

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, October 29, 2008  
4:00 p.m.**

**Council Chambers  
Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	<i>a)</i> Call to Order	
<b>AGENDA:</b>	2.	<i>a)</i> Adoption of Agenda	
<b>ADOPTION OF THE PREVIOUS MINUTES:</b>	3.	<i>a)</i> Minutes of the October 14, 2008 Regular Council Meeting	9
<b>BUSINESS ARISING OUT OF THE MINUTES:</b>	4.	<i>a)</i> None	
<b>DELEGATIONS:</b>	5.	a) b) c)	
<b>GENERAL REPORTS:</b>	6.	<i>a)</i> Municipal Planning Commission Meeting Minutes – September 25, 2008	27
		<i>b)</i> Parks and Recreation Committee Meeting Minutes – September 24, 2008	51
		<i>c)</i> Mackenzie Housing Management Board Meeting Minutes – August 25 & September 10, 2008	57
<b>PUBLIC HEARINGS:</b>	7.	<i>d)</i> <i>Land Auction</i> a) None	
<b>TENDERS:</b>	8.	a) None	



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

9. a) None

**CORPORATE  
SERVICES:**

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b) 2009-2011 Business Plan 69

c) Maps on Website 71

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f) **Alberta Health Services Joint Letter  
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h) *Org. Chart*

i) *SEO*

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SERVICES:**

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b) Regional Waste Hauling 93

c) Community Christmas Tree 95

d) **Tompkins Landing Ferry (ADDITION)**

e)

f)

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

12. a) Bylaw 684/08 Fire Services 97

b) Policy EMR004 Level of Fire Service 141

c) La Crete Fire Chief Appointment 153

d)

e)



**INFORMATION /  
CORRESPONDENCE:**

13. a) Information/Correspondence Items

155

**IN CAMERA  
SESSION:**

14. a) Personnel

b) Special Projects

c) Ambulance

d) Legal

e) Inter-municipal Relations

f) *Regional Waste Hauling*

g)

**NEXT MEETING  
DATE:**

15. a) Regular Council Meeting  
Thursday, November 6, 2008  
10:00 a.m.  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:**

16. a) Adjournment



Property listed for sale by way of Public Land Auction for Tax Recovery as at 08/08/27

Roll	Name	Rural Legal	Legal	Civic	Assessment Value	2004	2005	2006	2007	2008	Balance Owning	Notes
74357	Askee Development Corporation	5.05.108.28.NE			\$ 5,630.00	\$ 5.19	\$ 93.78	\$ 98.72	\$ 123.53	\$ 133.37	\$ 454.59	Notices have been sent out regularly and have been returned Moved/Unknown. A search through Telus's website has been unsuccessful in locating the whereabouts of this party
105958	Pritchard, Walter		<del>2938RS;02:09</del>	4904 - 49 Avenue	\$ 10,630.00	\$ 13,289.53	\$ 1,074.52	\$ 1,927.22	\$ 2,208.58	\$ 2,471.21	\$ 20,971.06	This property was up for auction a number of years ago. Pritchard's son was contacted in Sylvan Lake and he advised that he would make payments. No payments were made and the deadline for placing the property up for auction was missed. Attempts to contact the son are now unsuccessful and it is believed that Walter Pritchard passed away quite some time ago.
105967	Pritchard, Walter		<del>2938RS;02:18</del>	4713 - 49 Avenue	\$ 8,430.00	\$ 4,648.33	\$ 737.32	\$ 1,053.77	\$ 1,346.15	\$ 1,507.36	\$ 9,292.93	This property was up for auction a number of years ago. Pritchard's son was contacted in Sylvan Lake and he advised that he would make payments. No payments were made and the deadline for placing the property up for auction was missed. Attempts to contact the son are now unsuccessful and it is believed that Walter Pritchard passed away quite some time ago.
106069	Lizotte, Elva		2938RS;08:10	5103 - 48 Avenue	\$ 93,740.00	\$ 42.85	\$ 1,578.98	\$ 1,554.37	\$ 1,582.12	\$ 1,823.68	\$ 6,582.00	There was a Tax Agreement on this property with regular payments being made until Aug 31/06. Letters have been sent requesting that payments be resumed with no success. Notices and letters are sent out regularly with no response.
230063	Troy, Leonard		8821687;12:22	988 Bearpaw Crescent	\$ 26,070.00	\$ 21.66	\$ 287.28	\$ 305.49	\$ 367.47	\$ 410.20	\$ 1,392.10	Troy has moved to Edson and promised to make payments. A Tax Agreement was sent to him on Feb 12/08 and a follow up letter was sent on April 16/08. To date there has been no response.
232149	Hasselfield, Ed	5.17.109.08.NE			\$ 183,740.00			\$ 1,284.49	\$ 2,304.26	\$ 2,531.35	\$ 6,120.10	Sporadic payments are being made with the last payment received on Feb 1/08. He has advised that if necessary he will cash in RSP's to pay arrears.
307107	Hutch Lake		<del>9222231::14</del>		\$ 12,850.00	\$ 612.62	\$ 190.47	\$ 205.34	\$ 265.12	\$ 296.94	\$ 1,570.49	The last payment received on this property was on February 28, 2001. The property has been under tax notification since 2003 but has never been taken to auction. Numerous attempts have been made to locate the owner with no success.
<b>TOTAL:</b>											<b>46,383.27</b>	

Reserved Bids  
+ GS



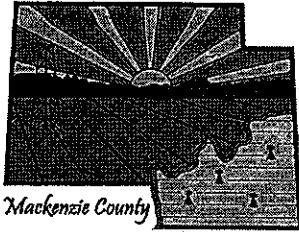


## ***Public Auction Guidelines***

The following are guidelines for conducting a public auction:

- Declare the public auction open.
- Advise the audience of the auction procedures - how the auction will be conducted.
- Repeat the terms and conditions as outlined in the advertisement; for example, full payment, partial payments (percent down with remainder over a prescribed period, etc).
- Announce that you will be reading, only once, the description of each property that is being offered for sale, and, if there are no bids, you will automatically go on to announce the next property up for bid. Bidders will not be able to go back and bid on a property that has closed (which is after subsequent properties have been put up for auction). The order of properties being auctioned will follow the order presented in the advertisement.
- Announce that bidders will be notified of the reserve bid for each property at the time it is put up for auction.
- Remind bidders that if there are any questions, they should ask them now, or they may question specifics of a particular property at the time the property is offered.
- Let potential bidders know that after all properties have been announced, the auction will be concluded for that property. There will not be an opportunity to bid after that time.
- Notify successful bidders that payment for properties will be received after bidding has been concluded for all properties.
- If there is a question and you do not know the answer, delay the auction until you are able to obtain and give an answer. You can adjourn the auction to any date within 2 months after the advertised date.
- If you have hired a private auctioneer, it is advisable to have a municipal representative present at the auction to verify that the proper processes and procedures have been followed. This is important so that the council is not put in an awkward position by dissatisfied bidders following the auction.
- Minutes and/or a report of the auction should be kept and the information included in a report to council (for example, properties offered, properties receiving bids and information on the successful bidders for each property).





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 14, 2008 Regular Council Meeting</b>

### BACKGROUND / PROPOSAL:

Minutes of the October 14, 2008 Regular Council meeting are attached.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That the minutes of the October 14, 2008 Regular Council meeting be adopted as presented.

Author: C. Gabriel

Review by: \_\_\_\_\_

CAO 



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, October 14, 2008**

**10:00 a.m.**

**Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

Greg Newman	Reeve
Peter Braun	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Bill Neufeld	Councillor (left at 2:30 p.m.)
Ray Toews	Councillor
Lisa Wardley	Councillor
Stuart Watson	Councillor

**ABSENT:**

Walter Sarapuk	Deputy Reeve
Ed Froese	Councillor

**ADMINISTRATION:**

William (Bill) Kostiw	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
Ryan Becker	Director of Planning & Emergency Services
John Klassen	Director of Operations (South)
Dave Crichton	Director of Operations (North)
Mark Schonken	Project Comptroller
Carol Gabriel	Executive Assistant

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on October 14, 2008 at the Council Chambers in Fort Vermilion, Alberta.

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

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

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

**MOTION 08-10-683** **MOVED** by Councillor Braun

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

10. l) Alberta Health Services Board Dinner

14. h) Library

**CARRIED**

**ADOPTION OF THE  
PREVIOUS MINUTES:**

3. a) **Minutes of the September 24, 2008 Regular Council Meeting**

**MOTION 08-10-684**

**MOVED** by Councillor Neufeld

That the minutes of the September 24, 2008 Regular Council meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE MINUTES:**

4. a) **None**

**GENERAL REPORTS:**

6. a) **Parks & Recreation Committee Meeting Minutes – August 26, 2008**

**MOTION 08-10-685**

**MOVED** by Councillor Wardley

That the Parks and Recreation Committee meeting minutes of August 26, 2008 be received for information.

**CARRIED**

6. b) **Municipal Planning Commission Meeting Minutes – September 8, 2008**

**MOTION 08-10-686**

**MOVED** by Councillor J. Driedger

That the Municipal Planning Commission meeting minutes of September 8, 2008 be received for information.

**CARRIED**

**PUBLIC HEARINGS:**

7. a) **None**

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

9. a) **Council Committee Reports**

Councillor D. Driedger reported on the Agriculture Land Task Force Phase II, library facility meeting, Veterinary Advisory Committee, Assessment Review Board training, and the Regional Economic Development Initiative (REDI).

Councillor Toews reported on the Commuter Air Access Network

of Alberta (CAANA), Finance Committee, and Fort Vermilion FCSS meeting.

Councillor Wardley reported on the Zama Recreation Board, Apache follow up meeting, and the Parks & Recreation committee meeting.

Councillor J. Driedger reported on the Regional Economic Development Initiative (REDI), Mackenzie Economic Development Corporation (MEDC), polystyrene open house, AJA Friesen Road & 98<sup>th</sup> Avenue tender openings, Town of High Level Negotiations, library facility meeting, Parks & Recreation Committee, Seniors Lodge Study, and the La Crete Building Committee.

Councillor Watson reported on the Town of High Level Negotiations, Alberta Forest Conference, and the Finance Committee meetings.

Reeve Newman reported on the Agricultural Land Task Force Phase II, library facility meeting, Town of High Level negotiations, and the Emergency Public Warning System training.

Councillor Braun reported on the Finance committee, Regional Economic Development Initiative (REDI) Annual General Meeting, Assessment Review Board training, polystyrene open house, FCSS meeting, 98<sup>th</sup> Avenue Tender Opening, La Crete Recreation Board, Leisure Centre meeting, library facility meeting, Parks & Recreation Committee meeting, Municipal Planning Commission meetings, Mighty Peace Tourist Association meeting, La Crete Building Committee meeting, PC Annual General Meeting, and the Mackenzie Waste – recycling conference.

Councillor Neufeld reported on the Alberta Forest Products conference, and the High Level Trade Show.

**MOTION 08-10-687**

**MOVED** by Councillor D. Driedger

That the council verbal reports be accepted for information.

**CARRIED**

**9. b) CAO and Director Reports**

**MOTION 08-10-688**

**MOVED** by Councillor Wardley

That the Chief Administrative Officer and Director reports be accepted for information.

**CARRIED**

Reeve Newman recessed the meeting at 11:27 a.m. and reconvened the meeting at 11:39 a.m.

**MOTION 08-10-689**

**MOVED** by Councillor J. Driedger

That Kathryn Haydn from Pilgrim Films be added to the agenda as a delegation.

**CARRIED**

**5. d) Kathryn Haydn, Pilgrim Films (ADDITION)**

**MOTION 08-10-690**

**MOVED** by Councillor Neufeld

That the presentation by Kathryn Haydn, Segment Producer with Pilgrim Films, regarding the Discovery Channel documentary on ice roads and winter logging be received for information with a formal plan to follow.

**CARRIED**

**CORPORATE  
SERVICES:**

**10. a) La Crete Recreation Board – Request for Assistance**

**MOTION 08-10-691**

**MOVED** by Councillor Toews

That \$2,498 be granted for the La Crete Recreation Board to cover the 2007 accounting bill overage with funding coming from the General Operating Fund.

**CARRIED**

**10. b) Tax Write Off – Zama Vacant Non – Residential Lots**

**MOTION 08-10-692**

**MOVED** by Councillor Wardley

That the \$9,038.76 difference in municipal taxes calculated at the 2008 mill rate and calculated at the established minimum of \$400 per vacant non-residential lot for the 81637, 81638, 81639, 81646, 81649, 81659, 81660, 81661, 81662, 81663, 81664, 81665, 81666, 81667, 81668, 81669, 81670, 81671, 81672 tax rolls be written off.



**CARRIED**

**10. c) Golf Courses and Property Tax Exemptions**

**MOTION 08-10-693**

**MOVED** by Councillor Watson

That the golf courses and property tax exemptions be received for information.

**CARRIED UNANIMOUSLY**

**TENDERS:**

**8. b) 4 Mile Road**

**MOTION 08-10-694**

**MOVED** by Councillor Wardley

That the 4 Mile Road tenders be opened.

**CARRIED**

**MOTION 08-10-695**

**MOVED** by Councillor Watson

That the 4 Mile Road tender/proposal be awarded to the lowest qualified bidder.

**CARRIED**

**8. a) Fort Vermilion Storm Drainage 47<sup>th</sup> Street**

**MOTION 08-10-696**

**MOVED** by Councillor J. Driedger

That the Fort Vermilion Storm Drainage 47<sup>th</sup> Street tenders be opened.

**CARRIED**

**MOTION 08-10-697**

**MOVED** by Councillor Toews

That the Fort Vermilion Storm Drainage 47<sup>th</sup> Street tender be awarded to the lowest qualified bidder.

**CARRIED**

**8. c) Fort Vermilion South Drainage**

**MOTION 08-10-698**

**MOVED** by Councillor Toews

That the Fort Vermilion South Drainage tenders be opened.

**CARRIED**

**MOTION 08-10-699**

Requires 2/3

**MOVED** by Councillor Neufeld

That the budget be amended to include a maximum of \$90,000 from the general operating reserve for the Fort Vermilion South Drainage project.

**CARRIED**

**MOTION 08-10-700**

**MOVED** by Councillor Wardley

That the Fort Vermilion South Drainage tender be awarded to the lowest qualified bidder.

**CARRIED**

Reeve Newman recessed the meeting at 12:25 p.m. and reconvened the meeting at 1:07 p.m.

**DELEGATIONS:**

**5. a) RCMP**

Presentation by Sgt. Wade Trottier from the Fort Vermilion RCMP Detachment regarding the August and September 2008 crime statistics.

**5. b) Al Dumouchel – DMI General Development Plan**

Presentation by Al Dumouchel, Forest Resources Supervisor with DMI Peace River Pulp Division, regarding the DMI General Development Plan.

**IN CAMERA SESSION:**

**MOTION 08-10-701**

**MOVED** by Councillor Neufeld

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:45 p.m.

- 14. a) Personnel
- 14. b) Special Projects
- 14. c) Legal
- 14. d) Ambulance
- 14. e) Inter-municipal Relations
- 14. f) AUPE Negotiations

- 14. g) Gravel Pit Negotiations
- 14. h) Library
- 14. i) Bidding

**CARRIED**

**MOTION 08-10-702**

**MOVED** by Councillor J. Driedger

That Council move out of camera at 2:29 p.m.

**CARRIED**

**14. a) Personnel**

**MOTION 08-10-703**

**MOVED** by Councillor Braun

That the personnel update be received for information.

**CARRIED**

**14. b) Special Projects**

**MOTION 08-10-704**

**MOVED** by Councillor Neufeld

That the special projects update be received for information.

**CARRIED**

**14. c) Legal**

**MOTION 08-10-705**

**MOVED** by Councillor Wardley

That the legal update be received for information.

**CARRIED**

**14. d) Ambulance**

**MOTION 08-10-706**

**MOVED** by Councillor Braun

That Mackenzie County enter into a formal agreement with Alberta Health Services to begin the ambulance transition process to their system.

**CARRIED**

**MOTION 08-10-707**

**MOVED** by Councillor Braun

That administration advise Aaron Paramedical that the County will not be entering into an agreement with them for the delivery of ground ambulance at this time.

**CARRIED**

**14. e) Inter – municipal Relations**

**MOTION 08-10-708**

**MOVED** by Councillor J. Driedger

That the inter-municipal relations update be received for information.

**CARRIED**

**14. f) AUPE Negotiations**

**MOTION 08-10-709**

**MOVED** by Councillor Toews

That the AUPE negotiations update be received for information.

**CARRIED**

**14. g) Gravel Pit Negotiations**

**MOTION 08-10-710**

**MOVED** by Councillor Watson

That the gravel pit negotiations be received for information.

**CARRIED**

Councillor Neufeld left the meeting at 2:30 p.m.

**DELEGATIONS:**

**5. c) ATB Financial**

Presentation by Dave Mowat, President and CEO, and Gil Sonnenberg, District General Manager, with ATB Financial.

Reeve Newman recessed the meeting at 2:55 p.m. and reconvened the meeting at 3:10 p.m.

**10. d) Draft 2009 – 2011 Business Plan**

**MOTION 08-10-711**

**MOVED** by Councillor Braun

That the draft 2009-2011 Business Plan for Mackenzie County be

deferred to the Committee of the Whole meeting.

**CARRIED**

**MOTION 08-10-712**

**MOVED** by Councillor Wardley

That a Committee of the Whole meeting be scheduled for October 28, 2008 at 10:00 a.m. in Fort Vermilion.

**CARRIED**

**10. e) Municipal Sustainability Initiative (MSI) Information Session**

**MOTION 08-10-713**

**MOVED** by Councillor J. Driedger

That the Municipal Sustainability Initiative (MSI) information session in Peace River be received for information.

**CARRIED**

**10. f) Organizational Meeting Agenda**

**MOTION 08-10-714**

**MOVED** by Councillor Toews

That the draft Organizational Meeting agenda be received for information.

**CARRIED**

**10. g) Remembrance Day/AAMDC**

**MOTION 08-10-715**

**MOVED** by Councillor Toews

That a letter be sent to the Alberta Association of Municipal Districts and Counties (AAMDC) in regards to scheduling conventions during Remembrance Day.

**CARRIED**

**10. h) Historic Street Signs (Fort Vermilion)**

**MOTION 08-10-716**

**MOVED** by Councillor Toews

That Council support the installation of Historic Street Signs in Fort Vermilion as presented.

**DEFEATED**

**MOTION 08-10-717**

**MOVED** by Councillor Watson

That administration bring back a proposal/policy on naming streets within the County.

**CARRIED**

**10. i) Mighty Peace Tourist Association Municipal Membership Increase**

**MOTION 08-10-718**

**MOVED** by Councillor Braun

That Mackenzie County remain a member of the Mighty Peace Tourist Association for 2009 and that we serve notice of our dissatisfaction with the current level of service.

**CARRIED**

**10. j) Tompkins Ferry Traffic Survey**

**MOTION 08-10-719**

**MOVED** by Councillor D. Driedger

That a letter be sent to Wayne Franklin, Alberta Transportation, expressing a lack of response to our concerns with the Tompkins Ferry level of service.

**CARRIED**

**MOTION 08-10-720**

**MOVED** by Councillor D. Driedger

That administration explore the options and cost of a study on the transportation and commodity movements in the region, including the Tompkins Ferry.

**CARRIED**

**10. k) Zama Housing**

**MOTION 08-10-721**

**MOVED** by Councillor Watson

That administration investigate options for incentives for permanent housing in Zama.

**CARRIED**

**10. I) Alberta Health Services Board Dinner**

**MOTION 08-10-722**  
Requires Unanimous

**MOVED** by Councillor Wardley

That Reeve Newman and Councillor Toews be authorized to attend the Alberta Health Services Board Dinner in Fort McMurray on October 15, 2008.

**CARRIED**

**OPERATIONAL  
SERVICES:**

**11. a) ADM040 Recreational Area Policy**

**MOTION 08-10-723**

**MOVED** by Councillor Watson

That the revised Recreational Area Policy ADM040 be adopted as presented.

**CARRIED**

**11. b) PW019 Road Construction Policy**

**MOTION 08-10-724**

**MOVED** by Councillor Braun

That Policy PW019 Road Construction be approved as amended.

**CARRIED**

**11. c) Blue Hills Drainage Survey**

**MOTION 08-10-725**

**MOVED** by Councillor D. Driedger

That administration be authorized to proceed with the Blue Hills Drainage Survey at a cost of \$79,730.00 with funding coming from the Blue Hills Drainage Project (6-63-30-58).

**CARRIED**

**11. d) Rural Water Study**

**MOTION 08-10-726**

**MOVED** by Councillor J. Driedger

That administration be authorized to engage an engineering firm to do a rural water study, which will incorporate the scope of work as presented.

**CARRIED**

**11. e) BF 75877 Boyer River Bridge**

**MOTION 08-10-727**  
Requires 2/3

**MOVED** by Councillor Wardley

That the budget be amended to include \$100,000 (County portion) for BF 75877 Boyer River Bridge with funding coming from the general capital reserve.

**CARRIED**

**MOTION 08-10-728**

**MOVED** by Councillor Braun

That administration be authorized to tender BF 75877 Boyer River Bridge upgrade as an emergent project.

**CARRIED**

**11. f) BF 9041 Gull Creek (Fort Vermilion)**

**MOTION 08-10-729**

**MOVED** by Councillor Toews

That the replacement of BF 9041 over Gull Creek be deferred to the 2009 budget.

**CARRIED**

**11. g) BF 86211 Adair Creek (Zama)**

**MOTION 08-10-730**  
Requires 2/3

**MOVED** by Councillor Watson

That the budget be amended to include \$300,000 (County portion) for the BF 86211 Adair Creek with funding coming from the general capital reserve.

**CARRIED**

**MOTION 08-10-731**

**MOVED** by Councillor Wardley

That administration be authorized to proceed with tendering BF 86211 Adair Creek (KM 17 on Zama Access Road).

**CARRIED**

**11. h) BF 78318 & BF 75877 Engineering Assessments**

**MOTION 08-10-732**

**MOVED** by Councillor J. Driedger



That administration be authorized to proceed with the completion of the engineering assessments for BF 78318 and BF 75877 to be funded from the general operating budget.

**CARRIED**

Reeve Newman recessed the meeting at 4:25 p.m. and reconvened the meeting at 4:41 p.m.

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

**12. a) Bylaw 682/08 Land Use Bylaw Amendment to Rezone Plan 9926294, Lot 1 (NE 7-109-19-W5M) from Agricultural District "A1" to Rural Industrial District (RI1)**

**MOTION 08-10-733**

**MOVED** by Councillor Watson

That first reading be given to Bylaw 682/08 being a Land Use Bylaw amendment to rezone Plan 992 6294, Lot 1 from Agricultural District 1 "A1" to Rural Industrial District 1 "RI1" to accommodate rural industrial development.

**CARRIED**

**12. b) Bylaw 683/08 Land Use Bylaw Amendment to Add High Density Country Residential District 1 (HDCR1)**

**MOTION 08-10-734**

**MOVED** by Councillor Watson

That first reading be given for Bylaw 683/08 being a Land Use Bylaw amendment to add a High Density Residential District 1 (HDCR1) zoning to the Land Use Bylaw.

**DEFEATED**

**12. c) Alberta First Responders Radio Communication System (AFRRCS)**

**MOTION 08-10-735**

**MOVED** by Councillor Toews

That a joint letter be sent with the Town of High Level and the Town of Rainbow Lake expressing our interest to be early adopters of the Alberta First Responders Radio Communication System (AFRRCS).

**CARRIED**

**12. d) Aerial Photography – Sharing with Outside Agencies**

**MOTION 08-10-736**

**MOVED** by Councillor J. Driedger

That administration provide the aerial photographs available free of charge to the RCMP subject to an agreement with the understanding that the photographs are to be used for Search & Rescue (SAR) purposes only.

**CARRIED**

**12. e) Fire Services Bylaw/Fire Services Policy Review**

**MOTION 08-10-737**

**MOVED** by Councillor J. Driedger

That the Fire Services Bylaw/Fire Services Policy review be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**13. a) Information/Correspondence Items**

**MOTION 08-10-738**

**MOVED** by Councillor Braun

That all Council be authorized to attend the Challenge North 2009 conference on April 22 – 24, 2009 in Cold Lake.

**CARRIED**

**MOTION 08-10-739**

**MOVED** by Councillor J. Driedger

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

**CARRIED**

**NEXT MEETING DATE:**

**15. a) Organizational Council Meeting**

Organizational Council Meeting  
Wednesday, October 29, 2008  
1:00 p.m.  
Council Chambers, Fort Vermilion, AB

**15. b) Regular Council Meeting**

Regular Council Meeting

Wednesday, October 29, 2008  
4:00 p.m.  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:**            **16. a) Adjournment**

**MOTION 08-10-740**        **MOVED** by Councillor J. Driedger

That the Regular Council meeting be adjourned at 5:19 p.m.

**CARRIED**

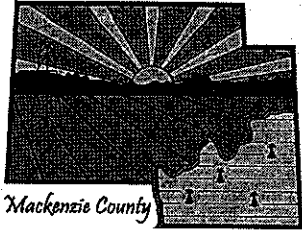
These minutes will be presented to Council for approval on Wednesday, October 29, 2008.

\_\_\_\_\_  
Greg Newman, Reeve

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

**DRAFT**





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes September 25, 2008</b>

### BACKGROUND / PROPOSAL:

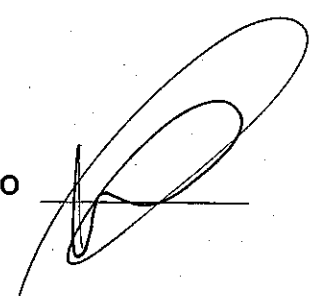
Information item. The adopted minutes of the September 25, 2008 meeting are attached.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of September 25, 2008 be received for information.

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** 



**Mackenzie County  
Municipal Planning Commission Meeting**

**Council Chambers  
Fort Vermilion, Alberta**

**Thursday, September 25, 2008 @ 6:00 p.m.**

**PRESENT**

Peter Braun	Chair, Councillor
Jack Eccles	Vice - Chair, MPC Member
Ed Froese	Councillor
Manfred Gross	MPC Member
Beth Kappelar	MPC Member
Ryan Becker	Director of Planning and Emergency Services
Liane Lambert	Development Officer
Sarah Martens	Planning Administrative Support

**1. CALL TO ORDER**

Peter Braun called the meeting to order at 6:07 p.m.

**2. ADOPTION OF AGENDA**

**MOTION 08-234** **MOVED** by Manfred Gross

That the agenda be adopted with the following additions:

- 4h) Development Permit Application 238-DP-08  
Neufeld Petroleum Ltd.; Bulk Fuel and Propane Sales –  
Office Addition  
Plan 942 1213, Block 19, Lot 3; La Crete
- 4i) Development Permit Application 239-DP-08  
Peter Neustaeter; Ancillary Building – Shop with Variance  
SE 32-105-14-W5M (Plan 074 0543, Block 2, Lot 1)  
La Crete Rural
- 5g) Subdivision Application 25-SUB-05  
SE 16-106-15-W5M; La Crete  
852886 AB Ltd. (Jake Froese)
- 6c) Unauthorized Development
- 6d) Mobile Home on Public Utility Lane

6e) New Zone for High Density Multi-Lot

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 08-235** **MOVED** by Beth Kappelar

That the minutes of the September 8<sup>th</sup>, 2008 Municipal Planning Commission meeting be adopted with the following amendment:

**6a) Action List**

The Action List of August 28<sup>th</sup>, 2008 was reviewed.

**CARRIED**

**6. MISCELLANEOUS ITEMS**

- a) **Bylaw 682/08**  
**Plan 992 6294, Lot 1 (NE 7-109-19-W5M); High Level Rural**  
**Steven Casault**

Steven Casault was present to discuss the proposed Bylaw Amendment.

**MOTION 08-236** **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommendation to Council be for the approval of the rezoning of Plan 992 6294, Lot 1 from Agricultural District 1 "A1" to Rural Industrial District 1 "RI1" subject to the public hearing input.

**CARRIED**

Miscellaneous Items 6b through 6e to be discussed later in the meeting.



4. **DEVELOPMENT**

- a) **Development Permit Application 225-DP-08  
ATCO Electric Ltd.; Contractors Business and  
Fence with Variance  
Plan 052 4622, Block 23, Lots 7 and 8; La Crete**

**MOTION 08-237** **MOVED** by Jack Eccles

That Development Permit 225-DP-08 on Plan 052 4622, Block 23, Lots 7 and 8 in the name of ATCO Electric Ltd. be approved with the following conditions:

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

1. Approval of a fence with variance as noted in condition 2.
2. **Maximum height of fence: Five (5) feet.**
3. The fence must not encroach onto adjacent properties.
4. The Municipality has assigned the following address to the noted property 10101-99 Street. You are required to display the address (10101) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
5. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 400 square feet of building area, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
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 780-928-3983. Access to be constructed to Mackenzie County standards at the developer’s expense.
7. No construction or development is allowed on a utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage.

**CARRIED**

**b) Development Permit Application 227-DP-08  
Quality Motors; Automotive Equipment Sales and/or  
Services and Office Renovations  
Plan 762 0383, Block 15, Lot 6; La Crete**

**MOTION 08-238      MOVED** by Ed Froese

That Development Permit 227-DP-08 on Plan 762 0383, Block 15, Lot 6 in the name of Quality Motors be approved with the following conditions:

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

1. The renovations shall meet all Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
2. Any exterior renovations/changes require that the architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. Obtain approval and documentation as required by the Alberta Motor Vehicle Industry Council.
4. All conditions and requirements by the Alberta Motor Vehicle Industry Council are to be met to their specifications and standards.
5. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of office area plus, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
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 780-928-3983. Access to be constructed to Mackenzie County standards and at the developer’s expense.

**CARRIED**

**c) Development Permit Application 229-DP-08  
Broken Toy Automotive Ltd.; Repair Shop – Vehicles and  
Small Engine Repair and Maintenance  
Plan 962 1721, Block 18, Lot 6; La Crete**

**MOTION 08-239      MOVED** by Jack Eccles

That Development Permit 229-DP-08 on Plan 962 1721, Block 18, Lot 6 in the name of Broken Toy Automotive Ltd. be approved with the following conditions:

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

1. Obtain approval and documentation as required by the Alberta Motor Vehicle Industry Council.
2. All conditions and requirements by the Alberta Motor Vehicle Industry Council are to be met to their specifications and standards.
3. The property must at all times be kept in a neat and orderly fashion.
4. New and used parts must be stored indoors.
5. Provide adequate off street parking as follows: The minimum parking standards 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. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
6. The municipality has assigned the following address to the noted property 9807-101<sup>st</sup> Avenue. You are required to display the address (9807) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. If a sign is placed on the property the sign shall be located a minimum of:
  - i. 20 meters from regulatory signs.
  - ii. Not less than 1.5 meters from the edge of the ditch backslope.
8. The sign shall:
  - i. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic.
  - ii. Not unduly interfere with the amenities of the district.

- iii. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties.
  - iv. Not create visual or aesthetic blight.
9. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
10. Wiring and conduits of the sign must be concealed from view.
11. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
12. The total site area (lot) shall have a positive surface drainage.

**CARRIED**

- d) **Development Permit Application 232-DP-08  
Marcus Ruehl; Home Based Business (Northern Lights  
Photography)  
Plan 6018NY, Block 1, Lot 2, Stall 7; High Level Airport**

**MOTION 08-240**    **MOVED** by Beth Kappelar

That Development Permit 232-DP-08 on Plan 6018NY, Block 1, Lot 2, Stall 7 in the name of Marcus Ruehl be approved with the following conditions:

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

- 1. The home based business shall not involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings.
- 2. An unlighted sign to identify the home based 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 home based business shall not unduly affect the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.

4. This Permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based business has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
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 300 square feet.”*

**CARRIED**

- e) **Development Permit Application 233-DP-08  
Brandon Froese; Fence with Variance  
Plan 052 5689, Block 30, Lot 18; La Crete**

**MOTION 08-241      MOVED** by Manfred Gross

That Development Permit 233-DP-08 on Plan 052 5689, Block 30, Lot 18 in the name of Brandon Froese be approved with the following conditions:

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

1. Approval of a fence with variance as noted in condition 2.
2. **Maximum height of fence: Five (5) feet front (south) yard and the first 25 feet of the east and west yards and six (6) feet for the remaining side yards (east and west) and rear yard (north).**
3. The fence must not encroach onto adjacent properties.
4. No construction or development is allowed on a utility right-of-way.

**CARRIED**

**f) Development Permit Application 235-DP-08  
Top Notch Auto; Repair Shop – Vehicles and Small  
Engine Repair and Maintenance  
Plan 052 4622, Block 21, Lot 4**

**MOTION 08-242      MOVED** by Jack Eccles

That Development Permit 235-DP-08 on Plan 052 4622, Block 21, Lot 4 in the name of Top Notch Auto be approved with the following conditions:

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

1. Obtain approval and documentation as required by the Alberta Motor Vehicle Industry Council.
2. All conditions and requirements by the Alberta Motor Vehicle Industry Council are to be met to their specifications and standards.
3. The property must at all times be kept in a neat and orderly fashion.
4. New and used parts must be stored indoors.
5. Provide adequate off street parking as follows: The minimum parking standards 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. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
6. The municipality has assigned the following address to the noted property 10511-99<sup>th</sup> Street. You are required to display the address (10511) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. If a sign is placed on the property the sign shall be located a minimum of:
  - i. 20 meters from regulatory signs.
  - ii. Not less than 1.5 meters from the edge of the ditch backslope.

8. The sign shall:
  - i. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic.
  - ii. Not unduly interfere with the amenities of the district.
  - iii. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties.
  - iv. Not create visual or aesthetic blight.
9. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
10. Wiring and conduits of the sign must be concealed from view.
11. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
12. The total site area (lot) shall have a positive surface drainage.

**CARRIED**

- g) Development Permit Application 236-DP-08  
Peter Schmidt; Mobile Home Sales and Service  
Plan 062 7695, Block 24, Lot 3; La Crete**

**MOTION 08-243      MOVED** by Beth Kappelar

That Development Permit 236-DP-08 on Plan 062 7695, Block 24, Lot 3 in the name of Peter Schmidt be approved with the following conditions:

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

1. Minimum mobile home setbacks: 9.1 meters (30 feet) front (east) yard; 9.1 meters (30 feet) north side yard; 3.0 meters (10 feet) rear (west) yard; 1.5 meters (5 feet) south side yard, from the property lines.
2. Any mobile homes being moved on or off of the property shall be via the east access off of 99<sup>th</sup> Street.
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 Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.

4. **PRIOR to any new construction taking place on the subject property contact the Development Department for a Development Permit.**
5. Provide adequate off street parking as follows: The minimum parking standards are 2 public parking stalls and one parking stall per employee. **Parking requirements are subject to change at such time as a mobile home is permanently placed on site as an office or if an office building is constructed or moved onto the site.** *"One parking space, including the driveway area, shall occupy 91.4 meters (300 square feet)."*
6. The municipality has assigned the following address to the noted property 10704-99<sup>th</sup> Street. You are required to display the address (10704) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. If a sign is placed on the property the sign shall be located a minimum of:
  - a. 200 meters from regulatory signs
  - b. 3 meters (9 feet) 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. The sign and 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.
11. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties

**CARRIED**



**h) Development Permit Application 238-DP-08  
Neufeld Petroleum Ltd.; Bulk Fuel and Propane Sales –  
Office Addition  
Plan 942 1213, Block 19, Lot 3; La Crete**

**MOTION 08-244**    **MOVED** by Ed Froese

That Development Permit 238-DP-08 on Plan 942 1213, Block 19, Lot 3 in the name of Neufeld Petroleum be approved with the following conditions:

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

1. Minimum building setbacks: 9.1 meters (30 feet) front yard (from 99<sup>th</sup> Street); 9.1 meters (30 feet) rear (west) yard; 3.0 meters (10 feet) side yards (north and south), from the property lines.
2. The construction of the Bulk Fuel and Propane Sale – Office Addition shall be constructed in accordance with the Alberta Building Code.
3. The Bulk Fuel and Propane Sale – Office Addition shall be constructed and finished with similar construction materials as the existing building and shall compliment the natural features of the shop and site to the satisfaction of the Development Authority.
4. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
5. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of building area, which in this case is 2 additional public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
6. The municipality has assigned the following address to the noted property 10202-99<sup>th</sup> Street. You are required to display the address (10202) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

7. The lowest opening of the 2.0% shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.
8. No construction or development is allowed on a utility right-of-way.
9. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

- i) **Development Permit Application 239-DP-08  
Peter Neustaeter; Ancillary Building – Shop with Variance  
SE 32-105-14-W5M (Plan 074 0543, Block 2, Lot 1)  
La Crete Rural**

**MOTION 08-245      MOVED** by Ed Froese

That Development Permit 239-DP-08 on Plan 074 0543, Block 2, Lot 1 in the name of Peter Neustaeter be approved with the following conditions:

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

1. **This ancillary building (shop) is approved for personal purposes only and no commercial or industrial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the ancillary building (shop) for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
2. **A 4 foot variance of the building height is hereby granted. The maximum height of the ancillary building (shop) shall be 19 feet (5.79 meters).**
3. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.

5. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
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 at the developers expense.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**5. SUBDIVISION**

- a) **Subdivision Application 59-SUB-04  
NW 9-107-13-W5M; Spruce Road, Blumenort  
William and Aganetha Unrau**

**MOTION 08-246      MOVED** by Jack Eccles

That a refund of 100% of the \$900 subdivision application fee for 59-SUB-04 in the name of William and Aganetha Unrau be granted.

**CARRIED**

Subdivision Item 5b to be discussed later in the meeting.

- c) **Subdivision Application 14-SUB-08  
SE 1-104-17-W5M; Tompkins Landing Area  
Isaac T. Martens**

**MOTION 08-247      MOVED** by Manfred Gross

That a refund of 75% of the \$900 subdivision application fee for 14-SUB-08 in the name of Isaac T. Martens be granted.

**CARRIED**

**d) Subdivision Application 20-SUB-08  
SW 7-107-13-W5M; Blumenort  
George and Lena Goertzen**

**MOTION 08-248**      **MOVED** by Beth Kappelar

That subdivision application 20-SUB-08 in the name of George and Lena Goertzen on SW 7-107-13-W5M be accepted with the following conditions.

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - b. Provision of access to the subdivision and to the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.
  - c. Provision of a storm water management plan. Please contact Liane Lambert, Development Officer to discuss the requirements for your subdivision.
  - d. The existing pump out shall be moved north a minimum of 36.77 meters to meet the 91 meter setback from all property lines. Prior to registration of title.
  - e. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
  - f. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - g. Dedication of the most westerly 5.18 metres of the proposed subdivision for future road widening.

- h. Provision of utility right-of-way as required by ATCO Electric and Northern Lights Gas.
- i. Subdivision must meet ATCO Electric's conditions as follows:
  - i. Utility Right-of-Way in the name of ATCO Electric shall be registered with the new and existing titles.
  - ii. Any existing power line easements and/or utility right of ways must remain in place.
  - iii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
  - iv. Costs associated with changes required to correct any line clearance problems as a result of the development shall be borne by the developer.
  - v. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.
  - vi. No work shall proceed under the power line without written permission from ATCO Electric.
  - vii. There must be 9 meters clearance from all building, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 7.5 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.

**CARRIED**

**e) Subdivision Application 22-SUB-08  
SE 7-106-15-W5M; La Crete Rural  
Frank and Barbara Banman**

**MOTION 08-249      MOVED** by Jack Eccles

That subdivision application 22-SUB-08 in the name of Frank and Barbara Banman, on SE 7-106-15-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 5.93 acres (2.4 hectares) in size.
2. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developer's expense.
  - c. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations. The existing pump out is required to be amended to meet current regulations and an approved Private Sewage Permit shall be submitted to the County prior to registration.
  - d. Dedication of the most easterly 5.18 meters of the proposed subdivision for future road widening. The road widening dedication will be completed by caveating the Developers Agreement against the lands.
  - e. Provision of a storm water management plan. Contact Marion Krahn, Development Officer, at 780-928-3983 to discuss the requirements for your subdivision.
  - f. Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$3,077.00 per acre. Municipal reserve is charged at 10%, which is

\$307.70 per subdivided acre. 5.93 acres times  
\$307.70 equals \$1,824.66.

- g. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
- i. Subdivision must meet ATCO Electric's conditions as follows:
  - i. Any existing power line easements and/or utility right-of-ways must remain in place.
  - ii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
  - iii. Costs associated with changes required to correct any line clearance problems as a result of the lot development shall be borne by the developer.
  - iv. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.
  - v. No work shall proceed under the power line without first receiving written permission from ATCO Electric.
  - vi. There must be 9 meters clearance from all buildings, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.
  - vii. If the County, in conjunction with the subdivision approval, takes title to a portion of

the property to allow for future road widening, the power line which is presently outside the road allowance will then effectively be located within the new road allowance.

**CARRIED**

- f) **Subdivision Application 23-SUB-08  
SW 3-109-12-W5M; Fort Vermilion Rural  
Herman Neudorf**

**MOTION 08-250**    **MOVED** by Manfred Gross

That subdivision application 23-SUB-08 in the name of Herman Neudorf on SW 3-109-12-W5M be accepted with the following conditions:

1. This approval is for a single lot subdivision, 12.31 acres (4.983 hectares) in size.
2. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - b. Provision of access to the subdivision and to the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.
  - c. **Mackenzie County will not be held responsible or liable for any erosion, drainage or slumpage issues that may arise from the principal dwelling being adjacent to the top of the river bank. It is the developer's responsibility to ensure that all buildings are stable and proper drainage is in place.**
  - d. **The Developers Agreement will be registered as a caveat against the land title.**



- e. The east property line shall be moved 10 meters to the west thus reducing the size of the proposed subdivision to 4.983 hectares (12.31 acres)
- f. Provision of a storm water management plan. Please contact Liane Lambert, Development Officer to discuss the requirements for your subdivision.
- g. The existing pump out shall be moved to meet the minimum 91 meter setback requirements from all property lines prior to registration of the title at Alberta Land Titles.
- h. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
- i. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- j. Dedication of the most southerly 5.18 metres of the proposed subdivision for future road widening.
- k. Provision of utility right-of-way as required by ATCO Electric and Northern Lights Gas.
- l. Subdivision must meet ATCO Electric's conditions as follows:
  - i. Any existing power line easements and/or utility right of ways must remain in place.
  - ii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
  - iii. Costs associated with changes required to correct any line clearance problems as a result of the development shall be borne by the developer.
  - iv. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.

- v. No work shall proceed under the power line without written permission from ATCO Electric.
- vi. There must be 9 meters clearance from all building, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.

**CARRIED**

- g) **Subdivision Application 25-SUB-05  
SE 16-106-15-W5M; La Crete  
852886 AB Ltd. (Jake Froese)**

**MOTION 08-251**    **MOVED** by Manfred Gross

Received as information.

**CARRIED**

**6.    MISCELLANEOUS ITEMS**

**b) Action List**

The Action List of September 8<sup>th</sup> was reviewed.

**c) Unauthorized Development**

The Municipal Planning Commission discussed the one percent fee for unauthorized development. The development staff will research other municipality's unauthorized development permit fees and bring a revised fee schedule to the Municipal Planning Commission for review.

Miscellaneous Items 6d and 6e to be discussed later in the meeting.

7. **IN CAMERA**

**MOTION 08-252** **MOVED** by Beth Kappelar

That the Municipal Planning Commission go in camera at 7:22 p.m.

**CARRIED**

**5b) Subdivision Application 63-SUB-05**

**6d) Mobile Home on Public Utility Lane**

**6e) New Zone for High Density Multi-Lot**

**MOTION 08-253** **MOVED** by Manfred Gross

That the Municipal Planning Commission come out of in camera at 7:46 p.m.

**CARRIED**

6. **MISCELLANEOUS ITEMS**

**d) Mobile Home on Public Utility Lane**

**MOTION 08-254** **MOVED** by Beth Kappelar

The Mobile Home on the Public Utility Lane within Plan 042 2979 was received as information.

**CARRIED**

**e) New Zone for High Density Multi-Lot**

**MOTION 08-255** **MOVED** by Beth Kappelar

The Municipal Planning Commission does not support the establishment of any new High Density Multi-Lot Country Residential zoning districts.

**CARRIED**

5. **SUBDIVISION**

- b) **Subdivision Application 63-SUB-05  
NW 22-110-19-W5M; High Level Rural/Heliport Road  
Blue Sky Alberta Development Ltd.**

**MOTION 08-256** **MOVED** by Beth Kappelar

That a time extension be granted for 63-SUB-05 on NW 22-110-19-W5M in the name of Blue Sky Alberta Development Ltd. to expire September 4, 2009. The developer is required to sign a duplicate copy of the original Developers Agreement as signed by Chris Dellaire/Freewheel Holdings.

**CARRIED**

8. **NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ Friday, October 17<sup>th</sup>, 2008 @ 9:00 a.m. in La Crete
- ❖ Tuesday, November 4<sup>th</sup>, 2008
  - Organizational Meeting @ 10:00 a.m. in La Crete
  - MPC Meeting @10:30 a.m. in La Crete

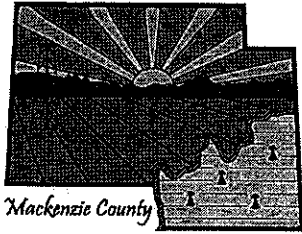
9. **ADJOURNMENT**

**MOTION 08-257** **MOVED** by Ed Froese

That the Municipal Planning Commission meeting be adjourned at 8:03 p.m.

**CARRIED**

These minutes were adopted this 17<sup>th</sup> day of October 2008.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>John Klassen, Director of Operations – South</b>
<b>Title:</b>	<b>Parks and Recreation Committee Meeting Minutes September 24, 2008</b>

### BACKGROUND / PROPOSAL:

The adopted minutes of the September 24, 2008 Parks and Recreation Committee meeting are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the Parks and Recreation Committee meeting minutes of September 24, 2008 be received for information.

Author: C. Friesen

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

CAO



**MACKENZIE COUNTY  
PARKS AND RECREATION COMMITTEE**

**September 24, 2008  
10:00 am**

**Council Chambers  
Fort Vermilion, Alberta**

**MINUTES**

**PRESENT:** Lisa Wardley Chair, Councilor  
Peter Braun Councilor  
John W Driedger Councilor  
Dicky Driedger Councilor

**ALSO PRESENT:** John Klassen Director of Operations, South  
Henry Klassen Leadhand of Parks, Playgrounds, Solid  
Waste & Facilities  
Connie Friesen Public Works Administrative Officer,  
Environmental Services

**CALL TO ORDER:** 1. a) Call to Order  
Councilor Wardley called the meeting to order at 10:51am

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

**MOTION 08-063** **MOVED** by Councilor Braun  
That the agenda be adopted as presented.

**CARRIED**

**MINUTES:** 3. a) Adoption of the August 26, 2008 minutes

**MOTION 08-064** **MOVED** by Councilor Braun  
That the minutes of August 26, 2008 Parks and Recreation  
Committee meeting be adopted as presented.

**CARRIED**

**NEW  
BUSINESS:** 4. a) Municipal Reserve Policy RESV 10 (as per attached email  
from Development)

**MOTION 08-065** **MOVED** by Councilor J W Driedger

That the Parks and Recreation Committee supports the sale of the MR lot in Lakeside Estates.

**CARRIED**

b) ADM040 Campgrounds and Playgrounds Policy

**MOTION 08-066**

**MOVED** by Councilor Braun

That the revised County Recreational Area Policy ADM040 be presented to Council for adoption.

**CARRIED**

Councilor Wardley recessed the meeting at 12:00pm.

Councilor Wardley reconvened the meeting at 12:55pm.

c) Park Signs Budget

To be included in the 2009 Operating Budget.

d) Parks 3 year Plan

To be revised and reflect the operational budget.

Councilor Wardley recessed the meeting at 2:23pm.

Councilor Wardley reconvened the meeting at 2:32pm.

e) Machesis Lake Contract

**MOTION 08-067**

**MOVED** by Councilor Braun

That the Machesis Lake Contract be extended for one year at the current contract price.

**CARRIED**

f) Potential Provincial Recreational Area Planning

**MOTION 08-068**

**MOVED** by Councilor D Driedger

That research be done for Potential Provincial Recreational Area Planning and be tabled to the next Parks and Recreation meeting.

**CARRIED**



- g) Recreational Society Operational Agreements (for discussion)

Administration is in the process of developing the operating agreements

**NEXT MEETING  
DATE:**

- 6. a) Parks and Recreation Committee Meeting

The next Parks and Recreation Committee meeting is scheduled for October 15, 2008 at 1:00pm in Fort Vermilion in the Council Chambers.

**ADJOURNMENT:**

- 7. a) Adjournment

**MOTION 08-069**

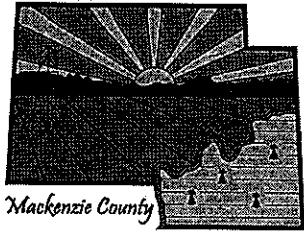
**MOVED** by Councilor J Driedger

That the Parks and Recreation Committee meeting be adjourned at 3:30pm.

**CARRIED**

These minutes were adopted this \_\_\_\_ day of \_\_\_\_\_, 2008.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	October 29, 2008
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Mackenzie Housing Management Board Meeting Minutes August 25 and September 10, 2008

### BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the August 25 and September 10, 2008 meetings are attached.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes of August 25 and September 10, 2008 be received for information.

Author: C. Gabriel

Review By: \_\_\_\_\_

CAO 



**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
August 25, 2008 – 1:00 P.M.  
Family Dining Room – Heimstaed Lodge**

**In Attendance:** Wally Schroeder, Chair  
George Friesen, Vice-Chair  
Ellis Forest (via Teleconference at 1:52 p.m.; left at 2:32 p.m.)  
Bill Neufeld  
Abe Peters  
Jim Thompson  
Brenda Chorney (arrived 1:12 p.m.)  
Dave Neufeld

**Regrets:** Sharon McLean

**Administration:** Helen Braun, CAO  
Barb Spurgeon, Operations Manager

**Call to Order:** Chair Wally Schroeder called the Board meeting to order at 1:05 p.m.

**Agenda:**  
08-114 Moved by Jim Thompson

That the agenda be approved as distributed.

Carried

**Minutes:** July 28, 2008 Board Meeting

Barb Spurgeon advised the last motion on the minutes should read: 08-113

08-115 Moved by Jim Thompson

That the minutes of the July 28, 2008 Board meeting be approved as amended.

Carried

**Reports: CAO Report**

08-116 Moved by George Friesen

That the CAO report be accepted for information.

Carried

**Financial Reports Housing Budget July 31, 2008**

08-117 Moved by Abe Peters

That the July 31, 2008 Housing budget financial report be accepted as presented.

Carried

**Second Quarter Housing Report**

08-118 Moved by Bill Neufeld

That the second quarterly Housing report be approved.

Carried

**Lodge Budget July 31, 2008**

08-119 Moved by Brenda Chorney

That the July 31, 2008 Lodge budget financial report be accepted as presented.

Carried

**Assisted Care Budget July 31, 2008**

08-120

Moved by George Friesen

That the July 31, 2008 Assisted Care budget financial report be accepted as presented.

Carried

**New Business:**

**July 1, 2009 Pay Grid**

08-121

Moved by Jim Thompson

That the July 1, 2008 Pay grid be accepted for information.

Carried

**Phase 3 Construction Costs**

08-122

Moved by Bill Neufeld

That the audited statement showing the actual costs to construct Phase 3 which was \$4,027,788.69 be accepted for information.

Carried

**Contingency Plan for Assisted Care Manager Position**

Helen Braun gave a brief update on the plan to recruit a new Assisted Care Manager.

**Premier's Visit**

Helen Braun reminded the Board of the Premier's visit to the Lodge on September 5, 2008 from 4:15 to 5:00 p.m. She asked which Board members would be able to attend. A

*clarification?*

board and spouse supper will be arranged following the Premier's visit.

**Board and CAO Evaluations**

Wally Schroeder reminded board members that a special board meeting would be scheduled for September 10, 2008 to complete the board and CAO evaluations. The results would be communicated to the CAO at the September 25, 2008 Board meeting at 10:00 a.m.

**Information Items:**

**July Bank Reconciliations**  
**Letter from Minister of Seniors and Housing**  
**Housing Newsletter**

08-123

Moved by George Friesen

That the information items be accepted for information.

Carried

Ellis Forest joined the meeting via teleconference at 1:52 p.m.

**In Camera**

**Personnel**

08-124

Moved by Jim Thompson

That consideration be given to move in camera at 1:52 p.m.

Carried

08-125

Moved by Bill Neufeld

That consideration be given move out of camera at 2:32 p.m.

Carried

Ellis Forest left the meeting (via Teleconference) at 2:32 p.m.



08-126

Moved by Bill Neufeld

To proceed with the personnel matter as discussed in camera.

Carried

**Next Meeting Date:**

Special Board Meeting (in camera)  
September 10, 2008 – 10:00 a.m.  
Family Dining Room – Phase III  
Heimstaed Lodge

Regular Board Meeting  
September 25, 2008 – 10:00 a.m.  
Family Dining Room – Phase III  
Heimstaed Lodge

**Adjournment:**

08-127

Moved by Jim Thompson

That the board meeting of August 25, 2008 be adjourned at 2:45 p.m.

Carried

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Wally Schroeder, Chair

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Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD  
SPECIAL BOARD MEETING  
September 10, 2008 – 1:00 P.M.  
Family Dining Room – Heimstaed Lodge**

**In Attendance:** Wally Schroeder, Chair  
George Friesen, Vice-Chair  
Ellis Forest  
Bill Neufeld  
Abe Peters  
Jim Thompson  
Dave Neufeld

**Regrets:** Brenda Chorney

**Administration:** Helen Braun, CAO

**Call to Order:** Chair Wally Schroeder called the Board meeting to order at 6:25 p.m.

**Agenda:**  
08-128 Moved by Ellis Forest

That the agenda be approved with changes.  
Item 3 Health contract be moved in camera  
Add Zama Housing as item 3

Carried

**In Camera** **Personnel, Board Evaluation, Health Contract**

08-129 Moved by Jim Thompson

That consideration be given to move in camera at 6:37 p.m.

Carried

08-130

Moved by Jim Thompson

That consideration be given move out of camera at 7:29 p.m.

Carried

08-131

Moved by Ellis Forest

That the letter of resignation from Helen Braun, Chief Administrative Officer be accepted.

Carried

08-132

Moved by Dave Neufeld

That an advertisement for the Chief Administrative Officer recruitment be placed in all newspapers from Grand Prairie north.

Carried

08-133

Moved by Jim Thompson

That the Board self-evaluation be accepted for information

Carried

**Next Meeting Date:**

Regular Board Meeting  
September 25, 2008 – 10:00 a.m.  
Family Dining Room – Phase III  
Heimstaed Lodge

**Adjournment:**

08-134

Moved by Jim Thompson

That the special board meeting of September 10, 2008 be adjourned at 7:33 p.m.

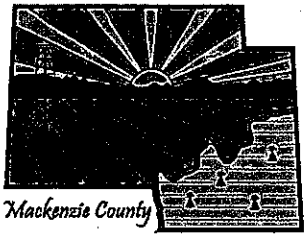
Carried

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Wally Schroeder, Chair

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Helen Braun, CAO



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Tax Write-off</b>

**BACKGROUND / PROPOSAL:**

Council has the power under MGA to write-off taxes.

**OPTIONS & BENEFITS:**

The County has been advised that the mobile home located on Stall 10, 10306 – 101 Street in Parkside Village was vacated in January, 2008 with all appliances removed. It has been suggested by the owner of Parkside Village that the unit may bring \$1,000 through salvage. The 2008 tax levy of \$275.66, including penalties, is still outstanding and the cost of going through a tax forfeiture would take in excess of one more year. As the unit is vacant, it would deteriorate to a point that it may not even be worth \$1,000 at that time. As well, there is still the matter of rent for the unit if it remains in its present location. It is also believed that the unit is not habitable in its current condition, which will be determined/confirmed by our Assessor.

It is proposed that the 2008 tax levy of \$260.06 be written off and that the penalty of \$15.60 be voided.

**COSTS & SOURCE OF FUNDING:**

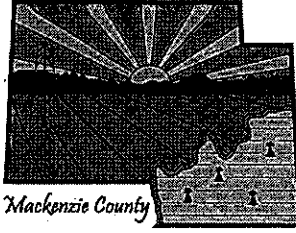
Tax Write-offs and Cancellations – 2008 Operating Budget

**RECOMMENDED ACTION:**

That the tax levy of \$260.06 for Stall 10, 10306 – 101 Street be written-off and the penalty of \$15.60 be voided.

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





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>2009-2011 Business Plan</b>

**BACKGROUND / PROPOSAL:**

A copy of the Business Plan will be available at the meeting following the review being held at the Committee of the Whole meeting on October 28, 2008.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

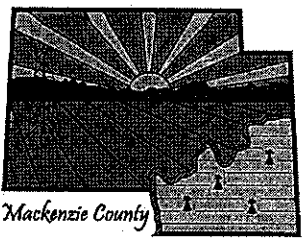
**RECOMMENDED ACTION:**

That the 2009-2011 Mackenzie County Business Plan be approved as presented.

Author: C. Gabriel Review By: \_\_\_\_\_ CAO







# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Maps on Website</b>

**BACKGROUND / PROPOSAL:**

A request was received that hamlet maps be added to the County website.

The Freedom of Information and Protection of Privacy Act frequently asked question number 37 addresses the matter of maps (below).

**37. Can municipalities still prepare rural maps that contain the names of land owners?**

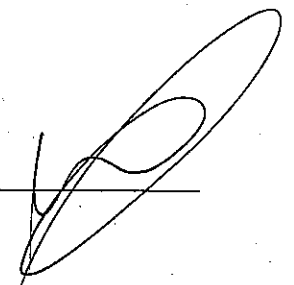
- Often rural maps contain the first initial and last name of land owners, legal land descriptions, and the location of houses. These maps are prepared for use by municipal staff, such as emergency services, utilities, and others who need to locate owners. Maps are often made available to the public as well.
- Many municipalities are continuing to produce these maps since they believe the use of the owners' names on the maps is not an unreasonable invasion of personal privacy under **section 17** of the FOIP Act. The disclosure would be permitted under **section 40(1)(b)** of the FOIP Act once the municipality makes the decision. Unless there is an investigation of a privacy complaint by the Commissioner and the resulting report recommends removing the names, municipalities may decide to continue to produce the maps.

The current hamlet addressing maps do not include land owner names.

Hamlet maps are currently offered to residents for sale according to Fee Schedule Bylaw 660/07 (attached) and would be available for free on the website.

**OPTIONS & BENEFITS:**

*- net block  
- house #'s*

Author: C. Gabriel Review By: \_\_\_\_\_ CAO 

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

For discussion.

Author: C. Gabriel Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 660/07**

**BEING A BY-LAW OF THE  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A FEE SCHEDULE FOR SERVICES**

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

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

1. That the Service Fee Schedule be amended to read as follows:

Item	Amount	GST
Photocopying	\$0.25/sheet	Applicable
Laminating	Double cost of map (min \$5)	Applicable
Tax Certificates	\$25.00	N/A
Compliance Certificates	\$50.00	N/A
Land Titles	\$5.00	Applicable
County Ownership Maps	\$15.00	Applicable
County Ownership Map Booklet –Laminated	\$50.00	Applicable
Individual Pages - Laminated	\$10.00	
Hamlet Maps	\$5.00	Applicable
Aerial Photos	\$5.00	Applicable
All Custom Maps up to 17" x 22"	\$5.00	Applicable
All Custom Maps Larger than 17" x 22"	\$10.00	Applicable
River Map - 14 Laminated Pages	\$25.00	Applicable
Area Structure Plan	\$15.00	Applicable
General Municipal Plan	\$25.00	Applicable
Land Use Bylaw	\$35.00	Applicable
Land Use Bylaw Amendment	\$150.00	N/A
Development Permit - Other than Commercial or Industrial	\$25.00	N/A

Item	Amount	GST
Development Permit – Commercial and Industrial	\$50.00	N/A
Development Permit after Commencement of Construction; Effective Until February 29, 2008	Double regular Development Permit fee	N/A
Development Permit after Commencement of Construction; Effective March 1, 2008	1% of construction value	N/A
Development Permit after Legal Counsel Intervention	Legal Fee Cost	N/A
Development Permit Time Extension	\$50.00	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Time Extension	\$50.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A
Boardroom Rental (no charge to non-profit community groups)	\$50.00/day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable
Winter Maintenance Flags	\$20.00/1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control DL 10-40	\$1,000/200 linear meters per application	Applicable
Dust Control for Seniors	No Charge	
Sanding Unit & Tandem Truck	\$110.00/hr., min. chg.-1/2 hr	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
75 HP Tractor Mower 15'	\$55.00 per hour (minimum charge ½ hr.)	Applicable
35 HP Tractor Mower 6'	\$35.00 per hour (minimum charge ½ hr.)	Applicable
Weed Eater	\$20.00 per hour (minimum charge ½ hr.)	Applicable
Sewer Auger	\$20.00 per hour	Applicable

	\$100.00 per 24 hours	
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable

2. Equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide, less 20%.
3. This bylaw revokes all previous bylaws with fees pertaining to fees in this bylaw.
4. In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this 11<sup>th</sup> day of December, 2007.

READ a second time this 11<sup>th</sup> day of December, 2007.

READ a third time and finally passed this 11<sup>th</sup> day of December, 2007.

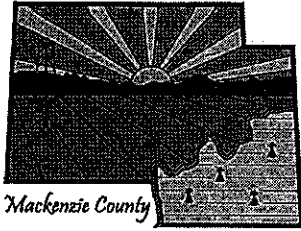
(signature on file)

REEVE

(signature on file)

EXECUTIVE ASSISTANT





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie County Logo</b>

**BACKGROUND / PROPOSAL:**

Our current logo was revamped by ISL Engineering for the purpose of the Municipal Development Plan update (see attached).

Administration is suggesting that a variation of this revamped logo be used by the County for the following purposes:

- promotional products,
- advertising,
- County clothing,
- letterhead,
- website, etc.

**OPTIONS & BENEFITS:**

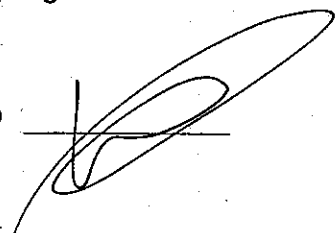
To enhance our visual identity.

**COSTS & SOURCE OF FUNDING:**

\$816.00 – logo design

**RECOMMENDED ACTION:**

That administration be authorized to proceed with redesigning the County logo and that options be presented to Council on November 6, 2008 for approval.

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** 







Logo Concept 2a



Logo Concept 2b

**Logo Concept 2a and 2b**

- Logo Concept 2 also features a more elaborate arrow reaching from the edge of the "M" in "Mackenzie County" and pointing off into the distance
- Two colour options are presented for the arrow (this is the only difference between Logo Concept 2a and Logo Concept 2b)



October 16, 2008

Our Reference: 80953

**Mackenzie County**  
P.O. Box 640  
4511-46 Avenue  
Fort Vermillion, Alberta T0H 1N0

Attention: Ryan Becker, Director, Planning & Emergency Services  
Carol Gabriel, Executive Assistant

Dear Sir and Madam:

**Reference: Mackenzie County Corporate Identity and Business Collateral Materials Proposal**

---

ISL Engineering and Land Services (ISL) is pleased to provide this proposal for Mackenzie County's Corporate Identity and business collateral materials. This work is outside the scope of the Mackenzie County Municipal Development Plan project and therefore this proposal has been prepared to outline our services and proposed fees.

During the development of the Mackenzie County Municipal Development Plan Project, a project logo was prepared. It was indicated that Mackenzie County may wish to use the MDP logo as a foundation for the design and development of Mackenzie County's revised logo and visual identity. We appreciate this opportunity to propose and outline a process for developing and implementing the County's new logo design.

In order to apply this new logo to the desired applications (letterhead, signage, posters, clothing, etc.) we suggest that Visual Identity Guidelines be developed to accompany the new logo. The Visual Identity Guidelines will contain information on suggested logo usage, logo colours, and suggested methods for logo applications; it will act as reference materials when communicating with printers/production houses for the future production of the County's printed materials and other future design applications. Most importantly, the Visual Identity Guidelines will act as a creative basis and lay the foundation for the future design of the County's business collateral materials. In this way, developing the Visual Identity Guidelines in addition to the logo will ensure that the 'look and feel' developed in the Mackenzie County logo is carried through to the business collateral materials designs in a consistent and cohesive manner. It will also provide staff members with an easy to use reference regardless of their graphic skills.

As part of ISL 's' Communications services available to Clients, we can provide our graphic design services to Mackenzie County. Our Communications Team has completed graphic design services both internally, as part of ISL's revised visual identity and the implementation of our Visual Identity Guidelines, as well as externally, for Clients' visual identities.

ISL will work together with County staff on an ongoing basis through the revised County logo development, the development of the accompanying Visual Identity Guidelines, and the development of the design templates for the accompanying business collateral materials. ISL will create the design templates for these accompanying business collateral materials and will suggest stationery stock, however the production costs and logistics associated with the use of these design templates will become the County's responsibility once the County provides sign off on all of the designs.

**1.0 Deliverables**

- **New Mackenzie County Logo**
  - Upon sign off, we will provide all original design artworks in Adobe Illustrator as well as raster logo versions (.jpg and .tiff versions).
- **Accompanying Mackenzie County Visual Identity Guidelines**
  - Upon sign off, we will provide a PDF version of the document that will contain information on suggested logo usage, logo colours, and suggested methods for logo applications.
- **Accompanying Mackenzie County Business Collateral Design Templates**
  - Upon sign off, we will provide all original design template files for: letterhead, business card, envelope and mailing label
  - We will also provide suggestions on the type of paper stock to use for printing the business collateral materials.

Additional business collateral materials may be included in addition to what this proposal outlines and will be designed at an hourly charge-out rate. These additional business collateral materials should be requested during the time period of this project.

From discussions with Ryan Becker and Carol Gabriel we understand that the development of the revised Mackenzie County logo portion of the project must be completed before October 23, 2008.

The time required to prepare and develop both the new County logo, the Visual Identity Guidelines and the design templates for the Mackenzie County's business collateral materials (letterhead, business card, envelope, and mailing label) will be 80.5 hours (inclusive to the above mentioned deliverables) at a rate of \$96.00/hour. Our estimated project fees for ISL's graphic design services is \$7,200.00 (excluding GST).  
*\* ISL will absorb a portion of the cost for the revisions to the MDP logo to create the new County logo and will fast track the scheduling of the rest of the project to reflect the Client's immediacy.*

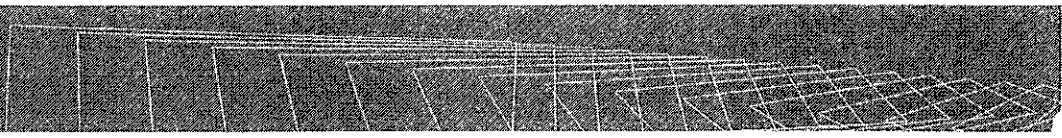
Communications and presentations of the proposed designs will be coordinated through e-mail and telephone conference. This proposal assumes the County will provide the necessary information in order to create the design templates for the business collateral (address, phone number etc.).

For a detailed description of the deliverables and project timeline, please refer to the following table.

<b>Project Tasks</b>	<b>Description</b>	<b>Approx # of Hours</b>
<b>1) Mackenzie County Logo Development</b>	Confirm edits requested to Mackenzie County MDP logo to create new Mackenzie County logo	(0.5)
	Complete requested logo edits and submit to Client for review	(2)
	Complete one set of edits requested to the proposed logo design <i>**Hourly rates will be applied to any additional edits required by the County</i>	(2)**
	Submit revised logo to Client for final review	(1)
	Prepare make-ready of the logo file for all future applications	3
	Obtain approval and official written sign off on the new Mackenzie County logo	0
	<b>Total Hours</b>	<b>8.5 hours *</b> <i>(ISL will absorb the cost of the items in parenthesis listed in this table - a total of 5.5 hours)</i>

Project Task	Description	Approx # of Hours
2) Visual Identity Guidelines -- Mackenzie County Logo	Create CMYK, RGB, Pantone, and 1-colour logo versions	3
	Create raster (.jpg, .tiff) versions of the logo	2
	Develop the Logo Usage Guidelines - the main part of the Visual Identity Guideline (including logo rationale, general logo usage, logo colours, and suggested methods for logo applications)	5
	Prepare layout and design of this Guideline	6
	Make one set of revisions requested by the County <i>**Hourly rates will be applied to any additional edits required by the County</i>	5**
	Present revised document to County and discuss	1
	Obtain approval and official written sign off on the Visual Identity Guidelines	0
	<b>Total Hours</b>	<b>22 hours</b>

Project Task	Description	Approx # of Hours
3) Mackenzie County Business Collateral Materials -- Business Card, Letterhead, Envelope and Mailing Label Design	Prepare sketches and digital concept work	20
	Present proposed designs to County (a maximum of two design concepts for each business card, letterhead, envelope and mailing label design will be shown)	1
	County selection of one concept for each of the business collateral materials for further design development	0
	Obtain/review first set of edits requested by the County	0
	Prepare revised designs for the business collateral materials	15
	Obtain/review second, and final, set of edits as requested by the County	0
	Undertake final revisions to the business collateral materials <i>**Hourly rates will be applied to any additional edits required by the County</i>	7.5**
	Present revised designs to County and discuss	0.75
	Obtain approval and official written sign off on the business collateral materials	0
	Create finalized design template files for the business collateral materials. These artworks will be press-ready but editable for the County's future use.	4
	Provide suggestions for the business collateral stock	1.75



Project Task	Description	Approx # of Hours
	<i>Note: Production costs and arrangements are excluded from this proposal and the production of the design materials will become the County's responsibility once digital design templates are delivered.</i>	
	Upon sign off, the new Mackenzie County logo, Visual Identity Guidelines, and design files of the business collateral will be owned for use only by Mackenzie County for all future design applications	0
	<b>Total Hours</b>	<b>50 hours</b>

**2.0 Summary**

Tasks	Graphic Design	Estimated Fees
1) New County Logo	8.5 hours	\$816.00*
2) Visual Identity Guidelines	22 hours	\$2,112.00
3) Business Collateral	50 hours	\$4,800.00
<b>Total Project Fees</b>	<b>80.5 hours</b>	<b>\$7,200.00</b>

*\*ISL will absorb 5.5 hours of the time in this task to revise the logo. ISL's fees for the 5.5 hours are excluded from the total project fees in recognition of the fees already earned for the original MDP logo design.*

We look forward to the opportunity to work with Mackenzie County staff in creating a unique visual identity for the County. If you have any questions regarding this proposal please feel free to contact the undersigned.

Sincerely,

Helen Ma  
Graphic Designer  
hma@islengineering.com

Attachment

**Helen Ma** Graphic Designer**Experience**

ISL Engineering and Land Services - 2005 to Present

Graphic Designer responsible for creating and developing innovative and dynamic visual identities, graphics design layouts, custom logos, and illustrations for project communications (including newsletters, display materials, banners and advertisements) and corporate communications.

## Recent Project Designs Include:

- Terwillegar Park Concept Plan Study – September 2007 – Ongoing  
Graphic Designer. By using a distinct colour palette and text treatments, a unique visual aesthetic was created for the project's design pieces. These designs included the project business card, stakeholder invitations and open house displays. Copy for the project collateral was developed by ISL's Communications department.
- Royal Oaks Subdivision – May 2007  
Graphic Designer and Illustrator. Worked alongside ISL's Communications department to create innovative marketing materials for the subdivision. A custom logo and visual identity was developed for Royal Oaks by using specific type and graphic treatments and a defined colour palette.
- MD of Rocky View Growth Management Study – March 2007 - Ongoing  
Graphic Designer. Worked in coordination with the Client's graphic designer and ISL's Communications department to design various project collateral including the Rocky View Media Kit and exhibit sheets. Achieved a cohesive 'look and feel' between the Client's graphic designs and the designs ISL has created for the MD of Rocky View.
- Town of Hinton Banners - Hardisty Streetscape - November 2006  
Graphic Designer. A series of custom designed streetscape banners reflecting 'Historic Hinton' through the use of graphics and the Town of Hinton's historic photographs.
- Evansburg Banners – September 2006  
Illustrator and Graphic Designer. A series of custom designed streetscape banners featuring illustrations of 'Life in Evansburg'.
- Geothermal Utilities – July 2006  
Graphic Designer. Created a unique logo and stationery package for the emerging company.

Madillustration Design Inc. - April 2005

Graphic Designer. Various design projects.

**Education**

- Grant MacEwan College – 2005  
Visual Communication Design Program, Design and Illustration Major
- Jason Lang Scholarship – 2004
- Certificate with Distinction, Design Foundations Program – 2003
- ARAMARK Canada Ltd. Scholarship – 2003
- Adobe Illustrator, Adobe Photoshop, Adobe InDesign, CorelDRAW, Dreamweaver

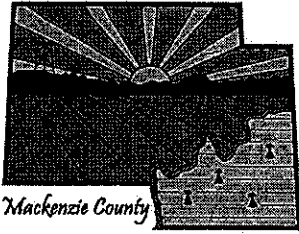
**Professional Memberships**

- Advertising Club of Edmonton
- The Society of Graphic Designers of Canada

Exceptional people. Shared success.







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Discovery Channel Documentary</b>

### BACKGROUND / PROPOSAL:

See attached email from Kathryn Haydn with Pilgrim Film and Television regarding the Extreme Logging documentary.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That administration be authorized to sign the Location Release Form for the County's participation in the Discover Channel "Extreme Logging" Documentary.

Author: C. Gabriel

Review By: \_\_\_\_\_

CAO 



## Carol Gabriel

---

**From:** Kathryn Haydn-Hays [khaydn@mac.com]  
**Sent:** Monday, October 20, 2008 3:45 PM  
**To:** Bill Kostiw  
**Subject:** Discovery Channel Documentary  
**Attachments:** Location Release - EL.pdf; ATT03816.htm

Hi Bill,

I am back in Los Angeles and had a very productive trip in Northern Alberta. Thank you so much for allowing me to speak at the council meeting. Below I have attached the location agreement and addressed some concerns that were raised at the meeting. Please forward as you deem necessary to persons of interest.

We have an agreement with Pineridge and DMI to shoot primarily down near Manning and Twin Lakes areas as well as Peace River. This will essentially cover the logging/hauling/chipping operations. A very small amount of the documentary series (perhaps a few minutes out of the 3 hour total) needs to be on the building of the ice bridge that would connect LaCrete (and hence most of the workers) to Twin Lakes.

We would be there to shoot some of the days when the bridge is being built out. We have insurance for all of our workers/equipment that can be supplied to you. We have references from past shoots. You may see footage from another episode to look at the type of show this is. We have a letter of intent citing us as being commissioned by Discovery Channel. You are welcome to have a representative out there during the shoot.

You may review the show for accuracy to prevent misrepresentation and you may state that in the location agreement (red line add-in).

Let me know what else you may need or if you have any other questions. I think this will be an exciting program that will be a positive look at the ingenuity, dedication and team work displayed in your region.

Thank you,

Kathryn

Kathryn Haydn

Segment Producer

Pilgrim Film and Television

818-388-2344 cell

818-752-5520 ext: 2486 (office)

The information in this email is confidential, and may be privileged. It is intended for the addressee only. Any distribution, or other use of this email by persons or entities other than the addressee is prohibited without the sender's consent

Extreme Logging, Inc.  
6180 Laurel Canyon Boulevard, #350  
North Hollywood, CA 91606  
PH (818) 752-5520 FAX (818) 752-5522

**LOCATION RELEASE**

Location Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Shoot Date(s): \_\_\_\_\_  
Owners Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

(or Auth. Agent)

Owner hereby grants to **Discovery Communications, Inc.** ("DCI") and **Extreme Logging, Inc.** ("Producer") and their respective parents, subsidiaries and affiliates, licensees, successors and assigns, for good and valuable consideration, receipt of which is hereby acknowledged, permission to enter upon and use the property and the contents thereof, any name connected with the property and any signs located thereon and any logos and verbiage contained on such signs and/or uniforms and the appurtenances thereto located at \_\_\_\_\_ (the "Property") for the purpose of photographing and recording certain scenes in connection with a program tentatively titled **Extreme Logging** (the "Program") during production thereof, and as necessary during any extension, re-shooting or preparation of publicity or promotion therefor. All physical embodiments of filming, recording and photography on the Property shall hereinafter be known as the "Materials".

DCI and/or Producer may place all necessary facilities and equipment on the Property and agree to remove same after completion of work and leave the property in as good of condition as when received.

DCI and/or Producer will use reasonable care to prevent damage to said Property, and will indemnify the owner, and all other parties lawfully in possession, of said Property, and hold each of them harmless from any claims and demands of any person or persons arising out of or based upon personal injuries, death or property damage suffered by such person or persons resulting directly from any act of negligence on Producer and/or DCI's part in connection with Producer and/or DCI 's use of the Property.

Owner grants to Producer and/or DCI all rights of every kind in and to the Materials including without limitation the right to exploit the Materials throughout the world, an unlimited number of times, in perpetuity in any and all media, now known or hereafter invented, and in connection with the Program, DCI or otherwise and for advertising and promotional purposes in connection therewith and all rights, including copyright in the Materials shall be and remain vested in Producer and/or DCI, and neither the Owner, nor any tenant, nor other party now or hereafter having an interest in the Property, shall have any right of action against Producer and/or DCI or any other party arising out of any use of said Materials whether or not such use is, or may be claimed to be, defamatory, untrue or censorable in nature.

The undersigned acknowledges that Producer and/or DCI is photographing and recording such scenes in express reliance upon the foregoing. The undersigned represents and warrants that the undersigned has all rights and authority to enter into this agreement and to grant the rights granted hereunder.

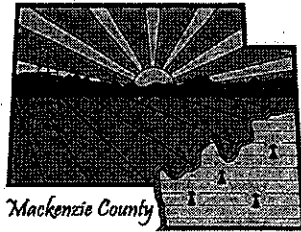
Producer and/or DCI are not obligated to actually use the Property or produce the Program or include the Materials in the Program for which it was shot or otherwise. Producer and/or DCI may at any time elect not to use the Property by giving the owner written notice of such election, in which case, neither party shall have any obligation hereunder.

This is the entire agreement. No other authorization is necessary to enable Producer and/or DCI to use the Property for the purpose herein contemplated.

**AGREED AND ACCEPTED:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

SEG NAME:		SEG #:	
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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Health Services Joint Letter (ADDITION)</b>

**BACKGROUND / PROPOSAL:**

See attached draft letter from the Town of High Level.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

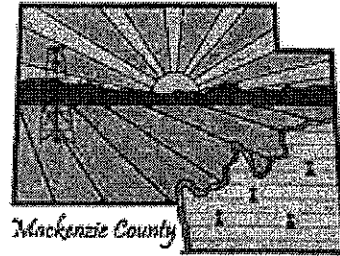
**RECOMMENDED ACTION:**

For discussion.





TOWN OF HIGH LEVEL  
Gateway to the South



Thursday, October 23, 2008

Ken Hughes, Chair  
Alberta Health Services  
10101 – Southport Road SW  
Calgary, AB T2W 3N2

Dear Mr. Hughes,

Thank you for the opportunity to discuss health issues on October 15, 2008 in Fort McMurray.

It was outlined quite clearly that the west portion of the Northern Lights Health Region has been at best, under serviced. Our area has little access or availability to health services. The outcomes of health indicators are not acceptable, nor do they comply with any best practices. It is our understanding that our MLA, ~~Mr.~~ Frank Oberle, has communicated these concerns to you in person. Further, these concerns were communicated to Premier Stelmach on September 5, 2008 when he met with public officials in our area.

On October 15, 2008 we requested that the Alberta Health Services Board meet with local authorities on the west side of the region in order to commence a process to address and correct the issues that inhibit appropriate health service provision.

You indicated that meeting with the full board in our region would not be possible for some time. However, you did indicate that board member, Mr. John Lehnert, would be a point person, along with someone from administration, to commence timely discussions to rectify our critical situation.

We also refer to the October 7, 2008 letter from the Hon. Minister Liepert to the Deputy Mayor of High Level (copy attached) that it is vitally important that communities work proactively with their health region and that a strong collaborative approach can maintain focus.

To that end, Mr. Hughes, we request that local meetings commence in a timely manner to address the health concerns of this portion of the Northern Lights Health Region.

Our contact person for arrangements will be Mr. Dean Krause, Town of High Level CAO. To contact Mr. Krause please call (780) 821-4001 or e-mail at [dkrause@highlevel.ca](mailto:dkrause@highlevel.ca).

Yours truly,

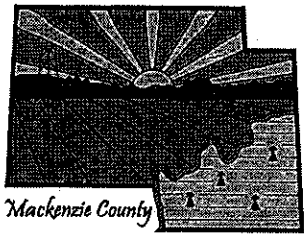
George Schmidt  
Mayor  
*Town of High Level*  
*10511 – 103 Street*  
*High Level, AB T0H 1Z0*

Greg Newman  
Reeve  
*Mackenzie County*  
*Box 640*  
*Fort Vermilion, Alberta T0H 1N0*

cc. Premier Ed Stelmach, Province of Alberta  
Hon. Ron Liepert, Minister of Health and Wellness  
~~Hon.~~ Frank Oberle, MLA  
Mr. John Lehnert, Alberta Health Services

Enc.





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>John Klassen, Director of Operations (South)</b>
<b>Title:</b>	<b>La Crete East Storm Water Management (Foster Road)</b>

**BACKGROUND / PROPOSAL:**

Three out of seven large diameter pipes that pass through Foster Road slightly north of Wolf Lake Road need to be replaced due to the pipes being too short and possibly under sized which has caused erosion and a dangerous situation for traffic. Therefore the Public Works Department proposes to replace three of the existing pipes with a longer and larger diameter pipe in order to rectify the situation.

**OPTIONS & BENEFITS:**

For discussion.

**COSTS & SOURCE OF FUNDING:**

Costs = \$60,000

To be funded from the general operating budget.

**RECOMMENDED ACTION:**

That administration be authorized to proceed immediately with pipe replacement for the La Crete east storm drainage course by day labor.

That the Foster Road pipe replacement project be funded from general operating fund to a maximum of \$60,000.

**Author:** John Klassen      **Reviewed By:** \_\_\_\_\_ **CAO** 

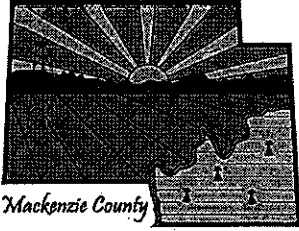


12

375 m

625 m

875 m



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>John Klassen, Director of Operations (South)</b>
<b>Title:</b>	<b>Regional Waste Hauling</b>

**BACKGROUND / PROPOSAL:**

Administration was asked to bring forth for Council to discuss the current state of waste hauling within the County.

**OPTIONS & BENEFITS:**

For discussion.

**COSTS & SOURCE OF FUNDING:**

To be included in 2009 capital budget.

**RECOMMENDED ACTION:**

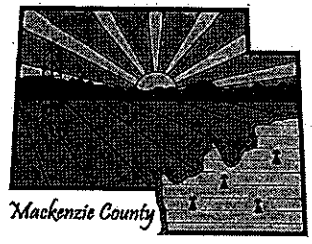
That administration be authorized to seek options for the hauling of County waste and consult with the Mackenzie Regional Waste Commission.

**Author:** John Klassen

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

**CAO**





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	October 29, 2008
<b>Presented By:</b>	John Klassen, Director of Operations – South
<b>Title:</b>	Community Christmas Tree

**BACKGROUND / PROPOSAL:**

A request was brought forth by Grace Community Church to put up a community Christmas tree in La Crete Hill Park. See attached request letter.

**OPTIONS & BENEFITS:**


N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Mackenzie County grant approval to Grace Community Church to erect a community Christmas tree at the La Crete Hill Park.

Author: C. Friesen Review Date: \_\_\_\_\_ CAO 



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P.O. Box 363 • La Crete • AB • T0H 2H0  
Phone 780.928.4734 (c) 780.502.3418  
• Email: [grc.community@gmail.com](mailto:grc.community@gmail.com)

October 22, 2008

Mr. John Klassen  
Public Works Administrator  
Mackenzie County  
La Crete, AB T0H 2H0

Dear Mr. Klassen:

As we prepare to celebrate this wonderful season of Christmas, Grace Community Church will be sponsoring a community (for those who want to be involved) Christmas tree light-up on Friday, November 28<sup>th</sup> at 6:30 pm.

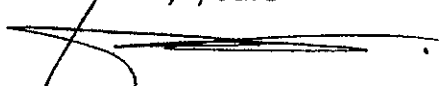
Grace Community Church will be solely responsible for the tree, lights and other decorations as well as the assembling and dispersing of the tree after the Christmas season. We will also have free hot chocolate and there will be a time of Christmas carol singing.

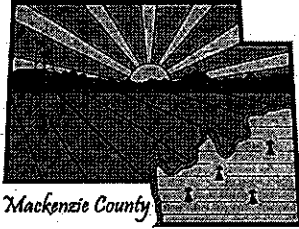
We are requesting from the county permission to erect the tree at Hill Park and access to the hydro.

I do believe this is a great opportunity to foster community unity especially on such an occasion as Christmas when the One we celebrate came to bring peace and unity.

A response from your department would be appreciated at your earliest.

Sincerely yours

  
Frank Winsor  
(Pastor)



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Tompkins Landing Ferry (ADDITION)</b>

### BACKGROUND / PROPOSAL:

See attached draft letter to Alberta Transportation and notes from a meeting held with AT on April 14, 2008.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

For discussion.





October 27, 2008

**DRAFT**

**Wayne Franklin, Peace River**  
Alberta Infrastructure and Transportation  
Room 302, Provincial Building  
9621 – 96 Avenue  
Peace River, AB  
T8S 1T4

Dear Mr Franklin,

**Re: Concerns regarding the Tompkins Landing Ferry**

Referring to the visit by Rommel Directo from Alberta Transportation earlier this year, we would like to follow-up on the concerns that were raised by the Mackenzie County during that visit.

These concerns were in respect to the general operations of the Tompkins Landing Ferry by the current operator, which included the following points:

- Adequate maintenance and repairs to the ferry during the winter months, which would result in the ferry being operational when the river ice has broken up. This could include, requiring the operator to have the necessary spares available that might shorten the downtime of the ferry during repairs; and
- Communication by the operator to notify the public when the ferry is not operational. ~~It was suggested that the ferry signs could be changed to show that the ferry is not operational.~~ Another alternative was the availability of a number that could be phoned to enquire whether the ferry is operational.

Your attention to the above matters will be highly appreciated.

Sincerely,

William (Bill) Kostiw  
CAO

Cc: XX at La Prairie Group  
Mackenzie County Council

→ fog conditions  
communication system  
→ electronic msg centre

## Carol Gabriel

---

**From:** Dicky Driedger  
**Sent:** Tuesday, October 28, 2008 9:35 PM  
**To:** Carol Gabriel  
**Subject:** FW: AAMD&C Spring 2008 Action Items - La Crete Ferry

For discussion at council

---

**From:** Rommel Directo [mailto:Rommel.Directo@gov.ab.ca]  
**Sent:** Thursday, April 24, 2008 3:08 PM  
**To:** Bill Gish  
**Cc:** Paul Catt; Dicky Driedger  
**Subject:** AAMD&C Spring 2008 Action Items - La Crete Ferry

Bill,

**As instructed, Alberta Transportation had a meeting with Dicky Driedger of the Mackenzie County to discuss the following issues that were brought up during the AAMD&C Spring 2008 in regards to the La Crete Ferry. The meeting was held at the Mackenzie County Office around 12:30 pm to 1:15 pm on April 14, 2008.**

**- Need a communication system with ferry operator before people arrive there to find out it is not running:** The County is requesting to have the La Crete Ferry cell phone number available so the motoring public can call the ferry itself to confirm if it is running or not. Alberta Transportation mentioned during the meeting that the cell phone at the La Crete Ferry is for emergency use only. Discussion ensued and a suggestion was made to possibly have the Maintenance Contractors 1-800 number (sign tab) posted below the ferry signs along the highway. Alberta Transportation to follow up.

**- Can a GIS system or radar be used to operate the ferry in fog (will Transport Canada allow this)?:** Alberta Transportation mentioned that we already have a GPS system on board the La Crete Ferry. Due to safety considerations that the La Crete Ferry doesn't sail in foggy condition. The main issue is visibility and that the GPS nor a radar system (which the La Crete Ferry used to have) can't detect debris that might be on the Peace River during foggy condition.

**- On the west side, slope is too high for pontoons during high water (can this be cut down?):** Alberta Transportation mentioned to the County that this will not be possible without the approval from DFO and Alberta Environment. This might take some time, assuming that both agency requires some studies done prior to doing work along and on the Peace River.

**- Ferry repairs need to be done before the ice is out so the ferry can be commissioned when ice is gone:** Alberta Transportation informed the County that all of the La Crete Ferry repairs that are required prior to launching is on-going.

**- When ferry is not running, why is the operator there? Does he get paid still?:** Alberta Transportation informed the County that it is up to the Maintenance Contractor (that operates the La Crete Ferry) to have the operator available and to compensate him, whether the ferry is running or

10/29/2008

not. Alberta Transportation pro-rate the payment for operating the La Crete Ferry whenever it is not sailing.

**Other issues that were discussed:**

**- 2 lane traffic lanes at Tompkins Landing**

**- Surface water runoff on the west side approach at Tompkins Landing**

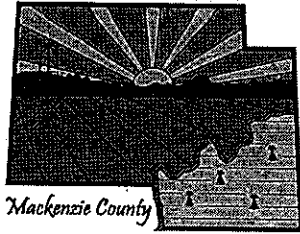
**- Loading Capacity Increase of the La Crete Ferry**

Rommel Directo  
Maintenance Contract Inspector  
CMA 1 - High Level  
(780)926-2241

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*Waiver Restrictions*





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>Ryan Becker, Director of Planning &amp; Emergency Services</b>
<b>Title:</b>	<b>Fire Service Bylaw 684/08</b>

**BACKGROUND / PROPOSAL:**

Recently administration initiated a comprehensive review of the Fire Services Bylaw and the supporting Policy. This review was undertaken to ensure that the service level provided was accurately reflected within County legislation.

**OPTIONS & BENEFITS:**

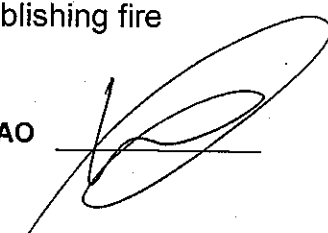
Changes as outlined in the draft Bylaw 684/08 address many issues that had not been identified previously and separates many of the items that should have been addressed in policy rather than municipal legislation. Additionally, Bylaw 684/08 reflects the intent of Mackenzie County to provide fire services at a volunteer level recognizing the fact that the level, or timing of a response cannot be guaranteed in all instances.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

1. That first reading be given to Bylaw 684/08, being a Bylaw for establishing fire services within Mackenzie County.
2. That second reading be given to Bylaw 684/08, being a Bylaw for establishing fire services within Mackenzie County.
3. That consideration be given to go to third reading to Bylaw 684/08, being a Bylaw for establishing fire services within Mackenzie County at this meeting.
4. That third reading be given to Bylaw 684/08, being a Bylaw for establishing fire services within Mackenzie County.

**Author:** J. Gabriel      **Review By:** R. Becker, Director      **CAO** 



**BYLAW NO. 684/08**

Deleted: 580/06

**BEING A BYLAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CONTINUING TO PROVIDE FIRE SERVICES  
WITHIN MACKENZIE COUNTY**

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**WHEREAS** the Municipal Government Act, RSA 2000, Chapter M-26, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

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**WHEREAS** the municipal Council of Mackenzie County has been accredited by the Safety Codes Council in its respective municipality; and

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**WHEREAS**, the Council of Mackenzie County, wishes to continue providing fire services within Mackenzie County and to provide for efficient operation of such fire services;

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

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**SECTION 1 NAME OF BYLAW**

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1.1. This Bylaw may be cited as the "Fire Services Bylaw".

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**SECTION 2 INTERPRETATION**

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2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to Fire Services in the Municipality, the provisions of this bylaw shall apply.

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**SECTION 3 DEFINITIONS**

3.1 In this Bylaw:

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(a) "Acceptable Fire Pit" means an outside receptacle that meets the following specifications:

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- i. a minimum of 3 metre clearance, measured from the nearest fire pit edge, is maintained from buildings, property lines, or other combustible material;
- ii. the fire pit height does not exceed 0.6 metre when measured from the surrounding grade to the top of the pit opening;
- iii. the fire pit opening does not exceed 1 metre in width or diameter when measured between the widest points or outside edges;
- iv. the fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
- v. which fire is set for the purpose of cooking, obtaining warmth or recreation; and
- vi. such fire may not be fueled with Prohibited Debris.

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- (b) "Accepted" means acceptable to the Fire Chief.
- (c) "Accredited" means accredited by the Safety Codes Council in the fire discipline under the authority of the Safety Codes Act.
- (d) "Apparatus" means any vehicle provided with machinery, devices, Equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (e) "Basic Response" means the provision of Fire Apparatus with firefighters in response to fires as outlined in the current Standard Operating Guidelines (SOG).
- (f) "Bylaw Officer" means a Bylaw Enforcement Officer appointed under section 555(1) of the Municipal Government Act, R.S.A. 2000, c. M - 26 and in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.
- (g) "Council" means the Council of Mackenzie County.
- (h) "CAO" means that person appointed to the position and title of Chief Administrative Officer by the municipal Council of Mackenzie County and includes any person appointed by the Chief Administrative Officer to act as his appointee;
- (i) "Dangerous Goods" means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or

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transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations.

- (j) "Director of Emergency Services" means the person appointed as Director of Emergency Services for Mackenzie County or their designate.
- (k) "Emergency Unit" means any vehicle operated for emergency purposes by the Fire Service whether on land, water or by air.
- (l) "Equipment" means any tools, devices or material used by the Fire Service to combat an incident or other emergency.
- (m) "False Alarm" means any fire alarm that is set out needlessly, through willful or accidental, human or mechanical error, and to which the Fire Service responds.
- (n) "Fire Chief" means the person appointed by Council as head of either Zama, Fort Vermilion or La Crete fire districts.
- (o) "Fire Ground Commander" means the highest ranking member on the scene of a fire, rescue, Incident, or emergency.
- (p) "Fire Permit" is the written authority for burning in the Hamlets of the Municipality issued pursuant to this bylaw.
- (q) "Fire Permit Application" is the application form for burning in the Hamlets of the Municipality pursuant to this bylaw.
- (r) "Fire Protection" means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising, and any other response to an Incident authorized by Council to respond to from time to time.
- (s) "Fire Service" means Fire Services as established and organized for the Municipality pursuant to the provisions of this Bylaw consisting of, among other things, all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, training, maintenance and administration of the Fire Service, including all fire stations.

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Deleted: <#>"First Responder Awareness Level" means the First responder Awareness Level as identified by the National Fire Protection Association:¶

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- (t) "Fire Works" means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subsection 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.8 of the Alberta Fire Code;
- (u) "Hamlet" shall mean the area within the Hamlet boundaries of Fort Vermilion, La Crete or Zama as declared by bylaw.
- (v) "Highway" has the same meaning as defined in the *Highway Traffic Act* of Alberta.
- (w) "Incident" means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property to which the Fire Service may respond.
- (x) "Incinerator Fire" means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size not larger than 7 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, which fire is set for the purpose of burning refuse, excepting plastic products.
- (y) "Member" means any person who is a duly appointed Member of the Fire Service including persons whom the Fire Ground Commander or his designate appoints as Members at the scene of an Incident.
- (z) "MGA" means Municipal Government Act, R.S.A. 2000, c. M - 26 and amendments thereto.
- (aa) "Municipality" means Mackenzie County.
- (bb) "Open Fire" shall mean any Fire which is not an Incinerator Fire, Pit Fire, Public Park Site Fire and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.
- (cc) "Peace Officer" means a Bylaw Enforcement Officer, a Special constable, a Municipal Police Officer, a member of the Royal Canadian Mounted Police, or any other person appointed by Council to enforce the provisions of this Bylaw.

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<#>"He" shall mean either person of the male or female gender.¶

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(i) . a person who is a duly appointed member of Fire Service and who receives remuneration for his or her services at a rate of pay established by Council, or¶  
(ii) . a person who is a duly appointed member of Fire Service and who has advised the Municipality in writing that he or she is willing to gratuitously perform his functions under this Bylaw.¶  
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(dd) "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food in the out-of-doors.

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(ee) "Prohibited Debris" means any material that when burned, will result in the release to atmosphere dense smoke or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but not be limited to materials described as:

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- i. animal cadavers;
- ii. animal manure;
- iii. chemicals and chemical containers;
- iv. combustible material in automobile bodies;
- v. combustible material in automobiles;
- vi. household refuse;
- vii. non-wooden material;
- viii. paints and painting materials;
- ix. pathological waste;
- x. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
- xi. tires;
- xii. toxic substances;
- xiii. used oil; or
- xiv. wood or wood products containing substances for the purpose of preserving wood.

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(ff) "Public Park Site Fire" means a fire on land owned or leased by the Municipality or its agents for recreational purposes and is confined to a non-combustible container supplied by the Municipality, as approved by a Fire Member, or a portable appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane.

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(gg) "Running Fire" means a fire burning without being under the proper control of any person.

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(hh) "Safety Codes Officer" means any member certified by the Safety Codes Council of Alberta as a Safety Codes Officer for the Fire Discipline and given a Designation of Powers pursuant to the Safety Codes Act.

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(ii) "SOG" means Standard Operating Guidelines.

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(jj) "Structure Fire" means a fire confined to and within any building, structure, machine, vehicle, or contents thereof and which will or may cause the destruction of or damage to the said building, structure, machine, vehicle, or the contents thereof or surrounding area, but excluding an incinerator fire.

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(kk) "Support Activities" means those tasks that are conducted in support of Members and which are not carried out in a hazardous area and do not require specialized training or protective clothing.

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(ll) "Violation Ticket" means a ticket or similar document issued by the Municipality pursuant to the Municipal Government Act, Municipal Government Act, R.S.A. 2000, c. M - 26

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#### SECTION 4 JURISDICTION

4.1 The Municipality may be divided into Fire Service areas with fire departments so located as deemed necessary by Council for the proper control and prevention of fires and other emergencies.

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4.2 The Council may enter into a contract for the provision of Fire Services from another municipality.

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4.3 The limits of the jurisdiction of the Fire Chief, and the officers and Members of the Fire Service will extend to the area and boundaries of the Municipality, and no part of the Apparatus shall be used beyond the limits of the Municipality without the express authorization of a written contract or agreement providing for the supply of Fire Services outside the municipal boundaries, unless permission has been granted by the CAO or designate.

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5.1 The Fire Service for the Municipality shall consist of the Director of Emergency Services, Fire Chiefs, Members, Buildings, Apparatus, and Equipment as deemed necessary by Council to safeguard the safety, health and welfare of people and protect people and property.

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The CAO shall appoint the Director of Emergency Services.¶  
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5.2 The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the Director of Emergency Services and from the Members of the Fire Service for a two year term.

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- (a) Preservation of human life shall be the primary responsibility during fires and other emergencies.
- (b) Limit the spread of the fire,
- (c) Extinguish the fire,
- (d) Minimize property damage from fire-related hazards.

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**SECTION 7 FIRE GUARDIANS**

7.1 Each year before the first of April, Council shall appoint a sufficient number of Fire Guardians to enforce the provisions of the Forest and Prairie Protection Act (supra) and this Bylaw within the boundaries of Mackenzie County.

**SECTION 8 POWERS OF FIRE GUARDIANS**

8.1 Unless otherwise limited by the Fire Chief, each Fire Guardian shall have the authority and power to:

- (a) issue a Fire Permit in respect of any land with Mackenzie County;
- (b) issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Guardian considers appropriate;
- (c) may suspend or cancel at any time a Fire Permit and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his or her permit;
- (d) enforce the provisions of the Forest and Prairie Protection Act (supra) and this Bylaw within the boundaries of Mackenzie County;
- (e) refuse issuance of permit on reasonable and probable grounds that a public interest risk exists for the proposed fire.

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**SECTION 9 THE FIRE CHIEF**

9.1 The Fire Chief has responsibility over the Fire Service subject to the direction of and collaboration with the Director of Emergency Services.

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9.2 The Fire Chief shall prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Service including but not limited to:

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(a) the use, care and protection of Fire Service property;

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(b) the appointment, recruitment, conduct, discipline, duties, and responsibilities of the Members;

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(c) the efficient operation of the Fire Service;

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(d) ongoing training requirements

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(e) ensuring only trained persons are engaged in applicable fire suppression duties.

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9.3 Regulations, rules or policies made pursuant to subsection 9.3 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.

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9.4 The Fire Chief shall develop and propose changes to existing Standard Operating Guidelines as required.

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9.5 The Standard Operating Guidelines do not come into force until the Director of Emergency Services has accepted them.

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**SECTION 10 STANDARDS APPLYING TO ALL MEMBERS**

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10.1 All members of the Fire Services located throughout the Municipality, by way of Standard Operating Guidelines, shall be kept informed of, and comply with, expectations for attendance, punctuality; duty performance; compliance with laws, rule, regulations, and procedures; and professional behavior that contribute to the maintenance of a positive work environment.

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10.2 Any changes to the Standard Operating Guidelines must be relayed to all members of the fire service. A written record that all personnel have been advised must be forwarded to the Director of Emergency Services who will ensure it is kept on record.

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**SECTION 11 PROHIBITIONS**

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11.1 No person shall:

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- (a) enter the boundaries or limits of an area prescribed unless he/she has been authorized to enter by the Fire Ground Commander.
- (b) impede, obstruct or hinder a member of the Fire Service or other person assisting or acting under the direction of the Fire Ground Commander.
- (c) falsely represent himself as a Fire Service member, or wear or display any Fire Service badge, cap, button, insignia or other paraphernalia for the purpose of false representation.
- (d) obstruct or otherwise interfere with access roads or streets or other approaches to any Incident, fire alarm, fire hydrant, cistern or body of water designated for firefighting purpose or any connections provided to a fire main, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- (e) light a Pit Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
- (f) light a Pit Fire when the weather conditions are conducive to creating a Running Fire;
- (g) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
- (h) deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;
- (i) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring;
- (j) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
- (k) interfere with the operation of any of the Fire Service equipment or apparatus required to extinguish fires or preserve life or property;
- (l) damage or destroy the Fire Service property;
- (m) engage in Open Fire burning in the Hamlets of the Municipality.

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- (n) burn contrary to the conditions within a Fire Permit issued in accordance with this Bylaw.

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**SECTION 12 FIRE PERMIT**

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12.1 This section is only applicable within the Hamlet boundaries located within the Municipality.

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12.2 No person shall ignite, fuel, supervise, maintain or permit any type of fire upon land owned or occupied by him or under his control within the Hamlets of the Municipality except when he is the holder of a subsisting Fire Permit issued pursuant to this Bylaw, unless:

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(a) the fire has been set by the Fire Service for the purpose of training its members,

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(b) the fire is a Public Park Site fire, which has an approved permit for all fire pits, or

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(c) the fire has otherwise been authorized by the Fire Service.

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12.3 When a fire is lit under the circumstances described in subsection 11.1 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:

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(a) extinguish the fire immediately; or

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(b) where he is unable to extinguish the fire immediately, report the fire to the Fire Service.

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12.4 No person shall, either directly or indirectly personally or through an agent, or employee kindle a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.

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12.5 Any person wishing to obtain a Fire Permit for a Fire Pit must complete a Fire Permit Application with the Municipality through the Fire Service pursuant to this bylaw.

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12.6 Upon receipt of a proper completed Fire Permit Application with the Municipality through the Fire Service the Fire Chief shall consider the Fire Permit Application, and may, in his discretion:

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(a) grant a Fire Permit upon such terms and conditions as the Fire Service deems appropriate, or

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(b) refuse to grant a Fire Permit.

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12.7 A Fire Permit shall not be transferable.

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12.8 Fire Permits issued pursuant to this Bylaw are valid for such period of time as shall be determined and set by the Fire Chief and the Fire Permit shall have endorsed therein the period of time for which the said Permit is valid.

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12.9 The Fire Chief may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired.

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12.10 The Fire Chief may, may, terminate, suspend or cancel a Fire Permit if the conditions surrounding the original issuance change.

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12.11 Each application for a Fire Permit must contain the following information:

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(a) the name and address of the applicant;

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(b) the legal and civic description of the land on which the applicant proposes to set a fire;

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(c) the type and description of Fire Pit construction proposed to be used;

(d) the signature of the applicant;

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(e) the signature of the property owner or authorized agent of the owner.

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12.12 No person shall provide false, incomplete or misleading information to the Municipality or to the Fire Service on or with respect to the Fire Permit Application.

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### SECTION 13 CONTROL OF FIRE HAZARDS

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13.1 This section is only applicable within Hamlet boundaries of the Municipality.

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13.2 If Council finds within the Hamlet boundaries on privately owned land or occupied public land conditions that in its opinion constitutes a fire hazard, it may order the owner or the person in control of the land on which the fire

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hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.

13.3 When Council finds that the order it made pursuant to subsection 13.2 has not been carried out, it may enter on the land with any equipment and any persons it considers necessary and may perform the work required to eliminate or reduce the fire hazard.

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13.4 The Owner or the person in control of the land on which work was performed pursuant to subsection 13.2 shall on demand reimburse the Municipality for the cost of the work performed. In default of payment the Municipality may place a lien for the amount against the land and improvements on it.

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#### SECTION 14 REQUIREMENT TO REPORT

14.1 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Service particulars of the fires which are satisfactory to the Fire Chief and Director of Emergency Services.

14.2 The owner or his authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report to the Fire Service particulars of the release which are satisfactory to the Fire Chief and Director of Emergency Services.

#### SECTION 15 RECOVERY OF COSTS

15.1 Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident within or outside the Municipality for the purpose of preserving life or property from injury, destruction by fire or other incident within or outside the Municipality, including any such action taken by the Fire Service on a False Alarm, the Municipality shall, in respect of any costs incurred by the Municipality in taking such action, charge any costs incurred by the Municipality:

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(a) to the person who caused the incident;

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(b) the owner of the land or in possession where the incident occurred; or

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(c) the owner of property where the person in possession and control of property which is the situate of the Incident if not located on privately owned land,

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(d) Emergency response units responding to an incident but not utilized to rectify the emergency shall not be charged for, subject to the minimum charge as identified in Schedule "A".

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15.2 Where the Fire Services has provided services for the purpose of, but not be limited to:

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(a) occupant load determination,

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(b) fire inspections,

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(c) fire investigations, and

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(d) fire permits,

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(e) the Municipality shall, in respect of costs incurred by providing the service, charge such fees as set out in Schedule "A" attached to and forming part of this Bylaw, and such fees shall be due and payable upon receipt of such services.

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15.3 The schedule of costs and fees to be charged by the Municipality for services rendered pursuant to this Bylaw shall be set out in Schedule "A" attached to and forming part of this Bylaw.

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(a) The fees and charges set out in schedule "A" may be amended by Council as determined from time to time when deemed necessary.

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15.4 In respect of the costs or fees described in subsections 15.1, 15.2 and 15.3.

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(a) the Municipality shall recover such cost or fee as a debt due and owing to the Municipality; or

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(b) in the case of action taken by the Fire Service in respect to land within the Municipality, where the cost or fee is not paid upon demand by the Municipality, then in default of payment, such cost or fee shall be charged against the land as taxes due and owing in respect of that land, or

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(c) in the case of action taken by the Fire Service in respect to Incidents involving motor vehicles the municipality shall take any

collection action it deems necessary if the amount levied by the municipality is not paid within sixty (60) days after the mailing of an invoice by the municipality, or in the event of an appeal, sixty (60) days of the date of mailing of the decision of Council on the appeal.

**SECTION 16 OFFENCES AND PENALTIES**

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16.1 Every person who violates a provision of this Bylaw is guilty of an offence and is punishable upon summary conviction,

(a) to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding on (1) year or to both.

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16.2 A Peace Officer who finds a person violating or who has reasonable and probable grounds to believe that a person has violated any provisions of this Bylaw may give a written notice of intention to prosecute, in the form of a Part Two Provincial Violation Ticket, setting forth the date, time, and place of the offence, briefly indicating the nature of the offence.

16.3 The Court convicting a person of a violation of this Bylaw may order that in default of payment of a fine imposed on such conviction, the defendant shall be imprisoned for a period of not more than six months.

**SECTION 17 VIOLATION TICKET**

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17.1 Nothing in this bylaw shall prevent a Peace Officer from:

(a) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the bylaw, or

(b) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

**SECTION 18 SEVERABILITY**

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18.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded severable from the rest of the bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

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**SECTION 19 REPEAL**

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19.1 This bylaw shall repeal Bylaw 580/06.

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This bylaw comes into force at the beginning of the day of third and final reading thereof.

First Reading given on the \_\_\_\_ day of \_\_\_\_\_, 2008

Second Reading given on the \_\_\_\_ day of \_\_\_\_\_, 2008.

Third Reading and Assent given on the \_\_\_\_ day of \_\_\_\_\_, 2008

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
EXECUTIVE ASSISTANT

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13<sup>th</sup> day of June, 2006. (06-410)¶

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file)¶  
Bill Neufeld, Reeve  
Joulia Whittleton, Acting Executive ¶  
. . . . . Assistant¶

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Second Reading given on the 13<sup>th</sup>  
day of June, 2006. (06-411)¶

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file) . . . . .  
Bill Neufeld, Reeve  
Joulia Whittleton, Acting Executive ¶  
. . . . . Assistant¶

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Third Reading and Assent given on  
the 13<sup>th</sup> day of June, 2006. (06-413)¶

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Mackenzie No.23 Bylaw 580/06

**FIRE SERVICES BYLAW 684/08  
SCHEDULE "A"**

**RESPONSE FEE INCLUDING MAN POWER:**

Pumper Unit		\$200.00 per hour
Ladder Unit (Aerial)		\$200.00 per hour
Tanker Unit		\$200.00 per hour
Rescue Unit		\$200.00 per hour
Contracted Services		Cost plus 15%
(i.e. water haulers, equipment, labor, etc.)		
Response to false alarm	1 <sup>st</sup> Call	No Charge
	(within same year as 1 <sup>st</sup> Call) 2 <sup>nd</sup> Call	\$100.00
	(within same year as 1 <sup>st</sup> Call) 3 <sup>rd</sup> Call	\$200.00
	(within same year as 1 <sup>st</sup> Call) 4 <sup>th</sup> Call	\$300.00
Consumable items		Cost plus 15%

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Rescue Boat . . . \$200.00 per hour  
Hazmat Trailer . . . \$150.00 per hour  
Rescue Alive Unit . . . \$100.00 per hour  
Rescue Boggan . . . \$100.00 per hour  
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**MANPOWER FEE:**

If only manpower is requested/\_needed:

Officers	\$25.00 per man hour
Firefighter	\$20.00 per man hour

**OTHER FEES:**

Violation Ticket	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> & additional offence	\$500.00
Fire Works Permit (no charge to non profit groups)		\$50.00 per permit
Filling of Air Cylinders (breathing air)		
	i) small cylinder (30 min.)	\$10.00
	ii) cascade cylinder	\$30.00
Water flow testing reports		\$100.00
File search (fire inspections & investigations)		\$35.00 per search
Fire Permit		\$Free

Fire Inspection Services within Municipality \$50.00 per hour plus expenses

Fire Inspection Services outside Municipality \$75.00 per hour plus expenses

Re-inspection with outstanding Fire Code Violations \$50.00 per visit

Training course(s) to other individuals/groups Cost plus 15% admin. fee

Expert witness services – civil litigation \$25.00 per hour to a maximum of \$350.00 per day plus expenses

Occupant Load Determination \$100.00 per certificate  
 Free for Non Profit

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 Fire Investigation Services outside Municipality . \$75.00 per hour¶ plus expenses¶  
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Current  
Bylaw

**BYLAW NO. 580/06**

**BEING A BYLAW OF  
THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23,  
IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CONTINUING TO PROVIDE FIRE SERVICES  
WITHIN THE MUNICIPAL DISTRICT OF MACKENZIE NO.23**

**WHEREAS** the Municipal Government Act, S.A. 1994, c. M - 26.1, as amended, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

**WHEREAS** the municipal Council of the Municipal District of Mackenzie No.23 has been accredited by the Safety Codes Council in its respective municipality; and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23, wishes to continue providing fire services within the Municipal District of Mackenzie No. 23 and to provide for efficient operation of such fire services;

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

**SECTION 1            NAME OF BYLAW**

1.1. This Bylaw may be cited as the "Fire Services Bylaw".

**SECTION 2            INTERPRETATION**

2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to Fire Services in the Municipality, the provisions of this bylaw shall apply.

**SECTION 3            DEFINITIONS**

3.1 In this Bylaw:

(a) "Acceptable Fire Pit" means an outside receptacle that meets the following specifications:

**Municipal District of Mackenzie No.23 Bylaw 580/06  
Fire Services Bylaw**

- i. a minimum of 3 metre clearance, measured from the nearest fire pit edge, is maintained from buildings, property lines, or other combustible material;
  - ii. the fire pit height does not exceed 0.6 metre when measured from the surrounding grade to the top of the pit opening;
  - iii. the fire pit opening does not exceed 1 metre in width or diameter when measured between the widest points or outside edges;
  - iv. the fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
  - v. which fire is set for the purpose of cooking, obtaining warmth or recreation; and
  - vi. such fire may not be fueled with Prohibited Debris.
- (b) "Accepted" means acceptable to the Fire Chief.
- (c) "Accredited" means accredited by the Safety Codes Council in the fire discipline under the authority of the Safety Codes Act.
- (d) "Apparatus" means any vehicle provided with machinery, devices, Equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (e) "Basic Response" means the provision of Fire Apparatus with firefighters in response to fires as outlined in the Standard Operating Guidelines (SOG).
- (f) "Bylaw Officer" means a Bylaw Enforcement Officer appointed under section 555(1) of the Municipal Government Act, S.A. 1994, c. M - 26.1 and in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.
- (g) "Council" means the Council of the Municipal District of Mackenzie No. 23.

- (h) "CAO" means that person appointed to the position and title of Chief Administrative Officer by the municipal Council of the Municipal District of Mackenzie No.23 and includes any person appointed by the Chief Administrative Officer to act as his appointee;
- (i) "Dangerous Goods" means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations.
- (j) "Director of Emergency Services" means the person appointed as Director of Emergency Services for Municipal District of Mackenzie No.23 or his designate.
- (k) "Emergency Unit" means any vehicle operated for emergency purposes by the Fire Service whether on land, water or by air.
- (l) "Equipment" means any tools, contrivances, devices or material used by the Fire Service to combat an incident or other emergency.
- (m) "False Alarm" means any fire alarm that is set out needlessly, through willful or accidental, human or mechanical error, and to which the Fire Service responds.
- (n) "Fire Chief" means the person appointed by Council as head of the Fire Service.
- (o) "Fire Ground Commander" means the highest ranking Member (Fire Chief) or his designate, on the scene of a fire, rescue, Incident, or emergency.
- (p) "Fire Permit" is the written authority for burning in the Hamlets of the Municipality issued pursuant to this bylaw.

**Municipal District of Mackenzie No.23 Bylaw 580/06  
Fire Services Bylaw**

- (q) "Fire Permit Application" is the application form for burning in the Hamlets of the Municipality pursuant to this bylaw.
- (r) "Fire Protection" means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising, and any other response to an Incident authorized by Council to respond to from time to time.
- (s) "First Responder Awareness Level" means the First responder Awareness Level as identified by the National Fire Protection Association.
- (t) "Fire Service" means Fire Services as established and organized for the Municipality pursuant to the provisions of this Bylaw consisting of, inter alia (among other things), all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, maintenance and administration of the Fire Service, including fire stations.
- (u) "Fire Works" means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subsection 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.8 of the Alberta Fire Code;
- (v) "Hamlet" shall mean the area within the Hamlet boundaries of either Fort Vermilion, La Crete or Zama as declared by bylaw
- (w) "He" shall mean either person of the male or female gender.
- (x) "Highway" has the same meaning as defined in the *Highway Traffic Act* of Alberta.
- (y) "Incident" means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property to which the Fire Service may respond.

- (z) "Incinerator Fire" means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size not larger than 13 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, which fire is set for the purpose of burning refuse, excepting plastic products.
- (aa) "Member" means any person who is a duly appointed Member of the Fire Service including persons whom the Fire Ground Commander or his designate appoints as Members at the scene of an Incident.
- (bb) "MGA" means the Municipal Government Act of Alberta, 1994, Chapter M-26.1 and amendments thereto.
- (cc) "Municipality" means the Municipal District of Mackenzie No. 23.
- (dd) "Open Fire" shall mean any Fire which is not an Incinerator Fire, Pit Fire, Public Park Site Fire and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.
- (ee) "Part-time Member" means:
  - (i) a person who is a duly appointed member of Fire Service and who receives remuneration for his or her services at a rate of pay established by Council, or
  - (ii) a person who is a duly appointed member of Fire Service and who has advised the Municipality in writing that he or she is willing to gratuitously perform his functions under this Bylaw.
- (ff) "Peace Officer" means a Bylaw Enforcement Officer, a Special constable, a Municipal Police Officer, a member of the Royal Canadian Mounted Police, or

any other person appointed by Council to enforce the provisions of this Bylaw.

- (gg) "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food in the out-of-doors.
- (hh) "Prohibited Debris" means any material that when burned, will result in the release to atmosphere dense smoke or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but not be limited to materials described as:
  - i. animal cadavers;
  - ii. animal manure;
  - iii. chemicals and chemical containers;
  - iv. combustible material in automobile bodies;
  - v. combustible material in automobiles;
  - vi. household refuse;
  - vii. non-wooden material;
  - viii. paints and painting materials;
  - ix. pathological waste;
  - x. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
  - xi. tires;
  - xii. toxic substances;
  - xiii. used oil; or
  - xiv. wood or wood products containing substances for the purpose of preserving wood.
- (ii) "Public Park Site Fire" means a fire on land owned or leased by the Municipality or its agents for recreational purposes and is confined to a non-combustible container supplied by the Municipality, as approved by a Fire Member, or a portable appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane.
- (jj) "Running Fire" means a fire burning without being under the proper control of any person.

- (kk) "Safety Codes Officer" means any member certified by the Safety Codes Council of Alberta as a Safety Codes Officer for the Fire Discipline and given a Designation of Powers pursuant to the Safety Codes Act.
- (ll) "SOG" means Standard Operating Guidelines.
- (mm) "Structure Fire" means a fire confined to and within any building, structure, machine, vehicle, or contents thereof and which will or may cause the destruction of or damage to the said building, structure, machine, vehicle, or the contents thereof or surrounding area, but excluding an incinerator fire.
- (nn) "Support Activities" means those tasks that are conducted in support of Members and which are not carried out in a hazardous area and do not require specialized training or protective clothing.
- (oo) "Violation Ticket" means a ticket or similar document issued by the Municipality pursuant to the Municipal Government Act, S.A. 1994, c. M-26.1.

#### **SECTION 4**

#### **JURISDICTION**

- 4.1 The Municipality may be divided into Fire Service areas with fire departments so located as deemed necessary by Council for the proper control and prevention of fires and other emergencies.
- 4.2 The Council may enter into a contract for the provision of Fire Services from another municipality.
- 4.3 The limits of the jurisdiction of the Fire Chief, and the officers and Members of the Fire Service will extend to the area and boundaries of the Municipality, and no part of the Apparatus shall be used beyond the limits of the Municipality without the express authorization of a written contract or agreement providing for the supply of Fire Services outside the municipal boundaries, unless permission has been granted by the CAO or designate.

**SECTION 5            ORGANIZATION AND ADMINISTRATION**

- 5.1 The Fire Service of the Municipality shall consist of a Director of Emergency Services, Fire Chiefs, Members, buildings, Apparatus, and Equipment as deemed necessary by Council to safeguard the safety, health and welfare of people and protect people and property.
- 5.2 The CAO shall appoint the Director of Emergency Services.
- 5.3 A Fire Chief shall be appointed by Council for each Fire Service upon recommendation of the Director of Emergency Services from the Members of the Fire Service.
- 5.4 The Fire Chief shall be responsible to and report to the Director of Emergency Services.
- 5.5 Other officers and Members as deemed necessary may be appointed by the Fire Chief to the fire department with the approval of the Council.
- 5.6 A Fire Chief may appoint other officers of the Fire Service to act as Fire Chief on his behalf.
- 5.7 All members of the Fire Service shall carry out duties as assigned by the Fire Chief or designate.
- 5.8 The rank system for each Fire Service shall include but not be limited to a Fire Chief, Deputy Chief, Captain, and Firefighter.
- 5.9 Fire Service Member's who are Safety Codes Officers, with proper designation of powers, may carry out additional activities in accordance with the Municipality's Quality Management Plan, including but not limited to:
  - (a) the issuance of Fire Works Permits,
  - (b) enforcement of the Alberta Fire Code,
  - (c) dealing with unsafe conditions (as per Section 43 in the Safety Codes Act),
  - (d) establish maximum occupant loads for buildings,
  - (e) investigations, and
  - (f) inspections.



- 5.10 The Fire Service shall comply with any and all policies established by Council pertaining to the Fire Service.
- 5.11 When a new member is added to the department, a comprehensive personnel record shall be established. Access and control of individual personnel records shall be in accordance with applicable regulations as determined by the Director of Emergency Services.
- 5.12 The Fire Service shall establish and maintain a competent and well-trained force by attracting and retaining qualified personnel. The fire department shall strive to build a work force diverse in both gender and culture and representative of the community's available labor pool. All personnel policies shall be in compliance applicable local, provincial, and federal laws.
- 5.13 Subsection 5.11 shall not be deemed to imply or mandate that the Fire Service develop or implement a quota system.
- 5.14 The Fire chief or a Member of the Fire Service, acting in good faith and without malice for the Municipality in his discharge of duties, shall not hereby render himself liable personally and he is hereby relieved from all personal liability for any damage that may occur or by reason of any act or omission in the discharge of his duties.
- 5.15 Any suit brought against the Fire Chief or any Member of the Fire Service, because of an act or omission performed by him in the enforcement of any provision of this Bylaw, shall be defended by the Municipality. The Fire Chief or any Member of the Fire Service will be reimbursed or indemnified against any loss or expense which they incur as a result of any inquiry relating to, or any actin brought, or judgment obtained against them arising out of their duties as a member of the Fire Service. The Municipality shall not be required to pay fines or penalties levied or imposed against the Fire Chief or any Member of the Fire Service by reason of any conviction or charge for any violation of any statute or Bylaw.
- 5.16 The Fire Service shall be equipped with such Apparatus and Equipment as approved within the annual operating and capital budgets as approved by Council having regard to

what is appropriate for such services in the Province of Alberta.

**SECTION 6**            **FIRE SERVICE**

- 6.1    The Council does hereby establish a Fire Service, for the purpose of:
- (a)    preventing and extinguishing fires;
  - (b)    investigating the cause of fires in accordance with the Quality Management Plan approved by the Safety Codes Council;
  - (c)    preserving life and property and protecting persons and property from injury or destruction by fire;
  - (d)    providing rescue services and medical emergency response;
  - (e)    preventing, combating and controlling incidents;
  - (f)    carrying out preventable patrols, pre-fire planning and fire inspections in accordance with the Quality Management Plan approved by the Safety Codes Council;
  - (g)    entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
  - (h)    purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property;
  - (i)    enforcing the provisions of the Safety Codes Act and its regulations; and
  - (j)    other services as directed by Council.
- 6.2    The priority of goals in the suppression of fire shall be as follows:
- (a)    Preservation of human life,

- (b) Limit the spread of the fire,
  - (c) Extinguish the fire,
  - (d) Minimize property damage from fire-related hazards.
- 6.3 Preservation of human life shall be the primary responsibility of the Fire Service during fires and other emergencies.

## **SECTION 7      THE FIRE CHIEF**

- 7.1 The Fire Chief has complete responsibility and authority over the Fire Service subject to the direction and control of the Director of Emergency Services.
- 7.2 The Fire Chief shall prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Service including but not limited to:
- (a) the use, care and protection of Fire Service property;
  - (b) the appointment, recruitment, conduct, discipline, duties, and responsibilities of the Members;
  - (c) the efficient operation of the Fire Service;
- 7.3 Regulations, rules or policies ,made pursuant to subsection 7.2 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 7.4 The Fire Chief may:
- (a) upon approval of the Director of Emergency Services, purchase or otherwise acquire equipment, materials, supplies required for the operation, maintenance and administration of the Fire Service to be used in connection therewith.
  - (b) advise the Director of Emergency Services in the purchasing of capital items (ie. apparatus) for the Fire Service to be used in connection therewith.
- 7.5 The Fire Chief shall continually review, revise, and enforce the personnel standard of the department and, to the extent

empowered, issue the orders necessary for administering personnel procedures.

- 7.6 The Fire Chief shall have the authority to develop and amend Standard Operating Guidelines. Members shall have a reasonable opportunity to review the guidelines and submit comments to the Director of Emergency Services. The Standard Operating Guidelines do not come into force until the Director of Emergency Services has accepted them.
- 7.7 Notwithstanding subsection 7.6 the Fire Chief may implement Standard Operating Guidelines that are immediately enforced when in his opinion there is a threat to operations or Member safety.
- 7.8 Standard Operating Guidelines implemented as per subsection 7.7 shall be immediately forwarded to the Director of Emergency Services who may accept, alter, or repeal the guidelines.
- 7.9 The Fire Chief may investigate and recommend changes of service, mutual aid agreements, and service contracts for the Fire Service.
- 7.10 The Fire Chief may obtain assistance from other officials of the municipality as deemed necessary in order to discharge his duties and responsibilities under this Bylaw.
- 7.11 The Fire Chief shall have control, direction and management of all Fire Service apparatus, equipment and manpower.

**SECTION 8                    STANDARDS APPLYING TO ALL MEMBERS**

- 8.1 All members of the department, by way of Standard Operating Guidelines, shall be kept informed of, and comply with, expectations for attendance, punctuality; duty performance; compliance with laws, rule, regulations, and procedures; and professional behavior that contribute to the maintenance of a positive work environment.
- 8.2 No member shall perform a fire inspection or investigation without first obtaining status as a Safety Codes Officer as per the Quality Management Plan, and receiving permission from the Fire Chief.

- 8.3 No Member, except the Fire Chief, or person authorized by the Fire Chief, shall release information to the media regarding an incident, investigation, Fire Service operation, or Standard Operating Guideline.

**SECTION 9**                    **FIRE GROUND COMMANDER**

- 9.1 The Fire Ground Commander shall have total control over all aspects of any incident.
- 9.2 The Fire Ground Commander is empowered to enter a premise or property where the Incident occurred and to cause any Member, Apparatus, or Equipment of the Fire Service to enter, as he deems necessary, in order to combat, control or deal with the Incident.
- 9.3 The Fire Ground Commander is empowered to enter, pass through or over buildings or property adjacent to an Incident and to cause Members of the Fire Service to enter, pass through or over the building or property, where he deems it necessary to gain access to the Incident or to protect any person or property.
- 9.4 The Fire Ground Commander is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, Structures, or to combat any other incident.
- 9.5 The Fire Ground Commander is empowered to order into service privately owned Equipment, materials, services or labor that he considers necessary to eliminate the Incident, and to authorize payment for such resources.
- 9.6 The Fire Ground Commander may request persons who are not Members to assist in Support Activities.
- 9.7 The Fire Ground Commander may establish boundaries or limits and keep persons from entering the area within prescribed boundaries or limits unless authorized to enter by him.

- 9.8 The Fire Ground Commander may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined by him.
- 9.9 When the Fire Ground Commander determines that a fire has been extinguished or has been brought under control by the Fire Service, he may declare that the said fire shall be under the charge, custody, or control of any person being the owner of or being in control of the property, building, structure, vehicle, machine or thing which was on fire, and such person shall not allow the fire to run at large.
- 9.10 Where a fire has been placed under the charge, custody or control of a person pursuant to subsection 9.8, it shall be the responsibility of such person to provide, hire or obtain any person or persons, equipment, vehicle, machine, tool or device, including the Fire Service, which may be required to prevent the fire from running at large.
- 9.11 Where the owner, occupant or person in control of a property, building, structure, vehicle, machine or thing which has been on fire cannot be found, the Fire Ground Commander or other person authorized to act on his behalf may appoint a person to provide, hire, or obtain any person or persons, equipment, vehicle, machine, tool or device which may be required to prevent the fire from running at large, including the Fire Service, and any cost incurred thereby shall be paid to the Municipality by the owner of the property, building, structure, vehicle, machine or thing as per section 14 of this bylaw.
- 9.12 The Fire Ground Commander may exercise the powers granted to a municipality under section 551 of the MGA for the purpose of dealing with an emergency.

**SECTION 10      PROHIBITIONS**

- 10.1 This section is applicable to the complete Municipality.
- 10.2 No person shall:
- (a) enter the boundaries or limits of an area prescribed in accordance with subsection 9.5 unless he/she has

been authorized to enter by the Fire Ground Commander.

- (b) impede, obstruct or hinder a member of the Fire Service or other person assisting or acting under the direction of the Fire Ground Commander.
- (c) falsely represent himself as a Fire Service member, or wear or display any Fire Service badge, cap, button, insignia or other paraphernalia for the purpose of false representation.
- (d) obstruct or otherwise interfere with access roads or streets or other approaches to any Incident, fire alarm, fire hydrant, cistern or body of water designated for firefighting purpose or any connections provided to a fire main, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- (e) light a Pit Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
- (f) light a Pit Fire when the weather conditions are conducive to creating a Running Fire;
- (g) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
- (h) deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;
- (i) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring;
- (j) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;

- (k) interfere with the operation of any of the Fire Service equipment or apparatus required to extinguish fires or preserve life or property;
- (l) damage or destroy the Fire Service property;
- (m) engage in Open Fire burning in the Hamlets of the Municipality.
- (n) burn contrary to the conditions within a Fire Permit issued in accordance with this Bylaw.

**SECTION 11**      **FIRE PERMIT**

11.1 This section is only applicable within the Hamlet boundaries of the Municipality.

11.2 No person shall ignite, fuel, supervise, maintain or permit any type of fire upon land owned or occupied by him or under his control within the Hamlets of the Municipality except when he is the holder of a subsisting Fire Permit issued pursuant to this Bylaw, unless:

- (a) the fire has been set by the Fire Service for the purpose of training its members,
- (b) the fire is a Public Park Site fire, which has an approved permit for all fire pits, or
- (c) the fire has otherwise been authorized by the Fire Service.

11.3 When a fire is lit under the circumstances described in subsection 11.1 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:

- (a) extinguish the fire immediately; or
- (b) where he is unable to extinguish the fire immediately, report the fire to the Fire Service.



- 11.4 No person shall, either directly or indirectly personally or through an agent, servant or employee kindle a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
- 11.5 Any person wishing to obtain a Fire Permit for a Fire Pit must complete a Fire Permit Application with the Municipality through the Fire Service pursuant to this bylaw.
- 11.6 Upon receipt of a proper completed Fire Permit Application with the Municipality through the Fire Service the Fire Chief shall consider the Fire Permit Application, and may, in his sole and absolute discretion:
- (a) grant a Fire Permit upon such terms and conditions as the Fire Service deems appropriate, or
  - (b) refuse to grant a Fire Permit.
- 11.7 A Fire Permit shall not be transferable.
- 11.8 Fire Permits issued pursuant to this Bylaw are valid for such period of time as shall be determined and set by the Fire Chief and the Fire Permit shall have endorsed therein the period of time for which the said Permit is valid.
- 11.9 The Fire Chief may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired.
- 11.10 The Fire Chief may, in his sole and absolute discretion, terminate, suspend or cancel a Fire Permit at any time.
- 11.11 Each application for a Fire Permit must contain the following information:
- (a) the name and address of the applicant;
  - (b) the legal and civic description of the land on which the applicant proposes to set a fire;
  - (c) the type and description of Fire Pit construction proposed to be used;
  - (d) the signature of the applicant;

- (e) the signature of the property owner or authorized agent of the owner.

11.12 No person shall provide false, incomplete or misleading information to the Municipality or to the Fire Service on or with respect to the Fire Permit Application.

## **SECTION 12            CONTROL OF FIRE HAZARDS**

- 12.1 This section is only applicable within Hamlet boundaries of the Municipality.
- 12.2 If the Council finds within the Hamlet boundaries on privately owned land or occupied public land conditions that in its opinion constitutes a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.
- 12.3 When the Council finds that the order it made pursuant to subsection 12.1 has not been carried out, it may enter on the land with any equipment and any persons it considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 12.4 The Owner or the person in control of the land on which work was performed pursuant to subsection 12.2 shall on demand reimburse the Council for the cost of the work performed and in default of payment the Council has a lien for the amount against the land and improvements on it.

## **SECTION 13            REQUIREMENT TO REPORT**

- 13.1 This section is applicable to the complete Municipality.
- 13.2 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Service particulars of the fires which are satisfactory to the Fire Chief and Director of Emergency Services.
- 13.3 The owner or his authorized agent of any property containing a dangerous good(s) product which sustains an accidental or

unplanned release of the dangerous good(s) product shall immediately report to the Fire Service particulars of the release which are satisfactory to the Fire Chief and Director of Emergency Services.

**SECTION 14            RECOVERY OF COSTS**

14.1 Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or Incident within or outside the Municipality or for the purpose of preserving life or property from injury or destruction by fire or other Incident within or outside the Municipality, including any such action taken by the Fire Service on a False Alarm, the Municipality shall, in respect of any costs incurred by the Municipality in taking such action, charge any costs so incurred by the Municipality:

- (a) to the person who caused the Incident;
- (b) the owner of the land or in possession where the Incident occurred; or
- (c) the owner of property where the person in possession and control of property which is the situate of the Incident if not located on privately owned land.

Emergency response units responding to an incident but not utilized to rectify the emergency shall not be charged for, subject to the minimum charge as identified in Schedule "A".

14.2 Where the Fire Services has provided services for the purpose of, but not be limited to:

- (a) occupant load determination,
- (b) fire inspections,
- (c) fire investigations, and
- (d) Fire Permits,

the Municipality shall, in respect of costs incurred by providing the service, charge such fees as set out in

Schedule "A" attached to and forming part of this Bylaw, and such fees shall be due and payable upon receipt of such services.

14.3 The schedule of costs and fees to be charged by the Municipality for services rendered pursuant to this Bylaw shall be set out in Schedule "A" attached to and forming part of this Bylaw.

(a) The fees and charges set out in schedule "A" may be amended by Council as determined from time to time when deemed necessary.

14.4 In respect of the costs or fees described in subsections 14.1, 14.2 and 14.3.

(a) the Municipality shall recover such cost or fee as a debt due and owing to the Municipality; or

(b) in the case of action taken by the Fire Service in respect to land within the Municipality, where the cost or fee is not paid upon demand by the Municipality, then in default of payment, such cost or fee shall be charged against the land as taxes due and owing in respect of that land, or

(c) in the case of action taken by the Fire Service in respect to Incidents involving motor vehicles the municipality shall take any collection action it deems necessary if the amount levied by the municipality is not paid within sixty (60) days after the mailing of an invoice by the municipality, or in the event of an appeal, sixty (60) days of the date of mailing of the decision of Council on the appeal.

## **SECTION 15            OFFENSES AND PENALTIES**

15.1 Every person who violates a provision of this Bylaw is guilty of an offense and is punishable upon summary conviction,

(a) to a fine not exceeding ten thousand dollars (\$10,000.00) or to a term of imprisonment not exceeding on (1) year or to both.

- 15.2 A Peace Officer who finds a person violating or who has reasonable and probable grounds to believe that a person has violated any provisions of this Bylaw may give a written notice of intention to prosecute, in the form of a Part Two Provincial Violation Ticket, setting forth the date, time, and place of the offence, briefly indicating the nature of the offence.
- 15.3 The Court convicting a person of a violation of this Bylaw may order that in default of payment of a fine imposed on such conviction, the defendant shall be imprisoned for a period of not more than six months.

**SECTION 16            VIOLATION TICKET**

- 16.1 Nothing in this bylaw shall prevent a Peace Officer from:
- (a) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the bylaw, or
  - (b) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

**SECTION 17            SEVERABILITY**

- 17.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded severable from the rest of the bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

**SECTION 18**      **REPEAL**

18.1 This bylaw shall repeal Bylaw 504/05.

This bylaw comes into force at the beginning of the day of third and final reading thereof.

First Reading given on the 13<sup>th</sup> day of June, 2006 . (06-410)

(signature on file)  
Bill Neufeld, Reeve

(signature on file)  
Joulia Whittleton, Acting Executive  
Assistant

Second Reading given on the 13<sup>th</sup> day of June, 2006. (06-411)

(signature on file)  
Bill Neufeld, Reeve

(signature on file)  
Joulia Whittleton, Acting Executive  
Assistant

Third Reading and Assent given on the 13<sup>th</sup> day of June, 2006. (06-413)

(signature on file)  
Bill Neufeld, Reeve

(signature on file)  
Joulia Whittleton, Acting Executive  
Assistant

**FIRE SERVICES BYLAW 580/06  
 SCHEDULE "A"**

**RESPONSE FEE INCLUDING MAN POWER:**

Pumper Unit		\$400.00 per hour
Ladder Unit (Aerial)		\$400.00 per hour
Tanker Unit		\$400.00 per hour
Rapid Response Unit		\$400.00 per hour
Rescue Unit		\$400.00 per hour
Command Unit		\$200.00 per hour
Rescue Boat		\$200.00 per hour
Hazmat Trailer		\$150.00 per hour
Rescue Alive Unit		\$100.00 per hour
Rescue Boggan		\$100.00 per hour
Contracted Services		Cost plus 15%
	(i.e. water haulers, equipment, labor, etc.)	
Response to false alarm	1 <sup>st</sup> Call	No Charge
	(within same year as 1 <sup>st</sup> Call) 2 <sup>nd</sup> Call	\$100.00
	(within same year as 1 <sup>st</sup> Call) 3 <sup>rd</sup> Call	\$200.00
	(within same year as 1 <sup>st</sup> Call) 4 <sup>th</sup> Call	\$300.00
Consumable items		Cost plus 15%
Minimum Charge		\$250.00

**MANPOWER FEE:**

If only manpower is requested/needed:

Officers	\$25.00 per man hour
Firefighter	\$20.00 per man hour

**OTHER FEES:**

Violation Ticket	1 <sup>st</sup> offence	\$100.00
	2 <sup>nd</sup> & additional offence	\$200.00
Fire Works Permit (no charge to non profit groups)		\$50.00 per permit
Filling of Air Cylinders (breathing air)		
	i) small cylinder (30 min.)	\$10.00
	ii) cascade cylinder	\$30.00

**Municipal District of Mackenzie No.23 Bylaw 580/06  
Fire Services Bylaw**

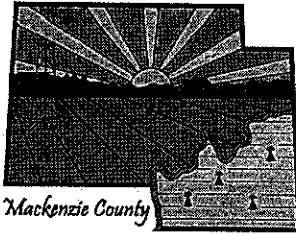
Stand-by for events	\$20.00 per man hour
Water flow testing reports	\$100.00
File search (fire inspections & investigations)	\$35.00 per search
Fire Permit	25.00 per permit
Fire Inspection Services within Municipality	\$50.00 per hour plus expenses
Fire Inspection Services outside Municipality	\$75.00 per hour plus expenses
Re-inspection with outstanding Fire Code Violations	\$50.00 per visit
Fire Investigation Services within Municipality	\$50.00 per hour plus expenses
Fire Investigation Services outside Municipality	\$75.00 per hour plus expenses
Training course(s) to other individuals/groups	Cost plus 15% admin. fee
Expert witness services – civil litigation	\$20 per hour to a maximum of \$200 per day plus expenses
Occupant Load Determination	\$100.00 per certificate

Adopted this 13<sup>th</sup> day of June, 2006. (06-410) (06-4110) (6-413)

(signature on file)  
Bill Neufeld, Reeve

(signature on file)  
Joulia Whittleton, Acting Executive Assistant





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>Ryan Becker, Director of Planning &amp; Emergency Services</b>
<b>Title:</b>	<b>Policy EMR 004 – Level of Fire Service</b>

**BACKGROUND / PROPOSAL:**

Recently administration initiated a comprehensive review of the Fire Services Bylaw and the supporting Policy. This review was undertaken to ensure that the service level provided was accurately reflected within County legislation.

**OPTIONS & BENEFITS:**

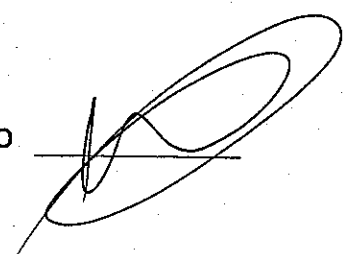
Changes in the Policy EMR004 more accurately reflects the reality for what services we can reasonably deliver. The onus is removed from our Fire Service members to perform tasks that they are not properly trained or equipped for. The policy clearly outlines that the County is in full support of having a Fire Service and will fund the service for training its members and keeping its equipment in working order.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

For Discussion

**Author:** R. Becker, Director      **Review By:** R. Becker, Director      **CAO** 



## Mackenzie County

Title	Level of Fire Service	Policy No.	EMR004
<b>Purpose</b>  To establish the minimum level of service for individual fire services provided in the municipality and to establish the process for approving the establishment or increase of fire services.			
<b>General Policy Statement and Guidelines</b>  Mackenzie County recognizes that it is responsible for fighting and controlling fires within the County pursuant to the <i>Forest and Prairie Protection Act</i> , and that it may pass bylaws under the <i>Municipal Government Act</i> respecting safety, health, and welfare of people and the protection of people and property. The County is also aware that it cannot provide fire suppression services to its citizens and their property at a level similar or equal to larger urban municipalities, and that any structure or vehicle fire that occurs may result in total loss of that structure or vehicle. Mackenzie County has based this policy statement on the following criteria. Mackenzie County covers a vast geographical region and fire suppression services are staffed only by volunteer fire fighters with limited training and equipment and whose availability cannot be guaranteed.			
<b>Part 1 – Service Standards</b>  <ol style="list-style-type: none"><li data-bbox="142 982 1179 1115">1. The County cannot guarantee a specific response time because distances vary across our large County. And as in the case of volunteer fire departments, the availability of the volunteers to operate the equipment cannot be guaranteed on a daily basis.</li><li data-bbox="142 1150 1179 1220">2. The County will provide basic exterior fire suppression only, except by departments or individuals who are properly trained for interior attack.</li><li data-bbox="142 1255 1179 1325">3. Volunteer Fire Departments may assist in vehicle rescue efforts using vehicle extrication tools when properly trained individuals are present.</li><li data-bbox="142 1360 1179 1430">4. Volunteer Fire Departments may assist in medical responses when properly trained individuals are present.</li><li data-bbox="142 1465 1179 1535">5. To establish, enhance or change a Fire Service requested by Council, the public or by the existing Fire Service, the following process must be completed.</li></ol>			

**Comment [r1]:** This overarching policy statement sets the tone for the entire document.

**Comment [r2]:** Will protect our volunteers and remove any onus on them or that they may feel to perform duties that they are not either properly trained or equipped for.

**Part 2 – Volunteer Fire Departments**

1. Mackenzie County encourages and supports the formation of volunteer fire departments in the hamlets of Fort Vermilion, Zama La Crete and the rural community surrounding the Blue Hills area.
2. These departments will operate through their Chiefs under the direction and collaboration with Mackenzie County via ~~Council~~, C.A.O, and the Director of Emergency Services who may set guidelines on operations from time to time as per the Standard Operating Procedures.
3. Council, by resolution shall appoint all Fire Chiefs and Deputies for the Volunteer Fire Departments operating within the County in accordance with the policies and procedures established in Bylaw 684/08.
4. The appointment of a Volunteer Fire Chief shall not constitute an appointment as a Designated Officer pursuant to the Municipal Government Act.
5. Otherwise departments can structure as ~~they wish~~ *as per SOP.*

**Comment [r3]:** Keep in or remove?

**Comment [r4]:** Need to keep this to ensure that Council has direct input on the leadership in the fire services.

**Part 3 – Training Standards**

1. Mackenzie County will provide funding for the Fire department to facilitate training courses or send volunteers to courses that are related to fire and or rescue training.
2. The Chief shall present the training needs of their department to the Director of Emergency Services. The Training budget will then be developed and allocated as per the training needs for each volunteer department.
3. Subject to budget constraints, the County may fund additional courses if needs become present throughout the year that were not anticipated.

**Part 4 – Equipment Standards**

1. While the County will strive, where practical, to keep equipment up to National Fire Protection Association standards, the standard ~~is~~ shall not be adopted as a minimum within this policy, because it may limit the use of equipment that could be useful in fire suppression that does not meet the standard.
2. Notwithstanding section 1, Mackenzie County will service each piece of equipment and test it to ensure that it can be operated in a safe manner before placing the

- equipment into service.
3. The County will set up schedules for the testing of equipment, either by the departments, or County staff.
  4. Fire Service Apparatus owned and approved for operations by the County are listed on Schedule "A".(Attached)
  5. Any specialized, or other major equipment, either acquired by donation or purchased from department funds, must be approved by the County, whether there is, or is not, a budgetary implication to the County, and such approval must be obtained prior to the donation or purchase being made. Failure to do so may result in the department having to cover all costs associated with the donated or purchased equipment.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	May 14, 2003	03-317
<b>Amended</b>	June 23, 2003	03-419
<b>Amended</b>	August 24, 2004	04-638
<b>Amended</b>	December 13, 2005	05-677
<b>Amended</b>	December 13, 2005	05-679
<b>Amended</b>		



Municipal District of Mackenzie No. 23

Title	LEVEL OF FIRE SERVICE	Policy No.	EMR004
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**Purpose**

To establish the minimum level of service for individual fire services provided in the municipality and to establish the process for approving the establishment or increase of fire services.

**Policy Statement and Guidelines**

The Municipality shall determine the level of fire services to be provided to its residents. The level of service shall be reviewed during the budget process.

**Such a review may result in an amendment to this policy.**

1. Fire Protection Response areas are identified on Schedule "A". (Attached Map)
2. Different levels of service are listed on Schedule "B" (Attached), which may be amended from time to time considering all contributing factors.
3. Fire Service Apparatus owned and approved for operations by the M.D., are listed on Schedule "C".(Attached)
4. Fire terms glossary on Schedule "D". (Attached)
5. To establish, enhance or change a Fire Service requested by Council, the public or by the existing Fire Service, the following process must be completed.

Step One

Application: Provide Council with the following items in the application.

- Type of fire service requested
- Distance from existing fire services
- Population of the area
- Number of committed volunteer fire fighters
- Level of community commitment
- Call volume
- Cost of equipment, apparatus, training etc.
- Capital and annual operating costs
- Letter of commitment from existing responding Fire Service
- Other relevant information

Step Two

Council is to consider the criteria and determine:

- is it feasible to establish a new fire service and to what level, or
- is it feasible to upgrade the existing fire service and to what level.

<b>Title</b>	<b>LEVEL OF FIRE SERVICE Con't</b>	<b>Policy No.</b>	<b>EMR004</b>
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Step Three

Council may amend the Level of Service policy during the budget process or from time to time; identifying:

- the newly established fire service, or
- the increase in level of service of the existing fire service.

Step Four

Establish the appropriate SOP for the increased level of service.

The "Level of Fire Service" within the M.D. for each individual department is approved as follows:

	<u>Current Level</u>	<u>Desired Level</u>
a. Fort Vermilion Fire & Rescue	6, A	6, A, H-1
b. La Crete Fire & Rescue	6, A, H-1	6, A, B, H-1, H-2(NH <sub>3</sub> )
c. Zama Fire & Rescue	6**	6, H-1
d. High Level Fire Department	6 (Contract)	
e. Rainbow Lake Fire Department	6 (Contract)	
f. Tompkins*	4, D	
g. Rocky Lane		Fire Services Agreement
h. Beaver Ranch		Fire Services Agreement

Reference to Schedule "B"

\*Tompkins is part of La Crete Fire & Rescue and all aspects of the training to a Level 4, D training be through the La Crete Fire & Rescue or Mackenzie Regional Emergency Services.

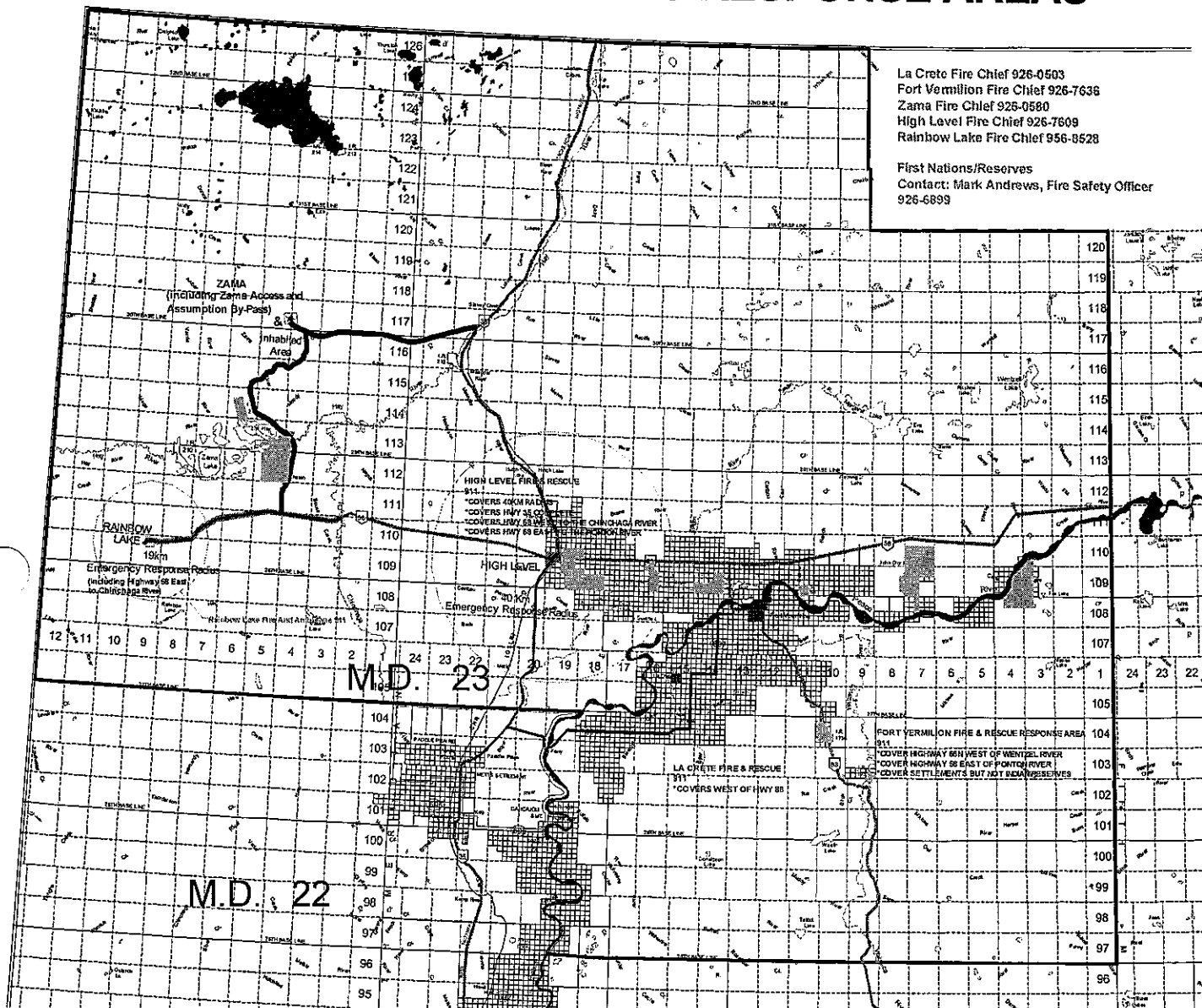
\*\* Zama Fire & Rescue has 4 months to meet the Level 6 requirements (August 24, 2004).

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>May 14, 2003</b>	<b>03-317</b>
<b>Amended</b>	<b>June 23, 2003</b>	<b>03-419</b>
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<b>Amended</b>	<b>December 13, 2005</b>	<b>05-677</b>
<b>Amended</b>	<b>December 13, 2005</b>	<b>05-679</b>



Schedule "A"

EMERGENCY SERVICES RESPONSE AREAS



**Schedule "B"**

**Level of Fire Service**

Level of Service	Type of Fire	Type of Station/ Infrastructure	Operated By	Apparatus Required	Equipment Required	Min # of Trained Members Responding	Min # of Members on Dept.	Min. Training Required
Level 1	Grass Fire	Fire Box	Used as First Response Only by Residents	None	4 Stroke Pump, Hose	N/A	N/A	Operating Instructions / Handling Procedures and Maintenance Program Listed on Box
Level 2	Ancillary Buildings	Fire Trailer, Small Shed (not heated)	Used as First Response Only by Residents	None	Trailer, Large 4 Stroke Pump, Hose	N/A	N/A	Operating Instructions / Handling Procedures and Maintenance Program Listed on Trailer
Level 3 Auxiliary to an existing Fire Service (Min. Level 5)	Small Structural Fires - EXTERIOR Attack Only	Basic Fire Station (Small Heated Garage)	Rural Trained Volunteers	Front Mount Pumper / Mini Pumper	Fully Equipped Apparatus, PPE, Rakes, Spades etc.	4	10	Basic Fire Fighter Training. Unit can only be used when 911 has been called and fire services are on their way
Level 4 Auxiliary to an existing Fire Service (Min. Level 5)	First Response to MVC & Level 3	Basic Fire Station (Small Heated Garage)	Rural Trained Volunteers	Front Mount Pumper / Mini Pumper	Fully Equipped Apparatus, PPE, VE Hand Tools	4	10	Basic Fire Fighter Training, Basic Vehicle Extrication, Unit can only be used when 911 has been called and fire services are on their way
Level 5	All Structural Fires Exterior & Interior Attack	Full Fire Station	Fire Services	Pumper, Tanker	Fully Equipped Apparatus, VE Hand Tools	As Per SOP	12	Fire Fighting 1 & 2, Pump A, Basic Vehicle Extrication
Level 6	Rescue - MVC / Farm & Level 5	Full Fire Station	Fire Services	Pumper, Rescue Unit, Tanker	Fully Equipped Apparatus, Full Extrication Equipment	As Per SOP	15	Fire Fighting 1 & 2, Pump A, Vehicle Extrication
Sub-Class A	Water / Ice Rescue	Min. Level 4 Fire Service	Min. Level 4 Fire Service	Boat and/or Water/Ice Rescue Apparatus	Water/Ice Rescue Equipment	4	Min. Level 4 Fire Service	Water / Ice Safety Training
Sub-Class B	Trench / Confined Space Rescue	Min. Level 4 Fire Service	Min. Level 4 Fire Service	Trailer and/or Equivalent	Shoring Equipment	4	Min. Level 4 Fire Service	Trench & Confined Space Training,
Sub-Class C	High Angle Rescue	Min. Level 4 Fire Service	Min. Level 4 Fire Service	None	High Angle Equipment	8	Min. Level 4 Fire Service	High Angle Training
Sub-Class D	EMS Assist	Min. Level 4 Fire Service	Rural Trained Volunteers	None	EMS Trauma Kit	As Per SOP	Min. Level 4 Fire Service	Emergency Medical Responder
Sub-Class H-1	Hazmat Awareness	Min. Level 4 Fire Service	Min. Level 4 Fire Service	None	Good Binoculars, Traffic Control Equipment	6+	Min. Level 4 Fire Service	Hazmat Awareness
Sub-Class H-2	Hazmat Operational	Min. Level 6 Fire Service	Min. Level 6 Fire Service	Hazmat Unit	Containment & Decontamination Equipment, Hazmat Gear & Full Level A & B Suits	12	Min. Level 6 Fire Service	Hazmat Operations

## Schedule "C"

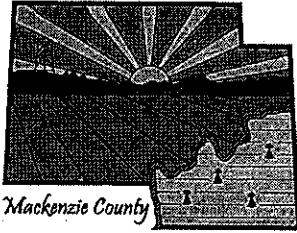
## Fire Department Apparatus List

Unit #	Year/ Make/Model	Type of Vehicle	Fire Service
9104	1979 GMC	Pumper Truck	FVFR
9108	1991 GMC	Water Tanker	FVFR
9109	1994 GMC	Pumper Truck	FVFR
9117	1999 Quicksilver	Rescue Boat & Trailer	FVFR
		Rescue Boggan	FVFR
	New	Rescue Alive for 2003	FVFR
9121	2003 Freightliner	Rescue Vehicle	FVFR
Unit #	Year/ Make/Model	Type of Vehicle	Fire Service
9103	1977 GMC	Pumper Truck	LCFR
9105	1988 Ford	Pumper Truck	LCFR
9107	1991 GMC	Water Tanker	LCFR
9118	2001 Ford E350	Rescue Vehicle	LCFR
9119	2001 ZODIAC	Rescue Boat & Trailer	LCFR
		Rescue Boggan	LCFR
		Rescue Alive	LCFR
9122	2004 Peterbuilt	Pumper Truck	LCFR
Unit #	Year/ Make/Model	Type of Vehicle	Fire Service
9106	1991 GMC	Pumper Truck	ZFR
9113	1990 Ford E350	Rescue Vehicle	ZFR
Unit #	Year/ Make/Model	Type of Vehicle	Fire Service
9115	1993 Ford E350	MCI Unit	MRES
1642	2003 Dodge Quad Cab	First Response Unit	MRES
9905	Director's Truck	First Response Unit	MRES

## Fire Terms Glossary - Fire Services Task Force

## Schedule "D"

1st Response MVC	Motor Vehicle Collision : 1st responders assessing scene and traffic control until Fire Services arrive on scene. (could begin basic rescue / extrication using hand tools)
All Structural	All types of buildings in all sizes. For example; house, shop, commercial buildings, schools etc.
Ancillary Buildings	Small out buildings. For example; outhouses, sheds etc.
Apparatus	Any vehicle provided with machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
Dangerous Goods	Any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations.
Emergency Unit	Any vehicle operated for emergency purposes by the Fire Service whether on land, water or by air.
EMS Assist	Upon request, respond and assist the Emergency Medical Services "EMS" on ambulance responses. This could mean First Responders being initial contact on scene for patient assessment and treatment until EMS arrives.
Equipment	Any tools, contrivances, devices or material used by the Fire Service to combat an incident or other emergency.
Exterior Attack	Fire suppression to structures from the outside only, no suppression from within the structure.
Fire Protection	All aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising, and any other response to an Incident authorized by Council to respond to from time to time.
Fire Service	Fire Services as established and organized for the Municipality pursuant to the provisions of this Bylaw consisting of, inter alia (among other things), all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, maintenance and administration of the Fire Service, including fire stations.
First Responder Awareness Level	The First responder Awareness Level as identified by the National Fire Protection Association.
Grass Fire	Ground fire on developed yards endangering buildings. (no response to prairie or brush fires)
Hazmat Awareness	First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.
Hazmat Operational	First responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.
Hazmat Technician	Hazardous materials technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release. Hazardous materials technicians are expected to use specialized chemical protective clothing and specialized control equipment.
Incident	A human-caused or natural occurrence, such as wildland fire or a house fire that requires emergency service action to prevent or reduce the loss of life or damage to property or natural resources.
Interior Attack	Fire suppression to structures with the attack from the inside of the structure.
Level of Service	An assessment that focuses on identifying the minimum level of fire response provided by the Municipality which is determined by the population, number of volunteers, call volumes, equipment, training and distance from other fire services.
MCI Unit	Mass Casualty Unit - This unit would respond to an incident where there is multiple casualties.
Member	Any person who is a duly appointed Member of the Fire Service including persons whom the Fire Ground Commander or his designate appoints as Members at the scene of an Incident.
Rescue – High Angle	Any incident involving heights where repelling is required to carry out the rescue.
Rescue – MVC / Farm	Any incident involving any vehicle and or farm equipment which requires full rescue / extrication equipment.
Rescue – Water / Ice	Any incidents involving water and ice to which someone or something requires rescuing; utilizing the appropriate equipment and training.
Small Structural	Buildings such as small barns, graineries, detached garages.
SOP	Standard Operating Procedures are established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.
Structure Fire	A fire confined to and within any building, structure, machine, vehicle, or contents thereof and which will or may cause the destruction of or damage to the said building, structure, machine, vehicle, or the contents thereof or surrounding area, excluding an incinerator fire.
Suppression	All the work of extinguishing or containing a fire, beginning with its discovery.
Trench Rescue	Any incident involving trenches where specialty trenching equipment is required.



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>Ryan Becker, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>La Crete Fire Chief Appointment</b>

**BACKGROUND / PROPOSAL:**

With the recent departure of the previous Fire Chief, the La Crete Fire Department held elections on October 21, 2008; Peter Wiebe was elected as Fire Chief.

**OPTIONS & BENEFITS:**

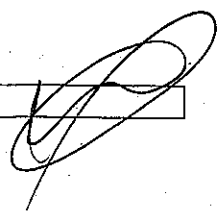
Peter Wiebe has been a dedicated member for nearly 5 years and is currently the Deputy Chief of the department. Administration would highly recommend his appointment to the position Fire Chief.

**COSTS & SOURCE OF FUNDING:**

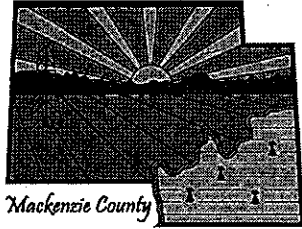
N/A

**RECOMMENDED ACTION:**

That Peter Wiebe be appointed to the position of Fire Chief for La Crete Fire Rescue.

<b>Author:</b> J. Gabriel	<b>Reviewed by:</b> R. Becker	<b>CAO</b>	
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# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 29, 2008</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

### BACKGROUND / PROPOSAL:

The information/correspondence items will be presented on the meeting day.

	Page
• Premier of Alberta – Cornerstone Project	157
• AB Health & Wellness – Health Facilities	159
• AB Municipal Affairs – MSI Funding	160
• AB Sport, Recreation, Parks & Wildlife Foundation – Wadlin Lake	161
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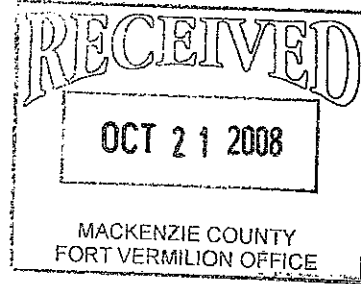
### RECOMMENDED ACTION:

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

**Author:** C. Gabriel      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_







October 6, 2008

Ms. Lisa M. Wardley  
Ward 10 - Zama Councillor  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Ms. *Lisa* Wardley:

Thank you for your recent correspondence regarding Mackenzie County's application to Rural Alberta's Development Fund (RADF) for funding of its Cornerstone project.

I commend the residents of Mackenzie County and Zama City for their dedication to community development and sustainability. The isolation, distance to service centres, high number of transient workers, and lack of space for service delivery present unique challenges to Zama City. The proposed Cornerstone building would provide an ideal environment for delivery of services to benefit all residents of Zama City.

I understand your disappointment at being declined by RADF. Your project priorities are similar in many ways to RADF's target outcomes. However, it is RADF's policy to not fund building projects or projects that are primarily capital in nature. This policy is consistently applied when assessing RADF applications. Out of respect for other applicants who may have been declined for similar projects, an exception will not be considered.

I encourage you to investigate other Government of Alberta programs that may provide support for your project, including:

- Community Facility Enhancement Program (CFEP): designed to provide financial assistance to build, repair, renovate or otherwise improve Alberta's extensive network of community-use facilities. For information, contact Mr. Noel McIntree, Culture and Community Spirit, at (780) 447 8811 (toll free by first dialing 310 0000).
- Municipal Sustainability Initiative (MSI): established to assist municipalities in meeting growth-related challenges and enhance long-term sustainability. For information, contact Ms. Janice Romanyshyn, Municipal Affairs, at (780) 422 9133 (toll free by first dialing 310 0000).

.../2

I appreciate the planning efforts undertaken by your community and wish you every success with the Cornerstone project.

Sincerely yours,




Ed Stelmach

ES/kvp

cc: Honourable George Groeneveld  
Minister of Agriculture and Rural Development

Noel McIntree, Culture and Community Spirit

Janice Romanyshyn, Municipal Affairs

*Lera,  
Keep in touch!  
We will see what else  
is available!*  


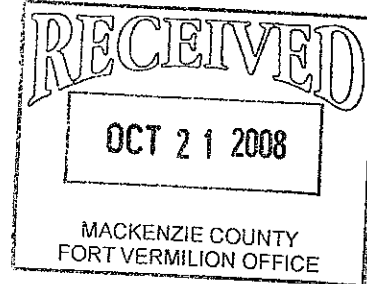


AR64356

ALBERTA  
HEALTH AND WELLNESS

*Office of the Minister*

OCT 14 2008



Mr. Greg Newman  
Reeve  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Reeve Newman:

Premier Stelmach forwarded to me your September 15, 2008 letter regarding health facilities in MacKenzie County. I appreciate the opportunity to respond.

I introduced a Health Action Plan to improve access to, and the sustainability of, the health care system. The establishment of the Alberta Health Services Board to oversee all of the health authorities is the first step in implementing the Plan, which sets out a wide range of initiatives to improve access to health services and make the province's health system more efficient and effective. Further announcements will be forthcoming. I encourage you to visit the website at [www.health.alberta.ca/](http://www.health.alberta.ca/) for details regarding these announcements.

I am aware of the importance of providing access to health services to all areas in Alberta including the community of Fort Vermillion and Mackenzie County. Over the next several months, my department staff will be working with Alberta Health Services to review service delivery issues and opportunities in the health regions. Completion of this service delivery review process will be a key prerequisite before considering any changes to the role of any health facilities, or considering the development of any new health facilities.

I can assure you that the needs of the Fort Vermillion community and the Mackenzie County will be considered as we move forward with plans to improve accessibility and the future sustainability of our health care system.

Thank you for writing.

Sincerely,

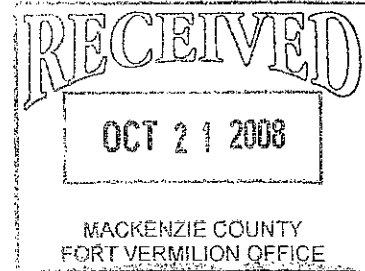
Ron Liepert  
Minister of Health and Wellness

cc: Honourable Ed Stelmach  
Premier

18th floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta, Canada T5J 4L4  
Telephone 780-427-4826 Fax 780-422-9561

October 15, 2008

Mr. William (Bill) Kostiw, Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0



Dear Mr. Kostiw:

I am writing to clarify the use of Municipal Sustainability Initiative (MSI) capital project funding for certain types of capital projects.

MSI capital funding will continue to encourage projects that enhance long-term municipal sustainability and address municipal growth pressures. To ensure this funding is directed to projects that will have a significant impact, and to ensure that our ministry can efficiently administer this program, all funding applications received after December 31, 2008, must be for a minimum of five per cent of your annual MSI capital funding amount.

For municipalities with annual MSI capital allocations over \$5 million, the minimum funding application amount will be \$250,000.

In addition, a number of project applications have been received for the purchase of small equipment assets, which are used to provide services in connection with an infrastructure asset. Examples of these projects are the replacement of tables and chairs in a community hall facility, or the replacement of sports and fitness equipment in a recreational facility. After December 31, 2008, applications for the purchase of these types of equipment will only be recommended to the Minister where they are clearly consistent with the types of major infrastructure projects identified in the MSI capital guidelines.

If you have questions regarding this change, please contact the program representatives with the Municipal Grants and Information Services Unit, Municipal Affairs, toll-free by dialing 310-0000, then 780-427-2225. Additional information is available on the ministry website at [municipalaffairs.alberta.ca](http://municipalaffairs.alberta.ca).

Sincerely,

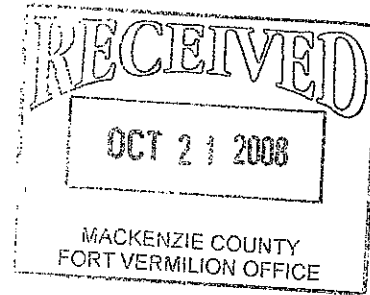
A handwritten signature in black ink, appearing to read "Ray Gilmour".

Ray Gilmour  
Deputy Minister



October 17, 2008

Mr. Gregory Alan Newman  
Reeve of Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0



Dear Reeve Newman:

I am pleased to announce support to the Wadlin Lake Campground in the amount of \$8,000 (Eight Thousand Dollars) as awarded by the Alberta Sport, Recreation, Parks, and Wildlife Foundation for the 2008 Municipal Recreation/Tourism Area annual operating grant. This funding will be forwarded to you shortly. The Alberta Sport, Recreation, Parks and Wildlife Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. As General Manager responsible for the Foundation, I am pleased that we can assist you in providing sport and recreation opportunities in Alberta.

You are required to account for this funding in your audited financial statement, which you are to provide within the next 12 months. As well, we ask that you acknowledge the Alberta Government and the Alberta Sport, Recreation, Parks and Wildlife Foundation in any promotion associated with your projects.

Please feel free to contact Fred Wilton should you have any questions with respect to this funding. Mr. Wilton can be reached at Alberta Tourism, Parks and Recreation, Sport and Recreation Branch, 905 Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta T5J 4R7, or by phone at (780) 415-0267. A toll-free connection is available through the Service Alberta Operator by first dialing 310-0000.

I am pleased to know that a portion of our lottery dollars is being put to such valuable use through organizations such as yours. Please accept my best wishes for your continued success.

Sincerely,

Lloyd Bentz  
General Manager

supported by



Alberta

# V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

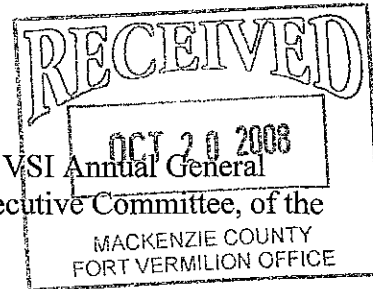
FAIRVIEW, AB T0H 1L0  
PH 780 835 4531

Mr. Walter Sarapuk, VSI Representative  
Mackenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0

October 15, 2008

Dear Walter

The purpose of this letter is to provide notification of the 2008 VSI Annual General Meeting and to inform you about a recommendation of the Executive Committee, of the Board of Directors, regarding the VSI fee schedule for 2009.



## Annual General Meetings

The VSI Annual General Meetings will be held in High Prairie on Thursday November 27, 2008.

The Executive Committee felt that we should try a Thursday meeting rather than our traditional Friday meeting. This will allow Directors that have a long way back home to travel on a weekday rather than on a Saturday. The meeting was moved, from Peace River to High Prairie, in an attempt to reduce the distance slightly for representatives from jurisdictions outside of the Peace River District.

Agendas and supporting documents will be sent out closer to the meeting date however the meeting will start at 10:00 a.m. on the 27<sup>th</sup> and should conclude early in the afternoon. For those wishing to stay in High Prairie overnight on the 26<sup>th</sup> or 27<sup>th</sup> the Pomeroy Inn (780-523-2398) is recommended.

## 2009 VSI Fee Schedule

At the 2007 AGM, the VSI Manager was directed to prepare two proposals for the 2009 fee schedule for consideration by the Board.

One proposal would be to retain our current fee schedule with appropriate increases in accordance with changes in the Alberta Veterinary Medical Association's (ABVMA) recommended fee schedule. This will be referred to as the "**Status Quo Fee Schedule**".

The other proposal would be an "**Inclusive Fee Schedule**" at the rates recommended by the ABVMA.

Under the "Status Quo Fee Schedule" VSI **does not cover all of the procedures required** to perform various surgical procedures. For example a caesarean section can't be performed without anesthetics and instrument packs. The 2008 VSI "Status Quo Fee Schedule" set the caesarean rate at \$320.00 (total fee including VSI and producer payments). This fee **does not include** the epidural anesthetic (freezing in the tail), paravertebral anesthetic (freezing of the flank) or the instrument pack that is required. The ABVMA recommended fee schedule for a caesarean is \$470.00 (\$150.00 more than the VSI rate) but this fee schedule **includes ALL "Ancillary Fees"** i.e. charges for the anesthetic and instrument packs.

...2

Under the current VSI fee schedule **veterinarians** are allowed to **charge “Ancillary Fees” to the producer**. Veterinarians that charge the ABVMA rates for anesthetic procedures and a large instrument pack realize the full ABVMA rate for a caesarean. Under this system VSI is not really picking up the total percentage of the professional fees that are actually charged out to the producer.

The Executive Committee of the VSI Board of Directors will be **recommending adoption** of an **“Inclusive Fee Schedule”** at the rates set in the ABVMA fee schedule for 2009. It is necessary to review a bit of VSI history in order to understand the reasons for this recommendation.

**Initially VSI had an “Inclusive Fee Schedule”** at the rates recommended by the ABVMA. Prior to the devastating effects of “Mad Cow Disease” there was a much higher demand for veterinary services that what we see today. This demand started to put a strain on some jurisdictions relating to the cost of their VSI programs. As a result VSI started to chisel away at what was and wasn’t covered. The end result was a fee schedule (that by 2002) no longer provided coverage for anesthetics and instrument packs. In addition the fee schedule had fallen well behind the recommended ABVMA rates.

At the 2003 AGM a motion was passed for VSI to start moving towards parity with the ABVMA recommended fee schedule. Unfortunately, by this time, VSI had fallen too far behind the recommended rate (in some but not all services) to allow us to reach parity in a single year. Over the past four years VSI has reached a point where most of our fees are pretty well on par with those recommended by the ABVMA with the exception that the necessary “Ancillary Fees” are still not being covered.

The Executive Committee feels that the current reduced demand for services combined with the fact that each jurisdiction can get up to \$10,000 of their VSI costs back through the ASB Program provides an environment where we should be able to move to a fully “Inclusive Fee Schedule” at parity with the ABVMA recommended fee schedule.

Assuming the following:

- a) the demand for services in 2009 remains the same as for 2008
- b) that all veterinarians charge the maximum rate allowed by VSI
- c) you continue to with your current 50% level of support

I estimate that your overall cost of claims, under an “Inclusive Fee Schedule”, would approximately \$19,000.00.

If we stay with a “Status Quo” fee schedule your cost would be approximately \$16,500.00 therefore, the **total extra cost of moving to a fully “Inclusive Fee Schedule** would be **approximately \$2,500.00** more than staying with a “Status Quo” fee schedule for 2009.

Please note **the above figures do not include** your net **administrative costs** which at a 50% level of coverage should remain in the range of 8 to 10%

The current “**Status Quo** Fee Schedule” has the following **disadvantages**:

- a) The percentage of the fee covered, for surgical procedures, is less than the percentage that VSI covers for non-surgical procedures.
- b) It is time consuming for the VSI Manager to keep track of whether excessive additional charges are being levied, by veterinarians, for “Ancillary Services”
- c) Billing procedures are complicated for veterinarians because we now require line by line itemization of all “Ancillary Services” and other charges to ensure that overcharging is not occurring.

**Advantages** of an “**Inclusive Fee Schedule**” are

- a) Enhanced support for livestock producers through coverage of “Ancillary Fees”
- b) More consistent and equitable billing by veterinarians
- c) Easier administration of claims

Please keep in mind that **there are two issues** to consider:

1. Adoption of an “Inclusive Fee Schedule” and
2. The willingness of your jurisdiction to provide more funds to enhance your VSI program

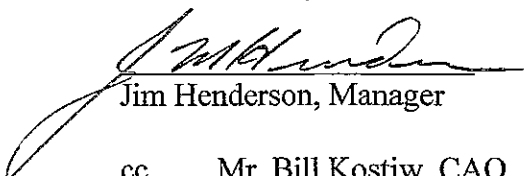
Even if you are not willing to increase your level of support for your VSI program the Executive Committee still recommends that VSI adopt an “Inclusive Fee Schedule” because of the advantages listed above.

There are ways of adopting an “Inclusive Fee Schedule” without increasing your costs beyond what would occur under the “Status Quo”. An obvious way would be to reduce your percentage of support. There are also other ways of reducing costs that I am willing to discuss with you.

Please ensure that this matter is discussed with your Council so that your VSI representative can advise the meeting about the level of support you are willing to provide in 2009.

If you have any questions please feel free to contact me at your convenience.

Yours sincerely



Jim Henderson, Manager

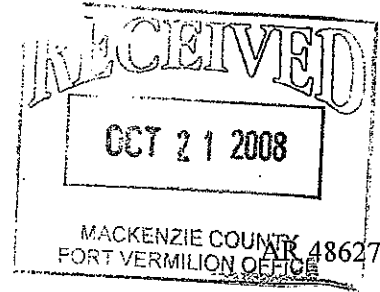
cc Mr. Bill Kostiw, CAO  
Mr. Grant Smith, Ag Fieldman





ALBERTA  
EMPLOYMENT AND IMMIGRATION

Office of the Minister  
MLA, Dunvegan-Central Peace



October 10, 2008

Dear Albertan:

When the Government of Alberta reorganized in March 2008, we were two weeks short of completing our fiscal year. As a result, the achievements of the former Employment, Immigration and Industry (EII) department are being reported.

Last year, 2007/2008, was a very successful year. Through the tireless efforts of staff and stakeholders working together, EII met or exceeded a majority of its objectives. Some of those include:

- Through Alberta's 10-year comprehensive labour strategy, *Building and Educating Tomorrow's Workforce*, the Ministry continued to increase the skills and opportunities for people to ensure current and future labour force needs are met.
- EII signed a new agreement for Canada-Alberta Cooperation on Immigration. Through this agreement Alberta was able to nominate more immigrants for quicker processing by the federal government.
- EII collaborated with Advanced Education and Technology and Health and Wellness to improve qualification recognition of foreign trained workers to ensure the province is able to attract and keep workers.
- EII continued to lead the government's *Securing Tomorrow's Prosperity* strategy to develop competitive, value-maximizing goods and service industries.
- EII increased the minimum wage to \$8.00 per hour and implemented a new minimum wage indexing system to link future increases to changes in the average weekly wage.
- EII coordinated the preparation of a report highlighting achievements on Alberta's Rural Development Strategy, *A Place to Grow*, government's efforts to ensure that rural Albertans continue to share in the province's prosperity and quality of life.
- Ninety-eight per cent of collective bargaining agreements were settled without a work stoppage.
- Parties continued to make use of the Alberta Labour Relations Board's settlement processes, as 96 per cent of applications were settled within 90 days of the last day of the hearing.

Attached is a copy of Employment, Immigration and Industry's *Highlights Booklet*. For additional copies, or a copy of the Ministry's *2007-2008 Annual Report*, please call the Organizational Planning and Effectiveness Branch toll-free by dialing 310-0000, then 780-422-2857. Both documents can also be accessed online at [www.employment.alberta.ca/annualreports](http://www.employment.alberta.ca/annualreports).

Thank you for supporting the many initiatives of my department.

Sincerely,

Hector Goudreau  
Minister of Employment and Immigration  
MLA, Dunvegan – Central Peace

Attachment

423 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta Canada T5K 2B6 Telephone 780-415-4800 Fax 780-422-9556

The Ministry of Employment and Immigration is updating the stakeholder distribution list. The distribution list is used to send out the ministry's annual publications. The personal information you provide is collected and managed under the authority of the *Freedom of Information and Protection of Privacy Act* and will not be shared outside the ministry.

To ensure you continue receiving the ministry's annual publications, could you please confirm your contact information and select the publications you are interested in receiving. Please submit your response by mail using the attached self-addressed stamped envelope, or by faxing the completed 2008 Stakeholder Distribution List Update to 780-415-2477, or by emailing your responses to: [AnnualReport.El@gov.ab.ca](mailto:AnnualReport.El@gov.ab.ca).

Please submit your information by **October 31, 2008**. If your response is not received by the closing date then your contact information will be removed from the distribution list.

Thank you for taking the time to complete the 2008 Stakeholder Distribution List Update.

**Update your current Stakeholder Contact Information to remain on the distribution list:**

Mr.  Mrs.  Ms.  Dr.

First Name:.....

Last Name: .....

Job Title: .....

Company:.....

Dept/Branch: .....

Mailing Address:.....

Province: ..... Postal Code: .....

Work Phone: ( ..... ) ..... Cell Phone: ( ..... ) .....

Fax: ( ..... ) .....

Which ministry publications would you like to receive in the coming year?

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Business Plan                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Annual Report Highlights Booklet | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Annual Report*                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

These publications are available on Employment and Immigration's website at [www.employment.alberta.ca/annualreports](http://www.employment.alberta.ca/annualreports). In the coming year would you prefer to receive the selected publications by:

- email notification with link (include your email address) .....
- email with attachment(s) (include your email address) .....
- on CD (Annual Report only)
- printed copy (Business Plan and Annual Report Highlights Booklet only)\*

\* Note: a printed copy of Annual Report available by separate request

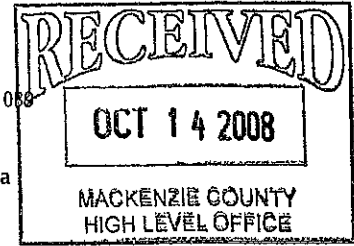
If you have additional comments, please submit them with your response.



*Info sent  
appendix*

**BUSINESS DEVELOPMENT & REAL ESTATE**

Sylvia Klawitter  
Conveyance Coordinator  
Main Floor - Building B  
10229 - 127 Avenue  
Edmonton, Alberta, Canada T5E 0B9  
Telephone: (780) 643-7655  
Facsimile: (780) 377-4281  
E-mail : [sylvia.klawitter@cn.ca](mailto:sylvia.klawitter@cn.ca)



September 30, 2008

Dear Sirs:

Please be advised that effective January 19<sup>th</sup>, 2006 Canadian National Railway Company (CN) purchased Central Western Railway Corporation, MacKenzie Northern Railway and the Lakeland & Waterways Railway from RailAmerica, Inc. Accordingly, your Lease/License agreement has been assigned to CN. This letter will serve as your notice and no formal assignment documents will be forthcoming.

Any inquiries or notices should be directed to:

Canadian National Railway Company  
Business Development & Real Estate  
Main Floor - Building B  
10229 - 127 Avenue  
Edmonton, Alberta  
T5E 0B9  
Fax : (780) 377-4281  
Email : [tessa.archimowitz@cn.ca](mailto:tessa.archimowitz@cn.ca)

All future payments (if applicable) should be directed to :

Canadian National Railway Company  
Non Freight  
P. O. Box 4253, Station A  
Toronto, Ontario  
M5W 5S5

We would ask that you update your records and that you provide your Agreement and/or Invoice number on all inquires. CN is committed to providing you with outstanding service and we look forward to working with you.

Sincerely,

CN – BUSINESS DEVELOPMENT & REAL ESTATE

**ICLEI**  
**WORLD**  
**CONGRESS**  
**2009**

**Connecting Leaders**  
Advancing Local Action for Sustainability

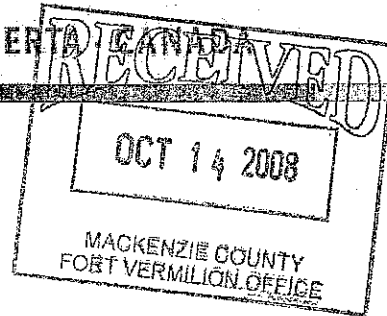
14-18 JUNE 2009  
EDMONTON - ALBERTA

ICLEI  
Local  
Governments  
for Sustainability

Edmonton



Mackenzie County  
Councillor Bill Neufeld  
4511-46 Avenue  
Po Box 640  
Fort Vermilion AB T0H 1N0



On behalf of the City Council and all Edmontonians, I want to personally invite you to the 2009 ICLEI World Congress – Connecting Leaders: Advancing Local Action for Sustainability from June 14 – 18, 2009.

ICLEI – Local Governments for Sustainability, is an international association of local governments, national, and regional government organizations that have made a commitment to urban sustainability. More than 898 cities, towns, counties, and their associations worldwide comprise ICLEI's growing membership; 18 of these cities are Canadian.

The ICLEI World Congress takes place every three years, providing Mayors, local government elected officials and their staff, businesses and academics the opportunity for peer exchanges, knowledge-sharing, capacity building, and on-site visits and exhibits. We're well into our planning and promise to host a congress that inspires lively discussion, promotes sharing on local strategies for sustainability, and strengthens cooperation between cities and local governments worldwide.

As municipalities, we know residents regard the environment as one of the most pressing issues our country faces; climate change is a large reason for this concern. By making changes to our public transit, improving waste management systems, planning our land-use, and considering our building energy performance, we can significantly reduce our greenhouse gas emissions. Setting targets for carbon reductions, encouraging efficient use of personal vehicles, and encouraging residents to conserve water and energy will also significantly reduce Canada's carbon footprint.

Approximately 55 per cent of Canada's total carbon emissions are under municipal government control. The responsibility is ours. We invite you to join us at the 2009 ICLEI World Congress to take responsibility and help Canada become a sustainable, prosperous nation, and an even greater environmental leader. Learn from other municipalities around the world and build on your own sustainability plans.

See you in Edmonton June 14-18, 2009.

Sincerely,

Mayor Stephen Mandel  
City of Edmonton

Printed on 100% Recycled Paper

ICLEI International Training Center (ITC) • Leopoldring 3, 79098 Freiburg, Germany  
Phone: +49 - 761 / 368 92 - 20 • Fax: +49 - 761 / 368 92 - 29 • Email: world.congress@iclei.org

[www.iclei.org/worldcongress2009](http://www.iclei.org/worldcongress2009)



# *Councillors & Administration*

*Reynolds Mirth Richards & Farmer LLP  
request the pleasure of your attendance  
at our reception.*

*Tuesday, November 11, 2008*

*cocktails and a light meal*

*6:00 p.m. - 10:00 p.m.*

*The Citadel, Tucker Amphitheatre*

*9828 101 A Avenue Edmonton, Alberta*

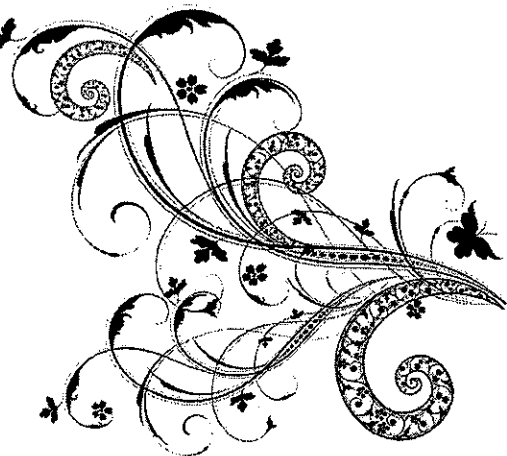
*RSVP (with names and total numbers) by November 3rd to*

*Kasandra at 780.497.3305 or*

*email: [kmedlock@rmrf.com](mailto:kmedlock@rmrf.com)*

*Toll-free 1.800.661.RMRF*

*Fax: 780.429.3044*



BARRISTERS SOLICITORS

Reynolds  
Mirth  
Richards  
& Farmer LLP

