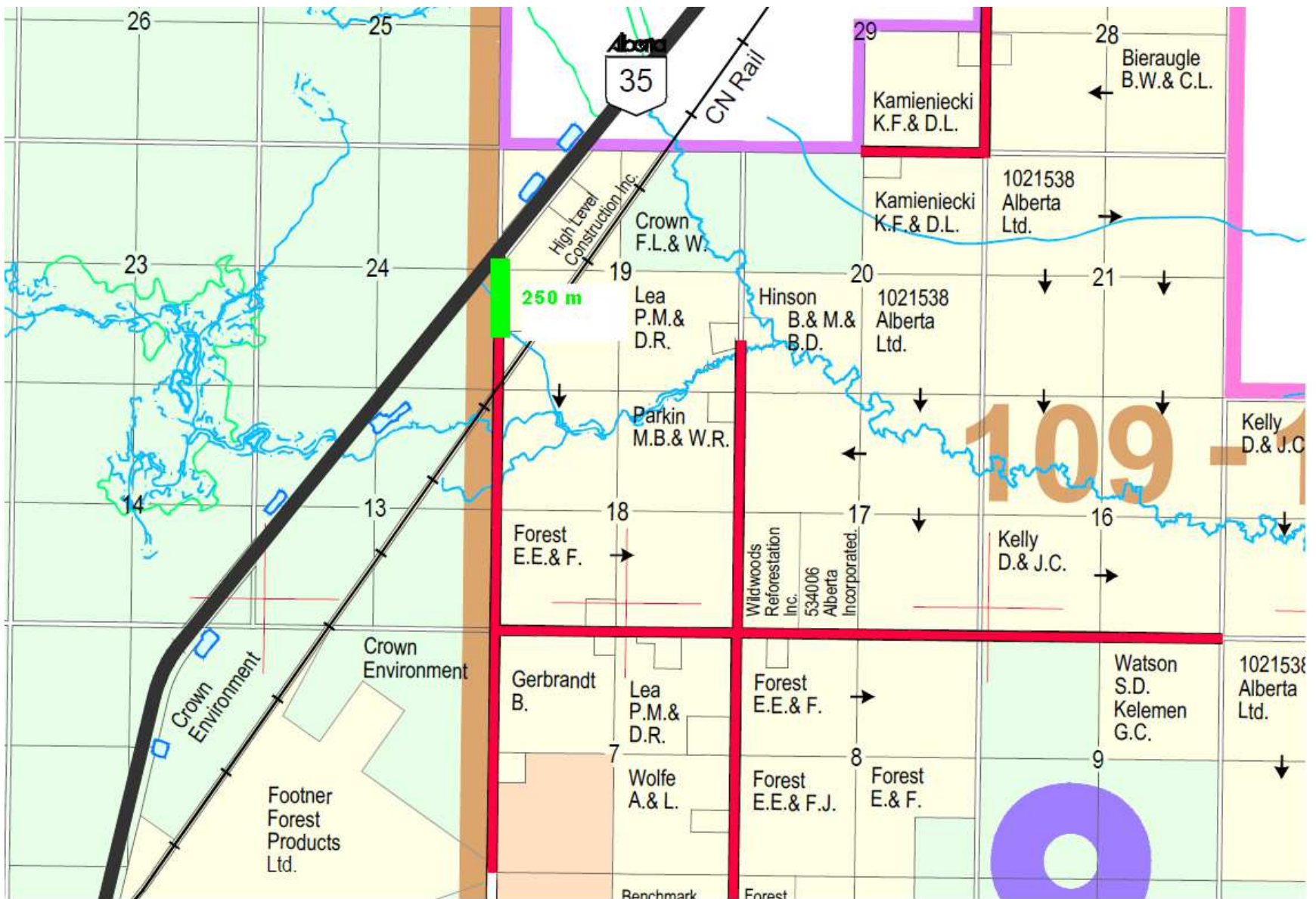
Hamlet of La Crete
County Applied Dust
Control



Legend:
▬ 16,070 m Calcium
▬ 4,950 m Oil

22,160 m Total





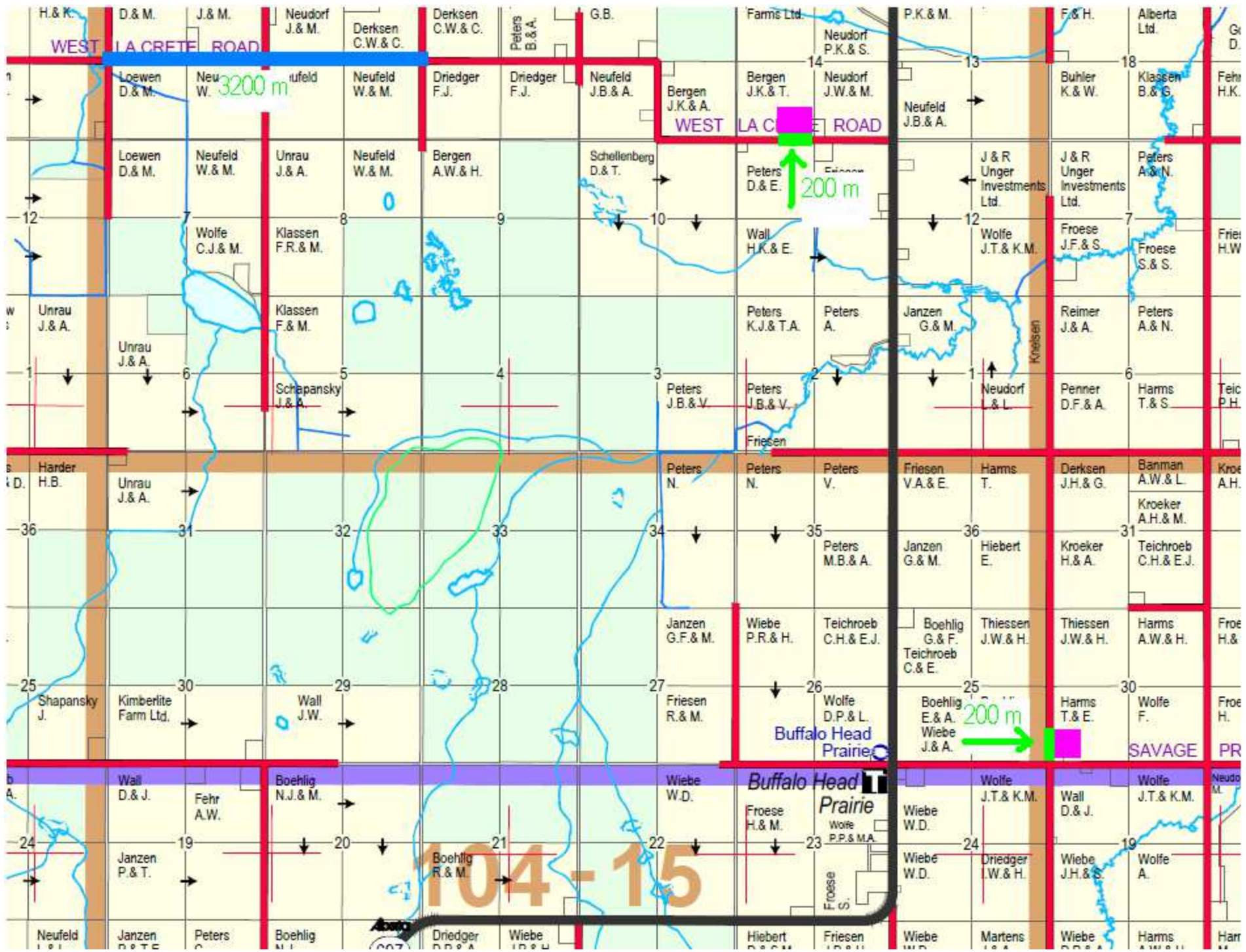


= School

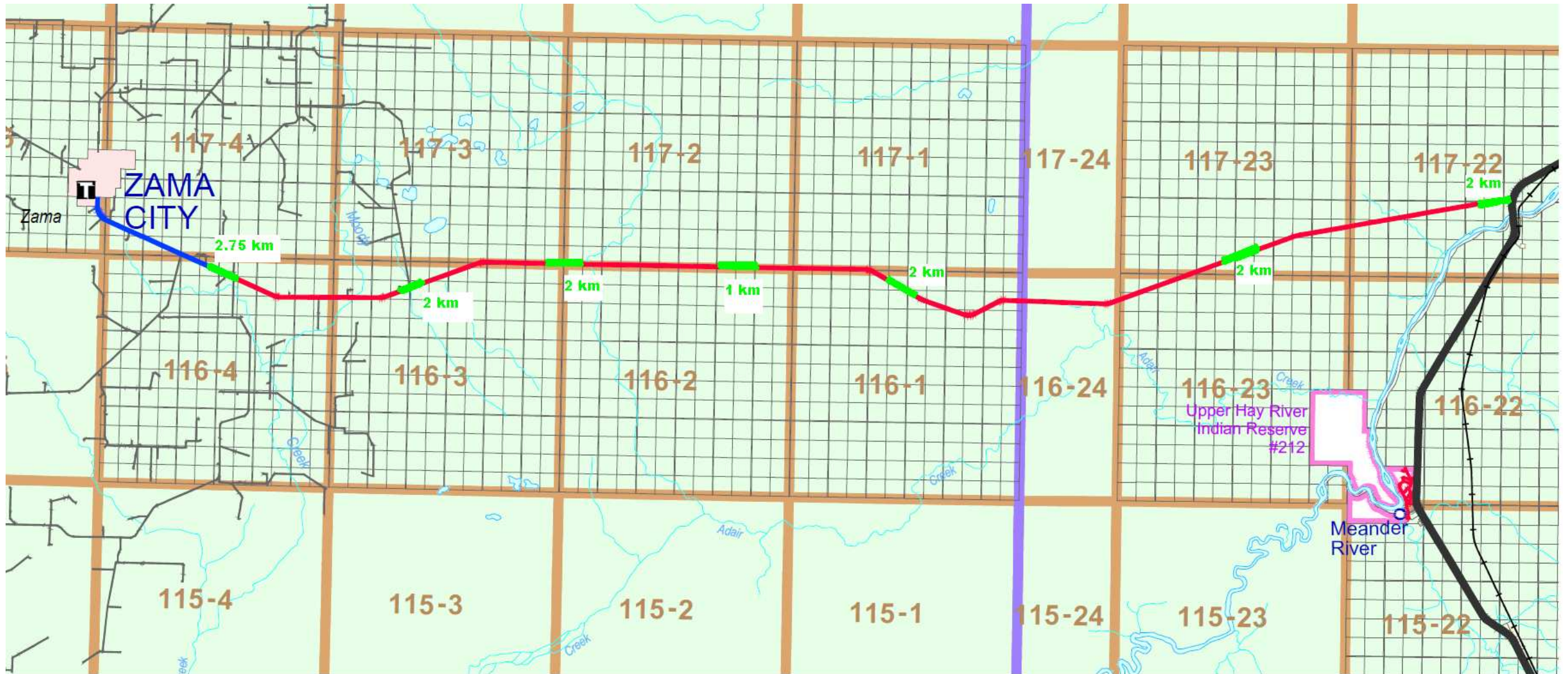


= Dust Control Area

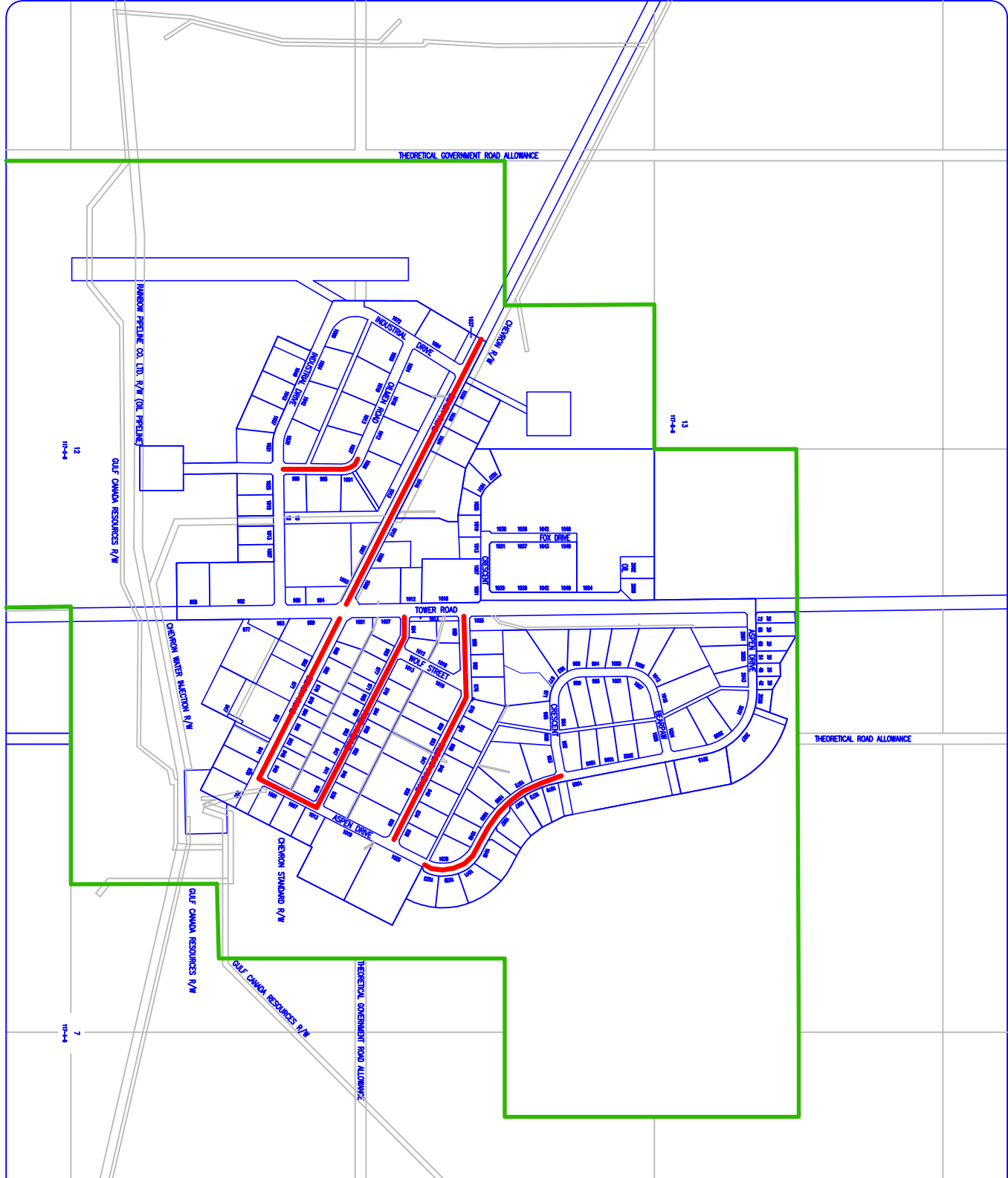




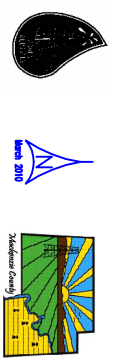


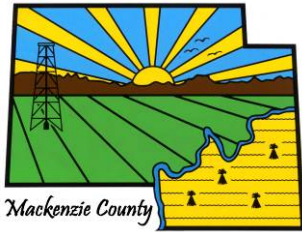


Hamlet of Zama County Applied Dust Control



3.1 km
Calcium





MACKENZIE COUNTY

REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Airport Development

BACKGROUND / PROPOSAL:

On February 9, 2010, council made the motion that any development in the airport areas within the municipality be brought to Council to control development within one mile to protect the flight paths until the AVPA take over development.

Since that time, all development permits for both the airport itself and the one mile radius have been brought forth to Council for approval.

The Aviation Vicinity Protection Area “AVPA” has not been finalized yet; however on August 22, 2012, Bylaw 865-12 being a new Airport District “AP” was approved for all the airports within the municipality.

In the new Airport District there is both Permitted and Discretionary uses. Permitted Uses must be issued if they meet all regulations of the Land Use Bylaw and the district. Permitted and Discretionary are defined in Section 642(1) & (2) of the *Municipal Government Act*:

Permitted and discretionary uses

642(1) *When a person applies for a development permit in respect of a development provided for by a land use bylaw pursuant to section 640(2)(b)(i), the development authority must, if the application otherwise conforms to the land use bylaw, issue a development permit with or without conditions as provided for in the land use bylaw.*

(2) *When a person applies for a development permit in respect of a development that may, in the discretion of a development authority, be permitted pursuant to section 640(2)(b)(ii), the development authority may issue a development permit with or without conditions as provided for in the land use bylaw.*

Author: L. Lambert **Reviewed By:** _____ **CAO** YW

On Monday April 29, 2013, an application was received for the construction of a hanger within the La Crete Airport. Hangers are Permitted Uses and this application meets all the regulations. A permit could have been issued within a couple of days allowing the developer to proceed as soon as possible. However with the Motion 10-02-127 still in place, this permitted use application must be brought forth to council for approval.

Administration is asking that Council considers removing this restriction from within the airports districts themselves; yet still maintain restriction in the surrounding one mile radius.

OPTIONS & BENEFITS:

Removing the restriction from the Airport District will speed up the permit approval process for a Council approved district designed specifically for airports. While maintaining the one mile radius control allows Council to maintain the restriction on development surrounding the airports until the finalization of the AVPA.

COSTS & SOURCE OF FUNDING:

No costs.

RECOMMENDED ACTION:

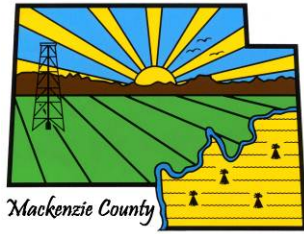
Motion 1:

That Council Motion 10-22-127 be rescinded.

Motion 2:

That all development within a one mile radius of the airport areas within the municipality, excluding the airports themselves under the Airport Districts, be brought to Council for a decision in order to control development in which to protect the flight paths until the AVPA is approved.

Author: L. Lambert Reviewed By: _____ CAO _____



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	Development Permit Application 86-DP-13 Hanger at the La Crete Airport (Plan 122 2189, Area A, Lot 8) (La Crete Rural)

BACKGROUND / PROPOSAL:

The proposed development is for a 90' by 70' Aircraft Hangar at the La Crete Airport. The subject development is presented to council in accordance with council motion 10-02-127, which states:

That any development in the airport areas within the municipality be brought to Council to control development within one mile to protect the flight paths until the AVPA take over development.

At present, all tenants are required to enter into a lease agreement with the County and provide surveyed drawings prior to commencing approved development. This is due to the lands being under one title without a legal subdivision plan separating all of the leased lots. The applicant has provided a surveyed site plan indicating the lot pins and the building location and signed a lease agreement.

In accordance with the Height Limitations Map of the draft AVPA, the maximum allowable height of the proposed Aircraft Hangar is 15 meters (49 feet). The height of the proposed building is 9.14 meters (30 feet).

The Planning Department does not foresee any concerns regarding the proposed development.

Author: L. Lambert **Reviewed by:** _____ **CAO** J. Whittleton

OPTIONS & BENEFITS:

The Planning Department does not see any concerns regarding the proposed development, as it meets the requirements of the Land Use Bylaw Airport District “AP”.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

That Development Permit 86-DP-13 on Part of SW 1-106-15-W5M in the name of 1738051 Alberta Ltd. be approved with the following conditions:

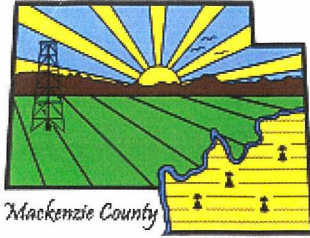
Failure to comply with one or more of the attached conditions shall render this permit null and void

1. Minimum aircraft hangar setbacks shall be:
 - a) 6.1 meters (20 feet) from the internal subdivision road (west side)
 - b) 1.52 meters (5 feet) from all other property linesor setbacks required by Alberta Safety Codes and Alberta Transportation, whichever is greater. It is the responsibility of the developer to find out the Alberta Safety Codes and Alberta Transportation setbacks.
2. The highest point of the Aircraft Hanger shall be no more than 15 meters (49 feet) from grade to roof peak.
3. Where applicable, the applicant must obtain approval from NAV Canada. All the conditions and requirements set forth by NAV Canada, Transport Canada and/or any other Government Agencies shall be adhered to.
4. The Aircraft Hanger shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
5. Obtain approval from Alberta Transportation regarding the proposed development prior to commencement of the development. Contact Robert Lindsay at 780-624-6547.
6. All conditions and requirements by Alberta Transportation are to be met to their specifications and standards.
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

Author: L. Lambert Reviewed by: _____ CAO J. Whittleton

8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

Author: L. Lambert **Reviewed by:** _____ **CAO** J. Whittleton



DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit # <i>86-IP-13</i>	
Date Received <i>April 29, 2013</i>	
Date Accepted <i>April 29, 2013</i>	

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

APPLICANT INFORMATION

Applicant Name <i>1738051</i>		Registered Landowner Name (If different than Applicant)	
Address <i>PO Box 1238 LaCrete A.B.</i>		Address	
E-mail <i>bearcreekjohn@telus.net</i>		E-mail	
Telephone (Res)	Work or Cell <i>780 976-6598</i>	Telephone (Res)	Work or Cell

LAND INFORMATION

Legal description of proposed development site									
Registered Plan # <i>122 2189</i>	Block	Lot <i>8</i>	Stall	OR	QTR/LS	SEC	TWP.	RG	M
Civic Address				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet							Quarter Section	Acreage	
							<input type="checkbox"/>	<input type="checkbox"/>	
Description of existing use of land: _____									

DEVELOPMENT INFORMATION

Describe proposed development: *Hangar*

Dwelling (Inc home additions)
 Temporary Structure
 Other _____

Secondary residence
 Garage, shop, shed (circle one)
 Commercial /Industrial Building

Modular/Manufactured Home
 Moved in Building
 Public Use Building

Building Size

Length <i>90'</i>	Width <i>70'</i>	Height (Grade to peak) <i>30'</i>	Sq ² <i>6300'</i>	Other
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The land is adjacent to: Primary Highway Secondary Highway Local Road Hamlet Road

Estimate project time and cost:

A. Start Date <u>ASAP</u>	B. End Date <u>November 2013</u>	C. Completed Project Cost \$ <u>300,000</u>
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Attached is: (a) Site plan Yes (b) Blueprints Yes (c) Floor plans (Manufactured homes) Yes

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

GEOGRAPHIC INFORMATION

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

<input type="checkbox"/> Land Fill or garbage disposal site	<input type="checkbox"/> Confined Feedlot Operation	<input type="checkbox"/> Slope /Coulee/Valley or Ravine
<input type="checkbox"/> Sewage treatment or Sewage Lagoon	<input type="checkbox"/> Sour Gas Well or pipeline	
<input type="checkbox"/> River or Waterbody	<input type="checkbox"/> Multi lot Residential subdivision	Access Approval Date:

Access:

Is there an Existing Access to proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>A County Approved Access is required before a Development Permit can be issued (except for site development)</i>	Does the site location require an access or road to be built to the proposed site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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DECLARATION

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

Applicant Name (Print) <u>John Fehr</u>	Registered Land Owner Name (Print)		
Applicant Name (Signature) <u>[Signature]</u>	Date <u>29-4-13</u>	Registered Land Owner (Signature)	Date

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

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

FOR ADMINISTRATIVE USE ONLY

Complies With:

MDP Yes <input type="checkbox"/> No <input type="checkbox"/>	ASP Yes <input type="checkbox"/> No <input type="checkbox"/>	AVPA Yes <input type="checkbox"/> No <input type="checkbox"/>
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Offsite Levy (If Required):
Connection Fee \$ _____
Receipt Number _____

Land Use Classification: AR Tax Roll No: _____

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

Proposed Use: Hanger

Development Application Fee Enclosed: Yes No Amount \$ 100.00 Receipt No: 158 225



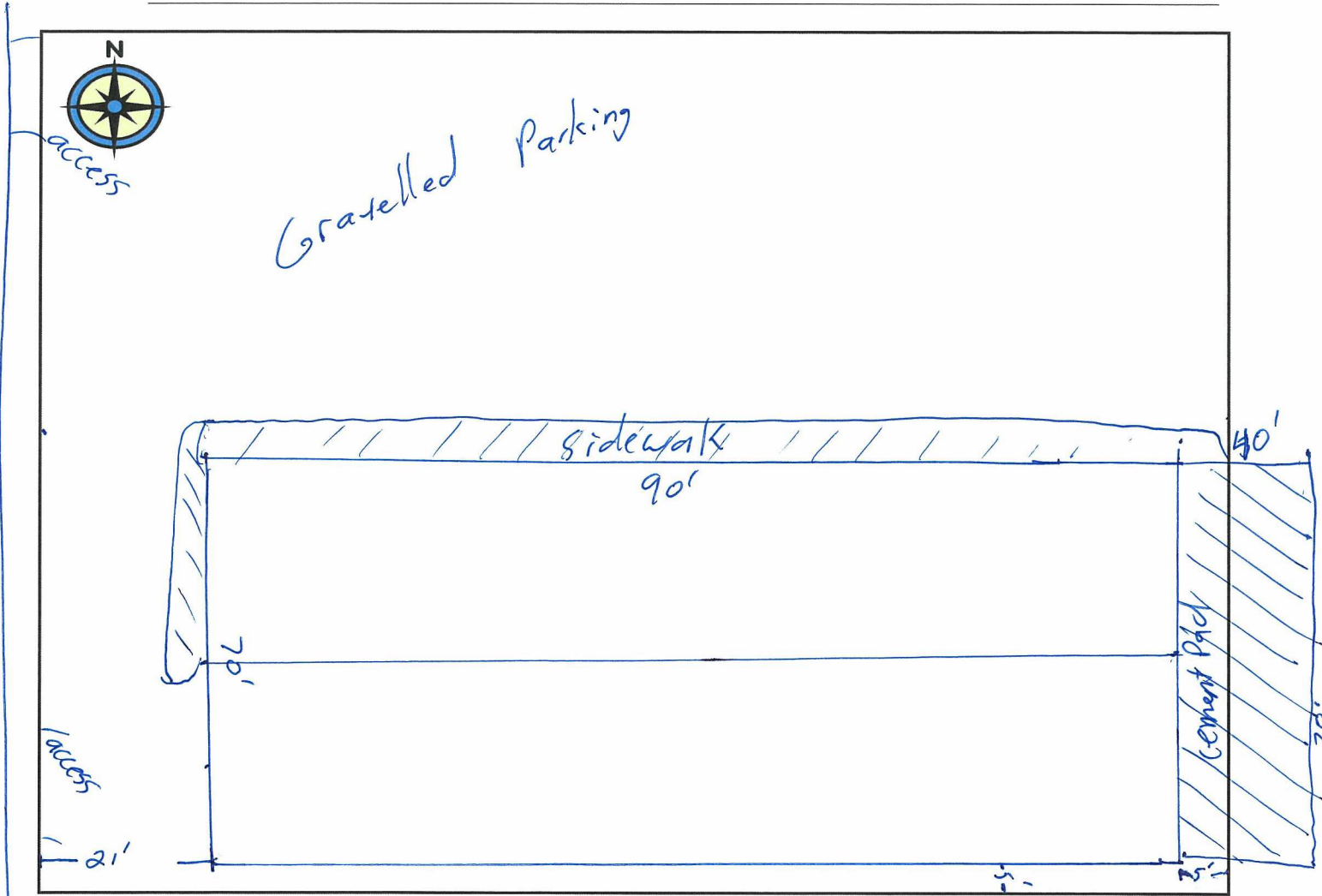
Development Permit Application

SITE PLAN

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

Date of site plan: April 29-2013

Remarks: _____

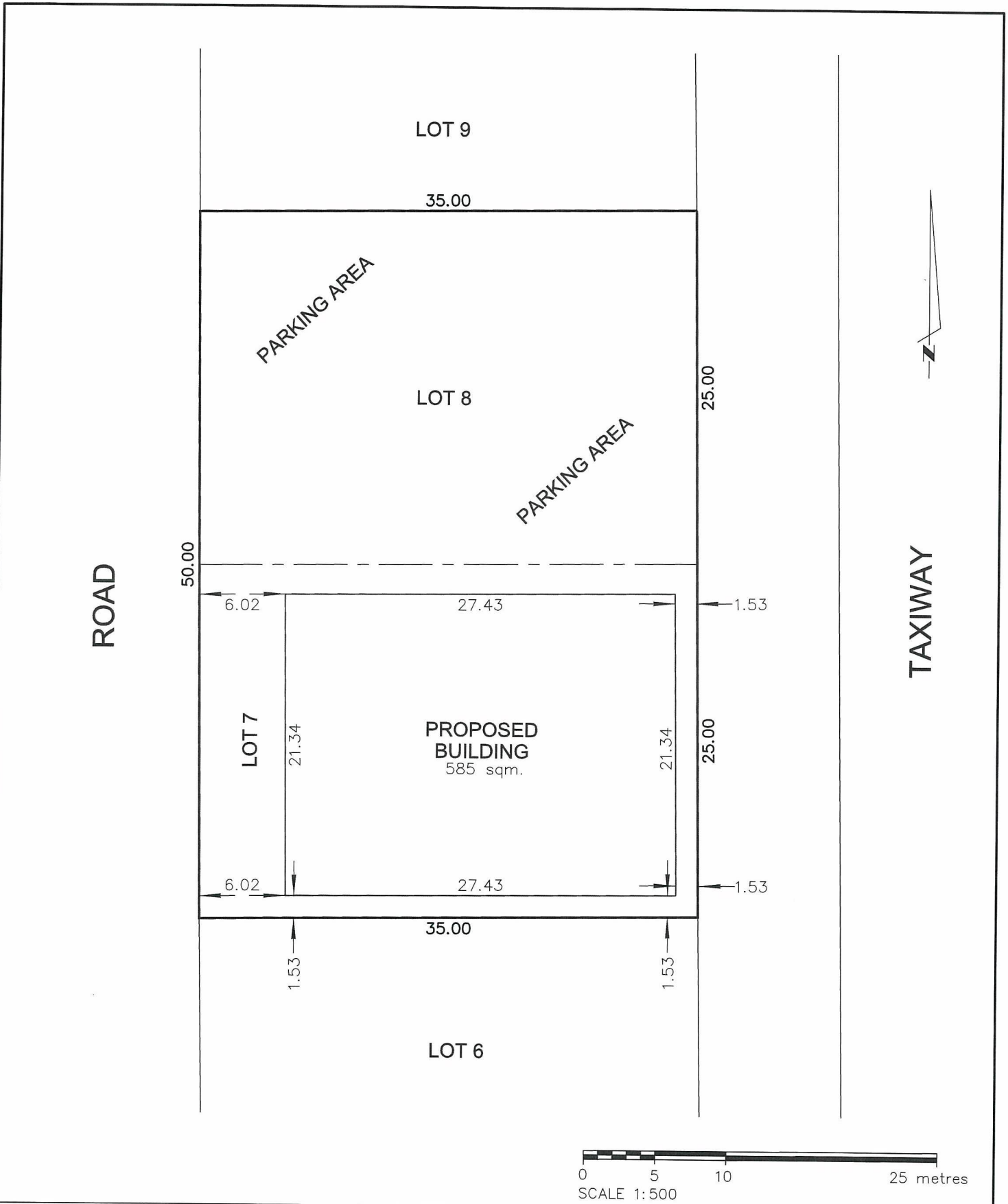


Information Checklist for site plan

- | | |
|---|--|
| <ul style="list-style-type: none"> ___ location/distance of existing buildings from property lines ___ location of access/driveway, and distance from intersections ___ location of shelterbelts and/or treed areas ___ location of parking and loading areas | <ul style="list-style-type: none"> ___ location/distance of proposed buildings from property lines ___ ravines, creeks, lakes, sloughs, and any other water bodies ___ location of road(s), road allowances ___ length and width of property |
|---|--|

Setbacks from Property Lines

FRONT YARD ft _____ m	REAR YARD ft _____ m	SIDE YARD (1) ft _____ m	SIDE YARD (2) ft _____ m
--	---	---	---



PLOT PLAN
SHOWING PROPOSED
LOCATION OF BUILDING
WITHIN LEASE LOTS 7 & 8
LA CRETE AIRPORT

CLIENT:
 John Fehr
 Box 1238
 La Crete, AB

BARLOW SURVEYING
 108-6 Avenue NW Slave Lake AB T0G 2A1

Ph. (780) 849-4872
 Fax (780) 849-4862

NOTE :
 - Distances show are in metres
 and decimals thereof.

DRAWN : MB
 CHECKED :
 04/29/2013
 DWG No. 094-13

- Verify site will be properly cleaned up
- Verify site will not have safety hazards remaining
- Can track where old structures are being moved to (if not demolished)
- Can protect historical buildings

The following are the disadvantages to requiring a development permit for structure removal/demolition:

- More paperwork and expense for ratepayers
- More paper work and permits for staff (staff time)

COSTS & SOURCE OF FUNDING:

Minimal costs are involved. The advertising costs would be borne by the Planning Departments operating budget.

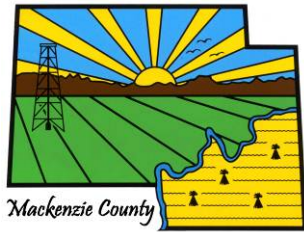
COMMUNICATION:

Advertise in local print media, Facebook, County Image.

RECOMMENDED ACTION:

For discussion.

Author: B Peters Reviewed By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Bylaw 901-13 – Local Improvement Tax for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

BACKGROUND / PROPOSAL:

Council approved the La Crete 101 Street and 103 Avenue reconstruction project in the 2012 capital budget, and as a carry-forward project in the 2013 capital budget.

OPTIONS & BENEFITS:

As part of the proposed construction, a new curb, gutter and sidewalk (part A) and a standalone sidewalk (part B) will be installed.

The County's policy is to impose a local improvement tax based on 30% cost recovery from the properties benefiting from the new curb, gutter and/or sidewalk installations.

The estimated cost of construction, including engineering, is \$221,000 for part (A) and \$84,000 for part (B), with 30% (or \$66,300 and \$25,200, respectively) proposed to be recovered from the benefiting owners over a ten-year period.

Administration has prepared a bylaw, which is presented here for first reading. Subsequent to receiving first reading, the bylaw will be advertised, appropriate documentation will be sent to the benefiting owners, and an open house will be held.

COSTS & SOURCE OF FUNDING:

2013 Capital Budget
2013 operating budget funds will be used for costs of advertisement, mailings and open house.

Author: A. Kilpatrick **Reviewed by:** _____ **CAO** _____

COMMUNICATION:

Advertisement of bylaw in local newspaper.
Appropriate documentation to be sent to benefiting owners.
Open house will be held.

RECOMMENDED ACTION: (requires 2/3)

That first reading be given to Bylaw 901-13, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for (A) the installation of curb, gutter and sidewalk on 101 Street and 103 Avenue for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17 and a portion of Plan 8621341, Lot 38, Lot 17; and also for (B) standalone sidewalk on 101 Street from 103 Avenue to 105 Avenue for Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete.

Author: A. Kilpatrick Reviewed by: _____ CAO _____

BYLAW NO. 901-13

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

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax for: (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17 and a portion of Plan 8621341, Lot 38, Lot 17; and also for (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue for Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Curb, Gutter and Sidewalk on 101 Street and 103 Avenue Schedule A for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue Schedule B on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Curb, Gutter and Sidewalk on 101 Street and 103 Avenue Schedule A for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue Schedule B on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A" and Schedule "B", and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 101 Street and 103 Avenue Schedule A for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue Schedule B on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

17 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of Two Hundred Twenty One Thousand Dollars (\$221,000.00) is required to construct Curb, Gutter and Sidewalk on 101 Street and 103 Avenue **Schedule A** for Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also the estimated sum of Eighty Four Thousand Dollars (\$84,000.00) is required to construct Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue **Schedule B** on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Schedule A:			Schedule B:		
Mackenzie County	\$154,700.00	70%	Mackenzie County	\$58,800.00	70%
Benefiting Owners	66,300.00	30%	Benefiting Owners	25,200.00	30%
Total Cost	\$221,000.00	100%	Total Cost	\$84,000.00	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF MACKENZIE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of completing Curb, Gutter and Sidewalk **Schedule A** on Plan 942 0787, Lots 5 & 6, Block 6 and Plan 942 3391, Lot 5, Block 6 and Plan 5232TR, Lot 1, Block 6 and Plan 1160NY, Lot 1, Block 4 and Plan 792 1881, Lots 1, 2 & 5, Block 18 and Lots 1-3, Block 17; also Standalone Sidewalk **Schedule B** on Plan 942 0787, Lot 7, Block 6 and Plan 5232TR, Lot 3, Block 6 and Plan 902 2145, Block 21 and Plan 862 1341, Lot 38, Block 17 and Plan 982 1128, Lot 39, Block 17 in the Hamlet of La Crete as a local improvement project, the sum of Sixty Six Thousand Three Hundred Dollars (\$66,300.00) for **Schedule A**; also Twenty Five Thousand Two Hundred Dollars (\$25,200.00) for **Schedule B** be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** and **Schedule B** attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Seven Thousand Six

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

Hundred Twenty-Five Dollars and Fifty-five Cents (\$7,625.55) for **Schedule A**; also, Two Thousand Eight Hundred Ninety-Eight Dollars and Forty Cents (\$2,898.40) for **Schedule B**.

- 3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
- 4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this _____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time and finally passed this _____ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

BYLAW NO. 901-13

SCHEDULE A

Curb, Gutter and Sidewalk on 101 Street and 103 Avenue in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
6	6	9420787	38.46	39.83	39.15
5	6	9420787	32.18	28.96	30.57
5	6	9423391	35.50	35.50	35.50
1	6	5232TR	25.87	62.74	44.31
1	4	1160NY	61.34	62.64	61.99
1	18	7921881	101.21	104.75	102.98
2	18	7921881	44.20	44.20	44.20
5	18	7921881	88.13	89.92	89.03
1	17	7921881	45.11	45.11	45.11
2	17	7921881	45.11	45.11	45.11
3	17	7921881	43.93	45.72	44.83
38	17	8621341	46.32	45.18	45.75

628.51

Total Assessable Frontage (meters)	628.51
Total Assessment per Front Meter of Frontage	\$105.49
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.628%	\$12.13
Total Yearly Assessment Against All Above Properties	\$7,625.55

Local Improvement Bylaw for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete

BYLAW NO. 901-13

SCHEDULE B

Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
7	6	9420787	27.71	27.73	27.72
3	6	5232TR	32.28	32.28	32.28
3	6	5232TR	32.28	32.28	32.28
	21	9022145	42.20	42.20	42.20
38	17	8621341	186.00	183.37	184.69
39	17	9821128	34.44	35.90	35.17

354.34

Total Assessable Frontage (meters)	354.34
Total Assessment per Front Meter of Frontage	\$71.12
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.628%	\$8.18
Total Yearly Assessment Against All Above Properties	\$2,898.40

COMMUNICATION:

Advertisement of bylaw in local newspaper.
Appropriate documentation to be sent to benefiting owners.
Open house will be held.

RECOMMENDED ACTION: (requires 2/3)

That first reading be given to Bylaw 902-13, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion.

Author: A. Kilpatrick Reviewed by: _____ CAO _____

BYLAW NO. 902-13

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

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached “Schedule A”, and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of One Hundred Fifty-six Thousand Nine Hundred Dollars (\$156,900.00) is required to construct Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment, as follows:

Local Improvement Bylaw for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion

Mackenzie County	\$109,830.00	70%
Benefiting Owners	47,070.00	30%
Total Cost	\$156,900.00	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF MACKENZIE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of completing Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road for Plan 2938RS, Lots 2 & 3, Block 6, Lots 1, 2, 16, 17 & 18, Block 7, Lots 2, 3, 4, 5 & 6, Block 10, Lots 2, 6 & 7, Block 11, and Plan 7822018, Lots 24, 25 & 26, Block 11 in the Hamlet of Fort Vermilion, the sum of Forty-Seven Thousand and Seventy Dollars (\$47,070.00) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Five Thousand Four Hundred Thirteen Dollars and Seventy-Nine Cents (\$5,413.79).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this _____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time and finally passed this _____ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 902-13

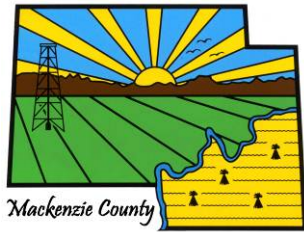
SCHEDULE A

Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion.

Lot	Block	Plan	Front	Rear	Average
2	11	2938RS	30.48	30.48	30.48
24	11	7822018	32.31	32.31	32.31
25	11	7822018	30.32	30.32	30.32
26	11	7822018			28.08
6	11	2938RS	30.48	30.48	30.48
7	11	2938RS			29.51
2	6	2938RS			34.95
3	6	2938RS	30.48	30.48	30.48
1	7	2938RS			40.24
2	7	2938RS	30.48	30.48	30.48
2	10	2938RS	10.00	10.00	10.00
3	10	2938RS	30.48	30.48	30.48
4	10	2938RS	30.48	30.48	30.48
5	10	2938RS	30.48	30.48	30.48
6	10	2938RS			27.94
16	7	2938RS	15.24	15.24	15.24
17	7	2938RS	30.48	30.48	30.48
18	7	2938RS			22.91

515.32

Total Assessable Frontage (meters)	515.32
Total Assessment per Front Meter of Frontage	\$91.34
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.628%	\$10.51
Total Yearly Assessment Against All Above Properties	\$5,413.79



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Land Sale by Public Auction

BACKGROUND / PROPOSAL:

The *Municipal Government Act* (MGA) states that, “Section 418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.”

“Section 419. The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonable possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.”

There are six (6) parcels of land to be offered for sale that were placed on the Tax Notification List. Notices and letters have been sent with no response and/or arrangements made for the orderly repayment of the arrears.

Parcels of land offered for sale by way of Public Auction must be advertised in the *Alberta Gazette* no less than 40 days and no more than 90 prior to the date of the sale. As the *Alberta Gazette* must receive their ads two weeks prior to the publishing day, the earliest the County can have the sale would be May 28, 2013.

OPTIONS & BENEFITS:

If payments agreements are in place or taxes are paid in full, the properties will not be auctioned. Tentative auction dates are:

Beginning Date for Record Gazette	Auction Date			
	Council meeting more than 40 days and less than 90 days			
May 15	June 26			July 16
May 31	July 16	Aug 12		Aug 26

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Office
Title:	Bylaw 891-13 Election Bylaw

BACKGROUND / PROPOSAL:

The *Local Authorities Election Act* (LAEA) provides municipalities with the option of establishing certain election procedures they deem appropriate.

At the April 24, 2013 council meeting first reading was given to the attached Bylaw.

OPTIONS & BENEFITS:

As a Ministerial Order has not yet been received regarding the Modified Voting Procedure, administration recommends a slight wording change in Section 6.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

Approved Bylaw will be available online.

RECOMMENDATION:

Motion 1

That second reading be given to Bylaw 891-13 being an Election Bylaw for Mackenzie County.

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

Motion 2

That third reading be given to Bylaw 891-13 being an Election Bylaw for Mackenzie County.

Author: C. Gabriel Reviewed by: CAO YW

BYLAW NO. 891-13

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

**TO ESTABLISH THE RULES TO FOLLOW
IN CONDUCTING MUNICIPAL ELECTIONS**

WHEREAS, the *Local Authorities Election Act*, RSA 2000 Chapter L-21, hereinafter referred to as the “Act” provides for the conduct of general elections by local authorities; and

WHEREAS, the Act permits the local authority to pass bylaws for the conduct of such elections

NOW THEREFORE, the Municipal Council of Mackenzie County, duly assembled, hereby enacts as follows:

NOMINATION DAY AND TIME

1. Nomination Day must be held four weeks before the Election Day and the Returning Officer or Deputy may only receive nominations between the hours of 8:30 a.m. and 12:00 noon on Nomination Day.

LOCATIONS TO RECEIVE NOMINATION PAPERS

2. Nomination papers may be received at the following locations:

Fort Vermilion County Office (local jurisdiction office)
4511-46 Avenue
Fort Vermilion, Alberta

Zama County Office
1025 Aspen Drive
Zama City, Alberta

DEATH OF A CANDIDATE

3. If a candidate for any position dies after nomination day but before 9:00 a.m. on Election Day, the election for that position will be discontinued.
4. The appropriate elected authority will arrange a new election for the position as soon as possible.

JOINT ELECTIONS

5. The returning officer is authorized to enter into agreements, on behalf of the Municipality, to conduct elections on behalf of other elected authorities in Mackenzie County whose boundaries may or may not be contiguous with the Municipality but do have areas in common.

MODIFIED VOTING PROCEDURE

6. In accordance with Ministerial Order, Number _____ Mackenzie County hereby adopts the modified system of conducting an Election pursuant to the Modified Voting Procedure Regulation 5/2007, as amended, to provide for the location of more than one voting station for a voting subdivision.
7. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provision of the Act.

REPEAL

8. Bylaw 635/07 and 274/01 and any amendments thereto are hereby rescinded.

ENACTMENT

9. This Bylaw shall come into force and effect upon the date of the passing of the third and final reading.

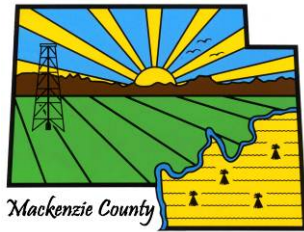
First reading given on the 24th day of April, 2013.

Second Reading given on the _____ day of _____, 2013.

Third Reading and Assent given on the _____ day of June, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM052 Electronic Access and Acceptable Use Policy

BACKGROUND / PROPOSAL:

The Finance Committee requested that a policy be drafted to address concerns regarding the use of municipal technology equipment. A policy was drafted and reviewed by the Finance Committee at their meeting held April 29, 2013. The Finance Committee recommended that the attached policy be presented to Council for approval.

Subsequent to the Finance Committee reviewing the policy, administration has also incorporated the Cell Phone Standard Operating Procedure previously approved by Council on April 12, 2011 (Motion 11-04-375). See highlighted areas in the draft policy.

Policy ADM031 PC Purchase for Council Members has been incorporated into this policy and therefore Administration recommends that it be rescinded.

A copy of the draft policy is attached.

OPTIONS & BENEFITS:

The purpose of this policy is to provide clarity to all employees and elected officials of the municipality regarding the access and proper usage of corporate technology equipment.

COSTS & SOURCE OF FUNDING:

N/A

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

COMMUNICATION:

A copy of the policy will be provided to every employee and elected official of the municipality and will be required to sign the Electronic Access Use Agreement (Schedule A) and return a signed copy to Human Resources.

RECOMMENDED ACTION:

Motion 1

That Policy ADM052 Electronic Access and Acceptable Use Policy be approved as presented.

Motion 2

That Policy ADM031 PC Purchase for Council Members be rescinded.

Motion 3

That the Standard Operating Procedure for Cell Phones be rescinded.

Author: C. Gabriel Reviewed by: _____ CAO _____

Mackenzie County

Title	Electronic Access and Acceptable Use Policy	Policy No:	ADM052
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Legislation Reference	Municipal Government Act Sections 3 (a) (b) and 5 (b)
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Purpose

A secure, sustainable and stable technological work environment requires information technology standards that are both enabling and responsible. The purpose of this policy is to identify access to technology for municipal purposes and to identify appropriate use of corporate technology.

Guidelines/Procedures:

This policy applies to all Employees and Elected Officials of Mackenzie County.

This policy pertains to various electronic devices provided by the Municipality for the purposes of conducting municipal business, which include, but are not limited to:

- Computers
- Laptops
- iPads and Other Tablet Devices
- iPhones, Smart Phones, and other cellular devices

Definitions:

“Electronic Devices” – includes, but is not limited to, computers, laptops, iPads, iPhones, etc.

“Employee” – means all persons employed by Mackenzie County or an Elected Official elected to Mackenzie County Council.

“Municipality” – means Mackenzie County.

“IT Services” – Mackenzie County employees who are authorized to perform hardware and software maintenance on Mackenzie County computer systems.

1. Access to Communications

- 1.1 All electronic devices are Mackenzie County property. All applications and software purchased by the Municipality for use on electronic devices are considered Mackenzie County property. Upon termination of employment with Mackenzie County, all electronic devices and purchased software are

to be returned to IT Services immediately, unless otherwise specified in this Policy.

1.2 The Municipality reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other County policies.

1.3 Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

2. Electronic Mail (Email)

2.1 Each authorized user must conduct himself or herself in a responsible and professional manner while using email.

2.2 Email messages, and any content or attachments contained in said email, which is marked as "confidential" must not be distributed or released unless you have the authority from the sender to do so.

2.3 County email is not to be used to forward spam, petitions, or pleas for help.

2.4 County email is not to be used to sign up for personal activities or networks (ie. shopping, facebook, msn, etc.)

2.5 County documents shall not be emailed to your personal email account unless approved by your supervisor.

2.6 Routine clean-up/archiving of emails is strongly encouraged to free up server space.

3. Lost, Damaged or Stolen

3.1 In the event that electronic equipment is lost, damaged, or stolen, IT Services must be contacted immediately.

4. Passwords

4.1 All user-level passwords shall be changed every 90 days, unless it meets the complexity requirements indicated below.

4.2 Passwords shall not be inserted into email messages or other forms of electronic communication (ie. chat, instant messaging).

- 4.3 If an account or password is suspected to have been compromised, report the incident to IT Services and change all passwords.
- 4.4 Passwords must comply with the following complexity requirements:
- a. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - b. Be at least **eight** characters in length
 - c. Contain characters from **three** of the following **four** categories:
 - i. English uppercase characters (A through Z)
 - ii. English lowercase characters (a through z)
 - iii. Base 10 digits (0 through 9)
 - iv. Non-alphabetic characters (for example: !, \$, #, %)
- 4.5 It is also strongly encouraged to set your electronic device to lock after 10 minutes of inactivity.

5. Personal Use

- 5.1 The electronic media and services provided by the Municipality are primarily for business use to assist employees and elected officials in the performance of their job duties. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and all such use should be done in a manner that does not negatively affect the system's use for business purposes.
- 5.2 Personal use outside of a limited or occasional use should be with the expressed approval of an employee's supervisor. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Email humor and jokes should be minimized to adequately comply with the provisions of the policy. Communications and information research of a personal nature, not related to business activities, should be conducted outside normal working hours.

6. Portable Electronic Devices (iPads, iPhones, Laptops)

- 6.1 It is the responsibility of the user to ensure that municipal equipment remains in a good state of repair and that the following guidelines are followed:
- Usage of protective covers/cases. These will be provided to the user on initial distribution and should be used to prevent damage.
 - The iPad and iPhone screens are made of glass and therefore are subject to cracking and breaking if misused. Never drop nor place heavy objects on top of the iPad or iPhone.
 - Only use a soft cloth or approved laptop screen cleaning solution to clean the screen.
 - Do not subject the iPad/iPhone to extreme heat or cold.

- Users may not photograph any other person, without that persons' consent.
 - For security purposes, users are encouraged to set a passcode on their iPad/iPhone.
- 6.2 All iPads/iPhones have 3G capability, however, users must access free wireless internet wherever possible to reduce the cost to the Municipality. When travelling outside of the Country it is recommended that the data roaming be turned off.
- 6.3 iPad users will be allowed a maximum data plan of \$50 per month, any overages will be the responsibility of the Employee and deducted through the municipalities payroll system.
- 6.4 Designated personnel may be issued a cell phone or qualify to receive a monthly reimbursement for the purpose of conducting municipal business, see Schedule B attached. County Management shall be responsible for the authorizing and monitoring of Employee cell phone usage to ensure appropriate use and costs incurred are financially responsible.**
- 6.5 The Municipality may approve the installation of various Apps in order for users to conduct municipal business. The cost of these approved applications may be submitted for reimbursement upon approval by their supervisor. (for example: Pages, Numbers, DocuMob, etc.)
- 6.6 Personal laptops, vendor laptops or laptops not owned by the Municipality will not be allowed on Mackenzie County's network unless pre-approved by IT Services before each connection to the network.
- 6.7 Virtual Private Networking (VPN) access may be available to users that require network access outside the office.
- 6.8 When connected to the Municipality's network from inside/outside the office, it is the responsibility of the authorized user to adhere to this policy in its entirety and to ensure that family members, colleges, and general public do not gain access to the Municipality's network.
- 6.9 Mobile devices are kept on our persons, removed from company locations on a daily basis, and are in danger of being lost or stolen. Whenever sensitive business data is stored on the device, the mobile device must be password protected.
- 6.10 Never leave a portable electronic device in an unlocked vehicle, even if the vehicle is in your driveway or garage, and never leave it in plain sight. If you must leave your device in a vehicle, the best place is a locked trunk. If you don't have a trunk, cover it up and lock the doors.

7. Prohibited Communications

- 7.1 Electronic media cannot knowingly be used for transmitting, retrieving, or storing any communication that is:
- Discriminatory or harassing;
 - Derogatory to any individual or group;
 - Obscene, sexually explicit or pornographic;
 - Defamatory or threatening;
 - In contravention to a signed “confidentiality agreement”;
 - In violation of any license governing the use of software;
 - Engaged in for any purpose that is illegal or contrary to Mackenzie County policy or business interests, or
 - Used in such a way to damage the name or reputation of Mackenzie County, its employees, or elected officials.

8. Replacement

- 8.1 A replacement device shall be made available to the Employee in the event that the device becomes lost, damaged, or stolen.
- 8.2 In the event that the device is found to have been damaged as a result of neglect by the Employee, the Employee may be liable for the cost of replacement.

9. Security/Appropriate Use

- 9.1 Employees must respect the confidentiality of other individuals’ electronic communications. Except in cases in which explicit authorization has been granted by County Management, employees are prohibited from engaging in, or attempting to engage in:
- Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - “Hacking” or obtaining access to systems or accounts they are not authorized to use;
 - Using other people’s log-ins or passwords; and
 - Breaching, testing, or monitoring computer or network security measures.
- 9.2 No email or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.
- 9.3 Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

- 9.4 Authorized users must respect the copyrights, software licensing rules, property rights, privacy rights and all federal, provincial and international laws.
- 9.5 All created files, being either business related or personal, should be stored on the Municipality's network servers. Computer users are strongly encouraged to avoid storing files on the local hard drive of a computer system. Workstation hard drives are reserved for operating systems and application installations only. Compliance with this recommendation will help ensure the integrity of the Municipality's data and ensure that daily business is not dependent on a specific work station.
- 9.6 Municipal technology resources are to be used in a manner consistent with the Freedom of Information and Protection of Privacy Act and related County policies.

10. Software/External Storage Devices

- 10.1 To prevent computer viruses from being transmitted through the County's system, unauthorized downloading of any unauthorized software is strictly prohibited.
- 10.2 Only software registered through or approved by IT Services may be downloaded. Employees should contact IT Services if they have any questions.
- 10.3 External storage devices shall not be used without consent by IT Services as they could contain viruses or malicious software. These include external hard drives, USB thumb drives, personal cameras, etc.
- 10.4 No personal network hardware should ever be connected to the County network, such as Wireless Access Point, Hotspot, router, switches, etc.

11. Technical Support

- 11.1 IT Services is authorized to:
- Determine the need for and permit an authorized user to access and use the internet and/or email through the Municipality's computer systems provided such access is restricted to municipal business purposes only;
 - Arrange for training for authorized users;
 - Assist in establishing rules, regulations, procedures and/or guidelines governing such access and use and the enforcement thereof;
 - Deny, amend or revoke access by any authorized user and regarding any computer or group of computers in consultation with the Manager/Director or CAO;

- Make all users aware of the Electronic Access and Acceptable Use Policy.

11.2 IT Services shall satisfy that reasonable safeguards (hardware and/or software, encryption, passwords, etc.) are in place to adequately protect the Municipality's computers, computer systems, computer networks and all data and other information stored on or communicated through the computers, systems and networks from unauthorized access, theft, corruption, misdirection or any other reasonably foreseeable harm that may result from connection to the World Wide Web, the Internet or an external network.

12. Technology for Elected Officials

12.1 Elected Officials will receive technology equipment with their assignment to municipal office, which may include:

- Computer or Laptop
- iPad

12.2 All technology equipment provided to an Elected Official must be returned at the end of their term of office or have the option to purchase their technology equipment at current fair market value. The decision to purchase equipment must be made as soon as practicable following a municipal election or upon resignation and prior to final payment being issued to the outgoing Elected Official.

12.3 Upon completion of a term in office all personal data will be destroyed unless the equipment is purchased by the Elected Official.

12.4 Elected Officials have the option to purchase extended warranty for their iPad, at their expense.

12.5 Elected Officials are required to attend training sessions as necessary to become familiar with County technology equipment and acceptable use policies.

13. Violations

13.1 It is a condition of using any of the Municipality's computers, computer systems or computer networks that any information created on, transferred to, transferred through, stored on or processed by any of the Municipality's computers, computer systems or computer networks is the property of the municipality and can be retrieved, examined, printed, copied, deleted, manipulated or otherwise dealt with by the Municipality without notice to anyone. The Municipality may, at its discretion, monitor, by a variety of means, the use being made of any of its computers,

computer systems or networks to manage the systems, ensure their security and ensure compliance with this Policy.

- 13.2 The Municipality does not control material on the Internet and the Municipality is therefore unable to control the content of data or material that a user may discover or encounter through the use of the Internet. Authorized users are specifically prohibited from commencing, participating in or continuing any unacceptable use of any Municipal computer, computer system or computer network. Furthermore, authorized users are responsible for ascertaining the accuracy or quality of information obtained through the Internet. Authorized users are encouraged to consider the source of any information they obtain and consider how valid that information may be prior to using or acting on it.
- 13.3 Any Employee who abuses the privilege of his/her access to electronic media and services in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

14. Agreement

- 14.1 All Employees will be required to sign a copy of the “Electronic Access Use Agreement” (Schedule “A” attached) to acknowledge their understanding of the policy, its content and the consequence of uses that contravene this policy.

	Date	Resolution Number
Approved		
Amended		
Amended		

Schedule "A"

Electronic Access Use Agreement

I certify that I have read, understand, and agree to the terms set forth in the Mackenzie County Electronic Access and Acceptable Use Policy in its entirety.

I further certify that I have received a copy of this Policy.

I acknowledge that the IT Administrator may remotely wipe my mobile device, if applicable, including all data (email, music, pictures, apps) if suspicious activity has occurred or the device has become compromised.

I acknowledge that using the Municipality's systems is a privilege that may be revoked in the sole discretion of the Municipality for any reason, and that it automatically terminates when I leave the employment of the Municipality.

I hereby authorize the Municipality to deduct the amount in excess of the maximum data plan allowed, as stated in Section 6.2, through the Municipality's payroll system.

Signature

Date

Name (Please Print)

Schedule "B"

**Persons Authorized to Receive Municipal Cell Phone
or Monthly Reimbursement**

1. The following personnel may be provided a municipal issued cell phone to conduct municipal business.

- Chief Administrative Officer
- Directors
- Managers
- Supervisors
- Senior Utilities Officers
- Lead Hands / Foreman
- Fire Chiefs / Deputy Fire Chiefs

2. All other personnel requiring a municipal cell phone must obtain written authorization from their direct Supervisor and the Chief Administrative Officer.

3. Any Employee listed in Section 1 above may elect to use their personal cell phone and be given an appropriate monthly reimbursement as approved by the Chief Administrative Officer.

4. The following personnel may be provided a monthly reimbursement for utilizing their personal cell phones in order to conduct municipal business:

• Fire Fighters	\$30.00
• Equipment Operators	\$30.00
• General Maintenance Laborers	\$30.00
• Weed Inspectors	\$30.00
• Seasonal Staff	\$30.00

5. All other personnel, not identified in Section 4 above, who are required to use their personal cell phone for municipal business must obtain written authorization from their direct Supervisor and the Chief Administrative Officer.

6. All Employees must complete the Employee Cell Phone Authorization Form (Schedule C attached) prior to receiving a municipal issued cell phone or monthly reimbursement.

7. Reimbursement for cell phones for Elected Officials is covered in the Honorariums and Related Expense Reimbursement for Councillor and Approved Committee Members Bylaw.

Schedule "C"

Employee Cell Phone Authorization Form

EMPLOYEE INFORMATION

Name: _____
Address: _____
Position/Title: _____
Department: _____

CELL PHONE OPTIONS

Option 1

County Issued Cell Phone

Check all that apply:

- iPhone
- Smart Phone
- Mobile Phone
- Phone Case
- Car Charger
- Other _____

Option 2

Personal Cell Phone

Please complete the following:

Cell Phone # _____

Monthly Reimbursement \$ _____

Employees must attach a copy of the first page of their personal bill as evidence of continued eligibility for cell phone allowance payments.

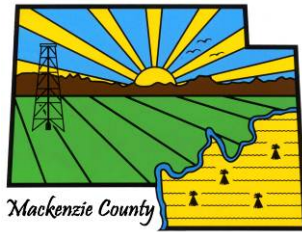
Signing authorizes the release of your number for internal use only.

APPROVAL

Employee Signature: _____
Date: _____
Supervisor Name: _____
Supervisor Signature: _____
Date Approved: _____

FOR OFFICE USE ONLY

County Issued Cell Phone Number _____
Financial Code/GL Account _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Reserve Land

BACKGROUND / PROPOSAL:

The Municipal Government Act provides authority to the Subdivision Authority of a municipality it may require the dedication of Municipal, School and Environmental Reserve.

Please see Division 8 of the Act attached.

According to the Act, the owner of a parcel of land that is the subject of a proposed subdivision must provide, without compensation, land for roads, public utilities, environmental reserve, municipal and school reserve. Money in place of municipal and school reserves can be accepted. Section 669 permits deferment of municipal and school reserves. MGA outlines limitations on land dedication for roads, municipal and school reserves.

OPTIONS & BENEFITS:

Mackenzie County has a municipal reserve policy that specifies the appropriate uses of the funds (see RESV 10), in compliance with MGA, Division 9, Use and Disposal of Reserve Land.

Mackenzie County's past practice includes the following:

- (a) Hamlet Residential – land, money in lieu of land or deferrals; the department's past recommendations to the Subdivision Authority were influenced by the area structure plans (but not in all cases);
- (b) Commercial – money in lieu and/or deferrals;
- (c) Industrial – money in lieu and/or deferrals
- (d) Farm Residential – money in lieu.

Author: J. Whittleton **Reviewed by:** _____ **CAO** _____

MGA, s. 663 outlines when reserves not required:

“A subdivision authority may not require the owner of a parcel of land that is the subject of a proposed subdivision to provide reserve land or money in place of reserve land if

- (a) one lot is to be created from a quarter section of land,*
- (b) land is to be subdivided into lots of 16.0 hectares or more and is to be used only for agricultural purposes,*
- (c) the land to be subdivided is 0.8 hectares or less, or*
- (d) reserve land, environmental reserve easement or money in place of it was provided in respect of the land that is subject of the proposed subdivision under this Part of the former Act.”*

A question came up regarding a municipal reserve requirement for the farm residential subdivisions whereby the land may be fragmented by a highway or natural landscape.

The County’s practice indicates that whereby both portions of a fragmented quarter are privately owned (two titles), and someone proposes a subdivision, this new subdivision is treated as a third parcel out and money in lieu of municipal reserve would be required. (Scenario A)

In a similar situation, but whereby a portion of a quarter remains a property of the Crown, the County’s practice has been to treat the first subdivision out of the privately owned portion as a first parcel out, therefore not requiring money in lieu of municipal reserve. (Scenario B)

Administration recommends that for the future farm residential subdivision applications a Crown land portion be taken into consideration as a titled parcel for purposes of municipal reserve requirement. This will mean that MR will be requested in Scenario B subdivisions, eliminating confusion and issues with MR treatment in the future.

Administration recommends that Council directs administration to develop a new Reserve Land policy, addressing various land dedications as per the MGA for Council’s review and consideration, addressing environmental reserves in addition to municipal and school reserves.

COSTS & SOURCE OF FUNDING:

Administration proposes that a professional firm with knowledge of the County’s MDP and/or ASPs, specializing in planning and development, be engaged to assist in development of this policy, with funding coming from 2013 operating budget (professional fees).

Administration will provide an update through the monthly reports to Council.

Author: _____ Reviewed by: _____ CAO _____

COMMUNICATION:

Once a policy is developed and approved by Council, it will be communicated to the community through our monthly County Image and will be posted on our website.

RECOMMENDED ACTION:

Motion 1:

That the County's Subdivision Authority be advised that, for future farm residential subdivision applications, a Crown land portion be taken into consideration as a titled parcel for the purpose of municipal reserve requirement.

Motion 2:

That administration develops a policy addressing dedication of reserves as per Division 7 of MGA for Council review and consideration.

Author: _____ Reviewed by: _____ CAO _____

- (c) make any other cancellations and registrations and do all things necessary to give effect to the bylaw.

1995 c24 s95

Division 8
Reserve Land,
Land for Roads and Utilities

Land dedication

661 The owner of a parcel of land that is the subject of a proposed subdivision must provide, without compensation,

- (a) to the Crown in right of Alberta or a municipality, land for roads, public utilities and environmental reserve, and
- (b) subject to section 663, to the Crown in right of Alberta, a municipality, one or more school boards or a municipality and one or more school boards, land for municipal reserve, school reserve, municipal and school reserve, money in place of any or all of those reserves or a combination of reserves and money,

as required by the subdivision authority pursuant to this Division.

RSA 2000 cM-26 s661;2008 c37 s11

Roads, utilities, etc.

662(1) A subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel of land for the purpose of roads, public utilities or both.

(2) The land to be provided under subsection (1) may not exceed 30% of the area of the parcel of land less the land taken as environmental reserve or as an environmental reserve easement.

(3) If the owner has provided sufficient land for the purposes referred to in subsection (1) but the land is less than the maximum amount authorized by subsection (2), the subdivision authority may not require the owner to provide any more land for those purposes.

1995 c24 s95

Reserves not required

663 A subdivision authority may not require the owner of a parcel of land that is the subject of a proposed subdivision to provide reserve land or money in place of reserve land if

- (a) one lot is to be created from a quarter section of land,

- (b) land is to be subdivided into lots of 16.0 hectares or more and is to be used only for agricultural purposes,
- (c) the land to be subdivided is 0.8 hectares or less, or
- (d) reserve land, environmental reserve easement or money in place of it was provided in respect of the land that is the subject of the proposed subdivision under this Part or the former Act.

1995 c24 s95;1996 c30 s62

Environmental reserve

664(1) Subject to section 663, a subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel of land as environmental reserve if it consists of

- (a) a swamp, gully, ravine, coulee or natural drainage course,
- (b) land that is subject to flooding or is, in the opinion of the subdivision authority, unstable, or
- (c) a strip of land, not less than 6 metres in width, abutting the bed and shore of any lake, river, stream or other body of water for the purpose of
 - (i) preventing pollution, or
 - (ii) providing public access to and beside the bed and shore.

(2) If the owner of a parcel of land that is the subject of a proposed subdivision and the municipality agree that any or all of the land that is to be taken as environmental reserve is instead to be the subject of an environmental reserve easement for the protection and enhancement of the environment, an easement may be registered against the land in favour of the municipality at a land titles office.

(3) The environmental reserve easement

- (a) must identify which part of the parcel of land the easement applies to,
- (b) must require that land that is subject to the easement remain in a natural state as if it were owned by the municipality, whether or not the municipality has an interest in land that would be benefitted by the easement,
- (c) runs with the land on any disposition of the land,
- (d) constitutes an interest in land in the municipality, and

- (e) may be enforced by the municipality.
- (4) An environmental reserve easement does not lapse by reason only of
- (a) non-enforcement of it,
 - (b) the use of the land that is the subject of the easement for a purpose that is inconsistent with the purposes of the easement, or
 - (c) a change in the use of land that surrounds or is adjacent to the land that is the subject of the easement.
- (5) When an easement is presented for registration under subsection (2), the Registrar must endorse a memorandum of the environmental reserve easement on any certificate of title relating to the land.
- (6) Despite section 48(4) of the *Land Titles Act*, an easement registered under subsection (2) may be removed only pursuant to section 658(3.1).
- (7) An environmental reserve easement is deemed to be a condition or covenant for the purposes of section 48(4) and (6) of the *Land Titles Act*.
- (8) Subject to subsection (7), this section applies despite section 48 of the *Land Titles Act*.
- (9) A caveat registered under this section prior to April 30, 1998 is deemed to be an environmental reserve easement registered under this section.

1995 c24 s95;1996 c30 s63;1998 c24 s57

Designation of municipal land

- 665(1)** A council may by bylaw require that a parcel of land or a part of a parcel of land that it owns or that it is in the process of acquiring be designated as municipal reserve, school reserve, municipal and school reserve, environmental reserve or public utility lot.
- (2) Subject to subsection (3), on receipt of a copy of a bylaw under this section and the applicable fees, the Registrar must do all things necessary to give effect to the order, including cancelling the existing certificate of title and issuing a new certificate of title for each newly created parcel of land with the designation of
- (a) municipal reserve, which must be identified by a number suffixed by the letters "MR",

- (b) public utility lot, which must be identified by a number suffixed by the letters "PUL",
- (c) environmental reserve, which must be identified by a number suffixed by the letters "ER",
- (d) school reserve, which must be identified by a number suffixed by the letters "SR",
- (e) municipal and school reserve, which must be identified by a number suffixed by the letters "MSR", or
- (f) a lot, which must be identified by a number.

(3) The certificate of title for a municipal reserve, school reserve, municipal and school reserve, environmental reserve or public utility lot under this section must be free of all encumbrances, as defined in the *Land Titles Act*.

1995 c24 s95

Municipal and school reserves

666(1) Subject to section 663, a subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision

- (a) to provide part of that parcel of land as municipal reserve, school reserve or municipal and school reserve,
- (b) to provide money in place of municipal reserve, school reserve or municipal and school reserve, or
- (c) to provide any combination of land or money referred to in clauses (a) and (b).

(2) The aggregate amount of land that may be required under subsection (1) may not exceed the percentage set out in the municipal development plan, which may not exceed 10% of the parcel of land less the land required to be provided as environmental reserve and the land made subject to an environmental reserve easement.

(3) The total amount of money that may be required to be provided under subsection (1) may not exceed 10% of the appraised market value, determined in accordance with section 667, of the parcel of land less the land required to be provided as environmental reserve and the land subject to an environmental reserve easement.

(4) When a combination of land and money is required to be provided, the sum of

- (a) the percentage of land required under subsection (2), and

- (b) the percentage of the appraised market value of the land required under subsection (3)

may not exceed 10% or a lesser percentage set out in the municipal development plan.

1995 c24 s95

Money in place of municipal, school reserve

667(1) If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the applicant must provide

- (a) a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made
 - (i) as if the use proposed for the land that is the subject of the proposed subdivision conforms with any use prescribed in a statutory plan or land use bylaw for that land, and
 - (ii) on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made,

or

- (b) if the applicant and the subdivision authority agree, a land value based on a method other than that described in clause (a).

(2) If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the subdivision authority must specify the amount of money required to be provided at the same time that subdivision approval is given.

1995 c24 s95

Additional municipal and school reserve

668(1) In this section, “developable land” means that area of land that is the subject of a proposed subdivision less the total of

- (a) land required to be provided for roads and public utilities under section 662, and
- (b) land required to be provided as reserve land.

(2) Subject to section 663, when in the opinion of the subdivision authority a proposed subdivision would result in a density of 30

dwelling units or more per hectare of developable land, the subdivision authority may require municipal reserve, school reserve or municipal and school reserve in addition to that required to be provided under section 666.

(3) The additional land that may be required to be provided under subsection (2) may not exceed the equivalent of 5% of the developable land or a lesser percentage as prescribed in the subdivision and development regulations.

1995 c24 s95

Deferment of municipal and school reserves

669(1) Despite sections 661(b) and 666, instead of requiring municipal reserve, school reserve or municipal and school reserve or money in place of any of them, a subdivision authority may direct that the requirement to provide all or part of those reserves be deferred against

- (a) the remainder of the parcel that is the subject of the proposed subdivision approval, or
- (b) other land of the person applying for subdivision approval that is within the same municipality as that parcel of land,

or both.

(2) If a deferment is directed under subsection (1), the subdivision authority must file a caveat in a land titles office against the title of the land to which the direction relates.

(3) The direction for a deferment under subsection (1) must

- (a) state the name of the applicant for subdivision approval,
- (b) describe the land that is the subject of the application for subdivision approval,
- (c) describe the land to which the deferment relates,
- (d) state the area of the land referred to in clause (b), and
- (e) state whether the deferment is in respect of municipal reserve, school reserve or municipal and school reserve.

(4) If an application for subdivision approval is made in respect of land against the title of which is filed a deferred reserve caveat under this section or a former Act, the subdivision authority may, in addition to requiring municipal reserve, school reserve or municipal and school reserve to be provided in accordance with this Division or a former Act, require to be provided all or part of

the reserve land in respect of which a deferment was directed or required under this section or a former Act.

(5) If deferred reserve is provided in accordance with subsection (4), the caveat must be discharged or amended accordingly.

(6) If a deferred reserve caveat was registered in a land titles office under a former Act in respect of land in respect of which under section 663 no reserve land could be required to be provided, the registered owner may apply to the Registrar to endorse the certificate of title with a memorandum cancelling the registration of the caveat.

(7) On being satisfied that subsection (6) applies to the deferred reserve caveat, the Registrar must endorse a memorandum on the certificate of title cancelling the registration of the caveat.

1995 c24 s95;1996 c30 s64

Allocation of municipal and school reserve

670(1) When reserve land is required to be provided, the subdivision authority must specify the amount, type and location of reserve land that is to be provided, regardless of whether money is also required to be provided, and allocate the municipal reserve, school reserve and municipal and school reserve between the municipality and each school board concerned as joint owners or as separate owners

- (a) in accordance with an agreement made between the municipality and the school boards, or
- (b) in the absence of an agreement, in accordance with the needs of each of them as those needs are determined by the subdivision authority.

(2) When money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the subdivision authority must allocate the money between the municipality and each school board concerned either jointly or separately

- (a) in accordance with an agreement made between the municipality and the school boards, or
- (b) in the absence of an agreement, in accordance with the needs of each of them as determined by the subdivision authority.

(3) When a combination of land and money is required to be provided, the subdivision authority must

- (a) specify the amount, type and location of reserve land that is to be provided, and
- (b) allocate the municipal reserve, school reserve or municipal and school reserve or money in place of any or all of them between the municipality and each school board concerned

in accordance with an agreement made between the municipality and the school boards, or in the absence of an agreement, in accordance with the needs of the municipality and the school boards as determined by the subdivision authority.

(4) A decision concerning the allocation of municipal reserve, school reserve, municipal and school reserve or money in place of any or all of them must be made before an application for subdivision approval is granted.

RSA 2000 cM-26 s670;2008 c37 ss10,11

Division 9 Use and Disposal of Reserve Land

Use of reserve land, money

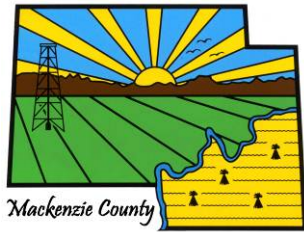
671(1) Subject to section 676(1), environmental reserve must be left in its natural state or be used as a public park.

(2) Municipal reserve, school reserve or municipal and school reserve may be used by a municipality or school board or by them jointly only for any or all of the following purposes:

- (a) a public park;
- (b) a public recreation area;
- (c) school board purposes;
- (d) to separate areas of land that are used for different purposes.

(2.1) Community services reserve may be used by a municipality for any or all of the following purposes:

- (a) a public library;
- (b) a police station, a fire station or an ambulance services facility, or a combination of them;
- (c) a non-profit day care facility;
- (d) a non-profit senior citizens facility;



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Strategic Priorities Chart – April 2013 Update

BACKGROUND / PROPOSAL:

Council developed and approved the 2013 strategic priorities report during their December 2012 workshop.

During a follow up workshop on April 22-23, Council and administration undertook a quarterly review of the Strategic Priorities Chart.

OPTIONS & BENEFITS:

The quarterly reviews is an on-going process to update the short version list as council and administration completes some activities and projects.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

RECOMMENDED ACTION:

That the April 2013 Strategic Priorities Chart be approved as presented.

Author: J. Whittleton Reviewed by: _____ CAO YW

STRATEGIC PRIORITIES CHART

April 2013

COUNCIL PRIORITIES (Council/CAO)

NOW

1. **HOUSING ENTITY: Governance Structure – Sept.**
2. **LAND USE FRAMEWORK: Position Paper - May**
3. **REGIONAL COLLABORATION: Protocol - June**
4. **HIGH LEVEL: Share Service Agreement – June**
5. **FIRST NATION RELATIONS: Orientation – Sept.**
6. **OSB PLANT: Water Supply – August**
7. **NEW ROAD CONSTRUCTION FUNDING – Sept.**

ADVOCACY

- Zama Road Paving Funds*
- Road Construction Funding Request*
- Canada Postal Service - La Crete*
- Land use Framework Input*
- Highway 58 West Extension to BC*

NEXT

- OIL AND GAS STRATEGY
- ZAMA ROAD: Business Case
- SURFACE WATER MANAGEMENT PLAN
- REGIONAL WATER AGREEMENT

- TOURISM: Strategy (REDI)
- BRANDING STRATEGY (2014)
- TRANSPORTATION CORRIDOR PLAN

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)

1. **HOUSING ENTITY: Governance Structure – Sept.**
2. **REG. COLLABORATION: Protocol - June**
3. **FIRST NATION RELATIONS: Orientation – Sept.**
- HIGH LEVEL: Share Service Agreement**
-

ECONOMIC DEVELOPMENT (Bill)

1. Resource Roads: Strategy – Sept.
2. OSB PLANT: Water Supply - June
3. ROAD CONSTRUCTION FUNDS: Request - Sept
- ZAMA ROAD: Business Case
- TOURISM: Strategy (REDI)

COMMUNITY SERVICES (Ron)

1. Radio Communication System - May
2. COR Certification: Update Safety Manual - July
3. Rec. Board Agreement Draft Renewal – Oct.
- Prepare for Municipal QMP Audit (SCC) - April
- Disaster Emergency Planning

AGRICULTURAL SERVICES (Grant)

1. **SURFACE WATER MANG. PLAN - TOR - May**
2. Agricultural Trade Fair – Aug.
3. ASB Business Plan - May
- Emergency Livestock Response Plan – Sept.
-

PLANNING & DEVELOPMENT (Byron)

1. **LAND USE FRAMEWORK: Position Paper - May**
2. Area Structure Plans - July
3. Business License Bylaw & Implementation – July
- Development Agreement: Revise
- Airport Vicinity Protection Area

LEGISLATIVE SERVICES (Carol)

1. Municipal Elections: Election Bylaw - May
2. Municipal Elections: Candidate Handbook - July
3. Virtual City Hall Implementation - May
- Human Resource Policy Review
- Communication Plan

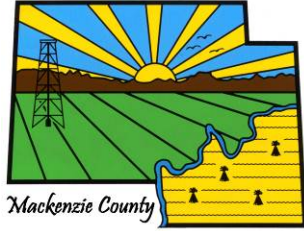
FINANCE (Alison)

1. Long Term Capital Plan - Mar.
2. Borrowing Bylaws - June
3. Local Imp. Bylaws - June
- Master Card Policy
- Internal Controls Procedure Review

PUBLIC WORKS* (John & Ron)

1. **HAMLET ROAD PRIORITIES PROGRAM - June**
2. **PRIVATE ROAD TRANSFER POLICY – Sept.**
3. Rural Waterline Research Paper: TOR - July
- Rural Road Plan
- Water Source Plan

CODES: **BOLD CAPITALS** = Council NOW Priorities; **CAPITALS** = Council NEXT Priorities; *Italics* = Advocacy; Regular Title Case = Operational Strategies; * See Monthly Capital Projects Progress Report



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Action List
- Mackenzie Housing Management Board Meeting Minutes
- AEMA Disaster Recovery Program
- Community Services Committee Meeting Minutes – 03-26-13
- CIAM Radio – Grand Opening
- Golden Range Society of High Level
- Alberta Fire Chiefs Association
- Nomination to FCM’s Board of Directors
- Property Rights for First Nations Reserves
- Rocky Lane Agricultural Society
- Seniors Advisory Council for Alberta
- Alberta Tourism Energize Workshop
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RECOMMENDED ACTION:

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

Author: C. Gabriel **Review by:** _____ **CAO** _____

Mackenzie County Action List as of April 24, 2013

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
August 11, 2009 Council Meeting			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia Bill Ron P.	In progress
February 29, 2012 Regular Council Meeting			
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Byron	To be completed during review of ASP's
July 9, 2012 Council Meeting			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	Bylaw Completed
August 22, 2012 Council Meeting			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill Ron P. Mark	In discussion with AT
September 11, 2012 Council Meeting			
12-09-582	That Mackenzie County allows implementation of volunteer User Steering Committees with a minimum of 5 members in lieu of Co-op's and that administration draft a Terms of Reference for approval by Council.	John Bill Joulia	PW Committee
12-09-585	That the County continue lobbying for provincial funding for roads and drainage to new lands.	Joulia	In progress
October 30, 2012 Council Meeting			
12-10-731	That Council continues lobbying to have the Zama Access and Highway 88 Connector roads designated as primary highways and immediate upgrading.	Joulia Bill	In progress Letter sent to the Premier
December 10, 2012 Special Council Meeting			
12-12-829	That a letter of support be provided to the High Level Golf & Country Club for their campsite expansion project.	Alison	In progress
December 11, 2012 Council Meeting			

Motion	Action Required	Action By	Status
12-12-857	That administration be authorized to proceed with negotiations to secure aggregate resources as recommended.	Joulia Bill Ron P.	In progress
January 15, 2013 Council Meeting			
13-01-014	That administration be authorized to negotiate a three year contract extension with Alberta Transportation for the operation and maintenance of the Tompkins Landing Ice Crossing.	John	In progress
February 12, 2013 Council Meeting			
13-02-068	That administration be authorized to proceed with reconfiguring the water meter bypasses that are currently in place due to freezing issues.	John K.	In progress
13-02-077	That administration proceed with drafting a Business Licensing bylaw, incorporating key items as discussed.	Byron	In progress
13-02-080	That administration move forward with Bylaw 880-12, being a Road Closure Bylaw for the closure of the most northerly 10 meters of Government Road Allowance lying south of Part of SE 1-104-18-W5M, subject to public hearing input.	Byron	Waiting for AT approval
13-02-115	That the County enters into an agreement with Mackenzie Applied Research Association for the Federal Agriculture Site located in the Hamlet of Fort Vermilion and that the term coincides with the lease between the County and the Federal Government.	Bill K. Grant	In progress Action NOW
February 27, 2013 Council Meeting			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron P.	In progress
13-02-122	That an open house be held for the public to provide input on the future expansion of the Fort Vermilion Bridge Campground recreational area.	Ron P.	After lease is in place.
13-02-123	That administration be authorized to negotiate with neighbouring municipalities to complete the duties of a Fire Safety Codes Officer on an interim basis until our fire department staff are trained.	Ron P.	In progress
March 12, 2013 Council Meeting			
13-03-150	That administration investigate the construction of rural water line connections to access more provincial funding.	Joulia Bill K.	PW Committee
13-03-158	That administration proceed with obtaining legal	Byron	Waiting for legal advice.

Motion	Action Required	Action By	Status
	advice to deal with the encroachment of the Manufactured Dwelling on Plan 042 2979, Block 24, Lot 8 in the Hamlet of La Crete.		
13-03-165	That administration proceed with drafting an Antenna System Siting Protocol for review by Council.	Byron	In progress
13-03-168	That a letter of support be provided to the Field of Dreams Stampede Committee for their grant application to update the existing grand stands.	Alison	In progress
March 27, 2013 Council Meeting			
13-03-190	That administration monitor the condition of Highway 88 Connector and Zama Access road and apply a 75% road ban when and where appropriate.	Ron P. John K.	In progress
13-03-197	That the County's potential membership in the Peace Library System be referred to the Mackenzie Library Board for further review and recommendation.	Joulia	Mackenzie Library Board
13-03-203	That administration bring back options and costs to hire a specialist to assist in the preparation of a defence document regarding the Woodland Caribou.	Bill K. Byron	In progress
13-03-205	That a letter of support be written for the Think Local Market initiative.	Carol	
13-03-207	That Mackenzie County partner with the County of Northern Lights and the Northern Sunrise County for the Dimestore Fishermen tourism video, subject to them spending one day filming in Mackenzie County, at a cost of \$5,000.00 with funding coming from the Grants to Other Organizations, and that we explore the possibilities of hosting a full feature episode in the Mackenzie Region.	Carol Byron	In progress
13-03-217	That the negotiations with Treeosco Inc. (Mustus Energy) be received for information and that administration investigate the Bio-Mass Protocols.	Bill K.	In progress
April 9, 2013 Council Meeting			
13-04-225	That administration research options in getting the North Peace Water mapping survey completed.	Bill K.	
13-04-234	That the First Nation Chief & Council's be formally notified of monthly Council meetings and be invited to attend.	Joulia	In progress
13-04-235	That a letter of support be provided to the La Crete Agricultural Society for their grant funding application for the Jubilee Park project.	Alison	

Motion	Action Required	Action By	Status
April 12, 2013 Special Council Meeting			
13-04-247	That a letter be sent to MLA Frank Oberle requesting an exemption on the timber salvage policy on recreational areas and non-profit leases.	Joulia	
April 24, 2013 Council Meeting			
13-04-263	That administration be instructed to further research Municipal Reserve and bring it back to Council.	Joulia	07-May-13
13-04-273	That administration investigate the farmland tax rates prior to the 2014 tax year.	Alison	
13-04-274	That a letter of support be provided to the Northwest Region FASD Society for their Supported Independent Living Program in the Mackenzie Region.	Alison	
13-04-276	That administration investigate and bring back options for utilizing the ACP product as a dust control option.	John K. Ron P.	PW Committee 10-Jun-13
13-04-300	That administration continue to negotiate with Treeosco Inc. (Mustus Energy) as discussed.	Joulia	

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
March 25, 2013 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen, Chair
Jack Eccles – Vice-Chair
Wally Olorenshaw
Peter H. Wieler
Odell Flett
Abe Peters
Mike Kowal
Peter Ernst
Wally Schroeder
Cheryl Cunningham - Burns

Regrets:

Administration: Barb Spurgeon, Chief Administrative Officer
Zona Peters, Health Care Manager
Dorothy Klassen, Lodge Manager
Scott Shelton, Housing Manager

Call to Order: Chair George Friesen called the Board meeting to order at 10:00 a.m.

Agenda: **Approval of Agenda**

13 - 48 Moved by Odell Flett

That the agenda be amended to include the following:
6.6 amalgamation

Carried

Minutes: **March 25, 2013 Regular Board Meeting**

13 - 49 Moved by Jack Eccles

That the February 25, 2013 regular board meeting minutes be approved as distributed.

Carried

13 - 50 Moved by Peter Wieler

That the March 11, 2013 special board meeting minutes be amended as follows:

Be amended to read Barbara Spurgeon CAO as recording Secretary

Carried

Financial Reports **Housing – February 28, 2013**

13 - 51 Moved by Mike Kowal

That the February 28, 2013 Housing financial report be received for information.

Carried

Lodge – February 28, 2013

13 - 52 Moved by Wally Schroeder

That the February 28, 2013 Lodge financial report be received for information.

Carried

Assisted Care – February 28, 2013

13 - 53

Moved by Peter Wieler

That the February 28, 2013 Assisted Care financial report be received for information.

Carried

Arrears Report

13 - 54

Moved by Jack Eccles

That the February 28, 2013 arrears report be received for information.

Carried

Reports:

CAO Report

13 - 55

Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

Chairman George Friesen called for a recess at 11:35 a.m. Chairman George Friesen reconvened the meeting at 11:45 a.m.

New Business:

Requisitions

13 - 56

Moved by Odell Flett

That the explanation of requisition calculations be received for information.

Carried

Alberta Municipal Affairs Housing Strategy

13 - 57

Moved by Peter Wieler

That the update on Alberta Municipal Affairs housing strategy be received for information.

Carried

Property Appraisal

13 - 58

Moved by Wally Olorenshaw

That final report on the Heimstaed Lodge insurance appraisal be received for information.

Carried

Accommodation Standards Inspection

13 - 59

Moved by Mike Kowal

That the accommodation standards compliance report be received for information.

Carried

New Bathing Standards

13 - 60

Moved by Wally Schroeder

That the update on the changes to bathing standards be received for information

Carried

Amalgamations

13 - 61

Moved by Wally Olorenshaw

That the update on amalgamations be received for information

Carried

Information:

13 - 62

Moved by Peter Wieler

That the following be accepted for information.

- Bank reconciliation for February 28, 2013
- Mackenzie County Invitational Charity Golf Tournament

Carried

In Camera:

Legal - Housing

13 - 63

Moved by Wally Schroeder

That the meeting move in camera at 12:15 p.m.

Carried

Wally Olorenshaw , Cheryl Cunningham – Burns and Peter Ernst left the meeting at 12:15 p.m.

13 - 64

Moved by Wally Schroeder

That meeting move out of in camera at 12:33 p.m.

Carried

13 - 65

Moved by Odell Flett

That Colleen Nanooch and Gary Badger; Shannon Auger and Greg Courteille; and Tanya Moberly and Doyle Loonskin be approved to the affordable housing program.

Carried

Next Meeting Date:

Regular Board Meeting – April 29, 2013 at 10:00 am
Fireside Room – Phase I
Heimstaed Lodge

Adjournment:

13 - 66

Moved by Peter Wieler

That the board meeting of March 25, 2013 be adjourned at 12:35 p.m.

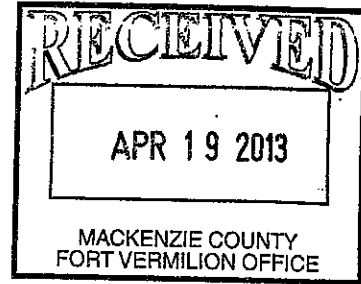
Carried

George Friesen, Chair

Barbara Spurgeon
Chief Administrative Officer

April 18, 2013

Joulia Whittleton, CAO
Mackenzie County
P.O. Box 673
4511 - 46 Ave.
Fort Vermilion, AB T0H 1N0



RE: 2012 Mackenzie County & Dene Tha First Nation Disaster Recovery Program

Dear Ms. Whittleton:

I am writing to advise that the Disaster Recovery Program Office has received your request for reimbursement of costs in relation to the above noted program. The total value of the claim is \$1,708,438.12. A payment summary follows and a listing of the eligible costs is enclosed.

Payment Summary

Eligible costs (not including GST)	\$ 1,708,438.12
Advances to date	<u>\$(1,330,580.77)</u>
Balance	<u>\$ 377,857.35</u>

We believe your claim is now complete and your file has been closed. Should you have any questions regarding Disaster Recovery assistance, or require more detailed information regarding your claim and any adjustments our staff may have made, please feel free to contact our office at 1-888-671-1111.

Sincerely,

A handwritten signature in black ink that reads "Rory Badger". The signature is written in a cursive style.

Rory Badger
Senior Recovery Program Coordinator

enclosure

**MACKENZIE COUNTY
Community Services Meeting**

**March 26, 2013
2:00 PM**

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

MINUTES

PRESENT: Lisa Wardley Chair-Councilor
Peter Braun Vice Chair-Councilor
Dicky Driedger Councilor
Odell Flett Councilor

ALSO PRESENT: Ron Pelensky Director of Community Services and Operations
Bill Kostiw Executive Director of Infrastructure Development
and Government Relations
Henry Klassen Supervisor Community Services and Operations
Brenda Love Public Works Administrative Officer
Jennifer Batt Finance Clerk

ABSENT: Bill Neufeld Reeve
Joulia Whittleton Chief Administrative Officer
Ricky Paul Supervisor of Public Works

CALL TO ORDER: 1. **Call to Order: 2:04**
Councilor Braun called the meeting to order

AGENDA: 2. **Adoption of Agenda**

MOTION 13-03-032 **MOVED** by Councilor Driedger

That the agenda be approved as presented

CARRIED

MINUTES: 3.

MOTION: 13-03-033 **MOVED:** by Councilor Flett

Adoption of the February 26, 2013 minutes

CARRIED

BUSINESS ARISING **NONE**
OUT OF MINUTES

NEW BUSINESS:

4. a Playground Inspection Report

MOTION 13-03-034

MOVED by Councilor Flett

That the playground play equipment be re assessed for repairs required and completed prior to the next inspection date

CARRIED

4. b Machesis Lake Horse Camp

For discussion

4.c Review Parks Caretakers Bonus

MOTION 13-03-035

Moved by Councilor Driedger

Recommend that administration discuss the bonus structures with the caretakers at the parks start up meeting in April, and that administration proceeds as amended with the caretaker bonus policy.

CARRIED

4. d Recreation Board agreements any Proposed Changes

MOTION 13-03-0036

MOVED by Councilor Wardley

Tabled

CARRIED

4. e Planning Discussion for Bridge Campground

MOTION 13-03-037

MOVED by Councilor Driedger

Recommend that administration pursue the lease as discussed and that the land in question is surveyed and quotes are to be brought back to the Community Services Committee for review

CARRIED

Convened for break at 3:15

Reconvened from break at 3:26

4. f **Discussion on the Fort Vermilion Skate Shack Vandalism**

MOTION 13-03-038

MOVED by Councilor Driedger

Recommend that the administration contact the Fort Vermilion Recreation Board and discuss the operating agreement regarding the Skate Shack

CARRIED

4. g **REDI Report**

MOTION 13-03-039

MOVED by Councilor Driedger

Received for discussion

CARRIED

Budget Discussion on 2014 Parks

MOTION 13-03-040

4.h **MOVED** by Councilor Driedger

That administration speaks with the parks caretakers regarding the budget items that they would require, and bring back the information for the fall budget

CARRIED

Action List

MOTION 13-03-041

4.i **MOVED** by Councilor Driedger

That the Action List be received for information

CARRIED

ADDITION

4.j **Alberta Enterprise (Mackenzie Regional Meeting) to be held April 16, 2013**

NEXT MEETING DATE:

The next Community Service Committee Meeting is scheduled for April 30, 2013 at 12:00 pm at the Fort Vermilion Council Chambers.

MOTION 13-03-042

MOVED by Councilor Wardley

ADJOURNMENT:

Meeting was adjourned at 4:03 pm by Councilor Flett

CARRIED

From: [CIAM Radio Fort Vermilion](#)
To: [Carol Gabriel](#)
Cc: [Michael Sandstrom](#)
Subject: CIAM Radio - Fort Vermilion Station Grand Opening May 18 2013
Date: Thursday, May 02, 2013 3:30:01 PM

Dear Mackenzie County:

Here is an item of interest for the Council Meeting on May 7 2013

CIAM Radio Fort Vermilion will be having a ribbon cutting ceremony for our new broadcast facility on May 18 from 2-4 p.m. (ribbon cutting at 3:00 p.m.).

We have not yet moved our broadcasting equipment in to the station (this will happen in June), but we will have many CIAM volunteers from BC, Alberta & SK in the community of Fort Vermilion for our annual retreat on the weekend of May 17-19.

CIAM is celebrating 10 years of operation in the north (January 28, 2003 was our first on air broadcast).

We appreciate the support and interest shown in CIAM's ministry in Mackenzie County.

If you have any questions, feel free to give us a call.

Sincerely

Rosemarie Stalker
CIAM Radio
Fort Vermilion
780-927-2426

Alberta Municipal Affairs
104 Legislature Building
Edmonton, AB T5K 2B6

May 1, 2013



Dear Minister Griffiths,

On behalf of the seniors of the High Level area, the members of our seniors' organization have requested that we write you regarding the status of an Assisted Living Facility for our town. Many community citizens have attended meetings within the past 10 years regarding such a facility.

A study from 2010 concluded that a supportive living facility of 30 units was feasible at that time for High Level and by 2020 that need could be 50 units. So far there has been no visible progress.

In the meantime, many of our residents have had to move to centers without their family members nearby. This is very heartbreaking for them and devastating for our community.

Seniors play an important role in the community but it is hard for them to remain here if there is no future for them. We are asking for your immediate attention to this matter and your full support.

We look forward to your reply with a sincere commitment.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Bieraugle". The signature is fluid and cursive.

Bruce Bieraugle
President
The Golden Range Society of High Level
Box 441
High Level, AB T0H 1Z0

c.c. Premier Alison Redford, Minister Oberle, Mackenzie County, Town of High Level,
Mackenzie Housing Authority



Alberta Fire Chiefs Association

Professionals serving Professionals

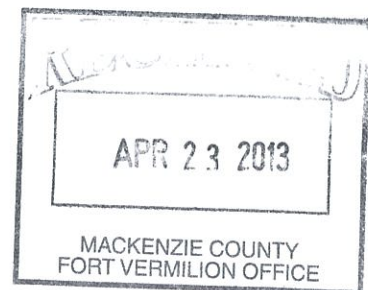
April 19, 2013

Mackenzie County
Attention Bill Neufeld
PO Box 640
Fort Vermillion AB
T0H 1N0

Dear Mr. Neufeld:

Thanks for the invitation to attend the annual Mackenzie golf tournament. I have to decline the invitation as I'm involved that day in Village of Wabamun business. Wish you the best for this worthwhile event.

Bill Purdy
Executive Director



Alberta Fire Chiefs Association
Bill Purdy – Executive Director
P.O. Box 38
Wabamun, AB T0E 2K0
Email: bpurdy@xplornet.com
Telephone: 780-719-7939
Website: www.afca.ab.ca

1



May 2, 2013

Dear Mayors & Councillors:

RE: Nomination to FCM’s Board of Directors

As you are aware, the Federation of Canadian Municipalities (FCM) is the national voice of municipal government and represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 21 provincial and territorial municipal associations. FCM's Board of Directors comprises elected municipal officials and affiliate members from all regions and various-sized communities throughout Canada. It forms a broad base of support and carries the municipal message to the Government of Canada.

The AUMA Board of Directors is supporting **Mayor Jenelle Saskiw** as she seeks election to the FCM Board of Directors. The election of FCM Directors will take place at the FCM Annual General meeting in Vancouver, BC on June 2, 2013 during provincial and territorial meetings.

AUMA values Mayor Saskiw’s contributions to AUMA and strongly feels that she will be an effective voice on the FCM Board of Directors since she is engaged and knowledgeable in the issues that face Alberta’s urban municipalities. AUMA urges our members attending FCM’s AGM to support Mayor Saskiw. Please remember that the vote takes place on Sunday **June 2, 2013**. If you are going to be at the AGM and would like to volunteer for the election campaign, please contact Mayor Saskiw at 780-214-0757 or j.saskiw@hmsinet.ca.

Sincerely,

Linda Sloan
AUMA President

Carol Gabriel

From: Rosemarie Stalker <blooming45@hotmail.com>
Sent: Friday, April 26, 2013 5:07 PM
To: Carol Gabriel
Subject: Property Rights for First Nations Reserves

Dear County Leaders,

This might be an interesting event for someone from our county to attend to start the discussion about property rights on reserves, mainly to begin the change to improve living conditions on and off reserve for our native friends and neighbors.

I know - it's in Vancouver – who wouldn't want to go there?

If someone can't attend, it might be nice to get any dvds or audio files if any are made.

Just a thought! I saw that local chiefs were being invited to attend county meetings and I am encouraged by that improvement in communication and dialogue on the local levels.

Sincerely
Rosemarie Stalker
780-927-4105

Here's the links:

<http://www.gifttool.com/registrar/ShowEventDetails?ID=1804&EID=14878>

Dr. Harold Siebens Lecture & Luncheon - Thursday, May 16, 2013 [914-2185]

Here's the details from the link

Date & Time: May 16, 2013 11:15 AM to
May 16, 2013 01:30 PM
[America/Vancouver UTC -8]
Location: Four Seasons Hotel Vancouver
Park Ballroom
791 West Georgia Street
Vancouver, BC
Canada
V6C2T4
Registration Closes: May 15, 2013 05:00 PM

Event Coordinator:

Fraser Institute Events
events@fraserinstitute.org
604.688.0221 x525

Registration Fees

Ticket Types

Price	Spaces
CAD	Remaining

Individual Ticket

\$69.00	Yes
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Table of 10

\$690.00	Yes
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TO: Mackenzie County

THANK YOU

Rocky Lane Ag. Society would like to thank you for your ongoing support of the Rocky Lane Ski trails (Nordic Center). On March 23, 2013, the 5th Rocket Loppet cross country ski race was held at the Rocky Lane Ag. Society's Nordic centre. It was a beautiful day with an abundance of snow and well groomed trails. There were 34 participants, ranging in age from 5 to 74, with many volunteers. The participants challenged themselves with distances they thought they could do (1/2, 1, 2, 3, 5, 10km). Everyone received an award or door prize. A good time was had by all. Thank you for helping to make this day possible.

Race Coordinators:

Enola and Mike Alsterlund

Rocky Lane Ag. Society directors

Cross country ski nuts



c/o Alberta Health
600, Standard Life Centre
10405 Jasper Avenue NW
Edmonton, Alberta, Canada T5J 4R7

Telephone 780/422-2321
Fax 780/422-8762
Email: saca@gov.ab.ca

April 15, 2013

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion, AB
T0H 1N0

Dear Reeve Neufeld;

Since 1986, Alberta has encouraged communities and organizations to come together and honour seniors for their many contributions to our province by recognizing Seniors' Week. This year, Seniors' Week is June 3-9, 2013. As Chair of the Seniors Advisory Council for Alberta, I am pleased to request your community's formal recognition of this important celebration.

Enclosed you will find a Municipal Proclamation, Event Registration Brochure and poster produced by Alberta Health and the Council. This proclamation is being made to assist communities in recognizing Seniors' Week, by generating a greater awareness of seniors and the contributions they have made to Alberta communities.

The Council and I appreciate your consideration of this request, and I sincerely hope that you will proclaim June 3-9, 2013 as Seniors' Week in your community. Please provide confirmation of your proclamation prior to May 31, 2013 to ensure it is published on the Council's website. Notification of your proclamation can be faxed to: 780-422-8762 or emailed to: SACA@gov.ab.ca. For a list of registered Seniors' Week events and municipalities that have proclaimed Seniors' Week, please visit the website at www.health.alberta.ca.

Please join us in celebrating Seniors' Week 2013!

Sincerely,

A handwritten signature in black ink that reads "Alana".

Alana DeLong, MLA
Chair

Enclosure





Recreation and Sport Development Division

Physical Activity Branch
903 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Telephone 780-427-6549
Fax 780-427-5140

www.tpr.alberta.ca | www.asrpf.ca

April 23, 2013

Reeve Bill Neufeld and Councillors
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld and Councillors:

Alberta Tourism, Parks and Recreation, the Alberta Sport, Recreation, Parks and Wildlife Foundation and the Alberta Recreation and Parks Association (ARPA), are jointly sponsoring the **2013 Energize Workshop**.

The workshop will be hosted in conjunction with the ARPA Annual Conference, **October 24-26, 2013** at the Fairmont Chateau Lake Louise. This annual workshop provides a forum for learning and networking for council members, recreation board members, administrators and other interested Albertans. Watch for the program brochure coming in late June!

The ARPA conference has historically been attended by a full house of over 450 delegates from across the province. 2013 will bring together delegates from across the world as the International Federation of Parks and Recreation Administration (Ifpra) World Congress takes place in conjunction with the conference.

The *Recreation Volunteer Recognition Awards* have been a part of Energize since 1977 and, to date, 201 outstanding Albertans have been recognized (see attached list of recipients). You have the opportunity to nominate an individual (or individuals) from your community who has made significant contributions to recreation development.

Review the attached nomination form, award criteria and completion tips carefully to ensure your nominee is given full credit for volunteer work contributed. This information is also available on our website at www.asrpf.ca. The deadline for submissions is **June 21, 2013**.

Please mail or fax completed nomination forms (with signature) to:

Mr. Chris Szabo
Physical Activity Advisor
Alberta Tourism, Parks and Recreation
903 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7 Fax: (780) 427-5140

If you require additional information regarding the Energize Workshop or the *Recreation Volunteer Recognition Awards*, please contact Mr. Szabo directly in Edmonton at (780) 415-0276 (toll-free at 310-0000).

Sincerely,

Roger Kramers, Acting ADM
Recreation and Sport Development Division

Brian Wright, Chair
Energize Advisory Committee

Attachments

RECREATION VOLUNTEER RECOGNITION AWARD

NOMINATION FORM

- ❖ please review the Award Criteria before completing the Nomination form
- ❖ all information must be included on these forms (you may photocopy them as required)

Nominee: *individual being nominated*
 circle Mr. Mrs. Ms. Miss _____

Mailing Address: _____ **Phone (bus):** () _____
 _____ **PC** _____ **(res):** () _____

Occupation: _____ **# years nominee has lived in community:** _____

Nominator: *submitted by* _____ **Phone (bus):** () _____
Title: *if applicable* _____ **(res):** () _____

Address: _____ **PC** _____ **Email:** _____

Contact Person: *if additional information is required*
 _____ **Phone:** () _____

Municipal Endorsement Municipality: _____

Name: _____ **Phone (bus):** () _____

Position/Title: _____ **Signature:** _____

A. Recreation Organization or Board Involvement (do not include non-recreation involvement):

Name of Recreation Organization or Board	Description/Purpose <i>(maximum 1 sentence)</i>	Executive or Board Position Held	# of Years	Time Period <i>(specific years)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

B. Recreation Events, Programs, Services, Facilities and/or Policies:

Events <i>(recreation only)</i>	Volunteer Role	New Event? X for Yes	If Yes, was nominee involved in establishing the event? Y/N	Specific Contributions
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

C. Describe recreation involvement that is not included elsewhere on this form.

D. Describe the nominee's most significant *volunteer* contribution to *recreation* development and why you think this individual is qualified to receive an award.

RECREATION VOLUNTEER RECOGNITION AWARD

2013 CRITERIA

**** please review Award Criteria before completing the Nomination Form ****

At Energize 2013, Alberta Tourism, Parks and Recreation will recognize four volunteers, who through their commitment and dedication at a volunteer level, advanced the development of recreation in Alberta. Please give serious consideration to nominating an individual from your area.

AWARD CRITERIA

The following criteria will be used to review the nominations:

1. The nominee must be an Albertan who has made an outstanding contribution to **recreation** development at the **community level** in the Province of Alberta through:
 - a personal *volunteer* commitment to *recreation* development,
 - a consistent record of service to the public,
 - community leadership in *recreation*, and
 - active participation in a variety of *volunteer recreation* activities.
 - *coaching* will be considered at a lower scoring rate than other recreation development due to the coaching awards available through the Alberta Sport, Recreation, Parks and Wildlife Foundation award programs.
 - *officiating* may be included only if it is *volunteer* (many officials are paid). Please ensure this is clearly indicated on the nomination form.

Do not include:

 - *non-recreation* contributions.
 - involvement while the nominee was in a *paid position* (i.e. recreation professional or elected official).

2. *Volunteer* contributions made by the nominee to the organization, administration, planning or promotion of events/programs/services/facilities/policies *beyond the local level* will be considered and should be included.

3. Nominees are not required to have served on a Recreation Board to be eligible for the award (this recognizes that many communities no longer have recreation boards, but do have volunteers who make outstanding contributions in recreation at the community level).

4. Posthumous nominations will be accepted.

5. Previous *Recreation Volunteer Recognition Award* recipients are not eligible.

6. **Late nominations will not be accepted.** Please ensure nominations are faxed, emailed or postmarked by **June 21, 2013**.

TIPS FOR COMPLETING THE NOMINATION FORM

Keep in mind that this is a **recreation** recognition award for **volunteers** (**do not** include non-recreational or non-volunteer involvement).

Ensure the form is completed correctly and in its entirety:

- It would be advantageous to research your data with family members to ensure important details are not omitted.
- Type (or print legibly in black ink) all information on the nomination form provided (or on photocopies if additional space is required).
- **Do not** type or print outside the boxes on the form.
- **Do not** attach letters of support, photographs, newspaper articles, etc.

Section A – the selection committee is likely unfamiliar with your community and its organizations. Therefore, please provide accurate, concise details.

- *Name of Recreation Organization or Board* – include only organizations that the nominee was involved in at the executive or board level. **Do not** include any information if the nominee simply paid a membership fee and was considered an ‘active member’ of that organization, without being involved in the operations or decision-making processes.
- *Description/Purpose* – concisely describe the organization and/or its purpose.
- *Executive or Board Position Held* – include the title of the position the nominee held while on the executive or board.
- *# of Years* – include the number of years the nominee was on the executive or board.
Do not include years the nominee was involved with the organization to a lesser degree.
- *Time Period* – include the actual years of service on the executive or Board (i.e. 1998-2007).

Section B – provide details of the nominee’s role and contributions to the development of **recreation** events, programs, services, facilities, policies, etc.

- *Events* – include events, programs, services, facilities, policies, etc.
 - include each event on a separate line and only include *recreation* events.
 - include previously established, as well as ‘new’ events.
- *Volunteer Role* – key word is *volunteer*. Include a one or two-word title for the nominee’s role in this event.
- *New Event?* – if the event is ‘new’, indicate ‘yes’ with an X.
- *If yes, was nominee involved in establishing the event?*
 - if you X’ed the previous column and the nominee was involved in *establishing* the event, enter Yes in this column.
 - if the nominee was not involved in establishing the event, but was involved in the organization or implementation, enter No in this column.
 - if you left the previous column blank, leave this column blank as well.
- *Specific Contributions* – list the details of the nominee’s role in this event.

Section C – self-explanatory.

Section D – self-explanatory.