

# MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MAY 28, 2013

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB

# STRATEGIC PRIORITIES CHART

April 2013

## COUNCIL PRIORITIES (Council/CAO)

### NOW

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

### ADVOCACY

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

### NEXT

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

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

## OPERATIONAL STRATEGIES (CAO/Staff)

### CHIEF ADMINISTRATIVE OFFICER (Joulia)

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

### ECONOMIC DEVELOPMENT (Bill)

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

### COMMUNITY SERVICES (Ron)

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

### AGRICULTURAL SERVICES (Grant)

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

### PLANNING & DEVELOPMENT (Byron)

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

### LEGISLATIVE SERVICES (Carol)

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

### FINANCE (Alison)

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

### PUBLIC WORKS\* (John & Ron)

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

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, May 28, 2013  
10:00 a.m.**

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

**AGENDA**

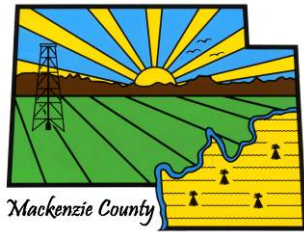
			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the May 7, 2013 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Randy Affolder, Alliance Assessment b)	
<b>GENERAL REPORTS:</b>	5.	a) Municipal Planning Commission Meeting Minutes – April 18 & May 2, 2013 b)	21
<b>TENDERS:</b>	6.	a) La Crete & Fort Vermilion Road Improvements - 2013 – 1:00 p.m.	
<b>PUBLIC HEARINGS:</b>	7.	a) None	
<b>COMMUNITY SERVICES:</b>	8.	a) b)	
<b>ENVIRONMENTAL SERVICES:</b>	9.	a) b)	

<b>OPERATIONS:</b>	10.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 890-13 Land Use Bylaw Amendment (Original Titled Property)	43
		b)	Bylaw 905-13 Amending Bylaw 884-13 being a Plan Cancellation for Consolidation Purposes Plan 922 1976, Block 1, Lot 1 (Pt. of SW 22-107- 13-W5M) (Fort Vermilion Rural)	49
		c)	106-DP-13 Colin Wolfe (Inter-Municipal Development Plan Area) (South Rural High Level)	55
		d)	Land Use Framework Position Paper	65
		e)		
		f)		
<b>CORPORATE SERVICES:</b>	12.	a)	Bylaw 903-13 Borrowing Bylaw – High Level Rural Water Line	135
		b)	Bylaw 904-13 Local Improvement Bylaw for (A) Water and Sewer Extension on 43 Avenue and a portion of 50 Street and also for (B) Water Extension on 50 Street from 43 Avenue in the Hamlet of Fort Vermilion	139
		c)	Financial Reports – January 1 to April 30, 2013	145
		d)		
		e)		
<b>ADMINISTRATION:</b>	13.	a)	Highway 88 Connector – Phase II and III	155
		b)	Zama Access Road	159
		c)	Organizational Success Session Follow-up	161
		d)	Alberta Health Services – Air Ambulance	187

Services

- |  |     |    |  |     |
|--|-----|----|--|-----|
|  |     | e) | REDI Business Plan Report (Tourism Study)  | 197 |
|  |     | f) |  |     |
|  |     | g) |  |     |
| <b>INFORMATION /<br/>CORRESPONDENCE:</b> | 14. | a) | Information/Correspondence   | 199 |
| <b>IN CAMERA<br/>SESSION:</b>            | 15. | a) | Legal <ul style="list-style-type: none"><li>• Regional Collaborative Governance</li><li>• Housing Amalgamation</li></ul> |     |
|  |     | b) | Labour <ul style="list-style-type: none"><li>• CAO Evaluation</li></ul>  |     |
|  |     | c) | Land <ul style="list-style-type: none"><li>• La Crete Airport Terminal Lease</li></ul>                                   |     |
| <b>NEXT MEETING<br/>DATE:</b>            | 16. | a) | Regular Council Meeting<br>Tuesday, June 11, 2013<br>10:00 a.m.<br>Fort Vermilion Council Chambers                       |     |
| <b>ADJOURNMENT:</b>                      | 17. | a) | Adjournment  |     |





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the May 7, 2013 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the May 7, 2013 Regular Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

Approved council minutes are posted on the County website.

### **RECOMMENDED ACTION:**

That the minutes of the May 7, 2013 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

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

- PRESENT:** Bill Neufeld Reeve  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Elmer Derksen Councillor  
Dicky Driedger Councillor  
John W. Driedger Councillor  
Eric Jorgensen Councillor  
Lisa Wardley Councillor (via teleconference)
- REGRETS:** Odell Flett Councillor
- ABSENT:** Walter Sarapuk Deputy Reeve
- ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
John Klassen Director of Environmental Services &  
Operations  
Ron Pelensky Director of Community Services & Operations  
Byron Peters Director of Planning and Development  
Carol Gabriel Manager of Legislative & Support Services
- ALSO PRESENT:** Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on May 7, 2013 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:13 a.m.

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

**MOTION 13-05-302 MOVED** by Councillor D. Driedger

That the agenda be approved with the following additions.

- 11. d) Subdivision/Development Permits
- 12. e) Flooding

\_\_\_\_\_  
\_\_\_\_\_



**CARRIED**

Councillor Jorgensen joined the meeting at 10:15 a.m.

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the April 24, 2013 Regular Council Meeting**

**MOTION 13-05-303**

**MOVED** by Councillor Wardley

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

**CARRIED**

**GENERAL REPORTS:**

**5. a) CAO Report**

**MOTION 13-05-304**

**MOVED** by Councillor Derksen

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

**CARRIED**

**PUBLIC HEARINGS:**

**7. a) None**

**COMMUNITY  
SERVICES:**

**8. a) Appointment of La Crete Deputy Fire Chief**

**MOTION 13-05-305**

**MOVED** by Councillor Braun

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

**CARRIED**

**8. b) Support for La Crete Jubilee Park Committee**

**MOTION 13-05-306**

**MOVED** by Councillor Braun

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

**CARRIED**

**MOTION 13-05-307**

**MOVED** by Councillor D. Driedger

Requires 2/3

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

**CARRIED**

**MOTION 13-05-308**

**MOVED** by Councillor Jorgensen

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

**CARRIED**

**ENVIRONMENTAL  
SERVICES:**

**9. a) 50<sup>th</sup> Street Water & Sewer Project (Fort Vermilion)**

**MOTION 13-05-309**

**MOVED** by Councillor Wardley

That administration prepares a local improvement bylaw to recover 30% of the costs for the 43<sup>rd</sup> Avenue water and sewer relocation and upgrade in the Hamlet of Fort Vermilion.

**CARRIED**

**MOTION 13-05-310**

**MOVED** by Councillor Braun

That administration prepares a connection fee bylaw to recover 100% of the costs for the 50<sup>th</sup> street water line extension portion in the Hamlet of Fort Vermilion.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:11 a.m. and reconvened the meeting at 11:32 a.m.

**12. e) Flooding (ADDITION)**

**MOTION 13-05-311**

**MOVED** by Councillor Derksen

That Mackenzie County submit an application to the Disaster Recovery Program as a result of overland flooding.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:10 p.m. and reconvened the meeting at 12:55 p.m.

**9. b) Raw Water Truck Fill (Fort Vermilion)**

**MOTION 13-05-312**

**MOVED** by Councillor Bateman

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

**CARRIED**

**DELEGATIONS:**

**4. a) Jason Cathcart, Land-Use Policy Manager**

Presentation by Jason Cathcart and Karen Raven from Alberta Agriculture & Rural Development, regarding the Policy Approach to Fragmentation and Conversion of Agricultural Land.

Reeve Neufeld recessed the meeting at 2:26 p.m. and reconvened the meeting at 2:39 p.m.

**MOTION 13-05-313**

**MOVED** by Councillor Derksen

That the Hamlet of Zama Sanitary Sewer Main Extensions Water and Sewer Services tender be added to the agenda.

**CARRIED UNANIMOUSLY**

**TENDERS:**

**6. a) Hamlet of Zama Sanitary Sewer Main Extensions Water & Sewer Services**

**MOTION 13-05-314**

**MOVED** by Councillor D. Driedger

That the tenders be opened for the Hamlet of Zama Sanitary Sewer Main Extensions Water and Sewer Services project.

**CARRIED**

Tenders Received:

Good Brothers Construction	\$106,370.00
Northern Road Builders	\$ 82,357.00

NWT Ltd. o/a Rowe's Construction \$206,299.95

**MOTION 13-05-315**

**MOVED** by Councillor J. Driedger

That the Hamlet of Zama Sanitary Sewer Main Extensions Water and Sewer Services be awarded to the lowest qualifying tender pending engineering review.

**CARRIED UNANIMOUSLY**

**OPERATIONS:**

**10. a) County Applied Dust Control**

**MOTION 13-05-316**

**MOVED** by Councillor Wardley

That the 2013 dust control maps be approved as amended.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) Airport Development**

**MOTION 13-05-317**

**MOVED** by Councillor Braun

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

**CARRIED**

**11. b) Development Permit Application 86-DP-13  
Hanger at the La Crete Airport (Plan 122 2189,  
Area A, Lot 8) (La Crete Rural)**

**MOTION 13-05-318**

**MOVED** by Councillor Bateman

That Development Permit 86-DP-13 on Part of SW 1-106-15-W5M in the name of 1738051 Alberta Ltd. be received for information.

**CARRIED**

**11. c) Development Permits for Structure Removal**

**MOTION 13-05-319**

**MOVED** by Councillor Wardley

That administration bring back a proposed Land Use Bylaw amendment for structure removals within Hamlets.

**CARRIED**

**11. d) Subdivision/Development Permits (ADDITION)**

**MOTION 13-05-320**

**MOVED** by Councillor J. Driedger

That administration research options for identifying flood areas for subdivision approvals in rural areas.

**CARRIED**

Reeve Neufeld recessed the meeting at 3:22 p.m. and reconvened the meeting at 3:35 p.m.

**CORPORATE  
SERVICES:**

**12. a) Bylaw 901-13 – Local Improvement Tax for (A) Curb, Gutter and Sidewalk on 101 Street and 103 Avenue, and (B) Standalone Sidewalk on 101 Street from 103 Avenue to 105 Avenue in the Hamlet of La Crete**

**MOTION 13-05-321**  
Requires 2/3

**MOVED** by Councillor Wardley

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

**CARRIED**

**12. b) Bylaw 902-13 – Local Improvement Tax for Curb, Gutter and Sidewalk on 48 Avenue–52 Street to 53 Street, and 53 Street–48 Avenue to River Road in the Hamlet of Fort Vermilion**

**MOTION 13-05-322**

Requires 2/3

**MOVED** by Councillor Braun

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

**CARRIED**

**12. c) Allocation to General Capital Reserve**

**MOTION 13-05-323**

Requires 2/3

**MOVED** by Councillor Jorgensen

That the additional 2013 municipal levy of \$247,384, resulting from Council Motion 13-04-265, be allocated to the Roads Repair and Maintenance Operating Budget.

**CARRIED**

**12. d) Land Sale by Public Auction**

**MOTION 13-05-324**

**MOVED** by Councillor Wardley

That the reserve bid be set for property offered for sale at the market value as:

Roll	Legal	Zone	Ward	Outstanding Taxes	Market Value
081648	9624275.4,29	HG1	10	\$27,671.46	\$13,370

**CARRIED**

**MOTION 13-05-325**

**MOVED** by Councillor Braun

That August 26, 2013 be set as the auction date for the property under Roll 081648, Legal 9624275.4,29, to be held in the Council Chambers at 4511 – 46 Ave, Fort Vermilion, Alberta at 1:00 p.m.

**CARRIED**

**ADMINISTRATION: 13. a) Bylaw 891-13 Elections Bylaw**

**MOTION 13-05-326** **MOVED** by Councillor Bateman

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

**CARRIED**

**MOTION 13-05-327** **MOVED** by Councillor Braun

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

**CARRIED**

**13. b) Policy ADM052 Electronic Access and Acceptable Use Policy**

**MOTION 13-05-328** **MOVED** by Councillor Derksen

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

**CARRIED**

**MOTION 13-05-329** **MOVED** by Councillor Bateman

That Policy ADM031 PC Purchase for Council Members be rescinded.

**CARRIED**

**MOTION 13-05-330** **MOVED** by Councillor Wardley

That the Standard Operating Procedure for Cell Phones be rescinded.

**CARRIED**

**13. c) Reserve Land**

**MOTION 13-05-331** **MOVED** by Councillor Wardley

That the County's Subdivision Authority be advised that, for future farm residential subdivision applications, a Crown land

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portion be taken into consideration as a titled parcel for the purpose of municipal reserve requirement.

**CARRIED**

**MOTION 13-05-332**      **MOVED** by Councillor J. Driedger

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

**CARRIED**

**13. d) Strategic Priorities Chart – April 2013 Update**

**MOTION 13-05-333**      **MOVED** by Councillor Braun

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

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 13-05-334**      **MOVED** by Councillor Braun

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

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 13-05-335**      **MOVED** by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:24 p.m.

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

**CARRIED**

**MOTION 13-05-336**      **MOVED** by Councillor J. Driedger

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That Council move out of camera at 5:17 p.m.

**CARRIED**

**15. a) Legal – Seniors Housing**

**MOTION 13-05-337**

**MOVED** by Councillor Derksen

That the seniors housing update be received for information.

**CARRIED**

**15. a) Legal – Regional Collaborative Governance**

**MOTION 13-05-338**

**MOVED** by Councillor Braun

That the regional collaborative governance be deferred to 10:00 a.m. on Wednesday, May 8, 2013.

**CARRIED**

**15. a) Legal – Regional Service Sharing Agreement**

**MOTION 13-05-339**

**MOVED** by Councillor J. Driedger

That the letter to the Town of High Level regarding the regional service sharing agreement be sent as amended.

**CARRIED**

**15. b) Labour – CAO Evaluation**

**MOTION 13-05-340**

**MOVED** by Councillor Braun

That the CAO evaluation be deferred to the next meeting.

**CARRIED**

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

**MOTION 13-05-341**

**MOVED** by Councillor Bateman

That the Treeosco Inc. (Mustus Energy) update be received for information.

**CARRIED**

**MOTION 13-05-342**

**MOVED** by Councillor D. Driedger

That the council meeting be recessed at 5:22 p.m. and reconvene at 10:00 a.m. on Wednesday, May 8, 2013.

**CARRIED**

Reeve Neufeld reconvened the meeting at 10:05 a.m. on Wednesday, May 8, 2013.

**PRESENT:**

Bill Neufeld	Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor (arrived at 10:06 a.m.)
Eric Jorgensen	Councillor (arrived at 10:09 a.m.)
Lisa Wardley	Councillor (via teleconference)

**REGRETS:**

Walter Sarapuk	Deputy Reeve
Odell Flett	Councillor

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
John Klassen	Director of Environmental Services & Operations
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning and Development
Carol Gabriel	Manager of Legislative & Support Services

**ALSO PRESENT:**

**IN CAMERA SESSION:**

**MOTION 13-05-343**

**MOVED** by Councillor Braun

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 10:05 a.m.  
15. a) Legal

**CARRIED**

Councillor J. Driedger arrived at 10:06 a.m.

Councillor Jorgensen arrived at 10:09 a.m.

**MOTION 13-05-344**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 11:48 a.m.

**CARRIED**

**15. a) Legal – Regional Collaborative Governance**

**MOTION 13-05-345**

**MOVED** by Councillor Bateman

That the Tri-Council and CAO Secretariat Governance Protocol be approved and that the proposed cosmetic amendments be communicated to all parties.

**CARRIED**

**MOTION 13-05-346**

**MOVED** by Councillor Bateman

That Mackenzie County Council initiate a meeting with the Town of Rainbow Lake to discuss service sharing, and that administration work with the Town of Rainbow Lake to develop an agreement pertaining to the sharing of equipment and employees for general service provision.

**CARRIED UNANIMOUSLY**

**NEXT MEETING  
DATE:**

**16. a)** Regular Council Meeting  
Tuesday, May 28, 2013  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**17. a) Adjournment**

**MOTION 13-05-347**

**MOVED** by Councillor Bateman

That the council meeting be adjourned at 11:52 a.m.

**CARRIED**

These minutes will be presented to Council for approval on May 28, 2013.

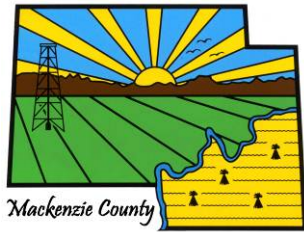
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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes – April 18 &amp; May 2, 2013</b>

### **BACKGROUND / PROPOSAL:**

Information Item. The adopted minutes of the April 18 & May 2, 2013 meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of April 18 & May 2, 2013 be received for information.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, April 18, 2013 @ 10:00 a.m.**

**PRESENT**

Jack Eccles	Chair, MPC Member
Wally Schroeder	Vice-Chair, MPC Member (Via Teleconferencing)
Jacque Bateman	Councilor, MPC Member
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member

**ADMINISTRATION**

Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Daljit Pannu	Development Officer
Tamara Friesen	Administrative Assistant

**1. CALL TO ORDER**

Jack Eccles called the meeting to order at 10:03 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 13-55**      **MOVED** by Elmer Derksen

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MOTION 13-56**      **MOVED** by Wally Schroeder

That the minutes of the March 28, 2013 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

There was no business arising from previous minutes.

**4. DEVELOPMENT PERMIT**

**a) Development Permit Application 23-DP-13**

**Henry Driedger (Ancillary Building (Cold Storage) with  
Height Variance in "RC3) (La Crete)  
Plan 062 7138, Block 03, Lot 05**

**MOTION 13-57      MOVED by Wally Schroeder**

That Development Permit 23-DP-13 on Plan 062 7138, Block 03, Lot 05 in the name of Henry Driedger be APPROVED with the following conditions:

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

1. A six feet (6') height **variance** for the Cold Storage is hereby granted. The maximum height of the Cold Storage building shall be 21 feet from grade to peak.
2. **Minimum building setbacks: 15.2 meters (50 feet) front yard; 15.2 meters (50 feet) rear yard; 7.62 meters (25 feet) from side yards, from the property lines.**
3. The maximum area of the Cold Storage shall be 223 square meters (2,400 square feet).
4. **This Cold Storage building is approved for personal purposes only and no commercial activity is permitted in this building. Should you require the shop for an Owner/Operator Business then a Business License is required.**
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *"One parking space, including the driveway area, shall occupy a minimum of 300 square feet."*

7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
8. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
9. **No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.**
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- b) Development Permit Application 63-DP-13  
John Peters; (Owner/Operator Business 1 (Shop) with  
Height Variance in "RC3" (La Crete)  
Plan 882 1687, Block 08, Lot 13**

**MOTION 13-58**      **MOVED** by Jacquie Bateman

That Development Permit 63-DP-13 on Plan 042 3012, Block 01, Lot 32 in the name of John Peters 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. A four feet (4') height **variance** for the Shop is hereby granted. The maximum height of the Shop shall be 24 feet from grade to peak.
2. **Minimum shop setbacks: 15.2 meters (50 feet) front yard; 7.62 meters (25 feet) rear yard; 7.62 meters (25 feet) from side yards, from the property lines.**



3. The maximum area of the shop shall be 223 square meters (2,400 square feet).
4. **This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should you require the shop for an Owner/Operator Business then a Business License is required.**
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy a minimum of 300 square feet.”*
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
8. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
9. **No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.**
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) **Development Permit Application 66-DP-13  
Sommerfeld Mennonite Church; (Public Use (Sunday School Building in “A” (La Crete)  
Plan 762 0383, Block 15, Lot 03**

**MOTION 13-59      MOVED** by Jacquie Bateman

That Development Permit 66-DP-13 on Plan 952 5112, Block 01, Lot 01 in the name of Sommerfeld Mennonite Church be APPROVED with the following conditions:

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

1. Minimum building setbacks:
  - 41.14 meters (135 feet), from all Road Right of Way's, and
  - 15.2 meters (50 feet), from all other property lines, or **setback requirements from Alberta Transportation.**
2. **An Approved Roadside Development Permit is required from Alberta Transportation. All conditions and requirements by Alberta Transportation shall be met to their specifications and standards prior to commencement of development. (Contact Alberta Transportation at 1-780-624-6280).**
3. **The existing Sunday School Building shall be removed from the property after occupancy of the new Public Use (Sunday School) Building.**
4. PRIOR to installation of a new access or changing location of existing access, contact Alberta Transportation at 780-624-6280. Access to be constructed to Alberta Transportation standards at the expense of the developer.
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
6. **The Public Use (Sunday School Building) shall meet all Alberta Safety Codes requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.**
7. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3275.**
8. **Comply with applicable legislation under the School Boards and obtain the appropriate approvals prior to commencement of development.**
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

10. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
11. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- d) Development Permit Application 66-DP-13  
George P. Peters; (Sign in "HC2" (La Crete)  
Plan 022 7583, Block 15, Lot 14**

**MOTION 13-60**      **MOVED** by Beth Kappelar

That 66-DP-13 be received for Information.

**CARRIED**

**5.      SUBDIVISION**

- a) Subdivision Application 04-SUB-13  
Part of NW 13-105-15-W5M; La Crete Rural  
Henry & Linda Knelsen**

**MOTION 13-61**      **MOVED** by Elmer Derksen

Revise Subdivision application and remove condition 2d.

**CARRIED**

- b) Subdivision Application 08-SUB-13  
SW 27-106-15-W5M; La Crete Rural  
John Krahn**

**MOTION 13-62      MOVED** by Elmer Derksen

That Subdivision Application 08-SUB-13 in the name of John Krahn on SW 27-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 12.55 acres (5.08 hectares) in size.
2. Applicant/developer shall enter into a Development 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 Systems Standard of Practice 2009.
  - d) **The existing Pumpout system shall be relocated to the location indicated on the tentative plan drafted by Barlow Surveying, in order to meet the current Alberta Private Sewage Systems Standard of Practice 2009 setback regulations. Proof (Receipt of payment for work completed) of the relocation shall be submitted to Mackenzie County prior to the subdivision being Resisted at Alberta Land Titles.**
  - e) **Provision of a storm water management plan. Contact Planning and Development staff 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 \$3187.25 per acre. Municipal reserve is charged at 10%, which is \$318.72 per subdivided acre. 12.55 acres times \$318.72 equals **\$3999.00**.
  - 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 ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

**c) Subdivision Application 09-SUB-13  
NE 24-107-14-W5M; Fort Vermilion Rural  
Corny & Sarah Martens**

**MOTION 13-63      MOVED** by Wally Schroeder

That Subdivision Application 09-SUB-13 in the name of Corny & Sarah Martens on SW 27-106-15-W5M be APPROVED 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 Development 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. Prior to the subdivision being registered at Alberta Land Titles.**
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**6. MISCELLANEOUS ITEMS**

**a) First Quarter Council DP Statistics**

The First Quarter Council DP Statistics was reviewed.

**b) Action List**

The Action List of April 18, 2013 was reviewed.

**8. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ May 2, 2013 at 10:00 a.m. in La Crete
- ❖ May 16, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ June 6, 2013 at 10:00 a.m. in La Crete
- ❖ June 20, 2013 at 10:00 a.m. in Fort Vermilion

**9. ADJOURNMENT**

**MOTION 13-64      MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:40 a.m.

**CARRIED**

These minutes were adopted this 2<sup>nd</sup> day of May, 2013.

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Jack Eccles, Chair

**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, May 02, 2013 @ 10:00 a.m.**

**PRESENT**

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

**ADMINISTRATION**

Joulia Whittleton	Chief Administrative Officer
Byron Peters	Director of Planning & Development
Liane Lambert	Planner
Daljrit Pannu	Development Officer

**1. CALL TO ORDER**

Jack Eccles called the meeting to order at 10:03 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 13-65**      **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MOTION 13-66**      **MOVED** by Wally Schroeder

That the minutes of the April 18, 2013 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

**MOTION 13-67**      **MOVED** by Elmer Derksen

That Motion 13-61 be deferred to Council before issuing a final decision to the applicant.

**CARRIED**

**MOTION 13-68**      **MOVED** by Wally Schroeder

That Motion 13-61 be rescinded.

**CARRIED**

**MOTION 13-69**      **MOVED** by Elmer Derksen

That Motion 13-67 be changed to refer the Motion 13-61 to Council for clarification.

**CARRIED**

**4. DEVELOPMENT PERMIT**

**a) Development Permit Application 67-DP-13  
Issac Unrau (Old Colony Church); Public Use (Church-  
Addition) with Setback Variance in "A" (La Crete)  
Plan 862 1301, Lot 01 (SE 15-104-17-W5M)**

**MOTION 13-70**      **MOVED** by Beth Kappelar

That Development Permit 67-DP-13 on Plan 862 1301, Lot 01 in the name of Issac Unrau (Old Colony Church) 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. A **Variance** for north side setback as outlined in the condition 2 is hereby granted.
2. Minimum building setbacks:
  - a) 41.14 meters (135 feet), from all Road Right of Way's,
  - b) 15.2 meters (50 feet), from west and south property lines,  
and
  - c) **7.62 meters (25 feet), from north side property line.**



3. The architecture, construction materials and appearance of the Church Addition and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
5. The Church Addition shall meet all Alberta Safety Codes requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
7. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- b) Development Permit Application 80-DP-13  
James Wieler; (Dwelling-Single Family with Garage-  
Attached and Setback Variance in "A") (La Crete)  
Plan 132 1278, Block 01; Lot 01 (SW 13-108-14-W5M)**

**MOTION 13-71      MOVED by Elmer Derksen**

That Development Permit 80-DP-13 on Plan 132 1278, Block 01, Lot 1 in the name of James Wieler 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. A 27 foot **Variance** for Dwelling setback from the west road allowance (Rge Road 140) as outlined in the condition 2 is hereby granted.
2. Minimum building setbacks are:
  - a) 41.14 meters (135 feet), from south Road Right of Way (Twp 1082)
  - b) **32.92 meters (108 feet), from the West Road Right of Way (Rge Road 140)**
  - c) 15.2 meters (50 feet) from all other property lines.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
4. **The existing Mobile Home shall be removed from the property after occupancy of the new dwelling (Dwelling - Single Family with Garage - Attached).**
5. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
6. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing the location of an existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) Development Permit Application 41-DP-13  
Select Developments Inc.; (Dwelling-Single Family with  
Garage-Attached and Location Variance in “HR1A”  
(La Crete)  
Plan 102 6365, Block 38; Lot 18**

**MOTION 13-72      MOVED** by Wally Schroeder

That Development Permit 41-DP-13 on Plan 102 6365, Block 38, Lot 18 in the name of Select Developments Inc. 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. **A variance shall be granted; the Attached Garage on the Single Family Dwelling shall be situated on the west side of the lot facing 95<sup>th</sup> Avenue.**
2. **A setback variance shall be granted; up to 25%, 18.75 feet, for the Attached Garage on the Single Family Dwelling.**
3. Minimum building setbacks:
  - a. Front vestibule shall be a minimum of 25 feet (7.6 meters) in the front yard (north) facing 95<sup>th</sup> Avenue, the Dwelling may be placed a few feet back in order to meet the setback variance on the curved portion of the lot.
  - b. **A setback of 18.75 feet (25%) is allowed on the west side of the lot starting at the front property curvature. (As Shown on the attached drawing #3)**
  - c. 5 feet (1.52 meters) side yards (south & north)
  - d. 5 feet (1.5 meters) rear yard, (west) from the property lines.
4. **Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of**

**the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**

5. 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.
6. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned the following address to the noted property **10725-95 Avenue**. You are required to display the address (**10725**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. 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.”*
9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developer’s expense.
10. **No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.**
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

5. **SUBDIVISION**

- a) **Subdivision Application 10-SUB-13  
NE 04-107-14-W5M; La Crete Rural**

**William & Margaret Thiessen**

**MOTION 13-73      MOVED** by Jacquie Bateman

That Subdivision Application 10-SUB-13 in the name of William & Margaret Thiessen on NE 04-107-14-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10+ acres (4.04 hectares) (as close as possible to meet setback requirements) in size.
2. Applicant/developer shall enter into a Development 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 lands in accordance with Mackenzie County standards at the developer's expense.
  - c) **The existing pumpout sewer system shall be removed and replaced with a sewage disposals system that conforms to and fits the setback requirements of the Alberta Private Sewage Systems Standard of Practice 2009.**
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

**b) Subdivision Application 25-SUB-11  
SE 04-110-18-W5M; Time Extension, High Level Rural  
Bert & Val Boese**

**MOTION 13-74**      **MOVED** by Beth Kappelar

That a Time Extension be GRANTED to Subdivision Application 25-SUB-11 in the name of Bert & Val Boese, on SE 4-110-18-W5M. The Time Extension will expire on May 2, 2014.

**CARRIED**

**c) Subdivision Application 06-SUB-13  
NW 08-105-14-W5M; La Crete Rural  
William & Christina Reimer**

**MOTION 13-75**      **MOVED** by Elmer Derksen

That Subdivision Application 06-SUB-13 in the name of William & Christina Reimer on NW 08-105-14-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 11.79 acres (4.77 hectares) in size.
2. Applicant/developer shall enter into a Development 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 Systems Standard of Practice 2009.
  - d) **The existing Pumpout system shall be relocated to the location indicated on the tentative plan drafted by Barlow Surveying, in order to meet the current Alberta Private Sewage Systems Standard of Practice 2009 setback regulations. Proof (Receipt of payment for work completed) of the relocation shall be submitted to Mackenzie County prior to the subdivision being Resisted at Alberta Land Titles.**

- e) **Provision of a storm water management plan. Contact Planning and Development staff 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 \$2,544.52 per acre. Municipal reserve is charged at 10%, which is \$254.45 per subdivided acre. **11.79 acres times \$245.45 equals \$2,999.96.**
- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
- h) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

Joulia Whittleton left the meeting at 10:45 a.m.

- d) **Subdivision Application 07-SUB-13  
SW 02-106-14-W5M; La Crete Rural  
Issac Dyck**

**MOTION 13-76**

**MOVED** by Jacquie Bateman

That Subdivision Application 07-SUB-13 in the name of Issac Dyck on NW 2-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 5.88 acres (2.38 hectares) in size.

2. Applicant/developer shall enter into a Development 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 lands in accordance with Mackenzie County standards at the developer's expense.
  - c) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - d) 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 \$3,401.36 per acre. Municipal reserve is charged at 10%, which is \$340.14 per subdivided acre. **5.88 acres times \$340.14 equals \$2,000.00**
  - e) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
  - f) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - 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 ATCO Electric, Telus and Northern Lights Gas and others.
  - i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- e) **Subdivision Application 18-SUB-12  
Plan 902 9717; Block 01; Lot 01 (SE 1-106-15-W5M)  
Time Extension**



**Wilhelm & Gertrude Schmidt**

**MOTION 13-77**      **MOVED** by Jacquie Bateman

That a Time Extension be GRANTED to Subdivision Application 18-SUB-12 in the name of Wilham & Gertrude Schmidt, on Plan 902 3717, Block 1, Lot 1 (SE 1-106-15-W5M). The Time Extension will expire on May 2, 2014.

**CARRIED**

**6.      MISCELLANEOUS ITEMS**

**a) Land Use Framework**

**MOTION 13-78**      **MOVED** by Beth Kappelar

That the Land Use Framework be received for the information.

**CARRIED**

**b) Action List**

**MOTION 13-79**      **MOVED** by Elmer Derksen

That Action List of May 2, 2013 be received for the information.

**CARRIED**

**8.      NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ May 16, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ June 6, 2013 at 10:00 a.m. in La Crete
- ❖ June 20, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ July 11, 2013 at 10:00 a.m. in La Crete
- ❖ July 25, 2013 at 10:00 a.m. in Fort Vermilion

**9.      ADJOURNMENT**

**MOTION 13-80**      **MOVED** by Wally Schroeder

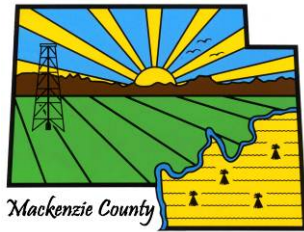
That the Municipal Planning Commission Meeting be adjourned at 11:00 a.m.

**CARRIED**

These minutes were adopted this 16<sup>th</sup> day of May, 2013.

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Jack Eccles, Chair



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 890-13 Land Use Bylaw Amendment (Original Titled Property)</b>

**BACKGROUND / PROPOSAL:**

At the March 27<sup>th</sup> Council Meeting, the following motion was made:

That administration drafts a Land Use Bylaw amendment for the Agricultural Zone as follows:

- Original parcels 81-160 acres be allowed 3 titles (2 parcels out – 10 acres each with exceptions)
- Original parcels of 80 acres or less be allowed 2 titles (1 parcel out – 10 acres with exceptions)
- Commercial/Industrial subdivisions out of an Agricultural Zone will be required to provide an Area Structure Plan for the entire original titled parcel and will be discretionary

On April 9, 2013 first reading was given to Bylaw 890-13 with amendments. These amendments are highlighted in yellow.

Following procedures, this draft Bylaw was presented to both the Inter-Municipal Planning Commission (IMPC) and the Municipal Planning Commission (MPC) for recommendations. Recommended amendments are highlighted in red.

Bylaw 890-13 was reviewed by the IMPC on April 23, 2013 who made the following motion making additional amendments:

**MOTION 23-04-006**

**MOVED** by Walter Sarapuk

That the Inter-Municipal Planning Commission (IMPC) recommends to Council for APPROVAL of Bylaw 890-13, being a Land Use Bylaw amendment to amend the County

**Author:** B. Peters      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

Land Use Bylaw (791-10) with amendments, subject to public input.

The amendments are, to remove the definition of "Original Title" completely and only keep part 2, the "density" portion of the bylaw.

- ~~1. That the Mackenzie County Land Use Bylaw Section 3.3, Definitions be amended to add:~~

~~"ORIGINAL TITLED PROPERTY" means a parcel that has been conveyed from Crown Land to Freehold Land, which may be a quarter section, river lot, or a portion of a quarter section. Where only a portion of the quarter section has been conveyed from Crown Land to Freehold Land, and the balance of the quarter section remained property of the Crown at the time of Conveyance, creating a parcel of less than 160 acres for which a Freehold Land title was issued and registered with the Province, the portion of the quarter section for which a Freehold Land title was issued is deemed the ORIGINAL TITLED PROPERTY.~~

2. That the Mackenzie County Land Use Bylaw Section 8.1 C, AGRICULTURAL "A" be amended to read as follows:

**(a) Density (maximum):**

- i) **RESIDENTIAL AGRICULTURAL SUBDIVISIONS:**

The following standards shall apply to the number of parcels per ~~ORIGINAL TITLED~~ PROPERTY:

~~ORIGINAL TITLED~~ PROPERTIES 19.1 – 38.2 ha (81-160 acres) **or more** shall be allowed 3 titles (2 parcels subdivided out)

~~ORIGINAL TITLED~~ PROPERTIES of **less than** 19.1 ha (80.9 acres) **or less** shall be allowed 2 titles (1 parcel subdivided out)

- ii) All other uses: **At the discretion of the Development Authority, and be All other uses require rezoning and must and required to** submit an Area Structure Plan for the entire ~~ORIGINAL TITLED~~ PROPERTY

The amended recommendations were reviewed by the MPC on May 16, 2013 and supported the motion made by the IMPC.

**OPTIONS & BENEFITS:**

Author: L. Lambert Reviewed by: CAO

To provide clarity for the public and the planning department regarding Section 8.1 C, AGRICULTURAL “A”

**COSTS & SOURCE OF FUNDING:**

Costs will be minimal (advertising), and will be borne by the planning department’s operating budget.

**COMMUNICATION:**

County Image, Planning staff to communicate all changes clearly with potential developers when they apply for subdivisions.

**RECOMMENDED ACTION:**

That Administration proceeds with the Public Hearing for Bylaw 890-13, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10) Section 8.1 C AGRICULTURAL “A” with the recommended amendments from the Inter-municipal Planning Commission and the Municipal Planning Commission.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 890-13**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

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

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding ORIGINAL TITLED PROPERTY to the Definitions and revising the Agricultural District to provide clarification.

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

1. ~~That the Mackenzie County Land Use Bylaw Section 3.3, Definitions be amended to add:~~

~~"ORIGINAL TITLED PROPERTY" means a parcel that has been conveyed from Crown Land to Freehold Land, which may be a quarter section, river lot, or a portion of a quarter section. Where only a portion of the quarter section has been conveyed from Crown Land to Freehold Land, and the balance of the quarter section remained property of the Crown at the time of Conveyance, creating a parcel of less than 160 acres for which a Freehold Land title was issued and registered with the Province, the portion of the quarter section for which a Freehold Land title was issued is deemed the ORIGINAL TITLED PROPERTY.~~

2. That the Mackenzie County Land Use Bylaw Section 8.1 C, AGRICULTURAL "A" be amended to read as follows:

(a) **Density (maximum):**

i) **RESIDENTIAL AGRICULTURAL SUBDIVISIONS:**

The following standards shall apply to the number of parcels per ~~ORIGINAL TITLED~~ PROPERTY:

~~ORIGINAL TITLED~~ PROPERTIES 19.1 – 38.2 ha (81-160 acres) or more shall be allowed 3 titles (2 parcels subdivided out)

~~ORIGINAL TITLED~~ PROPERTIES of ~~less than~~ 19.1  
ha (80.9 acres) ~~or less~~ shall be allowed 2 titles (1  
parcel subdivided out)

- ii) All other uses: ~~At the discretion of the Development Authority, and  
be~~ **All other uses require rezoning and must and  
required to** submit an Area Structure Plan for the  
entire ~~ORIGINAL TITLED~~ PROPERTY

READ a first time this 9<sup>th</sup> day of April, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

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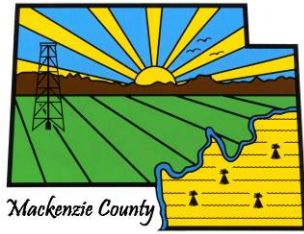
Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 905-13 Amending Bylaw 884-13 being a Plan Cancellation for Consolidation Purposes Plan 922 1976, Block 1, Lot 1 (Pt. of SW 22-107-13-W5M) (Fort Vermilion Rural)</b>

### **BACKGROUND / PROPOSAL:**

Bylaw 884-13, being a Subdivision Plan Cancellation application to cancel Plan 922 1976, Block 1, Lot 1 (Pt. of SW 22-107-13-W5M) for the purpose of consolidation back into the quarter section from which it was taken, was approved at the February 23, 2013 Council meeting.

Prior to submitting the Bylaw to Land Title for registration, it was noted that a mix up of the Plan numbering on the front page of the bylaw had been made. Two numbers were reversed. Prior to sending this Bylaw to Land Titles the Plan numbers must be corrected.

Being that this is a small typo, it does not change the intent of the Bylaw. Bylaw 884-13 was advertised with the correct legal description for the required time period, therefore it does not need to be re-advertised.

### **OPTIONS & BENEFITS:**

Without the amendment to Bylaw 884-13, Alberta Land Titles will not accept the Plan Cancellation Bylaw.

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

N/A

**Author:** L. Lambert      **Reviewed by:** \_\_\_\_\_ **CAO** J. Roy Brideau

**RECOMMENDED ACTION:**

**MOTION 1:** *(requires 2/3)*

That first reading be given to Bylaw 905-13, being an amendment to Bylaw 884-13  
Legal description.

**MOTION 2:** *(requires 2/3)*

That second reading be given to Bylaw 905-13, being an amendment to Bylaw 884-13  
legal description.

**MOTION 3:** *(requires unanimous)*

That consideration be given to proceed to third reading of Bylaw 905-13, being an  
amendment to Bylaw 884-13 legal description.

**MOTION 4:** *(requires 2/3)*

That third reading be given to Bylaw 905-13, being an amendment to Bylaw 884-13  
legal description.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO J. Roy Brideau

**BYLAW NO. 905-13**

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

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

**WHEREAS**, Council of Mackenzie County passed all three readings of Bylaw 884-13 thereby cancelling Subdivision Plan 922 1976, Block 1, Lot 1 for the purpose reverting it to quarter section status and consolidating it with Part of SE 18-110-18-W5M in accordance with the Municipal Government Act Revised Statutes of Alberta 2000, and

**WHEREAS**, Bylaw 884-13 requires a typo amendment to the plan description, and

**NOW THEREFORE**, BE IT RESOLVED THAT THE COUNCIL OF MACKENZIE COUNTY DOES HEREBY AMEND THE DESCRIPTION IN BYLAW 884-13 TO READ AS FOLLOWS:

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

1. That Subdivision Plan 922 1976, Block 1, Lot 1, as outlined in Schedule "A" hereto attached, is hereby cancelled in full and the lands shall revert back into SW 22-107-13-W5M, from which it was taken.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2013.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2013.

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

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Bill Neufeld  
Reeve

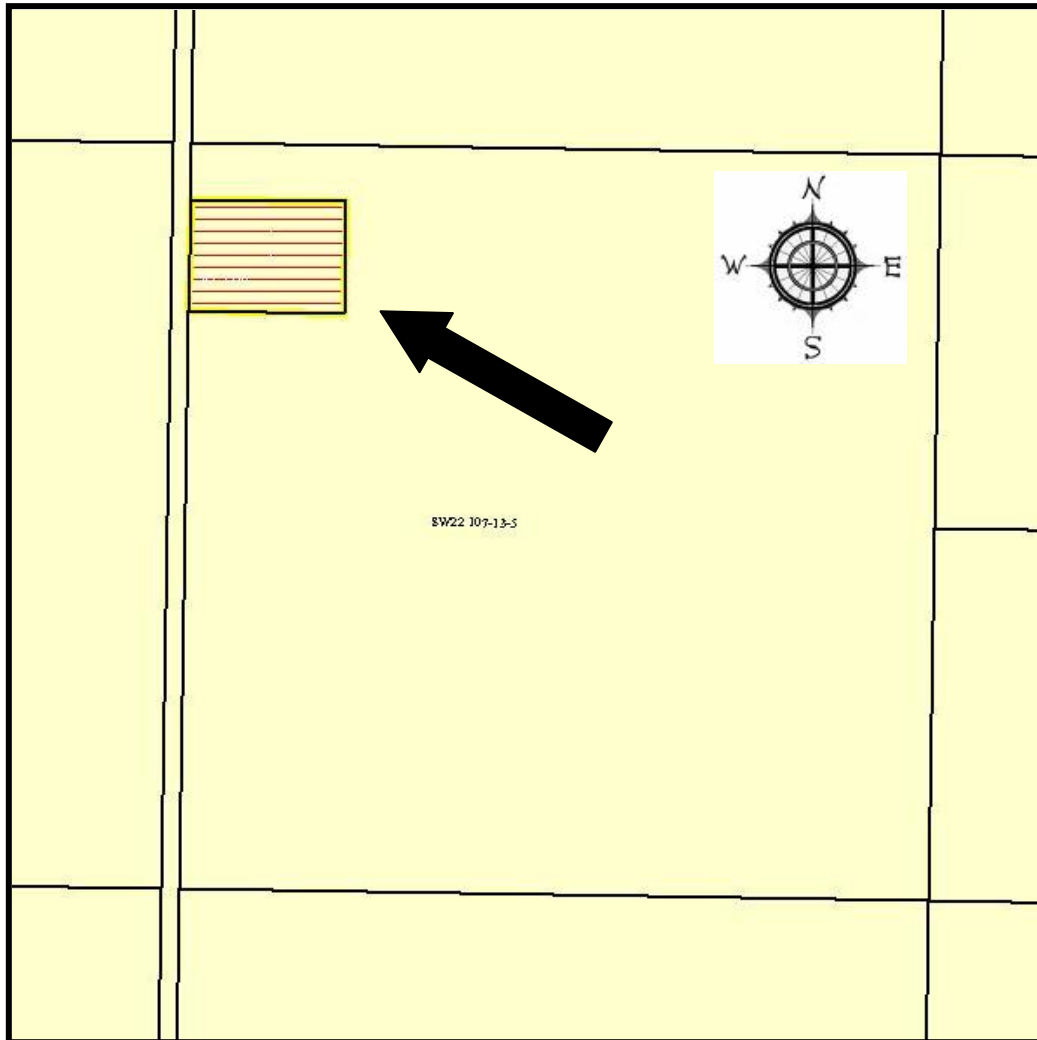
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Joulia Whittleton  
Chief Administrative Officer

**BYLAW NO. 905-13**

**SCHEDULE "A"**

1. That Subdivision Plan 922 1976, Block 1, Lot 1, located in Fort Vermilion Rural area, be cancelled in full and the lands shall revert back into SW 22-107-13-W5M from which it was taken.



**BYLAW NO. 884-13**

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

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

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2004, and

**WHEREAS**, Council of Mackenzie County has determined that a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

**WHEREAS**, Gerhard Goertzen and William Goertzen, being the registered owners of Plan 922 1976, Block 1, Lot 1, have requested that the subdivision lot be cancelled and consolidated back into SW 22-107-13-W5M, from which it was taken, and

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

1. That Subdivision Plan 922 1976, Block 1, Lot 1, as outlined in Schedule "A" hereto attached, is hereby cancelled in full and the lands shall revert back into SW 22-107-13-W5M, from which it was taken.

READ a first time this 12<sup>th</sup> day of February, 2013.

READ a second time this 27<sup>th</sup> day of March, 2013.

READ a third time and finally passed this 27<sup>th</sup> day of March, 2013.

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Bill Neufeld  
Reeve

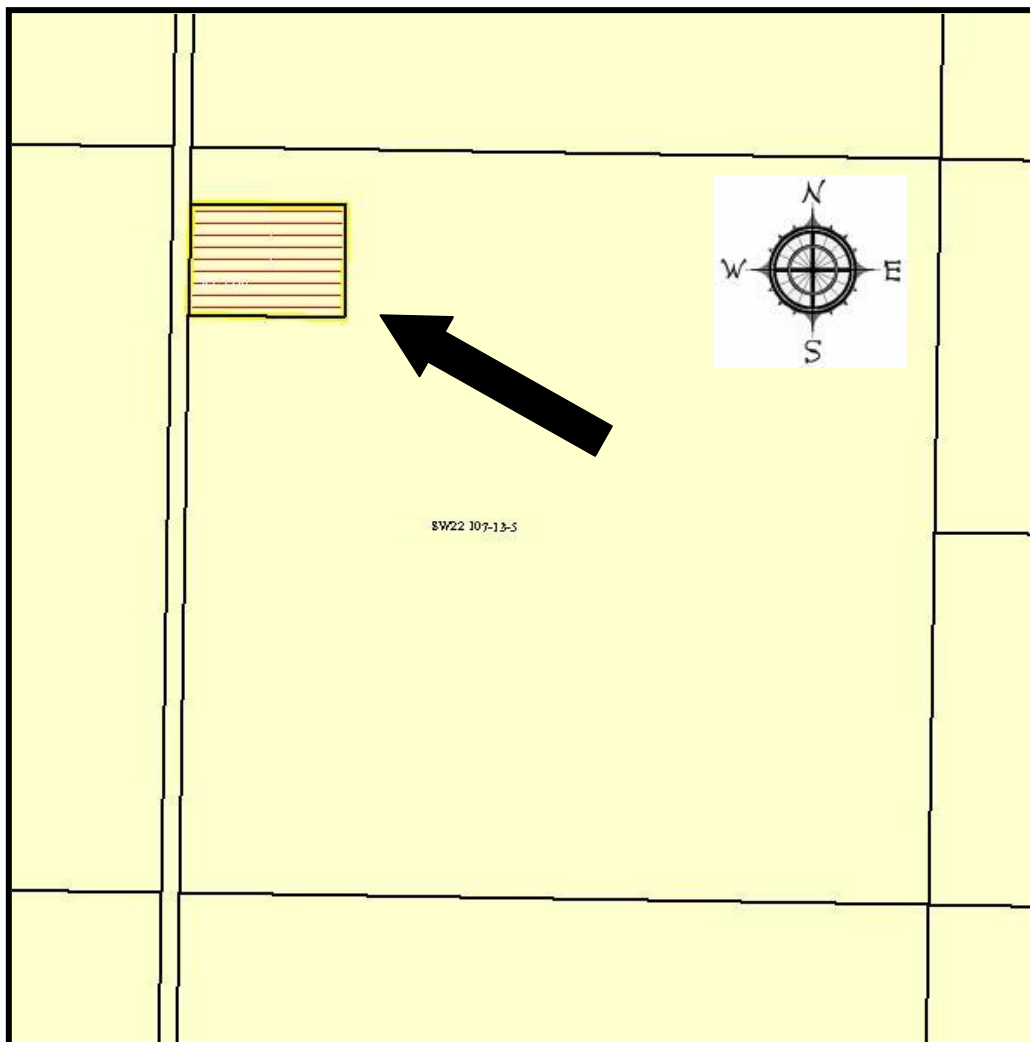
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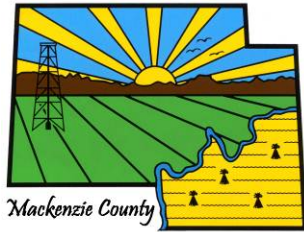
Joulia Whittleton  
Chief Administrative Officer

**BYLAW NO. 884-13**

**SCHEDULE "A"**

1. That Subdivision Plan 922 1976, Block 1, Lot 1, located in Fort Vermilion Rural area, be cancelled in full and the lands shall revert back into SW 22-107-13-W5M from which it was taken.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>106-DP-13 Colin Wolfe (Inter-Municipal Development Plan Area) (South Rural High Level)</b>

**BACKGROUND / PROPOSAL:**

A discretionary Development Permit application was received by the Planning Department that is within the proposed Industrial Area known as the Mackenzie Highway Area Structure Plan located along Highway 35. It is also within the Inter-municipal Planning Area. On January 15, 2013 Mackenzie County's Council made the following motion in conjunction with the revision of the Counties Area Structure Plans.

Motion 13-01-022 *That all development applications for the areas identified along Highway 88 Connector, along Highway 88 and along Highway 35, as identified in Motion 13-01-019, Motion 13-01-020, and Motion 13-01-021, be deferred to Council for decision until the Area Structure Plans are completed.*

The proposed business is south of the Town of High Level, east of the Footner Forest Products. Since this area is within the Inter-municipal Planning Area which is regulated by the Inter-municipal Planning Commission. This permit application was first presented to the IMPC for a recommendation Council.

On May 23, 2013 the IMPC reviewed the application, administration recommended the following motion:

*That Development Permit 106-DP-13 on Plan 012 2724, Block 1, Lot 7 (Part of SW 7-109-19-W5M) in the name of Colin Wolf be recommended to Mackenzie County's Council for approval with the following conditions:*

**Author:** L. Lambert, \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

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

1. **This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.**
2. All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and standards.
3. **This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
4. **The **Building/Shop** used for the Automotive Equipment and Vehicle Services Business shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. Provide adequate off road parking as follows: The minimum parking standards are one space per each full time employee. (One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
6. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
7. The sign shall be located a minimum of:
  - i. 200 meters (656 feet) from regulatory signs.
  - ii. 3.1 (10 feet) from the outer edge of the road or not less than 1.5m (5 feet) from the property line.
  - iii. 1.5 meters (5 feet) to a maximum of 2.5 meters (8 feet) in height above the shoulder of the road.
8. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
9. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.

Author: L. Lambert Reviewed by: CAO



10. *Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.*
11. *Wiring and conduits of the sign must be concealed from view.*
12. *The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.*
13. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
14. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

*This RFD's was drafted prior to the IMPC's meeting; therefore the actual motion made could not be listed in this RFD.*

An Automotive Equipment & Vehicle Services is a discretionary use in the Agricultural "A" District. The proposed development is to turn an existing shop into a commercial building for the inspection of heavy truck trailers. A commercial business would meet the proposed requirements of this designated Rural Industrial Area and it meets the guidelines for the Inter-municipal Planning Area.

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

**OPTIONS AND BENEFITS:**

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

**OPTION 1:** Approve Development Permit 106-DP-13 with conditions:

**OPTION 2:** Refuse Development Permit 106-DP-13.

**COSTS/SOURCE OF FUNDING:**

All costs will be borne by the applicant.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**RECOMMENDED ACTION:**

That Development Permit 106-DP-13 on Plan 012 2724, Block 1, Lot 7 (Part of SW 7-109-19-W5M) in the name of Colin Wolfe be APPROVED with the following conditions:

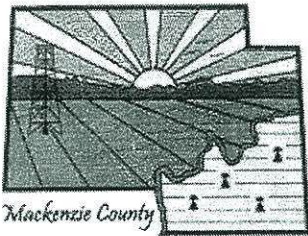
***Failure to comply with one or more of the attached conditions shall render this permit Null and Void***

1. **This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.**
2. All conditions and requirements by the Alberta Motor Vehicle Industry Council “AMVIC” are to be met to their specifications and standards.
3. **This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
4. **The Building/Shop used for the Automotive Equipment and Vehicle Services Business shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. Provide adequate off road parking as follows: The minimum parking standards are one space per each full time employee. (One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”
6. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers’ expense.**
7. The sign shall be located a minimum of:
  - i. 200 meters (656 feet) from regulatory signs.
  - ii. 3.1 (10 feet) from the outer edge of the road or not less than 1.5m (5 feet) from the property line.
  - iii. 1.5 meters (5 feet) to a maximum of 2.5 meters (8 feet) in height above the shoulder of the road.
8. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
9. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.

Author: L. Lambert Reviewed by: CAO

- 10. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
- 11. Wiring and conduits of the sign must be concealed from view.
- 12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
- 13. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
- 14. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION

<b>Admin Use Only</b>
Development Permit # <b>106-DP-13</b>
Date Received <b>May 9, 2013</b>
Date Accepted

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

### APPLICANT INFORMATION

<b>Applicant Name</b> <b>Colin Wolfe</b>		<b>Registered Landowner Name (if different than Applicant)</b> <b>Dave Fehr</b>	
<b>Address</b> <b>PO Box 1271 High Level AB.</b>		<b>Address</b> <b>PO Box 2013 High Level AB.</b>	
<b>TOH-120</b>		<b>TOH120</b>	
<b>E-mail</b> <b>colin.wolfe@hotmail.com</b>		<b>E-mail</b> <b>dfehr@hotmail.ca</b>	
<b>Telephone (Res)</b> <b>780 926 3599</b>	<b>Work or Cell</b> <b>780-821-9344</b>	<b>Telephone (Res)</b>	<b>Work or Cell</b> <b>780 926 1552</b>

### LAND INFORMATION

Legal description of proposed development site									
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S	SEC	TWP.	RG	M
Civic Address <b>SW-7-109-19-W5M</b>				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet/Town of <b>High Level</b>							Quarter Section	Acreage	
							<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Description of existing use of land: <b>All existing buildings on acreage of SW-7-109-19-W5M</b>									

### DEVELOPMENT INFORMATION

Describe proposed development: **Use an existing building for commercial use. The shop is an existing building on part of SW-7-109-19-W5M. Heavy truck-trailer inspection facility**

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

**Building Size**

Length <b>100 Ft.</b>	Width <b>72 Ft.</b>	Height (Grade to peak) <b>26 Ft.</b>	Sq <sup>2</sup> <b>7200</b>	Other
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The land is adjacent to:  Primary Highway  Secondary Highway  Local Road  Hamlet Road

Estimate project time and cost:

A. Start Date <i>N/A</i>	B. End Date	C. Completed Project Cost \$
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Attached is: (a) Site plan  Yes (b) Blueprints  Yes (c) Floor plans (Manufactured homes)  Yes

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

### GEOGRAPHIC INFORMATION

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

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

Access:

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

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

Applicant Name (Print) <i>Colin Wolke</i>		Registered Land Owner Name (Print) <i>Dave Fehr</i>	
Applicant Name (Signature) <i>[Signature]</i>	Date <i>April 3, 13</i>	Registered Land Owner (Signature) <i>[Signature]</i>	Date <i>April 3, 13</i>

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law  
NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of Mackenzie County.

### FOR ADMINISTRATIVE USE ONLY

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

Land Use Classification: Agricultural A (RI) Tax Roll No: 077106

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

Proposed Use: Automotive Equipment and Vehicle Services

Development Application Fee Enclosed:  Yes  No Amount \$ 50.00 Receipt No: 158280  
*100.00*

Fort Vermilion Office: P.O. Box 640 Fort Vermilion AB T0H 1N0 Phone: (780) 927-3718 Fax: (780) 928-4266

La Crete Office: P.O. Box 1690 La Crete AB T0H 2H0 Phone: (780) 928-3983 Fax: (780) 928-3636



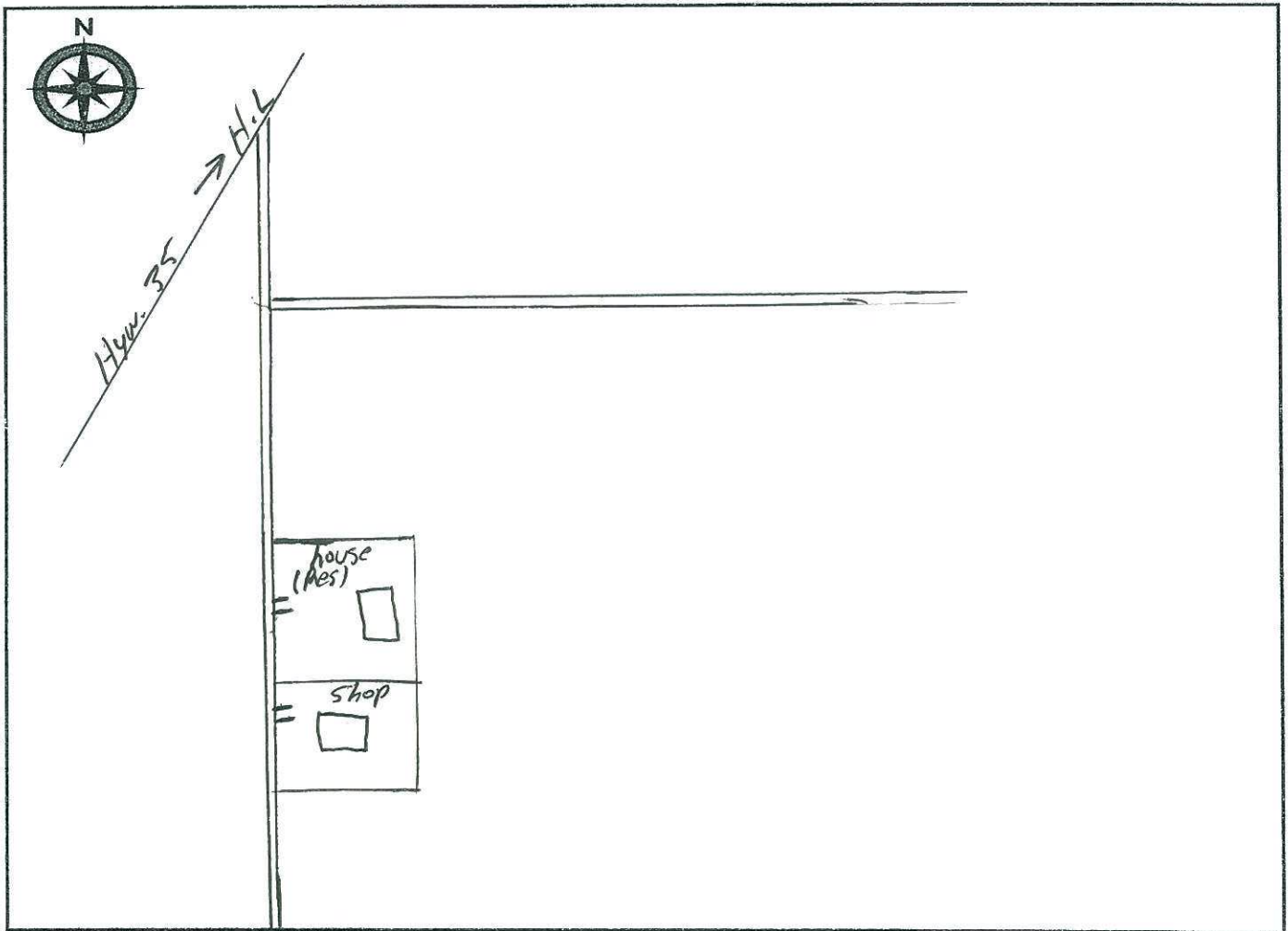
# Development Permit Application

## SITE PLAN

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

Date of site plan: \_\_\_\_\_

Remarks: *All is existing the business will be run out of the shop not the Res.  
 The location of the shop is on an acreage of SW-7-109-19-WSM.*



### Information Checklist for site plan

- \_\_\_ location/distance of existing buildings from property lines
- \_\_\_ location of access/driveway, and distance from intersections
- \_\_\_ location of shelterbelts and/or treed areas
- \_\_\_ location of parking and loading areas
- \_\_\_ location/distance of proposed buildings from property lines
- \_\_\_ ravines, creeks, lakes, sloughs, and any other water bodies
- \_\_\_ location of road(s), road allowances
- \_\_\_ length and width of property

#### Setbacks from Property Lines

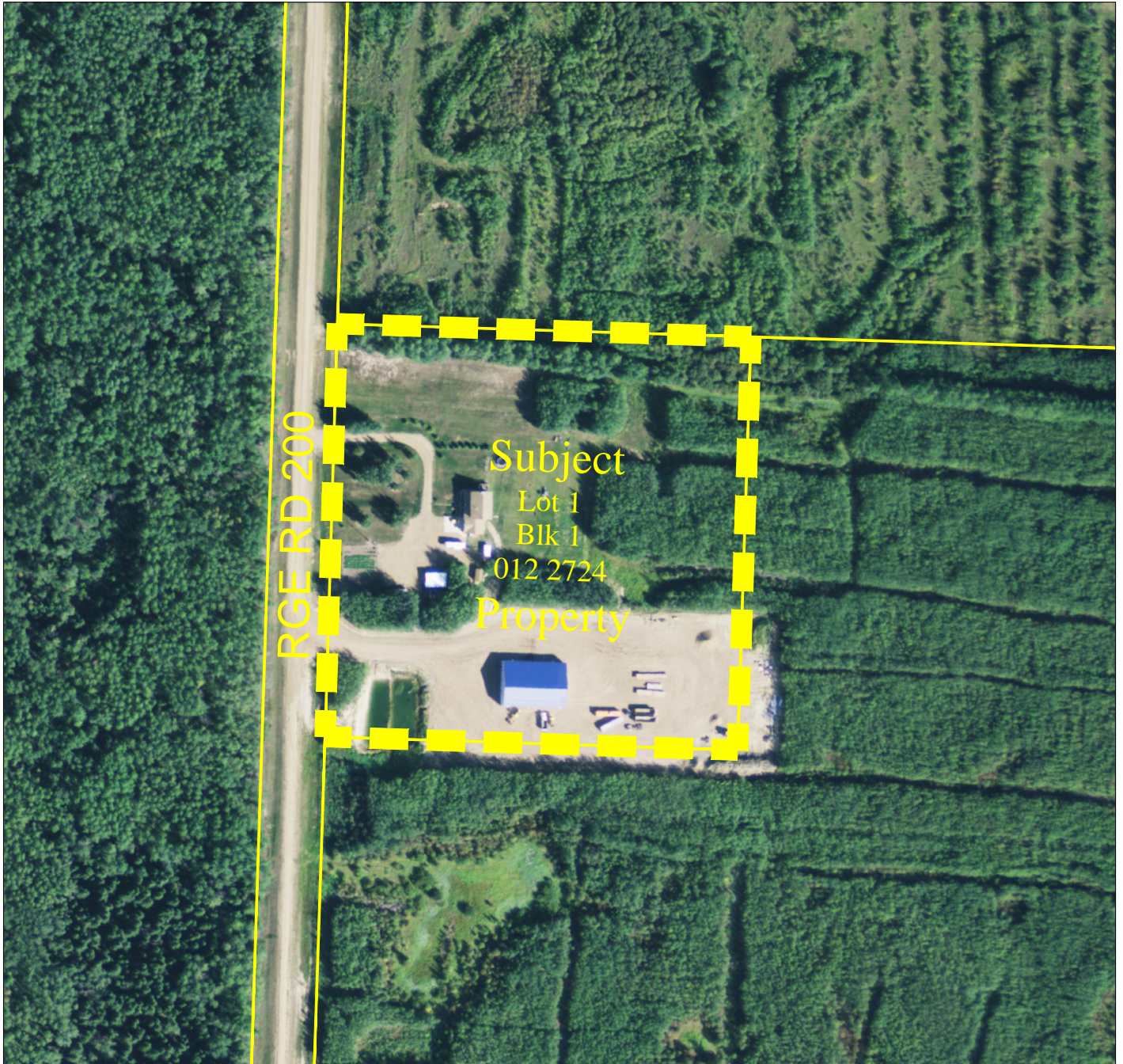
FRONT YARD	ft
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m

# Development Permit Property Map



File No: 106-DP-13

NOT TO SCALE

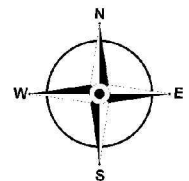
#### DISCLAIMER

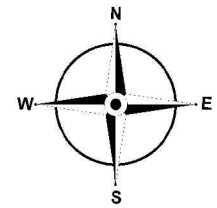
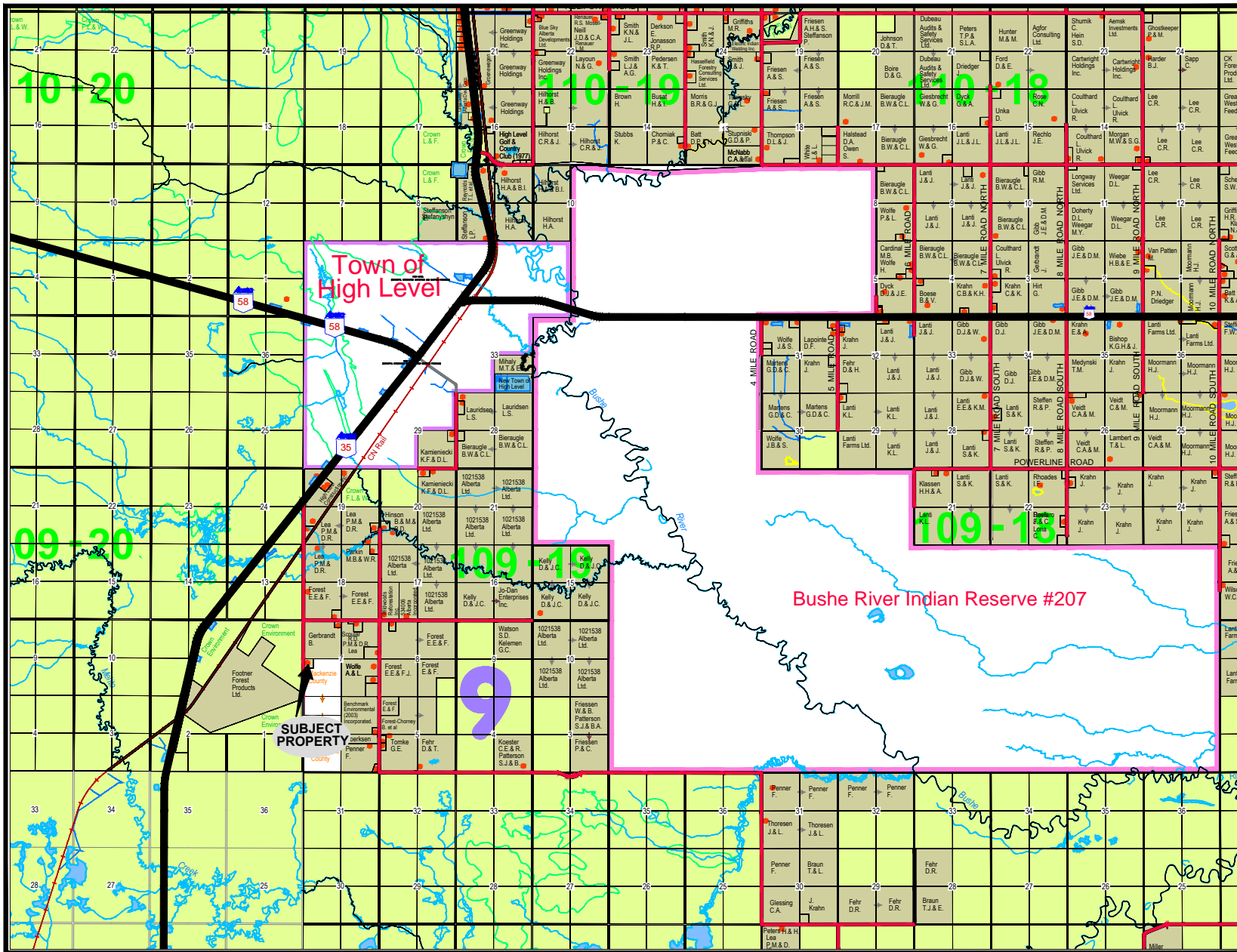
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**Mackenzie County**





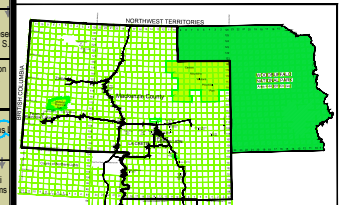
# Mackenzie County 2013 LAND OWNERSHIP MAP Development Permit



Mackenzie County

### LEGEND

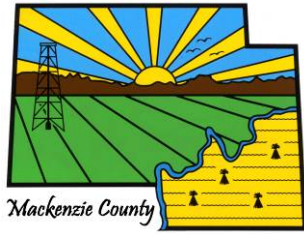
- Provincial Highway - Paved
- Paved Road
- Old Road
- All Weather Road
- Field Access Road
- Action Land
- Private Land
- Crown Land
- County Land
- Urban Area
- Hamlet
- First Nation Reserve
- Provincial Grazing Reserve



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## MACKENZIE COUNTY REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Land Use Framework Position Paper</b>

**BACKGROUND / PROPOSAL:**

As Council is aware, MMSA (Mackenzie Municipal Services Agency) has been facilitating the municipalities of the Lower Peace Region in creating a position paper regarding the Land Use Framework.

In December of 2012 a draft was presented to Council, where a decision was made to not endorse the position paper in its current form. The position paper has been completely overhauled since it was last presented to Council, and administration now recommends endorsing the position paper.

A copy of the position paper is attached for your critique.

**OPTIONS & BENEFITS:**

The benefit of Council endorsing this position paper is that it solidifies our stance concerning the potential impacts that a Provincial Land Use Framework will have on our region. The County has been very involved in shaping and creating this document, and Council's final endorsement validates the work that has been completed.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Mackenzie County endorse the *Municipal Perspectives on the Land Use Framework: A Position Paper for the Lower Peace Region*.

**Author:** L. Lambert      **Reviewed By:** \_\_\_\_\_ **CAO**      YW

# Municipal Perspectives on the Land Use Framework

A Position Paper for the Lower Peace Region



**Draft for Municipal Review**

April 2013

*The Mackenzie Municipal Services Agency would like to thank the municipal project partners for their time, efforts and in-kind contributions in the process of developing this position paper. We would also like to thank the Government of Alberta for their financial support in enabling us to undertake this important initiative. The result of this collective effort will reflect positively on the municipalities of the Lower Peace Region.*

*It is anticipated that stronger collaboration between municipalities at the local, regional and watershed level will develop as a result of this project.*

## Municipal Perspectives of the Land Use Framework: A Position Paper for the Lower Peace Region

This report was prepared by the Mackenzie Municipal Services Agency  
on behalf of the municipalities in the Lower Peace Region including:

The Village of Nampa  
The Town of High Level  
The Town of Manning  
The Town of Rainbow Lake  
County of Northern Lights  
Mackenzie County  
Municipal District of Opportunity No. 17  
Northern Sunrise County

Draft for Municipal Review: April 2013

## Table of Contents

<b>SECTION 1: INTRODUCTION .....</b>	<b>3</b>
1.1. Purpose, Goals and Objective.....	3
1.1.1. Purpose.....	3
1.1.2. Goals .....	3
1.1.3. Objective.....	3
1.2. Synopsis .....	4
<b>SECTION 2: MUNICIPAL PERSPECTIVES ON STRATEGIC DIRECTIONS.....</b>	<b>6</b>
2.1. Agriculture .....	6
2.1.1. Economic.....	6
2.1.2. Environment .....	6
2.1.3. Social .....	6
2.1.4. Key Issues.....	6
2.1.5. Strategic Directions .....	8
2.2. Forestry .....	9
2.2.1. Economic.....	9
2.2.2. Environment .....	9
2.2.3. Social .....	9
2.2.4. Key Issues.....	9
2.2.5. Strategic Directions.....	10
2.3. Resources and Energy .....	11
2.3.1. Economic.....	11
2.3.2. Environment .....	11
2.3.3. Social .....	12
2.3.4. Key Issues.....	12
2.3.5. Strategic Directions .....	13
2.4. Trapping.....	14
2.4.1. Economic.....	14
2.4.2. Environment .....	14
2.4.3. Social .....	14
2.4.4. Key Issues.....	14

2.4.5.	Strategic Directions .....	15
2.5.	Transportation and Utility Corridors.....	16
2.5.1.	Economic.....	16
2.5.2.	Environment .....	16
2.5.3.	Social .....	16
2.5.4.	Key Issues.....	16
2.5.5.	Strategic Directions.....	17
2.6.	Conservation, Parks and Tourism.....	18
2.6.1.	Economic.....	18
2.6.2.	Environment.....	18
2.6.3.	Social .....	18
2.6.4.	Key Issues.....	18
2.6.5.	Strategic Directions .....	19
2.7.	Water, Drainage and Flood Management.....	20
2.7.1.	Economic.....	20
2.7.2.	Environment .....	20
2.7.3.	Social .....	20
2.7.4.	Key Issues.....	20
2.7.5.	Strategic Directions .....	21
2.8.	Cumulative Effects Management.....	22
2.8.1.	Economic.....	22
2.8.2.	Environment .....	22
2.8.3.	Social .....	22
2.8.4.	Key Issues.....	22
2.8.5.	Strategic Directions .....	23
<b>SECTION 3: SUMMARY .....</b>		<b>25</b>
<b>APPENDIX A: HISTORY .....</b>		<b>b</b>
	Biological (Natural) .....	b
	Land (Settlement).....	b
	Current Snapshot.....	b
<b>APPENDIX B: REGIONAL CHARACTERISTICS.....</b>		<b>c</b>
	Lower Peace Region Watersheds.....	c

Peace River Watershed .....	c
Hay River Watershed.....	e
Athabasca River Watershed .....	f
Social Characteristics: Lower Peace Region Watersheds .....	f
Population .....	f
Education and Research.....	h
Environmental .....	i
Regional Collaboration .....	i
Economic Overview .....	i
Agriculture .....	i
Forestry.....	j
Oil and Gas .....	k
Alternative Energy Sources.....	n
Tourism and Recreation .....	r
<b>APPENDIX C: MAPS .....</b>	<b>x</b>
<b>APPENDIX D: QUESTIONNAIRE .....</b>	<b>hh</b>
<b>APPENDIX E: QUESTIONNAIRE RESPONSES .....</b>	<b>ii</b>
<b>APPENDIX F: COUNCIL RESOLUTIONS .....</b>	<b>jj</b>
<b>APPENDIX G: DRAFT POSITION PAPER RESPONSES.....</b>	<b>kk</b>
<b>REFERENCES .....</b>	<b>ll</b>

## List of Tables and Figures

Table 1: Lower Peace Region Population .....	f
Table 2: Biophysical Characteristics of Natural Sub regions.....	cc
Figure 1: Peace River Watershed Context Map .....	c
Figure 2: Alberta Watersheds.....	d
Figure 3: Mackenzie River Basin.....	e
Figure 4: Proposed Mackenzie Gas project.....	m
Figure 5: Agriculture in the Lower Peace Region .....	o
Figure 6: Canada Land Inventory Suitability for Agricultural Soils Classes.....	p
Figure 7: Oil Deposits in the Lower Peace Region .....	q
Figure 8: Bison in Wood Buffalo National Park .....	t
Figure 9: Whooping Crane in Wood Buffalo National Park .....	t
Figure 10: Salt Plains in Wood Buffalo National Park.....	u
Figure 11: Federal, Provincial Parks and Potential Conservation Areas.....	x
Figure 12: Wildlife Sensitive Areas .....	y
Figure 13: Forest Management Units .....	z
Figure 14: Peace River Watershed and Surrounding Watersheds .....	aa
Figure 15: Peace River Sub-Watersheds .....	bb
Figure 16: Peace River Natural Sub regions.....	ff
Figure 17: Hay River Watershed .....	gg

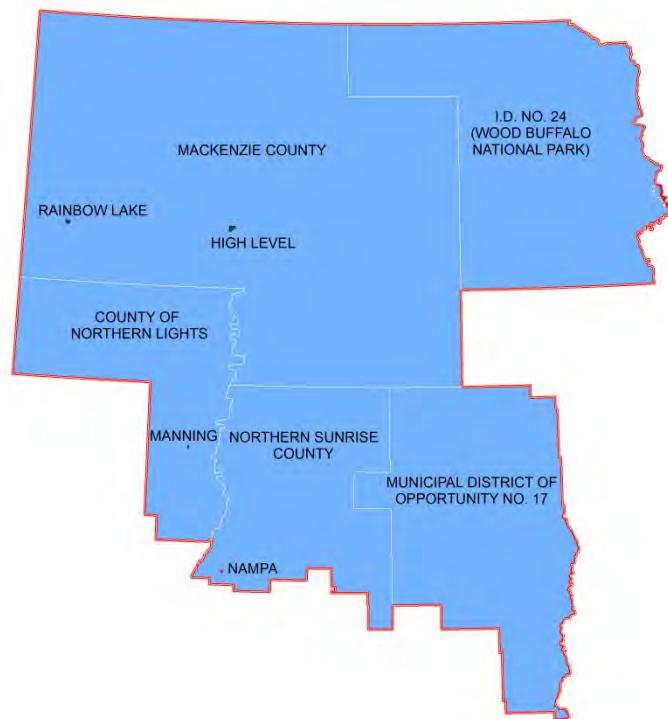


# SECTION I









## INTRODUCTION



# Lower Peace Region Municipalities



### Contact Information:

	<b>The Village of Nampa</b>	Box 69, 9810 – 100 Street, Nampa, AB T0H 2R0 780-322-3852 office@nampa.ca
	<b>The Town of High Level</b>	10511 – 103 Street, High Level, AB T0H 1Z0 780-926-2201 town@highlevel.ca
	<b>The Town of Manning</b>	Box 125, 413 Main Street, Manning, AB T0H 2M0 780-836-3606 info@manning.ca
	<b>The Town of Rainbow Lake</b>	Box 149, 65 Imperial Drive Rainbow Lake, AB T0H 2Y0 780-956-3934 admin@rainbowlake.ca
	<b>County of Northern Lights</b>	Box 10, #600 – 7 Ave. NW, Manning, AB T0H 2M0 780-836-3348 CountyofNorthernLights@countyofnorthernlights.com
	<b>Mackenzie County</b>	Main Office: Box 640, Fort Vermilion, AB T0H 1N0 780-927-3718 Toll Free: 1-877-927-0677 office@mackenziecounty.com
	<b>Municipal District of Opportunity No. 17</b>	Main Administrative Building: 2077 Mistassiniy Road N. Box 60, Wabasca, Alberta T0G 2K0 780-891-3778 Toll Free: 1-888-891-3778 info@mdopportunity.ab.ca
	<b>Northern Sunrise County</b>	Bag 1300, Peace River, AB, T8S 1Y9 780-624-0013 general@northernsunrise.net

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## SECTION I: INTRODUCTION

### I.1. PURPOSE, GOALS AND OBJECTIVE

#### I.1.1. Purpose

The purpose of the position paper is to provide a high level identification and discussion of the issues and concerns of the municipalities within the Lower Peace Region related to the future development of the Lower Peace Region Regional Plan. The position paper is a pro-active collaboration from eight municipalities. It is anticipated the information contained in this position paper be applied in the development of the Regional Plan.

#### I.1.2. Goals

Goals of the position paper include the identification of the key industry sectors, along with constraints and opportunities within these industries; municipalities' issues and concerns regarding growth and development; and the need for the Provincial Government to engage with municipalities in developing regional policies that will benefit the Lower Peace Region as well as protect the environment and future sustainability of the Region.

#### I.1.3. Objective

The objective of the position paper is to identify strategic directions in the development of the Lower Peace Region Regional Plan.

## 1.2. SYNOPSIS

This position paper is a compilation of the land use issues and possible strategic directions that are of prime importance to the municipalities within the Lower Peace Region regarding the formulation of the proposed Regional Plan. This information was initially gathered through responses to a questionnaire based on the components of the Land Use Framework. Also, many additional issues and strategies were identified through the engagement process with the municipal project partners. Through this process, the position paper has evolved into its present form. Although the paper does not state every issue and concern submitted, all of the municipal questionnaire and review responses are attached in the Appendices.

The structure of the position paper is divided into three sections. Section one; the introduction describes the purpose, goals and objectives of the position paper. Section two provides a summary of the areas of concern as well as the municipal perspectives and strategic directions for the various sectors to be addressed in the Regional Plan. Section three provides a brief summary of the paper. Additional information respecting the history and regional characteristics of the Lower Peace Region is included within the Appendices.

The municipalities within the Lower Peace Region look forward to continued engagement with the Government of Alberta in the development of the Lower Peace Region Regional Plan. This includes serving on the Regional Advisory Council, providing input through open houses, online, and any other means that will ensure local municipal issues and concerns are identified and incorporated into the development of the Regional Plan.

The Lower Peace Region municipalities encourage the Government of Alberta to contact them in providing local industry stakeholder contact information to help facilitate industry engagement within the Lower Peace Region.

- Municipalities to retain their local decision making authority
- Municipal Engagement is vital in the development of the Regional Plan
- Municipalities are a source of contact to engage with stakeholders
- Regional Advisory Council meetings to be held within the Lower Peace Region
- Regional Advisory Council to include local representatives of both municipal and industry sectors

# SECTION 2: MUNICIPAL PERSPECTIVES ON STRATEGIC DIRECTIONS



## SECTION 2: MUNICIPAL PERSPECTIVES ON STRATEGIC DIRECTIONS

*The main goal of the Lower Peace Region is to manage growth in all land uses with socio-economic impacts. To achieve this, the municipalities have identified key issues and strategic directions that need to be addressed through the development of the Regional Plan.*

*The following sections provide the current economic, environment and social background of each sector together with the key issues and identified strategic directions.*

### 2.1. AGRICULTURE

#### 2.1.1. Economic

Agriculture is a significant industry within the Lower Peace Region. The largest agricultural sectors include canola, wheat, oats, barley, alfalfa, dry field peas, poultry, cattle and pigs. The Lower Peace Region is also home to numerous honey producers. Local value-added and agriculture service businesses include farm suppliers, trucking, machinery dealerships, feed mills, seed cleaning co-ops and grain terminals.

#### 2.1.2. Environment

The extraordinary quality of the Lower Peace Region crops is based on the northern location. The growing season is short, but during the summer the days are very long. Temperatures are cool, resulting in robust, hardy crops and improved crop yields. Research suggests that northern latitude crops provide a significantly higher nutritional, bio-chemical, and/or growing advantage. This advantage appears integral to all plant species grown in the north. Research has also been undertaken into essential oils derived from northern plants. It is possible that the best source of pharmaceutical/nutraceutical ingredients worldwide may not be in the rain forests, but in the agricultural regions of the boreal forest including the Lower Peace Region.

#### 2.1.3. Social

The family farm unit is still fairly strong within the Lower Peace Region, including a number of communal farms; however, this is being affected by the trend towards larger farming operations/units. Also, the family farm unit is being affected by the ability to retain youth within the Region.

#### 2.1.4. Key Issues

##### *Agricultural Expansion:*

- The availability of additional agricultural land for expansion within the Lower Peace Region is becoming scarce. The overall land base to be targeted to meet future agricultural demand in the Lower Peace Region needs to be identified, but an educated

estimate would be up to 20% of the land base over the next 50 years. The current agricultural land base is 7% of the Region. There are large tracts of land within the Lower Peace Region preserved as conservation areas with provincial plans to add additional conservation areas and/or increase the amount of land being conserved; this will affect the potential of agriculture land expansion.

- Awareness of financial implications to the municipalities when additional lands are opened up respecting infrastructure requirements.
- Competing uses of land may have a negative effect on potential expansion(s).

#### *Agricultural Fragmentation:*

- The demand for competing land uses such as country residential, resource extraction, conservation, and tourism and recreation is resulting in agricultural fragmentation.
- Fragmentation of agricultural lands to non-agricultural uses reduces the economic viability as an agricultural unit.
- Increased fragmentation of agricultural lands results in increased demand for municipal infrastructure.

#### *Access to Markets:*

- A significant constraint is the ability to economically deliver agricultural products to market, due to the distance to markets within Alberta and beyond.
- The Lower Peace Region is responding to and growing opportunities in the organic and buy local food markets. Barriers to these opportunities exist from the distance and access to market, lowering profits for northern growers.
- There are limited transportation methods available related to transporting goods to market.



### 2.1.5. Strategic Directions

- A balance is required between competing land uses and supporting the continued agricultural growth of Lower Peace Region municipalities.
- More crown lands need to be set aside by the Provincial Government for agricultural uses within the Lower Peace Region to meet future agricultural expansion.
- Coordination is needed between the province and the municipalities when new lands are being considered for expansion in order to ensure that proper infrastructure planning is undertaken.
- Investigate the potential of coordinating the opening up of new agricultural land with the clearing of land through logging.
- Engagement between municipalities and the province and educating the general public about intensive agricultural industries is needed as well as exploring innovative solutions to manage and expand intensive agricultural type uses.
- Engagement between the Lower Peace Region municipalities and the Provincial Government is crucial regarding the proposed expansion of the Conservation Areas and the effect on the availability for the expansion of agricultural lands.
- A review of mitigation measures such as setback buffers are needed to protect industrial and commercial agriculture value added businesses as well as adjacent and neighbouring lands used for agriculture, country residential and natural areas.
- Policies that will allow for competing uses, while maintaining the viability of the agricultural community.
- Identification of new and improvement to existing transportation corridors (road/rail) are required to improve access to distant markets and local communities.



## 2.2. FORESTRY

### 2.2.1. Economic

Forestry is one of the Lower Peace Region's vital industries. Forestry, as an industry includes logging, transportation of raw and finished product, sawmill operations and the production of various wood products.

The use of some local wood products within the Lower Peace Region is cost-effective due to local availability and reduced transportation costs. An emerging market that could be undertaken by the local forestry industry is in creating new wood products as construction material, providing increased opportunities for local sawmills.

### 2.2.2. Environment

The forest industry currently practices good forest harvesting management to ensure the future sustainability and supply of the region's forest resource. One indication of this is that some waste from logging is being utilized as biomass which assists in reducing the environmental footprint. It is important to note that wood is a renewable construction material, is carbon negative which reduces landfill waste, is biodegradable, and also absorbs carbon dioxide.

### 2.2.3. Social

The forest industry is subject to fluctuations due to world economy and the demand for wood products. As a result, the impact directly and indirectly affects employment opportunities and other supporting industries and businesses.

### 2.2.4. Key Issues

- Continued access to sufficient fibre resource for sustainable growth.
- Greater co-ordination/partnership of mixed-uses required.
- Economic viability of the forestry sector.
- Transportation costs/access to markets.
- Competition from other industries related to skilled labour.
- Natural negative effects on supply such as disease, drought and forest fires.

### 2.2.5. Strategic Directions

- While municipalities within the Lower Peace Region aim to enhance and diversify the forestry industry, strategic direction is needed to work collectively within the Lower Peace Region and beyond to share ideas to strengthen this local, provincial and national resource. Areas could include reviewing and sharing information in marketing, new products and transportation challenges.
- It is also important to develop policies that grow the forestry industry in a sustainable manner, as well as ensuring forests continue to be replanted to sustain a supply of wood for future generations.
- Engagement between the Lower Peace Region municipalities and the Provincial Government is crucial regarding the proposed expansion of the Conservation Areas and the effect on the availability for the expansion of forest harvesting.
- A method of managing buffers zones to protect forest lands and forestry value added businesses as well as adjacent and neighbouring country residential and natural areas.
- Policies that will allow for competing uses, while maintaining the viability of forestry.
- Identification of new and improvement to existing transportation corridors (road/rail) are required to improve access to distant markets and local communities.

## 2.3. RESOURCES AND ENERGY

### 2.3.1. Economic

#### *Oil and Gas*

The oil and gas industry is a significant contributor to the Lower Peace Region economy and a leading factor in the sustainability of the region's urban centres attracting people from across Alberta and Canada. A major component of the oil and gas industry is the service industry including exploration, support, production, final processing and distribution. Although the known amount of oil and gas reserves within the Lower Peace Region is continually changing it is anticipated there are reserves to continue this industry into the future. New technologies and the advancement of current technology provide the opportunity to access deposits that were previously inaccessible.

It is anticipated oil sands development within the Peace Oil Sands will grow. A *CRISP (Comprehensive Regional Infrastructure Sustainability Plan)* will be developed to guide future infrastructure requirements that will support growth within the Peace Oil Sands. Alberta Energy is at the beginning of the process to develop a CRISP with working groups in the Peace Oil Sands area including a couple of municipalities within the south half of the Lower Peace Region, as well as local stakeholders.

#### *Other Energy Sources*

A number of alternate energy sources are of interest in the Lower Peace Region including bio energy, hydro electric energy, and to a lesser degree solar and nuclear energy by some municipalities.

Bio energy from the forestry industry (biomass) is being produced and new opportunities are being explored. Additional alternate energy sources include the reuse of heat from oil and gas operations and agricultural industry waste.

#### *Sand and Gravel*

There are significant sand and gravel deposits within the Lower Peace Region, adding another extraction resource to the region's economy.

### 2.3.2. Environment

The oil and gas industry is constantly reviewing policies and guidelines to ensure environmental measures and protections are in place.

Reclamation is an essential activity undertaken by industry following the depletion of a resource. The Alberta Government has policies in place to ensure proper reclamation procedures are followed.

Carbon capture is an important provincial initiative that is being undertaken in Zama City within Mackenzie County under the "*CO2 Sequestration and monitoring project*". Carbon dioxide capture and storage (CCS) in geological media has been identified as an important means for reducing greenhouse gas emissions. To encourage the development of a CO2-storage industry in

Alberta, the Alberta Department of Energy (ADOE) has instituted a royalty credit program that offers a royalty reduction to companies that use CO<sub>2</sub> in EOR and meet certain qualification criteria. (NETL - Zama Acid Gas EOR, CO<sub>2</sub> Sequestration and monitoring project)

### 2.3.3. Social

Due to the nature of the oil and gas industry, a large number of the employment sector is transient creating a shadow population. Also, due to the location of the work area, specialized housing accommodation is required for the workers.

There is an increasing demand for skilled workers in the oil and gas industry, and as a result, the region attracts workers from all parts of the world.

### 2.3.4. Key Issues

#### *Oil and Gas:*

- Protection of the environment, including pipeline integrity, containment and capacities.
- Aging infrastructure.
- The ability to explore for new sources.
- The potential impacts of emerging technologies on the land, air, and water systems in the region.
- Impacts on human health.
- The attraction of a skilled labour force.
- The need for specialized housing for workers in remote areas.
- The shadow population impacts municipalities with respect to provision of services and associated funding.

#### *Sand & Gravel:*

- Reliable sources
- The valid exploration of source material
- Remediation

### 2.3.5. Strategic Directions

- To manage the development of energy resources in a sustainable manner.
- Promote exploration for existing and potential resource development.
- To develop strategies to explore new technologies to enhance the recovery of traditional oil and gas and the possibility of an interprovincial carbon capture system.
- Additional research is needed to determine effects of extraction methods such as fracking, steam injection.
- Managing the carbon footprint through strong environmental policies.
- Tools or support to strengthen and develop new partnerships between provincial departments, provincial agencies, municipalities and resource companies is needed.
- Addressing the effects of the resource industry on human health.
- Address the need for specialized housing.
- Recognition of the effects of the shadow population and implementation of supporting policies.
- Utilizing existing pipeline rights-of-way for new or updated pipeline infrastructure.
- Strengthening enforcement policies for remediation.

## 2.4. TRAPPING

### 2.4.1. Economic

While the harvesting of wild fur is one of the smaller economic sectors in the region, it is still a large portion of the income to a segment of the population. As with all commodities the prices of fur is very cyclic in nature. During the last thirty years, due largely to the animal rights movement the price of fur has been in a prolonged economic slump. Recently the market has shifted, with more humane harvesting practices. The traditional markets in North America and Europe are now starting to view wild fur as a viable, environmentally friendly, sustainable natural resource. Coupled with the emergence of new markets in Asia the wild fur industry is seeing unprecedented growth. The last two years have seen record attendance at fur auctions with prices at levels not seen in thirty years.

The entire green zone in the Lower Peace Region is divided into RFMAs (Registered Fur Management Areas). Although the rights to these RFMA are all subscribed to; they are being utilized in varying degrees. This renewable industry has not only opened up the region but has helped sustain it for over two hundred years.

### 2.4.2. Environment

The boreal forest of the region provides habitat for a large number of valuable fur bearing animals. Considering the climatic conditions that exist in the Lower Peace Region, the quality of fur harvested is excellent. Commercial wild fur harvesting is a low environmental impact industry that leaves no long lasting footprint. Through the use of management plans, trapping is an important and effective tool in the management of wildlife populations. This is an industry that if managed correctly has the ability to grow in a sustainable manner while co-existing with other land uses.

### 2.4.3. Social

Trapping is a recognized right of First Nations people of the region. It supplements the income of many area residents while providing a venue to pass on traditional life skills to future generations.

### 2.4.4. Key Issues

- The lack of other industries and the government to recognize trapping as a resource and industry.
- The misuse of compensation programs and policy by some RFMA managers that give a negative image to the trapping industry, along with the general public.
- The purchase of RFMAs as recreational areas with no obligation to harvest and manage the fur.
- Encroachment, fragmentation and disturbance of habitat by other industry users.

#### 2.4.5. Strategic Directions

- That all levels of government recognize and support trapping as not only a historic right but also as a viable environmentally sustainable industry.
- That while traditional rights of RFMA managers must be maintained, policy be implemented ensuring that RFMAs be used for their intended use and acceptable levels of fur harvest be an obligation.
- Policy be realigned that would provide fair and equitable compensation to RFMA managers for loss while not allowing them the ability to impede other Industrial Sectors.
- Consultation with and coordination of all users in the creation of partnerships to ensure the long-term viability of the trapping industry.
- Land use policies to address minimization of conflict between Industry users.

## 2.5. TRANSPORTATION AND UTILITY CORRIDORS

### 2.5.1. Economic

Transportation systems and utility networks are vital to the development of the Lower Peace Region. The region is served by four main primary highways: Highways 2, 35, 58 and 88 and a network of secondary highways and local roads. This road system is the main source of transportation of goods to markets and the delivery of product to the region. The region is only served by one railway.

### 2.5.2. Environment

The size of the Lower Peace Region, the largest by landmass in Alberta, brings unique challenges in providing adequate transportation and utilities to its residents and the resource industries. The northern climate brings additional challenges in terms of accessing resources year round and also in the maintenance of the existing road system.

### 2.5.3. Social

Many communities within the Lower Peace Region are in remote locations and people must travel great distances to reach the closest community. By nature, travel by air is crucial for emergencies and other urgent or timely trips. Telecommunication is limited in large areas of the region due to the lack of adequate communication towers. Many social problems can be attributed to the sense of isolation due to the lack of quick accessibility to all amenities.

### 2.5.4. Key Issues

- Lack of competition on rail lines.
- The lack of a coordinated approach in the development of transportation and utility corridors between the province, industry and local municipalities.
- Limited provincial and federal east/west corridors.
- The reliance on only one major means of transportation of goods to market.
- Access of medevac services to major emergency health facilities impacted by closure of Edmonton City Centre Airport.
- Coverage of current telecommunication facilities.





### 2.5.5. Strategic Directions

- The Lower Peace Region municipalities strongly support the establishment of a coordinated transportation, utility and pipeline corridor strategy.
- A coordinated approach is crucial in the development of all corridors, whether major or minor. This includes the province, industry, local municipalities, and affected landowners.
- Ongoing maintenance and improvements to these corridors are required to keep pace with planned and anticipated growth.
- Inter and intra-regional and provincial connectivity needs improvement to facilitate the movement of people and goods throughout the Lower Peace Region and beyond. This includes road, rail, and air transportation systems, as well as pipeline, power transmission and communication systems.
- The development and maintenance of pipelines requires open communication and engagement between industry, government and the general population.
- The improvement and/or decommissioning of rail lines needs to be discussed with all stakeholders. An equitable policy is needed in the acquisition of abandoned rail line rights of way, where rail lines are being decommissioned.
- Continuing support is needed for the development of additional transmission power lines as well as maintaining current transmission power lines. Communication towers and other means of communication also require review and potential upgrading.
- The continued support and expansion of aerodromes, airstrips, and heliports is needed to improve transportation and medivac services for all Albertans, especially people in remote areas of the Lower Peace Region.
- Flights are encouraged from local Town aerodromes within the Lower Peace Region to the East and West, as well as the Northwest Territories to improve connectivity within the North. Connections to the north are a priority that need to be addressed.
- Engagement is required between the province, municipalities, industry and other landowners to discuss the location, impacts and mitigation measures when transportation and utility corridors are being considered. More coordination and transparency is needed throughout the process of planning and developing provincial and national transportation and infrastructure plans and expansions.
- Tools or support to strengthen and develop new partnerships between provincial departments, provincial agencies, municipalities and power companies is needed.
- The development of transportation corridors requires communication between the province and utility providers with municipalities as far in advance as possible.
- Provincial commitments regarding the development of transportation and utility corridors is required, as well as fair and timely compensation, where agreed, to permit development to move forward.
- Need improved east and west provincial and federal transportation and utility corridors.
- Engagement between the Lower Peace Region municipalities and the Provincial Government is crucial regarding the proposed expansion of the Conservation Areas and the effect on the availability for the expansion of transportation and utility corridors.
- A review of mitigation measures such as setback buffers are needed to protect transportation and utility corridors as well as adjacent and neighbouring lands
- Policies that will allow for competing uses, while maintaining transportation and utility corridor Rights-of-way.
- Identification of new and improvement to existing transportation corridors (road/rail) are required to improve access to distant markets and local communities.

## 2.6. CONSERVATION, PARKS AND TOURISM

### 2.6.1. Economic

Tourism, including the use of parks and conservation areas, is a major factor in the economy of the Lower Peace Region. There are a multitude of recreational experiences available throughout the region, including, hunting, fishing, camping, skiing, and many other sporting activities. The hunting and fishing sectors bring participants from all over the world which results in many spin-off business opportunities. It is proposed up to 38% of lands in the Lower Peace Region could be included as conservation lands in the future. There is minimal operational and capital funding available for existing provincial and federal parks for the Lower Peace Region.

### 2.6.2. Environment

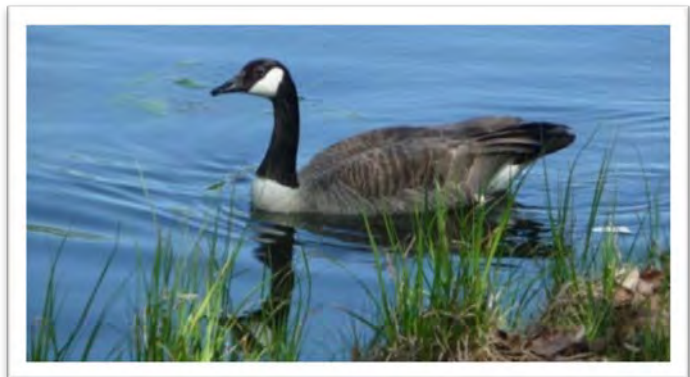
The Lower Peace Region includes a number of recreation areas, provincial parks, local parks and one national park. Through provincial policies, protection of the existing ecosystems and environmentally sensitive areas is a primary consideration. In addition to the provincial policies, many of the local municipalities address environmental concerns through their planning documents such as municipal development plans and land use bylaws.

### 2.6.3. Social

The Lower Peace Region is steeped in cultural history and provides the background for many social interactions among its residents and visitors to the area. The pioneer spirit of the region is evident through the many local museums, historic sites and trails, providing an inherent attitude of its residents to succeed and overcome any barriers that may arise.

### 2.6.4. Key Issues

- The equitable distribution of conservation areas throughout the province.
- Proposed conservation areas to be in balance with the need for growth in other sectors such as agriculture and resource industries.
- Any proposed expansion in conservation areas will have an impact on the Lower Peace Region. The land mass of the proposed conservation areas within the Lower Peace Region are significant, as identified on the map in Figure 11 in the Appendices. The percentage of lands being considered for conservation in the Lower Peace Region is much higher than other Regions within Alberta.



### 2.6.5. Strategic Directions

- Socio-economic impact assessments, derived from federal regulations and introduced through the province, should be prepared in consultation with municipalities of the Lower Peace Region before the introduction of any additional conservation areas, as well as appropriate remediation for these impacts.
- The preservation of lands for conservation to be equitably distributed throughout the province.
- Although the Lower Peace Region's population is small compared to other communities across the province, the Lower Peace Region municipalities have potential for growth. Engagement between the Lower Peace Region municipalities and the Provincial Government is crucial regarding the proposed expansion of the Conservation Areas and their economic effects/remedial actions on/for the Lower Peace Region.
- Engagement between the Lower Peace Region municipalities and the Provincial Government is crucial regarding the proposed expansion of the Conservation Areas.
- A review of mitigation measures such as setback buffers are needed to protect adjacent industrial and commercial sectors as well as adjacent residential and natural areas.
- Policies that will allow for competing uses.
- Identify new and improvement to existing transportation corridors (road/rail) are required to improve access to parks and tourism activities.

## 2.7. WATER, DRAINAGE AND FLOOD MANAGEMENT

### 2.7.1. Economic

Water is among the most critical component of future development. Water supply is central to all aspects of growth and development including agriculture, forestry, oil and gas, tourism and the development of communities.

### 2.7.2. Environment

The protection of all sources of our water supply through environmental and land use guidelines is one of the most important factors when developing land use planning documents.

Inter-municipal drainage and flood management programs are an integral part of managing the region's water supply and issues associated with it. A number of the region's communities are located within a floodplain which requires special consideration in terms of existing and future developments.

### 2.7.3. Social

Water is integral to life, and the protection of water for current and future generations must be safeguarded. In addition, the various uses and management of water include challenges that require informed decision making.

### 2.7.4. Key Issues

- Retention and protection of existing water supply in terms of quantity and quality.
- Water conservation and sustainable water use.
- Inter-basin water transfers
- Water quality has significant importance to municipalities located downstream from industrial and agricultural uses.
- Flood risk management and availability of flood hazard mapping for the whole region.
- Development within flood plain areas
- Requirement for erosion and drainage control management

### 2.7.5. Strategic Directions

- Municipalities within the Lower Peace Region are against inter-basin water transfers and stress the importance of protecting all sources of water within this region to meet the needs of our municipalities.
- It is critical to municipalities within the Lower Peace Region to monitor water usage, but municipalities' water requirements take precedence over environmental issues.
- The allocation, quantity and quality of water conservation and sustainable use are of prime importance to the Lower Peace Region municipalities. Policies must insure that the best interests of the region are protected for future generations.
- Policy development respecting the potential for water contamination needs to be reviewed, along with mitigation measures and fines to contaminators. The potential for contamination and degradation of water includes surface and subsurface activities through agricultural practices, industrial uses and abandoned pipelines and wells.
- Water saving measures, including the use of recycled water, where appropriate needs to be considered by water intensive users.
- Engagement is needed between the province and municipalities within the Lower Peace Region in the allocation of mineral rights including oil and gas activities and potential effects on water quality.
- The completion of flood plain mapping for the whole region will assist municipalities in making decisions related to development and flood management.
- The retention of decision making related to water management and use including water quality, flood management and degradation issues must remain with the Lower Peace Region municipalities.

## 2.8. CUMULATIVE EFFECTS MANAGEMENT

What are Cumulative Effects? Cumulative Effects, as defined in the Land-use Framework are “the combined effects of past, present and reasonably foreseeable land-use activities, over time, on the environment.” (Sustainable Resources Development, 2008) p. 51.

### 2.8.1. Economic

The economic impacts of Cumulative Effects are unclear, but it is expected there would be an impact on industry and municipalities. The extent of impacts needs to be determined. It is anticipated these could include the need by industry to employ innovative approaches to reduce their environmental footprint, utilizing best practices and/or process improvements to stay below trigger limits that are to be developed, and that regional limits that are to be developed are not exceeded. It is understood triggers to be developed would guide proactive, early management intervention action to avoid land disturbance limits. Limits will be set on a regional level, but areas important to economic development (such as oil sands) will experience higher level of disturbance, and areas important to biodiversity (such as wildlife habitat) will experience lower levels of disturbance.

### 2.8.2. Environment

Based on the definition, Cumulative Effects Management will have a major impact on environmental policies and decision making regarding development and competing land uses.

### 2.8.3. Social

The social impacts of Cumulative Effects could include additional employment opportunities in creating innovative approaches to reduce industry environmental footprints as well as educational upgrading to understand and stay below government determined triggers and regional limits. “Alberta’s intentions and expectations around environmental and social outcomes need to be clearer, so that those who operate on the landscape can co-ordinate, innovate and succeed in creating a balanced set of economic, environmental and social outcomes for the region.” (ESRD, 1995-2013)

### 2.8.4. Key Issues

- Unfamiliar with CEM and how the process will work.
- Lack of information regarding the impact and long term effects of CEM.
- The effects and cost implications to municipalities.



### 2.8.5. Strategic Directions

#### Awareness and Education

- Raise awareness about CEM, providing training on CEM to municipalities and the public, and providing clear guidelines regarding when and how CEM would be used. Initial baseline data needs to be defined.

#### Public Engagement

- Before the implementation of CEM, more public engagement is needed. Municipalities need to be involved in selecting indicators and setting targets for CEM.

#### Potential Municipal Impacts and Opportunities

- Municipalities need more information regarding how CEM works, CEM flexibility, its' effect on municipalities, and associated costs. A provincial initiative to establish baseline levels and continuing ongoing monitoring is needed.

#### Potential Economic Impacts and Opportunities

- Cross-jurisdictional pollutants must be considered, but this should not limit development within the Lower Peace Region. Other regional Cumulative Effects targets cannot limit growth in the Lower Peace Region. Opportunities exist for the Forestry, Oil and Gas, and Agricultural industries to coordinate operations and minimize their impacts on land, air and water, while maximizing their productivity.

#### Potential Environmental Impacts and Opportunities

- CEM must be managed at the water and air shed levels. CEM must include clearly defined local thresholds that contribute to regional water and air shed thresholds. CEM must include the evaluation of all large industrial developments to determine their impact on water and air sheds.

# SECTION 3: SUMMARY





## SECTION 3: SUMMARY

This position paper was prepared to advance the issues and concerns of the Lower Peace Region municipalities in the development of the Lower Peace Region Regional Plan.

Based on input from the region's municipalities, key issues were identified and strategic directions were developed to be addressed by the Regional Advisory Council and the Province.

The regional plan must acknowledge the uniqueness of the region. Prior to the expansion of conservation areas, consideration must be given for the expansion of lands for other uses which will support the growth and sustainability of the economy for the region. Engagement between the Lower Peace Region municipalities and the Provincial government is crucial at this stage to ensure that recognition is given to all potential land uses.

It is important to retain the decision making authority at the local level. In order to achieve the highest level of protecting the region's resources and allowing for expansion of all industry sectors, it is essential to have a coordinated approach by all levels of government and stakeholders in developing policies and guidelines.

The Lower Peace Region is abundant in resources and has great potential for growth in all sectors. The Regional Plan must incorporate policies that will allow for competing uses while maintaining the viability of each sector and the region as a whole.

There are many distinct challenges that face the region such as climate, distance between urban centers and adequate methods of transportation. Through the development of the regional plan, new transportation corridors must be identified and improvement to existing routes addressed to allow for improved access to local communities and distant markets.

The member municipalities have identified some of the key issues facing the region. It is anticipated that other issues may become known through the development of the regional plan and therefore, it is strongly recommended that on-going dialogue and consultation with the local municipalities and authorities be carried out throughout the process.

The municipalities of the Lower Peace Region support the Land Use Framework and the initiative of the Provincial Government to ensure the sustainability of our resources for future generations. By working together in the development of the regional plan, challenges can be met, potential realized, and resources sustained for the future.

# APPENDICES:



## APPENDIX A: HISTORY

The Lower Peace Region is located in the “Peace Country.” The “Peace Country” is an informal term that has been given to an aspen parkland region around the Peace River in Canada. It spans from northwestern Alberta to the British Columbia border. The area has no fixed boundaries but, some of the larger communities in the Lower Peace Region of the Peace Country include Manning, La Crete, High Level and Rainbow Lake.

### BIOLOGICAL (NATURAL)

Approximately ten thousand years ago, the last glacial ice sheets retreated from the northern parts of the Canadian prairies. They left behind fertile soils, thick deposits of gravel, boulders of every size and shape, innumerable shallow lakes and large areas of swamp and muskeg. Slowly, grasses and trees began to cover the land again, evolving into natural parkland of mixed spruce and poplar, developed with small scattered areas of open prairie grassland. The Lower Peace Region in Alberta is separated from the southern Canadian prairies by a two hundred-mile wide band of muskeg and forest.

### LAND (SETTLEMENT)

The arrival of the Hudson's Bay Company in Eastern Canada in 1670 had a major impact on the Lower Peace Region.

An era of fur trading began in the Lower Peace Region with the first forts being built within a few years of Alexander Mackenzie exploring the Peace River. Posts including Fort Vermilion became centres of the northern fur trade. Both the Catholic and Anglican churches established missions in the Peace Region along with the fur traders. The building of the Mackenzie Highway began prior to World War II.

### CURRENT SNAPSHOT

Along with Agriculture Forestry and Oil and Gas, the Tourism economy is growing. Each summer there is a steady flow of visitors travelling up and down the Mackenzie Highway and communities sharing the highway are working to capitalize on this traffic. The Lower Peace Region is growing and has great potential for continued growth. The Lower Peace Region is years behind southern Alberta in infrastructure and growth and the same rules that apply to the south cannot be applied to us. While the Lower Peace Region needs strong development guidelines to assist in orderly and coordinated development, in some ways, the Lower Peace Region is just starting out.

## APPENDIX B: REGIONAL CHARACTERISTICS

By landmass, the Lower Peace Region is the largest of the seven regional watershed areas of the Land Use Framework regions at approximately 19.2 million hectares. The Lower Peace Region is bounded by the British Columbia border to the west, includes Wood Buffalo National Park to the east, extends north to the Alberta/Northwest Territories border, and extends south of Calling Lake Provincial Park to the south boundary of the Municipal District of Opportunity No. 17.

### LOWER PEACE REGION WATERSHEDS

Although the Peace River Watershed is the main watershed within the Lower Peace Region, the region includes portions of other watersheds. The Peace River Watershed is also located within the larger Mackenzie River Watershed. The larger map in Figure 2 identifies the relationship between the Lower Peace Region with municipal boundaries and watershed areas. The inset map in Figure 2 identifies the watersheds within the Lower Peace Region as well as providing a context of the size of the Peace River Watershed compared to the other Watersheds within Alberta.

The Mighty Peace Watershed Alliance is one of the watershed planning agencies tasked by the province with data gathering for the Peace River Watershed area, as well as watershed planning responsibilities. Further information is available through the following link. [www.mightypeacewatershedalliance.org](http://www.mightypeacewatershedalliance.org)

### Peace River Watershed

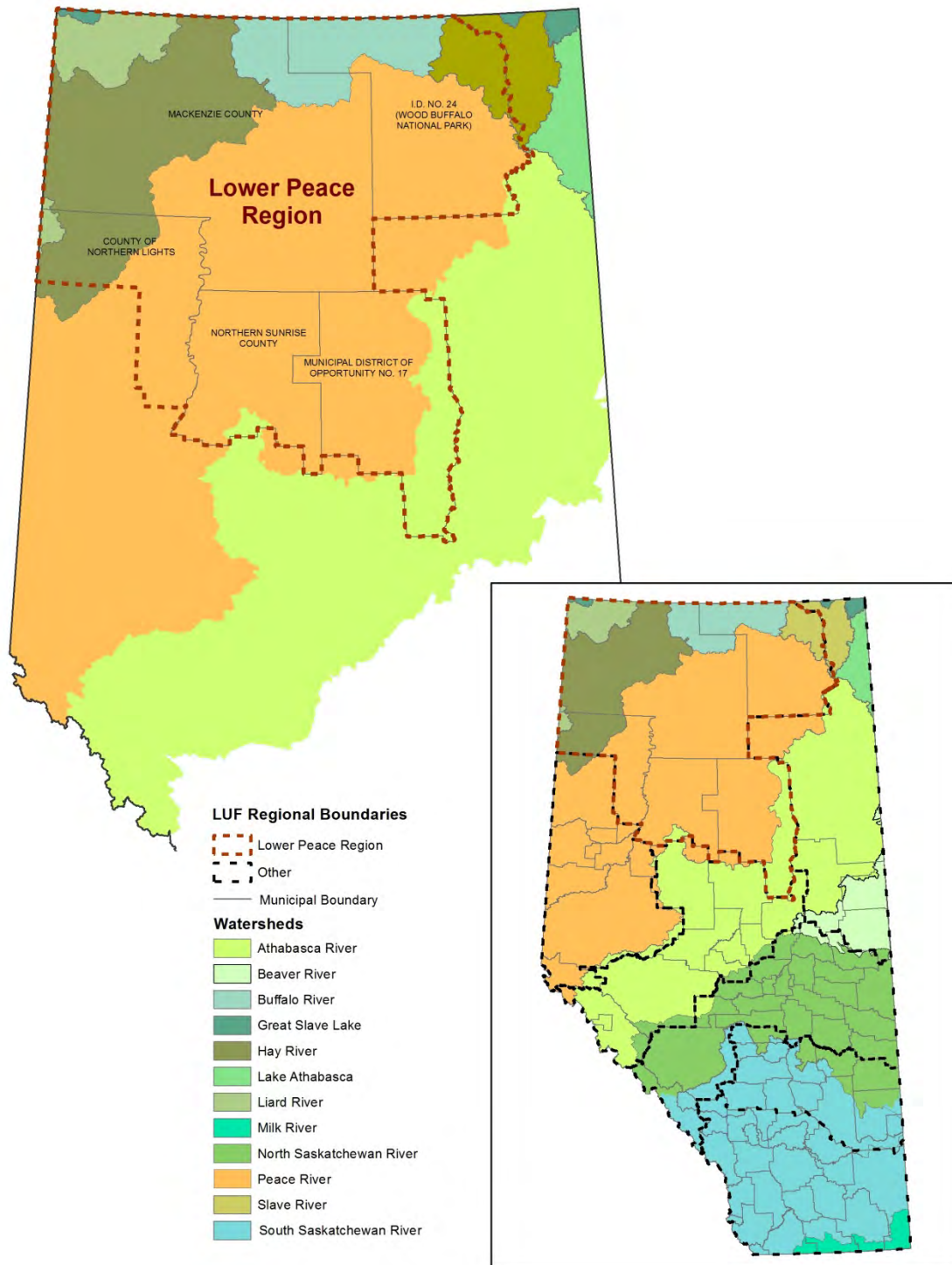
The Lower Peace Region is known for the Prairie, Boreal Forest and the Peace River. The Peace River is one of the longest river systems in Canada, flowing northeastward across the Boreal Plains. The Peace River is 1,923 kilometres (1,195 miles) long, from the head of Finlay River to Lake Athabasca. The Peace River drains an area of approximately 306,000 km<sup>2</sup>. (Natural Resources Canada, 2010)

Figure 1: Peace River Watershed Context Map



Source: Shannon I, Topography from USGS, stream courses' data from DEMIS Map server, (BOTH public domain) all other graphics by Shannon I  
[http://en.wikipedia.org/wiki/File:Longest\\_Rivers\\_of\\_Canada.jpg](http://en.wikipedia.org/wiki/File:Longest_Rivers_of_Canada.jpg)  
 May 30, 2011.

Figure 2: Alberta Watersheds



Source: Alberta Environment and Sustainable Resource Development, Watershed Stewardship in Alberta: A Directory of Stewardship Groups, Support Agencies, and Resources, Alberta, April 2005, p. iii

The Peace River is part of the Mackenzie River Watershed (Dene: Deh-Cho, big river), which is the largest river system in Canada. It flows through a vast, isolated region of forest and tundra entirely within the country's Northwest Territories, although its many tributaries reach into four other Canadian provinces and territories. The Mackenzie River's main stem runs 1,738 kilometres (1,080 mi) in a northerly direction to the Arctic Ocean, draining a vast area. It is the largest river flowing into the Arctic from North America, and with its tributaries (Slave River, Peace River and Finlay River) is one of the longest rivers in the world. The entire system is 4,241 km (2,635 miles) in length, with a watershed or drainage basin of 1,805,200 square kilometres (697,000 sq. mi), the largest in Canada, encompassing nearly 20% of the country. The sub-watersheds of the Peace River are in Figure 15.

The Peace River (French: *rivière de la Paix*), or Unchaga or Unjaja, was named after Peace Point, Alberta near Lake Athabasca, where the Treaty of the Peace was celebrated. The Peace River is navigable from Williston Lake, B.C. to the Slave River, except for the W.A.C. Bennett Dam and a stretch of falls near Fort Vermilion. (Encyclopedia Britannica, 2012)

Figure 3: Mackenzie River Basin



Source: Environment Canada

<http://www.ec.gc.ca/eau-water/default.asp?lang=En&n=746FC7D7-1>

Sept 7, 2009

### Hay River Watershed

Along with the Peace River Watershed, the Lower Peace Region also includes a portion of the Hay River Watershed Basin and a small portion of the Athabasca Watershed. The Hay River Basin is located in the northwestern area of Alberta within northwest portions of Mackenzie County and the County of Northern Lights. Sub-basins include the Chinchaga and the Little Hay. Zama Lake and Hay Lake are two lakes within the basin that are recognized for their importance to wildlife. (Government of Alberta, 1995-2012).

### Athabasca River Watershed

The Athabasca Watershed is located within a small southern portion of Northern Sunrise County and a small southeast portion of Wood Buffalo National Park as well as the southeast portion of the MD of Opportunity No. 17.

### Social Characteristics: Lower Peace Region Watersheds

The Lower Peace Region along the Peace River in Alberta was the traditional home of the Cree First Nation people. There are a number of First Nation Indian Reserves and a Métis Settlement along the Peace River of Alberta including the Tallcree (Beaver Ranch IR 163); Little Red River Cree Nation (John D'Or Prairie IR 215) and (Fox Lake IR 162) in the Mackenzie County area and the Mikisew Cree First Nation (Peace Point IR 222) in the Wood Buffalo National Park area. Also located along the Peace River is the Paddle Prairie Métis Settlement, located in the County of Northern Lights area. The Peace River is home to the Hamlet of Fort Vermilion in Mackenzie County, the first settlement in Alberta.

The Lower Peace Region includes several hamlets, towns and rural farms that rely on the Peace River and its' tributaries as their water source. Many provincial parks and wild land reserves are located along the river.

### POPULATION

The population of the Lower Peace Region includes eight municipalities, nine First Nation communities, one Métis Settlement and Wood Buffalo National Park, totaling a population of 38,893 from the 2006 Census. The total population from the 2011 Census was 36,870.

The population totals identified are derived from the Alberta Municipal Affairs, 2011 Municipal Population list, as well as the Federal Census conducted on May 10, 2011. Shadow population information is provided, where available. The First Nation Census information is provided as well as the populations do appear to fluctuate, if you compare the Indian Register from December 2010 and the Federal Census from May 2011.

Table 1: Lower Peace Region Population

Community Name	Municipal Census	Federal Census	Population
Mackenzie County		10-May-11	10,927
County of Northern Lights		10-May-11	3,555
Northern Sunrise County	09-Mar-11 (2,780) ^	10-May-11	1,791
Municipal District of Opportunity No. 17	01-Apr-07 (3,259)	10-May-11	3,074
Town of High Level		10-May-11	3,641
Town of Manning		10-May-11	1,164
Town of Rainbow Lake	01-Jun-07 (1,082)	10-May-11	870
Village of Nampa	10-Jun-07 (373)	10-May-11	362
Paddle Prairie (Métis Settlement)	01-Jun-09 (1,089)	10-May-11	562
Beaver First Nation Boyer 164		10-May-11	401

Community Name	Municipal Census	Federal Census	Population
Child Lake 164A			
Bigstone Cree Nation Jean Baptiste Gambler 183 Wabasca 166 Wabasca 166A Wabasca 166B Wabasca 166C Wabasca 166D		10-May-11	2,461
Dene Tha' First Nation Amber River 211 Bistcho Lake 213 Bushe River 207 Hay Lake 209 Jackfish Point 214 Upper Hay river 212 Zama Lake 210		16-May-06	1,640
Little Red River Cree Nation Fox Lake 162 Garden Creek Indian Settlement John D'Or Prairie 215	01-Dec-10* (3,645)	16-May-06	2,778
Loon River Cree Loon Lake 235 Loon Prairie 237 Swampy Lake 236	01-Dec-10* (401)	10-May-11	511
Little Buffalo Indian Settlement		10-May-11	387
Lubicon Lake Band	01-Dec-10*		48
Tallcree First Nation Beaver Ranch 163 Beaver Ranch 163A Beaver Ranch 163B Fort Vermilion 173B Tall Cree 173 Tall Cree 173A Wadlin Lake 173C	01-Dec-10* (521)	10-May-11	365
Whitefish Lake Utikoomak Lake 155 Utikoomak Lake 155A Utikoomak Lake 155B		16-May-06	889
Woodland Cree First Nation Cadotte Lake Indian Settlement Woodland Cree 226 Woodland Cree 227 Woodland Cree 228	01-Dec-10* (713)	10-May-11	854
Improvement District No. 24 Wood Buffalo		10-May-11	590
<b>Total Population</b>			<b>36,870</b>

\*From 2011 Municipal Affairs Population List, source: Indian register population as at December 2010

^Includes permanent population of 2,133 and shadow population of 647

Sources:

Government of Alberta Municipal Affairs: 2011 Municipal Affairs Population List (as of September 1, 2011)

[http://www.municipalaffairs.gov.ab.ca/documents/msb/2011\\_pop.pdf](http://www.municipalaffairs.gov.ab.ca/documents/msb/2011_pop.pdf)

October 5, 2011



Statistics Canada, Census Profile, Provincial Data, Subprovincial Geography Levels: Alberta

<http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/search-recherche/lst/page.cfm?Lang=E&GeoCode=48&TABID=1&G=1&Geo1=PR&Code1=10&Geo2=0&Code2=0>

February 01, 2012

Aboriginal Affairs and Northern Development Canada, List of First Nations

<http://pse5-esd5.ainc-inac.gc.ca/fnp/Main/Search/FNListGrid.aspx?lang=eng>

Nov 12, 2008

## Education and Research

Two post-secondary institutions, over 29 schools, an agricultural research facility, a forestry research project and a gas monitoring project, indicate the importance of education and research in the Lower Peace Region.

### Educational Facilities

#### Fort Vermilion School District

- Average class size of 20 students (lower than Alberta Learning Commission recommendations)
- 15 schools
- 3 outreach programs

Mennonite, First Nation, and Christian education societies also operate schools.

#### Peace River School Division

- 4 Schools
- Peace Regional Outreach Campus

#### Northland School Division

- 9 Schools
- Mistassiniy Outreach Program

#### Holy Family Catholic Regional Division

- 1 School
- Holy Family CyberHigh

#### Northern Lakes College

Northern Lakes College is the primary post-secondary institution in the Lower Peace Region, with campus locations in 11 communities within an additional 4 Communities that are serviced.

Campuses are located in High Level, Paddle Prairie, Fort Vermilion, La Crete, Manning, Cadotte Lake, Loon River, Peerless Lake, Stony Point (Wabasca), Calling Lake and Atikameg. Additional communities served include Rainbow Lake, Meander River, John D'Or Prairie and Fox Lake.

#### Northern Alberta Institute of Technology

Campuses / course offerings in:

- High Level
- La Crete
- Rainbow Lake

### **Tier One Research Facility**

The Fort Vermilion Research Site spans nearly 500 acres, and is one of the most northerly agricultural research locations in the world. Leading edge experiments are conducted here, focused on the adaptation of technologies for this promising northern agricultural area. The Fort Vermilion Research Site is part of the Lacombe Research Centre. (REDI: Education and Research Facilities)

### **Dixonville Research Station – U of A - Ecosystem Management Emulating Natural Disturbance (EMEND) Project**

The EMEND Project, located in the boreal mixed wood forest near Dixonville, is a large-scale variable retention harvest experiment designed to test effects of residual forest structure on ecosystem integrity and forest regeneration at the forest stand-level.

EMEND is a long-term project that began in 1998 and is forecast to run for one stand rotation, or approximately 80-100 years. The project, centered at the University of Alberta, is a collaboration between numerous research agencies, provincial and federal governments, and the forest companies operating in northwest Alberta.

### **ENVIRONMENTAL**

The Peace River watershed contains the most extensive vegetation zone in North America, including boreal forests or taiga. The primary tree species include spruce, pine, poplar and birch.

Over 200 species of birds are found in the Peace Country. The area is in the flyway of many migratory species including sand hill cranes, trumpeter swans and snowy owls.

Large mammals are abundant in the boreal forest. These include elk, moose, bear, beaver, coyote and mule deer. The abundant deer population attracts cougar as well.

### **REGIONAL COLLABORATION**

Regional collaboration within the Lower Peace Region is undertaken primarily at the local municipal scale. Inter-municipal cooperation is primarily through developing and implementing Inter-municipal Development Plans. Municipalities in the north collaborate by sharing municipal planning services through the Mackenzie Municipal Services Agency, and by being members of several regional economic organizations such as the Northern Alberta Development Council (NADC), the Peace Region Economic Development Alliance (PREDA), the Regional Economic Development Initiative (REDI) for northwestern Alberta, as well as several regional Community Futures offices. Regional cooperation is also undertaken through an organization concerned with Peace River watershed issues, the Mighty Peace Watershed Alliance (a non-governmental organization).

### **ECONOMIC OVERVIEW**

#### **Agriculture**

The Lower Peace Region includes Canada's most northerly grain elevator.

A provincial organization within Alberta exists to assist agriculture and agricultural producers, the Agricultural Research and Extension Council of Alberta (ARECA). This non-profit association consists of producer groups dedicated to enhancing the sustainability and profitability of agriculture in Alberta. Within the province are local chapters, and within the Lower Peace Region are:

North Peace Applied Research Association (NPARA): serves the County of Northern Lights.

Mackenzie Applied Research Association (MARA): serves Mackenzie County which includes Rainbow Lake, Zama City, Fort Vermilion, La Crete and High Level.

Smoky Applied Research and Demonstration Association (SARDA): serves Northern Sunrise County and several other municipalities outside the Lower Peace Region.

Peace Country Beef and Forage Association (PCBFA): works with producers in an area stretching from High Prairie to the B.C. border and from Manning to Valleyview. (Agricultural Research and Extension Council of Alberta (ARECA), 2010)

## Forestry

The following provides a list of large and small forestry companies.

### Ainsworth Engineered: High Level OSB Plant

Ainsworth operates an oriented strand board (OSB) facility in High Level, Alberta. This facility is the largest single-line continuous press in the world. (Ainsworth Engineered Ltd., 2009)

### Boucher Bros. Limited

Boucher Bros. Limited is a third generation family forest industry business, working in northern Alberta since 1951, and is located in Northern Sunrise County. A dimensional sawmill, added in 1978, provides wood products for the global market and supplies soft chips and hog to a local pulp facility. Boucher Bros. also sells sawdust and shavings to the local oil field where it is used as an absorbent. This business employs 50 staff at the mill, as well as working with many contractors including loggers and their associated businesses, transport companies and reforestation.

Daishowa-Marubeni International Ltd. (DMI) is located on the banks of the Peace River within the County of Northern Lights and produces Aspen hardwood and Spruce softwood Kraft pulps. This plant employs over 300 staff including technicians, engineers, operators, electricians, pulping specialists, foresters and administration. Forestry research is undertaken in partnership with industry, academic institutions, governments and research institutions. (DMI: Daishowa-Marubeni International Ltd., 2013)

### La Crete Sawmills

Locally-owned and established in 1989, La Crete Sawmills Ltd. specializes in lumber production, as well as producing wood pellets from waste biomass, used as a heating fuel in stoves and boilers. (La Crete Sawmills, 2003)

### Manning Diversified Forest Products (MDFP)

Locally owned and in operation since 1993, MDFP produces high quality dimensional lumber for global markets. MDFP also produces chips, pellets and bagged shavings from their waste biomass. MDFP was recently certified as sustainable by the largest independent third party forest certification organization in the world. (Van Oort, 2012)

### The Manning Diversified Forest Products (MDFP) Research Trust Fund

This fund was established by MDFP in agreement with the Alberta Government to fund research that furthers understanding of the boreal forest and sustainability of the social, cultural and economic values in the northwest boreal region of Alberta.

The Weberville Community Model Forest is governed by the Weberville Community Forest Association (WCFA). The vision of the WCFA is to promote woodlot stewardship and sustainable landscape management of private forest land in Alberta.

### Tolko Lumber Mill: High Level

Tolko's High Level operation includes the production of dimensional lumber. (Tolko Industries Ltd., 2012) The Tolko Industries sawmill in High Level, is one of the largest mills in Alberta.

La Crete, Alberta is also home to two smaller sawmills, Crestview Sawmills and Evergreen Lumber Inc.

## **Oil and Gas**

The oil and gas business has been lucrative for close to 50 years within the Lower Peace Region since the discovery of a major oil field at Rainbow Lake in 1965.

Oil and gas activity in the north part of the Lower Peace Region is focused primarily in Rainbow Lake and Zama City. Oil activity within the south part of the Lower Peace Region is focused primarily in Northern Sunrise County and the M.D. of Opportunity No. 17. Oil and gas activity is within pockets in the central part of the Lower Peace Region in the County of Northern Lights. The proposed northern natural gas pipeline and exploration activities in the southern portion of the Northwest Territories and northeastern BC are expected to bring additional oil and gas development within the Lower Peace Region.

### Oil and Gas companies in the Lower Peace Region

#### Husky Oil

Husky Oil operates a large natural gas plant and co-owns/operates a co-generation facility with ATCO Power. Husky also operates the Rainbow Lake Processing Plant. (Husky Energy, 2002-2012)

#### Apache Canada: Zama

Apache Canada operates three gas plants near Zama, as well as operating a pilot project using a novel enhanced oil recovery method to produce oil from what were once thought to be exhausted wells. Located near Trout Lake in Northern Alberta, Zama accesses the Keg River Basin. (Apache, 2012).

#### Chinook Energy Inc.

Chinook Energy Inc. is a medium sized oil and gas company with interest in the Rainbow oil and gas area as well as the Peace Oil Sands area. (Chinook Energy Inc. - Canada)

Shell Canada is the leading company in the development of the Peace oil sands, located in the south part of the Lower Peace Region. These oil sands consist of deposits of underground bitumen; thick heavy oil within a sand reservoir. Shell Canada developed these deposits by injecting steam under pressure into the ground to separate the bitumen from the sand.

Penn West Exploration:

Penn West is continuing to appraise their positions at Red Earth, Sawn Lake, and surrounding areas (located in Northern Sunrise County and the Municipal District of Opportunity No. 17). In the Peace Oil Sands, Penn West is drilling vertical appraisal wells and operates their thermal pilot. Penn West will complete the construction of their second thermal pilot and commence steam injection in the third quarter of 2013. (Penn West Exploration, 2013)

Harvest Operations Corporation

Harvest Operations Corporation is undertaking exploration activities in the Red Earth Creek area. Harvest has existing infrastructure in the area to develop this oil sands potential. Future development may include down space drilling and water injection. Light oil and condensate produced can be used for blending with heavy oil. (Harvest Operations Corporation - Exploration and Development Activities - Red Earth , 2012)

Pace Oil and Gas

Pace is a medium sized oil-weighted company. Pace has oil production operations in the large Montney pool at Dixonville and its Slave Point light oil resource at Red Earth. Pace also has operations in the Rainbow and Haro sites in the Lower Peace Region. (Pace Oil & Gas Ltd., 2012)

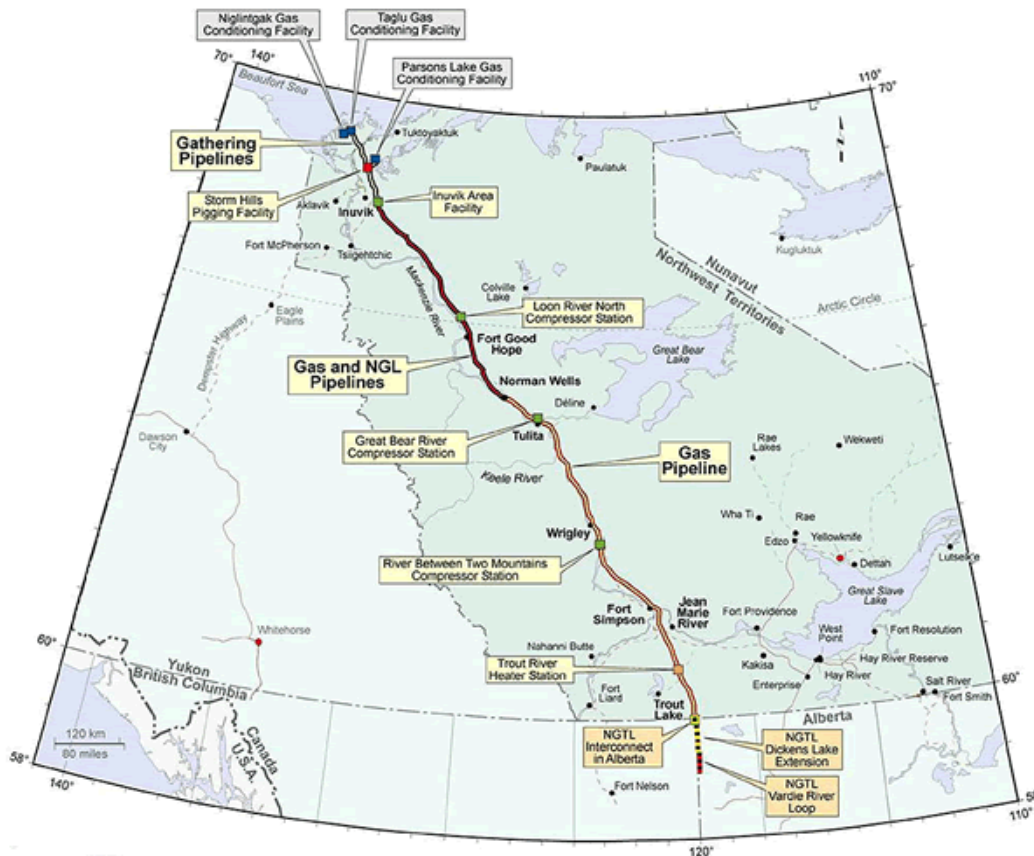
TransCanada Corporation

TransCanada has pipelines within the Lower Peace Region. TransCanada operates one of the most sophisticated pipeline systems in the world. TransCanada moves 15 billion cubic feet (Bcf) of natural gas per day, delivering to local distribution companies and businesses across Canada and the U.S. They are continually exploring new ways to help producers reach their markets. This includes transporting crude oil on both existing and new pipelines to connect Canada's growing oil sands supply with refineries in the U.S. Midwest.

### Mackenzie Gas Project

The Mackenzie Gas Project proposes to build a 1,196-kilometre pipeline system along the Mackenzie Valley. It would link northern natural gas producing wells to southern markets. The main Mackenzie Valley Pipeline would connect to an existing natural gas pipeline system in northwestern Alberta.

Figure 4: Proposed Mackenzie Gas project



(TransCanada - Mackenzie Gas Project, 2012)

The proposed Project crosses four Aboriginal regions in Canada's Northwest Territories (NWT). A short segment will be in northwestern Alberta near the NWT border.

The natural gas exploration and development companies involved in the Mackenzie Gas Project have interests in three discovered natural gas fields in the Mackenzie Delta - Taglu, Parsons Lake and Niglintgak. Other companies exploring for natural gas in the North are also interested in using the pipeline.

The planning, building and operation of the proposed Mackenzie Gas Project, will take cooperation among many different companies, communities, settlement regions, regulatory agencies and governments.

## Alternative Energy Sources

The following companies are engaged in biomass energy projects.

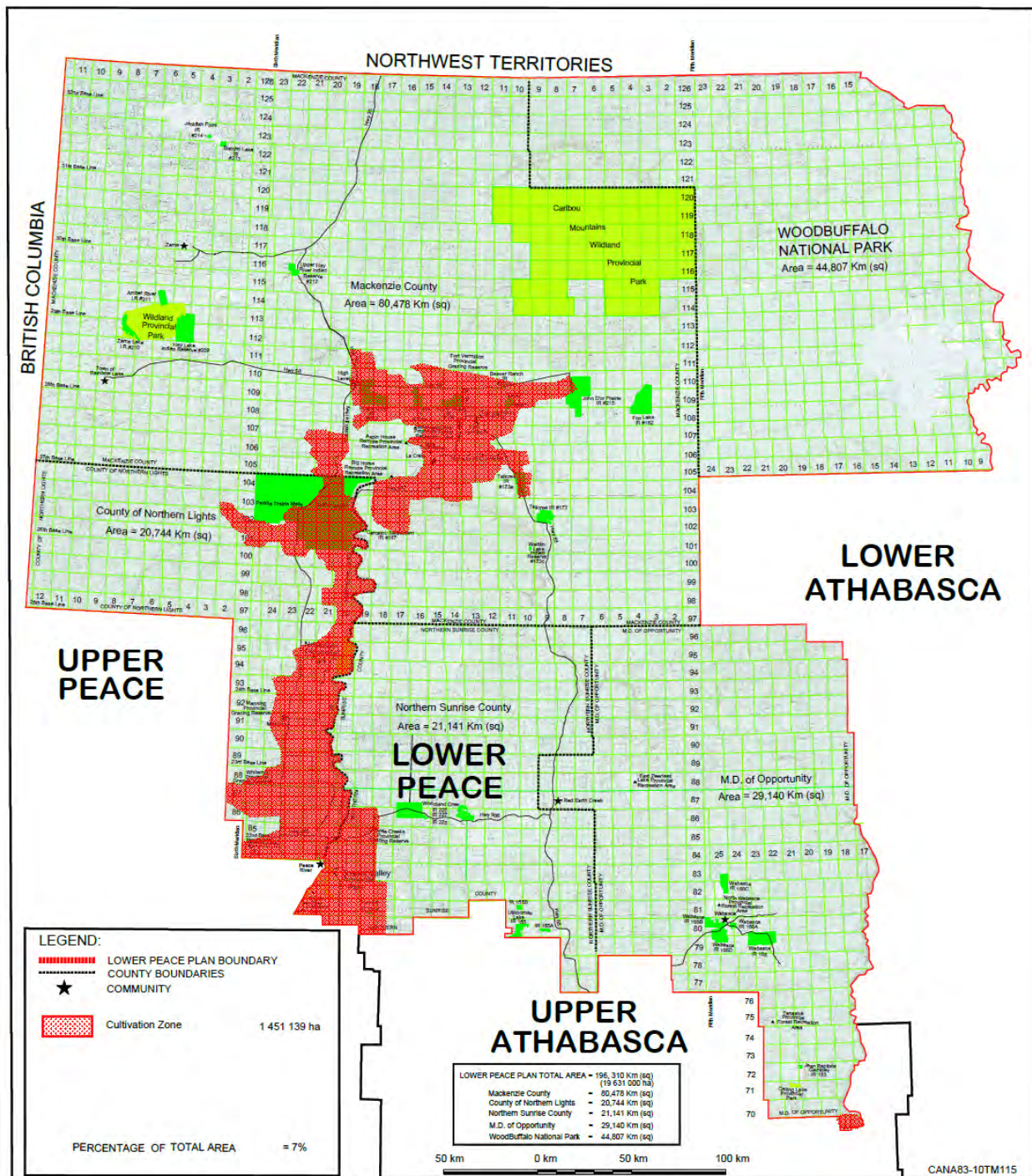
### Mustus Biomass Plant Project

Mustus Energy Ltd. is working with Lockheed Martin to build a new 41.5 megawatt biomass-fueled power generation plant in La Crete, Alberta. The project, developed by Mustus Energy with Lockheed Martin's support in procuring materials, equipment and other required services, will provide enough energy when complete to power over 30,000 Canadian homes.

The biomass facility is expected to begin commercial operations by the fall of 2013, and will provide base-load electrical power to the Alberta grid. As feedstock, Mustus Energy plans to use the tops of aspen trees that would otherwise be discarded as waste after the trunks are processed into lumber and other products at local mills.

The La Crete biomass facility will provide Alberta with a domestic, secure power source, while preserving the environment. Canada is a leader in developing and implementing biomass technologies. Six percent of Canada's power comes from biomass, making it the second largest source of the country's renewable energy generation. (Mustus Energy Ltd. Press Release, 2012)

Figure 5: Agriculture in the Lower Peace Region



Sources:  
 National Topographic System Maps of Canada  
 Government of Alberta  
 Alberta Environment and Sustainable Resources  
 Alberta Agriculture, Food and Rural Development  
 Canadian Oilfield Gas Plant Atlas  
 Atlas of Canada  
 Atlas of Alberta

Maps:  
 1:250 000 NTS Maps  
 Township Grid System of Alberta  
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GIS Data:  
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 ESRD Wildlife Biodiversity Zones  
 Special Access Zones  
 Grassland Vegetation Inventory

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Figure 6: Canada Land Inventory Suitability for Agricultural Soils Classes

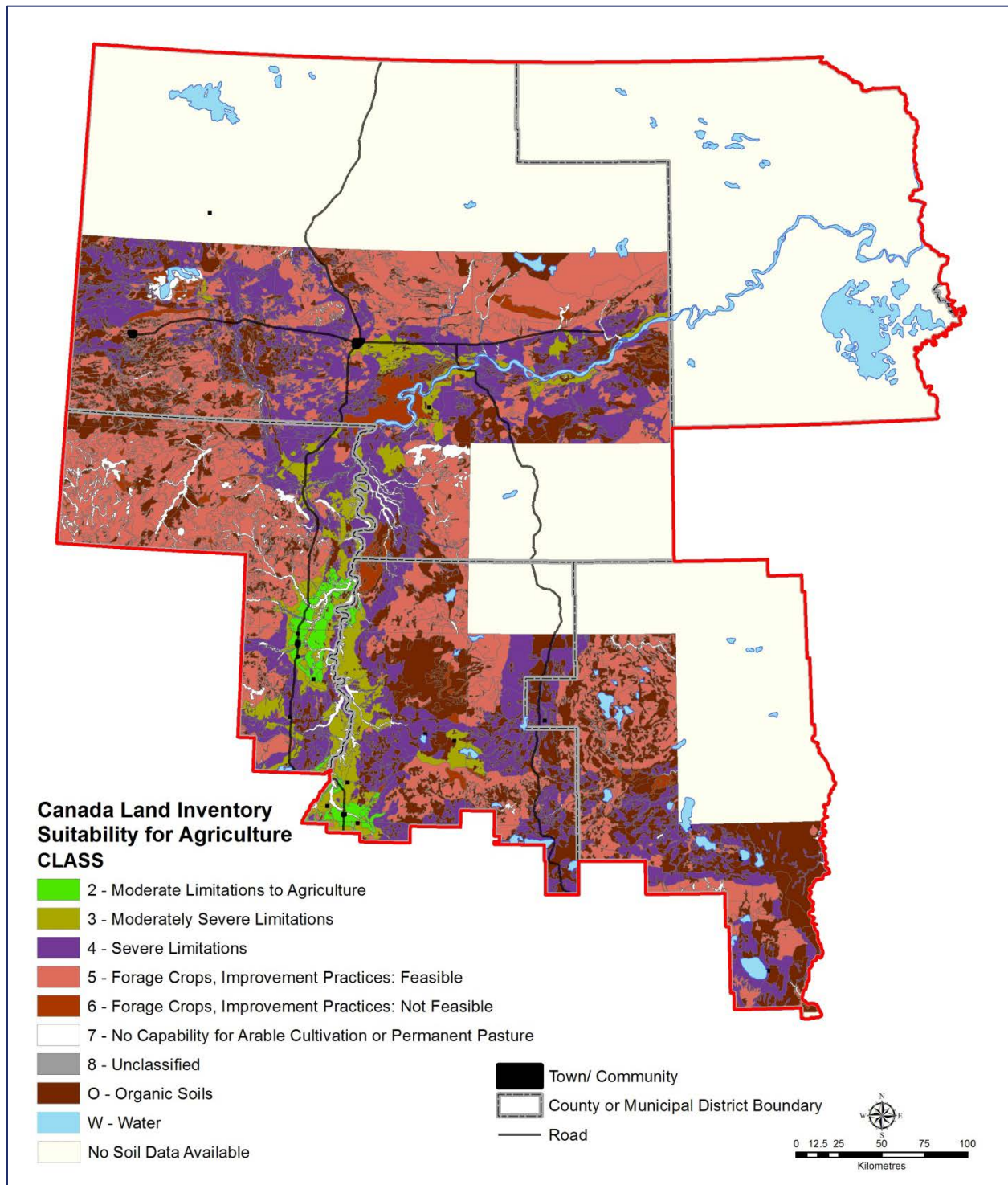
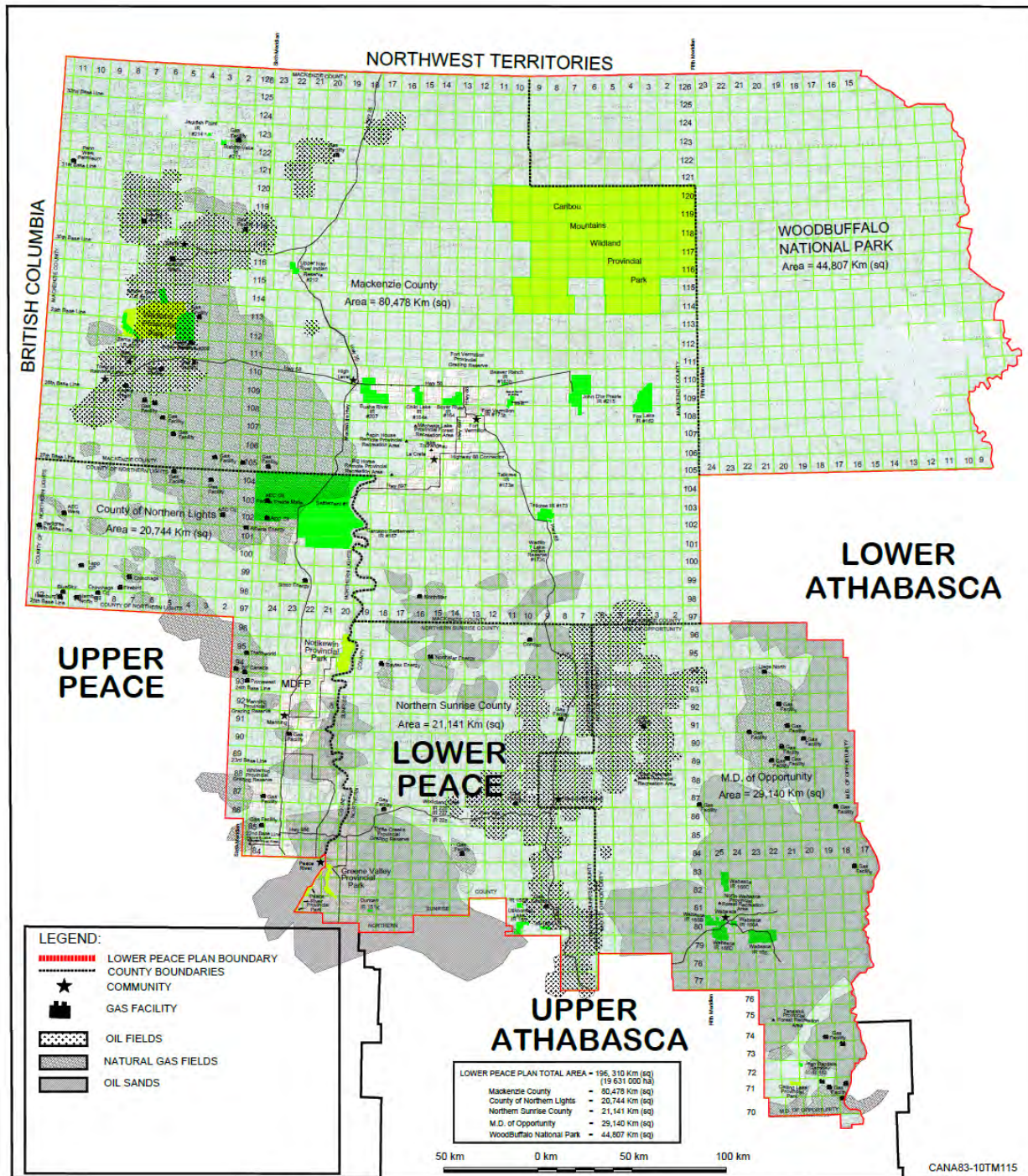


Figure 7: Oil Deposits in the Lower Peace Region



Sources:  
 National Topographic System Maps of Canada  
 Government of Alberta  
 Alberta Environment and Sustainable Resources  
 Alberta Agriculture, Food and Rural Development  
 Canadian Oilfield Gas Plant Atlas  
 Atlas of Canada  
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## Tourism and Recreation

Tourism and Recreation are important industries within the Lower Peace Region. There are a number of activities that attract the regional population, as well as people travelling through the Lower Peace Region to destinations in the Northwest Territories, the Yukon and Alaska. There are a number of resources for Tourist information in the region including the Mackenzie Frontier Tourist Association, the Mighty Peace Tourist Association, GeoTourism Canada, Travel Alberta, as well as local tourist information centres.

The Peace River is a major tourism resource within the Lower Peace Region, providing numerous recreational opportunities. There are several campgrounds located throughout the Lower Peace Region. Opportunities are numerous for hunting, trapping, cross country skiing, snowshoeing, sledding, quadding, cycling and motorcycling. Additional opportunities include fly-in lodges, wilderness outfitting, river tours on the Peace River, ecological and agricultural tourism as well as multiple cultural, heritage and local events.

There is a circle Deh-Cho route through the Peace River Watershed, travelling through Manning and High Level and north along the Mackenzie Highway. Highway 35, the main highway linking the Lower Peace Region to the Northwest Territories (NWT) sees annual traffic volumes of just over 100,000 vehicles. In the summer of 2006, 18,300 visitors drove to the NWT and spent almost \$12 million on their total trip.

The following websites provide more information about tourism in the Lower Peace Region. [www.mightypeace.com](http://www.mightypeace.com); [www.dehchotravel.ca](http://www.dehchotravel.ca); [www.mackenziefrontier.com](http://www.mackenziefrontier.com); <http://travelalberta.com>.

### German Hobbyist Movement

There are an estimated 40,000 German 'Hobbyists' who emulate North American First Nations traditional dress, ceremonies, and songs, and have also become interested in their political causes. German fascination with First Nations culture began with the fictional stories of an Apache warrior named Winnetou and his companion and German blood-brother, Old Shatterhand. The first story was written in 1892 by Karl May. He became the best-selling German author of all time. With several First Nation bands, vast unspoiled wilderness, and German speaking communities, the High Level area of the Lower Peace Region is uniquely positioned to take advantage of this First Nation tourism niche. (REDI: Tourism and Recreation Investment Opportunities)

The paving of Highway 88 will also provide more opportunities for Tourism, providing a shorter paved route from the Edmonton and Slave Lake areas to the Lower Peace Region, as well as providing a paved loop road in northern Alberta. The extension of Highway 58 west to British Columbia from the Town of Rainbow Lake will provide additional tourism connections to the Lower Peace Region as well as providing other economic opportunities for the Region.

### ***Provincial Natural Areas, Wildland Provincial Parks and Provincial Grazing Reserves***

There are currently three Provincial Natural Areas, five Wildland Provincial Parks and five Provincial Grazing Reserves within the Lower Peace Region. Detailed information about a selection of these areas can be found below.

### **Provincial Natural Areas**

Caribou River Provincial Natural Area  
Child Lake Meadows Provincial Natural Area  
Harper Creek Provincial Natural Area

### **Wildland Provincial Parks**

Caribou Mountains Wildland Provincial Park (large)  
 This provincial park, located in the northeast part of Mackenzie County is 5910 km<sup>2</sup>, more or less. (Alberta Tourism Parks and Recreation: Caribou Mountains Wildland Provincial Park, 2001)

Grand Rapids Wildland Provincial Park (shared with Lower Athabasca Region)

Hay-Zama Lakes Wildland Provincial Park  
 This provincial park, located in the northwest part of Mackenzie County is 486 km<sup>2</sup>, more or less. (Alberta Tourism Parks and Recreation: Hay-Zama Lakes Wildland Provincial Park, 1999)

Otter-Orloff Lakes Wildland Provincial Park (shared with Upper Athabasca Region)

Peace River Wildland Provincial Park (shared with Upper Peace Region)  
 This provincial park is located in southwest part of Northern Sunrise County along the east side of the Smoky River within the Lower Peace Region.

### **Provincial Grazing Reserves**

Fort Vermilion Provincial Grazing Reserve  
Leddy-St. James Lakes Provincial Reserve  
Manning Provincial Grazing Reserve  
Three Creeks Provincial Grazing Reserve (large)  
Whitemud Provincial Grazing Reserve

There are several potential conservation areas (Wildland Provincial Parks) within the Lower Peace Region as identified in Figure 11 in the light red shading.

### ***National Park, Provincial Parks and Recreation Areas and County Parks***

There is currently one National Park, three Provincial Parks, six Provincial Recreation Areas and five County parks within the Lower Peace Region, as listed below. Detailed information about a selection of these parks can be found below.

### **National Park**

#### **Wood Buffalo National Park**

Wood Buffalo National Park is located in the northeast corner of the Lower Peace Region. The park is 44,807 km<sup>2</sup> in size, Canada's largest national park and one of the largest in the world. It was established

in 1922 to protect the last remaining herds of bison in northern Canada. Today, it protects an outstanding and representative example of Canada's Northern Boreal Plains.

The park supports and protects many unique natural and cultural resources, from diverse ecosystems and rare species to the traditional activities of First Nation residents. As a remote wilderness park and World Heritage Site, Wood Buffalo National Park attracts Canadian and international visitors who wish to experience and learn about the unique cultures, landscapes and wildlife of the boreal north.

Figure 8: Bison in Wood Buffalo National Park



Bison in Meadow  
©Parks Canada / P. McCloskey / A-I-I

Retrieved November 24, 2012  
<http://www.pc.gc.ca/eng/pn-nt/nt/woodbuffalo/natcul/natcul1.aspx>

#### International Significance

In 1983, Wood Buffalo National Park became the eighth site in Canada to be granted World Heritage status by UNESCO (United Nations Educational, Scientific and Cultural Organization). Being included on this list confirms the exceptional universal value of a cultural or natural site which deserves protection for the benefit of all humanity.

The outstanding characteristics of Wood Buffalo that led to its designation include:

- one of the largest free-roaming and self-regulating bison herds in the world
- the last remaining natural nesting area for the endangered whooping crane
- the Peace-Athabasca Delta, one of the largest inland freshwater deltas in the world
- some of the finest examples of gypsum karst landforms in North America
- unique salt plains
- vast undisturbed expanses of boreal wilderness

Figure 9: Whooping Crane in Wood Buffalo National Park



Whooping Crane  
© Canadian Wildlife Service / R.D. Muir / WBWB 9465

Retrieved November 24, 2012  
<http://www.pc.gc.ca/eng/pn-nt/nt/woodbuffalo/natcul/natcul1.aspx>

In 1982, the International Union for the Conservation of Nature (IUCN) recognized that Wood Buffalo protected two wetland areas of international significance — the Peace-Athabasca Delta and the whooping crane nesting area located in the remote north-central corner of the park. It is a fragile complex of marshes, shallow ponds and lakes, streams and bogs. These areas were designated as Ramsar sites — a designation by the Ramsar Convention which focuses on identification and protection of critical habitat for migratory birds.

The Peace-Athabasca Delta was named a Ramsar site because it is one of the largest inland freshwater deltas in the world and a major nesting and staging area for migratory waterfowl in North America. Migratory waterfowl from all four North American flyways pass through the delta in the spring and fall.

#### Northern Boreal Plains

The Northern Boreal Plains is characterized by its flat topography. It is poorly drained, with elevations ranging from 210-300 metres above sea level. The plain is underlain by Devonian period sedimentary bedrock (gypsum, halites, dolomite and limestone) and covered by glacial deposits of varying thicknesses.

Figure 10: Salt Plains in Wood Buffalo National Park



Salt Plains

© Parks Canada / P. McCloskey / J-2-a

Retrieved November 24, 2012

<http://www.pc.gc.ca/eng/pn-np/nt/woodbuffalo/natcul/natcul1.aspx>

The uniform relief, porosity and solubility of the bedrock have produced a drainage type that is primarily vertical and percolating rather than horizontal across the surface of the land. Water percolating through the soil and bedrock causes saturation of the plains surface. This has created karst landforms in areas of gypsum bedrock. Other phenomena include salt flats, underground streams, sinkholes and saline streams.

The boreal plains are a mosaic of muskeg, meandering streams, shallow lakes and bogs, and boreal forest. The forest is comprised of white and black spruce, jack pine, balsam fir, aspen and poplar. Fire is a natural force in the boreal plains. The most outstanding topographic features are the major rivers — Athabasca, Peace and Slave — and the biologically productive Peace-Athabasca Delta. (Wood Buffalo National Park of Canada, 2009)

### **Provincial Parks**

#### **Calling Lake Provincial Park**

This provincial park, located in the south part of the M.D. of Opportunity No. 17 is 738.32 ha in size. (Alberta Tourism, Parks and Recreation - Calling Lake Provincial Park, 2000)

**Greene Valley Provincial Park**

This provincial park, located east of Marie Reine, within Northern Sunrise County and stretching to the Town of Peace River is 3,131 ha in size. (Alberta Tourism Parks and Recreation - Greene Valley Provincial Park, 1999). Within the Greene Valley Provincial Park is the Twelve Foot Davis Provincial Historic Site.

**Notikewin Provincial Park**

This provincial park, located northeast of Manning, within the County of Northern Lights is 9,967 ha (0.74 km<sup>2</sup>) in size. (Alberta Tourism, Parks and Recreation - Notikewin Provincial Park, 2002)

**Recreation Areas****Buffalo Tower Provincial Recreation Area****Figure Eight Lake Provincial Recreation Area****Fort Vermilion Provincial Recreation Area****Machesis Lake Provincial Recreation Area****Rainbow Lake Provincial Recreation Area****Tanasiuk Provincial Recreation Area****Figure Eight Lake Provincial Recreation Area**

This provincial recreation area, located about 20 km northwest of Grimshaw is 90.09 ha in size.

**Twin Lakes Provincial Recreation Area**

This provincial recreation area, located northwest of Manning within the County of Northern Lights is 4.97 ha in size. (Alberta Tourism, Parks and Recreation - Twin Lakes Provincial Recreation Area, 2000)

**County Parks****Cecil Thompson County Park****Harmon Valley County Park****Shady Lane District Park****Tourangeau Lake District Park****Wadlin Lake District Park**

The history of communities is celebrated, displayed and shared through local museums. There are also a few unique points of interest as well as a historic site within the Lower Peace Region as listed below.

**Museums****Battle River Museum****Fort Vermilion Heritage Centre****LaCrete Mennonite Heritage Village****Mackenzie Crossroads Museum and Visitors Centre****Nampa and District Historical Museum****Old Hospital Museum and Gallery****Points of Interest****Bradshaw's Exotic Bird Farm****Steen River Meteorite Impact Crater**

## **Tompkins Landing Ferry**

### **Twelve Foot Davis Provincial Historic Site**

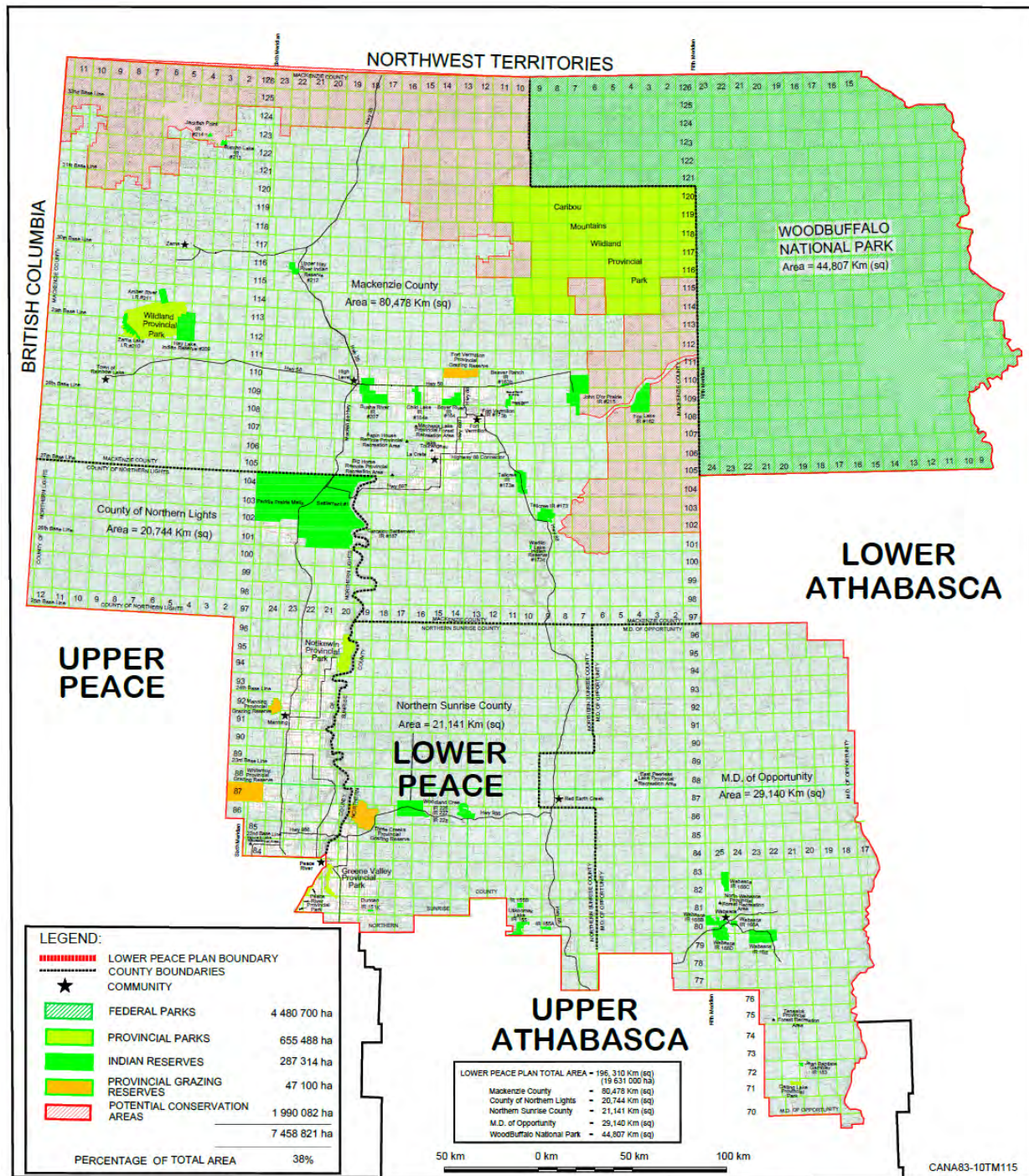
This site, located outside the Town of Peace River within Northern Sunrise County was recently upgraded. The site includes improvements to the Twelve Foot Davis Gravesite, the Dr. Greene Cairn site and signage connecting the gravesite to the Twelve Foot Davis statue in Riverfront Park, within the Town of Peace River. (Government of Alberta - Twelve Foot Davis and Adjacent Sites, 2010)

DRAFT



# APPENDIX C: MAPS

Figure 11: Federal, Provincial Parks and Potential Conservation Areas



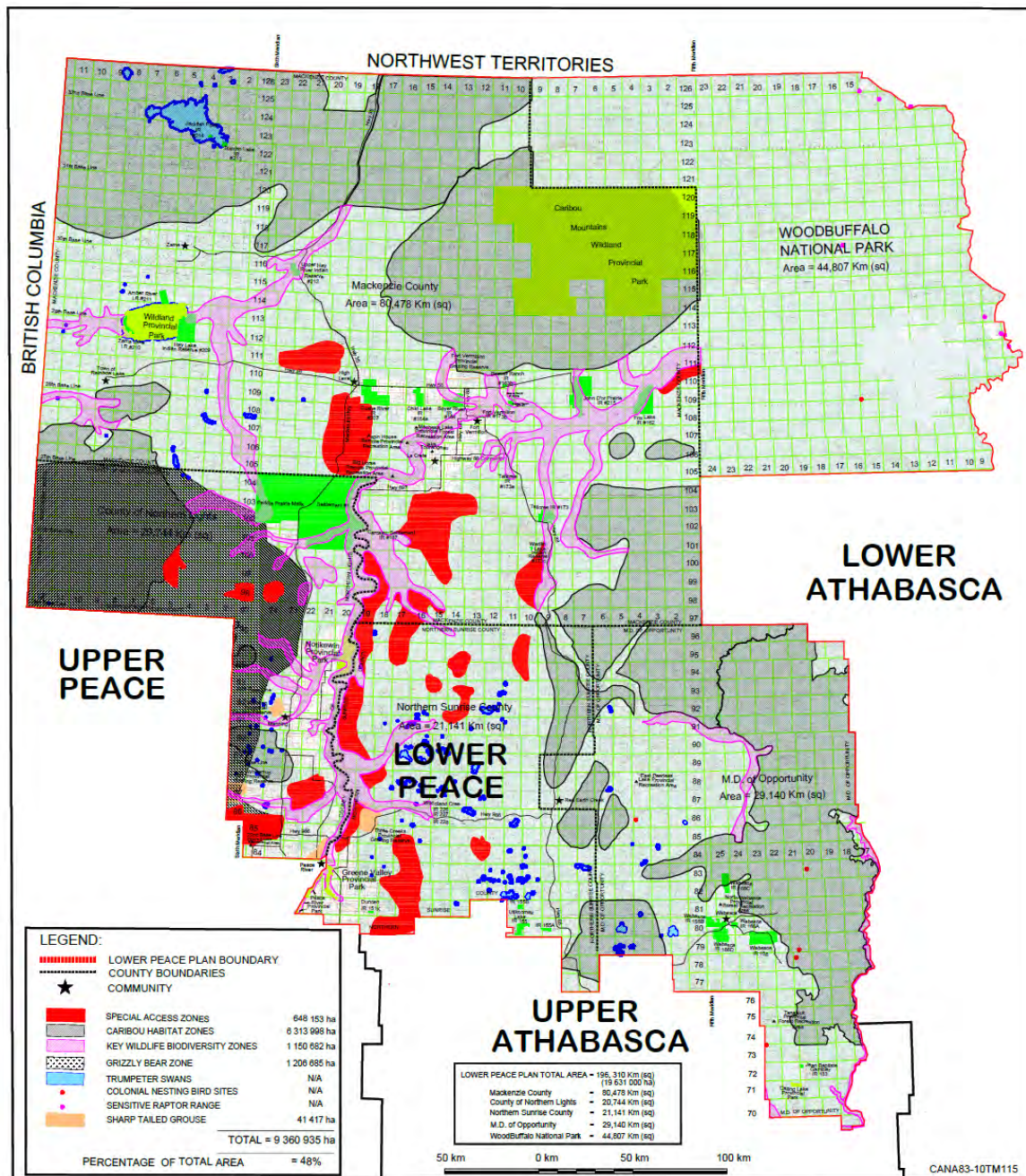
Sources:  
 National Topographic System Maps of Canada  
 Government of Alberta  
 Alberta Environment and Sustainable Resources  
 Alberta Agriculture, Food and Rural Development  
 Canadian Oilfield Gas Plant Atlas  
 Atlas of Canada  
 Atlas of Alberta

Maps:  
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Figure 12: Wildlife Sensitive Areas



Sources:  
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 Atlas of Alberta

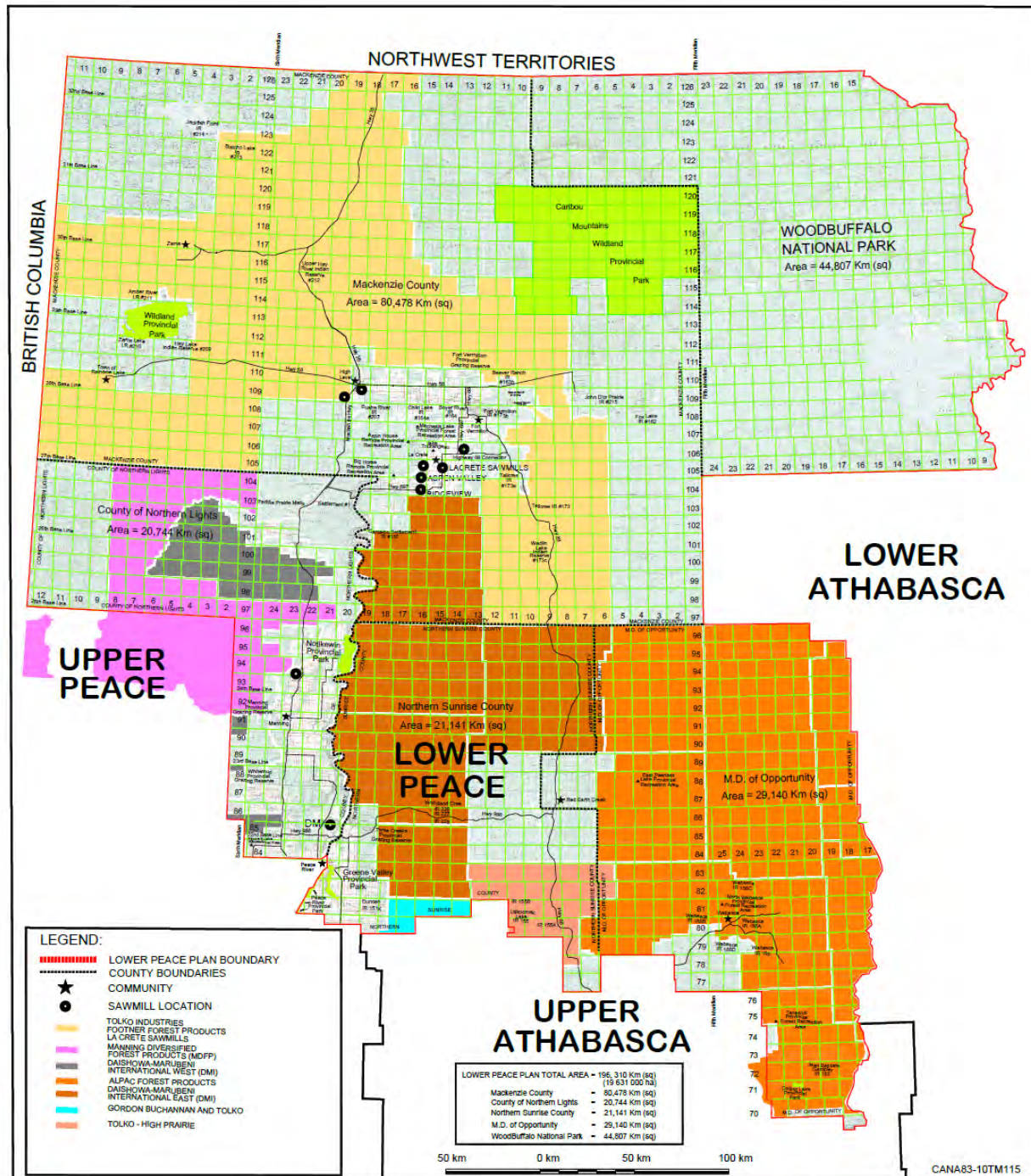
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Note: Special Access Zone is areas of natural habitat within an intensively developed landscape. Maintaining contiguous habitat parcels is important to all wildlife species that tend to cluster in these regions. (ASRD - Special Access Zone, 2011)

Figure 13: Forest Management Units



Sources:  
 National Topographic System Maps of Canada  
 Government of Alberta  
 Alberta Environment and Sustainable Resources  
 Alberta Agriculture, Food and Rural Development  
 Canadian Oilfield Gas Plant Atlas  
 Atlas of Canada  
 Atlas of Alberta

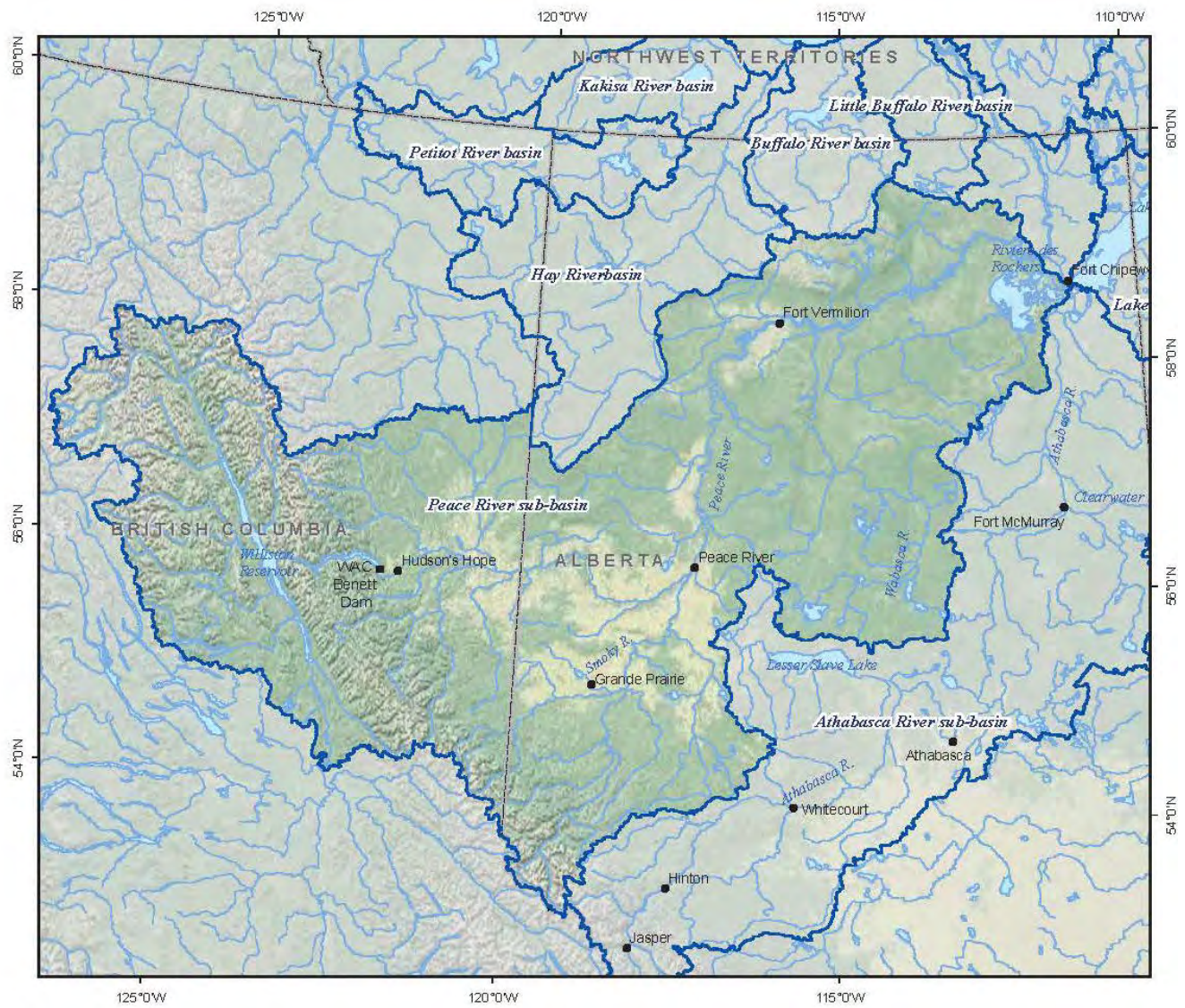
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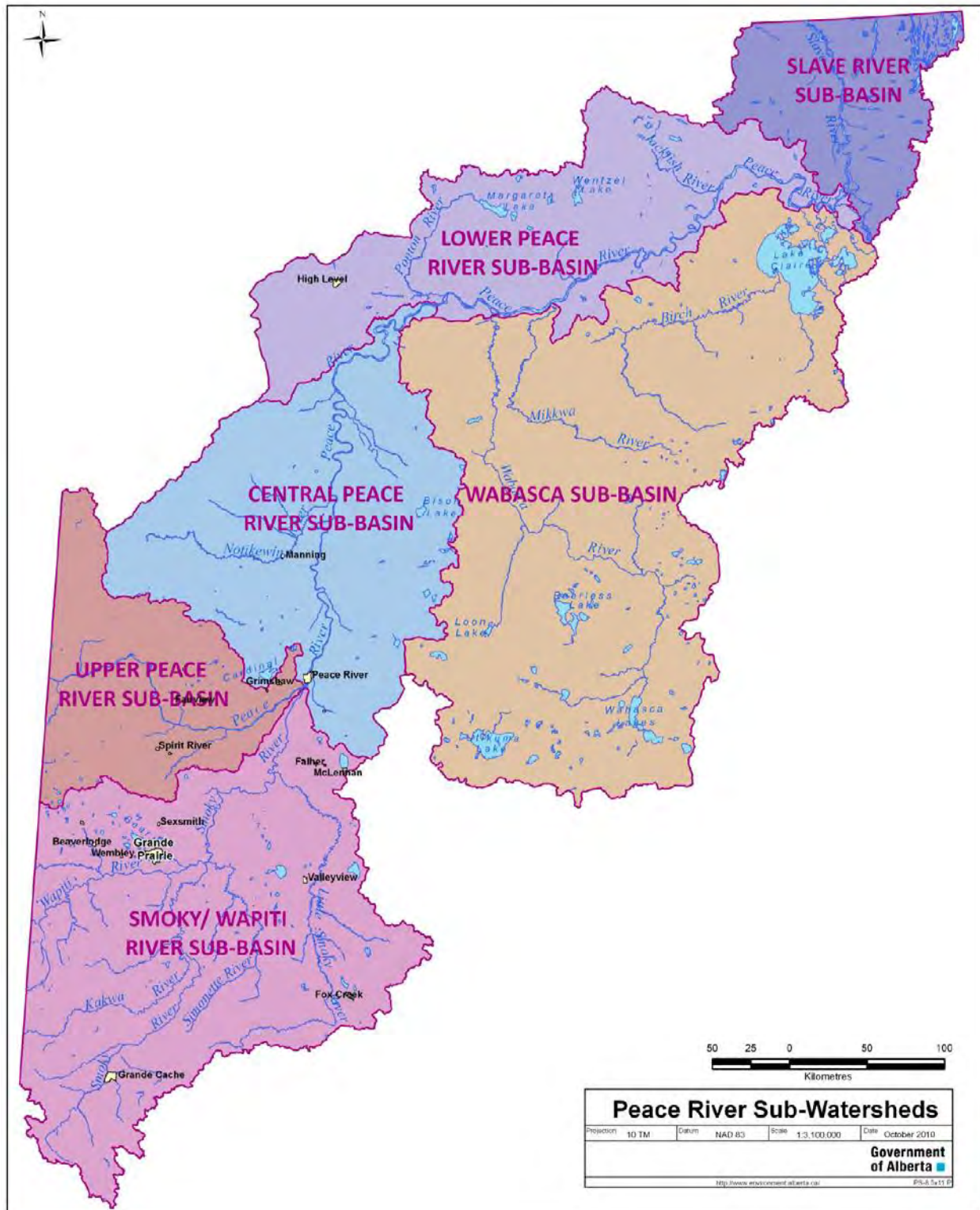
## Peace River Watershed

Figure 14: Peace River Watershed and Surrounding Watersheds



Source: Hatfield Consultants Partnership, for Alberta Environment. Current State of Surface Water Quality and Aquatic Ecosystem Health in Alberta-Northwest Territories Trans boundary Waters, draft. March 2009, p 77.

Figure 15: Peace River Sub-Watersheds



Source: Alberta Environment, Northern Region, October 2010

Table 2: Biophysical Characteristics of Natural Sub regions

Natural Region	Natural Subregion	Area (km <sup>2</sup> )	Percent of province	Average elevation (meters above sea level)	Physiography	Major soils	Main vegetation types	Wetlands and water	Land use
Rocky Mountain (6% of province)	Alpine	15,084	2.3	2350 (1900–3850)	Steeply sloping bedrock, colluvium, residual materials, glaciers	Nonsols, Regosols, Brunisols	Large ly nonvegetated, herbaceous meadows, shrublands	Wetlands uncommon, 4% of area as glaciers, snow fields	Conservation, recreation
	Sub-Alpine	25,218	3.8	1750 (1300–2300)	Till, residual materials over rolling and inclined bedrock	Eutric Brunisols	Mixed conifer (lodgepole pine–Engelmann spruce) forests.	2% (wetlands), 1% (lakes and streams)	Recreation, forestry, oil and gas, coal mining, minimal grazing
	Montane	8,768	1.3	1400 (825–1850)	Valleys and foothills. Till with significant fluvial deposits.	Mainly Blek to Dark gray Chernozems; significant occurrences of Brunisols, Luvisols	Mixed or pure aspen, lodgepole pine, Douglas fir, and white spruce forests, grasslands	2% (wetlands), 1% (lakes, streams)	Recreation, forestry, grazing, major transportation corridors
Foothills (10% of province)	Upper Foothills	21,537	3.3	1300 (950–1750)	Rolling foothills, dissected plateaus, till with colluvium on steeper slopes	Brunisols, Gray Luvisols, Orthic Gray Luvisols, Mollisols and Gleysols in wetlands	Mainly closed coniferous forests (lodgepole pine, lodgepole pine–black spruce, white spruce)	10% (wetlands in valleys), < 1% (lakes, streams)	Recreation, oil and gas, coal mining, forestry, minimal grazing
	Lower Foothills	44,889	6.8	950 (650–1825)	Dissected plateaus, rolling uplands, till with significant fluvial deposits.	Orthic Gray Luvisols, Brunisols, Gray Luvisols. Wetlands are Mollisols and Gleysols.	Mixedwood forests (aspen–lodgepole pine–white spruce)	20% (wetlands in valleys), < 1% (lakes, streams)	Recreation, oil and gas, coal, forestry, grazing, some till cropping at low elevations
Grassland (14% of province)	Dry Mixedgrass	48,837	7.1	800 (550–1100)	Undulating plains. Mainly till with significant lacustrine, fluvial, eolian materials.	Brown Chernozems; significant areas of Brown Solonetz. Wetlands are Gleysols	Grasslands (blue grama, needle and thread), shrublands in moister locales	3% (wetlands–marshes or temporary), 2% (lakes, streams)	Oil and gas, grazing, irrigation-based farming
	Mixedgrass	20,072	3.0	975 (650–1450) Highest elevations on Cypress Hills	Undulating plains with some rolling to hummocky areas. Till and lacustrine materials.	Dark Brown Chernozems. Wetlands are Gleysols.	Mainly agricultural; native grasslands are needle and thread, porcupine grass, northern and western wheatgrass; buckbrush shrublands.	5% (wetlands, mainly marshes), 1% (lakes, streams)	Oil and gas, grazing, irrigation-based farming
	Northern Fescue	14,833	2.3	800 (650–1100) Highest elevations to west	Undulating plains and hummocky uplands. Mainly till with significant lacustrine, fluvial, and solian materials	Dark Brown Chernozems; significant areas of Dark Brown Solonetz. Wetlands are Gleysols.	Plains rough fescue (moist), western porcupine grass (drier). Buckbrush and rose shrublands. Graminoid wetlands.	7% (wetlands, mainly marshes), 3% (lakes, streams)	Oil and gas, grazing, till cropping
	Foothills Fescue	13,823	2.1	1100 (800–1525)	Hummocky and rolling to undulating. Mainly till with significant lacustrine deposits	Mainly Blek Chernozems. Wetlands are Gleysols.	Mountain rough fescue on moister sites; western wheatgrass on drier sites. Wet areas often shrubby.	3% (wetlands), 1% (lakes, streams)	Recreation, oil and gas, grazing, till cropping (short-season crops)

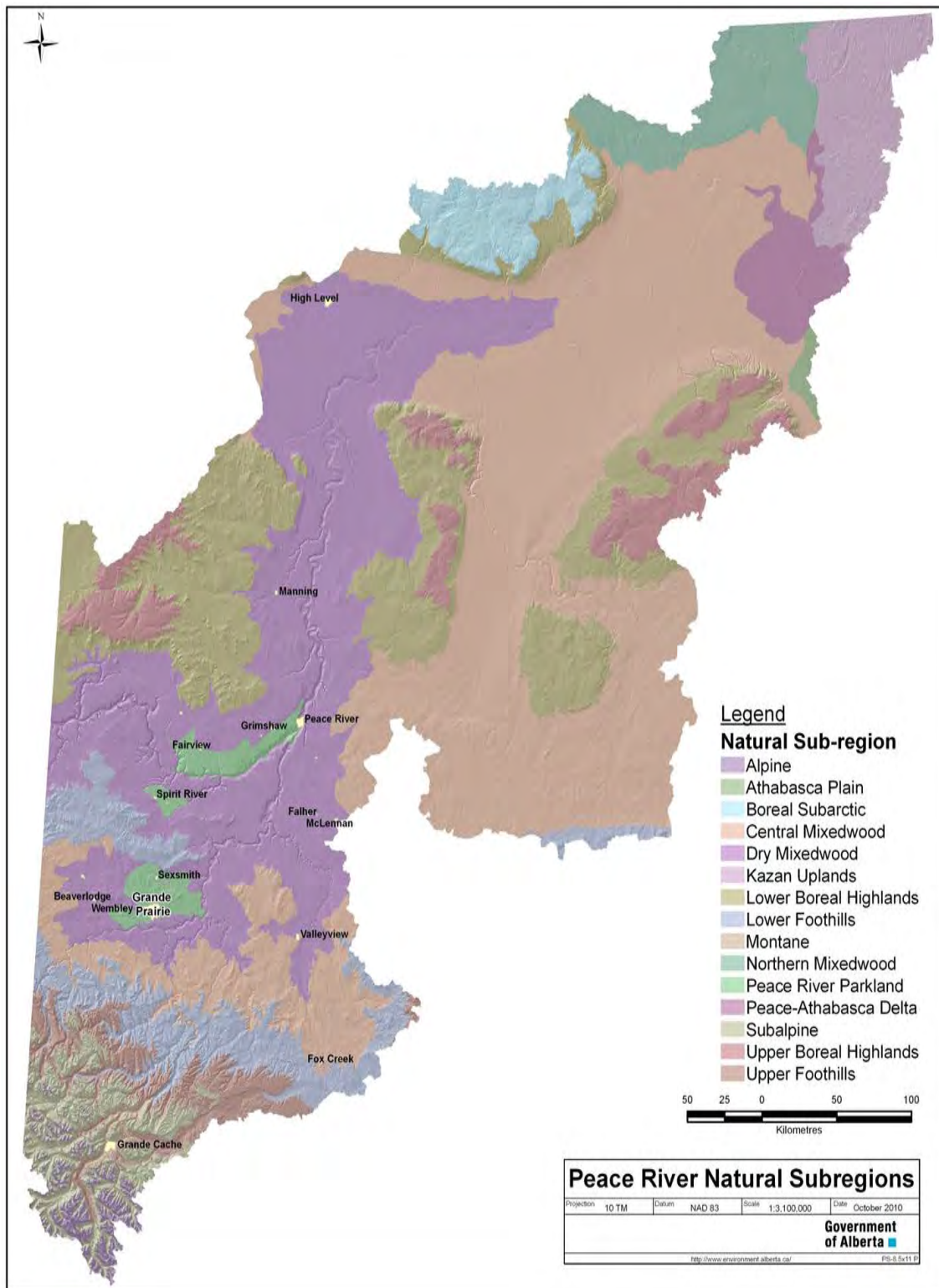
Natural Region	Natural Subregion	Area (km <sup>2</sup> )	Percent of province	Average elevation (meters above sea level)	Physiography	Major soils	Main vegetation types	Wetlands and water	Land use
Parkland (9% of province)	Foothills Parkland	3,921	0.0	1250 (1025–1525)	Sloping lower foothills and hummocky uplands. Till with significant lacustrine materials in valleys.	Mainly Black Chernozems, some Dark Gray Chernozems. Wetlands are mainly Gleysols.	Aspen forests (continuous and clones). Some areas of dense tall willow (north). Grasslands (mountain rough fescue and Parry's oatgrass) more common on southerly slopes.	4% (wetlands), <1% (lakes, streams)	Recreation, oil and gas, grazing, till cropping (short-season crops)
	Central Parkland	53,706	8.1	750 (500–1250)	Undulating plains, hummocky uplands. Mainly glacial till with lacustrine, fluvial, and eolian inclusions.	Mainly Black Chernozems, some Dark Gray Chernozems. Significant Solonchic soils. Wetlands are Gleysols.	Extensively cultivated. Aspen clones interspersed with grasslands dominated by plains rough fescue. Tree cover increases with latitude. Graminoid wetlands.	10% (wetlands, mainly marshes), 2% (lakes, streams)	Oil and gas, till cropping, grazing
	Peace River Parkland	3,120	0.5	625 (300–800)	Gently undulating plains, south-facing slopes of the Peace River. Lacustrine deposits with colluvium on the slopes.	Dark Gray to Black Chernozems (often Solonchic) with significant Solonchic and Luvisolic soils. Slopes are Regosols and Dark Brown Chernozems. Wetlands are mainly Gleysols.	Mostly cultivated. Remnant aspen clones and continuous forest, interspersed with sedge-California oat grass-porcupine grass. Jack pine on sands. Graminoid wetlands, often ringed by willow.	6% (wetlands), 2% (lakes, streams)	Oil and gas, till cropping
Boreal Forest (58% of province)	Dry Mixedwood	85,321	12.9	600 (225–1225)	Undulating plains and hummocky uplands. Mainly till with significant lacustrine (Peace Lowlands).	Orthic and Dark Gray Luvisols. Brunisols on sands. Wetlands are Mesisols and Gleysols.	Much of the Natural Subregion has been cultivated. Aspen forests with shrubby understoreies, some white spruce, jack pine on dry sites. Peatlands common.	15% (wetlands), 3% (lakes, streams, not including Lesser Slave Lake)	Forestry, oil and gas, coal mining, recreation, grazing, till cropping in southern areas
	Central Mixedwood	167,856	25.3	525 (200–1050)	Undulating plains, some hummocky uplands. Equal proportions of till, lacustrine, and fluvial materials	Orthic Gray Luvisols, Brunisols on sands. Wetlands are mainly Mesisols, some Fibrisols, Gleysols	Closed-canopy mixedwood: aspen dominant in early seral stages, white spruce increasing with age; jack pine common on sandy sites; black spruce (amarack stands) common on extensive peatlands	40% (wetlands, mainly peatlands), 3% (lakes and streams)	Forestry, oil and gas, coal mining, recreation, grazing in southern areas, minor till cropping, subsistence
	Lower Boreal Highlands	55,615	8.4	675 (400–1050)	Lower slopes of the Northern Alberta Highlands and undulating to hummocky uplands. Mainly till.	Orthic and Gleyed Gray Luvisols. Wetlands are mainly Mesisols with some Gleysols	Early to mid-seral pure or mixed forests (aspen, balsam poplar, black and white spruce, paper birch). Lodgepole pine-jack pine hybrids are common. Open black spruce peatlands; graminoid marshes and willow/marsh reed grass wetlands.	30% (wetlands, mainly in the Chinchaga area), 1% (lakes, streams)	Forestry, oil and gas, recreation, subsistence

Natural Region	Natural Subregion	Area (km <sup>2</sup> )	Percent of province	Average elevation (meters above sea level)	Physiography	Major soils	Main vegetation types	Wetlands and water	Land use
Boreal Forest (58% of province)	Upper Boreal Highlands	11,858	1.8	825 (650-1150)	Upper slopes and undulating plateaus of the Northern Alberta Highlands. Mainly till seepage is common.	Orthic and Gleyed Gray Luvisols, some Brunisolic Gray Luvisols. Wetlands are mainly Mesisols and Organic Cryosols with some Gleysols.	Coniferous forests are dominant at all aerial stages. Lodgepole pine-jack pine hybrids are common pioneers occurring with black spruce. Open black spruce stands on wetlands.	35% wetlands; 1-2% (lakes, streams).	Forestry, oil and gas, recreation, subsistence
	Athabasca Plain	13,525	2.0	300 (200-650)	Level to undulating plains with fluvial and eolian deposits; prominent dunes in the west. Strongly hummocky and rolling sandy and gravelly ice-contact materials in the east.	Mainly Dystric Brunisols on well drained materials. Wetlands are mainly Mesisols.	Dry jack pine forests are extensive. Dune areas are largely unvegetated; unique communities that stabilize open sand occur. Wetlands are primarily sedge fens.	20% (wetlands); 3% (lakes, streams).	Recreation, subsistence
	Peace-Athabasca Delta	5,635	0.8	225 (200-250)	Deltaic fluvial and lacustrine deposits; level. Silty and sandy fluvial materials.	Uplands mainly Cumulic Regosols. Wetlands are Gleysols; peatlands are limited.	Aquatic, shoreline, meadow, shrub and marsh vegetation in the lowlands; shrub and forest uplands on terraces, islands and levees. Sedge meadows are characteristic.	20% (wetlands); 40% (shallow lakes and meander channels).	Recreation, subsistence
	Northern Mixedwood	29,513	4.5	350 (150-650)	Level to undulating plains. Fine textured till and lacustrine materials.	Uplands are Orthic Gray and Gleyed Gray Luvisols. Wetlands are Organic Cryosols and Mesisols; permafrost is common.	Wetland vegetation is characteristic (closed, open black spruce). Upland sites (mainly isolated elevated areas and in fluvial areas) forested by pure or mixed aspen, white spruce and black spruce stands.	70% (wetlands); 3% (lakes, streams).	Forestry, oil and gas, recreation, subsistence
	Boreal Subarctic	11,823	1.8	825 (575-1000)	Undulating to rolling plateaus in the Northern Alberta Highlands; mainly till.	Uplands are Orthic Gray and Gleyed Gray Luvisols or Brunisols. Wetlands are Organic Cryosols and Mesisols; permafrost is common.	Open, stunted black spruce forests on organic materials are typical. Predominantly lodgepole pine with some lodgepole pine-jack pine hybrids on drier areas. Wetlands are bogs and fens, often influenced by permafrost features.	80% (wetlands); 2% (lakes).	Oil and gas, recreation (fishing)
Canadian Shield (1% of province)	Kazam Uplands	9,719	1.5	275 (150-400)	Rolling Precambrian shield, local relief to 80 m. Mixture of rock and sandy ice-contact (till) materials.	Non-soils (rock); mainly Dystric Brunisols on sands. Wetlands are mainly Mesisols; permafrost occasional.	Mosaic of rock barrens with pocket communities; open jack pine, birch and aspen occur where there is sufficient soil. Wetlands are primarily bogs.	20% (wetlands); 10% (lakes).	Minor mineral extraction; recreation, subsistence

Source: Natural Regions Committee 2006. Natural Regions and Sub regions of Alberta. Compiled by D.J. Downing and W.W. Pettapiece. Government of Alberta. Pub. No. T/852.



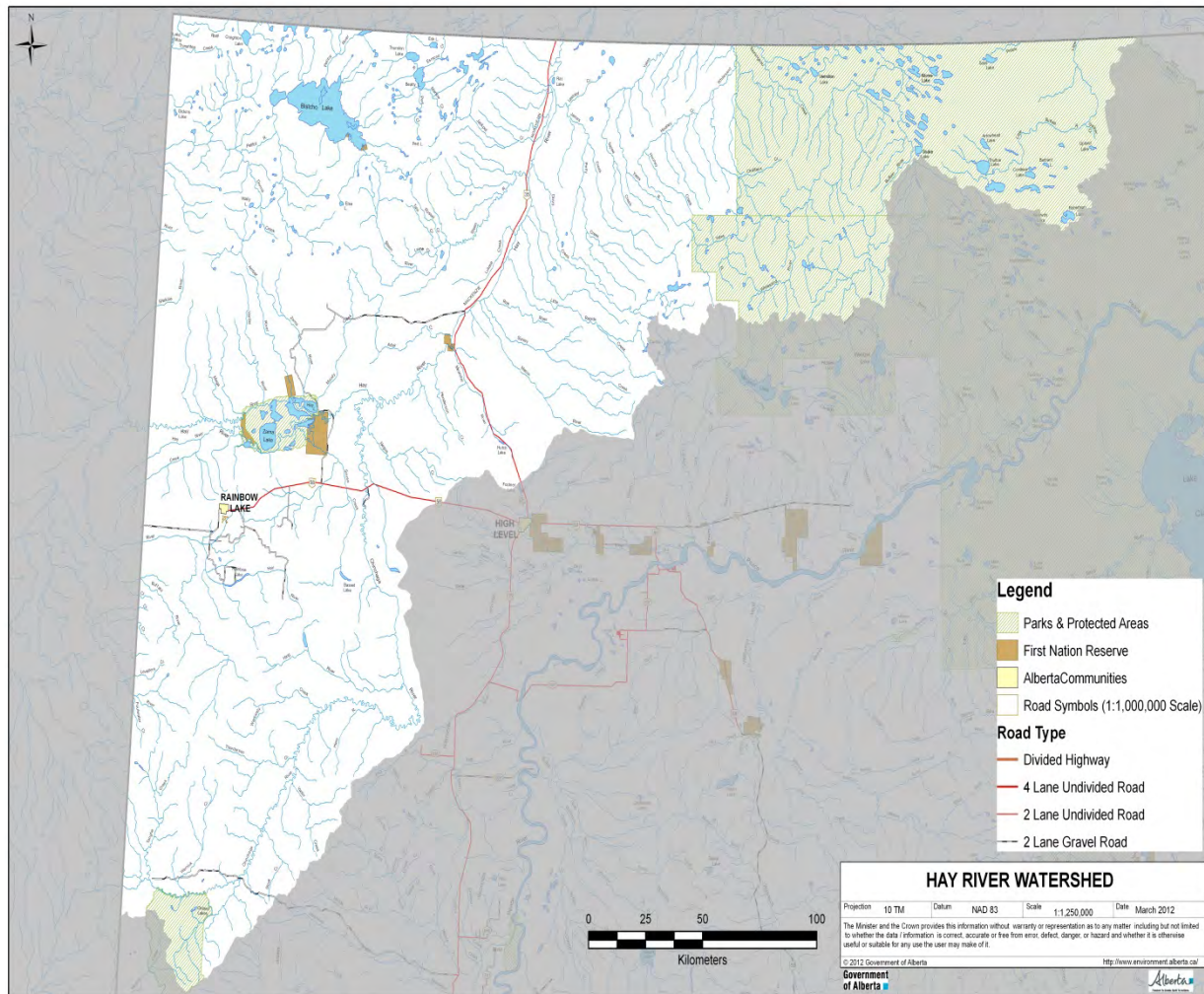
Figure 16: Peace River Natural Sub regions



Source: Alberta Environment, Northern Region, October 2010

## Hay River Watershed

Figure 17: Hay River Watershed



Source: Alberta Environment and Water, Northern Region, March 2012

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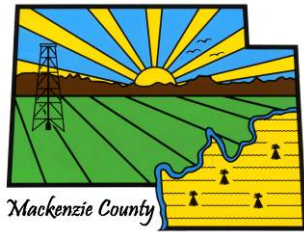
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DRAFT





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Bylaw 903-13 Borrowing Bylaw – High Level Rural Water Line</b>

### **BACKGROUND / PROPOSAL:**

Council approved an \$1,800,000 project in the County's 2013 capital budget for the construction of a rural water line, to run through that region within the County, south of Town of High Level.

### **OPTIONS & BENEFITS:**

Administration has drafted a bylaw (attached) to request authorization for capital borrowing from Alberta Capital Finance Authority.

The project is proposed to be funded by debenture. The debenture is for a ten-year period, with the interest rate not to exceed 10% per annum.

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

Capital budget – Alberta Capital Finance Authority.  
Operating budget – interest expense.

### **COMMUNICATION:**

The bylaw will be advertised for two weeks in the local papers as required by the MGA.

### **RECOMMENDED ACTION:** (requires 2/3)

That first reading be given to Bylaw 903-13 being a borrowing bylaw to fund the construction of a rural water line, to run through that region within the County, south of Town of High Level.

**Author:** A. Kilpatrick      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**BYLAW NO. 903-13**

**BEING A BYLAW OF THE  
MACKENZIE COUNTY**

(hereinafter referred to as “the County”)

**IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$1,800,000, for the purpose of constructing a rural water line to run through that region within the County, south of Town of High Level.**

**WHEREAS**, the Council of the County has decided to issue a by-law pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, Section 258 to authorize the financing of the paving of Highway 88 Connector as approved by Council in capital expenditures; and

**WHEREAS**, plans and specifications have been prepared and the total cost of the project is estimated to be \$1,800,000; and

**WHEREAS**, in order to complete the project it will be necessary for the County to borrow the sum of \$1,800,000 for a period not to exceed 15 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

**WHEREAS**, the estimated lifetime of the project financed under this by-law is equal to, or in excess of 25 years; and

**WHEREAS**, the principal amount of the outstanding debt of the County at December 31, 2012 is \$11,422,673 and no part of the principal or interest is in arrears; and

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

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

1. That for the purpose of constructing the rural water line in the region south of Town of High Level, the sum of **One Million and Eight Hundred Thousand Dollars (\$1,800,000)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.



2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this by-law, namely the construction of a rural water line to run through that region within the County, south of Town of High Level.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed FIFTEEN (15) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

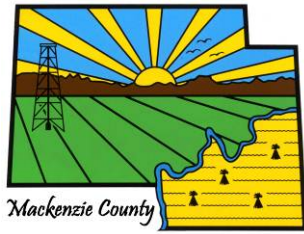
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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Bylaw 904-13 Local Improvement Bylaw for Water and Sewer Extension on 43 Avenue and a portion of 50 Street in the Hamlet of Fort Vermilion</b>

**BACKGROUND / PROPOSAL:**

Council approved the 43<sup>rd</sup> Avenue water and sewer line relocation and upgrade, in Fort Vermilion in the 2013 capital budget.

**OPTIONS & BENEFITS:**

As part of the proposed construction, a water and sewer extension will be installed.

Council approved 30% cost recovery for the 43<sup>rd</sup> Avenue water and sewer relocation and upgrade (Motion 13-05-309).

The estimated cost of construction, including engineering, is \$254,455.52, with cost recovery of \$76,336.66, proposed to be recovered from the benefiting owners over a ten-year period.

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

**COSTS & SOURCE OF FUNDING:**

Capital budget for County's 30% share in the project.  
 Operating budget for costs of advertisement, mailings, and open house.

**Author:** A. Kilpatrick      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**COMMUNICATION:**

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

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 904-13, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion.

Author: A. Kilpatrick Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 904-13**

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

**This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax for Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion.**

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion; and

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion; and

**WHEREAS**, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A" and Schedule "B" and no sufficient objection to the construction of Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion; and

**WHEREAS**, plans and specifications have been prepared and the estimated sum of Two Hundred Fifty-Four Thousand Four Hundred Fifty-Five Dollars and Fifty-Two Cents (\$254,455.52) is required to construct the Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$178,118.86	70%
Benefiting Owners	\$76,336.66	30%
<u>Total Cost</u>	<u>\$254,455.52</u>	<u>100%</u>

Local Improvement Bylaw – Water and Sewer Extension on 43 Avenue and a portion of 50 Street and also for in the Hamlet of Fort Vermilion

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

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

1. That for the purpose of completing Water and Sewer Extension on 43 Avenue and a portion of 50 Street for Plan 762 1591, Lots 1, 2 & 4, Block A and Plan 942 3306, Lot 5 & 6, Block A and Plan 580KS, Lot N in the Hamlet of Fort Vermilion as a local improvement project, the sum of Seventy-Six Thousand Three Hundred Thirty-Six Dollars and Sixty-Six Cents (\$76,336.66) be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Eight Thousand Seven Hundred Sixty-Eight Dollars and Seventeen Cents (\$8,768.17).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BYLAW NO. 904-13**

**SCHEDULE A**

Water And Sewer Extension on 43 Avenue and a portion of 50 Street  
 in the Hamlet of Fort Vermilion.

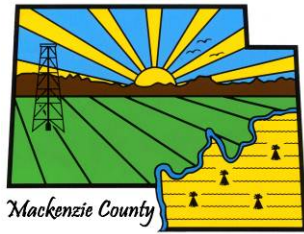
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Front</b>	<b>Rear</b>	<b>Average</b>
4	A	7621591	57.93	100.54	79.24
1	A	7621591	35.22	36.58	35.90
2	A	7621591	21.34	21.34	21.34
5	A	9423306	19.19	18.92	19.06
6	A	9423306	26.44	26.37	26.41
N		9423306	102.75	102.75	102.75

284.69

Total Assessable Frontage (meters)	284.69
Total Assessment per Front Meter of Frontage	\$268.14
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 2.128%	\$30.80
Total Yearly Assessment Against All Above Properties	\$8,768.17







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Financial Reports – January 1 to April 30, 2013</b>

### **BACKGROUND / PROPOSAL:**

Corporate Services provides financial reports to Council as per policy.

### **OPTIONS & BENEFITS:**

Please review the following financial reports for the four-month period, January 1 – April 30, 2013:

- Investment Report
- Operating Statement
- Projects Progress Report

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

N/A

### **COMMUNICATION:**

N/A

### **RECOMMENDED ACTION:**

That the financial reports for the period, January 1 – April 30, 2013, be accepted for information.

**Author:** A. Kilpatrick      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

## Investment Report for Apr 2013

### Chequing Account on Apr. 30, 2013

Bank account balance 930,564

### Investment Values on Apr. 30, 2013

Short term investments (EM0-0377-A) 14,184,593  
 Short term T-Bill (1044265-26) 234,165  
 Long term investments (EM0-0374-A) 4,779,554  
19,198,312

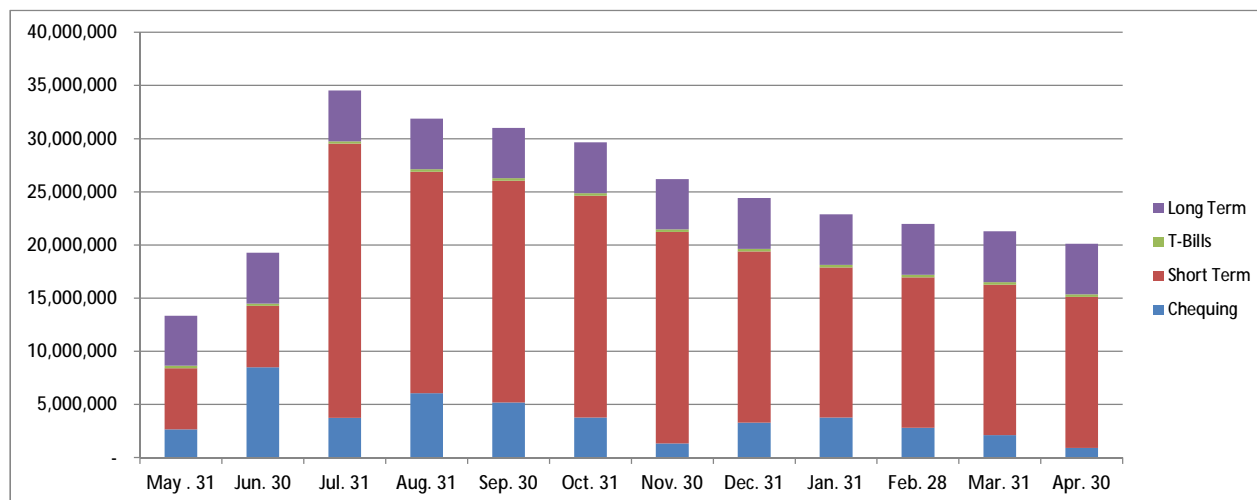
These balances include 'market value changes'.

### Revenues

	Total	Short Term	Long Term
Interest received	97,043	70,667	26,376
	<b>97,043</b>	<b>70,667</b>	<b>26,376</b>
Market value changes	(8,949)	n/a	(8,949)
Interest received, chequing account	9,447	9,447	n/a
<b>Grand total revenues before investment manager fees</b>	<b>97,541</b>	<b>80,114</b>	<b>17,427</b>
Deduct: investment manager fees for investments	-12,845	-4,537	-8,308
<b>Grand total revenues after investment manager fees</b>	<b>84,697</b>	<b>75,577</b>	<b>9,119</b>

### Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
May . 31	2,653,232	5,766,432	232,883	4,684,900	13,337,446
Jun. 30	8,492,171	5,773,900	232,998	4,761,953	19,261,021
Jul. 31	3,735,746	25,789,539	233,116	4,764,915	34,523,317
Aug. 31	6,073,562	20,822,984	233,235	4,765,339	31,895,121
Sep. 30	5,200,615	20,847,223	233,350	4,734,742	31,015,930
Oct. 31	3,766,714	20,870,351	233,469	4,782,590	29,653,124
Nov. 30	1,338,291	19,897,422	233,584	4,731,752	26,201,049
Dec. 31	3,288,920	16,118,925	233,703	4,770,435	24,411,983
Jan. 31	3,769,369	14,133,670	233,822	4,761,401	22,898,263
Feb. 28	2,798,772	14,150,452	233,930	4,784,407	21,967,561
Mar. 31	2,109,858	14,169,292	234,049	4,781,006	21,294,206
Apr. 30	930,564	14,184,593	234,165	4,779,554	20,128,876



**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

April 30, 2013

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2013</b>	<b>\$ Variance</b>	<b>% Variance</b>
	<b>Total</b>	<b>Total</b>	<b>Budget</b>		
<b>OPERATIONAL REVENUES</b>					
Property taxes	30,086,554	31,114,754	31,129,352	14,598	0%
User fees and sales of goods	3,439,363	1,065,218	3,522,472	2,457,254	70%
Government transfers	3,241,960	165,265	1,223,479	1,058,214	86%
Investment income (operating)	454,041	52,429	326,000	273,571	84%
Penalties and costs on taxes	140,171	103,671	115,000	11,329	10%
Licenses, permits and fines	428,969	135,140	328,600	193,460	59%
Rentals	77,847	30,566	80,128	49,562	62%
Insurance proceeds	673	-	-	-	
Development levies	61,302	38,394	-	(38,394)	
Municipal reserve revenue	44,578	45,236	-	(45,236)	
Sale of non-TCA equipment	3,454	-	-	-	
Other	649,993	193,317	334,625	141,308	42%
<b>Total operating revenues</b>	<b>38,628,902</b>	<b>32,943,989</b>	<b>37,059,656</b>	<b>4,115,667</b>	<b>11%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	594,063	226,337	735,150	508,813	69%
Administration	4,750,506	1,725,197	5,180,847	3,455,650	67%
Protective services	2,729,063	453,458	1,566,071	1,112,613	71%
Transportation	13,181,067	2,009,834	13,486,567	11,476,733	85%
Water, sewer, solid waste disposal	4,211,295	879,366	4,754,579	3,875,213	82%
Public health and welfare (FCSS)	728,839	374,713	693,241	318,528	46%
Planning, development	785,546	193,595	1,030,661	837,066	81%
Agriculture and veterinary	945,293	260,684	1,385,366	1,124,682	81%
Recreation and culture	1,618,859	602,085	1,941,579	1,339,494	69%
School requisitions	6,157,364	1,542,839	6,222,152	4,679,313	75%
Lodge requisitions	291,715	-	392,262	392,262	100%
Non-TCA projects	204,592	175,978	1,142,690	966,712	85%
<b>Total operating expenses</b>	<b>36,198,203</b>	<b>8,444,086</b>	<b>38,531,165</b>	<b>30,087,079</b>	<b>78%</b>
<b>Excess (deficiency) before other</b>	<b>2,430,700</b>	<b>24,499,903</b>	<b>(1,471,509)</b>	<b>(25,971,412)</b>	<b>1765%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	5,103,229	2,472,769	19,891,011	17,418,242	88%
Other revenue for capital	156,682	8,000	529,900	521,900	98%
Proceeds from sale of TCA assets	663,234	-	7,500	7,500	100%
	<b>5,923,145</b>	<b>2,480,769</b>	<b>20,428,411</b>	<b>17,947,642</b>	<b>88%</b>
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>8,353,845</b>	<b>26,980,671</b>	<b>18,956,902</b>	<b>(8,023,769)</b>	<b>-42%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	8,336,955	-	6,839,758	6,839,758	100%
Remove revenue for capital projects	(5,923,145)	(2,480,769)	(20,428,411)	(17,947,642)	88%
Long term debt principle	2,275,059	158,012	1,928,507	1,770,495	92%
Transfers to/from reserves	8,442,596	-	3,439,742	3,439,742	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>50,000</b>	<b>24,341,890</b>	<b>-</b>	<b>(24,341,890)</b>	

Mackenzie County  
Summary of All Units  
For the Four Months Ending April 30, 2013

	2012 Actual	2013 Actual	2013	\$ Variance	% Variance
	Total	Total	Budget		
<b>OPERATING REVENUES</b>					
100-Taxation	29,859,344	30,885,033	30,880,043	(4,990)	0%
124-Frontage	255,668	229,721	272,552	42,831	16%
420-Sales of goods and services	641,482	123,066	322,405	199,339	62%
421-Sale of water - metered	2,097,610	721,917	2,397,080	1,675,163	70%
422-Sale of water - bulk	700,271	220,235	802,987	582,752	73%
424-Sale of land	63,764	12,816	-	(12,816)	
510-Penalties on taxes	140,171	103,671	115,000	11,329	10%
511-Penalties of AR and utilities	41,251	14,046	35,000	20,954	60%
520-Licenses and permits	19,911	8,515	15,600	7,085	45%
521-Offsite levy	61,302	38,394	-	(38,394)	
522-Municipal reserve revenue	44,578	45,236	-	(45,236)	
526-Safety code permits	330,815	104,276	250,000	145,724	58%
525-Subdivision fees	48,899	13,350	25,000	11,650	47%
530-Fines	16,270	4,553	28,000	23,447	84%
531-Safety code fees	13,074	4,446	10,000	5,554	56%
550-Interest revenue	430,269	83,798	326,000	242,202	74%
551-Market value changes	23,771	(31,369)	-	31,369	
560-Rental and lease revenue	77,847	30,566	80,128	49,562	62%
570-Insurance proceeds	673	-	-	-	
592-Well drilling revenue	250,945	28,952	25,000	(3,952)	-16%
597-Other revenue	184,802	115,867	206,875	91,008	44%
598-Community aggregate levy	109,231	21,636	67,750	46,114	68%
630-Sale of non-TCA equipment	3,454	-	-	-	
830-Federal grants	1,874	-	-	-	
840-Provincial grants	3,240,086	165,265	1,223,479	1,058,214	86%
890-Gain (Loss) Penny Rounding	-	0	-	(0)	
990-Over/under tax collections	(28,458)	-	(23,243)	(23,243)	100%
<b>TOTAL REVENUE</b>	<b>38,628,902</b>	<b>32,943,989</b>	<b>37,059,656</b>	<b>4,115,667</b>	<b>11%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	5,140,205	1,890,629	6,323,484	4,432,855	70%
132-Benefits	880,574	373,958	1,249,650	875,692	70%
136-WCB contributions	42,059	18,110	61,391	43,281	71%
142-Recruiting	18,716	-	20,000	20,000	100%
150-Isolation cost	35,642	17,923	66,000	48,077	73%
151-Honoraria	473,231	213,211	532,500	319,289	60%
211-Travel and subsistence	412,881	110,539	335,100	224,561	67%
212-Promotional expense	34,222	5,681	72,500	66,819	92%
214-Memberships & conference fees	111,370	37,053	125,480	88,427	70%
215-Freight	97,306	33,368	113,260	79,892	71%
216-Postage	29,193	9,049	33,450	24,401	73%
217-Telephone	136,459	51,230	160,709	109,479	68%
221-Advertising	61,978	6,486	71,940	65,454	91%
223-Subscriptions and publications	4,777	338	8,222	7,884	96%
231-Audit fee	68,965	-	57,500	57,500	100%
232-Legal fee	74,488	14,595	95,000	80,405	85%
233-Engineering consulting	153,245	29,155	91,000	61,846	68%
235-Professional fee	2,660,001	401,478	1,364,204	962,726	71%
236-Enhanced policing fee	237,840	183,540	347,500	163,960	47%
239-Training and education	42,147	14,569	175,405	160,836	92%
242-Computer programming	52,746	11,466	61,119	49,653	81%
251-Repair & maintenance - bridges	59,312	-	181,100	181,100	100%
252-Repair & maintenance - buildings	181,060	29,638	172,716	143,078	83%
253-Repair & maintenance - equipment	256,390	72,669	300,300	227,631	76%
255-Repair & maintenance - vehicles	100,884	18,085	94,200	76,115	81%
258-Contract graders	93,290	7,200	150,000	142,800	95%
259-Repair & maintenance - structural	989,490	166,183	2,005,908	1,839,725	92%
261-Ice bridge construction	76,692	73,805	120,000	46,195	38%
262-Rental - building and land	15,133	1,613	17,029	15,416	91%
263-Rental - vehicle and equipment	69,940	17,617	64,228	46,611	73%
266-Communications	73,785	31,109	68,706	37,597	55%
271-Licenses and permits	10,704	2,419	12,829	10,410	81%
272-Damage claims	1,500	5,041	5,000	(41)	-1%
273-Taxes	990	-	15,000	15,000	100%
274-Insurance	272,043	-	284,800	284,800	100%
342-Assessor fees	257,865	76,495	235,000	158,505	67%
290-Election cost	-	2,750	8,000	5,250	66%
511-Goods and supplies	1,041,571	149,370	878,561	729,191	83%
521-Fuel and oil	821,066	274,551	732,650	458,099	63%

	2012 Actual	2013 Actual	2013	\$ Variance	% Variance
	Total	Total	Budget		
531-Chemicals and salt	195,479	77,795	280,950	203,155	72%
532-Dust control	365,815	5,130	419,800	414,670	99%
533-Grader blades	133,451	12,862	150,000	137,138	91%
534-Gravel (apply; supply and apply)	1,017,661	-	1,490,130	1,490,130	100%
535-Gravel reclamation cost	12,109	-	-	-	
543-Natural gas	84,170	73,865	98,464	24,599	25%
544-Electrical power	571,607	334,527	657,587	323,060	49%
710-Grants to local governments	1,371,120	800,692	1,765,786	965,094	55%
735-Grants to other organizations	1,690,701	1,013,035	1,786,655	773,620	43%
747-School requisition	6,157,364	1,542,839	6,222,152	4,679,313	75%
750-Lodge requisition	291,715	-	392,262	392,262	100%
810-Interest and service charges	39,202	5,612	36,000	30,388	84%
831-Interest - long term debt	426,418	46,552	469,490	422,938	90%
921-Bad debt expense	3,479	69	8,000	7,931	99%
922-Tax cancellation/write-off	202,181	4,210	60,000	55,790	93%
992-Cost of land sold	4,429	-	-	-	
993-NBV value of disposed TCA	854,138	-	13,492	13,492	100%
994-Change in inventory	713,078	-	(550,648)	(550,648)	100%
995-Depreciation of TCA	6,769,738	-	7,376,914	7,376,914	100%
<b>TOTAL</b>	<b>35,993,611</b>	<b>8,268,109</b>	<b>37,388,475</b>	<b>29,120,366</b>	<b>78%</b>
<b>Non-TCA projects</b>	<b>204,592</b>	<b>175,978</b>	<b>1,142,690</b>	<b>966,712</b>	<b>85%</b>
<b>TOTAL EXPENSES</b>	<b>36,198,203</b>	<b>8,444,086</b>	<b>38,531,165</b>	<b>30,087,079</b>	<b>78%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>2,430,700</b>	<b>24,499,903</b>	<b>(1,471,509)</b>	<b>(25,971,412)</b>	<b>1765%</b>
<b>OTHER</b>					
840-Provincial transfers for capital	5,103,229	2,472,769	19,891,011	17,418,242	88%
575-Contributed TCA	-	-	325,000	325,000	100%
597-Other capital revenue	156,682	8,000	204,900	196,900	96%
630-Proceeds of sold TCA asset	663,234	-	7,500	7,500	100%
	<b>5,923,145</b>	<b>2,480,769</b>	<b>20,428,411</b>	<b>17,947,642</b>	<b>88%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>8,353,845</b>	<b>26,980,671</b>	<b>18,956,902</b>	<b>(8,023,769)</b>	<b>-42%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	854,138	-	13,492	13,492	100%
994-Change in inventory	713,078	-	(550,648)	(550,648)	100%
995-Amortization of TCA	6,769,738	-	7,376,914	7,376,914	100%
Remove TCA revenues					
Total of OTHER per above	(5,923,145)	(2,480,769)	(20,428,411)	(17,947,642)	88%
Add LTD principle paid					
832-Principle Payments	2,275,059	158,012	1,928,507	1,770,495	92%
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(2,335)	-	(195,800)	(195,800)	100%
930-Contributions from Operating Reserve	(47,181)	-	(646,220)	(646,220)	100%
940-Contribution from Capital Reserve	(19,948)	-	-	-	
762-Contribution to Capital (funding TCA projects)	857,467	-	2,746,762	2,746,762	100%
763-Contribution to Capital Reserves	4,592,174	-	1,435,000	1,435,000	100%
764-Contribution to Operating Reserves	3,062,419	-	100,000	100,000	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>50,000</b>	<b>24,341,890</b>	<b>-</b>	<b>(24,341,890)</b>	

### Project Progress Report for Apr 2013

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2013	2013 Budget	2013 Budget Remaining on Apr 30, 2013	Status Update on Apr 30, 2013	Percentage of Completion (%)
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**Administration Department**

FV - Sign with flags	-	-	-	25,000	25,000		
FV - Alarm system (CF)	6,161	6,161	-	42,967	42,967		
ZA - Paving Cornerstone, Library parking lot (CF)	65,568	65,568	-	234,433	234,433		
FV - Office roof repair & building improvements (CF)	110,970	110,970	-	39,030	39,030		
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415		
FV - Roof extension over back door	-	-	-	6,000	6,000		
Land purchases from AB SRD (CF)	42,673	42,673	-	132,328	132,328		
County's CAO house repairs (CF)	73,687	73,578	108	11,446	11,338		
<i>Total department 12</i>			108	495,619	495,511		

**Fire Department**

FV - Rescue struts	4,984	-	4,984	6,000	1,016		
FV - Upgrade foam system on pump	-	-	-	8,000	8,000		
FV - Self contained breathing apparatus compressor	-	-	-	35,000	35,000		
Tompkins Fire Hall - Landscaping (CF)	22,909	17,925	4,984	2,075	(2,909)		
LC - Blue Hills Fire Hall - Furniture/fixtures (CF)	31,188	31,188	-	8,812	8,812		
LC - Self contained breathing apparatus compressor	-	-	-	35,000	35,000		
LC - Rescue struts	-	-	-	6,000	6,000		
LC - Upgrade foam system on pump	-	-	-	8,000	8,000		
<i>Total department 23</i>			9,968	108,887	98,919		

**Transportation Department**

FV - Commercial grade turn mower	-	-	-	18,600	18,600		
FV - Pintle hitch trailer to haul loader	-	-	-	30,000	30,000		
FV - Tandem axle pup trailer	-	-	-	35,000	35,000		
FV - 550 truck with picker & auger	-	-	-	98,500	98,500		
LC - 101 St & 103 Ave reconstruction (CF)	35,653	18,582	17,071	1,398,000	1,380,930	Tender closes May 28th at Council Meeting	5%
FV - Broom for Bobcat skid steer	8,951	-	8,951	9,400	449		
FV - 48th & 53rd Ave paving (CF)	12,388	-	12,388	630,000	617,613		
ZA - Aspen Drive paving & S-curve servicing (CF)	1,331	-	1,331	680,000	678,669		
New infrastructure	-	-	-	500,000	500,000	Has not started to date	0%
LC - BF 81125 - Culverts (3)	7,877	-	7,877	380,904	373,027	Engineering Stage	10%

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2013	2013 Budget	2013 Budget Remaining on Apr 30, 2013	Status Update on Apr 30, 2013	Percentage of Completion (%)
LC - BF 81120/79239 - Bridge repairs	-	-	-	260,000	260,000	Engineering Stage	10%
LC - BF 81336 - Engineering re: culvert	-	-	-	50,993	50,993	Engineering Stage	10%
LC - BF 75117 - Engineering re: culvert	-	-	-	51,074	51,074	Engineering Stage	10%
LC - Steamer trailer	12,115	-	12,115	12,000	(115)	Complete	100%
LC - Pave pathway 91st Ave & 102 St	-	-	-	15,500	15,500	Waiting for Local Paving to begin	0%
FV - Pressure washer system upgrades (CF)	-	-	-	5,000	5,000		
LC - 105th Avenue reconstruction	-	-	-	271,000	271,000		
ZA - Bears paw Crescent (CF)	511,261	511,261	-	15,633	15,633		
LC - Salt and sand shelter	-	-	-	202,000	202,000	Obtaining the required Price Quotes	5%
Ground Penetrating Radar unit	36,730	-	36,730	40,000	3,270	Complete	100%
ZA - Utility & Power Pole Relocations (CF)	53,513	53,513	-	8,943	8,943		
LC - Intersection lighting at 99 Street & North Access Road	-	-	-	40,925	40,925	Waiting for Atco to design.	0%
ZA - Beautification Project (CF)	5,662	5,662	-	4,338	4,338		
Gravel Reserve (to secure gravel sources)	-	-	-	500,000	500,000		
AJA Friesen Road Reconstruction (CF)	1,695,560	1,681,094	14,466	18,825	4,359	Minor cleanup to be completed	95%
Zama Access Road - Phase III (CF)	3,272,396	3,268,038	4,358	2,731,963	2,727,605		
Zama Access Rd - Phase IV	-	-	-	6,563,700	6,563,700		
Hwy 88 connector upgrade Phase I (CF)	2,986,197	2,980,540	5,657	5,697,196	5,691,539	In Progress	30%
Hwy 88 connector upgrade Phase II	12,584	-	12,584	7,013,100	7,000,516	Design Stage	2%
Hwy 88 connector upgrade Phase III	-	-	-	4,683,800	4,683,800	Design Stage	0%
<i>Total department 32</i>			133,529	31,966,394	31,832,865		

#### Airport Department

LC - Airport Dev'ment (CF)	2,679,117	2,679,117	-	15,364	15,364		
FV - Airport Dev'ment (CF)	1,363,667	1,363,224	443	16,382	15,940		
LC - Beacon light tower	-	-	-	7,500	7,500	Complete waiting for invoice	100%
LC - Instrument Approach (CF)	36,112	36,112	-	13,889	13,889	In progress	60%
<i>Total department 33</i>			443	53,135	52,693		

#### Water Treatment & Distribution Department

FV - Truckfill meter upgrades	-	-	-	25,000	25,000	In Progress	10%
FV - 50th St water & sewer extension	11,753	-	11,753	581,000	569,247	Local Improvement Bylaw passed, In the advertisement stage.	5%
Wolfe Lake Water Point Building Replacement (CF)	8,765	8,615	150	7,385	7,235	New building is on site and ready to be placed.	60%
LC - Spare well pump and motor	-	-	-	13,000	13,000	Have not places the order to date.	0%

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2013	2013 Budget	2013 Budget Remaining on Apr 30, 2013	Status Update on Apr 30, 2013	Percentage of Completion (%)
FV - Replacement of chlorine gas equipment & analyzer (CF)	15,840	8,697	7,143	6,303	(840)	Complete	100%
ZA - Distribution pumphouse upgrades	32,513	-	32,513	897,075	864,563	Grant application submitted waiting for funding approval.	5%
LC - Rehab well 1	3,047	-	3,047	150,712	147,665	On Hold	0%
LC - SCADA computer	-	-	-	7,500	7,500	Complete waiting for invoice.	100%
ZA - Water treatment plant upgrades (CF)	474	-	474	50,000	49,526	Complete waiting for invoice.	100%
ZA - WTP - Roof ventilation and insulation	-	-	-	11,500	11,500	Has not started	0%
Rural Water - Phases I & II (CF)	430,368	237,278	193,091	353,098	160,007	Minor cleanup to be done.	98%
Rural Water - Pumping stn. (CF)	13,256	8,131	5,125	441,869	436,744	On Hold	1%
High Level Rural Water Line (South)	-	-	-	1,800,000	1,800,000	In design stage.	0%
<i>Total department 41</i>			253,295	4,344,442	4,091,147		

**Sewer Disposal Department**

LC - Lagoon upgrade (CF)	595,594	466,440	129,154	3,929,911	3,800,757	Clearing contract is complete, construction tender to close in June.	15%
ZA - Lift station upgrade	11,372	-	11,372	1,144,000	1,132,628	Grant application submitted waiting for funding approval.	5%
ZA - Storage shed	-	-	-	8,000	8,000	Not started to date.	0%
FV - Complete upgrade main lift station	-	-	-	75,000	75,000	Not started to date.	0%
<i>Total department 42</i>			140,526	5,156,911	5,016,385		

**Solid Waste Disposal**

2 X 40-yard bins	-	-	-	22,000	22,000		
Land purchase (NW 11-104-17-W5), Tompkins Waste Transfer Station (CF)	36,000	36,000	-	3,000	3,000		
Blumenort - Shack replacement	-	-	-	11,911	11,911		
<i>Total department 43</i>			-	36,911	36,911		

**Planning & Development Department**

Trimble GeoExplorer 6000 XH	-	-	-	10,150	10,150	The device has not been ordered.	0%
<i>Total department 61</i>			-	10,150	10,150		

**Agricultural Services Department**

HL - Rural Drainage - Phase II & Phase III (CF)	554,360	398,524	155,836	632,476	476,640	Completion Date- July 1, 2013	80%
Spruce Road drainage & road rehab	-	-	-	330,000	330,000	The commencement date will be in June or July 2013.	0%
<i>Total department 63</i>			155,836	962,476	806,640		

**Recreation Department**



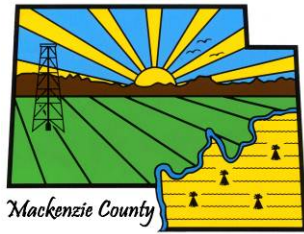
Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2013	2013 Budget	2013 Budget Remaining on Apr 30, 2013	Status Update on Apr 30, 2013	Percentage of Completion (%)
FV - Capital (includes CF)	186,340	181,604	4,736	94,417	89,681		
LC - Capital (includes CF)	308,155	275,734	32,422	128,417	95,995		
Recreation Facilities - Grounds Improvements (CF)	-	-	-	432,520	432,520		
LC - Jubilee Park Committee - Walking Trails	-	-	-	50,000	50,000		
ZA - Capital (includes CF)	84,378	84,378	-	71,000	71,000		
LC - Splash park	-	-	-	255,000	255,000		
FV - Splash park	-	-	-	305,000	305,000		
<i>Total department 71</i>			37,158	1,336,354	1,299,196		

**Parks & Playgrounds Department**

ZA - Park landscaping (CF)	-	-	-	2,946	2,946		
Machesis Lake - Concrete toilets	-	-	-	17,000	17,000		
FV - Concrete toilets	-	-	-	34,000	34,000		
LC - Arena walkway (CF)	2,462	2,462	-	12,538	12,538		
Hutch Lake - Stairs (CF)	17,791	17,791	-	2,749	2,749		
<i>Total department 72</i>			-	69,233	69,233		

<b>TOTAL 2013 Capital Projects</b>	<b>730,862</b>	<b>44,540,512</b>	<b>43,809,650</b>
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## MACKENZIE COUNTY REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Highway 88 Connector – Phase II and III</b>

**BACKGROUND / PROPOSAL:**

Council deliberated the Highway 88 Connector paving during the 2012 and 2013 budget discussions and made motions directing Administration to apply for provincial funding under the Resource Road Program, recognizing the strategic location of this project and importance of it for the County’s future economic growth. Phase I of the project is underway and expected to be completed early summer.

In addition to Phase I, Council approved the following projects in its 2013 Capital Budget:

- Highway 88 Connector Phase II - \$7,013,100 (pave)
- Highway 88 Connector Phase III - \$4,683,800 (base and pave)

Mackenzie County submitted two applications to Alberta Transportation under the Resource Road Program for both projects requesting 50% in grant funding.

Alberta Government made a decision not to fund the Resource Road Program in their three year plan, hence no funding for 2013-14.

As presented during the 2013 County’s budget review, the County’s share of the project was proposed to be financed by borrowing under the existing borrowing bylaw 820-11.

Borrowing capacity under Bylaw 820-11	\$12,400,000
Less: Phase I (underway and \$2M out of \$3.7M borrowed in 2012)	\$3,744,697
<b>Borrowing power remaining</b>	<b>\$8,655,303</b>

**Author:** J. Whittleton      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

## **OPTIONS & BENEFITS:**

Administration is looking for Council direction regarding the Phase II and III of the project. Administrative team discussed the various options that Council may wish to consider.

### **Option 1:**

Council may consider postponing the project until new provincial or federal funding becomes available. The County will then apply for grants and proceed with Phases II and III upon confirmation of an outside source of funding.

The following options may be considered if Council chooses to proceed with the project utilizing the borrowing power remaining under Bylaw 820-11:

### **Option 2:**

Council may consider tendering Phase II and III as two schedules and as follows:

- A- Tender paving of 9.6 km at the same standard as Phase I (110mm of ACP) (estimated cost \$7.1M)
- B- Tender grading of the last 5 kilometers (estimated cost \$1.6M)

In this option, Council will be required to plan and schedule the paving of the last five kilometers in future budgets (estimated cost \$3.6M)

Total estimated cost for Phase I and II is \$12.3M.

Pros of this option is that Phase II will be completed at the same standard as Phase I, but five kilometers will remain unpaved for the unforeseen future.

### **Option 3:**

Tender Phase II and II as two schedules and as follows:

- A- Tender paving of 9.6 km at a lower standard, reducing ACP to 60mm (estimated cost \$4.5M)
- B- Tender grading of the last 5 kilometers (estimated cost \$1.6M)

In this option, if funding permits, Council may have an option to extend Schedule A to pave the remaining five kilometers at 60mm ACP (estimated cost \$2.6M)

In this option, the County may require to impose road bands in the spring. Council will be required to plan and schedule the pavement overlay for 14.6 kilometers in future budgets (two to ten years and estimated at \$3.6M).

Pros of this option are that the full length of this road will be paved, with road bans being the cons of this option.

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

Please note that the final costs are subject to tender results. In addition, Council may consider other options that have not been presented in this document.

**COSTS & SOURCE OF FUNDING:**

The current budget is approved with the County's portion being borrowed. Subject to Council's preferred option, Council may chose to wait until provincial or federal grants become available in future.

**COMMUNICATION:**

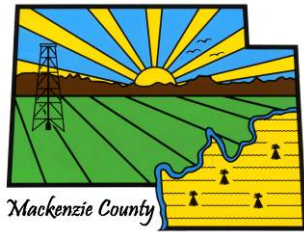
NA

**RECOMMENDED ACTION:**

Administration recommends that Council considers the strategic location of this project while deliberating the options.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Zama Access Road</b>

### **BACKGROUND / PROPOSAL:**

Zama Access Road paving project has been at the Council table during many budget deliberations and during strategic planning and business planning discussions. Mackenzie County was successful in securing Resource Road Program funds in the past, and while utilizing these funds, approximately 20km out of 60km are paved or in the process (Phase III) of being paved. Mackenzie County Council recognizes the strategic location of this project and importance of it for the County's and Zama community future economic growth.

Council approved the \$6M Phase IV project in its 2013 Capital Budget, requesting 50% in grant funding from Alberta Transportation under the Resource Road Program.

Alberta Government made a decision not to fund the Resource Road Program in their three year plan, hence no funding for 2013-14.

As presented during the 2013 County's budget review, the County's share of the project was proposed to be financed by a combination of reserve funds (\$1.8M) and borrowing \$1.2M under the existing borrowing bylaw 821-11 (\$3M borrowing power).

### **OPTIONS & BENEFITS:**

Mackenzie County Council past attempts to improve the Zama Access include the following (but not limited to):

- Continue paving piece by piece while utilizing the Resource Road Program funds;
- Proposals to Alberta Transportation to introduce special, one-time grant for a project of this nature;

**Author:** J. Whittleton      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

- Requests to Alberta Transportation to accept responsibility (gazette) for Zama Access with immediate paving;
- Review of P3 options to pave this road.

Council identified this project as one of the top strategic priorities, requesting Administration to work on a case, looking at different approaches to improve this road. While administration is and will continue working towards this, administration is also requesting direction regarding 2013 scope of work for this project.

**COSTS & SOURCE OF FUNDING:**

Current and future budgets.

**COMMUNICATION:**

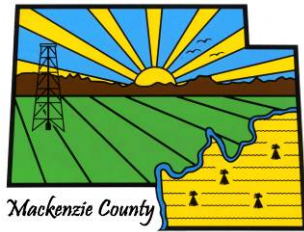
NA

**RECOMMENDED ACTION:**

That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Organizational Success Session Follow-up</b>

### **BACKGROUND / PROPOSAL:**

The Organizational Success Session was held on April 22 and 23 with the purpose to improve governance and organizational effectiveness.

### **OPTIONS & BENEFITS:**

#### ***Governance Charter***

In order to enhance positive working relationships and positive organizational atmosphere, it is recommended that Council reviews and adopts the Governance Charter (attached).

#### ***Enhancing Council meetings effectiveness***

It is recommended that the Council and Administration continue using the follow-up action list and strategic priorities chart.

The attached Decision Making Guidelines, Roles and Responsibilities Guidelines were reviewed and adopted by Council in January 2013 (along with the Strategic Priorities Report). It is recommended that Council and Administration continue utilizing these documents.

#### ***Committee of the Whole (COW)***

With intent to improve opportunities for strategic dialog and maximize the informal aspects, a recommendation is being made to use COW to provide direction to staff versus making decisions.

**Author:** J. Whittleton      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

It is recommended that Council sets dates for these meetings. For example, these meetings could take place on a regular council meeting date between 10:00 am and 11:00 am every second or third council meeting.

Councillors will be free to propose topics for agenda and administration will utilize the Request for Direction form.

### ***Strategic Focus***

It is agreed that the existing strategic priority setting process is the best mechanism to address area (diverse) interests.

The priority setting workshop dates have been set post election 2013 and prior to finalizing 2014 budget.

### ***Roles and Responsibilities***

It is recommended that Council and Administration continue utilizing Council/Administration Protocol Policy (May 2012) which defines the general roles of Reeve, Councillors and CAO and the Roles and Responsibilities guidelines (adopted January 2013 along with Strategic Priorities Report).

### ***Organizational Check-ins***

It is recommended that Council continues reviewing and enhancing organizational and governance effectiveness by utilizing Organizational Success Guidelines (adopted in January 2013 along with Strategic Priorities Report).

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

Committee of the Whole will be considered a committee meeting for purposes of councillors' remuneration.

### **COMMUNICATION:**

NA

### **RECOMMENDED ACTION:**

#### **Motion 1:**

That the Governance Charter be adopted as presented.

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_

Motion 2:

That the Committee of the Whole meetings be scheduled between 10:00 am and 11:00 am on June 26, 2013, August 26, 2013 and September 25, 2013.

Motion 3:

That the June 26, 2013, August 26, 2013 and September 25, 2013 Regular Council meetings start time be changed to 11:00 am.

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_

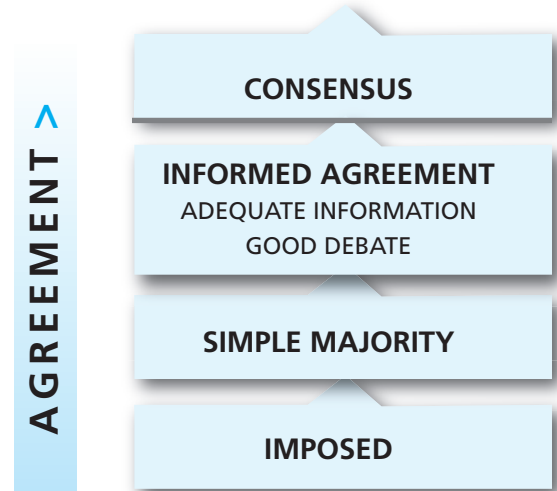


# Decision-Making GUIDELINES

## PURPOSE

These guidelines are premised on an 'informed agreement' decision making model (see below). This approach acknowledges the time it takes to build consensus or 'unanimous agreement' while rejecting the potential conflicting nature of a 'simple majority'. It provides a transparent process to achieve 'informed agreement' in that everyone can support implementation of the decision even if they didn't vote for it because there was:

- **Adequate information** available for decision makers
- **Good debate** to ensure views are heard and examined



These guidelines include the following:

### INFORMATION

1. The decision-making process
2. Decision-making information
3. Business meetings of the Board
4. Criteria for strategic decision-making

### TOOLS

1. Decision-making Flow Chart
2. Follow-up Action List (FUAL)
3. Request for Decision (RFD)
4. Council Direction Request (CDR)

# 1

## THE DECISION-MAKING PROCESS

*To clarify the steps of the decision-making process (see attachment 1) – the submission, initial referrals, resolution and follow-up*

### The Submission

**All agenda items** should have sufficient information, staff advice and clarity for Council to debate the matter and make a decision – yes, no or refer/defer. It is the right of any councillor to request that more information be available before a decision is made. It is the responsibility of Council to determine if there is adequate information to achieve **informed agreement**; and if not, to **refer** the item for further information.

**Regular agenda items** are usually brought forward from a previous meeting or they are standing items that reoccur frequently. These items should have a verbal or written staff report as required with adequate information to make a decision. If there is insufficient information the item should be referred to staff for further analysis.

**New business items** that arise between meetings should be brought to Council through the following process:

All new agenda items must be submitted through the Chief Administrative Officer (CAO) or designate. Items submitted to the Chief Elected Official (CEO - Mayor) will be forwarded to the CAO.

If an item is submitted by a council member, the item goes on the agenda. The CEO and CAO may review the draft agenda with the elected official submitting the item to maximize the success of the item. It is Council that will determine whether the item is to remain on the agenda for discussion.

All staff submissions are subject to the discretion of the CAO.

**Matters arising at the meeting** may be introduced by the CAO or council member for inclusion on the agenda at the discretion of Council.

New items and matters arising should be introduced and then **referred** for further analysis if there is any question as to whether the item requires more information.

**Responsibilities** for agenda items are:

- Council – approval of all agenda items
- CEO – review agenda with CAO and advise councillors on their submissions
- CAO – review draft agenda with CEO and consult with staff

### Initial Referrals

The four decision choices for Council on **agenda items** are:

- Accept as information – no decision is required
- Make a decision – yes or no (see ‘the resolution’)
- Refer the item – more information is required to achieve an informed agreement
- Defer the item – more time is required to ensure a good debate

**Referrals to staff** occur when more information is required regarding legislative, financial and staff workload implications.

- The referral resolution should state what further information is required
- All staff referrals must go through the CAO

**Referrals to a Committee** occurs when more information is required regarding policy, public interest and strategic direction implications.

- The referral resolution should state what further information is required
- The CAO assigns staff to prepare the necessary information for the committee
- All committee responses must be reviewed for comment by the CAO

A **Deferral** or tabling motions are used when discussion is moving away from the topic and becoming personal or when there is some distraction preventing ‘good debate’.

**Responsibilities** for referrals and deferrals are:

- Council – state expectations within the resolution
- CEO – ensure clear directions and responsibilities
- CAO – seek clarity regarding expectations at the time of the resolution

## The Resolution

All **Council direction** to staff should be given by way of resolution or ‘by consent’ and noted in the meeting minutes. This ensures clarity as to the intent of the Council, documentation of the direction, and accountability on the part of staff for follow-up.

The key elements of an effective resolution (or notation for minor items) include:

- Why – the key results or outcomes that Council is looking for
- Who – who will take the lead responsibility for actioning the resolution
- When – targets for involvement of Council in the future
- What – the preferred response option to achieve the desired outcome

**Responsibilities** for resolution clarity are:

- Council – wording for self-initiated resolutions prior to or during the meeting
- CEO – facilitate clarity, closure or deferral of resolutions during the meeting
- CAO – advise Council on resolutions

## Follow-up

All **Council directions** can be itemized on a Follow-up Action List (see tool #2) to ensure clear expectations regarding action, monitoring progress, achieving results, and seeing the volume of Council directives. Monitoring the requests of Council is useful to:

- Think about the impact on strategic priorities *and* day-to-day activities
- Avoid expectations Council may have of staff that encroach on their personal time
- Give Council confidence that its directions are being acted upon
- Celebrate achievement and results

The **key features** of a Follow-up Action List (FUAL) include:

- A cumulative list of action items from all meetings (identify source, meeting, date)
- Indicates *What*, *Who* and *When* for each item
- Each action item should have no more than five words
- FUAL items should be the result of Council consent or resolution
- Items can be ordered by the date of origin, person responsible or target date

The **management** of the Follow-up Action List (FUAL) requires:

- The development of the list and dates by the CAO with staff
- The distribution of the list to staff and Council within three days of the meeting
- Updating of FUAL at each regular council meeting
- Delete items or change targets only with Council’s agreement
- Review of the list on a quarterly basis to assess the continued relevance of items
- Review the list when the CAO thinks it is beyond staff’s capacity

**Responsibilities** for the FUAL are:

- Council – review and disposition of FUAL items
- CEO – facilitate review at each business meeting or strategy session
- CAO – preparation and updating with staff

# 2

## DECISION-MAKING INFORMATION

*To clarify and provide the appropriate information required for decision makers to debate and decide on an item*

### Request for Decision

The Request for Decision (see tool #3 RFD) is intended to serve as an **executive summary** of the key information required for decision makers. It is a useful format to:

- Ensure Council is clear and in agreement on what 'adequate information' means
- Establish what is required of staff in preparing staff reports
- Provide a one page summary so there is a quick reference for decision makers
- Ensure that CAO has oversight over all items going to Council

The key aspects of **the issue** include:

- The key problem – how has the issue been defined?
- The desired outcome – if the issue was resolved, what would the result(s) be?
- The preferred option – the best alternative to achieve the desired outcome
- Action Plan – key steps to implement the preferred option

The key implications for **the recommendation** should include:

- Background information – reports and data
- Financial implications – current or future budget
- Organizational implications – Council and staff time
- Strategic implications – consistency with strategic directions and priorities
- Policy implications – legislation, previous resolutions or policies

**Responsibilities** for the direction request are:

- Council – approval of standard format
- CEO – facilitate reference to the RFD
- CAO – acquire complete information from staff

# 3

## MEETINGS

*To describe the key types of meetings of Council*

### The Business Meeting

The Business Meeting (including closed session or in-camera) is guided by a meeting procedures bylaw. Its primary purpose is to make a decision.

### The Strategy Session

The intent of the Strategy Session is to provide a venue for more **informal discussion** of matters that are **not decision items**. Its primary purpose is to develop a strategic direction so that:

- Council reaches agreement on its expectations for a strategic topic
- Staff are clear on council expectations to guide its work in advising Council

The Strategy Session should be a regularly scheduled event with the expectation that all members of Council will be present. It may also be referred to as (and is) the Committee of the Whole meeting.

The intent of agenda items for the Strategy Session agenda includes:

- To enhance understanding of an issue by meeting with relevant stakeholders
- To clarify expectations and improve the Council/staff working relationship
- To explore options to deal with an issue and provide direction to staff
- To undertake training to improve organization and individual effectiveness
- To review and update the strategic plan and priority work programs

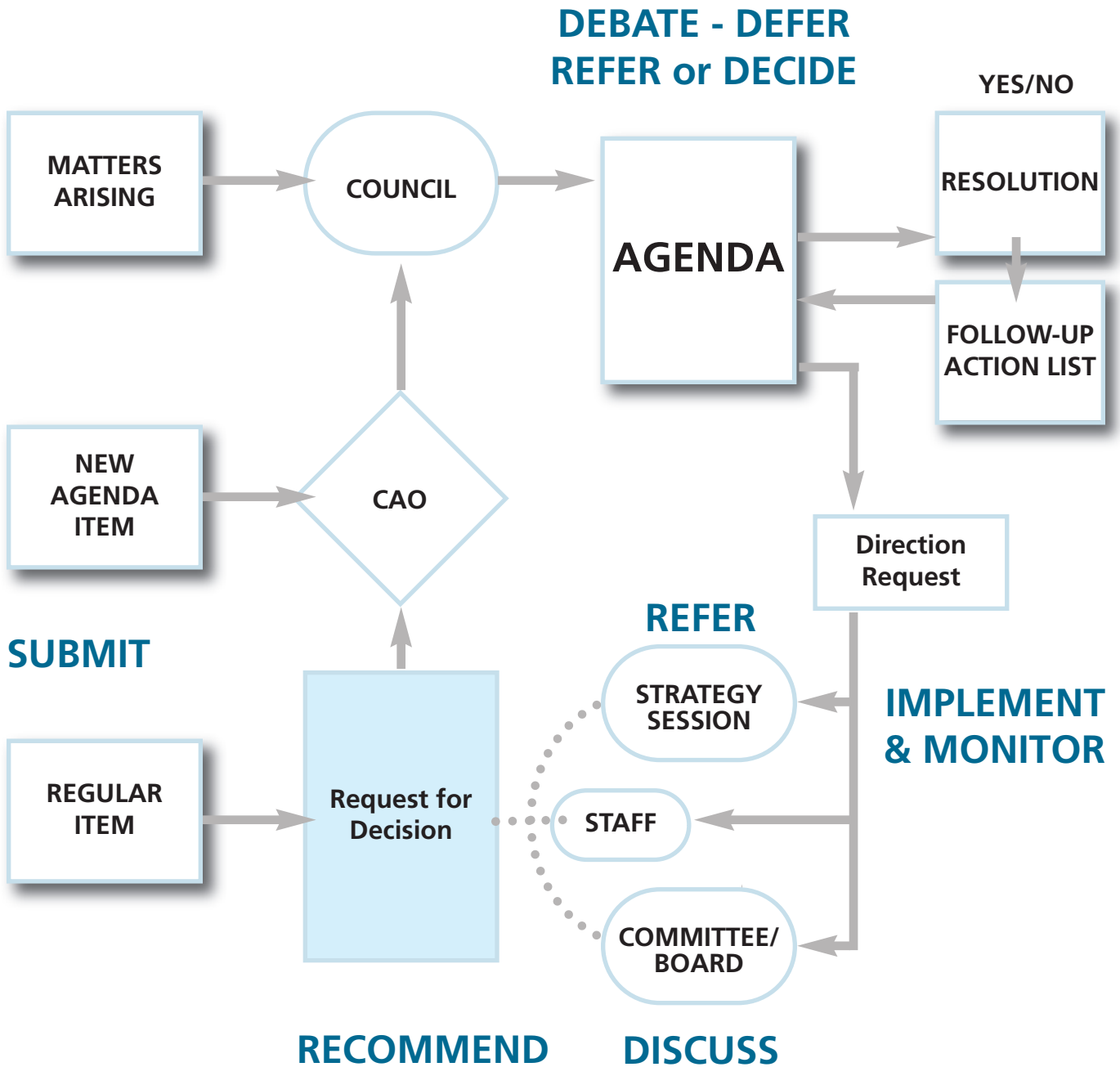
The Council Direction Request (CDR) form can be used help Council communicate:

- The key problem – how has the issue been defined?
- The desired outcome – if the issue was resolved, what would the result(s) be?
- The possible preferred options to be pursued

**Responsibilities** for Strategy Sessions are:

- Council – target dates and outcomes for strategic direction discussions
- CEO – facilitate expectations regarding target dates
- CAO – prepare necessary information and maintain schedule

# DECISION MAKING FLOW CHART





# FOLLOW-UP ACTION LIST (FUAL)

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

MEETING (Date)/Item/Notes	WHO (Lead)	ACTION (to/via)	TARGET (Status)

# REQUEST FOR DECISION (RFD)

**SUBJECT:** *Decision-making topic title*

**RECOMMENDATION:** *Clear decision-making resolution answering What?, Who?, How?, When?.*

**CAO COMMENTS:** *Any additional comments regarding the reason for the recommendation*

**RECOMMENDATION** Report/Document: Attached  Available  Nil

**KEY ISSUE(S)/CONCEPTS DEFINED:** *Define the topic, reference background material and state question to be answered*

**RELEVANT POLICY:** *Cite existing policies, practices and/or legislation*

**STRATEGIC RELEVANCE:** *To Goals or priorities of current work program*

**DESIRED OUTCOME(S):** *Main Result along with - highlighted requisites and benefits*

**RESPONSE OPTIONS:** *Possible ways to achieve the main result with analysis highlights*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PREFERRED STRATEGY:** *Rationale for selected option – including pros and cons*

## IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** *Consequences to community, overall organization and/or other agencies*

**ORGANIZATIONAL:** *Policy change or staff work load requirements*

**FINANCIAL:** *Current and/or Future Budget impact*

**FOLLOW UP ACTION:** *Timelines, decision-making milestones and key products*

**COMMUNICATION:** *Strategy to inform, consult or involve stakeholders*

**OTHER COMMENTS:** *By others reviewing this RFD*

**Submitted by:** Writer \_\_\_\_\_ **Endorsed by:** Other \_\_\_\_\_

**Reviewed by:** CAO \_\_\_\_\_ Reviewers \_\_\_\_\_

# COUNCIL DIRECTION REQUEST (CDR)

**SUBJECT:** *Discussion Topic title*

**SUGGESTED FOLLOW-UP ACTION:** *Next steps to develop the topic further discussion or decision?*

**CAO COMMENTS:** *Any additional comments regarding the suggestion.*

**BACKGROUND:** Report/Document: Attached  Available  Nil

## 1. DEFINE THE TOPIC

**KEY INFORMATION:** *Key summary of existing information to understand the nature of the topic.*

**RELEVANT OBSERVATIONS:** *Note issues or opportunities related to the complexity of the topic*

**STRATEGIC QUESTIONS:** *What needs to be known before recommendations can be developed?*

**ESSENTIAL QUESTION:** *The key question to guide the information and recommendation activities*

\_\_\_\_\_?

## 2. DETERMINE DESIRED OUTCOMES if the essential question is addressed

**KEY RESULT:** *The tangible outcome the organization can achieve to address the essential question.*

\*\* \_\_\_\_\_

**DESIRED BENEFITS OF KEY RESULT:** *What positive conclusions are expected?*

**REQUISITES:** *What must happen before the key result can be achieved?*

**UNINTENDED OUTCOMES:** *Are there possible undesirable effects that could occur?*

## 3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Submitted by:** Writer \_\_\_\_\_ **Reviewed by:** CAO \_\_\_\_\_



# Organizational Success Discussion GUIDELINES

## PURPOSE

These guidelines focus on enabling the Chief Administrative officer (CAO) and Council to regularly review organizational and governance effectiveness. This assessment process is guided by positive success indicators. This eliminates the tendency to avoid focusing on past events. Success indicators, effectiveness factors, questions and procedures to guide organizational discussions, are based on four core functions of a local government.

1. **Strategic Direction** – the overall roadmap that guides organizational activities
2. **Policy Choices** – decisions that allocate resources and organizational effort
3. **Service Delivery** – provision of programs and services to the public
4. **System Coordination** – requirements for organizational effectiveness and efficiency

## CORE GOVERNMENT FUNCTIONS

### POLITICAL

<b>STRATEGIC</b>	<p><b>Strategic DIRECTION</b>          Vision for Future          Organizational Mission          Shared Values          Long Term Goals          Specific Objectives</p> <p><b>The PUBLIC</b></p>	<p><b>Policy CHOICES</b>          Legislative Compliance          Budget Allocations          Policy Decisions          Contract Commitments          Short Term Priorities</p>	<b>POLICY</b>
<b>MANAGERIAL</b>	<p><b>Systems COORDINATION</b>          Personnel Practices          Information Systems          Financial Accountability          Resource Deployment</p>	<p><b>Service DELIVERY</b>          Action Plans          Production Systems          Resource Schedules          Delivery Strategies</p> <p><b>The CLIENT</b></p>	<b>TECHNICAL</b>

### ADMINISTRATIVE

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# 1

## SUCCESS INDICATORS

Key success indicators are intended to describe the ideal state of:

- **Governance** – political aspects that involve elected officials
- **The Organization** – the administrative realm involving management and staff

Success indicators provide a framework to identify 'what is working well'. This type of positive discussion encourages celebration of effort and results. It is also a reminder of the strengths and assets that the organization should reinforce and retain.

Success indicators also help to identify 'areas for attention'. Critical analysis can identify concerns and gaps identifying where the organization is falling short of its desired benchmarks. It is important that an issue be discussed to clarify perspectives and facts before moving forward.

Key questions to guide organizational and governance discussions include:

### Strategic Direction

- Do we have a clear strategic direction?
- Is the direction consistently pursued by council and administration?
- How do we measure and celebrate progress and results?

### Policy Choices

- Does the decision-making process work well?
- How do we ensure good information to make decisions?
- Do we make good policy and ensure it is implemented?

### Service Delivery

- Are service expectations realistic given our organizational capacity?
- Are people satisfied with the quality of services that we provide?
- Do we provide services in the most efficient manner?

### Systems Coordination

- Do we have a positive and productive work environment?
- What ways do we ensure a high degree of performance and fiscal accountability?
- How do we maximize internal and external communication efforts?

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# 2 EFFECTIVENESS FACTORS

Achieving success is influenced by *internal factors* that relate to the competence and behaviours of people involved in the organization as well as its systems and processes. The internal human and technical elements must be aligned to achieve internal stability.

*External influences* also affect success. Societal and community trends along with public and stakeholder demands place pressures on the organization. To be effective, the organization must align its directions with the strategic imperatives of its environment.

## EXTERNAL ALIGNMENT

	<p><b>ENVIRONMENTAL Conditions</b></p> <p>Societal Trends Best Practices Other Agencies</p>	<p><b>SYSTEM Components</b></p> <p>Reliable Systems Clear Processes Adequate Resources</p>	
<b>EXTERNAL INFLUENCES</b>	<p><b>COMMUNITY Needs</b></p> <p>Public Expectations Stakeholder Demands Available Resources</p>	<p><b>HUMAN Elements</b></p> <p>Required Competencies Appropriate Behaviours Focused Effort</p>	<b>INTERNAL FACTORS</b>

## LOCAL ALIGNMENT

### EXPLORATIVE QUESTIONS

Use these questions to explore the impact of the 'effectiveness factors' on organization or governance success:

#### Environmental Conditions

- What are the significant external influences that impact our organization?
- How is our success impacted by other agencies?
- Are there some 'best practices' that would enhance our success?

#### Community Needs

- What are the prevailing public expectations of the organization?
- How do we sort out wants from needs among stakeholders?
- What resources are available in the community that can be mobilized?

#### System Components

- Do our systems and processes help us to achieve success?
- Are the various sub-systems linked and integrated?
- Can we improve the allocation and use of available resources?

#### Human Elements

- Are there behaviours that detract from our ability to achieve success?
- Do we have the skills required to respond to issues and opportunities?
- Can we improve employee, council or service performance?

# 3

## GOVERNANCE SUCCESS DISCUSSION

Ideally, *Success Indicators* are adopted **by Council** following each election. Should there be a change in council membership or CAO, council may wish to review and update its success indicators.

The *Organizational Success Discussion* should be done in a closed session meeting as it involves the performance of staff requiring and their privacy should be protected. The Chief Elected Official (CEO) chairs the discussion upon consent of Council to enter into 'closed session' (also known as in-camera) in accordance with enabling legislation. The CEO is expected to refer any discussion that is not appropriate for closed session to a regular meeting of council.

The *Organizational Success Discussion* should be regularly scheduled and include the CAO who will follow up on matters raised.

The discussions should reflect a two-way dialogue about how administration is impacting the governance functions of the political realm and likewise, how political activities affect staff activities in the administrative realm.

The CAO can also use the *Success Indicators* **with staff** to assess how the organization is doing and to improve organizational effectiveness.

The *Success Indicators* can be incorporated into staff performance plans to entrench expectations for organization performance at all levels of the organization.

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## ORGANIZATIONAL (CAO) SUCCESS INDICATORS

1. Adherence to defined political and administrative **roles and responsibilities**.
2. Efforts to develop and achieve **strategic directions**.
3. Ability to develop a smooth transition of **plans into action**.
4. Attention to monitor and recognize **organizational and staff performance**.
5. Facilitation of a positive and productive **organizational environment**.
6. Accountability for the efficient use of **organizational resources**.
7. Ensure complete information and discussion to arrive at **good decisions**.
8. Consistency of attention to **internal and external communication**.
9. Respect for **diverse opinions**.
10. State of organizational stability while addressing **changing conditions and issues**.
11. Evaluation of the satisfaction levels and efficiency of **service delivery**.
12. Maintenance of external **relations and partnerships**.
13. Honour the principles of **transparent processes and serving the public interest**.

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# Mackenzie County Governance Charter

**1. INTEGRITY Principle** - The general societal expectations that guide council and councillor efforts to reflect accepted standard of moral uprightness and sincerity.

**Shared Values**

We believe in fairness, honesty, straightforwardness, honor and incorruptibility.

**Councillor Expectations – We will**

- Act in truth, honesty and openness with each other, staff and the public
- Acknowledge that the integrity of Council relies on the diligence of each councillor
- Not defame the reputation of others
- Not obstruct the implementation of any council decision or by staff
- Not interfere in the management

**2. RESPECT Principle** - Treating others as you wish to be treated.

**Shared Values**

We believe respect is not judging people who believe differently than you; taking responsibility, not laying blame; and seeking to understand opposing views.

**Councillor Expectations – We will**

- Foster staff's comfort to provide advice without fear
- We will treat others with courtesy and not use derogatory language and behaviours
- Respect the democratic decisions of Council
- Observe and demand the maintenance and order of protocol at meetings
- Actively listen to our colleagues and seek to understand their viewpoint
- Adhere to the fact that Council only has one employee – the CAO
- Not criticize individual staff in the public domain

**4. STEWARDSHIP Principle** - management and/or care for resources for which one has no ownership

**Shared Values**

We believe in the management of organizational resources to pursue long-term sustainability of Strathcona County. We believe in working together and with other agencies for the benefit of our residents, businesses and stakeholders.

**Councillor Expectations – We will**

- Ensure spending programs and tax policies are affordable and sustainable over time
- Work constructively with other levels of government
- Facilitate partnerships with other agencies to deliver services to the community
- Nurture the capacity of local groups to respond to community services needs
- Ensure a healthy work place for staff and volunteers
- Provide clear performance expectations for strategic directions and services
- Provide and evaluate clear performance expectations for the CAO



**3. PUBLIC INTEREST Principle** - The rights, obligations and welfare of the general public while having regard for private interests in order to determine what is in the best interest of the general public.

**Shared Values**

We believe that effective governance is dependent on listening to all interests while considering the best interest of the community.

**Councillor Expectations** – We will

- Make decisions because they benefit the public not the decision-maker(s)
- Serve the public with respect, concern, courtesy and responsiveness
- Advocate vested interests but recognize we serve the public interest
- Actively oversee the fiscal accountability and operational efficiency of the County
- Not make promises or commitments that have not been authorized by Council
- Seek and review information from administration before making a decision

**5. CONFLICT OF INTEREST Ethic** – decisions influenced by the official's personal interests such as a pecuniary interest is defined in the *Municipal Government Act*.

**Shared Values**

We believe a conflict of interest occurs when a councillor is involved in multiple interests, one of which could possibly effect their decision.

**Councillor Expectations** – We will

- Not act as a paid agent before the County
- Avoid personal activities which may be in conflict with the conduct of official duties
- Disclose any pecuniary interests concerning matters before Council
- Withdraw from proceedings when the conflict is validated by Council or legal counsel
- Not incur any third party obligation when making governance decisions
- Question any direction given that we think may be unethical or unlawful
- Not use our position to secure special privileges or advantages for self or others
- Not accept a fee, gift or benefit from a party doing business with the County
- Not use county property for personal use not sanctioned by policy

**6. CONFIDENTIALITY Ethic** - The state of treating information as private and not for distribution beyond a mutually agreeable scope, or the agreement not to use such information other than for specifically identified purpose.

**Shared Values**

We believe in ensuring that information is accessible only to those authorized to have access and that privileged information should not be divulged to third parties.

**Councillor Expectations** – We will

- Not disclose the information received or deliberations of a 'closed session' meeting
- Consider all Councillor requests to release confidential information to the public
- Not refer to confidential information during relevant public discussions
- Protect the privileged information to which we have access in our duties

**7. IMPARTIALITY Ethic** - The absence of any bias toward or away from a particular person or opinion.

**Shared Values**

We believe impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit to one person over another for improper reasons.

**Councillor Expectations** – We will

- Oppose any discrimination in setting directions and making policy
- Make decisions based on careful and fair analysis of the facts
- Maintain an open mind to hear other views even when holding a personal viewpoint
- Make decisions and policy through proper channels of the County's structure
- Seek and review information from administration before making a decision
- Review material, participate in discussion and base decisions on the merits of the matter
- 
-



# Roles & Responsibilities

## GUIDELINES

### PURPOSE

*To clarify the responsibilities of elected officials and staff members and to understand success factors and tools that guide organizational and individual actions reinforcing the distinction between political and administrative roles*

### 1 ROLES

The **key positions** for the purposes of these guidelines include:

- Council – elected decision-making body
- Chief Elected Official – elected official presiding over council meetings
- Chief Administrative Officer – principal staff member responsible for operations
- Staff – responsible for implement policies and programs

The fundamental roles of elected officials and administration involve:

<p><b>COUNCIL</b></p> <p>Give direction</p> <p>Make policy decisions</p> <p>Represent the public interest</p>	<p><b>ADMINISTRATION</b></p> <p>Implement directions</p> <p>Develop decision making advice</p> <p>Provide technical knowledge</p>
<p><b>CHIEF ELECTED OFFICIAL</b></p> <p>Coordinate Council activities</p> <p>Represent the organization</p> <p>Facilitate Council/staff interface</p>	<p><b>CHIEF ADMINISTRATIVE OFFICER</b></p> <p>Coordinate organization systems</p> <p>Manage organizational resources</p> <p>Facilitate Council/staff interface</p>

# 2 REALMS

The **political or governance** realm for Council and the CEO primarily involves:

- Strategic Direction – to provide the overall direction of the organization through mission, vision, goals and priority statements
- Policy Choices – to make decisions that guide organizational activities in terms of the budget, legislation and organizational rules

The **administrative or operational** realm for the CAO and staff primarily involves:

- Service Delivery Implementation – to allocate resources, schedule and deliver internal and external services
- System Coordination to establish and maintain processes required for organizational effectiveness and efficiency

	<b>POLITICAL</b>		
<b>STRATEGIC</b>	<p><b>DIRECTION</b> Goals &amp; Priorities Vision &amp; Values</p> <p>The <b>PUBLIC</b></p>	<p><b>CHOICES</b> Legislation &amp; Policy Budget Allocation</p>	<b>DECISIONS</b>
<b>STAFF</b>	<p><b>COORDINATION</b> Systems Processes</p>	<p><b>SERVICES</b> Resource Development Service Production</p> <p>The <b>CLIENT</b></p>	<b>IMPLEMENTATION</b>
	<b>ADMINISTRATIVE</b>		

# 3 RESPONSIBILITIES

*To present specific responsibilities for Council, the CEO, the CAO and staff and tools to strengthen compliance and maximize organizational effectiveness*

*To discuss Success Indicators as a means of regularly assessing organizational and individual efforts maximizing role clarity and organizational effectiveness*

**Key functions** associated with both the political and administrative roles include:

- Making informed decisions
- Making and implementing policy
- Liaising with other organizations
- Allocating resources
- Setting a direction
- Effectively utilizing staff
- Ensuring good systems
- Dealing with media
- Establishing the council structure

# 4

## MAKING INFORMED DECISIONS

*To make informed choices in the public interest using all available information*

### Council

- All items are to be submitted via the CEO and CAO or designate
- Consider organizational goals, public interest and available resources, existing legislation, current policies and jurisdiction when making decisions
- Provide effective referrals to staff by clarifying the problem, desired outcomes, scope of required analysis and a response timeframe
- Provide effective resolutions – clear direction with clear expectations
- Ensure all information is available to make an informed decision
- A councillor is expected to review material provided and ask questions of administration both before and during the meeting

### Chief Elected Official

- Facilitate decision-making processes to seek informed agreement by ensuring good debate and adequate information is available
- Ensure member regard for organizational values and appropriate behaviour
- Monitor meeting effectiveness and encourage member input

### Chief Administrative Officer

- Coordinate the agenda preparation process
- Provide recommendations on all council items
- Review agenda with the CEO

### Staff

- Proactive in providing a full range of information and implications
- Ensure compliance with statutory requirements
- All staff items submitted through the CAO
- Provide a comprehensive review of related information

### Tools

- Follow-up Action List – to ensure decisions are actioned and implemented
- Request For Decision – consistent format for reports and recommendations from staff and committees to Council
- Agenda Preparation Schedule – timelines for submission and distribution of the agenda package
- CAO/Staff Meetings – to review advice with staff before the meeting and to discuss the implementation of decisions after the meeting
- Standard Agenda Format – an established order to conduct business
- Annual Meeting Calendar – for all council related meeting

### Success Indicators

- Timely preparation of agenda information for review by members
- Repeated or reversal of decisions avoided
- Follow-up to meeting decisions is ensured
- Focused discussion on issues rather than on personalities
- Balanced meeting agendas and schedule
- Implications for all decisions are known
- Fair and equitable opportunities for everyone to be heard
- Prioritized agenda items to focus the flow of the meeting

# 5

## MAKING & IMPLEMENTING POLICY

*To establish legislation that is fair and consistent*

### Council

- Thoroughly investigate issues before making decisions
- Seek staff advice prior to making policy decisions
- Portray an open mind on matters and listen to all views
- Reflect the public interest while respecting specific interest group requests

### Chief Elected Official

- Ensure staff advice is available and presented
- Ensure clear direction for preparing policy from council to staff

### Chief Administrative Officer

- Ensure adherence to existing policy and legislation
- Ensure all options are presented along with recommendations
- Ensure staff compliance to policy
- Monitor and advise Council of liability exposure on policy matters

### Staff

- Review legislation, policies and precedents when providing policy advice
- Maintain an efficient policy retrieval process

### Tools

- Resolution Index – catalogue of Council decisions for easy reference
- Operations handbook – easy reference to existing approved operational or day-to-day practices and guidelines
- Council Strategy Sessions – in depth sessions on specific areas to learn more about the subject material before significant debate

### Success Indicators

- Delegation of routine matters to administration by way of policy
- Consistent policy approach to similar issues
- Limited revisiting of policy decisions
- Easy retrieval of policies in a standardized format
- Lack of conflict between policy and legislative initiatives

# 6

## LIAISING WITH OTHER ORGANIZATIONS

*To maintain contact with other organizations to effectively share resources and information*

### Council

- Promote cooperative relations with other agencies – government, not for profit and private sector
- Approve agreements with other agencies that involve sharing the authority and resources of the organization
- A councillor may be requested to act as a Council liaison with another agency at the request of the CEO or Council (see Councillor Portfolio below)

### Chief Elected Official

- Provide timely reports on agency liaison activities
- Represent Council based on existing policies, budget and strategic plan
- Obtain Council direction on significant issues not covered by existing policies, budget or strategic plan before representing Council's position
- Act as primary spokesperson for Council with other agencies
- Keep Council informed on meeting with other organizations

### Councillor Portfolio

- Provide timely reports on agency liaison activities
- Represent the interests of Council based on existing policies, budget and the strategic plan
- Obtain Council direction on significant issues not covered by existing policies, budget and the strategic plan before representing Council's position
- Liaise with the CAO or assigned staff person on portfolio matters

### Chief Administrative Officer

- Coordinate an ongoing and targeted agency liaison program
- Act as primary liaison with senior staff of other organization

# 7

## ALLOCATING RESOURCES

### Staff

- Interact with staff of other agencies as delegated by the CAO

### Tools

- Agency Liaison Chart – to manage and monitor agency liaison
- Liaison Update on Agenda – to regularly report on agency activities
- Councillor Portfolio List – to regularly report on portfolio matters
- Update Report Form – outline for providing information on agency liaison or matters arising between or at meetings of Council

### Success Indicators

- Up to date information on other agencies
- Timely reporting on relevant initiatives and issues
- Staff or elected official represent the organization – not their own views
- Maintain high potential for cooperation with other organization
- Improved external organization perspective by council and the organization
- Respected as a partner or stakeholder in interagency relationships

*To effectively allocate resources in an efficient and accountable manner*

### Council

- Establish a budget and to allocate resources that are commensurate with expectations of the organization's work program
- Ensure a linkage between the budget process and the strategic plan

### Chief Elected Official

- Ensure discussion takes place regarding human and fiscal resource implications prior to a Council decision
- Refer emergency expenditures to Council by way of a special meeting or consent by telephone poll (for approval at next meeting) in consultation with the CAO

### Chief Administrative Officer

- Advise Council on the implications of all recommendations to Council
- Control financial resources as per Council direction

### Staff

- Provide complete assessment of implications for recommendations

### Tools

- Service Levels – criteria to ensure resources are consistent with service delivery expectations
- Budget Process Guidelines – steps and milestones for establishing annual operating and capital budgets
- Long Term Fiscal Plan – long term requirements of the organization
- Financial Authority Policy – designating limits of spending authorities

### Success Indicators

- Efficient budget timeline
- Adequate information to make choices among competing demands
- Clear budget linkage to priorities and work programs
- Balanced year end budget

# 8

## SETTING DIRECTION

*To articulate a community vision and establish a strategic organizational direction*

### Council

- Consider the organization's capacity and public interest to develop short term priorities and longer term directions
- Continually review the implementation of priorities and directions

### Chief Elected Official

- Ensure a process is in place to establish and monitor strategic directions
- Ensure Committee/Administration issues are brought forward to Council
- Manage Council priorities through discussion of an item's urgency, public sensitivity, legislative imperative, monetary and liability consequence

### Chief Administrative Officer

- Keep Council and stakeholders informed on progress, recommend changes and new initiatives for the strategic plan and work programs on a regular basis
- Coordinate an ongoing process to monitor organizational priorities

### Staff

- Advise Council of the relevance of their decisions to the strategic plan

### Tools

- Core Services List – differentiates between core and discretionary services
- Strategic Plan – mission, vision, longer term directions and values
- Council Priorities Work program – to monitor the implementation of significant matters that are of a governance or political nature
- Operational Strategies Work program – to monitor significant administrative matters
- Strategic Sessions – scheduled regularly for the discussion of major issues

### Success Indicators

- Linkage to annual budget process
- Opportunities for public involvement
- Determine needs versus wants
- Determine 'what business are we in?'

# 9

## EFFECTIVELY UTILIZING STAFF

*To ensure a healthy and productive work environment*

### Council

- Directs information requests to the CAO on the basis that it will not impact staff work programs and that the information provided will be made available to all councillors
- A councillor information request that does not impact staff time can be referred to the CAO and/or Council by the councillor
- The CEO, member of Council or committee chairperson is not permitted to direct a staff member at any time
- Concerns regarding a staff member are directed to the CAO
- Concerns regarding the CAO are referred to the CEO and/or Council

### Chief Elected Official

- Receives concerns regarding staff performance and refers them to the CAO
- Facilitates Council discussion with the CAO on unresolved personnel matters

### Chief Administrative Officer

- Coordinates the ongoing review of the organization's effectiveness
- Coordinates the ongoing appraisal of staff performance

### Staff

- Regularly reports on operational activities
- Provides regular updates on Council priorities and operational strategies

### Tools

- Success Indicators – clear criteria to assess the organization's effectiveness
- Operational Strategies Work Program – operational items for Council review
- Council Priorities Work Program – clarifies political items for administrative attention
- Staff Reports – regular update on significant operational activities

### Success Indicators

- Periodic overall or targeted system reviews
- Systems serve organizational needs and priorities
- Organization-wide awareness of systems and how they work
- Staff understanding of Council priorities and expectations



# 10 ENSURING GOOD SYSTEMS

*To ensure consistent and transparent organization processes and systems*

## Council

- Regularly review organizational efficiency and effectiveness

## Chief Elected Official

- Receive organizational performance concerns from councillors and refer them to the CAO
- Facilitate Council's discussion with the CAO on unresolved organizational matters

## Chief Administrative Officer

- Coordinate the ongoing review of the organization's effectiveness with Council and staff

## Staff

- Regularly report on operational activities

## Tools

- Success Indicators – clear criteria to assess the organization's effectiveness
- CAO Sessions – regular sessions for Council and the CAO to discuss what is working well and what could be improved

## Success Indicators

- Periodic overall and targeted system reviews
- Systems serve organizational needs and priorities
- Organization wide awareness of systems and how they work
- Regular CAO/Council discussion on organizational performance
- Regular CAO/staff discussion on organizational performance

# 11 DEALING WITH MEDIA

*To effectively communicate Council decisions, strategic directions and organizational accomplishments*

## Council

- Communicate Council decisions and if deemed appropriate, to express personal concerns discussed during public debate

## Chief Elected Official

- Represent the views of Council to the media
- Review media releases based on Council's decision or the consent of a majority of councillors as prepared through the CAO

## Chief Administrative Officer

- Provide administrative details on Council decisions and refer political matters to the CEO

## Staff

- Refer requests for non-routine information to the CAO
- Provide readily available public information

## Tools

- Media Relations Training – how to deal with 'hot seat' situations
- Media Release – standard format and process for consistent application

## Success Indicators

- Consistent message to the public
- Timely response to the media
- Ability to freely express opinions while being respectful of Council decisions

# 12 COMMITTEE STRUCTURE

*To establish governance systems to meet the strategic and political needs of Council*

## **Council Committees**

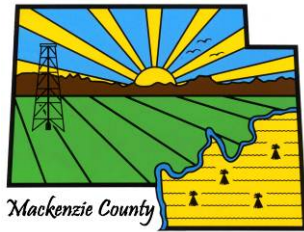
- Make recommendations on policy matters referred by Council
- Make recommendations concerning strategic issues referred by Council
- Suggest topics for Council consideration

## **Councillor Portfolios**

- Present 'requests for decisions' to Council
- Liaise with external interests at the request of Council or CEO
- Liaise with community stakeholders at the request of Council or CEO
- To be well informed on activities and issues within the assigned portfolio
- Suggest topics for the consideration Council

## **Committee Chairperson**

- Chair the committee meeting
- Review agenda with staff liaison
- Present committee recommendations to Council
- To be well informed on activities and issues within the assigned area



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Health Services – Air Ambulance Services</b>

### **BACKGROUND / PROPOSAL:**

Provision of health services, including ambulatory care, is one of the Alberta Government responsibilities.

### **OPTIONS & BENEFITS:**

Please review the AHS announcement regarding changes to air ambulance services in Mackenzie Region.

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

NA

### **COMMUNICATION:**

NA

### **RECOMMENDED ACTION:**

For discussion.

**Author:** J. Whittleton **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_



May 17, 2013

Reeve Bill Neufeld  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB T0H 1N0

Sent via e-mail: [bill@mackenziecounty.com](mailto:bill@mackenziecounty.com)

Dear Mr. Neufeld;

Alberta Health Services (AHS) Emergency Medical Services (EMS) has finalized a new service delivery model for air ambulance services in Alberta. A request for proposal for fixed wing aviation and medical crew contracts was issued today.

Since December, AHS has sought input and advice from key groups as we worked to finalize the delivery model. The attached document provides details of that model, an update on the engagement we have undertaken to date, and next steps.

The new service model retains the best attributes of the current model, while enhancing coordination of services and access to a higher level of care. Plane and helicopter medevac services in the province will be changing from three critical care and 12 advanced life support aircraft, to seven critical care and seven advanced life support aircraft. Resources have also been redistributed to better meet patient demand across the province.

Albertans will see an overall improvement in air ambulance service. To achieve that, four planes – based in Fort Vermilion, Slave Lake, Lac La Biche and Peace River – will be relocated, and one from Medicine Hat will be taken out of service.

It is our intent to have the new air ambulance contracts in place before February 1, 2014, to ensure future contracted providers have enough time to be ready to provide service. In the meantime we want to share information about the new model, listen to questions and comments from stakeholders, and receive advice on implementing the new model. You are welcome to contact Howard Snodgrass, Executive Director, Provincial Air Ambulance and Inter-facility Patient Transfer Strategy by e-mail at [howard.snodgrass@albertahealthservices.ca](mailto:howard.snodgrass@albertahealthservices.ca) or by phone at (403) 529-8009.

For more information, please visit our website at [www.albertahealthservices.ca/ems](http://www.albertahealthservices.ca/ems).

Sincerely,

A handwritten signature in black ink, appearing to read "Sue Conroy".

Sue Conroy  
Senior Vice President  
EMS & Health Link Alberta

A handwritten signature in black ink, appearing to read "Ian Phelps".

Dr. Ian Phelps  
Senior Medical Director  
EMS & Health Link Alberta

## Alberta air ambulance model improvements

Alberta Health Services (AHS) Emergency Medical Services (EMS) has finalized a new service delivery model for air ambulance services for Alberta. A request for proposal will be issued for provision of fixed-wing and medical crew services today (May 17).

Since December, AHS has engaged key stakeholders across the province – Health Advisory Councils, AHS zone medical and administrative leadership teams, Alberta Health (Emergency Health Services), AHS Provincial Patient and Family Advisory Group, STARS and current fixed wing air ambulance contract service providers – to share data, facts and observations and seek their feedback. All feedback and expert advice was considered in the creation of the new model.

While retaining the desirable and best attributes of the current model, the new model:

- Realigns resources to improve access to air ambulance for all Albertans
- Enhances the level of care provided to critical patients by introducing critical care transport (CCT) teams to manage patients with more complex needs
- Ensures the air ambulance service is sustainable into the future

The new model changes the overall number of medevac resources (planes and helicopters) in the province from three critical care and 12 advanced life support aircraft, to seven critical care and seven advanced life support aircraft. Resources have also been redistributed to better meet patient demand across the province. To achieve this, four medevac planes will be relocated and one taken out of service.

The new model is as follows:

Base Location	Current Service Model	New Service Model
Ft. Vermilion	24/7 ALS <sup>1</sup> plane	Plane relocated to High Level
High Level	24/7 ALS plane	24/7 ALS plane 12 hour ALS plane
Peace River	Two 24/7 ALS planes	24/7 Critical Care Transport (CCT) <sup>2</sup> plane Second plane relocated to Grande Prairie
Grande Prairie	STARS helicopter <sup>3</sup> 24/7 ALS plane	STARS helicopter 24/7 CCT plane 12 hour ALS plane
Ft. McMurray	24/7 ALS plane	24/7 CCT plane 12 hour ALS plane
Slave Lake	24/7 ALS plane	Plane relocated to Edmonton
Lac La Biche	24/7 ALS plane	Plane relocated to Fort McMurray
Edmonton	STARS helicopter 24/7 ALS plane	STARS' new larger and faster helicopter 24/7 ALS plane 12 hour ALS plane
Calgary	24/7 ALS plane STARS helicopter	24/7 ALS plane STARS' new larger and faster helicopter
Medicine Hat	Two 24/7 ALS planes	24/7 CCT plane Second plane removed from service

<sup>1</sup> Advanced Life Support (ALS) crews provide a high level of care at a paramedic level.

<sup>2</sup> Critical Care Transport (CCT) crew are trained to a higher skill level than ALS crew and can manage patients with more complex needs. They can follow physicians' clinical direction to use complex medication, and stabilize critical patients for safe transport.

<sup>3</sup> STARS currently provides critical care from three locations. The new model takes into account the impending introduction of new AW139 helicopters in Edmonton and Calgary that can fly further and faster than the current BK117 helicopters.

Along with stakeholder feedback, AHS collected and analyzed data which suggests that resources are not currently matching patient demand:

- All 12 medevac planes are available 24/7 but spend less than a third of their time responding to calls.
- Each medevac plane currently averages less than two flights per 24-hour period.
- 70 per cent of all fixed wing flights occur between 6 a.m. and 6 p.m., Monday to Sunday.
- More than 60 per cent of air ambulance patients across the province are stable, non-urgent patients.
- 86 per cent of non-urgent flights occur Monday to Friday, with most between 6 a.m. and 6 p.m.
- Currently, only STARS provides in-flight critical care in Alberta.
- Of the planes AHS is relocating, most patient transfers originate in a location away from their base community.
  - Fort Vermilion, 57 per cent of flights originate from another community
  - Peace River, 80 per cent of flights originate from another community
  - Lac La Biche, 85 per cent of flights originate from another community
  - Slave Lake, 74 per cent of flights originate from another community

New contracts will be put in place before February 1, 2014, to ensure future contracted partners have enough time to prepare to be ready to provide service.

To ensure ongoing patient safety, AHS will continue to monitor and review patient care and report air ambulance data publicly; patients across Alberta can be confident they will continue to receive the same, or higher, quality of care and service, no matter where they live.

Safe, stable and controlled transport is critical for ongoing patient treatment to ensure there is no downtime in patient care – minute to minute, patients receive the care they need when they need it.

AHS will continue to work with all stakeholders to hear their questions and concerns and receive advice on implementation of the new model.

For more information, visit [www.albertahealthservices.ca/ems](http://www.albertahealthservices.ca/ems).

**Why are you relocating some planes?**

The current model is not meeting patient needs and demands as well as it could, and we are fixing that. It is important to locate bases at communities with high volumes, and will provide the greatest access to all Albertans.

Fort Vermilion is approximately a 17-minute flight from High Level, where two advanced life support planes will be based.

Some bases are predominantly providing service to areas other than where they are based. For example, many patient transfers done by the Fort Vermilion-based plane (57 per cent of all its flights) involve patients from other communities. Also, most fixed wing air ambulance patients are scheduled or stable/non-urgent transfers, which can be coordinated and completed with resources regardless of their base location.

**What about air ambulance coverage for the Little Red River Cree area?**

Air ambulance support to the Health Canada clinics in the Little Red River Cree area is currently coordinated and provided through Health Canada arrangements. It's important to note that AHS air ambulance does not typically provide air ambulance services to this area – only when Health Canada's arrangements are unavailable.

**What are the facts and data you used to decide how to relocate the plane?**

Alberta Health Services currently uses air ambulances to transport about 9,000 patients a year using 12 fixed wing planes and three STARS helicopters spread throughout Alberta. Of those 9,000 medevac transfers for 2011/2012:

- The total number of patient transports done by the Fort Vermilion-based plane was 513.
- The total number of Fort Vermilion patients transported was 280, including 18 critical.
- Of those 280 Fort Vermilion patients, 221 were transported by the Fort Vermilion-based plane.
- 292 patients – 57 per cent of all the work done by the Fort Vermilion-based plane – were flown from a community other than Fort Vermilion.
- The nearest medevac resources will be two advanced life support planes in High Level (17-minute flight away) and critical care planes based at Peace River (48-minute flight away), Fort McMurray (64-minute flight away) and Grande Prairie (74-minute flight away).

**How will we have a better quality of care, when we no longer have a plane based here?**

A key component of the new service delivery model is the addition of four new critical care transport teams, providing the highest level of medevac care for those clinically urgent cases.

There will be three critical care transport planes based in the north response to this small subset of air ambulance patients.

It is important to remember while a plane is based in a particular community; it is not solely for the use of residents of that community. AHS is also assessing how to enhance access to charter helicopters to support ground ambulance response for remote areas of the province.

**Can you assure the people of Fort Vermilion they will continue to receive good care?**

We can assure you that Albertans, including those in Fort Vermilion, will continue to have access to rapid, reliable and safe emergency medical services. Stable or scheduled patients requiring transport will receive that service in a more coordinated manner while those requiring a higher level of care may be transported a critical care transport plane.

**What will happen to our local aviation and medical crews – will they still have a job?**

We appreciate and value the service and hard work of all of our staff and contracted providers. We will work with those affected, and their union where applicable, and do all that we can to help them in their transition.

Most aviation companies under contract with AHS have other aviation roles and business interests aside from air ambulance. AHS cannot determine the future status of employment for these companies locally; however, pilots and related aviation personnel will continue to be required for air ambulance. It is our understanding that such personnel are in high demand generally in Alberta.

From a medical crew perspective, there will continue to be demand for qualified personnel elsewhere in the air ambulance system, and there may well be opportunity for employment locally with the ground ambulance provider.



**Why is AHS changing air ambulance services?**

Contracts for all fixed-wing air ambulance providers in Alberta expire on January 31, 2014. We've used that opportunity to assess the current way we deliver services and make improvements.

The current model is not meeting patient needs and demands as well as it could, and we are fixing that. The new model retains the best attributes of the current model, while enhancing the coordination of services and more than doubling the amount of air ambulance resources that can provide in-flight critical care.

All patients will receive the same or better quality of care and service.

**What is changing?**

Currently, there are three aircraft (all STARS helicopters) that can provide accredited critical care from three locations, and 12 planes that can provide care at a less complex level, known as "advanced life support" (ALS) care.

The new model will change that mix to seven critical care aircraft (three STARS helicopters and four planes) from seven bases, to provide provincewide access to these critical care services.

By expanding the number of critical care teams, more Albertans will benefit from having access to the highest level of medevac care.

**Why are some planes no longer providing 24/7 care?**

Most air ambulance patients are transported for scheduled appointments or admission to hospital, and are clinically stable. The new model allows air ambulances to transport these patients in a coordinated and efficient manner. Seven advanced life support aircraft will operate during the day, when the majority of these patients are transported, and three at night.

The four new critical care-enabled aircraft will operate 24/7.

**Why are critical care transport teams better than advanced life support teams?**

Advanced life support teams deliver a high quality of care at a paramedic level.

Critical care transport teams are trained to a higher level. They are trained to follow physicians' clinical direction to use complex medication, and can better stabilize critical patients for safe transport.

Safe, stable and controlled transport is critical for ongoing patient treatment to ensure there is no downtime in patient care – minute to minute, patients receive the care they need when they need it.

In addition to STARS, the four fixed-wing critical care transport teams will serve the entire province and be strategically based in Peace River, Grande Prairie, Fort McMurray and Medicine Hat.

**When will these changes happen?**

Current contracts expire January 31, 2014. New contracts will be put in place before February 1, 2014 to ensure future contracted providers have enough time to be ready to provide service

The first critical care transport team is expected to be trained and in place in spring 2014. All four of the new teams are expected to be in place by December 2014.

**You say the current model is not meeting patient needs and demands as well as it could. What does your data show?**

- All 12 medevac planes are available 24/7 but spend less than a third of their time responding to calls.
- Each medevac plane currently averages less than two flights per 24-hour period.
- 70 per cent of all fixed wing flights occur between 6 a.m. and 6 p.m., Monday to Sunday.
- More than 60 per cent of air ambulance patients across the province are stable, non-urgent patients.
- 86 per cent of non-urgent flights occur Monday to Friday, with most between 6 a.m. and 6 p.m.
- Currently, only STARS provides in-flight critical care in Alberta.

**Why are you relocating resources away from some communities?**

While planes are based in particular locations, all planes are provincial resources and are used to help all Albertans that need medevac care.

Some bases are too close together, and some bases are predominantly providing service to areas other than where they are based.

Of the planes AHS is relocating, most patient transfers originate in a location away from their base community.

- Of the flights undertaken by the Fort Vermilion-based plane, 57 per cent involve patients from another community
- Of the flights undertaken by the Lac La Biche-based plane, 85 per cent involve patients from another community
- Of the flights undertaken by the Slave Lake-based plane, 74 per cent involve patients from another community.
- Of the flights undertaken by the Peace River-based planes, 80 per cent involve patients from another community.

During 2013, STARS will be implementing their new, larger AW-139 helicopters from Calgary and Edmonton. These helicopters provide greater speed and reach for helicopter services, which makes STARS a viable response resource in more areas.

**Have you considered what stakeholders have to say?**

Engagement with health and air ambulance providers about the air ambulance service plan has been ongoing since AHS assumed responsibility for air ambulance in April 2010.

AHS has been out talking to people across Alberta since December 2012 about what a new medevac service could look like. We have shared facts and data and sought feedback and advice from:

- All Health Advisory Councils
- Medical and administrative leadership across the province
- Alberta Health
- Patients, through the AHS Provincial Patient and Family Advisory Group.
- STARS helicopter clinical and medical leadership
- Fixed wing air ambulance contract service providers.

Based on that, we have developed a new provincial service delivery model for air ambulance services. A Request For Proposals (RFP) for the provision of medical and aircraft provision has been issued, and we are now sharing details on the new model, listening to stakeholders and answering questions, and seeking advice on how to best implement the model.

**Will Albertans continue to receive the same level of care?**

Yes, and in fact, many more Albertans will have better access to the highest level of in-flight care.

**How can you reduce the number of planes, and the amount of time they fly, and expect patient care to remain the same or improve?**

We can deliver the same or higher quality of care through better coordination of existing resources and through the introduction of critical care transport teams.

In addition to STARS, the fixed wing critical care transport teams will serve the entire province and be strategically based in Peace River, Grande Prairie, Fort McMurray and Medicine Hat.

Currently, we have 12 aircraft available 24/7, but they spend less than a third of their time responding to calls. Each aircraft currently averages fewer than two flights per 24-hour period. About 70 per cent of medevac plane flights occur during daytime hours, yet our resources do not reflect this.

**Will response times increase?**

All medevac aircraft are treated as provincial resources, so at any point in time an aircraft could be nearby, in the air with another patient, or sitting on the runway at your local airport.

It may take aircraft longer to get to some communities and a shorter time to get to others. The important thing to remember is that overall access to critical care transport is improved for everyone.

We will continue to work with our facilities and dispatch centres on earlier notification of critical cases: that will ensure aircraft are mobilized early in the patients' care, even before they arrive at the local hospital to be operated on or stabilized for transport.

The priority is safe, stable and controlled transport that allows for continuous patient treatment.

**Is this a cost-savings exercise?**

No. The current model has been in place for over 10 years; the province and our healthcare system have changed significantly during that time. It is about creating a sustainable health care system that improves patient experience and quality of care, improves health outcomes, and improves value for money.

We've been very clear that refinement of the current model will see patients continue to receive the same, or higher, quality of care and service, regardless of where they live.

**Does this plan just consider medevac planes, or are helicopters included too?**

Helicopters are a vital component of the air ambulance system in Alberta. While helicopters are not included in the RFP, STARS is currently upgrading its helicopters in Calgary and Edmonton to state-of-the-art performance and safety technology.

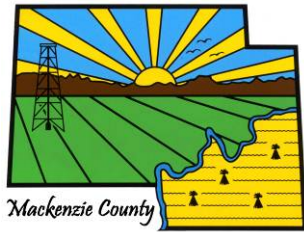
AHS has taken into account the expanded speed and reach of those helicopters, which enable a critical care response to a greater number of patients. A helicopter based in Grande Prairie also provides critical care.

As part of the plan, AHS is also assessing how to enhance access to charter helicopters to support ground EMS response, for remote areas of the province such as oil sand developments and Highway 63.

**How will you ensure this plan is successful?**

AHS will continue to work with our key stakeholders to engage and solicit feedback. We are asking municipalities, physicians and others affected by the change to help us with the implementation of the new service model.

And to ensure ongoing patient safety, AHS will monitor and review patient care and report air ambulance data publicly; patients across Alberta can be confident they will continue to receive the same, or higher, quality of care and service, no matter where they live.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>REDI Business Plan Report (Tourism Study)</b>

### **BACKGROUND / PROPOSAL:**

The final draft is being presented (under separate cover) to Council for review and comment.

### **OPTIONS & BENEFITS:**

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

NA

### **COMMUNICATION:**

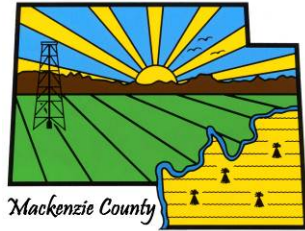
NA

### **RECOMMENDED ACTION:**

For discussion.

Author: J. Whittleton Review by: \_\_\_\_\_ CAO \_\_\_\_\_





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 28, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- La Crete Recreation Board Meeting Minutes
- Wild Rose Agricultural Producers
- NWR FASD Society 10th Anniversary & Supportive Housing Initiative Open House
- Alberta Forest Products Association Annual General Meeting & Conference
- Regional Collaboration Grant – County of Grande Prairie
- Mackenzie Library Board Meeting Minutes
- Alberta Agriculture & Rural Development Correspondence
- Chris Warkentin – News Release
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## **RECOMMENDED ACTION:**

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

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

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
APRIL 11, 2013**

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

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

Absent: George Fehr, Director  
Wendy Morris, Director  
George Derksen, Director

Call to Order: President Abe Fehr called the meeting to order at 6:12 p.m.

Approval of Agenda

1. Peter Braun moved to accept the Agenda as amended.
    - 8.6 Maintenance Concerns
    - 8.7 Swimming Pool Discussion
- CARRIED

Approval of Previous Meeting's Minutes

1. Tracey Siemens moved to accept the March 14, 2013 Regular Meeting Minutes as presented.
- CARRIED

Business from the Minutes

1. CFEP application for tennis courts will be submitted before the June 15 deadline.

Review of Action Sheet

1. Reviewed items for information only.

Financial Report

1. Reviewed financial reports.
2. We received funds from the County for 50% of the capital project for shed and curling print liner. We can receive funds prior to the project if we send the County a letter of request.
3. Challenge Cup fundraiser did well.
4. Simon Wiebe moved to accept the Financial Report as presented.

CARRIED



Manager's Report – Philip Doerksen

1. Manager's Report was reviewed for information.
2. Challenge Cup turnout was down although great hockey, Figure Skating turnout was down, Loggers & Truckers was very busy.
3. Discussion on bowling alley closing for the season and possibility of opening one or two nights a week.
4. Inspection of the arena went very well.
5. Have only received 1 application for caretaker position so far.
6. Shawn Wieler moved to accept the Manager's Report as presented.

CARRIED

New Business

- 8.1 School Usage Agreement – Will create more guidelines for the curling rink. Will review joint use agreement and discuss further next month.
- 8.2 Curling Bonspiel Report – Had 15 teams. Went well but would consider a few changes to the bonspiel. It was difficult to get donations. Need more sliders, Philip will look into getting needed supplies.
- 8.3 Loggers & Truckers – Discussion on rent to the Loggers and Truckers tournament. Will charge the \$100/hour rate.
- 8.4 Bookkeeper/Admin Position – Position is currently being advertised.
- 8.5 Summer Capital Projects – Work on all outdoor rinks, bowling alley murals, work on baseball diamonds, and some updating in the arena.
- 8.6 Maintenance Concerns - Discussed concerns about grass cutting at the ball diamonds and snow blowing at the outdoor rink.
- 8.7 Swimming Pool Discussion – Vote was about whether to put tax money into the pool.

Peter Braun moved to go in camera at 7:40 p.m.

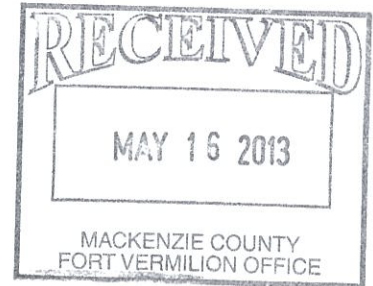
Abe Fehr moved to go out of camera at 7:52 p.m.

Darlene Bergen moved that the meeting be adjourned at 7:52 p.m.

Next Meeting: May 16, 2013

May 10, 2013

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



Dear Mr. Neufeld:

**Re: Indian Head Tree Nursery and Shelter Belt Program**

I am writing to seek the support of your municipal district to ensure continued operation of the Indian Head Tree Nursery and Shelterbelt Program.

On April 22, 2013 a coalition of Western Canadian organizations met to discuss the importance of trees to Western Canada and the urgent need for the Indian Head Tree Nursery and Prairie Shelterbelt Program to operate into the future. Members of this coalition include Wild Rose Agricultural Producers (WRAP), the Agricultural Producers Association of Saskatchewan (APAS), the Keystone Agricultural Producers of Manitoba (KAP), the Canadian Federation of Agriculture (CFA), the Rural Municipality and Town of Indian Head, the British Columbia Grain Producers Association, and the Peace River Regional District.

The organizations decided to take collective action to pursue several priorities to allow continued operation of the Shelterbelt Program and Tree Nursery. Perhaps the most immediate and pivotal is our request to the federal government to ensure full operation of the Tree Nursery in 2013 to enable it to be transferred as a viable business in 2014. During a May 3 meeting, federal Agriculture Minister Gerry Ritz assured the coalition that the Tree Nursery will remain fully operational until the end of 2013 (copy of news release enclosed).

The coalition is committed to developing a business plan for the continued operation of the Nursery and Shelterbelt Program on a cost-recovery basis and to form a co-operative or non-profit organization as the entity that will operate the Nursery and Shelterbelt Program in the future. We are currently seeking funding to undertake the feasibility study and develop the business plan.

.../2

The involvement and support of Rural Municipalities, Counties and Municipal Districts across the Prairie Provinces and the Peace River area of British Columbia is another priority and is the purpose of this communication. As Alberta's provincial representative on the coalition, WRAP is seeking the involvement and support of your municipal district through two key actions:

1. We are asking that you write to Minister Ritz with copies to your Member of Parliament and APAS (coalition representative) supporting the value of and future need for the Nursery and Shelterbelt Program and supporting the initiative of our coalition. This must be done as soon as possible as time is of the essence... the clock is ticking on this issue. Your letter to Minister Ritz can be sent to the following address:

Honourable Gerry Ritz  
Minister of Agriculture and Agri-Food Canada  
341 Baseline Road  
Ottawa, ON K1A 0C5  
Fax: 613-773-1081

2. We are asking that your municipal district make a financial contribution of \$100 to assist the coalition with the costs of the business plan and other actions critical to our proposal. Your cheque should be payable to APAS and mailed to:

APAS  
140 – 4<sup>th</sup> Avenue East  
Regina, SK S4N 4Z4

Your letter and financial contribution are very important as they will reflect support for the Shelterbelt Program, Tree Nursery and this initiative across Alberta and Western Canada.

We ask that you deal with this request as soon as possible and that we receive your response by May 31. We look forward to your support to assist us in maintaining this valuable service to rural landowners in Western Canada.

Sincerely,



(Mr.) Lynn Jacobson  
President

Enclosure



*Agriculture is Everyone's Business*

**NEWS Release**

**May 7, 2013**

## **AAFC Minister Gerry Ritz provides key assurances on the Indian Head Tree Nursery**

The "Western Canada Tree Nursery Coalition", led by APAS President Norm Hall, is pleased with assurances received from AAFC Minister Gerry Ritz in a meeting on Friday, May 3, 2013 relative to the Coalition's interest in ensuring that the Indian Head Tree Nursery and Shelterbelt Program continue to operate into the future.

"Minister Ritz confirmed that the Tree Nursery will be fully operational to the end of 2013 including harvest and distribution in 2013 and plantings to ensure supply for 2014 and 2015," APAS President Hall said. "These assurances are all important as the Tree Nursery must be maintained as a viable business if it is to be successfully transitioned from the federal government."

The Coalition appreciates the clarifications and is optimistic about working with Minister Ritz and AAFC to implement a plan that will allow this important service to continue.

The Coalition was formed on April 22, 2013 to develop a business plan for the continued operation of the Nursery and Shelterbelt Program on a cost-recovery basis and to form a co-operative or non-profit organization to operate the Nursery and Shelterbelt Program going forward. The Coalition expects that the business plan will be completed by August 31, 2013. "We look forward to completion of our business plan and the opportunity to forge an agreement with Minister Ritz and AAFC that will allow this 111 year old service to be continued into the future." Hall said.

The Coalition has reached out to Western Canadian rural municipal governments as their ratepayers have been the beneficiaries of this service and are concerned about its continuation. In Saskatchewan, APAS has asked all Rural Municipalities to write to Minister Ritz and their Member of Parliament supporting the value of and need for the Tree Nursery and Shelterbelt Program and supporting the initiative of the Coalition. Saskatchewan Rural Municipalities have also been asked for a small financial contribution to assist in the costs of developing a viable business model. Similar requests will be made to rural governments in the other provinces.

Members of the "Western Canada Tree Nursery Coalition" include the Agricultural Producers Association of Saskatchewan (APAS), the Rural Municipality and Town of Indian Head, the British Columbia Grain Producers Association, the Peace River Regional District, the Wild Rose Agricultural Producers of Alberta (WRAP), the Keystone Agricultural Producers of Manitoba (KAP), and the Canadian Federation of Agriculture (CFA).

For further information, please contact APAS President Norm Hall at 306-530-3886



Wanda Beland  
NWR FASD Society - MacKenzie Network  
Box 3668  
High Level, AB T0H 1Z0

May 15, 2013

Reeve & Council  
MacKenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0

**RE: NWR FASD Society 10th Anniversary & Supportive Housing Initiative Open House**

Dear Reeve & Council;

It is with great pleasure that we extend this invitation for you and your staff to join us in the celebration of the NWR FASD Society's 10 year Anniversary of providing services throughout the MacKenzie Region for individuals affected by Fetal Alcohol Spectrum Disorder! This is a very exciting and special occasion for us as we will not only be reflecting on our past accomplishments, but also, sharing and discussing our ambitious plans for the future.

Our Society has recently embarked on an exciting journey to develop, to the best of our knowledge, the world's first Supportive Living Facility specifically for people with FASD in the MacKenzie Region. At our Anniversary Celebration there will also be an opportunity to learn more about the Supportive Housing Initiative and provide feedback to help direct the development of the project. The Town will also be facilitating a structured Public Input Session regarding the Supportive Housing Initiative on Wednesday, May 29th to provide an opportunity for those in favour and opposed to the initiative to speak.

**Our Celebration will take place:**

Monday, May 27th  
3 - 7 pm (speeches will take place at 5 pm)  
9901 100 Ave  
(parking lot outside Wally's Barber)

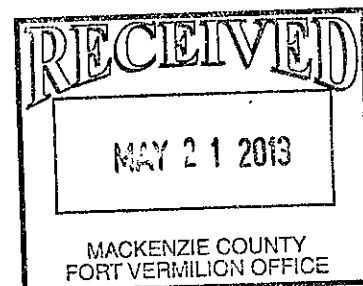
**The Public Input Session will take place:**

Wednesday, May 29th  
7 - 9 pm  
Town of High Level, Council Chambers

Please RSVP for the Anniversary Celebration by Friday, May 24 to Carrie Demkiw at 780-841-2383 or via email: [carriemb@telus.net](mailto:carriemb@telus.net). If you have any questions or require more information please also contact Carrie. We hope that you will be able to join us and look forward to your reply.

Sincerely,

  
Wanda Beland  
Executive Director



NWR FASD SOCIETY INVITES YOU TO JOIN US FOR OUR

# 10 YEAR ANNIVERSARY & SUPPORTIVE LIVING OPEN HOUSE

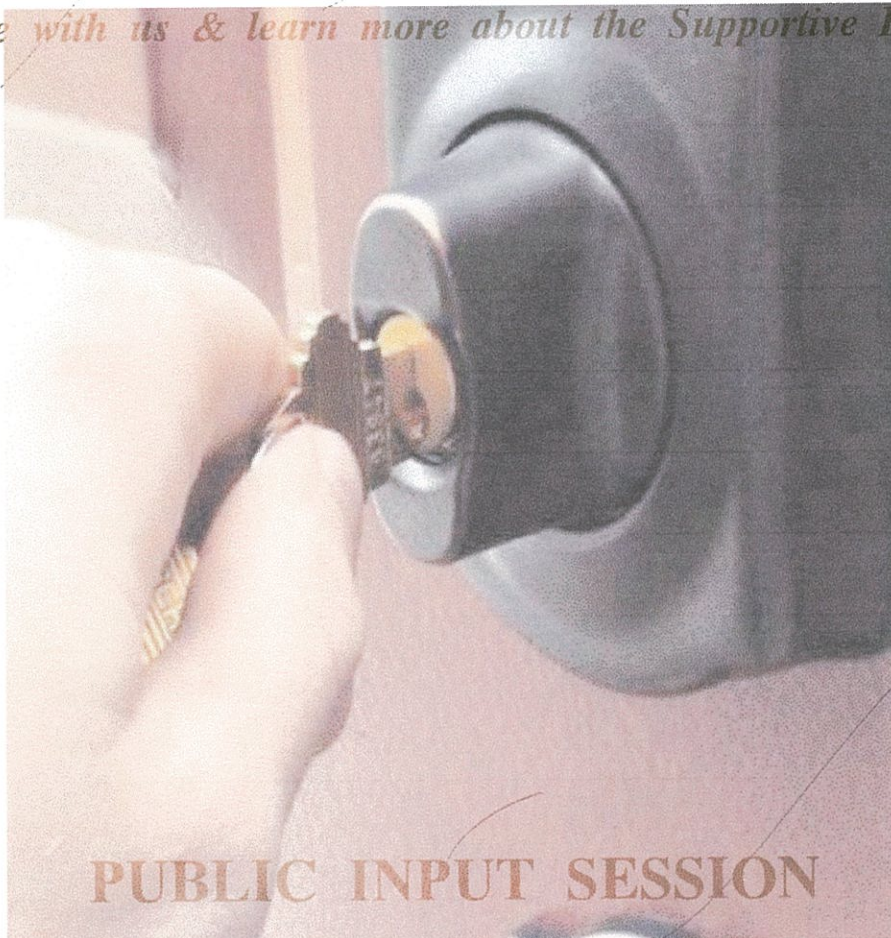
Monday, May 27th ~ 3 - 7 pm

In the parking lot outside Wally's Barber Shop

Dignitaries & Speeches at 5 pm

**FREE Burgers, Hotdogs & Cake!!**

*Come celebrate with us & learn more about the Supportive Living Initiative*



**PUBLIC INPUT SESSION**

Wednesday, May 29th - 7 pm

Town of High Level Council Chambers

**EVERYONE WELCOME TO ASK QUESTIONS & PROVIDE FEEDBACK  
ABOUT THE INITIATIVE!**

**From:** [Brady Whittaker](#)  
**To:** [Carol Gabriel](#)  
**Subject:** AFPA 2013 AGM and Conference  
**Date:** Wednesday, May 22, 2013 3:47:17 PM

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If you are having difficulty viewing this email properly, please click here:  
<http://www.industrymailout.com/Industry/View.aspx?id=451760&q=594386844&qz=8e58f6>



Wednesday, May 22, 2013

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## AFPA 2013 AGM

### I N V I T A T I O N

#### ALBERTA FOREST PRODUCTS ASSOCIATION ANNUAL GENERAL MEETING & CONFERENCE FAIRMONT JASPER PARK LODGE – SEPTEMBER 25-27, 2013

We are pleased to invite you to attend the Alberta Forest Products Association Annual General Meeting and Conference at the Fairmont Jasper Park Lodge from September 25-27, 2013. The conference will provide an opportunity for forest industry representatives, senior government officials, and key stakeholders to meet, network and attend information sessions.

#### Registration Information

Full details of our conference program including Registration, Tentative Agenda, Hotel Accommodations, Sponsorship Opportunities, and Golf Tournament can be found on the [AFPA website](#).

Guests registering before June 30, 2013 are eligible for the **early bird rate** and for an **early bird prize package** consisting of a gift certificate redeemable at the Fairmont Jasper Park Lodge for a two night Bed & Breakfast package for two adults.

We look forward to seeing you in Jasper.

Brady Whittaker  
President & CEO  
Alberta Forest Products Association

[www.albertaforestproducts.ca](http://www.albertaforestproducts.ca)  
Alberta Forest Products Association  
900, 10707 100 Avenue NW  
Edmonton, Alberta T5J 3M1

This email was created and delivered using [Industry Mailout](#)

**From:** [Joulia Whittleton](#)  
**To:** [Carol Gabriel](#)  
**Subject:** Fwd: Regional Collaboration Grant  
**Date:** Thursday, May 16, 2013 5:33:08 PM

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For council meeting

Joulia Whittleton  
Mackenzie County  
(via I-Phone)

Begin forwarded message:

**From:** Bill Rogan <[brogan@countygp.ab.ca](mailto:brogan@countygp.ab.ca)>  
**Date:** 16 May, 2013 12:51:12 PM MDT  
**To:** "Doug Plamping ([Doug.Plamping@MDGreenview.ab.ca](mailto:Doug.Plamping@MDGreenview.ab.ca))" <[Doug.Plamping@MDGreenview.ab.ca](mailto:Doug.Plamping@MDGreenview.ab.ca)>, "Lori Parker ([admin@wembley.ca](mailto:admin@wembley.ca))" <[admin@wembley.ca](mailto:admin@wembley.ca)>, "Greg Scerbak ([gscerbak@cityofgp.com](mailto:gscerbak@cityofgp.com))" <[gscerbak@cityofgp.com](mailto:gscerbak@cityofgp.com)>, "'Greg Gayton' ([admin@hythe.ca](mailto:admin@hythe.ca))" <[admin@hythe.ca](mailto:admin@hythe.ca)>, "[cagaunt@sexsmith.ca](mailto:cagaunt@sexsmith.ca)" <[cagaunt@sexsmith.ca](mailto:cagaunt@sexsmith.ca)>, Debbie Bobocel <[DBobocel@beaverlodge.ca](mailto:DBobocel@beaverlodge.ca)>, "Greg Scerbak ([gscerbak@cityofgp.com](mailto:gscerbak@cityofgp.com))" <[gscerbak@cityofgp.com](mailto:gscerbak@cityofgp.com)>, Big Lakes <[cao@mdbiglakes.ca](mailto:cao@mdbiglakes.ca)>, Bill Rogan <[brogan@countygp.ab.ca](mailto:brogan@countygp.ab.ca)>, Birch Hills County <[cao@birchhillscounty.com](mailto:cao@birchhillscounty.com)>, County of Northern Lights <[cao@countyofnorthernlights.com](mailto:cao@countyofnorthernlights.com)>, "Faye Kary ([fkary@saddlehills.ab.ca](mailto:fkary@saddlehills.ab.ca))" <[fkary@saddlehills.ab.ca](mailto:fkary@saddlehills.ab.ca)>, Joulia Whittleton <[jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)>, MD of Lesser Slave Lake <[allan.winarski@md124.ca](mailto:allan.winarski@md124.ca)>, MD of Opportunity <[cao@mdopportunity.ab.ca](mailto:cao@mdopportunity.ab.ca)>, MD of Peace <[mdpeace@wispernet.ca](mailto:mdpeace@wispernet.ca)>, MD of Smoky River <[lturcotte@mdsmokyriver.com](mailto:lturcotte@mdsmokyriver.com)>, MD of Spirit River <[khudson@mdspiritriver.ab.ca](mailto:khudson@mdspiritriver.ab.ca)>, Northern Sunrise <[pthomas@northernsunrise.net](mailto:pthomas@northernsunrise.net)>  
**Subject: Regional Collaboration Grant**

Folks you will be receiving a letter from us into next week or the following asking for your support in forwarding a request for grant monies under the regional collaboration grant for the interior finishing's and displays for the Dino museum. Most if not all of you provided letters supporting the project back in 2011 but this will ask explicitly to support a grant request. We are proceeding with the building project this year but had not funded the interiors etc. hoping to fund raise as much as possible before making a decision on those items. The estimated cost is 6 million. In talking to municipal affairs they say the criteria hasn't been established yet to include Capitol but we are following the lead on the Capitol Region application for the Edmonton Arena. Thought I would get this out to you in the event you hear rumors of it. Understand Leanne may have mentioned to some attending the Atco event in Valleyview yesterday.

W.A.( Bill) Rogan



County Administrator  
County of Grande Prairie No.1  
10001-84 Avenue  
Clairmont, Alberta  
T0H 0W0  
Bus: 780-532-9722 Ext: 157  
Cell: 780-518-1460  
Fax: 780-539 9880

<http://www.countygp.ab.ca/>

"The County of Grande Prairie No. 1 focuses on people, their quality of life and diversity of opportunity while enabling success through cooperation and progressive leadership."

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**Mackenzie County Library Board (MCLB)  
February 11<sup>th</sup>, 2013 Board Meeting Minutes  
Fort Vermilion Library  
Fort Vermilion, Alberta**

**Present:** Lisa Wardley, Wally Schroeder, La Dawn Dachuk, Beth Kappelar, John W. Driedger, Lorraine Peters, Lucille Labrecque, Susan McNeil.

**Regrets:** Lorna Joch

**1.0 Call to Order:** The meeting was called to order by Beth Kappelar at 7:05 p.m.

**2.0 Approval of Agenda:**

**MOTION #2013-02-01** Lorraine Peters moved the approval of the agenda as printed. **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2013-02-02** Wally Schroeder moved the approval of the Jan. 14/13 minutes as presented. **CARRIED**

**4.0 Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

**5.0 Financial:**

**5.1 MCLB Financial Report as of Jan. 31/2013.**

- Balance Brought Forward: \$ 30,984.78

- Total Revenues \$ 0.84

- Total Expenses \$ 5,456.49

- Ending Bank Balance \$ 25,529.13

**MOTION #2013-02-03** John Driedger/Susan McNeil moved to accept the financial report as presented. **CARRIED**

**5.2 MCLB 2013 Budget:**

**- REVENUE**

- Mackenzie County Grant \$ 186,756.00

- Alberta Community Development Grant \$ 54,011.00

- Interest Income \$ 22.00

- Other Income \$ 0.00

\$ 241,289.00

- Beginning Bank Balance \$ 30,984.78

- **Total Revenues** \$ **272,273.78**

**- EXPENSES**

- Transfers to Other Libraries

- High Level \$ 15,500.00

- Fort Vermilion \$ 68,000.00

- La Crete \$ 89,000.00

- Zama City \$ 50,000.00

- Association Membership \$ 125.00

- Board Expenses \$ 17,000.00

- Program Expenses \$ 0.00

- Office Supplies \$ 200.00

- Website \$ 600.00

- Audit \$ 175.00

- Licenses & Permits \$ 157.50

- Miscellaneous \$ 600.00

- **Total Expenditures** \$ **241,357.50**

- ENDING BANK BALANCE \$ 30,916.28

**MOTION #2013-02-04** Lucille Labrecque/La Dawn Dachuk moved that the 2013 MCLB budget be approved.

**CARRIED**

**5.3 Libraries' Audited Financial Statements for 2012:**

- The La Crete Library Society has sent in their audited financial statement for 2012. Those from Zama and Fort Vermilion still need to be submitted.

**5.4 Mackenzie County Funding:**

- The Mackenzie County Council has approved MCLB's funding request of \$186,756.00 for the 2013 operating year. Half of it was received Feb. 6/13.

**MOTION #2013-02-05** Lisa Wardle/Lucille Labrecque moved to pay the High Level Library their entire 2013 funding of \$15,500 and the following initial payments: Fort Vermilion Library \$20,794.37 (a \$3,005.63 PLS invoice has already been paid); La Crete Library \$31,150.00; Zama Library \$17,500.00. **CARRIED**

## 6.0 Library Reports:

### 6.1 La Crete:

- Financial as of Feb. 1/13: Income \$500.00; expenses \$5,500.00. Bank Balance \$69K.
- 64 library satisfaction surveys were returned. Overall comments were positive.
- The County has written a letter of support for MCLB to acquire the ATB building.
- There will be no summer reading program this year.
- The Senior Tea will be held June 3/13. Lorraine Peters will be asked to donate flowers again.
- Their AGM was held Feb 4/13. Martha Driedger was elected as an additional Society member. The leadership positions remained the same except for treasurer which Martha Driedger filled.

### 6.2 Fort Vermilion:

- Will Ferguson will not be coming for an author tour.
- They are sponsoring the winter carnival princess contest this year. Ticket sales are going well.
- They are planning to put up a book drop for Better World Books.
- Books have been dropped off at the long term care center.
- Some patrons are working off their late fines.

### 6.3 Zama

- Two membership draws have been held.
- A \$1000 donation has been received for their wellness room. Appropriate books will be put in to read.

### 6.4 High Level:

- A request has been received from a High Level rural library patron to use Overdrive to access ebooks.
- The head librarian is seriously ill.

**MOTION #2013-02-06** John Driedger/Lucille Labrecque moved to send her flowers costing up to \$100. **CARRIED**

**MOTION #2013-02-07** Lisa Wardley moved to accept the library reports. **CARRIED**

## 7.0 Old Business:

### 7.1 La Crete Library Building:

- The County has sent a letter of support to acquire the ATB building to house the La Crete Library.
- MCLB sent a letter to the ATB leadership requesting the building.
- Dave Jensen, ATB Senior Manager, Leasing and Acquisitions responded informing MCLB that he would like to meet with them to discuss the ATB building in La Crete.

**MOTION #2013-02-08** Susan McNeil moved that 4 of the following 6 individuals (Joyce Wieler, Lorna Joch, Lisa Wardley, Beth Kappelar, John Driedger, Wally Schroeder) meet with Dave Jensen at his convenience to discuss the acquiring of the La Crete ATB building for the La Crete library. **CARRIED**

### 7.2 LibPAS Surveys:

**MOTION #2013-02-09** Lucille Labrecque moved that MCLB approve the completed 2013 LibPAS surveys for submission. **CARRIED**

### 7.3 MCLB Policies:

- About one third of the MCLB policies were reviewed.

## 8.0 New Business:

### 8.1 Community Development Funding:

- Lorraine Peters will apply for the 2013 funding.

## 9.0 Correspondence:

- Web Access Code
- Senior's Service Awards
- GOA Agriculture Information Catalog

**MOTION #2013-02-10** John Driedger moved to accept the correspondence for information. **CARRIED**

## 10.0 In Camera:

- Not required.

**11.0 Next Meeting Date and Location:** Fort Vermilion Library April 8/13 at 7:00 p.m.

## 12.0 Adjournment:

**MOTION # 2013-02-11** John Driedger moved the meeting adjourned at 9:45 p.m. **CARRIED**

These minutes were adopted this 15<sup>th</sup> day of May, 2013: \_\_\_\_\_

**Beth Kappelar, Chair**



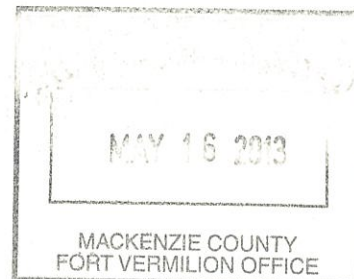
ALBERTA

AGRICULTURE AND RURAL DEVELOPMENT

*Office of the Minister  
MLA, Wetaskiwin-Camrose*

May 3, 2013

Mr. Bill Neufeld  
Reeve  
Municipal District of Mackenzie No. 23  
Box 640  
Fort Vermillion, AB T0H 1N0



Dear Mr. Neufeld:

Thank you for your March 27, 2013 letter following up on our March 20, 2013 meeting. I was pleased to have the opportunity to meet with you and discuss topics important to rural development in your region. I also appreciate the opportunity to provide further response on the topics you list in your letter.

1. Soil Classification Maps

Agriculture and Rural Development (ARD) appreciates your request for a review and reassessment of existing soil classification maps. I asked Department staff to look into this issue and provide me with some additional information. I have attached a summary of soil classification in Mackenzie County.

Based on this summary, there may still be expansion potential in the County. However, the coarseness of the Soil Landscape of Canada spatial data associated with the Land Suitability Rating System for spring seeded small grains data in the proposed expansion area suggests that caution should be exercised. Further detailed soil surveys would be required to provide a more precise estimate of the crop growing potential in Mackenzie County.

2. Alberta Chicken Producers

As you know, the Alberta Chicken Producers are responsible for the regulations that permit licensing and quota exemptions for chicken farmers. The exemptions were originally designed as personal exemptions, not exemptions for commercial production. However, the regulations do permit the sale of chicken (or provincially inspected chicken meat) under certain conditions, such as from a stall at a farmers' market.

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Mr. Bill Neufeld  
May 3, 2013  
Page Two

The *2001 Federal-Provincial Agreement for Chicken Operating Agreement* lists the personal exemptions for each province, of which Alberta has the highest in Canada. Because colonies have a large number of people on one land location, the Alberta Chicken Producers have supported an additional personal exemption for these groups.

Any proposed increases or decreases to provincial exemptions would require some discussion and acknowledgement by the Chicken Farmers of Canada, as quota allocations would need to be adjusted accordingly. I encourage you to discuss this matter further with Ms. Karen Kirkwood, Executive Director of the Alberta Chicken Producers, at 780-488-2125.

3. Drainage Master Plan

I understand you attended a meeting with ARD officials on April 18, 2013, at which you were informed that ARD will commit up to \$50,000 to assist in conducting a study to evaluate water management planning for new land development in the County. I have also been advised that you will be discussing this project with other Government of Alberta Ministries.

4. Agricultural Research

We continue to encourage agricultural research and innovation in the province, as it aligns with our Ministry objectives. In this particular case, however, ARD is pleased to already partner with Mackenzie County to promote, enhance, and protect viable and sustainable agriculture through the *Agricultural Service Board Act*, and the related grant program. ARD also supports agriculture applied research through the Mackenzie Applied Research Association with funding from the Agriculture Opportunities Fund. This is a valuable site for agricultural research due to its location and soil quality. My officials will also be speaking to the Federal Deputy Minister on your concerns regarding the sale of the Federal Experimental Farm site.

For more information on this, please feel free to contact Mr. Fred Young, Grant Manager with ARD, at 780-968-6555 or [fred.young@gov.ab.ca](mailto:fred.young@gov.ab.ca).

Thank you again for taking the time to follow-up on our recent meeting. I hope this information has been helpful, and I look forward to our continuing work with Mackenzie County to ensure the profitability and sustainability of rural communities in the area.

Sincerely,



Verlyn Olson, Q.C.  
Minister

Enclosure

cc: Fred Young, Grant Manager, Agriculture Grant Programs Branch

**Enclosure – Soil Classification Maps**

Mackenzie County covers approximately 82,608 km<sup>2</sup> of land, and there is detailed Soil Classification (1:100,000) in the County in the Agricultural Regions of Alberta Soil Inventory Database (AGRASID) amounting to 5,378 km<sup>2</sup> of this area.

This area is what we currently consider the agricultural area in the county. Geographic information system (GIS) analysis in the AGRASID specifically reports:

- 342 km<sup>2</sup> of land with a Land Suitability Rating of 2
- 2,545 km<sup>2</sup> of land with a Land Suitability Rating of 3
- 803 km<sup>2</sup> of land with a Land Suitability Rating of 4
- 545 km<sup>2</sup> of land with a Land Suitability Rating of 5
- 794 km<sup>2</sup> of land with a Land Suitability Rating of 6
- 263 km<sup>2</sup> of land with a Land Suitability Rating of 7

The remainder of the county—where expansion is proposed has digital soils information at a scale of 1:1,000,000—is known as the Soil Landscape of Canada (SLC) layer that covers approximately 77,214 km<sup>2</sup> of the County. The GIS analysis in this area reports:

- 102 km<sup>2</sup> of land with a Land Suitability Rating of 2
- 14,778 km<sup>2</sup> of land with a Land Suitability Rating of 3
- 10,532 km<sup>2</sup> of land with a Land Suitability Rating of 4
- 4,044 km<sup>2</sup> of land with a Land Suitability Rating of 5
- 9,553 km<sup>2</sup> of land with a Land Suitability Rating of 6
- 38,205 km<sup>2</sup> of land with a Land Suitability Rating of 7

In the Land Suitability Rating System for spring seeded small grains, land classed as 2 and 3 has slight to moderate limitations for growing spring seeded small grains. Further information on the severity of limitations of each land suitability rating can be found below in Table 2.1 from the "Land Suitability Rating System For Agricultural Crops: Spring-seeded small grains".

**Table 2.1 Relationship of suitability class to index points.**

Suitability class	Index points	Limitations for specified crop*
1	80–100	none to slight
2	60–79	slight
3	45–59	moderate
4	30–44	severe
5	20–29	very severe
6	10–19	extremely severe
7	0–9	unsuitable

\*Limitations are for production of the specified crops. This does not imply that the land could not be developed for other crops or for other uses.



**Chris Warkentin, MP**  
**Peace River**

# News Release

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**For immediate release**  
**May 22, 2013**

## **WARKENTIN CALLS ON PROPOSALS FOR OPENING DOORS PROGRAM**

**OTTAWA, ON –May 22, 2013-** Chris Warkentin, Member of Parliament for Peace River, is calling on local organizations to submit proposals to the *Opening Doors: Economic Opportunities for Women* program.

The initiative was recently launched by the Government of Canada to increase economic security and promote prosperity for women in communities across Canada.

The program aims to create new economic opportunities for women in three main areas:

- 1) Advancing Women in Non-Traditional Occupations
- 2) Increasing Economic Options for Women
- 3) Improving Prosperity for Immigrant Women

Those seeking to submit a proposal are invited to visit the following website for more details on how to apply: <http://www.swc-cfc.gc.ca/fun-fin/cfp-adp/2013-1/index-eng.html>

Warkentin reminds applicants that the deadline for proposals is May 31, 2013.

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**For more information please contact Chris Warkentin, MP at: 613-992-5685**

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Ottawa Office  
Tel: (613) 992-5685  
Fax: (613) 947-4782



Constituency Office  
Tel: (780) 538-1677  
Fax: (780) 538-9257