

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

APRIL 24, 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**

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

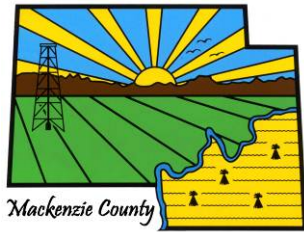
**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

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 9, 2013 Regular Council Meeting	7
		b) Minutes of the April 12, 2013 Special Council Budget Meeting	15
DELEGATIONS:	4.	a) FASD Society – 1:00 p.m.	
		b) Wilde & Company (Audited Financial Statement) – 1:30 p.m.	
		c) ColasCanada Inc (Dust Control) – 2:00 p.m.	
		d) Mackenzie Housing Management Board – 2:30 p.m.	
		e) Scheffer Andrew (Area Structure Plans) – 3:00 p.m.	
		f)	
GENERAL REPORTS:	5.	a) Municipal Planning Commission Meeting Minutes – March 28, 2013	21
		b)	
TENDERS:	6.	a) None	

PUBLIC HEARINGS:	7.	a)	None	
COMMUNITY SERVICES:	8.	a)	Bylaw 893-13 – Hamlet Residential Waste Collection	29
		b)	Policy COM001 Parks Caretaker Bonus Policy	47
		c)		
ENVIRONMENTAL SERVICES:	9.	a)		
		b)		
OPERATIONS:	10.	a)		
		b)		
PLANNING & DEVELOPMENT:	11.	a)	Area Structure Plans	55
		b)	Development Permit 69-DP-13 Simon Driedger (Shop-Farm in “A”) (La Crete)	71
		c)	Development Statistics Report 2013 January to March 2011 to 2013 Comparison	79
		d)		
		e)		
CORPORATE SERVICES:	12.	a)	2013 Operating and Capital Budget	83
		b)	Bylaw 892-13 Tax Rate Bylaw	89
		c)	2012 Audited Financial Statements	95
		d)		
		e)		
ADMINISTRATION:	13.	a)	Bylaw 888-13 Bylaw Enforcement Officer	97

	b)	Modified Voting Procedure	117
	c)	Bylaw 891-13 Elections Bylaw	127
	d)	Policy FIN018 Local Improvement Tax Application	139
	e)	Policy ADM050 Council/Administration Protocol	145
	f)	Tri County Meeting – Future Road Networks (Mackenzie County, Northern Sunrise – MD of Opportunity)	157
	g)		
	h)		
INFORMATION / CORRESPONDENCE:	14.	a) Information/Correspondence	159
IN CAMERA SESSION:	15.	a) Legal <ul style="list-style-type: none">• Seniors Housing• Regional Collaborative Governance	
		b) Labour	
		c) Land <ul style="list-style-type: none">• Treeosco Inc. (Mustus Energy)	
NEXT MEETING DATE:	16.	a) Regular Council Meeting Tuesday, May 7, 2013 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	17.	a) Adjournment	



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the April 9, 2013 Regular Council Meeting

BACKGROUND / PROPOSAL:

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

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, April 9, 2013
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (left the meeting at 3:17 p.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor (teleconference - left the meeting at 10:59 a.m.)
Elmer Derksen	Councillor
Dicky Driedger	Councillor (teleconference)
John W. Driedger	Councillor
Odell Flett	Councillor (teleconference – left the meeting at 1:50 p.m.)
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

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
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 9, 2013 in the Fort Vermilion Council Chambers.

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

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

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

MOTION 13-04-220 **MOVED** by Councillor Bateman

That the agenda be approved with the following additions:
13. e) Regional Collaborative Governance Initiative
Committee Membership

CARRIED

**PLANNING &
DEVELOPMENT:**

**11. a) Bylaw 890-13 Land Use Bylaw Amendment
(Original Titled Property)**

MOTION 13-04-221

MOVED by Councillor Wardley

That first reading be given to Bylaw 890-13, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10) as amended.

CARRIED UNANIMOUSLY

ADMINISTRATION:

**13. e) Regional Collaborative Governance Initiative
Committee Membership (ADDITION)**

MOTION 13-04-222

MOVED by Councillor Bateman

That the following Councillor be appointed to the Mackenzie Regional Collaborative Governance Initiative Committee to replace Deputy Reeve Sarapuk.

Nominated/**Elected:**
Councillor Wardley
Councillor Braun

CARRIED UNANIMOUSLY

MOTION 13-04-223

MOVED by Councillor Jorgensen

That the ballots be destroyed.

CARRIED

Councillor Braun left the meeting at 10:59 a.m.

Reeve Neufeld recessed the meeting at 11:00 a.m. and reconvened the meeting at 11:14 a.m.

**ADOPTION OF
PREVIOUS MINUTES:**

**3. a) Minutes of the March 27, 2013 Regular Council
Meeting**

MOTION 13-04-224

MOVED by Councillor Wardley

That the minutes of the March 27, 2013 Regular Council meeting be adopted as presented.

CARRIED.

GENERAL REPORTS:

5. a) CAO Report

MOTION 13-04-225

MOVED by Councillor Jorgensen

That administration research options in getting the North Peace Water mapping survey completed.

CARRIED

MOTION 13-04-226

MOVED by Councillor J. Driedger

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

CARRIED

DELEGATION:

4. a) La Crete Jubilee Park Committee – 11:30 a.m.

MOTION 13-04-227

MOVED by Councillor J. Driedger

That the La Crete Jubilee Park be referred to the Community Services Committee for further review.

CARRIED

Reeve Neufeld recessed the meeting at 12:15 p.m. and reconvened the meeting at 1:08 p.m.

5. b) Municipal Planning Commission Meeting Minutes – March 14, 2013

MOTION 13-04-228

MOVED by Councillor Derksen

That the Municipal Planning Commission meeting minutes of March 14, 2013 be received for information.

CARRIED

TENDERS: 6. a) None

PUBLIC HEARINGS: 7. a) None

COMMUNITY SERVICES: 8. a) **Brighter Futures Society – La Crete Residential Waste Collection**

MOTION 13-04-229 **MOVED** by Councillor Bateman

That administration be authorized to remove the residential waste collection service from the Brighter Futures Society property located at 10102-96 Avenue in La Crete and that administration bring back an amended Bylaw for Council approval.

CARRIED

MOTION 13-04-230 **MOVED** by Councillor Wardley

That the Brighter Futures Society be authorized to return their refuse receptacle and obtain reimbursement for it and refund the monthly pickup fee.

CARRIED

ENVIRONMENTAL SERVICES: 9. a) None

OPERATIONS: 10. a) None

CORPORATE SERVICES: 12. a) None

Councillor Flett left the meeting.

ADMINISTRATION: 13. a) **Bylaw 888-13 Bylaw Enforcement Officer**

MOTION 13-04-231 **MOVED** by Councillor Wardley

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

CARRIED

MOTION 13-04-232 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

MOTION 13-04-233

Requires Unanimous

MOVED by Councillor Bateman

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

DEFEATED

Councillor Flett rejoined the meeting at 1:45 p.m.

13. b) First Nation Relationships

MOTION 13-04-234

MOVED by Councillor Bateman

That the First Nation Chief & Council's be formally notified of monthly Council meetings and be invited to attend.

CARRIED

Councillor Flett left the meeting at 1:50 p.m.

Reeve Neufeld recessed the meeting at 1:51 p.m. and reconvened the meeting at 2:00 p.m.

MOTION 13-04-235

MOVED by Councillor Wardley

That a letter of support be provided to the La Crete Agricultural Society for their grant funding application for the Jubilee Park project.

CARRIED

13. c) PREDA Trip to Vancouver

MOTION 13-04-236

MOVED by Councillor J. Driedger

That the PREDA trip to Vancouver be received for information.

CARRIED

13. d) Mackenzie County Agricultural Fair & Trade Show

MOTION 13-04-237

MOVED by Councillor Bateman

That alcoholic beverages be confined to the banquet only at the Agricultural Fair.

CARRIED

MOTION 13-04-238

MOVED by Councillor Wardley

That the Agricultural Fair & Trade Show program be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 13-04-239

MOVED by Deputy Reeve Sarapuk

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

CARRIED

IN CAMERA SESSION:

MOTION 13-04-240

MOVED by Deputy Reeve Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:28 p.m.

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

CARRIED

Deputy Reeve Sarapuk left the meeting at 3:17 p.m.

MOTION 13-04-241

MOVED by Councillor Wardley

That Council move out of camera at 3:25 p.m.

CARRIED

15. a) Legal

15. b) Labour

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

MOTION 13-04-242

MOVED by Councillor Wardley

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

CARRIED

15. c) Land – Fort Vermilion Research Station

MOTION 13-04-243

MOVED by Councillor Bateman

That the Fort Vermilion research station be received for information.

CARRIED

**NEXT MEETING
DATE:**

16. a) Regular Council Meeting
Wednesday, April 24, 2013
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

17. a) Adjournment

MOTION 13-04-244

MOVED by Councillor Jorgensen

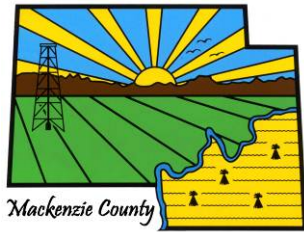
That the council meeting be adjourned at 3:26 p.m.

CARRIED

These minutes will be presented to Council for approval on April 24, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the April 12, 2013 Special Council Meeting

BACKGROUND / PROPOSAL:

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

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**April 12, 2013
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, AB**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (left the meeting at 2:15 p.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor (joined the meeting via teleconference at 11:21 a.m.)
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Alison Kilpatrick	Director of Corporate Services
Bill Kostiw	Director of Infrastructure Development & Government Relations
John Klassen	Director of Environmental Services & Operations
Ron Pelensky	Director of Community Services & Operations
Grant Smith	Agriculture Fieldman
Carol Gabriel	Manager of Legislative & Support Services

ALSO PRESENT: Members of the public.

Minutes of the Special Council meeting for Mackenzie County held on April 12, 2013 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Neufeld called the meeting to order at 10:12 a.m.

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

MOTION 13-04-245 **MOVED** by Councillor J. Driedger

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) None

DELEGATIONS:

4. a) None

BUSINESS:

5. a) 2013 Operating and Capital Budget

Introductory comments by Joulia Whittleton, Chief Administrative Officer.

Alison Kilpatrick presented the draft 2013 operating and capital budget.

- Outline of changes to budget
- Cash Requirement

Reeve Neufeld recessed the meeting at 11:11: a.m. and reconvened the meeting at 11:25 a.m.

Councillor Flett joined the meeting via teleconference at 11:21 a.m.

Alison Kilpatrick continued the presentation of the draft 2013 operating and capital budget.

- Cash Requirement
- Schedules of Operating Revenues and General Operating Expenses (Schedule A)
- Capital Grant Revenues (for TCA projects) (Schedule B)
- Contributions to Reserves as per established Policies (Schedule C)
- Estimate of Gain or Loss on Disposals of TCA Assets, in 2013 (Schedule D)
- Long Term Debt (Schedule E)
- Contributions to Reserves as per established policies (Schedule F)
- 2013 Operating Budget Draft

Reeve Neufeld recessed the meeting at 12:03 p.m. and reconvened the meeting at 12:55 p.m.

Alison Kilpatrick continued the presentation of the draft 2013 operating and capital budget.

- Grants to Other Organizations

MOTION 13-04-246

MOVED by Councillor Derksen

That a one-time grant be approved for the La Crete Polar Cats to a maximum of \$15,000 and that payment be issued based upon submission of invoices.

CARRIED

MOTION 13-04-247

MOVED by Councillor Wardley

That a letter be sent to MLA Frank Oberle requesting an exemption on the timber salvage policy on recreational areas and non-profit leases.

CARRIED

MOTION 13-04-248

MOVED by Deputy Reeve Sarapuk

That the funding request from the Rocky Lane Agricultural Society for the Rocky Lane Ski-Trails be approved in the amount of \$15,000.

CARRIED

Reeve Neufeld recessed the meeting at 2:06 p.m. and reconvened the meeting at 2:24 p.m.

Deputy Reeve Sarapuk left the meeting at 2:15 p.m.

Alison Kilpatrick continued the presentation of the draft 2013 operating and capital budget.

- Non-TCA Projects
- Tangible Capital Assets Projects
- Assessment and Property Tax

Reeve Neufeld recessed the meeting at 3:22 p.m. and reconvened the meeting at 3:38 p.m. with all members present except Councillor Flett.

Councillor Flett rejoined the meeting at 4:00 p.m.

MOTION 13-04-249

Requires 2/3

MOVED by Councillor Braun

That the 2013 operating and capital budget be approved as amended.

CARRIED UNANIMOUSLY

NEXT MEETING DATE: 6. a) Next Meeting Date

ADJOURNMENT: 7. a) Adjournment

MOTION 13-04-250 **MOVED** by Councillor Jorgensen

That the Special Council meeting be adjourned at 4:17 p.m.

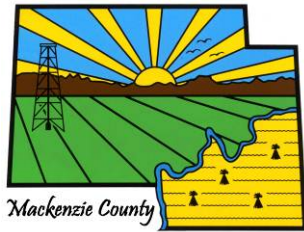
CARRIED

These minutes will be presented to Council for approval on April 24, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes – March 28, 2013

BACKGROUND / PROPOSAL:

Information Item. The adopted minutes of the March 28, 2013 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

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

Author: _____ Reviewed by: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, March 28, 2013 @ 10:00 a.m.

PRESENT

Jack Eccles	Chair, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Jacque Bateman	Councilor, MPC Member
Elmer Derksen	Councilor, MPC Member

ADMINISTRATION

Byron Peters	Director of Planning & Development (Joined the meeting at 10:02 a.m.)
Liane Lambert	Planner
Daljit Pannu	Development Officer
Tamara Friesen	Administrative Assistant

ABSENT

Beth Kappelar	MPC Member
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1. CALL TO ORDER

Jack Eccles called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MOTION 13-31 **MOVED** by Jacque Bateman

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 13-32 **MOVED** by Wally Schroeder

That the minutes of the March 14, 2013 Municipal Planning Commission meeting be adopted as amended.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

4. DEVELOPMENT PERMIT

**a) Development Permit Application 38-DP-13
Mark Dick (Manufactured Home Sales
& Services (Office) in “HC2)
Plan 062 7695, Block 24, Lot 04**

MOTION 13-33 MOVED by Elmer Derksen

To allow the applicants proposal to paint the siding trim in the same colors as the neighbouring buildings instead of replacing all of the siding.

This will require a small amendment to the previously approved Development permit as the first one stated the replacing the siding.

That Development Permit 38-DP-13 on Plan 062 7695, Block 24, Lot 4 in the name of Mark Dick be APPROVED with the following REVISED conditions:

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

1. Minimum setbacks are: 9.1 meters (30 feet) front (east) yard; 3.0 meters (10 feet) rear (west) yard, from the property lines.
2. *Renovations to the exterior of the Well Site Unit is required to complement the neighbouring buildings. Renovations are to be completed by May 31, 2013 and to the satisfaction of the Development Authority.*
3. *A guaranteed security in the amount of \$1500.00 is required to ensure completion of the renovations within 7 business days of issuance of this permit.*
4. Any merchandise being moved on or off of the property shall be via the east access off of 99th Street.
5. **This permit approval is subject to the construction of an access to the property to County standards.** PRIOR to installation of any 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 developer's expense.

6. **PRIOR to any new construction taking place on the subject property contact the Development Department for a Development Permit.**
7. **Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of office area, which in this case is 1 public parking stall, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”***
8. The municipality has assigned the following address to the noted property 10604-99th Street. You are required to display the address (10604) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

CARRIED

**b) Development Permit Application 52-DP-13
Raymond Scoular; Automotive Equipment
and Vehicle Services in “HG” (Zama City)
Plan 882 1687, Block 08, Lot 13**

MOTION 13-34 MOVED by Jacquie Bateman

That Development Permit 52-DP-13 on Plan 882 1687, Block 08, Lot 13 in the name of Raymond Scoular 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. This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.
2. **All conditions and requirements by the Alberta Motor Vehicle Industry Council “AMVIC” are to be met to their specifications and standards.**
3. **The Automotive Equipment and Vehicle Services Business shall meet all Alberta Safety Code**

requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

4. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 400 square feet of building area plus 1 space per each full time employee and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
5. **No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.**
6. The municipality has assigned the following address to the noted property **977- Pine Avenue**. You are required to display the address (**977**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
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. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 1.5 meters from the curb/sidewalk.
9. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.

12. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
13. Wiring and conduits of the sign must be concealed from view.
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
15. No construction or development is allowed on 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.
16. 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

**c) Development Permit Application 56-DP-13
La Crete Car & Truck Wash; Enviro-Tank and
Canopy Over Fuel Pumps in “HC2” (La Crete)
Plan 762 0383, Block 15, Lot 03**

MOTION 13-42 MOVED by Wally Schroeder

That Development Permit 56-DP-13 on Plan 762 0383, Block 15, Lot 3 in the name of La Crete Car & Truck Wash 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 building setbacks: 30.5 meters (100 feet) front (west) 100 street yard; 3.1 meters (10 feet) rear (east) yard; from the property lines.
3. All conditions set out by the Petroleum Tank Management Association of Alberta shall be adhered to.

4. The Fueling tanks and Gas Pump and concrete pad shall meet all applicable Alberta Safety Code and Fire code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. **Mackenzie County shall not be held liable for any concerns, issues or damages related to the concrete pad or any part (s) thereof resulting from any work being done on the easement either by the County or any contractors hired by the County.**
5. **The developer shall enter into a lease agreement with Mackenzie County for that portion of Plan 762 0383, Lot OT (closed road allowance) lying directly west of Plan 762 0383, Block 15, Lot 3.**
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
7. The Municipality has assigned the following address to the noted property (**9605-100A Street**). You are required to display the address (**9605**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. 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 to Mackenzie County standards and at the developers' expense.
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

5. **SUBDIVISION**

6. MISCELLANEOUS ITEMS

a) Action List

The Action List of March 14, 2013 was reviewed.

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ April 18, 2013 at 10:00 a.m. in La Crete
- ❖ May 2, 2013 at 10:00 a.m. in La Crete
- ❖ May 16, 2013 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

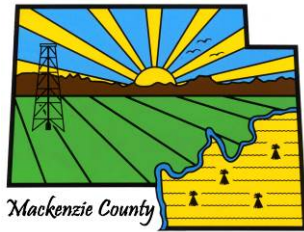
MOTION 13-54 **MOVED** by Elmer Derksen

That the Municipal Planning Commission Meeting be adjourned at 10:07 a.m.

CARRIED

These minutes were adopted this 18th day of April, 2013.

Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Bylaw 893-13 – Hamlet Residential Waste Collection

BACKGROUND / PROPOSAL:

At the April 9, 2013 Council meeting, Motion 13-04-229 was carried which removed the Brighter Futures Society responsibility for paying for residential garbage service and required administration to bring back an amended Bylaw for council approval.

Motion 13-04-229:

“That administration be authorized to remove the residential waste collection service from the Brighter Futures Society property located at 10102-96 Avenue in La Crete and that administration bring back an amended Bylaw for Council approval.”

Upon administration reviewing the existing Bylaw 866-13, it was found that Council would have to change the by-law every time a residential garbage service was added or removed.

Administration is proposing we change the by-law so it refers to a map for a service area and administration keeps the list of occupants that have residential garbage service in that area. This would be similar to how water and sewer services are administered.

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

OPTIONS & BENEFITS:

Option 1:

That council amend Bylaw 866-13 as per administration recommendation where administration keeps the list of occupants that have residential garbage service in La Crete.

Benefit:

The benefit of this option is administration would not have to bring back the residential garbage by-law every time a resident is added (ie new house) or removed from residential garbage collection service.

Option 2:

That council amend Bylaw 866-13 and remove Brighter Future Society address at 10102 – 96 Ave in La Crete from the by-law.

Benefit:

That council would know which properties are receiving residential garbage service.

Administration recommends option 1 as it is more practical to administer - administration will keep and maintain the detail list of properties that have residential garbage service.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

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

Motion 2

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

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

Motion 3 (requires unanimous)

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

Motion 4

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

Author: R. Pelensky Reviewed by: _____ CAO YW

BYLAW NO. 893-13

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

**FOR THE PURPOSE OF REGULATING AND CONTROLLING THE HANDLING,
COLLECTION AND DISPOSAL OF ASHES, GARBAGE, REFUSE, AND OTHER
WASTE IN THE MUNICIPALITY OF MACKENZIE COUNTY**

WHEREAS, under the authority of the Municipal Government Act being Chapter M-26, RSA 2000 and any amendments thereto, a Municipal Council may pass By-laws establishing and maintaining a system for collection, removal and disposal of garbage, ashes and waste throughout the municipality;

AND WHEREAS, the Municipal Council of the Municipality of Mackenzie County in the Province of Alberta recognizes the importance of and encourages an animal proof waste handling system, waste reduction and recycling while also supporting the user-pay system for waste collection;

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

PART 1 TITLE AND APPLICATION

- 1.1 This By-law may be cited as the “Hamlet Residential Waste Collection Bylaw”.
- 1.2 This By-law applies to all waste produced, accumulated, stored, collected delivered or disposed of within the Municipality.

PART 2 DEFINITIONS

In this By-law, unless the context otherwise requires, the term:

- 2.1 **“Animal Attractant”** means foodstuff or bait of any kind excluding Birdseed, but including suet balls for purposes of feeding any and all species of animal.
- 2.2 **“Animal Proof Waste Container”** means a receptacle for disposing of Residential Waste or Commercial Waste which meets the specification for an animal proof refuse receptacle.
- 2.3 **“Approved Storage Location”** means a location within a Residential Unit, or a Multi-Residential Dwelling Unit, or a Commercial Premise, or any accessory

structure that is deemed to be animal proof by the Chief Administrative Officer or designate.

- 2.4 **“Apartment House”** means a residential building which is occupied or intended to be occupied by more than four families living independently of each other and includes, but is not limited to:
- a) Structures known as townhouses or row-houses;
 - b) Senior citizens self contained units in a complex of more than four units;
 - c) Licensed boarding houses, lodging houses and rooming houses, terraces of dwellings and any other type of residential premises where more than four families reside or dwell, and; which neither a dwelling house nor a condominium is as defined in this By-law.
- 2.5 **“Ashes”** means cold residue from burning of wood, coal and other like material.
- 2.6 **“Billing Period”** shall be the same as the monthly period for which the consumer is charged for services.
- 2.7 **“Birdseed”** means a mixture of seeds for the purpose of attracting and feeding birds.
- 2.8 **“Biological Waste”** means waste that is created in a hospital, necropsy facility or biological research laboratory and contains or may contain pathogenic agents that may cause disease in persons exposed to the waste.
- 2.9 **“Building Waste”** means all refuse produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to: earth, vegetation and rock displaced during the process of building.
- 2.10 **“By-Law Enforcement Officer”** means person appointed by the Municipal Council to enforce offenses of this By-law.
- 2.11 **“Collection”** includes acquisition of refuse by the Municipality, or where the context implies by a private hauler, by picking up, collecting or gathering together, and includes the removal and transportation of the same to a disposal site and “collect” shall have comparable meaning.
- 2.12 **“Collector”** means a person who collects refuse within the Municipality as an agent, contractor or employee of the Municipality.
- 2.13 **“Collection Area”** means the location within the corporate limits of the Municipality of Mackenzie County.

- 2.14 **“Commercial Premises”** means a building, structure or premises used for the conduct of some profession, business, manufacturing process or other undertaking, and which includes: any institutional, industrial, commercial, restaurant and retail premises, a Residential Dwelling Unit or units if attached and includes areas designated as a Mobile Home Park in accordance with the Land Use By-law.
- 2.15 **“Commercial Unit”** means one self-contained working space having any or all of the following amenities: a separate entrance, office space, bay/work area, receiving and shipping area, washroom, kitchen and common area in a Commercial Premise or complex.
- 2.16 **“Condominium”** means a residential property divided into individually owned units as described in the Condominium Property Act, Revised Statutes of Alberta, 2000, and amendments thereto, and for the purpose of this By-law only each unit shall be deemed to be a dwelling house.
- 2.17 **“Dangerous Goods”** mean dangerous goods as defined in the Transportation of Dangerous Goods Act and Regulations.
- 2.18 **“Dwelling House”** means any premises which:
- a) are actually used as a residence;
 - b) consist of four (4) or less self-contained units;
 - c) collectively produce less than 0.75 cubic meters of refuse per week;
 - d) has one storage location for all refuse disposed of from the premises, and;
 - e) is constructed to permit refuse collection to be made directly from a street.
- 2.19 **“Executive Officer of the Local Board of Health”** is a member designated by Alberta Health Services for the purpose of carrying out the Public Health Act and Regulations and may include a Health Inspector.
- 2.20 **“Fire Chief”** means the authorized and appointed Fire Chief or Fire Chiefs of the Municipality of Mackenzie County.

- 2.21 **“Garbage”** means refuse composed of animal or vegetable matter. It is refuse produced as a by-product of the preparation, consumption, or storage of food.
- 2.22 **“Industrial Properties”** means places that carry on one or more of the following activities; the manufacturing, processing, assembling, cleaning, repairing, servicing, testing, storage, warehousing, distribution or trans shipment of materials, goods, products and/or equipment.
- 2.23 **“Litter”** means:
- a) Rubbish, waste materials, paper, packages, containers, bottles, cans or parts thereof; or
 - b) Any article, product, machinery, motor vehicle or other manufactured goods which is dumped, discarded, abandoned or otherwise disposed of.
- 2.24 **“Municipality”** means the corporation of Mackenzie County or the area contained within the boundaries thereof, as the context requires.
- 2.25 **“Municipal Tags”** means tags purchased from the municipality at rates set out in the Fee Schedule by-law and used for obtaining additional waste pickup service. The single use tag would be attached to the refuse container to be emptied by the municipality or its collector.
- 2.26 **“Occupant”** means any Person occupying a Residential Unit, Multi-Residential Dwelling Unit or Commercial Unit whether they are in fact the Owner, renter, tenant or lessee of the dwelling unit.
- 2.27 **“Owner”** has the same meaning as in the Municipal Government Act”.
- 2.28 **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a By-Law Enforcement Officer or Special Constable appointed pursuant to the provisions of the Police Act, Chapter P-17 of the Revised Statutes of Alberta, 2000 and amendments or successor legislation thereto.
- 2.29 **“Premises”** means land, including any buildings erected thereon including residential houses and properties, apartment houses, and dwelling houses.
- 2.30 **“Private Hauler”** means any person who transports or causes to be transported any refuse within the Municipality other than those persons employed or contracted by the Municipality.

- 2.31 **“Recycling Depot”** means a waste sorting station approved under the Public Health Act where designated waste is compacted, shredded, ground, processed or sorted.
- 2.32 **“Recyclable Material”** means materials that are acceptable for recycling in this Municipality as set out in Schedule “C” hereto.
- 2.33 **“Refuse”** means any discarded or abandoned organic or inorganic material and without restricting the generality of the foregoing, includes garbage, ashes and all forms of grass, tree and hedge cuttings and clippings, broken household dishes and utensils, empty or partly empty tins, boxes, cartons, bottles and containers, discarded paper and fabric and other materials.
- 2.34 **“Refuse Receptacle”** means a container designed for containing refuse awaiting collection and disposal and is deemed animal proof that is approved by the Municipality.
- 2.35 **“Residential Property”** means land with improvements designated, intended or used for residential occupancy including condominiums, but excluding apartment houses.
- 2.36 **“Street”** means public thoroughfares within the Municipality and includes sidewalks and borders of the street and all portions thereof appearing in any registered plan pursuant to the Land Titles Act, or any private roadway on any bare-land condominium site.
- 2.37 **“Waste or Waste Material”** means ashes, garbage, refuse or trade refuse as herein defined and includes any other matter or material suitable for disposal by the Municipality waste disposal system.
- 2.38 **“Wet Garbage”** means the kitchen garbage containing liquids originating from hotels, boarding houses and restaurants but excludes drained kitchen garbage which has been properly packaged.
- 2.39 **“White Metals”** means any household appliance such as stove, dishwasher, refrigerator, and deep freezes.
- 2.40 **“Yard Waste”** means refuse that is organic matter formed as a result of gardening or horticultural pursuits and includes grass, leaves, tree and hedge clippings and cuttings.

PART 3 INTERPRETATIONS

- 3.1 Schedules “A”, attached hereto, form part of this Bylaw.

- 3.2 The captions and headings in this Bylaw are for convenience of reference use only, and shall not affect the interpretation of any provision of this Bylaw.
- 3.3 Nothing in this Bylaw shall operate to relieve any person from complying with any Federal, Provincial or other Municipal Law, Order, regulation or Bylaw and such person shall comply with all conditions or obtain any necessary consents at his/her own expense.
- 3.4 Except as provided herein to the contrary no person shall:
- a) Store or deposit any refuse on any premises owned or occupied by the Municipality or on any street; or
 - b) Store or place any refuse receptacle or commercial container on any street.
- 3.5 Section 3.4 shall not apply:
- a) In respect of any refuse stored or deposited at any disposal site designated pursuant to this Bylaw;
 - b) In respect of any refuse receptacle placed or stored on a street for use by the public by or with the consent in writing of the Chief Administrative Officer or designate; or
 - c) To a person who is actively engaged in loading or unloading any refuse receptacle or commercial container.
- 3.6 Any person who deposits any refuse on a street shall forthwith remove such refuse from the street at his/her own expense.

PART 4 AUTHORITY

- 4.1 The Municipality shall;
- a) Supervise the collection, removal and disposal of refuse, and;
 - b) Direct the days and times that collections shall be made from different portions of the municipality, and;
 - c) Decide as to the quantities and classes of refuse to be removed from any premises or as accepted by the Municipality for disposal.
 - e)d) Decide as to what applicable units in Schedule "A" will receive residential garbage collection services
- 4.2 Subject to the provisions of this Bylaw, the decision of the Municipality as to:
- a) The amount of refuse which has been removed from any premises, and;

- b) The amount and types of refuse which the Municipality is obliged to remove from any premises or class of premises shall be final and conclusive subject only to the superior statutory authority of another entity.

PART 5 MUNICIPAL COLLECTION AND REMOVAL OF REFUSE

5.1 Subject to the provisions of the Bylaw the Municipality:

- a) Shall cause refuse to be collected from each dwelling house each week in accordance with the rates and fees specified in the "Fee Schedule By-law ", and
- b) May cause refuse to be collected from premises other than a dwelling house each week in accordance with the rates and fees specified in the "Fee Schedule By-law ".

5.2 Unless special arrangements are authorized by the Municipal Council, the Municipality shall not remove from premises on which a dwelling house is located;

- a) Discarded furniture, discarded automobile parts including tires, and other private vehicles, white metals, and household equipment;
- b) Tree trunks, tree limbs, whole shrubs or bushes or portion of hedges;
- c) Fences, gates and other permanent and semi-permanent fixtures on the premises;
- d) Without limiting the foregoing, any discarded household chattel, material or equipment which has an overall weight of more than 34 kilograms or an overall length of more than 1.25 metres.

5.3 Unless other arrangements are authorized by the Municipal Council, except as otherwise provided in this Bylaw, the Municipality shall not remove from any premises;

- a) Building materials and building waste
- b) Dead animals
- c) Sod
- d) Liquid waste
- e) By-products of manufacturing
- f) Dangerous goods
- g) White metals

5.4 The Municipality shall ensure that the equipment used for waste collection and the manner in which waste is collected and disposed of by the Municipality shall comply with the regulations of the Health Authority.

- 5.5 The Municipality may enter into a contract or contracts with any person or organization for the collection of the whole or a portion of the refuse accumulated within the Municipal limits.

PART 6 CLEAN – UP CAMPAIGN

- 6.1 The Municipal Council of the Municipality may authorize a clean-up campaign in the spring and/or fall of each year at which time all refuse will be picked up to a maximum of one half ton truck load. Additional loads, car bodies will not be accepted as part of these clean-up campaigns.

PART 7 REFUSE RECEPTACLES, WEIGHT OF, LOCATION AND REFUSE ENCLOSURES

- 7.1 Refuse receptacles required shall be acquired by the Occupants from private industry as per the specifications set by the Municipality.
Specifications:
64 G/ 240 L IPL “Classic” cart
Charcoal European grip
Model # 60213363A5
Or a similar model as approved by the Municipality.
- 7.2 Except as otherwise provided no person shall place refuse from a building or premises elsewhere than in the refuse receptacles.
- 7.3 Occupants of the premises shall ensure refuse is stored in an approved storage location at all times other than when the waste is being transferred to a Refuse Receptacle.
- 7.4 Where the owner or occupant of the premises places refuse in a receptacle other than one which meets the specifications set out in this By-law, the collectors will not remove that refuse.
- 7.5 The collector at his/her discretion shall have the right to refuse to remove materials where the container does not meet the necessary requirements or is in a dilapidated, unsafe, or unsanitary condition.
- 7.6 A collector shall not be required to remove any refuse receptacle which, together with its contents, exceeds thirty-four (34) kilograms or seventy five (75) pounds.

- 7.7 Except as otherwise provided herein, no person shall place or keep refuse receptacles upon any travelling surface of any street or sidewalk. The refuse receptacle shall be placed at the curb level on the date of the waste pick up.
- 7.8 The occupant of premises from which refuse is to be collected
- a) Shall place or locate the refuse receptacle for collection in such a manner that they will not overturn or be likely to be overturned;
 - b) Shall be allowed service for one refuse receptacle a week with an option to have additional receptacles if municipal tags are attached to them.

PART 8 PREPARATION OF WASTE FOR COLLECTION

- 8.1 An owner or occupant of premises from which refuse is to be collected shall:
- a) Thoroughly drain all household garbage and place it in either plastic garbage bags or securely tie the parcel before disposing of it in the refuse receptacle;
 - b) Place all quenched ashes, sawdust and other powdery or fine material in either securely tied plastic bags or parcels before disposing of it in the refuse receptacle.
- 8.2 No occupant shall:
- a) Mix combustible and non-combustible matter in the refuse receptacles or containers, or
 - b) Place any explosives, dangerous goods or highly flammable materials in any receptacle for collection, or
 - c) Place for collection, ashes which are not properly quenched.

PART 9 DUTIES OF COLLECTORS

- 9.1 Collectors shall:
- a) Be as careful as is reasonably possible not to damage or misuse any refuse receptacle;
 - b) Replace emptied receptacles and the lids in approximately the same location where it was picked up;
 - c) Not leave refuse on the ground which has spilled from the refuse receptacle or the collection vehicle; and
 - d) No person employed in the collection of waste materials shall pick, or sort any ashes, garbage, refuse or discarded material from the collection vehicle or the owner's or occupant's premises

**PART 10 CONSTRUCTION REFUSE, COVERING OF REFUSE AND
PLACEMENT ON STREETS**

- 10.1 Any person(s) carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in a manner as to not permit building materials or building refuse to remain loose, free or uncontrolled on the property.
- 10.2 The owner of the building site shall be responsible for the actions of any contractor, subcontractor or tradesman who fail to comply with subsection 10.1.
- 10.3 Any building material or building refuse material which blows free from the building site shall be re-captured, returned to the building site and deposited in a refuse receptacle.
- 10.4 The owner of a building site shall be responsible for the term of construction in providing a suitable refuse receptacle capable of receiving all building refuse material and maintaining the same in a safe condition.
- 10.5 The Chief Administrative Officer or designate may direct the person carrying out construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.
- 10.6 No person shall convey through any street in the Municipality any refuse of whatever nature except in the properly covered metal receptacle or in a vehicle which is covered with canvas or tarpaulin, or other covering as approved by the Municipality, so constructed and arranged as to prevent the contents thereof or any portion thereof from being wind borne or falling on the streets, to protect the content from flies and to minimize as much as practicable the escape of any offensive odours. It shall not be necessary that a vehicle carrying solely soil, sand, gravel or concrete be covered with a canvas or a tarpaulin other than required by other legislation or regulation.
- 10.7 Except for sand, cinder or other similar materials in reasonable quantities placed on any slippery streets or sidewalks, no person shall place refuse of any type or direct or allow it to be placed upon any portion of a street.

**PART 11 CHARGES FOR COLLECTION AND DISPOSAL, NO OPTION FOR USE
AND EXEMPTIONS**

- 11.1 The occupant of any premises in Mackenzie County within the identified area in Schedule A such an area and pick-up frequency as may be designated by the

Chief Administrative Officer or designate for the provision of garbage collection services, shall pay to the Municipality a monthly charge as set out in the "Fee Schedule By-law", ~~and the Municipality shall collect refuse from only one pick-up point from each premises.~~

- 11.2 Accounts for refuse collection service shall be forwarded monthly to the occupier of the premises and shall be payable to the Municipality. The payment of any charges provided by this By-law may be enforced by action in any court of competent jurisdiction.
- 11.3 The rates or charges levied pursuant to this By-law shall be applied to each ~~dwelling unit~~ applicable unit within the designated garbage collection area in Schedule "A." ~~The Chief Administrative Officer or designate will maintain a list of -owners/occupants that have levied rates or charges, specified areas of the Municipality with no option for use of this service, as designated in Schedule "A"~~ The Chief Administrative Officer or designate will maintain a list of
- 11.4 Non-receipt of a utility bill will not exempt the owner or occupant from payment for the service received.

PART 12 NOTICES AND PENALTIES

- 12.1 In any case where the Municipality is required to give notice to owner or occupant pursuant to this By-law, notice shall be effected by service either;
- a) By causing a written copy of the notice to be delivered to and left in a conspicuous place at or about the effected property, or
 - b) By causing a written notice to be mailed by mail or delivered to the last known address of the owner.
- 12.2 Where a Peace Officer or By-law Enforcement Officer who has reasonable grounds to believe that an owner or occupant has contravened any provision of this By-law, the Peace Officer or By-law Enforcement Officer may serve upon such person, a summons as outlined in this By-law.
- 12.3 An owner or occupant who contravened any provision of this By-law by:
- a) Doing something that is prohibited in this By-law;
 - b) Failing to do something that is required in this By-law; or
 - c) Doing something in a manner different from that which is required or permitted in this By-law.

is guilty of an offense and liable upon summary conviction to a fine of not less than One Hundred Dollars (\$100.00) or not more than Two Thousand Five

Hundred Dollars (\$2,500.00) or as otherwise stated in the “Fee Schedule By-law” whichever is less.

- 12.4 Any owner or occupant served with a summons pursuant to Section 12.3 of this By-law may, where a specified penalty is indicated on the summons, avoid prosecution by remitting payment of the specified penalty as noted on the summons on or before the appearance date noted on the summons. The specified penalty shall be the amount the Municipality will accept in lieu of prosecution.
- 12.5 Any owner or occupant who does not pay the specified penalty on or before the appearance date noted on the summons is liable to a fine as set out in the “Fee Schedule By-law”.
- 12.6 Where a specified penalty is not noted in the summons, the person served with the summons is liable to a fine as set out in the “Fee Schedule By-law”.
- 12.7 Where a contravention of this By-law is of a continuing nature, further summons, with the appropriate specified penalties, may be issued provided that no more than one summons shall be issued for each calendar day that the contravention continues.
- 12.8 Nothing in this By-law shall prevent a Peace Officer or By-law Enforcement Officer from issuing a summons for the mandatory court appearance of any person who contravenes any provision of this By-law.

PART 13 GENERAL

- 13.1 A Peace Officer or By-law Enforcement Officer, witnessing a contravention of this By-law, may cause the contravention to be remedied.
- 13.2 When expenses are incurred by the Municipality for any work performed as a result of a direction of a Peace Officer or By-law Enforcement Officer under Section 13.1, the Municipality may serve a statement of expenses, together with a demand for payment to the person or persons responsible for the contravention, including all legal costs on a solicitor and their own client basis.
- 13.3 Whenever, in this By-law, it is directed that an owner or occupant of any building or premises shall do any matter of thing, then in default of its being done, either the owner or occupant, or both, or if there are several owners or occupants, any or all such owners or occupants shall be liable to prosecution; and it shall be no defense for any owner or occupant so prosecuted to allege that any other person is responsible for such default.

13.4 If any term, clause, or condition of this By-law or application thereof, to any thing or circumstance shall to any extent be invalid or unenforceable, the remainder of this By-law or application of such term, clause or condition to any thing or circumstance, other than those to which it is held as invalid or unenforceable, shall not be affected thereby and each other term, clause or condition of this By-law shall be enforced to the fullest extent permitted.

13.5 This Bylaw hereby rescinds Bylaw 866-12 and shall come into full force and effect on the day of its final passing.

| READ a first time this 12th-_____ day of ~~February~~_____, 2013.

| READ a second time this 12th _____ day of ~~February~~_____, 2013.

| READ a third time and finally passed this 12th-_____ day of ~~February~~_____, 2013.

| ~~(original signed)~~

Bill Neufeld
Reeve

| ~~(original signed)~~

Joulia Whittleton
Chief Administrative Officer


Schedule “A”

Hamlet Residential Waste Collection AreaProperties

Lake Tourangeau



Culbert's Lake

Hamlet of Lacrete
"Schedule 1"
Residential Garbage

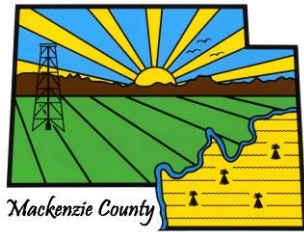


Mackenzie County

Legend:

-  Residential Garbage Bylaw 886-13
-  Hamlet of Lacrete Boundary

Not To Scale



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Policy COM001 Parks Caretaker Bonus Policy

BACKGROUND / PROPOSAL:

The Mackenzie County operates and maintains three campgrounds in the county boundaries. The day to day operations is mainly completed by contracted caretakers. As part of their compensation the County has offered them a 25% bonus of the total revenue collected.

At the February 12, 2013 Council meeting a motion was made that administration draft a policy on how to administer the bonus we offer to the parks caretaker.

Administration drafted the policy and the Community Services Committee reviewed this policy in its March 26, 2013 meeting and made a few minor changes to it.

This draft policy was also reviewed at the April 17, 2013 caretakers meeting.

OPTIONS & BENEFITS:

Administration recommends that council discuss/review the policy and incorporates any changes into it before requesting administration to implement it.

COSTS & SOURCE OF FUNDING:

The policy should not increase operation costs as inspections can be incorporated into the regular visits made to the site by the Supervisor of Community Services and the cost associated in the bonus structure was included in our budget.

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

COMMUNICATION:

Once the policy is approved a letter will be sent to our campground caretakers.

RECOMMENDED ACTION:

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

Author: R. Pelensky Reviewed by: _____ CAO YW

Mackenzie County

Title	Parks Caretaker Bonus Policy	Policy No:	COM001
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Legislation Reference	Municipal Government Act, Section 18
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Purpose

To establish procedures for applying a bonus to the County's park caretakers for exceptional work completed throughout a season.

POLICY STATEMENT AND GUIDELINES

1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

- a) A **Caretaker** is a contract operator at a Mackenzie County park.
- b) **Caretaker Evaluation Form** is a form created by the County to evaluate the performance of a parks caretaker. The form will be completed by a County representative. The form is attached in Appendix "A".
- c) **County Park** refers to a campground facility within Mackenzie County boundaries. The County presently has three campgrounds with caretakers which are: Wadlin Lake, Hutch Lake and Machesis Lake.
- d) **Bonus** – a full bonus will be 25% of all the fees collected at the County Park.
- e) **Community Services Committee** is a group of Councillors selected to represent Council as per their terms of reference.

2. Bonus Structure:

- a) The County administration will complete the caretaker's evaluation form regularly throughout the operating months to determine the quality of the caretaker's performance in relation to their duties.
- b) At the end of the season the County's administration will compile all the results from the evaluation forms and generate a summary sheet with an overall grading mark.

- c) Administration will recommend to the Community Services Committee the proposed bonus based on the grading mark as follows:
 - 80% or above will receive full bonus
 - Each percentage below 80% receives 1% less of the bonus

- d) The Community Services Committee will receive administration recommendations on caretaker's bonus and review any additional information to determine the amount of bonus each park caretaker will receive.

3. Administrative Responsibility :

Chief Administrative Officer or designate is responsible for compliance with this policy.

	Date	Resolution Number
Approved		
Amended		

SCHEDULE "A"

CARETAKERS EVALUATION FORMS

Date of inspection: _____

Location: _____

Inspected by: _____

Please circle: **1 – Poor** **10 - Excellent**

GROUNDS UP-KEEP

Mowing Grass 1 2 3 4 5 6 7 8 9 10

Grass Trimming 1 2 3 4 5 6 7 8 9 10

Raking 1 2 3 4 5 6 7 8 9 10

Removal of tree deadfall and overhang within serviceable areas

 1 2 3 4 5 6 7 8 9 10

Notes: _____

GARBAGE

Garbage bins Emptied

 1 2 3 4 5 6 7 8 9 10

Notes: _____

TOILETS

Cleanliness of washroom facilities

 1 2 3 4 5 6 7 8 9 10

Notes: _____

FISH CLEANING STATION

Cleanliness of the fish cleaning station(s)

1 2 3 4 5 6 7 8 9 10

Notes: _____

SHELTERS

Cleanliness of shelter(s)

1 2 3 4 5 6 7 8 9 10

Notes: _____

FIREWOOD / BINS

Cleanliness of fire wood / bins

1 2 3 4 5 6 7 8 9 10

Notes: _____

DOCK / MARINA

Dock/marina area free of drift wood and other debris

1 2 3 4 5 6 7 8 9 10

Notes: _____

VOLLEYBALL COURT

Cleanliness of volleyball court
(Clean & Maintained)

1 2 3 4 5 6 7 8 9 10

Notes: _____

PLAYGROUND

Cleanliness of playground
(Clean & Maintained)

1 2 3 4 5 6 7 8 9 10

Notes: _____

CAMPSITES

Vacant campsites are clean and free of garbage

1 2 3 4 5 6 7 8 9 10

Fire pits are clean 1 2 3 4 5 6 7 8 9 10

Notes: _____

BEACHES

Cleanliness of beach areas

1 2 3 4 5 6 7 8 9 10

Notes: _____

ADMINISTRATION

Paperwork, monies received in a timely manner. Funds received equal receipts.

1 2 3 4 5 6 7 8 9 10

Notes: _____

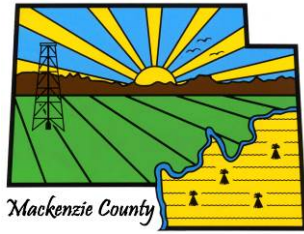
PUBLIC NOTES

Notes _____

Caretaker Signature

Date

Copy Received



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Area Structure Plans

BACKGROUND / PROPOSAL:

Scheffer Andrew, the consultant selected to revise and create seven Area Structure Plans (ASPs) for the County has completed draft copies of each ASP. Administration reviewed the first drafts and provided comments, which are reflected in the drafts that are now being presented to Council.

Ben Petch, Senior Planner with Scheffer Andrew will be presenting the ASPs to Council.

The goal is to continue to proceed with the ASPs, and Council's approval of the current drafts is required. Council's support is also requested in order to proceed with the open houses.

Administration is encouraging feedback from Council and from the public, so it is anticipated that there could be several significant changes to the ASPs before they receive second and third reading, based on the input received.

OPTIONS & BENEFITS:

There are three options for proceeding with the ASPs:

1. That Council receives the draft ASPs for information and requests administration to continue working on the ASPs.
2. That Council approves first reading of the Area Structure Plans as a collective group of ASPs.
3. That Council approves first reading of each ASP individually.

Author: B Peters **Reviewed By:** _____ **CAO** _____

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

Advertise on the County website & Facebook page and in the local print media. Notifications will be directly mailed to all landowners directly affected by the industrial ASPs. Public open house venues will be confirmed and advertised to be held from May 21st to 24th.

RECOMMENDED ACTION:

Motion 1:

That first reading be given to Bylaw 894-13 being the Fort Vermilion Area Structure Plan.

Motion 2:

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

Motion 3:

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

Motion 4:

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

Motion 5:

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

Motion 6:

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

Motion 7:

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

Motion 8:

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.

Author: B Peters Reviewed By: _____ CAO _____

BYLAW NO. 894-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
HAMLET OF FORT VERMILION AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to update the Area Structure Plan for all land within the designated boundary of the Hamlet of Fort Vermilion to provide for the orderly development of the community

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:
 - i) Bylaw No. 012/95 and Bylaw No. 537/05, Hamlet of Fort Vermilion Area Structure Plan is hereby rescinded.
 - ii) That the attached Area Structure Plan, effecting the land within the corporate boundary of the Hamlet of Fort Vermilion, be designated as the Fort Vermilion Area Structure Plan.

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. 012/95

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO.23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
HAMLET OF FORT VERMILION AREA STRUCTURE PLAN**

WHEREAS Section 5 of the Municipal Government Act, R.S.A. 1994 and amendments thereto, empowers a Council with the approval of the Minister of Municipal Affairs, and

WHEREAS Section 140(2) of the Planning Act R.S.A. 1980, and amendments thereto, empowers a Council to consider amendments to a statutory plan, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it necessary to amend the Improvement District No. 23 Hamlet of Fort Vermilion Area Structure Plan to ensure that it conforms to the municipality's new status as the Municipal District of Mackenzie No. 23.

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. THAT Improvement District Order No. 003/93 be amended as follows:
 - (a) That the title "Improvement District No. 23 Hamlet of Fort Vermilion Area Structure Plan" be amended to read "Municipal District of Mackenzie No. 23 Hamlet of Fort Vermilion Area Structure Plan";
 - (b) That all references to "Advisory Council" be amended to read "Council";
 - (c) That all references to "Improvement District No. 23" be amended to read "Municipal District of Mackenzie No. 23";
 - (d) That all references to "Chairman" be amended to read "Reeve"; and
 - (e) That all references to "Land Use Order" be amended to "Land Use Bylaw".
2. The adoption of this bylaw is effective upon the date of the passing of the third and final reading of this resolution.

READ A FIRST time this 24th day of January 1995.


William Neufeld, Reeve

READ A SECOND time thi~24th day of January , 1995.

~eve

William Neufeld

C4~Pk~

THIRD READING and ASSENT given on th~24th day of~January

~2GJJ

William Neufeld, Rleve

BYLAW NO. 537/05

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

**TO ADOPT THE
HAMLET OF FORT VERMILION AREA STRUCTURE PLAN**

WHEREAS, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta has deemed it advisable to update the Hamlet of La Crete Area Structure Plan,

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

1. That the Hamlet of Fort Vermilion Area Structure Plan be adopted as attached.

First Reading given on the 13th day of December, 2005.

"B. Neufeld" (signature on file)
Bill Neufeld, Reeve

"C. Woodward" (signature on file)
Christine Woodward, Executive Assistant

Second Reading given on the 8th day of February, 2006.

"B. Neufeld" (signature on file)
Bill Neufeld, Reeve

"C. Woodward" (signature on file)
Christine Woodward, Executive Assistant

Third Reading and Assent given on the 8th day of February, 2006.

"B. Neufeld" (signature on file)
Bill Neufeld, Reeve

"C. Woodward" (signature on file)
Christine Woodward, Executive Assistant

BYLAW NO. 895-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
HAMLET OF LA CRETE AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to update the Area Structure Plan for all land within the designated boundary of the Hamlet of La Crete to provide for the orderly development of the community

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:

- i) Bylaw No. 013/95, Hamlet of La Crete Area Structure Plan is hereby rescinded.
- ii) That the attached Area Structure Plan, effecting the land within the corporate boundary of the Hamlet of La Crete, be designated as the La Crete Area Structure Plan.

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. 013/95

BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO.23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
HAMLET OF LA CRETE AREA STRUCTURE PLAN

WHEREAS Section 5 of the Municipal Government Act, R.S.A. 1994 and amendments thereto, empowers a Council with the approval of the Minister of Municipal Affairs, and

WHEREAS Section 140(2) of the Planning Act R.S.A. 1980, and amendments thereto, empowers a Council to consider amendments to a statutory plan, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it necessary to amend the Improvement District No. 23 Hamlet of La Crete Area Structure Plan to ensure that it conforms to the municipality's new status as the Municipal District of Mackenzie No. 23.

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. THAT Ministerial Order No. 812/91 be amended as follows:

- (a) That the title "Improvement District No. 23 Hamlet of La Crete Area Structure Plan" be amended to read "Municipal District of Mackenzie No. 23 Hamlet of La Crete Area Structure Plan";
- (b) That all references to "Advisory Council" be amended to read "Council";
- (c) That all references to "Improvement District No. 23" be amended to read "Municipal District of Mackenzie No. 23";
- (d) That all references to "Chairman" be amended to read "Reeve"; and
- (e) That all references to "Land Use Order" be amended to read "Land Use Bylaw".

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

READ A FIRST time this 24th day of January, 1995.

William Neufel Reeve
READ A SECOND time this 24th day Of Januar.y 1995.

/

William Neufeld, eve

THIRD READING and ASSENT given on the²⁴th

William Neufeld\$eeve

BYLAW NO. 896-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
HAMLET OF ZAMA AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to update the Area Structure Plan for all land within the designated boundary of the Hamlet of Zama to provide for the orderly development of the community

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:

- i) Bylaw No. 052/96, Hamlet of Zama Area Structure Plan is hereby rescinded.
- ii) That the attached Area Structure Plan, effecting the land within the corporate boundary of the Hamlet of Zama, be designated as the Zama Area Structure Plan.

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

BY-LAW NO. 052/96

**BEING A BY-LAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,
IN THE PROVINCE OF ALBERTA
TO ENACT THE
HAMLET OF ZAMA AREA STRUCTURE PLAN**

WHEREAS the Municipal Government Act provides that a Council may adopt an area structure plan; and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, deems it advisable to adopt an Area Structure Plan for all land within the designated boundary of the Hamlet of Zama to provide for the orderly development of the community.

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:

- (i) Ministerial Order No. 268/86, Hamlet of Zama Area Structure Plan is hereby rescinded.
- (ii) Schedule "A", effecting the land within the corporate boundary of the Hamlet of Zama, be designated as the Zama Area Structure Plan.

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

First Reading given on the _____, 1996

William Neufeld, Reeve

Dennis Litke, C. A. O.

Second Reading given on the _____, 1996

William Neufeld, Reeve

Dennis Litke, C. A. O.

Third Reading and Assent given on _____, 1996

William Neufeld, Reeve

Dennis Litke, C. A. O.

BYLAW NO. 897-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
CONNECTOR INDUSTRIAL AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to adopt an Area Structure Plan for all land within the designated boundary as indicated in the Area Structure Plan to provide for the orderly development of the area

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:
 - i) That the attached Area Structure Plan, effecting the lands as indicated in the attached Area Structure Plan, be designated as the Connector Industrial Area Structure Plan.

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. 898-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
FORT VERMILION INDUSTRIAL AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to adopt an Area Structure Plan for all land within the designated boundary as indicated in the Area Structure Plan to provide for the orderly development of the area

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:
 - i) That the attached Area Structure Plan, effecting the lands as indicated in the attached Area Structure Plan, be designated as the Fort Vermilion Industrial Area Structure Plan.

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. 899-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
FOOTNER LAKE INDUSTRIAL AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to adopt an Area Structure Plan for all land within the designated boundary as indicated in the Area Structure Plan to provide for the orderly development of the area

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:
 - i) That the attached Area Structure Plan, effecting the lands as indicated in the attached Area Structure Plan, be designated as the Footner Lake Industrial Area Structure Plan.

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. 900-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ENACT THE
MACKENZIE HIGHWAY INDUSTRIAL AREA STRUCTURE PLAN

WHEREAS, the Municipal Government Act provides that a Council may adopt an area structure plan, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it advisable to adopt an Area Structure Plan for all land within the designated boundary as indicated in the Area Structure Plan to provide for the orderly development of the area

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:
 - i) That the attached Area Structure Plan, effecting the lands as indicated in the attached Area Structure Plan, be designated as the Mackenzie Highway Industrial Area Structure Plan.

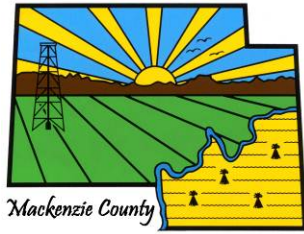
READ a first time this _____ day of _____, 2013.

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Development Permit 69-DP-13 Simon Driedger (Shop-Farm in "A") (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a development permit request for a Shop-Farm (Cold Storage) for storing personal farm equipment on SW 14-106-14-W5M. This location is in the area identified for Industrial Area Structure Plan along the Highway 88 Connector.

The Development Permit application 69-DP-13 is being presented to Council in accordance with Motion 13-01-022 which states

That all development applications for the areas identified along Highway 88 Connector, along Highway 88 and along Highway 35, as identified in Motion 13-01-019, Motion 13-01-020, and Motion 13-01-021, be deferred to Council for decision until the Area Structure Plans are completed.

The construction on this site commenced in October 2012, but the developer was under the impression that he doesn't need a permit for a Cold Storage. As ATCO electric refused to put power on for this building without a development permit he came in the County Office and applied for a development permit.

Presently, this location is zoned Agricultural "A" and the application meets all setback requirements for this zoning.

Author: D Pannu,

Reviewed by:

CAO

OPTIONS AND BENEFITS:

The Planning Department has no issues or concerns with this development request

OPTION 1: Approve Development Permit 69-DP-13. *(Recommended)*

OPTION 2: Refuse Development Permit 69-DP-13.

COSTS/SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

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

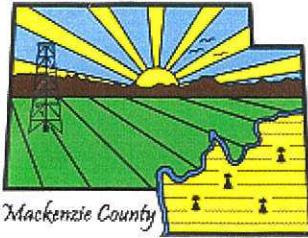
1. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.**
2. **An Approved Roadside Development Permit is required from Alberta Transportation. All conditions and requirements by Alberta Transportation shall be met to 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**

Author: D Pannu Reviewed by: _____ CAO _____

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.

Author: D Pannu Reviewed by: _____ CAO _____



DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit # <i>69- DP- 13</i>	
Date Received <i>April 10, 2013</i>	
Date Accepted <i>April 10, 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>Simon Druick</i>		Registered Landowner Name (If different than Applicant)	
Address <i>Box 1270.</i>		Address	
E-mail		E-mail	
Telephone (Res) <i>7809282665</i>	Work or Cell <i>7809260265</i>	Telephone (Res)	Work or Cell

LAND INFORMATION

Legal description of proposed development site									
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S. <i>SW</i>	SEC <i>14</i>	TWP. <i>106</i>	RG <i>14</i>	M <i>5</i>
Civic Address				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet							Quarter Section	Acreage	
							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Description of existing use of land: <i>HOUSE Cold Storage</i>									

DEVELOPMENT INFORMATION

Describe proposed development: *COLD STORAGE*

<input type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____
<input type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building

Building Size

Length <i>200 FT</i>	Width <i>122 FT</i>	Height (Grade to peak) <i>24 FT</i>	Sq ²	Other
-------------------------	------------------------	--	-----------------	-------

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

Estimate project time and cost:

A. Start Date <u>Oct / 2012</u>	B. End Date	C. Completed Project Cost \$ <u>175000</u>
------------------------------------	-------------	---

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"/>
---	---

DECLARATION

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

Applicant Name (Print) <u>Simon Prillpadd</u>		Registered Land Owner Name (Print)	
Applicant Name (Signature) <u>[Signature]</u>	Date <u>Apr. 10 / 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:	Offsite Levy (If Required):								
<table border="1"> <tr> <td>MDP Yes <input type="checkbox"/></td> <td>ASP Yes <input type="checkbox"/></td> <td>AVPA Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	<table border="1"> <tr> <td>Connection Fee \$ _____</td> </tr> <tr> <td>Receipt Number _____</td> </tr> </table>	Connection Fee \$ _____	Receipt Number _____
MDP Yes <input type="checkbox"/>	ASP Yes <input type="checkbox"/>	AVPA Yes <input type="checkbox"/>							
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>							
Connection Fee \$ _____									
Receipt Number _____									
Land Use Classification: <u>Agricultural</u>	Tax Roll No: <u>159367</u>								
Class of Use: <u>Residential</u> <small>(Commercial/Industrial/Residential/Institutional/Home Based Business)</small>	Permitted/Discretionary: <u>Permitted</u>								
Proposed Use: <u>Cold Storage</u>									
Development Application Fee Enclosed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ <u>50.00</u> Receipt No: <u>157647</u>								



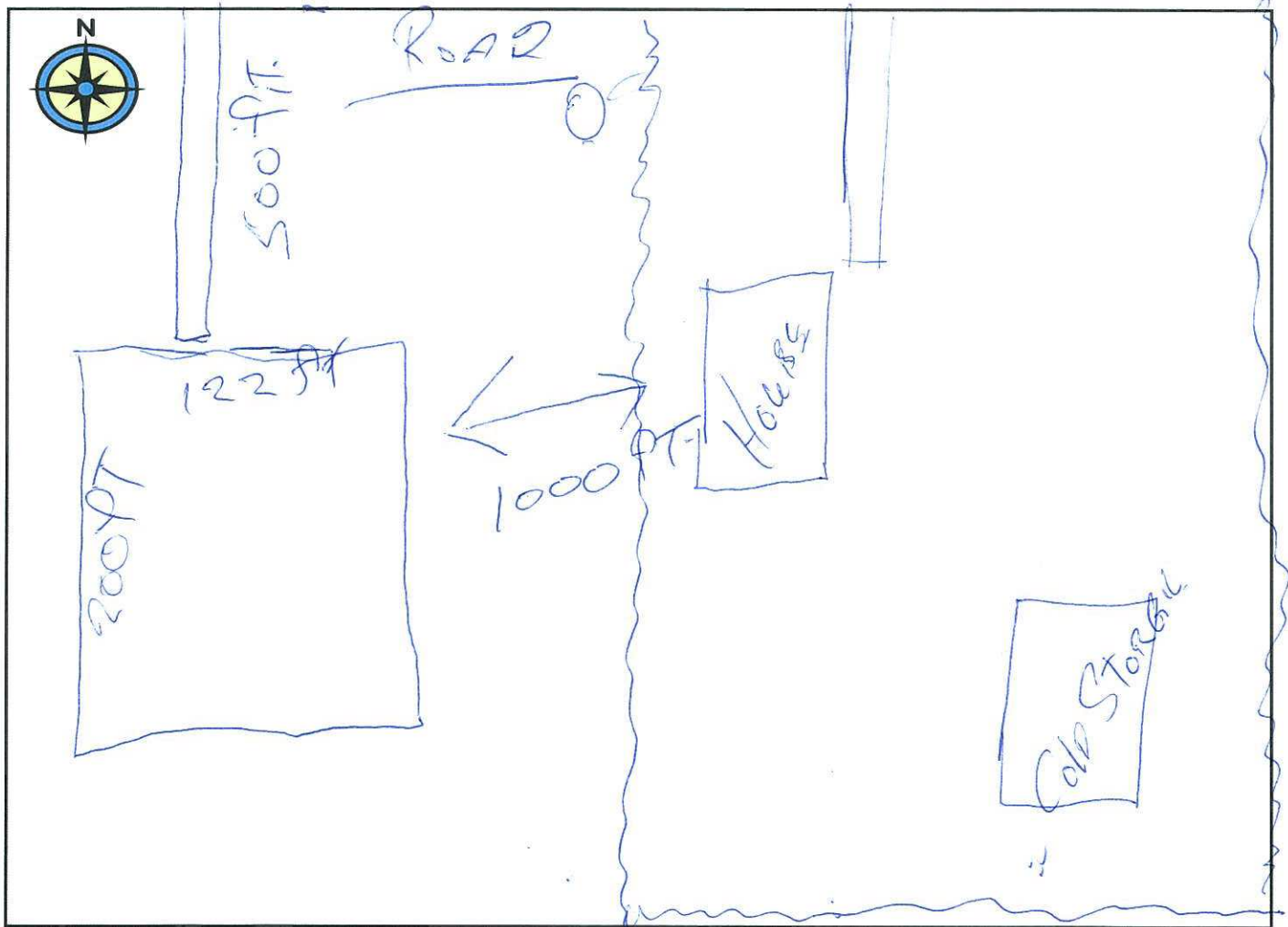
Development Permit Application

SITE PLAN

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

Date of site plan: Oct. 2012

Remarks: _____



Information Checklist for site plan

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

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

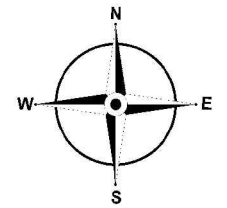
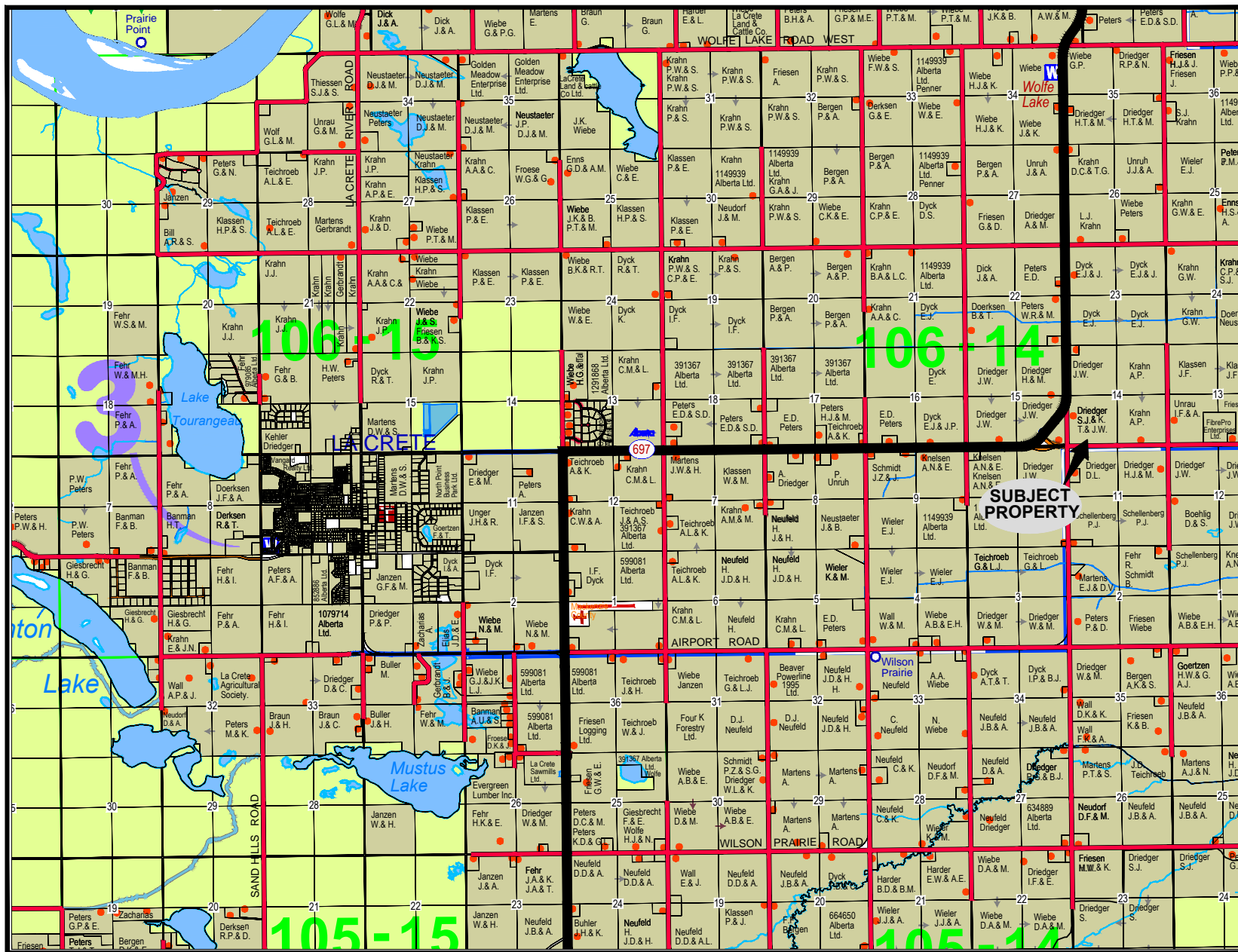
Setbacks from Property Lines

FRONT YARD	ft
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m



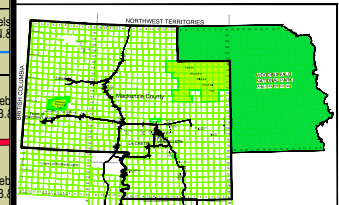
Mackenzie County 2013 LAND OWNERSHIP MAP Development Permit



Mackenzie County

LEGEND

	Provincial Highway - Paved		Auction Land
	Paved Road		Private Land
	Older Road		Crown Land
	All Weather Road		County Land
	Field Access Road		Urban Areas
			Hamlet
			First Nation Reserve
			Provincial Grazing Reserve

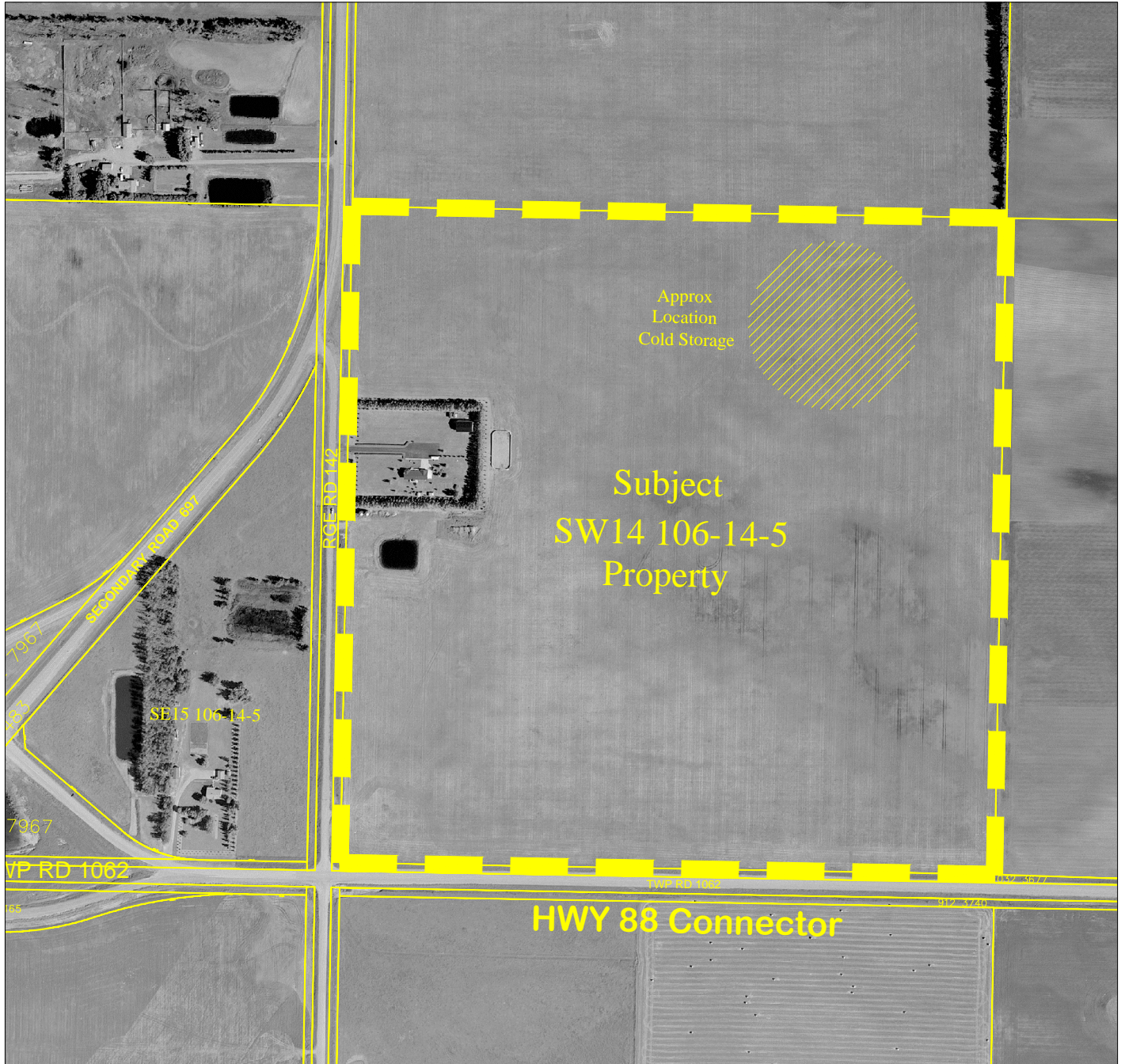


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Not To Scale



Development Permit Property Map



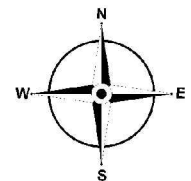
File No. 69-DP-13

NOT TO SCALE

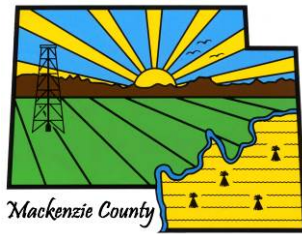
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Mackenzie County



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Development Statistics Report 2013 January to March 2011 to 2013 Comparison

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2011-2013 (January to March).

Development Permit applications

- 2011 Development Permits 52 permits (construction value \$7,932,000.00)
- 2012 Development Permits 54 permits (construction value \$8,291,796.00)
- 2013 Development Permits 61 permits (construction value \$6,471,500.00)

Residential Building Activity Report

- Comparison to follow next quarter report (January to June)

Subdivision Application Report

- Comparison to follow next quarter report (January to June)

This annual summary report was presented to the Municipal Planning Commission at the April 18, 2013 meeting, where it was accepted as information.

Author: Liane Lambert
Planner

Reviewed By: _____

CAO _____

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

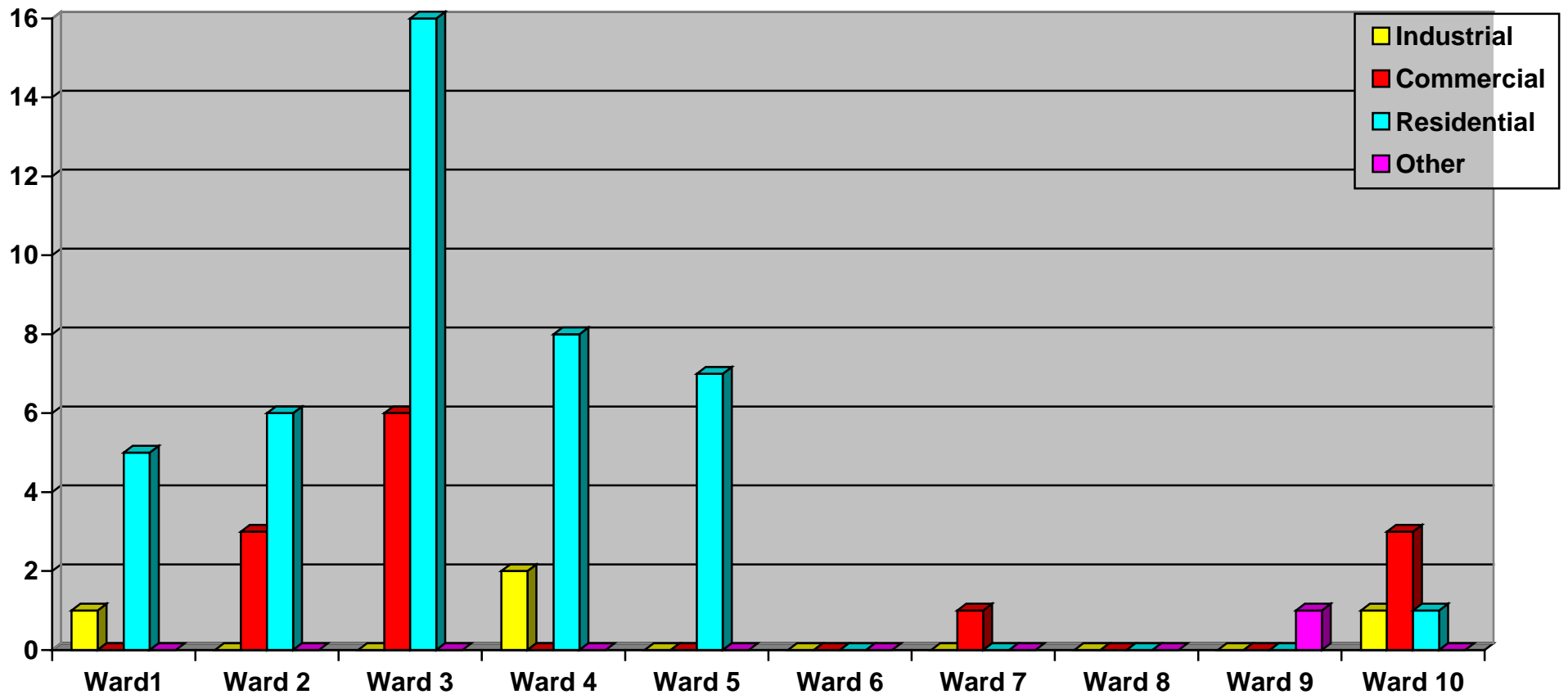
RECOMMENDED ACTION:

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

Author: Liane Lambert
Development Officer

Reviewed By:

CAO



**Mackenzie County
Development Summary Report
January – March**

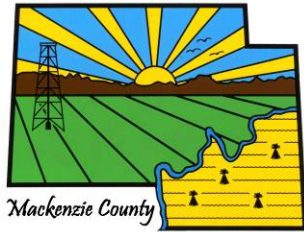
2013

**Mackenzie County
Year to Date Development Summary
January to March, 2013**

Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Industrial	1	0	0	2	0	0	0	0	0	1	4
Commercial	0	3	6	0	0	0	1	0	0	3	13
Residential	5	6	16	8	7	0	0	0	0	1	43
Other	0	0	0	0	0	0	0	0	1	0	1
Total	6	9	22	10	7	0	1	0	1	5	61

Development	Permits	Construction Cost
Industrial	4	\$1,050,000.00
Commercial	13	\$270,000.00
Residential	43	\$4,316,000.00
Other	1	\$835,500.00
TOTALS	61	\$6,471,500.00

Wards	Construction Cost
Ward 1	\$523,000.00
Ward 2	\$460,000.00
Ward 3	\$2,906,000.00
Ward 4	\$1,320,000.00
Ward 5	\$425,000.00
Ward 6	\$0.00
Ward 7	\$0.00
Ward 8	\$0.00
Ward 9	\$835,500.00
Ward 10	\$2000.00
TOTAL	\$6,471,500.00



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Alison Kilpatrick, Director, Corporate Services
Title:	2013 Operating and Capital Budget

BACKGROUND / PROPOSAL:

Under the MGA, each Council must approve an annual operating and capital budget.

OPTIONS & BENEFITS:

Council reviewed and approved the 2013 Budget, as presented on April 12, 2013. Administration has incorporated changes approved by Council on that date, a 2012 year end accounting adjustment, and school and seniors' requisitions.

Please review the revised 2013 Budget package.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

RECOMMENDED ACTION: (requires 2/3)

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

Authors: A. Kilpatrick **Review Date:** April 17, 2013 **CAO** YW

Mackenzie County
2013 BUDGET DRAFT - Cash Requirement (decision worksheet)

	2012 Budget	% change	2013 Budget	
Operating Cash Requirements:				
Operating Cost (excluding non-cash items and capital debt interest expense)	\$22,971,198	1%	\$23,227,430	Schedule A-2
Non-TCA - Operating Costs (Non-TCA Projects List)	\$766,114	49%	\$1,142,690	
Less: Other Operating Revenue (excluding municipal tax levy)	(\$5,890,347)	5%	(\$6,202,856)	Schedule A-1
Anticipated draw from prior year accumulated surplus - restricted (for Non-TCA projects)	(\$258,162)	207%	(\$792,020)	(1)
Anticipated draw from prior year accumulated surplus - restricted (for operating purposes)			(\$50,000)	(1)
Tax levy for operations	\$17,588,803	-1%	\$17,325,244	
Capital Cash Requirements:				
Capital costs	\$26,830,322	66%	\$44,490,512	
Capital debt interest	\$691,036	-32%	\$469,490	
Capital debt principal	\$2,421,974	-20%	\$1,928,507	
Less:				
Capital revenue - grants	(\$12,116,720)	64%	(\$19,891,012)	Schedule B
Other capital revenue (community, developer's contributions; contributed assets)	(\$625,000)	-15%	(\$529,900)	
Proceeds on disposal of assets	(\$634,001)	-99%	(\$7,500)	Schedule D
Proceeds from new debentures	(\$6,800,000)	72%	(\$11,722,630)	Schedule E
Anticipated draw from prior year accumulated surplus - restricted	(\$5,921,770)	62%	(\$9,602,709)	(2)
Anticipated draw from prior year accumulated surplus - unrestricted	\$0			
Tax levy for capital	\$3,845,841	34%	\$5,134,759	
Minimum Tax Levy	\$21,434,644	5%	\$22,460,003	
Future Financial Plans:				
Contributions to Reserves as per Policies	\$2,286,990		\$1,535,000	Schedule C
Tax levy for future financial plans	\$2,286,990	-33%	\$1,535,000	(3)
Total Tax Levy	\$23,721,634	1%	\$23,995,003	
Net budgeted cash draw on accumulated surplus accounts	(\$3,892,942)	129%	(\$8,909,729)	(1) + (2) + (3)
OTHER:				
Restricted surplus (reserves), beginning of year	\$14,728,333		\$19,529,272	
Restricted surplus (reserves), ending of year	\$10,835,390		\$10,619,543	
Total budgeted operating and capital costs (excluding non-cash items)	\$51,258,669		\$71,258,630	

MACKENZIE COUNTY
STATEMENT OF OPERATIONS - 2013 BUDGET (including depreciation of capital assets)

	2010 Actual	2011 Actual	2012 Actual (Dec 31, 2012)	2012 Budget	2013 Budget	Budget Change \$	Budget Change %
OPERATING REVENUES							
100-Taxation	30,266,880	29,249,181	29,859,344	29,847,076	30,632,660	785,584	3%
124-Frontage	297,071	247,129	255,668	272,549	272,552	3	0%
420-Sales of goods and services	200,071	303,843	641,482	288,706	322,405	33,699	12%
421-Sale of water - metered	1,377,509	1,522,444	2,097,610	2,333,142	2,397,080	63,938	3%
422-Sale of water - bulk	392,276	500,878	700,271	648,605	802,987	154,382	24%
424-Sale of land	45,989	13,922	63,764	-	-	-	-
510-Penalties on taxes	141,654	115,552	140,171	115,000	115,000	-	0%
511-Penalties of AR and utilities	33,618	35,870	41,251	30,000	35,000	5,000	17%
520-Licenses and permits	10,416	11,704	19,911	12,600	15,600	3,000	24%
521-Offsite levy	175,572	10,437	61,302	-	-	-	-
522-Municipal reserve revenue	105,063	24,601	44,578	-	-	-	-
526-Safety code permits	217,197	263,848	330,815	185,000	250,000	65,000	35%
525-Subdivision fees	17,260	37,586	48,899	25,000	25,000	-	0%
530-Fines	70,900	29,836	16,270	25,880	28,000	2,120	8%
531-Safety code fees	(2,552)	11,168	13,074	7,400	10,000	2,600	35%
550-Interest revenue	364,617	422,701	430,269	346,500	326,000	(20,500)	-6%
551-Market value changes	(76,205)	-	23,771	-	-	-	-
560-Rental and lease revenue	64,542	74,858	77,847	61,211	80,127	18,916	31%
570-Insurance proceeds	4,129	8,729	673	-	-	-	-
592-Well drilling revenue	24,764	22,903	250,945	15,000	25,000	10,000	67%
597-Other revenue	187,582	182,468	184,802	175,000	206,875	31,875	18%
598-Community aggregate levy	21,738	90,189	109,231	-	67,750	67,750	-
630-Sale of non-TCA equipment	6,056	1,500	3,454	-	-	-	-
830-Federal grants	50,369	-	1,874	-	-	-	-
840-Provincial grants	1,661,529	1,296,307	3,240,086	1,414,325	1,223,479	(190,846)	-13%
990-Over/under tax collections	(1,379)	12,750	(28,460)	(26,364)	(23,243)	3,121	-
TOTAL REVENUE	35,656,666	34,490,402	38,628,902	35,776,630	36,812,272	1,035,642	3%
OPERATING EXPENSES							
110-Wages and salaries	4,225,141	4,436,777	5,140,205	5,961,874	6,323,484	361,610	6%
132-Benefits	668,109	803,760	880,574	1,129,676	1,249,650	119,974	11%
136-WCB contributions	28,434	46,075	42,059	41,094	61,391	20,297	49%
142-Recruiting	25,352	17,653	18,716	10,000	20,000	10,000	100%
150-Isolation cost	60,546	57,009	35,642	66,000	66,000	-	0%
151-Honoraria	363,509	548,907	473,231	518,400	532,500	14,100	3%
211-Travel and subsistence	301,782	292,020	412,881	293,758	335,100	41,342	14%
212-Promotional expense	26,374	15,163	34,222	45,806	72,500	26,694	58%
214-Memberships & conference fees	88,342	94,517	111,370	116,635	125,480	8,845	8%
215-Freight	88,810	94,534	97,306	109,950	113,260	3,310	3%
216-Postage	32,809	22,130	29,193	37,050	33,450	(3,600)	-10%
217-Telephone	185,125	165,370	136,459	159,822	160,709	887	1%
221-Advertising	46,351	61,461	61,978	60,040	71,940	11,900	20%
223-Subscriptions and publications	3,716	3,932	4,777	7,922	8,222	300	4%
231-Audit fee	60,941	54,690	68,965	56,000	57,500	1,500	3%
232-Legal fee	101,473	124,423	74,488	95,000	95,000	-	0%
233-Engineering consulting	97,915	88,981	153,245	101,000	91,000	(10,000)	-10%
235-Professional fee	1,188,854	1,317,904	2,660,001	1,440,885	1,364,204	(76,681)	-5%
236-Enhanced policing fee	143,985	282,846	237,840	340,000	347,500	7,500	2%
239-Training and education	33,765	50,008	42,147	129,450	175,405	45,955	36%
242-Computer programming	32,036	41,992	52,746	48,360	61,119	12,759	26%
251-Repair & maintenance - bridges	98,498	174,036	59,312	507,000	181,100	(325,900)	-64%
252-Repair & maintenance - buildings	147,223	151,369	181,060	204,225	172,716	(31,509)	-15%
253-Repair & maintenance - equipment	195,382	244,211	256,390	385,710	300,300	(85,410)	-22%
255-Repair & maintenance - vehicles	114,545	100,413	100,884	89,250	94,200	4,950	6%
258-Contract graders	176,971	105,911	93,290	160,000	150,000	(10,000)	-6%
259-Repair & maintenance - structural	1,828,068	948,792	989,490	1,697,320	1,758,525	61,205	4%
261-Ice bridge construction	71,338	83,365	76,692	120,000	120,000	-	0%
262-Rental - building and land	94,877	36,933	15,133	15,450	17,029	1,579	10%
263-Rental - vehicle and equipment	130,951	98,143	69,940	81,878	64,228	(17,650)	-22%
266-Communications	61,749	68,041	73,785	77,760	68,706	(9,054)	-12%
271-Licenses and permits	3,414	8,753	10,704	12,039	12,829	790	7%
272-Damage claims	20,555	1,000	1,500	5,000	5,000	-	0%
273-Taxes	17,089	13,382	990	15,000	15,000	-	0%
274-Insurance	290,152	241,106	272,043	273,110	284,800	11,690	4%
342-Assessor fees	234,504	252,483	257,865	234,520	235,000	480	0%
290-Election cost	6,113	-	-	1,500	8,000	6,500	433%
511-Goods and supplies	775,704	723,152	1,041,571	966,599	878,561	(88,038)	-9%
521-Fuel and oil	570,868	719,646	821,066	657,940	732,650	74,710	11%
531-Chemicals and salt	154,210	215,575	195,479	325,450	280,950	(44,500)	-14%
532-Dust control	665,954	328,956	365,815	390,800	419,800	29,000	7%
533-Grader blades	142,405	153,301	133,451	150,000	150,000	-	0%
534-Gravel (apply: supply and apply)	1,539,505	1,957,622	1,017,661	1,124,700	1,490,130	365,430	32%
535-Gravel reclamation cost	179,512	621,903	12,109	50,000	-	(50,000)	-100%

MACKENZIE COUNTY
STATEMENT OF OPERATIONS - 2013 BUDGET (including depreciation of capital assets)

	2010 Actual	2011 Actual	2012 Actual (Dec 31, 2012)	2012 Budget	2013 Budget	Budget Change \$	Budget Change %
543-Natural gas	115,773	102,962	84,170	145,440	98,464	(46,976)	-32%
544-Electrical power	480,575	549,748	571,607	557,900	657,587	99,687	18%
710-Grants to local governments	1,948,168	1,598,790	1,371,120	1,816,600	1,765,786	(50,814)	-3%
735-Grants to other organizations	1,481,052	1,498,132	1,690,701	1,590,356	1,796,655	206,299	13%
747-School requisition	6,559,007	6,295,112	6,157,364	6,157,364	6,222,152	64,788	1%
750-Lodge requisition	720,470	719,088	291,715	291,715	392,262	100,547	34%
810-Interest and service charges	20,762	32,418	39,202	27,000	36,000	9,000	33%
831-Interest - long term debt	449,220	484,236	426,418	691,036	469,490	(221,546)	-32%
921-Bad debt expense	13,752	(1,119)	3,475	10,500	8,000	(2,500)	-24%
922-Tax cancellation/write-off	59,038	11,732	202,181	60,000	60,000	-	0%
992-Cost of land sold	4,429	7,286	4,429	-	-	-	
993-NBV value of disposed TCA	739,005	1,094,979	854,138	166,696	13,492	(153,204)	-92%
994-Change in inventory	167,356	(956,123)	713,078	729,314	(550,648)	(1,279,962)	-176%
995-Depreciation of TCA	6,010,706	6,401,174	6,769,738	7,755,963	7,376,914	(379,049)	-5%
TOTAL	34,092,270	33,708,721	35,993,611	38,313,857	37,151,092	(1,162,765)	-3%
Non-TCA projects	531,942	341,735	204,592	766,114	1,142,690	376,576	49%
TOTAL EXPENSES	34,624,211	34,050,456	36,198,203	39,079,971	38,293,782	(786,189)	-2%
EXCESS (DEFICIENCY)	1,032,454	439,945	2,430,699	(3,303,341)	(1,481,510)	1,821,831	-55%
OTHER							
125-Connection fees	-	103,235	-	-	-	-	
830-Federal transfers for capital	1,005,031	103,235	5,103,229	-	-	-	
840-Provincial transfers for capital	5,332,166	2,090,211	-	12,116,720	19,891,012	7,774,292	64%
550-Interest revenue	-	31,000	-	-	-	-	
570-Insurance proceeds	-	31,000	-	-	-	-	
575-Contributed TCA	334,140	1,442,832	-	-	325,000	325,000	
597-Other capital revenue	75,559	24,800	156,682	625,000	204,900	(420,100)	-67%
630-Proceeds from sale of TCA assets	987,562	1,003,616	663,235	634,001	7,500	(626,501)	
631-Proceeds of traded-in TCA assets	173,098	-	-	-	-	-	
	7,907,555	4,829,929	5,923,146	13,375,721	20,428,412	7,052,691	53%
EXCESS (DEFICIENCY) - PS MODEL	8,940,009	5,269,874	8,353,845	10,072,380	18,946,902	8,874,522	88%

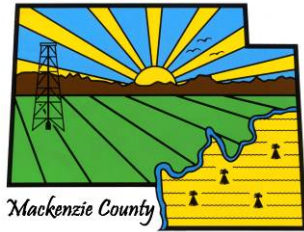
**MACKENZIE COUNTY
STATEMENT OF OPERATIONS - 2013 BUDGET
(including depreciation of capital assets)**

	2010 Actual	2011 Actual	2012 Actual (Dec 31, 2012)	2012 Budget	2013 Budget	\$ Budget Change	% Budget Change
OPERATIONAL REVENUES							
Property taxes	30,562,572	29,509,060	30,086,554	30,093,261	30,881,968	788,707	3%
User fees and sales of goods	1,969,856	2,327,164	3,439,363	3,270,453	3,772,472	502,019	15%
Government transfers	1,711,897	1,296,307	3,424,403	1,414,325	1,223,479	(190,846)	-13%
Investment income (operating)	288,412	422,701	454,041	346,500	326,000	(20,500)	-6%
Penalties and costs on taxes	141,654	115,552	140,171	115,000	115,000	-	0%
Licenses, permits and fines	313,221	354,142	428,969	255,880	78,600	(177,280)	-69%
Rentals	64,542	74,858	77,847	61,211	80,128	18,917	31%
Insurance proceeds	4,129	8,729	673	-	-	-	-
Development levies	175,572	10,437	61,302	-	-	-	-
Municipal reserve revenue	105,063	24,601	44,578	-	-	-	-
Sale of non-TCA equipment	6,056	1,500	3,454	-	-	-	-
Other	313,690	345,352	649,993	220,000	334,625	114,625	52%
Total operating revenues	35,656,664	34,490,403	38,811,345	35,776,630	36,812,272	1,035,642	3%
OPERATIONAL EXPENSES							
Legislative	532,989	669,581	594,063	675,209	735,150	59,941	9%
Administration	2,695,552	2,992,174	3,379,387	3,296,247	3,420,061	123,814	4%
Grants to Other Governments	1,948,168	1,598,790	1,371,120	1,816,600	1,765,786	(50,814)	-3%
Protective services	1,208,480	960,786	2,729,063	1,547,832	1,561,071	13,239	1%
Transportation	12,600,850	12,881,821	13,181,067	14,866,344	13,239,184	(1,627,160)	-11%
Water, sewer, solid waste disposal	3,949,088	3,933,057	4,211,295	4,898,260	4,754,579	(143,681)	-3%
Public health and welfare (FCSS)	594,579	622,969	728,839	671,041	762,841	91,800	14%
Planning & development	609,198	532,589	785,547	908,816	1,030,661	121,845	13%
Agriculture	1,250,686	1,032,041	945,293	1,345,991	1,385,366	39,375	3%
Recreation and culture	1,423,201	1,470,713	1,618,859	1,813,438	1,881,979	68,541	4%
School requisitions	6,559,007	6,295,112	6,157,364	6,157,364	6,222,152	64,788	1%
Lodge requisitions	720,470	719,088	291,715	291,715	392,262	100,547	34%
Non-TCA projects	531,942	341,735	204,592	766,114	1,142,690	376,576	49%
Total operating expenses	34,624,210	34,050,456	36,198,203	39,054,971	38,293,782	(761,189)	-2%
Excess (deficiency) before other	1,032,454	439,946	2,613,142	(3,278,341)	(1,481,510)	1,796,831	-55%
CAPITAL REVENUES							
Government transfers for capital	6,337,196	2,193,446	5,103,229	12,116,720	19,891,012	7,774,292	64%
Other revenue for capital	409,699	1,498,632	156,682	625,000	529,900	(95,100)	-15%
Proceeds from sale of TCA assets	1,160,660	1,003,616	663,234	634,001	7,500	(626,501)	-99%
	7,907,555	4,695,694	5,923,145	13,375,721	20,428,412	7,052,691	53%
EXCESS (DEFICIENCY) - PSAB Model*	8,940,009	5,135,640	8,536,287	10,097,380	18,946,902	8,849,522	88%
Convert to local government model**							
Remove non-cash transactions	6,917,067	6,540,031	8,336,955	8,651,973	6,839,758	(1,812,215)	-21%
Remove revenue for capital projects	(7,907,555)	(4,695,694)	(5,923,145)	(13,375,721)	(20,428,411)	(7,052,690)	
Long term debt principal	1,709,972	2,032,234	2,275,059	2,421,974	1,928,507	(493,467)	-20%
Transfers to/from reserves or to fund capital projects	6,189,549	4,897,743	8,625,039	2,951,658	3,429,742	478,084	
EXCESS (DEFICIENCY) - LG Model	50,000	50,000	50,000	-	0	0	0%

*Public Sector Accounting Board

MACKENZIE COUNTY STATEMENT OF OPERATIONS - 2013 BUDGET (excluding depreciation of capital assets)	2010 Actual	2011 Actual	2012 Actual (Dec 31, 2012)	2012 Budget	2013 Budget	Budget Change \$	Budget Change %
OPERATIONAL REVENUES							
Property taxes	30,562,572	29,509,060	30,086,554	30,093,261	30,881,968	788,707	3%
School requisitions	6,559,007	6,295,112	6,157,364	6,157,364	6,222,152	64,788	1%
Lodge requisitions	720,470	719,088	291,715	291,715	392,262	100,547	34%
Net property taxes	23,283,095	22,494,860	23,637,475	23,644,182	24,267,555	623,373	3%
User fees and sales of goods	1,969,856	2,327,164	3,439,363	3,270,453	3,772,472	502,019	15%
Government transfers	1,711,897	1,296,307	3,424,403	1,414,325	1,223,479	(190,846)	-13%
Investment income (operating)	288,412	422,701	454,041	346,500	326,000	(20,500)	-6%
Penalties and costs on taxes	141,654	115,552	140,171	115,000	115,000	-	0%
Licenses, permits and fines	313,221	354,142	428,969	255,880	78,600	(177,280)	-69%
Rentals	64,542	74,858	77,847	61,211	80,128	18,917	31%
Insurance proceeds	4,129	8,729	673	-	-	-	-
Development levies	175,572	10,437	61,302	-	-	-	-
Municipal reserve revenue	105,063	24,601	44,578	-	-	-	-
Sale of non-TCA equipment	6,056	1,500	3,454	-	-	-	-
Other	313,690	345,352	649,993	220,000	334,625	114,625	52%
Total operating revenues	28,377,188	27,476,201	32,362,266	29,327,550	30,197,859	870,307	3%
OPERATIONAL EXPENSES							
Legislative	532,989	669,581	594,063	675,209	735,150	59,941	9%
Administration	2,612,419	2,896,550	3,123,507	3,038,341	3,133,715	95,374	3%
Grants to Other Governments	1,948,168	1,598,790	1,371,120	1,816,600	1,765,786	(50,814)	-3%
Protective services	1,100,310	838,851	2,601,963	1,417,565	1,420,661	3,096	0%
Transportation	8,499,765	8,473,234	8,666,414	9,418,205	8,426,068	(992,137)	-11%
Water, sewer, solid waste disposal	2,488,794	2,449,703	2,706,823	3,343,003	3,099,866	(243,137)	-7%
Public health and welfare (FCSS)	594,579	622,969	728,839	696,041	762,841	66,800	10%
Planning & development	515,592	435,049	782,444	790,214	1,024,634	234,420	30%
Agriculture	1,250,686	1,032,041	847,740	1,345,991	1,276,204	(69,787)	-5%
Recreation and culture	1,258,783	1,276,579	1,351,883	1,567,646	1,514,839	(52,807)	-3%
Total operating expenses	20,802,085	20,293,347	22,774,796	24,108,815	23,159,764	(949,051)	-4%
Non-TCA projects	531,942	341,735	204,592	766,114	1,142,690	376,576	49%
Excess (deficiency) before other	7,043,161	6,841,120	9,382,879	4,452,622	5,895,405	1,442,782	32%
CAPITAL REVENUES							
Government transfers for capital	6,337,196	2,193,446	5,103,229	12,116,720	19,891,012	7,774,292	64%
Other revenue for capital	409,699	1,498,632	156,682	625,000	204,900	(420,100)	-67%
Proceeds from sale of TCA assets	1,160,660	1,003,616	663,234	634,001	7,500	(626,501)	-99%
EXCESS (DEFICIENCY) - PSAB Model*	14,950,716	11,536,814	15,306,024	17,828,343	25,998,817	8,170,473	46%
Convert to local government model**							
Remove non-cash transactions	906,361	138,857	1,567,218	896,010	(537,156)	(1,433,166)	-160%
Remove revenue for capital projects	(7,907,555)	(4,695,694)	(5,923,145)	(13,375,721)	(20,103,412)	(6,727,689)	50%
Long term debt principal	1,709,972	2,032,234	2,275,059	2,421,974	1,928,507	(493,467)	-20%
Transfers to/from reserves or to fund capital projects	6,189,549	4,897,743	8,625,039	2,926,658	3,429,742	503,084	17%
EXCESS (DEFICIENCY) - LG Model	50,000	50,000	50,000	0	0	0	0%

*Public Sector Accounting Board



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Bylaw 892-13 – 2013 Tax Rate Bylaw

BACKGROUND / PROPOSAL:

According to the MGA, Division 2, each Council must set the tax rates and pass a property tax bylaw annually, subsequent to the budget approval for that year.

OPTIONS & BENEFITS:

The attached Bylaw outlines the estimated operating revenues, estimated municipal expenses, repayment of principal debt, the estimated amount to be raised by general municipal taxation towards the 2013 capital expenditures, the estimated amount for future financial plans (contributions to reserves per the established policies).

Please review the attached bylaw.

The Bylaw includes rates for requisitions from Alberta School Foundation Fund (school) and Mackenzie Housing Management Board (senior’s lodge). The 2013 and 2012 requisitions before any adjustments for municipal over/under collections were as follows:

	2013	2012	\$ change	% change
School	6,222,152	6,157,364	\$64,788	1.1%
Seniors’ lodge	460,233	531,271	-\$71,038	-13.4%

Authors: A. Kilpatrick **Review Date:** April 18, 2013 **CAO** _____

Alberta Learning – School Requisitions

1. 2012 over/under collection is included in the school total, below. The amounts for school requisition purposes are as follows:

School requisition (base amount)	\$6,222,152
2012 under collections	<u>\$21,528</u>
Total 2013 School	<u>\$6,243,680</u>

Seniors' Lodge

2. We have a substantial increase in the 2013 Seniors requisitions, after adjustments made to the base requisition amount. Please note that the Seniors' lodge requisition is based on the Mackenzie Housing Management Board's proposed 2013 budget, adjusted for over-requisition in prior years.

Senior's lodge (base amount)	\$460,233
Prior Year's Over Requisitioning	(\$67,971)
2012 under collections	<u>\$1,715</u>
Total 2013 Seniors' lodge	<u>\$393,977</u>

Municipal, School & Senior's Lodge combined rates comparison

3. The combined rate has increased by 1.4% for residential and farmland and decreased by 1.2% for non-residential. This means that, unless an assessment has changed for a property, a residential property owner will see a small increase in taxes, and a non-residential property owner may see a small decrease in taxes. Review property tax rates:

2013

	Municipal	School	Seniors	Total
Residential	7.598	2.519	.176	10.293
Farmland	7.598	2.519	.176	10.293
Non-residential	11.711	3.753	.176	15.640

2012

	Municipal	School	Seniors	Total
Residential	7.598	2.416	.135	10.149
Farmland	7.598	2.416	.135	10.149
Non-residential	11.711	3.986	.135	15.832

Authors: A. Kilpatrick Review Date: April 18, 2013 CAO

The Municipality experienced a three percent (3%) increase in taxable assessment.

4. The 2013 Tax Rate Bylaw includes \$200 minimum for the Hamlet Vacant Residential land and \$400 minimum for the Hamlet Vacant Non-Residential land.

COSTS & SOURCE OF FUNDING:

2013 Operating Budget

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1: (requires 2/3)

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

Motion 2: (requires 2/3)

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

Motion 3: (requires unanimous)

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

Motion 4: (requires 2/3)

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

Authors: A. Kilpatrick **Review Date:** April 18, 2013 **CAO** _____

BYLAW NO. 892-13

**BEING A BYLAW OF THE MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF
TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY
WITHIN THE MACKENZIE COUNTY FOR THE 2013 TAXATION YEAR**

WHEREAS, the Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at the Council meeting held on April 24, 2013; and

WHEREAS, the estimated municipal operating revenues from all sources other than property taxation total \$6,202,856; and

WHEREAS, the estimated municipal expenses (excluding non-cash items) and including requisitions set put in the annual budget for the Mackenzie County for 2013 total \$30,635,247; and the balance of \$24,432,391 is to be raised by general municipal property taxation; and

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$1,928,507; and

WHEREAS, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$2,736,762; and

WHEREAS, the estimated amount required for future financial plans to be raised by municipal taxation is \$1,535,000; and

THEREFORE, the total amount to be raised by general municipal taxation is \$30,632,660; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund Requisition:

	Base	Over/Under Levy	Total
Residential and Farmland	\$1,355,421	\$3,204.19	\$1,358,625
Non-Residential	\$4,860,582	\$18,307.48	\$4,878,890
Total	\$6,216,003	\$21,511.67	\$6,237,515

Opted Out School Board:

	Base	Over/Under Levy	Total
Residential and Farmland	\$5,501	\$13.19	\$5,515
Non-Residential	\$648	\$2.38	\$650
Total	\$6,149	\$15.57	\$6,165

Total School Requisitions	\$6,222,152	\$21,527.24	\$6,243,680
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Lodge Requisition:

	Base	Over/Under Levy	Total
Total Lodge Requisitions	\$392,261	\$1,716	\$393,977

WHEREAS, the Council of the Mackenzie County is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenses, expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act (MGA), Revised Statutes of Alberta, 2000, Chapter M-26; and

WHEREAS, the assessed value of all property in the Mackenzie County for school requisition and municipal purposes as shown on the assessment roll is:

Assessment:

Residential	\$500,041,150
Farmland	\$43,620,590
Non-Residential	\$1,356,150,040
Machinery & Equipment	\$340,055,290
Total	\$2,239,867,070

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Mackenzie County in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation of the assessed value of all property as shown on the assessment roll of the Mackenzie County:

General Municipal	Tax Levy	Assessment	Tax Rate
Residential	\$3,799,313	\$500,041,150	0.007598
Farmland	\$331,429	\$43,620,590	0.007598
Non-Residential	\$15,881,873	\$1,356,150,040	0.011711
Machinery & Equipment	\$3,982,388	\$340,055,290	0.011711
Total General Municipal	\$23,995,003	\$2,239,867,070	

Notwithstanding the foregoing, the minimum tax for:

Vacant Hamlet Residential shall be **\$200** (two hundred dollars)
Vacant Hamlet Non-residential shall be **\$400** (four hundred dollars)

	Tax Levy	Taxable Assessment	Tax Rate
Alberta School Foundation Fund:			
Residential and Farmland	\$1,358,625	\$539,289,950	0.002519
Non-Residential	\$4,878,890	\$1,299,890,320	0.003753
Opted Out School:			
Residential and Farmland	\$5,515	\$2,188,800	0.002519
Non-Residential	\$650	\$173,300	0.003753
Exempt:			
Machinery & Equipment 100%	0	\$340,055,290	0.000000
Seniors Self Contain 100%	0	\$2,182,990	0.000000
Electric Power Generation 100%	0	\$56,086,420	0.000000
Total ASFF	\$6,243,680	\$2,239,867,070	
Lodge Requisition	\$393,977	\$2,239,867,070	0.000176
Grand Total	\$30,632,660		

2. That this bylaw shall take effect on the date of the third and final reading.

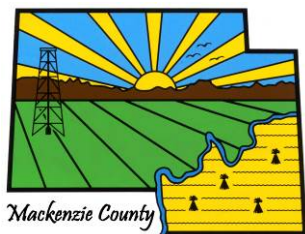
READ a first time this _____ day of _____, 2013.

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	2012 Audited Financial Statements

BACKGROUND / PROPOSAL:

Each municipality must prepare annual financial statements in accordance with MGA s.276 following GAP and applicable the Minister's regulations.

Each municipality must prepare a financial information return in accordance with MGA s.277 following the Minister's requirements respecting the accounting principles and standards to be used in preparing the return.

OPTIONS & BENEFITS:

Kyle Bodnarchuk, CA, of Wilde & Company, Chartered Accountants, the County's appointed auditors for the audit years 2012 – 2014 (three-year appointment), will present Council with the audit report and the audited financial statements.

A copy of the audited financial statements will be presented at the meeting.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

Authors: A. Kilpatrick **Review Date:** April 18, 2013 **CAO** YW

RECOMMENDED ACTION: (Requires 2/3)

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

Author: _____ Review Date: _____ CAO _____



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Bylaw 888-13 Bylaw Enforcement Officer

BACKGROUND / PROPOSAL:

Under MGA, s. 555, “every council must by bylaw

- (a) specify the powers and duties of bylaw enforcement officers, and
- (b) establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.

Bylaw 397/03 was established in 2003.

OPTIONS & BENEFITS:

Administration has redrafted the Bylaw Enforcement Officer bylaw. First and Second reading were given at the April 9, 2013 council meeting.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

Author: J. Whittleton **Review By:** _____ **CAO** Joulia Whittleton

RECOMMENDED ACTION:

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

Author: _____ Review Date: _____ CAO _____

BYLAW NO. 888-13

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

BYLAW ENFORCEMENT OFFICER BYLAW

**A BYLAW SETTING OUT THE POWERS AND DUTIES
OF BYLAW ENFORCEMENT OFFICERS**

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 requires a Council to, by bylaw, set out the powers and duties of and disciplinary procedures applicable to its Bylaw Enforcement Officers:

NOW THEREFORE, the Mackenzie County Municipal Council enacts as follows:

DEFINITIONS

1. This bylaw shall be known as the "Bylaw Enforcement Officer Bylaw."
2. The following definitions shall apply when used within this bylaw:
 - (a) **Bylaw**: a bylaw of the Mackenzie County;
 - (b) **Bylaw Enforcement Officer**: an employee of the County who has been appointed pursuant to this Bylaw as a Bylaw Enforcement Officer;
 - (c) **Chief Administrative Officer**: a person appointed to the Chief Administrative Officer by a bylaw pursuant to Municipal Government Act;
 - (d) **County**: the Mackenzie County in the Province of Alberta;
 - (e) **Council**: the Council of the Mackenzie County;
 - (f) **Offense Ticket**: any ticket or tag which is authorized by the Municipal Government Act and is in a form approved by the Chief Administrative Officer, issued for any bylaw offense in which a penalty may be paid out of court in lieu of appearing to answer a summons; and
 - (g) **Notice**: any notice authorized to be given under any County bylaw.

SUPERVISOR OF BYLAW ENFORCEMENT

3. The County's Chief Administrative Officer or his/her designate shall be the Supervisor of Bylaw Enforcement.

4. The Supervisor of Bylaw Enforcement, in addition to all other powers and duties set out within the Bylaw, is authorized:
 - (a) to carry out such investigation of the enforcement of bylaws as Council may from time to time request, and to make a report in writing to Council of the results of the investigation; and
 - (b) to carry out any further duties and responsibilities assigned by Council.

CHIEF BYLAW ENFORCEMENT OFFICER

5. The Chief Administrative Officer or his/her designate shall be the Chief Bylaw Enforcement Officer.
6. The powers and duties of the Chief Bylaw Enforcement Officer are as follows:
 - (a) to ensure that bylaws of the County are enforced;
 - (b) to provide for the supervision of the performance and conduct of the Bylaw Enforcement Officers of the County;
 - (c) to report to the Chief Administrative Officer, when requested to so do, and carry out the directions of Council;
 - (d) to establish standards of uniform, insignia and identification for Bylaw Enforcement Officers;
 - (e) to assist in the prosecution of breaches of bylaws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required.
7. The appointment of the Chief Bylaw Enforcement Officer may be terminated by the Supervisor of Bylaw Enforcement or by the Chief Administrative Officer.

BYLAW ENFORCEMENT OFFICER

8. The Supervisor of Bylaw Enforcement may appoint Bylaw Enforcement Officers.
9. The powers and duties of Bylaw Enforcement Officers shall include the following:
 - (a) to enforce the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the County;
 - (b) to follow the directions of the Chief Bylaw Enforcement Officer and to report to the Chief Bylaw Enforcement Officer as required by him/her;

- (c) to respond to and investigate complaints;
- (d) to issue notices and offense tickets;
- (e) to lay information;
- (f) to assist in the prosecution of bylaw contraventions including appearances in court to provide evidence;
- (g) to carry upon his/her person at all such times as he/she is acting as a Bylaw Enforcement Officer evidence in writing of his position as a Bylaw Enforcement Officer of the County;
- (h) to perform all other enforcement duties delegated to the County by any statute of the Province of Alberta, that he/she is assigned by the Chief Bylaw Enforcement Officer to enforce;
- (i) to perform such other duties as may from time to time be assigned by the Chief Bylaw Enforcement Officer or the Supervisor of Bylaw Enforcement;

10. All Bylaw Enforcement Officers shall perform their duties within the Conduct as established by this bylaw, and follow all directions of the Chief Bylaw Enforcement Officer.

COMPLAINTS, DISCIPLINARY ACTION AND APPEALS

11. The process for the handling of complaints and appeals arising from matter respecting the conduct in the performance of duty of a Bylaw Enforcement Officer is established as follows:

- (a) All complaints respecting the conduct or performance of duty of any member of shall be directed to the Supervisor of Bylaw Enforcement for investigation.
- (b) A complaint shall be in writing, dated and signed by the complainant.
- (c) The Supervisor of Bylaw Enforcement shall investigate the complaint and may:
 - i) reprimand the Bylaw Enforcement Officer, or
 - ii) dismiss the claim, or
 - iii) suspend the Bylaw Enforcement Officer from acting as a Bylaw Enforcement Officer for the County, but such period of suspension shall not exceed one (1) month, or
 - iv) terminate the appointment of the Officer.

Suspension and termination actions may only take place if a Bylaw Enforcement Officer breaches the Conduct as established in this Bylaw.

- (d) The Supervisor of Bylaw Enforcement shall inform the complainant in writing within 30 (thirty) calendar days from the date of receiving a complaint as to whether all or any portion of the said complaint was found justifiable, and whether disciplinary action is to be taken, and shall inform the complainant of his right of appeal to the Council.
- (e) The complainant may, within 14 (fourteen) calendar days after receiving the information from the Supervisor of Bylaw Enforcement, file a notice of appeal with Council, setting forth the grounds of which the appeal is based.
- (f) A Bylaw Enforcement Officer who feels himself/herself aggrieved by disciplinary action taken against him/her under this bylaw may, within 14 (fourteen) calendar days after being advised of disciplinary action, file with the Council a notice of appeal setting forth the grounds of which the appeal is based.
- (g) When an appeal is filed under this section, any disciplinary action taken as a result of the Supervisor of Enforcement Services decision shall stand until a decision regarding the appeal is made by Council.
- (h) Council shall make a decision regarding the appeal filed by the aggrieving Bylaw Enforcement Officer may:
 - i) dismiss the appeal;
 - ii) allow the appeal;
 - iii) revoke, vary or affirm disciplinary action imposed;
- (i) The Council shall make their decision and provide a written decision notice within 30 (thirty) calendar days to:
 - i) the complainant in the case of an appeal under Section 11 (e) or the appellant in the case of an appeal under Section 11 (f);
 - ii) the Supervisor of Enforcement Services.
- (j) The decision of Council shall be final.

CONDUCT

12. All Bylaw Enforcement Officers respecting the conduct or performance of duty, may be subject to suspension or termination if the offence includes:

- (a) Discreditable conduct:
 - i) willfully or negligently makes a false complaint or lays a false complaint or statement against any person, or
 - ii) withholds or suppresses a complaint or report against any person, or
 - iii) is guilty of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal Code of Canada, or
 - iv) abets, connives or is knowingly an accessory to a general default described in this bylaw.
- (b) Deceit:
 - i) knowingly makes or signs a false statement in an official document or book, or
 - ii) willingly or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or
 - iii) without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entry therein.
- (c) Breach of confidence:
 - i) divulges any matter which it is his duty to keep secret, or
 - ii) without proper authorization or in contravention of any rules of the department communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation, or
 - iii) without proper authorization shows to any unauthorized person, any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the employer of the Bylaw Enforcement Officer.

- (d) Corrupt practice:
 - i) fails to account for or make a prompt, true return of money or property received in an official capacity, or
 - ii) directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial, or
 - iii) places himself under a pecuniary or obligation to a person of respect, whose conduct or business operation or employment the Officer may likely have to report or give evidence, or
 - iv) improperly uses his position as a Bylaw Enforcement Officer for private advantage.
- (e) Unlawful or unnecessary exercise of authority:
 - i) is unnecessarily discourteous or uncivil to a member of the public, or
 - ii) uses excessive force in the execution of his duties without just cause, or
 - iii) uses excessive authority of his position with his co-workers.
- (f) Use of intoxicating liquor, or drugs in a manner prejudiced to duty:
 - i) while on shift is unfit for duty due to the personal use of liquor, drugs or intoxicants, or
 - ii) reports for a shift and is unfit for duty due to the personal use of liquor, drugs or intoxicants prior to reporting for work, or
 - iii) personally uses, consumes or receives from other persons liquor, drugs or intoxicants while on duty.

GENERAL

13. This bylaw shall come into force and effect upon third reading by Council and shall repeal and replace Bylaw 397/03.

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

READ a first time this 09th day of April, 2013.

READ a second time this 09th day of April, 2013.

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 397/03

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

**TO ALLOW FOR THE ESTABLISHMENT OF SPECIAL CONSTABLES OR
BYLAW ENFORCEMENT OFFICER POSITIONS AND SPECIFY THE
POWERS, DUTIES AND RESPONSIBILITIES OF A
SPECIAL CONSTABLE OR BYLAW
ENFORCEMENT OFFICER.**

WHEREAS, under the provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 1994 and amendments thereto, the Council of the Municipal District of Mackenzie No. 23 may by bylaw, specify the powers and duties of Bylaw Enforcement Officers, and must establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Special Constables or Bylaw Enforcement Officers.

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

Short Title

This bylaw may be cited as the **“ENFORCEMENT SERVICES BYLAW”**.

Definitions

2. In this bylaw, unless the context otherwise requires,
 - a) **“M.G.A.”** means the Municipal Government Act, Revised Statutes of the Province of Alberta, 1994, and amendments thereto;
 - b) **“BYLAW”** means all bylaws of the Municipal District of Mackenzie No. 23, duly enacted pursuant to the M.G.A. and/or any other Statutes of the Province of Alberta;

- c) **“BYLAW ENFORCEMENT OFFICER”** means an employee of the Municipality appointed as such and who, in the execution of his or her duties, is only responsible for the enforcement of those bylaws or sections of bylaws as specified in the appointment. Where a reference is required, a Bylaw Enforcement Officer may also be called an, interim Bylaw Enforcement Officer, Auxiliary Bylaw Officer or Protective Services Officer;
- d) **“CAO”** means the Chief Administrative Officer of the Municipal District of Mackenzie No. 23, a person duly appointed pursuant to the MGA and the Municipalities Chief Administrative Officer Bylaw;
- e) **“COUNCIL”** means the Council of the Municipal District of Mackenzie No. 23, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;
- f) **“CONDITIONAL BYLAW ENFORCEMENT OFFICER”** means an employee of the Municipality appointed as such and who, in the execution of his or her duties, is only responsible for the enforcement of those bylaws or sections of bylaws as specified in the appointment, under such conditions as specified in the appointment, and limited to the powers and duties as specified in the appointment;
- g) **“MUNICIPALITY”** means the Municipal District of Mackenzie No. 23, an incorporated body in the Province of Alberta;
- h) **“PEACE OFFICER”** means a person employed for the purposes of preserving and maintaining the public peace;
- i) **“PROPER AUTHORIZATION”** means obtaining written authorization from the Director of Enforcement Service;
- j) **“DIRECTOR of ENFORCEMENT SERVICES”** means an employee of the Municipality who is responsible for the direction and guidance of the Enforcement Services Department;

- k) **“SPECIAL CONSTABLE”** means an employee of the municipality appointed as such by the Alberta Solicitor General, and who, in the execution of his or her duties, is only responsible for the enforcement of Criminal Code and Provincial legislation as specified under his Provincial Appointment. Where a reference is required, a special Constable may also be called a Peace Officer, Municipal Constable or Auxiliary Special Constable.

Appointment

3. The CAO may establish one or more Special Constable or Bylaw Enforcement Officer positions within the Municipality.
4. The Director of Enforcement Services may appoint, promote or dismiss individuals, to the position of Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer for the purpose of enforcing compliance of the Municipalities bylaws and Ministerial Orders, and enforcement of Provincial Statutes and Acts as authorized by the Alberta Department of Justice.
5. If the Special Constable or Bylaw Enforcement Officer is absent from his or her position, is off duty, or is out of the office, the Director of Enforcement Services may take on any of the duties and powers of a Bylaw Enforcement Officer or appoint an Interim Bylaw Enforcement Officer for the purpose of enforcing compliance of the Municipalities bylaws.
6. A Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer shall take the official oath prescribed by the Oaths of Office Act before starting his or her duties.
7. The powers and duties of a Special Constable or Bylaw Enforcement Officer for the Municipal District of Mackenzie No. 23 shall be as follows:
 - a) Ensure that all bylaws and/or Ministerial Orders of the Municipality are enforced.

- b) Respond to and investigate complaints.
- c) Conduct routine patrols.
- d) Issue notices, tickets or tags.
- e) Prosecution of any bylaw contravention including appearances in court to provide evidence.
- f) Service of summonses.
- g) Ensure proper filing of information and documentation of circumstances.
- h) Act as an agent for collecting of delinquent accounts.
- i) Enforcement of specific Criminal Code and Provincial Acts as authorized by the Alberta Solicitor General.
- j) Perform all other duties as may be assigned by the Director of Enforcement Services.

Rules, Complaints, and Appeals

- 8. The Council may, by resolution, make rules governing the operation of the Enforcement Services Department, including:
 - a) The conduct, dress, deportment and duties of the department.
 - b) The prevention of neglect or abuse in the discharge of duties.
 - c) The efficient discharge of duties by members of the Enforcement Services Department.
 - d) Hearings for an appeal of a Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer who feels himself aggrieved by disciplinary action taken against him or her under this bylaw.

9. The process for the handling of complaints and appeals arising from matter respecting the conduct or performance of duty of a Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer is established as follows:
 - a) Complaints, including those received by the Council, respecting the conduct or performance of duty of any member of the Enforcement Services Department shall be directed to the Director of Enforcement Services for investigation and any action he considers advisable.
 - b) A complaint shall be in writing and signed by the complainant.
 - c) The Director of Enforcement Services shall cause the complaint to be investigated and as soon as possible after the receipt of the said complaint, shall inform the complainant in writing as to whether he has found all or any portion of the said complaint to be justified and whether disciplinary action is to be taken, and shall inform the complainant of his right of appeal to the Council.
 - d) The complainant may, within 15 days after the receipt of the information referred to in Section 9 c), file with the Council a notice of appeal setting forth the grounds of which the appeal is based.
 - e) A member of the Enforcement Services Department who feels himself aggrieved by disciplinary action taken against him under this bylaw or the regulations or rules of the Council may, within 15 days after being advised of disciplinary action, file with the Council a notice of appeal setting forth the grounds of which the appeal is based.
 - f) When an appeal is filed under this section, any disciplinary action taken as a result of the decision from which the appeal is taken, shall be stayed without any further order until the appeal is decided upon.

- g) In determining an appeal under Section 9 d) and 9 c), the Council may:
 - i) dismiss the appeal;
 - ii) allow the appeal;
 - iii) revoke or vary disciplinary action imposed;
 - iv) affirm the disciplinary action imposed;
 - v) refer the matter back to the Director of Enforcement Services for a review;
- h) The Council shall in writing inform:
 - i) the complainant in the case of an appeal under Section 9 d) or the appellant in the case of an appeal under Section 9 e);
 - ii) the Director of Enforcement Services;as to the decision of Council.

10. A Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer, respecting the conduct or performance of duty, may be liable to disciplinary action if the offence includes:

- a) **DISCREDITABLE CONDUCT**, an Officer who
 - i) acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of the Enforcement Services Department, or
 - ii) willfully or negligently makes a false complaint or lays a false complaint or statement against any person or another peace officer, or
 - iii) withholds or suppresses a complaint or report against any person or another peace officer, or
 - iv) is guilty of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal Code of Canada, or

- v) abets, connives or is knowingly an accessory to a general default described in this bylaw.

- b) **INSUBORDINATION**, an Officer who
 - i) by work or action, and without lawful excuse, disobeys, omits, or neglects to carry out any lawful order, or
 - ii) by word or action is unwilling to submit to the authority of the Director of Enforcement Services.

- c) **NEGLECT OF DUTY**, an Officer who
 - i) without lawful excuse, neglects or omits promptly and diligently to perform a duty as a Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer, or
 - ii) fails to work in accordance with orders, or leaves an area, detail or other place of duty without due permission or sufficient cause, or
 - iii) fails to report a matter that is his duty to report.

- d) **DECEIT**, an Officer who
 - i) knowingly makes or signs a false statement in an official document or book, or
 - ii) willingly or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or
 - iii) without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entry therein.

- e) **BREACH OF CONFIDENCE**, an Officer who
 - i) divulges any matter which it is his duty to keep secret, or

- ii) without proper authorization or in contravention of any rules of the department communicates to the news media or to any authorized person any law enforcement matter which could be injurious to any person or investigation, or
 - iii) without proper authorization shows to any person not a Peace Officer or any unauthorized person, any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the employer of the Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer.
- f) **CORRUPT PRACTICE**, an Officer who
- i) fails to account for or make a prompt, true return of money or property received in an official capacity, or
 - ii) directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the Director of Enforcement Services, or
 - iii) places himself under a pecuniary or obligation to a person of respect, whose conduct or business operation or employment the Officer may likely have to report or give evidence, or
 - iv) improperly uses his position as a Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer for private advantage.
- g) **UNLAWFUL OR UNNECESSARY EXERCISE OF AUTHORITY**, an Officer who
- i) is unnecessarily discourteous or uncivil to a member of the public, or
 - ii) uses excessive force in the execution of his duties without just cause as a Peace Officer, or

- iii) uses excessive authority of his position with his co-workers.
- h) **USE OF INTOXICATING LIQUOR OR DRUGS IN A MANNER PREJUDICED TO DUTY**, an Officer who
 - i) while on shift is unfit for duty due to the personal use of liquor, drugs or intoxicants, or
 - ii) reports for a shift and is unfit for duty due to the personal use of liquor, drugs or intoxicants prior to reporting for work, or
 - iii) personally uses, consumes or receives from other persons liquor, drugs or intoxicants while on duty.
- 11. Any Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer who contravenes or disobeys, or refuses, or neglects to obey any provision of this bylaw by
 - a) doing any act or thing which he is prohibited from doing herein;
 - b) failing to do any act or thing he is required to do herein;shall be subject to an inquiry by the Director of Enforcement Services , and upon conclusion of the inquiry, the Director of Enforcement Services shall, in writing with reason, do the following
 - i) reprimand the Officer, or
 - ii) dismiss the claim, or
 - iii) suspend the Officer from acting as a Special Constable or Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer for the Municipality, but such period of suspension shall not exceed one (1) month, or
 - iv) terminate the appointment of the Officer.

Repeal

12. This bylaw shall replace bylaw 138/98.

Commencement

13. This bylaw shall come into full force and effect upon receiving third and final reading.

First Reading given on the 9th day of November, 2004.

"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barbara Spurgeon, Executive Assistant

Second Reading given on the 9th day of November, 2004.

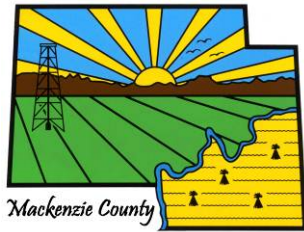
"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the 9th day of November, 2004.

"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barbara Spurgeon, Executive Assistant



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Modified Voting Procedure

BACKGROUND / PROPOSAL:

The *Local Authorities Election Act* (LAEA) allows for the location of ONE voting station only for each voting subdivision designated by the returning officer.

However, Council may apply to Municipal Affairs for a Ministerial Order authorizing a bylaw to be passed permitting the returning officer to designate more than one voting station in a subdivision. This is called a modified voting procedure and requires a council resolution. After the Ministerial Order is granted, Council would be required to pass the appropriate bylaw.

In July 2001 Council made a motion in regards to a modified voting procedure. A Ministerial Order was issued (attached) and subsequently Bylaw 274/01 (attached), being a bylaw to adopt a modified voting procedure, was adopted by Council.

During the process of reviewing the necessary resolutions/bylaws required due to the recent changes in the LAEA and in speaking with Municipal Affairs Advisors it was discovered that the Ministerial Order issued in 2001 was for the purposes of the 2001 election only.

Therefore, if it is still Council's intent to allow for the modified voting procedure another resolution of Council is required and application will need to be made for a Ministerial Order authorizing its use.

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

OPTIONS & BENEFITS:

A modified voting procedure allows the returning officer the option to have multiple voting stations per voting subdivision/ward. For example, a Ward 1 election could have a voting station in Blue Hills and Buffalo Head Prairie.

Without a modified voting procedure the returning officer would need to choose one location only for the voting station per ward.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

None at this time.

RECOMMENDED ACTION:

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.

Author: C. Gabriel Reviewed by: _____ CAO _____

SAMPLE APPLICATION TO USE MODIFIED VOTING PROCEDURE

Alberta Municipal Affairs
Local Government Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta
T5J 4L4

Dear Sir:

Re: Modified Voting Procedure

Please be advised that on _____ (date) Council passed the following resolution:

“Moved by Councillor _____ (name).

That the *Local Authorities Election Act* permits the operation of only one voting station for each voting subdivision the _____ (name of municipality) hereby applies to Municipal Affairs and Housing for an Order authorizing the Council of the _____ (name of municipality) to pass a bylaw permitting the returning officer to designate more than one voting station in a subdivision.”

“Carried.”

Accordingly, Council hereby applies for the necessary Ministerial Order authorizing the passing of a (bylaw to use) the modified voting system established by Regulation No. 5/2007.

Yours truly,

(CAO, Manager, etc.)

BYLAW NO. 274/01

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

TO ADOPT A MODIFIED VOTING PROCEDURE

PURSUANT to the provisions of the Local Authorities Election Act, Statutes of Alberta, 1983 and amendments thereto, and under the authority of Ministerial Order number L:141/01, now

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

1. The Municipal District of Mackenzie No. 23 hereby adopts the modified system of conducting an election as prescribed by Alberta Regulation No. 170/2000.
2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the Local Authorities Election Act.
3. 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 4th day of September, 2001.

"B. Neufeld" (Signed)
Bill Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

Second Reading given on the 4th day of September, 2001.

"B. Neufeld" (Signed)
Bill Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

Third Reading and Assent given on the 4th day of September, 2001.

"B. Neufeld" (Signed)
Bill Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant



ALBERTA
MINISTER OF MUNICIPAL AFFAIRS


MLA, Fort McMurray

MINISTERIAL ORDER NO. L:141/01

I, Guy Boutilier, Minister of Municipal Affairs, pursuant to section 161(2) of the Local Authorities Election Act, make the following order:

For the purposes of conducting an election in the Municipal District of Mackenzie No. 23, the municipal council is hereby granted approval for the passing of a bylaw authorizing the designation of more than one voting station per voting subdivision for the 2001 general election.

Dated at Edmonton, Alberta, this 20 day of AUGUST, 2001.

for 

Guy Boutilier
Minister of Municipal Affairs



Province of Alberta

LOCAL AUTHORITIES ELECTION ACT

**MODIFIED VOTING PROCEDURE
REGULATION**

Alberta Regulation 5/2007

Extract

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Note

All persons making use of this document are reminded that it has no legislative sanction and that the original Regulation should be consulted for all purposes of interpreting and applying the law.

(no amdt)

ALBERTA REGULATION 5/2007

Local Authorities Election Act

MODIFIED VOTING PROCEDURE REGULATION

Table of Contents

- 1 Definition
- 2 Designating locations of voting stations
- 3 Elector's statement
- 4 Blind voter template
- 5 Appointing deputies to take votes of electors unable to attend voting station
- 6 Repeal
- 7 Expiry

Definition

1 In this Regulation, "Act" means the *Local Authorities Election Act*.

Designating locations of voting stations

2 Where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, section 37 of the Act is modified as follows:

- (a) the returning officer of the elected authority may designate the location of the voting station;
- (b) the location of more than one voting station may be designated for each voting subdivision.

Elector's statement

3 The statement required under section 77 of the Act is Form 8 as prescribed in Schedule 1 to the *Local Authorities Election Forms Regulation* (AR 378/2003).

Blind voter template

4 Despite section 78(5) of the Act, where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, the returning officer of the elected authority may determine the form of

the blind voter template to be provided to an elector under that section.

Appointing deputies to take votes of electors unable to attend voting station

5 Despite section 79(1) and (3) of the Act, where an elected authority has passed a bylaw in accordance with section 160(2) of the Act,

- (a) the elected authority may define lodge accommodation as a home, including a self-contained housing unit, for the use of persons of advanced years who
 - (i) are not suffering from any chronic disease that incapacitates them, and
 - (ii) may or may not be capable of or desirous of maintaining their own housing accommodation,

and

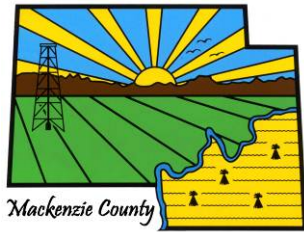
- (b) the returning officer of the elected authority may appoint the number of deputies that the returning officer considers necessary to take the votes of electors who reside in lodge accommodation, as defined under clause (a), and are unable to attend a voting station or advance voting station to vote.

Repeal

6 The *Modified Voting Procedure Regulation* (AR 170/2000) is repealed.

Expiry

7 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on November 30, 2016.



MACKENZIE COUNTY REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 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 January 15, 2013 council meeting, council made the following motion:

The administration review the required election bylaws as a result of the recent changes to the Local Authorities Election Act.

Subsequently, Council reviewed the necessary changes to the Election Bylaw and made the following motion at their February 27, 2013 council meeting:

That the Election Bylaw be brought back with amendments as discussed.

Under the LAEA, a municipality may pass bylaws as follows:

	Deadline	Administrative Comments
Section 11 (2) – Election Day Provide that the election day in the local jurisdiction be held on the Saturday immediately preceding the 3 rd Monday in October.	Prior to June 30 th	Not included
Section 28 (2) – Nominations Provide that the returning officer: <ul style="list-style-type: none"> • Receive nominations earlier than 10 am • Establish additional locations to receive nominations. 	Prior to June 30 th	Included in Bylaw 891-13

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

Section 29 (1) – Deposit Requiring a deposit with nomination papers.	Not fewer than 30 days before nomination day	Not included
Section 33 (1) – Death of a Candidate Provide for the discontinuation of an election for an office for which a candidate has died.	Prior to Nomination Day	Included in Bylaw 891-13
Section 43 (3) – Contents of Ballot Provide for ballots to be printed in lots.	2 months before election	Not included
Section 46 (2) – Voting Hours Allowing voting stations to open prior to 10 am.	Prior to June 30 th	Not included
Section 50 (1) & 49 (1) – List of Electors Authorize the compiling of a voters list.	No timeline established	Not included. Not being used by majority of municipalities.
Section 53 (3) – Proof of Elector Eligibility Provide for additional types of identification required to be produced in the general election.	No later than 6 months prior to nomination day – however this timeline has been changed to 4 months for the 2013 election under Ministerial Order L:011/13. Deadline to pass Bylaw is May 23, 2013.	Not included In addition to the current identification requirements voters still need to complete the Voting Register declaring their eligibility to vote as follows. <ul style="list-style-type: none"> • I have not voted before in this election; • I am 18 years of age or older; • I am a Canadian Citizen; • I have resided in Alberta for the six (6) consecutive months immediately preceeding Election Day; • My place of residence is in the Voting Subdivision or Ward on Election Day;
Section 84 (1) – Voting Machines Provide for the taking of votes by means of voting machines, vote recorders, or automated voting systems.	No timeline established	Not included
Section 160 – Modified Voting System Designating the locations of voting stations. Allows for the location of more than one voting station for a voting subdivision.	No timeline established.	Included in Bylaw 891-13 However, a new Ministerial Order is required.

Author: C. Gabriel Reviewed by: CAO YW

The following attachments have been included for your information:

- Municipal Affairs Information Bulletin December 2012 – Amendments to the *Local Authorities Election Act*

Bylaw 891-13 is being presented to Council for first reading.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

REQUEST FOR DIRECTION:

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

Author: C. Gabriel Reviewed by: _____ CAO YW

BYLAW NO. 635/07 891-13

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

~~FOR THE PURPOSE OF ESTABLISHING TIMES AND
LOCATIONS TO RECEIVE NOMINATIONS IN ACCORDANCE
WITH SECTION 28 OF THE LOCAL AUTHORITIES ELECTION
ACT REVISED STATUTES OF ALBERTA 2000.~~

**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:

~~**WHEREAS**, Council of Mackenzie County has reviewed the nomination process as provided in the Local Authorities Election Act ("the Act") and has determined that extending the hours and providing additional locations other than the local jurisdiction office to file nomination papers would enhance the election process; and~~

~~**WHEREAS**, pursuant to section 28 of the Act an elected authority may by passing a Bylaw establish times and locations where a Returning Officer or Deputy may receive nominations,~~

~~**NOW THEREFORE**, be it resolved that the following times and locations be established to receive nominations for the election of Councillors of Mackenzie County:~~

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 _____ day of _____, 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

Municipal Affairs

Interpretation Bulletin

Number: 01/13

Date: March 2013

Subject: *Local Authorities Election Act Amendment*

Amendments to the *Local Authorities Election Act (LAEA)* were given Royal Assent on December 10, 2012. As the next municipal election is coming up shortly, Municipal Affairs has prepared this bulletin to provide basic advisory information on the new and revised areas of the *LAEA*. Please call Advisory Services regarding any questions using the contact information below.

Term of Office

The term of office for local elected officials has been increased to four years. Previously, municipal elections were held every three years. The 2013 municipal general election will be held on October 21, 2013. The following general municipal election will be held on October 16, 2017.

Summer village general elections will continue to be held in the summer of the general election year as provided under Section 12.

Voter Identification and Eligibility

Section 53 now includes a requirement for a person to provide proof of identity and current residence in order to vote, unless the elected authority prepares a list of electors and the person's name appears on the list. The section sets out a basic requirement consisting of a single piece of identification that includes the person's name and current address.

Elected authorities have the option to, by bylaw, expand on the types of identification that the returning officer can accept for purposes of satisfying the basic requirement.

The elected authority can also increase the number of pieces of identification required for purposes of providing additional verification of the person's name, current address, or age and can specify the types of identification that will be accepted for that purpose.

In the absence of a list of electors, a person is also still required to make a statement in the presence of an officer at the voting station in the prescribed form (Form 8) in order to be permitted to vote.

The basic proof of identity and current residence requirement set out in Section 53 can be satisfied by:

- identification issued by a Canadian government (federal, provincial, or local) which contains a photograph of the elector and their name and address; or
- identification authorized by the Chief Electoral Officer under the Election Act to establish an elector's name and current address; or
- any additional types of identification documents that are stipulated by an elected authority through a bylaw passed at least six months (for 2013 only, the time is reduced to four months, and for summer villages, two months) in advance of the nomination day for a municipal election.

It is important that voters be advised of the identification requirements well in advance of the election so they can be adequately prepared with the appropriate documentation on election day.

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon containing a stylized 'A'.

Local Government Services Division Municipal Services Branch

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Additional information about proof of elector eligibility is provided in the Question and Answer section that begins on page 3.

Nomination Requirements

Section 28(3.01) was added to clarify the responsibility of the returning officers if a nomination form is not signed by the required number of electors. If the nomination form is not signed by at least the minimum number of electors, the returning officer shall not accept it.

Campaign Deficits

Section 147.4(1.1)(b) was added to require municipal candidates to clear any campaign deficit if they are not running in the next general election. The change will apply to candidates who have carried over a campaign deficit from a previous election if they do not run in the October 2013 general election.

Campaign Surplus

Candidates were previously required to donate surplus campaign funds exceeding \$500 to a charity or the municipality if they do not file nomination papers before the next general election. This has been changed to remove the \$500 exemption. The requirement will apply to surplus funds carried over from a previous election if the candidate does not run in the 2013 general election.

Other Changes

A number of other changes were made to clarify previous provisions in the *LAEA* or resolve technical concerns.

- Official agents are no longer required to subscribe to the official oath.
- Section 22 has been revised to clarify that an employee who wishes to be nominated as a candidate is entitled to a leave of absence without pay.
- Section 54(1.1) has been added to clarify that an objection to a person who makes a statement must be made at the time the person makes the statement.
- Section 68.1(1.1) has been added to provide for the replacement of an official agent.
- Section 69(5) has been modified to clarify that the designated place or places at a voting station where a candidate, an official agent or a scrutineer may observe the election procedure must allow them to observe any person making a statement.
- Section 77.1 has been modified to eliminate the advance notification and period to pass the resolution requirement for special ballot resolutions.
- Section 147.3(1)(a) has been modified to allow a deposit account at a financial institution to be opened in the name of the candidate.

***LAEA* Provisions Not Yet In Effect**

One of the new provisions in the *LAEA* does not apply to the current campaign period ending December 31, 2013, but will apply to future campaign periods. Beginning January 1, 2014, potential candidates will be required to register with the municipality before they accept campaign contributions. The form of the registration process will be at the discretion of each municipality.

The enforcement of campaign reporting requirements has been strengthened by adding a new provision that a potential candidate will not be eligible for nomination if they have not met the campaign reporting requirements from a previous election. This provision will not be in effect during the current campaign period ending December 31, 2013, but will apply to reporting requirements that apply to campaign periods beginning on or after January 1, 2014.

A number of sections in the *LAEA* were previously deferred and did not apply until December 1, 2015. These sections continue to be deferred until December 1, 2015 and do not apply to campaign finances in the current campaign period ending December 31, 2013. These sections deal with the holding of surplus campaign funds between elections and related administrative provisions (Section 147.5, 147.7(2), 147.7(3) and 147.91(b)).

Proof of Elector Eligibility under *Local Authorities Election Act (LAEA)* Section 53

Question and Answer

1. What kinds of elector identification are valid for proving eligibility to vote?

- For an elected authority that does not prepare a list of electors, or where the person's name does not appear on the list of electors, Section 53(1)(b)(i) establishes the general basic requirement for verification of the person's identity and current residence. Under this basic requirement, the voter must produce (A) one piece of photo identification with name and address that is issued by a Canadian government (federal, provincial, local, or an agency thereof), or (B) one piece of identification authorized by the Chief Electoral Officer under the Election Act with name and address.
- Types of government-issued identification allowed under (A) must show the name, address and a photo of the elector and so examples of appropriate ID include:
 - Operator/Driver's license
 - Government photo identification card (for non-drivers)
- Types of Chief Electoral Officer-approved identification allowed under (B) must show the name and address of the elector and so examples of appropriate ID include:
 - Bank/Credit card statement or personal cheque
 - Correspondence issued by a school, college or university
 - Government cheque or cheque stub
 - Income/property tax assessment notice
 - Insurance policy or coverage card
 - Letter from a public curator, public guardian or public trustee
 - One of the following, issued by the responsible authority of a shelter or soup kitchen: Attestation of residence, letter of stay, admission form or statement of benefits
 - Pension Plan statement of benefits, contributions or participation
 - Prescription bottle insert
 - Residential lease or mortgage statement
 - Statement of government benefits, e.g. employment insurance, old-age security, social assistance, disability support or child tax benefit
 - Utility bill, e.g. telephone, public utilities commission, television, hydro, gas or water
 - Vehicle ownership or insurance certificate

- 2. The listing of identification authorized by the Chief Electoral Officer says that two pieces of identification are required. Does this mean that two pieces of identification are required under Section 53(1)(b)(i)(B)?**
- No, the listing authorized by the Chief Electoral Officer is referenced in Section 53 for purposes of establishing the **types** of identification that can be accepted, but not the number. The general basic requirement for municipal elections as set out in Section 53 is for a single piece of identification. The two-piece identification referred to in the Chief Electoral Officer listing reflects the number of pieces of identification required for provincial elections, but this does not apply to municipal elections.
- 3. If the voter has signed the Voting Register (Form 8), do they still have to provide identification?**
- Yes, identification is required in addition to the statement.
- 4. Can an elected authority change the kinds of identification to be used by voters to prove eligibility, besides those mentioned in the LAEA, or change the requirement?**
- An elected authority can, at their option:
 - expand on the list of types of identification that the returning officer can accept for purposes of the basic identification requirement set out in Section 53(1)(b)(i) (A) and (B); or
 - require more than the basic requirement of one piece of identification as set out in Section 53(1)(b)(i) (A) and (B); or
 - specify the types of identification that the returning officer can accept for purposes of the additional identification that the elected authority requires to verify name and current address, or age of an elector.
- 5. How does the elected authority modify the voter identification requirements?**
- The elected authority may pass a bylaw (as described in Section 53(3) to (7)) six months in advance of the election. The bylaw time period is modified for 2013 elections - see next question.
- 6. Will elected authorities have sufficient time to pass a bylaw regarding voter identification requirements as required by Section 53(3) of the Act?**
- Elected authorities may pass a voter identification bylaw six months in advance of nomination day under Section 53(3). Due to the limited time period between proclamation of the amendments to the *LAEA* and the date six months in advance of nomination day, the Minister of Municipal Affairs has approved a decreased bylaw time requirement for the 2013 municipal general elections.
 - All municipalities, with the exception of summer villages, may pass a voter identification bylaw four months in advance of nomination day.
 - Summer villages may pass a voter identification bylaw two months in advance of nomination day.
- 7. Can the elected authority require more than one piece of identification that establishes the person's identity and current residence?**
- Yes, under Section 53(3) of the *LAEA*, an elected authority may pass a bylaw authorizing additional forms of documentation to establish the elector's name, current address, and if required, age.
 - The bylaw would need to establish the number of pieces of identification that are required in addition to the basic requirement set out in Section 53(1)(b)(i).
 - The bylaw would also need to establish what types of identification will be accepted for purposes of the additional requirement.

- In establishing additional identification requirements over and above the basic requirement in Section (1)(b)(i), the elected authority should ensure that the additional requirements can be reasonably met by eligible voters.

8. Can the elected authority require identification to establish the person’s age?

- Yes, under Section 53(5)(b) of the *LAEA*, an elected authority may pass a bylaw authorizing additional forms of documentation to establish the elector’s age.
- The bylaw would need to establish the number of pieces of identification that are required to verify age.
- The bylaw would also need to establish what types of identification will be accepted for purposes of the age verification requirement.
- In order to ensure that eligible voters can reasonably meet an age verification requirement, it is recommended that the local bylaw to establish the types of identification that will be accepted for age verification include, at a minimum, the types of identification referred to in Section 53(1)(b)(i).

9. Can the local bylaw restrict or remove the types of identification that can be accepted for purposes of the basic identification requirement?

- No, the elected authority can expand on the types of identification that can be accepted for purposes of verifying the person’s name and address, but cannot remove the basic requirement set out in Section 53(1)(b)(i).
- The returning officer must accept the types of identification referred to in Section 53(1)(b)(i)(A) and (B) for purposes of satisfying the basic identification requirement in Section 53(1)(b)(i). **Note: this requirement must be explicitly provided for in the local bylaw.** (Section 53(6))

10. If the document that verifies the person’s address is in the name of the person’s spouse or immediate family member, can it be accepted as verification of current residence together with a second piece of identification that establishes the voter’s identity?

- No, not unless the elected authority includes this type of identification in their local bylaw as an acceptable type of identification that the returning officer can accept for purposes of the basic identification requirement set out in Section 53(1)(b)(i).
- An exception to this requirement is made where the person’s eligibility to vote in a summer village election is based on property ownership as set out in *LAEA* Section 12(b), as discussed in the following question.

11. How do the identification requirements apply to summer village property owners who wish to vote in a summer village election under the provisions of *LAEA* Section 12(b)?

- Under *LAEA* Section 12(b), the person’s eligibility to vote in a summer village election may be based on property ownership, and not necessarily on residence as set out in Section 47. Therefore, in the context of summer village property owners who are not resident in the summer village, the requirements of Section 53 apply to the extent that the person must produce proof of identity and proof of address in the summer village (as a property owner). This may take the form of any identification authorized by the Chief Electoral Officer under the Election Act that established the person’s name and summer village address, such as a property tax assessment notice, insurance policy or coverage card, mortgage statement, or utility bill.
- Summer villages may wish to consider expanding, through a bylaw, on the types of identification that will be accepted for purposes of verifying name and address based on in the documents that are typically held by their local property owners.

- Where the person's eligibility to vote in a summer village election is based on their relationship as a spouse or adult interdependent partner of a property owner as provided in LAEA Section 12(b)(iii) and their spouse or interdependent partner has provided verification of their summer village address, no separate verification of address is required from the person. Verification of the person's identity is still required.
- The provisions of LAEA Section 53 apply only to the verification of identity, current residence, and if the elected authority chooses, age. As a result, a person does not have to provide proof of property ownership to vote in a summer village election; only proof of their address in the summer village.

12. If the voter's identification shows a post office box number as the address instead of a residential or legal address, can this be accepted as verification of current residence?

- Yes, a mailing address can be accepted as verification of current address if it is in reasonable proximity to the voting jurisdiction.
- An elected authority could, by bylaw, require additional verification or a combination of verification to establish the person's specific current address.

13. What kind of ID is necessary for citizens who reside in an institution and lack access to personal items such as identification cards?

- Elected authorities may pass a bylaw allowing additional types of identification for electors who may not have access to government-issued photo identification or to the identification listed in the Chief Electoral Officer-approved listing on the Elections Alberta website.
- For example, the local bylaw could expand the types of identification that could be accepted to include correspondence issued by a hospital, auxiliary hospital, nursing home or seniors' or special care accommodation facility attesting residency, such as a letter of stay, admission form, or patient profile sheet that includes the name and current address of the person.

14. How do the voter identification requirements affect students?

- If the person is a student who meets the conditions set out in Section 48(1)(d)(i),(ii), and (iii), they are deemed to reside with those family members at their permanent address. The basic requirement to verify current residence will require the student to provide proof of residence at the address of the permanent residence with their family members.
- If the student has left their family's area with the intention of making their residence elsewhere as provided for in Section 48(1)(e), then the normal requirement set out in Section 53(1)(b)(i) to provide proof of their current residence will apply.

15. Is there any limitation to what an elected authority can include in its voter ID bylaw as valid types of proof of name, address and age?

- There is no limitation on the additional types of ID that can be accepted under a local bylaw. However, Municipal Affairs recommends that municipalities specify all types of valid identification documentation in the bylaw, rather than leaving it to the discretion of the Deputy Returning Officer (DRO) at the polling station. This approach limits the responsibility placed on the DRO, particularly if the DRO's ruling on a piece of identification is challenged.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy FIN018 Local Improvement Tax Application Policy (previously Frontage For Curb, Gutter and Sidewalk Policy)

BACKGROUND / PROPOSAL:

Council established a policy outlining the application of local improvement tax.

OPTIONS & BENEFITS:

The Public Works Committee passed a motion recommending to Council to amend the policy to permit a local improvement charge for street lighting improvements done in conjunction with hamlet roads upgrades from rural to urban standard. A charge would be applicable when the wooden poles are replaced with the steel poles.

In addition, administration drafted a paragraph addressing local improvement tax application for water and sewer main lines extensions. Historically, the County either charged 100% for these through a local improvement, or implemented a site specific connection fees.

Please review the revised Policy draft.

COSTS & SOURCE OF FUNDING:

Annual operating and capital budgets

COMMUNICATION:

Local improvement bylaws will be advertised as per MGA.

Author: J. Whittleton **Review By:** _____ **CAO** Joulia Whittleton

RECOMMENDED ACTION:

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

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Local Improvement Tax Application Frontage for curb, gutter, pavement and sidewalks	Policy No:	FIN018
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Purpose

To provide for the implementation of **local improvement tax frontage** to be assessed in all areas for the installation of ~~road~~ improvements such as curb, gutter, pavement and sidewalks, **improvements to street lighting structures during a street improvement from rural to urban standard, and new hamlet water and sewer mains installation.**

Local improvement tax Frontage will be assessed in accordance with Division 7, Local Improvement Tax, of the Municipal Government Act.

DEFINITIONS

For the purpose of this policy the following definition shall apply:

Frontage, Residential means the entire length in meters of the street-facing property line of a lot with an assigned address, excluding a municipal lane or alleyway.

Frontage, Non-Residential means the length in meters of the property line of non-residential use, parallel to and along each legally accessible public street, excluding a municipal lane or alleyway that it borders.

Street improvements are defined as a structural enhancement such as ditch to curb and gutter, and no sidewalk to sidewalk, **upgrades to street lighting from wood pole to steel pole structures.**

POLICY STATEMENT AND GUIDELINES

Mackenzie County recognizes the need for a local improvement tax to be charged for **the installing of new or** for the improving of municipal infrastructure ~~roads and streets~~ in the residential, institutional, industrial and commercial areas within the hamlets. This tax is needed to supplement the annual budget approvals so that all needed improvements can be made in a timely manner.

The specified percentage of total local improvement cost to be assessed to the landowners ~~of assessment assigned to frontage is to be the specified percentage of the total project costs as defined below in this policy.~~ These **local improvement** ~~assessment~~ costs will then be evenly distributed amongst **the benefiting landowners** ~~the frontage~~ as provided in the Municipal Government Act.

1. The following **local improvement tax frontage** assessments are to be used:
 - a) **Thirty** (30%) **percent of local improvement costs assessment** will be assessed to the landowners for street improvement projects initiated by Mackenzie County.
 - b) **Hundred** (100%) **percent of local improvement costs assessment** will be assessed to the landowners for street improvement projects initiated by petition to Mackenzie County.
 - c) **While the responsibility for installation of new water and sewer lines lies with a subdivision developer, the County may construct extensions of the existing hamlet water and sewer main lines upon a request from the landowners. Each proposed improvement to replace or extend the existing water and sewer mains will be assessed individually by Council and up to hundred (100%) percent of local improvement costs may be assessed to the landowners. For the areas where large undeveloped land parcels exist within a hamlet, a water and sewer connecting fee may be applicable instead of local improvement. The fees shall be payable upon connection and will be established by a bylaw.**
2. **This Local improvement tax** will be charged in accordance with the following:
 - a) **Charges can be based on:**
 - 1) **assessment prepared in accordance with MGA, Part 9,**
 - 2) **each parcel of land,**
 - 3) **each unit of frontage, or**
 - 4) **each unit of area.**
 - b) Frontage for an odd shaped or corner residential lot will be assessed on the average between the front and rear property lines for the local improvement it fronts.
 - c) Frontage for a corner non-residential lot:
 - 1) lot with one legal access shall be assessed at 100% on the applicable local improvement that it fronts and shall be assessed at 50% on the applicable local improvement that it does not front but abuts and therefore benefits from;
 - 2) lot with multiple legal accesses shall be assessed at 100% on the applicable local improvement on all sides having a legal access.

	Date	Resolution Number
Approved	19-Jun-01	01-323
Amended	19-Mar-02	02-216
Amended	29-Apr-03	03-250
Amended	22-Mar-05	05-151
Amended	11-Apr-07	07-345
Amended	31-May-11	11-05-468
Amended	24-April-13	



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM050 Council/Administration Protocol

BACKGROUND / PROPOSAL:

Council established Policy ADM050 Council/Administration Protocol

OPTIONS & BENEFITS:

Driven by council discussions at the past council meetings, administration recommends amending the existing ADM050 Council/Administration Protocol policy by establishing an annual process and a tool to be used for council self-evaluation.

Please review the attached revised policy. The proposed changes are highlighted and the Schedule A is a new addition.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

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

Author: J. Whittleton **Review By:** _____ **CAO** Joulia Whittleton

Mackenzie County

Title	Council/Administration Protocol	Policy No:	ADM050
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Legislation Reference	MGA
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PURPOSE

To establish a framework to clarify the roles of Council and Administration and set out communication standards between Council and Administration and to identify tools that may guide to the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationship between Council and Administration.

POLICY STATEMENT

1. Statement:

Mackenzie County Council recognizes that in order to create an environment for the effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities.

Further, Mackenzie County Council wishes to establish a regime of protocol for regulating relations and communication between Council and Administration in order to promote a sound working relationship. This can be achieved through a comprehensive framework that guides their interaction.

In order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately increase Council's efficiency and effectiveness.

GUIDELINES

2. Definitions:

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, Zama Site Supervisor, and Executive Assistant to CAO and Council for the County;

- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

3. Municipal Governance Framework:

- a) Council is the political and policy-making arm of the County, while Administration is the administrative and operational arm of the County;
- b) The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and interrelated.
- c) The statutory powers of Council and the CAO are set out in the *Municipal Government Act*.
- d) Council is lead by the Reeve who is the Chief Elected Official as defined in the *Municipal Government Act*.
- e) Administration is led by the CAO whose roles and responsibilities are defined in the *Municipal Government Act*.

4. Roles and Responsibilities:

- a) Council provides direction, makes strategic policy decisions, represents the public's interests, and performs the duties of Councillors as per the *Municipal Government Act*.
- b) Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.
- c) Council is responsible to hire, supervise, and terminate the CAO. Council has one employee: the CAO.
- d) The Reeve acts as Council's spokesperson, facilitates the Council/Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- e) The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, and performs the duties of chief administrative officer as per the *Municipal Government Act*.
- f) The CAO is responsible for the hiring, managing, and terminating of all the employees of the County.
- g) Administration implements Council's policies and programs, assists Council in

meeting their annual business plan priorities, provides decisions-making advice, and communicates customer needs under the direction of CAO.

- h) Council and Administration will adhere to formal channels of communication between each other as established by this policy.

5. Council/Administration General Protocol:

- a) Council and Administration will treat each other with respect and integrity.
- b) Council recognizes the complexities and volume of operational tasks and activities of Administration.
- c) Administration recognizes the value of Councillors' input through the local knowledge of their wards.
- d) The Reeve will advise Council when a Councillor's activities are affecting Administration's performance.
- e) Council will deal with Administration performance concerns by communicating them to the CAO as concerns arise.
- f) The CAO will provide information to all of Council as deemed appropriate in responding to a request from a Councillor.
- g) Managers will advise the CAO if a request for information and/or action from a Councillor may create a significant impact on performance/workload.

6. Council/Administration Communication Protocol (Internal):

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
 - Information that is readily available to the public can be requested from the appropriate Manager directly;
 - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
 - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.

- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.
- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

7. Council/Administration Communication Protocol (External):

- a) Administration will forward external correspondence directed to a Councillor or Council without delay.
- b) If Council receives requests from residents for service or information, Council will refer residents to the appropriate County department or the CAO for action.
- c) Administration will maintain a log of external communications, which come as a request for service, into the County's customer service system. Each Manager will be responsible for maintaining the log for their appropriate department(s).
- d) The Reeve may coordinate and direct Council regarding action and response to be taken by Councillors to verbal or written communications received from external sources. The Reeve will also coordinate these action and responses with the CAO.
- e) The CAO will coordinate and direct Administration regarding action and response to be taken by employees of the County to verbal or written communications received from external sources. The CAO will also coordinate these actions and responses with Council when appropriate.

8. Organizational Tools:

The following organizational tools will be utilized to contribute to a successful working relationship between Council and Administration:

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;

- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;
- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.
- j) An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluation as per MGA.

9. Success Indicators:

The following are indicators of the success of this policy:

- a) Flexibility in organizational hierarchy to deal with urgent matters;
- b) Excellent customer service;
- c) No direct supervision of Administration by individual members of Council;
- d) A clear chain of command;
- e) Higher employee satisfaction;
- f) Achieving Council's business priorities;
- g) Timely communication, both internal and external; and
- h) An informed and involved Council.

10. Policy Implementation and Monitoring:

- a) The Reeve will be responsible for monitoring compliance with this policy by Council.
- b) The CAO will be responsible for monitoring compliance with this policy by

Administration.

11. Policy Review:

This policy shall be reviewed annually during the organizational meeting.

	Date	Resolution Number
Approved	01-May-12	12-05-309
Amended		
Amended		

SCHEDULE A

COUNCIL SELF-EVALUATION TOOL

PURPOSE:

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

INSTRUCTIONS:

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

DECISION-MAKING

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1 2 3 4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1 2 3 4

3. Council members stay focused on the issue being debated.

1 2 3 4

4. Council members come to meetings prepared; with their “homework” and research done.

1 2 3 4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1 2 3 4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1 2 3 4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation and City policy.

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1 2 3 4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1 2 3 4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1 2 3 4

11. Council members represent Council's position as a whole when attending board or committee meetings.

1 2 3 4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1 2 3 4

COUNCIL MEMBER RELATIONS

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1 2 3 4

14. All Council members have equal and timely access to relevant information to support decision making.

1 2 3 4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1 2 3 4

STAFF RELATIONS

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1 2 3 4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1 2 3 4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

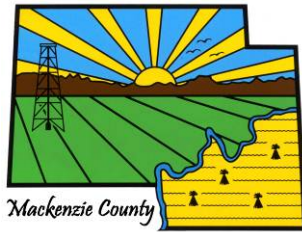
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FINAL QUESTIONS

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

21. Please provide any additional comments:



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2013
Presented By:	William (Bill) Kostiw, Director of Infrastructure Development & Government Relations
Title:	Tri County Meeting – Future Road Networks (Mackenzie County, Northern Sunrise – MD of Opportunity)

BACKGROUND / PROPOSAL:

Further to a request by Northern Sunrise County to hold a joint council meeting and our council resolution (13-02-137) to participate in the tri-county meeting, a date has been confirmed for May 13, 2013 at 10:00 am in Peace River.

OPTIONS & BENEFITS:

The benefits are working together to advance development of mutually beneficial strategic highways. There will also be a benefit in meeting the government MLA's that are invited.

COSTS & SOURCE OF FUNDING:

The estimated cost for our attendance is \$5,000. Northern Sunrise will host and provide lunch.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

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.

Author: William (Bill) Kostiw **Reviewed by:** _____ **CAO** J. Whittleton



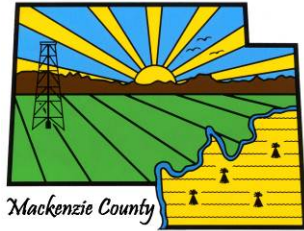
Tri County Meeting

Monday, May 13, 2013 @ 10:00 AM
Peace River, Alberta – Northern Sunrise Office

Hosted by Northern Sunrise County
Topic – Strategic Road Networks

AGENDA

1. Call to Order
2. Election of Chair
3. Introductions
4. Adoption of Agenda – Additions
5. Greetings – MLA's, AAMD&C, Reeves
6. Road Presentation by Northern Sunrise County
7. Road Presentation by MD of Opportunity
8. Road Presentation by Mackenzie County
9. Mutual Aid on Highway 88 Corridor presented by Mackenzie County
10. Presentations by MLA's
11. Resolution to support Northern Sunrise County Presentation in Principle
12. Resolution to support MD of Opportunity Presentation in Principle
13. Resolution to support Mackenzie County Presentation in Principle
14. Additions to Agenda
 - a)
 - b)
 - c)
15. Next Meeting
16. Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 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.

- La Crete Recreation Board Minutes
- Fort Vermilion Support Services Meeting Minutes
- Minister Cal Dallas Market Access Conversation
- Proposed Site C Clean Energy Project
- Student Letters to Council
- Letter from MD of Greenview (Mackenzie Charity Golf)
- Note from the Premier
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RECOMMENDED ACTION:

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

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

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
MARCH 14, 2013**

**Northern Lights Recreation Centre
La Crete, Alberta**

Present: Abe Fehr, President
Simon Wiebe, Vice President
Darlene Bergen, Secretary-Treasurer
Tracey Siemens, Director
George Derksen, Director
John Zacharias, Director
Wendy Morris, Director
Peter F. Braun, MD Rep
Philip Doerksen, Arena Manager
Lori Bergen, Bookkeeper/Administrative Assistant

Absent: George Fehr, Director
Richard Donaldson, Daniel Ringrose Office

Call to Order: President Abe Fehr called the meeting to order at 6:18 p.m.

Approval of Agenda

1. Peter Braun moved to accept the Agenda as amended.
8.6 Pool Plebiscite CARRIED

Approval of Previous Meeting's Minutes

1. Simon Wiebe moved to accept the February 21, 2013 Regular Meeting Minutes as presented. CARRIED

Business from the Minutes

1. Files have been destroyed. Spoke with Joulia Whittleton regarding it and received permission to destroy files.

Review of Action Sheet

1. Reviewed items for information only.

Financial Report

1. Reviewed financial reports.
2. The Direct Cash invoice will not be paid until the update has been updated which may take a few more months.
3. Receivables and payables are mostly current.
4. John Zacharias moved to accept the Financial Report as presented. CARRIED

Manager's Report – Philip Doerksen

1. Manager's Report was reviewed for information.
2. Arena has been pretty busy; we have had a good year with our equipment.
3. Only have 8 teams confirmed for Challenge Cup.
4. The curling ice maintenance has improved.
5. Bowling alley has been very busy.
6. Have advertised for a new employee.
7. Tracey Siemens moved to accept the Manager's Report as presented.

CARRIED

New Business

- 8.1 Year End Change (July 1-June 30) – Richard Donaldson discussed the advantages of a June 30 year end as there is no deferred revenue and all the winter sports are finished for the year. This would mean we would have a September Annual Meeting. This was checked with Joulia as well and she has no problems with us making this change. Bylaws will need to be updated with this change at tonight's annual meeting.

Peter Braun moved to change our La Crete Recreation Society year end from December 31 to June 30.

CARRIED

- 8.2 CFEP Grant Update – grant request was denied.

Abe Fehr moved to continue to pursue grants for the Blumenort Tennis Courts.

CARRIED

- 8.3 Schools using the arena – Schools are using the facility a lot and the community is being taken advantage of. Philip will prepare a report on this and will discuss this further at the April meeting.

- 8.4 Year End Financial Report – Reviewed with Richard Donaldson. Slight change to page 7 on the County utility costs; will be updated. As a government non-profit we expense all of our capital differently than businesses. No provincial grants this year; arena, and bowling alley revenues were up. \$60,337 deficit for operations.

John Zacharias moved to accept the Year End Financial Report as presented with the amendment.

CARRIED

- 8.5 AGM Elections – 2 positions are open for elections; 1 3-year term and 1 2-year term.

- 8.6 Pool Plebiscite - Table discussion until the April meeting.

Wendy Morris moved to go in camera at 7:16 p.m.

George Fehr moved to go out of camera at 7:23 p.m.

John Zacharias moved that the meeting be adjourned at 7:23 p.m.

Next Meeting: April 11, 2013

Fort Vermilion Support Services
November 19th, 2012 Meeting Minutes

Attendance

Present: Cheryl Mercredi, Jaime Selwah, Rebecca Penner, Glenda Auger, Tamie McLean, Monica Smith

Odell Flett called in

- 1.0 Call to Order at 5:15 p.m.
- 2.0 REGRETS: NONE
- 3.0 Approval of Agenda
Cheryl motions to accept the agenda. Rebecca seconds. All in favor.
- 4.0 Approval of Minutes: October 22nd, 2012 Meeting Minutes
Rebecca motions to accept the minutes. Jaime seconds. All in favor.
- 5.0 Business Arising
 - 5.1 Job Description for Program Coordinator Review
 - Tabled
 - 5.2 Annual Wage Increase
 - Monica will revamp a performance appraisal and give it to a few parents. The society members will discuss wage increase at the December meeting.
- 6.0 Financial Report
 - 6.1 September 2012 Financial Report
 - Cheryl motions to approve the financial reports. Tamie seconds. All in favor
 - As of today's date we have \$ 38,005.14. This includes \$1,459.49 from the Evergreen Grant and \$4673.14 from the Community Initiatives grant.
- 7.0 Monthly Report
 - 7.1 September 2012
 - Tamie motions to approve the monthly reports. Jaime seconds. All in favor
- 8.0 Committee Updates
 - 8.1 Photocopier from NorAlta Aviation

- Tamie will ask Jake again about donating NorAlta's old photocopier to FVSS once they receive their new one.
 - 8.2** 2013 Mackenzie County Grant application was submitted October 16th.
 - 8.3** Midnight Madness is November 30th
 - 8.4** Collective Kitchens Program went well for the kids. FVSS is now offering a Collective for the parents. To date there is 17 parents who are registered in the program.
 - 8.5** FVSD Christmas Ball is November 24th. All proceeds will go towards the Christmas Hamper program.
 - 8.6** Seniors Christmas Supper is on December 1st, 2012.
- 9.0** New Business
- 9.1** Christmas Light up contest
 - FVSS wishes to host a Christmas Light up contest this year. The prize pay outs will be 1st prize- \$500, 2nd prize-300 and 3rd prize- \$200. Cheryl motions to approve that FVSS sponsor the Christmas Light Up contest this year. Tamie seconds the motion. All approved
 - 9.2** Christmas Hamper applications review.
 - There are 21 families, plus seniors who have applied for applications this year. FVSS staff will evaluate the applications and accept those most at need.
 - 9.3** Christmas Party at Trapper Shack will be on Thursday, December 13th.
 - 9.4** FVSS will not be having programming from December 17th until January 7th due to Christmas Hamper preparation and the Christmas break.
 - 9.5** Christmas Break
 - FVSS will be closed from December 24th to January 2nd for the Christmas season.
 - 9.6** Youth Group sleepover
 - Cheryl motions to approve a youth sleep over with proper forms and supervision. Millie can go ahead with planning the group sleep over. All in favor.
 - 9.7** Request for more hours for casual.
 - Glenda requests that Shalene come in to help with the groups due to the busy season. The board approves for Glenda to have staff come in more often as needed for the Christmas season.
- 10.0** ADJOURNMENT: Adjourned at 6:00 p.m. Next meeting will be Monday, December 17th, 2012

From: [Julia Whittleton](#)
To: [Carol Gabriel](#); [Council](#); [Bill Kostiw](#)
Subject: Fwd: Minister Cal Dallas Market Access Conversation-highlighting INTERNATIONAL/OVERSEAS
Date: Saturday, April 13, 2013 2:07:50 PM
Attachments: [Minister Cal Dallas Chamber of Commerce Market Access Conversation.docx](#)
[ATT00001.htm](#)

FYI

Sent from my iPad

Begin forwarded message:

From: Larry Neufeld <admin@lacretechamber.com>
Date: 12 April, 2013 4:25:38 PM MDT
To: Larry Neufeld <admin@lacretechamber.com>
Subject: **Minister Cal Dallas Market Access Conversation-highlighting INTERNATIONAL/OVERSEAS**

To all interested parties,

We have been asked to host a **FREE** meeting regarding market access and diversification, highlighting **INTERNATIONAL/OVERSEAS** and emerging markets. See full meeting time, objectives and format below.

Please feel free to forward this on to any parties that may benefit from attending.

Time: 7:00 p.m. – 9:00 p.m. Wednesday, May 1

Place: Northern Lights Rec. Centre

10201-99 Avenue

*Newly renovated Boardroom Rental space, Seats up to 40 (Main Arena Lobby Entrance, Upstairs left of Canteen)

***Coffee and refreshments provided!**

Follow LINK to see facility: <http://lacretechamber.com/businesses/northern-lights-recreation-centre/>

**Minister Cal Dallas
Chamber of Commerce
Market Access Conversation**

**7:00 p.m. – 9:00 p.m.
Wednesday, May 1, 2013**

Led by the Minister of International and Intergovernmental Relations (IIR), the Honorable Cal Dallas will lead a conversation with Albertans on market access in facilitated workshops across the Province.

This conversation will result in the following outcomes:

<!--[if !supportLists]-->• <!--[endif]-->Engage Albertans on market access and

diversification

- Educate Albertans on services available to them from the Government of Alberta (GOA) and various trade promotion and technical organizations in the province
- Build stronger relationships between Government Departments and Albertans wishing to pursue international markets
- Increase regional media awareness on Government of Alberta Market Access initiatives

EVENT FORMAT

20 minutes - Introductions from Chamber of Commerce followed by opening remarks from Minister Cal Dallas

5 minutes - Local testimonial (local company who has worked with Gov't of Alberta on pursuing int'l markets)

15 minutes - Questions and Answers

10 minutes - Network break

40 minutes - Breakout Tables - Representatives from 5 regional branches to chair informal discussions with interested companies (North Asia, SE Asia, Europe, US, Emerging Markets)

***In order to make proper arrangements we ask that all those planning to attend should "RESERVE A SEAT" through our La Crete Chamber office.**

For further information on this event you may contact our Chamber office or Michelle Tetreault. Contact info listed below.

Larry Neufeld

Manager

La Crete & Area Chamber of Commerce

Office: 780-928-2278

iPhone: 780-821-0147

Box 1088

La Crete, Alberta, T0H 2H0

[Email: admin@LaCreteChamber.com](mailto:admin@LaCreteChamber.com)

[Website: LaCreteChamber.com](http://LaCreteChamber.com)

Michelle Tetreault

Director Stakeholder Relations, Visits

International/Intergovernmental Relations

Government of Alberta

780.224.0534

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ENVIRONMENTAL ASSESSMENT OFFICE (EAO)
and
CANADIAN ENVIRONMENTAL ASSESSMENT AGENCY (the Agency)

PROPOSED SITE C CLEAN ENERGY PROJECT
WORKING GROUP MEETING

FEBRUARY 19, 2013
9:00AM - 3:00 PM (MST)
Pomeroy Hotel
11308 Alaska Road, Fort St. John, BC

FINAL MEETING NOTES

1.0 Welcome and Introductions

EAO/the Agency

- Review of meeting purpose, objectives and ground rules

2.0 Review and Update on the EA Process

EAO/the Agency

- The Agreement for a Cooperative Process
- Role of the Working Group
- Stages of the Review
- Aboriginal Consultation

Agreement – sets out timelines, panel mandate, opportunities for participation. Announced in Feb 2012, but then the Canadian Environmental Assessment Act, 2012 (CEAA 2012) came into force and amendment was made public August 2012.

Process is 37 months total and we are on schedule. We are currently in a 60-day comment period.

3.0 Draft Environmental Impact Statement (EIS)

Proponent

presentation topics

- Overview & Objectives
 - Provide high level summary
 - Overview: how the EIS meets requirements of EIS Guidelines
 - Provide a roadmap to enable comments
- Need and Alternatives
- Project Benefits
- Methodology & Environmental Background

Proponent provided schematic representation of the 5 volumes of the EIS.

Proponent noted:

Overview of dam site components and offsite components (realignment of 6 segments of Highway 29, worker camps)

Industrial customers (mining, oil and gas companies):

- Establishing demand depends on forecasting of industrial, residential and commercial development
- Demand will grow by 40% over 20 years (excluding LNG)

Q1. Wondering what the source is for the prediction of 40% growth – what was the review? Reference made to a BC Hydro (BCH) report from 1989.

A1a. BCH used the load-forecasting methodology, reviewed as part of a long-term acquisition process and Revenue Requirements Application (RRA) process, approved by BC Utilities Commission (BCUC) and based on credible 3rd party information and consistent with historical context (growth of 2% per year) before with demand-side management (DSM) program. DSM programs bring this growth rate down to half of this. If LNG projects request service from BCH then the 40% increase may be higher.

A1b. To clarify on the 1989 comment, the forecasts were prepared prior to the implementation of BC Hydro's PowerSmart program. The Site C project was put down in 1989 to focus on gas-fired generation. Current forecasts include forecasts of DSM which BCH believes it can rely on. Demand side management has uncertainty in it due to deliverability risk as it requires changes in human behaviour.

Q2a. Looking at BCUC report in 1982, BCH made load prediction to be made by 1991. What is current load?

A2a. Current load is mid 50s (GW hours).

Q2b. You were predicting that for 1991 – and that is in reality what it is now. It seems you have a tendency to over estimate. In this case, you over-estimated by 20 years. And this trend seems to persist in your current resources prediction load.

A2b. I will take your comment away. However, BCH underestimated load growth as recently as 2005 to 2008. BCH believes the load forecast is a reasonable, defensible forecast of future load.

Q2c. The United States EIA (Energy Information Administration) is predicting a 0.7% average load growth across the U.S. What makes BC Hydro think its load growth will be three times as high?

A2c.

Historical load growth has been about 2%. BCH does plan conservatively as a utility, as do most other utilities. Better for economy and quality of life to have more than be short. BCH does the best it can to take information from all three customer groups to forecast load. Industrial load growth can be more volatile.

Other jurisdictions have had to go to the market at times, which is risky when the market becomes congested due to transmission constraints. Market opportunities are sometimes there with Alberta, and BCH takes advantage of these, but we can't count on it.

Q3. Please explain your alternative means assessment with respect to environmental effects.

A3. In section 6 of EIS we describe alternative means of carrying out the project. We reviewed several studies on alternative means. We looked at building 1, 2, 3, 4 dams on that section of river according to efficiency, cost of project and environmental effects. If you build smaller dams, you impact less land, but fish then have to go through several turbines. Therefore what can be good for land, can be bad for fish. More information is found in Volume 1 Appendix E.

Q4. In relation to the statement that the project is likely to increase fish habitat, I don't know why you would say that. With Williston, you now can't eat the fish. A small study was done last May and most of the fish contained overly high levels of mercury.

A4. I think you're actually talking about volume of fish habitat and productivity of habitats. In appendix P we predict higher productivity levels than currently exist. We have also done extensive studies on mercury levels in fish, and what we found is that fish will remain within mercury concentration guidelines and will be safe to eat. More information is found in appendix J from section 11.

Q5a. On page 14 you talk about employment benefits (33,000 total jobs, 10,000 construction jobs, difference being about 23,000 jobs). I assume the difference is support jobs to construction? Does BCH see as their role as facilitator for emergency response, health care etc. with the large influx of people in the area: health and emergency services for example.

A5a.

To clarify the difference between the 10,000 and the 33,000. The 10,000 are direct construction jobs, people who will be on-site or around site building the Project. The 33,000 isn't just the support jobs, it is supplier industry jobs which supply things like cement, steel and equipment. Not all of those jobs are in the region, they can be located around the province and Canada.

The 33,000 is the total person-years of employment throughout the Project. That information was translated into an annualized basis in the Labour Market and Population and Demographic sections and then the effects were considered in the Community Infrastructure and Services and Housing sections which I will speak to more later.

At the peak year of construction we expect to have approximately 1,600 more people living in the region outside of the camps. These are the people who would need full time community services. The needs of those living in camp accommodation would be different since they would have permanent homes in other locations. The 33,000 is not people who would be here at one time.

Q5b. This portrays a much larger job creation than may actually be there annually. The 1600 may be a better way of reflecting what is actually taking place.

A5b.

That is a good comment, depending on what your core interest is there are different ways to present the numbers. That number is the total person-years of employment which we translated into an annual profile to address your questions in the EIS.

Proponent continued with presentation:

- Identification of Valued Components (VCs) was done through consultation.
- Spatial and temporal boundaries were set based on the nature and scope of identified VCs.
- Our studies on baseline conditions reflect multi-year analysis.
- Mitigation options had to be technically and economically feasible.
- Determining significance of residual effects included analysis of other factors, such as legislation (i.e. SARA for fish)

Q6. Please provide the definition you're using for cumulative effects.

A6. We're considering the cumulative effects that are likely to result from the Project in combination with residual effects of other projects and activities (see Volume 2 section 10 of the EIS and section 8.5.3 of the EIS Guidelines)

Q7. I am curious as to the rationale to restricting analysis of residual effects to two pieces of legislation.

A7. That was only an example I gave for fish habitat. Residual effects are based on 9 objective criteria listed in the EIS guidelines and other pieces of legislation, as relevant.

Q8a. We have a number of concerns on how the spatial boundaries are chosen for certain VCs. How were the boundaries for LAA (Local Assessment Area) and RAA (Regional Assessment Area) chosen? It seems arbitrary.

A8a. Spatial boundaries are different for each VC. The LAA was set to assess the potential effects of the Project on a specific VC. If you have a more specific question on a particular spatial boundary our team of technical experts may be best to answer.

Q8b. Wildlife and Vegetation boundaries are set at Alberta border. This seems arbitrary and political.

A8b. We set the LAA and RAA (if you read EIS guidelines we were instructed to look at ways the VC would be affected – i.e. mortality, displacement, availability). We looked at the area where there would be the potential for physical effects and where there would no longer be effects. And it just happened to fall near the border. It also involved data collected from wildlife management.

Q9a. I am curious about the table related to technical studies of VCs. I see heritage associated with geology, terrain and soils but not surface water regime or thermal and ice, or fluvial geomorphology and sediment transport. Is that because they are examples? Or because you don't expect these studies will have an effect on heritage resources?

A9a. The main input for the heritage VC were the consideration of impact lines and physical changes to the land base. The physical changes include inundation and coverage by water or erosions, as well as the physical project components.

Q9b. It seems to me that some of those other studies would be relevant to heritage resources – changes in fluvial geomorphology, thermal ice regime, sediment flows.

Q10a. Follow up question on spatial boundaries. Could you explain the fish and fish habitat LAA and the effects of changes to flow?

A10a. Let's break it down a bit. So you want to know about how we did the boundary for fish and some other things? As we were directed by the EIS Guidelines, we were supposed to look how the project could result in changes to fish habitat, changes to fish health and survival, and changes to fish movement. We first examined information from our preliminary analyses of how the project may change surface water regime, channel morphology and sediment transport and other environmental conditions. We then examined information from the scientific literature about sensitivity of fish to changes in their habitat, or factors that may affect their distribution or movement patterns. Together these pieces of information were used to determine the spatial location downstream of the project where we did not expect changes resulting from the project to have an effect on fish and fish habitat.

Q10b. I thought there was a different boundary for fish. Many Islands?

A10b. That's why they vary between VCs. Vegetation related more to maximum and minimum flows, rather than rates of stage flows. But fish, being aquatic organisms are naturally more affected by downstream flows.

Q10c. Wondering if Ecopath confirmed that nutrients at station 5 would be returned to levels just past the Alberta border?

A10c. They aren't predicted to go back to current levels, but levels that were within regulatory standards/guidelines.

Q11a. I feel we are looking at the creation of the dam separate from effects to tributaries that are also heavily impacted with respect to fish habitat and sediment, bull trout, wildlife movements due to loss of lands, navigation in tributaries. It's like we are zeroing in on just the dam, but not the impacts in a wider spectrum. Also, I don't think my earlier questions [regarding job creation and the role of BCH in supporting new workers] were answered. How will I get that answer?

A11a. I can answer your questions about fish. We did consider much more than just the dam site and reservoir area. For the fish and fish habitat LAA – it goes from upstream of the dam downstream to Many Islands, so we are taking a broader look at that, including the quarry and the transmission line. We did look at tributary effects, that's why they are included in the LAA.

Q11b. Bull trout will be lost. Is that not correct?

A11b. I don't think that's correct.

Q11c. Bull trout have gone up that river forever. They are a migratory species. I don't think we will recover from this dam. We are already seeing a loss.

A11c. Some stay and some migrate. Those that are in the Halfway will always be there. They won't be lost. We are concerned about the migratory ones. What we found, though, is that these migratory bull trout can adopt different life patterns (i.e. not stay migratory). In the United States they have proof of changes in life patterns.

Q12a. To go back to spatial boundary for terrestrial impacts. Is that rationale found somewhere in the EIS? We have trouble finding details for Alberta.

A12a. It's in section 14.

Q12b. Do you not anticipate any effects on the Alberta side? Is that why you don't talk about it?

A12b. Yes that is correct.

Q13a. No assessment is in the EIS re: effects to Peace-Athabasca Delta (PAD). Our understanding is that there may be some non-zero changes to flows down the Peace. We have delivered reports from Dr. Carver on floods, ice flows. Wondering if there is a justification in not assessing the PAD in the EIS?

A13a. So thanks for your comment. We have looked at this problem in detail because of the concerns raised by a number of parties. In the EIS, I think we conclude correctly that there would not be effects to the PAD. I would encourage you to look at the water regime and the ice regime information in the EIS. We state that any changes would not affect the PAD, nor downstream in the river.

Q13b. Was Dr. Carver's report considered?

A13b. We got it late, but it was considered.

Q14. The justification and methodologies for spatial boundaries tend to be leaning towards providing some degree of certainty that the boundaries are correct. Given the language used and that BCH is projecting an air of certainty (with respect to ice flow regime, wildlife LAAs and such) it just begs the question that there is another side of the coin. We are questioning the certainty that is projected. Where is the analysis not only of certainty but of uncertainty? Ranking of sources, quantifying uncertainties of techniques for results of the EIS. We need to understand the terms used. Uncertainties should be assessed holistically.

A14. The EIS guidelines asked us to look at certainties or uncertainties of modelling. This info is located in appendices.

4.0 Draft EIS

Proponent

Proponent presentation topics:

- Environmental Valued Components
- First Nations: Current Use of Lands and Resources for Traditional Purposes

Proponent noted: Environmental Valued Components

- Some uncertainty around the loss of the three fish groups (Arctic grayling, migratory bull trout, whitefish).
- Mitigation approach was to first avoid impacts through planning and this included actions such as reducing footprint and employing standard mitigation practices
- The EIS states there will be a significant adverse effect on vegetation and ecological communities because of 1) impacts to riparian forests, 2) loss of tufa seeps and marl fens; and 3) the loss of occurrences of rare plants.
- Approach to asserting a significant effect to wildlife – we believe we can mitigate for the effects of disturbance and displacement and mortality but it will not be possible to mitigate for large magnitude changes to habitat that result from reservoir creation.

Example: Song birds that rely on riparian forest. Effect on riparian forest would carry through to song birds, therefore significant adverse effect.

Q15a. You use the max elevation of 1.8 metre (m) to determine nutrient flows. Is that correct?

A15a. Yes. It creates a stable reservoir.

Q15b. Ok but I am talking about downstream, you are predicating 2.3% to 3.7% increase in periphyton and also a 72% decrease in EPTC (Ephemeroptera, Plecoptera, Trichoptera and Coleoptera) fauna. What is the model to assess the effects downstream?

A15b. Explanation of what EPTC is (aquatic insects for fish food). Though it'll decrease below the dam, the tributaries will reintroduce, especially past the Pine River.

Q15c. You did use lots of scenarios to assess nutrient inputs and flows for fish, except one. What is that scenario?

A15c. I will have to get back to you.

Q15d. Did you consider climate change?

A15d. Not explicitly, no.

Q16. Wildlife resources analysis in the EIS says Highway 29 will not form a barrier for ungulates. After my review, I cannot find a rationale for coming to that conclusion. It seems to be a blanket statement. Is there a rationale and if so, where is it?

A16. Regarding ungulates, we do have experts for this and they're not here. I think the question is regarding movement and the telemetry studies. We did studies on the movements of deer, elk and moose. The technical data on movements and barriers are found in appendix R. We are having ongoing discussions with communities about questions already received on the technical reports. We have observed changes to some of the behaviours that we saw in the early 90s. In particular for deer a greater percentage in those days were migratory, whereas now the greater percentage is non-migratory. Current baseline conditions include focus on ungulates in all parts of the Project activity zone, including those living near highways.

Q17a. Our question is regarding downstream effects, the transmission line and access road. What process (consultation process) would you be taking on that?

A17a. You're worried about ungulate effects on Jackfish road?

Q17b. Basically the whole effect to NWT and Alberta. Immediate effects downstream. What consultation efforts would you be undertaking?

A17b. We've had previous discussions about the LAA and RAA. In terms of our obligations, we've committed to continue to consult on an ongoing basis through to construction. In fact, one mitigation measure is to continue to consult with Aboriginal groups, including during the construction of the roads and transmission line.

Q17c. My question was also pertaining to the effects from the transmission line downstream and the realignment of Highway 29. That's my concern.

A17c. Chapter 14 speaks to the transmission line and highway realignment environmental effects assessment.

Q18. I am a little concerned about the messaging about the reservoir and the outcome of that: that fish and fish habitat will be better than it is now. I think that's unfair. We know that

this is neither a lake nor a river. You talked about changes in fish communities. I don't think the EIS speaks to the uniqueness of this ecosystem: the cold water from the north meeting warmer waters. This is the only place where this happens, and it's not portrayed in the EIS. I suggest that we not be selective on identifying indicators. More of some species doesn't mean overall better. Same thing for wildlife. You're saying no residual impacts overall, even though you're saying some song birds will be adversely impacted.

A18. Let's do fish first. I don't think you're completely right about the productivity of the reservoir. Fish habitat will be there. But we have done our modeling and I wouldn't characterize it as poor quality. We've made some predictions, and at the low end it would be equal to current conditions. At the high end, it would be higher. But we will monitor our predictions. If they don't ring true, we'll compensate for that. With respect to changes to composition of species – I think you're right about that. We won't be losing those species though. We'll lose distinct groups, not species, not total populations. But we do think the loss is significant. The transition from cold to cool to warm to turbid won't be lost, just compressed and transitioned downstream. We won't completely lose the composition of the species either. Significance was pending on that issue.

As for the wildlife resources, there are many residual effects. There is a large number and we don't hide them in any way. We're not saying there aren't residual effects.

Q19. There was a downstream impact report done by BCH, but I don't see any discussion on the agenda. Why is that?

A19. In section 11, there is detailed discussion of those downstream changes and in many chapters (thermal and ice, sediment, water regime). The report was completed as an interim report to help people understand what the changes would be, and they are described in the environmental background section.

Proponent continued with presentation: Current Use of Lands and Resources for Traditional Purposes

- Not going to get into details about specific mitigations.
- Fishing found to not have a residual effect that was significant because Aboriginal groups' practices are adaptable.
- Hunting and trapping impacts will be temporary, so residual effect was not significant.
- Other cultural and traditional uses – cultural spaces permanently changed by inundation.
- Section 19 relied upon for assessment of impacts to exercise of rights in section 34.
- Underlines ongoing consultation opportunities during construction.

Q20a. I want to make a statement for the record and conclude with a question. We are a First Nation (FN) community of 1000 people. Our treaty guarantees our ability to continue our way of life on our land. It is important for cultural and traditional purposes. We will be directly and permanently impacted if the project goes ahead. EA process is not meaningful. Already presence of cumulative effects. Everyone knows the caribou are going extinct. Saulteau is already flooded with proposals on other projects. BCH then gives us 18,000 pages to comment on in 60 days. The Province and BCH should be ashamed. No one can comment in

this timeframe. BCH is forcing everyone to cut corners. No timelines equals meaningful. The conclusions in the EIS are wrong. We were shocked when we read the executive summary. It says no impact to fishing. Our elders and our traditional knowledge say otherwise. We think the EIS is wrong and incomplete. We think BCH is rushing to meet a construction schedule. Encourages all experts to keep these points in mind when doing their work. Points by BCH are coming from engineers to deal with Aboriginal concerns and questions. This project is in our front yard, not our back yard. We are counting on you to protect our culture and way of life. Process should be meaningful throughout all stages. We don't have confidence this process will be meaningful. Our question is what is the Crown prepared to do to extend timelines to allow for a meaningful process. Sauleau FN will need more time to analyze documents. We are requesting an extension of timelines. There are way too many concerns and potential impact not only on our Treaty rights and Aboriginal rights, but also on the environment.

A20a. BCH is not in a position to comment on timelines. BCEAO and the Agency are the regulator and should speak to timelines. BCH is aware of the activity in the Sauleau territory. Consultations with Sauleau have been ongoing since 2007 and many of the issues raised have been discussed in past meetings. We have an open invitation to sit down at any time to discuss.

Q20b. A number of our questions are unanswered. We need to ensure that the clock can't run while we're talking. We're talking, but there are many unanswered questions, concerns that aren't being addressed. And I am concerned that we will still be doing that when the timelines run out. 60 days is unrealistic. We can't have all the answers to address potential impacts in that time. On behalf of all First Nations, we are requesting an extension of timelines.

A20b. I think your request is on the record.

Q21. We echo concerns regarding timelines. Additional concern – throughout the EIS, you say impacts are mitigated because you say the rights can be exercised elsewhere. We are concerned about this because you haven't done an assessment in the rest of Dene Tha' territory with respect to cumulative effects. You say rights are impacted in the LAA, but that we can just go elsewhere.

A21. I think that question was answered earlier. The EIS guidelines set out the LAA and RAA. BCH followed the directions set out in the EIS Guidelines.

Q22a. We have several concerns. Our Traditional Land Use Study (TLUS) is not complete as of yet. This raises issues about adequacy and sufficiency of EIS. The EIS is not adequate in its present form. We have some other concerns that we would like to highlight. We echo concerns about timelines, and I know that it isn't up to BCH, but maybe regulators could speak to that. Alternatives to Site C have not been assessed adequately with respect to priorities regarding Aboriginal and Treaty rights. The impacts are going to be catastrophic. And I don't think the assessment has taken into consideration the specific Aboriginal component. BCH should consider alternatives in light of the constitutional duty to consult. Priorities imposed by governments are not fair. They call Site C "clean" but all types of energy have consequences. Giving priority to this project because of this language is unfair, given the impact to Aboriginal and Treaty rights. Finally, we have concerns specifically about caribou. In

the presentation this morning on ungulates, caribou were not considered. They were devastated by the WAC-Bennet dam and we have great fear that this project will be the last nail in the coffin for this species. At one time this was the most preferred species for McLeod Lake. There were no moose in the area until 1950 and it was all caribou up until that time.

A22a. There will be an addendum to the EIS and we will include the McLeod Lake TLUS and carry the information through to the assessment. BCH noted the other issues raised are on the record.

A22b. Timelines were set out through the Canada-BC agreement and issued.

Q22c. We objected at that time.

A22c. Agreement was amended due to CEAA 2012. And timelines were also established therein.

Q23. We echo Chief Harley's comments. A public review of 60 days is not adequate. No more than 30 days of hearings are being permitted. The consultation period is too short. Also the period to provide comments to the Panel is too short. Failing to consult south of Prince George is underplaying the impacts of the Project in these areas.

Break for Lunch

5.0 Draft EIS

Proponent

Presentation topics

- GHG
- Local Government Revenue/Labour Market/Economic Development
- Agriculture
- Land and Resource Use
- Social and Community Infrastructure Services

Proponent noted:

- Demand for/benefit of project relative to current community baseline.
- Community baseline studies for FN were supposed to inform socio-economic VCs.

Q24. I asked this last year at the working group meeting. Northeastern B.C. is not a union strong hold but BCH is unionized. What percentage of jobs are going to be for trade unions?

A24. What we have to do now is figure out how we're going to procure the Project. It won't be all BCH employees building this Project. It will largely be contractor workforce, who will have various affiliations. We don't have any agreements as of yet with contractors or trade unions. A majority of work will be done by local, First Nations, and other contractors.

Q25a. This project continues to be looked at by the proponent as a project. But the community will remain here afterwards. We need to look at how the community will be better off. We struggle as a local government to make sure tax ratios are appropriate. Every resident that lives here, it costs us more than they contribute to live here. We need, in particular, some issues dealt with: camps and shift work. The shadow population will have an impact on our emergency services. Are you intending on a contract with RCMP?

A25a. The RCMP have indicated that they would present us with a proposed form of agreement – similar to what they have in other areas of the province where they provide specific services.

Q25b. For health services, will you have diagnostic services on site?

A25b. We would use the hospital as required but we would be seeking to reduce the number of overall visits. We've had discussions with Northern Health about our interaction and use of the provincial facility.

Q25c. Northern Health does not mirror what you're saying – they are concerned that there will be a high influx and tax on local health amenities. There seems to be an issue with inconsistencies.

A25c. In terms of how we would procure a doctor for the site, there has been a suggestion from Northern Health that we, as an example, would go through a local clinic and provide/procure services from a local clinic. That would enable us to have a doctor who would have hospital privileges and have a relationship with the local community. Our commitment is to ensure that we provide those services and the best route to procure those services would definitely be undertaken through further discussions with Northern Health.

Q25d. Which reps from Northern Health have you discussed with?

A25d. We've been in discussions with both and met with the local Northern Health as well as the Chief Medical Officer.

Q25e. Have you spoken to the General Practitioners (GPs)?

A25e. No, just Northern Health.

Q26. I am wondering about monitoring and agricultural development, hydro development. There is a lot of oil sands and potential fracking development in northern Alberta, coming out of the PAD and Peace River system and I want to know how the First Nation peoples will be involved in monitoring with respect to current baseline conditions (taking into consideration the existing two dams). How are you going to involve downstream groups with respect to socio-economic, cultural, spiritual, human health components? How will the Agency consider putting this into the process?

A26. I can speak to an example of what we've already undertaken. Our heritage resource program had a large involvement of Aboriginal groups. We have also commissioned TLUS, which have contributed to assessment to date. I've already mentioned that we're committed to consultation throughout the construction process. There is a keen interest of First Nations in being involved and we'll see how that evolves as we move forward.

Q27a. My question is related to how we determine the direct and total jobs? When we're talking about 1,600 "families" how many jobs is that? Are we talking about 1,600 jobs? Working days?

A27a. The technical appendices for the BC Stats report and the Labour Market and Population and Demographic sections have a lot of additional information. The information was taken through a sequence to arrive at the number of person-years of employment. The Project estimate identifies the number of hours of work required to complete the Project by job category which allows us to calculate person-years of employment. For example, working X

hours a week for X weeks a year is one person-year of employment but over 8 years it is 8 person-years. The 10,000 direct person-years of employment is the work identified by the cost estimate needed to build the Project itself.

The employment follows a profile, ramping up in the first few years and then peaking in year 5 and 6 before going back down. The assessment focused on the peak year as a worst case scenario. In the peak year approximately 1,700 people would be in communities. We also considered if we would have to intensify our construction schedule by spending our contingency funding in the peak year and that gave us a peak of 2,000 to 2,100 people. We focused on what the workers would need and where they would live. Our assumptions are documented in the appropriate sections but particularly in the population model appendix. We assumed that approximately 10% of workers would be drawn from the area due to the high level of employment which exists here. While those workers would not be new to the region, they would create vacancies in existing jobs which would need to be filled by other new residents so that was taken into account as well.

Employment by Project suppliers was then considered as mentioned earlier and also the employment induced by the economic spending in the region in businesses like coffee shops. The model takes that all into account and that is what the 1,600 peak is, workers who would choose to live in communities with their families, indirect and also the induced employment including dependents. We also expect to have about 1,300 workers living in temporary accommodation in the peak year whose permanent home and families would be located somewhere else.

Q27b. So my question then is, how does BCH show in the EIS what their ability is to assist with this increase.

A27b. I would encourage you to look at the housing and community infrastructure section. The assessment looked at where there is an active market and then looked at if BC Hydro would need to assist in that area or if the market would likely be able to respond. For example we looked at the housing market to determine if it could respond to additional demand including looking at developable land and housing construction trends. We identified a need to assist in affordable, transitional and emergency housing and we have identified mitigation measures for those sectors in the EIS. Education and healthcare are a little different because in BC the province provides those services and BC Stats prepares population forecasts based on future economic projections to support the demand planning in these sectors. BC Hydro identified the RCMP and medical and health areas as sectors to provide additional resources.

Q28a. re: labour market. You said contracts weren't signed and that jobs would be given to Aboriginal groups. In the past, has BCH not signed contracts?

A28a. We have a unionized work force. We also have other agreements for other projects, but Site C is not listed under that agreement. We do not have a project labour agreement for Site C. We may in the future, but we're looking at different models and we don't have an agreement in place right now.

Q28b. When you mention Aboriginal groups, when we come together (as Métis and First Nation) to bid. How does that work?

A28b. We have to have a competitive bid process. We use BC bid. We have a list of registered First Nations. We're also going out to facilitate access to opportunities. BCH has an Aboriginal

procurement program that we will likely use as well for smaller contracts. Larger contracts need to be competitive. There will be large, medium and small contracts.

Q28c. As an Aboriginal, my understanding is that we need to have the same credentials as a non-Aboriginal. We don't want something for nothing.

A28c. Absolutely. What we would like to see is both Aboriginal and local companies engaged on this process.

Q29. Based on common law right to navigation, my research into possible navigation restrictions – only two ways to restrict navigation on a navigable waterway: 1) for permanent dam site restrictions apply for a restriction under the Vessel Operation Restriction Regulations (VORR) with supporting order in council and must justify the area and duration of the restriction; 2) for other temporary restrictions during construction, a direction under s. 15(1)a of VORR – it's not a restriction as much as a direction and you will have to convince an enforcement agency of the rationale for restriction and associated enforcement. Usually this happens with respect to emergency purposes only. We also note there is no direct mitigation for vessel transit through the dam site and would like to discuss this in more detail.

A29. We have had discussions around navigation restrictions with the EIS identifying proposed restrictions and associated effects on navigation. How they would be permitted will be the subject to further discussions. Our only concern with restrictions is for public safety.

Q30a. You alluded to a couple things, and I haven't had a chance to look at terrain stability section yet and the overlap with things like navigation and outdoor recreation. But you alluded to shoreline erosion. When Peace Canyon Dam went in there were some longer-term restrictions on navigation because of major failures that were happening. Are we predicting conservatively for these? In the Wildlife, Vegetation, Fish, you talk about a 15 m buffer where you only remove merchantable trees. When do we allow for the large trees to re-establish? How does this reconcile with the Vegetation conclusions about trying to preserve the riparian ecosystem.

A30a. We carried out the reservoir stability study. Information is found in section 11 and appendices to volume 2. With respect to shoreline erosion and landslides, the studies show that there is the potential for increased erosion and these have been taken into consideration for public safety reasons. Where this will happen depends on the nature of the shoreline. Silts and clays vs. bedrock – effect changes according to the nature and duration of the shoreline. Bedrock is not a landslide risk.

On the advice that BGC has provided on recreation use, we anticipate opening the boat launches after about a year of reservoir operations, starting at the west (i.e. upper) end. Lynx Creek site would likely be able to open fairly soon, and first. Based on the results of BGC's work, moving downstream towards Bear Flat area we think it will be the area of the Moberly that will be the last one cleared for recreation use. The majority of the reservoir we anticipate will be available for recreation use within the first couple of years. We will monitor for hazards. We will identify and mark as we do on our other facilities if we see something and need to communicate that, and will work as required with necessary authorities if we need to do more

than communicate and mark any hazards. We manage reservoirs all over the province and find that the public wants to be informed about what they need to know when they enter that environment, and we will be very active in terms of getting it clear of debris as soon as we can in terms of what we do in advance and in the first years of operations.

To speak to the Project clearing plan, we will only remove what needs to be removed. We will not clear if we don't have to. We will clear merchantable timber and other vegetation that would stick up. A lot of the low vegetation shrub is better to leave for habitat use before inundation and for support for the shoreline and banks and water quality. The clearing plan is to remove large vegetation, and the EIS does state there will be permanent loss where the habitat is under the reservoir.

I think I see the disconnect. Siobhan you are talking about the zone of inundation, and Ted is talking about above the inundation zone. We want to protect the zone above inundation for its habitat value, but we have other objectives that we have to meet for safety and other environmental reasons in the zone of inundation. This is something that we need to talk more about is how to protect that zone because we recognize the value of those riparian forests, and if we inundate, it is no longer riparian. And I think we need to further discuss this issue and develop the mitigation plan further.

Q30b. What is the potential for major failures then?

A30b. The biggest effect on safety and use of the reservoir will be the erosion process. What we have indicated is that where these more erodible soils are is where there is potential for public safety issues, but will slow down after 3-5 years.

Q31. Just want to make sure that we're aware that there is concern over the modeling for fog. You have said it won't be statistically significant. Also, the suspended water vapour.

A31. The change in fog is an increase in poor visibility (less than 1km) of 7 hours a year according to the model. It is not considered to be significant statistically. And the airport is 12 km away, whereas changes were only predicted in a one-km radius from the reservoir.

6.0 Draft EIS

Proponent

Presentation topics:

- Human Health
- Heritage
- Conclusion

Proponent noted:

- Overview of key mitigation – relates to a question from earlier. On going monitoring of the shoreline would include heritage resources monitoring.
- Conclusion is that there is no effect to human health.

Q32a. With respect to estimations for consumption frequencies, are you expecting to receive additional information from First Nations about consumption practices?

14

A32a. We are anticipating community baseline studies from other First Nation groups including Blueberry and Sauteau. We have received information from T8TA (Treaty 8 Tribal Association) and Horse Lake. We also used a more general aboriginal fish consumption survey that provided more information about consumption practices. Data helped inform adjustment of typical fish serving sizes to typical First Nation consumption practices.

Q32b. So the studies you're waiting for are supposed to include fish consumption?

A32b. Yes, we have asked for it.

Q33a. The EIS concludes, I think incorrectly, that data collected during fieldwork can't be used to analyze how much archaeological resources would be impacted. Will BCH be supporting analysis of that data for this purpose?

A33a. I don't believe we said that in our report.

Q33b. Well you didn't provide that analysis is my point.

A33b. Is your question can we use the data from archaeological data collection to extrapolate how many heritage sites would be affected?

Q33c. Yes.

A33c. Well, yes we can use the data for that purpose.

Conclusion from Proponent

We believe that the EIS is sufficient. The table of concordance helps you to see that. We believe that all the information is in there. We have spoken about specific mitigation measures that help to manage the specific aspects of the project. BCH believes that the identified significant effects can be justified given the need for the project. Our next steps are to respond to your comments over the next weeks.

7.0 Next Steps

EAO/the Agency

Review of key dates for EIS review.

Q34a. During other working group meetings, will there be opportunities for people other than BCH to present?

A34a. They may be set up like a workshop on specific topics where all can participate.

Q34b. Well today, BCH presented for 5 hours and the Agency and EAO for one hour. But in future, will others in the working group have opportunities for a presentation?

A34b. The purpose of this meeting was to review the EA process and next steps by EAO/CEAA, provide an overview of the EIS by the proponent, and provide an opportunity to ask questions and seek clarification before working group comments are submitted on the EIS. There will be an opportunity to further share your thoughts in smaller groups in future meetings.

Meeting ended at 2:50pm.

Attendees

Aboriginal Groups

Name	Organization
Lindee Dumas	Little Red River Cree First Nation
Wanda Laboucan	Little Red River Cree First Nation
Sebastien Fekete	Mikisew Cree First Nation
Jeff Langlois	Janes Freedman Kyle (JFK) Law Corporation representing Mikisew Cree
John Lawson	Kwadacha First Nation
Maya Stano	Kwadacha First Nation
Geraldine Solonas	McLeod Lake Indian Band
Jeanine Solonas	McLeod Lake Indian Band
Eran Spence	McLeod Lake Indian Band
Albert Peeling	McLeod Lake Indian Band
Liz Logan	Treaty 8 Tribal Association
Rick Hendriks	Treaty 8 Tribal Association
Jeff Richert	Treaty 8 Tribal Association
Jim Webb	Treaty 8 Tribal Association
Alan Willier	Treaty 8 Tribal Association
Fred Fraser	Fort Chipewyan Métis Local #125
Gabe Bourke	Fort Chipewyan Métis Local #125
Sherri Labour	Fort Chipewyan Métis Local #125
Lyle Lambert	Métis Nation of BC
Dan Pope	Métis Nation of BC
Dave Pierrot	Deninu K'ue First Nation
Rosy Bjornson	Deninu K'ue First Nation - <i>By Teleconference</i>
Marc D'Entremont	Deninu K'ue First Nation
Rick Publicover	Saulteau First Nation
Bruce Blackwell	Saulteau First Nation
Harley Davis	Saulteau First Nation
Ken Didzena	Dene Tha'
Connie Martel	Dene Tha'
Sidney Chambeau	Dene Tha'
Delbert Salopree	Dene Tha'
Josh Kolay	Dene Tha'
Matt Munson	Dene Tha'
Terry Calliou	Sucker Creek First Nation
Katherine Wolfenden	Fort Nelson First Nation
Lisa Schaldemose	Fort Nelson First Nation - <i>By Teleconference</i>

Alberta Local Government

Name	Organization
Charlie Johnson	Clear Hills County

Alberta Provincial Government

Name	Organization
Robert Harrison	Alberta Environment and Sustainable Resource Development

British Columbia Local Government

Name	Organization
Mayor Lori Ackerman	City of Fort St. John
Dianne Hunter	City of Fort St. John
Gerry Tonne	City of Fort St. John
John Locher	District of Hudson's Hope
Dave Heiberg	District of Hudson's Hope
Gwen Johanson	District of Hudson's Hope
Fred Jarvis	District of Taylor
Bill Beamish	Peace River Regional District
Catherine Henry	Peace River Regional District
Fred Banham	Peace River Regional District
Karen Goodings	Peace River Regional District

British Columbia Provincial Government

Name	Organization
Brian Murphy	Environmental Assessment Office
Colin Hibbert	Environmental Assessment Office
Karen Spence	BC Oil and Gas Commission
Peter Wijtkamp	BC Oil and Gas Commission
Sue Bonnyman	Ministry of Energy and Mines
Oswald Dias	Ministry of Energy and Mines
Gary Reay	Ministry of Forests, Lands and Natural Resource Operations
Mark Van Tassel	Ministry of Forests, Lands and Natural Resource Operations
Layne Lybbert	Ministry of Forests, Lands and Natural Resource Operations
Marc Steynen	Ministry of Forests, Lands and Natural Resource Operations
Graham Suther	Ministry of Forests, Lands and Natural Resource Operations

Lynn Avis	Ministry of Forests, Lands and Natural Resource Operations
Megan Watters	Ministry of Forests, Lands and Natural Resource Operations
Nick Baccante	Ministry of Forests, Lands and Natural Resource Operations
Jim Stafford	Ministry of Forests, Lands and Natural Resource Operations - <i>By Teleconference</i>
KT Shum	Ministry of Forests, Lands and Natural Resource Operations - <i>By Teleconference</i>
Tammy Danshin	Ministry of Jobs, Tourism and Skills Training
Dieter Fischer	Ministry of Jobs, Tourism and Skills Training - <i>By Teleconference</i>
Peter Fisher	Ministry of Jobs, Tourism and Skills Training
Peter Verschoor	Ministry of Aboriginal Relations
Ted Down	Ministry of Environment
Eric Lofroth	Ministry of Environment
Danielle Money	Ministry of Environment (Parks)
Donald Flintoff	BC Utilities Commission - <i>By Teleconference</i>
Tom Flintoff	BC Utilities Commission - <i>By Teleconference</i>
Leslie MacDonald	BC Ministry of Agriculture - <i>By Teleconference</i>

Federal Government

Name	Organization
Linda Jones	Canadian Environmental Assessment Agency
Ross Neil	Canadian Environmental Assessment Agency
Bryan Nelson	Canadian Environmental Assessment Agency
Rachel Van Deventer	Canadian Environmental Assessment Agency
Marie LeGrow	Canadian Environmental Assessment Agency - <i>By Teleconference</i>
Kerrie Engler	Canadian Environmental Assessment Agency - <i>By Teleconference</i>
Cindy Parker	Canadian Environmental Assessment Agency - <i>By Teleconference</i>
Brenna Belland	Canadian Environmental Assessment Agency - <i>By Teleconference</i>
Michael Engelsjord	Department of Fisheries and Oceans - <i>By Teleconference</i>
Jennifer Tennant	Environment Canada
Al Colodey	Environment Canada
Sean Carriere	Environment Canada - <i>By Teleconference</i>
Adriana Glof	Environment Canada - <i>By Teleconference</i>
Martin Guilbeault	Environment Canada - <i>By Teleconference</i>
Yota Hatziantoniou	Health Canada
Tim Archer	Major Project Management Office - <i>By Teleconference</i>
Jessica Coulson	Natural Resources Canada <i>By Teleconference</i>
Steve Oates	Parks Canada - <i>By Teleconference</i>
Paula Doucette	Transport Canada
Tanya Martin	Transport Canada
Colin Parkinson	Transport Canada
Suzanne L'Heureux	Transport Canada
Anita Gudmundson	Transport Canada - <i>By Teleconference</i>

Northwest Territories Territorial Government

Name	Organization
Joel Holder	Government of Northwest Territories - <i>By Teleconference</i>

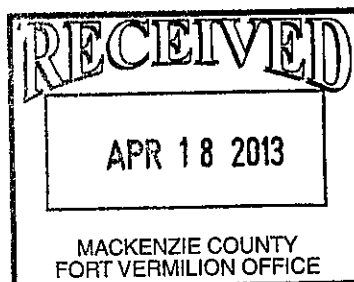
Proponent

Name	Organization
Susan Yurkovich	BC Hydro
Danielle Melchior	BC Hydro
Bettina Sander	BC Hydro
Siobhan Jackson	BC Hydro
Paul Higgins	BC Hydro
Al Strang	BC Hydro
Amy Pryse Phillips	BC Hydro
Pat Brisbin	BC Hydro
John Nunn	BC Hydro
Mike Porter	BC Hydro
Dave Conway	BC Hydro
Trevor Proverbs	BC Hydro
James Thomas	BC Hydro
Mike Savidant	BC Hydro
David Hanley	BC Hydro
Jack Weisgerber	BC Hydro
Duane Anderson	BC Hydro
Rob Lonergan	Fasken - <i>By Teleconference</i>
Paul Veltmeyer	BC Hydro - <i>By Teleconference</i>
Anre McIntosh	BC Hydro - <i>By Teleconference</i>
Bruce Mattock	BC Hydro - <i>By Teleconference</i>
Dave Hunter	BC Hydro - <i>By Teleconference</i>
Andrew Mason	Golder - <i>By Teleconference</i>
Shawn Hilton	Keystone - <i>By Teleconference</i>
Seanna Mcconnell	BC Hydro - <i>By Teleconference</i>
Pascale Mera	Big Sky - <i>By Teleconference</i>
Seth Oldham	BC Hydro - <i>By Teleconference</i>
Karen Von Muehldorfer	BC Hydro - <i>By Teleconference</i>
Jaret Lang	BC Hydro - <i>By Teleconference</i>
Brent Mossop	BC Hydro - <i>By Teleconference</i>
Monica Karpiak	BC Hydro - <i>By Teleconference</i>
Nancy Pepper	BC Hydro - <i>By Teleconference</i>
Celesa Horvath	Ventus - <i>By Teleconference</i>

Tyler Jack
P.O. Box 2174
La Crete A.B. TOH 2HO
Wednesday March 27, 2013

Dear Council of La Crete,

I'm writing to you in the hope that you choose to save your own child from drowning. If you have children, nieces or nephews would you like them to drown? If we build a pool and get a teacher that can teach swimming to the younger children and the older that would reduce the amount of drowning in the area. The teacher could also teach first aid. It would save many children's lives. If we build a pool in this town, it would bring in money because people would buy more swimming supplies so more money would come into La Crete. More business would open up. We could have a bigger town that would make more money for La Crete. That means more job opportunities because more stores would have to open up too. More people in La Crete means you have to fill more needs and some of those needs could be a pool. Why have people waste all their money driving to High Level to go swimming? Wouldn't you rather like to walk just a block or two? Why did not vote on the MD hill or the new baseball diamond, but we had to vote on the pool? Why did we leave 500 or more people in La Crete standing in the shallows of the filthy waters? Please reconsider your decision on the building of the La Crete pool.



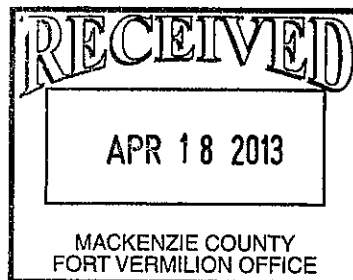
Sincerely,
Tyler Jack

Becky Driedger
P.O Box 1217
La Crete, AB, T0H 2H0

Dear Councillor,

I hope that you will take the time to consider my reasons concerning about the La Crete pool, because I think that we shouldn't build a pool. If they build the pool, it could be to full. Then you'd most likely want to build it bigger than the taxes would go up again by a few dollars. I know that the vote was not for a swimming pool, but if we do build the pool, the taxes will go up by around 17 dollars. 17 dollars that you could spend on other things that help more people than just us. We all know that High Level has many swimming pools, but High Level isn't so far away and it's more fun to go out of La Crete. With an outside pool in La Crete, there are not many months to swim in it anyway and during summer it may be cold or rainy and in winter then we would have to go to High Level. Please take the time to consider my thoughts. Thank-you for your time.

Sincerely,
Becky Driedger

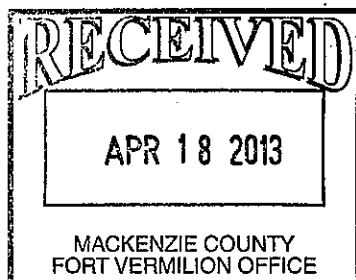


Laura peters
P.O. box 503
La Crete, A.B. T0H 2H0
March 27, 2013

Dear Councillor of La Crete,

I strongly do not feel that La Crete should build a pool. Please take your time to read over my letter. Some people would not go swimming at a pool in La Crete, yet they would still have to pay the extra taxes. There are families that can barely afford taxes, so they would have to waste their money on the pool. Since the pool would have been an outside pool, no one would be able to go swimming in the winter months because it would be frozen. Families wouldn't want to go swimming in the summer because the pool would be full of bugs. I really don't think anyone would want to swim in a pool full of bugs. I think that our town would lose lots of money just building the pool and it would use way more money to build the building around it to make it an inside pool. The money we would charge someone to swim would be too little to pay for the pool and we would lose money. If we didn't build the pool, we could use that money for lots of other things and make more money instead of wasting it on the pool. High Level is not that far away, so if people want to go swimming they can go to High Level to swim. Please take your time to think about my reasons and I thank you for taking the time out of your busy day to read my letter.

Sincerely,
Laura Peters

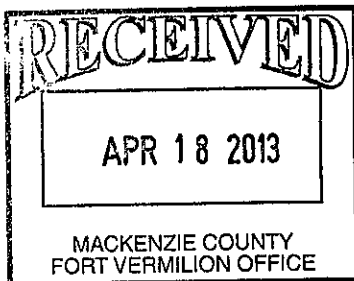


Justin Daniel Wolfe
P.O. Box 1223 La Crete
A.B. TOH2HO
Wednesday, March 27, 2013

Dear Councilor,

I am writing to you in the hope that you could reconsider the decision about building a pool for La Crete. I know that you already made your decision about the pool but I really hope you have a change of heart. I am aware that the pool will cost money but with people paying money to swim we could remake all or almost all of that money that would be spent on building the pool. Also other businesses will make more money because people need swimming suits to swim from stores and food to eat from restaurants after they swim. If La Crete would get a pool there wouldn't be so much pollution created by cars driving all the way to High Level and back just to swim and to eat. I'm guessing that you already know that pollution damages the O Zone layer and the O Zone layer protects us from the sun's harmful rays. If the town of La Crete would build a pool the town would grow because when people want to move to a different town they are looking for places where their children can have fun such as swimming. Based on these reasonable ideas I think that the town of La Crete should build a pool.

Sincerely
Justin Daniel Wolfe

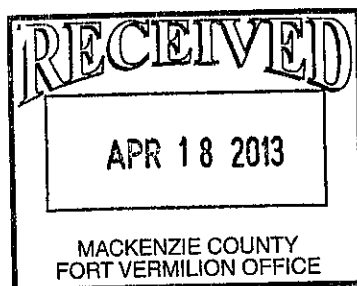


Box 338
La Crete, AB.
TOH 2HO
March 27, 2013

Dear, Councilor

I am writing to you, the councilor's in the hope that you can reconsider your position related to the construction of the pool. Usually guardians go to the waters in La Crete to teach their children how to swim. But if we built a pool they could just go there and save their kids from swimming in the dirty, dangerous waters of the river. When people want to move to La Crete they look for some certain things such as pools, shopping malls and other entertainments. One thing that they would find would be a pool, and I think that they would move here more likely if they knew that La Crete had a pool. If they moved here they would also bring in more business to La Crete, because people have to buy groceries at the local stores. Sometimes people go to High Level to take swimming lessons. But why wouldn't we just construct a pool to make pollution more infrequent. If you went all the way to High Level that would not prevent pollution but instead magnify pollution. So if we built a pool it would fight pollution and in the long run, make this planet better to live on. There's one thing that bothers me though, when the MD hill was built, why didn't you have a vote for that too then? Nobody had a voice when the MD hill was a built so why was there a vote to construct a pool in the community? In review of all of these reasons I think that the community deserves a pool and you should reconsider your decision not to build.

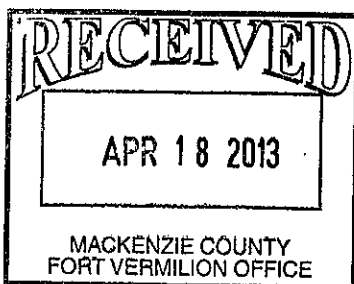
Sincerely,
Alex Neudorf



Tyler Friesen
P.O. Box 995
La Crete, A.B.
TOH 2HO
March 28, 2013

To whom it may concern,

I am writing to you in the hopes that you could reconsider the decision that was just made about the La Crete Aquatic Center. I believe that this pool would boost the population in our little town. That means that the people that could move here would also pay taxes to La Crete which would result in an increase in revenue for the town. If a person was looking for a town to move to I think that they would rather choose a town with a pool, than a town without a pool. The increased number of visitors to the pool would help our stores, restaurants and other little businesses with increased customers. A pool would also need employees, and that is a great job for teenagers, and might get the teenagers away from doing stuff not so good and teach them responsibility. Another way the pool would bring in money is if people rented it. What I think is the best part about this pool is that it would have first aid and swimming lessons. If there are swimming lessons adults and children will not have to learn how to swim in dirty lakes and ponds. First aid and swimming lessons might even save a few people's lives, for that reason alone, I think that if you truly care about the residents of this area you would reconsider the pool right away. One very good thing about this pool is that it will turn into an indoor pool with time and this would encourage more people to swim here. Personally I think many people would use this and it would be a great upgrade to our little hamlet of La Crete. Please reconsider your decision and build a pool in La Crete.



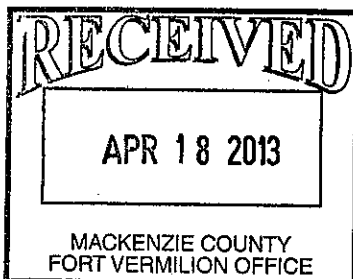
Sincerely,
Tyler Friesen

Chad Friesen
P.O BOX 1811
La Crete, A.B T0H 2H0
Wednesday, March 27, 2013

To whom it may concern,

I am writing to you in the hope that you can save about five percent of La Crete's children from drowning by reconsidering your decision to not build a pool in La Crete. Instead of having children swimming in water full of gross goo, you could make a clean pool with clean water where children could learn how to swim. You could also set up a club for swimming lessons, first aid and swimming for fun. Pollution is a problem the world is facing. We as a community need to begin to reduce the pollution that we all produce. By building a pool it would allow people living in and close to La Crete an option so they would not have to drive to High Level to swim. Building a pool would help protect the environment by having people not use as much gasoline. It would also attract families to move to La Crete. People like to move to towns that offer many different things for its residents. People would like to live in a town with a swimming pool. Building a pool would also bring money and business to La Crete. As families move to La Crete they would buy swimming gear to swim and the town would grow. We would also need more stores as we would have to feed all the residents of La Crete. As I said before it could save lives in the future and I would really want you to agree with me and reconsider building the pool in La Crete.

Sincerely,
Chad Friesen



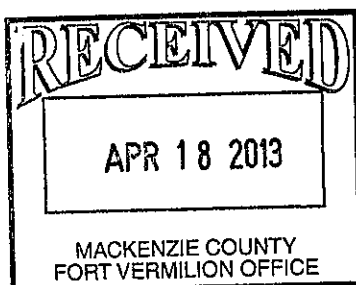
P.O. BOX 1071
La Crete, AB T0H 2H0
March 28, 2013

Dear councillor

I am writing to you about the pool in La Crete that La Crete had a vote on. If I could vote, my vote would be that we should not build a pool in La Crete. If the pool was built the taxes would go up slightly and that would not be good at all, because the people that can barely afford their taxes would have to pay even more taxes. I heard that swimming in La Crete would be very cheap if we built a pool, you could lose lots of money because it would be so inexpensive swimming there. If we even ever got a pool it should at least be an indoor pool, otherwise it would be open for only 2-3 months a year. If it was an indoor pool it would be open all year long. Since it would be an outdoor pool the bugs would be in there with us which is very disgusting. When it is only open for 2-3 months a year, it would be so full because everyone would want to swim before it was closed again. I feel that I we should not build the pool in La Crete with the great reasons I have.

Sincerely

Angela Kroeker



Jamila Froese
P.O. Box 32
Buffalo Head Prairie, AB
T0H 4A0

Dear Councilors,

I am writing to you in the hopes that you will reconsider building a pool in La Crete. I believe that the reasons you are about to read are evidence that building a pool in La Crete is a great idea. A swimming pool in La Crete would bring more business and traffic into the town. This would be a good chance for businesses to grow, and to increase the number of customers in our town. At the pool, children would have a chance to take swimming lessons and to learn some first aid. Learning first aid and swimming lessons could save people's lives down the road. Someone might be in an accident where they would need to know how to swim or save someone in the water and without these lessons they would not be able to help. Another reason I believe La Crete needs a pool, is that with a pool, La Crete would be a more attractive place to move to. When people are thinking about moving to a new town they need certain things to live somewhere, and a swimming pool is usually high on the list. Some people don't want to live in a place where you have to drive an hour to get to the nearest swimming pool, not to mention wasting all that gas. If there was a pool in La Crete the children wouldn't have to wait a whole hour to get to the High Level pool. I know that there are some people that don't want the pool, but please reconsider the pool because of these excellent reasons that I have given.



Sincerely,
Jamila Froese

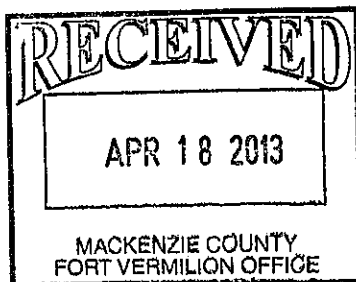
Rosanne Klassen
P.O Box 71
La Crete, AB
TOH 4AO
March 27, 2013

Dear councillors of La Crete,

I think that La Crete should not get a pool because, just think of all the things that could happen to the people at the pool. If we would build it nobody would have any privacy there and then they wouldn't want to go swimming because people could walk by and stare or they could drive past just for the fun of watching. Instead of using the communities' money for a pool they could buy about 80 chairlifts for the Ski Hill and they could make way more money out of it instead of losing it. Another reason why we shouldn't get it is because it wouldn't matter if people would swim or not swim they would still have to pay \$17.00 more taxes a year even though some people can barely afford their other taxes, so it wouldn't be fair at all. It could be very dangerous, little kids could sneak in and and drown, so a lot of parents would get VERY mad because they could LOOSE ALL their children by drowning. Thank You for taking time and reading these amazing paragraphs, please write back if you have time! THANK YOU!

Sincerely,

Rosanne Klassen

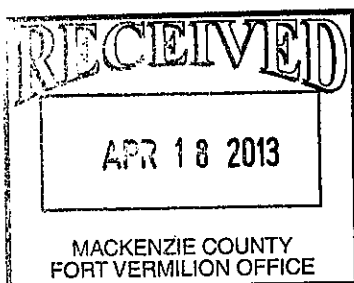


Gertruda Friesen
P.O. Box 1035
La Crete, AB
T0H 2H0

Dear Councillors,

I think we don't need a pool in La Crete and the vote to not build a pool was a fair vote. The pool in high level is not that far away. It does not take that long to get there, so people can swim there if they really want to swim. If we got the pool in La Crete, we would have to pay more taxes. The taxes would go up about \$17 a year. You would lose more than you would gain. The pool would an outdoor pool because of this, so you can only swim in the summer and people like to swim in lakes in the summer. There would not be as many swimmers in the summer. They would be outside doing other things. The La Crete pool would not help the town that much because sometimes it would be too full at ideal swimming time. Instead of making a pool, the town should build something else. I think you made a reasonable decision about deciding not to build the pool.

Thank you,
Gertruda Friesen



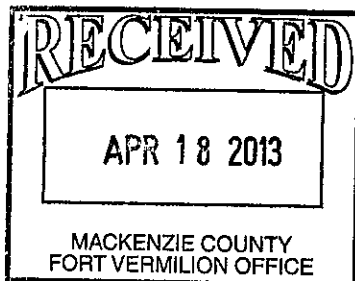
Margie Teichroeb
P.O. Box 729
La Crete, AB, T0H 2H0
March 28, 2013

Dear Councillor,

I'm writing to you in wishes that you will keep the decision to not build a pool in the town of La Crete. Since it would be an outdoor pool for now, we could only swim in it for a few months. When people swim, they would be swimming with water bugs, and that would be gross. If we build a pool in La Crete, the taxes will go up slightly so you would pay more. High Level is not very far away, and we would never swim in the pool of La Crete anyway because we don't go swimming at pools. The pool could be too full. When your parents go shopping for 2 hours and it was too full, then you would just have to sit there and wait for your parents for a long time. We would have to pay more money if we build a pool. If people moved to La Crete because of the swimming pool, then the M.D would just have to make it bigger and bigger and build more stores, which causes the taxes to go up even more. Here are my reasons, as you know I request that I don't want the pool in La Crete because the taxes will go up.

Sincerely,

Margie Teichroeb



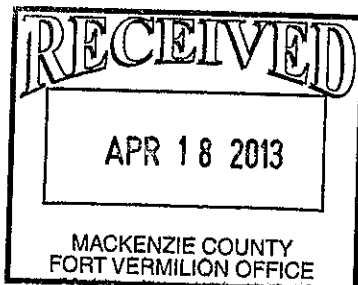
Emily Fehr
P.O. Box 1238
La Crete A.B.
TOH 2HO
Wednesday, March 27th, 2013

Dear Councillors,

I am writing to you in the hope that you will be opened minded and see why I think you should reconsider the decision that you have so recently made about the pool. If you built the pool it could bring families to town because another facility would attract people to the town. It would also give new children a place to meet other children. Also, some children never learn how to swim because High Level is too far away, so many people don't go swimming very often. If we had a pool then children would be able to learn how to swim. Also there would be a less chance of drowning. Another reason why building the pool would be a good idea is that it would make money. Five hundred people might have voted for the pool but a lot of them have children and teenagers who would also come. If you built the pool, it would give teenagers something to do. With the pool they could have good clean fun and they wouldn't always have to go to the dugouts to swim. I believe that the reasons I have just stated clearly show that La Crete needs a pool. It would be greatly appreciated if you thought over your decision.

Sincerely,

Emily Fehr

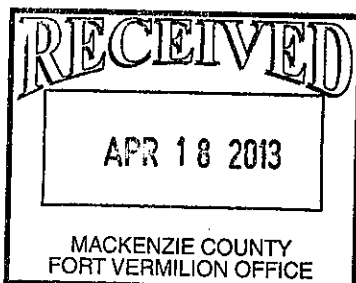


Caitlyn Wiebe
PO Box 1289
La Crete, AB, T0H 2H0
March 28, 2013

To whom it may concern,

I am writing to you in the hopes that you will reconsider the decision about building a pool in La Crete. A pool in La Crete is a good idea, because we would not have to drive so far away in order to swim. People, who live in, or close to La Crete, don't have to drive far away either. It would also reduce pollution due to less driving and gas consumption. Another reason why it would be a great idea is that we would be able to give First Aid lessons. That way, more people would know what to do if they had to save someone from drowning or anything else. If we got a pool in La Crete, we would make more money. More people might move to La Crete if we had a pool. We could also get more jobs for people. I am aware that the pool would be an outdoor pool, but if La Crete raised enough money, we could make it an indoor pool eventually. I think that it would be a great opportunity for La Crete to get a pool, so please reconsider your position about making the pool.

Sincerely,
Caitlyn Wiebe



Philip Reimer
P.O. Box 1437
La Crete, AB T0H 2H0
Wednesday, March 27, 2013

Dear Councillors,

I think that you should build the pool in La Crete because some people have drowned in the last few years. They didn't know how to swim when they were fishing. This pool would save money because you use more gas to go to High Level. You don't have to go as far if we had a pool in La Crete. This would reduce our pollution so we wouldn't have to have an orange sky. People would learn to swim so that when you would go boating without a life jacket and the boat flipped they could swim. Then you could swim back to the boat instead of drowning. They also wouldn't have to swim in ponds, lakes, and rivers. People could swim in nice clean water. The pool would bring more business into La Crete and this would build the town. People would come from far and wide to swim in the pool. We would earn more money from these people. Maybe it wouldn't cost as much as other pools. Why would you make a vote for the swimming pool when there are many different things that should have been voted on like the garbage cans set up by each yard? Even though the vote failed, I think that the people who really wanted the pool should get one. They don't want to drown when they are fishing.

Sincerely,

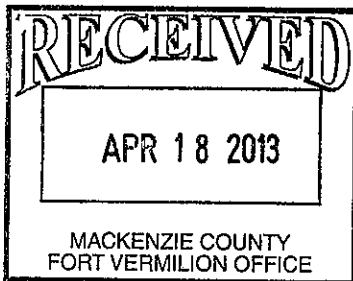
Philip Reimer



Box 774
La Crete, AB
TOH 2HO
Thursday, March 21, 2013

Dear, Councilors

In many people's opinions, the pool is a very good idea and could be helpful for the town. Please reconsider building a pool in the town of La Crete. At the pool, children would have fun. They could learn how to swim and could learn First Aid lessons. More people with First Aid training could save lives. People from out of town could come to town and enjoy the pool, just like La Crete goes to High Level. The taxes might go up, but at least children would be happy. Their thought should count too. This pool would help the town of La Crete grow. It could make a difference, the business would do better and the community could make more money to entertain the visitors of the town. One thing that I don't get is why there wasn't a vote for the MD hill and there was a vote for the pool. A lot of people wanted it so why don't their voices count? If people don't want it, they don't have to the pool. The safety of children is more important than what some people don't want. So please think over your decision again. **Thank you.**



Sincerely,

Dorothy kroeker

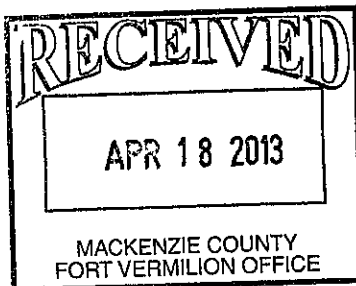
Paul Peters
P.O. Box 23
B.H.P AB TOH 4AO
Wednesday, March 27, 2013

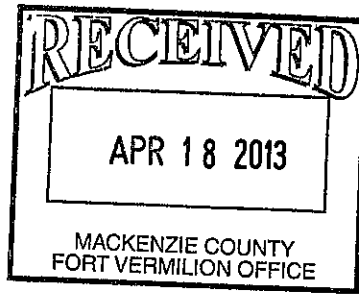
Dear Councillors,

If you build the pool, all the people who voted no don't have to use it. Think of all the people that voted yes, they're heartbroken because you made them excited for nothing. Think of what might happen if you do build the pool. For example, people might move here and we might get more tourists. If people would come here, they would stop at stores and the stores would make more money. It would also bring money to the pool if you had swimming and first aid lessons there. It would also bring TAXES up by around \$17. More stores and businesses might get build. If you build the pool you would save a lot of children from drowning. Children could also learn to help people themselves when they are around deep water and someone falls in. Why would you have a vote for the pool if you didn't have a vote for a lot of other things? For example, why didn't you have a vote for the garbage cans that we have to pay for?

Sincerely,

Paul Peters





Megan Zacharias
P.O Box 1786
La Crete, AB
TOH 2OH
Thursday March 28th

Dear Councillors,

I am writing to you in the hopes that you reconsider your decision regarding the pool. I believe we should get the pool for all the people in La Crete that want it, not for the people that don't want it. There was a large amount of people that didn't want it, but I feel that the 500 people that wanted the pool should have their voices heard. If we got the pool, it would be another business, and we could make lots of money from it. I think it was a good idea to not have the entrance fee so high, therefore more people would come. Another reason to reconsider your decision is pollution. How much pollution do you think is caused in a day by just cars? If we would build the pool in La Crete we wouldn't have to drive all the way to High Level creating a lot of pollution. We need to stop polluting! If you live in town you could just walk to the pool instead of using a car. Our kids need to learn how to swim so they don't drown, and they could teach other kids how to swim to if they don't have a pool. Even in La Crete where safety is pretty important, just a while ago a child died because she didn't know how to swim. If we got the pool kids would learn how to swim. Adults could learn to swim and help other people learn to swim also. I prefer not to swim in the lakes and streams that have dirt, mud, ducks, frogs and leaches, but rather in a nice clean and warm pool. Many people don't like driving all the way to High Level just to swim. Kids need to know how to swim in case they fall off a boat and in to the water. They also need to know their first aid so they can save them or other people. A pool would help extremely. I believe that the reasons I stated above give clear

evidence and need to be reconsidered. I think that the councillors should listen to the 500 people that wanted the pool.

Sincerely,
Megan Zacharias



April 11, 2013

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

Attention: Mr. Bill Neufeld, Reeve

Dear Reeve Neufeld

RE: Mackenzie County Invitational Charity Golf Tournament

At the March 26, 2013 Regular Council Meeting, Council reviewed the letter received February 28, 2013, regarding the Mackenzie County Invitational Charity Golf Tournament. Council made the following motion:

That Council approve Bronze Sponsorship in the amount of \$1000.00 for the 5th Annual Mackenzie Charity Golf Tournament to be held on Thursday, June 13, 2013 with funding to come from the 2013 Operating Budget and that Councillor Harder be permitted to attend.

The M.D. of Greenview wishes you success with the 5th Annual Mackenzie Charity Golf Tournament.

By copy of this letter to the Finance Coordinator, Accounts Payable department, the funds will be provided. Should you have any questions, please contact Doug Plamping at 780.524.7600 or doug.plamping@mdgreenview.ab.ca.

Kind regards,

Janis Simpkins
Reeve

JS/tm

cc: Greenview Council
Chief Administrative Officer
Chief Financial Officer
Manager, Finance & Administration
Finance Coordinator, Accounts Payable



Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
Box 1079, 4806-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7600 Fax: 780.524.4307	Box 1079, 4802-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7602 Fax: 780.524.5237	Box 1079, 4707-50th Street Valleyview, AB T0H 3N0 Phone: 780.524.7603 Fax: 780.524.4130	Box 404, Lot 9, Block 1, Plan 0728786, Grovedale, AB T0H 1X0 Phone: 780.539.7337 Fax: 780.539.7711	Box 214, 10028-99st Street Grande Cache, AB T0E 0Y0 Phone: 780.827.5155 Fax: 780.827.5143

Toll Free: 1.888.524.7601 www.mdgreenview.ab.ca



Premier of Alberta 5 2013



Dear Reeve Neufeld,

Thank you for your recent letter and invitation to visit the Mackenzie County area. I hope to make it up to Alberta's true north soon!

The Alberta government understands the unique challenges faced by communities in the Mackenzie County region. It's critical to come together to discuss solutions for growth. Our future is a shared one – urban and rural; north and south – all regions across Alberta have a big role to play. My government remains committed to exploring innovative approaches to further economic development, and continuing the dialogue on investment possibilities in northern communities.

Again, I appreciate your invitation to visit and always welcome your input as we continue to explore avenues for deeper cooperation and find effective, fiscally sustainable ways to deal with the challenges we face.

Yours truly,

Alison M. Redford, QC