

**MUNICIPAL DISTRICT OF MACKENZIE NO.23  
REGULAR COUNCIL MEETING  
JANUARY 10, 2006  
APPROVED AGENDA**

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<b>1. COUNCIL MEETING - (10:00 a.m.)</b>		
1.1	Call to Order	
<b>2. AGENDA APPROVAL</b>		
2.1	Agenda for Tuesday, January 10, 2006	
<b>3. PUBLIC HEARING - (10:00 a.m.)</b>		
3.1	Bylaw 509/05 - Redesignation A1 to RC3 Derk Friesen	5
<b>4. DELEGATIONS</b>		
4.1	Time: <del>10:15 a.m.</del>	11
	Name: <del>Gary Johnson &amp; Clarke McAskile</del>	
	Of: <del>REDI <a href="http://www.rediregion.ca/">http://www.rediregion.ca/</a></del>	
	Subject: <del>Northwest Alberta Agricultural Ventures Concept</del>	
4.2	Time: 10:30 a.m.	39
	Name: Wally Schroeder & Helen Braun	
	Of: Mackenzie Housing Management Board	
	Subject: Business Plan 2006 - 2008 (handout)	
<b>5. APPROVAL OF MINUTES</b>		
5.1	Special Council Meeting - December 12, 2005	59
5.2	Regular Council Meeting - December 13, 2005	65
<b>6. BUSINESS ARISING FROM MINUTES</b>		
<b>7. BUSINESS</b>		
7.1	Bylaw 509/05 - Rezoning per item 3.1	79
7.2	Bylaw 534/05 - Zama Water Treatment Plant	85
7.3	Bylaw 541/06 - Zama Wastewater System Upgrade	89
7.4	La Crete Agricultural Society - Draft Agreement for Heritage Complex	93
7.5	Bylaw 544/06 - Rezoning SW 9-111-19 A1 to R11	101
7.6	Municipal Planning Commission Update	109
7.7	Policy MRES001 - Shift Hours & Rotations	111
7.8	Policy MRES002 - Standard Operating Guidelines	115
7.9	Invoice 3869 - Knelsen May/05	119
7.10	Special Constable Program <a href="http://www.specialconstablereview.gov.ab.ca">www.specialconstablereview.gov.ab.ca</a>	123
7.11	See item 14.1	
7.12	Caribou Mountain Wildlife Park - addition	
7.13	Council Meeting Dates - addition	

**MUNICIPAL DISTRICT OF MACKENZIE NO.23  
REGULAR COUNCIL MEETING  
JANUARY 10, 2006  
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**8. ACTION CORRESPONDENCE**

- |     |                                       |     |
|-----|---------------------------------------|-----|
| 8.1 | From: FCM                             | 147 |
|     | Re: 2006 Sustainable Community Awards |     |

**9. INFORMATION**

- |     |  |     |
|-----|--|-----|
| 9.1 | Assessment Review Board Hearing 1 - Dec. 19/05 | 149 |
| 9.2 | Assessment Review Board Hearing 2 - Dec. 19/05 | 155 |
| 9.3 | Bylaw 538/05 as approved Dec. 13/05            | 157 |
| 9.4 | Policy DEV001 as approved Dec. 13/05           | 165 |
| 9.5 | Policy FIN024 as approved Dec. 13/05           | 169 |
| 9.6 | <b>Municipal Sponsorship Grant - addition</b>  |     |

**10. INFORMATION CORRESPONDENCE**

- |      |                                   |     |
|------|-----------------------------------|-----|
| 10.1 | From: Herman Steuernagel, Manager | 171 |
|      | Of: La Crete Chamber of Commerce  |     |
|      | Re: Annual General Meeting Dinner |     |

**11. NEW BUSINESS**

**12. NOTICES OF MOTION**

**13. ROUND TABLE**

- |      |                                    |
|------|------------------------------------|
| 13.1 | Council Reports ( <i>no encl</i> ) |
|------|------------------------------------|

**14. CONFIDENTIAL MATTERS**

- |      |   |
|------|---|
| 14.1 | Cost Sharing Agreement - High Level - moved from 7.11 |
| 14.2 | Personnel - addition                                  |
| 14.3 | Negotiations - addition                               |

**15. ADJOURN**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 509/05**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 509/05**

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

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

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

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

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

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

1. That the land use designation of the subject parcel known as Part of SW 12-107-14-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Country Residential District 3 "RC3", as outlined in Schedule "A".

First Reading given on the 27 day of July, 2005.

*on file*  
Bill Neufeld, Reeve

*on file*  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Bill Neufeld, Reeve

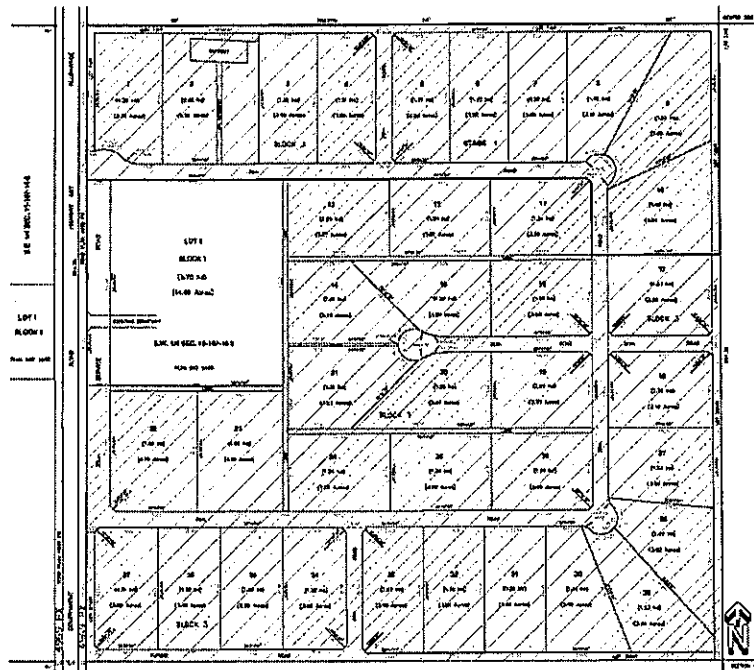
\_\_\_\_\_  
Christine Woodward, Executive Assistant

**BYLAW No. 509/05**

**SCHEDULE "A"**

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

Pt. of SW 12-107-14-W5M in MD of Mackenzie be amended from  
Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".



From: Agricultural District 1 "A1"

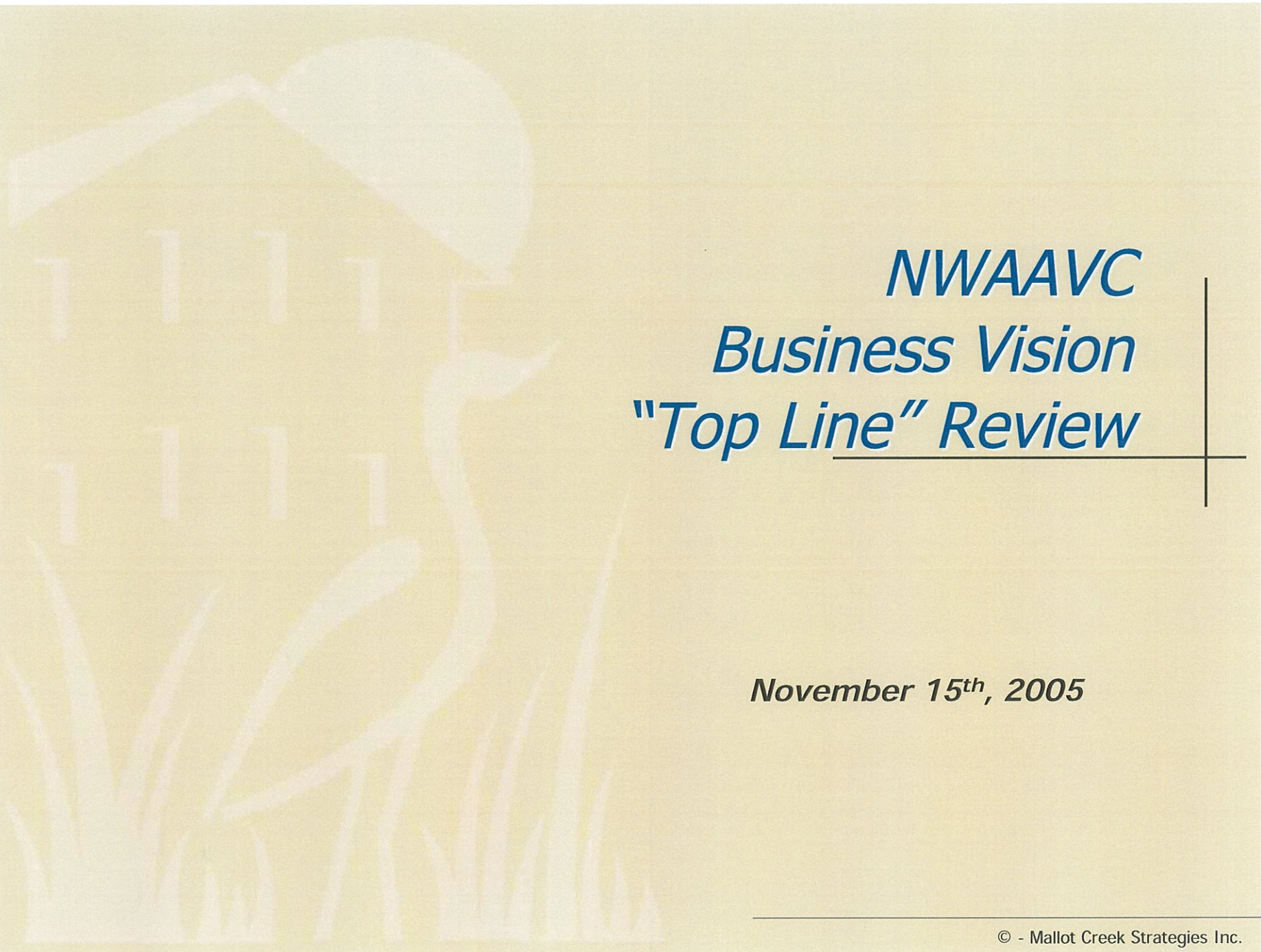
To: Country Residential District 3 "RC3"

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2005.

4.1



*NWAAVC  
Business Vision  
"Top Line" Review*

*November 15<sup>th</sup>, 2005*

# Introduction

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- *Steering Team*
  - Objectives
- *Objectives of Meeting*
  - Review project vision
  - Investor Membership Waiting List Plan
  - Next Steps Review



# Agenda

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- Introduction
- Steering Team Introduction
- Project Definition
- Critical Success Factors
- Top Level Business Vision Review
- Next Steps

# NWAAVC Company Mission

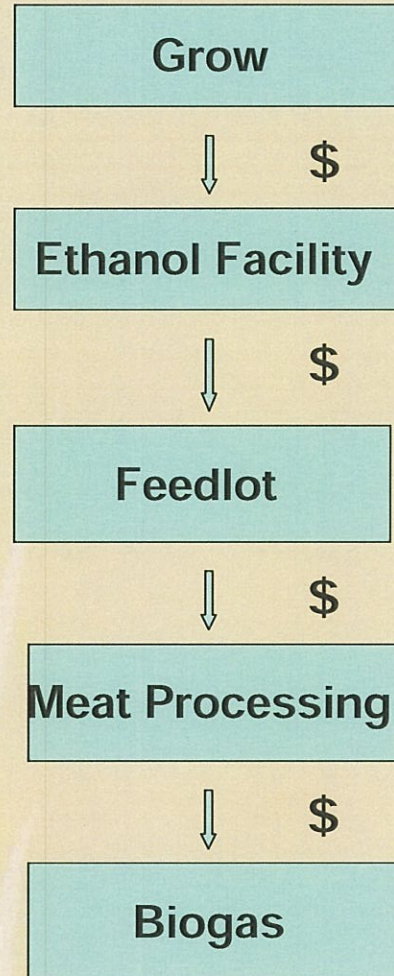
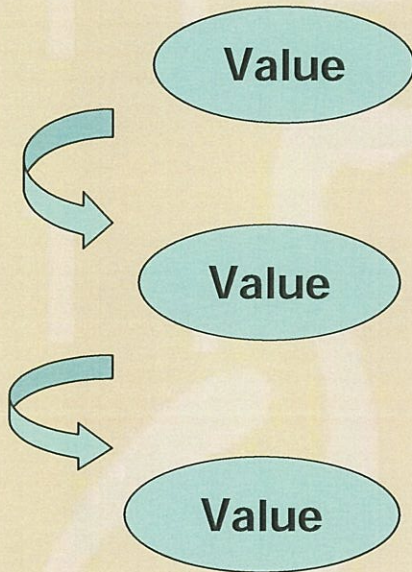
- ✓ *To establish a fully integrated ethanol based business consortium "NWAAVC" that will utilize a community based supply structure and an integrated production model to supply cost effective ethanol, meat products and related bi-products to it customers*
- ✓ *The new company will be supplied by regionally based grain growers, hog and beef producers and other related organizations*

# NWAAVC Company Flow Diagram:

GATE



PLATE



# NWAAVC "Description"

**Ethanol Facility** with the ability to:

- 20 Million litre of motor fuel grade ethanol "MFGE"
- Dry 100% of the distillers grains



**Beef Feedlot** with a capacity of 10,000 head per year in phase #1



**Meat Processing Facility** with the ability to:

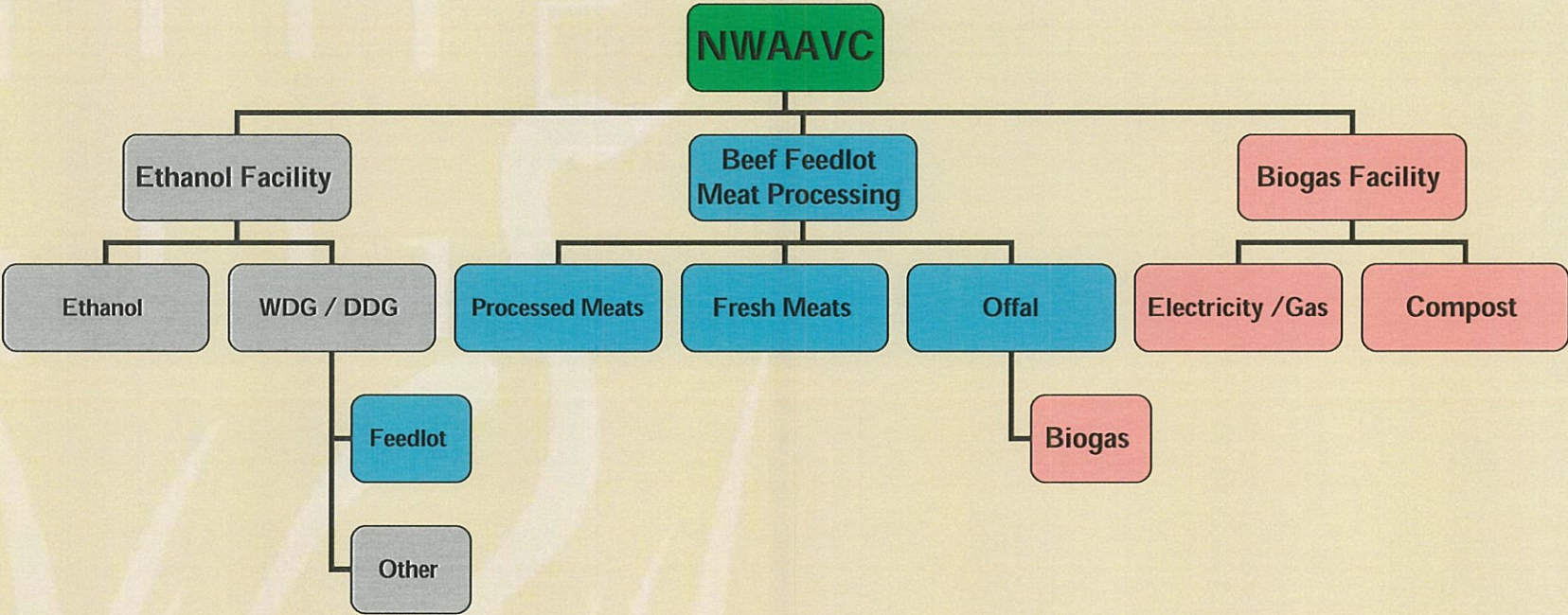
- Kill and cut 15,600 cattle per year
- Kill and cut 10,400 hogs per year
- Process sausage and primary processed products



**Biogas Facility** with the ability to:

- Process all products generated from the above facilities
- Process local products to be determined

# Proposed NWAAVC "Structure"



## NWAAVC Unique Selling Points "USP"

- Opportunity for a **regional based** vertically integrated business structure
- Cost **effective inputs** associated with regional grow efficiencies
- Opportunity for "**input cost savings**" due to integration efficiencies
- Regionally based branded sales opportunities for the **processed meats** generated
- Unique value added cost allocation ability within the company to help reflect facility related efficiencies, inefficiencies and market cycles

# Critical Success factors

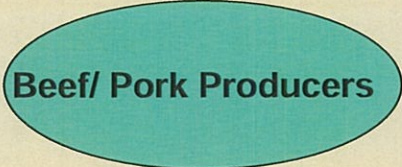
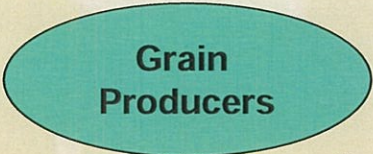
- Regional support "investors and producers"
- Strong business plan
- Regional support efficiencies
  - Distribution "highway, rail"
  - Raw materials and infrastructure
  - Competitive gas and electricity costs
  - Labour
  - Producer investment
- Government Support
- Strong management plan
- Strong petroleum marketplace

# NWAAVC Company Business Vision



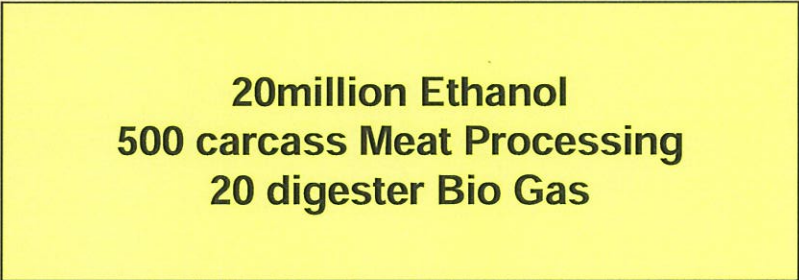
# "NWAAVC Vision"

Equity  
Investors



Approximately 80%  
capacity year 1

**NWAAVC**



Product Line



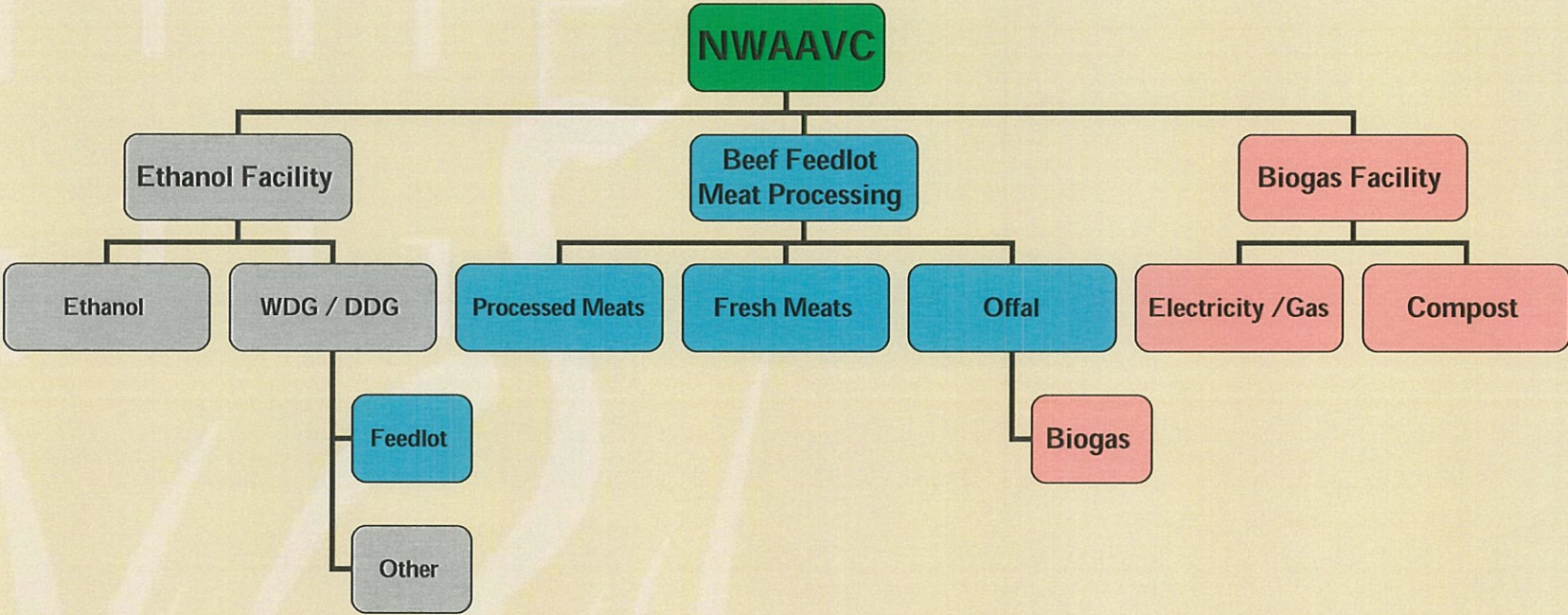
# NWAAVC Definition

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## Vertically Integrated

- Ethanol Facility with Feedlot
- Meat Processing (kill cut and processing)
- Biogas Facility (no incineration)

# Proposed NWAAVC "Structure"





# Producer "Benefits"

- Long term value added market opportunity for products "grain, cattle and hogs"
- Regionally based solution
- Increased demand for products as the company and region grow
- Support family business and local economy
- Potential value added pricing grid opportunity

# Producer "Critical Success Factors"

- Guaranteed, sustainable supply of 55,388 tonnes of wheat to ethanol facility at a defined price equation
- Ability to supply feeder cattle to the feedlot for a capacity of 10,000 per year
- Ability to supply hogs from local producers or producer groups for 10,400 per year
- The willingness to sign supply agreements between producers and the processing facilities at various levels
- The willingness to invest in in the new company in term of monies and or supply

# Ethanol "Benefits"

- Regionally based supply of grain
- Vertically integrated system
  - Producer investment
  - Feedlot and hog operations for WDG and DDG sales
  - Green product advantages
  - Emerging markets in North for ethanol
- Long term Market opportunity for petroleum related products

## Ethanol Facility "Description"

- 20,000,000 liter capacity
- Dry 100% of the distillers grains
- Regionally based supply at market price equation
- Close to feedlot, distribution and labour force
- Market products in Northern Region, Western US and Canada



## Feedlot "Critical Success Factors"

- Ability to consistently supply the required numbers of fed cattle to the new companies meat processing facility of 15,600 cattle per year
- Ability to cost effectively incorporate the ethanol facility bi-products into feed for cattle production or 4,079 tonnes of WDG per year
- Ability to achieve critical mass for production vs. value added sales opportunities
- Ability to finance the proposed feedlot and invest in a gate-to-plate system
- Ability to secure adequate labour

# Ethanol Facility "Critical Success Factors"

- Consistent supply of CPS wheat at competitive prices to support production requirements for a 20 million litre facility
- Ability to competitively sell and transport ethanol and all bi-products to regional (from the Peace River and North), provincial, national and international markets
- Cost effectively dry the distillers grains generated and sell to markets in the south
- Availability of regional or outsourced labour force to operate the proposed facility
- Ability to secure adequate financing and support for facility construction and start up within the NWAAC structure

# Meat Processing "Benefits"

- Northern Brand opportunity
- Vertically integrated system
- Producer investment and support
- Distribution efficiencies vs. southern option for both live and meat products
- Higher cost of competition to reach area markets

## **Meat Processing Facility "Description"**

- Total plant capacity for 500 animals
- 200 hogs and 300 beef capacity per week
- Facility with the ability to kill / cut and process 20% of the meat generated from the kill for local consumption the remainder 80% will be sold fresh
- CFIA and USDA accreditation

## Processing Facility "Critical Success Factors"

- Ability to cost-effectively process livestock and compete with existing regional pork and beef suppliers. A proposed kill of 300 cattle and 200 hogs per week.
- Ability to design a cost effective multi-species kill/cut processing facility
- Ability to secure gate-to-plate investment from both hog and beef producers
- Ability to secure adequate labour force

# Bio Gas Facility "Benefits"

- Vertically Integrated system
- State of the art technology
- Ability to process integrated materials
- Generate electricity and heat for sale to the region

# Bio Gas Facility "Description"

- Designed plant capacity to process:
  - 10,000 head feedlot
  - 20,000,000 ethanol
  - 500 head per week kill
  - Regional waste as directed
- 20 digester design as supplied by BioGen Inc.

# Bio Gas Facility "Critical Success Factors"

- Consistent supply of the required inputs as defined in the market review
- Consistent markets for outputs and manageable competition for raw materials within the region
- Ability to design a bio gas process with the ability to process manure, offal, waste and bone generated by NWAAVC and the region

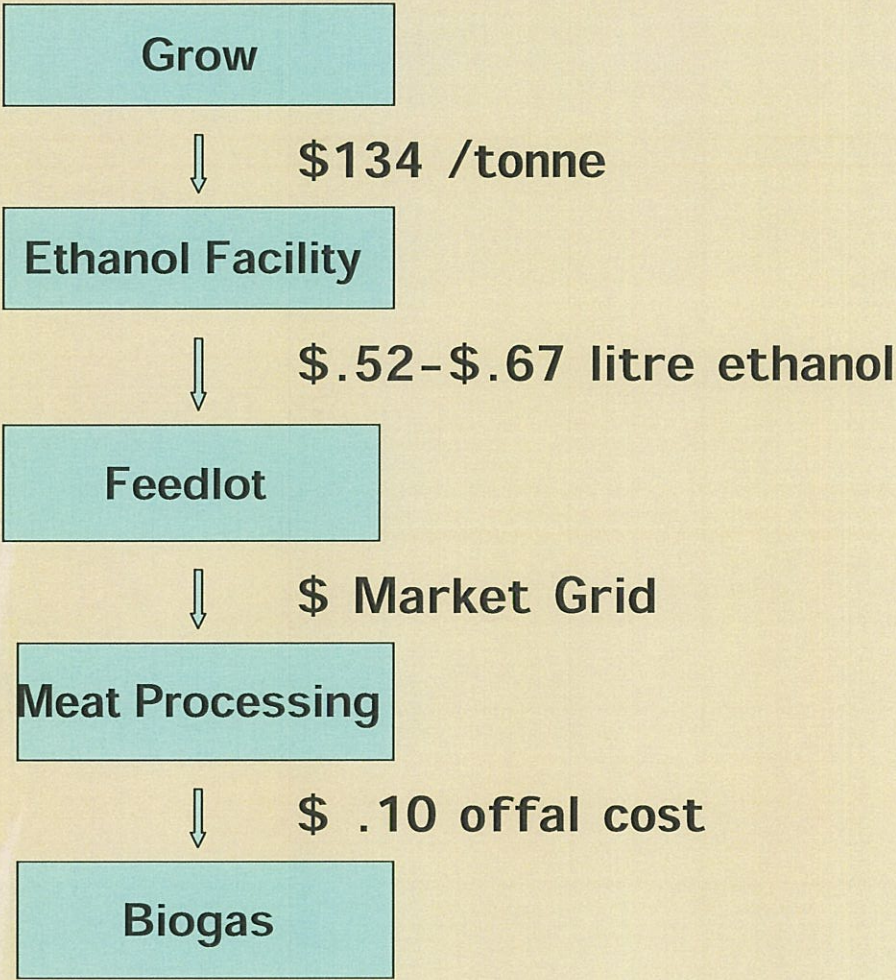
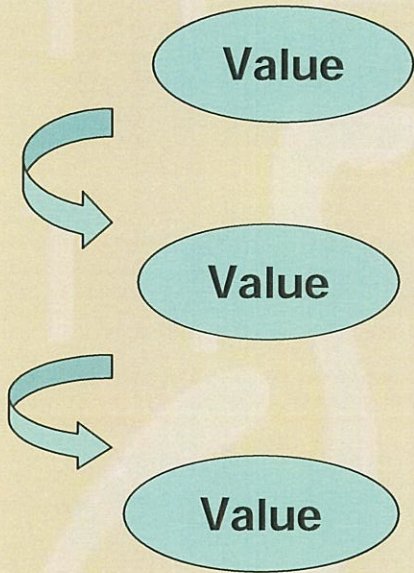


# NWAAVC Flow Diagram:

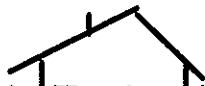
GATE



PLATE



4-2



**Mackenzie Housing Management Board**

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

December 19, 2005

Ray Coad  
Chief Administrative Officer  
M.D. of Mackenzie  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Re; 2006 Heimstaed Lodge requisition.

Mackenzie Housing Management Board has approved the 2006 Heimstaed Lodge budget with a deficit of \$532,800.00. The M.D. of Mackenzie requisition has been calculated based on the Equalized Assessment numbers.

I have included for your information a break down of the complete requisition for Mackenzie Housing Management and also 12 copies of the approved 2006-2008 Business Plan. Wally Schroeder, Mackenzie Housing Management Board Chairperson, and myself look forward to attending your Council meeting January 10<sup>th</sup> to present a brief overview of the Business Plan including the 2006 budget and to answer any questions the Council members may have.

If you have questions or concerns please call me at 780-928-4349.

A handwritten signature in black ink, appearing to be 'Helen Braun', with a long horizontal stroke extending to the right.

Helen Braun  
CAO, Mackenzie Housing Management

**MACKENZIE HOUSING MANAGEMENT  
2006 LODGE REQUISITION**

Municipality	Equalized Assessment	% of total Assessment	2005 Requisition
<b>M.D. of Mackenzie</b>	<b>1,645,017,073.00</b>	<b>79%</b>	<b>\$420,912.00</b>
Town of High Level	380,085,820.00	18%	\$95,904.00
<u>Town of Rainbow Lake</u>	<u>61,429,927.00</u>	<u>3%</u>	<u>\$15,984.00</u>
Total	2,086,532,820.00	100%	\$532,800.00

# **Mackenzie Housing Management Board**

## **Business Plan 2006 to 2008**



## *Executive Summary*

**Mackenzie Housing Management is a management body established by Ministerial order under the Alberta Housing Act, to provide adequate and suitable housing in a variety of housing types, for seniors and low-income families in need of social housing.**

**The Mackenzie Housing Management Board mission is:**

**“To provide adequate housing for seniors and low-income residents”**

**The Mackenzie Housing Management jurisdictional area for community and senior self-contained housing covers the Hamlets of La Crete and Fort Vermilion including the surrounding areas of Municipal District of Mackenzie No. 23. For the Lodge program the Town of High Level and the Town of Rainbow Lake are also in the jurisdiction of Mackenzie Housing Management.**

**The three year business plan provides direction for the management and operation of Mackenzie Housing properties; is used by the Board and administration for strategic and financial planning. Providing quality service to the tenants of Mackenzie Housing Management is important to the Board and administration. Staffing levels and qualifications must be sufficient to provide the required services, ongoing lobbying and networking with community partners and government is crucial in meeting the future needs of Mackenzie Housing Management residents.**

## **Social Housing Portfolio**

Mackenzie Housing Management provides the following housing services:

### **Lodge**

Basic room and board, housekeeping, laundry, life enrichment and assisted living services. Care is provided by Lodge staff with LPN qualifications, rooms are all single with some adjoining doors to create a double suite.

#### **Heimstaed Lodge**

Capacity of 61 residents located in the hamlet of La Crete.

### **Senior self contained**

One bedroom apartments, specifically designed for seniors. Rental rates are based on 30% of household income with a max amount set by the board.

#### **Altenheim 1,2 and 3**

Capacity 30 units located in La Crete

#### **Pioneer Home**

Capacity 12 units located in Fort Vermilion

### **Community Housing and Rural and Native Housing**

Single family and duplex housing units ranging from 1 bedroom to 4 bedroom.

Rental rates are based on 30% of household income and reviewed annually.

13 community housing units in La Crete

40 community housing units in Fort Vermilion

### **Private Landlord Rent Supp Housing**

8 rent supp units in La Crete

## **Clients**

Clients served are senior citizens, low-income families and physically/mentally handicapped.

## **Competition**

There is no other subsidized housing in our region; private landlords are the only other option for housing

## **Affiliations**

La Crete Municipal Nursing Association; owners of the Heimstaed Lodge  
Northern Lights Health Region; contract for services in the Heimstaed Lodge.

## ***Organizational Structure***

### **Board Members**

#### **Name**

Wally Schroeder  
Dave Neufeld  
Ray Toews  
Larry Hutchinson  
John W. Driedger  
George Friesen

Ellis Forest  
Brenda Forest  
No appointment

#### **Appointing Body**

M.D. of Mackenzie # 23  
M.D. of Mackenzie # 23  
M.D. of Mackenzie # 23  
M.D. of Mackenzie # 23  
M.D. of Mackenzie # 23  
La Crete Municipal Nursing Association  
La Crete Municipal Nursing Association  
Town of High Level  
Town of High Level  
Town of Rainbow Lake

### **Chief Administrative Officer**

Helen Braun

### **Staff Members**

#### **Name**

Corrine Card  
Dorothy Klassen  
Kathy Reid  
Henry Wiebe  
Amanda Bueckert  
Angela Paul  
John Giesbrecht  
Scott McBride  
Roberta Janzen  
Zona Peters  
Marge Friesen  
Karen Tiechroeb  
Helen Martens  
Agnes Wiebe  
Margaret Deorksen  
Susan Zacharias  
Anna Neudorf  
Martha Harms  
Anne Giesbrecht  
Jenna Cowan  
Helen Friesen  
Gertrude Froese  
Anna Tiechroeb  
Margaret Goertzen  
Helen Driedger  
Teresa Friesen

#### **Position**

Residential Property Manager  
Lodge Manager  
Assisted Care Manager  
Accountant  
Administrative Support  
Administrative Support/Janitorial  
Maintenance Supervisor  
Maintenance  
Licensed Practical Nurse  
Lodge Assistant 2  
Lodge Assistant 2  
Lodge Assistant 2  
Lodge Assistant 2  
Lodge Assistant 2  
Lodge Assistant 2  
Lodge Assistant  
Lodge Assistant  
Lodge Assistant  
Lodge Assistant  
Lodge Assistant  
Lodge Assistant  
Lodge Assistant  
Housekeeping Supervisor  
Lodge Assistant  
Lodge Assistant

Martha Toews  
Mary Wolfe  
Mary Wiebe  
Margaret Driedger  
Annie Martens  
Susie Wiebe  
Sara Wiebe  
Anne Derksen  
Edna Wiebe  
Eva Fehr

Lodge Assistant  
Lodge Assistant  
Head Cook  
Cook  
Cook  
Cook  
Dining Room Aid  
Dining Room Aid  
Activities Coordinator  
Activities Coordinator

## **Organizational Chart**

Appendix A (attached)

## **Management Policy and Strategy**

Mackenzie Housing Management Board has approved policies in the areas of; governance, personnel, administration and personal care. These policies are reviewed annually by a Board policy committee, presented to the Board for approval and amended as needed.

## **Training Requirements of Organization**

Board members - Orientation as in the Management Body Handbook  
- Attendance at Zone meetings and ASCHA conference  
- Attendance at applicable conferences

CAO - ongoing training through workshops and conferences as to the ever changing business of the Management Body

Staff - First aid and CPR, Food Save, WHMIS, on job training and orientation

## **Administrative Office**

The CAO and La Crete administrative staff work in offices located in La Crete in the Heimstaed Lodge. The Residential Property Manager works in an office located in Fort Vermillion within the community housing area.



## *Strategic Planning*

### Mission Statement

To Provide Adequate Housing for Seniors and Low-Income Residents.

### Goals

1. Provide adequate and suitable housing for low-income families and seniors.
2. Provide adequate services and housing units for seniors in need of care.
3. Maintain the health of the organization while managing future change and growth.

### Objectives

<b>Goals</b>	<b>Objectives</b>
<b>1. Provide adequate and suitable housing for low-income families and seniors.</b>	<b>1.1 All units are well maintained.</b>
	<b>1.2 Sufficient, qualified staff to meet administration and maintenance needs.</b>
	<b>1.3 Increase supply of quality affordable housing in Fort Vermilion</b>

<b>Goals</b>	<b>Objectives</b>
<b>2. Provide adequate services and housing units for seniors in need of care.</b>	<b>2.1 Pursue the RASLP proposal to construct 20 Dementia/alzheimers units attached to the Heimstaed Lodge</b>
	<b>2.2 Sufficient, qualified staff to meet the care needs of Lodge residents</b>
	<b>2.3 Ensure Lodge operations meet the proposed Accommodation and Operating Standards</b>

<b>Goals</b>	<b>Objectives</b>
<b>3. Maintain the health of the organization while managing future change and growth.</b>	<b>3.1 Secure funding to meet organization goals and objectives.</b>
	<b>3.2 Build working partnerships with community based service providers to improve quality of service for residents</b>

## **Critical Risks**

**Poor condition of some housing units, tenant damages to units.**

**High cost of doing business in our region, increasing costs.**

**Lack of funding for the increasing high care needs of seniors in the Lodge.**

## **Opportunities**

**The RASLP funding and support of the health region for the construction and operation of a dementia unit will greatly improve the quality of life for many senior citizens.**

**Approval of the Sustainable Remote Housing Initiative application will provide some tenants with the opportunity to own their own home; this will open up current housing units for other tenants**

**Increased staffing in the Fort Vermilion office will provide improved services to the tenants in that community.**

**Proactive and quality maintenance will improve the condition of housing units within Mackenzie Housing Management.**

**Strategies/Action Plans**

<b>1.1 All units are well maintained.</b>	<b>1.1.a. Complete quarterly unit inspection, identify and complete needed maintenance.</b>
	<b>1.1.b. Identify and complete major non-recurring maintenance items.</b>
<b>1.2 Sufficient, qualified staff to meet administrative and maintenance needs.</b>	<b>1.2.a. Full time administrative staff in Fort Vermilion.</b>
	<b>1.2.b. Provide staff with needed training.</b>
<b>1.3 Increase the supply of quality, affordable housing in Fort Vermilion</b>	<b>1.3.a. Pursue funding from Sustainable Remote Housing Initiative.</b>
	<b>1.3.b. Prepare sites for and ensure completion of set up of the new homes.</b>
	<b>1.3.c. Establish a committee including Board members to approve applications for the new housing units.</b>

<b>2.1 Submit application to Rural Affordable Supportive Living Program to construct 20 dementia/alzheimers units attached to the Heimstaed Lodge.</b>	<b>2.1.a. Work with La Crete Municipal Nursing Association on the design and construction of the units.</b>
	<b>2.1.b. Prepare policies and procedures for the operation of the units.</b>
	<b>2.1.c. Negotiate with Health to ensure an operational budget that addresses the cost of health care services</b>
<b>2.2 Sufficient, qualified staff to meet the care needs of Heimstaed Lodge residents.</b>	<b>2.2.a. Actively recruit and hire LPN's to work in the Heimstaed Lodge.</b>
	<b>2.2.b. Provide on-site Personal Support Worker Training for staff.</b>
	<b>2.2.c. Ongoing staff training in first aid, food safe, ect.</b>
<b>2.3 Ensure Heimstaed Lodge operations meet the proposed Accommodation and Operational standards.</b>	<b>2.3.a. Complete a self review for compliance to proposed Accommodation and Operational Standards</b>
	<b>2.3.b. Board members and administration take part in industry training opportunities regarding the proposed Accommodation and Operational Standards</b>
	<b>2.3.c. Develop and implement policies and procedures as needed.</b>

3.1 Secure funding to meet organization goals and objectives.	3.1.a. Request increase for Housing administration budget.
	3.1.b. Research costs of operating supportive living units such as the proposed dementia/alzheimers units and ensure contract with Health reflects true costs.
3.2 Build working partnerships with community based and regional service providers to improve quality of services for residents.	3.2.a. When appropriate the Board members and or the administration will network with other service providers.
	3.2.b. When appropriate administration attend community interagency meetings.
3.3 Board members and administration are knowledgeable about regional and provincial issues affecting housing tenants.	3.3.a. Board members and administration participate in Zone meetings, provincial or regional initiatives and training opportunities.

## *Property and Building Maintenance*

### Short-term Maintenance Plan

Continue quarterly inspection of all units and perform maintenance as needed.

### Long-term Maintenance Plan

Major repairs on identified housing units, interior replacing of flooring, repairing or installing drywall, painting and new cabinets. Exterior upgrades for seniors self contained units and replacement/upgrade of 20 year old heating system.

**NON-RECURRING MAINTENANCE COMBINED FOR SELF-CONTAINED AND  
COMMUNITY HOUSING**

Years Ended December 31

		Year 1	Year 2	Year 3
611	Building-Exterior & Interior	\$54,000	\$59,000	\$66,000
621	Heating, Ventilation & Plumbing	23,000.	\$10,000	\$10,000
631	Appliance Replacement/Repairs	\$6,000	\$6,000	\$6,000
641	Electrical Systems	\$0.00	\$5,000	\$0.00
651	Elevators	\$0.00	\$0.00	\$0.00
661	Ground Maintenance & Materials	\$0.00	\$0.00	\$0.00
681	Painting - Exterior & Interior	\$0.00	\$3,000	\$3,000
	<b>Total Non-Recurring Maintenance</b>	<b>\$83,000</b>	<b>\$83,000</b>	<b>\$85,000</b>

*Financial Planning*

**COMBINED SELF-CONTAINED AND COMMUNITY HOUSING  
STATEMENT OF OPERATIONS**

Years Ended December 31

UNITS: 99

	Year 1	Year 2	Year 3
<b>REVENUE</b>	\$300,880	\$305,880	\$310,880
<b>EXPENSES</b>			
Taxes & Land Leases	\$43,500	\$44,000	\$44,000
Utilities	\$161,000	\$161,000	\$161,000
Operating	\$121,000	\$121,000	\$123,000
Recurring Maintenance	\$93,000	\$93,000	\$95,000
Non-Recurring Maintenance	\$83,000	\$83,000	\$85,000
Administration Expenses	\$173,880	\$173,880	\$175,880
<b>TOTAL EXPENSES</b>	<b>\$675,380</b>	<b>\$675,880</b>	<b>\$683,880</b>
<b>OPERATING EXCESS (DEFICIENCY)</b>	<b>\$374,500</b>	<b>\$370,000</b>	<b>\$373,000</b>

**LODGE  
STATEMENT OF OPERATIONS**

Years Ended December 31

UNITS: 61

	Year 1	Year 2	Year 3
REVENUE	\$712,400	\$805,000	\$865,000
TOTAL EXPENSES	\$1,369,700	\$1,375,000	\$1,420,000
OPERATING EXCESS (DEFICIENCY)	\$657,300	\$570,000	\$555,000

Revenue EXCLUDES Lodge Assistance Grant and Municipal Requisitions

**CAPITAL PLAN COMBINED FOR SELF-CONTAINED AND COMMUNITY HOUSING**

	Year 1	Year 2	Year 3
<b>CAPITAL ASSETS</b> (Includes Furniture, Equipment, Vehicles, Computers, etc.)			
_____	\$0.00	\$0.00	\$0.00
_____	\$0.00	\$0.00	\$0.00
_____	\$0.00	\$0.00	\$0.00
_____	\$0.00	\$0.00	\$0.00
<b>TOTAL CAPITAL ASSETS</b>	\$0.00	\$0.00	\$0.00

**LESS: SOURCES OF CAPITAL**

Donation _____	\$0.00	\$0.00	\$0.00
Fund Raising _____	\$0.00	\$0.00	\$0.00
Other _____	\$0.00	\$0.00	\$0.00
<b>TOTAL SOURCES OF CAPITAL</b>	\$0.00	\$0.00	\$0.00

<b>TOTAL REQUESTED FROM PROVINCE</b>	\$0.00	\$0.00	\$0.00
--------------------------------------	--------	--------	--------

**note:** Only items costing \$5,000 or more, such as equipment, furniture, vehicles, machinery, computer hardware and software, are to be included on this schedule.

## CAPITAL PLAN FOR LODGE OPERATIONS

	Year 1	Year 2	Year 3
<b>CAPITAL ASSETS</b> (Includes Furniture, Equipment, Vehicles, Computers, etc.)			
	15,000	10,000	10,000
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
<b>TOTAL CAPITAL ASSETS</b>	15,000	10,000	10,000

**Note:** Only items costing \$5,000 or more, such as equipment, furniture, vehicles, machinery, computer hardware and software, are to be included on this schedule.

<b>HEIMSTAED LODGE</b>				
<b>2006 proposed budget</b>				
<b>REVENUE</b>	<b>2005 approved</b>	<b>2005 Dec 31 project</b>	<b>2006 proposed</b>	<b>2007 projected**</b>
Lodge Rent	561,600.00	503,000	524400	720,000
Lodge Assistance Grant	118,000.00	133,200	126000	164,250
Meal Revenue	17,000.00	17,000	17000	20,000
Contract Revenue	171,000.00	171,000	171000	300,000
Sundry	-	20,000	0	
Sale of capital asset (pellet boiler)		24,900		
<b>TOTAL REVENUE</b>	<b>867,600.00</b>	<b>867,100</b>	<b>838400</b>	<b>1,204,250</b>
<b>UTILITIES</b>				
Electricity	38,000.00	33,000	33,000	50,000
Water & Sewer	6,000.00	9,000	9,000	15,000
Heating	45,000.00	47,000	48,000	75,000
<b>TOTAL UTILITIES</b>	<b>89,000.00</b>	<b>89,000</b>	<b>90,000</b>	<b>140,000</b>
<b>OPERATING</b>				
Food & Kitchen Supplies	100,000.00	90,000	95000	105,000
Linen Supplies	1,000.00	500	500	1,000
Cleaning & Janitorial Supplies	13,000.00	13,000	13500	18,000
Lodge Equip non Capital purchases	20,000.00	23,000	10000	15,000
Activity supplies	5,000.00	3,500	5000	6,000
Rent	197,600.00	197,600	197600	247,600
Sundry Operating	1,000.00	0	1000	1,000
Waste Removal	3,400.00	3,400	3400	5,000
Seniors Handy Van	6,000.00	4,000	5000	5,000
<b>TOTAL OPERATING</b>	<b>347,000.00</b>	<b>335,000</b>	<b>331000</b>	<b>403,600</b>
<b>MAINTENANCE</b>				
	<b>50,000.00</b>	<b>50,000</b>	<b>40000</b>	<b>50,000</b>
<b>ADMINISTRATION</b>				
Wages	680,000.00	718,000	795,000	850,000
Office Supplies & Postage	3,500.00	4,500	4500	5,500
Telephone & communications	5,500.00	5,500	5500	6,500
Audit Fees	4,000.00	4,000	4000	5,000
Insurance	8,000.00	8,000	8000	10,000
Staff travel	4,000.00	3,000	3500	4,000
Board Member Honoraiums & Exp	10,000.00	7,500	10000	12,000
Conference/Staff Training	6,500.00	5,000	6500	6,500
Memberships	2,000.00	2,000	2000	2,500
Office Furniture & Equipment	5,000.00	13,000	2500	2,500
Sundry	2,500.00	2,500	2500	2,500
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>731,000.00</b>	<b>773,000</b>	<b>844,000</b>	<b>902,000</b>
<b>Previous Year Deficit</b>	<b>34,100.00</b>	<b>34,100</b>	<b>26,200</b>	<b>0</b>
<b>Capital Purchases</b>	<b>15,000.00</b>	<b>10,700</b>	<b>15000</b>	<b>15,000</b>
<b>General Capital Reserve</b>	<b>-</b>	<b>0</b>	<b>25000</b>	<b>25,000</b>
<b>TOTAL REVENUE</b>	<b>867,600.00</b>	<b>867,100</b>	<b>838400</b>	<b>1,204,250</b>
<b>TOTAL EXPENSES, CAPITAL &amp; RES</b>	<b>1,266,100.00</b>	<b>1,291,800.00</b>	<b>1,371,200</b>	<b>1,535,600</b>
<b>TOTAL DEFICIT</b>	<b>- 398,500.00</b>	<b>424,700</b>	<b>532,800</b>	<b>331,350</b>
<b>Unbudgeted Deficit</b>		<b>26,200</b>		
** based on dementia unit in operation				



## ***Communication Plan***

All Mackenzie Housing Management Board meetings are open to the public and the press does periodically attend. Board meeting minutes are available when requested by residents and/or resident family members, Municipal Boards or community members. Board Chair and CAO meet with Municipal Boards to present annual business plan and budgets.

MLA is kept posted as to the business of Mackenzie Housing Management when politically appropriate.

When a public communication is necessary it is done by the Board Chair and/or the CAO. Individual or general notices are sent to residents when needed within the operation.

## ***On-going Evaluation***

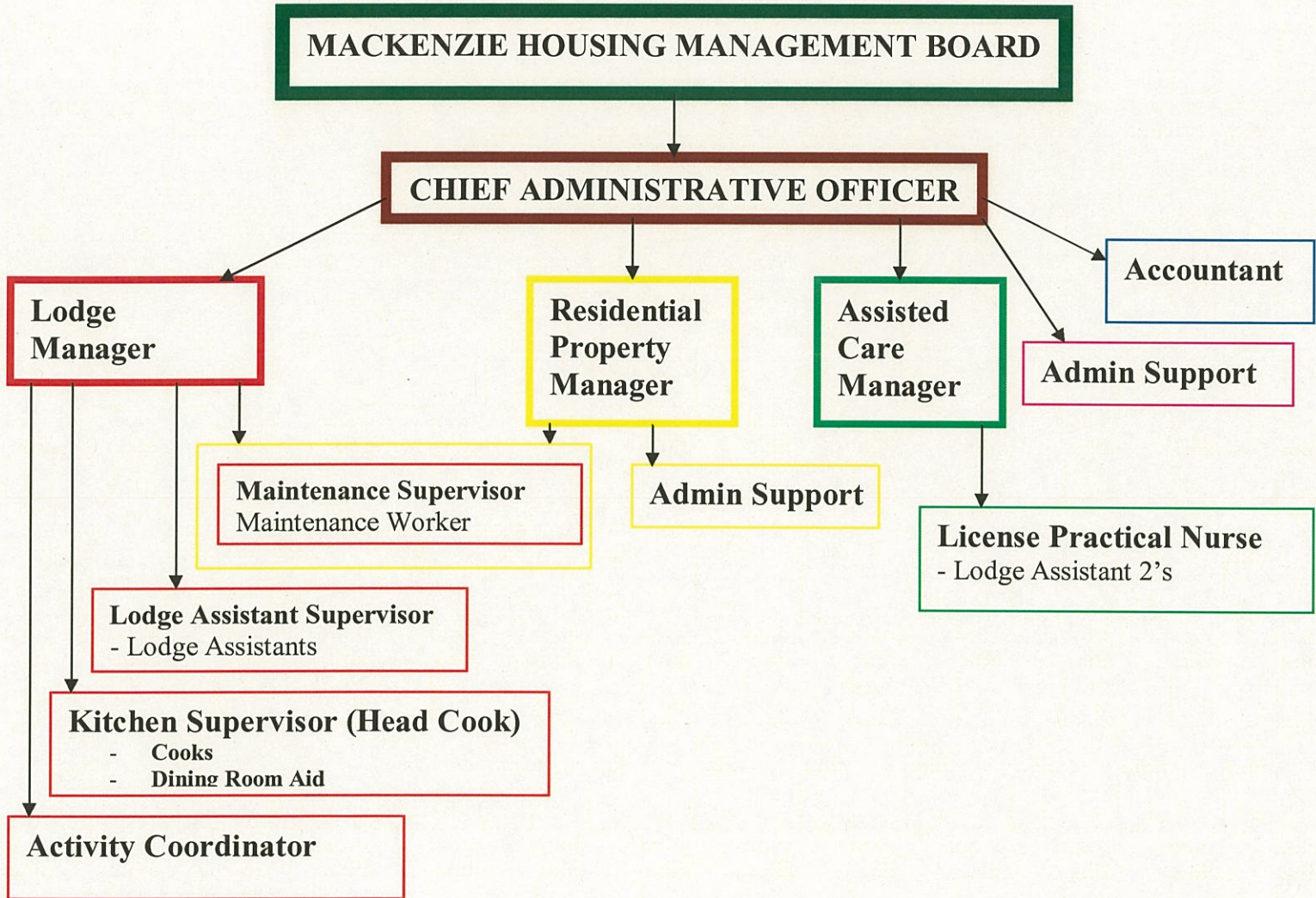
Strategic planning for the organization is done annually with the Business Plan review. The Business Plan is used as a basis for annual reviews and evaluations of the Mackenzie Housing Management Board and CAO.

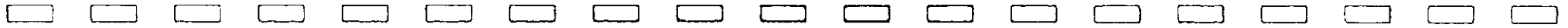
Appendix A

## **Organizational Chart**

Attached

# Mackenzie Housing Management Organization Chart





5.1

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

**December 12, 2005,  
Council Chambers Fort Vermilion, Alberta**

<b>PRESENT:</b>	Bill Neufeld Walter Sarapuk Peter Braun Willy Neudorf Lisa Wardley Stuart Watson Ed Froese John W Driedger	Reeve Deputy Reeve Councillor Councillor Councillor Councillor Councillor Councillor (arrived at 10:15)
<b>ABSENT:</b>	Greg Newman Jim Thompson	Councillor Councillor
<b>ALSO PRESENT:</b>	Ray Coad Christine Woodward Youlia Whittleton Paul Driedger  John Klassen Brenda Wiebe Eva Schmidt	Chief Administrative Officer Executive Secretary Director of Corporate Services Director of Planning, Emergency Services & Enforcement Services Utilities Supervisor Roads Supervisor Supervisor of Development

**Minutes of the Regular Council meeting for the Municipal District of Mackenzie  
held December 12, 2005 in Council Chambers, Fort Vermilion, Alberta.**

**CALL TO ORDER:**           **1.a) Call to Order**  
  
Reeve Neufeld called the meeting to order at 10:00 a.m.

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

**MOTION 05-658**           **MOVED** by Councillor Neudorf  
  
That the agenda be adopted as presented.

**CARRIED**

**BUSINESS**                   **3.a) 2006 Grants & Agreements Summary**

Director of Corporate Services Whittleton reviewed the summary.

**3.b) Zama Recreational Society**

Zama wishes to utilize the available \$100,000 funding for a series

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

**December 12, 2005,  
Council Chambers Fort Vermilion, Alberta**

of beautification projects as presented to Council.

**MOTION 05-659**  
Zama Parks and Recreation  
Beautification Projects

**MOVED** by Councillor Wardley

That \$100,000 be transferred from the Walking Trail Reserve (RESV12) to the Parks and Recreation Department for enhancement programs in Zama, 2006.

**CARRIED**

**3.c) Mighty Peace Fish and Game Association - Fish Pond**

MPFAGA has requested that the MD assist with maintenance for the fish pond along the Hwy 88 Connector. They will continue to stock the pond, but require some assistance with mowing and garbage removal.

**MOTION 05-660**  
Fish Pond Maintenance

**MOVED** by Councillor Braun

That \$1,500 (\$500 each) be added to the 2006 Operating budget for maintenance of three fish ponds with funding coming from General Operating Fund.

**CARRIED**

**3.d) Water Rates Review**

Director of Corporate Services Whittleton presented the annual water rate review per Council request.

**MOTION 05-661**  
Water/Sewer Rates

**MOVED** by Councillor Froese

That there be no change to the water and sewer rates in 2006 and further, that the Finance Committee review these rates and recommend alternatives for the 2007 budget.

**CARRIED**

**3.e) Bylaw 539/05 - Water and Sewer Systems**

This bylaw should be reviewed annually.

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

**December 12, 2005,  
Council Chambers Fort Vermilion, Alberta**

**MOTION 05-662**

Bylaw 539/05  
Water & Sewer Systems  
First Reading

**MOVED** by Councillor Neudorf

That first reading be given to amended Bylaw 539/05, being a bylaw to regulate water and sewer systems.

**CARRIED**

**MOTION 05-663**

Bylaw 539/05  
Water & Sewer Systems  
Second Reading

**MOVED** by Councillor Wardley

That second reading be given to Bylaw 539/05, being a bylaw to regulate water and sewer systems.

**CARRIED**

**MOTION 05-664**

Bylaw 539/05  
Proceed to Third Reading  
Unanimous vote

**MOVED** by Deputy Reeve Sarapuk

That consideration be given to proceed to third and final reading of Bylaw 539/05, being a bylaw to regulate water and sewer systems.

**CARRIED**

**MOTION 05-665**

Bylaw 539/05 - Water & Sewer  
Systems Third and Final Reading  
Unanimous vote

**MOVED** by Councillor Braun

That third and final reading be given to Bylaw 539/05, being a bylaw to regulate water and sewer systems.

**CARRIED**

**2.f) La Crete Wastewater Study**

**MOTION 05-666**

La Crete Water and Wastewater  
Study

**MOVED** by Councillor Wardley

That the La Crete Lagoon Study budget be revised to accommodate the change in scope of the study as presented to Council.

**CARRIED**

**2.g) Parkside Village Agreement**

To replace and fix 16 cc's and 2 valves in the PV mobile home park in La Crete, per the agreement between administration and the mobile home park owner

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

**December 12, 2005,  
Council Chambers Fort Vermilion, Alberta**

**MOTION 05-667**  
Parkside Village Agreement

**MOVED** by Councillor Watson

That the revised Parkside Village Water and Sewer Servicing Agreement be approved subject to legal review.

**CARRIED**

**BREAK FOR LUNCH**

The Reeve called for a one-hour recess for lunch at 12:00.

**3.h) Zama Water and Sewer Installation - Tower Road**

**MOTION 05-668**  
Tower Road Water/Sewer - Zama

**MOVED** by Councillor Watson

That the cost of installing sewer and water to lots on Tower Road in Zama be recovered through local improvement over 20-years, with service connection fees at 100% recovery for sewer and 30% recovery for water; total cost is \$310,000 and will be debentured and recovered through local improvement.

**CARRIED**

**3. i) La Crete 89 Avenue Petition**

**MOTION 05-669**

**MOVED** by Councillor Braun

That the La Crete Avenue Petition be received as information; it does not constitute a petition per the MGA.

**CARRIED**

**3.j) Minor Small Equipment Details**

**MOTION 05-670**

**MOVED** by Councillor Braun

That the Minor Small Equipment Details Report be received as information.

**CARRIED**

**3.k) Vehicles and Equipment List**

**MOTION 05-671**

**MOVED** by Councillor Froese

That the Vehicles and Equipment List be received as information.

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

**December 12, 2005,  
Council Chambers Fort Vermillion, Alberta**

**CARRIED**

**2006 BUDGET  
REVIEW**

Director of Corporate Services Whittleton reviewed the following areas of the 2006 Budget:

**2006 Operating Budget**

- Summary of Changes to 2006 Operating Budget
- 2006 Operating Budget by Department
- 2006 Operating Budget by Object Code

**2006 Capital Budget**

- 5-Year Capital Budget
- Parks and Playgrounds Reserve
- Vehicle Equipment Reserve
- Agricultural - Drainage Reserve
- Emergency Services Reserve
- Transportation 10-Year Capital Plan
- AMIP Grant Allocation
- 2006 Projects Summary

**2006 Proposed Operating and Capital Budget Summary  
Reserves Summary**

**Municipal Tax Revenue Summary**

**MOTION 05-672**  
2006 Budget Approval  
Unanimous vote

**MOVED** by Councillor Watson

That the 2006 Operating and Capital Budgets be approved as presented.

**CARRIED**

**ADJOURNMENT:**

**4.a) Adjournment**

The Reeve declared the meeting adjourned at 3:00 p.m.

**These minutes will be presented to Council for approval on January 10, 2006.**



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

5.2

**Tuesday, December 13, 2005 10:00 a.m.  
Council Chambers Fort Vermillion, Alberta**

**PRESENT:** Bill Neufeld Reeve  
Walter Sarapuk Deputy Reeve  
Peter Braun Councillor  
John W. Driedger Councillor  
Ed Froese Councillor  
Willy Neudorf Councillor  
Greg Newman Councillor  
Jim Thompson Councillor  
Lisa Wardley Councillor  
Stuart Watson Councillor

**ALSO PRESENT:** Ray Coad Chief Administrative Officer  
Christine Woodward Executive Assistant  
Youlia Whittelton Director of Corporate Services  
John Klassen Utilities Supervisor  
Brenda Wiebe Roads Supervisor  
Eva Schmidt Planning Supervisor  
Paul Driedger Director of Emergency & Enforcement Services

And members of the public

**Minutes of the Regular Council meeting for the Municipal District of Mackenzie No. 23 held on Tuesday, December 13, 2005 in Council Chambers, Fort Vermillion, Alberta.**

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

Reeve Neufeld called the meeting to order at 10:00 a.m.

**PRESENTATION Centennial Award - Reeve Neufeld**

The Alberta Centennial Medal was presented to Reeve Neufeld by Deputy Reeve Sarapuk, on behalf of the Lieutenant Governor.

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

Agenda was reviewed by Council

**MOTION 05-673 MOVED by Councillor Neudorf**

That the agenda be adopted as presented with the addition of:  
9 e) Flood Control Study of 697 at Buffalo Head  
9 f) Summer Log Hauls on MD Roads

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

Tuesday, December 13, 2005

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- 11 g) Library Board Budget
- 11 h) Honorarium Review Committee

**CARRIED**

**DELEGATIONS**

5. a) **North Peace Applied Research Association**

North Peace Applied Research Association (NPARA) representatives attended the Council meeting and indicated that they are splitting their organization into MD of Mackenzie and MD of Northern Lights areas. Subcommittee has reviewed and come up with a tentative agreement; if this proceeds there will be separate chapters in Manning and in Fort Vermilion.

The spokesperson thanked Council for the funding that the organization receives, and a request for additional funding was made, to be considered later in the meeting.

5. c) **RCMP "K" Division, Fort Vermilion Detachment**

Commanding Officer Ryan Becker met with Council to discuss the Enhanced Policing position in La Crete. A written report was submitted.

5. b) **Policy DEV001 Paving in Hamlet  
Industrial Subdivisions**

Councillor Neudorf declared pecuniary interest and withdrew from the meeting.

Discussion took place between Council and Ernie Kroeker, a local developer regarding the implications of paving.

The Reeve called for a 5 minute recess; Councillor Neudorf re-entered the meeting.

Policy FIN018 was discussed; it legislates frontage.

**MOTION 05-674**  
Policy DEV001

**MOVED** by Councillor Braun

That Policy DEV001 be amended to remove the pavement requirement from Hamlet Industrial development.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS MINUTES:**

3. a) **Minutes of the November 23, 2005 Council  
Meeting**

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

Tuesday, December 13, 2005

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**MOTION 05-675**

**MOVED** by Councillor Wardley

That the minutes of the November 23, 2005 Council Meeting be adopted as amended.

**CARRIED**

3. b) Minutes of the December 2/3, 2005 Council Meeting

**MOTION 05-676**

**MOVED** by Councillor Braun

That the minutes of the December 2/3, 2005 Special Council Meeting be adopted as amended.

**CARRIED**

10. g) Policy EMR004 "Level of Fire Service" Amendment Add Sub-Class "D" – EMS Assist

**MOTION 05-677**

Policy EMR004

**MOVED** by Councillor Wardley

The Policy EMR004 be amended to include Sub-Class D - EMS Assist as presented.

**CARRIED**

10. h) Policy EMR004 "Level of Fire Service" Amendment La Crete Fire Rescue Tompkins District

**MOTION 05-678**

La Crete Fire Rescue  
Tompkins District Establishment

**MOVED** by Councillor Neudorf

That a La Crete Fire Rescue Tompkins District Service be established with the first response area being everything west of the Steephill Creek.

**CARRIED**

**MOTION 05-679**

Tompkins District Fire Rescue  
Level of Service

**MOVED** by Councillor Thompson

That Policy EMR004 be amended to increase the Level of Service for the La Crete Fire Rescue Tompkins District from the current Level 2 to Level 4, D.

**CARRIED**

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

Tuesday, December 13, 2005

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**MOTION 05-680**

Tompkins Fire Rescue Shop and Reserve Establishment

**MOVED** by Councillor Neudorf

That an agreement be entered into for shop rental to house a fire truck and equipment from John Zacharias at NW-7-104-16-W5M on a temporary basis and a La Crete Fire Rescue Tompkins District Reserve be established and funds allocated commencing in 2007.

**CARRIED**

**MOTION 05-681**

2006 Budget Amendment  
General Operating Fund

**MOVED** by Councillor Wardley

That the 2006 Budget be amended to include additional \$38,000 from the General Operating Fund for the La Crete Fire Rescue Tompkins District Fire Station.

**CARRIED**

**COUNCIL  
COMMITTEE & CAO  
REPORTS:**

7. a) **Council Committee Reports**

Councillors attended many meetings and individually reported on various aspects. Members also attended the Christmas supper.

**Deputy Reeve Sarapuk** attended VSI annual general meeting, High Level Cost Sharing Open House, Public Advisory Committee meeting regarding Summer Logging, Northern Lights Forest Education Society meeting

**Councillor Driedger** attended the High Level meeting, Hwy 88 meetings, Airport Study meeting, Library, Mackenzie Housing

**Councillor Neudorf** went to Hay Zama meeting with Navigo and Dene Tha Bushe, Ag Land Task Force

**Councillor Wardley**, High Level Rural Hall, Airport Study meeting, MD Library Board

**Councillor Watson** went to Cost sharing open house, Mackenzie Regional Landfill meeting (Jerry Chomiak was appointed Vice Chair),

**Councillor Thompson**, High Level Cost Sharing, Hwy 88 meetings

**Councillor Newman** Upper Hay Fishing and Wildlife meeting, Hwy 88 meetings, High Level Cost Sharing

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

Tuesday, December 13, 2005

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**Councillor Braun** Rec Board Executive, High Level Cost Sharing, Hwy 88, EBA Airport Meeting, Landfill meeting,

**Councillor Froese** went to Board of Trade meeting, High Level Cost Sharing, Airport Study meeting,

**Reeve Neufeld**, Ag Land Task Force, Hwy 88, High Level info meeting, Airport meeting

**MOTION 05-682**

**MOVED** by Councillor Neudorf

That Council Committee reports be accepted as information

**CARRIED**

**OPERATIONAL  
SERVICES:**

9. a) **Assumption Bypass Construction**

**MOTION 05-683**

Assumption Bypass Construction

**MOVED** by Councillor Wardley

That the MD write letters to the Ministers of Municipal Affairs and Indian Affairs and a copy be sent to the Minister of Transportation, in order to mediate an agreement regarding the Assumption Bypass Road issue.

**CARRIED**

9. b) **Operations Committee**

Council has requested that an Operations Committee be created to review the operations within the Roads and Utilities departments.

**MOTION 05-684**

Operations Committee

**MOVED** by Councillor Driedger

That the Operations Committee Terms of Reference be adopted as amended, and further, that Councillors Newman, Neudorf and Braun be appointed to the Operations Committee.

**CARRIED**

9. c) **Drainage and Erosion Duties**

**MOTION 05-685**

**MOVED** by Councillor Froese

That the Drainage and Erosion duties item be accepted for

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

Tuesday, December 13, 2005

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information.

**CARRIED**

9. d) Dugout Along Wolfe Lake Road

**MOTION 05-686**

**MOVED** by Councillor Wardley

That the concern from Mr. Braun in regards to his dugout along Wolfe Lake Road be accepted as information.

**CARRIED**

**ADDITION**

**Flood Control Study - Hwy 697**

Administration has been asked to cost share a Flood Frequency Study along Hwy 697 in Buffalo Head Prairie with Alberta Infrastructure and Transportation, with the initial cost anticipated at \$10,000. A recent EXH proposal indicated a cost of \$47,866.

**MOTION 05-687**

Flood Frequency Study  
Cost Sharing

**MOVED** by Deputy Reeve Sarapuk

That the MD cost share a Flood Frequency Study along Hwy 697 in Buffalo Head Prairie with Alberta Infrastructure and Transportation at a cost not exceeding \$20,000 with funding to come from the Roads Reserve.

**DEFEATED**

**MOTION 05-688**

Flood Frequency Study  
Letter  
Unanimous Vote

**MOVED** by Councillor Neudorf

That a letter be written to the Minister of Albert Infrastructure and Transportation to address the concerns about the flooding on Hwy 697.

**CARRIED**

**ADDITION**

**Log Hauling in Summer**

The Operations Committee is directed to look into this item as it relates to damage to MD roads and the responsibility for such.

The Reeve called for a recess; the meeting convened again at 2:20.

**P.E.E.S.**

10. a) Bylaw 398/03 – Intermunicipal Development Plan

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

Tuesday, December 13, 2005

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**MOTION 05-689**

**MOVED** by Councillor Newman

That the IDP be received for information.

**CARRIED**

10. b) **Bylaw 537/05 – Fort Vermilion Area  
Structure Plan**

Subsequent to the Open House last month, there was a change made to the ASP map on page 114 of Council Package; along the north side of Hwy 88 there is to be more future planning for highway commercial and will include a service road in that area.

**MOTION 05-690**

Fort Vermilion Area Structure Plan

**MOVED** by Councillor Thompson

That first reading be given to Bylaw 537/05, being a Land Use Bylaw amendment to adopt the Hamlet of Fort Vermilion Area Structure Plan.

**CARRIED**

10. c) **Bylaw 536/05 Land Use Bylaw Amendment  
Rezone NW 32-109-13-W5 From Agricultural  
District 1 "A1" to Highway Development  
District "HD"**

**MOTION 05-691**

Bylaw 536/05 LUB Amendment

**MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 536/05 to rezone NW 32-109-13-W5 from Agricultural District 1 "A1" to Highway Development District "HD".

**CARRIED**

10. d) **Development Permit 343-DP-05 0422001, Block 4,  
Lot 30 Direct Control District 2 "DC2"**

**MOTION 05-692**

Development Permit 343-DP-05

**MOVED** by Councillor Wardley

That Development Permit 343-DP-05 be approved with the conditions as outlined and amended.

**CARRIED**

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10. e) Bylaw 535/05 Land Use Bylaw Amendment  
Rezone Part of SW 1-109-19-W5 From  
Agricultural District "A1" to Country Residential  
District 3 "RC3"

**MOTION 05-693**  
Bylaw 535/05 LUB Amendment

**MOVED** by Councillor Newman

That first reading be given to Bylaw 535/05 to rezone part of SW 7-109-19-W5 from Agricultural District 1 "A1" to Country Residential District 3 "RC3".

**CARRIED**

10. f) Bylaw 530/05 – Municipal Planning Commission

**MOTION 05-694**  
Bylaw 530/05 MPC  
Second Reading

**MOVED** by Councillor Thompson

That second reading be given to Bylaw 530/05, being a bylaw to establish the Subdivision Authority and Development Authority in the Municipal District of Mackenzie

**CARRIED**

**MOTION 05-695**  
Bylaw 530/05  
Third and Final Reading

**MOVED** by Councillor Braun

That third reading be given to Bylaw 530/05, being a bylaw to establish the Subdivision Authority and Development Authority in the Municipal District of Mackenzie.

**CARRIED**

10. i) Bylaw 538/05 – Ambulance Services Bylaw

Administration will write to the Health Authority for clarification about ambulance service rates for the region.

**MOTION 05-696**  
Bylaw 538/05 Ambulance Services  
First Reading

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 538/05, being the Ambulance Services Bylaw as amended.

**CARRIED**

**MOTION 05-697**  
Bylaw 538/05 Ambulance Services  
Second Reading

**MOVED** by Councillor Neudorf

That second reading be given to Bylaw 538/05, being the



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Ambulance Services Bylaw.

**CARRIED**

**MOTION 05-698**

Bylaw 538/05 Ambulance Services  
Proceed to Third Reading  
Unanimous vote

**MOVED** by Councillor Thompson

That consideration be given to proceed to third and final reading for Bylaw 538/05, being the Ambulance Services Bylaw.

**CARRIED**

**MOTION 05-699**

Bylaw 538/05 Ambulance Services  
Third and Final Reading  
Unanimous Vote

**MOVED** by Deputy Reeve Sarapuk

That third and final reading be given to Bylaw 538/05, being the Ambulance Services Bylaw.

**CARRIED**

10. j) Protective Services Committee

**MOTION 05-700**

Protective Services Committee  
Formation

**MOVED** by Councillor Neudorf

That the Protective Services Committee Terms of Reference be adopted as presented

**CARRIED**

**MOTION 05-701**

Protective Services Committee  
Members

**MOVED** by Councillor Newman

That Councillors Wardley, Thompson, and Froese be appointed to the Protective Services Committee.

**CARRIED**

10. k) Traffic Safety Act Fine Revenue Amendments

**MOTION 05-702**

**MOVED** by Councillor Neudorf

That Traffic Safety Act Fine Revenue Amendments be received as information.

**CARRIED**

10. l) Emergency Management Course (3 days)

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
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Tuesday, December 13, 2005

Page 10 of 12

**MOTION 05-703**  
Emergency Management Course  
Council Attendance

**MOVED** by Councillor Driedger

That Council be authorized to attend the Emergency Management Course from January 31 to February 2, 2006.

**CARRIED**

**CORPORATE  
SERVICES:**

11. a) **NPARA – Request to Increase Annual Funding**

**MOTION 05-704**

**MOVED** by Councillor Newman

That the request for additional funds by NPARA be referred to the Ag Service Board.

**CARRIED**

11. b) **Request for Tax Arrears Write – Off**

**MOTION 05-705**  
Defeated

**MOVED** by Councillor Froese

That the tax penalty of \$248.61 on tax roll 076905 be written off.

**DEFEATED**

**MOTION 05-706**  
Tax Penalty Waived

**MOVED** by Councillor Newman

That the tax penalty of \$155.14 on tax roll 076905 be written off.

**CARRIED**

11. c) **Concern from Joe Rosenberger regarding FV 46<sup>th</sup>  
Street Local Improvement**

**MOTION 05-707**

**MOVED** by Councillor Neudorf

That the concerns from Joe Rosenberger regarding Fort Vermilion 46 Street Local Improvement be received as information.

**CARRIED**

11. d) **Cost Sharing Negotiations Committee**

**MOTION 05-708**

**MOVED** by Councillor Braun

That the cost sharing negotiation committee item be received as

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
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information.

**CARRIED**

11. e) **Electronic Signing Policy FIN024**

**MOTION 05-709**  
Policy FIN024

**MOVED** by Councillor Braun

That Electronic Signing Policy FIN024 be approved as amended.

**CARRIED**

11. f) **Hay Zama Committee – Appointment of  
Councillor Watson**

**MOTION 05-710**  
Appointment to Hay-Zama  
Committee

**MOVED** by Councillor Wardley

That Councillor Watson be appointed to the Hay-Zama  
Committee.

**CARRIED**

**ADDITION**

**Library Board**

The MD Library Board has submitted a request for an increase in  
their 2006 budget to \$153,347, an additional \$23,000 over the 3%  
in the current approved budget.

Advertising is in place for the empty seat on the Board; the Board  
seats will be reviewed at the January 10, 2006 meeting.

**MOTION 05-711**

**MOVED** by Councillor Neudorf

That the Library Board Budget item be received for information.

**CARRIED**

**ADDITION**

**Honorarium Review Committee**

Administration will bring a report to Council in the new year at  
which time the Bylaw will be reviewed.

**IN CAMERA**

**MOVED** by Councillor Watson

**MOTION 05-712**

That Council go In-Camera to discuss:

- Negotiations

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
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- Personnel Time: 3:55 p.m.

**CARRIED**

**MOTION 05-713**

**MOVED** by Councillor Thompson

That Council comes out of Camera. Time: 4: 35 p.m.

**CARRIED**

**MOTION 05-714**

**MOVED** by Councillor Newman

That the existing cost sharing agreements with High Level be extended until March 31, 2006 to allow for negotiation of long term agreements.

**CARRIED**

**NEXT MEETING  
DATES:**

13. a) **Regular Meeting:**  
Tuesday, January 10, 2006  
10:00 a.m.  
Council Chambers, Fort Vermilion

**ADJOURNMENT:**

14. a) **Call for Adjournment**

**MOTION 05-715**

**MOVED** by Councillor Driedger

That the regular Council meeting be adjourned.

**CARRIED**

Time: 4:40 p.m.

These minutes will be presented for approval on the 10<sup>th</sup> day of January, 2006.

**MUNICIPAL DISTRICT OF MACKENZIE NO.23**  
**REGULAR COUNCIL MEETING**  
**JANUARY 10, 2006**  
**DRAFT AGENDA**

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**1. COUNCIL MEETING - (10:00 a.m.)**

1.1 Call to Order

**2. AGENDA APPROVAL**

2.1 Agenda for Tuesday, January 10, 2006

**3. PUBLIC HEARING - (10:00 a.m.)**

3.1 Bylaw 509/05 - Redesignation A1 to RC3 Derk Friesen

**4. DELEGATIONS**

4.1 Time: 10:15 a.m.  
Name: Gary Johnson & Clarke McAskile  
Of: REDI <http://www.rediregion.ca/>  
Subject: Northwest Alberta Agricultural Ventures Concept

4.2 Time: 10:30 a.m.  
Name: Wally Schroeder & Helen Braun  
Of: Mackenzie Housing Management Board  
Subject: Business Plan 2006 - 2008 (handout)

**5. APPROVAL OF MINUTES**

5.1 Special Council Meeting - December 12, 2005  
5.2 Regular Council Meeting - December 13, 2005

**6. BUSINESS ARISING FROM MINUTES**

**7. BUSINESS**

7.1 Bylaw 509/05 - Rezoning per item 3.1  
7.2 Bylaw 534/05 - Zama Water Treatment Plant  
7.3 Bylaw 541/06 - Zama Wastewater System Upgrade  
7.4 La Crete Agricultural Society - Draft Agreement for Heritage Complex  
7.5 Bylaw 544/06 - Rezoning SW 9-111-19 A1 to R11  
7.6 Municipal Planning Commission Update  
7.7 Policy MRES001 - Shift Hours & Rotations  
7.8 Policy MRES002 - Standard Operating Guidelines  
7.9 Invoice 3869 - Knelsen May/05  
7.10 Special Constable Program [www.specialconstablereview.gov.ab.ca](http://www.specialconstablereview.gov.ab.ca)  
7.11 Cost Sharing Agreements Briefing on Jan. 9 meeting

**8. ACTION CORRESPONDENCE**

8.1 From: FCM  
Re: 2006 Sustainable Community Awards

**MUNICIPAL DISTRICT OF MACKENZIE NO.23**  
**REGULAR COUNCIL MEETING**  
**JANUARY 10, 2006**  
**DRAFT AGENDA**

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**9. INFORMATION**

- 9.1 Assessment Review Board Hearing 1 - Dec. 19/05
- 9.2 Assessment Review Board Hearing 2 - Dec. 19/05
- 9.3 Bylaw 538/05 as approved Dec. 13/05
- 9.4 Policy DEV001 as approved Dec. 13/05
- 9.5 Policy FIN024 as approved Dec. 13/05

**10. INFORMATION CORRESPONDENCE**

- 10.1 From: Herman Steuernagel, Manager  
Of: La Crete Chamber of Commerce  
Re: Annual General Meeting Dinner

**11. NEW BUSINESS**

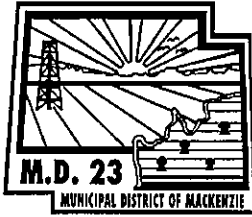
**12. NOTICES OF MOTION**

**13. ROUND TABLE**

- 31.1 Council Reports

**14. CONFIDENTIAL MATTERS**

**15. ADJOURN**



## M.D. of Mackenzie No. 23

### Request For Decision

Agenda Item # 7.1.

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 10, 2006</b>
<b>Presented By:</b>	<b>Eva Schmidt, Planning Supervisor</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 509/05 Land Use Bylaw Amendment Rezone Pt SW 12-107-14-W5M From Agricultural District 1 (A1) To Rural Country Residential District 3 (RC3)</b>

#### **BACKGROUND / PROPOSAL:**

Bylaw 509/05 was given first reading at the July 27, 2005 Council meeting. If passed, this bylaw will rezone part of SW 12-107-14-W5M from Agricultural District 1 (A1) to Rural Country Residential District 3 (RC3) to allow for a multi lot subdivision.

#### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

The developer believes that this is a good location as it is along Highway 697 halfway between Fort Vermilion and La Crete. A subdivision was created last year on the subject quarter with the condition that a service road be constructed from the existing access to the north boundary of the subdivision. This service road provides access onto the remainder of the quarter without creating multiple accesses from Highway 697.

#### **COSTS / SOURCE OF FUNDING:**

All costs to be borne by the developer.

#### **RECOMMENDED ACTION:**

##### **Motion 1**

That second reading be given to Bylaw 509/05, being a Land Use Bylaw amendment to rezone Part of SW 12-107-14-W5M from Agricultural District 1 (A1) to Rural Country Residential District 3 (RC3).

<b>Author:</b> Liane Lambert, Development Officer	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**Motion 2**

That third reading be given to Bylaw 509/05, being a Land Use Bylaw amendment to rezone Part of SW 12-107-14-W5M from Agricultural District 1 (A1) to Rural Country Residential District 3 (RC3).

<b>Author:</b> Liane Lambert, Development Officer	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**BYLAW NO. 509/05**

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

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

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

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

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

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

1. That the land use designation of the subject parcel known as Part of SW 12-107-14-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Country Residential District 3 "RC3", as outlined in Schedule "A".

First Reading given on the 27 day of July, 2005.

on file  
\_\_\_\_\_  
Bill Neufeld, Reeve

on file  
\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Bill Neufeld, Reeve

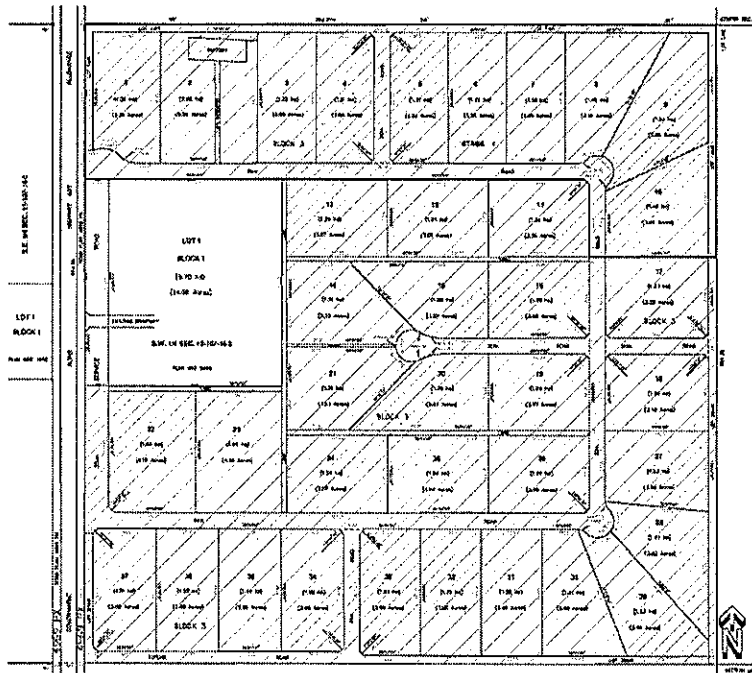
\_\_\_\_\_  
Christine Woodward, Executive Assistant

**BYLAW No. 509/05**

**SCHEDULE "A"**

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

Pt. of SW 12-107-14-W5M in MD of Mackenzie be amended from  
Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".



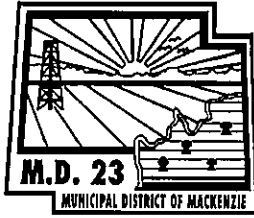
From: Agricultural District 1 "A1"

To: Country Residential District 3 "RC3"

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2005.



## M.D. of Mackenzie No. 23

### Request For Decision

Agenda Item # 7.2

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	January 10, 2006
<b>Presented By:</b>	Joulia Whittleton, Director of Corporate Services
<b>Title:</b>	Borrowing Bylaw 534/05 – Zama Water Treatment Plant

#### BACKGROUND / PROPOSAL:

Council gave the first reading to this bylaw on December 2, 2005.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Bylaw was advertised in local papers for two weeks.  
No objections have been received.

#### COSTS / SOURCE OF FUNDING:

A budget for annual interest and principle payments will be included in the MD's annual operating budget once the borrowing is made.

#### RECOMMENDED ACTION:

##### Motion 1: Requires 2/3

That second reading be given to Bylaw 534/05, being a bylaw authorizing a debenture borrowing in the amount of \$1,344,300 to construct a new water treatment plant in the Hamlet of Zama.

##### Motion 2: Requires 2/3

That third reading be given to Bylaw 534/05, being a bylaw authorizing a debenture borrowing in the amount of \$1,344,300 to construct a new water treatment plant in the Hamlet of Zama.

<b>Author:</b> YW	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**BYLAW NO. 534/05**  
**BEING A BYLAW OF THE**  
**MUNICIPAL DISTRICT OF MACKENZIE NO. 23**  
  
(hereinafter referred to as "the Municipality")  
**IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) up to a maximum of \$1,344,300, for the purpose of financing the construction of the Zama Water Treatment Plant.**

**WHEREAS**, the Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Zama water treatment plant as approved by Council in capital expenditures; and

**WHEREAS**, plans and specifications have been prepared and the total cost of the project is estimated to be \$4,481,000; and

**WHEREAS**, in order to complete the project it will be necessary for the Municipality to borrow the sum of \$1,344,300 for a period not to exceed 10 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

**WHEREAS**, the estimated lifetime of the project financed under this by-law is equal to, or in excess of 10 years; and

**WHEREAS**, the principal amount of the outstanding debt of the Municipality at December 31, 2004 is \$8,024,843.59 and no part of the principal or interest is in arrears; and

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

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY  
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the Zama Water Treatment Plant construction the sum of ONE MILLION THREE HUNDRED FORTY FOUR THOUSAND AND THREE HUNDRED DOLLARS (\$1,344,300) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Zama Water Treatment Plant construction.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

First Reading given on the 2<sup>nd</sup> Day of December, 2005.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant

Second Reading given on the 10th day of January, 2006.

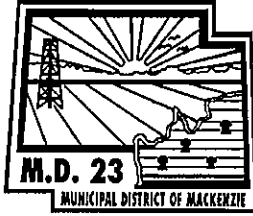
\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant

Third Reading and Assent given on the 10th day of January, 2006.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant



## M.D. of Mackenzie No. 23

### Request For Decision

Agenda Item # 7.3

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	January 10, 2006
<b>Presented By:</b>	Joulia Whittleton, Director of Corporate Services
<b>Title:</b>	Borrowing Bylaw 541/06 – Zama Wastewater System Upgrade

#### **BACKGROUND / PROPOSAL:**

Council approved \$4,000,000 in the 2006 Capital Budget for the Zama Wastewater System Upgrade project. \$3,000,000 will be funded by grant under the AB Water and Wastewater Program. \$1,000,000 is to be borrowed.

#### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Please review the Borrowing Bylaw 541/06 – Zama Wastewater System Upgrade.

#### **COSTS / SOURCE OF FUNDING:**

A budget for annual interest and principle payments will be included in the MD's annual operating budget once the borrowing is made.

#### **RECOMMENDED ACTION:**

**Motion 1:** Requires 2/3

That first reading be given to Bylaw 541/06, being a bylaw authorizing a debenture borrowing in the amount of \$1,000,000 for the Zama Wastewater Upgrade project.

<b>Author:</b> YW	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**BYLAW NO. 541/06**  
**BEING A BYLAW OF THE**  
**MUNICIPAL DISTRICT OF MACKENZIE NO. 23**  
(hereinafter referred to as "the Municipality")  
**IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) up to a maximum of \$1,000,000, for the purpose of financing the upgrade of the Zama Wastewater System.**

**WHEREAS**, the Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the upgrade of the Zama Wastewater System as approved by Council in capital expenditures; and

**WHEREAS**, plans and specifications have been prepared and the total cost of the project is estimated to be \$4,000,000; and

**WHEREAS**, in order to complete the project it will be necessary for the Municipality to borrow the sum of \$1,000,000 for a period not to exceed 10 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

**WHEREAS**, The estimated lifetime of the project financed under this by-law is equal to, or in excess of 10 years; and

**WHEREAS**, the principal amount of the outstanding debt of the Municipality at December 31, 2004 is \$8,024,843.59 and no part of the principal or interest is in arrears; and

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



**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY  
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the upgrade of the Zama Wastewater System the sum of ONE MILLION DOLLARS (\$1,000,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the upgrade of the Zama Wastewater System.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

First Reading given on the 10th day of January, 2006.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant

Second Reading given on the     day of                             , 2006.

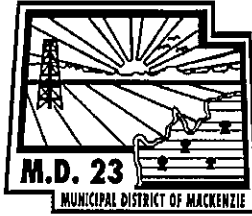
\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant

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

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
C. Woodward, Executive Assistant



## M.D. of Mackenzie No. 23

### Request For Decision

Agenda Item # 7.4

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	January 10, 2006
<b>Presented By:</b>	Joulia Whittleton, Director of Corporate Services
<b>Title:</b>	Draft of Operating Grant Agreement with the La Crete Agricultural Society

#### BACKGROUND / PROPOSAL:

On December 2<sup>nd</sup>, 2005, Council made a motion:

**MOTION 05-649**

Requires 2/3 majority

**MOVED** by Councilor Braun

That an agreement be drafted between the MD of Mackenzie and the La Crete Agricultural Society for the La Crete Heritage Centre facility for approval by Council.

**CARRIED**

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

An Operating Grant Agreement is drafted and covers the following points:

- 5 year term commencing January 1, 2006.
- The Municipality will pay all conventional utilities (water, sewer, power, natural gas) during the term.
- Free of charge access to the facility for three municipal events per year.
- Requirement to supply operating and capital budgets on an annual basis to Council.
- Requirement to supply annual audited financial statements during the term.
- The Society is not eligible to apply for any operating and capital grants for the facility while this agreement is in effect.

The draft is attached for your review.


<b>Author:</b> YW	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**COSTS / SOURCE OF FUNDING:**

Annual Operating Budget

**RECOMMENDED ACTION:**

That the Operating Grant Agreement be sent to La Crete Agricultural Society for review and signatures.

<b>Author:</b> YW	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**THIS OPERATING GRANT AGREEMENT MADE THIS \_\_\_ DAY OF \_\_\_\_\_, 2006.**

BETWEEN:

**THE MD of MACKENZIE No.23**

**- And -**

**THE LA CRETE AGRICULTURAL SOCIETY**

WHEREAS, the La Crete Agricultural Society is the owner of the La Crete Heritage Centre Facility;  
and

WHEREAS, the La Crete Heritage Centre Facility is the main cultural centre in the La Crete area and  
the La Crete Heritage Centre Facility is a benefit for the residents of the Municipal District of  
Mackenzie #23; and

WHEREAS, the Municipal District of Mackenzie #23 wishes to support the operations of the La  
Crete Heritage Centre Facility in accordance with the terms and conditions contained in this  
Agreement.

NOW THEREFORE, in consideration of the operations of the La Crete Heritage Centre Facility by  
the La Crete Agricultural Society and the services to be derived by the Municipal District of  
Mackenzie #23 residents from the operation of the La Crete Heritage Centre Facility, the Municipal  
District of Mackenzie #23 and the La Crete Agricultural Society agree as follows:

**1. DEFINITIONS**

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

- 1.1 "Agreement" means this Operating Grant Agreement.
- 1.2 "Municipality" means The Municipal District of Mackenzie #23, a municipal corporation, and  
its successors and assigns.
- 1.3 "Council" means the municipal council of the Municipal District of Mackenzie #23.
- 1.4 "Commencement Date" means the 1st day of January, 2006.

- 1.5 "Society" means the registered La Crete Agricultural Society under Agricultural Society Act in the Province of Alberta.
- 1.6 "Facility" means the La Crete Heritage Centre Facility building constructed in 2005 at NE 32 105 15 W5 location.
- 1.7 "Parties" means the parties to this Agreement and "Party" means any one of them.
- 1.8 "Term" means a term of Five (5) years, commencing on the Commencement Date and ending on the 31st day of December, 2010.

## **2. TERM**

- 2.1 This Agreement shall be for the Term (as defined in Section 1.8).
- 2.2 Notwithstanding any other provision of this Agreement, the Municipality or the Society shall each have the right to terminate this Agreement upon giving ninety (90) days prior written notice to the other Party and upon the expiry of the time stated in such notice, all interest of the Municipality in the Facility and as created by this Agreement, shall terminate without any legal proceedings being taken or other act being performed by the Municipality, and the Municipality shall not have any liability to the other Party for any damage or loss as a consequence of such termination.

## **3. OPERATING GRANT - UTILITIES**

- 3.1 The Municipality and the Society agree that from the Commencement Date and during the Term:
  - 3.1.1 The Municipality shall reimburse the Society for all conventional utilities such as water, sewer, electrical power, and natural gas, which may be charged in respect of operating the Facility excluding Goods and Services Tax.
  - 3.1.2 The Society shall be responsible for Goods and Services Tax.

3.1.3 The Society shall submit a monthly invoice with copies of the original utility invoices attached.

3.1.4 The Municipality shall reimburse the Society within 30 day from the date on which the Society's invoice is received.

#### 4. THE CONDITIONS

4.1 The Society shall provide community access to the Facility, at a reasonable price and at reasonable hours of operations, assuring that the Facility is reasonably accessible to the general public.

4.2 The Municipality shall have full access to the Facility for three (3) municipal events per year, during the term of this agreement, at no charge whatsoever on the dates as chosen by the Municipality providing the Municipality notifies the Society of the date within fourteen (14) calendar days before the event date.

4.3 The Society shall on or before the 30<sup>th</sup> day of September in each year of the Term, submit to the Council an annual operating budget, identifying operating requirements and sources of funding for the particular year in regards to the Facility, as well as an annual capital budget in regards to the Facility. The Council may review the Society's proposed budgets. The Council may suggest changes. The Society may take into consideration the Council's suggested changes to the Society's proposed budgets.

4.4 The Society shall submit by no later than January 15<sup>th</sup> for each year of the Term the audited financial statements prepared by a recognized accounting professional or organization.

4.5 The Society shall not be eligible to apply for any additional operating or capital funding for the Facility under any existing or future municipal grant programs while this agreement is in effect.

4.6 The Society shall throughout the Term, maintain in good standing its existence as a non-profit organization as such term is defined in Section 241(f) of the **Municipal Government Act**,

S.A. 1994, C. M-26.1 and any amendments thereto, or any repealing or replacement legislation.

- 4.7 The Society acknowledges that a breach of a requirement under Section 4.6 shall be considered a fundamental breach of this Agreement, and the Municipality may exercise any or all remedies available in the event of default by the Society.

**5. ADDRESSES FOR NOTICES**

- 5.1 All notices, demands, approvals, consents, agreements, offers, payments or requests (a "Notice") provided for in this Agreement shall be in writing and shall be given by personal delivery or by written telegraphic or electronic communication that results in a written or printed Notice being given to the applicable address set forth in this Section 5.1. Any Notice, if delivered, shall be deemed to have been validly and effectively given and received on the date of delivery. Any Notice, if sent by telegraphic or electronic communication, shall be deemed to have been validly and effectively given and received on the date of transmission. By giving to the other Party at least ten (10) days notice thereof, any Party may, at any time and from time to time, change its address for delivery or communication for purposes of this Section 5.1.

The Municipality's address is:

The Municipal District of Mackenzie #23

P.O. Box 640

Fort Vermilion, Alberta

T0H 1N0

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

ATTENTION: Chief Administrative Officer

The Society's address is:  
La Crete Agricultural Society  
P.O. Box 791  
La Crete, Alberta  
T0H 2H0  
Phone: (780) \_\_\_\_\_, Fax: (780) \_\_\_\_\_  
ATTENTION: Chairman

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

The La Crete Agricultural Society

The Municipal District of Mackenzie #23

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Elected Official

Date \_\_\_\_\_

Date \_\_\_\_\_

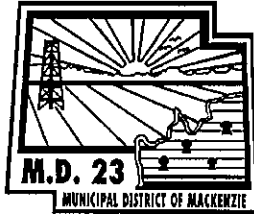
\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Chief Administrative Officer

Date \_\_\_\_\_

Date \_\_\_\_\_





## M.D. of Mackenzie No. 23

### Request For Decision

Agenda Item # **7.5**

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 10, 2006</b>
<b>Presented By:</b>	<b>Eva Schmidt, Planning Supervisor</b>
<b>Title:</b>	<b>Bylaw 544/06 Land Use Bylaw Amendment Rezoning S1/2 9-111-19-W5 &amp; SE 17-111-19-W5 from Agriculture District 1 "A1" to Rural Industrial District 1 "RI1"</b>

#### **BACKGROUND / PROPOSAL:**

This bylaw amendment proposes to rezone property along Highway 35 north of High Level, within the Intermunicipal Development Plan (IDP) transportation corridor, from Agricultural District (A1) to Rural Industrial District (RI1).

#### **OPTIONS & BENEFITS:**

The current land owner has requested that the S1/2 of 9-111-19-W5 and the SE 17-111-19-W5 be rezoned from Agricultural District 1 to Rural Industrial District 1 "RI1" to accommodate the growing requests for large tracks of rural land for large industrial development.

The land is situated directly adjacent to the High Level Airport on the east side of the highway where development would not interfere with the operations of the airport as it runs parallel to the airstrip and is not within the flight path. This should be a good location for an industrial development since it is close to the highway, and would not be concerned about the noise of aviation operations.

All development surrounding the High Level Airport would be subject to approval from NAV Canada and Transport Canada.


#### **COSTS / SOURCE OF FUNDING:**

N/A

<b>Author:</b> Liane Lambert, Development Officer	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**RECOMMENDED ACTION:**

That first reading be given to Bylaw 544/06, being a Land Use Bylaw amendment to rezone S1/2 of 9-111-19-W5 and SE 17-111-19-W5 from Agricultural District 1 (A1) to Rural Industrial District (RI1).

<b>Author:</b> Liane Lambert, Development Officer	<b>Review Date:</b>	<b>C.A.O.:</b> 
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**BYLAW NO. 544/06**

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

**TO AMEND THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW  
TO REZONE A PORTION OF THE  
INTERMUNICIPAL DEVELOPMENT PLAN CORRIDOR**

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

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

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to rezone properties within the Inter-Municipal Development Plan along Highway 35 north of High Level.

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

1. That the land use designation of the subject parcel known as Legal subdivision S1/2 of section 9-111-19-W5M and SE 17-111-19-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Industrial District (RI1), as outlined in Schedule "A".

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

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

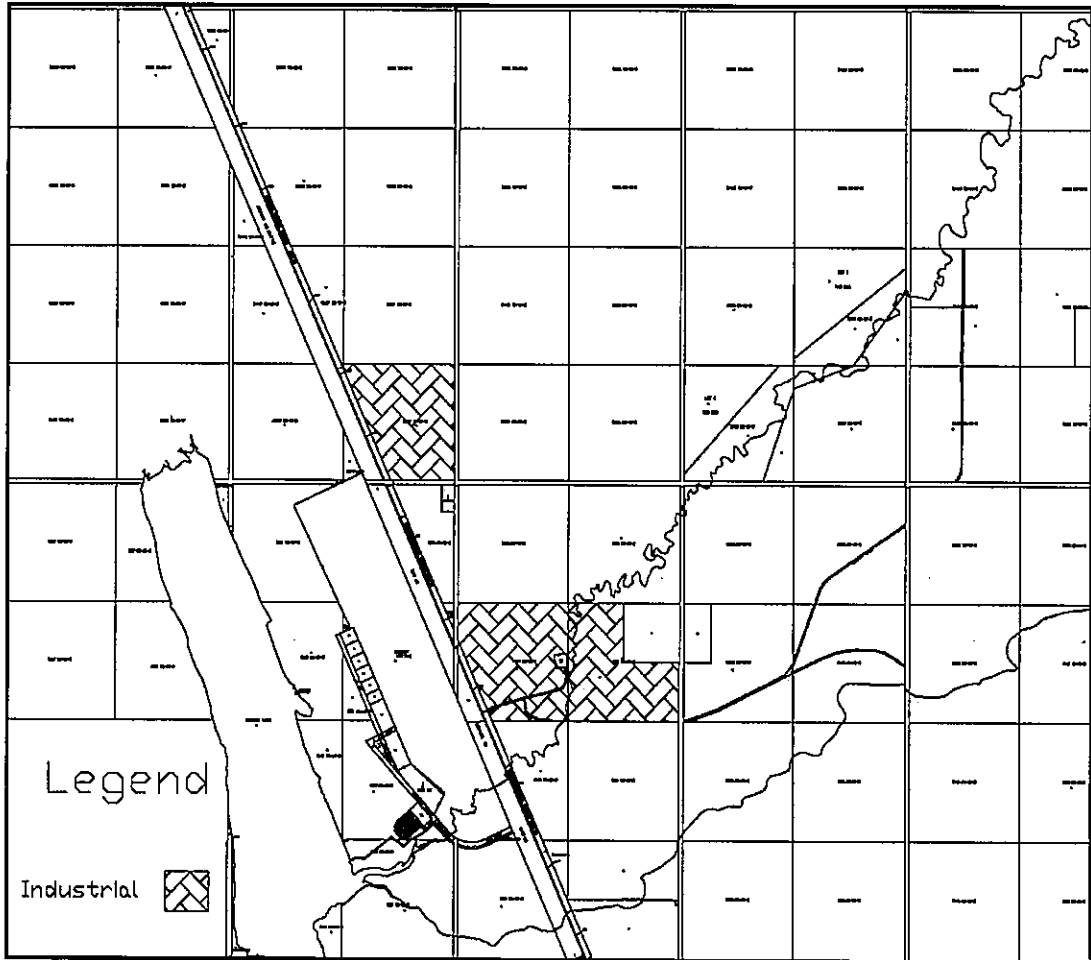
\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

**BYLAW No. 544/05**

**SCHEDULE "A"**

1. That the land use designation of the following properties be rezoned as specified in Bylaw 544/05:



From: Agricultural District 1 "A1" to

To: Rural Industrial District "RI1"

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006.

## **MD of Mackenzie Land Use Bylaw Requirements:**

### **7.34 RURAL INDUSTRIAL DISTRICT 1 "RI1"**

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

#### **A. PERMITTED USES**

- (1) Extensive Agriculture and farm buildings.

#### **B. DISCRETIONARY USES**

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

#### **C. MINIMUM LOT SIZE**

0.8 hectares (2 acres) unless otherwise required by the Development Officer.

#### **D. MINIMUM TOTAL FLOOR AREA**

92.9 square metres (1000 square feet) or as required by the Development Officer.

#### **E. MINIMUM FRONT YARD SETBACK**

As specified by the local road authority, but in no case less than 41.1 metres (135 feet) from the edge of the highway right of way.

**F. MINIMUM DEPTH OF SIDE YARD**

15.24 metres (50 feet)

**G. MINIMUM REAR YARD SETBACK**

7.6 metres (50 feet).

**H. THE DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS**

Buildings may be of new construction or moved in. 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 Officer.

**I. ON-SITE PARKING**

In accordance to the provisions in Section 4.28 of this Bylaw.

**J. LOCATION CRITERIA**

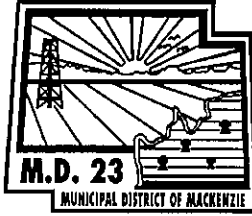
Rural industrial development shall be located where possible along highway corridors or identified collector roads.

**K. ON-SITE PARKING**

In accordance to Section 4.28 of this Bylaw.

**L. LANDSCAPING**

In accordance to Section 4.23 of this Bylaw.



## M.D. of Mackenzie No. 23

### Request For Decision

Agenda Item # 7.6

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	January 10, 2006
<b>Presented By:</b>	Eva Schmidt, Planning Supervisor
<b>Title:</b>	Municipal Planning Commission Members at Large

#### **BACKGROUND / PROPOSAL:**

The Municipal Planning Commission (MPC) bylaw requires 2 members of Council and 3 members at large. The member at large positions were advertised in the December 14<sup>th</sup> and 21<sup>st</sup>, 2005 newspapers with a deadline of December 23. We didn't receive any applications.

#### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Council has two options: continue advertising until the appropriate number of applications are received or amend Bylaw 530/05 Section 11 to include only Councillors as members of the MPC.

Administration will continue to process development permits and subdivision applications until members have been appointed to the MPC.

#### **COSTS / SOURCE OF FUNDING:**

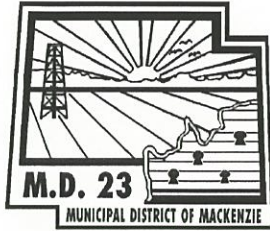
No additional costs.

#### **RECOMMENDED ACTION:**

That advertising for members at large for the Municipal Planning Commission continues until sufficient applications have been received.

<b>Author:</b> Eva Schmidt, Planning Supervisor	<b>Review Date:</b>	<b>C.A.O.:</b> 
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## M.D. of Mackenzie No. 23 Request for Decision

7.7

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 10, 2006</b>
<b>Presented By:</b>	<b>Paul Driedger Director of Planning, Emergency and Enforcement Services</b>
<b>Title:</b>	<b>Policy – MRES001 EMS Shift Hours and Rotations</b>
<b>Agenda Item No:</b>	

### BACKGROUND / PROPOSAL:

With the continued development of Emergency Medical Services (EMS), administration requires that a policy be established outlining shift hours and shift rotations. This policy is required for the Alberta Union of Provincial Employees (AUPE) as an initial guideline until the terms in the Collective Agreement can reflect the current practices.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This policy was developed in consultation with AUPE, Alberta Labour, and reflects current industry standards regarding the staffing of ambulance services.

### OPTIONS:

N/A


### FINANCIAL IMPLICATIONS:

N/A

### RECOMMENDED ACTION:

#### **MOTION 1**

That Policy MRES001 "EMS Shift Hours and Rotations" be adopted as presented.

Author: J. Gabriel	Reviewed: 	C.A.O.: 
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## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Mackenzie Regional Emergency Services, Shift Hours and Rotations</b>	<b>Policy No.</b>	<b>MRES001</b>
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<b>Legislation Reference</b>	Alberta Regulation 14/97 Employment Standards Code, EMPLOYMENT STANDARDS REGULATION Part 3, Division 1 – Ambulance Attendants
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**Purpose**

To establish shifts, rotations and core hours while identifying times of shift commencement and completion until the AUPE Collective Agreement reflects current operating procedures.

**Policy Statement and Guidelines**

**Flex Shift Core Hour Shifting:** will be defined as the 24 hour on call shift in which there are 10 hours of flexible active duty. Daily rates will be based on this 10 hour core period. Overtime will be paid for all hours of active duty exceeding this 10 hour period.

**Definitions**

**Shift:** Defined as the amount of time between the commencement and completion of the on call period. The shift shall be 24 hours in duration commencing at 0700 hours. The shift will encompass times of active duty, flex shift core hours and on call shift hours.

**Rotation:** Defined as the amount of consecutive shifts at any given location

**Flex Shift Core Hours:** Defined as the financially compensated portion at the regular daily rate regardless of the amount of active duty. These flex shift core hours may be at varying intervals throughout the 24 hour period

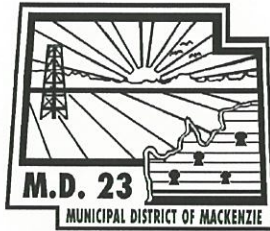
**On Call Shift Hours:** Defined as the remaining hours within a 24 hour shift that is not designated as flex shift core hours.

**Active Duty:** Defined as the hours of work within a 24 hour period that the practitioner is required to be performing duties relating to their job description, outside of regular on call hours.

	Date	Resolution Number
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Chief Elected Official



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

7.8

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 10, 2006</b>
<b>Presented By:</b>	<b>Paul Driedger Director of Planning, Emergency and Enforcement Services</b>
<b>Title:</b>	<b>Policy – MRES002 Standard Operating Guidelines</b>
<b>Agenda Item No:</b>	

### BACKGROUND / PROPOSAL:

With the recent inclusion of Emergency Medical Services (EMS), administration requires Standard Operating Guidelines to facilitate similar operating practices at all EMS stations within our organization.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Standard Operating Guidelines are required to establish and identify procedures regarding many of the day to day EMS operations, some examples of the policies topics are as follows;

- Safe operation of an emergency vehicles,
- Cleaning of equipment and vehicles
- Personal hygiene and uniform cleanliness
- Radio procedures
- Housekeeping at EMS stations
- Patient confidentiality

This brief overview identifies some of the main topics that have been developed and compiled in the guideline manual, as with most guidelines, it is a living document which will require numerous modifications as questions arise relating to the efficient operation of multiple EMS stations. All guidelines reflect the current operating procedures throughout the province of Alberta, and others such as the equipment and vehicle cleanliness are required by Emergency Health Services for licensure as an ambulance service provider.

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**RECOMMENDED ACTION:**

**MOTION 1**

That Policy MRES002 "Standard Operating Guidelines" be adopted as presented.

Author: J. Gabriel	Reviewed: 	C.A.O.:
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## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Mackenzie Regional Emergency Services, Standard Operating Guidelines</b>	<b>Policy No.</b>	<b>MRES002</b>
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<b>Legislation Reference</b>	Municipal Government Act, RSA, 2000 c. M-26, Part 2, Division 1, Section 7
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**Purpose**

To establish Standard Operating Guidelines for Emergency Medical Services within the Mackenzie Regional Emergency Services organization.

**Policy Statement and Guidelines**

The Municipality shall at all times during the operation of a Licensed Ambulance Service have Standard Operating Guidelines in place to reflect the safe and efficient operation of Emergency Medical Services (EMS).

Standard Operating Guidelines shall meet or exceed industry standards currently utilized by licensed ambulance providers within the Province of Alberta, and shall ensure that all guidelines exceed requirements set forth by Alberta Health and Wellness – Emergency Health Services.

Standard Operating Guidelines shall not contravene conditions or terms outlined in Provincial Legislation, Municipal Bylaws, or the Collective Agreement.

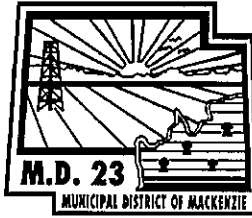
Standard Operating Guidelines shall be approved by the Director of Emergency Services.

	Date	Resolution Number
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Chief Elected Official**

7.9



## M.D. of Mackenzie No. 23

### Request For Decision

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	January 10, 2006
<b>Presented By:</b>	Paul Driedger Director of Planning, Emergency & Enforcement Services
<b>Title:</b>	Fire Invoice #3869 Grass Fire May 3, 2005
<b>Agenda Item No:</b>	

#### BACKGROUND / PROPOSAL:

On May 3, 2005 Fort Vermilion Fire Rescue responded to a grass fire near the Fort Vermilion dump.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

An invoice was sent to Knelsen Sand & Gravel Ltd. on December 6, 2005 for a grass fire on their property on May 3, 2005. The delay in getting the invoice to Knelsen Sand & Gravel was due to the exact location of the fire being unknown. Both the Municipal District of Mackenzie and Knelsen Sand & Gravel Ltd. own land near the Fort Vermilion Dump. After talking to Dave Crichton, the Senior Utilities Officer for Fort Vermilion and a Lieutenant for Fort Vermilion Fire Rescue, it was confirmed that the grass fire had occurred on the property belonging to Knelsen Sand & Gravel Ltd.

Fire Services Bylaw 465/04 clause 14.5 allows the person to appeal to the Director of Emergency Services for costs greater than \$1,000.00. The Director of Emergency Services feels that due to Knelsen Sand & Gravel Ltd. not being aware of the incident until they received the invoice in early December 2005, the total amount of the invoice should be waived.

Option 1: That invoice #3869 in the amount of \$2,245.15 to Knelsen Sand & Gravel, for the grass fire on May 3, 2005, be waived.

Author: G. Peters	Reviewed:	C.A.O.
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Option 2: That in regards to the grass fire on May 3, 2005, invoice 3869, Knelsen Sand & Gravel Ltd. pay the minimum \$1,000.00 and the remaining amount of \$1,245.15 be waived.

Option 3: That Knelsen Sand & Gravel Ltd. pay the full amount of invoice #3869 in the amount of \$2,245.15 for the grass fire of May 3, 2005.

**COSTS / SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

Option 1: That invoice #3869 in the amount of \$2,245.15 to Knelsen Sand and Gravel, for a grass fire on May 3, 2005 be waived.

Author: G. Peters

Reviewed:

C.A.O. 



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

INVOICE #: IVC00000000003869

# INVOICE

## Customer

KNELSEN SAND & GRAVEL LTD.  
 BOX 125

LA CRETE AB

T0H 2H0

Date: 12/7/2005

Customer# 240495

Due Date: 1/6/2006

^PLEASE RETURN THIS PORTION WITH YOUR PAYMENT^



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

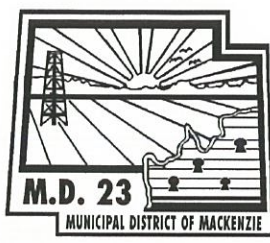
Quantity	Description	Unit Price	Total
1.00	GRASS FIRE, MAY 3/05 NEAR FORT VERMILION DUMP INCIDENT NO 09-FVFR-05 PUMPER UNIT - 1 @ 2.33 HRS @ \$300.00/HR	\$699.00	\$699.00
1.00	TANKER UNIT 1 @ 3.67 HRS @ \$300.00/HR	\$1,101.00	\$1,101.00
1.00	FIREFIGHTERS 7 @ 17.67 HRS @ \$20.00/HR	\$353.40	\$353.40
1.00	OFFICERS 1 @ 3.67 HRS @ \$25.00/HR	\$91.75	\$91.75

FEEES ACCORDING TO MUNICIPAL BYLAW NO. 504/05	Subtotal	\$2,245.15
	Tax	\$0.00
	<b>Total</b>	<b>\$2,245.15</b>

PAYMENT DUE UPON RECEIPT PAYABLE TO THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23



7.10



# M.D. of Mackenzie No. 23

## Request For Decision

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	January 10, 2006
<b>Presented By:</b>	Paul Driedger Director of Planning, Emergency & Enforcement Services
<b>Title:</b>	Special Constable Program Review
<b>Agenda Item No:</b>	

### BACKGROUND / PROPOSAL:

A review of the Special Constable program was completed by the Solicitor General and Public Security. A copy of the report is attached.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

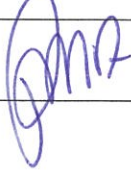

The Province is requesting input into this process.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the report be forwarded to the Protective Services Committee for review.

Author: G. Peters	Reviewed: 	C.A.O.: 
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LEGISLATIVE ASSEMBLY  
ALBERTA

**Art Johnston, M.L.A.**  
Calgary – Hays Constituency

AR 8346B

December 12, 2005

His Worship Bill Neufeld, Reeve  
M.D. of Mackenzie No. 23  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:


The Special Constable Program provides services that are integral to law enforcement in communities across Alberta. Over the past several months a review of the program has been completed. As Chair of the review, I would like to provide you with a copy of the report and recommendations.

The recommendations were based on research and information obtained through a community consultation process that involved over 30 meetings and more than 120 written submissions. As these recommendations will be considered in developing legislative changes, your review is appreciated. If you would like to provide a written submission, please forward your comments to [specialconstable.review@gov.ab.ca](mailto:specialconstable.review@gov.ab.ca) or mail to:

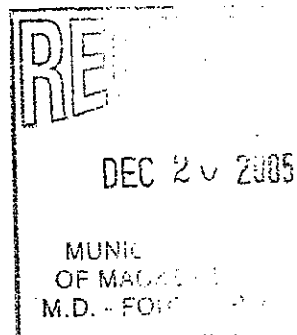
Government MLA Review of the Special Constable Program  
Solicitor General and Public Security c/o Special Projects  
10<sup>th</sup> Floor, John E. Brownlee Building  
10365 – 97 Street  
Edmonton AB T5J 3W7

Thank you for your interest and commitment to improving the Special Constable Program. If you would like to discuss the report in further detail, I can be contacted at (780) 415-1121 or contact Sandra Klashinsky, Project Manager, at (780) 422-7022 or at [Sandra.Klashinsky@gov.ab.ca](mailto:Sandra.Klashinsky@gov.ab.ca). Additional information including the report can be accessed through [www.specialconstablereview.gov.ab.ca](http://www.specialconstablereview.gov.ab.ca).

Sincerely,

  
Art Johnston  
Chair, Special Constable Program

Attachment



SPECIAL CONSTABLE PROGRAM

# **REPORT AND RECOMMENDATIONS**

DECEMBER 2005

# Letter to all Albertans

DECEMBER 2005

It was an honour to chair the review of the Special Constable Program. The review, conducted over the past eight months, provided Albertans the opportunity to contribute ideas to improve the safety and security of our communities.

The Special Constable Program works under the authority of the *Police Act*. Currently in Alberta, there are nearly 275 employers and 2,800 special constable appointments.



Art Johnston  
MLA, Calgary-Hays

While the province is the largest single employer, all levels of government and organizations such as health authorities and post-secondary institutions can apply to the Department of Solicitor General and Public Security for authorization to employ special constables. Once approved, the employer must in turn apply for individuals to hold a special constable appointment. The appointments fulfill a variety of roles and responsibilities relating to law enforcement such as traffic duty, court and prisoner security, commercial vehicle inspections and fish and wildlife management, among others.

Despite the good work performed by special constables throughout the province, there is a need to update the legislation and establish levels of enforcement that accurately reflect the range of functions that they have acquired over the years. It is also necessary to develop standards of training, performance, use of force, conduct and visual identity for all levels.

The review produced recommendations that will provide a framework to update and expand the program to better meet the rapidly changing demands in all areas of law enforcement. These recommendations were developed during extensive consultations with Albertans along with research from across Canada and around the world.

Throughout the process it was clear that people involved in every level of the Special Constable Program were strongly committed to improving enforcement efforts and delivering exceptional service to every corner of the province.

In some areas of the proposed changes there was full agreement; in others, the views differed substantially. Altogether, the responses reflect the wide range of needs in both urban and rural communities.

The varied perspectives were, therefore, weighed carefully against best practices from other provinces and such places as the United States and the United Kingdom.

The final result of this review is a comprehensive report with recommendations that will help form the foundation of new legislation to govern the program.

I would like to extend my sincere appreciation to the special constables, police officers, municipal and provincial officials and all other individuals and organizations for taking the time to contribute their viewpoints. Working together, we will make Alberta a safer place to live, work and raise our families.

A handwritten signature in cursive script that reads "Art Johnston".

Art Johnston  
MLA, Calgary-Hays  
Chair, Special Constable Program Review

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# Section One: Vision

## Recommendation 1.1

*Right people • Right place • Right time • Doing the right thing*

Alberta is a province like no other. Our booming economy is attracting more and more people everyday. An enviable position, indeed, but the downside of this prosperity is increased pressure on our law enforcement services. To respond to these rapidly increasing demands, we must develop a seamless system that improves the manner in which we serve and protect Albertans.

Law enforcement includes a range of responsibilities that many people associate strictly with police officers. Peace officers, who are appointed through the current Special Constable Program, also perform a wide range of enforcement duties.

Peace officers work with citizens in their communities and local police to help deal with issues that affect people's lives on many levels. These peace officers are dedicated individuals who respond to community needs by listening, identifying local priorities and working with partners to find lasting solutions. In performing their duties peace officers are expected to adhere to the values of *honesty, integrity, ethics, accountability, respect, fairness, courage, compassion and commitment* to the community.

Increased co-ordination of services between employers of peace officers and police services across the province will ensure a higher level of overall law enforcement services.

In the event of a disaster or major emergency, the Solicitor General and Minister of Public Security would, in co-operation with other government departments, police and emergency services, call on peace officers to provide effective and co-ordinated support to those in need. Adopting the recommendations in this report will enable all those with police or peace officer authority to be linked through clearly defined protocols and open lines of communication.

To accomplish our vision we have developed a comprehensive framework that will ensure communication, co-operation and collaboration between police and peace officers so they may effectively deliver law enforcement services that will keep residents of Alberta safe and secure for generations to come.

## **Section Two: Name Change**

### **Recommendation 2.1**

It is recommended separate legislation be developed and the name of the Special Constable Program be changed to the Public Security Peace Officer Program. It is also recommended through new legislation the name of the special constable appointment be changed to Alberta Peace Officers (APOs) and Community Peace Officers (CPOs) depending on their duties and levels of responsibility.

### **Rationale**

Changing the name will clarify the continuum of roles from peace officer to police officer and help raise the profile of this area of law enforcement.

## Section Three: Roles and Responsibilities

### Recommendation 3.1

Four levels of authority and responsibility would be adopted. The levels would be divided as follows:

- Alberta Peace Officers (APOs)
  - Level I
  - Level II
- Community Peace Officers (CPOs)
  - Level I
  - Level II

Within each level, authority would continue to be granted based on the needs of the community or organization. To further support consistency within the levels, the officers' qualifications, training requirements, knowledge and experience should be clearly identified.

### Rationale

Stakeholders told us consideration must be given to identify specific levels of authority for peace officers based on their duties and responsibilities. At the same time, they indicated there should be some flexibility within those levels to ensure the program remained responsive to needs within the community or organization they serve.

## Level I APO (Alberta Peace Officer)

### Recommendation 3.2

A Memorandum of Understanding (MOU) between police services and the Solicitor General and Minister of Public Security would be completed. This would clearly define expectations of everyone involved by improving communication, information sharing, supervision and reporting requirements, joint planning of operations and co-ordination of all enforcement activities.

The MOU would be reviewed and approved by the Solicitor General and Minister of Public Security to ensure it is consistent across the province and adheres to provincial standards.

### Rationale

An MOU would address concerns surrounding responsibilities, liability and accountability and assist communities in receiving the level of enforcement services that reflect their needs.

### Recommendation 3.3

Level I APOs would be employed through the department of the Solicitor General and Public Security. These officers would be provided training and the authority to enforce provisions of provincial statutes and the *Criminal Code of Canada* that are specific to their mandate. This would primarily include enforcing traffic violations on Alberta's highways, and providing prisoner transport and court security. Also included in this level would be protection services for the Premier, Lieutenant Governor, VIPs and other individuals as deemed necessary.

To ensure that roles and expectations of Level I APOs are clear, an MOU would be required between the Solicitor General and Minister of Public Security and the Alberta Association of Chiefs of Police.



## **Rationale**

Highly trained officers will further complement the role of policing through providing specialized services to Albertans. The MOU will ensure maximum co-ordination with police services, which will assist in facilitating a seamless delivery of services.

## **Recommendation 3.4**

Level I APOs would be trained in the use of force continuum. When peace officers are confronted with a situation where a level of control is required, they must first attempt to resolve the situation through advice, warning and persuasion. When a Level I APO isn't able to talk through the situation, they would have the authority to carry a baton, pepper spray or a firearm or a combination of these.

## **Rationale**

Use of force training must be consistent with that received by police officers to ensure APOs use good judgment and have the skills needed to control a situation and to keep themselves and the public safe.

## **Recommendation 3.5**

Level I APOs would work with police to enforce traffic violations on provincial highways. They would also have the authority to enforce limited *Criminal Code of Canada* provisions.

These peace officers would also have the authority to investigate collisions where no one is taken to hospital. However, all collisions involving serious injuries, fatalities and criminal activity would be referred to police.

In addition, these peace officers would have the authority to arrest and release individuals who are wanted on outstanding warrants and work with police during vehicle inspections and joint check stops.

## **Rationale**

The role of Level I APOs would complement police by providing a consistent level of enforcement throughout the province and improve safety on Alberta's highways.

## **Level II APO (Alberta Peace Officer)**

### **Recommendation 3.6**

Level II APOs have a great deal of knowledge that is very specific to a particular subject. The individuals in these positions would conduct a range of duties from fraud investigators, fish and wildlife officers to inspector and compliance officer duties under provincial statutes (see Appendix A for additional employers). These officers would continue to be provided with authority granted under provincial statutes or the *Criminal Code* to fulfill their organization's mandate. The authority for some Level II APOs, such as fish and wildlife officers, to carry a firearm would continue because it is a necessary tool to fulfill their duties.

An MOU would be developed between employers of peace officers and the Alberta Association of Chiefs of Police through the Solicitor General and Minister of Public Security.

## **Rationale**

Through the MOU, increased co-ordination of activities will occur between local and provincial law enforcement services. This will assist in the provision of seamless delivery of services throughout Alberta.

## **Level I CPO (Community Peace Officers)**

### **Recommendation 3.7**

Level I CPOs fulfill a range of roles throughout Alberta. Some of their duties include working at post-secondary institutions to provide a safe and secure environment for staff and students. They are also hired by municipalities to enforce traffic violations. (See Appendix A for additional information regarding employers.)

Level I CPOs would receive additional training that clearly defines the expectations placed upon them and the boundaries of their authority.

The development of an MOU between police services and employers of Level I CPOs would assist in clarifying roles, responsibilities and co-ordinating resources to respond to localized issues.

### **Rationale**

The recommendations will further support a co-ordinated community response between Level I CPOs and police services.

### **Recommendation 3.8**

To further complement the role of police, Level I CPOs would be given additional responsibilities. This may include expanding their authority from the current ability to arrest someone on provincial arrest warrants to arresting and releasing a person on outstanding provincial arrest warrants and *Criminal Code* arrest warrants.

Also, Level I CPOs would respond to non-urgent community calls once a framework is in place that provides for centralized communication. They may also assist in an investigation provided they are under the direction of a police officer.

Training for Level I CPOs would be consistent with the training for similar levels of responsibility being provided to Level I APOs.

### **Rationale**

The varied roles of these officers (Level I CPOs) will make the system more efficient and effective thereby allowing police officers to focus their full attention on more serious crimes in their communities. Overall, this approach would improve service to the public and enhance community safety.

### **Recommendation 3.9**

Level I CPOs would receive further training in such areas as conflict resolution or the power of persuasion to reduce or diffuse potentially serious situations.

Use of force training for Level I CPOs would be specific to the use of a baton or pepper spray. Consistent with their duties, Level I CPOs would not be authorized to carry firearms.

### **Rationale**

Training officers to use the necessary level of force within their authority to protect the public reduces opportunities for inadvertent abuses of authority.

### **Recommendation 3.10**

Level I CPOs would continue to complement police services by enforcing traffic violations on primary and secondary highways and local roads within their municipality. The speed limit on a primary highway within a municipality that Level I CPOs would have the authority to enforce would be increased from 70 kilometres or less to 90 kilometres or less.

Level I CPOs would also be allowed to investigate property damage collisions that do not require an emergency response or involve an injured party being taken to the hospital. Because these officers may be the first on the scene of a collision, they would be trained to secure the scene or render assistance.

Authority would also be provided to Level I CPOs so they may participate with police services in implementing programs involving vehicle inspections and check stops.

### **Rationale**

Enforcement of moving traffic violations and collision investigations must be done with the highest regard for the safety of the public, investigating officers and emergency services personnel. Level I CPOs would help increase the safety of Alberta's highways and communities through expanding responsibilities to provide additional support to police.

## **Level II CPOs (Community Peace Officers)**

### **Recommendation 3.11**

Level II CPOs would fulfill a range of roles that include administrative functions such as exhibit room custodians for police services, parking enforcement officers, and animal control specialists. (See Appendix A for additional information regarding employers.)

### **Rationale**

Every area of law enforcement requires specific administrative support and supplemental enforcement to ensure that the system as a whole works efficiently. This level of peace officer would fulfill the need to have specially trained individuals to perform a range of critical support and supplemental enforcement duties.

## Section Four: Use of Force

### **Recommendation 4.1**

The Solicitor General and Minister of Public Security would develop provincial standards governing the use of force for all levels of APOs and CPOs.

### **Rationale**

The use of force is a serious responsibility and must be applied with the highest regard for professionalism and safety. Officers must have a clear understanding of the limitations of their authority.

During consultations, stakeholders were very clear that officers who are required to use force must receive the highest level of training available and be recertified on an ongoing basis. Also, employers who hire peace officers should work with police services to complete risk assessments to determine appropriate levels of responsibility, boundaries of authority and the tools that officers should be authorized to carry.

As explained in Section 3, Roles and Responsibilities, Level I and II APOs and Level I CPOs are authorized to use the appropriate level of force given the circumstances, whether it be communication skills or the use of a baton or pepper spray, to reduce the potential for harm in a given situation.

All Level I APOs and select Level II APOs are authorized to carry a firearm because it is a necessary tool to fulfill their duties.

### **Recommendation 4.2**

The authority of the Solicitor General and Minister of Public Security would be extended to include an authorization process for restricted and unrestricted weapons.

### **Rationale**

Safeguards should be in place to ensure APOs and CPOs who are authorized to carry weapons have met the provincial training standards, which would be the same level as police officers.

Solicitor General and Public Security will work with other government ministries that provide authority to peace officers to carry firearms, to ensure provincial training and recertification standards are met.

## Section Five: Uniforms and Vehicle Markings

### Recommendation 5.1

Level I and II APOs would have one standardized uniform.

Level I CPOs would be required to wear another.

Level II CPOs would not have to wear a specific uniform because of their diverse roles.

The ability to authorize certain officers to work in street clothing would remain.

It is recommended that the standard insignia or badge that will be used on any part of a uniform be designed in such a way as to allow space for the name of the employer and the specific role of the peace officer.

Vehicle markings must also be consistent across the province.

The Solicitor General and Minister of Public Security would develop and approve all uniform, insignia and vehicle markings to ensure they are clearly differentiated from police services.

(See Appendix B for further information regarding standardized uniforms and vehicle markings.)

### Rationale

Throughout discussions with stakeholders, there were different points of view on whether uniforms and vehicles should be standardized. Many felt professionalism of the officers would be promoted through standardization while some felt exemptions should be made for certain functions, especially those who currently work in plain clothes.

Currently, across the province, each employer has different uniforms and insignia. To further complicate the situation, the provincial government employs a range of special constables, each having their own uniform and insignia. The full range of uniforms has created some confusion with the public in differentiating between the current roles of special constables and the roles of police officers.

Standardized uniforms and vehicle markings will provide cost efficiencies, particularly for Level I and II APOs, and consistency across the province.

## Section Six: Qualification Standards

### Recommendation 6.1

The following minimum qualifications would be required for all APOs and CPOs:

- Grade 12 or equivalent;
- Must be competent, reputable, dependable and of good character;
- Criminal record and activity checks; and
- Three reference checks.

In addition, for Level I and II APOs and Level I CPOs, the following is recommended:

- CPR and First Aid training;
- Successful completion of the provincial *Physical Abilities Requirement Evaluation* (PARE) test;
- Employment suitability assessment commensurate with duties and responsibilities;
- Credit check; and
- Background check through the Criminal Intelligence Service of Alberta which would allow for an encompassing report on convictions and criminals investigations.

Level I and II APOs would also be required to have a two-year diploma that is applicable to the roles and responsibilities of the job or the equivalent combination of education and experience.

### Rationale

The need for stronger qualifications was raised throughout the review. The discussions revolved around whether potential candidates should have a grade 12 education or some form of post-secondary degree or diploma and whether testing and more comprehensive background checks need to be done on applicants.

Stronger qualifications will support a more stringent recruitment process, thereby increasing accountability and professionalism within the program.

## Section Seven: Training Standards

### Recommendation 7.1

Training and recertification standards would be developed for all potential APOs, CPOs as well as employers.

The Department of Solicitor General and Public Security would co-ordinate with police services to ensure the curriculum reflects peace officers' duties and responsibilities. Alternatives to how training is delivered, whether online or in a classroom, would be explored. Also, to ensure APOs and CPOs have the necessary skills and knowledge, successful completion of required training would occur prior to the designation being granted.

### Recommendation 7.2

Employers and peace officers would be notified of any changes in legislation, policies or standards. Employers would be required to confirm changes that have been incorporated into policies and operational procedures.

Also, all levels of officers would be tested on new policies through a sign-off process involving the employer and Department of the Solicitor General and Public Security. Finally, to ensure all APOs and CPOs remain current with program changes and are adhering to requirements, an annual course and exam would be required.

The Department of the Solicitor General and Public Security would have a mechanism in place to ensure employers who hire peace officers are abiding by the rules.

### Recommendation 7.3

A safety manual that addresses visibility, hours and areas of work and communication would be developed and available to all peace officers. This would further address safety and help to ensure that all levels adhere to the requirements under the *Occupational Health and Safety Act*.

### Rationale

Calls for increased training recertification standards that are reflective of peace officers' duties and authorities were heard throughout the review. Stakeholders stated that training should also be provided to employers so they understand the limits of the authority that is granted to the peace officers they hire.

Training and recertification is essential to the quality of the program and safety of officers. Consistency in how the training is delivered will also ensure the highest possible standards.



## **Section Eight: Accountability and Compliance to Standards**

### **Recommendation 8.1**

To ensure compliance to program requirements, the Department of Solicitor General and Public Security would strengthen the monitoring and auditing functions by:

- Visually inspecting the performance of employers and peace officers;
- Assessing complaints and other feedback; and
- Analyzing data.

### **Rationale**

Increased accountability reassures the public that APOs and CPOs are contributing to the safety and security of communities with the highest regard for professionalism and the rights of the citizens they serve.

During our consultations, stakeholders indicated that accountability needs to be strengthened to ensure both the employers and employees adhere to program standards across the province.

Through the Auditor General of Alberta, the Solicitor General and Minister of Public Security ensures adequate auditing is in place to monitor and assess employers' and peace officers' compliance with legislation and standards.



## Section Nine: Monitoring of Conduct

### Recommendation 9.1

To ensure the program's integrity APOs and CPOs would be held to provincial standards of conduct. Employers would be held to a similar high standard, as they are directly accountable for the program's operations.

### Recommendation 9.2

The current standards of conduct would be strengthened to clarify that an APO or CPO may have their designation varied, suspended or cancelled when:

- Provincial standards are contravened;
- Charges are pending that may bring the officer or the program into disrepute;
- An officer is charged with a criminal offence; or
- An officer engages in misconduct or conduct deserving of sanction.

The following situations would be reviewed promptly and evaluated by the peace officer's supervisor to ensure that appropriate action is taken:

- All incidents involving misconduct;
- Injury or death to an APO, CPO or any other person as a result of a peace officer's activities; and
- Any use of force, including baton, pepper spray or firearm.

The supervisor would be required to determine if actions were reasonable, necessary and within provincial standards.

In addition, incidents would be reported to the Department of Solicitor General and Public Security for review to ensure that appropriate action has been taken.

(See Appendix C for additional information.)

### Rationale

Discussions dealing with how complaints are handled effectively were met with varying views. While some felt the current process worked well; others felt there was inconsistency and that the process lacked transparency. Developing a standard that encompasses all aspects of the handling of officer misconduct will provide consistency in service delivery and strengthen the integrity of the program.

## **Section 10: Communication**

### **Recommendation 10.1**

Communication would be enhanced throughout the province to assist in co-ordinating services to communities. To improve information sharing between police services and Level I and II APOs and Level I CPOs, data interoperability would be utilized where appropriate.

In addition, radio communication that would allow the exchange of information between police services and peace officers would be facilitated where appropriate to ensure officer safety.

### **Rationale**

Stakeholders made it clear that special constables must have the best means of communication possible to ensure their safety and to better co-ordinate activities with other law enforcement agencies.

The overarching benefit of improved communication between all enforcement entities is a more safe and secure province in which to live, work and raise our families.

# Appendix A: Levels, Employers and Roles

## Level I Alberta Peace Officers

- Alberta Solicitor General and Public Security (i.e. traffic enforcement, court and prisoner security, protection services)

## Level II Alberta Peace Officers

The following employ a range of Alberta peace officers to fulfill a wide range of roles and responsibilities such as fraud investigators, fish and wildlife officers, conservation officers, inspectors to compliance officers:

- Alberta Advanced Education
- Alberta Agriculture, Food and Rural Development
- Alberta Children's Services
- Alberta Community Development
- Alberta Environment
- Alberta Energy and Utilities Board
- Alberta Finance
- Alberta Gaming and Liquor Commission
- Alberta Government Services
- Alberta Human Resources and Employment
- Alberta Infrastructure and Transportation
- Alberta Justice and Attorney General
- Alberta Securities Commission
- Alberta Seniors and Community Supports
- Alberta Solicitor General and Public Security
- Alberta Sustainable Resource Development
- Alberta Worker's Compensation Board
- Police Services
- These police officers are designated as peace officers to work in the province of Alberta:
  - *Canadian National Police*
  - *Canadian Pacific Police*

## Level I Community Peace Officers

- Municipal CPOs who enforce bylaws and more than one provincial statute
- Those municipal CPOs who enforce either moving or non-moving *Traffic Safety Act* provisions
- Hospital and Health Regions
- Universities
- School resource officers

## Level II Community Peace Officer

- Parking enforcement officers, which involve enforcing bylaws that include specific sections of the *Traffic Safety Act*
- Municipal emergency response departments, finance branches and taxi commissions
- Photo radar activities
- Stenographers, including functions such as document service and swearing of information (Commissioner of Oaths)
- Exhibit custodians
- Licensing inspectors

# Appendix B: Uniforms and Vehicle Markings

## **Level I and II Alberta Peace Officers**

The uniform would be comprised of blue-black shirt and pants with a light blue stripe and light blue piping on the shoulder insignia. Jackets would be dark blue-black and boots would be black. The hat would be wide-brimmed or baseball cap style with corresponding colors. A consistent reflector vest or jacket would be available to officers to ensure their safety.

## **Level I Community Peace Officers**

The uniform would be comprised of a dark gray shirt and dark blue-black trousers with a gray stripe. Jackets would be dark blue-black and boots would be black. Also, a dark gray, wide-brimmed hat would be worn. A consistent reflector vest would be available to officers to ensure their safety.

## **Standardized vehicle markings**

Vehicles used for uniformed patrol would be consistent across the province and have a roof-mounted light bar and a reflective gray stripe. Exceptions would be allowed for Level II APOs who require vehicle markings that reflect their role in the community.

## **Appendix C: Monitoring of Conduct**

Additional policies and procedures should be developed to ensure a minimum standard of conduct for Peace Officers. Upon receipt of a written complaint regarding an APOs or CPOs conduct, the following would be completed:

1. The written complaint(s) would be reported in a prescribed format to the representative authorized employer at the highest possible level of the organization (i.e. Chief Executive Officer, Vice President, etc). The employer would review the complaint against the provincial standards and policies to determine if an investigation is warranted.
2. If an investigation reveals that an offense may have occurred under an Act of Parliament of Canada or the Legislature of Alberta, the matter would immediately be referred to the Minister of Justice and Attorney General.
3. Solicitor General and Public Security (SOLGPS) would be notified in a prescribed format of any written complaint. If there was a contravention of standards by the employer or peace officer, SOLGPS would maintain the ability to conduct an independent investigation or monitor the process if it is in the public interest.
4. The complainant and SOLGPS would be notified of the outcome. SOLGPS would maintain the ability to vary, suspend or terminate the appointment of the officer if found not to be compliant with standards, thus impacting the ability of the officer to complete the responsibilities assigned through the designation.
5. If the complainant was dissatisfied with the outcome, a request for review would be forwarded to the Director of Law Enforcement, SOLGPS. Upon completing the review of the decision, the Director of Law Enforcement would advise the employer and complainant of the outcome.
6. The employer, APO or CPO would continue to have the ability to appeal the cancellation of the appointment to the Law Enforcement Review Board (LERB).
7. In the event a person resigns, the complaints that were previously received would be recorded with SOLGPS and may be considered in the event that they reapply for an appointment.

# Appendix D: Overview of the Review of Special Constable Program

The Special Constable Program involves the Solicitor General and Minister of Public Security authorizing an employer, such as a municipal government, to hire an individual who can apply for a special constable appointment. The appointment provides the officer with peace officer status specifying the authority, responsibility and territory. As of October 2005, there were almost 275 authorized employers and 2,800 special constable appointments throughout the province.

The review was structured to allow Albertans the opportunity to share their perspectives on how to develop legislation that would further complement policing and develop higher quality program standards. The process involved meetings with stakeholders and receipt of submissions on ideas for changes to improve the program. The information was reviewed on an issue-by-issue basis to ensure that all concerns within the scope of the review were considered. By July 30th, 2005, the consultation process was complete. Preliminary directions were developed and key stakeholders were consulted once again. Research into best practices across Canada and internationally was completed by September 2005. The directions were refined and recommendations were drafted. The report to the Solicitor General and Minister of Public Security was developed and delivered in November 2005.

A total of 32 meetings with stakeholders occurred across the province and 124 submissions were received. The following stakeholders were represented:

- Special Constables
- Community and business organizations
- Community associations
- Alberta Special Constable Association
- Alberta Association of Municipal Districts and Counties
- Alberta Rural Municipal Administrators' Association
- Alberta Urban Municipalities Association
- Municipalities and counties
- National organizations
- Police Services
- Police Commissions
- Police Associations
- Universities and Colleges
- Health Regions
- Transit Services
- Government of Alberta Ministries
- First Nations communities
- Metis Settlements
- Members of the general public



Federation of Canadian Municipalities

Fédération canadienne des municipalités

8.1

November 23, 2005

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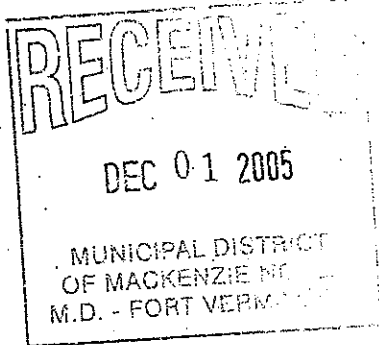
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Sincerely,

Michael Coleman
President



MC:JP/dlm
Enclosure



Mayor Michael G. Coleman
Duncan, British Columbia
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Councillor Gloria Kovach
Guelph, Ontario
First Vice President
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New Glasgow, Nova Scotia
Immediate Past President
Présidente sortante

James W. Knight
Chief Executive Officer
Chef de la direction

24 rue Clarence Street
Ottawa, Ontario K1N 5P3

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(613) 241-7440

federation@fcm.ca
Web site/site Web : www.fcm.ca

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Community Development
Centre pour le développement
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International Centre for
Municipal Development
Centre international pour le
développement municipal

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Policy, Advocacy and
Communications Department
Service des politiques, promotion
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10-1

# **YOU ARE INVITED**

## **To the La Crete and Area Chamber of Commerce Annual General Meeting**

*This is **NOT** your average meeting*

The La Crete Chamber of Commerce 2006 AGM will be an event like no other. Featuring guest speakers, including MLA Frank Oberle, a live auction, a wonderful meal, our annual business awards and so much more!

The evening will provide an excellent opportunity for you to network with other businesses in the area, and a chance to dress up for a nice evening out!

*Tickets are going fast, so get yours today!!*

### **La Crete Chamber of Commerce AGM**

La Crete Heritage Centre

February 4<sup>th</sup> 2006

6:30 PM

Tickets: \$30

Phone the Chamber of Commerce Office for more details: 928-2278  
Or Mail your payment to Box 1088, La Crete, AB, T0H 2H0 and we'll send you the requested amount of tickets.  
Hurry they won't last long!!



14.1

motion 06-28



TOWN OF  
HIGH LEVEL  
GATEWAY TO THE SOUTH

9813 - 92 Street  
High Level, Alberta  
T0H 1Z0  
Tel (780) 926-2201  
Fax (780) 926-2899  
www.highlevel.ca

**OFFICE OF THE MAYOR**

January 10, 2006

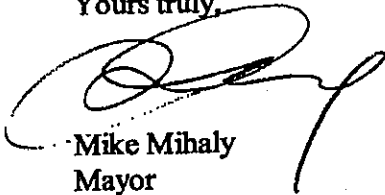
Bill Neufeld, Reeve  
Box 640  
Ft. Vermilion, AB  
T0H 1N0

Dear Bill:

The Town of High Level is prepared to enter into a Service and Economic Agreement with the MD of Mackenzie based on the attached preliminary proposal. The Town of High Level is further prepared to provide existing services to the rate payers of the MD under the current terms and conditions until these negotiations are concluded.

The Town of High Level looks forward to further productive negotiations regarding this Agreement.

Yours truly,

  
Mike Mihaly  
Mayor

Encl. Proposal

**Preliminary Proposal for a Service and Revenue Sharing Agreement  
as presented to  
The Municipal District of Mackenzie No. 23  
by  
The Town of High Level**

**January 9, 2006**

The Town of High Level is prepared to enter into a Service and Economic Agreement based on the following considerations:

**Identification of Services**

1. That the Agreement encompass the following services:
  - a. Recreation (sports complex, playing fields and skateboard park)
  - b. Aquatic Center
  - c. FCSS
  - d. Cemetery
  - e. Airport
  - f. Economic Development Incentive
  - g. Fire Protection
  - h. Water (requires agreement prior to implementations)
  - i. Inter-Municipal Development Plan (requires review)

*(Please note: Tourist Information/Museum is provided by a independent third party therefore is outside the scope of this agreement.)*

**Identification of Residents to be Covered by Agreement**

2. Services (a) through (f) will be provided to all the rate payers of the MD of Mackenzie at the same user fees and charges that are applied to the rate payers of the Town of High Level. The provision of fire protection will be provided within the defined 40 km radius of High Level. The provision of water will be provided to rate payers within a mutually defined area.

**Funding Formula**

3. In consideration of these services, the MD will pay to the Town a percentage of the equalized residential and non-residential (excluding linear) assessment within a 40 km radius of High Level in 2006 equal to \$750,000. Once this percentage has been determined (base year being 2006), this percentage of assessment will be paid to the Town of High Level annually throughout the life of this Agreement.

**Formula applied to Operating and Replacement Capital:**

4. These funds will be provided to the Town of High Level to offset the operating and replacement capital costs incurred by the Town to provide those services outlined in #1.

**Service Delivery:**

5. Details of how the various services will be delivered will be contained in addendums attached to and forming part of this agreement.
6. The provision of water to the rural area will require a specific agreement prior to the delivery of the service.
7. The Inter-municipal plan requires review and clarification.

**Review:**

8. The Agreement will be reviewed annually by both parties to determine if the services and or payment for such services should be modified in any manner or form.
9. New services will only be added by written mutual consent.
10. At the request of either party, a joint Public Information Meeting shall be held to explain the Agreement to High Level and MD residents and to receive input to same.

**Dispute Resolution Process:**

11. The Agreement shall provide for a full dispute resolution process up to and including arbitration provisions.

**Termination of Existing Agreements**

12. Upon the ratification of this agreement, both parties agree that the following agreements will be mutually terminated: Airport Service Agreement; Cost Sharing Agreement; Economic Development and Fire Services Agreement.

**Term and Notice Provisions**

13. The Agreement shall commence effective January 1, 2006 and have no set term but shall continue at the pleasure of both parties.
14. Should either party wish to terminate the agreement, a two year notice of intention to terminate shall be given to the other party.
15. If cancellation is not mutually agreed to, resulting costs to either part shall be arbitrated.



Pat Furey  
Phone: (780) 791-6221  
Fax: (780) 791-6029  
Email: pfurey@nlhr.ca

2006 January 6

Bill Neufeld  
Reeve  
Municipal District of McKenzie  
PO Box 351  
La Crete, AB T0H 2H0

Dear Bill:

A very happy and healthy New Year to you and yours! In follow-up to my phone message during the week of December 12 and our subsequent conversation on December 21, 2005 in Fort McMurray, I would like to request further clarification from the MD regarding ongoing availability, guidelines and/or conditions for the debenture funding discussed with NLHR (Patricia Pelton) and the High Level Medical Clinic Stakeholders group in spring/summer of 2005.

As discussed, it is my understanding in reviewing minutes of the Stakeholder group from June 23, 2005(attended by yourself and R. Coad), which was also attended by Perry Twaits at Minister Evan's request, that proposed grant funding for the High Level Medical Clinic from AH&W would be contingent on several items including the following:

- MD would provide debenture of \$800K to RHA
- AH&W would provide a non-repayable grant to the RHA making up the difference required for construction of a medical clinic
- Owner of property would be RHA
- Physicians would pay debenture payments to MD based on number of physicians over a 20-25 year period
- The building would be built on RHA land based on a bylaw change
- The Minister would have to approve the lease of property.

I would appreciate it if the MD could confirm/clarify the above points and provide current direction as to:

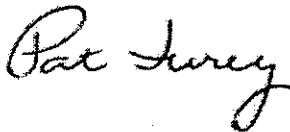
1. whether the building **must** be constructed on RHA property with full ownership by the RHA?
2. If there are any other types of P3s with private developers which could be considered for debenture funding by the MD, whether off hospital property or on it?).
3. If so, could you please clarify under what conditions the MD would consider extending the debenture offer?

CORPORATE OFFICE

Bill, as you are very aware the construction of this medical clinic has become a political "entity" in the High Level area and NLHR is challenged to balance the interests of all local stakeholders. We are proceeding based on an assumption that the debenture funding proposed by the MD earlier this summer will continue to be available and at this point, need to ascertain any conditions which should be taken into consideration with regard to a review of potential options.

I look forward to further communication with you or your representative on this issue. I am available by phone at 780-791-6221 or 780-715-8900 (cell). Again, Happy New Year and many thanks for any clarification you can provide!

Sincerely,



PAT FUREY  
Acting Chief Executive Officer

cc: J. Fitzner, Board Chair – Northern Lights Health Region  
/ljp


## High Level Medical Clinic

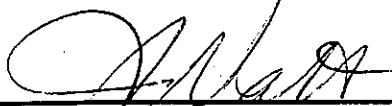
### *Statement of Intent*

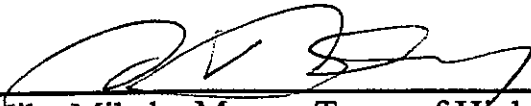
At the Tri-Council Meeting on June 23, 2005, representatives from the Councils of the MD of Mackenzie, Town of High Level, and the Town of Rainbow Lake came to a general consensus to support the construction of a publicly funded medical clinic on or off the Northwest Health Centre site subject to:

1. a written guarantee from the Regional Health Authority and the Alberta Health and Wellness that the clinic will be expanded as required;
2. the RHA be responsible for the scheduling of the Doctors at the hospital; and
3. the RHA having full ownership and control of the medical clinic.

Dated and signed this 24<sup>th</sup> day of June, 2005

  
\_\_\_\_\_  
Bill Neufeld, Reeve, MD of Mackenzie

  
\_\_\_\_\_  
John Watt, Mayor, Town of Rainbow Lake

  
\_\_\_\_\_  
Mike Mihaly, Mayor, Town of High Level