

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, February 13, 2007  
10:00 a.m.**

**Council Chambers, Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a)	Call to Order	
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**IN CAMERA  
SESSION:**

12. a) Town of High Level Negotiations

b) Health Services

c) Personnel & Contracts

d) Union Negotiations

e) Northwest Corridor Development Corporation  
Strategic Plan

f) Mustus Lake Centre Lease Agreement

g)

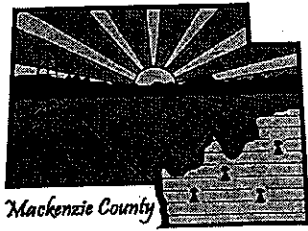
h)

**CAO EVALUATION:** 13. a) CAO Evaluation

**NEXT MEETING  
DATE:** 14. a) Regular Council Meeting  
Wednesday, February 28, 2007  
6:00 p.m.  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:** 15. a) Adjournment





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the January 24, 2007 Regular Council Meeting</b>

### BACKGROUND / PROPOSAL:

Minutes of the January 24<sup>th</sup> regular council meeting are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the minutes of the January 24, 2007 Regular Council meeting be adopted as presented.

Author: C. Gabriel

Review Date: February 7, 2007

*W. Kostiw*  
CAO



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, January 24, 2007**

**6:00 p.m.**

**Council Chambers  
Fort Vermilion, AB**

**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

**ABSENT:** Stuart Watson Councillor

**ALSO PRESENT:** William (Bill) Kostiw Chief Administrative Officer  
Carol Gabriel Executive Assistant  
Joulia Whittleton Director of Corporate Services  
John Klassen Manager of Utilities & Facilities  
Paul Driedger Director of Planning & Emergency Services

Members of the media.

Minutes of the Regular Council meeting for Mackenzie County held on Wednesday, January 24, 2007 at the Council Chambers in Fort Vermilion, Alberta.

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

Reeve Neufeld called the meeting to order at 6:02 p.m.

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

**MOTION 07-042 MOVED** by Councillor Thompson

That the agenda be adopted as amended with the addition of:

- 11. o) Airports
- 11. p) Fort Vermilion Airport
- 12. f) Access Request to NW 23-109-12 W5M (In-camera)
- 10. e) Mustus Lake Centre Caretaking Tender
- 11. q) MD of Mackenzie Library Board

- 11. r) Fort Vermilion Agricultural Society
- 11. s) Mackenzie Housing Management Board
- 10. f) Signage
- 9. f) Bylaw 607/07 Land Use Bylaw Amendment

**CARRIED**

**ADOPTION OF THE  
PREVIOUS MINUTES:**

- 3. a) **Minutes of the January 9, 2007 Regular Council Meeting**

**MOTION 07-043**

**MOVED** by Councillor Driedger

That the minutes of the January 9, 2007 Regular Council meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE MINUTES:**

- 4. a) None

**DELEGATIONS:**

- 5. a) None

**GENERAL REPORTS:**

- 6. a) **Municipal Planning Commission Meeting Minutes November 23, 2006**

**MOTION 07-044**

**MOVED** by Councillor Neudorf

That the Municipal Planning Commission meeting minutes of November 23, 2006 be received for information.

**CARRIED**

- 6. b) **Municipal Planning Commission Meeting Minutes December 13, 2006**

**MOTION 07-045**

**MOVED** by Councillor Braun

That the Municipal Planning Commission meeting minutes of December 13, 2006 be received for information.

**CARRIED**

**PUBLIC HEARINGS:**

- 7. a) None

**COUNCIL COMMITTEE,  
CAO AND DIRECTORS  
REPORT:**

- 8. a) **Council Committee Reports**



Deputy Reeve Sarapuk reported on the Forestry Public Advisory Committee, Agricultural Land Task Force, and Finance Committee meetings.

Councillor Driedger reported on the Fort Vermilion's doctors clinic, Health Recruitment and Retention Committee, and Mackenzie Housing Management meetings.

Councillor Neudorf reported on the Operations Committee, Agricultural Land Task Force, Hay Zama Committee, Agriculture Service Board, rural country residential open house, and Agricultural Land Task Force Technical Committee meetings.

Councillor Wardley reported on the Zama Recreation Board meeting, and meeting with DCL Siemens regarding the Zama water treatment plant.

Councillor Thompsen reported on the Fort Vermilion Library Board, Fort Vermilion Recreation Board, and ski hill feasibility study meetings.

Councillor Newman reported on the Operations Committee and Agriculture Service Board meetings, and the rural country residential open house in La Crete.

Councillor Braun reported on the Operations Committee, Municipal Planning Commission, Mackenzie Waste Management and Finance Committee meetings, and the rural country residential and ski hill feasibility study open houses.

Councillor Froese reported on the Operations Committee, Municipal Planning Commission meetings, and the rural country residential open house.

Reeve Neufeld reported on the Operations Committee, Hay Zama and Reeves & CAO's meetings, and the rural country residential and ski hill feasibility study open houses.

**MOTION 07-046**

**MOVED** by Councillor Neudorf

That the Council Committee verbal reports be accepted as information.

**CARRIED**

**8. b) CAO & Director Reports**

**MOTION 07-047**

**MOVED** by Councillor Newman

That the Director of Corporate Services report be accepted for information.

**CARRIED**

**MOTION 07-048**

**MOVED** by Councillor Neudorf

That the Director of Planning & Emergency Services report be accepted for information.

**CARRIED**

**MOTION 07-049**

**MOVED** by Councillor Driedger

That the Manager of Utilities & Facilities report be accepted for information.

**CARRIED**

**MOTION 07-050**

**MOVED** by Councillor Braun

That the Chief Administrative Officer report be accepted for information.

**CARRIED**

**8. c) Hay Zama**

**MOTION 07-051**

**MOVED** by Councillor Braun

That administration write a letter of minority opposition position to the Minister regarding the Hay Zama Wells.

**CARRIED**

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

**9. a) Area Structure Plan for Hamlet Country Residential  
Frank & Tina Goertzen**

**MOTION 07-052**

**MOVED** by Councillor Newman

That Frank and Tina Goertzen's request for Mackenzie County to

pay for the cost of a new Area Structure Plan for SE 10-106-15-W5M be received as information.

**CARRIED**

**9. b) Municipal Land Use Planning Discussion Paper**

**MOTION 07-053**

**MOVED** by Councillor Newman

That the Municipal Land Use Planning Discussion Paper be tabled to the January 25, 2007 special council meeting.

**CARRIED**

**9. c) Bylaw 609/07 Subdivision Cancellation  
Plan 952-2134, Block 01, Lot 01 on Part of SW 32-109-18-W5M**

**MOTION 07-054**

**MOVED** by Councillor Neudorf

That first reading be given to Bylaw 609/07 to cancel subdivision Plan 952-2134, Block 01, Lot 01 on Part of SW 32-109-18-W5M.

**CARRIED**

**MOTION 07-055**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 609/07 to cancel subdivision Plan 952-2134, Block 01, Lot 01 on Part of SW 32-109-18-W5M.

**CARRIED**

**MOTION 07-056**

**MOVED** by Councillor Froese

That consideration be given to go to third reading of Bylaw 609/07 to cancel subdivision Plan 952-2134, Block 01, Lot 01 on Part of SW 32-109-18-W5M at this meeting.

**DEFEATED**

**9. d) Bylaw 608/07 Being a Land Use Bylaw Amendment to Rezone Part of NE 17-106-15-W5M from Rural Country Residential District 2 (RC2) to Rural Country Residential District 1 (RC1) – La Crete Rural**

**MOTION 07-057**

**MOVED** by Councillor Froese

That first reading be given to Bylaw 608/07 being a Land Use Bylaw amendment to rezone Part of NE 17-106-15-W5M from Rural Country Residential District 2 (RC2) to Rural Country Residential District 1 (RC1).

**CARRIED**

**9. e) FireSmart Community Series**

**MOTION 07-058**

**MOVED** by Deputy Reeve Sarapuk

That the FireSmart Community Series be received for information.

**CARRIED**

**9. f) Bylaw 607/07 Land Use Bylaw Amendment to Rezone Plan 942-0168, Block 16, Lot 4 and Plan 952-3941, Block 16, Lot 5 from Mobile Home Park District "MHP" to Mobile Home Subdivision District 2 "MHS2"**

**MOTION 07-059**

Requires Unanimous

**MOVED** by Councillor Neudorf

That first reading be given to Bylaw 607/07 to rezone Plan 942-0168, Block 16, Lot 4 and Plan 952-3941, Block 16, Lot 5 from Mobile Home Park District "MHP" to Mobile Home Subdivision District 2 "MHS2".

**CARRIED**

**OPERATIONAL SERVICES:**

**10. a) Rural Water**

**MOTION 07-060**

**MOVED** by Councillor Wardley

That administration look into funding options for rural water.

**CARRIED**

**10. b) Zama Water Treatment Plant**

**MOTION 07-061**

**MOVED** by Councillor Neudorf

That the Zama water treatment plant be tabled to the February 13, 2007 regular council meeting.

**CARRIED**

**10. c) Gravel Crushing Tender**

**MOTION 07-062**

**MOVED** by Deputy Reeve Sarapuk

That the gravel crushing tender be tabled to the February 13, 2007 regular council meeting.

**CARRIED**

**10. d) 2007 Construction Tendering**

**MOTION 07-063**

**MOVED** by Councillor Newman

That the 2007 construction tendering be tabled to the January 25, 2007 budget meeting.

**CARRIED**

Reeve Neufeld recessed the meeting at 7:25 p.m. and reconvened the meeting at 7:37 p.m.

**10. e) Mustus Lake Centre Caretaking Tender**

**MOTION 07-064**  
Requires Unanimous

**MOVED** by Councillor Newman

That the Mustus Lake Centre caretaking tender be awarded, as amended, to Susan Driedger of La Crete.

**CARRIED**

**10. f) Signage**

**MOTION 07-065**  
Requires Unanimous

**MOVED** by Councillor Braun

That administration prepare a destination sign package including attraction signage.

**CARRIED**

**CORPORATE  
SERVICES:**

**11. a) Northwest Corridor Development Corporation  
Strategic Plan**

**MOTION 07-066**

**MOVED** by Deputy Reeve Sarapuk

That the Northwest Corridor Development Corporation Strategic Plan be tabled to the February 13, 2007 regular council meeting for an in-camera discussion.

**CARRIED**

**11. b) High Level Industry Advisory Committee Membership Invitation**

**MOTION 07-067**

**MOVED** by Deputy Reeve Sarapuk

That Councillor Thompson be appointed to the NAIT High Level Industry Advisory Committee.

**CARRIED**

**11. c) VSI Services  
Non – Traditional or Alternative Livestock**

**MOTION 07-068**

**MOVED** by Councillor Neudorf

That the VSI Services non-traditional or alternative livestock be received for information.

**CARRIED**

**11. d) Regional Water**

**MOTION 07-069**

**MOVED** by Councillor Thompson

That regional water be moved in-camera for discussion.

**CARRIED**

**11. e) Bylaw Interpretation**

**MOTION 07-070**

**MOVED** by Councillor Wardley

That Council consider setting a date to examine all of our bylaws that relate to public action.

**CARRIED**

**11. f) Administration Buildings**

**MOTION 07-071**

**MOVED** by Reeve Neufeld

That the existing La Crete MD Office Building Committee be appointed to the new County Building Committee, including the local Councillor, and that the Terms of Reference be drafted and brought to the February 13, 2007 regular council meeting.

**CARRIED**

**11. g) Council Workshop**

**MOTION 07-072**

**MOVED** by Councillor Braun

That the council workshop discussion be tabled to the February 13, 2007 regular council meeting.

**CARRIED**

**11. h) Salaries & Wages**

**MOTION 07-073**

**MOVED** by Councillor Wardley

That the discussion on salaries and wages be moved in-camera.

**CARRIED**

**11. i) Conflict Management Related Training**

**MOTION 07-074**

**MOVED** by Councillor Braun

That the conflict management related training items be received for information.

**CARRIED**

**11. j) AAMD&C Spring 2007 Convention**

**MOTION 07-075**

**MOVED** by Councillor Newman

That administration respond to the AAMD&C request for topics for the spring convention to include dispute resolution.

**CARRIED**

**11. k) Purchasing and Tendering Policy**

**MOTION 07-076**

**MOVED** by Deputy Reeve Sarapuk

That the purchasing and tendering policy be moved to the

Finance Committee for review.

**CARRIED**

**11. l) Workplace Harassment/FOIP Workshop**

**MOTION 07-077**

**MOVED** by Councillor Braun

That a session for Councillors on workplace harassment and FOIP be held in conjunction with the next council workshop.

**CARRIED**

**11. m) FCM Annual Conference**

**MOTION 07-078**

**MOVED** by Councillor Neudorf

That any Councillor available be authorized to attend the FCM annual conference being held in Calgary on June 1 – 4, 2007.

**CARRIED**

**11. n) Information/Correspondence**

**MOTION 07-079**

**MOVED** by Councillor Neudorf

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

**CARRIED**

**11. o) Airports**

**MOTION 07-080**

Requires Unanimous

**MOVED** by Councillor Newman

That administration look at options for the La Crete and Zama airports.

**CARRIED**

**11. p) Fort Vermilion Airport**

**MOTION 07-081**

Requires Unanimous

**MOVED** by Councillor Driedger

That the County enters into a five-year lease agreement with Nor-Alta Aviation Leasing Inc. and that the rent for the terminal building shall be one (\$1.00) dollar per year.



**CARRIED**

**MOTION 07-082**  
Requires Unanimous

**MOVED** by Councillor Braun

That a \$30,000 capital project be added to the 2007 capital budget for the Fort Vermilion terminal building and site renovations.

**CARRIED**

**11. q) MD of Mackenzie Library Board**

**MOTION 07-083**  
Requires Unanimous

**MOVED** by Councillor Newman

That the MD of Mackenzie Library Board positions held by Treena Ward (expiring March 31, 2007) and Lucille Labrecque (expiring September 30, 2007) be extended to October 31, 2007.

**CARRIED**

**11. r) Fort Vermilion Agricultural Society**

**MOTION 07-084**  
Requires Unanimous

**MOVED** by Councillor Braun

That the land title certificate and a letter of support be provided to the Fort Vermilion Agricultural Society Heritage Committee in order to assist with the preservation and restoration of the "Clarke House".

**CARRIED**

**11. s) Mackenzie Housing Management Board**

**MOTION 07-085**

**MOVED** by Councillor Neudorf

That the Mackenzie Housing Management Board's request to issue an advance cheque towards 2007 operating budget equal to a quarter of the 2006 annual payment be granted.

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 07-086**

**MOVED** by Councillor Braun

That consideration be given to move in Camera to discuss

issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 8:07 p.m.

- 12. a) Town of High Level Negotiations
- 12. b) Health Services
- 12. c) Personnel & Contracts
- 12. d) La Crete MD Office Building
- 12. e) Chief Administrative Officer Evaluation
- 12. f) Access Request NW 23-109-12 W5M
- 12. g) Regional Water

**CARRIED**

**MOTION 07-087**

**MOVED** by Councillor Driedger

That Council move out of camera at 8:49 p.m.

**CARRIED**

**12. a) Town of High Level Negotiations**

**MOTION 07-088**

**MOVED** by Councillor Newman

That administration look at alternate options for providing services to Ward 9.

**CARRIED**

**12. b) Health Services**

**MOTION 07-089**

**MOVED** by Councillor Neudorf

That the Reeve and Deputy Reeve negotiate with the Minister of Health for better health services for our area.

**CARRIED**

**12. c) Personnel & Contracts**

**MOTION 07-090**

**MOVED** by Councillor Braun

That the personnel and contracts discussion be received for information

**CARRIED**

**12. d) La Crete MD Office Building**

**MOTION 07-091**

**MOVED** by Councillor Wardley

That Brownlee LLP handle the land transfer for the Mustus Lake Center in La Crete.

**CARRIED**

**12. e) Chief Administrative Officer Evaluation**

**MOTION 07-092**

**MOVED** by Councillor Froese

That the Chief Administrative Officer evaluation be completed following the February 13, 2007 regular council meeting.

**CARRIED**

**12. f) Access Request to NW 23-109-12 W5M**

**MOTION 07-093**

**MOVED** by Councillor Braun

That administration and the local Councillor negotiate a final settlement for the access request to NW 23-109-12 W5M, as discussed in-camera.

**CARRIED**

**NEXT MEETING DATE:**

**13. a) Regular Council Meeting**

Tuesday, February 13, 2007

10:00 am

Council Chambers, Fort Vermilion, Alberta

**ADJOURNMENT**

**14. a) Adjournment**

**MOTION 07-094**

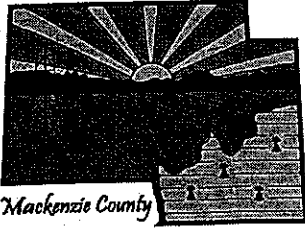
**MOVED** by Councillor Newman

That the Regular Council meeting be adjourned at 8:56 p.m.

**CARRIED**

These minutes will be presented to Council for approval on Tuesday, February 13, 2007.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	February 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Minutes of the January 25, 2007 Special Council (Budget) Meeting

**BACKGROUND / PROPOSAL:**

Minutes of the January 25<sup>th</sup> budget meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That the minutes of the January 25, 2007 Special Council (budget) meeting be adopted as presented.

Author: C. Gabriel

Review Date: February 7, 2007

for  
CAO *[Signature]*



**MACKENZIE COUNTY  
SPECIAL COUNCIL (BUDGET) MEETING**

**Thursday, January 25, 2007**

**10:00 am**

**Council Chambers  
Fort Vermilion, AB**

<b>PRESENT:</b>	Bill Neufeld	Reeve
	Walter Sarapuk	Deputy Reeve
	Peter Braun	Councillor
	John W. Driedger	Councillor
	Ed Froese	Councillor
	Willy Neudorf	Councillor
	Greg Newman	Councillor
	Lisa Wardley	Councillor
 <b>ABSENT:</b>	 Jim Thompson	 Councillor
	Stuart Watson	Councillor
 <b>ALSO PRESENT:</b>	 William (Bill) Kostiw	 Chief Administrative Officer
	Joulia Whittleton	Director of Corporate Services
	John Klassen	Manager of Utilities & Facilities

Minutes of the Special Council (Budget) meeting for Mackenzie County held on Thursday, January 25, 2007 at the Council Chambers in Fort Vermilion, Alberta.

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

Reeve Neufeld called the meeting to order at 10:15 a.m. and turned over the chair to Deputy Reeve Sarapuk.

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

**MOTION 07-095            MOVED by Councillor Braun**

That the agenda be adopted as amended with the addition of:

- 3. e) Sewer Department – Chemicals; Destination signage
- 3. g) Equipment purchase; Fort Vermilion Airport – Terminal Building and site renovations; 2007 Construction Tendering

**CARRIED**

## IN-CAMERA SESSION

### MOTION 07-096

**MOVED** by Councillor Wardley

That consideration be given to move in camera to discuss the following issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 10:33 a.m.

3. a) 2007 Summary of Operating and Capital Budgets
3. b) Debenture Report
3. c) 2007 Gravel Crushing
3. d) 2007 Grants to Other Organizations and Governments
  - Rocky Lane Agricultural Society – Request for Funding
3. e) 2007 Operating Revenues and Expenditures
  - Sewer Department – Chemicals
  - Destination Signage
3. f) 2006 Carry Forward Capital Projects
3. g) 2007 Capital Revenues and Expenditures
  - Equipment Purchase
  - Fort Vermilion Airport – Terminal Building and Site Renovations
  - 2007 Construction Tendering
3. h) 5-Year Capital Plan
3. i) Reserves Schedules

### CARRIED

Deputy Reeve Sarapuk recessed the meeting at 11:14 a.m. and reconvened the meeting at 11:25 a.m.

Paul Driedger, Director of Planning and Emergency Services joined the meeting at 11:45 a.m.

Deputy Reeve Sarapuk recessed the meeting for lunch at 12:10 p.m. and reconvened the meeting at 12:45 p.m.

Paul Driedger and John Klassen left the meeting at 12:50 p.m.

### MOTION 07-097

**MOVED** by Councillor Neudorf

That Council move out of camera at 3:23 p.m.

### CARRIED

### DATE OF NEXT MEETING:

The next meeting date will be at the call of the Reeve.



**ADJOURNMENT:**            **4. a) Adjournment**

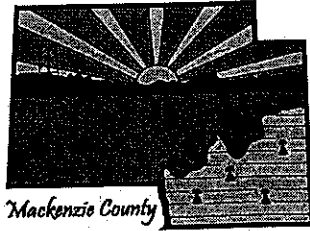
**MOTION 07-098**            **MOVED** by Councillor Newman

That the Special Council meeting be adjourned at 3:25 p.m.

**CARRIED**

These minutes will be presented to Council for approval on Tuesday, February 13, 2007.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes December 20, 2006 &amp; January 16, 2007</b>

### BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the December 20, 2006 and the January 16, 2007 meetings are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of December 20, 2006 and January 16, 2007 be received for information.

Author: C. Gabriel

Review Date: February 7, 2007

*for*  
CAO *ad*



**Municipal District of Mackenzie No. 23  
Municipal Planning Commission Meeting**

**Wednesday, December 20, 2006 @ 3:30 p.m.**

**Mustus Lake Center (MD Office)  
La Crete, Alberta**

**PRESENT**

Peter Braun	Chair, Councillor
Daryl Zielsdorf	Vice-Chair, MPC Member
Jack Eccles	MPC Member
Ed Froese	Councillor
Paul Driedger	Director of Planning
Vicky Krahn	Planning Administrative Support
Eva Schmidt	Planning Supervisor

**ABSENT**

Manfred Gross MPC Member

**1. CALL TO ORDER**

Peter Braun called the meeting to order at 3:40 p.m.

**2. ADOPTION OF AGENDA**

**MOTION 06-340** **MOVED** by Daryl Zielsdorf

That the agenda be adopted as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 06-341** **MOVED** by Jack Eccles

That the minutes of the December 13, 2006 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

4. **DEVELOPMENT PERMIT APPLICATIONS**

- a) **Development Permit Application 231-DP-05  
Roger's Wireless  
Extension of Development Permit  
FORTVER, Range 03, River Lot 08**

**MOTION 06-342**    **MOVED** by Daryl Zielsdorf

That a time extension for development permit 231-DP-05 in the name of Rogers Wireless on FORTVER, Range 03, River Lot 08 be granted, to expire January 7, 2008.

**CARRIED**

- b) **Development Permit Application 259-DP-06  
Peter and Barbara Thiessen  
Construct Addition to Mobile Home  
Plan 002 4548, Block 26, Lot 7A; La Crete**

**MOTION 06-343**    **MOVED** by Councillor Froese

That the Planning and Development Department be directed to have Legal Counsel send a letter to Peter and Barbara Thiessen, landowners of Plan 002 4548, Block 26, Lot 7A.

**CARRIED**

- c) **Development Permit Application 333-DP-06  
Herman A. Friesen; Yardsite Development  
SW 10-104-16-W5M; Tompkins**

**MOTION 06-344**    **MOVED** by Jack Eccles

That Development Permit 333-DP-06 on SW 10-104-16-W5M in the name of Herman A. Friesen be approved with the following conditions:

1. A subdivision may be required on *SW 10-104-15-W5M* before any residential development is approved by the Development Authority.
2. **PRIOR** to any building placed on the subject property contact the Development Department for a Development Permit.

3. The minimum building or structure setbacks from the upper break of the creek shall be 75 feet (22.8 meters) or setback requirements from Alberta Environmental Protection, whichever is greater.
4. Obtain written approval from Alberta Environmental Protection regarding setback requirements on the proximity of the creek, prior to commencement of any development. A copy of the setback requirements from Alberta Environmental Protection must be submitted to the MD of Mackenzie office prior to commencement of any development. Failure to submit written approval will render this permit null and void.
5. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for MD of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developers expense.
6. The total site area (lot) shall have a positive surface drainage.

On Notice of Decision where it indicates if permit is approved or denied, include "Approved (Yardsite – No Buildings)".

**CARRIED**

- d) **Development Permit Application 342-DP-06**  
**Frank and Barb Peters; Mobile Home Addition**  
**NW 5-106-15-W5M (Plan 042 3012, Block 1, Lot 14)**  
**La Crete Rural, Riverdrive Developments**

**MOTION 06-345**      **MOVED** by Jack Eccles

That Development Permit 342-DP-06 on NW 5-106-15-W5M (Plan 042 3012, Block 1, Lot 14) in the name of Frank and Barb Peters be approved with the following conditions:

1. Minimum building setbacks: 38.1 meters (125 feet) front yard; 7.6 meters (25 feet) rear yard; 7.6 meters (25 feet) side yard except in the case of a corner lot, where the exterior side yard setback shall be increased to 15.2 meters (50 feet), from the property lines.

2. The undercarriage of the addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for M.D. of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developers' expense.
5. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

- e) **Development Permit Application 343-DP-06**  
**Wilson Prairie Mennonite School**  
**Public Use (Teacher Residence Mobile Homes)**  
**SW 14-105-15-W5M (Plan 892 3135, Block 1, Lot 1)**  
**La Crete Rural**

**MOTION 06-346**    **MOVED** by Daryl Zielsdorf

That Development Permit 343-DP-06 on SW 14-105-15-W5M (Plan 892 3135, Block 1, Lot 1) in the name of Wilson Prairie Mennonite School be approved with the following conditions:

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property line.
2. PRIOR to any new development, including moving on additional bunkhouses or replacing the existing bunkhouses, taking place on the subject property contact the Development Department for a Development Permit.



3. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Municipal District of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developer's expense.
4. The total site area (lot) should have a positive surface drainage.

**CARRIED**

- f) **Development Permit Application 344-DP-06  
Knelsen Sand and Gravel Ltd.  
Repair Shop – Commercial and Industrial Vehicle and  
Equipment (Paint Booth)  
Plan 1160NY, Block 5, Lot 1; La Crete**

**MOTION 06-347**      **MOVED** by Councillor Froese

That Development Permit 344-DP-06 on Plan 1160NY, Block 5, Lot 1 in the name of Knelsen Sand and Gravel be approved with the following conditions:

1. The paint booth shall be constructed, operated and contained in a manner in which it does not negatively impact the adjacent properties.
2. The paint booth shall be limited to the commercial and industrial vehicles and equipment belonging to Knelsen Sand and Gravel.

**CARRIED**

- g) **Development Permit Application 345-DP-06  
Reinlanders; Temporary Public Use (Church)  
Plan 1160NY, Block 5, Lot 4; La Crete**

**MOTION 06-348**      **MOVED** by Daryl Zielsdorf

That Development Permit 345-DP-06 in the name of Reinlanders on Plan 1160NY, Block 5, Lot 4 be approved with the following conditions:

1. Permit expires January 2, 2008.

2. Provide adequate off street parking as follows: The minimum parking standards are 1 stall per 4 seating spaces. Therefore you are required to provide 25 parking spaces. *"One parking space, including the driveway area, shall occupy 300 square feet."*
3. The regular hours of operation for the Reinlanders Church will be during **off business hours** of the surrounding retail businesses.

**CARRIED**

- h) **Development Permit Application 346-DP-06  
409508 AB Ltd. (Henry Fehr); Public Use (Church)  
Plan 5232TR, Block 6, Lot 1; La Crete**

**MOTION 06-349**     **MOVED** by Jack Eccles

That Development Permit 346-DP-06 in the name of 409508 AB Ltd. on Plan 5232TR, Block 6, Lot 1 be approved with the following conditions:

1. Provide adequate off street parking as follows: The minimum parking standards are 1 stall per 4 seating spaces. Therefore you are required to provide 8 parking spaces. *"One parking space, including the driveway area, shall occupy 300 square feet."*
2. The regular hours of operation for the Good News Center will be during **off business hours** of the surrounding retail businesses.
3. The Coffee House sign shall be removed. If the Coffee House use is intended to reconvene in the future, contact the Development Department for a Development Permit PRIOR to recommencing the use.

**CARRIED**

**i) Development Permit Application 347-DP-06  
Herman Driedger; Mobile Home (Temporary Permit)  
NE 15-106-14-W5M; La Crete Rural**

**MOTION 06-350**      **MOVED** by Daryl Zielsdorf

That Development Permit 347-DP-06 on NE 15-106-14-W5M in the name of Herman Driedger be approved with the following conditions:

1. Minimum building setbacks: 41.1 meters (135 feet) front yard; 15.2 meters (50 feet) rear yard; 15.2 meters (50 feet) side yard.
2. Permit expires December 31, 2007.
3. The undercarriage of the Mobile Home shall be screened from view by skirting or such other means satisfactory to the development officer.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring houses to the satisfaction of the Development Department.
5. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *"One parking space, including the driveway area, shall occupy a minimum of 300 square feet."*
6. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for M.D. of Mackenzie at 928-3983. Access to be constructed to MD of Mackenzie standards and at the developers expense.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**5. SUBDIVISION APPLICATIONS**

**a) Subdivision Proposal  
NE 8-106-15-W5M  
Jake F. Doerksen**

Administration and the Municipal Planning Commission reviewed a subdivision proposal submitted by Jake F. Doerksen for NE 8-106-15-W5M. This area is zoned as urban reserve with a future plan of being zoned residential. The proposal is for a future church location with a parcel size of approximately 450 by 650 feet.

The subdivision partially takes into consideration the Area Structure Plan of La Crete, however, the design would require a portion of the surrounding area to be revamped.

Municipal Planning Commission discussed different layout options for this subdivision, as well as how it would affect the Area Structure Plan, access on and off the subdivision, and roads that would surround the subdivision.

Administration will review the suggestions made by the Municipal Planning Commission with Mr. Doerksen.

**7. ACTION LIST**

**MOTION 06-351      MOVED by Daryl Zielsdorf**

That the action list for December 13, 2006 be received as information.

**CARRIED**

**8. NEXT MEETING DATE**

Municipal Planning Commission meeting dates are scheduled as follows:

- Tuesday, January 16, 2007 in La Crete at 10:00 a.m.
- Wednesday, January 31, 2007 in Fort Vermilion at 6:00 p.m.
- Monday, February 12, 2007 in La Crete at 10:00 a.m.

**9. ADJOURNMENT**

**MOTION 06-352** **MOVED** by Daryl Zielsdorf

That the meeting be adjourned at 4:25 p.m.

**CARRIED**

----- These minutes were adopted this 16<sup>th</sup> day of -----  
January 2007.

**Mackenzie County  
Municipal Planning Commission Meeting**

**Tuesday, January 16, 2007 @ 10:00 a.m.**

**Mustus Lake Center (County Office)  
La Crete, Alberta**

**PRESENT**

Peter Braun	Chair, Councillor
Daryl Zielsdorf	Vice-Chair, MPC Member
Ed Froese	Councillor
Manfred Gross	MPC Member
Paul Driedger	Director of Planning
Vicky Krahn	Planning Administrative Support
Eva Schmidt	Planning Supervisor

**ABSENT**

Jack Eccles	MPC Member
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**1. CALL TO ORDER**

Peter Braun called the meeting to order at 10:10 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 07-01      MOVED** by Manfred Gross

That the agenda be adopted as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 07-02      MOVED** by Councillor Froese

That the minutes of the December 20, 2006 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

4. **DEVELOPMENT PERMIT APPLICATIONS**

Development permit applications 4a, 4b and 4c to be discussed later on in the meeting.

d) **Development Permit Application 05-DP-07  
1291868 AB Ltd.; Intensive Recreational Use  
(Golf Course, Club House and Maintenance Shop)  
NW 13-106-15-W5M; La Crete Rural**

Dave Froese, representative for the Golf Course was present to discuss the proposed development with the Municipal Planning Commission.

**MOTION 07-03**      **MOVED** by Councillor Froese

That Development Permit 05-DP-07 on NW 13-106-15-W5M, 1291868 AB Ltd., be approved with the following conditions:

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property line.
2. PRIOR to the construction of the clubhouse and/or maintenance shop, a detailed site plot plan, showing building placement, shall be submitted to Mackenzie County.
3. Alberta Environmental Protection approval shall be obtained in writing and submitted to Mackenzie County prior to the commencement of any development.
4. Provide adequate off street parking as follows:  
The minimum parking standards for the clubhouse are 1 space per 45 square meters of building area, 1 space per each full time employee and 1 space for every 2 part time employees. In addition, adequate parking must be provided for the golfing clientele. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*
5. Sufficient lighting to light up the parking area and clubhouse.

6. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.
7. All areas excluding the golf course shall have positive surface drainage.

**CARRIED**

- a) **Development Permit Application 319-DP-06**  
**Phillip Peters**  
**Farm Subsidiary Business (Used Car Sales)**  
**NE 8-111-19-W5M; High Level Rural**

**MOTION 07-04**      **MOVED** by Councillor Froese

That Development Permit 319-DP-06 on NE 8-111-19-W5M, Phillip Peters, be approved with the following conditions:

1. This permit may be revoked at any time, if, in the opinion of the Development Authority, the farm subsidiary business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. An unlighted sign to identify the farm subsidiary business may be placed in a window or exterior of the house and the sign shall not exceed 1.1 meters (12 square feet).
3. At all times, the privacy of the adjacent dwellings shall be preserved and the farm subsidiary business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
4. All setbacks from property lines adjacent to the Provincial Highway shall meet Alberta Infrastructure and Transportation setback requirements.



5. Must obtain license from Alberta Motor Vehicle Industry Council (AMVIC) prior to any vehicle sales.
6. All conditions and requirements by Alberta Infrastructure and Transportation are to be met to their specifications and standards.
7. If a sign is placed on this property the sign shall be located a minimum of:
  - a. 200 meters from regulatory signs
  - b. 3 meters (9feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
8. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
9. This sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
10. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic.
  - b. Not unduly interfere with the amenities of the district.
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties.
  - d. Not create visual or aesthetic blight.

**CARRIED**

- b) Development Permit Application 349-DP-06  
John Bergen; Mobile home and addition with variance  
NW 8-105-15-W5M; La Crete Rural**

**MOTION 07-05**

**MOVED** by Manfred Gross

That Development Permit 349-DP-06 on NW 8-105-15-W5M, John Bergen, be approved with the following conditions:

1. A variance of 45 feet on the west property line setback is hereby granted for the placement of the mobile home and addition.

2. Minimum building setbacks: 27.43 meters (90 feet) from the west boundary (Road Allowance) and 15.24 meters (50 feet) from any other property line.
3. The undercarriage of the mobile home and addition shall be screened from view by skirting or such other means satisfactory to the development officer.
4. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.
5. The total site area (lot) shall have a positive surface drainage.

**CARRIED**

- c) **Development Permit Application 04-DP-07  
Barlow Surveying (Amarjit Seehra); Deck with Variance  
Plan 032 1401, Block 28, Lot 4; La Crete**

**MOTION 07-06**      **MOVED** by Daryl Zielsdorf

That Development Permit 04-DP-07 on Plan 032 1401, Block 28, Lot 4 (11107-107 Avenue), Barlow Surveying, be approved with the following conditions:

1. A variance of 1 foot on the southwest property line setback is hereby granted for the placement of the deck.
2. The front of the building shall be 7.62 meters (25 feet) from the front property line; minimum building setbacks for the side and rear yards are: 2.43 meters (8 feet) rear yard or 1.52 (5 feet) when using subsurface utilities; 1.52 meters (5 feet) side yard except on the southwest side where the setback can be decreased to 4 feet, from the property lines.
3. 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.

**CARRIED**

- e) **Development Permit Required**  
**William Fehr; Second Residence**  
**NE 18-106-15-W5M; La Crete Rural**

**MOTION 07-07**      **MOVED** by Manfred Gross

That documentation regarding unauthorized development on NE 18-106-15-W5M, William Fehr, be received as information.

**CARRIED**

Note: Research should be done by administration to find out if Legal Counsel fees for writing letters can be added to the land.

**5.      SUBDIVISION APPLICATIONS**

- a) **Subdivision Application 35-SUB-04**  
**Subdivision Refund**  
**SE 23-105-16-W5M**  
**Ben and Betty Ann Dick**

**MOTION 07-08**      **MOVED** by Manfred Gross

That the refund request for the subdivision application fee for 35-SUB-04 on SE 23-105-16-W5M, Ben and Betty Ann Dick, be refused.

**CARRIED**

- b) **Subdivision Application 10-SUB-05**  
**NW 35-105-15-W5M; La Crete Rural**  
**Abe and Susan Banman**

**MOTION 07-09**      **MOVED** by Daryl Zielsdorf

That a one year time extension be granted for 10-SUB-05 on NW 35-105-15-W5M in the name of Abe and Susan Banman.

**CARRIED**

- c) **Subdivision Application 53-SUB-06**  
**Plan 952 0168, Block 16, Lot 4 & Plan 952 3941, Block 16,**  
**Lot 5; Zama**  
**1178387 Alberta Ltd**

**MOTION 07-10**      **MOVED** by Manfred Gross

That tentative approval be given for the new design of the Zama Mobile Home Park and that the developer be requested to proceed with rezoning to Mobile Home Subdivision.

**CARRIED**

- d) **Subdivision Application 54-SUB-06**  
**NW 33-109-15-W5M**  
**Ron and Trudy Ramseyer**

**MOTION 07-11**      **MOVED** by Daryl Zielsdorf

That subdivision application 54-SUB-06 in the name of Ron & Trudy Ramseyer on NW 33-109-15-W5M be approved with the following conditions:

1. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the county.
2. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which may contain, but is not limited to:
  - a. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.
  - b. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.

- c. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the County.
- d. Dedication of a 30 meter service road right-of-way across the highway frontage of the proposed parcel at no cost to Alberta Infrastructure and Transportation. Alberta Infrastructure and Transportation will accept the service road dedication by way of caveat.
- e. The existing access off of Highway 58 may remain on a temporary basis to provide access to the proposed subdivision. The remnant lands must be accessed via Range Road 154.
- f. Provision of Utilities right-of-way as required by Northern Lights Gas Co-op and ATCO Electric.

**CARRIED**

**e) Subdivision Proposal  
SE 8-106-15-W5M; La Crete  
Marie Derksen**

Administration and the Municipal Planning Commission discussed a subdivision proposal presented to the development department for SE 8-106-15-W5M. Currently this subdivision houses a shop and house. The intention is to subdivide this property in two, dividing the house from the shop. A potential buyer is interested in using the shop to construct bunk houses.

This area is currently zoned as Urban Reserve, however, the future zoning, as specified in the La Crete Area Structure Plan, is for residential and public/institutional. Therefore the construction of bunk houses, which are an industrial use, would not be allowed in this area.

Due to this being an industrial use the Municipal Planning Commission was not in favor of allowing this proposal as this would mix residential with industrial.

La Crete currently has an area of the hamlet where industrial is adjacent to residential and as a result have been experiencing numerous complaints pertaining to noise and dust control issues.

**MOTION 07-12      MOVED** by Daryl Ziesdorf

That the subdivision proposal in the name of Marie Derksen for SE 8-106-15-W5M be received as information.

**CARRIED**

f) **Subdivision Proposal**  
**NW 35-105-15-W5M; La Crete Rural**  
**Jacob K. Wiebe**

Administration and the Municipal Planning Commission discussed a subdivision proposal for Jacob K. Wiebe for NW 35-105-15-W5M.

The Developer intends to subdivide the farmstead out of the quarter section with a parcel size of 24 acres. In accordance with the Mackenzie County Land Use Bylaw, the proposed size exceeds subdivision regulations by 14 acres.

Municipal Planning Commission questioned why the developer would be limited to a 20 acre parcel, why not give him the option of developing 20 acres or 24 acres.

The development department reviewed the tentative plan and due to the size of the parcel, the location of the dugout and existing buildings, future development of the remainder of the quarter and the parcel size that would remain on the south side, recommended to change the proposed subdivision size to 20 acres.

Changing the parcel size to 20 acres would mean that the current open discharge sewage system would need to be updated to a field system in order to meet all required setbacks.

**MOTION 07-13**      **MOVED** by Councillor Froese

That the Subdivision proposal in the name of Jacob K. Wiebe on NW 35-105-15-W5M be processed with the developer having the option of 20 acres or 24 acres.

**CARRIED**

**6.      ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES – LAND USE PLANNING DISCUSSION PAPER AND SURVEY**

The Alberta Association of Municipal Districts and Counties – Land Use Planning Discussion Paper and Survey was reviewed by the Municipal Planning Commission.

It was felt that this discussion paper and survey is geared more toward council as they are aware of all the issues pertaining to the County.

**MOTION 07-14**      **MOVED** by Daryl Zielsdorf

That the Land Use Planning Discussion paper and survey received from Alberta Association of Municipal Districts and Counties be received as information. Furthermore, that this document be presented to Council for their review.

**CARRIED**

**g) Subdivision Application**  
**Area structure plan payment request**  
**SE 10-106-15-W5M**  
**Frank and Tina Goertzen**

**MOTION 07-15**      **MOVED** by Councillor Froese

That the request for Mackenzie County to pay for the cost of a new Area Structure Plan for Frank and Tina Goertzen be deferred to Council for decision.

**CARRIED**

Chairman, Peter Braun recessed the Municipal Planning Commission meeting at 11:45 a.m.; reconvened at 11:47 a.m.

**7. KNELSEN SAND AND GRAVEL STOCK PILES CONCERNS**

The development department received a concern from a landowner who resides in the subdivision east of Knelsen Sand and Gravel stock pile property located at SW 10-106-15-W5M. Her concern was that the noise from this property was very irritating and continues throughout the day in the summer.

The Municipal Planning Commission was confused as to why she would be submitted a concern now when she refers to the summer months.

Peter Braun mentioned that himself and Bill Kostiw, CAO had a discussion with Raymond Knelsen, owner of Knelsen Sand and Gravel regarding similar concerns the county has received in the past.

Mr. Knelsen ensured them that his intentions are to work together with the County and not against us. He stated that their organization is having more safety meeting to inform their truck drivers to avoid using their engine retarder brakes (jake brakes) to reduce the noise level. They have purchased a water truck so to keep the lot watered and free of dust.

**8. ACTION LIST**

The Municipal Planning Commission reviewed the action list.

Numerous suggested revisions to the Land Use Bylaw have been noted throughout our Municipal Planning Commission meetings with the intention that the Development Department bring an amending bylaw including these revisions.

The MPC would review the draft bylaw before it goes to council. Perhaps set up a meeting with the Municipal



Planning Commission so that the members would be able to work along side the Development Department to review the Land Use Bylaw for any possible revisions. Administration suggested that it might be a good idea if the County obtained a planning firm like Urban Systems to recreate the Land Use Bylaw. Urban Systems has completed various other projects for the County like the Area Structure Plans for La Crete, Zama and Fort Vermilion.

**MOTION 07-16      MOVED** by Daryl Zielsdorf

That a capital project be brought forward to Council by administration to have the Land Use Bylaw recreated by a planning firm.

**CARRIED**

**8.      NEXT MEETING DATE**

Municipal Planning Commission meeting dates are scheduled as follows:

- Wednesday, January 31, 2007 in Fort Vermilion at 6:00 p.m.
- Monday, February 12, 2007 in La Crete at 10:00 a.m.

**9.      ADJOURNMENT**

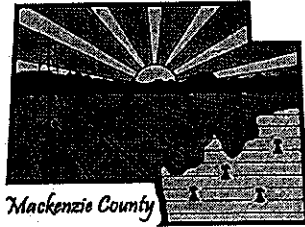
**MOTION 07-17      MOVED** by Manfred Gross

That the meeting be adjourned at 12:05 p.m.

**CARRIED**

These minutes were adopted this 31<sup>st</sup> day of January 2007.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Action List</b>

### BACKGROUND / PROPOSAL:

Council's action list as of January 24, 2007 is attached for information.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the action list be received for information.

Author: C. Gabriel

Review Date: February 7, 2007

*Per*  
CAO *JA*



**Mackenzie County  
Action List as of January 24, 2007**

**Council Meeting Motions Requiring Action**

Motion	Action Required	Action By	Status
<b>December 13, 2005 Council Meeting</b>			
05-689	Review the Airport Vicinity Protection area	Paul	In progress Waiting for airport study to be completed.
<b>April 11, 2006 Council Meeting</b>			
06-270	That the MD pursue an option to draft a memorandum of understanding for consultation with the First Nations.	Bill Joulia	Under review
<b>May 9, 2006 Council Meeting</b>			
06-327	<p>That gravel crushing be tendered with the following alternative:</p> <ul style="list-style-type: none"> <li>• A three year supply of gravel over three years with a condition that enough gravel be crushed in all municipal pits for each regravelling season throughout the three years, or:</li> <li>• A three year supply of gravel over one year.</li> </ul> <p>and that the site work and preparation be included as a deletable item; and that the cost of purchasing a gravel crusher be brought back in conjunction with the gravel crushing tender.</p>	John Bill	In progress along with crusher purchase.
06-336	That the Municipal District of Mackenzie offer to take possession of Lot 9, Plan 4726TR (historic burial site) in exchange for another residential lot within the Hamlet of Fort Vermilion.	Paul	In progress
06-339	That 15.9 acres of land on SE 16-106-15-W5 be acquired within the Hamlet of La Crete as a Municipal Park.	Paul	In progress
06-340	That the La Crete Recreation Society be authorized to proceed with a ball Park when the land has been acquired for a Municipal Park.	Paul	In progress

Motion	Action Required	Action By	Status
<b>June 13, 2006 Council Meeting</b>			
06-394	That administration pursue the application process to secure a Recreational Lease at Tompkins Landing NW 29, NE 30, SE 31, SW 32 – Twp 103 – Rge 19 – W5.	Paul	In progress – to be presented to Council prior to signing.
06-420	That administration reviews available options and develop a plan to divert water from the Hamlet of Zama.	John Bill	In progress
06-425	That the Municipality requests a study of the Tompkins Ferry be undertaken by Alberta Infrastructure and Transportation with the municipal funding share up to \$2,500.	John Paul Bill	Ongoing
<b>July 11, 2006 Council Meeting</b>			
06-485	That administration investigate the feasibility of multi lot rural country residential subdivisions and hold open houses in High Level and La Crete.	Paul	In progress January 19 (LC) February 2 (HL)
<b>August 9, 2006 Council Meeting</b>			
06-551	That the CAO negotiate an agreement with Footner Forest Products, as discussed in-camera.	Bill Joulia Paul	Ongoing
<b>August 23, 2006 Council Meeting</b>			
05-575	That the MD apply for funding under the Disaster Recovery Program for the flood in Zama.	John Joulia	In progress
<b>October 10, 2006 Council Meeting</b>			
06-714	That the Wolfe Lake Water Point be referred to the Operations Committee for review.	John Paul	Operations Committee (March)
06-727	That administration review health services in the municipality and report back to Council.	Bill	Ongoing
<b>October 25, 2006 Organizational Council Meeting</b>			
06-755	Administration review the <b>Terms of Reference</b> for the MD Waterfront Development Task Force.	Paul	In progress
<b>October 25, 2006 Council Meeting</b>			
06-799	That administration bring back the Land Purchase Policy for Council review with	Paul	Operations Committee (March)

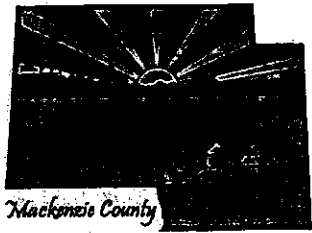
Motion	Action Required	Action By	Status
	options.		
<b>November 9, 2006 Council Meeting</b>			
06-831	That administration work with Apache on long term water and road agreements.	Bill John Joulia Lisa	In progress
06-833	That administration negotiate with Joe Rosenberger regarding the purchase of FORTVER, Range 2, River Lot 7, OT.	Bill Paul	In progress
06-835	That administration prepare a draft subdivision design for lots along Tower Road in Zama and other appropriate areas in conjunction with a storm water master plan.	Paul John Joulia	2007 Budget Has been advertised.
06-836	That the closed laneway lying between Lots 12 through 14 of Block 11, Plan 952-3371 and Lots 5 through 7 of Block 11, Plan 752-1580, in La Crete be sold to the Heimstaed Lodge for the sum of one (1) dollar.	Paul	In progress
06-843	That administration proceed with the new Zama water treatment plant tender as the water source has been confirmed.	Bill John Joulia	In progress
<b>November 29, 2006 Council Meeting</b>			
06-906	That administration send a letter to the Minister of Alberta Health & Wellness regarding the funding for ground ambulance services.	Paul Bill	In progress
06-919	That administration proceed with a historic resource survey and apply for funding under the Municipal Heritage program.	Joulia	2007 Budget In progress
<b>December 11, 2006 Special Council Meeting</b>			
06-949	That administration investigate the purchase of the Fort Vermilion Medical Clinic.	Bill Paul John D.	
<b>December 12, 2006 Council Meeting</b>			
06-979	That administration draft a letter to the MLA identifying the concerns with the process of the agriculture land negotiations.	Paul Bill Reeve	

Motion	Action Required	Action By	Status
06-982	That the Finance Committee review all communications being used within the municipality.	Joulia Paul	Refer to Operations Committee (March)
January 09, 2007 Council Meeting			
07-018	That Council accept the Veterinary Advisory Committee's recommendation to amend the existing agreement with Frontier Veterinary Service for one year to help offset the cost of hiring a second veterinarian and revert back to year two of the agreement at the cost of \$67,000. This agreement is to include current financial statements from Frontier Veterinary Service for 2005, 2006 and 2007, as well as an increased level of service to ratepayers (ie; more farm calls, telephone advice, etc.).	Grant Greg Willy Bill	In progress
07-019	That administration develop a level of service for recreation boards regarding outdoor rinks and bring back to Council.	John	In progress
07-021	That Policy ADM040 be amended to include all parks within the municipality and be brought back to Council.	Paul John	In progress
January 24, 2007 Council Meeting			
✓ 07-051	That administration write a letter of minority opposition position to the Minister regarding the Hay Zama Wells.	Bill	
07-060	That administration look into funding options for rural water.	Bill	In progress
✓ 07-061	That the Zama Water Treatment Plant be tabled to the February 13, 2007 regular council meeting.	Bill John	In progress Feb. 13/07
07-062	That the gravel crushing tender be tabled to the February 13, 2007 regular council meeting.	Bill	Feb. 13/07
07-065	That administration prepare a destination sign package including attraction signage.	John	



Motion	Action Required	Action By	Status
07-066	That the Northwest Corridor Development Corporation Strategic Plan be tabled to the February 13, 2007 regular council meeting for an in-camera discussion.	Bill Reeve	Feb. 13/07
07-070	That Council consider setting a date to examine all of our bylaws that relate to public action.	Joulia Paul John	
07-071	That the existing La Crete MD Office Building Committee be appointed to the new County Building Committee, including the local Councillor, and that the Terms of Reference be drafted and brought to the February 13, 2007 regular council meeting.	Paul	Feb. 13/07
07-072	That the council workshop discussion be tabled to the February 13, 2007 regular council meeting.	Bill Council	Feb. 13/07
07-076	That the purchasing and tendering policy be moved to the Finance Committee for review.	Joulia	Finance Committee
07-080	That administration look at options for the La Crete and Zama airports.	Management	In progress
07-088	That administration look at alternate options for providing services to Ward 9.	Management	
07-089	That the Reeve and Deputy Reeve negotiate with the Minister of Health for better health services for our area.	Reeve D. Reeve	In progress
07-092	That the Chief Administrative Officer evaluation be completed following the February 13, 2007 regular council meeting.	Council	Feb. 13/07
07-093	That administration and the local Councillor negotiate a final settlement for the access request to NW 23-109-12 W5M, as discussed in-camera.	Bill Walter	In progress





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 586.06 Road Closure Between Plan 962 4275, Block 4, Lots 18-27, Block 18, Lots 11 and 12, and Block 19, Lots 1-12</b>

### BACKGROUND / PROPOSAL:

Bylaw 586/06 was given first reading at the June 28, 2006 Council meeting being a road closure bylaw to close a portion of public road allowance within the Hamlet of Zama.

Bylaw 586/06 was sent to Alberta Sustainable Resources, Adjacent landowners, Utility Companies and Alberta Transportation. No one had any concerns or issues concerning this particular road closure. The closure was signed and approved by the Minister of Alberta Transportation.

### OPTIONS & BENEFITS:

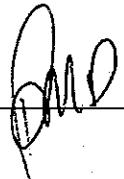
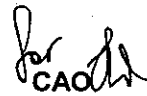
On June 13, 2006 Council moved that the Zama lots adjacent to Tower Road lots be sold for \$1.00 on a condition they be consolidated with adjacent lots.

Plan 962 4275, Block 4, Lots 18-27 and Block 19, Lots 1-12 were all rezoned on July 26, 2006 from Hamlet Industrial District 1 to Direct Control District 2 to allow for the construction of a borrow pit to provide fill for the sold lots.

The land owners have requested the road closure to allow for consolidation of these industrial lots as required by Council.

### COSTS & SOURCE OF FUNDING:

To be borne by the developer.

Author: Eva Schmidt, Planning      Reviewed By:  .   
CAO

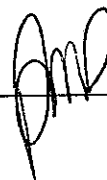
**RECOMMENDED ACTION:**

That second reading be given to Bylaw 586/06 being a road closure bylaw to close a portion of public road allowance within the Hamlet of Zama between Plan 962 4275, Block 4, Lots 18 through 27 inclusive, Block 18, Lots 11 and 12, and Block 19, Lots 1 through 12 inclusive.

That third reading be given to Bylaw 586/06 being a road closure bylaw to close a portion of public road allowance within the Hamlet of Zama between Plan 962 4275, Block 4, Lots 18 through 27 inclusive, Block 18, Lots 11 and 12, and Block 19, Lots 1 through 12 inclusive.

Author: \_\_\_\_\_

Review Date: \_\_\_\_\_



for  
CAO



BYLAW NO. 586/06

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

FOR THE PURPOSE OF CLOSING A PORTION OF A PUBLIC ROAD  
ALLOWANCE IN ACCORDANCE WITH SECTIONS 22 AND 606 OF THE  
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,  
REVISED STATUTES OF ALBERTA 2000.

**WHEREAS**, Council of the Municipal District of Mackenzie No. 23 has determined that the road allowance as outlined on Schedule A attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw has been published in a locally circulated newspaper in accordance with the Municipal Government Act, and


**NOW THEREFORE**, be it resolved that the Council of the Municipal District of Mackenzie No. 23 does hereby close and sell the road described as follows, subject to the rights of access granted by other legislation or regulations:


Plan 9624275

All that portion of road lying west of the southerly production of the east boundary of lot 27, block 4, and lying north of the easterly production of the south boundary of lot 2, block 19, and lying west of a line drawn 180 degrees south from the most south easterly corner of lot 6, containing 1.99 hectares more or less.

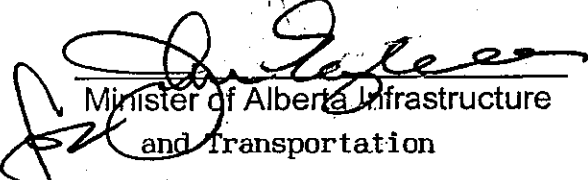
Excepting thereout all mines and minerals

First reading given on the 28<sup>th</sup> day of June, 2006. (06-442)

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

  
\_\_\_\_\_  
Joulia Whittleton, Acting Executive  
Assistant

Approved this 8<sup>th</sup> day of JANUARY, 2006. 78

  
\_\_\_\_\_  
Minister of Alberta Infrastructure  
and Transportation

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

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

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

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

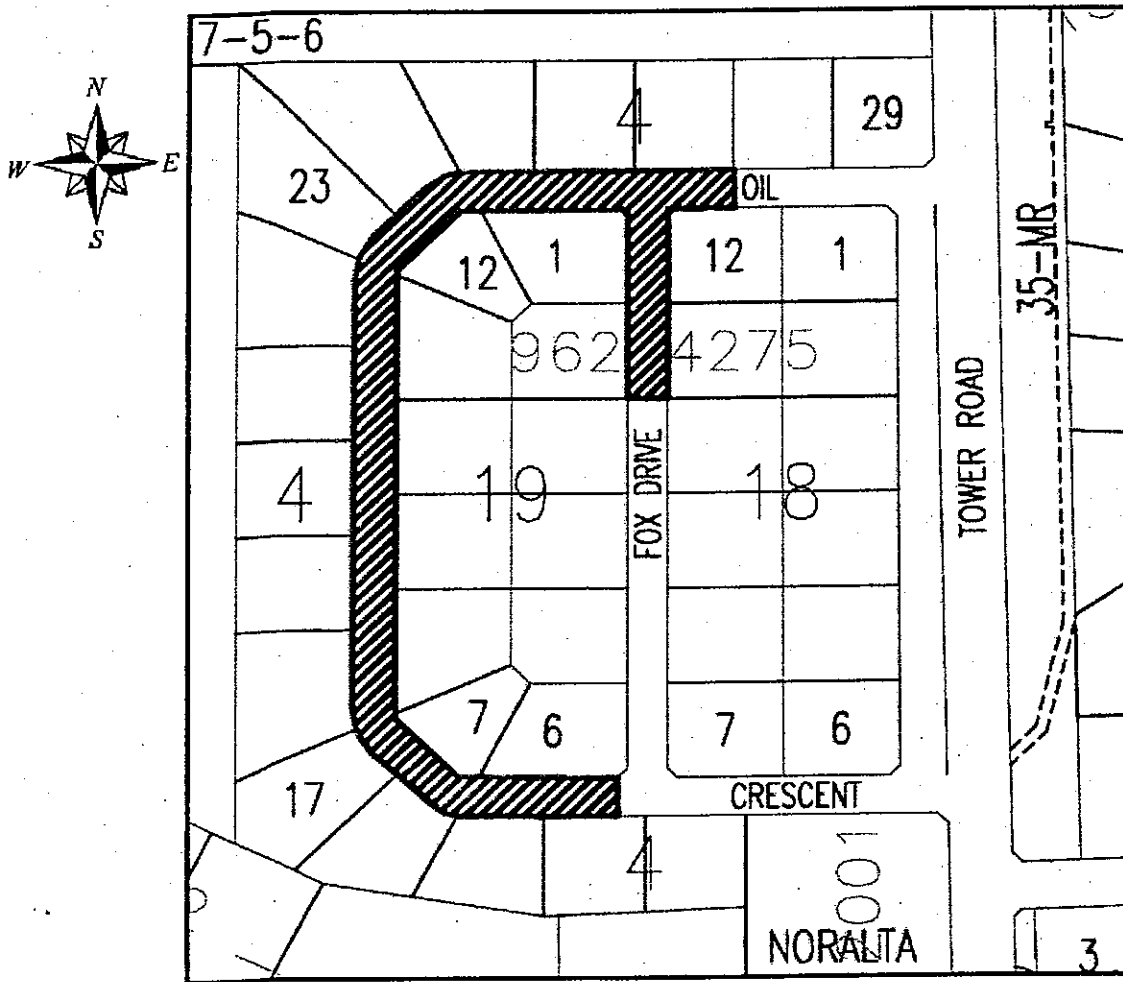
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

BYLAW No. 586/06

SCHEDULE "A"

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

Bylaw 586/06 being a road closure bylaw to close all that portion of road within Plan 9624275 lying west of the southerly production of the east boundary of lot 27, block 4, and lying north of the easterly production of the south boundary of lot 2, block 19, and lying west of a line drawn 180 degrees south from the most south easterly corner of lot 6, containing 1.99 hectares more or less.



Bill Neufeld, Reeve

Carol Gabriel, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.

**MD of Mackenzie**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW \_\_\_\_\_**

**Order of Presentation**

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

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

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

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

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

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

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

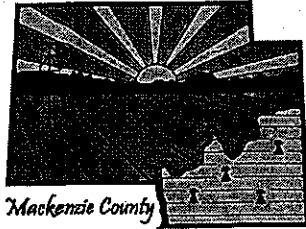
\_\_\_\_\_ **This Hearing is now closed at \_\_\_\_\_.**

**REMARKS/COMMENTS:**









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO and Director Reports</b>

### **BACKGROUND / PROPOSAL:**

The following reports are attached for information:

- Director of Corporate Services Report
- Director of Planning & Emergency Services
- Manager of Utilities & Facilities

The CAO report will be distributed on meeting day.

### **OPTIONS & BENEFITS:**

For information.

### **COSTS & SOURCE OF FUNDING:**

N/A

### **RECOMMENDED ACTION:**

That the Director of Corporate Services report be accepted for information.

That the Director of Planning & Emergency Services report be accepted for information.

That the Manager of Utilities & Facilities report be accepted for information.

That the CAO report be accepted for information.

Author: C. Gabriel

Review Date: February 7, 2007

*For*  
CAO *AW*



MD of Mackenzie, February 13, 2007

To: William Kostiw, CAO  
From: Joulia Whittleton, Director of Corporate Services

The following items or issues have been pursued by me and/or Finance staff during the last couple of weeks:

- **2007 Budget**
  - Reviewing capital and operating budgets.
  - Budget meeting on January 25, 2007 – prepared for and attended the meeting.
  - Council needs to set a meeting date to further review the 2007 budgets.
- **Finance Committee**
  - Prepared the February 1, 2007 Finance Committee package; attended the meeting.
  - The new purchasing and tendering policy was reviewed by the Finance Committee and was sent to our lawyers for comments and recommendations.
  - Met with Jake Fehr – Fort Vermilion Airport leasing agreement – this item was presented and approved at the January 24 meeting – the agreement was signed on February 5.
  - Prepared for the February 12, 2007 meeting.

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  - Prepared wages and salaries comparative summary for the Committee and Council to be reviewed along with the Collective Agreement draft.
- **2006 Year-End**
  - Preparing various reconciliations – AP, AR, UT, Taxes, grants, etc.
  - Inventory count review is being finalized.
  - We received a confirmation from AIT that \$85,017.23 will be deposited into our bank account shortly for the Assumption Bypass project (this is ½ of the total engineering fees paid by the MD during the past three years)
  - Working with Ernst & Young IT personnel in order to provide them with the complete extraction of our general ledger and journal entries data files.
- **Requests for decisions**
  - Prepared various RFDs for February 13<sup>th</sup> meeting – have a few requests related to tax write offs; prepared a new borrowing bylaw for Zama WTP.
- **Mustus Lake Centre**
  - Working out the lease details with the new owner, the draft agreement will be presented to Council in camera on February 13, 2007.

○ **Mackenzie Regional Water Partnership**

- Finalized the grant application – was faxed to Municipal Affairs on January 31<sup>st</sup> and original was mailed the same day.
- Contacted other stakeholders with a request to provide their motions in a format as required by Municipal Affairs for the grant application purposes. We already received the passed motions from the Town of Rainbow Lake and a letter was sent to the Town of High Level requesting the same. Hopefully the Mackenzie Council will ratify their motions on February 13.

○ **Fort Vermilion Agricultural Society – Heritage Committee**

- A letter of support and the land title certificates were provided as approved by Council.

○ **Zama flood**

- Have been talking to Alberta Emergency Management (our representative Brice Daly); was told that in order to be eligible for funding under the disaster program, we must provide 25 years of rainfall records from Zama area. There is no weather station in the Zama area therefore there are no records available.
- Searching for rainfall records – contacted SRD, they will provide 6-7 years, but that is all they have; currently looking into what other sources we could use – may by councilors will have an idea?

○ **Personnel**

- Prepared for and hold the monthly departmental meeting on January 26, 2007. FOIP – FAQ and latest developments arising from Council minutes were discussed. We continued our discussion from the previous meeting about the objectives of our department and how we can maximize our productivity (within the scope of our own routines or through improving our communications with other departments). We also had an interesting discussion about “if you could change three work related activities (your job, your coworker, you boss, an important project, a procedure), what would it be”. It is amazing how many things can be solved very quickly through simple communication. Everybody found this meeting to be very productive.
- The Finance Department trying out a new internal web communication tool – internal website with a calendar that allows employees to make internal postings, notes, etc. (a bulletin board). If it works well, we are planning to implement it MD wide. This will allow employees whom do not use a computer as a part of their daily jobs to get updates, or post notes, about what is happening within the organization by simply accessing this site from any computer that has internet access. Since we are so spread across the MD, hopefully this will allow for better communications and working relationship building amongst staff.
- Completed performance evaluations for two staff members – were overdue from 2006.
- Went to Zama on January 29<sup>th</sup> to meet with employees – operational issues.
- Working on developing a uniform hiring checklist/procedure for the Municipality. I will bring it to one of our future manager’s meeting for a review and comments along with a performance evaluation worksheet.
- Kathleen Smith from Fort Vermilion Public School will be working in the FV office daily between 8:30 and 10:00 a.m. starting February and until end of June as a work experience student.

Respectfully submitted,

Joulia Whittleton

# **Manager of Utilities and Facilities Report For February 13, 2007 Regular Council Meeting**

## **Utilities:**

- Attended various Management meetings
- Met with CAO and drilling consultant for water exploration in a rural area.
- Met with Sr. Utility Operators on Feb 5/07 to discuss budget, purchasing procedure and general operations.
- Reviewing contracts for out of scope employees and preparing package for annual performance reviews.

## **Facilities/Parks and Playgrounds:**

- Met with and signed the contract on Jan 29/07 with the new Mustus Lake Center caretaker.
- Called Mr. Key to repair combination lock on the back door of FV office building.
- Currently reviewing the Wadlin Lake caretaking contract.

## **La Crete and area Public Works**

- Attended Operations Committee meeting on Jan 24/07.
- Attended Special Council meeting on Jan 25/07.
- Received two letters from local businesses in support of 99<sup>th</sup> street upgrade in La Crete.
- Graders are out continually ice blading rural roads, but due to weather conditions slippery sections still remain.
- Continuing to work on the budget.
- Cleaned and hauled out snow from curb and gutter streets in La Crete on Jan 30<sup>th</sup> and 31<sup>st</sup> 07.
- Hauled two loads of gravel to 7 mile corner due to complaints of a drop off where the pavement ends and gravel starts at the off ramp.
- Continuing to scrape sidewalks in the Hamlet in order to try and remove ice buildup.

## **Attachments:**

1. Snow clearing, sidewalk concerns and response letters.
2. Managers calendar for January, February and March 2007.

**John Klassen  
Manager of Utilities and Facilities  
Mackenzie County**

# January 2007

February 2007

January 2007

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
January 1, 2007 New Year's Day (Canada)	2	3	4	5	6
		10:00am Updated: Managers Meeting (Fort Vermillion)			
8	9	10	11	12	13
	10:00am	10:00am Operations Committee Meeting (FV Office)	9:00am Rural Waters Meeting (FV Office)		
15	16	17	18	19	20
		8:30am Meet with Neufeld (FV Office) 9:30am Managers Meeting (Fort Vermillion)	9:00am		10:00am Waste Commission Meeting (Rainbow Lake)
22	23	24	25	26	27
10:00am Finance Committee Meeting (FV Office)		10:00am Updated: Operations Committee Meeting (Fort Vermillion) 6:00pm Council Meeting (Fort Vermillion)	10:00am Special Council Meeting (Bridge) (Fort Vermillion) 3:00pm Meetings ExH (FV Office)		
29	30	31			
9:00am Office Closing Meeting (La Crete)	8:00am Meet with CAD (FV Office) 10:00am Managers Meeting (Fort Vermillion) 2:00pm Meet with Drilling Consultant (High Level)	8:00am In Office (La Crete) 12:00pm Management Budget Review (FV Office)			

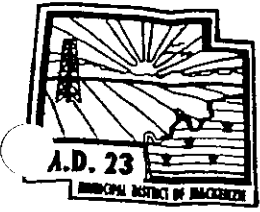


# February 2007

February 2007							March 2007						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28				22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			1:00pm		
9:30am Meeting (in V. Office)	9:00am	10:00am Managers Meeting (RED'S) (Fort Vermillion)			
		1:00pm Meet with Ross M (V. Office)			Chris K time off
4:00pm Finance Meeting (in V. Office)	10:00am	Valentine's Day (Canada)			
					Chris K time off
Chris K time off		8:30am Managers Meeting (Fort Vermillion)			
Family Day - Alberta (Canada)		10:00am			
		6:00pm			





# Municipal District Of Mackenzie No. 23

Operational Services, P.O. Box 1690, La Crete, Alberta T0H 2H0  
Telephone (780) 928-3983 Fax (780) 928-3636  
Administration, P.O. Box 640, Fort Vermilion, Alberta T0H 1N0  
Telephone (780) 927-3718 Fax (780) 927-4266

## Concern

Date Dec 11/06 Time: 1:08 Ward: 3 No. Taken by: Vicky  
Name: Lisa Carau Telephone: Work 928-4000  
Address: 10210-102 Ave after 4:00 - 928-2378  
Location: 1/4 Sec Twp \_\_\_\_\_ Rge \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_  
Requested by: Ratepayer  Councillor \_\_\_\_\_ Administration \_\_\_\_\_

### Describe Concern:

There is a high ridge right at the edge of their driveway. She has to drive over it slowly so that the spoiler on the bottom of her car doesn't drag. Would we be able to remove some of it?

Signed to: Henry K/John M. Copy to Department Head John K.

### For Office Use Only

Action Taken & Comments on Concern: has been taken care of  
The ridge concern was inspected on Dec. 12/06 and the ridge was not any bigger than other access' in the area. The reason this concern is dated Jan. 4/07 is because we were waiting for direction from management on how we were going to deal with these type of concerns.

Date Concern Received by Field Person: Jan 4 2007  
Notification of Action Taken  Date: Jan 4 2007  
Signature (Field Person(s)) [Signature]

### Cost of Resolving Concern:

Labour \_\_\_\_\_ Equipment \_\_\_\_\_ Materials \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONFIDENTIAL**

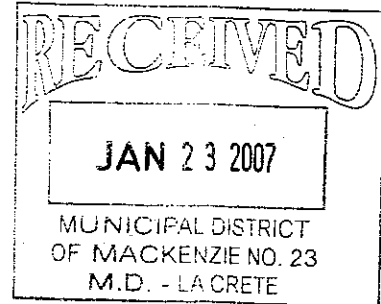
This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act. Our Freedom of Information and Protection of Privacy Act Coordinator, Eva Schmidt, is available to answer all questions you may have pertaining to the collection and use of the information at (780) 927-3718. The information may be used for other municipal purposes.



Box 546  
La Crete, AB  
T0H 2H0

January 18, 2007

MD of Mackenzie  
P.O. Box 640  
Fort Vermilion, AB  
T0H 1N0



Attention: Transportation Department

In an writing in regards to the snow removal done by the MD. This year the snow has been removed from our streets, but a lot of it gets sprayed into our driveways. This year the MD has not cleaned off the end of our driveway once causing a big ridge to build up right at the edge of the road.

In mid December I Lisa Unruh, called the MD and asked if they could come and remove the ridge that had been built up by them while clearing the streets. My van was already dragging when I backed onto the road and was just getting worse. small cars no longer dared enter our driveway for fear they would damage their vehicles. They came out looked at it but I got no response. approximately 5 days later, nothing was being done so I called Knelsen's Sand & Gravel to have the ridge removed. This cost me \$26.50, which I am sending you a copy of.

I pay my taxes, my water & sewer and try to always be on time. If we don't move the grass or don't abide by your rules & regulations you have the right to have someone do it for us and add it to our bill. What can we do so that we too get a response? I would like you to consider reimbursing us for the cost as I gave the MD the chance to remove it with no action. I wanted it resolved before someone visiting us or our own vehicles got damage.

If you would like to verify my complaint. I talked to Vicky Krahn, who said she would relay my message. The MD was out to look at it but no response or even a call to me was made.

Thanks in advance for your immediate attention.

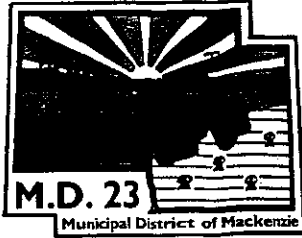
Sincerely,

A handwritten signature in black ink, appearing to be "Lisa Unruh".

CONFIDENTIAL

Lisa Unruh





**Municipal District of Mackenzie No. 23**  
P.O. Box 1690, La Crete, AB T0H 2H0  
Phone (780) 928-3983 Fax (780) 928-3636

January 29, 2006

Lisa Unruh  
Box 546  
La Crete AB T0H 2H0

Dear Mrs. Unruh:

**RE: Snow Removal by 10210-102 Avenue**

I am writing in regards to your letter dated January 18, 2007, concerning snow removal on your driveway. Although we see that snow removal is a costly process, according to our policy and procedure for snow removal we will not be taking action on your invoice.

When we do basic snow clearing with plow trucks the County does not clear ridges from driveways. The County appreciates your assistance and cooperation in maintaining your driveways during this time. **At times when we do complete snow clearing which includes winging the snow with graders the County will clean up ridges on driveways within a few days of this action taking place.**

Attached is a copy of the excerpt that was published in the December 6, 2006 edition of The Northern Pioneer regarding Snow Clearing Guidelines. If you have any further questions or concerns contact the undersigned at 928-3983.

Sincerely,

  
John Klassen  
Manager of Utilities and Facilities

CONFIDENTIAL





for Proposal package, available for pick up at an MD office. The deadline for proposals is December 22, 2006.

For more information, please contact  
W. J. Hutton, Director of Corporate Services  
927-3718



Municipal District of Mackenzie

### Snow Clearing Guidelines

Here are some snow clearing guidelines to help both you and the Municipality.

When clearing your driveway, please ensure that excess snow is not dumped on or in front of fire hydrants. Fire hydrants need to be visible at all times in case of an emergency and to prevent grade operators and the general public from being injured or damaged by the hydrants. (Municipal District of Mackenzie Services Bylaw 387/03)

Impeding access to fire hydrants will result in a fine of \$200.00. PLEASE DO NOT PUSH SNOW FROM YOUR DRIVEWAYS ONTO THE STREETS AS THIS CAUSES TRAFFIC HAZARDS FOR THE REASON THAT THE MD CANNOT GUARANTEE SNOW REMOVAL THE SAME.

When clearing your driveway in both residential areas, please ensure that you pile your snow to the right side of the driveway from a view point of coming off the driveway onto the road. This will help the grade operators leave a ridge of snow on your driveway.

Blading driveways is last on the list. The grade roads which see the most traffic will be bladed first. Then all other residential streets. Remember, blading driveways is not a priority. Please be patient.

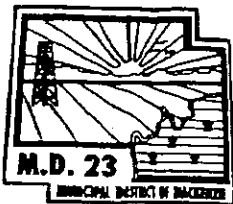
If the snow falls heavily, as is usually done in this Northern country, the MD encourages you to purchase multiple flads in ADVANCE for snow falls. The MD also asks for your cooperation and patience in waiting for snow removal after major snow falls.

## ment counts

and we don't want you to miss any of them.  
to ensure you have a flashlight with  
dio that's within easy reach.  
y season.







# Municipal District Of Mackenzie No. 23

Operational Services, P. O. Box 1690, La Crete, Alberta T0H 2H0

Telephone (780) 928-3983 Fax (780) 928-3636

Administration, P.O. Box 640, Fort Vermilion, Alberta T0H 1N0

Telephone (780) 927-3718 Fax (780) 927-4266

## Concern

Date Jan 2/07 Time: 10:55 Ward: \_\_\_\_\_ No. \_\_\_\_\_  
Taken by: CF

Name: Isaac Derksen Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Location: 1/4 Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

Requested by: Ratepayer  Councillor \_\_\_\_\_ Administration \_\_\_\_\_

### Describe Concern:

He is wondering when the sidewalks along main street will be cleared. He uses them & they are glare ice.

Assigned to: Henry / John M Copy to Department Head John K.

### For Office Use Only

Action Taken & Comments on Concern: \_\_\_\_\_

Date Concern Received by Field Person: \_\_\_\_\_

Notification of Action Taken  Date: \_\_\_\_\_

Cost of Resolving Concern: \_\_\_\_\_ Signature (Field Person(s)) \_\_\_\_\_

Labour \_\_\_\_\_ Equipment \_\_\_\_\_ Materials \_\_\_\_\_

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Dennis Friesen  
P.O. Box 2395  
La Crete, Alberta  
T4O 2H0

January 10, 2007

Municipal District of Mackenzie No. 23  
La Crete, Alberta  
T4O 2H0

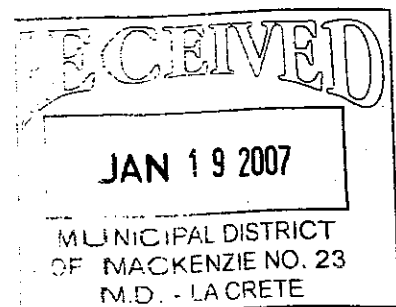
To whom it may concern,

I would like Municipal District of Mackenzie to clean the Sidewalks in La Crete. It is very slippery to walk to school and to walk to work on our side walks. With the side walks in their current condition, you can easily slip and get hurt, no matter how old you are. I would like the Municipal District of Mackenzie to clean off the snow and ice on the sidewalk; as well as salt and sand the ice under the snow. My enjoyment during the winter months will increase with safe and secure sidewalks. I look forward to hearing from you.

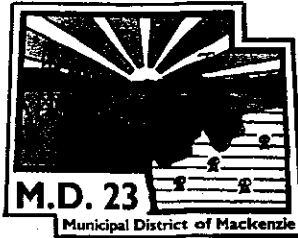
Sincerely,

*Dennis Friesen*  
Dennis Friesen.

CONFIDENTIAL







**Municipal District of Mackenzie No. 23**  
P.O. Box 1690, La Crete, AB T0H 2H0  
Phone (780) 928-3983 Fax (780) 928-3636

January 29, 2007

Dennis Friesen  
Box 2395  
La Crete AB T0H 2H0

Dear Mr. Friesen:

**RE: Snow Removal of the Sidewalks**

I am writing in regards to your letter dated January 10, 2007, concerning snow removal of the sidewalks. We see the sidewalks as a very important part of the County's infrastructure although according to our policy PW004 the snowclearing of the sidewalks are one of the last priorities. The policy states as such:

"The first priority for **snowplowing** operations shall be:

- 1) Fort Vermilion Airport Runway
- 2) major emergency routes for emergency services
- 3) all Emergency Services Facilities Premises
- 4) School Bus Routes
- 5) Collector Roads
- 6) Local roads
- 7) public sidewalks and walkways
- 8) Winter Maintenance of rural and urban private residential driveways
- 9) other miscellaneous duties

Winging and other maintenance operations shall have second priority unless they can be combined with the first."

If you have any further questions or concerns contact the undersigned at 928-3983.

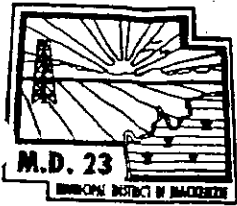
Sincerely,

  
John Klassen  
Manager of Utilities and Facilities

CONFIDENTIAL







# Municipal District Of Mackenzie No. 23

Operational Services, P. O. Box 1690, La Crete, Alberta T0H 2H0

Telephone (780) 928-3983 Fax (780) 928-3636

Administration, P.O. Box 640, Fort Vermilion, Alberta T0H 1N0

Telephone (780) 927-3718 Fax (780) 927-4266

## Concern

Date Jan 15/07 Time: 9:05 Ward: 3 No. Taken by: CF

Name: Herman Steurnagel Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Location: 1/4 Sec Twp \_\_\_\_\_ Rge \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

Requested by: Ratepayer  Councillor \_\_\_\_\_ Administration \_\_\_\_\_

### Describe Concern:

Sidewalks are very treacherous, he's suggesting some sand would be good. He walks to work every morning.

Assigned to: Nenny/John M Copy to Department Head John K

### For Office Use Only

Action Taken & Comments on Concern: \_\_\_\_\_

Date Concern Received by Field Person: \_\_\_\_\_

Notification of Action Taken  Date: \_\_\_\_\_

Cost of Resolving Concern: \_\_\_\_\_ Signature (Field Person(s)) \_\_\_\_\_

Labour \_\_\_\_\_ Equipment \_\_\_\_\_ Materials \_\_\_\_\_

**CONFIDENTIAL**



Ernie Peters  
P.O. box 1953  
La Crete, Alberta  
TOH-2HO

January 15, 2007

Municipal district of Mackenzie  
P.O. 1690  
La Crete, Alberta  
TOH-2HO

To Whom It May Concern:

I'm writing this letter to complain about the road on 101<sup>st</sup> to 102<sup>nd</sup> street. When you fixed the road the community was happy to see that you had replaced the road and put in side walk next to. This was a nice safety feature to have. Since the road replacement I have heard a lot of complaints about the dips caused by the man hole sewer entrances, which are at least 3-4 inches deep. When you drive down the street at speed limit and you hit or run into the dips, it is hard on your vehicles and on you. It could damage your vehicles parts like your rims, shocks, and or alignment. The man whole sewer covers should be leveled with the road. Myself and the community would be pleased to get that fixed and improve our driving experience.

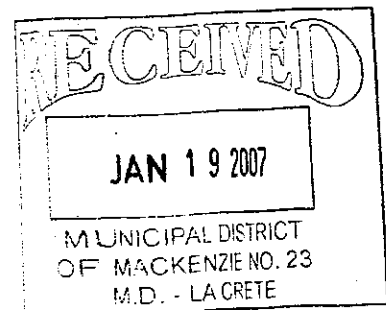
I look forward to hearing from you.

Sincerely,

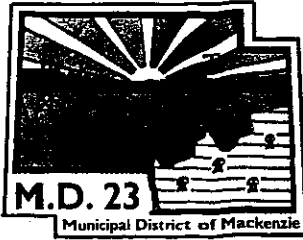
*Ernie Peters*

Ernie Peters

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**Municipal District of Mackenzie No. 23**  
P.O. Box 1690, La Crete, AB T0H 2H0  
Phone (780) 928-3983 Fax (780) 928-3636

January 29, 2007

Ernie Peters  
Box 1953  
La Crete AB T0H 2H0

Dear Mr. Peters:

**RE: Street Improvements along 101<sup>st</sup> Avenue**

I am writing in regards to your letter dated January 15, 2007, concerning the manholes along 101<sup>st</sup> Avenue. The manholes are a project deficiency. This road improvement project was not completed in 2006 and therefore the deficiencies will be completed by the contractor in the spring of 2007.

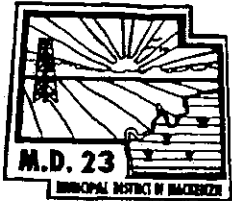
If you have any further questions or concerns contact the undersigned at 928-3983.

Sincerely,

  
John Klassen  
Manager of Utilities and Facilities

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## Municipal District Of Mackenzie No. 23

Operational Services, P.O. Box 1690, La Crete, Alberta T0H 2H0

Telephone (780) 928-3983 Fax (780) 928-3636

Administration, P.O. Box 640, Fort Vermilion, Alberta T0H 1N0

Telephone (780) 927-3718 Fax (780) 927-4266

### Concern

Date Jan 26/07 Time: 1:14 Ward: 3 No. \_\_\_\_\_  
Name: Debbie Hiebert Taken by: Vicky  
Telephone: 926-7559  
Address: 10109-102 St  
Location: 1/4 Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_  
Requested by: Ratepayer  Councillor \_\_\_\_\_ Administration \_\_\_\_\_

### Describe Concern:

a big ridge has been placed onto their driveway when the trucks cleared the road. Their pickup drags every time they drive over it. Their company have trouble too. The MD should remove it at no cost to them because we put it there.

Assigned to: Henry/John K Copy to Department Head John K

### For Office Use Only

Action Taken & Comments on Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Concern Received by Field Person: \_\_\_\_\_  
Notification of Action Taken  Date: \_\_\_\_\_

Cost of Resolving Concern: \_\_\_\_\_ Signature (Field Person(s)) \_\_\_\_\_

Labour \_\_\_\_\_ Equipment \_\_\_\_\_ Materials \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONFIDENTIAL**







*Mackenzie County*

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

January 30, 2007

Debbie Hiebert  
Box 1482  
La Crete AB T0H 2H0

Dear Mrs. Hiebert:

**RE: Hamlet Snow Removal**

Due to the rising costs of snow removal within the Hamlets, Mackenzie County has been forced to reduce the frequency with which the snow will be cleared off the streets. When we do basic snow clearing with plow trucks the County does not clear ridges from driveways. The County appreciates your assistance and cooperation in maintaining your driveways during this time. At times when we do complete snow clearing which includes winging the snow with graders the County will clean up ridges on driveways within a few days of this action taking place.

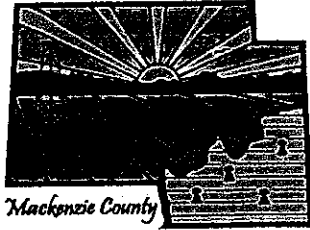
Mackenzie County appreciates your understanding of the situation. If you have any questions or concerns contact the undersigned at 928-3983.

Sincerely,

John Klassen  
Manager of Utilities and Facilities

CONFIDENTIAL





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Bylaw 605/06 Area Structure Plan for SW 12-107-14-W5M Derk Friesen</b>

### BACKGROUND / PROPOSAL:

Derk Friesen submitted a subdivision application for Rural Country Residential District 3 (RC3), adjacent to Highway 697 about two and a half miles south of Blumenort. Since the subdivision is adjacent to Highway 697, Alberta Infrastructure and Transportation required Mr. Friesen to submit an Area Structure Plan for the proposed subdivision.

Bylaw 605/06 is a bylaw to adopt the Area Structure Plan for SW 12-107-14-W5M.

### OPTIONS & BENEFITS:

The major issue in the Area Structure Plan for this subdivision was the number of lots in phase one. The Area Structure Plan originally showed phase one with only eight lots. In section 7.30 I (1) b) of the Mackenzie County's Land Used Bylaw it states that there must be a minimum of ten lots developed.

The County Land Use Bylaw has the following requirements:

### **REZONING REQUIREMENTS**

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

Author: Eva Schmidt, Planning

Reviewed By: \_\_\_\_\_

*[Handwritten signature]*  
*[Handwritten signature]*  
 CAO

- b) A minimum of 10 parcels per rezoning application, or where the total area to be rezoned is less than 20.2 hectares (50 acres), the total developable area must be subdivided.

With the existing subdivision the total of lots would then be nine. This would be acceptable to Alberta Infrastructure and Transportation providing that the Developer relocates the access to the far southern corner and upgrades to a Type 1A intersection configuration. According to Alberta Infrastructure and Transportation, should the number of lots be increase to the required ten with the added existing acreage, further studies would be required to determine the type of intersection treatment required for safe highway access resulting in possible changes and further upgrades.

The applicant was unwilling to construct a type 2a intersection and asked if there were any alternatives. A meeting was held with Alberta Infrastructure and Transportation, EXH, Mackenzie County and the Developer on January 25, 2006 to discuss this issue of the intersection, where a decision was made that was acceptable to all parties. The decision is that the number of lots would be increased to a total of ten including the existing acreage, with the condition that a caveat is placed on the tenth lot preventing development until such time that the intersection is moved south and upgraded.

EXH made the appropriate changes to the Area Structure Plan and submitted them for approval.

Alberta Infrastructure and Transportation has agreed that should the developer rezone to Rural County Residential District 2 "RC2", which does not allow for shops or owner/operator business, Alberta Infrastructure and Transportation will allow the current intersection to temporarily stay in location until such time that the developer proceeds to construct phase 2 of the subdivision.

**COSTS & SOURCE OF FUNDING:**

To be borne by the developer.

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 605/06, being a bylaw to adopt the Area Structure Plan for SW 12-107-14-W5M.

Author: \_\_\_\_\_ Review Date:  \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 605/06**

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

**TO ADOPT THE  
AREA STRUCTURE PLAN FOR SW 12-107-14-W5M FOR  
DERK FRIESEN**

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to adopt an Area Structure Plan for SW 12-107-14-W5M,

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

1. That the Area Structure Plan for a Rural Country Residential subdivision on SW 12-107-14-W5M be adopted as attached.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

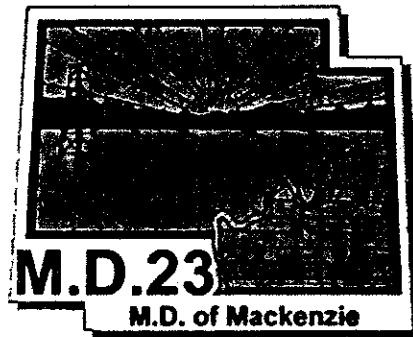
Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant



# Municipal District of Mackenzie No. 23



## Proposed Area Structure Plan For Country Residential Development (Located Within NW and SW 12-107-14-W5M)

Prepared by Rene Richard, E.I.T.  
Checked by Jeff Johnston, C.E.T.

**EXH** Engineering  
Services  
Ltd.



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## APPENDICES

- Appendix A – Area Structure Plan
- Appendix B – Land Use Map
- Appendix C – Proposed Development Phasing
- Appendix D – Bylaw information
- Appendix E – Local Roads
- Appendix F – Traffic Volumes





## 1.0 INTRODUCTION

### 1.1 Purpose

EXH Engineering Services Ltd. (EXH) was retained by Mr. Derk Friesen to prepare an Area Structure Plan (ASP) relating to the proposed subdivision development located within the NW and SW 12-107-14-W5M.

This ASP is a requirement under the Municipal Government Act, which specifically applies to the said parcel's proximity to Highway 697. This plan should assist Alberta Infrastructure and Transportation (AIT) and the Municipal District of Mackenzie No. 23 (MD) in their evaluation and assessment of the proposed development.

### 1.2 Plan Area and Location

The ASP relates to all lands located within and surrounding NW and SW 12-107-14-W5M. The location of the proposed development is approximately 19 km North East from the Hamlet of La Crete and is situated on the east side of Highway 697.

The study area focused on ± 316 acres (128 hectares) and with an approximate 143 acres recently re-zoned for country residential purposes (RC2) by the Municipal District of Mackenzie No. 23.

### 1.3 Land Ownership

Based on the entire NW and SW¼ 12-107-14-W5M, the following table illustrates the ownership of the existing subdivision (Lot 1, Block 1) and the balance of the SW quarter and NW 12-107-14-W5M.

Ownership of the tentative subdivision layout, including easements, municipal reserves (MR), public utility lots (PUL) and road right-of-ways, will remain with the developer until final approval is granted.

Once all approvals are in place, the landowner will transfer all lands of public interest to the local road authority and the applicable utility operators.

Owner	Lot	Area Owned (±)
Derk & Agnes Friesen	Lot 1, Block 1	14.9 acres
Derk & Agnes Friesen	SW 12-107-14-W5M (Balance)	143.4 acres
Jake K. Martens	NW 12-107-14-W5M	158.1 acres
	<b>Total</b>	<b>316.4 acres</b>



## 2.0 POLICY AND CONTEXT

### 2.1 Compliance with MD of Mackenzie No.23 Municipal Development Plan

#### Bylaw

The ASP concept plan identifies country residential parcels ranging from 3.0 acres (1.22 hectares) to 5.0 acres (2.02 hectares). The existing Municipal District of Mackenzie No. 23 Bylaw 462-04 allows for a minimum area of 3 acres to a maximum of 5 acre within this land use district.

## 3.0 PLAN AREA CONTEXT AND DEVELOPMENT CONSIDERATIONS

### 3.1 Existing Land Use

References in this section are to existing land use districts as set out in the Municipal District of Mackenzie No. 23's Bylaws. The subject property is zoned Rural Country Residential (RC2).

### 3.2 Surrounding Land Use

Surrounding land use is illustrated in *Appendix B – Land Use Map*. For the purpose of this plan, surrounding land use is defined as lands within 1/2 mile (0.8 km) of the development area boundary.

As shown, the surrounding land is predominantly agricultural. Farmsteads and other essential buildings necessary to conduct farming operations are developed in this area.

### 3.3 Transportation

#### 3.3.1 Alberta Infrastructure and Transportation

Highway 697 forms the western boundary of the Plan area. This Highway is an important corridor to local and regional economic development. Locally, it is used extensively to transport grain to various terminals as well as hauling timber to local mills.

Regionally, Highway 697 connects east to Highway 88 which leads south to central Alberta. To the southwest, Highway 697 connects to Highway 35 which leads south to the Peace River Region. To the north, Highway 697 connects to Highway 88 and then to Highway 58 which leads west to High Level and then North to the Northwest Territories.

At this location Highway 697 is a two lane undivided Highway. As with all highways, access management is controlled by Alberta Infrastructure and Transportation.



The provincial highway network plays a significant role in this area as it is a means for the transportation of goods and services to and from the surrounding communities. The municipality plans to mitigate the impact any development will have on provincial highways by requiring that developers submit Area Structure Plans and Traffic Impact Assessments to Alberta Infrastructure and Transportation for approval.

Once approved, at no cost to the department, developers will be required to implement all recommendations brought forward in these reports.

### 3.3.2 Municipal District of Mackenzie No. 23

Currently, Spruce Road to the north and Wolf Lake Road to the south, access Highway 697. Range road 14-0 makes a north/south connection between the two roads.

### 3.3.3 Projected Traffic volumes

Trip generation for this ASP is based on an average of 9.57 trips per day per lot for a single family, based on the publication *Trip Generation Vol. 2* by the Institute of Transportation Engineers.

Since a total of 38 lots are proposed that would be approximately 364 trips per day or 364 AADT added to the local road network.

## 3.4 Municipal Services

Currently, no municipal services (water distribution or sanitary/storm water sewer systems) are installed on this site.

The Wolf Lake water point is located approximately 3 km to the south. This water point is operated by the MD and supplies water for local users.

## 3.5 Utilities

The site has access to power, telephone and gas which runs adjacent to Highway 697 with the existing development connected to all three utilities.



## 4.0 DEVELOPMENT CONCEPT

### 4.1 Development Concept

This acreage development is to be developed in three phases as illustrated in *Appendix C – Proposed Development Phasing*. The first phase will include the development of 10 country residential lots with the remaining lots being developed in the subsequent phases. A caveat will be placed on one of the 10 lots in phase one which will allow the tenth lot to be developed only after appropriate intersection upgrades have been completed.

Primarily, marketing of the proposed development will dictate the extent and the timing of each phase. As each phase is initiated, roads and utilities will be extended and or upgraded, additional municipal services may be required as the development progresses.

### 4.2 Land Use

Land uses within the ASP are shown as acreage holdings (RC2) and will be developed as per the MD's Bylaws. Further information on section 7.31 of this Bylaw is supplied in *Appendix D – Bylaw information*.

### 4.3 Transportation and Access

#### 4.3.1 Internal Roadways

The development of this subdivision is to be consistent with the conceptual roadway system as illustrated on the Plan. This roadway system will serve as a framework for the design of the internal roadway network. These roads must meet the minimum standards and requirements of the M.D. of Mackenzie No. 23. The developer will be responsible to constructed all roads within the development boundaries *Appendix E – Local Roads* illustrates this concept.

#### 4.3.2 Access Management and Local Road Network

During the first phase of development (10 lots), the existing driveway will be utilized to access the subdivision from Highway 697. Initial indications suggest that potentially 105 vehicles from the proposed development will utilize this access on a daily basis.

Obtained from AIT, the AADT for Highway 697 at this location is 1350 (refer to *Appendix F – Traffic Volumes*). As such, the new highway access should be constructed to meet the minimum standards for a Type 1A intersection configuration.

As development progresses (when bulbing or intersection improvements are warranted), the existing driveway access should be removed and relocated



approximately 250 m south of its current location. This will maintain a spacing of approximately 1.6 km from the Wolf Lake and Spruce Road intersections.

Full development of this site or future development in the area may trigger a need for further studies to determine the type of intersection treatments required in this area to provide safe highway access.

In order to increase accessibility to the proposed subdivision and future development of the adjacent lands, three local roads will be constructed to the North, East and South of the site. The road to the North will connect to Spruce Road. The East road will connect to Range 14-0, while the road to the South will provide a Wolf Lake Road connection. Highway access will remain at the Wolf Lake and Spruce Road intersections.

The developer is committed to providing an approved access point to the highway which will include "bulbing" in the event of re-zoning. A minimum of 70m separation between the centreline of Highway 697 and the service road will be achieved at the access point.

A Traffic Impact Assessment (TIA) will be provided to Alberta Infrastructure and Transportation, by the developer, at no cost to the department, once phase 1 has been completed and all the lots have been sold and prior to commencement of phase 2. A TIA will also be provided to Alberta Infrastructure and Transportation prior to subdivision of phase 3.

The developer will construct intersection improvements, which are recommended by an accepted TIA prior the development of the tenth lot in phase one or any new phase development. All intersection improvements will be constructed to the satisfaction of Alberta Infrastructure and Transportation and at no cost to the department.

#### **4.4 Municipal Services and Standards**

##### **4.4.1 Water Distribution**

As the Plan area is not serviced with a piped water distribution system, supply of water to the developments will rely on trucked in water with cisterns or private wells.

##### **4.4.2 Sewage Disposal**

A sanitary sewage collection system is not constructed in the Plan area so private sewage disposal systems will be required. Septic tanks and field systems are proposed for individual developments.

##### **4.4.3 Drainage**



Drainage of the development will rely on individual lot grading in conjunction with the use of culverts, roadside and drainage ditches. As future development is anticipated, the need for a comprehensive storm water management plan may be required.

#### **4.5 Utilities**

As the Plan area has access to power, telephone and gas the developer will be responsible to service each lot developed.

#### **5.0 SUMMARY**

This Area Structure Plan has been prepared on behalf of Mr. Derk Friesen. The Plan will assist the Municipal District of Mackenzie No. 23 and Alberta Infrastructure and Transportation in their decision making process of granting their approvals for this proposed development.

This Plan will also serve as the framework for the proposed development and any future developments which may occur in the area. Key issues relating to the development were considered and addressed. Once approved, the developer will proceed with the development with full intentions of meeting the Plan requirements.

This plan has been prepared using the best up-to-date information available. As the development progresses this plan and any other assessments may be re-examined to ensure validity.

## **Appendix A**

### **Area Structure Plan**

**LEGEND**

DRAINAGE DIRECTION  
 600 MM DIA. C.S.P. CULVERT  
 ROAD BOUNDARY  
 HOUSE  
 DRAINAGE DIRECTION

**STATISTICS**

TOTAL AREA	158.29	ACRES	64.06	100
PHASE I	32.49	ACRES	13.15	20.53
FUTURE PHASE	125.80	ACRES	43.91	68.55
ROADS	17.0	ACRES	6.88	10.74
MUNICIPAL RESERVES	5.40	ACRES	2.18	3.42

**NOTES**

1. All roads are 20m unless otherwise noted.
2. All cul-de-sacs are 25m unless otherwise noted.
3. This plan shows dimensions which are approximate.

1	PRELIMINARY ISSUED FOR APPROVAL	DATE	12/1/10
2	PRELIMINARY ISSUED FOR APPROVAL	DATE	12/1/10
3	PRELIMINARY ISSUED FOR APPROVAL	DATE	12/1/10

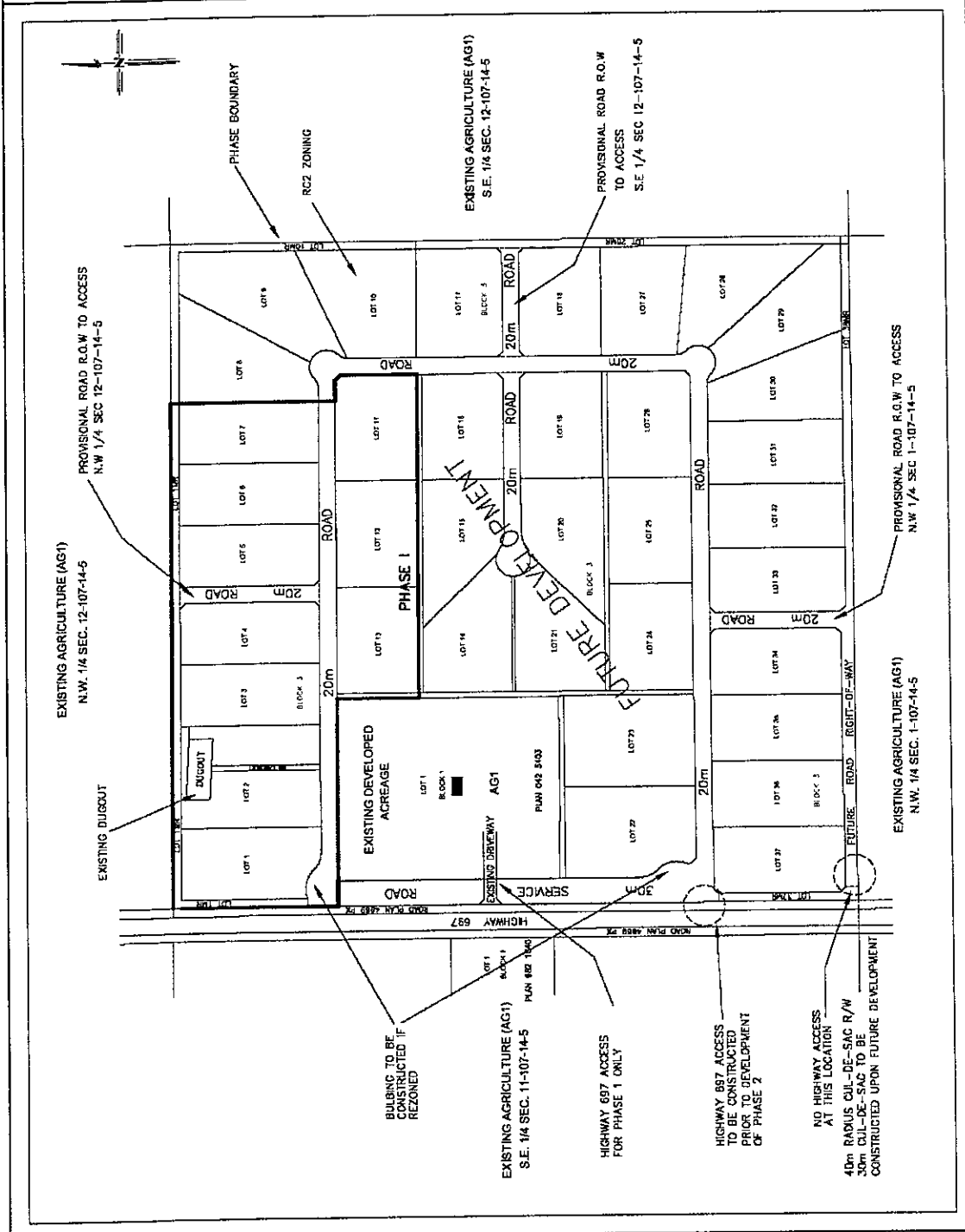
PERMIT TO PRACTICE  
 FOR ENGINEERING EXERCISE  
 REGISTERED PROFESSIONAL ENGINEER  
 REG. NO. 10000  
 EXH Engineering Services Ltd.  
 10000

**EXH** Engineering Services Ltd.

DERK FRIESEN SUBDIVISION

AREA STRUCTURE PLAN

SHEET NO. 13303  
 DATE 12/1/10  
 PROJECT NO. 420070  
 DRAWING NO. ASP-01

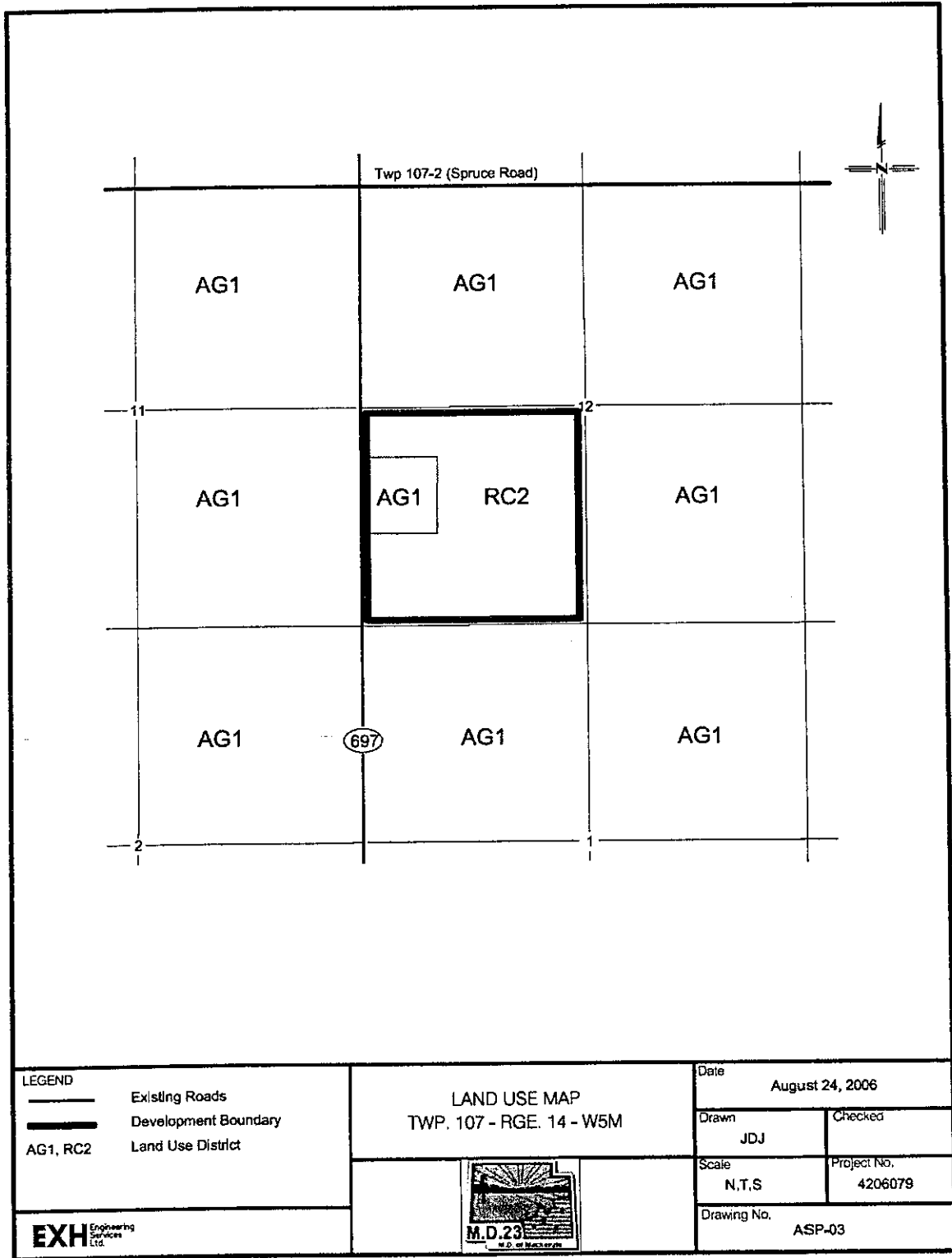




**Appendix B**

**Land Use Map**

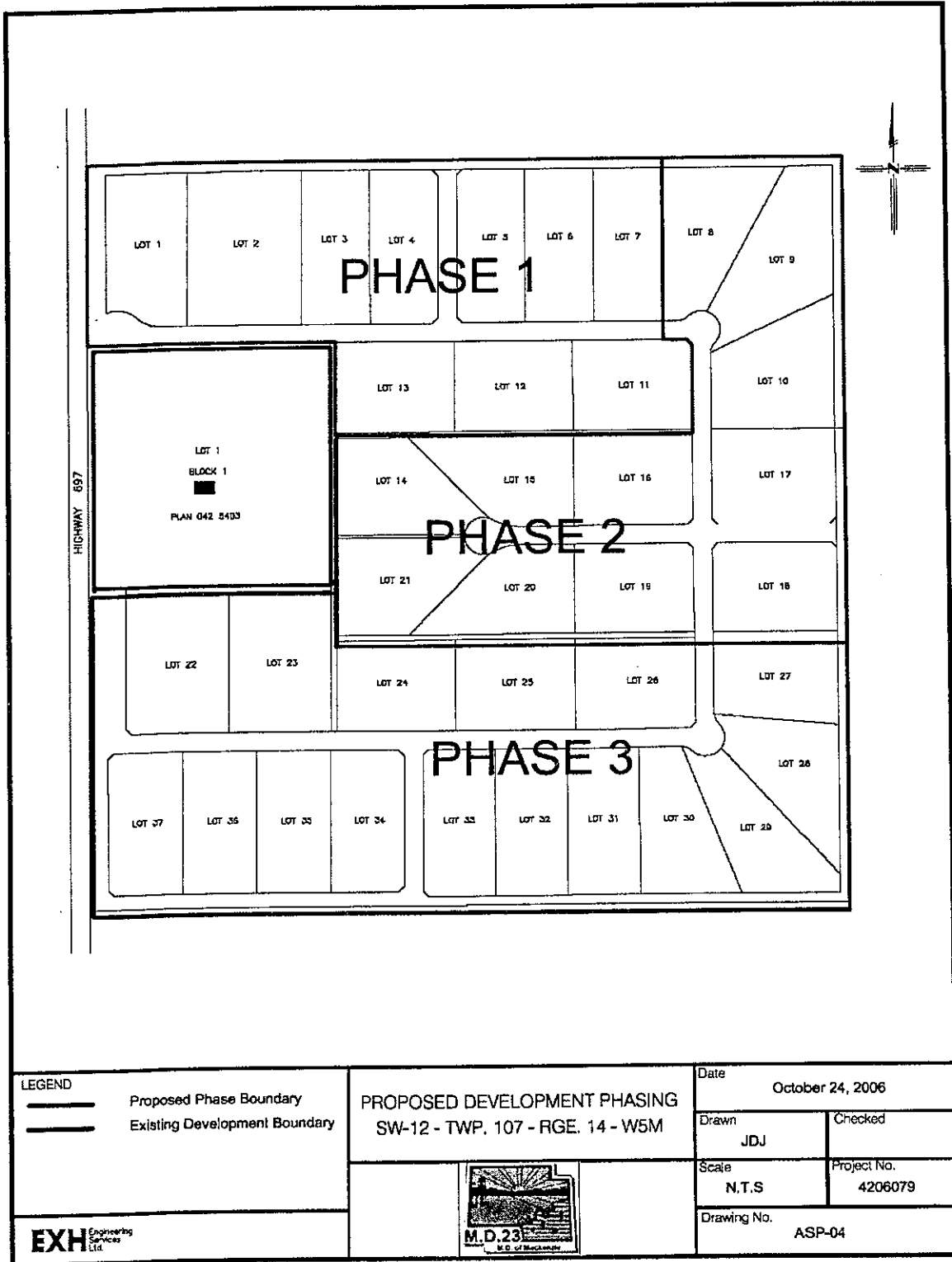
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## **Appendix C**

### **Proposed Development Phasing**

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## **Appendix D**

### **Bylaw Information**

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## **7.31 RURAL COUNTRY RESIDENTIAL DISTRICT 2 "RC2".**

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

### **A. PERMITTED USES**

- (1) Mobile Home.

### **B. DISCRETIONARY USES**

- (1) Single Family Dwelling.
- (2) Modular Homes.
- (3) Ancillary building or use.
- (4) Bed and breakfast.
- (5) Home based business.
- (6) Public use.
- (7) Garden suite.
- (8) Intensive recreation use.

### **C. LOT AREA**

- (1) Country Residential Uses:

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

### **D. MINIMUM FRONT YARD SETBACK**

Lot fronting onto a provincial highway or local road:

41.1 metres (135 feet) from right of way.

Lot fronting onto an internal subdivision road:

15.24 metres (50 feet) from right of way.

### **E. MINIMUM SIDE YARD SETBACK**

7.6 metres (25 feet) from property line, or

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

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

**F. MINIMUM REAR YARD SETBACK**

7.6 metres (25 feet), or

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

**G. ADDITIONAL REQUIREMENTS**

- (1) Buildings shall be either of new construction or moved in unless otherwise require by the Development Officer. Exterior finish to be wood, metal, or similar siding, brick or stucco to the satisfaction of the Development Officer. The finish and appearance of buildings should complement other structures and natural site features.
- (2) All mobile homes to be factory built with walls of pre-finished baked enamel aluminum siding, vinyl siding or the equivalent and peaked shingled roof, to the satisfaction of the Development Officer.
- (3) If mobile homes are placed upon a basement, solid footings and concrete or wood block foundation wall or skirting should be required so that the appearance, design and construction will compliment the mobile home. The undercarriage of the mobile home shall be screened from view.
- (4) All ancillary structures to mobile homes, such as patios, porches, additions, etc., shall be factory prefabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will compliment the mobile home.

**H. THE KEEPING OF ANIMALS**

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

**I. REZONING REQUIREMENTS**

- (1) In order to ensure a firm commitment for development has been received the following are requirements for the rezoning application:
  - (a) An Area Structure Plan for the parcel.
  - (b) A minimum of 10 parcels per rezoning application, or where the total area to be rezoned is less than 20.2 hectares (50 acres), the total developable area must be subdivided.
  - (c) The subdivision must have legal access that meets Municipal District of Mackenzie standards.

(d) Where the existing municipal road is not up to the standard required for the parcel, a road request or upgrade must be part of the subdivision application.

- (2) Once approval has been granted, the developer shall have a period of one (1) year, or as required by the Development Authority, to develop the subdivision including, but not limited to, the installation of utilities, roads and plan registration.

**J. SUBDIVISION REQUIREMENTS**

1. The Developer shall enter into a Developer's Agreement with the Municipality for payment of off-site levies, if required, for rural multi-lot subdivisions.
2. No subdivision shall be approved unless utility services, including water supply and sewage disposal, can be provided with sufficient capacity to accommodate development of the proposed parcel(s).
3. The Developer shall submit, along with his subdivision application, a Water Management Plan as required by the Water Act RSA 2000 Chapter W-3.
4. The Subdivision Authority may require a sewage collection report from a qualified plumbing inspector to ensure sewage disposal will not have a negative impact on the parcel and/or adjacent land or water resources.
5. Municipal Reserve money in the amount of 10% of market value of the proposed subdivision land or 10% land if required for parks or schools.
6. A Traffic Impact Assessment may be required to identify the traffic impact onto the existing infrastructure.

**K. ON-SITE PARKING**

In accordance to Section 4.28 of this Bylaw.

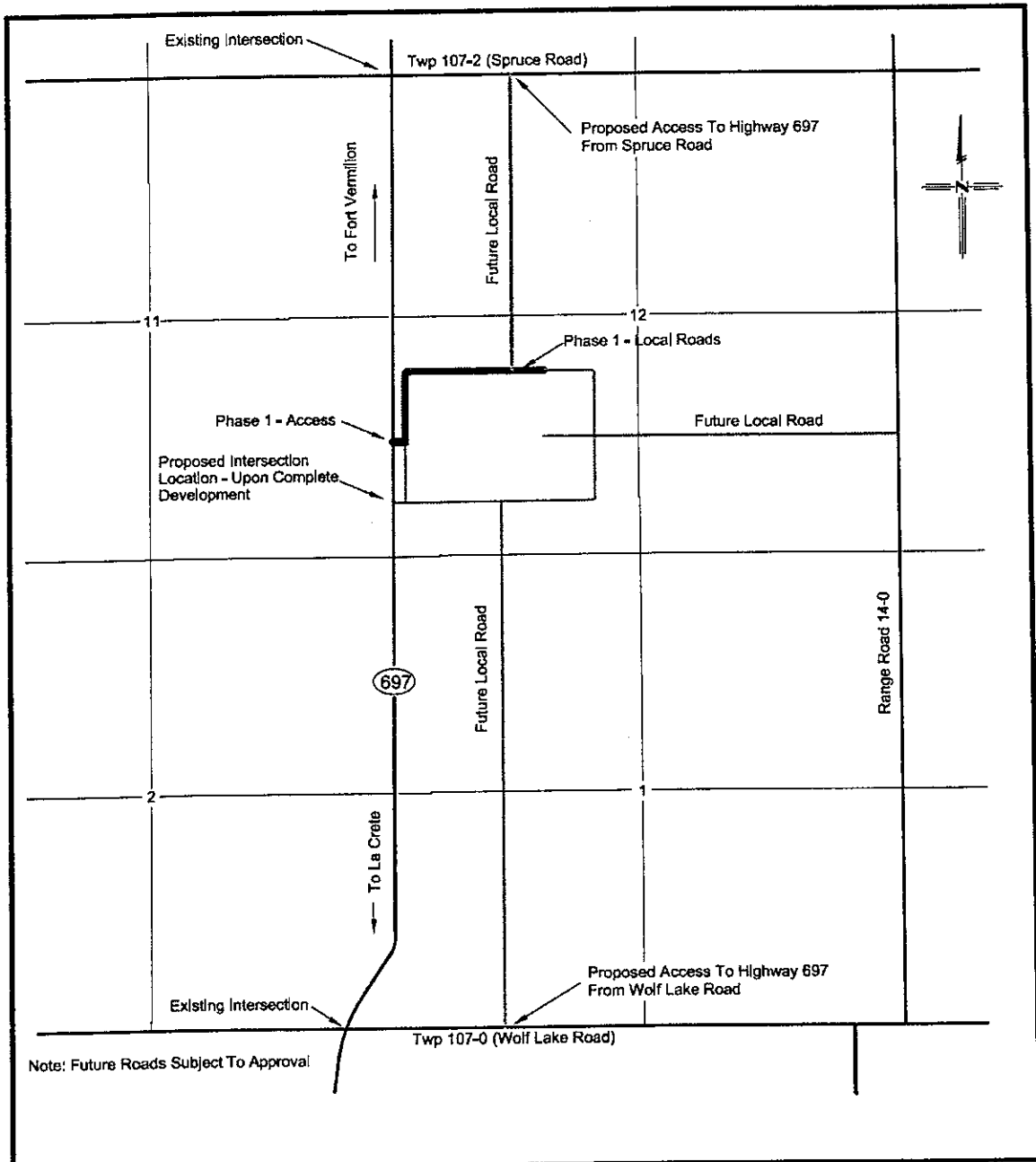
**L. LANDSCAPING**

In accordance to Section 4.23 of this Bylaw.



## **Appendix E**

### **Local Roads**



<b>LEGEND</b> Existing Roads Phase 1 - Local Roads Future Phase - Local Roads	<b>LOCAL ROAD NETWORK</b> TWP, 107 - RGE. 14 - W5M		Date October 24, 2006	
			Drawn JDJ	Checked
			Scale N.T.S	Project No. 4206079
			Drawing No. ASP-02	

## **Appendix F**

### **Traffic Volumes**

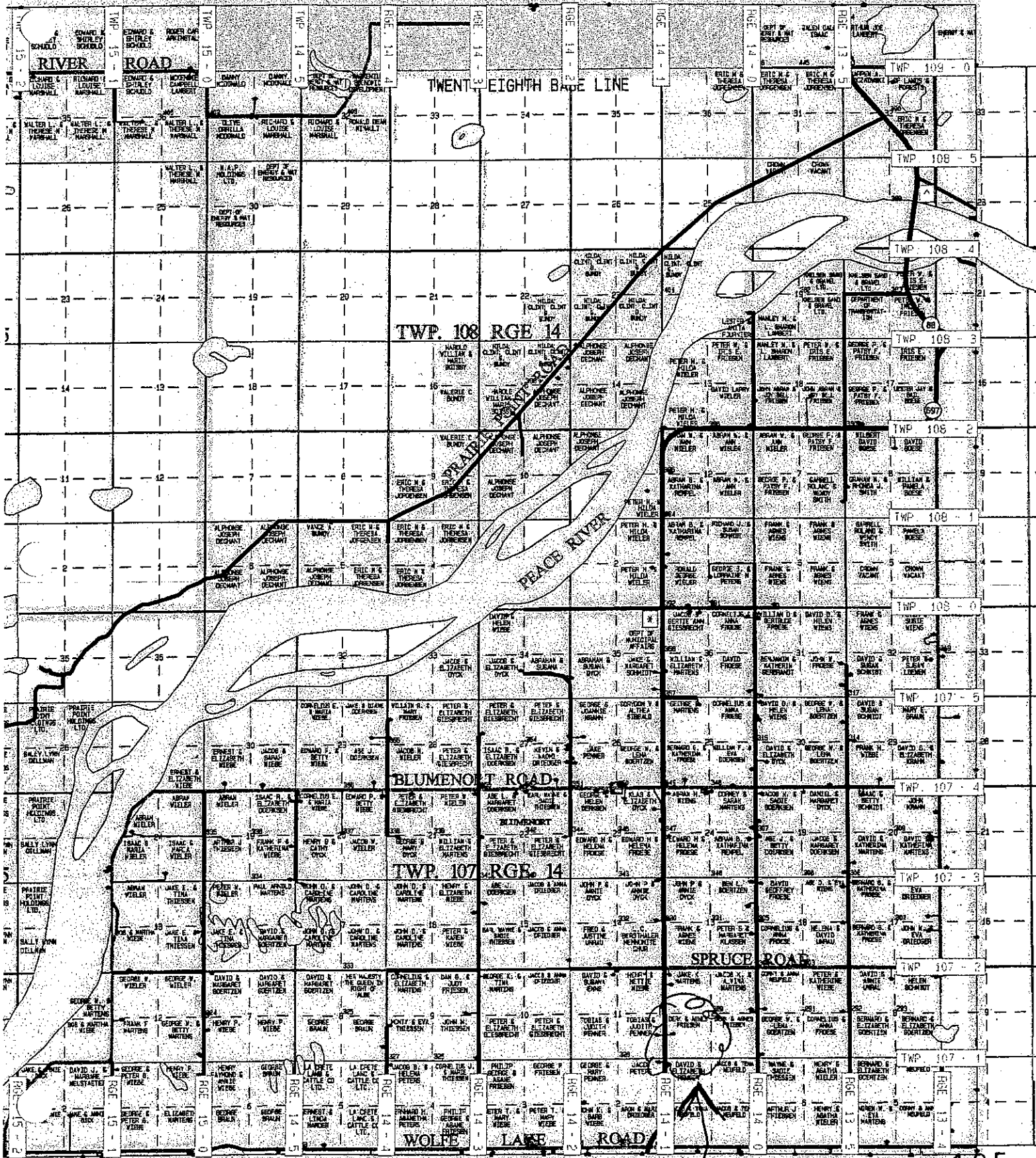
ALBERTA HIGHWAYS 1 TO 888  
 TRAFFIC VOLUME HISTORY 1996 - 2006  
 Alberta Infrastructure and Transportation  
 Program Management Branch  
 Highway Asset Management Section

Produced: 13-Mar-2008 By: CornerStone Solutions, Inc.

Hwy	Cs	TCS	Munl	From	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
					AAVT	AAVT	AAVT	AAVT	AAVT	AAVT	AAVT	AAVT	AAVT	AAVT	AAVT
687	4	4		Mack N OF TMP RD 1070 (WOLF CREEK RD) 34-106-14-5000000000											
687	4	4		Mack S OF BLUMENORT ACC RD 23-107-14-5000000000											
697	4	4		Mack N OF BLUMENORT ACC RD 23-107-14-5000000000											
697	4	4		Mack S OF 88 W OF FT VERMILION	1010	960	1240	1140	1260	1400	1330	1280	1280	1280	1300
717	2	4		CIH S OF 64 N OF BEAR CANYON	180	200	180	180	180	180	180	170	180	230	240
718	2	4		Sadh N OF 49 S OF BONANZA	340	380	400	480	480	480	480	480	480	510	560
719	2	8		Sadh S OF 681 N OF BONANZA											
721	2	4		GIPI N OF 43 NW OF HYTHE	650	710	750	750	780	860	860	860	760	780	860
721	2	4		GIPI S OF 59 N OF HYTHE	510	530	550	470	520	570	570	570	570	560	650
722	2	4		GIPI W OF TMP RD 710 31-70-10-61-4000200											
722	2	4		GIPI E OF TMP RD 710 31-70-10-61-4000200											
722	2	4		GIPI S OF 667 S OF BEAVERLODGE		1010	1010	1230	1240	1180	1180	1340	1160	1380	1510
722	2	8		GIPI S OF 667 S OF BEAVERLODGE		860	860	1280	1200	1150	1150	1180	1210	1230	1350
722	2	8		GIPI S OF 3 ST W AT BEAVERLODGE 34-71-10-6000000000											
722	2	8		GIPI S OF 3 ST W AT BEAVERLODGE 34-71-10-6000000000											
722	2	8		GIPI S OF 43 AT BEAVERLODGE											
722	2	8		GIPI S OF 43 AT BEAVERLODGE											
723	2	4		GIPI N OF 43 SE OF BEAVERLODGE	210	230	250	250	260	260	270	330	340	360	360
723	2	4		GIPI S OF 672 S OF VALHALLA CENTRE											
723	2	8		GIPI N OF 672 S OF VALHALLA CENTRE											
723	2	8		GIPI S OF 59 AT VALHALLA CENTRE	610	640	640	640	690	570	570	590	550	620	670
724	2	4		GIPI N OF TMP RD 710 31-70-8-6000000000											
724	2	4		GIPI S OF 43 NW OF WEMBLEY WJ	110	110	110	110	110	110	110	200	200	210	230
724	4	4		GIPI N OF 43 NW OF WEMBLEY WJ	1100	1170	980	980	960	1000	1020	1040	1080	1150	1240
724	4	4		GIPI S OF 672 S OF LA GLACE											
724	4	8		GIPI S OF 672 S OF LA GLACE											
724	4	8		GIPI S OF 59 AT LA GLACE WJ											
724	6	4		GIPI N OF 59 E OF LA GRACE EJ											
724	6	4		Sadh S OF 677 W OF WOKING	700	740	720	680	1030	1180	1180	1200	1120	890	960
725	2	4		Sadh N OF 49 S OF WHITEBURN											
725	2	4		Sadh S OF 680 W OF BLUEBERRY MTN	540	580	610	580	610	530	510	510	520	570	640
725	2	8		Sadh N OF 680 W OF BLUEBERRY MTN											
726	2	8		Sadh S OF 681 E OF SILVER VALLEY											
726	2	4		CIH N OF 64 S OF WORSLEY	420	480	480	330	330	330	330	400	410	450	520
727	2	4		SPR N OF 48 W OF SPIRIT RIVER	280	310	310	410	430	430	410	380	400	430	480
727	2	4		Sadh W OF TMP RD 791A 11-79-07-61-4500650											
727	2	4		Sadh E OF TMP RD 791A 11-79-07-61-4500650											
727	2	4		Sadh S OF TMP RD 794 23-79-07-6000000000											
727	2	4		Sadh N OF TMP RD 794 23-79-07-6000000000											
727	2	4		Sadh S OF 680 E OF POPLAR RIDGE											
729	2	4		Fair N OF 682 SE OF HIGHLAND PARK											
729	2	4		CIH W OF 685 W OF HINES CREEK											

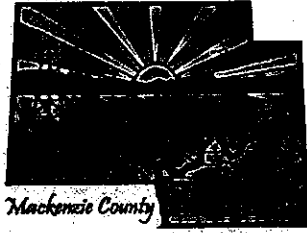
3/3/2006 9:36 AM

Page 122 of 151



Subject Property





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Bylaw 609/07 Subdivision Cancellation Plan 952 2134, Block 01, Lot 01 on Part of SW 32-109-18-W5M</b>

### BACKGROUND / PROPOSAL:

Mackenzie County has received a request to cancel the subdivision for Part of SW 32-109-18-W5M (Plan 952 2134, Block 01, Lot 01) and in so doing revert back to one parcel.

Bylaw 609/07 was given first and second reading at the January 24 2007 Council meeting being a subdivision cancellation on Part of SW 32-10-18-W5M (Plan 952 2134, Block 01, lot 01)

### OPTIONS & BENEFITS:

The applicant has requested that a cancellation be done to the said parcel of land. The applicant feels that due to the water runoff direction, potential sewage could run into the water supply of the homestead directly adjacent to the south.

Plan 952 2134, Block 01, Lot 01 was created in 1995, record shows that there has never been any buildings or services on this parcel of land. The applicant has indicated that he is selling the quarter and would like to sell it a whole complete quarter with no subdivisions.

### **Municipal Government Act, Section 658**

#### **Cancellation of plan of subdivision**

**658(1)** On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

Author: Eva Schmidt, Planning

Reviewed By: \_\_\_\_\_

For  
CAO

- (2) A council may pass a bylaw under subsection (1) only with the consent of
- (a) the owners of the parcel of land in the plan of subdivision,
  - (b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and
  - (c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.
- (3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

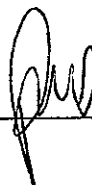
**RECOMMENDED ACTION:**

**MOTION 1**

That third reading be given to Bylaw 609/07 to cancel subdivision Plan 952 2134, Block 01, Lot 01 on Part of SW 32-109-18-W5M.

Author: \_\_\_\_\_

Review Date: \_\_\_\_\_



CAO \_\_\_\_\_



**BYLAW NO. 609/07**

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

**FOR THE PURPOSE OF CANCELLING A PLAN OF SUBDIVISION IN  
ACCORDANCE WITH SECTION 658 OF THE  
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,  
REVISED STATUTES OF ALBERTA 2000.**

**WHEREAS**, Council of the Municipal District of Mackenzie No. 23 has determined that subdivision as outlined on Schedule A attached hereto, be subject to a cancellation, and

**NOW THEREFORE**, be it resolved that the Council of the Municipal District of Mackenzie No. 23 does hereby cancel the subdivision described as follows, subject to the rights of access granted by other legislation or regulations:

1. Plan 952 2134, Block 1, Lot 1 on Part of Meridian 5 Range 18 Township 109 Section 32 Quarter South West excepting thereout all mines and minerals.

First reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

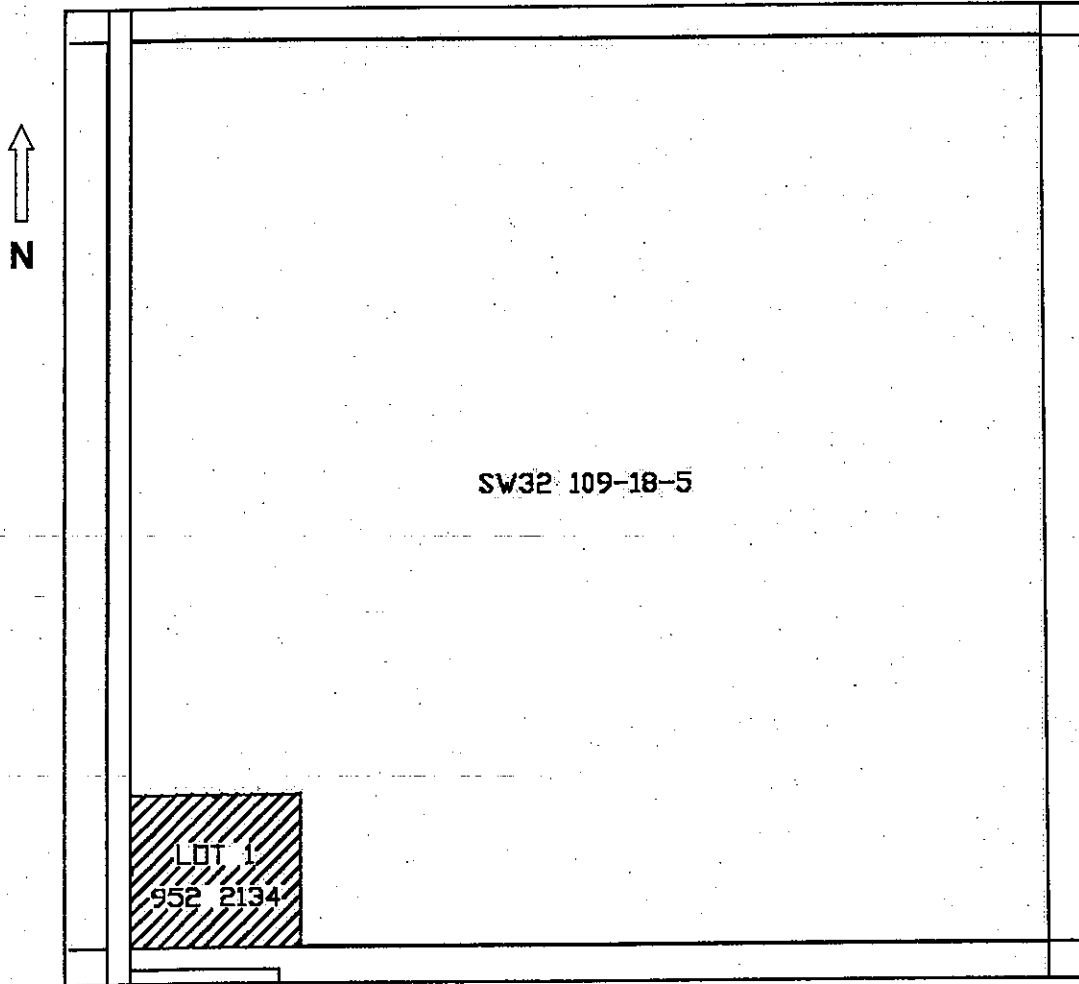
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

**BYLAW No.609/07**

**SCHEDULE "A"**

1. That the subdivision of the following property known as:

Plan 952 2134, Block 1, Lot 1 on SW 32-109-18-W5M be cancelled.



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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.



MD of Mackenzie, P.O. Box 640 Fort Vermilion AB T0H 1N0

Attn: Liane Lambert, Development Officer



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. \_\_\_\_\_

NAME OF APPLICANT		
774908 Alberta Ltd		
ADDRESS		
PO Box 1768		
TOWN		
High Level, AB		
POSTAL CODE	PHONE (RES.)	BUS.
T0H1Z0	926-3658	

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER		
Same		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

### LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
SW	32	109	10	5		9522134	1	1

### LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### REASONS SUPPORTING PROPOSED AMENDMENT:

DUE TO WATER RUNOFF DIRECTION  
POTENTIAL SEWAGE COULD RUN INTO WATER  
SUPPLY LOCATED DUE SOUTH OF SUB-DIVISION  
IN QUESTION.

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

RECEIPT NO. \_\_\_\_\_

LORIS PRESSER  
 APPLICANT

Jan 9/07  
 DATE

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

[Signature]  
 REGISTERED OWNER

Jan 9/07  
 DATE

952-2134

942-1690

20

Wellheads

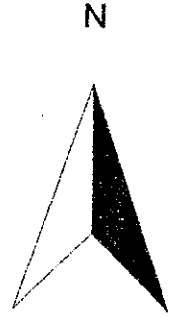
- Abandoned Wellhead
- ⊠ Suspended Gas Wellhead
- Suspended Oil Wellhead
- ⊗ Flowing Gas Wellhead
- Location Wellhead
- Flowing Oil Wellhead
- ✕ Miscellaneous Wellhead
- ⊠ Water Wellhead
- ✓ Well Downhole Location
- ⊠ Newly Licenced Well
- ⊠ Newly Spudded Well

High Pressure Pipelines

- Gas Pipeline
- Oil Pipeline
- Water Pipeline
- LVP/HVP Pipeline
- Foreign Pipeline
- (Only when a company is specified)

Low Pressure Pipelines

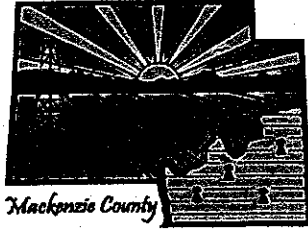
- Gas Co-op Pipeline











## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Bylaw 610/07 Land Use Bylaw Amendment to Rezone Part of SW 12-107-14-W5M from Rural Country Residential District 3 (RC3) to Rural Country Residential District 2 (RC2)</b>

**BACKGROUND / PROPOSAL:**

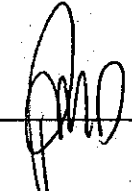
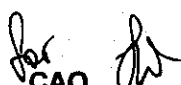
Mackenzie County has received a request to rezone Part of SW 12-107-14-W5M from Rural Country Residential District 3 (RC3) to Rural Country Residential District 2 (RC2) to restrict the type of development in a multi-lot country residential development.

**OPTIONS & BENEFITS:**

Subdivision 60-SUB-05 is a multi-lot country residential development located directly adjacent to Highway 697, two and a half miles south of Blumenort corner. The developer has been working with Mackenzie County and Alberta Infrastructure and Transportation to complete the subdivision in compliance to both departments.

There have been several issues to work through, the biggest being the type of intersection allowed onto Highway 697. Rural Country Residential District 3 "RC3" allows for shops and owner/operator business. With this type of zoning the developer would have to move the existing intersection to the south of the quarter and upgrade it to a type 2a bulbing intersection to accommodate the commercial vehicles generated from this type of zoning. The construction of this type of intersection is very costly and the developer has indicated that he is not in a position financially to construct the required intersection before he has sold some lots. A Type 2a intersection is the minimum allowed for large commercial traffic.

Alberta Infrastructure and Transportation has agreed that if the developer rezones the subdivision to Rural Country Residential District 2 "RC2" which does not allow for shops or owner/operator business, Alberta Infrastructure and Transportation will allow the

Author: Eva Schmidt, Planning      Reviewed By:        CAO

current intersection to temporarily stay in location until such time that the developer proceeds to construct the second phase of the subdivision.

**COSTS & SOURCE OF FUNDING:**

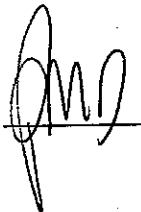
To be borne by the developer.

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 610/07 being a Land Use Bylaw amendment to rezone Part of SW 12-107-14-W5M from Rural Country Residential District 3 (RC3) to Rural Country Residential District 2 (RC2).

Author: \_\_\_\_\_

Review Date: \_\_\_\_\_



CAO \_\_\_\_\_

**BYLAW NO. 610/07**

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

**TO AMEND THE  
MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw,  
and

**WHEREAS**, Mackenzie County has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has  
deemed it desirable to amend the Mackenzie County Land Use Bylaw to restrict the  
type of development allowed in a rural country residential district.

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

1. That the land use designation of the subject parcel known as SW 12-  
107-14-W5M in Mackenzie County be amended from Rural Country  
Residential District 3 "RC3" to Rural Country Residential District 2  
"RC2".

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

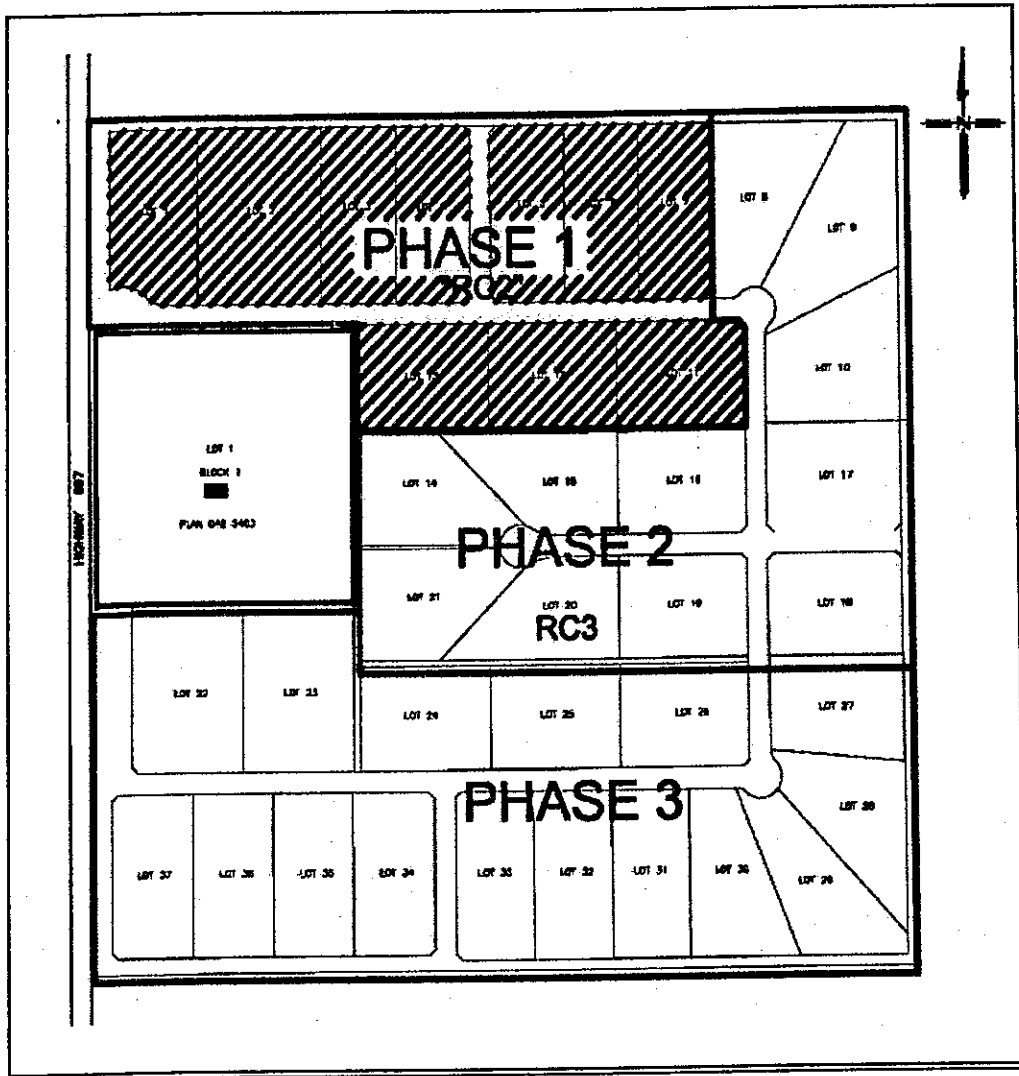
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

BYLAW No. 610/07

SCHEDULE "A"

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

SW 12-107-14-W5M in Mackenzie County be rezoned from Rural Country Residential District 3 "RC3" to Rural Country Residential District 2 "RC2".



Bill Neufeld, Reeve

Carol Gabriel, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.





Po Box 640  
Fort Vermilion, AB T0H 1W0

ATTN: Liane Lambert

# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 610/07

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT <u>DERK EFRIESEN</u>		
ADDRESS <u>Box 963</u>		
TOWN <u>LA Crete</u>		
POSTAL CODE <u>T0H-2H0</u>	PHONE (RES.)	BUS. <u>928-2292</u>

NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>SW</u>	SEC. <u>12</u>	TWP. <u>107</u>	RANGE <u>14</u>	M. <u>5</u>	OR	PLAN	BLK	LOT
-----------------------	-------------------	--------------------	--------------------	----------------	----	------	-----	-----

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: RC3 TO: RC2

REASONS SUPPORTING PROPOSED AMENDMENT:

I would like to revert to RC2 so that shops are not allowed and Developer will not be required to construct a turnout bulbing corner or move intersection to subdivision.

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

RECEIPT NO. \_\_\_\_\_

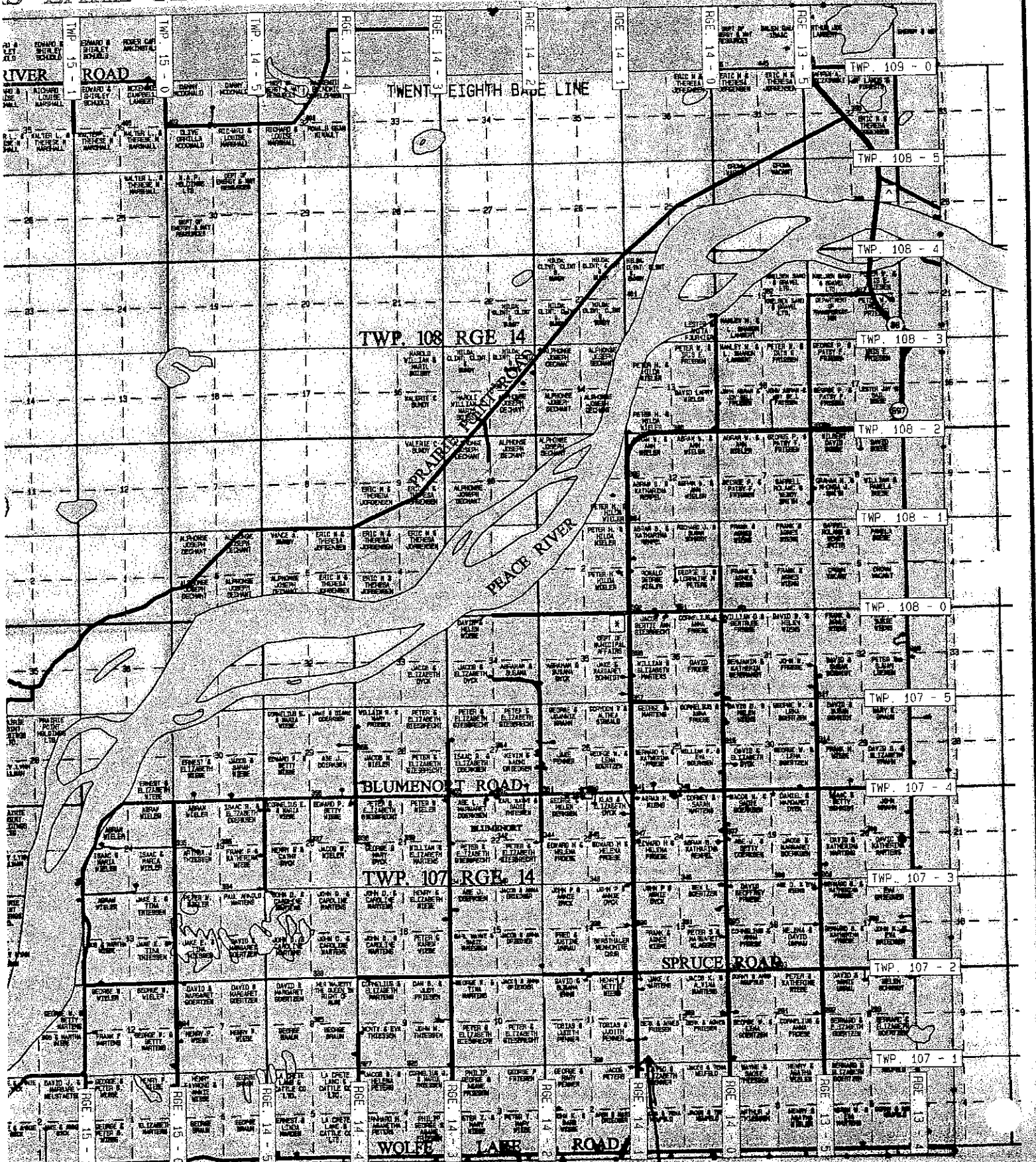
[Signature]  
APPLICANT

DATE \_\_\_\_\_

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

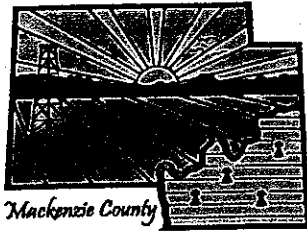
[Signature]  
REGISTERED OWNER

DATE \_\_\_\_\_



Subject Property





## MACKENZIE COUNTY

### REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Bylaw 611.07 Being a Land Use Bylaw Amendment to Rezone Part of SW 7-109-19-W5M from Rural Country Residential District 3 (RC3) to Rural Industrial District 2 (RI1) – Rural High Level</b>

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

Mackenzie County has received a request to rezone Part of SW 7-109-19-W5M from Rural Country Residential District 3 (RC3) to Rural Industrial District 1 (RI1) to allow for industrial type development in a rural setting.

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

On April 18, 2006, subdivision 05-SUB-06 was approved for a multi-lot country residential development located two and a half miles south of High Level.

This proposed development is adjacent to a large track of land leased by Footner Forest Products, who are not in favor of a residential development being constructed beside them. Footner Forest Products were concerned that having a large number of new residents may cause issues for the mill in complaints about noise, smell, ash and possibly increased in traffic should a connection road from the mill to the rural road adjacent to the subdivision be constructed.

A meeting was held with the developer, Footner Forest Products and Mackenzie County to discuss the possible alternatives for this subdivision. All parties came to an agreement that an industrial subdivision with appropriate buffers would be better suited for the area; this type of development is also in line with the Intermunicipal Development Plan to encourage industrial type development to the south of the Town of High Level.

**Author:** Eva Schmidt, Planning

**Reviewed By:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

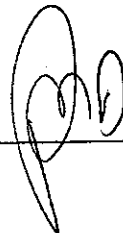
To be borne by the developer.

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 611/07 being a Land Use Bylaw amendment to rezone Part of SW 7-109-19-W5M from Rural Country Residential District 3 (RC3) to Rural Industrial District 1 (RI1).

Author: \_\_\_\_\_

Review Date: \_\_\_\_\_



for  
CAO 

**BYLAW NO. 611/07**

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

**TO AMEND THE  
MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw,  
and

**WHEREAS**, Mackenzie County has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has  
deemed it desirable to amend the Mackenzie County Land Use Bylaw to allow for  
industrial type development in a rural area.

**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 SW 7-  
109-19-W5M in Mackenzie County be amended from Rural Country  
Residential District 3 "RC3" to Rural Industrial District 1 "RI1".

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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Bill Neufeld, Reeve

---

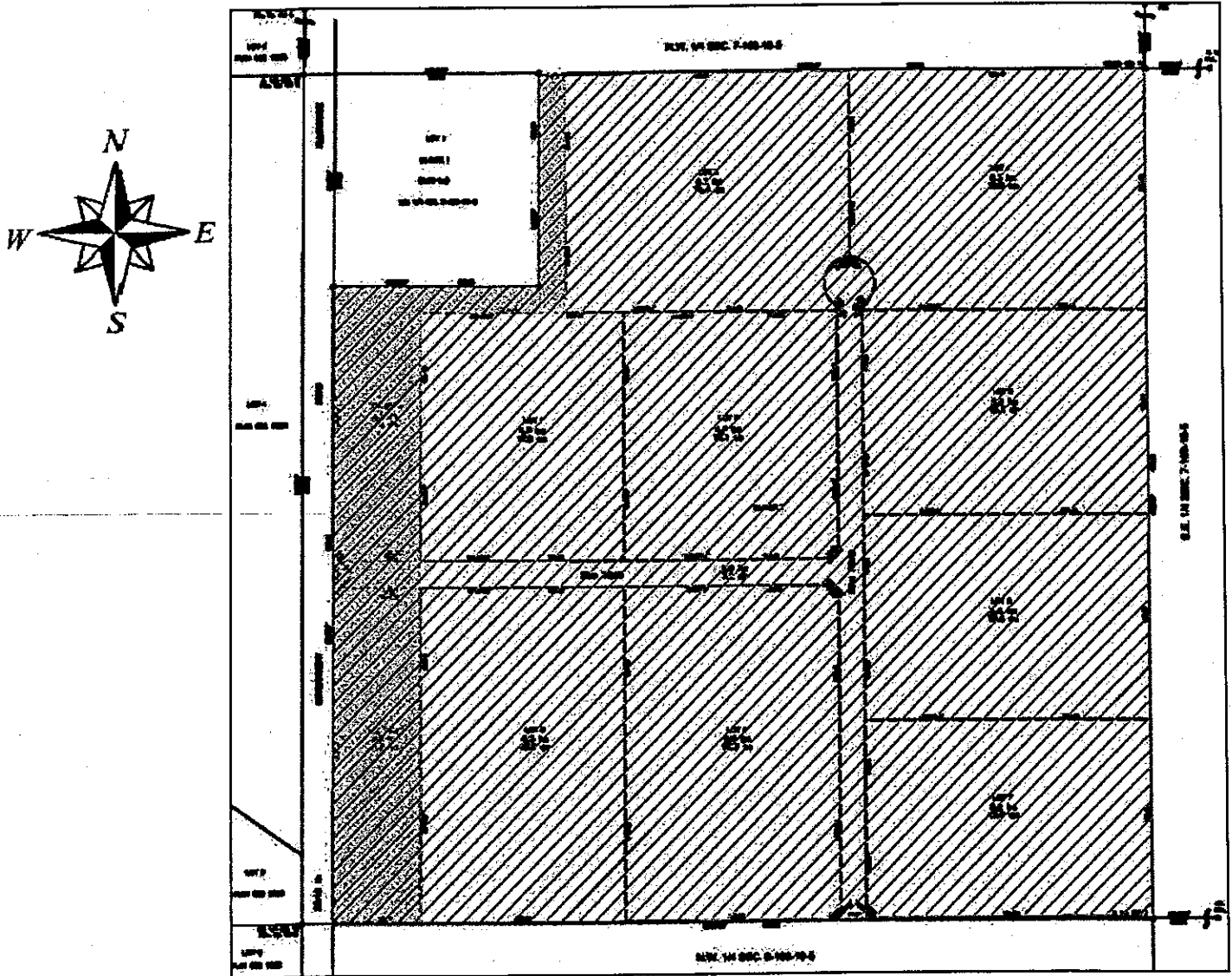
Carol Gabriel, Executive Assistant

BYLAW No. 611/07

SCHEDULE "A"

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

SW 7-109-19-W5M in Mackenzie County be rezoned from Rural Country Residential District 3 "RC3" to Rural Industrial District 1 "RI1".



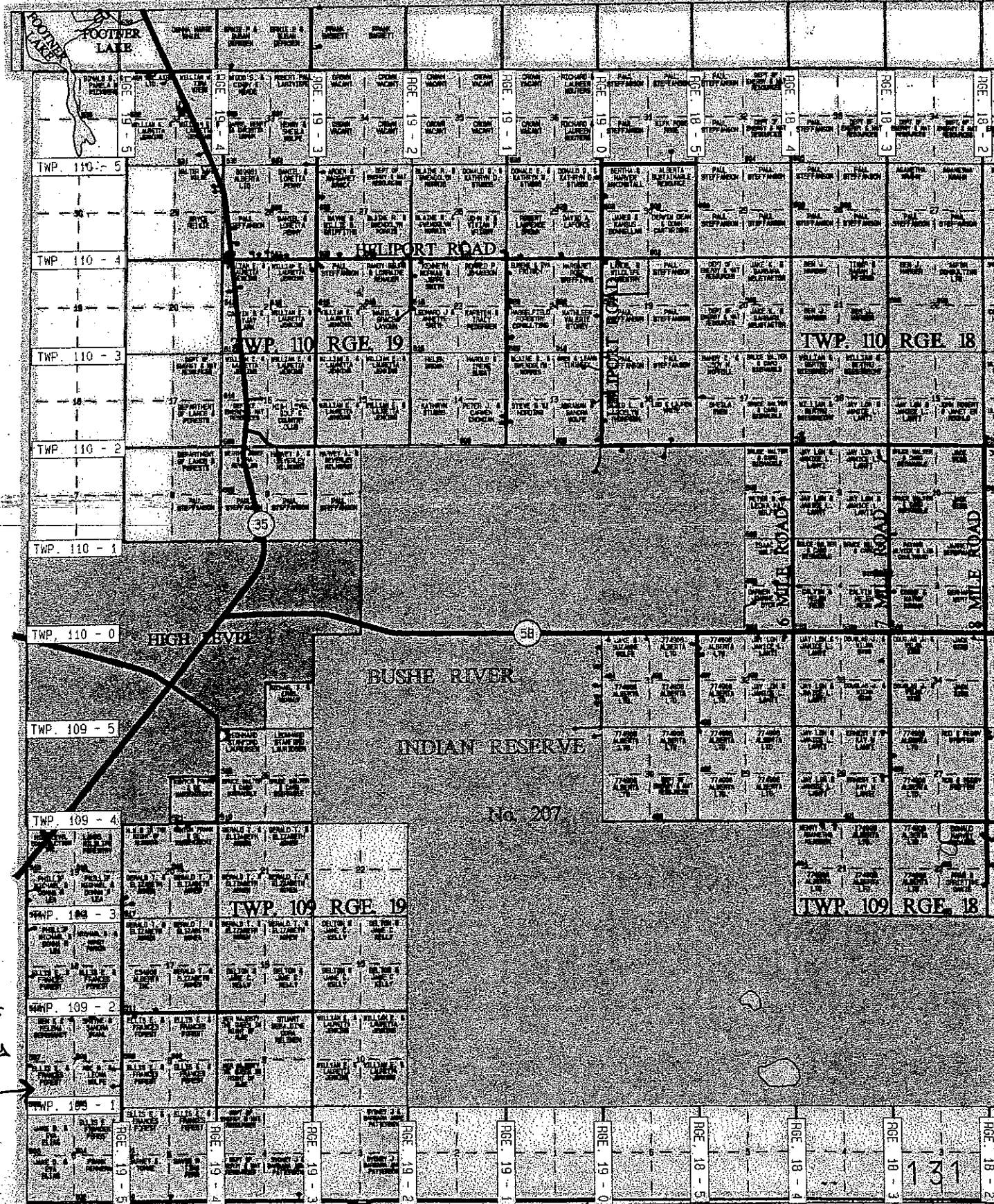
Bill Neufeld, Reeve

Carol Gabriel, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.



HIGH LEVEL / BUSHE RIVER



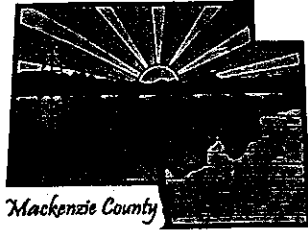
Subject parcel





SW 7-109-19-W5M





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Bylaw 612/07 Land Use Bylaw Amendment to amend the minimum lot size of the Rural Country Residential Districts.</b>

**BACKGROUND / PROPOSAL:**

The development staff were approached by a developer with the request to reduce the minimum lots sizes in Rural Country Residential Districts when the lots are serviced with municipal servicing. The developer indicated that, by reducing the minimum lot size to 2 acres (0.81 hectares), he would be able to recover the cost of servicing the lots.

This proposal was presented to the Municipal Planning Commission (MPC) at their January 31, 2007 meeting and it was their recommendation to present the proposed Land Use Bylaw Amendment to Council for approval.

**OPTIONS & BENEFITS:**

While the original proposal was that of a developer, the MPC decision was to present the amendment of all the Rural Country Residential Districts to allow a minimum of 2 acre (0.81 hectare) parcels when the subdivision is connected to municipal servicing, and therefore the cost of this amendment is borne by Mackenzie County.

This amendment would allow developers the option of developing more lots per quarter when completing a subdivision near the hamlet boundaries. This increased number of lots would aide in paying for the cost of connecting to municipal servicing. In addition, this would prove to be beneficial for future expansion of the hamlet as the servicing would be in place prior to development and therefore the cost of installing the water and sewer later would not be the responsibility of Mackenzie County.

**Author:** Eva Schmidt, Planning

**Reviewed By:**

*[Handwritten signature]*

*[Handwritten signature]*  
CAO

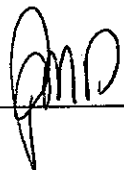
**COSTS & SOURCE OF FUNDING:**

Borne by Mackenzie County

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 612/07 being a Land Use Bylaw Amendment to amend the minimum lot size of all the Rural Country Residential Districts to 2 acres (0.81 hectares) when connecting to municipal servicing.

Author: Eva Schmidt, Planning  
\_\_\_\_\_

Reviewed by:  ✓  
\_\_\_\_\_

CAO  
\_\_\_\_\_

**BYLAW NO. 612/07**

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

**TO AMEND THE RURAL COUNTRY RESIDENTIAL DISTRICTS IN THE  
MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw, and

**WHEREAS**, Mackenzie County has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Rural Country Residential District 1 (RC1), Rural Country Residential District 2 (RC2), Rural Country Residential District 3 (RC3) and Rural Country Residential District 4 (RC4) in the Mackenzie County Land Use Bylaw.

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

1. That the Mackenzie County Land Use Bylaw Section 7.30 Rural Country Residential District 1 "RC1", C., Section 7.31 Rural Country Residential District 2 "RC2", C., Section 7.32 Rural Country Residential District 3 "RC3", C. and Section 7.33 Rural Country Residential District 4 "RC4", C. be amended to replace:

**C. LOT AREA**

(1) Country Residential Uses:

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

with:

**C. LOT AREA**

With municipal sewage system:

Minimum 0.81 hectares (2.0 acres)

Maximum 2.47 hectares (5.0 acres)

With private sewage system:

Minimum: 1.2 hectares (3 acres)

Maximum: 2.47 hectares (5.0 acres)

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

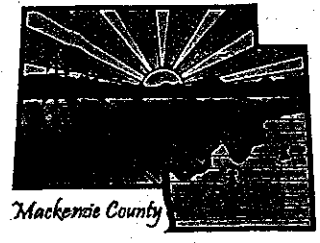
\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Bylaw 613/07 Land Use Bylaw Amendment to amend the Discretionary Uses of the Public/Institutional District "HP" to include Professional Offices</b>

### BACKGROUND / PROPOSAL:


The development staff received an enquiry about rezoning a Public/Institutional District "HP" parcel to a commercial district. The subject property is surrounded by residential and public uses and as a result the rezoning did not appear favorable. The landowner then indicated that the intent for the property was not for retail development but instead for professional offices. The only land use district that the landowner could have requested for a rezoning, that included the professional offices, is the Hamlet Commercial District 1. This district includes as permitted commercial uses a car wash, restaurant, retail store and service station. These uses were viewed as a safety concern in the area due to the nearby schools.

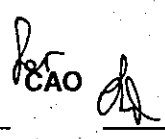
### OPTIONS & BENEFITS:

While the initial enquiry was made by a landowner/developer, the change is one that would affect all Public/Institutional Districts and therefore, the cost of the amendment should not be borne by just one landowner/developer. For this reason the Mackenzie County staff proceeded with the Land Use Bylaw amendment on behalf of the County.

The professional office is described in the Mackenzie County Land Use Bylaw as a building(s) or part thereof, that accommodates professional services provided by a medical doctor, lawyer, accountant, architect, engineer, planner or another similar profession. This type of use would not be considered as intrusive or interruptive to the surrounding areas as it would accommodate services that are provided during regular

**Author:** Marion Krahn,  
Development Officer

**Reviewed By:** 

  
CAO

business hours only and would not serve to increase noise levels. In addition, the professional office is a use that fits the parameters of the land use district in that it's operation and intent is similar in nature to that of the tourist information facility or public use.

Furthermore, by including the professional offices as a discretionary use, the permit issuance would be subject to the approval of the Municipal Planning Commission and subsequently, subject to advertisement and appeal.

**COSTS & SOURCE OF FUNDING:**

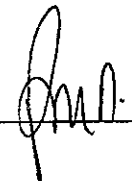
Borne by Mackenzie County

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 613/07 being a Land Use Bylaw Amendment to amend the discretionary uses of the Public/Institutional District "HP" to include professional offices.

Author: Marion Krahn,  
Development Officer

Reviewed by:

  
\_\_\_\_\_

CAO

\_\_\_\_\_



**BYLAW NO. 613/07**

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

**TO AMEND THE PUBLIC/INSTITUTIONAL DISTRICT IN THE  
MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw, and

**WHEREAS**, Mackenzie County has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Public/Institutional District "HP" in the Mackenzie County Land Use Bylaw.

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

1. To amend the Discretionary Uses of the Public/Institutional District from:

**A. DISCRETIONARY USES**

- (1) Church.
- (2) Community club.
- (3) Day care facility
- (4) Dwelling in association with a medical facility.
- (5) Group home
- (6) Hospital
- (7) Intensive recreation.
- (8) Museum.
- (9) Parsonage.
- (10) Public Use
- (11) School
- (12) Senior Citizen's Home
- (13) Portable Classroom Units (Temporary)
- (14) Tourist information facility.

to:

**A. DISCRETIONARY USES**

- (1) Church.
- (2) Community club.
- (3) Day care facility
- (4) Dwelling in association with a medical facility.
- (5) Group home
- (6) Hospital
- (7) Intensive recreation.
- (8) Museum.
- (9) Parsonage.
- (10) Professional Office**
- (11) Public Use
- (12) School
- (13) Senior Citizen's Home
- (14) Portable Classroom Units (Temporary)
- (15) Tourist information facility.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

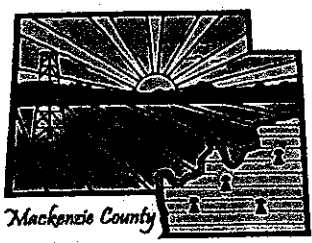
\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 1<sup>st</sup> 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>Legal Counsel Fees to be Charged to Developer</b>

**BACKGROUND / PROPOSAL:**

The Municipal Planning Commission has been dealing with a number of unauthorized developments. The MPC has recommended to staff that after the third notice has been sent to the landowner where an unauthorized development is taking place, that our legal counsel send them a letter prior to issuing a Stop Order.

**OPTIONS & BENEFITS:**

Soliciting the services of legal counsel is very expensive and the MPC would like those expenses to be borne by the developer. Since these expenses cannot be charged to the land the MPC recommends that Council authorize a \$400 fee be added to the development permit when the development permit application is a result of intervention by legal counsel.


Stop Order fees can be added to the land but not a letter from the lawyer.

**COSTS & SOURCE OF FUNDING:**

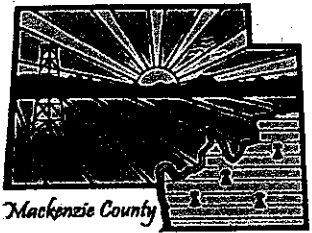
Borne by the developer.

**RECOMMENDED ACTION:**

That a \$400.00 fee be added to a development permit application fee and the County Fee Schedule Bylaw where development permit application is a result of intervention by legal counsel after three notifications from the County.

**Author:** Eva Schmidt, Planning      **Reviewed By:**  Paul Driedger, CAO





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning</b>
<b>Title:</b>	<b>County Building Construction Task Force Terms of Reference</b>

**BACKGROUND / PROPOSAL:**

The County Building Construction Task Force establishes a Task Force responsible for the design and construction of all County buildings. A draft Terms of Reference was presented to Council at their January 24, 2006 council meeting. At that meeting Council requested that the Terms of Reference include all County buildings.

**OPTIONS & BENEFITS:**

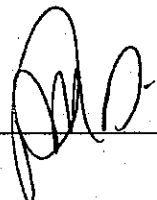

Attached is a draft Terms of Reference for the County Building Construction Task Force.

**COSTS & SOURCE OF FUNDING:**

As per budget.

**RECOMMENDED ACTION:**

That the County Building Construction Task Force be adopted as presented and attached.

**Author:** Eva Schmidt, Planning      **Reviewed By:**         
CAO



*Municipally owned & operated.*

# Mackenzie County

*Admin.*

## County Building Construction Task Force

### Terms of Reference

*Review  
Mackenzie  
to Council*

1. Members

*define*

The County Building Construction Task Force shall be comprised of:

- Three Mackenzie County Councillors (Newman, Braun and Driedger) and shall always include the area Councillor
- Chief Administrative Officer
- Director of Planning and Emergency Services

2. Objective, Scope of Activities, and Duties  
*? Council members must be the Chair of the Committee*

The County Building Construction Task Force is established to:

- Oversee the design and construction of all County <sup>*Admin*</sup> buildings.
- Determine suitable locations for the construction of County buildings.

The County Building Construction Task Force shall be given:

- Authority to hire architects, engineers and any other contractors that are required for the design and construction of approved County building projects.
- Authority to hire a general manager for the construction of approved County building projects.

3. Time Period

- The Task Force will meet as required.

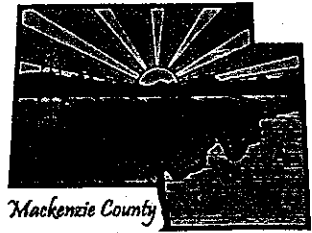
4. Reporting Structure

The Task Force shall report directly to the Mackenzie County Council through its Council members.

5. Administrative and Financial Support

- The County shall provide resource and financial support.
- The County shall provide meeting space.
- Council Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director Planning and Emergency Services</b>
<b>Title:</b>	<b>Weather Station, La Crete Airport</b>

**BACKGROUND / PROPOSAL:**

Alberta Agriculture is interested in setting up a weather station in Mackenzie County and has found a suitable location at the La Crete Airport. This will allow the public to check the weather on the internet which is updated every 3 hours from the weather station.

Attached is a copy of the proposed lease agreement. The Province has requested a 20 year lease agreement. They have also requested the property at no cost to the Province.

**OPTIONS & BENEFITS:**

An area of 200 m<sup>2</sup> (20m x 10m) is required for the site. The preferred site is northeast of the current hangars, just outside where the drainage ditches meet. The maximum height of the weather station is 3 meters. In discussion with one of the airport users there was not a concern with the proposed location.

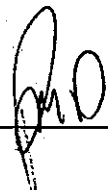
This would be an asset to Mackenzie County and the residents or traveling public to have the availability of a site to check the weather at La Crete.



**COSTS & SOURCE OF FUNDING:**

n/a

**Author:** Paul Driedger, Director

**Reviewed By:**

  
\_\_\_\_\_

  
CAO 

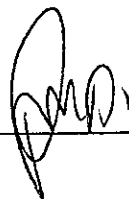
**RECOMMENDED ACTION:**

**Motion:**

That Mackenzie County enter into a 20 year lease agreement with the Province of Alberta for the establishment of a Weather Station at the La Crete Airport. The lease size shall be 200 square meters and provided to the Province of Alberta at no cost.

Author: Paul Driedger, Director

Reviewed by:



CAO

Mr Grant Smith

Please have the appropriate people review

I will send 2 original sets of agreements via mail for signatures etc.

As we discussed in our phone conversation AB Agriculture is interested in setting up a weather station in the Municipal District of MacKenzie next year. As I indicated I found a suitable site on the La Crete Airport Property that we would like to set it on. The site consists of 3 screw-piles onto which the equipment and sensors are placed. The site is self sufficient with it's own power supply (battery powered by a solar panel) and the data is transmitted via GOES satellite. Access will be required to set it up and then about 3 times per year for maintenance unless some equipment fails. The tallest equipment is less than 3 meters and there are no buildings.

I've enclosed 2 copies of our Land Lease Agreements that we use to verify sites for our 67 climate monitoring stations. They will be set up in the next 2 years on agricultural land around the province with 30 operational in southern and central Alberta locations by May 1<sup>st</sup> 2007. The intent is to have a written form which explains to the cooperator the plan and gives us the their information. It is a written 'hand shake'. If you as the representative of the M. D. are in agreement with this and the M.D. allows us to put up a station please fill in the blanks including **signing with a witness and initialing the diagram** which shows the proposed location. This agreement does not have any affect on the Land Title etc. since there is no payment for the land. We will have the area fenced with barbed wire if you require.

If you agree to this send the completed Agreements to the address on the form for our representative, John Hermans, to sign. There are 2 copies so that we can send one back to you for your records once John has signed them. We ask that you sign both copies and initial under the diagram as well as have a third party witness your signature and initials.

Please call me regarding any questions or issues that you or other County personnel may have regarding the station. The data collected is available on the web in near-real time (about 3 hours from the event) at

<http://www3.gov.ab.ca/env/water/basins/BasinForm.cfm>

or [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/All/acis10819](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/All/acis10819)

Joe Michielsen  
Soil Moisture Technologist  
AB Agriculture  
Conservation and Development Branch  
(403)381 5859  
c (403) 308 0692



## LAND LEASE AGREEMENT

Org Code: 4220  
Program Code: 42204

BETWEEN:

contact - M. D. of MacKenzie, of LaCrete, Alberta  
(the Landlord)

- and -

**Her Majesty the Queen in right of Alberta** as represented by the Minister of  
Agriculture, Food and Rural Development  
(“the Tenant”)

The Landlord is the owner of land in the Province of Alberta legally described as:

Qtr SW Sec 1 Twp 106 Rng 15 W 5  
(the “Landlord’s Land”).

The Tenant wishes to install and operate a weather station (the “Weather Station”) on the Landlord’s Land in order to carry out drought, weather, soil moisture and temperature monitoring, research projects and demonstrations.

The Tenant agrees to provide the Landlord with access to data from the Weather Station.

In consideration of the agreements set out below, the sufficiency of which are hereby acknowledged, the parties agree as follows:

### PART 1: TERM

1. The Landlord shall lease to the Tenant a portion of the Landlord’s Land as shown in red on the attached Schedule “A” (containing approximately 200 m<sup>2</sup>) (the “Leased Land”) for the purposes of constructing, operating and maintaining the Weather Station, at no cost and for a period of 20 years commencing August 1, 2006 up to and including to July 31, 2026 (the “Term”).
2. Notwithstanding section 1, this Lease may be terminated by either party upon 12 months’ prior written notice.

### PART 2: OWNERSHIP OF LANDLORD’S LAND

3. The Landlord warrants that he/she is the owner in fee simple of the Landlord’s Land and is entitled to enter into this Lease.

### PART 3: LEASE

4. The Tenant or its representative may do all things necessary on the Leased Land to construct and maintain the Weather Station, including installing equipment, maintaining and monitoring equipment to monitor weather, soil moisture and soil temperature and to

conduct demonstrations of the Weather Station and installing fencing around the Leased Land.

5. The Tenant shall maintain all improvements and structures on the Land in good order and repair. At the end of the Term, the Tenant shall remove the Weather Station and any other improvements from the Land.

6. The Landlord has the right to enter and inspect the Land at reasonable times and in a reasonable manner.

7. The Landlord shall:

- (a) pay all taxes on the Leased Land;
- (b) permit the Tenant to place appropriate signage on the Leased Land; and
- (c) provide the Tenant with quiet enjoyment of the Leased Land.

8. During the Term, the Landlord shall grant the Tenant a licence to permit the Tenant or its representatives to access the Leased Land by travelling over, under and through that portion of the Landlord's Land as shown in blue on the attached Schedule "A".

#### **PART 4: WEATHER STATION DATA**

9. The Tenant shall, at no cost, make data collected by the Weather Station available to the Landlord online through the AgroClimatic Information Service at <http://www.agric.gov.ab.ca/acis/>, or by other means determined by the Tenant from time to time.

#### **PART 5: GENERAL**

10. All notices and other communications under this Lease must be in writing to be effective, and may be delivered by any means, including fax transmission or e-mail, to the following respective addresses:

(a) if to the Tenant:

#206, 7000-113 Street  
Edmonton AB T6H 5T6  
Phone Number: (780) 427-3908  
FAX: (780) 422-0474  
E-Mail: john.hermans@gov.ab.ca  
Attention : John C. Hermans

(b) if to the Landlord:

Address: Box 1690 LaCrete Alberta  
Postal Code: T0H 2H0  
Phone Number: (780) 928-3983  
Cell ( ) - Fax: (780) 928-3636  
E-Mail: \_\_\_\_\_  
Attention: \_\_\_\_\_

Either party may change its address information by giving notice to the other in the above manner.

11. This Lease shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, and assigns.

THE PARTIES have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_, 2006.

**Witness:**

**Landlord:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

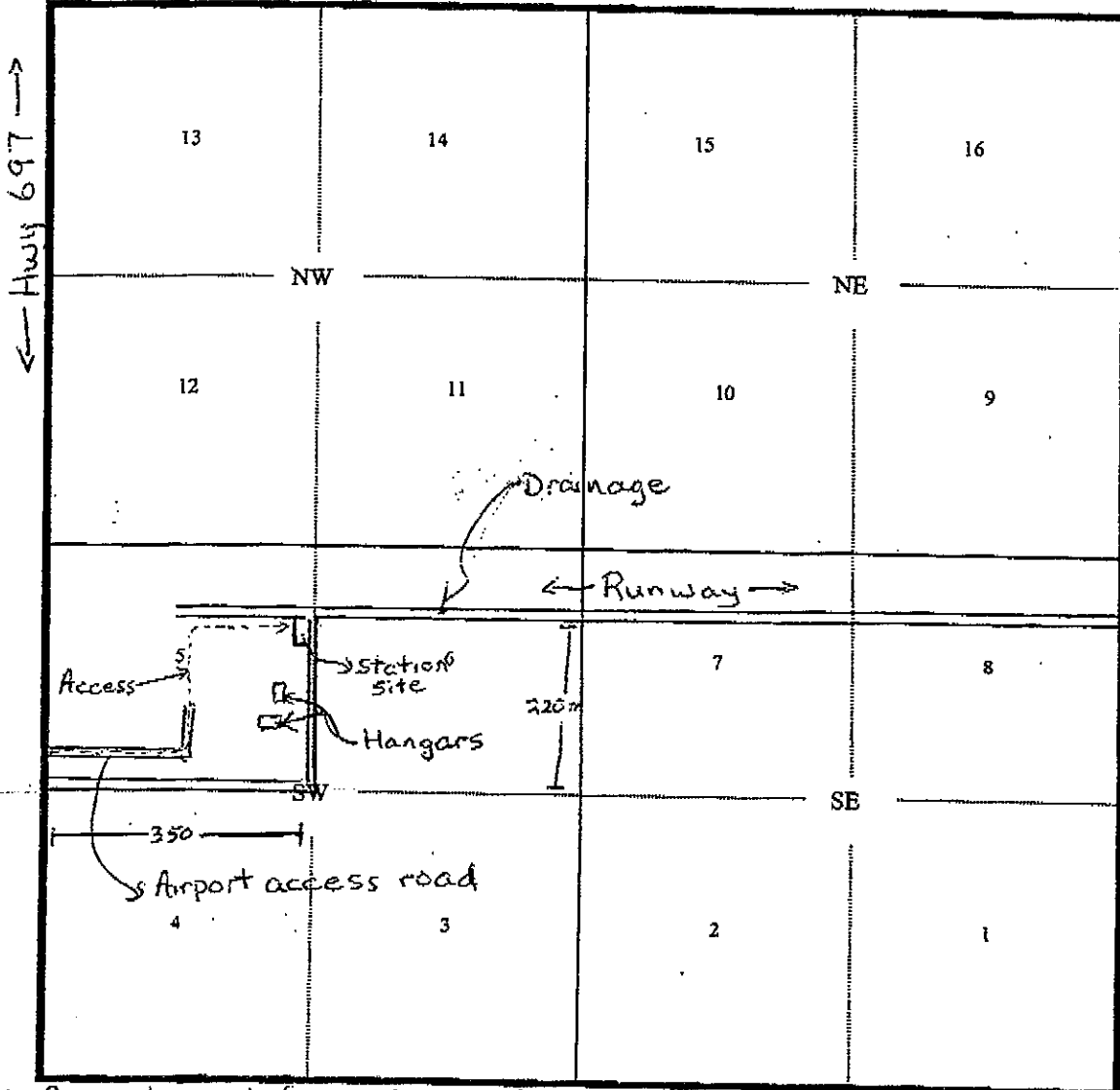
\_\_\_\_\_  
Print

**HER MAJESTY THE QUEEN IN  
RIGHT OF ALBERTA, as represented by  
The Minister Of Agriculture, Food and Rural  
Development**

\_\_\_\_\_  
**John C. Hermans  
Head, Conservation and Development Branch**

### Schedule "A"

← La Crete



← Airport road (Twp rd 106-c) →

Legal Land Description: Qtr SW Sec 1 Twp 106 Rng 15 W 5

Initials: Landowner \_\_\_\_\_ Witness \_\_\_\_\_

- Instructions:
- Sketch and label landmarks (outline of quarter-section, roads, driveways, field entry access gates, structures, fence lines, direction of north, etc.) in black ink.
  - Sketch station location in red ink.
  - Sketch access route to station location in blue ink.







2006 11 24

WITHR STN 4

24 11:14

WITHR STN 2

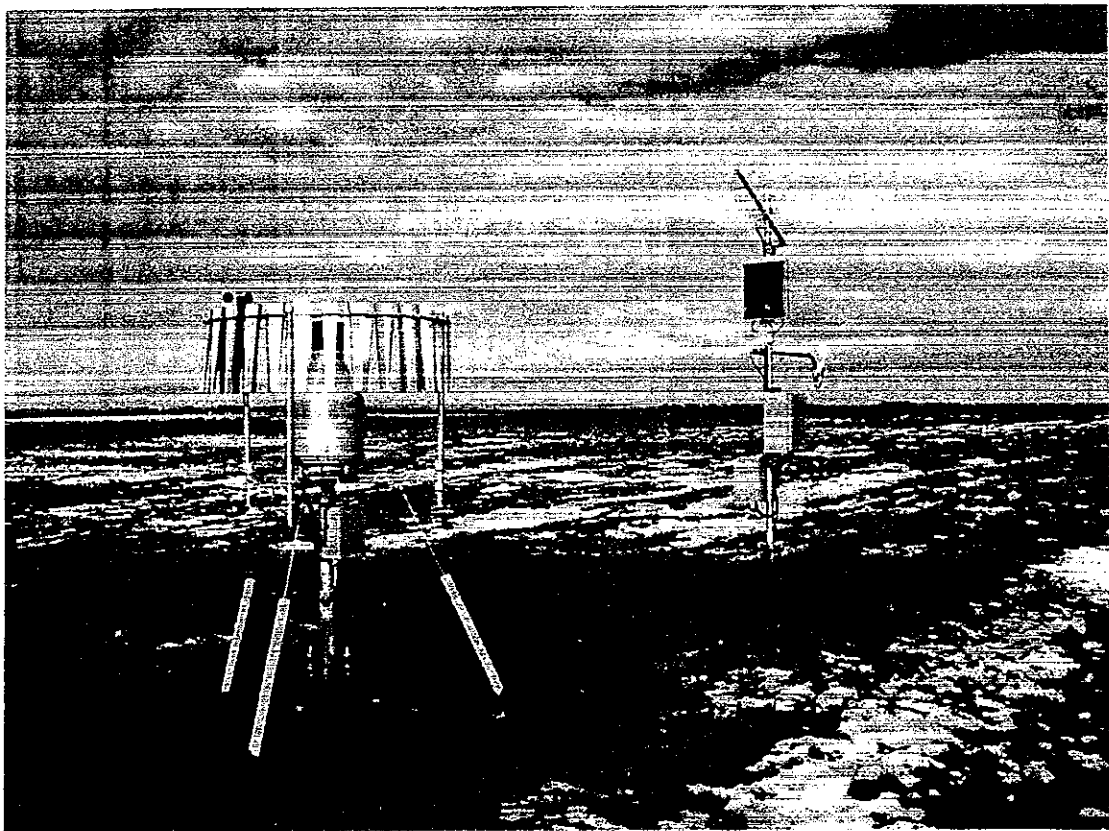
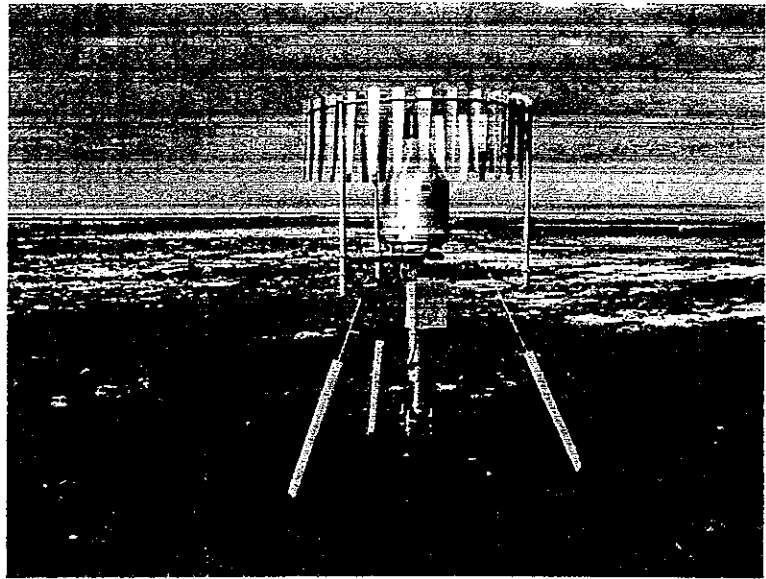
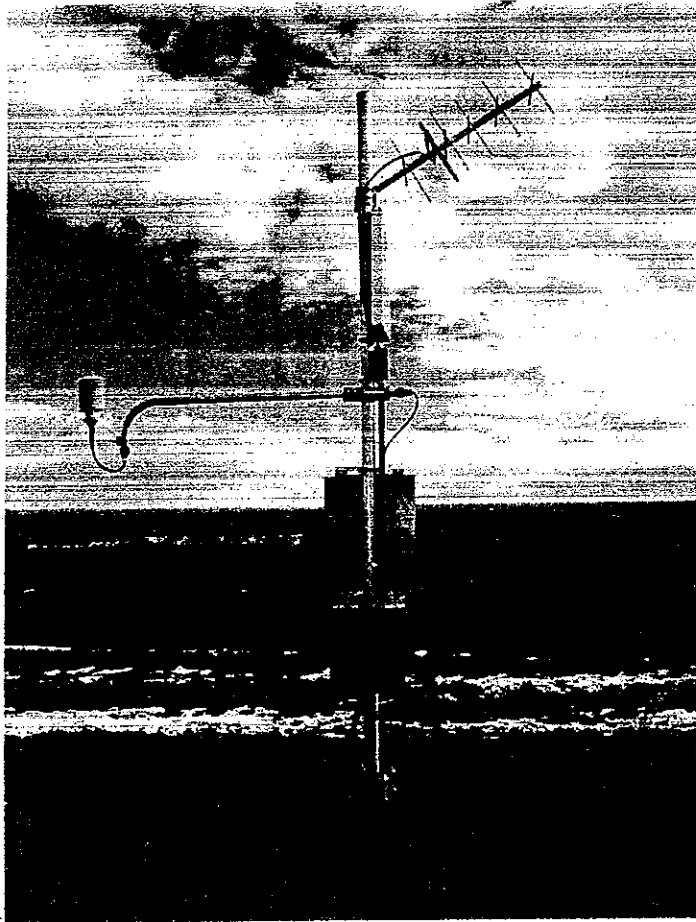
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WITHR STN 4

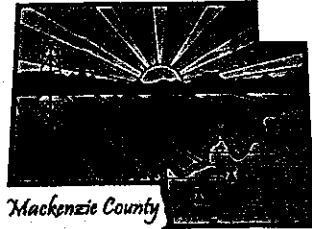
2006 11 24 11:14

WITHR STN 1









# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director Planning and Emergency Services</b>
<b>Title:</b>	<b>Etna's Landing Campground Request</b>

### BACKGROUND / PROPOSAL:

MD of Mackenzie received a request to develop a campground at Etna's Landing from a couple of local residents. Etna's Landing, local name "Atlas Landing" is located approximately 13 kms west of La Crete on the banks of the Peace River. They were requesting an approximate 12 acre parcel be acquired along the Peace River for the campground.

Council reviewed this and requested we hold a public meeting to get input into the development of a campground at Etna's Landing both from the local people as well as the hunters that have been in that area for a number of years.

### OPTIONS & BENEFITS:

Randy Derksen and his brother had made the initial request for a campground at Etna's Landing due to the large number of people utilizing the area for camping, fishing, recreational activities including water sports.

Councilor Newman requested that we contact the Loonskin family from John D'or Prairie who had been hunting in the Atlas Landing area for a number of years. I contacted the Loonskin family (Morris/Andrew). They informed me they had been hunting at Atlas Landing for 27 years and always cleaned up after they were done. A couple of years ago someone had graveled the area they usually camped at and put up some flags. They indicated they would not be able to attend the Open House on January 19, 2007.

**Author:** Paul Driedger, Director

**Reviewed By:**

*JMO*

for  
CAO

*JA*

We held an Open House on January 19, 2007 at the La Crete Heritage Centre to discuss a Campground at Etna's Landing and also Country Residential subdivisions. There were 46 people plus some County Council / MPC and administration in attendance.

The discussion and subsequent vote was in favor of establishing a campground at Etna's Landing. The majority would like to see an RV Park with design for future utilities (power & water). It was also requested that the County look at having the same type of boat dock installed at the river as the municipality installed at Fort Vermilion.

There was discussion on how the campground should be operated. The originator of the request wanted the campground to be municipal owned and operated similar to Wadlin Lake and Machesis Lake while some of the public indicated it should be run by a community organization.

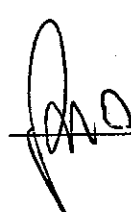
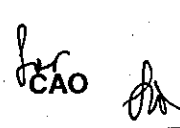

The overall majority wanted to see a caretaker look after it similar to Wadlin Lake and Machesis Lake. This was to ensure there is no partying or illegal activities going on while people are trying to enjoy the camping and then later the municipality trying to enforce rules when people have had free rein over what they wanted to do.

We have received a letter (copy attached) from the current owner of a private campground "Woodland RV Park" which is located approximately 5 kms southeast of La Crete who is quite concerned with the possibility of the County establishing a municipal campground and her having to compete against a public organization as well as her as a taxpayer supporting direct competition. In previous discussion with family members of the Woodland RV Park their concern was not if another private organization established a RV Park but that the municipality was considering competing against private business.

Administration has also looked at the requested site and has some concerns with the requested location of the campground. In the past the community has mostly used the island for the recreational activities with some RV camping at the requested site. The requested location does not have adequate trees to buffer it from any County projects or activities should they arise. Currently the access road for the Water Wells that provide water to the community of La Crete and our gravel pit "West La Crete Pit" runs right through the location that has been requested. There is a possibility a new access could be constructed to the north of the requested campground site but even that could cause future concerns depending on the county projects for both the County gravel pit and the water well.

Author: Paul Driedger, Director

Reviewed by:



Some of these concerns could be:

- o Increased traffic volume past River Drive Estates so increased dust complaints

#### **Gravel Pit**

Over the next few years there will be crushing and gravel hauled out for different County projects which could provide concerns such as;

- o Interference with crushing and hauling gravel from the pit
- o Traffic concerns like large trucks meeting RV's on haul road or adjacent to campground site
- o Noise complaints from the campers due to crushing and hauling
- o Access priorities (RV's vs Gravel Trucks)
- o Safety of children with the close proximity of the gravel pit to the requested site
- o Dust concerns on the haul road and at the campground

#### **County Water Well**

- o Access to site
- o Large number of people hanging out in close proximity to the County's production wells (AB Environment may require fencing)
- o Work on either the facility or underground infrastructure

#### **Campground**

If the County commits to establishing a campground at the requested location to be operated by the municipality they would still have to apply for a recreational lease, get appropriate approvals from other provincial bodies having an interest or jurisdiction on water bodies and some issues that would have to be addressed would be:

- o sewage disposal
- o washroom facilities
- o water supply
- o power supply
- o campground facilities

#### **COSTS & SOURCE OF FUNDING:**

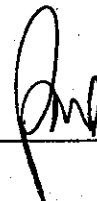
Not determined at this time.

#### **RECOMMENDED ACTION:**

For Discussion.

Author: Paul Driedger, Director

Reviewed by:



her  
CAO

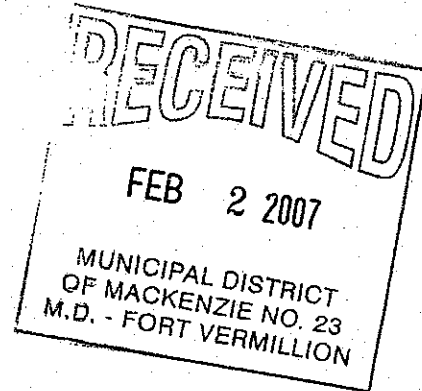




January 31, 2007

Mary Neudorf  
Box 1991  
La Crete, AB  
T0H 2H0

Bill Kostiw  
CAO  
Mackenzie County  
Fort Vermilion, AB  
T0H 1N0



Re: Campgrounds/Atlas Landing

Dear Mr. Kostiw,

I am writing in regards to the Atlas Landing Campground Proposal. As the owner of Woodland RV Park, I believe that the Mackenzie County should not be in competition with private business. This proposal if approved would have a significant impact on my campground. A private citizen cannot compete with public funds. As a taxpayer, my tax dollars would in fact be supporting my competition. To be fair, the Mackenzie County should consider purchasing any privately owned campgrounds that it would be in competition with, prior to any future investments of this nature.

Thank you for your consideration.

Sincerely,

*Mary Neudorf*

Mary Neudorf

Cc Paul Driedger  
Cc Peter Braun  
Cc Bill Neufeld

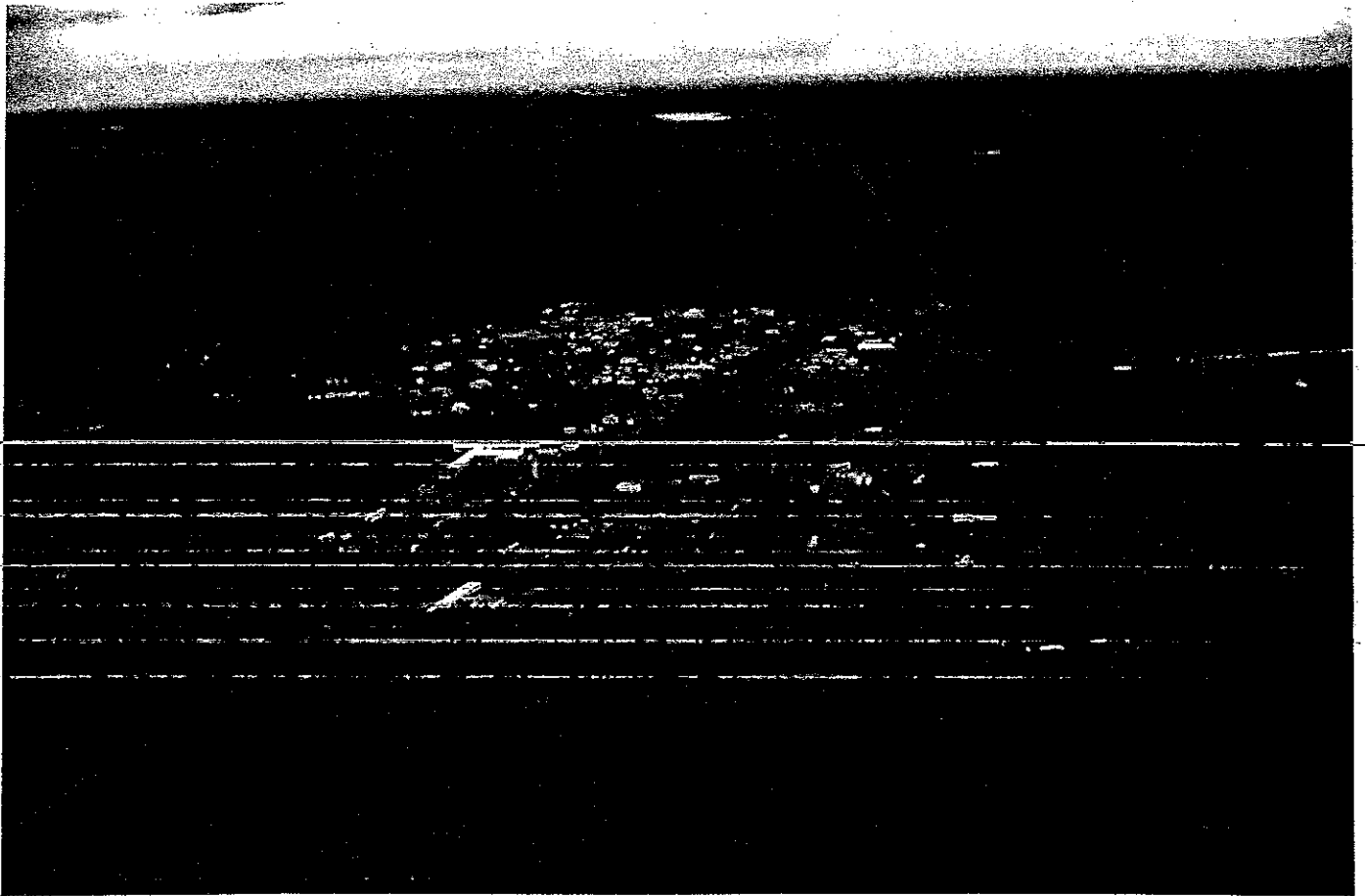






# Zama City Critical Infrastructure Protection Project

## Vegetation Management Prescription



ZA-01-06





**FORESTRY DIVISION  
VEGETATION MANAGEMENT PRESCRIPTION (VMP)**



**Prescription Number:** ZA-01-06  
**Location (geographic area):** SW 18-117-04-W6  
**Area (ha):** 13.0 ha  
**Date Assessment Completed:** June 5, 2006  
**Initial Wildfire Threat Rating:** Extreme  
**Target Wildfire Threat Rating:** Low  
**Date of Prescription:** July 28, 2006

**Goal of the VMP**

To provide a prescription to reduce the wildfire hazard to developments in the hamlet.

**Objectives**

1. Protect critical communications and community infrastructure.

**Other Objectives**

	Site Conditions - Prior To Treatment		Target Site Conditions - Post Treatment	
	Overstory	Understory	Overstory	Understory
<b>AVI Classification:</b>	See map	See map		
<b>Fire Fuel Classification:</b>	C2, D1		O1a	
<b>Ecosystem Association:</b>	Boreal Mixedwood		Boreal Mixedwood	
<b>Average Number of Trees Per Hectare:</b>	5,800 (range 3,600 to 8,000)			
<b>Average Tree Height (meters):</b>	6.5 (range 3 to 8.4)			
<b>Average Tree Diameter (centimeters):</b>	6.6 (range 5 to 9)			
<b>Spacing Factor (Spacing INT/HT):</b>	N/A	N/A		
<b>Slenderness Coef. (HT/DIAM):</b>	N/A	N/A		
<b>Ground Cover Vegetation (%):</b>	Shrubs <1.3 m 24 %	Shrubs >1.3 m 29%	Herbaceous 23%	

**Environmental Sensitivity:** None identified.  
**Human Activities:** Yes, ATV trailhead.  
**Values at Risk/Operational:** None identified.  
**Values at Risk/Wildfire Threat:** Hamlet of Zama City.



<b>STRATEGIES &amp; TACTICS</b>	
<b>Prescription Delineations (ie Unit 1..Unit 2)</b>	<b>Strategy and Tactical Descriptions</b>
<i>Unit 1</i>	<ul style="list-style-type: none"> <li>• 100% removal of all vegetation using mulching equipment.</li> </ul>
<i>Unit 2</i>	<ul style="list-style-type: none"> <li>• Manually thin conifer vegetation to a four-meter crown spacing.</li> <li>• Remove shrub layer to open up stand.</li> <li>• Prune remaining conifer trees to nine feet.</li> <li>• Pile and burn the thinning/pruning debris.</li> </ul>



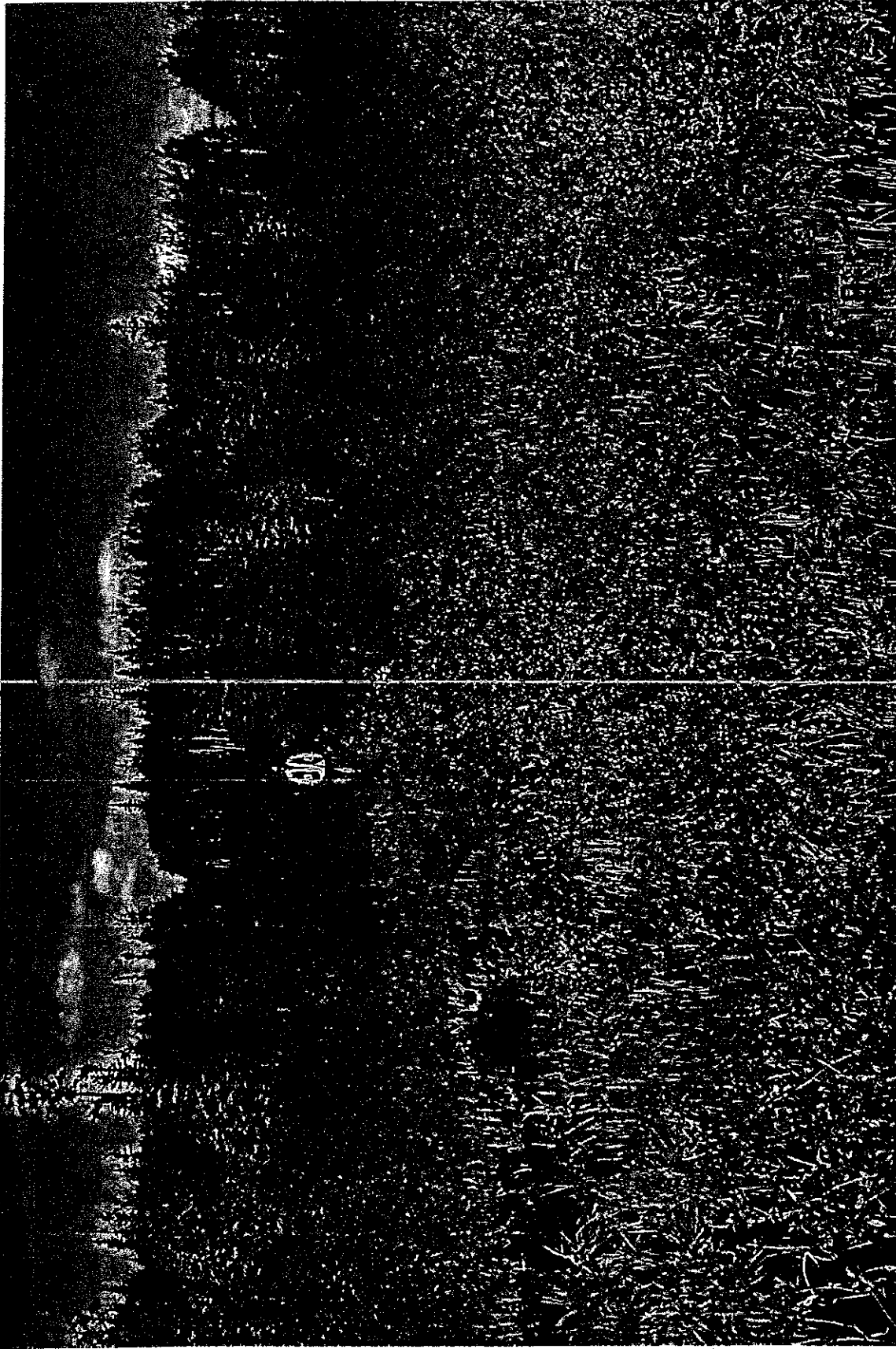
<b>Maintenance Plan:</b> Annual inspections with documentation.	<b>Monitoring</b>	<b>Maintenance Strategy</b> Unit 1: Maintain the entire project by managing the grass and shrub growth through use of mulching equipment or the use of herbicide every three to five years. Unit 2: Remove shrub undergrowth every three to five years using brushing equipment.
<b>Salvage Considerations:</b> None identified at this time.		
<b>Project Documents:</b> <ul style="list-style-type: none"> <li>• Project map</li> <li>• Zama City WUI Zone Map</li> <li>• Wildfire threat map</li> <li>• Alberta Vegetation Inventory Map</li> <li>• Photographs</li> </ul>		
<b>Remarks:</b> A FireSmart information sign will be designed and constructed next to unit # 2 for public exposure after project completion.		
<b>Prescription Completed By:</b> Jeff Anderson, Mitch Brown, Brian Sabatier		
<b>Forestry (Review &amp; Approval):</b>		<b>Date:</b>
<b>Municipal District 23 (Review &amp; Approval):</b>		<b>Date:</b>



**Project: ZA-01-06**  
**Date: May 18, 2006**

**Reference Point: 1**  
**Photographer: Brian Sabatier**

**View Aspect: N**



**Site has standing water with dominant vegetation of grass, alder, willow and bog birch. Signs of ATV use.**

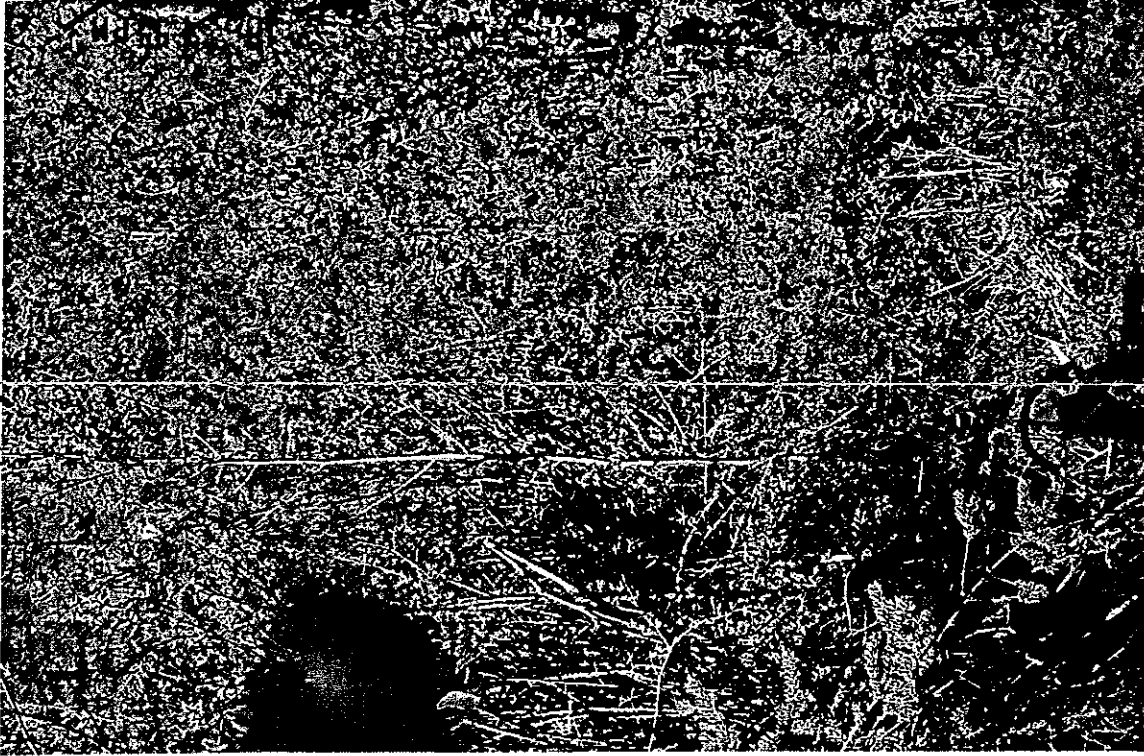




**Project: ZA-01-06**  
**Date: May 18, 2006**

**Reference Point: 2**  
**Photographer: Brian Sabatier**

**View Aspect: W**



**Plot 1: wet site with deep duff. Stand composed of black spruce and larch with an average DBH of 5cm and average height of 3m and 7,600 stems/ha.**



**Project: ZA-01-06**  
**Date: May 18, 2006**

**Reference Point: 3**  
**Photographer: Brian Sabatier**

**View Aspect: N**



**Typical of the small islands of larger (non-merchantable) black spruce found throughout the project area.**



**Project: ZA-01-06**  
**Date: May 18, 2006**

**Reference Point: 4**  
**Photographer: Brian Sabatier**

**View Aspect: N**



**Plot 2: black spruce site with average DBH of 6cm, average height of 8m and 4,000 stems/ha. The large tree in the foreground is 12cm in diameter. No standing water at this location.**



**Project: ZA-01-06**  
**Date: December 2005**

**Reference Point: 5**  
**Photographer: Brian Sabatier**

**View Aspect: ENE**



**Municipal District 23 office and Alberta Supernet site illustrating the proposed thinning area.**

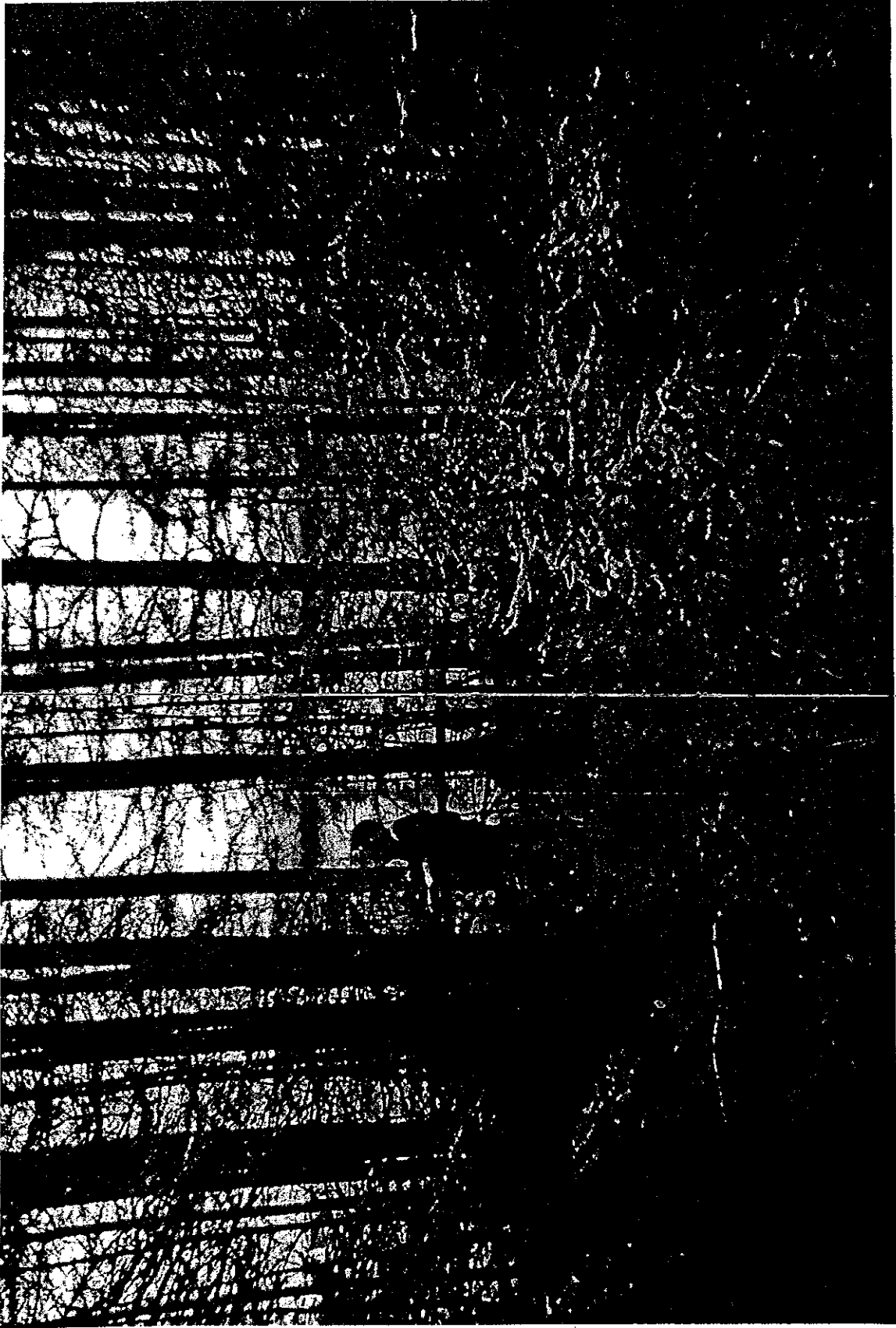




**Project: ZA-01-06**  
**Date: June 5, 2006**

**Reference Point: 6**  
**Photographer: Brian Sabatier**

**View Aspect: S**



**Proposed thinning project along north side of Municipal District office. Plot 4: average DBH 8cm, height 7m and 7,200 stems/ha. Of the 18 trees in the plot six are dead.**



**Project: ZA-01-06**  
**Date: June 5, 2006**

**Reference Point: 7**  
**Photographer: Brian Sabatier**

**View Aspect: N**



**Plot 5: dense white spruce stand with thick undergrowth of large alder 5cm in diameter. White spruce is 7 cm in diameter and 8m tall with 8,000 stems/ha. Alder density is 2,800 stems/ha.**



**Project: ZA-01-06**  
**Date: June 5, 2006**

**Reference Point: 8**  
**Photographer: Mitch Brown**

**View Aspect: W**



**Plot 6: area of larger black spruce and larch. Two trees in plot are 15cm DBH but not of merchantable form. Average diameter is 9cm with 4,400 stems/ha.**



**Project: ZA-01-06**  
**Date: June 5, 2006**

**Reference Point: 9**  
**Photographer: na**

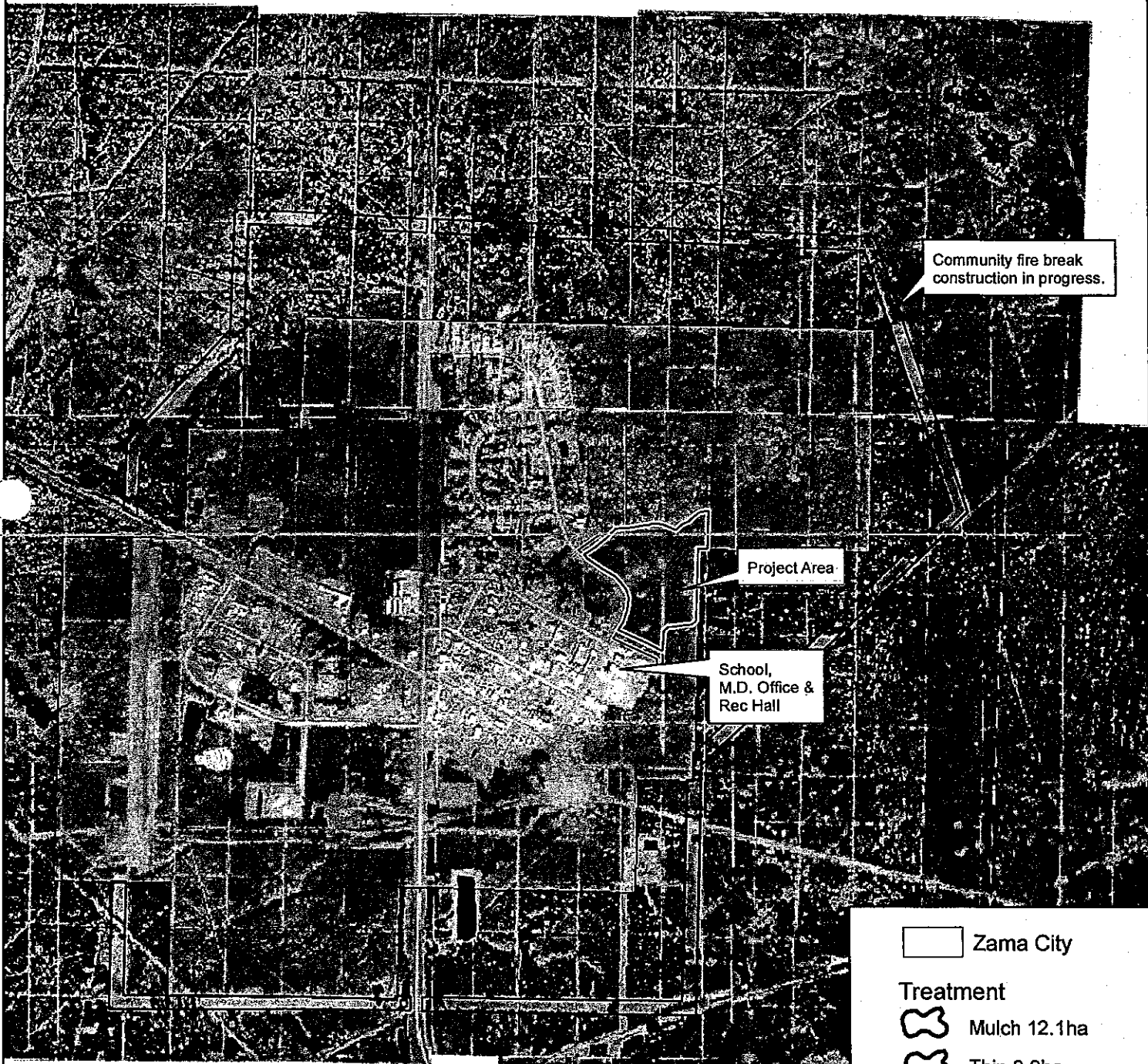
**View Aspect: na**

**Plot 3: black spruce site with average DBH of 4.7cm, average height of 3.9m and 3,600 steam/ha.**





# Zama City Vegetation Management Prescription Project ZA-01-06 Overview



 Zama City

### Treatment

 Mulch 12.1ha

 Thin 0.9ha



1:20,000

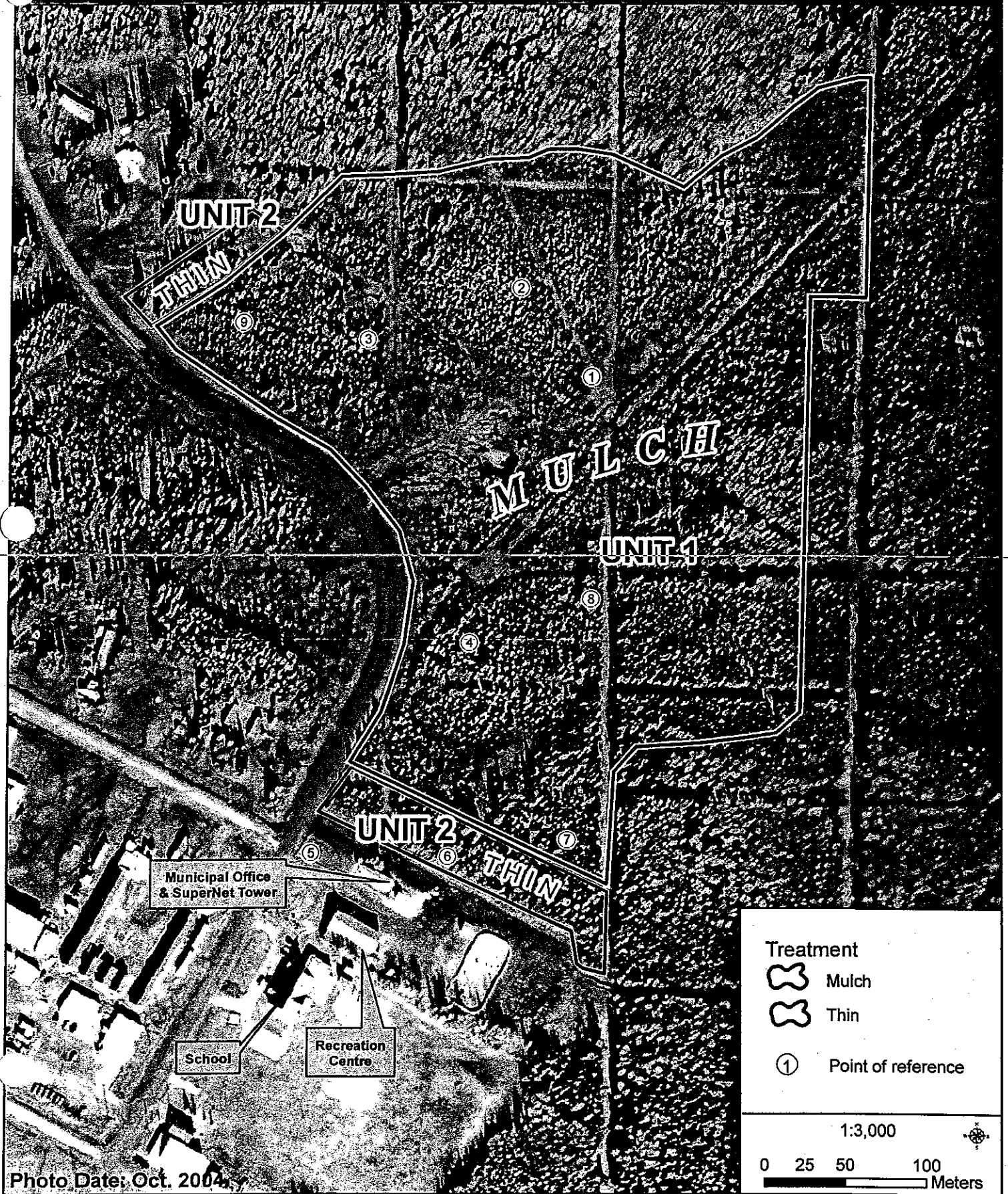
0 200 400 800

Meters

Photo Date: Oct. 2004



Zama City  
Vegetation Management Prescription  
Project ZA-01-06



UNIT 2

THIN

MULCH

UNIT 1

UNIT 2

THIN

Municipal Office  
& SuperNet Tower


School

Recreation  
Centre

Treatment

 Mulch

 Thin

 Point of reference

1:3,000

0 25 50 100 Meters

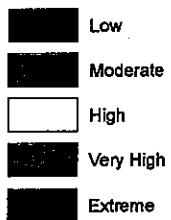
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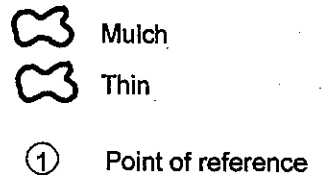
Zama City  
 Vegetation Management Prescription  
 Project ZA-01-06  
 Wildfire Threat Rating



Wildfire Threat-Summer

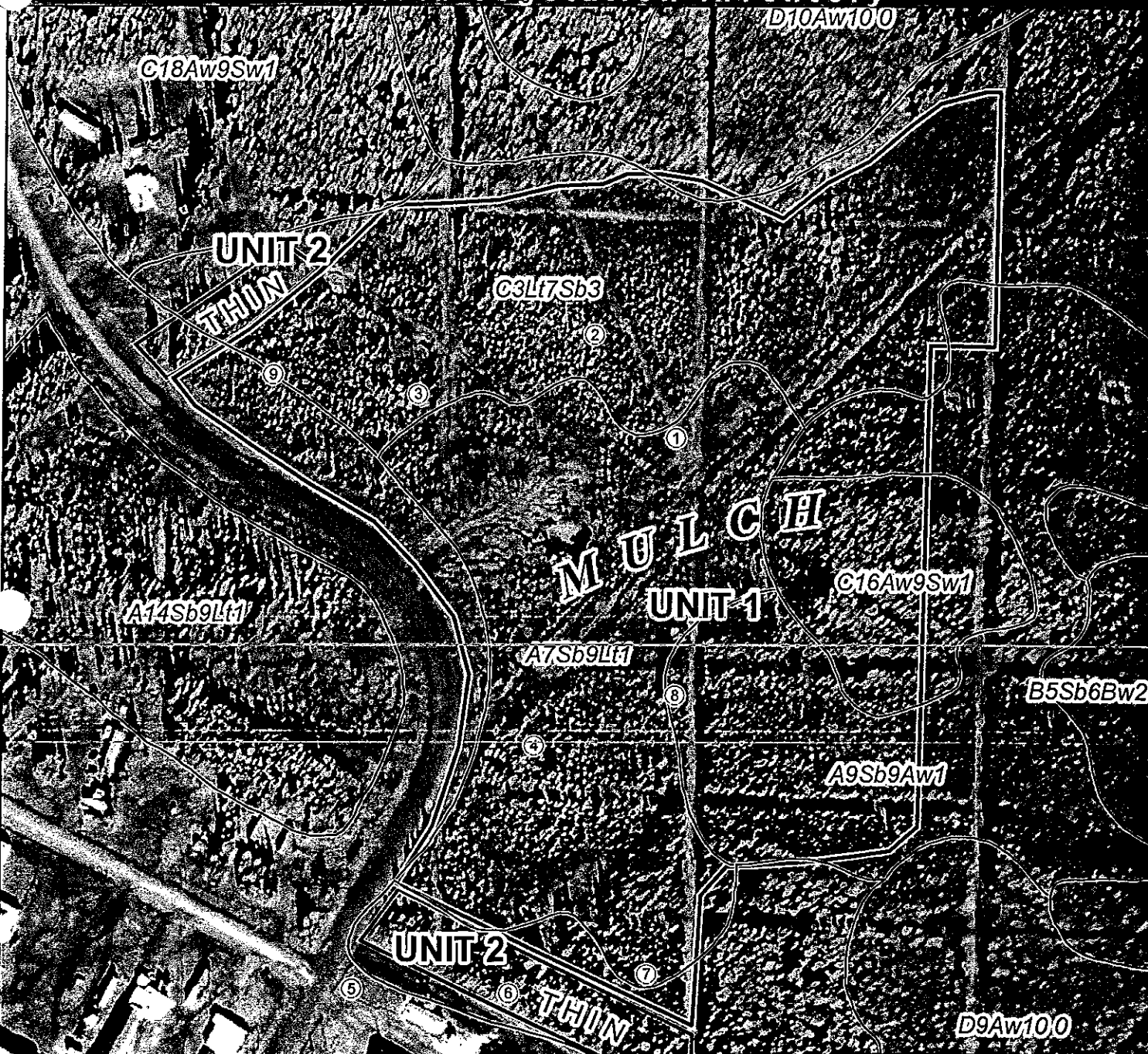


Treatment






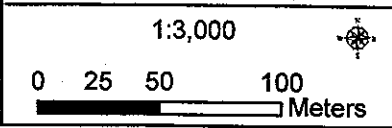


Zama City  
 Vegetation Management Prescription  
 Project ZA-01-06  
 Alberta Vegetation Inventory



**Treatment**

-  Mulch
-  Thin
-  Point of reference









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Manager of Utilities and Facilities</b>
<b>Title:</b>	<b>Access Construction Policy PW 037</b>

### BACKGROUND / PROPOSAL:

The Access Construction Policy was reviewed and revised at the January 24, 2007 Operations Committee meeting and was requested by the Committee to be brought to Council for final review and adoption.

### OPTIONS & BENEFITS:

See attached policy

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That Mackenzie County adopt Access Construction Policy PW 037 as amended.

Author: John Klassen

Review Date: Feb 7, 2007

for  
CAO *[Signature]*



## Mackenzie County

Title	Access Construction	Policy No.	PW 037
-------	---------------------	------------	--------

Legislation Reference	Municipal Government Act, Section 18
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### **Purpose:**

To provide guidelines and standards for the construction of accesses to County local roads in the rural area or to streets in the hamlets that do not have curb and gutter.

### **Policy Statement**

Guidelines and standards must be in place for the construction of accesses to County road and street infrastructure in order to provide safe infrastructure for those using the accesses, local roads and streets.

### **Definitions**

**Applicant** – the developer or landowner requesting the access.

**Street** – those streets in the Hamlets that do not have curb and gutter.

**Temporary Access** – an access built for a short period of time (less than 6 months) that is to be removed at the end of its use. These are generally constructed for log hauls.

**First Access** – the first access to a rural quarter section of land within Mackenzie County.

### **Guidelines**

- 1.) Each time an access onto a municipal road or street is to be constructed, reconstructed or altered in any way, an application must be made to Mackenzie County for approval. *a if req'd*
- 2.) Mackenzie County will supply the first culvert and compensate for the construction of the first access to a rural quarter section *or first lot* only, in the amount of \$750.00; providing that the access has been approved by the Director of Public Works or designate. Any and all subsequent accesses will be the sole responsibility of the applicant to supply, construct and install the access per Mackenzie County standards. *built to County standard and*
- 3.) The applicant must know the location of all utility installations in the area of the access and must obtain the approval of the companies prior to construction, including all costs of investigation, modifications or repairs to

- utility installations.
- 4.) Mackenzie County will inspect the access upon completion. If the access does not pass inspection, the applicant is responsible for all costs and construction in bringing the access to municipal standards.
  - 5.) Temporary accesses follow all of the guidelines listed above as well as the following:
    1. Mackenzie County will not supply culvert materials
    2. The access must be removed at the end of its intended use and the area of the access restored to its original condition.

### Standards

All accesses must meet the following standards, unless otherwise authorized by the Chief Administrative Officer or designate:

#### **Rural**

- 1.) Must be constructed at a location which provides an unobstructed view of the road involved for a sight distance of no less than 100 meters unless otherwise specified.
- 2.) Minimum 8 meter wide finished access top.
- 3.) Minimum 12 meter turning radius on the shoulders.
- 4.) No alteration to the roadway drainage is permitted. The need and size of culverts is at the discretion of the Director of Public Works. All culverts are to be installed with 3:1 sloped ends and countersunk 10cm (4").
- 5.) Backfill of the subgrade must be clay or granular material.
- 6.) Finished subgrade must be covered with surface crushed gravel (20 or 25mm sized) to a depth of 50mm to the right of way boundary from the road shoulder.
- 7.) Minimum 300mm depth of cover over installed culvert.
- 8.) Accesses must be a minimum of <sup>200</sup>50 meters apart.
- 9.) Accesses must be a minimum of <sup>100</sup>50 meters from intersections.
- 10.) Access side slopes must be a minimum of 4:1.
- 11.) **When an access is built onto a paved County road, Mackenzie County may require that the access be paved from the County road shoulder to the right of way boundary.**

#### **Urban**

- 1.) Residential approaches must have a minimum access width at property line of 6 meters. Industrial/Commercial approaches must have a minimum access width at property line of 11.5 meters.
- 2.) *Residential approach* - must have a minimum turning radius of 5 meters. *Industrial/Commercial approach* - must have a minimum turning radius of 12 meters.
- 3.) *Residential Approach* – The need and size of culverts is at the discretion of the Director of Public Works. All culverts to be installed must be

countersunk 10cm (4").

*Industrial/Commercial Approach* - The need and size of culverts is at the discretion of the Director of Public Works. All culverts are to be installed with 3:1 sloped ends and countersunk 10cm (4").

Culvert sizing must be consistent with the stormwater management plan for the development and size of culvert will be increased as necessary to meet the flow requirements.

- 4.) Minimum 300 mm depth of cover over installed culvert.
- 5.) **When an access is built onto a paved County road, Mackenzie County may require that the access be paved for a distance of 4 meters from the County road shoulder to the right of way boundary.**

#### **Hamlet Country Residential**

- 1.) minimum 8meter finished top
- 2.) minimum 10meter turning radius on the shoulders
- 3.) The need and size of culverts is at the discretion of the Director of Public Works. All culverts are to be installed with 3:1 sloped ends and countersunk 10cm (4").
- 4.) Backfill of the subgrade must be clay or granular material.
- 5.) Finished subgrade must be covered with surface crushed gravel (20 or 25mm sized) to a depth of 50mm to the right of way boundary from the road shoulder.
- 6.) Minimum 300mm depth of cover over installed culvert.
- 7.) Access side slopes must be a minimum of 4:1.
- 8.) **When an access is built onto a paved County road, the Mackenzie County may require that the access be paved from the County road shoulder to the right of way boundary.**

#### **Temporary Accesses**

- 1.) No alteration to the roadway drainage is permitted. A minimum 600mm diameter culvert with 3:1 sloped ends may be required.
- 2.) Accesses must be a minimum of 50 meters apart.
- 3.) Must be a minimum of 50 meters from intersections.
- 4.) Access side slopes of 4:1.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Nov 23/05</b>	<b>05-634</b>
<b>Amended</b>	<b>Oct 10/06</b>	<b>06-709</b>

Amended		
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**MACKENZIE COUNTY  
REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Manager of Utilities and Facilities</b>
<b>Title:</b>	<b>Zama Equipment- Requisition to Purchase</b>

**BACKGROUND / PROPOSAL:**

In the 2007 Zama Equipment budget administration proposed to purchase a skidsteer under the Bobcat 400hr/12 month replacement program. The dealer informed the County that the unit is ready for delivery pending authorization from Mackenzie County.

**OPTIONS & BENEFITS:**

To annually replace the skidsteer in Zama under the replacement program at minimal or no cost to the County after the initial purchase.

**COSTS & SOURCE OF FUNDING:**

To be funded from the Vehicle & Equipment Reserve in the amount of \$42,500.00 (Included in preliminary budget for 2007)

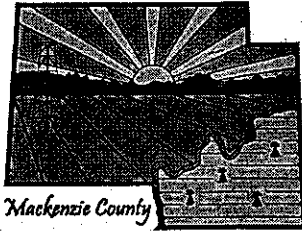
**RECOMMENDED ACTION:** *requires 2/3*

That administration be authorized to enter into the skidsteer replacement program with Rentco Equipment Ltd and purchase the initial unit for Zama, with funding coming from the Vehicle and Equipment Reserve in the amount of \$42,500.00

Author: John Klassen Review Date: Feb 7, 2007 *PKS ds*







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Zama Water Treatment Plant Tender</b>

### BACKGROUND / PROPOSAL:

The updated preliminary cost estimates for the Zama water supply system upgrading is attached. Administration recommends that we proceed with the tender as per Option 1.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

Capital budget.

### RECOMMENDED ACTION:

That administration proceed with the tender for the Zama water treatment plant upgrading as per Option 1 – construction at existing water treatment plant site to be funded from the capital budget.

Author: W. Kostiw

Review Date: February 7, 2007

*for*  
CAO *AK*



# DCL SIEMENS

DCL Siemens Engineering Ltd.  
101, 10630 - 172 Street  
Edmonton, Alberta T5S 1H8  
Office: (780) 486-2000  
Fax: (780) 486-9090

January 24, 2007

Our File: 23-04-48

M.D. of Mackenzie No. 23  
Post Office Box 640  
FORT VERMILION, Alberta  
T0H 1N0

**Attention: Mr. Bill Kostiw**  
**Chief Administrative Officer**

Dear Sir:

**RE: M. D. OF MACKENZIE NO. 23**  
**HAMLET OF ZAMA WATER SUPPLY SYSTEM UPGRADING**  
**UPDATED PRELIMINARY COST ESTIMATES**

As requested during our project meeting in Zama on January 16, 2007, please find attached the following:

1. Water Treatment Plant Upgrading  
Option 1, Construction at Existing Water Treatment Plant Site
2. Water Treatment Plant  
Option 2, Construction at existing airport location
3. Existing Water Treatment Plant Upgrading / Options
4. Raw Water Wells Development and Raw Water Supply Line
5. Project Schedules

Project costs are based on the latest information received from various equipment suppliers and from an experienced contractor presently working on a water treatment plant project at Rainbow Lake.

We hope the above will be to your satisfaction. Should you have any questions please do not hesitate to call our office.

Yours very truly,

DCL SIEMENS ENGINEERING LTD.

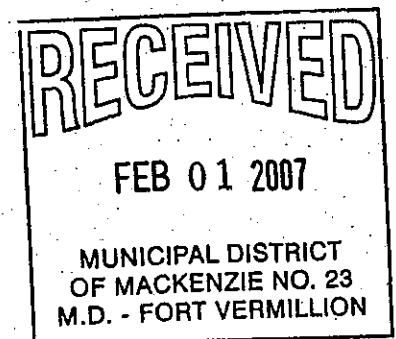
  
Jim Clark

JC/df

cc: Dan McGuigan, DCL Siemens Engineering Ltd.

Attachments:

Project Sched. and Cost Estimates - Jan 24, 2007



**PRELIMINARY COST ESTIMATES**  
**HAMLET OF ZAMA WATER SUPPLY SYSTEM UPGRADING**  
**NEW WATER TREATMENT PLANT - COMPARISON OF OPTIONS**

ITEM	DESCRIPTION	COST	
		OPTION 1	OPTION 2
1	Site works and utilities installation, including sanitary, water, electric, gas and telephone, yard piping.	\$ 155,000.00	\$ 425,000.00
2	Allowance for power supply.	\$ 30,000.00	\$ 60,000.00
3	Site grading and landscaping.	\$ 135,000.00	\$ 270,000.00
4	Building superstructure (wood frame) including exterior doors and windows.	\$ 490,000.00	\$ 490,000.00
5	Structural concrete works, including raw water transfer chamber, wastewater chamber and equipment pads.	\$ 1,000,000.00	\$ 2,200,000.00
6	Package water treatment plant including aeration tower, manganese greensand filters, nanofilters and chemical systems.	\$ 1,300,000.00 *	\$ 1,300,000.00 *
7	Process piping, valves, flow meters, new truckfill s system, in-plant water supply, heated truckfill pad (option 2).	\$ 455,000.00	\$ 520,000.00
8	Pumping units: Raw water transfer pumps (2) backwash pumps (2) in -plant potable water pump. Permeate transfer pumps (2) option 2.	\$ 115,000.00	\$ 165,000.00
9	Interior architectural: Laboratory, office, washroom, janitor room, foyer, desk, chairs, filing cabinets. Cabinetry.	\$ 65,000.00	\$ 65,000.00
10	Building mechanical systems, including hot water supply/in-plant plumbing, floor drains, heating and ventilation.	\$ 135,000.00	\$ 135,000.00
11	Electrical and instrumentation.	\$ 300,000.00	\$ 320,000.00
12	PLC programming, software/hardware, SCADA ready.	\$ 170,000.00	\$ 225,000.00
13	Miscellaneous metal fabrications, pipe supports, ladders, hatches.	\$ 30,000.00	\$ 50,000.00
14	Painting and finishes.	\$ 35,000.00	\$ 35,000.00
15	Standby Generator.	\$ 145,000.00	\$ 145,000.00
	<b>SUBTOTAL</b>	\$ 4,560,000.00	\$ 6,405,000.00
	<b>CONTINGENCY (15%)</b>	\$ 684,000.00	\$ 960,750.00
	<b>SUBTOTAL</b>	\$ 5,244,000.00	\$ 7,365,750.00
	<b>ENGINEERING (10%)</b>	\$ 524,400.00	\$ 736,575.00
	<b>TOTAL (EXCLUDING GST)</b>	\$ 5,768,400.00	\$ 8,102,325.00

Minor cost adjustments may be necessary following the equipment suppliers review  
of the raw water analysis of the new wells.

<b>PRELIMINARY COST ESTIMATES</b>		
<b>HAMLET OF ZAMA WATER SUPPLY SYSTEM UPGRADING</b>		
<b>EXISTING WATER TREATMENT PLANT MODIFICATIONS</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>COST</b>
1	Process equipment disconnection and removal. Note: Demolition is not normally fundable	\$ 45,000.00
2	Modifications to truckfill. Includes addition of 2nd truckfill fill pipe to enable separation of industrial and residential users. Also includes replacement of existing truckfill control valve. Does not include flowmeter replacement.	\$ 85,000.00
3	Interior repairs and upgrading including modifications to office, washroom, laboratory, cabinetry and painting of existing floor.	\$ 50,000.00
4	Removal and replacement of existing boiler for heated truckfill pad. Includes installation/commissioning.	\$ 65,000.00
5	Refurbish existing diesel engine, including new starter, battery and charger, silencer and engine exhaust system.	\$ 30,000.00
6	Remove and replace all existing distribution piping, valves and fittings above main floor. Replace to match existing arrangement. Note: Does not include distribution pumping / truckfill pumping (excluding replacement of pumping units).	\$ 390,000.00
7	Electrical and HVAC upgrades. Note: Existing electrical system is corroded.	\$ 155,000.00
<b>SUBTOTAL (EXISTING PLANT)</b>		<b>\$ 820,000.00</b>
<b>CONTINGENCY (15%)</b>		<b>\$ 123,000.00</b>
<b>SUBTOTAL (EXISTING PLANT)</b>		<b>\$ 943,000.00</b>
<b>ENGINEERING (10%)</b>		<b>\$ 94,300.00</b>
<b>TOTAL (EXCLUDING GST)</b>		<b>\$ 1,037,300.00</b>

Note: As discussed on site (January 16th, 2007)

1. Pump replacement cost: (excluding standby pump) add \$ 90,000.00
2. Modifications to existing arrangement and location of distribution pumps and piping system within the existing facility: add \$ 75,000.00

**PRELIMINARY COST ESTIMATES  
HAMLET OF ZAMA WATER SUPPLY SYSTEM UPGRADING  
WELL DEVELOPMENT AND RAW WATER SUPPLY**

ITEM	DESCRIPTION	COST
1	Well Development and Tie-in to Raw Water Supply Line	\$ 170,000.00
2	Raw Water Supply Line - 7300m	\$ 2,300,000.00
3	Allowance for Power Supply and Electrical at the Well Sites	\$ 280,000.00
4	Connections, Line Filling and Testing	\$ 60,000.00
5	Well Controls / Programming / Radio Path Survey	\$ 60,000.00
	<b>SUBTOTAL (EXISTING PLANT)</b>	<b>\$ 2,870,000.00</b>
	<b>CONTINGENCY (20%)</b>	<b>\$ 574,000.00</b>
	<b>SUBTOTAL</b>	<b>\$ 3,444,000.00</b>
	<b>ENGINEERING (10%)</b>	<b>\$ 344,400.00</b>
	<b>TOTAL (EXCLUDING GST)</b>	<b>\$ 3,788,400.00</b>

Summary:

1. New Water Treatment Plant (Option 1)	\$ 5,768,400.00
2. Modifications to Existing Plant	\$ 1,037,300.00
3. Well Development and Raw Water Supply Line:	\$ 3,788,400.00
Total: Option 1	<u>\$ 10,594,100.00 (EXCL. GST)</u>
Total: Option 2	\$ 12,928,025.00 (EXCL. GST)

PRELIMINARY PROJECT SCHEDULE  
 HAMLET OF ZAMA WATER SUPPLY SYSTEM UPGRADING  
 CONTRACT 1: WATER TREATMENT PLANT  
 CONTRACT 2: RAW WATER SUPPLY LINE AND WELLS

Phase	Task	Description	2007												2008				
			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
1		<b>CONTRACT 1 - WATER TREATMENT PLANT (OPTION 1)</b>																	
		Completion of Final Design and Contract Documents		█	█														
		Tendering (3 weeks)			█	█													
		Tender Evaluation and Award (1 week)				█													
		Fabrication of Process Equipment					█	█	█	█	█								
		Construction						█	█	█	█	█	█	█	█	█			
		Start-up and Commissioning												█	█				
2		<b>CONTRACT 2 - RAW WATER SUPPLY LINE AND NEW WELLS</b>																	
		Completion of Final Design and Contract Documents		█	█														
		Tendering (3 weeks)			█	█													
		Tender Evaluation and Award (1 week)				█													
		Construction					█	█	█	█	█	█	█	█	█	█			
		Start-up and Commissioning												█	█				
3	*	<b>CONTRACT 1 - WATER TREATMENT PLANT (OPTION 2)</b>																	
		Site Survey		█															
		Geotechnical			█														
		Detail Design and Tender Documents		█	█	█	█												
		Tendering (3 weeks)					█	█											
		Tender Evaluation and Award						█											
		Construction							█	█	█	█	█	█	█	█	█	█	
		Start-up, Commissioning and Operator Training														█	█		

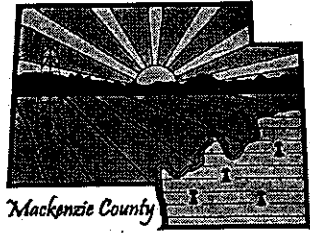
**NOTES:**

1. A pre-tender meeting for interested contractors will be held with the MD in Zama.
2. Weather Conditions will affect the actual construction start and duration.
3. Availability of contractors, sub-contractors, and materials may also affect the construction schedule and duration.
4. Option 1: Once awarded, the contractor can obtain shop drawing approval for equipment and pre-order long delivery equipment.
5. The project schedule will be confirmed with the MD and the contractor during the pre-construction meeting.

\* IMPLICATIONS FOR LATE TENDER MAY RESULT IN HIGHER TENDER PRICES

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# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Gravel Crushing Tender</b>

**BACKGROUND / PROPOSAL:**

Gravel pit exploration is complete for current County pits. The gravel exploration calculations are attached for your information.

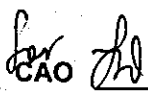
In order to control financial impact on our budget I suggest a one year supply unless tenders are very low.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

That administration proceed with a gravel crushing tender for a one year supply of gravel in two pit locations of approximately 50,000 tonnes each, as discussed.

Author: W. Kostiw Review Date: February 7, 2007  **CAO**





**Stewart, Weir**  
 & Co. Ltd.  
 Surveying • Geomatics • Engineering

#140, 2121 Premier Way  
 Sherwood Park, Alberta  
 Canada T8H 0B8  
 Tel. (780) 410-2580  
 Fax. (780) 410-2589  
 Toll Free 1-888-317-1111

**FAX COVER SHEET**

DATE: JAN 26/07

TO: RICK EVANS

FAX: 780 927 4266

PHONE:

FROM: BOB LOWSHIP

FAX: (780) 410-2589

PHONE: (780) 410-2580

RE: EXPLORATION CALCULATIONS

CC:

We are transmitting \_\_\_\_\_ pages (including this cover letter). If you do not receive all pages, please contact the sender as soon as possible.

**Message**

RICK, ATTACHED ARE THE QUANTITY CALCULATIONS THAT YOU WANTED YESTERDAY. SORRY WE COULDN'T MEET YOUR SCHEDULE.

(R)

This message is intended only for the use of the individual or entity to which it is addressed and contains information that is privileged, confidential and exempt from disclosure. If you have received this communication in error, please notify us immediately by telephone and return the original message to us by mail. Thank you.

EDMONTON    CALGARY    BONNYVILLE    FORT McMURRAY    GRANDE PRAIRIE

**PIT LOCATION**

NW 1/4 SECTION 4 TOWNSHIP 105 RANGE 18 W 5 MERIDIAN

PIT NAME : TOMPKINS LANDING (SML 950057)

TESTED BY : HAROLD MISKEY DATE : NOV. 2006

CALCULATED BY : BOB WINSHIP DATE : NOV. 2006

**GRAVEL TESTING**

**QUANTITY CALCULATIONS**

AVE. OVERBURDEN : 0.7 m (0.1m)

AVE. AGGREGATE : 3.7 m (0.1m)

AREA	LENGTH (m) (USE FORMULA)	WIDTH (m) (USE FORMULA)	SQ. METRES	DEPTH (0.1m)	CUBIC METRES
A	470	85	39,950	3.8	151,810
B	270	180	48,600	4.0	194,400
C	270	60	16,200	4.2	68,040
D	240	200	48,000	4.9	235,200
E	325	70	22,750	4.3	97,825
F	470	95	44,650	5.1	227,715
G	180	40	7,200	4.2	30,240
H	125	50	6,250	1.4	8,750
I	140	35	4,900	6.8	33,320
J	85	70	5,950	2.3	13,685
K	85	45	3,825	0.5	1,913
L	310	20	6,200	2.5	15,500
M	225	170	38,250	3.1	118,575
N	150	70	10,500	4.9	51,450
O	170	75	12,750	3.6	45,900
P	150	45	6,750	3.8	25,650
Q	180	40	7,200	3.0	21,600
R	180	55	9,900	3.6	35,640
S					
T					
U					
V					
W					
X					
Y					
Z					

TOTAL CUBIC METRES 1,377,213

LESS 20% 275,443

ESTIMATED QUANTITY AVAILABLE (m<sup>3</sup>) 1,101,770

ESTIMATED QUANTITY AVAILABLE (yd<sup>3</sup>) = 1,441,080

ESTIMATED QUANTITY AVAILABLE - TONNES 1,798,089

**PIT LOCATION**

SE River Lot 9 TOWNSHIP 108 RANGE 13 W 5 MERIDIAN

PIT NAME : N. Ft. Vermillion Pit

TESTED BY : HAROLD MISKEY DATE : NOV 2006

CALCULATED BY : BOB WINSHIP DATE : NOV 2006

**GRAVEL TESTING**

**QUANTITY CALCULATIONS**

AVE. OVERBURDEN: 2.5 m (0.1m)

AVE. AGGREGATE : 3.7 m (0.1m)

AREA	LENGTH (m) (USE FORMULA)	WIDTH (m) (USE FORMULA)	SQ. METRES	DEPTH (0.1m)	CUBIC METRES
A	280	100	28,000	4.0	112,000
B	280	100	28,000	4.2	117,600
C	280	100	28,000	3.9	109,200
D	210	90	18,900	1.8	34,020
E					
F					
G					
H					
I					
J					
K					
L					
M					
N					
O					
P					
Q					
R					
S					
T					
U					
V					
W					
X					
Y					
Z					

TOTAL CUBIC METRES 372,820

LESS 20% 74,584

ESTIMATED QUANTITY AVAILABLE (m<sup>3</sup>) 298,256

ESTIMATED QUANTITY AVAILABLE (yd<sup>3</sup>) - 350,104

ESTIMATED QUANTITY AVAILABLE - TONNES 486,754

**PIT LOCATION**

NW 1/4 SECTION 4 TOWNSHIP 106 RANGE 16 W 5 MERIDIAN

PIT NAME : LaCrete Pit

TESTED BY : HAROLD MISKEY DATE : NOV 2006

CALCULATED BY : BOB WINSHIP DATE : NOV 2006

**GRAVEL TESTING**

**QUANTITY CALCULATIONS**

AVE. OVERBURDEN: 2.8 m (0.1m)

AVE. AGGREGATE : 3.9 m (0.1m)

AREA	LENGTH (m) (USE FORMULA)		WIDTH (m) (USE FORMULA)		SQ. METRES		DEPTH (0.1m)		CUBIC METRES
A	210	x	50	x	10,500	x	4.3	x	45,150
B	110		25		2,750		3.8		10,450
C	170		35		5,950		3.6		21,420
D									
E									
F									
G									
H									
I									
J									
K									
L									
M									
N									
O									
P									
Q									
R									
S									
T									
U									
V									
W									
X									
Y									
Z									

TOTAL CUBIC METRES 77,020

LESS 20% 15,404

ESTIMATED QUANTITY AVAILABLE (m<sup>3</sup>) 61,616

ESTIMATED QUANTITY AVAILABLE - TONNES 100,557

ESTIMATED QUANTITY AVAILABLE (yd<sup>3</sup>) = 80,591

**PIT LOCATION**

SE 1/4 SECTION 8 TOWNSHIP 110 RANGE 15 W 5 MERIDIAN

PIT NAME : FITLER PIT

TESTED BY : HAROLD MISKEY DATE : NOV 2006

CALCULATED BY : BOB WINSHIP DATE : NOV 2006

**GRAVEL TESTING**

**QUANTITY CALCULATIONS**

AVE. OVERBURDEN: 3.2 m (0.1m)

AVE. AGGREGATE : 3.5 m (0.1m)

AREA	LENGTH (m) (USE FORMULA)		WIDTH (m) (USE FORMULA)		SQ. METRES		DEPTH (0.1m)		CUBIC METRES
A	720	x	350	x	252,000	x	3.5	x	882,000
B									
C									
D									
E									
F									
G									
H									
I									
J									
K									
L									
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T									
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V									
W									
X									
Y									
Z									

TOTAL CUBIC METRES 882,000

LESS 20% 176,400

ESTIMATED QUANTITY AVAILABLE (m<sup>3</sup>) 705,600

ESTIMATED QUANTITY AVAILABLE - TONNES 1,151,539

ESTIMATED QUANTITY AVAILABLE (yd<sup>3</sup>) - 922,890

### PIT LOCATION

SE      SEC      29      TOWNSHIP      108      RANGE      12      W      5      MERIDIAN

PIT NAME : S. Ft. Vermillion Pit

TESTED BY : HAROLD MISKEY      DATE : NOV 2006

CALCULATED BY : BOB WINSHIP      DATE : NOV 2006

## GRAVEL TESTING

### QUANTITY CALCULATIONS

FURTHER EXPLORATION REQUIRED TOWARDS OLD MD 23 PIT TO ESTABLISH QUANTITIES

AVE. OVERBURDEN: \_\_\_\_\_ m (0.1m)

AVE. AGGREGATE : \_\_\_\_\_ m (0.1m)

AREA	LENGTH (m) (USE FORMULA)	WIDTH (m) (USE FORMULA)	SQ. METRES	DEPTH (0.1m)	CUBIC METRES
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					
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U					
V					
W					
X					
Y					
Z					

TOTAL CUBIC METRES      0

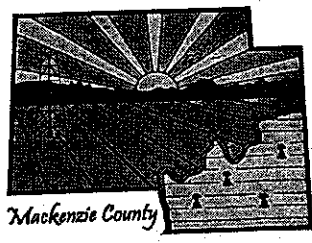
LESS 20%      0

ESTIMATED QUANTITY AVAILABLE (m<sup>3</sup>)      0

ESTIMATED QUANTITY AVAILABLE (yd<sup>3</sup>) = 0

ESTIMATED QUANTITY AVAILABLE - TONNES      0





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	February 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Tompkins Landing Ice-Bridge

**BACKGROUND / PROPOSAL:**

Update to be provided on meeting day.

**OPTIONS & BENEFITS:**

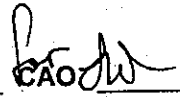
N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That the Tompkins Landing Ice-Bridge update be received for information.

Author: C. Gabriel Review Date: February 7, 2007  CAO





**COSTS & SOURCE OF FUNDING:**

\$10,564,100 to be funded through a provincial grant and municipal funds

**RECOMMENDED ACTION:**

**Motion 1:** requires 2/3

Option 1:

That the Zama Water Treatment Plant budget be amended as follows:

	Funding
Provincial Grant	7,415,870
Water Treatment Plant Reserve	841,803
Debenture	2,336,427
<b>Total project cost</b>	<b>10,594,100</b>

**Motion 2:** requires 2/3

That first reading be given to Bylaw 614/07, being a bylaw authorizing a debenture borrowing in the amount of \$2,336,427 to construct a new water treatment plant in the Hamlet of Zama.

**BYLAW NO. 614/07**  
**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 \$2,336,427, 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 \$10,594,100; and

**WHEREAS**, in order to complete the project it will be necessary for the Municipality to borrow the sum of \$2,336,427 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, 2006 is \$7,203,745 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 TWO MILLION THREE HUNDRED THIRTY SIX THOUSAND AND FOUR HUNDRED SEVEN DOLLARS (\$2,336,427) 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 bylaw shall come into effect the day that it is passed and rescind Bylaw 543/05 and all amendments made thereto.

First Reading given on the \_\_\_\_\_ Day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ Day of \_\_\_\_\_, 2007.

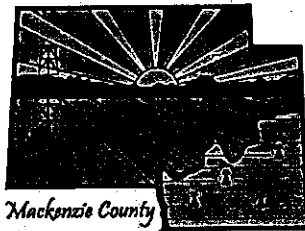
\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ Day of \_\_\_\_\_, 2007.

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

\_\_\_\_\_  
Carol Gabriel, Executive Assistant



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Finance Committee – Terms of Reference</b>

### BACKGROUND / PROPOSAL:

The Reeve currently approves CAO's expense claims.

### OPTIONS & BENEFITS:

At Reeve's request, administration brought forward the Finance Committee's Term of Reference in order to include approval of CAO's expense claims by the committee.

The Finance Committee has reviewed the amended terms of reference and recommends that it be approved as presented.

### COSTS & SOURCE OF FUNDING:

NA

### RECOMMENDED ACTION:

That the Finance Committee Terms of Reference be approved as presented.

Author: \_\_\_\_\_

Review Date: \_\_\_\_\_

Feb 7 2007 CAO





# **M.D. of Mackenzie Finance Committee**

## **Terms of Reference**

**1. Committee Designation:**

Municipal District of Mackenzie Committee.

**2. Finance Committee Members**

The M.D. of Mackenzie Finance Committee shall be comprised of:

- Four Councillors
- Chief Administrative Officer
- Director of Corporate Services

**3. Committee Objective, Scope of Activities, and Duties:**

The M.D. of Mackenzie Finance Committee shall:

- Review financial policies, reserve policies, and format of monthly reports (operating and capital).
- Be responsible for Union negotiations.
- Review fees and charges (including water, sewer, and garbage) payable by ratepayers under the various bylaws.
- Review financial reports as and if required
- Review funding requests and make recommendations to Council
- Review and preliminary negotiations of the following Agreements:

Economic Development Incentive Agreement – Town of High Level  
Cost Sharing Agreement – Town of High Level  
Revenue Sharing Agreement – Town of Rainbow Lake  
Airport Agreement

- Ensure that municipal investments are pursuant to Section 250 of the Municipal Government Act.
- Award and administer the Bursary Program
- Initiate audits and bank proposals.
- Review overdue accounts receivables and utilities lists and make a recommendation with respect to transfers to taxes and/or collections (may use a consultant as required).
- Undertake performance reviews and contract renewal for out-of-scope employees.
- Review and approve CAO's expense claim. ← *new addition*
- Review monthly MasterCard statements. ← *new addition*

4. Time Period Necessary for the Committee to Carry Out its Purpose:  
Ongoing

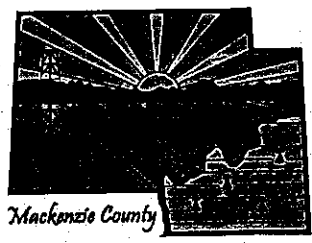
The Finance Committee will meet as required.

5. Reporting Structure:

The Finance Committee shall report directly to the M.D. Council through its Council members.

6. Finance Committee Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Request to reduce taxes</b>

**BACKGROUND / PROPOSAL:**

We received a written request to lower some property taxes. Please review the attached document.

**OPTIONS & BENEFITS:**

Please note that a ratepayer has an option to appeal an assessment of a property within approximately 45 day from the tax notice mailing date (the deadline is usually June 30<sup>th</sup> or the next working day if June 30<sup>th</sup> falls on a weekend, and tax notices usually get mailed the second week of May). This option was not exercised by this ratepayer.

Please note that tax rolls in question are in arrears for two years as of December 31, 2006. If taxes are not paid and/or a Tax Arrears Agreement signed with regular payments arranged by March 31<sup>st</sup>, 2007, these properties will be put under Tax Notification. The MD has the authority then to sell the properties if taxes remain unpaid after March 31, 2008.

According to MGA:

**Cancellation, reduction, refund or deferral of taxes**

**Section 347**

(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

*Greg Bill*

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_

*for*  
CAO *AD*

**COSTS & SOURCE OF FUNDING:**

\$709.78 is the total amount of outstanding taxes as of December 31, 2006 for tax rolls 71075, 71076, 71077, and \$107.82 for tax rolls 71079 and 71080.

**RECOMMENDED ACTION:**

For discussion.

Attention Reeve,

Regarding Property Taxes.

This letter is to advise you that the taxes on the following Roll accounts are not to my satisfaction:

214756 - we are not within town limits, therefore we receive no town services  
- we do small amount of business  
- Shop is also used for farm

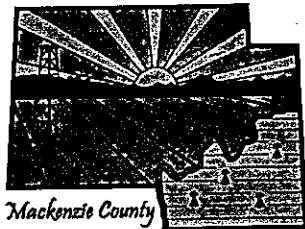
71075 } - no gravel on road,  
71076 } therefore hard access.  
71077 } - undeveloped land

Please consider lowering these Titles.

71079 } Very Satisfied!  
71080 }

Thank-you.  
Sincerely, Peter Wiens





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Residential Tenancy Agreement with the La Crete Municipal Nursing Association</b>

**BACKGROUND / PROPOSAL:**

The Municipality entered into a Residential Tenancy Agreement with the La Crete Municipal Nursing Association (LCMNA).

The agreement states the following:

"The tenant promises to waive all of the property taxes against the premises for the duration of this agreement"

Henry Wiebe of the LCMNA contacted the finance department with respect to the outstanding invoice 1113 from June 16, 2006. This invoice is a request for reimbursement of the 2006 property taxes as per the tenancy agreement.

**OPTIONS & BENEFITS:**

According to MGA, section 347, only Council could cancel or refund all or part of a tax. According to MGA, section 203, a council may not delegate its power with respect to taxes under section 347 to anyone.

Administration requested that the Finance Committee review the agreement and make a recommendation to Council with respect to invoice 1113 from LCMNA. The Finance Committee reviewed this item and recommended that it be presented to Council.

The property in question is being used for renting it to two RCMP members. Both individuals have been paying rent to the MD for their units.

**COSTS & SOURCE OF FUNDING:**

\$2, 732.18 from operating budget

Author: *JH* Review Date: Feb 7 2007 *for* CAO *JH*

**RECOMMENDED ACTION:** requires 2/3

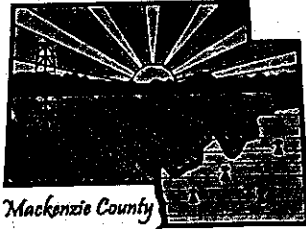
For discussion.

Author: \_\_\_\_\_

Review Date: \_\_\_\_\_

*for*  
CAO *dh*





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Rocky Lane Agricultural Society – request for funding</b>

**BACKGROUND / PROPOSAL:**

Council established the Funding to community non-profit organization reserve policy - RESV 15 during the 2006 budget deliberations. \$20,000 is established as a minimum contribution to this reserve. The reserve was established to grant various one time requests, requests for special projects or to provide advance funding to non-profit groups.

*bring back policy*

2006 contribution to this reserve will be \$58,454.

**OPTIONS & BENEFITS:**

We received a request for funding from Rocky Lane Agricultural Society for a one-time funding to purchase bibs for the annual Ski Race. Please see letter attached.

**COSTS & SOURCE OF FUNDING:**

\$3,000 from operating reserve

**RECOMMENDED ACTION:** *requires 213*

That \$3,000 be granted to the Rocky Lane Agricultural Society for the bibs purchase with the condition that the "Mackenzie County" be printed on it.

Author: *JD* Review Date: *Feb 7, 2007* *for* CAO *JD*



Rocky Lane  
Ag.Society  
c/o Mike Alsterlund  
Box 582,

Ft.Vermilion AB

780 927 4538  
January 16, 2007

**M.D. of Mackenzie**

Dear Council Members:

Last year the Rocky Lane Agricultural Society hosted our first Loppet (a fun cross country ski race for all ages) at the end of March. We had 73 participants from most communities in the M.D. and many spectators which proved the event to be more popular than we anticipated. Due to popular demand we would like to have the race again this year and make it an annual event. Last year the M.D. was one of our sponsors and we really appreciated this support.

Please note that we have had races in the past when participants traveled to Rocky Lane from Fort McMurray and other parts of the province, we are anticipating to have participants from Hay River, NWT this year at our Loppet race.

For the 2006 race we bought non-reusable paper bibs (numbers). It would be much better if we could purchase cloth reusable bibs. There are many other events in which these bibs could be used. Examples: Farmers Day, other communities and M.D. events, Divisional cross country running, Terry Fox. We would like to have Rocky Lane Agricultural Society and the M.D. 23 (Mackenzie County) name surrounding the number. We have an estimate for nylon numbers with \$15 per bib. We would like the Council to consider granting funding or help to purchase 200 of these bibs (or \$3,000).

Thank you for your consideration.

Respectfully Yours,

Enola and Mike Alsterlund  
Ag. Society Directors  
trail supervisors  
(the ski nuts)



## Municipal District of Mackenzie No. 23

<b>Title</b>	Funding to community non-profit organizations	<b>Policy No:</b>	RESV 15
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<b>Account Code</b>	04-71-715 –Funding to community non-profit organizations
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<b>Legislation Reference</b>	Municipal Government Act, Section 5 (b)
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<b>Purpose (use of funds)</b>	<p>To establish a funding reserve for community non-profit groups and organizations. Over the last few years, Council has allocated a matching capital and operating funding to various community non-profit organizations and groups during budget deliberations. This reserve will be used to provide funding for special requests or to provide advance funding for special projects.</p>
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<b>Targeted Minimum: \$</b> N/A
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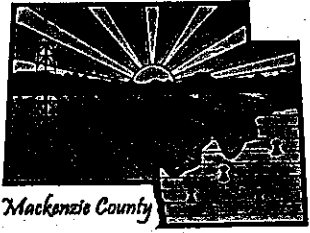
<b>Targeted Maximum: \$</b> 80,000
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<b>Funding</b>	<p>Minimum of \$20,000 per year shall be budgeted as a contribution to this reserve.</p>
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### Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	September 28, 2005	05-505
Amended		
Amended		



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittelton</b>
<b>Title:</b>	<b>Request for taxes write off</b>

### BACKGROUND / PROPOSAL:

RE: Tax Rolls 076711, Department of Agriculture; 106094, Government of Canada; and 313865, RCMP K Division.

#### **Tax roll 076711**

Payment submitted in 2006 for this roll was \$47.95 with an explanation that: 'the administration building was condemned and not occupied for the past nine (9) years; no value'.

Payment was made for the assessment of the land	\$ 47.95	
Payment was declined for the improvements of	\$1,766.50	
<b>OUTSTANDING TAXES</b>		<b>\$1,766.50</b>

#### **Tax roll 106094**

Payment submitted in 2006 for this roll was \$106.22 with an explanation that '2005, residence condemned and vacated due to mould contamination; 2006, Imminent demolition; no value'

Payment was made for the assessment of the land	\$ 106.22	
Payment was declined for the improvements of	\$ 866.70	
<b>OUTSTANDING TAXES</b>		<b>\$ 866.70</b>

#### **Tax roll 313865**

Payment was submitted in 2006 for this roll was \$34.34 with an explanation that 'tower and fence excluded; not eligible for PILT'

Payment was made for the assessment of the land	\$ 34.34	
Payment was declined for the improvement of	\$ 79.40	
<b>OUTSTANDING TAXES</b>		<b>\$ 79.40</b>

This matter was referred to the Alliance Assessment, the MD's Assessor, who was unable to contact the appropriate department in time to make assessment amendments for 2006 under MGA, Section 305, Correction of roll. The Assessor will make the necessary assessment adjustments for the 2007 tax year.

Author: *[Signature]* Review Date: Feb 7, 2007 *[Signature]* CAO *[Signature]*

**OPTIONS & BENEFITS:**

The outstanding taxes totaling \$2,712.60 for Public Works and Government Services properties should be written off as two of the properties improvements were condemned and therefore not eligible for PILT and the third properties improvements were also not deemed eligible for PILT

The MGA states:

**Cancellation, reduction, refund or deferral of taxes**

Section 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

Public Works and Government Services will not authorize PILT on properties that have been condemned and/or slated for demolition.

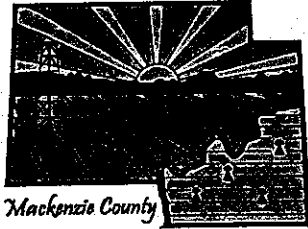
**COSTS & SOURCE OF FUNDING:**

The amount of \$2,712.60 will be written off to 2-12-30-00-922 Tax Cancellations/Bad Debts.

**RECOMMENDED ACTION:** *requires 2/3*

That Council authorize writing off outstanding taxes in the amount of \$1,766.50 for tax roll 076711, \$866.70 for tax roll 106094 and \$79.40 for tax roll 313865 totaling \$2,712.60.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Request for sponsorship – Nicole Quick</b>

### BACKGROUND / PROPOSAL:

We received a request for sponsorship from Nicole Quick.

### OPTIONS & BENEFITS:

Please review the attached request.

### COSTS & SOURCE OF FUNDING:

Operating budget

### RECOMMENDED ACTION: *requires 2/3*

For discussion.

Author: *[Signature]*

Review Date: *Feb 7, 2007*

*[Signature]*  
CAO



Nicole Quick

Medicine Hat, Alberta  
T1A-6H4

Dear:

My name is Nicole Quick and I am a graduate from Rocky Lane Public School. I am currently in my first year, second semester of the Police and Security Program offered at the Medicine Hat College.

My career goal is to one day be apart of the RCMP. My main focus is to use this course and to gain any other experiences that I can, so that I can better my chances on becoming an RCMP Officer. I have applied for the RCMP and have attended an informational session. I will be writing the RPAT (entrance exam) on February 12, 2007. The selection process takes a great deal of time, anywhere from 6 -18 months. Last summer I was a prison guard and still continue to put in shifts when I am in High Level on breaks. I was informed by the detachment that the RCMP offers a Summer Student Program for students who are interested in pursuing a law enforcement career. This would offer me the hands on experience under the proper direction of a regular member.

I have been accepted by the High Level RCMP into the Summer Student Program (4 months) and I am now in the process of trying to secure my sponsorship money. The training and wage is paid for by a sponsor or sponsors. The amount is set out by the RCMP K Division. The total amount is \$8500.00.

In seeking out sponsorship I have approached the Town of High Level and have been declined due to the fact that I am not a graduate of the High Level Public School; therefore, as a permanent resident of the MD #23 (MD County) I would like to ask for sponsorship of ½ of the total cost which is \$4250.00 as I have recently received sponsorship from a company owned by \_\_\_\_\_, for the other half. I believe it would be beneficial to the MD having a person from the community assisting the officers in the county, due to my knowledge of the area.

The High Level, Fort Vermilion and Assumption Detachment's are all considered one; The Mackenzie Regional Police. Although High Level is the center of these detachments and the one doing the organizing for this program, it can be worked into the schedule to work in Fort. Vermilion or Assumption when required.

If you require any further information please contact me. I would like to thank you for your time and consideration in this request.

Yours truly,

Nicole Quick



## Qualifications

Students must meet all the applicant requirements listed.

- Canadian Citizen
- Fluent in English
- 18 years of age or older
- Medically and Physically fit
- Poses a valid class 5 drivers license, in good standing
- Be of good character and able to obtain an Enhanced Reliability Security Clearance from the RCMP.

Applicants must have completed Grade 12/GED High School Equivalency Diploma. Some post secondary is preferable, but is not mandatory.

## Training

Once accepted, the student will undergo one week of training at the RCMP Training Academy. This will include basic courses such as;

- Law
- Self Defence
- Community Policing
- Drug Awareness
- Use of Force
- Radio Procedures

After training is complete students will go back to their sponsored area's detachment and work for the summer, from May until September. Under the direct supervision of regular RCMP Members, summer students are exposed to various occurrences and situations related to general duty, traffic policing, community policing and crime prevention. In order to maximize the experience for the summer students, each one is issued a modified RCMP uniform and given the oath of secrecy. Although the students are issued a modified RCMP uniform, they do not carry a firearm. This is similar to that of an auxiliary officer.

## Program Goals

- ✓ Encourage candidates to view policing as a career option and to familiarize the candidates with various career opportunities available in the RCMP.
- ✓ Enhance the ability and qualifications of young people interested in seeking a career in law enforcement.
- ✓ Provide candidates the opportunity to serve as role models in their communities
- ✓ Provide candidates with the opportunity to experience the field of policing and the justice system in general by working with the RCMP
- ✓ Enhance the level of trust and respect with the communities by establishing a link between the RCMP and the communities they serve.

## Sponsorship

The "K" Division program is funded completely through community sponsorships. Generally, candidates are required to secure their own funding by finding a sponsor. However, businesses, organizations, individuals or service groups can also sponsor a position at a specific detachment or make a general contribution to the program.

1. **Sponsor a specific student** - Each student must secure their own funding by April 1. The money will cover the cost of training, uniform and wages of the student. If an applicant is not deemed suitable for the program, the funding will be returned to the sponsor. Students must obtain a letter of intent from the sponsor and submit it with their application by February 20.
2. **Sponsor a position** - An organization or individual can sponsor a position in their community. A candidate without sponsorship will be assigned to the posting.
3. **Sponsor the program** - All general contributions to the program are pooled and used to create positions where needed across the province.

#### Cost breakdown

Accommodation,\*Meals, and Transportation: \$1,010  
Training: 350  
Uniforms: 600  
Miscellaneous: 300  
Salary (600 hours): 6,240

**TOTAL COSTS: \$8,500**

#### Need a Receipt for Income Tax Purposes?

*Tax receipts for sponsorship of the program are available upon written request to the coordinator. Sponsor information along with mailing address must be included in the request.*

*(Please note that the Summer Student Program does NOT have a non-profit or charitable designation by Revenue Canada and there is NO charitable business registration number.)*

*For more information contact  
the Program Coordinator at (780) 412-5401.*

## Medicine Hat Police and Security Diploma

### **General Program Information**

The Police and Security diploma program combines the study of and training in, the related fields of police and security. The program provides a liberal arts education aimed at developing well-rounded individuals who are adaptable, self-motivated and effective decision makers. The program focuses on candidates' potential leadership roles and responsibilities. Good communications and problem solving skills, as well as a positive attitude and values, makes you well suited for this program. Graduates will receive a Police and Security Diploma.

### **Aims of the Police and Security Program**

The program is designed to prepare you to enter any one of many areas of public, contract and private law enforcement or security fields. Challenging opportunities exist in law enforcement, security, national security, border enforcement, private investigations, emergency planning, and asset protection. Your studies include exposure to an array of investigative techniques and practices, including forensics, crime scene investigations, threat risk assessments and how to gain employment in the field of your choice.

### **Direction of the Police and Security Program**

Rapid change, new technology and increasing criminal sophistication demand a well-trained and informed law enforcement officer for a diverse and exacting profession.

The program focuses on preparing candidates for a rewarding career in law enforcement in Canada. Police services, law enforcement industry trainers and educators have identified the key components and competencies require in the law enforcement community. In addition to leadership skills, these include: Analytical thinking, self-confidence, communication skills, flexibility, diligence, patience, self-control, problem solving, ethics, physical skills, and abilities. You are encouraged to attain the necessary skills and fitness level to pass the testing requirements demanded by law enforcement organizations. Law enforcement organizations expect applicants to be involved in their community and students are encouraged to volunteer for various groups and agencies.

The challenging and rewarding two-year program gives you the skills that future leaders in the law enforcement community will need to succeed. You gain an understanding of the criminal justice systems through study and training in human relations, psychology, sociology, policing, security, criminology and law.

### **Career Opportunities**

The enforcement community encompasses a broad range of occupations in both government and private sectors. From government regulatory bodies to national security investigations, and specialized federal investigators to private security and consultants, the industry is extensive and growing.

There are a large number of career opportunities with police agencies and studies have indicated that many agencies are in the process of replacing a large percentage of their staff in the immediate future. As a result of terrorist threats, there have been a substantial number of new opportunities created in private and government security.

Federal Corrections anticipates a need for 3,000 additional staff over the next five years. Customs,

Immigration, and other specialized federal enforcement bodies continue to hire as demand warrants.

Our graduates have obtained employment with a wide range of private, municipal, provincial and federal agencies, including the R.C.M.P., Customs, Immigration, Military Police, Corrections, Solicitor General, Motor Transport, and private security providers.

Graduates of our program may apply to local, provincial, or federal police forces, other law enforcement agencies, and to federal agencies and corrections. However, you must apply to these agencies directly as Medicine Hat College does not supply graduates directly to any agency. It is imperative in this regard that you assess the hiring standards, especially the minimum physical qualifications such as eyesight, before expending extensive time concentrating on a law enforcement career.

- Police Officers
- Corrections Officers
- Private Investigators
- Security Consultants
- Emergency Measures Planners
- Risk Management Consultants
- VIP Security
- Customs Officer
- Immigration Officers
- Military Police Officers
- Loss Prevention Investigators
- Bylaw Enforcement Officers
- Motor Transport Officers

#### Admission Requirements:

High School Admission Diploma

#### Pre-Program Requirements:

- A Criminal Record Check
- A professional and Career Profile
- Complete Standard First Aid and CPR certificates
- Physical fitness test may be required
- A complete suitability interview and program orientation





Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire  
**Protected A**

NCO i/c, RCMP  
Box 30  
High Level, AB T0H 1Z0

Your File    Votre référence

Cst. C. WILLOUGHBY

MACKENZIE COUNTY  
(M.D. No. 23)

Our File    Notre référence

ATTN: Mr. Walter SARAPUK

2007-01-16

**High Level RCMP Summer Student Applicant - Nicole QUICK**

Mr. SARAPUK,

This letter is to acknowledge that the High Level RCMP Detachment is in the process of securing Nicole QUICK as a Summer Student in 2007.

The High Level Detachment feels that Ms. QUICK is a strong candidate for the Summer Student Program given she is a lifelong resident to the area. She has worked for the High Level RCMP in the capacity of a Matron, displaying maturity and a strong work ethic in her duties. She is currently a student enrolled in Medicine Hat's Police and Security Program, it goes without saying that this opportunity will assist her with successfully completing her diploma as well as achieving her long term goal of becoming a police officer.

If there are any questions or concerns regarding the High Level Summer Student position please feel free to contact myself at the High Level Detachment, (78)926-3013.

Cst. Cody WILLOUGHBY  
*[Signature]*  
High Level RCMP

Cpl. D. LARSEN  
*[Signature]*  
High Level RCMP



COLLEGE

299 COLLEGE DRIVE S.E. MEDICINE HAT, AB T1A 3Y6

January 16, 2007

To Whom It May Concern  
Municipal District Number 23

**Re: Nicole Quick**

Nicole is currently enrolled as a first year student in the Medicine Hat College Police & Security Program. One of the requirements required to complete the program is Field Placement LS 314. LS 314 requires students to have a work place or practicum with a related police and/or security agency. Students may also receive credit for the course by completing an acceptable practicum employment or placement prior to the conclusion of the second year.

In the past, a number of students, during the summer break between the first and second year have had opportunities to complete this requirement, by obtaining a placement or practicum. We have found that in most instances, the students who were able to do this did better in year two of the program, as they seem to have had a better focus or understanding of the requirements in the field.

Nicole is a good, enthusiastic, focused student who I believe would do well in such a situation.

We would strongly support her in obtaining this type of employment/practicum.

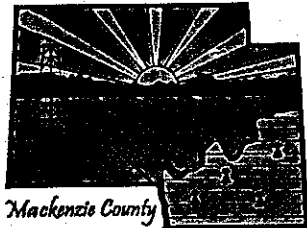
If you require additional information I can be contacted at:  
Home telephone: 403-527-0836 work : 403-529-3960  
e-mail:mdurbeniuk@mhc.ab.ca

fax: 403-504-3520

Yours truly,

Handwritten signature of Michael J. Durbeniuk in black ink.

Michael J. Durbeniuk  
Coordinator, Police & Security Program



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Mackenzie Regional Water Partnership Initiative</b>

**BACKGROUND / PROPOSAL:**

The Municipal Council decided to participate in the regional water study and have attended a couple of preliminary meetings.

**OPTIONS & BENEFITS:**

There is a provincial exploration grant available up to \$75,000 to undertake this study.

The Towns of High Level, Rainbow Lake, and the First Nation organization expressed their will to participate in the regional water study.

**COSTS & SOURCE OF FUNDING:**

Regional Partnership Initiative – Exploration Grant

**RECOMMENDED ACTION:**

**Motion 1:**

That MD of Mackenzie participate in, and submit a Regional Partnership Initiative Exploration grant application for, the Mackenzie Regional Water Partnership under the Alberta Municipal Affairs Partnership Initiative.

**Motion 2:**

That MD of Mackenzie agrees to be designated as the managing partner for the Mackenzie Regional Water Partnership for the purposes of receiving, administering, allocating, reporting, and accounting for the grant funds on behalf of the partners.

Author:     *JW*     Review Date:     Feb 7, 2007     *for* CAO     *JW*

**Motion 3:**

That MD of Mackenzie agrees to enter into a Conditional Grant Agreement governing the purpose and use of the exploration grant funds as the managing partner.



Engineering  
and Land Services

TRANSPORTATION MUNICIPAL/ENVIRONMENTAL STRUCTURAL LAND DEVELOPMENT LANDSCAPE ARCHITECTURE PLANNING/COMMUNICATIONS GIS/MAPPING

January 24, 2007

Our Reference: 12072

Municipal District of Mackenzie  
P.O. Box 640,  
Fort Vermillion, AB  
T0H 1N0

Attention: Mr. Bill Kostiw  
Committee Chair

Dear Mr. Kostiw:

**Reference: Mackenzie Regional Water System**

ISL Engineering and Land Services is pleased to submit a proposal for the Mackenzie Regional Water System. We have determined the scope of services thoroughly and have assembled a project team that can provide the required expertise in the technical aspects of regional water systems and the creation of governance structures to support regional water systems.

Over the past several years ISL has completed a number of successful projects in the environmental area for several municipalities in Alberta. A strong nucleus of environmental engineering staff has been established which includes recognized capabilities in project management, master plan development, detailed design, construction engineering and commissioning. Equally important is ISL's extensive experience and track record in managing multi-discipline project teams which frequently include specialist subconsultants and advisors. Our objective is to provide a well managed project that examines all aspects of the regional water supply system that is both acceptable and cost effective.

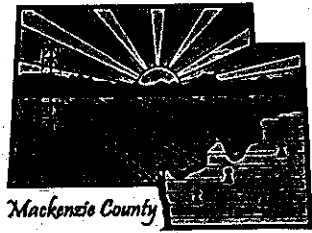
Corvus Business Advisors will provide proven expertise in developing regional governance structures. ISL and Corvus Business Advisors have teamed up on numerous projects in Alberta over the last several years and have worked well together.

This project will receive our highest priority, and we are confident that we can meet or surpass the expectations of the Committee.

Sincerely,

Deon H.J. Wilner, P.Eng., CCCA  
Manager, Water and Wastewater Treatment





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>2007 Capital and Operating Budgets</b>

**BACKGROUND / PROPOSAL:**

According to MGA, Sections 242 and 245, each council must adopt an operating and capital budget for each calendar year.

**OPTIONS & BENEFITS:**

Council reviewed the proposed 2007 operating and capital budget.

Administration requests that a date be set to complete the review and adopt the 2007 operating and capital budgets.

**COSTS & SOURCE OF FUNDING:**

NA

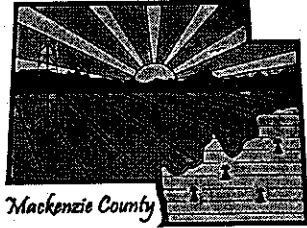
**RECOMMENDED ACTION:**

That the following date be set for further review and adoption of the 2007 operating and capital budgets: \_\_\_\_\_.

Author: *ML* Review Date: *Feb 7, 2007* *for* CAO *ML*







# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Mackenzie Housing Management Board</b>

**BACKGROUND / PROPOSAL:**

Helen Braun of the Mackenzie Housing Management Board has informed the MD administration that the Board wishes to meet with Council.

**OPTIONS & BENEFITS:**

The Board invites the Council for a lunch or supper meeting at the Heimstead Lodge.

Helen Braun has stated that anytime will work for them except for the week of February 20<sup>th</sup>.

**COSTS & SOURCE OF FUNDING:**

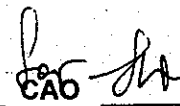
NA

**RECOMMENDED ACTION:**

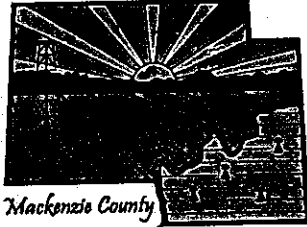
That the following date be set for a meeting with the Mackenzie Housing Management Board: \_\_\_\_\_, and all councilors be authorized to attend.

**Author:** J. Whittleton

**Review Date:** February 7, 2007

**CAO** 





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>The linear property assessment process session</b>

**BACKGROUND / PROPOSAL:**

The Municipality's municipal tax revenue contains a large portion of linear taxes.

**OPTIONS & BENEFITS:**

The Alberta Municipal Affairs and Housing is having a session about the linear property assessment process (see attachment).

**COSTS & SOURCE OF FUNDING:**

Travel and accommodation expenditures for participants will be funded through the 2007 operation budget.

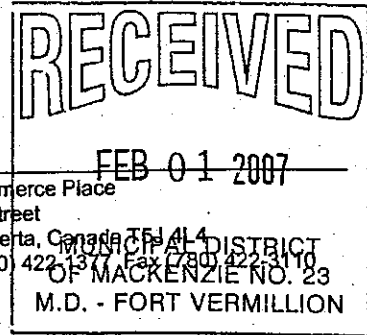
**RECOMMENDED ACTION:**

That the following councilor(s) be authorized to attend the linear property assessment process session in Grande Prairie:

1. Ed.
2. \_\_\_\_\_

Author: [Signature] Review Date: Feb 7, 2007 CAO [Signature]





15<sup>th</sup> floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta, Canada T5J 4L4  
Telephone (780) 422-1377 Fax (780) 422-3110

January 29, 2007

Attention: Stakeholders

**The Assessment Services Branch invites you to attend an information session about the linear property assessment process**

Dear Stakeholder:

We have heard from many stakeholders that they would like an opportunity to become better informed about the linear property assessment process. To provide this opportunity we would like to invite you and your staff to attend an information session. Please refer to the table below for the time and location that best fits your needs.

City	Session Identifier	Location/Address	Date	Time
Edmonton	A	Delta Edmonton Centre 10222 - 102 Street	February 8 <sup>th</sup>	9:00 a.m. to 12:00 p.m.
Edmonton	B	Delta Edmonton Centre 10222 - 102 Street	February 8 <sup>th</sup>	1:00 p.m. to 4:00 p.m.
Calgary	C	McDougall Centre 455 - 6 Street SW	February 13 <sup>th</sup>	9:00 a.m. to 12:00 p.m.
Calgary	D	McDougall Centre 455 - 6 Street SW	February 13 <sup>th</sup>	1:00 p.m. to 4:00 p.m.
Calgary	E	McDougall Centre 455 - 6 Street SW	February 14 <sup>th</sup>	9:00 a.m. to 12:00 p.m.
Calgary	F	McDougall Centre 455 - 6 Street SW	February 14 <sup>th</sup>	1:00 p.m. to 4:00 p.m.
Grande Prairie	G	Quality Hotel and Conf. Centre 11201 - 100 Avenue	February 21 <sup>st</sup>	9:00 a.m. to 12:00 p.m.
Grande Prairie	H	Quality Hotel and Conf. Centre 11201 - 100 Avenue	February 21 <sup>st</sup>	1:00 p.m. to 4:00 p.m.

The session format will be:

1. Overview of the linear property assessment process,
2. The assessment calculation process for wells and pipeline properties, and
3. The assessment calculation process of utility properties.

We encourage questions throughout the presentation.

During the session you will have an opportunity to meet the assessors, and to gain a better understanding of how current legislation and the linear property inventory were used to prepare your assessment.

Please register as soon as possible, as there are a limited number of seats per session. **Only pre-registered guests will be allowed into The McDougall Centre due to their security policy.**

To register please contact **Lisa Lewis** at:  
Phone: 780.422.8395 or toll free at 310-0000  
Or by email at [Lisa.Lewis@gov.ab.ca](mailto:Lisa.Lewis@gov.ab.ca)

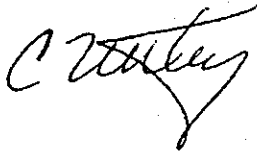
Please provide Lisa with the following information:

- the attendee's name,
- company or municipality name,
- contact information (phone number or email address), and
- the session identifier (see chart on first page).

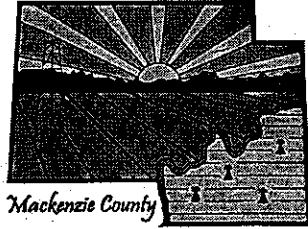
Registration will close at the end of business two days before the date of the session.

I look forward to seeing you at one of these sessions and introducing you to new members of our team.

Yours truly,



Chris Uttley, AMAA  
Director  
Linear Property Assessment Unit



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Northern Health Funding &amp; Community Involvement in Physician Recruitment and Retention</b>

**BACKGROUND / PROPOSAL:**

The Northern Alberta Development Council in partnership with the Alberta Rural Physician Action Plan and Alberta Municipal Affairs and Housing is offering a workshop for community members on Northern Health Funding and Community Involvement in Physician Recruitment and Retention. See attached for more details.

**OPTIONS & BENEFITS:**

To provide further understanding of the health region funding formula and to participate in discussions for physician recruitment and retention.

**COSTS & SOURCE OF FUNDING:**

Remuneration and travel costs.

**RECOMMENDED ACTION:**

For discussion.

Author: W. Kostiw

Review Date: February 7, 2007

*for*  
CAO *AK*





## Concerned about your community's healthcare?

The Northern Alberta Development Council in partnership with the Alberta Rural Physician Action Plan and Alberta Municipal Affairs and Housing is offering a workshop for community members on

# Northern Health Funding and Community Involvement in Physician Recruitment and Retention



March 6, 2007 Lac La Biche McArthur Room, McArthur Place, 10307-100 Street

March 27, 2007 Falher Club Alouette, 101 Main Street



### NORTHERN HEALTH FUNDING

**9:30 a.m.** Coffee and introductions

**10:00 a.m.** Northern community representatives are interested in understanding Alberta's complex health region funding formula. As well, they have voiced concern that the funding formula does not properly reflect northern realities.

#### Session Objectives:

- ◆ Provide an overview of the Alberta Health and Wellness funding formula with particular reference to northern adjustments; and
- ◆ Provide an opportunity to ask questions and give comments about the funding formula.

Dennis Stang, Director of Health Funding and Economics will provide an overview of the Alberta Health and Wellness funding formula and clarify rural and northern funding allocations. A summary of the funding formula will be sent to registrants prior to the workshop.



### COMMUNITY INVOLVEMENT IN PHYSICIAN RECRUITMENT AND RETENTION

**11:15 a.m.** Rural Alberta communities are striving to ensure that the medical and health needs of their residents are met. Physicians and other health professionals are being sought after by communities throughout Canada and world-wide.

#### Session Objectives:

- ◆ Provide a brief overview of rural physician recruitment and retention;
- ◆ Profile what recruitment and retention approaches are working in rural communities;
- ◆ Identify next steps for participants.

David Kay, Executive Director of RPAP, Rebekah Seidel, RPAP's Rural Physician Consultant North, and Dick Larsen, Community Development Officer with Alberta Municipal Affairs and Housing, will provide an interactive presentation highlighting available resources and methods for physician recruitment and retention.

**3:30 p.m.** Workshop end

I will attend:  Lac La Biche March 6  Falher March 27

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

mail: \_\_\_\_\_

### No registration fee

Refreshments and lunch will be provided.  
Space is limited - registration is required.

### Please register before:

March 1, 2007 for Lac La Biche  
March 22, 2007 for Falher

FAX this form to (780) 624-6184

or Call the NADC office in  
Peace River at (780) 624-6274

To call toll free, first dial 310-0000

239

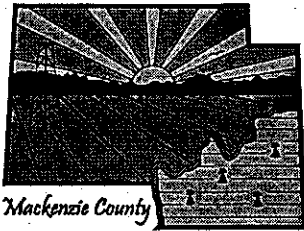
**Alberta**  
Municipal Affairs  
and Housing

  
**RPAP**  
The Alberta Rural  
Physician Action Plan



Northern  
Alberta  
Development  
Council





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Northern Alberta Development Council</b>

### BACKGROUND / PROPOSAL:

#### **Nominations for New Council Members**

The NADC is inviting nominations for new council members effective April 1, 2007. Deadline for applications is February 15, 2007. See attached letter for more details.

#### **Radio Reception by CBC**

The NADC is asking its communities to advise them of areas within their community that do not receive CBC coverage. See attached letter for more details.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

#### **Motion 1**

That Council encourage community members to apply for available positions on the Northern Alberta Development Council.

#### **Motion 2**

That administration respond to the Northern Alberta Development Council in regards to radio reception by CBC in areas of our municipality.

**Author:** W. Kostiw

**Review Date:** February 7, 2007

*W. Kostiw*  
CAO *W. Kostiw*



Northern Development Branch  
206, Provincial Building  
9621 - 96 Avenue  
Postal Bag 900-14  
Peace River, Alberta  
Canada T8S 1T4  
Telephone (780) 624 6274  
Fax (780) 624 6184

Lac La Biche Office  
PO Box 1650  
Lac La Biche, Alberta  
Canada T0A 2C0  
Telephone (780) 623 6982  
Fax (780) 623 6984  
nadc.council@gov.ab.ca  
www.gov.ab.ca/nadc/

January 26, 2007

Bill Kostiw  
Chief Administrative Officer  
Municipal District of Mackenzie No. 23  
Box 640  
Fort Vermillion, AB T0H 1N0

**RE: Nominations for New Council Members**

Dear Mr. Kostiw:

The Northern Alberta Development Council is inviting nominations for new council members to take effect April 1, 2007. We are looking for dynamic community and business leaders who have an understanding of rural, northern and regional development and display a true commitment to the north.

The NADC takes a leadership role in identifying key opportunities and challenges facing the region, provides advice to the government on northern issues and coordinates cross government northern development initiatives. Council members have a wide range of interests and backgrounds and represent the north as a whole. We are seeking candidates with experience or expertise in one or more of the following areas: oil sands, human services, tourism, forestry, agriculture, and post-secondary education.

Council membership involves participation in several NADC meetings each year and time working on committees and travel throughout the north. Members can expect a commitment of between one and three days per month. Members receive an honorarium and are reimbursed for expenses.

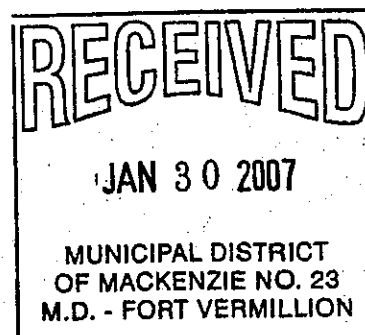
If you or a member of your council wish to be considered for a position on the NADC council and an opportunity to advance the north, please send your resume and a letter outlining your community involvement, interests and qualifications to our Peace River office. The deadline for applications is February 15, 2007.

For further information please contact Karilee McCrae at (780) 624-6274 (connect toll-free by first dialing 310-0000). I look forward to hearing from you.

Yours truly,



Dan Dibbelt  
Executive Director  
Northern Alberta Development Council



Northern Development Branch  
206, Provincial Building  
9621 - 96 Avenue  
Postal Bag 900-14  
Peace River, Alberta  
Canada T8S 1T4  
Telephone (780) 624 6274  
Fax (780) 624 6184

Lac La Biche Office  
PO Box 1650  
Lac La Biche, Alberta  
Canada T0A 2C0  
Telephone (780) 623 6982  
Fax (780) 623 6984  
nadc.council@gov.ab.ca  
www.gov.ab.ca/nadc/

January 25, 2007

Bill Kostiw  
Chief Administrative Officer  
Municipal District of Mackenzie No. 23  
Box 640  
Fort Vermillion, AB T0H 1N0

Dear Mr. Kostiw,

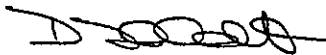
It was brought to the NADC's attention by one of our communities that there is concern over the lack of radio reception by CBC in areas of their municipal district. As we all know, driving through all parts of our north, this is not an isolated problem.

In the past NADC has addressed correspondence to the CBC on behalf of this MD in regard to radio coverage. We were not successful in getting a resolution to this problem. The actual government act that governs the CBC requires them to provide coverage as funds become available.

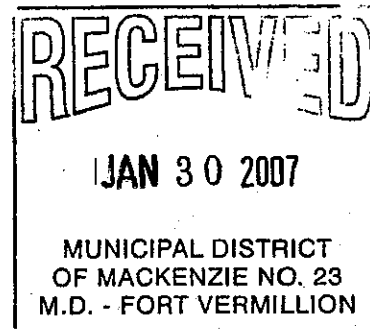
In order to increase the status of our concern, the NADC is asking its communities to please advise us of areas within their community that do not receive CBC coverage. We believe that if we can highlight the degree to which this is a problem in the north, we may be able to find a resolution to this problem.

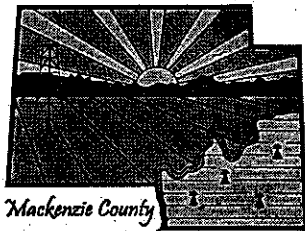
Could you please advise the NADC office at (780) 624-6274 of any areas within your municipality that may be aware of this issue. We appreciate your early attention to this matter and we will keep you posted on any updates we receive.

Yours truly,



Dan Dibbelt  
Executive Director  
Northern Alberta Development Council





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Board</b>

### BACKGROUND / PROPOSAL:

Discussion item.

### OPTIONS & BENEFITS:

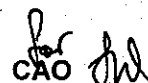
### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Review Date: February 7, 2007

CAO 





CORPORATE ACCESS NUMBER: 500094297

**Alberta**

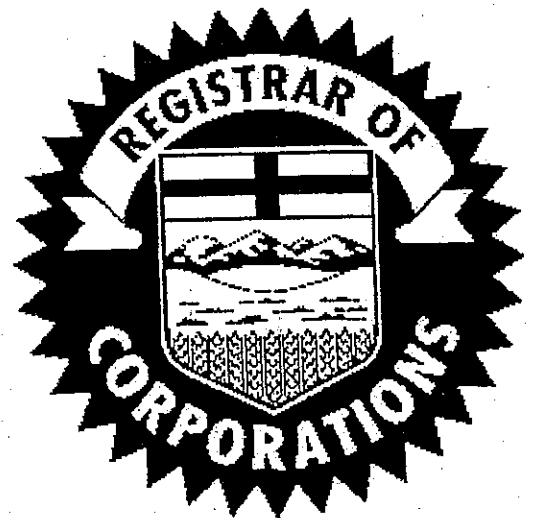
SOCIETIES ACT

**CERTIFICATE**

**OF**

**AMENDMENT**

**FORT VERMILION RECREATION BOARD  
CHANGED ITS OBJECTIVES. THE NEW OBJECTIVES WERE REGISTERED ON  
2005/04/01.**



# Society Bylaw Change - Proof of Filing

Amendment Date: 2005/04/01

The Bylaws are filed as of 2005/04/01

Service Request Number: 7209880  
Corporate Access Number: 500094297  
Legal Entity Name: FORT VERMILION RECREATION BOARD  
Legal Entity Status: Active  
Fiscal Year End: 12/31

## Annual Return

File Year	Date Filed
2004	2004/11/23
2003	2003/10/28
2002	2002/09/09

## Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Annual Return Form	10000899000013773	1999/07/02
Annual Return Form	10000400000142356	2000/07/21
Annual Return Form	10000301000297904	2001/08/22
Audited Financial Statement	10000601000297907	2001/08/22
Annual Return Form	10000802000406269	2002/09/09
Audited Financial Statement	10000602000406270	2002/09/09
Annual Return Form	10000403000351268	2003/10/28
Audited Financial Statement	10000203000351269	2003/10/28
Correspondence	10000604100053676	2004/10/08
Annual Return Form	10000004100201627	2004/11/23
Audited Financial Statement	10000404100201630	2004/11/23
Correspondence	10000805100728470	2005/04/01
Bylaws	10000405100728472	2005/04/01
Special Resolution	10000605100728471	2005/04/01
Special Resolution	10000205100728468	2005/04/01
Objects	10000005100728469	2005/04/01

Registration Authorized By: MAARTEN BRAAT  
PRESIDENT

**SPECIAL RESOLUTION**

I hereby certify that the following special resolution was passed at a meeting of the members of Fort Vermilion Recreation Board On April 22, 2004.

The objectives were changed as follows:

- \* the existing objectives are repealed.
- \* They are replaced by the attached objectives.

May 04 2004  
Date

[Signature]

Signature

PRESIDENT

Title

[Signature]

Signature

SECRETARY

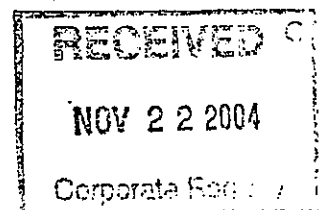
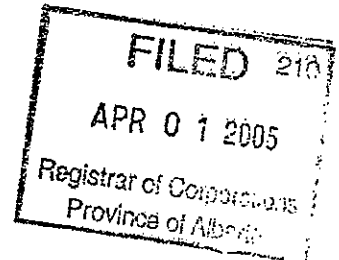
Title

[Signature]

Signature

TREASURER

Title



**SPECIAL RESOLUTION**

I hereby certify that the following special resolution was passed at a meeting of the members of Fort Vermilion Recreation Board On April 22, 2004.

The by-laws were changed as follows:

- \* the existing by-laws are repealed.
- \* They are replaced by the attached by-laws.

May 04, 2004  
Date

[Signature]  
Signature

PRESIDENT  
Title

[Signature]  
Signature

SECRETARY  
Title

[Signature]  
Signature

TREASURER  
Title

FILED 210  
APR 01 2005  
Registrar of Corporations  
Province of Alberta

RECEIVED  
NOV 22 2004  
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## FORT VERMILION RECREATION BOARD

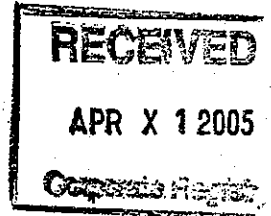
### I PURPOSE;

1. The purpose of the FORT VERMILION RECREATION BOARD shall be to encourage recreation in the area by:
  - (a) Developing and maintaining public recreation facilities.
  - (b) Supporting community based recreational and cultural programs, amateur games and sports.
  - (c) Soliciting or raising money for the work of the Board..
  - (d) Buying, selling, managing, leasing, mortgaging, disposing of or otherwise dealing with the property of the Board.
  - (e) Engaging in other such activities as may be deemed necessary which support the general purpose of the Board.



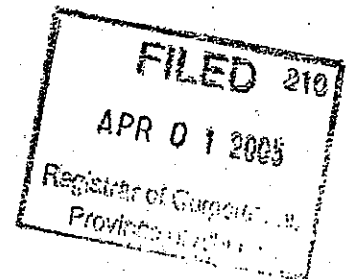
# FORT VERMILION RECREATION BOARD

## SCHEDULE B - BY-LAWS - 2004



### II. MEMBERSHIP

1. Any person residing within the boundaries of the recreation area served by the Board who is the full age of 18 years or older may become a member upon payment of a membership fee.
2. The membership fee shall be set by a majority vote of members present at the Annual General Meeting and shall be no less than \$5.00
3. Memberships shall be renewable annually on the day of the Annual General Meeting. No new memberships shall be taken while the meeting is convened. A quorum of five is required for an Annual General Meeting.
4. Any member who is in arrears of fees 6 months from the date of the Annual General Meeting shall be deemed to have withdrawn from membership of the Board.
5. Any member wishing to withdraw from membership may do so, in writing, through the secretary.
6. Any member upon a 2/3 vote of all members may be expelled from membership for any cause the board may deem reasonable.
7. Any member shall receive a copy of the by laws of the Board upon request, when payment of membership is made.
8. Any director or officer may be expelled from office upon a 2/3 vote of all directors for any cause the board may deem reasonable.



1. Special General meetings may be called at any time by the secretary, upon the instruction of the President of the Board or by a petition signed by 5 members in good standing stating the reason for their request.
2. Five members in good standing shall constitute a quorum at any Special General meeting.
3. Meetings of the Board of Directors shall be held no less than eight times per year.
4. A simple majority of the elected Board of Directors shall constitute a quorum at Board of Directors Meetings.
5. Notice of meeting for a Special General Meeting shall be given by the Secretary by public advertisements posted no less than five days prior to the meeting date.
6. Notice of Board of Directors meetings shall be given by the Secretary, either by telephone or written notice, received by each director of the Board no less than two days prior to the meeting date.
7. Notice of Annual General meeting shall be given by the Secretary by written notice mailed to the last known address of every member in good standing, no less than eight days prior to the date of the meeting, and also by public advertisements posted for at least two weeks prior to the meeting date.
8. The Annual General Meeting of the Board shall be held on or before the 28<sup>th</sup> Day of February each year
9. At the Annual General Meeting there shall be elected a President, Vice-President, Secretary, Treasurer and five additional Directors, as outlined in Section V.3
10. Five members in good standing shall constitute a quorum at a General meeting.
11. The Secretary shall be responsible for taking minutes at all meetings and shall have charge of all minutes and correspondence.

#### IV - VOTING

1. Any member who has not withdrawn from membership, been suspended or expelled; or moved beyond the boundaries of the Fort Vermilion Recreational area shall have a vote at any meeting of the Board. Such vote must be made in person and not by proxy or otherwise.
2. For the purpose of voting only in the election of the Board of Directors at the Annual General Meeting, all residents of the recreation area who are 18 years of age or older and present at the Annual General meeting shall have a vote. Such vote must be made in person and not by proxy or otherwise.



## V - BOARD OF DIRECTORS

1. The Board of Directors elected at the Annual General Meeting shall serve until their successors are elected
2. In order to maintain a representation balance for the district,, their shall be at least two directors who are not residents of the immediate hamlet of Fort Vermilion on the Board at all times
3. Terms of office shall be for two successive years with the offices of president, treasurer, and three director positions terminating on even number years and the offices of vice-president, secretary, and the two alternate director positions terminating on odd number years. This system of elections to commence in 1981
4. Any member of the board of Directors who fails to attend, without a reasonable excuse, three consecutive meetings of the Board shall be deemed to have resigned from the Board of Directors but not from the regular membership of the Recreation Board.
5. Any vacancies on the Board of Directors occurring before the Annual General Meeting shall be filled by election at the next Special General meeting , providing Written notice of the fact is sent to every member in good standing, and public notice is given through local newspaper advertising or posters at least 8 days prior to the date of the meeting.
6. The Board of Directors shall, subject to the by - laws and directions from the majority vote at a properly called Annual General Meeting, have full control and management of the business affairs of the Board.
7. Emergency meetings of the Board of Directors may be held without proper notice if a quorum of the Board of directors is present, and provided that any business transactions at such a meeting be ratified at the next properly called meeting of the board of Directors; otherwise, such transactions shall be null and void.
8. The Board of directors shall be responsible for:
  - (a) Hiring and supervising the necessary personnel to operate and maintain the recreation facilities and programs which are the responsibility of the Fort Vermilion Recreation Board and also for providing proper job descriptions for the same.
  - (b) Developing and updating annually a FIVE YEAR MASTER PLAN for the recreational, social & cultural activities and facilities of the area, in cooperation and consultation with all community organizations and groups which provide recreational, social and cultural opportunities for residents of the area.
  - (c) Setting up working committees as needed and formulating the terms of reference of these committees and appointing members from the general membership of the Board to work on such committees.
9. No member of the board may receive any remuneration for his / her services unless authorized by a majority vote of all members in good standing at an Annual General Meeting of the Board

## VI. DUTIES OF ELECTED DIRECTORS.

1. PRESIDENT : The President shall preside at all meetings of the Board and be ex- officio of all committees
2. VICE-PRESIDENT : The vice - president shall preside at all meetings when the president is absent. In the absence of the vice president, a chairperson may be elected from among the members.
3. SECRETARY: The secretary shall attend all meetings of the Board and keep accurate minutes of the same.. shall have charge of all the correspondence of the board; shall keep a record of all members of the Board and their addresses and telephone numbers; shall be responsible for giving notice of meetings; and shall be under the direction of the President and the Board of Directors. In the absence of the secretary, minutes shall be kept by a member appointed by the President.
4. TREASURER; The treasurer shall collect and receipt the annual dues or assessments levied by the board and provide a record of all new members to the secretary; shall receive all monies paid to the Board and deposit same in the bank selected by the Board of directors; shall be co signer of cheques issued by the Board. Shall be responsible for the proper account of receipts and disbursements in a current financial report presented for inclusion in the minutes at every Board meeting. Shall present a properly audited financial statement for the Annual General Meeting which will become part of the permanent records of the board..
5. PUBLIC RELATIONS DIRECTOR;  
The Public Relations Director shall prepare written information for the news media describing the projects and work of the Board at the direction of the President. The Public Relations Director shall be chosen by the Board of Directors from the 5 elected Directors at the first meeting of the Board of Directors following the Annual meeting.

## VII. AUDITING PROCEDURES

1. The books, accounts and records of the Treasurer shall be audited by a duly qualified person appointed by the Board for that purpose. A complete and proper statement of the financial standing for the previous year shall be submitted by that auditor at the Annual meeting of the Board and a financial statement in the form of a balance sheet signed by the Board's auditor shall be filed with the Registrar of Companies in Edmonton within one month of the annual meeting, together with a list of the newly elected board members. The financial statements shall contain all general particulars of the assets, liabilities, revenue and expenditures of the board and shall be authenticated by at least one authorized signing officer of the board.
2. The fiscal year of the board shall be the calendar year.
3. The books, accounts, minutes and records of the board may be inspected by any member of the board at the Annual meeting, or at any other time upon giving reasonable notice, in writing, to the secretary and/or the treasurer.
4. Members of the Board of Directors shall, at all times, have access to the books, accounts, minutes and records of the board.

## VIII BORROWING POWER

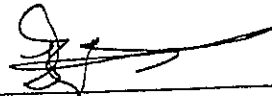
1. For the purpose of carrying out its objectives, the Board of Directors may borrow or raise or secure payment of money in such manner as it thinks fit, and in particular by the issue of debentures.
2. The borrowing power of the Board shall be exercised only under the authority of the by-laws of the board and in no case shall debentures be issued without the sanction of a special resolution being passed by a vote of not less than a seventy-five percent majority of all members in good standing, present at a Special meeting for which thirty days of notice of meeting has been given; said notice having set forth details of the proposed debenture. In the event that such a special resolution has been passed, duplicated copies of the said resolution shall be forwarded to the Registrar of Companies within fourteen days of the meeting.
3. A debenture shall be signed by the President and two other board members.

IX CHANGING BY-LAWS

1. The Objectives and/or the By-laws may be rescinded, altered or added to by a special resolution passed by a majority of not less than seventy-five per-cent of members in good standing, present at a Special General meeting for which proper notice of motion with exact details of the proposed changes has been mailed to every member at their last known address at least thirty (30) days prior to the date of the meeting. In the event that the By- Laws and/or Objects of the board have been changed by a special resolution, the changes become effective when the second of two copies of the resolution, which has been sent to the Registrar of Companies. has been returned to the board certified by the Registrar.

2. Every by-law shall be signed by the president and two other members of the board.

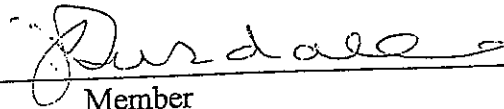
FORT VERMILION RECREATION BOARD



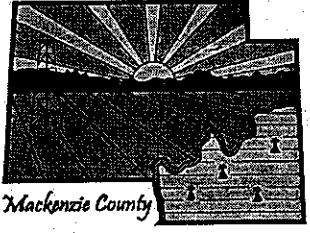
\_\_\_\_\_  
President



\_\_\_\_\_  
Member



\_\_\_\_\_  
Member



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Council Workshop</b>

**BACKGROUND / PROPOSAL:**

As workshops are beneficial to help establish Council's priorities and set policy, administration recommends that a workshop be held in late March/early April.

**OPTIONS & BENEFITS:**

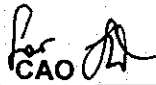
Helps to establish our game plan and provides direction to administration.

**COSTS & SOURCE OF FUNDING:**

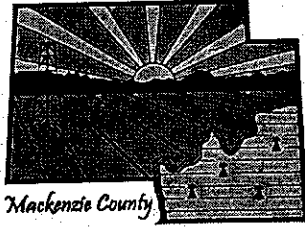
Operating funds.

**RECOMMENDED ACTION:**

To proceed with a workshop at a time and place of Council's choosing and to consider a facilitator.

Author: W. Kostiw Review Date: February 7, 2007  CAO





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	February 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Cell Phones

**BACKGROUND / PROPOSAL:**

Discussion item.

**OPTIONS & BENEFITS:**

N/A

*Leave the room to talk.*

**COSTS & SOURCE OF FUNDING:**

N/A

*- silent or vibrate.*

**RECOMMENDED ACTION:**

For discussion.

Author: C. Gabriel

Review Date: February 7, 2007

*for*  
CAO *JA*







**Motion 2**

That the following Councillors be authorized to attend the Jubilee RiskPro Training Program workshop on March 19, 2007 in Edmonton.

\_\_\_\_\_  
\_\_\_\_\_



# aamdc spring 2007 convention

march 19 - 21, 2007 | delta edmonton south | coast terrace inn

## walk the plank ...

at the pirate-themed trade show! featuring over 70 suppliers ranging from glass to grader blades, this year's trade show will have something to float everyone's boat.

## meet ...

federal and provincial ministers. as one of most influential associations in alberta, the aamdc draws politicians from across the board. past attendees include Ralph Klein, Ed Stelmach, Chuck Strahl and Monte Soleberg.

## learn ...

at the workshops and plenary sessions. this year's workshops include hot topics such as the rural development fund, alberta's first responders radio communications systems and best practices in regional collaboration.

## network ...

with policy makers. mingle with provincial and municipal administrators, staff and politicians. with over 550 delegates in attendance, the opportunity has never been better to make valuable contacts.

## hear ...

key note speaker Rex Murphy. host of cross county canada, canada's only national open-line radio program. sharp, provocative and poignant, you might not agree with what rex says, but he will make you think.

## have your say ...

at the ministerial forum. the forum is a unique chance to have provincial cabinet ministers answer your questions and personally explain provincial policy.

## influence change ...

at the resolutions session. aamdc members set the associations' direction through resolutions passed at the two conventions. this session is your chance to make a difference and have your say in alberta's future.

\$195 aamdc members & government  
\$250 non-members

deadline to register is february 15  
to register or for more information visit [www.aamdc.com](http://www.aamdc.com)







Partners in Advocacy & Business

# MEMBER BULLETIN

January 25, 2007

## Spring 2007 Pre-Convention Workshops

On March 19, 2007, the first day of the AAMDC Spring Convention, there will be two workshops running concurrently of one another.

### Jubilee RiskPro Training Program

Location: Coast Terrace Inn (4440 Gateway Blvd.)

Time: 8:00 am – 3:00 pm

The first workshop is presented by Jubilee Insurance Agencies, and is Module One of the Jubilee RiskPro Training Program entitled *Essentials of Municipal / Non Profit Risk Control*. Attending this workshop and successfully implementing the material within your jurisdiction, will result in an insurance premium reduction for your municipality. Details as to further requirements for receiving the premium credit will be discussed at the workshop. To qualify for the reduction, at least two council members, the CAO and/or one other senior administrator must attend the workshop. Invitations to participate were emailed and faxed to municipalities on January 22, 2006.

For more information contact Pam Graham or David Clarke at (780) 955.3639.

### Capacity Building Consultation Workshop

Location: Holiday Inn – The Palace (4235 Gateway Blvd.)

Time: 8:30 am – 5:00 pm

Canadian Federation of Municipalities (FCM) will also be offering a workshop on Monday, March 19. The FCM Centre for Sustainable Community Development's Capacity Building program is designed to engage municipal governments in sharing knowledge, experience and best practices in six campaign areas – brownfields, energy, planning, transportation, waste and water. The key objective of the Capacity Building program is to encourage and support adoption of innovative technologies and approaches to sustainable municipal development.

FCM invites municipal staff and elected officials to attend a one-day workshop to share both their needs and experience in sustainable municipal development. The input received at the workshop will be used to guide the development of the FCM Capacity Building program, helping to build a program that is responsive to the needs of municipal governments across Canada.

Subsidies are available to assist municipal governments in sending representatives to participate in the workshop.

For more information contact Amy Seabrooke, Program Officer (FCM) at (613) 241-5221 ext. 332.

Enquiries may be directed to:

Lucas Warren  
Communications and Resolutions Coordinator  
(780) 955.4075

Andre Tremblay  
Director of Advocacy, Policy and Communications  
(780) 955.4079

## Monday

MARCH 19, 2007

8:00 am – 3:00 pm	<b>Pre-Convention Workshop: Jubilee RiskPro Training Program</b> <i>Jubilee Ballroom, Level P2, Coast</i>
9:00 am – 7:00 pm	<b>AAMDC Registration/Information Desk</b> <i>Foyer To Grande Ballroom, Main Level, Delta</i>
12:00 pm – 7:00 pm	<b>Trade Show</b> <i>Grande Ballroom, Main Level, Delta</i>
12:00 pm – 1:30 pm	<b>Trade Show Buffet Luncheon</b> <i>Grande Ballroom, Main Level, Delta</i>
3:00 pm	<b>Reeves/Mayors Meeting</b> <i>Imperial Ballroom, Level P1, Coast</i>
4:00 pm – 6:30 pm	<b>Appetizer Reception</b> <i>Grande Ballroom, Main Level, Delta</i>
6:40 pm – 7:00 pm	<b>Trade Show Closing Ceremonies &amp; Door Prize Draws</b> <i>Grande Ballroom, Main Level, Delta</i>

## Tuesday

MARCH 20, 2007

6:30 am – 8:00 am	<b>Buffet Breakfast</b> <i>Atrium Café, Main Level, Coast</i>
7:00 am – 3:30 pm	<b>AAMDC Registration/Information Desk</b> <i>Foyer To Grande Ballroom, Delta</i>
8:00 am	<b>Convention Opening</b> <i>Grande Ballroom, Main Level, Delta</i> <ul style="list-style-type: none"> <li>▪ Canada – Paul Lorieau</li> <li>▪ Invocation – Chaplain Kurt Schmidlin</li> <li>▪ Greetings from the Minister of Municipal Affairs</li> <li>▪ Greetings from City of Edmonton</li> <li>▪ President's Report</li> <li>▪ Membership Fees for 2007-2008 Fiscal Year</li> <li>▪ Resolutions Committee</li> </ul>
8:30 am	<b>Address by the Honourable George Groeneveld</b> Minister of Agriculture and Food
8:50 am	<b>Address by the Honourable Luke Ouellette</b> Minister of Infrastructure and Transportation
9:10 am	<b>Surface Rights Act Review Task Force Final Report</b>
9:40 am	<b>Address by Federal Minister TBD</b>
10:15 am	<b>Coffee Break</b>

## Tuesday cont'd...

MARCH 20, 2007

- |                   |  |
|-------------------|--|
| 10:30 am          | <b>Workshops</b><br><i>Coast Terrace Inn</i> <ul style="list-style-type: none"> <li>▪ Rural Alberta's Development Fund</li> <li>▪ Best Practices in Regional Collaboration</li> <li>▪ Alberta First Responders Radio Communication System</li> </ul> |
| 12:00 pm          | <b>Buffet Luncheon</b><br><i>Jubilee Ballroom, Level P2, Coast</i>   |
| 1:00 pm           | <b>Keynote Speaker – Rex Murphy</b><br><i>Grande Ballroom, Main Level, Delta</i>   |
| 2:15 pm           | <b>Elected Officials Training</b>  |
| 2:30 pm           | <b>Labour Force Strategy Presentation</b>  |
| 2:45 pm           | <b>Address by the Honourable Ted Morton</b><br>Minister of Sustainable Resource Development  |
| 3:00 pm           | <b>Coffee Break</b>  |
| 3:15 pm           | <b>Workshops</b><br><i>Coast Terrace Inn</i> <ul style="list-style-type: none"> <li>▪ Rural Alberta's Development Fund</li> <li>▪ Best Practices in Regional Collaboration</li> <li>▪ Alberta First Responders Radio Communication System</li> </ul> |
| 4:30 pm – 6:00 pm | <b>Municipal Affairs Open House</b><br><i>Palm Room, Main Level, Coast</i>   |
| 6:00 pm – 9:00 pm | <b>Rural CEA's Social</b><br><i>Grande Ballroom, Main Level, Delta</i>   |

## Wednesday

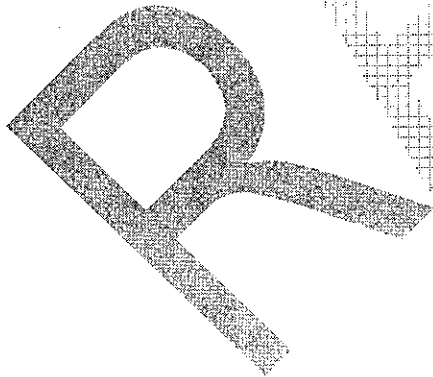
MARCH 21, 2007

- |                    |  |
|--------------------|--|
| 6:30 am – 8:00 am  | <b>Buffet Breakfast</b><br><i>Atrium Café, Main Level, Coast</i>                     |
| 7:30 am – 12:00 pm | <b>AAMDC Registration/Information Desk</b><br><i>Foyer To Grande Ballroom, Delta</i> |
| 8:00 am            | <b>Resolution Session</b><br><i>Grande Ballroom, Main Level, Delta</i>               |
| 9:30 am            | <b>Address by the Honourable Ray Danyluk</b><br>Minister of Municipal Affairs        |
| 9:50 am            | <b>Address by the Honourable Rob Renner</b><br>Minister of Environment               |
| 10:10 am           | <b>Coffee Break</b>  |

**Wednesday cont'd...**

*MARCH 21 2007*

- |          |  |
|----------|--|
| 10:25 am | <b>Ministerial Forum</b><br>Moderators: President Don Johnson and Minister Ray Danyluk   |
| 11:45 am | <b>Address by the Honourable Ed Stelmach, Premier</b>  |
| 12:05 pm | <b>Unfinished Business</b> <ul style="list-style-type: none"><li>▪ Resolutions</li><li>▪ Door Prize Draws</li><li>▪ God Save the Queen – Derril Butler</li></ul> |
| 12:30 pm | <b>Buffet Luncheon</b><br><i>Jubilee Ballroom, Level P2, Coast</i>   |





January 31, 2007

Our File: 1515-AAMDC

Mr. William (Bill) Kostiw, CAO  
Mackenzie County No. 23  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Mr. Kostiw:

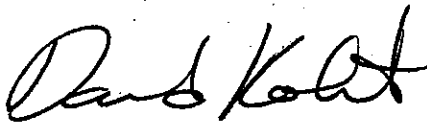
**Re: Upcoming AAMD&C Spring Convention – March 19 to 21, 2007**

I am pleased to advise that staff from Alberta Infrastructure and Transportation will be attending the upcoming Alberta Association of Municipalities and Counties Spring Convention in Edmonton to meet with municipal representatives interested in discussing their roadway and water/wastewater needs. Our specific meeting times have not been set yet, but we anticipate they will be March 20 and/or 21, depending on the Minister's schedule.

Staff from the Peace River Region will be available to discuss transportation issues and grant assistance programs that may be of interest to you and your council. Should you wish to arrange a meeting time, please call Rena Brown at (780) 624-6522, toll free by first dialing 310-0000, by March 1 with your agenda or a list of program/project related issues you wish to discuss. Meeting dates and times will be confirmed then.

We look forward to having the opportunity to meet with you.

Sincerely,



David Kohut, P.Eng.  
Acting Regional Director

/bc

cc: Mr. Bill Neufeld, Reeve, Mackenzie County No. 23



**Carol Gabriel**

---

**From:** David Clarke [david@aamdc.com]  
**Sent:** Monday, January 22, 2007 9:53 AM  
**To:** undisclosed-recipients:  
**Subject:** Urgent AAMDC/Jubilee Communication - Attention: Mayor/Reeve, Council and CAO  
**Importance:** High  
**Attachments:** RiskPro Invite Letter.doc; RiskPro Invite Letter.pdf

Good morning,

Please see the attached communication respecting the Jubilee RiskPro Training Program – Module One – Essentials of Municipal/Non-Profit Risk Control. Module One will be presented on Monday March 19, 2007 commencing at 8:00 AM in the Jubilee Ballroom Level P2 at the Coast Terrace Inn – Edmonton South. This is the Monday just preceding the Spring 2007 AAMDC Convention.

All details are contained within the attachment. The importance of your attendance at this event relates to the premium credit that will be applied to all of your organization's insurance renewals for the year following attendance and implementation of the materials presented in the workshop. This invitation is extended to elected officials and senior administrators, as a detailed information session. This will allow for senior level support and understanding going forward as administrations within your organizations implement the materials presented.

Not only can your organization obtain a two (2) percent premium credit on all insurance renewals for the year following your attendance and subsequent administrative implementation of the materials presented, the long term affect of this training will serve to significantly control/reduce your cost of risk going forward.

Jubilee appreciates the opportunity to be of service in this area, and we look forward to seeing as many of you at this workshop as possible.

Sincerely,

J. David Clarke  
Manager of Insurance & Risk Services  
AAMDC/Jubilee Insurance Agencies Ltd.





Partners in Advocacy & Business

January 23, 2007

**Attention: Mayor/Reeve, Council, and Chief Administrative Officer**

**Re: Jubilee RiskPro Training Program – Urgent Communiqué**

Dear Valued Member,

Jubilee Insurance Agencies is extremely pleased to extend this formal invitation to attend Module One of the Jubilee RiskPro Training Program entitled – **Essentials of Municipal/Non Profit Risk Control**. This workshop is scheduled for Monday, March 19, 2007 commencing at 8:00 AM (Monday immediately preceding the AAMD&C Spring 2007 Convention) We will be presenting this workshop at the Coast Terrace Inn, site of the AAMD&C Spring Convention for your convenience with accommodation and accessibility to not only this important workshop, but also for the convention activities that will follow.

The importance of your attendance at this workshop **relates to the insurance premium reduction your municipalities will receive as a result of your attendance and successful implementation of the workshop material within your jurisdiction. This premium credit, as approved by The Jubilee Board of Directors is two (2) percent of your total insurance premium on all insurance renewals for the year following, commencing at the July 1, 2007 property renewal. Details as to further requirements for receiving the premium credit will be discussed at the workshop.**

Jubilee fully acknowledges the value of your time as elected officials and senior administrators, and would stress that an investment of your time towards this targeted, practical and implementable program will be time well spent. Module One will lay the ground work for the remaining four modules, and is designed to provide you with the knowledge you will require in your roles that will support your administrations going forward. **It should also be noted that there is no registration fee for attending this workshop.**

It is the intent of Jubilee to offer a premium credit following the delivery of each module. However, it is imperative that your organization attend Module One as a pre-requisite to all the other modules.

This invitation is to all Council Members and the CAO, and we would encourage participation by all of you. Minimum attendance that would be required however, is at least two Council Members, the CAO and/or one other senior administrator.

Jubilee is offering this strategic and targeted program as a result of the expressed needs of our members, respecting solutions towards a reduction in their long term cost of risk. We look forward to seeing as many of you at this workshop as we can, and to delivering practical solutions that once again meet the ever evolving insurance and risk management needs of you, our valued member.

Sincerely,

J. David Clarke  
Manager of Insurance & Risk Services  
AAMDC/Jubilee Insurance Agencies Ltd.

**JUBILEE RISKPRO TRAINING PROGRAM – MODULE ONE  
ESSENTIALS OF MUNICIPAL/NON PROFIT RISK CONTROL  
REGISTRATION FORM**

Location: Coast Terrace Inn Edmonton South  
4440 Gateway Blvd.  
Edmonton, Alberta, T6H 5C2  
Monday March 19, 2007  
8:00 AM – 3:00 PM  
Jubilee Ballroom – Level P2

Continental Breakfast, Hot Lunch, Coffee, Tea, Juice and Soft Drinks will be provided.

Participants – Please print name and position/title

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_

**Attendees will be required to both sign in and out of the workshop as a requirement towards insurance premium credits. Your cooperation and understanding in this regard is appreciated.**

**Please return completed registration form to Jubilee Insurance Agencies via fax to 780-955-3615 attention Pam Graham – Risk Management Advisor by no later than February 16, 2007.**

**PLEASE NOTE:**

**FOR THOSE THAT ARE PLANNING ON ATTENDING THIS IMPORTANT JUBILEE WORKSHOP, ENSURE THAT WHEN BOOKING ACCOMMODATIONS FOR THE 2007 AAMD&C SPRING CONVENTION, YOU INCLUDE THE NIGHT OF SUNDAY MARCH 18, 2007 AS WELL IF REQUIRED, AS THE JUBILEE WORKSHOP COMMENCES AT 8:00 AM ON MONDAY MARCH 19.**

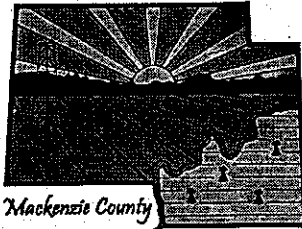
**IF YOU REQUIRE FURTHER INFORMATION, PLEASE CONTACT EITHER PAM GRAHAM AT 780-955-4091 OR DAVID CLARKE AT 780-955-4089**

**THANK YOU!**

**Jubilee Insurance Agencies Ltd.  
Partnering with Alberta's Local Government & Non Profit Sectors**







# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 13, 2007</b>
<b>Presented By:</b>	<b>Carol Gabriel, Executive Assistant</b>
<b>Title:</b>	<b>Proof of Elector Eligibility</b>

### BACKGROUND / PROPOSAL:

The Local Authorities Election Act was amended in 2006 to allow municipalities to pass a bylaw requiring the voter to produce identification prior to being allowed to vote. A bylaw must be passed no later than six (6) months prior to nomination day, which is September 17, 2007. The bylaw must indicate the number and types of identification required by the person wanting to vote. A sample bylaw is attached.

First reading of such a bylaw would need to be done at this meeting in order to meet the requirements in accordance with Section 53 of the LAE Act.

### OPTIONS & BENEFITS:

While requiring identification can assist in ensuring elector eligibility, keep in mind that persons will not be allowed to vote if they have forgotten to bring their identification and may decide not to return to vote. This may also contribute to an even lower voter turnout.

Identification would only serve the purpose of verifying the identity and age of the person seeking to vote and does not prove eligibility between the wards.

Currently, voters must sign a Voting Register (attached) stating they are eligible to vote.

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That the proof of elector eligibility be received for information.

Author: C. Gabriel

Review Date: February 7, 2007

*For*  
CAO *Sh*



## Member Notices

IMPORTANT NOTICE  
January 17, 2007

*Attention: AMSC Members – Please distribute to all appropriate personnel*

### Proof of Elector Eligibility

By Kelsey Becker Brookes, Reynolds Mirth Richards & Farmer LLP  
AMSC's Casual Legal Program Service Provider

In 2006, the Local Authorities Election Act was amended to allow municipalities to pass a bylaw requiring the production of identification prior to being permitted to vote. For most municipalities, the upcoming 2007 General Election will be the first opportunity for these provisions to be put into practice.

Historically, every person attending at a voting station for the purpose of voting must be permitted to vote if the person's name appears on the list of electors (if one exists) or the person makes a statement in the presence of an officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector.

Under the new provisions, every person attending at a voting station for the purpose of voting may also be required to produce identification prior to being permitted to vote. Types of identification which might be required include a driver's licence, birth certificate or passport.

In order to require the production of identification, a municipality must pass a bylaw providing for the number and types of identification that are required to be produced by a person wanting to vote to verify the person's age and identity for the purpose of determining whether the person is eligible to vote. The bylaw must be passed no later than 6 months prior to nomination day. For the 2007 General Election, nomination day is Monday, September 17, 2007 Election Day is Monday, October 15, 2007.

If a municipality intends to pass a bylaw requiring identification, notice of the bylaw to be passed must be advertised before second reading of the proposed bylaw. Notice must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates or be mailed or delivered to every residence in the area to which the proposed bylaw relates.

While requiring elector identification can assist municipalities in ensuring elector eligibility and, hopefully, resolve many elector eligibility disputes at an early stage, the importance of notifying potential electors of the new requirements cannot be overlooked. Electors who are turned away because they forgot to bring their identification are unlikely to return, thereby contributing to the problem of low voter turnout for municipal elections.

Thank you,

John McGowan  
CEO

To access AMSC's Casual Legal Helpline, subscribing members can call toll-free to 1-888-668-9198 or email [casuallegal@auma.ca](mailto:casuallegal@auma.ca) and reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service or to subscribe, please contact Amylee Milke, Senior Project Coordinator, at (780) 409-7450, or toll-free at 310-AUMA (2862) or via email at [amilke@auma.ca](mailto:amilke@auma.ca). Any Regular or Associate member of the AUMA can subscribe to the Casual Legal Service.

## Proof of elector eligibility

**53(1)** Every person who attends at a voting station for the purpose of voting must be permitted to vote

(a) if the person's name appears on the list of electors, if any, or

(b) if the person makes a statement in the presence of an officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector.

**(2)** Despite subsection (1), if a bylaw has been passed by the elected authority under subsection (3), a person who attends at a voting station for the purpose of voting must be permitted to vote if the requirements of subsection (1) are met and the person produces for inspection the number and types of identification required by the bylaw.

**(3)** An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person to verify the person's identity and age for the purpose of determining whether the person is eligible to vote.

**(4)** An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person who wishes to vote by a special ballot to verify the person's identity and age for the purpose of determining whether the person is eligible to vote.

**(5)** When an elected authority intends to pass a bylaw under subsection (3) or (4) it must

(a) advertise the proposed bylaw in accordance with section 53.1, and

(b) include in the notice of election day under section 35 the proposed number and types of identification to be required.

**(6)** A person who attends a voting station for the purpose of voting may not vote

(a) if the requirements of subsection (1) are not met, and

(b) if the elected authority has passed a bylaw under subsection (3) and the requirements of subsection (2) are not met.

RSA 2000 cL-21 s53;2006 c22 s27

BYLAW NUMBER 58M2006

BEING A BYLAW OF THE CITY OF CALGARY  
RESPECTING IDENTIFICATION REQUIRED  
FOR LOCAL AUTHORITY ELECTIONS

\*\*\*\*\*

WHEREAS s. 53 of the *Local Authorities Election Act* enables an elected authority to specify the production of identification as an eligibility requirement to vote in a local authority election;

AND WHEREAS Council did, on 2006 November 13, approve a recommendation in relation to Report C2006-53, as reconsidered and amended on 2006 November 28.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

1. This Bylaw shall be called "The Voter Identification Bylaw".
2. In addition to meeting the requirements of s. 53(1) of the *Local Authorities Election Act*, a person who attends at a voting station to vote in an election held pursuant to that Act for which The City of Calgary is responsible to conduct the election either as the elected authority or pursuant to an agreement with another elected authority must, to be eligible to vote, produce for inspection by a Deputy Returning Officer of the voting station one type of identification, verifying the identity and age of the person seeking to vote, from the following list of documents:
  - (a) Canadian Driver's or Operator's Licence;
  - (b) Canadian Passport;
  - (c) Canadian Military Identification;
  - (d) Birth Certificate;
  - (e) Baptismal Certificate;
  - (f) Alberta Personal Health Card;
  - (g) Alberta Identification Card;
  - (h) Certificate of Canadian Citizenship;
  - (i) Veteran Affairs Canada;
  - (j) Old Age Security (OAS) Card;
  - (k) Firearms Licence Possession – Acquisition; and
  - (l) Firearms – Possession Only Licence.
3. In the event that a Deputy Returning Officer is not satisfied the identification verifies the identity and age of the person seeking to vote, the matter will be referred to the Presiding Deputy Returning Officer of the voting station for a final decision.

BYLAW NUMBER 58M2006

4. A person who does not meet the requirements of s. 53(1) of the *Local Authorities Election Act* and s. 2 of this Bylaw is not eligible to vote.

5. This Bylaw comes into force on the day it is passed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006.

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

\_\_\_\_\_  
MAYOR

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

\_\_\_\_\_  
CITY CLERK

UNCERTIFIED COPY

# Voting Register

Local Authorities Election Act  
(Sections 47, 53, 54(2), 59, 78  
School Act (Section 44(4))

Local Jurisdiction: \_\_\_\_\_, Province of Alberta

Election Date: \_\_\_\_\_

Voting Subdivision or Ward (if applicable): \_\_\_\_\_ Voting Station: \_\_\_\_\_

## Statement of Elector Eligibility

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day;
- My place of residence is in the Voting Subdivision or Ward on Election Day; and
- I am eligible to vote for:

Where applicable: (Check [✓] One)  A Public School Trustee  
 A Separate School Trustee

\_\_\_\_\_  
(Signature of Elector)

**It Is An Offence To Sign A False Statement**

## Deputy Returning Officer

Voter Number: \_\_\_\_\_

Ballots Issued to Elector (Check [✓])

- Chief Elected Official       Public School Trustee  
 Councillors       Separate School Trustee  
 Bylaw or Question

<b>Objection to Person Voting</b>	Name of Candidate /Agent /R.O Making Objection:	Deputy's Initials:
	Reason for Objection:	
<b>Incapacitated Elector</b>	Ballot of Incapacitated Elector Was Marked By Another Person: (Check [✓]) <input type="checkbox"/>	
	Reason:	
<b>Other</b>		

**Note:** The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection and Privacy Act*.

If you have any questions about the collection, contact: \_\_\_\_\_  
(Title and Business Phone Number of the Responsible Official)









# February 2007

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Finance Committee 9:00 am (FV) Reeve, Sarapuk, Braun, Watson, CAO, Directors Zama Rec Board Wardley LC Rec Board AGM 7 pm—Braun	2 CR Subdivision Open House (HL Rural Hall) 7—9 pm	3
				Emerging Trends in Municipal Law (Edmonton) Froese		
4	5	6	7 Managers Meeting 10:00 am (FV) CAO & Directors	8 Caribou Mountains Advisory Committee 6:00 pm (FV) Newman, Neudorf (alt)	9 AAMD&C Zone Meeting 10 am (Elks Hall, Grimshaw)	10
		Connecting the NWT Symposium (Yellowknife) Newman, Froese, CAO				
11	12 MPC Meeting 10 am (LC) Braun, Froese, Paul  Finance Committee 1:00 pm (FV) Reeve, Sarapuk, Braun, Watson, CAO, Directors	13 Council Meeting 10 am (Fort Vermilion)	14 REDI Management Meeting Sarapuk, Braun  REDI Airport Meeting 7:00 pm (HL) Reeve, Wardley	15 La Crete Rec. Board 6 pm—Braun  HPRR 7 pm Driedger, Watson	16 Northern AB Mayors & Reeves (Edmonton) Reeve	17
				Emerging Trends in Municipal Law (Calgary) Braun		
18	19 Family Day	20	21 Managers Meeting 8:30 am (FV) CAO, Directors  Ag Land Task Force Tech. Committee 10:00 am (LC) Reeve, Sarapuk, Neudorf, Froese, Paul	22 Town of High Level 12 noon (HL) Council, CAO	23	24
25	26 Mackenzie Housing 12:00 pm Driedger	27 MPC Meeting 6 pm (FV) Braun, Froese, Paul	28 Council Meeting 6 pm (Fort Vermilion)			

# March 2007

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1  Zama Rec Board Wardley	2  Arctic Gas Symposium—Calgary CAO	3
4	5	6	7  Managers Meeting 10:00 am (FV) CAO & Directors	8	9	10
11	12	13  Council Meeting 10 am (FV)	14  MPC Meeting 10 am (LC) Braun, Froese, Paul  REDI Board Meeting Sarapuk, Braun	15  La Crete Rec. Board 6 pm—Braun  HPRR 7 pm Driedger, Watson	16	17  Mackenzie Waste Management Meeting 10 am (FV) Braun, Watson John
18	19  AAMD&C Spring Convention	20	21	22	23	24
25	26	27	28  Operations Committee 10:00 am (FV)  Council Meeting 6 pm (FV)	29	30	31

# April 2007

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Managers Meeting 10:00 am (FV) CAO & Directors	4	5 Zama Rec Board Wardley	6 Good Friday	7
8 Easter Sunday	9 Easter Monday	10	11 Council Meeting 10 am (FV) REDI Management Meeting Sarapuk, Braun	12 La Crete Rec. Board 6 pm—Braun	13	14
15	16	17	18 Managers Meeting 10:00 am (FV) CAO & Directors	19 HPRR 7 pm Driedger, Watson	20	21
22	23	24	25 Operations Committee 10:00 am (FV) Council Meeting 6 pm (FV)	26	27	28
29	30					

# May 2007

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Managers Meeting 10:00 am (FV) CAO & Directors	3 Zama Rec Board Wardley	4	5
6	7	8 Council Meeting 10 am (FV)	9	10 La Crete Rec. Board 6 pm—Braun	11	12
13	14	15	16 Managers Meeting 10:00 am (FV) CAO & Directors	17 HPRR 7 pm Driedger, Watson	18	19
20	21 Victoria Day	22	23 Operations Committee 10:00 am (FV) Council Meeting 6 pm (FV)	24	25	26
27	28	29	30	31		



## Mackenzie County

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

January 26, 2007

COPY

Mr. Wayne Franklin  
Infrastructure Manager  
Alberta Infrastructure & Transportation  
Room 301, Provincial Building  
9621-96 Avenue  
Peace River, AB  
T8S 1T4

Dear Mr. Franklin:

Thank you for meeting with Council to discuss Mackenzie projects on January 24, 2007. Please find enclosed the update for two of our Resource Road projects – Zama Access and 99<sup>th</sup> Street in La Crete.

Zama Access road traffic count update is enclosed for your perusal. We trust this additional information will help secure the project.

The La Crete 99<sup>th</sup> Street project report will also be updated to provide traffic information on the agriculture industry along this route.

Thank you for your consideration and we look forward to working with Alberta Infrastructure and Transportation to complete these much needed projects.

Yours truly,

William Kostiw  
Chief Administrative Officer

Encl.





**EXH** Engineering  
Services  
Ltd.

RED DEER  
7710 Edgar Industrial Court  
Red Deer, Alberta T4P 4E2  
Telephone: (403) 342-7850  
Fax: (403) 342-7691  
Email: reddeer@exheng.com

January 25, 2007

EXH File: 4003057

Ruel Brothers Contracting  
P.O. Box 6987 Stn Main  
Peace River, AB T8S 1S7

Attention: Ben Grimmelt

**RE: Warranty Repairs - 94th Avenue La Crete**

In response to your letter dated December 4, 2006, it has been noted that ironstone was present in the aggregate used to complete this project, however, in the opinion of our senior materials engineer deficiencies still exist which are attributed to "laydown" procedures and workmanship.

There continues to be areas with severe segregation. Also, some of the longitudinal construction joints have formed a ridge trapping moisture. These defects must be repaired by filling the voids in order to prevent further raveling and ensure that the longitudinal construction joints do not trap moisture.

The standards and specifications for this contract can be found in *Alberta Transportation - Standard Specifications for Highway Construction - Edition 11 (2003)*. I would like to draw your attention to the following sections:

Section 3.50.4.7.4 (paragraph 1) - "...However, this shall not relieve the Contractor from his responsibility to repair any obvious defects, deteriorated repairs or failures which become evident within the warranty period."

Section 3.50.4.7.4 (paragraph 15) - "All repairs shall be regular in shape and finished using good workmanship practices to provide an appearance suitable to the Consultant..."

Section 3.50.6.3 (paragraph 3) - "The finished surface of any lift shall have a uniform close texture and be free of visible signs of poor workmanship. Any obvious defects as determined by the Consultant such as, but not limited to the following, will be cause for automatic rejection of asphalt concrete pavement regardless of the values of any other control characteristic..."

Section 1.2.54 (paragraph 3) - "If the Contractor fails to do the repairs promptly or to the satisfaction of the Department, the Department may then make other arrangements to have the repairs done, the cost of which shall be a debt due and owing by the Contractor and the Surety to the Department..."

Raveling and longitudinal joints which are not flush are considered to be obvious defects. The repairs completed on October 5, 2006 did not leave a uniform close texture and are unsuitable in appearance.

Ruel Brothers Contracting  
January 25, 2007  
Page 2 of 2

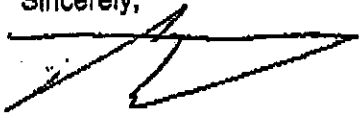
EXH File: 4003057

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We look forward to your full cooperation on this matter and trust these repairs can be completed in the spring of 2007 without the need of contacting your Surety Company.

Should you have any questions or comments please call me at (403) 342-7650.

Sincerely,



Garth McCulloch  
Regional Manager

cc: Bill Kostiw, Mackenzie County  
John Klassen, Mackenzie County  
Jeff Johnston, EXH La Crete  
Ted Harrison, EXH Red Deer

# **V.S.I. SERVICES (1980) LTD**

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0  
PH 780 835 4531

Mr. Bill Kostiw, CAO  
MD of Mackenzie #23  
Box 640  
Fort Vermilion, AB T0H 1N0

January 30, 2007

Dear Bill

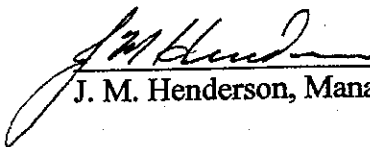
This letter will confirm our telephone conversation this morning in which you gave me permission to release your 2006 VSI costs to Ms. Debbie Oyarzun, Supervisor of the Agricultural Services Board Program.

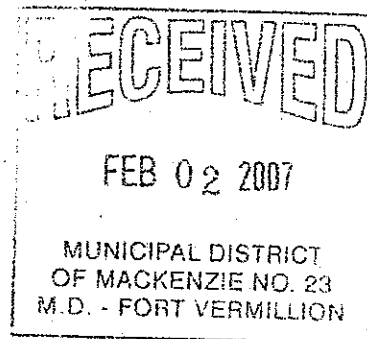
I have enclosed a copy of the information that I sent to Debbie.

Based on your 2006 VSI costs of \$11,828.90 your jurisdiction should be eligible for a grant of a little over \$7,000.00. Has your Council ever considered increasing your level of coverage for VSI beyond 50% so that you could provide better support for your livestock producers at very little extra cost to your Municipality and obtain the \$10,000.00 maximum ASB grant. It is too late for this year but it is something you may want to consider before the next AGM in November of 2007.

Thank you for your support of the VSI program.

Yours sincerely

  
J. M. Henderson, Manager



## **V.S.I. SERVICES (1980) LTD**

A nonprofit organization providing veterinary care in Alberta

**BOX 202**

**FAIRVIEW, AB T0H 1L0**

**PH 780 835 4531**

Ms. Debbie Oyarzun, Supervisor  
Agricultural Service Board Program  
Alberta Agriculture, Food & Rural Development  
J. G. O'Donoghue Building  
201, 7000-113 St.  
Edmonton, AB T6H 5T6

January 30, 2007

Dear Debbie

Based on un-audited figures expenditures by the MD of MacKenzie #23 on their VSI program, for the period of January 1 to December 31, 2006, came to a total of \$11,828.90.

The VSI audit, for 2006 will not be completed until the fall of 2007. It is not expected that there will be any significant variance between the figure stated in this letter and the final audited cost.

I trust that this will provide you with the information you require to determine their VSI grant under the ASB program.

If you require any further information please don't hesitate to give me a call.

Yours sincerely

---

Jim Henderson, Manager

cc Mr. Bill Kostiw, CAO  
MD of Mackenzie #23

Room 301, Provincial Building  
Bag 900-29, 9621-96 Avenue  
Peace River, Alberta, Canada T8S 1T4  
Telephone (780) 624 6280 Fax (780) 624 2440

January 31, 2007

Our File: 1560-RRP-MACK

Mr. William (Bill) Kostiw  
Chief Administrator Officer  
Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Mr. Kostiw

**Re: Resource Road Program**  
**Assumption Road Hill Project**

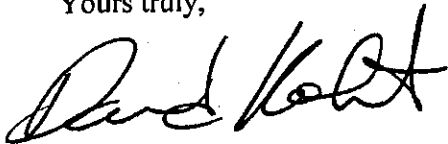
Thank you for providing us with the final expenditures for the above captioned project. We have reviewed the project costs and can confirm the final expenditures as follows:

Total Project Costs:	\$181,829.35
Less Ineligible Costs:	<u>\$ 11,794.89</u>
Total Eligible Project Costs:	\$170,034.46
Grant @ 50%:	\$ 85,017.23
Previously Advanced:	<u>\$ 000.00</u>
<b>Payment Due:</b>	<b><u>\$ 85,017.23</u></b>

On behalf of the Government of Alberta, \$85,017.23 is currently being processed for Mackenzie County for the Assumption Road Hill project as a final payment under the Resource Road Program.

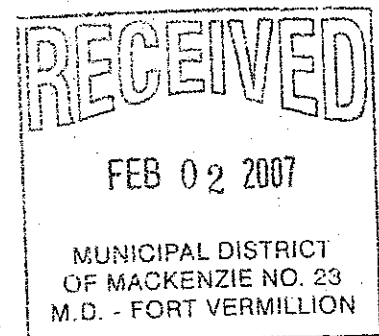
We are pleased to have assisted you in this worthwhile endeavour. Should you have any questions, please contact Mr. Craig Bindner at (780) 624-6280.

Yours truly,



Dave Kohut, P.Eng.  
Acting Regional Director

CB:mlb



cc: Wayne Franklin, Infrastructure Manager, Alberta Infrastructure and Transportation  
Barry Pape, Rural Transportation Specialist, Alberta Infrastructure and Transportation



2007  
*Minister's  
Seniors  
Service  
Awards*

*Nomination Form*

*Nomination Deadline: March 15, 2007*

**Alberta**

Seniors and  
Community Supports





## Message from the Minister

As the Minister of Seniors and Community Supports, I have the privilege of meeting many seniors and the wonderful people who assist them. It is inspiring to see how Albertans selflessly give of their time and of themselves to help older people in their communities.

Since 1998, the Government of Alberta has recognized individuals and organizations who display an exceptional commitment to the well-being of seniors. The Minister's Seniors Service Awards are presented annually to Albertans who volunteer their time to improve the quality of life for seniors.

We need your help to learn about a special person or volunteer organization in your community who you feel should receive an award. This package outlines all the information you need to submit a nomination.

Award recipients will be selected through a review of all nominations. Recipients will be honoured in a special ceremony in June 2007, when Alberta celebrates Seniors' Week.

With these awards, we can recognize Albertans who generously share their time to assist our seniors. I encourage you to nominate an individual or organization for their outstanding service to seniors. Thank you.

Sincerely,

Greg Melchin  
Minister

## Criteria

To be eligible for this award, the nominee must:

- Be an Alberta resident or Alberta organization, and
- Provide volunteer services directly to seniors in Alberta.



## Building a Successful Nomination

### Service for Seniors

Submissions should highlight volunteer service directed towards helping seniors.

### Letters of Support - Testimonials

One of the best ways to demonstrate the impact of the nominee's work is to provide testimonials. Ask those who benefit from or are aware of the nominee's work to provide letters of support.

### Summary of Volunteer Activities

Be specific about the activities that the nominee has been involved in and the length of each activity (e.g., two months, 10 years). The best way to do this is by providing a separate summary of the nominee's achievements.

### Photographs

Nominations may include photographs and other supporting materials. Please note that these will become the property of Alberta Seniors and Community Supports and will not be returned.



# Minister's Seniors Service Awards 2007 Nomination Form

## Part A: Nominee

- Individual \_\_\_\_\_  
 Organization \_\_\_\_\_  
Representative \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone (    ) \_\_\_\_\_

**Note: The nominee or official organization representative  
must sign Part C to be considered.**

## Part B: Nominator

Nominator \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone (    ) \_\_\_\_\_

## Part C: Signature of Nominee

In signing below, I certify that I agree to let my name stand for the nomination. All personal information on this application will be used to determine the recipients of the Minister's Seniors Service Awards and is subject to the disclosure rules set forth in the *Freedom of Information and Protection of Privacy Act*. I consent to releasing the information included in this nomination to the Government of Alberta and the media for news releases and articles. I also consent to releasing my phone number to be contacted by the media for interviews about the nominees and recipients of the Minister's Seniors Service Awards and, if selected for an award, for photos and video taken at the ceremony.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Evaluation and Selection

The volunteer service of nominees are evaluated based on the following criteria:

- Quality and diversity
- Originality
- Impact on seniors and community
- Need for the service provided

A Nomination Review Committee, appointed by the Minister of Seniors and Community Supports, will review all nominations and forward recommendations to the Minister. The Minister of Seniors and Community Supports will select the award recipients.

The awards will be presented in June 2007. Information on nominees and recipients will be distributed to the media and posted on [www.seniors.gov.ab.ca](http://www.seniors.gov.ab.ca)

## Checklist

Is your nomination package complete? Please check the following:

- The nomination form is completed and legible
- The nominee has signed Part C of the nomination form
- At least two letters of support are attached (up to five letters)
- A summary of all the nominee's volunteer service for seniors is included

## Deadline

To be considered, a complete nomination package must be received on or before **March 15, 2007.**

## Submissions

Forward complete nomination packages to:

### By Mail:

Minister's Seniors Service Awards  
Alberta Seniors and  
Community Supports  
Seniors Services Division  
PO Box 3100  
Edmonton, Alberta T5J 4W3

### By Courier Service:

Minister's Seniors Service Awards  
Alberta Seniors and  
Community Supports  
6th Floor Standard Life Centre  
10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7

## Questions?

Phone Alberta Seniors and Community Supports at 1-800-642-3853  
Information is also available at [www.seniors.gov.ab.ca](http://www.seniors.gov.ab.ca)

# Tangible Capital Assets Project Newsletter

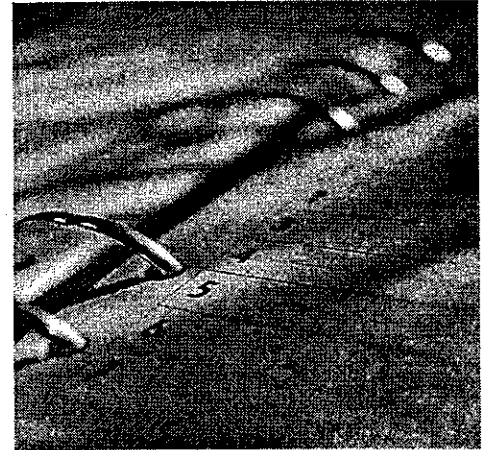
January 2007

Number 2

## Tangible capital assets... so much to do, so little time!

Whether or not municipalities are ready, the new standard for accounting for tangible capital assets is coming, and it is coming fast.

This second installment of our newsletter series focuses on how the work is progressing on this issue and on what your municipality should be doing now to get ready.



## Talk to Your Auditor

Your auditor will play a key part in helping your municipality with the implementation process. Because every auditor must maintain professional independence there are certain limitations on how the auditor can be involved.

- Your auditor *can* assist in developing plans to implement the requirements.
- Your auditor *cannot* be directly involved in the valuation process or in data gathering.

Discuss the requirements and the impact on your municipality with your auditor as soon as possible.

Determine the best approach on how you can work together to get the project off the ground. In your discussion, let your auditor know about the work being done at the provincial level to assist

municipalities and auditors in meeting the tangible capital asset requirements.

As you plan your project approach, ongoing communication with the auditor will help to avoid problems down the road.

For example, the source of information and expertise for asset valuation will be an important requirement for the auditor. The amount of the audit fee will be impacted by the amount of work completed by the municipality, the quality of the work done and the new accounting systems implemented.

### Future Key Dates

- \* Liaison Committee  
February 8, 2007  
March 8, 2007
- \* Newsletter Number 3  
April 2007

### GFOA Regional Workshops

The sessions will include a review of tangible capital asset requirements, discussion of technical issues, and tips for preparing an implementation plan.

March 27, 2007  
Grande Prairie

March 28, 2007  
Morinville

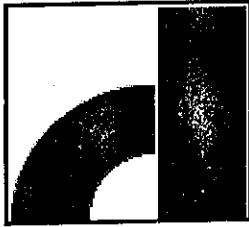
March 29, 2007  
Stettler

April 2, 2007  
Cochrane

April 3, 2007  
Lethbridge

Registration forms will be available on the GFOA website soon!

## Project Status Update



G . F . O . A

The Government Finance Officers Association has established a task force.

The Government Finance Officers Association of Alberta set up a special project task force whose members have been working for several months on implementation and go-forward issues. The research and analysis undertaken by the volunteer members of the task force has now produced some impressive results. Recommended guidelines in the following areas were recently adopted by the association's board of directors:

- Major Asset Classifications
- Detailed Asset Listing
- Useful Life and Amortization Methods
- Capitalization Thresholds
- Determining Resource Needs
- 2007 Note Disclosure

Task force members are continuing to work on other critical areas including assessing the

impact on balanced budget legislation and studying the necessary financial reporting changes.

Five regional workshops have been scheduled for March and April in various locations around Alberta.

Check the GFOA website for more information on the workshops and the recommended guidelines.

**Contact Municipal Affairs and Housing — Financial Advisory Services at (780) 427-2225 if you have any questions. Dial 310-0000 to call toll-free within Alberta.**

## Valuation Matters

An important point to note is that the historical valuation of tangible capital assets will be a balance between making reasonable estimates and assumptions on the original cost to meet the audit requirements, and understanding that the initial implementation process is not an exercise in precision. It is much more important to be accurate on a go-forward basis than it is to obtain exact costs for older assets.

### Infrastructure Assets

Tangible capital assets, including roads, bridges and utility infrastructure, must be recorded at historical cost. Municipal Affairs and Housing is considering what practical approaches might be taken to assist municipalities to estimate the historical cost of this type of infrastructure. Further details will be provided as soon as available.

### Bridges and Culverts

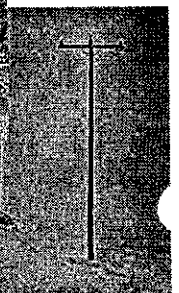
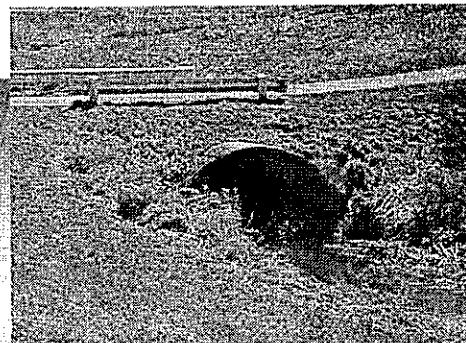
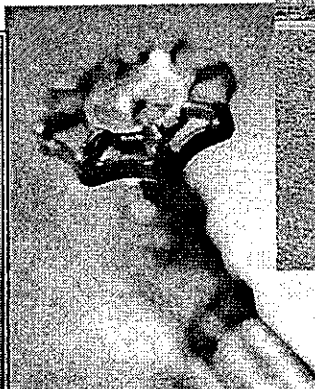
The provincial government adopted the Public Sector Accounting Board reporting standard for tangible capital assets several years ago. At that time, staff at Alberta Infrastructure and Transportation (AIT) calculated the historical cost of many bridges and culverts in Alberta.

Municipal Affairs and Housing is coordinating a plan with AIT to make this information available to assist in determining values for any bridges and culverts for which municipalities have management responsibilities.

A tangible capital asset is:

**"A significant economic resource managed by governments and a key component in the delivery of many government programs."**

This definition includes items such as roads, buildings, vehicles, equipment, land, water and other utility systems, aircraft, computer hardware and software, dams, canals and bridges.



## Things That You Should Do Now

### Stay Informed:

- Continue to become more knowledgeable about the specifics; conference and workshop presentations and other communications over the past several months have increased general awareness of the tangible capital asset requirements.
- Attend information and training sessions that will be offered by the Government Finance Officers Association and Municipal Affairs and Housing throughout the upcoming months. Sessions will be advertised on both the association's and the Ministry's websites.
- Visit other websites for information.

### Develop a Plan:

- Include internal stakeholders (Department Heads, Public Works and IT staff)
- Establish threshold levels (dollar amounts to be capitalized)
- Determine the information to be gathered
  - \* Description of asset
  - \* Location of asset
  - \* Department responsible for asset
  - \* Other identifiers (i.e. serial number)
  - \* Date of purchase and/or placed into service
  - \* Manufacturer/supplier of asset
  - \* Estimated purchase price or copy of invoice
  - \* Life expectancy
  - \* Disposal value
  - \* Replacement cost
- Discuss the plan with your auditor
- Determine computer software requirements (i.e. inventory database)
- Budget for dollars and time that will be required for this multi-year project.

### Start to Implement Your Plan:

- Start with one or two asset categories -- review the asset classification listing and choose an appropriate category to begin with. For example, plan to complete the inventory and valuation of vehicles and buildings by the end of 2007.
- Determine the best source to access information.

Government Finance  
Officers Association of  
Alberta

[www.gfoa.ab.ca](http://www.gfoa.ab.ca)

Alberta Municipal Affairs  
and Housing

[www.municipalaffairs.gov.ab.ca](http://www.municipalaffairs.gov.ab.ca)

Association of Municipal  
Managers, Clerks and  
Treasurers of Ontario  
(AMCTO)

[www.amcto.com/ab/  
assetmgmt.asp](http://www.amcto.com/ab/assetmgmt.asp)

Ontario Municipal  
Benchmarking Initiative

[www.ombi.ca](http://www.ombi.ca)

Canadian Institute of  
Chartered Accountants

[www.cica.ca](http://www.cica.ca)







Partners in Advocacy & Business

# MEMBER BULLETIN

January 23, 2007

## ICSP Toolkit and AAMDC Website Training

In response to Resolution 15-05F Integrated Community Sustainability Plan Development and as part of the funding requirements of the New Deal for Cities and Communities (NDCC), the AAMDC has developed a toolkit to assist administrators develop their municipality's ICSP.

The Association is pleased to announce four training sessions to familiarize administrators with this innovative and responsive toolkit. The sessions will be offered as follows:

<b>Thursday, February 22, 2007</b>	Grande Prairie Regional College 10726 - 106 Avenue Room A307
<b>Friday, February 23, 2007</b>	Lethbridge Community College 3000 College Drive S Room IB 2108
<b>Monday, February 26, 2007</b>	Telus World of Science (Edmonton) 11211 - 142 Street Dow Computer Lab
<b>Tuesday, February 27, 2007</b>	Red Deer College 100 College Boulevard Room 913A

Sessions will run from 8:30 am to 4:00 pm and will include a light lunch.

To maximize the benefits of attending, the Association will also offer at each session a hands-on demonstration of the new features on the recently redeveloped AAMDC website ([www.aamdc.com](http://www.aamdc.com)).

To register or for more information, please visit the 'Events' section of the AAMDC website ([www.aamdc.com](http://www.aamdc.com)) or click [here](#).

**The deadline for registrations is Monday, February 12, 2007. Please note, space is limited and registrations will be accepted on a first-come, first-served basis.**

If there are any difficulties with the online registration tool, please contact the Association webmaster at [webmaster@aamdc.com](mailto:webmaster@aamdc.com).

Enquiries may be directed to:

Andre Tremblay, AAMDC  
Director of Advocacy, Policy and Communications  
(780) 955.4075

Michelle Hay, AAMDC  
Policy Analyst  
(780) 955.4085

**Backgrounder Attached**

## **BACKGROUNDER**

### **Integrated Community Sustainability Plans (ICSPs)**

At Fall Convention 2005, members passed Resolution 15-05F requesting assistance in developing Integrated Community Sustainability Plans (ICSP). Municipalities are required to submit an ICSP as part of the New Deal for Cities and Communities (NDCC). This long range plan has four dimensions – environmental, cultural, social and economic – to be developed through public consultation.

Project team members from AAMDC, Alberta Infrastructure and Transportation, and Alberta Municipal Affairs committed to the following principles to guide this initiative:

- The resulting product must be a resource for all members.
- The content of the toolkit must be driven by member input.
- The toolkit must make the most of the limited time that member municipalities have to complete it.
- The toolkit must broaden members' access to tools that will aid in their sustainability planning efforts.

At the Spring 2006 Convention, the draft toolkit framework was presented. Members were asked for feedback on the elements under each of the four dimensions. As well, participants were asked to recommend tools that would assist planning in these areas.

The AAMDC consulted with the other stakeholders to draw on their technical expertise and advice as the Integrated Community Sustainability Plans (ICSP) initiative moved forward. The objectives were as follows:

- Build community capacity by providing municipal governments with tools that will facilitate long-term, sustainable planning addressing the four pillars of environment, economic, social and cultural; and
- Give municipal governments the tools required to access funds under the New Deal for Cities and Communities.

An electronic version of the toolkit was piloted to three municipalities during the summer of 2006 to ensure the tool accounted for the variety of needs and capacity within the membership. The results of those pilots were presented at the Fall 2006 convention and members were given a preview of the final toolkit.

Critical to the success of this initiative is a process that makes the best use of members' time and produces useful results. This was achieved by making a computer-based tool that serves as a single source for data entry and consolidates reporting the Government of Alberta.



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## AGENDA

### ICSP Toolkit and AAMDC Web Site Training

8:30 am to 4:00 pm

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#### Integrated Community Sustainability Planning (ICSP)

- |          |                                    |
|----------|------------------------------------|
| 8:30 am  | Introductions                      |
| 8:45 am  | Overview of NDCC and ICSP          |
| 9:00 am  | Overview of ICSP Toolkit           |
| 9:15 am  | Guided Exploration of ICSP Toolkit |
| 10:00 am | Break                              |
| 10:15 am | Begin Draft of ICSP                |
| Noon     | Lunch                              |
| 12:45 pm | Produce and Edit Draft ICSP        |
| 1:45 pm  | Wrap Up & Break                    |

#### AAMDC Web Site

- |         |   |
|---------|---|
| 2:00 pm | Website Overview <ul style="list-style-type: none"><li>▪ Interactive Map</li><li>▪ RSS</li></ul>  |
| 2:30 pm | Tool Demonstrations <ul style="list-style-type: none"><li>▪ Employment Ads</li><li>▪ Sample Bylaws and Policies</li><li>▪ Resolutions</li></ul> |



## All About Us



WHEN      JUNE 7, 8 AND 9 2007  
WHERE     TELUS CONVENTION CENTRE  
            120 9 AVE SE, CALGARY AB T2G 0K6  
COST       \$120.00 (GST INCLUDED)

FOR MORE INFORMATION PLEASE CONTACT:

**Leah Paton** by phone at 780.422.2247 or by email at [leah.paton@gov.ab.ca](mailto:leah.paton@gov.ab.ca) or  
**Christine Taylor** by phone at 780.422.2325 or by email at [christine.taylor@gov.ab.ca](mailto:christine.taylor@gov.ab.ca)

The Program and Registration guide will be ready for distribution in February 2007.  
For more information about Vitalize 2007, or to be placed on our mailing list, please  
send your mailing information to the Wild Rose Foundation or feel free to contact us at:

P. 780.422.2325    F. 780.427.4155    E. [vitalize@gov.ab.ca](mailto:vitalize@gov.ab.ca)

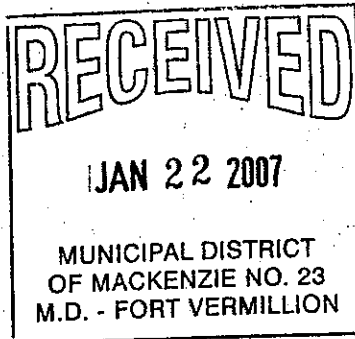
[www.vitalizeconference.ca](http://www.vitalizeconference.ca)



# PITCH-IN ALBERTA

## Volunteers in Action!

c/o National Office  
Box 45011, Ocean Park R.P.O.  
White Rock, B.C., V4A 9L1  
Website: [www.pitch-in.ca](http://www.pitch-in.ca)



Allard van Veen: 1-877-4-PITCH-IN  
[avanveen@pitch-in.ca](mailto:avanveen@pitch-in.ca)  
Patron, PITCH-IN CANADA  
The Governor General of Canada

January 10, 2007

Reeve and Council  
M.D. of MacKenzie No. 23  
Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve and Council,

Thank you very much for your financial support as a Patron of PITCH-IN ALBERTA, the non-profit, province-wide organization providing litter, waste management, and beautification programs to Albertans for over 35 years. Your support of our organization and the PITCH-IN volunteers in your community is very much appreciated.

Patron communities of PITCH-IN receive a number of cost-saving benefits:

- ◆ **Priority access to registering and receiving free materials for your local volunteers** in our annual PITCH-IN CANADA Week campaign
- ◆ **NO application fee** to become a National Partner in the National Civic Pride Recognition Program
- ◆ **Eligible to receive a PITCH-IN WEEK flag, at cost** (flag ONLY available to Patrons)
- ◆ **Access to PITCH-IN CANADA's staff** on developing effective year-round litter/waste management programs
- ◆ **Action & Communications Plans** for PITCH-IN CANADA WEEK, including draft press releases and other ideas
- ◆ **Action & Communications Plans** for "The 20-Minute Makeover" and use of the 20 Minute Makeover logo
- ◆ **Listing your community on PITCH-IN CANADA's very popular website** and a live-link to your community's website
- ◆ **10% reduction on any other materials** – PITCH-IN decals for litter containers, etc...
- ◆ **Free DVD** featuring how-tos on beautification and clean-up projects
- ◆ **Reduced Registration Fees** at PITCH-IN CANADA training and sharing sessions

Your current Patron's Certificate is enclosed. Please display it in your Town Hall or Civic Centre so that your residents can see their community's commitment to, and support of, a clean environment.

You will receive an invitation to renew your support annually in October.

Thanks again for your support of PITCH-IN ALBERTA and the many volunteers in your community who participate in our programs every year.

Sincerely  
PITCH-IN ALBERTA

  
Alice Johnson  
Chair

P.S. Please visit our website, [www.pitch-in.ca](http://www.pitch-in.ca), to find out more about PITCH-IN CANADA and our programs for municipalities!  
PITCH-IN CANADA WEEK 2007 APRIL 23-29!



PITCH-IN CANADA Week  
Proclamation



PITCH-IN CANADA Week  
April 23 - 29, 2007

WHEREAS hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to: refuse, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, greenspaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects;

AND WHEREAS PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility;

AND WHEREAS PITCH-IN CANADA encourages voluntary action to: keep communities clean and beautiful and restore and maintain a healthy environment;

NOW THEREFORE, I, (name) , (Mayor, Reeve, Chair) of (Village, Town, City, District, County etc...) declare the week of April 23 - 29, 2007 as "PITCH-IN CANADA Week" in (name of community) and invite all citizens in our community to actively participate in PITCH-IN CANADA's **OPERATION: Clean Sweep!**

..... Signature

# PITCH-IN CANADA

volunteer news

SPRING 2007

WWW.PITCH-IN.CA

PITCH-IN@PITCH-IN.CA

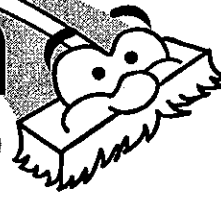
1-877-4-PITCH-IN

## 2006



# Operation Clean Sweep

you swept  
Canada clean!



3,000,000 volunteers pitched in during our 40th annual campaign – 2006 **OPERATION: Clean Sweep**. Together they took part in 12,000+ projects in 591 communities, with the support of 1,178 local PITCH-IN Coordinators.

Thanks to you, **OPERATION: Clean Sweep** is the largest volunteer community clean-up and beautification campaign in Canada. Thank you for your many great stories, photos, thank you letters and outpouring of support – we read and look at everything you send us and share your enthusiasm with our volunteer Board and sponsors.

Unfortunately many Canadian communities are encountering more – not less – litter, graffiti and mismanaged waste. Many communities, in partnership with PITCH-IN CANADA, are renewing their efforts to reduce waste, set up beautification programs and educate taxpayers that a healthy community is good for everyone.

You've spoken and we've listened – this is your campaign! The **OPERATION: Clean Sweep** logo and campaign theme was so popular that it will be used during PITCH-IN Week for years to come! Visit [www.pitch-in.ca](http://www.pitch-in.ca) for project ideas and download your 2007 **OPERATION: Clean Sweep** campaign poster and coloring sheet!

## Register Online!

Welcome back to all our PITCH-IN volunteers! A reminder: you can register online at [www.pitch-in.ca](http://www.pitch-in.ca) for 2007's **OPERATION: Clean Sweep**.

If you are a returning registrant you will need your email address and password to re-enter the registration system. Once logged on you can review your personal information and enter in your 2007 **OPERATION: Clean Sweep** project information.

If you are a new volunteer or haven't accessed our online registration system before, it is quick and easy! Go to [www.pitch-in.ca](http://www.pitch-in.ca) – all you need is your email address to register. Our new online registration system allows you to change and update your information at any time to keep us informed about your campaign activities!

If you don't have access to a computer then return the registration form to us. However, we encourage you to go online – it saves time for both of us. If you did not receive a registration form contact us at Box 45011, Ocean Park PO, White Rock, BC, V4A 9L1.

## PITCH-IN BC and BC Hydro – Teaming up again!

PITCH-IN BC programs to improve the environment and BC Hydro's **POWERSMART** program to reduce energy consumption both require individual action and a personal commitment – which PITCH-IN volunteers excel at.

BC Hydro is the principal energy provider in BC. The company is committed to maintaining competitive energy pricing, addressing increased energy consumption, and maintaining a reliable and sustainable energy supply for all British Columbians.

A long-time sponsor of PITCH-IN, both BC Hydro and PITCH-IN BC will be broadening their relationship. This will include

### BC hydro **POWERSMART**

providing BC communities, schools, and homeowners with suggestions, tips, and resources to reduce their energy consumption.

Both PITCH-IN and BC Hydro's message is the same. Whether we are reducing our waste or our energy consumption, we need to start making changes in behaviour – one person at a time.

Look for new energy reduction educational resources courtesy of the educational team at BC Hydro in 2007!

## PITCH-IN CANADA Week: April 23-29, 2007



# Communities: "There's a Need for Civic Pride"

Encouraging Civic Pride is high on the agenda of many municipalities across Canada. Citizens, disgusted with city landscapes strewn with litter, graffiti, and illegal dumping, are speaking up and they want action.

Urban blight – litter, graffiti, unsightly vacant properties, messy back alleys – is a tax on residents and business, affects the economy, tourism and civic pride, and poses health and safety problems.

City Councils are investing in community-wide clean-up and beautification campaigns and getting a head-start by teaming up with PITCH-IN CANADA and taking advantage of our 40 years of experience. Our programs are easy to implement, and can be adapted to each community's needs.

Some of our Municipal partners include: Keep Hamilton Clean, Toronto's Clean and Beautiful City, Calgary's Don River Valley Clean-Up, Lethbridge's PITCH-IN CANADA Week and 20 Minute Makeover, Abbotsford, Markham, and Edmonton's Capital City Clean Up.

If your community is suffering from urban blight tell your municipal leaders to contact us. Together we can keep Canada clean, green and beautiful.

## Canadian Wildlife and Wilderness at Risk due to Litter

### *Bull Roosevelt Elk suffers lengthy tragic death*

We usually think of litter as unsightly – a blight on our urban environment. However, PITCH-IN volunteers are often horrified to find numerous illegal wilderness dumpsites which can cause injury, and even death, to wildlife.

Members of The Cowichan Valley Fish & Game Club Wilderness Watch Program recently discovered a 7 Point Bull Roosevelt Elk with barbed wire wrapped around his head.

Even though the bull elk was tranquilized to remove the barbed wire and after many attempts were made to revive the animal, volunteers were heartbroken to watch the magnificent elk die right before their eyes. The elk had suffered an estimated 100 pound weight loss and the barb wire had penetrated his tough hide to lacerate and infect its skullcap.

This tragic death is one of many that occur in wilderness areas and in the marine environment. These deaths are caused by individuals who didn't think about their actions.

And this is not an isolated example, The Parksville-Qualicum Fish & Game Association, long-standing participants in the PITCH-IN CANADA program, reported they recently collected an astonishing 840 kgs of garbage ranging from chesterfields, mattresses, box springs, chairs, toilet assembly, a pay phone and bags of household garbage and miscellaneous debris!

When you are in the wilderness please carry out all of your garbage and remove any structures and foreign objects that you bring in. **IF YOU PACK IT IN, PACK IT OUT!**

Help protect wildlife by cleaning up illegal dumpsites; register at [www.pitch-in.ca](http://www.pitch-in.ca)

### OPERATION: Clean Sweep's Official 2007 Sponsors

Our official sponsors pay for the campaign and our free materials. They are:

- BC Hydro POWER SMART
- The Government of British Columbia
- Many Chapters of TD's Friends of the Environment Foundation
- The Sunoco-Suncor Energy Foundation
- EL-EN Packaging Co. Ltd.
- The Ontario Trillium Foundation

It is sponsors who make a significant financial contribution to PITCH-IN who help make a difference! We thank them for supporting the 3 million+ volunteers across Canada who keep our Canada Clean and Beautiful!

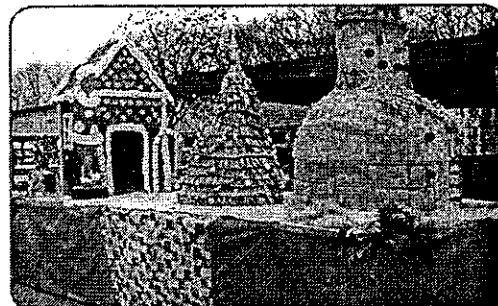


SUNCOR ENERGY FOUNDATION



SUNCOR ENERGY FOUNDATION

**BC hydro**  
**POWER SMART**



Orillia, Ontario's Christmas Parade included an entry from Marchmont P.S.'s Green Team built from recyclable materials. It included a Christmas tree, two Rudolphs, a Snowman and a Gingerbread house. The Green Team also organizes an Earth Day Awareness Fair to raise awareness of the environment. They reuse materials from the fair and reuse the snowman by transforming him into a huge rabbit for Easter. (Submitted by Jackie Hodge, The Green Team).





# Edmonton Partners with PITCH-IN Alberta

PITCH-IN ALBERTA is again partnering with the **City of Edmonton** on their annual **Capital City Clean Up**.

The city's litter reduction and prevention program focuses on three key areas: enhanced civic services which includes more street cleaning and litter pick up in business districts, major roadways and entrances to the city; community involvement by residents and businesses through one-day events or adopting an area all summer long; and public education including a School Litter Reduction program for grades 7 through 12.

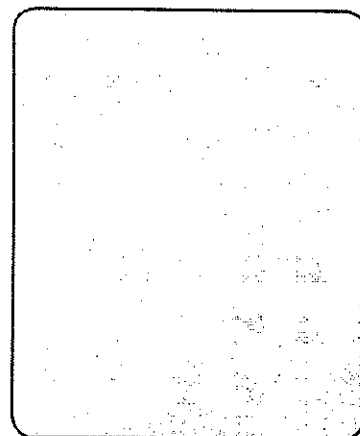
Through the adopt-a-block approach introduced city-wide in 2006, residents and businesses sign up to become 'Captains' and 'Adopt' an area

around their home or business. The area is kept litter free for 16 weeks, from the end of PITCH-IN WEEK to the end of August.

To participate in Edmonton's Capital City Clean Up and the PITCH-IN WEEK campaign register your projects with PITCH-IN CANADA and stay tuned into local events in and around Edmonton by visiting [www.edmonton.ca/capitalcitycleanup](http://www.edmonton.ca/capitalcitycleanup).

The City of Edmonton's Three Easy Steps to Reduce Litter:

1. Carry your garbage with you until you find a receptacle.
2. If you spot litter, take the few seconds to pick it up.
3. Please teach others not to litter by setting a good example.



Councillor Bryan Anderson  
Edmonton City Council

Edmonton's Capital City Clean Up program provides large roll off bins at various locations over 12 weekends for residents to dispose of large and bulky items, free of charge. Over 770 tonnes of unwanted household materials were collected at the 'Big Bin Events' in 2006.

## The Clean World Award: Call for Nominations!

The prestigious Clean World Award, established in 1992 by Clean World International, awarded by PITCH-IN CANADA, and signed by the Governor-General of Canada recognizes sustained action to improve Canada's environment.

Clean World Awards are awarded to individuals, governments, schools, businesses or business organizations and

non-governmental organizations. A total of 58 Awards have been presented since 1994.

The annual deadline for nominations is June 30, but applications can be submitted throughout the year. Awards are approved by PITCH-IN CANADA's National Board of Directors.

For information about nomination procedures visit [www.pitch-in.ca](http://www.pitch-in.ca) (Programs) or contact

Misha van Veen, Program Manager, PITCH-IN CANADA at [misha@pitch-in.ca](mailto:misha@pitch-in.ca)

Past recipients include: Scouts Canada, Girl Guides of Canada, Clean Nova Scotia Foundation, Betty and Neil Carey, Lake LeBarge Ta'an Kwach'an Council, Jason Kwok, City of Markham, Royston Elementary School, Great Lakes Conservation Club, The Keep Hamilton Clean Committee

## Stony Plain achieves Gold in National Civic Pride Program!

*The Alberta community is latest Gold Status National Partner.*

There was gold in the greens for Stony Plain when the Silver Level Civic Pride community introduced their new recycling program last year. The community-wide initiative qualified Stony Plain for Gold Level status in PITCH-IN CANADA's National Civic Pride Recognition Program.

Gold Level designation is the highest form of recognition a national partner can receive and recognizes communities who have taken steps to partner with businesses and residents in year-round initiatives to encourage civic pride and improve their community's environment.

Stony Plain's program diverts unnecessary waste from landfill by providing a community-wide disposal program of organic and recyclable materials.

Citizens can take part using either the curbside program or the local Recycling Centre. The program is coupled with an Annual Treasure Hunt and Large Item Pick Up Week where residents can trade, hunt and search for large items for reuse or parts recycling, and the remaining items are removed at no charge by the Town.

The collection program is divided into organics (organicart), recycling (blue bag), and garbage. Each has specific criteria for residents to follow.

Communities partnering in the National Civic Pride Recognition Program can be recognised as Bronze, Silver, or Gold partners. For more information go to [www.pitch-in.ca](http://www.pitch-in.ca)



## PITCH-IN Communities to fly PITCH-IN Flag

Communities who support PITCH-IN CANADA Week can fly an official 3' X 6' flag during the campaign. By flying the flag they show support for PITCH-IN volunteers in their community. The 2-color flags are available at cost (\$75 including tax and shipping) to all municipal Supporters and Patrons of PITCH-IN CANADA.



## 600+ Groups Collect Thousands of Cell Phones

*Groups raise thousands of \$\$\$ and clean up the environment*

Tens of thousands of cell phones have been collected through PITCH-IN CANADA's National Cell Phone Collection Program during its first few years of operation.

It is estimated there are over 6 million cell phones replaced in Canada each year. Even though e-waste legislation was reviewed and/or implemented in many of our provinces in 2006, cellular phones were not included in any regulatory disposal and/or recycling protocols.

This means the work of our 600+ volunteer cell phone collection groups is vital to keep cell phones and their toxic contents out of our landfills and our environment!

Keep up the collecting or become your local cell phone collector and raise money for your favourite charity or community group! To become a collecting group in the National Cell Phone Collection Program visit [www.pitch-in.ca](http://www.pitch-in.ca)



Vancouver Councillor Kim Capri, Allard van Veen, Founder PITCH-IN CANADA, Misha van Veen, PITCH-IN Program Manager, and Vancouver Mayor Sam Sullivan get ready for 2007 OPERATION: Clean Sweep. The City of Vancouver is partnering with PITCH-IN BC to coordinate a city-wide program to instill civic pride. Photo by Jess Goldstein.

## ecoActive Schools receive FREE flags!

Thanks to a generous donation, ten ecoActive school flags have been awarded to PITCH-IN CANADA's ecoActive "Schools of the Month". Schools chosen for the monthly recognition are profiled nationally on the program's website and their accomplishments, tips, and ideas are emailed to all ecoActive School members.



There are now 500+ ecoActive Schools and the program continues to grow and develop! Sign your school up for the program by registering online at [www.pitch-in.ca](http://www.pitch-in.ca) and your school will receive free educational and material resources through a member only website.

## PITCH-IN CANADA Welcomes Newest Staff Member

Miki Murray has been with us for a year and here are a few words from our favourite Program Coordinator (did we mention we have only one?).

*Hello! My name is Miki. I have been in BC for a few years, before that I lived in two other wonderful provinces, Alberta and Ontario.*

*I was raised in a small rural farm community in Ontario. The youngest of 8 children, I learned how to PITCH-IN and help out at an early age. A sense of responsibility and contribution is so important when we are all sharing time and space on our precious planet.*

*Growing up in the country with Lake Erie in my backyard and sprawling farmland and open skies, I established a firm foundation of love and respect for nature. Here at PITCH-IN I make a contribution to our environment which extends beyond my backyard to include all of Canada through YOUR participation and involvement.*

*As an adult I can now share with my young son the simple pleasures in life and the importance of taking care of our world. He is learning that you're never too small to make a difference.*

*I look forward to working with ALL of you in 2007. We love to see how you are making a difference in your communities – keep sharing your stories and photos with us! To all of our new PITCH-IN WEEK participants: WELCOME!! We appreciate your contribution to improving and beautifying Canada. THANK YOU for PITCHING-IN!*



Miki Murray

## Thank You Jennie!

PITCH-IN BC thanks Jennie Katzel for her many years of service and advice as a member of our PITCH-IN BC Board. Jennie, an enthusiastic environmentalist and naturalist, was a welcome addition to our diverse board of directors.

PITCH-IN CANADA is always looking for volunteers to serve on our Board of Directors. For further information contact: Allard van Veen, Founder of PITCH-IN CANADA at [avanveen@pitch-in.ca](mailto:avanveen@pitch-in.ca).



[www.pitch-in.ca](http://www.pitch-in.ca)

Volunteer Chair:	Alice Johnson
Founder:	Allard W. van Veen, APR, Fellow-CPRS
Directors:	Dolores Racine (Director, BC) John Pettifer (Director & Treasurer, National) Don Dick (Director, Alberta) Donna Russett (Treasurer, Ontario) Stella Jo Dean (Chair, BC) Martyn Green (Director, National) Jack Roche (Treasurer, BC)
Accountants:	Duncan MacKenzie, MacKenzie, George & Co.
Legal Counsel:	Brian Thom, Borden Ladner Gervais
Executive Director:	Valerie Thom, B.Ed.
Program Manager:	Misha van Veen, BA (Communications)
Program Coordinator:	Miki Murray
Bookkeeper:	Norine Coops

### PITCH-IN CANADA National Office

PITCH-IN CANADA is a charitable organization established in 1967.  
Box 45011, Ocean Park PO, White Rock, BC V4A 9L1





c/o National Office, PITCH-IN CANADA  
Box 45011, Ocean Park P.O.  
White Rock, B.C., V4A 9L1

Voicemail: 1-877-4-PITCH-IN  
email: pitch-in@pitch-in.ca  
www.pitch-in.ca

*Dear Members of Council,*

**How do PITCH-IN Programs – including PITCH-IN CANADA WEEK - benefit your community?**

★ Tons of garbage removed ★ Parks ravines, neighbourhoods, streets, business areas cleaned-up  
★ Illegal dumpsites removed ★ Habitats restored – all done **FOR FREE** in 2006 by 113,762 PITCH-IN  
volunteers in 2,288 clean-up/beautification projects in 143 communities across Alberta. An \$11 million  
donation in labour by PITCH-IN volunteers– every year!

**Who funds PITCH-IN?** We are a non-profit charitable campaign, not provincially funded. 65% of our  
\$87,000 budget comes from sponsors; the rest, \$30,000, is meant to come from Alberta's 300+ local  
governments combined - including you – the beneficiaries of the hard work of the PITCH-IN volunteers.

**Do we operate on a 'bloated' budget?** You decide: our province-wide budget of \$87,000 includes the  
cost of all the free materials which we ship to PITCH-IN Coordinators (339 in 2006) who plan and  
implement local projects and to the more than 7,000 groups, including 2,100 schools, who access our  
free year-round educational materials and programs. It also covers our comprehensive website, staff  
and all overhead. We work with schools and volunteers year-round.

**Does \$95\* per year to become a Municipal Partner of PITCH-IN ALBERTA (\*population based fee)  
provide you with value?** You receive:  campaign logos;  free garbage bags for volunteers;  an  
Action Plan to organize PITCH-IN Week and the 20-Minute Makeover program;  free promotional  
DVDs;  a comprehensive year-round waste management program;  workshops for communities to  
share ideas that work;  free access to our national recognition program (\$750+ value);  PITCH-IN  
Flag at cost (\$75) – only available to Patrons;  and more! Can you duplicate these services for less?

**Time is running out.** So far we have received 50% of our funding from local governments in Alberta.  
This is a reminder to become a Patron. In 2006 the number of PITCH-IN projects increased by 71%.  
PITCH-IN deserves your support – and it is a good investment in volunteers in your community.

**Our 2007 PITCH-IN WEEK program is now underway.** Many groups, schools, and the media in your  
community have received information about 2007 PITCH-IN WEEK and how they can receive free  
PITCH-IN materials to assist them.

**Support your PITCH-IN volunteers – please become a Municipal PITCH-IN Partner!**

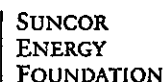
Sincerely

*Alice Johnson*

Volunteer Chair, PITCH-IN ALBERTA

PLEASE TURN OVER..... ➔

**OFFICIAL SPONSORS OF PITCH-IN Week: OPERATION: Clean Sweep in Alberta**



# Support PITCH-IN Week and Launch a Year-Round Litter Control / Waste Management Program involving Partners in your Community!

- Appoint a local PITCH-IN CANADA Week coordinator: identify clean-up and beautification projects. Register your community no later than **March 15, 2007**.
- Support local voluntary efforts: offer assistance with, and access to free, waste disposal.
- Recognize PITCH-IN volunteers - a gesture much appreciated by them!
- Issue a Proclamation and affix PITCH-IN decals to all your litter-receptacles: *sample Proclamation on our website at [www.pitch-in.ca](http://www.pitch-in.ca) - please send us a copy!*
- Send 'Thank You' letters to our sponsors: outline your contribution. *Sponsor information is on our Registration Form. Send your letters to us please and we'll include them in our final report.*
- Fly the PITCH-IN Week Flag to promote the campaign – makes for a great media kick-off! Flags available to all PITCH-IN CANADA Patrons / members.
- Set up a year-round litter control + beautification program. We can provide The Civic Pride Program, a detailed year-round program that involves all of your community. Resources we supply include: DVD, Program Manual, PowerPoint presentations and much more!
- Receive recognition - become a Bronze, Silver or Gold Level *Civic Pride Community*. Check our website for details about The National Civic Pride Recognition Program.

## PITCH-IN CANADA Week Flag

Flying the PITCH-IN Week Flag will show that your community supports its PITCH-IN volunteers and cares about keeping your community – and Canada – Clean and Beautiful.



36" X 72"

2 colors

Only \$75!

Flags are available to Patron and Member Municipalities for only \$75. We will ensure the flag reaches you before PITCH-IN Week so you can 'kick-off' your PITCH-IN Week or 20-Minute Makeover with an official "Flying the PITCH-IN Flag" ceremony!

Name of Community.....

Mailing Address.....

City/Town/Village.....Province.....Postal Code.....

Telephone (.....)..... Fax (.....).....Contact Person.....

Email ..... Website [www](http://www).....

Check off one of the following boxes:

We are current Patrons/Members of PITCH-IN

We want to become Patrons/Members and have enclosed our completed Application Form

Membership Fee Enclosed (see enclosed chart) \$.....

Flag: we want to order \_\_\_\_\_ flag at a cost of \$75 and enclose \$.....  
We need an invoice, Our Purchase Order Number is ..... (please attach PO)

Send to PITCH-IN CANADA:

c/o National Office, Box 45011, Ocean Park PO, WHITE ROCK, BC, V4A 9L1

# COMMUNITIES CAN FLY THE PITCH-IN WEEK FLAG!

Recognize your local PITCH-IN volunteers by kicking off your community's PITCH-IN CANADA Week campaign by asking your Mayor and Council to hoist the PITCH-IN WEEK Flag!

Large 3' by 6' Flags are available at a cost of only \$75 to all communities who are Patrons of PITCH-IN. Order your flag early to avoid disappointment!



## FLAG ORDER FORM FOR PATRONS of PITCH-IN

Name.....Address.....

City.....Province.....Postal Code.....

Email.....Tel (.....).....Fax (.....)

We want \_\_\_\_\_ 3' X 6' PITCH-IN CANADA WEEK FLAG at \$75 per flag(s) (includes tax + shipping)

\$ \_\_\_\_\_

My Credit Card is (please check box)  VISA or  MASTERCARD.

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

We need an invoice. Our Purchase Order Number is ..... (please attach PO)

Fax to 604-535-4653

OR mail with cheque payable to PITCH-IN CANADA to  
PITCH-IN CANADA, Box 45011, Ocean Park PO, WHITE ROCK, BC, V4A 9L1



CivicPride



# MUNICIPAL CONFERENCE

## SHARE-LEARN-NETWORK

WASTE MANAGEMENT, LITTER, BEAUTIFICATION, GRAFFITI, CIVIC PRIDE PROGRAMS THAT WORK – AND DON'T

A one-day workshop on programs to improve waste management practices in the community

**Topics will include:**

- **Legislation and Enforcement** – find out what works and what does not
- **Education** – involving residents and businesses in waste management programs
- **Graffiti** – what other municipalities are doing about it? Have their programs been successful?
- **How do you set up a year-round Program** to involve the community in keeping your community litter-free? A presentation on a program that works.
- **How do you involve schools** and what programs are available to you at no charge?
- **Techniques for involving the community** in PITCH-IN CANADA's OPERATION: Clean Sweep program, The 20-Minute Makeover and other programs
- **Measuring results** - make the case for existing and future budgets
- **e-Waste** – What is being done to help communities dispose of this waste
- **and much more....**

**WHAT:** Evening reception, one-day workshop, display of materials, network and share

**WHO:** Individuals responsible for waste management, litter control, graffiti, "Adopt" Programs, PITCH-IN Week and other public participation and community-based programs

**WHERE:**  Hamilton, Ontario       Edmonton, Alberta       Vancouver, BC

**WHEN:** September + October, 2007. You will be contacted with exact dates.

**COST:** Municipal Patrons of PITCH-IN CANADA      \$ 149  
Non-Patrons      \$ 249

*To determine interest in this workshop please complete the following:*

YES we are interested in attending this workshop. We would send \_\_\_\_\_ person(s).

We would attend the workshop in (check one):

Hamilton       Edmonton       Vancouver

We would be interested in sharing our program with other municipalities       YES       NO

We will bring local materials to share with other municipalities       YES       NO

Name of Community/Organization.....

Address.....

City/Town/Village..... Prov ..... Postal Code.....

Tel (    )..... Fax (    )..... Email .....

Contact Name.....Position.....

Send or Fax to: **PITCH-IN CANADA, National Office**  
 Box 45011, Ocean Park PO, WHITE ROCK, BC, V4A 9L1  
 Fax: 604-535-4653 Phone:1-877-4-PITCH-IN email: misha@pitch-in.ca

# PITCH-IN CANADA'S NATIONAL CELL PHONE COLLECTION PROGRAM




## Raise funds with no investment or Risk!

PITCH-IN CANADA's National Cell Phone Collection Program pays community groups, schools, businesses and local governments for every cell phone handset collected.

In addition to raising money for your local projects, by collecting cell phone handsets you are:

- Protecting our environment** - cell phones contain hazardous and toxic materials which should not go into landfill.
- Re-Using** - millions of cell phones can be refurbished or remanufactured for re-use in emerging countries where they rely on wireless communication.
- Recycling** - cell phones and batteries that cannot be re-used can be recycled to recover materials.

## How does the Program Work?

- 1 Register with PITCH-IN CANADA** at [www.pitch-in.ca](http://www.pitch-in.ca) or by completing the Registration Form (see reverse).
- 2 Receive a free Start-Up Kit.**
- 3 Publicize your program** put up the posters we provide and use our suggested tips for promotion.
- 4 Make-up collection boxes** by re-using cardboard boxes.
- 5 Package up cell phone handsets** - send in a minimum of 50 handsets using our PREPAID FEDEX stickers.
- 6 Cash your cheque** for cell phone handsets collected.

## What does your free Start-Up Kit Contain?

- Instructions** - to guide you in setting up your program.
- Colour Posters** - to help announce your collection program.
- Prepaid Shipping Labels** - and details on how to pack and ship collected cell phone handsets to us.
- Promotional Materials** - such as sample collection announcements, media releases, sample marketing and promotional aids, a variety of tips and ideas on the best places to collect old cell phones and suggestions on collection techniques.



Free posters available

"We have collected thousands of used cell phones! This is a great fundraising program and also a 'win-win' partnership for the environment, local schools and community groups, PITCH-IN CANADA and the re-manufacturer!"

Alice Johnson, Chair  
Pacific Region, Women's Community Institute



# REGISTRATION FORM

## PITCH-IN CANADA'S National Cell Phone Collection Program



PITCH-IN CANADA's National Cell Phone Collection Program is a Partnership between PITCH-IN CANADA, local community organizations, schools, other voluntary organizations and PhoneBack, Canada.

### Name of Cell Phone Collection Program Coordinator:

Mr./Mrs./Ms. \_\_\_\_\_ Position \_\_\_\_\_

Name of School or Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (Work) ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) Home ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) (Fax) ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Email (please print CLEARLY) \_\_\_\_\_

Number of people in your group/school \_\_\_\_\_

Should reimbursement be made payable to your own school or group Yes  No

Should reimbursement be made payable to another charitable group or fundraising project Yes  No

Please print name of Organization, School or other fundraising cause to whom cheques should be paid:

\_\_\_\_\_

I/we authorize PITCH-IN CANADA to release the information provided above to PhoneBack, Canada, PITCH-IN CANADA's Corporate Partner who are responsible for accepting cell phone handsets and refurbishing and recycling them as deemed appropriate. The information will be limited to use only by PhoneBack, Canada for purposes related only to administration and conduct of The Program. I/we understand that PhoneBack, Canada will be responsible for sending us a National Cell Phone Collection Program Starter Kit. This will include a full explanation of how the program works, which items are and are not accepted under the National Cell Phone Collection Program, promotional materials and free pre-paid shipping labels enabling us to return cell phone handsets. I/we understand that PhoneBack, Canada will be responsible for sending us \$1.00 for every cell phone handset collected and received by PhoneBack, Canada. I/we understand The National Cell Phone Collection Program is a fundraiser for my school/group and PITCH-IN CANADA.

Date: \_\_\_\_\_

(Signature)

Print name of person who signed this Registration \_\_\_\_\_

Position \_\_\_\_\_





SUNCOR  
ENERGY  
FOUNDATION



## 2007 PITCH-IN CANADA Week Registration Form

PITCH-IN CANADA Week is April 23-29, 2007: The theme is OPERATION: *Clean Sweep*. To receive materials in time for the campaign you must register by **March 15, 2007**. By registering you give us permission to provide information about your projects to local media, post on our website and include in reports.

- Free PITCH-IN Education Materials Available at [www.pitch-in.ca](http://www.pitch-in.ca) - colouring books, posters, information sheets, teaching aids and much more!
- Free ecoActive School Program – join 500+ schools. Send in the enclosed ecoActive School Registration Form or register online and receive free educational materials, a monthly e-newsletter, a Certificate and much more!

### Complete this Form or Register on-line!

Register online at [www.pitch-in.ca](http://www.pitch-in.ca) and then update your project information if your project changes! Did you register last year? Recall your registration information using your email address and password at [www.pitch-in.ca](http://www.pitch-in.ca)

PLEASE TYPE OR PRINT CLEARLY!

1. **Email** (print CLEARLY please!) \_\_\_\_\_

Name (Mr/Mrs/Ms) \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_

**STREET DELIVERY ADDRESS:**

Delivery Address \_\_\_\_\_

Village/Town/City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### Information about YOUR Organization

(If you are involving more than one organization then tick off the **ONE CATEGORY** which best describes your **own** organization – you will be asked to supply additional information for OTHER organizations involved in your campaign in Section 5 of this form).

Number of people who will participate in your campaign \_\_\_\_\_  
(this information is very important as it assists us in deciding how many free materials to send you)

### Which category below best describes YOUR own organization?

- |   |   |  |
|---|---|--|
| 01 <input type="checkbox"/> Elementary/Secondary School | 10 <input type="checkbox"/> Chamber of Commerce       | 19 <input type="checkbox"/> Naturalist/Outdoor/Environmental Group     |
| 02 <input type="checkbox"/> College                     | 11 <input type="checkbox"/> Conservation Authority    | 20 <input type="checkbox"/> Athletic Organization                      |
| 03 <input type="checkbox"/> Daycare/Preschool           | 12 <input type="checkbox"/> Seniors' Group            | 21 <input type="checkbox"/> Ratepayer/Resident/Cottagers' Organization |
| 04 <input type="checkbox"/> Cubs                        | 13 <input type="checkbox"/> Women's Institute         | 22 <input type="checkbox"/> Service Club/Community Group               |
| 05 <input type="checkbox"/> Scouts                      | 14 <input type="checkbox"/> Sparks                    | 23 <input type="checkbox"/> Youth Group                                |
| 06 <input type="checkbox"/> Beavers                     | 15 <input type="checkbox"/> Brownies                  | 24 <input type="checkbox"/> Business                                   |
| 07 <input type="checkbox"/> Venturers/Rovers            | 16 <input type="checkbox"/> Guides                    | 25 <input type="checkbox"/> Religious Organization                     |
| 08 <input type="checkbox"/> Local Government            | 17 <input type="checkbox"/> Pathfinders               | 26 <input type="checkbox"/> Firefighter/Police/Public Safety           |
| 09 <input type="checkbox"/> Fish & Game Organization    | 18 <input type="checkbox"/> Senior Branches of Guides | 26 <input type="checkbox"/> Other (Pls specify)                        |

3. Are you organizing any **environmental education** activities? (please tick yes or no) **Q1 Yes  No**   
If Yes, please tick off below: (check off as many as apply)

- |   |  |  |
|---|--|--|
| 01 <input type="checkbox"/> Litterless Lunch Program    | 06 <input type="checkbox"/> Planting – trees/flowers   | 10 <input type="checkbox"/> Green Shopper Program              |
| 02 <input type="checkbox"/> Recycling Project           | 07 <input type="checkbox"/> Poster Contest             | 11 <input type="checkbox"/> Pollution Count                    |
| 03 <input type="checkbox"/> Composting Project          | 08 <input type="checkbox"/> Stream Restoration Project | 12 <input type="checkbox"/> Cell Phone Recycling Program       |
| 04 <input type="checkbox"/> Habitat Restoration Project | 09 <input type="checkbox"/> Display(s)                 | 14 <input type="checkbox"/> <b>Energy Conservation Program</b> |
| 05 <input type="checkbox"/> Speaker/Video/Presentation  |  | 14 <input type="checkbox"/> Other (pls describe in box below)  |

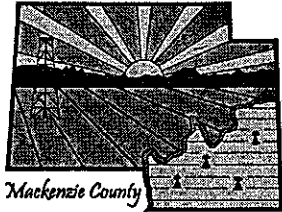
Please provide brief **description** of the educational project(s) above, including **DATES**: (use other sheet if required - we like to learn about your activities so that we can pass new activities onto others! *We love pictures, but they cannot be returned.*)

Date(s): \_\_\_\_\_

Details: (use separate sheet if reqd)

TURN OVER + COMPLETE!





## Mackenzie County

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

January 31, 2007

The Honorable Mel Knight  
Minister of Energy  
404 Legislature Building  
10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister:

This letter is in regard to the Hay Zama Committee and petroleum reserves. It seems some focus groups wish to cancel further resource extraction from two wells which will leave significant reserves of oil in currently productive wells. Abandoning these wells does not make good business or environmental sense.

We strongly recommend that the oil companies be allowed to fully deplete the resources and then the sites can be reverted back to wilderness areas. This will ensure that the area remains wilderness for many years as the resource will have been depleted.

Thank you for your consideration in this matter and we would be pleased to provide further information or meet with you at your convenience. I can be reached at (780) 841-1806 or you may contact our Chief Administrative Officer, William Kostiw, at (780) 927-3718.

Yours sincerely,

Bill Neufeld  
Reeve

pc: Frank Oberle, MLA – Peace River Constituency  
Council





A Brownlee LLP Municipal Law Team Quarterly Newsletter

## Inter-Municipal Solutions – Building a Better Utility... Together

A tremendous amount of interest, energy and resources are being invested in the area of regional utility systems, and other similarly motivated joint capital and operating initiatives. Being able to “do more with less” has been one of the favourite mottos of such joint endeavours, particularly in the area of joint ownership. However, this only tells a portion of the story that surrounds inter-municipal utilities - a municipal solution whose time has truly and finally come.

### Why Are We Looking for New Solutions?

The natural by-product of growth is, amongst other things, increased demand placed on local government to provide the services necessary to meet the requirements of both existing and new development. Consequently, just as some of the growth experienced in many sectors and areas in Alberta in the last several years has increased dramatically, so has the demand for services. In many municipalities, this has resulted in service requirements either catching up to the existing capacity of the respective municipal systems, or in some cases even surpassing what can reasonably be provided with the existing infrastructure. In a hot economy like Alberta the ever increasing costs of construction, combined with:

1. the need for substantial infrastructure upgrades to meet the existing and predicted service

requirements, as well as meet new regulatory requirements; and

2. fixed debt limits, that have not changed despite enormous changes in costs and requirements for new and expanded capacity;

have conspired to put a financial and operational squeeze on municipalities like never before.

Due to the burgeoning gap between the affordability and the actual or likely cost of substantial capital projects to create capacity and meet the immediate demands for services, private finance via partnership-like transactions will gain in popularity. However, given the critical role of some services in the survival and growth of a community, the loss of control and accountability that can occur with private party involvement, and the existing and future availability of grants and other supportive programs for municipalities, full or partial divestiture of exiting utilities to arm's-length parties is often not viewed as a viable alternative. Consequently, the preferred course of action in recent years is to search out a means of combining resources, facilities, skill and expertise within a rationally defined area, but in a manner that ensures that vital services remain in the hands of the municipal authorities.

### Why Think Inter-Municipally?

Due to the direct dependence that development has upon the availability of utilities, the area often hit first and hardest by rapid growth are the municipal utility systems. Inter-municipal utility

## In this Issue:

Inter-Municipal Solutions

Curfew & Bullying Bylaws

Municipal Helpline

*Our Team*

## Emerging Trends in Municipal Law – Municipal Growth Strategies

...see inside for details

...just as some of the growth experienced in many sectors and areas in Alberta in the last several years has increased dramatically, so has the demand for services.



## Emerging Trends in Municipal Law Municipal Growth Strategies

### 2 Day Seminar

Edmonton - Feb. 1 & 2

Calgary - Feb. 15 & 16

#### Topics:

**Full Cost Recovery: A Municipal Tool Belt for Dealing with Growth**

**Effective Development Agreements: The Universal Tool of Planning, Development and Cost Recovery**

**Capital Cost Recovery in Boom Times: Offsite Levies, the UDI Case and Beyond**

**Overhauling Utilities: Finding "Cash in the Attic" with Full Operating Cost Recovery**  
Guest Speaker: Dave Campbell, Utility Rate Analyst, Campbell Ryder

**"Municipal Enforcement: Special Cases" Strategies for effective enforcement in challenging environmental, land use and public safety matters.**

**The New Reality: Hot Employment and Labour Issues in the Boom Times**

**"Mainstay of Municipal Revenue" Keeping your Assessments Correct & Current in a Growth Economy**  
Guest Speakers: John Elzinga, County Assessor, Strathcona County; Steve White, Exec. Director, Assessment Services Branch, Alberta Municipal Affairs; Chris Uttley, Director, Regulated Standards and Utilities, Assessment Services Branch

To register please contact  
Crystal Shaver:

Ph: (780) 423-7514  
Toll Free: 1 (800) 661-9069  
cshaver@brownleelaw.com

projects generally, and the integration of existing utilities infrastructure within a service based area specifically, are some of the likely results of the existing pressures facing local government today. It just so happens that they are also the key to the solutions for many servicing issues as recently identified by Alberta Environment's "Water for Life Strategy".

In studying and pursuing such joint alliances, some of the principal goals invariably involve some or all of the following:

1. **Inter-Municipal Operations** – proposing and providing for simpler alternatives to servicing, with a focus on avoiding unnecessary duplication with an integrated system;
2. **Growth & Infrastructure** – addressing the general demands for service, and meeting those demands in order to not stymie growth;
3. **Reduce Operating Costs** – in addition to trimmer and more efficient capital budgets, the benefits of joint utilities ought to include the sharing of operating and maintenance costs and more efficient operations overall;
4. **Cost & Quality of Service** – maintaining and improving upon the quality and security/reliability of the service, and also maintaining a cost of service that is as good or better than average for similar municipal services or the industry at large;
5. **Financing Expansion & Debt Ratio** – provide alternatives for financing of capital infrastructure investments required for new capacity and expansions, and improvements to existing or replacing capital portions of the existing systems, including providing for alternatives for the carrying of the related debt;
6. **Fostering & Improving Relationships** – possibly foster a more co-operative relationship while also dealing with the more immediate goals above; and
7. **Isolate & Allocate Utility Costs** – segregated operations will help remove politics from utility expansions and operations, as well as remove the immediate availability of municipal tax revenue based budgets to subsidize utility expansions and operations. The result is an operation that can ensure that costs associated with the provision of utilities are isolated from other municipal costs, and allocated to the parties who are benefiting from the services – similar to a private utility operator. With the goal of full cost recovery, or something reasonably close to that, this model ensures that the costs and burdens of utility services follow the benefits of receiving that service. Specifically, this means ensuring that developers absorb the capital costs of bringing services to new developments, and ratepayers overall absorb the operation and maintenance costs associated with the utility system in addition to the cost of the commodity. The result is a municipal budget that relieves municipal tax revenue from supporting and sustaining growth so that it can fund other municipal purposes.

### How do we Get to There from Here?

The short answer is: through lots of hard work and cooperation by all of the parties. The process of building an inter-municipal system in and of itself provides as good a relationship test as any. The construction phase should weed out and bring to light all potential issues that may impact the municipal participants, the ownership/operating entity, the underlying infrastructure and services, and the existing and future customer base of that system.

In terms of the typical steps taken, the following is representative of reasonable approaches:

1. **Development of Essentials** – development of the essential goals and purposes;
2. **Feasibility & Funding** – pursue a feasibility study related to funding, and ultimately funding for the project overall (i.e. accessing Alberta Environment's Regional Systems Initiative and Water Strategy Initiative);
3. **Preliminary Design** – commencement of the system's design, including estimated construction costs;
4. **Design/Construction/Documentation** – completion of detailed design and planning, determination of construction costs by tender and, subject to favourable decision of the parties, completion of all documentation (including contracts related to ownership and governance, transfer of assets, construction and operation); and
5. **Implementation & Operation** – completion of required new construction, and commencing the regional operation.

These can be broken down further into more distinct steps, but the groupings provide some flavour for the general process that is likely to be required. Professional advice by engineers, legal team, and project management consultants are necessary in varying degrees throughout.

The feasibility study is likely one of the first critical steps in the process as this will have to answer key questions (i.e. the why and how of the inter-municipal proposal) and give form to the overall co-operative concept. While not necessarily the first step, the step that may take the longest to negotiate are the choices made with respect to the form and structure of an ownership and operating entity. This entity will carry out the initiative and ultimately carry on the inter-municipal mission. Even if the final choice is not made, giving

some consideration as to the vehicle with which to implement and execute an integrated initiative at an early juncture will be useful for completing later stages in the process.

The entity used for carrying out such initiatives will in most cases be a Regional Services Commission (created under Part 15.1 of the *Municipal Government Act*), or the more recently introduced and utilized concept of a "Municipal Services Corporation" (i.e. a corporation under the *Business Corporations Act*), owned and controlled by the participating municipalities. Purely joint ownership, such as in the form of co-ownership and the older but often used concept of an "authority" (i.e. in essence the public authority version of "joint ventures" used commonly in the private sector), are far less likely as an alternative.

Such decisions as to what operating entity to use cannot be made out of context. Consequently, simply understanding the benefits and limitations of these alternatives as you proceed through the stages will be a useful insight to hold. While Regional Services Commissions and Municipal Services Corporations may in many cases be used interchangeably, their strengths and weaknesses become more apparent as issues such as the degree of integration of the existing municipal systems or the degree of distinctiveness and disparity between the contributing municipalities and their respective systems increases.

Fundamentally, the Commission structure works well with fewer fundamental issues to account for. The concept of equality of voting, Provincial oversight, and Ministerial consent to any fundamental changes (e.g. membership) lends themselves to system assets that have been built new predominantly by grant funding. Commissions become more cumbersome where existing utility assets are contributed, and particularly where there are differences and discrepancies in the respective contribution resulting in the potential for disparity of benefits and burdens arising from the operation of the inter-

municipal system. Municipal Services Corporations, on the other hand, have relative independence of operation and ability to initiate changes, as well as the flexibility of share ownership structures to permit the parties to account for disparities in a multitude of ways.

## Getting Started – Development of Essentials

Although much of the process of building an inter-municipal utility system will require expert advice and assistance, building such a system starts with a commitment to the development of a well reasoned and rational approach to all aspects of the inter-municipal initiative. Regardless of the size, function or integration of the proposed system, this means building a foundation based upon the development of guiding values and beliefs. The municipal participants themselves carry much of the responsibility here, subject to assistance from the consultants. In any event, some building blocks that should be created are:

- **Vision** – develop a mission and vision for the integrated operation. This can be as simple as the description of vision and mission statement, or as complex as a graphic representation of the parties and their integrated infrastructure and operations. Overall, it should provide a concept of where the parties want to be at the end of the process.
- **Goals** – establish specific goals for the inter-municipal operation, and prioritize those goals so as to provide a pathway to the completion of the project.
- **Principles** – develop the guiding principles for the inter-municipal program overall and for the purposes of providing specific guidance to the parties as issues arise.
- **Communication Strategy** – establish a communication strategy to assist with all of the above.



## Creating Safe Communities: The Age of Curfew and Bullying Bylaws

More and more municipalities are looking at new, innovative ways to help create and ensure safe communities for its citizens. A growing concern in achieving this is the issue of how to deal with youth. The result has been a number of municipalities venturing into Curfew and Bullying Bylaws.

But before a Municipality considers passing such Bylaws, we recommend that it consider carefully whether it has the statutory authority to pass a Curfew or Bullying Bylaw and whether the Bylaws will be contrary to the *Canadian Charter of Rights and Freedoms* (the "Charter") or its constitutional authority.

### Statutory Authority

The *Municipal Government Act* (the "MGA") contains general references to a Municipality's bylaw making authority. The general jurisdiction to pass bylaws is stated in Section 7, while the powers which may be exercised in those bylaws (i.e. regulating and prohibiting) are stated in Section 8. According to the Supreme Court of Canada, these Sections are to be read together and to be given a broad

and purposeful interpretation. This understanding is also reiterated in Section 9 of the MGA, which states that a Municipality is to be given broad authority to pass bylaws to govern themselves in whatever way it considers appropriate, within the jurisdiction given to them.

Given a broad and purposeful interpretation, Curfew and Bullying Bylaws may fall within the ambit of the Municipality's authority to pass bylaws under Section 7(a) and (b) – addressing the safety, health and welfare of people and the protection of people and property, and people, activities and things in, on or near a public place or place that is open to the public. However, this statutory authority may be "read down" or quashed if such a Bylaw is either contrary to the *Charter* or the Federal/Provincial division of powers.

### Possible Charter Violations

As with any type of legislation, bylaws may be challenged as being contrary to the rights and values of the *Charter*. Possible *Charter* issues that a Municipality may face with Curfew and Bullying Bylaws include in the case of a Curfew Bylaw, how it may affect one's mobility rights (Section 6), and in the case of a Bullying Bylaw, freedom of expression (Section 2(b)). The more significant *Charter* challenge for either Bylaw, however, is likely to come under the equality provision of Section 15.

Section 15 of the *Charter* provides that every individual is equal before and under the law without being discriminated based on, among other things, one's age. Given that a Curfew or Bullying Bylaw is most likely to be directed towards youth in one's community, a youth may argue that the Curfew or Bullying Bylaw violates his or her Section 15 rights on the basis that it discriminate against him or her due to their age. However, all *Charter* rights are subject to Section 1 of the *Charter*, which provides that *Charter* rights may be infringed if it can be demonstrated that it is justified in a free and democratic society.

If a Curfew or Bullying Bylaw were challenged on a constitutional basis, a Court would likely find that the Bylaw limits a youth's rights. The onus would then shift to the Municipality to justify the Bylaw. Justifying a Curfew or Bullying Bylaw as a "reasonable limit" may be a challenging task for any Municipality. What the Municipality will need to prove is that there is some sort of demonstrable evidence as to why the Bylaw is necessary in their community. It will not be enough for the Municipality to argue that they simply believe it is needed. The Municipality will also need to justify that the Bylaw is not excessive and that it only interferes with rights of youth in their community to the minimum extent required.

## MUNICIPAL HELPLINE

Brownlee LLP is pleased to continue to offer its *Municipal Helpline* service as part of its continued commitment to and relationship with Alberta municipalities, and those of the Northwest Territories and Nunavut, as well as quasi-municipal entities such as regional service commissions, municipal corporations and authorities.

The *Municipal Helpline* is a free informal consultation service offered by Brownlee LLP. Our goal is to offer preventative risk management strategies, based on our unparalleled experience, to avoid potentially larger legal problems for our municipal clients.

Brownlee LLP's *Municipal Helpline* is available toll free at 1-877-232-8303 or directly by email to one of our Municipal Team lawyers. We encourage you to take advantage of the *Municipal Helpline* as another essential tool for achieving your Municipality's goals and initiatives!





*Lorne I. Randa,  
B.A., LL.B.*

*is an associate with Brownlee LLP  
in our Edmonton office.*

Lorne received both his Bachelor of Arts degree in 2000 and his Bachelor of Laws in 2005 from the University of Alberta. After articling with our Edmonton Office, Lorne was called to the Bar in 2006 and joined our Brownlee Municipal Team. His practice areas include general municipal law, municipal corporate law, bylaw preparation and privacy and FOIP law. Lorne is a member of the Canadian Bar Association and the Law Society of Alberta.

## Further Constitutional Challenge

The other possible Constitutional challenge is on the basis that the Bylaw is an unauthorized attempt to interfere with the Federal Government's jurisdiction relating to criminal law. Criminal law is within the Federal jurisdiction, and the Provincial Government and Municipalities cannot regulate in this area. In determining whether a Bylaw's purpose or objective is criminal in nature, the Courts will look to the subject matter of the Bylaw. This would include not only the purpose but also any affects of such legislation.

Common characteristics or purposes of criminal law include stricter penalties, outright prohibitions and issues dealing with morality. Even bylaws that in their effect and purpose are indistinguishable from other criminal legislation, such as the *Criminal Code* or *Youth Criminal Justice Act*, or do nothing more than stiffen, supplement or replace criminal law will likely be found to be outside the jurisdiction of a Municipality.

Given this general understanding on criminal law, if the underlying concern for the Municipality is to curb criminal behaviour in youth, such as to prevent an individual from harassing and threatening others or to prevent further criminal activities such as vandalism of public and private property, then a Curfew or Bullying Bylaw would likely be an unauthorized attempt to regulate in the area of "criminal law". On the other hand, if the purpose and intent of the Bylaws is more to protect the use of public property and the public while using that property, rather than an unauthorized attempt to regulate in the criminal area, there may be some valid support for the Bylaws.

Furthermore, the Supreme Court of Canada has stated that even if the Federal Government has passed comprehensive legislation in an area, a Provincial Government or a Municipality may be able to pass

legislation in that same area provided that both pieces of legislation can be complied with. This means that so long as there is no actual conflict where by following one piece of legislation (the Bylaw) results in violating the other (for example, the *Criminal Code*), the Municipal regulation in the area may be upheld, assuming that the Municipality has justified its jurisdiction.

## The Importance of Drafting

Based on the above, it is clear that careful drafting of a Curfew or Bullying Bylaw is critical to ensuring the Bylaw can withstand any possible challenges. Some drafting issues that Municipalities must consider with Curfew and Bullying Bylaws included:

- What is the scope and focus of the Bylaw? Is it on public places and safety, or is it attempting to deal with criminal behaviour of youth? How are key terms and prohibited behaviours defined?
- Does the Municipality have a justifiable reason supported by substantive evidence to limit the rights of youth in their community? And,
- Are any of the provisions in the Bylaws addressing similar concerns as provisions in the *Criminal Code* or *Youth Criminal Justice Act*? If so, can they both be followed without being contrary to the other?

If your Municipality is considering such Bylaws, keep in mind that Brownlee LLP has extensive experience advising Municipalities on drafting and reviewing bylaws of this nature. Should you have questions or concerns regarding bylaws or enforcement matters in general, please contact one of the lawyers on our Municipal team.

Bruce A. Smith, Brownlee LLP  
Lorne I. Randa, Brownlee LLP



This would include identifying intended audiences, means/methods/mediums for communication, and tying the content to the foregoing guiding values and philosophy. Begin this practice early, and continue throughout the construction and into operations. Arming councils and administrations with the ability to deliver the vision, goals and principles through effective communication is fundamental to success and to earning the support of the ultimate stakeholders in this exercise – the public and the rate payers.

These building blocks can be evidenced by various means, but are often best incorporated into a formal Memorandum of Understanding and Interim Agreement to guide the parties' commitments through the early stages of development. This would include funding for the early stages of development (e.g. feasibility, etc.), as well as remaining non-binding with respect to the overall project. Establishing a committee of representatives under this agreement is equally important at this earliest stage.

The parties are building a consensus, which demands that the parties recognize the respective positions on the applicable issues and develop special route(s) needed to resolve the matters adequately and conclusively so that the parties may move on in the process and/or to the next issue. This relationship building process will necessarily spill over into other areas, especially inter-municipal planning, in order to ensure that the proposed system will be able to accommodate the nature and extent of the predicted growth. This will form the foundations of the relationship amongst the parties themselves, and therefore the foundations of the overall integrated initiative and its success.

If you would like more information about inter-municipal and other joint initiatives, or municipal public utilities generally, kindly contact a member of our Municipal Team at Brownlee LLP.

## Calgary

Suite 2000 Watermark Tower  
530 – 8th Avenue SW  
Calgary, AB T2P 3S8  
fax 403.232.8408  
phone 403.232.8300  
toll free 1.877.232.8303

visit our website:

## Edmonton

Brownlee LLP has been providing legal services to municipalities for over 60 years. In addition to the lawyers practicing in our Municipal Department, there are a number of lawyers in the Litigation Department whose practices include Municipal Litigation.

For more information regarding the articles in this Bulletin, or on other municipal law issues, please feel free to contact the following members of the Municipal Team at our toll-free lines or their direct lines listed below.

### Edmonton Office

Havelock B. Madill, Q.C.	780-497-4898	hmadill@brownleelaw.com
Raymond C. Purdy, Q.C.	780-497-4879	rpurdy@brownleelaw.com
Barry A. Sjolie, Q.C.	780-497-4818	bsjolie@brownleelaw.com
Eleanor A. Olszewski	780-497-4838	eolszewski@brownleelaw.com
Ronald R. Nelson	780-497-4851	rnelson@brownleelaw.com
Thomas D. Marriott	780-497-4868	tmarriott@brownleelaw.com
Raymond (Guy) Miki	780-497-4821	gmiki@brownleelaw.com
Steven T. Connors	780-497-4842	sconnors@brownleelaw.com
Daniel R. Peskett	780-497-4875	dpeskett@brownleelaw.com
Colin R. Fetter	780-497-4867	cfetter@brownleelaw.com
Rodd C. Thorkelsson	780-497-4843	rthorkelsson@brownleelaw.com
Alvin R. Kosak	780-497-4882	akosak@brownleelaw.com
Jeneane S. Grundberg	780-497-4812	jgrundberg@brownleelaw.com
Carol M. Zukowski	780-497-4815	czukowski@brownleelaw.com
Shannon L. Wyatt	780-497-4861	swyatt@brownleelaw.com
Derek J. King	780-497-4846	dking@brownleelaw.com
Michael T. Coombs	780-497-4833	mcoombs@brownleelaw.com
Paul V. Stocco	780-497-4884	pstocco@brownleelaw.com
Kathryn J. Durkin	780-497-4837	kdurkin@brownleelaw.com
Arlan D. Delisle	780-497-4844	adelisle@brownleelaw.com
Kelley L. Fiske-Nielsen	780-497-4830	kfiskenielsen@brownleelaw.com
Ramona A. Salamucha	780-497-4836	rsalamucha@brownleelaw.com
Kirsten M. Leger	780-497-4809	kleger@brownleelaw.com
Michael S. Solowan	780-497-4897	msolowan@brownleelaw.com
Lorne J. Randa	780-497-4832	lranda@brownleelaw.com

### Calgary Office

Glen B. Scott	403-260-5302	gscott@brownleelaw.com
David M. Pick	403-260-5305	dpick@brownleelaw.com
Joanne M. Klauer	403-260-5303	jklauder@brownleelaw.com
Tim W. Bardsley	403-260-5313	tbardsley@brownleelaw.com
Cheryl A. Elgart	403-232-8308	celgart@brownleelaw.com
Trena L. Grimoldby	403-260-5306	tgrimoldby@brownleelaw.com

## Edmonton

Suite 2200 Commerce Place  
10155 – 102 Street NW  
Edmonton, AB T5J 4G8  
fax 780.424.3254  
phone 780.497.4800  
toll free 1.800.661.9069

www.brownleelaw.com

**Carol Gabriel**

---

**From:** Peter F. Braun [pfbraun@md23.ab.ca]  
**Sent:** Wednesday, February 07, 2007 11:27 AM  
**To:** Bill Kostiw  
**Subject:** Paul Steffanson

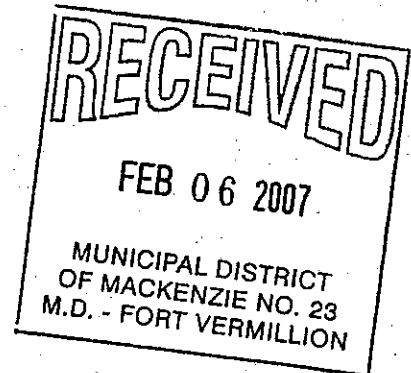
Paul says he talked to you about writing a letter to gov't to convince them to subsidize freight costs for hauling scrap metal and stuff. I am assuming you will add this as an agenda item. I told him I would remind you.

Peter F. Braun  
La Crete, Alberta  
Phone: (780)928-2661  
Cell: (780)926-6238



January 31, 2007  
File No. 5353-068-01-40

Fax # (780) 624-2440  
Alberta Infrastructure & Transportation  
3<sup>rd</sup> Floor, Provincial Building  
9621 - 96 Avenue  
PEACE RIVER, AB  
T8S 1T4



ATTN: Dave Kohut, Acting Regional Director - Peace Region

Dear Sir:

**RE: Resource Road Program Application for Funding Request  
99<sup>th</sup> Street Upgrade - La Crete, Alberta**

On behalf of Mackenzie County (formally Municipal District of Mackenzie #23), attached please find two (2) letters of support from local businesses fronting on 99<sup>th</sup> Street.

If you should require further information or discussion, regarding the above Project, please do not hesitate to contact.

Yours truly,  
FOCUS CORPORATION

A handwritten signature in black ink, appearing to read "D.L. Schuler".

D.L. (Doug) Schuler, Principal  
Peace River Branch Manager

DLS/wmb  
Attachments  
c.c. John Klassen; La Crete  
c.c. Bill Kostiw; Fort Vermilion





**KNELSEN**  
SAND AND GRAVEL LTD.

January 29, 2007

Focus Corporation (GPEC Consulting)  
#3, 8909 - 96 Street  
Peace River, AB.  
T8S 1G8

Fax: 780-624-3732

ATTN. DOUG SCHULER

RE: **MACKENZIE COUNTY - HAMLET OF LA CRETE**  
**UPGRADE OF 99<sup>TH</sup> STREET FROM 94<sup>TH</sup> AVENUE TO 109<sup>TH</sup> AVENUE**

This letter is provided to request that 99<sup>th</sup> Street, from 94<sup>th</sup> Avenue to 109<sup>th</sup> Avenue be upgraded from its current condition to a paved industrial standard. This street serves our company and many others as the primary industrial route for delivery of goods and services to and from destinations outside of the Hamlet of La Crete.

Knelsen Sand & Gravel Ltd. utilizes regular direct access from 99<sup>th</sup> Street to our main yard in La Crete. For summer activity, our work as a general contractor, gravel supplier and ready mix concrete producer makes the truck activity that flows to and from our place of business very significant. Our refueling facilities as well as our main truck and equipment repair shop are also situated in our main yard with access designed to occur directly from 99<sup>th</sup> Street. The number of truck counts on an average day is well into the "hundreds of trips".

During winter the activity diminishes somewhat, but our log haul trucks make very regular trips to and from the yard for refueling and for maintenance and repairs.

The access from 100<sup>th</sup> Street is very unsuitable from an industrial traffic perspective because 100<sup>th</sup> Street serves as the main access to the hamlet for commercial, residential and traffic destined for institutional locations such as schools. There is a major school zone along 100<sup>th</sup> Street situated close to our place of business. For safety and operational reasons, 100<sup>th</sup> Street is absolutely not appropriate for the industrial access to our yard.

Previous requests to consider an upgrade to 99<sup>th</sup> Street were set aside due to other development needs along this road that were considered a prerequisite to paving. It is my understanding that all of the industrial lots along this road have been serviced and that all underground facilities have been installed. This provides the conclusion that no further substantial excavation works are required along 99<sup>th</sup> Street.

Given the significant need by our company to use this road, and our awareness of how much industrial traffic is added to it by other neighboring companies, the need for a paved standard is obvious.

Please ensure that our interests are included in the deliberations regarding the need for resource road funding for 99<sup>th</sup> Street

  
Darrell Quist, P. Eng.  
Construction Manager  
Knelsen Sand & Gravel Ltd.

Cc: W Kostiw, Mackenzie County

# FRONTIER SEEDCLEANING COOPERATIVE LTD

Box 336  
LaCrete, Alberta, T0H 2H0

Doug Schuler  
Focus Engineering  
Peace River, Alberta

January 29, 2007

RE: 99 Street, LaCrete

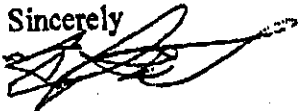
Dear Sir:

Frontier Seedcleaning Cooperative supports the efforts of our municipality to provide asphalt surface to 99 St. in LaCrete.

During the busy seasons, when we are open 24 hours a day, the combined activities of the seed plant and the public weigh scale generates 30 trucks per day. We estimate that the daily average year round traffic for this facility would be 3+ trucks per day plus other vehicles.

This route provides access to the industrial area of LaCrete and handles a large volume of heavy truck traffic. The road is currently not paved and during dry seasons it sees a lot of heavy truck traffic creating a safety problem due to the dust. During wet seasons 99 St. becomes difficult to negotiate, especially for the large trucks. This street was developed to take the heavy industrial traffic off of Main Street. However, our experience is that when 99 St. becomes so difficult the trucks, including any other traffic using 99 St. will use alternate routes. That alternate route then taken is Main Street. With an ever increasing volume of traffic on Main Street and then, to have the trucks choose Main Street instead of 99 St., is becoming a safety concern their as well. To maintain the integrity of 99 St. and to encourage the use of it for its intended purpose, it definitely needs to be paved to become more user friendly at all times of the year in all weather conditions.

Sincerely



Ernest J. Dyck  
Chairman

Cc Bill Neufeld, Reeve



**Please consider this invitation to La Crete's 8<sup>th</sup> Annual Trade Show April 27<sup>th</sup> & 28<sup>th</sup>**

Every year, La Crete hosts a successful trade show that brings in thousands from across Alberta. Consider this as a great opportunity to showcase your business services to a growing community. In just two days, thousands of people will walk past your displays and learn about what you have to offer. Repeat customers have already purchased 70% of booths available. There are only a limited number of booths available. If you are interested, please fill out the application or let us call you. Booths are sold on a first come first serve basis.

I \_\_\_\_\_ would like more information. Please call \_\_\_\_\_ at \_\_\_\_\_  
(Business Name) (Your Name) (Your Number)

Sincerely,

*Lara Dare*

Lara Dare  
Manager

---

**La Crete & Area Chamber of Commerce**  
Unit 2, 10001 100<sup>th</sup> Avenue • Box 1088 La Crete, Alberta • T0H 2H0  
Phone: (780) 928-2278      [www.lacretechamber.com](http://www.lacretechamber.com)      Fax: (780) 928-2234



# 8<sup>th</sup> Annual La Crete Spring Trade Fair – 2007

Friday, April 27, 2007 – Show Hours: 4:00 PM to 10:00 PM  
Saturday, April 28, 2007 – Show Hours: 10:00 AM to 4:00 PM

## EXHIBIT SPACE APPLICATION

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Booth Preference: \_\_\_\_\_

Total Booth Cost: \_\_\_\_\_

**Payment is due in full at time of registration and must accompany this form.**

Make cheques payable to:  
**La Crete and Area Chamber of Commerce  
Box 1088, La Crete, AB T0H 2H0**

We agree to abide by the rules and regulations of the La Crete and Area Chamber of Commerce as set forth on this form.

Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Come Out and Enjoy the Show!

Office Use Only	
Total Due	Paid
Invoiced	Booth
Passes	
Cancellation Received Date	
Amount Refunded	

## Trade Show Rules and Regulations

### General Rules

The exhibitor agrees to abide by all regulations and rules adopted by the La Crete & Area Chamber of Commerce in the best interest of the Trade Show and agrees that the La Crete & Area Chamber of Commerce shall have final decision in adopting any rule or regulation deemed necessary prior to, during, and after the show.

### Terms of Payment

Payment is required in full at time of registration. Cheque, cash or money orders only.

### Booking Space

All bookings are on a first come, first serve basis. It is therefore necessary to book your booth as soon as possible. The La Crete & Area Chamber of Commerce reserves the right to alter the size and location of any unsold booths.

### Cancellation

Cancellations made up to and including March 20<sup>th</sup> will be awarded a full refund less \$50. From March 21<sup>st</sup> No refunds will be given. Cancellation of space must be in writing and delivered by mail, fax, or E-Mail and received on or prior to March 20<sup>th</sup>.

### Waiver of Liability

The La Crete & Area Chamber of Commerce shall make every effort to ensure the protection of property of the exhibitor. However, the La Crete & Area Chamber of Commerce shall take no responsibility for lost, stolen, or damaged goods. If insurance is required, it is the responsibility of the exhibitor to secure such insurance.

### Exhibitor Passes

Two exhibitor passes will be supplied to each exhibitor and must be worn at all times. Extra passes are available on request to the Chamber.

### Boothmanship

All exhibits must remain intact throughout the Trade Shows designated hours. The exhibitor shall maintain a responsible individual in the leased space at all times.

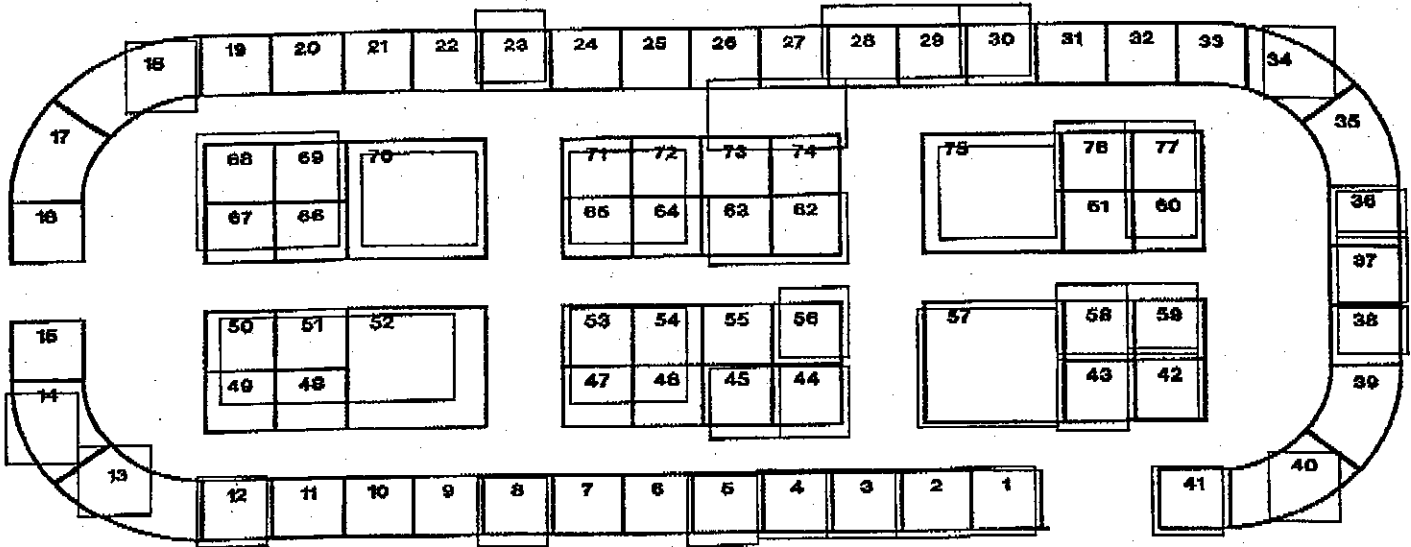
### Move In Instructions

Exhibitors will be able to move in their exhibits on April 26, between the hours of 12:00PM and 5:00PM, and also on April 27, between the hours of 10:00AM and 2:00PM.

**ALL EXHIBITS MUST BE READY NO LATER THAN 2:00 PM ON FRIDAY, APRIL 27th.**

**Move Out Instructions**  
Exhibits may not be dismantled before 4:00pm, Saturday, April 28th. Exhibits must be removed from the exhibition area immediately after the Trade Show ends.

# Annual La Crosse Sunday Trade Fair - 2007



- Regular Booths      1-12, 15-16, 19-33, 36-38, 41-51, 53-56, 58-69, 71-74, 76-77
- Corner Booths      13, 14, 17, 18, 34, 35, 39, 40
- 20' x 20' Booths    52, 57, 70, 75

## Booth Rental

Booth Rental Prices for 2007		Your Booth Includes:	
<u>Regular - 10' x 10'</u>		<u>Regular - 10' x 10'</u>	
Chamber Members	\$299.00	8' high back wall drape	2 - 150 watt Flood Lights
Non-Members	\$399.00	4' high side wall drape	1 - Decorated Table
		1 - 800 watt outlet	2 - Chairs
<u>Corner Booths</u>		<u>Corner Booths</u>	
Chamber Members	\$399.00	8' high back wall drape	2 - 150 watt Flood Lights
Non-Members	\$499.00	4' high side wall drape	2 - Decorated Tables
		1 - 800 watt outlet	4 - Chairs
<u>20' x 20' Booths</u>		<u>20' x 20' Booths</u>	
Chamber Members	\$899.00	20' of 8' high back wall drape	
Non-Members	\$999.00	2 - 800 watt outlet	2 - 8' Decorated Tables
		2 - 150 watt flood lights	4 - Chairs

## Book Your Booth Early!!!

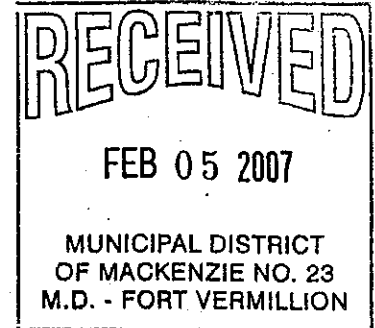
Booths are reserved on a first come, first serve basis.  
 You may not reserve a booth unless payment accompanies your sign up sheet.  
 Booth preference is not guaranteed.  
 Please review rules and regulations.





LEGISLATIVE ASSEMBLY  
ALBERTA

**BRIAN MASON**  
LEADER OF THE NEW DEMOCRAT OPPOSITION  
M.L.A., EDMONTON HIGHLANDS



Municipal District of Mackenzie No. 23  
PO Box 640  
Fort Vermilion AB T0H 1N0  
Attn: Mr. Bill Neufeld, Mayor

Monday, January 29<sup>th</sup>, 2007

Dear Mayor Neufeld,

As an elected official, you've heard of and experienced the growing problem of Alberta's need for housing. Alberta's NDP Opposition have prepared proposals to alleviate this burden in the short-term and provide long-term solutions for the rapid economic and population growth in our municipalities. These proposals were crafted after extensive consultation with stakeholders in the housing sector.

Attached is a copy of these proposals. We would be grateful if you would take a moment to review these proposals and give us your thoughts on this important issue. We would welcome your participation and feedback. My legislative office can be reached at:

501 Legislative Annex  
Edmonton, Alberta T5K 1E4  
780.415.1800  
nd@assembly.ab.ca  
www.ndpopposition.ab.ca

Additional copies of our proposals can be downloaded from our website.

Thank you again for your time and attention to this important issue.

Sincerely,

Brian Mason, MLA  
Leader, Alberta's NDP Opposition



## 4. SOLUTIONS FOR EMERGENCY AND TRANSITIONAL HOUSING

Support and fund more units and services

The number of homeless people in Alberta is growing. Calgary's homeless population has increased by 32% from 2004 to 2006.

Urban centres do not have the emergency shelter capacity to respond to the current need.

Alberta's NDP has solutions to strengthen support for emergency and transitional housing.

- **Support implementation of Community Plans**  
The Ministry of Housing would support and actively help to implement Community Plans like Edmonton's Community Plan on Housing and Support Services.
- **Fund necessary staffing and capital costs**  
Support capital expenditure on new units AND fund the staffing necessary for support services.
- **Support municipalities' emergency plans**  
Work with community service agencies to find creative solutions for emergency plans developed by municipalities.
- **Fund more transitional and supportive housing**  
Fund the creation of more transitional housing and long-term supportive housing to help people move out of emergency shelters. People suffering from health and mental health illnesses should not be in shelters but in appropriate housing with access to support services.

### TAKE ACTION NOW AND ESTABLISH A MINISTRY OF HOUSING

"There is a shortage of affordable housing units in the province; rental rates are soaring and vacancy rates are plummeting. Special needs and co-op housing, rent guidelines and land banks are all part of the solution to problems faced by hundreds of thousands of Albertans."

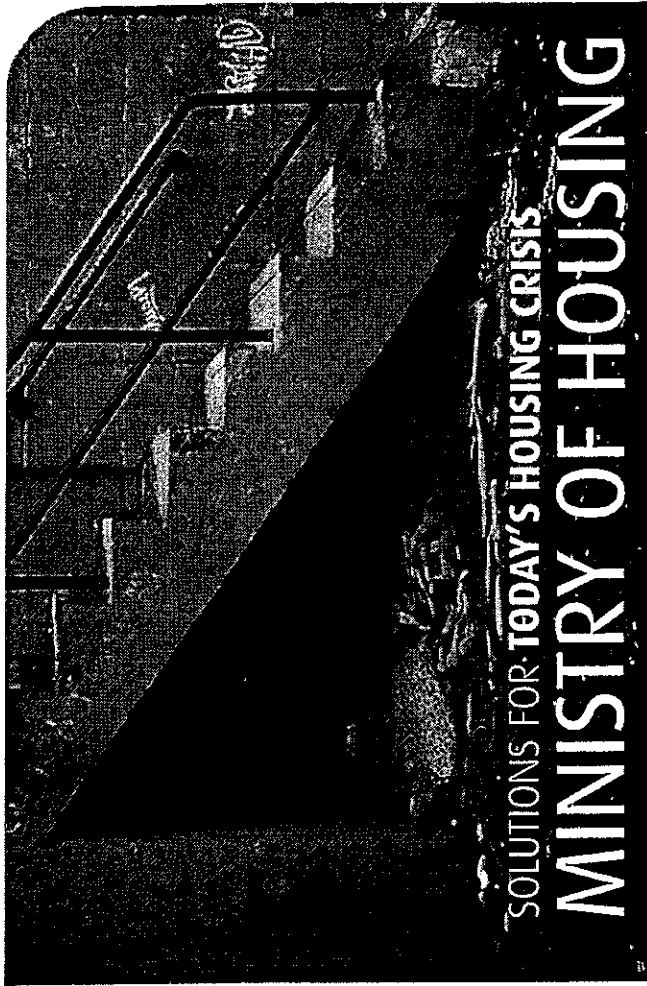
Brian Mason  
Leader, Alberta's NDP Opposition

QUESTIONS? WANT TO HEAR?

CALL: 780.415.1800  
VISIT: [NDPOpposition.ab.ca](http://NDPOpposition.ab.ca)

100 St. Joseph Street  
501 Legislature Building  
Edmonton, Alberta T6K 1K6

Alberta  
**NDP**  
Opposition



## SOLUTIONS FOR TODAY'S HOUSING CRISIS MINISTRY OF HOUSING

PHOTO: Courtesy of the Edmonton and Peaking Committee on Housing

"A Ministry of Housing will bring order to the current patchwork of provincial, federal and municipal programs. Land banking, rent increase guidelines and building of 6000 affordable housing units are a few solutions a Ministry of Housing would implement to help struggling families in today's housing crisis."

BRIAN MASON  
LEADER, ALBERTA'S NDP OPPOSITION

Alberta's rapid growth, the government's failure to properly invest in affordable housing programs in the past decade, and the absence of a coordinated approach to housing issues have created a crisis in the province.

Most major municipalities in Alberta, including Edmonton, Calgary, Grande Prairie, Red Deer and Wood Buffalo have developed comprehensive community plans to address the shortage of affordable housing and the growing population of homeless people. It's time for the province to establish a Ministry of Housing, and take up its responsibility to provide sufficient funding to implement these plans and prevent today's crisis from escalating.

Alberta

**NDP**  
Opposition

Solutions for today. Vision for Tomorrow.

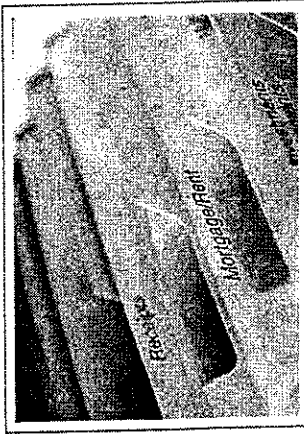
[www.NDPOpposition.ab.ca](http://www.NDPOpposition.ab.ca)

# 1. SOLUTIONS FOR SKYROCKETING RENTS

## Establish rent increase guidelines

In 2006, Edmonton housing prices have increased by an average of 50% in the past year. Rents have jumped by 13.4% in the same period. Calgary, Grande Prairie and Fort McMurray have all seen similar jumps in rents. Establishing rent increase guidelines is part of Alberta NDP's solutions for skyrocketing rents.

- **Limit annual rent increases to the Consumer Price Index plus 2%**  
As done in Ontario and British Columbia, rent increase guidelines protect renters - since landlords cannot arbitrarily increase rents - but will not discourage building of new residential properties. Landlords can also increase rents under agreed circumstances, such as increases in taxes or utilities, or to recover costs of renovations and improvements.
- **Expand the Alberta Rent Supplements Program**  
The Alberta Rent Supplements helps households by 'topping up' the difference between their rent and 30% of their household income. The Ministry of Housing would expand the program to more families.
- **Make Alberta Rent Supplements portable**  
Making the program portable allows families flexibility to move closer to employment, schools, etc. The Ministry of Housing would link rent supplements to families not apartments.



"Under a rent increase guidelines strategy, landlords will not be allowed to arbitrarily increase rents unless there are major upgrades or investments in the property. This has worked very well in Ontario and British Columbia in protecting tenants from their rents going through the roof."

Pat Martin  
NDP Oppositi... Housing Clinic

# 2. SOLUTIONS FOR LAND SHORTAGES

## Take action and establish land banks

Alberta's NDP Opposition believes the government should take action now and establish banks of land in the major municipalities that are currently facing a housing crisis.

Banking land for residential development helps alleviate the limited supply of homes and helps municipalities prevent similar housing crunches from happening in the future. Land banking can also moderate the price of new homes during boom times.

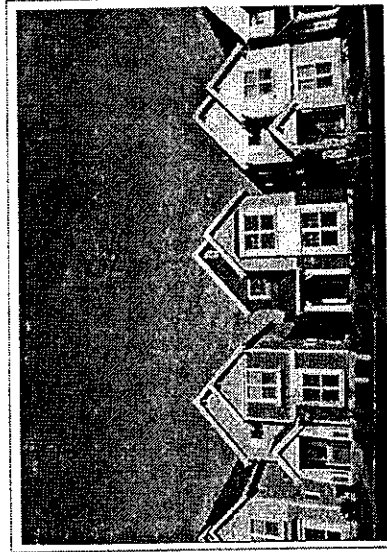
- **Acquire land and sell to municipalities**  
The Ministry of Housing would acquire provincial land and turn it over to municipalities at a reasonable price and in a timely fashion to create new residential areas. In Edmonton, the community of Mill Woods was developed by the City on land assembled by the province. Thousands of families were able to get into new homes they could not afford otherwise.
- **Self provincial land to municipalities**  
Selling provincial land around Fort McMurray to the municipality, for example, would allow the municipality to coordinate building new residential areas based on sound business models.

# 3. SOLUTIONS FOR AFFORDABLE HOUSING

## Secure funding and build more homes

Today there are over 100,000 families in Alberta that need affordable housing because they pay more than 30% of their income in rent. Alberta's NDP has solutions for affordable housing.

- **Build 6000 affordable housing units**  
Over the next 3 years, Alberta will need a minimum of 6000 new affordable housing units. These should include co-op housing, municipal non-profit housing, social housing and special-needs housing. The Ministry of Housing would develop partnerships with all levels of government to coordinate building these units.
- **Pressure the federal government to increase funding**  
Research shows federal Liberal cuts in the mid-1990s combined with provincial Conservative inaction on social housing set the stage for the current crisis in affordable housing. Current federal funding is at risk of being cut off in April 2007. The Ministry of Housing would secure stable, predictable funding for affordable housing.
- **Commit to helping municipalities meet targets**  
Municipalities have done the hard work of developing comprehensive Community Housing Plans. The Ministry of Housing would work with municipalities to ensure housing targets are met.



**Dangerous Trends**  
3,750 affordable housing units are needed by 2009 in Edmonton alone.  
Source: Edmonton Community Plan on Housing and Support Services 2005 - 2009

2,840 homes are needed to meet the current shortfall in Fort McMurray.  
Source: from 1999 - 2006, Regional Municipality of Wood Buffalo submission to CMB, 11 October 2006

1,982 families are on the waiting list for provincially funded, public, non-profit housing units for people with special needs; their average wait time is 21 months.  
Source: Capital Region Housing Corporation

180 new rental units are being built in 2006, down from 2,200 in 2002.

Worse, affordable rental units are being converted to condominiums.

1.5% is the rental vacancy rate in Edmonton in 2006, down from 5.3% in 2004.  
Source: Edmonton Housing Trust Fund

## Middle-class maxed out

According to the Municipality of Wood Buffalo, in Fort McMurray, a one-bedroom apartment rents for an average of \$1,262 month and requires an hourly wage of \$23.58 or \$50,480 annually for it to be affordable (i.e., less than 30% of gross household income). Traditional middle-class professions such as teachers, nurses, police, government employees and service sector workers are having difficulty paying for their housing.

Source: Housing Overview and Outlook, Nov. 5, 2006

ALBERTA'S NDP OPPOSITION

SOLUTIONS FOR TODAY. VISION FOR TOMORROW.



Attention: Chief Administrative Officer

**Re: Well Drilling Activity Report**

Dear Sir/Madam:

Please find enclosed a well drilling activity report that Municipal Affairs has prepared for your municipality on the basis of information received monthly from the Alberta Energy and Utilities Board (EUB). This report was generated using well drilling information on record with the EUB as of December 31, 2006.

This report is provided solely as a convenience to municipalities in support of the following legislation:


- Section 388(1) of the *Municipal Government Act* states that each council may pass a well drilling equipment tax bylaw, and
- Section 388(2) states that the well drilling equipment tax bylaw authorizes the council to impose a tax in respect of equipment used to drill a well for which a licence is required under the *Oil and Gas Conservation Act*.

The well drilling equipment tax is an optional and one-time tax that municipalities may choose to levy on equipment used to drill a well.

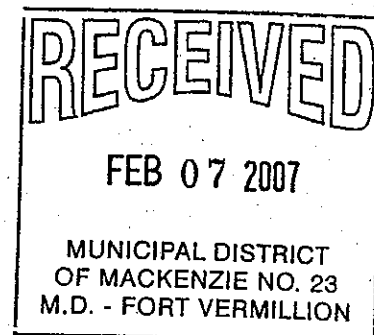
The method of calculating the tax is set out in the Well Drilling Equipment Tax Rate Regulation 61/2002. This regulation is available from the Queen's Printer at [www.gov.ab.ca/gp](http://www.gov.ab.ca/gp), and a copy is attached for your information.

If you have any questions regarding this report, please contact me at (780) 422-8302 or by e-mail at [Gail.Reykdal@gov.ab.ca](mailto:Gail.Reykdal@gov.ab.ca). To call toll free, dial 310-0000 first and then enter (780) 422-8302 after the prompt.

Yours truly,

  
For Gail Reykdal  
Assessment Technician

Attachment







Province of Alberta

**MUNICIPAL GOVERNMENT ACT**

**WELL DRILLING EQUIPMENT TAX  
RATE REGULATION**

**Alberta Regulation 61/2002**

**Extract**

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**ALBERTA REGULATION 61/2002**

**Municipal Government Act**

**WELL DRILLING EQUIPMENT TAX RATE REGULATION**

**Calculation of tax**

**1** The tax under Division 6 of Part 10 of the *Municipal Government Act* must be calculated as follows:

- (a) if the depth of the well is 900 metres or less, \$0.15 per metre of depth, with the minimum tax being \$100;
- (b) if the depth of the well is more than 900 metres but not more than 1500 metres, \$150 plus \$0.30 for each metre of depth exceeding 900;
- (c) if the depth of the well is more than 1500 metres but not more than 1800 metres, \$330 plus \$0.35 for each metre of depth exceeding 1500;
- (d) if the depth of the well is more than 1800 metres but not more than 2400 metres, \$500 plus \$0.75 for each metre of depth exceeding 1800;
- (e) if the depth of the well is more than 2400 metres but not more than 3000 metres, \$1000 plus \$1.80 for each metre of depth exceeding 2400;
- (f) if the depth of the well is more than 3000 metres but not more than 3600 metres, \$2200 plus \$2.85 for each metre of depth exceeding 3000;
- (g) if the depth of the well is more than 3600 metres but not more than 4200 metres, \$4100 plus \$6.00 for each metre of depth exceeding 3600;
- (h) if the depth of the well is more than 4200 metres but not more than 4800 metres, \$8100 plus \$7.50 for each metre of depth exceeding 4200;
- (i) if the depth of the well is more than 4800 metres, \$13 100 plus \$9.00 for each metre of depth exceeding 4800.

**Repeal**

**2** The *Well Drilling Equipment Tax Rate Regulation (AR 370/94)* is repealed.

**Expiry**

**3** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2006.

## Further Update about Regulations

### ***Assessment Complaints and Appeals Amendment Regulation***

The Assessment Complaints and Appeals Regulation has been amended only to extend its expiry date to December 31, 2007. This will allow for further consultation. The process for making a complaint or appeal will remain the same for one year while further consultation takes place. The amendment regulation was filed as AR 309/2006 and comes into force on December 8, 2006.

### **Notel!**

**Chief Administrative Officers are strongly urged to inform their assessment review board clerks of the amendment to the above regulation.**

### **Well Drilling Equipment Tax Rate Amendment Regulation**

The Well Drilling Equipment Tax Rate Regulation has been amended only to extend its expiry date to December 31, 2007. This will allow for consultation about proposals for new rates to take place in 2007. The amendment regulation was filed as AR 310/2006 and comes into force on December 8, 2006.

Tax Jurisdiction: 0505 Municipal District of Mackenzie No. 23

EUB Code: D1L80

Name: Apeche Canada Ltd.  
Attn Tax Manager  
Suite 1000  
700 9 Avenue S W  
Calgary, AB T2P3V4

EUB License No.	Common Well ID	Surface Hole Address	Well Name	Finished Drilling Date	Rig Contractor	Total Depth
0365230	00/11-26-116-06W6/0	11-26-116-06W6	ACL ZAMA 11-26-116-6	18-Nov-2006	24 OX840	1,491.00

Number of Wells: 1

35

1. EUB Common Well ID is in the form LE LSD SEC TWP RGE MER ES.
2. Surface Hole Address is in the form LSD SEC TWP RGE MER.
3. This report includes all wells reported drilled, at the EUB, since the previous Well Drilling Activity Report was produced.
4. EUB is Alberta Energy and Utilities Board.

This report is provided solely as a convenience to stakeholders.  
This report applies to Division 6 of the Municipal Government Act Chapter M26.1 1994 and the Well Drilling Equipment Tax Rate Regulation, Alberta Regulation 61/2002.



**Municipal Affairs  
and Housing**

**Alberta Municipal Affairs and Housing  
Alberta Linear Property Assessment System  
Well Drilling Activity Report**

Report Date : 22-Jan-2007  
EUB Well Data as of : 31-DEC-2006

Tax Jurisdiction: 0505 Municipal District of Mackenzie No. 23

EUB Code: 0R460

Name: Husky Oil Operations Limited  
707 - 8 Avenue SW  
Calgary, AB T2P3G7

EUB License No.	Common Well ID	Surface Hole Address	Well Name	Finished Drilling Date	Rig Contractor	Total Depth
0348749	00/10-02-108-10W6/0	10-02-108-10W6	HUSKY RAINS 10-2-108-10	4-Dec-2006	10 OY550	515.00
0350964	00/16-30-107-09W6/0	16-30-107-09W6	HUSKY RAINS 16-30-107-9	14-Dec-2006	10 OY550	525.00
0352162	00/05-31-107-09W6/0	05-31-107-09W6	HUSKY RAINS 5-31-107-9	11-Dec-2006	10 OY550	520.00
0366437	00/16-36-107-10W6/0	16-36-107-10W6	HUSKY RAINBOWS 16-36-107-10	8-Dec-2006	10 OY550	490.00

Number of Wells: 4

1. EUB Common Well ID is in the form LE LSD SEC TWP RGE MER ES.
2. Surface Hole Address is in the form LSD SEC TWP RGE MER.
3. This report includes wells reported drilled, at the EUB, since the previous Well Drilling Activity Report was produced.
4. EUB is Alberta Energy and Utilities Board.

This report is provided solely as a convenience to stakeholders.  
This report applies to Division 6 of the Municipal Government Act Chapter M26.1 1994 and the Well Drilling Equipment Tax Rate Regulation, Alberta Regulation 61/2002.





Box 239, High Prairie, Alberta, Canada T0G 1E0 Telephone: (780) 523-5955 Fax: (780) 523-4227  
Email: biglakes@mdbiglakes.ca Website: www.mdbiglakes.ca

January 22, 2007

Premier Ed Stelmach  
Office of the Premier  
Room 307, Legislature Building  
10800 - 97th Avenue  
Edmonton AB T5K 2B6

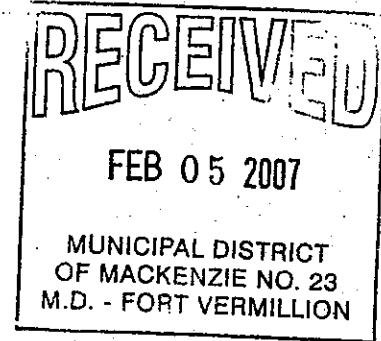
Premier Stelmach

**Re: Sign-Up Alberta Program Penalizes Small Tourism Operators**

Congratulations on your recent election to the Leadership of the Progressive Conservative Party of Alberta, and Premier of Alberta. You will no doubt face many challenges in your new position. I wish you great success in your government's endeavours.

On behalf of the Municipal District of Big Lakes, I write to you today to bring to your attention a significant injustice that is being faced by many small tourism-based operators in our area, and no doubt across Alberta, as a result of the province's Sign-Up Alberta program. Prior to the initiation of the Sign-Up Alberta program, many tourism operators paid to have signage advertising their operations placed upon provincial highways on brown and white signs in accordance with provincial government regulations. Under the new program the province has determined that all signs must now be blue with white writing, and thus the previously purchased signs are non-compliant with the new program. It is our understanding that this change is to accommodate North American standards, which is not undesirable. However, the injustice comes when one realizes that small tourism operators are now being forced to either remove their previously purchased signage, or pay for new signs necessitated by a simple change in color.

Since operators paid for signage that met government standards, our M.D. Council does not think it reasonable that they should be forced to pay because the government changed those standards without even consulting them. There seem to be two basic options which would allow for reasonableness to be included in this program. First, operators who purchased signs under the old program could be allowed to keep their brown signs, which are perfectly functional. Or those operators who purchased brown signs could have their signs converted to meet the new standards at no cost.

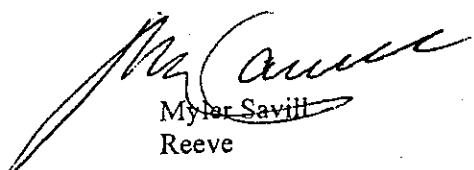


.../2

January 20, 2007  
Page Two

Tourism operators across Alberta face enough challenges without having further financial strain placed upon them because of a decision by the province to merely change the colors of signs. I respectfully urge your government to review the Sign-Up Alberta program and address the undue hardship being placed upon our small tourism operators.

Respectfully



Mylar Savill  
Reeve

cc. Pearl Calahasen, M.L.A.  
Hon. Ken Kowalski, M.L.A.  
AAMD&C  
✓ AAMD&C Member Municipalities  
Town of High Prairie  
Town of Swan Hills  
Village of Kinuso



AR31783

ALBERTA  
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Office of the Minister  
MLA, Lac La Biche - St. Paul

January 31, 2007

Reeve Bill Neufeld  
Municipal District of Mackenzie  
PO Box 640  
Fort Vermillion, Alberta  
T0H 1N0

Dear Reeve Neufeld:

*Bill*

Thank you for your letter of January 5, 2007, requesting that the name of the Municipal District of Mackenzie No. 23 be changed to Mackenzie County.

I am pleased to be able to assist you in this matter and have forwarded your request for processing. If you have any questions regarding the requested name change, please contact Ms. Sarah Ranson, Municipal Transitions Advisor. You can call toll-free by dialling 310-0000, then (780) 427-2225.

Sincerely,

*[Handwritten signature]*

*How  
are you  
doing  
Bill??*

Ray Danyluk  
Minister

RECEIVED  
FEB 06 2007  
MUNICIPAL DISTRICT  
OF MACKENZIE NO. 23  
-M.D.- FORT VERMILLION

